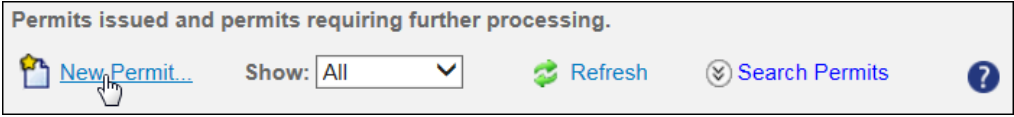
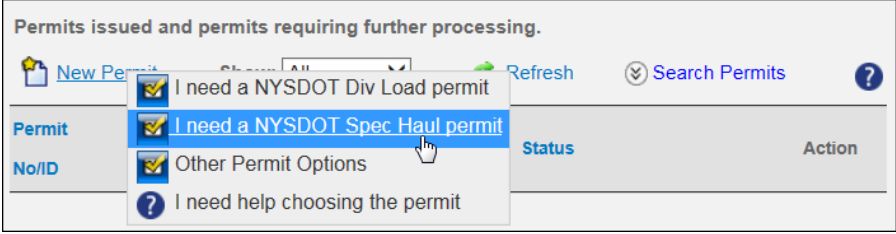
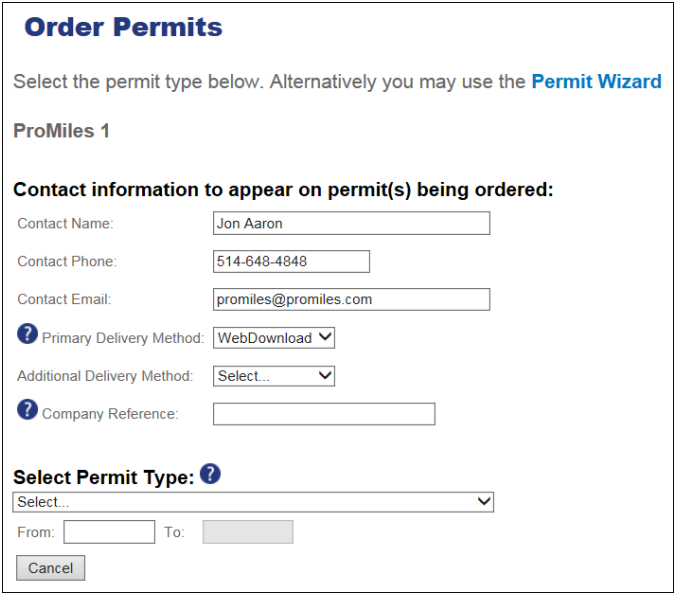


## Order a Permit that Requires a Route Survey – Route Fails

This Training Packet details the steps needed for a Company User to create a permit application that includes a failed route and requires a Route Survey.

Please note that the process order for Route Surveys is different in HOOCS than it was in Permits Automation. In HOOCS, it is intended for the user to obtain a route in HOOCS before performing the **Route Survey**.

Please also note that for HOOCS routing, it is recommended that the user first enter an Origin and Destination on the **Enter a Route** screen. Once the route is reviewed, only then add Via Points or Via Highways to modify the route if the provided route is not suitable to the user.

Step	Description
1.	<p>Click the <b>New Permit</b> link in the <b>Permits Panel</b> on the <b>Company Dashboard</b>.</p> 
2.	<p>Select <b>I need a NYSDOT Spec Haul permit</b>.</p> 
3.	<p>The <b>Order Permits</b> screen will be displayed.</p> <p><b>Note:</b> The information entered and saved from the <b>Company Information</b> screen will auto-populate for the user on the <b>Order Permits</b> screen.</p> 

Order a Permit that Requires a Route Survey – Route Fails

Step	Description				
4.	<p>Choose a <b>Primary Delivery Method</b> and optionally an <b>Additional Delivery Method</b> from the associated dropdown lists. If the delivery method information does not populate, enter the necessary information. If the information does populate from the saved customer information but needs to be changed for this permit application, enter the updated information.</p> <p><b>Note:</b> The saved Contact Information will pre-populate from the <b>Company Information</b>. Complete the fields that were not populated, if necessary. The <b>Additional Delivery Method</b> and <b>Company Reference</b> are optional fields.</p> <table border="1" data-bbox="243 546 1299 798"> <tr> <td data-bbox="243 546 373 672">Additional Delivery Method</td> <td data-bbox="373 546 1299 672">An optional field on the permit application that enables the customer to enter a secondary delivery option for the Permit PDF after issuance.</td> </tr> <tr> <td data-bbox="243 714 373 798">Company Reference</td> <td data-bbox="373 714 1299 798">An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.</td> </tr> </table> <div data-bbox="194 850 844 1428"> <p><b>Order Permits</b></p> <p>Select the permit type below. Alternatively you may use the <a href="#">Permit Wizard</a></p> <p><b>ProMiles 1</b></p> <p><b>Contact information to appear on permit(s) being ordered:</b></p> <p>Contact Name: <input type="text" value="Jon Aaron"/></p> <p>Contact Phone: <input type="text" value="514-648-4848"/></p> <p>Contact Email: <input type="text" value="promiles@promiles.com"/></p> <p><b>?</b> Primary Delivery Method: <input type="text" value="WebDownload"/> ←</p> <p>Additional Delivery Method: <input type="text" value="Select..."/> ←</p> <p><b>?</b> Company Reference: <input type="text"/> ←</p> <p><b>Select Permit Type: ?</b></p> <p><input type="text" value="Select..."/></p> <p>From: <input type="text"/> To: <input type="text"/></p> <p><input type="button" value="Cancel"/></p> </div> <p><b>Note:</b> A <b>Delivery Method</b> of <b>Email</b> must be selected for the customer to receive notifications about the Route Survey approval.</p>	Additional Delivery Method	An optional field on the permit application that enables the customer to enter a secondary delivery option for the Permit PDF after issuance.	Company Reference	An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.
Additional Delivery Method	An optional field on the permit application that enables the customer to enter a secondary delivery option for the Permit PDF after issuance.				
Company Reference	An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.				
5.	<p>Entering a <b>Company Reference</b> for this permit application is optional. The <b>Company Reference</b> enables the user to associate a permit to a particular job, job number, or some other internal tracking. This option is not required and has been provided as a service to HOOCS companies. If information is entered in the <b>Company Reference</b> field, the user will be able to search for all permits associated to that reference. Reports can also be generated using that reference.</p>				

