## 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.	Click the New Permit link in the Permits Panel on the Company Dashboard.
	Permits issued and permits requiring further processing.
	Mewpermit     Show:     All     ✓     Ø     Search Permits
2.	Select I need a NYSDOT Spec Haul permit.
	Permits issued and permits requiring further processing. <u>New Permit</u> <u>New Permit</u> <u>Permit</u> <u>Permit</u> <u>Ineed a NYSDOT Spec Haul permit</u> <u>Status</u>
	No/ID Other Permit Options
	I need help choosing the permit
3.	The Order Permits screen will be displayed. Note: The information entered and saved from the Company Information screen will auto-populate for the user on the Order Permits screen. Order Permits Select the permit type below. Alternatively you may use the Permit Wizard ProMiles 1
	Contact information to appear on permit(s) being ordered:   Contact Name:   Jon Aaron   Contact Phone:   514.648.4848   Contact Email:   promiles@promiles.com   ?   Primary Delivery Method:   WebDownload V   Additional Delivery Method:   Select.   ?   Select Permit Type:   Select   From:   To:   Cancel

Step	Description	
4.	If the delivery met	<b>Delivery Method</b> and optionally an <b>Additional Delivery Method</b> from the associated dropdown lists. thod information does not populate, enter the necessary information. If the information does e saved customer information but needs to be changed for this permit application, enter the updated
		contact Information will pre-populate from the <b>Company Information</b> . Complete the fields that were necessary. The <b>Additional Delivery Method</b> and <b>Company Reference</b> are optional fields.
	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.
	ProMiles 1 Contact information	e below. Alternatively you may use the Permit Wizard
	Contact Name: Contact Phone: Contact Email: Primary Delivery Method: Additional Delivery Method: Company Reference:	Jon Aaron 514-648-4848 promiles@promiles.com  t: WebDownload V Select V
	Select Permit Type: Select From: To: Cancel Note: A Delivery M approval.	Image: Constraint of the customer to receive notifications about the Route Survey
5.	associate a permit been provided as	<b>ny Reference</b> for this permit application is optional. The <b>Company Reference</b> enables the user to to a particular job, job number, or some other internal tracking. This option is not required and has a service to HOOCS companies. If information is entered in the <b>Company Reference</b> field, the user will for all permits associated to that reference. Reports can also be generated using that reference.

Step	Description
6.	Select the Permit Type from the Select Permit Type dropdown list.
	After choosing a Permit Type, the <b>Next</b> and <b>Save and Exit</b> buttons will be displayed beneath the selected Permit Type.
	Order Permits
	Select the permit type below. Alternatively you may use the Permit Wizard
	ProMiles 1
	Contact information to appear on permit(s) being ordered: Contact Name: Jon Aaron
	Contact Phone: 514-648-4848
	Contact Email: promiles@promiles.com
	Primary Delivery Method: WebDownload ✓
	Additional Delivery Method: Select
	Company Reference:
	Select Permit Type: 1
	Type 1 – Single Trip – General Moves (Except Manufactured Homes)       From:       9/28/2018       To:     10/02/2018
	Cancel Next Save and Exit
7.	Enter the start date for the permit by clicking in the <b>From</b> field and selecting a date from the calendar. <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. <b>Order Permits</b>
	Select the permit type below. Alternatively you may use the Permit Wizard ProMiles 1
	Contact information to appear on permit(s) being ordered:
	Contac Su Mo Tu We Th Fr Sa 48
	Contac 1 romiles.com
	Prir 2 3 4 5 6 7 8 ad ∨
	Additio 9 10 11 12 13 14 15
	Cor         16         17         18         19         20         21         22
	Selec 23 24 25 26 27 28 29
	Type 1         30         ept Manufactured Homes)         ✓           From:         9/28/2018         To:         10/02/2018
	Cancel Next Save and Exit
	The End Date will automatically populate in the <b>To</b> field based on the Permit Type requested.
8.	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 Save and Exit button to save the permit application for later processing and exit to return
	to the <b>Company Dashboard</b> .

