Oregon Routing Information Online (ORION) Permitting System

Third-Party Agent Training Material

Oregon Department of Transportation

Commerce and Compliance Division
Over-Dimension Permit Unit
455 Airport Road SE, Building A
Salem, Oregon 97301
503-373-0000

Table of Contents

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 users accessing ORION without Single Sign On including Customer, Permit Service and Third-Party Agent Users.

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

2. Click the **Sign In** button.

   o 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.

   o The **Forgot Username** screen will be displayed.

2. Enter your email address in the field.

3. Click the **Recover Username** button.

   o A confirmation message will be displayed.

4. Click the **Return to Login** button.

   o 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.

   o The **Forgot Password** screen will be displayed.

2. Enter the username in the field.

3. Click the **Reset Password** button.

   o A confirmation message will be displayed.

4. Click the **Return to Login** button.

   o 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.

   o 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.

   o You can now log in using your new password.

Active Restrictions List

The Active Restrictions List link on the Login Page allows carriers to view a list of current active restrictions sorted by road type and mile point.

Create Company Account

The Create Company Account link on the Login Page allows carriers to create their account. **Third-Party Agent accounts** will be created by the state and flagged as a TPA.

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 OR ORION Permitting System. Once training videos are created within the ORION Permitting System, the OR ORION 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.

Navigating ORION

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

Once the Third-Party Agent 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**.

    🏠 Company Dashboard

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

    Jack ▾

    ⚙ Account

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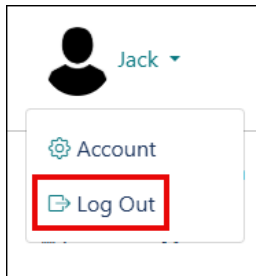
3. Click the Previous button to return to the previous page of the current process.
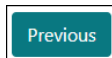
    Previous

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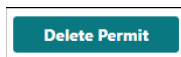
4. Click the **Next** button to move to the next page of the current process.

    Next

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

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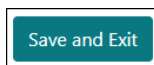
6. Click the **Delete Permit** button to close a permit application without saving. This will delete the permit application.

    Delete Permit

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.

    Permit Notes   Permit Documents

    Permit Conditions   USDOT:41███   JACK QUEST TRUCKING LLC   Permit ID: 7396

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.

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 **Third-Party Agent** 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
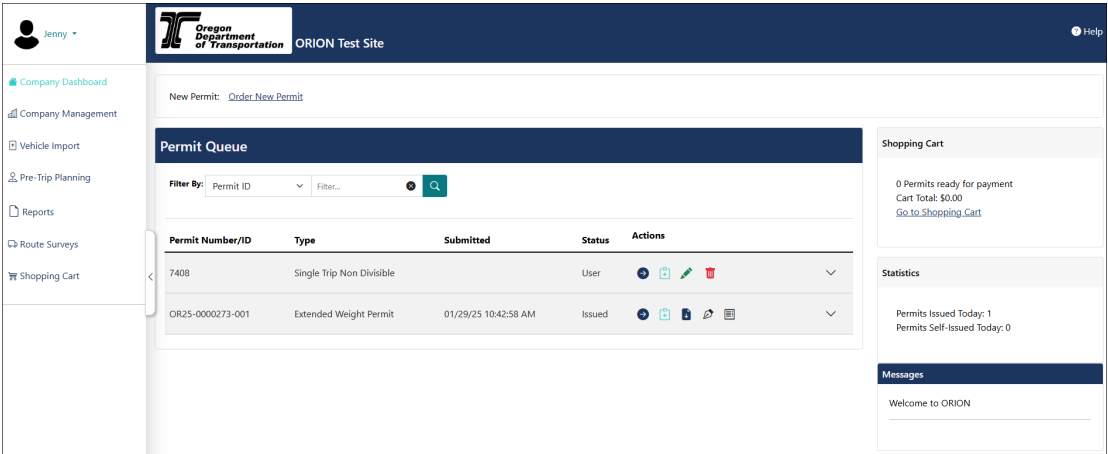
Permit Queue Panel

The **Permit Queue Panel** on the **Company Dashboard** is the central location of most of the Third-Party Agent'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.

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**.
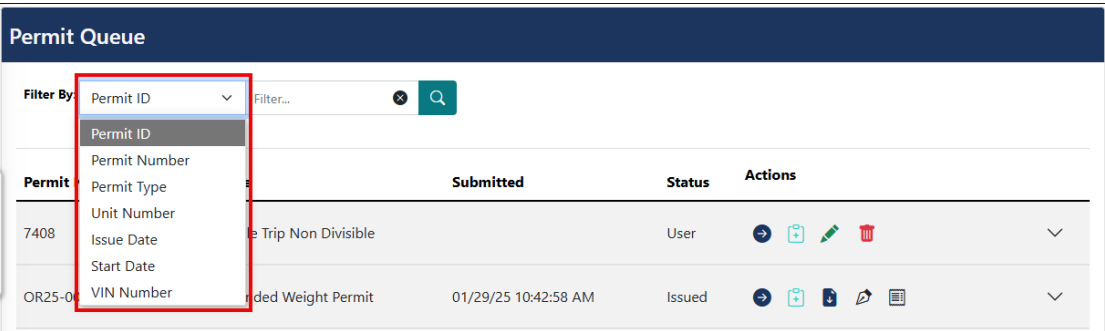
2. Select a filter option from the dropdown list.

