3.3 APPLYING FOR SPECIAL WEIGHT PERMITS ONLINE

Special Weight permits are valid for 24 hours, and are valid for multiple moves with a single vehicle. The tradeoff is that there is a limited route network available (see state documentation for the current list), and there are specific weight and size limits. In addition, vehicles must be on a registered list within the system (see Section 2.7 for details).

The effect is that the effort to apply for Special Weight permits is much easier than trip or multi-trip permits.

Screen 1: The User’s Home Page

The process begins from the user’s home page. Each user has a set of menu options down the left side of the screen. These menu options are based upon the security privileges that the user has been assigned in the system.

If you have the appropriate security privilege to apply for multi-trip permits, you will have a menu option named “Apply For Permits” on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.

Screen 2: Permit Type Selection

The next screen has two areas of information. The top area is for users that are starting a new permit. The bottom area is for users that are continuing a draft permit.
The top data entry box is titled **Start a New Permit Application**. At first, there may be either one or two data entry areas below it. All users will see the **Select Type of Permit** question, while users that are not associated with a specific carrier also will see a **Carrier Identification** question.

The process for filling out these fields is as follows.

**Carrier Identification** is requested when the user is not an employee of a motor carrier. These users include Permit Service users as well as state employees working with mail-in or walk-in applications. To identify a carrier, the **Federal Employer Identification Number** (FEIN) is required. For carriers that do not have an FEIN, the carrier’s **Social Security Number** (SSN) is required.

There are two fields under Carrier Identification:

1. The radio button **FEIN/SSN**. Select the appropriate item based on what you know about the carrier; and
2. The **identification number** box. Enter the identification number for the carrier here, without any dashes or spaces.

The next step is to **Select a Type of Permit**. This field has a drop-down box with a variety of choices. If the carrier has registered for the Special Weight program (see Section 2.7), then the **Special Weight** choice will appear.

The bottom data entry box is titled **Continue an Application that was Saved as a Draft**. As a user is filling out a permit application online, there are many circumstances where the user either does not have all the information needed (example: all 17 characters of the vehicle identification number), or the user is interrupted by an external need (example: a telephone call). The user will be able to place a permit application in “DRAFT” mode, and will receive a transaction number.
The Permit Number field is where the user enters the previously received transaction number in order to continue. This is a 10-digit number that the system randomly generates at the beginning of each permit transaction.

If you have a draft transaction that you wish to continue, enter the 10-digit number that the system provided when you saved the transaction, and click the “Next” button to continue.

Company Hold Error Message

There are situations when a company is placed on “hold” either for violating the policies of the Department of Revenue or for roadside violations logged by the Indiana State Police. If a company is on hold, the system will stop the application here and present an error message screen outlining the situation.

DOR staff with the appropriate privilege may override the company hold for this particular transaction. These users will see the following data entry box above the detailed hold information:
If you are able to temporarily override the hold and have a business reason to do so, enter the reason in the text box labeled “Comment” and then click the “Override” button to continue. The reason, the date/time, and your user name will be logged in the system to track how the hold was overridden.

Screen 3: Carrier Information Summary

If there are no holds, the next screen summarizes the information about the carrier. The information is derived from the carrier’s company profile. The information includes:

- The legal name of the carrier;
- The carrier’s FEIN or SSN;
- The carrier’s U.S. DOT number;
- The carrier’s physical and mailing addresses;
- General corporate contact information (phone, fax, e-mail); and
- OSW-specific contact information (name, phone, e-mail).

For a specific permit, however, there may be a special point of contact. An example might be if the carrier has a power unit where the driver has a computer and printer, and is able to print out permits in the vehicle. For these situations, the system allows the user to enter permit-specific contact information, including:
• Contact name;
• Contact phone; and
• Contact e-mail.

If there is no special contact for this permit, leave these fields blank.

When you are ready, click the “Next” button to continue.

Screen 4: Previous Transaction and Start Date

Screen 4 has two purposes. The first purpose is to provide the user with a shortcut if they are working with a previously purchased permit and wish to repeat some or all of the information from that permit. The second purpose is to identify the start date of the new permit. Each of these purposes is contained in its own data entry box on this screen.

The first data entry box is to Enter the Start Date. Enter the day, month, and year in the three data entry boxes. You will notice that the boxes will default to either today’s date or tomorrow’s date depending on the time of day.

If you are not sure of the start date, click on the small picture of a calendar next to the year. A calendar dialog box will pop up on your screen. (Note that if you have set your browser to prohibit “pop-ups” then this box will not appear, and you will need to adjust your browser’s settings accordingly.) The “<<” and “>>” links scroll the calendar backward and forward a month, respectively.
Double-click on the date you wish to select to transfer the information to the main screen. The calendar box will close automatically.

Special Weight permits differ from other permits in that permits can be ordered to start at a specific time. Enter the time in the fields provided.

The second data entry box is to **Identify a Previous Transaction**. There are two situations where you will be entering information into this area:

1. If you have a permit where you wish to use some or all of that information to fill in the data for a new permit, you will select the *Permit which I wish to duplicate* radio button; and

2. If you have a permit that is about to expire, and you wish to buy a copy of the exact same permit and have it automatically start the day after the current permit expires, you will select the *Permit which I wish to renew* radio button. (When you do this, the data entry box below it will disappear, since the system can calculate the start date from the previous permit.)

