
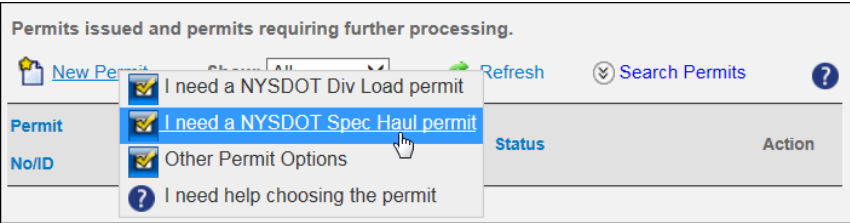
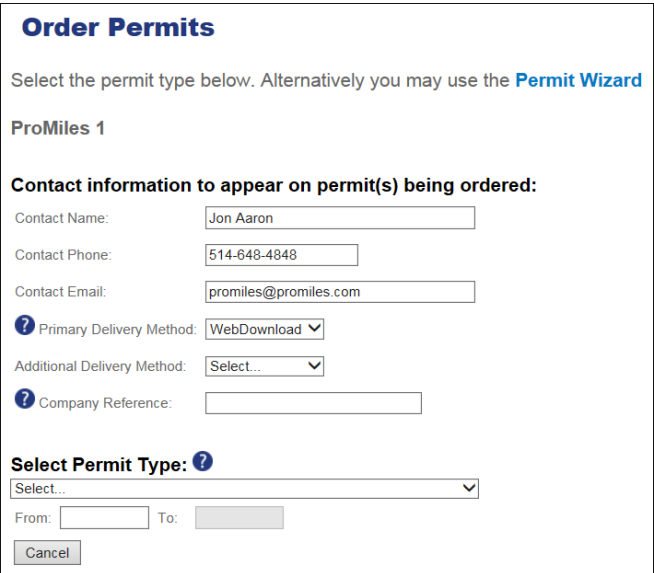


Order a Permit that Requires a Route Survey – Route Successful

This Training Packet details the steps needed for a Company User to create a permit application that 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 New Permit link in the Permits Panel on the Company Dashboard.</p> 
2.	<p>Select I need a NYSDOT Spec Haul permit.</p> 
3.	<p>The Order Permits screen will be displayed.</p> <p>Note: The information entered and saved from the Company Information screen will auto-populate for the user on the Order Permits screen.</p> 

Order a Permit that Requires a Route Survey – Route Successful

Step	Description				
4.	<p>Choose a Primary Delivery Method and optionally an Additional Delivery Method 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>Note: The saved Contact Information will pre-populate from the Company Information. Complete the fields that were not populated, if necessary. The Additional Delivery Method and Company Reference are optional fields.</p> <table border="1" data-bbox="240 548 1291 835"> <tr> <td data-bbox="240 548 370 674">Additional Delivery Method</td> <td data-bbox="370 548 1291 674">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="240 716 370 835">Company Reference</td> <td data-bbox="370 716 1291 835">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="180 856 834 1430" style="border: 1px solid black; padding: 5px;"> <p>Order Permits</p> <p>Select the permit type below. Alternatively you may use the Permit Wizard</p> <p>ProMiles 1</p> <p>Contact information to appear on permit(s) being ordered:</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>Select Permit Type: ?</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>Note: A Delivery Method of Email 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 Company Reference for this permit application is optional. The Company Reference 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 Company Reference 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 Successful

