

1. Start at [ConneX \(uccs.com\)](https://uccs.com)

2. Click on Sign Up and follow the guided interface to setup your account

3. If your Organization may already be setup, you can search by organization to add your user account to the organization (an Administrator of your Organization ConneX account will need to approve this)

**Note: Users created under a single Organization account will have the ability to access permits created by other users in the same organization*

If your Organization is not yet setup on Connex, click on 'None' at the bottom of the list

The screenshot shows a web interface for choosing an organization. On the left, a dark sidebar contains a progress indicator with '1. Disclaimer' and '2. Choose Organization'. The main content area is titled 'Choose Organization' and includes a search bar, input fields for 'Organization Name', 'Email', and 'Address', a 'Reset Search' button, and a list of organizations with radio buttons. Navigation buttons '< Previous' and 'Next >' are located at the top and bottom of the main content area.

1. Disclaimer

2. Choose Organization

Select your organization name from the alphabetized list. If you do not see your organization listed, add it by selecting the bottom option.

Please note: If your organization has multiple locations, you may want to register a new organization for each of those locations and name each by name and location. If you are creating your organization, you will have the ability to approve user requests from other individuals in your organization who would like to have a user account created. This

Choose Organization

Search for your organization:

Organization Name

Email

Address

Reset Search

* What organization would you like to join? (Expand)

- brown sales company
- 12000 Lakes
- 2/90 Sign Systems
- 24/7 Contracting Services LLC

< Previous Next >

4. When prompted to fill out Login Credentials, please use the same email address that you use to fill out permits. Your email address will be used to link your ConneX account with your previously created permits

5. When adding the UserID, please note that it must be unique and it is recommended to use your email address.

6. You will not need a PIN for approval

**Note: When logging into OneGov sites, you will use your email address and the ConneX password you setup. This same user account will work on all OneGov sites your account is linked to.*

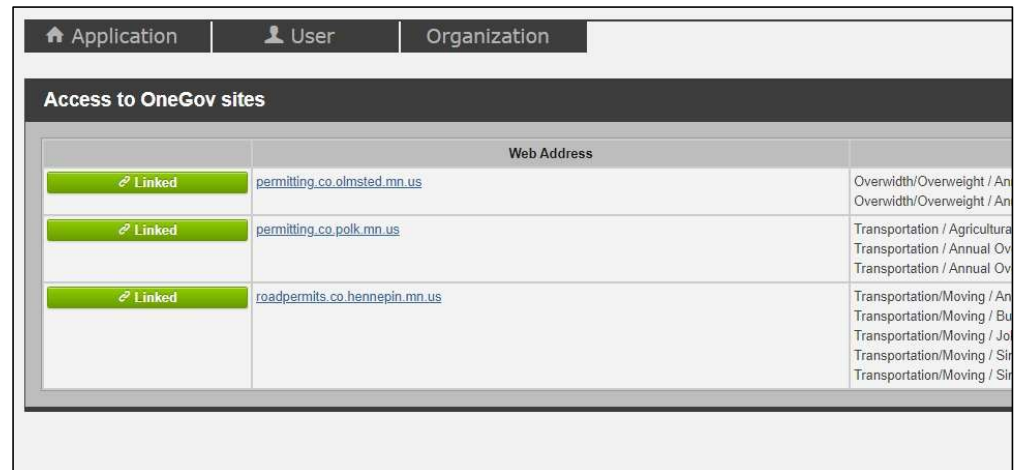
The screenshot shows a web form titled "Sign Up" with a dark header. On the left is a vertical navigation menu with steps: 1. Disclaimer, 2. Choose Organization, 3. Organization Details, 4. Your Name, 5. Your Login Credentials (highlighted), and 6. Your Address & Phone. The main content area is titled "Your Login Credentials" and contains the following fields and instructions:

- Email:** * Email: [text input], * Confirm email: [text input]
- User ID:** * User ID: [text input]. Below this is a note: "This is what you will enter when logging in. Note: Your User ID must be unique in relation to all users on the ConneX Server."
- Password:** * Password: [text input], * Confirm password: [text input]
- Approver / Need PIN?:** Approver / Need PIN? [checkbox]. Below this is a note: "If you need to be able to digitally sign documents and approve electronic bid submittals for your organization, you will need to check this box. Once your join request has been accepted by the organization, a PIN will be generated and sent to you via email."

Navigation buttons "< Previous" and "Next >" are located above and below the main form area.

7. Log into ConneX with the account you just created.

8. Under the Organization tab, select 'OneGov Access'. You can click to Sync your ConneX account with any number of OneGov sites.



The screenshot shows a web interface with three tabs: 'Application', 'User', and 'Organization'. The 'Organization' tab is selected. Below the tabs is a section titled 'Access to OneGov sites' which contains a table with three rows of linked sites.

	Web Address	
Linked	permitting.co.olmsted.mn.us	Overwidth/Overweight / An Overwidth/Overweight / An
Linked	permitting.co.polk.mn.us	Transportation / Agricultura Transportation / Annual Ov Transportation / Annual Ov
Linked	roadpermits.co.hennepin.mn.us	Transportation/Moving / An Transportation/Moving / Bu Transportation/Moving / Jo Transportation/Moving / Sir Transportation/Moving / Sir

9. Under the Organization tab, select 'Asset Management'. Here you can add various assets like vehicles and trailers, or other repeat information, like routes, which can then be selected when filling out permits at the OneGov sites selected in the previous step.