Order a Permit that Requires a Route Survey – Route Fails

Step	Description
6.	<p>Select the Permit Type from the <b>Select Permit Type</b> dropdown list.</p> <p>After choosing a Permit Type, the <b>Next</b> and <b>Save and Exit</b> buttons will be displayed beneath the selected Permit Type.</p> <div data-bbox="191 415 802 940" style="border: 1px solid black; padding: 5px;"> <p><b>Order Permits</b></p> <p>Select the permit type below. Alternatively you may use the <a href="#">Permit Wizard</a></p> <p>ProMiles 1</p> <p><b>Contact information to appear on permit(s) being ordered:</b></p> <p>Contact Name: <input type="text" value="Jon Aaron"/></p> <p>Contact Phone: <input type="text" value="514-648-4848"/></p> <p>Contact Email: <input type="text" value="promiles@promiles.com"/></p> <p>Primary Delivery Method: <input type="text" value="WebDownload"/></p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p>Company Reference: <input type="text"/></p> <p><b>Select Permit Type:</b> <input type="text" value="Type 1 - Single Trip - General Moves (Except Manufactured Homes)"/></p> <p>From: <input type="text" value="9/28/2018"/> To: <input type="text" value="10/02/2018"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/> <input type="button" value="Save and Exit"/></p> </div>
7.	<p>Enter the start date for the permit by clicking in the <b>From</b> field and selecting a date from the calendar.</p> <p><b>Note:</b> The start date cannot be earlier than today and is limited by the Permit Type as to how many days in advance it can be ordered.</p> <div data-bbox="191 1123 810 1661" style="border: 1px solid black; padding: 5px;"> <p><b>Order Permits</b></p> <p>Select the permit type below. Alternatively you may use the <a href="#">Permit Wizard</a></p> <p>ProMiles 1</p> <p><b>Contact information to appear on permit(s) being ordered:</b></p> <p>Contact: <input type="text" value="Jon Aaron"/></p> <p>Contact: <input type="text" value="514-648-4848"/></p> <p>Contact: <input type="text" value="promiles.com"/></p> <p>Primary Delivery Method: <input type="text" value="WebDownload"/></p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p>Company Reference: <input type="text"/></p> <p><b>Select Permit Type:</b> <input type="text" value="Type 1 - Single Trip - General Moves (Except Manufactured Homes)"/></p> <p>From: <input type="text" value="9/28/2018"/> To: <input type="text" value="10/02/2018"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/> <input type="button" value="Save and Exit"/></p> </div> <p>The End Date will automatically populate in the <b>To</b> field based on the Permit Type requested.</p>
8.	<p>Click the <b>Next</b> button to proceed with the permit application or click the <b>Cancel</b> button to cancel without saving the permit application. Click the <b>Save and Exit</b> button to save the permit application for later processing and exit to return to the <b>Company Dashboard</b>.</p>

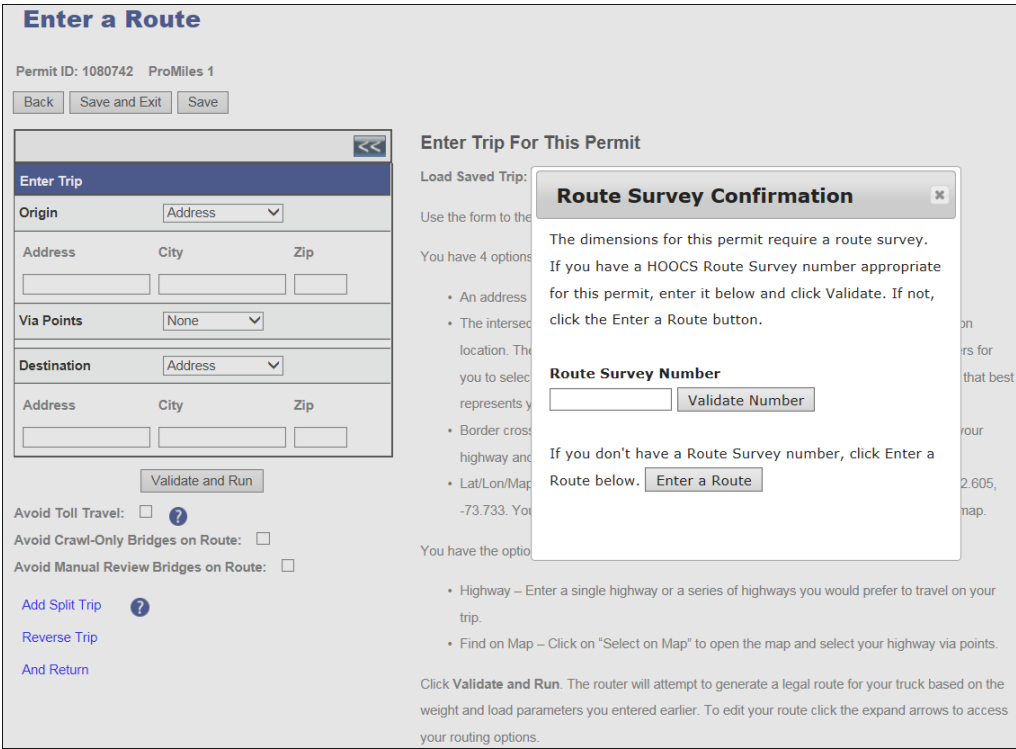
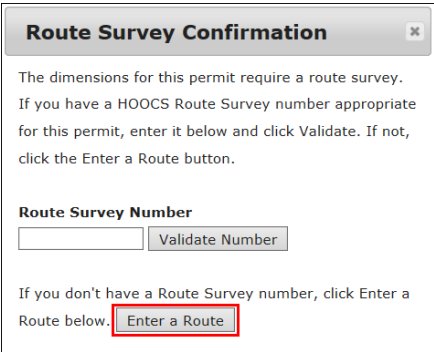
Order a Permit that Requires a Route Survey – Route Fails

