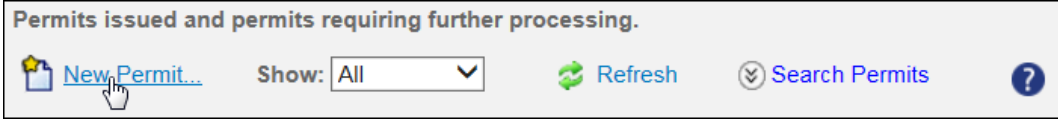
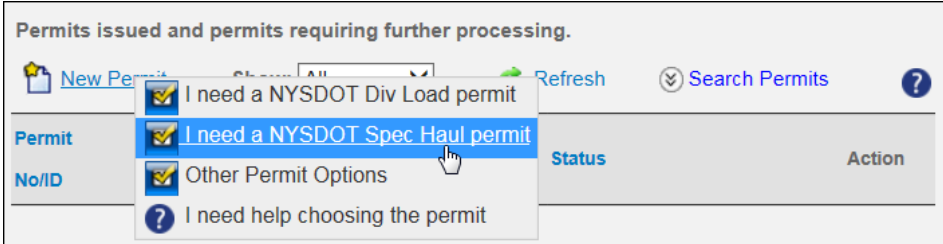


## Order a Permit that Requires a Route Survey – Service Bureau



This Training Packet details the steps needed for a Service Bureau User to create a permit application that requires a Route Survey.

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

Please also note that for HOCS 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> 

Order a Permit that Requires a Route Survey – Service Bureau

Step	Description												
3.	<p>The <b>Order Permits</b> screen will be displayed.</p> <p>Enter the <b>Company Name</b> or <b>USDOT Number</b> of the company for whom the permit is being ordered in the <b>Search By:</b> field.</p> <p><b>Note:</b> The <i>Search</i> function will auto-find results matching the entry as the first characters are typed. If the first part of the search is unknown, check the box for <b>Match middle</b>. For instance, if the user is searching for a company with the word “miles” in the name but is unsure of the first word in the company name, check <b>Match Middle</b>, select <b>Company Name</b>, and enter the word miles. All company names with the word miles anywhere in their company name will be displayed.</p> <div data-bbox="175 611 1443 1400" style="border: 1px solid black; padding: 10px;"> <p><b>Order Permits</b></p> <p>Select the permit type below. Alternatively you may use the <a href="#">Permit Wizard</a></p> <p>If ordering for a permit service, select permit service company: <a href="#">?</a></p> <p><b>Select company for which you are ordering permit(s):</b></p> <p><a href="#">?</a> Search By: <input type="text" value="Company Name"/> <input type="text" value="miles"/> <input checked="" type="checkbox"/> Match middle </p> <p><b>Records Found: 1</b> </p> <table border="1" data-bbox="191 890 1432 957"> <thead> <tr> <th>DOT</th> <th>Name</th> <th>Address</th> <th>City</th> <th>State</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>2263</td> <td>ProMiles 1</td> <td>50 Wolf Road</td> <td>Albany</td> <td></td> <td>514-648-4848</td> </tr> </tbody> </table> <p><b>Christines Permitting</b></p> <p><b>Contact information to appear on permit(s) being ordered:</b></p> <p>Contact Name: <input type="text" value="Christine Church"/></p> <p>Contact Phone: <input type="text" value="517-234-8964"/></p> <p>Contact Email: <input type="text" value="cchurch@promiles.com"/></p> <p><a href="#">?</a> Primary Delivery Method: <input type="text" value="WebDownload"/></p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p><a href="#">?</a> Company Reference: <input type="text"/></p> <p><b>Select Permit Type:</b> <a href="#">?</a></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>	DOT	Name	Address	City	State	Phone	2263	ProMiles 1	50 Wolf Road	Albany		514-648-4848
DOT	Name	Address	City	State	Phone								
2263	ProMiles 1	50 Wolf Road	Albany		514-648-4848								
4.	<p>Select the <b>Company Name</b> from the <b>Records Found</b>.</p> <p><b>Note:</b> If a company is not selected, the permit will be issued in the name of the Permit Service and cannot be transferred.</p>												

Order a Permit that Requires a Route Survey – Service Bureau

Step	Description				
5.	<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="235 548 1315 856"> <tr> <td data-bbox="235 548 370 674">Additional Delivery Method</td> <td data-bbox="370 548 1315 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="235 716 370 800">Company Reference</td> <td data-bbox="370 716 1315 800">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. This field is searchable and reportable.</td> </tr> </table> <div data-bbox="175 869 867 1423"> <p><b>Order Permits</b></p> <p>Select the permit type below. Alternatively you may use the <a href="#">Permit Wizard</a></p> <p>If ordering for a permit service, select permit service company: ?</p> <p>Select company for which you are ordering permit(s):</p> <p>Search By: [Company Name] miles <input checked="" type="checkbox"/> Match middle</p> <p>ProMiles 1</p> <p>Contact information to appear on permit(s) being ordered:</p> <p>Contact Name: <input type="text" value="Christine Church"/></p> <p>Contact Phone: <input type="text" value="517-234-8964"/></p> <p>Contact Email: <input type="text" value="cchurch@promiles.com"/></p> <p>Primary Delivery Method: [Email] Email Address: <input type="text" value="cchurch@promiles.com"/> ←</p> <p>Additional Delivery Method: [Select...] ←</p> <p>Company Reference: <input type="text"/> ←</p> <p>Select Permit Type: ?</p> <p>[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 of Email</b> must be selected for the Service Bureau 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. This field is searchable and reportable.
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. This field is searchable and reportable.				
6.	<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>				

