
TEXAS PERMITTING AND ROUTING OPTIMIZATION SYSTEM ONLINE CUSTOMER INTERFACE

User Guide

This User Guide describes the operational procedures for TxPROS and the screens encountered by users during those procedures. Motor Carriers and Permit Specialists use TxPROS to generate permits and legal, safe routes for oversize/overweight vehicles and loads on Texas roadways.

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WHAT'S NEW?

This document represents version 4.0 dated 5.12.2021.

This document (version 4.0) was updated in April 2021 to reflect the following system updates.

- Conversion to Open Streets Mapping
- Removed Escrow as a Payment Type
- Added HUB Estimator functionality
- Added Hubometer functionality

Other minor updates were also made to reflect the current TXPROS functionality.

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CHAPTER 1 WELCOME TO TxPROS ONLINE CUSTOMER INTERFACE

PURPOSE & USERS

The TxPROS Online Customer Interface is used by Motor Carriers and Wire Services to create and maintain their customer accounts and to create permit applications for Oversize/Overweight (OS/OW) vehicles traveling within the State of Texas. This interface provides access to safe and legal routes based on the vehicle and load dimensions and weight for such travel.

ONLINE PERMITTING & ROUTING

This web application gives Customer Users access to the customer account, permit ordering, routing, mapping, and customer reporting capabilities of the TxPROS system. It additionally allows for permit submittal for those routes needing assistance or further review by TxDMV.

ONLINE PERMITTING & ROUTING AND THE TxPROS SYSTEM

This web application allows Customer Users to access their customer data within the TxPROS system. Using the routing engine and the mapping engine, this application provides route generation and route display for permits ordered through the TxPROS system. Permits and customer data are accessed from the TxPROS database.

CREATING AN ACCOUNT

New users of TxPROS can create their company account on the **Log In** screen.

Note: This application will require pop-ups. Follow the browser instructions for allowing or blocking pop-ups.

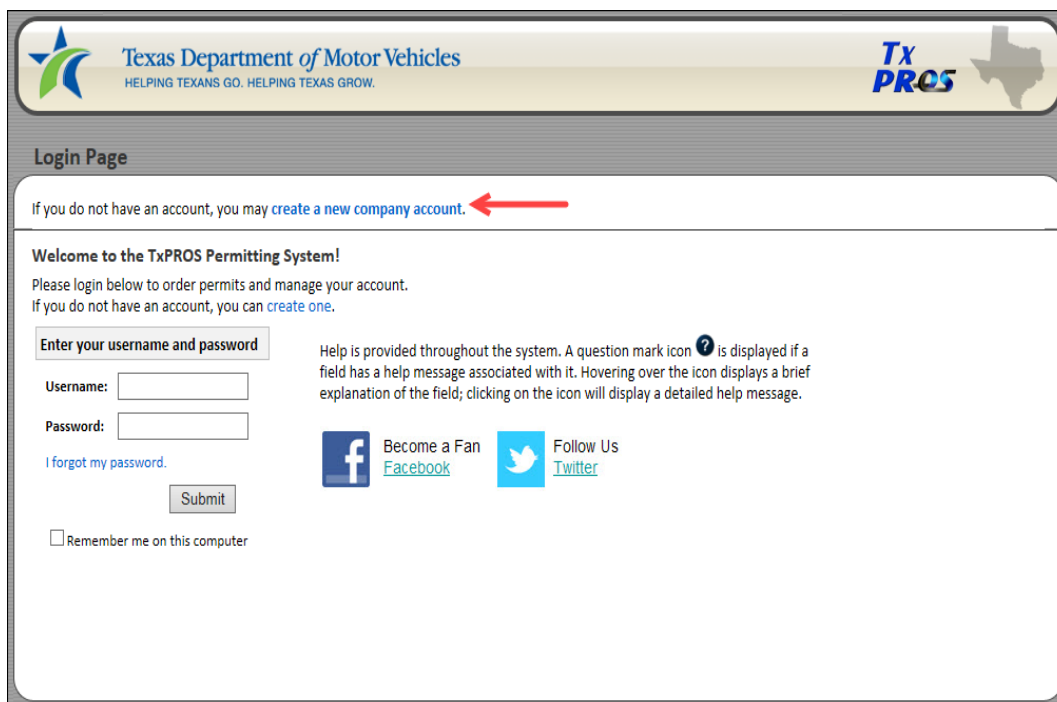
TO CREATE A NEW ACCOUNT

1. Click the link for TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage <http://www.txdmv.gov/motor-carriers> . Click the **TxPROS** icon.



This application can also be accessed directly from the link <https://txpros.txdmv.gov>.

2. Click the **create a new company account** link at the top of the page.



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TxPROS

Login Page

If you do not have an account, you may [create a new company account](#).

Welcome to the TxPROS Permitting System!
Please login below to order permits and manage your account.
If you do not have an account, you can [create one](#).


Enter your username and password

Username:

Password:

[I forgot my password.](#)

Remember me on this computer

Help is provided throughout the system. A question mark icon  is displayed if a field has a help message associated with it. Hovering over the icon displays a brief explanation of the field; clicking on the icon will display a detailed help message.

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*The **New Company Account Page** will be displayed.*

3. Fill in as many of the fields as possible. Those fields marked with an asterisk (*) must have a value entered.

Chapter 1 Welcome to TxPROS Online Customer Interface

- a. The **Permit Delivery Method** is how permits will be delivered when ordered. This will be the default delivery method. During the Order Permits process the delivery method can be changed for any permit.
- b. If the company's mailing address is the same as the physical address, click the **Same as physical** link next to the **Mailing Address** heading to pre-populate the fields.
- c. Make note of the username and password.

New Company Account Page

To create a new account, fill out the form below and click the Submit button. Required fields are marked with an *.

Name and Contact	Physical Address	Login Information
Company Name*: <input type="text"/>	Address 1*: <input type="text"/>	First Name*: <input type="text"/>
Company DBA: <input type="text"/>	Address 2: <input type="text"/>	Last Name*: <input type="text"/>
Phone*: <input type="text"/>	City*: <input type="text"/>	Username*: <input type="text"/>
Fax: <input type="text"/>	State*: <input type="text" value="--Select"/>	Password*: <input type="text"/>
Email*: <input type="text"/>	Zip Code*: <input type="text"/>	Confirm Password*: <input type="text"/>
Emergency Contact First Name*: <input type="text"/>	Mailing Address Same as physical	Email*: <input type="text"/>
Emergency Contact Last Name*: <input type="text"/>	Address 1*: <input type="text"/>	Phone*: <input type="text"/>
Emergency Contact Phone*: <input type="text"/>	Address 2: <input type="text"/>	
Permit Delivery Method*: <input type="text" value="Select..."/>	City*: <input type="text"/>	
	State*: <input type="text" value="--Select"/>	
	Zip Code: <input type="text"/>	

Submit

4. Once finished, click the **Submit** button to save the information to TxPROS. If the account set up is successful, the user will be notified as seen below.


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TxPROS

New Company Account Page

To create a new account, fill out the form below and click the Submit button. Required fields are marked with an *.

Signup Complete!
Your new account has been created. The account number is 261168.

5. Click the **Home** button to return to the **Customer Dashboard** .

Note: Once the user has created their Customer account, they must contact MCD to have their account set up as Exempt or as a Wire Service.

NAVIGATING TxPROS

There are several useful tools to help the user navigate TxPROS. These tools are located throughout the application so that the user can access them from all applicable pages. The buttons available are dependent on the page the user is on in TxPROS.

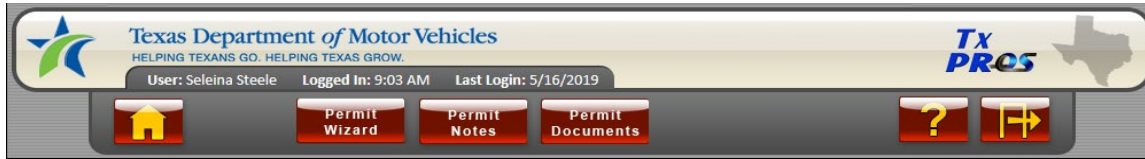


FIGURE 4: TXPROS NAVIGATION BAR

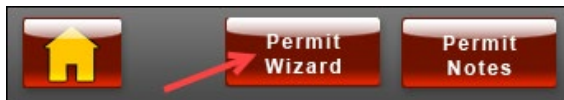
HOME PAGE

Click the **Home** button to navigate to the Home page or **Customer Dashboard**. Once permit creation begins, the **Home** button is not available. This is to prevent multiple screens being open at the same time.



PERMIT WIZARD

When creating a new permit, click the **Permit Wizard** button to initiate the *Permit Wizard*. The *Permit Wizard* poses a series of questions to help determine the permit that best fits the user's needs for the load they are carrying. The text and images for the *Permit Wizard* are populated by MCD.



PERMIT NOTES

Click the **Permit Notes** button to add or read any notes for a permit application. Customers and MCD can add and view notes for the permit application. When a TxDMV User adds a note they can additionally email or fax the note. If there is a previously added note, there will be an envelope on the **Permit Notes** button letting the user know there is a note waiting.

Note: The **Permit Notes** button is available once the user begins creating a new permit and progresses through several screens.



PERMIT DOCUMENTS

Click the **Permit Documents** button to add or review any documents for this permit application. Customers and MCD can add or view documents. To add a document it must already be saved to the computer. The user can browse their computer files to locate the document, select it, and then upload it to TxPROS. Select a Document Type from the dropdown list to better identify the type of document being added such as an Insurance Certificate, Bill of Lading, Loading Diagram, etc. The user can also add a note to give any explanation needed for the document. If there is a document added, there will be a document icon on the **Permit Documents** button letting the user know there is a document uploaded.

Note: The **Permit Documents** button is available once the user begins creating a new permit and progresses through several screens.



PAGE HELP



LOG OUT

Click the **Log Out** button to log out of TxPROS.



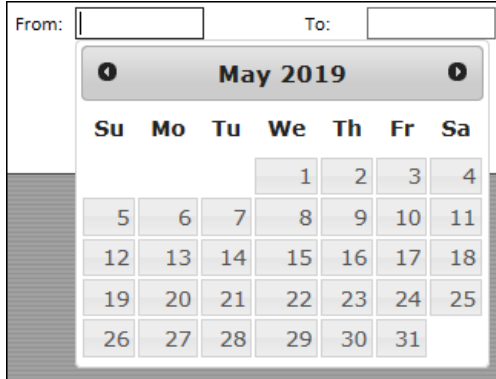
SECTION HELP



Chapter 1 Welcome to TxPROS Online Customer Interface

CALENDAR SELECTIONS

Throughout TxPROS, clicking in a **From** or **To** box for a date selection will result in a calendar display. To select the date the user would like to use, they must click the appropriate date on the calendar. In most cases, such as in **Reports**, the user cannot type in the date.



BACK



NEXT

Click the **Next** button to proceed to the next screen of the current process.



SAVE AND EXIT

Click the **Save and Exit** button to save changes and exit the current process.



CANCEL

Click the **Cancel** button to cancel the current process without saving.



RADIO BUTTONS

Radio buttons are used throughout TxPROS. A radio button, or option button, is a type of graphical user interface element that allows the user to choose only one of a predefined set of options. Only one radio button can be chosen for each selection.



EXPAND/COLLAPSE

On the **Enter a Route** screen the user can expand and collapse the **Enter Loaded Route Panel** to show or hide the routing points. To edit route, expand the panel to change any of the routing points. The **Expand/Collapse** feature is available wherever **Expand/Collapse** Chevrons are displayed throughout the system.

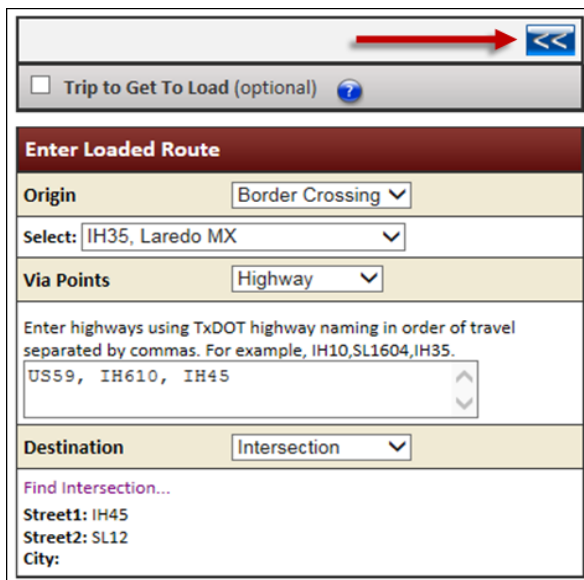
A screenshot of a web form titled "Enter Loaded Route". At the top right of the form, there is a blue double-left chevron icon. A red arrow points to this icon. Below the icon is a checkbox labeled "Trip to Get To Load (optional)". The form contains several sections: "Origin" with a dropdown menu set to "Border Crossing"; "Select:" with a dropdown menu set to "IH35, Laredo MX"; "Via Points" with a dropdown menu set to "Highway"; a text input field containing "US59, IH610, IH45" with a note "Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35."; "Destination" with a dropdown menu set to "Intersection"; and a section for "Find Intersection..." with fields for "Street1: IH45", "Street2: SL12", and "City:".

FIGURE 5: COLLAPSE BOX TO HIDE



FIGURE 6: EXPAND TO EDIT

Chapter 1 Welcome to TxPROS Online Customer Interface

PERMIT ID

Once a permit application proceeds past selecting a type of permit needed, the screens that follow will display the company name and Permit ID number as a reference for the user to identify the company and Permit ID that is being worked. There will additionally be a **Route Inspection ID** number if the application is associated to a **Route Inspection**.

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Use the form below to fill in truck and load information.

Permit ID: 1870473

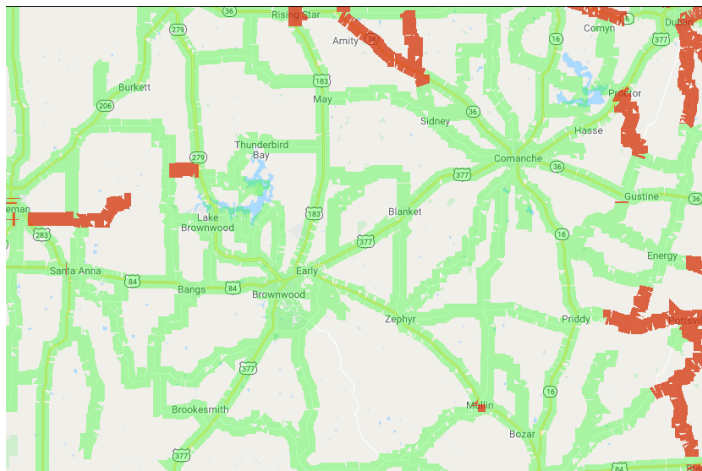
Route Inspection ID: 2183

Note: Throughout the permit application, when the company name appears in blue, the company name is a hyperlink to access the **Company Information** screen.

TRAVEL ON STATE MAINTAINED ROADS


Roads approved for OS/OW travel, which are managed by the State of Texas, are called state-maintained roads. In this routing system, all state-maintained roads are highlighted green to aid in selection. The user must be zoomed to a level 8, and must use an Origin/Destination that requires the user to click the map, to view the green highlights. It is recommended that the user be zoomed to a level 14 to select a point on the map.

Note: For additional help, the non-state maintained roads will be displayed in gray.



PERMIT PDF

From **Reports** and/or the link in **Permit Details**, the user can view the Permit PDF. Click the **Permit PDF**

icon , or Permit Number hyperlink, to view a copy of the permit. The Permit PDF can be printed and/or saved.

Note: Once the permit has been issued, the Permit PDF can be printed from the **Customer Dashboard**, until it expires.

I FORGOT MY PASSWORD

On the **Log In** screen, a user can request their password be sent to them if they have forgotten the password. Click the **I forgot my password** link on the **Log In** screen. The user may search for password by username or email address. After entering one of these two fields, click **Send Me My Password**. The user will then receive notice that their password has been emailed to the address on file.

Enter your username and password

Username:

Password:

[I forgot my password.](#)

Remember me on this computer

Lost password retrieval

Username:

Enter your user (login) name

[Press the 'Reset My Password' button to have password reset information to emailed to you](#)

Lost password retrieval

Username:

Enter your user (login) name

An email has been sent to the address on file with instructions on resetting your password.
If the email does not arrive, please contact the permit office for further assistance resetting your password at 1-800-299-1700, option 2.

TXPROS CUSTOMER DASHBOARD

The **Customer Dashboard**, also known as the home page, is the primary screen for beginning new permits and routes within the TxPROS system. It is also where Company User can search permits and store company information including Users, Yards, and Vehicle inventory to assist in permit ordering and reporting.

The **Customer Dashboard** is broken into four main parts.

- **Permits Panel**
- **Messages Panel**
- **Statistics Panel**
- **Administrative Panel**

Permits

Permit No/ID	Type	Submitted	Status	Action
10003481	Fluid Milk Transport	4/30/2021 2:59 PM	Pending cash	Select...
10003480	Fluid Milk Transport	4/30/2021 2:52 PM	Issued cash	Select...
10003452	Fracing Trailer (Annual)		Unfinished	Select...
10003451	Over-Axle (1547)		Unfinished	Select...
10003446	Housemove - General		Unfinished	Select...
10003445	Housemove - General		Unfinished	Select...
10003444	Housemove - General		Unfinished	Select...
10003439	30-day Length	4/29/2021 12:00 PM	Pending cash	Select...
10003438	Fluid Milk Transport	4/29/2021 11:57 AM	Pending cash	Select...
10003437	Envelope - Truck Specific (Annual)	4/29/2021 11:53 AM	Pending cash	Select...
10003435	Ready-Mixed Concrete Truck (Annual)		Unfinished	Select...
10003434	Manufactured Housing		Unfinished	Select...
10003433	Water Well Drilling Machinery & Related Equipment	4/29/2021 11:21 AM	Pending cash	Select...
10003429	Water Well Drilling Machinery & Related Equipment		Unfinished	Select...
10003428	Fluid Milk Transport		Unfinished	Select...
10003421	Ready-Mixed Concrete Truck (Annual)		Unfinished	Select...
10003420	Crane (S/P Mileage)		Unfinished	Select...
10003418	Intermodal Shipping Container Port		Unfinished	Select...
200715001627	General	7/15/2020 2:25 PM	Expired	Select...
210413001615	General	4/13/2021 10:26 AM	Expired	Select...
200605001455	Fracing Trailer (Annual)	6/5/2020 12:41 PM	Issued	Select...
200604001446	30-day Length	6/4/2020 4:15 PM	Expired	Select...
200604001443	Housemove - General	6/4/2020 3:55 PM	Expired	Select...
200604001442	Envelope - Truck Specific (Annual)	6/4/2020 3:47 PM	Issued	Select...
10001439	Envelope - Company Specific (Annual)	6/4/2020 3:03 PM	Issued	Select...

Statistics

- Permits Issued Today: 0
- Permits Self-Issued Today: 0
- Escrow Balance: \$10145.00

Administrative

- Company Data
- Reports
- Bid Route
- Time Period Rte
- Escrow
- Saved Trips
- HUB Estimator
- Hubometer

FIGURE 7: CUSTOMER DASHBOARD

PERMITS PANEL

The **Permits Panel** provides a list of all of the permits, active and expired, for the company. This list of permits can be sorted by each header at the top of each row. It is also the starting point for beginning a new permit application. For a description of each item in the **Permits Panel**, see *Table 1: The Permits Panel* on page 13.

Permit No/ID	Type	Submitted	Status	Action
150831878020	Hubometer (Quarterly)	8/31/2015 11:39 AM	Issued	Select...
150724877642	Hubometer (Quarterly)	7/24/2015 4:32 PM	Expired	Select...
150617877314	General	6/17/2015 3:47 PM	Voided	Select...
150521877196	General	5/21/2015 09:57 AM	Expired	Select...
1877194	Envelope - Company Specific (Annual)	5/20/2015 3:23 PM	Issued	Select...
1877132	General	5/14/2015 09:23 AM	Issued cash	Select...
150513877109	General	5/13/2015 1:15 PM	Expired	Select...
1877099	General		Voided	Select...
140703873178	Hubometer (Quarterly)	7/3/2014 11:12 AM	Expired	Select...
140307870878	30-day Length	3/7/2014 4:53 PM	Voided	Select...
1870864	30-day Length	3/7/2014 09:26 AM	Voided/Pending refund	Select...
130503868111	Envelope - Truck Specific (Annual)	5/3/2013 08:33 AM	Expired	Select...
121214866462	Well Servicing Unit (S/P mileage)	12/14/2012 2:11 PM	Expired	Select...
121128865905	General	11/28/2012 2:58 PM	Expired	Select...
121108865614	Well Servicing Unit (Annual)	11/8/2012 08:13 AM	Expired	Select...
121108865613	Exempt (TxDOT Agency Only)	11/8/2012 08:11 AM	Expired	Select...
121029865356	Well Servicing Unit (S/P mileage)	10/29/2012 1:29 PM	Expired	Select...
121029865319	General	10/29/2012 10:08 AM	Expired	Select...
121029865318	General	10/29/2012 10:08 AM	Expired	Select...
121029865317	General	10/29/2012 10:08 AM	Expired	Select...
121029865316	General	10/29/2012 10:08 AM	Expired	Select...
121029865309	General	10/29/2012 09:12 AM	Expired	Select...
120928864981	General	9/28/2012 08:25 AM	Expired	Select...
120928864980	General	9/28/2012 08:25 AM	Expired	Select...
120928864979	General	9/28/2012 08:25 AM	Expired	Select...

FIGURE 8: THE PERMITS PANEL

Chapter 1 Welcome to TxPROS Online Customer Interface

If the customer has been set up as a Wire Service, the **Permits Panel** will look slightly different. Each company that the Wire Service orders permits for will be presented as a dropdown listing within the panel with each of that company's permits displayed. The user must contact MCD to be set up as a Wire Service.

Note: The Wire Service can only view permits they ordered for the customer. They will not be able to view other permits for that customer. A Wire Service must know the customer number to order permits for a customer.



Permit No/ID	Type	Submitted	Status	Action
1342506	General		Unfinished	Select...

FIGURE 9: PERMITS PANEL FOR A WIRE SERVICE

TABLE 1: THE PERMITS PANEL

Element	Function	
New Permit	Initiates a new permit for the company. See <i>Ordering a Permit</i> on page 63 for more information.	
Show (at the top of the Permits Panel)	Dropdown list that allows the Company User to select different statuses of permits so that they will be displayed in the Permits Panel	
	All	Displays all of the permits for that company
	Unfinished	Displays permits which have been started but not yet submitted to TxDMV
	Pending	Displays all permits which have been submitted to TxDMV but have not yet been approved
	Issued	Displays permits which have been issued by TxDMV and are still active
	Expired	Displays permits which have expired
	Call Back	Displays permits the Permit Office has requested additional information for. The permit is put in call back status for the customer to contact the Permit Office.
Refresh	Allows the Company User to refresh the current list in the Permits Panel	
Search Permits	Enables the Search By function of the panel. When searching for items such as Permit Number, VIN Number, and License Plate, the user does not need the entire number. However, the more the user enters of the number they are looking for, the more refined the results will be.	
	Permit Number	Search for permits that have a specific Permit Number
	Vehicle	Search for permits that have a specific Vehicle
	Permit Type	Search for permits that have a specific Permit Type
	Issue Date	Search for permits that have a specific Issue Date
	Start Date	Search for permits that have a specific Start Date
	VIN Number	Search for permits that have a specific VIN Number
	License Plate	Search for permits that have a specific License Plate number

TABLE 1: THE PERMITS PANEL

Element	Function	
	Customer Reference	Search for permits that have a specific Customer Reference number. This is an optional field that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference.
	Yard	Search for permits that have a specific Yard name
Permit No/ID	Lists the Permit Number for the permit displayed on that row, or the Permit ID for an application that has not been completed, or is waiting on some action. Clicking the Permit Number will allow the Company User to see the PDF of the permit as it was when issued.	
Type	The type of permit listed on that row	
Submitted	Timestamp of when the permit application was submitted to MCD	
Status	The current status of the permit listed on that row	
Action	Various actions that can be applied to the permit listed on that row. For more information on these actions, see <i>page 16</i> . Note: The actions available are determined by the status of the permit.	
	View Permit	View Permit Details of a selected permit. See <i>Table 2: Permit Details</i> on page 16 for more information.
	Copy Permit	Copy the variables of a selected permit into a new permit application.
	Resume Permit	Resume a permit application that has not been completed and has not been submitted to TxDMV.
	Cancel Permit	Cancel a permit before it is approved by TxDMV.
	Edit Permit	Edit the details of a pending permit.
	Queue Position	Display the overall placement of a permit in the TxDMV queue.
Show (At the bottom of the Permits Panel)	Designate how many permits will display on each page in the Permits Panel as seen on <i>Figure 8: The Permits Panel</i> .	

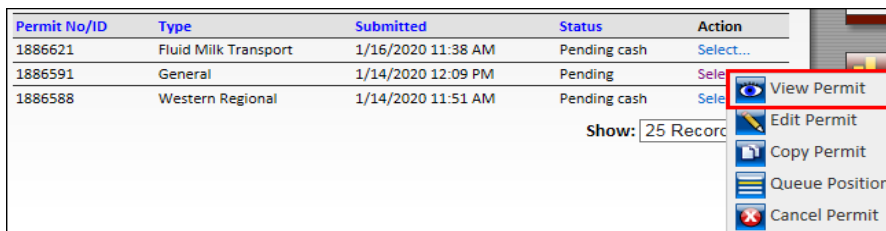
Chapter 1 Welcome to TxPROS Online Customer Interface

Once the Company User has ordered permits or saved a permit application, they will be listed in the **Permits Panel** on the **Customer Dashboard**. From this list of permits there are several actions the Company User can take.

TO VIEW A PERMIT

Permit Details can be viewed if the permit has a status of *Pending* or *Issued* in the **Status** column of the **Permits Panel**.

- The *Pending* status reflects that TxDMV has not yet processed the application into a permit.
 - The *Issued* status reflects that TxDMV has approved the permit application, and a valid permit has been issued.
1. Locate a *Pending* permit application or *Issued* permit in the **Permits Panel**.
 2. In the **Action** column, click the **Select** link then click **View Permit**.

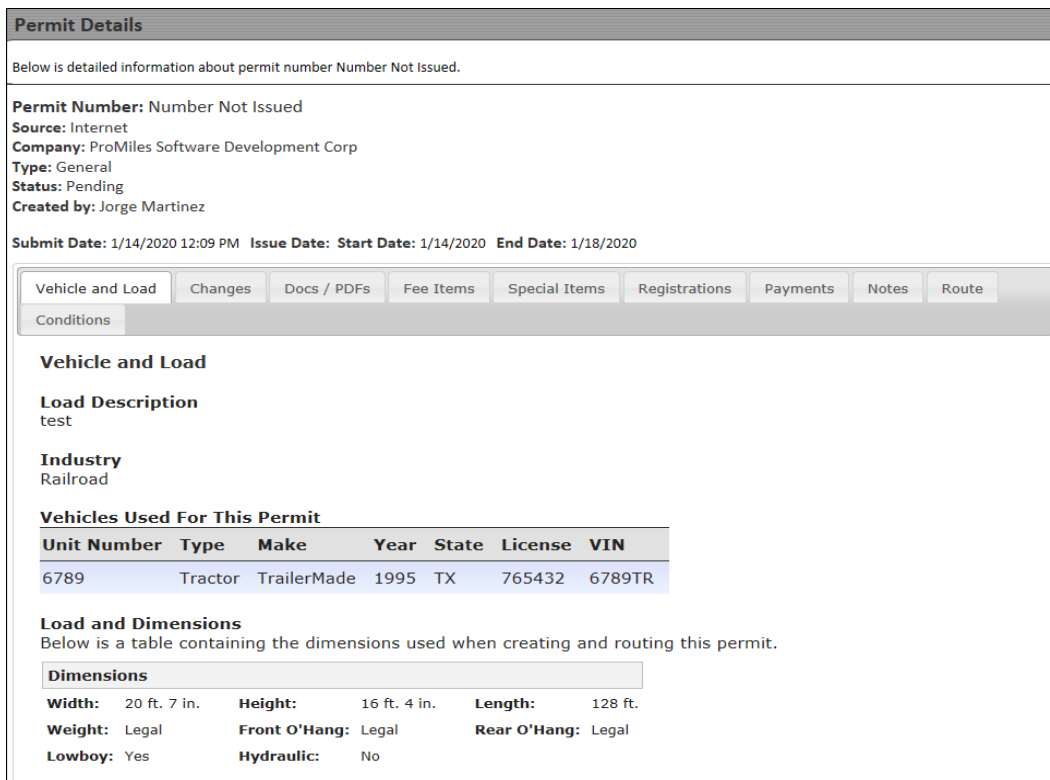


Permit No/ID	Type	Submitted	Status	Action
1886621	Fluid Milk Transport	1/16/2020 11:38 AM	Pending cash	Select...
1886591	General	1/14/2020 12:09 PM	Pending	Select
1886588	Western Regional	1/14/2020 11:51 AM	Pending cash	Select

Show: 25 Records

- View Permit
- Edit Permit
- Copy Permit
- Queue Position
- Cancel Permit

The **Permit Details** screen will be displayed. See Table 2: *Permit Details* on page 16.



Permit Details

Below is detailed information about permit number Number Not Issued.

Permit Number: Number Not Issued
Source: Internet
Company: ProMiles Software Development Corp
Type: General
Status: Pending
Created by: Jorge Martinez

Submit Date: 1/14/2020 12:09 PM **Issue Date:** **Start Date:** 1/14/2020 **End Date:** 1/18/2020

Vehicle and Load | Changes | Docs / PDFs | Fee Items | Special Items | Registrations | Payments | Notes | Route

Conditions

Vehicle and Load

Load Description
test

Industry
Railroad

Vehicles Used For This Permit

Unit Number	Type	Make	Year	State	License	VIN
6789	Tractor Trailer	Made	1995	TX	765432	6789TR

Load and Dimensions

Below is a table containing the dimensions used when creating and routing this permit.

Dimensions			
Width:	20 ft. 7 in.	Height:	16 ft. 4 in.
Length:	128 ft.	Weight:	Legal
Front O'Hang:	Legal	Rear O'Hang:	Legal
Lowboy:	Yes	Hydraulic:	No

FIGURE 10: VIEW PERMIT DETAILS DISPLAY

TABLE 2: PERMIT DETAILS

Element	Content
Details	Permit Number, Source of the application, Company name, Permit Type, Permit Status, who issued the permit, who created the permit, how the permit was delivered and permit dates (submit, issue, start, and end)
Functions	Resend permit via fax or email.
Vehicle and Load	Vehicle and Load description from the permit application
Changes	Audit trail of changes throughout the life of the permit including amends and if a permit was sent to Xerox for printing.
Docs/PDFs	View or add documents for the permit. View the Permit PDF. Email/fax documents for the permit.
Fee Items	Fees associated with the permit
Special Items	Special items for the permit
Registrations	Vehicle and trailer registrations with the permit. Note: This information is no longer collected in TxPROS.
Payments	Payment amount and method of payment for the permit
Notes	View and add notes for the permit.
Route	View, zoom, and print the map or route for the permit. The Route Inspection is available from this tab if there is one associated to the permit.
Conditions	Conditions for the permit

From the **Permit Details** screen the Company User can perform the following actions:

- View all the history for this particular permit or permit application. See *To View a Permit* on page 15.
- Email or fax a copy of the permit. See *To Resend a Permit via Fax or Email* on page 17.
- View and print the actual Permit PDF. See *To Print a Permit* on page 18.

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TO RESEND A PERMIT VIA FAX OR EMAIL

If another copy of a Permit PDF is needed, the Company User can email or fax a copy if the permit has a status of *Issued*. Once the permit has a status of *Expired*, the Permit Office must resend.

1. Locate the *Issued* permit in the **Permits Panel**.
2. In the **Action** column, click the **Select** link then click **View Permit**.

Permit No/ID	Type	Submitted	Status	Action
1878143	General	9/24/2015 10:06 AM	Pending	Select...
150923878142	General	9/23/2015 09:05 AM	Issued	Select...
1878141	General		Unfinished	Select...
1878139	General		Unfinished	Select...

The **Permit Details** screen will be displayed. See Table 2: *Permit Details* on page 16.

3. Determine if the permit will be resent to the original recipient or to a different recipient.





Note: If the Primary Delivery Method was fax or email when the permit was originally ordered, the information does not have to be entered again when resending to the original recipient.



Permit Details

Below is detailed information about permit number 160304879517.

Permit Number: 160304879517
Source: Internet
Company: ProMiles Software Development Corp
Type: Annual Overlength
Status: Issued
Created by: Michael Branch
Delivered by: Web Download
Resend by Fax or Email to:  

Submit Date: 3/4/2016 13:55 PM **Issue Date:** 3/4/2016 13:55 PM **Start Date:** 3/4/2016 **End Date:** 3/3/2017

Vehicle and Load | Changes | Docs / PDFs | Fee Items | Special Items | Registrations | Payments | Notes | Route

Conditions

Vehicle and Load

Load Description
Any Non-Divisible Load

Industry
Portable Buildings

Vehicles Used For This Permit

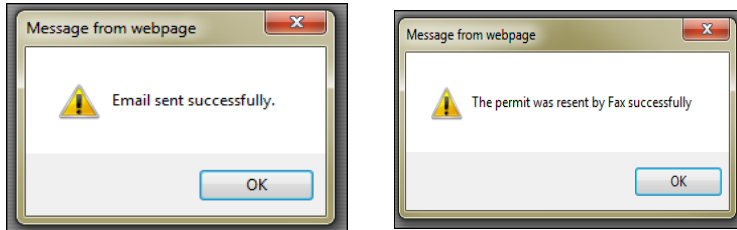
Unit Number	Type	Make	Year	State	License	VIN
1234	Tractor	Volvo	1978	TX	526878	12345

Load and Dimensions
Below is a table containing the dimensions used when creating and routing this permit.

Dimensions					
Width: Legal	Height: 14 ft.	Length: 110 ft.			
Weight: Legal	Front O'Hang: 25 ft.	Rear O'Hang: 30 ft.			
Lowboy: Yes	Hydraulic: No				

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A confirmation message will be displayed to confirm the email and/or fax was sent.



4. Click the **OK** button to return to the **Permit Details** screen.
5. Close the **Permit Details** screen to return to the **Customer Dashboard**.

TO PRINT A PERMIT

1. There are multiple ways to access a Permit PDF for printing:
 - By clicking the **Permit No/ID** hyperlink from the **Customer Dashboard**, or
 - By taking action from the **Customer Dashboard** to **View Permit**.

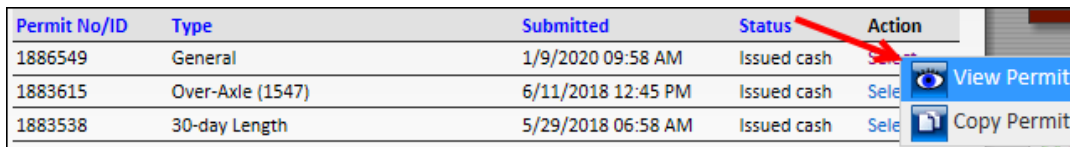
TO PRINT A PERMIT PDF BY CLICKING THE PERMIT NO/ID HYPERLINK

1. Click the **Permit No/ID** hyperlink in the **Permits Panel** on the **Customer Dashboard**. *The Permit PDF will be displayed.* The Permit PDF can be viewed, saved, and/or printed from this screen.

