

How to Register as a Supporting Company in Motus

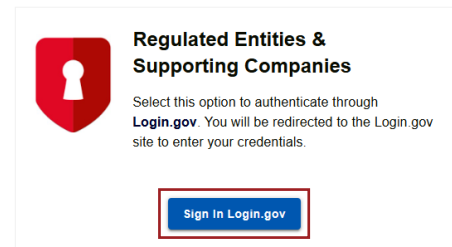
Supporting companies include blanket companies (BOC-3 filers), financial responsibility filers (such as insurance/surety companies and other financial institutions), and transportation service providers (entities that assist motor carriers, freight forwarders, brokers, or other registrants with FMCSA registration). This job aid provides step-by-step instructions to help companies successfully register for a filer account in Motus.

Access Motus

Sign in to Login.gov

Follow these steps to access Motus.

- Navigate to <https://motus.dot.gov/>. Motus can be accessed using Edge, Safari, Chrome, or Firefox.
- In the **Regulated Entities & Supporting Companies** box, click **Sign In Login.gov** to initiate the process. Login.gov is used to securely sign in to Motus.
 - Before you can access Motus, you must have a Login.gov account. Motus company accounts are issued at the company level. The first user from your company to register establishes the company account and automatically becomes the main account holder.
 - The **main account** holder can invite users to join the company account and manages their roles and access levels to ensure that each user has the appropriate permissions.
 - **Sub-account** holders must wait to receive an invitation email from the main account holder before registering in Motus. Each individual user must have their own Login.gov account to access Motus.
- If you have an existing Login.gov account enter the **email address** and **password** associated with your account.
 - If you do not have an account, select **Create an Account** and follow the prompts. This is a one-time step.
- Click **Submit**.



FMCSA Rules of Behavior Agreement

Review the FMCSA rules of behavior agreement, then select **I understand the terms and conditions stated in the above Rules of Behavior**.

Note: You only need to complete this step once, unless the rules of behavior agreement changes.

New User Application

Identity Verification

Follow these steps to complete your identity verification. For more information about identity verification navigate to <https://www.fmcsa.dot.gov/registration/identity-verification>.

- **Scan the QR Code on your Screen:** Use your mobile device's camera to scan the QR code displayed on your screen.
- **Follow the On-Screen Instructions:** Follow the prompts on your mobile device to securely verify your identity.
- **Confirm Verification:** Once your identity is verified on your mobile device, you may continue with your registration in Motus.
- Click **Next** to continue. If your identity is not verified, follow the instructions to get assistance.

Note: For assistance with identity verification, call the FMCSA Contact Center at 1-800-832-5660 or email/chat with an agent at Ask-FMCSA via <https://www.fmcsa.dot.gov/registration/ask-fmcsa>.

User Profile Information

Follow these steps to complete the user profile information section. This information will be used to confirm your identity.

Note: System required fields are marked with a red asterisk. If a required field is left blank, the system will highlight it and prevent you from proceeding until it is completed.

Workflow Selection

Follow the step below to select the registration type.

- Click **Register as a Supporting Company** in the supporting company box.

Supporting Company Registration Type

Complete the supporting company registration type section. An application must be completed within 30 days, or it will be closed.

- To proceed with the registration, select the option that matches your situation:
 - If you are a business or legal entity, click **Next** in the **I am registering as a company** option. Then proceed with the instructions starting on page 7 in the job aid to continue [registering as a company](#).
 - If you are an individual offering transportation services, click **Next** in the **I am registering as an Individual Transportation Service Provider** option. Click **Continue** in the confirmation box, then proceed with the instructions on the following page to learn about your [company account](#).

I am registering as a company

Select this option to continue registering as a business with multiple users in your organization. Later you will have the option to register as one or more Supporting Company type(s):

Insurance company or Financial Institution (Insurance Filings)

Blanket Company (BOC-3 Filing)

Transportation Service Provider

Next

I am registering as an Individual Transportation Service Provider

Select this option if you are an individual (not a business) who provides services to assist Motor Carriers, Cargo Tank Facilities, Brokers, or Freight Forwarders with FMCSA registration updates and/or applications.

Next

Individual Transportation Service Provider

You will automatically be directed to a confirmation page that displays your filer number and capabilities. Click **View Account** to access your account.

The screenshot shows the MOTUS registration system interface. At the top, it says "An official website of the United States government" and "United States Department of Transportation". The MOTUS logo is in the top left. Below the logo, there are two buttons: "Continue Registration" and "Contact FMCSA". On the left side, there is a sidebar with "Add Individual Transportation Service Provider" and two radio buttons: "New Individual TSP" (unselected) and "Filer Number Assignment" (selected). The main content area displays:

- Individual TSP: Burrows, Donald**
- Filer Number - 5427848**
- Your registration request has been filed with FMCSA and you have been assigned Filer Number 5427848. You may access your account by clicking on the "View Account" button below.
- Requested Capabilities**
- Transportation Service Provider - (Approved)**
- Your Transportation Service Provider capability has been Activated. If you have any questions, please reach out to the FMCSA contact center at 1-800-832-5660 or e-mail/chat with an agent at: AskFMCSA.

 A red box highlights the "View Account" button in the bottom right corner.

Company Account

At the top of the page, you will see the **Account** tab.

Account

Note: The system automates the individual service provider registration process, therefore, your account is active upon completion of the registration.

The account tab displays your **Business Information, Capabilities, and Applications**. This is the screen you will first see when you access Motus in the future.

Capabilities

To view your capability's status history, click **View History** from the **Options** dropdown.

Applications

Click the **message** icon to view any messages from FMCSA regarding your application. The system automates the registration process; therefore, your application is **Approved**.

The screenshot shows the "Supporting Company Account" page. At the top, it says "An official website of the United States government" and "United States Department of Transportation". The MOTUS logo is in the top left. Below the logo, there is a button labeled "Account" which is highlighted with a red box. The main content area is titled "Supporting Company Account" and contains three sections:

- Business Information**: A table with four columns: Filer Number (5427848), Business Email Address (donaldburrows@gmail.com), Business Address (5 Spring Dr Hudson, NH 03051), Legal Business Name (Individual TSP: Burrows, Donald), Business Telephone (+1 (603) 254-3897), and Mailing Address (5 Spring Dr Hudson, NH 03051).
- Capabilities**: A table with three columns: Capability, Status, and Actions. The first row shows "Transportation Service Provider" with a status of "Active" and an "Options" dropdown menu highlighted with a red box.
- Applications**: A table with five columns: Type, Status, Date of Application, Requested Capabilities, and Actions. The first row shows "Add Individual Transportation Service Provider" with a status of "Approved" (highlighted with a red box), a date of "12/17/2025", and "Requested Capabilities" of "Transportation Service Provi..." with a status of "Approved" and a message icon (highlighted with a red box).

 At the bottom right of the Applications table, it says "Rows per page: 5" and "1-1 of 1".

Registering as a Supporting Company

Business Information

Follow these steps to complete the business information section.

Business Information

- **Fill out each field.**

Note: Filer accounts are issued at the company level. The legal business name will appear as the policyholder on all insurance filings and as the company name on BOC-3 filings. If you want a different name to appear in these instances, you must register for a separate company account. This means you must create an individual Motus company account for each legal business name you intend to use. To register for multiple company accounts, see the [side panel instructions](#) on page 27.

