



# ***NHDOT OVERSIZE OVERWEIGHT (OSOW) PERMITTING SYSTEM***

**NHDOT PERMITS CARRIER TRAINING PACKET**

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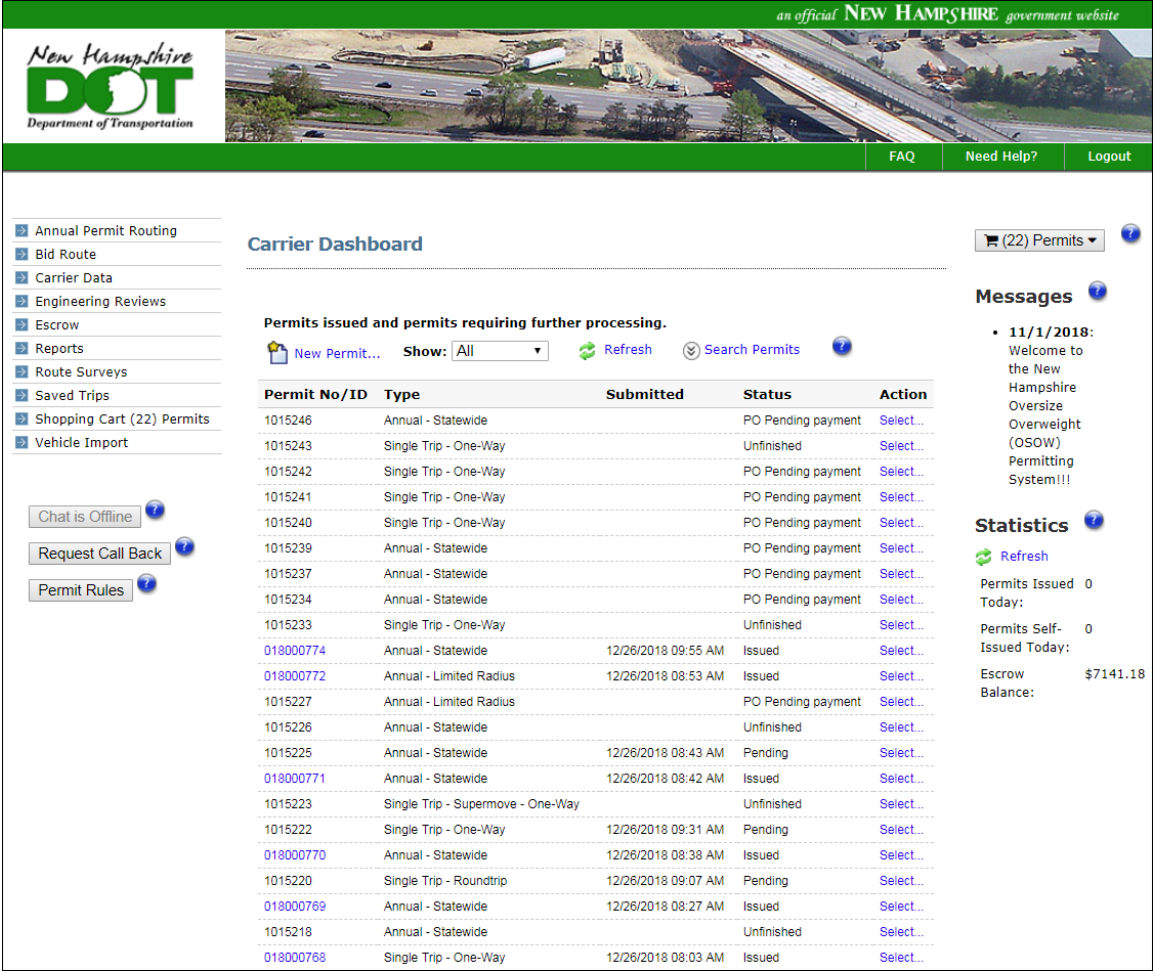
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# CARRIER USER TRAINING

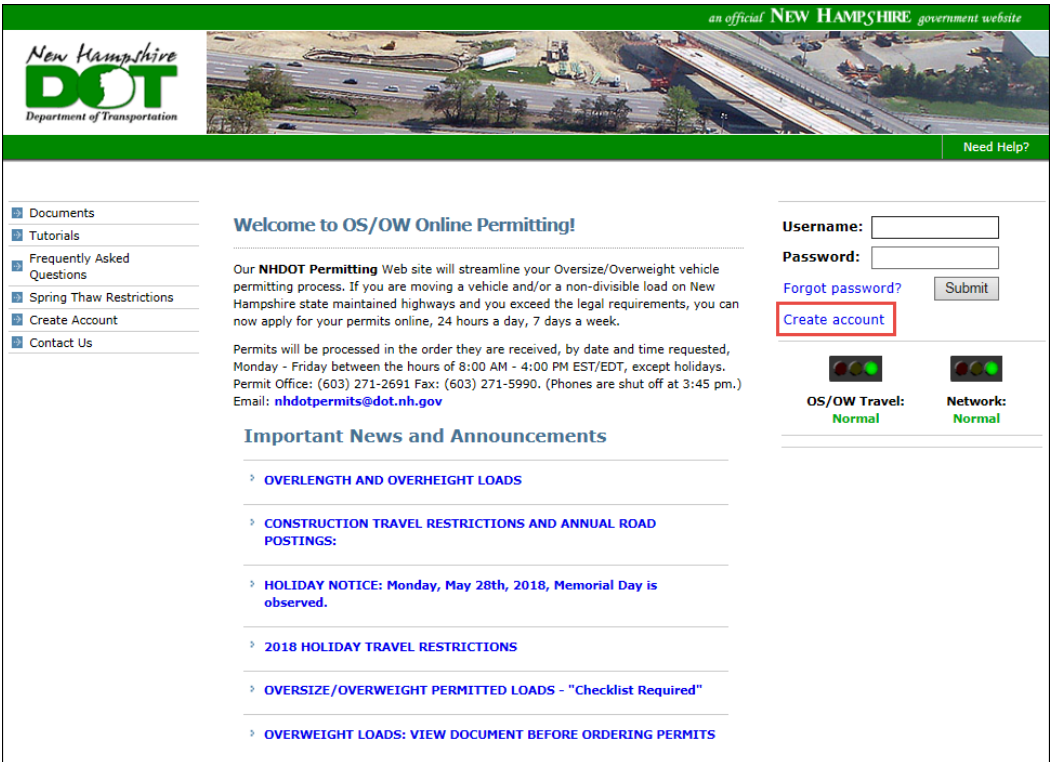
## Welcome to NHDOT Permits - Introduction to Carrier Dashboard

The **Company Dashboard**, also the Home Page, is designed to allow Company Users to quickly access different tools and functions of the system.

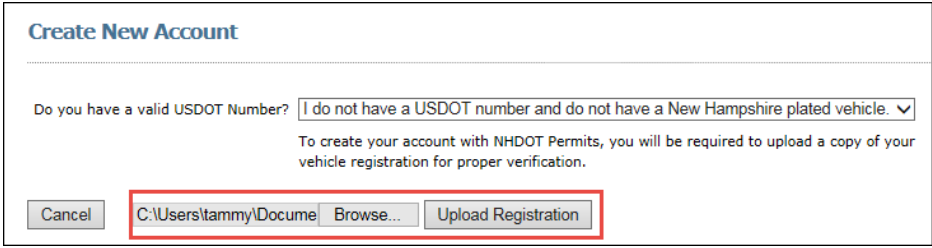
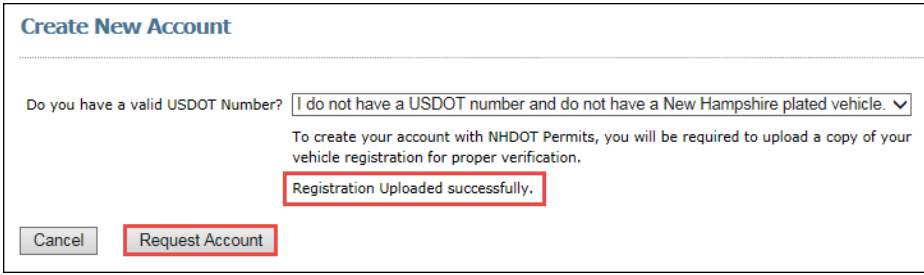
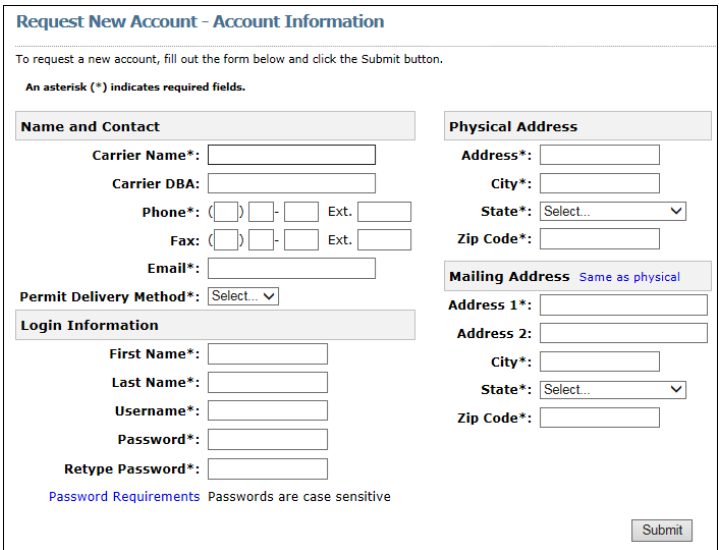
Step	Description
1.	<p>The links available on the <b>Carrier Dashboard</b> are dependent on the Login Roles and Permissions assigned to the user.</p>  <p>The <b>Carrier Dashboard</b> is divided into seven (7) main parts.</p> <ul style="list-style-type: none"> <li>• Administrative Panel</li> <li>• Customer Support Panel</li> <li>• Permits Panel</li> <li>• Shopping Cart Panel</li> <li>• Messages Panel</li> <li>• Statistics Panel</li> <li>• Help</li> </ul>

## Requesting an Account

This Training Packet details steps for a Carrier to request a carrier account.

Step	Description
1.	<ul style="list-style-type: none"> <li>Access the NHDOT Permits Login Page directly at <a href="http://www.nhdotpermits.org">www.nhdotpermits.org</a></li> </ul> <p><b>Note:</b> This interface will require pop-ups. Users should disable the browser's pop-up blocker.</p>
2.	<ul style="list-style-type: none"> <li>Click the <b>Create account</b> link on the <b>Login Page</b>.</li> </ul>  <p>The screenshot shows the NHDOT Permits website interface. At the top, there is a green header with the NHDOT logo and the text 'an official NEW HAMPSHIRE government website'. Below the header is a navigation menu with links: Documents, Tutorials, Frequently Asked Questions, Spring Thaw Restrictions, Create Account, and Contact Us. The main content area features a 'Welcome to OS/OW Online Permitting!' message, followed by a paragraph explaining the permitting process. Below this is a section for 'Important News and Announcements' with several expandable items. On the right side, there is a login form with fields for Username and Password, a 'Submit' button, and a 'Create account' link highlighted with a red box. There are also status indicators for 'OS/OW Travel' and 'Network', both showing 'Normal'.</p>

Step	Description
3.	<p>The <b>Create New Account</b> screen will be displayed.</p> <div data-bbox="289 216 1162 392" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Account</b></p> <hr/> <p>Do you have a valid USDOT Number? <input type="text" value="Select..."/></p> <p><input type="button" value="Cancel"/></p> </div> <ul style="list-style-type: none"> <li>• Select the appropriate answer from the dropdown list. <ul style="list-style-type: none"> <li>a. I have a USDOT number – Carriers with a valid USDOT number can establish an account in NHDOT Permits without State intervention. The system interfaces with SAFER for USDOT number validation and populates carrier information associated with the USDOT number.</li> <li>b. I am a permit service and will not be issuing permits in my carrier name – Permit Service Users can request an account. This account request will be verified by a State User. A Permit Service account allows the user to order permits on behalf of other carriers. The carriers the Permit Service is ordering a permit for must also have a valid account in NHDOT Permits.</li> <li>c. I do not have a USDOT number and have a New Hampshire plated vehicle – Carriers without a USDOT but are registered in NH can establish an account by providing company and vehicle information. This account can be created without State intervention. The system interfaces with MAAP for registration validation.</li> <li>d. I do not have a USDOT number and do not have a New Hampshire plated vehicle – Carriers without a USDOT number and do not have a NH registration can request an account by uploading a copy of a valid registration to the system and providing company information. This account must be approved by a State User.</li> <li>e. Government Agency – Carriers can request an account as a Governmental Agency by providing company information and proof of governmental agency status. This account must be approved by a State User.</li> </ul> <p>For this example, we will select <b>I do not have a USDOT number and do not have a New Hampshire plated vehicle</b> from the dropdown list.</p> </li> </ul>
4.	<p>The <b>Create New Account</b> screen will expand to include a new field to upload vehicle registration.</p> <div data-bbox="289 1350 1136 1566" style="border: 1px solid black; padding: 5px;"> <p><b>Create New Account</b></p> <hr/> <p>Do you have a valid USDOT Number? <input type="text" value="I do not have a USDOT number and do not have a New Hampshire plated vehicle."/></p> <p style="text-align: center; font-size: small;">To create your account with NHDOT Permits, you will be required to upload a copy of your vehicle registration for proper verification.</p> <p><input type="button" value="Cancel"/> <input type="button" value="Browse..."/> <input type="button" value="Upload Registration"/></p> </div> <p>To add a document, it must already be saved to the computer.</p>

Step	Description
5.	<ul style="list-style-type: none"> <li>Click the <b>Browse</b> button to locate the file on the computer that contains the vehicle registration.</li> <li>Double click the file to be imported. <i>The file name will be listed on the <b>Create New Account</b> screen.</i></li> <li>Click the <b>Upload Registration</b> button.</li> </ul>  <p>The screenshot shows the 'Create New Account' form. At the bottom, the 'Upload Registration' button is highlighted with a red rectangular box. Other buttons like 'Cancel' and 'Browse...' are also visible.</p>
6.	<p>The <b>Create New Account</b> screen will be displayed, with a <b>Registration Uploaded successfully</b> message.</p> <ul style="list-style-type: none"> <li>Click the <b>Request Account</b> button.</li> </ul>  <p>The screenshot shows the 'Create New Account' form with a red box highlighting the message 'Registration Uploaded successfully.' and the 'Request Account' button.</p>
7.	<p>The <b>Request New Account – Account Information</b> screen will be displayed.</p>  <p>The screenshot shows the 'Request New Account - Account Information' form. It includes sections for 'Name and Contact', 'Physical Address', 'Mailing Address', and 'Login Information'. A 'Submit' button is located at the bottom right.</p>

Step	Description
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8.

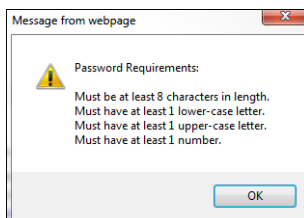
- Complete all known information and all required fields, including the **Username** and **Password**. The **Login Information** will allow the user to log in to NHDOT Permits.
- Select the **Primary Delivery Method**. The Primary Delivery Method is how permits will be delivered when ordered. This will be the default delivery method. During the Order Permits process, the delivery method can be changed for any permit.

**Note:** Web means that issued permits will be accessed from the **Carrier Dashboard** once logged in to NHDOT Permits. Regardless of the delivery method, all issued permits can be accessed from the **Permits Panel** on the **Carrier Dashboard**.

- Click the **Same as physical** link next to the **Mailing Address** heading to pre-populate the fields if the Carrier’s Mailing Address is the same as the Physical Address.
- Click the **Submit** button once all information has been entered.

**Note:** The information entered will be validated to ensure all of the proper fields have been completed and to verify that the account does not already exist. If the account does exist, the system will alert the user that this account request is a duplicate. If this account is a duplicate, contact the New Hampshire Permit Office for log in credentials.

**Note:** If the password entered does not meet the minimum password requirements, the following message will be received after clicking the **Submit** button. Passwords must be at least 8 characters in length, have at least 1 lower-case letter, have at least 1 upper-case letter, and include at least 1 number.