TO PRINT A PERMIT PDF USING THE VIEW PERMIT ACTION

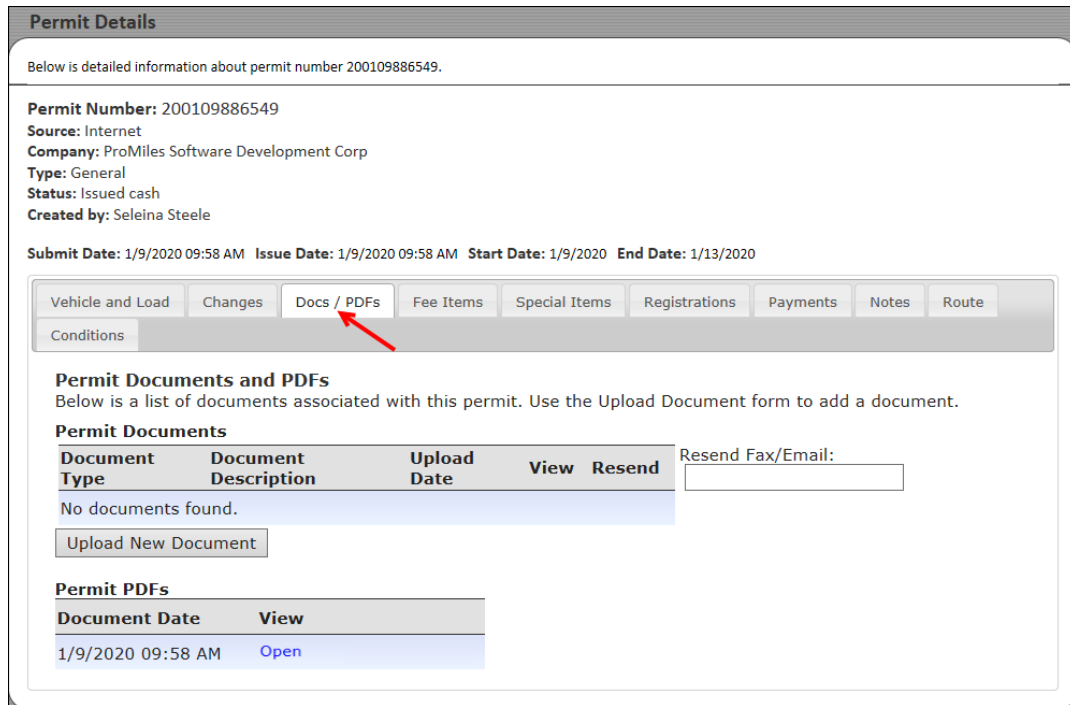
1. Locate the *Issued* permit in the **Permits Panel**.
2. In the **Action** column, click the **Select** link then click **View Permit**.

Permit No/ID	Type	Submitted	Status	Action
1886549	General	1/9/2020 09:58 AM	Issued cash	Select
1883615	Over-Axle (1547)	6/11/2018 12:45 PM	Issued cash	Select
1883538	30-day Length	5/29/2018 06:58 AM	Issued cash	Select



The **Permit Details** screen will be displayed. See *Table 2: Permit Details* on page 16.

3. Open the **Docs/PDFs** tab.



The screenshot shows the 'Permit Details' interface for permit number 200109886549. It includes a navigation bar with tabs: Vehicle and Load, Changes, Docs / PDFs (selected), Fee Items, Special Items, Registrations, Payments, Notes, and Route. Below the navigation bar, there is a section for 'Permit Documents and PDFs' with a table of documents and a 'Permit PDFs' section with a table of PDFs. A red arrow points to the 'Docs / PDFs' tab.

Permit Details

Below is detailed information about permit number 200109886549.

Permit Number: 200109886549
Source: Internet
Company: ProMiles Software Development Corp
Type: General
Status: Issued cash
Created by: Seleina Steele

Submit Date: 1/9/2020 09:58 AM **Issue Date:** 1/9/2020 09:58 AM **Start Date:** 1/9/2020 **End Date:** 1/13/2020

Vehicle and Load | Changes | **Docs / PDFs** | Fee Items | Special Items | Registrations | Payments | Notes | Route

Conditions

Permit Documents and PDFs
Below is a list of documents associated with this permit. Use the Upload Document form to add a document.

Permit Documents

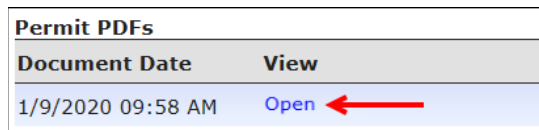
Document Type	Document Description	Upload Date	View	Resend	Resend Fax/Email:
No documents found.					

Upload New Document

Permit PDFs

Document Date	View
1/9/2020 09:58 AM	Open

4. Click the **Open** link in the **Permit PDFs** section, in the **View** column.



The screenshot shows a close-up of the 'Permit PDFs' table. A red arrow points to the 'Open' link in the 'View' column for the document dated 1/9/2020 09:58 AM.

Permit PDFs

Document Date	View
1/9/2020 09:58 AM	Open

5. The PDF document will open in a new Internet browser window. The PDF can be viewed, saved, and/or printed from this screen.
6. Close the additional web browser window to return to the **Permit Details** screen.
7. Close the **Permit Details** screen to return to the **Customer Dashboard**.

To COPY A PERMIT

A permit can be copied to a new permit application if the permit has a status of *Pending*, *Issued*, or *Expired* in the **Status** column of the **Permits Panel**.

- The *Pending* status reflects that TxDMV has not yet processed the application into a permit.
- The *Issued* status reflects that TxDMV has approved the permit application, and a valid permit has been issued.
- The *Expired* status reflects that the TxDMV predetermined duration for a Permit Type has been reached.

1. Locate the *Pending* permit application or the *Issued/Expired* permit in the **Permits Panel**.

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- In the **Action** column, click the **Select** link then click **Copy Permit**.

Permit No/ID	Type	Submitted	Status	Action
1886549	General	1/9/2020 09:58 AM	Issued cash	Select... View Permit
1883615	Over-Axle (1547)	6/11/2018 12:45 PM	Issued cash	Select... Copy Permit
1883538	30-day Length	5/29/2018 06:58 AM	Issued cash	Select...
1883532	30-day Length	5/24/2018 4:45 PM	Issued cash	Select...
1882203	Fluid Milk Transport	11/13/2017 11:35 AM	Issued cash	Select...

A new permit application will open with all of the information filled in from the copied permit.

- Proceed through the permit application verifying and changing any allowed information.
- Complete the permit application process or click the **Save and Exit** button to continue at a later time.

Note: A voided permit cannot be copied.

TO RESUME A PERMIT

A permit can be resumed if the permit has a status of *Unfinished* in the **Status** column of the **Permits Panel**.

- The *Unfinished* status reflects permits that have been started, but have not been submitted to TxDMV, and can be resumed. Users can make any allowed changes to a permit application when it is resumed and can complete the permit application for issuing. Fields that cannot be changed will be locked.

- Locate the *Unfinished* permit application in the **Permits Panel**.
- In the **Action** column, click the **Select** link then click **Resume Permit**.

Permit No/ID	Type	Submitted	Status	Action
1883542	30-day Length		Unfinished	Select... Resume Permit
1883537	30-day Length		Unfinished	Select... Cancel Permit
1878056	General		Unfinished	Select...
1877867	Over-Axle (1547)	5/29/2018 06:58 AM	Issued prior	Select...

The **Order Permit** screen will be displayed as described on page 63.

- Proceed through the permit application verifying and changing any allowed information.
- Complete the permit application process or click the **Save and Exit** button to continue at a later time.

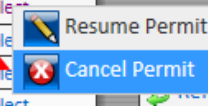
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TO CANCEL A PERMIT

A permit can be canceled if the permit has a status of *Unfinished* or *Pending* in the **Status** column of the **Permits Panel**.

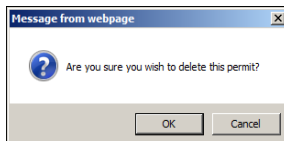
- The *Unfinished* status reflects permits that have been started, but have not been submitted to TxDMV.
 - The *Pending* status reflects that TxDMV has not yet processed the application into a permit.
1. Locate the *Unfinished* or *Pending* permit application in the **Permits Panel**.
 2. In the **Action** column, click the **Select** link then click **Cancel Permit**.

Permit No/ID	Type	Submitted	Status	Action
1883542	30-day Length		Unfinished	Select...
1883537	30-day Length		Unfinished	Select...
1878056	General		Unfinished	Select...
1877867	Over-Axle (1547)	5/29/2018 06:58 AM	Issued prior	Select...



The system will ask the Company User to confirm that they wish to delete this permit.

3. Click the **OK** button to cancel or delete this permit application, or click the **Cancel** button to keep this permit marked as *Unfinished*.



Note: The user can also delete a permit while in the permit application by clicking the **Cancel** button.








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TO EDIT A PERMIT

A permit can only be edited if the permit has a status of *Pending* in the **Status** column of the **Permits Panel**. This is the only status that will allow a Company User to edit a permit.

- The *Pending* status reflects that the permit application resides in a TxDMV queue and that TxDMV has not yet processed the application into a permit.

1. Locate the *Pending* permit application in the **Permits Panel**.
2. In the **Action** column, click the **Select** link then click **Edit Permit**.

Permit No/ID	Type	Submitted	Status	Action
1877868	General	1/10/2020 11:30 AM	Pending	Select...
1886549	General	1/9/2020 09:58 AM	Issued	 View Permit
1883615	Over-Axle (1547)	6/11/2018 12:45 PM	Issued	 Edit Permit
1883538	30-day Length	5/29/2018 06:58 AM	Issued	 Copy Permit
1883532	30-day Length	5/24/2018 4:45 PM	Issued	 Queue Position
1882203	Fluid Milk Transport	11/13/2017 11:35 AM	Issued	 Cancel Permit
1882200	Intermodal Shipping Container Port	11/10/2017 1:17 PM	Issued	
1882199	Fluid Milk Transport	11/10/2017 1:04 PM	Issued	

The **Order Permits** screen will be displayed as described on page 63.

3. Proceed through the permit application verifying and changing any allowed information.

Note: If any truck dimensions are edited, or if any route details are changed, click the **Validate and Run** button to update the route information.

4. Complete the Order Permits process if the changes made now allow the permit to self-issue.
5. Click the **Save and Exit** button to save the changes made and allow the Permit Office to proceed with processing.

MESSAGES PANEL

The **Messages Panel** on the **Customer Dashboard** will display any messages to Company User's particular company from MCD as well as messages or announcements sent to all customers, or to a group of customers, if Company User's company is included in that group. Check this panel for messages regarding updates to the system and scheduled downtime as well as helpful hints and functionality changes.

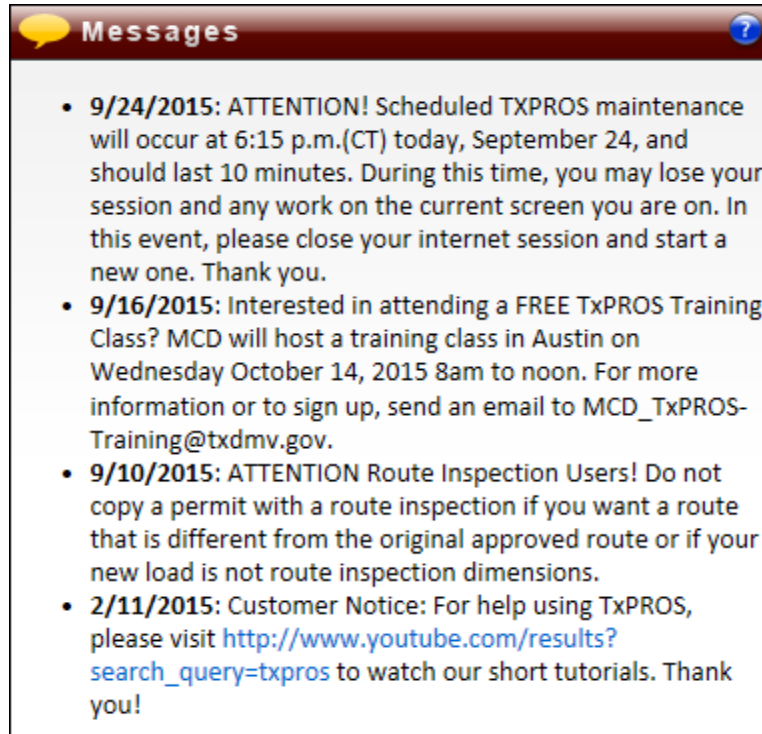


FIGURE 11: MESSAGES PANEL

STATISTICS PANEL

The **Statistics Panel** will display basic information about the company's Escrow, 0 permits and Route Inspections.

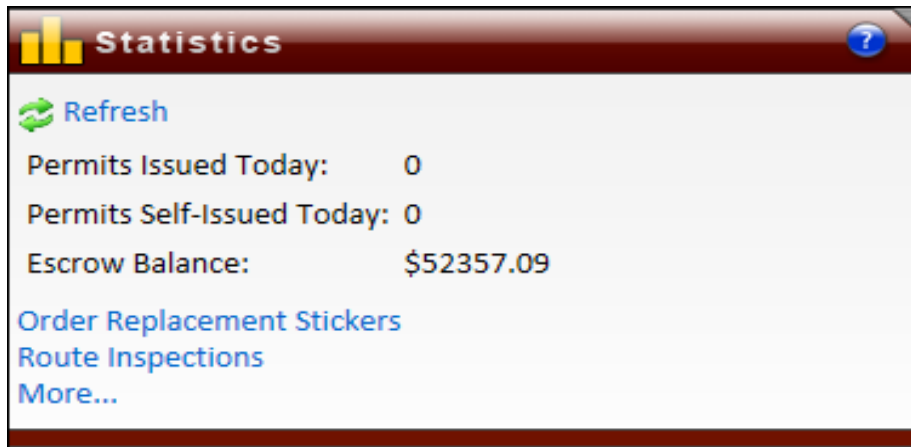


FIGURE 12: CUSTOMER STATISTICS PANEL

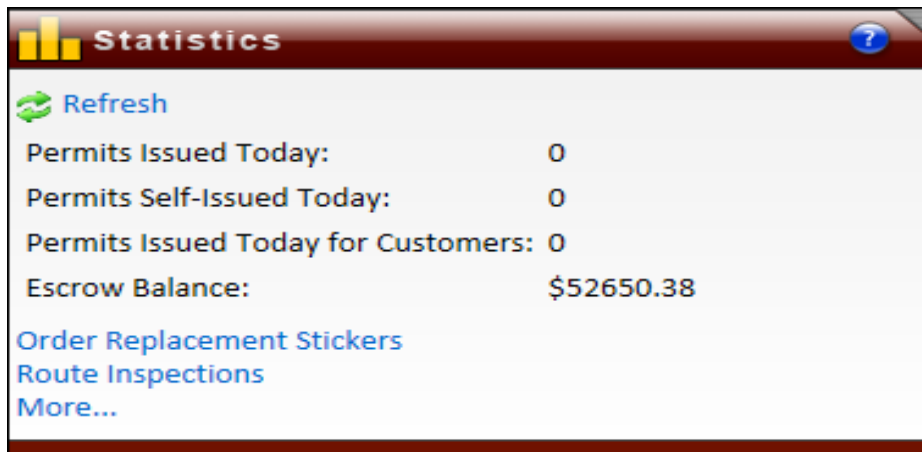


FIGURE 13: WIRE SERVICE STATISTICS PANEL

TABLE 3: THE STATISTICS PANEL

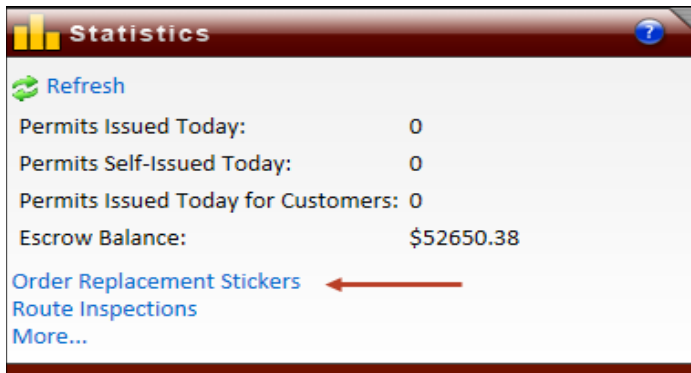
Element	Function
Refresh	Refreshes the Statistics Panel to display the most recent information
Permits Issued Today	Allows the user to view the total number of permits that have been processed today for their company, including both self-issue permits and TxDMV issued permits.
Permits Self-Issued Today	Allows the user to view the total number of permits that have been self-issued today for their company.
Permits Issued Today for Customers	Allows Wire Service Users to view the total number of permits that have been processed for other customers for the current day
Escrow Balance	The company's, or Wire Service's current Escrow account balance
Order Replacement Stickers	Click this link to order Replacement Stickers
Route Inspections	Click this link to perform a Route Inspection Search and print Route Inspection reports.
More...	This feature is not currently used but has been kept in TxPROS for future implementation.

REPLACEMENT STICKERS

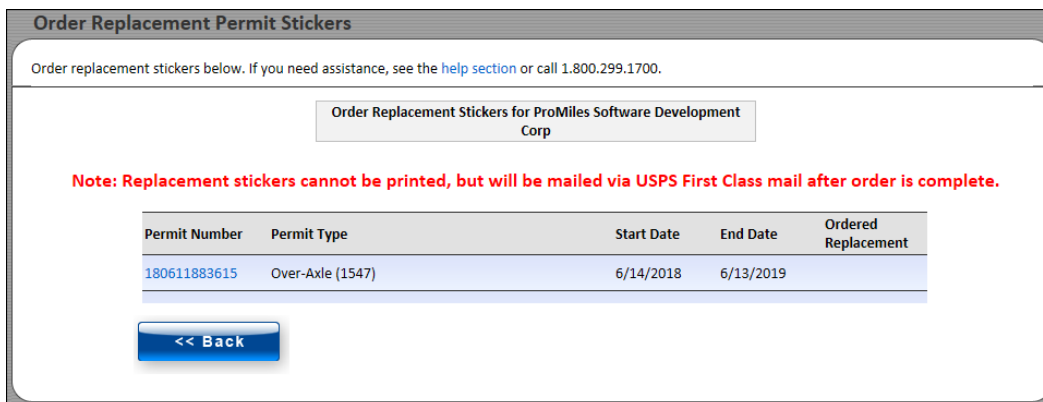
Replacement Stickers for applicable permits can be ordered in the **Statistics Panel** on the **Customer Dashboard**.

TO ORDER REPLACEMENT STICKERS

1. Click the **Order Replacement Stickers** link in the **Statistics Panel**.



The **Order Replacement Permit Stickers** screen will be displayed listing the current applicable permits.



2. Click the **Permit Number** link for the permit that needs a **Replacement Sticker**.

The **Payment Information** screen will be displayed.

Note: Payment will only be required for applicable Permit Types.

3. Select a payment method and enter the requested payment information.
4. Click the **Submit** button.

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The **Mailing Address** screen will be displayed. The fields saved in **Customer Data** in the **Administrative Panel** on the **Customer Dashboard** will auto populate. For more information on completing this information, see *Table 7: Mailed Permits - Mailing Address Information Details* on page 82.

Order Replacement Permit Stickers

Order replacement stickers below. If you need assistance, see the [help section](#) or call 1.800.299.1700.

Order Replacement Stickers for ProMiles Software Development Corp

Note: Replacement stickers cannot be printed, but will be mailed via USPS First Class mail after order is complete.

Mailing Address

Company Name	ProMiles Software Development Corp
Recipient Name	Jorge
Address Line 1	PO Box 398
Address Line 2	
City	Bridge City
State	TX
ZIP	77611

Your payment was approved!

Make any corrections to the mailing address, and then press 'Submit' to mail the replacement sticker.

Submit

5. Verify all information is complete and correct and click the **Submit** button.

The Company User will be returned to the **Customer Dashboard** and the **Replacement Sticker** will be mailed.

ROUTE INSPECTIONS

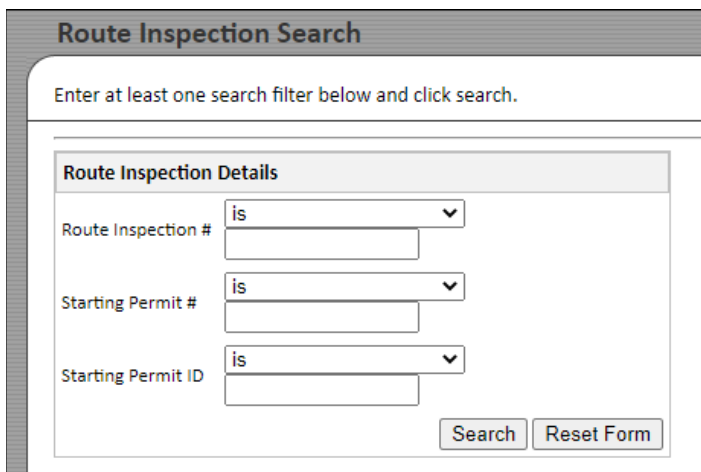
When a customer originates a permit that requires a **Route Inspection**, the customer will need to print the created **Route Inspection** form, follow the steps listed on the form for completion, sign the form, and return it to TxDMV. The **Route Inspection** form can be printed immediately after creation, or it can be printed at a later time. For more information on this process, visit <http://www.txdmv.gov/oversize-weight-permits/route-inspections>.

TO PRINT THE ROUTE INSPECTION FORM AT A LATER TIME

1. Click the **Route Inspections** link in the **Statistics Panel** on the **Customer Dashboard**.



The **Route Inspection Search** screen will be displayed.



2. Search for the permit application associated with the Route Inspection.
 - a. Search by **Route Inspection #** - generated when the route survey form was printed
 - b. Search by **Starting Permit #** - generated when the permit application was approved
 - c. Search by **Starting Permit ID** - generated when the permit application process was initiated

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Note: When searching for the **Route Inspection #**, the **Starting Permit #**, or the **Starting Permit ID** the Company User has the following search ranges to help refine the search:

- is
- is greater or equal to
- is less than or equal to
- is between



















Route Inspection Search


Enter at least one search filter below and click search.

Route Inspection Details

Route Inspection #	<input type="text" value="is"/>	<input type="text"/>
Starting Permit #	<input type="text" value="is greater or equal to"/>	<input type="text"/>
Starting Permit ID	<input type="text" value="is between"/>	<input type="text"/>

3. Click the **Search** button. All **Records Found** will be listed below.

View	Route Inspection #	Approved	Start Date	End Date	Form	Permits
	3557		09/25/2015	09/29/2015		
	3556		09/23/2015	09/27/2015		
	1257		08/23/2012	11/13/2012		View
	1222		08/28/2012	09/01/2012		View
	1221		08/28/2012	09/01/2012		View
	1220		08/28/2012	09/01/2012		
	1219		08/28/2012	09/01/2012		View
	1218		08/28/2012	09/01/2012		

4. Click the **PDF** icon  in the **Form** column to view a copy of the **Route Inspection** Form. The Route Inspection PDF can be printed and/or saved.





















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TO GENERATE A ROUTE INSPECTION REPORT

From the **Records Found** the Company User can also print a report to Excel that can include any reportable fields from the actual Route Inspections.

1. Click the **Print Report** link.

View	Route Inspection #	Approved	Start Date	End Date	Form	Permits
	3557		09/25/2015	09/29/2015		
	3556		09/23/2015	09/27/2015		
	1257		08/23/2012	11/13/2012		View
	1222		08/28/2012	09/01/2012		View
	1221		08/28/2012	09/01/2012		View
	1220		08/28/2012	09/01/2012		
	1219		08/28/2012	09/01/2012		View
	1218		08/28/2012	09/01/2012		

The **Select Print Option** window will be displayed.

Select Print Option

Report for...

Selected Route Inspections All Searched Route Inspections

Select Fields To Be Printed

Route Inspection Number

Start Date

End Date

Print Date

Starting Permit Number

No Bridges?

Approval Date

Approved?

Approved By

Width

Length

Height

2. The radio button defaults to **Selected Route Inspections**. If the Company User wants to report on all **Route Inspections** in the **Records Found**, click the radio button for **All Searched Route Inspections**.
3. Select all fields to be included in the report.
4. Click the **Print Report** button to generate the report.

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Note: A prompt will ask if the user would like to **Open** or **Save** the Excel file.

In Internet Explorer, the prompt will be as follows:



- Click the **Open** button to open the file.
- Click the **Save** button to save the file to your computer.

In Chrome, the prompt will be as follows:



- Click the **Open** link to open the file.
- Click the **Save to Folder** link to save the file to your computer.

*The **Excel Report** will be generated and displayed.*

The report can be viewed, printed, saved and can be manipulated for other reports from here. The report will have a column for each field selected. This Excel sheet can be formatted, sorted, manipulated and saved to meet reporting needs.

5. Close the Excel report to return to the **Route Inspection Search** screen.



THE ADMINISTRATIVE PANEL

The **Administrative Panel** allows each company to define and alter their account information.



FIGURE 14: THE ADMINISTRATIVE PANEL

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function		
Company Data	Opens the Company Information screen. See <i>Company Data</i> on page 35 for more information.		
	Customer #	The customer's unique ID number as given by TxDMV	
	Company	The official company name	
	DBA	The company's DBA (Doing Business As) if applicable	
	Phone	The primary contact phone number for the company	
	Fax	The primary fax number for the company	
	Email	The primary email address for the company	
	USDOT	The company's United States Department of Transportation number (if company has one)	
	MCR	The company's Motor Carrier Registration number	
	Delivery Method	The company's default delivery method to be used for issued permits. The delivery method can be changed from the default when ordering a permit.	
		Email	Permits will be emailed to the email address on file unless changed in application.
		Web Download	Permits will be downloaded by the company. These and all other issued permits can be accessed from the Permits Panel .
		Fax	Permits will be faxed to the fax number on file unless changed in the application.
		Mail	Permits will be shipped to the mailing address on file.
Courier	Permits will be sent to the company via courier to the physical address on file.		
Update	Click to save changes made		
Cancel	Click to close without saving changes		

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function	
	Contacts	List of contacts for the company
	Addresses	List of addresses for the company
	Renewal	List of addresses for the company's Renewal Notices
	Yards	Contact information for separate yards for the company
	Users	Contact information for Company Users
	Vehicles	Listing of the company's vehicle inventory in TxPROS. These vehicles can be used to populate information on the permit application.
	Bond Type	Some Permit Types require a customer to post a Bond . A Bond can also be used as an Operating Authority for certain Permit Types. Bond Processing is handled by the TxDMV Permit Office. If TxDMV has loaded a bond under a Customers' account, the bond will be noted in this field under Customer Data .
	Start Date	The beginning date of the Customer's bond.
	End Date	The ending date of the Customer's bond.
New Company	Allows Wire Services to create accounts in TxPROS.	
Reports	The Reports function in the Administrative Panel on the TxPROS Customer Dashboard allows users to run a Customer Journal Report in different formats that will help them track permitting activity.	
Bid Route	Allows a route to be generated without actually submitting an application to TxDMV. This feature is provided as a service for quoting loads. This feature does not take into account loads that require axle spacing and weight entry.	
Time Permit Rte	Allows customers to obtain TxDMV approved routing for a time period permit that was previously obtained	
Escrow	Provides forms for Escrow set up, displays an Escrow transaction listing, allows for deposits to Escrow with a credit card, and allows for reports to be printed	
Saved Trips	Allows customers to manage trips that were saved during the Order Permits process.	

TABLE 4: THE ADMINISTRATIVE PANEL

Element	Function
HUB Estimator	Allows customers to estimate the cost of their HUB renewal.
Hubometer	Allows customers to closeout or reissue their HUB permits.

COMPANY DATA

The **Company Data** button opens the **Company Information** screen. This screen is partially populated from the information entered when the account was created. Other information such as the USDOT Number and MCR number can be added here to use as an authority needed when ordering permits. When making changes to the **Company Information** screen, click the **Update** button to save changes.

On the **Company Information** screen **Company Assets** can be added, edited, and deleted. Here the Company User can add contacts for their company, add addresses for their company, add renewal addresses, designate yards for their company, add users that can access their account, and maintain a vehicle inventory.

Note: It is not mandatory to add information to the data fields below. This capability has been provided as an aid to the customer to save time when applying for permits and to provide better reporting capabilities.

TxPROS Customer Management Portal

Company Information ?	Bond Type: No active bonds.	Start Date:	End Date:
Customer #	261174		
Company*	ProMiles Software Development Corp		
DBA*			
Phone*	4096972587 x278		
Fax*	4096972645		
Email*	amanda@promiles.com		
USDOT			
MCR			
Delivery Method:	Web Download		
Update	Cancel		
Company Assets ?			
Contacts	Amanda Foster	Edit	New ?
Addresses	Mailing	Edit	New ?
Renewal	123 Easy St Bridge City, TX	Edit	New ?
Yards		Edit	New ?
Users	Michael Branch	Edit	New ?
Vehicles	1234 Volvo 1978	Edit	New ?

FIGURE 15: COMPANY DATA

CONTACTS

Any person that will need access to the TxPROS system, or any person that might need to be contacted by TxDMV at any step of the permitting process should be added into the system as a **Contact**.

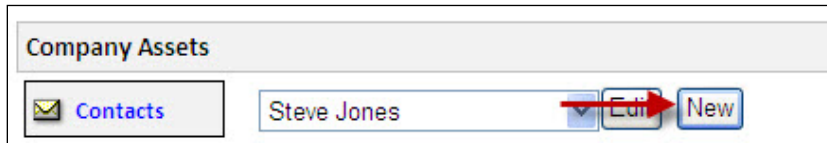
Note: Just because a **Contact** is entered into the system does not mean that they will be able to log in to TxPROS. Each **Contact** must be set up as a **User** to log in to the TxPROS system.

TO ADD A NEW CONTACT

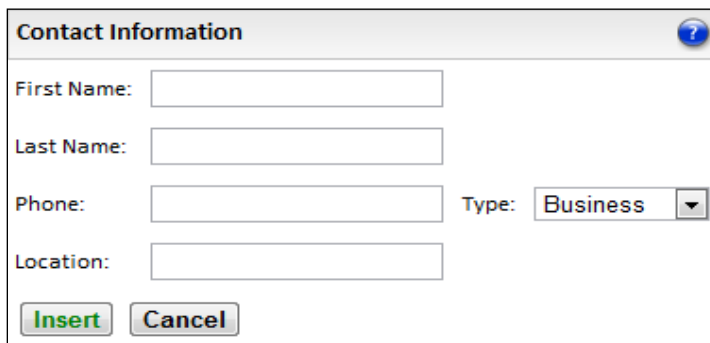
1. Click the **Company Data** button in the **Administrative Panel** on the **Customer Dashboard**.



2. Click the **New** button to the right of **Contacts**.



The **Contact Information** window will be displayed.



3. Enter the appropriate data for the **Contact**.
4. Click the **Insert** button to save or click the **Cancel** button to discard changes.

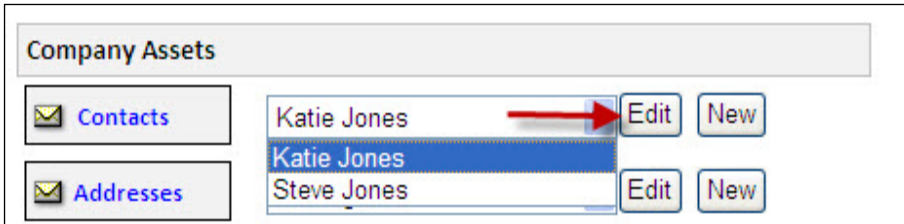
The new **Contact** will appear in the **Contacts** dropdown list.

TO EDIT A CONTACT

1. Click the **Company Data** button in the **Administrative Panel** on the **Customer Dashboard**.

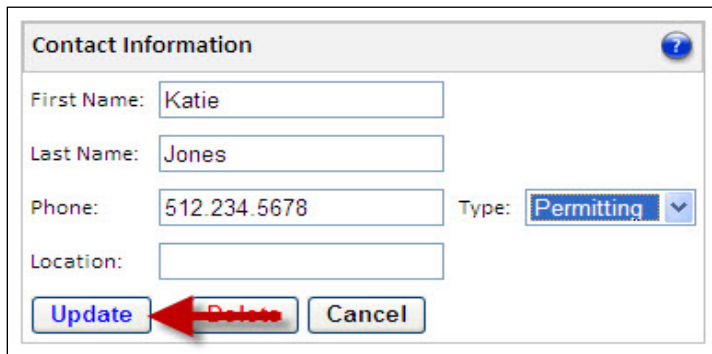


2. Choose the **Contact** to be edited from the dropdown list.
3. Click the **Edit** button to the right of **Contacts**.



The **Contact Information** window will be displayed.

4. Change the information for the **Contact** as needed.
5. Click the **Update** button to save or click the **Cancel** button to discard changes.



The changes will be saved.

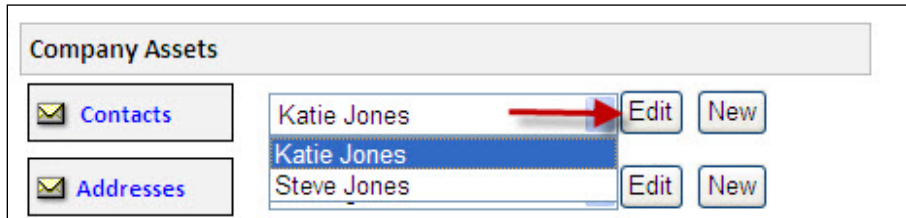
Chapter 1 Welcome to TxPROS Online Customer Interface

To DELETE A CONTACT

1. Click the **Company Data** button in the **Administrative Panel** on the **Customer Dashboard**.

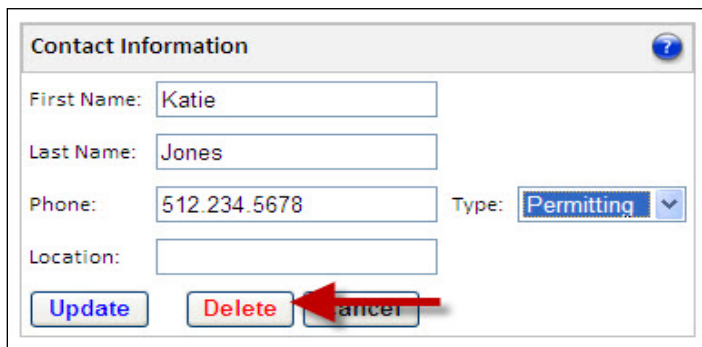


2. Choose the **Contact** to be deleted from the dropdown list.
3. Click the **Edit** button to the right of **Contacts**.



The **Contact Information** window will be displayed.

4. Click the **Delete** button to delete or click the **Cancel** button to exit without deleting.



The contact will be deleted.

Note: To modify other **Company Assets**, follow the same steps as listed above for **Contacts**.

ADDRESSES

The Mailing and Physical address information is stored here for the company.

- The Mailing address will be the default address used if the **Delivery Method of Mail** is chosen for a permit.
- The Physical address will be the default address used if the **Delivery Method of Courier** is chosen for a permit.

Note: To edit **Address** information, follow the same steps listed in the **Contacts** section.

RENEWAL

Companies will have the option to enter up to three (3) addresses into the company profile for **Renewal Notices** to be mailed out automatically. Notices will be sent out to customers that have permits expiring in 45 days. These notices will be emailed and sent by USPS First Class mail. Emailed notices will be sent on the first day of the month. Mailed notices will be sent on the first business day of the month.

YARDS

Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. The TxPROS system allows customers to divide their fleet into separate operating units and uses the term **Yards** to define these. Vehicles can be assigned to a **Yard**. Permits requested for these vehicles will be assigned to the vehicle's **Yards**. For some companies, this capability facilitates searching for permits and reporting on permitting operations. This **Yard** capability is provided by MCD as a service to its customers and is optional. Customers are not required to use this service. Permits ordered by MCD permit specialists will not have **Yard** information.

Note: To edit **Yard** information, follow the same steps listed in the **Contacts** section.

USERS

TxPROS Users will have the ability to log in to the TxPROS system, order permits, and access Escrow. The person who creates the company account will be designated as an **Account Supervisor** and have the ability to add new **Users** to the company account. When a **User** is added they will be designated as an **Account Supervisor** or as a **User**. Only **Account Supervisors** can add, edit and delete other **Users**. This is also where a User's Password can be reset.

Note: To edit **User** information, follow the same steps listed in the **Contacts** section.

