

### 1.3 Trip Permits

The Trip Permit module allows users to apply, issue and manage trip permits.

#### 1.3.1 New Permit

##### 1.3.1.1 Trip Permit

This function lets a user apply for a new trip permit. Perform the following steps to apply for a new permit:

- From the Trip Permit level menu, click TRIP PERMIT from the NEW PERMIT menu tile

**New Permit** Trip Permit

Search By

MCE Customer ID: 1198 | TPID: | USDOT No.: | Legal Name: | DBA Name: |

Proceed Refresh Quit ?

- On the search screen, the MCE Customer ID is prepopulated and protected.
- Enter the USDOT No., TPID, Legal Name and DBA Name, if required
- Click PROCEED to view the trip permit screen

**Permit Details** Trip Permit

Customer Details

MCE Customer ID: 1198 | Legal Name: SUCCESS TRUCK LEASING INC | DBA Name: SUCCESS NATIONALLEASE

Address Details

Business Address | Mailing Address

Street: 77 S JAMES ST | Zip Code: 64116 | Jur: MO - MISSOURI | City: KANSAS CITY

Country: CLAY | Country: US

Business Customer Details

TPID: 431639536 | USDOT No.: 000491897 | Primary Contact Name: AMBER WOODROME | Email: TEST@CELTIC.COM

Primary Phone: 913-321-1716

The screenshot displays a web application interface for managing permits. It is divided into several sections:

- Permit Details:** Contains fields for Permit Type (dropdown), Transaction Type (text: NPMT - NEW PERMIT), Permit No. (text), Duration (dropdown), No. Of Permits (text), Permit Status (dropdown: A - Active), Effective Date (calendar icon, text: 08/24/2021 01:54:48 AM), and Expiration Date (calendar icon, text: MM/DD/YYYY HH:MM:SS).
- Fees Details:** A table with columns FEE TYPE, NO. OF PERMITS, and FEE AMT(\$). The table is currently empty with the message "No data available in table".
- New Vehicle Search Criteria:** Includes input fields for Unit No., VIN, and Plate No., with "Find" and "Refresh Vehicle" buttons. Below the fields is the instruction: "Enter either the VIN or Plate No. and select Find."
- Vehicle Details:** Includes input fields for VIN, Unit No., Plate No., Body Type, Make, Model Year, and Plate Jurisdiction.
- Delivery Type:** Includes a dropdown for Electronic Delivery Type (selected: D - PDF).
- Comments:** A section with a "+" icon and a text area.

At the bottom of the interface, there are navigation buttons: "Proceed", "Refresh", "Quit", and a home icon.

- On the trip permit screen, the customer, address, and business customer details will populate from MCE and cannot be changed. Enter the following details on the following sections:
  - Permit Details:
    - Permit Type – select one of the following permit types from the drop-down:
      - IFTA Decal Permits
      - IFTA 72-Hour Permits
      - Combination IFTA/IRP Trip Permits
      - IRP 72-Hour Permits
      - OPA 72-Hour Permits
      - Unladen Hunters Permit
    - Transaction Type – defaults to New Permit and cannot be changed.
    - Permit No. –populates once the Permit Type is selected and is disabled.
    - Duration –populates once the Permit Type is selected and is disabled.
    - No. of Permits – this field enables on selecting IFTA 72-Hour Permits, Combination IFTA/IRP Trip Permits, or IRP 72-Hour Permits from the Permit Type drop-down. Enter required number of permits for the selected permit type.
    - Permit Status – defaults to Active and cannot be changed.
    - Effective Date – defaults to current date and time and is changeable.
    - Expiration Date – populates based on the selected Permit Type and Effective Date and is protected.
  - New Vehicle Search Criteria – this section lets you find an existing vehicle in the system. Enter Unit No., VIN, or Plate No, and click FIND to search for the vehicle.

- Vehicle Details – if the searched vehicle is found, the fields within this section will prepopulate. If the information is unavailable, user can enter the following information:
  - Unit No.
  - Plate No.
  - Body Type
  - Make
  - Model Year
  - Plate Jurisdiction
- Electronic Delivery Type defaults to PDF and cannot be changed.
- Comments – enter any comments in the comment section, if necessary.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to process the payment. Refer to section 1.4.1.2 for details on Payment. The system will generate a payment receipt and trip permit credentials once the payment is complete.

