New Transporter Requirements

Four steps from sign-up to your first load on the RunBuggy Marketplace.

Scan to start your sign-up

1. **RMIS Certification** — Truckstop RMIS sign-up
2. **Verify & Sign Up** — Call → ID check → account
3. **Upload Documents** — Authority · W-9 · Insurance
4. **Review & Activation** — Safety review + activation call

HAVE THESE READY USDOT / MC number • Government IDs (owner, users & drivers) • COI + driver & VIN schedule • Signed W-9

1 · RunBuggy RMIS Certification

- To start your sign-up, click HERE or scan the QR code.
- Pass the **RunBuggy RMIS Certification Requirements** and log in or create a **Truckstop RMIS account**.
- Complete Truckstop's **multi-factor identification**: SMS/text verification, plus biometrics (upload a Government ID and take a selfie).
- Enter your FMCSA account, company, USDOT, insurance, W-9 and company contact details.

2 · ID Verification & RunBuggy Sign Up

- Within **1–2 business days**, a **Transporter Success Team** member will contact you for a **verification call**.
- After the call, we'll send **RunBuggy ID Verification & Biometrics**, required for the **Primary Contact** (normally the owner) and **every user and driver**. *This is unique to RunBuggy and required even if RMIS ID Verification is completed.*
- Next, we'll **create your RunBuggy account** and email a link to the **mobile app or desktop**. Then complete onboarding and upload the documents below.

3 · DOCUMENTS YOU'LL UPLOAD

Certificate of Operating Authority

- Active **USDOT Number** for **intrastate** transport, plus **state-specific intrastate authority** documentation (if applicable).
- Active **MC Number** for **interstate** transport.
- Authorized **For-Hire Property Carrier** with a **Cargo Classification of Motor Vehicles** on your FMCSA registration (MCS-150).
- Operating authority **MUST be older than 180 days and continuous** (no revocations or inactive gaps).

W-9 Form

- **Rev. October 2018** or newer. *(Click HERE to download.)*
- **MUST be signed and dated.**
- Legal name and EIN must match your FMCSA registration.

Certificate of Insurance (COI)

- **RunBuggy MUST be listed as ADDITIONAL INSURED**. Coverage through a **blanket endorsement is not accepted**.
- The **insured company address** must **match your FMCSA/USDOT address**.
- Your COI, or a schedule attached by your agent, **MUST list all Scheduled Vehicles with VINs** and **all Insured Drivers** on your policy.

ADDITIONAL INSURED ADDRESS
RunBuggy OMI Inc
740 South Mill Avenue, Suite 210
Tempe, Arizona 85281

Auto Liability / BIPD	Cargo · 1 vehicle	Cargo · 2–3 vehicles	Cargo · 4–6 vehicles	Cargo · 7+ vehicles
≥ $1 Million	**≥ $100K**	**≥ $150K**	**≥ $250K**	**≥ $300K**

4 · FMCSA, USDOT & SMS Safety Review

- We review your FMCSA safety record (**Safety Rating**, **violations**, **BASIC scores** and **ISS**) for **major or critical violations** and **unresolved patterns**. **Out-of-Service** violations weigh more heavily.
- This review is **repeated at COI renewal** and **account reactivation**.

Unsafe Driving · Crash Indicator · Hours-of-Service · Vehicle Maintenance · Controlled Substances & Alcohol · Hazmat Compliance · Driver Fitness

Some shipper programs require additional screening (such as a background check). We'll let you know if this applies to you.

Once your documents are approved, your account is **activated** and you'll get an **activation call** covering questions, best practices, expectations and tips for working with RunBuggy.

QUESTIONS?
Transporter Success Team
transporters@runbuggy.com · (888) 872-8449

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