

MiTrip Extended Permit Applications Guide


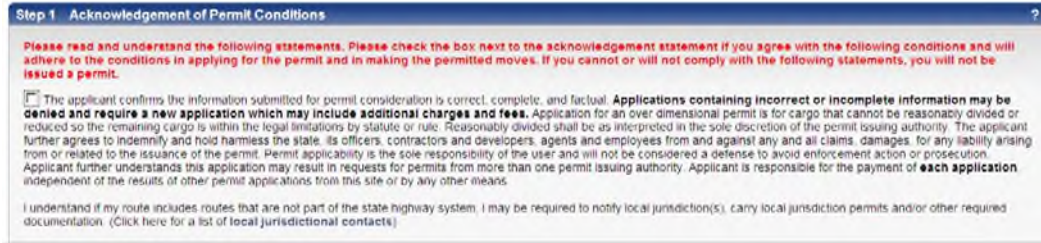
Purpose: Use the Michigan Transport Routing and Internet Permitting System (MiTrip) for entering extended permit applications.

- ! The guide will provide direction for all extended permits, although the screens will vary slightly from what is shown in this document.

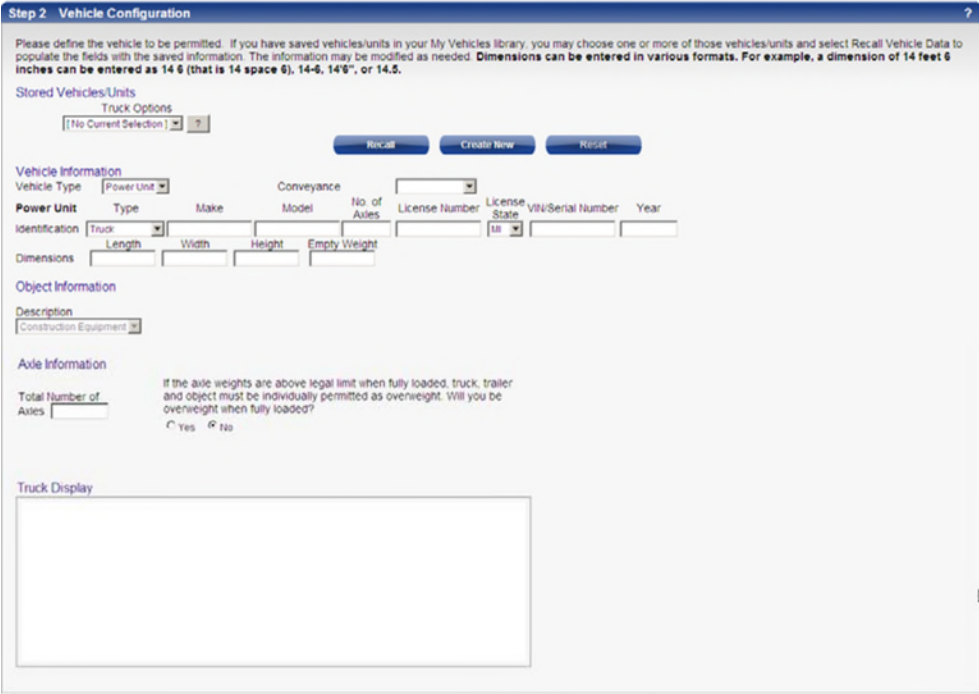
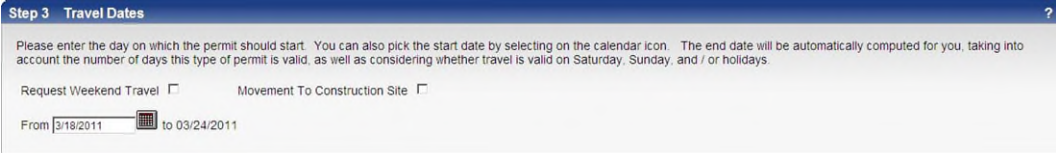
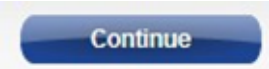

Sign In To MiTrip

Step	Action
1	Login to the MDOT Permit Gateway (MPG) at: http://www.michigan.gov/mdotmpg
!	If this is your first time accessing MPG, you will need to create a business. Click here for further instructions.
3	Select " Home " at the top of the screen.
4	Select your business from the dropdown and Oversize/Overweight Permits (MiTrip) link in the second dropdown and click "Continue".


