



# COMPLETING YOUR RUNBUGGY SIGN-UP

## STEP 1: LOG IN USING THE VERIFICATION CODE IN THE "RUNBUGGY LOGIN REQUEST" EMAIL.

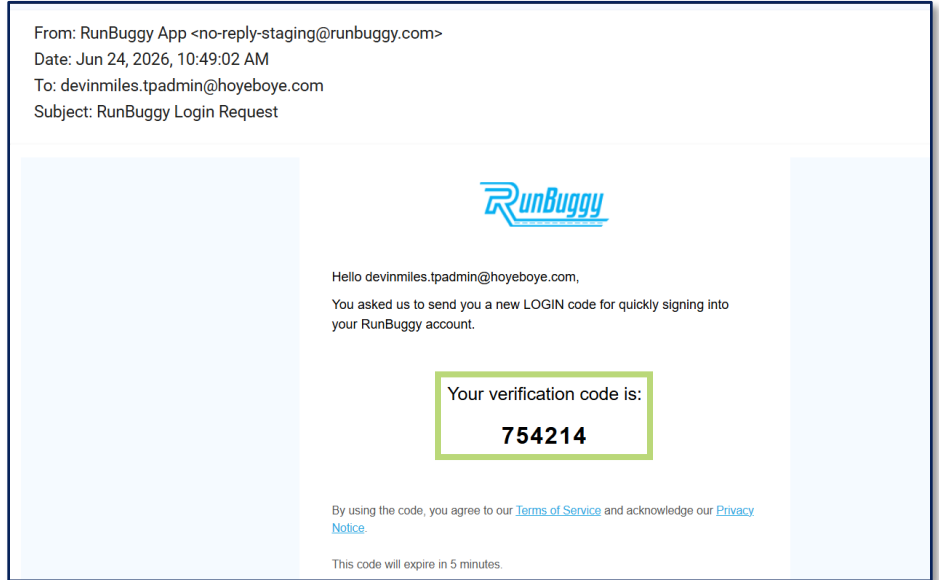
←

### Verify Your Identity

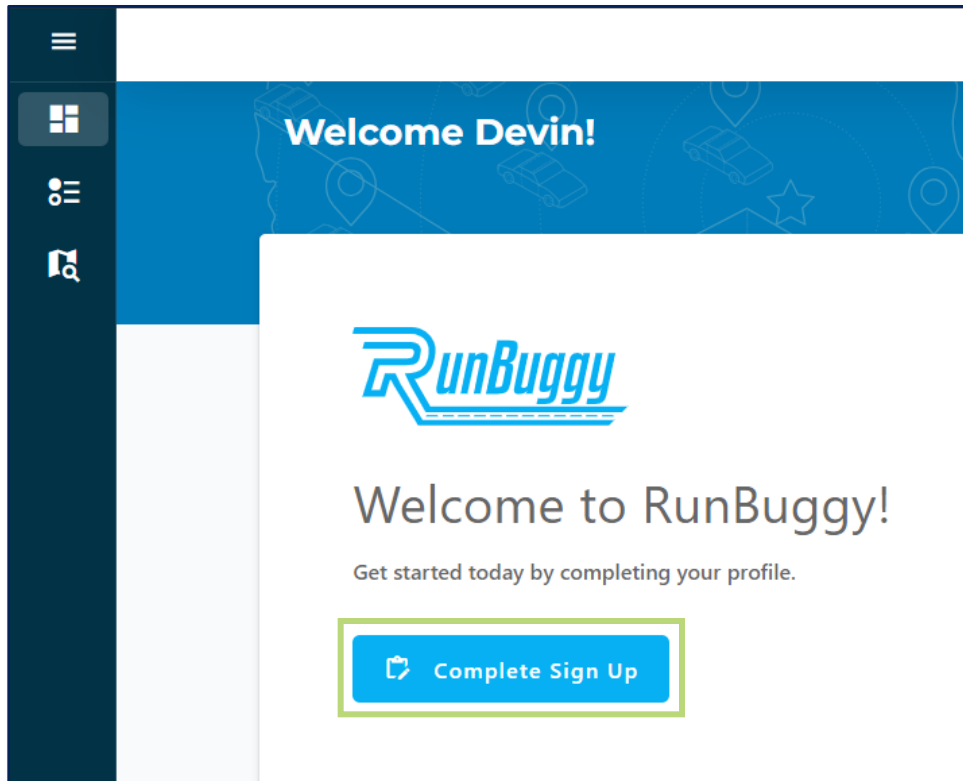
An email with the code has been sent to devinmiles.tpadmin@hoyeboye.com.

Did not get the code?

**SUBMIT >**



## STEP 2: ONCE YOU ARE LOGGED IN, CLICK "COMPLETE SIGN UP".



### 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

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  
740 S Mill Ave #210  
Tempe, AZ 85281

### 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



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