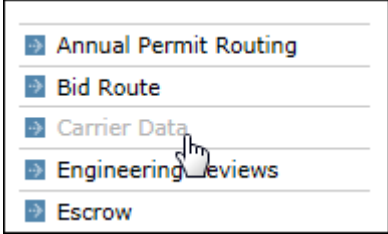
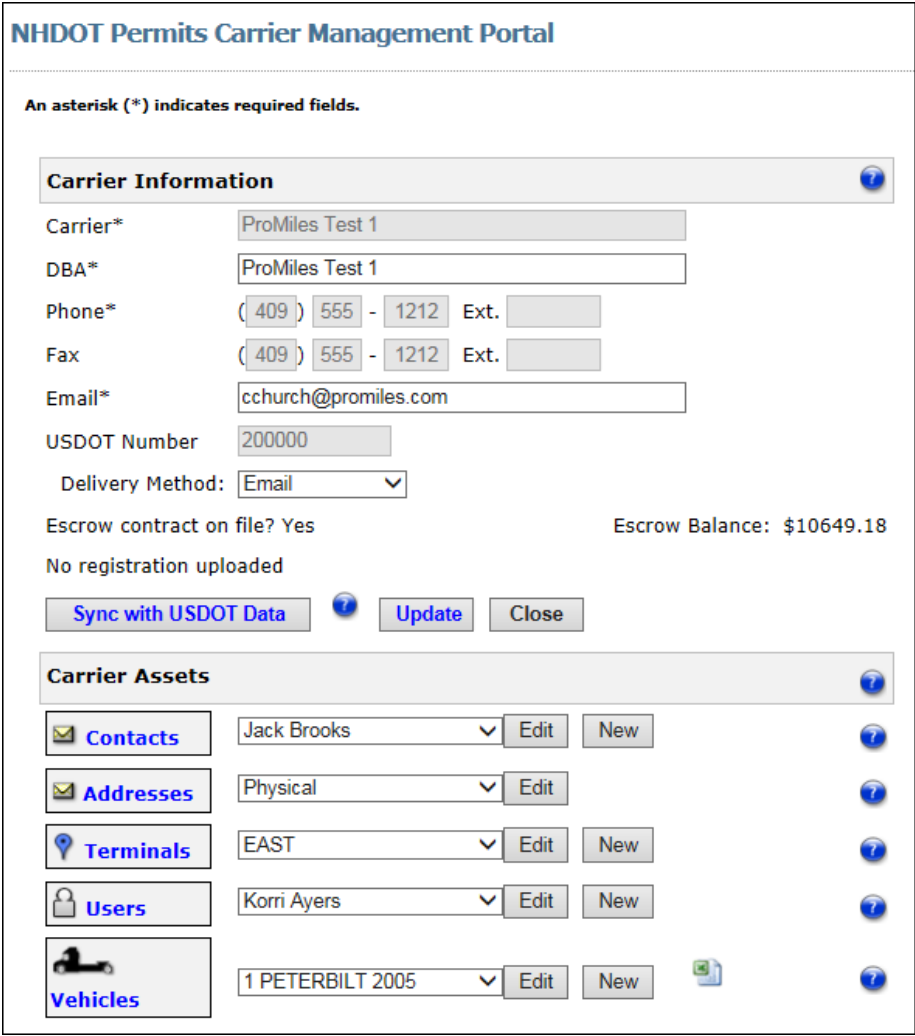



Step	Description
9.	<p>The <b>Request New Account</b> screen will be displayed.</p> <div data-bbox="289 216 1393 367" style="border: 1px solid black; padding: 5px;"><p><b>Request New Account</b></p><hr/><p>Custom message goes here. This message will indicate that the registration document, account details and user details have been submitted, and that the NHDOT Permit Office will contact you by email when your registration has been approved.</p><p><input type="button" value="Exit"/></p></div> <ul style="list-style-type: none"><li>• Click the <b>Exit</b> button to return to the <b>Login Page</b>.</li></ul> <p>NHDOT Users will be notified of the carrier’s request for a new account. The account request will require approval before the carrier can access their account.</p> <p><b>Note:</b> The carrier will be notified once NHDOT has reached a decision on their account request.</p>



## Carrier Data

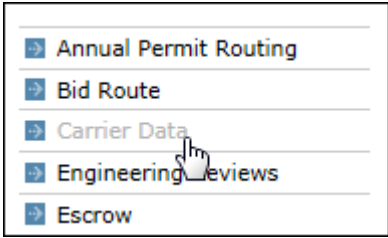
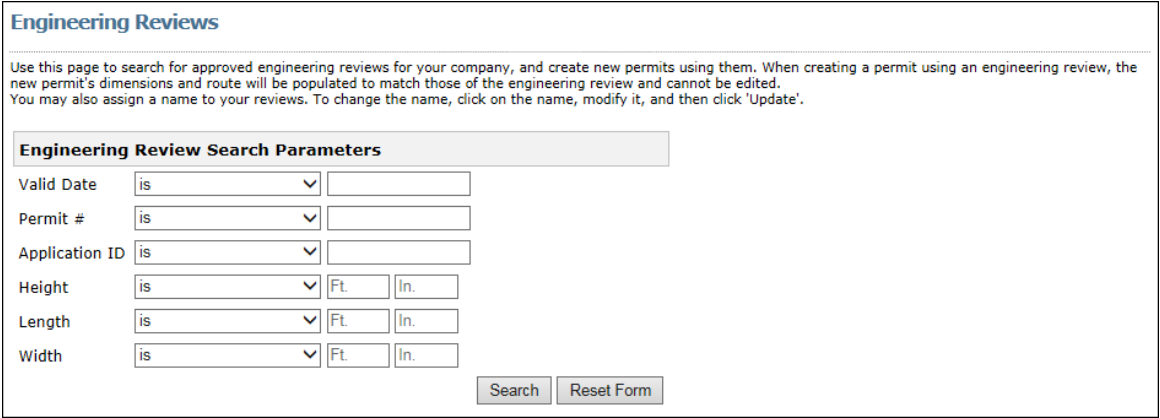
This Training Packet details the steps needed for a Carrier User to edit and maintain Carrier Data.

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Carrier Data</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul> 
2.	<p>The <b>NHDOT Permits Carrier Management Portal</b> screen will be displayed.</p>  <p><b>Note:</b> If a copy of the carrier’s registration was uploaded during the account creation process, the document will be available to view from this screen.</p>

Step	Description
3.	<ul style="list-style-type: none"> <li>Edit the applicable fields. This includes adding, editing, and deleting terminal locations, users, and vehicles.</li> </ul> <p><b>Note:</b> The <i>NHDOT Permits Carrier Management Portal</i> screen contains all of the carrier information. If the information is acquired from the USDOT Data, it cannot be changed. It must be updated with the FMCSA and synced with NHDOT Permits by clicking the <b>Sync with USDOT Data</b> button.</p> <ul style="list-style-type: none"> <li>Click the <b>Update</b> button.</li> </ul> <div data-bbox="337 443 451 489" style="border: 1px solid gray; padding: 2px; display: inline-block; margin: 10px 0;">Update</div>
4.	<p>A confirmation message will be displayed.</p> <div data-bbox="289 575 740 856" style="border: 1px solid gray; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <span style="float: left;">Message from webpage</span> <span style="float: right; color: red;">X</span> </div> <div style="padding: 10px 0;">  Carrier data has been updated.         </div> <div style="text-align: right; padding-top: 10px;"> <input type="button" value="OK"/> </div> </div>

# Engineering Review

This Training Packet details the steps needed for a Carrier User to use the Engineering Review functionality.

Step	Description
1.	<ul style="list-style-type: none"><li>Click the <b>Engineering Reviews</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li></ul> 
2.	<p>The <b>Engineering Reviews</b> screen will be displayed.</p>  <p>Use this page to search for approved Engineering Reviews for your company, and create new permits using a previously approved Engineering Review.</p> <p><b>Note:</b> Engineering Reviews are available for use for a configurable number of days. Currently Engineering Reviews can be used for 30 days after approval.</p>

Step	Description
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3.

**To Search Engineering Reviews**

Engineering Reviews can be searched using one or more criteria.

Element	Function
Valid Data	The on-after-before-between date the Engineering Review was approved
Permit #	The is-greater than-less than-between number assigned to the permit once the permit has been issued
Application ID	The is-greater than-less than-between number assigned to the permit application
Height	The is-greater than-less than-between height of the permitted load in feet and inches
Length	The is-greater than-less than-between length of the permitted load in feet and inches
Width	The is-greater than-less than-between width of the permitted load in feet and inches

- Choose a search parameter or group of parameters to refine the search.
- Enter the search criteria in the corresponding field.
- Click the **Search** button.

A list of results will be displayed providing basic information about each Engineering Review in the list.

**Engineering Reviews**

Use this page to search for approved engineering reviews for your company, and create new permits using them. When creating a permit using an engineering review, the new permit's dimensions and route will be populated to match those of the engineering review and cannot be edited. You may also assign a name to your reviews. To change the name, click on the name, modify it, and then click 'Update'.

**Engineering Review Search Parameters**

Valid Date:

Permit #:

Application ID:

Height:

Length:

Width:

**Records Found: 36**

Group ID	Group Name	Valid	Origin	Destination	Height	Length	Width	GVW	Permits Using Review	
106	<a href="#">PSDC</a>	11/20/2018	Church Street/Arch	I-93; NH/MA State Line;	13' 2"	52' 0"	11"	200240	1014249 1014250 1014251 1014270 1014463 1014464 1014620 1014621	<a href="#">New Permit</a>
		12/20/2018	Bridge; NH/VT State Line;	Salem						
			North Walpole							
114	<a href="#">ProMiles</a>	11/27/2018	I-89; NH/VT State Line;	I-95; NH/ME State Line;	13' 6"	75' 0"	10"	200240	1014319 1014321 1014322 1014338	<a href="#">New Permit</a>
		12/27/2018	Lebanon	Portsmouth						
113	<a href="#">Review For Me</a>	11/28/2018	I-89; NH/VT State Line;	I-93; NH/VT State Line;	13' 6"	65' 0"	12' 0"	152000	1014288	<a href="#">New Permit</a>
		12/28/2018	Lebanon	Littleton						

Step	Description
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4.

**To Rename an Engineering Review**

Once an Engineering Review Search has been performed, the **Records Found** will be displayed below the search parameters.

- Click the **Group Name** link for the Engineering Review to update.

Records Found: 36										
Group ID	Group Name	Valid	Origin	Destination	Height	Length	Width	GVW	Permits Using Review	
114	<a href="#">ProMiles</a>	11/27/2018	I-89; NH/VT	I-95; NH/ME	13' 6"	75' 0"	11"	200240	1014319 1014321 1014322 1014338	<a href="#">New Permit</a>
		-	State Line; Lebanon	State Line; Portsmouth				10"		
		12/27/2018								
113	<a href="#">Review For Me</a>	11/26/2018	I-89; NH/VT	I-93; NH/VT	13' 6"	85' 0"	12' 0"	152000	1014288	<a href="#">New Permit</a>
		-	State Line; Lebanon	State Line; Littleton						
		12/26/2018								

An editable text box will be displayed.

114	<input type="text" value="ProMiles"/>	11/27/2018	I-89; NH/VT	I-95; NH/ME	13' 6"	75' 0"	11"	200240	1014319 1014321 1014322 1014338	<a href="#">New Permit</a>
	<a href="#">Update</a>	-	State Line; Lebanon	State Line; Portsmouth				10"		
		12/27/2018								

- Enter the new name for the Engineering Review in the text box.
- Click the **Update** link.

The new name will be assigned to the Engineering Review. The **Engineering Reviews** screen will refresh.

5.

**To View Details for Permits Associated to Engineering Reviews**

Once an Engineering Review Search has been performed, the **Records Found** will be displayed below the search parameters.

- Click the **Permit Number** link in the **Permits Using Review** column.

Records Found: 36										
Group ID	Group Name	Valid	Origin	Destination	Height	Length	Width	GVW	Permits Using Review	
114	<a href="#">ProMiles</a>	11/27/2018	I-89; NH/VT	I-95; NH/ME	13' 6"	75' 0"	11"	200240	1014319 1014321 1014322 1014338	<a href="#">New Permit</a>
		-	State Line; Lebanon	State Line; Portsmouth				10"		
		12/27/2018								
113	<a href="#">Review For Me</a>	11/26/2018	I-89; NH/VT	I-93; NH/VT	13' 6"	85' 0"	12' 0"	152000	1014288	<a href="#">New Permit</a>
		-	State Line; Lebanon	State Line; Littleton						
		12/26/2018								

The **Permit Details** screen will be displayed for the selected permit.

- Close the **Permit Details** screen to return to the **Engineering Reviews** screen.

Step	Description
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6. **To Create a Permit Using an Engineering Review**

When a permit is created using an Engineering Review, the new permit's dimensions and route will be populated to match those of the Engineering Review and cannot be edited.

Once an Engineering Review Search has been performed, the **Records Found** will be displayed below the search parameters.

- Click the **New Permit** link.

Records Found: 36										
Group ID	Group Name	Valid	Origin	Destination	Height	Length	Width	GVW	Permits Using Review	
114	ProMiles	11/27/2018 - 12/27/2018	I-89; NH/VT State Line; Lebanon	I-95; NH/ME State Line; Portsmouth	13' 8"	75' 0"	11"	200240	1014319 1014321 1014322 1014338	<a href="#">New Permit</a>
113	Review For Me	11/28/2018 - 12/28/2018	I-89; NH/VT State Line; Lebanon	I-93; NH/VT State Line; Littleton	13' 8"	65' 0"	12' 0"	152000	1014288	<a href="#">New Permit</a>

The **Order Permit: Carrier Contact Information and Permit Type** screen will be displayed.

- Verify the Carrier contact information and make any necessary changes.
- Click the **Next** button.

The **Order Permit: Load and Vehicle Configuration** screen will be displayed.

- Verify the **Permit Start Date** and make any necessary changes.
- Proceed through the permit application by clicking the **Next** button until the **Enter a Route** screen is displayed.
- Click the **Validate and Run** button. Although the route cannot be changed, it is necessary to validate the route to ensure current restrictions have been applied.

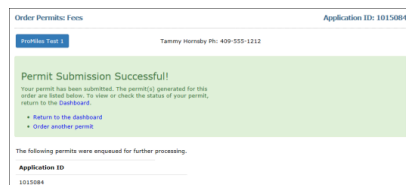
The **Trip Results Panel** will be displayed.

- Click the **Next** button.

The **Permit Summary** screen will be displayed.

- Review the permit summary for accuracy. If any changes are needed, click the **Back** button. Click the **Save and Exit** button to save the permit to process at a later time. Click the **Delete Permit** button to delete the permit.
- Select the **Attest Statement** if all information is correct and the terms are agreeable.
- Click the **Submit** button.

The **Permit Submission Successful** screen will be displayed. If the permit was issued, a Permit Number will be displayed next to the Application ID. If the permit was submitted to NHDOT for review, a message will be displayed stating the permit has been enqueued for further processing.



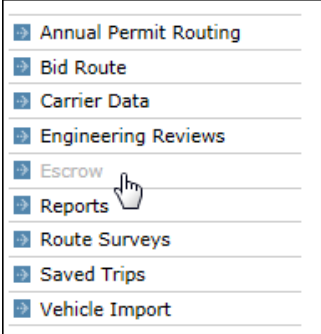
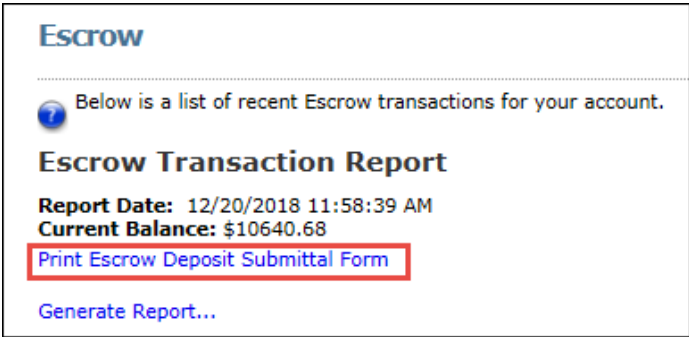
- Click the **Order another permit** link to order an additional permit.

7. • Click the **Return to the dashboard** link or **Dashboard** tab to return to the **Carrier Dashboard**.

## Escrow

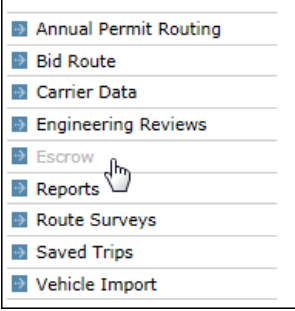

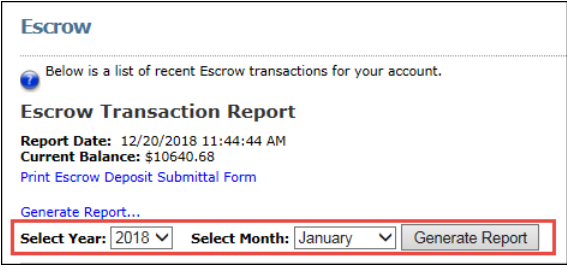
### Submitting an Escrow Deposit

This Training Packet details the steps needed for a Carrier User to fund an escrow account.

Step	Description
1.	<ul style="list-style-type: none"><li>Click the <b>Escrow</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li></ul>  <p>The <b>Escrow</b> screen will be displayed.</p>
2.	<ul style="list-style-type: none"><li>Click the <b>Print Escrow Deposit Submittal Form</b> link.</li></ul>  <p>The <b>NHDOT OSOW Escrow Deposit Submittal Form</b> will be displayed in a new window.</p>
3.	<ul style="list-style-type: none"><li>Print the form and follow the instructions to mail an escrow deposit check.</li></ul>
4.	<ul style="list-style-type: none"><li>Close the <b>NHDOT OSOW Escrow Deposit Submittal Form</b> window.</li></ul> <p>The <b>Escrow</b> screen will be displayed.</p>
5.	<ul style="list-style-type: none"><li>Click the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b>.</li></ul>

## Generating a Carrier Escrow Report

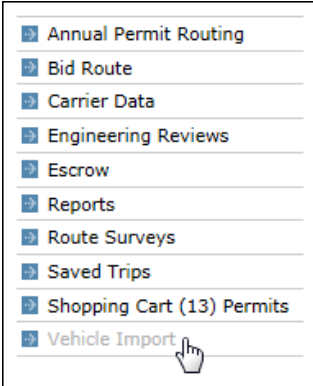
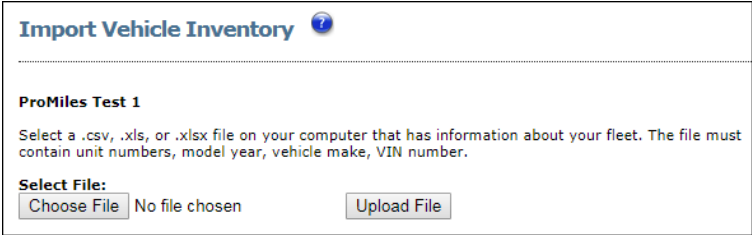
This Training Packet details the steps needed for a Carrier User to generate an Escrow Report.

