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**Introduction**

This user manual is setup to explain how to apply for an Oversize / Overweight NYS DOT Annual Permit.

Permit Service Companies can Carriers will be able to apply for Annual Permits.

Entry into the System is accomplished from New York’s One Stop Credentialing and Registration System commonly referred to as OSCAR.

A Permit Service Company will need to have an OSCAR Service Bureau ID and be enrolled in OSCAR to do business with the New York State DOT (NYSDOT) in order to obtain Oversize /Overweight (OS/OW) Special Hauling Permits.

A Carrier will need to have an OSCAR Carrier ID and be enrolled in OSCAR to do business with the New York State DOT (NYSDOT) in order to obtain Oversize /Overweight (OS/OW) Special Hauling Permits.

The Service Company or Carrier must also be registered in the NYS DOT customer database. OSCAR provides NYSDOT the web interface to enter the NYSDOT Spec Hauling Permit System the Customer (Service Company or Carrier) must be enrolled in Oscar and registered as a customer in the NYSDOT SpecHaul Permit Application Database.

All Permit Service Company must be registered as a Permit Service Company with NYSDOT

The Permit Service Company must complete the updated Permit Service Company License Agreement. As part of this agreement, a surety bond in the amount of $1,000 must be submitted to the Central Permit Office. A certified check may be substituted in place of the bond. This check will be deposited in a Department account and held for the duration of the agreement. Licensees with previous agreements must complete the new agreement. You may find detailed information about this registration process at [https://www.nysdot.gov/nypermits/i84psc](https://www.nysdot.gov/nypermits/i84psc)

With an Oscar ID the Permit Service Company or Carrier can log-in to OSCAR and navigate to the DOT OS/OW Permit Application business area and apply for a Spec Haul Trip or Annual Permit.

Permits applications that are submitted and approved will be sent back to the Permit Service Company by email. An email address is a requirement to obtain an online trip or annual permit.
Important Suggestion

Permit Automation Supports Internet Explorer, Version 5.5 and above.

When using the NYSDOT Permit Application System through OSCR you may experience the pop-up blocker trying to prevent pop-up screens that are part of the application.

You may wish to adjust the settings in the browser to allow pop-ups for our website.

In Internet Explore 8 this can be accomplished by adding our website URL to the pop-up blocker settings table.
Service Company Login through OSCAR to NYSDOT Permits

Figure 1 - OSCAR Service Company Login Screen

Purpose
To provide Permit Service companies (OSCAR Service Bureaus) a screen to log in to the system and provide information and news to users about the OSCAR System.

Screen Display
Displays an area where the Permit Service Company can enter their OSCAR Service Bureau ID and password and then click on submit to enter the system.

Links
The links on this screen provide additional information to the user such as:
- OSCAR Carrier Enrollment requirements
- DOT Service Company Enrollment Requirements
- Service Bureau Agreement
- OSCAR Extends Business Hours
- UCR Requirements for Commercial Motor Carriers
- Highway Use Tax Certificate of Registration
- NYS IFTA Carrier

Data
Service Bureau ID – Enter the Service Bureau ID provided to you by OSCAR.
Password: Enter your OSCAR password

Action:
Click Submit to move to the next screen.
Carrier Login through OSCAR to NYSDOT Permits

Figure 2 – OSCAR Carrier Login Screen

Purpose:
To provide motor carriers a screen to login to the system and provide information and news to users about the OSCAR System

Screen Display
Displays an area where the Carrier can enter their USDOT#, Tax ID# and password and then click on submit to enter the system.

Links
The links on this screen provide additional information to the user such as:
- OSCAR Carrier Enrollment requirements
- DOT Service Company Enrollment Requirements
- Service Bureau Agreement
- OSCAR Extends Business Hours
- UCR Requirements for Commercial Motor Carriers
- Highway Use Tax Certificate of Registration
- NYS IFTA Carrier

Data
Enter your USDOT#, Tax ID#, and Password:

Action: Click Submit to move to the next screen.
OSCAR – Select Your Type of Business

Figure 3 - OSCAR Business Selection Screen

Purpose
To allow the Permit Service companies (OSCAR Service Bureaus) the ability to select types of business they wish to perform.

Screen Display
A drop down list displays all of the business types that have been assigned to the Permit Service Company.

Links
A Continue button is located below the drop down business type list to allow the user to submit their request to the system for processing.

Data Selection
Select the type of business to be accomplished
OSCAR – My OSCAR Online Service

Figure 4 - My OSCAR Screen

Purpose
To provide the Permit Service Companies (OSCAR Service Bureaus) links to the program they are authorized to access which include:

- Obtain Oversize/Overweight Permit(s)
- Select Your Type of Business
- Change Password
- Log Out

Screen Display
Displays the links listed above.

Links

 Obtain Oversize/Overweight Permit(s): Click this link to Navigate to the NYSDOT Permit Application

 Select Your Type of Business: Click this link to navigate to a screen where you can select the type of business from the list you are authorized to access.

 Change Password: Click this link to change the password you use to enter OSCAR system.

 Log Out: Click this link to log out of OSCAR.
OSCAR TO DOT_ Permits Transfer Screen
Screen: Welcome Screen - Special Hauling Oversize / Overweight On-Line Permits

Figure 5 - Welcome Screen

Purpose
The “Welcome” screen provides you with information and news related to Special Hauling Oversize / Overweight On-line Permits. The “News and Information” section contains any updates and alerts related to permitting or travel. The “Navigation” section provides an overview of the navigation tools and techniques used throughout this system.

Menus

Top Menu Bar (Blue in color)
This menu bar will provide links allowing the user to make a selection according to their need. The links on the top menu bar remain the same no matter what screen you are on in this application.

Side Menu Bar (Blue in Color)
The left side menu bar provides navigation choices to the user. The choices listed on this menu will change from screen-to-screen.

There are 3 Business Area links listed in the left blue menu. I-84 Permits, Trip Permits and Annual Permits. Click on one of these links to move to that Business Area.
This user manual specifically relates to the Annual Permit business area. Applying for a SpecHaul Annual Permit will be discussed in this user manual. There is a separate user manual set up for I-84 Through-Routes and it can be downloaded from the Customer Support screen.

If you click on the Annual Permit link you will navigate to the Annual Permit Information Screen. Each screen is uniquely number at the top title bar. This is useful when seeking help. It allows you to talk with the support people to answer questions about information on a particular screen.

On-Line Annual Permits Information

Figure 6 – Annual Permit Information Screen

Purpose
The Annual Permit Information screen provides an area for instructions and another are for Annual Permit Conditions and Restrictions.

Instructions describe how to use the system and what Annual Permit types are available to submit applications for.

Annual Permit conditions and restrictions list the latest information updates regarding permitting and specific information related for annual permits.

Links or Buttons

Continue: Click this button to move to the home page where Pending, Issued, Draft, Rejected and Cancelled permits and Permit Applications are displayed.
Menu Bar Links

Figure 7 - Home Page Business Area Links

Blue menu Bar links:
At the top of the home page are the following links. When a link is selected the text changes to yellow lettering.

Links:

About: Opens a screen to provide information about Permit Automation.

Welcome: When this link is clicked the user returns from the Home Page Back to the Welcome Information Screen. Each Business area has its own "Welcome" screen to provide information about that business area.

Annual Permits: When this link is clicked the Annual Permit "Welcome" screen is displayed.

Trip Permits: When this link is clicked the Trip Permits "Welcome" screen is displayed.

I-84 Permits: When this link is clicked the I-84 Permits "Welcome" screen is displayed.

NYSDOT Home: When this link is clicked the Department Of Transportation home screen is displayed.

Help: When this link is clicked the On-Line Help Documentation screen is displayed.

Logoff: When this link is clicked the user is logged off of the system.

Left Blue Menu Bar

This Menu Bar contains links depending on the Business Area selected. These links may also change to accommodate commands needed for the particular screen that is displayed.
Purpose
The purpose of the home page is to display Permit Applications and Issued permits. On you can search for customers, search for a previously filed permits and Permit Applications. The screen displays the last 50 permits or Permit Applications. This screen contains links to “view data” of a previously submitted permits and Permit Applications, show Permit PDFs of previously issued permits and a New App Link to start a new annual Permit Application.

Screen Display
The screen displays the Service Company or Carrier’ name, NYSDOT Customer Number and current financial account balance of your NYSDOT Special Hauling Account.

Search
On the Service Company screen there is a Customer search feature. Simply enter their NYSDOT Customer number, name or USDOT number and click the Go button to locate the customer for which you will be submitting a Permit Application.

If you are a Carrier you will not be able to search for other carrier’s information or permits. You can only search for your own. This search function is specifically set up for Service Companies who will be applying for Permits for other carriers.

To search for a permit simply enter the number of a permit which you obtained online and click the Go button.
Note: The search will only return Permit Applications / permits which were submitted by you.
The screen displays the last 50 on-line permits in descending order by date and time.

**Note:** As a Service Company, you will only see issued permits that you have applied for on behalf of a carrier. Not all permits that have been issued to a carrier will be displayed to you.

**Note:** If you are a carrier applying for an Annual Permit you will only view permits that you have applied for. You will not be able to search for other customer’s information other than your own.

**Navigation**

Within the Last 50 On-Line Permits Issued section, fifteen permits are displayed on the screen at a time. Use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.

**Column Sorting**

Within the Last 50 On-Line Permits Issued section, clicking on the column titles to sort the permits by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

**Select Queue:** Permit Applications submitted for processing have a status of **PENDING**. Issued permits have a status of **ISSUED**.

