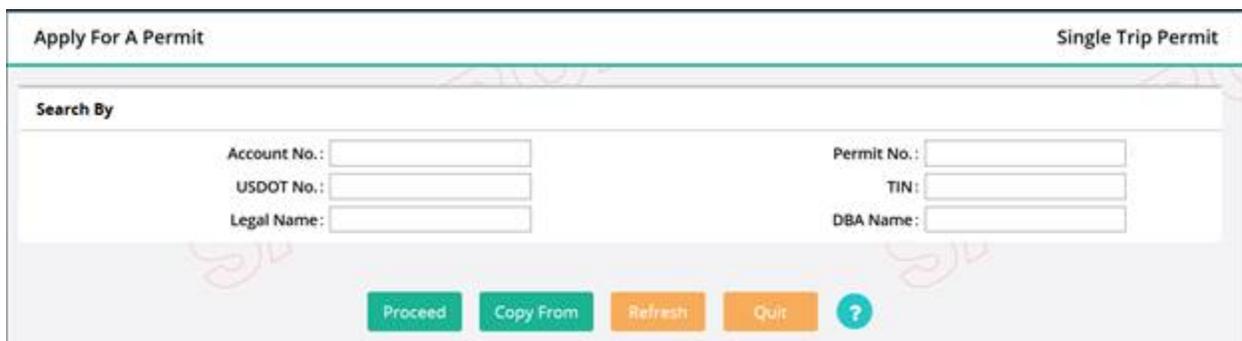


# How to Generate and Issue a Single Trip Permits

## 1.3.3.1 Single Trip Permit

To generate and issue a Single Trip Permit:

- Select SERVICES from section below Customer Dashboard then select Permits
- Select SINGLE TRIP PERMIT from the APPLY FOR A PERMIT menu tile
- At the Search screen, enter at a minimum the Account No. and select PROCEED



The screenshot shows a web interface for applying for a permit. The title bar at the top left says "Apply For A Permit" and the top right says "Single Trip Permit". Below the title bar is a "Search By" section with two columns of input fields. The left column contains "Account No.:", "USDOT No.:", and "Legal Name:". The right column contains "Permit No.:", "TIN:", and "DBA Name:". At the bottom of the form are five buttons: "Proceed" (green), "Copy From" (green), "Refresh" (orange), "Quit" (orange), and a help icon (blue circle with a white question mark).

### 1.3.3.1.1 General

The Single Trip 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 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:
  - Permit Type – Auto-populated to Single Trip Permit and cannot be changed
  - Transaction Type – Auto-populated to New Permit and cannot be changed
  - Radio buttons for Temp Fuel Permit – This defaults to No and cannot be changed
  - Effective Date – Defaults to the current date and can be changed to a future date up to 60 days in the future
  - End Date – Is blank and disabled; the End Date is populated based on the Load Code selected on the Load & Dimensions screen which can be either 6 or 10 days in the future.

# How to Generate and Issue a Single Trip Permits

- Permit No – should appear blank since the permit is not yet issued
- Application Status – Defaults to Not Submitted and cannot be changed
- Application Status Date – Defaults to the current date and cannot be changed

The screenshot displays the 'General Details' section of a 'Single Trip Permit' application. The navigation bar at the top includes: General, Load & Dimensions, Route, Conditions, Verification, Billing, Approval, Main Menu, and Inquiries. The 'General Details' section is titled 'Single Trip Permit' and contains the following information:

- Permits Account Details:**
  - Account No.: 2000022
  - TIN: 144444713
  - USDOT No.: 000285561
  - Legal Name: CELTIC DISTRIBUTING
  - DBA Name: CDI
  - Application No.: 2000243
- Contacts:**
  - Contact Name: SUZANNE
  - Primary Phone No.: 866-555-4444
  - Ext.: [Blank]
  - Email: SRIVERA@CELTIC.BZ
  - Alternate Phone No.: [Blank]
  - Fax No.: [Blank]
- Insurance Details:**
  - Insurance Carrier: STAR FIDELITY
  - Policy Number: 2018-2220120
  - Expiration Date: 11/30/2018
  - Combined Liability: 1500000
- Permit Details:**
  - Permit Type: SINGLE TRIP PERMIT
  - Transaction Type: APR - NEW PERMIT
  - \*Are you applying for a Temp Fuel Permit?  Yes  No
  - \*Effective Date: 04/05/2018
  - End Date: MM/DD/YYYY
  - Permit No.: [Blank]
  - Application Status: NOT SUBMITTED
  - Application Status Date: 04/02/2018

Enter or update the information on the General Details screen then select PROCEED to move to the Load & Dimensions screen.

