

Oregon Routing Information Online (ORION) Permitting System

Third-Party Agent Training Material



April 2025



**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 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.
 - 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.

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

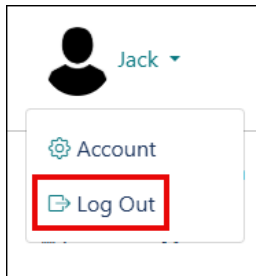
There are several useful tools provided in the ORION Permitting System to help users navigate the system.

Once the Third-Party Agent logs in, the **Company Dashboard** will be displayed.

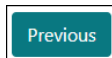
1. Click the **Company Dashboard** link in the **Administrative Panel** to navigate to the Homepage or **Dashboard**.




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.

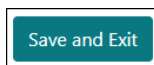


Note: Throughout the application when the **Previous** button is an option, click the **Previous** button to go back one page rather than using the arrow back  in the browser.

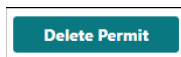
4. Click the **Next** button to move to the next page of the current process.



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**

Display Configuration: ☒ **Side View** ☐ **Top View**

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.

January 2025 ▾ ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

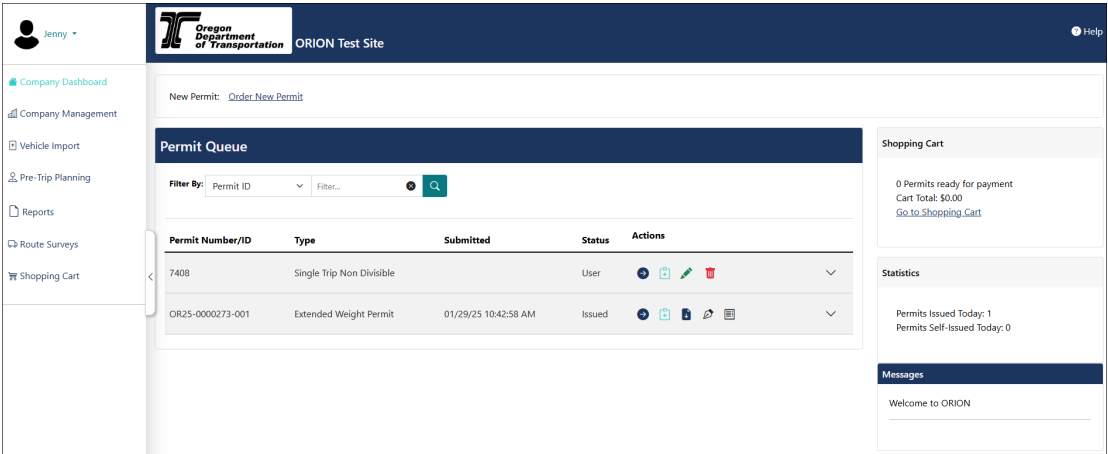
Clear Today

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



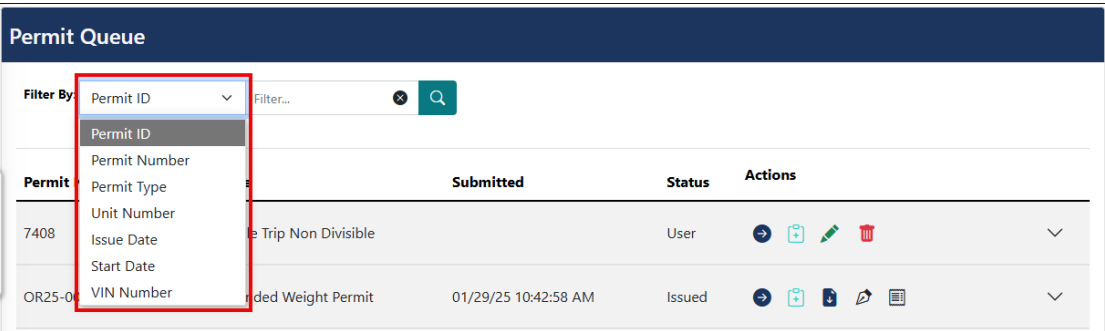
Permit Queue Panel

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.

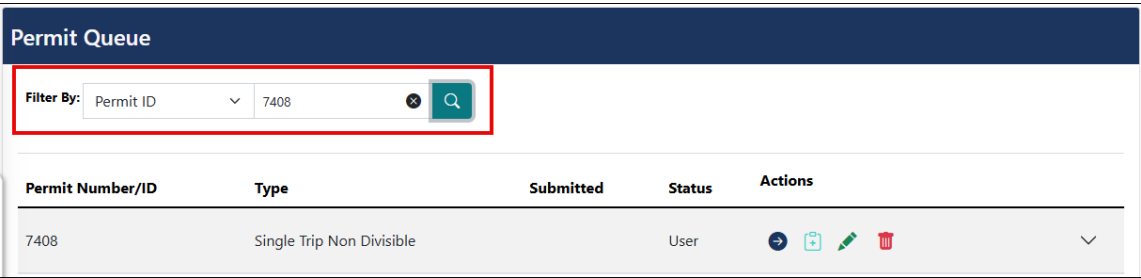
Permit Queue				
Filter By:	Permit ID	Filter...		
Permit Number/ID	Type	Submitted	Status	Actions
7408	Single Trip Non Divisible		User	[View] [Edit] [Delete] [Details]
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	[View] [Edit] [Delete] [Details]

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.



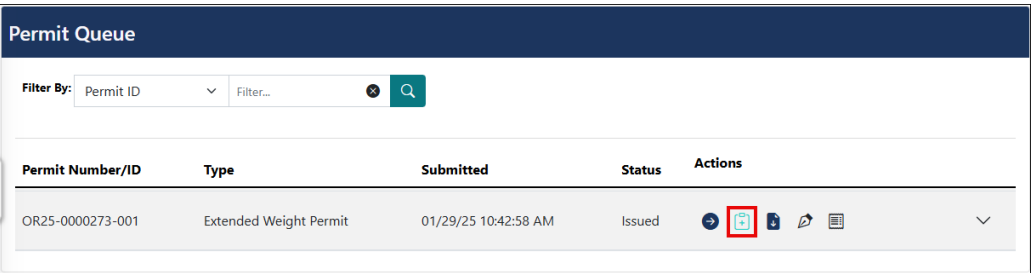
- The matching result(s) will be displayed in the **Permit Queue**.
5. Click the **X** icon to return to the full list of unfiltered results in the **Permit Queue Panel** on the **Company Dashboard**.

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.

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

- 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

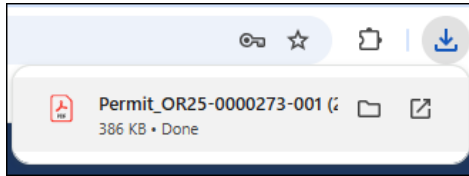
Locate a permit in the **Permit Queue** on the **Company Dashboard** with a status of **Issued** or **Issued Prior**.

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

Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	↩ ➡ 📄 📄 📄

- 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"/>					
Permit Number/ID	Type	Submitted	Status	Actions	
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	+ - Print Amend	▼

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.