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Escrow</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul>  <p>The <b>Escrow</b> screen will be displayed.</p>
2.	<ul style="list-style-type: none"> <li>Click the <b>Generate Report...</b> link.</li> </ul>  <p>The <b>Report Parameters</b> will be displayed.</p>
3.	<ul style="list-style-type: none"> <li>Select a year from the <b>Select Year</b> dropdown list. Select a month from the <b>Select Month</b> dropdown list.</li> <li>Click the <b>Generate Report</b> button.</li> </ul> 
4.	<p>The <b>NHDOT Permits Statement Report</b> will be displayed.</p>
5.	<ul style="list-style-type: none"> <li>Close the <b>NHDOT Permits Statement Report</b>.</li> </ul> <p>The <b>Escrow</b> screen will be displayed.</p>
6.	<ul style="list-style-type: none"> <li>Click the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b>.</li> </ul>



## Vehicle Import

This Training Packet details the steps needed for a Carrier User to import vehicles using a spreadsheet.

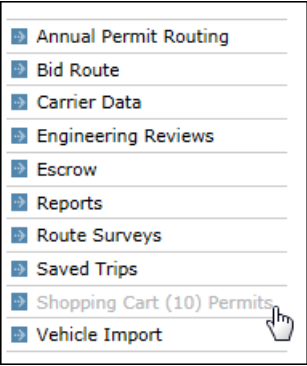
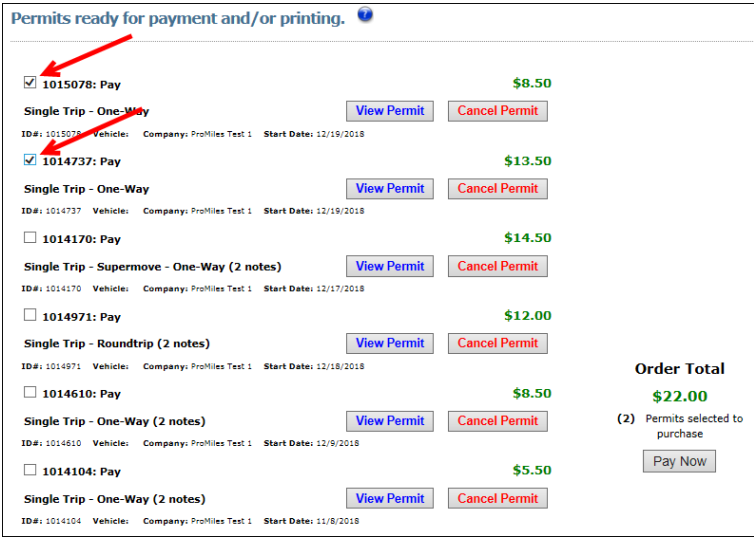
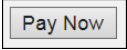
Step	Description
1.	<p>Click the <b>Vehicle Import</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</p>  <p>The screenshot shows a vertical list of menu items in a light blue box. The items are: Annual Permit Routing, Bid Route, Carrier Data, Engineering Reviews, Escrow, Reports, Route Surveys, Saved Trips, Shopping Cart (13) Permits, and Vehicle Import. A mouse cursor is pointing at the 'Vehicle Import' item.</p>
2.	<p>The <b>Import Vehicle Inventory</b> screen will be displayed.</p> <p>Click the <b>Choose File</b> button to locate the file on the computer that has the <b>Vehicle Inventory</b> listed. Double click the file to be imported.</p> <p>Click the <b>Upload File</b> button.</p>  <p>The screenshot shows the 'Import Vehicle Inventory' screen. At the top, it says 'Import Vehicle Inventory' with a help icon. Below that, it says 'ProMiles Test 1'. The main text reads: 'Select a .csv, .xls, or .xlsx file on your computer that has information about your fleet. The file must contain unit numbers, model year, vehicle make, VIN number.' Underneath, there is a 'Select File:' label, a 'Choose File' button, the text 'No file chosen', and an 'Upload File' button.</p> <p><b>Note:</b> The file must contain the <b>Unit Number, Unit Model Year, Vehicle Make, and VIN</b>.</p>

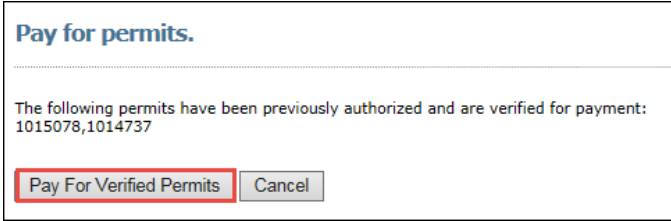
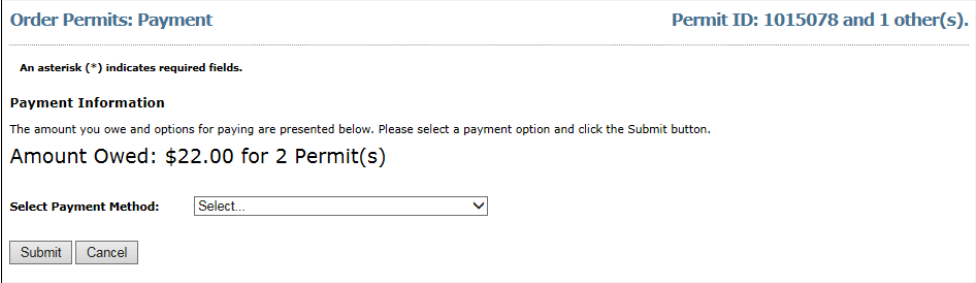
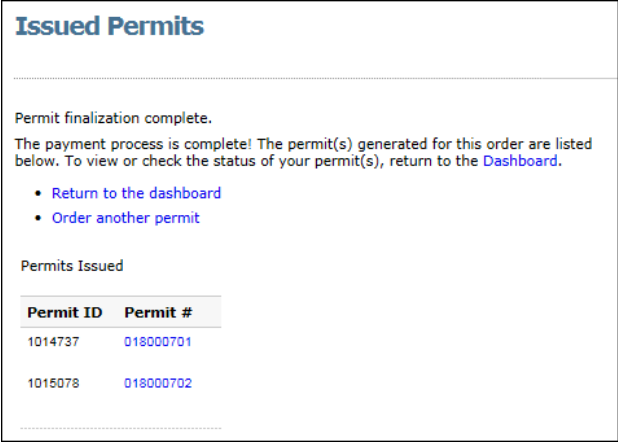
Step	Description																																																																																																																														
3.	<p>The <b>Import Vehicle Inventory Step 2</b> screen will be displayed.</p> <p>Designate which column the data is located in each dropdown list, as well as the row the data starts on.</p> <div data-bbox="289 275 1198 835" style="border: 1px solid black; padding: 5px;"> <p><b>Import Vehicle Inventory Step 2</b></p> <p>The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.</p> <p>*The <b>Unit Type</b> is in column <input type="text" value="Column 1"/>      *The <b>Type Code</b> is in column <input type="text" value="Column 2"/></p> <p>*The <b>Trailer Length</b> is in column <input type="text" value="Column 3"/>      *The <b>Axle Count</b> is in column <input type="text" value="Column 4"/></p> <p>*The <b>Registered Weight</b> is in column <input type="text" value="Column 5"/>      *The <b>GVWR</b> is in column <input type="text" value="Column 6"/></p> <p>*The <b>Unit Number</b> is in column <input type="text" value="Column 7"/>      *The <b>Unit Model Year</b> is in column <input type="text" value="Column 8"/></p> <p>*The <b>Vehicle Make</b> is in column <input type="text" value="Column 9"/>      *The <b>VIN</b> is in column <input type="text" value="Column 10"/></p> <p>*The <b>License Plate Number</b> is in column <input type="text" value="Column 11"/>      *The <b>License Plate State</b> is in column <input type="text" value="Column 12"/></p> <p>The <b>Terminal Name (optional)</b> is in column <input type="text" value="Column 13"/></p> <p>*Data starts on row <input type="text" value="Row 1"/>      <input type="button" value="Import Sheet"/></p> <p>Preview</p> <table border="1"> <thead> <tr> <th>Row/Col</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> <th>13</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Unit Type</td> <td>Type Code</td> <td>Trailer Length</td> <td>Axle Count</td> <td>Registered Weight</td> <td>GVWR</td> <td>Unit Number</td> <td>Year</td> <td>Make</td> <td>VIN</td> <td>Plate</td> <td>State</td> <td>Terminal</td> </tr> <tr> <td>2</td> <td>H</td> <td>TA</td> <td>2</td> <td>80000</td> <td>80000</td> <td>200</td> <td>2017</td> <td>KENWORTH</td> <td>1NKDX4TX0HR155697</td> <td>741852</td> <td>NH</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>H</td> <td>TU</td> <td>3</td> <td>79500</td> <td>79500</td> <td>201</td> <td>2011</td> <td>PETERBILT</td> <td>1XPHD49X7BD128650</td> <td>1228353</td> <td>IN</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td>H</td> <td>TA</td> <td>4</td> <td>80000</td> <td>80000</td> <td>202</td> <td>2005</td> <td>DODGE</td> <td>1XPHD49X7BD128651</td> <td>TL8652</td> <td>TX</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>H</td> <td>TU</td> <td>5</td> <td>100000</td> <td>100000</td> <td>203</td> <td>2001</td> <td>Peterbilt</td> <td>1XPHD43KLD128650</td> <td>KG5589</td> <td>NH</td> <td></td> <td></td> </tr> <tr> <td>6</td> <td>H</td> <td>TA</td> <td>2</td> <td>80000</td> <td>80000</td> <td>204</td> <td>2016</td> <td>LANDROVER</td> <td>1XPHD49X7BD654863</td> <td>NY1357</td> <td>NH</td> <td></td> <td></td> </tr> <tr> <td>7</td> <td>H</td> <td>TU</td> <td>3</td> <td>79500</td> <td>79500</td> <td>205</td> <td>2007</td> <td>Peterbilt</td> <td>1XPHD49X7BD654864</td> <td>J4458FG</td> <td>NH</td> <td></td> <td></td> </tr> <tr> <td>8</td> <td>H</td> <td>TA</td> <td>4</td> <td>80000</td> <td>80000</td> <td>206</td> <td>2007</td> <td>Peterbilt</td> <td>1XPHD49X7BD789463</td> <td>J4458FG</td> <td>NH</td> <td></td> <td></td> </tr> </tbody> </table> </div>	Row/Col	1	2	3	4	5	6	7	8	9	10	11	12	13	1	Unit Type	Type Code	Trailer Length	Axle Count	Registered Weight	GVWR	Unit Number	Year	Make	VIN	Plate	State	Terminal	2	H	TA	2	80000	80000	200	2017	KENWORTH	1NKDX4TX0HR155697	741852	NH			3	H	TU	3	79500	79500	201	2011	PETERBILT	1XPHD49X7BD128650	1228353	IN			4	H	TA	4	80000	80000	202	2005	DODGE	1XPHD49X7BD128651	TL8652	TX			5	H	TU	5	100000	100000	203	2001	Peterbilt	1XPHD43KLD128650	KG5589	NH			6	H	TA	2	80000	80000	204	2016	LANDROVER	1XPHD49X7BD654863	NY1357	NH			7	H	TU	3	79500	79500	205	2007	Peterbilt	1XPHD49X7BD654864	J4458FG	NH			8	H	TA	4	80000	80000	206	2007	Peterbilt	1XPHD49X7BD789463	J4458FG	NH		
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4.	<p>Click the <b>Import Sheet</b> button.</p> <p>The <b>Vehicle Import Results</b> screen will be displayed indicating the number of vehicles successfully imported.</p> <div data-bbox="289 978 878 1268" style="border: 1px solid black; padding: 5px;"> <p><b>Vehicle Import Results</b></p> <p>View the results of your vehicle import below.</p> <p><b>Results</b></p> <ul style="list-style-type: none"> <li>Number of vehicles successfully imported: 16</li> <li>Number of failures: 0</li> </ul> <p><a href="#">Return to Dashboard</a></p> </div> <p><b>Note:</b> If there are any errors in the data, the <b>Vehicle Import Results</b> screen will indicate the number of failures. Users can click the <b>View Load Failures</b> button to open the <b>Vehicle Import Exceptions Report</b>.</p>																																																																																																																														
5.	<p>Click the <b>Return to the Dashboard</b> link to return to the <b>Carrier Dashboard</b>.</p>																																																																																																																														

## Shopping Cart

This Training Packet details the steps needed for a Carrier User to access the Shopping Cart and pay for permits.

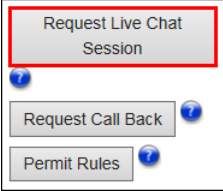
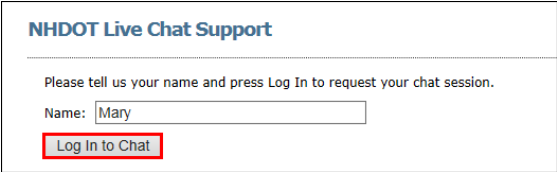
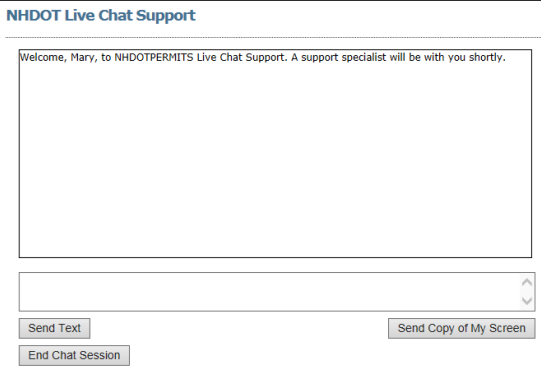
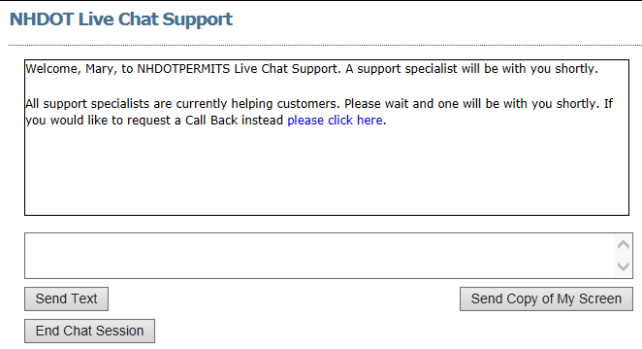
**Note:** Permits are removed from the Shopping Cart if not purchased by the end of the day on the permit start date. These permits will be given a status of No Payment and will need to be reordered before they can be issued.

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Shopping Cart</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul> 
2.	<p>The <b>Permits ready for payment and/or printing.</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Select the <b>Pay</b> checkbox next to each individual permit to pay for the selected permit in the <b>Shopping Cart</b>.</li> </ul>  <p>The total dollar amount of the permits selected for payment will be displayed in the <b>Order Total Panel</b>.</p> <p><b>Note:</b> Click the <b>View Permit</b> button to view the <b>Permit Details</b> before completing payment to verify it is the permit intended for purchase. Click the <b>Cancel Permit</b> button to cancel this permit application and have it removed from the <b>Shopping Cart</b>.</p>
3.	<ul style="list-style-type: none"> <li>Click the <b>Pay Now</b> button.</li> </ul> 

Step	Description
4.	<p>The <b>Pay for permits</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Pay for Verified Permits</b> button.</li> </ul> 
5.	<p>The <b>Order Permits: Payment</b> screen will be displayed.</p>  <ul style="list-style-type: none"> <li>Select the payment method from the <b>Select Payment Method</b> dropdown list.</li> <li>Click the <b>Submit</b> button.</li> <li>Continue processing through the payment screens entering the required information.</li> </ul>
6.	<p>The <b>Issued Permits</b> screen will be displayed.</p>  <p>The permit will be delivered via the delivery method selected during the Order Permits process.</p> <p><b>Note:</b> The permit can also be accessed from the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</p>
7.	<ul style="list-style-type: none"> <li>Click the <b>Return to the dashboard</b> link to return to the <b>Carrier Dashboard</b>.</li> </ul>

## Request Live Chat as a Carrier

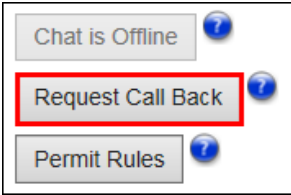
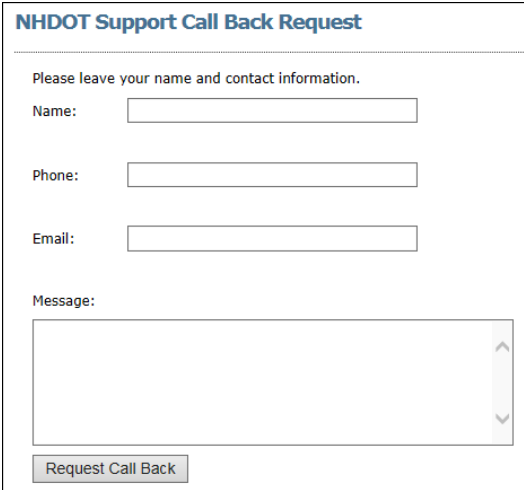
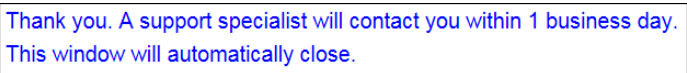
This Training Packet details the steps needed for a Carrier User to request a Live Chat.