Step	Description																														
9.	<p>The <b>Truck and Load Information</b> screen will be displayed.</p> <p><b>Note:</b> When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the <b>HOCS Company Management Portal</b> screen.</p> <div data-bbox="191 411 1458 999" style="border: 1px solid black; padding: 5px;"> <p><b>Order Permits</b></p> <p><b>ProMiles 1</b></p> <p>Use the form below to fill in truck and load information. 1080742</p> <hr/> <p>Add</p> <p>Power Vehicle Inventory <sup>?</sup> Unit/Rig Number <sup>?</sup> Year <sup>?</sup> Make <sup>?</sup> VIN <sup>?</sup> License <sup>?</sup> State <sup>?</sup> Vehicle Type <sup>?</sup></p> <p>Unit</p> <p>+ Select... [ ] Select... [ ] [ ] [ ] [ ] [ ] Select...</p> <p><sup>?</sup> Commodity Type: <sup>?</sup> Load Description: <sup>?</sup> Serial Number:</p> <p>-- Select One -- [ ] [ ]</p> <p><input type="checkbox"/> I attest that the load is non-divisible <sup>?</sup></p> <p><input type="checkbox"/> I attest that hauling multiple items does not create an additional over-dimension <sup>?</sup></p> <table border="0" style="width: 100%;"> <thead> <tr> <th>Load Parameter</th> <th>Feet</th> <th>Inches</th> <th>Load Parameter</th> <th>Feet</th> <th>Inches</th> </tr> </thead> <tbody> <tr> <td>Loaded Width</td> <td>[ ]</td> <td>[ ] <sup>?</sup></td> <td><sup>?</sup> Loaded Front o/Hang</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td>Loaded Height</td> <td>[ ]</td> <td>[ ] <sup>?</sup></td> <td><sup>?</sup> Loaded Rear o/Hang</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td>Loaded Length</td> <td>[ ]</td> <td>[ ] <sup>?</sup></td> <td><sup>?</sup> Loaded Weight</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td>Trailer Length</td> <td>[ ]</td> <td>[ ] <sup>?</sup></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Enter Axles</p> <p>Back Next Save and Exit Delete Permit</p> </div>	Load Parameter	Feet	Inches	Load Parameter	Feet	Inches	Loaded Width	[ ]	[ ] <sup>?</sup>	<sup>?</sup> Loaded Front o/Hang	[ ]	[ ]	Loaded Height	[ ]	[ ] <sup>?</sup>	<sup>?</sup> Loaded Rear o/Hang	[ ]	[ ]	Loaded Length	[ ]	[ ] <sup>?</sup>	<sup>?</sup> Loaded Weight	[ ]	[ ]	Trailer Length	[ ]	[ ] <sup>?</sup>			
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10.	<p>Enter information about the vehicle and load. If the <b>Vehicle</b> has been saved in the <b>Company Data</b>, choose that vehicle from the <b>Vehicle Inventory</b> dropdown list. HOCS will pre-populate the known information about the vehicle into the form.</p> <p><b>Note:</b> For optimal routing, enter exact load dimensions.</p>																														
11.	<p>Select a <b>Commodity Type</b> from the dropdown list.</p>																														
12.	<p>Enter a description in the <b>Load Description</b> field.</p>																														
13.	<p>Enter a serial number in the <b>Serial Number</b> field.</p> <p><b>Note:</b> If there is not an applicable serial number for the load being hauled, enter NA in the <b>Serial Number</b> field.</p>																														
14.	<p>Select the <b>Attest Statement</b> that applies to the load being hauled.</p>																														
15.	<p>Enter the <b>Load Dimensions</b> for the load being hauled.</p> <p><b>Note:</b> At this time, the state has determined that any load exceeding one of the following dimensions will trigger a Route Survey: Height: 13' 11", Length: 100' 0", Width: 15' 11".</p>																														