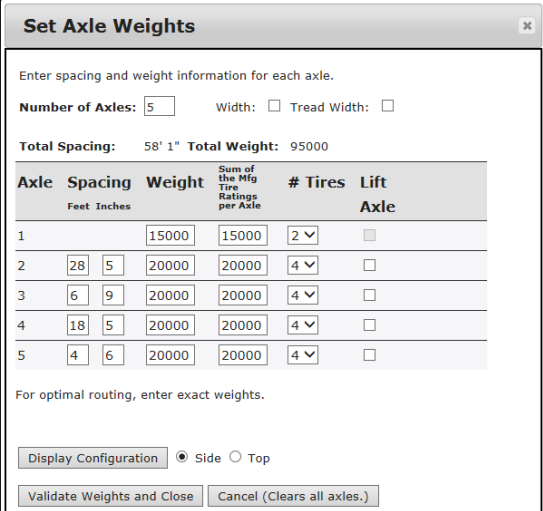
Order a Permit that Requires a Route Survey – Service Bureau

Step	Description
7.	<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="175 380 699 898" 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>If ordering for a permit service, select permit service company: ?</p> <p><b>Select company for which you are ordering permit(s):</b></p> <p>? Search By: <input type="text" value="Company Name"/> <input type="text" value="miles"/> <input checked="" type="checkbox"/> Match middle</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="Christine Church"/></p> <p>Contact Phone: <input type="text" value="517-234-8964"/></p> <p>Contact Email: <input type="text" value="cchurch@promiles.com"/></p> <p>? Primary Delivery Method: <input type="text" value="Email"/> Email Address: <input type="text" value="cchurch@promiles.com"/></p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p>? Company Reference: <input type="text"/></p> <p><b>Select Permit Type: ?</b></p> <p>Type 1 – Single Trip – General Moves (Except Manufactured Homes) ▼</p> <p>From: <input type="text" value="10/02/2018"/> To: <input type="text" value="10/06/2018"/></p> <p><input type="button" value="Cancel"/> <input type="button" value="Next"/> <input type="button" value="Save and Exit"/></p> </div>
8.	<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="175 1079 776 1675" 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>If ordering for a permit service, select permit service company: ?</p> <p><b>Select company for which you are ordering permit(s):</b></p> <p>? Search By: <input type="text" value="Company Name"/> <input type="text" value="miles"/> <input checked="" type="checkbox"/> Match middle</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="Christine Church"/></p> <p>Contact: <input type="text" value="10/02/2018"/> <input type="text" value="10/06/2018"/></p> <p>Contact: <input type="text" value="cchurch@promiles.com"/></p> <p>? Primary Delivery Method: <input type="text" value="Email"/> Email Address: <input type="text" value="cchurch@promiles.com"/></p> <p>Additional Delivery Method: <input type="text" value="Select..."/></p> <p>? Company Reference: <input type="text"/></p> <p><b>Select Permit Type: ?</b></p> <p>Type 1 – Single Trip – General Moves (Except Manufactured Homes) ▼</p> <p>From: <input type="text" value="10/02/2018"/> To: <input type="text" value="10/06/2018"/></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>
9.	<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>

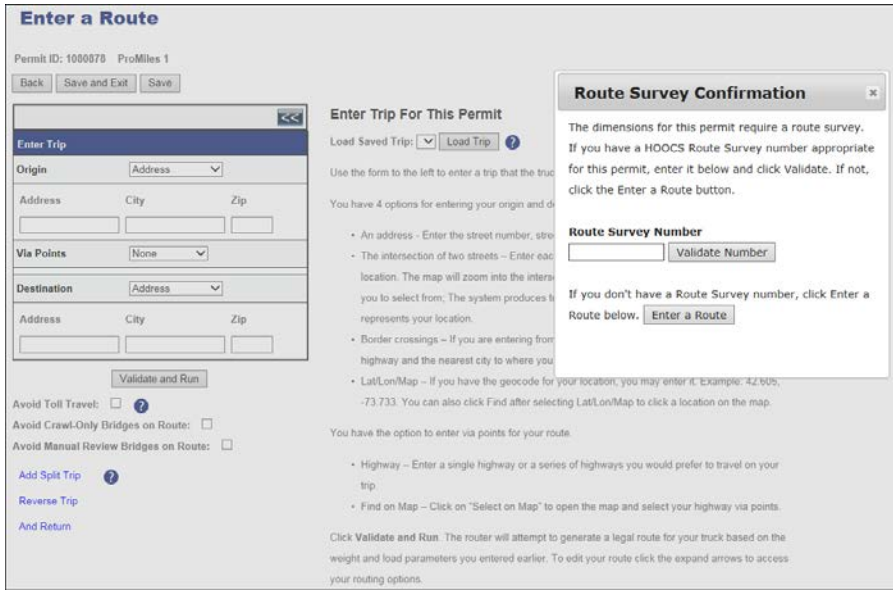
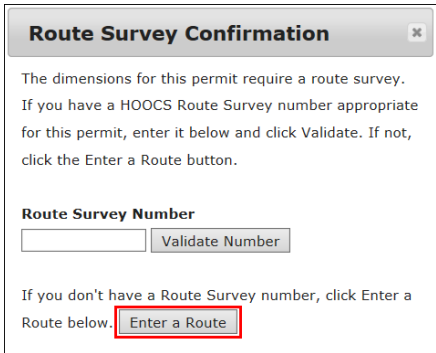
Order a Permit that Requires a Route Survey – Service Bureau