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Request Live Chat Session</b> button in the <b>Customer Support Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul> 
2.	<p>The <b>NHDOT Live Chat Support</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Enter the name to display in the message center during chat sessions in the <b>Name</b> field.</li> <li>Click the <b>Log In to Chat</b> button.</li> </ul> 
3.	<p>The <b>NHDOT Live Chat Support</b> screen will be displayed with a welcome message.</p> 
4.	<ul style="list-style-type: none"> <li>Wait for the NHDOT User message stating an NHDOT Live Chat Support Specialist has joined.</li> </ul> <p><b>Note:</b> If all of the NHDOT Live Chat Support Specialists are assisting other customers when the user signs in, the following message will be displayed on the <b>NHDOT Live Chat Support</b> screen.</p> 

Step	Description
5.	<ul style="list-style-type: none"> <li>• Type a question in the empty text box.</li> <li>• Click the <b>Send Text</b> button.</li> </ul> <div data-bbox="332 277 989 682" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>NHDOT Live Chat Support</b></p> <hr/> <p>Welcome, Mary, to NHDOTPERMITS Live Chat Support. A support specialist will be with you shortly.</p> <p><b>Pam:</b> Hello, Mary. How may I help you?</p>   <p>I need help amending a permit.</p> <p> <input type="button" value="Send Text"/> <input type="button" value="Send Copy of My Screen"/> <input type="button" value="End Chat Session"/> </p> </div> <ul style="list-style-type: none"> <li>• Continue back and forth correspondence with the NHDOT Live Chat Support Specialist until all questions have been answered.</li> </ul> <p><b>Note:</b> To provide additional information, click the <b>Send Copy of My Screen</b> button to send a copy of the current NHDOT Permits screen to the NHDOT Live Chat Support Specialist.</p>
6.	<ul style="list-style-type: none"> <li>• Click the <b>End Session</b> button to end the Chat Session and return to the <b>Carrier Dashboard</b>.</li> </ul>

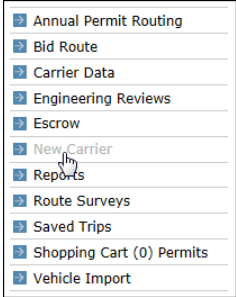
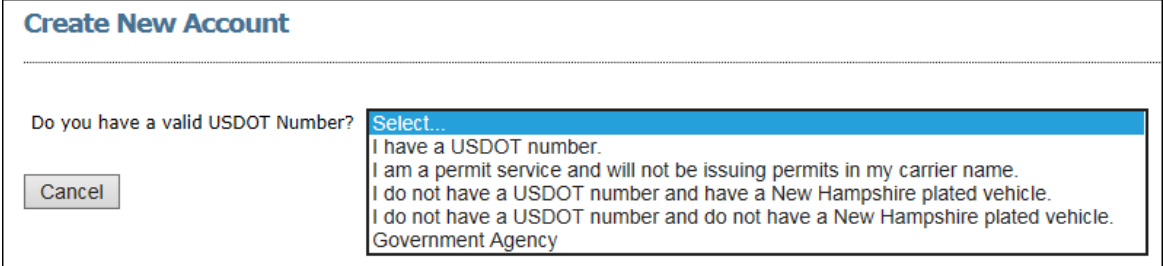
## Request Support Call Back as Carrier

This Training Packet details the steps needed for a Carrier User to request a callback.

Step	Description
1.	<ul style="list-style-type: none"><li>Click the <b>Request Support Call Back</b> button in the <b>Customer Support Panel</b> on the <b>Carrier Dashboard</b>.</li></ul> 
2.	<p>The <b>NHDOT Support Call Back Request</b> screen will be displayed.</p> 
3.	<ul style="list-style-type: none"><li>Complete all of the requested information including your <b>Name</b>, <b>Phone</b> number with the area code, and <b>Email</b> address.</li><li>Type the question or request in the <b>Message</b> field.</li></ul>
4.	<ul style="list-style-type: none"><li>Click the <b>Request Call Back</b> button.</li></ul> <p>The following message will be displayed.</p> 
5.	<p>The user will be returned to the <b>Carrier Dashboard</b> when the window automatically closes.</p>

## Creating a Carrier Account as a Permit Service

This Training Packet details steps for a Permit Service to create a carrier account.

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>New Carrier</b> link in the <b>Administrative Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul> 
2.	<p>The <b>Create New Account</b> screen will be displayed asking if the carrier has a valid USDOT Number.</p> 
3.	<ul style="list-style-type: none"> <li>Select the appropriate answer from the dropdown list. <ul style="list-style-type: none"> <li>a. I have a USDOT number – Carriers with a valid USDOT number can establish an account in NHDOT Permits without State intervention. The system interfaces with SAFER for USDOT number validation and populates carrier information associated with the USDOT number.</li> <li>b. I am a permit service and will not be issuing permits in my carrier name – Permit Service Users can request an account. This account request will be verified by a State User. A Permit Service account allows the user to order permits on behalf of other carriers. The carriers the Permit Service is ordering a permit for must also have a valid account in NHDOT Permits.</li> <li>c. I do not have a USDOT number and have a New Hampshire plated vehicle – Carriers without a USDOT but are registered in NH can establish an account by providing company information. This account can be created without State intervention. The system interfaces with MAAP for registration validation.</li> <li>d. I do not have a USDOT number and do not have a New Hampshire plated vehicle – Carriers without a USDOT number and do not have a NH registration can request an account by uploading a copy of a valid registration to the system and providing company information. This account must be approved by a State User.</li> <li>e. Government Agency – Carriers can request an account as a Governmental Agency by providing company information and proof of governmental agency status. This account must be approved by a State User.</li> </ul> </li> </ul> <p><b>Note:</b> Selections b., d., and e only request the accounts. An NHDOT User must approve the account request in order to fully establish the account in NHDOT Permits.</p>



Step	Description
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4. For this example, we will select **I have a USDOT number** from the dropdown list.

*The **USDOT Number** field will be displayed.*

- Enter the **USDOT Number** in the **USDOT Number** field.

**Note:** This number will be validated so it must be associated to the carrier and entered correctly.

- Click the **Validate Numbers** button to create a carrier account, click the **Clear** button to return to the dropdown list, or click the **Cancel** button to return to the **Permit Service Dashboard**.

**Note:** If a carrier does not have a USDOT Number, they can create an account by selecting **I will be issuing permits in my carrier name but do not have a USDOT Number** from the dropdown list. If the carrier acquires a USDOT Number at a later date, they can contact the Permit Office to update their account.

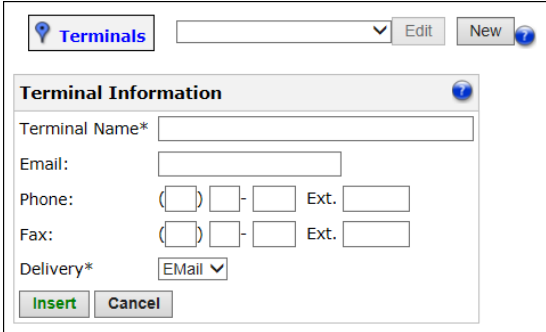
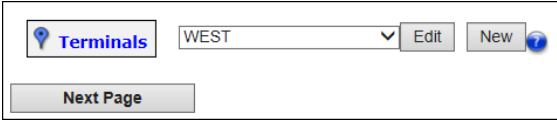
If the USDOT Number matches, the **Create New Account** screen will be updated to reflect the carrier name and address.

- If the return information is correct, click the **OK** button on the confirmation message and click the **Create Account** button to continue.

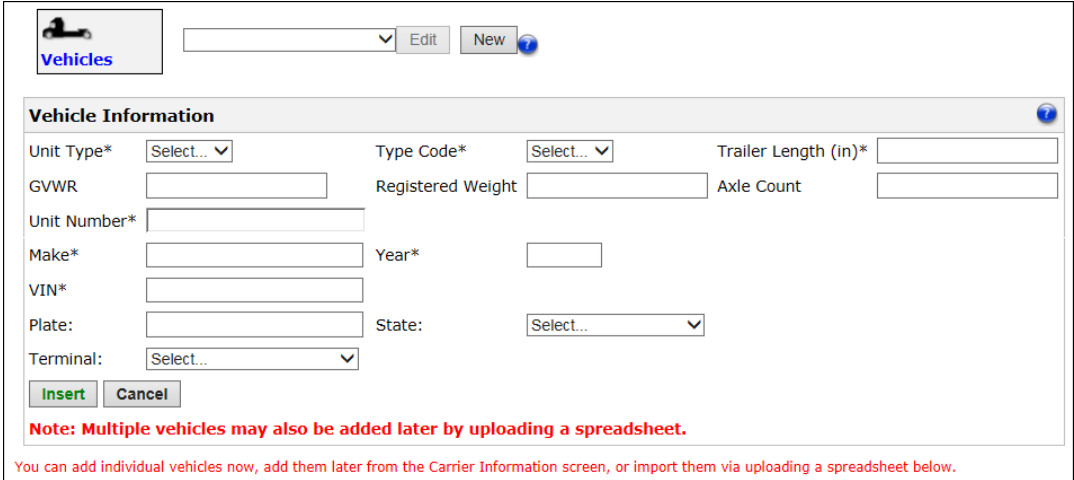

**Note:** If the USDOT Number does NOT match or cannot be found, click the **OK** button on the confirmation message. Click the **Clear** button to return to the dropdown list or click the **Cancel** button to return to the **Permit Service Dashboard**.

Step	Description				
5.	<p>The <b>Create New Account - Account Information</b> screen will be displayed.</p> <div data-bbox="289 220 1458 1165" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Create New Account - Account Information</b></p> <p>To create a new account, fill out the form below and click the Submit button.</p> <p><b>An asterisk (*) indicates required fields.</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <div data-bbox="310 411 945 457" style="background-color: #f0f0f0; padding: 2px;"><b>Name and Contact</b></div> <p><b>Carrier Name*:</b> <input type="text"/></p> <p><b>Carrier DBA:</b> <input type="text"/></p> <p><b>Phone*:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Fax:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Email*:</b> <input type="text"/></p> <p><b>Permit Delivery Method*:</b> <input type="text" value="Select..."/></p> </td> <td style="width: 50%; vertical-align: top;"> <div data-bbox="992 411 1419 457" style="background-color: #f0f0f0; padding: 2px;"><b>Physical Address</b></div> <p><b>Address*:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <div data-bbox="310 730 945 777" style="background-color: #f0f0f0; padding: 2px;"><b>Login Information</b></div> <p><input type="checkbox"/> Create Account Without Login</p> <p><b>First Name*:</b> <input type="text"/></p> <p><b>Last Name*:</b> <input type="text"/></p> <p><b>Username*:</b> <input type="text"/></p> <p><b>Password*:</b> <input type="text"/></p> <p><b>Retype Password*:</b> <input type="text"/></p> <p><a href="#">Password Requirements</a> Passwords are case sensitive</p> </td> <td style="vertical-align: top;"> <div data-bbox="992 653 1419 699" style="background-color: #f0f0f0; padding: 2px;"><b>Mailing Address</b> <a href="#">Same as physical</a></div> <p><b>Address 1*:</b> <input type="text"/></p> <p><b>Address 2:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p> </td> </tr> </table> <p style="text-align: right;"><input type="button" value="Submit"/></p> </div> <p><b>Note:</b> Any available information from SAFER that corresponds to the USDOT Number will be populated. Fields marked with an asterisk (*) must have a value entered. Fields that are grayed out were pulled from SAFER and cannot be changed within NHDOT Permits. This information must be changed with FMCSA and synched with NHDOT Permits.</p>	<div data-bbox="310 411 945 457" style="background-color: #f0f0f0; padding: 2px;"><b>Name and Contact</b></div> <p><b>Carrier Name*:</b> <input type="text"/></p> <p><b>Carrier DBA:</b> <input type="text"/></p> <p><b>Phone*:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Fax:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Email*:</b> <input type="text"/></p> <p><b>Permit Delivery Method*:</b> <input type="text" value="Select..."/></p>	<div data-bbox="992 411 1419 457" style="background-color: #f0f0f0; padding: 2px;"><b>Physical Address</b></div> <p><b>Address*:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p>	<div data-bbox="310 730 945 777" style="background-color: #f0f0f0; padding: 2px;"><b>Login Information</b></div> <p><input type="checkbox"/> Create Account Without Login</p> <p><b>First Name*:</b> <input type="text"/></p> <p><b>Last Name*:</b> <input type="text"/></p> <p><b>Username*:</b> <input type="text"/></p> <p><b>Password*:</b> <input type="text"/></p> <p><b>Retype Password*:</b> <input type="text"/></p> <p><a href="#">Password Requirements</a> Passwords are case sensitive</p>	<div data-bbox="992 653 1419 699" style="background-color: #f0f0f0; padding: 2px;"><b>Mailing Address</b> <a href="#">Same as physical</a></div> <p><b>Address 1*:</b> <input type="text"/></p> <p><b>Address 2:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p>
<div data-bbox="310 411 945 457" style="background-color: #f0f0f0; padding: 2px;"><b>Name and Contact</b></div> <p><b>Carrier Name*:</b> <input type="text"/></p> <p><b>Carrier DBA:</b> <input type="text"/></p> <p><b>Phone*:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Fax:</b> ( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></p> <p><b>Email*:</b> <input type="text"/></p> <p><b>Permit Delivery Method*:</b> <input type="text" value="Select..."/></p>	<div data-bbox="992 411 1419 457" style="background-color: #f0f0f0; padding: 2px;"><b>Physical Address</b></div> <p><b>Address*:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p>				
<div data-bbox="310 730 945 777" style="background-color: #f0f0f0; padding: 2px;"><b>Login Information</b></div> <p><input type="checkbox"/> Create Account Without Login</p> <p><b>First Name*:</b> <input type="text"/></p> <p><b>Last Name*:</b> <input type="text"/></p> <p><b>Username*:</b> <input type="text"/></p> <p><b>Password*:</b> <input type="text"/></p> <p><b>Retype Password*:</b> <input type="text"/></p> <p><a href="#">Password Requirements</a> Passwords are case sensitive</p>	<div data-bbox="992 653 1419 699" style="background-color: #f0f0f0; padding: 2px;"><b>Mailing Address</b> <a href="#">Same as physical</a></div> <p><b>Address 1*:</b> <input type="text"/></p> <p><b>Address 2:</b> <input type="text"/></p> <p><b>City*:</b> <input type="text"/></p> <p><b>State*:</b> <input type="text" value="Select..."/></p> <p><b>Zip Code*:</b> <input type="text"/></p>				
6.	<ul style="list-style-type: none"> <li>• Complete all known information and all required fields.</li> <li>• If the carrier’s mailing address is the same as the physical address, click the <b>Same as physical</b> link next to the <b>Mailing Address</b> heading to pre-populate the fields.</li> <li>• Click the <b>Submit</b> button once all information is completed.</li> </ul> <p>The information entered will be validated to ensure all of the proper fields have been completed and to verify that the account does not already exist. If the account does exist, the system will display a message stating this account application is a duplicate.</p>				

Step	Description
7.	<p>Once the new carrier has been created, Permit Service Users have the ability to add information to the <b>Carrier Assets</b>. This is not required, however will assist in the Order Permits process since information from the <b>Carrier Assets</b> will auto-populate as needed on the permit application.</p> <p>After clicking the <b>Submit</b> button on the <b>Create New Account - Account Information</b> screen, the next screen displayed will be the <b>Create New Account - Terminals</b> screen.</p> <div data-bbox="289 386 935 663" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Create New Account - Terminals</b></p> <hr/> <p>An asterisk (*) indicates required fields.</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">  Terminals         </div> <div style="border: 1px solid gray; width: 100px; height: 20px; margin-right: 5px;"></div> <div style="margin-right: 5px;">▼</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Edit</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">New</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-left: 5px;">?</div> </div> <div style="border: 1px solid gray; padding: 2px 10px; width: fit-content; margin-left: auto;">Next Page</div> </div> <p>This is the beginning of the Carrier Assets process. The following Carrier Assets can be created and edited during the Create New Carrier process.</p> <ol style="list-style-type: none"> <li>a. Terminals</li> <li>b. Users</li> <li>c. Vehicles</li> </ol>

