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

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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

Location – corner of BIA 2 & HWY 23 Office Number (701) 627-2838