



Idaho Transportation Permits System (ITRPS)

Customer User Guide

July 2021

**Idaho Transportation Permits System
Customer User Guide**

Index of Scenarios


Scenario 1 – ITRPS Login Page.....	1
Forgot Username/Password	2
Scenario 2 – Navigating ITRPS.....	3
Scenario 3 – Administrative Panel	17
Pre-Trip Routing	18
Reports.....	19
Shopping Cart.....	20
Scenario 4 – Company Data	21
To Edit Company Data.....	22
To Add / Edit Company Assets	22
To Create New Users.....	23
To Change/Reset a User’s Password.....	24
Scenario 5 – Creating a New Permit – Annual Non-Reducible Oversize/Overweight Permit	25
Scenario 6 – Creating a New Permit – Single Trip Non-Reducible Oversize/Overweight Permit	34
Add Split Trip.....	39
Traffic Control Plan	41
Scenario 7 – Exempt Company / No Charge Permit	49
To Print a No Charge Permit	49
Scenario 8 – Vehicle Import	52
Scenario 9 – View Permit Action (Permit Details).....	54
Scenario 10 – Quarterly Road Use Fee.....	62
To Report Quarterly Road Use Fees.....	62
Scenario 11 – Request Support Call Back as Customer.....	69
Scenario 12 – Creating a Company Account as a Permit Service.....	70
Update History	73

Idaho Transportation Permits System Customer User Guide

Scenario 1 – ITRPS Login Page

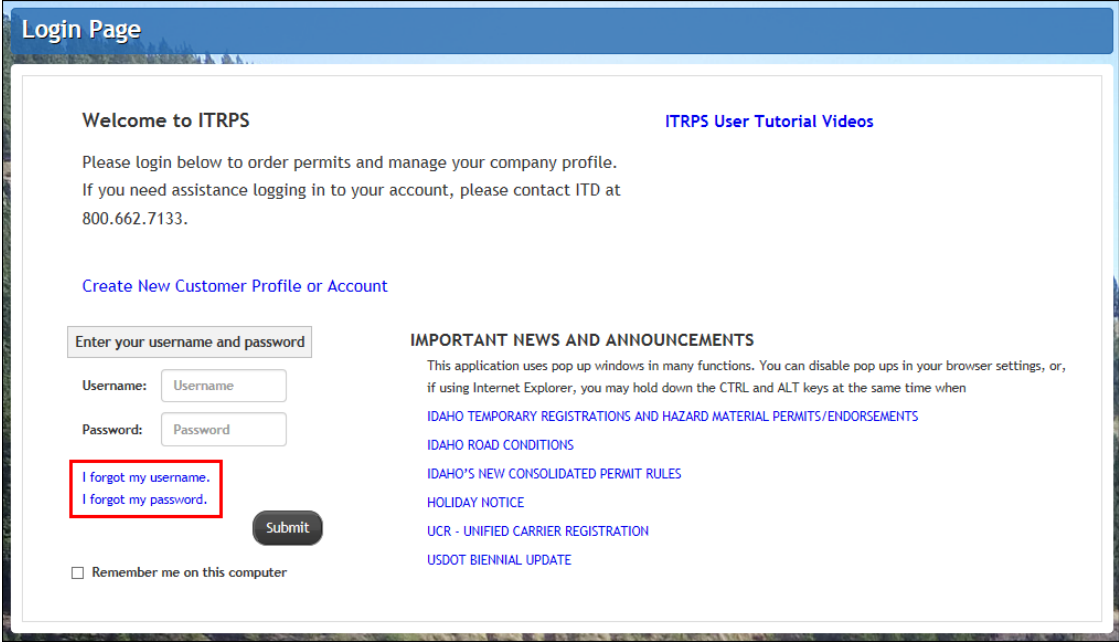
This scenario details the ITRPS Login Page.

Scenario Steps

Step	Description
1.	<p>The Login Page allows users to view Helpful Links, Frequently Asked Questions, Tutorial Videos, and other helpful information.</p> <ul style="list-style-type: none"> Enter the Username and Password. If you would like the system to remember the login credentials on this computer, select the Remember me on this computer checkbox. Click the Submit button. 

**Idaho Transportation Permits System
Customer User Guide**

Scenario Steps

Step	Description
2.	<p><u>Forgot Username/Password</u></p> <p>On the Login Page, a user can request their username and/or password be sent to them if they have forgotten either.</p> <ul style="list-style-type: none"> Click the I forgot my username or the I forgot my password link on the Login Page.  <p>The Forgot Username Retrieval or Forgotten Password Retrieval screen will be displayed.</p> <ul style="list-style-type: none"> Enter the email address or the username in the field. Click the Display Security Prompt button. <p>The Security Prompt will be displayed.</p> <ul style="list-style-type: none"> Enter the Prompt Response in the field. Click the Send Me My Username or Send Me My Password button. <p>ITRPS will send the username/password to the email address on file for that email address/username.</p> <p>Note: The password prompt question, the prompt response, and email address are necessary to enable the Forgot Password function. Entering the prompt question, prompt response and email address can be done initially when setting up the user or it can be added later to the user information accessed in Company Data.</p>

Idaho Transportation Permits System Customer User Guide

Scenario 2 – Navigating ITRPS

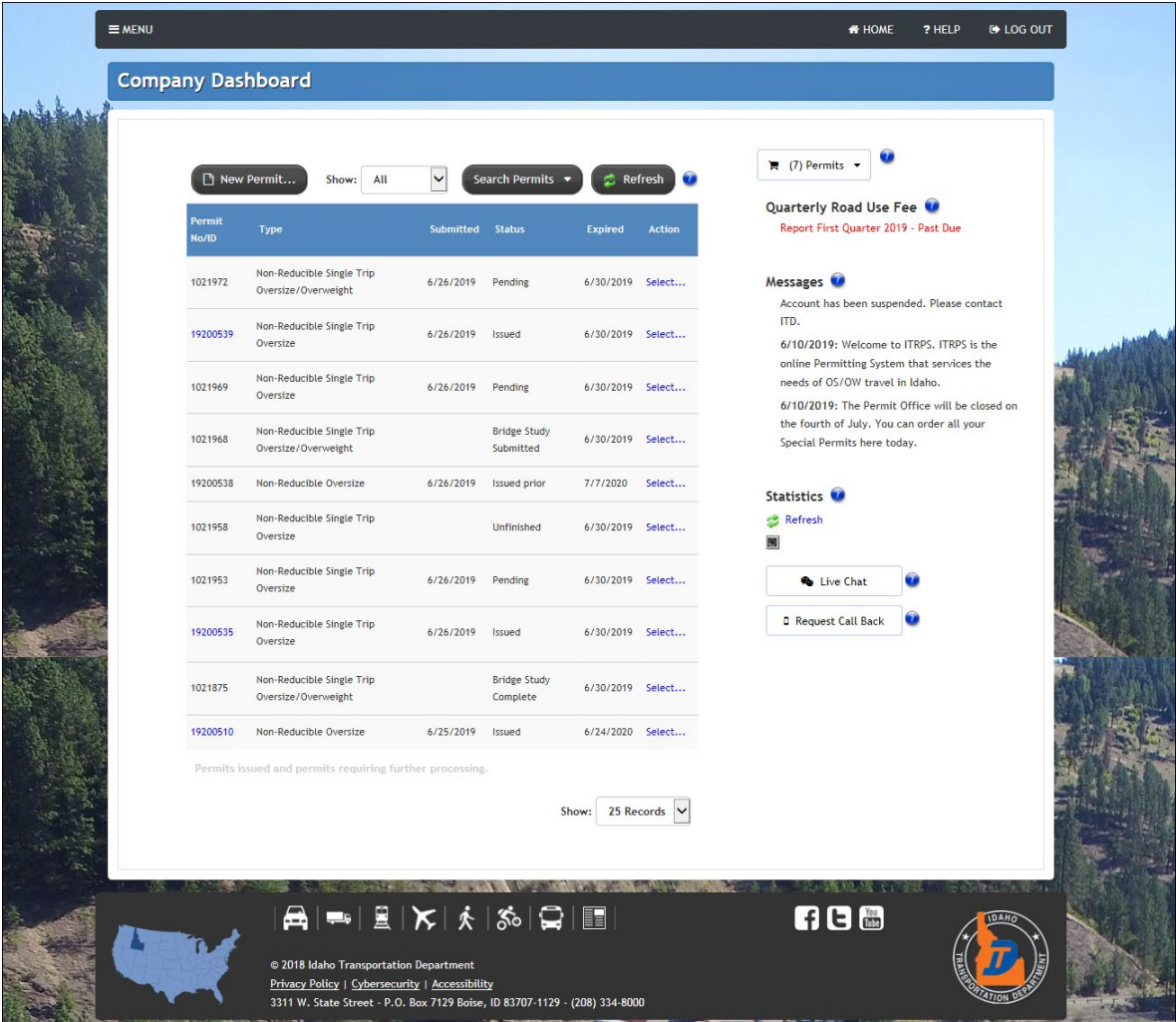
This scenario details **Company Dashboard** and several useful tools provided in ITRPS to help users navigate the system.

Scenario Steps

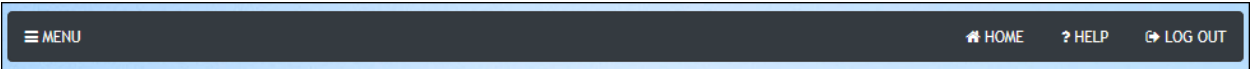
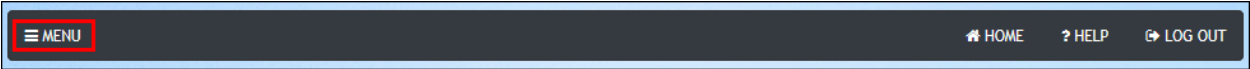
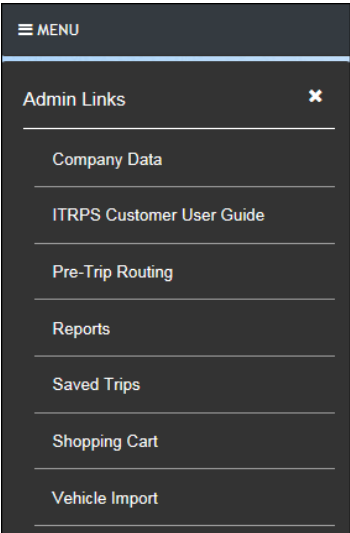
Step	Description
1.	<p>Log into ITRPS using the user login information.</p> <ul style="list-style-type: none"> Enter the Username and Password. If you would like the system to remember your login credentials on this computer, select the Remember me on this computer checkbox. Click the Submit button. 

Idaho Transportation Permits System Customer User Guide

Scenario Steps

Step	Description
2.	<p>The Company Dashboard will be displayed.</p> <p>The Dashboard is broken into eight (8) main parts.</p> <ul style="list-style-type: none"> • Navigation Bar • Administrative Panel • Permits Panel • Shopping Cart Panel • Quarterly Road Use Fee Panel • Messages Panel • Statistics Panel • Customer Support Panel 

Scenario Steps

Step	Description										
3.	<p><u>Navigation Bar</u></p> <p>The bar across the top of the Company Dashboard is called the Navigation Bar.</p>  <table border="1"> <thead> <tr> <th>Function</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Menu</td><td>Click the Menu button to display the Administrative Panel.</td></tr> <tr> <td>Home button</td><td>Click the Home button to close the current screen and return to the Company Dashboard.</td></tr> <tr> <td>Help</td><td>Click the Help button to display the Help Text which will provide more information about the system.</td></tr> <tr> <td>Log Out</td><td>Click the Log Out button to log out of ITRPS.</td></tr> </tbody> </table>	Function	Description	Menu	Click the Menu button to display the Administrative Panel .	Home button	Click the Home button to close the current screen and return to the Company Dashboard .	Help	Click the Help button to display the Help Text which will provide more information about the system.	Log Out	Click the Log Out button to log out of ITRPS.
Function	Description										
Menu	Click the Menu button to display the Administrative Panel .										
Home button	Click the Home button to close the current screen and return to the Company Dashboard .										
Help	Click the Help button to display the Help Text which will provide more information about the system.										
Log Out	Click the Log Out button to log out of ITRPS.										
4.	<p>The Menu button will display the Administrative Panel. The Administrative Panel allows each company to access functionality such as defining and altering their account information, running reports, importing vehicle inventory, and quoting loads. Permit Services can additionally set up new companies and import vehicle spreadsheets on behalf of companies from the Administrative Panel. Refer to Scenario 3 – Administrative Panel for more information.</p>  <p><u>Administrative Panel</u></p> 										

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step

Description

5.

Permits Panel

The **Permits Panel** on the **Company Dashboard** is the central location of most of the company’s permit business within ITRPS. From the **Permits Panel**, users can order a **New Permit**, **Search Permits**, **Filter Permits** in the queue and perform actions such as **View**, **Copy**, **Resume**, and **Cancel** permit applications.

New Permit...

Show: All

Search Permits

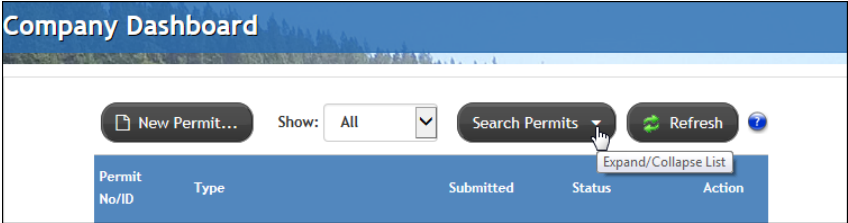
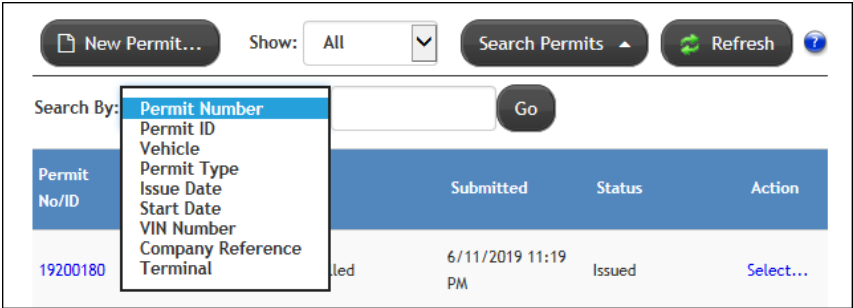
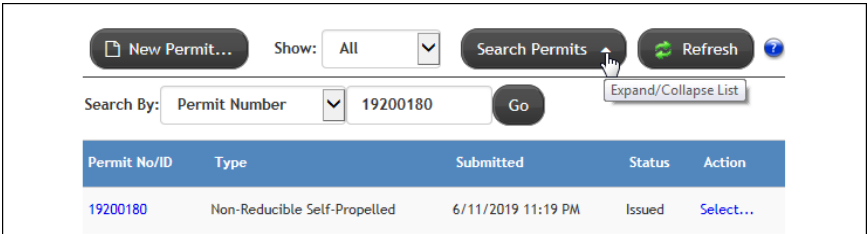

Refresh

Permit No/ID	Type	Submitted	Status	Expired	Action
1021972	Non-Reducible Single Trip Oversize/Overweight	6/26/2019	Pending	6/30/2019	Select...
19200539	Non-Reducible Single Trip Oversize	6/26/2019	Issued	6/30/2019	Select...
1021969	Non-Reducible Single Trip Oversize	6/26/2019	Pending	6/30/2019	Select...
1021968	Non-Reducible Single Trip Oversize/Overweight		Bridge Study Submitted	6/30/2019	Select...
19200538	Non-Reducible Oversize	6/26/2019	Issued prior	7/7/2020	Select...
1021958	Non-Reducible Single Trip Oversize		Unfinished	6/30/2019	Select...
1021953	Non-Reducible Single Trip Oversize	6/26/2019	Pending	6/30/2019	Select...
19200535	Non-Reducible Single Trip Oversize	6/26/2019	Issued	6/30/2019	Select...
1021875	Non-Reducible Single Trip Oversize/Overweight		Bridge Study Complete	6/30/2019	Select...
19200510	Non-Reducible Oversize	6/25/2019	Issued	6/24/2020	Select...

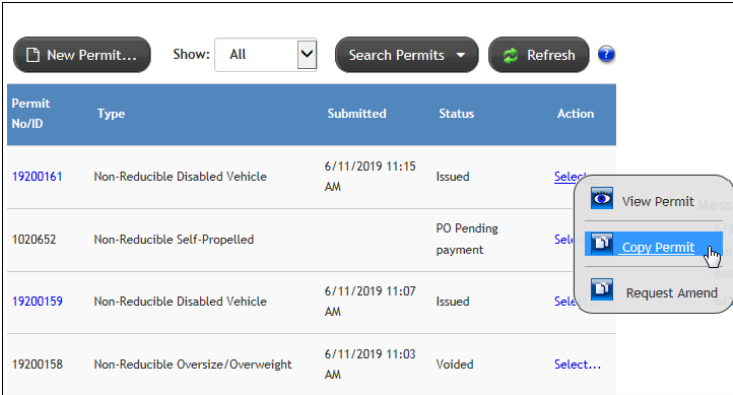
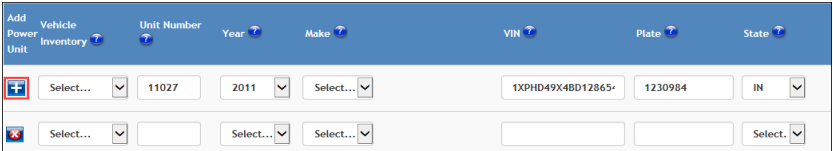
Permits issued and permits requiring further processing.

Show: 25 Records

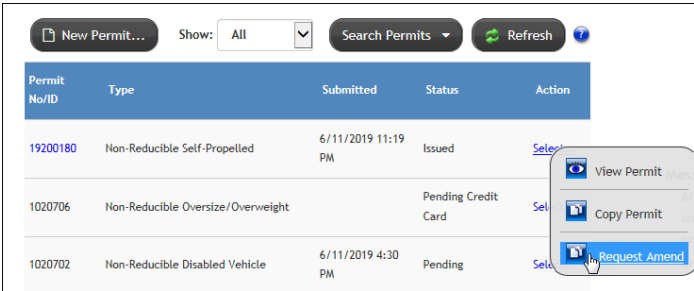
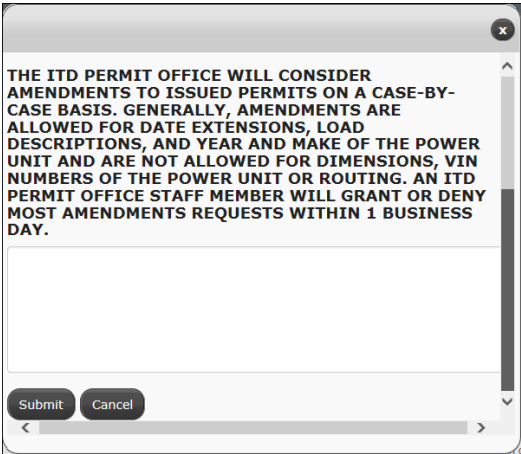
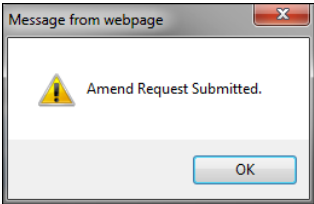
Scenario Steps

Step	Description
6.	<p><u>Search Permits</u></p> <ul style="list-style-type: none"> Click the Expand Chevron icon for Search Permits in the Permits Panel on the Company Dashboard.  <p>The Search By: dropdown list and text field will be displayed.</p> <ul style="list-style-type: none"> Select one Search by: criteria from the dropdown list.  <ul style="list-style-type: none"> Enter the corresponding search information. Click the Go button. <p>The matching result(s) will be displayed in the Permits Panel.</p> <ul style="list-style-type: none"> Click the Collapse Chevron icon to close Search Permits.  <ul style="list-style-type: none"> Click the Refresh button  to return to the full list of unfiltered results in the Permits Panel on the Company Dashboard.
7.	<p><u>View Permit Details</u></p> <p>Refer to Scenario 9 for more information.</p>



Scenario Steps

Step	Description
8.	<p><u>Copy Permit</u></p> <ul style="list-style-type: none"> Locate a permit in the Permits Panel on the Company Dashboard with a status of Issued or Issued Prior. Click the Select link in the Action column for the desired permit. <p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> Click the Copy Permit link.  <p>The Order Permits screen will be displayed.</p> <ul style="list-style-type: none"> Click the Next button. <p>The Vehicle and Load screen will be displayed. Review all populated fields and make any necessary changes. For some Permit Types, you can additionally add multiple power units for additional permits by clicking the Add Power Unit icon and selecting or completing the additional power unit information.</p>  <ul style="list-style-type: none"> Proceed through the permit application by clicking the Next button and complete the permit application by filling in all required information. <p>The Permit Summary screen will be displayed.</p> <ul style="list-style-type: none"> Click the Submit button. <p>The Permit Submission Successful screen will be displayed.</p> <ul style="list-style-type: none"> Click the Pay for the permits now link and continue the payment process, or pay for the permit from the Shopping Cart. Refer to Step 11 in this scenario for more information.

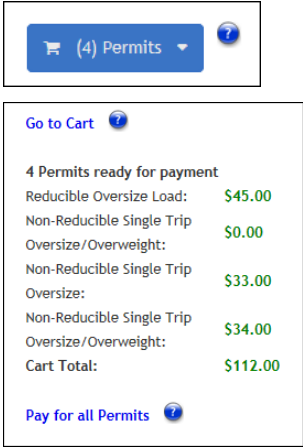
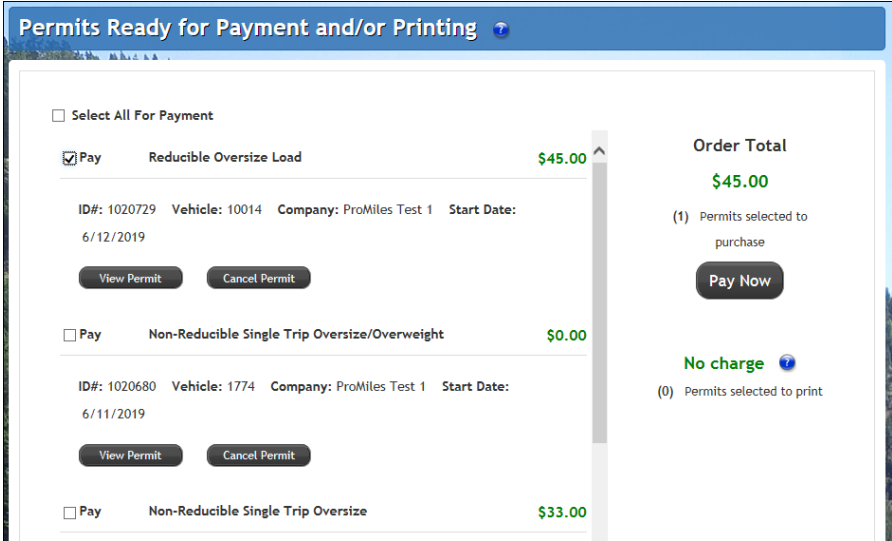
Scenario Steps

Step	Description
9.	<p><u>Request Amend</u></p> <ul style="list-style-type: none"> Locate a permit with a status of Issued or Issued Prior in the Permits Panel on the Company Dashboard. Click the Select link in the Action column for the desired permit. <p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> Click the Request Amend link.  <p>The Amend Reason Request screen will be displayed.</p>  <ul style="list-style-type: none"> Enter the reason for the amend in the empty text field. Click the Submit button. <p>A confirmation message will be displayed.</p>  <ul style="list-style-type: none"> Click the OK button to confirm and return to the Company Dashboard.


