

Using MiTRIP for Existing Business or Permit Service (Michigan Transport Routing and Internet Permitting System)

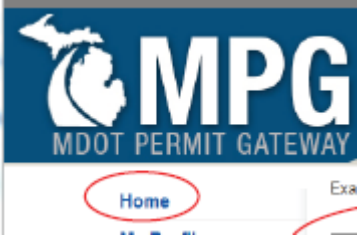
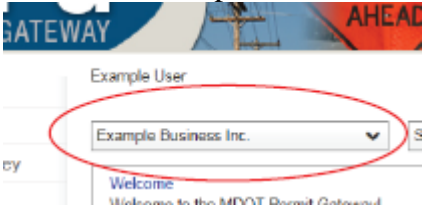
Purpose The Michigan Department of Transportation (MDOT) uses the Michigan Transport Routing and Internet Permitting (MiTRIP) system for requesting and issuing transportation permits. This document provides the information you'll need to access the system and obtain a permit.


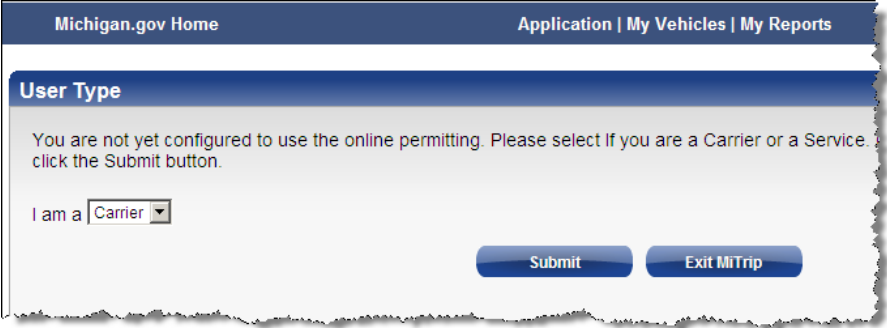

Steps To obtain a permit you need to complete these basic steps. Detailed instructions are provided below. Steps one only needs to be completed the first time you use MiTRIP. **Note: If you have already registered and created your MPG profile, you can skip to step two.**



1. Access MDOT Permit Gateway (MPG)


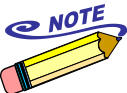
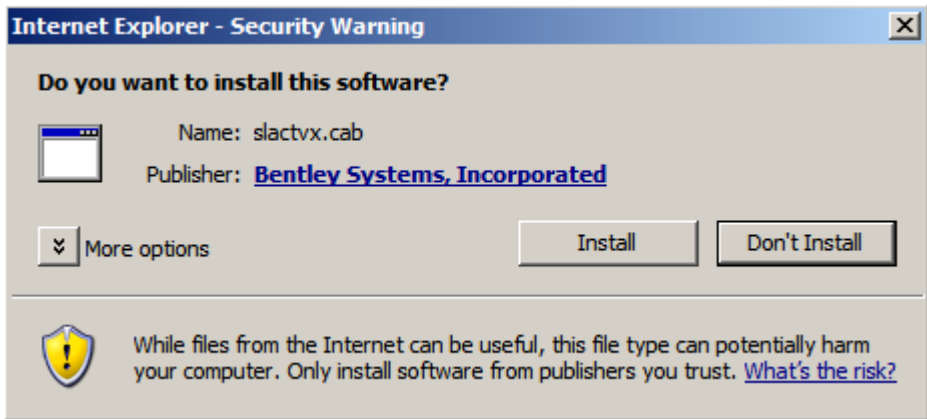



Step	Action
a	Go to http://www.michigan.gov/mdotmpg . Follow the instructions at this link to register on MPG: <u>New User Account Set-up Instructions</u>

2. Access MiTRIP


Step	Action
a	Click "Home" on the MPG Screen. 
b	Select your desired business in the first drop down box: 