Rejected permits have a status of **REJECTED**.

Incomplete Permit Applications are saved with a status of **DRAFT**.

**CANCELLED** Permits are **ISSUED** permits that have been cancelled by the NYSDOT Permit Office.

**WITHDRAWN** permits that have been withdrawn by the submitter (Service Company or Carrier) before they are processed by the NYSDOT Permit Office.

This system allows you to **WITHDRAW** a Permit Application if your move circumstances change once you have submitted the Permit Application. However, the permit can only be withdrawn up to the time it is selected by the NYSDOT Permit Tech for processing.

Permit Applications that have been approved but cannot be issued because there is not enough money in the financial account will have a status of **READY-TO-ISSUE**. And can released for printing when there is enough money in the customer’s financial account to pay for those permits.

By selecting one of the queues listed above as a status from the “Select Queue” drop down field, the permits or Permit Applications will be displayed for that status. Select “Issued” and the last 50 issued permits will be displayed on the screen. Select “Pending” and the last 50 pending permits will be displayed etc...

**Links and Buttons**

Cust No: Customer Number: Click this link to see the last 50 on-line Permits or Permit Applications for the selected queue.

New App: New Application – Click this link to open a New Permit Application.
View Data:  Click this link to view the data of any on-line permit or Permit Application or issued Permit.  
**Note:** When the view data is displayed on the screen you can:
1. Click the Replicate Button to start a new permit which will be pre-populated with the previous permit’s data.
2. Click the Amend Button to begin an amendment to and **ISSUED** permit
3. Click Continue Draft to complete a Permit Application that was saved as a **DRAFT**

*Show permit.pdf:* Click this link to open up a copy of the issued permit.

*Add Funds to your Account:* Click this link to begin a financial credit card transaction that will allow you to add funds to your Spec Haul Financial account.

*Go:* Click this button to begin a search for the values you have placed in the search fields.

**IMPORTANT:**
At any time you see the words “**Contact Permit Office**” on a line next to a permit for a carrier, that carrier may be inactive, on-hold, or does not allow a service company to apply for permits on their behalf.

All of these conditions relate to the data for the carrier in the NYSDOT system, **not** OSCAR. The carrier may need to be re-activated by the permit office in order to allow you to use this system.

In the same column if the words “**not allowed**” appears this means that the Carrier, at this time, does not allow the Service Company to apply for a permit in their behalf. This can also be changed by contacting the permit office for guidance on how to change this.

Click the “Customer Support” link in the left blues area to find information about contacting the NYSDOT Permit Office.

**Screen: Customer Search Results**

**Note:** Customer search only applies to Service Companies that submit Permit Applications for Carriers.
Customer Search Results

Figure 10 - Search Results

Purpose
To display a list of the customers that meet the criteria entered in the search field on the Customer Home page.

Screen Display
If you search by customer name or USDOT, the results may include multiple customers meeting the search criteria. If you search by customer number, the results will include, at most, only one customer. **Note:** if you cannot find a customer, select the Customer Support link in the left hand navigation to initiate the process to have a customer added.

Navigation
If there are more than ten carriers listed use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional customers.

Column Sorting
By clicking on the column title the permits will be sorted by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

Links:
- **Customer #:** Customer Number - Click this link to see permits issued to that carrier.
- **New App:** New Application or New App Link – Click this link to begin a New Permit Application...
- **Go:** Click this button to begin a search for the values you have placed in the search fields.
Add Funds to Your Account: Click this button or link to begin the process to add funds to your Spec Haul financial account

**IMPORTANT:**
On the customer home page or when you look at permits for a carrier if the words “Contact Permit Office” are on a line next to a permit for a carrier then that carrier may be inactive, on-hold, or does not allow a service company to apply for permits on their behalf. All of these conditions relate to the data for the carrier in the NYSDOT system, **NOT** OSCAR. The carrier may need to be re-activated by the permit office.

In the same column if the words “Not allowed by customer” appears this means that the Carrier, at this time, does not allow the Service Company to apply for a permit in their behalf. This can also be changed by contacting the permit office for guidance on how to change this.
Customer Permit List of issued Permits

![Image of permit list](image)

**Figure 11 - Permits Issued to a Carrier**

**Purpose**
To display a list of your last 50 on-line permits issued to a carrier.

**Screen Display**
If you reached this screen by selecting a customer number hyperlink, this screen displays the last 50 permits issued to the selected carrier. If you reached this screen by searching for a permit number it will only display that permit.

Listed on the left side of the screen is the Customer Number, Customer Name and DBA. In the list below are the permits or Permit Applications sorted in descending order by effective date which displays the most current permit or Permit Applications at the top of the page.

**Select Queue:** When you search for a customer the search results will always default to the customer and the ISSUED permits for that customer. You can change the Select Queue to view PENDING REJECTED, DRAFT, CANCELLED and WITHDRAWN permit or Permit Applications by selecting a value from the drop down field titled Select Queue.

**Navigation**
If there are more than ten permits listed, use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.
**Column Sorting**
By clicking on the column title the permits will be sorted by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

**Links or Buttons**
Links or buttons will appear depending for each permit depending on the value you select in the queue. For instance Pending Permit Applications do not have a Show permit.pdf link.

*View Data:* Click this link to view the data of a previously issued on-line permit. From the view data screen you can click on the "Replicate" button to start a new permit pre-populated with the previous Permit Application's data.

*Show permit.pdf:* Click this link to open up a copy of the issued permit.

*New Application:* Click this button to start a new Permit Application for the selected carrier.

Advanced Search: Click this link to open the advance search screen.

Go: Click this button to begin a search for the values you have placed in the search fields.
Pending Permits Queue

Purpose:
Permit Applications that are submitted for processing are given a status of "Pending". They are displayed on the screen by selecting the "Pending" queue from the drop down list.

Screen Display
To display a list of your last 50 on-line PENDING Permit Applications that have been submitted for processing.

Withdrawing a Permit Application
A PENDING Permit Application can be withdrawn by the customer up until the point where the Permit Application has been selected for processing by the Permit Office. Once the Permit Office has selected the permit for proceeding it can no longer be withdrawn.

To withdrawn a Permit Application from processing, complete the following:
1. Determine the Permit Application you wish to withdraw.
2. Click on the check box on the line at the beginning of the Permit Application
3. If a check box cannot be checked this is the indication  that the permit office has already started processing the Permit Application and it cannot be withdrawn
4. Click the "Withdraw Application" button on the screen.
5. The Permit Application will be withdrawn and the status of the Permit Application will change to "Withdrawn"
6. The Permit Application will be moved to the "Cancelled" Queue and the withdrawn Permit Application can be used at a later date by replicating the Permit Application and then submitting it again.

Figure 12 - Pending Permit Application Status Work Queue

Figure 13 - Pending Permit selected to be withdrawn
**Select Queue:** When you search for a customer the search results will always default to the customer and the ** Issued ** permits for that customer. You can change the Select Queue to view ** Pending Rejected, Draft, Cancelled ** and ** Withdrawn ** permit or Permit Applications by selecting a value from the drop down field titled Select Queue.

**Navigation**

If there are more than ten permits listed, use the [First/Prev] 1, 2 [Next/Last] navigation buttons to move through the screens to see additional issued permits.

**Column Sorting**

By clicking on the column title the permits will be sorted by that column. To the right of the column title is an indicator that displays whether the column is sorted in ascending or descending order.

**Links or Buttons**

Links or buttons will appear depending for each permit depending on the value you select in the queue. For instance Pending Permit Applications do not have a "Show Permit.pdf" link. Only Issued Permits have a "Show Permit.PDF" link.

**View Data:** Click this link to view the data of a previously issued online permit. From the view data screen you can click on the "Replicate" button to start a new permit pre-populated with the previous Permit Application's data.

**New Application:** Click this link to start a new Permit Application for the selected carrier.

**Withdraw Application:** Click this button to withdraw any Permit Application that has been selected to be withdrawn.

**Go:** Click this button to begin a search for the values you have placed in the search fields.

**Add Funds to Your Account:** Click this button or link to begin the process to add funds to your Spec Haul financial account.

**Cust No: Customer Number:** Click this link to see the last 50 online Permits or Permit Applications for the selected queue.
Rejected Permit Application Queue

Figure 14 - Rejected Permit Applications

Purpose:
Permit Applications that are rejected by the Permit Office are given a status of "Rejected". They are displayed on the screen by selecting the "Rejected" queue from the drop down list.

Screen Display
To display a list of your last 50 on-line Rejected Permit Applications that have been submitted by the customer for processing and have been rejected by the Permit Office.

Rejected Permit Applications can be selected and resubmitted as a "new" Permit Application by clicking on the View Data" link and replicating the Permit Application from the screen that appears.

Links and Buttons

View Data: Click this link to view the data submitted on this Permit Application. From the view data screen you can click on the "Replicate" button to start a new permit pre-populated with the previous Permit Application's data.

New App: Click this link to start a new Permit Application for the selected carrier.

Rejection Reason: Click this link to view the reason why this Permit Application was rejected.

Go: Click this button to begin a search for the values you have placed in the search fields.

Add Funds to Your Account: Click this button or link to begin the process to add funds to your Spec Haul financial account.