## 1.3.3.1.2 Load & Dimensions

The next screen for the single trip permit application collects information specific to the permit pertaining to the load and dimensions using various steps. This screen will include all the details required for all load categories.

- Step 1 (Load and Dimension Details)
- Step 2 (Vehicle Details)
- Step 3 (Registered Gross Vehicle Weight Details)
- Step 4 (Temporary Permits) – Not currently available for TN so this section has all fields disabled and the user will click Next to proceed to Load Details

# How to Generate and Issue a Single Trip Permits

The Permit Account Details and Permit Details sections on this screen contain pre-populated information that cannot be changed.

## 1.3.3.1.2.1 Load Details

### Load & Dimensions Step 1: Enter Load Details

- Use the Load Code drop down to select from to identify the load type – multiple loads can be entered for select code types
  - To remove a Load Code, click the CLEAR link to the left of the Load Code type
- Radio buttons for current Trailer Registration – If Yes, the user will then enter the trailer plate number and jurisdiction
- Enter the Dimension Details in the appropriate area for Overall Width, Length, and Height, as well as Trailer Length and Rear Overhang, as applicable.
- Width, Length and Height are only enabled for single trip permits
- Triples - This field is disabled and doesn't apply
- Load Serial/Container – This field is disabled and doesn't apply
- Radio buttons for permit application load weight – Legal Weight, Over legal Weight, or Special 10% Tolerance
  - Axle Description information will be required in the Vehicle Details Step 2, if Over legal Weight is selected
- Enter the Total Gross Vehicle Weight
- Select NEXT to collapse Step 1 and proceed to Load & Dimensions Step 2 which is the Vehicle Details.

# How to Generate and Issue a Single Trip Permits

**Load & Dimensions Details** Single Trip Permit

**Permits Account Details**

Account No.: 2000022 TIN: 144444713 USDOT No.: 000285561  
Legal Name: CELTIC DISTRIBUTING DBA Name: CDI Application No.: 2000244

**Permit Details**

Transaction Type: APR - NEW PERMIT Permit No.:

**Step 1** ^

**Step 2** v

**Vehicle Details** [Add Vehicle](#)

Vehicle Type	VIN	Make	Year	Plate No.	Jur.	Unit No.
<a href="#">Vehicle Lookup</a> <a href="#">Clear</a>						

[Back](#) [Next](#)

**Step 3** ^

**Step 4** ^

**Comments** +

[Refresh](#) [Quit](#) [Cancel](#) ?

## 1.3.3.1.2.2 Vehicle Details

### Load & Dimensions Step 2: Enter 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 which will open a pop-up list displaying 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

# How to Generate and Issue a Single Trip Permits

- 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

The screenshot displays the 'Load & Dimensions Details' page for a 'Single Trip Permit'. The page is divided into several sections:

- Permits Account Details:** Includes fields for Account No. (2000022), TIN (14444713), USDOT No. (000285561), Legal Name (CELTIC DISTRIBUTING), DBA Name (CDI), and Application No. (2000244).
- Permit Details:** Includes Transaction Type (APR - NEW PERMIT) and Permit No. (empty).
- Step1** and **Step2** sections are currently empty.
- Vehicle Details:** Features an 'Add Vehicle' button and a table with columns: Vehicle Type, VIN, Make, Year, Plate No., Jur., and Unit No. Below the table are 'Vehicle Lookup' and 'Clear' buttons.
- At the bottom, there are 'Back' and 'Next' buttons.

