

Getting Started with GotPermits.com

I. Introduction

The GotPermits.com Web site allows Carriers and Permit Services to order and receive Oversize / Overweight hauling permits in a 24x7 environment. Depending on agency specific rules, the permit(s) may be issued to you immediately. Any request with an acceptable route but which exceeds system issue limit dimensions will be processed by the state technician, likely with less delay because the application has been fully checked and the technician will be provided with whatever routing information is available based on the user request. GotPermits.com allows you to analyze the route you want or ask the system to help you find an acceptable route. It also allows for storage of your fleet data, customized reporting, and the added convenience of credit card and escrow payment.

II. Getting Registered

All carriers (public and private) and permit services are eligible to use GotPermits.com. In order to begin ordering permits, you must first register with the state that you wish to order OS/OW permits. You may become registered by going to the New User Registration page (http://www.gotpermits.com/msportal/home/reg_req.asp) or by emailing your Name, Company, City, State, Phone Number, and Email Address to Register@GotPermits.com.

As an approved applicant, you will receive an administrator login and password to the Web site. New carriers will be contacted for additional information.

III. Administrator Login

Once you receive your administrator login, you may begin using GotPermits.com. Log into the site (at <http://www.gotpermits.com>) using the login and password that you have been assigned. This login is used to control who has access to your GotPermits.com account. Once you have logged in, review your profile information and report any corrections to Register@GotPermits.com.

Next, change your password by entering your current password followed by twice keying a new password. Click the "Update" button to make the change. Then click the "Back" button to return to the main page.

As the administrator, you need to create specific user accounts that will be used to request permits. The administrator login is only used to administer your company information. It cannot be used to request permits. To create a permit user, enter the login name and password in the Add User section. Click the "Update" button when you have entered the appropriate user information. You can alter or delete permit logins in the Current Users section at any time.

Each state permit office has its own internal system and its own internal hauler identifiers. GotPermits.com will maintain information that ties your company to the specific identifiers

and records with each state system. To insure that GotPermits.com can correctly communicate all request information to each state, you will need to do the following. Check each state for which you want to be able to get permits through GotPermits.com. For each state, use the Lookup function to get that specific state's identifier for your company - this is required to tie the company's information at GotPermits.com to the specific information that is managed separately at each state. Note, that the IDs that are shown are specific to the state systems and do not necessarily have any meaning to the user but do define the appropriate relationship for GotPermits.com

Finally, click the "Logout" button when you have made all the appropriate changes to your company's information and connected the states to its identifiers.

IV. Permit Login / Ordering a Permit

Once you have created one or more user logins, you can begin to order permits. The first step to this process is to login in as a user. Upon confirming the company information, select Start New Request.

The main permit page is displayed. This shows insurance information and escrow balance (if an escrow customer). Next, you can either select, "Start New Application" or "Copy Existing Application". If you selected "Copy Existing Application", enter a trip/permit ID to replicate a previous request). Otherwise, if you selected "Start New Application, pick the states that you want to apply for either on the map or by the drop down box and select "Next". Finally, select the permit type per state that you want to apply.

Permit Services will need to indicate the carrier by keying several letters (at least three) in the name and then selecting from the list of matching carrier names, or by providing the carrier's USDOT #.

A. Permit Application Page

You must complete this form to proceed with your permit application. This form consists of five steps:

- (1) Acknowledgement of Permit Conditions – Select the check box indicating your acknowledgement of the permit conditions.
- (2) Vehicle Configuration – Complete the vehicle information. All text boxes must have an entry (unless marked as optional). Legal weight vehicles must still declare a weight for each axle. Use the "My Vehicles" tab to store truck/tractor/trailer information for future recall. Select "Help" for instructions.
- (3) Travel Dates – Accept the default dates or change the "From" date.
- (4) Route Information – Complete this section.
- (5) Application Review (Submit Application) – Click the "Next" button.

B. Routing Page

Your application data will be validated after clicking the “Next” button on the first application page. Any problems with the application data will be presented and must be corrected before moving forward. If the application data is valid to this point, the Route Selection Page is displayed (for all single trip permits). This page allows you to choose the route you will be permitted to travel. Although you are not required to select a route, you lose many of the GotPermits.com conveniences if you do not specify a route.

A route can be specified via four different methods: load a saved route, visual selection, text entry, and automated routing. Once selected, a route is analyzed for clearances, load, and temporary (construction) restrictions. A successful route analysis may be eligible for immediate issuance. Unsuccessful routes may be re-routed until successful or submitted to state technicians for routing. Discontinuous trips can be specified using the “Add Additional Trip” option. The “Help” button provides complete documentation for the routing process. Select “Next” when the routing has been completed.

C. Confirmation Page

The next page displays a complete description of the permit application. Review carefully; refunds cannot be issued for information that has been confirmed through this page. If the application data is correct, click the “Next” button to advance to the Payment and Delivery Page.

D. Payment and Delivery Page

Complete the required information for this page and click the “Submit” button. You must indicate payment method: Escrow or Credit Card and delivery method: Email or Internet Browser (also Fax if being issued by the State). Eligible applications with a successful routing will be delivered *immediately* via the selected delivery method.

V. Monitoring Permits

Permits can be monitored, edited, and re-printed via the “My Permits” tab.

VI. Reports

Reports can be viewed and printed via the “My Reports” tab.

VII. Storing and Using your Vehicle Fleet

Vehicles can be stored for future recall via the “My Vehicles” tab. The documentation for this feature can be found by clicking the “Help” button.

VIII. Support

Email any support questions to Support@GotPermits.com.