Self-Service Amend

Plate *

TR5705

State *

OR

Year *

2020

Make *

OTHER

VIN *

5T41TRL66734

Unit Number *

10

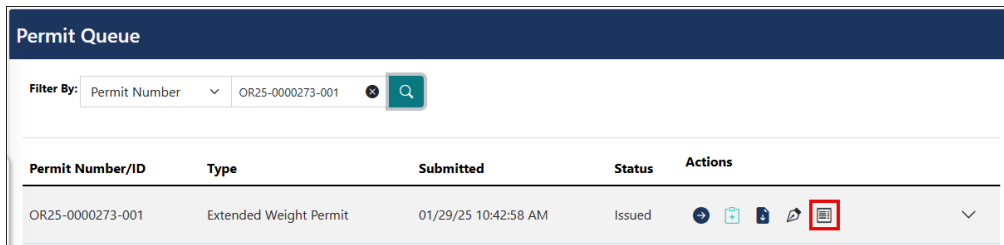
Cancel


Submit

- 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.

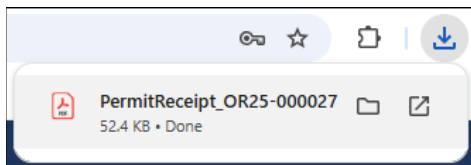
Download a Permit Receipt

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.



Permit Queue				
Filter By: Permit Number OR25-0000273-001				
Permit Number/ID	Type	Submitted	Status	Actions
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	

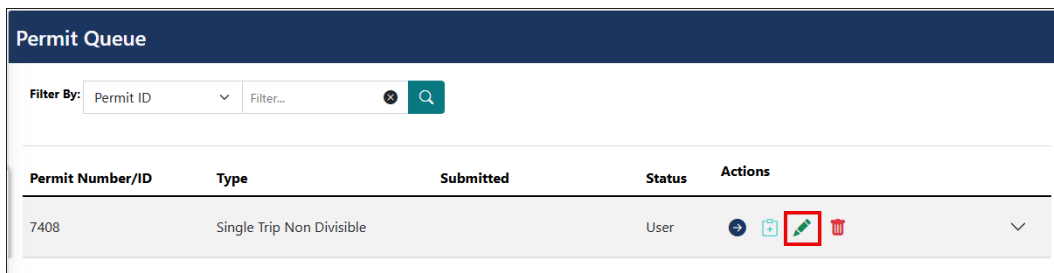
- The Permit Receipt will download.
3. Open the document from the Downloads folder on your computer.




- 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 Filter...				
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 checkbox next to the **I attest to the following:** statement.

5. Click the **Submit** button.
 - The **Order Permit – Permit Submitted** screen will be displayed.

The screenshot shows a web interface titled "Order Permit". Below the title is a section labeled "Permit Submitted" with a "USDOT:" field and "Permit ID: 7408". The main content area displays "Permit ID: 7408", "Permit Status: Pending payment", a link "Return to Company Dashboard", and a button "Pay for the Permits Now".

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.

The screenshot shows a table titled "Permit Queue". It has a filter bar with "Filter By: Permit ID" and a search input. The table has columns: Permit Number/ID, Type, Submitted, Status, and Actions. One row is visible with Permit Number/ID 7408, Type Single Trip Non Divisible, Status User, and Actions containing icons for navigation, a plus sign, a pencil, and a trash can (highlighted with a red box).

- A confirmation message will be displayed.

This screenshot shows the same "Permit Queue" table as the previous one, but the Actions column for the permit with ID 7408 now includes two buttons: "Cancel Permit? ✓" and "Cancel ✗".

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

Shopping Cart Panel

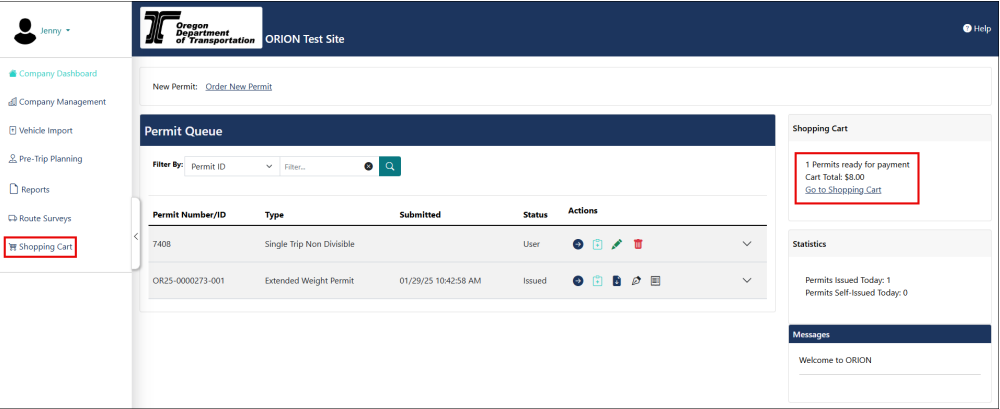
Once a permit application has been approved by a State User, or once a self-issue eligible permit has been completed by the Third-Party Agent, the permit will be available for purchase in the Shopping Cart. The Shopping Cart can be accessed from the **Go to Shopping Cart** link in the **Shopping Cart 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.

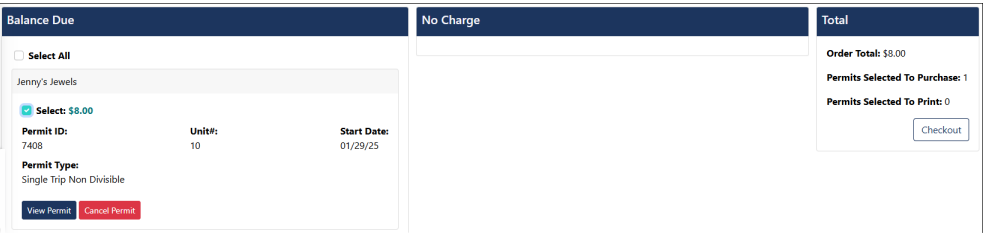
The **Shopping Cart Panel** displays the number of **Permits ready for payment** and the **Cart Total**.

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**.



- 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	+ - x i d e
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	+ - x i d e

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 Third-Party Agent. 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	+ - x i d e
OR25-0000273-001	Extended Weight Permit	01/29/25 10:42:58 AM	Issued	+ - x i d e

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 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.

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'

Permit Details – 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
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.
 - 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...			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.
 - 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	

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.
 - 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				
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.
 - 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: 'Jack Quest' (in green) followed by 'I am adding a test note.' On the right side of the note, the timestamp '01/29/25 03:18:52 PM' is shown.

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 a 'Route' screen with a dark blue header. 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

==> 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

- 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.