Step	Description
9.	The <i>Truck and Load Information</i> screen will be displayed.
	<b>Note:</b> When the company name is displayed in blue throughout the permit application, it is a hyperlink to access the <i>HOOCS Company Management Portal</i> screen.
	Order Permits
	ProMiles 1 Use the form below to fill in truck and load information. 1080748
	Add Power Vehicle Inventory Unit/Rig Number Vear Make VIN License State Vehicle Type Unit
	Select V     Select V         Select V
	Commodity Type: OLoad Description: OSerial Number:
	□ 1 attest that hauling multiple items does not create an additional over-dimension.
	Load Parameter Feet Inches Load Parameter Feet Inches
	Loaded Width
	Loaded Height Daded Rear of Hang
	Loaded Length () Loaded Weight
	Trailer Length December 2010
	Back         Next         Save and Exit         Delete Permit
10.	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. HOOCS will pre-populate the known information about the vehicle into the form. Note: For optimal routing, enter exact load dimensions.
11.	Select a <b>Commodity Type</b> from the dropdown list.
12.	Enter a description in the <b>Load Description</b> field.
13.	Enter a serial number in the <b>Serial Number</b> field.
	<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.
14.	Select the Attest Statement that applies to the load being hauled.
15.	Enter the Load Dimensions for the load being hauled.
	<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".

Step	Description							
16.	Click the Enter Axles button to enter the appropriate Spacing, Weight and Sum of the Manufactured Tire Rating for each axle.							
	Set Axle Weights ×							
	Enter spacing and weight information for each axle.          Number of Axles:       S       Width:       Image:							
	Total Spacing:     58' 1" Total Weight:     93000       Axle     Spacing     Weight:     Sum of the Ming Feet Inches     # Tires     Width     Tread Width       Feet Inches     per Axle     Feet Inches     Feet Inches     Axle							
	1 15000 2 V 8 6 11 V							
	2 28 5 18000 18000 4 V 8 6 11 V							
	3     6     9     20000     2000     4     >     8     6     11     -       4     18     5     22000     22000     4     >     8     6     11     -							
	$\begin{array}{c ccccccccccccccccccccccccccccccccccc$							
7.	Validate Weights and Close Cancel (Clears all axles.)         Axle weights are required for most Permit Types excluding the Type 15 and Type 1M Manufactured Home permits.         Enter additional information about the axle dimensions and axle weights of the load, if applicable.							
8.	Click the <b>Display Configuration</b> button to view a side or top view diagram of the axle configuration to confirm setting.							
9.	Click the <b>Close</b> button and make changes if necessary on the <b>Set Axle Weights</b> screen.							
0.	Click the Validate Weights and Close button.							
1.	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							
	<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.							

## Description Step 22. The Enter a Route screen and Route Survey Confirmation window will be displayed. **Enter a Route** Permit ID: 1080748 ProMiles 1 Back Save and Exit Save **Route Survey Confirmation** x Enter Trip For This Permit << The dimensions for this permit require a route survey. Load Saved Trip: 🔽 Load Trip 👔 If you have a HOOCS Route Survey number appropriate Origin Address $\mathbf{\vee}$ for this permit, enter it below and click Validate. If not, Use the form to the left to enter a trip that the truc click the Enter a Route button. Zip Address City You have 4 options for entering your origin and de Route Survey Number An address - Enter the street number, stre ~ Via Points None Validate Number The intersection of two streets – Enter eac location. The map will zoom into the inters Address $\mathbf{\vee}$ Destination you to select from; The system produces te If you don't have a Route Survey number, click Enter a Route below. Enter a Route Address City Zip represents your location. Border crossings – If you are entering from highway and the nearest city to where you Validate and Run Lat/Lon/Map – If you have the geocode for your location, you may enter it. Example: 42.605 Avoid Toll Travel: 🗌 👔 -73.733. You can also click Find after selecting Lat/Lon/Map to click a location on the map. Avoid Crawl-Only Bridges on Route: You have the option to enter via points for your route. Avoid Manual Review Bridges on Route: · Highway - Enter a single highway or a series of highways you would prefer to travel on your Add Split Trip trip Reverse Trip · Find on Map - Click on "Select on Map" to open the map and select your highway via points. And Return Click Validate and Run. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. To edit your route click the expand arrows to access your routing options. 23. Click the **Enter a Route** button to enter a route for the permit requiring a Route Survey. Note: Companies are able to reuse an approved Route Survey for the same route for vehicles with the same or smaller

**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.

For the scenario in this training, the user does not have an approved **Route Survey**.

Route S	Survey Confirmation
The dimensi	ons for this permit require a route survey.
If you have	a HOOCS Route Survey number appropriat
for this pern	nit, enter it below and click Validate. If not,
	Book and the second sec
	er a Route button.
	ey Number

The Route Survey Confirmation screen will close and the Enter a Route screen will be displayed.