Order a Permit that Requires a Route Survey – Route Fails

Step	Description																																				
16.	<p>Click the <b>Enter Axles</b> button to enter the appropriate <b>Spacing, Weight</b> and <b>Sum of the Manufactured Tire Rating</b> for each axle.</p> <div data-bbox="191 363 992 1012" style="border: 1px solid black; padding: 10px;"> <p><b>Set Axle Weights</b></p> <p>Enter spacing and weight information for each axle.</p> <p><b>Number of Axles:</b> <input type="text" value="5"/>      Width: <input type="checkbox"/>    Tread Width: <input type="checkbox"/></p> <p><b>Total Spacing:</b>    58' 1"    <b>Total Weight:</b>    93000</p> <table border="1" data-bbox="207 562 784 814"> <thead> <tr> <th>Axle</th> <th>Spacing Feet   Inches</th> <th>Weight</th> <th>Sum of the Mfg Tire Ratings per Axle</th> <th># Tires</th> <th>Lift Axle</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td><input type="text" value="15000"/></td> <td><input type="text" value="15000"/></td> <td><input type="text" value="2"/> ▼</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td><input type="text" value="28"/>   <input type="text" value="5"/></td> <td><input type="text" value="18000"/></td> <td><input type="text" value="18000"/></td> <td><input type="text" value="4"/> ▼</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td><input type="text" value="6"/>   <input type="text" value="9"/></td> <td><input type="text" value="20000"/></td> <td><input type="text" value="20000"/></td> <td><input type="text" value="4"/> ▼</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4</td> <td><input type="text" value="18"/>   <input type="text" value="5"/></td> <td><input type="text" value="22000"/></td> <td><input type="text" value="22000"/></td> <td><input type="text" value="4"/> ▼</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5</td> <td><input type="text" value="4"/>   <input type="text" value="6"/></td> <td><input type="text" value="18000"/></td> <td><input type="text" value="18000"/></td> <td><input type="text" value="4"/> ▼</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>For optimal routing, enter exact weights.</p> <p><input type="button" value="Display Configuration"/>    <input checked="" type="radio"/> Side   <input type="radio"/> Top</p> <p><input type="button" value="Validate Weights and Close"/>    <input type="button" value="Cancel (Clears all axles.)"/></p> </div> <p>Axle weights are required for most Permit Types excluding the Type 15 and Type 1M Manufactured Home permits.</p>	Axle	Spacing Feet   Inches	Weight	Sum of the Mfg Tire Ratings per Axle	# Tires	Lift Axle	1		<input type="text" value="15000"/>	<input type="text" value="15000"/>	<input type="text" value="2"/> ▼	<input type="checkbox"/>	2	<input type="text" value="28"/> <input type="text" value="5"/>	<input type="text" value="18000"/>	<input type="text" value="18000"/>	<input type="text" value="4"/> ▼	<input type="checkbox"/>	3	<input type="text" value="6"/> <input type="text" value="9"/>	<input type="text" value="20000"/>	<input type="text" value="20000"/>	<input type="text" value="4"/> ▼	<input type="checkbox"/>	4	<input type="text" value="18"/> <input type="text" value="5"/>	<input type="text" value="22000"/>	<input type="text" value="22000"/>	<input type="text" value="4"/> ▼	<input type="checkbox"/>	5	<input type="text" value="4"/> <input type="text" value="6"/>	<input type="text" value="18000"/>	<input type="text" value="18000"/>	<input type="text" value="4"/> ▼	<input type="checkbox"/>
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17.	Enter additional information about the axle dimensions and axle weights of the load, if applicable.																																				
18.	Click the <b>Display Configuration</b> button to view a side or top view diagram of the axle configuration to confirm settings.																																				
19.	Click the <b>Close</b> button and make changes if necessary on the <b>Set Axle Weights</b> screen.																																				
20.	Click the <b>Validate Weights and Close</b> button.																																				
21.	<p>Click the <b>Next</b> button to continue, the <b>Save and Exit</b> button to save the application and return to the <b>Company Dashboard</b>, or the <b>Delete</b> button to delete the permit application. Optionally, click the <b>Back</b> button to go back a page.</p> <p><b>Note:</b> New information will not be saved if the user clicks the <b>Back</b> button before saving or before going to the next screen.</p>																																				

## Order a Permit that Requires a Route Survey – Route Fails

Step	Description
22.	<p>The <b>Enter a Route</b> screen and <b>Route Survey Confirmation</b> window will be displayed.</p> 
23.	<p>Click the <b>Enter a Route</b> button to enter a route for the permit requiring a Route Survey.</p> <p><b>Note:</b> Companies are able to reuse an approved <b>Route Survey</b> for the same route for vehicles with the same or smaller dimensions within 30 days of the <b>Route Survey's</b> initial approval. If the load dimensions are the same or smaller, and the route is the same, enter the approved <b>Route Survey Number</b> and click the <b>Validate Number</b> button. The <b>Route Survey</b> must be valid for all dates the permit is valid.</p> <p>For the scenario in this training, the user does not have an approved <b>Route Survey</b>.</p>  <p>The <b>Route Survey Confirmation</b> screen will close and the <b>Enter a Route</b> screen will be displayed.</p>

