

Oregon Routing Information Online (ORION) Permitting System

Annual Permit Renewals Training Material



March 2026



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

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Annual Permit Renewals

This scenario details the steps needed for a State User, Third-Party Agent (TPA) User, or Company User to utilize Annual Permit Renewals.

1. Click the **Annual Permit Renewal** link in the **Administrative Panel**.

State User

The screenshot shows the State User dashboard. The left navigation menu has 'Annual Permit Renewal' highlighted. The main area displays a 'Permit Queue' with the following items:

- Annual Permits - 1
- Bridge Study - 6
- Bridge Study Approved - 10
- Internal Pending - 243
- Pending Payment - 13
- Problem Queue - 1
- Route Review Complete - 25

On the right, there are statistics for permits processed, issued, and in queue, as well as pending route surveys and accounts.

TPA User

The screenshot shows the TPA User dashboard. The left navigation menu has 'Annual Permit Renewal' highlighted. The main area displays a 'Permit Queue' table with the following data:

Permit Number/ID	Company Name	Type	Submitted	Status	Actions
OR26-0003157-001	Jenny's Jewels	Non-Divisible Size Only	02/18/26 02:17:25 PM	Issued prior	[Actions]
13062	Jenny's Jewels	Non-Divisible Size Only	02/18/26 02:16:24 PM	No Payment	[Actions]

On the right, there is a shopping cart and statistics for permits issued today.

Company User

The screenshot shows the Company User dashboard. The left navigation menu has 'Annual Permit Renewal' highlighted. The main area displays a 'Permit Queue' table with the following data:

Permit Number/ID	Type	Submitted	Status	Actions
12832	Single Trip Non Divisible	01/26/26 09:49:50 AM	Routing Review Pending	[Actions]
12582	Single Trip Superload Non Divisible	11/18/25 08:30:45 AM	Routing Review Complete	[Actions]

On the right, there is a shopping cart and statistics for permits issued today.

- The **Annual Permit Renewals** screen will be displayed.

State User and TPA User Annual Permit Renewal Screen

Annual Permit Renewals

Company Name **USDOT Number**

Find: Company

Please apply filters before loading permits Clear Filters

Select All **Permit Number** **Permit ID** **Permit Type** **Expiration Date** **Vehicle Type** **Unit Number** **VIN** **State and Plate Number**

No Available Renewal records found

Note: Eligible permits will be loaded for State Users and TPA Users once filters have been applied.

Company User Annual Permit Renewal Screen

Annual Permit Renewals

Company Name **USDOT Number**

PROMILES TEST 1 200008

Find: Permit ID

Expiration Date

On

Filter Results Clear Filters

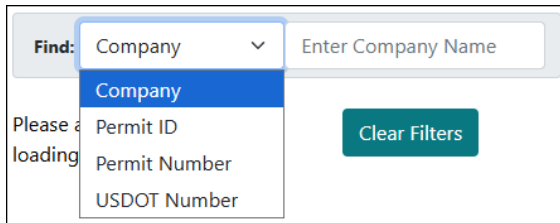
Select All **Permit Number** **Permit ID** **Permit Type** **Expiration Date** **Vehicle Type** **Unit Number** **VIN** **State and Plate Number**

<input type="checkbox"/>	OR25-0002153-001	10889	Non-Disvisible Size and Weight	4/27/2026 12:00:00AM	Truck-Tractor/Semi-trailer	1002	SMAPPA45205C007574	OH TRJ4692
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Note: Company Users will only have the ability to see permits available for renewal specific to the company they are signed in as. Therefore, the Company Name and USDOT Number, if applicable, will be displayed atop the page for reference.

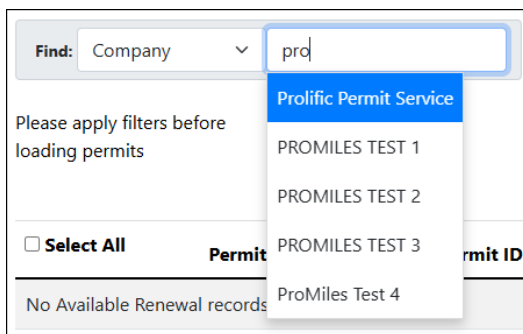
To Filter by Company, Permit ID, Permit Number, or USDOT Number

1. In the **Find Panel** on the **Annual Permit Renewals** screen, users can search for a Company, Permit ID, Permit Number, or USDOT Number using the **Find** dropdown list.



