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.
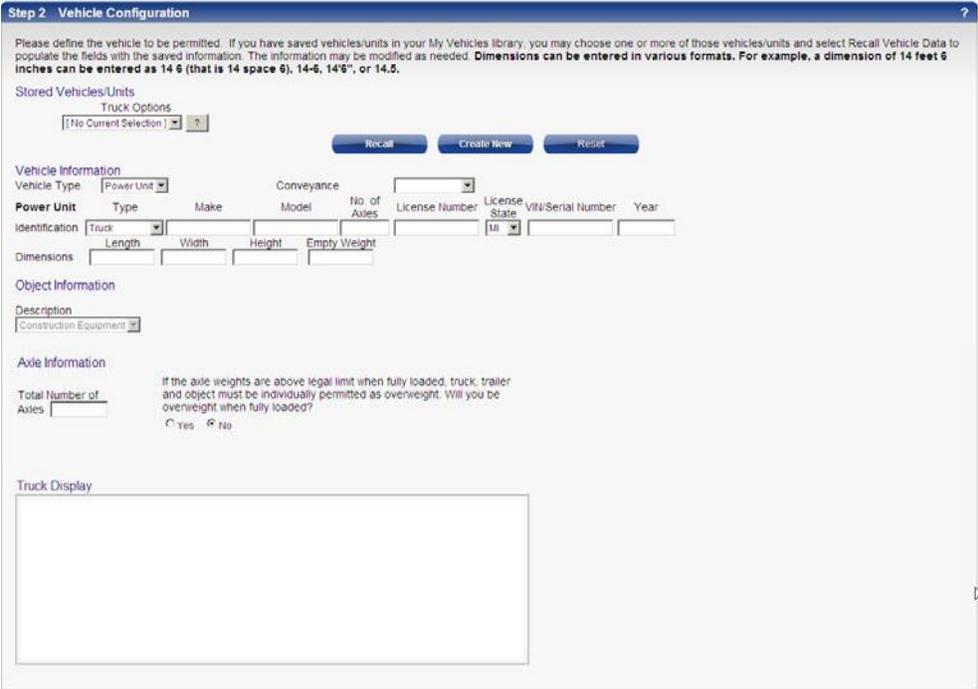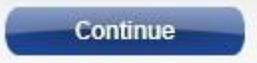
Sign In To MiTrip

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.
	Extended Permits
	Agricultural - Truck Miscellaneous - Truck Pipe / Pole - Truck
	Agricultural - Trailer Miscellaneous - Trailer Pipe / Pole - Trailer
	Construction Equipment - Truck Miscellaneous - Object Raw Forest in UP
	Construction Equipment - Trailer Mobile / Modular Home - Truck Rubbish Truck (renewals only)
	Construction Equipment - Object 9 Foot Wide Logging Trailer Snow Plow
	Empty Self-Propelled Equipment Pavement Marking Truck Wrecker
	Hydraulic Boat Lift Trailer Milk Truck
ⓘ	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	Enter the vehicle and load information in **Step 2, Vehicle Configuration**.
ⓘ	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.
4	Enter the date in which you would like your permit to start in **Step 3, Travel Dates**.
5	Select one of the choices shown in the following steps for **Step 4, Application Review.**
5a	Select the **Continue** button if you have completed the Application screen and are ready to move on to the **Step 5, Application Confirmation** Screen
5b	Select the **Cancel** button if you would like to cancel this application and return to the Application Type Selection screen.
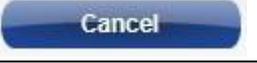
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Step	Action
5c	Select the **Reset** button if you would like to clear all of the fields on this screen. Reset

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. Next
❗	Select the **Back** button to return to the Step 6, Trip Selection screen Back Select the **Change** Permit button to return to the Application screen. Change Permit
3	Select the **OK** button to continue to the Step 6, Permit Delivery and Payment screen. Message from webpage Are you sure you are ready to submit your application? Applications containing incorrect or incomplete information may be denied and require a new application which may include additional charges and fees. OK Cancel
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 Cancel
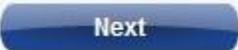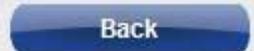
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Paying for the Application by MPG Shopping Cart

1	Receive the Confirmation screen. 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**
2	Note the application reference number for future communications regarding this application.
3	Select **Logout**. Logout
⚠	To complete additional applications before paying, select the **Start New** button. Start New 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. Checkout
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. My Permits
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.