- Axle Description information is required to be entered if Over Legal Weight was selected on the Load Details Step 1
  - The Vehicle Weight Analysis ID, Weight Type and VIEW button will always be disabled for TN
  - User can enter the vehicle configuration details manually
    - Enter the Axle Type, # of Axles, No. of Tires per Axle, and Weight
    - Enter the Axle Spacing information
    - Use the DRAW button to view a drawing of the configuration
    - Use the CLEAR button to remove any data entered incorrectly
  - Once axle details are entered, a BRIDGE FORMULA button will display
    - Clicking on BRIDGE FORMULA will open up a separate pop-up screen for data entry with a SAVE and CLOSE button available

# How to Generate and Issue a Single Trip Permits

- Bridge Formula
  - User can check bridge calculation if required
- Select NEXT to collapse Step 2 and proceed to Load & Dimensions Step 3

The screenshot shows a web application interface for generating permits. At the top, there are fields for 'Transaction Type' (set to 'APR - NEW PERMIT') and 'Permit No.'. Below this, there are two steps: 'Step1' and 'Step2'. The 'Step2' section is titled 'Vehicle Details' and includes an 'Add Vehicle' button. Below this is a table with columns: 'Vehicle Type', 'VIN', 'Make', 'Year', 'Plate No.', 'Jur', and 'Unit No.'. There are also 'Vehicle Lookup' and 'Clear' buttons. Below the table is the 'Axle Description' section, which includes a 'Vehicle Weight Analysis ID' field, a 'Weight Type' dropdown, and a 'View' button. Below these are fields for 'Axle Type', '# of Axles', 'Weight (lbs)', and 'No. of Tires per Axle', each with an 'Add' button. At the bottom right of this section are 'Draw' and 'Clear' buttons. Below the form is a table with columns: 'Axle #', 'Axle Type', 'No. of Tires per Axle', 'Weight (lbs)', 'Excess Weight (lbs)', and 'Inter-axle Spacing (ft)'. The table currently contains the text 'No data available in table'. At the bottom of the form are 'Back' and 'Next' buttons.

## 1.3.3.1.2.3 Gross Vehicle Weight Details

### Load & Dimensions Step 3: Enter Registered Gross Vehicle Weight Details

- User must identify if the vehicle is registered in Tennessee on their apportioned registration cab card or if registered in another jurisdiction
- User must then enter the Registered Gross Vehicle Weight in Tennessee or for a different Base Jurisdiction – the appropriate field will be editable based on the jurisdiction registration response
  - This is defaulted to “No” and the user must enter the RGWV for the base jurisdiction in order to proceed
  - If the user selects “Yes” the system will enable the field for the user to enter the RGWV for Tennessee
- Select NEXT to collapse Step 3 and proceed to Load & Dimensions Step 4

# How to Generate and Issue a Single Trip Permits

General Load & Dimensions Route Conditions Verification Billing Approval Main Menu Inquiries

Load & Dimensions Details Single Trip Permit

**Permits Account Details**

Account No.: 29315 TIN: 900600300 USDOT No.: 000265541  
Legal Name: ALL AMERICAN TRANSPORTERS DBA Name: AAT MOVERS Application No.: T8604

**Permit Details**

Transaction Type: APR - NEW PERMIT Permit No.:

Step1 ^  
Step2 ^  
Step3 ^

**Registered Gross Vehicle Weight**

Is Tennessee registered on your IRP apportioned Cab Card or is the vehicle a Tennessee county plated vehicle? :  Yes  No  
If yes, what is the Registered Gross Vehicle Weight (RGVW) for Tennessee? :   
If no, what is the Registered Gross Vehicle Weight (RGVW) for Base Jurisdiction? :

Back Next

Step4 ^

## 1.3.3.1.2.4 Oversize Annual Permit

### Load & Dimensions Step 4: Oversize Annual Permit Details

In this Step a user can enter the Oversize Annual Permit No. All other fields and checkboxes are disabled so the user can select Finish to proceed to the Route screen if there is no oversize annual permit number to enter.

