

ADOT's Online Permit Systems

Presented by the ADOT Enforcement and
Compliance Division



Online Permitting

ADOT offers two distinct electronic online permitting systems. The first system is EPRO which is a web based electronic system that is currently used by U.S. based commercial carriers that travel various interstates and roadways throughout Arizona. The second system utilized is the Transport permit system. This permit system is used by International carriers or carriers that are generally based out of Mexico that cross the International border between Arizona and Mexico.

The following guide will provide detailed information on the EPRO system, including step-by-step instructions on how to create and manage an EPRO account and how to apply for and purchase permits online. To create an account and apply for a permit visit us at <https://www.azdot.gov/enforcement> and click "Commercial Vehicle Permits". For more information please contact the Arizona Commercial Central Permit Office at 602.771.2960.

If you are an International or Mexico based carrier, planning to travel across the International border at the Douglas, Naco, Nogales, or San Luis ports of entry, please contact the Service Arizona Business Coordinator at 602 712.4039 or email them at sazbc@azdot.gov to setup an account.

Objectives



In this presentation, users will learn to become more familiar with online permitting and gain the knowledge on how to accomplish the following:

1. **Create a new account.**
2. **Login and manage your account.**
3. **Complete and submit an application to order a permit.**
4. **Access and manage your permits and applications.**

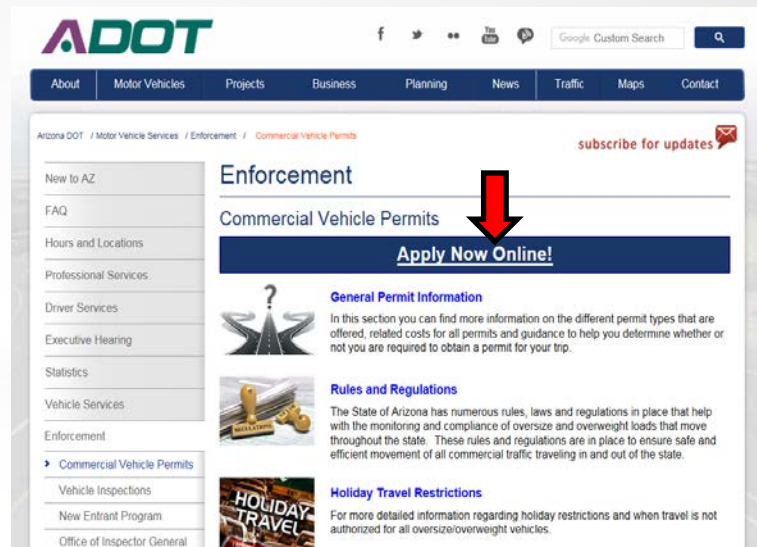
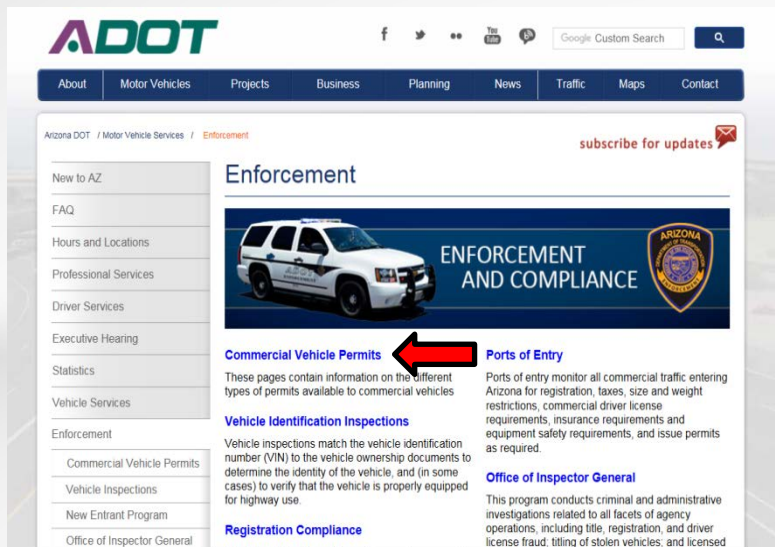
Create an EPRO account

How do I create an account in EPRO?

First you need to navigate to the EPRO website by going to www.azdot.gov/enforcement.

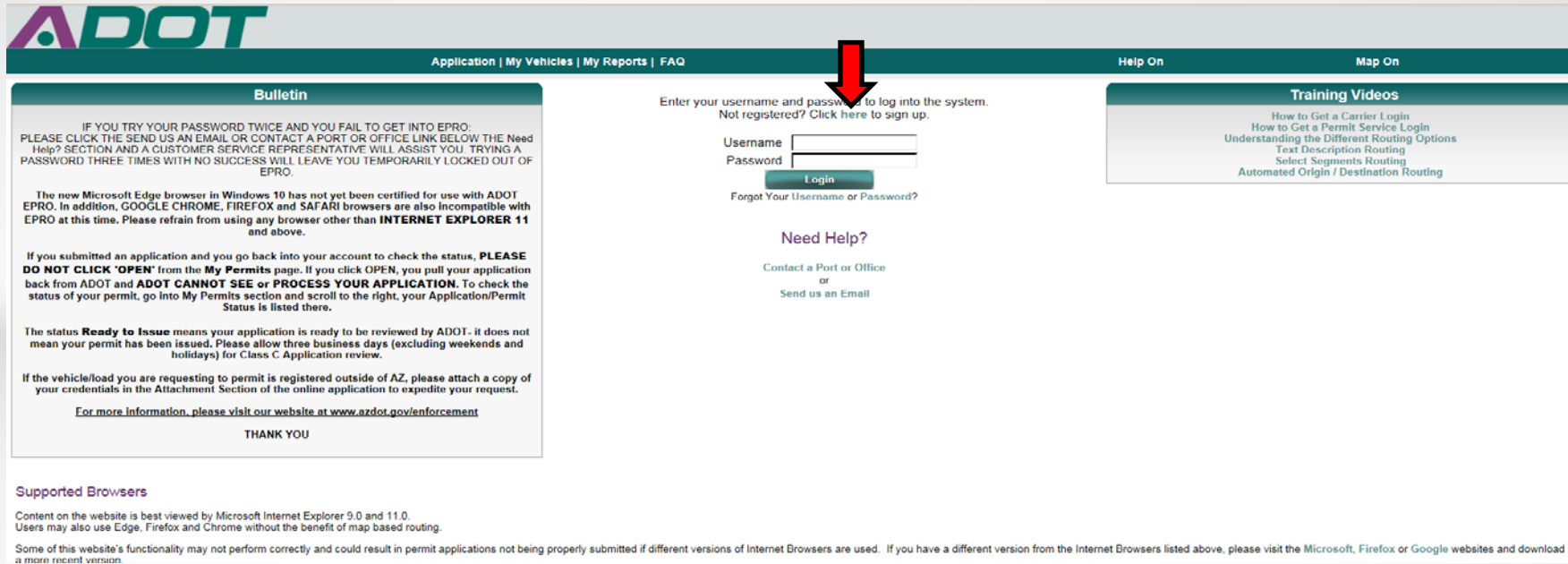
Next, click on the “Commercial Vehicle Permits” section.

Once you are on the “Commercial Vehicle Permit” page, click on “Apply Now Online!”.



Create an account in EPRO cont...

Once you have reached the EPRO website, you would then click to sign up for a new account.



The screenshot displays the ADOT EPRO website interface. At the top, the ADOT logo is on the left, and navigation links for 'Application | My Vehicles | My Reports | FAQ', 'Help On', and 'Map On' are on the right. A red arrow points to the login section in the center. On the left, a 'Bulletin' box contains information about password attempts and browser compatibility. On the right, a 'Training Videos' box lists various guides. The central login area includes fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Your Username or Password?'. Below the login area is a 'Need Help?' section with links to 'Contact a Port or Office' or 'Send us an Email'. At the bottom, a 'Supported Browsers' section provides information about browser compatibility.

ADOT

Application | My Vehicles | My Reports | FAQ

Help On Map On

Bulletin

IF YOU TRY YOUR PASSWORD TWICE AND YOU FAIL TO GET INTO EPRO: PLEASE CLICK THE SEND US AN EMAIL OR CONTACT A PORT OR OFFICE LINK BELOW THE Need Help? SECTION and a CUSTOMER SERVICE REPRESENTATIVE WILL ASSIST YOU. TRYING A PASSWORD THREE TIMES WITH NO SUCCESS WILL LEAVE YOU TEMPORARILY LOCKED OUT OF EPRO.

