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MART Brokerage Application Instructions

User Guide for VMS Vendor Portal Registration

Prepared For:
Montachusett Regional Transit Authority

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REGISTRATION

1. Go to the [MART VMS Vendor Sign Up Page](#)

MART HUMAN SERVICE
TRANSPORTATION (HST)

VENDOR SIGN UP

Thank you for your interest in subcontracting with the Montachusett Regional Transit Authority (MART) as transportation provider. Fill in the information below to get started.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	Phone
<input type="text"/>	<input type="text"/>
Company Name	
<input type="text"/>	

Submit

2. Enter your **first name, last name, accessible work email, phone number, and company name.**
3. After entering the information from the previous step, the following **eligibility questions** will show:

MART HUMAN SERVICE
TRANSPORTATION (HST)

VENDOR SIGN UP

Thank you for your interest in subcontracting with the Montachusett Regional Transit Authority (MART) as transportation provider. Fill in the information below to get started.

First Name	Last Name
Odeza	Bactin
Email	Phone
odezaacfv@gmail.com	123-123-1234
Company Name	
Company ABC	

Answer the following questions below to determine if you are eligible to apply:

1. Have you owned and operated your transportation company for at least one year?	<input checked="" type="radio"/> Yes	<input type="radio"/> No
2. Do you at least own (2) vehicles?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
3. Do you at least have (2) employees?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No
4. Is your company based in the state of MA?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No

Submit

- To be eligible, you must respond "yes" to all questions. Or, if you answer "no" to question 4, you must answer "yes" to question 4a.

- After you answer the questions, your eligibility results will show.
 - If you are ineligible, the following section will show:

Answer the following questions below to determine if you are eligible to apply:	
1. Have you owned and operated your transportation company for at least one year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Do you at least own (2) vehicles?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. Do you at least have (2) employees?	<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Is your company based in the state of MA?	<input checked="" type="radio"/> Yes <input type="radio"/> No

Sorry you are not eligible to apply at this time.

Contact Us

If you would like additional information, please contact MART at BrokerageBus@mrta.us

You can also use the space below to describe any questions or concerns you might have and a MART representative will contact you.

Message:

You can use this section to send a message to MART. Type your message on the box and click **“Submit”** to send your message.

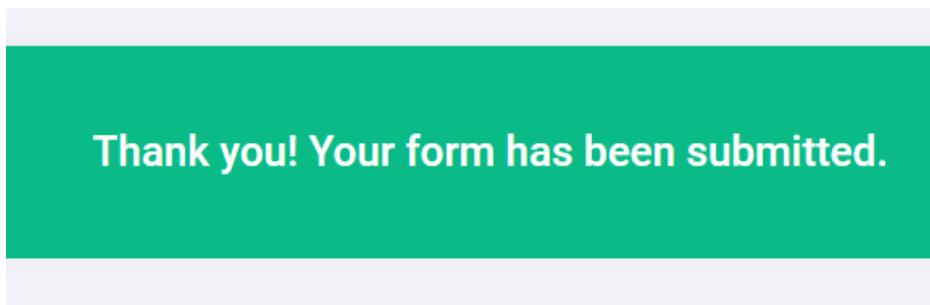
- If you are eligible, the following eligibility confirmation will show:

Answer the following questions below to determine if you are eligible to apply:	
1. Have you owned and operated your transportation company for at least one year?	<input checked="" type="radio"/> Yes <input type="radio"/> No
2. Do you at least own (2) vehicles?	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. Do you at least have (2) employees?	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Is your company based in the state of MA?	<input checked="" type="radio"/> Yes <input type="radio"/> No

