

# **MHA DOT Transportation Application Guide**

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Create an online account

Username must be a **maximum** of 10 characters (do not use your email address)

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

## **BEFORE YOU BEGIN – INFORMATION NEEDED**

### **General Services**

**(Does not include Trucking or Hotshot)**

1. NEW TERO Business License – OBTAIN FROM TERO OFFICE 701-627-3634
2. Current vehicle registration
3. Certificate of Insurance with MHA DOT listed as the certificate holder. Include both General Commercial Liability & Auto Liability Insurance

Amounts: Hazardous – minimum 5 million  
Non-hazardous – minimum 1 million

Certificate Holder Address MHA DOT PO BOX  
609 New Town, ND 58763

### **Trucking/Hauling Only**

**(Trucking & Hotshot Services Only)**

1. Current vehicle registration
2. Certificate of Insurance with MHA DOT listed as the certificate holder. Include both General Commercial Liability & Auto Liability Insurance

Amounts: Hazardous – minimum 5 million  
Non-hazardous – minimum 1 million

Certificate Holder Address MHA DOT PO  
BOX 609 New Town, ND 58763

## **GO THROUGH EACH QUESTION**

## **SEE THE FOLLOWING FOR A GUIDE!**

**1. Disregard the trucking management/broker question and select “NO”**

**2. Select “NO” on Consultant and Employee questions**

**3. TERO Business License**

If you receive the business license from the TERO office for general services please enter the new license number

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**

Every company will have a mandatory Federal ID OR EIN #

**5. Company information**

Enter the company’s contact information

**6. Insurance Information**

Input the general liability insurance information from the Certificate of Liability Insurance

7. Form of business is **non-native**

If you are claiming native then please visit the TERO office for more information

8. Workman's Comp

If you do not have TYPE "N/A"

9. Unemployment

If you do not have TYPE "N/A"

10. DOT#

If you do not have TYPE "N/A"

11. Lessor information

TYPE IN "N/A" if you are not leased to a company or using their general liability coverage

**Input the lessor's name and attach a lease agreement if you are working under another owner operator**

12. Enter the credit card information by selecting the blue profile area

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

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

13. Adding vehicles

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

14. Upload Documents

a. Scan and select the file

Choose the file type as either:

- VEHICLE REGISTRATION
- TERO ID
- CERTIFICATE OF INSURANCE

lease agreement can be selected as file type "OTHER"

b. SAVE THE FILE

**IF OTHER IS SELECTED ON ALL OF THE FILE TYPES THE APPLICATION WILL NOT LET YOU SUBMIT FOR PROCESSING!**

**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