PERMIT MANAGER HELP GUIDE FOR EXTERNAL USERS

March 1, 2019
Version 2.0
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INTRODUCTION

ABOUT PERMIT MANAGER

The Permit Manager application is a web application that allows authorized users the capabilities, to manage the LaGeaux Oversize Overweight Permitting Processes. The Permit Manager will handle routing and permitting.

THIS HELP GUIDE

This Help Guide is intended to be used as a training guide and reference guide for the day-to-day operations of the Permit Manager application by an External User, i.e. A Trucking Company, Permitting Service, or Carrier. It is designed to help the user quickly learn about the application and its features, as well as share tips to help use Permit Manager to its fullest potential.

This Guide will instruct how to do the following:

- Company Account Creation
- Apply for Permits
  - Single Route Permits which will integrate the automated routing application
  - Other Permits (Annual, Semi Annual, Monthly) where the no routing integration is required.
  - Provide necessary automation of workflow and review process.
- Issue Permits
- Manage Company Accounts – bond, insurance, users, fleet, invoicing
- Permit Payments
- Search functions
- On Screen Reporting

Upon completion of the training, the user will be familiar with all the steps necessary to use the LaGeaux Permitting System.
NAVIGATION OF THE PERMITTING SYSTEM

DASHBOARD PAGE

NEW PERMIT

SEARCH

SEARCH BY ID
To make Bond payments, the company must have a Bond Account set up. Setting up a Bond account is done by an LADOTD official.
The user may pay for permits that need to be paid to become active/issued permits. Select the Payments Tab and then select Application Payment. The user will be presented with a list of applications that are ready for payment. Select the checkbox of one or as many as ten permits. Select the payment method:

- Credit Card
- Bond

Select the Continue to Payment Button, once the Application IDs are selected.

Continue to complete the payment and select Confirm.

A Toast Notification displays confirming the payment was accepted. The permit is now active and issued.
An external user will not be exposed to all the functions.
USER MANAGEMENT

The Users may also be able to filter based upon Username or Role. Once a filter is used, then the user will search for matching criteria.

EDIT USERS

Select a filter (External Users), Select a Company Name (User Defined), and Select a Role (Executive). The select Search Button. A list of usernames will generate in table of results.

The user may edit information in the user’s selection by clicking on the “Pencil” Icon on the right side of the results from the search criteria.

The user may change the User Role, Email Address, Deactivate the Account, Allow Bond Deferral, and Reset Password.

For an Internal User reviewing, editing, or adding an External user, a Company Name is required.

EDIT USER DETAILS

If the user wants to reset their password, click on the Username in the Header of the LaGeaux Application (upper right hand corner). A message will display if the user hovers over the user name. It will display, “View your user details.”

A pop-up box will display if the user clicks on the username where a checkbox is available to set a new password. Select the checkbox, enter the password and confirm the password. Select Submit. The user will receive a Toast Notification indicating the password was successfully reset.

COMPANY PROFILE

The Create / Manage Company Profile allows an External User to:

- Billing Information:
  - Contact Information including: name, email, phone, fax
  - Billing Information

FLEETS

Fleet vehicles: Trucks, Trailers, or Offroad vehicles can be saved in a table for fleet management. To start the fleet manager, the user must enter a company name and then a list is populated. The user will need to select the “best match.” Information stored in the list of a specified company’s fleet:

- Unit Number – User Defined Name of the Vehicle – used in the pick list when applying for a permit.
- Vehicle Type: Truck, Trailer, Offroad
- If a Trailer, whether the trailer is a Lowboy or not. A Lowboy trailer is a semi-trailer with two drops in deck height: one right after the gooseneck and one right before the wheels.
- Year
- Make – Vehicle make name such as Ford, GMC, et al.
- Model – optional field
- VIN – 17 characters to identify the vehicle and the VIN is used in the CVIEW lookup table to verify accurate Vehicle information is entered. CVIEW is an acronym defined as Commercial Vehicle Information Exchange Window.
- Tag Number
- Tag State – the state where the tag was issued

The user can edit and delete records within the fleet manager table.

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**INSURANCE**

Insurance is required for specified permits. The Carrier User must contact the LADOTD to send them the policy information for either Auto Insurance, Commercial Insurance, or both.

The system allows the entry of Auto Insurance and Commercial Insurance by a LADOTD employee. An external user may view the information and review it. If corrections are required, please contact LADOTD.

**ADD INSURANCE**

Currently, the addition of insurance is the sole responsibility of LADOTD. Neither Executive Users nor Associate Users may enter insurance information.

**EXISTING INSURANCE**

If insurance is entered into the system, it will display the information.

**DELETE INSURANCE POLICY**

Currently, the deletion of insurance is the sole responsibility of LADOTD.

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**FORMS**

Using the Forms selection under the Management Tab, the user may order A or C Forms or search for forms.

A Forms are sold individually and the C Forms are sold in books of 50. If the status of a form is Pending, it means that no form numbers have been assigned and they may not be used until the forms numbers are assigned.

**ORDER FORMS**

When on the Forms page, select the Order Forms button. A popup box displays where the user can enter the information. Form numbers will be assigned internally by LADOTD. A user may order 1 to an unlimited amount.

