
Motor Carrier Registration User Guide – Insurance and Managing General Agents

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Motor Carrier Registration functions

The Motor Carrier Registration system, a part of the **PUCO Community**, is where the transportation registration users can do the following:

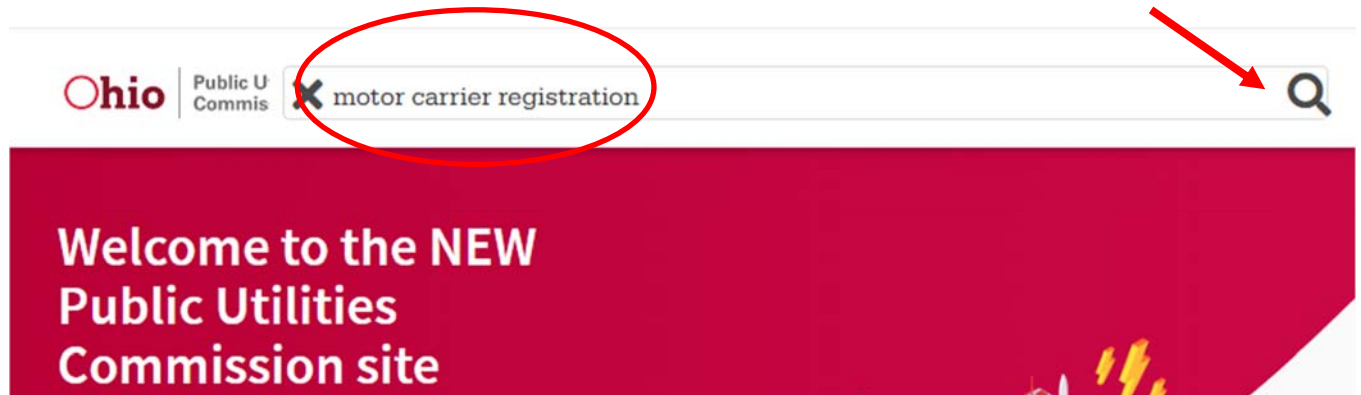
1. Motor carriers or third-party agents submit new, renewal or amended intrastate registration applications
2. Insurance companies and managing general agents add, edit and cancel insurance information and insurance companies establish or remove relationships with managing general agents
3. Transportation network companies or third-party agents file new, renewal or amended TNC registration applications

Log in

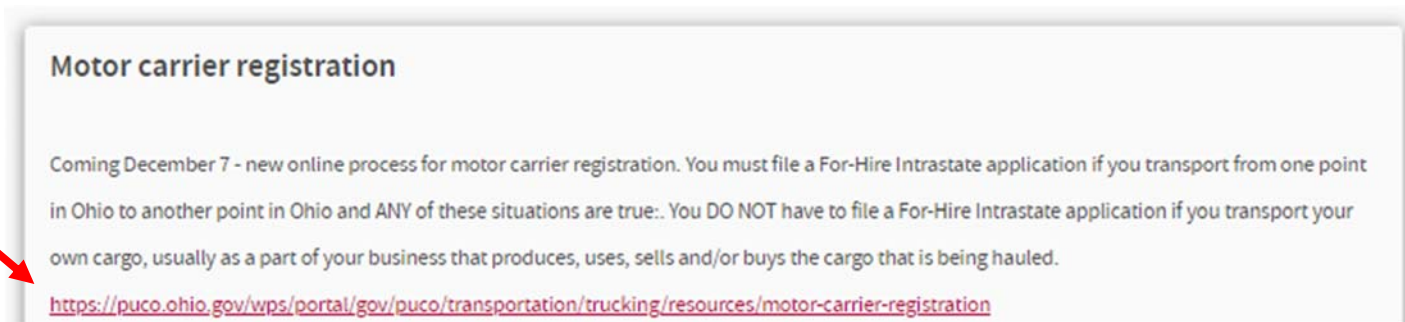
Insurance companies and managing general agents use the log in process for motor carrier functions. If the insurance user also logs in to other State of Ohio applications using their OH|ID, please contact Motor Carrier Registration for instructions on how to access the PUCO system using OH|ID.

