

North Dakota E-Permits Help Document



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Contact Information:

If you have any questions or comments concerning E-Permits, please contact the North Dakota Highway Patrol Permits Division at 701-328-2621. Normal business hours are Monday-Friday from 7:10 am to 4:50 pm, or you can email your questions after hours to ndhppermits@nd.gov.

To purchase electronic permits from the North Dakota Highway Patrol, visit our website at the following address <http://www.nd.gov/ndhp/motor-carrier/e-permits>.

Establishing a State of North Dakota User ID:

Click on the blue **“Create New Account”** button at the top of the page. (See Figure A)

If you already have an account, click on **“Log In”** and skip to the next section.



FIGURE A

On the Create a New Account screen, read all of the instructions provided and fill in all of the information. *Note: All * fields are required.* Your User ID should be no longer than 13 characters. The password you use must be at least 6 characters long and contain at least 1 upper case character and 1 number. Once the Business/Organization Account Details form is complete and you have agreed to the Terms of Use, select **“Create Account”** at the bottom of the page.

Login to E-Permits:

Navigate your Internet browser to <http://www.nd.gov/ndhp/> and choose the **“E-Permits”** button. Click on the blue **“Log In”** button at the top of the page. You may then login using your newly created State of North Dakota User ID . (See Figure B)

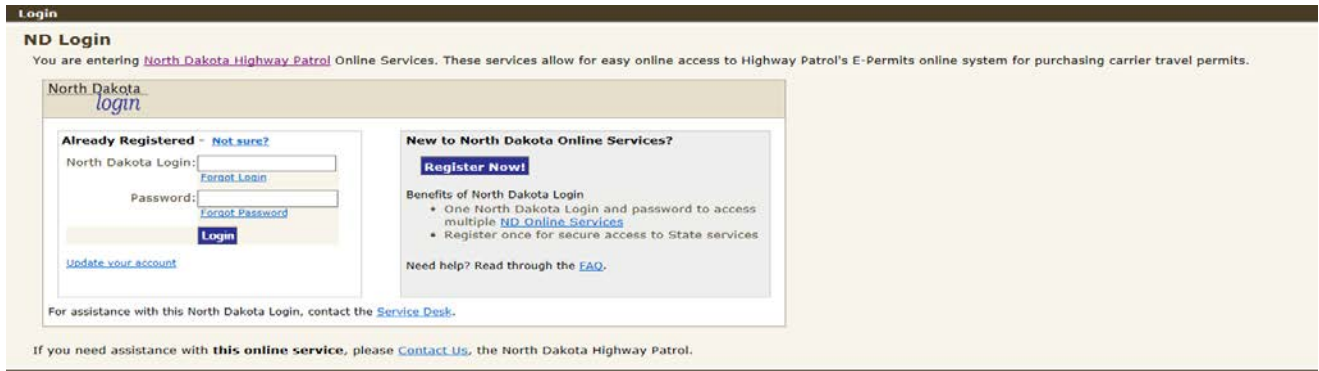


FIGURE B

If you are using an email that already exists within the system, you will be prompted to choose one of the following options: (See Figure C)

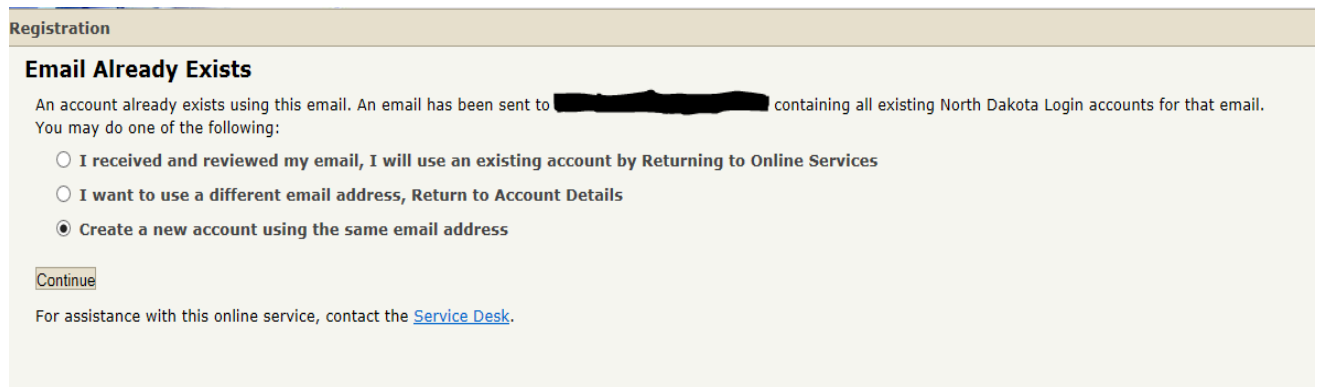


FIGURE C

After confirmation, close your Internet browser and then open the email account that you provided during registration. You will receive a message from itdhelp@nd.gov. Open the email and click on the link provided to confirm your email address. Click Return to Login. (See Figure D)

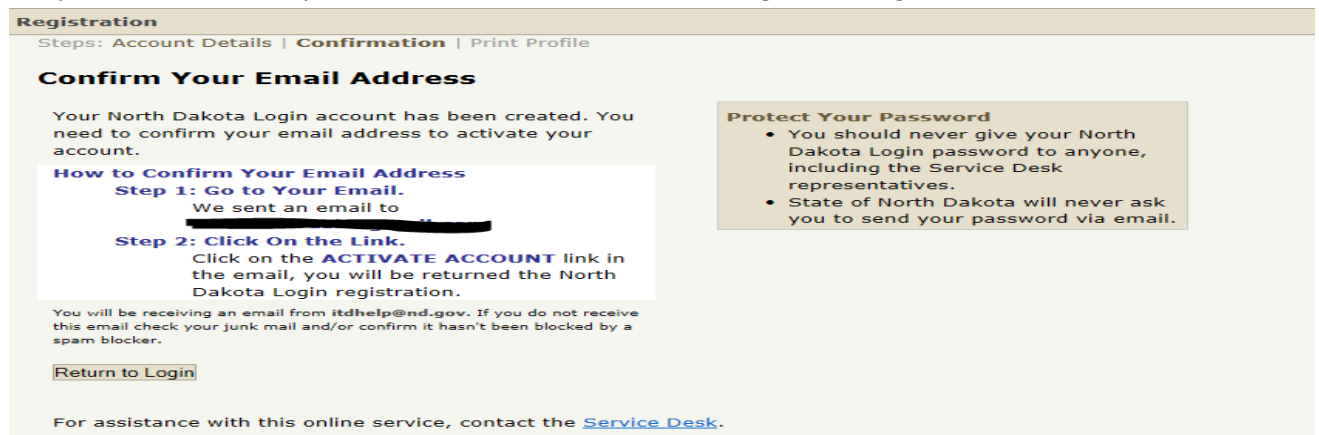


FIGURE D

Main Menu

The Main Menu screen allows easy access to your profile information and the most recent information regarding your account. On the left of the Main Menu screen you can navigate to the Purchase Permit section; Maintain Profile, manage your Power Units, or manage your Profile User; and check your Permit Status. The middle section of the Main Menu screen displays the Permit History and will show your most recent permits purchased. If there are important System Notifications, they will also be displayed in the middle section of the Main Menu screen.

Upon your first login, the **“Maintain Profile”** screen will have three options: (See Figure E)

- **Carrier Instructions:** Complete the information below and click Continue.
- **Permit Service Company Instructions:** Complete the information below and click Continue. Contact the North Dakota Highway Patrol office for further instructions.
- If your company has already established a profile on the E-Permits system you can join their company profile by obtaining an invitation from the Primary User through email.

Maintain Profile

Carrier Instructions: Complete the information below and click Continue.

Permit Service Company Instructions: Complete the information below and click Continue. Contact the North Dakota Highway Patrol office for further instructions.

If your company has already established a profile on the E-Permits system you can join their company profile by obtaining an invitation from them through email.

Demographic Information

Company Name:

or

First Name:

Last Name:

USDOT No.:

Address 1:

Address 2:

City-State-Zip:

Telephone: (1113334444)

Primary Contact:

Email:

Is the customer a resident farmer, rancher, dealer, manufacturer hauling an implement of husbandry or government entity hauling implements of husbandry?: Yes No

[Continue](#)

FIGURE E

Add Power Units:

1. Click **“Maintain Profile”** at the top of the main page.
2. Click **“Power Units”** to add power units to your company.
3. Click **“Add Power Unit”**. (See Figure F)

Power Units in Profile

Power Units

Add power units to your profile by clicking Add Power Unit

[Add Power Unit](#)

[Return](#)

FIGURE F

4. Enter your Power Unit Information. (See Figure G)
5. Click **“Continue”**.



FIGURE G

6. Fill out all remaining information (See Figure H)

- North Dakota: For a power unit registered in North Dakota, the remaining information will be filled in automatically.
- Out of State/International: For a power unit registered in another state, complete the remaining information. If you are a member of IRP and North Dakota is listed on your Cab Card you must fill in your North Dakota Registered Vehicle Weight.

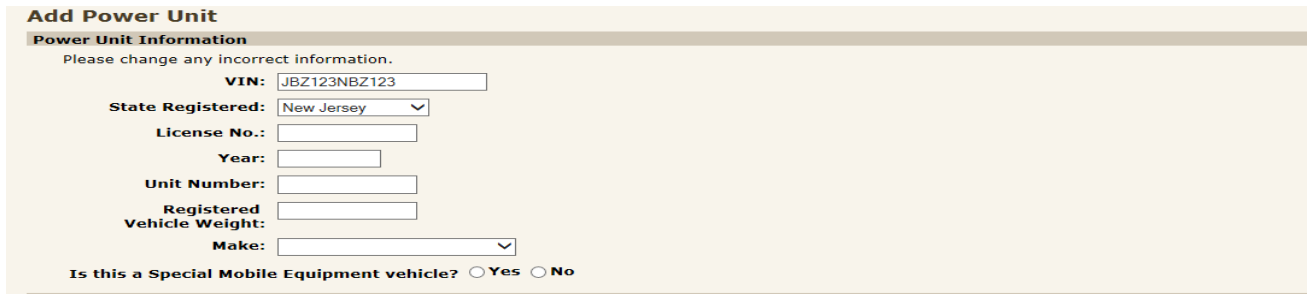


FIGURE H

7. You may also store Axle Information for future use in this section by keying in Number of Axles and entering the appropriate information for each axle. Click "Add". (See Figure I)

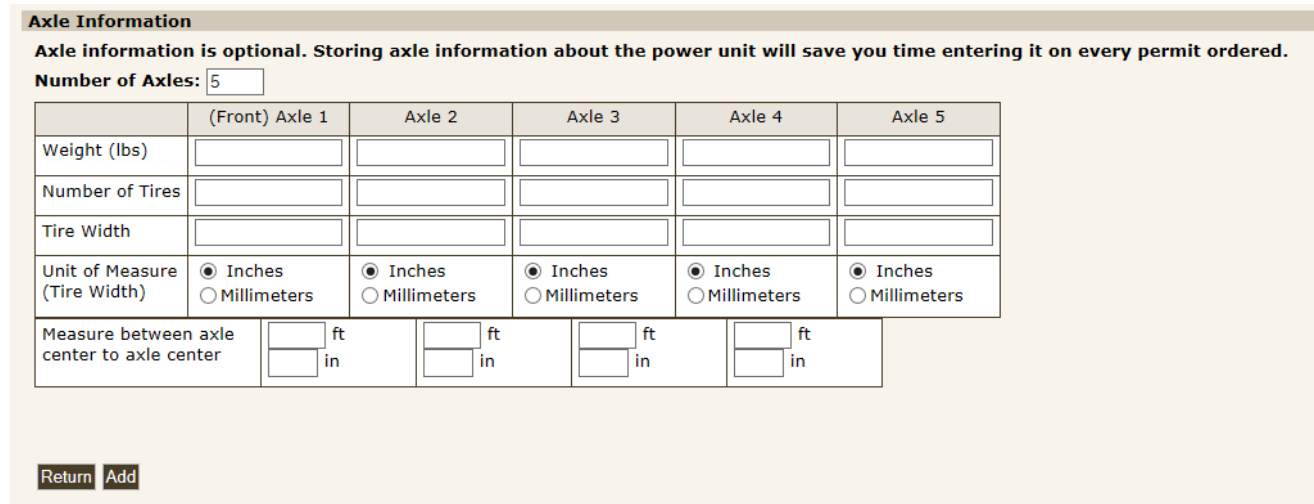


FIGURE I

Power Unit Confirmation:

1. If you have additional power units, add them by selecting **“Return”**. (See Figure J)
2. You can purchase a permit for any of the power units that have been entered by selecting **“Purchase Permit”** in the upper right-hand corner of the page.