Cust No: Customer Number: Click this link to see the last 50 on-line Permits or Permit Applications for the selected queue.
Permit Applications in the Draft Queue

Purpose:
Permit Applications can be assigned a status of DRAFT and placed in the Draft by the following
- While completing a Permit Application you clicked the "Save" button or "Save as Draft Button"
- While completing a Permit Application you cancelled out of the process
- While completing a Permit Application the System went down.

Screen Display
To display a list of your last 50 on-line DRAFT Permit Applications that have been given a status of DRAFT due to one of the reasons listed above.

Deleting Selected Permit Application
A Permit Application with a status of DRAFT can be deleted by the customer from the draft queue when they wish to reduce the number of Permit Applications that they have in the Draft queue.

Once a Permit Application with a status of DRAFT is deleted, there is no way it can be retrieved.

Permit Applications with a status of DRAFT can be selected and resubmitted as a "new" Permit Application by clicking on the View Data" link and replicating the Permit Application from the screen that appears.
Permit Applications in the Draft Queue - Continued

To delete a Permit Application with a status of DRAFT from the Draft queue complete the following:
1. Determine the Permit Application(s) you wish to delete
2. Click on the check box on the line at the beginning of that Permit Application. You can select more than one to be deleted.
3. Once you have selected all of the Draft Permit Applications you wish to delete click the "Delete Selected Drafts" button on this screen.
4. The Permit Application will be deleted and the permit will be removed from your home page.

Links and Buttons

View Data: Click this link to view the data submitted on this Permit Application. From the view data screen you can click on the "Replicate" button to start a new permit pre-populated with the previous Permit Application's data.

New Application: Click this link to start a new Permit Application for the selected carrier.

Go: Click this button to begin a search for the values you have placed in the search fields.

Delete Selected Drafts: Click this button to delete any Permit Application that has been selected to be deleted.
Permit Applications that are in the Cancelled Queue

Purpose:
There are two types of Permit Applications that can be placed in this Queue, withdrawn Permit Applications and Cancelled Permit Applications.

Withdrawn Permit Applications: Are those Permit Applications that were withdrawn from processing by the Customer.

Cancelled Permit Applications: Are those Permit Applications that were ISSUED and have since been cancelled by the Permit Office or Permit System. Only ISSUED Permits can have a Status change from ISSUED to CANCELLED.

Example: A Permit that has been amended will have the Original Permit CANCELLED because a new one was issued.

Note: If you are in the process of completing a Permit Application and click the cancel button, the Permit Application status will change to DRAFT not CANCELLED. Therefore, this Permit Application will not be found in the CANCELLED queue but will be listed in the DRAFT queue as designed.

Only ISSUED Permits can be CANCELLED.

Links and Buttons

View Data: Click this link to view the data submitted on this Permit Application. From the view data screen you can click on the "Replicate" button to start a new permit pre-populated with the previous Permit Application's data.

New Application: Click this link to start a new Permit Application for the selected carrier.
Go: Click this button to begin a search for the values you have placed in the search fields.

Add Funds to Your Account: Click this button or link to begin the process to add funds to your Spec Haul financial account

Cust No: Customer Number: Click this link to see the last 50 on-line Permits or Permit Applications for the selected queue.
**Annual Permit Applications available to Service Companies and Carriers**

The following is a list of Annual Permit types that a Service Company or carrier can apply for at the NYS DOT.

**Permit Type No.**  **Description**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2A</td>
<td>25 Mile Radius from business</td>
</tr>
<tr>
<td>2B</td>
<td>25 Mile Radius from jobsite</td>
</tr>
<tr>
<td>4</td>
<td>Blanket</td>
</tr>
<tr>
<td>6</td>
<td>Emergency Blanket</td>
</tr>
<tr>
<td>7A</td>
<td>Farm Equipment (Dealer)</td>
</tr>
<tr>
<td>7B</td>
<td>Farm Equipment (Farmer)</td>
</tr>
<tr>
<td>8</td>
<td>Oversize Snowplow</td>
</tr>
<tr>
<td>9B</td>
<td>Special Vehicle Combination</td>
</tr>
<tr>
<td>10</td>
<td>Bulk Milk</td>
</tr>
<tr>
<td>11</td>
<td>100 Mile Radius From Place of Business</td>
</tr>
<tr>
<td>12</td>
<td>Sealed Container</td>
</tr>
<tr>
<td>13</td>
<td>Special Request Permit</td>
</tr>
<tr>
<td>14</td>
<td>Annual Crane</td>
</tr>
<tr>
<td>24</td>
<td>Pilot Blanket-102,000</td>
</tr>
</tbody>
</table>

For more detail information on these permit types please use the link [https://www.nysdot.gov/nypermits/special-hauling-permits/apply-annual](https://www.nysdot.gov/nypermits/special-hauling-permits/apply-annual) to navigate to the NYPermits.org.

There you will find information specific to Oversize/Overweight Permit requirements and additional information on Annual Permits.

The Annual Permit Types listed above will be the Permit Types from which you can select in this automated process. If you do not find the permit that you need you can submit a Permit Application using Permit type number 13, Special Request Permit.

Since these are annual / monthly permits, the permit fee will vary depending on the duration you select.

Most Annual Permit Application will be processed and auto-issued to you in the form of an email with the attached Permit.PDF.

Some Annual Permit Applications will require additional review by a Permit Tech and once reviewed the permit will be emailed to you.

**Important information about Annual Permits and Permit Types**

When applying for any permit type where you may have more than one configuration, enter the **maximum permit weight** for the first configuration in the Permit Application.

Permit Type 2B, 25 Mile radius from jobsite, requires you to have an active 2A, 25 Mile Radius from business before you can apply for a permit type 2B.

Auto issued permit types 2A, 25 Mile Radius from business , permit type 2B, 25 Mile Radius from jobsite and permit type 11, 100 Mile Radius From Place of Business, require you to add a route description to
the Permit Application when the vehicle length exceeds 79 feet 11 inches. At that point this becomes a manual processed permit and these Permit Applications will need to be reviewed by a Permit Tech at the Permit Office.

The following permit types are manual processed Permit Applications.

- 7A Farm Equipment (Dealer)
- 7B Farm Equipment (Farmer)
- 8 Oversize Snowplow
- 9B Special Vehicle Combination
- 13 Special Request Permit
- 14 Crane Annual Permit

The following Permit Application types are dependent on the data entered to determine if they will be auto-issued or will become manually processed Permit Applications.

- 2A 25 Mile Radius from business
- 2B 25 Mile Radius from jobsite
- 11 100 Mile Radius From Place of Business
- 14 Annual Crane

Permit type 12. Sealed Container
When the Overall Wheelbase is less than 51 feet this permit will need to be submitted as a Permit type 13, Special Request Permit.

Permit Type 12 – Sealed Containers do not have to provide a list of additional trailers with the Annual Permit.

Permit Type 13 - Special request Permit
This Special request Permit type is used when Permits cannot be submitted under their normal classification. They should be submitted as a Permit Type 13.

Permit Type 8 – Oversize Snow Plow
All Permit Type 8 permit have a Duration form October 15 to April 15 on the next year. If a permit is obtained during that period it Effective date will still be April 15.

Permit type 14 – Crane Annual
This Permit type is manually processed and will require you to select the number of contiguous counties that you will operate this permit within. You will need to enter the names of these counties.

DriveAway-TowAway trailers will not have to add additional trailers to the Permit

Permit Type 24A 24B, 24C, 24D, 24E Processing
When applying for this permit type select the maximum permit weight for the first configuration in the Permit Application. All others configurations that you add will be limited by the Maximum permitted weight you select in configuration 1.

**Example:** If you select permit type 24A in configuration 1 the max permitted weight will be 102,000 lbs. In configuration 2, 24C, 117,000 lbs is selected you are limited by configuration 1 to 102,000 lbs. In configuration 3, 23B, 107,000 lbs is selected you are still limited by configuration 1 to 102,000 lbs.

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>24A</th>
<th>24B</th>
<th>24C</th>
<th>24D</th>
<th>24E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Min Wheel Base Feet</td>
<td>16 ft</td>
<td>36-1/2</td>
<td>43</td>
<td>16</td>
<td>16</td>
</tr>
<tr>
<td>Min No Axles</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Max Permitted Weight (Outer Bridge)</td>
<td>102,000</td>
<td>107,000</td>
<td>117,000</td>
<td>97,400</td>
<td>80,000</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------</td>
<td>---------</td>
<td>---------</td>
<td>--------</td>
<td>--------</td>
</tr>
<tr>
<td>Note: Outer Bridge cannot exceed value in this Row</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Creating a New Annual Permit Application

The NYSDOT permit system is set up to allow you to "enter once use many times". Once you have entered a first permit entered into the system you will be able to replicate the data in this permit over and over again.

The system will allow you to select a permit, open the "View Permit Data" screen and then click the REPLICATE button. This button will open a new Permit Application prefilled with the data from the Permit Application that you have selected.

At no time can the "View Permit Data" screen be printed and used as a permit. Only the validated Permit.PDF can be printed as the official permit.

Also, if for some reason you close out of the system while you are in the middle of completing a Permit Application you will be able to find the Permit Application that you were working on in the DRAFT queue.

In the DRAFT queue you can click on "View Permit Data" and after the View Permit Data screen opens you can click the "Continue Draft" button and complete your Permit Application.

If the Permit Application is a brand new application there will not be a "Continue Draft" button.

