

5.1 VIEWING APPROVED PERMITS

Before you pay for permits, you may first identify the permits that have been approved and that for which payment can be accepted. (Permits that have been approved but require ISP escort cannot be paid for until the escort is approved.)

Screen 1: The User's Home Page

The process begins at the user's home page. Users who are authorized to view approved permits will have a menu link with the name "View Approved Permit" on the left side of the screen. Click this link to begin.



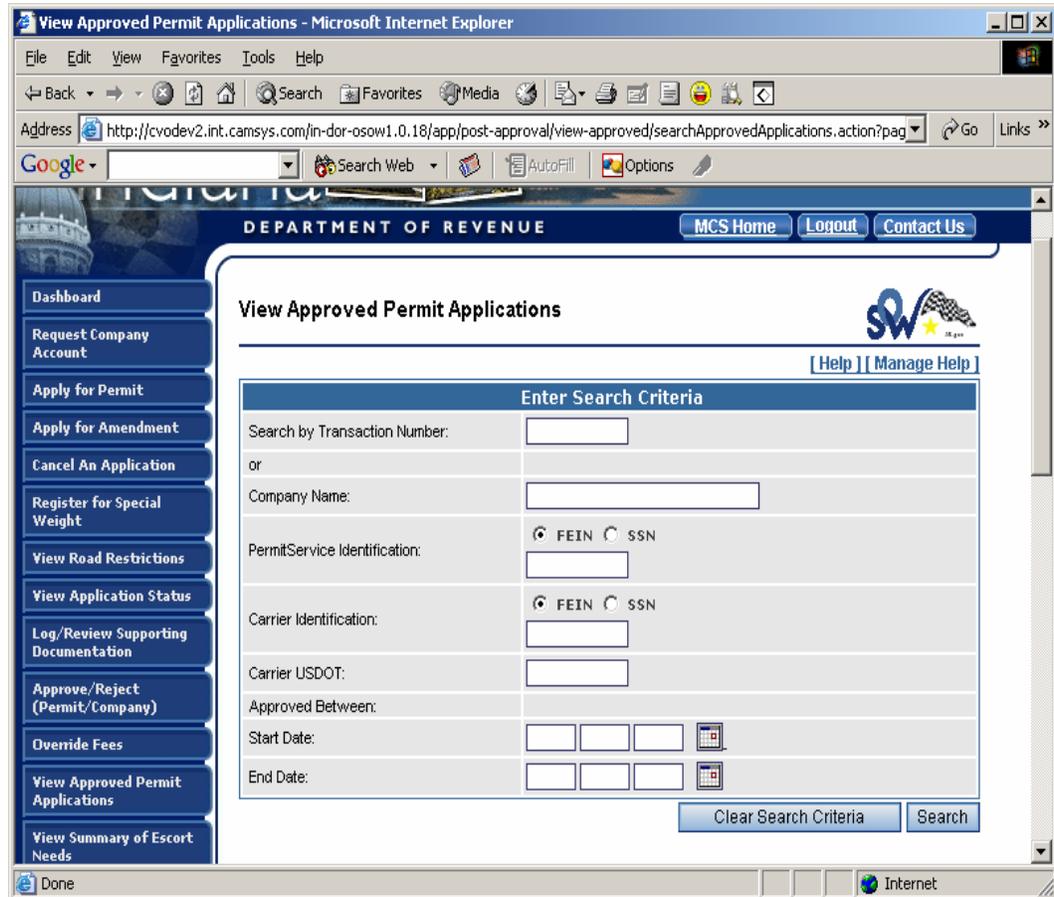
Screen 2: Search Criteria

If a carrier user selects the menu option, the system knows to search for that carrier's transactions, and skips to Screen 4.

When other users select the menu option, the system brings up a search parameters screen. The user may search using any of the following criteria:

- A specific *transaction number*, generated when the application was submitted (if this field is used, it is the only field that should be filled);
- The *name*, *FEIN*, or *SSN* of either the carrier or the permitting service;

- The U.S. DOT number of the carrier; or
- The approval date of the application (as a range inclusively between two dates).