Business Address

- **Address 1 *:** Enter the first line of your **physical address**. Please note that this cannot be a P.O. Box.
- **City *:** Enter the name of your **city**.
- **State/Province *:** Select your **state** or **province** from the dropdown menu.
- **Postal Code *:** Enter your **postal code**.
- **Select address from the menu (USPS Address Validation) *** The system will verify your business address against the USPS address database and, if found, it will present you with an address that is accurate, correctly formatted, and deliverable.

Select address from the menu (USPS Address Validation) *

- If your address is verified through USPS, select the **formatted address** from the dropdown menu, then a checkmark will appear, and you can continue with the registration process.
- If your address is not verified through USPS, select **No USPS Match - FMCSA Verification Required** from the dropdown menu, then a warning icon will appear, and you will be required to upload supporting evidence.
 - Either **drag and drop** the file into the upload box or **click** in the upload box to select a file. Once the document is uploaded successfully, the file name will appear below. Repeat this process to add additional documents. To remove an uploaded file, click the **X** next to the file name.

Mailing Address

- **Is the mailing address the same as the business address? *** Select **Yes** or **No** and follow the prompts.

Select Supporting Company Type(s)

Follow these steps to select the supporting company types you are applying for.

- Select the type(s) of registration you need.

Insurance Company /Financial Institution

Blanket Designation of Process Agents (BOC-3 Filer)

Transportation Service Provider

- Click **Next** to continue.

Note: Depending on the registration type you select, different instructions will apply. Please choose the appropriate link below to access step-by-step guidance for the specific supporting company registration.

[Insurance Company /Financial Institution](#)

[Blanket Designation of Process Agents \(BOC-3 Filer\)](#)

[Transportation Service Provider](#)

Insurance/Financial Institution Business Information

Insurance/Financial Institution Details

Follow these steps to select the insurance/financial institution type.

- Select all that apply.

Insured Bank of the Federal Deposit Insurance Act

Insured Depository Institution of the Federal Deposit Insurance Act (12 USC 1813(c)(2))

Surety Bond Provider

Commercial Bank or Trust Company

Thrift Institution (Savings Bank, Building and Loan Association, Credit Union, Industrial Bank, or Other)

Person Subject to Supervision by any State or Federal Bank Supervisory Authority

Agency or Branch of a Foreign Bank in the United States

Insurance Company

- Click **Next** to continue.

Insurance/Financial Institution Business Information

Note: Based on the insurance/financial institution type selected in the previous step, you will be prompted to provide required business information. If you selected multiple types, the prompts for each type will be presented for completion.

Note: As of January 16, 2026, if a loan or finance company wishes to continue providing BMC-85 trust funds, it can take steps to become a type of entity listed above. Navigate to <https://www.fmcsa.dot.gov/registration/broker-and-freight-forwarder-rule-notification-educational-and-compliance-guide> for more information.

Existing Filers

Claiming an existing L&I filer account will automatically approve your role and bypass FMCSA review, though FMCSA may audit the record at any point and request further information. If your existing L&I filer account is not yet registered with the FMCSA Portal, please navigate to <https://www.fmcsa.dot.gov/registration/fmcsa-portal-registration-insurance-and-boc-3-filers-user-guide> for guidance.

Claiming an Existing L&I Filer Account

FMCSA Portal Account Required

- To claim an existing L&I filer account, you must have an FMCSA Portal account and be the main account holder.
- A verification code will be sent to the main filer's email address associated with the existing Login.gov account.

Linking Existing Filings

- Once claimed, all existing financial responsibility filings will be linked to your Motus account.
- These filings will display the Business Name listed in the Business Profile section of your Motus registration.

Filer Accounts

- If you have an existing L&I Branch Account, each L&I filer account number needs a separate Motus account. If you need to create multiple company accounts, see the [side panel instructions](#) on page 27.
- For assistance, contact FMCSA by navigating to <https://motus.dot.gov/contact-fmcsa>.

- **Do you currently file financial responsibility with FMCSA through the FMCSA Portal/L&I website? * Select Yes or No.**
 - If you select **Yes**, enter your **L&I Filers Account Number and Branch ID *** in the corresponding fields. Provide a Branch ID only if one has been issued to you by L&I, otherwise leave the field as is. Enter your L&I account number without the leading or trailing zeros. *Example: 00543 should be entered as 543.* Click **Send Verification Code**. When you receive the verification code, enter it in the verification code sent pop-up box and click **Submit**.
 - If you select **No**, continue with the registration process.

L&I Filers Account Number and Branch ID

L&I Filers Account Number –

i Only provide a Branch ID if you have been provided one from L&I.

Send Verification Code

Supporting Evidence

Note: To demonstrate compliance with FMCSA financial responsibility regulations, please upload a copy of your company's certificate or license issued by the appropriate state or federal regulatory authority. This documentation verifies your institution's eligibility to act as a financial responsibility filer with the FMCSA. Failure to provide adequate supporting documentation may result in processing delays.

- Either **drag and drop** the file into the upload box or **click** in the upload box to choose a file. Once the document is uploaded successfully, the file name will appear below.
 - Repeat this process to add additional documents.
 - To remove an uploaded file, click the **X** next to the file name.
- Click **Next** to continue.

Billing Contact Information

Follow the steps to complete the billing contact information section. Click **Next** to continue.

Note: There is a \$10 service fee per accepted certificate of insurance, surety bond, and other instrument submitted in lieu of a broker surety bond. The company will receive a monthly billing statement.

Confirmation Page

The confirmation page displays your filer number and capabilities.

Note: If you are an existing L&I filer, your capabilities will become active immediately upon completing registration. If not, your capabilities will remain pending until FMCSA reviews your application. Once approved, you will receive a confirmation email, and your capabilities will be active.

Click **View Account** to access your account.

Sentry Insurance Company
Filer Number - 7524947
Your registration request has been filed with FMCSA and you have been assigned Filer Number 7524947. You may access your account by clicking on the "View Account" button below.

Requested Capabilities
Insurance Company/Financial Institution
Insurance Company - (Pending)
Surety Bond Provider - (Pending)
Insured Bank of the Federal Deposit - (Pending)
Your Insurance Company/Financial Institution capability will remain Pending until the following step has been completed:

1 FMCSA Review of the application within 2 business days
FMCSA will reach out if additional information is required to approve your request. If you have any questions regarding your pending account please reach out to the FMCSA contact center at 1-800-832-5600 or e-mail/chat with an agent at: AskFMCSA.

View Account

Company Account

At the top of the page, you will see two tabs: **Account** and **Manage Users**.

Account

The account tab displays your **Business Information, Capabilities, Applications, and Insurance Company Claimed Filer Numbers**.

Capabilities

To view your specific insurance/financial institution information, click either the **Insurance** or the **Click here for additional details** hyperlink. The insurance/financial institution information page, displays your billing information, supporting documents, and filer types.

To view the status history of your capability, select **View History** from the **Options** dropdown.

Applications

If your registration is pending or returned, you have the option to close your supporting company application. Once closed, your application will no longer be processed or editable. To close your application, select **Close** from the **Options** dropdown. In the confirmation box click **Close** to confirm. Please note that this action is permanent.