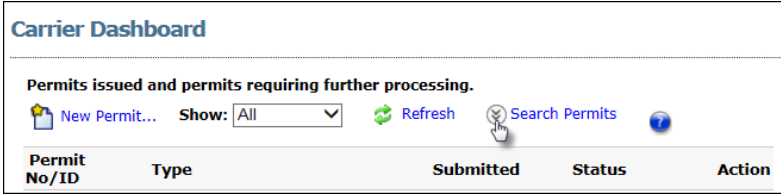
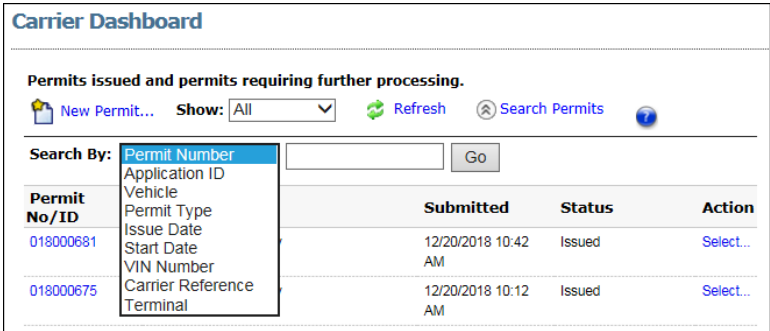

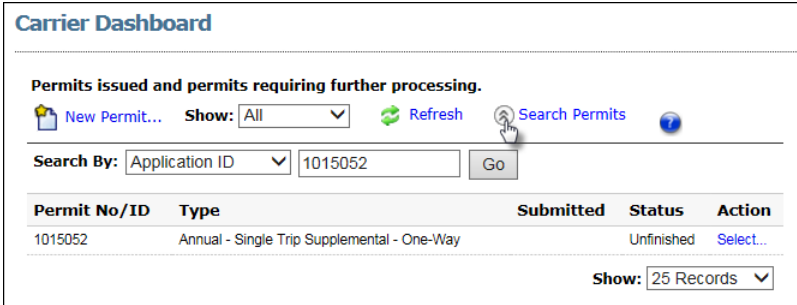

Step	Description
8.	<p><b>Terminals</b></p> <p>Terminals are used if a carrier has multiple yard or terminal locations. The user must select a Terminal for separation of permits by Terminal locations. This information is helpful when reporting on permit activity and being able to tell which Terminal ordered which permits.</p> <p><b>Note:</b> If the user does not wish to enter Terminals at this time, click the <b>Next Page</b> button or the <b>Dashboard</b> tab to return to the <b>Permit Service Dashboard</b>.</p> <ul style="list-style-type: none"> <li>• Click the <b>New</b> button to create a new Terminal.</li> <li>• Complete the fields on the <b>Terminal Information</b> screen.</li> </ul> <p><b>Note:</b> The <b>Delivery</b> field indicates the default delivery method for permits once they are approved.</p> <ul style="list-style-type: none"> <li>• Click the <b>Insert</b> button to save the Terminal, or click the <b>Cancel</b> button to exit without saving.</li> <li>• Continue adding Terminals until you have entered all you would like to enter.</li> </ul>  <p>Once a Terminal is saved, it will be displayed in the <b>Terminals</b> dropdown list. To make changes to the Terminal, click the <b>Edit</b> button.</p>  <ul style="list-style-type: none"> <li>• Click the <b>Next Page</b> button to enter Users.</li> </ul>

Step	Description
9.	<p><b>Users</b></p> <p>If the Permit Service User created a user on the Create New Account – Account Creation screen, that user is defaulted to a <b>User Type</b> of <b>Supervisor</b>. A Supervisor User for a carrier can see and edit all Carrier information and Carrier Users’ information. A Carrier User that has a <b>User Type</b> of <b>User</b> can edit only their information. All Carrier Users can order permits.</p> <p><b>Note:</b> If the User does not wish to enter Users at this time, click the <b>Next Page</b> button or the <b>Dashboard</b> tab to return to the <b>Permit Service Dashboard</b>.</p> <ul style="list-style-type: none"> <li>• Click the <b>New</b> button to add a new user.</li> <li>• Complete the fields on the <b>User Information</b> screen.</li> <li>• Click the <b>Insert</b> button to save the <b>User Information</b> entered.</li> </ul> <div data-bbox="332 640 852 1165" data-label="Form"> <p>The screenshot shows a web form titled "User Information". At the top, there is a "Users" tab, a search dropdown, and "Edit" and "New" buttons. The form fields are as follows:</p> <ul style="list-style-type: none"> <li>First Name* (text input)</li> <li>Last Name* (text input)</li> <li>Login* (text input)</li> <li>Email: (text input)</li> <li>Phone: (text input with area code, exchange, and extension boxes)</li> <li>Terminal: (dropdown menu with "Select..." option)</li> <li>Prompt Question: (text input)</li> <li>Response: (text input)</li> <li>Password* (text input)</li> <li>Retype Password* (text input)</li> <li>Below the password fields is a link for "Password Requirements" and the text "Passwords are case sensitive".</li> <li>Start Date: (text input)</li> <li>End: (text input)</li> <li>User Type* (dropdown menu currently showing "Supervisor")</li> </ul> <p>At the bottom of the form are "Insert" and "Cancel" buttons.</p> </div> <ul style="list-style-type: none"> <li>• Click the <b>Next Page</b> button to enter Vehicles.</li> </ul>

Step	Description
10.	<p><b>Vehicles</b></p> <p>Vehicle Inventory is used during the Order Permits process.</p> <p><b>Note:</b> If the user does not wish to enter Vehicles at this time, click the <b>Next Page</b> button or the <b>Dashboard</b> tab to return to the <b>Permit Service Dashboard</b>.</p> <ul style="list-style-type: none"> <li>• Click the <b>New</b> button to create a new Vehicle.</li> <li>• Complete the fields on the <b>Vehicle Information</b> screen.</li> <li>• Click the <b>Insert</b> button to save the Vehicle, or click the <b>Cancel</b> button to exit without saving.</li> <li>• Continue adding Vehicles until you have entered all you would like to enter.</li> </ul> <div data-bbox="334 558 1401 1035" style="border: 1px solid black; padding: 5px;">  </div> <p>Once a Vehicle is saved, it will be displayed in the <b>Vehicles</b> dropdown list. To make changes to the Vehicle, click the <b>Edit</b> button.</p> <div data-bbox="289 1146 865 1287" style="border: 1px solid black; padding: 5px;">  </div>
11.	Click the <b>Back to Dashboard</b> tab to return to the <b>Carrier Dashboard</b> .

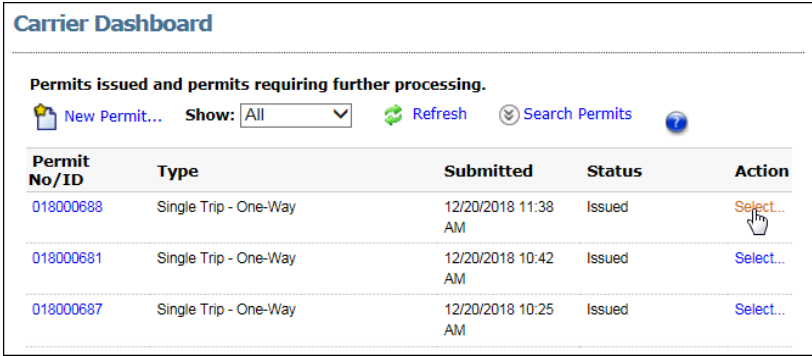
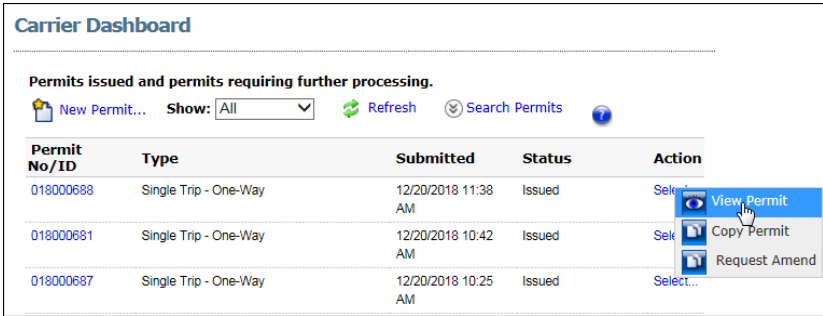

## Permit Search

This Training Packet details the steps needed for a Carrier User to search for permits from the **Carrier Dashboard**.






Step	Description															
1.	<ul style="list-style-type: none"> <li>Click the <b>Expand Chevron</b> icon for <b>Search Permits</b> in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul>  <p>The screenshot shows the Carrier Dashboard with a table of permits. A mouse cursor is clicking on the 'Search Permits' button, which has a downward-pointing chevron icon.</p>															
2.	<p>The <b>Search By:</b> dropdown list and text field will be displayed.</p> <ul style="list-style-type: none"> <li>Select one <b>Search by:</b> criteria from the dropdown list.</li> </ul>  <p>The screenshot shows the 'Search By:' dropdown menu open, listing options like 'Permit Number', 'Application ID', 'Vehicle', etc. The table below shows search results for two permits.</p> <table border="1" data-bbox="600 850 1071 982"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>01800681</td> <td>Issue Date</td> <td>12/20/2018 10:42 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>01800675</td> <td>Start Date</td> <td>12/20/2018 10:12 AM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>Enter the corresponding search information.</li> </ul>	Permit No/ID	Type	Submitted	Status	Action	01800681	Issue Date	12/20/2018 10:42 AM	Issued	Select...	01800675	Start Date	12/20/2018 10:12 AM	Issued	Select...
Permit No/ID	Type	Submitted	Status	Action												
01800681	Issue Date	12/20/2018 10:42 AM	Issued	Select...												
01800675	Start Date	12/20/2018 10:12 AM	Issued	Select...												
3.	<ul style="list-style-type: none"> <li>Click the <b>Go</b> button.</li> </ul>  <p>The matching result(s) will be displayed in the <b>Permits Panel</b>.</p>															
4.	<ul style="list-style-type: none"> <li>Click the <b>Collapse Chevron</b> icon to close <b>Search Permits</b>.</li> </ul>  <p>The screenshot shows the 'Search Permits' button with a collapse chevron icon. The search criteria is set to 'Application ID' with the value '1015052'. The table below shows the search results.</p> <table border="1" data-bbox="349 1518 1096 1575"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1015052</td> <td>Annual - Single Trip Supplemental - One-Way</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> </tbody> </table> <p>At the bottom right, it says 'Show: 25 Records'.</p>	Permit No/ID	Type	Submitted	Status	Action	1015052	Annual - Single Trip Supplemental - One-Way		Unfinished	Select...					
Permit No/ID	Type	Submitted	Status	Action												
1015052	Annual - Single Trip Supplemental - One-Way		Unfinished	Select...												
5.	<ul style="list-style-type: none"> <li>Click the <b>Refresh</b> button  to return to the full list of unfiltered results in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</li> </ul>															

## View Permit Action (Permit Details)

This Training Packet details the steps needed for a Carrier User to view and verify Permit Details: Resend by Fax, Resend by Email, View Vehicle and Load information, View Permit PDF, Upload a document and View Notes.

Step	Description																				
1.	<ul style="list-style-type: none"> <li>Locate a permit in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b> with a status of <b>Issued</b> or <b>Issued Prior</b>.</li> <li>Click the <b>Select</b> link in the <b>Action</b> column for the desired permit.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000688</td> <td>Single Trip - One-Way</td> <td>12/20/2018 11:38 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000681</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:42 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000687</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:25 AM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	018000688	Single Trip - One-Way	12/20/2018 11:38 AM	Issued	Select...	018000681	Single Trip - One-Way	12/20/2018 10:42 AM	Issued	Select...	018000687	Single Trip - One-Way	12/20/2018 10:25 AM	Issued	Select...
Permit No/ID	Type	Submitted	Status	Action																	
018000688	Single Trip - One-Way	12/20/2018 11:38 AM	Issued	Select...																	
018000681	Single Trip - One-Way	12/20/2018 10:42 AM	Issued	Select...																	
018000687	Single Trip - One-Way	12/20/2018 10:25 AM	Issued	Select...																	
2.	<p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>View Permit</b> link.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000688</td> <td>Single Trip - One-Way</td> <td>12/20/2018 11:38 AM</td> <td>Issued</td> <td>Select... View Permit</td> </tr> <tr> <td>018000681</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:42 AM</td> <td>Issued</td> <td>Select... Copy Permit</td> </tr> <tr> <td>018000687</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:25 AM</td> <td>Issued</td> <td>Select... Request Amend</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	018000688	Single Trip - One-Way	12/20/2018 11:38 AM	Issued	Select... View Permit	018000681	Single Trip - One-Way	12/20/2018 10:42 AM	Issued	Select... Copy Permit	018000687	Single Trip - One-Way	12/20/2018 10:25 AM	Issued	Select... Request Amend
Permit No/ID	Type	Submitted	Status	Action																	
018000688	Single Trip - One-Way	12/20/2018 11:38 AM	Issued	Select... View Permit																	
018000681	Single Trip - One-Way	12/20/2018 10:42 AM	Issued	Select... Copy Permit																	
018000687	Single Trip - One-Way	12/20/2018 10:25 AM	Issued	Select... Request Amend																	
3.	<p>The <b>Permit Details</b> screen will be displayed.</p>  <p><b>Permit Details</b></p> <p>Below is detailed information about permit number 018000688.</p> <p><b>Permit Number:</b> 018000688  <b>Application ID:</b> 1015077  <b>Carrier:</b> ProMiles Test 1  <b>Type:</b> Single Trip - One-Way  <b>Commodity Type:</b> Boats and Miscellaneous  <b>Status:</b> Issued  <b>Delivered by Email to:</b> cchurch@promiles.com  <b>Delivered by Fax to:</b> 409-555-1212  <b>Resend by Fax or Email to:</b> <input type="text"/></p> <p><b>Submit Date:</b> 12/20/2018 11:21 AM <b>Issue Date:</b> 12/20/2018 11:38 AM <b>Start Date:</b> 12/19/2018 <b>End Date:</b> 12/26/2018</p> <p>Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p>																				



Step	Description
4.	<p><b>To Resend a Permit PDF</b></p> <ul style="list-style-type: none"> <li>• Enter a fax number or email address in the <b>Resend by Fax or Email to</b> field on the <i>Permit Details</i> screen.</li> <li>• Click the <b>Email/Fax</b> icon.</li> </ul> <div data-bbox="332 346 1295 766" style="border: 1px solid black; padding: 5px;"> <p><b>Permit Details</b></p> <p>Below is detailed information about permit number 018000688.</p> <p><b>Permit Number:</b> 018000688  <b>Application ID:</b> 1015077  <b>Carrier:</b> ProMiles Test 1  <b>Type:</b> Single Trip - One-Way  <b>Commodity Type:</b> Boats and Miscellaneous  <b>Status:</b> Issued  <b>Delivered by Email to</b> cchurch@promiles.com  <b>Delivered by Fax to</b> 409-555-1212  <b>Resend by Fax or Email to</b> <input type="text" value="844-837-4165"/> </p> <p><b>Submit Date:</b> 12/20/2018 11:21 AM <b>Issue Date:</b> 12/20/2018 11:38 AM <b>Start Date:</b> 12/19/2018 <b>End Date:</b> 12/26/2018</p> <p>Vehicle and Load   Changes   Docs / PDFs   Fee Items   Special Items   Payments   Notes   Route   Conditions   Chats</p> </div> <p>The <b>Resend permit by Email/Fax?</b> message will be displayed.</p> <div data-bbox="332 829 958 1039" style="display: flex; justify-content: space-around;"> <div data-bbox="332 829 630 1039" style="border: 1px solid gray; padding: 5px;"> <p>Message from webpage</p> <p> Resend permit by Email?</p> <p>OK Cancel</p> </div> <div data-bbox="657 829 958 1039" style="border: 1px solid gray; padding: 5px;"> <p>Message from webpage</p> <p> Resend permit by Fax?</p> <p>OK Cancel</p> </div> </div> <ul style="list-style-type: none"> <li>• Click the <b>OK</b> button to close the message.</li> </ul> <p>A confirmation message will be displayed.</p> <div data-bbox="332 1144 1136 1375" style="display: flex; justify-content: space-around;"> <div data-bbox="332 1144 662 1375" style="border: 1px solid gray; padding: 5px;"> <p>Message from webpage</p> <p> Email sent successfully.</p> <p>OK</p> </div> <div data-bbox="682 1144 1136 1375" style="border: 1px solid gray; padding: 5px;"> <p>Message from webpage</p> <p> The permit was resent by Fax successfully</p> <p>OK</p> </div> </div> <ul style="list-style-type: none"> <li>• Click the <b>OK</b> button to close the message.</li> </ul>

Step	Description
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5.

**Vehicle and Load Tab**

- Click the **Vehicle and Load** tab.

This tab will contain the vehicle and load information used during the Order Permits process.

Vehicle and Load	Changes	Docs / PDFs	Fee Items	Special Items	Payments	Notes	Route	Conditions	Chats
<b>Vehicle and Load</b>									
<b>Load Description</b>									
<b>Vehicles Used For This Permit</b>									
Unit Number	Type	Make	Year	VIN					
	Truck	PETERBILT	2007	1XPHD49X7BD789463					
<b>Load and Dimensions</b>									
Below is a table containing the dimensions used when creating and routing this permit.									
<b>Dimensions</b>									
<b>Width:</b>	10 ft.	<b>Height:</b>	10 ft.	<b>Length:</b>	65 ft.				
<b>Weight:</b>	30000	<b>Front O'Hang:</b>	Legal	<b>Rear O'Hang:</b>	Legal				
<b>Lowboy:</b>	No	<b>Hydraulic:</b>	No						
<b>Axles</b>									
Axle: 1 2									
Distances:	<input type="text"/>	<input type="text"/>							
Weights:	<input type="text"/>	<input type="text"/>							
# of Tires:	<input type="text"/>	<input type="text"/>							
Tire Sizes:	<input type="text"/>	<input type="text"/>							

6.