Order a Permit that Requires a Route Survey – Route Fails

Step	Description
24.	<p>Enter the routing information and generate a route by clicking the <b>Validate and Run</b> button. The <b>Trip Results Panel</b> will be displayed. If the route cannot be generated due to restrictions, the system will display a <b>Failed to generate trip</b> message with restriction information.</p> <p>If a specific route is desired, click the <b>Permit Notes</b> button in the <b>Navigation Bar</b>. Enter the details for the desired route and click the <b>Add Note</b> button.</p> <p>Click the <b>continue your order to have your trip reviewed</b> link. This will submit the permit application to the Permit Office.</p> <div data-bbox="191 548 1458 688" style="border: 1px solid black; padding: 5px;"> <p><b>Failed to generate trip on leg #: 1 because of 10546: BRIDGE 7708160: WALDEN AVE UNDER RAILROAD</b></p> <p>The system was unable to generate a route for your trip. This is most likely due to construction restrictions or low overhead obstructions. Please continue to the next screen and enter your payment information. Your application will be forwarded to a HOOCS permit specialist for routing and issuance. Your account will not be charged until the permit has been issued. The final permit will be sent to you upon issuance. You can adjust your trip or <a href="#">continue your order to have your trip reviewed</a></p> </div> <p><b>Note:</b> The user can click the <b>Expand Chevron</b> icon to expand the <b>Enter Trip Panel</b> and edit the route if they would like. It is recommended that the user first enter an Origin and Destination on the <b>Enter a Route</b> screen. Once the route is reviewed, only then add Via Points or Via Highways to modify the route if the provided route is not suitable to the user. This will assist the user in finding an approved HOOCS route.</p>
25.	The <b>Order Permits: Permit Summary</b> screen will be displayed.
26.	Read and check the box attesting to understanding the rules and requirements for ordering a HOOCS permit.

# Order a Permit that Requires a Route Survey – Route Fails

Step	Description																																										
27.	<p>Click the <b>Submit</b> button at the bottom of the screen.</p> <div style="border: 1px solid black; padding: 10px;"> <h3>Order Permits</h3> <p><b>ProMiles 1</b></p> <p>Jon Aaron Ph: 514-648-4948</p> <p>Permit fee summary. <b>Permit ID: 1080742</b></p> <table border="1"> <thead> <tr> <th>Permits</th> <th>Agency</th> <th>Unit/Rig #</th> <th>Permit Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Type 1 – Single Trip – General Moves (Except Manufactured Homes)</td> <td>NYS DOT</td> <td>11021</td> <td>\$40.00</td> <td>\$40.00</td> </tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td><b>\$40.00</b></td> <td><b>\$40.00</b></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Click the checkbox to attest before submitting. Until the box is checked, there will not be a Submit button to submit the permit application.</p> <div style="border: 1px solid gray; padding: 5px; font-size: small;"> <p>I hereby attest and swear under the penalties of perjury that I have read and understand all the legal requirements for ordering a permit within New York State's 800CP system. These requirements include having workers' compensation and disability insurance (where applicable under New York law) and the levels of liability insurance required by 17 NYCRR Sections 154-1.5 (a) and/or 154-2.7 (a)</p> </div> <p><b>New York Route Directions</b></p> <div style="border: 1px solid gray; padding: 5px; font-size: x-small;"> <p>==&gt;42.89835, -78.81393&lt;==WALDEN AVE N, WALDEN AVE N, WASHINGTON AVE N, GENESEE ST SW, ROETZER ST S, WALDEN AVE N==&gt;42.90352, -78.82681&lt;==</p> </div> <p><b>Order Review</b></p> <p>Permit Type: Type 1 – Single Trip – General Moves (Except Manufactured Homes)</p> <p>Start Date: 9/28/2018 End Date: 10/4/2018</p> <table border="1"> <thead> <tr> <th>Unit Number</th> <th>Type</th> <th>Make</th> <th>Year</th> <th>VIN</th> </tr> </thead> <tbody> <tr> <td>11021</td> <td>TRACTOR</td> <td>PETERBILT</td> <td>2011</td> <td>1XPHD49X9BD128648</td> </tr> <tr> <td>01</td> <td>CHASSIS</td> <td>KENWORTH</td> <td>2017</td> <td>1NRDX4TXDHR155697</td> </tr> </tbody> </table> <p><b>Load and Dimensions</b></p> <div style="border: 1px solid gray; padding: 5px; font-size: x-small;"> <p>Dimensions</p> <p>Width: 16 ft. Height: 14 ft. Length: 100 ft.</p> <p>Weight: 93000 Front O'Hang: Rear O'Hang:</p> </div> <p><b>Origin and Destination</b></p> <table border="1"> <thead> <tr> <th>Miles</th> <th>Route</th> <th>To</th> <th>Distance</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td></td> <td>Origin Latitude: 42.8983450690383 Longitude: -78.8139281992335</td> <td>0.00</td> </tr> <tr> <td>0.00</td> <td></td> <td>Destination Latitude: 42.9035356471256 Longitude: -78.8288081286373</td> <td>0.00</td> </tr> </tbody> </table> <p><b>Via Points</b></p> <p><b>Permit Conditions</b></p> <div style="border: 1px solid gray; padding: 5px; font-size: x-small;"> <p>**BRIDGE 7708170: WALDEN AVE UNDER RAILROAD The approved route involves height-posted bridges. The move has been reviewed, and it is approved for a safe passage of a vehicle with the width and height indicated on the permit.**</p> <p>**BRIDGE 7023130: GENESEE ST UNDER RAILROAD The approved route involves height-posted bridges. The move has been reviewed, and it is approved for a safe passage of a vehicle with the width and height indicated on the permit.**</p> <p>Unless otherwise authorized on this permit, movement is only allowed Mondays through Fridays from 1/2 hour before sunrise until 1/2 hour after sunset.</p> <p>Third Certified Escort required in Front on two lane highways.</p> <p>Lead Escort vehicle to have proper height pole attached.</p> <p>Certified Front and Rear escort vehicles required on all routes.</p> <p>No travel in New York State 7-9 AM and 4-6 PM.</p> <p>Per the New York State Certified Escort Manual, Section 17 (g), Overhead wires, cables, signal or</p> </div> <p><input type="checkbox"/> Click this checkbox to prevent self-issue of permit.</p> <p>No self issue.</p> <p> <input type="button" value="Back"/> <input type="button" value="Save And Exit"/> <input type="button" value="Delete Permit"/> <input style="border: 2px solid red;" type="button" value="Submit"/> </p> </div>	Permits	Agency	Unit/Rig #	Permit Fee	Total	Type 1 – Single Trip – General Moves (Except Manufactured Homes)	NYS DOT	11021	\$40.00	\$40.00	<b>Total</b>			<b>\$40.00</b>	<b>\$40.00</b>	Unit Number	Type	Make	Year	VIN	11021	TRACTOR	PETERBILT	2011	1XPHD49X9BD128648	01	CHASSIS	KENWORTH	2017	1NRDX4TXDHR155697	Miles	Route	To	Distance	0.00		Origin Latitude: 42.8983450690383 Longitude: -78.8139281992335	0.00	0.00		Destination Latitude: 42.9035356471256 Longitude: -78.8288081286373	0.00
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Order a Permit that Requires a Route Survey – Route Fails