Steps to log in

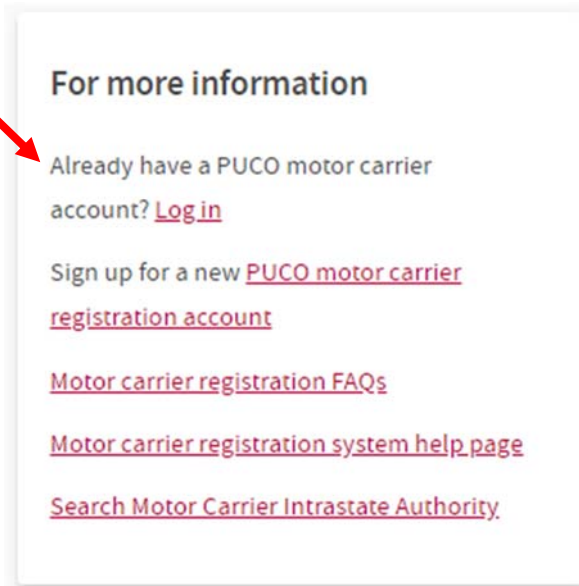
1. Visit puco.ohio.gov, click the magnifying glass, type “motor carrier registration” and press enter.



2. In the list of search results, click the **Motor carrier registration** link.



3. On the right side, under “For more information” click **Log in**.



For more information

Already have a PUCO motor carrier account? [Log in](#)

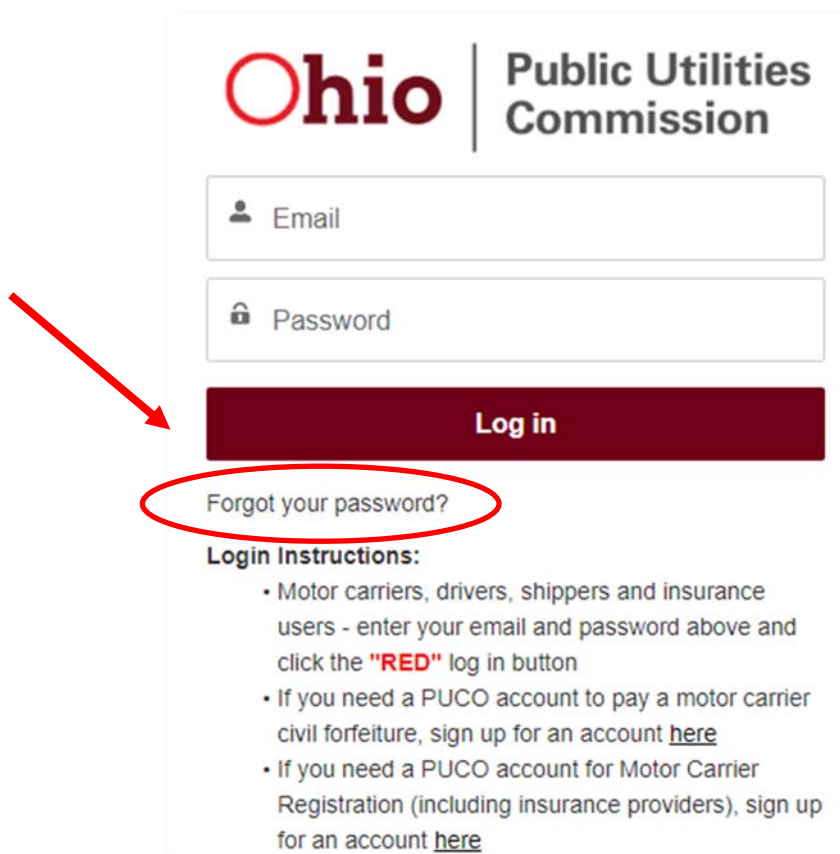
Sign up for a new [PUCO motor carrier registration account](#)

[Motor carrier registration FAQs](#)

[Motor carrier registration system help page](#)

[Search Motor Carrier Intrastate Authority](#)

4. Enter your email address and the password you created and click the red **Log in** button. Use the “Forgot your password?” link to reset your password.



