



HRCPII, L.L.C.
1431 Terminal Boulevard, Norfolk, VA 23505
(757) 440-5193
Fed. Tax ID # 20-084979
Wire: ABA #051404260 Account: 0000159935299
ACH: ABA #021052053 Account: 11558250



How to start pulling HRCPII (Port) Chassis?

Acquire the base Intermodal credentials (HRCPI New Motor Carrier Application Process)

- Valid SCAC code (Trucker tools)
- Valid UIIA Membership (Trucker tools)
- Required insurance limits
- Credit Approval
- Signed Terms and Conditions

How much insurance coverage is required?

HRCPII Insurance Requirements

- Commercial Auto limit no less than \$1,000,000.00
- General Liability limit no less than \$1,000,000.00
- Trailer interchange limit no less than \$25,000.00
- Workers Compensation policy number and amounts or Workers Compensation Exemption Form

Please note: The following will need to be listed as the certificate holder and named as additional insured.

- HRCPII, LLC
- Virginia International Terminals, LLC

Address that should be listed:

1431 International Terminal Blvd. Norfolk,
Virginia 23505

Please make sure your insurance certificate is provided in a pdf format. Upload your insurance once approved by browsing or drag and drop the PDF insurance document into the PortChassis application.

Go to the Insurance tab, click add certificate and follow the prompts.

The screenshot shows the PortChassis application interface. At the top, there are four tabs: Dashboard, Users, Insurance (which is selected), and Settings. Below the tabs, there are four policy cards, each with a clock icon and the text 'Expires: Apr 9, 2022':

- Trailer Liability**
- Automobile Liability**
- Worker's comp**
- General Liability**

At the bottom left, the word 'Policies' is displayed. At the bottom right, there is a blue button labeled 'Add Certificate'.

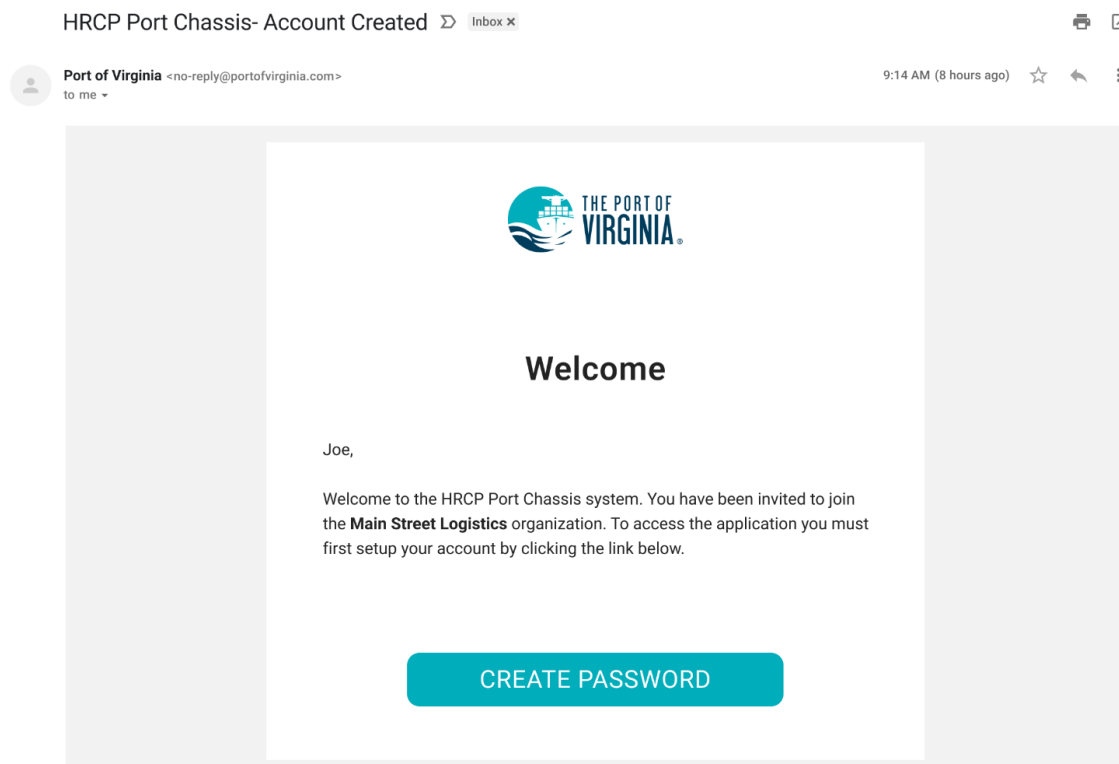


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HRCPII PortChassis Enrollment

- After approved enrollment [here](#), each designated account manager will receive an invite (pictured below). Recipient can create a password with the email address as the user name. This will allow the recipient to add users, upload insurance documents, and view invoices.



How much does a chassis cost?

Rental charges:

- HRCPI Standard Chassis will be \$24.00 a day plus rental tax of 6%.
- For specialized chassis (20'/40' Triaxles/ Underslung GenSet) contact us for pricing at 757-296-3550.



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How will trips be calculated?

- All chassis are billed per day. Example: Day 1 Monday, Day 2 Tuesday, etc.
- There are no “free” days
- Chassis used twice in one day are issues a “Multiuse” credit and only billed for 1 day.
- Bare chassis are billable for each day outgated
- Chassis are billed to the Motor carrier recorded on the outgate and cannot be transferred

How often is usage billed?

All standard, triaxle, genset usage will be billed on one invoice.

- HRCPII bills chassis usage twice monthly as noted below:
 - 1-15 is billed on 20th day of the month or next business day
 - 16- last day of the month is billed on the 5th on the next month or next business day
 - Each trip will be billed for usage as is falls in the day of each billing cycle

How will a company get an invoice or download the detail?

- All invoices will be sent via email in PDF and with a CSV excel document providing the detail
- Invoice PDF and CSV can be exported from the PortChassis Application

How to dispute an invoice?

- Send all disputes to disputes@hrcp2.org
- Contact HRCPII at 757-296-3550 during normal business hours Monday through Friday

What if the customer or Shipline pays for the chassis usage?

- Motor Carriers are the first billable party for all chassis moves
- Ship lines and BCOs send files that will alter the billable party. If not on a file or request, the billing will always default to the Motor Carrier.
- Triaxles and GenSet are billed to the Motor Carrier only, no Shipline or BCO can alter the billing party.