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If you submitted an application and you go back into your account to check the status, **PLEASE DO NOT CLICK 'OPEN'** from the **My Permits** page. If you click OPEN, you pull your application back from ADOT and **ADOT CANNOT SEE or PROCESS YOUR APPLICATION**. To check the status of your permit, go into My Permits section and scroll to the right, your Application/Permit Status is listed there.

The status **Ready to Issue** means your application is ready to be reviewed by ADOT- it does not mean your permit has been issued. Please allow three business days (excluding weekends and holidays) for Class C Application review.

If the vehicle/load you are requesting to permit is registered outside of AZ, please attach a copy of your credentials in the Attachment Section of the online application to expedite your request.

[For more information, please visit our website at www.azdot.gov/enforcement](http://www.azdot.gov/enforcement)

THANK YOU

Training Videos

- How to Get a Carrier Login
- How to Get a Permit Service Login
- Understanding the Different Routing Options
- Text Description Routing
- Select Segments Routing
- Automated Origin / Destination Routing

Enter your username and password to log into the system.
Not registered? Click here to sign up.

Username

Password

Login

Forgot Your Username or Password?

Need Help?

Contact a Port or Office
or
Send us an Email

Supported Browsers

Content on the website is best viewed by Microsoft Internet Explorer 9.0 and 11.0.
Users may also use Edge, Firefox and Chrome without the benefit of map based routing.

Some of this website's functionality may not perform correctly and could result in permit applications not being properly submitted if different versions of Internet Browsers are used. If you have a different version from the Internet Browsers listed above, please visit the Microsoft, Firefox or Google websites and download a more recent version.

Create an account in EPRO cont...

You will then be taken to the “New User Registration” page.

The screenshot shows the ADOT EPRO New User Registration page. The header includes the ADOT logo and navigation links: Application | My Vehicles | My Reports | FAQ, Help On, and Map On. The page title is "Step 1 New User Registration".

Annotation 1: A red box highlights the company selection options, with an arrow pointing to a text box that says: "Select which type of account you want to sign up for, 'Motor Carrier' or 'Permit Service' account."

Select the option below which best describes your company:

- ☐ I am a single **Motor Carrier** engaged in the transport of cargo
- ☐ I am a **Permit Service** that requests permits on behalf of multiple Motor Carriers

Do you want to see if your company is already registered before you fill out this form?
To look up your company, enter 3 or more characters in your company name. If found, select your company from the list. If the company is already registered with the site, click the Email button to email the administrative user their password. If the company is not registered with the site, click on the Register button to register the company with the site.

Please complete the following fields and click the Submit button to initiate your new user registration request. You will be notified of the acceptance of the request. Once approved, you will be able to immediately use the site and take advantage of all the benefits of the site

Annotation 2: A red box highlights the registration form fields, with an arrow pointing to a text box that says: "Complete the sign up form with your information."

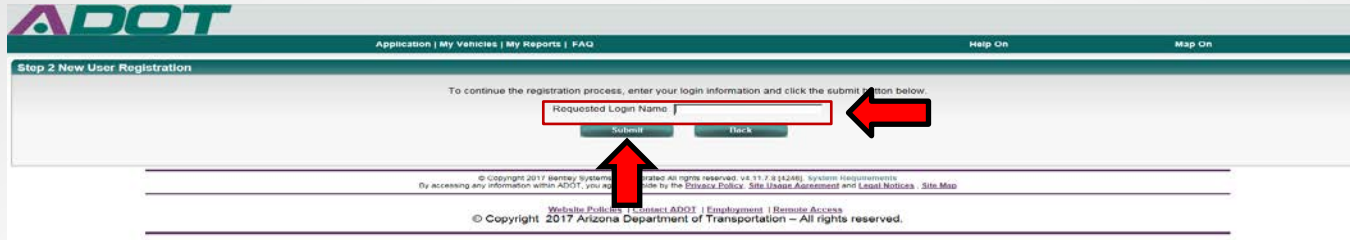
Contact Email Address
Re-type Contact Email Address
Contact Name
Company/Owner Name
USDOT Number
Mailing Address
City
State / Province (AZ)
Zip
Country (USA)
Phone
Fax

Annotation 3: A red box highlights the Submit and Cancel buttons, with an arrow pointing to a text box that says: "Click 'Submit'"

Create an account in EPRO cont...

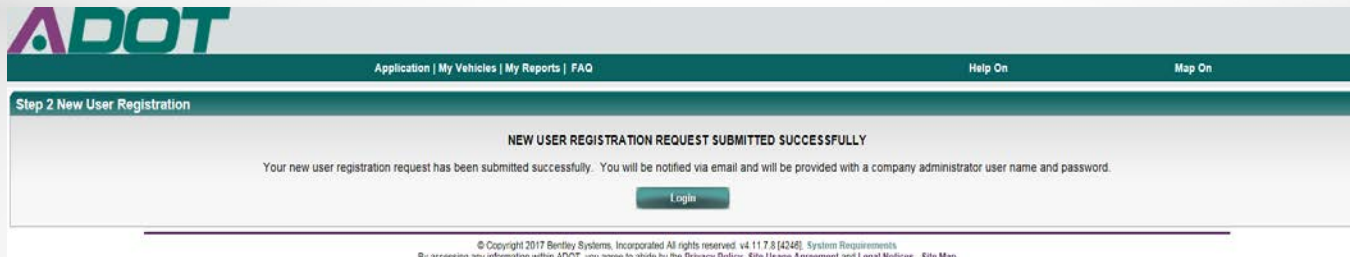
After clicking submit on the previous page, you will be given the option to choose your username.

Create a new username, enter it in the box and click submit one more time



The screenshot shows the ADOT website's 'Step 2 New User Registration' page. The header includes the ADOT logo and navigation links: 'Application | My Vehicles | My Reports | FAQ', 'Help On', and 'Map On'. The main content area has the title 'Step 2 New User Registration' and a sub-header 'To continue the registration process, enter your login information and click the submit button below.' Below this is a form with a 'Requested Login Name:' label and a text input field. A red rectangular box highlights the input field, and a red arrow points to it from the right. Below the input field are two buttons: 'Submit' and 'Back'. A second red arrow points to the 'Submit' button from below. At the bottom of the page, there is a footer with copyright information: '© Copyright 2017 Bentley Systems, Incorporated All rights reserved. v4 11.7.8 (4248). System Requirements. By accessing any information within ADOT, you agree to abide by the Privacy Policy, Site Usage Agreement and Legal Notices. Site Map.' and '© Copyright 2017 Arizona Department of Transportation - All rights reserved.' with links for 'Website Policies', 'Contact ADOT', 'Employment', and 'Remote Access'.

Congratulations! You have successfully created an account. You should receive an email with your temporary password. Now you can login and start using EPRO.




The screenshot shows the ADOT website's 'Step 2 New User Registration' page after successful submission. The header is the same as the previous screenshot. The main content area has the title 'Step 2 New User Registration' and a sub-header 'NEW USER REGISTRATION REQUEST SUBMITTED SUCCESSFULLY'. Below this is a message: 'Your new user registration request has been submitted successfully. You will be notified via email and will be provided with a company administrator user name and password.' At the bottom of the message is a 'Login' button. The footer is the same as the previous screenshot.



Login and Manage Account

Login and Manage my EPRO account

Now that we have our username and password, let's login to our account for the first time. So let's go back to the EPRO home page and login.



Application | My Vehicles | My Reports | FAQ

Help On

Map On

Bulletin

IF YOU TRY YOUR PASSWORD TWICE AND YOU FAIL TO GET INTO EPRO:
PLEASE CLICK THE SEND US AN EMAIL OR CONTACT A PORT OR OFFICE LINK BELOW THE Need Help? SECTION AND A CUSTOMER SERVICE REPRESENTATIVE WILL ASSIST YOU. TRYING A PASSWORD THREE TIMES WITH NO SUCCESS WILL LEAVE YOU TEMPORARILY LOCKED OUT OF EPRO.