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**FORM PRICES**

- The cost for A Forms is $10.00 per form.
- The cost for the C Forms booklet of 50 is $5.00.
A user who does not have a Bond Account may not order C Forms. However, a user may pay for the forms with other methods such as credit card.

SEARCH FORMS

To make the query for searching, the user may enter data into the following fields:

- **Status**: Options available are:
  - *Any*: all forms are presented regardless of the presence of form application numbers.
  - *Pending Forms*: A LADOTD user has not assigned Form numbers to the form application.
  - *Closed Forms*: A LADOTD user has assigned Form numbers to the form application.
    - The user has ordered forms and then an internal user has assigned the numbers to the forms.

- **Form Type**: Options available are:
  - A
  - C

- **Order Date Range**: Options available are:
  - Start Date:
  - End Date

The user may enter information from some or all the fields and then select Apply Filters to view the search results.

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**WELCOME BANNER**

Managed by Internal Users at LADOTD. The Welcome Banner displays when logging in. Once the banner has displayed and if the user wants to read the banner, select Notices in the upper right side of the header.

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**BOND ACCOUNTS**

The user may View Payments, Payments and Applications from the Management Tab by selecting Bond Accounts.

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**VIEW INVOICES**

When the user selects the Invoice Tab in Manager, the user is directed to the Invoices page. If Invoices are available, the user may download or email the invoice(s).

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**BOND ACCOUNTS**

The payments section of the Bond Accounts includes a Home View, Payments, and Payments and Applications.

**Home**

The home tab displays upon entering the Bond Account page. It includes:
Summary:
- Bond Value
- Previous Amount Due
- Amount Due
- Remaining Balance
- Monthly Payments
- Monthly Charges
- Monthly Adjustments

Bonds
- Number
- Value
- Bond Date
- Close Date
- Closed
- Bond Company
  - Bond Accounts will be prefixed with letters indicating the type of bond:
    - SB = Surety Bond
    - CB = Cash Bond
    - LC = Letter of Credit

Payments
- Transaction Dates
- Amount Type
- Check Number
- Credit Card Ending
- Authorization
- Fees
- Total (with fees)

Refunds
- Transaction Date
- Amount
- Application
- Adjuster

Payments
The items displaying under the payments tab are:
- Payments:
  - Transaction Date
  - Amount
  - Type – Payment Type
  - Check Number
  - Credit Card Ending
  - Authorization (associated with Credit Card Transaction)
Fees
Total (with Fees)

Adjustments
Transaction Date
Amount
User – Who made the adjustment
Notes

Payments and Applications
The items displaying under the payments and application tab are:

Payments:
Transaction Date
Amount
Type – Payment Type
Check Number
Credit Card Ending
Authorization (associated with Credit Card Transaction)
Fees
Total (with Fees)

Charge Forms
Adjustments
Transaction Date
Amount
User – Who made the adjustment
Notes

Refunds
Transaction Date
Amount
Application
Adjuster – Who made the adjustment

Permit Applications
Application ID – not to be confused with the Permit ID. If the user clicks on the hyperlink, the Permit ID will show in the Permit Details as well as the Permit Image.
Charged To – company name who paid for the permit
Start Date – when the permit becomes valid
Load Description
Origin
Destination
Issued Date
Total Fees

VIEW PAST INVOICES
The user may view their company’s Invoices based upon the ones available for a month with amounts and ability to download and email.

COMPANY MANAGEMENT

CREATING A COMPANY

If the user does not have a company created, they must create one. To create a company, the user needs to follow these instructions:

At login to the LaGeaux System there is a button to direct the user to create a new company profile on the Login Screen.

- Enter the Company Details
  - Profile Types
    - Motor Carrier - Individual
    - Permitting Service – may handle permitting for many companies
    - Motor Carrier – Corporation
  - USDOT Number – Searchable field if the USDOT number can be found with the respective USDOT Number.
  - Company Name – Must be a unique name. If the carrier has branches, those branches will be entered later.
  - User Name – How the carrier user or permitting service will login to the company’s account.
  - Doing Business As: Optional name for a carrier.
  - FEIN – Federal Employer Identification Number – number issued by the Internal Revenue Service for business entities operating in the USA and the number is used for purposes of identification.
- Branch Name
- Address
- City
- State
- Zip Code
- Contact Information
- Phone Number
- Email Address
- Fax Number (optional)
- Select Continue to Review Company Profile
- Select Previous if the user wants to edit the details
- Select Submit to enter the Company into the Permitting System
EDITING COMPANY PROFILES

The user may edit a company profile, but the user is not allowed to delete a company profile.