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

Step	Description
24.	Enter the routing information and generate a route by clicking the Validate and Run button. The Trip Results Panel will be displayed.
	<b>Note:</b> It is recommended that the user first enter an Origin and Destination on the <i>Enter a Route</i> 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.
	<b>Note:</b> When the system doesn't have any problems with the information entered, the <b>Trip Results Panel</b> will display the route. Review the route and driving directions. Expand the <b>Enter Trip Panel</b> to make any changes. Changes will require the user to click the <b>Validate and Run</b> button to update the route.
25.	After reviewing the route and driving directions, click the <b>Next</b> button. The <b>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.

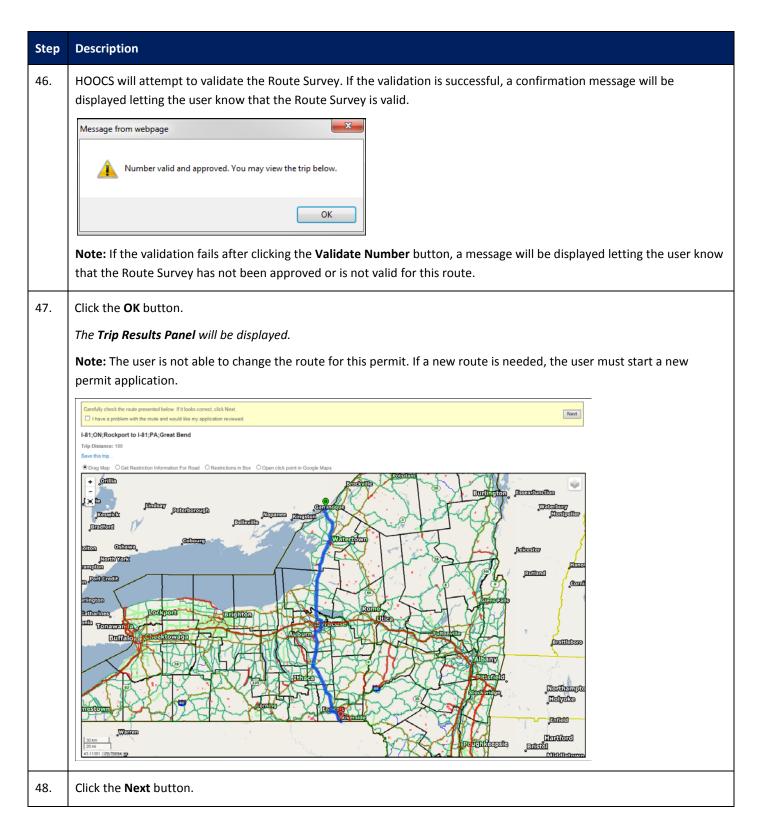
	ption		
Click t	he Create F	Route Survey button at th	e bottom of the screen.
Order Po	rmits		
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Order Review			
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	28/2018 End Date: 10-	4/2018	
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	d For This Permit		
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Permit C	onditions		
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Step	Description
28.	Enter all known information on the <b>Route Survey Information</b> screen, making it as complete as possible. These fields can be left blank if the information is not known.
	Route Survey Information
	Please complete the known information below so it will pre-populate on your Route Survey form. If you do not know this information, manually enter it on the Route Survey form before uploading. Surveyed By Information
	Company:       koute Survey Company         Employee:       Routey Surveyor         Phone       111-333-5555         Number:       Surveyed Pole Height Dimensions         Feet:       17         Inches:       6         Variantian       Company:
	Submit
29.	Click the <b>Submit</b> button once the <b>Route Survey Information</b> is complete. The <b>Submission Complete</b> screen will be displayed.
30.	Click the <b>Print route survey</b> link to print the <b>New York State Department of Transportation Perm 85 – Special Hauling</b> <b>Route Survey For Over Dimensional Vehicles</b> document. The Route Survey document will be displayed in a new window. The document can be saved and/or printed.
31.	Close the <b>Route Survey</b> document.
	<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.
32.	Click the <b>Return to the dashboard</b> link or the <b>Home</b> button to return to the <b>Company Dashboard</b> .
33.	Once the Route Survey form is complete, the company will need to upload the form for the Permit Office to approve.
34.	Click the Route Surveys link in the Administrative Panel on the Company Dashboard.
	Reports
	Route,Surveys
	Shopping Cart (0) Permits
	The <i>Route Survey Search</i> screen will be displayed.
35.	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.