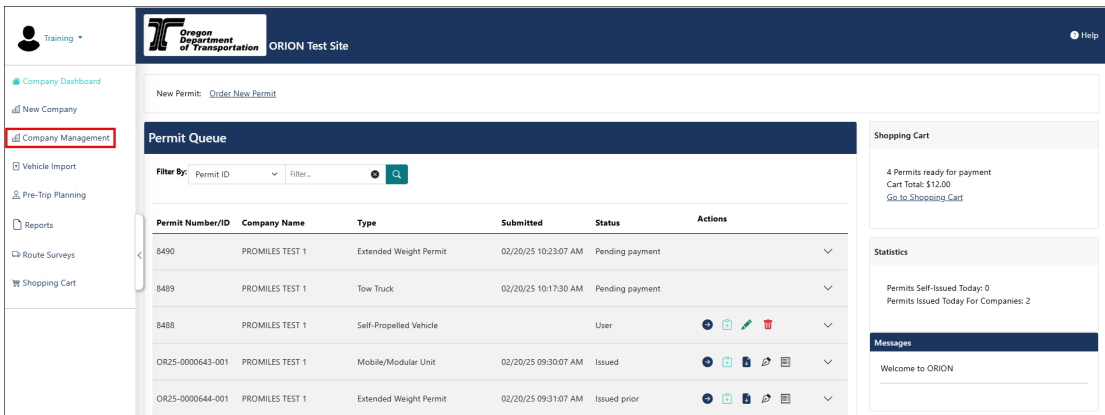
Refer to General Provisions for Extended Weight Permits for additional information

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

Company Management

These are the steps needed for a 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.

The screenshot shows the 'Company Management – Company Info' screen. The left sidebar has 'Company Info' and 'Company Assets' links. The main content area is titled 'Company Info' and contains various input fields for company details. The fields are organized into two columns. The left column includes 'Company Name' (UNLIMITED LLC), 'DBA', 'Email' (test@test.com), 'USDOT Number' (15), 'Customer Account Number', and 'Delivery Method' (Web Download). The right column includes '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). At the bottom, there are checkboxes for '75A' and '82A', and 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.

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 panel 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.

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**.

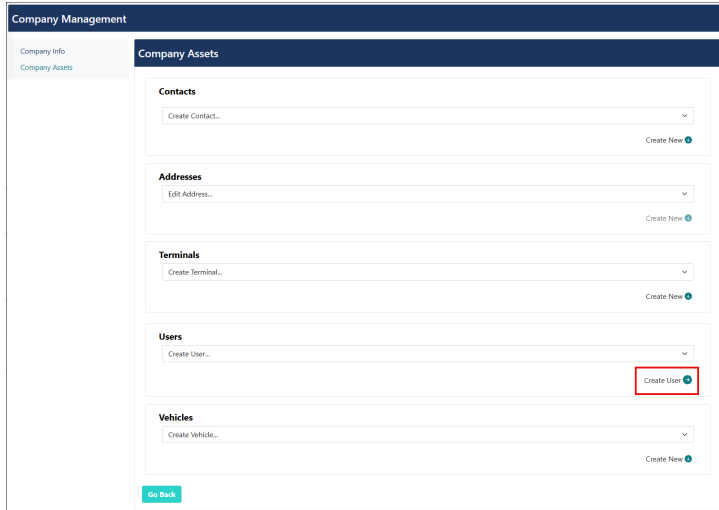
Note: To edit a user, you must select the username from the **Users** dropdown list, and then click the link displayed.

The screenshot shows the 'Users' dropdown menu. The dropdown is open, showing 'Training Training' as the selected option. Below the dropdown is a button labeled 'Training Training' with a plus icon.

Create New Users

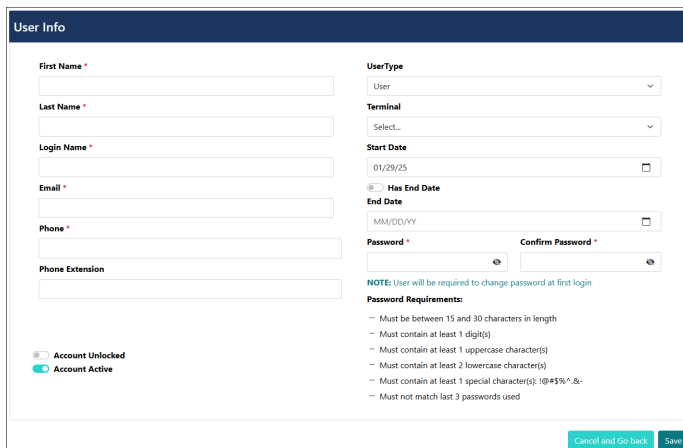
Note: Only users assigned to a User Type of **Supervisor** can add new users to a Third-Party Agent account.

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



The screenshot shows the 'Company Management' interface with a sidebar containing 'Company Info' and 'Company Assets'. The main content area is titled 'Company Assets' and contains several sections: 'Contacts', 'Addresses', 'Terminals', 'Users', and 'Vehicles'. Each section has a 'Create New' link. The 'Users' section's 'Create User' link is highlighted with a red rectangle.

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



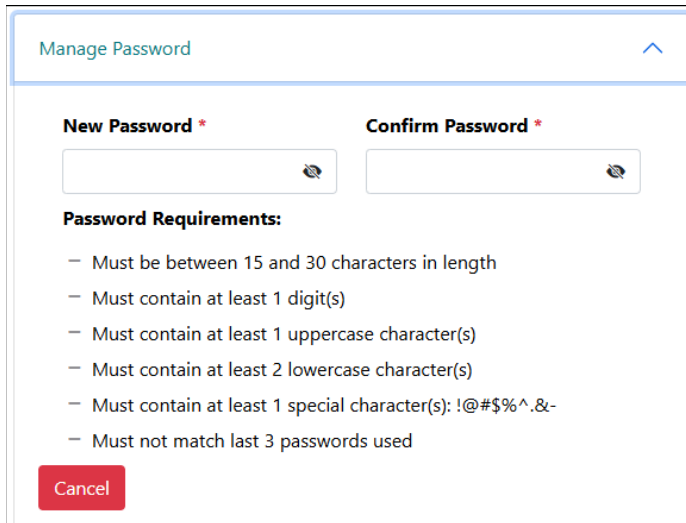
The screenshot shows the 'User Info' form. It has two columns of fields. The left column includes 'First Name', 'Last Name', 'Login Name', 'Email', 'Phone', and 'Phone Extension'. The right column includes 'UserType', 'Terminal', 'Start Date', 'End Date', 'Password', and 'Confirm Password'. There are also checkboxes for 'Account Unlocked' and 'Account Active'. A 'Password Requirements' section is located at the bottom right, listing rules for password creation. At the bottom of the form are 'Cancel and Go Back' and 'Save' buttons.

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.
 - The **User Management – User Info** screen will be displayed.
2. Expand the **Manage Password** section.
3. Enter a **New Password** and **Confirm Password**.