**Changes Tab**

- Click the **Changes** tab.

The **Permit Changes** section will be displayed. Under **Permit Office Actions**, review the list of actions. If the permit was Amended, Copied, Renewed, Copied from a Denied Permit, or Issued, those actions will be listed here.

Vehicle and Load	Changes	Docs / PDFs	Fee Items	Special Items	Payments	Notes	Route	Conditions	Chats
<b>Permit Changes</b>									
Below is a list of changes that have been recorded for this permit									
<b>Permit Office Actions</b>									
A list of Permit Office actions for this permit are listed below.									
Date	User	Action	Permit Status						
Thu Dec 20 2018 11:39:05 GMT-0600 (Central Standard Time)		Pay and Issue Permit	Issued						
Thu Dec 20 2018 11:35:43 GMT-0600 (Central Standard Time)	Haley Brack	Open Permit	Pending						
Thu Dec 20 2018 11:19:09 GMT-0600 (Central Standard Time)	Haley Brack	Open Permit	User						
Thu Dec 20 2018 11:19:09 GMT-0600 (Central Standard Time)	Haley Brack	Begin Copy Permit From Application ID 1015070	User						
<b>Permit Change Auditing</b>									
The dates the permit was edited in the database are listed below.									
Date	User	View	Changes						
No audits found.									

Step	Description
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7.

**Doc/PDFs Tab**

- Click the **Docs/PDFs** tab.
- Click the **Browse** button in the **Permit Documents** section if you are using Internet Explorer. If you are using Google Chrome, click the **Choose File** button. The **Choose File to Upload** screen will be displayed. Select the document to upload. Click the **Open** button. The **Permit Details** screen will be displayed. Select a **Document Type** and enter a **Description** along with any desired **Notes**. Click the **Upload Document** button. The document has now been saved to the permit record.

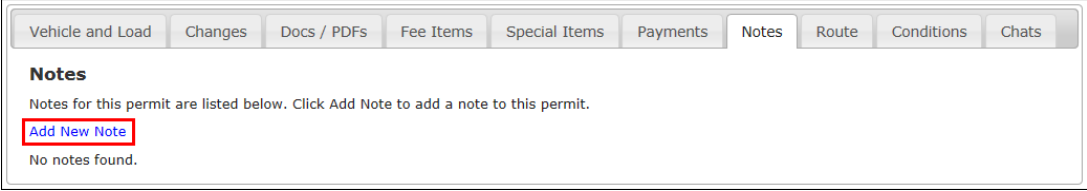
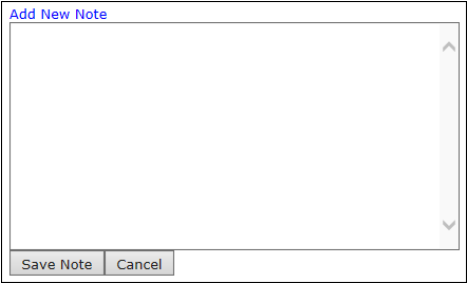
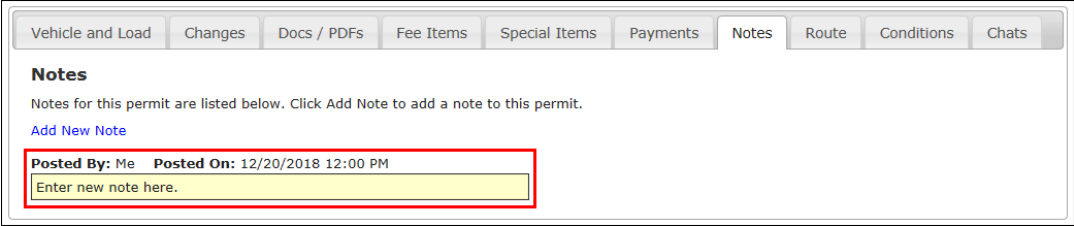
The **Permit Documents** section will list previously uploaded documents. Click the **Open** link in the **View** column. A confirmation message will be displayed. Click the **Open** button.

The previously uploaded document will be displayed. Close the document.

- Scroll to the bottom of the screen to the **Permit PDFs** section. Click the **Open** link in the **View** column to view a copy of the issued permit PDF.

The Permit PDF will be displayed.

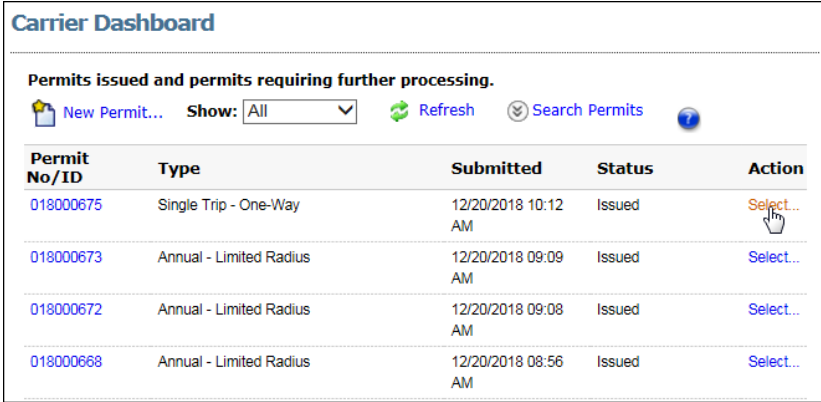
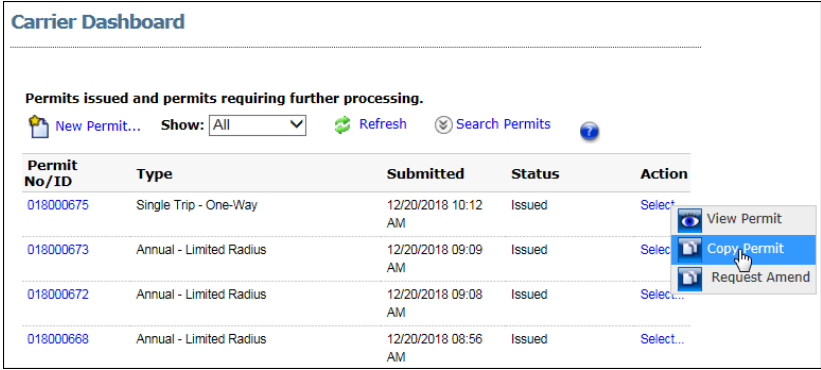
- Close the Permit PDF to return to the **Permit Details** screen.

Step	Description
8.	<p><b>Notes Tab</b></p> <ul style="list-style-type: none"> <li>Click the <b>Notes</b> tab. Click the <b>Add New Note</b> link.</li> </ul>  <p>A blank field will be displayed.</p>  <ul style="list-style-type: none"> <li>Enter a brief note in the text field. Click the <b>Save Note</b> button.</li> </ul> <p>The <b>Posted By</b> section will display showing the previously entered note with the <b>Posted On</b> date displaying the current date.</p> 

Step	Description
9.	<p><b><u>Provisions Tab</u></b></p> <ul style="list-style-type: none"> <li>Click the <b>Provisions</b> tab.</li> </ul> <p>The Permit Provisions associated to the specific vehicle and load being permitted will be displayed.</p> <div data-bbox="334 317 1386 953" style="border: 1px solid gray; padding: 5px;"> <p>Vehicle and Load   Changes   Docs / PDFs   Fee Items   Special Items   Payments   Notes   Route   Conditions   Chats</p> <p><b>Permit Provisions</b></p> <p><b>Provision</b></p> <p>Turnpike Toll Plazas - All over size and over weight loads must utilize the extreme right lane at toll plazas.</p> <p>15: Permit vehicles may travel on designated routes during daylight from 30 minutes prior to sunrise until 30 minutes after sunset and during daylight from 30 minutes prior to sunrise until 9 a.m. on Saturdays from Memorial Day to Labor Day.</p> <p>16: Permit vehicles may travel on designated routes during daylight from 30 minutes prior to sunrise until 30 minutes after sunset and during daylight from 30 minutes prior to sunrise until 9 a.m. on Saturdays from Memorial Day to Labor Day on I-95, and during daylight from 30 minutes prior to sunrise until 12 p.m. on Saturdays on other state roads.</p> <p>1: The driver shall carry the signed permit and a copy of the general provisions in the permitted vehicle and shall have same available for inspection by any police officer or representative of the Department/Agency empowered to issue such a permit.</p> <p>2: Listed provisions are in consideration of your vehicle and load configuration but are not comprehensive. Permittee must comply with all applicable federal, state, and local laws and regulations governing Oversize and Overweight Vehicle Permits.</p> <p>3: All truck drivers must complete New Hampshire Department of Safety form 'Oversize/Overweight Checklist for each Permitted Load' prior to driving on New Hampshire roadways for any travel authorized by a New Hampshire Department of Transportation Oversize/Overweight permit.</p> <p>4: When traffic following a permit move has accumulated to 7 or more vehicles, the permit load and escorts shall yield the right-of-way for these vehicles to pass at the nearest, accessible, safe location.</p> <p>5: No travel is allowed when road conditions, weather conditions, or visibility make traveling hazardous to the operator or to the driving public. Vehicles which are underway when inclement weather occurs must exit the road at the first available location and park in a safe place until the weather clears, or until the road conditions improve. Also, must be compliant with the status of the OS/OW Travel Notification on the first page of the permitting web site. No travel is allowed if the "Inclement Weather Advisory" or red traffic light is displayed.</p> <p>17: Permit vehicles may travel on designated routes during daylight from 30 minutes prior to sunrise until 30 minutes after sunset and approved night time moves.</p> <p>27: Two warning signs reading OVERSIZE LOAD shall be evidence during all movements and placed on front and rear of haul vehicle and load. Warning signs shall be at least 7 feet wide and 18 inches high with yellow background and black lettering. Letters should be at least 10 inches high with a 1.4 inch brush stroke. The hauling vehicle shall have an operating, top-mounted, flashing or strobe amber light visible for 1,000 feet in all directions.</p> <p>28: Any motor vehicle having a load or vehicle component which extends beyond the sides more than 4 inches or more than 4 feet beyond the rear shall have the extremities of the load marked longitudinally and laterally by 4-6 fluorescent red, fluorescent orange, or MUTCD standard flags, not less than 18 inches square, secured by at least 2 adjacent corners or mounted on a staff.</p> </div>
10.	<ul style="list-style-type: none"> <li>Click the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b>.</li> </ul>

## Copy Permit Action

This Training Packet details the steps needed for a Carrier User to copy an existing permit.

Step	Description																									
1.	<ul style="list-style-type: none"> <li>Locate a permit in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b> with a status of <b>Issued</b> or <b>Issued Prior</b>.</li> <li>Click the <b>Select</b> link in the <b>Action</b> column for the desired permit.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000675</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:12 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000673</td> <td>Annual - Limited Radius</td> <td>12/20/2018 09:09 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000672</td> <td>Annual - Limited Radius</td> <td>12/20/2018 09:08 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000668</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:56 AM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	018000675	Single Trip - One-Way	12/20/2018 10:12 AM	Issued	Select...	018000673	Annual - Limited Radius	12/20/2018 09:09 AM	Issued	Select...	018000672	Annual - Limited Radius	12/20/2018 09:08 AM	Issued	Select...	018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...
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018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...																						
2.	<p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Copy Permit</b> link.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000675</td> <td>Single Trip - One-Way</td> <td>12/20/2018 10:12 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000673</td> <td>Annual - Limited Radius</td> <td>12/20/2018 09:09 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000672</td> <td>Annual - Limited Radius</td> <td>12/20/2018 09:08 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000668</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:56 AM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	018000675	Single Trip - One-Way	12/20/2018 10:12 AM	Issued	Select...	018000673	Annual - Limited Radius	12/20/2018 09:09 AM	Issued	Select...	018000672	Annual - Limited Radius	12/20/2018 09:08 AM	Issued	Select...	018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...
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018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...																						
3.	<p>The <b>Order Permits</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Next</b> button.</li> </ul>																									
4.	<p>The <b>Order Permit: Load and Vehicle Configuration</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Review all populated fields and make any necessary changes.</li> </ul>																									
5.	<ul style="list-style-type: none"> <li>Proceed through the permit application by clicking the <b>Next</b> button and making any desired changes.</li> </ul>																									

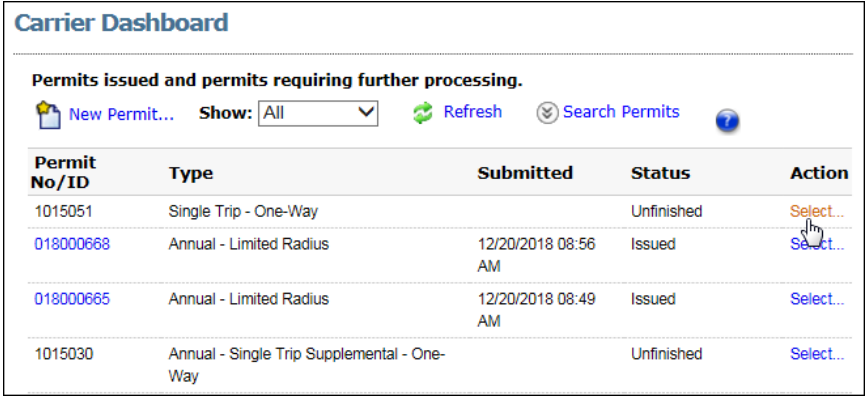
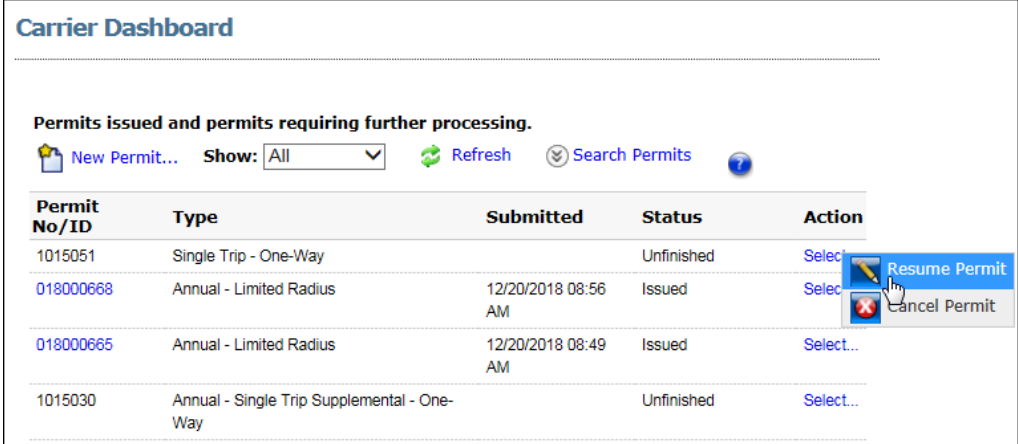
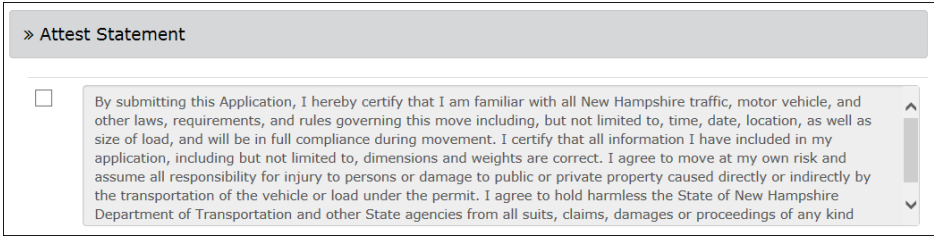
Step	Description												
6.	<p>The <b>Permit Summary</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Review and attest to the required Attest Statement by clicking the corresponding checkbox.</li> </ul> <div data-bbox="337 268 1312 890" style="border: 1px solid black; padding: 5px;"> <p><b>Order Permits: Fees</b> <span style="float: right;">Application ID: 1015067</span></p> <p><small>Below is the permit fee summary. Please review the permit details. If changes are needed, go back and make them before continuing. If the Pay / Submit buttons are not visible at the bottom of the page, make sure the attest statement is agreed to first.</small></p> <p><span>ProMiles Test 1</span> <span style="margin-left: 100px;">Haley Brack Ph: 409-555-1212</span></p> <p>» Permit Fee Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Unit/Rig #</th> <th>Fee Amount</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Single Trip - One-Way</td> <td></td> <td style="text-align: right;">\$8.50</td> <td style="text-align: right;">\$8.50</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$8.50</b></td> <td style="text-align: right;"><b>\$8.50</b></td> </tr> </tbody> </table> <p>» Attest Statement</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> By submitting this Application, I hereby certify that I am familiar with all New Hampshire traffic, motor vehicle, and other laws, requirements, and rules governing this move including, but not limited to, time, date, location, as well as size of load, and will be in full compliance during movement. I certify that all information I have included in my application, including but not limited to, dimensions and weights are correct. I agree to move at my own risk and assume all responsibility for injury to persons or damage to public or private property caused directly or indirectly by the transportation of the vehicle or load under the permit. I agree to hold harmless the State of New Hampshire Department of Transportation and other State agencies from all suits, claims, damages or proceedings of any kind </div> </div> <p><b>Note:</b> The <b>Submit</b> button will not be available until the Attest Statement has been acknowledged.</p>	Item	Unit/Rig #	Fee Amount	Total	Single Trip - One-Way		\$8.50	\$8.50	<b>Total</b>		<b>\$8.50</b>	<b>\$8.50</b>
Item	Unit/Rig #	Fee Amount	Total										
Single Trip - One-Way		\$8.50	\$8.50										
<b>Total</b>		<b>\$8.50</b>	<b>\$8.50</b>										
7.	<ul style="list-style-type: none"> <li>Click the <b>Submit</b> button.</li> </ul> <div data-bbox="337 1024 428 1066" style="border: 1px solid black; padding: 2px; display: inline-block;">Submit</div>												
8.	<p>The <b>Order Permits: Payment</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Select the payment method from the <b>Select Payment Method</b> dropdown list.</li> <li>Click the <b>Submit</b> button.</li> </ul> <div data-bbox="337 1251 1370 1579" style="border: 1px solid black; padding: 5px;"> <p><b>Order Permits: Payment</b> <span style="float: right;">Application ID: 1015067</span></p> <p><small>An asterisk (*) indicates required fields.</small></p> <p><b>Payment Information</b></p> <p><small>The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.</small></p> <p>Amount Owed: \$8.50 for 1 Permit(s)</p> <p><b>Select Payment Method:</b> <span style="color: blue;">👤</span></p> <div style="border: 1px solid gray; padding: 2px; width: 150px; margin-bottom: 5px;">Select... ▾</div> <p><span>Submit</span> <span>Cancel</span></p> </div> <ul style="list-style-type: none"> <li>Continue processing through the payment screens entering the required information.</li> </ul>												