- Login as a Carrier Executive User
- Select Management Tab
- Select My Company
- Select Edit Profile
- Edit a field
- Select Continue
- Review the changes
- Select Save

ADD A BRANCH

- Login as a Credentialed Internal User or as a Carrier User
- Select Management Tab
- My Company
- Select Edit Profile
- Select Add Branch
- Enter Data Associated with the new Branch
- Select Continue
- Review the Changes
- Select Previous to make edits
- Select Save to enter changes

DELETE A BRANCH

- Login as a Carrier User
- Select Management Tab
- My Company
- Select Continue
- Select Edit Profile
- Select Remove Branch Icon
- Select Delete
- Review the Changes
- Select Save to enter changes

USERNAME PASSWORDS

RESET PASSWORD BY AN EXTERNAL USER

- Enter URL to Login Screen
- Enter Username
Select Forgot Password
Enter email account associated with the Username
Verify the email contains the new password
Enter URL to Login Screen
Enter Username
Enter the newly assigned Password
Select Username in the heading of the Page – located on the top right side of the Dashboard Tab.
Verify a pop-up box displays
Reset the password
Confirm the password
Select Submit

USERNAMES
Upon creation of a new company profile, a username is automatically sent to the email address entered with the company profile creation. The username is an executive Carrier User Role. As an executive user, the user may add other users to the system. The types of user roles for an external user or Company are: Executive and Associate users.

EXECUTIVE USER PRIVILEGES
An executive user privileges include:

- Reports Executive User
  - Forms Sold
  - Permits Issued
  - Transactions
- Dashboard Executive User
  - See login user’s applications
  - See all company applications
- Payments Executive User
  - Make a Bond Payment
- Management
  - Company Profile Executive User
    - Edit Company Information including:
      - Doing Business As
      - Contact Information
      - Address
- Fleet Management
  - Add, Edit, Delete Fleet Vehicles | Trailers | Off-Road
Forms
- Order Forms
- Filter for Form Information

Bond Accounts
- Review and email Invoices
- Review Payments for bonds
- Review Applications for the entire company where permits were charged to bonds

View Past Invoices

ASSOCIATE USER PRIVILEGES
An Associate user privileges include reviewing all the permits and applications created under their username. The associate user has limited ability to access company information including invoices, creating new users, Bond information, Bond payments, application payments, insurance. The user may order forms and view the company information.

- Dashboard Associate User
  - See login user’s applications and permits.
  - May not view all company permit applications or permits.

- Management
  - Company Profile Associate User
    - Edit Company Information including:
      - Doing Business As
      - Contact Information
      - Address
    - User may not add any users to their respective company.

- Fleet Management Associate User
  - Add, Edit, Delete Fleet Vehicles: Truck | Trailers | Off-Road

USERNAME SET UP
The Executive Role for a company is established when the new company is created. An executive user may create other users including executive and associate users associated with their respective company. Each username must be a unique username in the application. To
create new users, the user must select Management Tab and select the *Users* from the pull-down menu.

Select Add New User and a dialog box will appear with the appropriate fields to enter. Again, all users must have a unique name defined within the LaGeaux Application. Each carrier user’s role can have access or no access to the Bond for payments of the permits and applications. The password will be sent to the email address used to create the new user. Once the email is sent to the new user, a link to establish the password is provided. Once the password is established, a user may reset password by selecting their username, located in the top right corner of the heading. The user will select the checkbox to reset the password, enter and confirm the new password. Select Submit, note that submit is not available to select unless the passwords entered are identical. An email will be sent to the user to confirm the password was reset.

**NEW PERMIT**

The ribbon bar contains a button to access the screen to create a new permit.

**NEW PERMIT – SINGLE TRIP**

- The user selects New Permit
- The user’s Company’s Name automatically displays
- The user enters the Permit Duration: Single Trip
- The user enters the Permit Type:
  - Mobile Home / Mobile Office
  - Oversize
  - Oversize Overweight
- Configuration - The key field that provides the required populated fields for the permit application:
  - Truck – only available for Oversize and Oversize/Overweight Permits
  - Truck and Trailer (default for MH/MO)
  - Off Road – only available for Oversize and Oversize/Overweight Permits
- Commodity Name:
  - May select from pull down menu
  - Or manually enter Commodity name if not listed.
- The user will be required to enter optional information
  - Reference Number – Customer’s Identifying Number for their internal needs
  - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- Vehicle Dimensions
  - Format for Height, Width, Length
    - For a 16 feet 6 inches high vehicle, the format would be 16-6
    - For a 16 feet wide vehicle, the format would be 16 or 16-0
For a 126 feet 4 inches length vehicle, the format would be 126-4

Format for Weight:
- Gross Weight: is listed in pounds
- Axle Information is listed in pounds

Axle Information
- Each axle must be defined with
  - Axle Number
  - Axle Weight in pounds
  - Axle Spacing
  - # of Tires
  - Tire Size (Optional) unless the steering axle is over 12,000 pounds
  - Weight/Latitude In is application generated

Truck | Trailer Information
- The user may enter information from a fleet
  - Fleet is available from the Management Tab | Fleets
  - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.

Select Continue to Access Route Planner.

ROUTE PLANNER

Define and Generate a Safe Route to apply to the permit
- If a safe route cannot be generated the user may continue to confirm the permit
  - Safe Route is defined as a route where no restrictions are found.
  - Restrictions are honored based upon the vehicle’s dimensions.
- If a prohibited route is the only route generated, the permit will automatically go for review.
  - Prohibited Routes include routes with restrictions.
  - Restrictions are honored based upon the vehicle’s dimensions.

