

Using The Interactive New Customer Application Form



This document shows how to download, fill out, create a digital signature and submit a form electronically.

Download The Form

Click the link to the form - New Customer Application. The form will open (download) in a new window of your browser (PDF format). Two options are available at this point:

1. Completely fill out the form in this window. When adding your digital signature you will be prompted to save the form.*
2. Fax the form - our interactive forms can be printed with your typed information (**hand signature required**) or printed blank, neatly filled out by hand and faxed to Motor State. Our fax numbers are 800-772-2618 and 269-463-6708. If you fax your application to us, you must also mail the original form before the process can be completed (original hand written signature is required on printed forms).

Fill Out The Form

In the upper right of your browser, click the "Highlight Fields" button to show/hide all editable fields. Carefully fill out your information.



You may use your keyboard's Tab key to select the next field.

Making A Digital Signature (Digital ID)

When you have completed the form and double checked all information, click in the Signature field.* You will be prompted to add or create a digital ID. If you don't already have a Digital ID setup do this:

- Choose "Create a self-signed digital ID for use with Acrobat". Click Next.
- Select "New PKCS#12 digital ID file". Click Next.
- Fill in the fields with your information. Click Next.
- Choose a location on your computer to save your digital ID file. Choose a password. Write down both the location of your digital ID file and your password for future reference. Click Finish.
- When the "Sign Document" window opens, enter your password and press Sign. You will be prompted to save the form to your computer. Choose a location and press Save.
- The form is now signed and ready for submission to Motor State.

Submit The Form

After adding your digital signature and saving the file, an email with your form attached, addressed to info@motorstate.com will automatically pop-up. Add your comments, then press Send. You will be contacted shortly.

If you fax your application to us, you must also mail the original form before the process can be completed (original hand written signature is required on printed forms).

If you have any questions or need help, give us a call at 269-463-4113 or 800-772-2678.

***Your digital signature must be added last. Once signed, the form becomes non-editable. Please double check all items first.**

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Phone: 800-772-2678 or 269-463-4113 • Fax: 800-772-2618 or 269-463-6708