Scenario Steps

Step	Description																				
10.	<p><u>Resume Permit</u></p> <ul style="list-style-type: none">Locate a permit in the Permits Panel on the Company Dashboard with a status of Unfinished.Click the Select link in the Action column for the desired permit. <p>A list of actions will be displayed.</p> <ul style="list-style-type: none">Click the Resume Permit link. <div><table><tr><td>1020595</td><td>Non-Reducible Single Trip Oversize</td><td></td><td>Unfinished</td><td>Select...</td></tr><tr><td>19200151</td><td>Non-Reducible Single Trip Oversize</td><td>6/10/2019 3:40 PM</td><td>Issued</td><td>Sele</td></tr><tr><td>1020580</td><td>Non-Reducible Oversize</td><td></td><td>Unfinished</td><td>Select...</td></tr><tr><td>1020575</td><td>Non-Reducible Single Trip Oversize/Overweight</td><td></td><td>Unfinished</td><td>Select...</td></tr></table><div> Resume Permit  Cancel Permit</div></div> <p>The Order Permits screen will be displayed.</p> <ul style="list-style-type: none">Proceed through the permit application by clicking the Next button and complete the permit application by filling in all required information. <p>The Permit Summary screen will be displayed.</p> <ul style="list-style-type: none">Click the Submit button. <p>The Permit Submission Successful screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay for the permits now link and continue the payment process, or pay for the permit from the Shopping Cart. Refer to Step 11 in this scenario for more information.	1020595	Non-Reducible Single Trip Oversize		Unfinished	Select...	19200151	Non-Reducible Single Trip Oversize	6/10/2019 3:40 PM	Issued	Sele	1020580	Non-Reducible Oversize		Unfinished	Select...	1020575	Non-Reducible Single Trip Oversize/Overweight		Unfinished	Select...
1020595	Non-Reducible Single Trip Oversize		Unfinished	Select...																	
19200151	Non-Reducible Single Trip Oversize	6/10/2019 3:40 PM	Issued	Sele																	
1020580	Non-Reducible Oversize		Unfinished	Select...																	
1020575	Non-Reducible Single Trip Oversize/Overweight		Unfinished	Select...																	

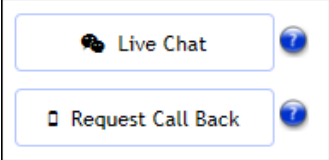

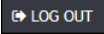

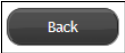


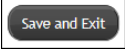
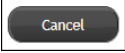
Scenario Steps

Step	Description
11.	<p><u>Shopping Cart Panel</u></p> <p>Once a permit application has been approved by an ITD User or has been self-issued by ITRPS, the permit will be available for purchase in the Shopping Cart. The Shopping Cart can be accessed from the Shopping Cart button located on the Company Dashboard. The Shopping Cart button provides a summary of what is a company's Shopping Cart awaiting payment.</p> <p>Note: Approved permits will remain in the Shopping Cart until they are purchased or until their active start date. Once the active start date for the permit application has passed, the approved permit will be deleted if it has not been purchased.</p> <ul style="list-style-type: none"> Click the Shopping Cart button on the Company Dashboard to expand the Shopping Cart Panel.  <ul style="list-style-type: none"> Click the Go to Cart link to open the Permits Ready for Payment and/or Printing screen. 

Scenario Steps

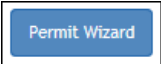
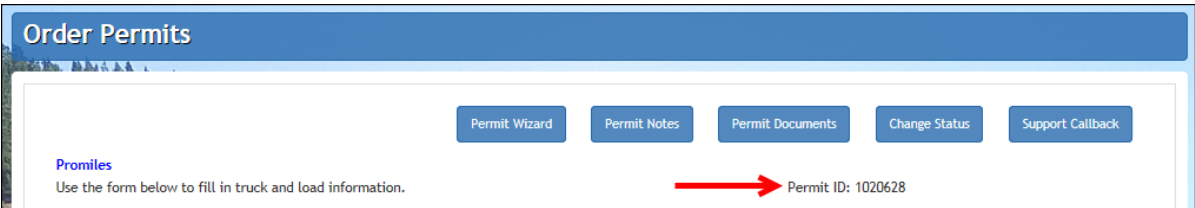
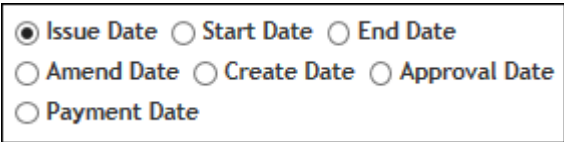
Step	Description
12.	<p><u>Quarterly Road Use Fee Panel</u></p> <p>Customers will use the Quarterly Road Use Fee Panel to pay their Quarterly Road Use Fees and view forms from the past.</p> <div data-bbox="220 510 605 659"> <p>Quarterly Road Use Fee ?</p> <p>Report First Quarter 2019 - Past Due</p> <p>View Past Forms</p> </div>
13.	<p><u>Messages Panel</u></p> <p>The Messages Panel will display messages regarding permit and routing information. Scheduled down times for ITRPS maintenance will also be displayed in the Messages Panel.</p> <div data-bbox="220 821 703 1085"> <p>Messages ?</p> <p>6/10/2019: Welcome to ITRPS. ITRPS is the online Permitting System that services the needs of OS/OW travel in Idaho.</p> <p>6/10/2019: The Permit Office will be closed on the fourth of July. You can order all your Special Permits here today.</p> </div>
14.	<p><u>Statistics Panel</u></p> <p>The Statistics Panel is a quick reference to monitor the progress for the current day. This display allows a Company User to view the total number of permits issued today for the company, and shows how many of those permits were self-issued. This display allows a Permit Service User to view all of the same statistics as a Company User with the addition of how many permits were issued today for customers. To ensure the most recent statistics are displayed, click the Refresh link.</p> <div data-bbox="220 1344 589 1549"> <p>Statistics ?</p> <p> Refresh</p> <p>Permits Issued Today: 33</p> <p>Permits Self-Issued Today: 31</p> </div>

Scenario Steps

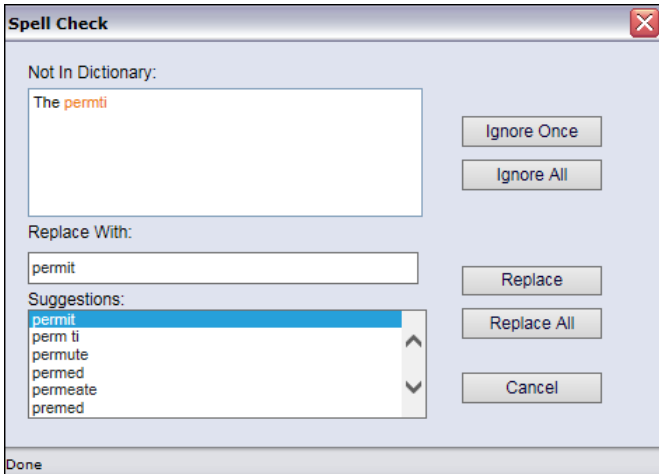
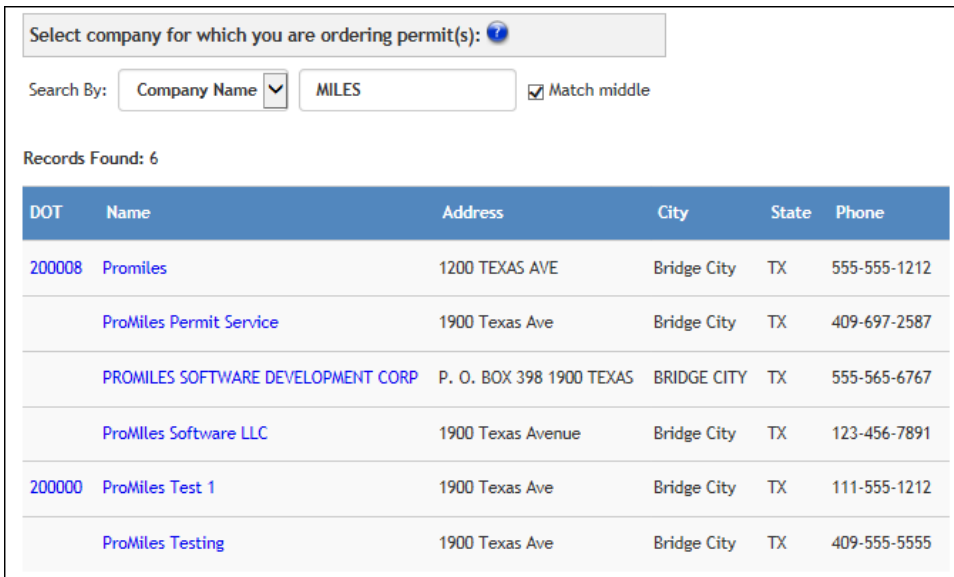
Step	Description
15.	<p><u>Customer Support Panel</u></p> <p>The Customer Support Panel consists of Live Chat and Support Call Back. These features are available to Company Users to assist in answering questions regarding permitting, routing, and using ITRPS. These options provide answers to questions without phone hold times.</p> 
16.	<p>Click the Home button to navigate to the Home Page or Dashboard.</p> 
17.	<p>Click the Log Out button to log out of ITRPS.</p> 
18.	<p>Click the Help button to access Page Help for the page the user is currently on in ITRPS.</p> 
19.	<p>Click the Back button to return to the previous page of the current process.</p>  <p>Note: Throughout the application when the Back button is an option, click the Back button to go back one page rather than using the arrow back  in the browser.</p> <p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</p>
20.	<p>Click the Next button to move to the next page of the current process.</p> 
21.	<p>Click the Save and Exit button to save progress in a permit application and exit the current process.</p> 
22.	<p>Click the Cancel button to close without saving. This will not delete the permit application in most circumstances. One exception to this is on the first screen of the permit application; clicking the Cancel button from this screen will delete the permit application because it has not yet created a Permit ID.</p> 

Idaho Transportation Permits System
Customer User Guide

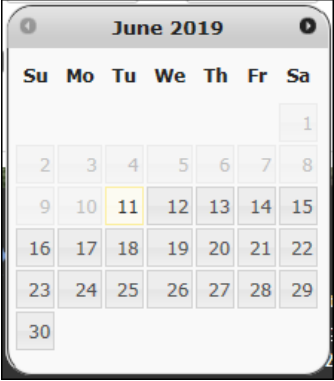
Scenario Steps

Step	Description
23.	<p>Click the Permit Wizard button to initiate the <i>Permit Wizard</i>. The <i>Permit Wizard</i> poses a series of questions to help determine the permit that best fits the needs of the applicant. The text and images for the <i>Permit Wizard</i> are populated by both the vendor and ITD.</p> 
24.	<p>Once a permit application proceeds past selecting a Permit Type, the screens that follow will display the Permit ID number as a reference for the user to identify the Permit ID that is being worked.</p> 
25.	<p>Radio Buttons are used throughout ITRPS. A radio button, or option button, is a type of graphical user interface element that allows the user to choose only one of a predefined set of options. Only one radio button can be chosen for each selection. In the example below, the Issue Date radio button is selected. Click in the circle to select a radio button.</p> 

Scenario Steps

Step	Description
26.	<p>On certain screens in ITRPS where there is free form text that can be entered that will be displayed to End Users, ITRPS provides Spell Check. When a user has completed the text entry, click the Check Spelling button. A Spell Check box will be displayed similar to those available in Word. This Spell Check box will display each suggested spelling error and give the option to Ignore Once, Ignore All, Replace, Replace All or Cancel. It will also provide suggestions to replace the word identified as a spelling error. Click the Cancel button to close the Spell Check box to continue in ITRPS.</p> <div></div>
27.	<p>Throughout ITRPS, there are search options for performing different functions. Once the search criteria has been selected, ITRPS will provide a list of possible matches as the user types. If the user would like to match any part of the search, check the box for Match middle. In the example below we checked Match middle and searched for all account/company names with “MILES” included in the name. ITRPS provided a list of 6 Records Found as possible matches.</p> <div></div>

Scenario Steps

Step	Description
28.	<p>Throughout ITRPS, clicking in a Start Date or End date field for a date selection will result in a calendar display. To select the date to use, click the appropriate date on the calendar.</p> 

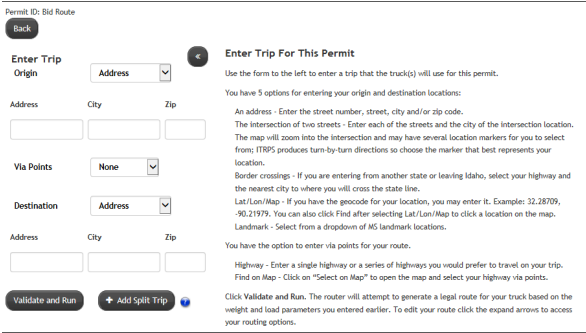
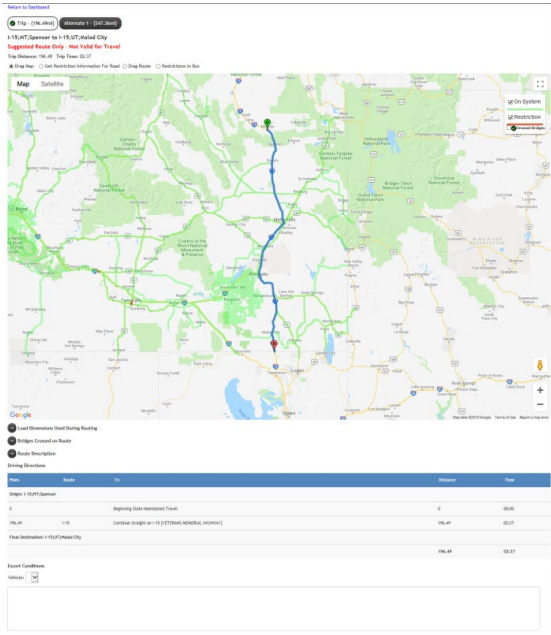
Scenario 3 – Administrative Panel

This scenario details the steps needed for a Customer User to utilize the **Administrative Panel**. The **Administrative Panel** allows each company to access functionality such as defining and altering their account information, running reports, importing vehicle inventory, and quoting loads. Permit Services can additionally set up new companies and import vehicle spreadsheets on behalf of companies from the **Administrative Panel**.

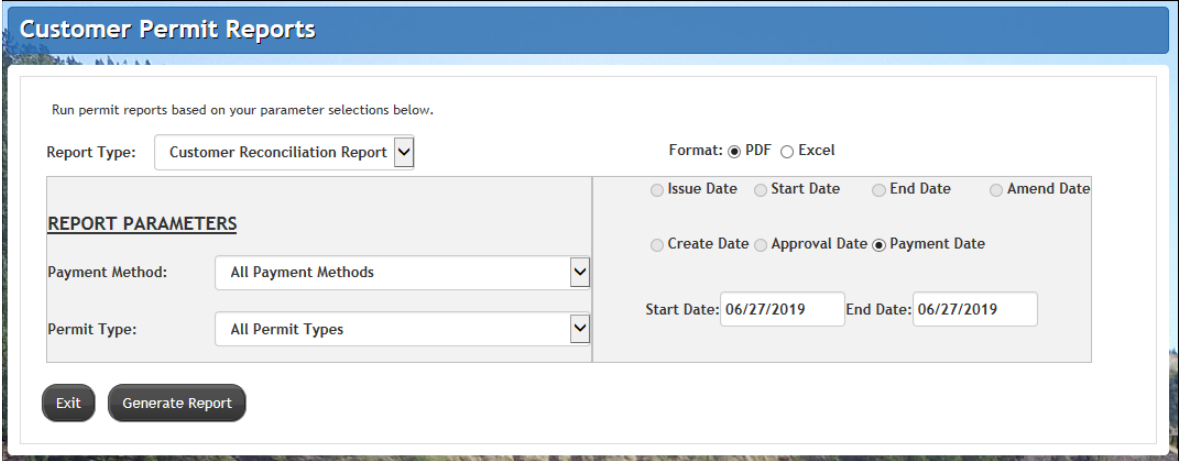
Scenario Steps

Step	Description	
1.	<u>Administrative Panel</u>	
	Function	Description
	Company Data	Allows the user to access the <i>ITRPS Company Management Portal</i> screen. Refer to Scenario 4 for more information.
	ITRPS Customer User Guide	Allows the user to view the ITRPS Customer User Guide
	Pre-Trip Routing	Allows a route to be generated without submitting an application to ITRPS. This feature is provided as a service for quoting loads.
	Reports	Allows the user to view and print various reports.
	Saved Trips	Allows the user to view and edit saved trip routes.
	Shopping Cart	Allows users to purchase permits or print approved permits.
	Vehicle Import	Allows users to upload a spreadsheet of their vehicle inventory to avoid individual entry.
	New Company	Allows Permit Service Users to set up a new company in ITRPS

Scenario Steps

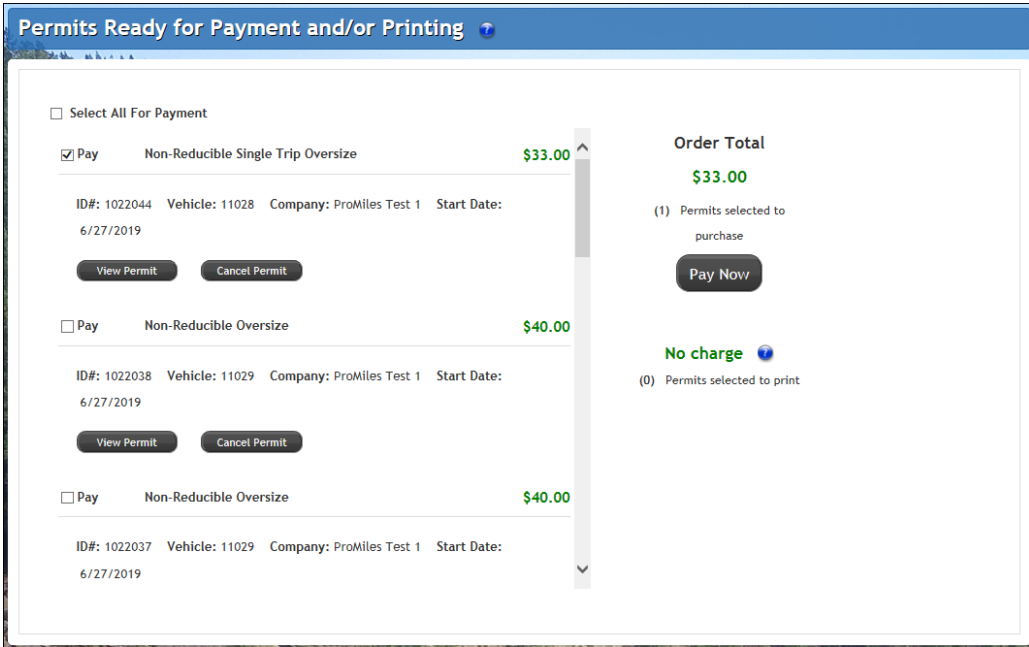
Step	Description
2.	<p><u>Pre-Trip Routing</u></p> <ul style="list-style-type: none"> Click the Pre-Trip Routing link in the Administrative Panel on the Company Dashboard. <p>The <i>Pre-Trip Routing: Truck Dimensions</i> screen will be displayed.</p> <ul style="list-style-type: none"> Enter the load dimensions using numbers only. Click the Next button. <p><i>The Enter a Route screen will be displayed.</i></p>  <ul style="list-style-type: none"> Enter the route information. Click the Validate and Run button. <p>The Trip Route Panel will be displayed.</p>  <ul style="list-style-type: none"> Click the Return to Dashboard link.

Scenario Steps

Step	Description
3.	<p>Reports</p> <ul style="list-style-type: none"> Click the Reports link in the Administrative Panel on the Company Dashboard. The Customer Permit Reports screen will be displayed.  <ul style="list-style-type: none"> Select the Report Type to run by choosing an option from the Report Type dropdown list. <p>Note: Each report may have additional options that can be selected with the Report Parameters section.</p> <ul style="list-style-type: none"> Select additional parameters, if any. Select the format that the report should be generated in by selecting the radio button for PDF or Excel in the Format section. Select the beginning date of the report by clicking in the Start Date field and choosing the appropriate date from the calendar that will be displayed. The End Date will default to the same date as the Start Date. Select an end date of the report by clicking in the End Date field and choosing the appropriate date from the calendar that will be displayed, if the end date should be different than the start date. Click the Generate Report button once all parameters have been selected. <p>Note: Users will need to enable pop-ups before a report will be generated. The report will be displayed in the format that was selected. The report can be viewed, saved, or printed.</p> <p>The Customer Permit Report will be displayed.</p> <ul style="list-style-type: none"> Review the report and verify it meets the Report Parameters selected. Close the Customer Permit Report. The Customer Permit Report screen will be displayed. Click the Exit or Home button to return to the Company Dashboard.