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28.	<p>The <b>Permit Submission Successful</b> screen will be displayed.</p> <div data-bbox="191 325 792 873" style="border: 1px solid black; padding: 10px;"> <p><b>Order Permits</b></p> <p>ProMiles 1</p> <p>Jon Aaron Ph: 514-648-4848</p> <p style="text-align: center;"><b>Permit ID: 1080742</b></p> <p><b>Permit Submission Successful!</b></p> <p>Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the <a href="#">Dashboard</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Return to the dashboard</a></li> </ul> <p style="color: red;">The following permits were enqueued for further processing.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #f2f2f2;">Permit ID</th> </tr> </thead> <tbody> <tr> <td>1080742</td> </tr> </tbody> </table> </div> <p><b>Note:</b> Since the permit was not approved when the user clicked <b>Submit</b> due to routing issues, the user will receive a message stating that the permit has been enqueued for further processing.</p>	Permit ID	1080742				
Permit ID							
1080742							
29.	Click the <b>Return to the dashboard</b> link or the <b>Home</b> button to return to the <b>Company Dashboard</b> .						
30.	<p>At this point, the Permit Office will review the permit application and attempt to find an acceptable route. Once the NYSDOT User generates a route, the Route Survey form will be created and emailed to the customer.</p> <p><b>Note:</b> The Route Survey form is also available to the customer in the <b>Route Surveys</b> link on the <b>Company Dashboard</b> to provide to the Survey Company.</p>						
31.	When the customer receives the Route Survey form, and completes the information, the customer will need to upload the completed form for the Permit Office to approve.						
32.	<p>Click the <b>Route Surveys</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</p> <div data-bbox="196 1392 602 1591" style="border: 1px solid black; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Reports</td> <td style="text-align: right; padding: 5px;">▶</td> </tr> <tr> <td style="padding: 5px;"><u>Route Surveys</u></td> <td style="text-align: right; padding: 5px;">▶</td> </tr> <tr> <td style="padding: 5px;">Shopping Cart (0) Permits</td> <td style="text-align: right; padding: 5px;">▶</td> </tr> </table> </div> <p>The <b>Route Survey Search</b> screen will be displayed.</p>	Reports	▶	<u>Route Surveys</u>	▶	Shopping Cart (0) Permits	▶
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33.	Perform a search using the dropdown lists in the <b>Route Survey Details</b> section or locate the <b>Route Survey #</b> in the <b>Records Found</b> table.						

