

# **Oregon Routing Information Online (ORION) Permitting System**

## **Customer User Training Material**



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**Commerce and Compliance Division  
Over-Dimension Permit Unit**

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# ORION Login Page

The Login Page allows users to access **Account Creation**, **Important News**, **Announcements**, and other helpful information.

**Note:** The items displayed on the Login Page are configurable by ODOT.

**Note:** The Username and Password fields in the Customer User Login Panel are only for Customer Users.

1. Enter the **Username** and **Password** in the respective fields.



ORION Test Site

ORION PERMITTING SYSTEM

**\*\*THIS IS NOT A PRODUCTION WEBSITE. ANY PERMITS ISSUED FROM THIS SITE ARE NOT VALID FOR TRAVEL!\*\***

**Account Creation**

If you do not have an account in ORION Test, click the button below to create a new one.

**User Tutorials test**

Click the link below to watch some helpful tutorial videos about various topics throughout the system.

Login Below

Username \*

Password \*

Sign In

[I Forgot my Username](#)

[I Forgot my Password](#)

Important News and Announcements

There are no announcements at this time. Please check again later.

2. Click the **Sign In** button.
  - The **Company Dashboard** will be displayed.

# Forgot Username

On the **Login Page**, a user can request their username and/or password be sent to them if they have forgotten either.

1. Click the I forgot my Username link on the Login Page.

- The **Forgot Username** screen will be displayed.
2. Enter your email address in the field.
3. Click the **Recover Username** button.
  - A confirmation message will be displayed.
4. Click the **Return to Login** button.
  - An email will be sent to the email address entered. The username will be included in the email.

# Forgot Password

On the **Login Page**, a user can request their username and/or password be sent to them if they have forgotten either.

1. Click the **I forgot my Password** link on the Login Page.

- The **Forgot Password** screen will be displayed.
  2. Enter the username in the field.
  3. Click the **Reset Password** button.
    - A confirmation message will be displayed.
  4. Click the **Return to Login** button.
    - An email will be sent to the email address on file for that username. The email will contain a link. Click the link in the email to reset the password.
- Note:** If the user has not yet answered their Security Questions and Answers in User Management, they will not be able to reset their password.
- The Reset Password screen will be displayed.
  5. Enter your Security Answer in the field displayed.
  6. Click the **Submit Answer** button.
  7. Enter your new password in the **New Password** and **Confirm Password** fields.
  8. Click the **Update** button.
  9. Click the **Return to Login** button.
    - You can now log in using your new password.

## Create Company Account

The Create Company Account link on the Login Page allows carriers to create their account. Refer to [Creating a New Company Account](#) for additional information on creating a new company account.

## User Tutorial Videos

Click the **User Training Resources** link on the Login Page to view training videos.

**Note:** The current videos displayed are training videos created in the VA EZ Haul Permitting System. Once training videos are created within the ORION Permitting System, the VA training videos will be updated to OR training videos.

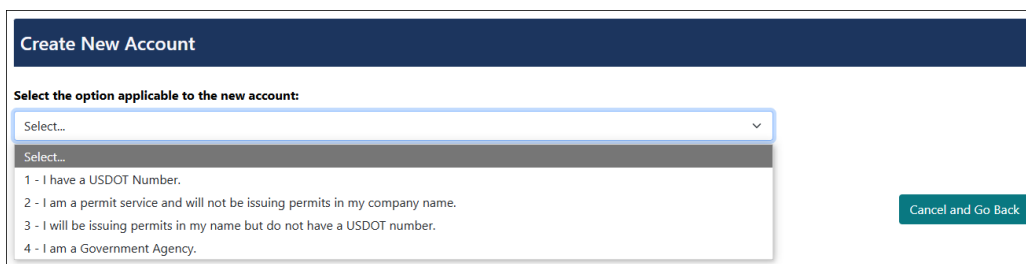
## Trucking Online Weight Calculator

Click the **Trucking Online Weight Calculator** link on the Login Page to access the Oregon Trucking Online calculator.

## Creating a New Company Account

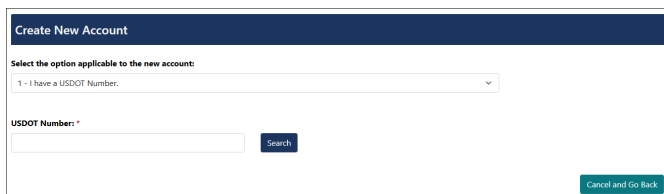
Follow these steps to create a new company account from the [ORION Login page](#).

1. Click the **Create Company Account** link on the Login Page.
  - o The **Create New Account** screen will be displayed.



For this example, we will select **I have a USDOT Number** from the dropdown list.

The **USDOT Number** field will be displayed.



2. Enter the USDOT Number in the **USDOT Number** field.

**Note:** This number will be validated against PRISM so it must be associated to the Company and entered correctly.
3. Click the **Search** button to search for the Company. Click the **Cancel and Go Back** button to exit the **Create New Account** screen and return to the **State User Dashboard**.



- The **Create New Account** screen will be updated to reflect the Company name and address associated to the USDOT Number entered.

4. If the return information is correct, click the **Create Account** button to view the **Company Management – Create** page.

5. The **Company Management - Create** screen will be displayed.

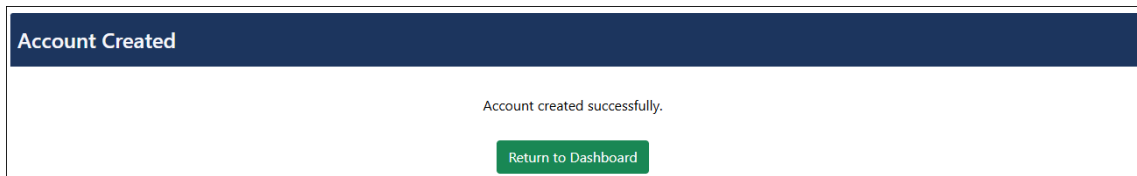
**Note:** Any available information from PRISM that corresponds to the USDOT Number will be populated. Fields that are grayed out were pulled from PRISM and cannot be edited.

6. Complete all known information and all required fields.
7. Click the **Create Company** button once all information is completed.

**Note:** Required fields are marked with an \*. If a required field is left blank when the Create Company button is clicked, the required field will be highlighted red, and a message will be displayed below.

## Account Created

The Account Created screen will be displayed if the **Customer Account Number** field was returned from PRISM during the account creation process.



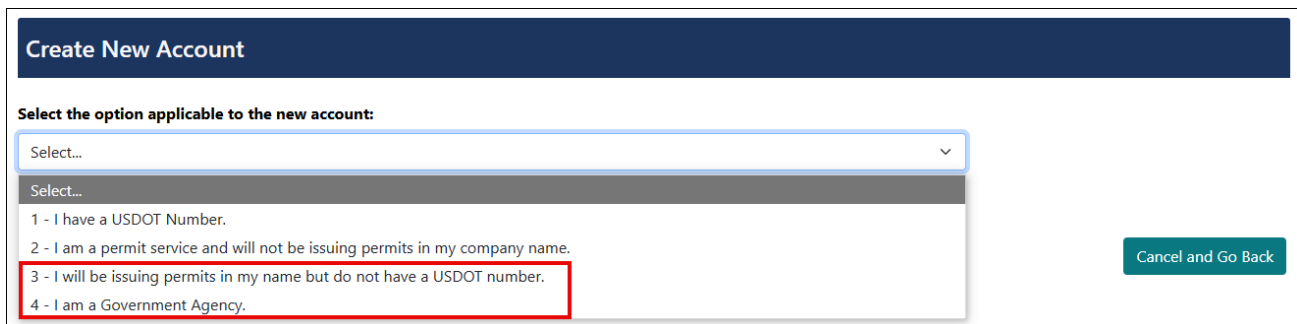
1. Click the **Return to Dashboard** button.

**Note:** The company account is now created, and the user can log in using their username and password.

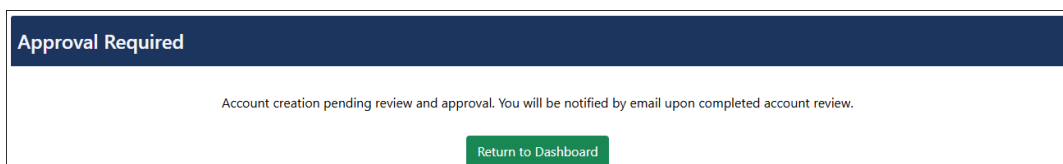
## Approval Required

Some instances require an account to be reviewed and approved before the account is “created”.

If the **Customer Account Number** was not returned from PRISM, or if the **I will be issuing permits in my name but do not have a USDOT Number** or **I am a Government Agency** option is selected, the account must be approved by ODOT before the account is “created” and before a Company User can log in.



Instead of the Account Created screen being displayed, the **Approval Required** screen will be displayed, notifying users the account must be approved.



1. Click the **Return to Dashboard** button.
  - Once an ODOT User approves the account request, the Company will receive an email, alerting them that their account has been approved. The Company User will now be able to log in to the Permitting System.
  - If an ODOT User denies the account request, an email will be sent to the Company notifying them their account request has been denied, along with the reason.

# Navigating ORION

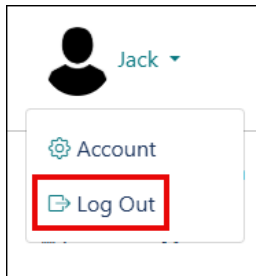
There are several useful tools provided in the ORION Permitting System to help users navigate the system.

Once the Customer User logs in, the **Company Dashboard** will be displayed.

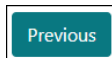
1. Click the **Company Dashboard** link in the **Administrative Panel** to navigate to the Homepage or **Dashboard**.




2. Click the **Log Out** link to log out of the ORION Permitting System.



3. Click the Previous button to return to the previous page of the current process.

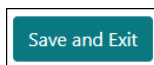


**Note:** Throughout the application when the **Previous** button is an option, click the **Previous** button to go back one page rather than using the arrow back  in the browser.

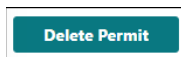
4. Click the **Next** button to move to the next page of the current process.



5. Click the **Save and Exit** button to save progress in a permit application and exit the current process.



6. Click the **Delete Permit** button to close a permit application without saving. This will delete the permit application.



7. Once a permit application proceeds past selecting a Permit Type, the screens that follow will display the Permit ID number as a reference for the user to identify the Permit ID that is being worked.

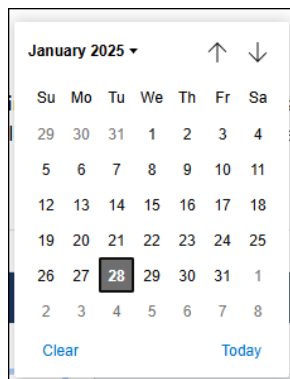


Radio Buttons are used in the ORION Permitting System. A **radio button**, or **option button**, is a type of [graphical user interface element](#) that allows the user to choose only one of a predefined [set](#) of options.

Only one radio button can be chosen for each selection. In the example below, the Drag Map radio button is selected. Click in the circle to select a radio button.

☒ Drag Map ☐ Get Restriction Information For Road

Throughout the ORION Permitting System, clicking in a Start Date or End Date field for a date selection will result in a calendar display. To select the date to use, click the appropriate date on the calendar.

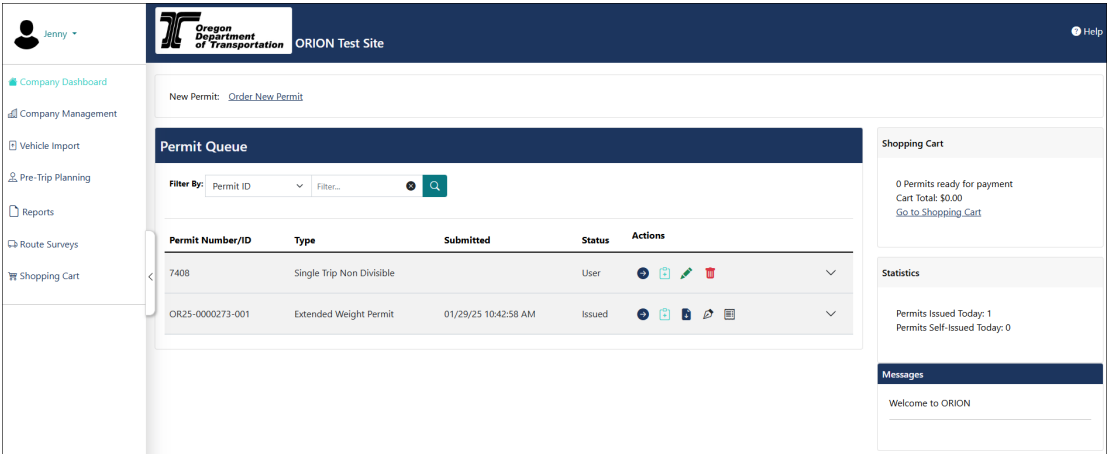


# Company Dashboard

Once the Customer User logs in, the Company Dashboard will be displayed.

The Company Dashboard is broken into six (6) main parts.

- Administrative Panel
- New Permit Panel
- Permit Queue Panel
- Shopping Cart Panel
- Statistics Panel
- Messages Panel



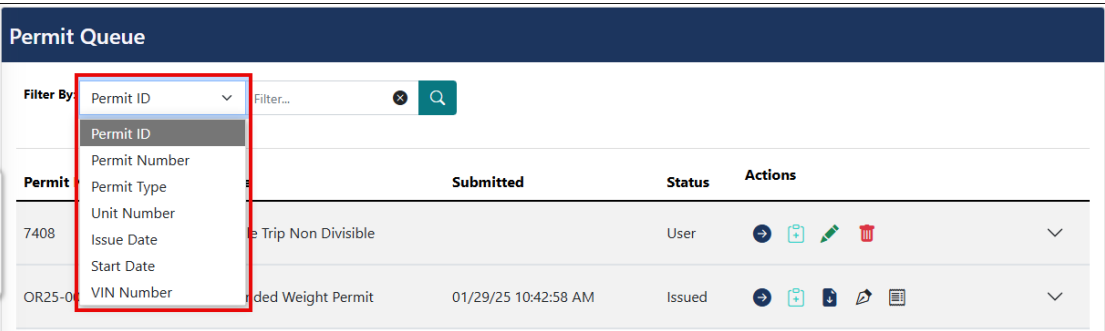
## Permit Queue Panel

The **Permit Queue Panel** on the **Company Dashboard** is the central location of most of the customer's permit business within the ORION Permitting System. From the Permit Queue Panel, users can **Filter Permits** to search for them in the queue and perform actions on permits such as **View Details**, **Copy**, **Download PDF**, **Amend**, **Download Receipt**, **Resume**, and Cancel permit applications.

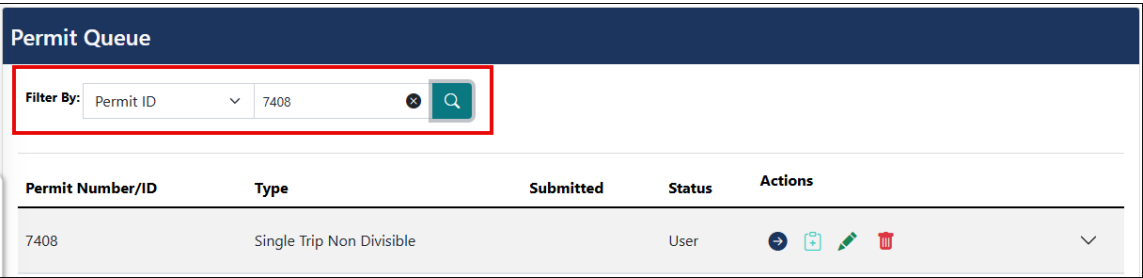
Permit Queue				
Filter By:	Permit ID	Filter...		
Permit Number/ID	Type	Submitted	Status	Actions
7408	Single Trip Non Divisible		User	[Icons: View, Copy, Download PDF, Amend, Download Receipt, Resume, Cancel]
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	[Icons: View, Copy, Download PDF, Amend, Download Receipt, Resume, Cancel]

# Filter Permits

1. Click the **Filter by: dropdown** list to select a filter to search for a permit in the **Permit Queue**. The Filter By: dropdown list defaults to **Permit ID**. Other filter options include **Permit Number**, **Permit Type**, **Unit Number**, **Issue Date**, **Start Date**, and **VIN Number**.



2. Select a filter option from the dropdown list.
3. Enter the corresponding search information.
4. Click the **Search** icon.



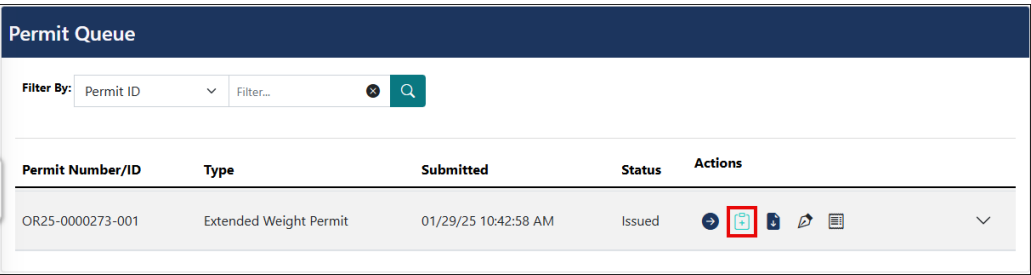
- The matching result(s) will be displayed in the **Permit Queue**.
5. Click the **X** icon to return to the full list of unfiltered results in the **Permit Queue Panel** on the **Company Dashboard**.

## To View Permit Details

Refer to the [View Permit Action \(Permit Details\)](#) section for more information.

## Copy a Permit

1. Locate a permit in the **Permit Queue** on the **Company Dashboard**.
2. Click the **Copy Permit** icon in the **Actions** column for the desired permit.

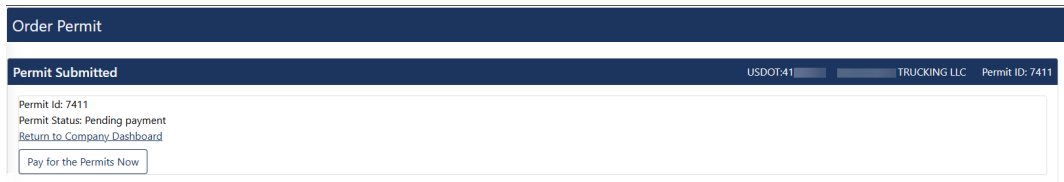


- The **Order Permits – Company** screen will be displayed.

3. Click the **Next** button.
4. Proceed through the permit application by clicking the **Next** button and complete the permit application by filling in all required information.