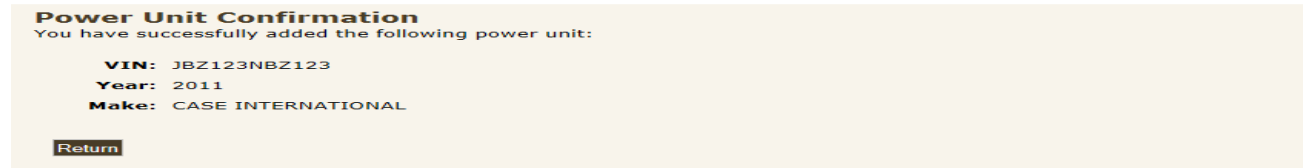


FIGURE J

Purchase Permit:

1. From the **"Select Permit Types"** screen, select on the permit type(s) that you wish to purchase. (See Figure K)
** If you are unsure as to which Permit(s) you need, hover over the blue icon to read a short Permit description.*

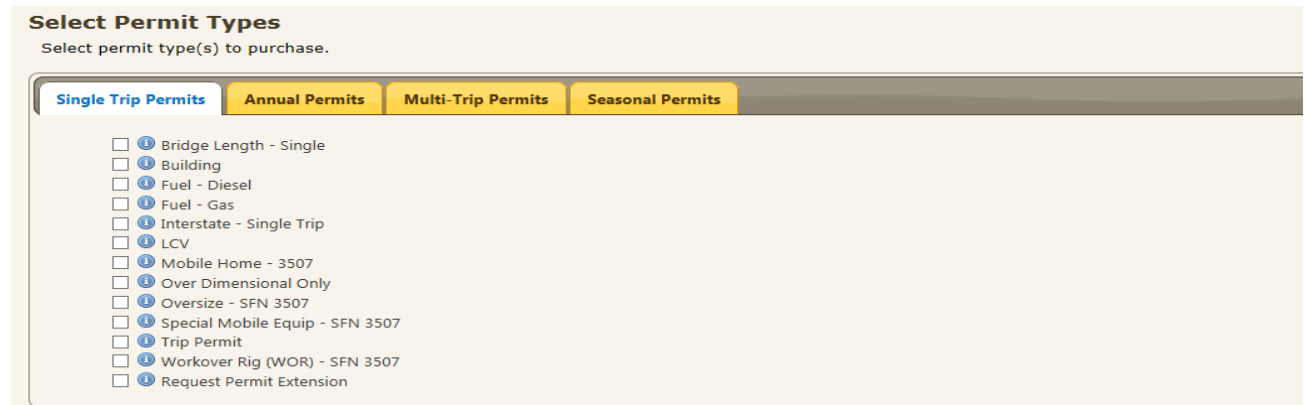


FIGURE K

2. Please review the acknowledgement statement and accept the acknowledgement in order to proceed. (See Figure L)
3. Choose **“Continue”**.

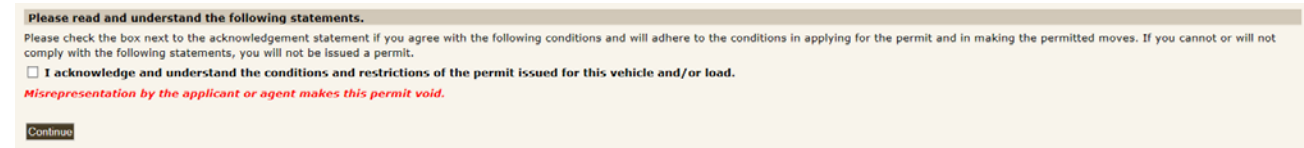


FIGURE L

Choose Power Unit:

In the Search for Power Unit section, there are three options for choosing your power unit: (See Figure M)

1. Search for the power unit that you would like to use by entering partial or complete VIN, License Number, or Unit Number.
2. Add a new power unit by returning to Maintain Profile using the link provided.

3. Choose from the list of power units provided and click Select Power Unit.

Search for Power Units

Search Criteria

Partial or complete VIN:

License Number:

Unit Number:

* If you do not see your Power Unit click [Maintain Profile](#) to add a new Power Unit.

Power Units

Unit: VIN: JBZ123NBZ123 License: JOY2DAY State: NJ
Year: 2011 Make: CASE INTERNATIONAL Registered Gross Weight: 105500
[Select Power Unit](#)

FIGURE M

Add Permit Information:

Once you have chosen your permit type and power unit, you will need to complete the required data fields under each tab. **Do not click Add to Cart or Create Route until all required fields are complete.*

The data fields that are required under each tab are as follows:

1. Contact Info: All fields are required. (See Figure N)

Contact Info Load Measurements Axles Trip Details Requirements Miscellaneous

Purchaser Contact

Name:

Phone No:

Email Address:

Driver

Phone No:

Email Address:

FIGURE N

2. Load: All fields are required. (See Figure O)

Tip: If you receive a message that your permit exceeds 120" in width or 168" in height, verify that you have answered the question "Is this a non-reducible load?" under the Load tab correctly.

Contact Info **Load** Measurements Axles Trip Details Requirements Miscellaneous

Description of Load

Is this a non-reducible load? Yes No

Is this load piggybacking a scraper axle? Yes No

FIGURE O

3. Measurements: All fields are required. (See Figure P)

Measurements

Overall Measurements
 Length: Feet Inches Width: Feet Inches Height: Feet Inches

Trailer Measurements
 Length: Feet Inches Width: Feet Inches

Overhang
 Front: Feet Inches Rear: Feet Inches

Load Measurements
 Length: Feet Inches Width: Feet Inches Height: Feet Inches

FIGURE P

4. Axles: All fields are required. (See Figure Q)

Note: If you have saved the Axle information for the Power Unit chosen, it will be automatically filled in with the information that you saved previously.

*Click on the blue (i) under the Axles tab for a sample of Track/Axle width.

Helpful Hint: Use the **Switch Tabs to Vertical/Horizontal** link to set your tabbing preference!

Axles

Number of Axles:

[Switch Tabs to Vertical](#)

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5
Weight (lbs)	<input type="text" value="12000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>
Number of Tires	<input type="text" value="2"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>	<input type="text" value="4"/>
Tire Width	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="11"/>	<input type="text" value="11"/>
Unit of Measure (Tire Width)	<input checked="" type="radio"/> Inches <input type="radio"/> Millimeters	<input checked="" type="radio"/> Inches <input type="radio"/> Millimeters	<input checked="" type="radio"/> Inches <input type="radio"/> Millimeters	<input checked="" type="radio"/> Inches <input type="radio"/> Millimeters	<input checked="" type="radio"/> Inches <input type="radio"/> Millimeters
Track/Axle Width <small>(i)</small> Set Range	<input type="text"/> ft <input type="text"/> in	<input type="text"/> ft <input type="text"/> in	<input type="text"/> ft <input type="text"/> in	<input type="text"/> ft <input type="text"/> in	<input type="text"/> ft <input type="text"/> in
Measure between axle center to axle center	<input type="text" value="15"/> ft <input type="text" value="6"/> in	<input type="text" value="4"/> ft <input type="text" value="6"/> in	<input type="text" value="35"/> ft <input type="text" value="6"/> in	<input type="text" value="4"/> ft <input type="text" value="6"/> in	

FIGURE Q

5. Trip Details: Permit Begin Date is required. (See Figure R)

Trip Details

Permit Begin Date (mm/dd/yyyy)

FIGURE R

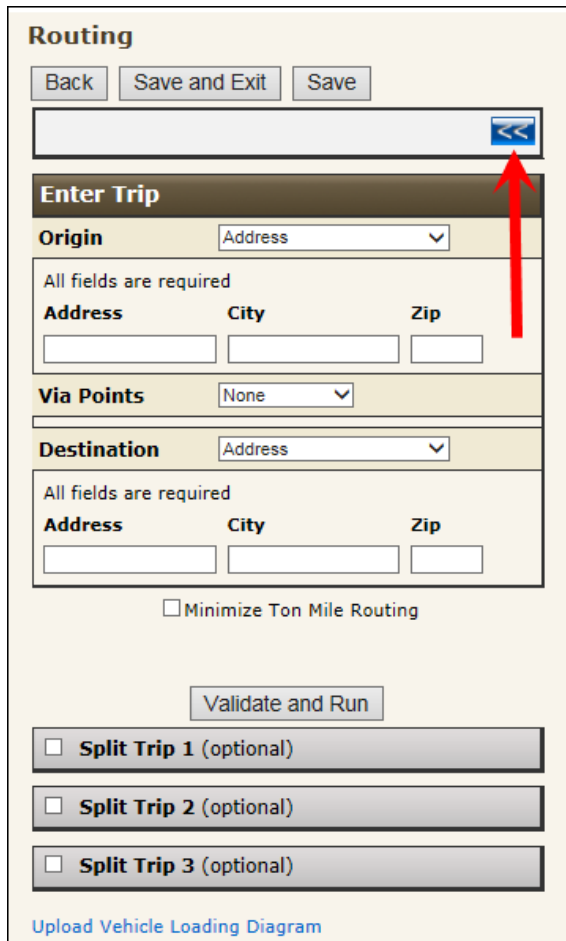
Note: If you would like to add comments or additional information to your permit application before submitting it, click on the **Miscellaneous** tab and enter your comments in the **Remarks** section.

If your permit is a Non-Routable Permit Type, click through each tab to verify that you have entered all required information. Click "**Add to Cart**" and proceed to page 44.

If your permit is a Routable Permit Type, click through each tab to verify that you have entered all required information. Click "**Create Route**" and proceed with the instruction below.

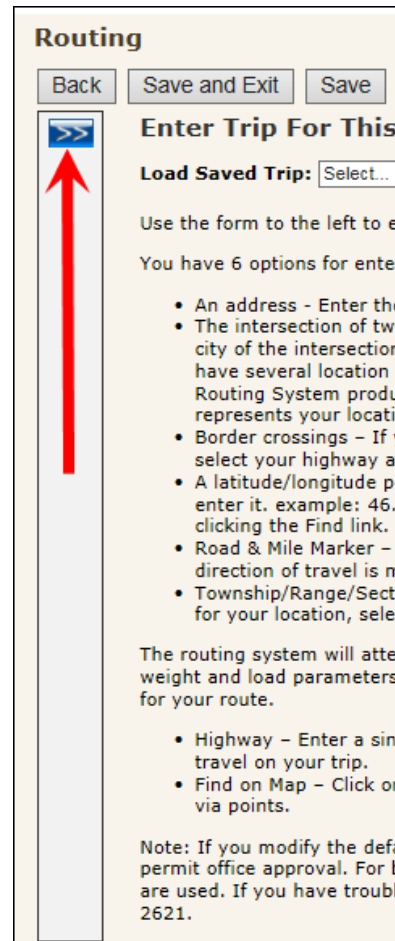
Expand/Collapse

On the **Routing** screen you can expand and collapse the Enter Trip box and **Route Points** panel to show or hide your routing points. To edit your route expand to change any of your routing points.



The screenshot shows the "Routing" interface with the "Enter Trip" section collapsed. At the top are buttons for "Back", "Save and Exit", and "Save". Below is a search bar with a collapse button (two left-pointing chevrons) on the right. The "Enter Trip" section is a dark grey bar with a red arrow pointing to the collapse button. Below it are fields for "Origin" (Address dropdown), "Address", "City", "Zip", "Via Points" (None dropdown), and "Destination" (Address dropdown). There are checkboxes for "Minimize Ton Mile Routing" and "Split Trip 1 (optional)", "Split Trip 2 (optional)", and "Split Trip 3 (optional)". A "Validate and Run" button is at the bottom. A link "Upload Vehicle Loading Diagram" is at the very bottom.