Step	Description																														
10.	<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="196 411 1458 1010" style="border: 1px solid black; padding: 10px;"> <p><b>Order Permits</b></p> <p>ProMiles 1</p> <p>Use the form below to fill in truck and load information. 1080878</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... [ ] Select... [ ] [ ] [ ] [ ] [ ] [ ] Select...</p> <p>? Commodity Type: [ -- Select One -- ] ? Load Description: [ ] ? Serial Number: [ ]</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>[ ]</td> <td>[ ] ?</td> <td>? Loaded Front of/Hang</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td>Loaded Height</td> <td>[ ]</td> <td>[ ] ?</td> <td>? Loaded Rear of/Hang</td> <td>[ ]</td> <td>[ ]</td> </tr> <tr> <td>Loaded Length</td> <td>[ ]</td> <td>[ ] ?</td> <td>? Loaded Weight</td> <td>[ ]</td> <td></td> </tr> <tr> <td>Trailer Length</td> <td>[ ]</td> <td>[ ] ?</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><input type="button" value="Enter Axles"/></p> </div> <p>Back Next Save and Exit Delete Permit</p> </div>	Load Parameter	Feet	Inches	Load Parameter	Feet	Inches	Loaded Width	[ ]	[ ] ?	? Loaded Front of/Hang	[ ]	[ ]	Loaded Height	[ ]	[ ] ?	? Loaded Rear of/Hang	[ ]	[ ]	Loaded Length	[ ]	[ ] ?	? Loaded Weight	[ ]		Trailer Length	[ ]	[ ] ?			
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Trailer Length	[ ]	[ ] ?																													
11.	<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>																														
12.	<p>Select a <b>Commodity Type</b> from the dropdown list.</p>																														
13.	<p>Enter a description in the <b>Load Description</b> field.</p>																														
14.	<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>																														
15.	<p>Select the <b>Attest Statement</b> that applies to the load being hauled.</p>																														
16.	<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 – Service Bureau

Step	Description
17.	<p>Click the <b>Enter Axles</b> button to enter the appropriate <b>Spacing, Weight, and Sum of the Manufactured Tire Rating</b> for each axle.</p>  <p>Axle weights are required for most Permit Types excluding the Type 15 and Type 1M Manufactured Home permits.</p>
18.	Enter additional information about the axle dimensions and axle weights of the load, if applicable.
19.	Click the <b>Display Configuration</b> button to view a side or top view diagram of the axle configuration to confirm settings.
20.	Click the <b>Close</b> button and make changes if necessary on the <b>Set Axle Weights</b> screen.
21.	Click the <b>Validate Weights and Close</b> button.
22.	<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 – Service Bureau

Step	Description
23.	<p>The <b>Enter a Route</b> screen and <b>Route Survey Confirmation</b> window will be displayed.</p> 
24.	<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 – Service Bureau

Step	Description
25.	<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.</p> <p><b>Note:</b> 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> <p><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.</p>
<p>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> <div data-bbox="99 726 1365 871" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <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>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> <p><b>Note:</b> If the user is unable to generate the desired route, 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. Click the <b>continue your order to have your trip reviewed</b> link. This will submit the permit application to the Permit Office. 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 Service Bureau. When the Service Bureau receives the Route Survey form, and has the company complete the information, the Service Bureau will need to upload the completed form for the Permit Office to approve. The Route Survey approval will be emailed to the permit Primary Delivery Method email address.</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> <p><b>The following steps for completing the permit application are not applicable unless there is a route.</b></p>	
26.	<p>After reviewing the route and driving directions, click the <b>Next</b> button. The <b>Permit Summary</b> screen will be displayed.</p>
27.	<p>Read and check the box attesting to understanding the rules and requirements for ordering a HOOCS permit.</p>



# Order a Permit that Requires a Route Survey – Service Bureau

Step	Description
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28. Click the **Create Route Survey** button at the bottom of the screen.

### Order Permits

ProMiss 1  
Christine Church Ph: 517-234-8964

Permit fee summary: Permit ID: 1080878

Permits	Agency	Unit/Rtg #	Permit Fee	Total
Type 1 – Single Trip – General Moves (Except Manufactured Homes)	NYSDOT	11021	\$40.00	\$40.00
<b>Total</b>			<b>\$40.00</b>	<b>\$40.00</b>

Click the checkbox to attest before submitting. Until the box is checked, there will not be a Submit button to submit the permit application.

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 MOCS 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).