3. Enter the corresponding search information.

4. Click the **Search** icon.
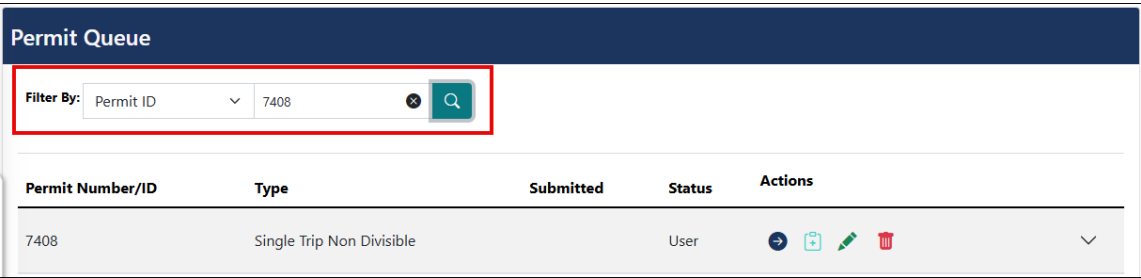
   o The matching result(s) will be displayed in the **Permit Queue**.

5. Click the **X** icon to return to the full list of unfiltered results in the **Permit Queue Panel** on the **Company Dashboard**.

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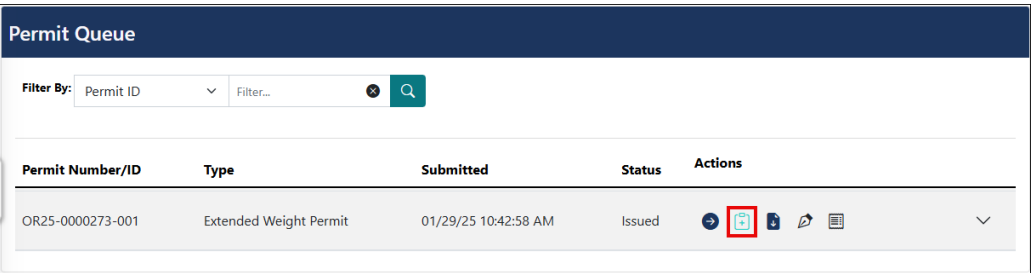
   o The **Order Permits – Company** screen will be displayed.

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.

   Note: When applicable, the user will need to click the **Route** button on the Order Permit – Route screen before clicking the Next button.

   o Once all screens have been filled in, the **Order Permit – Summary** screen will be displayed.

5. Click the checkbox next to the **I attest to the following:** statement.

6. Click the **Submit** button.

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

8. 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.

9. Click the **Return to Company Dashboard** link to return to the Company Dashboard.

10. **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.

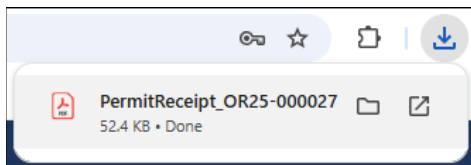## Download a Permit PDF

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

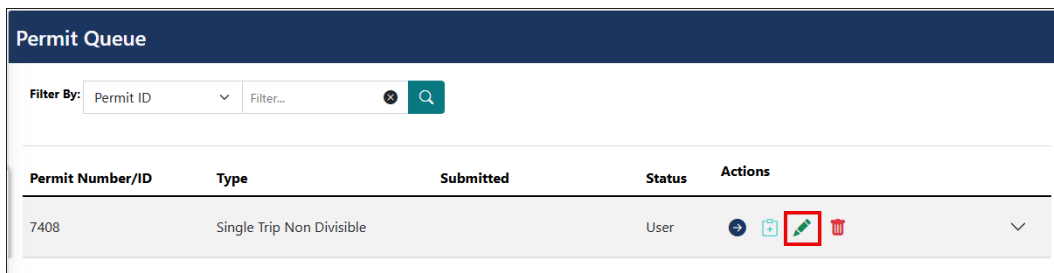1. Click the **Download PDF** icon in the Actions column for the selected permit.

   o The Permit PDF will download.

2. Open the document from the Downloads folder on your computer.
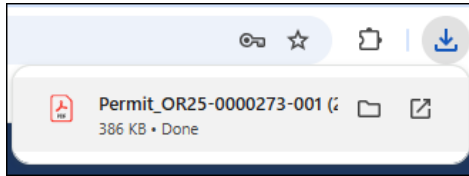
 The Permit PDF will open in a new window.

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.