The screenshot shows the 'Find' panel on the Annual Permit Renewals screen. It features a dropdown menu labeled 'Find:' with the current selection 'Company'. To the right is a text input field containing 'Enter Company Name'. Below the dropdown, a 'Clear Filters' button is visible. A message 'Please apply filters before loading permits' is partially visible on the left.

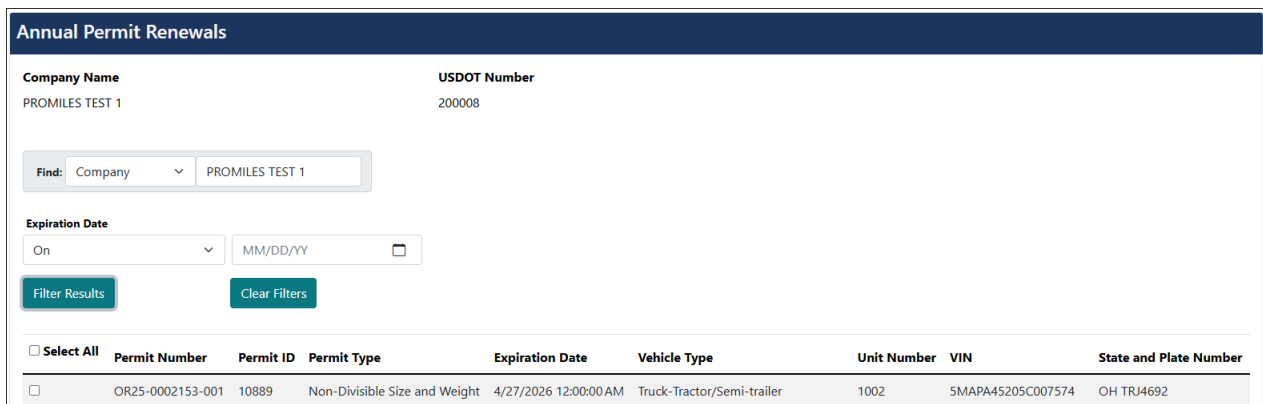
- Select a search parameter from the Find dropdown list.
- Enter filter criteria in the text field to the right of the Find dropdown list. As the user types the first three characters into the **Company, Permit Number, or USDOT Number** filter field, results will begin to auto populate.



This screenshot shows the 'Find' panel with the dropdown menu open. The search criteria 'pro' is entered in the text field. The dropdown menu displays the following results: 'Prolific Permit Service', 'PROMILES TEST 1', 'PROMILES TEST 2', 'PROMILES TEST 3', and 'ProMiles Test 4'. The 'Prolific Permit Service' option is highlighted. Below the dropdown, there is a 'Select All' checkbox and a 'Permit ID' label. A message 'Please apply filters before loading permits' is visible on the left.

- Select from the list of results.
- Click the **Filter Results** button.

Results for the search will be displayed below if the permit is eligible for renewal on the Annual Permit Renewals screen.



The screenshot shows the 'Annual Permit Renewals' screen. At the top, the 'Company Name' is 'PROMILES TEST 1' and the 'USDOT Number' is '200008'. Below this, the 'Find' panel shows 'Company' selected and 'PROMILES TEST 1' entered in the search field. There is an 'Expiration Date' section with a dropdown set to 'On' and a date input field. Below these are 'Filter Results' and 'Clear Filters' buttons. At the bottom, there is a table with columns: 'Select All', 'Permit Number', 'Permit ID', 'Permit Type', 'Expiration Date', 'Vehicle Type', 'Unit Number', 'VIN', and 'State and Plate Number'. A single row of data is displayed.