Figure 18, below is a view of the Permit Data in an Annual Permit. It is composed of the following sections:

1. Customer Information
2. Vehicle Dimension and Load Description
3. Power Unit Information
4. Configuration 1 Section
   - Power Unit Graphic
   - Trailer Graphic
   - Trailer Information
   - Power Unit Axle Data
   - Major Spacing
   - Trailer Axle Data
5. Configuration 2
   - Power Unit Graphic
   - Trailer Graphic
   - Trailer Information
   - Power Unit Axle Data
   - Major Spacing
   - Trailer Axle Data
Figure 18 - View Permit Data Screen

Click the "Replicate" to open a **NEW** Permit Application prefilled with the data from the original permit.

Click the "Continue Draft" to open this Permit Application that was closed abnormally.

Click the "Replicate" to open a **NEW** Permit Application prefilled with the data from the original permit.

Click the "Continue Draft" to open this Permit Application that was closed abnormally.
Applying for a New Annual Permit

To start a new Permit Application, click the New App Link located on the same line as the Permit Application displayed. The screen displayed in Figure 19 will open. This is the first screen in the Annual Permit Application process.

Application – Customer Information

![New York State Department of Transportation: Customer Information](image)

**Figure 19 - Customer Information**
Purpose
The purpose of the first screen of a series of screens for applying for an annual Permit is to:

1. verify the customer information is correct
2. select the current insurance coverage
3. select the current Workers Compensation insurance coverage
4. select the permit type to apply for
5. enter the start date of the permit
6. enter the vehicle dimensions
7. enter a reasonable description of the load that will be carried
8. complete any additional field information that may appear dependent on the permit type selected.

The process flow path which is listed at the top of each screen indicates where we are in the process. The blue box indicates the current screen.

All customer information on this screen is display only.

Note: if any of the Customer information should need to be updated, select the Customer Support link in the left hand navigation menu to initiate the process to have a customer modified.

Screen Display

At the top of the screen is the “Steps-to-Complete Process” indicator which provides a guide to the process of filling out the Permit Application.

This screen is divided into the following sections.

1. Customer Information Sections
   a. At the top of the screen is the “Steps-to-Complete Process” indicator which provides a guide to the process of filling out the Permit Application.
      a. the Customer Name, DBA, Customer Number, Physical Address, Mailing Address, USDOT number, FEIN number and Customer Contact Information.
      b. Insurance Section
         i. Insurance coverage
         ii. Workers Compensation insurance coverage
**Customer Information Section**

**Figure 20 - Customer Information Section**

**Data Entry**

**Current Insurance Coverage:**
Select one of the insurance coverage statements that you attest to have at that time the permit is to be issued. Selection of one type of insurance is required.

**Workers Compensation Insurance Coverage:**
Select one of the insurance statements that best attest to your current Workers Compensation Insurance Coverage

**Permit Date:** Enter or select from the pop up calendar the start date Annual Permit. The start date should be a workday. There usually is no travel authorized on Sunday or Holidays so avoid selecting these days as the start day. Saturday start days should be avoided because travel on Saturdays is usually restricted to ½ day or no travel at all.
Permit Type Selection Section

Purpose
The purpose is to provide you with a list of the Annual Permits that are available for application.

Data Entry
The Permit Category is a drop down list of all the permits available to you. Select from the drop down list a permit type.

Permit Duration selection allows you to select how long you wish to operate under this permit type. The values to select from represent the number of months the permit will be needed, i.e. 1 month, 6 month, 12 months. The largest selection value is 12 months. After the end date of the permit you will have to apply for this permit again.

To the right of the Permit Duration selection is an area that describes maximum permit weight, minimum number of axles required and minimum wheel base required for the permit.

You must select one of these vehicle requirements that you feel will meet your needs. Your selection will be used in the qualification of the vehicles you will enter on this e Permit Application.
Purpose
To describe the vehicle dimensions (Length, Width and height) and provide a reasonable description of the load

Screen Display
This screen displays fields to collect trailer information.

The previously entered or calculated values for Selected Vehicle Type, Proposed Gross Permitted Weight, Power Unit Registered Weight and Total Number of Axles are displayed on this screen as information to aid you in completion of the application.

Data Entry Fields (On the screen a * indicates a required field):

Overall Dimensions: Enter the width, height, and overall length of the vehicle in feet and inches along with any front and rear overhang.

Width, height and length are all required. Overhang is not a required field therefore, it can be left blank.

Load Description: Enter a reasonable description of load that will be carried by this vehicle.

Route description: With some permit types, when the vehicle length exceeds 79 feet, 11 inches a route box will appear allowing you to enter the route information for this permit type.

Crane Permits: If you are submitting a self-propelled crane Permit Application, a filed will appear allowing you to enter the counties that the crane will travel within.

Night Travel Request in New York State Region 8 /10: Check this box if you are requesting to travel in these regions after sunset.

Buttons: Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to proceed to the next screen.
Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page. None of the data you entered will be saved.

Special Note: Always use the buttons at the top or bottom of each Permit Application screen to navigate to through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the Permit Application resulting in a rejected permit.

When you click next you will move to the Power Unit Information screen where you enter power unit trailer and axle data information
Permit Application – Power Unit / Trailer / Axle Data Information

Figure 23 - Power Unit / Trailer / Axle Data

Purpose
The next step in applying for a permit is to enter the power unit information. This is displayed on the screen when the user clicks the “Next” button from the Customer Information screen.

Screen Display
This screen is divided into the following sections
- Customer Information (read only)
- Vehicle dimension and load information (read only)
- Power unit information
- Power unit selection
- Trailer Selection and information
- Power unit Axle data Major Spacing and Trailer Information
The process flow path which is listed at the top of each screen indicates where we are in the process. The blue box indicates the current screen.

Let's begin reviewing each section independently.

Customer Information (read only)

![Customer Information](image)

**Figure 24 - Customer information**

**Purpose:**
The Customer information on this screen is read only. It allows you to view your customer information associated with this permit.

**Screen Display:**
AppId: Each Permit Application is assigned a Application ID which uniquely identifies the Permit Application through it entire process. Once the Permit Application becomes a permit the AppID becomes the Permit Number which is printed on the Permit.PDF.

Processing Type: In the right hand corner of this screen is an indicator that tells if the permit will be auto issued or manually processed by a NYSDOT Permit.

The decision to be processed "manually" instead of "auto issued" is dependent on the permit type selected and the information entered on the Permit Application.

Auto issued permits will be returned to the customer's home page within submission of the permit from the last screen.

Manually issued permits will take additional time as there is a need for a NYSDOT Permit Tech to review and approve the Permit Application.
Vehicle Dimensions and Load Description section

Figure 25 - Vehicle Dimension and Load Description

**Purpose:**
The vehicle dimension and Load Description Section on this screen is read only. It allows you to view your vehicle information that was entered in the customer information screen.

**Screen Display:**
AppId: Each Permit Application is assigned an Application ID which uniquely identifies the Permit Application through its entire process. Once the Permit Application becomes a permit the AppId becomes the Permit Number which is printed on the Permit.PDF.

Power Unit Information Section

Figure 26 - Power Unit

**Purpose:**
The Power Unit Information Section requires the customer to enter information about the power unit they wish to use with this Annual Permit. An Annual Permit can have only one power unit. However, the power unit can be permitted with one or more axles lifted off the pavement.

**Screen Display:**
In this section the Customer will identify the Power unit they wish to use on this Permit Application by providing the information in the fields listed. An "*" indicates a required field and must have data entered in these fields before the Permit Application can be processed.
**Data Entry**

**Power Unit**

VIN: Enter the power unit Vehicle Identification Number. This is a required field.

Nickname: Optional field which you may use to enter a name to identify the power unit.

Year: Enter the model year of the power unit.

License Plate No: Enter the license plate number on the power unit.

Make: Enter the vehicle make of the power unit.

N.Y. DMV/IRP Registered Weight: Enter the either the New York State DMV or IRP registered weight in pounds for the power unit. This must be entered as a numeric field only.

Registered State/Province: Select from a list the State or Province in which the power unit is registered.

Is Registered As Truck: If the vehicle listed on this Permit Application, is registered as a truck the "Yes" radio button should be selected. If it is NOT registered as a truck then the "No" radio button should be selected.

**Links and Buttons:** Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page. The Permit Application will be saved as "DRAFT" and can be found in the Draft queue on the home page.

Permit Summary: When this button is clicked the Permit Application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open if from your home page

**Special Note:** Always use the “Next” or “Previous” buttons at the bottom of each Permit Application screen to navigate through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the Permit Application resulting in a rejected permit.
Configuration 1: Power Unit and Trailer Information Section

Figure 27 - Configuration 1 Power Unit and Trailer

**Purpose**
This section displays a configuration of a Tractor and Trailer with trailer information and axle weight ratings.

**Data Entry:** Will be discussed in next section

**Links and Buttons:** Below is a list of buttons and links associated with this section of this screen.

- **Add Configuration Button:** Click the “Add Configuration” button at the top of this section to begin a new configuration using the same Power Unit with a different trailer.

- **Edit Configuration Link:** Click this link to open the configuration listed in this section for editing. This link would be used when the customer wishes to modify information within this configuration.

- **Delete Configuration Link:** To delete a configuration from an Annual Permit Application click on the Delete Configuration link. A Permit Application must have at least one configuration in order to be submitted for processing.

- **Add Additional Trailers:** A configuration can have additional Trailers added to it. By clicking this link and additional trailers screen will appear where the customer can add up to 999 additional trailers to any one configuration.