Display the MiTrip Application Screen

Step	Action
1	Click the appropriate Extended Permit application link. 
!	If the axle weights are above legal limit when fully loaded each piece (truck, trailer and object) must be permitted as overweight permit.
!	If this application is similar to one that you have already entered and you would like to make a copy of that application, click on "Copy Existing Application/Permit" at the bottom of the screen and enter the trip request or permit number of the permit you would like to copy.
2	Complete Step 1, Acknowledgement of Permit Conditions by reading the conditions and placing a check in the checkbox next to the acknowledgement statement. 





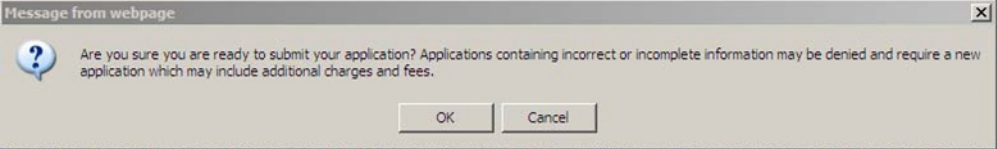



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Step	Action
3	<p>Enter the vehicle and load information in Step 2, Vehicle Configuration.</p> 
!	<p>Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p>
4	<p>Enter the date in which you would like your permit to start in Step 3, Travel Dates.</p> 
5	<p>Select one of the choices shown in the following steps for Step 4, Application Review.</p>
5a	<p>Select the Continue button if you have completed the Application screen and are ready to move on to the Step 5, Application Confirmation Screen</p> 
5b	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 

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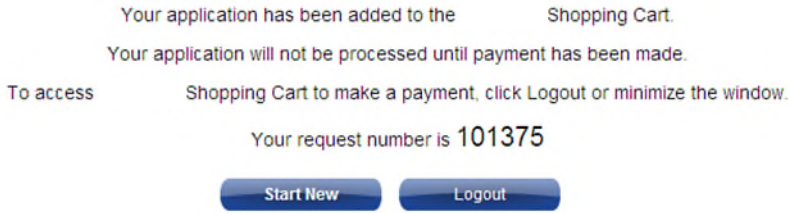



Step	Action
5c	Select the Reset button if you would like to clear all of the fields on this screen. <div style="text-align: center; margin-top: 10px;">  </div>

Submitting Application

1	Review the application.
2	Select the Next button and receive pop-up asking if you are sure you are ready to submit your application. <div style="text-align: center; margin-top: 10px;">  </div>
	Select the Back button to return to the Step 6, Trip Selection screen <div style="text-align: center; margin-top: 10px;">  </div> Select the Change Permit button to return to the Application screen. <div style="text-align: center; margin-top: 10px;">  </div>
3	Select the OK button to continue to the Step 6, Permit Delivery and Payment screen. <div style="text-align: center; margin-top: 10px;">  </div>
4	Select Payment Method .
	All communication regarding your application to include delivery of an issued permit will occur using the email address provided.
7	Enter the Contact phone number .
8	Select the Submit button to receive the confirmation screen.
	If you do not wish to submit the application, select the Cancel button <div style="text-align: center; margin-top: 10px;">  </div>

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Paying for the Application by MPG Shopping Cart

1	Receive the Confirmation screen.  <p>Your application has been added to the Shopping Cart. Your application will not be processed until payment has been made. To access Shopping Cart to make a payment, click Logout or minimize the window. Your request number is 101375 Start New Logout</p>
2	Note the application reference number for future communications regarding this application.
3	Select Logout . 
!	To complete additional applications before paying, select the Start New button.  An application is not submitted for processing until it has been paid for.
4	Select the X in the top right corner to close the screen and return to MPG to continue with payment.
5	Select Shopping Cart in the top right corner of the MPG screen.
6	Select Payment Method.
7	Select the Checkout button. 
8	Complete the appropriate fields based on Payment Method selection.