### 1.3.2 Maintain Permit

#### 1.3.2.1 Work in Progress

This function enables users to resume incomplete permit supplements. When a user initiates a supplement and exits it before completion, the Work in Progress functionality allows them to resume that supplement later. Work in Progress retains all the information the user entered previously.

Perform the following steps to continue a transaction from Work In Progress:

- From the Trip Permit level menu, click WORK IN PROGRESS from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
- Permit Category – defaults to Trip Permit and is the only option available.
- MCE Customer ID – is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.
- Click PROCEED to view the search results in a grid.

- Click the Select icon for the preferred record from the grid the system lets you continue the supplement from where you quit earlier.

#### 1.3.2.2 Inquiry

This function lets a user perform an inquiry on the existing permit details. Perform the following steps for permit inquiry:

- From the TRIP PERMIT level menu, click INQUIRY from the MAINTAIN PERMIT menu tile
- On the search screen, enter the following details:
  - Permit Category – defaults to Trip Permit and is the only available option.

- MCE Customer ID – is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type, Previous Permit Type and Unit No. to narrow down the search results.
- Click PROCEED to view the search results in a grid

Maintain Permit
Inquiry

**Search By**

Permit Category <input type="text" value="TRIP PERMIT"/>	MCE Customer ID <input type="text" value="1198"/>	Legal Name <input type="text"/>	Permit No. <input type="text"/>
Permit Year <input type="text"/>	Permit Type <input type="text"/>	Previous Permit No. <input type="text"/>	Unit No. <input type="text"/>

Proceed
Refresh
Quit

MCE CUSTOMER ID	LEGAL NAME	PERMIT CATEGORY	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	TRANSACTION STATUS	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE	PERMIT ISSUE DATE	NO. OF PERMITS	VIN	PLATE NO.	UNIT NO.
1198	SUCCESS TRUCK LEASING INC	TRIP PERMIT	IHP	0000003110		2021	A - Active	NPMT - NEW PERMIT	C - CLOSED	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM	08/24/2021	0	JF25H63659H737604	A4526	02

Showing 1 to 1 of 1 entries
First Previous **1** Next Last

- Click the View icon from the left of the grid to view the detailed permit information.

**PERMIT INQUIRY** ✕

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**Permit Details**

MCE Customer ID	1198	Legal Name	DBA Name
		SUCCESS TRUCK LEASING INC	SUCCESS NATIONALEASE

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**Business Address**

Street	77 S JAMES ST	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US				

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**Mailing Address**

Street	PO BOX 2346	Zip Code	64116	Jur	MO - MISSOURI	City	KANSAS CITY
County	CLAY	Country	US				

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**Business Customer Details**

TPID	431639536	USDOT No.	000491897	Primary Contact Name	Email
				AMBER WOODROME	TEST@CELTIC.COM
Primary Phone	913-321-1716				

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**Permit Details**

Permit Category	Permit Type	Transaction Type	Permit No.
TRIP PERMIT	IHP - IRP 72 HOUR PERMITS	NPMT - NEW PERMIT	0000003110
Duration	H - 72 hours	No. Of Permits	0
Permit Status	A - Active	Effective Date	08/24/2021 02:01:12 AM
Expiration Date	08/27/2021 02:01:12 AM	Transaction Status	C - CLOSED

Print
Close

- Click PRINT to print the permit details or click CLOSE to exit from the screen.

### 1.3.2.3 Reprint Permit

This function lets a user reprint an issued trip permit. Perform the following steps to reprint a trip permit:

- From the TRIP PERMIT level menu, click REPRINT PERMIT from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
  - MCE Customer ID – is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.
  - Electronic Delivery Type – this drop-down defaults to PDF and is the only available option.

Maintain Permit Reprint Permit

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**Reprint**

MCE Customer ID: 1198      Legal Name:       Permit No.:       Permit Year:

Permit Type:       Previous Permit No.:       Electronic Delivery Type: D - PDF

[Proceed](#)   [Refresh](#)   [Quit](#)   [?](#)

	MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE
<input type="checkbox"/>	1198	SUCCESS TRUCK LEASING INC	IHP	0000003110		2021	A - Active	NPMT - NEW PERMIT

Showing 1 to 1 of 1 entries

First   Previous   **1**   Next   Last

- Click PROCEED to view the search results in a grid.
- Click the Select icon from the left of the grid to reprint the trip permit for the desired carrier account.