  All additional trailers must have the same length as the one listed in the configuration.
Entering configuration information on an annual permit – Data Entry mode

When a new Permit is created the first power unit and trailer configuration will be blank and the screen will be expanded for the customer to enter the data.

Steps in Entering Data
1. Enter in the "Power Unit number of axles" that indicate the number of axles touching the pavement and then press tab.

2. From the pop up screen select a power unit graphic that represents your power unit in # Example:

3. Enter the number of trailer axles in the "trailer number of axles" field for the trailer wheels that are touching the pavement. Example:

4. From the pop up screen select a trailer graphic that represents your trailer in #3. Example:

5. Enter your data into the remaining trailer information fields.

6. Enter the "weight rating information" in the Power Unit Axle data fields

7. Enter the Major spacing length – the distance from the center line on the last axle of the Power Unit and the first axle of the trailer.
8. Enter the "weight rating information" in the trailer axle data fields

**Selecting a Power Unit Graphic**

There can only be one Power Unit per Annual Permit Application. However, there can be more than one configuration of that power unit used on a permit.

An Annual Permit Application can have one or many configuration on it.

A configuration is a section of the Permit Application where the customer creates a relation of the same Power Unit with other trailers. By selection the appropriate Graphic that represent a lift axle the program knows which business rules to apply.

The following Power Unit is a tractor that can be select to be entered on a Permit Application, This Power Unit use 4 axles and is operating with all axles down on the ground.

![Figure 29 - Power Unit with 4 axles, all axles in the down position.](image)

A Power Unit can lift one or more axle up and operate with some axles up and others down touching the ground. The picture below represents the above Power Unit with only 3 Axles down on the pavement.

![Figure 30 - Power Unit with 4 Axles and 1 axle in the up position and all others touching the pavement.](image)

The graphic below represents the same Power Unit in Figure 29 but with 2 axles in the up position, only 2 axles touching the ground.

![Figure 31 - Power Unit 4 Axles and 2 Axles in the Up position](image)

When creating a Power Unit and Trailer configuration, to be used on the Annual Permit, the customer will select, from the list of graphics, a Power Unit and a Trailer that represents the vehicles to be used on that configuration.

Each configuration on the Annual Permit will have graphics that represent the selected Power Unit and Trailer. If a Trailer is not needed on the configuration just the Power Unit will be select and displayed.
The graphic selected will indicate the number of axles touching the pavement and will allow the System to choose the correct **business rules** to apply for that configuration and Permit type.
Power Units Graphics Available to Select

Here is a view of the Power Unit Graphics to select from. To indicate a power unit with 4 axles which is operating with one axle lifted up, select the Power Unit Graphic with 3 axles.

Single Unit

![Single Tridem Single Tandem Single Single](image1)

Tractor

![Single Tridem Single Tandem Single Single](image2)

Self Propelled Crane

![Self-Propelled Crane Self-Propelled Crane Self-Propelled Crane](image3)

Self Propelled Vehicle, Self Propelled Crane, Concrete Pump, Well Drilling Rig, Bulk Milk Tanker

![Select this graphic for any single unit vehicle EXAMPLE: Self Propelled Crane Concrete Pump Truck Well Drilling Rig Bulk Milk Tanker](image4)

Figure 32 - Power Unit Graphics to select

To indicate a lift axle in the up position select the picture that shows the number of actual axles riding on the pavement not necessarily the total number of axles on the Power unit.
Purpose
This section allows you to select the Power Unit Graphic that represents your Power Unit with the number of axles on that Power Unit that will be riding on the pavement.

Once a Power Unit Graphic is selected and you add another configuration that same Power Unit type will be the only one to select from the graphics popup.

You cannot select a different Power Unit graphic type for each configuration. If you choose tractor Power Unit in Configuration 1 you can only select tractor in configurations 2,3,4,5 etc.

Figure 33 - Selecting a Power Unit to add to a Configuration
You can change the number of axles riding on the pavement in each configuration.

TRAILER INFORMATION

Figure 34 - Selecting a Trailer to add to a Configuration

Purpose
This section allows you to select the Trailer Graphic that represents the main trailer in this configuration. The trailer selected indicates the number of axles that will be riding on the pavement.

You can select different trailers of the same type for each configuration. If you choose flatbed trailer in Configuration 1 you can only select flatbed trailers in configurations 2,3,4,5 etc.

You can change the number of axles riding on the pavement in each configuration.
**Data Entry Fields** (On the screen a * indicates a required field):

VIN: Vehicle identification number. Enter the trailer VIN.

Nickname: Allows the user to enter a name to identify a trailer

Number of Axles: Enter the number of axles on the trailer ONLY. The number you enter will popup a screen that will allow you to select a trailer for your configuration.

Registered State/Province: Select from a list the State or Province the power unit is registered in.

Model Year: Enter the model year of the trailer

Make: Enter the make of trailer

Plate No: Enter the plate number on the trailer

Trailer Length: Enter the trailer length. Trailer length cannot exceed overall vehicle length.

N.Y. DMV IRP Registered Weight: Enter the registered weight in pounds for the trailer. This must be entered as a numeric field with no letters as it inputs to a calculation and validation.

**Note:** ONLY when the Power Unit is registered as a truck, both the truck and trailer registered weights are required to be accurately entered. All other Power Unit vehicle types can have a value of zero (0) entered in the trailer registered weight field.
Trailers Graphics Available to Select

Here is a list of the Trailer Graphics to select from. To indicate a trailer with 4 axles which is operating with one axle lifted up select the trailer graphic displaying 3 axles.

Flatbed Trailers

Sealed Containers

DriveAway-TowAway Trailers

Miscellaneous Trailers

Select this graphic if your trailer axle configuration does not match any of the other displayed graphics.

Select this graphic if your trailer axle configuration does not match any of the other displayed graphics.

Select this graphic if your trailer axle configuration does not match any of the other displayed graphics.

Figure 35 - Trailers Graphics available to select

To indicate a lift axle in the up position select the picture that shows the number of actual axles riding on the pavement not necessarily the total number of axles on the Trailer
Axle Data Entry

**Purpose**
This section provides an area for you to enter axle data for the Power Unit and Trailer.

**Screen Display**
As compared to NYSDOT trip Permit Application you are NOT entering proposed axle weights, the weight you intend to load on each axle.

For annual Permit Applications you are entering "axle weight ratings" for each axle and the "sum of manufacturer tire weight ratings" on each axle.

Each column header is labeled with a letter P or T and a number. P1 through P5 relates to the Power Unit Axles where P1 is the steer axle and P5 is the last possible axle on your power unit from the Power Unit graphic you selected.

T1 through T5 relates to the trailer axles on the trailer graphics you selected.

For each axle enter the weight rating in pounds.

Axle spacing is entered in feet and inches. A format example of this entry is 10-5 which means the spacing from the center line of one axle to the next axle is 10 feet 5 inches.

Major spacing is defined as the distance from the centerline of the last axle of the Power unit to the First Axle on the trailer. This is entered as Ft and inches in 2 separate boxes.

The feet and inches entered in these fields should be rounded to the nearest inch. DOT is not expecting to see 10 feet, 5 ¾ inches or 10-5 ¾.
Annual Permits that are Manual Processed

As indicated before not all Annual Permit Application will be processed and auto issued. Depending on the information entered and Permit type selected the system may determine that the permit needs to be manually reviewed by a NYS dot Permit Tech.

When an annual Permit Application is changes from “Auto-issued to “Manually Processed” the customer must enter proposed axle weights in the axle data section for each axle. This requirement is in addition to the normal data entered in the Axle Data screen section as stated above in Figure 36.

Figure 37 - Entering Proposed Axle Weights for Manual Annual Permit Applications

**Note**: Only Manually Processed Annual Permits will require that you enter “Proposed Axle Weights(lbs) for each axle.

**Purpose**: This section of the Annual Permit Application screen displays a Permit Application that has become a “Manual Processed” Permit Application. It displays an added row to Axle data section allowing the customer to enter "Proposed axle weights" for each axle.

**Screen Display**: This screen displays fields to collect:
- proposed axle weight per axle,
- manufacturer gross axle weight rating per axle,
- sum of manufacturer tire ratings per axle
- Axle spacing between axles.
- Major spacing between the power unit and the trailer.

**Data Entry Fields** (On the screen a "∗" indicates a required field):

- **Proposed Axle Weight**: Enter the weight in pounds distributed across the axles displayed on the screen. Enter this data for each axle on the power unit and trailer.

- **MFG Gross Axle Weight Rating**: Enter the manufacturer’s gross Axle Weight Rating for each Axle
The values entered here must be larger then the proposed axle weight per axle. The values entered for each axle must be larger than the proposed axle weight for each axle.

Sum of MFG Tire Rating: Enter the sum of the manufacturer’s tire rating for each axle. This is the sum of each tire rating in pounds on each axle. The values entered for each axle must be larger than the proposed axle weight for each axle.

**Note:** The MFG Gross Axle Weight Rating and Sum of MFG Tire Rating must be greater than the Proposed Gross Permitted Weight for each axle.

Axle Spacing: Enter the spacing between the centerline of one axle to the centerline of the next axle for each axle spacing displayed on the screen.

Major spacing: is defined as the distance from the centerline of the last axle of the Power unit to the First Axle on the trailer. This is entered as Ft and inches in 2 separate boxes.

  The feet and inches entered in these fields should be rounded to the nearest inch. DOT is not expecting to see 10 feet, 5 ¾ inches or 10-5 ¾.