<input type="checkbox"/>	Permit Number	Permit ID	Permit Type	Expiration Date	Vehicle Type	Unit Number	VIN	State and Plate Number
<input type="checkbox"/>	OR25-0002153-001	10889	Non-Divisible Size and Weight	4/27/2026 12:00:00 AM	Truck-Tractor/Semi-trailer	1002	5MAPA45205C007574	OH TRJ4692

Note: Annual Permits are eligible to display on the Annual Permit Renewals screen if the day the search is conducted is 60 days prior to the annual permit's end date or if the permit has been expired for less than 15 days past the annual permit's end date. If the record is not eligible or not found, the results indicate, "No Available Renewal records found."

To Filter by Expiration Date

- Users have the option to filter permits by **Expiration Date**. **Expiration Date** may be filtered **On**, **Before**, **After**, or **Between** using the **Expiration Date** dropdown list.

The screenshot shows the 'Annual Permit Renewals' interface. At the top, it displays 'Company Name' as 'PROMILES TEST 1' and 'USDOT Number' as '200008'. Below this is a search bar with 'Find: Company' and 'PROMILES TEST 1'. The 'Expiration Date' section has a dropdown menu open, showing options: 'On', 'Before', 'After', and 'Between'. The 'On' option is selected. To the right of the dropdown is a date input field with a calendar icon. Below the dropdown is a 'Clear Filters' button. At the bottom, there are columns for 'Permit ID' and 'Permit Type', and a message: 'No Available Renewal records found'.

Note: State Users and TPA Users will only have the ability to filter permits by Expiration Date after initially filtering by Company or USDOT Number.

- Select a search parameter from the **Expiration Date** dropdown list.
- Enter filter criteria in the text field(s) to the right of the **Expiration Date** dropdown list.

Note: Format the Date MM/DD/YY. Optionally, select date(s) from the calendar by clicking the Calendar icon.

- Click the **Filter Results** button.

Results for the search will be displayed below if the permit is eligible for renewal on the Annual Permit Renewals screen.

The screenshot shows the 'Annual Permit Renewals' interface with search results. The 'Expiration Date' filter is set to 'Between' with dates '03/04/26' and '03/05/26'. There are 'Filter Results' and 'Clear Filters' buttons. Below is a table with the following data:

<input type="checkbox"/> Select All	Permit Number	Permit ID	Permit Type	Expiration Date	Vehicle Type	Unit Number	VIN	State and Plate Number
<input type="checkbox"/>	OR25-0001033-001	9069	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001025-001	9065	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001023-001	9064	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000985-001	9024	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000983-001	9023	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000979-001	9021	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000975-001	9020	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073

Note: Annual Permits are eligible to display on the Annual Permit Renewals screen if the day the search is conducted is 60 days prior to the annual permit's end date or if the permit has been expired for less than 15 days past the annual permit's end date. If the record is not eligible or not found, the results indicate, "No Available Renewal records found."

To Clear Filters

1. Click the **Clear Filters** button to clear previous selection(s) entered in the filter field(s).

Annual Permit Renewals

Company Name USDOT Number

Find: Company

Please apply filters before loading permits Clear Filters

<input type="checkbox"/> Select All	Permit Number	Permit ID	Permit Type	Expiration Date	Vehicle Type	Unit Number	VIN	State and Plate Number
<input type="checkbox"/>	OR25-0001033-001	9069	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001025-001	9065	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001023-001	9064	Long Logs, Poles or Piling	3/5/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000985-001	9024	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000983-001	9023	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000979-001	9021	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0000975-001	9020	Long Logs, Poles or Piling	3/4/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073

Note: Results for previous Filters will remain displayed until new selection(s) have been defined and the user has clicked the Filter Results button again to generate the updated results.

To Renew Annual Permits

1. Click the **Select** checkbox(es) for the permit(s) you would like to renew. Optionally, if the user would like to select all permits to renew then click the **Select All** checkbox.