Step	Description																																																																
6.	<p>Select the Permit Type from the Select Permit Type dropdown list.</p> <p>After choosing a Permit Type, the Next and Save and Exit buttons will be displayed beneath the selected Permit Type.</p> <div data-bbox="175 380 792 909" style="border: 1px solid black; padding: 5px;"> <p>Order Permits</p> <p>Select the permit type below. Alternatively you may use the Permit Wizard</p> <p>ProMiles 1</p> <p>Contact information to appear on permit(s) being ordered:</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>Select Permit Type: ?</p> <p><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 From field and selecting a date from the calendar.</p> <p>Note: 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="175 1087 797 1623" style="border: 1px solid black; padding: 5px;"> <p>Order Permits</p> <p>Select the permit type below. Alternatively you may use the Permit Wizard</p> <p>ProMiles 1</p> <p>Contact information to appear on permit(s) being ordered:</p> <p>Contact: <input type="text" value="September 2018"/></p> <p>Contact: <table border="1" style="font-size: 8px;"> <tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td>48</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>romiles.com</td></tr> <tr><td>? Pri</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>Ad</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>? Co</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td></td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>Sele</td><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table></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>Select Permit Type: ?</p> <p><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 To field based on the Permit Type requested.</p>	Su	Mo	Tu	We	Th	Fr	Sa	48															1	romiles.com	? Pri	2	3	4	5	6	7	8	Ad	9	10	11	12	13	14	15	? Co	16	17	18	19	20	21	22		23	24	25	26	27	28	29	Sele	30						
Su	Mo	Tu	We	Th	Fr	Sa	48																																																										
						1	romiles.com																																																										
? Pri	2	3	4	5	6	7	8																																																										
Ad	9	10	11	12	13	14	15																																																										
? Co	16	17	18	19	20	21	22																																																										
	23	24	25	26	27	28	29																																																										
Sele	30																																																																
8.	<p>Click the Next button to proceed with the permit application or click the Cancel button to cancel without saving the permit application. Click the Save and Exit button to save the permit application for later processing and exit to return to the Company Dashboard.</p>																																																																

Order a Permit that Requires a Route Survey – Route Successful

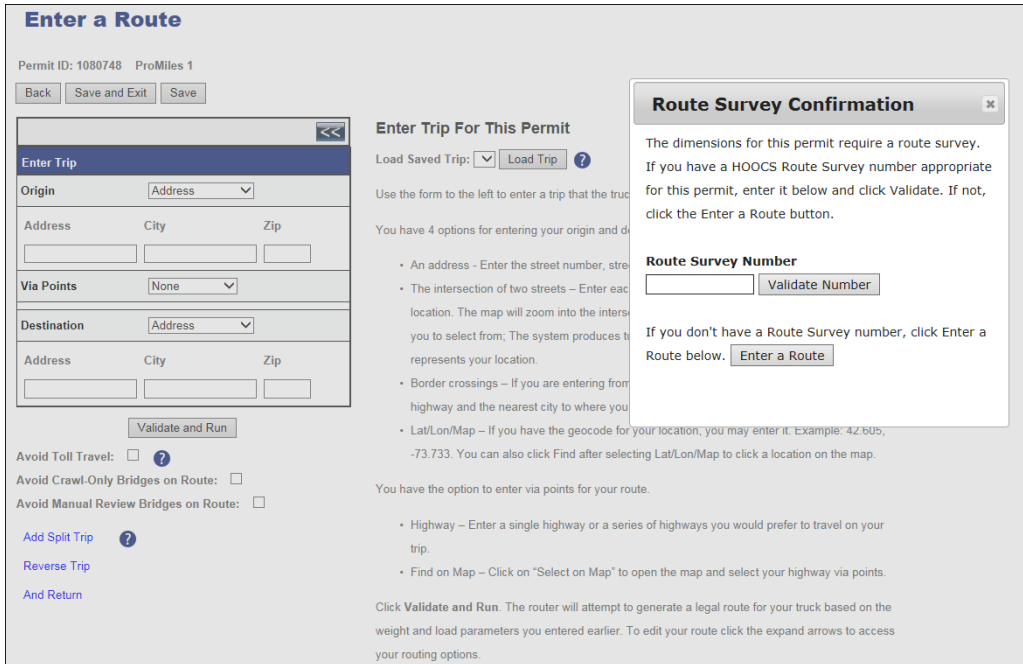
Step	Description																														
9.	<p>The Truck and Load Information screen will be displayed.</p> <p>Note: When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the HOCS Company Management Portal screen.</p> <div data-bbox="196 411 1458 1010" style="border: 1px solid black; padding: 10px;"> <p>Order Permits</p> <p>ProMiles 1</p> <p>Use the form below to fill in truck and load information. 1080748</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Add</p> <p>Power Vehicle Inventory ? Unit/Rig Number ? Year ? Make ? VIN ? License ? State ? Vehicle Type ?</p> <p>Unit</p> <p>+ Select... <input type="text"/> Select... <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Select...</p> <p>? Commodity Type: ? Load Description: ? Serial Number:</p> <p>-- Select One -- <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> I attest that the load is non-divisible. ?</p> <p><input type="checkbox"/> I attest that hauling multiple items does not create an additional over-dimension. ?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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><input type="text"/></td> <td><input type="text"/> ?</td> <td>? Loaded Front o/Hang</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Loaded Height</td> <td><input type="text"/></td> <td><input type="text"/> ?</td> <td>? Loaded Rear o/Hang</td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Loaded Length</td> <td><input type="text"/></td> <td><input type="text"/> ?</td> <td>? Loaded Weight</td> <td colspan="2"><input type="text"/></td> </tr> <tr> <td>Trailer Length</td> <td><input type="text"/></td> <td><input type="text"/> ?</td> <td colspan="3" style="text-align: center;"><input type="button" value="Enter Axles"/></td> </tr> </tbody> </table> <p><input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Save and Exit"/> <input type="button" value="Delete Permit"/></p> </div> </div>	Load Parameter	Feet	Inches	Load Parameter	Feet	Inches	Loaded Width	<input type="text"/>	<input type="text"/> ?	? Loaded Front o/Hang	<input type="text"/>	<input type="text"/>	Loaded Height	<input type="text"/>	<input type="text"/> ?	? Loaded Rear o/Hang	<input type="text"/>	<input type="text"/>	Loaded Length	<input type="text"/>	<input type="text"/> ?	? Loaded Weight	<input type="text"/>		Trailer Length	<input type="text"/>	<input type="text"/> ?	<input type="button" value="Enter Axles"/>		
Load Parameter	Feet	Inches	Load Parameter	Feet	Inches																										
Loaded Width	<input type="text"/>	<input type="text"/> ?	? Loaded Front o/Hang	<input type="text"/>	<input type="text"/>																										
Loaded Height	<input type="text"/>	<input type="text"/> ?	? Loaded Rear o/Hang	<input type="text"/>	<input type="text"/>																										
Loaded Length	<input type="text"/>	<input type="text"/> ?	? Loaded Weight	<input type="text"/>																											
Trailer Length	<input type="text"/>	<input type="text"/> ?	<input type="button" value="Enter Axles"/>																												

