



Idaho Transportation Permits System (ITRPS)

Customer User Guide

July 2021

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

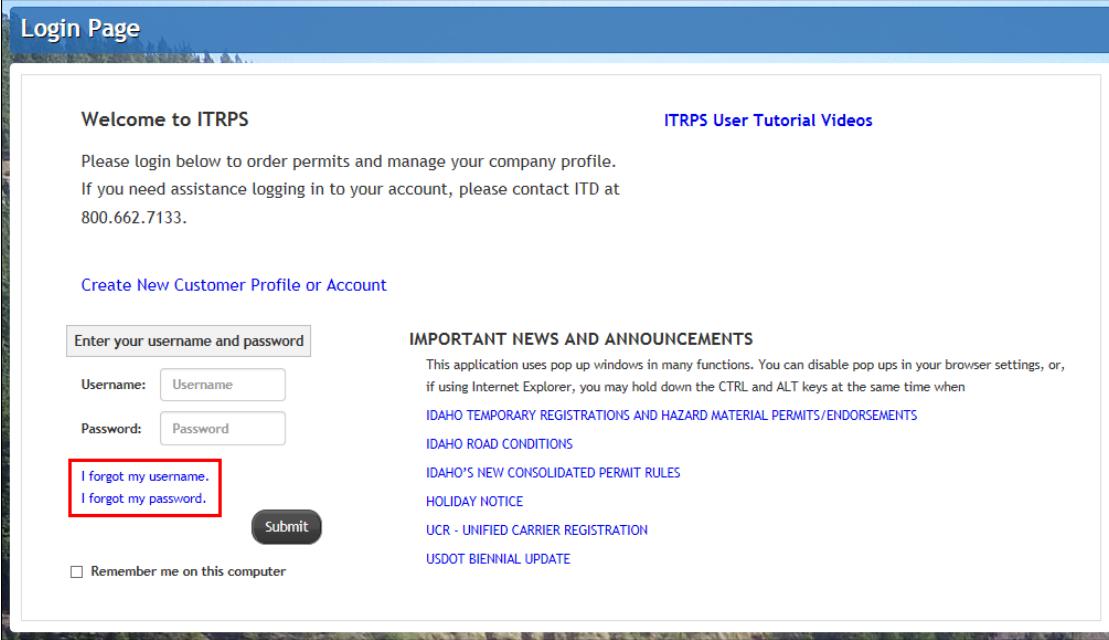
Scenario 1 – ITRPS Login Page

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. 

Scenario Steps

Step	Description
2.	<p><u>Forgot Username/Password</u></p> <p>On the <i>Login Page</i>, 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 <i>Login Page</i>.  <p>The <i>Forgot Username Retrieval</i> or <i>Forgotten Password Retrieval</i> 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 <i>Security Prompt</i> 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 <i>Forgot Password</i> 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

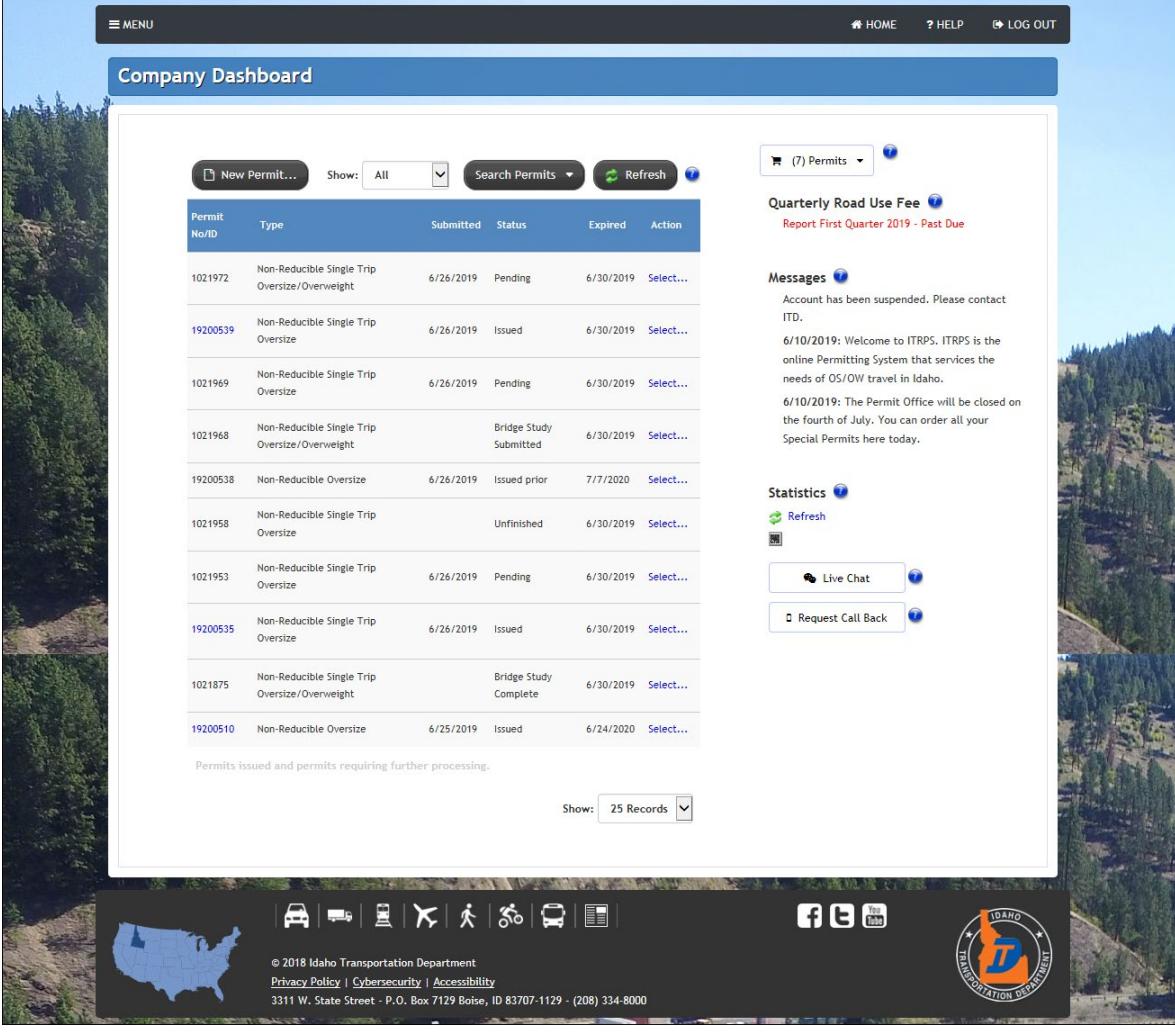
This scenario details **Company Dashboard** and several useful tools provided in ITRPS to help users navigate the system.

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. 

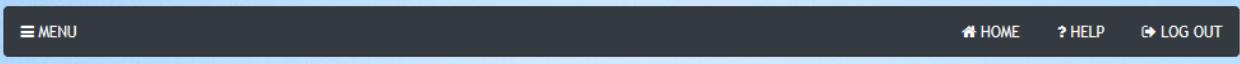
Idaho Transportation Permits System
Customer User Guide

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  <p>Permits</p> <table border="1"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Expired</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1021972</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200539</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Issued</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021969</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021968</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td></td> <td>Bridge Study Submitted</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200538</td> <td>Non-Reducible Oversize</td> <td>6/26/2019</td> <td>Issued prior</td> <td>7/7/2020</td> <td>Select...</td> </tr> <tr> <td>1021958</td> <td>Non-Reducible Single Trip Oversize</td> <td></td> <td>Unfinished</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021953</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200535</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Issued</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021875</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td></td> <td>Bridge Study Complete</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200510</td> <td>Non-Reducible Oversize</td> <td>6/25/2019</td> <td>Issued</td> <td>6/24/2020</td> <td>Select...</td> </tr> </tbody> </table> <p>Permits issued and permits requiring further processing.</p> <p>Show: 25 Records</p> <p>Quarterly Road Use Fee</p> <p>Report First Quarter 2019 - Past Due</p> <p>Messages</p> <p>Account has been suspended. Please contact ITD.</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> <p>Statistics</p> <p>Refresh</p> <p>Live Chat</p> <p>Request Call Back</p> <p>Customer Support</p> <p>Map of the United States with Idaho highlighted.</p> <p>Icons for car, truck, bus, airplane, pedestrian, cyclist, bus, and map.</p> <p>© 2018 Idaho Transportation Department Privacy Policy Cybersecurity Accessibility 3311 W. State Street - P.O. Box 7129 Boise, ID 83707-1129 - (208) 334-8000</p> <p style="text-align: right;">IDAHOTRANSPORTATIONDEPARTMENT</p>	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...
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Idaho Transportation Permits System
Customer User Guide

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3.	<p><u>Navigation Bar</u></p> <p>The bar across the top of the Company Dashboard is called the Navigation Bar.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <div style="border: 1px solid #ccc; padding: 5px; border-collapse: collapse;"> <table border="1"> <thead> <tr> <th style="background-color: #002060; color: white;">Function</th><th style="background-color: #002060; color: white;">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> </div>	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.
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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> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;">  </div> <p>Administrative Panel</p> <div style="border: 1px solid #ccc; padding: 5px; border-collapse: collapse;"> <table border="1"> <thead> <tr> <th style="background-color: #002060; color: white;">Function</th><th style="background-color: #002060; color: white;">Description</th></tr> </thead> <tbody> <tr> <td>Admin Links</td><td> <ul style="list-style-type: none"> Company Data ITRPS Customer User Guide Pre-Trip Routing Reports Saved Trips Shopping Cart Vehicle Import </td></tr> </tbody> </table> </div>	Function	Description	Admin Links	<ul style="list-style-type: none"> Company Data ITRPS Customer User Guide Pre-Trip Routing Reports Saved Trips Shopping Cart Vehicle Import 						
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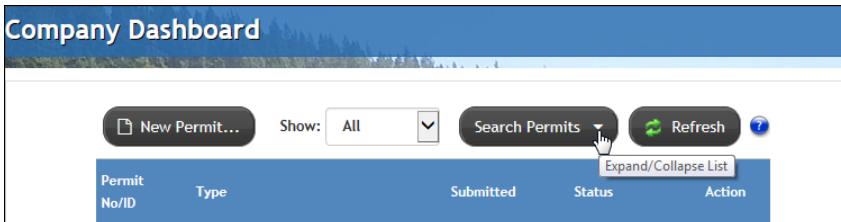
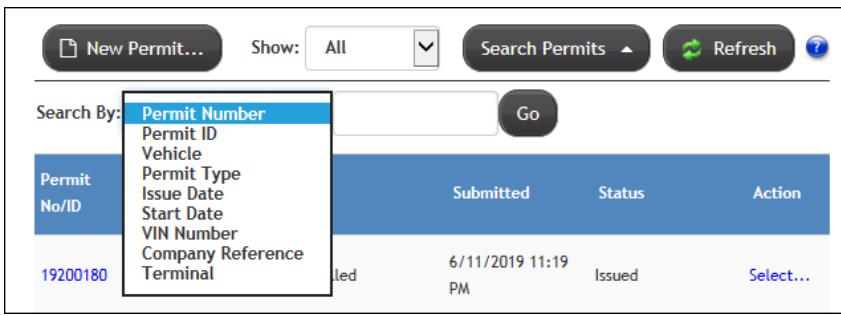
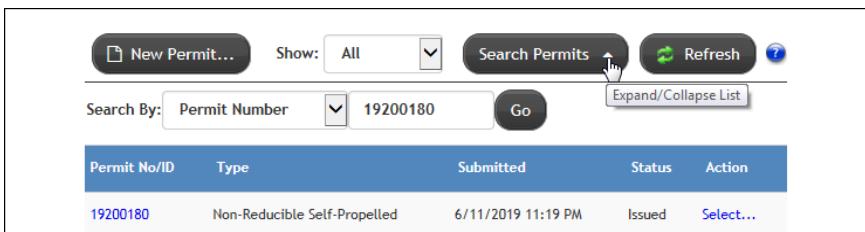
Idaho Transportation Permits System
Customer User Guide

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5.	<p><u>Permits Panel</u></p> <p>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.</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <input type="button" value="New Permit..."/> Show: All Search Permits Refresh </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Permit No/ID</th> <th>Type</th> <th>Submitted</th> <th>Status</th> <th>Expired</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1021972</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200539</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Issued</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021969</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021968</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td></td> <td>Bridge Study Submitted</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200538</td> <td>Non-Reducible Oversize</td> <td>6/26/2019</td> <td>Issued prior</td> <td>7/7/2020</td> <td>Select...</td> </tr> <tr> <td>1021958</td> <td>Non-Reducible Single Trip Oversize</td> <td></td> <td>Unfinished</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021953</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Pending</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200535</td> <td>Non-Reducible Single Trip Oversize</td> <td>6/26/2019</td> <td>Issued</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>1021875</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td></td> <td>Bridge Study Complete</td> <td>6/30/2019</td> <td>Select...</td> </tr> <tr> <td>19200510</td> <td>Non-Reducible Oversize</td> <td>6/25/2019</td> <td>Issued</td> <td>6/24/2020</td> <td>Select...</td> </tr> </tbody> </table> <p>Permits issued and permits requiring further processing.</p> <div style="text-align: center; margin-top: 10px;"> Show: 25 Records </div> </div>	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...
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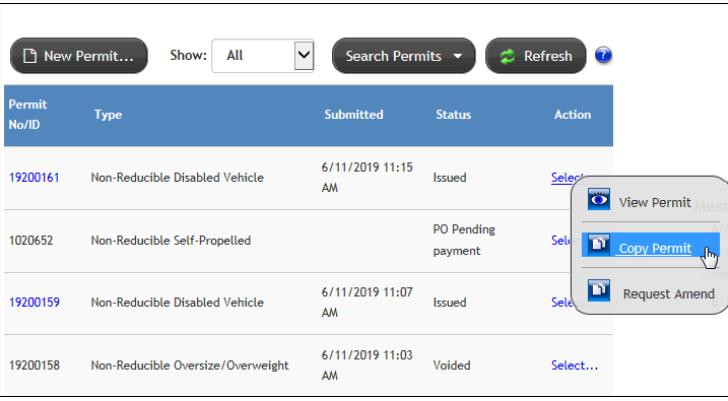
Idaho Transportation Permits System
Customer User Guide

Scenario Steps

Step	Description
6.	<p>Search Permits</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>

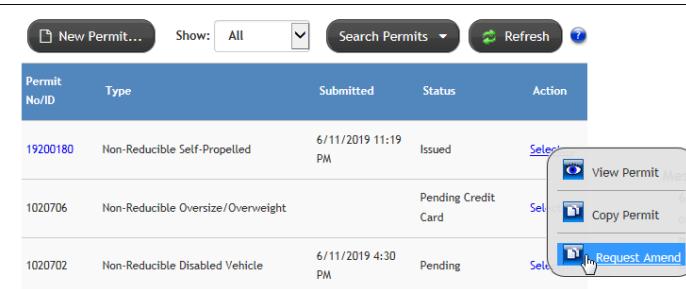
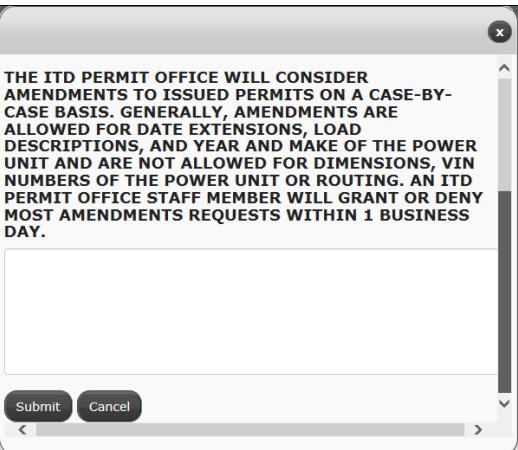
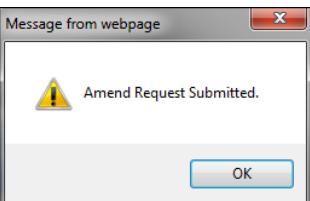
Idaho Transportation Permits System
Customer User Guide

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.

Idaho Transportation Permits System
Customer User Guide

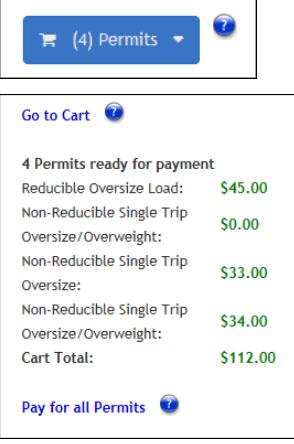
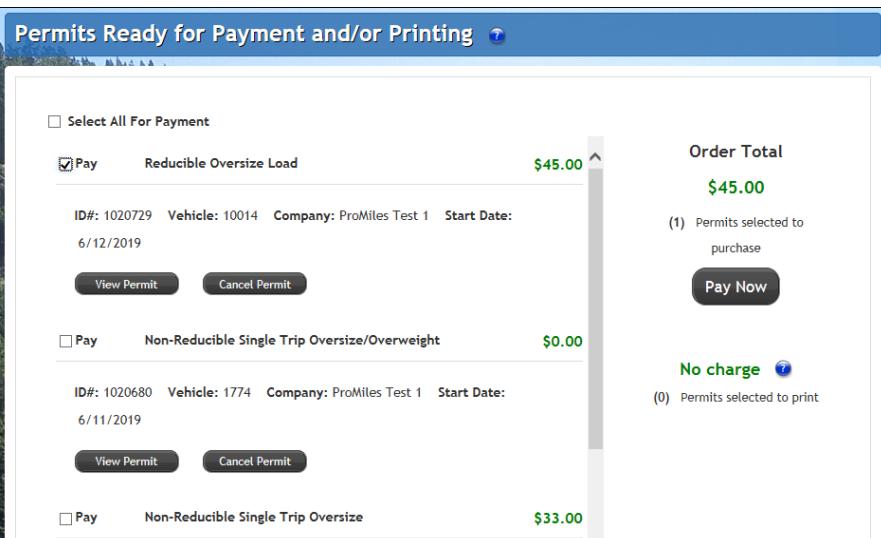
Scenario Steps

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															
<p>10. <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 style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p>The screenshot shows a table of permits with columns: ID, Description, Status, and Action. Permit 19200151 is highlighted. A context menu is open over this permit, with 'Resume Permit' highlighted by a red box.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>1020595</td> <td>Non-Reducible Single Trip Oversize</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> </tr> <tr> <td>1020580</td> <td>Non-Reducible Oversize</td> <td>Unfinished</td> <td>Select...</td> </tr> <tr> <td>1020575</td> <td>Non-Reducible Single Trip Oversize/Oversize/Overweight</td> <td>Unfinished</td> <td>Select...</td> </tr> </table> </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	1020580	Non-Reducible Oversize	Unfinished	Select...	1020575	Non-Reducible Single Trip Oversize/Oversize/Overweight	Unfinished	Select...
1020595	Non-Reducible Single Trip Oversize	Unfinished	Select...													
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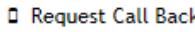
Scenario Steps