The screenshot shows the MOTUS Account page with the following sections:

- Supporting Company Account**
 - Business Information**

Filer Number	7524947	Legal Business Name	Sentry Insurance Company	
Business Email Address	news@sentry.com	Business Telephone	+1(715)472-6872	
Business Address	1800 SOUTH POINT DRIVE STEVENS POINT, WI 54481		Mailing Address	1800 SOUTH POINT DRIVE STEVENS POINT, WI 54481
 - Capabilities**

Capability	Status	Actions
Insurance Company/Financial Institution	Click here for additional details	Options
 - Applications**

Type	Status	Date of Application	Requested Capabilities	Actions
Add Supporting Company	Pending	12/17/2025	Insured Bank of the Federal ... Insurance Company Surety Bond Provider	Options
 - Insurance Company Claimed Filer Numbers**

1. To claim an existing L&I filer account, you need an existing FMCSA Portal account. A verification code will be sent to the registered email associated with your Login.gov account.
2. By claiming an L&I filer account, all existing financial responsibility filings will be linked to your Motus account, and all existing filings will reflect the Business Name listed in the Business Profile section of your Motus registration.
3. If you have an existing L&I Branch Account, each existing L&I filer account number needs a separate Motus account. Please contact FMCSA if you have any questions.

L&I Filers Account Number: Branch ID:
 Only provide a Branch ID if you have been provided one from L&I.

Filer Number	Capability
No rows	

Applications

If FMCSA's review identifies discrepancies or issues with your submission, your application will be returned for correction. You will receive an email describing the required changes and the capability status will be updated to **Returned** in Motus.

To view the reason for return and any related messages, click the **Message** icon.

To make changes to your application, open the **Options** dropdown menu and select **Edit** to modify your application details. After making the necessary changes, resubmit your application for further review. The capability status will revert to **Pending**. Please resubmit within 30 days; otherwise, your application will be closed.

Once your capability, or capabilities, are approved by FMCSA, the status will appear as **Active**, and the status of your application will appear as **Approved**.

As the account owner, you may add a capability. In the applications section, click **Create New Application** to initiate the process. This option is available only after FMCSA has approved all currently requested capabilities, or after the account owner has closed their application.

Supporting Company Account

Business Information

Filer Number	7524947	Legal Business Name	Sentry Insurance Company
Business Email Address	news@sentry.com	Business Telephone	+1 715 473-6879
Business Address	1800 SOUTH POINT DRIVE STEVENS POINT, WI 54481 Mailing Address		

Capabilities

Capability	Status	Actions
Insurance Company/Financial Institution	Click here for additional details	Options

Applications

Type	Status	Date of Application	Requested Capabilities	Actions
Add Supporting Company	Pending	12/17/2025	Insurance Company Pending, Surety Bond Provider Pending, Insured Bank of the Federal ... Returned	Options

Insurance Company Claimed Filer Numbers

- To claim an existing L&I filer account, you need an existing FMCSA Portal account. A verification code will be sent to the registered email associated with your Login.gov account.
- By claiming an L&I filer account, all existing financial responsibility filings will be linked to your Motus account, and all existing filings will reflect the Business Name listed in the Business Profile section of your Motus registration.
- If you have an existing L&I Branch Account, each existing L&I filer account number needs a separate Motus account. Please contact [FMCSA](#) if you have any questions.

L&I Filers Account Number: 0 (Branch ID: 0)

Filer Number: No rows

Supporting Company Account

Business Information

Filer Number	7524947	Legal Business Name	Sentry Insurance Company
Business Email Address	news@sentry.com	Business Telephone	+1 715 473-6879
Business Address	1800 SOUTH POINT DRIVE STEVENS POINT, WI 54481 Mailing Address		

Capabilities

Capability	Status	Actions
Insurance Company/Financial Institution	Click here for additional details	Options

Applications

Type	Status	Date of Application	Requested Capabilities	Actions
Add Supporting Company	Approved	12/17/2025	Insured Bank of the Federal ... Approved, Insurance Company Approved, Surety Bond Provider Approved	Create New Application

Insurance Company Claimed Filer Numbers

- To claim an existing L&I filer account, you need an existing FMCSA Portal account. A verification code will be sent to the registered email associated with your Login.gov account.
- By claiming an L&I filer account, all existing financial responsibility filings will be linked to your Motus account, and all existing filings will reflect the Business Name listed in the Business Profile section of your Motus registration.
- If you have an existing L&I Branch Account, each existing L&I filer account number needs a separate Motus account. Please contact [FMCSA](#) if you have any questions.

L&I Filers Account Number: 0 (Branch ID: 0)

Filer Number: No rows

Manage Users

A main account holder can submit and manage filings, and can invite additional users, either other main account holders or sub-account holders, to join the company account. They are also responsible for managing user roles and access levels to ensure each user has the appropriate permissions. A sub-account holder can submit and manage filings but cannot manage user access.

Note: Sub-account holders accessing Motus for the first time who already have a Login.gov account will be prompted to verify their identity and will then be directed to the main account holder's company account page. Sub-account holders without a Login.gov account must create one, then access Motus to complete identity verification. Sub-account holders must wait to register until they receive an invitation email from the main account holder.

Follow these steps to add or manage users.

- Select the **Manage Users** tab.
- Click **Add Users**. In the pop-up box, enter the user's **email address**.
- Click the **Insurance Company** checkbox and then select the user type: **Insurance Main Account** or **Insurance Sub-Account**. The add button will be inactive until either the insurance main account or insurance sub-account radio button is selected.
- Click **Add**. Repeat these steps to add additional users.
- To change a user's role or remove access, select **Edit** from the **Options** dropdown and uncheck roles as needed.

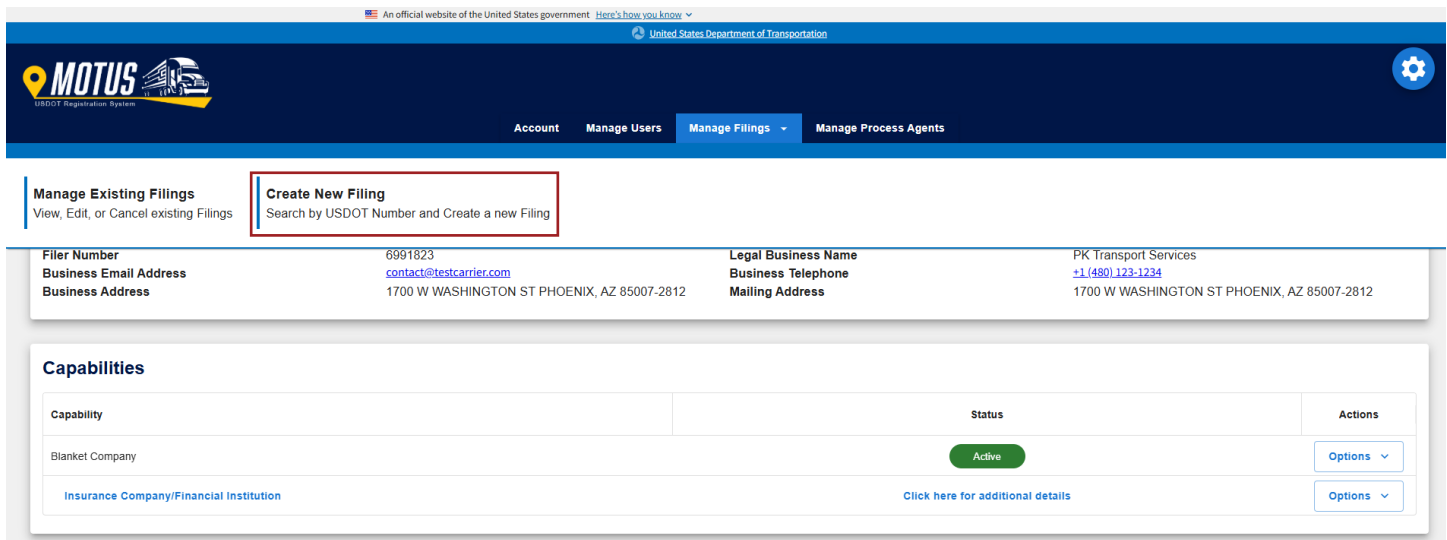
Manage Filings

The manage filings tab contains two sub tabs: **Create New Filing** and **Manage Existing Filings**. Note: Once your capability, or capabilities, are approved by FMCSA, you will be able to manage filings.