**Missouri Department of Transportation**  
**Motor Carrier Services**  
 Jefferson City, Missouri  
 1-866-831-6277  
**MCS Temporary Permit**

PERMIT NUMBER  
**0000003110**

USDOT NUMBER 000491897			TYPE OF PERMIT		
ISSUED TO SUCCESS TRUCK LEASING INC			<input checked="" type="checkbox"/>	72-Hour Reciprocity Trip	\$10
BUSINESS STREET ADDRESS PO BOX 2346			<input type="checkbox"/>	72-Hour Fuel Trip	\$10
BUSINESS CITY, STATE, ZIP KANSAS CITY, MO 64116			<input type="checkbox"/>	72-Hour Trip (In lieu of stamp or sticker)	\$5
			<input type="checkbox"/>	30 Day Hunter Permit	\$25
			Total Collected		
VEHICLE MAKE SUBA	VIN NUMBER JF2SH63659H737604	YEAR 2009	BEGINNING:    08    /    24    /    2021 MONTH    DAY    YEAR		
LICENSE NO (Leave Blank for Hunter Permit) A4526		LICENSE STATE (Leave Blank for Hunter Permit) MO		HOUR:    02:01 <input checked="" type="checkbox"/> A.M. <input type="checkbox"/> P.M.	



This permit is non-transferable and must be in the possession of vehicle operator at all times. This license is valid for the duration and commencing with the time of the permit as shown above for the vehicle described heron. Any alternation voids the permit. If further information is needed, please contact Motor Carrier Service, 830 MoDOT Drive, Jefferson City, MO 65102, Phone 573-751-7100

Movement on the 30-Day Unladen/Hunter's Permit authorizes the movement of a vehicle and trailer in all jurisdictions upon cancellation of a lease, at the empty weight by a lessor if the apportioned plate has been surrendered to the (motor carrier) lessee.

This 72-Hour Reciprocity Trip Permit is deemed void if the Motor Carrier Responsible for Safety has been placed Out of Service by FMCSA

**Issued at 830 MoDOT Drive**  
**Post Office Box 270**  
**Jefferson City, MO 65102-0270**  
**On August 24, 2021**

### 1.3.3 Permit Administration

#### 1.3.3.1 Update

This function lets a user update information on an existing trip permit. Perform the following steps to update a trip permit:

- From the TRIP PERMIT level menu, click UPDATE from the PERMIT ADMINISTRATION menu tile
- On the search screen, the MCE Customer ID is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.

- Click PROCEED to view the search results in a grid.

Permit Administration Update

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**Search By**

MCE Customer ID:  Legal Name:  Permit No.:  Permit Year:

Permit Type:  Previous Permit No.:

Proceed
Refresh
Quit
?

MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE
1198	SUCCESS TRUCK LEASING INC	IHP	000003110		2021	A - Active	NPMT - NEW PERMIT	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM

Showing 1 to 1 of 1 entries First Previous **1** Next Last

- Click the Select icon for the preferred record from the grid.

Permit Details Update

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**Customer Details**

MCE Customer ID:  Legal Name:  DBA Name:

**Address Details**

**Business Address** | Mailing Address

Street:  Zip Code:  Jur:  City:

Country:  Country:

**Business Customer Details**

TPID:  USDOT No.:  Primary Contact Name:  Email:

Primary Phone:

**Permit Details**

\* Permit Type:  Transaction Type:  Permit No.:  Duration:

The screenshot displays the permit details interface. At the top, there are fields for 'No. Of Blank Permits' (0), 'Permit Status' (A - Active), 'Effective Date' (08/24/2021 02:01:12 AM), and 'Expiration Date' (08/27/2021 02:01:12 AM). Below this is the 'Fees Details' section, which contains a table:

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IRP 72-Hour Permits	0	0.00
<b>Total</b>		<b>0.00</b>

The 'New Vehicle Search Criteria' section includes input fields for 'Unit No.', 'VIN', and 'Plate No.', along with 'Find' and 'Refresh Vehicle' buttons. Below this is the 'Vehicle Details' section, which features dropdown menus for 'VIN' (JF25H63659H737604), 'Unit No.' (02), 'Plate No.' (A4526), 'Make' (SUBARU - SUBA), 'Model Year' (2009), and 'Plate Jurisdiction' (MO - MISSOURI). A 'Body Type' dropdown is set to 'TK - Straight Truck'. The 'Delivery Type' section has a dropdown menu set to 'D - PDF'. At the bottom, there is a 'Comments' section and a navigation bar with 'Proceed', 'Refresh', 'Quit', and a help icon.