iption
he <b>Upload</b> link next to the Route Survey # that corresponds to the Route Survey.
The Upload link will only be available until a document has been uploaded. Once a document has been uploaded
Route Survey, additional documentation cannot be added. All supporting documentation should be scanned ner in one file.
ite Survey Search
at least one search filter below and click search.
Survey Details
urvey # is V
Permit # is
Permit ID is Search Reset Form
Found: 509 Print Report
101 - 200   201 - 300   301 - 400   401 - 500   501 - 509
Route Survey # Approved Start Date End Date Form
1877         09/28/2018         10/28/2018         Tage           1876         09/28/2018         10/28/2018         Tage
pload Signed Route Study window will be displayed.
bload Signed Route Study
lect Route Study:
Browse
pload
Click the <b>Browse</b> button.
ocate the saved file to upload.
Double click the file to be uploaded.
lick the <b>Upload</b> button.

Step	Description
38.	The <b>Upload Signed Route Study</b> screen will close and the <b>Route Survey Search</b> screen will be displayed. 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.
	Route Survey Search         Enter at least one search filter below and click search.         Route Survey Details
	Route Survey # is   Starting Permit # is   Starting Permit ID is   Search Reset Form
	Records Found: 509 Print Report         1 - 100   101 - 200   201 - 300   301 - 400   401 - 500   501 - 509         View       Reate Survey #       Approved       Start Date       End Date       Form         1       1877       09/28/2018       10/28/2018       12/28/2018         Upload       1876       09/28/2018       10/28/2018       12/28/2018
39.	Click the Home button to return to the Company Dashboard.
40.	Once the Route Survey has been approved by the Permit Office, the customer will receive a notification via email. <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. At this point, the customer will need to process the permit with the approved Route Survey Number to complete the
41	permit issue process.
41. 42.	Locate the permit in the <b>Permits Panel</b> on the <b>Company Dashboard</b> once the Route Survey has been approved. Click the <b>Select</b> link for the desired permit.
	Permits issued and permits requiring further processing. <sup>(1)</sup> New Permit Show: All
	Permit No/ID         Agency         Type         Submitted         Status         Action           1080749         NYSDOT         SH-TYPE1         Unfinished         Select
	1080748 NYSDOT SH-TYPE1 Unfinished Select