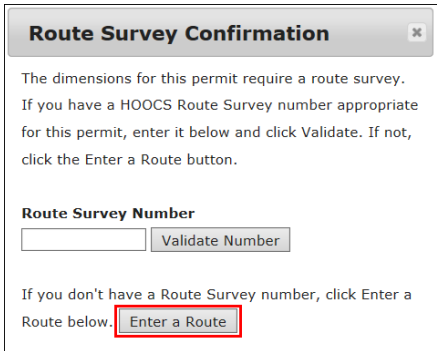
Order a Permit that Requires a Route Survey – Route Successful

Step	Description																																																
16.	<p>Click the Enter Axles button to enter the appropriate Spacing, Weight and Sum of the Manufactured Tire Rating for each axle.</p> <div data-bbox="180 363 850 898" style="border: 1px solid gray; padding: 5px;"> <p>Set Axle Weights</p> <p>Enter spacing and weight information for each axle.</p> <p>Number of Axles: <input type="text" value="5"/> Width: <input checked="" type="checkbox"/> Tread Width: <input checked="" type="checkbox"/></p> <p>Total Spacing: 58' 1" Total Weight: 93000</p> <table border="1" data-bbox="191 527 800 737"> <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>Width Feet Inches</th> <th>Tread Width</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="text" value="8"/> <input type="text" value="6"/></td> <td><input type="text" value="11"/></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="text" value="8"/> <input type="text" value="6"/></td> <td><input type="text" value="11"/></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="text" value="8"/> <input type="text" value="6"/></td> <td><input type="text" value="11"/></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="text" value="8"/> <input type="text" value="6"/></td> <td><input type="text" value="11"/></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="text" value="8"/> <input type="text" value="6"/></td> <td><input type="text" value="11"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>For optimal routing, enter exact weights.</p> <p>Display Configuration <input checked="" type="radio"/> Side <input type="radio"/> Top</p> <p>Validate Weights and Close 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	Width Feet Inches	Tread Width	Lift Axle	1		<input type="text" value="15000"/>	<input type="text" value="15000"/>	<input type="text" value="2"/>	<input type="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<input type="checkbox"/>
Axle	Spacing Feet Inches	Weight	Sum of the Mfg Tire Ratings per Axle	# Tires	Width Feet Inches	Tread Width	Lift Axle																																										
1		<input type="text" value="15000"/>	<input type="text" value="15000"/>	<input type="text" value="2"/>	<input type="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<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="text" value="8"/> <input type="text" value="6"/>	<input type="text" value="11"/>	<input type="checkbox"/>																																										
17.	Enter additional information about the axle dimensions and axle weights of the load, if applicable.																																																
18.	Click the Display Configuration button to view a side or top view diagram of the axle configuration to confirm settings.																																																
19.	Click the Close button and make changes if necessary on the Set Axle Weights screen.																																																
20.	Click the Validate Weights and Close button.																																																
21.	<p>Click the Next button to continue, the Save and Exit button to save the application and return to the Company Dashboard, or the Delete button to delete the permit application. Optionally, click the Back button to go back a page.</p> <p>Note: New information will not be saved if the user clicks the Back button before saving or before going to the next screen.</p>																																																