Create New Filing

Follow these steps to create a new financial responsibility filing. **Note:** If you have Financial Responsibility and BOC-3 capability, select the Financial Responsibility tab.

- Select **Create New Filing** from the **Manage Filings** dropdown.



The screenshot shows the MOTUS web application interface. At the top, there is a navigation bar with the MOTUS logo and a gear icon. Below the navigation bar, there are four tabs: 'Account', 'Manage Users', 'Manage Filings' (which is active and has a dropdown arrow), and 'Manage Process Agents'. The 'Manage Filings' dropdown menu is open, showing two options: 'Manage Existing Filings' (with a sub-link 'View, Edit, or Cancel existing Filings') and 'Create New Filing' (with a sub-link 'Search by USDOT Number and Create a new Filing'). The 'Create New Filing' option is highlighted with a red box. Below the dropdown menu, there is a table with company information:

Filer Number	6991823	Legal Business Name	PK Transport Services
Business Email Address	contact@testcarrier.com	Business Telephone	+1 (480) 123-1234
Business Address	1700 W WASHINGTON ST PHOENIX, AZ 85007-2812	Mailing Address	1700 W WASHINGTON ST PHOENIX, AZ 85007-2812

Below the table, there is a section titled 'Capabilities' with a table of capabilities:

Capability	Status	Actions
Blanket Company	Active	Options
Insurance Company/Financial Institution	Click here for additional details	Options

- To locate a regulated entity, enter the **USDOT Number** or **Legal Business Name** in the search field and click the **Search** icon.

United States Department of Transportation

Account Manage Users Manage Filings Manage Process Agents

Create Filing

FINANCIAL RESPONSIBILITY BOC-3 FILING OR BLANKET DESIGNATION OF PROCESS AGENTS

Search by USDOT Number or Legal Business Name
PK Test carrier

Fillings may only be created for carriers with pending or active operating authorities.

USDOT Number	Name	Operating Authorities	Actions
5869629	PK Test Carrier 0317	Motor Carrier of Property (Except Household Goods)	Create New Filing
6693755	PK Test Carrier 0318	Freight Forwarder of Property (Except Household Goods) Freight Forwarder of Household Goods Broker of Property (Except Household Goods) Broker of Household Goods	Create New Filing
8504452	PK Test Carrier 0325		Create New Filing
9901604(V)	PK Test Carrier 0318-1		Create New Filing
6432038	PK Test Carrier 0323-1	Motor Carrier of Property (Except Household Goods) Motor Carrier of Property (Except Household Goods)	Create New Filing
8060950	PK Test Carrier 0324-1	Motor Carrier of Property (Except Household Goods)	Create New Filing
6011228	PK Test Carrier 0325-1	Broker of Property (Except Household Goods) Broker of Household Goods	Create New Filing
4511049	PK Test Carrier 0326-1	Freight Forwarder of Property (Except Household Goods) Freight Forwarder of Household Goods	Create New Filing
5518204	PK Test Carrier 0327-1		Create New Filing

- Click **Create New Filing**. The Create New Filing page displays the business information and existing filings, including canceled filings.

No rows

Rows per page: 5 0-0 of 0

Filing Options

Operating Authority
Motor Carrier of Property (Excep...
Form
BMC-91 - Motor Carrier Autom...

BMC-91 - Motor Carrier Automobile BIPD Liability Certificate of Insurance

FMCSA Received Date: 05/13/2026
Policy Effective Date: 05/13/2026
Policy Number: 123456
Coverage From (\$): 0.00
Coverage To (\$): 750000.00

Purpose & Terms

The receipt of this certificate by the FMCSA certifies that a policy or policies of Public Liability (or Automobile Bodily Injury and Property Damage Liability) insurance has been issued by the company identified above, that the company is qualified to make this filing under Section 387.315 or Section 387.411 of Title 49 of the Code of Federal Regulations, and that by the attachment of endorsement BMC-90, MCS-90 or a form of similar import prescribed by the U.S. Department of Transportation, Federal Motor Carrier Safety Administration, is amended to provide the coverage or security for the protection of the public required under Section 387.303 of Title 49 of the Code of Federal Regulations. The amendment governs the operation, maintenance, or use of motor vehicles under certificate or permit issued to the insured by the Federal Motor Carrier Safety Administration or otherwise in transportation subject to Subchapter I or III of Chapter 135 of Title 49 United States Code, and the pertinent rules and regulations of the Federal Motor Carrier Safety Administration, regardless of whether or not such motor vehicles are specifically described in the policy or policies. The liability of the Company extended to all losses, damages, injuries, or death occurring within the authority granted to the insured by the Federal Motor Carrier Safety Administration or elsewhere. The endorsement described herein may not be canceled or withdrawn until thirty (30) days after written notice has been submitted to the Federal Motor Carrier Safety Administration on the prescribed Form BMC-35, Notice of Cancellation Motor Carrier Policies of Insurance under 49 U.S.C. 13906, said thirty (30) days' notice to commence to run from the date notice is actually received by FMCSA.

I acknowledge that I have read, understand, and agree to the Purpose & Terms outlined above.

Submit

- In the **Filing Options** section, use the **Operating Authority** dropdown to select the operating authority. This is prepopulated based upon the current operating authority held by the regulated entity.

Note: If an entity operates under multiple authorities (for example, different operating authorities, broker and carrier authority, or authority in multiple jurisdictions), an insurance filing is required for each authority

- Use the **Form** dropdown to select the applicable form. Once the form is selected, fields will appear to the right.
- FMCSA Received Date:** This is prepopulated with the current date and is not editable.
- Policy Effective Date *:** Click the calendar icon to adjust the effective date. The date the policy goes into effect must be the same as or later than the Received Date.

- **Policy Number ***: Enter the **policy number**. The policy number cannot have special characters or spaces.
- **Option**: Use the dropdown to select **Primary** or **Excess**. **Note**: This field is only available for the BMC-91X.
- **Coverage From (\$)**: This is prepopulated. **Note**: Depending on the filing type, you may be able to edit this field, or it may not be available.
- **Coverage To (\$)**: Enter the **coverage to** amount in the field. The amount must be entered as a full dollar value using digits only without commas. *Example: 750,000 should be entered as 750000.* **Note**: Depending on the filing type, this field may not be available.
- Click the **checkbox** to acknowledge that you agree to the Purpose & Terms.
- Click **Submit**. You will be automatically redirected to the Manage Filings page, where the filing is displayed.

Manage Existing Filings

Follow these steps to manage existing filings.

- Select **Manage Existing Filings** from the **Manage Filings** dropdown. Your filings will appear in a list.
- To locate a regulated entity, enter the **USDOT Number or Legal Business Name** in the search field and click the **Search** icon.
- To edit a pending filing, select **Edit** from the **Options** dropdown. Edit the available fields.
 - Click the **checkbox** to acknowledge that you agree to the Purpose & Terms outlined.
 - Click **Submit**. The Manage Filings page will display the updated filing.

Cancel Existing Filing

Follow these steps to cancel a filing.

- To cancel a filing, select **Cancel Filing** from the **Options** dropdown.