**Note:** The **Permit Type** and **Permit Description** are uneditable when using the **Copy Permit** feature.

- Once all screens have been filled in, the **Order Permit – Summary** screen will be displayed.
5. Click the **Submit** button.
  6. The **Order Permit – Permit Submitted** screen will be displayed.

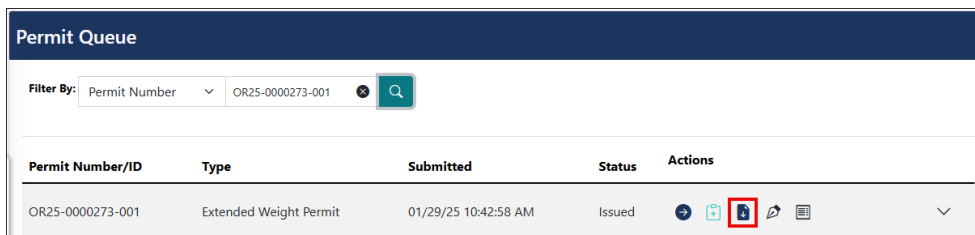


7. Click the **Pay for the Permits Now** button and continue the payment process or pay for the permit from the **Shopping Cart**. Refer to the [Shopping Cart Panel](#) for more information.
8. Click the **Return to Company Dashboard** link to return to the Company Dashboard.
9. **Note:** If the permit is not able to be self-issued, the Permit Status will not be Pending Payment. The Permit Status will vary by Permit Type and requirements. When the permit cannot be self-issued, the **Pay for the Permits Now** button will not be displayed.

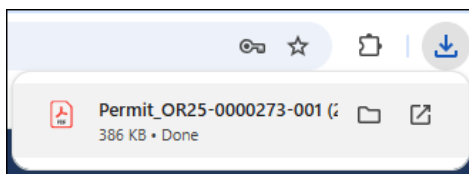
## Download a Permit PDF

Locate a permit in the **Permit Queue** on the **Company Dashboard** with a status of **Issued** or **Issued Prior**.

1. Click the **Download PDF** icon in the Actions column for the selected permit.



- The Permit PDF will download.
2. Open the document from the Downloads folder on your computer.



- The Permit PDF will open in a new window.
3. Review the Permit PDF.
  4. Close the Permit PDF to return to the **Company Dashboard**.

## Amend a Permit

1. Locate a permit **Type** that is eligible for a self-service amend in the **Permit Queue** on the **Company Dashboard** with a status of **Issued** or **Issued Prior**.
2. Click the **Amend** icon in the **Actions** column for the selected permit.

Permit Queue					
Filter By: Permit Number <input type="text" value="OR25-0000273-001"/> <input type="button" value="Q"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	<input type="button" value="↻"/> <input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/> <input type="button" value="📄"/>	

### Helpful Tips:

- Any permit type flagged as Self Amendable can be amended.
- Customers may perform a self-service amend per permit for Plate, State, Year, Make, VIN, and/or Unit Number for the vehicle utilized for the permit.

Self-Service Amend

Plate \*

TR5705

State \*

OR

Year \*

2020

Make \*

OTHER

VIN \*

5T41TRL66734

Unit Number \*

10

Cancel

Submit






- Customer Amends are issued at no charge.
- Once the amend is complete, the permit number suffix will be updated appropriately for the amend. The original permit would have a permit number ending in 001, and the amended permit ends in 002. The Permit PDF will display the new Permit Number. The original Permit PDF will no longer be displayed for download.

## Download a Permit Receipt

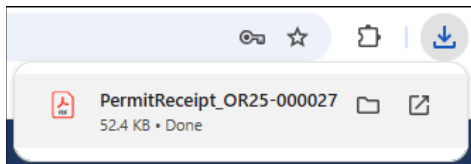
1. Locate a permit in the **Permit Queue** on the **Company Dashboard** with a status of **Issued**, **Issued Prior**, or **Expired**.



2. Click the **Download Receipt** icon in the **Actions** column for the selected permit.

Permit Queue					
Filter By: Permit Number <input type="text" value="OR25-0000273-001"/> <input type="button" value="Search"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	   	






- The Permit Receipt will download.
3. Open the document from the Downloads folder on your computer.



- The receipt will open in a new window.
4. Review the Permit Receipt.
  5. Close the Permit Receipt to return to the **Company Dashboard**.

## Resume a Permit

1. Locate a permit in the **Permit Queue** on the **Company Dashboard** with a status of **User**.
2. Click the **Resume Permit** icon in the **Actions** column for the selected permit.

Permit Queue					
Filter By: Permit ID <input type="text" value="Filter..."/> <input type="button" value="Search"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
7408	Single Trip Non Divisible		User	   	

- The **Order Permit – Company** screen will be displayed.
3. Proceed through the permit application by clicking the Next button and complete the permit application by filling in all required information.
    - The **Order Permit – Summary** screen will be displayed.
  4. Click the **Submit** button.
    - The **Order Permit – Permit Submitted** screen will be displayed.

Order Permit

Permit Submitted

USDOT:  Permit ID: 7408

Permit Id: 7408  
Permit Status: Pending payment  
[Return to Company Dashboard](#)

5. Click the **Pay for the Permits Now** button and continue the payment process or pay for the permit from the **Shopping Cart**. Refer to the [Shopping Cart Panel](#) for more information.
6. Click the **Return to Company Dashboard** link to return to the Company Dashboard.

**Note:** If the permit is not able to be self-issued, the Permit Status will not be Pending Payment. The Permit Status will vary by Permit Type and requirements. When the permit cannot be self-issued, the Pay for the Permits Now button will not be displayed.

## Cancel a Permit

1. Locate a permit in the **Permit Queue** on the **Company Dashboard** with a status of **User** or **Pending**.
2. Click the **Cancel Permit** icon in the **Actions** column for the selected permit.

Permit Queue					
Filter By: Permit ID <input type="text"/> Filter... <input type="button" value="X"/> <input type="button" value="Q"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
7408	Single Trip Non Divisible		User	<input type="button" value="→"/> <input type="button" value="+"/> <input type="button" value="✎"/> <input type="button" value="🗑️"/>	▼

- A confirmation message will be displayed.

Permit Queue					
Filter By: Permit ID <input type="text"/> Filter... <input type="button" value="X"/> <input type="button" value="Q"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
7408	Single Trip Non Divisible		User	<input type="button" value="→"/> <input type="button" value="+"/> <input type="button" value="✎"/> <input type="button" value="Cancel Permit? ✓"/> <input type="button" value="Cancel ✕"/>	▼

3. Click the **Cancel Permit** button to cancel the permit or click the **Cancel** button to ignore the cancel action.

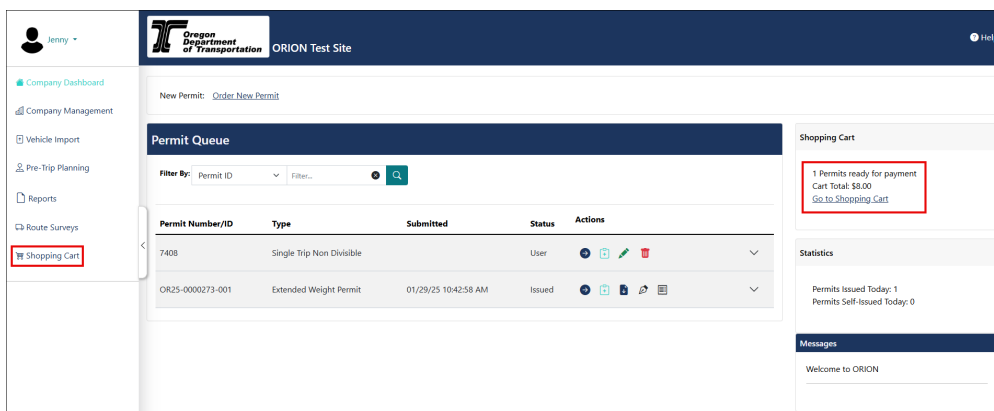
## Shopping Cart Panel

Once a permit application has been approved by a State User, or once a self-issue eligible permit has been completed by the Customer User, the permit will be available for purchase in the Shopping Cart. The Shopping Cart can be accessed from the **Go to Shopping Cart** link in the **Shopping Cart Panel** located on the Company Dashboard or from the **Shopping Cart** link in the **Administrative Panel** on the **Company Dashboard**. The Shopping Cart screen provides a summary of what is in a customer's Shopping Cart awaiting payment.

**Note:** Approved permits will remain in the Shopping Cart until midnight of the permit's start date. Permits not purchased by midnight of the start date will be automatically canceled and given a status of No Payment. These permits will no longer be available for purchase and a new application will need to be submitted.

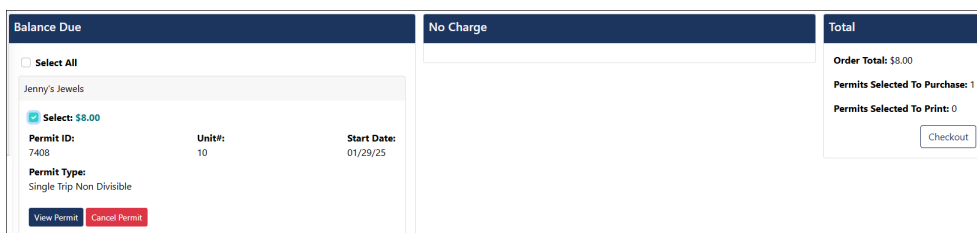
The **Shopping Cart Panel** displays the number of **Permits ready for payment** and the **Cart Total**.

1. Click the **Go to Shopping Cart** link in the **Shopping Cart Panel** or the **Shopping Cart** link in the **Administrative Panel** on the **Company Dashboard**.



- The Shopping Cart screen will be displayed.
- The Shopping Cart screen contains the **Balance Due Panel**, the **No Charge Panel**, and the **Total Panel**.
  - The **Balance Due Panel** displays a list of permits awaiting payment by the Customer.
  - The **No Charge Panel** displays a list of permits that have no fee amount, which the user may select to print.
  - The **Total Panel** displays the total cost of all permits selected, the number of permits selected for purchase, and the number of permits selected to print.

**Note:** Permits with a fee cannot be selected at the same time as No Charge permits in the Shopping Cart.



# Statistics Panel

The Statistics Panel located on the Company Dashboard displays the number of **Permits Issued Today** and **Permits Self-Issued Today** for the company.

Jenny

Company Dashboard

Company Management

Vehicle Import

Pre-Trip Planning

Reports

Route Surveys

Shopping Cart

ORION Test Site

New Permit: [Order New Permit](#)

Permit Queue

Filter By: Permit ID Filter...

Permit Number/ID	Type	Submitted	Status	Actions
7408	Single Trip Non Divisible		User	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">i</a> <a href="#">d</a> <a href="#">p</a> <a href="#">e</a>
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">i</a> <a href="#">d</a> <a href="#">p</a> <a href="#">e</a>

Shopping Cart

1 Permits ready for payment  
Cart Total: \$8.00  
[Go to Shopping Cart](#)

Statistics

Permits Issued Today: 1  
Permits Self-Issued Today: 0

Messages

Welcome to ORION

# Messages Panel

The Messages Panel located on the **Company Dashboard** displays messages applicable to the company and/or the Customer User. These messages are maintained by the State in **Dashboard Notices Table Maintenance**.

Jenny

Company Dashboard

Company Management

Vehicle Import

Pre-Trip Planning

Reports

Route Surveys

Shopping Cart

ORION Test Site

New Permit: [Order New Permit](#)

Permit Queue

Filter By: Permit ID Filter...

Permit Number/ID	Type	Submitted	Status	Actions
7408	Single Trip Non Divisible		User	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">i</a> <a href="#">d</a> <a href="#">p</a> <a href="#">e</a>
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	<a href="#">+</a> <a href="#">-</a> <a href="#">x</a> <a href="#">i</a> <a href="#">d</a> <a href="#">p</a> <a href="#">e</a>

Shopping Cart

1 Permits ready for payment  
Cart Total: \$8.00  
[Go to Shopping Cart](#)

Statistics

Permits Issued Today: 1  
Permits Self-Issued Today: 0






Messages

Welcome to ORION

# View Permit Action (Permit Details)

These are the steps needed for a Customer User to view and verify Permit Details.

1. Locate a permit in the **Permit Queue** on the **Company Dashboard**.
2. Click the **View Details** icon in the **Actions** column for the desired permit.

Permit Queue				
Filter By: Permit ID Filter...				
Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000268-001	Extended Weight Permit	01/28/25 01:51:47 PM	Issued	    

3. The **Permit Details – General** screen will be displayed.

General

Vehicles And Load

Changes

Docs and PDFs

Fee Items

Special Items

Payments

Notes

Route

Conditions

General

Permit Number: OR25-0000268-001

Permit ID: 7394

Type: Extended Weight Permit

Status: Issued

Company: TRUCKING LLC

Issuing Officer: PSDC State User

Delivered by: Email to

Resend by: Select...

Contact Name: JB

Contact Phone: 609-977-1695

Submit Date: 01/28/25 01:51:47 PM

Issue Date: 01/28/25 01:52:02 PM

Start Date: 01/28/25 01:51:20 PM

End Date: 01/27/26

Cancel and Go back

## Resend a Permit PDF by Email or Fax


1. Select **Email** or **Fax** in the **Resend by** dropdown list.
2. Enter an email address or fax number in the fields displayed.

3. 

Resend by

Email

to



Resend by

Fax

to

Fax Number \*

Fax Extension

Resend By Fax

4. Click the **email** icon to resend the Permit PDF via email or click the **Resend by Fax** button to resend the Permit PDF via fax.
  - o A confirmation message will be displayed.

# Permit Details

## Vehicles and Load

- 1. Click the **Vehicles and Load** link.
  - The Vehicles and Load screen will contain the vehicle and load information used during the **Order Permit** process.

Vehicles And Load

Dimensions for Creating/Routing Permit

Height: 14'

Width: 12'

Base Width:

Load Length: 75'

Trailer Length:

Overall Length: 75'

Wheelbase: 31'

GVW:

FOH:

ROH:

See Provisions

See Provisions

Load Description: Self Propelled Vehicle with Boom

Display Configuration

Vehicles

Unit Number	Plate	State	Make	Year	VIN	Vehicle Type
4500	INT5700	LA	FD	2007	Test1234	Self Propelled Vehicle w/Boom

Axles

Axle	Spacing	Weight
1		12000
2	21'	12000
3	5'	12000
4	5'	12000

- 2. Click the **Display Configuration** link.
  - The **Vehicles and Load – Display Configuration** screen will be displayed.

Hide Configuration

Display Configuration: ☒ Side View ☐ Top View

21'

5'

5'

# Changes

- 1. Click the **Changes** link.
  - The **Permit Details – Changes** screen will be displayed. Under **Permit Actions**, review the list of actions. If the permit was Copied or Issued, those actions will be listed here.

Changes

Permit Actions

Date	User	Action	Permit Status
01/28/25 01:52:03 PM	State User	Change Status	Issued
01/28/25 01:52:03 PM	State User	Pay and Issue Permit	PO Pending payment
01/28/25 01:51:49 PM	State User	Open Permit For Payment	PO Pending payment
01/28/25 01:51:47 PM	State User	Submit Permit	PO Pending payment
01/28/25 01:51:47 PM	State User	Change Status	PO Pending payment
01/28/25 01:51:24 PM	State User	Change Status	Internal pending
01/28/25 01:51:23 PM	State User	Start New Permit	

# Document and PDF Links

## Uploading Documents

- 1. Click the **Docs and PDFs** link.
  - The **Permit Details - Docs and PDFs** screen will be displayed.
- 2. Click the “plus” + icon to upload a new document.
  - Additional fields will be displayed.

Docs and PDFs

Documents

Save

+

Upload Date	Document Type	Description	Notes	View	Actions
1/29/2025 3:02:33 PM	Select a Document T... ▾	<input type="text"/>	<input type="text"/>	<div>Choose File</div> <div>No file chosen</div>	

- 3. Select a **Document Type** and enter a **Description** along with any desired **Notes**.
- 4. Click the **Choose File** button.
- 5. Select the document to upload.
  - The document selected will be displayed.
- 6. Click the **Save** icon.
  - A confirmation message will be displayed. The document will be saved to the permit record.

## Viewing Previously Uploaded Documents


1. The Documents section on the **Permit Details - Docs and PDFs** screen will list previously uploaded documents.
2. Click the **View** icon.
  - The selected document will download.

Docs and PDFs				
Documents				
All Documents were successfully Uploaded.				
Upload Date	Document Type	Description	Notes	View
01/29/25 03:04:44 PM	Traffic Control Plan	Traffic Control Plan Description	Traffic Control Plan Notes	

3. Open the download to view the document.
4. Close the document.

## Viewing Permit PDFs

1. The PDFs section on the **Permit Details – Docs and PDFs** screen will list all Permit PDFs created for this permit.
2. Click the **View** icon to view a copy of the issued permit PDF.
  - The selected document will download.

PDFs	
Upload Date	View
01/28/25 01:52:03 PM	

3. Open the download to view the document.
4. Close the document.

## Permit Details

### Fee Items

1. Click the **Fee Items** link.
  - The **Permit Details – Fee Items** screen will display a list of Fee Items associated to the permit.

Fee Items		
Account Number	Amount	Description
1234	\$8.00	Baker County
1	\$8.00	Extended Weight Permit
Total: \$16.00		



## Special Items

1. Click the **Special Items** link.
  - The **Permit Details - Special Items** screen will display any special items required during the Order Permits process.

Special Items	
Description	Text
No Special Items found	

## Payments

1. Click the **Payments** link.
  - The **Permit Details – Payments** screen will contain all payment transactions related to the permit.
2. Click the **Download Receipt** button to view a copy of the issued permit Receipt.
  - The Permit Receipt document will download.

Payments				
<a href="#">Download Receipt</a>				
Type	Pay Date	Amount	Processed	Details
Check	01/28/25 01:52:02 PM	16.00	True	Check #: 0146

3. Open the download to view the document.
4. Close the document.

## Notes Link

1. Click the **Notes** link.
  - The **Permit Details - Notes** screen will allow users to add notes and/or view any previously added notes.
2. Enter a brief note in the text field.
3. Click the **Add Note** button.
  - A confirmation message will be displayed.

Notes	
<div></div>	
<div>Clear Text</div>	<div>Add Note</div>

4. The note will be added to the bottom of the Permit Details - Notes screen. A name, date, and time will be displayed indicating the user who entered the note and the date and time the note was entered.

The screenshot shows a 'Notes' section with a dark blue header. Below the header is a large white text input area. At the bottom of the input area are two buttons: 'Clear Text' and 'Add Note'. Below the input area, a note is displayed: 'I am adding a test note.' The note is attributed to 'Jack Quest' and includes a timestamp '01/29/25 03:18:52 PM'.