Manage Password

New Password * **Confirm Password ***

Password Requirements:

- 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): !@#\$%^.&-
- Must not match last 3 passwords used

Cancel

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

Pre-Trip Planning

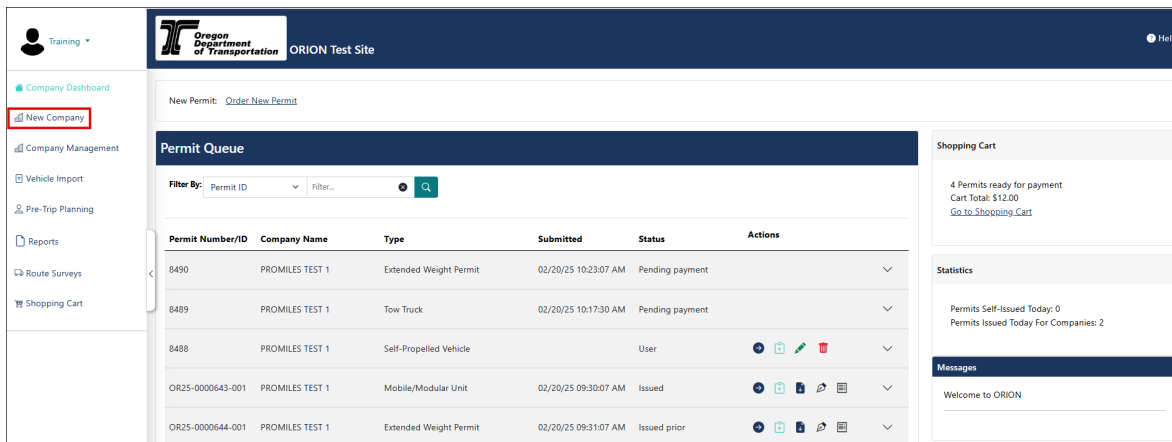
Pre-Trip Planning will not be utilized by Third Party Agents since it is specific to routed permits.

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

2. Click the **New Company** link in the **Administrative Panel**.



- The **Create New Account** screen will be displayed.

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

- 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**.

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

Create New Account

Select the option applicable to the new account:

1 - I have a USDOT Number.

CB EXPRESS TRUCKING LLC

SNOW HILL

MD

21863

USDOT Number: *


Search

Create Account

Cancel

Cancel and Go Back

6. If the return information is correct, click the **Create Account** button to view the **Company Management – Create** page.
 - The **Company Management – Create** screen will be displayed.



ORION Test Site

Company Info

Company Name: *

CB EXPRESS TRUCKING LLC

Phone: *

410-555-5555

DBA:

Phone Extension:

Email: *

test@test.com

Fax Number:

USDOT Number:

Fax Extension:

Customer Account Number:

Annual Permit Email Notifications: *

Delivery Method: *

Select...

Physical Address

Street:

City:

SNOW HILL

Apt or Suite:

State: *

Maryland

Zip:

21863

Mailing Address

Street:

City:

COLUMBIA

Apt or Suite:

State: *

Maryland

Zip:

21045

Cancel and Go Back

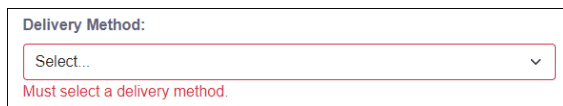
Create Company

- 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.

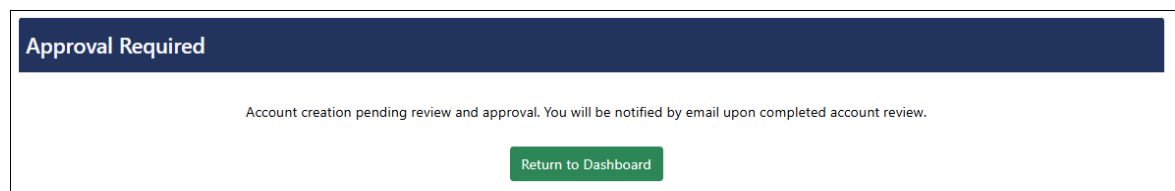


Delivery Method:

Select...

Must select a delivery method.

- The **Approval Required** screen will be displayed.



Approval Required

Account creation pending review and approval. You will be notified by email upon completed account review.

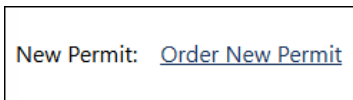
Return to Dashboard

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



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

The screenshot shows the "Order Permit" screen. On the left 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 "Company" step is selected. The main area is titled "Company" and "Select a Company". It features a search bar with a dropdown menu set to "USDOT Number" and a text input field containing "Enter USDOT". Below the search bar is a table with columns: USDOT Number, Name, Address, City, State, and Phone Number. The table currently displays "No companies found". A "Next" button is located at the bottom right of the table area. A "Cancel Permit" button with a close icon is at the bottom left of the sidebar.

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.

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

This screenshot shows the search results for the "Select a Company" screen. The search filter is set to "USDOT Number" and the input field contains "200". A dropdown menu is open, showing two results: "200008 - PROMILES TEST 1" and "200007 - PROMILES TEST 2". The table below the dropdown shows the same two results with columns for USDOT Number, Name, Address, City, State, and Phone Number. The first row is highlighted.

3. Click the **Name** of the company for whom the permit is being ordered.
- The company selected will be displayed. The saved company information will pre-populate from the **Company Management** screen.

This screenshot shows the "Company" screen with the company information pre-populated. The search filter is set to "USDOT Number" and the input field contains "200". The table below shows the selected company: "200008" with name "PROMILES TEST 1", address "123 Mailing Street", city "Louisville", state "KY", phone number "222-333-4444", and extension "9999".

4. Click the **Next** button.
 - 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.

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

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

Order Permit USDOT:15 UNLIMITED LLC

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

Permit Type

Select a Permit Type

Permit Type *
Select...

Start/End Date

Start Date *
01/30/25

End Date *
MM/DD/YY

Cancel Permit X

Previous Next

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

8. 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 selected.
9. Click the **Next** button.
10. If the Company has saved vehicle inventory:
 - Select a unit from the **Vehicle Inventory** dropdown list.

The screenshot shows a web form titled 'Vehicles' with a header bar containing 'USDOT:200008', 'PROMILES TEST 1', and 'Permit ID: 85'. The main section is 'Power Unit'. On the left, there is a 'Vehicle Inventory' dropdown menu that is open, showing a list of units: 1, 1, 1001, 1001, 1001, 100155, 100155, 100155, 100155. To the right of this dropdown are four input fields: 'Unit Number', 'Year', 'Plate', and 'State', each with a dropdown arrow. At the bottom right of the form, there are two buttons: 'Previous' and 'Next'.

- The vehicle details saved in **Vehicle Inventory** 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: 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.

Load Details

USDOT:15 UNLIMITED LLC Permit ID: 7441

Load

Commodity Type

All Commodities

Overall Dimensions

GVW

Weight Table 2

Height

14'

Width

8' 6"

Load Length

Legal

Overall Length

[See Provisions](#)

Front Overhang

Legal

Rear Overhang

Legal

Save and Exit Previous Next

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

- 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.

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

Locality Permits

USDOT:15

UNLIMITED LLC

Permit ID: 7441

Assign to Permit ☐ (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

Total: \$0.00

Save and Exit

PreviousNext

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.

- 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

18. Click the **Next** button.

- The Order Permit - Summary screen will be displayed.

