

To become a Carrier that is authorized to load product from one of the Magellan terminals you must set up a Carrier Account in the Magellan Portal on the Magellan website. To set up a Carrier Account you will need to complete the following steps:

Creating an Individual Portal Membership

An individual Portal Membership grants you access to the MyMagellan Portal, it does not establish you as a carrier.

- Go to www.magellanlp.com
- Click “[Member Login](#)” in the upper right corner
- Click the link that labeled “[Click Here to Create a Magellan Portal Account](#)”
- Accept the terms and conditions and fill out the requested information
- A confirmation email will be sent to the email address you entered containing an activation link

Now that you have an Individual Portal Membership you can set up a Carrier Account.

Setting up a Carrier Account

- Log into your Portal Membership by going to www.magellanlp.com/Portal/mymagellan.aspx
- After logging in, click “[Choose Apps](#)”
- Select “[Carrier Accessibility App](#)”
- Click “[Request Access](#)” in the app
- Enter your company name and Federal Employer Identification Number to ensure a Carrier Account does not exist for your company
- Once the system confirms the company is not already in the system click “[Create New Carrier Company](#)”
- Enter the company profile data to finalize your carrier set up
 - Company Name
 - FEIN #
 - Phone Number
 - SCAC Code
 - Company Address

Obtaining a Carrier Access Agreement (CAA)

A signed and approved Carrier Access Agreement is required for each Magellan business unit with which you wish to do business.

- Log into your Portal Membership and click “[Go to Carrier Accessibility App](#)”

- Click the “[Carrier Access Agreement](#)” tab
- Select the Business Unit you wish to sign a CAA with and click “[Print/Save PDF](#)”
 - If you are not sure which Business Unit to select, click the “[Which Business Unit do I want?](#)” link. Find the location(s) you want to load/unload at under the Business Unit headings. Close the Window to return to the previous screen.
- Print and sign the first page of the Carrier Access Agreement. Scan and save the entire agreement (five pages) on your computer as a PDF document.

Uploading a Carrier Access Agreement (CAA)

- Log into your Portal Membership and click “[Go to Carrier Accessibility App](#)”
- Click the “[Carrier Access Agreement](#)” tab
- Click the link in the green box on the left labeled “[Submit a Carrier Access Agreement](#)”
- Select the Magellan Business Unit that matches your CAA
- Enter the contact information for the individual that should receive any legal notices that Magellan may send out from time to time
- Click the “[Browse](#)” button to find your signed CAA saved on your computer, and click “[Submit](#)”
- Magellan will review the agreement, countersign it and upload the copy signed by both parties

Uploading an Insurance Certificate

You will be required to submit your Insurance Certificate(s) in accordance with the Carrier Access Agreement(s)

- Log into your Portal Membership and click “[Go to Carrier Accessibility App](#)”
- Click the “[Insurance Certificates](#)” tab
- Select the type(s) of insurance listed on your certificate
- Fill out the Effective Dates and Expiration Dates from your certificate
- Click “[Browse](#)” to upload a digital copy of your insurance certificate (you will need a PDF copy of your insurance certificate(s) saved on your computer)
- Magellan will review your insurance and approve it providing sufficient coverage is reflected on the certificate
- Repeat the process if you have multiple certificates

- This same process will be followed for uploading Renewal certificates

Refer to Exhibit B of your Carrier Access Agreement for a sample insurance certificate. The sample certificate reflects all the insurance coverages and provisions required per the Carrier Access Agreement. You may also access the sample certificate in the Portal:

- Click the “[Insurance Certificates](#)” tab
- Click the link in the green box on the left labeled “[View/Print Example Insurance \(Exhibit “B”\)](#)”

Drivers List (*FUTURE IMPLEMENTATION)

This provides you the ability to add approved drivers for your company to our system.

- Log into your Portal Membership and click “[Go to Carrier Accessibility App](#)”
- Click the “[Driver’s Access List](#)” tab
- Click on the link in the green box on the left labeled “[Add New Drivers](#)”
- Fill in the required information for each driver and click “[Submit](#)”

Administration

This allows you to set up another individual from your company or your Insurance Agent to have access to your company’s Carrier Account, and control the level of access to the account.

- Log into your Portal Membership and click “[Go to Carrier Accessibility App](#)”
- Click the “[Administration](#)” tab
- Click on the link in the green box to the left labeled “[Send Membership Invitation](#)”
- Fill in the Contact Information for the person you want to give access to your Carrier Account
- Include your company name and FEIN# in the Comments box, and click “[Submit](#)”
- Your individual/Insurance Agent will receive an email to set up a Portal Account and request access to your Carrier Account
- You will receive notification on the “[Dashboard](#)” tab that you have a Membership Request to approve
- Click on the link in the green box to the left labeled “[Membership Requests](#)”
- Click the “[View Details](#)” link, select the Permissions you want the individual/Insurance Agent to have, and click “[Approve](#)”