## Route

1. Click the **Route** link.
  - The **Permit Details - Route** screen will display all route information for this permit.
  - The **Route** tab for non-routed permits will look different from the Route tab for routed permits.

### Non-Routed Permit

The screenshot shows the 'Route' screen for a non-routed permit. It has a dark blue header with the title 'Route'. Below the header, there are several sections: 'Route Generated for the Permit' (with a message 'No route generated for the permit.'), 'Map' (with a 'Load Map' button), 'Route Description', 'Route Survey' (with a message 'Route Survey: N/A'), and 'Turn by Turn Driving Directions'.

## Routed Permit

**Route**

**Route Generated for the Permit**

Intersection: Loening Rd & Muddy Creek Ln in HAINES to Intersection: Red Barn Ln & Airport Ln in BURNS  
Trip Miles: 214.24 miles

**Map**

Load Map

**Route Description**

==&gt; Intersection: Loening Rd & Muddy Creek Ln in HAINES &lt;==MUDDY CREEK LANE, ANTHONY LAKES HIGHWAY, HAINES CEMETARY LANE, US-30, I-84, @ Exit 374 toward OR-201/Ontario/Vale, Ramp, OR-201, US-20, RED BARN ROAD==&gt; Intersection: Red Barn Ln & Airport Ln in BURNS  
&lt;==&lt;br&gt;&lt;br&gt;\*\*\*LANE\_CLEARANCE: 11\*\*

**Route Survey**

Route Survey: N/A

**Turn by Turn Driving Directions**

**Origin:** Intersection: Loening Rd & Muddy Creek Ln in HAINES

Miles	Route	Directions	Distance
2.15	MUDDY CREEK LANE	Merge onto ANTHONY LAKES HIGHWAY	2.15
0.26	ANTHONY LAKES HIGHWAY	Bear left onto HAINES CEMETARY LANE	2.41
1.35	HAINES CEMETARY LANE	Turn right onto US-30 [LA GRANDE-BAKER HIGHWAY]	3.76
13.29	US-30	Continue straight on US-30 Ramp	17.05
0.02	US-30 Ramp	Merge onto US-30 [BRIDGE STREET]	17.07
2.09	US-30	Merge onto US-30 Ramp	19.16
0.37	US-30 Ramp	Continue straight on I-84 [US-30], [OLD OREGON TRAIL HIGHWAY]	19.53
67.49	I-84	Take Exit 374 toward OR-201/Ontario/Vale	87.02
0.26	Ramp	Turn right onto OR-201 [YTURRI MEMORIAL BELTLINE]	87.28
4.60	OR-201	Continue straight on OR-201 Ramp	91.88
0.37	OR-201 Ramp	Continue straight on US-20 [US-26], [CENTRAL OREGON HIGHWAY]	92.24
120.01	US-20	Turn left onto RED BARN ROAD	212.26
1.98	RED BARN ROAD	Arrive at destination.	214.24
<b>Final Destination:</b> Intersection: Red Barn Ln & Airport Ln in BURNS			214.24

## Conditions

- Click the **Conditions** link.
  - The **Permit Details - Conditions** screen will display all applicable travel conditions for this permit.

**Note:** These conditions will also print on the Permit PDF.

**Conditions**

See Group Map 1 and Route Map 7 for approved trailer and overall lengths allowed on state highways.

Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.

Splash and Spray Suppressant Devices are required for vehicles/combinations with GVW greater than 80,000 lbs. Review Attachment 24 for additional information.

Refer to General Provisions for All Annual Permits for additional information.

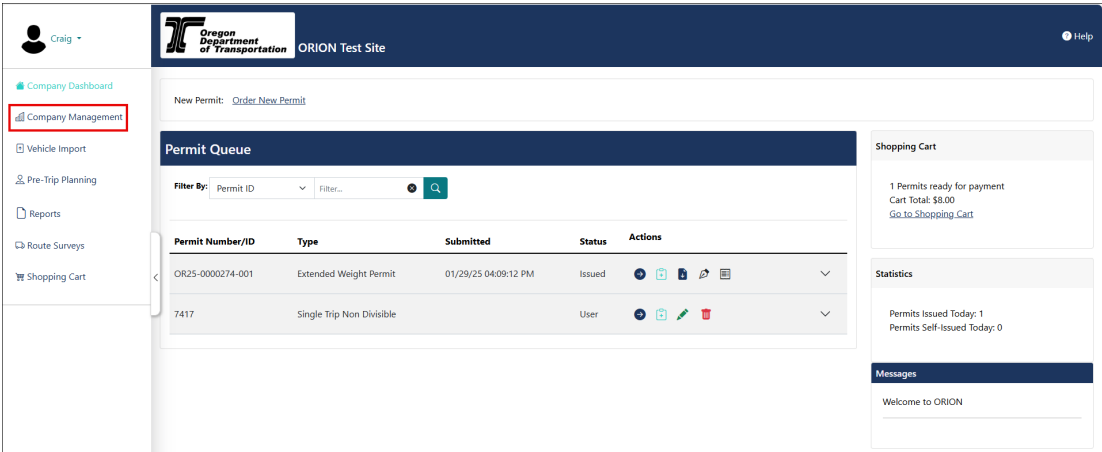
Refer to General Provisions for Extended Weight Permits for additional information

- Click the **Company Dashboard** link in the **Administrative Panel** return to the Company Dashboard.

# Company Management

These are the steps needed for a Customer User to edit and maintain Company Data.

1. Click the **Company Management** link in the **Administrative Panel** on the **Company Dashboard**.



2. The **Company Management – Company Info** screen will be displayed.
  - This screen is partially populated from the information entered or obtained from PRISM when the account was created.

**Note:** The **Company Management – Company Info** screen will display company information to users created with the User Type of **Customer Supervisor**. All other users will only be able to view User Information regarding their personal username.

A screenshot of the 'Company Management - Company Info' screen. The left sidebar shows 'Company Info' and 'Company Assets'. The main content area is titled 'Company Info' and contains several input fields: 'Company Name' (UNLIMITED LLC), 'DBA', 'Email' (test@test.com), 'USDOT Number' (15), 'Customer Account Number', 'Delivery Method' (Web Download), 'Phone' (555-555-5555), 'Phone Extension', 'Fax Number' (444-444-4444), 'Fax Extension', 'Annual Permit Email Notifications' (test@test.com), and 'Account Created' (12/31/2024 11:56:04 AM). There are also checkboxes for '75A' and '82A'. At the bottom, there are buttons for 'Cancel and Go Back', 'Sync With USDOT', and 'Update'.

# Edit Company Data

1. Edit the applicable fields.

**Note:** The **Company Management – Company Info** screen contains all of the company information. If the information is acquired from PRISM, it cannot be changed.

2. Click the **Update** button.

## Add and/or Edit Company Assets

The **Company Management – Company Assets** screen is a place for users with the proper permissions to add, edit, and delete items from the **Company Assets**. Here users can add contacts and users, edit addresses, and maintain the vehicle inventory for the company.

The screenshot shows the 'Company Management - Company Assets' interface. It features a sidebar with 'Company Info' and 'Company Assets' options. The main content area is titled 'Company Assets' and contains five sections: 'Contacts', 'Addresses', 'Terminals', 'Users', and 'Vehicles'. Each section has a dropdown menu with a 'Create New' link and a plus icon. A 'Go Back' button is located at the bottom left of the main content area.

1. Click the **Create New** link to add new Contacts, Addresses, Terminals, Users, or Vehicles to the company account.
2. Select a **Company Asset** from the dropdown list to edit existing Contacts, Addresses, Terminals, Users, and Vehicles associated to a company account.
3. Click the **Delete** button to delete a **Company Asset**.

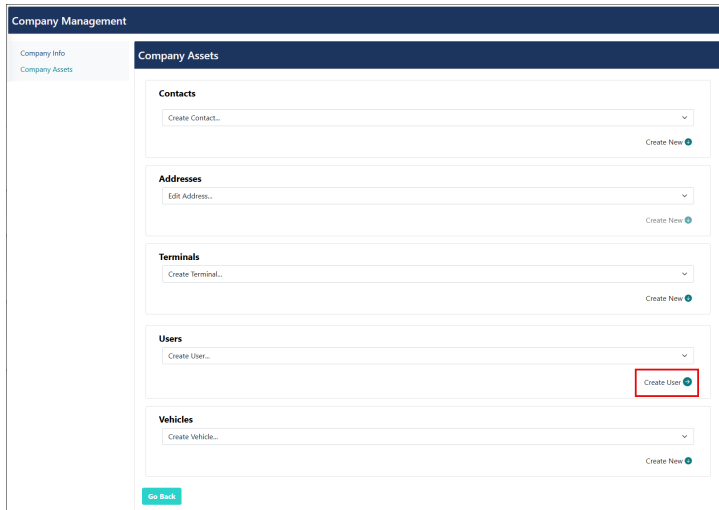
**Note:** To edit a user, you must select the username from the **Users** dropdown list, and then click the link displayed.

The screenshot shows the 'Users' section of the 'Company Assets' screen. It features a dropdown menu with 'Training Training' selected. Below the dropdown is a button labeled 'Training Training' with a plus icon, which is highlighted with a red box.

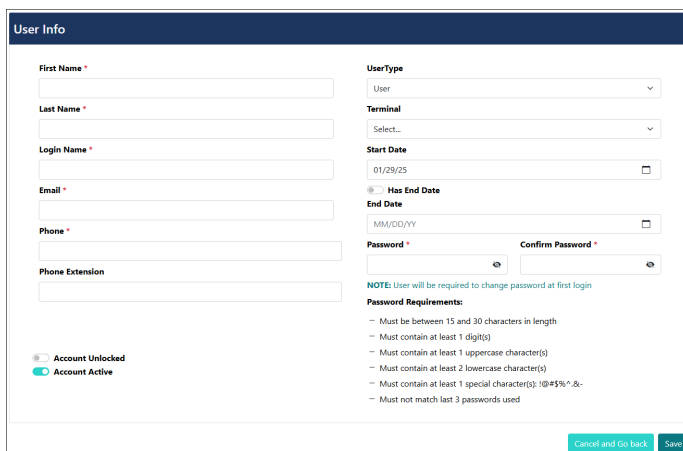
## Create New Users

**Note:** Only users assigned to a User Type of **Supervisor** can add new users to a company account.

1. Click the **Create User** link in the **Users** section of the **Company Management – Company Assets** screen.



- The **User Management – User Info** screen will be displayed.

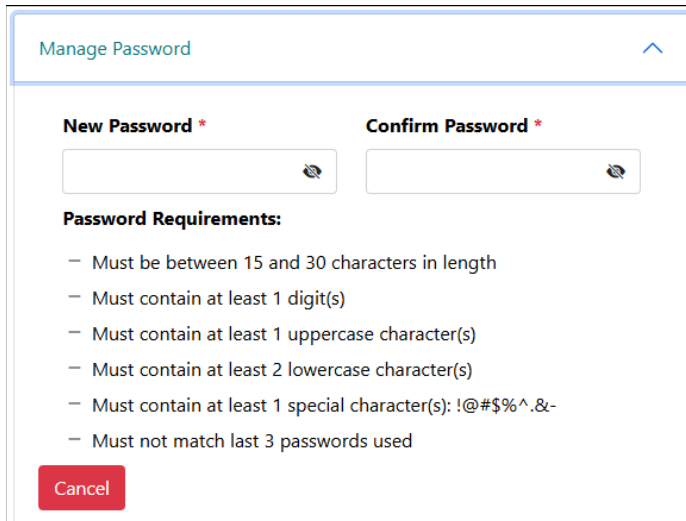


2. Enter the appropriate data for the user being added.
3. Select either **User** or **Supervisor** from the **User Type** dropdown list. A **Supervisor** can change company and user information for other users within the company. A **Company User** that is not a Supervisor can only change their own information.
4. Click the **Save** button to save the new user or click the **Cancel and Go Back** button to exit the **User Management – User Info** screen and return to the **Company Dashboard** without saving the new user.

**Note:** To edit or delete a user, select the user in the **Users** dropdown list and click the link for the name of the user. The **User Management – User Info** screen will be displayed.

## Change or Reset a User's Password

1. Select the user in the **Users** dropdown list and click the link for the name of the user.
  - The **User Management – User Info** screen will be displayed.
2. Expand the **Manage Password** section.
3. Enter a **New Password** and **Confirm Password**.



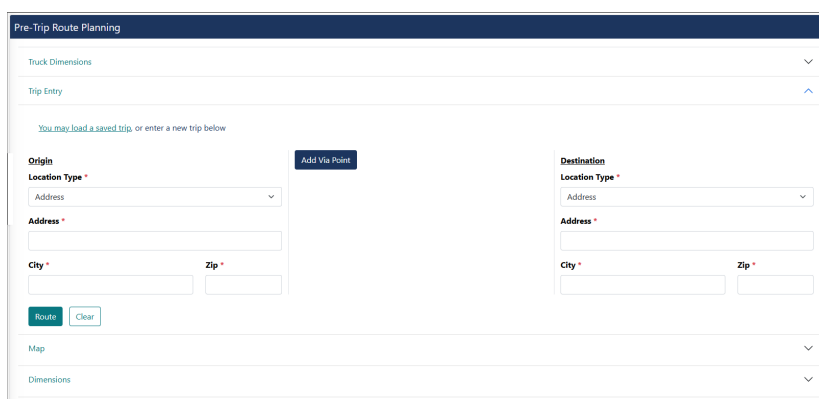
The screenshot shows a 'Manage Password' dialog box. It has two input fields: 'New Password \*' and 'Confirm Password \*', each with a toggle icon for password visibility. Below these fields is a 'Password Requirements:' section with a list of rules: 'Must be between 15 and 30 characters in length', 'Must contain at least 1 digit(s)', 'Must contain at least 1 uppercase character(s)', 'Must contain at least 2 lowercase character(s)', 'Must contain at least 1 special character(s): !@#\$%^.&-', and 'Must not match last 3 passwords used'. At the bottom left is a red 'Cancel' button.

4. Click the **Save** button.
5. Click the **Company Dashboard** link in the **Administrative Panel** to return to the **Company Dashboard**.

## Pre-Trip Planning

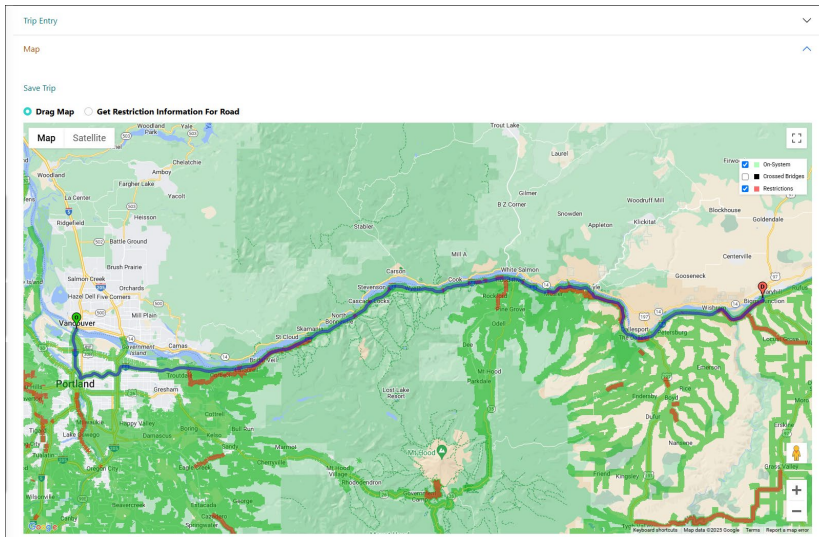
These are the steps for a Customer User to utilize the Pre-Trip Planning feature.

1. Click the **Pre-Trip Planning** link in the **Administrative Panel** on the **Company Dashboard**.
  - The **Pre-Trip Route Planning** screen will be displayed.
2. Enter the load dimensions using numbers only.
3. Click the **Next** button.
  - The **Trip Entry** screen will be displayed.



The screenshot shows the 'Pre-Trip Route Planning' screen. It has a dark blue header with the title. Below the header is a 'Trip Entry' section with a message: 'You may load a saved trip, or enter a new trip below'. There are two main columns: 'Origin' and 'Destination'. Each column has a 'Location Type \*' dropdown, an 'Address \*' text field, and 'City \*' and 'Zip \*' text fields. There is an 'Add Via Point' button between the two columns. At the bottom left of the Origin section are 'Route' and 'Clear' buttons. The screen also has expandable sections for 'Map' and 'Dimensions' at the bottom.

4. Enter the route information or click the **You may load a saved trip link**.
5. Click the **Route** button.
  - The Trip Route Panel will be displayed.

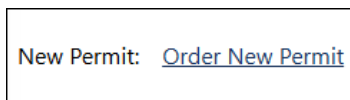


6. Click the **Company Dashboard** link to return to the Company Dashboard.

## Creating a New Annual Extended Weight Permit

These are the steps needed for a Company User to create an Annual Extended Weight permit.

1. Click the **Order New Permit** link on the **Company Dashboard**.



- The **Order Permit – Company** screen will be displayed.