FIGURE 1: COLLAPSE BOX TO HIDE



The screenshot shows the "Routing" interface with the "Enter Trip" section expanded. At the top are buttons for "Back", "Save and Exit", and "Save". Below is a search bar with an expand button (two right-pointing chevrons) on the left. The "Enter Trip For This" section is expanded, showing a "Load Saved Trip" dropdown, instructions to use the form to the left, and a list of 6 options for entering a location: "An address", "The intersection of two cities", "Border crossings", "A latitude/longitude pair", "Road & Mile Marker", and "Township/Range/Section". There is a note about routing system parameters and a "Note" at the bottom about permit office approval.

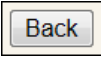

FIGURE 2: EXPAND TO EDIT ROUTE

Validate and Run

Click Validate and Run to generate a route based on your origin and destination choices. This option is also used when you change your route points, origin, or destination.

Validate and Run

Back

Throughout the application when the Back button is an option, click Back  to go back one page rather than using the arrow back  in your browser.

Travel on State Maintained Roads

Roads approved for OS/OW travel that are managed by the State of North Dakota are called state maintained roads. In this routing system, all state maintained roads are highlighted green to aid in your selection. You must be zoomed in to select a point on the map.

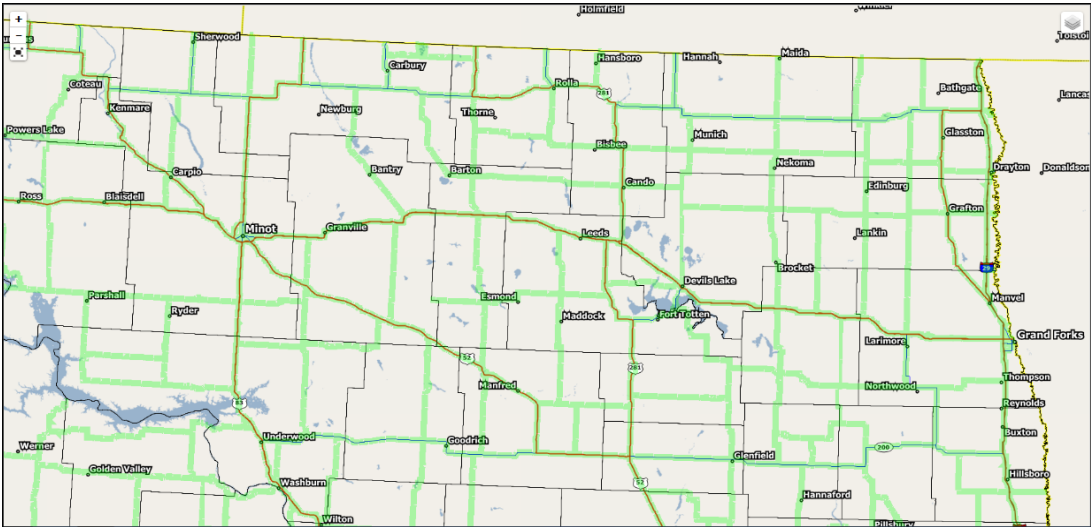


FIGURE 3: STATE MAINTAINED ROADS DISPLAY

Types of Routes

Routing

Back
Save and Exit
Save

<<

Enter Trip

Origin Address ▾

All fields are required

Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Via Points None ▾

Destination Address ▾

All fields are required

Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Minimize Ton Mile Routing

Validate and Run

Split Trip 1 (optional)

Split Trip 2 (optional)

Split Trip 3 (optional)

[Upload Vehicle Loading Diagram](#)

Enter Trip For This Permit

Load Saved Trip: Troy_Test1 ▾ Load Trip

Use the form to the left to enter a trip that the truck will use for this permit.

You have 6 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two highways - Enter each of the highways and optionally the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; The Enhanced Automated Routing System produces turn-by-turn directions, so choose the marker that best represents your location.
- Border crossings - If you are entering from another state or leaving North Dakota, select your highway and the nearest city to where you will cross the state line.
- A latitude/longitude pair - If you have the geocode for your location, you may enter it. example: 46.83342, -100.77281. You can select a location on the map by clicking the Find link.
- Road & Mile Marker - Enter the road, mile marker and direction of travel. The direction of travel is most important if you are starting on a divided highway.
- Township/Range/Section - If you know the township, range, and section numbers for your location, select these locations from the dropdowns.

The routing system will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. You have the option to enter via points for your route.

- Highway - Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map - Click on "Select on Map" to open the map and select your highway via points.

Note: If you modify the default route using the via points option, the route may require permit office approval. For best results use default route provided when no via points are used. If you have trouble generating the route you need, please call 1-701-328-2621.

FIGURE 4: ROUTING SCREEN

The following types of routes can be generated:

- From one location to another location
- From one location to another location through specified Via points selected on the map
- From one location to another location along specified Via highways

Note: *If you modify the default route using the via points option, there is a higher probability that the route will require permit office approval. For best results, use default route provided when no via points are used.*

You can use the above options to do any or all of the following:

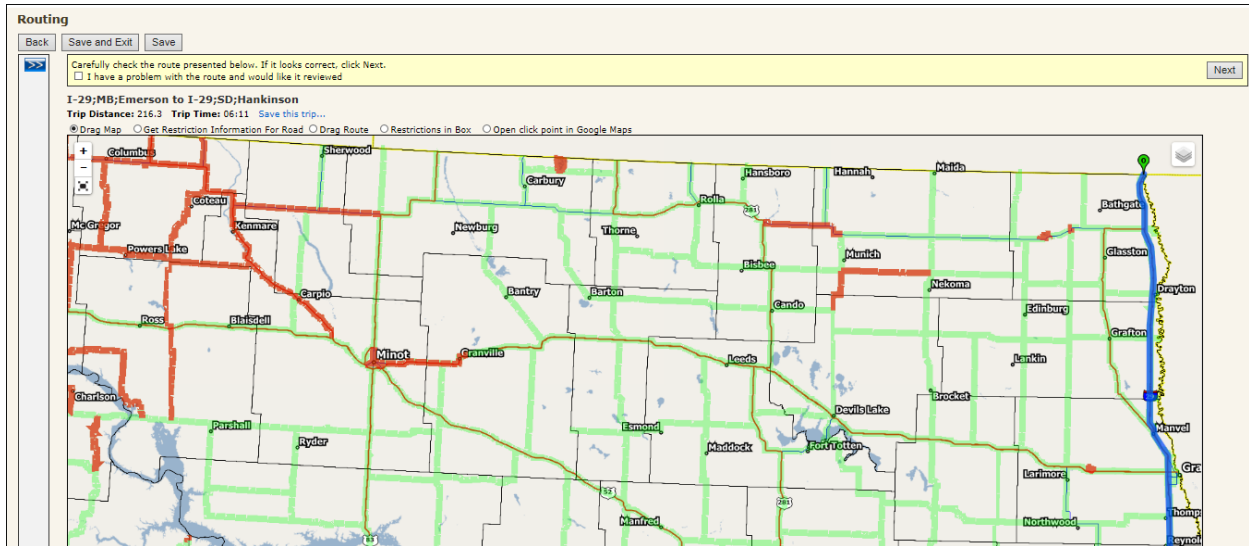
- You can reduce ton mile travel by selecting the **Minimize Ton Mile Routing** checkbox.
- You can generate multiple route segments each with a separate origin and destination when you use the **Split Trip** feature.

Note: Each of these multiple routes can be simple point-to-point or routed over specified roadways. For example, you can generate one leg of a split trip as simple point-to-point, and select the origin by an intersection and the destination by its address. Another leg could stipulate that it will travel over specified roadways, and the origin could be a border crossing and the destination could be selected by clicking on the map.

Choose your origins and destinations to be any combination of specific addresses, intersections, border crossing, latitude/longitude/select on a map, road and mile marker, and Township/Range/Section.

When you have made all your routing selections, click **Validate and Run**.

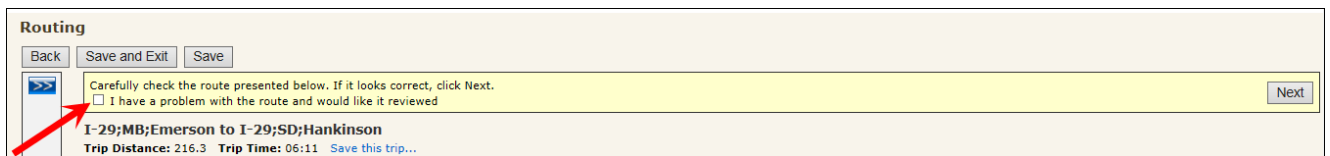
The route results are displayed on the right hand side of the page.



*If the system requires additional information to generate the route or if it cannot generate a route based on the information provided, the Validate Locations area gives you the opportunity to provide more information or to expand the **Route Points** panel to modify your route details. When the system has collected sufficient information to generate a route, the **Route Results** panel displays the route and additional information about the route.*

Submit a Route for Manual Review

You can submit a route to the queue for manual review if you are not able to get the route needed for travel. If you are not able to get the necessary route due to restrictions, a ND user with permissions may be able to obtain temporary override permission if the load is needed in the restricted area. You must enter your origin and destination and click **Validate and Run** before you can submit the route for manual review.



To submit a route for manual review:

1. Generate a route as part of a permit application as explained on page 11.
*The **Route Results** panel displays the details of the generated route.*

2. Check the box next to, *I have a problem with the route and would like it reviewed* field. In the text box below enter the reason you would like the route reviewed.

Routing

Back Save and Exit Save

Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed

Please enter the reason you would like the route reviewed:

Enter the reason you would like your route reviewed in this text box..

Next

I-29;MB;Emerson to I-29;SD;Hankinson
Trip Distance: 216.3 Trip Time: 06:11 Save this trip...

3. Click **Next** to have your route reviewed.

Route Points Panel

This panel is used to enter the following details about routes to be generated:

- The origin/destination of the route
- Path conditions of the route such as the Via points it should pass through or the roadways it should attempt to use
- The ability to minimize ton mile routing
- The ability to travel only on state maintained roads or to allow local travel (with city or county approval as required)
- You can generate multiple route segments each with a separate origin and destination when you use the **Split Trip** feature.
- Upload a vehicle loading diagram for loads that require it

The fields and options vary based on your selections.

Routing

Back
Save and Exit
Save

<<

Enter Trip

Origin Address ▾

All fields are required

Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Via Points None ▾

Destination Address ▾

All fields are required

Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

Minimize Ton Mile Routing

Validate and Run

Split Trip 1 (optional)

Split Trip 2 (optional)

Split Trip 3 (optional)

[Upload Vehicle Loading Diagram](#)

FIGURE 5: ROUTE POINTS PANEL

TABLE 1: ROUTE POINTS PANEL ELEMENTS

Element	Function	
Route Area		
Origin/Destination Dropdowns	<p>The beginning and ending locations of a route. The available fields for each vary based on the way you select the origin or destination.</p> <p>See <i>Selecting an Origin and Destination</i> on page 14 for more information.</p>	
Via Points Dropdown None Option	<p>Select to generate a basic point to point route with no specified Via points or highways. See page 28 for more information.</p>	<p>Note: You can also use any of these methods for the routes of a Split Trip.</p>
Via Points Dropdown Highway Option	<p>Select to display fields to specify road names to use in the route. See page 29 for more information.</p>	

TABLE 1: ROUTE POINTS PANEL ELEMENTS

Element	Function	
Via Points Dropdown Find on Map Option	Select to display Select on Map to pick a location from the map. See page 30 for more information.	
Additional Routes Area		
Minimize Ton Mile Routing	Select to generate the route avoiding roads with ton mile roads when possible.	
Split Trip	Select to display extra Route fields for two or more separate route legs under the same permit. This feature is used primarily when entering and exiting the state maintained road network.	
Additional Route Details		
Upload Vehicle Loading Diagram	This link allows users to upload vehicle loading diagrams when required. This feature is used primarily for any vehicle that is greater than 250,000lbs, for any trailer with trunions or side by side dollies, and any dual lane trailers or double trailer configurations. This feature is also used for special mobile equipment (self-propelled) (excluding earthmoving) when the track width is less than 8'6" in width.	
Validate and Run	Click to generate a route based on your selections. This action will collapse the Route Points panel. You can expand the panel to change the route choices.	