Helpful Tips:

- Any permit type flagged as Self Amendable can be amended.
- The Third-Party Agent 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.
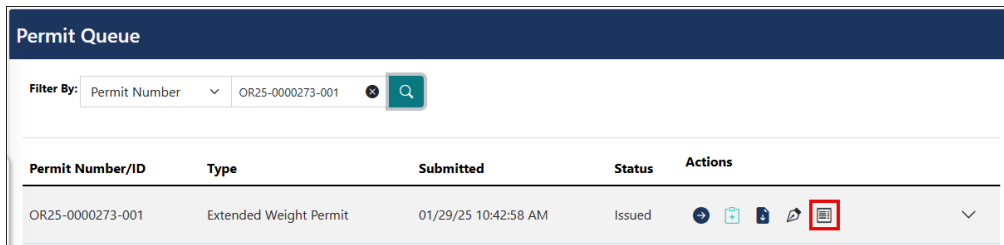
- Third-Party Agent Amends are issued at no charge.
- Once the amend is complete, the permit number suffix will be updated appropriately for the amend. The original permit would have a permit number ending in 001, and the amended permit ends in 002. The Permit PDF will display the new Permit Number. 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.

   o The Permit Receipt will download.

3. Open the document from the Downloads folder on your computer.

   o 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.

   o 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.

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

4. Click the checkbox next to the **I attest to the following:** statement.

5. Click the **Submit** button.

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

6. 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.

7. 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.

   o A confirmation message will be displayed.

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 Third-Party Agent, 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**.
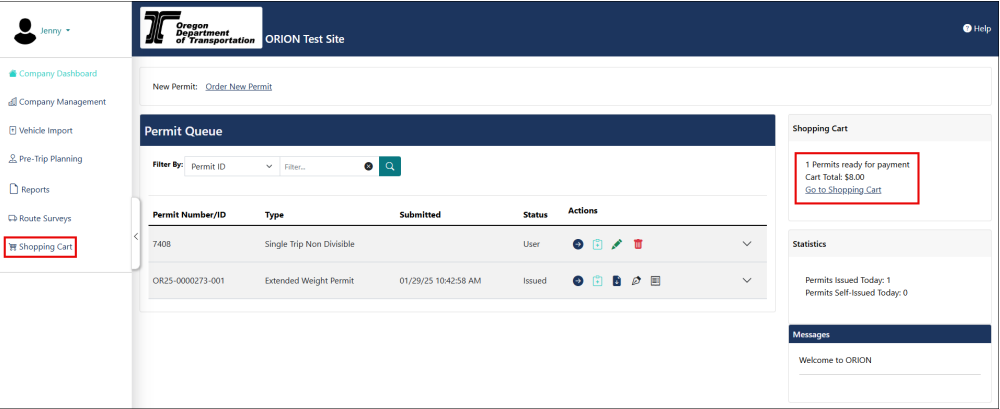
o   The Shopping Cart screen will be displayed.

o   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.
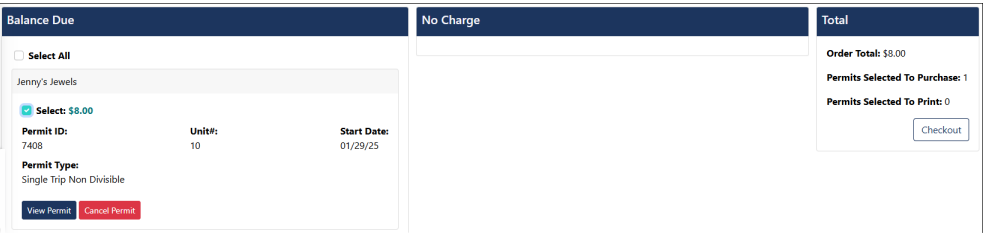
Statistics Panel

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

Messages Panel

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

View Permit Action (Permit Details)

These are the steps needed for a Third-Party Agent 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.

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

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.

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.
   - o 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'	**GVW:**
Width: 12'	**FOH:**
Base Width:	See Provisions
Load Length: 75'	**ROH:**
Trailer Length:	See Provisions
Overall Length: 75'	
Wheelbase: 31'	

Load Description: Self Propelled Vehicle with Booom

[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.
   - o The **Vehicles and Load – Display Configuration** screen will be displayed.

[Hide Configuration]

Display Configuration: ● Side View ○ Top View

O ———— 21' ———— O —— 5' —— O —— 5' —— O

Permit Details – Changes

1. Click the **Changes** link.

   o 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.

Date	User	Action	Permit Status
02/20/25 02:27:54 PM	Baldwin	Change Status	Issued
02/20/25 02:27:54 PM	Baldwin	Pay and Issue Permit	PO Pending payment
02/20/25 02:27:45 PM	Baldwin	Open Permit For Payment	PO Pending payment
02/20/25 02:27:43 PM	Baldwin	Change Status	PO Pending payment
02/20/25 02:27:43 PM	Baldwin	Submit Permit	PO Pending payment
02/20/25 02:27:17 PM	Baldwin	Open Permit	Pending payment
02/20/25 02:26:28 PM	Materials	Submit Permit	Pending payment
02/20/25 02:26:28 PM	Materials	Change Status	Pending payment
02/20/25 02:25:26 PM	Materials	Open Permit	User
02/20/25 09:28:33 AM	Materials	Save Permit	User
02/20/25 09:25:07 AM	Materials	Change Status	User
02/20/25 09:25:07 AM	Materials	Start New Permit	

Document and PDF Links

Uploading Documents

1. Click the **Docs and PDFs** link.

   o The **Permit Details - Docs and PDFs** screen will be displayed.