р	Description									
	Click the <b>Resu</b>	ıme Permi	<b>t</b> link.							
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	The <b>Order Pe</b>	<b>mits</b> scree	n will be di	splayed.						
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	The Enter a Ro Note: The Rou Permit ID: 1080748 P Back Save and Exi Back Save and Exi Destination Address Destination Address Avoid Toll Travel: A	Address Address Address Address Address Address Address Address City Address City Address City Example Address City Ci	n and the R Number fo	Coute Survey Confirm or the permit being w Enter Trip For This Permit Load Saved Trip: Use the form to the left to enter a trip th You have 4 options for entering your or • An address - Enter the street nu • The intersection of two streets – location. The map will zoom into you to select from, The system p represents your location. • Border crossings – If you are ent highway and the nearest city to • Lat/Lon/Map – If you have the ge	ation windo       vorked will a       vorked will a       Rout       The dime       If you ha       at the true       igin and d       mber, stre       Route S       Enter eace       If you de       Route S       If you de       Route be       ering from       voecode for your rocation       after selecting Lat/Lon/I       for your route.	ew will be disp ppear in the I e Survey Confi ensions for this permit we a HOOCS Route Su- ermit, enter it below a Enter a Route button. urvey Number × Validate Nu- n't have a Route Surv low. Enter a Route viow. Enter a Route	Internation	urvey. Iropriate I fi not,		ed.
	The Enter a Ra Note: The Rod Enter a Ro Permit ID: 1080748 P Back Save and Exi Back Save and Exi Origin Address Via Points Destination Address	Address Address Address Address Address Address Address Address City Address City Address City Example Address City Ci	n and the R Number fo	Coute Survey Confirm or the permit being we Enter Trip For This Permit Load Saved Trip: ♥ Load Trip Use the form to the left to enter a trip th You have 4 options for entering your or An address - Enter the street nuu The intersection of two streets - location. The map will zoom into you to select from; The system p represents your location. Border crossings - If you are ent highway and the nearest city to Lat/Lon/Map - If you have the ge -73.733. You can also click Find You have the option to enter via points Highway - Enter a single highwa trip.	ation windo       vorked will a       vorked will a       Rout       The dime       If you ha       at the true       for this p       click the       igin and d       mber, stre       Route S       Enter eact       the intersor       roduces tr       if you de       Route S       the intersor       orocode for your location       after selecting Lat/Lon/I       for your route.       ty or a series of highway	Provide the second sec	Internation Inter	urvey. Iropriate I fi not,		ed.
	The Enter a Ro         Note: The Rod         Enter a Ro         Permit ID: 1080748         P         Back         Save and Exi         Enter Trip         Origin         Address         Via Points         Destination         Address         Avoid Toll Travel:         Avoid Manual Review E         Add Split Trip         (2)	Address Address Address Address Address Address Address Address City Address City Address City Example Address City Ci	n and the R Number fo	Coute Survey Confirm or the permit being w Enter Trip For This Permit Load Saved Trip: ♥ Load Trip Use the form to the left to enter a trip th You have 4 options for entering your or • An address - Enter the street nuu • The intersection of two streets - location. The map will zoom into you to select from, The system p represents your location. • Border crossings - If you are ent highway and the nearest city to v • LattLon/Map - If you have the ge -73.733. You can also citick Find You have the option to enter via points • Highway - Enter a single highwa	ation windo         vorked will a         vorked will a         Rout         The dime         If you ha         for this p         click the         igin and d         mber, stre         Route S         If you da         roduces ti         for your route.         yor a series of highway         n Map" to open the map	ew will be disp ppear in the I e Survey Confi ensions for this permit we a HOOCS Route Su- ermit, enter it below a Enter a Route button. urvey Number X Validate Nu- n't have a Route Surv low. Enter a Route un't have a Route Surv low. Enter a Route you may enter it Example Map to click a location on t rs you would prefer to trave	Alayed. Route Surv irmation require a route s rvey number app and click Validate amber ey number, click a: 42:605, he map. al on your via points.	urvey. Iropriate I fi not,		ed.
	The Enter a Ro         Note: The Rod         Enter a Ro         Permit ID: 1080748         P         Back         Save and Exi         Enter Trip         Origin         Address         Via Points         Destination         Address         Avoid Toll Travel:         Avoid Crawl-Only Bridg         Avoid Split Trip         Add Split Trip         Reverse Trip	Address Address Address Address Address Address Address Address City Address City Address City Example Address City Ci	n and the R Number fo	Coute Survey Confirm or the permit being w Enter Trip For This Permit Load Saved Trip: ♥ Load Trip Use the form to the left to enter a trip th You have 4 options for entering your or • An address - Enter the street nu • The intersection of two streets - location. The map will zoom into you to select from, The system p represents your location. • Border crossings - If you are ent highway and the nearest city to to • Lat/Lon/Map - If you have the ge -73.733. You can also click Find You have the option to enter via points • Highway – Enter a single highwa trip. • Find on Map – Click on "Select of	ation windco         vorked will a         Particle         Rout         The dima         If you ha         at the true         igin and d         mber, stre         Enter eact         If you de         Route S         if you de         attenselecting Lat/Lon/I         for your route.         yor a series of highway         n Map" to open the mag         attempt to generate a l	ppear in the I ppear in the I e Survey Confi ensions for this permit we a HOOCS Route Su ermit, enter it below a Enter a Route button. urvey Number	Idayed. Route Surv irmation require a route sp rivey number app and click Validate mber ey number, click a: 42,605, he map. al on your ria points. sed on the	urvey. Iropriate I fi not,		ed.



