

Personal Vehicle Tag 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

1099 Consultant driving personal vehicle

(Owns their own company)

1. Current TERO Business License
2. Copy of vehicle registration
3. Driver's License
4. Certificate of Insurance with MHA DOT listed as the certificate holder with a minimum of one million coverage in general & auto liability

W2 Employee

(Works for a company)

1. Employer's TERO Business License
2. W2, pay stub or signed letter of employment from employer
3. Current vehicle registration
4. Driver's License
5. Current Insurance card

Filling out the online application

1. Disregard the trucking question and select "NO"
2. Select either Consultant or Employee
3. TERO Business License
 - a. Consultants who own their own company will have a business license and enter it where it asks for the TERO License number and expiration date
 - b. Employees will disregard this question
4. Tax ID
 - a. Consultants will have their own tax id number or social
 - b. Employees will input "N/A"
5. Company information
 - a. Employees
 - i. input their name when it asks for Company name
 - ii. input their employer's name when it asks for owner's name
 - iii. input the employee's personal information (phone number, mailing address, & email)
 - b. Consultants
 - i. Input the company name or consultant's name when it asks for company name

- ii. Input their name when it asks for owner's name
- iii. Input their personal information

6. Insurance Information

- a. Employees
 - i. Input their insurance information from the insurance card
- b. Consultants
 - i. Input the general liability insurance information from the Certificate of Liability Insurance

7. Additional Information (if it shows up)

- 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. Input "N/A"
- c. Unemployment
 - i. Input "N/A"
- d. DOT
 - i. Input "N/A"
- e. Lessor information
 - i. Input "N/A"

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 "REGISTRATIONS, TERO ID, CERTIFICATE OF INSURANCE"
 - i. Driver's licenses & employment information 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.

You need the online application done – we do not process tags without the online application