Permit Review

Permit Documents

SummaryUSDOT200008PRCMLES TEST 1Permit ID: 6501

Ordering For Company

PRCMLES 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

02/20/25

End Date

02/19/26

Vehicle

Unit Number

1001

Year

2009

Make

KENWORTH

VIN

1RNV48A2XR021947

Plate

TRF0863

State

OH

Load

Commodity Type

All Commodities

Overall Dimensions

Height

14 ft.

Width

8 ft. 6 in.

Base Width

Legal

Load Length

Legal

Trailer Length

Legal

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 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

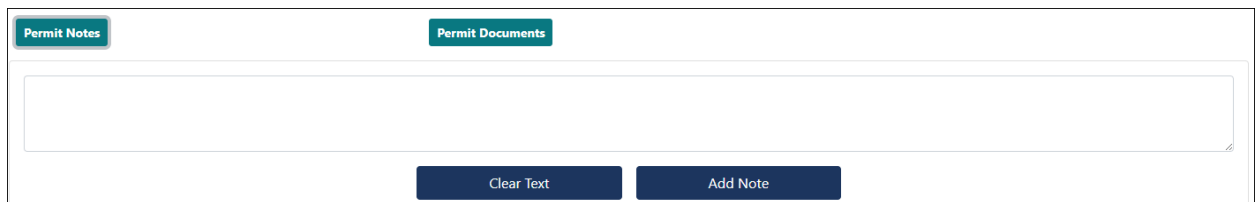
Note: Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Notes** button will be displayed on each permit application screen thereafter.

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



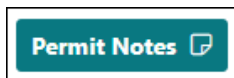
The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' (highlighted with a red box) and 'Permit Documents'. Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.

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 'Permit Notes' panel. It features a large text input area for entering notes. At the bottom of the panel are two buttons: 'Clear Text' and 'Add Note'. The panel is titled 'Permit Notes' and 'Permit Documents' at the top.

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.



The screenshot shows the 'Permit Notes' button, which now includes a small icon representing a note, indicating that a note has been added.

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

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.



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.

Permit Notes

Permit Documents

Documents


Save +

Upload Date	Document Type	Description	Notes	View
No Documents found				

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.

Permit Documents

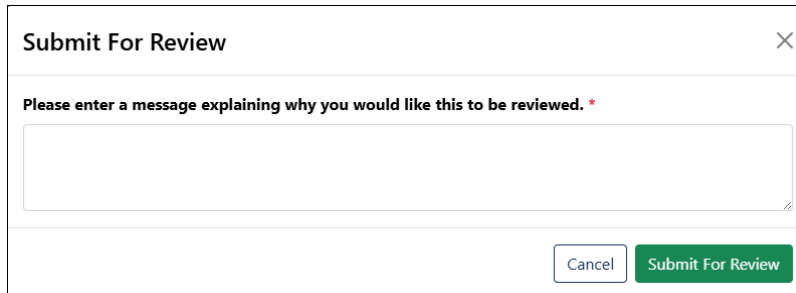
Upload Date	Document Type	Description	Notes	View
01/30/25 09:28:01 AM	Traffic Control Plan	Traffic Control Plan Description	Traffic Control Plan Notes	

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.
 - o 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. Below the title is a text input field with a red asterisk and the text "Please enter a message explaining why you would like this to be reviewed. *". At the bottom of the dialog are two buttons: "Cancel" and "Submit For Review".

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

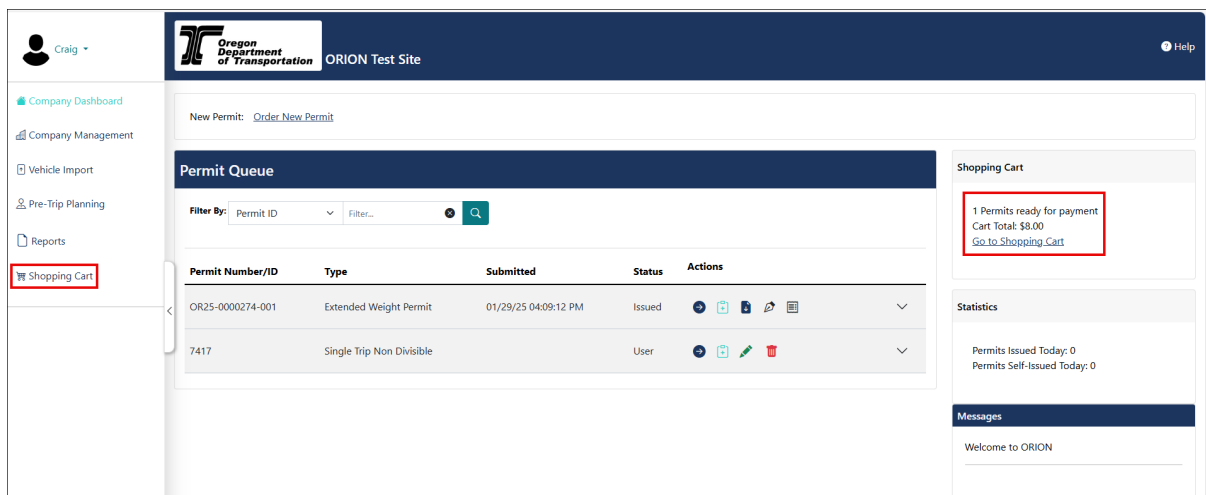
Note: The permit status assigned to the permit application will depend on various parameters.

 - 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.



A screenshot of the ORION Test Site Company Dashboard. The dashboard has a dark blue header with the Oregon Department of Transportation logo and "ORION Test Site" text. A user profile "Craig" is in the top left, and a "Help" icon is in the top right. A left sidebar contains 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 is titled "Permit Queue" and includes a "New Permit: Order New Permit" link. Below this is a filter section with "Filter By: Permit ID" and a search icon. A table lists permits with columns: "Permit Number/ID", "Type", "Submitted", "Status", and "Actions". The table contains two rows: one for "OR25-0000274-001" (Extended Weight Permit, Issued) and one for "7417" (Single Trip Non Divisible, User). On the right side of the dashboard, there is a "Shopping Cart" panel with a red box around the text "1 Permits ready for payment", "Cart Total: \$8.00", and a "Go to Shopping Cart" link. Below the shopping cart is a "Statistics" panel showing "Permits Issued Today: 0" and "Permits Self-issued Today: 0". At the bottom is a "Messages" panel with the text "Welcome to ORION".

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 To Be Authorized					
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

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 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**.

New Permit: [Order New Permit](#)

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

Order Permit

Company

Company

USDOT:15

UNLIMITED LLC

Contact Information

Permit Type

Vehicles

Load Details

Axle Weight and Spacings

Route

County Select

Locality Permits

Permit Conditions

Summary

Permit Submitted

Ordering For Company

UNLIMITED LLC

Next

Cancel Permit

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.

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

Company

Select a Company

Find: USDOT Number 200

USDOT Number Name

200008 - PROMILES TEST 1

200007 - PROMILES TEST 2

No companies found

- Click the **Name** of the company for whom the permit is being ordered.
 - The company selected will be displayed. The saved company information will pre-populate from the Company Management screen.