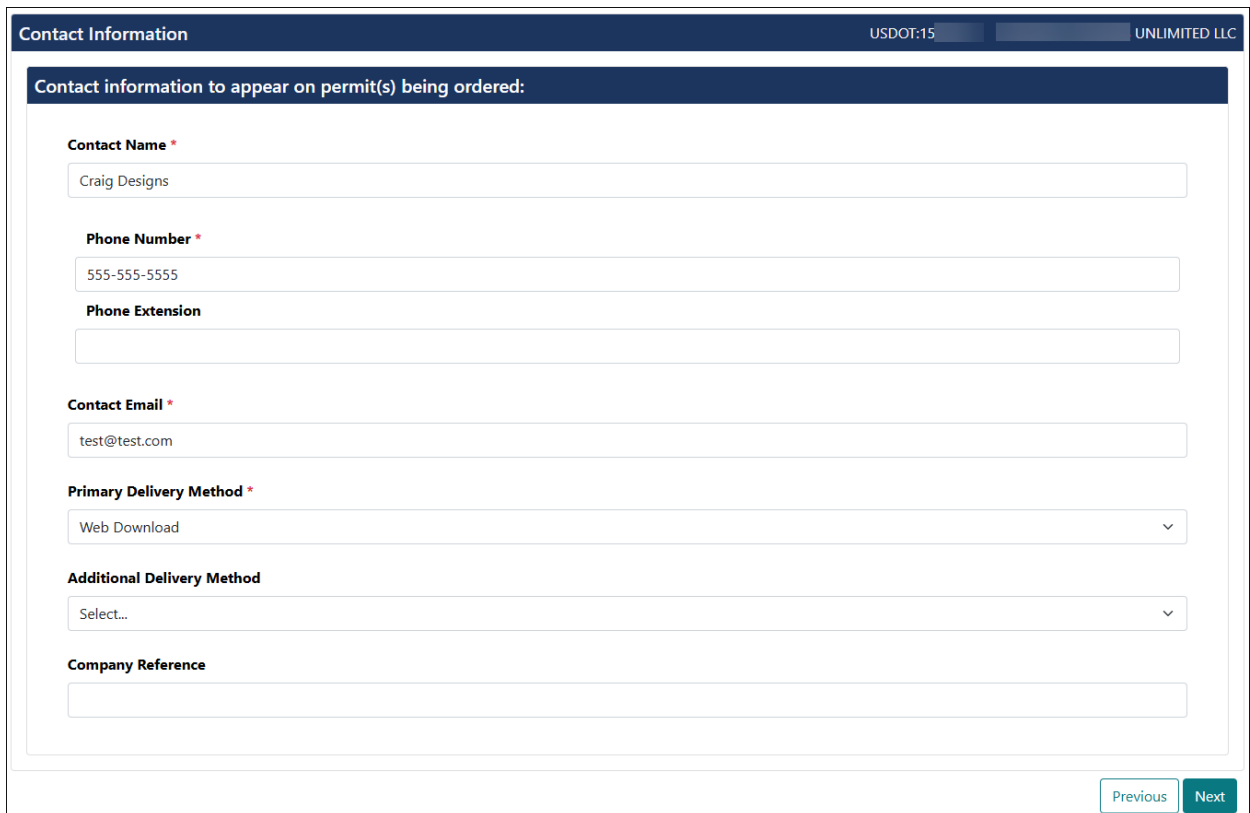
 A screenshot of the 'Order Permit' form. The form has a dark blue header with the title 'Order Permit'. On the left, there is a sidebar with a list of steps: Company, Contact Information, Permit Type, Vehicles, Load Details, Axle Weight and Spacings, Route, County Select, Locality Permits, Permit Conditions, Summary, and Permit Submitted. The main content area shows the 'Company' step, which includes a dropdown menu for 'Company' (currently showing 'UNLIMITED LLC') and a 'Next' button. There is also a 'Cancel Permit' button at the bottom left.

2. Click the **Next** button.
  - The **Order Permit – Contact Information** screen will be displayed.
3. Complete the fields not pre-populated. Required fields are marked with an asterisk.

**Note:** The **Additional Delivery Method** and **Company Reference** are optional fields.

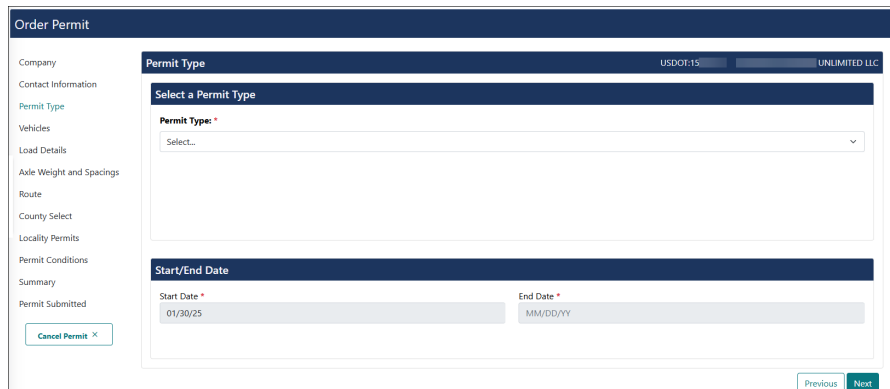


**Note:** The **Primary Delivery Method** is a required field, and defaults to the company's selection during account creation; however, it can be changed for this particular permit.



The screenshot shows a 'Contact Information' form within a system interface. At the top, there's a header bar with 'Contact Information' on the left and 'USDOT:15' and 'UNLIMITED LLC' on the right. Below the header, a dark blue bar contains the text 'Contact information to appear on permit(s) being ordered:'. The form fields include: 'Contact Name \*' with the value 'Craig Designs'; 'Phone Number \*' with the value '555-555-5555'; 'Phone Extension' which is empty; 'Contact Email \*' with the value 'test@test.com'; 'Primary Delivery Method \*' with a dropdown menu showing 'Web Download'; 'Additional Delivery Method' with a dropdown menu showing 'Select...'; and 'Company Reference' which is empty. At the bottom right, there are 'Previous' and 'Next' buttons.

4. Click the **Next** button.
  - The **Order Permit – Permit Type** screen will be displayed.



The screenshot shows the 'Order Permit' screen, specifically the 'Permit Type' section. On the left is a sidebar with a list of navigation items: Company, Contact Information, Permit Type (highlighted), Vehicles, Load Details, Axle Weight and Spacings, Route, County Select, Locality Permits, Permit Conditions, Summary, and Permit Submitted. The main content area has a header 'Permit Type' with 'USDOT:15' and 'UNLIMITED LLC' on the right. Below the header is a section 'Select a Permit Type' with a 'Permit Type: \*' dropdown menu showing 'Select...'. Further down is a 'Start/End Date' section with 'Start Date \*' (01/30/25) and 'End Date \*' (MM/DD/YY) fields. At the bottom right, there are 'Previous' and 'Next' buttons. A 'Cancel Permit' button is located in the bottom left of the main content area.

5. Select **Annual** from the **Permit Type:** dropdown list.
6. Select **Extended Weight** from the **Permit SubType:** dropdown list.
  - **Extended Weight Permit** will be displayed on the **Permit Definition:** dropdown list.
  - The **Permit Description** will update based on the selection made.
  - The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date requested.

7. Click the **Next** button.
  - The **Order Permit - Vehicles** screen will be displayed.
8. If the Company has saved vehicle inventory:
  - Select a unit from the **Vehicle Inventory** dropdown list.

- The vehicle details saved in **Vehicle Inventory** will be populated.
  - Complete any remaining fields.
9. If the Company does NOT have saved vehicle inventory:
    - Enter the **Unit Number, Year, Make, VIN, Plate, and State** of the Power Unit.

**Note:** Click the **Add Vehicle** button to add this Unit Number to the company's Vehicle Inventory for future selection.
  10. Click the Next button.
    - The **Order Permits – Load Details** screen will be displayed.

- **Note:** The dimensions will be preset based on the Permit Type selected within the application.
- The **Commodity Type** displays **All Commodities**.

11. Click the **See Provisions** link to see the Permit Provisions related to **Overall Length** for this permit type.
  - A PDF will open in a new window.
12. Close the PDF window to return to the **Order Permit – Load Details** screen.
13. Click the **Next** button.
  - The **Locality Permits** screen will be displayed.

Locality Permits
USDOT:15
UNLIMITED LLC
Permit ID: 7441

Assign to Permit <input type="checkbox"/> (All)	Name	Total Price
<input type="checkbox"/>	Baker County	\$8.00
<input type="checkbox"/>	Benton County	\$8.00
<input type="checkbox"/>	Clackamas County	\$8.00
<input type="checkbox"/>	Clatsop County	\$2.75
<input type="checkbox"/>	Columbia County	\$8.00
<input type="checkbox"/>	Coos County	\$8.00
<input type="checkbox"/>	Crook County	\$8.00
<input type="checkbox"/>	Curry County	\$8.00
<input type="checkbox"/>	Deschutes County	\$8.00
<input type="checkbox"/>	Douglas County	\$5.75
<input type="checkbox"/>	Gilliam County	\$8.00
<input type="checkbox"/>	Grant County	\$8.00
<input type="checkbox"/>	Harney County	\$2.75
<input type="checkbox"/>	Hood River County	\$8.00
<input type="checkbox"/>	Jackson County	\$8.00
<input type="checkbox"/>	Jefferson County	\$8.00
<input type="checkbox"/>	Josephine County	\$8.00
<input type="checkbox"/>	Klamath County	\$2.75
<input type="checkbox"/>	Lake County	\$8.00
<input type="checkbox"/>	Lane County	\$8.00
<input type="checkbox"/>	Lincoln County	\$8.00
<input type="checkbox"/>	Linn County	\$8.00
<input type="checkbox"/>	Malheur County	\$8.00
<input type="checkbox"/>	Marion County	\$8.00
<input type="checkbox"/>	Morrow County	\$8.00
<input type="checkbox"/>	Multnomah County	\$8.00
<input type="checkbox"/>	Polk County	\$8.00
<input type="checkbox"/>	Sherman County	\$8.00
<input type="checkbox"/>	Tillamook County	\$8.00
<input type="checkbox"/>	Umatilla County	\$7.50
<input type="checkbox"/>	Union County	\$8.00
<input type="checkbox"/>	Wallowa County	\$2.75
<input type="checkbox"/>	Wasco County	\$8.00
<input type="checkbox"/>	Washington County	\$8.00
<input type="checkbox"/>	Wheeler County	\$8.00
<input type="checkbox"/>	Yamhill County	\$8.00
<input type="checkbox"/>	City of Portland	\$8.00
<b>Total:</b> \$0.00		

Save and Exit
Previous **Next**

14. Select applicable checkbox(es) to assign localities to this permit.

**Note:** A locality is not required.

**Note:** Multiple localities can be selected. Optionally, assign all Locality Permits by selecting the checkbox next to (All). Uncheck the (All) box to deselect all Locality Permits.

15. Click the **Next** button to continue to the next screen.

- The **Order Permit – Permit Conditions** screen will be displayed.

Permit Conditions		USDOT:15	UNLIMITED LLC	Permit ID: 7441
See Group Map 1 and Route Map 7 for approved trailer and overall lengths allowed on state highways.				
Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.				
Splash and Spray Suppressant Devices are required for vehicles/combinations with GVW greater than 80,000 lbs. Review Attachment 24 for additional information.				
Refer to General Provisions for All Annual Permits for additional information.				
Refer to General Provisions for Extended Weight Permits for additional information				
Save and Exit		Previous		Next

16. Click the **Next** button.

- The **Order Permit - Summary** screen will be displayed.

Permit Notes

Permit Documents

Summary

USDOT:15

UNLIMITED LLC

Permit ID: 7441

Ordering For Company

UNLIMITED LLC

Fees

Extended Weight Permit	Amount: \$5.00
Total: \$5.00	

Contact Information

Permit Request Source

Online

Contact Name

Craig Designs

Contact Phone

555-555-5555

Contact Email

test@test.com

Primary Delivery Method

Web Download

test@test.com

Permit Type

Annual

Permit Definition

Extended Weight Permit

Start/End Date

Start Date

01/01/25 08:40:34 AM

End Date

01/29/26

Vehicle

Unit Number	Year		
4500	2025		
Make	VIN	Plate	State
FORD	5T4TTL66735	INT5700	OR
Vehicle Type			
Solo Vehicle			

Load

Commodity Type

All Commodities

Overall Dimensions

Height

14 ft.

Width

8 ft. 6 in.

Base Width

Load Length

Legal

Trailer Length

Overall Length

See Provisions

Front Overhang

Legal

Rear Overhang

Legal

GVW

Weight Table 2

Conditions

See Group Map 1 and Route Map 7 for approved trailer and overall lengths allowed on state highways.

Authorized weights: tri, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.

Splash and Spray Suppressant Devices are required for vehicles/combinations with GVW greater than 80,000 lbs. Review Attachment 24 for additional information.

Refer to General Provisions for All Annual Permits for additional information.

Refer to General Provisions for Extended Weight Permits for additional information

Save and Exit

Request Application Review

Previous

Submit

\* **Read attent to the following:** By submitting this permit, carrier agrees to pay all state and county administrative fees associated with the permit, even if the permit was not used. The carrier will need to obtain a new permit if the truck or carrier information is incorrect. The permit must be paid for with a Credit Card or Direct Payment prior to being issued. The permit and/or fees cannot be transferred to another vehicle or CCS account number. Due to road construction or other restrictions, the route, the time frame or the permit conditions may be changed as necessary by the Department of Road Authority. If you have any questions, please contact 503-373-0000, Option 1. We are available Monday-Friday between the hours of 7 AM & 5 PM Pacific time, closed on state holidays, and the third Thursday of each month from 12 noon to 1 PM Pacific time for staff meetings.

## Add a Note to a Permit Application

**Note:** Once a user advances past the Order Permits – Permit Type screen, the Permit Notes button will be displayed on each permit application screen thereafter.

State and Customer Users can add and view notes for the permit application.

Permit Notes

Permit Documents

Summary

USDOT:15

UNLIMITED LLC

Permit ID: 7441

1. Click the **Permit Notes** button to add or view notes for the permit application.
  - o The **Notes Panel** will be displayed.

**Note:** If there was a previously added note, there will be an icon on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the bottom of the Notes Panel, with the User's Name, Date/Time Stamp, and the Note text.



2. Enter the text of the note in the free-form text box.
3. Click the **Clear Text** button to remove the note text entered.
4. Click the **Add Note** button to save and add the note to the permit application.
  - o A confirmation message will be displayed.
5. Click the **Permit Notes** button to collapse the **Notes Panel**.



## Add a Document to a Permit Application


**Note:** Once a user advances past the Order Permits – Permit Type screen, the Permit Documents button will be displayed on each permit application screen thereafter.

State and Customer Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to the ORION Permitting System. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.

1. Click the **Permit Documents** button to add or view documents for the permit application.
  - o The **Documents Panel** will be displayed.

**Note:** If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting. Users can view the previously uploaded document by clicking the View icon.

<b>Permit Documents</b> 	<b>Upload Date</b>	<b>Document Type</b>	<b>Description</b>	<b>Notes</b>	<b>View</b>
	01/30/25 09:28:01 AM	Traffic Control Plan	Traffic Control Plan Description	Traffic Control Plan Notes	

2. Click the “plus”  icon.
  - Additional fields will be displayed.
3. Select the type of document from the **Document Type** dropdown list.
4. Enter a description of the document in the **Description** field.
5. Enter any additional notes for the document in the **Notes** field.
6. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
7. Click **Save** button to save and add the document to the permit application.
  - A confirmation message will be displayed.
8. Click the **Permit Documents** button to collapse the **Documents Panel**.
9. Review the information on **Order Permit – Summary** screen.
10. Select the **I attest to the following** checkbox.
11. Click the **Save and Exit** button to save this permit application and exit the Order Permits process or click the **Submit** button to proceed to the **Order Permits: Permit Submitted** screen.
12. Click the **Request Technician Review** button to send the permit to the Permit Office for review.

## Request ODOT Review

This specific Permit Type does not require Technician Review; however, if you would like to add details, you can use the **Permit Notes** button or the **Request Technician Review** button.

1. Click the **Request Technician Review** button.
  - The **Submit for Review** screen will be displayed.

Submit For Review ×

Please enter a message explaining why you would like this to be reviewed. \*

Cancel

Submit For Review

2. Enter the reason for review in the text box.

3. Click the **Submit for Review** button.

**Note:** The permit status assigned to the permit application will be dependent on various parameters.

- The **Order Permit - Permit Submitted** screen will be displayed.

**Note:** If the permit is not paid for at this time, the permit will be sent to both the Customer's Shopping Cart. The Customer will receive an email notification letting them know the permit has been approved and is ready for payment. See the instructions below for how to pay for a permit from the shopping cart.

4. Click the **Return to Company Dashboard** button.

## Pay for a Permit

Once the permit is approved, it will be placed in the Shopping Cart for payment.

1. Click the **Go to Shopping Cart** link in the **Shopping Cart Panel** or the **Shopping Cart** link in the **Administrative Panel** on the **Company Dashboard**.
  - The **Shopping Cart** screen will be displayed.

The screenshot shows the ORION Test Site interface. On the left is a sidebar with navigation links: Company Dashboard, Company Management, Vehicle Import, Pre-Trip Planning, Reports, and Shopping Cart (highlighted with a red box). The main content area is titled 'Permit Queue' and includes a filter section and a table of permits. On the right, the 'Shopping Cart' panel is visible, showing '1 Permits ready for payment' and a 'Go to Shopping Cart' link (highlighted with a red box). Below the shopping cart are sections for Statistics and Messages.

Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000274-001	Extended Weight Permit	01/29/25 04:09:12 PM	Issued	[Icons]
7417	Single Trip Non Divisible		User	[Icons]

2. Select the Permit from the **Balance Due Panel**.
3. Click the **Checkout** button in the **Total Panel**.
  - The **Permit to be Authorized** screen will be displayed.

Permit ID	Permit Type	Start Date	End Date	Authorized	Amount
7441	Extended Weight Permit	01/30/25	01/29/26	Y	\$8.00

**Total Payment**  
\$8.00

**Payment Type**

**Note:** ACH and Credit Card integration is in progress and will be updated in version 0.2 of this packet.

4. Click the **Cancel and Go Back** button to return to the **Company Dashboard**.



# Creating a New Annual Self-Propelled Vehicle Permit

These are the steps needed for a Customer User to create an Annual Self-Propelled Vehicle permit.

1. Click the **Order New Permit** link on the **Company Dashboard**.

**New Permit:** [Order New Permit](#)

- The **Order Permit - Company** screen will be displayed.

**Order Permit**

Company: USDOT:15 UNLIMITED LLC

Ordering For Company: UNLIMITED LLC

Next

Cancel Permit X

2. Click the **Next** button.
  - The **Order Permit – Contact Information** screen will be displayed.
3. Complete the fields not pre-populated. Required fields are marked with an asterisk.

**Note:** The **Additional Delivery Method** and **Company Reference** are optional fields.

**Note:** The **Primary Delivery Method** is a required field, and defaults to the company’s selection during account creation; however, it can be changed for this particular permit.

**Contact Information** USDOT:15 UNLIMITED LLC

Contact information to appear on permit(s) being ordered:

Contact Name \*  
Craig Designs

Phone Number \*  
555-555-5555

Phone Extension

Contact Email \*  
test@test.com

Primary Delivery Method \*  
Web Download

Additional Delivery Method  
Select...

Company Reference

Previous Next

4. Click the **Next** button.

- The **Order Permit – Permit Type** screen will be displayed.

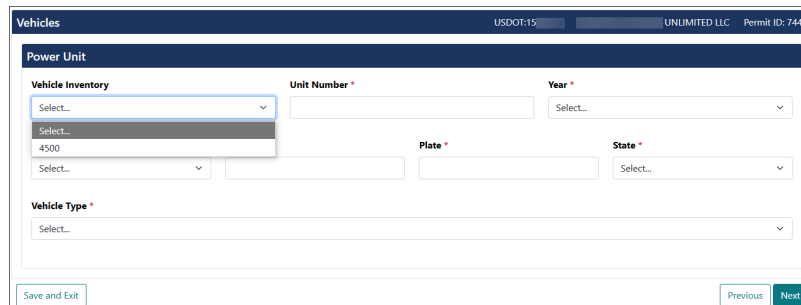
5. Select **Annual** from the **Permit Type**: dropdown list.
6. Select **Self-Propelled Vehicle** from the **Permit SubType**: dropdown list.
  - **Self-Propelled Vehicle** will be displayed on the Permit Definition: dropdown list.
  - The **Permit Description** will update based on the selection made.