<input type="checkbox"/> Select All	Permit Number	Permit ID	Permit Type	Expiration Date	Vehicle Type	Unit Number	VIN	State and Plate Number
<input type="checkbox"/>	OR25-0001887-001	10040	Divisible Load Overwidth	3/14/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001886-001	10038	Divisible Load Overwidth	3/14/2026 12:00:00 AM		1005	JRG09542	OH TRB8282
<input type="checkbox"/>	OR25-0001872-001	10014	Non-Divisible Size Only	3/14/2026 12:00:00 AM	Truck-Tractor/Auger Semitrailer	1001555	46846	KY TRF6863
<input type="checkbox"/>	OR25-0001868-001	10009	Triples Permit	3/14/2026 12:00:00 AM	Truck/2 Trailers	1002	5MAPA45205C007574	OH TRJ4692

2. Once selection(s) have been made a **Renew Selected** button will be displayed to the right of the **Clear Filters** button.

Annual Permit Renewals

Company Name USDOT Number

PROMILES TEST 1 200008

Find: Company

Expiration Date

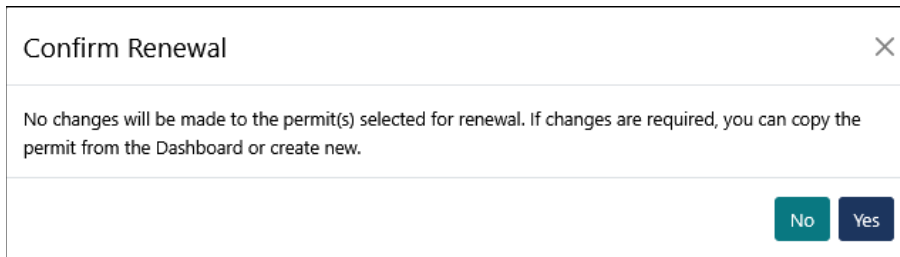
On

Filter Results Clear Filters Renew Selected

<input type="checkbox"/> Select All	Permit Number	Permit ID	Permit Type	Expiration Date	Vehicle Type	Unit Number	VIN	State and Plate Number
<input checked="" type="checkbox"/>	OR25-0001887-001	10040	Divisible Load Overwidth	3/14/2026 12:00:00 AM		1004	1NUFT28Z1WMNA0722	OH TQL2073
<input type="checkbox"/>	OR25-0001886-001	10038	Divisible Load Overwidth	3/14/2026 12:00:00 AM		1005	JRG09542	OH TRB8282
<input type="checkbox"/>	OR25-0001872-001	10014	Non-Divisible Size Only	3/14/2026 12:00:00 AM	Truck-Tractor/Auger Semitrailer	1001555	46846	KY TRF6863
<input checked="" type="checkbox"/>	OR25-0001868-001	10009	Triples Permit	3/14/2026 12:00:00 AM	Truck/2 Trailers	1002	5MAPA45205C007574	OH TRJ4692

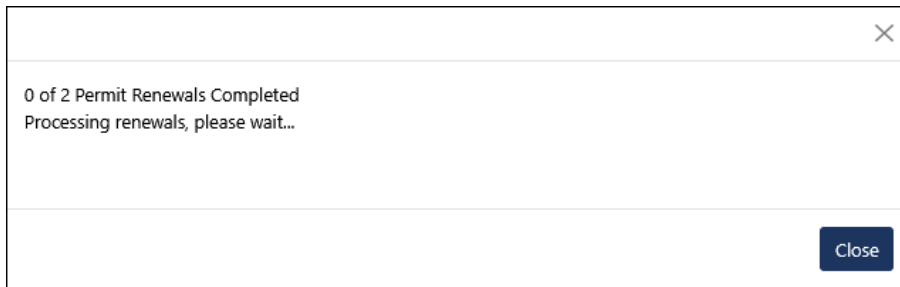
3. Click the **Renew Selected** button.

A Confirm Renewal message will be displayed indicating no changes will be made to the permit(s) selected for renewal, and if changes are required the user can copy the permit from the Dashboard or create a new permit.

