MART Brokerage Application Instructions

User Guide for VMS Vendor Portal Registration

Prepared For:
Montachusett Regional Transit Authority
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1. Go to the [MART VMS Vendor Sign Up Page](#).

![Registration Form](image)

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:

   - 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?  
  2. Do you at least own (2) vehicles?  
  3. Do you at least have (2) employees?  
  4. Is your company based in the state of MA?

  **Sorry you are not eligible to apply at this time.**

  **Contact Us**
  If you would like additional information, please contact MART at BrokerageBus@mrt.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?  
  2. Do you at least own (2) vehicles?  
  3. Do you at least have (2) employees?  
  4. Is your company based in the state of MA?

  **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:

![Image of confirmation message](image)

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.

   ![Image of email example](image)

   **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](#).

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. 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:

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mart@autocene.com