# How to Generate and Issue a Single Trip Permits

The screenshot shows a web application interface for generating a 'Single Trip Permit'. At the top, a navigation bar includes tabs for 'General', 'Load & Dimensions', 'Route', 'Conditions', 'Verification', 'Billing', 'Approval', 'Main Menu', and 'Inquiries'. The current page is titled 'Load & Dimensions Details' and 'Single Trip Permit'. The form is divided into several sections:

- Permits Account Details:** Includes fields for Account No. (29315), Legal Name (ALL AMERICAN TRANSPORTERS), TIN (900600300), DBA Name (AAT MOVERS), USDOT No. (000265541), and Application No. (18604).
- Permit Details:** Includes Transaction Type (APR - NEW PERMIT) and Permit No. (empty).
- Step 1-4:** Four expandable sections for additional details.
- Oversize Annual Permit:** Includes fields for Oversize Annual Permit No. and 120 ft. Non-divisible Annual Permit No.
- Temporary Permit:** Includes checkboxes for Temp Fuel, Temp Truck, Temp Trailer 1, Temp Trailer 2, and Temp Trailer 3.

At the bottom of the form, there are 'Back' and 'Finish' buttons. Below the form is a 'Comments' section with a plus icon. At the very bottom of the page, there are 'Refresh', 'Quit', 'Cancel', and a help icon (question mark) buttons.

## 1.3.3.1.3 Route

The Route information can be entered using one of the two radio dial buttons for pre-defined routes or to manually enter route information.

- Standard Routes – Clicking the PRE-DEFINED ROUTE radio dial will provide a pop-up screen with a list of available routes to select from
  - Each column within the load route details contains a search field to use
  - If selected, the Total Miles, Origination, Destination, and Via Route fields will be populated based on the route selected
- Enter Route Details - If a standard route is not used, the user can click the ENTER ROUTE radio dial to enable the below fields. A user must enter all the required route fields, including:
  - Origin
  - Destination

# How to Generate and Issue a Single Trip Permits

- Via Route
- Total Miles
  - Route Options – Note – Although this option will display route options, the selection will have not have an impact on the permit. Users are encouraged to skip this section.
- The Add a Stop and Round Trip links are not applicable to TN users and not available at this time
- A user must click the CHECK ROUTE button to have the route verified before proceeding
  - A warning message will display to the user if restrictions/warnings exist on the identified route. In some instances, the user will be directed to the RESTRICTIONS AND WARNINGS tab and required to enter a comment and click the SUBMIT checkbox to proceed.

Routing Details Single Trip Permit

**ROUTINGEN07 : [E] Restrictions and warning exists on this route. To continue, scroll to the bottom of the Restrictions and Warnings Tab enter a comment, check the Submit box and click Proceed.**

Account No.:76511 DBA Name: Application No.:43640

Map Satellite Street View

St. Louis, Missouri, Tennessee, Kentucky, Alabama

Route Dashboard Restrictions and Warnings Permit Details

Choose type of routing:  
 Automated  Assisted Routing  Manual

Pre Defined Route  Enter Route Route Options

1 Origin KY

2 Destination AL

Via Route: US-641, I-40, I-440, I-24, I-40, I-75, I- Total Miles: 412

Add a stop  Round Trip

Check Route Clear Route

Proceed Refresh Quit Cancel ?

- Once the route is verified, and comment added (if required), the user can select PROCEED to view and enter the Conditions screen

# How to Generate and Issue a Single Trip Permits

The screenshot displays the 'Routing Details' interface for a 'Single Trip Permit'. At the top, there are navigation tabs: General, Load & Dimensions, Route (selected), Conditions, Verification, Billing, Approval, Main Menu, and Inquiries. Below the tabs, the account information is shown: Account No.: 76511, DBA Name, and Application No.: 43640. The main area is a map showing a route from St. Louis, Missouri, to Nashville, Tennessee. The right-hand panel has sub-tabs: Route (selected), Dimensions, Restrictions and Warnings, and Permit Details. Under the 'Route' tab, there are options for 'Choose type of routing' (Automated, Assisted Routing, Manual) and 'Pre Defined Route' (Pre Defined Route, Enter Route). Below these are 'Route Options' with fields for 'Origin' and 'Destination', each with a clear button (X). There are also fields for 'Via Route' and 'Total Miles', and a 'Round Trip' checkbox. At the bottom of the panel are buttons for 'Check Route', 'Clear Route', 'Proceed', 'Refresh', 'Quit', 'Cancel', and a help icon (?).

