



# EMPLOYEE / CONSULTANT ONLINE APPLICATION GUIDE

## BEFORE YOU BEGIN:

LOG IN TO: [www.mhadot-quick-entry.com](http://www.mhadot-quick-entry.com) SELECT CREATE ACCOUNT

PLEASE REMEMBER YOUR USERNAME! IT MAY NOT BE THE EMAIL ADDRESS!

### CONSULTANT DOCUMENTS NEEDED:

- Copy of current Vehicle Registration & Driver's License
- Certificate of Liability Insurance with the MHA DOT as the certificate holder – PO BOX 1693 NEW TOWN ND 58763
- Copy of Company TERO License

### EMPLOYEE DOCUMENTS NEEDED:

- Copy of most recent pay stub or W2 – New employee must have signed letter from employer or Signed W4
- Copy of Company TERO Business License
- Copy of Company Certificate of Insurance with the MHA DOT as the certificate holder
- Copy of Current Registration and Driver's License

## FILLING OUT THE APPLICATION

SELECT **NEW APPLICATION** WHEN YOU LOG IN

- ✓ **DISREGARD TRUCKING MANAGEMENT QUESTION (SELECT NO)**
- ✓ **SELECT EITHER CONSULTANT OR EMPLOYEE - CONSULTANTS AND EMPLOYEES CAN ONLY REGISTER ONE PERSONAL VEHICLE. IF MORE THAN ONE VEHICLE PLEASE UNCHECK CONSULTANT OR EMPLOYEE BOX TO ADD MORE THAN ONE VEHICLE**
- ✓ **TERO LICENSE –EXEMPT**
- ✓ **CONSULTANTS - FILL OUT YOUR COMPANY INFORMATION & INSURANCE INFORMATION**
- ✓ **EMPLOYEES - FILL OUT THE EMPLOYEE'S INFORMATION WHERE IT ASKS FOR COMPANY INFORMATION – *WHEN IT ASKS FOR OWNER INPUT YOUR EMPLOYER NAME INSTEAD***
- ✓ **INPUT EITHER GENERAL OR AUTO INSURANCE INFORMATION & POLICY #**
- ✓ **INPUT "N/A" UNDER WORKMANS COMP, UNEMPLOYEMENT, & DOT #**
- ✓ **DISREGARD TRUCKING AND HOTSHOT SERVICES – DO NOT SELECT ANYTHING**
- ✓ **INPUT CREDIT CARD INFORMATION – FEES: \$200 FOR ONE VEHICLE - \$1000 FOR MORE THAN ONE VEHICLE**
- ✓ **SAVE AND ADD VEHICLES – IF THE VEHICLE HAS AN ERROR – INPUT IT AS VEHICLE TYPE "OTHER" INSTEAD OF STANDARD**
- ✓ **UPLOAD DOCUMENTS NEEDED AND SUBMIT FOR PROCESSING**
- ✓ **CREDIT CARD PROCESSING FEE 3.09% ADDED TO EVERY TRANSACTION**

**FOR ANY QUESTIONS PLEASE CALL THE OFFICE 701-627-2838 OR EMAIL VIOLET VJONES@MHANATION.COM**