Company USDOT:None

Select a Company

Find: USDOT Number Enter USDOT

USDOT Number	Name	Address	City	State	Phone Number	Extension
200008	PROMILES TEST 1	123 Mailing Street	Louisville	KY	222-333-4446	9999

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

6. Click the **Next** button.
 - 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.
 - **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.

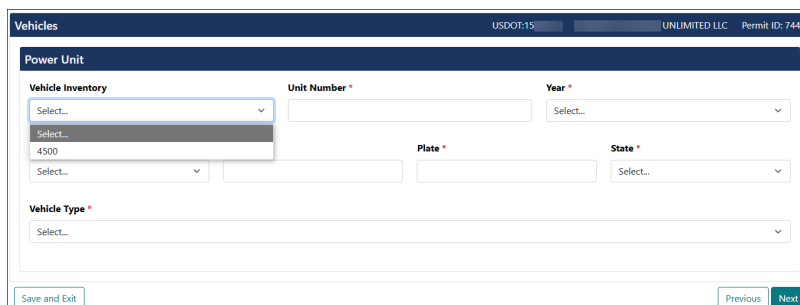
9. The **Start Date** will auto-populate the current date; however, it can be changed to a future date based on the Permit Definition parameters. The **End Date** is automatically populated based on the particular Permit Type and start date selected.

10. Click the **Next** button.

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

11. If the Company has saved vehicle inventory:

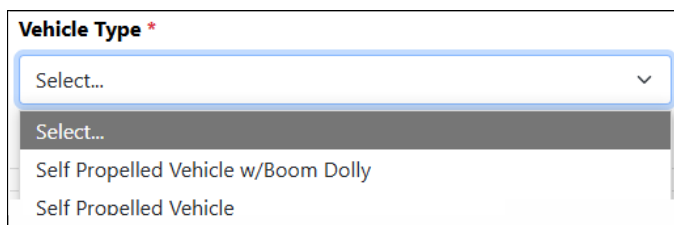
- Select a unit from the **Vehicle Inventory** dropdown list.
 - The vehicle details saved in Vehicle Inventory will be populated.

The screenshot shows a web application window titled "Vehicles". At the top, it displays "USDOT:15", "UNLIMITED LLC", and "Permit ID: 7444". Below this is a section titled "Power Unit". Inside this section, there are several input fields: "Vehicle Inventory" (a dropdown menu with "Select..." and "4500" visible), "Unit Number" (a text field), "Year" (a dropdown menu with "Select..." visible), "Plate" (a text field), "State" (a dropdown menu with "Select..." visible), and "Vehicle Type" (a dropdown menu with "Select..." visible). At the bottom of the form, there are three buttons: "Save and Exit", "Previous", and "Next".

- Complete any remaining fields.

12. 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, showing a list of options. The first option is "Select...". Below it, there are two options: "Self Propelled Vehicle w/Boom Dolly" and "Self Propelled Vehicle".

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.

- 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.

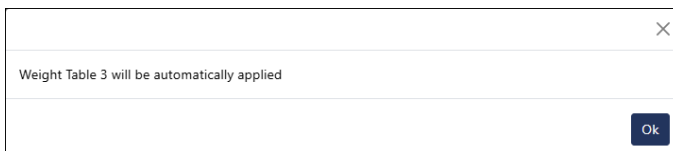
Note: The **GVW** field will be determined after entering axles on the next screen.

- Click the **Next** button.

- The **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.
 - A notification message will display regarding the Weight Table that is applied.



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

Locality Permits			USDOT:200008	PROMILES TEST 1	Permit ID: 8502
Assign to Permit <input type="checkbox"/> (All)	Name	Total Price			
<input type="checkbox"/>	Benton County	\$6.00			
<input type="checkbox"/>	Columbia County	\$6.00			
<input type="checkbox"/>	Curry County	\$6.00			
<input type="checkbox"/>	Deschutes County	\$6.00			
<input type="checkbox"/>	Douglas County	\$3.75			
<input type="checkbox"/>	Gilliam County	\$6.00			
<input type="checkbox"/>	Grant County	\$6.00			
<input type="checkbox"/>	Harney County	\$0.75			
<input type="checkbox"/>	Hood River County	\$6.00			
<input type="checkbox"/>	Josephine County	\$6.00			
<input type="checkbox"/>	Lake County	\$6.00			
<input type="checkbox"/>	Linn County	\$6.00			
<input type="checkbox"/>	Marion County	\$6.00			
<input type="checkbox"/>	Morrow County	\$6.00			
<input type="checkbox"/>	Polk County	\$6.00			
<input type="checkbox"/>	Umatilla County	\$5.50			
<input type="checkbox"/>	Wallowa County	\$0.75			
<input type="checkbox"/>	Wasco County	\$6.00			
<input type="checkbox"/>	Washington County	\$6.00			
<input type="checkbox"/>	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.