The user must at a minimum enter:
- Origin
- Destination

Select Continue to return to complete the permit application process.

PERMIT CONFIRMATION PAGE – SINGLE TRIP PERMIT

The user is directed to the Permit Confirmation Page
- The user will need to enter the delivery type:
  - Email
Fax
Pick up

Payment Type on Confirmation of the application page:
- The user can Pay with Bond if the bond has been established, and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
  - An Application ID is assigned
  - Status if the application is pending review or payment

PERMIT DETAILS

Permit Details is the page that allows the user to view the inputs made on the Permit Application.
- Permit Details include:
  - Duplicate Permit Application to clone the permit information
  - View Permit – if successfully applied and paid

NEW PERMIT – MONTHLY PERMIT

- The user selects New Permit
- The user enters the Permit Duration: Monthly Permit
- The user enters the Permit Type:
  - House Movers Equipment
  - Oilfield Special Equipment
  - Oversize
  - Pleasure Craft
- The Carrier Name automatically populates
- The user will be required to enter optional information
  - Reference Number – Customer’s Identifying Number for their internal needs
  - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- Vehicle Dimensions
  - Height, Width, Length
    - For a 16 feet 6 inches high vehicle, the format would be 16-6
    - For a 16 feet wide vehicle, the format would be 16 or 16-0
    - For a 126 feet 4 inches length vehicle, the format would be 126-4
Format for Weight:
- Gross Weight: is listed in pounds
- Axle Information is listed in pounds

Axle Information
- Each axle must be defined with
  - Axle Number
  - Axle Weight in pounds
  - Axle Spacing
  - # of Tires
  - Tire Size (Optional) unless the steering axle is over 12,000 pounds
- Weight/Latitude In is application generated

Truck | Trailer Information
- The user may enter information from a fleet
  - Fleet is available from the Management Tab | Manage Company Profile
  - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.

The user is directed to the Permit Confirmation Page

PERMIT CONFIRMATION PAGE – MONTHLY PERMIT

The user will need to enter the delivery type:
- Email
- Fax
- Pick up

The user can pay with Bond if the bond has been established and has enough funds available to use.

The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.

The user can review the anticipated workflow of the permit – auto approve, review process, etc.

The user can view the inputs to the permit and verify they are correct

Select Continue and the user will be directed to an Application ID confirmation page, where:
- An Application ID is assigned
- Status if the application is pending review or payment

PERMIT DETAILS

The Permit Details can be viewed, and actions may be applied:
- View Permit – if successfully applied and paid
Duplicate Permit Application to clone the permit information

NEW PERMIT – LETTER PERMIT

- The user selects New Permit
- The user selects Application Type: Letter
- The user enters the Configuration:
  - Critical Off Road
- The user will be required to enter optional information
  - Reference Number – Customer’s Identifying Number for their internal needs
  - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- The user will be required to enter the Commodity from either the pull-down list or by directly entering a commodity not in the list.
- Vehicle Dimensions
  - Height, Width, Length
    - For a 16 feet 6 inches high vehicle, the format would be 16-6
    - For a 16 feet wide vehicle, the format would be 16 or 16-0
    - For a 126 feet 4 inches length vehicle, the format would be 126-4
  - Format for Weight:
    - Gross Weight: is listed in pounds
    - Axle Information is listed in pounds
- Axle Information
  - Each axle must be defined with
    - Axle Number
    - Axle Weight in pounds
    - Axle Spacing
    - # of Tires
    - Tire Size (Optional) unless the steering axle is over 12,000 pounds
    - Weight/Latitude In is application generated
- Truck | Trailer Information
  - The user may enter information from a fleet
    - Fleet is available from the Management Tab | My Company
    - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.
- The user is directed to the Permit Confirmation Page

The user will need to enter the delivery type:
- Email
- Fax
- Pick up

- The user can pay with Bond, if the bond/escrow has been established, and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
  - An Application ID is assigned
  - Status if the application is pending review

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
  - View Permit – if successfully applied and paid
  - Duplicate Permit Application to clone the permit information
  - Once the Letter is reviewed and approved, permits may be issued against the Letter and those permits will not require review.

ISSUING PERMITS AGAINST A LETTER

- Search for an approved letter under Search | Search by Criteria
- Erase the Submitted From (defaults to today but make it blank)
- Select Application Type: Letter
- Select Submit (if no Letters are available the list will be empty)
- Select the Hyperlink from the Application ID (Note the Letter will reflect a L at the beginning of the Application ID)
- Select Add New from the Single (or Semi Annual)
- Verify the data enters correctly.
- Select Continue

PERMIT CONFIRMATION PAGE – PERMIT FROM LETTER

- The user will need to enter the delivery type:
  - Email
  - Fax
  - Pick up

- The user can pay with Bond, if the bond has been established, and has enough funds available to use.
The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.

The application is an auto approval permit (unless a hardship comment has been entered).

The user can view the inputs to the permit and verify they are correct.

