

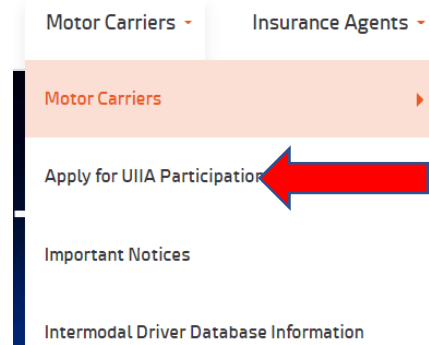
New UIIA Motor Carrier Application Process & Resources

From the UIIA home page, Motor Carriers can click on **PARTICIPATE AS A MOTOR CARRIER** or hover over the Motor Carrier tab at the top and click on **APPLY FOR UIIA PARTICIPATION**

UIIA Home Page



Motor Carrier Drop Down Menu

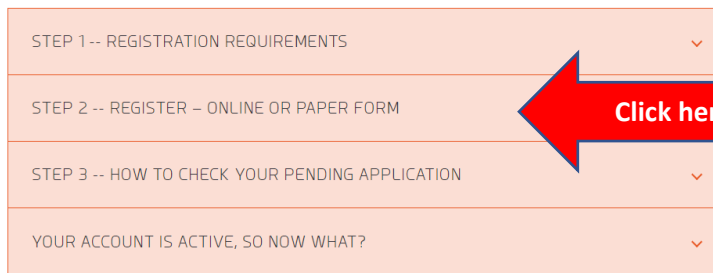


APPLY FOR UIIA PARTICIPATION PAGE ON THE UIIA WEBSITE

This page provides a three step outline of how to apply for UIIA participation that includes requirements, link to apply online or download UIIA application, how to check pending application status and some resource links once the company is an active UIIA Motor Carrier participant.



Note: UIIA applications not completed within 30 days will be removed from the system and company will need to re-apply



WHAT A MOTOR CARRIER NEEDS TO HAVE TO APPLY FOR UIIA PARTICIPATION

- **Active US DOT Number and MC Number with FMCSA.** If you need to apply for either of these, you can do so at <https://www.fmcsa.dot.gov/registration/getting-started>.
- **Active Standard Carrer Alpha Code (SCAC) with NMFTA.** If you need to apply for SCAC, you can do so at www.nmfta.org.
- **Federal Tax Identification Number** – This will be your nine-digit tax ID number or for Canadian trucking companies may be your Canadian Business Number.

- **Know the Equipment Providers (steamship lines, rails and equipment leasing companies) your company needs to be approved for. You will need to check these Equipment Providers off during the initial online registration process.**

INSURANCE NEEDED TO PARTICIPATE IN UIIA

Auto Liability –

- 1 Million Combined Single Limit
- Auto policy must cover either “Any Auto”, “All Owned & Hired or “Scheduled & Hired Autos”
- The policy must include the UIIE-1 or CA23-17 endorsement
- List the steamship lines, rails and equipment leasing companies that your company will want to do business with as additional insured on the auto.

Note:

Progressive Insurance – This insurance company normally will not write the required UIIA auto liability policy so Motor Carriers having this insurance company will need to work with their agent to find an insurance carrier that will provide the required UIIA coverage.

Knight’s Specialty Insurance – Agent will be required to provide confirmation directly from Knights Specialty that the policy has the required hired autos and that the UIIE-1 or CA23-17 endorsement is on the policy.

General Liability

- Commercial General Liability policy for 1 Million per occurrence
- Some Equipment Providers (steamships, rails and equipment leasing companies) also require to be listed as additional insured on general liability.