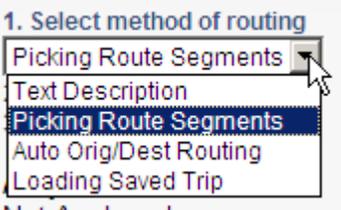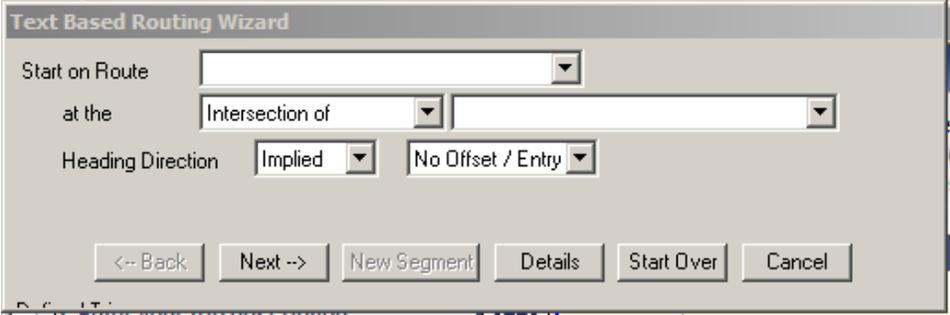# MiTrip Extended Permit Applications Guide