2. Click the "plus" + icon to upload a new document.

   o Additional fields will be displayed.

Upload Date	Document Type	Description	Notes	View	Actions
1/29/2025 3:02:33 PM	Select a Document T... ⌄			Choose File No file chosen	

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.

   o The document selected will be displayed.

6. Click the **Save** icon.

   o 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.

   o The selected document will download.

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.

   o The selected document will download.

3. Open the download to view the document.

4. Close the document.

Permit Details

Fee Items

1. Click the **Fee Items** link.

   o The **Permit Details – Fee Items** screen will display a list of Fee Items associated to the permit.

Special Items

1. Click the **Special Items** link.

   o 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	

Note: If no special items are required during the Order Permits process, then No Special Items found will display on this page.

Payments

1. Click the **Payments** link.

   o 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.

   o The Permit Receipt document will download.

Payments				
Download Receipt				
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.

   o 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.

   o A confirmation message will be displayed.

Notes
Clear Text   Add Note

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.

Notes
Clear Text Add Note
Jack Quest 01/29/25 03:18:52 PM
I am adding a test note.

Route

1. Click the **Route** link.

   o The **Permit Details - Route** screen will display all route information for this permit.

   o The **Route** tab for non-routed permits will look different from the Route tab for routed permits.

   Non-Routed Permit

Route
Route Generated for the Permit
No route generated for the permit.
Map
Load Map
Route Description
Route Survey
Route Survey: N/A
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

==> Intersection: Loening Rd & Muddy Creek Ln in HAINES <==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==> Intersection: Red Barn Ln & Airport Ln in BURNS <==

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
Final Destination: Intersection: Red Barn Ln & Airport Ln in BURNS			214.24

Conditions

1. Click the **Conditions** link.

   o 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

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

Company Management

These are the steps needed for a Third-Party Agent to edit and maintain Company Data.

1. Click the **Company Management** link in the **Administrative Panel** on the **Company Dashboard**.
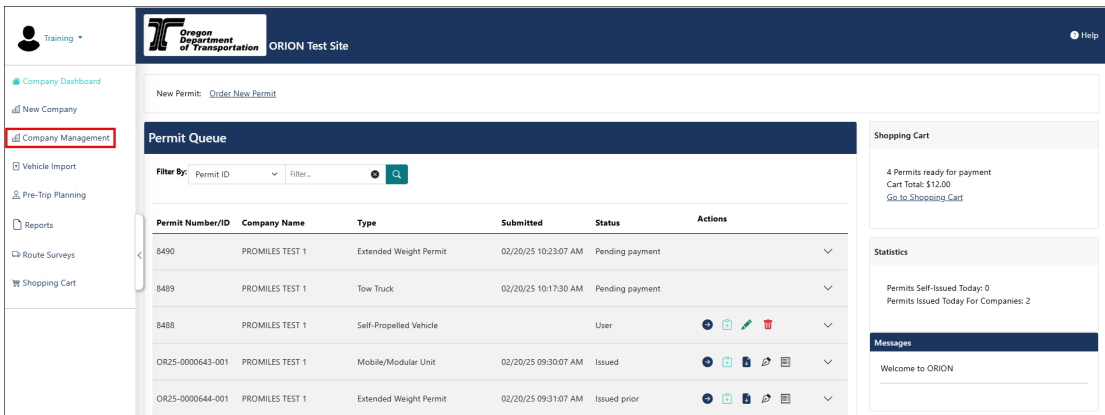
2. The **Company Management – Company Info** screen will be displayed.

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

Edit Company Data

1. Edit the applicable fields.

   Note: The **Company Management – Company Info** screen contains all of the company information.

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.