The screenshot shows the 'Manage Filings' page in the MOTUS system. It features a search bar at the top and a table of filings. The table has columns for USDOT Number, Company Name, Operating Authority, Policy Number, Status, Form, Insurance Filed, Received Date, Effective Date, Cancellation D..., Submitted By, and Actions. A single row is visible with the following data: 6432038, PK Test Carrier 0323-1, Motor Carrier of Property (...), 123456, Active, BMC-91, \$750,000.00, 5/13/2026, 5/13/2026, Parker Kenny. The 'Actions' column for this row contains an 'Options' dropdown menu, and the 'Cancel Filing' option is highlighted with a red box.

- **Policy Cancellation Effective Date**: Review and edit the policy cancellation effective date, if necessary. Cancellation notices must be filed at least 30 days prior to the effective date. The system automatically populates the effective date to 30 days from the current date; however, you may adjust the date as needed, provided it meets the 30-day minimum requirement. The date the policy goes into effect must be the same as or later than the Received Date.
- For the **Reason for Cancellation***, select the applicable option from the list provided. **Note**: This section is only available for the a Surety Bond or Trust Fund.
- Click the **checkbox** to acknowledge that you agree to the Purpose & Terms.

- Click **Submit**. The Manage Filings page will display the filing with the cancellation date.

Existing Filings

Operating Authority	Policy Number	Status	Form	Insurance Filed	Received Date	Effective Date	Cancellation Date	Submitted By
Motor Carrier of Property (Except Household Goods)	123456	Active	BMC-91	\$750000.00	5/13/2026	5/13/2026		Parker Kenny

Rows per page: 5 1-1 of 1 < >

BMC 35 - Motor Carrier Notice of Cancellation

i The filing of this form indicates the cancellation of form **BMC-91**.

Policy Number
123456

FMCSA Received Date
05/13/2026

Policy Cancellation Effective Date
06/12/2026

Purpose & Terms

The endorsement(s) and certificate(s) in connection therewith, as indicated herein, are hereby cancelled, effective as of **Fri Jun 12 2026**, at the address of the insured as stated in said policy or policies, provided said date is not less than thirty (30) days after the receipt of this notice by the FMCSA.

Acknowledgement *

I acknowledge that I have read, understand, and agree to the Purpose & Terms outlined above.

Cancel
Submit

Note: [Learn about the side panel and how to sign out of Motus.](#) Otherwise, you have completed your insurance company/financial institution registration.

Blanket Designation of Process Agents (BOC-3 Filer)

Blanket Designation of Process Agents Information

Follow these steps to complete the blanket designation of process agents information section.

Existing Filers

Note: Claiming a filer account requires a review by FMCSA. If your existing L&I filer account is not yet registered with the FMCSA Portal, navigate to <https://www.fmcsa.dot.gov/registration/fmcsa-portal-registration-insurance-and-boc-3-filers-user-guide> for guidance.

- **Do you currently file BOC-3 forms with FMCSA through the FMCSA Portal/L&I as a Blanket company? *** Select **Yes** or **No**.
 - If you select **Yes**, enter your **L&I Filers Account Number *** in the field. Enter your L&I account number without the leading or trailing zeros. *Example: 00543 should be entered as 543.* Click **Send Verification Code**. When you receive the verification code, enter it in the verification code sent pop-up box and click **Submit**.
 - If you select **No**, continue with the registration process.

L&I Filers Account Number	<input type="text" value="L&I Filers Account Number"/>	<input type="button" value="Send Verification Code"/>
---------------------------	--	---

Supporting Evidence

Note: Please upload a copy of the required supporting documentation to verify your eligibility as a blanket company for FMCSA. Acceptable documents may include articles of incorporation, articles of organization, etc. Failure to provide evidence may result in processing delays. Submission of such documents does not guarantee FMCSA has reviewed, concurred, nor accepted such document(s).

- Either **drag and drop** the file into the upload box or **click** in the upload box to choose a file. Once the document is uploaded successfully, the file name will appear below.
 - Repeat this process to add additional documents.
 - To remove an uploaded file, click the **X** next to the file name.
- Click **Next** to continue.

Designation of Process Agents Details

You must designate process agents for all 48 contiguous States and the District of Columbia. Alaska and Hawaii are optional, but required if you have customers operating in those states.

Process Agents

Follow the steps to manage process agents.

- Click **Add** to open an entry page.
- Complete the following process agent information fields:
 - **First Name ***: Enter the **first name** of the process agent.
 - **Last Name ***: Enter the **last name** of the process agent.
 - **Country**: This field is prepopulated and is not editable.
 - **Address 1 ***: Enter the first line of the process agent’s **address**. A P.O. Box is not accepted.
 - **Address 2**: If applicable, enter the second line of the process agent’s **address**.
 - **City ***: Enter the process agent’s **city**.
 - **State ***: Select the process agent’s **state** from the dropdown menu.
 - **Postal Code ***: Enter the process agent’s **postal code**.
 - **Select address from the menu (USPS Address Validation) *** The system will verify your business address against the USPS address database and if found it will present you with an address that is accurate, correctly formatted, and deliverable.

Select address from the menu (USPS Address Validation) *

- If your address is verified through USPS, select the formatted **address** from the dropdown menu, then a checkmark will appear, and you can continue with the registration process.
- If your address is not verified through USPS, select **No USPS Match - FMCSA Verification Required** from the dropdown menu, then a warning icon will appear, and you will be required to upload supporting evidence.
 - › Either **drag and drop** the file into the upload box or **click** in the upload box to select a file. Once the document is uploaded successfully, the file name will appear below. Repeat this process to add additional documents. To remove an uploaded file, click the **X** next to the file name.
- **Email Address**: Enter the process agent’s **email address**.
- **Phone Number**: Enter the process agent’s **cell phone number**, including the area code.
- Click **Next** to save the process agent.

- Repeat this process to add all required process agents.
- If needed, select **Edit**, to update information or select **Delete** to remove a process agent.
- Once all the process agents are added and verified, click **Next** to continue.

Certification Statement

Follow these steps to complete the certification statement.

- Click the **checkbox** to acknowledge that you agree to the statement presented.
- Click **Next** to continue.

Confirmation Page

The confirmation page displays your filer number and capabilities.

Company Account

At the top of the page, you will see three tabs: **Account**, **Manage Users**, and **Manage Process Agents**.

Account

The account tab displays your **Business Information, Capabilities, Applications, and Blanket Company Claimed Filer Numbers**. This is the screen you will see when you access Motus in the future.

Capabilities

To view the status history of your capability, use the **Options** dropdown to click **View History**.

Applications

If your registration is pending or returned, you have the option to close your supporting company application. Once closed, your application will no longer be processed or editable. To close your application, select **Close** from the **Options** dropdown. In the confirmation box click **Close** to confirm. Please note that this action is permanent.

Once your capability is approved by FMCSA, the status will appear as **Active**, and the status of your application will appear as **Approved**.

As the account owner, you may add a capability. In the applications section, click **Create New Application** to initiate the process. This option is available only after FMCSA has approved all currently requested capabilities, or after the account owner has closed their application.