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.  <p>Go to Cart</p> <p>4 Permits ready for payment</p> <table> <tbody> <tr> <td>Reducible Oversize Load:</td> <td>\$45.00</td> </tr> <tr> <td>Non-Reducible Single Trip</td> <td>\$0.00</td> </tr> <tr> <td>Oversize/Overweight:</td> <td></td> </tr> <tr> <td>Non-Reducible Single Trip</td> <td>\$33.00</td> </tr> <tr> <td>Oversize:</td> <td></td> </tr> <tr> <td>Non-Reducible Single Trip</td> <td>\$34.00</td> </tr> <tr> <td>Oversize/Overweight:</td> <td></td> </tr> <tr> <td>Cart Total:</td> <td>\$112.00</td> </tr> </tbody> </table> <p>Pay for all Permits</p> <ul style="list-style-type: none"> Click the Go to Cart link to open the Permits Ready for Payment and/or Printing screen.  <p>Permits Ready for Payment and/or Printing</p> <p><input type="checkbox"/> Select All For Payment</p> <table> <tbody> <tr> <td><input checked="" type="checkbox"/> Pay</td> <td>Reducible Oversize Load</td> <td>\$45.00</td> </tr> <tr> <td colspan="3">ID#: 1020729 Vehicle: 10014 Company: ProMiles Test 1 Start Date: 6/12/2019</td> </tr> <tr> <td colspan="2">View Permit</td> <td>Cancel Permit</td> </tr> </tbody> </table> <p><input type="checkbox"/> Pay Non-Reducible Single Trip Oversize/Overweight \$0.00</p> <table> <tbody> <tr> <td colspan="3">ID#: 1020680 Vehicle: 1774 Company: ProMiles Test 1 Start Date: 6/11/2019</td> </tr> <tr> <td colspan="2">View Permit</td> <td>Cancel Permit</td> </tr> </tbody> </table> <p><input type="checkbox"/> Pay Non-Reducible Single Trip Oversize \$33.00</p> <p>Order Total \$45.00</p> <p>(1) Permits selected to purchase</p> <p>Pay Now</p> <p>No charge (0) Permits selected to print</p>	Reducible Oversize Load:	\$45.00	Non-Reducible Single Trip	\$0.00	Oversize/Overweight:		Non-Reducible Single Trip	\$33.00	Oversize:		Non-Reducible Single Trip	\$34.00	Oversize/Overweight:		Cart Total:	\$112.00	<input checked="" type="checkbox"/> Pay	Reducible Oversize Load	\$45.00	ID#: 1020729 Vehicle: 10014 Company: ProMiles Test 1 Start Date: 6/12/2019			View Permit		Cancel Permit	ID#: 1020680 Vehicle: 1774 Company: ProMiles Test 1 Start Date: 6/11/2019			View Permit		Cancel Permit
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View Permit		Cancel Permit																														

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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"><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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"><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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"><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> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;">  Live Chat   Request Call Back  </div>
16.	Click the Home button to navigate to the Home Page or Dashboard .
	 HOME
17.	Click the Log Out button to log out of ITRPS.
	 LOG OUT
18.	Click the Help button to access Page Help for the page the user is currently on in ITRPS.
	 ? HELP
19.	Click the Back button to return to the previous page of the current process.
	 Back
	<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.	Click the Next button to move to the next page of the current process.
	 Next
21.	Click the Save and Exit button to save progress in a permit application and exit the current process.
	 Save and Exit
22.	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.
	 Cancel

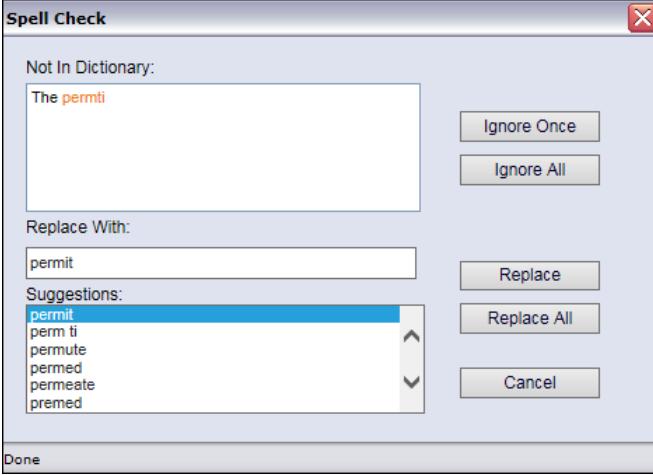
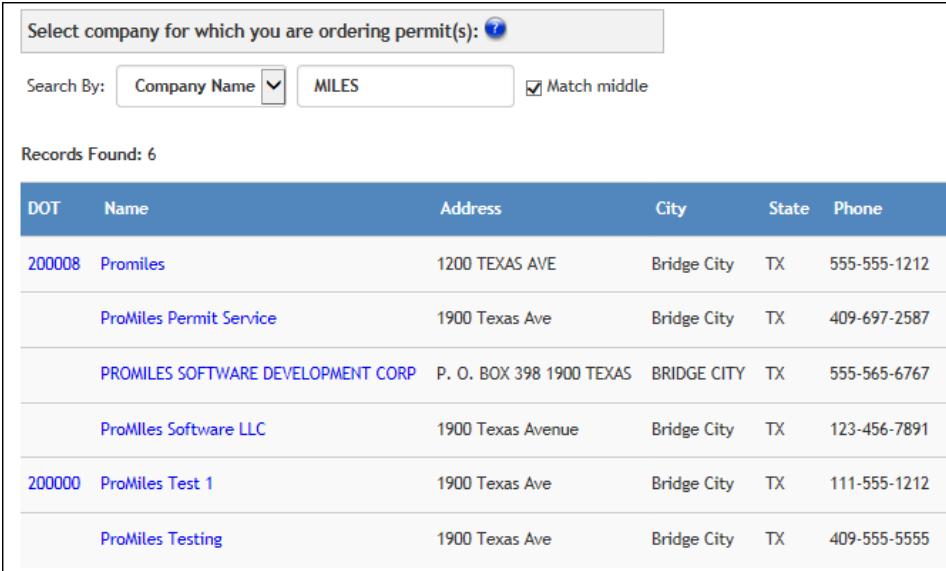
Idaho Transportation Permits System
Customer User Guide

Scenario Steps

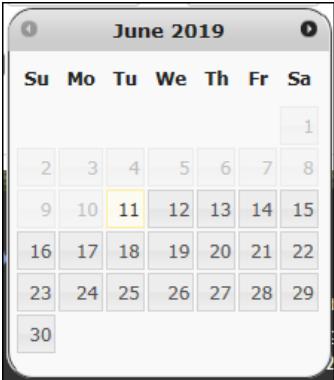
Step	Description
23.	<p>Click the Permit Wizard button to initiate the <i>Permit Wizard</i>. The <i>Permit Wizard</i> poses a series of questions to help determine the permit that best fits the needs of the applicant. The text and images for the <i>Permit Wizard</i> are populated by both the vendor and ITD.</p> <div style="border: 1px solid #ccc; padding: 5px; text-align: center;"> Permit Wizard </div>
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> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p>Order Permits</p> <p>Permit Wizard Permit Notes Permit Documents Change Status Support Callback</p> <p>Promises Use the form below to fill in truck and load information.</p> <div style="text-align: right; margin-top: 10px;"> → Permit ID: 1020628 </div> </div>
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> <div style="border: 1px solid #ccc; padding: 10px; text-align: center;"> <p><input checked="" type="radio"/> Issue Date <input type="radio"/> Start Date <input type="radio"/> End Date</p> <p><input type="radio"/> Amend Date <input type="radio"/> Create Date <input type="radio"/> Approval Date</p> <p><input type="radio"/> Payment Date</p> </div>

Idaho Transportation Permits System
Customer User Guide

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> 																																										
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>  <table border="1"> <thead> <tr> <th style="background-color: #002060; color: white;">DOT</th><th style="background-color: #002060; color: white;">Name</th><th style="background-color: #002060; color: white;">Address</th><th style="background-color: #002060; color: white;">City</th><th style="background-color: #002060; color: white;">State</th><th style="background-color: #002060; color: white;">Phone</th></tr> </thead> <tbody> <tr> <td>200008</td><td>Promiles</td><td>1200 TEXAS AVE</td><td>Bridge City</td><td>TX</td><td>555-555-1212</td></tr> <tr> <td></td><td>ProMiles Permit Service</td><td>1900 Texas Ave</td><td>Bridge City</td><td>TX</td><td>409-697-2587</td></tr> <tr> <td></td><td>PROMILES SOFTWARE DEVELOPMENT CORP</td><td>P. O. BOX 398 1900 TEXAS</td><td>BRIDGE CITY</td><td>TX</td><td>555-565-6767</td></tr> <tr> <td></td><td>ProMiles Software LLC</td><td>1900 Texas Avenue</td><td>Bridge City</td><td>TX</td><td>123-456-7891</td></tr> <tr> <td>200000</td><td>ProMiles Test 1</td><td>1900 Texas Ave</td><td>Bridge City</td><td>TX</td><td>111-555-1212</td></tr> <tr> <td></td><td>ProMiles Testing</td><td>1900 Texas Ave</td><td>Bridge City</td><td>TX</td><td>409-555-5555</td></tr> </tbody> </table>	DOT	Name	Address	City	State	Phone	200008	Promiles	1200 TEXAS AVE	Bridge City	TX	555-555-1212		ProMiles Permit Service	1900 Texas Ave	Bridge City	TX	409-697-2587		PROMILES SOFTWARE DEVELOPMENT CORP	P. O. BOX 398 1900 TEXAS	BRIDGE CITY	TX	555-565-6767		ProMiles Software LLC	1900 Texas Avenue	Bridge City	TX	123-456-7891	200000	ProMiles Test 1	1900 Texas Ave	Bridge City	TX	111-555-1212		ProMiles Testing	1900 Texas Ave	Bridge City	TX	409-555-5555
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Scenario Steps

Step	Description
28.	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. 

Scenario 3 – Administrative Panel

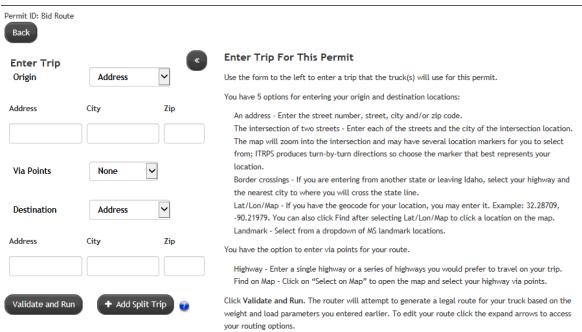
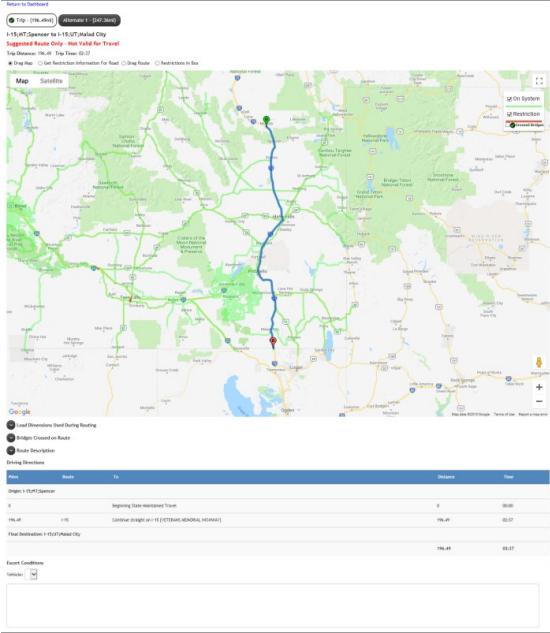
This scenario details the steps needed for a Customer User to utilize the **Administrative Panel**. The **Administrative Panel** allows each company to access functionality such as defining and altering their account information, running reports, importing vehicle inventory, and quoting loads. Permit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

Scenario Steps

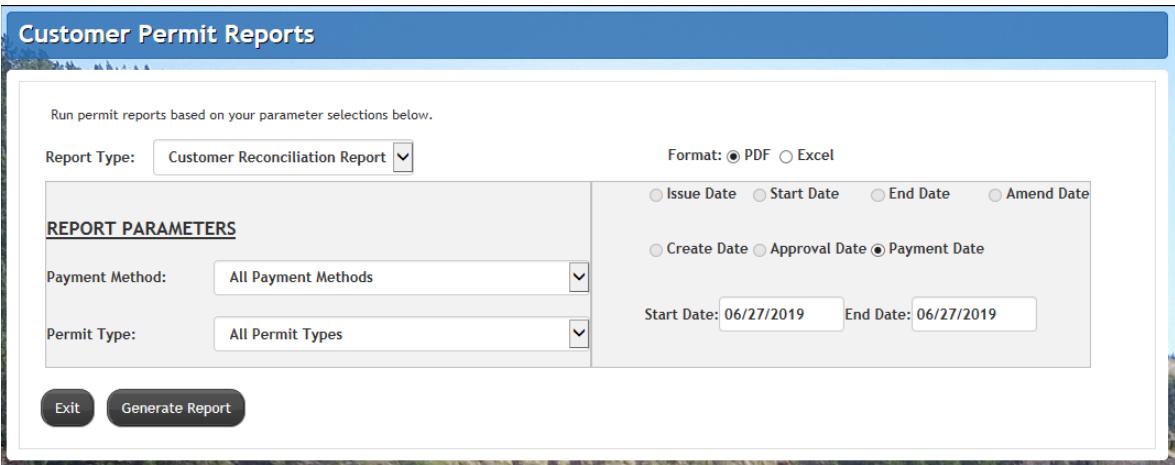
Step	Description																			
1.	Administrative Panel <table border="1"><thead><tr><th>Function</th><th>Description</th></tr></thead><tbody><tr><td>Company Data</td><td>Allows the user to access the ITRPS Company Management Portal screen. Refer to Scenario 4 for more information.</td></tr><tr>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

Scenario Steps

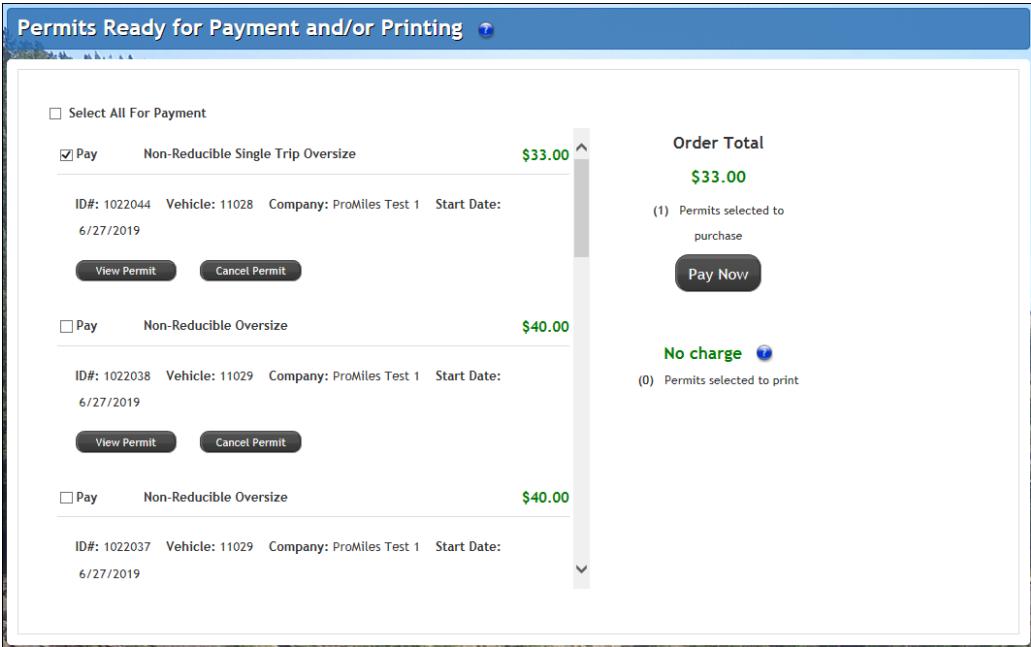
Step	Description
2.	<p>Pre-Trip Routing</p> <ul style="list-style-type: none"> Click the Pre-Trip Routing link in the Administrative Panel on the Company Dashboard. <p>The Pre-Trip Routing: Truck Dimensions screen will be displayed.</p> <ul style="list-style-type: none"> Enter the load dimensions using numbers only. Click the Next button. <p>The Enter a Route screen will be displayed.</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><u>Reports</u></p> <ul style="list-style-type: none"> Click the Reports link in the Administrative Panel on the Company Dashboard. <p>The Customer Permit Reports screen will be displayed.</p>  <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. <p>The End Date will default to the same date as the Start Date.</p> <ul style="list-style-type: none"> 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. <p>The Customer Permit Report screen will be displayed.</p> <ul style="list-style-type: none"> Click the Exit or Home button to return to the Company Dashboard.

Idaho Transportation Permits System
Customer User Guide

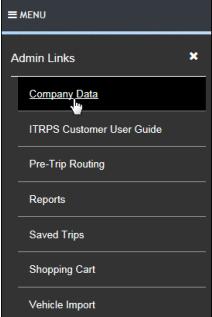
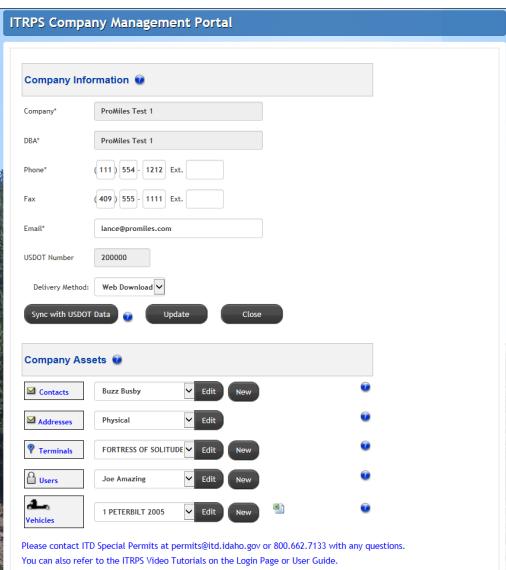
Scenario Steps

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: XXXXXXX 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>

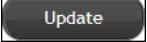
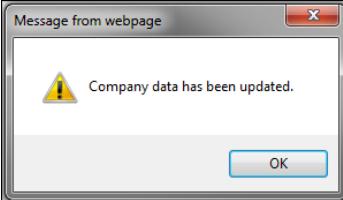
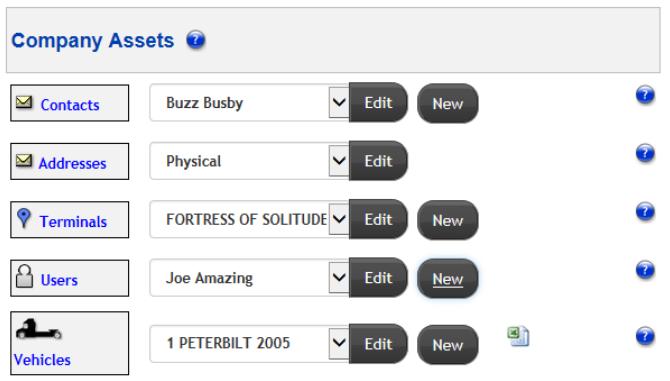
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Customer User Guide

Scenario 4 – Company Data

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

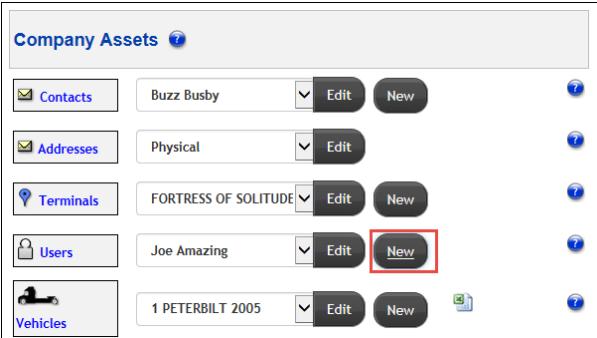
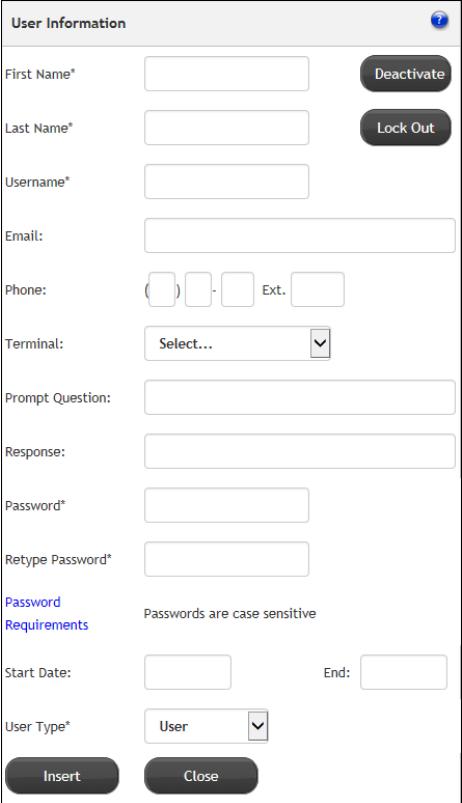
Step	Description
1.	<ul style="list-style-type: none"> Click the Menu button in the Navigation Bar. The Administrative Panel will be displayed. Click the Company Data link in the Administrative Panel on the Company Dashboard. The Company Data link opens the ITRPS Company Management Portal screen. This 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