Ohio | Public Utilities Commission

Email

Password

Log in

[Forgot your password?](#)

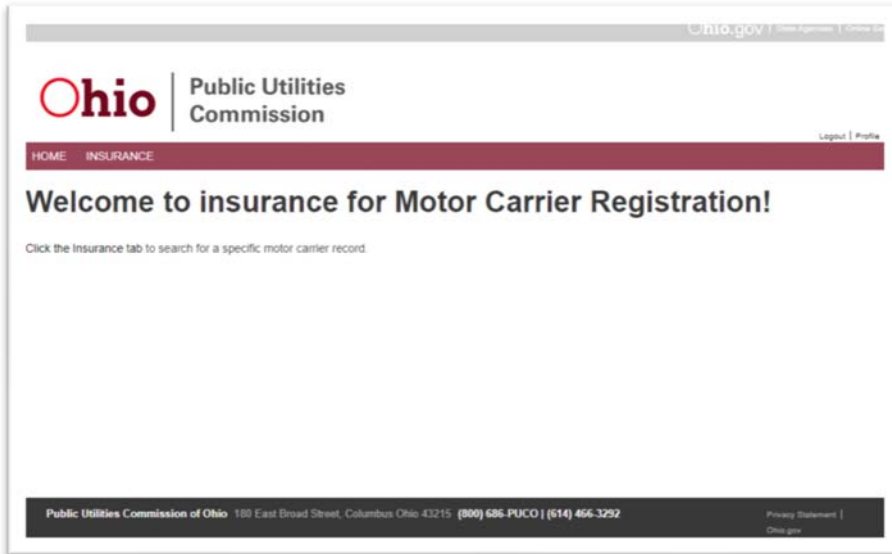
Login Instructions:

- Motor carriers, drivers, shippers and insurance users - enter your email and password above and click the **"RED"** log in button
- If you need a PUCO account to pay a motor carrier civil forfeiture, sign up for an account [here](#)
- If you need a PUCO account for Motor Carrier Registration (including insurance providers), sign up for an account [here](#)



If you would like to use your OH|ID to log in, please contact Motor Carrier Registration for further instructions.

The **insurance dashboard** displays.