## 1.3.3.1.4 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 a 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.

# How to Generate and Issue a Single Trip Permits

- Select PROCEED to display the Permit Verification screen

Conditions Details Single Trip Permit

**Permits Account Details**

Account No.: 29315 TIN: 900600300 USDOT No.: 000265541  
Legal Name: ALL AMERICAN TRANSPORTERS DBA Name: AAT MOVERS Application No.: 18604

**Permit Details**

Transaction Type: APR - NEW PERMIT Permit No.: [ ]

**Conditions**

Filter Tag: All Proceed

Standard **Non-Standard** Additional

Sequence No.	Select	Filter Tag	Conditions	Notes
1	<input checked="" type="checkbox"/>	NON-STANDARD	24 hours, 7 days per week continuous movement with normal travel conditions authorized; with exception to county curfew.	Travel Restriction
3	<input type="checkbox"/>	NON-STANDARD	Loads that exceed 10' in width must have proper OS/OW signage, markings and lighting.	Signs and Markings
17	<input type="checkbox"/>	NON-STANDARD	A tow truck by itself shall not exceed 85,000 lbs.	Tow Truck
			A tow truck and towed vehicle in combination	Tow Truck

## 1.3.3.1.5 Verification

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

- Use the tabs to view the data and perform any updates as required prior to billing
- Select PROCEED if all the data is completed to continue with billing

# How to Generate and Issue a Single Trip Permits

General Load & Dimensions Route Conditions Verification Billing Approval Main Menu Inquiries

GEN4399 : {} Please verify the information entered, click Proceed to continue with the Permit Application otherwise click Edit to modify details.

Verification Single Trip Permit

Proceed Edit

General Load & Dimensions Route Conditions

Permits Account Details

Account No. : 29315	TIN : 900600300	USDOT No. : 000265541
Legal Name : ALL AMERICAN TRANSPORTERS	DBA Name : AAT MOVERS	Application No. : 18604

Physical Address

Street : 4796 W MOUNTAIN VIEW LN	Zip Code : 38504	Jur : TN-TENNESSEE
City : ALLARDT	County : FENTRESS	Country : US

Mailing Address

Mailing Address :	Zip Code :	Jur :
Street :	County :	Country :
City :		

Issuing Location

Service Location : 100-NASHVILLE	Zip Code :	Jur : TN-TENNESSEE
Street :	County :	Country : US
City :		

Contacts

## 1.3.3.1.6 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.

- Billing Details
  - The Single Trip Permit Billing Details are auto-populated with the Billing Date displaying the current date
    - Only Effective Dates can be changed
  - Effective Date – Effective Date 1 is auto-populated with dates based on permit requirements selected
    - Final Effective dates and end date may be auto calculated and populated according to TN business rules.
- Fees Section
  - The fees are calculated based on TN business rules
  - Displays any available Escrow Balances

# How to Generate and Issue a Single Trip Permits

- Documents Requirements Section – A user can use the drop down list to select one or more document requirements based on the permit application. Mandatory documents cannot be outstanding.
- Attachment Upload – Use 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)

General
Load & Dimensions
Route
Conditions
Verification
Billing
Approval
Main Menu
Inquiries

Single Trip Permit

**Billing Details**

**Permits Account Details**

Account No.: 19403	TIN: 828162954	USDOT No.: 000079353
Legal Name: TRANSPORT AMERICA LLC	DBA Name:	Application No.: 18586