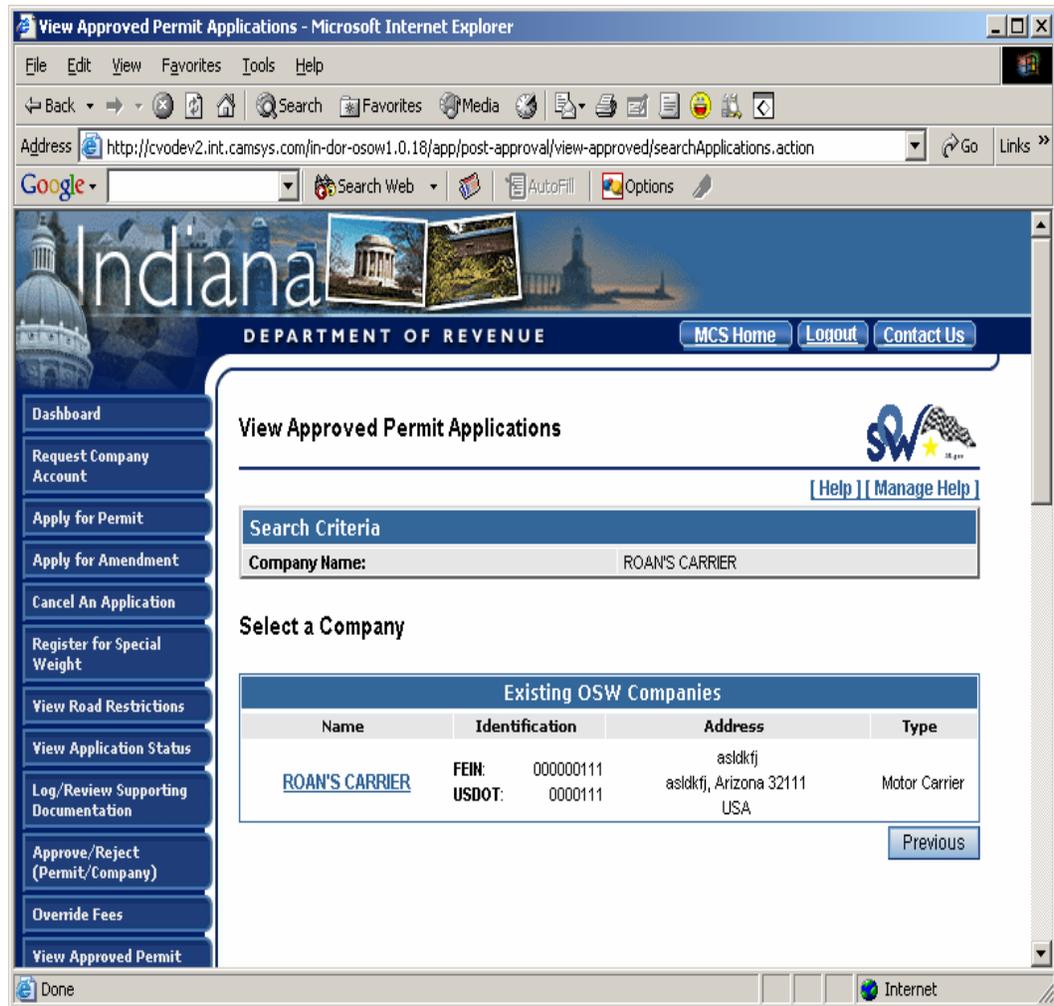


If the user is associated with a permitting service, the system automatically fills in the user’s company information in the permitting service field and filters the search to only return applications submitted by that permitting service. Permitting service users also must enter the U.S. DOT number of the carrier as a security precaution.

The user may continue by clicking the “Search” button. If the user wishes to change the search criteria, the user may click the “Clear Search Criteria” button.

Screen 3: Company Selection

The next screen returns a table containing the set of companies that meet the search criteria. Each company in the set is shown on its own row of the table, with the company name shown as a link. The other columns of the table are the company’s FEIN/SSN, the company’s address, and whether the company is a carrier or a permitting service.