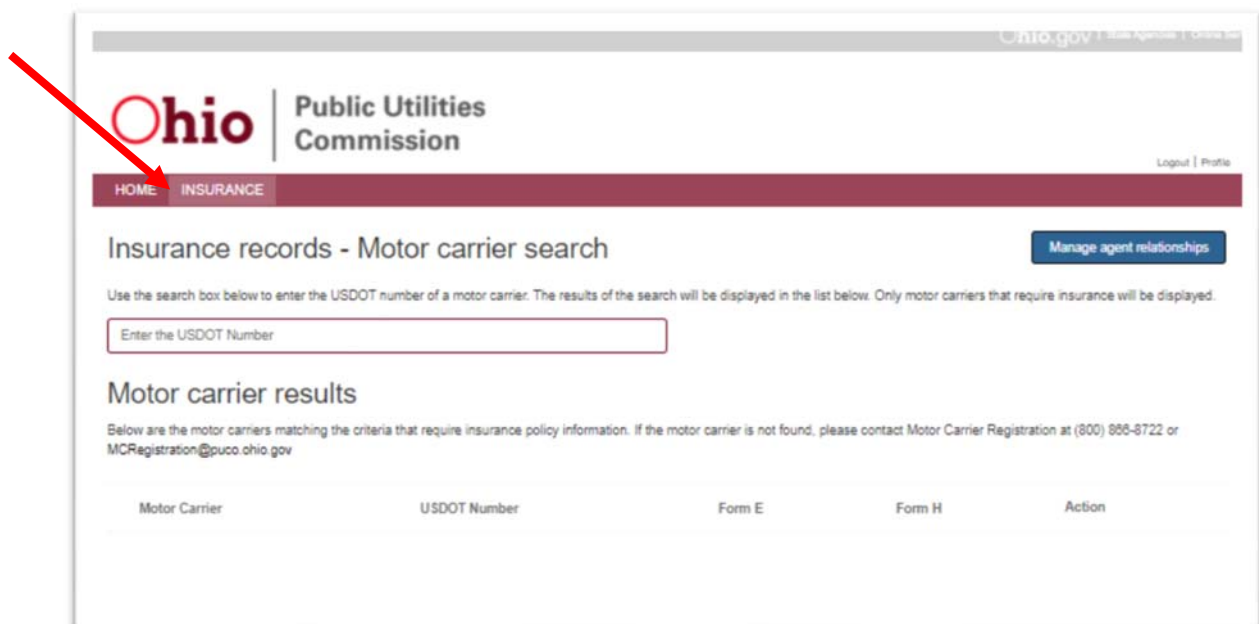


Insurance policies

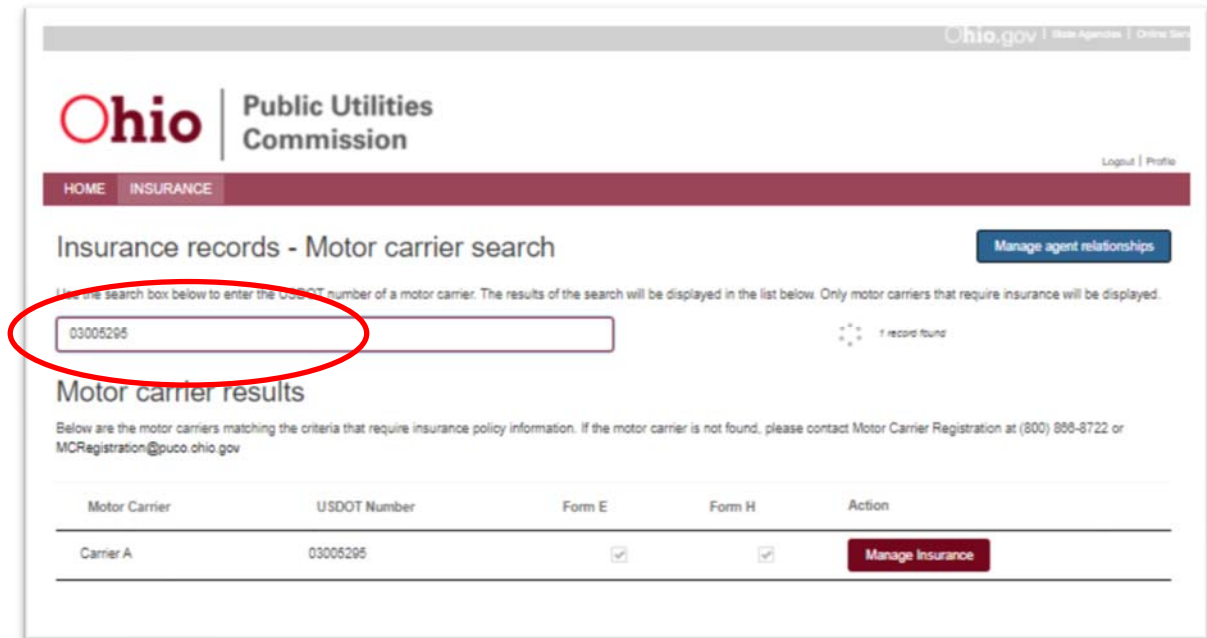
Insurance providers and authorized managing general agents can add, edit or cancel insurance policies.

Add insurance policies

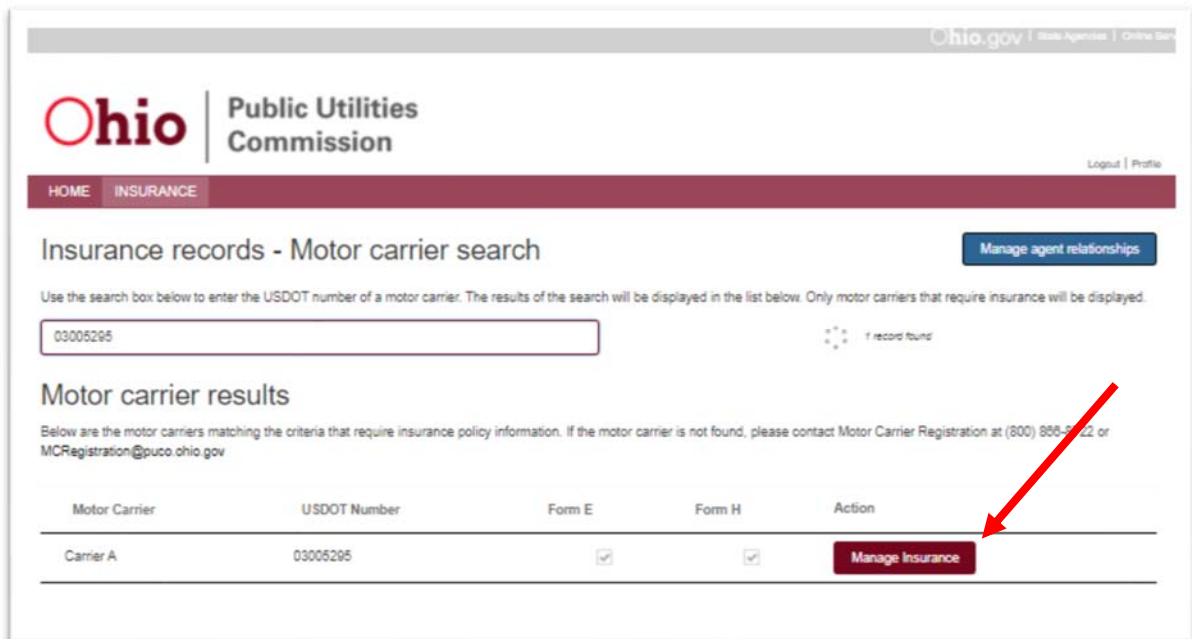
1. Click **Insurance** tab.