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If you submitted an application and you go back into your account to check the status, **PLEASE DO NOT CLICK 'OPEN'** from the **My Permits** page. If you click OPEN, you pull your application back from ADOT and **ADOT CANNOT SEE or PROCESS YOUR APPLICATION**. To check the status of your permit, go into **My Permits** section and scroll to the right, your Application/Permit Status is listed there.

The status **Ready to Issue** means your application is ready to be reviewed by ADOT- it does not mean your permit has been issued. Please allow three business days (excluding weekends and holidays) for Class C Application review.

If the vehicle/load you are requesting to permit is registered outside of AZ, please attach a copy of your credentials in the Attachment Section of the online application to expedite your request.

[For more information, please visit our website at www.azdot.gov/enforcement](http://www.azdot.gov/enforcement)

THANK YOU

Enter your username and password to log into the system.
Not registered? [Click here to sign up.](#)

Username

Password

Login

[Forgot Your Username or Password?](#)

Need Help?

[Contact a Port or Office](#)
or
[Send us an Email](#)

Training Videos

- [How to Get a Carrier Login](#)
- [How to Get a Permit Service Login](#)
- [Understanding the Different Routing Options](#)
- [Text Description Routing](#)
- [Select Segments Routing](#)
- [Automated Origin / Destination Routing](#)

Enter your "Username" and "Password", then click "Login"

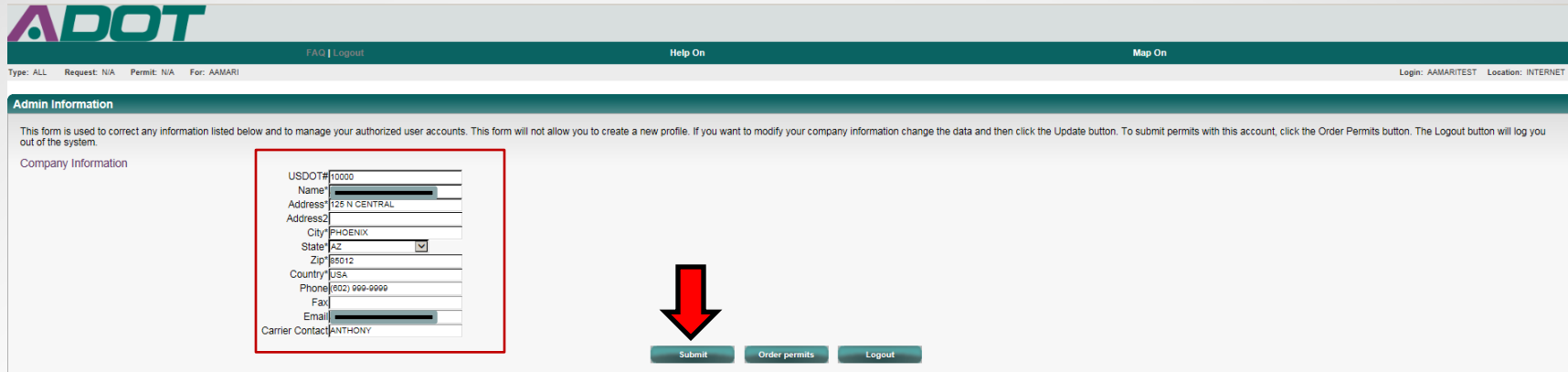
Supported Browsers

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Some of this website's functionality may not perform correctly and could result in permit applications not being properly submitted if different versions of Internet Browsers are used. If you have a different version from the Internet Browsers listed above, please visit the [Microsoft](#), [Firefox](#) or [Google](#) websites and download a more recent version.

Login and Manage my EPRO account cont...

Once you have logged in, you will be taken to your “My Profile” page.



The screenshot shows the ADOT EPRO account management interface. At the top is the ADOT logo and a navigation bar with links for 'FAQ', 'Logout', 'Help On', and 'Map On'. Below this is a header with 'Type: ALL', 'Request: N/A', 'Permit: N/A', 'For: AAMARI', and 'Login: AAMARITEST Location: INTERNET'. The main section is titled 'Admin Information' and contains a form for updating company information. The form fields are: USDOT# (10000), Name (redacted), Address1 (125 N CENTRAL), Address2 (redacted), City (PHOENIX), State (AZ), Zip (85012), Country (USA), Phone ((602) 999-9999), Fax (redacted), Email (redacted), and Carrier Contact (ANTHONY). A red box highlights the form fields. Below the form is a large red arrow pointing down to a 'Submit' button, with 'Order permits' and 'Logout' buttons also visible.

ADOT

FAQ | Logout Help On Map On

Type: ALL Request: N/A Permit: N/A For: AAMARI Login: AAMARITEST Location: INTERNET

Admin Information

This form is used to correct any information listed below and to manage your authorized user accounts. This form will not allow you to create a new profile. If you want to modify your company information change the data and then click the Update button. To submit permits with this account, click the Order Permits button. The Logout button will log you out of the system.

Company Information

USDOT# 10000
Name [redacted]
Address1 125 N CENTRAL
Address2 [redacted]
City PHOENIX
State AZ
Zip 85012
Country USA
Phone (602) 999-9999
Fax [redacted]
Email [redacted]
Carrier Contact ANTHONY

Submit Order permits Logout

The first section titled “Admin Information”, allows you to update your company’s information at anytime. If you need to update any of your information, just fill in the form and click “Submit”.

Next we’ll talk about how to change/update your password... Let’s go!



Login and Manage my EPRO account cont...

The next section on the “My Profile” page is the “Change your Password” section.

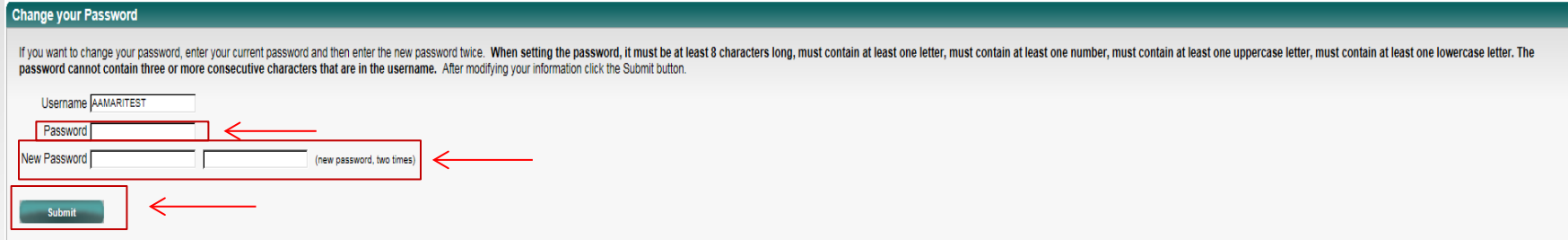
Change your Password

If you want to change your password, enter your current password and then enter the new password twice. When setting the password, it must be at least 8 characters long, must contain at least one letter, must contain at least one number, must contain at least one uppercase letter, must contain at least one lowercase letter. The password cannot contain three or more consecutive characters that are in the username. After modifying your information click the Submit button.

Username

Password

New Password (new password, two times)



Of course this is where you would go if you needed to update/change your password.

To change your password, first you would need to enter your old password in the “Password” box.

Then you need enter a new password twice in the “New Password” boxes and click “Submit”.

Next we’ll talk about how to “Manage Users”. Ready? Let’s Go!



Login and Manage my EPRO account cont...

The final section on the “My Profile” page is the “Manage Users” section.

Manage Users

This form is to be used to manage your authorized user accounts. The current users for your account are listed below. If you want to login as one of your users that you created, click on the Login button. You can Add new users in the Add Users section. You can login into the system to order permits with this account by clicking on the Order Permits button. **When setting the password, it must be at least 8 characters long, must contain at least one letter, must contain at least one number, must contain at least one uppercase letter, must contain at least one lowercase letter. The password cannot contain three or more consecutive characters that are in the username.**

Current Users

No users currently allowed to use the system. Please add at least one user so that you can request permits.

Add New Users

Username

Password

Note: Once you have created an account in EPRO, you are considered to be the “Administrator” for the account. So, you would then have the ability to add multiple users to the account. The option to add additional users is extremely useful for those who may work in an office environment where maybe more than one individual would be issuing permits. You could assign them their own username and password, so they can then issue permits, without having to create a new account in EPRO.