**New York Route Directions**

I-81 ON/Rockport<<=I-61 E, @ I-61 South/DeWitt, I-481 Ramp NW, I-481 SE, I-81 SE==I-81 PA/Great Bend<<<

**Order Review**

Permit Type: Type 1 – Single Trip – General Moves (Except Manufactured Homes)

Start Date: 10/2/2018    End Date: 10/8/2018

**Vehicle And Load**

**Vehicles Used For This Permit**

Unit Number	Type	Make	Year	VIN
11021	TRACTOR	PETERBILT	2011	1XPFD43X8D129648
11027	TRAILER	PETERBILT	2011	1XPH49X4BD128654

**Load and Dimensions**

**Dimensions**

Width: 12 ft    Height: 14 ft 6 in    Length: 65 ft

Weight: 95000    Front O'Hang:    Rear O'Hang:

**Axle Spacings**

**Axles**

Axle	1	2	3	4	5
Distances	25 ft 5 in	6 ft 9 in	10 ft 5 in	4 ft 6 in	
Weights	15000	20000	20000	20000	20000
# of Tires	2	4	4	4	4

Tire Sizes:

Steer Axle? \_\_\_\_\_

Lane: \_\_\_\_\_

**Origin and Destination**

Origin: I-81:ON:Rockport    Destination: I-81:PA:Great Bend

Miles	Route	To	Distance
0.00		Origin: I-81:ON:Rockport	0.00
91.20	I-81 S	Take Exit 295 toward I-481 South/DeWitt	91.20
0.30	I-481 Ramp NW	Continue straight on I-481	91.50
15.30	I-481 SE	Continue straight on I-81	106.80
81.60	I-81 SE	Arrive at destination	188.40
0.00		Destination: I-81:PA:Great Bend	0.00

**Via Points**

**Permit Conditions**

\*\*SYRACUSE CITY CORPFW - 10 WIDEN No travel from 7-9 AM and 4-6 PM for vehicles exceeding the width wider than 10 feet in within a 10 mile radius of Syracuse.\*\*

\*\*BINGHAMTON CITY CORPFW - 10 WIDEN No travel from 7-9 AM and 4-6 PM for vehicles exceeding the width wider than 10 feet in Binghamton.\*\*

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.

Certified Escort vehicle to precede on all routes.

Lead Escort vehicle to have proper height poles attached.

NO travel business districts 7-9 AM and 4-6 PM.

Per the New York State Certified Escort Manual, Section 17 (g), Overhead wires, cables, signal or traffic lights, lines of trees or overhead structures shall not be disturbed without first obtaining permission from the owners thereof and movements shall not be commenced until after such comments are obtained. Permittee must notify and make satisfactory arrangements with all

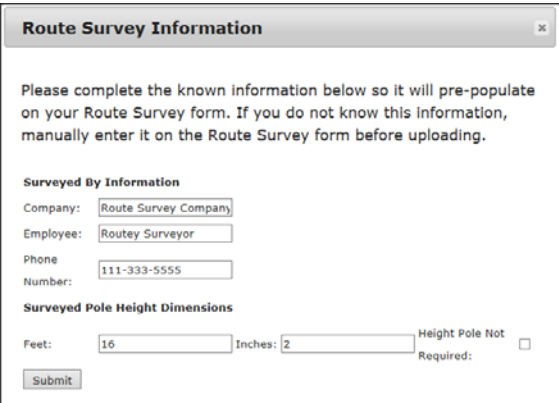
Click this checkbox to prevent self-issue of permit.

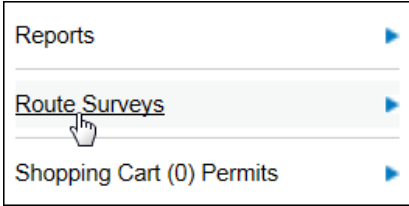
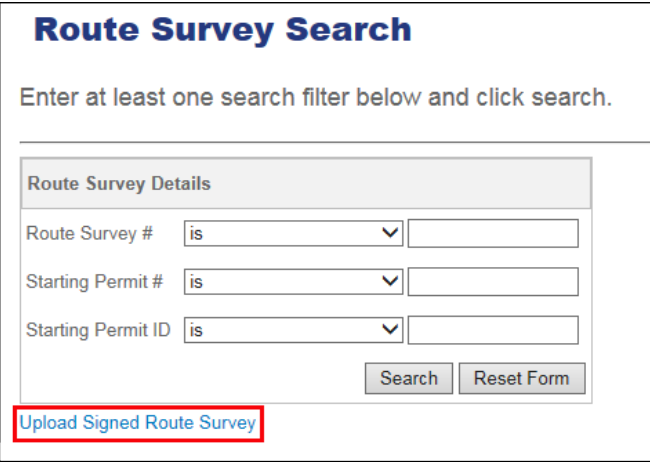
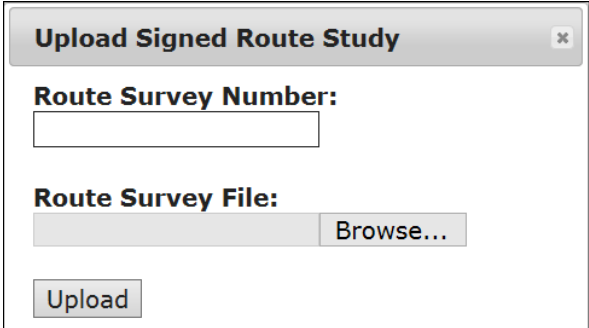
No self issue.