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Retrieving Your Issued Permit

Sign In To MiTrip

Step	Action
1	Receive email notifying you of permit issuance.
2	Login to MPG at http://www.michigan.gov/mdotmpg .
3	Select the Oversize/Overweight Permits (MiTrip) link from the dropdown.

My Permits

1	Select My Permits at the top of the MiTrip screen. 
2	Select the appropriate PermitID for the permit you wish to retrieve. 
3	Print the permit.
	The permit is required to be carried in the vehicle during transport.

Conducting a Route Evaluation


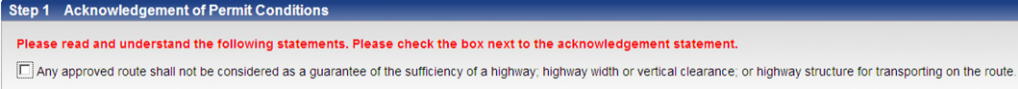

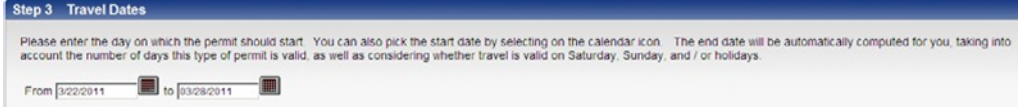
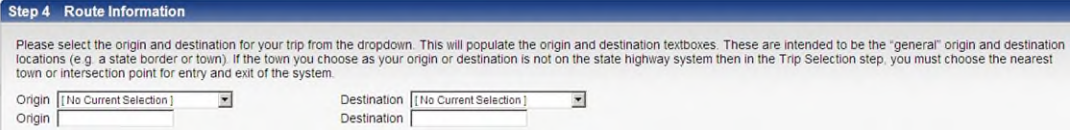
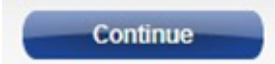
Sign In To MiTrip

Step	Action
1	Receive email notifying you of permit issuance.
2	Login to MPG at http://www.michigan.gov/mdotmpg .
3	Select the Oversize/Overweight Permits (MiTrip) link from the dropdown.



Perform Route Evaluation

Step	Action
1	Select the Route Evaluation link on the Application screen to view the Route Evaluation Permit Application screen.


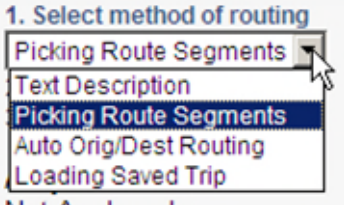

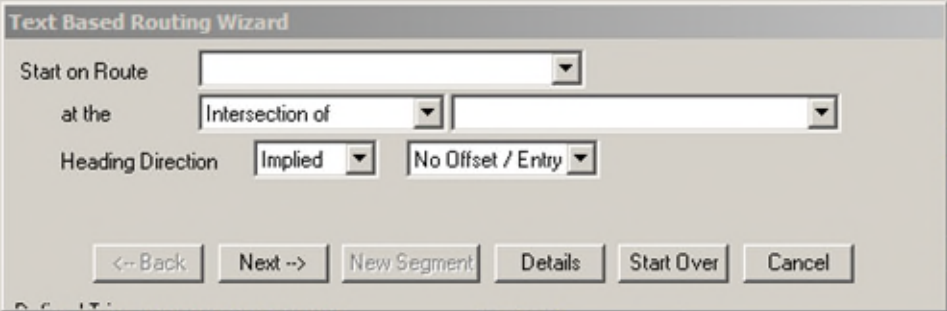
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Step	Action
	