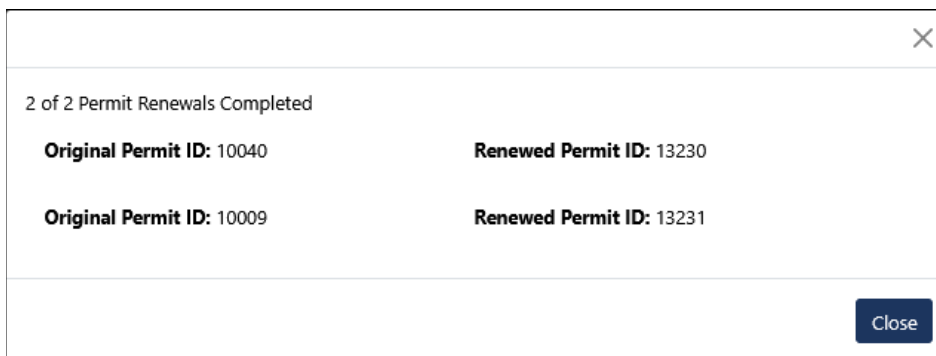


- Click the **No** button to cancel the renewal and return to the **Annual Permit Renewals** screen.
- Optionally, click the **Yes** button to confirm renewal.

A progress indicator will be displayed while the renewal creation is in progress.



4. After the progress indicator has completed, the **Original Permit ID** and the **Renewed Permit ID** for each set of renewed permits will be displayed.

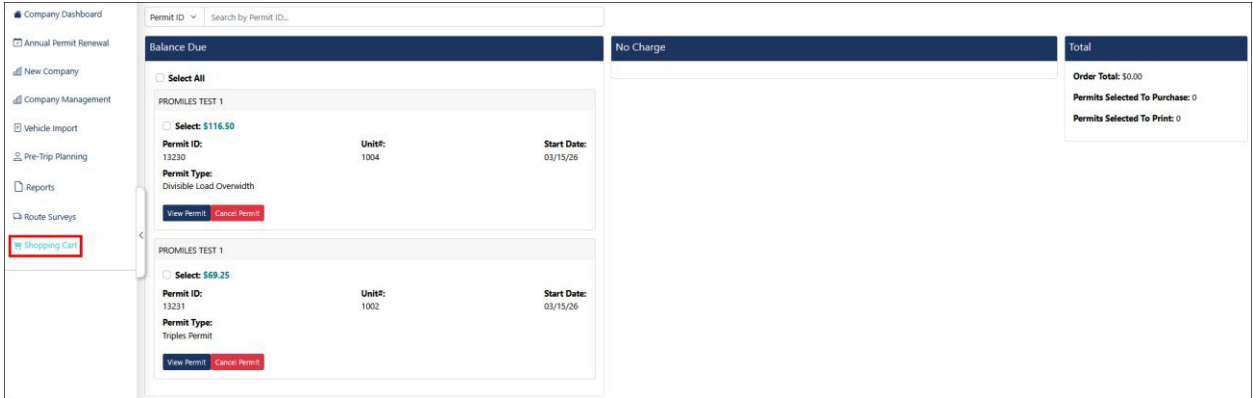


Note: Singular or multiple permits may be selected at one time to renew. The **Original Permit ID** and the **Renewed Permit ID** for each set of renewed permits will be displayed.

- Make note of the Renewed Permit ID(s) for reference.
- Click the **Close** button.
- The **Annual Permit Renewals** screen will be displayed.

5. Click the **Shopping Cart** link in the **Administrative Panel**.

The renewed permit(s) will be displayed in the user's shopping cart with an updated Permit ID and Start Date, ready for purchase. For additional information on the shopping cart or to pay for a permit refer to the [Welcome to the ORION Permitting System Training Packet](#) or the [Customer User Training Packet](#).



Notes:

- Permits being renewed that were previously Expired will have a Start Date for the same day the permit was renewed. When the Original permit expires on a future date and is still active, the Start Date of the renewed permit will be set to start the day after the Original permit expires.
- If the **Cancel Permit** button is selected the Original permit will be available in the **Annual Permit Renewal** screen as long as eligibility to display on the screen is still met.

6. Click the **State User Dashboard/Company Dashboard** link in the **Administrative Panel** to return to the **State User Dashboard/Company User Dashboard**.