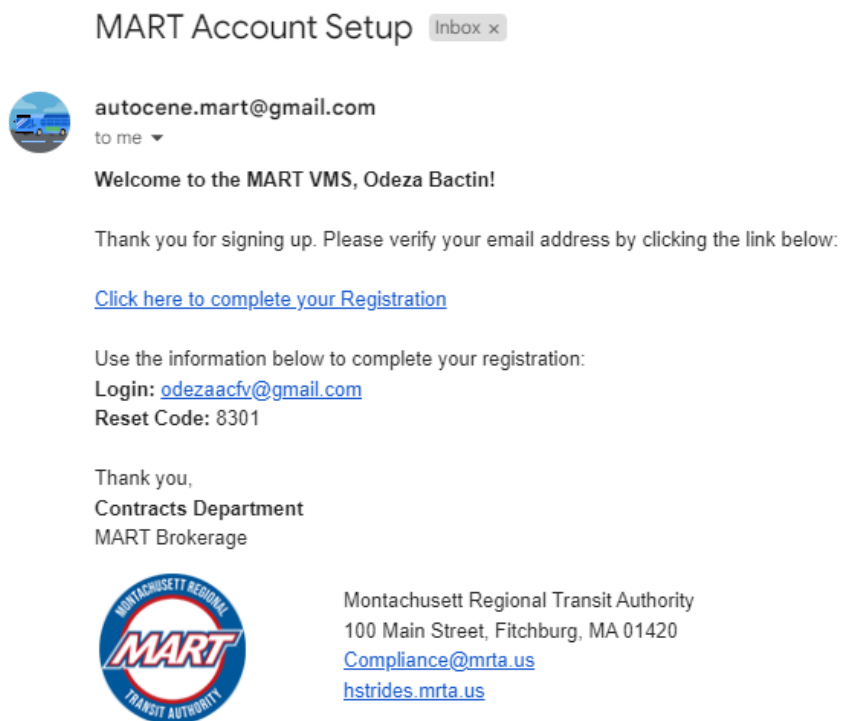
You are eligible to apply.

To access the application, submit to create an account.

- Click “**Submit**” to register on the MART VMS platform. When the submission is complete, you will see the following confirmation:



4. Shortly after submitting, you **should receive an email** at the email address you supplied in the sign-up form. In this email, you should find:
 - a. the **link** to finish your registration on the MART VMS platform,
 - b. your **login** (which is your email), and
 - c. the **one-time reset code** for setting up the password for your new VMS account.



IMPORTANT: If you do not get the MART Account Setup email within 10 minutes, please check your spam or junk folder. If it is not there, contact [Autocene](#) about your MART VMS account.

5. Click **the link** provided in the email. You will then be directed to the password setup page:



Change Password

Login

Reset Code

New Password

Confirm New Password

Change Password

Password must include:

Include at least 8 characters

Must be different than the previous 3 passwords

6. Enter the following information:
 - a. **Login** = Email address you entered in the sign-up form
 - b. **Reset Code** = One-time reset code found in the email
 - c. **New Password** = your desired password
 - d. **Confirm New Password** = Re-enter your password

IMPORTANT: Please ensure that the password has at least eight (8) characters.

7. To proceed, click "**Change Password**". You will then be redirected to the [MART VMS Login screen](#).



Please sign in

odezaacfv@gmail.com

....

[Reset Password](#)

Sign In

Register

8. Enter your **Login** (email address you entered in the sign-up form) and the **Password** you just created. Click "**Sign In**". You can use the "**Save Password**" feature in the browser you are using to remember your password for the MART VMS platform.

9. After signing in, you will be directed to the home page.



MART HUMAN SERVICE TRANSPORTATION (HST)

VMS Vendor Portal

Company Profile

Company ABC

Last updated on 10/04/2023 12:41 AM

[Update Company Profile](#)

This is where you will find all the modules of the VMS platform that you are required to use as a MART Vendor. As the first step after signing up, you must complete your Company Profile.

IMPORTANT: You must complete your company profile in order to access the MART Transportation Provider Application.

CONTACT INFORMATION

For any technical questions or issues regarding the MART VMS, please reach out to the following:

USA

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San Ramon, CA 94583
1.925.264.0045
mart@autocene.com