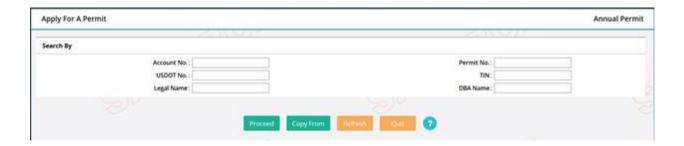
To generate and issue an Annual Permit do the following:

- Select SERVICES from section below Customer Dashboard then select Permits
- Select ANNUAL PERMIT from the APPLY FOR A PERMIT menu tile
- At the Search screen, enter at a minimum the Account No. and select PROCEED
  - Additional fields are available for searching including: Permit No., USDOT No., TIN, Legal Name and/or DBA Name

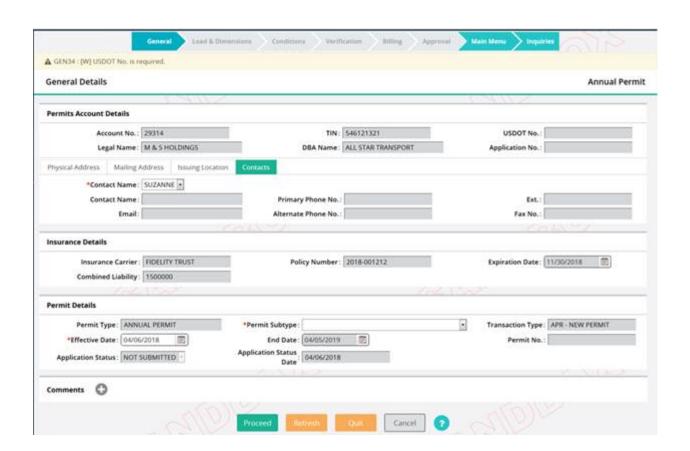


## 1.3.3.2.1 General

The Annual Permit General Details screen displays next and contains various sections.

- Permits Account Details: Most of this information is populated from the Customer account level and is disabled so it cannot be changed. The Mailing Address, Issuing Location and Contacts tabs are all available for selection or changes, as needed.
- Insurance Details: Displays information entered from the Permits Account level and cannot be changed
- Permit Details Section:
  - o Permit Type Auto-populated to Annual Permit and cannot be changed
  - Permit Subtype This field is mandatory and the user can use the drop down list to select one of the available option listed below:
    - Commercial Boat
    - Cotton Seed
    - Fixed Over Weight (120K, 150K)
    - Mobile Home
    - Non Commercial Boat
    - Over Dimension
    - Ocean Going Container

- Over Weight (100K, 120K, 140K, 155K, 165K)
- Roof Trusses
- Tow Truck
- Transaction Type Auto-populated to New Permit and cannot be changed
- Effective Date Defaults to the current date and can be changed; the user can enter a future effective date that is up to 30 days in the future from the current date
- End Date Defaults to a date that is exactly one year from the effective date and cannot be changed
- o Permit No. This field is blank since the permit is not yet issued
- Application Status Is auto-populated to "Not Submitted" and cannot be changed
- Application Status Date Is auto-populated to the current date and cannot be changed



## 1.3.3.2.2 Load & Dimensions

The next screen for the Annual Permit application collects information specific to the permit load and dimensions. This screen will walk the user through the various Detail sections, listed below.

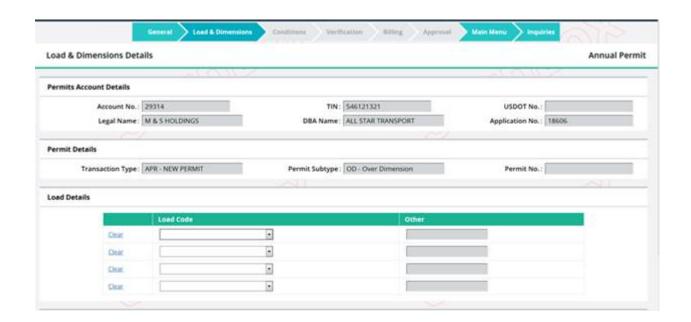
- Load Details -
- Dimension Details
- Vehicle Details
- Registered Gross Vehicle Weight Details

