

Welcome to the Motor Carrier Connect System user guide!

Adding a Unit

After logging into the system, users will be directed to the dashboard page.

1. Click on "Start a Supplement" listed under the "Suggested Actions – IRP" section.

Welcome Back
SKYLER GRIMMIUS of SD DEPARTMENT OF REVENUE

Amount Due
\$0.00

View History

Help section
Welcome to the new MCC system for South Dakota IRP and IFTA transactions. If you need help remember there is a help section link at the bottom of any page you are working on. This will have written and video instructions to help guide you through the new system.

Suggested Actions - IRP

- [Add Unit](#)
- [Change MCRS](#)
- [Update Unit](#)
- [Start a Supplement](#)
- [Show More](#)

Pending Transactions

2. In the weights and unit section, established users will have a list of current weight groups being utilized. For new users or in those instances where the weight group is not listed or the weight group is listed as "Inactive" status, users will add a weight group by clicking "Add Weight Group".

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Weights & Units

Fee Summary

Payment

Receive Credentials

Weights & Units

Create a Weight Group (Ex: 80,000lbs, 73280lbs), Select Vehicle Type, Enter Description, Select a combined Declared Gross Weight, Select A Vehicle Search Information, Enter Weight Groups, Enter Unit Information, Save Unit.

Weight Groups

CSV Print Hide uses and jurisdictions Filter: Show All

Group #	Vehicle Type	Description	Units	Weight	Status
15	Truck Tractor	80000	0	80000 Lbs	Inactive
14	Truck Tractor	80000	0	80000 Lbs	Inactive
13	Truck Tractor	80000	1	80000 Lbs	Active

3. If the weight group that corresponds to the new unit is listed and is in active status, the user can click "Add Unit" next to the weight group.

All	+ Add Weight Group		Filter records:	<input type="text"/>
Units	Weight	Status	Actions	
0	80000 Lbs	Inactive		
0	80000 Lbs	Inactive		
1	80000 Lbs	Active	Add Unit Edit	

4. After selecting "Add Unit", the following screen will appear. On this page, enter the VIN of the unit to be added to MCC.

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Add Unit(s)

+ Select Units From Previous Year **Upload Units**

Choose File | No file chosen
Browse Files...

Upload Units through a CSV, Excel, or other Table Format or selected units previously uploaded.
Otherwise, complete the form below to add units manually.

Vehicle Search: Search Type: **VIN**

Weight Group: **13: Truck Tractor CGVW: 80000; use: NO; 80000**

Search **Clear**

5. Based on the VIN entered, some of the unit's information will populate on the next page. Enter in any required fields (*) that are blank.

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Weights & Units

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Add Unit

XXXXXXXXXXXXXXXXXXXX - AXXXXXXXXXXXX

Vehicle

VIN *

Year * Make * Model

Unladen Weight * Axles * QC Axles *

Fuel * Color Secondary Color

Unit

Unit Number

Weight Group *

Travel Less Than 10K Nationally Pulls Trailer *

A

Purchase Information

Purchased As * Purchase Date *

Purchase Price * Factory Price *

Trade-In Value

Application Date

Default Factory Price

B

Owner/Lessee Information

Owner Name * Change of Ownership

Title Number Title Jurisdiction

Lease Agreement?

Motor Carrier Responsible for Safety

[Who is the Motor Carrier Responsible for Safety?](#) ^

USDOT # * Taxpayer Identifier (FEIN or SSN)

Is the motor carrier responsible for safety expected to change during this registration year? *

No Yes

Validate USDOT

A Purchase Information:

Purchased As: Users have the option of selecting new or used. "Used" are all units previously titled, "New" are units that have not previously been titled in a jurisdiction and are sold with an MSO.

Purchase Date: Date reflected on bill of sale.

Purchase Price – Price should NOT include federal excise tax (FET) BUT should include things such as buyer's premium fees, warranties, and extras.

Default Factory Price: It is our recommendation that users select this option rather than entering their own price into the "Factory Price" box.

Application Date: Date unit is added to the system.

B Owner / Lessee Information:

Owner Name: Name needs to read exactly how the unit's title is going to read. Do not include punctuation. (Smith's Farms should be entered as Smiths Farms)

Change of ownership: This box should be checked if users are transferring the title to South Dakota or if there is a change in the owner's name. The only time this box would not be checked is if the unit's title is already in South Dakota AND in the correct owner's name.

Title Jurisdiction – This section is for what the title is currently in. For example, if you are turning in a Nebraska title you would select Nebraska. For MSO titles, please leave blank.

Validate USDOT: After the user has encoded the USDOT number and the federal tax identification number, they can confirm that they have inputted the correct USDOT number by selecting the "Validate USDOT" button.

