

Registration

Registration is now found under a Permit Registration section. If permit registration is required for the permit type, you will be forced to first register before creating a permit of that type.

Permit Registration

Go to: [Dashboard / List of Registrations](#)

- o **New Moving User**

 [Start New](#)

You may need to complete this registration before applying for your permit.

- o **New Utility User**

 [Start New](#)

You may need to complete this registration before applying for your permit.

Dashboard

The dashboard has a new look! To access, click on the Dashboard link from the 'home page/index'. Use the filters at top to search through your historical permits by changing the filters and then clicking on SEARCH.

You can also add or remove optional fields to show/hide columns in your dashboard view. If you would like to sort by a column header(s), you can click on the 'unsorted' text next to the column(s) you would like to sort by. This will then display the columns in the sort order you specified. Please note, you will need to click on SEARCH again to save and display the selected sort order.

Search / Change Filters & Fields

Filters

Number

inactive

Permit#

Contains

Is Filled

Is Blank

App. Status

inactive

☐ Incomplete

☐ Returned

☐ Pending review

☐ Active

App. Type

inactive

☐ 6 axle 90,000 pounds

☐ 7 axle 97,000 pounds

☐ Annual

☐ Fleet

Applicant

inactive

Full Name

Contains

Is Filled

Is Blank

Role

inactive

☐ Author

☐ Employee

☐ Public (No Login)

Optional Fields

☒ UID#

☐ Permit#

☐ Vehicle Make

☐ Vehicle Model

☒ Applicant

☐ Author

☒ Date Started

☐ Date Modified

☒ Date Submitted

☐ Date Approved

☐ Date Held

☐ Date Closed

☐ Date Canceled

Search

View My Applicat

List of Permits

UID#	App. Status	App. Type	Applicant	Started	Submitted
Unsorted	Unsorted	Unsorted	Unsorted	1st	Unsorted
14093	Incomplete	6 axle 90,000 pounds	RtVision Demo (111) 111-1111 Street, City, MN 55555	04/17/2018 4:48 PM	
14089	Incomplete	Single		04/05/2018 11:33 AM	
14087	Pending review (0 of 2)	Annual	Melissa (111) 111-1111 melissag@rtvision.com street, ll, mn 55456	03/21/2018 1:49 PM	03/22/2018 8:22 AM

Copying Permits, Adding Moves, Ready for Inspection, Viewing Permits (and other Dialogs)

From the dashboard, click on the three lines (hamburger) to see options for the selected permit. You may have options to view the permit, cancel it, copy it (to start a new permit with the same data), add a move, add an inspection, and more. Each permit type may have different selection options available.

**Please note: With the ability to search for and copy permits, vehicle, axle, and trailer Data is no longer stored for each account.*

List of Permits

	UID# Unsorted	App. Status Unsorted	App. Type Unsorted	Applicant
≡	14093	Pending review (0 of 2)	6 axle 90,000 pounds	RtVision Demo (111) 111-1111 Street, City, State
≡	14089	Incomplete	Single	
≡	14087	Pending review (0 of 2)	Annual	Melissa (111) 111-1111 melissag@rtvision.com street, lf, mn
≡	14082	Pending review (0 of 2)	Fleet	Melissa RTV (111) 111-1111 melissag@rtvision.com street, lf, mn

Options for #14071

View

Edit

Cancel

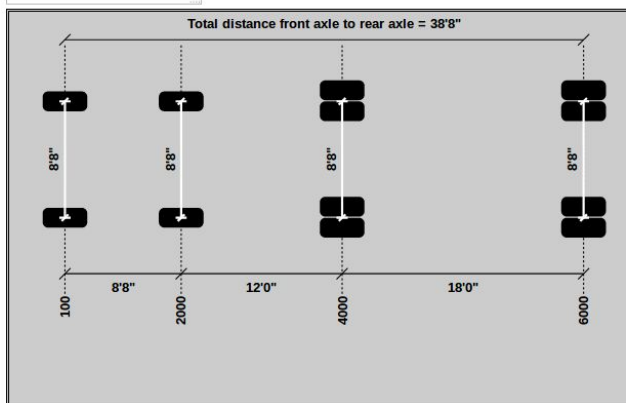
Add Move

Delete

Axle Configuration Diagram (Moving Permits)

The axle diagram configuration has changed. The configuration is a 'top down' view of the axle configuration. Additional axles can be added by clicking on the '+' icon. Save each axle entry by clicking on the 'disk' icon.

* Axle(s):



	* Axle tire type	* Axle weight	* Axle width	* Spacing	* Wheels
✂	Single	100	8 ft 8 in	8 ft 8 in	2
✂	Double	2000	8 ft 8 in	8 ft 8 in	2

Adding permits to a Cart (Paying for multiple permits at once)

If you select the payment method of 'credit card' and finish your permit, you will have the option to either pay for the single permit or add the permit to a 'cart' and continue filling out additional permits that can also be added to the cart. At the end of the session, you can then pay for all permits in your cart at once.

Printing Permits

When viewing your permit (you can find permits from the dashboard, then clicking on the 'hamburger' icon at left to view), you will see a PRINT VIEW at top, and for some agencies, you will see a worksite or permit card button. When viewing the permit card or print view, you will be able to print from the browser.