Back   Save And Exit   Delete Permit   Create Route Survey

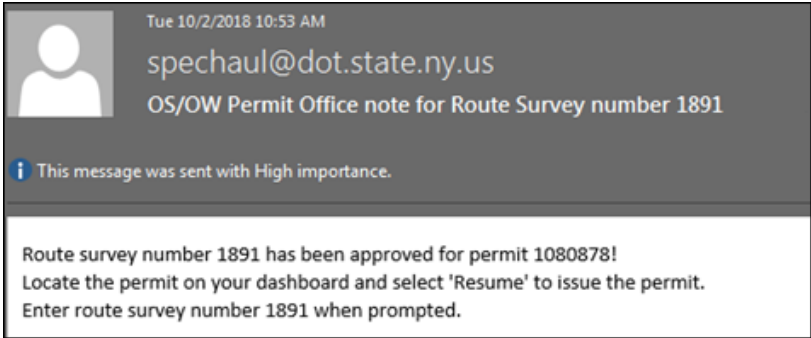
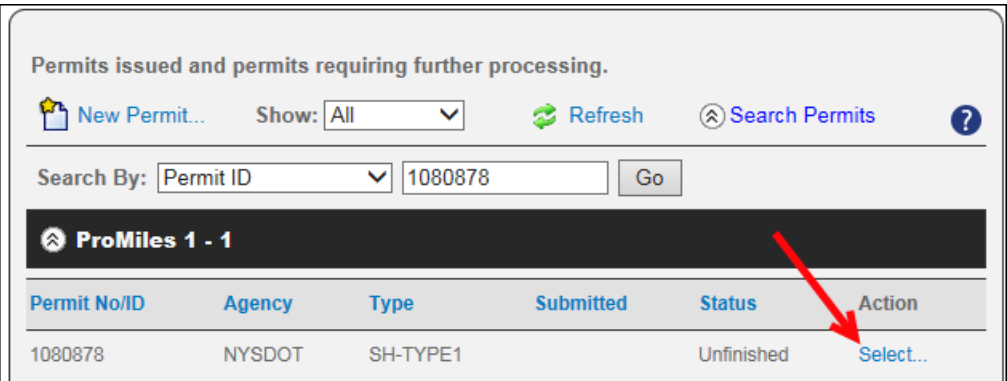
The **Route Survey Information** window will be displayed.