Selecting an Origin and Destination

When generating a route, you can enter the details of the origin or destination using a variety of methods. Different fields are available depending on the method you choose. The methods are:

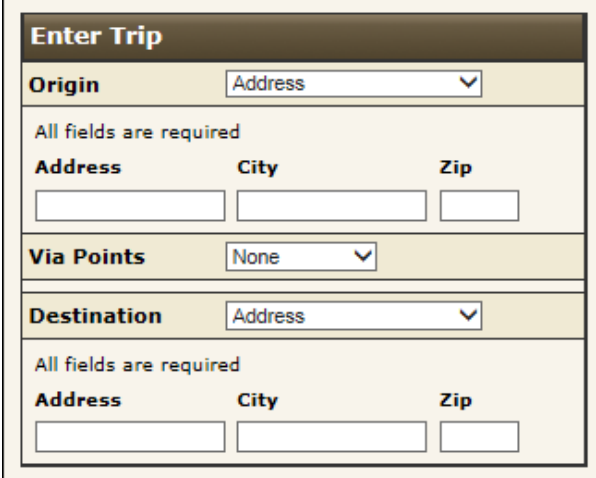
- Specific address
- Intersection
- Border crossing
- Location select on a map – Lat/Lon/Map
- Road and Mile Marker
- Township/Range/Section

By Specific Address

To enter a specific address of an origin or destination:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Address**.

The fields change to allow you to enter the details regarding the address.

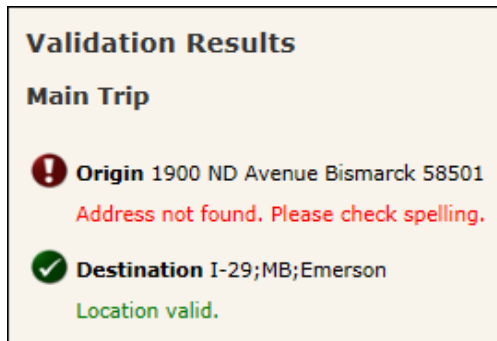


The screenshot shows a form titled "Enter Trip" with a dark header. Below the header, there are two main sections: "Origin" and "Destination". Each section starts with a dropdown menu set to "Address". Below each dropdown, the text "All fields are required" is displayed. Underneath, there are three input fields labeled "Address", "City", and "Zip". The "Via Points" section is also visible, with a dropdown menu set to "None".

FIGURE 6: ENTER ROUTE POINTS: ORIGIN OR DESTINATION ADDRESS

3. Enter a street address in the **Address** field.
4. Enter the city and/or Zip code of the address in the **City** and **Zip** fields.
5. Enter the rest of your origin and destination and click **Validate and Run**.

If you have entered an address that the system cannot find, the system displays the following message:



6. Re-enter the trip trying a different address.

7. Click **Validate and Run**.

*When the system no longer has any problems with the address information or any other location entered, the **Route Results** panel displays your route. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*

8. Click **Next** to continue the permit application process.

Helpful Hints:





If the system cannot locate the entered address:

- Verify the address. If you feel the address is correct, verify the spelling.
- Some addresses, especially industrial location addresses may not be in the system.
- If the address includes prefix direction such as N, NE, etc., try the address without the prefix.
- If the address includes indicators such as road, street, drive, etc., try the address without those indicators.
- If the address entered is not on a state maintained road, the system will suggest you enter another address or use the **Find on Map** feature as described on page 22.

TABLE 2: VALIDATION RESULTS SCREEN OPTIONS

Element	Function	
Location	Submitted routing point	
Type	Routing point type selected from the Route Points panel	
	Address	Route point is a street address, city, and Zip code.

TABLE 2: VALIDATION RESULTS SCREEN OPTIONS

Element	Function	
	Intersection	Route point is the intersection of two roadways. The user has the option of specifying a city.
	Border Crossing	Route point is a border crossing.
	Lat/Lon/Map	Route point is a location on the map manually selected by the user.
	Road and Mile Marker	Route point is a location listing the roadway, mile marker, and direction of travel.
	Township/Range/Section	Route point is a location comprised of all three numbers that represents the township, range and section.
Alternatives	Potential routing points based on the information entered in the Route Points panel	
	Route points that the system has successfully resolved are labeled with a check.	
	Route points that have multiple potential resolutions are labeled with a question mark.	
	Route points that cannot be resolved by the system are labeled with an exclamation mark.	
Edit Route Expand Chevron	Click to return to the Route Points panel to re-enter your route point information.	
Validating Button	Displayed while the system calculates a route and as long as any route point is labeled with: 	

By Intersection

To select an origin or destination using an intersection:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Intersection**.

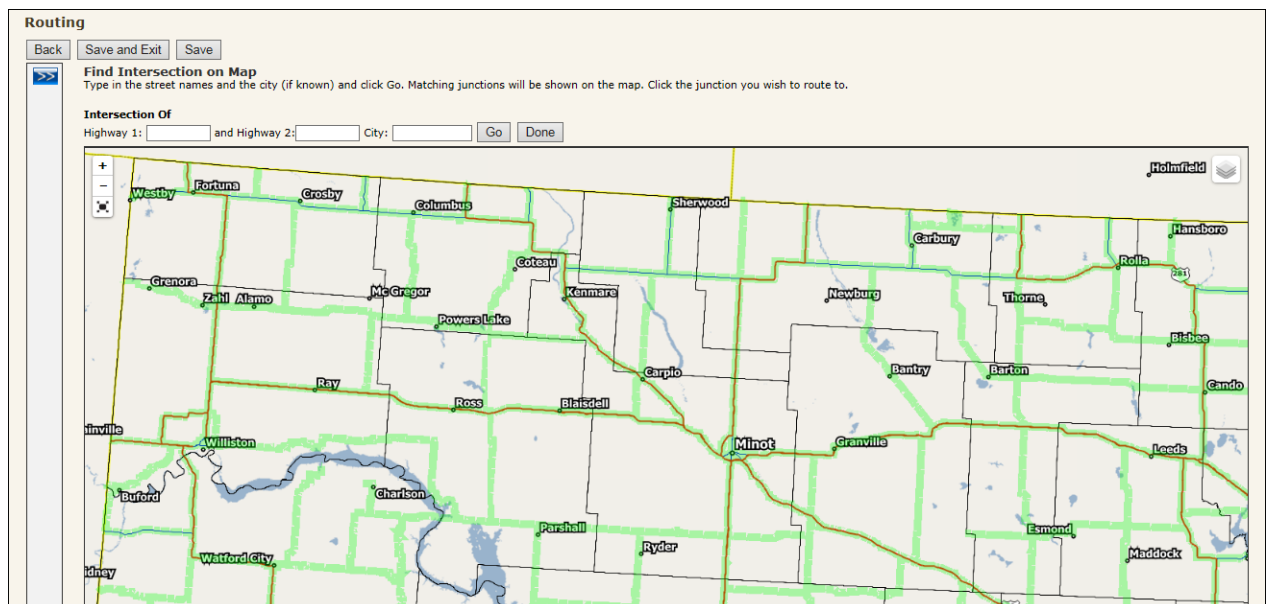
The fields change to allow you to enter the details regarding the intersection.

The screenshot shows a web form titled "Enter Trip". It has two main sections for "Origin" and "Destination". Each section has a dropdown menu set to "Intersection", a "Find Intersection..." link, and three text input fields labeled "Street/Hwy 1: Not Set", "Street/Hwy 2: Not Set", and "City: Not Set". Between these sections is a "Via Points" dropdown menu set to "None".

FIGURE 7: ENTER ROUTE POINTS: ORIGIN OR DESTINATION INTERSECTION

3. Click the **Find Intersection** link beneath Origin or Destination.

A map window will open to the right.



4. Enter the two street locations in the **Highway 1** and **Highway 2** boxes. You can also enter a city, but it is not required. If you are not certain of the city boundaries, you may get better results without the city name. For suggested street name entry see *Table 5: Official ND DOT Highway Names* on page 18.
5. Click **Go**.

Intersection Of

Highway 1: and Highway 2: City:

If you click **Done** instead of **Go** it will take you back to the Enter Trip box to make a different routing selection.

All of the possible intersection matches will be found on the map, each marked with a numbered pushpin.

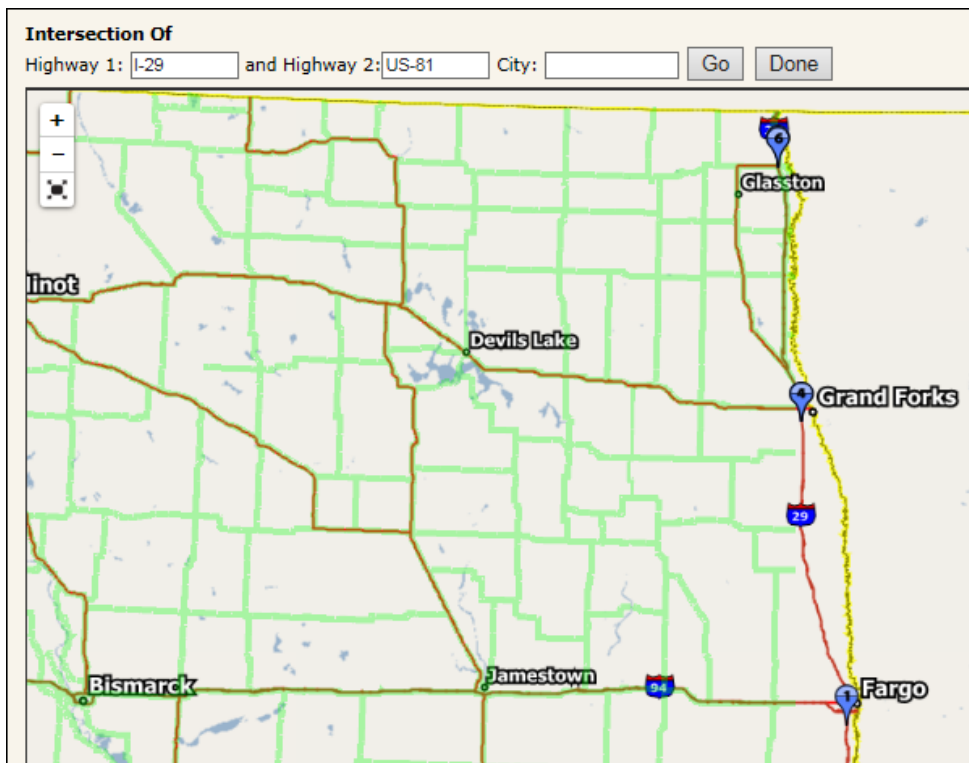


FIGURE 8: INTERSECTION LOCATION FOUND

6. Zoom in and click the pushpin that marks the location that you wish to use. That location will be added to the Origin or Destination box to the left.

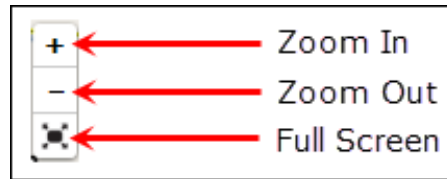



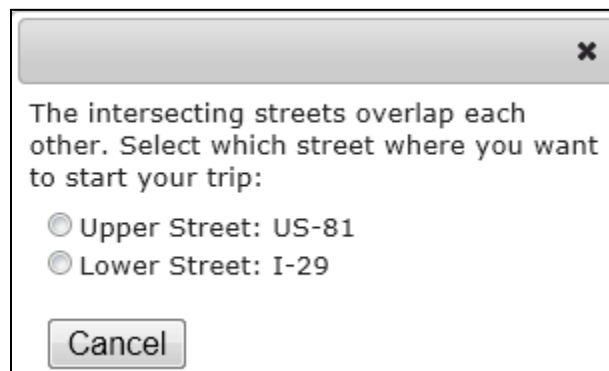
FIGURE 9: MAP ZOOM TOOL

TABLE 3: MAP ZOOM TOOL

Element	Description
Zoom Level	Click the Zoom Level buttons (+/-) to zoom in and out of the center of the map
Full Screen	Click to expand the map area to full screen view

See page 24 for additional map zoom operations.

If an intersection has multiple possible matches at the same location the pushpin  will be split. This denotes a possible upper and lower location found. These split locations are typically found at overpasses, etc. When you click on one of these split locations a pop up box will appear listing the upper and lower locations for that intersection. Choose the proper location to continue.



- Enter the rest of your origin and destination and click **Validate and Run**.
*The **Route Results** panel displays your route. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*
- Click **Next** to continue the permit application process.