To add a user, just enter their new username and password into the “Username” and “Password” box and click “Update Profile”

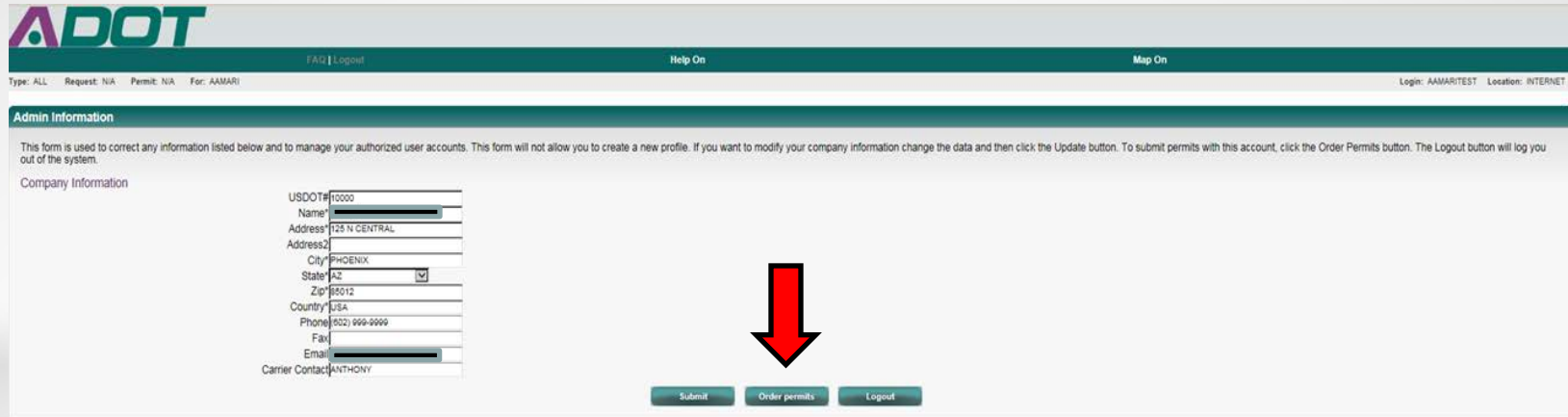
Next we are going to talk about how to order a permit. Here we go!



*Complete and submit an
application*

Complete and submit a permit application

So we know how to get to the EPRO website and we have now created our own account. Now let's apply for a permit. First we need to navigate back to our "Account Information" page.



ADOT

FAQ | Logout Help On Map On

Type: ALL Request: N/A Permit: N/A For: AAMAR Login: AAMAR/TEST Location: INTERNET

Admin Information

This form is used to correct any information listed below and to manage your authorized user accounts. This form will not allow you to create a new profile. If you want to modify your company information change the data and then click the Update button. To submit permits with this account, click the Order Permits button. The Logout button will log you out of the system.

Company Information

USDOT# 0000

Name [REDACTED]

Address1 125 N CENTRAL

Address2 [REDACTED]

City PHOENIX

State AZ ☒

Zip 85012

Country USA

Phone (602) 999-9999

Fax [REDACTED]

Email [REDACTED]

Carrier Contact ANTHONY

Submit Order permits Logout

Ok, this time we are going to click the "Order Permits" button.

This will take us to the "Menu" page. Ready to apply for a permit? Let's Go!



Complete and submit a permit application

Now we are going to take a look at the “Menu” page. This page let’s you select which type of permit you want to apply for. It looks like this.

The screenshot displays the ADOT website interface. At the top, the ADOT logo is on the left, and navigation links (Application | My Vehicles | My Permits | My Reports | My Profile | FAQ | Logout) are in the center. On the right, there are links for Help On and Map On, along with login and location information.

Bulletin

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For more information, please visit our website at www.azdot.gov/enforcement

THANK YOU

Menu

Expand All | Collapse All

Single Trip OS/OW Multi-Trip OS/OW

Registration And Credentials

Copy Existing Application/Permit
Revise Existing Permit
Renew Annual Permit
View Application
Trip Evaluation
Trip Authorization

Training Videos

How to Get a Carrier Login
How to Get a Permit Service Login

So as you can see there are few new options for you on this page, but for now we are just going to focus on selecting which type of permit you want to apply for.

Complete and submit a permit application

So the permit types are broken up into three different folders labeled, “Single Trip OS/OW (Oversize/Overweight)”, “Multi Trip OS/OW (Oversize/Overweight)” and “Registration and Credentials”.

The screenshot shows the ADOT website's permit application portal. At the top is the ADOT logo and a navigation bar with links: Application | My Vehicles | My Permits | My Reports | My Profile | FAQ | Logout. On the right of the navigation bar are links for Help On and Map On, along with user information: Login: AAMARITEST, Location: INTERNET.

The main content area is divided into three sections:

- Bulletin:** Contains several notices, including one about password attempts, another about browser compatibility (Microsoft Edge, Google Chrome, Firefox, Safari vs. Internet Explorer 11), and a third about application status and review timelines. It ends with a link to www.azdot.gov/enforcement and a "THANK YOU" message.
- Menu:** Features a list of application types: Single Trip OS/OW, Multi-Trip OS/OW, and Registration And Credentials. These items are highlighted with red boxes and arrows. Below this is a list of actions: Copy Existing Application/Permit, Revise Existing Permit, Renew Annual Permit, View Application, Trip Evaluation, and Trip Authorization.
- Training Videos:** Lists two videos: "How to Get a Carrier Login" and "How to Get a Permit Service Login".

Red arrows point from the text in the first slide to the corresponding menu items in the screenshot: "Single Trip OS/OW", "Multi Trip OS/OW", and "Registration and Credentials".

In the next few slides, we'll show you how easy it is to select a permit type, fill out the application, how to pay for your permit and submit your application.

Complete and submit a permit application

Ok, now let's go through the application process step-by-step.

First we need to select the permit we want to apply for. So let's go back to the "Menu" page.

For this example, we are going to select a "Single Trip OS Class A" permit.

The screenshot displays the ADOT EPRO application interface. At the top, the ADOT logo is on the left, and navigation links (Application | My Vehicles | My Permits | My Reports | My Profile | FAQ | Logout) are in the center. On the right, there are links for Help On, Map On, and user information (Login: AMARITEST, Location: INTERNET).

The interface is divided into two main sections: Bulletin and Menu.

Bulletin: Contains several notices. The first notice is about password attempts and EPRO access. The second notice mentions browser compatibility, specifically highlighting Internet Explorer 11. The third notice provides instructions on how to check the status of an application, warning not to click 'OPEN' from the My Permits page. The fourth notice explains the 'Ready to Issue' status. The fifth notice mentions requirements for vehicles registered outside of AZ. At the bottom of the bulletin, there is a link for more information and a 'THANK YOU' message.

Menu: Features a tree view on the left and a list of actions on the right. The tree view includes categories like 'Single Trip OS/OW', 'Registration And Credentials', and 'Copy Existing Application/Permit'. A red box highlights 'Single Trip OS/OW', and a red arrow points from it to the text 'Single Trip Oversize Class A Permit'. The list of actions includes 'Copy Existing Application/Permit', 'Revise Existing Permit', 'Renew Annual Permit', 'View Application', 'Trip Evaluation', and 'Trip Authorization'.

Note: You may be required to provide a copy of your vehicle registration and/or a copy of your vehicle insurance, in order to process your application. Please have these documents ready just in case. You will learn later in the step-by-step process where to add those documents to your application.

Complete and submit a permit application

Step 1) Check the “Acknowledgement of Permit Conditions” check box. If this box is not checked, you will not be able to continue forward with your application.

Type: Single Trip General OS Class A [Change](#) Request: N/A Permit: N/A

Login: AAMARITEST Location: INTERNET

Step 1 Acknowledgement of Permit Conditions

?

Please read and understand the following statements. Please select the box next to the acknowledgement statement if you agree with the following conditions and will adhere to the conditions in applying for the permit and in making the permitted moves. If you cannot or will not comply with the following statements, you will not be issued a permit.