2	<p>Complete Step 1, Acknowledgement of Permit Conditions by reading the conditions and placing a check in the checkbox next to the acknowledgement statement.</p> 
3	<p>Enter the vehicle and load information in Step 2, Vehicle Configuration.</p> 
!	<p>Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p>
4	<p>Enter the date in which you would like your permit to start in Step 3, Travel Dates.</p> 
5	<p>Choose the Origin and Destination of the trip using the drop-downs in Step 4, Route Information.</p> 
!	<p>When you select the Origin and Destination from the drop-downs it will populate the Origin and Destination fields shown below the drop-downs.</p>
6	<p>Select one of the choices shown in the following steps for Step 5, Application Review.</p>
6a	<p>Select the Continue button if you have completed the Application screen and are ready to move on to the Step 6, Trip Selection Screen</p> 
6b	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p>

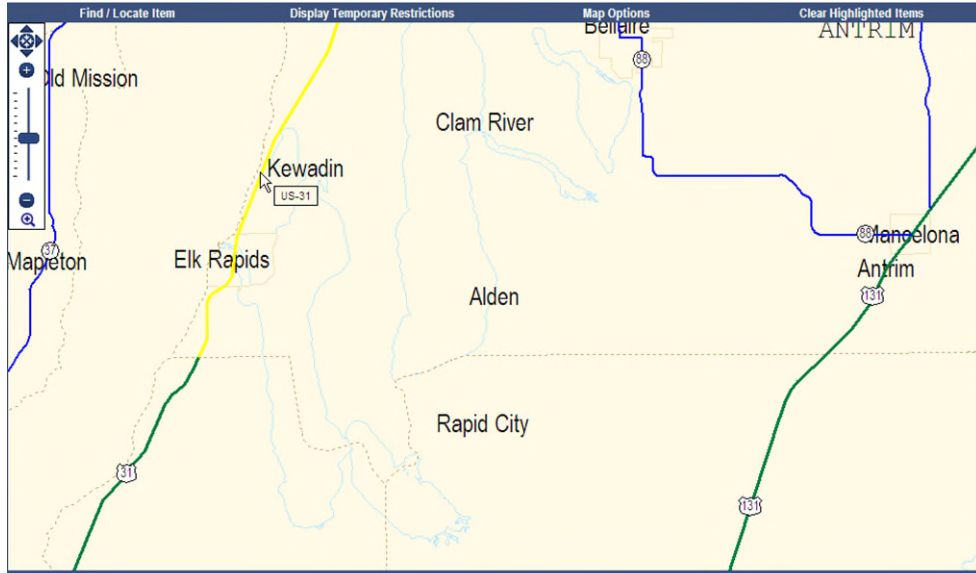
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Step	Action
	
6c	Select the Reset button if you would like to clear all of the fields on this screen. <div style="text-align: center; margin-top: 10px;">  </div>

Completing Step 6, Trip Selection

	If this is your first time using this feature in MiTrip you may need to install the Active X Controls if the map does not appear.
1	Select the routing method in the 1. Select method of routing dropdown. <div style="text-align: center; margin-top: 10px;">  </div>
	<p>Text Description- Provides a pop-up text box where you may select your route using drop-downs and buttons.</p> <div style="text-align: center; margin-top: 10px;">  </div> <p>Picking Route Segments – Allows you to pick your route by clicking on the map.</p>

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Auto Orig/Dest Routing – Allows you to enter the Origin by either text or picking on the map and then will find the route for you.

Origin Location Selection

Define the origin by the following description

Start on Route

at the

Define the origin by picking on the map
(Select this option, click OK, and then pick the point on the map)

Loading Saved Trip- Allows you to use a trip you have saved on a previous application using the **Save Trip for Future Use** link.