10. Click on 'Add' to add a new Asset then Name the asset, which is what you will see when selecting the asset in OneGov. To quickly add another, click on 'Add Another' at top.

**Note: Optional fields have a green checkmark because a blank entry is acceptable. Required fields will show with a red 'x' until an accepted entry is added. If a field still shows a red 'x' even after entry, click on the Usage table (ie Usage 1') to see where that entry is not accepted, by OneGov site and permit type. You may need to enter an alternate entry in order to accommodate all options.*

The screenshot shows a web application interface for adding a transportation permit trailer. The breadcrumb trail at the top reads: "Application > User > Organization > You are here: My Organization > OneGov Access > Asset Management > Transportation Permit Axle Configuration > Edit 'Steer' > Add Another". The "Add Another" link is highlighted with a red box.

The interface is divided into several sections:

- Save:** A form with a "Name *" field and a "Save" button.
- Usage & Validation:** A table showing usage options for "Serial number OKI".
- Instructions:** A section titled "Add Transportation Permit Trailer" containing several form fields:

Usage	Validation
Usage 1	✓
Usage 2	✓
Usage 3	✓
Usage 4	✓

Additional details for the Usage & Validation section:

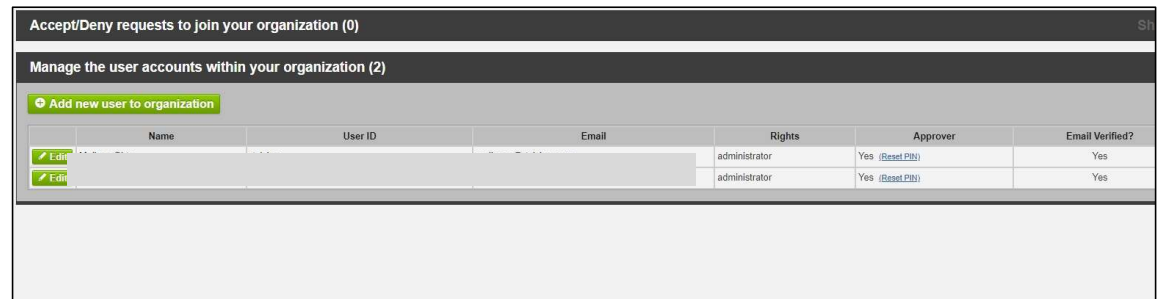
- site: roadpermits.co.hennepin.mn.us
- type: Transportation/Moving / Building
- block: Trailer(s)
- field: Identification / Trailer serial number
- required: false
- maxlength: 20

The main form fields include:

- Description: [Red 'x']
- Empty weight: [Red 'x']
- Make: [Red 'x']
- Regulation weight: [Red 'x']
- License *: [Red 'x']
- Model: [Green checkmark]
- Type: [Red 'x']
- State *: [Red 'x']
- Serial number: [Green checkmark]

11. Add additional users in your organization by going to the Organization tab, then select 'Manage Users

12. Click on 'Add new user to organization' and fill out information for the new user. The new user will get an email notification to verify their account which will be noted under the 'Email Verified' column.



The screenshot displays a web interface for managing users. At the top, there are two tabs: "Accept/Deny requests to join your organization (0)" and "Manage the user accounts within your organization (2)". Below the tabs is a green button labeled "Add new user to organization". A table lists two users with the following columns: Name, User ID, Email, Rights, Approver, and Email Verified?. The first user has "administrator" rights and their email is verified. The second user also has "administrator" rights and their email is verified.

	Name	User ID	Email	Rights	Approver	Email Verified?
<input checked="" type="checkbox"/> Edit				administrator	Yes (Reset PIN)	Yes
<input checked="" type="checkbox"/> Edit				administrator	Yes (Reset PIN)	Yes

Users in the same organization will be able to utilize the same Asset Management list for moving permits and will also be able to see each other's permits on the OneGov dashboard.

When filling out a permit, if the permit type is linked to Connex, you can access your Asset Management information to automatically populate information.

Click on “Fill this section for Asset Management on Connex”

Enter part or all of the name to filter the results and then choose the selection to populate the data fields.

The image shows a web form interface for filling out a permit. The form has a dark header with navigation buttons: "< Previous" and "Next >". A blue dashed box highlights a section titled "Fill this section from Asset Management on Connex". Below this, there are several input fields with labels: "* Vehicle license:", "VIN:", "USDOT number:", "Vehicle year:", "* Vehicle make:", "* Vehicle model:", "* Vehicle type:", "* Empty weight:", and "* Regulation weight:". A modal window is open over the form, titled "Manage your Transportation Permit Veh" and "Choose asset to use to fill fields:". The modal contains a search input field with the value "23" and a list of three items, each with a green "Choose" button and a value: "233", "235", and "237". At the bottom of the modal are two buttons: a red "Cancel" button and a blue "Refresh this list" button.