**Note:** [Weight Table 4](#), [Weight Table 3](#), and [See Provisions](#) are hyperlinks to the documents.

7. The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date requested.
8. Click the **Next** button.
  - The **Order Permit - Vehicles** screen will be displayed.

9. If the Company has saved vehicle inventory:

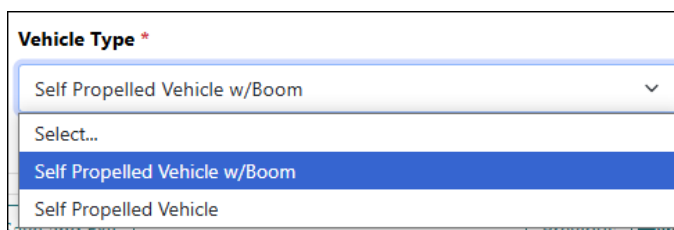
- Select a unit from the **Vehicle Inventory** dropdown list.
  - The vehicle details saved in Vehicle Inventory will be populated.

The screenshot shows a web form titled 'Vehicles' with a header bar containing 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7444'. Below the header is a 'Power Unit' section. It contains a 'Vehicle Inventory' dropdown menu which is open, showing a list with 'Select...' at the top, '4500' in the middle, and 'Select...' at the bottom. To the right of the dropdown are input fields for 'Unit Number', 'Year', 'Plate', and 'State', each with a 'Select...' dropdown. Below these is a 'Vehicle Type' dropdown menu. At the bottom of the form are three buttons: 'Save and Exit', 'Previous', and 'Next'.

- Complete any remaining fields, including **Vehicle Type**.

10. If the Company does NOT have saved vehicle inventory:

- Enter the **Unit Number**, **Year**, **Make**, **VIN**, **Plate**, and **State** of the Power Unit.
- Select the vehicle type from the **Vehicle Type** dropdown list.

The screenshot shows a close-up of the 'Vehicle Type' dropdown menu. The dropdown is open, displaying a list of options. The first option is 'Self Propelled Vehicle w/Boom'. Below it is 'Select...'. The third option is 'Self Propelled Vehicle w/Boom' (highlighted in blue). The fourth option is 'Self Propelled Vehicle'.

**Note:** The Vehicle Type options available vary based on the Permit Definition selected.

**Note:** The Vehicle Type selected will determine the information displayed within the fields on the following screen.

**Note:** Click the Add Vehicle button to add this Unit Number to the company's Vehicle Inventory for future selection.

11. Click the **Next** button.

- The **Order Permits – Load Details** screen will be displayed.

**Note:** The dimensions will be preset based on the Permit Type selected within the application.

- Click the **See Provisions** link to see the Permit Provisions related to **Front Overhang** and **Rear Overhang** for this permit type.
  - A PDF will open in a new window.

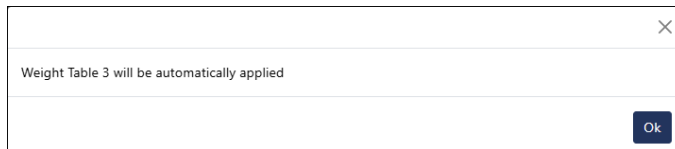
- Close the PDF window to return to the **Order Permit – Load Details** screen.

**Note:** The **GVW** field will be determined after entering axles on the next screen.

- Click the **Next** button.
  - The **Axle Weights and Spacing** screen will be displayed.

## Enter Axle Weights and Spacings Information

1. Enter the **Axle Count** by entering a value in the corresponding field or using the “plus” + or “minus” – icon.
2. Enter the information about the axle dimensions and axle weights for the load.
3. Click the **Display Configuration** button to view a side or top view diagram of the axle configuration to confirm settings.
4. Click the **Next** button to continue to the next screen.
5. **Note:** The GVW Weight Table will automatically apply after entering axle weight and spacings. For testing purposes, trigger a Weight Table 3 or 4. Refer to [Step 6](#) of Creating a New Annual Self-Propelled Vehicle Permit for helpful information about **Weight Table 3** and **Weight Table 4** hyperlinks.
  - A notification message will display regarding the Weight Table that is applied.



6. Click the **Ok** button.
  - The **Locality Permits** screen will be displayed.

The "Locality Permits" screen has a dark blue header with "Locality Permits" on the left and "USDOT:15", "UNLIMITED LLC", and "Permit ID: 7454" on the right. Below the header is a section "Assign to Permit" with a checked checkbox "(All)". A table with columns "Name" and "Total Price" follows, but it is empty with the text "No locality permits found". Below the table, it says "Total: \$0.00". At the bottom are three buttons: "Save and Exit", "Previous", and "Next".

7. Select the applicable checkbox(es) to assign localities to this permit.

**Note:** A locality is not required.

**Note:** Multiple localities can be selected. Optionally, assign all Locality Permits by selecting the checkbox next to (All). Uncheck the (All) box to deselect all Locality Permits.

**Note:** The available entities are contingent upon Permit Type and Vehicle Type selection.

8. Click the **Next** button to continue to the next screen.
  - The **Order Permit – Permit Conditions** screen will be displayed.

The "Permit Conditions" screen has a dark blue header with "Permit Conditions" on the left and "USDOT:15", "UNLIMITED LLC", and "Permit ID: 7454" on the right. Below the header is a large empty white box. At the bottom are three buttons: "Save and Exit", "Previous", and "Next".

- The **Order Permit – Summary** screen will be displayed.

Permit Details

Summary

ORDER # 1234567890 | ORDER INFO | PERMIT # 1234567890 | ORDERED DATE: 01/31/25

Ordering For Company

CONCRETE DESIGN UNLIMITED LLC

Fees

Self-Propelled Vehicle	Amount: \$0.00
Total: \$0.00	

Contact Information

Permit Request Source  
Online

Contact Name  
Craig DeSantis

Contact Phone  
555-555-5555

Contact Email  
test@test.com

Primary Delivery Method  
Web Download  
test@test.com

Additional Delivery Method

Permit Type

Permit Type  
Annual

Permit Definition  
Self-Propelled Vehicle

Start/End Date

Start Date 01/31/25	End Date 01/30/26
------------------------	----------------------

Vehicle

Unit/Number 4000	Year 2025		
Make Ford	VIN 1T4B16L6Z7J5	Plate INT5700	State OR

Vehicle Type  
Self-Propelled Vehicle w/Broom

Load

Overall Dimensions

Height  
14 ft.

Width  
12 ft.

Rear Width

Load Length  
75 ft.

Trailer Length  
75 ft.

Overall Length  
75 ft.

Front Overhang  
[See Provisions](#)

Rear Overhang  
[See Provisions](#)

GVM  
Weight Table 4

Rules

Total Weight 120000	Total Spacing 7'
------------------------	---------------------

Axle	Spacing	Weight	Axle Width	Axle Type
1		17000		Steerable
2	21'	21000		Fixed
3	5'	21000		Fixed
4	25'	21000		Fixed
5	5'	21000		Fixed
6	5'	21000		Fixed

Conditions

< I consent to the following: By submitting this permit, carrier agrees to pay all state and county administrative fees associated with the permit, even if the permit was not used. The carrier will need to obtain a new permit if the truck or carrier information is incorrect. The permit must be paid for with a Credit Card or Direct Payment prior to being issued. The permit and/or fee cannot be transferred to another vehicle or CDD account number. Due to road construction or other restrictions, the route, the time frame or the permit conditions may be changed as necessary by the Department or Road Authority. If you have any questions, please contact 503-373-6000, Option 1. We are available Monday-Friday between the hours of 7 AM & 5 PM Pacific time, closed on state holidays, and the third Thursday of each month from 12 noon to 1 PM Pacific time for staff meetings.

Save and Exit

Request Technician Review Previous

## Add a Note to a Permit Application

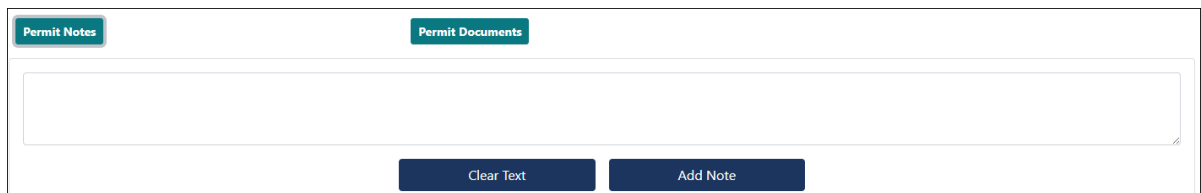
Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Notes** button will be displayed on each permit application screen thereafter.

State and Customer Users can add and view notes for the permit application.



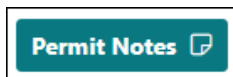
The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' (highlighted with a red box) and 'Permit Documents'. Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.

1. Click the **Permit Notes** button to add or view notes for the permit application.
  - The **Notes Panel** will be displayed.



The screenshot shows the 'Notes Panel' that appears after clicking the 'Permit Notes' button. It features a large text input box for entering notes. Below the input box are two buttons: 'Clear Text' and 'Add Note'. The 'Permit Notes' and 'Permit Documents' buttons are visible at the top of the panel.

**Note:** If there was a previously added note, there will be an icon on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the bottom of the Notes Panel, with the User's Name, Date/Time Stamp, and the Note text.



2. Enter the text of the note in the free-form text box.
3. Click the **Clear Text** button to remove the note text entered.
4. Click the **Add Note** button to save and add the note to the permit application.
  - A confirmation message will be displayed.
5. Click the **Permit Notes** button to collapse the **Notes Panel**.

## Add a Document to a Permit Application

Once a user advances past the Order Permits – Permit Type screen, the Permit Documents button will be displayed on each permit application screen thereafter.

State and Customer Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to the ORION Permitting System. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.



The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' and 'Permit Documents' (highlighted with a red box). Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.


1. Click the **Permit Documents** button to add or view documents for the permit application.
  - The Documents Panel will be displayed.

The screenshot shows a web interface with two tabs at the top: 'Permit Notes' and 'Permit Documents'. The 'Permit Documents' tab is active, displaying a 'Documents' panel. Inside the panel, there is a table with the following columns: 'Upload Date', 'Document Type', 'Description', 'Notes', and 'View'. The table is currently empty, and a message 'No Documents found' is displayed at the bottom. There are 'Save' and '+' buttons in the top right corner of the panel.

**Note:** If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting. Users can view the previously uploaded document by clicking the View icon.

The screenshot shows the same web interface as before, but now the 'Permit Documents' button has a document icon. The table below it contains one entry:

Upload Date	Document Type	Description	Notes	View
01/30/25 09:28:01 AM	Traffic Control Plan	Traffic Control Plan Description	Traffic Control Plan Notes	

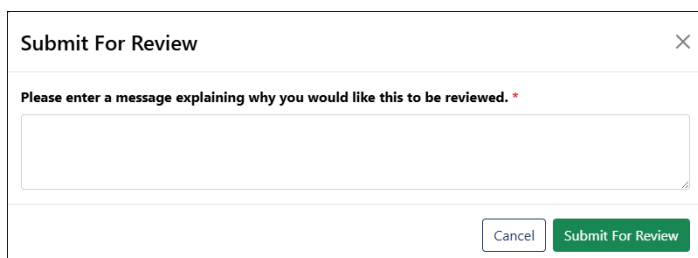
2. Click the “plus”  icon.
  - Additional fields will be displayed.
3. Select the type of document from the **Document Type** dropdown list.
4. Enter a description of the document in the **Description** field.
5. Enter any additional notes for the document in the **Notes** field.
6. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
7. Click **Save** button to save and add the document to the permit application.
  - A confirmation message will be displayed.
8. Click the **Permit Documents** button to collapse the **Documents Panel**.
9. Review the information on **Order Permit – Summary** screen.
10. Select the **I attest to the following** checkbox.
11. Click the **Save and Exit** button to save this permit application and exit the Order Permits process or click the **Submit** button to proceed to the **Order Permits: Permit Submitted** screen.
12. Click the **Request Technician Review** button to send the permit to the Permit Office for review.

## Request ODOT Review

This specific Permit Type does not require Technician Review; however, if you would like to add details, you can use the **Permit Notes** button or the **Request Technician Review** button.



1. Click the **Request Technician Review** button.
  - The **Submit for Review** screen will be displayed.



A modal dialog box titled "Submit For Review" with a close button (X) in the top right corner. Inside the dialog, there is a text prompt: "Please enter a message explaining why you would like this to be reviewed. \*". Below the prompt is a large, empty text input field. At the bottom of the dialog, there are two buttons: a "Cancel" button and a green "Submit For Review" button.

2. Enter the reason for review in the text box.
3. Click the **Submit for Review** button.

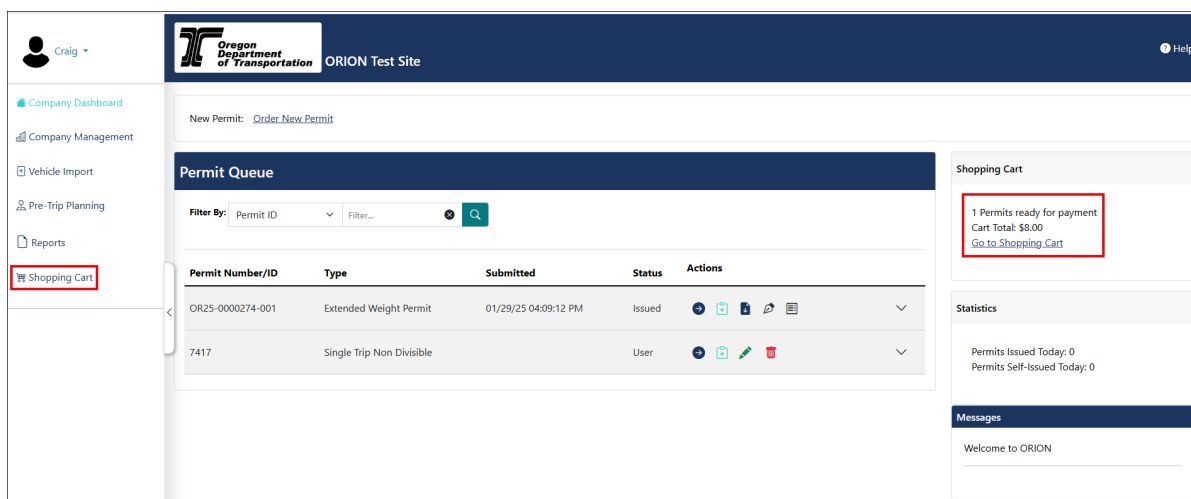
**Note:** The permit status assigned to the permit application will be dependent on various parameters.

- The **Order Permit - Permit Submitted** screen will be displayed.
4. Click the **Return to Company Dashboard** button.

## Pay for a Permit

Once the permit is approved, it will be placed in the Shopping Cart for payment.

1. Click the **Go to Shopping Cart** link in the **Shopping Cart Panel** or the **Shopping Cart** link in the **Administrative Panel** on the **Company Dashboard**.
  - The **Shopping Cart** screen will be displayed.



The screenshot shows the "ORION Test Site" interface. On the left is a sidebar with navigation links: "Company Dashboard", "Company Management", "Vehicle Import", "Pre-Trip Planning", "Reports", and "Shopping Cart" (which is highlighted with a red box). The main content area has a top navigation bar with the "Oregon Department of Transportation" logo and "ORION Test Site" text. Below this, there's a "New Permit: Order New Permit" link. The central part of the dashboard is the "Permit Queue" section, which includes a filter dropdown set to "Permit ID" and a search icon. Below the filter is a table with the following data:

Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000274-001	Extended Weight Permit	01/29/25 04:09:12 PM	Issued	[Icons: refresh, print, delete, etc.]
7417	Single Trip Non Divisible		User	[Icons: refresh, print, delete, etc.]

On the right side of the dashboard, there are three panels: "Shopping Cart", "Statistics", and "Messages". The "Shopping Cart" panel shows "1 Permits ready for payment" and "Cart Total: \$8.00", with a red box around the "Go to Shopping Cart" link. The "Statistics" panel shows "Permits Issued Today: 0" and "Permits Self-Issued Today: 0". The "Messages" panel shows a "Welcome to ORION" message.

2. Select the Permit from the **Balance Due Panel**.

3. Click the **Checkout** button in the **Total Panel**.
  - The **Permit To Be Authorized** screen will be displayed.

Permit ID	Permit Type	Start Date	End Date	Authorized	Amount
7454	Self-Propelled Vehicle	01/31/25	01/30/26	Y	\$8.00

**Total Payment**  
\$8.00

**Payment Type**

[Cancel and Go Back](#) [Process Payment](#)

**Note:** ACH and Credit Card integration is in progress and will be updated in version 0.2 of this packet.

4. Click the **Cancel and Go Back** button to return to the **Company Dashboard**.

## Creating a New Single Trip Non-Divisible Permit

These are the steps needed for a Customer User to create a Single Trip Non-Divisible permit.

1. Click the **Order New Permit** link on the **Company Dashboard**.

New Permit: [Order New Permit](#)

- The **Order Permit - Company** screen will be displayed.

