



# COMPLETING YOUR RUNBUGGY SIGNUP

## STEP 1: CLICK THE "SIGN IN TO RUNBUGGY" LINK.

Hello Alex Quintana,

You asked us to send you a new LOGIN link for quickly signing into your RunBuggy account.

Sign in to RunBuggy

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**NOTE:** RunBuggy uses **Beyond Identity Passwordless** login; this link is unique to **YOU**. Additional users can be added to your account but require their own unique login.

## STEP 2: CLICK "COMPLETE SIGN UP".



Login Successful!



### Complete Sign Up

Finish setting up your profile and begin using the RunBuggy App.

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### Continue to Dashboard

Your access to ALL of the RunBuggy App features will be limited until Sign Up is complete.

### STEP 3: UPLOAD & "SAVE" LEGIBLE COPIES OF YOUR CERTIFICATE OF OPERATING AUTHORITY, W9, & CERTIFICATE OF INSURANCE.

**Certificate of Operating Authority**  
A cert  
FF or

**Certificate of W9 Document**  
We rec  
JPG, (D

**Certificate of Insurance**  
Similar to a declaration of insurance. Proof of existing insurance coverage directly.  
Provide Certificate of Insurance Document.

Drag file(s) to upload or [browse](#).  
Supports JPG, PDF, PNG, GIF, BMP, and TIFF. Maximum file size is 10MB.

Kyles717Hauling\_Certificat... 446.7Kbs  
Completed

3 Save



**NOTE:** Your **Certificate of Operating Authority** is to be a valid USDOT, MC, or MX, issued by the Federal Motor Carrier Safety Administration (FMCSA).

Your **W9 Form** must be **hand-signed and dated**, then uploaded as either a **.PDF, .PNG, or .JPG**.

For your **Certificate of Insurance**, contact your insurance agent and add RunBuggy as an **ADDITIONAL INSURED**, be sure to include the following:

RunBuggy OMI Inc  
11201 N Tatum Blvd Ste 300  
PMB 21702  
Phoenix, Arizona 85028-6039

### STEP 4: COMPLETE THE "PAYMENTS" SECTION TO SPECIFY WHERE YOU WILL RECEIVE DIGITAL PAYMENTS FOR YOUR COMPLETED WORK.

Certificate of Operating Authority Pending Approval  
Certificate of W9 Pending Approval  
Certificate of Insurance Pending Approval  
**Payments Provide Stripe Bank Account Payment.**  
Done Onboarding Complete

**Payments**

**Bank Account Details ?**

- Find and Claim Orders for **FREE**, No Start Up Fees, No Monthly Membership Fees, **EVER!**
- This is how you are **PAID** via **NO FEE**, direct deposit to **YOUR** account for all completed orders.
- Federal Law requires proof of identity through our secure **STRIPE** portal.
- We **DO NOT** store personal information.
- If you have questions, please contact [blueteam@runbuggy.com](mailto:blueteam@runbuggy.com)

Provide Stripe Bank Account Payment.

Account Holder Name  
Kyle Smith

Routing Number  
110000000

Account Number  
000999999991

Save

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Ship Cars  
**FASTER. EASIER. SMARTER. BETTER.**