**Buttons:** Below is a list of buttons displayed on this screen

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page. The Permit Application will be saved as "DRAFT" and can be found in the Draft queue on the home page.

Permit Summary: When this button is clicked the Permit Application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open if from your home page

**Special Note:** Always use the “Next” or “Previous” buttons at the bottom or top of each Permit Application screen to navigate to through the application.

Using the browser forward and back button to navigate from screen-to-screen will interfere with the application process and will cause incorrect data from being entered into the Permit Application resulting in a rejected permit.
Links and Buttons Listed on a Configuration

Click to add a new Configuration to this Permit Application
Click to Delete this configuration from the Permit Application
Click to open the add trailers screen where you can add additional trailers to this configuration.
Click to move to next screens where "permitted weights" are calculated and displayed for each configuration.
Click to move back to the Customer information Screen.
Click to save all data on and remain on this screen.
Click to cancel editing this Permit App. Permit App will be saved as a DRAFT in the Draft Queue.
Adding Additional Trailers to a Configuration

When you have completed a configuration you may wish to add additional trailers to this configuration. To accomplish this you will click on the Add/View Additional Trailers link. It is located on the top of the Configuration bar of any configuration, see figure 38. When the link is clicked the “Add Additional Trailers” screen opens to allow the customer to add trailers to the configuration, Figure 39.

**Figure 38 - Completed Configuration**

![Completed Configuration](image1)

**Figure 39 - Additional Trailers Screen**

![Additional Trailers Screen](image2)

**Purpose:** To allow the customer to add additional trailers to each configuration. The trailers added must have the same number of axles, same axle configuration and trailer length as the original trailer listed on the configuration.
**Screen Display:** This screen displays the following fields:
- Nickname
- Trailer VIN
- License Plate
- Registered State
- Trailer Make

**Data Entry Fields** (On the screen a * indicates a required field):

Nickname: Enter the name you wish to give to the trailer.

Trailer VIN: Enter VIN

Trailer Plate: License Plate number on the trailer

Registered State: Select the name of the state from the drop down list in which the trailer is registered.

Remove Trailer: Check this box and then click the “Save /Update Trailers” button to remove all trailers that have had their check box check. Once removed they cannot be brought back unless they are entered again.

**Buttons:** Below is a list of buttons displayed on this screen

Add Trailer: When this button is clicked a new line appears to allow the customer to add another trailer.

Save/Update Trailers: When this button is clicked all the trailer on the screen are added to the configuration. If you do not click this button before you close the screen the trailer data entered will be erased.

Remove Trailer Checkbox:
When the checkbox is checked the trailer is ready to be removed from the list and a dialog box will open.

![Message from webpage](image)

When the customer clicks on “Ok” the trailer is removed from the list. If the customer clicks on cancel the process is cancelled and the trailers remain on the list.
Adding Another Configuration

Figure 40 - Permit Application with 2 Configurations

**Purpose:** To allow the customer to add additional configurations to the Permit Application

**Screen Display:** This screen displays each configuration of Power Unit and Trailer in separate sections on the Permit Application.

**Data Entry Fields:** To edit a configuration click the "Edit Configuration" link located on the heading area of any configuration. The section will expand to allow you to edit that configuration. When adding a configuration follow the steps from section, "Entering configuration information on an annual permit – Data Entry mode", Figure 28.
**Buttons:** Below is a list of buttons displayed on this screen.

Next Button: Click the “Next” button at the bottom of the page to process the data listed or entered on the screen. When “Next” is clicked the data is sent through a series of formulas and then the results is stored in the database.

Previous Button: Click the “Previous” button at the bottom of the page to return to the previous screen.

Cancel Button: Click the “Cancel” button at the bottom of the page to cancel the application process and return to the customer home page. The Permit Application will be saved as "DRAFT" and can be found in the Draft queue on the home page.

Permit Summary: When this button is clicked the Permit Application that you have started will be saved to the database. If you wish to continue editing this draft you will need to open it from your home page.
Purpose: The next step in applying for an Annual permit is to sign the affirmation statement. This is completed by checking the check box at the beginning of the statement. A Permit cannot be issued unless this agreement is accepted by checking the check box.

Screen Display: This screen displays an affirmation statement to be accepted by the company submitting the Permit Application. The submission statement displayed on the screen indicates that once the application is submitted a fee will be charged to the customer's financial account when the Permit Application is submitted.

The fee information is displayed at the top of the "Affirmation" screen. The permit type and Permit Application fee for the permit along with any charges for additional configurations are added to the Permit Application.

The first configuration fee is included as part of the permit fee. Any additional configurations added to the Annual Permit Applications are charged $20.00 fee per configuration.

If $0.0 is displayed on this screen there is no charge for that processing.
Amendments display a charge of $15.00. When a Permit is amended a Permit Application fee is not charged, however, if there are additional configurations added during this amendment process a fee of $20 per new configuration is charged to the customer's financial account.

**Data Entry Fields** (On the screen a * indicates a required field):

**Affirmation Check Box**: When check the company requesting the permit agrees with the affirmation statement. The Permit Application cannot be submitted unless this check box is checked.

![Message from webpage](image)

**Figure 42 - Affirmation error message**

**Buttons**: Below is a list of buttons displayed on this screen.

**Submit Button**: Click the “Submit” button at the bottom of the page to process the Permit Application. When “Submit” button is clicked the data is sent through a series of formulas and then a permit is issued.

**Auto-Issued** – If the Permit Application is processed as an Auto-Issued Permit the Permit .PDF document is emailed to the customer and also listed as a permit.PDF link on the customer's home page.

**Manually processed and issued** – If the Permit Application is processed as a manual Permit Application a Permit Tech must first receive and then review the Permit Application before it is approved and then emailed to the customer. This will take some time before it can be sent back to the customer.

**Previous Button**: Click the “Previous” button at the bottom of the page to return to the previous screen.

**Cancel Button**: Click the “Cancel” button at the bottom of the page to cancel the Permit Application process and return to the customer home page.

The Permit Application status will be changed to "DRAFT" and can be located in the DRAFT queue if needed.
Annual Permit Application – Success Screen

Figure 43 - Auto Issued - Confirmation Screen

**Purpose:** The "Success Screen" is a confirmation that the Permit Application has been processed or submitted to the NYS DOT for manual review

**Screen Display:** This screen displays the:
- Application Status
- Application ID / Permit ID
- Address the Permit .PDF was emailed.

**Data Entry Fields:** None

**Buttons:** Below is a list of buttons displayed on this screen.

Customer Home: Click the "Customer Home" button at the bottom of the screen to return to the Customers home page.
Screen: Manual Annual Confirmation

Figure 44 - Manual Annual Confirmation Screen

**NOTE: The Screen Text is being edited and this figure needs to be updated**

**Purpose:** To indicate to the requestor that the Permit Application has been successfully submitted for review.

**Screen Display:** This screen displays information to the user that the permit has been submitted for processing.

- Application Status
- Application ID
- Address the Permit .PDF was emailed.

This screen also has a link to allow the customer to add attachments and submit them for review with the Permit Applications.

**Data Entry Fields:** None

**Buttons or Links:** Below is a list of buttons or links displayed on this screen

- Customer Home: Click this link to return to the home page.
- Add Attachments: Click this link to start the process of adding attachments to the Permit Application.
Special Note: After a permit is submitted and issued that permit cannot be edited and if you attempt to return to the screens a message will indicate to you that you cannot edit an issued permit.
Amendments

Annual Permits, that are ISSUED and have not expired, can be amended.

When a permit is amended a new Permit.PDF is created and the existing permit is cancelled. The Service Company and / or Carrier receives a email notifying them that the original permit has been cancelled and a new amended permit has been issued.

The following information in an Annual Permit can be amended:

1. Power Unit License Plates.
2. Trailer License Plates.
3. Manufacturer Axle Weight Ratings on Power Units or Trailer configuration.
4. Sum of Manufacturer Axle Tire Ratings on Power Unit or Trailer configurations.
5. Axle Spacings on Power Unit or Trailer configurations
6. Add a new Power Unit and configuration to the fleet.
7. Add a new Trailer and configuration to the fleet.
8. Change the overall vehicle dimensions length, width, height, Overhang.
9. Add Additional Trailer(s) to an existing active issued Permit.
10 Replace the Power Unit on an issued Permit

The following information in an Annual Permit cannot be amended:
1. Cannot modify the load description.
2. Cannot change a Permit type
3. Cannot change the Motor Carrier name and address
4. Cannot change the Effective dates of permit.

Process and Fees
The amended Permit Application process will be the same as applying for a new Permit Application.

The fee charged for the amendment will be $15.00. If the customer adds additional configurations during the amendment there will be an additional fee charge of $20.00 per configuration. If the customer deletes configurations there will be no fees credited to the customer for removing configurations.

If an Annual Permit Application can be auto-issued then the amended Permit Application will be auto-issued.

If an Annual Permit Application must be manually processed by a NYSDOT Permit Tech then the amended Permit Application will be manually processed also.
How to amend an Annual Permit Application

1. From the customer's home page locate an issued permit to amend

2. On the permit line there will be a "View Data" link. Click on this link to open the permit's view data screen.

3. If this is a permit that can be amended there will be a button at the top of the page titled "Amend"
4. Once you click the Amend button a message will appear stating the status of the Original permit being amended.

![Message from webpage]

Upon processing this amendment, the original permit is voided and the amended permit replaces the voided permit. Do you want to continue?