1. Click the **Create New** link to add new Contacts, Addresses, Terminals, Users, or Vehicles to the Third-Party Agent 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**.
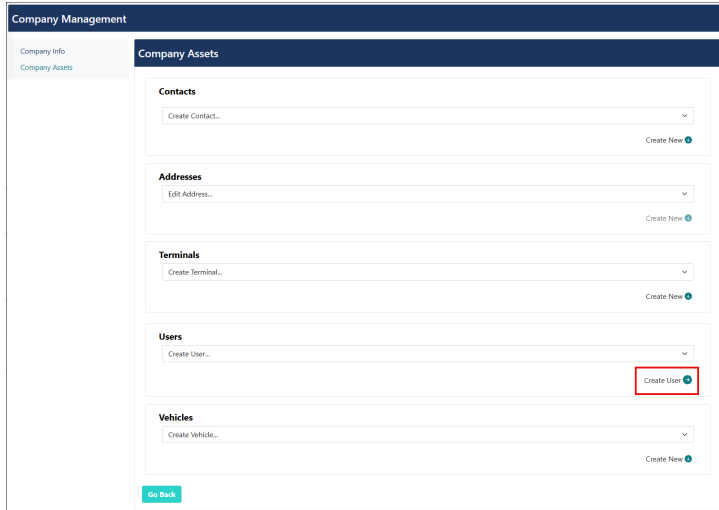
Note: To edit a user, you must select the username from the **Users** dropdown list, and then click the link displayed.
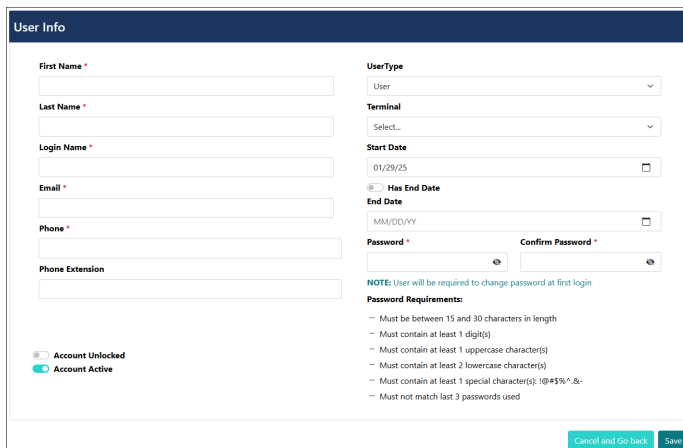
Create New Users

Note: Only users assigned to a User Type of **Supervisor** can add new users to a Third-Party Agent account.

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

   o 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 Third-Party Agent company information and user information for other users within the company. A **Third-Party Agent** 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.

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

2. Expand the **Manage Password** section.

3. Enter a **New Password** and **Confirm Password**.

4. Click the **Save** button.

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

Pre-Trip Planning

Pre-Trip Planning will not be utilized by Third Party Agents since it is specific to routed permits.

Creating a Company Account as a Third-Party Agent

These are the steps needed for a Third-Party Agent User to create a new company account.

1. Log into the ORION Permitting System as a Third-Party Agent User.

   o The **Company Dashboard** will be displayed.

2. Click the **New Company** link in the **Administrative Panel**.
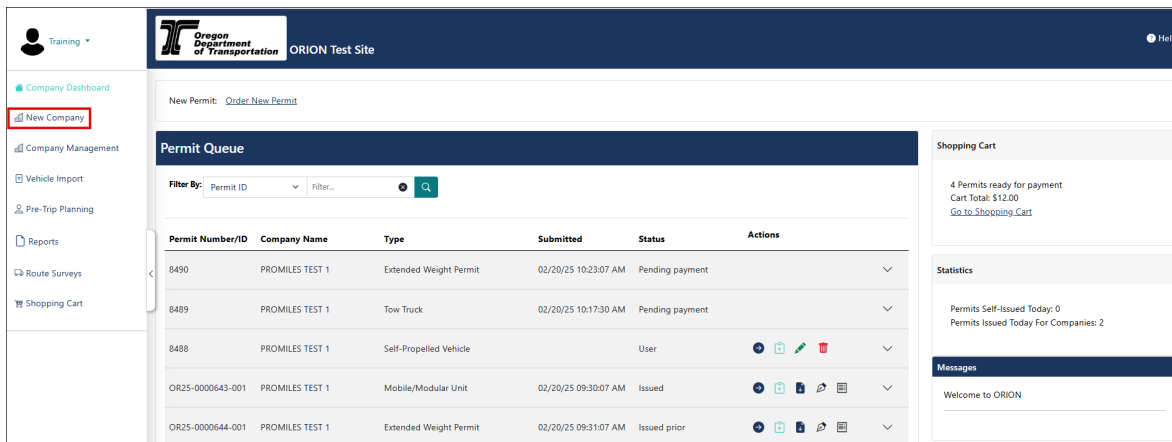
o The **Create New Account** screen will be displayed.

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

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

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

Note: This number will be validated against the Oregon Trucking Online (TOL) Registration API so it must be associated to the Company and entered correctly.

5. 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**.

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

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

    o   The **Company Management – Create** screen will be displayed.

o Since the account was created using the USDOT Number, any available information from the TOL Registration API that corresponds to the USDOT Number will be populated. Fields that are grayed out were pulled from the integration and cannot be changed within the ORION Permitting System. This information must be changed with the FMCSA data and synced with the ORION Permitting System.

Note: Any available information from the TOL Registration API that corresponds to the Customer Account Number will be populated. Fields that are grayed out were pulled from the TOL Registration API.