Click on the link for the desired company, or click the “Previous” button to change the search criteria.

Screen 4: Permit Results Screen

The next screen returns a table of permits that have been approved for the company, but have not been delivered. Each permit is shown as its own row, with the following columns:

- Transaction number (formatted as a link);
- Permit type;
- Origin/Destination (if a trip permit, otherwise it shows *NA*);
- Fee to be paid;
- Submission date; and
- Start date.

Approved Permit Applications



[\[Help \]](#) [\[Manage Help \]](#)

Click on the Permit Application's Transaction Number to see details.

Transaction Number	Permit Type	Origin/Destination	Fee	Submission Date	Start Date
4887776660	Oversize-Annual	N/A	\$405.00	Jun 30 2005	Jul 05 2005

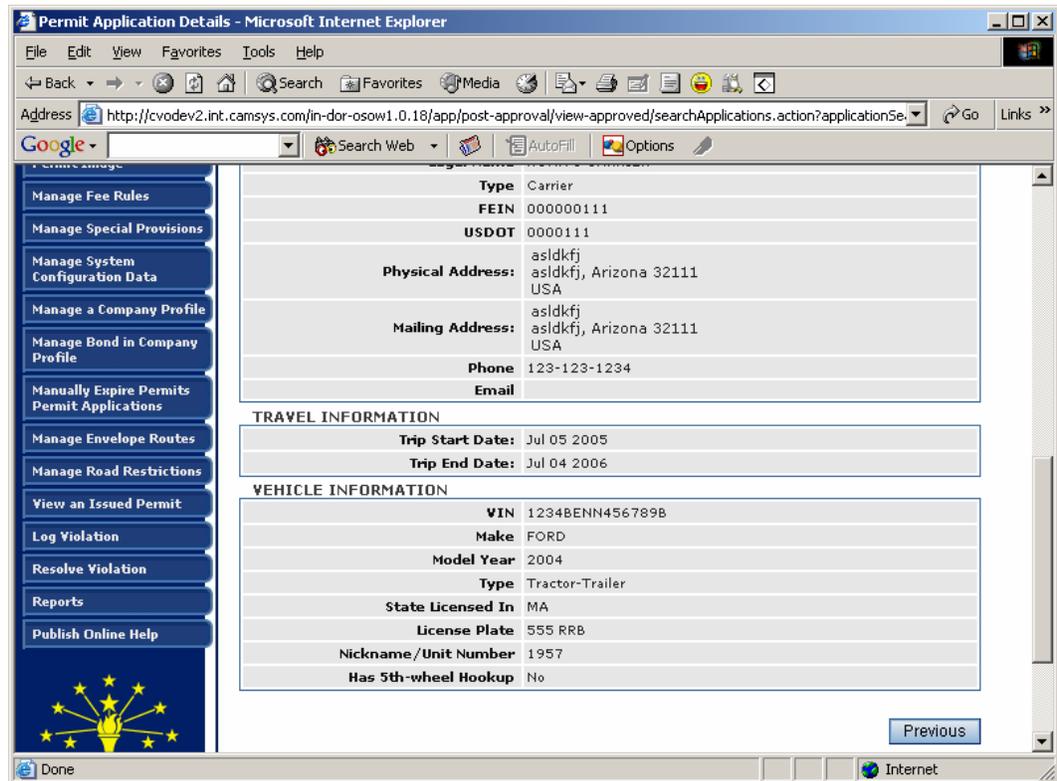
[Previous](#)

To review the details for a specific permit, click on the transaction number. Otherwise, click on the “Previous” button to select a different company.

Screen 5: Permit Details

The system now retrieves the details about the approved permit. The details include the following sets of information:

- Delivery information;
- Applicant information;
- Travel information (if applicable);
- Escort information (if applicable);
- Vehicle information;
- Route information (if applicable); and
- Special provisions (if applicable).



After reviewing the information, click the “Previous” button to return to the table of approved applications.