The Permit Account Details and Permit Details sections on this screen contain prepopulated information that cannot be changed

## 1.3.3.2.2.1 Load Details

The Load Details section provides users the ability to use the dropdown option to select an available load code

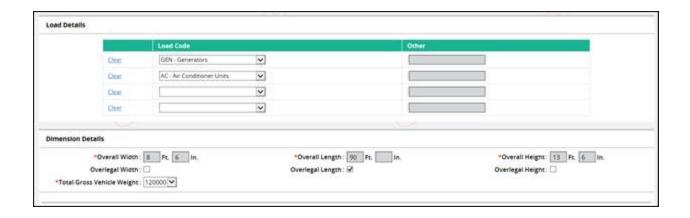
- Load Code can be selected using the drop down list and up to 4 load codes can be provided for each Annual Permit
  - In many cases the load code selected cannot be used more than once or cannot be used with another load code. Consult the TN business rules for load codes selections.



#### 1.3.3.2.2.2 Dimension Details

Based on the Annual Permit Subtype and Load Code(s) selected, the Dimension Details section will:

- Default to the maximum allowable dimensions based on the load code and cannot be changed
- The user can select the Overlegal Width, Overlegal Length, and/or Overlegal Height checkboxes if applicable
  - Selecting one or more of these checkboxes will automatically adjust the corresponding Width, Length, and/or Height that was auto-populated by the system.
- Select the required Total Gross Vehicle Weight using the drop down



### 1.3.3.2.2.3 Vehicle Details

- Users can add a vehicle using the ADD VEHICLE button then follow the steps in Section 1.3.2.1 (ADD VEHICLE)
- Users can also use the VEHICLE LOOKUP link will open a pop-up listing existing vehicles on the account to select from
  - The vehicle pop-up window provides a search field for each column and allows for partial data searches for ease in searching for a vehicle
  - Click the SELECT link of the vehicle to be added and the system auto-populates some required vehicle information and closes the vehicle list pop-up window
- If the wrong vehicle was selected or a vehicle other than the one originally selected, needs to be used for the permit transaction, the user can select the CLEAR link to remove the selected vehicle from the Permit transaction and then select a subsequent one

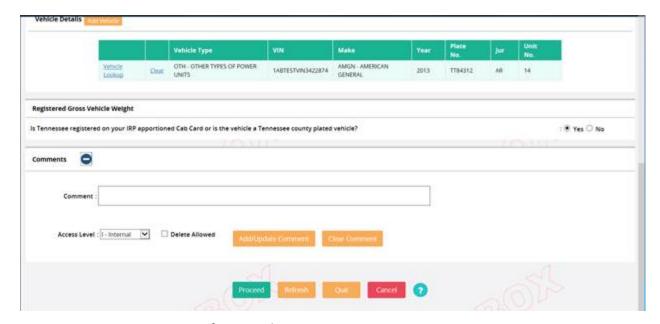
NOTE: Only one power unit is allowable on a Annual Permit



## 1.3.3.2.2.4 Registered Gross Vehicle Weight

In the Registered Gross Vehicle Weight section, the user must select either Yes or No in response to whether the vehicle is registered in Tennessee (base jurisdiction).