TO DEACTIVATE A USER

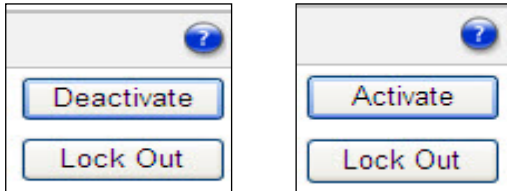
1. Follow the same steps as editing a **User** but click the **Deactivate** button rather than **Update**. This **User** will not be able to log in to the system.

Note: Only Customer **Users** set up as a **Supervisor** can deactivate another **User** for the company.

TO ACTIVATE A DEACTIVATED USER

When a **User** is deactivated, the button will change to say **Activate**.

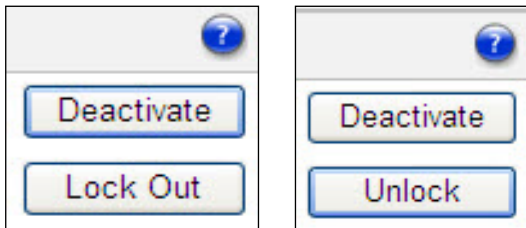
1. To activate a deactivated **User**, follow the same steps as editing a **User** but click the **Activate** button rather than the **Deactivate** button.



TO UNLOCK A USER

Should a **User** become locked out of the system due to too many attempts to log in with the incorrect log in information, a company Supervisor can unlock them. Once a **User** is locked out, the **Lock Out** button will change to **Unlock**.

1. Click the **Unlock** button to allow the **User** to log in to the system.



VEHICLES

A company can choose to keep a listing of its vehicle inventory. These **Vehicles** can be used to populate information on the permit application. **Vehicles** may include trucks, trucks/tractors, and or trailers.

Vehicles can also be assigned to a Yard to aid in reporting by yard or location. Yards must be entered in the **Yard Company Data** before assigning to a vehicle.

Note: To edit **Vehicle** information, follow the same steps listed in the **Contacts** section.

REPORTS

The **Reports** function in the **Administrative Panel** on the **TxPROS Customer Dashboard** allows users to run a **Customer Journal Report** in different formats that will help track their permitting activity.

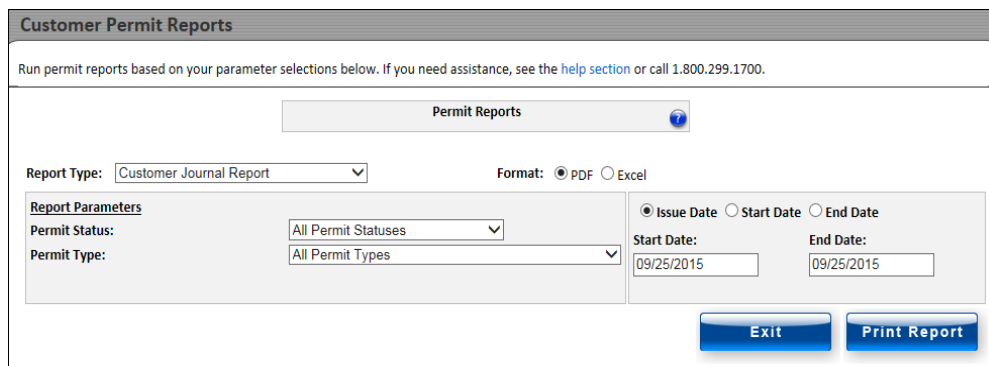
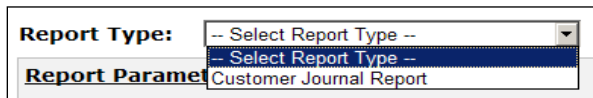
TO RUN A CUSTOMER JOURNAL REPORT

1. Click the **Reports** button in the **Administrative Panel** on the **Customer Dashboard**.



The **Customer Permit Reports** screen will be displayed.

2. Choose the Report Type from the **Report Type** dropdown list.

A screenshot of the "Customer Permit Reports" web interface. The title bar says "Customer Permit Reports". Below the title bar is a message: "Run permit reports based on your parameter selections below. If you need assistance, see the [help section](#) or call 1.800.299.1700." The main content area has a "Permit Reports" header with a help icon. Below this, there are two rows of controls. The first row has "Report Type:" with a dropdown menu set to "Customer Journal Report" and "Format:" with radio buttons for "PDF" (selected) and "Excel". The second row is titled "Report Parameters" and contains "Permit Status:" with a dropdown menu set to "All Permit Statuses", "Permit Type:" with a dropdown menu set to "All Permit Types", and three date selection options: "Issue Date" (selected), "Start Date", and "End Date". Each date option has a text input field containing "09/25/2015". At the bottom right of the form are two buttons: "Exit" and "Print Report".

3. Select a format type from the **Format** radio buttons.



4. Choose the permit status from the **Permit Status** dropdown list to narrow the search criteria.

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Note: The system will default to **All Permit Statuses**.

The screenshot shows the 'Customer Permit Reports' interface. At the top, it says 'Run permit reports based on your parameter selections below. If you need assistance, see the [help section](#) or call 1.800.299.1700.' Below this is a 'Permit Reports' header with a help icon. The 'Report Type' is set to 'Customer Journal Report' and the 'Format' is set to 'PDF'. Under 'Report Parameters', the 'Permit Status' dropdown menu is open, showing a list of status options with 'All Permit Statuses' selected. To the right, there are radio buttons for 'Issue Date', 'Start Date', and 'End Date', with 'Issue Date' selected. Below these are 'Start Date' and 'End Date' input fields, both containing '03/18/2019'. At the bottom right are 'Exit' and 'Print Report' buttons.

5. Choose the Permit Type from the **Permit Type** dropdown list.

Note: The system will default to **All Permit Types**.

The screenshot shows the 'Customer Permit Reports' interface. At the top, it says 'Run permit reports based on your parameter selections below. If you need assistance, see the [help section](#) or call 1.800.299.1700.' Below this is a 'Permit Reports' header with a help icon. The 'Report Type' is set to 'Customer Journal Report' and the 'Format' is set to 'PDF'. Under 'Report Parameters', the 'Permit Type' dropdown menu is open, showing a list of permit types with 'All Permit Types' selected. To the right, there are radio buttons for 'Issue Date', 'Start Date', and 'End Date', with 'Issue Date' selected. Below these are 'Start Date' and 'End Date' input fields, both containing '03/18/2019'. At the bottom right are 'Exit' and 'Print Report' buttons.

6. Select the desired permit date search format from the following options:

- Issue Date
- Start Date
- End Date

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7. Enter the starting date of the search into the **Start Date** field.
8. Enter the ending date of the search into the **End Date** field.
9. Click the **Print Report** button.



The report will be displayed in the format requested, in a new web browser window. This report can be viewed, saved or printed.

10. Close the additional web browser window to return to the **Customer Permit Reports** screen.



BID ROUTE

The **Bid Route** feature will allow a user to enter a truck and its load dimensions to create a route without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads. A valid permit and route will be required for travel. This feature does not take into account loads that require axle spacing and weight entry. The supplied route cannot be guaranteed and should not be used on the date of travel. This tool is for quoting purposes only.

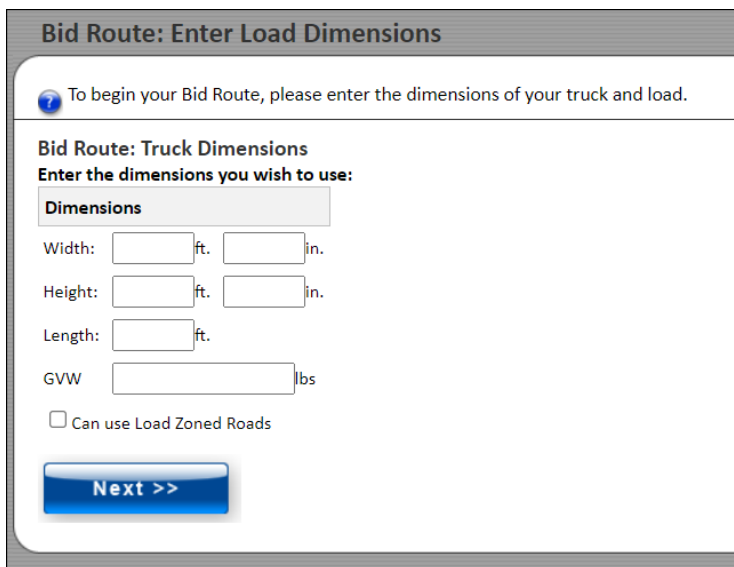
TO USE BID ROUTE

1. Click the **Bid Route** button in the **Administrative Panel** on the **Customer Dashboard**.



2. Enter the load dimensions and other fields into the **Bid Route: Enter Load Dimensions** screen.

Note: If the fields are left blank, the system will assume the dimensions are legal and will route accordingly.

A screenshot of a web form titled "Bid Route: Enter Load Dimensions". At the top, there is a help icon and the text "To begin your Bid Route, please enter the dimensions of your truck and load." Below this, the section "Bid Route: Truck Dimensions" is followed by the instruction "Enter the dimensions you wish to use:". There are four input fields: "Width" (with "ft." and "in." sub-labels), "Height" (with "ft." and "in." sub-labels), "Length" (with "ft." sub-label), and "GVW" (with "lbs" sub-label). A checkbox labeled "Can use Load Zoned Roads" is located below the GVW field. At the bottom of the form is a blue button with the text "Next >>".

3. Click the **Next** button to continue.

The *Enter a Route* screen will be displayed.

Enter a Route

[<< Back](#) Use the form to enter the route for this permit.

Trip to Get To Load (optional) ?

Enter Loaded Route

Origin Address City Zip

Via Points None

Destination Address City Zip

[Validate and Run](#)

Continue Loaded Route after Non-Permitted Travel ?

Trip to Get Back To yard (optional) ?

Enter Trip For This Permit

Load Saved Trip: [Load Trip](#) Let me edit trip before running. ?

Use the form to the left to enter a trip that the truck(s) will use for this permit. You also have the option to enter a trip to get to the load (empty), continue loaded route trips, and a trip to get back to the yard (empty).

You have 4 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets – Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; TxPROS produces turn-by-turn directions so choose the marker that best represents your location.
- A latitude/longitude pair – If you have the geocode for your location, you may enter it. example: 30.315895,-97.754073
- Border crossings – If you are entering from another state or leaving Texas, select your highway and the nearest city to where you will cross the state line.

You have the option to enter via points for your route.

- Highway – Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map – Click on "Select on Map" to open the map and select your highway via points.

The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier.

If you have trouble generating the route you need, please call 1.800.299.1700 and select options 1, 5, 2.

4. Proceed to enter a trip as described in the *Enter a Route Screen* section on page 92.
5. Once the route points are entered, click the **Validate and Run** button and review the route results.



6. Once satisfied with the route results given for the quote, click the **Return to Dashboard** link to return to the **Customer Dashboard**.

TIME PERIOD ROUTE

The **Time Period Rte** function will allow for a TxDMV approved route to be generated for time-based permits. These routes are good for a configurable number of days, as defined by TxDMV, after the route has been generated.

TO GENERATE A TIME BASED ROUTE

1. Click the **Time Period Rte** button in the **Administrative Panel** on the **Customer Dashboard**.



The **Time Period Routes** screen will be displayed.

The screenshot shows the "Time Period Routes" interface. At the top, there is a grey header with the title "Time Period Routes". Below the header is a white box with a blue question mark icon and the text: "To begin your Time Period Permit Route, enter the number of a permit you have ordered that will cover this route." Underneath this is another section titled "Time Period Routes: Dimensions" with the instruction: "Enter the permit number for the Time Period Permit for which you wish to obtain supplemental routing." At the bottom of this section, there is a text input field labeled "Permit Number:" followed by a "Find" button.

2. Enter the Permit Number for a time-based permit assigned to the company and click the **Find** button. The dimensions that were saved to the permit during the Order Permits process are displayed in the **Dimensions** fields. The saved dimensions can be used, or the Company User can enter dimensions that are less than the ones shown on the screen.

If the Company User enter a Permit Number that is not a time-based permit or a Permit Number for a company other than they own, the system will not find the permit.

The screenshot shows the "Time Period Routes" interface after a search. The top section is the same as in the previous screenshot. The "Permit Number:" field now contains the value "150625877359". Below the "Find" button, there is a section titled "The dimensions for Permit are listed below. You may use the dimensions below, or you may edit the dimensions to be smaller if appropriate for your vehicle and load. If you need dimensions that are larger, you must order a new permit." This section contains a "Dimensions" sub-section with several input fields: "Width:" (empty), "Height:" (14 ft, 0 in), "Length:" (110 ft), and "GVW:" (empty lbs). There are also two checkboxes: "Using Lowboy" and "Can use Load Zoned Roads", both of which are unchecked. At the bottom of this section is a blue button labeled "Next >>".

3. Click the **Next** button.

The **Enter a Route** screen will be displayed.

Enter a Route

[<< Back](#) Use the form to enter the route for this permit.

Trip to Get To Load (optional) [?](#)

Enter Loaded Route

Origin

Via Points

Destination

[Validate and Run](#)

[Continue Loaded Route after Non-Permitted Travel](#) [?](#)

Trip to Get Back To yard (optional) [?](#)

Enter Trip For This Permit

Load Saved Trip: [Load Trip](#) Let me edit trip before running. [?](#)

Use the form to the left to enter a trip that the truck(s) will use for this permit. You also have the option to enter a trip to get to the load (empty), continue loaded route trips, and a trip to get back to the yard (empty).

You have 4 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; TxPROS produces turn-by-turn directions so choose the marker that best represents your location.
- A latitude/longitude pair - If you have the geocode for your location, you may enter it. example: 30.315895,-97.754073
- Border crossings - If you are entering from another state or leaving Texas, select your highway and the nearest city to where you will cross the state line.

You have the option to enter via points for your route.

- Highway - Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map - Click on "Select on Map" to open the map and select your highway via points.

The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier.

If you have trouble generating the route you need, please call 1.800.299.1700 and select options 1, 5, 2.

4. Proceed to enter a trip as described in the *Enter a Route Screen* section on page 92.
5. Once the route points are entered click the **Validate and Run** button and review the route results.



After the trip has been calculated, it can be printed to be used with the permit.

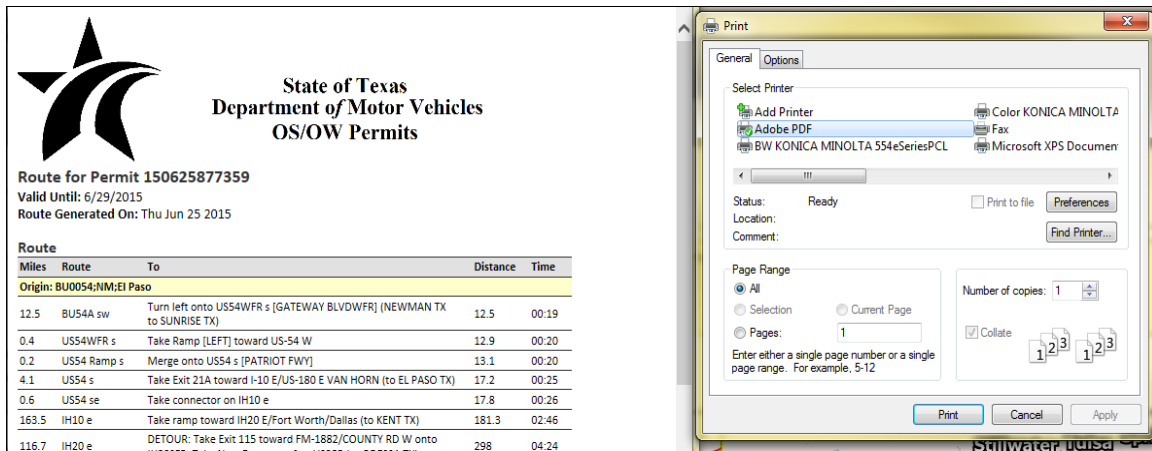
6. Click the **Print Route** link at the top of the **Enter Loaded Route Results Panel** to print.

To use this route, click the Print Route link and carry a copy of the route with permit number 150625877359. After printing, or if you wish to cancel, click the Return to Dashboard link. This route is valid until 6/29/2015

- [Print Route](#)
- [Return to Dashboard](#)

Chapter 1 Welcome to TxPROS Online Customer Interface

A window will be displayed allowing the Company User to print the route. The printed document will reference the Permit Number entered, and will only be valid for four days after the route was printed/generated.




State of Texas
Department of Motor Vehicles
OS/OW Permits

Route for Permit 150625877359
Valid Until: 6/29/2015
Route Generated On: Thu Jun 25 2015

Route

Miles	Route	To	Distance	Time
Origin: BU0054;NM;EI Paso				
12.5	BU54A sw	Turn left onto US54WFR s [GATEWAY BLVDWFR] (NEWMAN TX to SUNRISE TX)	12.5	00:19
0.4	US54WFR s	Take Ramp [LEFT] toward US-54 W	12.9	00:20
0.2	US54 Ramp s	Merge onto US54 s [PATRIOT FWY]	13.1	00:20
4.1	US54 s	Take Exit 21A toward I-10 E/US-180 E VAN HORN (to EL PASO TX)	17.2	00:25
0.6	US54 se	Take connector on IH10 e	17.8	00:26
163.5	IH10 e	Take ramp toward IH20 E/Fort Worth/Dallas (to KENT TX)	181.3	02:46
116.7	IH20 e	DETOUR: Take Exit 115 toward FM-1882/COUNTY RD W onto	298	04:24

Print dialog box settings:
General | Options
Select Printer: Add Printer, Adobe PDF, BW KONICA MINOLTA 554eSeriesPCL, Color KONICA MINOLTA, Fax, Microsoft XPS Document
Status: Ready | Print to file: | Preferences
Location: | Find Printer...
Page Range: All, Selection, Current Page, Pages: 1
Number of copies: 1
 Collate
Enter either a single page number or a single page range. For example, 5-12
Print | Cancel | Apply

7. Click the **Print** button to print the route.
8. Close the **Time Permit Route** window to return to the **Enter a Route** screen.
9. Click the **Return to Dashboard** link to return to the **Customer Dashboard** .

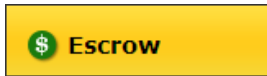
Chapter 2 Ordering a Permit

ESCROW

The **Escrow** function in TxPROS allows Company Users to see past Escrow transactions TxDMV and run reports.

TO VIEW ESCROW ACCOUNT ACTIVITY

1. Click the **Escrow** button in the **Administrative Panel** on the **Customer Dashboard**.



Escrow			
Below is a list of recent Escrow transactions for your account.			
Escrow Transaction Report			
Report Date: 1/9/2020 1:37:32 PM			
Current Balance: \$47086.09			
Make Deposit with Credit Card...			
Generate Report...			
Transaction Date	Transaction Type	Transaction Amount	Balance
Mon Apr 15 2019 12:44:28 GMT-0500 (Central Daylight Time)	Permit	\$-4000.00	\$47086.09
Sat Nov 14 2015 09:46:29 GMT-0600 (Central Standard Time)	Permit	\$-31.00	\$51086.09
Wed Oct 07 2015 09:22:00 GMT-0500 (Central Daylight Time)	Permit	\$-60.00	\$51117.09
Mon Oct 05 2015 15:51:40 GMT-0500 (Central Daylight Time)	Permit	\$-1000.00	\$51177.09

*The **Escrow Transaction Report** will display recent activity along with the current balance of the Escrow account.*

Chapter 2 Ordering a Permit

TO VIEW A PRINTABLE PDF REPORT OF THE ESCROW ACCOUNT ACTIVITY

1. Click the **Escrow** button in the **Administrative Panel** on the **Customer Dashboard**.



2. Click the **Generate Report...** link above the table.

Escrow Transaction Report
Report Date: 1/9/2020 1:37:32 PM
Current Balance: \$47086.09
[Make Deposit with Credit Card...](#)
[Generate Report...](#)

Generate Report...

Select Year: Select Month:

Generate Report...

Select Year: Select Month:

OS/OW Permit Escrow Account No. 329122		DEPOSITS		WITHDRAWALS		BALANCE THIS STATEMENT
BALANCE LAST STATEMENT	NO.	AMOUNT	NO.	AMOUNT		
\$52,651.38	0	\$0.00	1	\$1.00		\$52,650.38
DEPOSITS/CREDITS						
DATE	AMOUNT	TRANSACTION	DESCRIPTION	REFERENCE		
OTHER WITHDRAWALS/DEBITS						
DATE	AMOUNT	TRANSACTION	DESCRIPTION	REFERENCE		
1/20	\$1.00	PERMIT NUMBER 150617877314				
DAILY BALANCE						
DATE	BALANCE	DATE	BALANCE	DATE	BALANCE	
1/20	\$52,650.38					

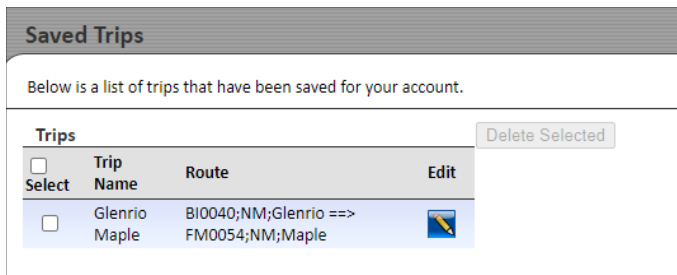
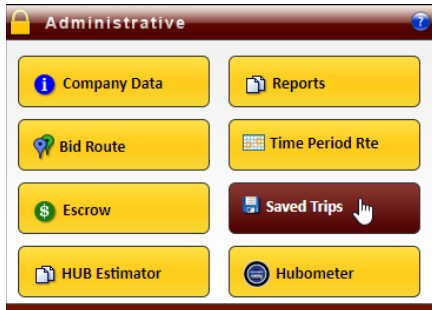
6. Click the **Home** button to return to the **Customer Dashboard** .

SAVED TRIPS

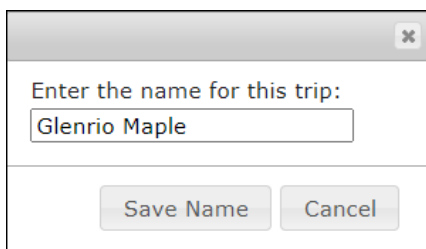
The **Saved Trips** function in TxPROS allows Company Users to manage trips that were saved during the Order Permits process. **Saved Trips** are only available to Company Users with a **User Type** of **Supervisor**.

TO EDIT A SAVED TRIP NAME

1. Click the **Saved Trips** button in the **Administrative Panel** on the **Customer Dashboard**.



The **Enter the name for this trip** box will be displayed.



4. Click the **Save Name** button to save the new trip name or click the **Cancel** button to close the **Enter the name for this trip** box without saving the new trip name and return to the **Saved Trips** screen.

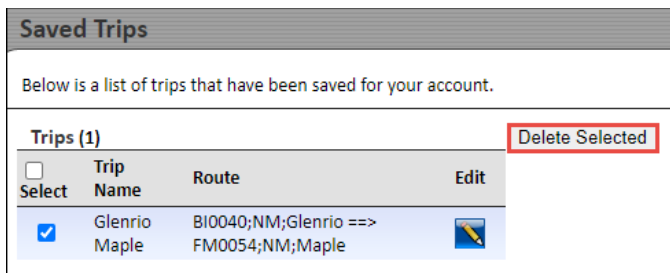
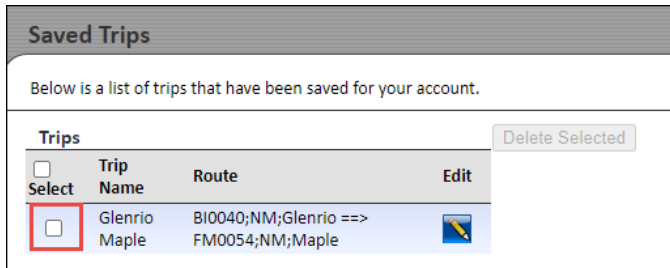
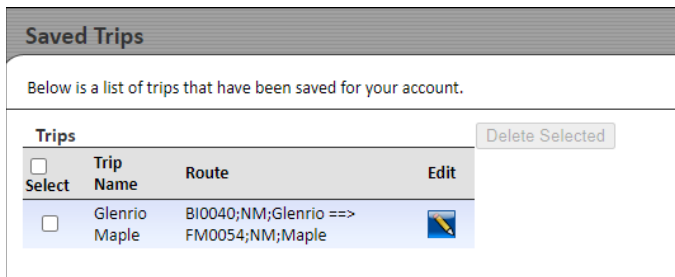
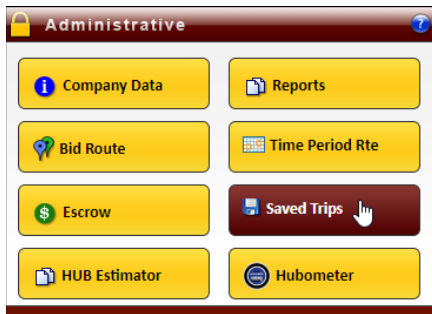
5. Click the **Home** button to return to the **Customer Dashboard**



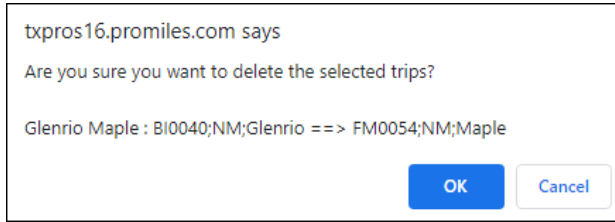
Chapter 2 Ordering a Permit


To DELETE A SAVED TRIP

1. Click the **Saved Trips** button in the **Administrative Panel** on the **Customer Dashboard**.



A confirmation message will be displayed.



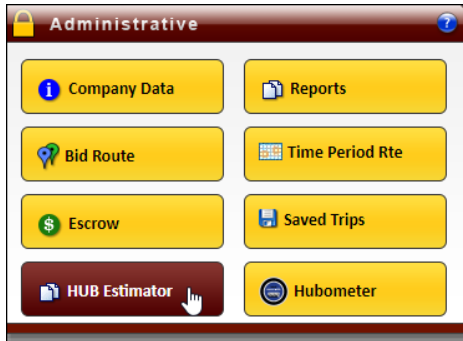
5. Click the **Home** button to return to the **Customer Dashboard** .

HUB ESTIMATOR

The **HUB Estimator** function in TxPROS allows Company Users to estimate the cost of their HUB renewal.

TO ESTIMATE A HUB RENEWAL

1. Click the **HUB Estimator** button in the **Administrative Panel** on the **Customer Dashboard**.



HUB Estimator

Use the form below to estimate renewal or closing out HUB Permits

HUB Estimator for Permits

Enter Permit Number and HUB End Reading

Renewal Closeout

Permit Number [Retrieve](#) [Clear](#)

Company Name

Serial #

HUB Start Reading

HUB End Reading

These figures are estimates only. Estimating HUB fees will not renew nor closeout active HUB permits.

Company Name	Type	Permit #	Serial #	Start OD	End OD	Miles	Cost	Cost + CC Fees
Totals:							0.00	0.00

3. Click the **Retrieve** link to retrieve information for that permit, or click the **Clear** link to remove the number entered in the field.

The Company Name, Serial Number, and HUB Start Reading will be displayed for that permit.

4. Enter the end reading in the **HUB End Reading** field.
5. Click the **Estimate** button to calculate the estimated fee for the renewal.

Chapter 2 Ordering a Permit

The estimated cost will be displayed.

HUB Estimator

Use the form below to estimate renewal or closing out HUB Permits

HUB Estimator for Permits

Enter Permit Number and HUB End Reading

Renewal Closeout

Permit Number [Retrieve](#) [Clear](#)

Company Name

Serial #

HUB Start Reading


HUB End Reading

These figures are estimates only. Estimating HUB fees will not renew nor closeout active HUB permits.

* The minimum fee for renewing a HUB Permit is \$31.00

Company Name	Type	Permit #	Serial #	Start OD	End OD	Miles	Cost	Cost + CC Fees
ProMiles Software Development Corp	Renewal	200507001141	123	123	200	77	31.00	31.95 *
Totals:							31.00	31.95

7. Click the **Clear All** button to clear all the fields for a new entry.

8. Click the **Home** button to return to the **Customer Dashboard** .

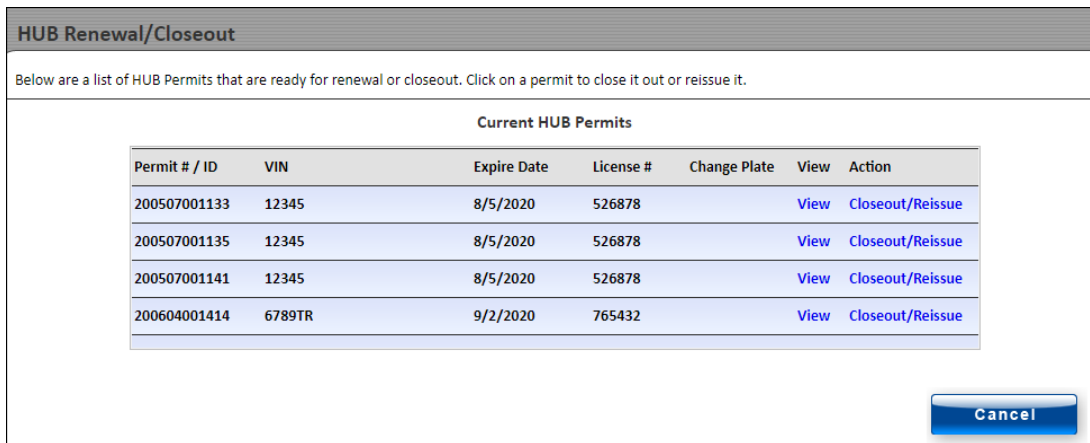
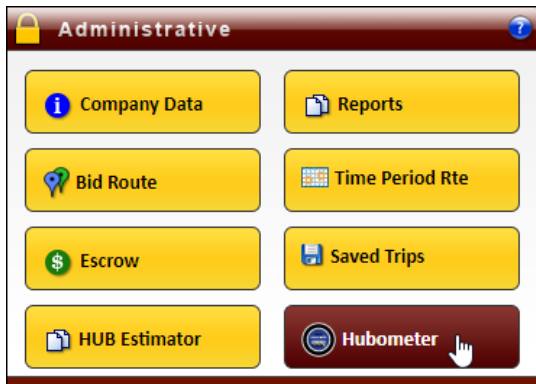
Chapter 2 Ordering a Permit

HUBOMETER

HUB permits are quarterly permits issued for the movement of oil well servicing, drilling vehicles or cranes equipped with a hubometer on the drive axle. The **Hubometer** function in the **Administrative Panel** on the **Customer Dashboard** allows customers to closeout or reissue their HUB permits.

TO VIEW A HUBOMETER PERMIT

1. Click the **Hubometer** button in the **Administrative Panel** on the **Customer Dashboard**.



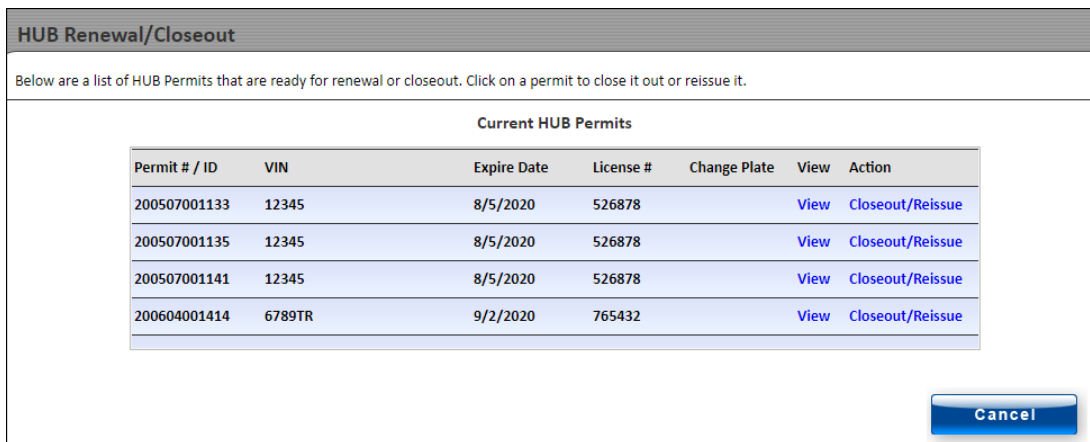
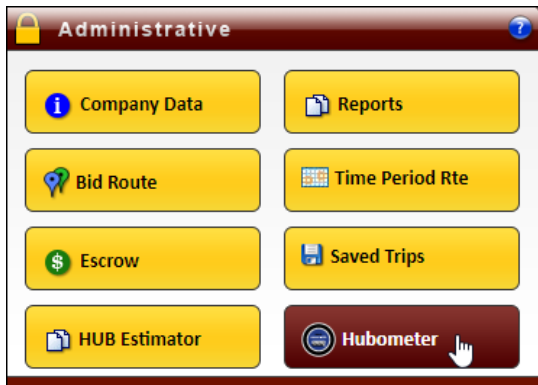
The **Permit Details** screen will be displayed for that permit.

3. Close the **Permit Details** screen to return to the **HUB Renewal/Closeout** screen.

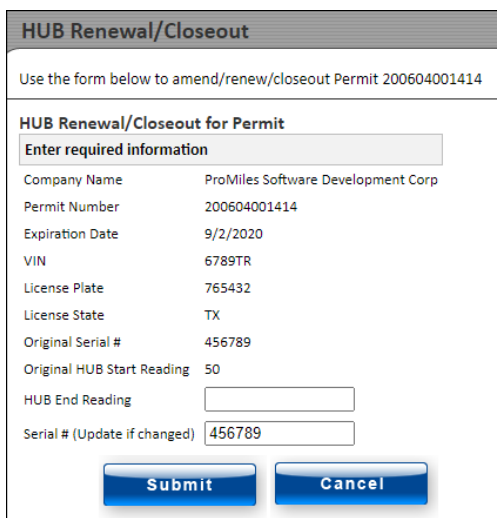
Chapter 2 Ordering a Permit

TO REISSUE A HUBOMETER PERMIT

1. Click the **Hubometer** button in the **Administrative Panel** on the **Customer Dashboard**.



The **HUB Renewal/Closeout** screen will be displayed for that permit.



The screenshot shows the 'HUB Renewal/Closeout' form for permit 200604001414. The form title is 'HUB Renewal/Closeout for Permit' and it says 'Use the form below to amend/renew/closeout Permit 200604001414'. Below the title is a section 'Enter required information' with the following fields:

Company Name	ProMiles Software Development Corp
Permit Number	200604001414
Expiration Date	9/2/2020
VIN	6789TR
License Plate	765432
License State	TX
Original Serial #	456789
Original HUB Start Reading	50
HUB End Reading	<input type="text"/>
Serial # (Update if changed)	<input type="text" value="456789"/>

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Chapter 2 Ordering a Permit

3. Enter the HUB reading in the **HUB End Reading** field.
4. Verify the serial number that auto-populated in the **Serial #** field. Update if necessary.
5. Click the **Submit** button to complete the renewal or click the **Cancel** button to return to the **HUB Renewal/Closeout** screen.

The screen will expand allowing the user to reissue and pay the amount currently due.

6. Select the **I would like to reissue this permit** radio button.

HUB Renewal/Closeout

Use the form below to amend/renew/closeout Permit 200604001414

HUB Renewal/Closeout for Permit

Enter required information

Company Name	ProMiles Software Development Corp
Permit Number	200604001414
Expiration Date	9/2/2020
VIN	6789TR
License Plate	765432
License State	TX
Original Serial #	456789
Original HUB Start Reading	50
HUB End Reading	<input type="text" value="200000"/>
HUB Serial #	<input type="text" value="456789"/>
Total HUB Miles	199950

Reissue Permit #200604001414

Amount Due: **\$31.00**

Renewal License Plate	<input type="text" value="765432"/>
Renewal License State	<input type="text" value="TX"/>
Delivery Address 1	<input type="text"/>
Delivery Address 2	<input type="text"/>

I would like to reissue this permit. I would like to closeout this permit.