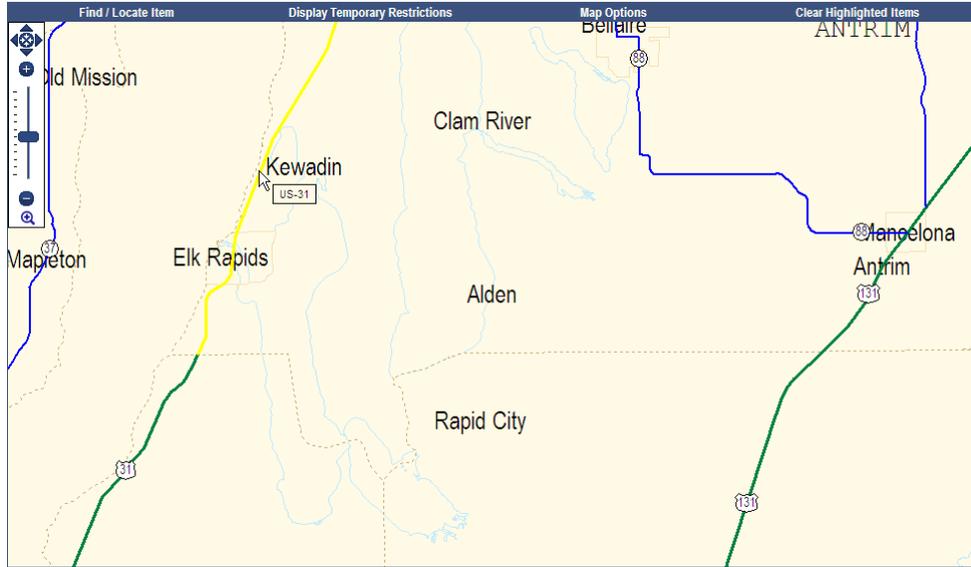| Step	Action
	Route Evaluation
2	Complete **Step 1, Acknowledgement of Permit Conditions** by reading the conditions and placing a check in the checkbox next to the acknowledgement statement. Step 1 Acknowledgement of Permit Conditions Please read and understand the following statements. Please check the box next to the acknowledgement statement. ☐ Any approved route shall not be considered as a guarantee of the sufficiency of a highway; highway width or vertical clearance; or highway structure for transporting on the route.
3	Enter the vehicle and load information in **Step 2, Vehicle Configuration**. Step 2 Vehicle Configuration Please define the vehicle to be permitted. If you have saved vehicles/units in your My Vehicles library, you may choose one or more of those vehicles/units and select Recall Vehicle Data to populate the fields with the saved information. The information may be modified as needed. **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.** Stored Vehicles/Units Truck/Combined Options — [No Current Selection] ? First Trailer — [No Current Selection] ? Recall Create New Reset Overall Vehicle Dimensions Length Width Height
ⓘ	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.
4	Enter the date in which you would like your permit to start in **Step 3, Travel Dates**. Step 3 Travel Dates Please enter the day on which the permit should start. You can also pick the start date by selecting on the calendar icon. The end date will be automatically computed for you, taking into account the number of days this type of permit is valid, as well as considering whether travel is valid on Saturday, Sunday, and / or holidays. From 3/22/2011 to 03/28/2011
5	Choose the **Origin** and **Destination** of the trip using the drop-downs in Step 4, Route Information. Step 4 Route Information Please select the origin and destination for your trip from the dropdown. This will populate the origin and destination textboxes. These are intended to be the "general" origin and destination locations (e.g. a state border or town). If the town you choose as your origin or destination is not on the state highway system then in the Trip Selection step, you must choose the nearest town or intersection point for entry and exit of the system. Origin [No Current Selection] Destination [No Current Selection] Origin ____ Destination ____
ⓘ	When you select the **Origin** and **Destination** from the drop-downs it will populate the **Origin** and **Destination** fields shown below the drop-downs.
6	Select one of the choices shown in the following steps for **Step 5, Application Review.**
6a	Select the **Continue** button if you have completed the Application screen and are ready to move on to the **Step 6, Trip Selction** Screen Continue
6b	Select the **Cancel** button if you would like to cancel this application and return to the Application Type Selection screen.

Step	Action
	Cancel
6c	Select the **Reset** button if you would like to clear all of the fields on this screen. Reset

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. 1. Select method of routing Picking Route Segments ▼ Text Description Picking Route Segments Auto Orig/Dest Routing Loading Saved Trip
🛈	**Text Description**- Provides a pop-up text box where you may select your route using drop-downs and buttons. Text Based Routing Wizard Start on Route [ ] ▼ at the [Intersection of ▼] [ ] ▼ Heading Direction [Implied ▼] [No Offset / Entry ▼] <-- Back Next --> New Segment Details Start Over Cancel **Picking Route Segments** – Allows you to pick your route by clicking on the map.

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.