Select Continue and the user will be directed to an Application ID confirmation page, where:

- An Application ID is assigned
- Status if the application is pending review or payment

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
  - View Permit – if successfully applied and paid

NEW PERMIT – ANNUAL PERMIT

- The user selects New Permit
- The user enters the Permit Duration: Annual
- The user enters the Permit Type:
  - Agronomic and Horticulture
  - Bagged Rice
  - Containerized Cargo (1, 2, Special)
  - Cotton Module
  - Escort Vehicle
  - Forest Management
  - Forest Products
  - Harvest Season/Natural Forest Products
  - Liquid Bulk
  - Non-Critical Off Road
  - Oversize
  - Oversize Overweight
  - Refuse
  - Refuse/Waste
  - Solid Waste
  - Steering Axle
  - Timber Cutting/Logging Equip
  - Waste Vehicle
- The user will be required to enter optional information
  - Reference Number – Customer’s Identifying Number for their internal needs
  - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- Vehicle Dimensions
  - Height, Width, Length
    - Most dimensions are automatically generated.
    - The format is feet-inches – 9-6 will be 9 feet, 6 inches.
  - Format for Weight:
    - Gross Weight: is listed in pounds
    - Axle Information is listed pounds
Most are generated with a Maximum Gross Weight.

Axle Information
- Not required on most annual permits.

Truck | Trailer Information
- The user may enter information from a fleet
  - Fleet is available from the Management Tab | Manage Company Profile
  - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.

The user is directed to the Permit Confirmation Page

PERMIT CONFIRMATION PAGE – ANNUAL PERMIT

- The user will need to enter the delivery type:
  - Email
  - Fax
  - Pick up
- The user can pay with Bond if the bond has been established, and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
  - An Application ID is assigned
  - Status if the application is pending review or payment

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
  - View Permit – if successfully applied and paid
  - Duplicate Permit Application to clone the permit information

APPLICATION ID

- Login to the Application
- The user will be directed to the Dashboard
- Select an Application ID from the Application History
- If no new applications are present, there are no permits available.
- Note: Once the user begins applying for permits, the list will start to generate on the dashboard
PERMIT DETAILS

- General Information contains:
  - Carrier Branch
  - Contact
  - Vehicle
  - Route
  - Fees
  - Restrictions
  - Supporting Documents
  - Status Updates
  - Decisions

PERMIT DETAILS – ACTION TABS

External Users have Action Tabs on each Permit Detail Screen. Not all the buttons shown below are available for each Application ID. The number of displayed buttons will depend if the application status is either Active or Active | Issued.

- Payment – Gives the user a button to finish the application by paying for the permit.
- Duplicate – Gives the Internal or External user the ability to clone a permit application.
- Continue Draft – gives the user the ability to continue the Application, if the user has saved as a draft during the initial permit application. The Continue Draft function is only for the user who created the draft and no other user may continue the draft application.
- Withdraw – Gives the user the ability to withdraw the application if the application is under review (bridge, pavement, Supervisor, Agent, et al)
- View Permit – Allows with Internal or External user the ability to view the permit image.

PERMIT DETAILS – SCREEN WARNINGS

Screening Warnings

- The CVIEW service is currently disabled, could not retrieve carrier data
- The CVIEW service is currently disabled, could not retrieve vehicle data

Screen Warnings give the user information about:

- CVIEW – The system’s automatic lookup to verify the defined vehicles for the respective permit has found the vehicle accurate.
If the vehicle information is not found in the database, the permit will be sent for review.

The CVIEW also is established for USDOT numbers entered into the Company Profile.

The VIN, State Plate, Tag State

Reviews Required

If a permit application is over specified dimensions, the permit must be reviewed by authorized LADOTD Staff.

Reviewable Items will be prefaced with two asterisks to identify the issues requiring the review.

GENERAL INFORMATION - PERMIT DETAILS

The General Information contains:

- Application ID – primary key used in the database and is system generated. The field can never be edited.
- Application Status: Status
  - In Review:
    - If the permit is under review the status will indicate the next role level of review.
  - Active | Issued:
    - If the permit is active and/or issued, the status will indicate the permit is active.
  - Expired:
    - If the end date on the permit is out of date, the status will indicate the permit is expired.
    - Single permits last only 7 days.
    - Monthly Permits will expire within 30 days or by the end of the month, depending upon the type of permit selected.
    - Semi Annual
- Delivery Type: Will specify if the permit was delivered via:
  - Fax
  - Email
  - Pickup
Charged To - The payment was made by either the carrier or permitting service.
Issued To - The name of the carrier the permit was issued.
Start Date: The date which the permit becomes valid
End Date: The last date which the permit can be used.
Duration:
- Single Permits – how many days and how many trips
- Monthly Permit – how many months
- Semi Annual – Does not apply
- Annual Permit – Does not apply
Permit Types:
- Single
- Monthly
- Semi Annual
- Annual

SEARCH

All users can perform different search queries based upon the fields entered.

APPLICATION

SEARCH BY ID
The user can search based upon either an Application ID or a Permit ID. These numbers are unique keys to indicate the information on the permit or application. Application IDs starting with the letter A are Permit Applications. Application IDs starting with the letter L are Letter Applications.

