

# **MHA DOT Transportation Application Guide**

Log in to the online application

**WWW.MHADOT-QUICK-ENTRY.COM**

Create an online account

The username must be a maximum of 10 characters (do not use your email address)

Username: \_\_\_\_\_ Password: \_\_\_\_\_

## **BEFORE YOU BEGIN**

### **Documents needed**

#### **General Services**

(Does not include Trucking or Hotshot)

1. NEW TERO Business License – OBTAIN FROM TERO OFFICE 701-627-3634
2. Copy of vehicle registration
3. Driver's License
4. Certificate of Insurance with MHA DOT listed as the certificate holder
  - a. Hazardous – 5 million minimum
  - b. Non-hazardous – 1 million minimum
  - c. Address PO BOX 609 New Town, ND 58763

#### **Trucking Only**

(Trucking & Hotshot Services Only)

1. Current vehicle registration
2. Driver's License
3. Current Insurance card
4. Certificate of Insurance with MHA DOT listed as the certificate holder
  - a. Hazardous – 5 million minimum
  - b. Non-hazardous – 1 million minimum
  - c. Address PO BOX 609 New Town, ND 58763

## **FILLING OUT THE ONLINE APPLICATION**

1. Disregard the trucking management/broker question and select "NO"
2. Select "NO" on Consultant and Employee questions
3. TERO Business License
  - a. If you receive the business license from the TERO office for general services please enter the new license number
  - b. If you are a trucking or hotshot service company please select the box that asks "I don't have one and need to request one"
4. Tax ID
  - a. Every company will have a mandatory Federal ID or TAX ID number
5. Company information
  - a. Enter the company's contact information
6. Insurance Information

- a. input the general liability insurance information from the Certificate of Liability Insurance

**7. Additional Information**

- a. Form of business is non-native
  - i. If you are claiming native then please visit the TERO office for more information
- b. Workman's Comp
  - i. If you do not have workman's comp input "N/A"
- c. Unemployment
  - i. If you do not have workman's comp input "N/A"
- d. DOT
  - i. If you do not have workman's comp input "N/A"
- e. Lessor information
  - i. Input "N/A" if you are not leased to a company or using their general liability coverage
  - ii. Input the lessor's name and attach a lease agreement if you are working under another owner operator

**8. Enter the credit card information by selecting the blue profile area**

- a. If you are having issues with the credit card please save and call the office for more information – REMEMBER TO SAVE FIRST

**9. Agree to the terms and select "SAVE & ADD VEHICLES"**

**10. Adding vehicles**

- a. Enter your vehicle information
  - i. If you have issues with the vin number please select the VEHICLE TYPE as OTHER

**11. Upload Documents**

- a. Scan and select the file
- b. Enter the file type as either "REGISTRATION, TERO ID, CERTIFICATE OF INSURANCE"
  - i. Driver's licenses & lease agreement can be selected as file type "OTHER"
- c. **IF OTHER IS SELECTED ON ALL OF THE FILE TYPES THE APPLICATION WILL NOT READ IT**

**SUBMIT FOR PROCESSING**

If the application will not submit for processing and you get an error, you will have to call the office to figure out what went wrong and update it.

**Online application is mandatory.**

**OFFICE HOURS Monday – Friday: 8:30 a.m. – 3:30 p.m. MHA DOT does not register new or renewal applications on Fridays. Check our website for immediate closures**

[www.mhadot.com](http://www.mhadot.com)

**Location – corner of BIA 2 & HWY 23**

**Office Number (701) 627-2838**