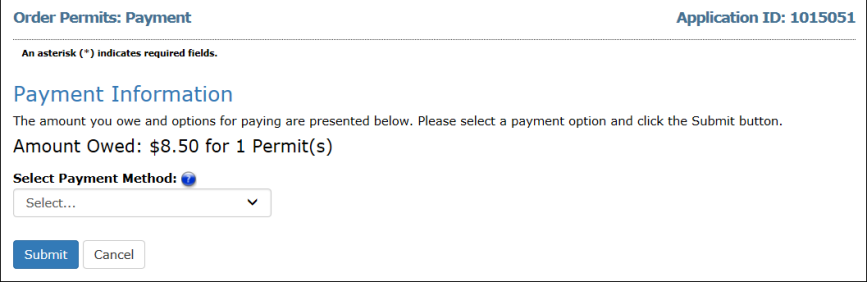
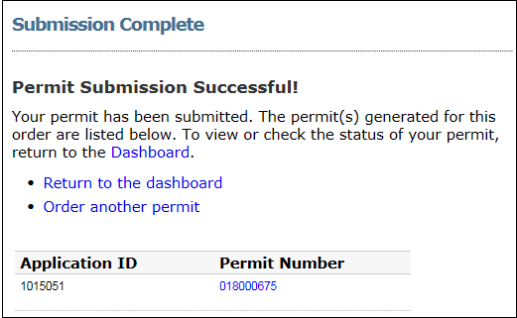
Step	Description				
9.	<p>The <b>Submission Complete</b> screen will be displayed.</p> <div data-bbox="289 216 831 548" style="border: 1px solid black; padding: 5px;"> <p><b>Submission Complete</b></p> <hr/> <p><b>Permit Submission Successful!</b></p> <p>Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the <a href="#">Dashboard</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Return to the dashboard</a></li> <li>• <a href="#">Order another permit</a></li> </ul> <table border="1" data-bbox="305 478 727 527" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Application ID</th> <th style="text-align: left;">Permit Number</th> </tr> </thead> <tbody> <tr> <td>1015067</td> <td>018000681</td> </tr> </tbody> </table> </div> <p>The permit will be delivered via the delivery method selected during the Order Permits process.</p> <p><b>Note:</b> The permit can also be accessed from the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</p>	Application ID	Permit Number	1015067	018000681
Application ID	Permit Number				
1015067	018000681				
10.	<ul style="list-style-type: none"> <li>• Click the <b>Return to the dashboard</b> link to return to the <b>Carrier Dashboard</b>.</li> </ul>				



## Resume Permit Action

This Training Packet details the steps needed for a Carrier User to resume a permit from the Carrier Dashboard.

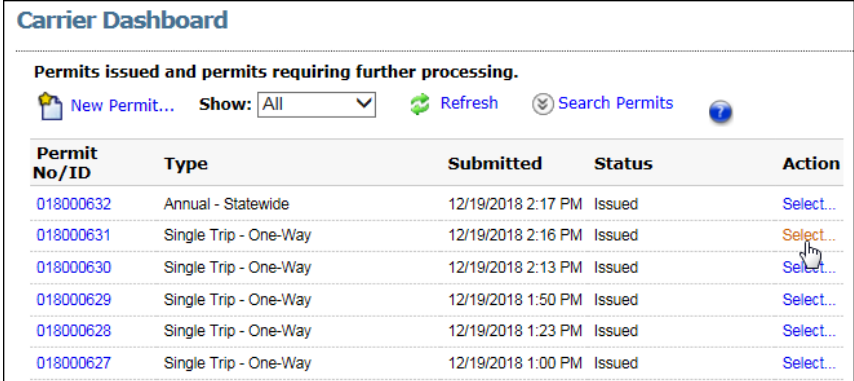
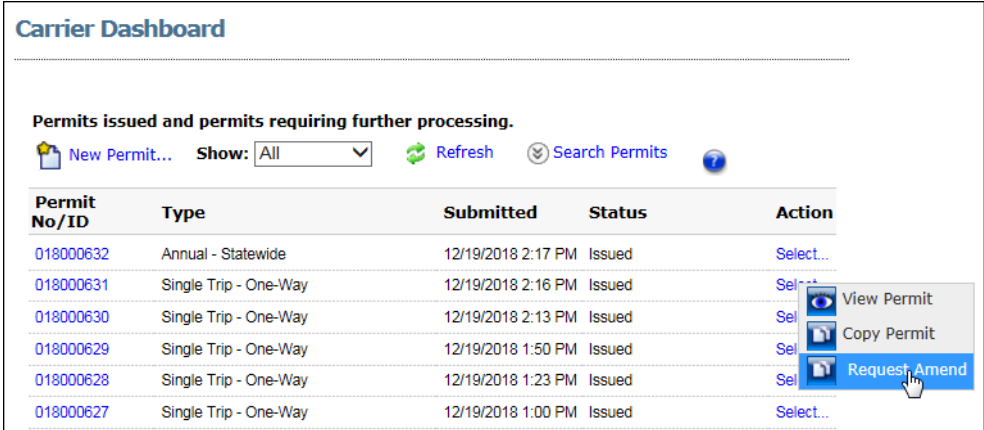
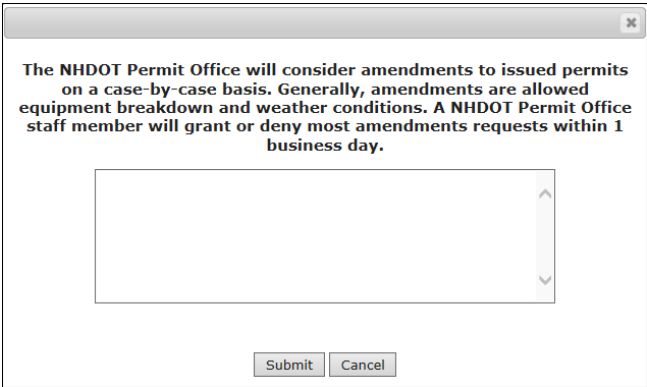
Step	Description																									
1.	<ul style="list-style-type: none"> <li>Locate a permit in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b> with a status of <b>Unfinished</b>.</li> <li>Click the <b>Select</b> link in the <b>Action</b> column for the desired permit.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1015051</td> <td>Single Trip - One-Way</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> <tr> <td>018000668</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:56 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000665</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:49 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>1015030</td> <td>Annual - Single Trip Supplemental - One-Way</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	1015051	Single Trip - One-Way		Unfinished	Select...	018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...	018000665	Annual - Limited Radius	12/20/2018 08:49 AM	Issued	Select...	1015030	Annual - Single Trip Supplemental - One-Way		Unfinished	Select...
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2.	<p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Resume Permit</b> link.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1015051</td> <td>Single Trip - One-Way</td> <td></td> <td>Unfinished</td> <td>Select... Resume Permit Cancel Permit</td> </tr> <tr> <td>018000668</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:56 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000665</td> <td>Annual - Limited Radius</td> <td>12/20/2018 08:49 AM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>1015030</td> <td>Annual - Single Trip Supplemental - One-Way</td> <td></td> <td>Unfinished</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	1015051	Single Trip - One-Way		Unfinished	Select... Resume Permit Cancel Permit	018000668	Annual - Limited Radius	12/20/2018 08:56 AM	Issued	Select...	018000665	Annual - Limited Radius	12/20/2018 08:49 AM	Issued	Select...	1015030	Annual - Single Trip Supplemental - One-Way		Unfinished	Select...
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3.	<p>The <b>Order Permits</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Proceed through the permit application by clicking the <b>Next</b> button and entering all required information.</li> </ul>																									
4.	<p>The <b>Permit Summary</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Review and attest to the required Attest Statement by clicking the corresponding checkbox.</li> </ul>  <p>» Attest Statement</p> <p><input type="checkbox"/> By submitting this Application, I hereby certify that I am familiar with all New Hampshire traffic, motor vehicle, and other laws, requirements, and rules governing this move including, but not limited to, time, date, location, as well as size of load, and will be in full compliance during movement. I certify that all information I have included in my application, including but not limited to, dimensions and weights are correct. I agree to move at my own risk and assume all responsibility for injury to persons or damage to public or private property caused directly or indirectly by the transportation of the vehicle or load under the permit. I agree to hold harmless the State of New Hampshire Department of Transportation and other State agencies from all suits, claims, damages or proceedings of any kind</p> <p><b>Note:</b> The <b>Submit</b> button will not be available until the Attest Statement has been acknowledged.</p>																									

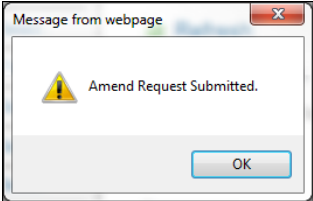
Step	Description
5.	<ul style="list-style-type: none"> <li>Click the <b>Submit</b> button.</li> </ul>  <p>The <b>Order Permits: Payment</b> screen will be displayed.</p>
6.	<ul style="list-style-type: none"> <li>Select the payment method from the <b>Select Payment Method</b> dropdown list.</li> <li>Click the <b>Submit</b> button.</li> </ul>  <ul style="list-style-type: none"> <li>Continue processing through the payment screens entering the required information.</li> </ul>
7.	<p>The <b>Submission Complete</b> screen will be displayed.</p>  <p>The permit will be delivered via the delivery method selected during the Order Permits process.</p> <p><b>Note:</b> The permit can also be accessed from the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</p>
8.	<ul style="list-style-type: none"> <li>Click the <b>Return to the dashboard</b> link to return to the <b>Carrier Dashboard</b>.</li> </ul>

## Request an Amend

This Training Packet details the steps needed for a Carrier User to request an amendment on an issued permit from the Carrier Dashboard.

Step	Description
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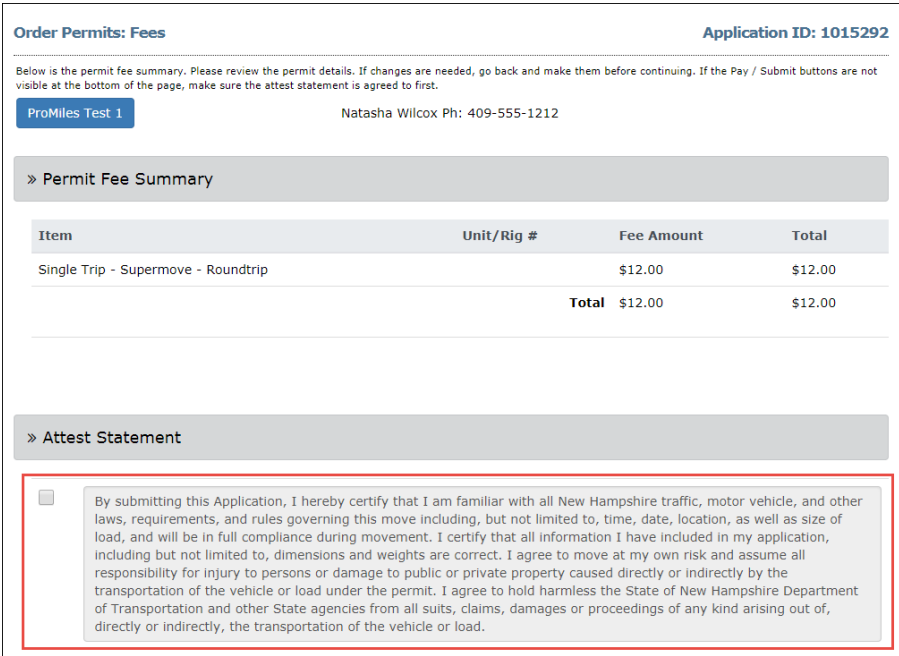

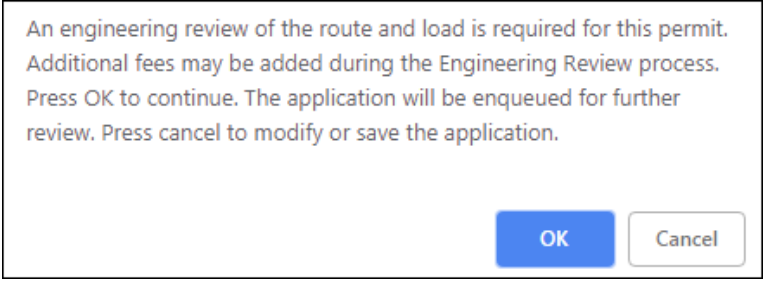
Step	Description																																			
1.	<ul style="list-style-type: none"> <li>Locate a permit with a status of <b>Issued</b> or <b>Issued Prior</b> in the <b>Permits Panel</b> on the <b>Carrier Dashboard</b>.</li> <li>Click the <b>Select</b> link in the <b>Action</b> column for the desired permit.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000632</td> <td>Annual - Statewide</td> <td>12/19/2018 2:17 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000631</td> <td>Single Trip - One-Way</td> <td>12/19/2018 2:16 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000630</td> <td>Single Trip - One-Way</td> <td>12/19/2018 2:13 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000629</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:50 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000628</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:23 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000627</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:00 PM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table>	Permit No/ID	Type	Submitted	Status	Action	018000632	Annual - Statewide	12/19/2018 2:17 PM	Issued	Select...	018000631	Single Trip - One-Way	12/19/2018 2:16 PM	Issued	Select...	018000630	Single Trip - One-Way	12/19/2018 2:13 PM	Issued	Select...	018000629	Single Trip - One-Way	12/19/2018 1:50 PM	Issued	Select...	018000628	Single Trip - One-Way	12/19/2018 1:23 PM	Issued	Select...	018000627	Single Trip - One-Way	12/19/2018 1:00 PM	Issued	Select...
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2.	<p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> <li>Click the <b>Request Amend</b> link.</li> </ul>  <p><b>Carrier Dashboard</b></p> <p>Permits issued and permits requiring further processing.</p> <p>New Permit... Show: All Refresh Search Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>018000632</td> <td>Annual - Statewide</td> <td>12/19/2018 2:17 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000631</td> <td>Single Trip - One-Way</td> <td>12/19/2018 2:16 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000630</td> <td>Single Trip - One-Way</td> <td>12/19/2018 2:13 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000629</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:50 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000628</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:23 PM</td> <td>Issued</td> <td>Select...</td> </tr> <tr> <td>018000627</td> <td>Single Trip - One-Way</td> <td>12/19/2018 1:00 PM</td> <td>Issued</td> <td>Select...</td> </tr> </tbody> </table> <p>View Permit Copy Permit Request Amend</p>	Permit No/ID	Type	Submitted	Status	Action	018000632	Annual - Statewide	12/19/2018 2:17 PM	Issued	Select...	018000631	Single Trip - One-Way	12/19/2018 2:16 PM	Issued	Select...	018000630	Single Trip - One-Way	12/19/2018 2:13 PM	Issued	Select...	018000629	Single Trip - One-Way	12/19/2018 1:50 PM	Issued	Select...	018000628	Single Trip - One-Way	12/19/2018 1:23 PM	Issued	Select...	018000627	Single Trip - One-Way	12/19/2018 1:00 PM	Issued	Select...
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3.	<p>The <b>Amend Reason Request</b> screen will be displayed.</p>  <p>The NHDOT Permit Office will consider amendments to issued permits on a case-by-case basis. Generally, amendments are allowed equipment breakdown and weather conditions. A NHDOT Permit Office staff member will grant or deny most amendments requests within 1 business day.</p> <p>Submit Cancel</p> <ul style="list-style-type: none"> <li>Enter the amend request reason in the empty text field.</li> <li>Click the <b>Submit</b> button.</li> </ul>																																			