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34.	<p>Click the <b>Upload</b> link in the <b>View</b> column that corresponds to the Route Survey.</p> <p><b>Note:</b> The <b>Upload</b> link will only be available until a document has been uploaded. Once a document has been uploaded to the Route Survey, additional documentation cannot be added. All supporting documentation should be scanned together in one file.</p> <div data-bbox="191 449 886 957" style="border: 1px solid black; padding: 5px;"> <p><b>Route Survey Search</b></p> <p>Enter at least one search filter below and click search.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p><b>Route Survey Details</b></p> <p>Route Survey # <input type="text" value="is"/> <input type="text"/></p> <p>Starting Permit # <input type="text" value="is"/> <input type="text"/></p> <p>Starting Permit ID <input type="text" value="is"/> <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Reset Form"/></p> </div> <p>Records Found: 506 <a href="#">Print Report</a></p> <p><a href="#">1 - 100</a>   <a href="#">101 - 200</a>   <a href="#">201 - 300</a>   <a href="#">301 - 400</a>   <a href="#">401 - 500</a>   <a href="#">501 - 506</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>View</th> <th>Route Survey #</th> <th>Approved</th> <th>Start Date</th> <th>End Date</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td><a href="#">Upload</a></td> <td>1874</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> <tr> <td><a href="#">Upload</a></td> <td>1873</td> <td></td> <td>10/01/2018</td> <td>10/31/2018</td> <td></td> </tr> </tbody> </table> </div>	View	Route Survey #	Approved	Start Date	End Date	Form	<a href="#">Upload</a>	1874		09/28/2018	10/28/2018		<a href="#">Upload</a>	1873		10/01/2018	10/31/2018	
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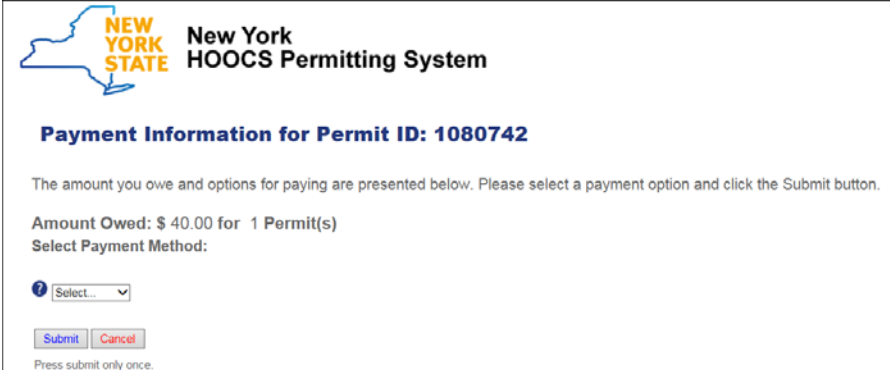
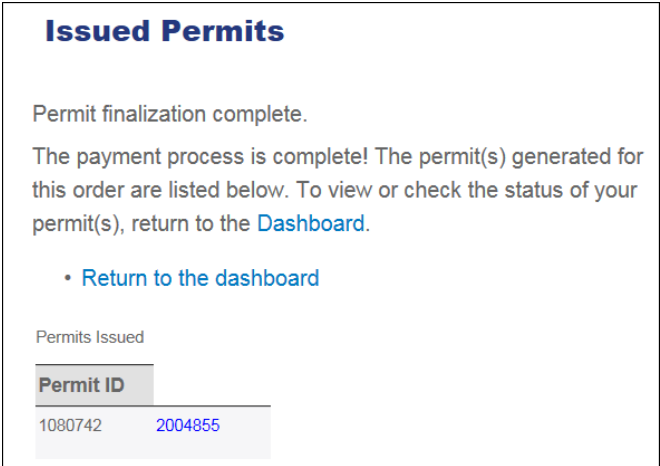
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36.	<p>The <b>Upload Signed Route Study</b> screen will close and the <b>Route Survey Search</b> screen will be displayed.</p> <p>The <b>View</b> column now shows a <b>Document</b> icon next to the <b>Route Survey #</b>. The <b>Document</b> icon confirms the file has been successfully uploaded.</p> <div data-bbox="191 411 938 968" style="border: 1px solid black; padding: 10px;"> <p><b>Route Survey Search</b></p> <p>Enter at least one search filter below and click search.</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p><b>Route Survey Details</b></p> <p>Route Survey # <input type="text" value="is"/> <input type="text"/></p> <p>Starting Permit # <input type="text" value="is"/> <input type="text"/></p> <p>Starting Permit ID <input type="text" value="is"/> <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Reset Form"/></p> </div> <p>Records Found: 506 <a href="#">Print Report</a></p> <p><a href="#">1 - 100</a>   <a href="#">101 - 200</a>   <a href="#">201 - 300</a>   <a href="#">301 - 400</a>   <a href="#">401 - 500</a>   <a href="#">501 - 506</a></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">View</th> <th style="width: 20%;">Route Survey #</th> <th style="width: 15%;">Approved</th> <th style="width: 15%;">Start Date</th> <th style="width: 15%;">End Date</th> <th style="width: 25%;">Form</th> </tr> </thead> <tbody> <tr> <td></td> <td>1874</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> <tr> <td><a href="#">Upload</a></td> <td>1873</td> <td></td> <td>10/01/2018</td> <td>10/31/2018</td> <td></td> </tr> </tbody> </table> </div>	View	Route Survey #	Approved	Start Date	End Date	Form		1874		09/28/2018	10/28/2018		<a href="#">Upload</a>	1873		10/01/2018	10/31/2018	
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37.	Click the <b>Home</b> button to return to the <b>Company Dashboard</b> .																		
38.	<p>Once the Route Survey has been approved by the Permit Office, the customer will receive a notification via email.</p> <p><b>Note:</b> A <b>Delivery Method of Email</b> must be selected for the customer to receive notifications about the Route Survey approval.</p>																		
39.	At this point, the NYSDOT User will process the permit with the approved Route Survey Number to complete the permit issue process. Once the permit has been approved by the Permit Office, the customer will receive a notification via email stating the permit is available for purchase.																		
40.	<p>Click the <b>Shopping Cart</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</p> <div data-bbox="191 1394 610 1593" style="border: 1px solid black; padding: 10px;"> <p>Route Surveys <span style="float: right;">▶</span></p> <hr/> <p><a href="#">Shopping Cart (3) Permits</a> <span style="float: right;">▶</span></p> <hr/> <p>Vehicle Import <span style="float: right;">▶</span></p> </div>																		
41.	The <b>Permits ready for payment and/or printing</b> . screen will be displayed.																		