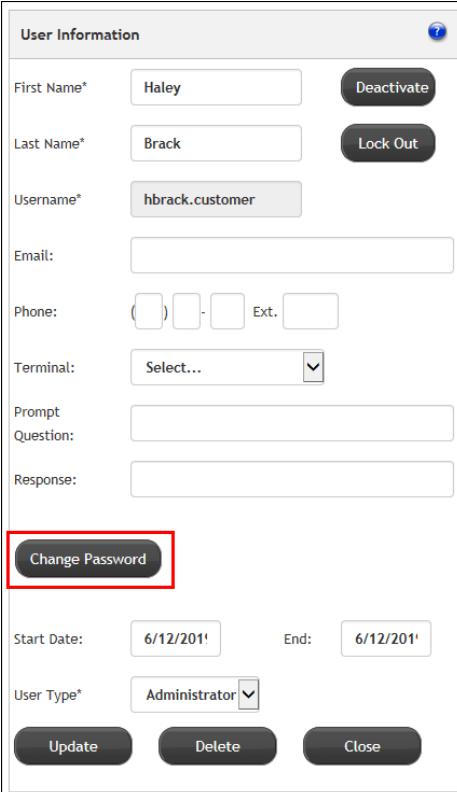
Step	Description
3.	<p><u>To Edit Company Data</u></p> <ul style="list-style-type: none"> Edit the applicable fields. <p>Note: The ITRPS Company Management Portal screen contains all of the company information. If the information is acquired from CRS, it cannot be changed. It must be updated with CRS and synched with ITRPS by clicking the Sync with USDOT Data button.</p> <ul style="list-style-type: none"> Click the Update button. <div style="text-align: center;">  </div> <p>A confirmation message will be displayed.</p> <div style="text-align: center;">  </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 ITRPS Company Management Portal 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 style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;">  </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.  <p>The User Information screen will be displayed.</p>  <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>

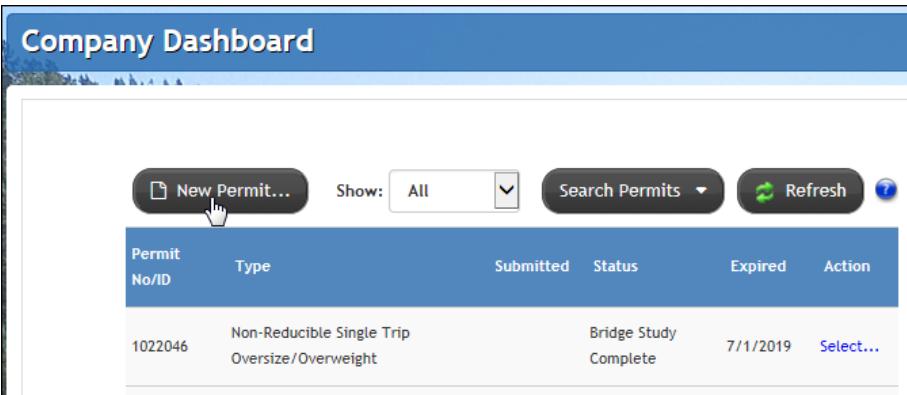
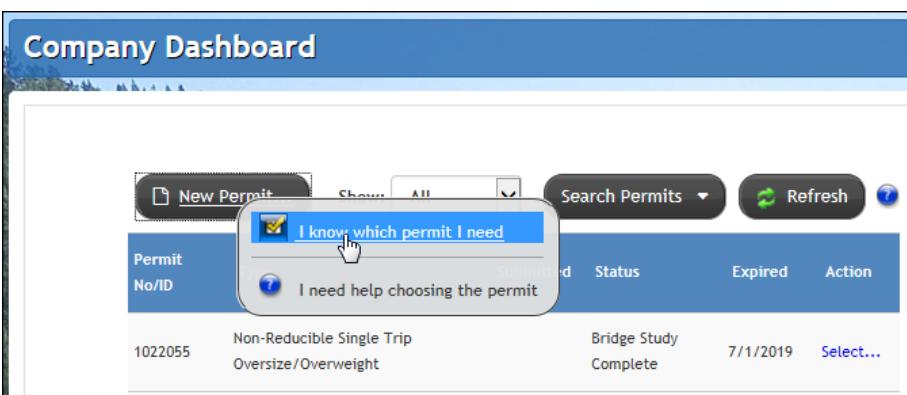
Idaho Transportation Permits System
Customer User Guide

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

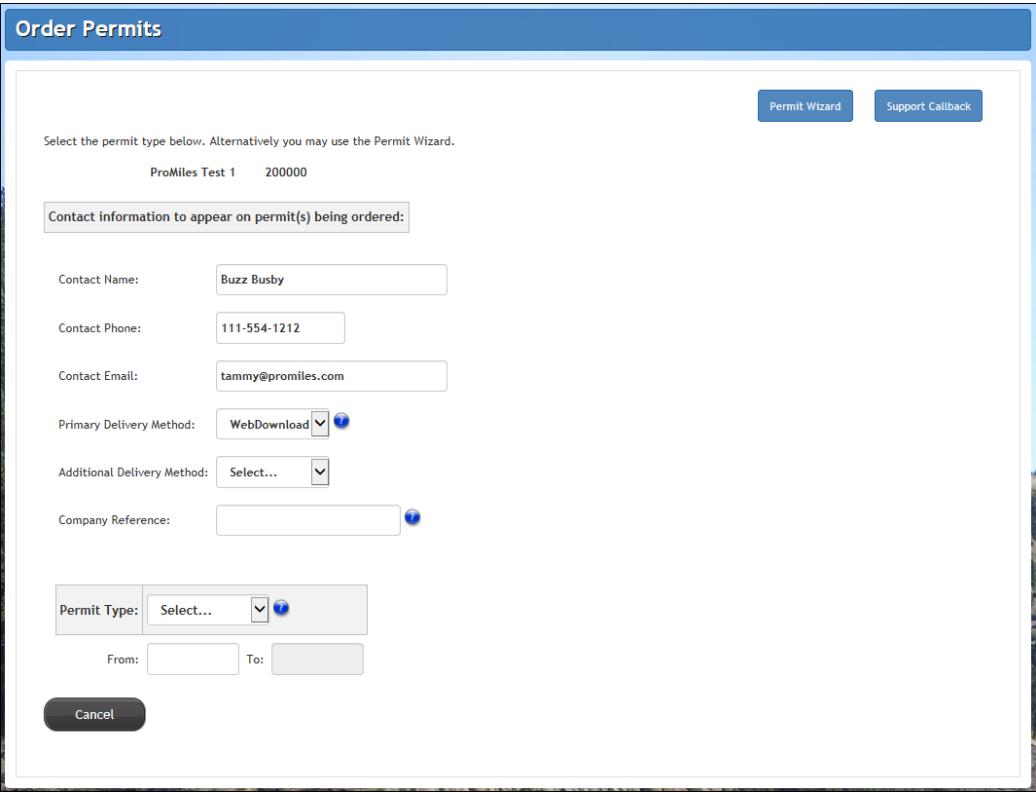
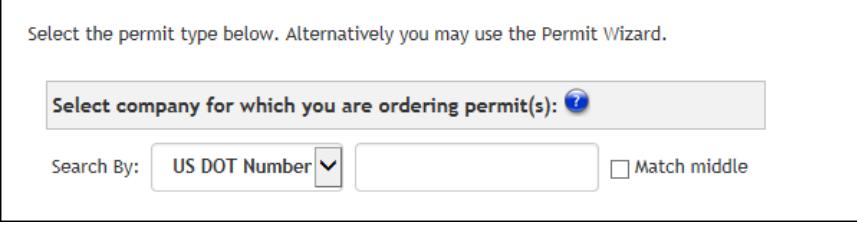
This scenario details the steps needed for a Customer User to create an Annual Non-Reducible Oversize/Overweight Permit.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Click the New Permit button in the Permits Panel on the Company Dashboard.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

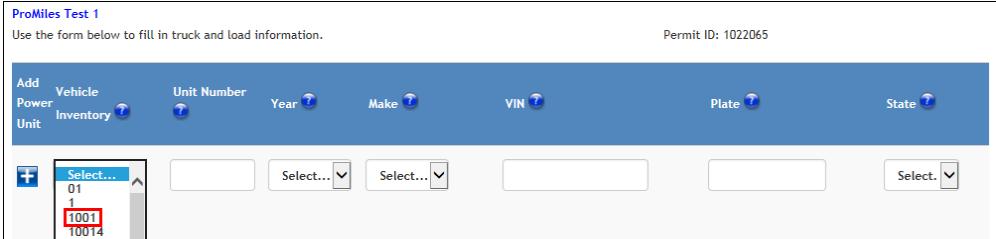
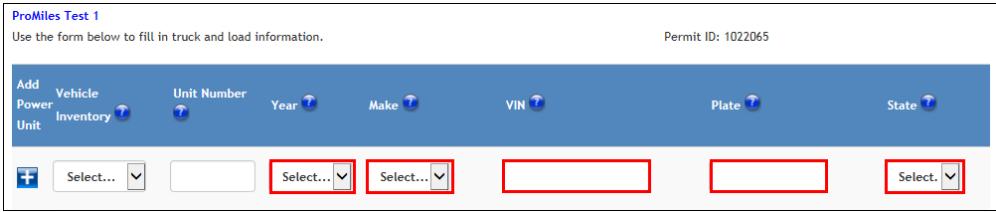
Step	Description
2.	<p>The Order Permits screen will be displayed.</p>  <p>If the user is ordering a permit for their company, the information entered and saved from the Company Information screen will auto-populate for the user on the Order Permits screen.</p> <p>Note: If the user is a Permit Service 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

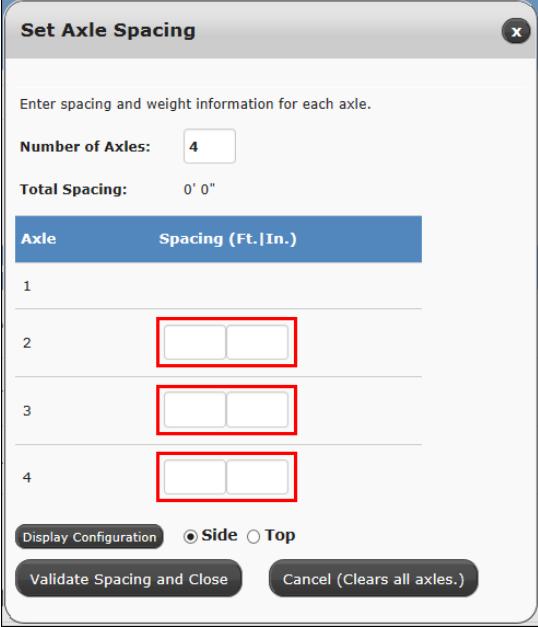
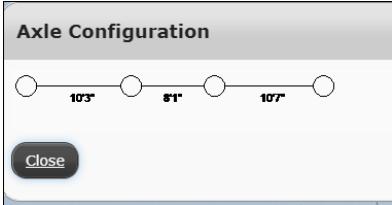
Step	Description
3.	<ul style="list-style-type: none"> Complete the fields not auto-populated. <p>Note: The Additional Delivery Method and Customer Reference are optional fields.</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p>ProMiles Test 1 200000</p> <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 style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 20px; border-radius: 5px; margin-right: 10px;" type="text" value="WebDownload"/> </p> <p>Additional Delivery Method: <input style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 20px; border-radius: 5px; margin-right: 10px;" type="text" value="Select..."/> </p> <p>Company Reference: <input style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 20px; border-radius: 5px; margin-right: 10px;" 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

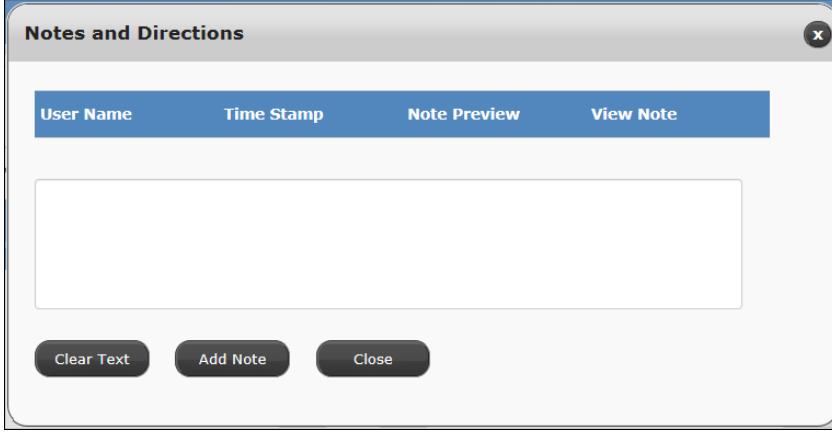
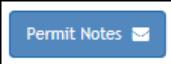
Scenario Steps

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. 

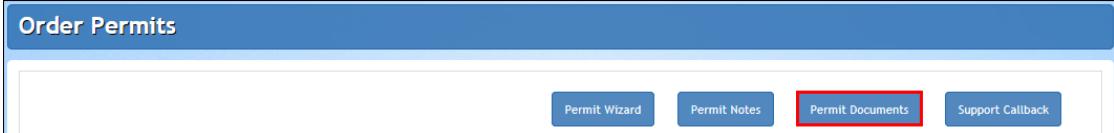
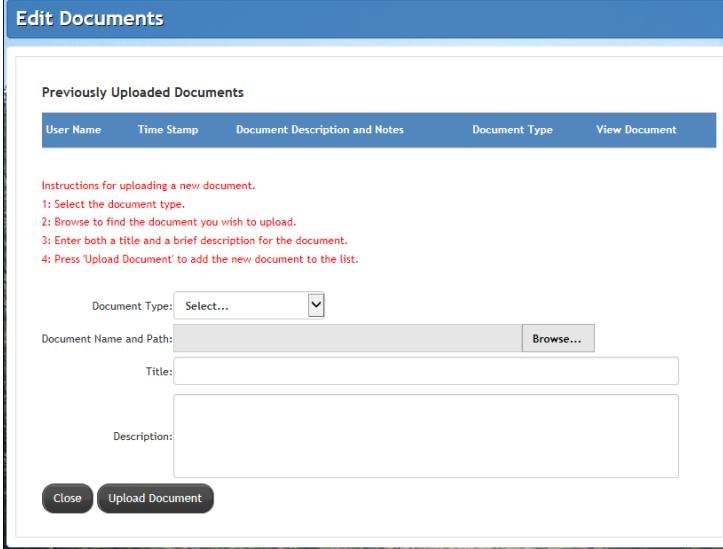
Scenario Steps

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> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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 style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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 style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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																																																																																				
10.	<p>The Order Permits: Permit Summary screen will be displayed.</p> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <p>Order Permits</p> <div style="display: flex; justify-content: space-between; align-items: center;"> Permit Wizard Permit Notes Permit Documents Support Callback </div> <p>ProMiles Test 1 Buzz Busby Ph: 111-554-1212 Permit fee summary. Permit ID: 1022065</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Permits</th> <th>Unit #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Non-Reducible Oversize/Overweight</td> <td>10014</td> <td>\$123.00</td> <td>\$123.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> <td style="text-align: center;">\$123.00</td> <td style="text-align: center;">\$123.00</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>Order Review</p> <p>Permit Type: Non-Reducible Oversize/Overweight Start Date: 6/27/2019 End Date: 6/26/2020</p> <p>VEHICLE AND LOAD</p> <p>Vehicles Used For This Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Unit Number</th> <th>Make</th> <th>Year</th> <th>VIN</th> </tr> </thead> <tbody> <tr> <td>10014</td> <td>PETERBILT</td> <td>2000</td> <td>YH666666</td> </tr> </tbody> </table> <p>Load and Dimensions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>16 ft.</td> <td>Height:</td> <td>15 ft. 6 in.</td> </tr> <tr> <td>Length:</td> <td>110 ft.</td> <td colspan="2"></td> </tr> <tr> <td>Weight:</td> <td>200000</td> <td>Front O'Hang:</td> <td>Legal</td> </tr> <tr> <td></td> <td></td> <td>Rear O'Hang:</td> <td>Legal</td> </tr> </tbody> </table> <p>AXLE SPACINGS</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Axles</th> </tr> </thead> <tbody> <tr> <td>Axle:</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> </tr> <tr> <td>Distances:</td> <td>10 ft. 3 in.</td> <td>8 ft. 1 in.</td> <td>10 ft. 7 in.</td> <td></td> </tr> <tr> <td>Weights:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td># of Tires:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tire Sizes:</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div> <div style="flex: 1; text-align: right;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Road Color</th> <th>Max Weight (lbs)</th> </tr> </thead> <tbody> <tr> <td>Black</td> <td>78000</td> </tr> <tr> <td>Purple</td> <td>72500</td> </tr> <tr> <td>Blue</td> <td>66000</td> </tr> <tr> <td>Green</td> <td>63000</td> </tr> <tr> <td>Orange</td> <td>61000</td> </tr> <tr> <td>Yellow</td> <td>57000</td> </tr> </tbody> </table> </div> </div> <div style="text-align: center; margin-top: 10px;"> Back Save And Exit Delete Permit Submit </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <div style="display: flex; align-items: center;"> © 2018 Idaho Transportation Department Privacy Policy Cybersecurity Accessibility </div> <div style="display: flex; align-items: center;"> 3311 W. State Street - P.O. Box 7129 Boise, ID 83707-1129 - (208) 334-8000 Facebook Twitter YouTube </div> </div> </div> <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. 	Permits	Unit #	Permit Fee	Total	Non-Reducible Oversize/Overweight	10014	\$123.00	\$123.00	Total		\$123.00	\$123.00	Unit Number	Make	Year	VIN	10014	PETERBILT	2000	YH666666	Dimensions				Width:	16 ft.	Height:	15 ft. 6 in.	Length:	110 ft.			Weight:	200000	Front O'Hang:	Legal			Rear O'Hang:	Legal	Axles					Axle:	1	2	3	4	Distances:	10 ft. 3 in.	8 ft. 1 in.	10 ft. 7 in.		Weights:					# of Tires:					Tire Sizes:					Road Color	Max Weight (lbs)	Black	78000	Purple	72500	Blue	66000	Green	63000	Orange	61000	Yellow	57000
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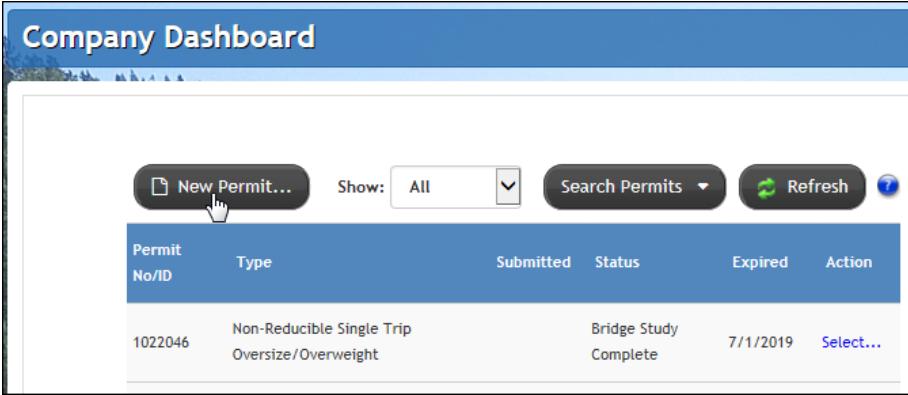
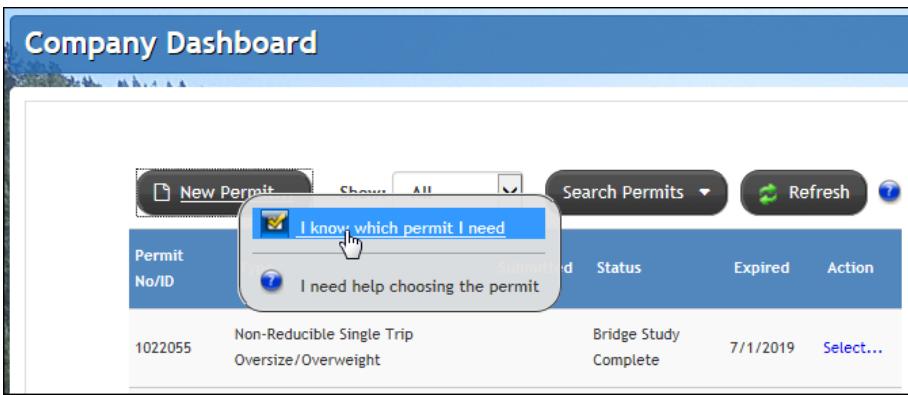
Scenario Steps