Helpful Hints:

If the system cannot locate the entered intersection:

- Enter your Highway 1 or 2 names using the format for Highway Names as described in *Table 5* on page 18.
- Remove the city name to see all possible matches.
- When there are multiple possible matches, select the intersection that best represents your origin or destination.
- If the Highway 1 or 2 names include prefix direction such as N, NE, etc., try it without the prefix.
- If the Highway 1 or 2 names include indicators such as road, street, drive, etc., try without those indicators.
- If the Highway 1 or 2 names are not on a state maintained road, enter another location or use the **Find on Map** feature as described on page 22.

By Border Crossing

To select an origin or destination at a border crossing:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Border Crossing**.
The fields change to allow you to select a border crossing into the State.

The screenshot shows a web form titled "Enter Trip". It has several sections:

- Origin:** A dropdown menu is set to "Border Crossing". Below it is a "Select:" dropdown menu showing "I-29, Hankinson SD".
- Via Points:** A dropdown menu is set to "None".
- Destination:** A dropdown menu is set to "Border Crossing". Below it is a "Select:" dropdown menu showing "ND-200, Fairview MT".

FIGURE 10: ENTER ROUTE POINTS: ORIGIN OR DESTINATION BORDER CROSSING

3. From the dropdown box beneath the Origin or Destination box, select the proper border crossing. The border crossing list displays the North Dakota highway name, the name of the city within North Dakota closest to the border crossing, and the state that the border crossing is with.
4. Enter the rest of your origin and destination, and click **Validate and Run**.

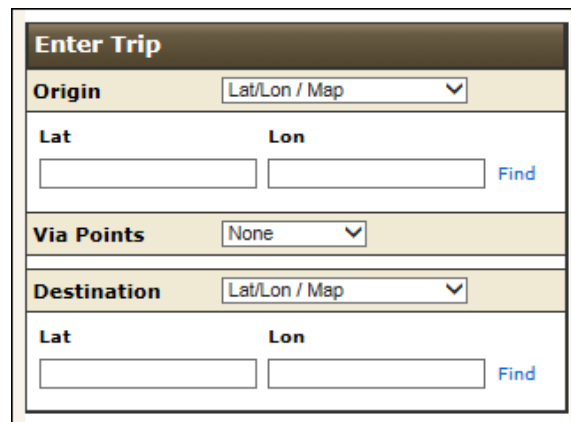
The **Route Results** panel displays your route. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.

5. Click **Next** to continue the permit application process.

By Selecting a Location on a Map

To select an origin or destination of a route by clicking on a location on the map:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Lat/Lon /Map**.



The screenshot shows a form titled "Enter Trip". It has two main sections for "Origin" and "Destination". Each section has a dropdown menu labeled "Lat/Lon / Map" with a downward arrow. Below each dropdown are two input boxes labeled "Lat" and "Lon", and a blue "Find" link to the right of the "Lon" box. Between the Origin and Destination sections is a "Via Points" dropdown menu with "None" selected and a downward arrow.

FIGURE 11: ENTER ROUTE POINTS: ORIGIN OR DESTINATION LAT/LON/MAP

3. If you know the actual latitude and longitude of the location to be used, enter that information into the **Lat** and **Lon** boxes. If you do not know the latitude and longitude locations, click the **Find** link to the right of the **Lat** and **Lon** boxes.

*The **Find Lat Lon on Map** screen is displayed to the right.*

4. Use the **Find Lat Lon on Map** screen to select a routing origin or destination by clicking on the map. See *Set Location Options*
5. on page 24 for more information on using and navigating this screen.

6. Use the *Zoom* tool (see *Table 3* on page 20) and the *Focus City* tool to locate the origin or destination location.
7. Choose the **Select** option.

Find Lat Lon on Map
Use the map to find your location. Click the Select radio button and then click the location.
Focus City:
 Drag Map Select

8. Click a location on the map.
*The **Select Location** screen is closed and the new location is entered in the Lat and Lon fields on the **Route Points** panel.*

Lat	Lon	
<input type="text" value="48.315338"/>	<input type="text" value="-102.728721"/>	<input type="button" value="Find"/>
US-2 near White Earth		

9. Enter the rest of your origin and destination, and click **Validate and Run**.
*The Route Results are displayed to the right. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*
10. Click **Next** to continue the permit application process.

Helpful Hints:

- When selecting a location on the map, you must select a location that is on a state maintained road. To do this make sure you are zoomed in sufficiently to click on the correct road and that the road is highlighted green.
- If you click too close to an intersection, the system will assume the intersection as your location selection.

Set Location Options

To select an origin or destination location to be routed after choosing the Lat/Lon/Map option and clicking Find:

1. Use the *Zoom* tool (see *Table 3* on page 20) and the *Focus City* tool to locate origin or destination location.
2. Select the **Select** radio button.
3. Click a state maintained location (green highlight) on the map.

*The **Find Lat Lon on Map** screen is closed and the new location is entered in the Lat/Lon fields on the **Route Points** panel.*

To use the Focus City tool:

1. Enter the name of a city or town within the State.
2. Click **Go**.

The map centers to the city or town that you entered and zooms to a set level.

Map Zoom Operations

There are several methods to zoom in and out of the map area.

To center in to a location on the map:

1. Double-click a location on the map.

The map centers to that location.

To drag the map to a select location:

1. Select the **Drag Map** radio button.
2. Place the cursor in the map area, left-click with your mouse, and hold the button down.
3. Move the cursor around.

The map area moves with the cursor.

To zoom into a location on the map:

1. Double click a map location to center it on the map.
2. Use the *Zoom* tool (see *Table 3* on page 20) or place your cursor on a map location and dial the scroll button on your mouse.

The map view zooms into the location where your cursor is located.

By Selecting Road and Mile Marker

To enter a road, mile marker and direction of travel as the origin or destination:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Road and Mile Marker**.

The screenshot shows a form titled "Enter Trip" with a dark header. Below the header, there are four main sections: "Origin", "Via Points", "Destination", and another "Origin" section. Each section has a dropdown menu. The "Origin" and "Destination" sections are set to "Road and Mile Marker". Below each of these sections, there are three input fields: "Road:" with a dropdown menu showing "1", "Mile Marker:" with a text input field, and a direction dropdown menu showing "N". The "Via Points" section is set to "None".

FIGURE 13: ENTER ROUTE POINTS: ORIGIN OR DESTINATION ROAD AND MILE MARKER

3. From the drop down boxes select your road and direction of travel. Enter the mile marker number.

This screenshot shows the "Enter Trip" form with the "Origin" section selected. The dropdown menu for "Origin" is set to "Road and Mile Marker". Below this, the "Road:" dropdown menu is set to "200", the "Mile Marker:" text input field contains "112", and the direction dropdown menu is set to "N".

4. Enter the rest of your origin and destination, and click **Validate and Run**.
*The **Route Results** panel displays your route. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*
5. Click **Next** to continue the permit application process.

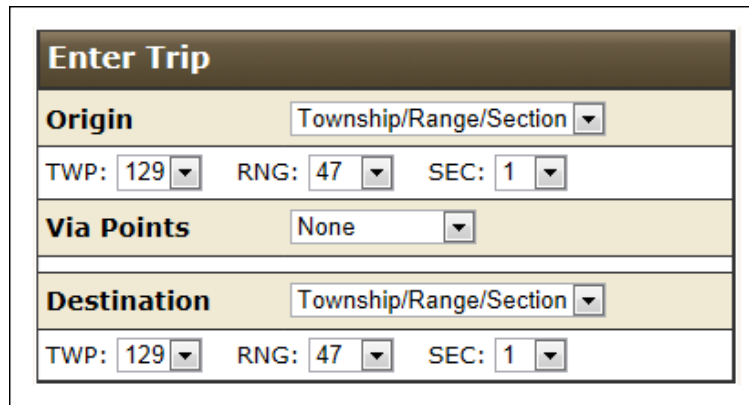
Helpful Hints:

- If your selection is on a divided highway, the direction of travel (N,S,E,W) must be correct to obtain expected results.

By Selecting Township/Range/Section

To select a township/range/section location as the origin or destination:

1. Generate a route as described on page 11.
2. On the **Route Points** panel, in an Origin or Destination field, select **Township/Range/Section**.



The screenshot shows a web form titled "Enter Trip". It has a dark header bar with the title. Below the header, there are several sections. The first section is "Origin", which has a dropdown menu set to "Township/Range/Section". Below this, there are three sub-fields: "TWP:" with a dropdown set to "129", "RNG:" with a dropdown set to "47", and "SEC:" with a dropdown set to "1". The second section is "Via Points", with a dropdown menu set to "None". The third section is "Destination", which also has a dropdown menu set to "Township/Range/Section". Below this, there are three sub-fields: "TWP:" with a dropdown set to "129", "RNG:" with a dropdown set to "47", and "SEC:" with a dropdown set to "1".

FIGURE 14: ENTER ROUTE POINTS: ORIGIN OR DESTINATION TOWNSHIP/RANGE/SECTION

3. Select the location using the three drop down selections.
4. Enter the rest of your origin and destination, and click **Validate and Run**.
*The **Route Results** panel displays your route. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*
5. Click **Next** to continue the permit application process.

Helpful Hints:

- If the location entered is not on a state maintained road, the system will suggest you enter another location or use the **Find on Map** feature as described on page 22.

Routing Methods

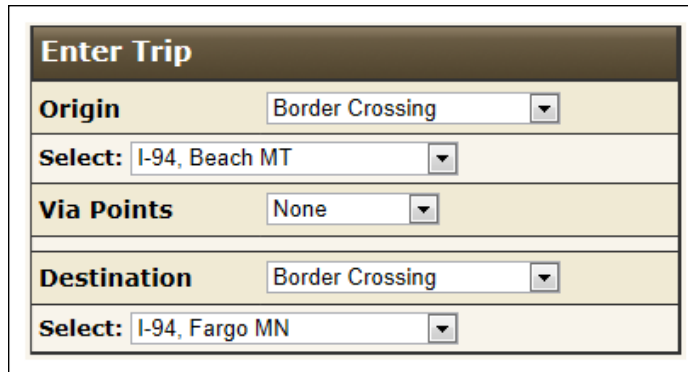
You can generate a basic point to point route, or you can stipulate that a route be generated:

- Through specified Via points (see page 30)
- Along specified roadways (see page 29)

Point-To-Point

To generate a point-to-point route without designated Via points or roadways:

1. Begin generating a route as described on page 11.
*The **Route Points** panel is displayed.*
2. Select the **None** option in the **Via Points** section.



The screenshot shows a web form titled "Enter Trip". It has a dark header with the title in white. Below the header are several rows of input fields. The first row is "Origin" with a dropdown menu showing "Border Crossing". The second row is "Select:" with a dropdown menu showing "I-94, Beach MT". The third row is "Via Points" with a dropdown menu showing "None". The fourth row is "Destination" with a dropdown menu showing "Border Crossing". The fifth row is "Select:" with a dropdown menu showing "I-94, Fargo MN".

FIGURE 15: ENTER ROUTE POINTS: VIA POINTS NONE

3. Choose your origins and destinations to be any combination of the following:
 - Specific address
 - Intersection
 - Border crossing
 - Lat/Lon / Map
 - Road and Mile Marker
 - Township/Range/Section

4. Click **Validate and Run**.

*The **Route Results** panel is displayed to the right. Review your route and driving directions.*

*Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*

5. Click **Next** to continue the permit application process.

Highway Names

This routing method lets you:

- Stipulate a path between an origin and destination
- Identify one or more highways to use as a “Via point” within the generated route.

To use this feature, list the roadways that you want your route to take.

The screenshot shows a web form titled "Enter Trip" with the following sections:

- Origin:** A dropdown menu with "Lat/Lon / Map" selected. Below it are input fields for "Lat" (46.026585) and "Lon" (-96.617362), a "Find" button, and the text "ND-127 near Hankinson".
- Via Points:** A dropdown menu with "Highway" selected. Below it is a text area with instructions: "Enter highways using NDDOT highway naming in order of travel separated by commas. For example: I-94, US-52, ND-200." and the input "ND-127, US-81".
- Destination:** A dropdown menu with "Lat/Lon / Map" selected. Below it are input fields for "Lat" (46.824297) and "Lon" (-100.826699), a "Find" button, and the text "I-94 near Bismarck".