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42.	<p>Select the <b>Pay</b> checkbox above each individual permit to pay for the selected permit, or select the <b>select all</b> checkbox to pay for all permits in the <b>Shopping Cart</b>.</p> <div data-bbox="191 352 1084 934" style="border: 1px solid black; padding: 10px;"> <p><b>Permits ready for payment and/or printing.</b></p> <p>Select individual permits for payment or select all <input type="checkbox"/></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <input type="checkbox"/> 24282: Pay <span style="float: right; color: green;">\$570.00</span> </td> <td rowspan="4" style="vertical-align: top; padding: 5px;"> <div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p><b>Order Total</b></p> <p style="color: green; font-weight: bold;">\$40.00</p> <p>(1) Permits selected to purchase</p> <p style="text-align: center;">Pay Now</p> </div> </td> </tr> <tr> <td style="padding: 5px;">                     Divisible Load Overweight Permit (1 note) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Amend</span> </td> </tr> <tr> <td style="padding: 5px; font-size: small;">                     ID#: 24282 Vehicle: 11024 Company: ProMiles 1 Start Date: 12/21/2017                 </td> </tr> <tr> <td style="padding: 5px;"> <input type="checkbox"/> 1074151: Pay <span style="float: right; color: green;">\$50.00</span> </td> </tr> <tr> <td style="padding: 5px;">                     Divisible Load Overweight Permit (2 notes) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Amend</span> </td> </tr> <tr> <td style="padding: 5px; font-size: small;">                     ID#: 1074151 Vehicle: 11023 Company: ProMiles 1 Start Date: 6/26/2018                 </td> </tr> <tr> <td style="padding: 5px;"> <input checked="" type="checkbox"/> 1080742: Pay <span style="float: right; color: green;">\$40.00</span> </td> </tr> <tr> <td style="padding: 5px;">                     Type 1 Single Trip – General Moves (Except Manufactured Homes) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Permit</span> </td> </tr> <tr> <td style="padding: 5px; font-size: small;">                     ID#: 1080742 Vehicle: 11021 Company: ProMiles 1 Start Date: 9/28/2018                 </td> </tr> </table> </div> <p>The total dollar amount of the permits selected for payment will be displayed in the <b>Order Total Panel</b>.</p> <p><b>Note:</b> Click the <b>View Permit</b> button to view the <b>Permit Details</b> before completing payment to verify it is the permit intended for purchase. Click the <b>Cancel Permit</b> button to cancel this permit application and have it removed from the <b>Shopping Cart</b>.</p>	<input type="checkbox"/> 24282: Pay <span style="float: right; color: green;">\$570.00</span>	<div style="border: 1px solid gray; padding: 5px; background-color: #f0f0f0;"> <p><b>Order Total</b></p> <p style="color: green; font-weight: bold;">\$40.00</p> <p>(1) Permits selected to purchase</p> <p style="text-align: center;">Pay Now</p> </div>	Divisible Load Overweight Permit (1 note) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Amend</span>	ID#: 24282 Vehicle: 11024 Company: ProMiles 1 Start Date: 12/21/2017	<input type="checkbox"/> 1074151: Pay <span style="float: right; color: green;">\$50.00</span>	Divisible Load Overweight Permit (2 notes) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Amend</span>	ID#: 1074151 Vehicle: 11023 Company: ProMiles 1 Start Date: 6/26/2018	<input checked="" type="checkbox"/> 1080742: Pay <span style="float: right; color: green;">\$40.00</span>	Type 1 Single Trip – General Moves (Except Manufactured Homes) <span style="float: right;">View Permit</span> <span style="float: right; color: red;">Cancel Permit</span>	ID#: 1080742 Vehicle: 11021 Company: ProMiles 1 Start Date: 9/28/2018
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43.	<p>Click the <b>Pay Now</b> button.</p> <div data-bbox="196 1192 321 1241" style="border: 1px solid gray; padding: 5px; display: inline-block;">             Pay Now         </div>										
44.	<p>The <b>Pay for permits</b> screen will be displayed.</p> <p>Click the <b>Pay for Verified Permits</b> button.</p> <div data-bbox="191 1371 1057 1633" style="border: 1px solid gray; padding: 10px;"> <p><b>Pay for permits.</b></p> <p>The following permits have been authorized and are verified for payment and/or final processing: 1080742</p> <p style="text-align: center;"> <span style="border: 1px solid red; padding: 2px 10px;">Pay For Verified Permits</span> <span style="margin-left: 20px; border: 1px solid gray; padding: 2px 10px;">Cancel</span> </p> </div>										

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45.	<p>The <b>Payment Information for Permit ID: XXXXXX</b> screen will be displayed.</p>  <p>Select the payment method from the <b>Select Payment Method</b> dropdown list.</p> <p>Click the <b>Submit</b> button.</p> <p>Continue processing through the payment screens entering the required information.</p>
46.	<p>The <b>Issued Permits</b> screen will be displayed.</p>  <p>The permit will be delivered via the delivery method selected during the Order Permits process.</p> <p><b>Note:</b> The permit can also be accessed from the <b>Permits Panel</b> on the <b>Company Dashboard</b>.</p>
47.	<p>Click the <b>Return to the dashboard</b> link to return to the <b>Company Dashboard</b>.</p>

**Note:** Companies are able to reuse an approved **Route Survey** for the same route for vehicles with the same or smaller dimensions within 30 days of the **Route Survey's** initial approval. If the load dimensions are the same or smaller, and the route is the same, enter the approved **Route Survey Number** and click the **Validate Number** button on the **Enter a Route** screen. The **Route Survey** must be valid for all dates the permit is valid.