**Figure 47 - Message about amending a permit**

5. Click the "Ok" button to begin the amendment process or click the "Cancel" button to abort the process.

6. The amendment process will open to the Customer Information screen, allowing the user to modify the data already prefilled from the original issued permit.

![Prefilled data from the Issued Permit]

**Figure 48 - Prefilled data from the Issued Permit**

7. The customer will move from screen-to-screen through the Annual Permit Application modifying data as needed and when the application is complete it will be submitted for processing and the new amended ISSUED permit will be emailed to the customer.
Adding Attachments to a Manually Processed Annual Permit

An Annual Permit that is auto-Issued will not need attachments added to the Permit Application. Only Annual Permits that are manually processed will have this feature available to them.

The "Add Attachment" link which is located on the success screen becomes available after the customer has submitted a manual Annual Permit Application.

To add an attachment the customer will click on the "Add Attachment" link and the "Attachments" screen will open to allow the customer to add files.

Attached Document Types: From the drop down list available, the customer will select the document type they wish to submit

These document types are:
- Route Survey
- Traffic Control Plan
- Map
- Radioactive documentation
- Sealed Container Documentation
- Additional Permits / Letters
- Other

The customer (Service Companies and Carriers) can attach a file (.txt, .pdf, .doc, .jpg, .gif) to a Permit Application and submit it electronically with the Permit Application.

The customer should not try to attach executable files for submission with the Permit Application

There is no limit to the number of attachments as that can be submitted with a Permit Application

All attached files will be scanned for viruses before they can be opened and reviewed.

Whenever a Permit is replicated from the customer’s Home Page the attachments for that replicated permit are cleared / removed from the New Permit Application because they may not apply to that Permit Application when it is submitted. The customer would need to attach them again. This prevents incorrect data from being attached to a New Permit Application.
Figure 49 - Link to add attachments

**Purpose:** To allow the customer to add attachments to the Permit Application that they have just submitted.

**Links and Buttons**

- **Add Attachment:** Click this link to open the screen to add attachments to this Permit Application
- **Customer Home:** Click this button to return to the Home Page
Add Attachment Screen

Purpose: To allow the customer to add attachments to the Permit Application that they have just submitted.

Screen Display: The Top half of the screen allows for data entry and selection of document types to be attached. The bottom portion of the screen displays the documents that have been attached.

- Clicking on the "View" link allows the document to be viewed on the screen.
- Clicking on the "Remove" link removes the document from the list.

Data Entry: In the top section of the screen there is an area to enter attachment information.

Attached Document Types: From the drop down list the customer will select the document type they wish to submit:
- Route Survey
- Traffic Control Plan
- Map
- Radioactive documentation
- Sealed Container Documentation
- Additional Permits / Letters
- Other

Comment: The Customer can add a clarification comment about the document or the document title.
Attached File: Path to the file to be loaded
**Buttons and Links:** Below is a list of buttons displayed on this screen.

**Add Attachment**  Click the "Add attachment" button and the file in the "Attached File" field will be added to the lower half of the screen titled attachments

**Close**  Click on the "Close" button and the screen will close

**View:**  Click on the "View" link for a specific document and that document will open and display the contents for review.

**Remove:**  Click on the "Remove" link and the selected document will be removed from the list. Once removed from the list it can be added back in by attaching it again.

**Annual Permit – Permit.PDF**

The figures below display the Annual Permit PDF which is mailed back to the customer when the permit is approved and issued.

1. The first page of the permit consists of the following sections:
   2. State Seal and Date-Time
   3. Permit Number and Permit Type
   4. Customer Information
   5. Vehicle Information
   6. Configuration Number and information
   7. Permitted weights
   8. Axle Spacings
   9. Trailers to be used with this configuration
   10. Standard Permit Requirements
   11. Standard Permitted Vehicle and Load Requirements
   12. Driver Affirmation and Signature Section
   13. Attachments

**Permit PDF for Manual Annual Permit types**

If the Annual Permit is a manually processed permit, it will display "axle weights" for each axle on the first page instead of "Permitted Grouping Weights". Refer to Figure ?? to view type of format. All other areas of the permit remain the same
Purpose
The issued permit can be printed by the carrier to be used as the permit in the vehicle.

Sections of the issued permit

1. State Seal and Date-Time: Combination indicates a valid Issued Permit. It is composed of the state seal and the date and time it was issued.

2. Permit Number and Permit Type: Located in the center of the heading.

3. Customer Information: In this section you will see listed Carrier name, address, Customer number, USDOT, Effective Start and Effective end date of the permit and the fee charged for the permit.

4. Vehicle Information: In this section Power Unit information is listed.

5. Vehicle and Load Information: Listed is this section is the Overall Vehicle dimensions, overhang and the load description.

6. Configuration Number and Information: General information about the configuration.

7. Permitted weights: Weights allowed for this configuration.

8. Axle Spacings: Listed here are axle spacing between axles.

9. Trailers: A list of all the trailers that can be used with this configuration.

10. Conditions and Restrictions: Listed on Page 2 are the conditions and restriction statements that apply to this annual Permit.

11. Standard Permit Requirements: Listed on Page 3 are general restrictions related to permit requirements.


13. Driver Affirmation and Signature Section: In order for a permit to be valid the affirmation statement must be signed by the driver(s).

14. Attachment: Certain conditions and restrictions require attachments to be added to the Permit.
Special Travel Authorization
- Saturday move authorized from 1/2 hour before sunrise until 12:00 Noon

Structure Requirements:
- Cross no "R" posted OR load posted structures.

Additional Operating Authority Permits:
- NYSDOT Permit is not valid within New York City limits. Separate New York City Permit is required.
- NYSDOT Permit is not valid when crossing Bridge Authority and or Border Crossing bridge(s). Additional Permit(s) may be required. Contact appropriate Bridge Authority prior to crossing.
- NYSDOT Permit is not valid on County and or Local road(s). Additional permit(s) may be required.
- NYSDOT Permit is not valid on the NYS Thruway. Separate Thruway permit is required.

Restricted Highways:
- Large Through Truck Restricted Highways

This permit is not valid for use on the Restricted Highways listed below except for:
1. Pick up and delivery at facilities or specific jobsites that are located directly on such restricted highways; or
2. Pick up and delivery at facilities or specific jobsites that are only accessible by use of such restricted highways; or
3. The movement of "perishable goods" as described below; and
4. The continuation of a series of pick ups and/or deliveries when one (or more) pick up or delivery is allowed by (1) or (2) above; or
5. Use of a restricted highway is at least 25 miles shorter than the shortest alternative route over Qualifying highways; or
6. Operation under a Hardship Waiver issued and presented with this permit; or
7. An emergency

Description of Restricted Highways
Version Date 11/15/2008

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Restricted Highway Number</th>
<th>Counties</th>
</tr>
</thead>
<tbody>
<tr>
<td>I81 Ext 8</td>
<td>NY 13 A</td>
<td>NY 79</td>
<td>Tioga, Tompkins</td>
</tr>
<tr>
<td>I81 Ext 12</td>
<td>US 20</td>
<td>NY 41</td>
<td>Cortland, Oneida</td>
</tr>
<tr>
<td>I81 Ext 12</td>
<td>US 20</td>
<td>NY 90</td>
<td>Cortland, Cayuga</td>
</tr>
<tr>
<td>NY 41</td>
<td>US 20</td>
<td>NY 41A</td>
<td>Cortland, Cayuga, Onondaga</td>
</tr>
<tr>
<td>NY 414</td>
<td>NY 34</td>
<td>NY 38</td>
<td>Tompkins, Seneca</td>
</tr>
<tr>
<td>NY 90</td>
<td>US 20</td>
<td>NY 80</td>
<td>Tompkins, Seneca</td>
</tr>
</tbody>
</table>

Additional Conditions:
1. A large through truck is any combination of vehicles consisting of a tractor or truck and trailer whose trailer length is forty-five (45) feet or more.
2. Use of the restricted highways except as noted above, is a permit violation and grounds for revocation of the permit and imposition of a civil penalty pursuant to section 388(15)(g) of the New York State Vehicle and Traffic Law.
3. Any Hardship Waiver issued by the Department granting the use of restricted highways must be presented to Law Enforcement with this permit.
4. "Perishable goods" means any goods that may spoil or otherwise become unfit for its intended purpose because of its nature, type or physical condition. Perishable goods include, but are not limited to, perishable food (e.g., fresh or processed meats, poultry, seafood, ...)
Standard Permit Requirements:

This permit is only valid for highways under New York State Department of Transportation jurisdiction. Permission must be obtained from appropriate authority when traveling over NYS Thruway, NYS Bridge Authority bridges, Parkway, County Roads, Town Highways, and City (including New York City) or Village Roads.

Over-dimensional and Overweight moves that do not exceed 12 feet wide, 13 feet 6 inches high and 85 feet in length and can maintain traffic flow speed are allowed to move from 1/1 hr before sunrise until 12 noon on Saturdays unless such Saturday falls on a holiday. Permit and effective dates must be valid.

No Movements are allowed on the following holidays, unless authorized on the permit: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day or from 12 noon the day preceding Memorial Day, Independence Day, Labor Day, Thanksgiving Day & Christmas Day. The day preceding means any normal working day, Monday through Friday.

All permitted moves must comply with Part 154-1 title 17 of the New York Compilation of Code, Rules and Regulations.

