

# NASTF SDRM 2.0 Migration Document Request

## **Problem:**

Over 6000 NASTF Vehicle Security Professionals active today

4 NASTF Staff to assist

Around 30,000 documents that need to get into the registry electronically. Many are not legible to scan. Scanning to each of your files would take an estimated 1500 hours

## **Solution:**

Over 6000 NASTF VSPs upload 4-6 documents using their computer, smart phone or tablet.

The entire process is done within 5-10 minutes per person.

Primary accounts will be invited first

Sub accounts second.

Subs cannot be added until their primary is setup.

A 14 minute training piece on how to migrate your account is on You Tube here:

[https://www.youtube.com/watch?v=-\\_guCDTewsw&t=17s](https://www.youtube.com/watch?v=-_guCDTewsw&t=17s)

**Primary Account holder please have the following downloaded to your computer or printed out so you can take pictures and upload them from your phone or tablet.**

1. **Proof of Business:** Business Card or Letter head with Business name and your name
2. **Driver's License**
3. **Business/Tax License** (You will also need your **Federal Employer ID Number** for US businesses to type into the EIN field)
4. **Locksmith/Technician License** (if required in your state or province)
5. **Proof of \$100,000 Employee Dishonesty/Fidelity Bond** (Required IF and ONLY IF you have employees that are also performing Security operations. ALOA provides a \$15K coverage as part of their membership. This does not meet the requirements for the VSP program.)
6. **Proof of 1,000,000 liability coverage** with NASTF named on the Certificate of Insurance. NASTF address is 4501 Harlan St., Wheat Ridge, CO 80033 (All businesses)

**Sub Account holder please have the following downloaded to your computer or printed out so you can take pictures and upload them from your phone or tablet.**

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(your company may have to help with this)

1. **Proof or employment:** Attach a signed W-4 form or a current W-2.
2. **Locksmith/Technician License** (if required in your state or province)
3. **Driver's License/Government issued photo ID**
4. **Proof of \$100,000 Employee Dishonesty/Fidelity Bond** (Your employer should provide this)

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We will begin sending invitations to Primary accounts on or about October 1st. Please white list nastf.org in your email program so that you receive critical NASTF communications during this program. (search the web for "how to white list a domain" with your email service)