Order a Permit that Requires a Route Survey – Route Successful

Step	Description
------	-------------

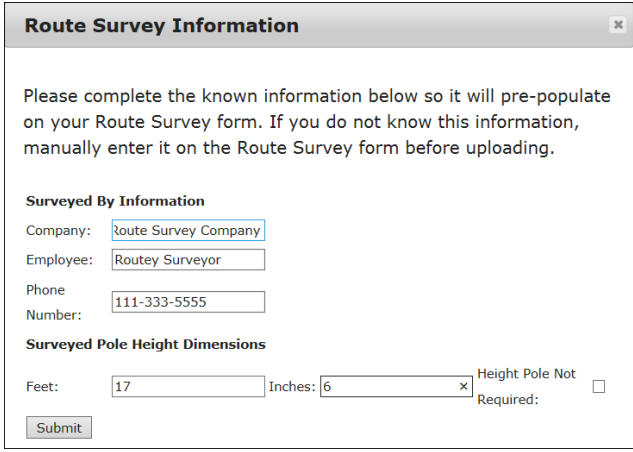
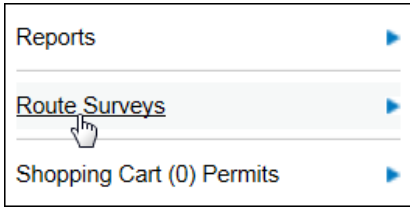
22.	<p><i>The Enter a Route screen and Route Survey Confirmation window will be displayed.</i></p> 
-----	---

23.	<p>Click the Enter a Route button to enter a route for the permit requiring a Route Survey.</p> <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. The Route Survey 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 Route Survey.</p>  <p>The Route Survey Confirmation screen will close and the Enter a Route screen will be displayed.</p>
-----	--

Order a Permit that Requires a Route Survey – Route Successful

Step	Description
24.	<p>Enter the routing information and generate a route by clicking the Validate and Run button. The Trip Results Panel will be displayed.</p> <p>Note: 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. This will assist the user in finding an approved HOOCS route.</p> <p>Note: When the system doesn't have any problems with the information entered, the Trip Results Panel will display the route. Review the route and driving directions. Expand the Enter Trip Panel to make any changes. Changes will require the user to click the Validate and Run button to update the route.</p>
25.	After reviewing the route and driving directions, click the Next button. The Permit Summary 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 Successful

Step	Description
28.	<p>Enter all known information on the Route Survey Information screen, making it as complete as possible. These fields can be left blank if the information is not known.</p> 
29.	<p>Click the Submit button once the Route Survey Information is complete. The Submission Complete screen will be displayed.</p>
30.	<p>Click the Print route survey link to print the New York State Department of Transportation Perm 85 – Special Hauling Route Survey For Over Dimensional Vehicles document. The Route Survey document will be displayed in a new window. The document can be saved and/or printed.</p>
31.	<p>Close the Route Survey document.</p> <p>Note: The Route Survey form is also available to the customer in the Route Surveys link on the Company Dashboard to provide to the Survey Company.</p>
32.	<p>Click the Return to the dashboard link or the Home button to return to the Company Dashboard.</p>
33.	<p>Once the Route Survey form is complete, the company will need to upload the form for the Permit Office to approve.</p>
34.	<p>Click the Route Surveys link in the Administrative Panel on the Company Dashboard.</p>  <p>The Route Survey Search screen will be displayed.</p>
35.	<p>Perform a search using the dropdown lists in the Route Survey Details section or locate the Route Survey # in the Records Found table.</p>