2. Enter the motor carrier's USDOT Number in the search field.



3. Click **Manage Insurance**.



- Review the information from the motor carrier’s registration application. Scroll down to the insurance information section.

Carrier A

Company information

Legal Name: Carrier A DBA Name: Carrier A Inc	USDOT Number: 03005295	Billing address 123 Main St, Columbus, Ohio 43215 United States	Physical Address 123 Main St, Columbus, Ohio 43215 United States
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Operation information

Endorsements	Vehicle in Service On:	Qty
None	Each tow truck (including rollback with a tow bar)	0
None	Each passenger vehicle (any sized vehicle used to transport passengers)	0
N/A	Each tractor or truck pulling a trailer	5
N/A	Each straight truck, van or car transporting cargo only	5
Household goods mover:		Amount:
None	Gross revenue for household goods	None

Cancel
Done

- Click **Add Insurance** to add a new policy.

Carrier A

Endorsements	Vehicle in Service On:	Qty
None	Each passenger vehicle (any sized vehicle used to transport passengers)	0
N/A	Each tractor or truck pulling a trailer	5
N/A	Each straight truck, van or car transporting cargo only	5
Household goods mover:		Amount:
None	Gross revenue for household goods	None

Insurance information

- Below are the insurance policies associated to this motor carrier.
- Click "Add Insurance" to add new insurance policy information to this motor carrier.
- To change or cancel existing insurance, click "Edit/Cancel".

Add Insurance

Provider	Policy #	Motor Carrier	Effective Date	Filing Date	Cancellation Date	Insurance Type	Status	Owner
*****	*****	Carrier A	11/11/2020	11/11/2020		E	Active	*****
*****	*****	Carrier A	11/11/2020	11/11/2020		H	Active	*****

Cancel
Done

- The new insurance window displays. Enter all the required information marked with an asterisk (*) and click **Save**. If you are adding policies for a household goods carrier, repeat the steps for Form H.

New insurance for Carrier A

*** Insurance Provider**

*** Policy #** *** Effective Date**

Cancellation Date *** Insurance Type**

Cancellation Reason

- Click **Done**.

Carrier A

None	Each passenger vehicle (any sized vehicle used to transport passengers)	0
N/A	Each tractor or truck pulling a trailer	5
N/A	Each straight truck, van or car transporting cargo only	5
Household goods mover:		Amount:
None	Gross revenue for household goods	None

Insurance information

- Below are the insurance policies associated to this motor carrier.
- Click "Add Insurance" to add new insurance policy information to this motor carrier.
- To change or cancel existing insurance, click "Edit/Cancel".

Provider	Policy #	Motor Carrier	Effective Date	Filing Date	Cancellation Date	Insurance Type	Status	Owner
****	****	Carrier A	11/11/2020	11/11/2020		E	Active	****
****	****	Carrier A	11/11/2020	11/11/2020		H	Active	****

Edit or cancel insurance policies

An insurance user can only add or edit policies that their insurance company issued. If you do not see the Edit/Cancel button, then you cannot edit or cancel this policy. Provider, policy number and the record

owner (person who entered the insurance information) will be masked for policies not written by the user's insurance company.