Step	Description
11.	<p>The Permit Submission Successful 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 Pay for Permit screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay For Verified Permits button. <p>The Payment Information for Permit ID: XXXXXXX 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

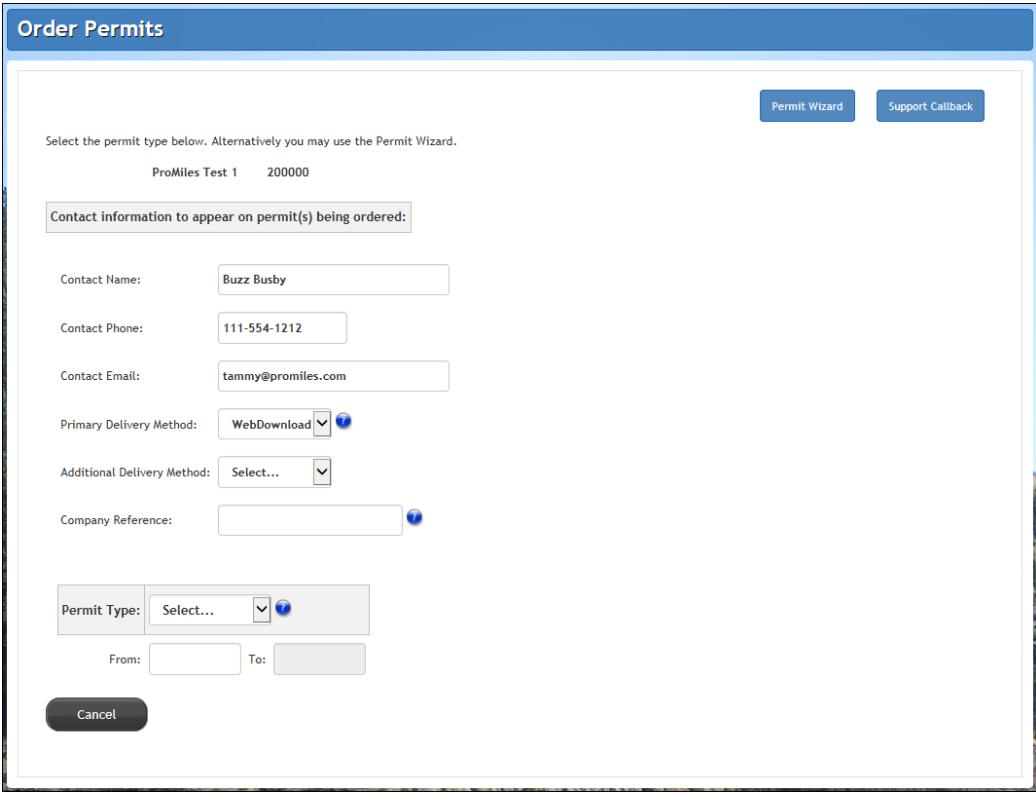
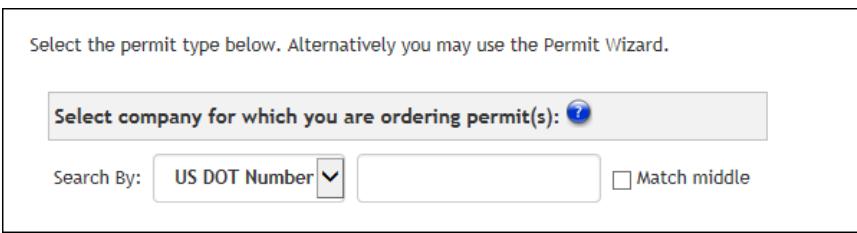
This scenario details the steps needed for a Customer User to create a Single Trip Non-Reducible Oversize/Overweight Permit.

Scenario Steps

Step	Description
1.	<ul style="list-style-type: none">Click the New Permit button in the Permits Panel on the Company Dashboard.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> 

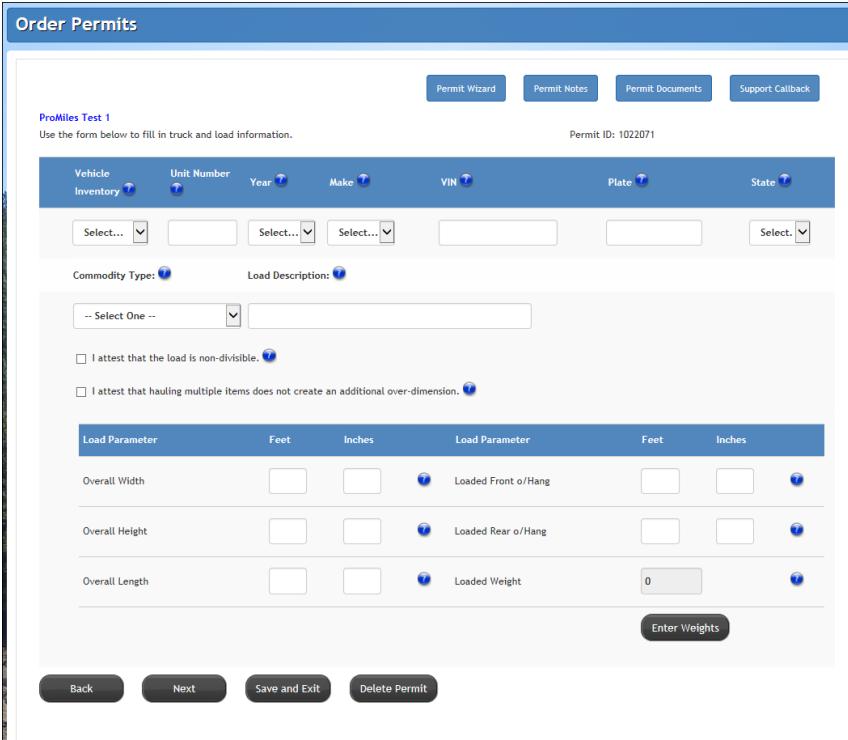
Idaho Transportation Permits System
Customer User Guide

Scenario Steps

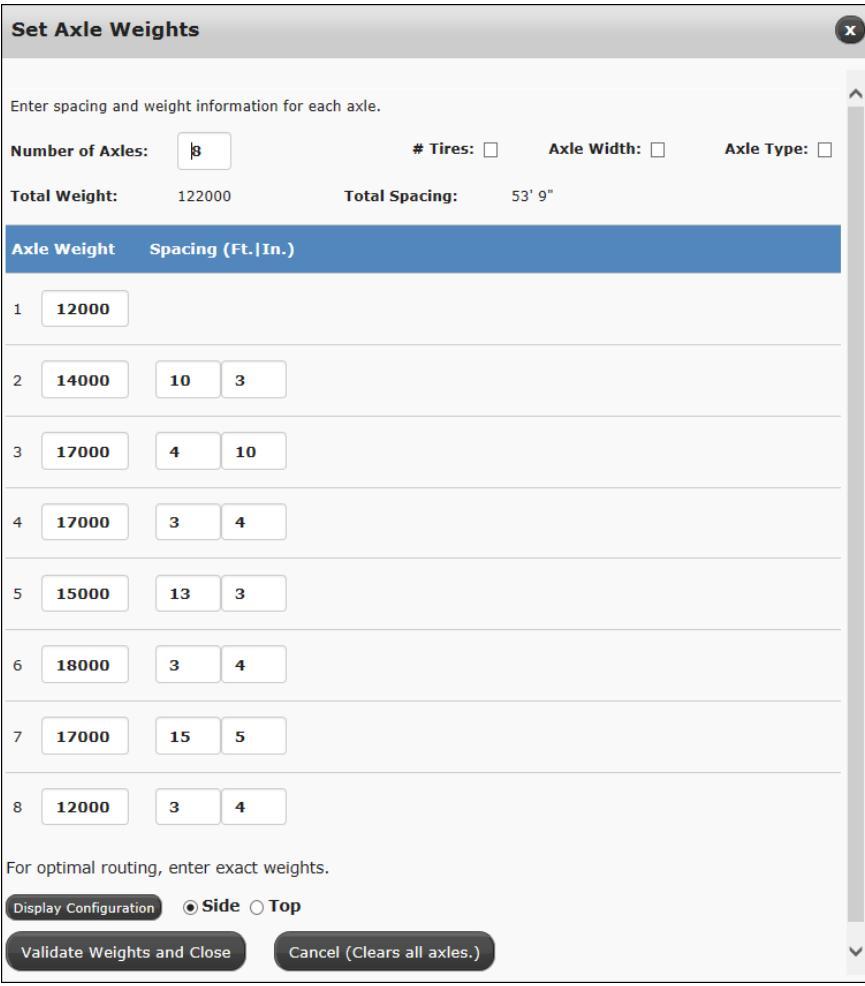
Step	Description										
3.	<ul style="list-style-type: none"> Complete the fields not auto-populated. <p>Note: The Additional Delivery Method and Customer Reference are optional fields.</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <p>ProMiles Test 1 200000</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 style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 20px; border-radius: 5px;" type="text" value="WebDownload"/> </p> <p>Additional Delivery Method: <input style="border: 1px solid #ccc; padding: 2px; width: 100px; height: 20px; border-radius: 5px;" type="text" value="Select..."/> </p> <p>Company Reference: <input style="border: 1px solid #ccc; padding: 2px; width: 150px; height: 20px; border-radius: 5px;" type="text"/> </p> </div>										
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. <div style="border: 1px solid #ccc; padding: 10px; width: fit-content; margin: auto;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Permit Type:</td> <td style="padding: 2px;"><input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible"/> </td> </tr> <tr> <td style="padding: 2px;">Permit SubType:</td> <td style="padding: 2px;"><input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Single Trip"/> </td> </tr> <tr> <td style="padding: 2px;">Permit Definition:</td> <td style="padding: 2px;"><input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible Single Trip Oversize/Overweight"/> </td> </tr> <tr> <td style="padding: 2px;">From:</td> <td style="padding: 2px;"><input style="border: 1px solid #ccc; width: 100px; height: 20px; border-radius: 5px;" type="text" value="6/27/2019"/> </td> </tr> <tr> <td style="padding: 2px;">To:</td> <td style="padding: 2px;"><input style="border: 1px solid #ccc; width: 100px; height: 20px; border-radius: 5px;" type="text" value="07/01/2019"/> </td> </tr> </table> <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. </div>	Permit Type:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible"/>	Permit SubType:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Single Trip"/>	Permit Definition:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible Single Trip Oversize/Overweight"/>	From:	<input style="border: 1px solid #ccc; width: 100px; height: 20px; border-radius: 5px;" type="text" value="6/27/2019"/>	To:	<input style="border: 1px solid #ccc; width: 100px; height: 20px; border-radius: 5px;" type="text" value="07/01/2019"/>
Permit Type:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible"/>										
Permit SubType:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Single Trip"/>										
Permit Definition:	<input style="border: 1px solid #ccc; width: 150px; height: 20px; border-radius: 5px;" type="text" value="Non-Reducible Single Trip Oversize/Overweight"/>										
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Idaho Transportation Permits System
Customer User Guide

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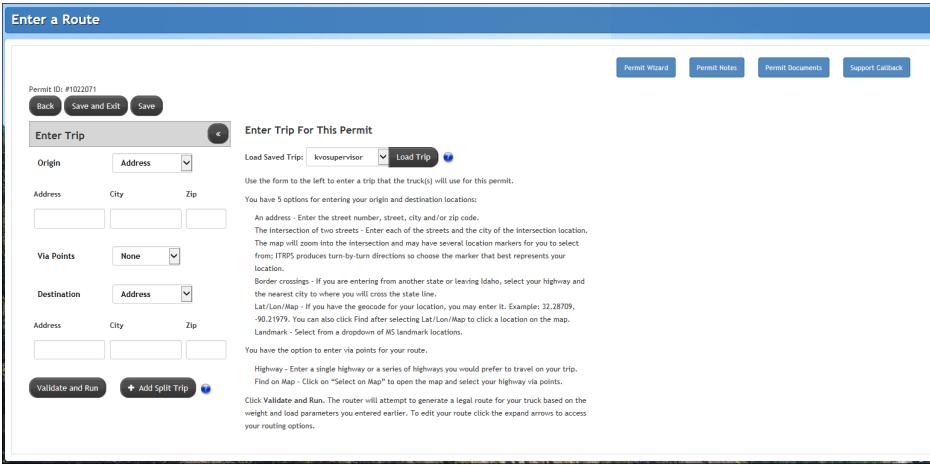
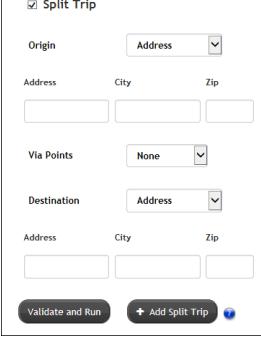
Step	Description
5.	<p>The Truck and Load Information screen will be displayed.</p> <p>Note: When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the <i>ITRPS Company Management Portal</i> screen.</p> <ul style="list-style-type: none"> Enter information 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 <i>ITRPS Company Management Portal</i> 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>  <ul style="list-style-type: none"> Click the Enter Weights button to enter the axle weight and spacings if the loaded weight exceeds legal.

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>For optimal routing, enter exact weights.</p> <p>Display Configuration <input checked="" type="radio"/> Side <input type="radio"/> Top</p> <p>Validate Weights and Close Cancel (Clears all axles.)</p> <ul style="list-style-type: none"> Click the Display Configuration button to view a side or top view diagram of the axle configuration to confirm settings. 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>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.

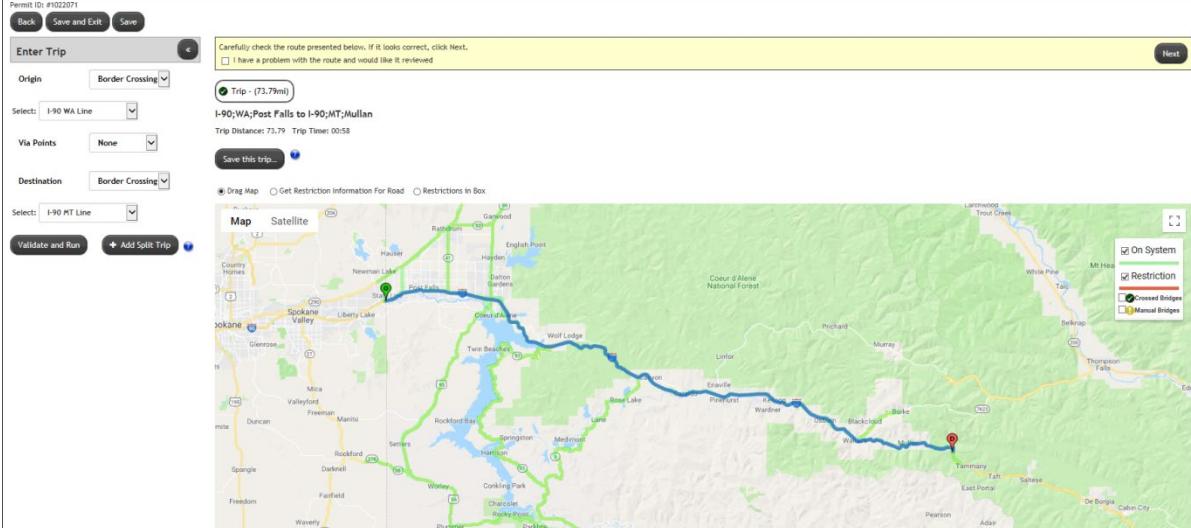
Idaho Transportation Permits System
Customer User Guide

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>

Idaho Transportation Permits System
Customer User Guide

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>Load Dimensions Used During Routing</p> <p>The Load Dimensions Used During Routing section will display the dimensions entered during the Order Permits process.</p> <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Load Dimensions Used During Routing</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Width:</td> <td>9 ft. 0 in.</td> <td style="width: 15%;">Height:</td> <td>13 ft. 0 in.</td> </tr> <tr> <td>Length:</td> <td>99 ft. 0 in.</td> <td>Weight:</td> <td>122000</td> </tr> <tr> <td>Front O'Hang:</td> <td>4 ft. 0 in.</td> <td>Rear O'Hang:</td> <td>4 ft. 0 in.</td> </tr> </table> </div> <ul style="list-style-type: none"> Review the load dimensions. 	Width:	9 ft. 0 in.	Height:	13 ft. 0 in.	Length:	99 ft. 0 in.	Weight:	122000	Front O'Hang:	4 ft. 0 in.	Rear O'Hang:	4 ft. 0 in.
Width:	9 ft. 0 in.	Height:	13 ft. 0 in.										
Length:	99 ft. 0 in.	Weight:	122000										
Front O'Hang:	4 ft. 0 in.	Rear O'Hang:	4 ft. 0 in.										
11.	<p>Route Description</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. <div style="border: 1px solid black; padding: 5px; width: fit-content;"> <p>Route Description</p> <p>==> I-90 WA Line <==I-90==> I-90 MT Line <==</p> </div>												