Order a Permit that Requires a Route Survey – Service Bureau

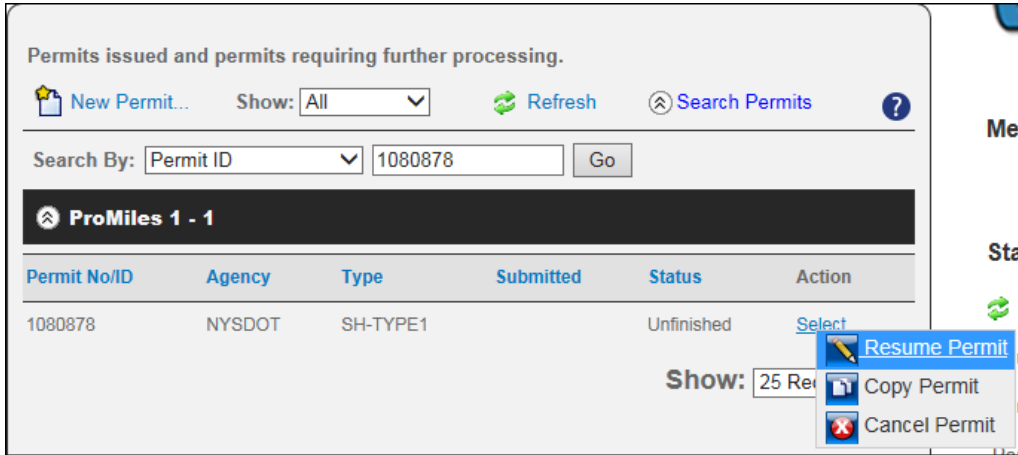
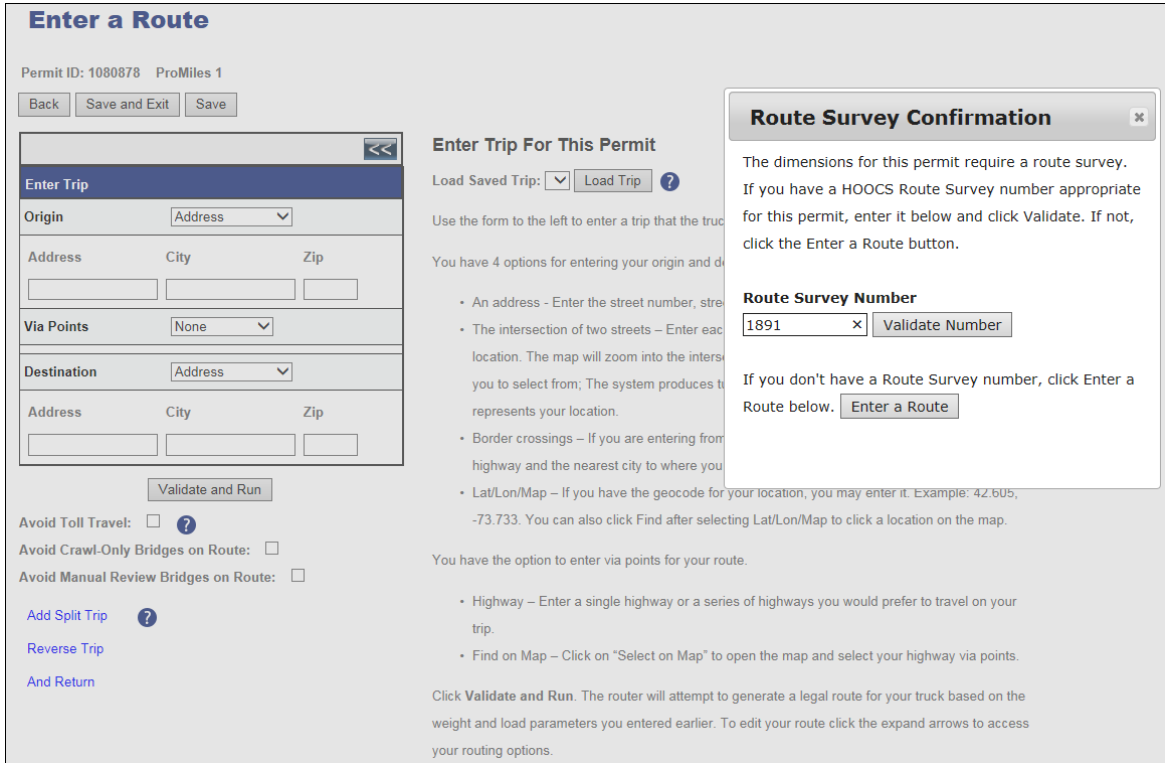
Step	Description
29.	<p>Enter all known information on the <b>Route Survey Information</b> screen, making it as complete as possible. These fields can be left blank if the information is not known.</p> 
30.	<p>Click the <b>Submit</b> button once the <b>Route Survey Information</b> is complete. The <b>Submission Complete</b> screen will be displayed.</p>
31.	<p>Click the <b>Print route survey</b> link to print the <b>New York State Department of Transportation Perm 85 – Special Hauling 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.</p>
32.	<p>The Route Survey form will be emailed to the Service Bureau email address entered when selecting a <b>Primary Delivery Method</b> and any additional email addresses entered.</p>
33.	<p>Close the <b>Route Survey</b> document.</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> <p><b>Note:</b> The Route Survey form is available to Service Bureau Users by clicking the <b>Print route survey</b> link on the <b>Order Permits: Permit Summary</b> screen and from the HOCS email if email was chosen as the primary delivery method during the permit application process.</p>
34.	<p>Click the <b>Return to the dashboard</b> link or the <b>Home</b> button to return to the <b>Company Dashboard</b>.</p>
35.	<p>Once the Route Survey form is complete, the company or Service Bureau will need to upload the form for the Permit Office to approve.</p> <p><b>Note:</b> The Route Survey form belongs to the company because the company is responsible for having the route survey performed. The company can locate the Route Survey form in the <b>Route Surveys</b> link in the <b>Administrative Panel</b> on their <b>Company Dashboard</b>.</p>

Step	Description
36.	<p>Click the <b>Route Surveys</b> link in the <b>Administrative Panel</b> on the <b>Company Dashboard</b>.</p>  <p>The <b>Route Survey Search</b> screen will be displayed.</p>
37.	<p>Click the <b>Upload Signed Route Survey</b> link.</p> 
38.	<p>The <b>Upload Signed Route Study</b> window will be displayed.</p>  <ul style="list-style-type: none"> <li>• Enter the Route Survey Number.</li> <li>• Click the <b>Browse</b> button.</li> <li>• Locate the saved file to upload.</li> <li>• Double click the file to be uploaded.</li> <li>• Click the <b>Upload</b> button.</li> </ul>
39.	<p>Click the <b>Home</b> button to return to the <b>Company Dashboard</b>.</p>