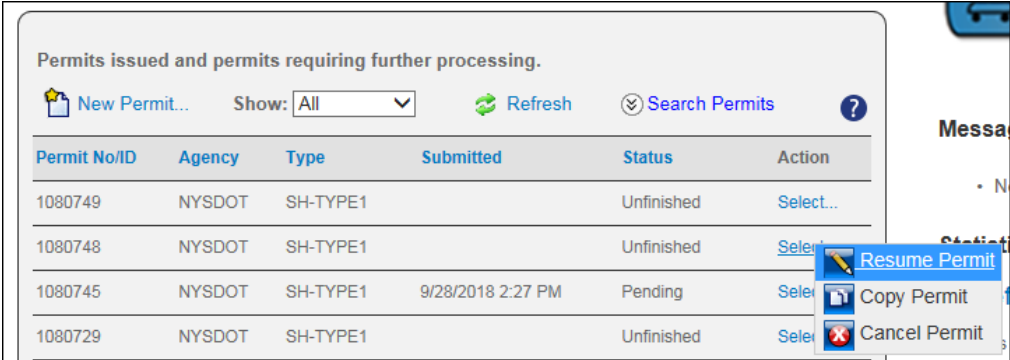
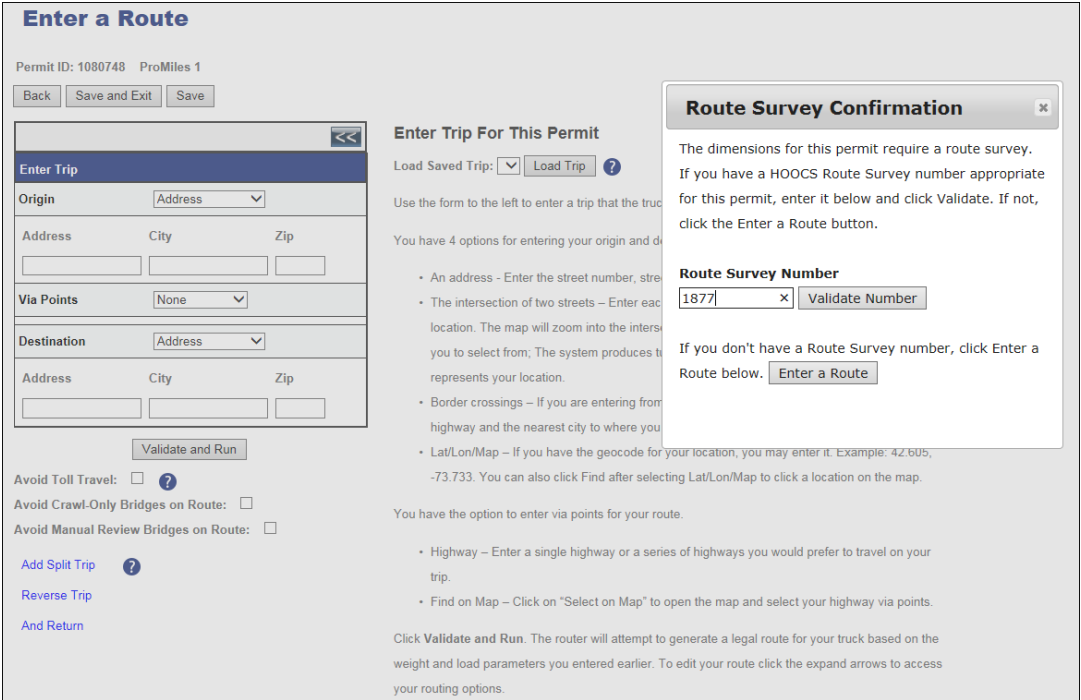
Order a Permit that Requires a Route Survey – Route Successful

Step	Description																		
36.	<p>Click the Upload link next to the Route Survey # that corresponds to the Route Survey.</p> <p>Note: The Upload 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="180 449 816 919" style="border: 1px solid black; padding: 5px;"> <p>Route Survey Search</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>Route Survey Details</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: 509 Print Report</p> <p>1 - 100 101 - 200 201 - 300 301 - 400 401 - 500 501 - 509</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 style="border: 2px solid red;">Upload</td> <td>1877</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> <tr> <td>Upload</td> <td>1876</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> </tbody> </table> </div>	View	Route Survey #	Approved	Start Date	End Date	Form	Upload	1877		09/28/2018	10/28/2018		Upload	1876		09/28/2018	10/28/2018	
View	Route Survey #	Approved	Start Date	End Date	Form														
Upload	1877		09/28/2018	10/28/2018															
Upload	1876		09/28/2018	10/28/2018															
37.	<p>The Upload Signed Route Study window will be displayed.</p> <div data-bbox="180 999 777 1194" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <p>Upload Signed Route Study ✕</p> </div> <p>Select Route Study:</p> <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"> <input type="text"/> <input type="button" value="Browse..."/> </div> <div style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input type="button" value="Upload"/> </div> </div> <ul style="list-style-type: none"> Click the Browse button. Locate the saved file to upload. Double click the file to be uploaded. Click the Upload button. 																		