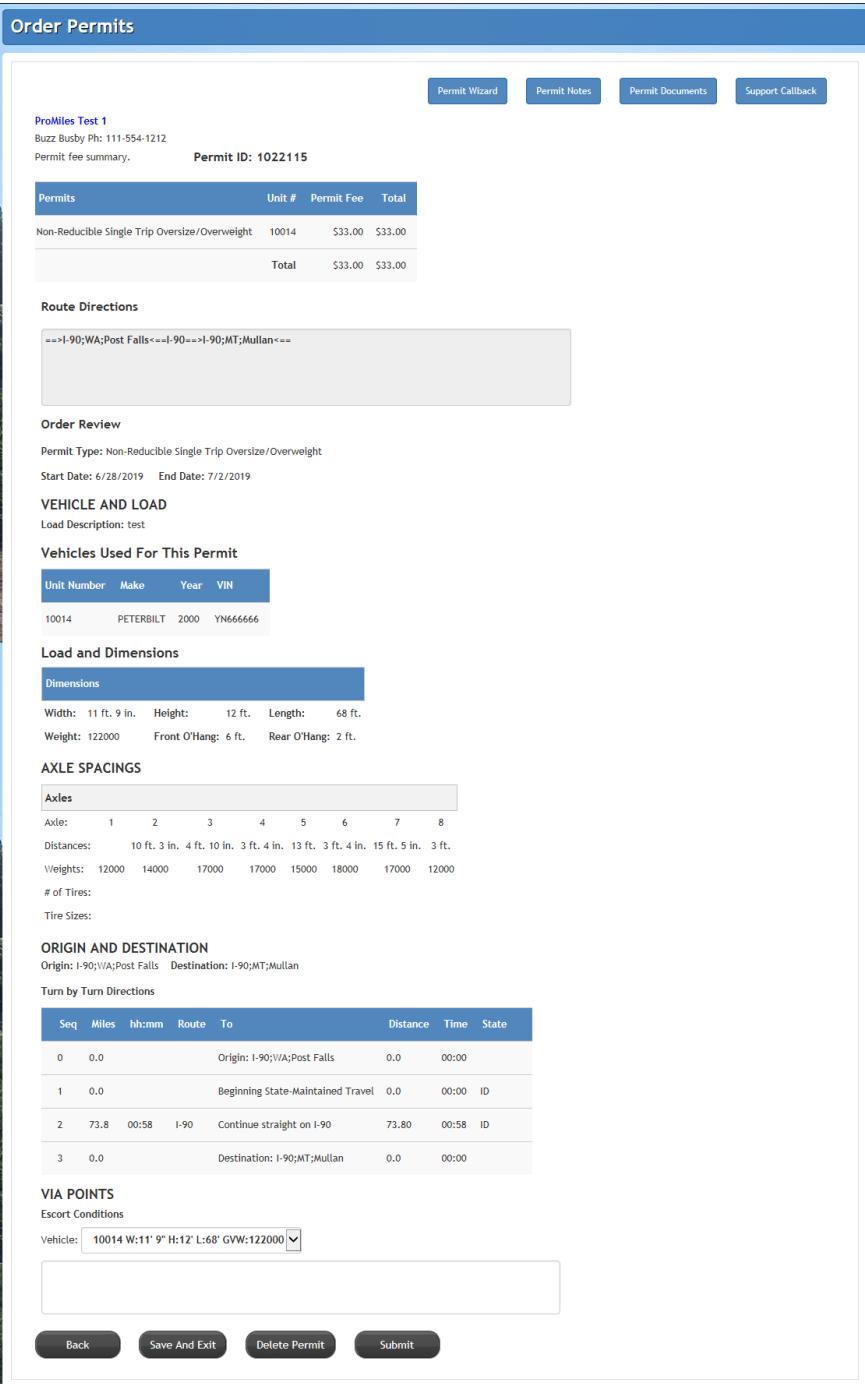
Idaho Transportation Permits System
Customer User Guide

Scenario Steps

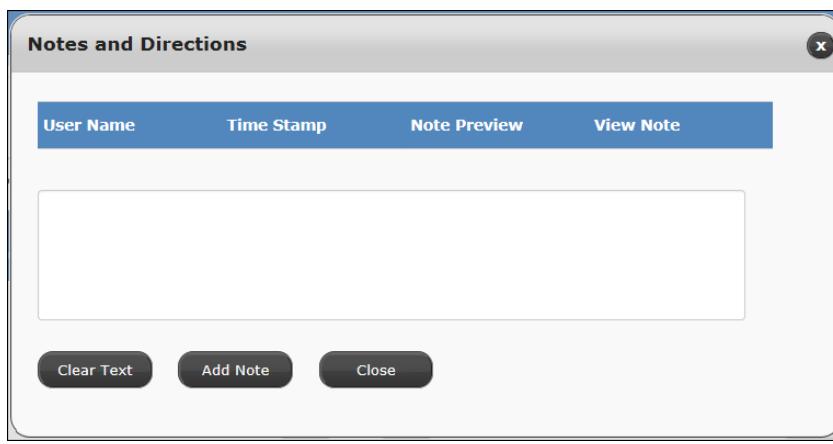
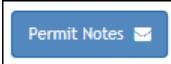
Step	Description																														
12.	<p><u>Driving Directions</u></p> <p>The Driving Directions section will display turn-by-turn driving directions for the route.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Driving Directions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>Origin: I-90;WA;Post Falls</td> <td></td> <td></td> <td></td> <td></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></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>73.79</td> <td>00:58</td> </tr> </tbody> </table> <p>Final Destination: I-90;MT;Mullan</p> </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									73.79	00:58
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73.79	I-90	Continue straight on I-90	73.79	00:58																											
			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 style="border: 1px solid #ccc; padding: 10px;"> <p>Escort Conditions</p> <p>Vehicle: 10014 W:16' 9" H:12' L:68' GVW:122000 ▾</p> <p>One certified pilot car in the rear on I 90 from Origin to Destination.</p> </div>																														
14.	<ul style="list-style-type: none"> Click the Next button if the trip looks satisfactory. <div style="background-color: #ffffcc; border: 1px solid #ccc; padding: 5px; text-align: right;"> <p>Carefully check the route presented below. If it looks correct, click Next. <input type="checkbox"/> I have a problem with the route and would like it reviewed</p> <p style="margin-top: 5px;">Next</p> </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

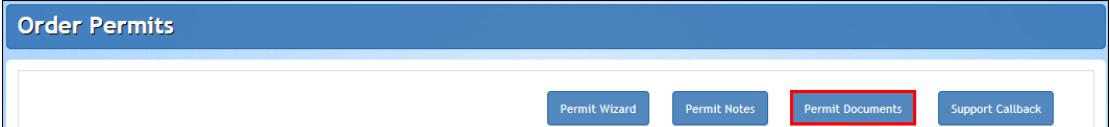
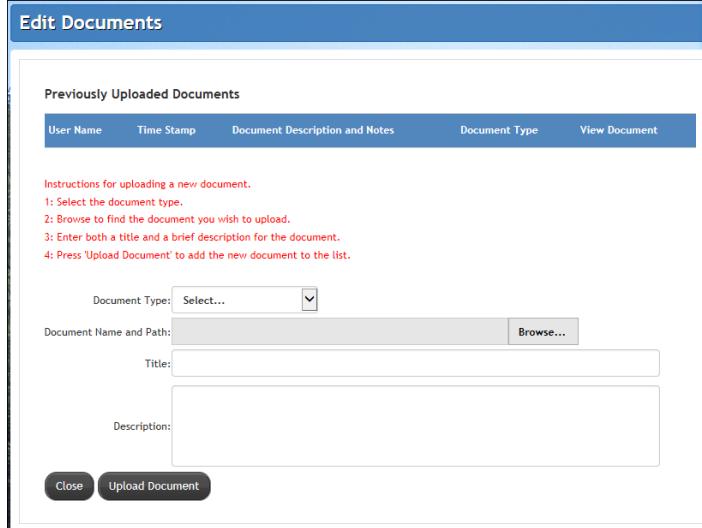
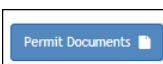
Scenario Steps

Step	Description																																																																																							
16.	<p>The Order Permits: Permit Summary screen will be displayed.</p>  <p>Permit Fee Summary:</p> <table border="1"> <thead> <tr> <th>Permits</th> <th>Unit #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>10014</td> <td>\$33.00</td> <td>\$33.00</td> </tr> <tr> <td></td> <td>Total</td> <td>\$33.00</td> <td>\$33.00</td> </tr> </tbody> </table> <p>Route Directions:</p> <pre>==>I-90;WA;Post Falls<==I-90==>I-90;MT;Mullan<==</pre> <p>Order Review:</p> <p>Permit Type: Non-Reducible Single Trip Oversize/Overweight Start Date: 6/28/2019 End Date: 7/2/2019</p> <p>VEHICLE AND LOAD:</p> <p>Load Description: test</p> <p>Vehicles Used For This Permit:</p> <table border="1"> <thead> <tr> <th>Unit Number</th> <th>Make</th> <th>Year</th> <th>VIN</th> </tr> </thead> <tbody> <tr> <td>10014</td> <td>PETERBILT</td> <td>2000</td> <td>YN666666</td> </tr> </tbody> </table> <p>Load and Dimensions:</p> <p>Dimensions</p> <p>Width: 11 ft. 9 in. Height: 12 ft. Length: 68 ft. Weight: 122000 Front O'Hang: 6 ft. Rear O'Hang: 2 ft.</p> <p>AXLE SPACINGS:</p> <p>Axes</p> <table> <thead> <tr> <th>Axle:</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> </thead> <tbody> <tr> <td>Distances:</td> <td>10 ft. 3 in.</td> <td>4 ft. 10 in.</td> <td>3 ft. 4 in.</td> <td>13 ft.</td> <td>3 ft. 4 in.</td> <td>15 ft. 5 in.</td> <td>3 ft.</td> <td></td> </tr> <tr> <td>Weights:</td> <td>12000</td> <td>14000</td> <td>17000</td> <td>17000</td> <td>15000</td> <td>18000</td> <td>17000</td> <td>12000</td> </tr> </tbody> </table> <p># of Tires: Tire Sizes:</p> <p>ORIGIN AND DESTINATION:</p> <p>Origin: I-90;WA;Post Falls Destination: I-90;MT;Mullan</p> <p>Turn by Turn Directions</p> <table border="1"> <thead> <tr> <th>Seq</th> <th>Miles</th> <th>hh:mm</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0.0</td> <td></td> <td></td> <td>Origin: I-90;WA;Post Falls</td> <td>0.0</td> <td>00:00</td> <td></td> </tr> <tr> <td>1</td> <td>0.0</td> <td></td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0.0</td> <td>00:00</td> <td>ID</td> </tr> <tr> <td>2</td> <td>73.8</td> <td>00:58</td> <td>I-90</td> <td>Continue straight on I-90</td> <td>73.80</td> <td>00:58</td> <td>ID</td> </tr> <tr> <td>3</td> <td>0.0</td> <td></td> <td></td> <td>Destination: I-90;MT;Mullan</td> <td>0.0</td> <td>00:00</td> <td></td> </tr> </tbody> </table> <p>VIA POINTS:</p> <p>Escort Conditions</p> <p>Vehicle: 10014 W:11' 9" H:12' L:68' GVW:122000</p> <p>Bottom Navigation:</p> <p>Back Save And Exit Delete Permit Submit</p>	Permits	Unit #	Permit Fee	Total	Non-Reducible Single Trip Oversize/Overweight	10014	\$33.00	\$33.00		Total	\$33.00	\$33.00	Unit Number	Make	Year	VIN	10014	PETERBILT	2000	YN666666	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	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	
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Scenario Steps

Step	Description
<p>17. <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

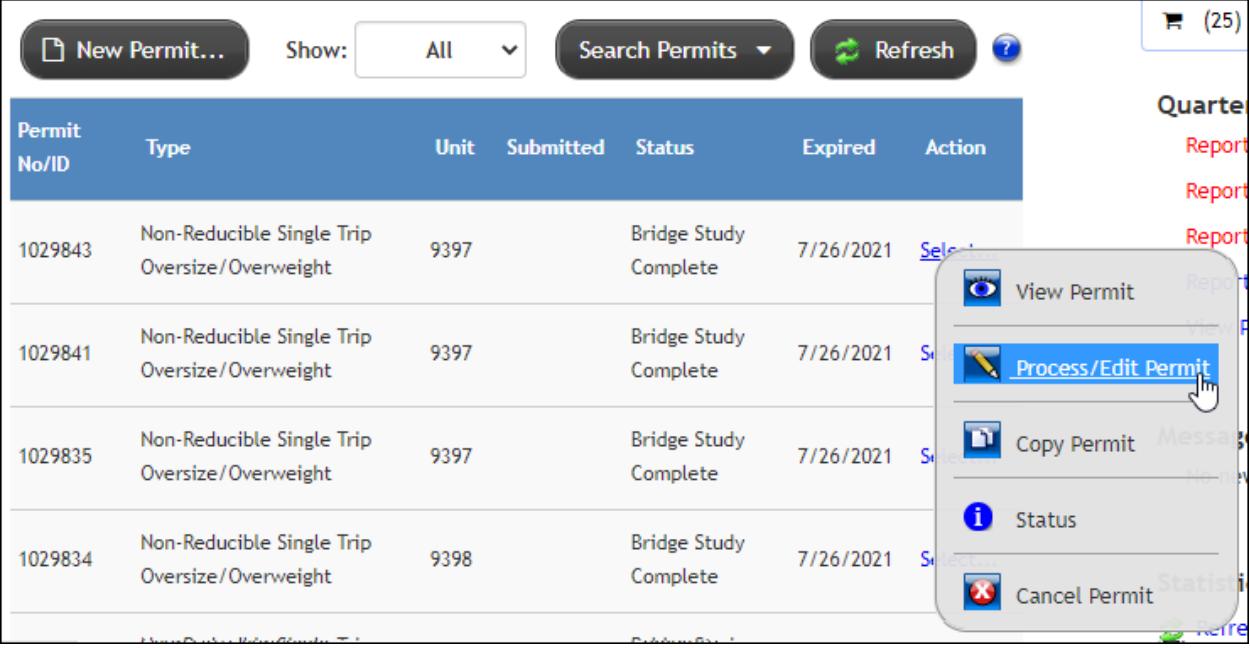
Step	Description
18.	<p><u>Add a Document to the Permit Application</u></p> <p>Company Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to ITRPS. Users must select a document 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 style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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 style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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 style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  </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 style="border: 1px solid black; padding: 10px;"> <p>Permit Bridge Study Complete for Permits</p> <p>  ITDPermits@permits4idaho.com To: [REDACTED]     Mon 7/5/2021 2:25 PM </p> <p>(i) 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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Permit Bridge Study Complete for Permits</p> <p>  ITDPermits@permits4idaho.com To: [REDACTED]     Tue 7/6/2021 8:55 AM </p> <p>(i) 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 style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>Permit Bridge Study Complete for Permits 1029622</p> <p>  ITDPermits@permits4idaho.com To: [REDACTED]     Tue 7/6/2021 12:45 PM </p> <p>(i) 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. <p>A list of actions will be displayed.</p> <ul style="list-style-type: none"> ○ Click the Process/Edit Permit link. <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;">  <p>The screenshot shows a table of permits. The columns are: Permit No./ID, Type, Unit, Submitted, Status, Expired, and Action. The fourth row (Permit No. 1029834) is highlighted with a blue border. A context menu is overlaid on this row, with the 'Process/Edit Permit' option being the target of a mouse cursor.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Permit No./ID</th> <th>Type</th> <th>Unit</th> <th>Submitted</th> <th>Status</th> <th>Expired</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1029843</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>9397</td> <td></td> <td>Bridge Study Complete</td> <td>7/26/2021</td> <td>Select</td> </tr> <tr> <td>1029841</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>9397</td> <td></td> <td>Bridge Study Complete</td> <td>7/26/2021</td> <td>Select</td> </tr> <tr> <td>1029835</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>9397</td> <td></td> <td>Bridge Study Complete</td> <td>7/26/2021</td> <td>Select</td> </tr> <tr> <td>1029834</td> <td>Non-Reducible Single Trip Oversize/Overweight</td> <td>9398</td> <td></td> <td>Bridge Study Complete</td> <td>7/26/2021</td> <td>Select</td> </tr> </tbody> </table> <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. </div>	Permit No./ID	Type	Unit	Submitted	Status	Expired	Action	1029843	Non-Reducible Single Trip Oversize/Overweight	9397		Bridge Study Complete	7/26/2021	Select	1029841	Non-Reducible Single Trip Oversize/Overweight	9397		Bridge Study Complete	7/26/2021	Select	1029835	Non-Reducible Single Trip Oversize/Overweight	9397		Bridge Study Complete	7/26/2021	Select	1029834	Non-Reducible Single Trip Oversize/Overweight	9398		Bridge Study Complete	7/26/2021	Select
Permit No./ID	Type	Unit	Submitted	Status	Expired	Action																														
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1029834	Non-Reducible Single Trip Oversize/Overweight	9398		Bridge Study Complete	7/26/2021	Select																														

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	

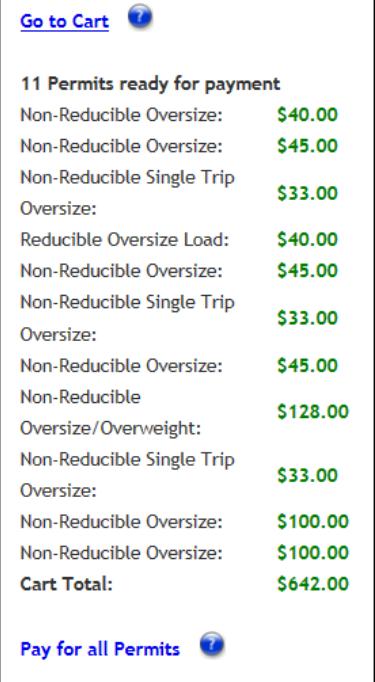
Scenario Steps

Step	Description
23.	<p>If the permit application does not require a Bridge Study and/or a Routing Review, the Permit Submission Successful 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 Pay for Permit screen will be displayed.</p> <ul style="list-style-type: none">Click the Pay For Verified Permits button. <p>The Payment Information for Permit ID: XXXXXXX 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>11 Permits ready for payment</p> <table><tbody><tr><td>Non-Reducible Oversize:</td><td>\$40.00</td></tr><tr><td>Non-Reducible Oversize:</td><td>\$45.00</td></tr><tr><td>Non-Reducible Single Trip Oversize:</td><td>\$33.00</td></tr><tr><td>Reducible Oversize Load:</td><td>\$40.00</td></tr><tr><td>Non-Reducible Oversize:</td><td>\$45.00</td></tr><tr><td>Non-Reducible Single Trip Oversize:</td><td>\$33.00</td></tr><tr><td>Non-Reducible Oversize:</td><td>\$45.00</td></tr><tr><td>Non-Reducible Oversize/Overweight:</td><td>\$128.00</td></tr><tr><td>Non-Reducible Single Trip Oversize:</td><td>\$33.00</td></tr><tr><td>Non-Reducible Oversize:</td><td>\$100.00</td></tr><tr><td>Non-Reducible Oversize:</td><td>\$100.00</td></tr><tr><td>Cart Total:</td><td>\$642.00</td></tr></tbody></table> <p>Pay for all Permits</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.	Non-Reducible Oversize:	\$40.00	Non-Reducible Oversize:	\$45.00	Non-Reducible Single Trip Oversize:	\$33.00	Reducible Oversize Load:	\$40.00	Non-Reducible Oversize:	\$45.00	Non-Reducible Single Trip Oversize:	\$33.00	Non-Reducible Oversize:	\$45.00	Non-Reducible Oversize/Overweight:	\$128.00	Non-Reducible Single Trip Oversize:	\$33.00	Non-Reducible Oversize:	\$100.00	Non-Reducible Oversize:	\$100.00	Cart Total:	\$642.00
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Idaho Transportation Permits System
Customer User Guide