Optional
Save trip for future use

2 Select the appropriate step 2 depending on the method of routing you have selected.

2. Enter your trip description OR 2. Select trip on the map

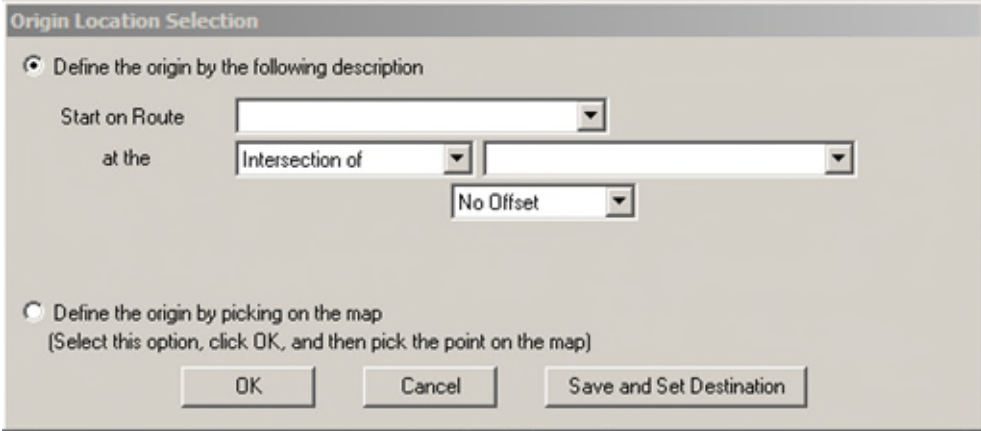



OR 2. Select trip origin OR 2. Load a saved trip



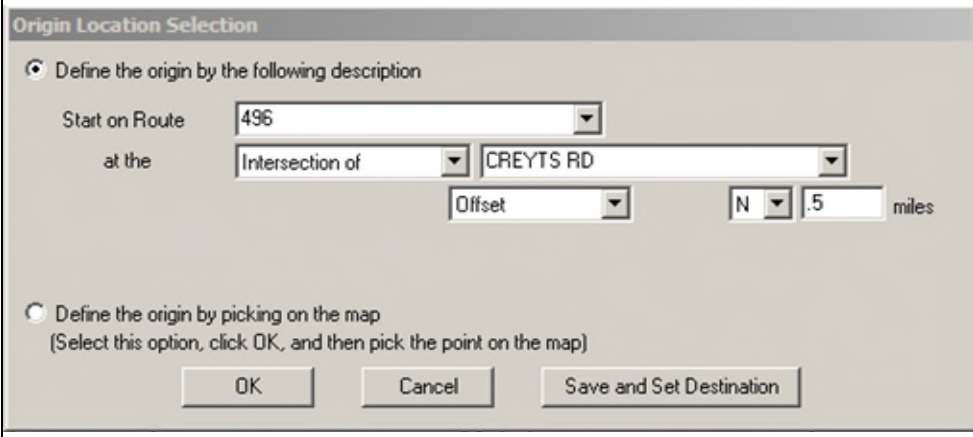
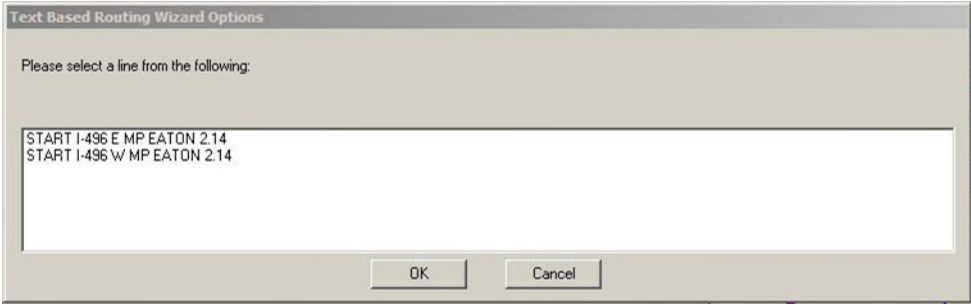


For this guide we will be using the Auto Orig/Dest Routing method. This is only one way to enter the routing. You may use whichever method you would like.

Select 2. Select Trip Origin and receive the Origin Location Selection Pop-up.