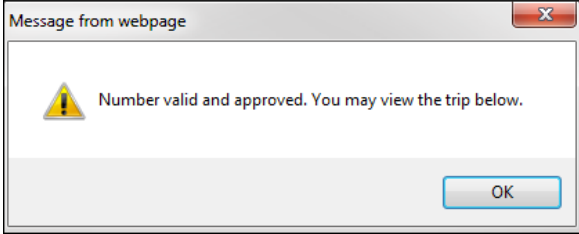
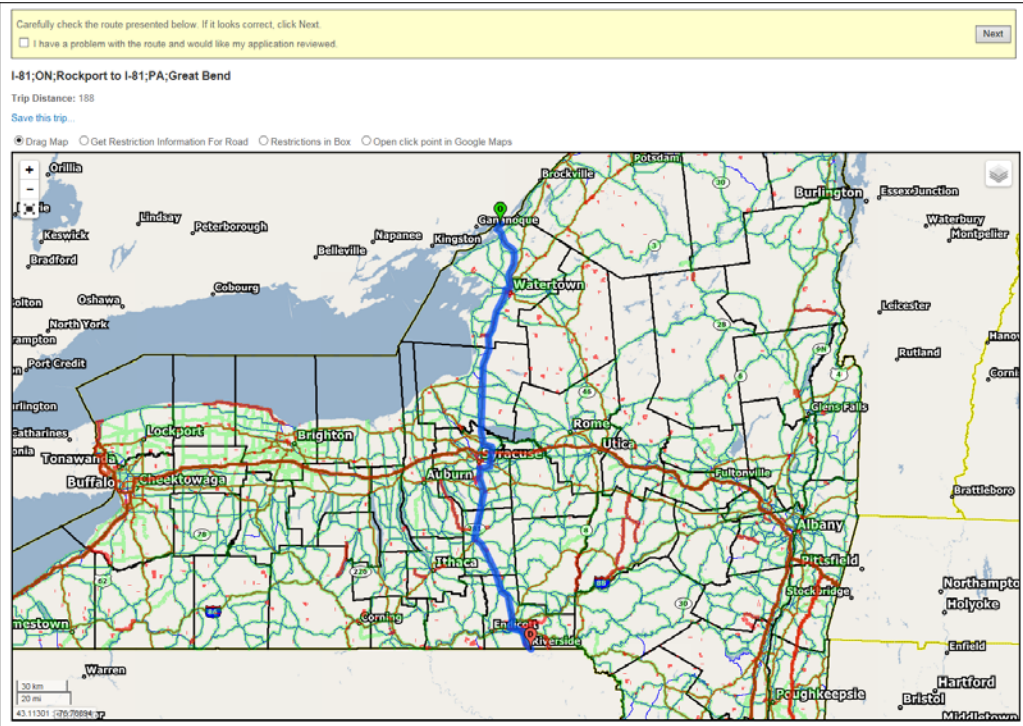
Order a Permit that Requires a Route Survey – Service Bureau

Step	Description
40.	<p>Once the Route Survey has been approved by the Permit Office, a notification will be sent to the primary delivery method email address.</p>  <p><b>Note:</b> A <b>Delivery Method of Email</b> must be selected for the Service Bureau to receive notifications about the Route Survey approval.</p> <p>At this point, the Service Bureau User will need to process the permit with the approved Route Survey Number to complete the permit issue process.</p>
41.	<p>Locate the permit in the <b>Permits Panel</b> on the <b>Company Dashboard</b> once the Route Survey has been approved.</p>
42.	<p>Click the <b>Select</b> link for the desired permit.</p> 

Order a Permit that Requires a Route Survey – Service Bureau

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

Order a Permit that Requires a Route Survey – Service Bureau

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><b>Note:</b> If the validation fails after clicking the <b>Validate Number</b> 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 <b>OK</b> button.</p> <p><i>The <b>Trip Results Panel</b> will be displayed.</i></p> <p><b>Note:</b> 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 <b>Next</b> button.</p>

# Order a Permit that Requires a Route Survey – Service Bureau

Step	Description
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49. *The **Order Permits: Permit Summary** 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 **Submit** button.

**Order Permits**

**From:** Christine Church Ph: 517-234-9542  
**Permit ID:** 1080878

Permit	Agency	Unit/Tag #	Permit Fee	Total
Type 1 - Single Trip - General Moves (Except Manufactured Homes)	NYSDOT	11021	\$40.00	\$40.00
<b>Total</b>			<b>\$40.00</b>	<b>\$40.00</b>

Click the checkbox to attest before submitting. Until the box is checked, there will not be a Submit button to submit the permit application.

I hereby attest and swear under the penalties of perjury that I have read and understood all the legal requirements for ordering a permit within New York State's MDOB system. These requirements include having workers' compensation and liability insurance (where applicable) under New York law and the terms of liability insurance required by 17 NYCRR sections 111-1.3 (a), 100.0(c), 114-2.7 (a)

**New York Route Directions**  
 HD01-PA,Great Bend; 1-81 PA, Great Bend

**Order Review**

**Permit Type:** Type 1 - Single Trip - General Moves (Except Manufactured Homes)

**Start Date:** 10/2/2018    **End Date:** 10/8/2018

**Vehicle And Load**

**Vehicles Used For This Permit**

Unit Number	Type	Make	Year	VIN
11321	TRACTOR	PETERBILT	2011	1XP9H4908C128648
11327	TRACTOR	PETERBILT	2011	1XPH4948C128654

**Load and Dimensions**

Dimensions
Width: 12 ft    Height: 14 ft 6 in    Length: 55 ft
Weight: 6000    Front O'hang:    Rear O'hang:

**Axle Spacings**

Axle	1	2	3	4	5
Distances:	28 ft 6 in	6 ft 9 in	10 ft 1 in	4 ft 6 in	
Weights:	15000	20000	20000	20000	20000
# of Tires:	2	4	4	4	4
Tire Sizes:					
Blow Aids?:					
Load:					

**Origin and Destination**

**Origin:** I-81, CN, Rockport    **Destination:** I-81, PA, Great Bend

Miles	Road	In	Distance
0.00		Origin: I-81, CN, Rockport	0.00
01.20	I-81 E	Take Exit 295 toward I-81 South/Oswego	01.20
0.20	I-81 Ramp NA	Continue Straight on I-81 E	01.40
10.30	I-81 SE	Continue Straight on I-81 E	106.00
01.00	I-81 GC	Arrive at destination.	107.00
0.00		Destination: I-81 PA, Great Bend	0.00