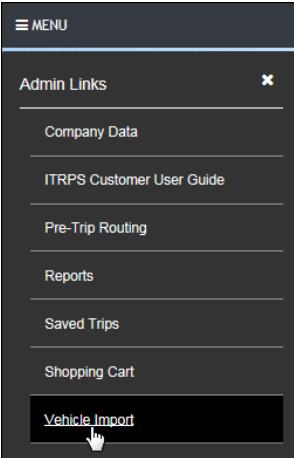
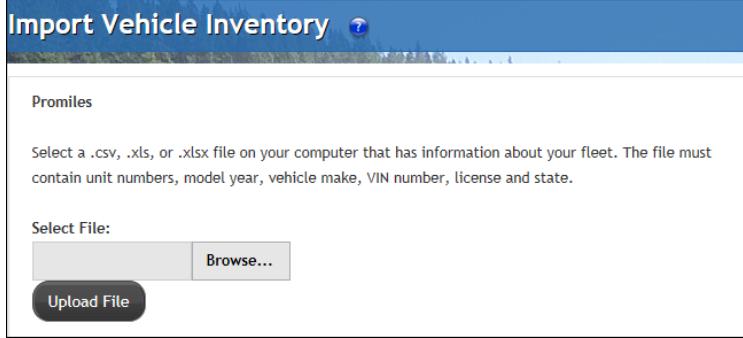
Step	Description																																												
3.	<p>The Permits Ready for Payment and/or Printing screen will be displayed.</p> <p>Note: The No Charge permits will be listed at the bottom.</p> <div style="border: 1px solid #ccc; padding: 10px; width: 600px;"> <p>Permits Ready for Payment and/or Printing ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"><input type="checkbox"/> Pay</th> <th style="width: 40%;">Non-Reducible Oversize</th> <th style="width: 10%; text-align: right;">\$40.00</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td colspan="2">ID#: 1022125 Vehicle: 11030 Company: Promiles Start Date: 6/27/2019</td> <td colspan="2" style="text-align: right;">Order Total \$0.00</td> </tr> <tr> <td colspan="2" style="text-align: center;">View Permit Cancel Permit</td> <td colspan="2" style="text-align: right;">(0) Permits selected to purchase</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Pay Non-Reducible Oversize</td> <td style="text-align: right;">\$45.00</td> <td rowspan="2" style="vertical-align: middle; font-size: 2em;">No charge ?</td> </tr> <tr> <td colspan="2">ID#: 1021934 Vehicle: 11024 Company: Promiles Start Date: 7/2/2019</td> <td colspan="2" style="text-align: right;">(0) Permits selected to print</td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Pay Non-Reducible Single Trip Oversize</td> <td style="text-align: right;">\$33.00</td> <td></td> </tr> <tr> <td colspan="2">ID#: 1021918 Vehicle: 11030 Company: Promiles Start Date: 6/26/2019</td> <td colspan="2" style="text-align: right;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">View Permit Cancel Permit</td> <td colspan="2"></td> </tr> <tr> <td colspan="2"><input type="checkbox"/> Print Non-Reducible Oversize</td> <td style="text-align: right;">No charge</td> <td></td> </tr> <tr> <td colspan="2">ID#: 1022456 Vehicle: 11023 Company: Promiles Start Date: 7/1/2019</td> <td colspan="2" style="text-align: right;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">View Permit Cancel Permit</td> <td colspan="2"></td> </tr> </tbody> </table> </div>	<input type="checkbox"/> Pay	Non-Reducible Oversize	\$40.00		ID#: 1022125 Vehicle: 11030 Company: Promiles Start Date: 6/27/2019		Order Total \$0.00		View Permit Cancel Permit		(0) Permits selected to purchase		<input type="checkbox"/> Pay Non-Reducible Oversize		\$45.00	No charge ?	ID#: 1021934 Vehicle: 11024 Company: Promiles Start Date: 7/2/2019		(0) Permits selected to print		<input type="checkbox"/> Pay Non-Reducible Single Trip Oversize		\$33.00		ID#: 1021918 Vehicle: 11030 Company: Promiles Start Date: 6/26/2019				View Permit Cancel Permit				<input type="checkbox"/> Print Non-Reducible Oversize		No charge		ID#: 1022456 Vehicle: 11023 Company: Promiles Start Date: 7/1/2019				View Permit Cancel Permit			
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4.	<ul style="list-style-type: none"> Select the Print checkbox above each no charge permit to print. <div style="border: 1px solid #ccc; padding: 10px; width: 600px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"><input type="checkbox"/> Print</th> <th style="width: 40%;">Non-Reducible Oversize</th> <th style="width: 10%; text-align: right;">No charge</th> <th style="width: 40%;"></th> </tr> </thead> <tbody> <tr> <td colspan="2">ID#: 1022456 Vehicle: 11023 Company: Promiles Start Date: 7/1/2019</td> <td colspan="2" style="text-align: right;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">View Permit Cancel Permit</td> <td colspan="2"></td> </tr> </tbody> </table> </div>	<input type="checkbox"/> Print	Non-Reducible Oversize	No charge		ID#: 1022456 Vehicle: 11023 Company: Promiles Start Date: 7/1/2019				View Permit Cancel Permit																																			
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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> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input type="checkbox"/> Pay Non-Reducible Single Trip Oversize \$33.00 <p>ID#: 1021918 Vehicle: 11030 Company: Promiles Start Date: 6/26/2019</p> <p>View Permit Cancel Permit</p> </div> <div style="flex: 1; text-align: right;"> Order Total \$0.00 <small>(0) Permits selected to purchase</small> </div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid #ccc; padding: 10px; width: 45%;"> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <input checked="" type="checkbox"/> Print Non-Reducible Oversize No charge <p>ID#: 1022456 Vehicle: 11023 Company: Promiles Start Date: 7/1/2019</p> <p>View Permit Cancel Permit</p> </div> <div style="flex: 1; text-align: right;"> No charge <small>?</small> <small>(1) Permits selected to print</small> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 10px; width: 45%; text-align: right;"> <p>Print Now</p> </div> </div> <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> <div style="border: 1px solid #ccc; padding: 10px; background-color: #e0f2ff;"> <p style="text-align: center;">ISSUED PERMITS</p> <p>Permit finalization complete.</p> <p>The payment process is complete! The permit(s) generated for this order are listed below. To view or check the status of your permit(s), return to the Dashboard.</p> <p>Return to the dashboard Order another permit</p> <p>Permits Issued</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #003366; color: white;"> <th>Permit ID</th> <th>Permit #</th> </tr> </thead> <tbody> <tr> <td>1022456</td> <td>19200728 Copy</td> </tr> </tbody> </table> </div> <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. 	Permit ID	Permit #	1022456	19200728 Copy
Permit ID	Permit #				
1022456	19200728 Copy				

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>

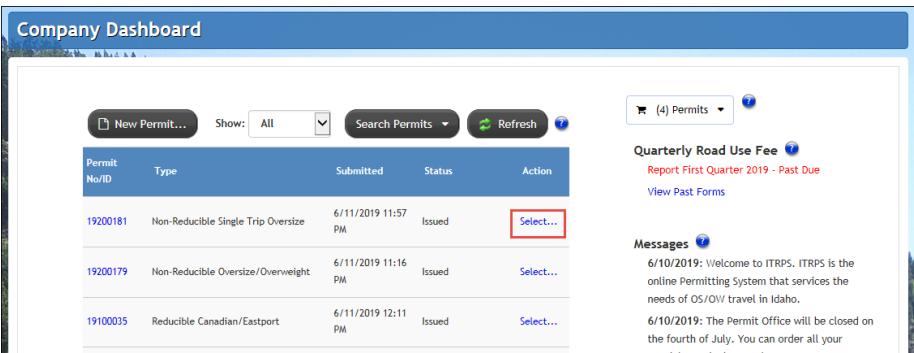
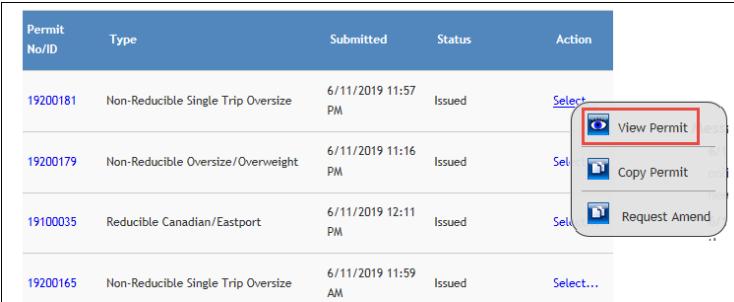
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Customer User Guide

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 style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Import Vehicle Inventory Step 2</p> <p>The first part of your file is shown below. Match the column numbers with the data type. Columns marked with a * are required.</p> <p>*The Unit Number is in column <input type="text" value="Column 1"/> *The Unit Model Year is in column <input type="text" value="Column 2"/></p> <p>*The Vehicle Make is in column <input type="text" value="Column 3"/> *The VIN is in column <input type="text" value="Column 4"/></p> <p>*The License Plate Number is in column <input type="text" value="Column 5"/> *The License Plate State is in column <input type="text" value="Column 6"/></p> <p>*Data starts on row <input type="text" value="Row 1"/> Import Sheet</p> <p>Preview</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <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> </thead> <tbody> <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>KL32S2</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>NU866DS</td><td>AZ</td><td>TRUCK</td><td>EAST</td></tr> </tbody> </table> </div>	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	KL32S2	TX	TRUCK TRACTOR	SOUTH	4	112	2014	VOLVO	84197658104	NU866DS	AZ	TRUCK	EAST
Row/Col	1	2	3	4	5	6	7	8																																						
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4	112	2014	VOLVO	84197658104	NU866DS	AZ	TRUCK	EAST																																						
4.	<p>The Vehicle Import Results screen will be displayed indicating the number of vehicles successfully imported.</p> <div style="border: 1px solid #ccc; padding: 10px; margin-top: 10px;"> <p>Vehicle Import Results</p> <p>View the results of your vehicle import below.</p> <p>Results</p> <p>Number of vehicles successfully imported: 9</p> <p>Number of failures: 1</p> <p>View Load Failures</p> <p>Return to Dashboard</p> </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. 																																													

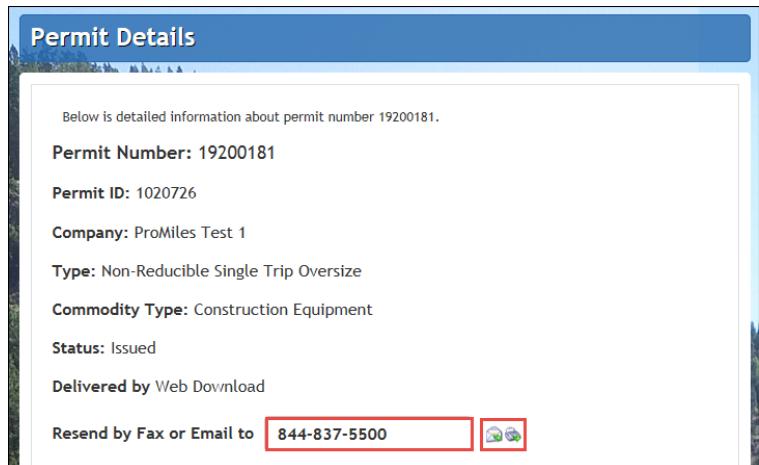
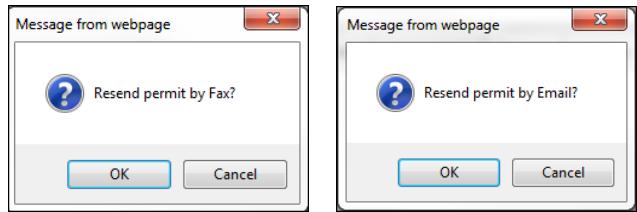
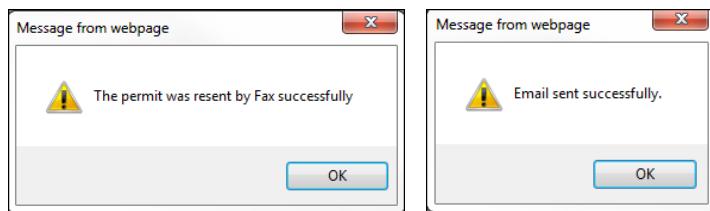
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Customer User Guide

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> 

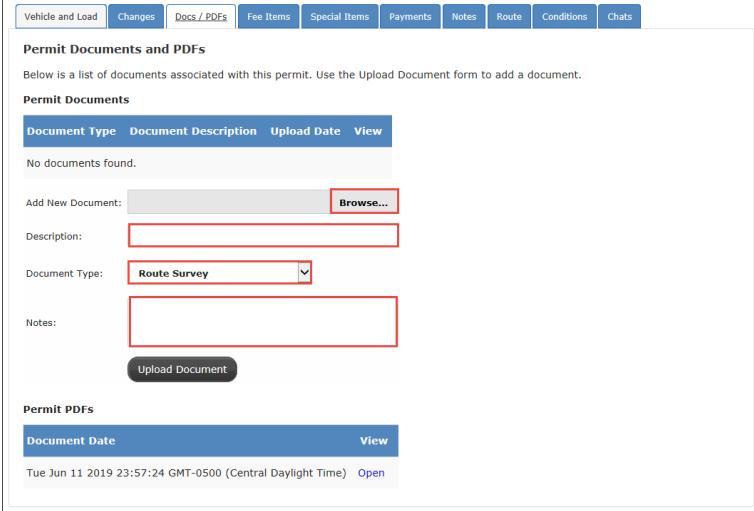
Idaho Transportation Permits System
Customer User Guide

Step	Description
4.	<p>To Resend a Permit PDF by Fax or Email</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 Permit Details screen. Click the Email/Fax icon.  <p>The Resend permit by Fax/Email? message will be displayed.</p>  <ul style="list-style-type: none"> Click the OK button to close the message. <p>A confirmation message will be displayed.</p>  <ul style="list-style-type: none"> Click the OK button to close the message.

Idaho Transportation Permits System
Customer User Guide

Step	Description																												
5.	<p><u>Vehicle and Load Tab</u></p> <ul style="list-style-type: none"> Click the Vehicle and Load tab. <p>The Vehicle and Load tab will contain the vehicle and load information used during the Order Permits process.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Vehicle and Load</p> <p>Load Description Construction Equipment</p> <p>Vehicles Used For This Permit</p> <table border="1" style="margin-top: 5px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> </tr> </thead> <tbody> <tr> <td>112</td> <td>Tractor</td> <td>VOLVO</td> <td>2014</td> <td>123456</td> </tr> </tbody> </table> <p>Load and Dimensions Below is a table containing the dimensions used when creating and routing this permit.</p> <table border="1" style="margin-top: 5px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th colspan="3">Dimensions</th> </tr> </thead> <tbody> <tr> <td>Width:</td> <td>10 ft.</td> <td>Height:</td> <td>14 ft.</td> <td>Length:</td> <td>100 ft.</td> </tr> <tr> <td>Weight:</td> <td>Legal</td> <td>Front O'Hang:</td> <td>Legal</td> <td>Rear O'Hang:</td> <td>Legal</td> </tr> </tbody> </table> </div>	Unit Number	Type	Make	Year	VIN	112	Tractor	VOLVO	2014	123456	Dimensions			Width:	10 ft.	Height:	14 ft.	Length:	100 ft.	Weight:	Legal	Front O'Hang:	Legal	Rear O'Hang:	Legal			
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Weight:	Legal	Front O'Hang:	Legal	Rear O'Hang:	Legal																								
6.	<p><u>Changes Tab</u></p> <ul style="list-style-type: none"> Click the Changes tab. <p>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.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Permit Changes</p> <p>Below is a list of changes that have been recorded for this permit</p> <p>Permit Office Actions</p> <p>A list of Permit Office actions for this permit are listed below.</p> <table border="1" style="margin-top: 5px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th> <th>User</th> <th>Action</th> <th>Permit Status</th> </tr> </thead> <tbody> <tr> <td>Tue Jun 11 2019 23:57:21 GMT-0500 (Central Daylight Time)</td> <td>Charles Breedlove</td> <td>Pay and Issue Permit</td> <td>Issued</td> </tr> <tr> <td>Tue Jun 11 2019 23:56:50 GMT-0500 (Central Daylight Time)</td> <td>Charles Breedlove</td> <td>Process Permit</td> <td>PO Pending payment</td> </tr> <tr> <td>Tue Jun 11 2019 23:55:20 GMT-0500 (Central Daylight Time)</td> <td>Charles Breedlove</td> <td>Open Permit</td> <td>Internal pending</td> </tr> <tr> <td>Tue Jun 11 2019 23:55:19 GMT-0500 (Central Daylight Time)</td> <td>Charles Breedlove</td> <td>Begin Copy Permit</td> <td>Internal pending</td> </tr> </tbody> </table> <p>Permit Change Auditing</p> <p>The dates the permit was edited in the database are listed below.</p> <table border="1" style="margin-top: 5px; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date</th> <th>User</th> <th>View</th> <th>Changes</th> </tr> </thead> <tbody> <tr> <td>Tue Jun 11 2019 23:55:20 GMT-0500 (Central Daylight Time)</td> <td>Breedlove</td> <td>View</td> <td>End DT</td> </tr> </tbody> </table> </div>	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	Date	User	View	Changes	Tue Jun 11 2019 23:55:20 GMT-0500 (Central Daylight Time)	Breedlove	View	End DT
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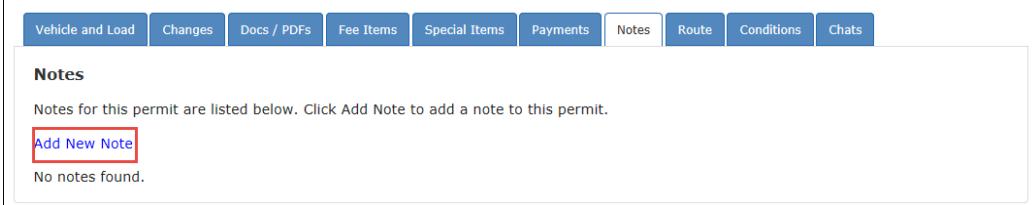
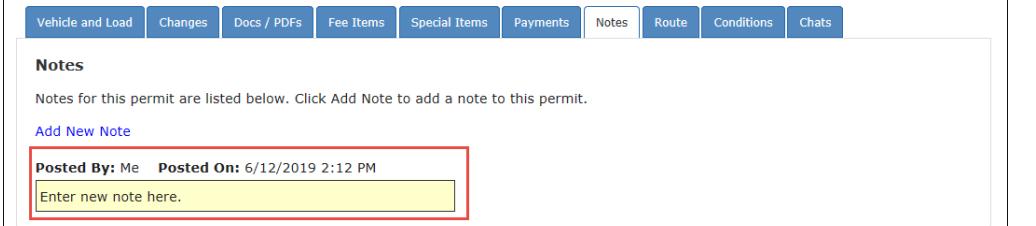
Idaho Transportation Permits System
Customer User Guide

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 style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Permit Documents and PDFs</p> <p style="margin: 0;">Below is a list of documents associated with this permit. Use the Upload Document form to add a document.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Document Type</th> <th style="background-color: #002060; color: white;">Document Description</th> <th style="background-color: #002060; color: white;">Upload Date</th> <th style="background-color: #002060; color: white;">View</th> </tr> </thead> <tbody> <tr> <td>Traffic Control Plan</td> <td></td> <td>6/12/2019 1:02 PM</td> <td style="text-align: center;">Open</td> </tr> </tbody> </table> </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. 	Document Type	Document Description	Upload Date	View	Traffic Control Plan		6/12/2019 1:02 PM	Open												
Document Type	Document Description	Upload Date	View																		
Traffic Control Plan		6/12/2019 1:02 PM	Open																		
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 style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Permit PDFs</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Document Date</th> <th style="background-color: #002060; color: white;">View</th> </tr> </thead> <tbody> <tr> <td>Tue Jun 11 2019 23:57:24 GMT-0500 (Central Daylight Time)</td> <td style="text-align: center;">Open</td> </tr> </tbody> </table> </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. 	Document Date	View	Tue Jun 11 2019 23:57:24 GMT-0500 (Central Daylight Time)	Open																
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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 style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Payments</p> <p style="margin: 0;">Payments made on this permit are listed below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #002060; color: white;">Type</th> <th style="background-color: #002060; color: white;">Pay Date</th> <th style="background-color: #002060; color: white;">Amount</th> <th style="background-color: #002060; color: white;">Acct Last Four</th> <th style="background-color: #002060; color: white;">Processed</th> <th style="background-color: #002060; color: white;">Overriden</th> <th style="background-color: #002060; color: white;">Check #</th> <th style="background-color: #002060; color: white;">Trans. Auth.</th> <th style="background-color: #002060; color: white;">NSF</th> <th style="background-color: #002060; color: white;">Collected</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td>6/11/2019 11:57 PM</td> <td>\$33.00</td> <td></td> <td>yes</td> <td>no</td> <td></td> <td></td> <td>no</td> <td style="text-align: right;">\$0.00</td> </tr> </tbody> </table> </div>	Type	Pay Date	Amount	Acct Last Four	Processed	Overriden	Check #	Trans. Auth.	NSF	Collected	Cash	6/11/2019 11:57 PM	\$33.00		yes	no			no	\$0.00
Type	Pay Date	Amount	Acct Last Four	Processed	Overriden	Check #	Trans. Auth.	NSF	Collected												
Cash	6/11/2019 11:57 PM	\$33.00		yes	no			no	\$0.00												