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

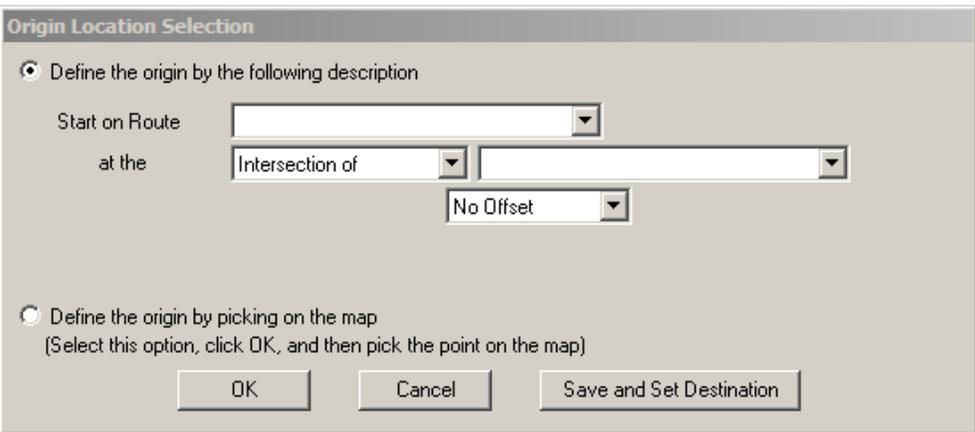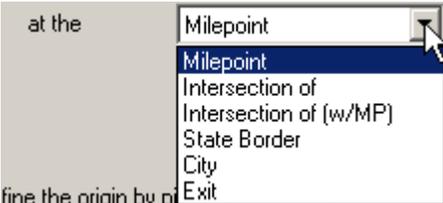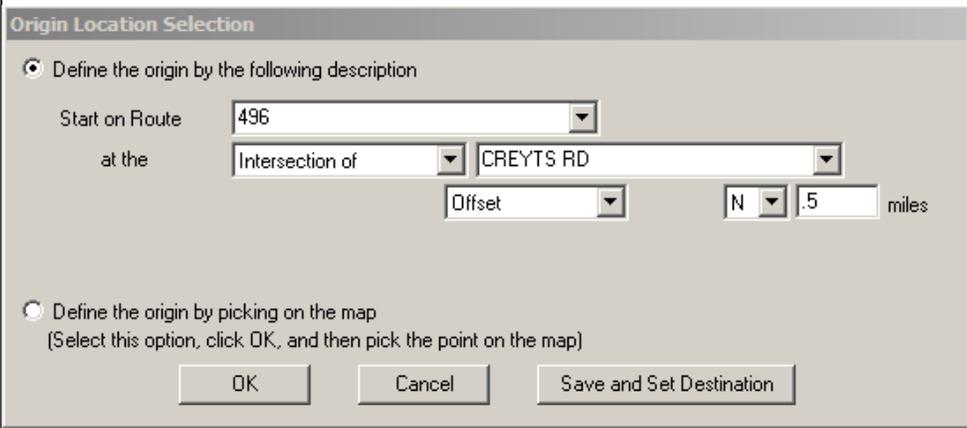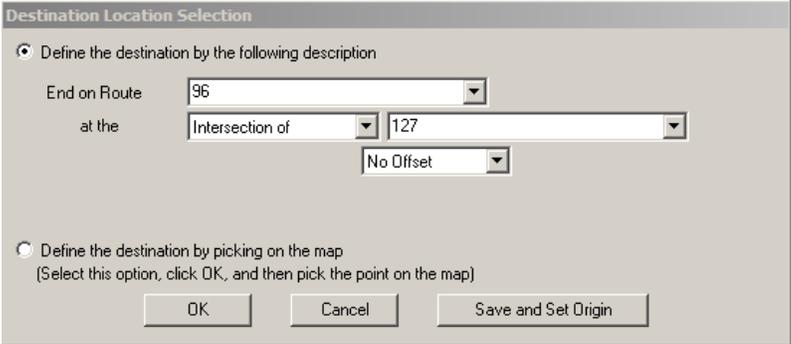| 2	Select the appropriate step **2** depending on the method of routing you have selected. 2. Enter your trip description OR 2. Select trip on the map OR 2. Select trip origin OR 2. Load a saved trip
ⓘ	**For this guide we will be using the Auto Orig/Dest Routing method. This is only one way to enter the routing. You may use whichever method you would like.** Select 2. Select Trip Origin and receive the Origin Location Selection Pop-up.

