

Application Guide for Personal Vehicle

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Username: _____ Password: _____

Documents Needed

1099 Consultant driving personal vehicle Sole-Proprietor or LLC Consultant

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 – address for Certificate holder is PO Box 609 New Town ND 58763

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

FOR FASTER RESULTS - GO THROUGH EACH QUESTION BELOW!

1. **Fill out your company's information first, SELECT SAVE & SELECT TRANSPORTATION APPLICATION**
2. **Disregard the trucking management/broker question and select "NO"**
3. **Select "YES" on Consultant OR "YES" if you are an Employee driving a personal vehicle**
4. **PUT YOUR NAME AS THE APPLICANT NAME**
5. **TERO Business License**
1099 Consultants - If you receive the business license from the TERO office for Consulting Services please enter the new license number
Employees – do not enter anything in this field (it shouldn't show up if you are selecting that you're an employee driving your personal vehicle)
6. **Tax ID**
TYPE IN EIN # OR LAST 4 OF SOCIAL SECURITY #
7. **Insurance Information**
1099 Consultants - Input the general liability insurance information from the Certificate of Liability Insurance
Employees – Input your auto insurance information

8. If you see any services at the bottom of the page – do not select any services

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 Workman's comp TYPE "N/A"

11. Unemployment

If you do not have Unemployment TYPE "N/A"

12. DOT#

If you do not have DOT # TYPE "N/A"

13. Lessor information

TYPE IN "N/A"

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

Scan and select the file

Choose the file type as either:

- VEHICLE REGISTRATION

- TERO ID

- CERTIFICATE OF INSURANCE

DRIVER'S LICENSE & EMPLOYMENT VERIFICATION can be selected as file type "OTHER"

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.

MHA DOT CONTACT INFORMATION

OFFICE LOCATION

TERO ENERGY BUILDING 3RD FLOOR
305 4TH 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

Online application is mandatory!