- A Yes response will allow the user to continue with the Annual Permit transaction
- A No response will not allow the user to proceed with the Annual Permit transaction as the vehicle must be registered in Tennessee

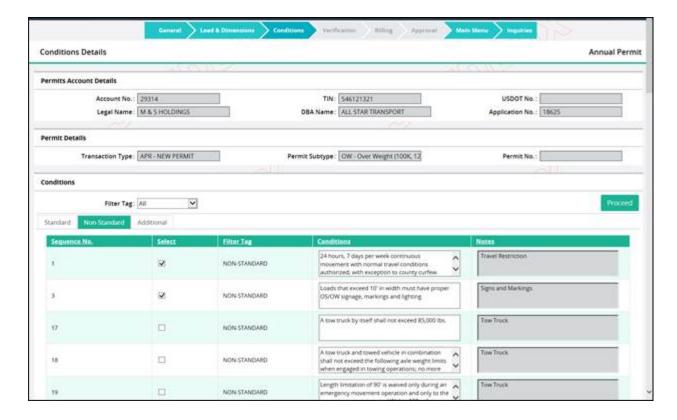


- Enter any comments if required
- Select PROCEED to continue to the Conditions screen / tab

### 1.3.3.2.3 Conditions

The Conditions details screen will display some pre-defined data based on the TN business rules for the permit load & dimensions and route information entered.

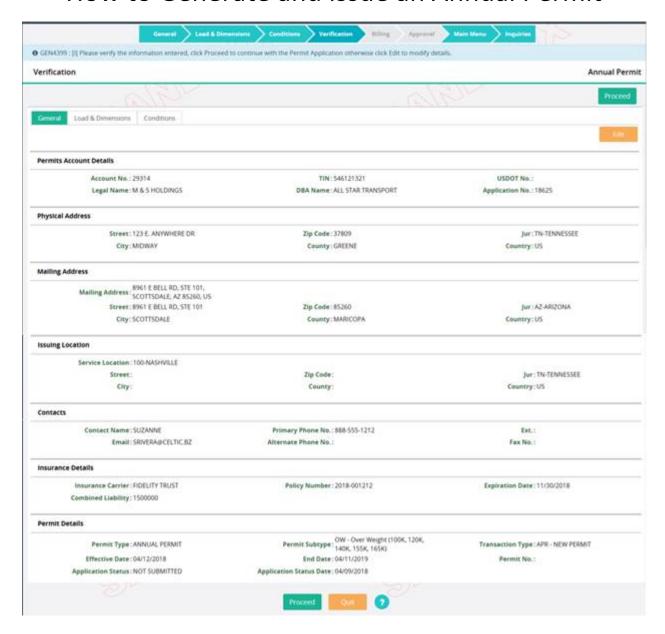
- Filter Tag Use the drop down list to select a particular filter or use the All. Selecting Non-Standard will remove all other conditions from view and only display the Non-Standard conditions. So All will display all conditions on the screen
- Standard These conditions are auto-populated and the checkbox is defaulted to checked and disabled
- Non Standard The user can check the checkbox in the Select column to apply the conditions as required
  - Some conditions will automatically be checked based on TN business rules and user can add additional Non-Standard conditions by clicking the corresponding checkbox
- Additional Conditions The user can add additional conditions as required by selecting
  the "Additional" Conditions tab then clicking the plus (+) sign icon. The user must enter
  a description for each condition added. To delete any additional conditions added check
  the select checkbox and then click the minus (-) sign icon. Unclick the Select checkbox
  for any additional conditions you DO NOT want to remove.
- Select PROCEED to display the Permit Verification screen



## 1.3.3.2.4 Verification

Once all the Permit sections and data are entered, the system will display the Verification screen with a tab for each section (General, Load & Dimensions, Conditions).

- Use the tabs to view the data. If any changes/updates are necessary, then select the
  appropriate tab at the top of the screen (in the permit flow area) and perform any
  updates as required prior to billing
  - When selecting these tabs, the user must select "OK" to the message prompt indicating "Unsaved data can be lost. Would you like to proceed?"
- Select PROCEED if all the data is completed to continue with billing