Permittee is responsible for checking the OS/OW Routing Map located on the Department of Transportation's Internet website at www.nypermits.org for any Travel Restrictions that may be on any route prior to the start of each permit move. Printable Travel Restrictions are also located under "Special Hauling" and "Restrictions".

Standard Permitted Vehicle and Load Requirements:

Maximum speed shall not exceed 55 MPH.

An amber revolving light shall be located on the top of the towing vehicle, visible in a 360 degree rotation and shall be operational at all times.

Overdimensional permitted vehicles: loads shall display OVERSIZE LOAD warning signs at least 7 feet long and 18 inches high with letters at least 10 inches high, located front and rear.

Over-dimensional permitted vehicles shall display red or orange fluorescent flags at least 18 inches square, on staffs, located at the extremities of the vehicle / load.

A vehicle may carry more than one (1) item as part of the permitted load, provided that it matches the load description on the permit and items are not stacked to create a height exceeding thirteen feet six inches measured from bottom of tires to top of load, or loaded side-by-side to exceed width of eight feet six inches, or loaded end-to-end and vehicle, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.3 or combination of vehicles, inclusive of load, exceeds length authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.4.

When permit allows axle weights, axle grouping weights, or gross weight to exceed those authorized under the NYS Vehicle & Traffic Law, Title 3, Article 10, Section 385.5 there is no limitation on the load and may not construct more than one (1) item

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

Driver Affirmation:

I affirm that all information on this application is correct to the best of my knowledge and understand that false statements on this application are punishable as a crime under Penal Law 210.45

Driver 1 Signature __________________________ Date: __________________________

Driver 2 Signature __________________________ Date: __________________________
If the Annual Permit is a manually processed permit, it will display “axle weights” for each axle on the first page instead of “Permitted Grouping Weights”. Refer to Figure ?? to view type of format. All other areas of the permit remain the same.

Figure 53 - Manually Processed Annual Permit.PDF
Customer Support

Figure 54 - Customer Support Screen

Purpose
To provide links to customer support features to add or modify a customer or to add funds to your Special Hauling Financial Account

Screen Display
Instructions to:
- Add or modify a customer
- Add funds to your Special Hauling Financial Account.
- Hours of operation
- Contact Central Permit Office

Links
Add/Modify Customer: Click this link to open the Central Permit Office’s Account Maintenance form.

Pre-Fund Special Hauling Account: Click this link to open the Central Permit Office’s pre-funding web page.

Contact Central Permit Office: Click this link to navigate to the NYPermits.org web site, a section of NYSDOT.org. Use this screen to obtain information about Permits or contact the Central Permit Office.
NYS DEPARTMENT OF TRANSPORTATION
ACCOUNT MAINTENANCE

CENTRAL PERMIT OFFICE
50 WOLF ROAD, 1ST FLOOR NORTH
ALBANY, NEW YORK 12232
(518) 435-2999
866-763-1685
WWW.NYPERMITS.ORG

☐ New Customer  ☐ Account Update – Customer No:

*For Account Update enter only the new information

Company Name:

DBA:

USDOT #        FEIN #

Physical Address:

Street Address:

City & State:    Zip:

Mailing Address: (If different than above)

Street/PO Box Address:

City & State:    Zip:

Contact Person:

Name:

Work #        Cell #        Fax #

E-Mail:

Permit Service Submittal Acknowledgement

I agree to allow Permit Service Companies to submit applications on behalf of the company as indicated by name and or customer number above.

☐ YES  ☐ NO

☐ Account Closure

Customer No.

Reason:

Affirmation

☐ By checking this box, I attest that false statements made on this application are punishable as a crime under Penal Law section 210.45.

Date:

Figure 55 - Account Maintenance Form
Adding Funds to your SpecHaul Financial Account

Adding funds to your SpecHaul Financial account can be accomplished by:

- Mailing in a check to the permit office,
- Using the web site link to make an Authorize.net credit card payment,
- Making a payment at the central Permit office window on Wolf Road
- Have a carrier drop off a check to the permit office
- Making a Credit Card payment through OSCAR

OSCAR Credit Card Payment

The option of making a credit card payment to add funds to your NYSDOT financial accounts will be available very shortly through OSCAR. This process is listed below and should be available within the next couple of months.

Adding funds to your SpecHaul financial account begins at your home page by clicking on the “Add Funds to Your Account” button. Permits cannot be released to you until all permit fees are paid. If you do not have sufficient funds in your financial account the permit you applied for will not be emailed to you until payment is received.

Payment can be made by adding funds to your SpecHaul Financial Account and then selecting the permits you wish to issue.

The steps to add funds to your financial account are listed below.

1. From the home page click on the “Add Funds to Your Account” button to open the screen in Figure 57.
2. In this screen enter the dollar amount you wish to add to your financial account and then click the button “Add funds to your SpecHaul Financial Account”.

3. The process will transfer to the OSCAR System which is used to process your payment. Figure 26 will be displayed. Click the “Pay with Credit Card” button.

4. Enter your credit card information in the appropriate fields and then click the submit button.
5. When the payment processing is complete the confirmation screen will be displayed.

From the OSCAR Confirmation page click the My Oscar Link in order to return to the My OSCAR page where you can select the link back to the NYS DOT Permit Application system.

6. At the current time there is no automatic process to return you directly to your Home Page. You must navigate to the NYS DOT Home page again. In a future release this process will be changed.
7. On the My OSCAR screen click on the link “Obtain Oversize / Overweight permit(s)” to return to the NYS DOT Application and navigate to your Home Page.
How To Do Section

How do I do the following?

How do I apply for a New Annual Permit?
1. If you are a Service Company use the search field on your home page to locate the Carrier you wish to submit a permit for.
2. If you are a Carrier go to Step 3.
3. On that screen click the button or link that is titled “New Application” or “New App”.
4. Fill out all of the data in each of the screens and click the “Submit” button.
5. On the Annual Permit Confirmations Success Screen which appears after the permit has been submitted, record the Permit Application ID number or print that page for your records.

How do I replicate an Annual Permit?
1. From your home page, use the search field to locate the Carrier for which you wish to submit a permit or search by Permit Application ID or permit number to locate the one you wish to replicate.
2. On the search results screen click the button or link that is titled “View Data” which is to the right of each permit or Permit Application listed on the home page.
3. When the View Data screens appears review the information to make sure it is the correct permit or Permit Application you wish to replicate.
4. On the top or bottom of the screen just above of Customer Information is the “Replicate” button.
5. Click on the “Replicate” link and a copy of the data from the selected permit will be prefilled into a new Permit Application.

How do I save the Permit Application that I have been working on as a “DRAFT”?
1. While you are editing the Permit Application scroll to the bottom of the page and click on the button “Save” or "Draft".
2. The data will be saved to the database, the status of the Permit Application will be changed to “Draft”.
3. Record the Permit Application ID number from this page or print this screen so that you will know what the permit number it was save as.

How do I open and complete a Draft Permit Application.
1. Navigate to your Annual Permit home page.
2. From the select queue dropdown field select “Draft”.
3. The system will display all permits that have a status of “Draft”.
4. Click on the view data link for the permit you wish to edit.
5. The system will display the View Permit Data Screen.
6. In the top center section, just above the title Customer Information is a button titled “Continue Draft”.
7. Click the "Continue Draft" button.
8. The Permit Application will open to the first page of the Permit Application and allow you to move through the Permit Application and make the changes you wish to make.
9. Once you have completed the Permit Application submit it for processing,
10. The status will change from “Draft” to “Pending” and the Permit Application will no longer appear in the Draft Permit queue. It will now appear in the “Pending” queue.

How do I add funds to my SpecHaul Financial account?
1. Navigate to your any home page.
2. Click on the button “Add Funds to Your Account”.

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3. A screen will open to allow you to enter a dollar amount you wish to add to your account.
4. Click the button “Add Funds to Special Hauling Financial Account” or “Cancel processing” to cancel the transaction.
5. By clicking “Add Funds to Special Hauling Financial Account” will transfer you to the OSCAR system where you will complete the transaction by entering your credit card information.
6. Once the transaction is complete a screen will be displayed to indicate if your transaction was successful or not.
7. At that point you will have to navigate through OSCAR screens to return to your Trip Permit Home Page.

How do I view and obtain a copy of my permit?
1. Whenever a permit is approved by the permit office a copy of the permit is emailed to you.
2. If you need a copy of your permit navigate to your home page.
3. Search for the permit using the permit number search field.
4. Enter the permit number into the “Search by Application/Permit #” field and click on the “Go” button.
5. The screen appears will display the permit record for the selected permit number.
6. Click on the link “Show permit.pdf” and a copy of the permit emailed to you will appear on the screen.
7. Select File and Print from your PC menu to print the permit.
8. If the status of the Permit Application is “Pending”, “Draft”, Ready-To-Issue” or “Rejected” the “Show permit.pdf link will not be available. It is only available on issued permits.

How do I email attachments to the NYS DOT Office?
1. Auto Issued Annual Permits do not provide a choice to add attachments.
2. Attachments can be sent into the DOT at the time the Permit Application is completed.
3. Once you have submitted a Permit Application a screen will be displayed that contains the application ID that uniquely identifies the Permit Application you just submitted.
4. Click the Add Attachments link.
5. On the screen that opens enter the data into the fields displayed.
6. Navigate to the location of the document you wish to attach.
7. Click the “Add Attachments” button and the system will load the attachments for that Permit Application.
8. Repeat this process until all of your attachments have been added.
9. Click close to end this process.