

## ***DATA ELEMENTS NEEDED TO REGISTER AS A CARRIER***

To register on the Connecticut CVO Credentialing Portal, you will need to provide the following information.

- **Username** (required) – This is the name by which you are identified online. This must be at least 6 characters long and must be unique in the CVO Portal.
- **Password** (required) – This must be at least 6 characters long. The Password will not display.
- **Confirm Password** (required) – You are asked to repeat the password to avoid errors.
- **Full Name** (required) – This is the user's full name.
- **Email** (required) – This is the email address at which the user can be contacted by the state.
- **Company Name** (required) – This is the Motor Carrier's company name. This should match the company name recorded with the FMCSA when your MCS-150 was last updated, as well as the company name used to register the company's vehicles with the Department of Motor Vehicles (DMV) and file taxes with the Department of Revenue Services (DRS). The name should match the Articles of Incorporation on file with the Secretary of State.
- **Doing Business As** – Enter the trade name if it is different from the company name.
- **TAX ID** Use one of two numbers:
  - FEIN** Federal Employee Identification Number. If your organization has a FEIN, it must be used for your TAX ID. This number is nine digits long; grouped 2 and 7 (example '12-1234567'). If you withhold federal taxes for your employees, it will be found on the quarterly 941A's, W-2's that you distribute in January and any correspondence with the IRS. This should match the FEIN reported on your MCS-150 and your IRP and IFTA registration documents, if applicable. NOTE: Do not enter dashes (-).
  - SSN** Social Security Number. This should be used only if you have no employees, do not withhold taxes for others and have no FEIN. It is nine digits long; grouped 3 and 2 and 4 (example '123-12-1234'). It will be found on bank statements, payroll records and some medical records. NOTE: Do not enter dashes (-).
- **USDOT Number** US Department of Transportation Number. An identifying number of 6 to 8 digits. It is found on the MCS-150 (interstate) or on the MCS-150CT (intrastate). The USDOT number can be obtained from the FMCSA at <http://safer.fmcsa.dot.gov/> and then click on FMCSA Registration and Updates. It is

found on the cab cards, fuel decals and any registration papers for interstate carriers.

- **IRP Account Number** International Registration Plan Account Number. An identifying number of from 3 to 6 digits. If you have vehicles registered in Connecticut with this plan, the number will be found on any IRP registration documents and the IRP cab cards.
- **IFTA Account Number** International Fuel Tax Agreement Account Number. It is 13 characters long grouped 2 (Always 'CT') and 9 (the FEIN or SSN entered above) and 2 (Always zeros) (example 'CT12345678900'). It is found on the IFTA Quarterly Fuel Tax reports and on the IFTA fuel license. It is important to note that although the CT IFTA Account Number is not marked as required on this page, this field is required if you plan on filing your IFTA Quarterly Tax Return on-line.
- **CT Tax Reg. Number** The Connecticut Tax Registration Number. It is 10 digits long; grouped 7 and 3. It is the primary number used if you pay sales/use, withholding or other taxes to the Department of Revenue Services. It is important to note that although the CT Tax Registration Number is not marked as required on this form, this field is required if the IFTA identification number is supplied.
- **Business Address** - The full address, city, state/province and postal code (required)
- **Telephone Number** A required field. A telephone number at which your business can be contacted.
- **Fax Number** An optional field

The user has the option of de-selecting a checkbox to indicate that their mailing address is not the same as their business address. Un-checking this box will result in mailing address fields to appear. The user also has the option of de-selecting a checkbox to indicate that their contact address is not the same as their business address. Un-checking this box will prompt the system to provide contact address fields.

Once all required fields that are marked with an asterisk (\*) are filled out, the user may select the 'Register' button. The user may then log in using the user name and password information they entered. Also available on this page is a 'Reset' button which will clear all fields and a 'Cancel' button which will return the user to the login page.