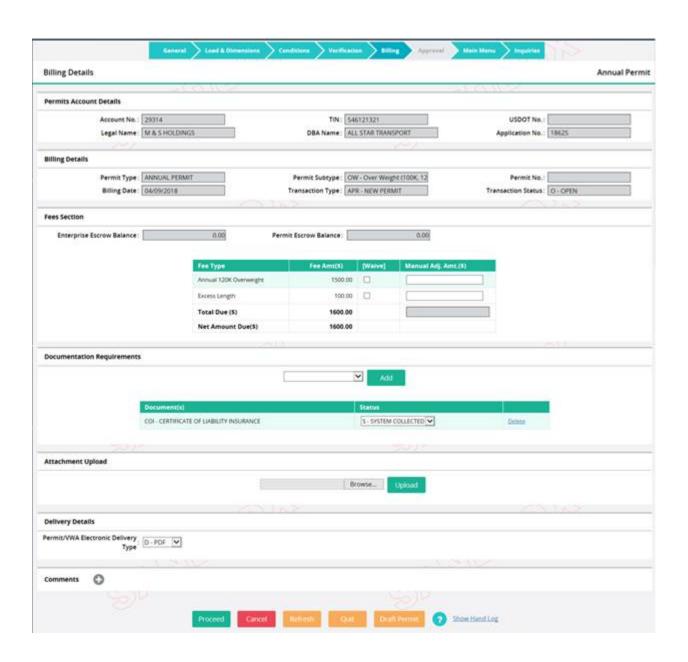


## 1.3.3.2.5 Billing

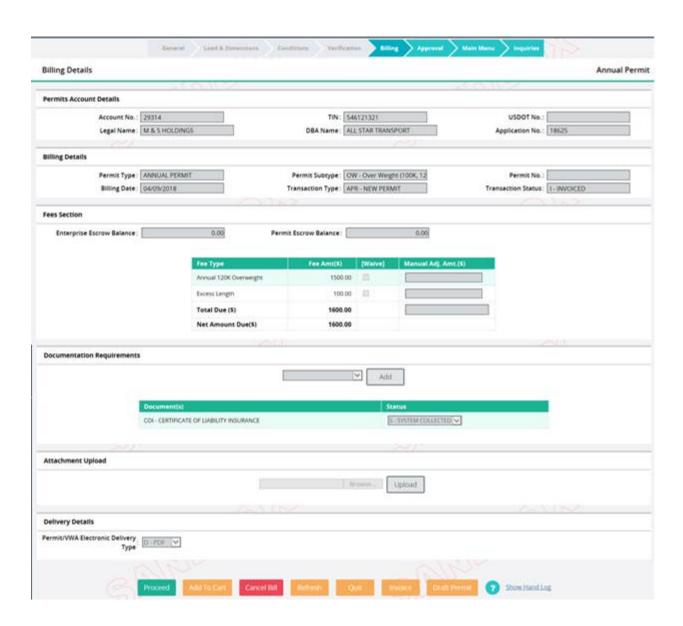
The Billing details will display all fees applicable to the permit transaction as entered. Once the fees are calculated, the system will display the Payment Details and issue the permit credentials.

- Permit Account Details Details are pre-populated and cannot be changed
- Billing Details Details are pre-populated and cannot be changed
- Fees Section
  - The fees are calculated based on the Permit subtype, load code(s) and any indicators identified for excess length, width or height

- Displays any available Escrow Balances (cannot be changed)
- Waive / Manual Adjustment Amount An authorized user can check the waive checkbox available for each fee or enter an adjustment amount as required/allowed
- Documentation Requirements This section defaults with the "COI Certificate of Liability Insurance" already listed and defaulted to "System Collected"
  - o The user must verified this is collected or can change the status
- Attachment Upload A user can upload additional documents by using the Browse option to select a file then select UPLOAD to load the file



- Delivery Details Use the drop down to select the Electronic Delivery Type (PDF, Email, Print)
- Draft Permit On this screen the system provides the option to produce a draft permit based on the permit details entered
  - o VOID will display as the Permit Number for the Draft Permit
- Select PROCEED to display the Billing verification screen and continue with payment and generation of the Gross Vehicle Weight Permit



Select PROCEED to complete the payment process