In either case, you will enter the transaction number from the previous permit (found in the upper right corner of the permit) in the data entry field labeled “Permit Number.”

When you are ready to continue, click the “Next” button.

**Screen 5: Vehicle Information**

Screen 5 requests the details of the power unit that will be using this permit, as well as a confirmation about the dimensions of the combined power unit and load. Please remember that you can only apply for a permit for vehicles that have been registered with the Department of Revenue.

**Power Unit Information**

The first data entry box is about the *Power Unit*. There are seven questions, and the first six of them are required values. The questions are summarized in the following table.
### Table 3.3  Data Entry Information

<table>
<thead>
<tr>
<th>Field Label</th>
<th>Description of What to Enter</th>
<th>Notes</th>
</tr>
</thead>
</table>
| VIN                          | The 17-character Vehicle Identification Number of the power unit                             | • If you are a carrier and only know the last five characters (or the vehicle's nickname) but have purchased a permit for that vehicle using this system, press “Lookup.”  
• Some older vehicles may have a smaller identification code |
| Make                         | The manufacturer of the vehicle, such as MACK or MITSUBISHI                                   |                                                                       |
| Model Year                   | The four-digit model year of the vehicle, such as 2004                                        |                                                                       |
| License Plate                | The license plate identifier of the vehicle, generally from 3-7 characters                    | For self-propelled vehicles without a license plate, enter the text No_Plt |
| State Plated In              | The state (or Canadian province) where the license plate was issued                           | Select from a drop-down list of available values. If your choice is not found, please contact MCSD by telephone for assistance. |
| Type                         | The description that best describes the combination of the power unit and load.              | Select from a drop-down list of available values. The choices are:  
• Truck;  
• Truck-Trailer;  
• Tractor;  
• Tractor-Trailer;  
• Self-Propelled;  
• Auto/Trailer; and  
• Other. |
| Nickname/Unit Number         | Often a carrier has its own internal identification for a vehicle. If there is an internal identification that you would like to use in the future to look up this vehicle, enter it here. | This field is not required. To recall a vehicle for which you have previously assigned a nickname, select the “Lookup” button next to the VIN field. |
India

Oversize/Overweight Permitting System
User Manual
**Vehicle Lookup Screen Option**

In some cases, the user (State employees will not have this option) may not know the full vehicle identification number, or may have used the “Nickname/Unit Number” field on a previous transaction and wishes to recall the vehicle from the system’s database. In either situation, the user should click the “Lookup” button next to the VIN field. The current screen will be replaced with the following question:

In the data entry field, enter either one of the following:

- The last five characters of the vehicle’s VIN; or
- The *nickname* that was associated with the vehicle on a previous transaction.

Once you have entered this information, click the “Next” button to continue. If you reached this page by inadvertently selecting the “Lookup” button, click the “Cancel” button to go back to the power unit data entry. Once “Next” is pressed, the system will search the database and return any vehicles that match the search criteria.
If the system returned the appropriate vehicle, click on the “Choose” link next to that vehicle. The system will return to the power unit data entry box and fill in the appropriate information.

If the system did not return the appropriate vehicle, you may try another search as described above, or select “Cancel” to return to the power unit data entry box.

**Vehicle Dimensions and Weights**

The Special Weight permit program places limits on the weights and dimensions allowed for travel using a Special Weight permit. The system provides the limits for the start date selected. Check the check box if the vehicle will meet these limits, and press Next to continue.
Screen 6: Estimated Cost

The next screen shows the estimated cost of the permit. The cost is calculated automatically by the system based on the type of permit requested and the start date of the permit.

If you wish to continue with this transaction, click the “Next” button.

Screen 7: Delivery Method

The next screen asks how the permit shall be delivered. There are two choices.
1. The permit may always be downloaded online by the user. This is the default option.

2. The user may request that the permit also be delivered by fax. The user must enter a fax number to continue. The Department of Revenue may impose a surcharge for a fax delivery. It is the customer’s responsibility to ensure that the destination fax machine is operational. If for any reason the permit was not received by fax, the permit can still be obtained online.
After you have selected a delivery method, click the “Next” button to continue.

**Screen 8: User Confirmation**

The system will now return a user confirmation screen. The confirmation screen has two parts. The first part summarizes the information entered by the user about the permit:
The next part provides a summary of conditions to which the user must agree in order to apply for the permit. The user must check any checkboxes in this section. If not, the system will not allow the user to continue the application process.
The user then presses the “Submit” button.

**ONCE THE SUBMIT BUTTON IS PRESSED, THE USER IS RESPONSIBLE FOR THE PERMIT. FAILURE TO PURCHASE THE PERMIT IN A TIMELY FASHION IS CAUSE FOR INDO to PLACE THE USER’S COMPANY ON HOLD.**

**Screen 9: System Confirmation**

On the final screen in the process, the system confirms that the application has been received. For multi-trip permits, the system is able to automatically approve the application without staff review. Therefore, the screen will always show that the application was approved.
The permit cannot be downloaded or faxed, however, until payment has been received. Depending on the user’s privileges, a button may be present to “Make Payment.” Payment options are explained in detail in Section 5.0 of this manual.