	Origin Location Selection ⦿ Define the origin by the following description Start on Route [▼] at the [Intersection of ▼] [▼] [No Offset ▼] ○ Define the origin by picking on the map (Select this option, click OK, and then pick the point on the map) [OK] [Cancel] [Save and Set Destination]	
3	Select one of the methods for defining the origin. The example will use **Define the origin by the following description**.	
4	Select the State Route in which you would like to begin your route on the State highway system. Start on Route [496 ▼]	
5	Select an option from the drop-down. at the [Milepont ▼] Milepoint Intersection of Intersection of (w/MP) State Border City fine the origin by pi Exit	
❗	The remaining choices will differ based on your selection. Complete them as appropriate.	

|	
6	Select the **Save and Set Destination** button and receive the Text Based Routing Wizard Options pop-up.
7	Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.
ⓘ	When you highlight an option the point will appear on the map as a highlighted dot.
8	Select the **OK** button when the appropriate starting point is highlighted.
9	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**.

10	Select the State Route in which you would like your route on the State highway system to end.
11	Select an option from the drop-down.
ⓘ	The remaining choices will differ based on your selection. Complete them as appropriate.
12	Select the **OK** button and receive the Text Based Routing Wizard Options pop-up.
13	Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.
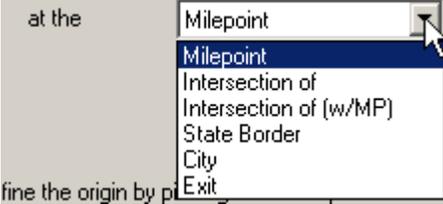
ⓘ		When you highlight an option the point will appear on the map as a highlighted dot.
14		Select the **OK** button when the appropriate starting point is highlighted.
15		Select **4. Find the trip and Analyze It** to receive pop-up showing route passing or failure and any identified restrictions.
ⓘ		An automatically generated route will appear on the map as well as any areas that contain restrictions.
16		Select the **OK** button to close the pop-up.
17		Select one of the following buttons on the left side of the screen.
17a		Select the **Cancel** button if you would like to cancel this application and return to the Application Type Selection screen.
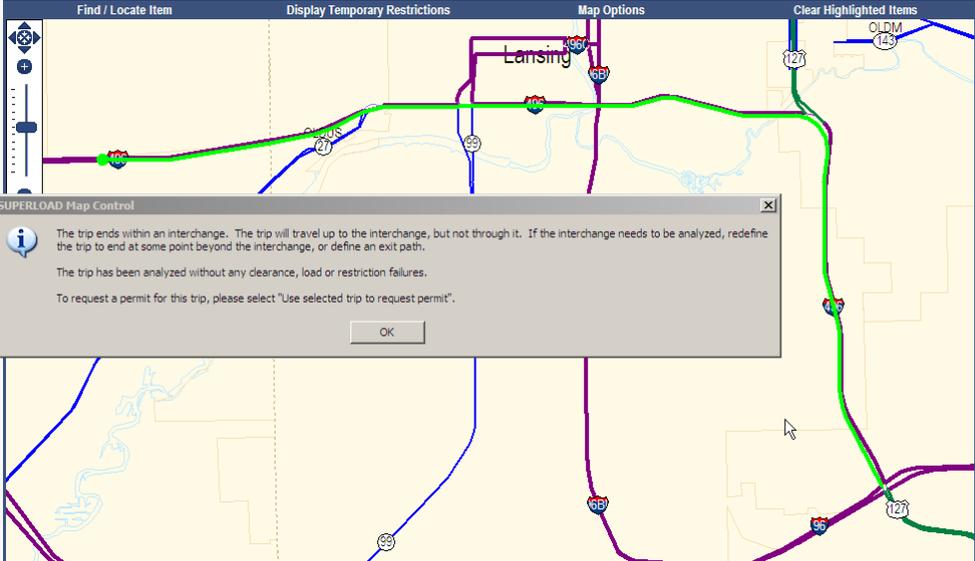
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17b	Select the **Back** button to return to the Route Evaluation Permit Application screen.
17c	Select the **Help** button to receive a pop-up with further guidance on using the routing tools.
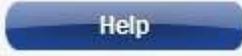
Log Out of MiTrip and MPG

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.