

# **MHA DOT Transportation Application Guide**

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Create an online account

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

**TRUCKING APPLICATIONS ARE APPROVED BY THE TERO COMMISSION EVERY 2<sup>ND</sup> TUESDAY OF THE MONTH!  
DEADLINE IS FRIDAY PRIOR TO THAT DAY! NO EXCEPTIONS!**

## **FOR FASTER RESULTS - GO THROUGH EACH QUESTION BELOW!**

1. **Fill out the company information page and save the page! You can not enter any applications unless this company page information is done.**
2. Select Applications, then “Transportation Application” and the Green “New Application” Option.
3. **Disregard the trucking management/broker question and select “NO”**
4. **Select “NO” on Consultant and W2 Employee questions IF YOU ARE NOT EITHER ONE**
5. **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”**
6. **Tax ID**  
Every company will have a mandatory Federal ID OR EIN #
7. **Company information**  
Enter the company’s contact information
8. **Insurance Information**  
**Input the general liability & auto liability insurance information**

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

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

10. Workman's Comp

If you do not have TYPE "N/A"

11. Unemployment

If you do not have TYPE "N/A"

12. DOT#

If you do not have TYPE "N/A"

13. 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**

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

14. Adding vehicles

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

15. Upload Documents

a. Scan and select the file to upload into the application

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 – Payment will be sent via invoice if the application is accepted**

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!**

**MHA DOT CONTACT INFORMATION**

**OFFICE LOCATION**

TERO ENERGY BUILDING 3<sup>RD</sup> FLOOR  
305 4<sup>TH</sup> AVE, NEW TOWN, ND  
[MONDAY – FRIDAY 8:00 AM TO 4:00 PM]

**CONTACT NUMBERS**

(701) 627-6237 OR 627-6236

**EMAIL**

PERMITS@MHADOT.COM