**Idaho Transportation Permits System
Customer User Guide**

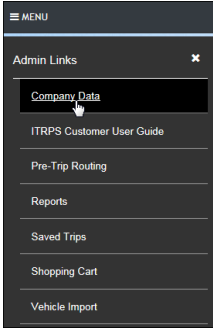
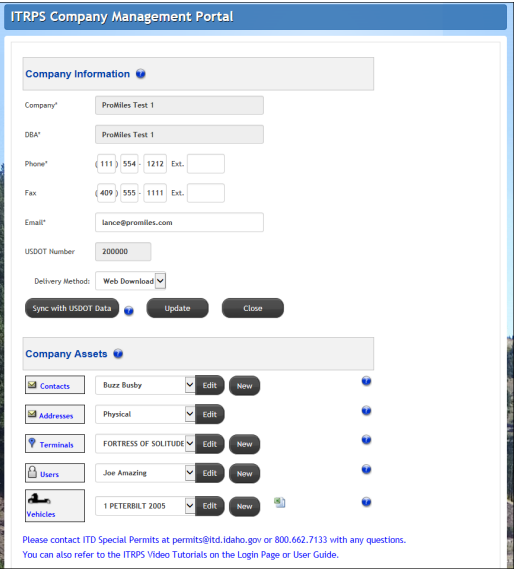
Scenario Steps

Step	Description
4.	<p><u>Shopping Cart</u></p> <ul style="list-style-type: none"> Click the Shopping Cart link in the Administrative Panel on the Company Dashboard. The Permits Ready for Payment and/or Printing screen will be displayed. Select the Pay checkbox next to each individual permit to pay for the selected permit in the Shopping Cart. The total dollar amount of the permits selected for payment will be displayed in the Order Total Panel. Click the Pay Now button.  <p>The Pay for permits screen will be displayed.</p> <ul style="list-style-type: none"> Click the Pay for Verified Permits button. The Payment Information for Permit ID: XXXXXXXX will be displayed. Click the Submit button. The user will be redirected to the credit card processor for payment. Process through the payment screens and enter the required information. When the payment transaction is complete, the user will automatically be redirected to ITRPS. <p>Note: The permit will be delivered via the delivery method selected during the Order Permits process.</p>

Idaho Transportation Permits System
Customer User Guide

Scenario 4 – Company Data

This scenario details the steps needed for a Company User to edit and maintain Company Data.

Step	Description
1.	<ul style="list-style-type: none"> Click the Menu button in the Navigation Bar. The Administrative Panel will be displayed. Click the Company Data link in the Administrative Panel on the Company Dashboard. The Company Data link opens the ITRPS Company Management Portal screen. This screen is partially populated from the information entered or obtained from CRS when the account was created. If the information displayed is acquired from CRS, it cannot be changed. It must be synced in ITRPS by clicking the Sync with USDOT Data button. Other information can be added for use when ordering permits. 
2.	<p>The ITRPS Company Management Portal screen will be displayed.</p> <p>Note: The ITRPS Company Management Portal screen will display company information to users created with the User Type of Administrator. All other users will only be able to view User Information regarding their personal username.</p> 

**Idaho Transportation Permits System
Customer User Guide**

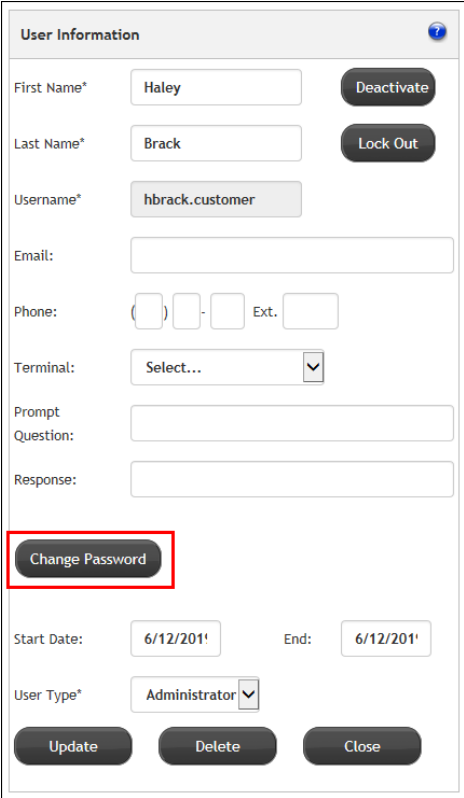
Step	Description
3.	<p><u>To Edit Company Data</u></p> <ul style="list-style-type: none"> Edit the applicable fields. <p>Note: The <i>ITRPS Company Management Portal</i> screen contains all of the company information. If the information is acquired from CRS, it cannot be changed. It must be updated with CRS and synched with ITRPS by clicking the Sync with USDOT Data button.</p> <ul style="list-style-type: none"> Click the Update button. <div data-bbox="284 548 427 596" data-label="Image"> </div> <p>A confirmation message will be displayed.</p> <div data-bbox="284 659 631 863" data-label="Image"> </div> <ul style="list-style-type: none"> Click the OK button to confirm the update.
4.	<p><u>To Add / Edit Company Assets</u></p> <p>The <i>ITRPS Company Management Portal</i> screen is a place for users with the proper permissions to add, edit, and delete items from the Company Assets. Here users can add contacts and users, edit addresses, and maintain the vehicle inventory for the company.</p> <div data-bbox="246 1117 919 1509" data-label="Image"> </div> <ul style="list-style-type: none"> Click the New button to add new Contacts, Terminals, Users, or Vehicles to the company account. Click the Edit button to edit existing Contacts, Addresses, Terminals, Users, and Vehicles associated to a company account.

Idaho Transportation Permits System

Customer User Guide

Step	Description
5.	<p><u>To Create New Users</u></p> <p>Note: Only users assigned to a User Type of Administrator can add new users to a company account.</p> <ul style="list-style-type: none"> Click the New button next to Users in the Company Assets Panel. <div data-bbox="282 438 880 777" data-label="Form"> <p>The screenshot shows the 'Company Assets' panel with a sidebar on the left containing icons for Contacts, Addresses, Terminals, Users, and Vehicles. The main area displays a list of assets. Under the 'Users' section, there is a row for 'Joe Amazing' with 'Edit' and 'New' buttons. The 'New' button is highlighted with a red rectangle.</p> </div> <p>The User Information screen will be displayed.</p> <div data-bbox="282 837 743 1644" data-label="Form"> <p>The screenshot shows the 'User Information' screen with the following fields and buttons: First Name*, Last Name*, Username*, Email, Phone (with area code, number, and extension boxes), Terminal (dropdown menu), Prompt Question, Response, Password*, Retype Password*, Password Requirements (with a note 'Passwords are case sensitive'), Start Date, End, User Type* (dropdown menu), and 'Insert' and 'Close' buttons at the bottom.</p> </div> <ul style="list-style-type: none"> Enter the appropriate data for the user being added. The Prompt Question and Response are necessary to enable the Forgot Password function. Click the Insert button to save the new User or click the Close button to exit the User Information screen and return to the ITRPS Company Management Portal screen without saving the new User. <p>Note: To edit a user, click the Edit button next to Users in the Company Assets Panel.</p>

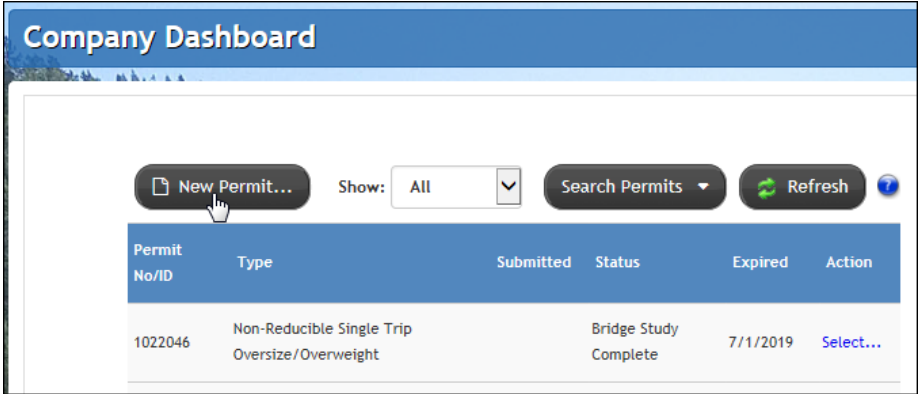
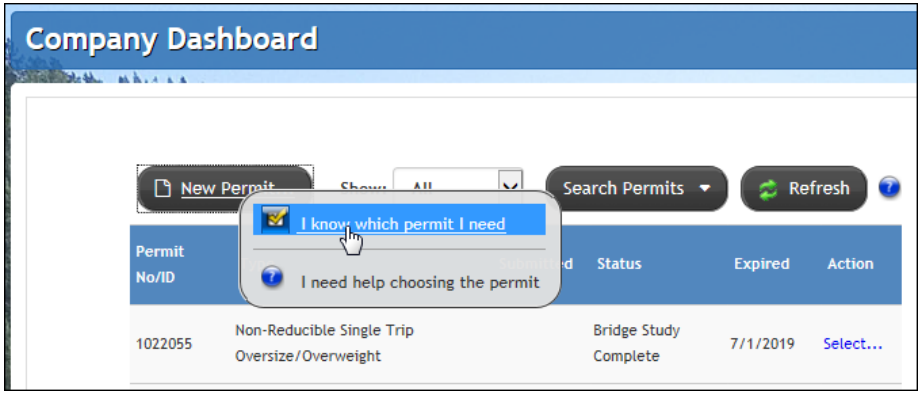
**Idaho Transportation Permits System
Customer User Guide**

Step	Description
6.	<p><u>To Change/Reset a User's Password</u></p> <ul style="list-style-type: none"> Click the Edit button next to Users in the Company Assets Panel. The User Information screen will be displayed. Click the Change Password button.  <p>The Password and Retype Password fields will be displayed.</p> <ul style="list-style-type: none"> Enter the new password in both fields. Click the Update button.
7.	<ul style="list-style-type: none"> Click the Home button to return to the Company Dashboard.

Scenario 5 – Creating a New Permit – Annual Non-Reducible Oversize/Overweight Permit

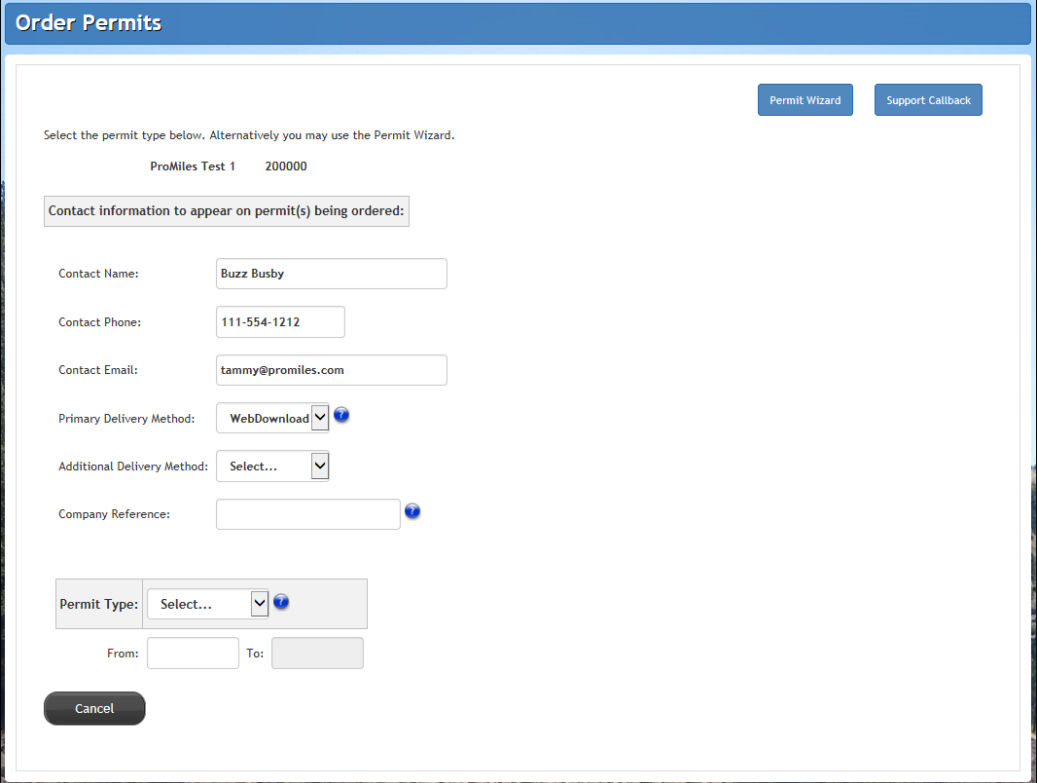
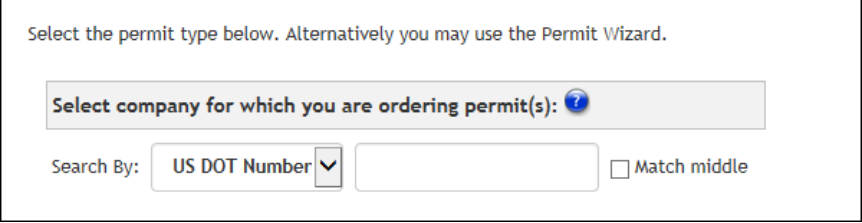
This scenario details the steps needed for a Customer User to create an Annual Non-Reducible Oversize/Overweight Permit.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none"> Click the New Permit button in the Permits Panel on the Company Dashboard.  <ul style="list-style-type: none"> Select the I know which permit I need link if the type of permit needed is known. Otherwise, select the I need help choosing the permit link. <p>For this scenario, we will select the I know which permit I need link.</p>  <p>Note: Selecting the I need help choosing the permit link will open the <i>Permit Wizard</i> which will ask several questions designed to help determine which permit best fits the needs for the load being hauled.</p>

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

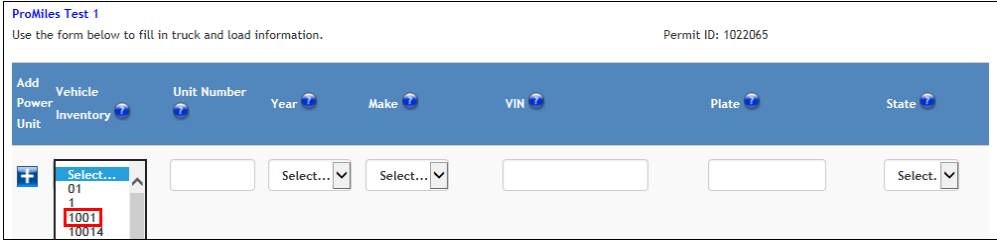
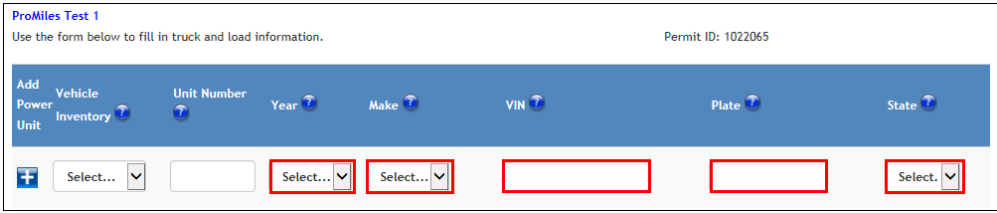
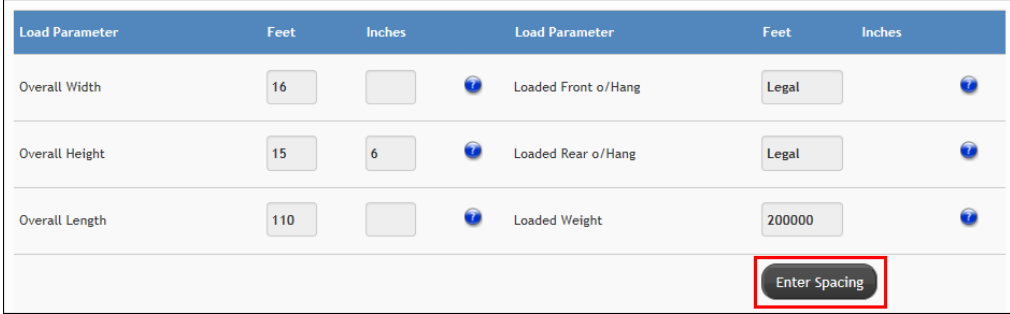
Step	Description
2.	<p>The Order Permits screen will be displayed.</p>  <p>If the user is ordering a permit for their company, the information entered and saved from the Company Information screen will auto-populate for the user on the Order Permits screen.</p> <p>Note: If the user is a Permit Service and the permit is being ordered on behalf of another company, enter the Company Name or USDOT Number of the company for whom the permit is being ordered in the Search By: field.</p> 

Scenario Steps

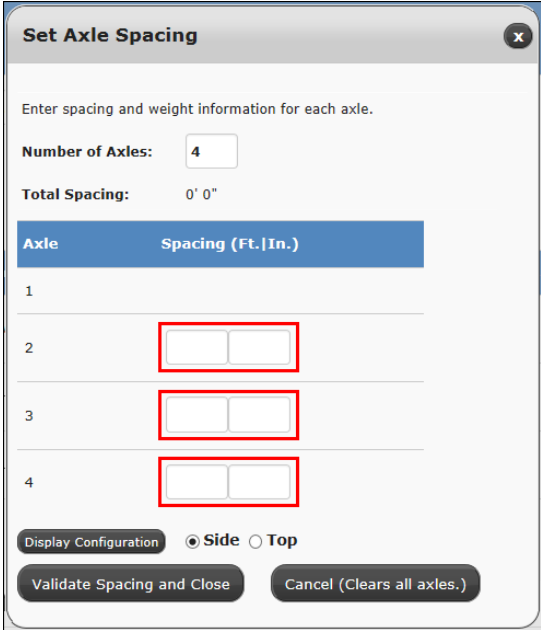
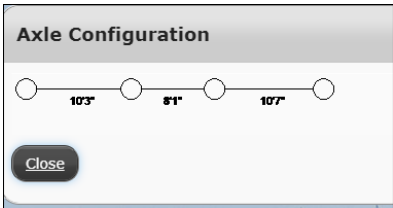
Step	Description
3.	<ul style="list-style-type: none"> Complete the fields not auto-populated. <p>Note: The Additional Delivery Method and Customer Reference are optional fields.</p> <div data-bbox="259 459 790 949"> <p>ProMiles Test 1 200000</p> <p>Contact information to appear on permit(s) being ordered:</p> <p>Contact Name: <input type="text" value="Buzz Busby"/></p> <p>Contact Phone: <input type="text" value="111-554-1212"/></p> <p>Contact Email: <input type="text" value="tammy@promiles.com"/></p> <p>Primary Delivery Method: <input type="text" value="WebDownload"/> ⓘ</p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p>Company Reference: <input type="text"/> ⓘ</p> </div>
4.	<ul style="list-style-type: none"> Select Non-Reducible from the Permit Type dropdown list. Select Annual from the Permit SubType dropdown list. Select Non-Reducible Oversize/Overweight from the Permit Definition dropdown list. <p>After choosing a Permit Type, the Next and Save and Exit buttons will be displayed beneath the selected Permit Type.</p> <ul style="list-style-type: none"> Enter the Start Date for the permit in the From date field and selecting a date from the calendar. <p>Note: The Start Date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.</p> <p>The End Date will automatically populate in the To field based on the Permit Type requested.</p> <ul style="list-style-type: none"> Click the Next button.

Idaho Transportation Permits System
Customer User Guide

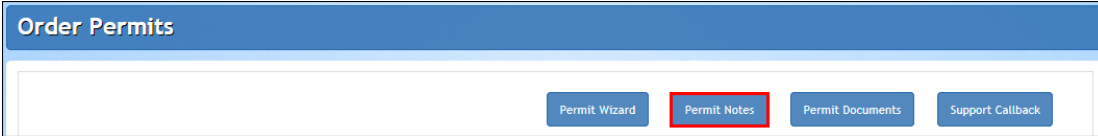
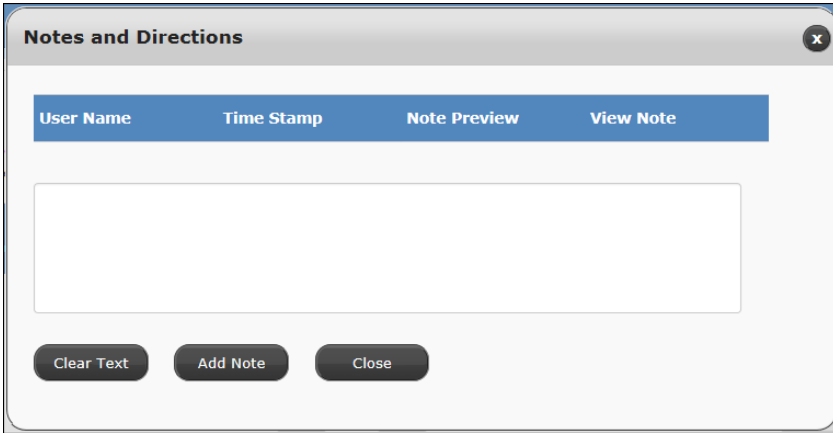
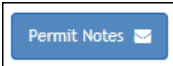
Scenario Steps

Step	Description
5.	<p>The Truck and Load Information screen will be displayed.</p> <p>Note: When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the ITRPS Company Management Portal screen.</p> <ul style="list-style-type: none"> Select a unit from the Vehicle Inventory drop-down if the company has saved Vehicle Inventory.  <ul style="list-style-type: none"> Enter the Year, Make, VIN, Plate, and State of the vehicle if the company does not have saved Vehicle Inventory.  <p>Note: Clicking the Add Power Unit icon creates another permit for another vehicle on the application. All vehicle and load parameters and the permit dates must be the same for each vehicle to use this option. The information for the additional power unit should be completed in the same manner as the original truck for the permit.</p>
6.	<p>The vehicle's Overall Width, Overall Height, Overall Length, Loaded Front o/ Hang, and Loaded Rear o/ Hang dimensions will automatically populate for the maximum dimension allowed.</p> <ul style="list-style-type: none"> Click the Enter Spacing button under the Loaded Weight field. 

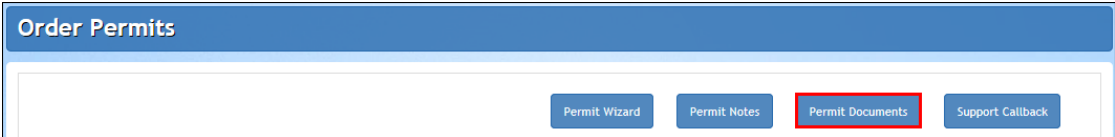
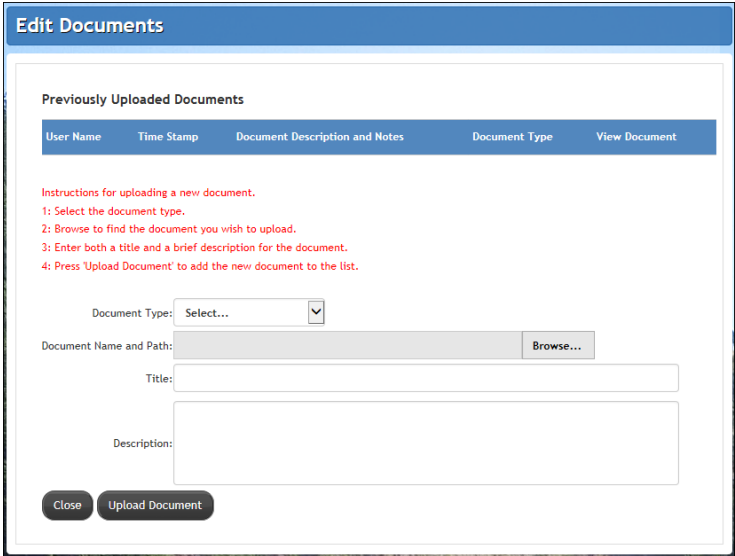
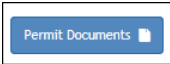
Scenario Steps

Step	Description
7.	<p>The Set Axle Spacing screen will be displayed.</p> <ul style="list-style-type: none"> Enter the number of axles for the truck in the Number of Axles: field. <p>Note: If the number of axles changes, press the Tab key to allow the specified number of axle fields to load.</p> <ul style="list-style-type: none"> Enter the axle spacings for each axle in the boxes provided.  <ul style="list-style-type: none"> Click the Display Configuration button to view a side or top view diagram of the axle configuration.  <ul style="list-style-type: none"> Click the Close button. <p>The Set Axle Spacing screen will be displayed.</p> <ul style="list-style-type: none"> Click the Validate Spacing and Close button. <p>The Truck and Load Information screen will be displayed.</p> <ul style="list-style-type: none"> Click the Next button to proceed to the next page of the permit application.