Reissue Start Date

Note: If you do not enter the correct serial number or if the ending HUB reading is less than the beginning HUB reading from when the permit was first ordered, the system will prompt you with questions or error messages depending on your entry. You must have the correct serial number and HUB reading to complete the Closeout/Reissue process.

7. Click the **Pay Now** button to pay the amount due.

Chapter 2 Ordering a Permit

A confirmation message will be displayed.

txpros16.promiles.com says

You are about to reissue HUB Permit #200604001414. A new permit will be generated based on your entries. To continue click 'OK'. To stop this HUB Permit reissue, click 'Cancel'.

*The **Payment Information** screen will be displayed.*

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Amount Owed: \$31.00 for 1Permit(s)
Select Payment Method:

Total Amount Owed: \$31.00 for 1Permit(s)

Press submit only once.

Note: Although the original Hub Permit may have been purchased by a Wire Service, the renewal can be requested by the company that holds the permit. The closeout/reissue can be paid by the Wire Service or by the company.

*The **HUB Closeout Successful** screen will be displayed.*

HUB Closeout Successful

HUB Closeout Results
HUB Permit #141008874370 has been closed out and reissued. The new permit is effective as of 1/01/2020 .

[Click to view reissued HUB Permit #141101874482](#)

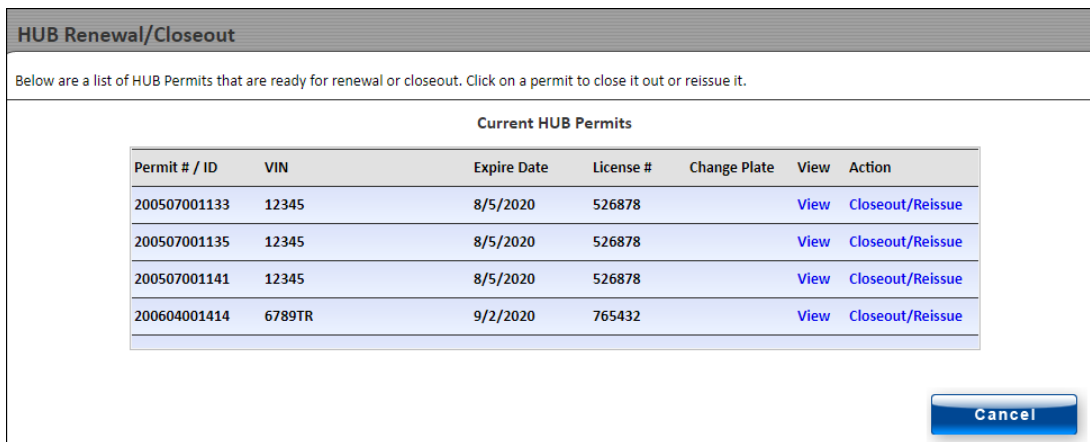
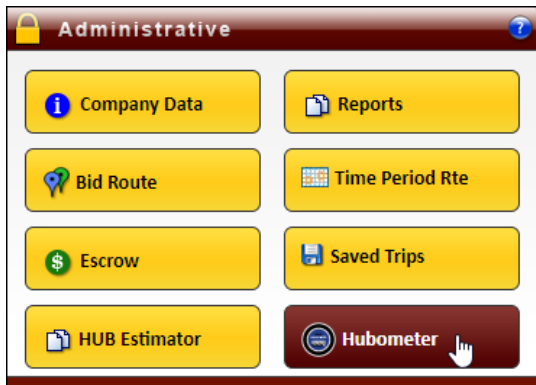
- [Return to Dashboard](#)
- [Return to HUB Permit Closeout](#)

The reissued HUB permit is now available to the customer from their **Customer Dashboard**. The reissued permit will be delivered to the customer using the delivery method(s) selected during closeout/reissue.

Chapter 2 Ordering a Permit

TO CLOSEOUT A HUBOMETER PERMIT

1. Click the **Hubometer** button in the **Administrative Panel** on the **Customer Dashboard**.



The **HUB Renewal/Closeout** screen will be displayed for that permit.

The screenshot shows the 'HUB Renewal/Closeout' form for Permit 200507001135. The form contains the following fields:

- Company Name: ProMiles Software Development Corp
- Permit Number: 200507001135
- Expiration Date: 8/5/2020
- VIN: 12345
- License Plate: 526878
- License State: TX
- Original Serial #: 123
- Original HUB Start Reading: 123
- HUB End Reading:
- Serial # (Update if changed):

Submit and Cancel buttons are located at the bottom of the form.

Chapter 2 Ordering a Permit

3. Enter the HUB reading in the **HUB End Reading** field.
4. Verify the serial number that auto-populated in the **Serial #** field. Update if necessary.
5. Click the **Submit** button to complete the closeout or click the **Cancel** button to return to the **HUB Renewal/Closeout** screen.

The screen will expand allowing the user to pay for this permit and close it out.

6. Select the **I would like to closeout this permit** radio button.

HUB Renewal/Closeout

Use the form below to amend/renew/closeout Permit 200507001135

HUB Renewal/Closeout for Permit

Enter required information

Company Name	ProMiles Software Development Corp
Permit Number	200507001135
Expiration Date	8/5/2020
VIN	12345
License Plate	526878
License State	TX
Original Serial #	123
Original HUB Start Reading	123
HUB End Reading	<input type="text" value="200000"/>
HUB Serial #	<input type="text" value="123"/>
Total HUB Miles	199877

Reissue Permit #200507001135

Amount Due: \$31.00

Renewal License Plate	<input type="text" value="526878"/>
Renewal License State	<input type="text" value="TX"/>
Delivery Address 1	<input type="text"/>
Delivery Address 2	<input type="text"/>

I would like to reissue this permit I would like to closeout this permit.

Reissue Start Date

Closeout Permit #200507001135

Amount Due: \$0.00

Delivery Address 1	<input type="text"/>
Delivery Address 2	<input type="text"/>

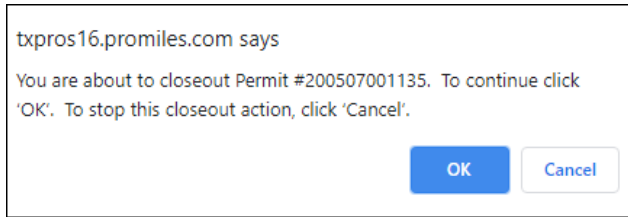
I would like to reissue this permit. I would like to closeout this permit.

A closeout should only be occurring when a vehicle is no longer in service, being removed from inventory or there is a change in size, weight, and/or axle configuration.

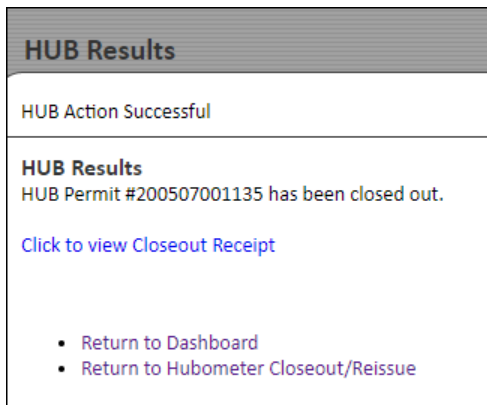
Chapter 2 Ordering a Permit

7. Click the **Closeout** button to pay the amount due.

A confirmation message will be displayed.



*The **HUB Results** screen will be displayed.*



*The receipt will be displayed in a new window. Close the window to return to the **HUB Results** screen.*

10. Click the **Return to Dashboard** link to return to the **Home Page** or click the **Return to Hubometer Closeout/Reissue** link to closeout or reissue another HUB permit.

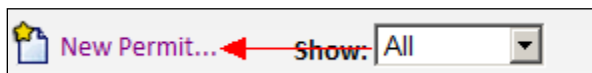
ORDERING A PERMIT

The TxPROS Customer Interface allows customers to create permit applications for OS/OW travel within the State of Texas. If the parameters of the load are within limits set by MCD, the permit can be self-issued by the customer. Permit applications exceeding these limits, or applications that need assistance from the Permit Office, will be submitted to the Permit Office for issuing.

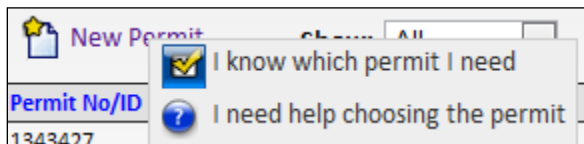
This chapter will deal mainly with applications that are self-issue. If a permit application exceeds the parameter envelopes for self-issue, or if the customer would like assistance from the Permit Office, the application will be submitted to the Permit Office for review. The progress of this permit application can be tracked on the **Customer Dashboard** in the **Permits Panel**. More information regarding applications that are not self-issue, is found in Chapter 3 Generating a Route and Chapter 4 Working with Your Trip Results.

TO CREATE A PERMIT

1. Click the **New Permit** link in the **Permits Panel** on the **Customer Dashboard**.



2. If the Company User knows what type of permit they need, they should choose **I know which permit I need**. Otherwise select **I need help choosing the permit**.

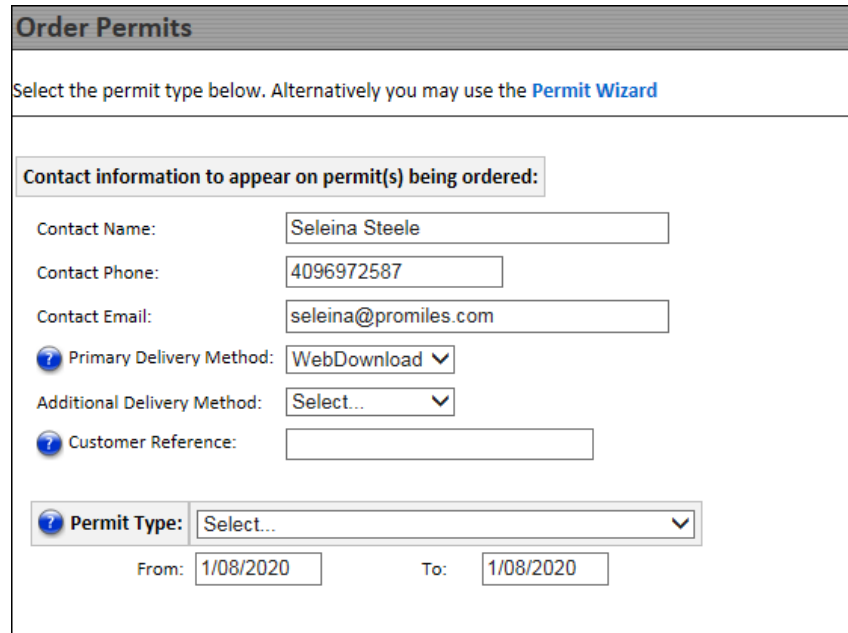


Selecting **I need help choosing a permit** will open the *Permit Wizard* which will ask several questions designed to help determine what permit best fits the needs for this load.

- If ordering a permit for the company, the information entered and saved from the **Company Information** screen will be completed on the **Order Permit** screen.
 - If the user is a Wire Service and the permit is being ordered for another company, enter the Customer Number for the company the permit is being ordered for.
3. Choose a primary and optionally an additional **Delivery Method** from the dropdown lists. If the delivery method information does not populate, enter the necessary information. If the information does populate from the saved **Customer Data**, but the Company User wants to change it for this permit, they should enter the updated information.

Chapter 2 Ordering a Permit

- The Company User may enter a **Customer Reference** for this permit. This is an optional field on the permit application that enables the Company User to associate a permit to a particular job, job number, or some other internal tracking. This option is not required and has been provided as a service to MCD customers. If information is entered for the **Customer Reference**, the Company User will be able to search for that information and generate a report for all permits associated to that reference. This reference will also print on the permit.



Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

Contact information to appear on permit(s) being ordered:

Contact Name: Seleina Steele

Contact Phone: 4096972587

Contact Email: seleina@promiles.com

Primary Delivery Method: WebDownload

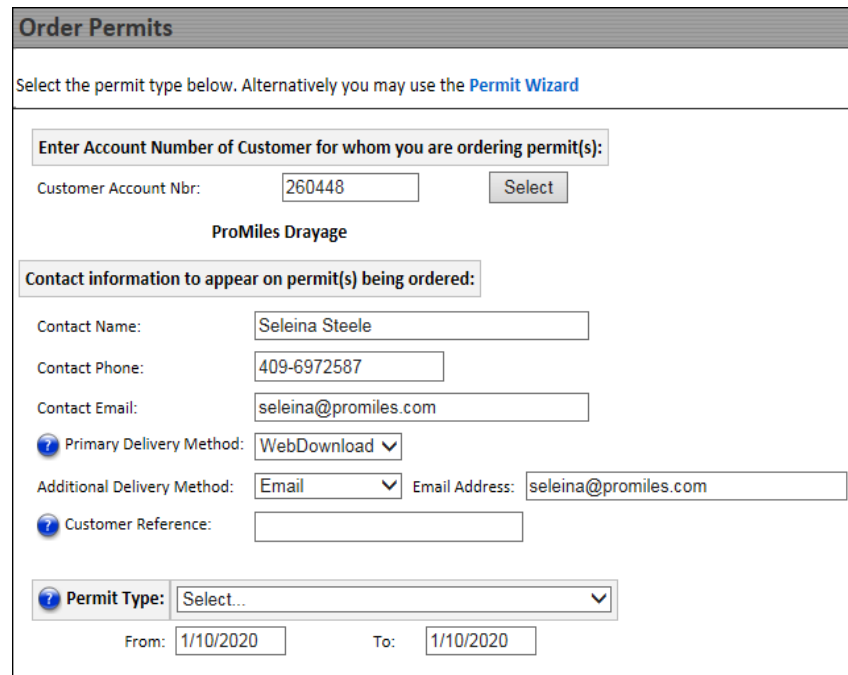
Additional Delivery Method: Select...

Customer Reference:

Permit Type: Select...

From: 1/08/2020 To: 1/08/2020

FIGURE 16: CUSTOMER ORDER PERMITS SCREEN



Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

Enter Account Number of Customer for whom you are ordering permit(s):

Customer Account Nbr: 260448

ProMiles Drayage

Contact information to appear on permit(s) being ordered:

Contact Name: Seleina Steele

Contact Phone: 409-6972587

Contact Email: seleina@promiles.com

Primary Delivery Method: WebDownload

Additional Delivery Method: Email Email Address: seleina@promiles.com

Customer Reference:

Permit Type: Select...

From: 1/10/2020 To: 1/10/2020

FIGURE 17: WIRE SERVICE ORDER PERMITS SCREEN

Chapter 2 Ordering a Permit

5. Select the type of permit by choosing it from the **Permit Type** dropdown list.

The screenshot shows the 'Order Permits' form. At the top, it says 'Select the permit type below. Alternatively you may use the [Permit Wizard](#)'. Below this is a section for 'Contact information to appear on permit(s) being ordered:' with fields for Contact Name (Seleina Steele), Contact Phone (4096972587), and Contact Email (seleina@promiles.com). There are also dropdown menus for 'Primary Delivery Method' (WebDownload) and 'Additional Delivery Method' (Select...). A 'Permit Type' dropdown is open, showing a list of permit options such as '30-day Length', '60-day Length', 'Annual Overlength', etc. The 'Permit Type' dropdown is currently set to 'From:'.

Note: After choosing a Permit Type, the **Next** and **Cancel** buttons appear at the bottom.

The screenshot shows a date selection calendar for January 2020. The 'From' date is set to 1/08/2020. The 'To' date field is empty. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 1 to 31. The date 1/08/2020 is highlighted in the calendar.

The **To** Date will be automatically populated for based on the particular permit that is requested. If fewer days are preferred, select an end date.

Chapter 2 Ordering a Permit

7. Click the **Next** button to proceed with the permit or click the **Cancel** button to cancel this permit application.

Order Permits

Select the permit type below. Alternatively you may use the [Permit Wizard](#)

Contact information to appear on permit(s) being ordered:

Contact Name: Seleina Steele

Contact Phone: 4096972587

Contact Email: seleina@promiles.com

Primary Delivery Method: WebDownload

Additional Delivery Method: Select...

Customer Reference:

Permit Type: General

From: 1/08/2020 To: 1/12/2020

Cancel **Next >>**

The **Operating Authority** screen will be displayed.

Some **Operating Authority** values can be predefined by entering the USDOT and MCR numbers into the **Company Data** screen. See page 35.

Operating Authority

To process the permits you are requesting, we need to collect information about your operating authority.

Please select your operating authority.

I attest I have a current Texas MCR number. Texas MCR Number 332211

I attest I am UCR registered with current insurance. US DOT Number 665544

No bond on file.

<< Back **Next >>** **Save and Exit** **Cancel**

Note: If the Company User chooses to **Save and Exit** for future use, the saved permit application can be accessed from the **Permits Panel** on the **Customer Dashboard**. Click the **Select** link, then **Resume Permit** to continue this permit application.

Chapter 2 Ordering a Permit

TO ENTER TRUCK AND LOAD INFORMATION

1. Enter information about the truck and load in the **Order Permits - Truck and Load Information** screen.

If the company already saved a vehicle in the **Company Data** screen as described on page 40, the Company User can choose that vehicle from the dropdown list. It will auto-populate the known information about the vehicle into the form.

If the unit the Company User is entering is not in their **Vehicle Inventory** on the **Company Data** screen, the program will ask them if it should add the unit to their **Vehicle Inventory** list. If they choose **OK** the unit will appear in **Vehicle Inventory** and will be available in the future when ordering a permit. A unit number must be entered to save in the unit list.

Note: For optimal routing, enter exact load dimensions.

The screenshot shows the 'Order Permits' screen from ProMiles Software Development Corp. The interface is titled 'Order Permits' and includes a header with the company name and a sub-header 'Use the form below to fill in truck and load information.' The main form area is divided into several sections:

- Vehicle Information:** A row of fields for 'Add Power Unit', 'Vehicle Inventory', 'Unit/Rig Number', 'Year', 'Make', 'VIN', 'License', 'State', and 'Add Trailer'. Below this is a dropdown menu labeled 'Select...'. There are plus icons on either side of the dropdown.
- Industry and Load Description:** A section with a dropdown for 'Industry' (currently showing '-- Select One --') and a text input for 'Load Description:'. Below these are two checkboxes: 'I attest that the load is non-divisible.' and 'I attest that hauling multiple items does not create an additional over-dimension.'
- Load Dimensions Table:** A table with columns for 'Load Parameter', 'Feet', and 'Inches'. It contains rows for 'Loaded Width', 'Loaded Height', 'Loaded Length', and 'Trailer Length'. To the right, there are fields for 'Loaded Front o/Hang', 'Loaded Rear o/Hang', and 'Loaded Weight' (with a 'Legal' button). An 'Enter Weights' button is located below the 'Loaded Weight' field.
- Underclearance:** A section with a checkbox 'I wish to be routed using actual underclearance.' and a help icon.
- Navigation:** At the bottom, there is an 'Add New Load' button and four large buttons: '<< Back', 'Next >>', 'Save and Exit', and 'Cancel'.

FIGURE 18: TRUCK AND LOAD INFORMATION SCREEN

TABLE 5: SET TRUCK AND LOAD INFORMATION





Element	Function		Required?
Vehicle	Information for the vehicle that will be on the permit		
	Add Power Unit Icon 	Create another permit for another vehicle on this application. All truck and load parameters and the permit dates must be the same for each vehicle to use this option.	No
	Delete Power Unit Icon 	Delete a permit request for additional vehicles on this application. This only displays if a user has clicked Add Power Unit .	No
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account. This information is set up in the Company Data/Company Assets section.	No
	Unit/Rig Number	Unit number of the vehicle on the permit	No
	Year	Model year of the vehicle on the permit	Yes
	Make	Manufacturer of the vehicle on the permit	Yes
	VIN	Vehicle Identification Number of the vehicle on the permit	Yes
	License	License number of the vehicle on the permit	Yes
	State	State that issued the license for the vehicle on the permit	Yes
	Add Trailer Icon 	Add a line to enter trailer information for the permit.	No
	Delete Trailer Icon 	Delete a permit request for additional trailers on this application. This only displays if a user has clicked Add Trailer .	No
Trailer	Information for the trailer that will be on the permit. Trailers are not required to be entered for all Permit Types. Some permits will not allow a trailer to be entered; some will require having one entered, while others will allow a trailer to be entered at the user's discretion.		


TABLE 5: SET TRUCK AND LOAD INFORMATION

Element	Function		Required?
	Vehicle Inventory	List of saved vehicles and trailers in the customer's TxPROS account. This information is set up in the Company Data/Company Assets section.	No
	Unit/Rig Number	Unit number of the trailer on the permit	No
	Year	Model year of the trailer on the permit	Yes
	Make	Manufacturer of the trailer on the permit	Yes
	VIN	Vehicle Identification Number of the trailer on the permit	Yes
	License	License number of the trailer on the permit	Yes
	State	State that issued the license for the trailer on the permit	Yes
Industry	An appropriate industry for the items being hauled must be selected from this dropdown list.		Yes
Load Description	A brief description of the load being hauled		Yes
I attest that the load is non-divisible.	By checking this option the Company User confirms that the load being hauled cannot be broken down further or disassembled as per TxDMV rules. If the load IS divisible then the legally loaded option must be confirmed.		Yes/or below option
I attest that hauling multiple items does not create an additional over-dimension.	This checkbox confirms to TxDMV that the load is legally loaded per TxDMV rules.		Yes/or above option
<p>Load Measurements</p> <p>All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, visit the link below:</p> <p>http://www.txdmv.gov/motor-carriers/oversize-overweight-permits/texas-size-weight-limits</p>			
<p>The fields in this section are related to describing the dimensions of the load.</p>			
Load Parameter	Dimension values of the load		

TABLE 5: SET TRUCK AND LOAD INFORMATION

Element	Function		Required?
	Feet	Number of complete feet and inches of each load parameter.	Yes
	Inches	<p>Note 1: The Inches value should be rounded up. For example, if the Load Width is 13 feet, 7.5 inches, then enter the Feet value of 13, and the Inches value of 8. In situations when inches are not required, round up to the nearest feet.</p> <p>Note 2: This value is not applicable to the Loaded Weight parameter.</p>	
	Loaded Width	Width is measured from the outside points of the widest extremities of the load, excluding safety devices such as mirrors or flags.	
	Loaded Height	Height is measured from the roadbed to the highest point of the load or vehicle. Although the system requires a minimum entry of 12'6", the Company User must enter the exact loaded height, if greater, for routing safety.	
	Loaded Length	Length is measured from the front extension of the truck or load to the back extension of the trailer or load and must include all overhangs. Overhang measurements must also be listed separately on the permit.	
	Trailer Length	Trailer Length is measured from the front most portion of the trailer (excludes trailer tongue) to the rear most extended portion of the trailer. This measurement excludes any load or pulling unit.	
	Loaded Front o/Hang	Front overhang is the measurement of the portion of the load that extends beyond the front bumper of the vehicle.	
	Loaded Rear o/Hang	Rear overhang is the measurement of the portion of the load that extends beyond the rear bumper of a single vehicle or the last vehicle in a vehicle combination.	
	Loaded Weight	Click on "Enter Weights" to list axle spacings, weights, and tire sizes on the permit application. See <i>Figure 19: Axle Weights Screen</i> for illustration and below for Enter Weights description.	

TABLE 5: SET TRUCK AND LOAD INFORMATION

Element	Function	Required?
Enter Weights	Enter the axle weights for the truck and load. This feature IS required if the GVW or any axle exceeds legal weight or if required by Permit Type. See <i>Figure 19: Axle Weights Screen</i> for more information. This feature can be used when weights are less than legal, in order to obtain a better route.	No/unless exceeds legal or Permit Type requires
UnderClearance	This checkbox confirms to TxDMV that the carrier does not want to be routed around restrictions involving underclearance.	No
Trailer has less than 18" ground clearance	A trailer with low ground clearance for hauling various types of equipment. Also known as lowboy type trailer. Select yes or no stating if the Company user has a lowboy type trailer which is a trailer with less than 18 inches of ground clearance.	No
Trailer has hydraulic lift	The ability to raise or lower a trailer in order to clear certain overhead structures or to avoid under-clearance issues which may cause a trailer to high center. This checkbox will mark the lowboy trailer as having hydraulics.	No
Add New Load	Add a second truck/load parameter box that can be filled out separately to order two or more permits of the same type at the same time. This would be used for a Rig Move.	No
Copy Previous Load Information	When adding a new load (see above) this option can be selected to copy all of the load dimensions into the newly added truck/load parameter box.	
Move Description	When adding a new load, a text box displays above the truck/load information to name the Rig Move.	
Delete New Load Icon 	Delete an additional load if not needed.	
Back	Return to the previous screen.	
Next	Continue to the next screen.	
Save and Exit	Save the permit and load information and exit. This application can be resumed at a later time.	
Cancel	Cancel a permit application.	

Chapter 2 Ordering a Permit

- Click the **Enter Weights** button to enter the appropriate axle weights and spacings if the loaded weight exceeds legal axle or gross weight limits.

Note: If dimensions are not entered in the **Set Axle Weights** screen, the system will assume the dimensions are legal. If the dimensions are less than legal requirements, enter those dimensions in the **Set Axle Weights** screen for a more accurate route.

Set Axle Weights

Enter spacing and weight information for each axle.

Number of Axles: Gauge: Lane:
 Steerable:

Total Spacing: 59' 0" Total Weight: 118000

Axle	Spacing	Weight	# Tires	Tread Width	Gauge	Lane	Steer
1		12000	2	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Steerable
2	15	23000	4	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Fixed
3	4	23000	4	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Fixed
4	30	20000	4	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Fixed
5	5	20000	4	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Fixed
6	5	20000	4	11	<input type="checkbox"/> <input type="checkbox"/>	Center	Fixed

For optimal routing, enter exact weights.

Display Configuration Side Top

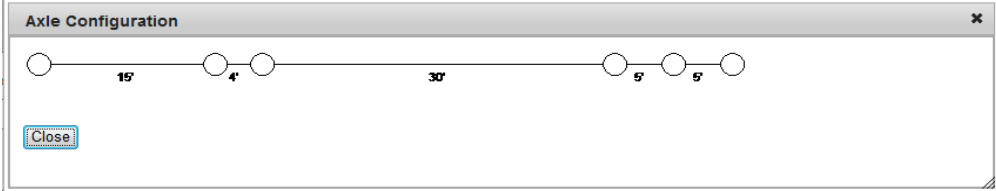
Validate Weights and Close Cancel (Clears all axles.)

FIGURE 19: AXLE WEIGHTS SCREEN

TABLE 6: SET AXLE WEIGHTS

Element	Function
Number of Axles	Total amount of axles for the load and power unit
Gauge	Show or hide the Axle Gauge column
Lane	Show or hide the Axle Lane column
Steerable	Show or hide the Axle Steer column This option should be selected (shown) if the vehicle has a steering or articulated axle other than the first axle.
Total Spacing	Total axle spacing for the truck and load This is an informative feature that is auto-updated as the Company User enters axles. Spacing cannot exceed vehicle length from the Truck and Load screen.
Total Weight	Total weight for the truck and load This is an informative feature that is auto-updated as the Company User enters weights.

TABLE 6: SET AXLE WEIGHTS

Element	Function
Axle	The order of the axles from the steering axle backwards OR From the first axle on a trailer backwards
Spacing	The space between the current axle and the axle in front of it, measured in feet, according to TxDMV regulations Spacing must be entered in whole feet. The minimum spacing between axles is 4 feet.
Weight	The load borne by the current axle Note: The weight measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see the following link: http://www.txdmv.gov/motor-carriers/oversize-overweight-permits/texas-size-weight-limits
# Tires	Number of tires on the current axle
Tread Width	Tread width of the tires on the current axle as measured according to TxDMV regulations
Gauge (Column)	The inside gauge of the axle measured from the inside of inboard wheels Only applicable if part of a trunion.
Lane (Column)	Indicate the Lane the axle is in. Options include center, left, right, left outrigger and right outrigger.
Steer (Column)	Indicate if the axle is steerable, articulating, or fixed.
Display Configuration	Displays the axle configuration in a diagram with a side or top view:  <p>The screenshot shows a window titled "Axle Configuration" with a close button (X) in the top right corner. Inside the window is a diagram of an axle layout represented by a horizontal line with circles at the ends and intermediate points. Below the line, the distances between the circles are labeled: 15', 4', 30', 5', and 5'. A "Close" button is located in the bottom left corner of the window.</p> <p style="text-align: center;">FIGURE 20: AXLE CONFIGURATION</p>
Validate Weights and Close	Once weights are entered this validates that the axle weights and spacings are legal and closes the window.
Cancel (Clears all axles)	Clears all axle information for this permit application

Chapter 2 Ordering a Permit

3. Enter information about the axle spacings and axle weights of the load.
4. Click the **Display Configuration** button to view a side or top view diagram of the axle configuration to confirm settings. Make changes if necessary.
5. Click the **Validate Weights and Close** button.
6. Click the **Next** button to continue, click the **Save and Exit** button to save the application and return to the **Customer Dashboard**, or click the **Cancel** button to cancel the permit application.



The **Enter a Route** screen will be displayed.

The screenshot shows the "Enter a Route" screen. At the top, there are three buttons: "<< Back", "Save and Exit", and "Save". Below these is a section titled "Enter Trip For This Permit" with a "Load Saved Trip:" dropdown, a "Load Trip" button, and a checked checkbox "Let me edit trip before running." Below this is a section titled "Enter Loaded Route" with fields for "Origin" (Address, City, Zip) and "Destination" (Address, City, Zip). There is also a "Via Points" dropdown set to "None" and a "Validate and Run" button. At the bottom, there is a checkbox "Continue Loaded Route after Non-Permitted Travel" and another checkbox "Trip to Get Back To yard (optional)". To the right of the form, there is explanatory text: "Use the form to the left to enter a trip that the truck(s) will use for this permit. You also have the option to enter a trip to get to the load (empty), continue loaded route trips, and a trip to get back to the yard (empty). You have 4 options for entering your origin and destination locations: • An address - Enter the street number, street, city and/or zip code. • The intersection of two streets - Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; TxPROS produces turn-by-turn directions so choose the marker that best represents your location. • A latitude/longitude pair - If you have the geocode for your location, you may enter it. example: 30.315895,-97.754073 • Border crossings - If you are entering from another state or leaving Texas, select your highway and the nearest city to where you will cross the state line. You have the option to enter via points for your route. • Highway - Enter a single highway or a series of highways you would prefer to travel on your trip. • Find on Map - Click on 'Select on Map' to open the map and select your highway via points. The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier. If you have trouble generating the route you need, please call 1.800.299.1700."

Note: For more detailed information on obtaining a route, see *Chapter 3* on page 92. The process described here is meant as a high-level explanation of the Order Permits process.

From this screen the Company User can:

- Generate a simple point-to-point route
- Generate a route through specified map points
- Generate a route over specified highways
- The Company User can generate multiple routes, each with a separate Origin and Destination, when the Company User:
 - **Continues Loaded Route after Non-Permitted Travel** – also known as split trip
 - Generates a route for an Empty Load, if an unloaded vehicle is oversize or overweight and if it:
 - Must travel empty to pick up the load – **Trip to Get To Load**
 - Must travel empty to a storage facility after dropping its load – **Trip to Get Back To yard**

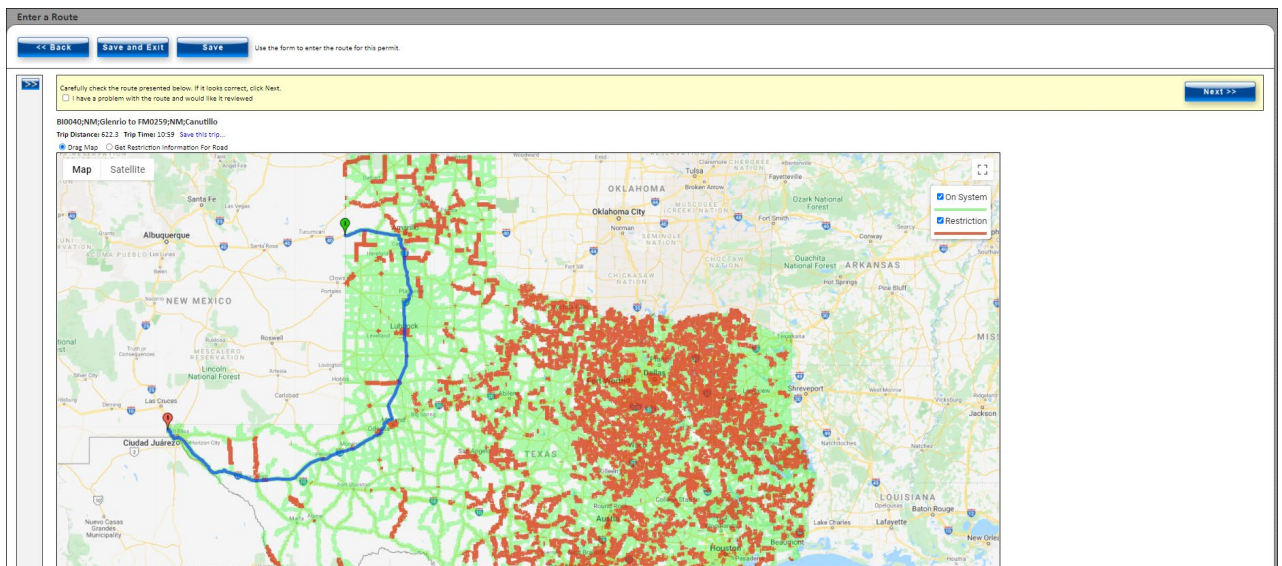
Chapter 2 Ordering a Permit

7. Choose the Origins and Destinations to be any combination of specific addresses, intersections, border crossings, and latitudes/longitudes or locations selected on a map.

Note: Each of these multiple routes can be simple point-to-point or routed over specified roadways. For example, the Company User can generate one leg of a split trip as simple point-to-point, and select the Origin by an intersection and the Destination by its address. Another leg could stipulate that it will travel over specified roadways, and the Origin could be a Border Crossing and the Destination could be selected by clicking on the map. An Empty Load permit route could be generated at the beginning and end of the trip route.

8. When all routing selections are made, click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed. See **Enter Loaded Route Results Panel** on page 126 for more information.*



*If the system requires additional information to generate the route, or if it cannot generate a route based on the information provided, the **Validation Results** window gives the opportunity to provide more information or to expand the **Enter Loaded Route Panel** to modify the route details.*

*When the system has collected sufficient information to generate a route, the **Enter Loaded Route Results Panel** will display the route and additional information about the route.*

Note: If the route needs to be altered, click the **Expand Chevron**  to expand the **Enter Loaded Route Panel**.

Note 2: For more detailed information on obtaining a route, see *Chapter 3* on page 92.

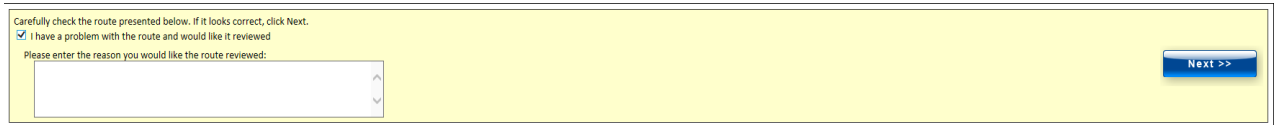
9. If the trip is not satisfactory and needs to be reviewed, click the checkbox located at the top of the **Enter Loaded Route Results Panel**, indicating there is a problem with the route provided.

Carefully check the route presented below. If it looks correct, click Next.
 I have a problem with the route and would like it reviewed

Next >>

Chapter 2 Ordering a Permit

An additional box will be displayed. Enter the problems with the route that need to be reviewed.