FIGURE 16: ENTER ROUTE POINTS: VIA POINTS HIGHWAY

To generate a route Via specified roadways:

1. Select an origin and destination as described on page 11.
2. In the **Via Points** section, select the option **Highway**. The Highway Names fields are displayed.
3. In the **Highway Names** field enter the names of roadways that the system should use to generate the route in the order of travel separated by commas.
4. Click **Validate and Run**.

*The **Route Results** panel is displayed showing your route from origin to destination Via the highway(s) you entered. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*

5. Click **Next** to continue the permit application process.

Understanding Highway Names

The entered Via highways are recommendations, not requirements. If the route requested is blocked by restrictions or is perceived to be otherwise unroutable or excessive in distance compared to the origin and destination only route, the system will ignore the request and route an approved route.

For best results, use the official ND DOT highway names:

TABLE 5: OFFICIAL ND DOT HIGHWAY NAMES

Road Type	Naming Convention	Examples
Interstate Highways	I-XX Where XX is the route number	I-29, I-94
US Highways	US-XX Where XX is the route number	US-52, US-281
State Highways	ND-XX Where XX is the route number	ND-43, ND-200

Find On Map

To generate a route through designated map points:

1. Select an origin and destination as described on page 11.
2. In the **Via Points** section, select the option **Find on Map**.

The screenshot shows a web form titled "Enter Trip". It has several sections:

- Origin:** A dropdown menu with "Border Crossing" selected.
- Select:** A dropdown menu with "I-94, Beach MT" selected.
- Via Points:** A dropdown menu with "Find On Map" selected.
- Select On Map:** A blue text link.
- Destination:** A dropdown menu with "Border Crossing" selected.
- Select:** A dropdown menu with "I-94, Fargo MN" selected.

FIGURE 17: ENTER ROUTE POINTS: VIA POINTS FIND ON MAP

- Click the **Select on Map** link, and the **Select Lat/Lon Vias on Map** window is opened.

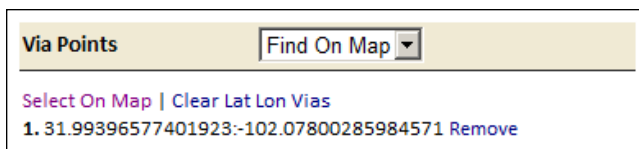


- Zoom in and move around the map as described on page 22. You must be zoomed in to a level 14 to click a location on the map as a Via point.
- To select a Via point select the **Select** radio button and left click on the map in the location you wish to add.

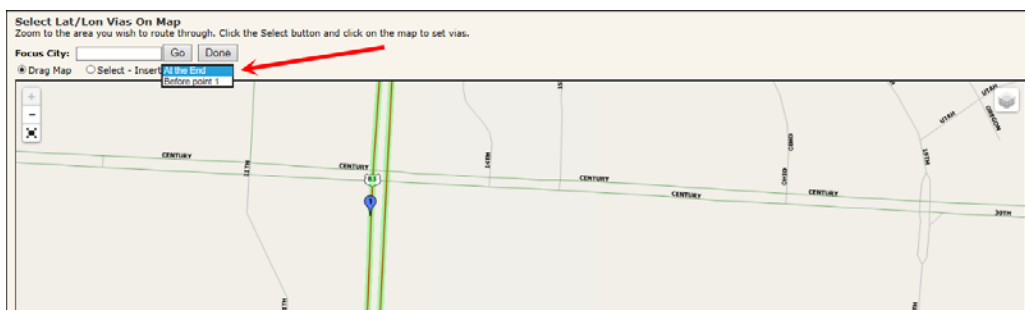
The Via point selected will be added to the list beneath the map and a numbered marker will be added to the map.

#	Lat	Lon	Remove
1	31.99396577401923	-102.07800285984571	Remove

The same Via point location will be placed in the *Via Points* section of the Enter Trip box.



- Add additional Via points to the list by repeating the above two steps. Via points do not have to be entered in consecutively traveled order. When selecting each Via point, decide if you want to add this point to the end of the list or before a specific Via point.



*Via points can be individually removed from the list by clicking the **Remove** link on that line. The entire list can be removed by clicking the **Clear Lat Lon Vias** link in the Via Points box on the left.*

*Once finished click the **Done** button. The Vias will be entered into the trip between the origin and the destination.*

7. Click **Validate and Run**.

*The **Route Results** panel is displayed showing your route from origin to destination with the Find on Map Via(s) you entered. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*

8. Click **Next** to continue the permit application process.

Helpful Hints:

- Adjusting your route from the system generated route, may result in the route being reviewed by the permit office. If the adjusted route increases the mileage sufficiently, or if the adjusted route uses roads determined less favorable for travel by the Department of Transportation, your route may require review for approval by the permit office.

Generate Split Trip

Split trips are two or more separate routes under the same permit. Split trip permits are used when:

- A vehicle/load will leave the state and re-enter on same or different highway
- The vehicle/load *must* travel on off-system roadways in the middle of a route

To generate a split trip:

1. Generate a route as described on page 11. On the **Route Points** panel, additional split trips can be entered by selecting one of the **Split Trip** boxes beneath the Enter Trip box.
2. Click in the checkbox to the left of **Split Trip** to provide an additional Enter Trip box.

You can route split trips through specified locations as described on page 30.

You can route split trips over specified roadways as described on page 29.

FIGURE 18: ENTER ROUTE POINTS: SPLIT TRIP, POINT-TO-POINT

3. Choose your origins and destinations to be any combination of the following:
 - Specific address
 - Intersection
 - Border crossing
 - Lat/Lon / Map
 - Road and Mile Marker
 - Township/Range/Section
4. Enter any additional Via points.
5. Click **Validate and Run**.

*The Trip Results are displayed to the right. Review your route and driving directions. Expand the **Route Points** panel if you want to make any changes. Changes will require you to click **Validate and Run** to update your route.*

6. Click **Next** to continue the permit application process.

Upload Vehicle Loading Diagram

This feature allows users to upload vehicle loading diagrams when required. It is used primarily for any vehicle that is greater than 250,000lbs, for any trailer with trunions or side by side dollies, and any dual lane trailers or double trailer configurations. This feature is also used for special mobile equipment (self propelled) (excluding earthmoving) when the track width is less than 8'6" in width.

Note: For permits that require a loading diagram, the user cannot proceed from the routing screen until the diagram has been uploaded.

To upload a vehicle loading diagram:

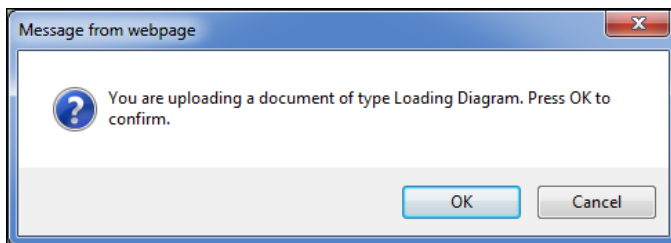
1. Click the **Upload Vehicle Loading Diagram** link.
*The **Upload Documents** screen is displayed.*

The document you will upload must already be saved to your computer. Word or PDF documents are

recommended to ensure that other users can view the uploaded document.

User Name	Time Stamp	Document Description and Notes	Document Type	View Document
<p>Instructions for uploading a new document. 1: Select the document type. 2: Browse to find the document you wish to upload. 3: Enter both a title and a brief description for the document. 4: Press 'Upload Document' to add the new document to the list.</p> <p>Document Type: Loading Diagram ▾</p> <p>Document Name and Path: <input type="text"/> Browse...</p> <p>Title: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Close Upload Document</p>				


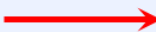
2. Select the **Document Type** from the pull down list. Loading Diagram is the default.
3. Click **Browse** to locate the file on your computer that you wish to upload.
4. Enter a **Title** and **Description** for the document you are uploading.
5. Click **Upload Document** to upload the selected document to this permit application.
6. Click **OK** on the confirmation page to continue. Click **Cancel** to cancel.



7. Click **Close** to return to the permit application.

To view a previously uploaded vehicle loading diagram:

1. Click the **Upload Vehicle Loading Diagram** link.
*The **Upload Documents** screen is displayed and includes a list of previously uploaded documents.*
2. Click the **View** link for the document you wish to view.

Previously Uploaded Documents				
User Name	Time Stamp	Document Description and Notes	Document Type	View Document
	8/20/2013 6:29:33 PM	Title: Test Document 1 Description: Test		 View
	8/20/2013 6:30:15 PM	Title: Test Document 2 Description: Test		 View

Instructions for uploading a new document.
 1: Select the document type.
 2: Browse to find the document you wish to upload.
 3: Enter both a title and a brief description for the document.
 4: Press 'Upload Document' to add the new document to the list.

Document Type:

Document Name and Path:

Title:

Description:

The document will open for viewing, printing or saving to your computer.

3. Close the document and click **Close** to return to the permit application.

Route Results Panel

Once you have clicked **Validate and Run**, the **Route Results** panel will display as shown below. The Route Results Panel Elements table defines the information found on the **Route Results** panel.

Routing

Back Save and Exit Save

Carefully check the route presented below. If it looks correct, click Next.
 I have a problem with the route and would like it reviewed

ND-66, 2.7mi S of Munich to ND-17;MN;Drayton
 Trip Distance: 91.7 Trip Time: 02:51 Save this trip...

Drag Map
 Get Restriction Information For Road
 Drag Route
 Restrictions in Box
 Open click point in Google Maps

Load Dimensions Used During Routing

Width: 12 ft. 0 in. Height: 0 ft. 0 in.
 Length: 65 ft. 0 in. Weight: 80000
 Front O'Hang: 0 ft. 0 in. Rear O'Hang: 0 ft. 0 in.
 Lowboy: no Hydraulic: yes

Conditional Overrides

Restriction	Override Reason
ND 66 From 56.996 to 78.981 7 ton	

Approve Restrictions with Reasons

View/Edit Bridge Data

Ton Miles

Type	Miles	Fees
7 Ton	21.3	\$0.00
Total	21.3	\$0.00

Route Description

==> ND-66, 2.7mi S of Munich <==ND-66, US-81, ND-17==> ND-17;MN;Drayton <==

ND 66 From 56.996 to 78.981 7 ton

Driving Directions

Miles	Route	To	Distance	Time
Origin: ND-66, 2.7mi S of Munich				
65.7	ND-66	Turn right onto US-81 [ND-66]	65.7	01:53
13.4	US-81	Continue Straight on ND-17 [12TH ST]	79.1	02:08
12.6	ND-17	Continue Straight on ND-17 [HWY-4] [69TH ST]	91.7	02:51
0	ND-17	Arrive at ND-17;MN;Drayton, ND	91.7	02:51
Final Destination: ND-17;MN;Drayton				
			91.7	02:51

TABLE 6: ROUTE RESULTS PANEL ELEMENTS

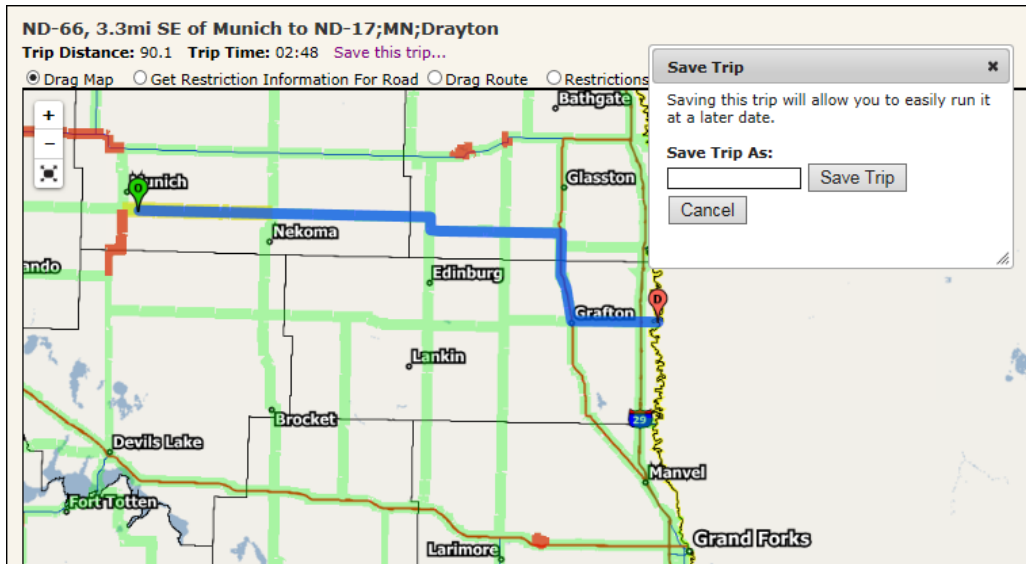
Element	Function
Back Button	Click to go back one page in the permit application process.
Save and Exit Button	Click to save your progress and exit the permit application.
Save Button	Click to save your progress.