1. On the motor carrier's insurance record, click **Edit/Cancel** to update or cancel a policy.

Carrier A

Provider	Policy #	Motor Carrier	Effective Date	Filing Date	Cancellation Date	Insurance Type	Status	Owner	Action
Insurance Co A	12345E	Carrier A	11/27/2020	11/27/2020		E	Active	Insurance Contact1	Edit/Cancel
Insurance Co A	12345H	Carrier A	11/27/2020	11/27/2020		H	Active	Insurance Contact1	Edit/Cancel

2. The edit insurance window display. Edit the appropriate fields and click **Save Changes**.

Edit insurance for Carrier A

* Insurance Provider: Insurance Co A

* Policy #: 12345E

* Effective Date: Nov 27, 2020

Cancellation Date: [Empty]

* Insurance Type: Form E - Liability Certificate of Insu

Cancellation Reason: [Empty]

Go Back Save Changes

3. To cancel a policy, enter the cancellation date and the cancellation reason, then click **Save Changes**.



Please note: The cancellation date must be at least 10 days from the day you enter the cancellation information.

Edit insurance for Carrier A

*** Insurance Provider**
Insurance Co A

*** Policy #** 12345E *** Effective Date** Nov 27, 2020

Cancellation Date Jan 1, 2021 *** Insurance Type** Form E - Liability Certificate of Insur

Cancellation Reason

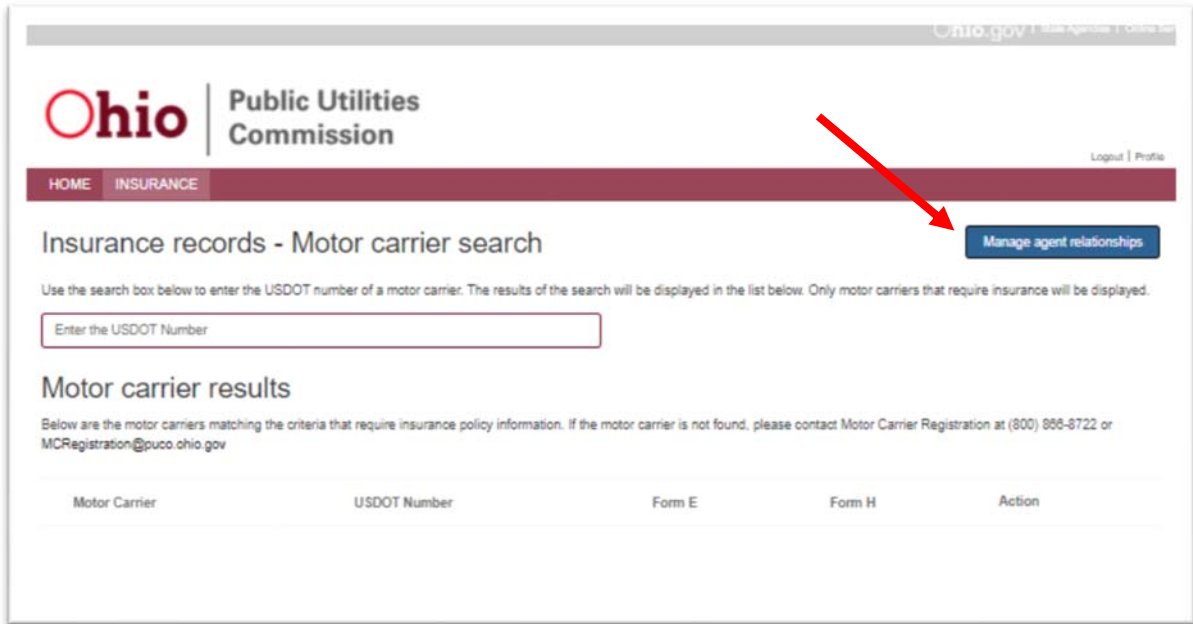
Go Back Save Changes

Relationships with managing general agents (MGA)

Insurance providers can establish or remove relationships with managing general agents (MGAs). Once the relationship between the insurance provider and managing general agency exists, all employees of the MGA in the system are authorized to add, edit and cancel policies on behalf of the

insurance company. If the managing general agent is not yet in the system, contact Motor Carrier Registration to have the agency added.