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. <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;">  <p>Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Notes</p> <p>Notes for this permit are listed below. Click Add Note to add a note to this permit.</p> <p>Add New Note</p> <p>No notes found.</p> </div> <p>A blank field will be displayed.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Add New Note</p> <p>Enter new note here.</p> <p>Save Note Cancel</p> </div> <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> <div style="border: 1px solid #ccc; padding: 10px;">  <p>Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Notes</p> <p>Notes for this permit are listed below. Click Add Note to add a note to this permit.</p> <p>Add New Note</p> <p>Posted By: Me Posted On: 6/12/2019 2:12 PM</p> <p>Enter new note here.</p> </div>

Idaho Transportation Permits System
Customer User Guide

Step	Description																																																							
12.	<p><u>Route Tab</u></p> <ul style="list-style-type: none"> Click the Route tab. <p>Note: If the permit was a non-routed permit, information will not be available on this tab.</p> <p>The Route tab will display all route information for this permit.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Permit Route</p> <p>Route generated for the permit:</p> <p>I-15;MT;Spencer to SH-52;OR;Payette Trip Miles: 414 Trip Time: 6:31</p> <p>Show Map</p> <p>Route Description</p> <p>=>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<==</p> <p>Bridge Study Number: N/A Approval Date: N/A</p> <p>Driving Directions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>0</td> <td></td> <td>Origin: I-15;MT;Spencer</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>0</td> <td></td> <td>Beginning State-Maintained Travel</td> <td>0</td> <td>00:00</td> </tr> <tr> <td>123.8</td> <td>I-15</td> <td>Take Exit 72 toward I-86/Chubbuck Twin Falls</td> <td>123.8</td> <td>2:39</td> </tr> <tr> <td>63.4</td> <td>I-86</td> <td>Continue straight on I-84 [US-30]</td> <td>187.1</td> <td>00:50</td> </tr> <tr> <td>217.6</td> <td>I-84</td> <td>Take Exit 3 toward US-95/Fruitland/Payette</td> <td>404.7</td> <td>3:53</td> </tr> <tr> <td>0.2</td> <td>I-84</td> <td>Turn right onto US-95</td> <td>404.9</td> <td>00:00</td> </tr> <tr> <td>6</td> <td>US-95</td> <td>Continue straight on US-95 SPUR [SOUTH MAIN STREET]</td> <td>410.9</td> <td>00:5</td> </tr> <tr> <td>1.3</td> <td>US-95 SPUR</td> <td>Turn left onto SH-52 [2ND AVENUE SOUTH]</td> <td>412.3</td> <td>00:1</td> </tr> <tr> <td>1.7</td> <td>SH-52</td> <td>Arrive at destination.</td> <td>414</td> <td>00:2</td> </tr> <tr> <td>0</td> <td></td> <td>Destination: SH-52;OR;Payette</td> <td>0</td> <td>00:00</td> </tr> </tbody> </table> </div>	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	00:5	1.3	US-95 SPUR	Turn left onto SH-52 [2ND AVENUE SOUTH]	412.3	00:1	1.7	SH-52	Arrive at destination.	414	00:2	0		Destination: SH-52;OR;Payette	0	00:00
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13.	<p><u>Conditions Tab</u></p> <ul style="list-style-type: none"> Click the Conditions tab. <p>The Conditions tab will display all applicable travel conditions for this permit.</p> <p>Note: These conditions will also print on the Permit PDF.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="margin: 0;">Vehicle and Load Changes Docs / PDFs Fee Items Special Items Payments Notes Route Conditions Chats</p> <p>Permit Conditions</p> <p>Condition</p> <p>**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. **</p> <p>**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.**</p> <p>**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.**</p> </div>																																																							

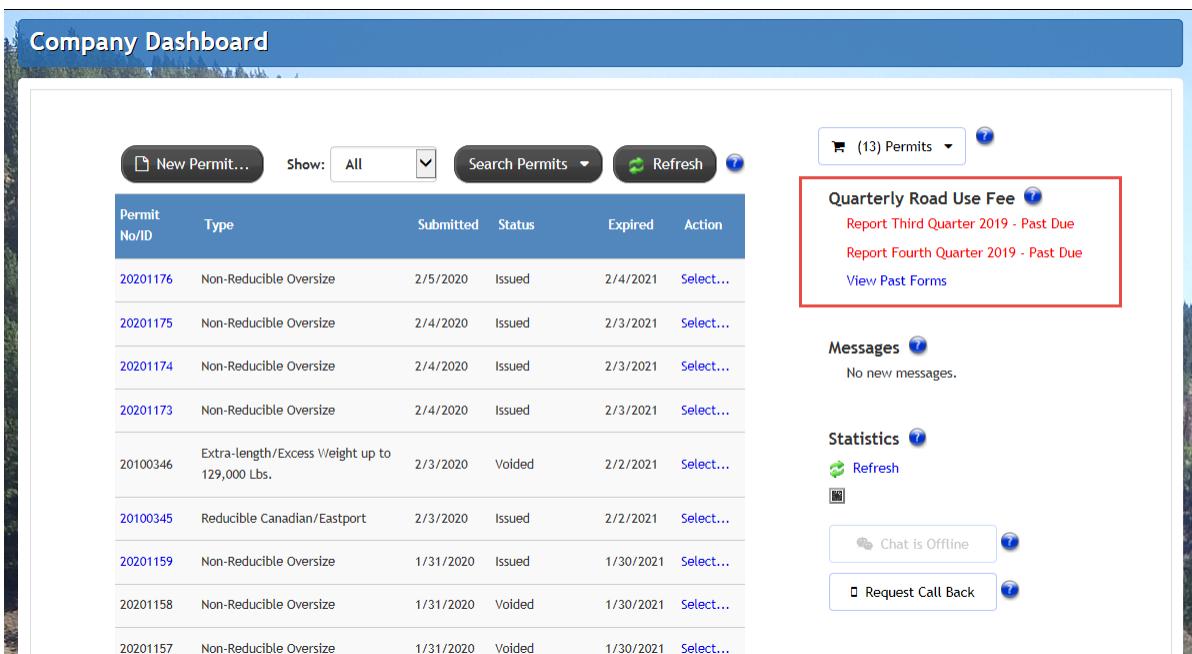
Idaho Transportation Permits System

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> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"><p>The screenshot shows a user interface for managing chat sessions. At the top, there is a horizontal navigation bar with several tabs: Vehicle and Load, Changes, Docs / PDFs, Fee Items, Special Items, Payments, Notes, Route, Conditions, and Chats. The Chats tab is highlighted with a blue border. Below the navigation bar, the title "Permit Chat Sessions" is displayed. Underneath the title, there is a table with two columns: "Session Date" and "View". A single row in the table is visible, with the "View" column containing a blue "View" button. Below the table, a message "No sessions found." is displayed.</p></div>
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> <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: auto;"> <p>Quarterly Road Use Fee ?</p> <p style="color: red;">Report Third Quarter 2019 - Past Due</p> <p style="color: red;">Report Fourth Quarter 2019 - Past Due</p> <p>View Past Forms</p> </div>

Idaho Transportation Permits System
Customer User Guide

Step	Description																														
3.	<p><i>The Road Use Fee screen will be displayed.</i></p> <div style="border: 1px solid #ccc; padding: 10px; width: 600px;"> <p style="text-align: center;">Road Use Fee</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <p style="margin: 0;">ROAD USE FEE FOR THIRD QUARTER 2019 - DUE DATE JANUARY 17, 2020</p> <p style="margin: 0;">THIS REPORT IS NOT RELATED TO IFTA</p> </div> <p>The weight groups below have been generated from annual overweight permits. To complete this form:</p> <p>Report all heavy haul miles traveled based on number of axles and gross weight hauled. If gross weight hauled is not listed below, report miles at next higher weight group within same number of axles.</p> <p>Late payments are subject to penalty (10%) of the amount of fee due and interest (1%) of the amount due for each month after the payment is due. Accounts not paid by due date will be charged a \$40 reinstatement fee, and it will be illegal to operate vehicles on Idaho Highways.</p> <p>The weight groups listed below are for overweight laden miles only.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Unit / Permit Number: <input type="button" value="Select..."/></p> <p><input type="checkbox"/> No Miles Traveled in this Quarter for this Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">PERMIT NUMBER</th> <th style="width: 15%;">AXLES</th> <th style="width: 15%;">WEIGHT</th> <th style="width: 15%;">RATE</th> <th style="width: 15%;">MILES</th> <th style="width: 15%;">AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">Totals</td> </tr> <tr> <td colspan="6" style="text-align: center;">Penalty</td> </tr> <tr> <td colspan="6" style="text-align: center;">Interest if Paid Today</td> </tr> <tr> <td colspan="6" style="text-align: center;">Amount to Pay</td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Cancel"/> <input type="button" value="Save and Exit"/> <input type="button" value="Submit to Shopping Cart"/> <input type="button" value="Print for Mailing"/> </p> </div> </div> <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"> 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. If fees have not yet been reported for a specific permit, the Permit Number will be followed Not Reported. 	PERMIT NUMBER	AXLES	WEIGHT	RATE	MILES	AMOUNT DUE	Totals						Penalty						Interest if Paid Today						Amount to Pay					
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Idaho Transportation Permits System
Customer User Guide

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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;"> <p>Unit / Permit Number: <input type="text" value="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;"> <thead> <tr> <th style="text-align: left;">PERMIT NUMBER</th> <th style="text-align: left;">AXLES</th> <th style="text-align: left;">WEIGHT</th> <th style="text-align: left;">RATE</th> <th style="text-align: left;">MILES</th> <th style="text-align: left;">AMOUNT DUE</th> </tr> </thead> <tbody> <tr><td>19200615</td><td>2</td><td>42000</td><td>0.04 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>44000</td><td>0.08 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>46000</td><td>0.12 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>48000</td><td>0.16 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>50000</td><td>0.20 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>52000</td><td>0.24 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>54000</td><td>0.28 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>56000</td><td>0.32 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>58000</td><td>0.36 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>60000</td><td>0.40 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>62000</td><td>0.44 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>64000</td><td>0.48 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>66000</td><td>0.52 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>68000</td><td>0.56 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>70000</td><td>0.60 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr><td>19200615</td><td>2</td><td>72000</td><td>0.64 x</td><td><input type="text" value="0"/></td><td>= \$0.00</td></tr> <tr> <td colspan="4">Totals</td><td>0</td><td>\$0.00</td></tr> <tr> <td colspan="4">Penalty</td><td></td><td>\$0.00</td></tr> <tr> <td colspan="4">Interest if Paid Today</td><td></td><td>\$0.00</td></tr> <tr> <td colspan="4">Amount to Pay</td><td></td><td>\$0.00</td></tr> <tr> <td colspan="2" style="text-align: center;">Cancel</td><td style="text-align: center;">Save and Exit</td><td style="text-align: center;">Submit to Shopping Cart</td><td style="text-align: center;">Print for Mailing</td></tr> </tbody> </table> </div>	PERMIT NUMBER	AXLES	WEIGHT	RATE	MILES	AMOUNT DUE	19200615	2	42000	0.04 x	<input type="text" value="0"/>	= \$0.00	19200615	2	44000	0.08 x	<input type="text" value="0"/>	= \$0.00	19200615	2	46000	0.12 x	<input type="text" value="0"/>	= \$0.00	19200615	2	48000	0.16 x	<input type="text" value="0"/>	= \$0.00	19200615	2	50000	0.20 x	<input type="text" value="0"/>	= \$0.00	19200615	2	52000	0.24 x	<input type="text" value="0"/>	= \$0.00	19200615	2	54000	0.28 x	<input type="text" value="0"/>	= \$0.00	19200615	2	56000	0.32 x	<input type="text" value="0"/>	= \$0.00	19200615	2	58000	0.36 x	<input type="text" value="0"/>	= \$0.00	19200615	2	60000	0.40 x	<input type="text" value="0"/>	= \$0.00	19200615	2	62000	0.44 x	<input type="text" value="0"/>	= \$0.00	19200615	2	64000	0.48 x	<input type="text" value="0"/>	= \$0.00	19200615	2	66000	0.52 x	<input type="text" value="0"/>	= \$0.00	19200615	2	68000	0.56 x	<input type="text" value="0"/>	= \$0.00	19200615	2	70000	0.60 x	<input type="text" value="0"/>	= \$0.00	19200615	2	72000	0.64 x	<input type="text" value="0"/>	= \$0.00	Totals				0	\$0.00	Penalty					\$0.00	Interest if Paid Today					\$0.00	Amount to Pay					\$0.00	Cancel		Save and Exit	Submit to Shopping Cart	Print for Mailing
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19200615	2	64000	0.48 x	<input type="text" value="0"/>	= \$0.00																																																																																																																															
19200615	2	66000	0.52 x	<input type="text" value="0"/>	= \$0.00																																																																																																																															
19200615	2	68000	0.56 x	<input type="text" value="0"/>	= \$0.00																																																																																																																															
19200615	2	70000	0.60 x	<input type="text" value="0"/>	= \$0.00																																																																																																																															
19200615	2	72000	0.64 x	<input type="text" value="0"/>	= \$0.00																																																																																																																															
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Idaho Transportation Permits System
Customer User Guide

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5.	<p>To Report 0 Miles for a Permit in the Selected Quarter</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-top: 10px;"> <p>Unit / Permit Number: <input style="width: 200px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; margin-bottom: 5px;" type="text" value="Unit 11023 / 19200615 - Not Reported"/></p> <p><input style="border: 1px solid red; border-radius: 4px; padding: 2px 10px; margin-bottom: 10px;" type="checkbox" value="No Miles Traveled in this Quarter for this Permit"/></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #002060; color: white; padding: 2px;">PERMIT NUMBER</th> <th style="background-color: #002060; color: white; padding: 2px;">AXLES</th> <th style="background-color: #002060; color: white; padding: 2px;">WEIGHT</th> <th style="background-color: #002060; 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border-radius: 4px; padding: 5px 15px; margin-right: 10px; background-color: #002060; color: white;" type="button" value="Submit 0 Miles"/></p> <p style="margin: 0;"><input style="border: 1px solid #ccc; border-radius: 4px; padding: 5px 15px;" type="button" value="Print for Mailing"/></p> </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-top: 10px;"> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1; padding-right: 10px;"> <p>Unit / Permit Number: <input style="border: 1px solid #ccc; border-radius: 4px; padding: 2px 10px; width: 100%;" type="text" value="Unit 11023 / 19200615 - Not Reported"/></p> <p><input style="border: 1px solid red; border-radius: 4px; padding: 2px 10px; width: 100%;" type="checkbox" value="No Miles Traveled in this Quarter for this Permit"/></p> <table border="1" style="width: 100%; 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border-radius: 4px; padding: 5px 15px; width: 100%;" type="button" value="Cancel"/></p> </div> <div style="flex: 2; border-left: 1px solid #ccc; padding-left: 10px; background-color: #f0f0f0;"> <p style="margin: 0;">Select...</p> <ul style="list-style-type: none"> <li style="margin-bottom: 2px;">19200195 - Not Reported <li style="margin-bottom: 2px;">Unit 11021 / 19200251 - Not Reported <li style="margin-bottom: 2px;">Unit 11023 / 19200078 - Not Reported <li style="margin-bottom: 2px;">Unit 11023 / 19200615 - Not Reported - 0 Miles <li style="margin-bottom: 2px;">Unit 11023 / 19200767 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 192000681 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 19200235 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 19200363 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 19200243 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 19200244 - Not Reported <li style="margin-bottom: 2px;">Unit 11024 / 19200526 - Not Reported <li style="margin-bottom: 2px;">Unit 11027 / 19200546 - Filed: 12/12/2019 <li style="margin-bottom: 2px;">Unit 11027 / 19200017 - Filed: 1/14/2020 <li style="margin-bottom: 2px;">Unit 11027 / 19200158 - Filed: 2/4/2020 <li style="margin-bottom: 2px;">Unit 11027 / 19200156 - Not Reported <li style="margin-bottom: 2px;">Unit 11027 / 19200205 - Not Reported <li style="margin-bottom: 2px;">Unit 11028 / 19200360 - Not Reported <li style="margin-bottom: 2px;">Unit 11029 / 19200143 - Filed: 2/3/2020 <li style="margin-bottom: 2px;">Unit 11029 / 19200155 - Not Reported </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	19200195	2	42000	0.04 x	0	\$ 0.00	19200251	2	44000	0.08 x	0	\$ 0.00	19200078	2	42000	0.04 x	0	\$ 0.00	19200615	2	44000	0.08 x	0	\$ 0.00
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Idaho Transportation Permits System
Customer User Guide

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6.	<p>To Report Miles Traveled for a Permit in the Selected Quarter</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; width: fit-content; margin: 10px auto;"> <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> <th style="background-color: #002060; color: white;">PERMIT NUMBER</th> <th style="background-color: #002060; color: white;">AXLES</th> <th style="background-color: #002060; color: white;">WEIGHT</th> <th style="background-color: #002060; color: white;">RATE</th> <th style="background-color: #002060; color: white;">MILES</th> <th style="background-color: #002060; color: white;">AMOUNT DUE</th> </tr> </thead> <tbody> <tr> <td>19200615</td> <td>2</td> <td>42000</td> <td>0.04 x</td> <td>100</td> <td>\$ 4.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>44000</td> <td>0.08 x</td> <td>1500</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>46000</td> <td>0.12 x</td> <td>0</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>48000</td> <td>0.16 x</td> <td>0</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>50000</td> <td>0.20 x</td> <td>0</td> <td>\$ 0.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>52000</td> <td>0.24 x</td> <td>500</td> <td>\$ 120.00</td> </tr> <tr> <td>19200615</td> <td>2</td> <td>54000</td> <td>0.28 x</td> <td>0</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; width: fit-content; margin: 10px auto;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Totals</td> <td style="width: 30%;">2100</td> <td style="width: 40%;">\$ 244.00</td> </tr> <tr> <td>Penalty</td> <td></td> <td>\$ 24.40</td> </tr> <tr> <td>Interest if Paid Today</td> <td></td> <td>\$ 2.44</td> </tr> <tr> <td>Amount to Pay</td> <td></td> <td>\$ 270.84</td> </tr> </table> <p style="text-align: center; margin-top: 20px;"> <input type="button" value="Cancel"/> <input type="button" value="Save and Exit"/> <input type="button" value="Submit to Shopping Cart"/> <input type="button" value="Print for Mailing"/> </p> </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; width: fit-content; margin: 10px auto;"> <p>charged a \$40 reinstatement fee.</p> <p>The weight groups listed below are the same as the weight groups listed on the permit.</p> <p>Unit / Permit Number: <input type="checkbox"/> No Miles Traveled in this Quarter for this Permit</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: left;"> <thead> <tr> <th style="background-color: #002060; color: white;">PERMIT NUMBER</th> <th style="background-color: #002060; color: white;">AXL</th> </tr> </thead> <tbody> <tr> <td>19200195 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11021 / 19200251 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11023 / 19200062 - Not Reported - Paid: 11/13/2019</td> <td></td> </tr> <tr> <td>Unit 11023 / 19200615 - Filed: 2/6/2020</td> <td></td> </tr> <tr> <td>Unit 11023 / 19200078 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11023 / 19200767 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11024 / 1920000681 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11024 / 19200235 - Not Reported</td> <td></td> </tr> <tr> <td>Unit 11024 / 19200363 - Not Reported</td> <td></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	AXL	19200195 - Not Reported		Unit 11021 / 19200251 - Not Reported		Unit 11023 / 19200062 - Not Reported - Paid: 11/13/2019		Unit 11023 / 19200615 - Filed: 2/6/2020		Unit 11023 / 19200078 - Not Reported		Unit 11023 / 19200767 - Not Reported		Unit 11024 / 1920000681 - Not Reported		Unit 11024 / 19200235 - Not Reported		Unit 11024 / 19200363 - Not Reported	
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Idaho Transportation Permits System