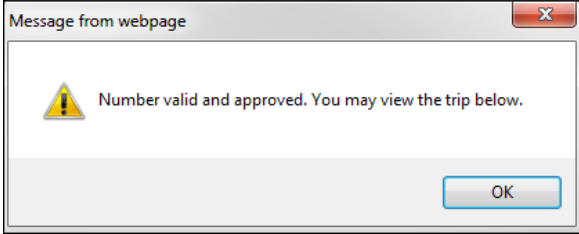
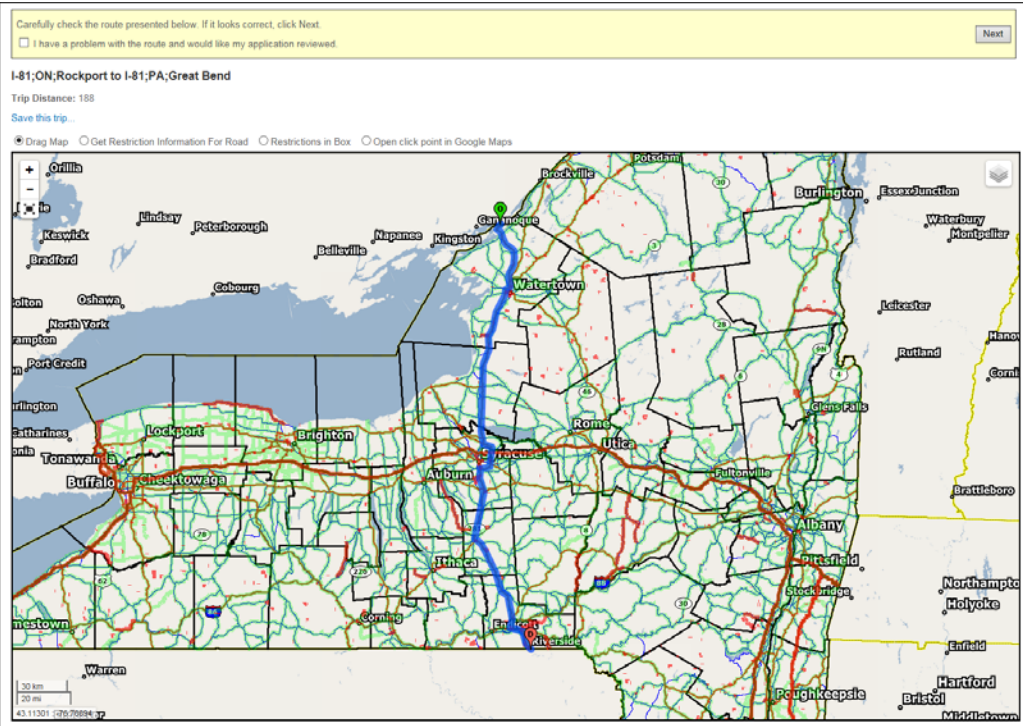
Order a Permit that Requires a Route Survey – Route Successful

Step	Description																		
38.	<p>The Upload Signed Route Study screen will close and the Route Survey Search screen will be displayed.</p> <p>The View column now shows a Document icon next to the Route Survey #. The Document icon confirms the file has been successfully uploaded.</p> <div data-bbox="175 411 821 884" style="border: 1px solid black; padding: 5px;"> <p>Route Survey Search</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>Route Survey Details</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: 509 Print Report</p> <p>1 - 100 101 - 200 201 - 300 301 - 400 401 - 500 501 - 509</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></td> <td>1877</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> <tr> <td>Upload</td> <td>1876</td> <td></td> <td>09/28/2018</td> <td>10/28/2018</td> <td></td> </tr> </tbody> </table> </div>	View	Route Survey #	Approved	Start Date	End Date	Form		1877		09/28/2018	10/28/2018		Upload	1876		09/28/2018	10/28/2018	
View	Route Survey #	Approved	Start Date	End Date	Form														
	1877		09/28/2018	10/28/2018															
Upload	1876		09/28/2018	10/28/2018															