**Billing Details**

Permit Type: SINGLE TRIP PERMIT	Permit No.:	Transaction Status: O - OPEN
Billing Date: 04/04/2018	Transaction Type: APW - NEW PERMIT	
Effective Date 1: 04/04/2018	End Date 1: 04/14/2018	
Effective Date 2: MM/DD/YYYY	End Date 2: MM/DD/YYYY	
Effective Date 3: MM/DD/YYYY	End Date 3: MM/DD/YYYY	

**Fees Section**

Enterprise Escrow Balance: 0.00	Permit Escrow Balance: 0.00
---------------------------------	-----------------------------

Fee Type	Fee Amnt(\$)	[Waive]	Manual Adj. Amt.(\$)
Single Trip Excess Height	20.00	[X]	[ ]
<b>Total Due (\$)</b>	<b>20.00</b>		[ ]
<b>Net Amount Due(\$)</b>	<b>20.00</b>		

**Documentation Requirements**

Add

single trip excess height	20.00	[ ]
<b>Total Due (\$)</b>	<b>20.00</b>	[ ]
<b>Net Amount Due(\$)</b>	<b>20.00</b>	

**Documentation Requirements**

Add

**Attachment Upload**

No file selected.

**Delivery Details**

Permit/WVA Electronic Delivery Type: O - PDF

**Comments** +

Proceed
Cancel
Refresh
Quit
Draft Permit

Show/Hide Log

# How to Generate and Issue a Single Trip Permits

- Delivery Details – Use the drop down to select the Electronic Delivery Type (Email, Print, PDF)
- Draft Permit – On this screen the system provides the option to produce a draft permit based on the permit details entered
  - VOID will display as the Permit Number for the Draft Permit
  - For best practice the draft permit should be generated after the invoice to have the updated date appear in the draft permit e.g. fees after adjustment of waive etc
- Select PROCEED to display the Billing verification screen and continue with payment and generation of the Single Trip Permit

The screenshot displays a web interface for permit management. At the top, there are three main sections: Billing Date (04/06/2018), Transaction Type (APR - NEW PERMIT), and Transaction Status (O - OPEN). Below these are three rows of date fields: Effective Date 1 (04/13/2018), Effective Date 2 (MM/DD/YYYY), and Effective Date 3 (MM/DD/YYYY), each with a corresponding End Date field. The 'Fees Section' shows Enterprise Escrow Balance and Permit Escrow Balance, both at 0.00. The 'Documentation Requirements' section has a text input field and an 'Add' button. The 'Attachment Upload' section includes a 'Browse...' button, the text 'No file selected.', and an 'Upload' button. The 'Delivery Details' section features a dropdown menu for 'Permit/VWA Electronic Delivery Type' set to 'D - PDF'. A 'Comments' section with a plus icon is located below. At the bottom, a command bar contains buttons for 'Proceed', 'Cancel', 'Refresh', 'Quit', 'Draft Permit', and 'Show Hand Log'.

Billing Verification screen displays two additional buttons in the command line

- Add to Cart – Allows the user to add the transaction to the Cart and perform another transaction
- Invoice – Provides an invoice listing the fees to complete the permit transaction

# How to Generate and Issue a Single Trip Permits

The screenshot displays a web-based permit application form with the following sections:

- Billing Details:** Includes fields for Permit Type (SINGLE TRIP PERMIT), Permit No., Billing Date (04/06/2018), Transaction Type (APR - NEW PERMIT), Transaction Status (I - INVOICED), and three sets of Effective and End Date fields.
- Fees Section:** Shows Enterprise Escrow Balance and Permit Escrow Balance, both set to 0.00.
- Documentation Requirements:** Features a dropdown menu and an Add button.
- Attachment Upload:** Includes a Browse... button, the text "No file selected.", and an Upload button.
- Delivery Details:** Contains a Permit/WWA Electronic Delivery Type dropdown menu set to "D - PDF".

At the bottom of the form, there is a navigation bar with the following buttons: Proceed (green), Add To Cart (orange), Cancel Bill (red), Refresh (orange), Quit (orange), Invoice (orange), Draft Permit (orange), and Show Hand Log (blue with a question mark icon).

- Select PROCEED to complete the payment process
- If user want to go back and change data, Select CANCEL BILL to cancel the invoice and change data.