- On the permit details screen, the system prepopulates all the information in customer, address, and business customer details sections. The user can modify information on the following sections:
  - Permit Details – all the information on this section is prepopulated and protected. However, user can update the Effective Date for the permit.
  - Fees Details – the fees will update automatically based on the permit type and MO business rules.
    - If the fees are calculated and charged, user can check the Waive checkbox to waive off the fees, if required.
  - Vehicle Details – user can update the following vehicle details:
    - VIN – enter VIN and click FIND on the New Vehicle Search Criteria section to change the VIN populated on the screen
    - Unit No.
    - Plate No.
    - Body Type
    - Make
    - Model Year
    - Plate Jurisdiction
  - Delivery Type – the Electronic Delivery Type drop-down defaults to PDF and is disabled.
  - Comments – add comments pertinent to changes made to the trip permit details.
- Click PROCEED to view the verification screen.
- Click PROCEED from the verification screen to save the updates and process payment. Refer to section 1.4.1.2 for details on payment.
- On the search screen, the MCE Customer ID is prepopulated and protected.
  - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.

- Click PROCEED to view the search results in a grid.

Permit Administration Delete

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**Search By**

MCE Customer ID: 1198      Legal Name:       Permit No.:       Permit Year:

Permit Type:       Previous Permit No.:

Proceed Refresh Quit ?

MCE CUSTOMER ID	LEGAL NAME	PERMIT TYPE	PERMIT NO.	PREVIOUS PERMIT NO.	PERMIT YEAR	PERMIT STATUS	TRANSACTION TYPE	PERMIT EFFECTIVE DATE	PERMIT EXPIRATION DATE
1198	SUCCESS TRUCK LEASING INC.	IHP	000003110		2021	A - Active	NPMT - NEW PERMIT	08/24/2021 02:01:12 AM	08/27/2021 02:01:12 AM

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Click the Select icon for the preferred permit to be deleted.

Permit Details Delete

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**Customer Details**

MCE Customer ID: 1198      Legal Name: SUCCESS TRUCK LEASING INC      DBA Name: SUCCESS NATIONALEASE

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**Address Details**

**Business Address**      Mailing Address

Street: 77 S JAMES ST      Zip Code: 64116      Jur: MO - MISSOURI      City: KANSAS CITY

Country: CLAY      Country: US

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**Business Customer Details**

TPID: 431639536      USDOT No.: 000491897      Primary Contact Name: AMBER WOODROME      Email:

Primary Phone: 913-321-1716

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**Permit Details**

\* Permit Type: IHP - IRP 72- HOUR PERMITS      Transaction Type: DPMT - DELETE PERMIT      Permit No.: 000003110      Duration: H - 72 hours

No. Of Blank Permits  
0

Permit Status  
I - Inactive

\* Effective Date  
08/24/2021 02:01:12 AM

Expiration Date  
08/27/2021 02:01:12 AM

Fees Details

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
IRP 72-Hour Permits	0	0.00
<b>Total</b>		<b>0.00</b>

New Vehicle Search Criteria

Unit No.

VIN

Plate No.

Enter either the VIN or Plate No. and select Find.

Vehicle Details

VIN  
JFZ5H63659H737604

\* Unit No.  
02

\* Plate No.  
A4526

\* Body Type  
TK - Straight Truck

\* Make  
SUBARU - SUBA

\* Model Year  
2009

\* Plate Jurisdiction  
MO - MISSOURI

Delivery Type

Electronic Delivery Type  
D - PDF

+ Comments

- On the permit details screen, all the information is prepopulated and protected.
- Add comments to the Comment section stating the reason for deleting the permit.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to proceed payment and close the supplement. Refer to section 1.4.1.2 for details related to payment.