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

Permit Conditions	USDOT:2000008	PROMILES TEST 1	Permit ID: 8502
Width: • Allowed up to 12 feet wide allowed on Group 1 Highways on Group Map 2. • Red routes on Route Map 2 are not authorized.			
Weight • Self-propelled vehicles allowed weights shown on Weight Table 3 or 4, not to exceed 98,000 pounds gross weight. • Self-propelled vehicle allowed to tow a trailer, pickup truck or passenger car, provided towed vehicle does not exceed 20 feet in length, the weights shown in Weight Table 1, and the overall length does not exceed 75 feet.			
Self-propelled vehicle not to exceed 55 feet in length. Combination allowed up to 75 feet in length.			
• Self-propelled vehicle only: Rear overhang may exceed 3/4 of the wheelbase up to a maximum 100% wheelbase provided front overhang does not exceed 4 feet or; front overhang may exceed 4 feet up to a maximum of 15 feet provided rear overhang does not exceed 3/4 of the wheelbase. Rear overhang measured from the center of the last axle of the vehicle to the end of the load. Front overhang measured from the front of the vehicle to the front of the load. • Combination: Rear overhang allowed up to one half of the wheelbase of the combination, measured from the center of the last axle on the combination to the end of the load.			
If combination includes jeeps and/or dolly axles, only Weight Table 3 weights allowed.			
Refer to separate Attachment H for Hauling Hours and Days for Overwidth Movement.			
Weather Restrictions: Movement of a vehicle or combination of vehicles exceeding 8 feet 6 inches in width is prohibited: • When road surfaces are hazardous due to ice, snow or frost; or • When visibility is less than 500 feet due to snow, mist, rain, dust, smoke, fog or other atmospheric conditions; or • When wind conditions exist which cause excessive swaying or weaving, or tip-over of the towed unit, or are such that the towed unit cannot maintain its lane of travel; or • When the Department of Transportation places signs indicating travel is hazardous.			
Prior to travel, go to https://www.tripcheck.com/ or call the toll free Oregon road report at 511 or (800) 977-6368 for current travel and weather information throughout Oregon. If calling from out of state, call (503) 588-2941.			
When the hauling equipment exceeds 8 feet 6 inches in width, the load must be non-divisible in width unless specifically authorized on the permit.			
Rearview mirrors are required for vehicles or combinations of vehicles towing or transporting overwidth vehicles or loads that prevent the operator a view to the rear of the vehicle and/or combination of vehicles. Mirrors may exceed width authorized herein by 5 inches on either side, but must be retracted to legal width when vehicle or combination of vehicles and/or load is of legal width.			
Warning Signs: Vehicle(s) transporting a load that exceeds 8 feet 6 inches in width or 80 feet in length are required to display standard signs bearing the words "OVERSIZE LOAD". The signs must be displayed at the front and rear of the solo vehicle or the combination of vehicles. "Warning signs for vehicles or loads that exceed 8 feet 6 inches in width and are 80 feet or less in overall length, inclusive of load, may bear the words "WIDE LOAD." Signs for vehicles or loads that do not exceed 8 feet 6 inches in width may bear the words "LONG LOAD" when the overall length, inclusive of load, exceeds 80 feet. Signs must meet the standards described in OAR Chapter 734 Division 82.			
• Signs must be 7 feet wide by 18 inches high with black letters 10 inches high in accordance with Federal Highway Administration series C on highway yellow background. • The highway yellow background of the sign shall be made of reflectorized material when operating between one half-hour after sunset and one half hour before sunrise (Hours of Darkness). Signs must be kept in good repair, free from dirt, grasses and road film, and be clearly readable to other drivers. The signs shall not cover or interfere with the visibility of the registration plate. To meet this requirement, plates may be mounted to cover a portion of the sign's background, as long as the sign's legend remains readable.			
Overwidth loads must be marked at the outermost extremities during daylight hours with red/fluorescent orange flags not less than 18 inches square, visible to the front and rear. The attachment device shall not extend beyond the widest extremity by more than 3 inches on either side. During the hours of darkness lamps must illuminate the outermost extremities or markers as described by the requirements of ORS Chapter 816.			
Pilot vehicles may be required to ensure safety during the movement of oversize loads. A single vehicle such as a passenger car, pickup, motor truck, or truck tractor of legal size and weight may be a pilot vehicle. A pilot vehicle may not tow another vehicle. The pilot vehicle(s) shall be positioned at a distance of 300 feet to 500 feet from the unit. In areas where traffic congestion is encountered, where traffic is controlled by signals, or where other conditions may require, the spacing shall be reduced as may be required to properly safeguard the traveling public. Pilot vehicles are under direct supervision of the towing vehicle operator. Two-way radio communications between the oversize vehicle and the pilot vehicle(s) must be maintained at all times.			
Pilot vehicles escorting oversize loads or vehicles are required to have the following equipment: Warning signs mounted above the roofline. The sign shall be at least 5 feet wide by 10 inches high, have black letters 8 inches high with 1 inch brush stroke in accordance with Federal Highway Administration series 8, on highway yellow background. Each pilot vehicle operator shall use warning flags to warn oncoming or overtaking traffic when the oversize unit is stopped and obstructing traffic. The warning flags shall be two 18 inches square red flags mounted on 3 feet length staffs. In addition, eight safety flares or reflectors shall be carried in each pilot vehicle.			
Pilot vehicles must have warning lights. Warning lights are required in addition to those lights that may otherwise be required by law. The warning lights shall be displayed only during the course of the oversize movement, and at all other times the requirements found in ORS 816.350(7) shall apply. These lights shall be mounted above the roof of the cab, be clearly visible from a distance of 500 feet, have a minimum of 30 flashes per minute and either: • Two flashing amber lights as widely spaced laterally as is practical • Revolving type amber light(s); or • Amber type strobe light(s) with 360 degree visibility.			
Warning lights for power units when the width exceeds 8 feet 6 inches: • In addition to any other lights required by law, an overwidth motor vehicle or a vehicle transporting an overwidth load shall be equipped with amber warning lights when the width exceeds 10 feet on a 2-lane or 12 feet on a multi lane highway. • These lights shall be mounted above the roof of the cab, be clearly visible from a distance of 500 feet, have a minimum of 30 flashes per minute and be either: (A) Two flashing amber lights as widely spaced laterally as is practical; (B) Revolving type amber light(s); or (C) Amber type strobe light(s) with 360 degree visibility. • An overwidth vehicle or a vehicle transporting an overwidth load is exempt from the warning light requirements when operating with a minimum of two pilot vehicles on all highways.			
Specifically identified locations may require additional precautions. Permits may specify locations that require certified flagging to be conducted. The flagging shall be conducted in accordance with the standards in the Manual on Uniform Traffic Control Devices as adopted in OAR 734-020-0005, in accordance with OAR 734-070-0060. Pilot Vehicle operators certified in traffic control may direct traffic when the variance permit authorizes a rolling stop option in lieu of certified flagging. The rolling stop method shall be conducted with three pilot vehicles that are certified and trained to perform the rolling stop method.			
If the vehicle is equipped with a transponder and you are transporting an oversize and/or heavy haul load, you must enter the open scale regardless of receiving a green light.			
Spacing Interval - The convoy movement of two or more vehicles required to display oversize, long load or wide load signs is strictly prohibited, unless specifically authorized on the permit. All slow-moving lanes and turnouts must be used to allow following traffic to pass. Except when overtaking or passing, a distance of one-half mile shall be maintained between combinations traveling in the same direction.			
Note: Chain up locations are not intended to serve as staging areas for over dimension vehicles. Parking in chain-up areas is strictly prohibited. In order to avoid being caught unaware of existing or approaching weather conditions ALWAYS check for available highway and weather information before beginning a trip.			
Weights authorized by permit are subject to all the following limits: • Tires may carry up to 600 pounds per inch of tire width or the manufactured sidewall rating, whichever is less. • Permits issued for a non-divisible load authorizing Permit Weight Tables 3 allow up to a maximum of 21,500 pounds per single axle and up to 43,000 pounds per tandem axle. • All groups of axle weights shall not exceed the sums of the permissible axle weights or the weights allowed by the Permit Weight Table whichever is the lesser of the two. • Combined gross weight shall not exceed that specified on the permit.			
"Heavy Haul" is a term used to denote weight(s) for non-divisible loads that exceed those authorized by Permit Weight Table 1 and Permit Weight Table 2.			
Not authorized to cross bridges in excess of weight limits allowed. See Route Map 8.			
All available axles must be deployed.			
PILOT VEHICLES REQUIRED FOR OPERATIONS EXCEEDING 8 FEET 6 INCHES IN WIDTH ON STATE HIGHWAYS" When one pilot vehicle is required, it shall travel in front of the oversize unit except when operating on multi-lane highways it shall be at the rear of the unit. When two pilot vehicles are required, one shall be in front and one shall be at the rear of the oversize unit. When the number of pilot vehicles specified on the permit is different than the number required above, the permit shall take precedence. "See county attachments for county pilot vehicle requirements.			
<div>Save and Exit</div> <div>PreviousNext</div>			

9. Click the **Next** button.

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

Permit Notes

Permit Documents

SummaryUSDOT-15UNLIMITED, LLCPermit ID: 7454

Ordering For Company

CONCRETE DESIGNS UNLIMITED, LLC

Fees

Self-Propelled Vehicle	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

Annual

Permit Definition

Self-Propelled Vehicle

Start/End Date

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

Vehicle

Unit Number	Year		
4500	2025		
Make	VIN	Plate	State
FORD	1T4T7RL66735	INT5700	OR
Vehicle Type			
Self-Propelled Vehicle w/Boom			

Load

Overall Dimensions

Height

14 ft.