7. Complete all known information and all required fields.

8. 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.
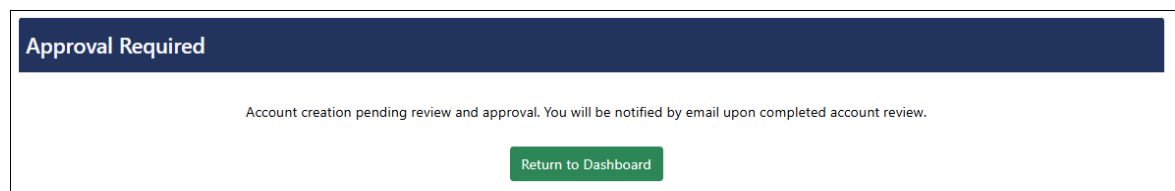
o The **Approval Required** screen will be displayed.

9. Click the **Return to Dashboard** button to return to the **Company Dashboard**.

o Since the account was created with a USDOT Number, the account requires approval. The Third-Party Agent will be able to start a permit application for the company once the account is approved by ODOT.

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**.

New Permit: Order New Permit

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

2. Search for the Company for whom the permit is being ordered by searching for the USDOT Number or Company Name.

   Note: If Company Name is selected as the search filter, the Search function will auto-find results matching the entry as the user types the first characters. If the first part of the search is unknown, users can check the box for **Match middle**. For instance, if the user is looking for a company with the word "miles" in the name but isn't sure of the first word in the company name, check **Match middle**, select Company, and enter the word "miles". All company names with the word "miles" anywhere in their company name will be displayed.

   o For this scenario, USDOT Number will be used as the search filter.

   o Results will be displayed as the user types.

3. Click the **Name** of the company for whom the permit is being ordered.

   o The company selected will be displayed. The saved company information will pre-populate from the **Company Management** screen.

4. Click the **Next** button.

   o The **Order Permit – Contact Information** screen will be displayed.

5. 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.

6. Click the **Next** button.

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

7. Select **Annual** from the **Permit Type:** dropdown list.

8. Select **Extended Weight** from the **Permit SubType:** dropdown list.

   o **Extended Weight Permit** will be displayed on the **Permit Definition:** dropdown list.

   o The **Permit Description** will update based on the selection made.

   o 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.

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

10. If the Company has saved vehicle inventory:

   o Select a unit from the **Vehicle Inventory** dropdown list.

   ▪ The vehicle details saved in **Vehicle Inventory** will be populated.

   o Complete any remaining fields.

11. If the Company **does not** have saved vehicle inventory:

   o 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.

12. Click the Next button.

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

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

   o The **Commodity Type** displays **All Commodities**.

13. Click the **See Provisions** link to see the Permit Provisions related to **Overall Length** for this permit type.

   o A PDF will open in a new window.

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

15. Click the **Next** button.

   o The **Locality Permits** screen will be displayed.

Locality Permits	USDOT:15	UNLIMITED LLC	Permit ID: 7441
Assign to Permit ☐ (All)	**Name**	**Total Price**	
☐	Baker County	$8.00	
☐	Benton County	$8.00	
☐	Clackamas County	$8.00	
☐	Clatsop County	$2.75	
☐	Columbia County	$8.00	
☐	Coos County	$8.00	
☐	Crook County	$8.00	
☐	Curry County	$8.00	
☐	Deschutes County	$8.00	
☐	Douglas County	$5.75	
☐	Gilliam County	$8.00	
☐	Grant County	$8.00	
☐	Harney County	$2.75	
☐	Hood River County	$8.00	
☐	Jackson County	$8.00	
☐	Jefferson County	$8.00	
☐	Josephine County	$8.00	
☐	Klamath County	$2.75	
☐	Lake County	$8.00	
☐	Lane County	$8.00	
☐	Lincoln County	$8.00	
☐	Linn County	$8.00	
☐	Malheur County	$8.00	
☐	Marion County	$8.00	
☐	Morrow County	$8.00	
☐	Multnomah County	$8.00	
☐	Polk County	$8.00	
☐	Sherman County	$8.00	
☐	Tillamook County	$8.00	
☐	Umatilla County	$7.50	
☐	Union County	$8.00	
☐	Wallowa County	$2.75	
☐	Wasco County	$8.00	
☐	Washington County	$8.00	
☐	Wheeler County	$8.00	
☐	Yamhill County	$8.00	
☐	City of Portland	$8.00	

Total: $0.00

Save and Exit   Previous   Next

Add Locality Permits

16. 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.

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

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

18. Click the **Next** button.

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

Permit Notes		Permit Documents	

Summary   USDOT:200008   PROMILES TEST 1   Permit ID: 8501

Ordering For Company

PROMILES TEST 1

Fees

State Administrative Fee   **Amount:** $3.00

Total: $3.00

Contact Information

Permit Request Source
Online

Contact Name
Training Materials

Contact Phone
222-333-4446

Extension
9999

Contact Email
test@test.com

Primary Delivery Method
Email

Email Address
test@test.com

Permit Type

Permit Type
Annual

Permit Definition
Extended Weight Permit

Start/End Date

Start Date   **End Date**
02/20/25   02/19/26

Vehicle

UnitNumber   **Year**
1001   2009

Make   **VIN**   **Plate**   **State**
KENWORTH   1RNF48A2X9R021947   TRF6863   OH

Load	**Overall Dimensions**

Commodity Type   **Height**
All Commodities   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

Operating Hours and Days: Vehicles and combinations of vehicles may operate on a 24-hour, seven days a week basis.