Supporting Company Account

Business Information

Filer Number	7684624	Legal Business Name	FCR Incorporated
Business Email Address		Business Telephone	+1 (208) 260-2448
Business Address	507 E 45TH ST GARDEN CITY, ID 83714-4847	Mailing Address	507 E 45TH ST GARDEN CITY, ID 83714-4847

Capabilities

Capability	Status	Actions
Blanket Company	Pending	Options

Applications

Type	Status	Date of Application	Requested Capabilities	Actions
Add Supporting Company	Pending	12/17/2025	Blanket Company	Options

Blanket Company Claimed Filer Numbers

1. To claim an existing L&I filer account, you need an existing FMCSA Portal account. A verification code will be sent to the registered email associated with your Login.gov account.
 2. By claiming an L&I filer account, all existing filings will be linked to your Motus account, and all existing filings will reflect the Business Name listed in the Business Profile section of your Motus registration.
 3. Please contact [FMCSA](#) if you have any questions.

L&I Filers Account Number [Send Verification Code](#)

Filer Number Capability

No rows

Supporting Company Account

Business Information

Filer Number	7684624	Legal Business Name	FCR Incorporated
Business Email Address		Business Telephone	+1 (208) 260-2448
Business Address	507 E 45TH ST GARDEN CITY, ID 83714-4847	Mailing Address	507 E 45TH ST GARDEN CITY, ID 83714-4847

Capabilities

Capability	Status	Actions
Blanket Company	Active	Options

Applications

Type	Status	Date of Application	Requested Capabilities	Actions
Add Supporting Company	Approved	12/17/2025	Blanket Company	Options

Blanket Company Claimed Filer Numbers

1. To claim an existing L&I filer account, you need an existing FMCSA Portal account. A verification code will be sent to the registered email associated with your Login.gov account.
 2. By claiming an L&I filer account, all existing filings will be linked to your Motus account, and all existing filings will reflect the Business Name listed in the Business Profile section of your Motus registration.
 3. Please contact [FMCSA](#) if you have any questions.

L&I Filers Account Number [Send Verification Code](#)

Filer Number Capability

No rows

Manage Process Agents

Follow these steps to manage process agents. You still need to update your information in your L&I filer account at this time.

Note: You cannot add or update a process agent unless your blanket company is active.

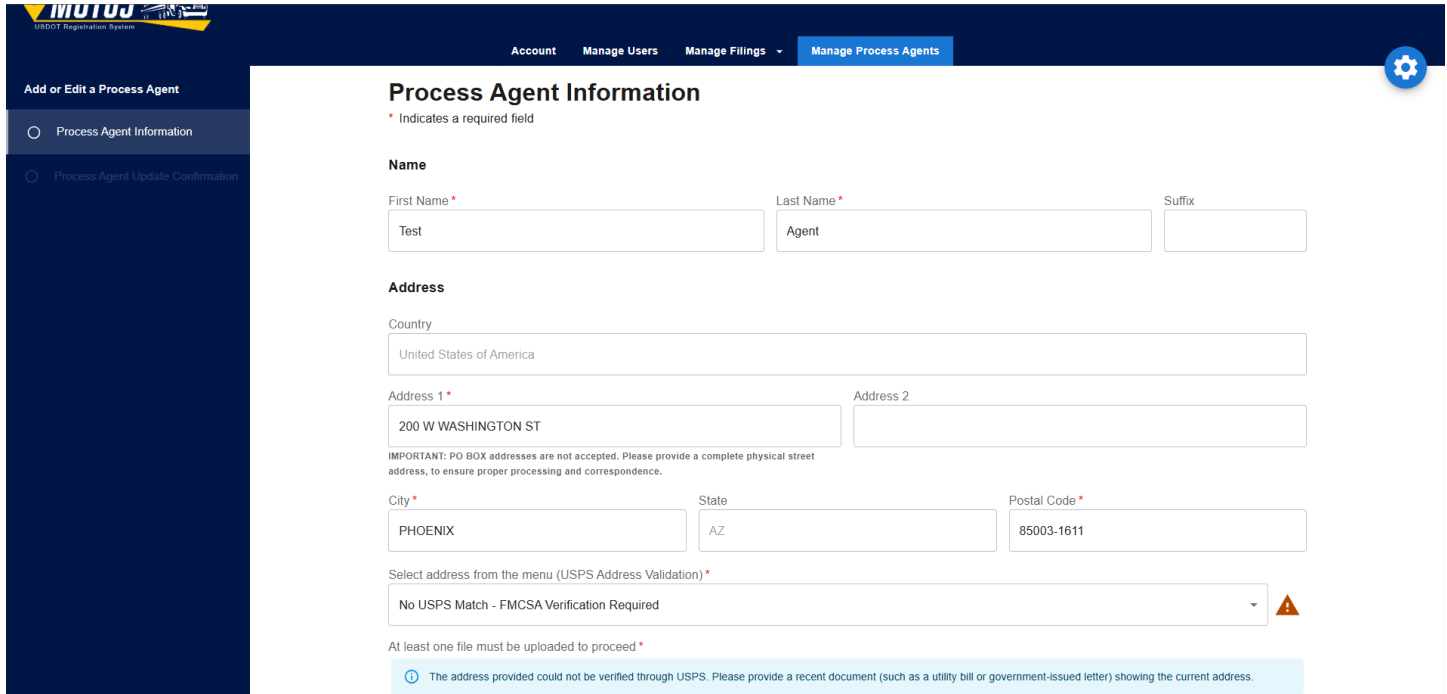
- Select the **Manage Process Agents** tab. The process agents will appear in a list.

- As a reminder, Alaska and Hawaii are optional but required if you have customers operating in those states. To add a process agent for Alaska select **Add Alaska Process Agent**. Select **Add Hawaii Process Agent** to add a process agent for Hawaii. Enter the following process agent information fields:
 - **First Name ***: Enter the **first name** of the process agent.
 - **Last Name ***: Enter the **last name** of the process agent.
 - **Country**: This field is prepopulated and is not editable.
 - **Address 1 ***: Enter the first line of the process agent’s **address**. A P.O. Box is not accepted.
 - **Address 2**: If applicable, enter the second line of the process agent’s **address**.
 - **City ***: Enter the process agent’s **city**.
 - **State ***: This field is not editable.
 - **Postal Code ***: Enter the process agent’s **postal code**.
 - **Select address from the menu (USPS Address Validation) *** The system will verify your business address against the USPS address database and if found it will present you with an address that is accurate, correctly formatted, and deliverable.

Select address from the menu (USPS Address Validation) *

- If your address is verified through USPS, select the formatted **address** from the dropdown menu, then a checkmark will appear, and you can continue with the registration process.
- If your address is not verified through USPS, select **No USPS Match - FMCSA Verification Required** from the dropdown menu, then a warning icon will appear, and you will be required to upload supporting evidence.
 - › Either **drag and drop** the file into the upload box or **click** in the upload box to select a file. Once the document is uploaded successfully, the file name will appear below. Repeat this process to add additional documents. To remove an uploaded file, click the **X** next to the file name.
- **Email Address**: Enter the process agent’s **email address**.

- **Phone Number:** Enter the process agent's **cell phone number**, including the area code.
- Click **Submit** to save the process agent.
- To edit an existing process agent, open the **Options** dropdown menu and select **Edit**. Make any edits and select **Submit** to save the updates. If no changes are needed, select **Cancel** to close the window.



Process Agent Information

* Indicates a required field

Name

First Name * Last Name * Suffix

Test Agent

Address

Country

United States of America

Address 1 * Address 2

200 W WASHINGTON ST

IMPORTANT: PO BOX addresses are not accepted. Please provide a complete physical street address, to ensure proper processing and correspondence.