SEARCH BY CRITERIA
The user can search based upon numerous factors including:
- Dates
- Account Number
- Reference Number
- Form Type
- Username
- Route Taken
- Engineering Key
- Permit Type
- Permit Subtype
- Configuration
- Status
- Vehicle Information
- Payment Information
- Dimensions
## REPORTS

External Users may run reports that include:

<table>
<thead>
<tr>
<th>Report</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forms Sold To Customer</td>
<td>A and C Forms sold to customer</td>
</tr>
<tr>
<td>Permits Issued to Customer</td>
<td>List of Permit Numbers by Customer</td>
</tr>
</tbody>
</table>

## APPENDIX A: GLOSSARY

### COMPANY INFORMATION

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Type</td>
<td>Select the appropriate type of account (whether you are motor carrier, permit service, or a motor carrier corporation)</td>
</tr>
<tr>
<td>Company Name</td>
<td>Enter the name of company.</td>
</tr>
<tr>
<td>Username</td>
<td>Enter the username that you would like to use for this account.</td>
</tr>
<tr>
<td>FEIN</td>
<td>Enter the Tax ID or the Federal Identification Number of company.</td>
</tr>
<tr>
<td>USDOT</td>
<td>Enter the USDOT Number, if available.</td>
</tr>
<tr>
<td>Driver’s License Number</td>
<td>Enter driver’s license number. This entry is only applicable if you selected Motor Carrier as account type above.</td>
</tr>
<tr>
<td>Driver’s License State</td>
<td>Select the state in which driver’s license was issued. This entry is only applicable if you selected Motor Carrier as account type above.</td>
</tr>
</tbody>
</table>

### BRANCH INFORMATION

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Branch Name</td>
<td>Enter the branch.</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>Enter the Street Name and Number of this branch.</td>
</tr>
<tr>
<td>Address Line 2</td>
<td>Enter additional address information if applicable.</td>
</tr>
<tr>
<td>City</td>
<td>Enter the city in the branch is located.</td>
</tr>
<tr>
<td>Postal Code</td>
<td>Enter the postal code.</td>
</tr>
<tr>
<td>State</td>
<td>Select the State the branch is located.</td>
</tr>
</tbody>
</table>

**Branch Contact Information**

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Email Address</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Enter first name.</td>
</tr>
<tr>
<td>Fax Number</td>
<td>Enter last name.</td>
</tr>
</tbody>
</table>
Enter phone number (xxx-xxx-xxxx).
Enter fax number (xxx-xxx-xxxx).
Enter email address. This address will be used for future correspondences.

DASHBOARD DETAILS

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID</td>
<td>The system-assigned number for the permit application. This entry is a hyperlink and clicking on this application id will bring up the detailed permit application.</td>
</tr>
<tr>
<td>Carrier</td>
<td>The name of the carrier for whom the permit application was submitted. This entry is only applicable if the user is logged in as a permit service.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the permit application. (e.g., Pending Agent Review, Draft, Approved, Active)</td>
</tr>
<tr>
<td>Outcome</td>
<td>This is the result of the associated status of the application. This field will display the outcome of that work step.</td>
</tr>
<tr>
<td>Start Date</td>
<td>The date on which the permit will be in effect.</td>
</tr>
<tr>
<td>Load</td>
<td>The load that will be transported in using the permit application.</td>
</tr>
</tbody>
</table>

STATUS DEFINITIONS

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Statuses</td>
<td>Summary status – Includes all statuses in the system.</td>
</tr>
<tr>
<td>Pending</td>
<td>Summary status – includes pending agent review, in agent review, pending Lageaux review, in Lageaux review, pending 3rd party review, in 3rd party review, pending manager review, in manager review, pending final review, in final review.</td>
</tr>
<tr>
<td>Active/Issued</td>
<td>Summary status – includes active and issued.</td>
</tr>
<tr>
<td>Active</td>
<td>Permit document exists, application is approved and paid for, today’s date is between the start date and end date of the actual permit.</td>
</tr>
<tr>
<td>Revised</td>
<td>The amendment that was made to an existing permit.</td>
</tr>
<tr>
<td>Hold</td>
<td>Temporary status that prevents a permit from being issued until an authorized user manually releases the hold. A good example is the application has been submitted and paid for but the carrier is waiting for delivery of the container to finish the load.</td>
</tr>
<tr>
<td>Approved</td>
<td>Permit application has been processed and is ready for payment.</td>
</tr>
<tr>
<td>Draft</td>
<td>Permit application that has not been submitted, has been set aside so that the user may complete the application later. Drafts can remain in the system for up to 30 days before they are deleted.</td>
</tr>
<tr>
<td>Expired</td>
<td>Status where today’s date is beyond the end date of the actual permit.</td>
</tr>
<tr>
<td>In Agent Review</td>
<td>An agent is currently reviewing the permit application.</td>
</tr>
<tr>
<td>In Lageaux Review</td>
<td>A Lageaux engineer is currently reviewing the permit application.</td>
</tr>
<tr>
<td>In Manager Review</td>
<td>A manager is currently reviewing the permit application.</td>
</tr>
<tr>
<td>In Final Review</td>
<td>An agent or manager is performing a final review of the permit application.</td>
</tr>
<tr>
<td>In Violation</td>
<td>A permit that has a violation assigned to it and is no longer a valid permit.</td>
</tr>
<tr>
<td>Issued</td>
<td>Permit document exists, application is approved and paid for, today’s date is before the start date of the actual permit.</td>
</tr>
</tbody>
</table>
Pending Agent Review
The permit application is in the agent queue and is waiting for an agent to review the permit application.