Scenario Steps

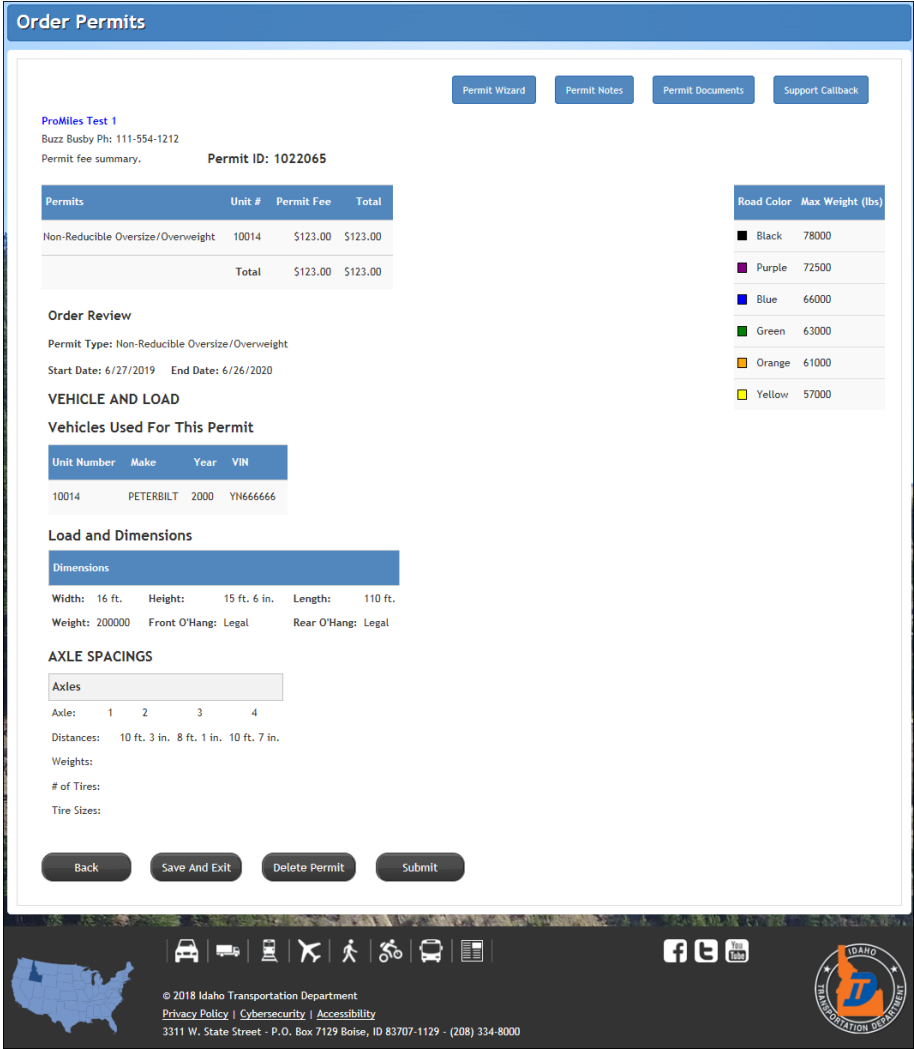
Step	Description
8.	<p><u>Add a Note to the Permit Application</u></p> <p>Company Users can add and view notes for the permit application.</p>  <ul style="list-style-type: none"> Click the Permit Notes button to add or view notes for the permit application. <p>The Notes and Directions screen will be displayed.</p>  <p>Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p>  <ul style="list-style-type: none"> Enter the text of the note in the free-form text box. Click the Clear Text button to remove the note text entered. Click the Add Note button to save and add the note to the permit application. Click the Close button to close the Notes and Directions screen without saving the changes.

Scenario Steps

Step	Description
9.	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to ITRPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p>  <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p>The Edit Documents screen will be displayed.</p>  <p>Note: If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p>  <ul style="list-style-type: none"> Select the type of document from the Document Type dropdown list. Click the Browse button to locate the document. Enter the title of the document in the Title field. Enter a description of the document in the Description field. Click the Close button to close the Edit Documents screen without saving the changes. Click the Upload Document button to save and add the document to the permit application.

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step	Description
10.	<p>The Order Permits: Permit Summary screen will be displayed.</p>  <p>The screenshot displays the 'Order Permits' interface. At the top, there are navigation buttons: 'Permit Wizard', 'Permit Notes', 'Permit Documents', and 'Support Callback'. Below these, the user is identified as 'ProMiles Test 1' with contact information 'Buzz Busby Ph: 111-554-1212'. The permit ID is '1022065'. A table lists the permit details: 'Non-Reducible Oversize/Overweight' with unit # 10014, permit fee \$123.00, and total \$123.00. To the right, a table lists road colors and their maximum weights: Black (78000), Purple (72500), Blue (66000), Green (63000), Orange (61000), and Yellow (57000). The 'Order Review' section shows the permit type as 'Non-Reducible Oversize/Overweight', start date as 6/27/2019, and end date as 6/26/2020. The 'VEHICLE AND LOAD' section includes a table for vehicles used for this permit, showing a Peterbilt truck with unit number 10014, year 2000, and VIN YH666666. The 'Load and Dimensions' section provides details on the load: width 16 ft., height 15 ft. 6 in., length 110 ft., weight 200000, and legal front and rear overhangs. The 'AXLE SPACINGS' section shows 4 axles with distances of 10 ft. 3 in., 8 ft. 1 in., and 10 ft. 7 in. At the bottom, there are buttons for 'Back', 'Save And Exit', 'Delete Permit', and 'Submit'.</p> <ul style="list-style-type: none"> Review the information on this page. Click the Save and Exit button to save this permit application and exit the Order Permits process or click the Submit button to proceed to the Order Permits: Permit Submission Successful screen.

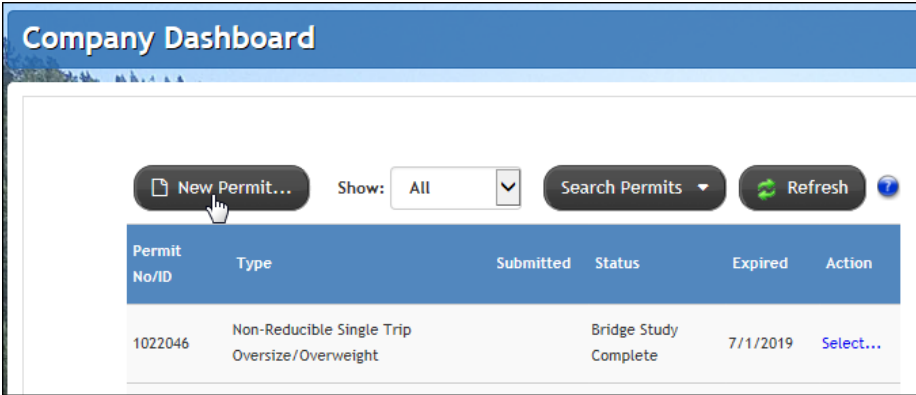
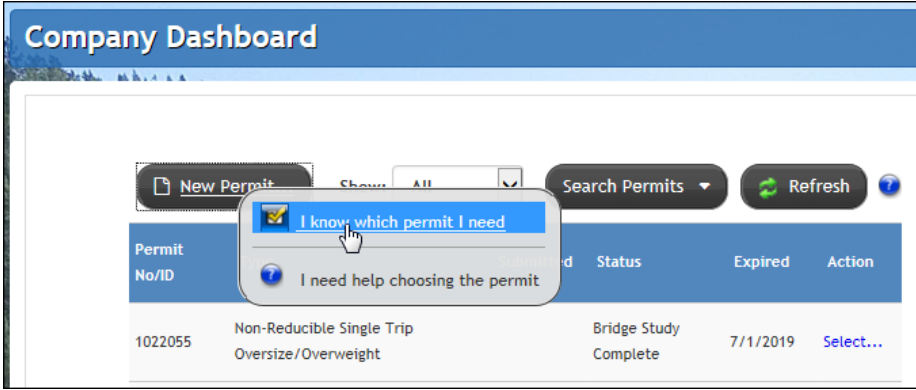
Scenario Steps

Step	Description
11.	<p>The <i>Permit Submission Successful</i> screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay for the Permits now button. <p>Note: If the permit is not paid for at this time, the permit will be sent to the Customer's Shopping Cart. The Customer will receive an email notification letting them know the permit has been approved and is ready for payment.</p> <p>The <i>Pay for Permit</i> screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay For Verified Permits button. <p>The <i>Payment Information for Permit ID: XXXXXXXX</i> will be displayed.</p> <ul style="list-style-type: none">Click the Submit button. <p>The user will be redirected to the credit card processor for payment.</p> <ul style="list-style-type: none">Process through the payment screens and enter the required information. <p>When the payment transaction is complete, the user will automatically be redirected to ITRPS.</p> <p>Note: The permit will be delivered via the delivery method selected during the Order Permits process.</p>

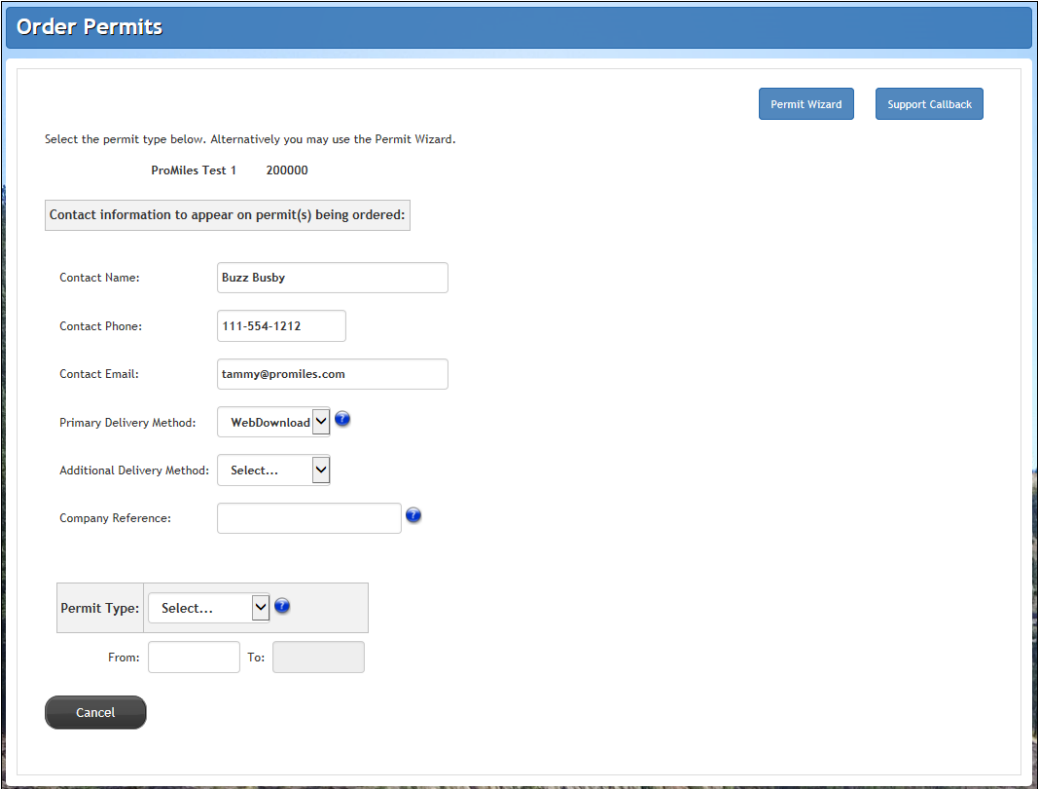
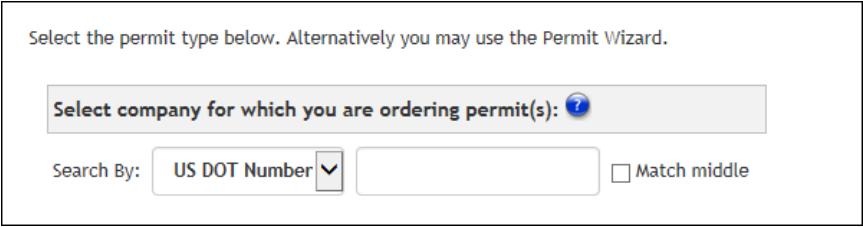
Scenario 6 – Creating a New Permit – Single Trip Non-Reducible Oversize/Overweight Permit

This scenario details the steps needed for a Customer User to create a Single Trip Non-Reducible Oversize/Overweight Permit.

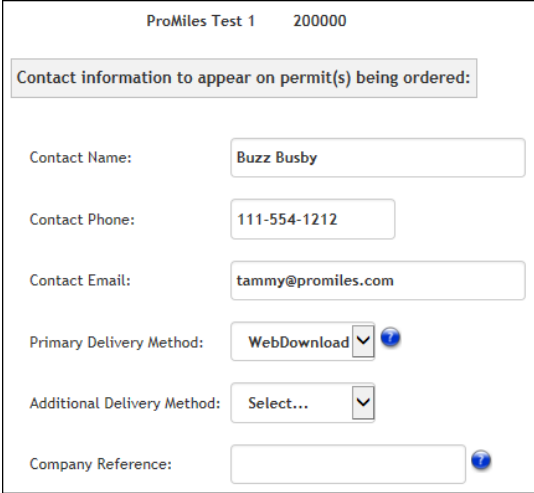
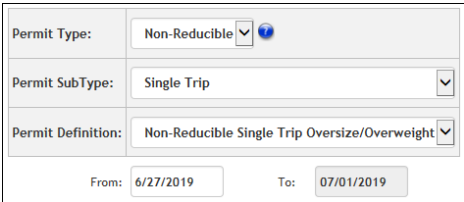
Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Click the New Permit button in the Permits Panel on the Company Dashboard.  <p>The screenshot shows the 'Company Dashboard' header. Below it, there's a 'New Permit...' button with a document icon, a 'Show:' dropdown set to 'All', a 'Search Permits' button, and a 'Refresh' button. Below these is a table with columns: Permit No/ID, Type, Submitted, Status, Expired, and Action. A row is visible with Permit No/ID 1022046, Type 'Non-Reducible Single Trip Oversize/Overweight', Status 'Bridge Study Complete', and Expired date '7/1/2019'. The 'Action' column has a 'Select...' link.</p> <ul style="list-style-type: none">Select the I know which permit I need link if the type of permit needed is known. Otherwise, select the I need help choosing the permit link. <p>For this scenario, we will select the I know which permit I need link.</p>  <p>This screenshot is similar to the previous one, but a tooltip is visible over the 'New Permit' button area. The tooltip contains two links: 'I know which permit I need' (with a checkmark icon) and 'I need help choosing the permit' (with a question mark icon). The 'I know which permit I need' link is highlighted by the mouse cursor.</p> <p>Note: Selecting the I need help choosing the permit link will open the <i>Permit Wizard</i> which will ask several questions designed to help determine which permit best fits the needs for the load being hauled.</p>

Scenario Steps

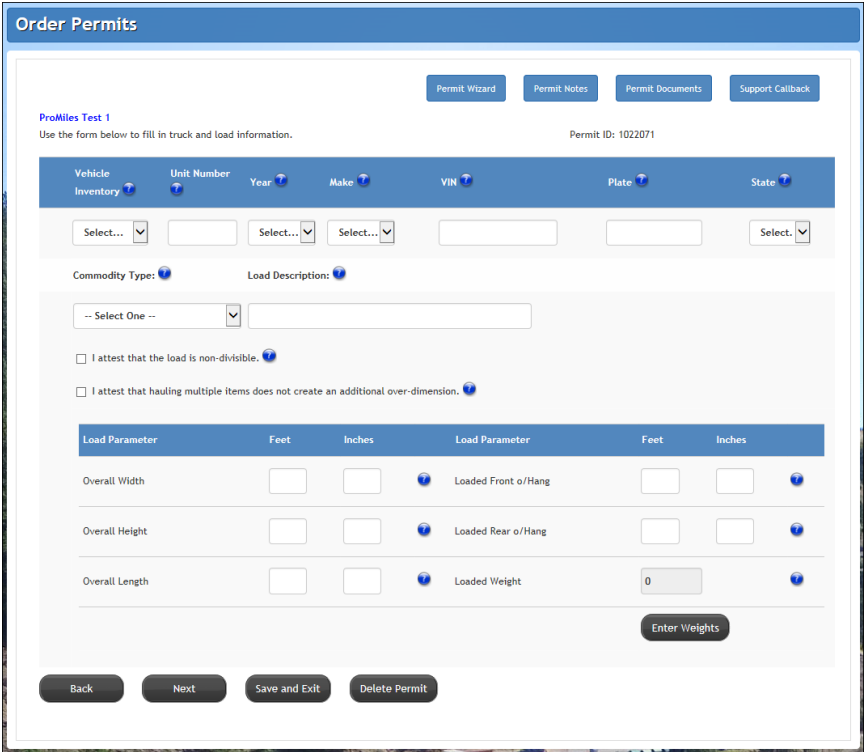
Step	Description
2.	<p>The Order Permits screen will be displayed.</p>  <p>If the user is ordering a permit for their company, the information entered and saved from the Company Information screen will auto-populate for the user on the Order Permits screen.</p> <p>Note: If the user is a Permit Service and the permit is being ordered on behalf of another company, enter the Company Name or USDOT Number of the company for whom the permit is being ordered in the Search By: field.</p> 

Scenario Steps

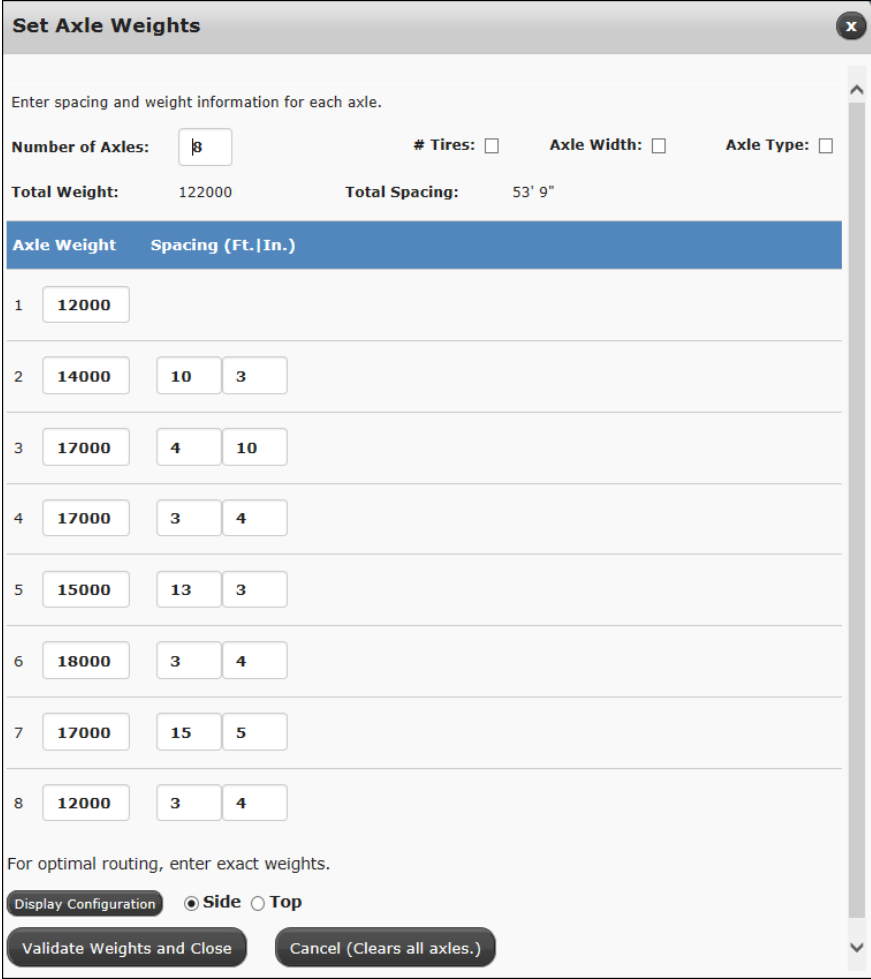
Step	Description
3.	<ul style="list-style-type: none"> Complete the fields not auto-populated. <p>Note: The Additional Delivery Method and Customer Reference are optional fields.</p>  <p>The screenshot shows a form titled 'ProMiles Test 1' with the value '200000'. Below the title is a section 'Contact information to appear on permit(s) being ordered:'. This section contains several input fields: 'Contact Name' with the value 'Buzz Busby', 'Contact Phone' with '111-554-1212', 'Contact Email' with 'tammy@promiles.com', 'Primary Delivery Method' with a dropdown menu showing 'WebDownload' and a help icon, 'Additional Delivery Method' with a dropdown menu showing 'Select...' and a help icon, and 'Company Reference' with an empty text box and a help icon.</p>
4.	<ul style="list-style-type: none"> Select Non-Reducible from the Permit Type dropdown list. Select Single Trip from the Permit SubType dropdown list. Select Non-Reducible Single Trip Oversize/Overweight from the Permit Definition dropdown list.  <p>The screenshot shows a form with three dropdown menus: 'Permit Type' set to 'Non-Reducible', 'Permit SubType' set to 'Single Trip', and 'Permit Definition' set to 'Non-Reducible Single Trip Oversize/Overweight'. Below these are 'From' and 'To' date fields with values '6/27/2019' and '07/01/2019' respectively.</p> <p>After choosing a Permit Type, the Next and Save and Exit buttons will be displayed beneath the selected Permit Type.</p> <ul style="list-style-type: none"> Enter the Start Date for the permit in the From date field and selecting a date from the calendar. <p>Note: The Start Date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.</p> <p>The End Date will automatically populate in the To field based on the Permit Type requested.</p> <ul style="list-style-type: none"> Click the Next button.

