



## New Transporter Requirements



### RunBuggy RMIS Certification

- ✓ Must pass the **RunBuggy RMIS Certification Requirements** and log in or create a **Truckstop RMIS account**. (Click [HERE](#) to log in or create an account.)
- ✓ Complete **multi-factor identification** through SMS/text verification, and biometrics verification by uploading a Government ID and taking a selfie.
- ✓ Enter details regarding your FMCSA Account, Transport Company, USDOT, Insurance Company, W9, company contacts, etc.



### RunBuggy Sign Up

- ✓ After successful completion of the RunBuggy RMIS Registration, be prepared for the following steps:
  - ✓ A RunBuggy Compliance Team member will reach out to you within 1-2 business days after you complete your RunBuggy RMIS Certification to **complete a verification call**.
  - ✓ The team member will **create your account** and **send a sign in email** for the mobile or web app.
  - ✓ **Complete the onboarding steps** and **upload the documents** below meeting the requirements.



### Certificate of Operating Authority

- ✓ Active **USDOT Number** required for **intrastate transport**.
- ✓ Active **MC Number** required for **interstate transport**.
- ✓ Operating authority **MUST be older than 365 days**.



### Certificate of Insurance

- ✓ **RunBuggy MUST be listed as ADDITIONAL INSURED** on your certificate using the address below with these required coverages: (NOTE: Coverage through a blanket endorsement is not accepted.)
  - ✓ **Additional Insured Address:**  
RunBuggy OMI Inc  
740 South Mill Avenue, Suite 210  
Tempe, Arizona 85281
- ✓ The **insured company address** must list and **match the FMCSA/USDOT company address**.
- ✓ **Automobile Liability/BIPD (Bodily Injury/Property Damage) ≥ \$1 Million**
- ✓ **Motor Truck Cargo, Base Minimums:** 1 Vehicle ≥ \$100K | 2-3 Vehicles ≥ \$150K | 4-6 Vehicles ≥ \$250K | 7+ Vehicles ≥ \$300K
- ✓ **Scheduled Autos (Optional):** If your auto liability includes scheduled autos, you must provide an **ACORD form** or list the scheduled vehicles in the **additional remarks** or **description of operations**.



### W-9 Form

- ✓ **Rev. October 2018** version or newer. (Click [HERE](#) to fill out the W-9 Form.)
- ✓ **MUST be hand-signed and dated**.



### Company-Level Background Check

- ✓ **Company owners or a legal representative** of the Transport Company must pass a background check. This is required to access the RunBuggy Marketplace and its orders.
- ✓ RunBuggy has partnered with **American Recovery Association** to perform the company background check.
- ✓ American Recovery Association will email an invitation link to the company owner or legal representative from **customer-support@americanrecoveryassn.org**.



Once your documents have been reviewed, confirmed, and approved, your account will be **activated**, and you will receive an **activation call** that will cover any pending questions and share best practices, expectations, and tips when working with RunBuggy.



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