Pending Lageaux Review
The permit application is in the Lageaux engineering queue and is waiting for an engineer to review the permit application.

Pending Manager Review
The permit application is in the manager queue and is waiting for a manager to review the permit application.

Pending Final Review
The permit application is in the Specialist queue and is waiting for an agent or manager to review the permit application.

Rejected
The permit application failed the manual review validation and was rejected. A reject reason will be supplied with the notification.

Submitted
The permit application was submitted and is being processed through the appropriate workflow.

Void
The actual permit was voided in the system the same day it was paid for and the money was returned to the customer.

Credit
The actual permit was voided in the system a day or more after it was paid for and the money was returned to the customer.

Suspended
The actual permit is temporarily marked as inactive due to severe weather conditions.

Revoked
A permit application is no longer needed or the actual permit is no longer valid and no money is returned to the customer.

Invalid
An actual permit or permit application is no longer considered valid.

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Number</td>
<td>Enter a reference number, if applicable. The value is a carrier referenced item.</td>
</tr>
<tr>
<td>Permit Duration</td>
<td>Select the permit duration required.</td>
</tr>
<tr>
<td>Permit Type</td>
<td>Select the type of permit required.</td>
</tr>
<tr>
<td>Permit Subtype</td>
<td>Select the subtype of permit required.</td>
</tr>
<tr>
<td>Configuration</td>
<td>Select the type of vehicle that will be transporting the load.</td>
</tr>
<tr>
<td>Start Date</td>
<td>Enter the start date for which the permit will be in effect.</td>
</tr>
<tr>
<td>Duration</td>
<td>Select duration of the monthly permit (Only applicable if permit duration selected is Monthly)</td>
</tr>
<tr>
<td>Walk-in</td>
<td>State users can select this box, if it is a walk-in permit application (only applicable if logged in as a State user)</td>
</tr>
</tbody>
</table>

OVERSIZE AND OVERWEIGHT INFORMATION

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Height</td>
<td>Enter the height of the vehicle. (measured in ft-in)</td>
</tr>
<tr>
<td>Width</td>
<td>Enter the width of the vehicle. (measured in ft-in)</td>
</tr>
<tr>
<td>Trailer and Load Length</td>
<td>Enter the length of the trailer and load. (measured in ft-in) This entry only is applicable for vehicles with trailers.</td>
</tr>
<tr>
<td>Total Length</td>
<td>Enter the total length of the vehicle. (measured in ft-in)</td>
</tr>
</tbody>
</table>
### Front end Overhang
Enter the front end overhang of the vehicle. (measured in ft-in) This entry only is applicable if Vehicle Type selected is *Tractor Trailer* or *Tow Away*.

### Rear Overhang
Enter the rear overhang of the vehicle, if applicable. (measured in ft-in)

### Gross Weight
Enter the gross weight of the vehicle, if applicable. (measured in lbs)

### Has Trunnion Axle
Check this box if the vehicle has trunnion axle. (an axle configuration with two individual axles mounted in the same transverse plane)

### Interstate Travel
Check this box if the permit is required for interstate travel.

### Number of Axles
Select the number of axles on the vehicle.

### Axle Weights
Enter the weight of an individual axle. (measured in lbs). The number of entries for axle weights displayed is based on the value entered for Number of Axles.

### Axle Spacings
Enter the distance to the next axle on the vehicle. (measured in ft-in) The number of entries for axle spacings displayed is calculated to be one less than the value entered for Number of Axles.

---

## TRUCK INFORMATION

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Select the make of the vehicle.</td>
</tr>
<tr>
<td>Year</td>
<td>Enter the year of manufacture.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>Enter the license plate/tag number.</td>
</tr>
<tr>
<td>Tag State</td>
<td>Select the registered state.</td>
</tr>
</tbody>
</table>

### Trailer/Load Information (Conditional)

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Select the make of the vehicle.</td>
</tr>
<tr>
<td>Year</td>
<td>Enter the year of manufacture.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>Enter the license plate/tag number.</td>
</tr>
<tr>
<td>Tag State</td>
<td>Select the registered state.</td>
</tr>
<tr>
<td>Lowboy-style Trailer</td>
<td>Check this box if the vehicle has a low-boy style trailer configuration.</td>
</tr>
<tr>
<td>Load Serial Number</td>
<td>Enter a load serial number, if applicable.</td>
</tr>
<tr>
<td>Load Description</td>
<td>Enter the load description</td>
</tr>
</tbody>
</table>

---

## MOBILE OFFICE INFORMATION (CONDITIONAL)

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Select the make of the vehicle. This entry only is applicable if the permit type selected is a mobile office.</td>
</tr>
<tr>
<td>Tag Number</td>
<td>Enter the license plate/tag number. This entry only is applicable if the permit type selected is a mobile office.</td>
</tr>
</tbody>
</table>
Tag State

Select the registered state. This entry only is applicable if the permit type selected is a mobile office.