TABLE 6: ROUTE RESULTS PANEL ELEMENTS

Element	Function
Next Button	Click to proceed to the next page in the permit application process once routing is complete.
Expand Chevron	Click to expand the Routing Points panel to view/edit your route.
Route Review Checkbox	Check this box to have your route reviewed. A text box will display to put notes in describing what you would like for the route to do.
Save This Trip Link	Click this link to name this trip and have it recalled for future permit applications.
Drag Map	Default radio button. This will allow you to click on the map and drag it to view different areas of the map.
Get Restriction Information for Road	Select this radio button to view restriction information for a red highlighted road segment on the map. After you click this option, click on the road segment in question. You must be at a zoom level 14.
Drag Route	Select this radio button to perform the Drag Route feature as described on page 41.
Restrictions in Box	Select this radio button and then click and drag to form a box on the map. The restrictions found within the box will be listed. If there are a large amount of restrictions displayed on the map, reduce the size of the box for best results.
Open Click Point in Google Maps	Select this radio button then click a point on the map to open the location in Google Maps. Close to continue with your permit application.
Load Dimensions Used During Routing	Expand this section to review the load dimensions used in the permit application.
Ton Miles	This section will display if there is any travel on ton mile roads and will calculate the ton miles and fees. If the user wishes to reduce the ton miles, they can check the box for Minimize Ton Mile Routing on the Route Points panel.
Route Description	Expand this section to view the abbreviated route without the turn by turn, distance, and time calculations.
Driving Directions	This section displays the detailed turn by turn driving directions along with the calculated distance and time for travel.

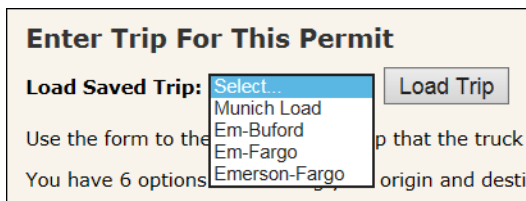
Save This Trip

From the **Route Results** panel, you can save a trip to recall for use at a later time. Click **Save this trip...** to open the *Save Trip* box. Enter a name for this trip and click **Save Trip**. The origin, destination and other routing points are saved to recall for a later permit.



Load Saved Trip

If you would like to use the origin, destination and other routing points from a previously saved trip, select a trip from the **Load Saved Trip:** dropdown and click **Load Trip**. The routing information will be populated. This information can be edited or kept the same. To obtain a route using this routing information, click **Validate and Run**. The system will always validate the route and provide a route based on current restrictions.



Minimize Ton Mile Routing

At times, the ton mile fees for a route can largely increase the cost of the permit. To avoid ton mile roads as much as possible for a route:

1. Generate a route as described on page 11.
2. Select Via points if desired.
3. Check the box for **Minimize Ton Mile Routing**.
4. Click **Validate and Run**.

Be aware that this adjusted route may be longer than the default system route. To change your route to the system generated route and include ton mile fees:

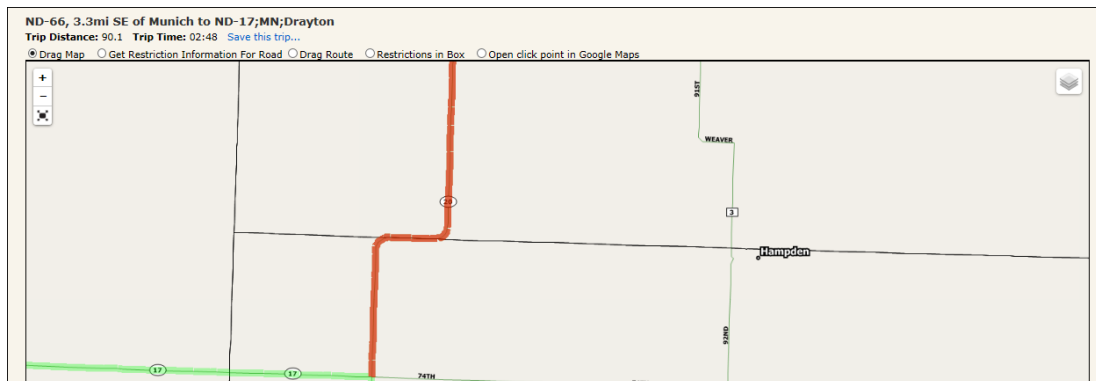
1. Expand the routing options panel to the left of the map.
2. Uncheck the box for **Minimize Ton Mile Routing**.
3. Click **Validate and Run**.

Restrictions that Affect Your Route

After generating a route, restrictions that apply to your vehicle dimensions will be displayed on the map as red highlights. Viewing the details for these restrictions can assist you in identifying where you can or cannot travel with your specific load size.

To view the restriction information for a particular road:

1. Generate a route as describe earlier using any of the origin and destination options.
2. Zoom into the area where the particular restriction you want information about is located on the map.



3. Choose the **Get Restriction Information for Road** radio button above the map.
4. Left click on the red highlighted road.

The **Restrictions Information** screen will display. This window will list any restrictions associated to the particular road segment that you selected. Each Restriction will include the official ND text for that restriction, and the dimension, or dimensions that are associated with it. At least one of the restrictions for that section of road will apply to the vehicle you are routing since it was highlighted red.

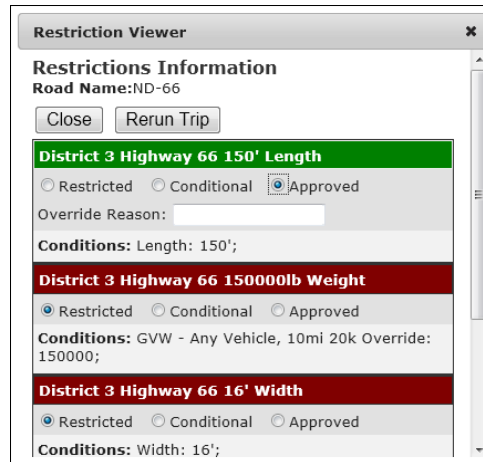


FIGURE 19: RESTRICTION VIEWER AND INFORMATION SCREEN

- After viewing the restrictions click the **Close** button to close the Restriction Viewer and return to your trip.

TABLE 7: RESTRICTIONS INFORMATION SCREEN ELEMENTS

Element	Function	
Road Name	The E-PERMITs routing system name of the current road segment	
Close Button	Click to close the Restrictions Information screen.	
Restriction Description	The details of each restriction assigned to the current road segment	
Restriction Condition	Height	Roadway restriction prohibits loads that are greater than the stated height
	Weight	Roadway restriction prohibits loads that are greater than the stated weight
	Weight with tolerance	Restriction based on the GVW provided by the DOT with a tolerance of 20,000lbs for no more than 10 miles at the origin and or destination only.
	Length	Roadway restriction prohibits loads that are greater than the stated length

TABLE 7: RESTRICTIONS INFORMATION SCREEN ELEMENTS

Element	Function	
	Width	Roadway restriction prohibits loads that are greater than the stated width
	Turn	Roadway restriction prohibits loads to make turns here
	No Permit	Roadway restriction prohibits any oversize/overweight traffic

Drag Route

The E-PERMITS routing system allows for a route to be altered with the Drag Route functionality.

Helpful Hints:

- Adjusting your route from the system generated route, may result in the route being reviewed by the permit office. If the adjusted route increases the mileage sufficiently, or if the adjusted route uses roads determined less favorable for travel by the Department of Transportation, your route will be reviewed for approval by the permit office.

To use Drag Route:

1. Generate and calculate your trip as described beginning on page 11.
2. On the **Route Results** panel zoom into the area of the trip that you wish to alter.
3. *Ensure that you can still see the blue route line and the area you wish to alter the route to on the map.*
4. *Select **Drag Route** from the radio buttons above the map.*
5. *Hover the mouse over the blue route line on the road at which you want to start to alter the route.*

A small white square should appear when you hover over the blue route line.



1. *Click and hold* the left mouse button on the blue route line.
2. Drag the mouse to the point that you wish for the route to take. The system will generate the alternate route line in purple. Do not let go of the mouse button.

Avoid choosing a location that is contained within a restriction. If such a location is hovered over, the orange route line will disappear. Likewise, the orange route line will disappear if you move to a location that cannot be routed to due to a lack of roads.

The orange line will be displayed showing you the new proposed route line.

Moving the mouse while still holding down the left mouse button will preview other possible options for the route to take.

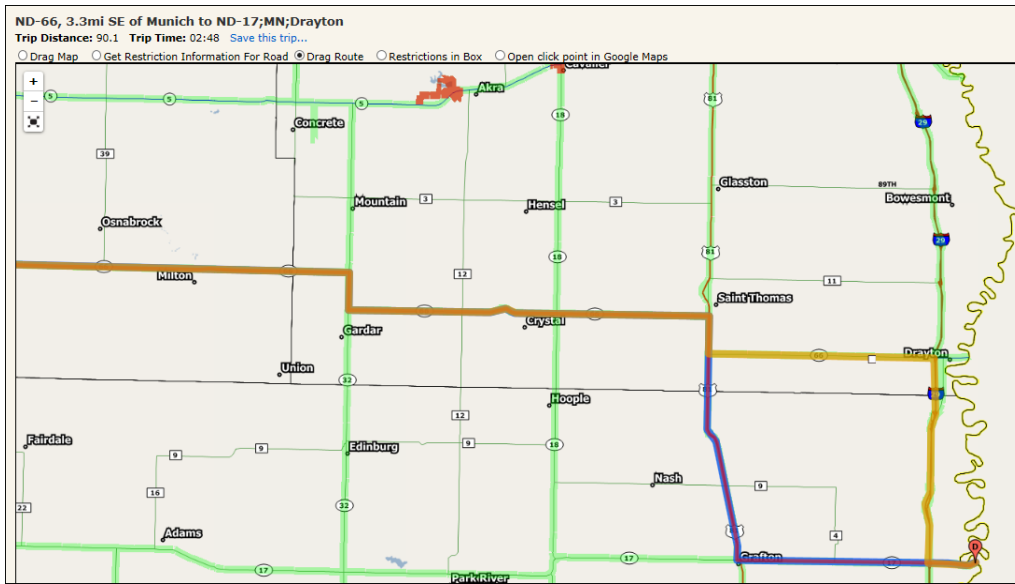


FIGURE 20: DRAG ROUTE

- When the purple route line is displaying the desired route to be calculated, let go of the left mouse button. The trip will automatically be calculated.

*The new trip will appear with the altered route on the **Route Results** panel.*



Amend Route

Routes can be amended before the permit has been issued by accessing the pending application and adjusting the route. If there is a restriction change that affects the route once the permit has been issued, the customer and the permit office will receive notification that there has been a restriction change that affects the route. In this scenario, the route can be amended after the permit has been issued.

To amend a Route:

The origin, destination or entire route should be changed only if travel has not begun. The following types of route changes can be made:

- **Change origin and or destination**
- **Change the entire route**

1. Identify the permit to amend and submit to routing.
2. To change the origin, destination, or entire route, modify the route on the **Route Points** panel to the left of the Route Results. You may use all origin, destination, and Via options as when doing an original route. For routing options see information beginning on page 14. This feature should only be used if travel has not begun.
3. Click **Validate and Run**.
4. Click **Next** to continue the amended permit application.

Glossary

Terms	Definitions
Condition	A single detail of a restriction such as <i>Length</i> (that is, the maximum allowable vehicle length on the restricted roadways) or No Permit (no oversize/overweight vehicles can use the roadway)
Off-system	Roads not maintained by ND DOT which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles
Restriction	A Restriction is an object in the system that affects OS/OW routing. This object can be a physical Restriction such as a bridge with limits on clearance or it can be a legal Restriction such as no travel during an area at set times.
State Maintained	Roads maintained by ND DOT on which they have the authority to route oversize/overweight vehicles

Confirm Permit Information

Once your permit application has been added to your shopping cart, you have the following options:

1. **"Edit Permit"** to make changes to the permit before purchasing it.
2. **"Continue Shopping"** to add additional permits to your cart.
3. **"View Shopping Cart"** to complete the purchase of your permit(s).

