OperFi Client Setup Checklist

All OperFi new accounts please submit the following:

- ❑ OperFi Factoring Agreement
- ❑ Operating Authority
- ❑ Surety Bond (BMC-84 or BMC-85)
- ❑ Certificate of Insurance (if applicable)
- ❑ Broker / Carrier Packet
- ❑ Voided Check with Printed Company Name
    - Or official bank document with account Information listed. Starter checks not accepted.
- ❑ Driver's License for All Owners
- ❑ W-9

In addition to the above, the below business types please submit the following

Corporations or LLCS:

- ❑ Formation Documents
    - Contact an OperFi representative who can assist with your respective state's Secretary of State database. Document fee may be required depending on individual state requirements.

Sole Proprietors (DBAS):

- ❑ Utility Bill listing current address
- ❑ Social Security Card

Military, Veteran, Law Enforcement: (Discounts Offered)

- ❑ Proof of Service

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OperFi Client Onboarding TO DO Checklist

This checklist is for our clients to ensure that they have all of the tools, resources, and processes ready to start their brokerage:

- ❑ Broker / Carrier Agreement – OperFi Clauses Added
- ❑ Broker NOA Email Setup
- ❑ OperFi Broker Specific NOA Email
- ❑ Carrier Payment Setup Link provided by OperFi
- ❑ TMS Platform Established
- ❑ Rate Confirmation Special Instructions section added to included billing requirements, late fees, double-broker clauses, NOA instructions, etc.
- ❑ Carrier Vetting Setup – Carrier-OK, Carrier411, etc.
- ❑ Purchase Order Template for Customers
- ❑ Master Service Agreement Templates (Shipper Agreements)
- ❑ Broker Credit Training Complete