Step	Description
4.	<p data-bbox="284 170 738 201">A confirmation message will be displayed.</p>  <p data-bbox="284 436 1060 468">• Click the <b>OK</b> button to confirm and return to the <b>Carrier Dashboard</b>.</p>

## Submitting an Application that Requires an Engineering Review

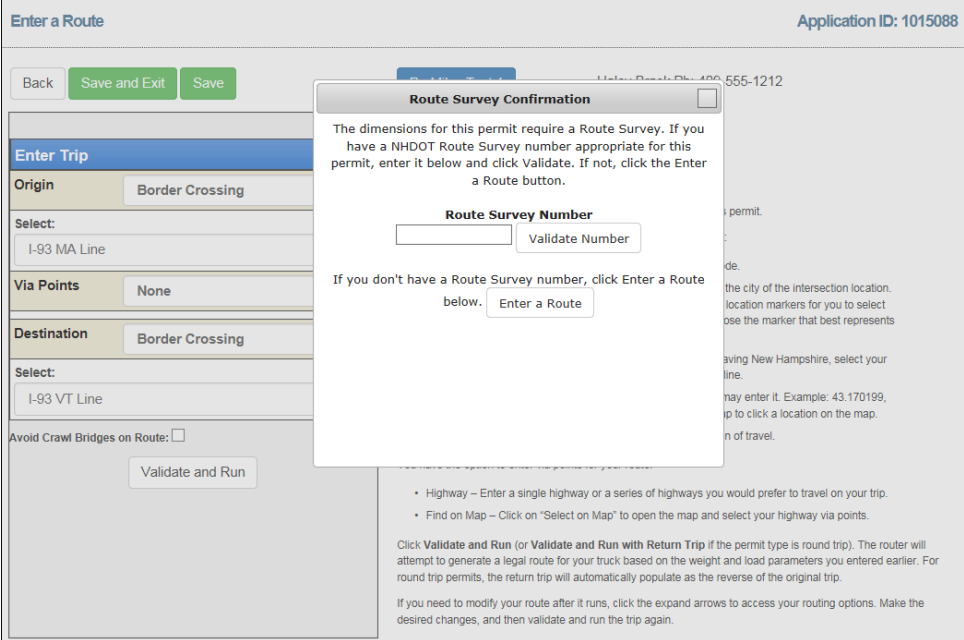
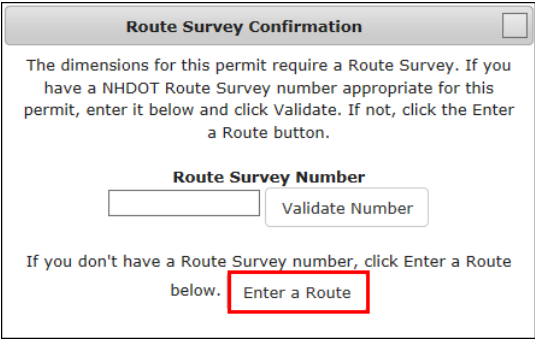
This Training Packet details the steps needed for a Carrier User to submit an application that requires Engineering Review.

**Note:** An Engineering Review will be required for all loads exceed 149,999 pounds, loads exceeding 15' wide, and loads traveling on particular road segments.

Step	Description
1.	Process a permit application to the <b>Permit Summary</b> screen entering all required information.
2.	The <b>Permit Summary</b> screen will be displayed. Review and verify the <b>Start and End Dates, Vehicle and Load, and Load Dimensions</b> .  <b>Note:</b> The fee for this permit will change based on Engineering Review fees accessed during the Engineering Review process.
3.	Select the <b>Attest Statement</b> checkbox.  
4.	Click the <b>Submit</b> button.  
5.	A message from webpage will be displayed.   Click the <b>OK</b> button to continue or click the <b>Cancel</b> button to modify the application.

Step	Description		
6.	<p>The <b>Permit Submission Successful</b> screen will be displayed.</p> <div data-bbox="289 216 1268 653" style="border: 1px solid black; padding: 10px;"> <p style="display: flex; justify-content: space-between;"><span>Order Permits: Fees</span><span>Application ID: 1015292</span></p> <hr/> <p>ProMiles Test 1 <span style="float: right;">Natasha Wilcox Ph: 409-555-1212</span></p> <div style="background-color: #e1f5fe; padding: 10px; margin: 10px 0;"> <p><b>Permit Submission Successful!</b></p> <p>Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the <a href="#">Dashboard</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Return to the dashboard</a></li> <li>• <a href="#">Order another permit</a></li> </ul> </div> <p>The following permits were enqueued for further processing.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Application ID</th> </tr> </thead> <tbody> <tr> <td>1015292</td> </tr> </tbody> </table> </div> <p><b>Note:</b> The permit has been submitted for an Engineering Review.</p>	Application ID	1015292
Application ID			
1015292			
7.	Click the <b>Return to the dashboard</b> link or the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b> .		

## Creating a Route Survey as a Carrier

Step	Description
1.	<ul style="list-style-type: none"> <li>Process a permit application to the point of entering a route.</li> </ul> <p>The <b>Enter a Route</b> screen and the <b>Route Survey Confirmation</b> window will be displayed.</p> 
2.	<ul style="list-style-type: none"> <li>Click the <b>Enter a Route</b> button to enter a route for the permit requiring a Route Survey.</li> </ul> 
3.	<p>The <b>Route Survey Confirmation</b> screen will close and the <b>Enter a Route</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Enter the routing information and generate a route by clicking the <b>Validate and Run</b> button.</li> </ul>
4.	<p>The <b>Trip Results Panel</b> will be displayed.</p> <p><b>Note:</b> When the system doesn't have any problems with the information entered, the <b>Trip Results Panel</b> will display the route. Review the route and driving directions. Expand the <b>Enter Trip Panel</b> to make any changes. Changes will require the user to click the <b>Validate and Run</b> button to update the route.</p> <ul style="list-style-type: none"> <li>After reviewing the route and driving directions, click the <b>Next</b> button.</li> </ul> <p>The <b>Permit Summary</b> screen will be displayed.</p>

Step	Description
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5.
  - Click the **Create Route Survey** button at the bottom of the screen.

Application ID: 1015088

**Order Permits: Fees**

Below is the permit fee summary. Please review the permit details. If changes are needed, go back and make them before continuing. If the Pay / Submit buttons are not visible at the bottom of the page, make sure the attest statement is agreed to first.

ProMiles Test 1      Haley Brack Ph: 409-555-1212

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**Permit Fee Summary**

Item	Unit/Rig #	Fee Amount	Total
Single Trip - Supermove - One-Way		\$14.50	\$14.50
<b>Total</b>		<b>\$14.50</b>	<b>\$14.50</b>

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**Attest Statement**

By submitting this Application, I hereby certify that I am familiar with all New Hampshire traffic, motor vehicle, and other laws, requirements, and rules governing this move including, but not limited to, time, date, location, as well as size of load, and will be in full compliance during movement. I certify that all information I have included in my application, including but not limited to, dimensions and weights are correct. I agree to move at my own risk and assume all responsibility for injury to persons or damage to public or private property caused directly or indirectly by the transportation of the vehicle or load under the permit. I agree to hold harmless the State of New Hampshire Department of Transportation and other State agencies from all suits, claims, damages or proceedings of any kind.

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**Route Directions**

==> I-93 MA Line <==I-93 NORTH==> I-93 VT Line <==

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**Order Review**

Permit Type: Single Trip - Supermove - One-Way  
 Start Date: 12/29/2018    End Date: 12/24/2018

**Vehicle And Load**  
 Load Description: Boat Mold

**Vehicles Used For This Permit**

Unit Number	Type	Make	VIN
	Tractor	anymake	dfae87927546
	1st Trailer	peterbilt	ldkj909875

**Permit Dimensions**

<b>Width:</b>	10 ft. 0 in.	<b>Height:</b>	13 ft. 8 in.	<b>Length:</b>	65 ft. 0 in.
<b>Weight:</b>	80000	<b>Front O'Hang:</b>	0 ft. 0 in.	<b>Rear O'Hang:</b>	0 ft. 0 in.
<b>Lowboy:</b>	No	<b>Eave O'Hang:</b>	0 ft. 0 in.		

**Axle Spacings**

Axles	1	2	3	4
<b>Distances:</b>		20 ft. 0 in.	20 ft. 0 in.	12 ft. 0 in.
<b>Weights:</b>	20000	20000	20000	20000
<b># of Tires:</b>	2	4	4	4

**Origin and Destination**  
 Origin: I-93; NH/MA State Line; Salem    Destination: I-93; NH/VT State Line; Littleton

**Turn by Turn Directions**

Seq	Miles	h:mm	Route	To	Distance	Time
0	0.0			Origin: I-93; NH/MA State Line; Salem	0.0	00:00
1	0.0			Beginning State-Maintained Travel	0.0	00:00
2	131.9	01:45	I-93 NORTH	Continue straight on I-93 NORTH	131.90	01:45
3	0.0			Destination: I-93; NH/VT State Line; Littleton	0.0	00:00

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**Permit Provisions**

Seq	Condition
1	1: The driver shall carry the signed permit and a copy of the general provisions in the permitted vehicle and shall have same available for inspection by any police officer or representative of the Department/Agency empowered to issue such a permit.
2	2: Listed provisions are in consideration of your vehicle and load configuration but are not comprehensive. Permittee must comply with all applicable federal, state, and local laws and regulations governing Oversize and Overweight Vehicle Permits.
3	3: All truck drivers must complete New Hampshire Department of Safety form 'Oversize/Overweight Checklist for each Permitted Load' prior to driving on New Hampshire roadways for any travel authorized by a New Hampshire Department of Transportation Oversize/Overweight permit.
4	4: When traffic following a permit move has accumulated to 7 or more vehicles, the permit load and escorts shall yield the right-of-way for these vehicles to pass at the nearest, accessible, safe location.
5	5: No travel is allowed when road conditions, weather conditions, or visibility make traveling hazardous to the operator or to the driving public. Vehicles which are underway when inclement weather occurs must exit the road at the first available location and park in a safe place until the weather clears, or until the road conditions improve. Also, must be compliant with the status of the OS/OV Travel Notification on the first page of the permitting web site. No travel is allowed if the "Inclement Weather Advisory" or red traffic light is displayed.
6	27: Two warning signs reading OVERSIZE LOAD shall be evidence during all movements and placed on front and rear of haul vehicle and load. Warning signs shall be at least 7 feet wide and 18 inches high with yellow background and black lettering. Letters should be at least 10 inches high with a 1.4 inch brush stroke. The hauling vehicle shall have an operating, top-mounted, flashing or strobe amber light visible for 1,000 feet in all directions.
7	28: Any motor vehicle having a load or vehicle component which extends beyond the sides more than 4 inches or more than 4 feet beyond the rear shall have the extremities of the load marked longitudinally and laterally by 4-6 fluorescent red, fluorescent orange, or MUTCD standard flags, not less than 18 inches square, secured by at least 2 adjacent corners or mounted on a staff.
8	31: See attached Route Survey.

Back   Save And Exit   Delete Permit   Create Route Survey

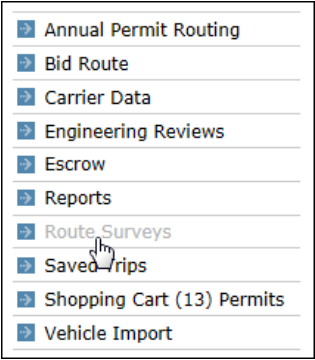
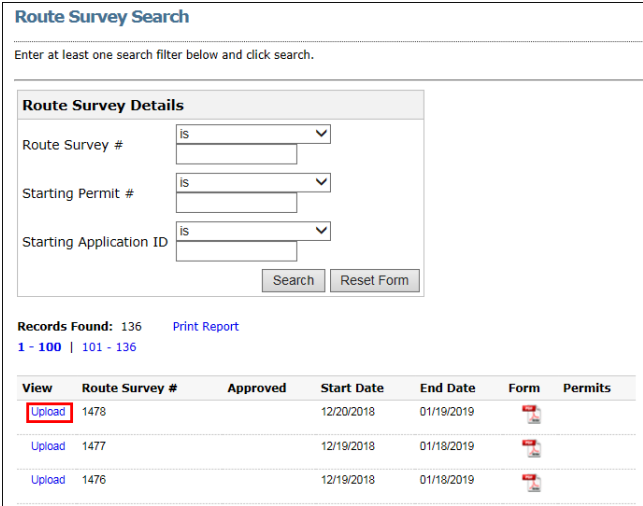
6. The **Submission Complete** screen will be displayed.
- Click the **Print route survey** link to print the **New Hampshire Route Survey** document.
- The Route Survey document will be displayed in a new window. The document can be saved and/or printed.

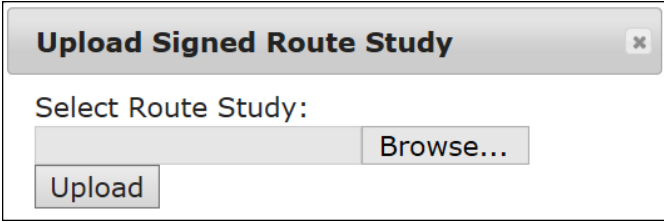
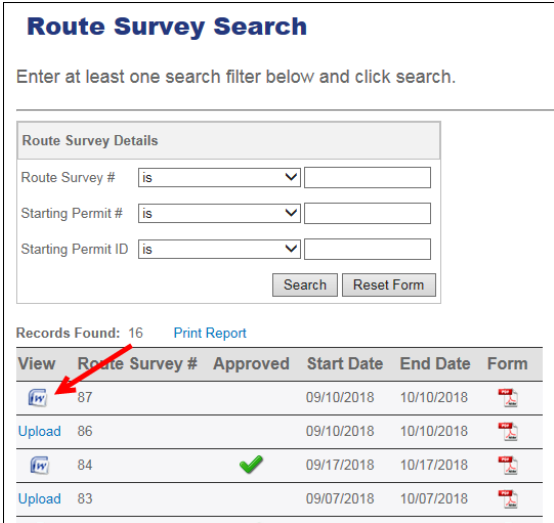
7.
  - Close the **Route Survey** document.
- Note:** The Route Survey form is also available to the customer in the **Route Surveys** link on the **Carrier Dashboard** to provide to the Survey Company.



Step	Description
8.	<ul style="list-style-type: none"><li>• Click the <b>Return to the dashboard</b> link or the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b>.</li></ul>

## Submitting a Completed Route Survey as a Carrier

Step	Description
1.	<ul style="list-style-type: none"> <li>Click the <b>Route Surveys</b> link in the <b>Administrative Panel</b>.</li> </ul> 
2.	<p>The <b>Route Survey Search</b> screen will be displayed.</p> <ul style="list-style-type: none"> <li>Perform a search using the dropdown lists in the <b>Route Survey Details</b> section or locate the <b>Route Survey #</b> in the <b>Records Found</b> table.</li> </ul>
3.	<ul style="list-style-type: none"> <li>Click the <b>Upload</b> link next to the Route Survey # that corresponds to the Route Survey being worked.</li> </ul> <p><b>Note:</b> The <b>Upload</b> link will only be available until a document has been uploaded. Once a document has been uploaded to the Route Survey, additional documentation cannot be added. All supporting documentation should be scanned together in one file.</p> 

Step	Description																														
4.	<p>The <b>Upload Signed Route Study</b> window will be displayed.</p>  <ul style="list-style-type: none"> <li>• Click the <b>Browse</b> button.</li> <li>• Locate the file from your computer you wish to upload.</li> <li>• Double click the file to be attached.</li> <li>• Click the <b>Upload</b> button.</li> </ul>																														
5.	<p>The <b>Upload Signed Route Study</b> screen will close and the <b>Route Survey Search</b> screen will be displayed.</p> <p>The <b>View</b> column now shows a <b>Document</b> icon next to the <b>Route Survey #</b>. The <b>Document</b> icon confirms the file has been successfully uploaded.</p>  <table border="1"> <thead> <tr> <th>View</th> <th>Route Survey #</th> <th>Approved</th> <th>Start Date</th> <th>End Date</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>87</td> <td></td> <td>09/10/2018</td> <td>10/10/2018</td> <td></td> </tr> <tr> <td>Upload</td> <td>86</td> <td></td> <td>09/10/2018</td> <td>10/10/2018</td> <td></td> </tr> <tr> <td></td> <td>84</td> <td></td> <td>09/17/2018</td> <td>10/17/2018</td> <td></td> </tr> <tr> <td>Upload</td> <td>83</td> <td></td> <td>09/07/2018</td> <td>10/07/2018</td> <td></td> </tr> </tbody> </table>	View	Route Survey #	Approved	Start Date	End Date	Form		87		09/10/2018	10/10/2018		Upload	86		09/10/2018	10/10/2018			84		09/17/2018	10/17/2018		Upload	83		09/07/2018	10/07/2018	
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6.	<ul style="list-style-type: none"> <li>• Click the <b>Dashboard</b> tab to return to the <b>Carrier Dashboard</b>.</li> </ul>																														
<p><b>Note:</b> Once the Route Survey has been approved, the carrier can resume their permit application. The carrier will enter the approved Route Survey Number and click the <b>Validate Number</b> button in the <b>Route Survey Confirmation</b> window on the <b>Enter a Route</b> screen.</p>																															