

When the documents are approved, the external user will be informed via email. External users can, thereafter, access the same supplement via Continue Tax/Supplement functions, as applicable.

If the documents are not approved, the system sends an email notification to the external user indicating that an action is required to resubmit correct documents.

1.3.6 Reprint Functionality

The system provides the ability to reprint the items listed below:

- License
- Tax Return
 - Reprint of a filed tax return for a specific customer, year, and quarter.
- Temporary Decal Permit

1.3.6.1 Reprint License

Perform the following steps to reprint a license:

- From the IFTA application-level menu, click LICENSE from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- The Electronic Delivery Type defaults to PDF and cannot be changed.
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the license will be printed.

The screenshot shows a web application interface for reprinting a license. The title bar at the top left says "Reprint" and the top right says "License". Below the title bar is a search area with a "Search By" label. There are four input fields: "MCE Customer ID" (pre-filled with "746576374"), "Fleet No.", "License Year", and "Supplement No.". Below these fields is a dropdown menu for "Electronic Delivery Type" set to "D - PDF". At the bottom of the search area are four buttons: "Proceed" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a white question mark).

1.3.6.2 Reprint Tax Return

Perform the following steps to reprint a tax return:

- From the IFTA application-level menu, click TAX RETURN from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- Annual Filer checkbox - checking this checkbox allows to file return for all the quarters at once in the last quarter. The penalties pertinent to previous quarters will be charged in the last quarter.

- 4th Qtr. Postmark Date – the date entered for this field is considered the Postmark Date for all the previous quarters. This field opens when the user checks the Annual Filer checkbox. The date defaults to current date and cannot be changed.
- The Electronic Delivery Type defaults to PDF and cannot be changed.
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the tax return will be printed.

The screenshot shows a web interface titled 'Reprint' with a 'Tax Return' label in the top right. A 'Search By' section contains several input fields: 'MCE Customer ID' with the value '746576374', 'Fleet No.' (empty), 'Return Year' (dropdown), 'Return Quarter' (dropdown), 'Fuel Type' (dropdown), 'Amendment No.' (text input), and 'Electronic Delivery Type' (dropdown with 'D - PDF' selected). An 'Annual Filer' checkbox is also present. At the bottom of the form are four buttons: 'Proceed' (green), 'Refresh' (orange), 'Quit' (orange), and a help icon (blue circle with a white question mark).

1.3.6.3 Reprint Temporary Decal Permit

Perform the following steps to reprint a temporary decal permit:

- From the IFTA application-level menu, click TEMPORARY DECAL PERMIT from the REPRINT menu tile.
- The MCE Customer ID is prepopulated and protected. Enter additional search parameters to narrow down the search.
- The Electronic Delivery Type defaults to PDF and cannot be changed
- Click PROCEED to display a list search results in a grid. Select the preferred record by clicking the Select icon from the grid and the temporary decal permit will be printed.

The screenshot shows a web interface titled 'Reprint' with a 'Temporary Decal Permit' label in the top right. A 'Search By' section contains several input fields: 'MCE Customer ID' with the value '746576374', 'Fleet No.' (empty), 'License Year' (text input), 'Supplement No.' (text input), 'Unit No.' (text input), and 'Electronic Delivery Type' (dropdown with 'D - PDF' selected). At the bottom of the form are four buttons: 'Proceed' (green), 'Refresh' (orange), 'Quit' (orange), and a help icon (blue circle with a white question mark).

Appendix A – Acronyms

Acronyms	Description
MoDOT	Missouri Department of Transportation
MO	Missouri
IFTA	International Fuel Tax Agreement
MCE	MoDOT Carrier Express
ID	Identification
USDOT	United States Department of Transportation
No.	Number
VIN	Vehicle Identification Number
DBA	Doing Business As
MPG	Miles Per Gallon
PDF	Portable Document Format – a filetype