**Order Permit**

Company:

Company:

[Next](#)

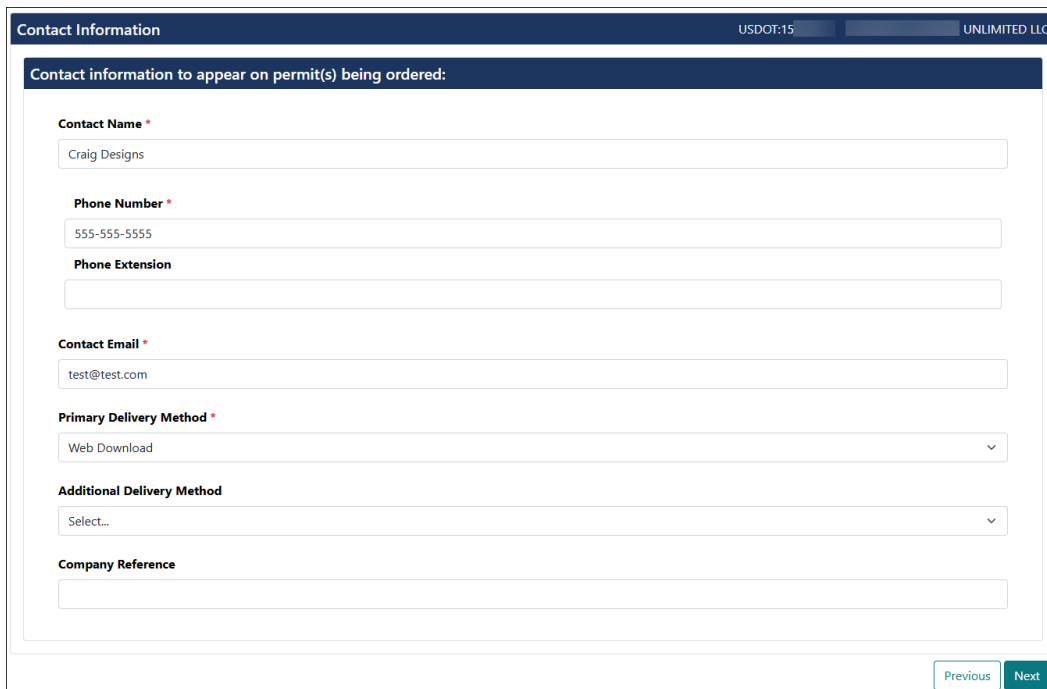
[Cancel Permit](#) ×

2. Click the **Next** button.
  - The **Order Permit – Contact Information** screen will be displayed.

3. Complete the fields not pre-populated. Required fields are marked with an asterisk.

**Note:** The **Additional Delivery Method** and **Company Reference** are optional fields.

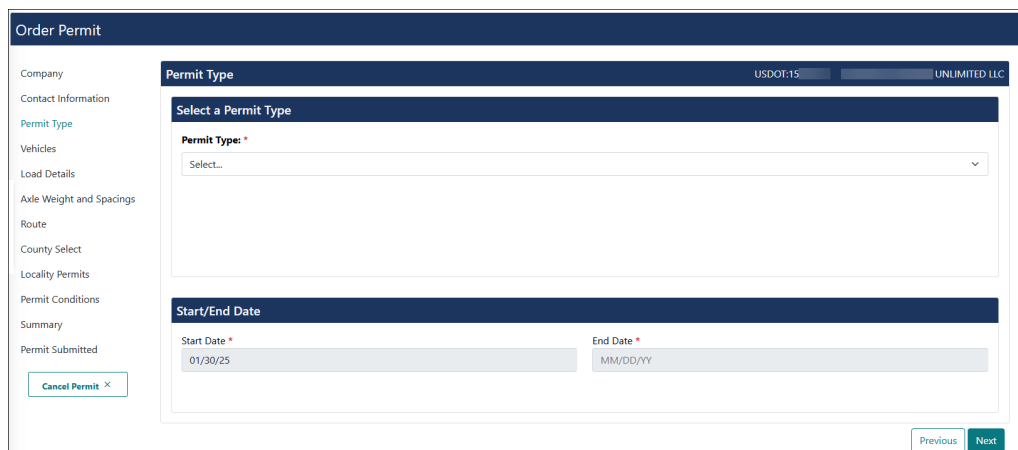
**Note:** The **Primary Delivery Method** is a required field, and defaults to the company's selection during account creation; however, it can be changed for this particular permit.



The 'Contact Information' form is displayed within a header bar showing 'USDOT:15' and 'UNLIMITED LLC'. The form title is 'Contact information to appear on permit(s) being ordered:'. It contains several fields: 'Contact Name \*' with the value 'Craig Designs'; 'Phone Number \*' with the value '555-555-5555'; 'Phone Extension' (empty); 'Contact Email \*' with the value 'test@test.com'; 'Primary Delivery Method \*' with a dropdown menu showing 'Web Download'; 'Additional Delivery Method' with a dropdown menu showing 'Select...'; and 'Company Reference' (empty). At the bottom right, there are 'Previous' and 'Next' buttons.

4. Click the **Next** button.

- The **Order Permit – Permit Type** screen will be displayed.



The 'Order Permit - Permit Type' form is displayed within a header bar showing 'USDOT:15' and 'UNLIMITED LLC'. On the left is a sidebar menu with options: 'Company', 'Contact Information', 'Permit Type' (highlighted), 'Vehicles', 'Load Details', 'Axle Weight and Spacings', 'Route', 'County Select', 'Locality Permits', 'Permit Conditions', 'Summary', and 'Permit Submitted'. Below the menu is a 'Cancel Permit' button. The main form area has a title 'Permit Type' and a subtitle 'Select a Permit Type'. It contains a 'Permit Type: \*' dropdown menu showing 'Select...'. Below this is a 'Start/End Date' section with 'Start Date \*' (01/30/25) and 'End Date \*' (MM/DD/YY). At the bottom right, there are 'Previous' and 'Next' buttons.

5. Select **Single Trip** from the **Permit Type:** dropdown list.
6. Select **Non Superload** from the **Permit SubType:** dropdown list.
7. Select **Single Trip Non Divisible** from the **Permit Definition:** dropdown list.
  - The **Permit Description** will update based on the selection made.

8. The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date selected.
9. Click the **Next** button.
  - The **Order Permit - Vehicles** screen will be displayed.
10. If the Company has saved vehicle inventory:
  - Select a unit from the **Vehicle Inventory** dropdown list.
    - The vehicle details saved in **Vehicle Inventory** will be populated.

The screenshot shows the 'Vehicles' screen with the following fields and controls:

- Vehicle Inventory**: A dropdown menu with a 'Select...' option.
- Unit Number**: A text input field.
- Year**: A dropdown menu with a 'Select...' option.
- Plate**: A text input field.
- State**: A dropdown menu with a 'Select...' option.
- Vehicle Type**: A dropdown menu with a 'Select...' option.
- Buttons**: 'Save and Exit', 'Previous', and 'Next' buttons at the bottom.

- Complete any remaining fields, including **Vehicle Type**.
11. If the Company does **not** have saved vehicle inventory:
    - Enter the **Unit Number, Year, Make, VIN, Plate, and State** of the Power Unit.

**Note:** The **Vehicle Type** selected will determine which fields display on the following screen.
    - Make a selection from the **Vehicle Type** dropdown list.

**Note:** Click the **Add Vehicle** button to add this Unit Number to the company's Vehicle Inventory for future selection.
  12. Click the **Next** button.
    - The **Order Permits – Load Details** screen will be displayed.

The screenshot shows the 'Load Details' screen with the following fields and controls:

- Commodity Type**: A dropdown menu with a 'Select...' option.
- Attestation**: Two checkboxes: 'I attest that the load is non-divisible' and 'I attest that hauling multiple items does not create an additional over-dimension'.
- Overall Dimensions**: A section with the following fields:
  - GVW**: A dropdown menu with a 'Select Weight Table...' option.
  - Height**: A text input field with 'ft.' and 'in.' units.
  - Width**: A text input field with 'ft.' and 'in.' units.
  - Overall Length**: A text input field with 'ft.' and 'in.' units.
  - Front Overhang**: A text input field with 'ft.' and 'in.' units.
  - Rear Overhang**: A dropdown menu with a 'Select Rear Overhang Option...' option.
- Buttons**: 'Save and Exit', 'Previous', and 'Next' buttons at the bottom.

13. Select a Commodity Type in the **Commodity Type** dropdown list.

14. Select a checkbox next to an applicable attestation statement.

15. Select **Weight Table 1** in the **GVW** dropdown list.

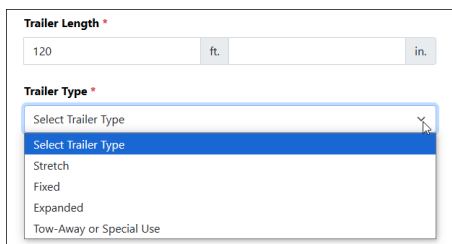
**Note:** The selection made from the **GVW** dropdown list will determine additional requirements such as axle weights and spacings.

16. Enter dimensions in the **Height**, **Width**, **Load Length**, **Trailer Length**, **Overall Length**, and **Front Overhang** fields.

17. Select a Rear Overhang Option in the **Rear Overhang** dropdown list.

## Trailer Length

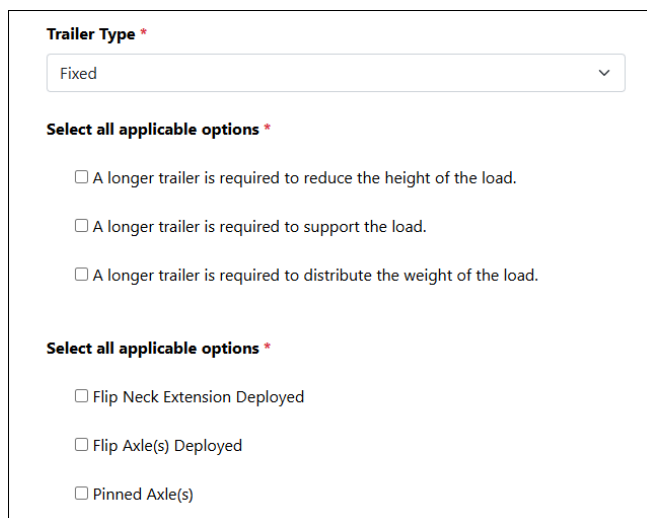
18. If a **Trailer Length** greater than **53' 0"** is entered, additional information is required.

A screenshot of a web form. The 'Trailer Length' field is a text input with '120' entered, followed by 'ft.' and 'in.' units. Below it, the 'Trailer Type' dropdown menu is open, showing options: 'Select Trailer Type', 'Stretch', 'Fixed', 'Expanded', and 'Tow-Away or Special Use'. The 'Select Trailer Type' option is currently selected and highlighted in blue.

19. Make a selection from the **Trailer Type** dropdown list.

## Trailer Type

Additional options and/or questions will also populate based on the **Trailer Type** selected in **Step 18**, if applicable.

A screenshot of a web form. The 'Trailer Type' dropdown menu is set to 'Fixed'. Below it, there are two sections of options. The first section, titled 'Select all applicable options \*', contains three checkboxes: 'A longer trailer is required to reduce the height of the load.', 'A longer trailer is required to support the load.', and 'A longer trailer is required to distribute the weight of the load.'. The second section, also titled 'Select all applicable options \*', contains three checkboxes: 'Flip Neck Extension Deployed', 'Flip Axle(s) Deployed', and 'Pinned Axle(s)'. All checkboxes are currently unchecked.

20. Make a selection if applicable.

- The **Order Permit – Route** screen will be displayed.

The screenshot shows the 'Route' screen with the following elements:

- Header:** 'Route' title, 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7470'.
- Trip Entry Section:**
  - Origin:** Location Type (dropdown), Address (text), City (text), Zip (text).
  - Destination:** Location Type (dropdown), Address (text), City (text), Zip (text).
- Buttons:** 'Add Via Point' (blue), 'Route' (green), 'Add Split Trip' (light blue), 'Add Return Trip' (light blue), 'Clear' (light blue).
- Footer:** 'Save and Exit' (light blue), 'Save' (green), 'Previous' (light blue), 'Next' (light blue).

21. Select a **Location Type** for both the Origin and Destination.

- The fields displayed will be based on the selection made.

22. Enter the Origin, Destination, and any Via Points.

23. Click the **Route** button.

**Note:** If additional trips need to be added to the route, refer to [Add a Split Trip](#) for more information.

**Note:** If a return trip needs to be added to the route, refer to [Add a Return Trip](#) for more information.

## Add a Split Trip

Users are able to add an unlimited number of split trips to a route.

1. Click the **Add Split Trip** button on the Order Permit - Route screen.

- An additional **Trip Entry Panel** will be added below the original route Origin and Destination.

The screenshot shows the 'Route' screen with a 'Split 1' panel added below the main Origin and Destination fields. The 'Split 1' panel has the following elements:

- Origin:** Location Type (dropdown), Address (text), City (text), Zip (text).
- Destination:** Location Type (dropdown), Address (text), City (text), Zip (text).
- Buttons:** 'Route' (green), 'Add Split Trip' (light blue), 'Add Return Trip' (light blue), 'Clear' (light blue).

2. Enter the Origin, Destination, and any Via Points for the split trip.
3. Continue clicking the **Add Split Trip** button until the desired number of trips have been added.
4. Click the **Route** button once all trips have been added.

**Note:** Click the **Trash Can** icon to remove the added Split Trip.

## Add a Return Trip

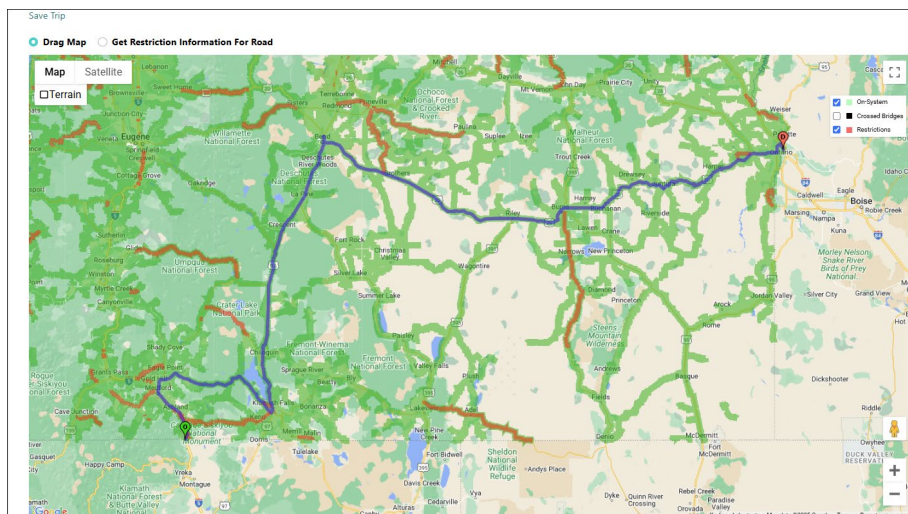
The user has an option to include a Return Trip after completing the initial Origin and Destination information. The Return will automatically switch the initial Origin and Destination locations and these points will now be the new Origin and Destination for return leg of the trip.

1. Enter the Origin, Destination, and any Via Points for the trip.
2. Click the **Add Return Trip** button.
  - o The Origin and Destination are now listed in the reverse order.

3. Click the **Route** button.

**Note:** Click the **Trash Can** icon to remove the added Return Trip.

4. The Map Panel will be displayed.
  - o The Map Panel displays the route on the map. Users can view additional information under the map.
  - o The map can be navigated using tools such as Drag Map, Get Restriction Information for Road, Satellite view, Zoom, and Full Screen View. Map layers such as On System, Restrictions, and Crossed Bridges can also be applied.



- Click the **Expand Chevron** icon to get more details for each section.

Dimensions	▼
Conditional Overrides	▼
Bridges Crossed on Route	▼
Driving Directions	▼

## Dimensions

The Dimensions section will display the dimensions entered during the permit order process.

Dimensions			
Width 8' 8"	Load Length 56'	Overall Length 75'	Height 10'
Front Overhang	Rear Overhang Legal	GVW	

- Review the load dimensions information.

## Conditional Overrides

If your route requires conditional overrides by a State User, those restrictions will be displayed in this section.

## Bridges Crossed

The **Bridges Crossed on Route** section will display all bridges that were crossed for the route.

Bridges Crossed on Route		▲
Bridge ID		
09260A		
09259A		
20673		
08746N		
20675		
20677		

- Review the crossed bridge list created.



# Driving Directions

The **Driving Directions** section will display an abbreviated description of the route along with turn-by-turn driving directions.

Driving Directions

Origin: I-5 NB at CA Line

Destination: I-84 EB at ID Line

Trip Distance: 513.68

Route Description

>>> I-5 NB at CA Line <=> I-5, @ Exit 30 toward OR-62 E/OR-238/N Medford/Crater Lake, Ramp, OR-62, OR-140, Ramp, US-97, US-97 BUS Ramp, @ Exit 135A toward US-20 West/Sisters/Salem, Ramp, US-20, local road, OR-201, Ramp, I-84<>> I-84 EB at ID Line <=>

Turn by Turn Driving Directions

Origin: I-5 NB at CA Line

Miles	Route	Directions	Distance
30.04	I-5	Take Exit 30 toward OR-62 E/OR-238/N Medford/Crater Lake	30.04
0.39	Ramp	Turn right onto OR-62 [CRATER LAKE HIGHWAY]	30.42
5.63	OR-62	Turn right onto OR-140 [LAKE OF THE WOODS HIGHWAY]	36.05
1.68	OR-140	Merge onto OR-140 [LAKE OF THE WOODS HIGHWAY]	37.73
0.02	OR-140	At the roundabout, take the 2nd exit onto OR-140 [LAKE OF THE WOODS HIGHWAY]	37.75
67.10	OR-140	Take Ramp	104.85
0.34	Ramp	Continue straight on US-97 [THE DALLES-CALIFORNIA HIGHWAY]	105.19
4.09	US-97	Merge onto US-97 Ramp [THE DALLES-CALIFORNIA HIGHWAY Ramp]	109.28
0.34	US-97 Ramp	Continue straight on US-97 [THE DALLES-CALIFORNIA HIGHWAY]	109.62
136.84	US-97	Merge onto US-97 BUS Ramp	246.46
0.49	US-97 BUS Ramp	Take Exit 135A toward US-20 West/Sisters/Salem	246.95
0.54	Ramp	Merge onto US-20 [MCKENZIE-BEND HIGHWAY]	247.49
0.23	US-20	Bear right onto US-20 [MCKENZIE-BEND HIGHWAY]	247.72
0.07	US-20	At the roundabout, take the 3rd exit onto US-20 [MCKENZIE-BEND HIGHWAY]	247.79
6.11	US-20	Bear right onto US-20 [CENTRAL OREGON HIGHWAY]	253.91
0.03	US-20	At the roundabout, take the 2nd exit onto US-20 [CENTRAL OREGON HIGHWAY]	253.94
251.44	US-20	Bear right onto local road	505.38
0.06	local road	At the roundabout, take the 3rd exit onto OR-201	505.44
4.77	OR-201	Take Ramp	510.21
0.21	Ramp	Merge onto I-84 [US-30], [OLD OREGON TRAIL HIGHWAY]	510.41
3.27	I-84	Arrive at destination.	513.68

Final Destination: I-84 EB at ID Line

# Route Failure

Route

USDOT:15

UNLIMITED LLC

Permit ID: 7470

Route Failure

The route requested was unable to be accommodated. Please try a different route. Or you may request routing assistance and your permit application will be submitted for review.

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

Enter a Trip Guide

If a Customer User receives a Route Failure, the route must be adjusted or submitted to ODOT for route review. Refer to [Submit a Route for Manual Review](#) for more details.

# Submit a Route for Manual Review

You can submit a route to the queue for manual review if you are not able to get the route needed for travel. You must enter your Origin and Destination and click the Route button before you can submit the route for manual review.