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

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

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

Refer to General Provisions for Extended Weight Permits for additional information.

* ☐ **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. 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 CCD 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 503-373-0000, 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.

Save and Exit		Request Technician Review	Previous	Submit

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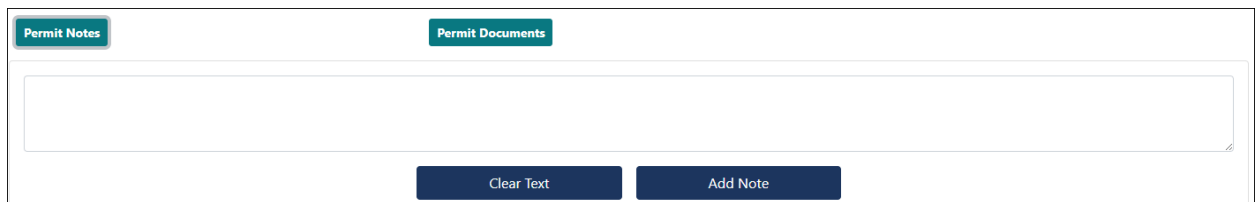
Note: Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Notes** button will be displayed on each permit application screen thereafter.

State and Third-Party Agent can add and view notes for the permit application.

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 Third-Party Agent 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.

2. Click the "plus" icon.

   o 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.

   o 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.

   o The **Submit for Review** screen will be displayed.

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 depend on various parameters.

   o 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**.

   o The **Shopping Cart** screen will be displayed.

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

3. Click the **Checkout** button in the **Total Panel**.

   o The **Permit to be Authorized** screen will be displayed.

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 Third-Party Agent to create an Annual Self-Propelled Vehicle permit.

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

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

2. Search for the Company for whom the permit is being ordered by searching for the USDOT Number or Company Name.

Note: If **Company Name** is selected as the search filter, the Search function will auto-find results matching the entry as the user types the first characters. If the first part of the search is unknown, users can check the box for **Match middle**. For instance, if the user is looking for a company with the word "miles" in the name but isn't sure of the first word in the company name, check **Match middle**, select Company, and enter the word "miles". All company names with the word "miles" anywhere in their company name will be displayed.

- o For this scenario, USDOT Number will be used as the search filter.
- o Results will be displayed as the user types.

3. Click the **Name** of the company for whom the permit is being ordered.

- o The company selected will be displayed. The saved company information will pre-populate from the Company Management screen.

4. Click the **Next** button.

- o The **Order Permit – Contact Information** screen will be displayed.

5. 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.

6. Click the **Next** button.

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

7. Select **Annual** from the **Permit Type:** dropdown list.

8. Select **Self-Propelled Vehicle** from the **Permit SubType:** dropdown list.

    o **Self-Propelled Vehicle** will be displayed on the Permit Definition: dropdown list.

    o 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.
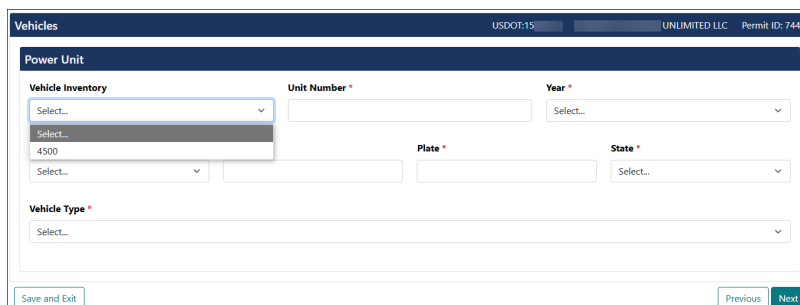
9. The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date selected.

10. Click the **Next** button.

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

11. If the Company has saved vehicle inventory:

   o Select a unit from the **Vehicle Inventory** dropdown list.

      ▪ The vehicle details saved in Vehicle Inventory will be populated.

   o Complete any remaining fields.

12. If the Company **does not** have saved vehicle inventory:

   o Enter the **Unit Number**, **Year**, **Make**, **VIN**, **Plate**, and **State** of the power unit.

   o Select the vehicle type from the **Vehicle Typ**e dropdown list.

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

   Note: The **Vehicle Type** selected will determine which fields display on the following screen.

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

13. Click the **Next** button.

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

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

14. Click the **See Provisions** link to see the Permit Provisions related to **Front Overhang** and **Rear Overhang** for this permit type.

   o A PDF will open in a new window.

15. 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.

16. Click the **Next** button.

   o The **Order Permit – 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.

   o A notification message will display regarding the Weight Table that is applied.