☒ The applicant confirms the information submitted for permit consideration is correct, complete, and factual. Application for an over dimensional permit is for cargo that cannot be reasonably divided or reduced so that the remaining cargo is within the legal limitations by statute or rule. Reasonably divided shall be as interpreted in the sole discretion of the Arizona Department of Transportation (ADOT). The information furnished on this application will be used by ADOT to prepare and issue permits. All information applicable to a given permit is required and is public information. Failure to complete the application as required will result in denial of permit. ADOT will not be responsible for any damages that are a result of the move. The State of Arizona, ADOT and its departments, agencies, boards, commissions, officers, officials, agents, and employees assume no responsibility for the property of the permit holder. I understand if my route includes routes that are not part of the state highway system, I am required to notify local jurisdiction(s), carry local jurisdiction permits and/or other required documentation.

Complete and submit a permit application

Step 2) Fill in the information for the “Vehicle Configuration” section of the application.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your My Vehicles library, you can select one or more of those vehicles / units from the following lists and select Recall Vehicle Data to fill in the fields with that saved information. This is totally optional and any Recalled vehicles can be modified as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values in the Vehicle Information section and below. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5. For the axle information, the maximum weight that will be loaded on each axle must be entered. The axle spacing is the distance between the two adjacent axles, measured from the center of each axle.

Stored Vehicles/Units [hide](#)

Truck/Combined Options
TRUCK1 [Details](#)

First Trailer
No Stored Trailers [Details](#)

Second Trailer
No Stored Vehicles [Details](#)

[Recall](#) [Create](#) [Reset](#)

Vehicle Information

Vehicle Type* Power Unit w/1 Trailer [v](#)

Power Unit Body Style* Make* Year* Plate Number* License State* Vehicle Identification Number* Unit # USDOT#*

Identification Truck Tractor [v](#) MACK 2008 SDR234 AZ [v](#) ASD23456 f 00000

☐ I am a private individual, not operating in interstate commerce, not transporting 9-15 passengers (including the driver), not being compensated and not hauling hazardous materials.

Apportioned? IFTA License Number

☒ AZ5587766

Trailer Type* Plate Number* License State* Unit #

Identification Semi Trailer [v](#) SSW123 AZ [v](#) f

Load Information

Description* Detailed Description*

Other [v](#)

Overall Vehicle Dimensions

Length* Width* Height* GVW* Front Overhang Rear Overhang

88' 0" 10' 0" 13' 6" 80000 0 0

Axle Information

Number of Axles* 5

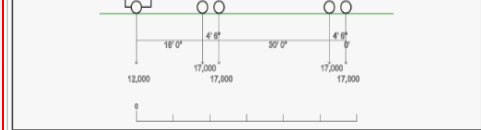
Axle Weight* Axle 1 Axle 2 Axle 3 Axle 4 Axle 5

12000 17000 17000 17000 17000

Axle Spacing* Axle 1 Axle 2 Axle 3 Axle 4 Axle 5

18' 0" 4' 6" 30' 0" 4' 6" 0

Truck Display [hide](#)



Vehicle Information

Load Information

Overall Vehicle Dimensions

Complete and submit a permit application

Step 3) Review the “Travel Dates” sections of the application.

The screenshot shows the 'Step 3 Travel Dates' section of a permit application. It includes four input fields: 'Effective Date*' (12/18/2017), 'Expiration Date*' (12/22/2017), 'Effective Time*' (1:23 PM), and 'Expiration Time*' (1:23 PM). A calendar for December 2017 is displayed, with the 18th and 22nd highlighted. A red box highlights the 'Effective Date*' field, and a red arrow points from it to the calendar. A red box also highlights the calendar itself. The text 'Please enter the day on which the permit should start. You can also pick the effective date by selecting a date from the calendar.' is visible. A note on the right states: 'Expiration date is automatically computed for you, taking into account the number of days this type of permit is valid, as well as considering whether travel is valid on Saturday, Sunday, and / or holidays. Note: All Times are in Arizona Time'.

It's here where you will review the start date, start time, end date and end time of your permit.

Note: The system will automatically populate this information for you, depending on the type of permit you select. However, if you have a trip that you know will be starting at a later date, you can choose to change your effective date, but it cannot be more than 7 days from the current date.


To change the start date of your permit, click inside the “Effective Date” box to open the calendar picker option. Then select your new start date. Remember, you can only select up to 7 days from the current date.


Complete and submit a permit application

Step 4) Complete the “Route Information” section of the application.

Step 4 Route Information ?

Please select the origin and destination for your trip from the dropdown. This will populate the origin and destination textboxes. These are intended to be the general origin and destination locations (e.g. a state border or town).

Origin [No Current Selection] 

Destination [No Current Selection] 

Origin*

Destination*

☐ Include Return Trip

Direction* Inbound ☒

Select the “Origin” and “Destination” of your trip from the drop down boxes.

Step 5) Complete the “Permit Attachments” section of the application (if necessary)

Step 5 Permit Attachments ?

Click the “show” link to display a table for managing uploading attachments related to this trip request.

[Attachments](#) show

 Add New Attachment 

Edit	Attachment	AttachedDate	AttachedBy	Comments
No records to display.				

 0 items in 1 pages

This section of the application allows you to upload any required documents such as a vehicle registration, vehicle insurance etc. These documents may be necessary in order to process your permit application.

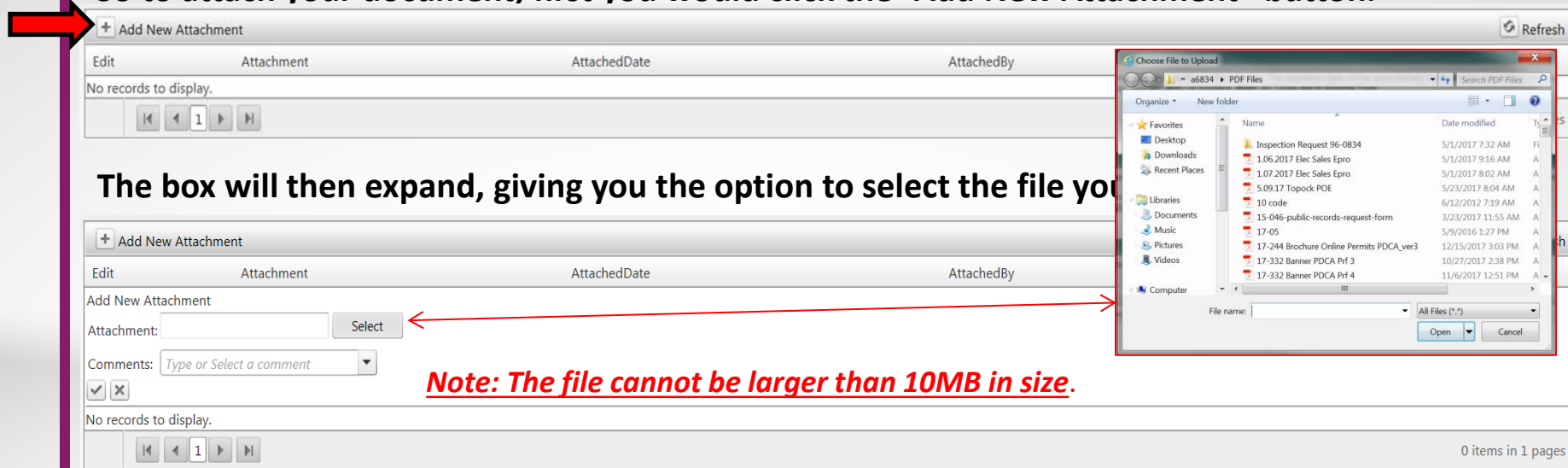
Step 5 continues on the next slide



Complete and submit a permit application

Step 5 continued – To attach a document to your application, you must first have a scanned copy of your document saved onto your computer as a file. This scan is usually saved as a PDF file.

So to attach your document, first you would click the “Add New Attachment” button.



The screenshot shows the application interface with the 'Add New Attachment' button highlighted by a red arrow. Below the button, the 'Attachment' table is visible, showing columns for 'Edit', 'Attachment', 'AttachedDate', and 'AttachedBy'. The table is currently empty, displaying 'No records to display.' and pagination controls.

The 'Add New Attachment' section includes a text input for 'Attachment:', a 'Select' button, a 'Comments:' dropdown menu, and a checkbox. A red arrow points from the 'Select' button to a file selection dialog window titled 'Choose File to Upload'. The dialog shows a list of files in the 'PDF Files' folder, including 'Inspection Request 96-0834', '1.06.2017 Elec Sales Epro', '1.07.2017 Elec Sales Epro', '5.09.17 Topock POE', '10 code', '15-046-public-records-request-form', '17-05', '17-244 Brochure Online Permits PDCA_ver3', '17-332 Banner PDCA Prf 3', and '17-332 Banner PDCA Prf 4'. The 'File name:' field is empty, and the 'All Files (*.*)' file type is selected. The 'Open' button is highlighted.