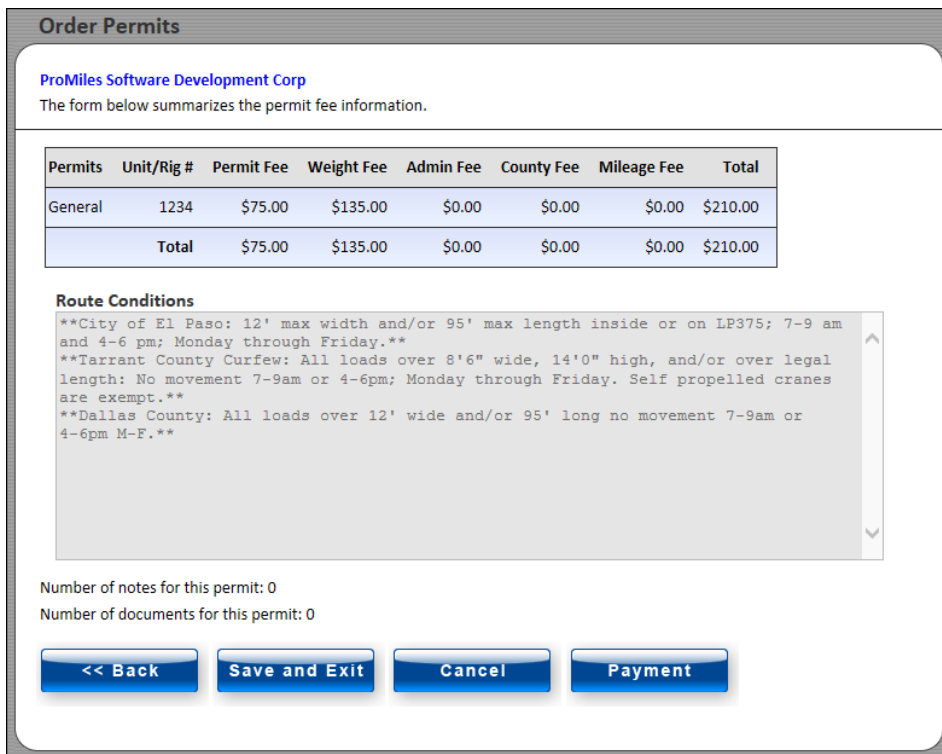


Carefully check the route presented below. If it looks correct, click Next.
 I have a problem with the route and would like it reviewed.
Please enter the reason you would like the route reviewed:

Next >>

10. If the trip looks satisfactory, or if the route needs to be reviewed, click the **Next** button on the top right of the map.

The **Permit Summary** screen will be displayed.



Order Permits
ProMiles Software Development Corp
The form below summarizes the permit fee information.

Permits	Unit/Rig #	Permit Fee	Weight Fee	Admin Fee	County Fee	Mileage Fee	Total
General	1234	\$75.00	\$135.00	\$0.00	\$0.00	\$0.00	\$210.00
Total		\$75.00	\$135.00	\$0.00	\$0.00	\$0.00	\$210.00

Route Conditions
City of El Paso: 12' max width and/or 95' max length inside or on LP375; 7-9 am and 4-6 pm; Monday through Friday.
Tarrant County Curfew: All loads over 8'6" wide, 14'0" high, and/or over legal length: No movement 7-9am or 4-6pm; Monday through Friday. Self propelled cranes are exempt.
Dallas County: All loads over 12' wide and/or 95' long no movement 7-9am or 4-6pm M-F.

Number of notes for this permit: 0
Number of documents for this permit: 0

<< Back Save and Exit Cancel Payment

Note: From this screen the Company User can review the payment and route information, add or review notes for the permit application, or attach and/or review documents for the permit application. The Company User can also go **Back** one page, **Save and Exit** to continue at a later time, **Cancel** the permit application, or click the **Payment** button to continue to the **Payment Information** screen.

11. Click the **Payment** button.



Chapter 2 Ordering a Permit

The **Payment Information** screen will be displayed.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Total Permit Fee(s): \$60.00 for 1 Permit(s)
Select Payment Method:

Select...

Total Amount Owed: \$60.00 for 1 Permit(s)

Press submit only once.

12. Select the appropriate payment method from the dropdown list.

Select...

- American Express
- Cash
- Discover
- ACH Transfer
- MasterCard
- Visa

Depending on the payment method selected, additional information will need to be provided such as the credit card number, PAC Number, or the ID Number for a Comptroller Transmittal.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Total Permit Fee(s): \$60.00 for 1 Permit(s)
Select Payment Method:

Discover

Total Amount Owed: \$61.61 for 1 Permit(s)

This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Credit Card Number:
 Month: Year: CVV: Billing Zip Code:

Press submit only once.

For cash payments, select the Regional Service Center where the payment will be made.

Chapter 2 Ordering a Permit

Note: Cash permits cannot be accessed until paid for at the selected location.

Payment Information

The amount you owe and options for paying are presented below. Please select a payment option and click the Submit button.

Total Permit Fee(s): \$60.00 for 1 Permit(s)
Select Payment Method:

Cash

Total Amount Owed: \$60.00 for 1 Permit(s)

Select TxDMV Office:

Press submit only once.

13. Once complete click the **Submit** button to finalize the process or click the **Cancel** button to select another payment option.

If the payment is approved the Company User will be presented with the **Permit Submission Successful** page. This page will list the Permit ID and the Permit Number. If the permit has been issued, it can be accessed through the link that is the **Permit Number** as well as on the **Customer Dashboard**. The Company User will receive the permit via the delivery method selected when this order originated.

Order Permits

ProMiles Software Development Corporation
Permit ID: 1878065

Permit Submission Successful!
Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

Permits Issued

Permit ID	Permit Number
1878065	150904878065

14. To order another permit, click the **Order another permit** hyperlink, or click the **Permit Wizard** button.
15. Click the **Return to the Dashboard** link or click the **Home** button to return to the **Customer Dashboard**



Note: Wire Services are responsible for delivering the permit to the Customer. TxPROS delivers the permit to the Wire Service. The Permit PDF will be available from the **Wire Service Dashboard**.

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PERMIT ENQUEUED

When the Company User orders a permit that is not self-issue, the system will allow them to go through the permit application process from start to finish including gathering information for the payment once the application is complete. Instead of the **Payment Successful** message, they will be notified that their permit is enqueued or that it has been placed in a Permit Office queue for processing. The application will have a **Permit ID** as a reference number. They will not have a Permit Number and the payment will not be processed until the permit is issued.

Permits Enqueued: Permit type not self issue	
Permit ID	Permit Number
1967083	

Permit applications that are enqueued can be found in the **Permits Panel** on the **Customer Dashboard** listed by the **Permit ID**.

OTHER PERMIT ENTRY SCREENS

The TxPROS system will display other application screens depending on the Permit Type.

Certain Permit Types require special data items to be provided for the permit. Manufactured Housing is an example of such a permit. These items are entered using the **Special Items** screen. Each **Special Items** screen will be different based on the information needed. Hover over the question marks for additional information for each field.

MANUFACTURED HOMES

Affordable Manufactured Homes

Use the form below to enter additional information about the permit application. Permit ID: 1872697

Special Items for all permits.

Manufactured house and locations information

Item	Value
Manufactured house year	2007
Manufactured house make	
Owner's name	LaLinda Waldrop
Starting county	Select...
Starting address including city and state and zip	
Ending county	Select...
Ending address including city and state and zip	

Special items for individual permits.

Item	Value
Permit ID: 1872697 Manufactured House	
HUD or serial number	

<< Back Next >> Save and Exit Cancel

Chapter 2 Ordering a Permit

Permits such as the Over-Axle (1547) and Ready-Mixed Concrete Truck (Annual) permits require the user to select the counties to include on the permit. The counties are selected using the **County Information** screen.

COUNTY INFORMATION

County Information

The permits you selected are for operation in certain counties. Select the desired counties below:

Select Counties [Select All](#) [Unselect All](#)

<input checked="" type="checkbox"/> Anderson	<input checked="" type="checkbox"/> Collingsworth	<input checked="" type="checkbox"/> Glasscock	<input checked="" type="checkbox"/> Kaufman	<input checked="" type="checkbox"/> Moore	<input checked="" type="checkbox"/> Somervell
<input checked="" type="checkbox"/> Andrews	<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Goliad	<input checked="" type="checkbox"/> Kendall	<input checked="" type="checkbox"/> Morris	<input checked="" type="checkbox"/> Starr
<input checked="" type="checkbox"/> Angelina	<input checked="" type="checkbox"/> Comal	<input checked="" type="checkbox"/> Gonzales	<input checked="" type="checkbox"/> Kenedy	<input checked="" type="checkbox"/> Motley	<input checked="" type="checkbox"/> Stephens
<input checked="" type="checkbox"/> Aransas	<input checked="" type="checkbox"/> Comanche	<input checked="" type="checkbox"/> Gray	<input checked="" type="checkbox"/> Kent	<input checked="" type="checkbox"/> Nacogdoches	<input checked="" type="checkbox"/> Sterling
<input checked="" type="checkbox"/> Archer	<input checked="" type="checkbox"/> Concho	<input checked="" type="checkbox"/> Grayson	<input checked="" type="checkbox"/> Kerr	<input checked="" type="checkbox"/> Navarro	<input checked="" type="checkbox"/> Stonewall
<input checked="" type="checkbox"/> Armstrong	<input checked="" type="checkbox"/> Cooke	<input checked="" type="checkbox"/> Gregg	<input checked="" type="checkbox"/> Kimble	<input checked="" type="checkbox"/> Newton	<input checked="" type="checkbox"/> Sutton
<input checked="" type="checkbox"/> Atascosa	<input checked="" type="checkbox"/> Coryell	<input checked="" type="checkbox"/> Grimes	<input checked="" type="checkbox"/> King	<input checked="" type="checkbox"/> Nolan	<input checked="" type="checkbox"/> Swisher
<input checked="" type="checkbox"/> Austin	<input checked="" type="checkbox"/> Cottle	<input checked="" type="checkbox"/> Guadalupe	<input checked="" type="checkbox"/> Kinney	<input checked="" type="checkbox"/> Nueces	<input checked="" type="checkbox"/> Tarrant
<input checked="" type="checkbox"/> Bailey	<input checked="" type="checkbox"/> Crane	<input checked="" type="checkbox"/> Hale	<input checked="" type="checkbox"/> Kleberg	<input checked="" type="checkbox"/> Ochiltree	<input checked="" type="checkbox"/> Taylor
<input checked="" type="checkbox"/> Bandera	<input checked="" type="checkbox"/> Crockett	<input checked="" type="checkbox"/> Hall	<input checked="" type="checkbox"/> Knox	<input checked="" type="checkbox"/> Oldham	<input checked="" type="checkbox"/> Terrell
<input checked="" type="checkbox"/> Bastrop	<input checked="" type="checkbox"/> Crosby	<input checked="" type="checkbox"/> Hamilton	<input checked="" type="checkbox"/> LaSalle	<input checked="" type="checkbox"/> Orange	<input checked="" type="checkbox"/> Terry
<input checked="" type="checkbox"/> Baylor	<input checked="" type="checkbox"/> Culberson	<input checked="" type="checkbox"/> Hansford	<input checked="" type="checkbox"/> Lamar	<input checked="" type="checkbox"/> Palo Pinto	<input checked="" type="checkbox"/> Throckmorton
<input checked="" type="checkbox"/> Bee	<input checked="" type="checkbox"/> Dallam	<input checked="" type="checkbox"/> Hardeman	<input checked="" type="checkbox"/> Lamb	<input checked="" type="checkbox"/> Panola	<input checked="" type="checkbox"/> Titus
<input checked="" type="checkbox"/> Bell	<input checked="" type="checkbox"/> Dallas	<input checked="" type="checkbox"/> Hardin	<input checked="" type="checkbox"/> Lampasas	<input checked="" type="checkbox"/> Parker	<input checked="" type="checkbox"/> Tom Green
<input checked="" type="checkbox"/> Bexar	<input checked="" type="checkbox"/> Dawson	<input checked="" type="checkbox"/> Harris	<input checked="" type="checkbox"/> Lavaca	<input checked="" type="checkbox"/> Parmer	<input checked="" type="checkbox"/> Travis
<input checked="" type="checkbox"/> Blanco	<input checked="" type="checkbox"/> DeWitt	<input checked="" type="checkbox"/> Harrison	<input checked="" type="checkbox"/> Lee	<input checked="" type="checkbox"/> Pecos	<input checked="" type="checkbox"/> Trinity
<input checked="" type="checkbox"/> Borden	<input checked="" type="checkbox"/> Deaf Smith	<input checked="" type="checkbox"/> Hartley	<input checked="" type="checkbox"/> Leon	<input checked="" type="checkbox"/> Polk	<input checked="" type="checkbox"/> Tyler
<input checked="" type="checkbox"/> Bosque	<input checked="" type="checkbox"/> Delta	<input checked="" type="checkbox"/> Haskell	<input checked="" type="checkbox"/> Liberty	<input checked="" type="checkbox"/> Potter	<input checked="" type="checkbox"/> Upshur
<input checked="" type="checkbox"/> Bowie	<input checked="" type="checkbox"/> Denton	<input checked="" type="checkbox"/> Hays	<input checked="" type="checkbox"/> Limestone	<input checked="" type="checkbox"/> Presidio	<input checked="" type="checkbox"/> Upton
<input checked="" type="checkbox"/> Brazoria	<input checked="" type="checkbox"/> Dickens	<input checked="" type="checkbox"/> Hemphill	<input checked="" type="checkbox"/> Lipscomb	<input checked="" type="checkbox"/> Rains	<input checked="" type="checkbox"/> Uvalde
<input checked="" type="checkbox"/> Brazos	<input checked="" type="checkbox"/> Dimmit	<input checked="" type="checkbox"/> Henderson	<input checked="" type="checkbox"/> Live Oak	<input checked="" type="checkbox"/> Randall	<input checked="" type="checkbox"/> Val Verde
<input checked="" type="checkbox"/> Brewster	<input checked="" type="checkbox"/> Donley	<input checked="" type="checkbox"/> Hidalgo	<input checked="" type="checkbox"/> Llano	<input checked="" type="checkbox"/> Reagan	<input checked="" type="checkbox"/> Van Zandt
<input checked="" type="checkbox"/> Briscoe	<input checked="" type="checkbox"/> Duval	<input checked="" type="checkbox"/> Hill	<input checked="" type="checkbox"/> Loving	<input checked="" type="checkbox"/> Real	<input checked="" type="checkbox"/> Victoria
<input checked="" type="checkbox"/> Brooks	<input checked="" type="checkbox"/> Eastland	<input checked="" type="checkbox"/> Hockley	<input checked="" type="checkbox"/> Lubbock	<input checked="" type="checkbox"/> Red River	<input checked="" type="checkbox"/> Walker
<input checked="" type="checkbox"/> Brown	<input checked="" type="checkbox"/> Ector	<input checked="" type="checkbox"/> Hood	<input checked="" type="checkbox"/> Lynn	<input checked="" type="checkbox"/> Reeves	<input checked="" type="checkbox"/> Waller
<input checked="" type="checkbox"/> Burleson	<input checked="" type="checkbox"/> Edwards	<input checked="" type="checkbox"/> Hopkins	<input checked="" type="checkbox"/> Madison	<input checked="" type="checkbox"/> Refugio	<input checked="" type="checkbox"/> Ward
<input checked="" type="checkbox"/> Burnet	<input checked="" type="checkbox"/> El Paso	<input checked="" type="checkbox"/> Houston	<input checked="" type="checkbox"/> Marion	<input checked="" type="checkbox"/> Roberts	<input checked="" type="checkbox"/> Washington
<input checked="" type="checkbox"/> Caldwell	<input checked="" type="checkbox"/> Ellis	<input checked="" type="checkbox"/> Howard	<input checked="" type="checkbox"/> Martin	<input checked="" type="checkbox"/> Robertson	<input checked="" type="checkbox"/> Webb
<input checked="" type="checkbox"/> Calhoun	<input checked="" type="checkbox"/> Erath	<input checked="" type="checkbox"/> Hudspeth	<input checked="" type="checkbox"/> Mason	<input checked="" type="checkbox"/> Rockwall	<input checked="" type="checkbox"/> Wharton
<input checked="" type="checkbox"/> Callahan	<input checked="" type="checkbox"/> Falls	<input checked="" type="checkbox"/> Hunt	<input checked="" type="checkbox"/> Matagorda	<input checked="" type="checkbox"/> Runnels	<input checked="" type="checkbox"/> Wheeler
<input checked="" type="checkbox"/> Cameron	<input checked="" type="checkbox"/> Fannin	<input checked="" type="checkbox"/> Hutchinson	<input checked="" type="checkbox"/> Maverick	<input checked="" type="checkbox"/> Rusk	<input checked="" type="checkbox"/> Wichita
<input checked="" type="checkbox"/> Camp	<input checked="" type="checkbox"/> Fayette	<input checked="" type="checkbox"/> Irion	<input checked="" type="checkbox"/> McCulloch	<input checked="" type="checkbox"/> Sabine	<input checked="" type="checkbox"/> Wilbarger
<input checked="" type="checkbox"/> Carson	<input checked="" type="checkbox"/> Fisher	<input checked="" type="checkbox"/> Jack	<input checked="" type="checkbox"/> McLennan	<input checked="" type="checkbox"/> San Augustine	<input checked="" type="checkbox"/> Willacy
<input checked="" type="checkbox"/> Cass	<input checked="" type="checkbox"/> Floyd	<input checked="" type="checkbox"/> Jackson	<input checked="" type="checkbox"/> McMullen	<input checked="" type="checkbox"/> San Jacinto	<input checked="" type="checkbox"/> Williamson
<input checked="" type="checkbox"/> Castro	<input checked="" type="checkbox"/> Foard	<input checked="" type="checkbox"/> Jasper	<input checked="" type="checkbox"/> Medina	<input checked="" type="checkbox"/> San Patricio	<input checked="" type="checkbox"/> Wilson
<input checked="" type="checkbox"/> Chambers	<input checked="" type="checkbox"/> Fort Bend	<input checked="" type="checkbox"/> Jeff Davis	<input checked="" type="checkbox"/> Menard	<input checked="" type="checkbox"/> San Saba	<input checked="" type="checkbox"/> Winkler
<input checked="" type="checkbox"/> Cherokee	<input checked="" type="checkbox"/> Franklin	<input checked="" type="checkbox"/> Jefferson	<input checked="" type="checkbox"/> Midland	<input checked="" type="checkbox"/> Schleicher	<input checked="" type="checkbox"/> Wise
<input checked="" type="checkbox"/> Childress	<input checked="" type="checkbox"/> Freestone	<input checked="" type="checkbox"/> Jim Hogg	<input checked="" type="checkbox"/> Milam	<input checked="" type="checkbox"/> Scurry	<input checked="" type="checkbox"/> Wood
<input checked="" type="checkbox"/> Clay	<input checked="" type="checkbox"/> Frio	<input checked="" type="checkbox"/> Jim Wells	<input checked="" type="checkbox"/> Mills	<input checked="" type="checkbox"/> Shackelford	<input checked="" type="checkbox"/> Yoakum
<input checked="" type="checkbox"/> Cochran	<input checked="" type="checkbox"/> Gaines	<input checked="" type="checkbox"/> Johnson	<input checked="" type="checkbox"/> Mitchell	<input checked="" type="checkbox"/> Shelby	<input checked="" type="checkbox"/> Young
<input checked="" type="checkbox"/> Coke	<input checked="" type="checkbox"/> Galveston	<input checked="" type="checkbox"/> Jones	<input checked="" type="checkbox"/> Montague	<input checked="" type="checkbox"/> Sherman	<input checked="" type="checkbox"/> Zapata
<input checked="" type="checkbox"/> Coleman	<input checked="" type="checkbox"/> Garza	<input checked="" type="checkbox"/> Karnes	<input checked="" type="checkbox"/> Montgomery	<input checked="" type="checkbox"/> Smith	<input checked="" type="checkbox"/> Zavala
<input checked="" type="checkbox"/> Collin	<input checked="" type="checkbox"/> Gillespie				

<< Back
Next >>
Save and Exit
Cancel

Chapter 2 Ordering a Permit

MUST MAIL PERMITS

Permits that must be mailed have a screen for the user to enter a mailing address and renewal notice information.

Mailing Address

This permit will be sent via USPS First Class mail. Please enter mailing address information below.

Company Name	<input type="text" value="ProMiles"/>
Recipient Name	<input type="text" value="Cynthia Nguyen"/>
Address Line 1	<input type="text" value="1900 Texas Avenue"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Bridge City"/>
State	<input type="text" value="TX"/>
ZIP	<input type="text" value="77611"/>

Renewal Notice

TxDMV will send you a renewal notice prior to the expiration of certain permits. The notice can be sent to a mailing address and up to two additional email addresses. Please enter the renewal addresses below.

Recipient Name	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
ZIP	<input type="text"/>
Primary Email	<input type="text" value="cynthia@promiles.com"/>
Secondary Email	<input type="text"/>

Chapter 2 Ordering a Permit

The table below describes all possible fields that could display for mailing information.

TABLE 7: MAILED PERMITS - MAILING ADDRESS INFORMATION DETAILS

Element	Content
Company Name	The name of the company where the permit is being delivered
Recipient Name	The name of the individual person at the company who the permit should be addressed to
Address Line 1	The company's mailing address. This is pulled from the data entered in Contact Information under Company Data . The information can be changed in this screen to the address for permit delivery.
Address Line 2	Additional company mailing address information. This is pulled from the data entered in Contact Information under Company Data . The information can be changed in this screen to the address for permit delivery.
City	The city related to the company's mailing address. This is pulled from the data entered in Contact Information under Company Data . The information can be changed in this screen to the city for permit delivery.
State	The state related to the company's mailing address. This is pulled from the data entered in Contact Information under Company Data . The information can be changed in this screen to the state for permit delivery.
Zip	The ZIP code related to the company's mailing address. This is pulled from the data entered in Contact Information under Company Data . The information can be changed in this screen to the ZIP for permit delivery.
Primary Email	The company's email address
Secondary Email	The company's secondary email address

Chapter 2 Ordering a Permit

OVERLAPPING PERMITS

The TxPROS will detect if a permit(s) for the same company, for the same vehicle (VIN), with overlapping travel dates is being ordered. TxPROS will prevent customers from issuing the overlapping permit(s), but it can be submitted to MCD for review and approval. TxPROS will require the customer to type and explanation in the text box provided. After the customer enters payment information, TxPROS will move the permit to the specific queue for that Permit Type.

Order Permits

ProMiles Software Development Corp
Permit ID: 10003481

Warning - Overlapping permit dates detected.
If it is your intent to have overlapping permit coverage for this vehicle, please explain why this is necessary below.
Note: this permit will not be issued until your explanation has been reviewed by TxDMV.

Duplicate Permits

Permit Type	Start Date	End Date	VIN	View
Fluid Milk Transport	4/30/2021	4/29/2022	12345	210430003480

Press 'Cancel' to abort this permit application. Press 'Next' to order the permit(s) as entered.

When an explanation is provided to explain the reason for the duplicated permit, a verification message will be displayed.

txpros16.promiles.com says

You have chosen to issue a permit which will overlap with an existing permit.

If this is what you want, click 'OK'.

If this is not what you want, click 'Cancel' to change your selection.

Chapter 2 Ordering a Permit

Click **OK** to view the **Permit Summary** screen. Once the payment method is selected, the **Permit Submission Successful** screen will be displayed.

ProMiles Software Development Corp
Permit ID: 10003481

Permit Submission Successful!
Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the [Dashboard](#).

- [Return to the dashboard](#)
- [Order another permit](#)

Permits Enqueued: Duplicate review.

Permit ID	Permit Number
10003481	

Once the permit is enqueued, a permit note is created with the customer name, the reason the customer requested a duplicate permit, the overlapping permit numbers (IDs), travel dates for each permit. A supervisor override is required to issue the permit with overlapping travel dates.

Vehicle and Load Changes Docs / PDFs Fee Items Special Items Registrations Payments **Notes** Route

Conditions

Notes
Notes for this permit are listed below. Click Add New Note to add a note to this permit.
[Add New Note](#)

Posted By: Cynthia Nguyen **Posted On:** 4/18/2019 11:09 AM

DUPLICATE PERMIT REQUEST: (1885517 from 4/18/2019 to 4/17/2020) Reason: Enter explanation here.

Chapter 2 Ordering a Permit

TO ATTEST THAT PERMIT PDF IS ACCURATE

1. Begin the permit application process as described on page 63.
2. After the **Payment Information** screen, the Permit PDF needs to be verified by the user.

Order Permits

ProMiles
Permit ID: 1885512

Verify Details of the Permits to be Mailed

Your permit(s) have been created. Please click on the blue permit ID link(s) below to view the permit PDF(s). You must attest that you have reviewed the permit(s) and all information is as entered and visible. Once you have attested that the permit document is correct, a copy without a watermark will be mailed to the address you provided in the order process.

After examining the permit PDF, please choose from the options below for each permit ID. Choose "Accurate" if the permit PDF contains information as entered and all information is visible. Choose "Has Problem" if the permit PDF is missing information or contains information not entered. If you choose "Has Problem", please enter the problem details in the text field provided.

[1885512](#)

3. Click the **Permit ID** link.

*The **Permit PDF** will be displayed in a new window.*

4. After viewing the PDF, click the original window tab to return to the **Order Permits** screen.

*The **Order Permits** screen will now display options for the Company User to attest to the Permit PDF. The Company User must choose one of the two radio buttons for every permit to move forward.*

Order Permits

ProMiles
Permit ID: 1885512

Verify Details of the Permits to be Mailed

Your permit(s) have been created. Please click on the blue permit ID link(s) below to view the permit PDF(s). You must attest that you have reviewed the permit(s) and all information is as entered and visible. Once you have attested that the permit document is correct, a copy without a watermark will be mailed to the address you provided in the order process.

After examining the permit PDF, please choose from the options below for each permit ID. Choose "Accurate" if the permit PDF contains information as entered and all information is visible. Choose "Has Problem" if the permit PDF is missing information or contains information not entered. If you choose "Has Problem", please enter the problem details in the text field provided.

[1885512](#) Accurate Has Problem

Next >>

5. If the Company User clicks the **Has Problem** radio button, a text field will be provided.

[1885512](#) Accurate Has Problem

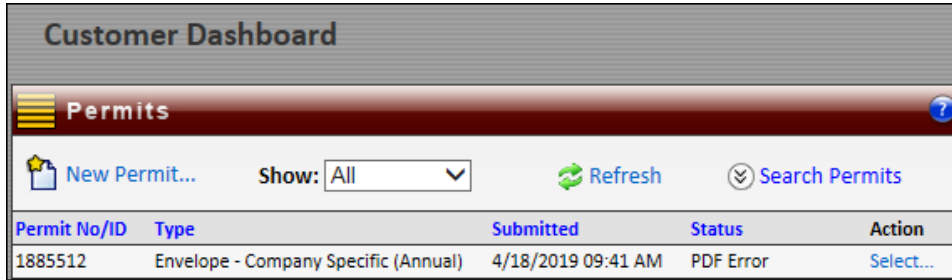
Enter the details about the permit PDF problems here

6. Enter the details about the Permit PDF in the text field.

Chapter 2 Ordering a Permit

7. Click the **Next** button to submit the permit.

Note: The permit application can be found in the **Permits Panel** on the **Customer Dashboard** listed by the Permit ID with the status of PDF Error.

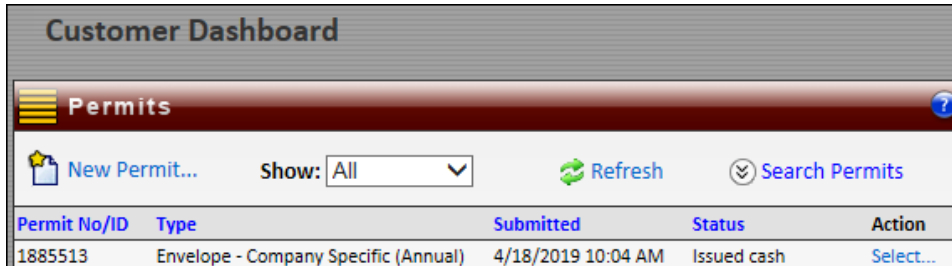


The screenshot shows the 'Customer Dashboard' with a 'Permits' section. The 'Permits' section has a 'New Permit...' button, a 'Show: All' dropdown, a 'Refresh' button, and a 'Search Permits' button. Below this is a table with the following data:

Permit No/ID	Type	Submitted	Status	Action
1885512	Envelope - Company Specific (Annual)	4/18/2019 09:41 AM	PDF Error	Select...

8. Click the **Approve** radio button and click the **Next** button to submit the permit.

Note: The permit application can be found in the **Permits Panel** on the **Customer Dashboard** listed by the Permit ID with the status of Issued in the Xerox queue.



The screenshot shows the 'Customer Dashboard' with a 'Permits' section. The 'Permits' section has a 'New Permit...' button, a 'Show: All' dropdown, a 'Refresh' button, and a 'Search Permits' button. Below this is a table with the following data:

Permit No/ID	Type	Submitted	Status	Action
1885513	Envelope - Company Specific (Annual)	4/18/2019 10:04 AM	Issued cash	Select...

Note: If the permit application is paid for but not attested, the status will be Issued for 35 minutes. After that timeframe, the status will change to PDF Verification Incomplete.

Chapter 2 Ordering a Permit

TO CREATE A PERMIT THAT REQUIRES AN UPLOAD WEIGHT CERTIFICATION

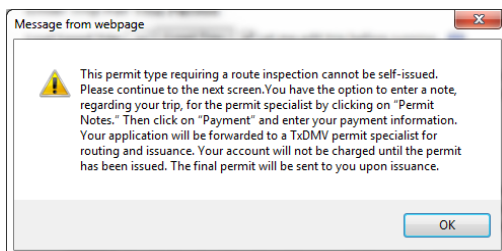
TxPROS will perform evaluations to determine if a weight certification is required. If a weight certification is required, then the user will be prompted by a new window to upload a weight certification. If a weight certification is required and not uploaded, the system will prevent issuance of the permit.

1. Select the **Permit Type** of **Housemove - General**.
2. Enter a **travel start point** and **travel end point** on the **Enter a Route** screen.

The screenshot shows the 'Enter a Route' web form. At the top, there are navigation buttons: '<< Back', 'Save and Exit', and 'Save'. Below these is a section titled 'Enter Loaded Route' with a 'Select' dropdown menu set to 'Border Crossing'. Underneath, there are fields for 'Origin' (Border Crossing), 'Via Points' (None), and 'Destination' (Border Crossing). A 'Validate and Run' button is located below these fields. To the right of the form, there is a section titled 'Enter Trip For This Permit' with a 'Load Saved Trip' dropdown and a 'Load Trip' button. Below this, there are instructions and a list of options for entering origin and destination locations, including address, intersection, geocode, and border crossing. At the bottom of the right section, there are instructions for entering via points and a note about the router's attempt to generate a legal route.

3. Click the **Validate and Run** button.

A message will be displayed.



4. Click the **OK** button on the **Confirmation Message** screen.

*The **Weight Certification** screen will be displayed.*

The screenshot shows the 'Order Permits' web form. It features a section titled 'Weight Certification' with an 'Important Notice' in red text: 'A Shipper's Certificate of Weight is required for the following load[s]: Dozer Width: 22' 0" Length: 119' 0" Height: 14' 0" GVW: 207000 Upload Weight Certification'. Below this, a message states: 'You may continue without submitting the required document(s); however, TxDMV will not process your application until all required document(s) are received.' At the bottom, there are four navigation buttons: '<< Back', 'Next >>', 'Save and Exit', and 'Cancel'.

5. Click the **Upload Weight Certification** link to upload a document or click the **Next** button to continue the permit application.

Chapter 2 Ordering a Permit

If the Company User clicks the **Upload Weight Certification** link, the **Edit Documents** screen will be displayed.

Note: If the Company User clicks the **Next** button, the permit application will continue.

Texas Department of Motor Vehicles
HELPING TEXANS GO. HELPING TEXAS GROW.

TxPROS

Edit Documents

User Name	Time Stamp	Document Description and Notes	Load	View
-----------	------------	--------------------------------	------	------

Add New Document:

Description:

Document Type: Load:

Notes:

6. Click the **Choose File** button to upload the document.

Edit Documents

User Name	Time Stamp	Document Description and Notes	Load	View
-----------	------------	--------------------------------	------	------

Add New Document: No file chosen

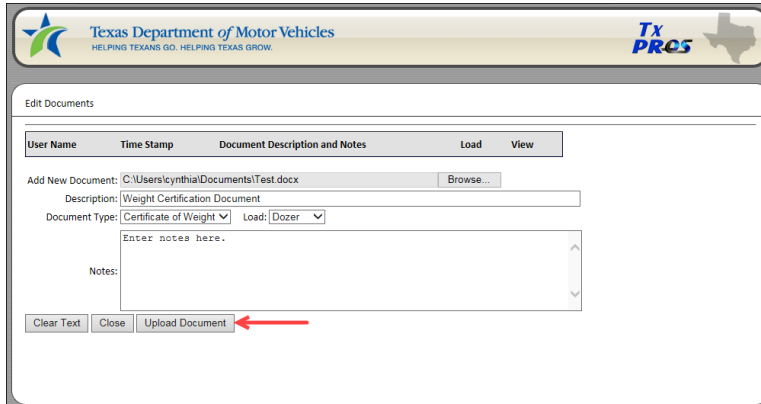
Description:

Document Type: Load:

Notes:

Chapter 2 Ordering a Permit

7. Once all information is complete, click the **Upload Document** button.



The screenshot shows the 'Edit Documents' interface in the TxPROS system. At the top, there is a header with the Texas Department of Motor Vehicles logo and the TxPROS logo. Below the header is a table with columns: 'User Name', 'Time Stamp', 'Document Description and Notes', 'Load', and 'View'. Underneath the table, there is a section for adding a new document. It includes a text field for the file path ('C:\Users\cynthial\Documents\Test.docx') with a 'Browse...' button. Below that is a 'Description' field containing 'Weight Certification Document'. There are two dropdown menus: 'Document Type' set to 'Certificate of Weight' and 'Load' set to 'Dozer'. A text area for 'Notes' is present with the placeholder 'Enter notes here.'. At the bottom of this section, there are three buttons: 'Clear Text', 'Close', and 'Upload Document'. A red arrow points to the 'Upload Document' button.

8. The document will show the document was uploaded successfully.
9. Click the **Close** button to return to the **Order Permits** screen.
*The **Order Permits** screen will be displayed.*
10. Click the **Next** button.
11. Click the **Payment** button to complete the method of payment or click the **Cancel** button to cancel the permit order without submitting the permit for purchase.

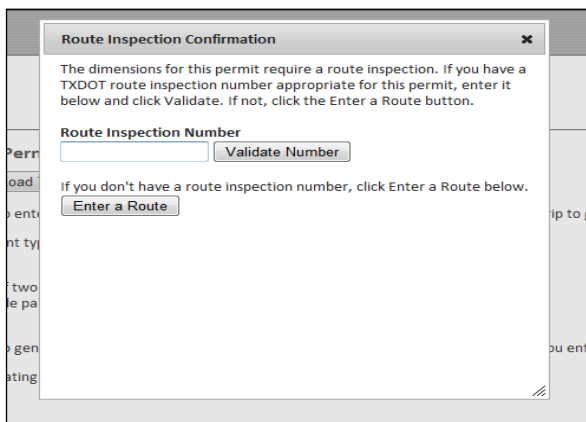
ROUTE INSPECTION LOADS

If the truck and load have dimensions that require a **Route Inspection** as determined by TxDMV, the customer is required to perform a route survey for the trip and return the signed **Route Inspection** form to TxDMV. Once the **Route Inspection** form has been received and approved, users are able to issue permits using this route survey.

TO ENTER A PERMIT THAT REQUIRES A ROUTE INSPECTION

1. Begin the permit application process as described on page 63.

*Once all truck and load information has been entered, the **Route Inspection Confirmation** window will be displayed..*



- If the Company User has a valid Route Inspection for the dimensions and route, they should enter the **Route Inspection Number** and click the **Validate Number** button. If the **Route Inspection** is validated, the system will enter the route from the previously approved **Route Inspection**, the user can then pay for and issue the permit.