Step	Action
c	<p>In the second drop down select “Oversize/Overweight Permits (MiTRIP)”:</p> 
d	<p>The first time you access MiTRIP, you’ll see the User Type window. Indicate whether you are a Carrier or Service, and click Submit. You will only need to select Carrier or Service the first time you use MiTRIP. The MiTRIP menu will be displayed. Note: The Single Trip Permit Guide can be obtained at www.michigan.gov/truckers under “Permits” then click on MiTRIP</p> 
	<p>If you are a carrier, skip to step g.</p>

Step	Action
e	<p>If you are a service, you must enter the carrier name in the fields at the top of the menu, then click Hauler Lookup. You may enter just part of the name, but it must be at least three characters. MiTRIP will retrieve all matching carrier names and display them on the menu. Request Permit for Carrier with USDOT is not applicable.</p> <div data-bbox="526 541 1240 772" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Request Permit for Carrier with USDOT</p> <p style="text-align: center;">[Input Field]</p> <p style="text-align: center;">If you don't know the USDOT of the Carrier, please enter the Carrier name and click the lookup button to find the USDOT.</p> <p style="text-align: center;">[Input Field] Anywhere in the Name ▾</p> <p style="text-align: center;">Hauler Lookup</p> </div> <div data-bbox="367 810 1386 1050" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">If you don't know the USDOT of the Carrier, please enter the Carrier name and click the lookup button to find the USDOT.</p> <p style="text-align: center;">car [Input Field] Anywhere in the Name ▾ Hauler Lookup</p> <p style="text-align: center;">Multiple carriers where found. Please select the correct carrier</p> <ul style="list-style-type: none"> <input type="radio"/> CARRIER SERVICE GENERAL PARTNERSHIP 0017 - LANSING, MI <input type="radio"/> CARRIER SERVICE GENERAL PARTNERSHIP - LANSING, MI <input type="radio"/> ----- </div>
f	<p>Click in the circle next to the correct carrier name to select it.</p> <div data-bbox="1016 1104 1425 1163" style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input checked="" type="radio"/> CARRIER SERVICE GENERAL PARTNERSHIP </div>
g	<p>Scroll down the page and locate the name of the permit you need. Each permit name is a link – click on the correct link.</p>
	<p>The first time you use MiTRIP, a window (shown below) will be displayed asking you if you wish to install a piece of software.</p> <div data-bbox="490 1381 1279 1738" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Internet Explorer - Security Warning</p> <p style="text-align: center;">Do you want to install this software?</p> <p style="text-align: center;">Name: trkview.cab Publisher: Bentley Systems, Incorporated</p> <p style="text-align: center;">More options Install Don't Install</p> <hr/> <p style="text-align: center;"> While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?</p> </div> <p>Click Install. You will not need to repeat this step again.</p>

Step	Action
e	Complete all fields for the permit type you need. Then click the Continue button, located at the bottom of the page. Note: If the permit information you enter is not accepted, you may need to revise your entries before continuing to the next step. 
	Another window (shown below) will be displayed asking you if you wish to install a second piece of software. <div data-bbox="418 541 1339 957" style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  <p>Internet Explorer - Security Warning</p> <p>Do you want to install this software?</p> <p>Name: slactvx.cab Publisher: Bentley Systems, Incorporated</p> <p><input type="checkbox"/> More options <input type="button" value="Install"/> <input type="button" value="Don't Install"/></p> <p> While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?</p> </div> <p>Click Install. You will not need to repeat this step again.</p>
f	MiTRIP will open a window in which you will identify the route for your trip. Complete these steps and click Continue . 
g	If your route is approved, MiTRIP will display your permit for you to review. Review the permit to make sure it is accurate, then click Continue . 

3. Pay for Your Permit

Step	Action
a	Once you have finished using MiTRIP to apply for your permit, click Add to Shopping Cart . MiTRIP will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close MiTRIP and pay for the permit in the MPG Shopping Cart.
	If you have multiple permits to apply for you don't have to pay after each application has been entered. You may add them to the shopping cart and pay for all of them at one time.
b	MiTRIP will close. In MPG, click the "Shopping Cart" link on the top right of the screen. Follow the prompts on the screens to pay your permit fees.

Step	Action
	Your permit application will not be submitted until you pay for it in MPG.