Your Shopping Cart

The shopping cart screen has several options and features available to the purchaser.

- **Checkout:**
Click in the box or boxes in the Checkout column to select the permit(s) that you wish to pay for. You can select and pay for an individual permit, multiple permits, or choose to **"Select All"** permits.
- **Sort:**
The top row allows for information to be sorted by Permit Type, Unit No., Year, License, Begin Date, or Price.
- **Action:**
The Action column allows the customer to Edit a permit, Delete a permit, or Copy a permit.

Select the permit(s) to be purchased at this time, click either **"Checkout with Credit Card"** or **"Checkout with ACH Transaction"**.

Unfinished permit applications will display under the Checkout column as **Incomplete** and will remain in that status until finished or deleted. You have the option to Edit, Delete, or Copy Incomplete permit applications. Upon completion of the permit application, the permit will then appear under the Checkout column with a box for selection and payment.

Note: Before submitting payment, please review and verify that the price of the permit is correct; that the route is the one that you need; and that the begin & end dates are correct.

Payment Information:

If paying with credit card, enter credit card information and click **"Submit"**. (See Figure S)

Helpful Hint:

*Only click "Submit" once and wait for a response. Please be patient while your credit card is being processed.


*After your credit card has been successfully authorized a list of purchased permits will be displayed for viewing and printing.

Credit Card Information

Total Amount: \$35.00 (USD)
Please enter your credit card information.

Card Holder Name:	<input type="text"/>	(as it appears on card)
Address:	<input type="text"/>	
City-State-Zip:	<input type="text"/>	<input type="text"/> (55554444)

Credit Card Type:	<input type="text"/>	
Credit Card #:	<input type="text"/>	
Expiration Date:	<input type="text"/> month	<input type="text"/> year
Card Verification No:	<input type="text"/>	



The Card Verification Number (CVV) is the last 3 digits on the Signature Panel on the back of the card.

After your credit card has been successfully authorized a list of purchased permits will be displayed for viewing and printing. Click "Submit" once and wait for a response. Please be patient while your credit card is being processed.

FIGURE S

If paying with ACH Transaction, select **"Use this Account"** under the chosen bank account. (For instructions on adding a bank account, please see section below: "Add a Bank Account".)

Additional Features:

Permit History:

To search for previously purchased permits, click on **Permit** History on the left of the Main Menu screen or in the upper right-hand corner of any page. Enter the date(s) of purchase in the Begin Date and End Date. **Note: This can be a single day or a date range of several days.* Click "**Search**". All permits that were purchased during the given date range will be displayed and can be Viewed/Printed.

Permit Status:

- If a permit application is submitted for review, the **Permit Status** screen contains a list of all permit applications that are currently in the review process. The status of the review will be displayed.
- If more information is requested from the customer, an email will be generated and the permit application status will be updated to *Information Requested*. Choose Edit to update the permit with the requested information and resubmit the permit application.
- The information being requested will be displayed in the Notes tab.

Maintain Profile:

- Use this section to update the demographic information for your company profile then click "**Update**".
- For instructions on how to add Power Units, please see page 3.
- Add a **New User** to your company profile (this action can only be performed by the Primary Contact):
 - Click on "**Profile Users**".
 - Click on "**Invite User**".
 - Enter either the North Dakota user ID of the new person or the email address of the new person, click "**Search**".
 - Identify your new person in the list and click "**Invite**".
 - Click "**Ok**" when prompted to confirm your invite.
 - The new user will receive an email from **epermits@nd.gov** with the subject line **E-Permits Invite**.
 - The user will need to follow the instructions provided in the invite email to join the Company Profile.
- Add a **Bank Account** to your company profile (account verification can take up to 10 business days to process):
 - Click on "**Bank Accounts**".
 - Click on "**Add Account**".
 - Enter your banks "**Routing/Transit Number**".
 - Enter Confirm Routing Number, click "**Continue**".
 - Verify Account Details (Routing/Transit Number and Financial Institution).
 - Add "**Account Type**" (Checking or Savings).
 - Enter your "**Account Number**".
 - Enter "**Confirm Account Number**", click "**Continue**".

Maintain North Dakota Login:

Navigate your internet browser to <https://apps.nd.gov/ndhp/epermits/login.htm>.

- Forgot user ID – click **“Forgot Login”**. Type in and confirm the email address that is associated with your account and click **“Request Login”**. An email from ***itdhelp@nd.gov*** will be sent that contains your user ID.
- Forgot password – click **“Forgot Password”**. Type in your user ID and click **“Reset”**. An email from ***itdhelp@nd.gov*** will be sent to the address that is associated with your account. Follow the instructions in the email to reset your password.
- Update account information – click on **“Update your account”**. Type your user ID and password and click **“Login”**. From the **View Profile screen**, click on the appropriate link to edit the following options: **Print Profile, Change Password, Change Email, Change Security Questions, Edit Account Details**.

Description of Each Permit Type:

Some permit types are only available at certain times throughout the year. Please review each definition in order to ensure that you are purchasing the correct permit type.

Single -Trip Permits:

Bridge Length - Single Trip:

This permit authorizes more than 48,000 pounds on a group of 4 or more axles. Weight is determined by the federal bridge formula. Gross Vehicle Weight not to exceed 80,000 pounds.

Building:

This permit authorizes movement of a building. Manufactured housing units or double wide mobile homes larger than 18 feet in width are classified as buildings and require this permit.

Fuel - Diesel:

Required for diesel fueled vehicles when you are not a member of the International Fuel Tax Agreement. The fuel permit is valid for 72 hours or when vehicle leaves the state.

Fuel – Gas:

Required for gas fueled vehicles when you are not a member of the International Fuel Tax Agreement. The fuel permit is valid for 72 hours or when vehicle leaves the state.

Interstate - Single Trip:

This permit is issued for legal size divisible load vehicles exceeding the federal gross vehicle weight cap of 80,000 pounds for movement on the interstate highway system. This permit will be valid for multiple movements in one 24-hour period or a one way trip not to exceed 72 hours.

Longer Combination Vehicle (LCV):

This permit allows Longer Combination Vehicles to increase weight from 105,500 pounds to 131,000 pounds depending on outer bridge distance. Valid only December 1 through March 7.

Mobile Home – SFN 3507:

This permit is issued for transport of manufactured housing units exceeding 8’6" in width, 14 feet in height, and 60 feet in length.

Over Dimensional Only:

The Over Dimensional Only permit cannot permit for load restricted roadways. If your route requires the use of a load restricted roadway, you will need to complete the standard Oversize 3507 permit.

Oversize – SFN 3507:

This permit is issued to any load exceeding legal dimensions and weights, over 8’6” in width, and over 14 feet in height. Does not include Mobile Home or Work Over Rigs.

Special Mobile Equipment - SFN 3507:

Any self-propelled unit that is over-dimensional or overweight. Ex: cranes or scrapers. Does not include Work Over Rigs.

Trip Permit:

Permit required in lieu of ND vehicle registration (not an oversize permit). Applies only on vehicles of NON-resident carriers and is valid for 72 hours.

Work Over Rig (WOR) - SFN 3507:

A work-over service rig is a non-reducible self-propelled vehicle that exceeds ND legal vehicle size and weight limits. A single trip permit is required when traveling on the state highway system.

Request Permit Extension:

To request a date change to an existing permit. You will receive an addition 3 days to complete your trip after you have provided an explanation as to why the extension is needed.

Annual Permits:**Approved Equipment - Trailers:**

Allows additional weight for end-dump gravel trailers or other short semi-trailers only. The trailer must be manufactured and registered in North Dakota prior to July 1, 1973 to qualify. Not valid on interstate or county roads.

Approved Equipment – Trucks:

Allows additional weight to a triple or quad axle on a single unit truck. Not valid on interstate or county roads.

Bridge Length - Annual:

This permit authorizes more than 48,000 pounds on a group of 4 or more axles. Weight is determined by the federal bridge formula. Gross Vehicle Weight not to exceed 80,000 pounds.

Interstate - Annual:

Annual interstate permit which allows unit to exceed 80,000 pounds on interstate systems as long as weights are legal.

Overwidth Fish House - Annual:

Annual permit for transporting overwidth fish houses up to 14’6” wide. Only covers overwidth and does not include over height, over length or overweight.

Overwidth Permit - Annual:

This permit is for the movement of overwidth vehicles and loads that do not exceed 14 feet 6 inches.

This permit only covers overwidth and does not include over height, over length or overweight.

Multi-Trip Permits:

10% Duration Weight Exemption:

Increase weights by either 10% over bridge distance or 10% over axle weights, whichever is the least amount. *Duration 10% valid from July 15 to March 7.* Not valid on interstate or any county roads.

10% Harvest Weight Exemption:

Increase weights by either 10% over bridge distance or 10% over axle weights, whichever is the least amount. *Harvest 10% valid from July 15 to November 30.* Not valid on interstate or any county roads.

10% Winter Weight Exemption:

Increase weights by either 10% over bridge distance or 10% over axle weights, whichever is the least amount. *Wintertime 10% valid from December 1 to March 7.* Not valid on interstate or any county roads.

Combine - Non-Resident:

Non-resident custom combiners traveling through the state or working in the state. Used for transporting over dimensional combines or combine headers.

Combine – Resident:

Resident custom combiners traveling through the state or working in the state. Used for transporting over dimensional combines or combine headers.

Seasonal Permits:

Forage Harvester:

Authorizes overwidth commercial movement of a forage harvester. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Grain Cleaner:

Authorizes overwidth commercial movement of a grain cleaner. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Hay Grinder:

Authorizes overwidth commercial movement of a hay grinder. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Self-Propelled Chemical Applicator:

Authorizes overwidth and overweight commercial movement of a self-propelled chemical applicator. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* The maximum permittable weight on a single axle is 22,000 pounds, not to exceed 550 pounds per inch of tire width.

Self-Propelled Fertilizer Spreader:

Authorizes overwidth and overweight commercial movement of a self-propelled fertilizer spreader. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* The maximum permissible weight on a single axle is 22,000 pounds, not to exceed 550 pounds per inch of tire width.

Truck Mounted Stack Mover:

Authorizes overwidth commercial movement of a haystack mover. Permit is valid from January 1 through December 31 and allows for multiple trips in the year. All axle weights and GVW must be legal as determined by the federal weight formula.

Truck/Tractor Combo Used to Haul Hay Bales:

Authorizes overwidth commercial movement of a truck tractor combination used to haul hay bales. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Vehicle Used to Two Bale Handler/Hay Bales:

Authorizes overwidth commercial movement for a vehicle used to tow bale handlers or hay bales. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Vehicle Used to Haul Fertilizer Spreader:

Authorizes overwidth commercial movement for hauling an agricultural fertilizer spreader. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

Vehicle Used to Haul Chemical Applicator:

Authorizes overwidth commercial movement for hauling an agricultural chemical applicator. *Permit is valid from January 1 through December 31 and allows for multiple trips in the year.* All axle weights and GVW must be legal as determined by the federal weight formula.

10% Weight Exemption:

Increase weights by either 10% over bridge distance or 10% over axle weights, whichever is the least amount. *Harvest 10% is valid from July 15 through November 30. Wintertime 10% is valid from December 1 through March 7.* Not valid on interstate or any county roads.

Additional Fees:

The fees below are automatically calculated by the E-Permits system.

WOR Weight Increase:

WOR service rig weight increase only applies to rigs manufactured prior to 2011. Single and tandem axle weights cannot exceed 695 psi and three or more axles may not exceed 550 psi. GVW is limited based on number of axles.

Ton Mile Fees:

Vehicle and load movements that exceed 200,000 pounds Gross Vehicle Weight are subject to ton mile fees. The fees are calculated at \$.05/ton/mile for the portion of GVW that exceeds 200,000 pounds. Additionally, in the spring of the year, weight limits allowed on State/US highways in ND

are reduced as a result of spring thaw. Permits purchased for the movement of non-reducible loads or vehicles that exceed the load restriction weight limits are subject to ton mile fees.