Note: The file cannot be larger than 10MB in size.

Next you would then click the “Select” button to add your file.

A separate window should then open up to let you select the file from your computer. Select the file and click open.

Step 5 continues on the next slide



ADOT

Complete and submit a permit application

Step 5 continued – Once you select your file, the attachment is added. If successful you should see a green dot next to the word “Attachment” and the name of the file you added. This means your document is ready to be uploaded.



+ Add New Attachment Refresh

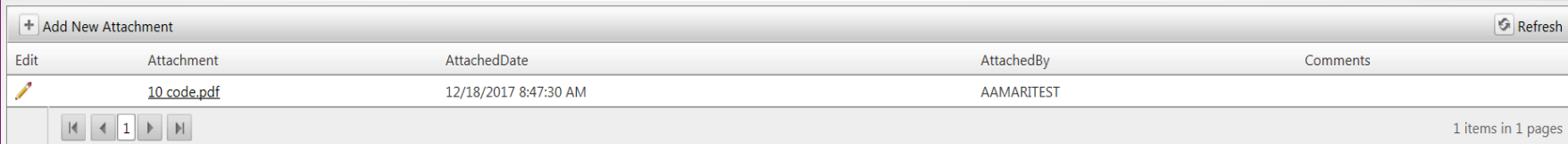
Edit	Attachment	AttachedDate	AttachedBy	Comments
Add New Attachment	Attachment: 10 code.pdf Remove			Comments: <input type="text" value="Type or Select a comment"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>			

No records to display.

0 items in 1 pages

After your file has been added, you need to then click the checkmark box located under the word “Comments”.

The system will then upload your document to your application. If the file was uploaded successfully, you will see the following screen.



+ Add New Attachment Refresh

Edit	Attachment	AttachedDate	AttachedBy	Comments
	10 code.pdf	12/18/2017 8:47:30 AM	AAMARITEST	

1 items in 1 pages

Now let's move on to Step 6!



ADOT

Complete and submit a permit application

Step 6) Application Review. Before you move forward with your application, the system gives you three options.

Step 6 Application Review

Select the Next button if you want the information you have entered reviewed to determine if the information is valid so far. If the information is valid to this point, the system will continue by asking how you want to pay for the permit and how you want to receive it. If you do not want this application reviewed, select the Cancel button. Select the Reset button to clear this application and begin over.

Next

Reset

Cancel

1. **Next** – If you click the next button, you are completely satisfied with your application and are ready to move forward to the next step.
2. **Reset** – If you click the reset button, the system will completely clear out all the information from your application and you will have to start over from Step 1.
3. **Cancel** – If you click the cancel button, the system will ask you if you want to delete your current application. If you delete your application, the information will not be saved and you will have to start a brand new application.

Note: When you click Next, you may see a message like this.

Cannot Process Request. Please contact Central Permits at (602) 771-2960
Application will be sent to Permit Office for Review. Do you want to continue with the application process?

Continue

Change Application

Don't worry! This just means that your permit application may need further analysis and needs to be reviewed by the permit office. You can click continue to finish the application.

Next we will move on to Step 7. Let's go!



Complete and submit a permit application

Step 7) Trip Selection (MAP). This step requires you to define your trip through the use of an interactive map.

Step 7 Trip Selection - Vehicle: Len=62' 0", Wd=12' 0", H=12' 0", Tr=Len=NONE, GVW=80000, Route Info: Orig=CA STATE LINE, Dest=NM STATE LINE, New Shading Excludes: Edit

- To select the trip for your application, select the routing method in 1. below. Then click the description of each step to perform the action (each step is a hyperlink).
- Your application cannot be submitted for the approval process until you have selected a trip and analyzed it.
- To move around the map, use the zoom control (top left of the map) to zoom in/out, fit the map, and pan. Or use the mouse scroll wheel to zoom and the left button to drag the map.
- You cannot continue with the permit application approval process until you select a trip that has been successfully analyzed. If you are having problems selecting a trip, you can submit your permit application to the permit office for review.
- For routing assistance select the "Help" button located in the lower left corner, or submit your application to the permit office for review by selecting the option located on the left.

1. Select method of routing
(Auto Orig/Dest Routing) [v]
2. Select trip origin
3. Select trip destination
4. Find the trip and analyze it

Analysis Status:
Passed

6. Trip Usage
[x] Use selected trip to request permit
[x] Request office review
(for billing items or questions.)

Optional:
Save trip for future use
Delete a saved trip
Clear the current trip
Display Limitations

Advanced Options

Modify Trip
At the start
In the middle
At the end

Next
Back
Help

Analyze Trip - Analyze the defined trip
[START: ON=10.00 at MAP 0 STATE BORDER OF CALIFORNIA 117 MINIST 143]
[40.00 EXIT 330, LAKE MARY RD, END ON=140 at MP 259.63 STATE BORDER OF NEW
MEXICO]

Current Trip: [MEXICO]

Comments:

For more information on how to use the different routing options, please refer to the video tutorials located on the EPRO home page

ADOT

Application | My Vehicles | My Reports | FAQ

Help On Map On

Bulldwin

IF YOU TRY YOUR PASSWORD TWICE AND YOU FAIL TO GET INTO EPRO, PLEASE CLICK THE SEND US AN EMAIL OR CONTACT A PORT OR OFFICE LINK BELOW THE "SEND US AN EMAIL" SECTION AND A CUSTOMER SERVICE REPRESENTATIVE WILL ASSIST YOU TRYING A PASSWORD THREE TIMES WITH NO SUCCESS WILL LEAVE YOU TEMPORARILY LOCKED OUT OF EPRO.

The new Microsoft Edge browser in Windows 10 has not yet been certified for

Enter your username and password to log into the system.
Not registered? Click here to sign up.

Username
Password
Login

Forgot Your Username or Password?

Training Videos

- How to Get a Carder Login
- How to Get a Permit Service Login
- Understanding the Different Routing Options
- Test Description Routing
- Select Segments Routing
- Automated Origin / Destination Routing

Note: Not all permits require you to complete Step 7.

Let's move on to Step 8!



Complete and submit a permit application

Step 8) Application Confirmation. This section allows you review the entire application.

[illegible]

At the bottom of the screen you will see three options.

Next – Clicking next will take you to the next step.

Back – Clicking back will take you to the previous step.

Change application – Clicking change application will take you back to the application page if you need to edit your application or change permit type.

Let's move on to Step 9!



Complete and submit a permit application

Step 9) Permit Delivery and Payment. This is the final step in the application process.

Step 9 Permit Delivery and Payment ?

Your permit application has been successfully reviewed to this point. Please specify how your permit is to be delivered and how you will pay for it. Complete and verify all other information and then click the Submit button to finalize your request. You will be charged for this permit only after it is issued. If you do not want to submit the application, click Cancel button to cancel the application.

Permit Fee*	\$15.00	
Total Fee*	\$15.00	
Payment Method*	Electronic Payment ▾	Save Credit Card? <input type="checkbox"/>
Delivery Method*	Email ▾	Email Address* TEST@AZDOT.GOV
Temporary Permit #		
Contact		
Contact Phone		
Location*	INTERNET	
Comments	None	

Submit Cancel

Next we need to verify that the delivery information is correct.

1. “Delivery method” will always be set to email as a default.
2. “Email address” must be accurate in order to properly receive your permit.
3. “Comments” box is there for you to add any additional comments to your application or if any special requests need to be made. These comments will be seen by the permit office.

Step 9 continues on the next slide



Complete and submit a permit application

Step 9 continued – Now that you have verified the delivery information is correct, you need to purchase the permit.

Step 9 Permit Delivery and Payment

Your permit application has been successfully reviewed to this point. Please specify how your permit is to be delivered and how you will pay for it. Complete and verify all other information. If you do not want to submit the application, click Cancel button to cancel the application.