Width

12 ft.

Base Width

Load Length

75 ft.

Trailer Length

Overall Length

75 ft.

Front Overhang

[See Instructions](#)

Rear Overhang

[See Instructions](#)

GVM

Weight Table 4

Axles

Total Weight	Total Spacing			
120000	71'			
Axle	Spacing	Weight	Axle Width	Axle Type
1		17000		Steerable
2	21'	21000		Fixed
3	5'	21000		Fixed
4	35'	21000		Fixed
5	5'	21000		Fixed
6	5'	21000		Fixed

Conditions

☐ 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

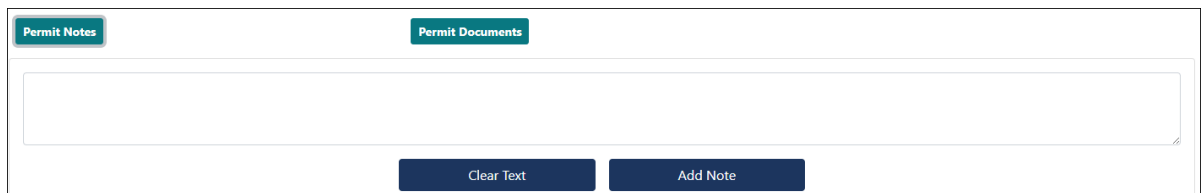
Once a user advances past the **Order Permits – Permit Type** screen, the **Permit Notes** button will be displayed on each permit application screen thereafter.

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



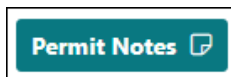
The screenshot shows the top navigation bar of the permit application interface. It includes two buttons: 'Permit Notes' (highlighted with a red box) and 'Permit Documents'. Below these buttons is a dark blue header bar containing the text 'Summary', 'USDOT:15', 'UNLIMITED LLC', and 'Permit ID: 7441'.

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 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.



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: 'Permit Notes' and 'Permit Documents'. The 'Permit Documents' tab is active, displaying a 'Documents' panel. At the top right of the panel are 'Save' and '+' buttons. Below is a table with the following columns: 'Upload Date', 'Document Type', 'Description', 'Notes', and 'View'. The table body contains the text 'No Documents found'.

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 'Permit Documents' button with a document icon. Below it is a table with the following columns: 'Upload Date', 'Document Type', 'Description', 'Notes', and 'View'. The table contains one row of data.

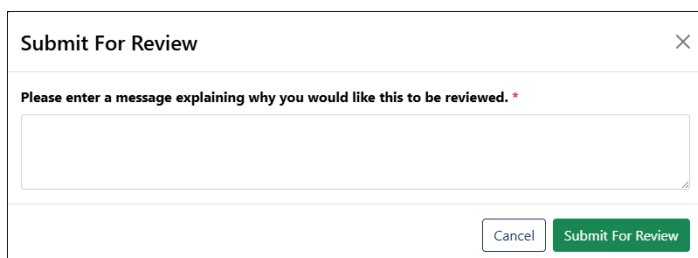
Upload Date	Document Type	Description	Notes	View
01/30/25 09:28:01 AM	Traffic Control Plan	Traffic Control Plan Description	Traffic Control Plan Notes	

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 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.



A modal dialog box titled "Submit For Review" with a close button (X) in the top right corner. Below the title, there is a text prompt: "Please enter a message explaining why you would like this to be reviewed. *". Underneath 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.

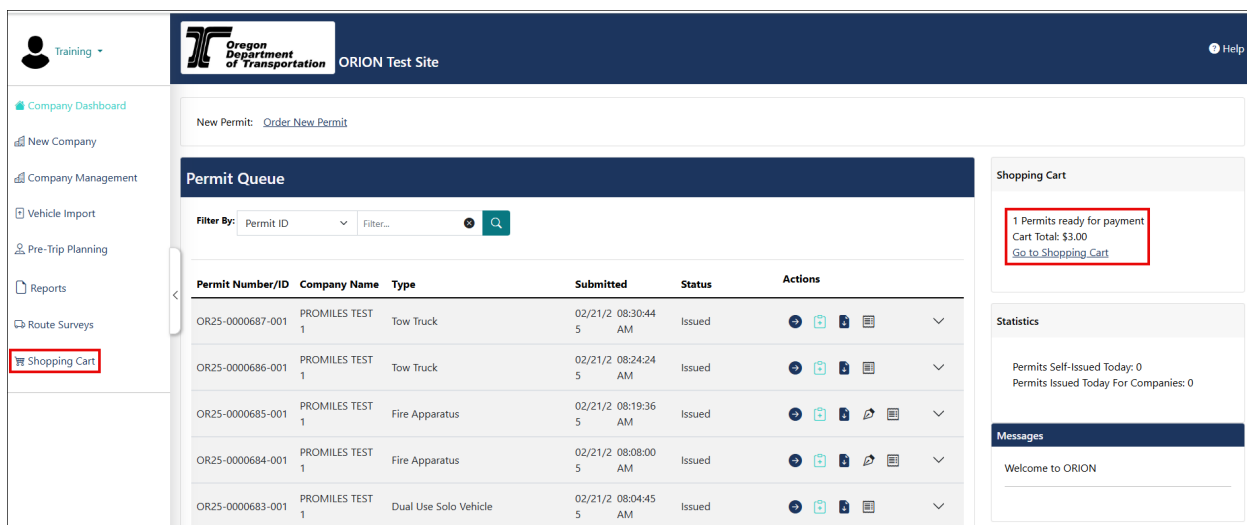
Note: The permit status assigned to the permit application will depend on various parameters.

 - 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.



The screenshot shows the ORION Test Site interface. On the left is a sidebar with a "Shopping Cart" link highlighted with a red box. The main content area is divided into two panels. The left panel, titled "Permit Queue", contains a table of permits. The right panel, titled "Shopping Cart", shows a message: "1 Permits ready for payment. Cart Total: \$3.00. Go to Shopping Cart", which is also highlighted with a red box. Below the shopping cart message are sections for "Statistics" and "Messages".

Permit Number/ID	Company Name	Type	Submitted	Status	Actions
OR25-0000687-001	PROMILES TEST 1	Tow Truck	02/21/2 08:30:44 AM	Issued	[Icons]
OR25-0000686-001	PROMILES TEST 1	Tow Truck	02/21/2 08:24:24 AM	Issued	[Icons]
OR25-0000685-001	PROMILES TEST 1	Fire Apparatus	02/21/2 08:19:36 AM	Issued	[Icons]
OR25-0000684-001	PROMILES TEST 1	Fire Apparatus	02/21/2 08:08:00 AM	Issued	[Icons]
OR25-0000683-001	PROMILES TEST 1	Dual Use Solo Vehicle	02/21/2 08:04:45 AM	Issued	[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 To Be Authorized

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**.