*The **Route Inspection** will be validated if all of the following criteria are met:*

- a. The dimensions on the route does not exceed the dimensions on the previously approved **Route Inspection**,
 - b. The **Route Inspection** is not expired, and
 - c. The route is exactly the same.
- If the user needs to create a new **Route Inspection** form, click the **Enter a Route** button. The system will allow the user to enter the route and print a **Route Inspection** form. After the customer performs the route survey, they can fax or mail the **Route Inspection** form back to MCD as instructed on the **Route Inspection** form. The **Route Inspection ID** will now be displayed on the permit entry screens and the permit will have a status of *Unfinished*. When the **Route Inspection** form is received by MCD and approved, it is marked as **Approved** in TxPROS. The customer is notified by email or fax that the **Route Inspection** has been approved. For more information about this process, visit <http://www.txdmv.gov/oversize-weight-permits/route-inspections>.

Note: To search for a **Route Inspection Number** in TxPROS, see *Route Inspections* on page 28.

Chapter 2 Ordering a Permit

After the **Route Inspection** has been approved, the customer is able to resume the permit process and enter the **Route Inspection Number** into the screen above and issue the permit.

2. Once the approval is received, locate the Permit ID in the **Queue Panel** on the **Customer Dashboard**.
3. Once the permit is located in the queue, click the **Select** link and **Resume Permit** to resume permit creation.
4. Click the **Next** button until the user is prompted to enter the **Route Inspection Number**.
5. Enter the **Route Inspection Number** and click the **Validate Number** button.
6. A pop-up window will be displayed stating if the **Route Inspection Number** is valid.
7. Click the **OK** button to view the trip details.
8. Complete the permit approval and payment process.

Note: **Route Inspection** approvals are valid for a predetermined number of days set by TxDMV. **Route Inspections** can only be reused for additional trips with the same or lower dimensions and the exact same route. If the dimensions increase, or the route changes, a new **Route Inspection** form will need to be completed and approved.

Note: A permit can be edited after a **Route Inspection** form has been printed, submitted, and/or approved; however, if changes are made to the route or if dimensions are increased, the **Route Inspection** form and/or approval are no longer valid. A new **Route Inspection** form must be completed and approved.

ENTER A ROUTE SCREEN

The *Enter a Route* screen is the starting point for generating a route.

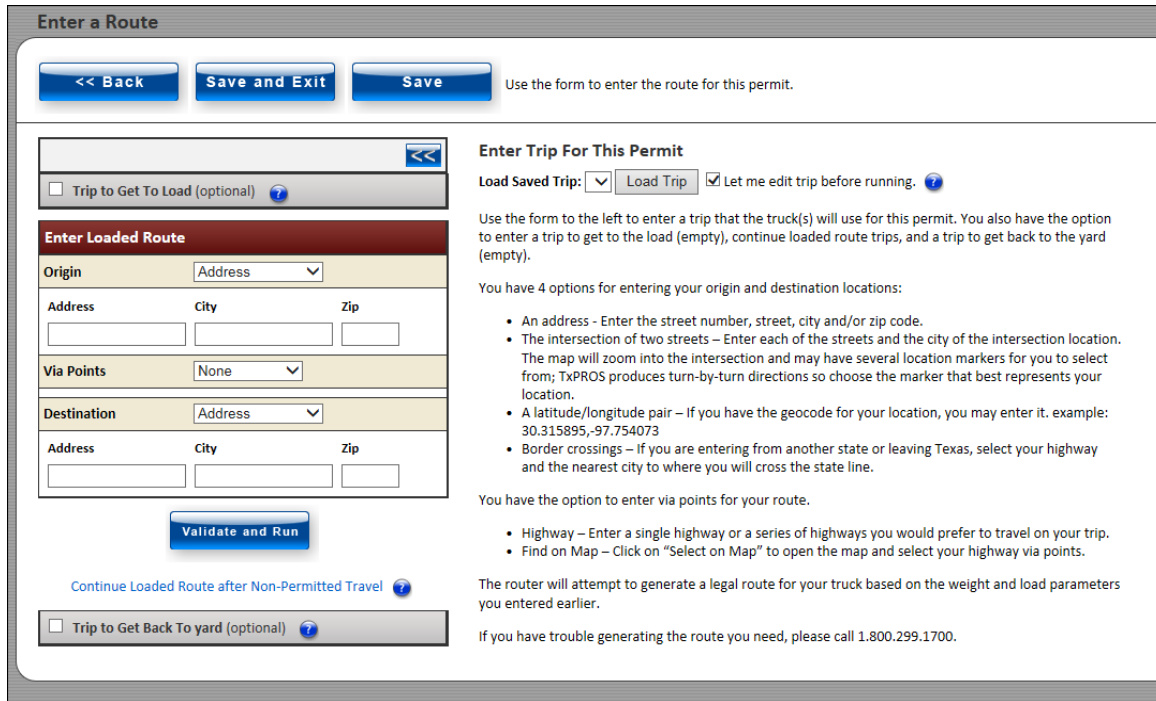


FIGURE 21: ENTER A ROUTE SCREEN

TABLE 8: ENTER A ROUTE SCREEN ELEMENTS

Element	Function
Back Button	Click to go back one page in the permit application process.
Save and Exit Button	Click to save progress and exit the permit application.
Save Button	Click to save progress.
Enter Loaded Route Panel	The Enter Loaded Route Panel is used to enter details about routes to be generated. See <i>Enter Loaded Route Panel</i> on page 93 for more information.
Enter Trip For This Permit Panel	The Enter Trip For This Permit Panel provides information on Origin and Destination location options. See <i>Enter Trip For This Permit Panel</i> on page 125 for more information.
Enter Loaded Route Results Panel	The Enter Loaded Route Results Panel provides an overview of the current generated route. See <i>Enter Loaded Route Results Panel</i> on page 126 for more information.

ENTER LOADED ROUTE PANEL

The **Enter Loaded Route Panel** is used to enter the following details about routes to be generated:


- The Origin/Destination of the route (see *page 96*)
- Path conditions of the route such as the Via Points it should pass through or the roadways it should attempt to use (see *page 114*)
- Whether the permit needs to include getting the vehicle to the load or return the vehicle to the yard (see *pages 122 thru 124*)
- Multiple route segments each with a separate Origin and Destination when the user uses the **Continue Loaded Route after Non-Permitted Travel** feature (see *page 117*)

The fields and options vary based on the selections.

The screenshot shows the 'Enter Loaded Route' panel. At the top, there is a checkbox for 'Trip to Get To Load (optional)' with a help icon. Below this is a red header bar with the text 'Enter Loaded Route'. The main form area is divided into several sections: 'Origin' with a dropdown menu for 'Address' and three input fields for 'Address', 'City', and 'Zip'; 'Via Points' with a dropdown menu set to 'None'; 'Destination' with a dropdown menu for 'Address' and three input fields for 'Address', 'City', and 'Zip'. Below these sections is a blue button labeled 'Validate and Run'. At the bottom of the panel, there is a checkbox for 'Continue Loaded Route after Non-Permitted Travel' with a help icon, and another checkbox for 'Trip to Get Back To yard (optional)' with a help icon.

FIGURE 22: ENTER LOADED ROUTE PANEL

TABLE 9: ENTER LOADED ROUTE PANEL ELEMENTS

Element	Function	
Route Area		
Origin/Destination dropdown lists	The beginning and ending locations of a route. The available fields for each vary based on the way the user selects the Origin or Destination. See <i>Selecting an Origin and Destination</i> on page 96 for more information.	
Via Points dropdown list None option	Select to generate a basic point-to-point route with no specified Via Points or highways. See <i>Point-To-Point</i> on page 108 for more information.	Note: The user can also use any of these methods for the Continue Loaded Route after Non-Permitted Travel feature or an Empty Load permit route.
Via Points dropdown list Highway option	Select to display fields to specify road names to use in the route. See <i>Highway Names</i> on page 108 for more information.	
Via Points dropdown list Find on Map option	Select to display the Select on Map link to pick a location from the map. See <i>Find On Map</i> on page 114 for more information.	
Additional Routes Area		
Trip to Get to Load	Select to display an extra Route field for an oversize/overweight truck to drive empty to the location of the load.	
Trip to Get Back to yard	Select to display an extra Route field for an oversize/overweight truck to drive empty from dropping off the load to a storage location.	
Continue Loaded Route after Non-Permitted Travel	Select to display extra Route fields for two or more separate routes under the same permit.	
Additional Route Details		
Validate and Run	Click to generate a route based on the selections. This action will collapse the Enter Loaded Route Panel . The user can expand the panel to change the route choices by clicking the Expand Chevron icon  .	

TYPES OF ROUTES

The following types of routes can be generated:

- From one location to another location (see *page 108*)
- From one location to another location through specified Via Points selected on the map (see *page 114*)
- From one location to another location along specified roadways or through specified intersections (see *page 108*)

The user can use the above options to do any or all of the following:

- Generate a split trip (see *Continue Loaded Route after Non-Permitted Travel* on page 117)
- Add a leg to the beginning of the route for the vehicle to pick up the load (see *Generate a Route with an Empty Load Route for Before the Trip* on page 122)
- Add a leg to the end of the route to drop the unloaded vehicle to a storage yard (see *Generate a Route with an Empty Load Route for After the Trip* on page 124)

SELECTING AN ORIGIN AND DESTINATION

When generating a route, the user can enter the details of the Origin or Destination using a variety of methods. Different fields are available depending on the method the user chooses. The methods are:

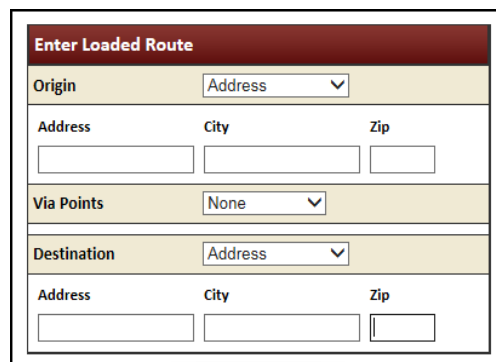
- Address (see below)
- Intersection (see *page 99*)
- Border Crossing (see *page 102*)
- Location select on a map – Lat/Lon/Map (see *page 103*)

BY ADDRESS

TO ENTER A SPECIFIC ADDRESS OF AN ORIGIN OR DESTINATION

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.
2. In the **Enter Loaded Route Panel**, in an **Origin** or **Destination** field, select **Address**.

The fields change to allow the user to enter the details regarding the address.

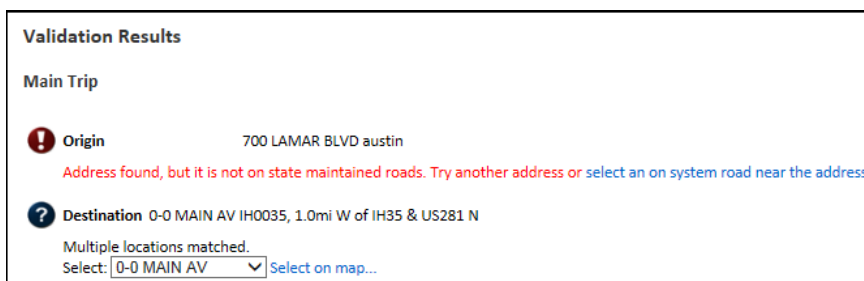


The screenshot shows a web form titled "Enter Loaded Route". It has two main sections for "Origin" and "Destination". Each section has a dropdown menu set to "Address". Below each dropdown are three input fields: "Address", "City", and "Zip". A "Via Points" dropdown is set to "None".

FIGURE 23: ENTER ROUTE POINTS: ORIGIN OR DESTINATION ADDRESS

3. Enter a street address in the **Address** field.
4. Enter the City and/or ZIP code of the address in the **City** and **Zip** fields.
5. Enter the remainder of the Origin and Destination and click the **Validate and Run** button.

If the user has entered an address that TxPROS cannot find, the system will display messages to assist in location selection:



The screenshot shows a "Validation Results" box. Under "Main Trip", there are two entries:

- Origin** (with a red exclamation mark icon): 700 LAMAR BLVD austin. Below it, a red message says: "Address found, but it is not on state maintained roads. Try another address or select an on system road near the address."
- Destination** (with a blue question mark icon): 0-0 MAIN AV IH0035, 1.0mi W of IH35 & US281 N. Below it, a message says: "Multiple locations matched. Select: 0-0 MAIN AV [dropdown] Select on map..."

Chapter 3 Generating a Route

6. Re-enter the trip trying a different address or using the system suggestions.
7. Click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed.*

Note: When the system no longer has any problems with the address information or any other location entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes are necessary. Changes will require the user to click the **Validate and Run** button to update the route.

8. Click the **Next** button to continue the permit application process.

Note: The user has the option to click the **Save and Exit** button to save their progress and return to the **Customer Dashboard**, to **Cancel**, or to submit a **Payment**.

TABLE 10: VALIDATION RESULTS SCREEN OPTIONS







Element	Function	
Location	Submitted routing point	
Type	Routing point type selected from the Enter Loaded Route Panel	
	Address	Route point is a street address and city, and/or ZIP code.
	Intersection	Route point is the intersection of two roadways. The user has the option of specifying a city.
	Border Crossing	Route point is a border crossing.
	Lat/Lon /Map	Route point is a location on the map manually selected by the user.
Alternatives	Potential routing points based on the information entered in the Enter Loaded Route Panel	
	Route points that the system has successfully resolved are labeled with a check mark.	
	Route points that have multiple potential resolutions are labeled with a question mark.	
	Route points that cannot be resolved by the system are labeled with an exclamation mark. If the results contain the message: Address found, but it is not on state maintained roads. Try another address or select an on-system road near the address; adjust the route points or click the link to pick a location on the map.	

TABLE 10: VALIDATION RESULTS SCREEN OPTIONS

Element	Function
Run Trip Button	<p>Click to continue generating a route after selecting from multiple potential resolutions. This button is only displayed when at least one route point is labeled with:</p>  <p>...and no route points are labeled with:</p> 
Edit Route Button	Click to return to the Enter Loaded Route Panel to re-enter the route point information.
Validating Button	<p>Displayed while the system calculates a route and as long as no route point is labeled with:</p> 

Helpful Hints:

If the system cannot locate the entered address:

- Verify the address. If the address is correct, verify the spelling.
- Some addresses, especially industrial location addresses may not be in the system.
- If the address includes prefix direction such as N, NE, etc., try the address without the prefix.
- If the address includes indicators such as road, street, drive, etc., try the address without those indicators.
- If the address entered is not on a state-maintained road, the system will suggest the user enter another address or use the **Find on Map** feature as described on page 113.

Chapter 3 Generating a Route

BY INTERSECTION

TO SELECT AN ORIGIN OR DESTINATION USING AN INTERSECTION

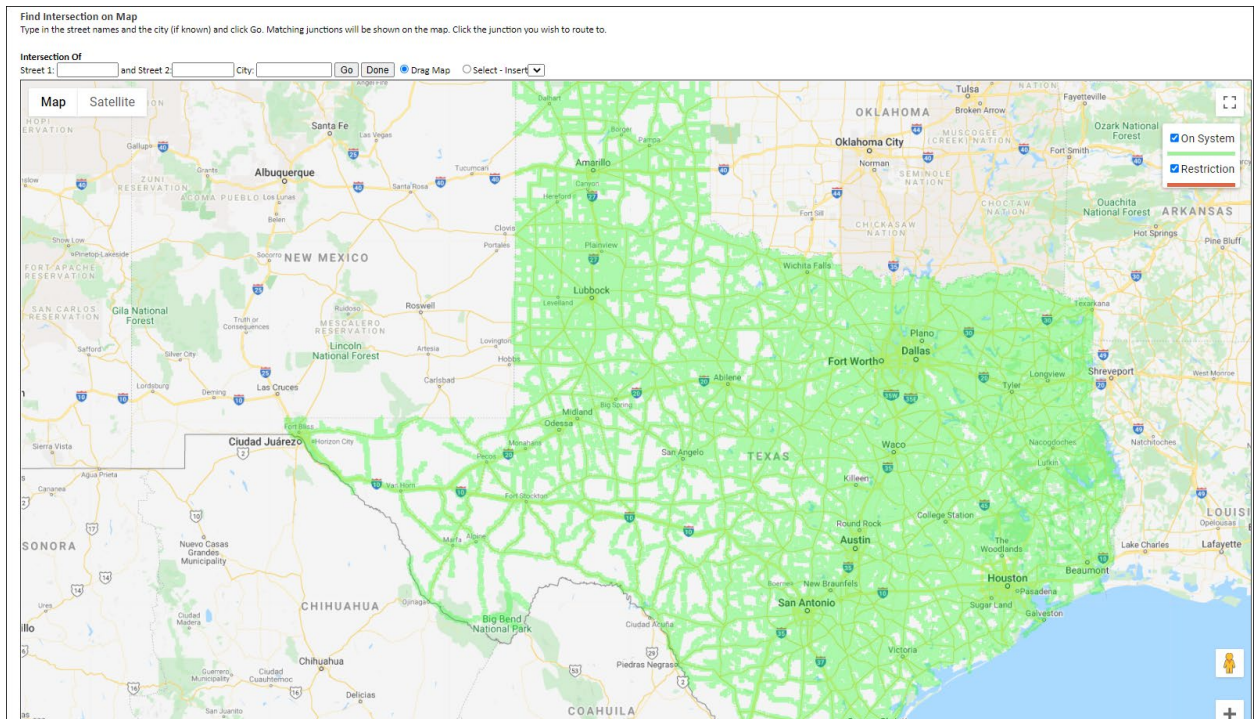
1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.
2. In the **Enter Loaded Route Panel**, in an **Origin** or **Destination** field, select **Intersection**.

The fields change to allow the user to enter the details regarding the intersection.

Enter Loaded Route	
Origin	Intersection
Find Intersection...	
Street1:	Not Set
Street2:	Not Set
City:	Not Set
Via Points	None
<hr/>	
Destination	Intersection
Find Intersection...	
Street1:	Not Set
Street2:	Not Set
City:	Not Set

3. Click the **Find Intersection** link beneath Origin or Destination.

*The **Find Intersection on Map** screen will be displayed to the right.*



Chapter 3 Generating a Route

- Enter the two street locations in the **Street 1** and **Street 2** boxes. The user can also enter a city, but it is not required. If the user is not certain of the city boundaries, they may get better results without the city name. If the streets are Texas highways, the street names should be entered using the TxDOT standard names. See *Table 13: Official TxDOT Highway Names* on page 113.
- Click the **Go** button.

Intersection Of
 Street 1: and Street 2: City:

Note: If the user clicks the **Done** button instead of the **Go** button it will take them back to the **Enter Loaded Route Panel** to make a different routing selection.

All of the possible intersection matches will be displayed on the map, each marked with a numbered pushpin.

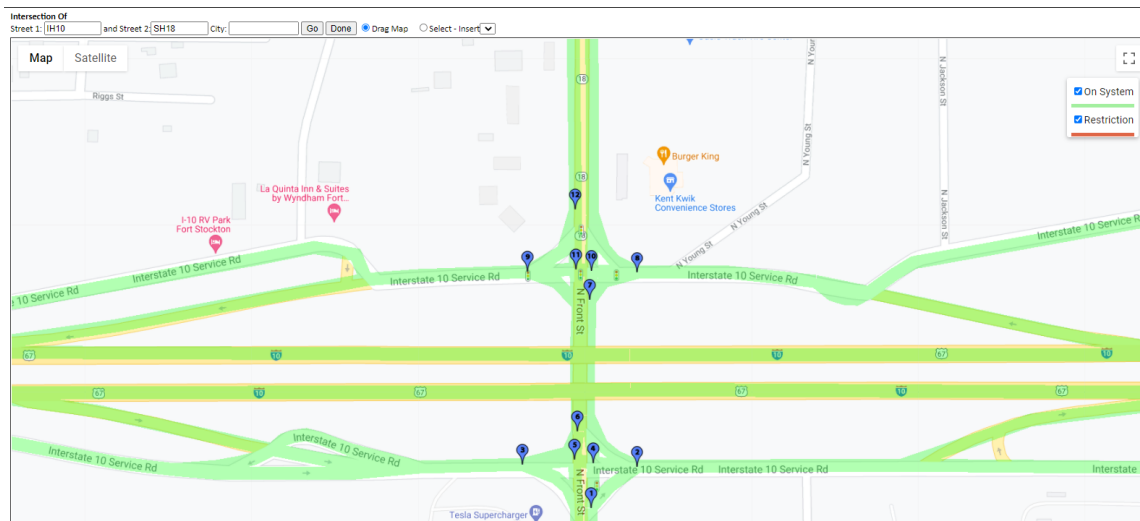





FIGURE 24: INTERSECTION LOCATION FOUND

- Zoom in and click the pushpin that marks the desired location. That location will be added to the **Origin** or **Destination** field to the left.

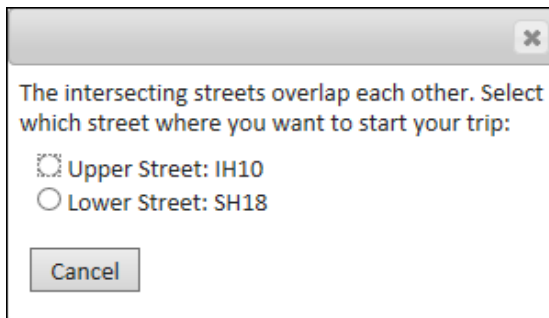
TABLE 11: MAP ZOOM TOOL

Element	Description
Zoom Level	Click the Zoom Level icons (+/-) to zoom in and out of the center of the map. 
Full Screen View	Click to view map in full screen view 

See *Map Zoom Operations* on page 107 for additional map zoom operations.

If an intersection has multiple possible matches, at the same location, the pushpin  will be split. This denotes a possible upper and lower location found. These split locations are typically found at overpasses, etc. When the user clicks one of these split locations a pop-up window will be displayed listing the upper and lower locations for that intersection.

7. Choose the proper location to continue or click the **Cancel** button to close the pop-up window.



8. Enter the remainder of the Origin and Destination and click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed showing the route.*

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes are necessary. Changes will require the user to click **Validate and Run** to update the route.

9. Click the **Next** button to continue the permit application process.

Note: The user has the option to click the **Save and Exit** button to save their progress and return to the **Customer Dashboard**, to **Cancel**, to go **Back**, or to submit a **Payment**.

Helpful Hints:

If the system cannot locate the entered intersection:

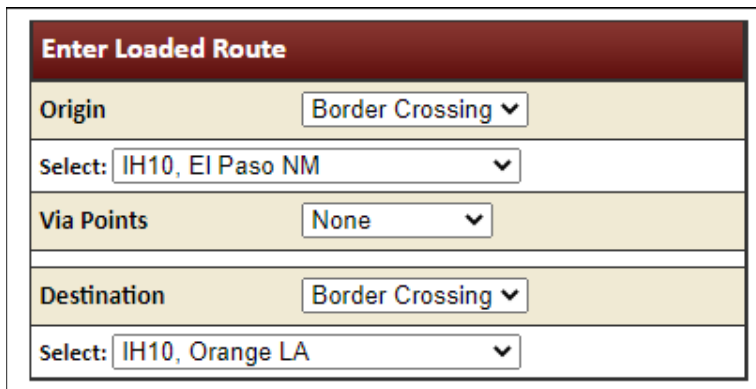
- Enter the Street 1 or Street 2 names using the format for Highway Names as described on page 113.
- Remove the city name to see all possible matches.
- When there are multiple possible matches, select the intersection that best represents the Origin or Destination.
- If the Street 1 or Street 2 names include prefix direction such as N, NE, etc., try it without the prefix.
- If the Street 1 or Street 2 names indicators such as road, street, drive, etc., try without those indicators.
- If the Street 1 or Street 2 names are not on a state-maintained road, enter another location or use the **Find on Map** feature as described on page 113.

BY BORDER CROSSING

TO SELECT AN ORIGIN OR DESTINATION AT A BORDER CROSSING

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.
2. In the **Enter Loaded Route Panel**, in an **Origin** or **Destination** field, select **Border Crossing**.

The fields change to allow the user to select a border crossing into the State.



The screenshot shows a web form titled "Enter Loaded Route". It contains several input fields:

- Origin:** A dropdown menu with "Border Crossing" selected.
- Select:** A dropdown menu with "IH10, El Paso NM" selected.
- Via Points:** A dropdown menu with "None" selected.
- Destination:** A dropdown menu with "Border Crossing" selected.
- Select:** A dropdown menu with "IH10, Orange LA" selected.

3. From the dropdown list beneath Origin or Destination, select the proper **Border Crossing**. The **Border Crossing** list displays the Texas Highway name, the name of the city within Texas closest to the border crossing, and the State that the border crossing is with.
4. Enter the remainder of the Origin and Destination, and click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed showing the route.*

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes are desired. Changes will require the user to click the **Validate and Run** button to update the route.

5. Click the **Next** button to continue the permit application process.

Note: The user has the option to click the **Save and Exit** button to save their progress and return to the **Customer Dashboard**, to **Cancel**, or to submit a **Payment**.

BY SELECTING A LOCATION ON A MAP

TO SELECT AN ORIGIN OR DESTINATION BY CLICKING ON THE MAP

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.
2. In the **Enter Loaded Route Panel**, in an **Origin** or **Destination** field, select **Lat/Lon /Map**.

The fields change to allow the user to enter latitude and longitude coordinates.

Enter Loaded Route	
Origin	Lat/Lon / Map <input type="button" value="v"/>
Lat	Lon <input type="button" value="Find"/>
Via Points	None <input type="button" value="v"/>
Destination	Lat/Lon / Map <input type="button" value="v"/>
Lat	Lon <input type="button" value="Find"/>

3. If the user knows the actual latitude and longitude of the location to be used, they can enter that information into the **Lat** and **Lon** fields. If the user does not know the latitude and longitude coordinates, they must click the **Find** link to the right of the **Lat** and **Lon** fields.

*The **Find Lat Lon on Map** screen will be displayed to the right.*

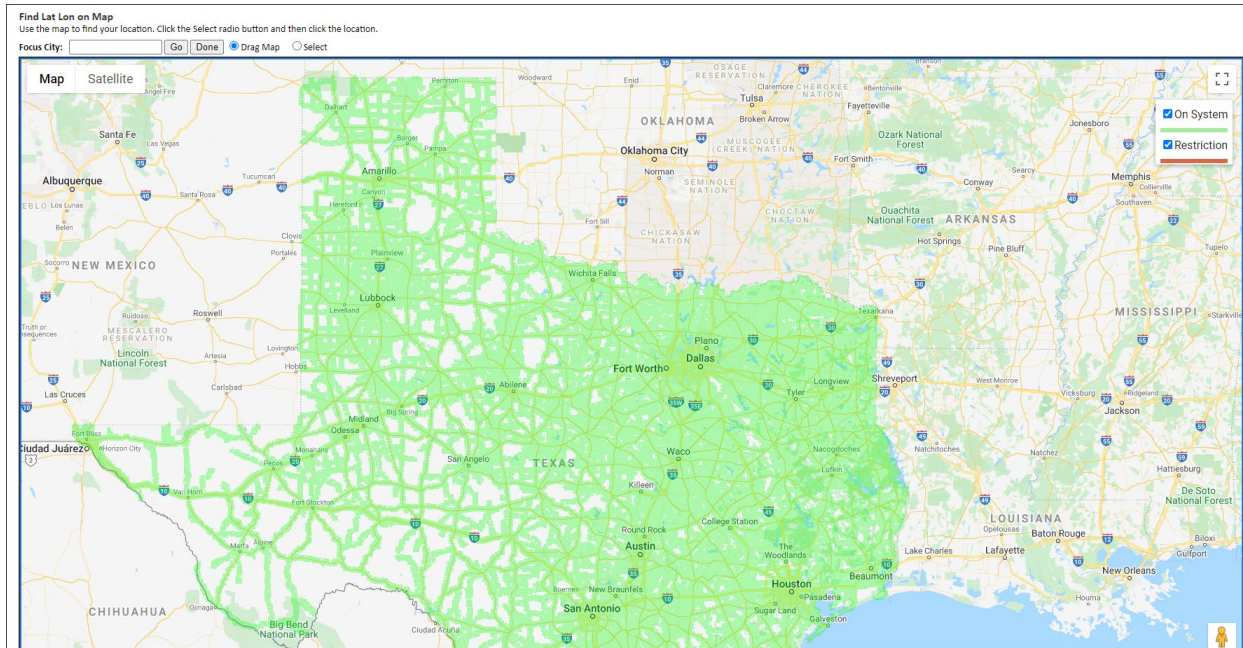


FIGURE 25: FIND LAT LON ON MAP SCREEN

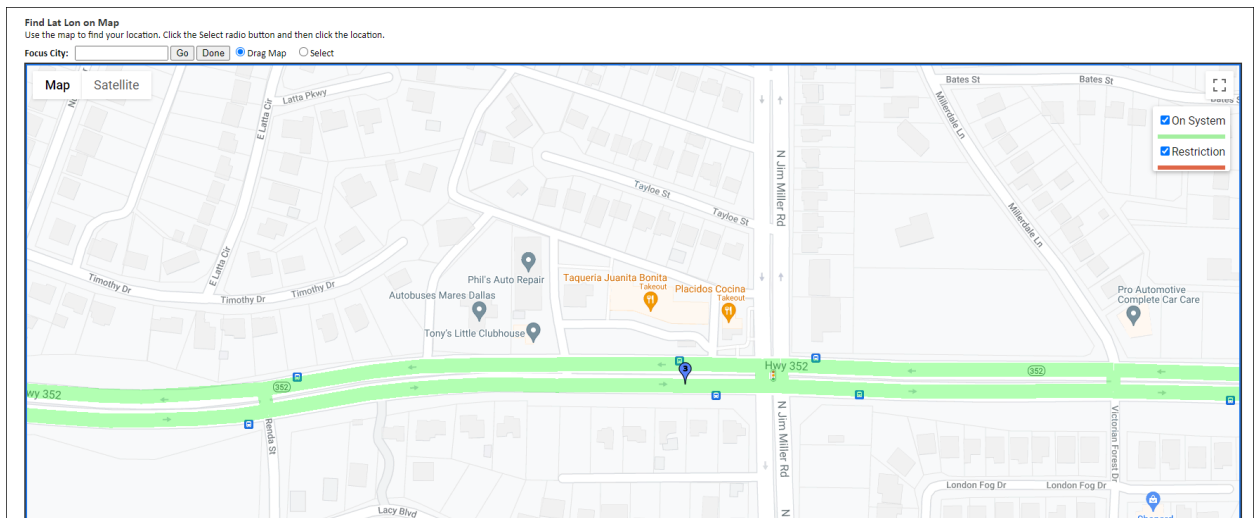
Chapter 3 Generating a Route

- Use the **Find Lat Lon on Map** screen to select a routing Origin or Destination by clicking on the map. See *Set Location Screen Options* on page 105 for more information on using and navigating this screen.

TABLE 12: SELECT LOCATION SCREEN ELEMENTS

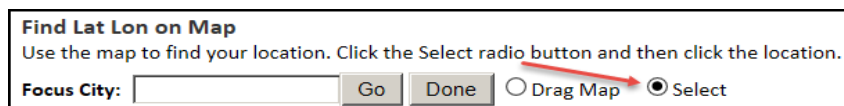
Element	Function
Map Area	Displays roads in the State
Focus City Tool	Enter the name of a city or town and click Go to center the map on that city and zoom to a level where the city fills the screen.
Go Button	Click to zoom in to the city or town after entering the city name in the Focus City field.
Done Button	Click to have the lat/lon of the area selected on the map entered into the Origin or Destination fields in the Enter Loaded Route Panel .
Drag Map option	Default radio button. This will allow the user to click on the map and drag it to view different areas of the map.
Select	Select to set an Origin or Destination location to route.
Zoom icons	Use to zoom in and out of the map area. See <i>Table 11</i> on page 100.

- Use the *Zoom* tool (see *Table 11* on page 100) and the *Focus City* tool (see *To Use the Focus City Tool* on page 106) to locate the Origin or Destination location. Make sure the map is zoomed in close enough to see both directions of travel.



Chapter 3 Generating a Route

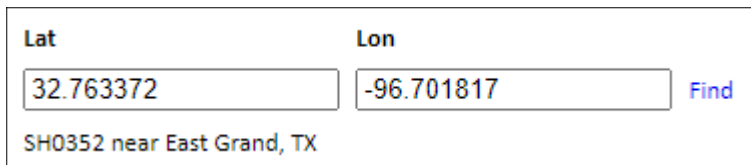
- Click the **Select** radio button.



Find Lat Lon on Map
Use the map to find your location. Click the Select radio button and then click the location.
Focus City: Drag Map Select

- Click a location on the map.

The **Find Lat Lon on Map** screen is closed and the new location is entered in the **Lat** and **Lon** fields in the **Enter Loaded Route Panel**.



Lat	Lon	
<input type="text" value="32.763372"/>	<input type="text" value="-96.701817"/>	<input type="button" value="Find"/>
SH0352 near East Grand, TX		

- Enter the remainder of the Origin and Destination, and click the **Validate and Run** button.

The **Enter Loaded Route Results Panel** will be displayed.

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes are desired. Changes will require the user to click the **Validate and Run** button to update the route.

- Click the **Next** button to continue the permit application process.

Note: The user has the option to click the **Save and Exit** button to save their progress and return to the **Customer Dashboard**, to **Cancel**, or to submit a **Payment**.

Helpful Hints:

- When selecting a location on the map, the user must select a location that is on a state-maintained road. To do this make sure the map zoomed in sufficiently to click the correct road and that the road is highlighted green.
- When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways. Select the location traveling in the correct direction.
- If the user clicks too close to an intersection, the system will assume the intersection as the location selection.

SET LOCATION SCREEN OPTIONS

Chapter 3 Generating a Route

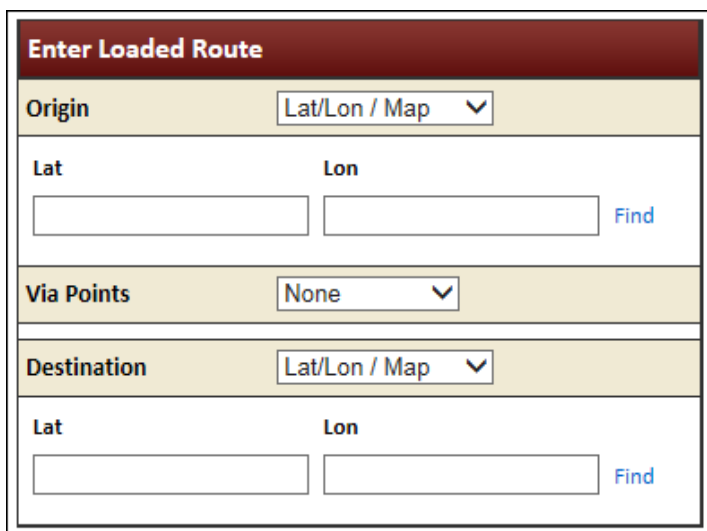
TO SELECT AN ORIGIN OR DESTINATION USING THE LAT/LON/MAP OPTION

1. Use the *Zoom* tool (see *Table 11* on page 100) and the *Focus City* tool (see *To Use the Focus City Tool* on page 106) to locate an Origin or Destination location.
2. Click the **Select** radio button.
3. Click a location on the map.

*The **Find Lat Lon on Map** screen is closed and the new location is entered in the **Lat/Lon** fields in the **Enter Loaded Route Panel**.*

TO USE THE FOCUS CITY TOOL

1. In the **Enter Loaded Route Panel**, in the **Origin** or **Destination** field, select **Lat/Lon/Map**.



The screenshot shows the 'Enter Loaded Route' panel. It has a dark red header with the text 'Enter Loaded Route'. Below the header, there are two main sections: 'Origin' and 'Destination'. Each section has a dropdown menu with 'Lat/Lon / Map' selected. Below each dropdown menu, there are two input fields labeled 'Lat' and 'Lon', and a blue 'Find' button to the right of the 'Lon' field. Between the 'Origin' and 'Destination' sections, there is a 'Via Points' section with a dropdown menu showing 'None'.

2. Click the **Find** link to the right of the **Lat** and **Lon** box.

*The **Find Lat Lon on Map** screen will be displayed.*

3. Enter the name of a city or town within the State in the **Focus City** field.
4. Click the **Go** button.

The map centers to the city or town that is entered and zooms to a set level.