	Description		
The <b>Order Permits: Permit Summary</b> screen will be displayed.			
Note: On the Order Permits: Permit Summary screen, users have the option to go Back to previous screens, click the			
Save and Exit button to save any progress and return to the Company Dashboard, to Delete Permit, or to Submit the			
	permit.		
For this example, we will click the <b>Submit</b> button.			
	Order Permits		
	Problem 1 Join Auror (% 514-541-6540		
	Permit be summery Permit ID: 1000748		
	Pennin         Agency         Mix800g         Pennin         Fean         Total           Type 1 - Stright Tay - Strendt Mons & Except Menulacianed Human         NY3001         11021         540.00         543.00           Total         540.00         140.00         540.00         540.00		
	② Click the checkborsts attact torons extending. Unit the box is checked, there either the 3 Schrot bottom to submit the party application.		
	Thereby acteur and access other the parallels of parying that I have read and and accesses that has legst beyong for ordering a parally within the Thin Bark+# ADOI comparation of all accessing the access of the access of the access comparation of all accessing transmission (near excitation) toos for the I accessing the lawels of initiality instructor regularity by Toold Barton accessing accessing to the accessing of the accessing the accessing the accessing to the accessing to the second of the accessing the accessing the accessing to the accessing tools accessing the accessing to the accessing to the accessing to the second of the accessing to the accessing to the accessing to the accessing the accessing the accessing to		
	New York Roads Directions multi-regression present and the state of t		
	Order Review		
	Permit Type: Type 1 - Single Trip - General Moves (Except Manufactured Homes)		
	Start Date: 9/28/2018 End Date: 10/4/2018		
	Vehicle And Load		
	Vehicles Used For This Permit Unit Number Type Make Year VIN		
	19024 TRACTOR PETERBUT 2011 1004048000123686 19027 TRAUTE PETERBUT 2011 ICEHDASAB0130664		
	Load and Dimensions		
	Direction		
	Width: 15 R Helght: 14 R Langth El R Welgh: 15008 Front O'Hang: Base O'Hang		
	Axle Spacings		
	Anime Anime 1 2 3 4 5		
	Detarces. 257.5 m. 67.5 m. 197.5 m. 47.5 m.		
	Weights 15000 18000 20000 20000 #ulTres 2 4 4 4 4		
	The Spec Spec Auto?		
	umme rum r Larm		
	Origin and Destination		
	Origin: I-81:ON:Rockport Destination: I-81:PA:Great Bend		
	Miles Reciti Ta 0.00 Orget-41 Ok Recipot	Batase 0.00	
	91:20         H01.9         Take Exit 206 Invest0 H415 SociM2vest1           0:30         F415 Ramp N/H         Continue DesigN an F401	1/120 1/1/10	
	15.38         -4475 Ste         Communit Straight Sel - Int           01.50         -0755         Anne M Get(ration)	166.45	
	500 Destination (Constraints)	1.00	
	Via Points		
	Permit Conditions		
	This set of the set of		
	No creme, hubines nigricul is all non + + MM. For the Bor North Resc Courtified Securit Mannal, Gertinn 11. (g), Constant wires, makine, signal or profile lights, index of wresp or provides evidences shall on the disranded without first channing semination. For the program through and woments whill be the manufacture the		
	Notice and the second second second second and average and a second seco		
	Click this checkbox to prevent self-issue of permit. No self issue.		

Step	Description			
50.	The Order Permits: Permit Submission Successful screen will be displayed.			
	Order Permits			
	ProMiles 1			
	Jon Aaron Ph: 514-648-4848 Permit ID: 1080748			
	Permit Submission Successful! 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.			
	Return to the dashboard			
	The following permits have been approved.			
	Permit ID			
	1080748			
	Pay for the permits now.			
	permit at this time, it can be paid by the start date from the <b>Shopping Cart</b> . <b>Note:</b> If the permit was not approved when the user clicked <b>Submit</b> 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 <b>Pay for</b> <b>permits now</b> link will not be available. The permit will be listed in the <b>Permits Panel</b> . Once the permit has been approved by a NYS User, the status of the permit application will be <b>Pending Payment</b> , and the permit will be located in the company's <b>Shopping Cart</b> for payment.			
51.	Click the <b>Pay for the permits now</b> link.			
52.	The <b>Pay for permits</b> screen will be displayed.			
	Click the <b>Pay For Verified Permits</b> button.			
	Pay for permits. The following permits have been authorized and are verified for payment and/or final processing: 1080748			
	Pay For Verified Permits Cancel			

Step	Description	
53.	The <b>Payment Information for Permit ID: XXXXXX</b> screen will be displayed.	
	New York STATE HOOCS Permitting System	
	Payment Information for Permit ID: 1080748	
	The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.	
	Amount Owed: \$ 40.00 for 1 Permit(s) Select Payment Method:	
	Select. V	
	Submit Cancel Press submit only once.	
	Select the payment method from the Select Payment Method dropdown list.	
	Click the <b>Submit</b> button.	
	Continue processing through the payment screens entering the required information.	
54.	The <i>Issued Permits</i> screen will be displayed.	
	The permit will be delivered via the delivery method selected during the Order Permits process.	
	Note: The permit can also be accessed from the Permits Panel on the Company Dashboard.	
55.	Click the <b>Return to the dashboard</b> link to return to the <b>Company Dashboard</b> .	

**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.