Credential Actions

Plate Actions

Issue Plate

Plate Options

No Apportioned Plate Action
 Issue Apportioned Plate

Cab Card Actions

Replace Cab Card

Year Sticker Actions

Replace Year Sticker

Fees

Waive Plate Fee
 Waive Identification Fee
 Waive Cabcard Fee
 Waive Solid Waste Fee
 Waive Highway Patrol Fee

Charge Lien Fee

Charge Late Temporary Penalty

Charge Titling Fee

Charge Late Weeks - # of weeks

Charge Excise Tax

+ Save Unit

× Cancel Unit

Credential Actions

Plate Options: Select "Issue Apportioned Plate" when back pate is needed. Typically applies to any unit that does not always pull a trailer (i.e. dump trucks, pickups).

Fees: South Dakota users will NOT use the "Waive" options. Of the "Charge" options select any / all that apply.

- Lien fee – if the unit has a lien holder
- Charge Late Temporary Fee – if the unit has an expired temporary plate
- Charge Titling Fee – if the unit is changing ownership
- Charge Late Weeks – Carriers have 45 days to provide the state with the title. If it is over 45 days, select the box and put in the number of weeks the title is late rounding up to the next whole week. For example, two (2) days late would be one (1) week, and eight (8) days late would be two (2) weeks.
- Charge Excise Tax – the unit is changing ownership and is not exempt from the excise tax. Users who are not sure if their unit is tax exempt unit should contact their account agent before submitting.

After completing this section, select "+ Save Unit". Users will be directed back to the Weights & Units page.

6. Here users can add more units. If all units have been added, scroll down to the bottom of the page and select "+ Validate and Calculate Fees". Users will then be directed to the Application Fee Summary.

Application Fee Summary

Required materials are missing. Please complete before filing application.
[Maintain Required Materials](#)

Application Summary

Registration Effective Date	Registration Expiration Date	Number of Months	Fee Amount
9/29/2022 Update Registration Date	11/30/2022	3	\$502.30 Billing Statement Unit Billing Statement

Application Unit Summary

Units Adding or Renewing		Other Unit Updates		Unit Exceptions	
Added	1	Edited	0	Restricted Units	0
Renewed	0	Deleted	0	Units with Special Uses	0
Brought Forward	0	Exchange Deletes	0	Units with Weight Exceptions	0
Fleet Transfers	0	Weight Changes	0		
Exchange Adds	0				
Total Units Registering	1				

Delivery Preference

Ship plates/cab cards to Fleet Physical Shipping Address

By selecting "File application", the user agrees that the application meets all South Dakota IRP requirements

[+ File Application](#)

7. Select "Maintain Required Materials"

Upload the necessary docs - the system does not tell you if it is uploaded. A file should be uploaded for all required documents using the upload button. Examples of documents which may be required are the unit's title, bill of sale, and HVUT(2290) form.

8. After submitting the docs, click on the "Fee Summary" link on the left-hand side of the page.

9. Under the "Other Actions" tab, select "Required Materials Report".

This report will be the cover page for the unit's title documents that are mailed to your agent's office. The items to be included are listed. State law requires that the original title or MSO be mailed in.

10. Once everything has been completed, select "+ File Application".

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Weights & Units

Fee Summary

Payment

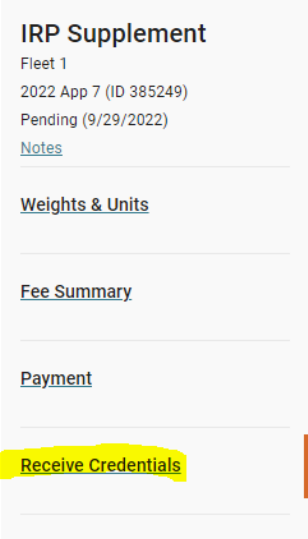
Application Fee Summary

Select Continue to confirm that you wish to File the Application. Otherwise select Cancel to return to the Fee Summary.


[+ Continue](#) [x Cancel](#)

11. Under the Application Fee Summary, select "Continue".

12. Users are directed to the Payment screen. If the unit was correctly added users will not be able to pay until your agent has processed the paperwork that has been submitted. Once approved, the user will receive an email notifying them that the billing is ready to be paid.



13. Once the paperwork has been submitted for review, users can select "Receive Credentials".

VIN	Unit Number	Temporary Cab Card
[REDACTED]	5	

14. Users will see the units that are eligible to receive a temporary cab card. Select the document image located directly under the "Temporary Cab Card" column. It will bring up the temporary card that can be printed and placed in the unit or stored electronically to be shown to any motor carrier officer.

15. This completes the steps necessary to add a unit. Click on "Account Dashboard" to go back to the home screen.

The account dashboard will show the total due and a widget link with the "Required Materials Needed." The payment can be made by selecting the "Make Payment" button after the user has received an email from their agent notifying them that the added unit supplement is ready to pay.

In the event not all necessary documents were received, the agent will contact the user also via email. Users can then select the "Required Materials Needed" widget to upload the additional documents.

The "Required Materials Needed" link will clear once an agent has processed the paperwork. That is a second indicator that the request has been processed and the bill is available to be paid.