Customer User Guide

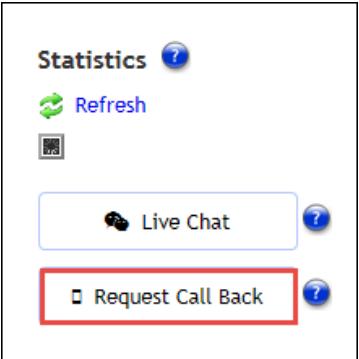
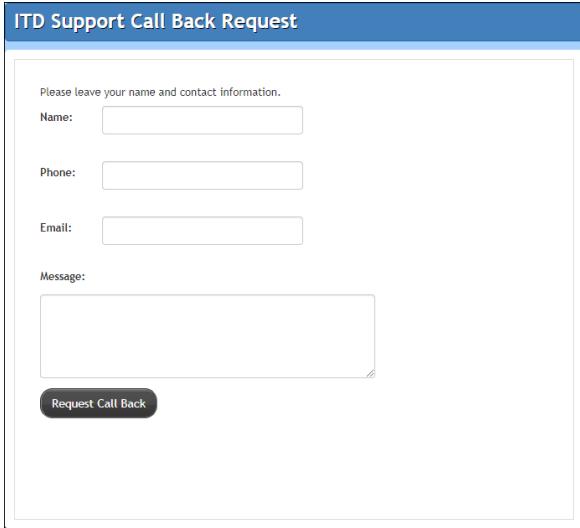
Step	Description																														
7. To Pay Road Use Fees Via Credit Card	<p>Once all miles are entered, click the Submit to Shopping Cart button.</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> Cancel Save and Exit Submit to Shopping Cart Print for Mailing </div> <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> Click the Go to Cart link. <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; display: flex; justify-content: space-between; align-items: center;"> (14) Permits ? </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; background-color: #f9f9f9;"> <p>Go to Cart ?</p> <p>14 Permits ready for payment</p> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td>Non-Reducible Oversize:</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Non-Reducible Oversize:</td><td style="text-align: right;">\$100.00</td></tr> <tr><td>Qtr Report 4: Road Use Fee</td><td style="text-align: right;">\$168.00</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$80.16</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$96.72</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$314.90</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$301.95</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$570.32</td></tr> <tr><td>Qtr Report 4: Road Use Fee</td><td style="text-align: right;">\$185.36</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$66.00</td></tr> <tr><td>Qtr Report 4: Road Use Fee</td><td style="text-align: right;">\$2.40</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$775.49</td></tr> <tr><td>Qtr Report 4: Road Use Fee</td><td style="text-align: right;">\$570.21</td></tr> <tr><td>Qtr Report 3: Road Use Fee</td><td style="text-align: right;">\$270.84</td></tr> <tr><td>Cart Total:</td><td style="text-align: right;">\$3,602.35</td></tr> </tbody> </table> <p style="text-align: center;">Pay for all Permits ?</p> </div> </div> <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> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="flex: 1;"> <p>Report all heavy haul miles</p> <p>If gross weight hauled is not within same number of axles</p> <p>Late payments are subject amount due for each month charged a \$40 reinstatement fee</p> <p>The weight groups listed below</p> <p>Unit / Permit Number:</p> <p><input type="checkbox"/> No Miles Traveled</p> </div> <div style="flex: 2; border-left: 1px solid black; padding-left: 10px;"> <p>Select...</p> <p>19200195 - Not Reported</p> <p>Unit 11021 / 19200251 - Not Reported</p> <p>Unit 11023 / 19200062 - Not Reported - Paid: 11/13/2019</p> <p>Unit 11023 / 19200615 - Filed: 2/6/2020 - Paid: 02/06/2020</p> <p>Unit 11023 / 19200078 - Not Reported</p> <p>Unit 11023 / 19200767 - Not Reported</p> <p>Unit 11024 / 1920000681 - Not Reported</p> <p>Unit 11024 / 19200235 - Not Reported</p> <p>Unit 11024 / 19200363 - Not Reported</p> <p>Unit 11024 / 19200243 - Not Reported</p> <p>Unit 11024 / 19200244 - Not Reported</p> <p>Unit 11024 / 19200526 - Not Reported</p> <p>Unit 11027 / 19200546 - Filed: 12/12/2019</p> <p>Unit 11027 / 19200017 - Filed: 1/14/2020</p> <p>Unit 11027 / 19200158 - Filed: 2/4/2020</p> </div> </div> </div>	Non-Reducible Oversize:	\$100.00	Non-Reducible Oversize:	\$100.00	Qtr Report 4: Road Use Fee	\$168.00	Qtr Report 3: Road Use Fee	\$80.16	Qtr Report 3: Road Use Fee	\$96.72	Qtr Report 3: Road Use Fee	\$314.90	Qtr Report 3: Road Use Fee	\$301.95	Qtr Report 3: Road Use Fee	\$570.32	Qtr Report 4: Road Use Fee	\$185.36	Qtr Report 3: Road Use Fee	\$66.00	Qtr Report 4: Road Use Fee	\$2.40	Qtr Report 3: Road Use Fee	\$775.49	Qtr Report 4: Road Use Fee	\$570.21	Qtr Report 3: Road Use Fee	\$270.84	Cart Total:	\$3,602.35
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Customer User Guide

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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. <div style="border: 1px solid black; padding: 10px; text-align: center;"> Cancel Save and Exit Submit to Shopping Cart Print for Mailing </div> <p><i>The Annual Overweight Permit Quarterly Use Fee Report will be displayed. The document can be saved and/or printed. Follow the guidelines stated on the report.</i></p> <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; border-radius: 10px; padding: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>charged a \$40 reinstatement fee.</p> <p>The weight groups listed below are:</p> <p>Unit / Permit Number:</p> <p><input type="checkbox"/> No Miles Traveled in this Permit</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #002060; color: white; text-align: left;">PERMIT NUMBER</th> <th style="background-color: #002060; color: white; text-align: left;">AXL</th> </tr> <tr> <td colspan="2" style="text-align: center;">Select...</td> </tr> <tr> <td colspan="2" style="text-align: center;">19200195 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11021 / 19200251 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11023 / 19200062 - Not Reported - Paid: 11/13/2019</td> </tr> <tr> <td colspan="2" style="text-align: center; background-color: #002060; color: white; font-weight: bold;">Unit 11023 / 19200615 - Filed: 2/6/2020</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11023 / 19200078 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11023 / 19200767 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11024 / 1920000681 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11024 / 19200235 - Not Reported</td> </tr> <tr> <td colspan="2" style="text-align: center;">Unit 11024 / 19200363 - Not Reported</td> </tr> </table> </div> <p>Note: Once the Permit Office receives and processes the payment, the record in the dropdown will be updated with the Paid date.</p>	PERMIT NUMBER	AXL	Select...		19200195 - Not Reported		Unit 11021 / 19200251 - Not Reported		Unit 11023 / 19200062 - Not Reported - Paid: 11/13/2019		Unit 11023 / 19200615 - Filed: 2/6/2020		Unit 11023 / 19200078 - Not Reported		Unit 11023 / 19200767 - Not Reported		Unit 11024 / 1920000681 - Not Reported		Unit 11024 / 19200235 - Not Reported		Unit 11024 / 19200363 - Not Reported																																																																																																													
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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> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> <p style="text-align: center;">Submitted Quarterly Road Use Fee Reports</p> <p style="text-align: center;">SUBMITTED ROAD USE FEE FORMS - PROMILES</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>YEAR</th> <th>QUARTER</th> <th>PERMIT</th> <th>UNIT</th> <th>MILES</th> <th>Fee</th> <th>PENALTY</th> <th>INTEREST</th> <th>TOTAL FEE</th> <th>SUBMIT DATE</th> <th>PAY DATE</th> <th>AMOUNT PAID</th> <th>PAY TYPE</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>1</td> <td>1920000291</td> <td>11030</td> <td>500</td> <td>\$ 48.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 48.00</td> <td>06/21/2019</td> <td>10/17/2019</td> <td>\$ 48.00</td> <td>Credit Card</td> </tr> <tr> <td>2019</td> <td>1</td> <td>1920000681</td> <td>11024</td> <td>550</td> <td>\$ 132.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 132.00</td> <td>10/31/2019</td> <td>11/01/2019</td> <td>\$ 132.00</td> <td>Credit Card</td> </tr> <tr> <td>2019</td> <td>2</td> <td>1920000291</td> <td></td> <td>1500</td> <td>\$ 480.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 480.00</td> <td>11/01/2019</td> <td>11/06/2019</td> <td>\$ 480.00</td> <td>Credit Card</td> </tr> <tr> <td>2019</td> <td>3</td> <td>19200780</td> <td>11036</td> <td>400</td> <td>\$ 449.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 449.00</td> <td>10/14/2019</td> <td>11/06/2019</td> <td>\$ 449.00</td> <td>Credit Card</td> </tr> <tr> <td>2019</td> <td>3</td> <td>19200182</td> <td>11044</td> <td>182</td> <td>\$ 300.30</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 300.30</td> <td>02/03/2020</td> <td>02/03/2020</td> <td>\$ 300.30</td> <td>Cash, Check and Card Swipe</td> </tr> <tr> <td>2019</td> <td>3</td> <td>19200615</td> <td></td> <td>2100</td> <td>\$ 244.00</td> <td>\$ 24.40</td> <td>\$ 2.44</td> <td>\$ 270.84</td> <td>02/06/2020</td> <td>02/06/2020</td> <td>\$ 270.84</td> <td>Cash</td> </tr> <tr> <td>2019</td> <td>4</td> <td>19200363</td> <td>11024</td> <td>450</td> <td>\$ 357.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 357.00</td> <td>02/05/2020</td> <td>02/05/2020</td> <td>\$ 357.00</td> <td>Cash, Check and Card Swipe</td> </tr> <tr> <td>2019</td> <td>4</td> <td>19200767</td> <td>11023</td> <td>250</td> <td>\$ 363.00</td> <td>\$ 0.00</td> <td>\$ 0.00</td> <td>\$ 363.00</td> <td>02/05/2020</td> <td>02/05/2020</td> <td>\$ 363.00</td> <td>Cash, Check and Card Swipe</td> </tr> <tr> <td colspan="4" style="text-align: right;">Totals To Date:</td> <td>5932</td> <td>\$ 2373.30</td> <td>\$ 24.40</td> <td>\$ 2.44</td> <td>\$ 2400.14</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: center;">Back to Dashboard</p> </div> <ul style="list-style-type: none"> Click the Back to Dashboard button to return to the Customer Dashboard. 	YEAR	QUARTER	PERMIT	UNIT	MILES	Fee	PENALTY	INTEREST	TOTAL FEE	SUBMIT DATE	PAY DATE	AMOUNT PAID	PAY TYPE	2019	1	1920000291	11030	500	\$ 48.00	\$ 0.00	\$ 0.00	\$ 48.00	06/21/2019	10/17/2019	\$ 48.00	Credit Card	2019	1	1920000681	11024	550	\$ 132.00	\$ 0.00	\$ 0.00	\$ 132.00	10/31/2019	11/01/2019	\$ 132.00	Credit Card	2019	2	1920000291		1500	\$ 480.00	\$ 0.00	\$ 0.00	\$ 480.00	11/01/2019	11/06/2019	\$ 480.00	Credit Card	2019	3	19200780	11036	400	\$ 449.00	\$ 0.00	\$ 0.00	\$ 449.00	10/14/2019	11/06/2019	\$ 449.00	Credit Card	2019	3	19200182	11044	182	\$ 300.30	\$ 0.00	\$ 0.00	\$ 300.30	02/03/2020	02/03/2020	\$ 300.30	Cash, Check and Card Swipe	2019	3	19200615		2100	\$ 244.00	\$ 24.40	\$ 2.44	\$ 270.84	02/06/2020	02/06/2020	\$ 270.84	Cash	2019	4	19200363	11024	450	\$ 357.00	\$ 0.00	\$ 0.00	\$ 357.00	02/05/2020	02/05/2020	\$ 357.00	Cash, Check and Card Swipe	2019	4	19200767	11023	250	\$ 363.00	\$ 0.00	\$ 0.00	\$ 363.00	02/05/2020	02/05/2020	\$ 363.00	Cash, Check and Card Swipe	Totals To Date:				5932	\$ 2373.30	\$ 24.40	\$ 2.44	\$ 2400.14				
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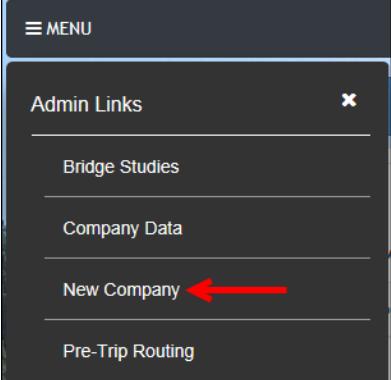
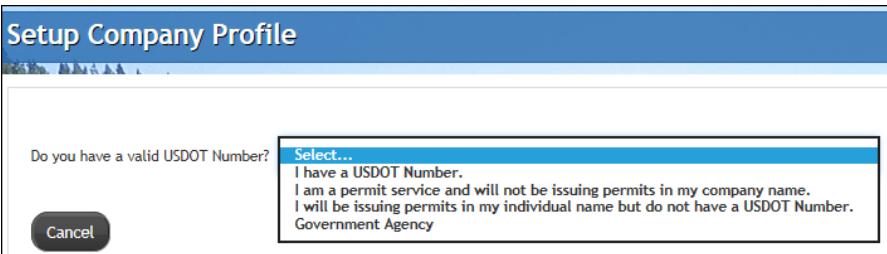
Scenario 11 – Request Support Call Back as Customer

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

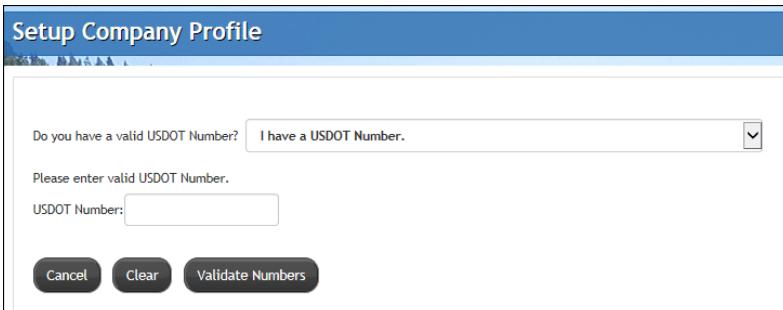
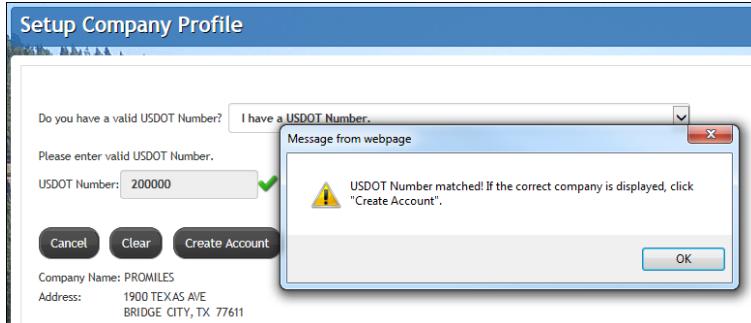
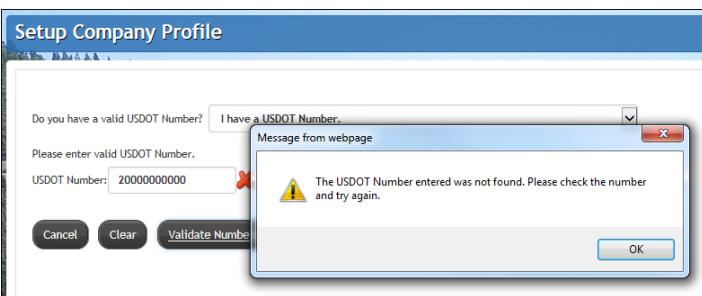
Step	Description
10.	<ul style="list-style-type: none"> Click the Request Support Call Back button in the Customer Support Panel on the Company Dashboard. 
11.	<p>The ITD Support Call Back Request screen will be displayed.</p> 
12.	<ul style="list-style-type: none"> Complete all requested information 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> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p style="margin: 0;">Thank you. A support specialist will contact you within 1 business day.</p> <p style="margin: 0;">This window will automatically close.</p> </div>
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. <ol 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> <div style="border: 1px solid #ccc; padding: 10px; width: 100%;"> <p style="text-align: center;">Create New Company Profile - Company Information</p> <p>To create a new Company Profile, fill out the form below and click the Submit button. Required fields are marked with an *.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Name and Contact</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding-bottom: 5px;">Physical Address</td> </tr> <tr> <td>Company Name*: <input type="text"/></td> <td>Address*: <input type="text"/></td> </tr> <tr> <td>Company DBA: <input type="text"/></td> <td>City*: <input type="text"/></td> </tr> <tr> <td>Phone*: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></td> <td>State*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...</td> </tr> <tr> <td>Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/></td> <td>Zip Code*: <input type="text"/></td> </tr> <tr> <td>Email*: <input type="text"/></td> <td>Mailing Address Same as physical</td> </tr> <tr> <td>Business Type*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...</td> <td>Address 1*: <input type="text"/></td> </tr> <tr> <td>Permit Delivery Method*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...</td> <td>Address 2: <input type="text"/></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid #ccc; padding-top: 5px;">Login Information</td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> Create Account Without Login </td> </tr> <tr> <td>First Name*: <input type="text"/></td> <td>City*: <input type="text"/></td> </tr> <tr> <td>Last Name*: <input type="text"/></td> <td>State*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...</td> </tr> <tr> <td>Username*: <input type="text"/></td> <td>Zip Code*: <input type="text"/></td> </tr> <tr> <td>Password*: <input type="text"/></td> <td></td> </tr> <tr> <td>Retype Password*: <input type="text"/></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> <small>Password Requirements Passwords are case sensitive</small> </td> </tr> <tr> <td colspan="2" style="text-align: center; padding-top: 10px;"> <input style="border: 1px solid #002060; border-radius: 10px; padding: 5px 15px; background-color: #002060; color: white; font-weight: bold; font-size: 10pt;" type="button" value="Submit"/> </td> </tr> </table> </div> <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>	Name and Contact	Physical Address	Company Name*: <input type="text"/>	Address*: <input type="text"/>	Company DBA: <input type="text"/>	City*: <input type="text"/>	Phone*: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	State*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...	Fax: (<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>	Zip Code*: <input type="text"/>	Email*: <input type="text"/>	Mailing Address Same as physical	Business Type*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...	Address 1*: <input type="text"/>	Permit Delivery Method*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...	Address 2: <input type="text"/>	Login Information		<input checked="" type="checkbox"/> Create Account Without Login		First Name*: <input type="text"/>	City*: <input type="text"/>	Last Name*: <input type="text"/>	State*: <input style="width: 100px; border: 1px solid #ccc; border-radius: 4px; padding: 2px 5px;" type="text"/> Select...	Username*: <input type="text"/>	Zip Code*: <input type="text"/>	Password*: <input type="text"/>		Retype Password*: <input type="text"/>		<small>Password Requirements Passwords are case sensitive</small>		<input style="border: 1px solid #002060; border-radius: 10px; padding: 5px 15px; background-color: #002060; color: white; font-weight: bold; font-size: 10pt;" type="button" value="Submit"/>	
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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 style="margin-left: 20px;">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 style="margin-left: 20px;">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.