Permit Fee* \$15.00
Total Fee* \$15.00
Payment Method* **Electronic Payment** ☐ Save Credit Card?
Delivery Method* Email Email Address* TEST@AZDOT.GOV
Temporary Permit #
Contact
Contact Phone
Location* INTERNET
Comments None

Review Your Order

Total Amount: USD 15.00

Pay With Your Credit Card

Credit Card Number Expiry Date (MMYY) Security Code Present
Cardholder Name

Pay With Your Credit Card

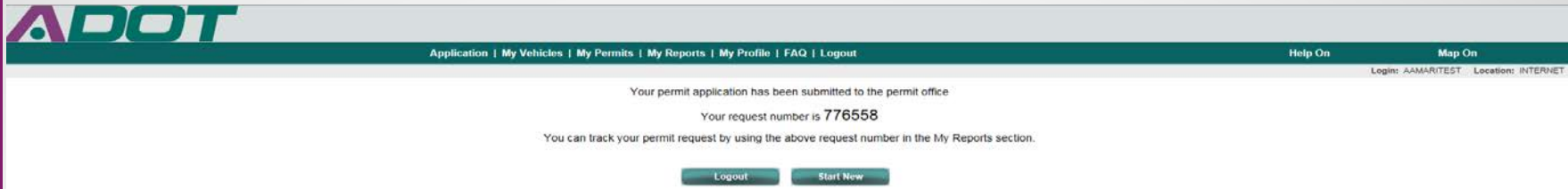
Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.
We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by First Data Corp.

To purchase the permit, first make sure the “Payment method” is set to “Electronic payment”. If you would like to save your credit card information to your account, to pay for future permits, you would need to check the “Save Credit Card?” box before you click submit. Now click the “Submit” button, which will then take you to the payment page to enter your credit card information. Fill in the credit card info and click “Pay With Your Credit Card”. Step 9 continues on the next slide ➡

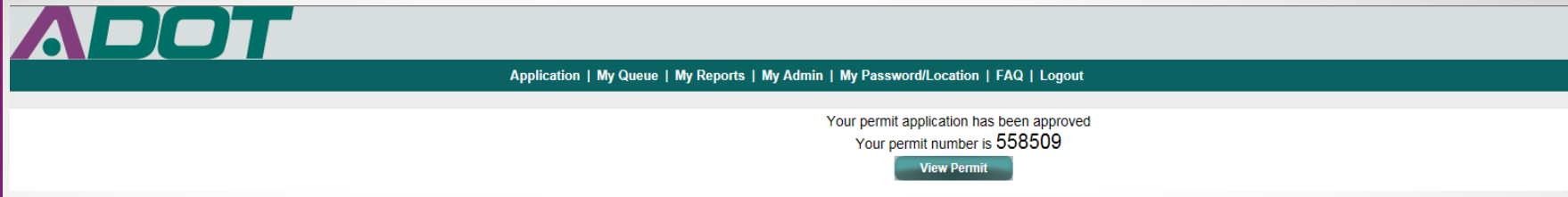
Complete and submit a permit application

Step 9 continued – After you have successfully submitted payment, you should receive a confirmation, which looks like this.

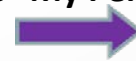


As you can see in this example, we received what is called a “Request Number”. This is not your permit number. A “Request number” is given to you if your permit has been sent to the permit office for review. It is used by the permit office to help track the status of your permit application. Once your application is approved, the permit is sent to you via email.

If your permit does not require further review by the permit office and your payment has been accepted and approved, your permit will be automatically sent to your email. It will be immediately available for you to print. Your confirmation will look like this.



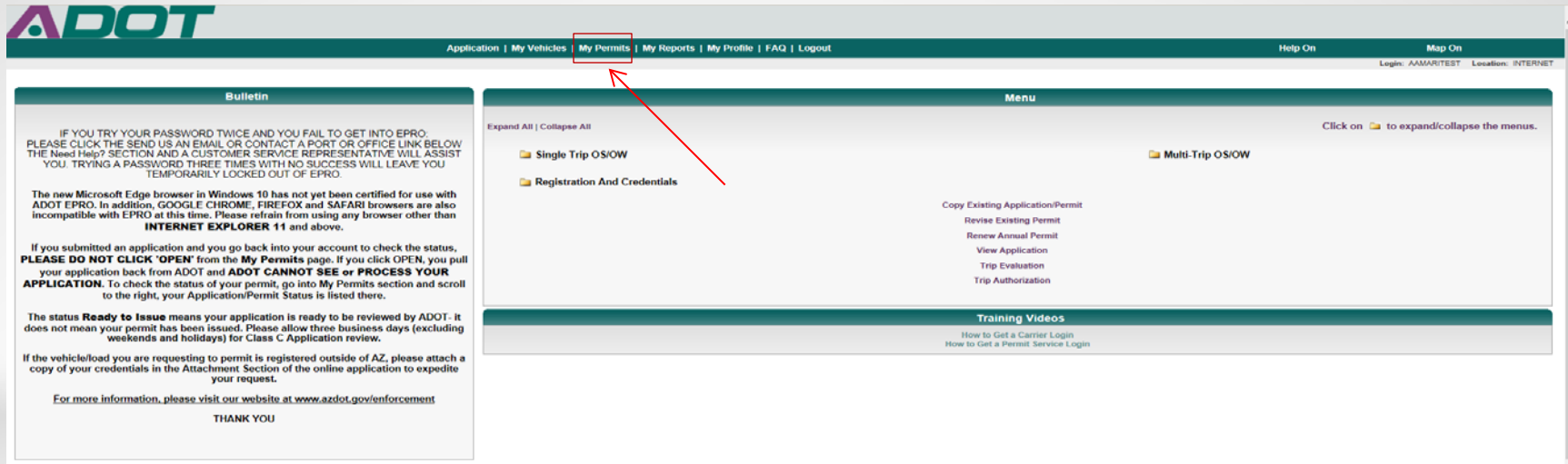
Now that we have submitted our application, let's talk a little about the “My Permits” section.



Manage your permits

Managing your permits

The last thing we are going to talk about is the “My Permits” section of your account. You can find the “My Permits” section on the “Menu” page.



The screenshot displays the ADOT website interface. At the top, the ADOT logo is on the left, and a navigation bar contains links: Application | My Vehicles | **My Permits** | My Reports | My Profile | FAQ | Logout. On the right of the navigation bar are links for Help On and Map On, and a status bar showing Login: AAMARTEST and Location: INTERNET. The main content area is divided into two columns. The left column, titled 'Bulletin', contains several paragraphs of text regarding password issues, browser compatibility (specifically mentioning Internet Explorer 11), and application status instructions. The right column, titled 'Menu', features a red arrow pointing to the 'My Permits' link in the top navigation bar. Below the arrow, the 'Menu' section lists options: Expand All | Collapse All, Single Trip OS/OW, Multi-Trip OS/OW, Registration And Credentials, Copy Existing Application/Permit, Revise Existing Permit, Renew Annual Permit, View Application, Trip Evaluation, and Trip Authorization. At the bottom of the right column is a 'Training Videos' section with links for 'How to Get a Carrier Login' and 'How to Get a Permit Service Login'.

Bulletin

IF YOU TRY YOUR PASSWORD TWICE AND YOU FAIL TO GET INTO EPRO, PLEASE CLICK THE SEND US AN EMAIL OR CONTACT A PORT OR OFFICE LINK BELOW THE Need Help? SECTION AND A CUSTOMER SERVICE REPRESENTATIVE WILL ASSIST YOU. TRYING A PASSWORD THREE TIMES WITH NO SUCCESS WILL LEAVE YOU TEMPORARILY LOCKED OUT OF EPRO.

The new Microsoft Edge browser in Windows 10 has not yet been certified for use with ADOT EPRO. In addition, GOOGLE CHROME, FIREFOX and SAFARI browsers are also incompatible with EPRO at this time. Please refrain from using any browser other than **INTERNET EXPLORER 11** and above.

If you submitted an application and you go back into your account to check the status, **PLEASE DO NOT CLICK 'OPEN'** from the **My Permits** page. If you click OPEN, you pull your application back from ADOT and **ADOT CANNOT SEE or PROCESS YOUR APPLICATION**. To check the status of your permit, go into My Permits section and scroll to the right, your Application/Permit Status is listed there.

The status **Ready to Issue** means your application is ready to be reviewed by ADOT - it does not mean your permit has been issued. Please allow three business days (excluding weekends and holidays) for Class C Application review.