City * State Postal Code *

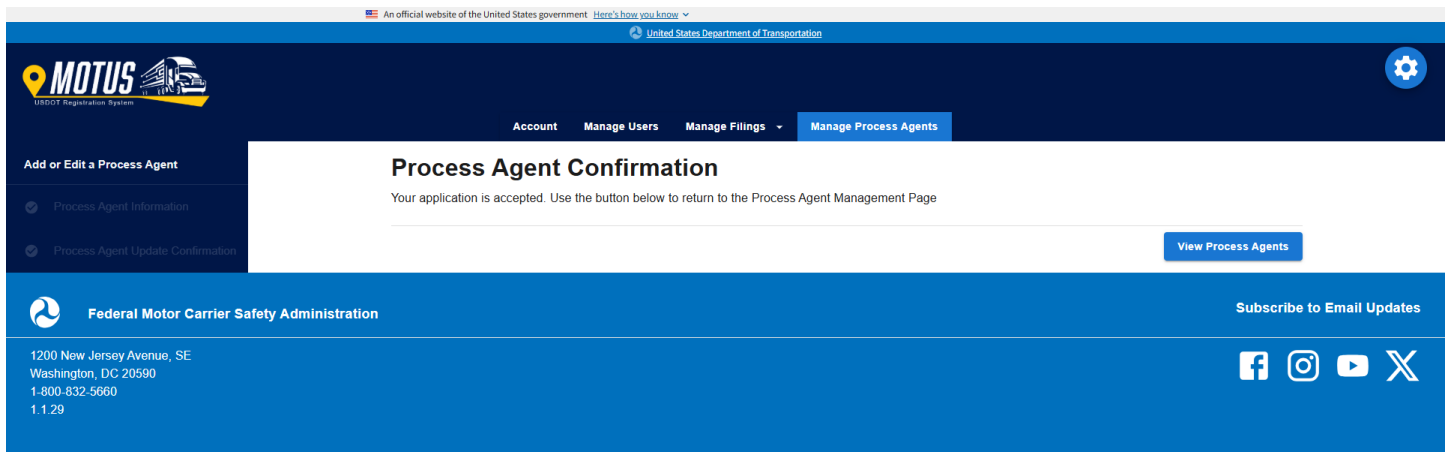
PHOENIX AZ 85003-1611

Select address from the menu (USPS Address Validation) *

No USPS Match - FMCSA Verification Required

At least one file must be uploaded to proceed *

The address provided could not be verified through USPS. Please provide a recent document (such as a utility bill or government-issued letter) showing the current address.



An official website of the United States government. Here's how you know

United States Department of Transportation

Process Agent Confirmation

Your application is accepted. Use the button below to return to the Process Agent Management Page

[View Process Agents](#)

Federal Motor Carrier Safety Administration

Subscribe to Email Updates

1200 New Jersey Avenue, SE
Washington, DC 20590
1-800-832-5660
1.1.29

f i y x

Note: [Learn about the side panel and how to sign out of Motus.](#) Otherwise, you have completed your blanket designation of process agents (BOC-3 Filer) registration.

Manage Filings

The manage filings tab contains two sub tabs: **Create New Filing** and **Manage Existing Filings**. Note: Once your capability, or capabilities, are approved by FMCSA, you will be able to manage filings.

Create New Filing

Follow these steps to create a new blanket company filing.

- Select **Create New Filing** from the **Manage Filings** dropdown.

The screenshot shows the MOTUS Manage Filings interface. The 'Create New Filing' tab is highlighted with a red box. Below the tabs, there is a summary of the carrier's information:

Filer Number	6991823	Legal Business Name	PK Transport Services
Business Email Address	contact@testcarrier.com	Business Telephone	+1 (480) 123-1234
Business Address	1700 W WASHINGTON ST PHOENIX, AZ 85007-2812	Mailing Address	1700 W WASHINGTON ST PHOENIX, AZ 85007-2812

Below this is the 'Capabilities' section with a table:

Capability	Status	Actions
Blanket Company	Active	Options
Insurance Company/Financial Institution	Click here for additional details	Options

- To locate a regulated entity, enter the **USDOT Number** or **Legal Business Name** in the search field and click the **Search** icon.

The screenshot shows the MOTUS Create Filing interface. The search field contains 'PK Test Carrier' and a search icon is visible. Below the search field, a message states: 'Filings may only be created for carriers with pending or active operating authorities.'

The search results are displayed in a table:

USDOT Number	Name	Operating Authorities	Actions
5868629	PK Test Carrier 0317	Motor Carrier of Property (Except Household Goods)	Create New Filing
6693755	PK Test Carrier 0318	Freight Forwarder of Property (Except Household Goods) Freight Forwarder of Household Goods Broker of Property (Except Household Goods) Broker of Household Goods	Create New Filing
8504452	PK Test Carrier 0325		Create New Filing
9901604(V)	PK Test Carrier 0318-1		Create New Filing
6432038	PK Test Carrier 0323-1	Motor Carrier of Property (Except Household Goods) Motor Carrier of Property (Except Household Goods)	Create New Filing
8060950	PK Test Carrier 0324-1	Motor Carrier of Property (Except Household Goods)	Create New Filing
6011228	PK Test Carrier 0325-1	Broker of Property (Except Household Goods) Broker of Household Goods	Create New Filing
4511049	PK Test Carrier 0326-1	Freight Forwarder of Property (Except Household Goods)	Create New Filing
5518204	PK Test Carrier 0327-1	Freight Forwarder of Household Goods	Create New Filing

- Click **Create New Filing**. The Create New Filing page displays the business information and existing filings, including canceled filings.
- In the **Filing Options** section, use the **Operating Authority** dropdown to select the operating authority. This is prepopulated based upon the current operating authority held by the regulated entity.

- Follow the prompts and click **Make this Filing**.
- Click **Submit**. You will be automatically redirected to the Manage Filings page, where the filing is displayed.

Manage Existing Filings

Follow these steps to manage existing filings.

- Select **Manage Existing Filings** from the **Manage Filings** dropdown. Your filings will appear in a list.
- To locate a regulated entity, enter the **USDOT Number or Legal Business Name** in the search field and click the **Search** icon.
- To edit a pending filing, select **Edit** from the **Options** dropdown. Edit the available fields.
 - Click the **checkbox** to acknowledge that you agree to the Purpose & Terms outlined.
 - Click **Submit**. The Manage Filings page will display the updated filing.
- To cancel a filing, select **Cancel Filing** from the **Options** dropdown.

Transportation Service Provider

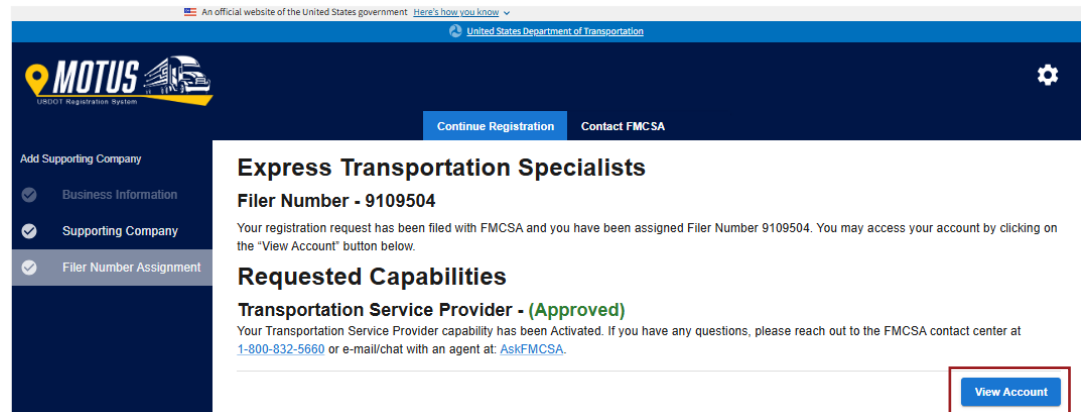
Transportation Service Provider Details

Follow these steps to complete the transportation service provider details section.