Route

USDOT:200008

PROMILES TEST 1

Permit ID:

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

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

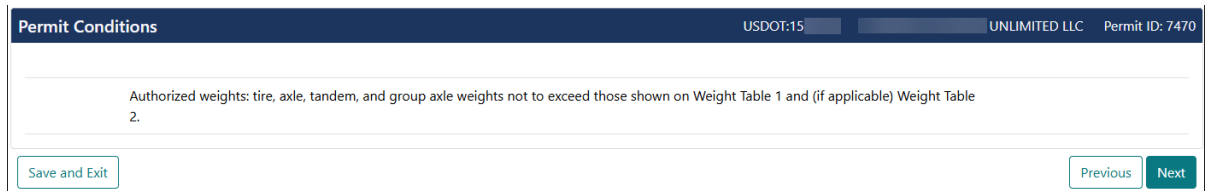
1. Select the **I have a problem** with the route and would like it reviewed checkbox.
  - o A text box will be displayed.
2. Enter the reason for the manual route review.
3. Click the **Next** button and proceed through the permit application screens. Once the permit is submitted, the permit will be given a status of **Routing Assistance**.

4. Click the **Next** button at the bottom of the screen if the trip looks satisfactory.



A horizontal bar containing four buttons. On the left, there is a light blue button labeled 'Save and Exit' and a dark teal button labeled 'Save'. On the right, there is a light blue button labeled 'Previous' and a dark teal button labeled 'Next'.

- The **Order Permit – Permit Conditions** screen will be displayed.



The 'Permit Conditions' screen has a dark blue header with the title 'Permit Conditions' on the left and 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7470' on the right. Below the header is a large white text area containing the text: 'Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.' At the bottom of the screen, there is a light blue button labeled 'Save and Exit' on the left and light blue buttons labeled 'Previous' and 'Next' on the right.

5. Click the **Next** button.

- The Order Permit - Summary screen will be displayed.

Permit Notice

Permit Documents

US00115

UNLIMITED LLC

Permit ID: 7470

Summary

Ordering For Company

CONCRETE DESIGNS UNLIMITED LLC

Fees

Single Trip Non Superload

Amount \$0.00

Total \$0.00

Contact Information

Permit Request Source

Online

Contact Name

Craig Designs

Contact Phone

555-555-5555

Contact Email

test@test.com

Primary Delivery Method

Web Download

test@test.com

Additional Delivery Method

Permit Type

Permit Type

Single Trip

Permit Definition

Single Trip Non Divisible

Start/End Date

Start Date

01/31/25 11:34:51 AM

End Date

02/09/25

Vehicle

Unit/Number

4500

Year

2025

Make

FORD

VIN

5T4T8L66735

Plate

INT5700

State

OR

Vehicle Type

Vehicle Combination

Load

Commodity Type

Agriculture/Farm Equipment

Overall Dimensions

Height

10 ft.

Width

8 ft. 9 in.

Base Width

19 ft.

Load Length

56 ft.

Trailer Length

19 ft.

Overall Length

75 ft.

Front Overhang

Legal

Rear Overhang

GVW

Weight Table 1

Route

Origin: I-84 WB at ID Line

Destination: I-5 SB at CA Line

Trip Distance: 509.93

Route Description

--> I-84 WB at ID Line <==I-84 @ Exit 374 toward OR-201/US-20/US-26/Weiser/Vale Ramp, OR-201 Ramp, US-20, DIVISION STREET Ramp, US-97 @ Exit 277 toward OR-66/OR-140/Lakeview/Medford Ramp, OR-140, OR-62 Ramp, OR-62, Ramp, I-5==> I-5 SB at CA Line <==

Turn by Turn Driving Directions

Origin: I-84 WB at ID Line

Miles	Route	Directions	Distance
3.47	I-84	Take Exit 374 toward OR-201/US-20/US-26/Weiser/Vale	3.47
0.26	Ramp	Turn right onto OR-201 [TYURRI MEMORIAL BELTLINE]	3.73
4.96	OR-201	Take Ramp	8.68
0.07	Ramp	Bear right onto US-20 [US-26] [CENTRAL OREGON HIGHWAY]	8.75
251.40	US-20	Bear right onto US-20 [CENTRAL OREGON HIGHWAY]	260.15
0.03	US-20	At the roundabout, take the 2nd exit onto US-20 [CENTRAL OREGON HIGHWAY]	260.18
4.33	US-20	Hard left onto DIVISION STREET	264.51
0.15	DIVISION STREET	Take Ramp	264.67
0.37	Ramp	Merge onto US-97 [BEND PARKWAY]	265.04
139.80	US-97	Take Exit 277 toward OR-66/OR-140/Lakeview/Medford	404.85
0.32	Ramp	Bear right onto OR-140 [GREENSPRING DRIVE]	405.16
67.02	OR-140	Merge onto OR-140 [LAKE OF THE WOODS HIGHWAY]	472.18
0.02	OR-140	At the roundabout, take the 2nd exit onto OR-140 [LAKE OF THE WOODS HIGHWAY]	472.20
1.68	OR-140	Turn left onto OR-62 [CRATER LAKE HIGHWAY]	473.87
0.50	OR-62	Take Ramp	474.38
0.05	Ramp	Merge onto OR-62 [ROGUE VALLEY EXPRESSWAY]	474.43
5.17	OR-62	Take Ramp	479.60
0.41	Ramp	Continue straight on I-5	480.01
29.91	I-5	Arrive at destination	509.93

Final Destination: I-5 SB at CA Line

Conditions

Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.

☐ I attest to the following:

By submitting this permit, carrier agrees to pay all state and county administrative fees associated with the permit, even if the permit was not used. Requests for changes to the permit will require a new application. Due to road construction or other restrictions, the route, the time frame or the permit conditions may be changed as necessary by the Department or Road Authority. If you have any questions, please contact 503-373-6000, Option 1. We are available Monday-Friday between the hours of 7 AM & 5 PM Pacific time, closed on state holidays, and the first Thursday of each month from 12 noon to 1 PM Pacific time for staff meetings.

Save and Exit

Request technician review

Previous

Submit

## Add a Note to a Permit Application

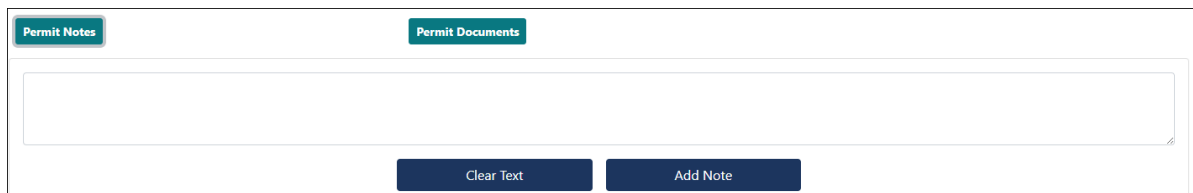
Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Notes** button will be displayed on each permit application screen thereafter.

State and Customer Users can add and view notes for the permit application.



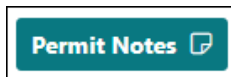
The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' (highlighted with a red box) and 'Permit Documents'. Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.

1. Click the Permit Notes button to add or view notes for the permit application.
  - o The Notes Panel will be displayed.



The screenshot shows the 'Permit Notes' panel. It features a large text input area for entering notes. Below the input area are two buttons: 'Clear Text' and 'Add Note'. The panel also has a 'Permit Notes' button at the top left and a 'Permit Documents' button at the top right.

**Note:** If there was a previously added note, there will be an icon on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the bottom of the Notes Panel, with the User's Name, Date/Time Stamp, and the Note text.



2. Enter the text of the note in the free-form text box.
3. Click the **Clear Text** button to remove the note text entered.
4. Click the **Add Note** button to save and add the note to the permit application.
  - o A confirmation message will be displayed.
5. Click the **Permit Notes** button to collapse the **Notes Panel**.

## Add a Document to a Permit Application

Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Documents** button will be displayed on each permit application screen thereafter.


State and Customer Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to the ORION Permitting System. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.



The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' and 'Permit Documents' (highlighted with a red box). Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.

1. Click the **Permit Documents** button to add or view documents for the permit application.
  - The Documents Panel will be displayed.

**Note:** If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting. Users can view the previously uploaded document by clicking the View icon.

2. Click the “plus”  icon.
  - Additional fields will be displayed.
3. Select the type of document from the **Document Type** dropdown list.
4. Enter a description of the document in the **Description** field.
5. Enter any additional notes for the document in the **Notes** field.
6. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
7. Click **Save** button to save and add the document to the permit application.
  - A confirmation message will be displayed.
8. Click the **Permit Documents** button to collapse the **Documents Panel**.
9. Review the information on the **Order Permit – Summary** screen.
10. Select the **I attest to the following** checkbox.
11. Click the **Save and Exit** button to save this permit application and exit the Order Permits process or click the **Submit** button to proceed to the **Order Permits: Permit Submitted** screen.
12. Click the **Request Technician Review** button to send the permit to the Permit Office for review.

## Request ODOT Review

This specific Permit Type does not require Technician Review; however, if you would like to add details, you can use the **Permit Notes** button or the **Request Technician Review** button.

1. Click the **Request Technician Review** button.
  - The **Submit for Review** screen will be displayed.

**Submit For Review**
✕

Please enter a message explaining why you would like this to be reviewed. \*

Cancel
Submit For Review

2. Enter the reason for review in the text box.
3. Click the **Submit for Review** button.
- Note:** The permit status assigned to the permit application will be dependent on various parameters.
4. The **Order Permit – Permit Submitted** screen will be displayed.
5. Click the **Return to Company Dashboard** button.

## Pay for a Permit

Once the permit is approved, it will be placed in the Shopping Cart for payment.

1. Click the **Go to Shopping Cart** link in the **Shopping Cart Panel** or the **Shopping Cart** link in the **Administrative Panel** on the **Company Dashboard**.
  - The **Shopping Cart** screen will be displayed.

The screenshot shows the ORION Test Site interface. On the left sidebar, the 'Shopping Cart' link is highlighted with a red box. The main content area features a 'Permit Queue' table with the following data:

Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000274-001	Extended Weight Permit	01/29/25 04:09:12 PM	Issued	[Icons]
7417	Single Trip Non Divisible		User	[Icons]

On the right side, the 'Shopping Cart' panel displays '1 Permits ready for payment' and 'Cart Total: \$8.00', with a 'Go to Shopping Cart' link highlighted by a red box.

2. Select the Permit from the **Balance Due Panel**.

3. Click the **Checkout** button in the **Total Panel**.
  - The **Permit To Be Authorized** screen will be displayed.

Permit To Be Authorized					
Permit ID	Permit Type	Start Date	End Date	Authorized	Amount
7470	Single Trip Non Divisible	01/31/25	02/09/25	Y	\$8.00

**Total Payment**  
\$8.00

**Payment Type**

Cancel and Go Back Process Payment

**Note:** ACH and Credit Card integration is in progress and will be updated in version 0.2 of this packet.

4. Click the **Cancel and Go Back** button to return to the **Company Dashboard**.

## Creating a New Single Trip Superload Non-Divisible Permit

These are the steps needed for a Customer User to create a Single Trip Superload Non-Divisible permit.

1. Click the **Order New Permit** link on the **Company Dashboard**.

New Permit: [Order New Permit](#)

- The **Order Permit - Company** screen will be displayed.

**Order Permit**

- Company
- Contact Information
- Permit Type
- Vehicles
- Load Details
- Axle Weight and Spacings
- Route
- County Select
- Locality Permits
- Permit Conditions
- Summary
- Permit Submitted

**Company**

USDOT:15
UNLIMITED LLC

**Ordering For Company**

UNLIMITED LLC

Next

Cancel Permit ×

2. Click the **Next** button.
  - The **Order Permit – Contact Information** screen will be displayed.

3. Complete the fields not pre-populated. Required fields are marked with an asterisk.

**Note:** The **Additional Delivery Method** and **Company Reference** are optional fields.

**Note:** The **Primary Delivery Method** is a required field, and defaults to the company's selection during account creation; however, it can be changed for this particular permit.

Contact Information USDOT:15 UNLIMITED LLC

Contact information to appear on permit(s) being ordered:

Contact Name \*  
Craig Designs

Phone Number \*  
555-555-5555

Phone Extension

Contact Email \*  
test@test.com

Primary Delivery Method \*  
Web Download

Additional Delivery Method  
Select...

Company Reference

Previous Next

4. Click the **Next** button.
  - The **Order Permit – Permit Type** screen will be displayed.

Order Permit

Permit Type USDOT:15 UNLIMITED LLC

Select a Permit Type

Permit Type: \*  
Select...

Start/End Date

Start Date \*  
01/30/25

End Date \*  
MM/DD/YY

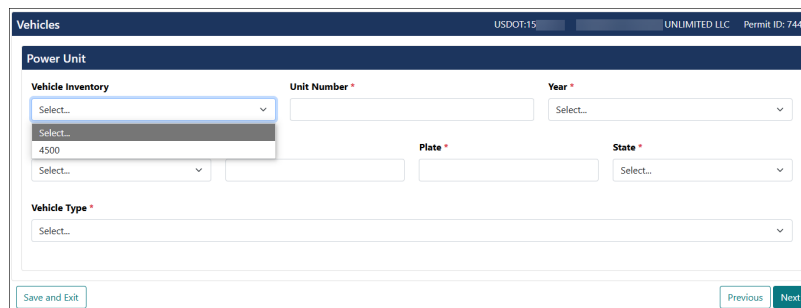
Cancel Permit

Previous Next

5. Select **Single Trip** from the **Permit Type:** dropdown list.
6. Select **Superload** from the **Permit SubType:** dropdown list.
7. Select **Single Trip Superload Non Divisible** from the **Permit Definition:** dropdown list.
  - The **Permit Description** will update based on the selection made.



8. The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date selected.
9. Click the **Next** button.
  - The **Order Permit – Vehicles** screen will be displayed.
10. If the Company has saved vehicle inventory:
  - Select a unit from the **Vehicle Inventory** dropdown list.
    - The vehicle details saved in
    - **b** will be populated.

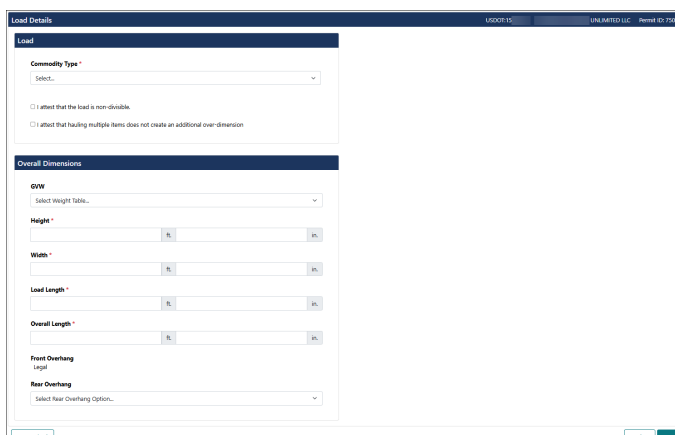


- Complete any remaining fields.
11. If the Company does NOT have saved vehicle inventory:
    - Enter the **Unit Number, Year, Make, VIN, Plate, and State** of the power unit.

**Note:** The **Vehicle Type** selected will determine which fields display on the following screen.
    - Make a selection from the **Vehicle Type** dropdown list.

**Note:** Click the **Add Vehicle** button to add this Unit Number to the company's Vehicle Inventory for future selection.
  12. Click the **Next** button.
    - The **Order Permits – Load Details** screen will be displayed.

**Note:** The fields displayed are dependent on the **Vehicle Type** selected on the previous screen.



13. Select a Commodity Type in the **Commodity Type** dropdown list.
14. Select a checkbox next to an applicable attestation statement.
15. For training purposes, select **Engineering Review Required** in the **GVW** dropdown list.

**Note:** The selection made from the **GVW** dropdown list will determine if specific fields are displayed or if there are additional requirements such as axle weights and spacings.
16. For training purposes, enter **18' 1"** for the **Height**.

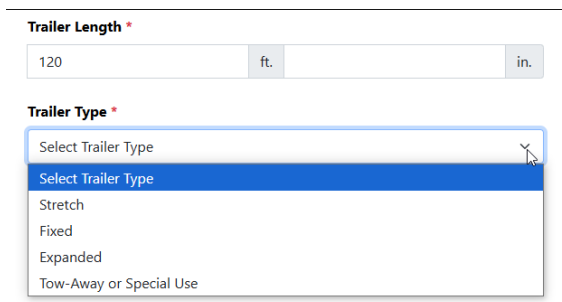
**Note:** **Heights** greater than **18' 0"** will trigger a Route Survey.
17. Enter dimensions in the **Width**, **Load Length**, and **Trailer Length** fields. See [Trailer Length](#) and [Trailer Type](#) for more details about **Trailer Length**.
18. For training purposes, enter **210' 0"** for the **Overall Length** field.

**Note:** An **Overall Length** greater than **200' 0"** will require a Traffic Control Plan to be uploaded on the **Special Items** screen.

  - The **Front Overhang** field will display Legal.
19. Select a Rear Overhang Option from the **Rear Overhang** dropdown list.
20. If the **Trailer Length** does not exceed 53' 0", click the **Next** button and skip to [Enter Axle Weights and Spacings Information](#).

## Trailer Length

21. If a **Trailer Length** greater than 53' 0" is entered, additional information is required.

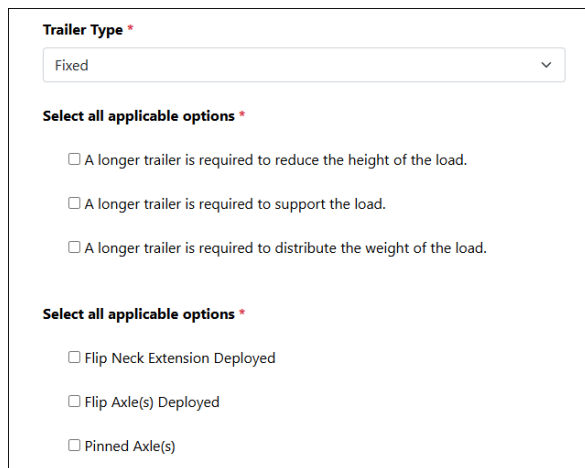


The screenshot shows a web form with two sections. The first section is titled "Trailer Length" with a red asterisk. It contains a text input field with the value "120", followed by a "ft." unit button, and an "in." unit button. The second section is titled "Trailer Type" with a red asterisk. It features a dropdown menu that is currently open, showing a list of options: "Select Trailer Type" (highlighted in blue), "Stretch", "Fixed", "Expanded", and "Tow-Away or Special Use". A mouse cursor is visible over the dropdown menu.