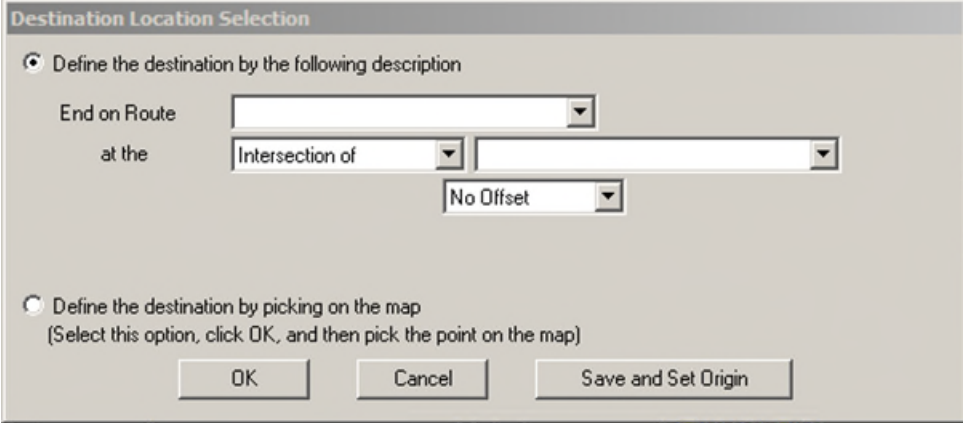



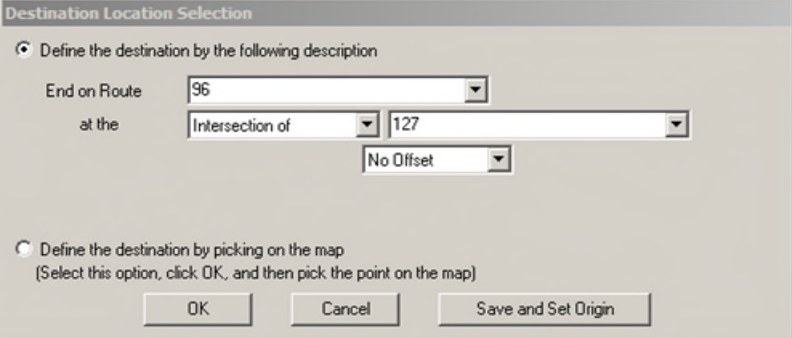
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	 <p>The dialog box titled "Origin Location Selection" has two radio buttons. The first is selected and labeled "Define the origin by the following description". Below it are three dropdown menus: "Start on Route", "at the" (with "Intersection of" selected), and "No Offset". The second radio button is labeled "Define the origin by picking on the map" with a sub-note "(Select this option, click OK, and then pick the point on the map)". At the bottom are three buttons: "OK", "Cancel", and "Save and Set Destination".</p>
3	<p>Select one of the methods for defining the origin. The example will use Define the origin by the following description.</p>
4	<p>Select the State Route in which you would like to begin your route on the State highway system.</p>  <p>A dropdown menu labeled "Start on Route" with the value "496" selected.</p>
5	<p>Select an option from the drop-down.</p>  <p>A dropdown menu for the "at the" field is open, showing options: "Milepoint", "Intersection of", "Intersection of (w/MP)", "State Border", "City", and "Exit". The "Milepoint" option is highlighted.</p>
	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p>