MANUFACTURED HOME (CONDITIONAL)

The following entries are only applicable if the permit type selected is a manufactured home. Additionally only some or all these fields will be required based on your selection of permit sub-type.

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dealer Tag/In Transit Number</td>
<td>Enter the dealer tag/in transit number if applicable</td>
</tr>
<tr>
<td>Dealer Tag/In Transit State</td>
<td>Enter the tag/in transit number of the dealer if applicable</td>
</tr>
<tr>
<td>Mfg Home Tag Number</td>
<td>Enter the manufactured home tag number if applicable</td>
</tr>
<tr>
<td>Serial Number</td>
<td>Enter the serial number of home.</td>
</tr>
</tbody>
</table>

SEARCH FOR APPLICATIONS

<table>
<thead>
<tr>
<th>Entry</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Id</td>
<td>Enter the number assigned to the permit application when it was created/submitted.</td>
</tr>
<tr>
<td>Company Name</td>
<td>Enter name of the company associated with the permit application(s). This entry is only displayed for permit service and internal State users.</td>
</tr>
<tr>
<td>Company FEIN</td>
<td>Enter the FEIN associated with the permit application(s). This entry is only displayed for permit service and internal State users.</td>
</tr>
<tr>
<td>Driver’s License Number</td>
<td>Enter the driver’s license number associated with the permit application(s). This entry is only displayed for permit service and internal State users.</td>
</tr>
<tr>
<td>Company USDOT</td>
<td>Enter the USDOT number associated with the permit application(s). This entry is only displayed for permit service and internal State users.</td>
</tr>
<tr>
<td>Route Origin</td>
<td>Enter the origin of the route associated with the permit application(s).</td>
</tr>
<tr>
<td>Route Destination</td>
<td>Enter the destination of the route associated with the permit application(s).</td>
</tr>
<tr>
<td>Load Description</td>
<td>Enter the description of the load associated with the permit application.</td>
</tr>
<tr>
<td>Permit Type</td>
<td>Select the type of permit. (e.g., “Single-Trip”, “Annual”)</td>
</tr>
<tr>
<td>Status</td>
<td>Select the status of the permit application. (e.g., “Draft”, “Submitted”, “Approved”)</td>
</tr>
<tr>
<td>Start Date – From</td>
<td>Enter the first day of the date range in which the permit was initiated. (e.g., “01/22/08”). You can also select the calendar icon next to this field to pick this desired date.</td>
</tr>
<tr>
<td>Start Date – To</td>
<td>Enter the last day of the date range in which the permit was initiated. (e.g., “01/25/08”). You can also select the calendar icon next to this field to pick the desired date.</td>
</tr>
</tbody>
</table>
Submitted Date – From (MM/DD/YYYY) Enter the first day of the date range in which the permit was submitted. (e.g., "01/10/08"). You can also select the calendar icon next to this field to pick this desired date.

Submitted Date – To (MM/DD/YYYY) Enter last day of the date range in which the permit was submitted. (e.g., "01/15/08"). You can also select the calendar icon next to this field to pick this desired date.

Results per Page Select the number of results to display on a single page.

COMPANY PROFILE

Entry Name

<table>
<thead>
<tr>
<th>Entry Name</th>
<th>Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billng Information</td>
<td></td>
</tr>
</tbody>
</table>

Address – Line 1 Edit the first line of the company’s business address, if needed.
Address – Line 2 Edit the second line of the company’s business address, if applicable.
City Edit the company’s city of origin, if needed.
State/Province Edit the company’s State, Province, or Country of origin, if needed.
Postal Code Edit the company’s postal code, if needed.
Contact First Name Edit the first name of the responsible individual, if needed.
Contact Last Name Edit the last name of the responsible individual, if needed.
Contact Phone Number Edit the phone number of the responsible individual, if needed.

Branch Name Edit name of the branch, if needed.
Branch Contact Information

First Name Edit the first name of the responsible individual, if needed.
Last Name Edit the last name of the responsible individual, if needed.
Phone Number Edit the phone number of the responsible individual, if needed.
Email Address Edit the email address of the responsible individual, if needed.
Fax Numbers Edit fax numbers for the branch as necessary and/or add fax numbers using the add fax number button if needed.
APPENDIX B: REPORT PROBLEMS

Information about Louisiana Department of Transportation and Development (LADOTD) may be accessed at: http://www.dotd.la.gov/

When reporting a problem be sure to include:

- Date and time of the error.
- Application version number. Found in the header on the Dashboard Tab.
- A one-sentence description of the problem in the subject line.
- The page where the user is encountering the problem.
- A step-by-step description of the actions the user performed that led to the problem. Include data the user was entering.
- Error message(s) that appeared. (Screenshots are encouraged!)

To contact LADOTD about Oversize/Overweight permits, the email address is DotdLaGeauxPermits@LA.GOV. To contact Support Line with questions or comments, use the HELP LINE – 800-654-1433 OPTION 1 or 225-343-2345.

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