Order a Permit that Requires a Route Survey – Route Successful

Step	Description
43.	<p>Click the Resume Permit link.</p>  <p>The Order Permits screen will be displayed.</p>
44.	<p>Continue through the subsequent screens by clicking the Next button until the Enter a Route screen is displayed. The Enter a Route screen and the Route Survey Confirmation window will be displayed.</p> <p>Note: The Route Survey Number for the permit being worked will appear in the Route Survey Number field.</p> 
45.	<p>Click the Validate Number button.</p>

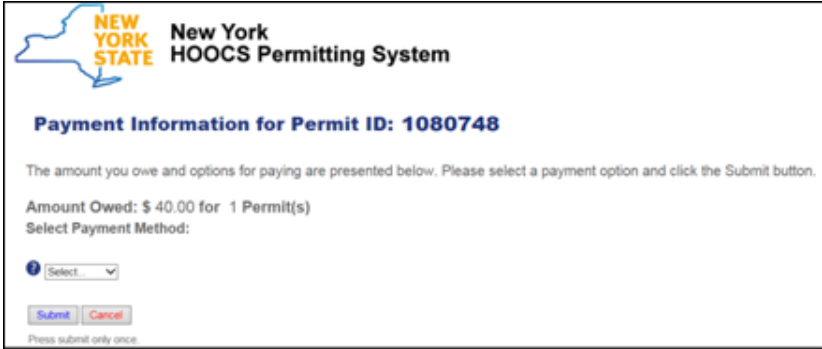
Order a Permit that Requires a Route Survey – Route Successful

Step	Description
46.	<p>HOCS will attempt to validate the Route Survey. If the validation is successful, a confirmation message will be displayed letting the user know that the Route Survey is valid.</p>  <p>Note: If the validation fails after clicking the Validate Number button, a message will be displayed letting the user know that the Route Survey has not been approved or is not valid for this route.</p>
47.	<p>Click the OK button.</p> <p><i>The Trip Results Panel will be displayed.</i></p> <p>Note: The user is not able to change the route for this permit. If a new route is needed, the user must start a new permit application.</p> 
48.	<p>Click the Next button.</p>

Order a Permit that Requires a Route Survey – Route Successful

Step	Description		
50.	<p><i>The Order Permits: Permit Submission Successful screen will be displayed.</i></p> <div data-bbox="177 323 686 840" style="border: 1px solid black; padding: 10px;"> <p>Order Permits</p> <p>ProMiles 1</p> <p>Jon Aaron Ph: 514-648-4848</p> <p style="text-align: center;">Permit ID: 1080748</p> <p>Permit Submission Successful!</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 Dashboard.</p> <ul style="list-style-type: none"> • Return to the dashboard <p style="color: red;">The following permits have been approved.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #cccccc;">Permit ID</th> </tr> </thead> <tbody> <tr> <td>1080748</td> </tr> </tbody> </table> <p>Pay for the permits now.</p> </div> <p>From this screen, the user can Return to the dashboard or Pay for the permits now. If the user does not pay for the permit at this time, it can be paid by the start date from the Shopping Cart.</p> <p>Note: If the permit was not approved when the user clicked Submit due to the permit being outside of self-issue limits, the user will receive a message stating that the permit has been enqueued for further processing and the Pay for permits now link will not be available. The permit will be listed in the Permits Panel. Once the permit has been approved by a NYS User, the status of the permit application will be Pending Payment, and the permit will be located in the company's Shopping Cart for payment.</p>	Permit ID	1080748
Permit ID			
1080748			
51.	Click the Pay for the permits now link.		
52.	<p>The Pay for permits screen will be displayed.</p> <p>Click the Pay For Verified Permits button.</p> <div data-bbox="177 1335 1086 1621" style="border: 1px solid black; padding: 10px;"> <p>Pay for permits.</p> <p>The following permits have been authorized and are verified for payment and/or final processing:</p> <p>1080748</p> <p><input type="button" value="Pay For Verified Permits"/> <input type="button" value="Cancel"/></p> </div>		

Order a Permit that Requires a Route Survey – Route Successful

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