Note: If the user clicks the **Done** button instead of the **Go** button it will take them back to the **Enter Loaded Route Panel**.

TO DRAG THE MAP TO A SELECT LOCATION

1. In the **Enter Loaded Route Panel**, in the **Origin** or **Destination** field, select **Lat/Lon/Map**.

Enter Loaded Route	
Origin	Lat/Lon / Map ▾
Lat	Lon
<input type="text"/>	<input type="text"/> Find
Via Points	None ▾
Destination	Lat/Lon / Map ▾
Lat	Lon
<input type="text"/>	<input type="text"/> Find

2. Click the **Find** link to the right of the **Lat** and **Lon** box.

*The **Find Lat Lon on Map** screen will be displayed.*

3. Select the **Drag Map** radio button.
4. Place the cursor in the map area, click the map, and hold the mouse button down.
5. Drag the cursor around.

The map area moves with the cursor.

Note: Drag Map can be used any time the map is displayed, including after a route is generated.

MAP ZOOM OPERATIONS

There are several methods to zoom in and out of the map area.

TO ZOOM IN TO A LOCATION ON THE MAP

There are three possible ways to zoom to a location on the map:

1. Place the cursor on a map location and dial the scroll button on the mouse.

Note: The map view zooms into the location where the cursor is located.

2. Use the *Zoom* tool (see *Table 11* on page 100).
3. Use the *Focus City* tool (see *To Use the Focus City Tool* on page 106).

ROUTING METHODS

The user can generate a basic point-to-point route, or can stipulate that a route be generated:

- Through specified Via Points (see *page 113*)

Chapter 3 Generating a Route

- Along specified roadways and through designated intersections (see *page 108*)

Note: Via Points and Via Highways are for use when editing the route. It is recommended that the user try to create their route with only an Origin and Destination to begin with. If the desired route is not generated, edit the route by expanding the **Enter Loaded Route Panel** and adding Via Points or Via Highways.

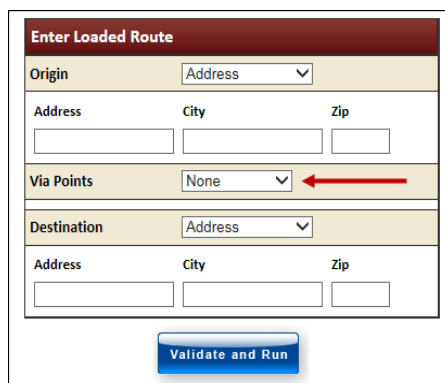
POINT-TO-POINT

TO GENERATE A POINT-TO-POINT ROUTE WITHOUT VIA POINTS OR ROADWAYS

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

The Enter Loaded Route Panel will be displayed.

2. Select the **None** option in the **Via Points** section. This is the default selection.



The screenshot shows a web form titled "Enter Loaded Route". It has a dark red header. Below the header, there are two sections for "Origin" and "Destination". Each section has a dropdown menu labeled "Address" and three input fields for "Address", "City", and "Zip". Between these two sections is a "Via Points" section with a dropdown menu currently set to "None". A red arrow points to the "None" option. At the bottom of the form is a blue button labeled "Validate and Run".

FIGURE 26: ENTER ROUTE POINTS: VIA POINTS NONE

3. Choose the **Origins** and **Destinations** to be any combination of the following:

- Address
- Intersection
- Border Crossing
- Lat/Lon/Map

4. Click the **Validate and Run** button.

The Enter Loaded Route Results Panel will be displayed to the right.

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. **Expand the Enter Loaded Route Panel** if any changes need to be made. Changes will require the user to click **Validate and Run** to update the route.

5. Click the **Next** button to continue the permit application process.

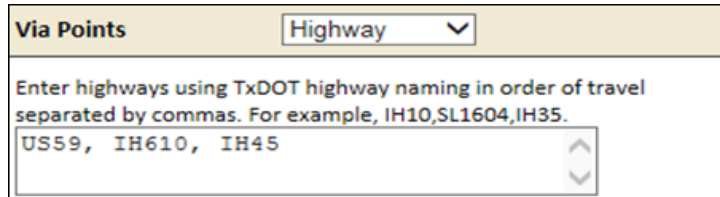
HIGHWAY NAMES

This routing method allows the user to:

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- Stipulate a path between an Origin and Destination.
- Identify one or more roadways to use as a Via Point within the generated route.

To use this feature, list the roadways that the route should take.



Via Points Highway ▾

Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.

US59, IH610, IH45

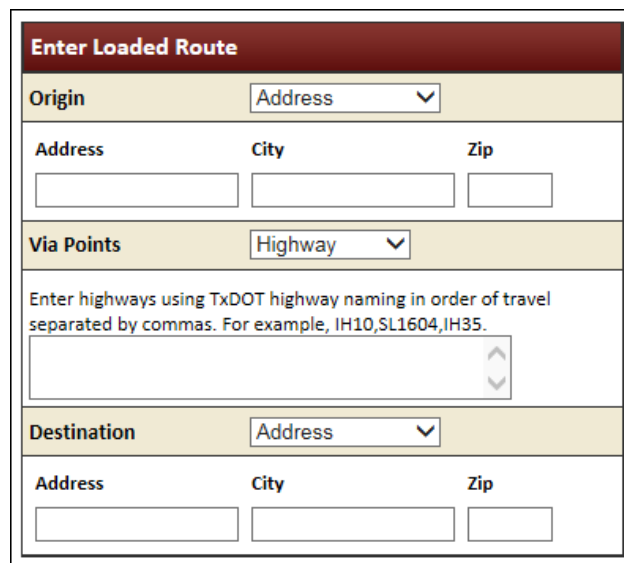
TO GENERATE A ROUTE VIA SPECIFIED ROADWAYS

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

*The **Enter Loaded Route Panel** will be displayed.*

2. Select the **Highway** option in the **Via Points** section.

*The **Highway Names** fields will be displayed.*



Enter Loaded Route

Origin Address ▾

Address City Zip

Via Points Highway ▾

Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.

Destination Address ▾

Address City Zip

FIGURE 27: ENTER ROUTE POINTS: HIGHWAY FIELDS

3. In the **Highway Names** fields, enter the names of roadways that the system should use to generate the route, in the order of travel, separated by commas.

Enter Loaded Route		
Origin	Address <input type="text"/>	
Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>
Via Points	Highway <input type="text"/>	
Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.		
<input type="text" value="IH610, IH45"/>		
Destination	Address <input type="text"/>	
Address	City	Zip
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Choose the **Origins** and **Destinations** to be any combination of the following:

- Address
- Intersection
- Border Crossing
- Lat/Lon/Map

5. Click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed showing the route from Origin to Destination via the highway(s) entered.*

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes are necessary. Changes will require the user to click the **Validate and Run** button to update the route.

6. Click the **Next** button to continue the permit application.

UNDERSTANDING HIGHWAY NAMES

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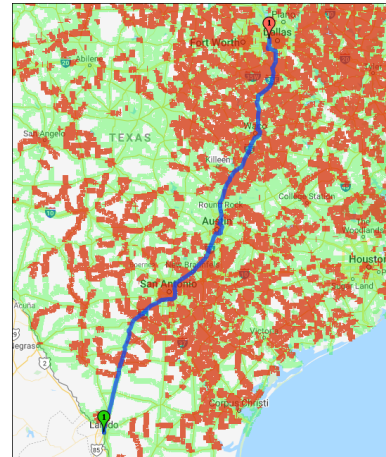
To use an extreme example, if the user is routing from Laredo to Dallas, Routing will greatly prefer to take Interstate 35 as that is the most direct route, as shown to the right.

However, using Highway Names, the user could recommend that TxPROS Online Routing take the following path, if reasonable:

US Highway 59

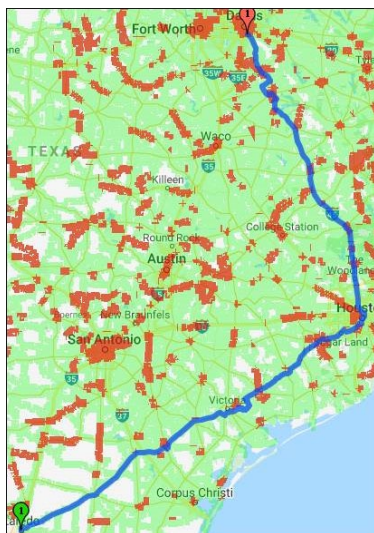
From 59 to Loop 610

From 610 to Interstate 45



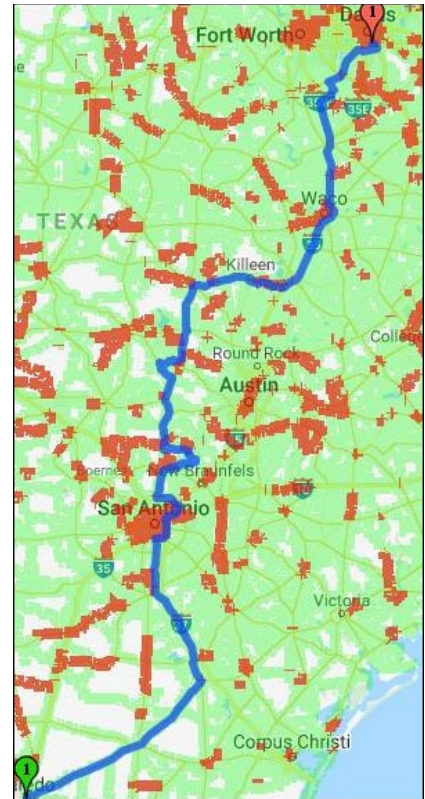
<input type="checkbox"/> Trip to Get To Load (optional)	
Enter Loaded Route	
Origin	Border Crossing
Select:	IH35, Laredo MX
Via Points	Highway
Enter highways using TxDOT highway naming in order of travel separated by commas. For example, IH10,SL1604,IH35.	
US59, IH610, IH45	
Destination	Intersection
Find Intersection...	
Street1: SL12	
Street2: IH45	
City: Dallas	

The route could be generated like this:



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Users can also use **Highway Names** to stipulate an intersection that they want the route to cross. As another extreme example, consider the Laredo to Dallas route again. The user can enter the **Highway Names** U.S. highway 281 (US281) and U.S. highway 190 (US190). The system will use those two adjacent values as an *intersection* (located west of Temple) through which it will attempt to route.



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TROUBLESHOOTING HIGHWAY NAMES

The entered roadways are recommendations, not requirements. If the route requested is blocked by restrictions, or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. In the previous example, if the user stipulated:

- US Highway 59
- From 59 to Loop 610
- From 610 to Interstate 45
- From 45 to SH79
- From 79 to Interstate 20
- Take I-20 into Dallas

In this case, the Highway 79 that intersects with I-45 is a UNITED STATES highway (US79); not a STATE highway (SH79). For best results, use the official TxDOT Highway Names:

TABLE 13: OFFICIAL TXDOT HIGHWAY NAMES

Road Type	Naming Convention	Examples
Interstate highways	IHXX, Where XX is the route number	IH35, IH610
US highways	USXX, Where XX is the route number	US96, US287
State highways	SHXX, Where XX is the route number	SH71, SH349
Farm to market roads	FMXXXX, Where XXXX is the road number	FM307, FM1442
Ranch to market roads	RMXXXX, Where XXXX is the road number	RM2248
State spur	SPXXXX, Where XXXX is the spur number	SP600
State loop	SLXXXX, Where XXXX is the route number	SL1
Business Interstate highways	BIXX, Where XX is the route number	BI35
Business US highways	BUXX, Where XX is the route number	BU96

Note: It is best to not duplicate the Origin and/or Destination in the list of via highways.

FIND ON MAP

TO GENERATE A ROUTE THROUGH DESIGNATED MAP POINTS

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

The Enter Loaded Route Panel will be displayed.

2. Select the **Find on Map** option in the **Via Points** section.

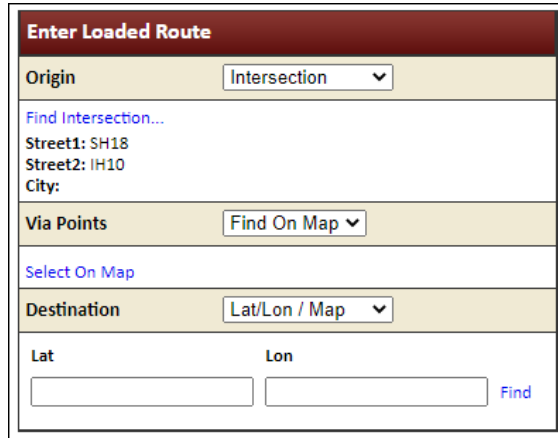
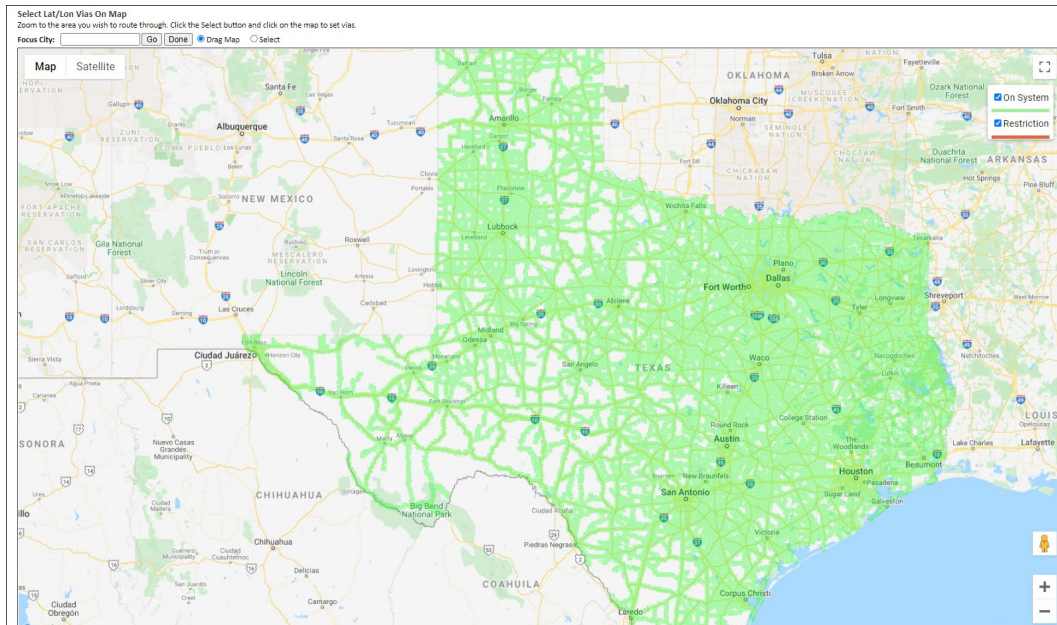


FIGURE 28: ENTER ROUTE POINTS: FIND ON MAP

3. Click the **Select on Map** link.

The Select Lat/Lon Vias on Map screen will be displayed.




4. Zoom in and move around the map as described on page 106. The user must be zoomed in to level 14 to click a location on the map as a Via Point.

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- To select a Via Point, click the **Select** radio button and click the map in the location to be added as a Via Point.

The Via Point selected will be added to the list beneath the map and a numbered marker will be added to the map.

#	Lat	Lon	Remove
	31.99396577401923	-102.07800285984571	Remove

*The same Via Point location will be placed in the **Via Points** section of the **Enter Loaded Route Panel**.*

Via Points

[Select On Map](#) | [Clear Lat Lon Vias](#)

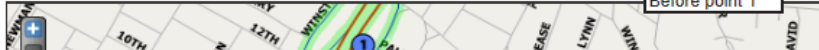
1. 31.99396577401923;-102.07800285984571 [Remove](#)

- Add additional Via Points to the list by repeating steps 4 and 5. Via Points do not have to be entered in consecutively traveled order. When selecting each Via Point, the user decides if they want to add this point to the end of the list or before a specific Via Point.

Select Lat/Lon Vias On Map

Zoom to the area you wish to route through. Click the Select button and click on the map to set vias.

Focus City: Drag Map Select - Insert



*Via Points can be individually removed from the list by clicking the **Remove** link on that line. The entire list can be removed by clicking on the **Clear Lat Lon Vias** link in the **Via Points** box on the left.*

*Once finished click the **Done** button. The Vias will be entered into the trip between the Origin and the Destination.*

- Choose the **Origins** and **Destinations** to be any combination of the following:
 - Address
 - Intersection
 - Border Crossing
 - Lat/Lon/Map

- Click the **Validate and Run** button.

Note: If the route requested is blocked by restrictions or is perceived to be otherwise non-routable as entered, the system will ignore the request and route an approved route. It is best to not duplicate the Origin and/or Destination in the list of Find on Map vias.

*The **Enter Loaded Route Results Panel** will be displayed showing the route from Origin to Destination via the **Find on Map** via(s) entered.*

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Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes need to be made. Changes will require the user to click the **Validate and Run** button to update the route.

9. Click the **Next** button to continue the permit application process.

Helpful Hints:

- When selecting a location on the map, the user must select a location that is on a state-maintained road. To do this make sure the map is zoomed in sufficiently to click the correct road and that the road is highlighted green.
- When selecting a location, zoom in sufficiently to view both lanes of travel for divided highways. Select the location traveling in the correct direction.
- If the user clicks too close to an intersection, the system will assume the intersection as the location selection.

CONTINUE LOADED ROUTE AFTER NON-PERMITTED TRAVEL

The **Continue Loaded Route after Non-Permitted Travel** link is used to create split trips. This may be used in two scenarios:

- When hauling a load and prefer to exit Texas on one state-maintained road while coming back into Texas with the same load on a different state-maintained road.
- When there are no state maintained roads to get from one place to another, users may use this feature to identify the end of state-maintained travel (to get on city streets or county roads) only to pick up (with the same load) at the next available state-maintained road.

TO GENERATE A SPLIT TRIP USING CONTINUE LOADED ROUTE AFTER NON-PERMITTED TRAVEL LINK

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

In the **Enter Loaded Route Panel**, split trips can be entered by selecting the **Continue Loaded Route after Non-Permitted Travel** link.

2. In the **Enter Loaded Route Panel**, click the **Continue Loaded Route after Non-Permitted Travel** link.

Trip to Get To Load (optional) ?

Enter Loaded Route

Origin ▾

Address City Zip

Via Points ▾

Destination ▾

Address City Zip

[Continue Loaded Route after Non-Permitted Travel](#) ?

Trip to Get Back To yard (optional) ?

FIGURE 29: ENTER ROUTE POINTS: SPLIT TRIP, POINT-TO-POINT

Chapter 3 Generating a Route

The **Continue Loaded Route (2) Panel** for the split trip will be displayed.


The screenshot shows a software interface for generating a route. At the top right is a blue double-left arrow button. Below it is a grey bar with a checkbox labeled "Trip to Get To Load (optional)" and a help icon. The main section is titled "Enter Loaded Route" in a dark red header. It contains two identical form sections. The first section has an "Origin" dropdown menu set to "Address", followed by three input fields for "Address", "City", and "Zip". Below these is a "Via Points" dropdown menu set to "None". The second section has a "Destination" dropdown menu set to "Address", followed by three input fields for "Address", "City", and "Zip". A blue "Validate and Run" button is centered below the first section. The second section is titled "Continue Loaded Route (2) (optional)" in a dark red header, with a checked checkbox to its left. It contains the same form fields as the first section. Below the second section is a purple link "Continue Loaded Route after Non-Permitted Travel" with a help icon. At the bottom is a grey bar with a checkbox labeled "Trip to Get Back To yard (optional)" and a help icon.


- The user can route any split trips through specified locations as described on page 114.
- The user can route any split trips over specified roadways as described on page 117.
- The user can add an Empty Load permit route before the split trips as described on page 122.
- The user can add an Empty Load permit route after the split trips as described on page 124.

Chapter 3 Generating a Route

3. Choose the **Origins** and **Destinations** to be any combination of the following:

- Address
- Intersection
- Border Crossing
- Lat/Lon/Map



Trip to Get To Load (optional) 

Enter Loaded Route


Origin Border Crossing ▾

Select: FM123, Horton LA ▾

Via Points None ▾

Destination Border Crossing ▾

Select: BU54, El Paso NM ▾



Continue Loaded Route (2)(optional)


Origin Border Crossing ▾


Select: BU54, El Paso NM ▾

Via Points None ▾

Destination Lat/Lon / Map ▾

Lat	Lon	
<input type="text" value="30.134031"/>	<input type="text" value="-94.168874"/>	Find

[Continue Loaded Route after Non-Permitted Travel](#) 

Trip to Get Back To yard (optional) 

4. Click the **Validate and Run** button.

Chapter 3 Generating a Route

The Enter Loaded Route Results Panel will be displayed to the right.

Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed

FM0123,LA,Horton to US0069, 6.0mi S of US69 & FM5513

Trip Distance: 1689 Trip Time: 29:02 Save this trip...

Drag Map Get Restriction information for Road

Load Dimensions Used During Routing

Conditional Overrides

Route Conditions

Mile	Route	To	Distance	Time	
0.0	Origin: FM0123 LA Horton				
10.7	FM123 w	Turn left onto US79 w (DEADWOOD TX to DE BERRY TX)	10.7	00:19	
1.8	US79 w	Turn right onto US79 n (US69 Ramp) (to CARTHAGE TX)	18.4	00:27	
0.2	US79 n	Merge onto US79 n (US69)	18.6	00:31	
3.3	US79 n	Take ramp toward SH48/SF52 (to RICEVILLE TX)	21.9	00:37	
0.3	US79 Ramp w	Turn right onto SH48	22.2	00:33	
29.5	SH48 n	Continue straight on SH48 n (SHEFFERS PARKWAY) (to PINE TREE TX)	51.8	01:18	
0.5	SH48 n	Turn left onto IH20 Ramp w	52.3	01:19	
0.3	IH20 Ramp w	Merge onto IH20 w (US225)	52.6	01:17	
101.5	IH20 w	Take Exit 280A toward I-20 BUS ABILENE (to ELMDALE TX)	553.8	06:18	
0.5	IH20 Ramp w	Merge onto IH20 w	554.3	06:19	
12.2	IH20 w	Continue straight on IH20 w (to US46) (to THE TX)	566.5	06:36	
204.4	IH20 w	DETOUR: Take Exit 73 toward FM1213 WICKETT. Take Next Entrance after FM1213 (to WICKETT TX)	570.2	10:00	
20.3	IH20 w	Take Exit 52 toward I-20 BUS LOOP W BARSTOW (to BARSTOW TX)	591.9	10:21	
0.2	IH20 Ramp w	Merge onto IH20W w	592.1	10:21	
0.2	IH20W w	Continue straight on IH20W w	592.6	10:21	
13.3	IH20W w	Continue straight on IH20W w (to MANN TX)	605.8	10:36	
0.2	IH20W w	Turn left onto IH20 Ramp w	605.1	10:36	
0.2	IH20 Ramp w	Continue straight on IH20 w	605.3	10:36	
37.7	IH20 w	Continue straight on IH20 w (to LEVINSON TX)	643	11:14	
153.3	IH20 w	Take Exit 54 toward I-875 (to RELEN TX)	796.4	13:46	
0.5	SL375 n	Keep right toward LP375 North	796.9	13:46	
1	SL375 n	Continue straight on SL375 n (LOOP 375)	798.9	13:47	
12.7	SL375 n	Take Exit 54A toward FM2025/SL375 (to BRITTON DAVIS TX)	811.6	14:06	
0.2	SL375 Ramp w	Continue straight on SL375W w (WOODROW BEAN TRANSMOUNTAIN DRINKERS) (POMPEY BRITTON DAVIS TX)	813.7	14:07	
0.7	SL375W w	Turn right onto BU544 n (to OVER STREET)	814.5	14:08	
8.7	BU544 n	to BU544 Local (DEL NORTH ACRES TX to NEWMAN TX)	823.2	14:21	
Destination: BU0054/NM/ET Pass					
Origin: BU0054/NM/ET Pass					
8.7	BU544 w	Turn left onto SL375W w (WOODROW BEAN TRANSMOUNTAIN DRINKERS) (POMPEY NEWMAN TX to DEL NORTH ACRES TX)	8.7	00:13	
0.7	SL375W w	Merge onto SL375 Ramp w	9.4	00:14	
0.2	SL375 Ramp w	Continue straight on SL375 n (LOOP 375) (BRITTON DAVIS TX)	9.6	00:15	
17.9	SL375 n	Take Exit 44 toward IH20	27.5	00:34	
0.5	IH20 w	Keep left toward IH20 East/Reynolds (to RELEN TX)	27.9	00:35	
0.9	IH20 w	Take connector on IH20 w	28.8	00:36	
527.5	IH20 w	Take Exit 56A toward I-40 (to MAGIC TX)	558.3	09:25	
1.1	IH40 w	Take connector on IH40 w (CONNALLY LOOP)	557.4	09:24	
5	IH40 w	Merge onto IH40 w (IH10)	566.4	09:33	
0.4	IH40 w	Take connector on IH40 w (IH10) (NORTH PAN-AMERICAN EXPRESSWAY) (PRATT TX)	566.9	09:34	
3	IH40 w	Keep Right: Take Exit 163 toward IH40 South	569.9	09:37	
1.7	IH40 S	Take Exit 34 toward FM1346/HOUSTON ST E	571.6	09:40	
0.3	IH40 Ramp w	Turn left onto FM1346 (EAST HOUSTON STREET) (SALADO JUNCTION TX)	571.9	09:41	
0.1	IH40R n	Merge onto IH40 Ramp n	573.9	09:41	
0.2	IH40 Ramp n	Merge onto IH40 n (CONNALLY LOOP) (to KIRBY TX)	574.1	09:42	
0.3	IH40 n	Take Exit 33 toward I-10/TKA/US-90 HOUSTON & SAN ANTONIO	574.4	09:41	
0.1	IH40 Ramp n	Continue straight on IH40 Ramp n	574.5	09:42	
0.6	IH40 Ramp n	Continue straight on IH40 n (US90) (POMPEY BRITTON DIVISION HIGHWAY)	575.1	09:42	
50.3	IH40 n	Take Exit 62 toward US-183/US-90 CLERO & GONZALES (to LULING TX)	625.4	10:35	
0.4	IH40 Ramp e	Merge onto US183 Ramp e	625.8	10:35	
<0.1	US183 Ramp e	Merge onto US183 n	625.8	10:35	
12.7	US183 n	Turn left onto US804 e (SHR1) (EAST SARAH DEWITT DRIVE) (to GONZALES TX)	638.5	10:47	
1.7	US804 e	Turn left onto SH97 n (WAGLEDER ROAD)	640.2	10:49	
13.6	SH97 n	Turn right onto US599 n (to WAGLEDER TX)	653.8	11:09	
0.1	IH599 n	Continue onto IH59 Ramp e	654.1	11:10	
0.2	IH59 Ramp e	Continue straight on IH59 w	654.3	11:10	
123.4	IH59 w	Take Exit 703 toward IH59 (to HILSHIRE VILLAGE TX)	777.5	13:02	
0.2	IH610 n	Keep left toward IH610 North	786.6	13:02	
1.1	IH610 n	US-290 W Take exit toward US290 west/Austin AUGUSTIN	787.7	13:04	
0.8	IH610 n	Take connector on IH610 n (CONRATH LOOP WEST)	788.5	13:04	
12.4	IH610 n	Take Exit 26A toward IH20	789.9	13:17	
0.2	IH20 w	Keep left toward IH20 East/Reynolds (to DATES PRARIE TX)	791.1	13:17	
0.6	IH20 w	Take connector on IH20 w (EAST FREEWAY)	791.7	13:18	
77.1	IH20 w	Take Exit 855A toward US-287/US-69 NUS-86 N JASPER & LUFKIN (to CALDER HIGHLANDS TX)	858.8	14:35	
4.7	US69 w	Merge onto US69 Ramp w (to GALBURG TX)	863.4	14:40	
0.8	US69 Ramp w	Turn left onto CHINA LAKE (to ROSCOLE & ACRES TX)	864.2	14:40	
0.5	US69W n	Merge onto US69 Ramp w (to MOUNT EVERGREEN TX)	864.7	14:41	
0.1	US69 Ramp w	Merge onto US69 n (US95) (US287) (EAST FREEWAY) (to GALBURG TX)	864.9	14:41	
0.5	US69 n	Continue straight on US69 Ramp w	865.4	14:41	
0.1	US69 Ramp w	Merge onto US69W w (SARTEX FREEWAY FRONTAGE ROAD/WF) (to ROSEDALE TX)	865.5	14:41	
0.4	US69W w	to US69W w (SARTEX FREEWAY FRONTAGE ROAD/WF) Local	865.9	14:42	
Destination: US0069, 6.0mi S of US69 & FM5513					
Final Destination: US0069, 6.0mi S of US69 & FM5513					
				1689	29:02

The driving directions are split for each leg of the Split Trip.

Chapter 3 Generating a Route

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes need to be made. Changes will require the user to click the **Validate and Run** button to update the route.

5. Click the **Next** button to continue the permit application process.

Note: Split trips cannot be self-issued by the customer. The user will be given a permit ID number and the permit will be Enqueued for the Permit Office to approve.

GENERATE A ROUTE WITH AN EMPTY LOAD ROUTE FOR BEFORE THE TRIP

If the motor carrier's truck is oversized/overweight even without a load, they might need to include the route from the storage area to the original location of the load on their permit application. Since the truck is not carrying a load, the weight and (maybe) the dimensions will be different. The **Empty Load Route** is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

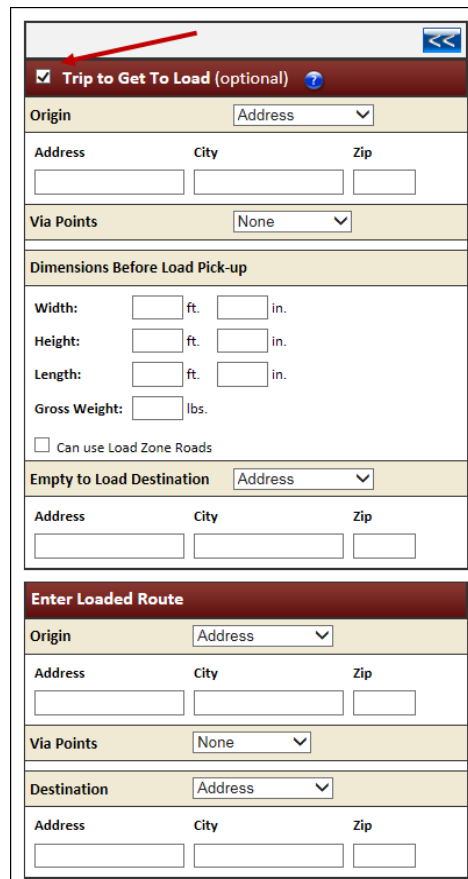
TO ADD AN EMPTY LEG OF THE ROUTE BEFORE THE TRIP

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

*The **Enter Loaded Route Panel** will be displayed.*

2. Select the **Trip to Get to Load** checkbox.

*The **Empty To Load** area will be displayed below the **Trip to Get To Load** checkbox.*



The screenshot shows a web-based routing application interface. At the top, there is a checkbox labeled "Trip to Get To Load (optional)" which is checked. A red arrow points to this checkbox. Below this, the "Origin" section is visible, with a dropdown menu set to "Address" and three input fields for "Address", "City", and "Zip". Below that is the "Via Points" section with a dropdown menu set to "None". The "Dimensions Before Load Pick-up" section contains input fields for "Width", "Height", "Length", and "Gross Weight", each with units in feet and inches or pounds. There is also a checkbox for "Can use Load Zone Roads". Below this is the "Empty to Load Destination" section, which has a dropdown menu set to "Address" and three input fields for "Address", "City", and "Zip". At the bottom, the "Enter Loaded Route" section is visible, with a dropdown menu set to "Address" and three input fields for "Address", "City", and "Zip".

FIGURE 30: ENTER ROUTE POINTS: EMPTY LOAD BEFORE TRIP, POINT-TO-POINT

3. Complete this routing section with the same options as **Enter Loaded Route**.
4. Enter the dimensions of the truck as it is before it picks up the load.

Chapter 3 Generating a Route

- Complete the routing selection for Origin and Destination in the **Enter Loaded Route Panel** based on the truck and load parameters entered in the permit application.
- Click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed to the right.*

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes need to be made. Changes will require the user to click the **Validate and Run** button to update the route.

- Click the **Next** button to continue the permit application process.

TABLE 14: EMPTY TO LOAD /RETURN TO YARD FIELDS

Element	Function	
Origin/Destination dropdown lists	The beginning and ending locations of a route. The available fields for each vary based on the way the user selects the Origin or Destination. See <i>Selecting an Origin and Destination</i> on page 96 for more information.	
Via Points dropdown list None option	To generate a basic point to point route with no specified Via Points or highways. See <i>page 108</i> for more information.	Note: The user can use any of these methods for the Continue Loaded Route after Non-Permitted Travel routes or an Empty Load permit route.
Via Points dropdown list Highway option	Select to display fields to specify road names to use in the route. See <i>page 108</i> for more information.	
Via Points dropdown list Find on Map option	Select to display Select on Map to pick a location from the map. See <i>page 114</i> for more information.	
Width	Width of the empty truck if the width of the empty vehicle exceeds legal	Required
Height	Height of the empty truck if the height of the empty vehicle exceeds legal	Required
Length	Length of the empty truck if the length of the empty vehicle exceeds legal	Required
Gross Weight	Weight of the empty truck if the gross weight of the empty vehicle exceeds legal	Required
Can use Load Zone Roads	If the empty truck meets the weight limits for load zoned roads, check this box. If the empty truck exceeds these limits, do not check this box.	
Empty to Load Destination	Select to enter Empty to Load Destinations. This option is used if the empty travel Destination is not the same as the loaded travel Origin.	

GENERATE A ROUTE WITH AN EMPTY LOAD ROUTE FOR AFTER THE TRIP

If the motor carrier's truck is oversize/overweight even without a load, they might need to include the route from the Destination to the truck storage yard on their permit application. Since the truck is not carrying a load, the weight and (maybe) the dimensions will be different. The Empty Load route is treated as an additional leg of the route but is subject to the roadway restrictions based on its altered weight and size.

TO ADD AN EMPTY LEG OF THE ROUTE AFTER THE TRIP

1. Begin a permit application to the point of entering a route as described in *To Create a Permit* on page 63.

*The **Enter Loaded Route Panel** will be displayed.*

2. Select the **Trip to Get Back To yard** checkbox.

*The **Empty To Yard** area will be displayed below the **Trip to Get Back To yard** checkbox.*

3. Complete this routing section with the same options as **Enter Loaded Route**.
4. Enter the dimensions of the truck as it is without the load
5. Complete the routing selection for Origin and Destination in the **Enter Loaded Route Panel** based on the truck and load parameters entered in the permit application.

See *Table 14* on page 123 for more information on the fields in this area.

The screenshot shows a software interface for entering route points. At the top is a blue button labeled "Validate and Run". Below it is a link that says "Continue Loaded Route after Non-Permitted Travel". A red arrow points to a checkbox labeled "Trip to Get Back To yard (optional)" which is checked. Below this are two sections for "Origin" and "Destination", each with a dropdown menu for "Address" and input fields for "City" and "Zip". There is a "Via Points" dropdown menu set to "None". Below these is a "Dimensions After Load Drop Off" section with input fields for "Width", "Height", "Length", and "Gross Weight", each with units for feet and inches. At the bottom is a checkbox labeled "Can use Load Zone Roads".

FIGURE 31: ENTER ROUTE POINTS: RETURN TO YARD, POINT-TO-POINT

6. Click the **Validate and Run** button.

*The **Enter Loaded Route Results Panel** will be displayed to the right.*

Note: When the system doesn't have any problems with the information entered, the **Enter Loaded Route Results Panel** displays the route. Review the route and driving directions. Expand the **Enter Loaded Route Panel** if any changes need to be made. Changes will require the user to click the **Validate and Run** button to update the route.