**Via Points**

**Permit Conditions**

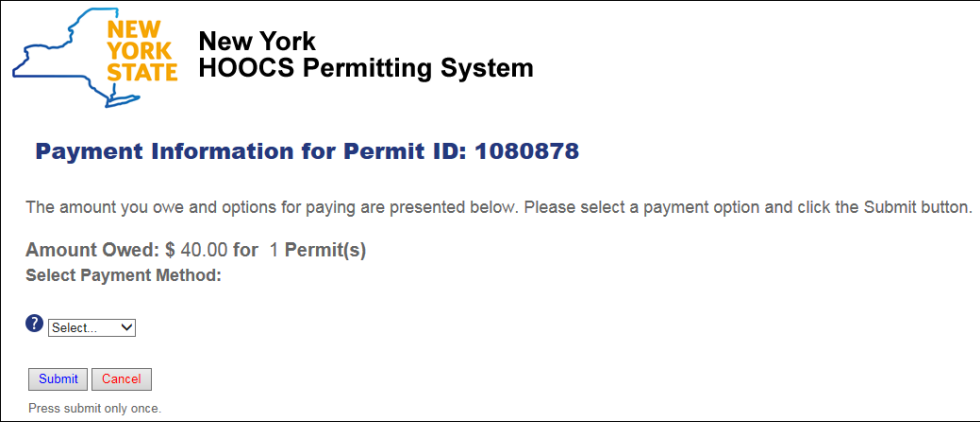
\*\*\*SYRACUSE CITY CENTER - 10 MIDDN SO travel from 7-9 AM and 4-6 PM for vehicles exceeding the width vehicle than 10 feet in width a 10 mile radius of Syracuse.\*\*  
 \*\*\*SINGAPOUR CITY CENTER - 10 MIDDN SO travel from 7-9 AM and 4-6 PM for vehicles exceeding the width vehicle than 10 feet in width a 10 mile radius of Singapore.\*\*  
 Toll-free vehicles authorized on this general permit is only allowed Mondays through Fridays from 1/2 hour before sunrise until 1/2 hour after sunset.  
 Detached tractor vehicle to proceed on all routes.  
 Load tractor vehicle to have proper height pole attached.  
 No travel between 7-9 AM and 4-6 PM.  
 Per the New York State Certified Factor Manual, Section 17 (c), Overhead wires, cables, signal or traffic lights, loads of trees or overhead structures shall not be disturbed without first obtaining permission from the owner thereof and no permit shall be considered until after such permits are obtained. Permittee must notify and make satisfactory arrangements with all

Click this checkbox to prevent self-issue of permit.  
**No self issue.**

Step	Description		
50.	<p><i>The <b>Order Permits: Permit Submission Successful</b> screen will be displayed.</i></p> <div data-bbox="177 323 691 846" style="border: 1px solid black; padding: 10px;"> <p><b>Order Permits</b></p> <p><b>ProMiles 1</b></p> <p>Christine Church Ph: 517-234-8964</p> <p style="text-align: right;">Permit ID: 1080878</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><b>The following permits have been approved.</b></p> <table border="1" data-bbox="188 737 381 814"> <thead> <tr> <th>Permit ID</th> </tr> </thead> <tbody> <tr> <td>1080878</td> </tr> </tbody> </table> <p><a href="#">Pay for the permits now.</a></p> </div> <p>From this screen, the user can <b>Return to the dashboard</b> or <b>Pay for the permits now</b>. If the user does not pay for the permit at this time, it can be paid by the start date from the <b>Shopping Cart</b>.</p> <p><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 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 NYSDOT User, the status of the permit application will be <b>Pending Payment</b>, and the permit will be located in the Service Bureau’s <b>Shopping Cart</b> for payment.</p>	Permit ID	1080878
Permit ID			
1080878			
51.	Click the <b>Pay for the permits now</b> link.		
52.	<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="177 1346 1445 1740" style="border: 1px solid black; 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:</p> <p>1080878</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 – Service Bureau

Step	Description
53.	<p>The <b>Payment Information for Permit ID: XXXXXX</b> screen will be displayed.</p> <div data-bbox="180 321 1154 741" style="border: 1px solid black; padding: 10px;">  <p><b>NEW YORK STATE</b> New York HOCS Permitting System</p> <p><b>Payment Information for Permit ID: 1080878</b></p> <p>The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.</p> <p>Amount Owed: \$ 40.00 for 1 Permit(s)</p> <p>Select Payment Method:</p> <p><input type="text" value="Select..."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p> <p>Press submit only once.</p> </div> <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>
54.	<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 by the Service Bureau from the <b>Permits Panel</b> on the <b>Company Dashboard</b>.</p> <p><b>Note:</b> The Service Bureau will be responsible for sending the issued permit to the customer.</p>
55.	<p>Click the <b>Return to the dashboard</b> link to return to the <b>Company Dashboard</b>.</p>

**Note:** Service Bureaus are able to reuse an approved **Route Survey** for the same company and 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.