Idaho Transportation Permits System
Customer User Guide

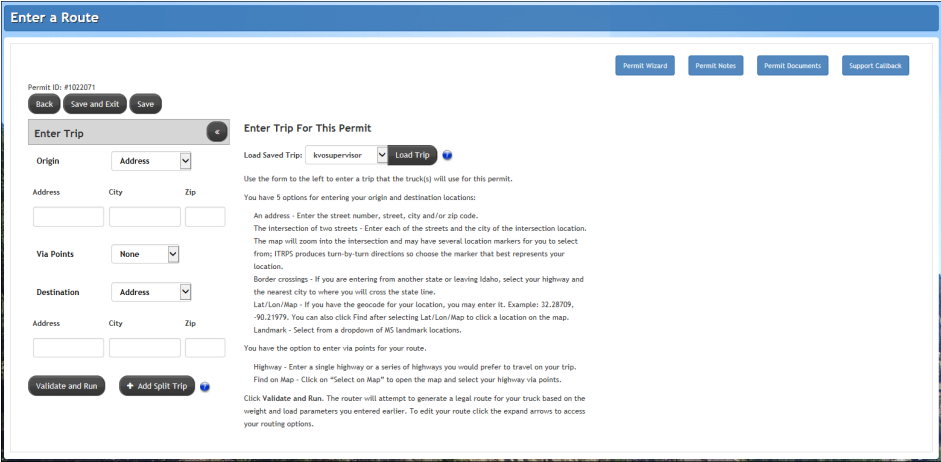
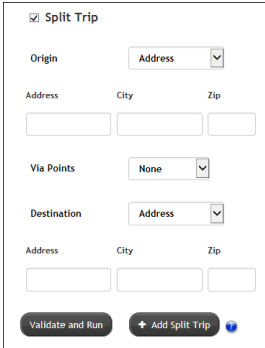
Scenario Steps

Step	Description
5.	<p>The Truck and Load Information screen will be displayed.</p> <p>Note: When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the ITRPS Company Management Portal screen.</p> <ul style="list-style-type: none"> Enter information about the truck and load. <p>Note: If the company has already saved a vehicle in the Vehicles section of the Company Assets on the ITRPS Company Management Portal screen, users can choose that vehicle from the Vehicle Inventory dropdown list. It will pre-populate the known information about the vehicle into the form.</p> <p>Note: Clicking the Add Power Unit icon creates another permit for another vehicle on the application. All vehicle and load parameters and the permit dates must be the same for each vehicle to use this option. The information for the additional power unit should be completed in the same manner as the original truck for the permit.</p>  <p>Click the Enter Weights button to enter the axle weight and spacings if the loaded weight exceeds legal.</p>

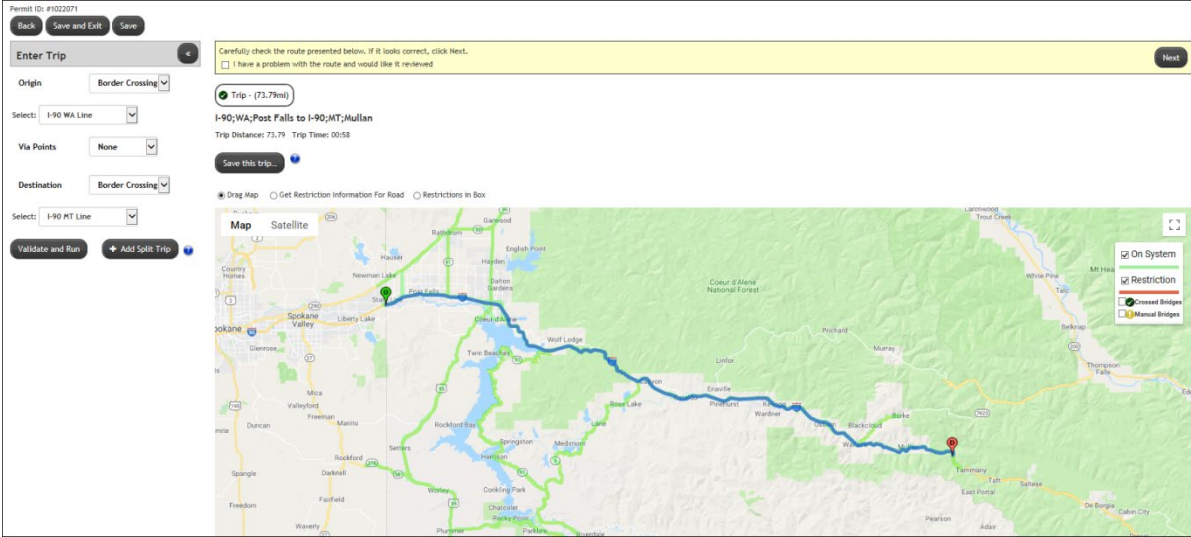
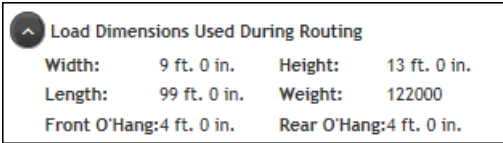
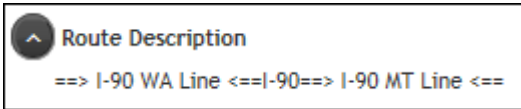
Scenario Steps

Step	Description
6.	<p>The Set Axle Weights screen will be displayed.</p> <ul style="list-style-type: none"> Enter information about the axle dimensions and axle weights of the load.  <p>Click the Display Configuration button to view a side or top view diagram of the axle configuration to confirm settings.</p> <p>Click the Validate Weights and Close button to retain the current configuration or click the Cancel (Clears all axles.) button to clear the current configuration and return to the Truck and Load Information screen.</p> <p>The Truck and Load Information screen will be displayed.</p> <ul style="list-style-type: none"> Click the Next button to continue to the next screen.

Scenario Steps

Step	Description
7.	<p>The Enter a Route screen will be displayed.</p>  <ul style="list-style-type: none"> Enter the Origin, Destination, and any Via Points. Click the Validate and Run button. <p>Note: If additional trips need to be added to the route, refer to Step 10 in this scenario for more information.</p>
8.	<p>Add Split Trip</p> <ul style="list-style-type: none"> Click the Add Split Trip button on the Enter a Route screen. <p>An additional Enter Trip Panel will be added below the original route Origin and Destination.</p>  <ul style="list-style-type: none"> Enter the Origin, Destination, and any Via Points for the split trip. Continue clicking the Add Split Trip button until the desired number of trips have been added. <p>Note: Customer Users can add up to 5 split trips to a route.</p> <ul style="list-style-type: none"> Click the Validate and Run button once all trips have been added. <p>Note: Click the Split Trip checkbox to remove the added split trip.</p>

Scenario Steps

Step	Description
9.	<p>The Trip Results Panel will be displayed.</p> <p>The Trip Results Panel displays the route on the map, but also provides additional information under the map.</p> <p>The map can be navigated using the tools such as Drag Map, Get Restriction Information for Road, Restrictions in Box, Satellite view, Zoom, and Full Screen View. Map layers such as On System, Restriction, Failed Bridges, and Crossed Bridges can also be applied.</p>  <ul style="list-style-type: none"> Click the Expand Chevron icon to get more details for each section.
10.	<p><u>Load Dimensions Used During Routing</u></p> <p>The Load Dimensions Used During Routing section will display the dimensions entered during the Order Permits process.</p>  <ul style="list-style-type: none"> Review the load dimensions.
11.	<p><u>Route Description</u></p> <p>The Route Description section will display an abbreviated description of the route.</p> <ul style="list-style-type: none"> Review the abbreviated route description and the turn-by-turn directions. 

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step	Description																														
12.	<p><u>Driving Directions</u></p> <p>The Driving Directions section will display turn-by-turn driving directions for the route.</p> <div><div>Driving Directions</div><table><thead><tr><th>Miles</th><th>Route</th><th>To</th><th>Distance</th><th>Time</th></tr></thead><tbody><tr><td colspan="5">Origin: I-90;WA;Post Falls</td></tr><tr><td>0</td><td></td><td>Beginning State-Maintained Travel</td><td>0</td><td>00:00</td></tr><tr><td>73.79</td><td>I-90</td><td>Continue straight on I-90</td><td>73.79</td><td>00:58</td></tr><tr><td colspan="5">Final Destination: I-90;MT;Mullan</td></tr><tr><td></td><td></td><td></td><td>73.79</td><td>00:58</td></tr></tbody></table></div>	Miles	Route	To	Distance	Time	Origin: I-90;WA;Post Falls					0		Beginning State-Maintained Travel	0	00:00	73.79	I-90	Continue straight on I-90	73.79	00:58	Final Destination: I-90;MT;Mullan								73.79	00:58
Miles	Route	To	Distance	Time																											
Origin: I-90;WA;Post Falls																															
0		Beginning State-Maintained Travel	0	00:00																											
73.79	I-90	Continue straight on I-90	73.79	00:58																											
Final Destination: I-90;MT;Mullan																															
			73.79	00:58																											
13.	<p><u>Escort Conditions</u></p> <p>The Escort Conditions section will display all parts of the route that require an escort, and will give details of the type of escort needed.</p> <div><div>Escort Conditions</div><div>Vehicle: 10014 W:16' 9" H:12' L:68' GVW:122000</div><div>One certified pilot car in the rear on I 90 from Origin to Destination.</div></div>																														
14.	<ul style="list-style-type: none">Click the Next button if the trip looks satisfactory. <div><div>Carefully check the route presented below. If it looks correct, click Next.</div><div><input type="checkbox"/> I have a problem with the route and would like it reviewed</div><div>Next</div></div>																														
15.	<p><u>Traffic Control Plan</u></p> <p>If any of the following apply to the permit, a Traffic Control Plan (TCP) will be required.</p> <ul style="list-style-type: none">➤ Width exceeds 20’ OR Length exceeds 150’ on a two lane highway➤ Width exceeds 12’ 6” and travels over a Red Route➤ A bridge has been assigned a crawl speed of 25 mph or less➤ District determines a TCP is needed during Route Review➤ When a TCP is required, users will be directed on how to upload the TCP in the Permit Documents.																														

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

- | Step | Description |
|------|--|
| 16. | The Order Permits: Permit Summary screen will be displayed. |

Order Permits

[Permit Wizard](#)[Permit Notes](#)[Permit Documents](#)[Support Callback](#)

ProMiles Test 1
Buzz Busby Ph: 111-554-1212
Permit fee summary. **Permit ID: 1022115**

Permits	Unit #	Permit Fee	Total
Non-Reducible Single Trip Oversize/Overweight	10014	\$33.00	\$33.00
Total		\$33.00	\$33.00

Route Directions

==>I-90;WA;Post Falls<==I-90==>I-90;MT;Mullan<==

Order Review

Permit Type: Non-Reducible Single Trip Oversize/Overweight
Start Date: 6/28/2019 End Date: 7/2/2019

VEHICLE AND LOAD

Load Description: test

Vehicles Used For This Permit

Unit Number	Make	Year	VIN
10014	PETERBILT	2000	YN666666

Load and Dimensions

Dimensions

Width: 11 ft. 9 in. Height: 12 ft. Length: 68 ft.
Weight: 122000 Front O'Hang: 6 ft. Rear O'Hang: 2 ft.

AXLE SPACINGS

Axles

Axle:	1	2	3	4	5	6	7	8
Distances:	10 ft. 3 in.	4 ft. 10 in.	3 ft. 4 in.	13 ft. 3 ft. 4 in.	15 ft. 5 in.	3 ft.		
Weights:	12000	14000	17000	17000	15000	18000	17000	12000
# of Tires:								
Tire Sizes:								

ORIGIN AND DESTINATION

Origin: I-90;WA;Post Falls Destination: I-90;MT;Mullan

Turn by Turn Directions

Seq	Miles	hh:mm	Route	To	Distance	Time	State
0	0.0			Origin: I-90;WA;Post Falls	0.0	00:00	
1	0.0			Beginning State-Maintained Travel	0.0	00:00	ID
2	73.8	00:58	I-90	Continue straight on I-90	73.80	00:58	ID
3	0.0			Destination: I-90;MT;Mullan	0.0	00:00	

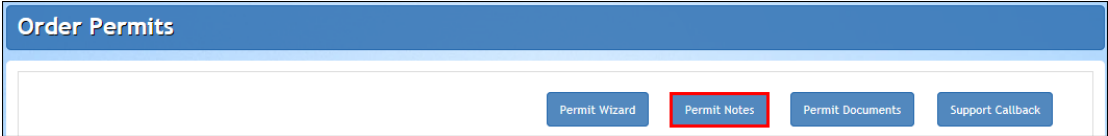
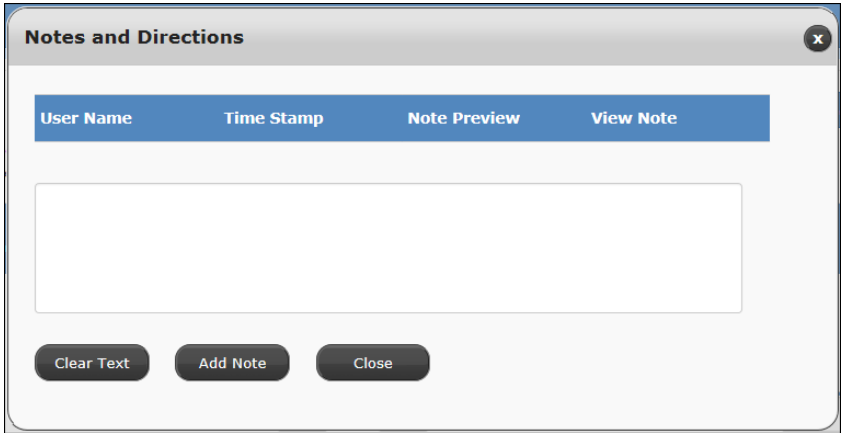
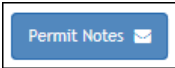
VIA POINTS

Escort Conditions

Vehicle: 10014 W:11' 9" H:12' L:68' GVW:122000

[Back](#)[Save And Exit](#)[Delete Permit](#)[Submit](#)

Scenario Steps







Step	Description
17.	<p><u>Add a Note to the Permit Application</u></p> <p>Company Users can add and view notes for the permit application.</p>  <ul style="list-style-type: none"> Click the Permit Notes button to add or view notes for the permit application. <p>The Notes and Directions screen will be displayed.</p>  <p>Note: If there was a previously added note, there will be an envelope on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the top of the Notes and Directions screen, with the User Name, Time Stamp, Note Preview, and a View link to view the note.</p>  <ul style="list-style-type: none"> Enter the text of the note in the free-form text box. Click the Clear Text button to remove the note text entered. Click the Add Note button to save and add the note to the permit application. <p>Click the Close button to close the Notes and Directions screen without saving the changes.</p>

Scenario Steps

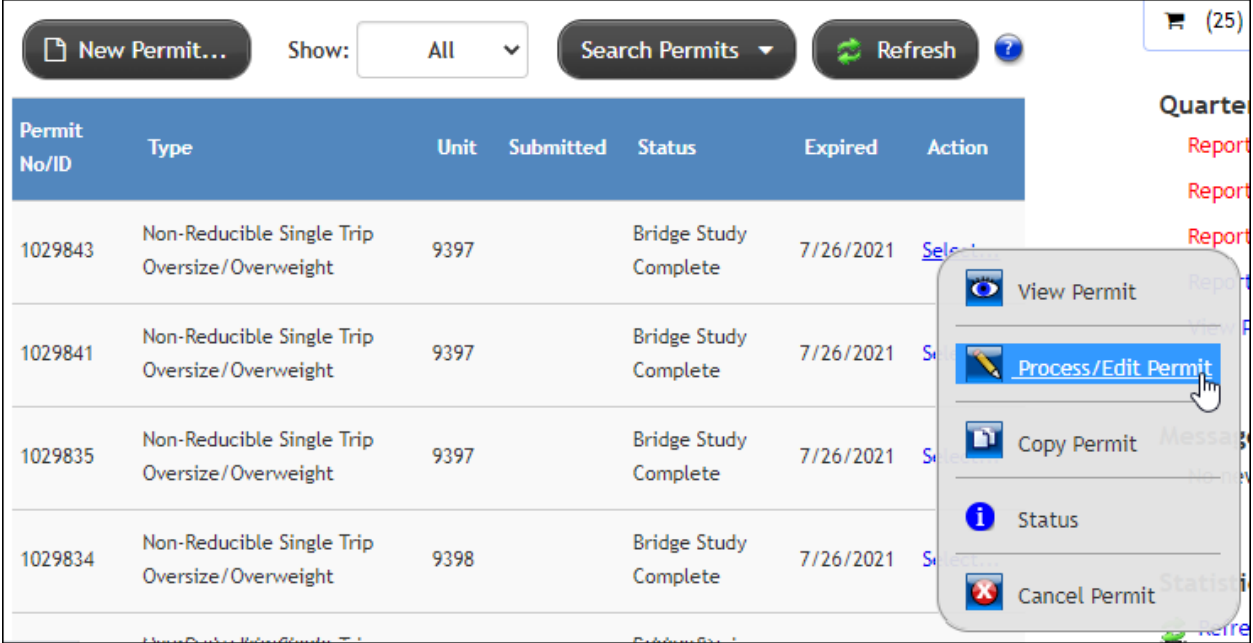
Step	Description
18.	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to ITRPS. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.</p> <div data-bbox="219 575 1321 709" data-label="Image"> <p>The screenshot shows the 'Order Permits' interface. At the bottom, there are four buttons: 'Permit Wizard', 'Permit Notes', 'Permit Documents' (highlighted with a red border), and 'Support Callback'.</p> </div> <ul style="list-style-type: none"> Click the Permit Documents button to add or view documents for the permit application. <p>The Edit Documents screen will be displayed.</p> <div data-bbox="254 827 961 1360" data-label="Image"> <p>The screenshot shows the 'Edit Documents' screen. It features a table titled 'Previously Uploaded Documents' with columns: User Name, Time Stamp, Document Description and Notes, Document Type, and View Document. Below the table, there are instructions for uploading a new document: <ol style="list-style-type: none"> 1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list. The form includes a 'Document Type' dropdown menu, a 'Document Name and Path' field with a 'Browse...' button, a 'Title' field, and a 'Description' text area. At the bottom are 'Close' and 'Upload Document' buttons. </p> </div> <p>Note: If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting.</p> <div data-bbox="219 1465 389 1528" data-label="Image"> <p>The screenshot shows the 'Permit Documents' button, which now includes a small document icon to its right, indicating that a document is waiting to be added.</p> </div> <ul style="list-style-type: none"> Select the type of document from the Document Type dropdown list. Click the Browse button to locate the document. Enter the title of the document in the Title field. Enter a description of the document in the Description field. Click the Close button to close the Edit Documents screen without saving the changes. Click the Upload Document button to save and add the document to the permit application.

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step	Description
19.	<ul style="list-style-type: none"> Click the Submit button to proceed to the next screen or click the Save and Exit button to save any changes to the permit and exit the Order Permits process. <p>At this time, the permit application will be given a Bridge Study status and will be enqueued for analysis.</p>
20.	<p>Once the Bridge Study is complete, the permit application will be given a status of Bridge Study Complete and an email notification will be sent to the user advising that the analysis is complete and will provide the analysis results.</p> <div data-bbox="214 602 1193 949"> <p>Permit Bridge Study Complete for Permits</p> <div>  ITDPermits@permits4idaho.com To: [Redacted] </div> <div> ↩ Reply ↩ Reply All → Forward ⋮ </div> <div>Mon 7/5/2021 2:25 PM</div> <p> This message was sent with High importance.</p> <p>Bridge analysis has completed for the following permit(s) and all bridges have passed: 1029536.</p> <p>You can pick up a permit with the status of 'Bridge Study Complete' from the dashboard, and proceed through the application to issue the permit.</p> <p>If the route is modified, then the current Bridge Study will be erased, a new one will be created, and the approval process will start again from the beginning.</p> </div> <div data-bbox="214 968 1193 1341"> <p>Permit Bridge Study Complete for Permits</p> <div>  ITDPermits@permits4idaho.com To: [Redacted] </div> <div> ↩ Reply ↩ Reply All → Forward ⋮ </div> <div>Tue 7/6/2021 8:55 AM</div> <p> This message was sent with High importance.</p> <p>Bridge analysis has completed for the following permit(s). There are bridges on the route which require a manual review by the bridge office: 1029565.</p> <p>You can pick up a permit with the status of 'Bridge Study Complete' from the dashboard and process through the application to route around the manual bridges, or submit your permit to the bridge office for review.</p> <p>If the route is modified, then the current Bridge Study will be erased, a new one will be created, and the approval process will start again from the beginning.</p> </div> <div data-bbox="214 1360 1193 1669"> <p>Permit Bridge Study Complete for Permits 1029622</p> <div>  ITDPermits@permits4idaho.com To: [Redacted] </div> <div> ↩ Reply ↩ Reply All → Forward ⋮ </div> <div>Tue 7/6/2021 12:45 PM</div> <p> This message was sent with High importance.</p> <p>The following permit(s) have bridges that did not pass analysis: 1029622.</p> <p>You can pick up a permit with the status of 'Bridge Study Complete' from the dashboard, proceed through the application, alter the route and resubmit for bridge analysis.</p> <p>If the route is modified, then the current Bridge Study will be erased, a new one will be created, and the approval process will start again from the beginning.</p> </div>

Scenario Steps

Step	Description
21.	<ul style="list-style-type: none"> Locate the permit in the Permits Panel on the Company Dashboard. The permit will have a status of Bridge Study Complete. Click the Select link in the Action column for the desired permit. A list of actions will be displayed. Click the Process/Edit Permit link.  <p>The screenshot shows the 'Permits Panel' interface. At the top, there are buttons for 'New Permit...', a 'Show:' dropdown set to 'All', a 'Search Permits' button, a 'Refresh' button, and a notification icon showing '(25)'. Below these is a table with the following columns: Permit No/ID, Type, Unit, Submitted, Status, Expired, and Action. The table contains four rows of permits, all with a status of 'Bridge Study Complete'. A context menu is open over the 'Action' column of the second row (Permit No/ID 1029841), showing options: 'View Permit', 'Process/Edit Permit' (highlighted with a mouse cursor), 'Copy Permit', 'Status', and 'Cancel Permit'.</p> <ul style="list-style-type: none"> If all bridges passed the analysis, the permit is under 250,000 pounds, and the permit dimensions are within self-issue limits, the permit can be self-issued. Skip to Step 23 to self-issue the permit. If the route contained a manual bridge or a bridge did not pass analysis, the permit will need to be submitted to ITD for further review. See Step 22 for more information.

Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step	Description		
22.	Permit Workflow Status List		
	Status	Description	Action Required By
	Bridge Study	The Bridge Study status indicates that ITRPS is running a bridge analysis.	N/A
	Bridge Study Complete	The Bridge Study Complete status indicates that ITRPS has completed the bridge analysis. An email notification is generated to the customer with the bridge analysis results. The customer must resume the permit to either self-issue the permit if all bridges passed or submit the permit to ITD for further review.	Customer
	Routing Review in Progress	The Routing Review in Progress status indicates that the permit has been submitted to the District Office and/or Local Entity for a Routing Review.	ITD
	Routing Review Complete	The Routing Review Complete status indicates that the Routing Review has been approved and the permit is awaiting Permit Office approval. The customer will be notified when the permit is available in their Shopping Cart.	ITD
	Bridge Study Submitted	The Bridge Study Submitted status indicates that the permit has been submitted to the ITD Bridge Office for review.	ITD
	Pending payment	The Pending payment status indicates that the permit has all necessary approvals and is available in the Customer Shopping Cart for payment.	Customer
	Route Denied	The Route Denied status indicates that the route has been denied by ITD Bridge Office and cannot be issued. The customer will need to start a new application. Note: A previous permit can be copied to save time.	N/A

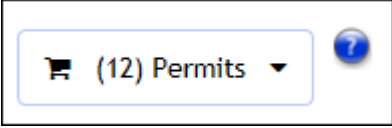
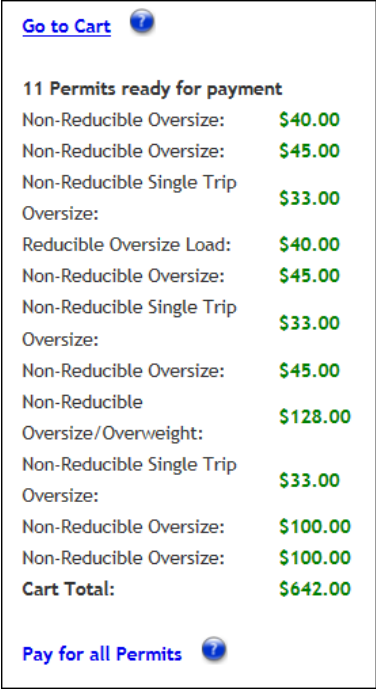
Scenario Steps

Step	Description
23.	<p>If the permit application does not require a Bridge Study and/or a Routing Review, the <i>Permit Submission Successful</i> screen will displayed.</p> <ul style="list-style-type: none">Click the Pay for the Permits now button. <p>Note: If the permit is not paid for at this time, the permit will be sent to the Customer's Shopping Cart. The Customer will receive an email notification letting them know the permit has been approved and is ready for payment.</p> <p>The <i>Pay for Permit</i> screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay For Verified Permits button. <p>The <i>Payment Information for Permit ID: XXXXXXXX</i> will be displayed.</p> <ul style="list-style-type: none">Click the Submit button. <p>The user will be redirected to the credit card processor for payment.</p> <ul style="list-style-type: none">Process through the payment screens and enter the required information. <p>When the payment transaction is complete, the user will automatically be redirected to ITRPS.</p> <p>Note: The permit will be delivered via the delivery method selected during the Order Permits process.</p>

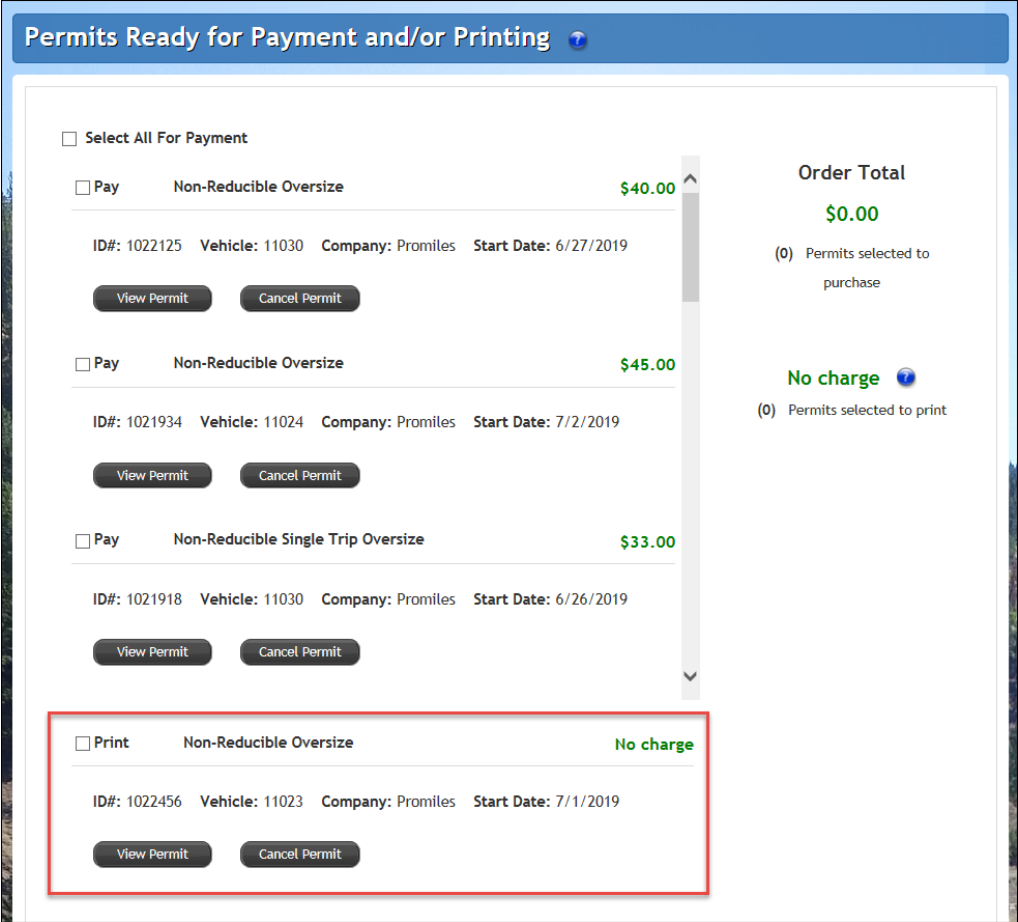
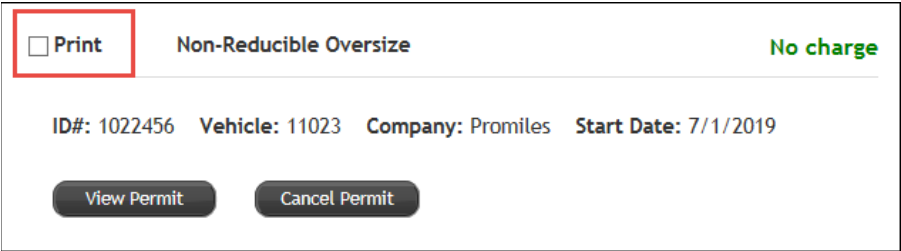
Scenario 7 – Exempt Company / No Charge Permit

This scenario details the steps needed for a Company User to print a No Charge permit.

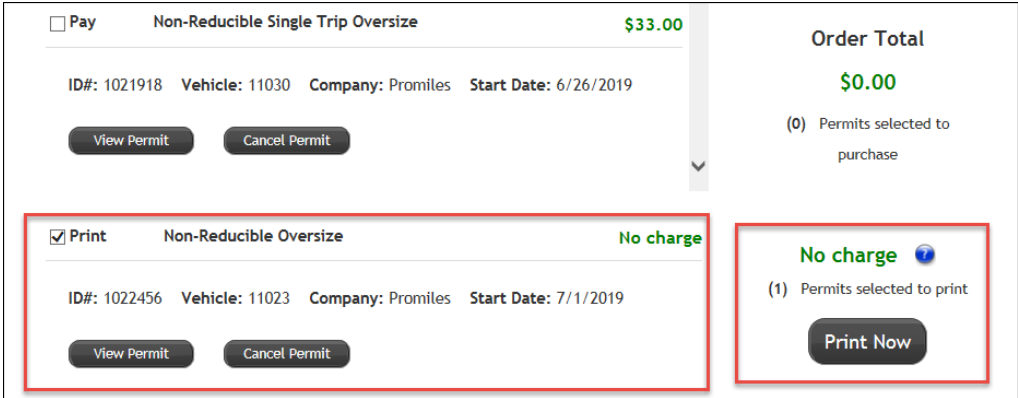
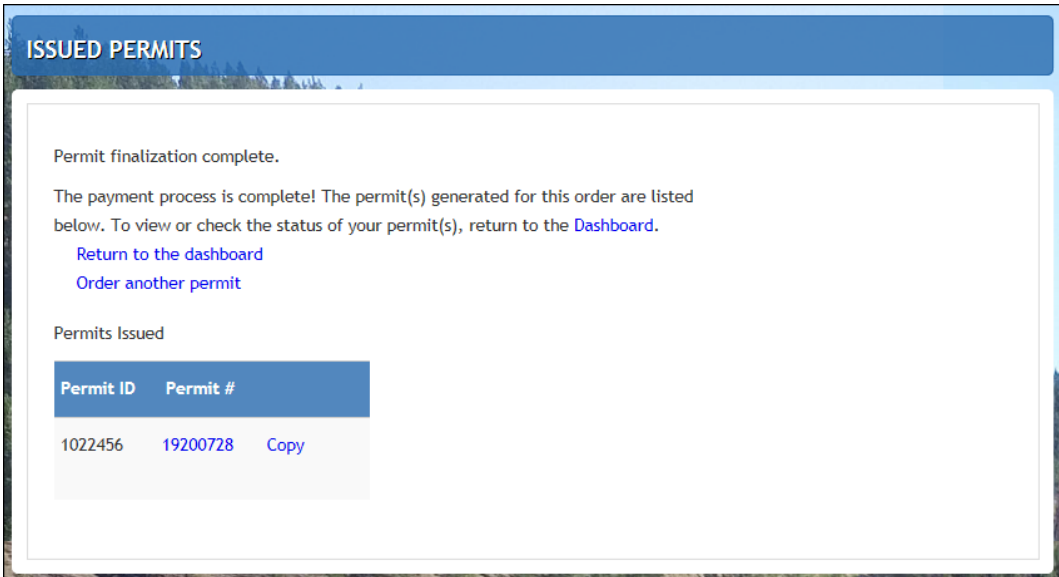
Note: The permit will go to the **Shopping Cart** once it is approved but before it is issued. No Charge permits must be printed to be active.

Step	Description
1.	<p><u>To Print a No Charge Permit</u></p> <ul style="list-style-type: none"> Click the Shopping Cart button on the Company Dashboard. 
2.	<p>A summary of permits available for purchase will be displayed.</p>  <p>Note: The user can Go to Cart and select a specific permit to purchase or Pay for all Permits.</p> <ul style="list-style-type: none"> Click the Go to Cart link.

**Idaho Transportation Permits System
Customer User Guide**

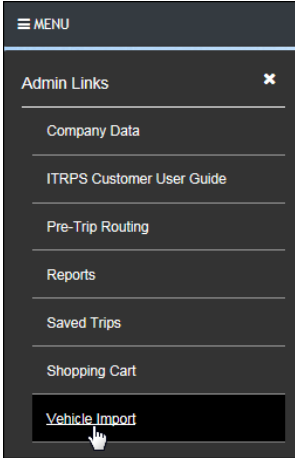
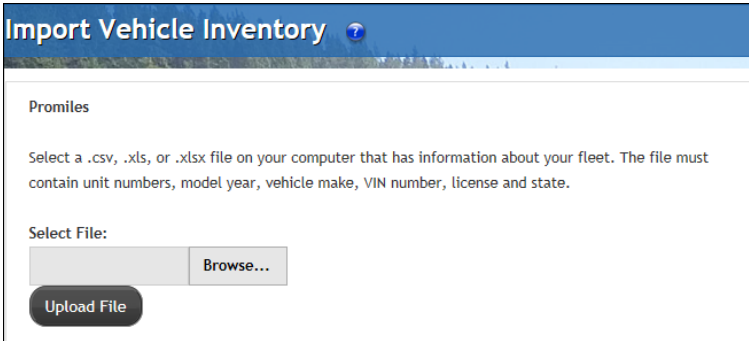
Step	Description
3.	<p>The Permits Ready for Payment and/or Printing screen will be displayed.</p> <p>Note: The No Charge permits will be listed at the bottom.</p> 
4.	<ul style="list-style-type: none"> Select the Print checkbox above each no charge permit to print. 

Idaho Transportation Permits System
Customer User Guide

Step	Description
5.	<p>The No Charge Panel will be updated with the number of permits selected and the Print Now button.</p>  <ul style="list-style-type: none"> Click the Print Now button. <p>Note: Printing the permit is equivalent to issuing the permit.</p> <p>Note: The permit will be delivered via the delivery method selected during the Order Permits process. The permit can also be accessed from the Permits Panel on the Company Dashboard.</p>
6.	<p>The Issued Permits screen will be displayed. The Permit ID and Permit Number will be displayed.</p>  <p>From this screen the user can Return to the dashboard, Order another permit, or can click the Permit Number to view and print a copy of the issued permit PDF.</p> <ul style="list-style-type: none"> Click the Return to the dashboard link or click the Home button to return to the Company Dashboard.

Scenario 8 – Vehicle Import

This scenario details the steps needed for a Company User to import vehicles.

Step	Description
1.	<ul style="list-style-type: none"> Click the Vehicle Import link in the Administrative Panel on the Company Dashboard. 
2.	<p>The Import Vehicle Inventory screen will be displayed.</p>  <ul style="list-style-type: none"> Click the Browse button to locate the file on the computer that has the Vehicle Inventory listed. Double click the file to be imported. Click the Upload File button. <p>Note: The file must contain the Unit Number, Unit Model Year, Vehicle Make, VIN, License Plate Number, and License Plate State. The file can additionally include the Terminal to which a vehicle is assigned.</p>

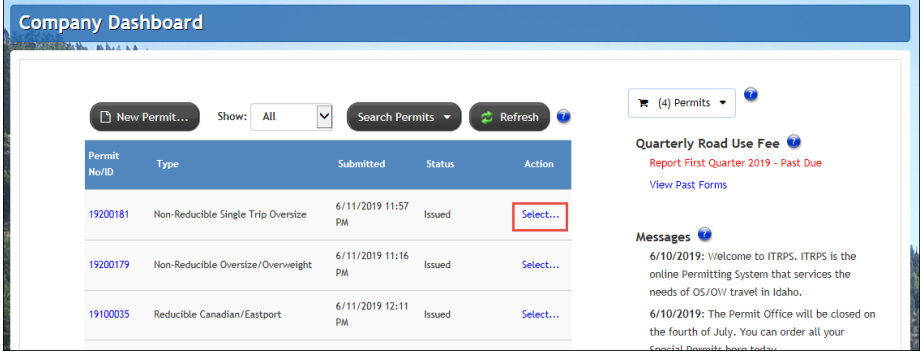
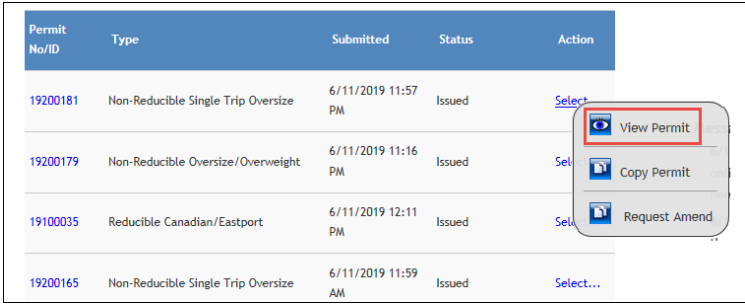
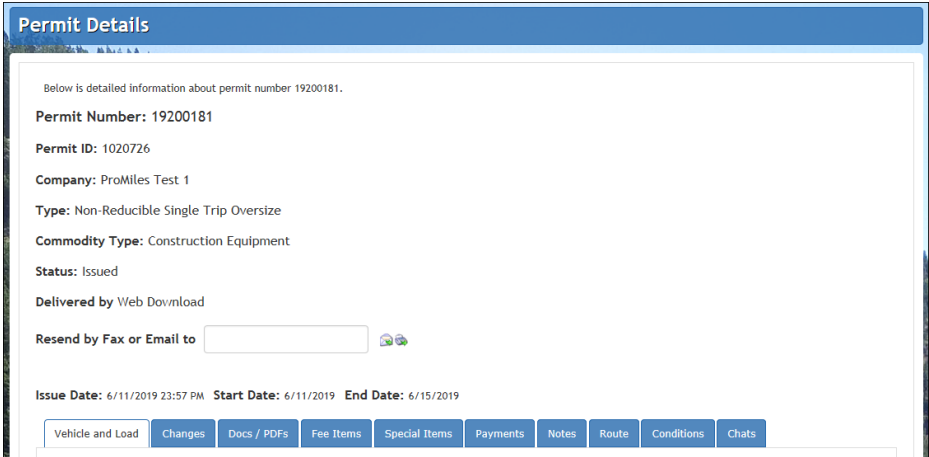
Idaho Transportation Permits System Customer User Guide

Step	Description																																																	
3.	<p>The Import Vehicle Inventory Step 2 screen will be displayed.</p> <ul style="list-style-type: none">Designate which column the data is located in each dropdown list, as well as the row the data starts on.Click the Import Sheet button. <div><div>Import Vehicle Inventory Step 2</div><div><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><div><div>*The Unit Number is in column</div><div>Column 1</div><div>*The Unit Model Year is in column</div><div>Column 2</div><div>*The Vehicle Make is in column</div><div>Column 3</div><div>*The VIN is in column</div><div>Column 4</div><div>*The License Plate Number is in column</div><div>Column 5</div><div>*The License Plate State is in column</div><div>Column 6</div><div>*Data starts on row</div><div>Row 1</div><div>Import Sheet</div></div><div><div>Preview</div><table><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></tr><tr><td>1</td><td>UNIT NUMBER</td><td>UNIT MODEL YEAR</td><td>VEHICLE MAKE</td><td>VIN</td><td>LICENSE PLATE NUMBER</td><td>LICENSE PLATE STATE</td><td>VEHICLE TYPE</td><td>TERMINAL</td></tr><tr><td>2</td><td>47</td><td>2008</td><td>STERLING</td><td>85418050339</td><td>GR98SE</td><td>NM</td><td>TRUCK TRACTOR</td><td>SOUTH</td></tr><tr><td>3</td><td>127</td><td>2001</td><td>PETERBILT</td><td>18005428742</td><td>KL3252</td><td>TX</td><td>TRUCK TRACTOR</td><td>SOUTH</td></tr><tr><td>4</td><td>112</td><td>2014</td><td>VOLVO</td><td>84197658104</td><td>NU86605</td><td>AZ</td><td>TRUCK</td><td>EAST</td></tr></table></div></div></div> <tr><td>4.</td><td><p>The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully imported.</p><div><div>Vehicle Import Results</div><div><p>View the results of your vehicle import below.</p><div>Results</div><div><div>Number of vehicles successfully imported: 9</div><div>Number of failures: 1</div></div><div><div>View Load Failures</div><div>Return to Dashboard</div></div></div></div><p>Note: If there are any errors in the data, the Vehicle Import Results screen will indicate the number of failures. Users can click the View Load Failures button to open the Vehicle Import Exceptions Report.</p></td></tr> <tr><td>5.</td><td><ul style="list-style-type: none">Click the Return to the Dashboard link to return to the Company Dashboard.</td></tr>	Row/Col	1	2	3	4	5	6	7	8	1	UNIT NUMBER	UNIT MODEL YEAR	VEHICLE MAKE	VIN	LICENSE PLATE NUMBER	LICENSE PLATE STATE	VEHICLE TYPE	TERMINAL	2	47	2008	STERLING	85418050339	GR98SE	NM	TRUCK TRACTOR	SOUTH	3	127	2001	PETERBILT	18005428742	KL3252	TX	TRUCK TRACTOR	SOUTH	4	112	2014	VOLVO	84197658104	NU86605	AZ	TRUCK	EAST	4.	<p>The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully imported.</p> <div><div>Vehicle Import Results</div><div><p>View the results of your vehicle import below.</p><div>Results</div><div><div>Number of vehicles successfully imported: 9</div><div>Number of failures: 1</div></div><div><div>View Load Failures</div><div>Return to Dashboard</div></div></div></div> <p>Note: If there are any errors in the data, the Vehicle Import Results screen will indicate the number of failures. Users can click the View Load Failures button to open the Vehicle Import Exceptions Report.</p>	5.	<ul style="list-style-type: none">Click the Return to the Dashboard link to return to the Company Dashboard.
Row/Col	1	2	3	4	5	6	7	8																																										
1	UNIT NUMBER	UNIT MODEL YEAR	VEHICLE MAKE	VIN	LICENSE PLATE NUMBER	LICENSE PLATE STATE	VEHICLE TYPE	TERMINAL																																										
2	47	2008	STERLING	85418050339	GR98SE	NM	TRUCK TRACTOR	SOUTH																																										
3	127	2001	PETERBILT	18005428742	KL3252	TX	TRUCK TRACTOR	SOUTH																																										
4	112	2014	VOLVO	84197658104	NU86605	AZ	TRUCK	EAST																																										
4.	<p>The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully imported.</p> <div><div>Vehicle Import Results</div><div><p>View the results of your vehicle import below.</p><div>Results</div><div><div>Number of vehicles successfully imported: 9</div><div>Number of failures: 1</div></div><div><div>View Load Failures</div><div>Return to Dashboard</div></div></div></div> <p>Note: If there are any errors in the data, the Vehicle Import Results screen will indicate the number of failures. Users can click the View Load Failures button to open the Vehicle Import Exceptions Report.</p>																																																	
5.	<ul style="list-style-type: none">Click the Return to the Dashboard link to return to the Company Dashboard.																																																	

**Idaho Transportation Permits System
Customer User Guide**

Scenario 9 – View Permit Action (Permit Details)

This scenario details the steps needed for a Company 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"> Locate a permit in the Permits Panel on the Company Dashboard with a status of Issued or Issued Prior. Click the Select link in the Action column for the desired permit. 
2.	<p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> Click the View Permit link. 
3.	<p>The Permit Details screen will be displayed.</p> 

**Idaho Transportation Permits System
Customer User Guide**

Step	Description
4.	<p><u>To Resend a Permit PDF by Fax or Email</u></p> <ul style="list-style-type: none"> Enter a fax number or email address in the Resend by Fax or Email to field on the <i>Permit Details</i> screen. Click the Email/Fax icon. <div data-bbox="297 436 1047 898" data-label="Image"> </div> <p>The Resend permit by Fax/Email? message will be displayed.</p> <div data-bbox="297 957 924 1165" data-label="Image"> </div> <ul style="list-style-type: none"> Click the OK button to close the message. <p>A confirmation message will be displayed.</p> <div data-bbox="297 1276 1003 1484" data-label="Image"> </div> <ul style="list-style-type: none"> Click the OK button to close the message.