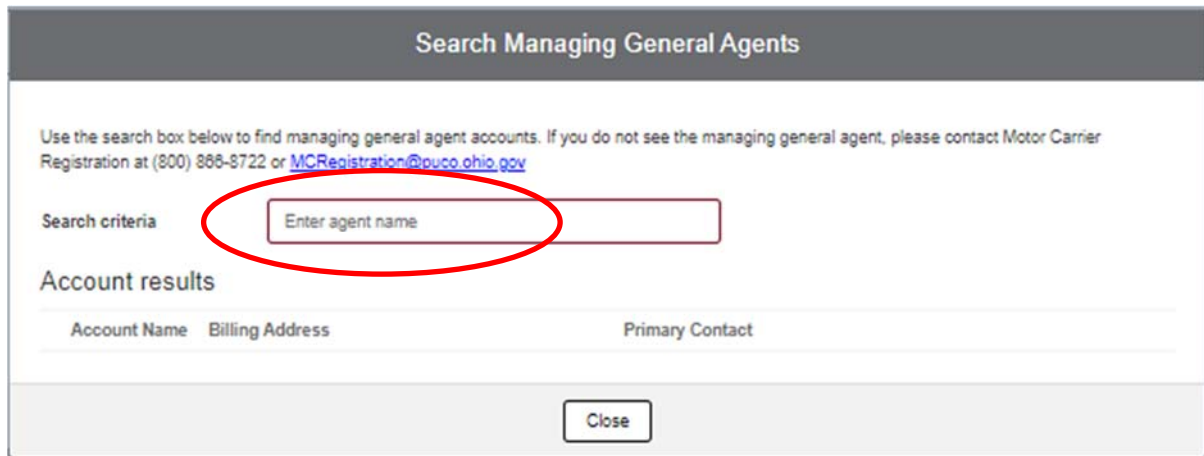
1. Click **Manage Agent Relationships**.



2. Enter the name of the agency in the search box.



Please note: You must search by the agency or company name, not by individual agent name. If the managing general agency does not display, contact Motor Carrier Registration to have the MGA company added to the system.



3. Search results display based on the characters entered in the search. For best results, enter the MGA's full name. Click **Add Agent** to add a relationship with the agency.

Search Managing General Agents

Use the search box below to find managing general agent accounts. If you do not see the managing general agent, please contact Motor Carrier Registration at (800) 866-8722 or MCRRegistration@puco.ohio.gov

Search criteria: 20 Accounts Found

Account results

Account Name	Billing Address	Primary Contact
New MGA Account1	180 East 12th Avenue Columbus, Ohio United States	Add Agent
MGA Allen 5157	240 E Broad Street Columbus, Ohio United States	Add Agent
MGA Allen 6785	652 E Broad Street Columbus, Ohio United States	Add Agent

4. The Add Relationship window displays. Click **Grant Access** to authorize all the users associated to the MGA to add, edit or cancel policies on behalf of the insurance company.

Add Relationship

By selecting "Grant Access" below, you are authorizing all MGA Allen 5157 users to file insurance certificates with the PUCO on behalf of Insurance Co A.

Insurance Company: Managing General Agent: Status:

5. If the insurance company has an existing relationship with an MGA, you will see the Manage Agent button. Click **Manage Agent** to remove the relationship with the MGA.

Search Managing General Agents

Use the search box below to find managing general agent accounts. If you do not see the managing general agent, please contact Motor Carrier Registration at (800) 866-8722 or MCRRegistration@pucor.ohio.gov

Search criteria: 20 Accounts Found

Account results

Account Name	Billing Address	Primary Contact
New MGA Account1	180 East 12th Avenue Columbus, Ohio United States	Add Agent
MGAAllen 5157	240 E Broad Street Columbus, Ohio United States	Manage Agent
MGAAllen 6785	652 E Broad Street Columbus, Ohio United States	Add Agent

6. The Manage Relationship window displays. Click **Revoke Access** to remove authorization for all users associated to the MGA to add, edit or cancel policies on behalf of the insurance company.

Manage Relationship

By selecting "Revoke Access" below, you are removing authorization for all MGAAllen 5157 users to file insurance certificates with the PUCO on behalf of Insurance Co A.

Insurance Company:

Managing General Agent:

Status:

Getting Help / Contacting PUCO

For additional information and help resources, please visit the [Motor carrier registration](#) page on puco.ohio.gov.

To update or add insurance company information, add a managing general agency company or user, or for further assistance, please contact Motor Carrier Registration.

PUCO Motor Carrier Registration: **(800) 686-8277** MCRegistration@puco.ohio.gov