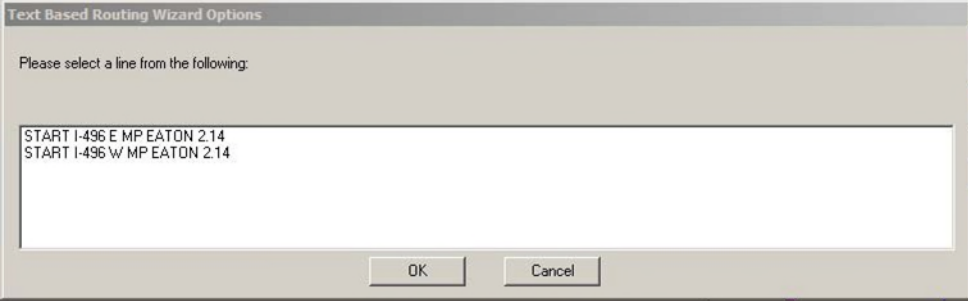

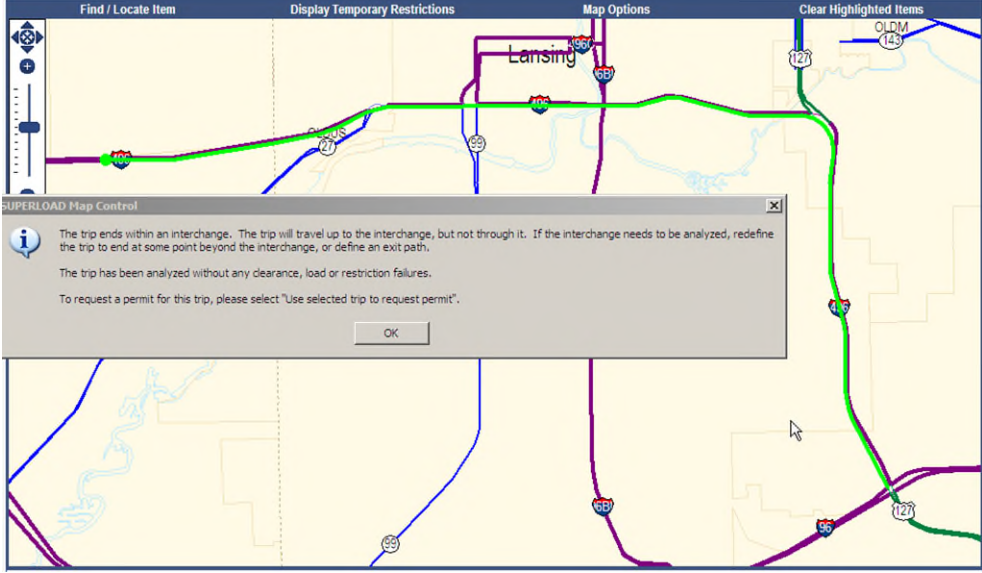

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	 <p>Origin Location Selection</p> <p><input checked="" type="radio"/> Define the origin by the following description</p> <p>Start on Route: 496</p> <p>at the: Intersection of: CREYTS RD</p> <p>Offset: N .5 miles</p> <p><input type="radio"/> Define the origin by picking on the map (Select this option, click OK, and then pick the point on the map)</p> <p>OK Cancel Save and Set Destination</p>
6	<p>Select the Save and Set Destination button and receive the Text Based Routing Wizard Options pop-up.</p>
7	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p>  <p>Text Based Routing Wizard Options</p> <p>Please select a line from the following:</p> <p>START I-496 E MP EATON 2.14 START I-496 W MP EATON 2.14</p> <p>OK Cancel</p>
<p></p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
8	<p>Select the OK button when the appropriate starting point is highlighted.</p>
9	<p>Select one of the methods for defining the destination in the Destination Location Selection pop-up. The example will use Define the definition by the following description.</p>



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10	<p>Select the State Route in which you would like your route on the State highway system to end.</p> 
11	<p>Select an option from the drop-down.</p> 
<p> The remaining choices will differ based on your selection. Complete them as appropriate.</p>	
12	<p>Select the OK button and receive the Text Based Routing Wizard Options pop-up.</p>
13	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p>


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<p>!</p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
14	<p>Select the OK button when the appropriate starting point is highlighted.</p>
15	<p>Select 4. Find the trip and Analyze It to receive pop-up showing route passing or failure and any identified restrictions.</p> 
<p>!</p>	<p>An automatically generated route will appear on the map as well as any areas that contain restrictions.</p>
16	<p>Select the OK button to close the pop-up.</p>
17	<p>Select one of the following buttons on the left side of the screen.</p>
17a	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 

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17b	Select the Back button to return to the Route Evaluation Permit Application screen. 
17c	Select the Help button to receive a pop-up with further guidance on using the routing tools. 

Log Out of MiTrip and MPG

1	Select Logout at the top of the Application Selection screen. 
2	Select the X in the top right corner to close the screen and return to MPG to continue with payment process.