Idaho Transportation Permits System

Customer User Guide

Step

Description

5.

Vehicle and Load

Changes

Docs / PDFs

Fee Items

Special Items

Payments

Notes

Route

Conditions

Chats

Vehicle and Load

Load Description

Construction Equipment

Vehicles Used For This Permit

Unit Number	Type	Make	Year	VIN
112	Tractor	VOLVO	2014	123456

Load and Dimensions

Below is a table containing the dimensions used when creating and routing this permit.

Dimensions					
Width:	10 ft.	Height:	14 ft.	Length:	100 ft.
Weight:	Legal	Front O'Hang:	Legal	Rear O'Hang:	Legal

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 or Issued, those actions will be listed here.

Vehicle and Load

Changes

Docs / PDFs

Fee Items

Special Items

Payments

Notes

Route

Conditions

Chats

Permit Changes

Below is a list of changes that have been recorded for this permit

Permit Office Actions

A list of Permit Office actions for this permit are listed below.

Date	User	Action	Permit Status
Tue Jun 11 2019 23:57:21 GMT-0500 (Central Daylight Time)	Charles Breedlove	Pay and Issue Permit	Issued
Tue Jun 11 2019 23:56:50 GMT-0500 (Central Daylight Time)	Charles Breedlove	Process Permit	PO Pending payment
Tue Jun 11 2019 23:55:20 GMT-0500 (Central Daylight Time)	Charles Breedlove	Open Permit	Internal pending
Tue Jun 11 2019 23:55:19 GMT-0500 (Central Daylight Time)	Charles Breedlove	Begin Copy Permit	Internal pending

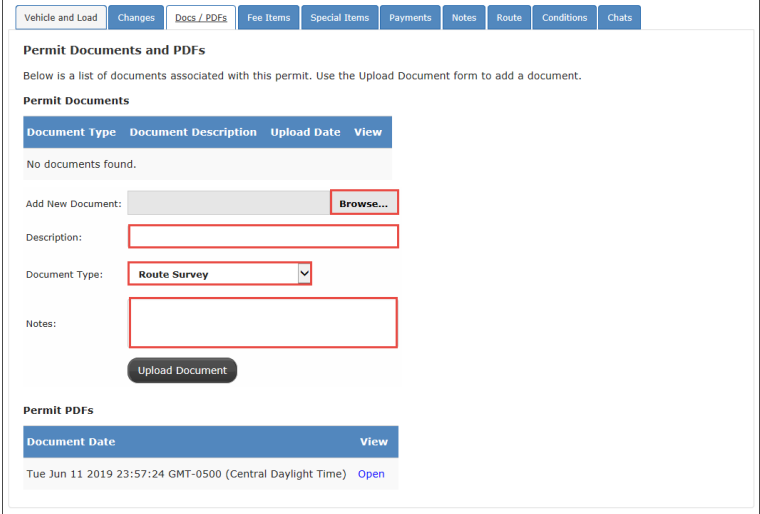
Permit Change Auditing

The dates the permit was edited in the database are listed below.

Date	User	View	Changes
Tue Jun 11 2019 23:55:20 GMT-0500 (Central Daylight Time)	Breedlove	View	End DT

Idaho Transportation Permits System

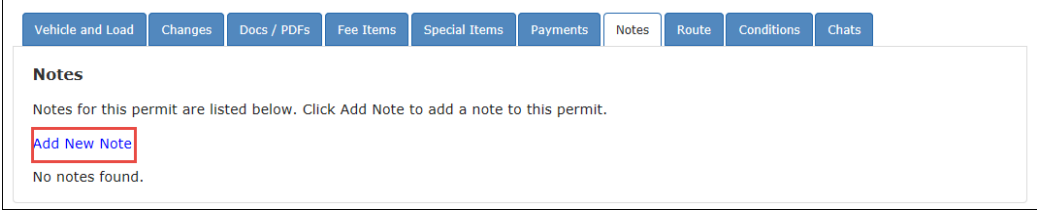
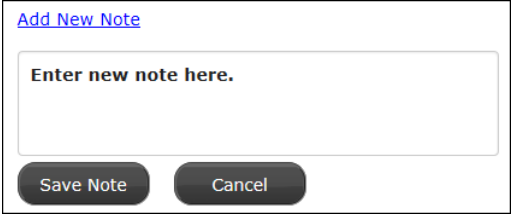
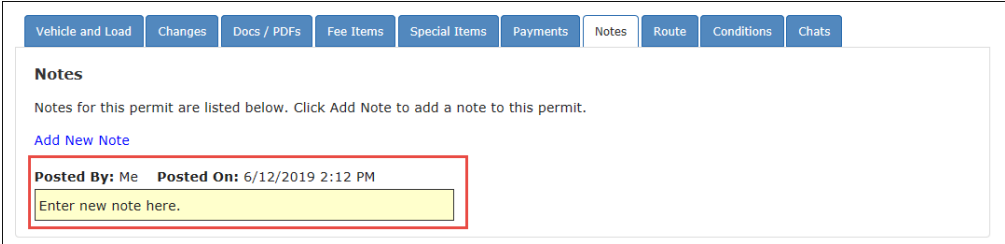
Customer User Guide

Step	Description
7.	<p><u>Doc/PDFs Tab – Uploading Documents</u></p> <ul style="list-style-type: none"> 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. <p>The Choose File to Upload screen will be displayed.</p> <ul style="list-style-type: none"> Select the document to upload. Click the Open button. <p>The Permit Details screen will be displayed.</p> <ul style="list-style-type: none"> Select a Document Type and enter a Description along with any desired Notes. Click the Upload Document button. <p>The document has now been saved to the permit record.</p> 

Idaho Transportation Permits System
Customer User Guide

Step	Description
8.	<p><u>Doc/PDFs Tab – Viewing Previously Uploaded Documents</u></p> <p>The Permit Documents section will list previously uploaded documents.</p> <div data-bbox="256 384 1295 678"> </div> <ul style="list-style-type: none"> 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.
9.	<p><u>Doc/PDFs Tab – Viewing Permit PDF's</u></p> <p>The Permit PDFs section will list all Permit PDF's created for this permit.</p> <ul style="list-style-type: none"> Click the Open link in the View column to view a copy of the issued permit PDF. <div data-bbox="297 1106 954 1283"> </div> <p>The Permit PDF will be displayed.</p> <ul style="list-style-type: none"> Close the Permit PDF to return to the Permit Details screen.
10.	<p><u>Payments Tab</u></p> <ul style="list-style-type: none"> Click the Payments tab. <p>The Payments tab will contain all payment transactions related to this permit.</p> <p>Note: The Collected field cannot be edited by a Customer User.</p> <div data-bbox="297 1608 1234 1883"> </div>

Idaho Transportation Permits System
Customer User Guide

Step	Description
11.	<p><u>Notes Tab</u></p> <ul style="list-style-type: none"> Click the Notes tab. <p>The Notes tab will display previously added notes, as well as allow the user to enter a new note.</p> <ul style="list-style-type: none"> Click the Add New Note link.  <p>A blank field will be displayed.</p>  <ul style="list-style-type: none"> Enter a brief note in the text field. Click the Save Note button. <p>The note will be added to the bottom of the Notes tab. The Posted By field will display the user who entered the note and the Posted On field will display the date that the note was entered.</p> 

Idaho Transportation Permits System

Customer User Guide

Step

Description

12.

Route Tab

Click the Route tab.

Note:

If the permit was a non-routed permit, information will not be available on this tab.

The Route tab will display all route information for this permit.

Vehicle and Load

Changes

Docs / PDFs

Fee Items

Special Items

Payments

Notes

Route

Conditions

Chats

Permit Route

Route generated for the permit:

I-15;MT;Spencer to SH-52;OR;Payette

Trip Miles: 414

Trip Time: 6:31

Show Map

Route Description

==>I-15;MT;Spencer<==I-15, @ I-86/Chubbuck Twin Falls, I-86, I-84, @ US-95/Fruitland/Payette, US-95, US-95 SPUR, SH-52==>SH-52;OR;Payette<==

Bridge Study Number: N/A

Approval Date: N/A

Driving Directions

Miles	Route	To	Distance	Time
0		Origin: I-15;MT;Spencer	0	00:00
0		Beginning State-Maintained Travel	0	00:00
123.8	I-15	Take Exit 72 toward I-86/Chubbuck Twin Falls	123.8	2:39
63.4	I-86	Continue straight on I-84 [US-30]	187.1	00:50
217.6	I-84	Take Exit 3 toward US-95/Fruitland/Payette	404.7	3:53
0.2	I-84	Turn right onto US-95	404.9	00:00
6	US-95	Continue straight on US-95 SPUR [SOUTH MAIN STREET]	410.9	00:05
1.3	US-95 SPUR	Turn left onto SH-52 [2ND AVENUE SOUTH]	412.3	00:01
1.7	SH-52	Arrive at destination.	414	00:02
0		Destination: SH-52;OR;Payette	0	00:00

13.

Conditions Tab

Click the Conditions tab.

The Conditions tab will display all applicable travel conditions for this permit.

Note:

These conditions will also print on the Permit PDF.

Vehicle and Load

Changes

Docs / PDFs

Fee Items

Special Items

Payments

Notes

Route

Conditions

Chats

Permit Conditions

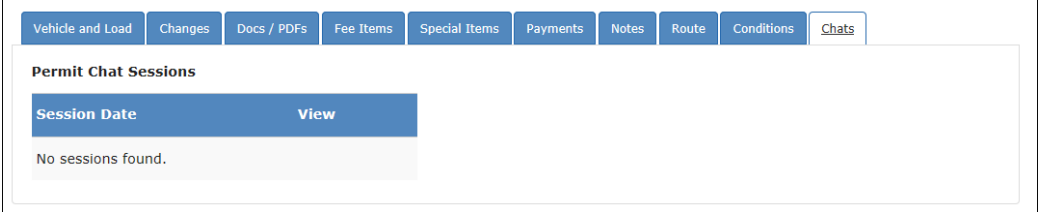
Condition

ALERT 23758: I-84, BETWEEN EXIT 44 AND EXIT 49, ROAD CONSTRUCTION We will have intermittent night time lane closures in both directions for deck and median work. | Over the week of June 2- June 7, new guardrail will be installed, barrier reset and the lanes restriped to the final layout. | | In general WB restrictions are allowed 10 pm to 6 am on week nights and 11 pm to 7 am on weekends. | EB restrictions are allowed 9 pm to 5 am on week nights and 11 pm to 7 am on weekends. |

ALERT 24377: I-84, BETWEEN EXIT 90 AND EXIT 112, LANE CLOSURE I-84 construction southeast of Mountain Home. Westbound traffic will be crossed over to the south side of the interstate in a two-way traffic pattern. Westbound Exit 99 will be closed on March 29 until July 31 2019 and will detour westbound exit 99 traffic to exit 95.

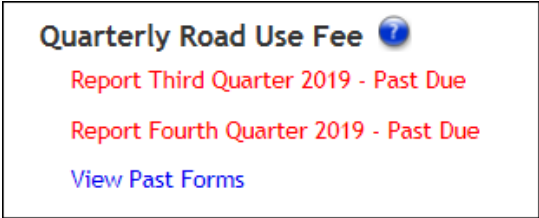
ALERT 24384: I-84, BETWEEN EXIT 29 AND EXIT 36, LANE CLOSURE Nighttime single lane closures will be required for I-84 at the Karcher Overpass through the project till the anticipated completion date of Fall 2019.

Idaho Transportation Permits System
Customer User Guide

Step	Description
14.	<p><u>Chats Tab</u></p> <ul style="list-style-type: none"> Click the Chats tab. <p>The Chat tab will display all chat sessions that occurred during the Order Permits process for this permit (if the Chat functionality was used).</p> 
15.	<ul style="list-style-type: none"> Click the Home button to return to the Company Dashboard.

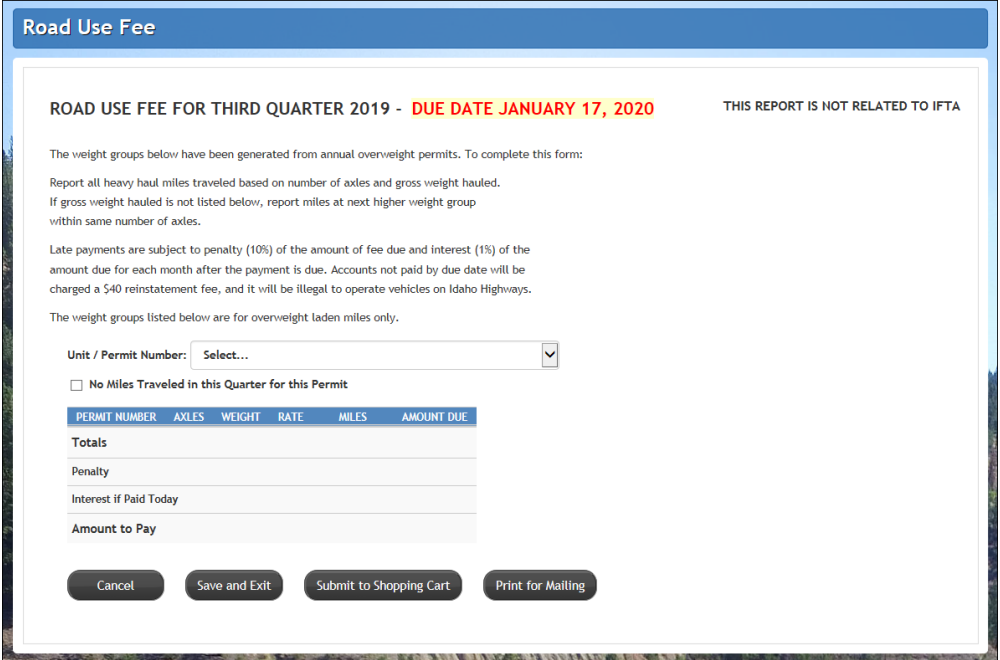
Scenario 10 – Quarterly Road Use Fee

This scenario details the steps needed for a Company User to report Quarterly Road Use Fees.

Step	Description
1.	<p>Quarterly Road Use Fees will be displayed on the Company Dashboard in the Quarterly Road Use Fee Panel.</p> <ul style="list-style-type: none"> Quarters with outstanding fees will be displayed in the Quarterly Road Use Fee Panel. Once all fees are paid for a specific quarter, that quarter will no longer be listed in the Quarterly Road Use Fee Panel; however, Company Users can view previously filed forms by using the View Past Forms link. Past due quarters will be displayed in red text with Past Due noted. Late payments are subject to a 10% penalty and 1% interest, for each month after the payment is due. Delinquent accounts will be suspended until a \$40 reinstatement fee, as well as past due fees, are paid. While the account is suspended, the company will not be able to order new permits. 
2.	<p>To View Annual Permits that Require Quarterly Road Use Fee Reporting</p> <ul style="list-style-type: none"> Select the desired quarter from the list displayed in the Quarterly Road Use Fee Panel. <p>For this example, Third Quarter 2019 will be selected.</p> 

Idaho Transportation Permits System

Customer User Guide

Step	Description
3.	<p><i>The Road Use Fee screen will be displayed.</i></p>  <ul style="list-style-type: none"> • Open the Unit / Permit Number dropdown list to view the Annual Permits that require reporting. <i>All Annual Permits for your company, that require reporting for the selected quarter, will be displayed.</i> <ul style="list-style-type: none"> ○ <i>Once fees have been reported for a specific permit, the Permit Number will be followed by Filed: and the date the fees were reported to ITD.</i> ○ <i>If fees have not yet been reported for a specific permit, the Permit Number will be followed Not Reported.</i>

Idaho Transportation Permits System
Customer User Guide

Step	Description																																																																																																																																																																								
4.	<ul style="list-style-type: none"> Select the desired Permit Number. <p><i>A list of weights will be displayed.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Unit / Permit Number: Unit 11023 / 19200615 - Not Reported ▼</p> <p><input type="checkbox"/> No Miles Traveled in this Quarter for this Permit</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>PERMIT NUMBER</th> <th>AXLES</th> <th>WEIGHT</th> <th>RATE</th> <th></th> <th>MILES</th> <th></th> <th>AMOUNT DUE</th> </tr> </thead> <tbody> <tr><td>19200615</td><td>2</td><td>42000</td><td>0.04</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>44000</td><td>0.08</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>46000</td><td>0.12</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>48000</td><td>0.16</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>50000</td><td>0.20</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>52000</td><td>0.24</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>54000</td><td>0.28</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>56000</td><td>0.32</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>58000</td><td>0.36</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>60000</td><td>0.40</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>62000</td><td>0.44</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>64000</td><td>0.48</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>66000</td><td>0.52</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>68000</td><td>0.56</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>70000</td><td>0.60</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr><td>19200615</td><td>2</td><td>72000</td><td>0.64</td><td>x</td><td><input style="width: 50px;" type="text" value="0"/></td><td>=</td><td>\$ 0.00</td></tr> <tr style="background-color: #f2f2f2;"> <td colspan="5">Totals</td><td>0</td><td></td><td>\$ 0.00</td></tr> <tr><td colspan="7">Penalty</td><td>\$ 0.00</td></tr> <tr><td colspan="7">Interest if Paid Today</td><td>\$ 0.00</td></tr> <tr style="background-color: #f2f2f2;"> <td colspan="7">Amount to Pay</td><td>\$ 0.00</td></tr> </tbody> </table> <div style="margin-top: 10px; text-align: center;"> Cancel Save and Exit Submit to Shopping Cart Print for Mailing </div> </div>	PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE	19200615	2	42000	0.04	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	44000	0.08	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	46000	0.12	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	48000	0.16	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	50000	0.20	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	52000	0.24	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	54000	0.28	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	56000	0.32	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	58000	0.36	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	60000	0.40	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	62000	0.44	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	64000	0.48	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	66000	0.52	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	68000	0.56	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	70000	0.60	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	19200615	2	72000	0.64	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00	Totals					0		\$ 0.00	Penalty							\$ 0.00	Interest if Paid Today							\$ 0.00	Amount to Pay							\$ 0.00
PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE																																																																																																																																																																		
19200615	2	42000	0.04	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	44000	0.08	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	46000	0.12	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	48000	0.16	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	50000	0.20	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	52000	0.24	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	54000	0.28	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	56000	0.32	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	58000	0.36	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	60000	0.40	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	62000	0.44	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	64000	0.48	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	66000	0.52	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	68000	0.56	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	70000	0.60	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
19200615	2	72000	0.64	x	<input style="width: 50px;" type="text" value="0"/>	=	\$ 0.00																																																																																																																																																																		
Totals					0		\$ 0.00																																																																																																																																																																		
Penalty							\$ 0.00																																																																																																																																																																		
Interest if Paid Today							\$ 0.00																																																																																																																																																																		
Amount to Pay							\$ 0.00																																																																																																																																																																		

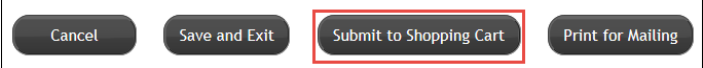
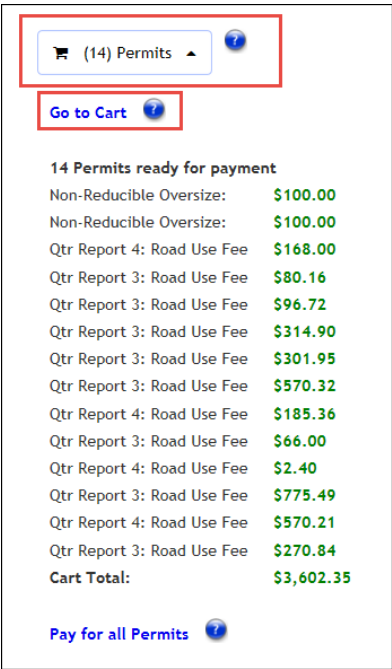
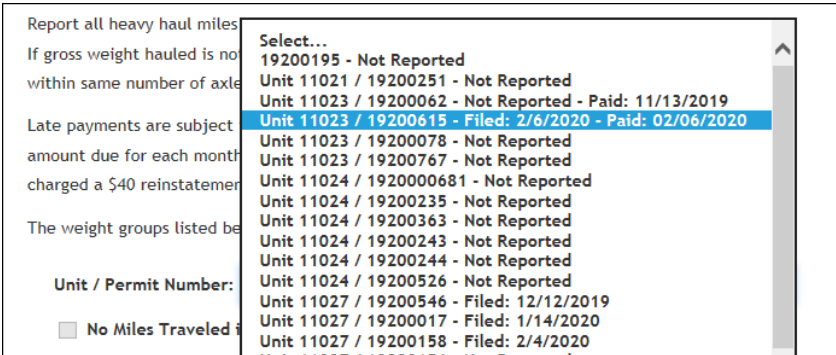
Idaho Transportation Permits System
Customer User Guide