- **I confirm that I am a Transportation Service Provider.** Click the radio button to confirm.
- Click **Next**.

Confirmation Page

The confirmation page displays your filer number and capabilities. Click **View Account** to view your business information.



Company Account

At the top of the page, you will see two tabs: **Account** and **Manage Users**. The account tab displays your **Business Information, Capabilities, and Applications**. This is the screen you will see when you access Motus in the future.

Manage New Applications

The manage new application tab contains two sub tabs: **Incomplete Applications** and **Complete Applications**. By default, the incomplete applications tab is selected when the page loads. Once an application is completed it will automatically move to the complete applications tab.

Incomplete Applications

Note: Registration workflows vary by registration type, and some pages are displayed only when applicable. For example, brokers see the Broker Operations page, property and hazmat motor carriers see the Cargo Classification page, and passenger carriers see the Passenger Vehicle Information page.

- Select the **Manage New Applications** tab.
- To locate an application, enter the **USDOT Number or Legal Business Name** in the search field and click **Search**.
- To edit an application, select **Edit** from the **Options** dropdown. To reject an application, select **Reject** from the **Options** dropdown.

New Regulated Entity Registration

Note: On certain pages, additional required questions may appear based on your selections.

- **Registration Type**
This section applies to all registrants. Select all that apply and follow the prompts.
- **Motor Carrier Type**
This section applies to all registrants. Select all that apply and follow the prompts.
- **Company Operations - Property**
This section applies only to entities that transport property. **Note:** Brokers, freight forwarders, and motor carriers that transport household goods or passengers are required to complete a similar page as part of the registration process. Answer the questions and then click **Next** to continue.

- **Company Operations - Summary**

This page provides a summary of the company operations.

- Review your responses and if needed, **select a hyperlink** to be directed to that page to make any changes.
- Click **Next** to continue.

- **Cargo Classification**

This section applies to brokers, freight forwarders, cargo tank facilities, and entities that transport property.

- First, select the **Cargo Classification Category** (e.g. Agriculture and Forestry) that best describes the type of cargo transported. Then in the list of subcategories that appear, select all the **subcategories** that accurately classifies your cargo.
- **Do you transport any cargo not described above? *** Select **Yes** or **No** and follow the prompts.

- **Vehicle Information**

A variation of this section applies to all registrants. Fill out the information about the vehicles you own and lease.

- **Driver Information**

A variation of this section applies to all registrants. Fill out the information about the drivers your business employs.

- **Summary of Property Information**

This page provides a summary of the property information.

[Manage Affiliations](#)

Follow the steps to complete the manage affiliations section.

[Affirmations and Oaths](#)

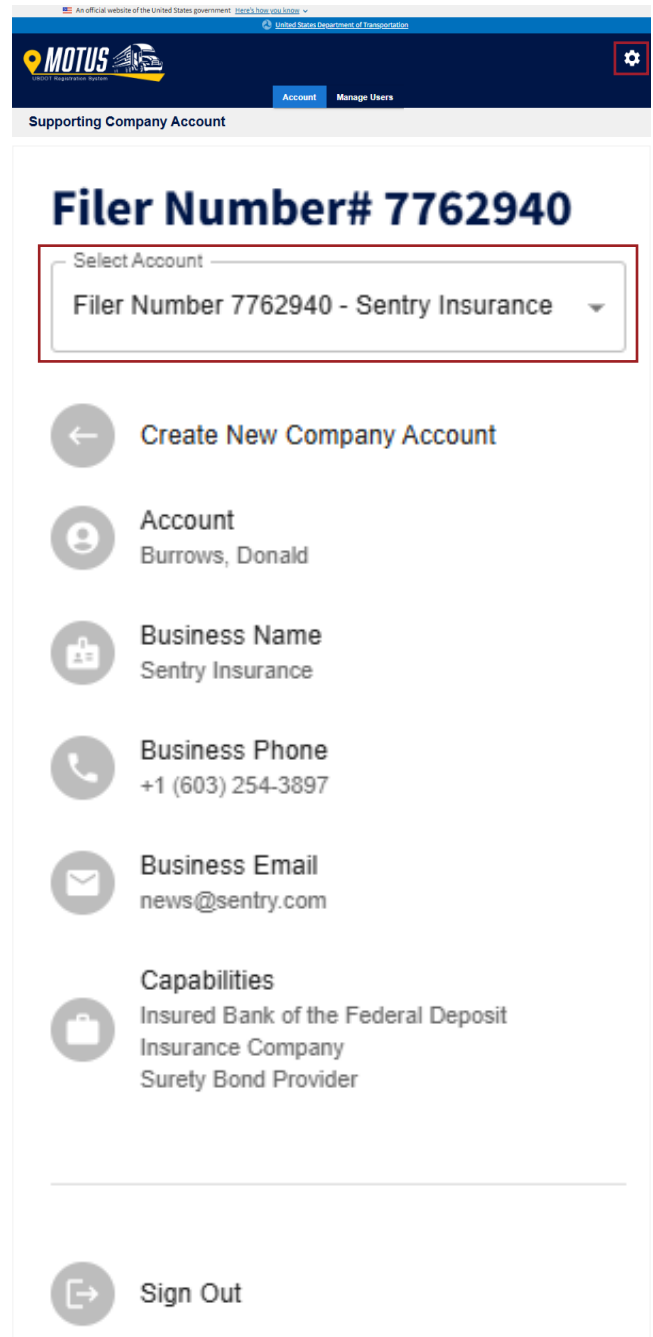
Follow the steps to complete the affirmations and oaths section.

Side Panel

The side panel includes an option to Create a New Company Account, which allows you to register a separate Motus account. It also provides access to any other company accounts you are associated with, if applicable. In addition, the side panel displays an overview of your account details, including your Account Name, Business Name, Business Phone Number, Business Email Address, and a list of capabilities associated with your account. You also have the option to Sign Out.

Follow these steps to access the side panel.

- From your Company Account, click the **Gear** icon located in the upper right side of the screen.
 - Use the **Select Account** drop-down menu to access another company account, if applicable. This helps you keep all the companies and filings separate but accessible under one Login.gov account.
 - Select **Create New Company Account** to register for a new company account. This option will guide you through the registration process, beginning with the [Workflow Selection](#) step on page 2, and allow you to create a separate company account.
 - To sign out of Motus click **Sign Out**.
 - To close the side panel, click anywhere outside the panel.



The screenshot shows the MOTUS interface for a "Supporting Company Account". At the top, there is a navigation bar with the MOTUS logo, "Account", and "Manage Users" buttons. A gear icon in the top right corner opens the side panel. The side panel displays the "Filer Number# 7762940" and a "Select Account" dropdown menu currently showing "Filer Number 7762940 - Sentry Insurance". Below this, several account details are listed with corresponding icons: "Create New Company Account" (back arrow), "Account" (person icon) for Burrows, Donald, "Business Name" (building icon) for Sentry Insurance, "Business Phone" (phone icon) for +1 (603) 254-3897, "Business Email" (envelope icon) for news@sentry.com, and "Capabilities" (briefcase icon) for Insured Bank of the Federal Deposit Insurance Company and Surety Bond Provider. At the bottom of the side panel is a "Sign Out" button with a right-pointing arrow icon.