If the vehicle/load you are requesting to permit is registered outside of AZ, please attach a copy of your credentials in the Attachment Section of the online application to expedite your request.

For more information, please visit our website at www.azdot.gov/enforcement

THANK YOU

Menu

Expand All | Collapse All

Single Trip OS/OW

Multi-Trip OS/OW

Registration And Credentials

Copy Existing Application/Permit

Revise Existing Permit

Renew Annual Permit

View Application

Trip Evaluation

Trip Authorization

Training Videos

How to Get a Carrier Login

How to Get a Permit Service Login

The “My Permits” section is used to track and manage all your permits and permit activity.



Issued

Pending
Issued
Pending and Issued
Recent

Recent														
	Trip Request ID	Permit Number	Issuing Location	Permit Type	Start Date	End Date	Truck License	Application/Permit Status	Comments	Date of Issuance	VIN	USDOT	Truck License State	
				ALL				ALL						
Search			Clear Filter			Cancel								
Copy	778484	558504	CENTRAL PERMITS - GOODYEAR	30 Day Envelope OS/OV	12/11/2017	01/09/2018	2629294	Permit Issued	NONE	12/11/2017	282834774812892	10000	AZ	Revise
Copy	778476	558502	CENTRAL PERMITS - GOODYEAR	Annual Envelope OS	12/20/2016	12/19/2017	AZ12345	Permit Issued	NONE	12/11/2017	AWSD234567	10000	AZ	Revise
Copy	776381	558456	TUBA CITY ENF	Single Trip Registration/Use Fuel/Motor Carrier	10/23/2017	10/27/2017	SDR234	Permit Issued	NONE	10/23/2017	ASD23456	10000	AZ	Revise
Copy	776378	558454	TUBA CITY ENF	30 Day General OS/OV Class A	10/23/2017	11/21/2017	SDR234	Permit Issued	NONE	10/23/2017	ASD23456	10000	AZ	Revise
Copy	776375	558452	TUBA CITY ENF	Single Trip General OS Class A	10/23/2017	10/27/2017	SDR234	Permit Issued	NONE	10/23/2017	ASD23456	10000	AZ	Revise
Copy	776352	558431	EHRENBERG POE	Annual Cranes (Class D)	11/11/2017	11/10/2018	SDR234	Permit Issued	NONE	10/12/2017	ASD23456	10000	AZ	Revise
Copy	776350	558430	EHRENBERG POE	Annual Cranes (Class D)	10/09/2016	11/10/2017	SDR234	Permit Issued	NONE	10/12/2017	ASD23456	10000	AZ	Revise

As you can see, all of our permits and permit activity is available for us to review. You will be able to see the history of all the permits you have applied for and what the status is of each permit or application. You can select a different view option of all your permit activity by making your selection in the drop down box. Of course each view organizes your permits differently.



Managing your permits cont..

Not only can you view your permit history in the “My Permits” section, but you can also print an issued permit, revise an existing application and remove an application. Let’s take a look.



Application | My Vehicles | My Permits | My Reports | My Profile | FAQ | Logout

Help On

Map On

Login: AAMARITEST Location: INTERNET

Below is a table listing all the issued and pending permit applications. You can search for trips by entering data into the column text entry boxes and clicking SEARCH. You can select a specific RequestID to open the request. You can select a specific PermitID in order to view that specific permit. You can select the Copy link to make a copy of the request. You can select the Remove link to remove the request. Double click on the status to get a detailed report about the status.

Trip requests with ***** have comments which can be viewed by scrolling right.

Select to view either permits that are still pending, permits that are issued, or all the permits that are pending or issued. Then click the SEARCH button. Note: All Times are in Arizona Time

Pending and issued ▼

1-20 of 33 Next | Last

	Trip Request ID	Permit Number	Issuing Location	Permit Type	Start Date	End Date	Truck License	Application/Permit Status	Comments	Date of Issuance	VIN	USDOT	Truck License State	
				ALL				ALL						
				Search				Clear Filter						
								Cancel						
Copy	Open	778558	INTERNET	Single Trip General OS Class A	12/18/2017	12/22/2017	SDR234	Credential/Safety Soft Stop	NONE		ASD23456	10000	AZ	Remove
Copy		778484	558504	CENTRAL PERMITS - GOODYEAR	30 Day Envelope OS/OW	12/11/2017	01/09/2018	2029294	Permit Issued	NONE	282834774812862	10000	AZ	Revise
Copy	Open	778478	INTERNET	Annual Envelope OS	12/20/2017	12/19/2018	AZ12345	Ready to Issue	NONE		AIWSE234567	10000	AZ	Remove
Copy		778476	558502	CENTRAL PERMITS - GOODYEAR	Annual Envelope OS	12/20/2018	12/19/2017	AZ12345	Permit Issued	NONE	AIWSE234567	10000	AZ	Revise
Copy		778381	558456	TUBA CITY ENF	Single Trip Registration/Use Fuel/Motor Carrier	10/23/2017	10/27/2017	SDR234	Permit Issued	NONE	ASD23456	10000	AZ	Revise
Copy		778378	558454	TUBA CITY ENF	30 Day General OS/OW Class A	10/23/2017	11/21/2017	SDR234	Permit Issued	NONE	ASD23456	10000	AZ	Revise

If you need to print an issued permit, you can click on the permit number, as long as it is highlighted green.

If you need to revise an existing application, you can click the “Revise” option.

If you need to remove an existing application, you can click the “Remove” option.

Note: When you choose to “Revise” or “Remove” a permit application that is pending, you will pull your application away from the permit office and they will be unable to process your permit.



Managing your permits cont..

If you want to view the status of your application, you can check the “Application Permit” status here.



Application | My Vehicles | My Permits | My Reports | My Profile | FAQ | Logout

Help On

Map On

Login: AAMARITEST Location: INTERNET

Below is a table listing all the issued and pending permit applications. You can search for trips by entering data into the column text entry boxes and clicking SEARCH. You can select a specific RequestID to open the request. You can select a specific PermitID in order to view that specific permit. You can select the Copy link to make a copy of the request. You can select the Remove link to remove the request. Double click on the status to get a detailed report about the status.

Trip requests with ***** have comments which can be viewed by scrolling right.

Select to view either permits that are still pending, permits that are issued, or all the permits that are pending or issued. Then click the SEARCH button. **Note:** All Times are in Arizona Time

Pending and Issued ▾

1-20 of 33 Next | Last

		Trip Request ID	Permit Number	Issuing Location	Permit Type	Start Date	End Date	Truck License	Application/Permit Status	Comments	Date of Issuance	VIN	USDOT	Truck License State		
					ALL				ALL							
		Search		Clear Filter		Cancel										
Copy	Open	776568		INTERNET	Single Trip General OS Class A	12/18/2017	12/22/2017	SDR234	Credential/Safety Soft Stop	NONE			ASD23456	10000	AZ	Remove
Copy		776484	558504	CENTRAL PERMITS - GOODYEAR	30 Day Envelope OS/OW	12/11/2017	01/09/2018	2629264	Permit Issued	NONE	12/11/2017		282834774812862	10000	AZ	Revise
Copy	Open	776478		INTERNET	Annual Envelope OS	12/20/2017	12/19/2018	AZ12345	Ready to Issue	NONE			AWSD234567	10000	AZ	Remove
Copy		776476	558502	CENTRAL PERMITS - GOODYEAR	Annual Envelope OS	12/20/2018	12/19/2017	AZ12345	Permit Issued	NONE	12/11/2017		AWSD234567	10000	AZ	Revise
Copy		776381	558456	TUBA CITY ENF	Single Trip Registration/Use Fuel/Motor Carrier	10/23/2017	10/27/2017	SDR234	Permit Issued	NONE	10/23/2017		ASD23456	10000	AZ	Revise
Copy		776378	558454	TUBA CITY ENF	30 Day General OS/OW Class A	10/23/2017	11/21/2017	SDR234	Permit Issued	NONE	10/23/2017		ASD23456	10000	AZ	Revise

Note: “Ready to Issue” means that your permit is being reviewed by the permit office.

DO NOT click “Open”. This will pull your application away from the permit office and your application may not get processed in a timely manner or may even become lost. When the status says “Permit Issued”, that means your application has been approved and your permit is ready for you to open.



Questions?



*For more information, visit our website @ www.azdot.gov/enforcement or
you can contact the permit office at (602) 771-2960*