Step	Description																																																																
5.	<p><u>To Report 0 Miles for a Permit in the Selected Quarter</u></p> <ul style="list-style-type: none"> Select the No Miles Traveled in this Quarter for this Permit checkbox. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Unit / Permit Number: <div style="border: 1px solid #ccc; padding: 2px 5px;">Unit 11023 / 19200615 - Not Reported</div> ▼ </div> <div style="margin-top: 5px;"> <input type="checkbox"/> No Miles Traveled in this Quarter for this Permit </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #005596; color: white;"> <th>PERMIT NUMBER</th> <th>AXLES</th> <th>WEIGHT</th> <th>RATE</th> <th></th> <th>MILES</th> <th></th> <th>AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td>19200615</td> <td>2</td> <td>42000</td> <td>0.04 x</td> <td></td> <td style="text-align: center;">0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>44000</td> <td>0.08 x</td> <td></td> <td style="text-align: center;">0</td> <td>=</td> <td>\$ 0.00</td> </tr> </tbody> </table> </div> <p><i>All fields will be grayed out.</i></p> <ul style="list-style-type: none"> Click the Submit 0 Miles button. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0; text-align: center;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee;">Cancel</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee;">Save and Exit</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee; border: 2px solid red;">Submit 0 Miles</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee;">Print for Mailing</div> </div> </div> <p>Note: Once 0 miles are submitted, the record in the dropdown list will be updated, indicating the reporting for the permit for the selected quarter has been completed.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex;"> <div style="width: 30%; padding-right: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Unit / Permit Number:</div> <div style="margin-top: 5px;"> <input type="checkbox"/> No Miles Traveled in this Quarter for this Permit </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #005596; color: white;"> <th>PERMIT NUMBER</th> <th>AXLES</th> <th>WEIGHT</th> <th>RATE</th> <th></th> <th>MILES</th> <th></th> <th>AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td colspan="8" style="text-align: center;">Totals</td> </tr> <tr> <td colspan="8" style="text-align: center;">Penalty</td> </tr> <tr> <td colspan="8" style="text-align: center;">Interest if Paid Today</td> </tr> <tr> <td colspan="8" style="text-align: center;">Amount to Pay</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #eee;">Cancel</div> </div> </div> <div style="width: 70%; padding-left: 10px;"> <div style="border: 1px solid #ccc; padding: 2px;">Select...</div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> 19200195 - Not Reported Unit 11021 / 19200251 - Not Reported Unit 11023 / 19200078 - Not Reported Unit 11023 / 19200615 - Not Reported - 0 Miles Unit 11023 / 19200767 - Not Reported Unit 11024 / 1920000681 - Not Reported Unit 11024 / 19200235 - Not Reported Unit 11024 / 19200363 - Not Reported Unit 11024 / 19200243 - Not Reported Unit 11024 / 19200244 - Not Reported Unit 11024 / 19200526 - Not Reported Unit 11027 / 19200546 - Filed: 12/12/2019 Unit 11027 / 19200017 - Filed: 1/14/2020 Unit 11027 / 19200158 - Filed: 2/4/2020 Unit 11027 / 19200156 - Not Reported Unit 11027 / 19200205 - Not Reported Unit 11028 / 19200360 - Not Reported Unit 11029 / 19200143 - Filed: 2/3/2020 Unit 11029 / 19200155 - Not Reported </div> </div> </div> </div>	PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE	19200615	2	42000	0.04 x		0	=	\$ 0.00	19200615	2	44000	0.08 x		0	=	\$ 0.00	PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE	Totals								Penalty								Interest if Paid Today								Amount to Pay							
PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE																																																										
19200615	2	42000	0.04 x		0	=	\$ 0.00																																																										
19200615	2	44000	0.08 x		0	=	\$ 0.00																																																										
PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE																																																										
Totals																																																																	
Penalty																																																																	
Interest if Paid Today																																																																	
Amount to Pay																																																																	

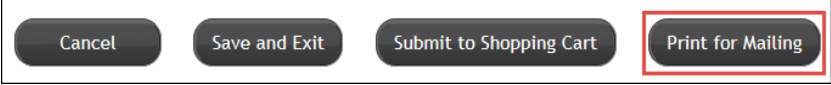
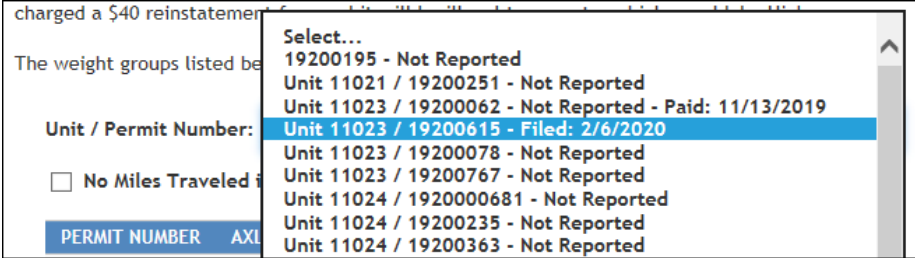

**Idaho Transportation Permits System
Customer User Guide**

Step	Description																																																																																																																																												
6.	<p><u>To Report Miles Traveled for a Permit in the Selected Quarter</u></p> <ul style="list-style-type: none"> Enter the number of miles traveled in the applicable fields in the Miles column. <p>Note: Each row represents a different weight and rate.</p> <p>As miles are entered, ITRPS will calculate the fee in the Amount Due column.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Unit / Permit Number: Unit 11023 / 19200615 - Not Reported ▼</p> <p><input type="checkbox"/> No Miles Traveled in this Quarter for this Permit</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th>PERMIT NUMBER</th> <th>AXLES</th> <th>WEIGHT</th> <th>RATE</th> <th></th> <th>MILES</th> <th></th> <th>AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td>19200615</td> <td>2</td> <td>42000</td> <td>0.04</td> <td>x</td> <td>100</td> <td>=</td> <td>\$ 4.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>44000</td> <td>0.08</td> <td>x</td> <td>1500</td> <td>=</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>46000</td> <td>0.12</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>48000</td> <td>0.16</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>50000</td> <td>0.20</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>52000</td> <td>0.24</td> <td>x</td> <td>500</td> <td>=</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>54000</td> <td>0.28</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> </tbody> </table> </div> <p><i>The total due will be displayed at the bottom of the screen.</i></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Totals</td> <td style="width: 20%; text-align: right;">2100</td> <td style="width: 20%; text-align: right;">\$ 244.00</td> </tr> <tr> <td>Penalty</td> <td></td> <td style="text-align: right;">\$ 24.40</td> </tr> <tr> <td>Interest if Paid Today</td> <td></td> <td style="text-align: right;">\$ 2.44</td> </tr> <tr> <td>Amount to Pay</td> <td></td> <td style="text-align: right;">\$ 270.84</td> </tr> </table> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Cancel Save and Exit Submit to Shopping Cart Print for Mailing </div> </div> <p>Customers can either pay their Road Use Fees in ITRPS via credit card, or they can print the Road Use Fee form and mail a payment to the Permit Office. Refer to <i>To Pay Road Use Fees Via Credit Card</i> on page 67 and <i>To Mail in a Road Use Fee Payment</i> on page 68 for more information.</p> <ul style="list-style-type: none"> Click the Cancel button to close without saving. Click the Save and Exit button to save the entries made for completion at a later time. <p>Note: Once the fees are reported, the record in the dropdown list will be updated with the Filed date.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>charged a \$40 reinstatement fee</p> <p>The weight groups listed be</p> <p>Unit / Permit Number: Unit 11023 / 19200615 - Filed: 2/6/2020</p> <p><input type="checkbox"/> No Miles Traveled</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #4f81bd; color: white;"> <th>PERMIT NUMBER</th> <th>AXLES</th> <th>WEIGHT</th> <th>RATE</th> <th></th> <th>MILES</th> <th></th> <th>AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td>19200615</td> <td>2</td> <td>42000</td> <td>0.04</td> <td>x</td> <td>100</td> <td>=</td> <td>\$ 4.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>44000</td> <td>0.08</td> <td>x</td> <td>1500</td> <td>=</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>46000</td> <td>0.12</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>48000</td> <td>0.16</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>50000</td> <td>0.20</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>52000</td> <td>0.24</td> <td>x</td> <td>500</td> <td>=</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>54000</td> <td>0.28</td> <td>x</td> <td>0</td> <td>=</td> <td>\$ 0.00</td> </tr> </tbody> </table> </div>	PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE	19200615	2	42000	0.04	x	100	=	\$ 4.00	19200615	2	44000	0.08	x	1500	=	\$ 120.00	19200615	2	46000	0.12	x	0	=	\$ 0.00	19200615	2	48000	0.16	x	0	=	\$ 0.00	19200615	2	50000	0.20	x	0	=	\$ 0.00	19200615	2	52000	0.24	x	500	=	\$ 120.00	19200615	2	54000	0.28	x	0	=	\$ 0.00	Totals	2100	\$ 244.00	Penalty		\$ 24.40	Interest if Paid Today		\$ 2.44	Amount to Pay		\$ 270.84	PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE	19200615	2	42000	0.04	x	100	=	\$ 4.00	19200615	2	44000	0.08	x	1500	=	\$ 120.00	19200615	2	46000	0.12	x	0	=	\$ 0.00	19200615	2	48000	0.16	x	0	=	\$ 0.00	19200615	2	50000	0.20	x	0	=	\$ 0.00	19200615	2	52000	0.24	x	500	=	\$ 120.00	19200615	2	54000	0.28	x	0	=	\$ 0.00
PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE																																																																																																																																						
19200615	2	42000	0.04	x	100	=	\$ 4.00																																																																																																																																						
19200615	2	44000	0.08	x	1500	=	\$ 120.00																																																																																																																																						
19200615	2	46000	0.12	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	48000	0.16	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	50000	0.20	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	52000	0.24	x	500	=	\$ 120.00																																																																																																																																						
19200615	2	54000	0.28	x	0	=	\$ 0.00																																																																																																																																						
Totals	2100	\$ 244.00																																																																																																																																											
Penalty		\$ 24.40																																																																																																																																											
Interest if Paid Today		\$ 2.44																																																																																																																																											
Amount to Pay		\$ 270.84																																																																																																																																											
PERMIT NUMBER	AXLES	WEIGHT	RATE		MILES		AMOUNT DUE																																																																																																																																						
19200615	2	42000	0.04	x	100	=	\$ 4.00																																																																																																																																						
19200615	2	44000	0.08	x	1500	=	\$ 120.00																																																																																																																																						
19200615	2	46000	0.12	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	48000	0.16	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	50000	0.20	x	0	=	\$ 0.00																																																																																																																																						
19200615	2	52000	0.24	x	500	=	\$ 120.00																																																																																																																																						
19200615	2	54000	0.28	x	0	=	\$ 0.00																																																																																																																																						

**Idaho Transportation Permits System
Customer User Guide**

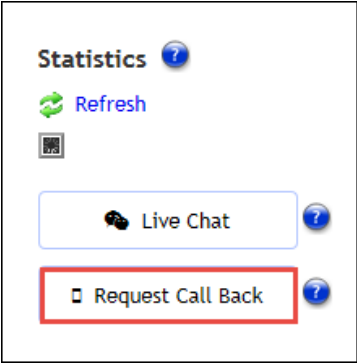
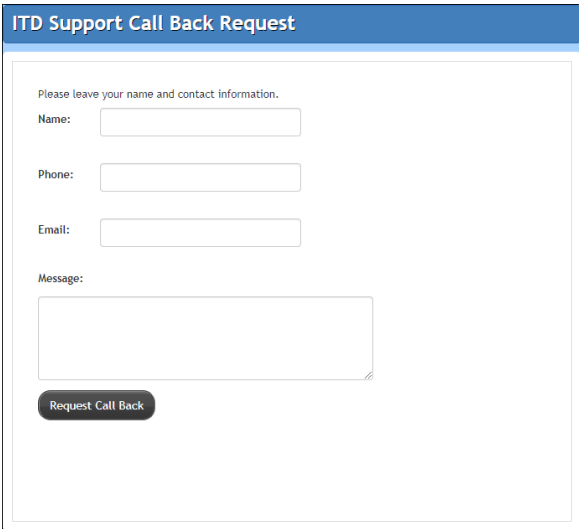
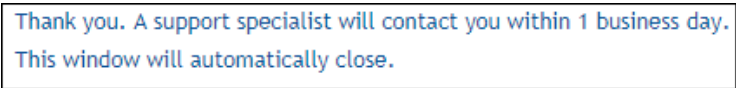
Step	Description
7.	<p><u>To Pay Road Use Fees Via Credit Card</u></p> <ul style="list-style-type: none"> Once all miles are entered, click the Submit to Shopping Cart button.  <p><i>The Company Dashboard will be displayed. The Amount due will now be in the Shopping Cart.</i></p> <ul style="list-style-type: none"> Click the Shopping Cart button. <p><i>The Shopping Cart Panel will expand.</i></p> <ul style="list-style-type: none"> Click the Go to Cart link.  <p><i>The Permits Ready for Payment and/or Printing screen will be displayed.</i></p> <ul style="list-style-type: none"> Locate the desired Road Use Fee and complete the Shopping Cart payment process. Refer to <i>Shopping Cart</i> on page 20 for more information. <p>Note: Once the reported fees are paid, the record in the dropdown list will be updated with the Paid date.</p> 

**Idaho Transportation Permits System
Customer User Guide**

Step	Description
8.	<p><u>To Mail in a Road Use Fee Payment</u></p> <ul style="list-style-type: none"> Once all miles are entered, click the Print for Mailing button.  <p><i>The Annual Overweight Permit Quarterly Use Fee Report will be displayed.</i> The document can be saved and/or printed. Follow the guidelines stated on the report.</p> <p>Note: Once the fees are reported, the record in the dropdown list will be updated with the Filed date.</p>  <p>Note: Once the Permit Office receives and processes the payment, the record in the dropdown will be updated with the Paid date.</p>
9.	<p><u>To View Previously Paid Road Use Fees</u></p> <ul style="list-style-type: none"> Click the View Past Forms link. <p><i>The Submitted Quarterly Road Use Fee Reports screen will be displayed.</i></p>  <ul style="list-style-type: none"> Click the Back to Dashboard button to return to the Customer Dashboard.

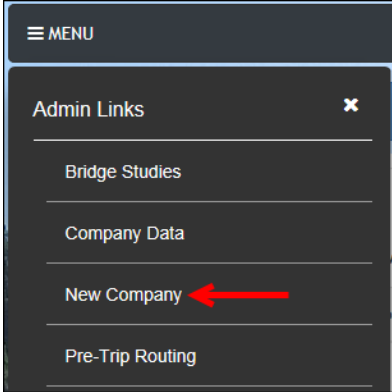
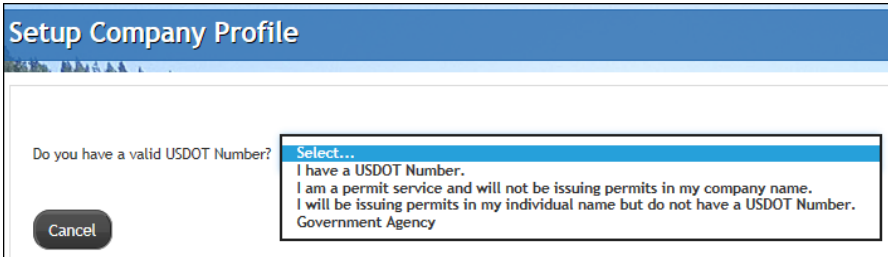
Scenario 11 – Request Support Call Back as Customer

This scenario details the steps needed for a Company User to request a callback.

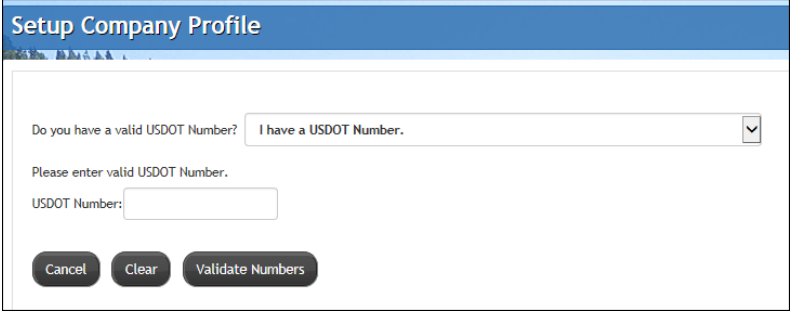
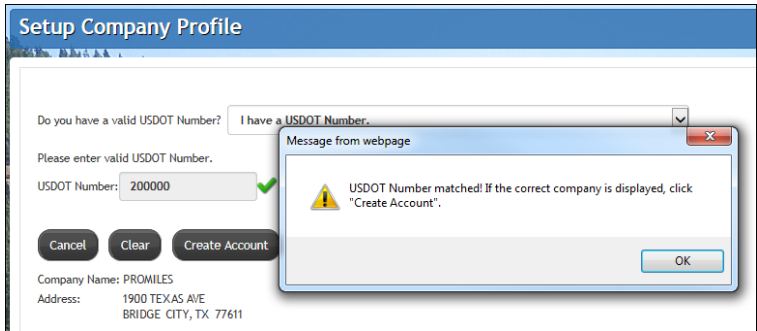
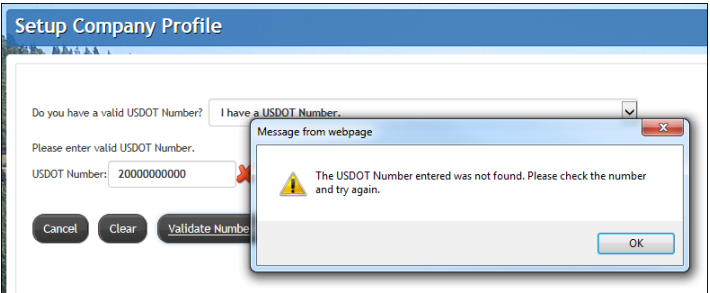
Step	Description
10.	<ul style="list-style-type: none"> Click the Request Support Call Back button in the Customer Support Panel on the Company Dashboard. 
11.	<p>The ITD Support Call Back Request screen will be displayed.</p> 
12.	<ul style="list-style-type: none"> Complete all requested information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

Scenario 12 – Creating a Company Account as a Permit Service

This scenario details steps for a Permit Service to create a company account.

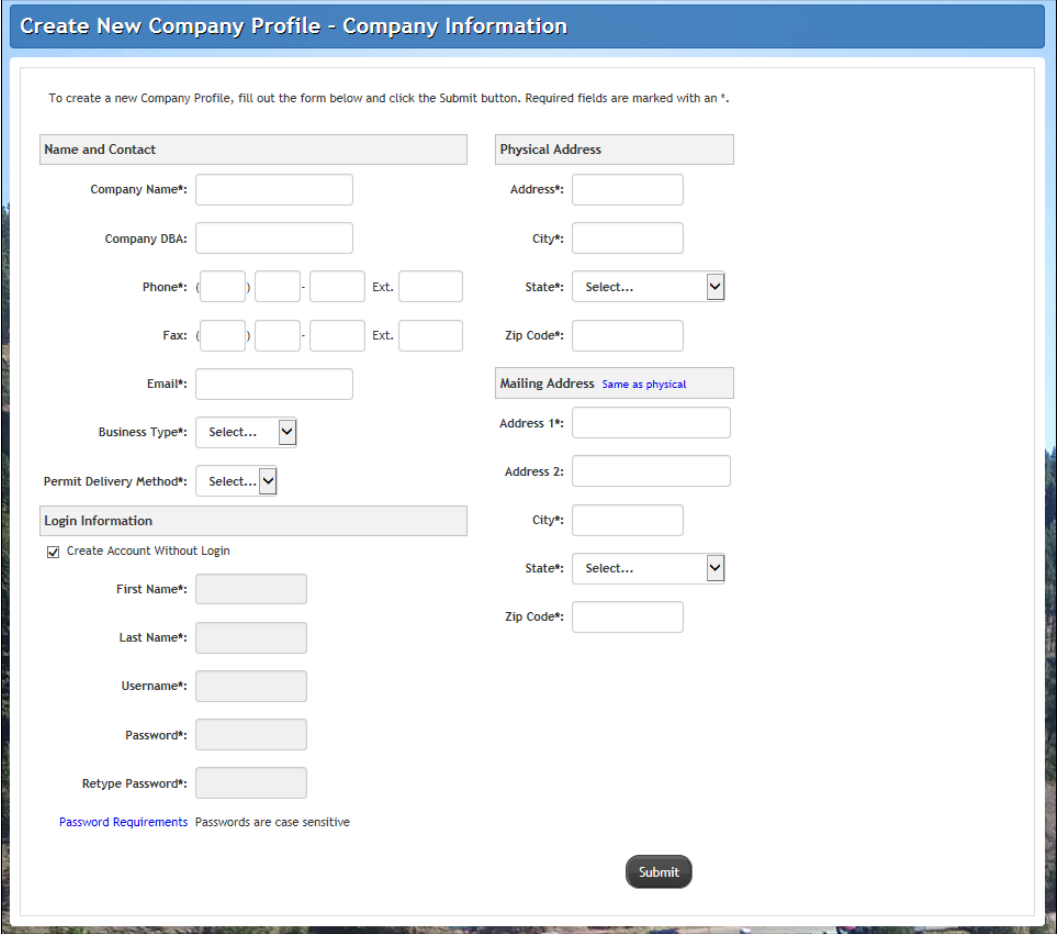
Step	Description
1.	<ul style="list-style-type: none"> Click the Menu button in the Navigation Bar. The Administrative Panel will be displayed. Click the New Company link in the Administrative Panel. 
2.	<p>The Setup Company Profile screen will be displayed asking if the company has a valid USDOT Number.</p> 
3.	<ul style="list-style-type: none"> Select the appropriate answer from the dropdown list. <ul style="list-style-type: none"> I have a USDOT Number – The system interfaces with CRS for USDOT number validation and populates company information associated with the USDOT number. I am a permit service and will not be issuing permits in my company name – Permit Services must contact the Permit Office to have an account created. Permit Services are able to order permits on behalf of a trucking company. The companies the Permit Service is ordering a permit for must also have a valid account in ITRPS. I will be issuing permits in my individual name but do not have a USDOT Number – Companies without a USDOT Number must contact the Permit Office to have an account created. Companies without a USDOT Number can apply for permits, but cannot self-issue. Government Agency – Government Agencies must contact the Permit Office to have an account created. Permits for these agencies will not be self issued.

**Idaho Transportation Permits System
Customer User Guide**

Step	Description
4.	<p>For this example, we will select I have a USDOT number from the dropdown list.</p> <p>The USDOT Number field will be displayed.</p>  <ul style="list-style-type: none"> Enter the USDOT Number in the USDOT Number field. <p>Note: This number will be validated so it must be associated to the company and entered correctly.</p> <ul style="list-style-type: none"> Click the Validate Numbers button to create a company account, click the Clear button to return to the dropdown list, or click the Cancel button to return to the Company Dashboard. <p>Note: If a company does not have a USDOT Number at the time of account creation, but later acquires a USDOT Number, they can contact the Permit Office to update their account.</p> <p>The Create New Account screen will be updated to reflect the company name and address.</p> <ul style="list-style-type: none"> If the return information is correct, click the OK button on the confirmation message and click the Create Account button to continue.  <p>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 Company Dashboard.</p> 

Idaho Transportation Permits System

Customer User Guide

Step	Description
5.	<p>The Create New Company Profile - Company Information screen will be displayed.</p>  <p>Note: Any available information from CRS 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 CRS and cannot be changed within ITRPS. This information must be changed with CRS and synched with ITRPS.</p> <p>Note: A Permit Service will not have the ability to create logins for accounts created.</p>
6.	<ul style="list-style-type: none"> Complete all known information and all required fields. If the company's mailing address is the same as the physical address, click the Same as physical link next to the Mailing Address heading to pre-populate the fields. Click the Submit button once all information is completed. <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 the company is already on file. If the account does not exist in the system, a confirmation message will be displayed.</p> <ul style="list-style-type: none"> Click the OK button. <p>The Company Dashboard will be displayed.</p>

**Idaho Transportation Permits System
Customer User Guide**

Update History

Version #	Date	Author	Description
0.1	6/28/2019	PSDC	Initial draft developed for Customer User Guide
0.2	7/5/2019	PSDC	Updated to include Exempt Permit process
0.3	7/9/2021	PSDC	Updated to include Quarterly Road Use Fees and the new Bridge Workflow.