	✕
Weight Table 3 will be automatically applied	
	Ok
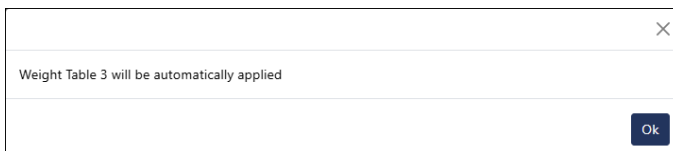
6. Click the **Ok** button.

   o The **Locality Permits** screen will be displayed.

Locality Permits		USDOT:200008 PROMILES TEST 1 Permit ID: 8502
Assign to Permit ☐ (All)	**Name**	**Total Price**
☐	Benton County	$6.00
☐	Columbia County	$6.00
☐	Curry County	$6.00
☐	Deschutes County	$6.00
☐	Douglas County	$3.75
☐	Gilliam County	$6.00
☐	Grant County	$6.00
☐	Harney County	$0.75
☐	Hood River County	$6.00
☐	Josephine County	$6.00
☐	Lake County	$6.00
☐	Linn County	$6.00
☐	Marion County	$6.00
☐	Morrow County	$6.00
☐	Polk County	$6.00
☐	Umatilla County	$5.50
☐	Wallowa County	$0.75
☐	Wasco County	$6.00
☐	Washington County	$6.00
☐	Yamhill County	$6.00
Total: $0.00		
Save and Exit		Previous 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.

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

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

9. Click the **Next** button.

   o The **Order Permit – Summary** screen will be displayed.
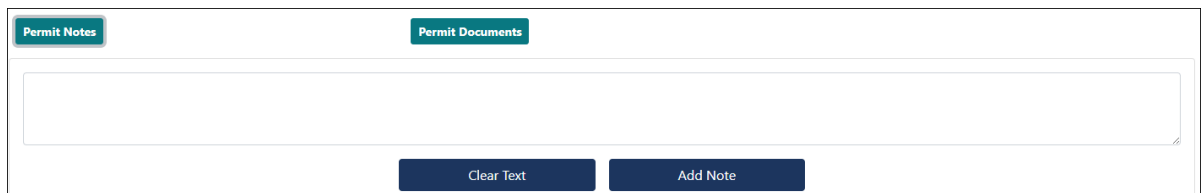
Add a Note to a Permit Application

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

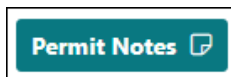State and Third-Party Agents can add and view notes for the permit application.

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

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 Third-Party Agents 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.

2. Click the "plus" icon.

   o 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.

   o 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 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.

   o

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

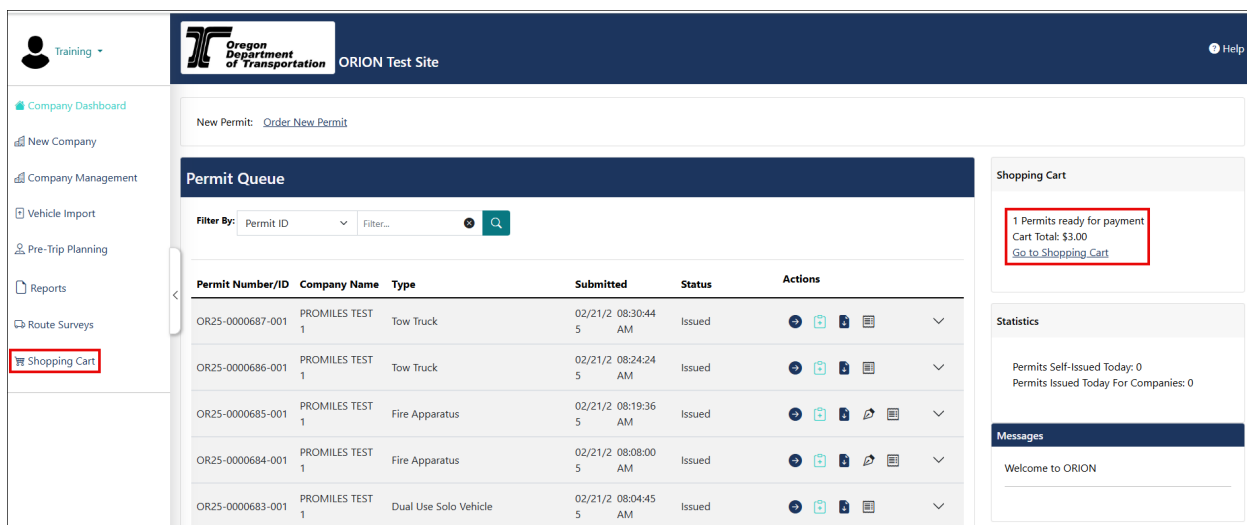3. Click the **Submit for Review** button.

   Note: The permit status assigned to the permit application will depend on various parameters.

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

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

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**.

   o The **Shopping Cart** screen will be displayed.

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

3. Click the **Checkout** button in the **Total Panel**.
   o 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

   o

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**.