Cargo and Trailer Interchange

- Most steamship lines and rails require cargo and trailer interchange coverage. The average limits for this coverage are:
 - Cargo is normally \$100,000 per vehicle
 - Trailer interchange limits vary from \$25,000 to \$30,000 for most equipment providers.
 - Some Equipment Providers require to be listed as additional insured on the trailer interchange coverage

Workers Compensation and Employers Liability Insurance

- Most rails require workers compensation and employer’s liability insurance.
- If you have company drivers and are required to carry workers comp, you will need to have your agent submit a certificate showing this coverage.
- **If you are an owner operator with no company drivers, then you can submit an exemption letter that includes the following:**
 - Sent on your company letterhead
 - Identifies reason for the exemption (i.e. owner operator, no company drivers, etc.)
 - Sign, date and return via email to uiia@intermodal.org

UIIA Annual Fee: - \$355.00 a year

- Log into your account and click on **Manage Payment Method** under Billing/Payment Info and enter your credit card details. Your card will not be charged until we have everything to activate your account.

UIIA EPs that Require Addl. Paperwork – The following equipment providers are those that MCs doing business with Amazon will need to be setup for and require the following addl. paperwork: **(Note: Motor Carriers working Amazon will only need to be approved for Private equipment for all railroads.)**

- **BNSF** – Addendum needs to be completed
- **CSX Intermodal** – Addendum and credit application
- **Evergreen Shipping** – Addendum and it must be notarized
- **Flexi-Van Leasing** - Credit application
- **Norfolk Southern** – Addendum, credit application and draft plan
- **Union Pacific** – Addendum and credit application

Note: The above documents can be completed online or you can contact the UIIA at uiia@intermodal.org and we will send the appropriate documents to you.

Amazon’s Port Drayage Program – For Amazon’s Port Drayage program that will be released at the end of August, Motor Carriers will need to have valid UIIA interchanges with the following steamship lines and equipment leasing companies:

- **CMA-CGM**
- **COSCO**
- **Evergreen**
- **Hapag Lloyd**
- **HMM**
- **Maersk**
- **Ocean Network Express (ONE)**
- **OOCL**
- **Yang Ming Marine**
- **ZIM**

Motor Carriers planning to be setup for Amazon’s Port Drayage program will need to make sure they check off the above EPs on their Equipment Provider checklist so that your insurance agent submits the additional information for these companies.

Pending UIIA Account – How to know what information is missing to complete application?

- Log into your UIIA account at <https://www.uiia.org/motor-carrier-login>
- Click on Reason for Pending Application Status

The screenshot shows the UIIA account profile for Busters Trucking. On the left, contact information for Buster Parnell is listed. On the right, the membership status is 'PENDING'. Below this, there are fields for SCAC Code, Next Bill Date, Number Of Approved EPs (0), and Insurance Agent Code (AEHYZI). A red arrow points from the 'Reason for Pending Application Status' link to the 'Reasons' section below.

The 'Reasons' section lists the following items pending for verification or found to be Not OK:

- Preamble page not received
- SCAC not OK
- Tax ID / Canadian Business Number Not OK**
- Payment not received
- Insurance not received
- Insurance does not meet UIIA requirements
- Not valid with any EP

When Reasons show Preamble Not Received that will also be why SCAC and Tax ID shows as this information is not checked until we receive the Preamble Page.

If you did not print the Preamble page when you applied online, you can print out a copy under **MANAGE ACCOUNT INFO – DOWNLOAD PREAMBLE**.

Once downloaded, sign the Preamble Page and return it to our office at uiia@intermodal.org

Reasons (pop-up box) will let you know what you are missing in order to activate your UIIA account. This information is in real-time & will automatically update when the information is received.

The **example** above shows that we have not received the signed Form 2 – Preamble page of the agreement. Once the Form 2 is received by our office, we will check to verify your SCAC code, your TAX ID# and the status of your companies USDOT/MC number. The example above also shows that payment was not applied online yet & that your insurance agent has not applied your insurance information yet.

Amazon Updates of UIIA Information

Amazon receives updates from the UIIA office once a day at 11:00 a.m. (EDT) but it can take up to 48 hours for this information to be posted in Amazon's Relay system. .

Once Activated in the UIIA, how do obtain work from Amazon?

IANA does not arrange for the work for your company with Amazon. You would need to check the Amazon Relay Load Board or contact Amazon directly for instructions on how to arrange work.

For more questions related to onboarding with Amazon go to <https://relay.amazon.com/faq>.