22. Make a selection from the **Trailer Type** dropdown list.

## Trailer Type

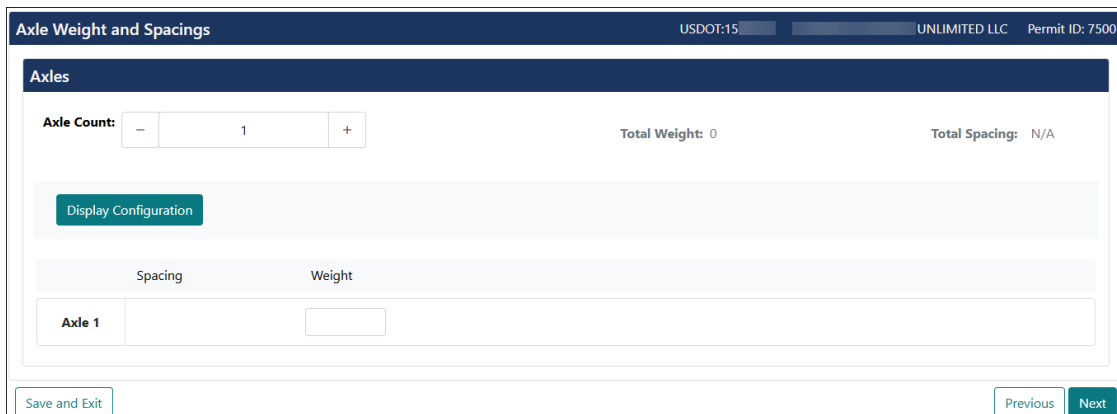
Additional options and/or questions will also populate based on the **Trailer Type** selected in Step 21, if applicable.



The screenshot shows a form titled "Trailer Type" with a dropdown menu set to "Fixed". Below the dropdown are two sections, each titled "Select all applicable options". The first section contains three checkboxes: "A longer trailer is required to reduce the height of the load.", "A longer trailer is required to support the load.", and "A longer trailer is required to distribute the weight of the load.". The second section contains three checkboxes: "Flip Neck Extension Deployed", "Flip Axle(s) Deployed", and "Pinned Axle(s)".

1. Make a selection if applicable.
  - o Additional fields could be displayed based on the selection made.
2. Click the **Next** button.
  - o The **Order Permit – Axle Weight** and Spacings screen will be displayed.

**Note:** The **Axle Weight and Spacings** screen is displayed based on the selection made from the GVW dropdown list on the previous screen. If Axle Weights and Spacings are not required for your permit, skip to [Special Items Screen](#).

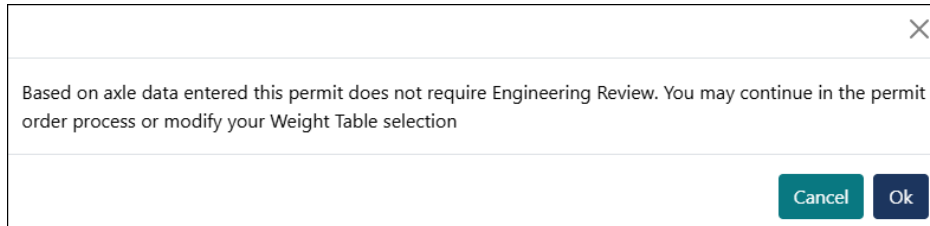


The screenshot shows the "Axle Weight and Spacings" screen. At the top, it displays "USDOT:15", "UNLIMITED LLC", and "Permit ID: 7500". Below this is a section titled "Axles". It features an "Axle Count" field with a minus sign, a value of "1", and a plus sign. To the right of the count are "Total Weight: 0" and "Total Spacing: N/A". A green "Display Configuration" button is located below the count. Below the button is a table with two columns: "Spacing" and "Weight". The first row is labeled "Axle 1" and has empty input fields for both columns. At the bottom left is a "Save and Exit" button, and at the bottom right are "Previous" and "Next" buttons.

## Enter Axle Weights and Spacings Information

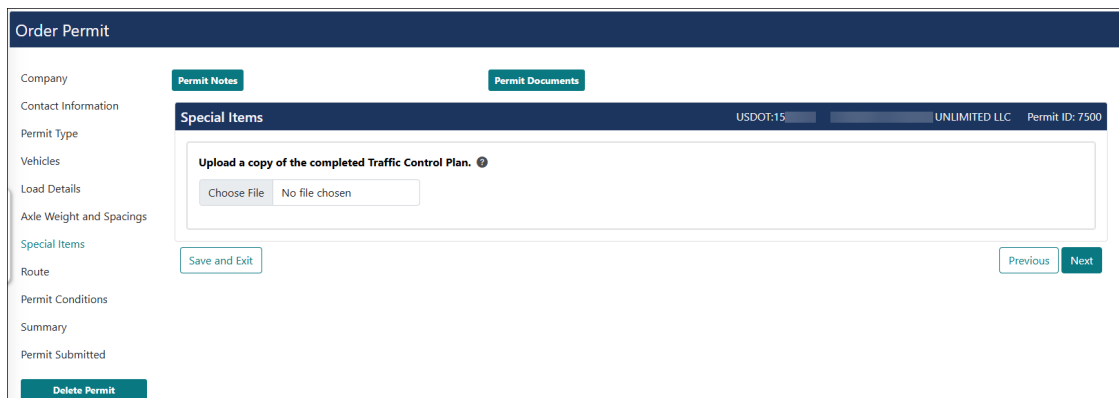
1. Enter the **Axle Count** by entering a value in the corresponding field or using the “plus” + or “minus” – icon.
2. Enter the information about the axle dimensions and axle weights for the load.
3. Click the **Display Configuration** button to view a side or top view diagram of the axle configuration to confirm settings.

4. Click the **Next** button to continue to the next screen.
  - If the axle information entered does not validate the selection made from the **GVW** dropdown list on a previous screen, a message will be displayed. Please refer to the Online Weight Calculator located on the ORION Login Page for assistance with entering axle weights and spacings.



A modal message box with a close button (X) in the top right corner. The text inside reads: "Based on axle data entered this permit does not require Engineering Review. You may continue in the permit order process or modify your Weight Table selection". At the bottom right, there are two buttons: "Cancel" and "Ok".

- The **Order Permit – Special Items** screen will be displayed.



The "Order Permit" screen with the "Special Items" tab selected. The left sidebar lists various sections: Company, Contact Information, Permit Type, Vehicles, Load Details, Axle Weight and Spacings, Special Items (highlighted), Route, Permit Conditions, Summary, and Permit Submitted. The main content area shows "Special Items" with a header bar containing "USDOT:15", "UNLIMITED LLC", and "Permit ID: 7500". Below this is a section titled "Upload a copy of the completed Traffic Control Plan." with a "Choose File" button and the text "No file chosen". At the bottom left is a "Save and Exit" button, and at the bottom right are "Previous" and "Next" buttons. A "Delete Permit" button is located at the bottom left of the sidebar.

## Special Items Screen

The Special Items screen is displayed based on the dimensions entered on previous screens. If a Special Item is not required for your permit, skip to **Step 7** below.

**Note:** The Customer User will upload a copy of their completed **Traffic Control Plan**.

5. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
  - A confirmation message will be displayed.
6. Click the **Next** button.

7. The **Order Permit – Route** screen will be displayed.

Route

USDOT:15 UNLIMITED LLC Permit ID: 7500

Enter a Trip Guide

Trip Entry

You may load a saved trip, or enter a new trip below

**Origin**

Location Type \*

Address \*

City \* Zip \*

Route Add Split Trip Add Return Trip Clear

**Destination**

Location Type \*

Address \*

City \* Zip \*

Map

Dimensions

Save and Exit Save Previous Next

8. Select a **Location Type** for both the Origin and Destination.

- The fields displayed will be based on the selection made.

9. Enter the Origin, Destination, and any Via Points.

**Note:** Ensure to select a route the will require a Routing Review.

10. Click the **Route** button.

11. Review the **Map**, **Dimensions**, **Conditional Overrides**, **Bridge Crossed on Route**, and **Driving Directions** sections.

12. Enter **Additional RUAF Miles**.

13. Click the **Next** button.

- The **Order Permit – Permit Conditions** screen will be displayed.

Permit Conditions

USDOT:15 UNLIMITED LLC Permit ID: 7500

Authorized weights: tire, axle, tandem, and group axle weights not to exceed those shown on Weight Table 1 and (if applicable) Weight Table 2.

Save and Exit Previous Next

- The **Order Permit - Summary** screen will be displayed.

revised April 22, 2025

## Add a Note to a Permit Application

Once a user advances past the **Order Permits – Permit Type** screen, the Permit Notes button will be displayed on each permit application screen thereafter.

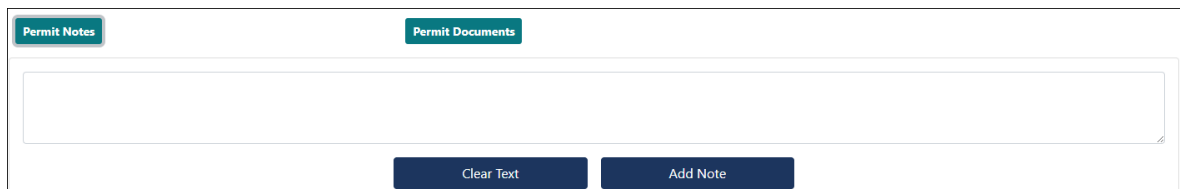
State and Customer Users can add and view notes for the permit application.



The screenshot shows the top navigation bar of the permit application interface. It features two buttons: 'Permit Notes' (highlighted with a red border) and 'Permit Documents' (with a document icon). Below these buttons is a dark blue header bar containing the text 'Summary' on the left and 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7500' on the right.

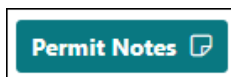
15. Click the **Permit Notes** button to add or view notes for the permit application.

- The **Notes Panel** will be displayed.



The screenshot shows the 'Notes Panel' interface. It has a header with 'Permit Notes' and 'Permit Documents' buttons. Below the header is a large, empty text input area. At the bottom of the panel are two buttons: 'Clear Text' and 'Add Note'.

**Note:** If there was a previously added note, there will be an icon on the Permit Notes button letting the user know there is a note waiting. Any previously added note(s) will be displayed at the bottom of the Notes Panel, with the User's Name, Date/Time Stamp, and the Note text.



16. Enter the text of the note in the free-form text box.

17. Click the **Clear Text** button to remove the note text entered.

18. Click the **Add Note** button to save and add the note to the permit application.

- A confirmation message will be displayed.

19. Click the **Permit Notes** button to collapse the **Notes Panel**.

## Add a Document to a Permit Application

Once a user advances past the **Order Permits – Permit Type** screen, the Permit Documents button will be displayed on each permit application screen thereafter.

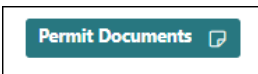

State and Customer Users can add or view documents. To add a document, it must already be saved to the computer. Users can browse computer files to locate the document, select it, and then upload it to the ORION Permitting System. Users must select a document type from the dropdown list to better identify the type of document being added. Users can also add a description to give any explanation needed for the document.



The screenshot shows the top navigation bar of the permit application interface. It features two buttons: 'Permit Notes' and 'Permit Documents' (highlighted with a red border and a document icon). Below these buttons is a dark blue header bar containing the text 'Summary' on the left and 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7500' on the right.

1. Click the **Permit Documents** button to add or view documents for the permit application.
  - The **Documents Panel** will be displayed.

**Note:** If there is a previously added document, there will be a Document icon on the Permit Documents button letting the user know there is a document waiting. Users can view the previously uploaded document by clicking the View icon.

2. 
3. Click the “plus”  icon.
  - Additional fields will be displayed.
4. Select the type of document from the **Document Type** dropdown list.
5. Enter a description of the document in the **Description** field.
6. Enter any additional notes for the document in the **Notes** field.
7. Click the **Choose File** button to locate the document on the computer. Double click the file to be attached.
8. Click **Save** button to save and add the document to the permit application.
  - A confirmation message will be displayed.
9. Click the **Permit Documents** button to collapse the **Documents Panel**.
10. Review the information on **Order Permit – Summary** screen.
11. Select the **I attest to the following** checkbox.
12. Click the **Save and Exit** button to save this permit application and exit the Order Permits process or click the Submit button to proceed to the **Order Permits: Permit Submitted** screen.
13. Click the **Request Technician Review** button to send the permit to the Permit Office for review.

## Request ODOT Review

This specific Permit Type does require Technician Review; however, if you would like to add details, you can use the Permit Notes button or the Request Technician Review button.



1. Click the **Request Technician Review** button.
  - o The **Submit for Review** screen will be displayed.

Submit For Review

Please enter a message explaining why you would like this to be reviewed. \*

Cancel

Submit For Review

2. Enter the reason for review in the text box.
3. Click the **Submit for Review** button.

**Note:** The permit status assigned to the permit application will be dependent on various parameters.

- o The **Order Permit - Permit Submitted** screen will be displayed.

Order Permit

Permit Submitted

USDOT:15 UNLIMITED LLC Permit ID:

Permit ID:  
 Permit Status: Pending  
[Return to Company Dashboard](#)  
 Permit has been submitted and is now awaiting approval.

**Note:** Permits with a Permit Status of Pending must be reviewed by the ODOT Permit Office.

4. Click the **Return to Company Dashboard** link to return to the Company Dashboard. Once the Permit Office approves the permit, the Customer will receive an email notification letting them know the permit has been approved and is ready for payment from their Shopping Cart.

## Route Surveys

These are the steps for a Customer User to search and manage Route Surveys.

1. Click the **Route Surveys** link in the **Administrative Panel** on the **Company Dashboard**.

Company Dashboard  
 Company Management  
 Vehicle Import  
 Pre-Trip Planning  
 Reports  
**Route Surveys**  
 Shopping Cart

New Permit: [Order New Permit](#)  

Permit Queue

Filter By: Permit ID Filter...

Permit Number/ID	Type	Submitted	Status	Actions
7500	Single Trip Superload Non Divisible		User	
OR25-0000274-001	Extended Weight Permit	01/29/25 04:09:12 PM	Issued	
7417	Single Trip Non Divisible		User	

Shopping Cart

2 Permits ready for payment  
Cart Total: \$16.00  
[Go to Shopping Cart](#)

Statistics

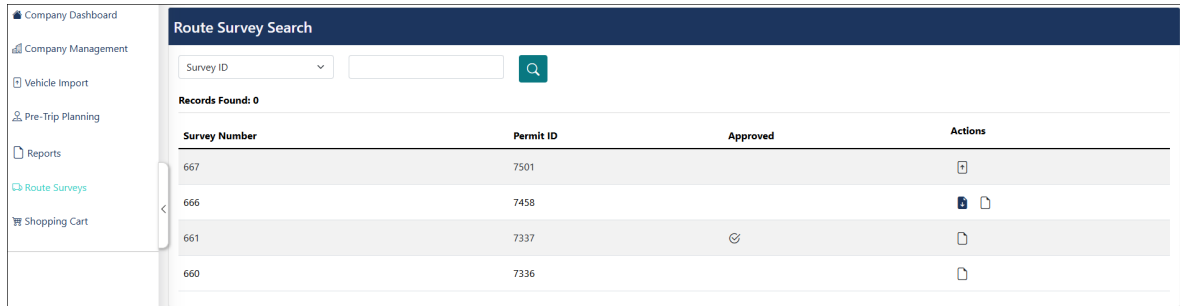
Permits Issued Today: 0  
Permits Self-issued Today: 0

Messages

Welcome to ORION

**Note:** Permits requiring a Route Survey will have a status of **Route Survey Pending**. The system will generate the Route Survey form to be completed and uploaded by the Customer User. Once the completed Route Survey form has been uploaded to the system the permit's status will update to **Route Survey Complete**. The ODOT Permit Office will then review the uploaded documentation and approve the Route Survey. The permit's status will be updated to **Route Survey Approved**. If no other workflows are required, the permit will be processed by the ODOT Permit Office and approved for payment and issuance.

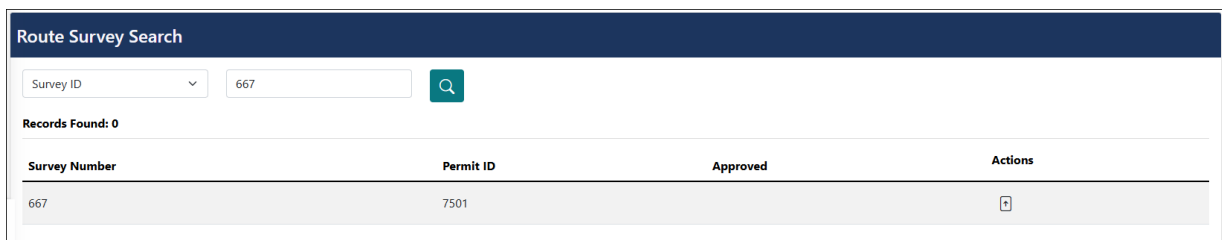
- The **Route Survey Search** screen will be displayed. All active Route Surveys for the customer will be displayed.



The screenshot shows the 'Route Survey Search' interface. On the left is a sidebar with navigation links: Company Dashboard, Company Management, Vehicle Import, Pre-Trip Planning, Reports, Route Surveys (highlighted), and Shopping Cart. The main area has a search bar with a dropdown for 'Survey ID' and a search button. Below the search bar, it says 'Records Found: 0'. A table displays the following data:

Survey Number	Permit ID	Approved	Actions
667	7501		[Icon]
666	7458		[Download] [Icon]
661	7337	[Checkmark]	[Icon]
660	7336		[Icon]

2. Click the **Next** button at the bottom of the screen to proceed to the next page of search results.
3. To search for a Route Survey, select a search option from the dropdown list. Options include **Survey ID**, **Permit ID**, and **Permit Number**.
4. Enter **Route** Survey data in the search field next to the dropdown list.
5. As you type, the results will populate below.
6. Select the **Route Survey** from the list displayed.
7. Results will be displayed under Records Found.



The screenshot shows the 'Route Survey Search' interface with 'Route' entered in the search field. The 'Records Found: 0' text is still present. The table displays the following data:

Survey Number	Permit ID	Approved	Actions
667	7501		[Icon]

- 8.
9. The Route Survey is displayed with the Permit ID and it's approval status.
10. Click the **Download Route** Survey form icon to download the Route Survey form for completion.
11. Click the **Upload Route Survey** icon to upload a completed Route Survey form.
12. Click the **Download Completed Route Survey** icon to download a completed Route Survey form.
13. Click the **Customer Dashboard** link in the **Administrative Panel** to return to the **Customer Dashboard**.

# Request a RUAF Refund

These are the steps needed for a Customer User to request a Road Use Assessment Fee (RUAF) refund.

**Note:** RUAF refund integration is in progress and will be updated in version 0.2 of this packet.