7. Click the **Next** button to continue the permit application process.

ENTER TRIP FOR THIS PERMIT PANEL

The **Enter Trip For This Permit Panel** is used to load saved trips for routes to be generated and gives instruction for Origin and Destination options.

LOAD SAVED TRIP

If the user would like to use the Origin, Destination and/or other routing points from a previously saved trip, select a trip from the **Load Saved Trip**: dropdown list in the **Enter Trip For This Permit Panel** and click **Load Trip**. The routing information is populated. This information can be edited or kept the same.

To edit the saved trip, check the **Let me edit trip before running** checkbox before clicking the **Validate and Run** button.

To obtain a route using this routing information, click the **Validate and Run** button. The system will always validate the route and provide a route based on current restrictions.

For more information on how to save a trip, see *To Save This Trip* on page 131.

Enter a Route

Use the form to enter the route for this permit.

Trip to Get To Load (optional) ?

Enter Trip For This Permit

Load Saved Trip: Let me edit trip before running. ?

Use the form to the left to enter a trip that the truck(s) will use for this permit. You also have the option to enter a trip to get to the load (empty), continue loaded route trips, and a trip to get back to the yard (empty).

You have 4 options for entering your origin and destination locations:

- An address - Enter the street number, street, city and/or zip code.
- The intersection of two streets – Enter each of the streets and the city of the intersection location. The map will zoom into the intersection and may have several location markers for you to select from; TxPROS produces turn-by-turn directions so choose the marker that best represents your location.
- A latitude/longitude pair – If you have the geocode for your location, you may enter it. example: 30.315895,-97.754073
- Border crossings – If you are entering from another state or leaving Texas, select your highway and the nearest city to where you will cross the state line.

You have the option to enter via points for your route.

- Highway – Enter a single highway or a series of highways you would prefer to travel on your trip.
- Find on Map – Click on “Select on Map” to open the map and select your highway via points.

The router will attempt to generate a legal route for your truck based on the weight and load parameters you entered earlier.

If you have trouble generating the route you need, please call 1.800.299.1700.

Enter Loaded Route

Origin

Address City Zip

Via Points

Destination

Address City Zip

Continue Loaded Route after Non-Permitted Travel ?

Trip to Get Back To yard (optional) ?

ENTER LOADED ROUTE RESULTS PANEL

The **Enter Loaded Route Results Panel** displays the route generated based on:

- Information the user entered about the load
- Permit Type for which the user is applying
- The Origin and Destination required by the user
- Restrictions on the available roadways between the Origin and Destination

The **Enter Loaded Route Results Panel** consists of the following elements:

- Route Overview Area
- Route Details Area
 - Load Dimensions Used During Routing
 - Conditional Overrides
 - Route Conditions
- Turn-by-Turn Driving Directions

Chapter 4 Working With Your Trip Results

Once the user has clicked the **Validate and Run** button, the **Enter Loaded Route Results Panel** will display as shown below. *Table 15: Enter Loaded Route Results Panel Elements* defines the information found in the **Enter Loaded Route Results Panel**. The route is colored blue.

Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed

Next >>

FM0123;LA;Horton to BU0054;NM;El Paso
Trip Distance: 823.1 Trip Time: 14:21 Save this Trip...

[Drag Map](#) [Get Restriction Information For Road](#)

- Load Dimensions Used During Routing
- Conditional Overrides
- Route Conditions

Driving Directions

Miles	Route	To	Distance	Time	
Origin: FM0123;LA;Horton					
10.7	FM123 w	Turn left onto US79 sw (DEADWOOD TX to DE BERRY TX)	10.7	00:19	
7.8	US79 sw	Turn right onto US79 n (US58 Ramp) (to CARTHAGE TX)	18.4	00:27	
0.2	US79 n	Merge onto US79 n (US59)	18.6	00:27	
3.3	US79 n	Take ramp toward SH446/SP372 (to RIDGEMOUNTAIN TX)	21.9	00:31	
0.3	US79 Ramp sw	Turn right onto SH446	22.2	00:31	
29.5	SH446 nw	Continue Straight on SH422 nw (ESTES PARKWAY) (to PINE TREE TX)	51.8	01:16	
0.5	SH422 nw	Turn left onto IH20 Ramp sw	52.3	01:16	
0.9	IH20 Ramp sw	Merge onto IH20 w (US259)	52.6	01:17	
391.3	IH20 w	Take Exit 202A toward I20 BUS ABILENE (to ELMDALE TX)	353.8	06:18	
0.5	B208 Ramp w	Merge onto B208 w	354.3	06:19	
12.1	B208 w	Continue Straight on IH20 w (US84) (to TYE TX)	366.5	06:36	
204.4	IH20 w	DETOUR: Take Exit 73 toward FM-1219 WICKETT, Take Next Entrance after FM1219 (to WICKETT TX)	570.9	10:00	
20.3	IH20 w	Take Exit 52 toward I20 BUS LOOP W BARSTOW (to BARSTOW TX)	591.2	10:21	
0.2	IH20 Ramp w	Merge onto IH208R w	591.4	10:21	
0.2	IH208R w	Continue Straight on B208 w	591.6	10:21	
13.3	B208 w	Continue Straight on IH208R w (to MANN TX)	604.8	10:36	
0.2	IH208R w	Turn left onto IH20 Ramp w	605.1	10:36	
0.2	IH20 Ramp w	Continue Straight on IH20 w	605.3	10:36	
17.7	IH20 w	Continue Straight on IH20 w (to LEVINSOHN TX)	643	11:14	
151.3	IH10 w	Take Exit 34 toward LP375 (to BELEN TX)	794.4	13:46	
0.3	SL375 nw	Keep right towards LP375 North	794.9	13:46	
1	SL375 ne	Take connector on SL375 ne (LOOP 375)	795.9	13:47	
17.7	SL375 n, w	Take Exit 24A toward FM0326/BU54/McCombs St Over St	813.6	14:08	
0.2	SL375 Ramp w	Continue Straight on SL375NFR w (WOODCROW BEAN TRANSMOUNTAIN DR/NFR/NR) (BRITTON DAVIS TX)	813.7	14:07	
0.7	SL375NFR w	Turn right onto BU544 ne (DIVER STREET)	814.5	14:08	
8.7	BU544 ne	ict BUSIA Local (DEL NORTE ACRES TX to NEWMAN TX)	823.2	14:21	
Destination: BU0054;NM;El Paso				823.2	14:21
Total Destination: BU0054;NM;El Paso				823.1	14:21

FIGURE 32: ENTER LOADED ROUTE RESULTS PANEL

TABLE 15: ENTER LOADED ROUTE RESULTS PANEL ELEMENTS



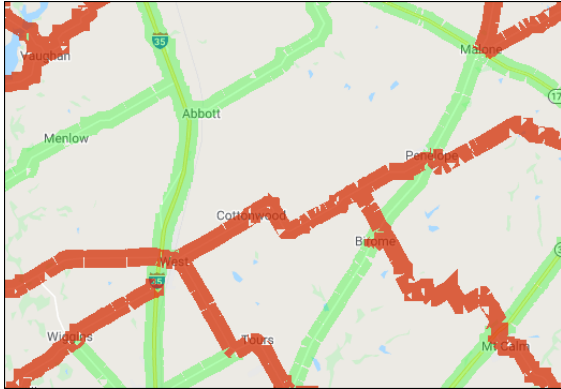
Element	Function
Expand Route Details	 <p>Click to expand the Enter Loaded Route Panel to view or edit the route points.</p>
Route Review Checkbox	Check this box to have the route reviewed. A text box will display to add notes describing what the user would like for the route to do. See <i>To Submit a Route for Review</i> on page 130 for more information.
Next Button	Click to proceed to the next page in the permit application process once routing is complete.
Origin/Destination	The Origin and Destination of the current route
Trip Distance	The total distance of the calculated trip in miles
Trip Time	The estimated travel time for the vehicle calculated
Save this trip... link	Click this link to name this trip and have it recalled for future permit applications (see <i>To Save This Trip</i> on page 131).
Drag Map	Default radio button. This will allow the user to click on the map and drag it to view different areas of the map (see <i>To Drag the Map to a Select Location</i> on page 106).
Get Restriction Information For Road	Select radio button then click a red highlighted roadway in the Trip Results map to display the restrictions assigned to that roadway (see <i>Enter Loaded Route Results: Get Restriction Information for Road</i> on page 132).

TABLE 15: ENTER LOADED ROUTE RESULTS PANEL ELEMENTS

Element	Function
Map Area	<div data-bbox="483 338 602 533" style="border: 1px solid blue; padding: 5px; display: inline-block;">  </div> <p data-bbox="630 338 1019 369">Displays a map of the current route.</p> <p data-bbox="630 394 1308 495">←The <i>Zoom Tool</i> provides methods to quickly zoom in and out in the Map Area. See <i>Table 11</i> on page for 100 and <i>Map Zoom Operations</i> on page 107 for more information.</p> <p data-bbox="630 537 816 827">The roadways that are restricted for the current vehicle and load are shown on the map as red highlights→</p> <div data-bbox="846 533 1403 919">  </div>
Load Dimensions Used During Routing	Expand this section to review the load dimensions used in the permit application.
Conditional Overrides	Expand this section to display any restrictions preventing the route. A Restriction Override reason will be displayed, indicating a TxDMV User has approved this override.
Route Conditions	Expand this section to display any special conditions or restrictions that apply to the entered route and truck and route dimensions.
Driving Directions	This section displays the detailed turn by turn driving directions along with the calculated distance and time for travel.

SUBMIT A ROUTE FOR TxDMV REVIEW

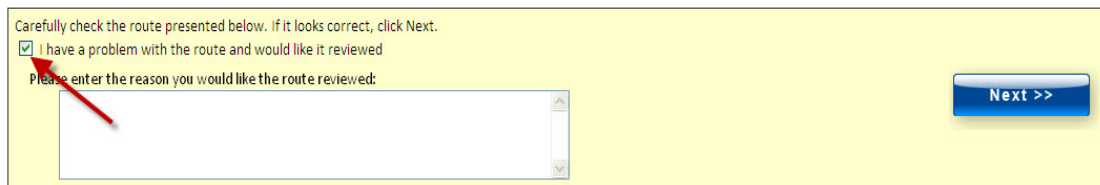
The user can submit a route for review to the Permit Office if they are not able to get the route needed for travel. If they are not able to get the necessary route due to restrictions, the Permit Office may be able to obtain temporary override permission if the load is needed in the restricted area. The user must enter the Origin and Destination and click the **Validate and Run** button before they can submit the route for Permit Office review.

TO SUBMIT A ROUTE FOR REVIEW

1. Begin a permit application and create a route as described in *To Create a Permit* on page 63.

*The **Enter Loaded Route Results Panel** will be displayed showing the route.*

2. From the **Enter Loaded Route Results Panel** check the box next to, **I have a problem with the route and would like it reviewed** field. In the text box below the user enters the reason they would like the route reviewed.



Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed

Please enter the reason you would like the route reviewed:

Next >>

FIGURE 33: SUBMITTING A ROUTE FOR REVIEW

3. Click the **Next** button.
4. Continue through the payment process. Once the permit application is completed by the Permit Office, they can collect payment to prevent a longer wait for the permit. The payment will not be processed by the Permit Office until the permit application is complete.

This permit will be submitted to TxDMV for review. As such the permit will not be generated until TxDMV reviews and approves the application. Once the permit application is approved, the user will receive it via the delivery method they chose. The permit will also be available for printing from the **Permits Panel** on the **Customer Dashboard**.

During the approval process, the Permit Office may need to contact the user for more information. They may put the permit in Call Back status with a message that they need the user to contact them regarding the permit. The user will be able to track their permit application from the **Permits Panel** on the **Customer Dashboard**. If they have a permit listed there that has a status of **Call Back**, the user needs to contact the Permit Office and reference that **Permit ID**. The Permit ID is available from the **Permits Panel** on the **Customer Dashboard**.

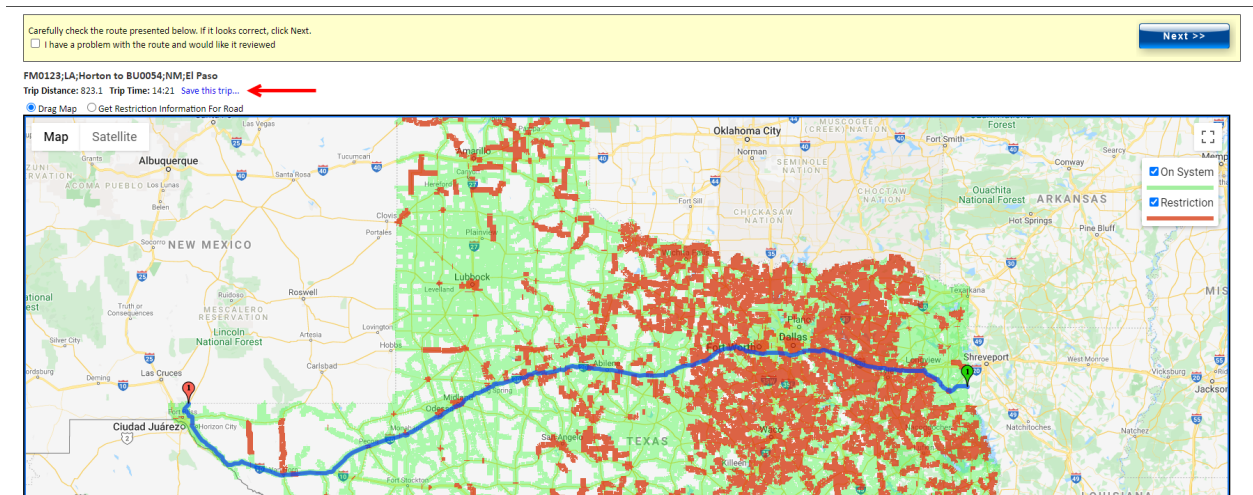
Chapter 4 Working With Your Trip Results

ENTER LOADED ROUTE RESULTS: SAVE THIS TRIP

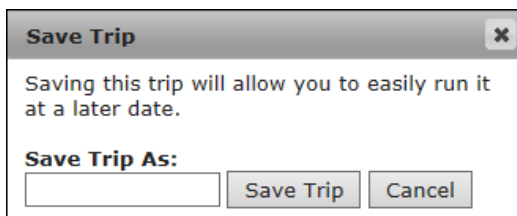
From the **Enter Loaded Route Results Panel**, the user can save a trip to recall for use at a later time.

TO SAVE THIS TRIP

1. Click the **Save this trip...** link to open the **Save Trip** box.



2. Enter a name for this trip and click the **Save this trip...** link or click the **Cancel** button to exit and return to the **Enter Loaded Route Results Panel** without saving. If saved, the Origin, Destination and other routing points are saved to recall for a later route.



Note: Once a trip is saved, it can be recalled for use at a later time. For more information about loading the saved trip, see *Load Saved Trip* on page 125.

DRAG MAP

Drag Map will allow the user to click on the map and drag it to view different areas of the map. See *To Drag the Map to a Select Location* on page 106 for more information.

ENTER LOADED ROUTE RESULTS: GET RESTRICTION INFORMATION FOR ROAD

After generating a route, restrictions that apply to the vehicle and load dimensions will be displayed on the map as red highlights. The user can get some basic information regarding these restrictions by using the **Get Restriction Information For Road** radio button.

TO VIEW RESTRICTION INFORMATION ON A PARTICULAR ROAD

1. Generate a route as described in *Chapter 3 Generating a Route* on page 92.

*The **Enter Loaded Route Results Panel** will display the roadways with the roadways restricted to the current vehicle and load by highlighting them in red.*

2. From the **Enter Loaded Route Results Panel**, zoom in to the area where the particular restriction is located on the map.
3. Click the **Get Restriction Information For Road** radio button from above the map.
4. Click the red highlighted road.



*The **Restriction Viewer** window will be displayed.*

This window will list any restrictions associated to the particular road segment that the user selected. Each restriction will include the official TxDMV text for that restriction and dimension, or dimensions that are associated with it. At least one of the restrictions for that section of road will apply to the vehicle and load the user is routing since it was highlighted red.

5. After viewing the restrictions click the **Close** button at the top or the bottom of the window to close the **Restriction Viewer** window and return to the trip.

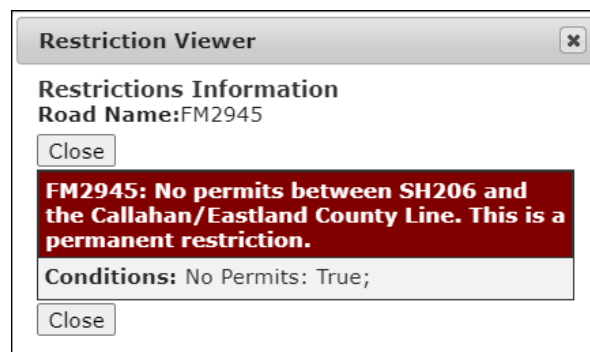


FIGURE 34: RESTRICTION VIEWER

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Note: If the user receives the following error message, zoom in closer on the map and be sure to click the road segment that is highlighted red.

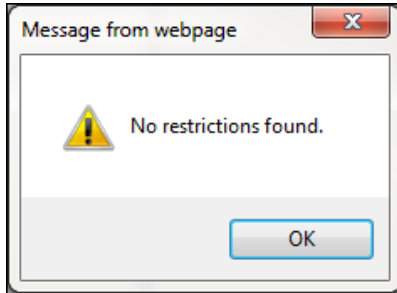


TABLE 16: RESTRICTION INFORMATION SCREEN ELEMENTS

Element	Function	
Road Name	The TxPROS name of the current road segment	
Close Button	Click to close the Restrictions Information screen/ Restriction Viewer window.	
Restriction description	The details of each restriction assigned to the current road segment	
Restriction Condition	Height	Roadway restriction prohibits loads that are greater than the stated height
	Weight	Roadway restriction prohibits loads that are greater than the stated weight
	Length	Roadway restriction prohibits loads that are greater than the stated length
	Width	Roadway restriction prohibits loads that are greater than the stated width
	Turn	Roadway restriction prohibits loads to make turns here
	No Permit	Roadway restriction prohibits any OS/OW traffic

ENTER LOADED ROUTE RESULTS: ROUTE DETAILS

This section of the **Enter Loaded Route Results Panel** provides details about the roadways used in the current route. This information is also available in the **Permit Details**. See *Table 2: Permit Details* on page 16.

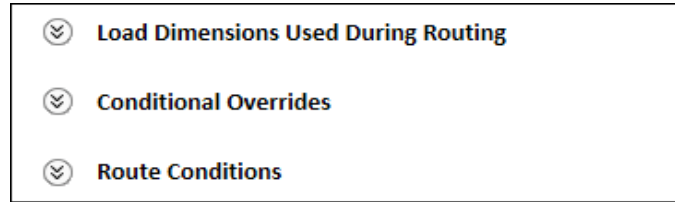


FIGURE 35: ROUTE DETAILS AREA

TABLE 17: ROUTE DETAILS AREA ELEMENTS

Element	Function
Load Dimensions Used During Routing	Expands to display the load dimensions used for the trip that was calculated
Conditional Overrides	Expands to display any restrictions preventing the route. A Restriction Override reason will be displayed, indicating a TxDMV User has approved this override.
Route Conditions	Expands to display any special conditions or restrictions that apply to the entered route and truck and load dimensions.

ENTER LOADED ROUTE RESULTS: LOAD DIMENSIONS USED DURING ROUTING

Beneath the map there is a dropdown list that will populate with the load dimensions that were entered prior to calculating the trip. This is provided as an error checking feature to ensure that the route generated matches to the vehicle and load parameters the user intended.

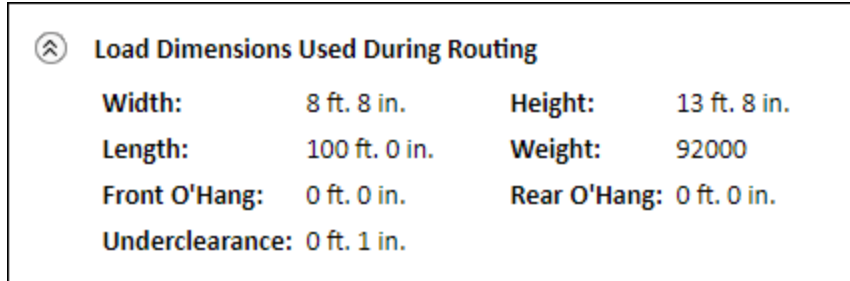


FIGURE 36: LOAD DIMENSIONS USED DURING ROUTING

TABLE 18: LOAD DIMENSIONS USED DURING ROUTING DETAILS

Dimension	Definition
<p>Note: All measurements are performed according to TxDMV regulations. For the legal and maximum load limits, see http://www.txdmv.gov/motor-carriers/oversize-overweight-permits/texas-size-weight-limits</p>	
Width	Greatest width of the truck and load
Height	Greatest height of the truck and load
Length	Length of the truck and load
Weight	Total weight of the truck and load
Front o/Hang	Length of the load extending beyond the foremost point of the vehicle and load
Rear o/Hang	Length of the load extending beyond the rearmost point of the vehicle and load
Lowboy	Denotes whether unit entered is a lowboy or not

ENTER LOADED ROUTE RESULTS: FAILED TO GENERATE

If a customer enters a trip with an Origin or Destination on a road segment with restrictions that are not structures, the user will receive a **Failed to Generate** message and will be given two options to finish the permit application.

1. The user can adjust the route by expanding the **Enter Loaded Route Panel** and changing the route points. If the route points are changed, the user must click the **Validate and Run** button to update their route.
2. The user can click the **continue your order to have your trip reviewed** link and finish the application process through the payment step. However, the user will not be able to issue the permit until the route has been reviewed and approved by a TxDMV User. Once the route has been reviewed and approved by a TxDMV User, the permit will be issued and delivered via the primary delivery method chosen at the beginning of permit creation. The overridden restrictions and their reasons will be printed on the permit under **Route Conditions**.

Failed to generate trip on leg #: 1

COOPFR was unable to generate a route for your trip. This is most likely due to construction restrictions or low overhead obstructions. Please continue to the next screen and enter your payment information. Your application will be forwarded to a CDOT permit specialist for routing and issuance. Your account will not be charged until the permit has been issued. The final permit will be sent to you upon issuance. You can adjust your trip or [continue your order to have your trip reviewed](#)

ENTER LOADED ROUTE RESULTS: ROUTE CONDITIONS

The **Enter Loaded Route Results Panel** displays **Route Conditions** which show any special conditions or restrictions that apply to the entered route in conjunction with the truck and load dimensions.

Route Conditions

El Paso: 12' max width and/or 95' max length inside or on LP375; 7-9 am and 4-6 pm; Monday through Friday.

Tarrant County: All loads over 8'6" wide, 14'0" high, and/or over legal length: No movement 7-9am or 4-6pm; Monday through Friday. Self propelled cranes and over-weight only are exempt.

Dallas County: All loads over 12' wide and/or 95' long no movement 7-9am or 4-6pm M-F.

FIGURE 37: ROUTE CONDITIONS

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ENTER LOADED ROUTE RESULTS: DETAILED DRIVING DIRECTIONS

This area of the **Enter Loaded Route Results Panel** displays turn-by-turn directions for completing the current route.

Driving Directions				
Miles	Route	To	Distance	Time
Origin: FM01233A:Horton				
10.7	FM123 w	Turn left onto US79 sw (DEADWOOD TX to DE BERRY TX)	10.7	00:19
7.8	US79 sw	Turn right onto US79 n [US59 Ramp] (to CARTHAGE TX)	18.4	00:27
0.2	US79 n	Merge onto US79 n [US59]	18.6	00:27
3.3	US79 nw	Take ramp toward SH149/SP572 (to RIDERVILLE TX)	21.9	00:31
0.3	US79 Ramp sw	Turn right onto SH149	22.2	00:31
29.5	SH149 nw	Continue Straight on SH322 nw [ESTES PARKWAY] (to PINE TREE TX)	51.8	01:16
0.5	SH322 nw	Turn left onto IH20 Ramp sw	52.3	01:16
0.3	IH20 Ramp sw	Merge onto IH20 w [US259]	52.6	01:17
301.3	IH20 w	Take Exit 292A toward I-20 BUS ABILENE (to ELMDALE TX)	353.8	06:18
0.5	BI20R Ramp w	Merge onto BI20R w	354.3	06:19
12.1	BI20R w	Continue Straight on IH20 w [US84] (to TYE TX)	366.5	06:36
204.4	IH20 w	DETOUR: Take Exit 73 toward FM-1219 WICKETT; Take Next Entrance after FM1219 (to WICKETT TX)	570.9	10:00
20.3	IH20 w	Take Exit 52 toward I-20 BUS LOOP W BARSTOW (to BARSTOW TX)	591.2	10:21
0.2	IH20 Ramp w	Merge onto IH20NFR w	591.4	10:21
0.2	IH20NFR w	Continue Straight on BI20B w	591.6	10:21
13.3	BI20B w	Continue Straight on IH20NFR w (to MANN TX)	604.8	10:36
0.2	IH20NFR w	Turn left onto IH20 Ramp w	605.1	10:36
0.2	IH20 Ramp w	Continue Straight on IH20 w	605.3	10:36
37.7	IH20 w	Continue Straight on IH10 w (to LEVINSON TX)	643	11:14
151.3	IH10 w	Take Exit 34 toward LP375 (to BELEN TX)	794.4	13:46
0.5	SL375 nw	Keep right toward LP375 North	794.9	13:46
1	SL375 ne	Take connector on SL375 ne [LOOP 375]	795.9	13:47
17.7	SL375 n, w	Take Exit 24A toward FM2529/BUS4/McCombs St/Dyer St	813.6	14:06
0.2	SL375 Ramp w	Continue Straight on SL375NFR w [WOODROW BEAN TRANSMOUNTAIN DR/FRNFR] [FRNFR] [BRITTON DAVIS TX]	813.7	14:07
0.7	SL375NFR w	Turn right onto BUS4A ne [DYER STREET]	814.5	14:08
8.7	BUS4A ne	Jct BUS4A Local [DEL NORTE ACRES TX to NEWMAN TX]	823.2	14:21
Destination: BU0054/NM/EI Paso			823.2	14:21
Final Destination: BU0054/NM/EI Paso			823.1	14:21

FIGURE 38: DETAILED DRIVING DIRECTIONS

TABLE 19: DETAILED DRIVING DIRECTIONS

Dimension	Definition
Miles	Number of miles for the current segment of travel
Route	Roadway on which the driver is traveling while performing the current segment of travel
To	Instructions to the driver in completing the current segment of travel
Distance	Total distance covered at the completion of the current segment of travel
Time	Total estimated time traveled at the completion of the current segment of travel

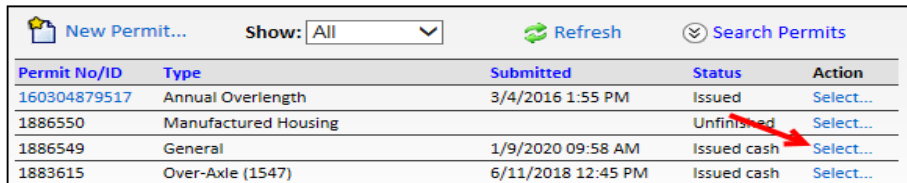
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COMMUNICATING WITH THE PERMIT OFFICE

The Permit Office can email or fax users **Notes** from the system that may require a response. If the user receives a **Note** from the Permit Office, they can access that application in the **Permits Panel** on the **Customer Dashboard**.

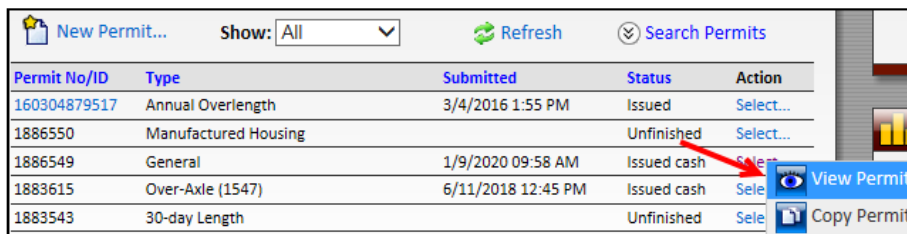
TO RESPOND TO PERMIT OFFICE REQUESTS

1. Locate the permit application in the **Permits Panel** on the **Customer Dashboard** and click the **Select** link.



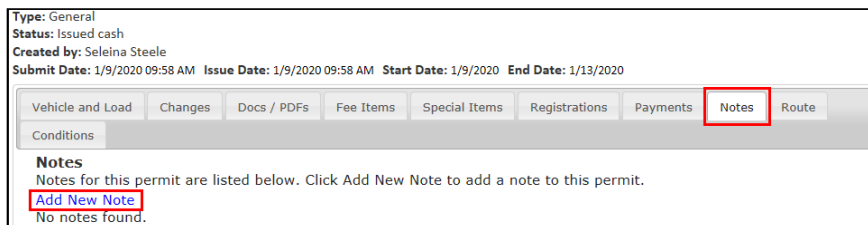
Permit No/ID	Type	Submitted	Status	Action
160304879517	Annual Overlength	3/4/2016 1:55 PM	Issued	Select...
1886550	Manufactured Housing		Unfinished	Select...
1886549	General	1/9/2020 09:58 AM	Issued cash	Select...
1883615	Over-Axle (1547)	6/11/2018 12:45 PM	Issued cash	Select...

2. Click **View Permit**.



Permit No/ID	Type	Submitted	Status	Action
160304879517	Annual Overlength	3/4/2016 1:55 PM	Issued	Select...
1886550	Manufactured Housing		Unfinished	Select...
1886549	General	1/9/2020 09:58 AM	Issued cash	Select...
1883615	Over-Axle (1547)	6/11/2018 12:45 PM	Issued cash	Select...
1883543	30-day Length		Unfinished	Select...

3. Click the **Notes** tab and then click the **Add New Note** link.



Type: General
Status: Issued cash
Created by: Seleina Steele
Submit Date: 1/9/2020 09:58 AM Issue Date: 1/9/2020 09:58 AM Start Date: 1/9/2020 End Date: 1/13/2020

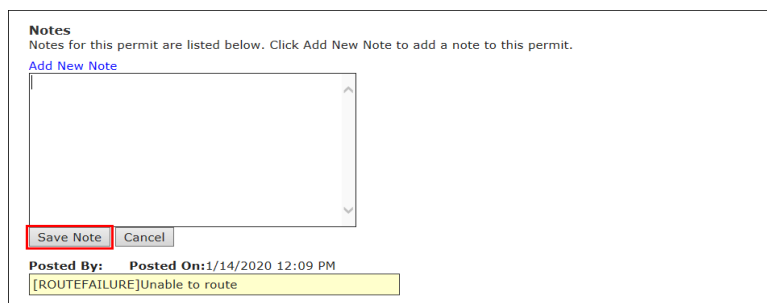
Vehicle and Load Changes Docs / PDFs Fee Items Special Items Registrations Payments **Notes** Route

Conditions

Notes
Notes for this permit are listed below. Click Add New Note to add a note to this permit.
[Add New Note](#)
No notes found.

*The user will be able to view the notes from the Permit Office and will be able to add a response **Note** so that the permit application can be completed.*

4. Click the **Save Note** button to have the **Note** saved and submitted to the Permit Office.



Notes
Notes for this permit are listed below. Click Add New Note to add a note to this permit.

[Add New Note](#)

Posted By: Posted On: 1/14/2020 12:09 PM
[ROUTEFAILURE]Unable to route

PERMITS PENDING ADDITIONAL ACTION

There will be instances when the system will allow the user to complete the permit process, including payment; however, the permit is pending until additional action is taken. The permit will not be “issued” until the action is completed.

ROUTE INSPECTION LOADS

If the truck and load have dimensions that require a **Route Inspection** as determined by TxDMV, the customer is required to perform a route survey for the trip and return the signed **Route Inspection** form to TxDMV. Once the **Route Inspection** form has been received and approved, users are able to issue permits using this route survey.

TO ENTER A PERMIT THAT REQUIRES A ROUTE INSPECTION

1. Begin the permit application process as described on page 63.

*Once all truck and load information has been entered, the **Route Inspection Confirmation** window will be displayed.*

- If the user has a valid Route Inspection for the dimensions and route, enter the **Route Inspection Number** and click the **Validate Number** button. If the **Route Inspection** is validated, the system will enter the route from the previously approved **Route Inspection**, and the user can pay for and issue the permit.

The **Route Inspection** will be validated if all of the following criteria are met:

- a. The dimensions on the route do not exceed the dimensions on the previously approved **Route Inspection**,
 - b. The **Route Inspection** is not expired, and
 - c. The route is exactly the same.
- If the user needs to create a new **Route Inspection** form, click the **Enter a Route** button. The system will allow the user to enter the route and print a **Route Inspection** form. The **Route Inspection** form will be available to print on the **Permit Summary** screen. After the customer performs the route survey, they can fax or mail the **Route Inspection** form back to MCD as instructed on the **Route Inspection** form. The **Route Inspection ID** will now be

displayed on the permit entry screens and the permit will have a status of *Unfinished*. When the **Route Inspection** form is received by MCD and approved, it is marked as **Approved** in TxPROS. The customer is notified by email or fax that the **Route Inspection** has been approved. For more information about this process, visit <http://www.txdmv.gov/oversize-weight-permits/route-inspections>.

Note: To search for a **Route Inspection Number** in TxPROS, see *Route Inspections* on page 28.

After the **Route Inspection** has been approved, the customer is able to resume the permit process and enter the **Route Inspection Number** into the screen above and issue the permit.

2. Once the approval is received, locate the Permit ID in the **Queue Panel** on the **Customer Dashboard**.
3. Once the permit is located in the queue, click the **Select** link and **Resume Permit** to resume permit creation.
4. Click the **Next** button until the user is prompted to enter the **Route Inspection Number**.
5. Enter the **Route Inspection Number** and click the **Validate Number** button.
6. A pop-up window will be displayed stating if the **Route Inspection Number** is valid.
7. Click the **OK** button to view the trip details.
8. Complete the permit approval and payment process.

Note: **Route Inspection** approvals are valid for a predetermined number of days set by TxDMV. **Route Inspections** can only be reused for additional trips with the same or lower dimensions and the exact same route. If there are any differences, a new **Route Inspection** form will need to be completed and approved.

Note: A permit can be edited after a **Route Inspection** form has been printed, submitted, and/or approved. If changes are made to the route or if dimensions are increased, the **Route Inspection** form and/or approval are no longer valid. A new **Route Inspection** form must be completed and approved.

APPENDIX A TABLE OF SHORTCUTS

N/A

APPENDIX B INSTALLING AND LAUNCHING ONLINE CUSTOMER INTERFACE

This application can be accessed from the link for TxPROS located on the TxDMV Motor Carrier Division (MCD) homepage <http://www.txdmv.gov/motor-carriers> . Click the **TxPROS** icon.



This application can also be accessed directly from the link <https://txpros.txdmv.gov>.

Note: This application will require pop-ups. On the browser select **Tools** and allow or do not block pop-ups.

Terms	Definitions
Bid Route	A feature that enables the user to create a route based on the truck and load parameters without submitting a permit application to TxDMV. This feature is provided as a service for quoting loads.
Condition	A single detail of a restriction such as <i>Length</i> (that is, the maximum allowable vehicle length on the restricted roadways) or No Permit (no oversize/overweight vehicles can use the roadway).
Customer Reference	An optional field on the permit application that enables the customer to associate a permit to a particular job, job number, or some other internal tracking reference. This field is searchable, reportable, and will print on the permit.
Off-system	Roads not maintained by TxDMV which need approval from another authority (for example: district, county, or city) in order to route oversize/overweight vehicles
On-system	Roads maintained by TxDMV on which they have the authority to route oversize/overweight vehicles
Restriction	A restriction is an object in the TxPROS system that affects OS/OW routing. This object can be a Physical Restriction such as a bridge with limits on clearance or it can be a Legal Restriction such as no travel during an area at set times.
Yard	Some companies divide their operations into separate operating units. These operating units may be called Yards, Divisions, Terminals, or another preferred terminology. The TxPROS system allows customers to divide their fleet into separate operating units and uses the term yard to define these.