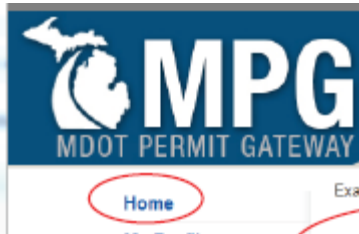
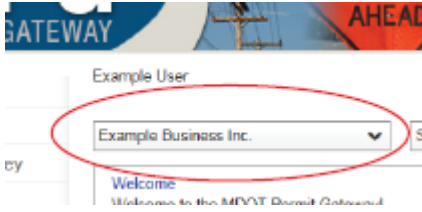
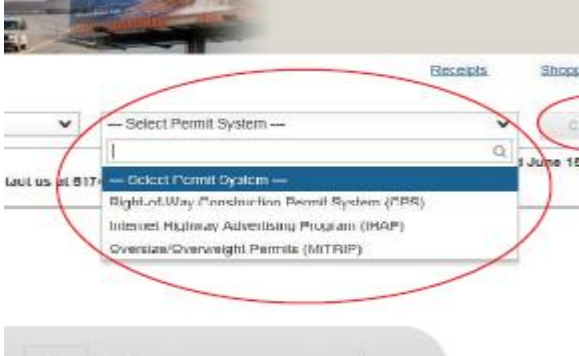


MiTRIP Single Trip Application Guide



1. Access MDOT Permit Gateway (MPG)

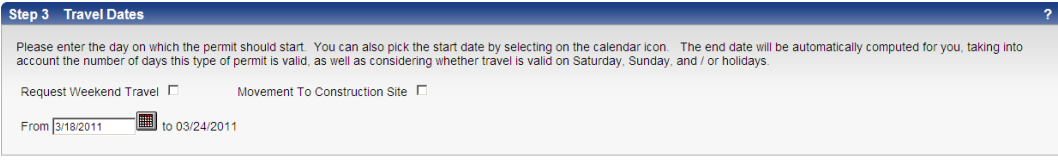
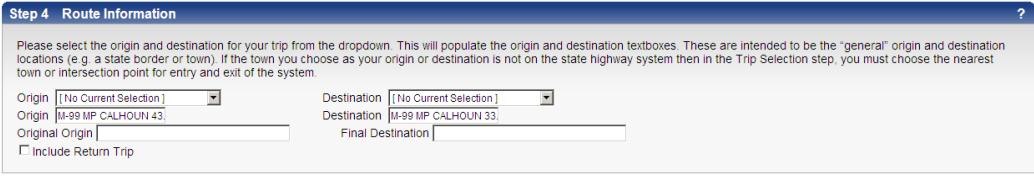




Step	Action
a	Go to http://www.michigan.gov/mdotmpg . If you are not already registered, follow the instructions at this link to register on MPG: New User Account Set-up Instructions

2. Access MiTRIP



Step	Action
a	Click “Home” on the MPG Screen. 
b	Select your desired business in the first drop down box: 
c	In the second drop down select “Oversize/Overweight Permits (MiTRIP)”: 
e	When you click “Continue”, Oversize/overweight permits (MiTRIP) will open.

Display the MiTrip Application Screen

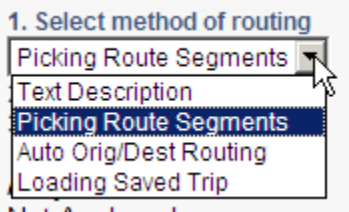
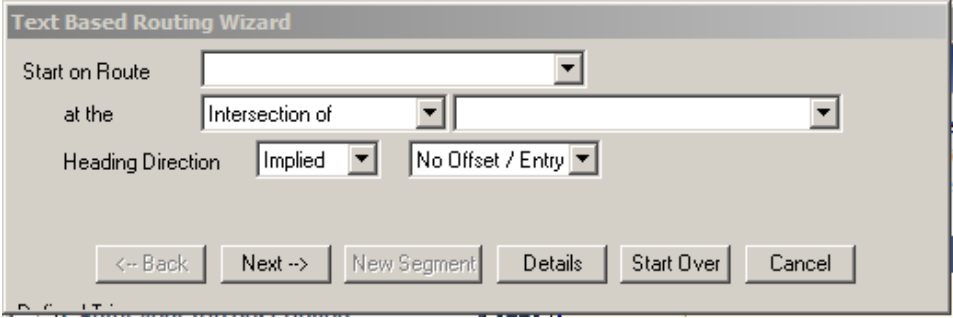
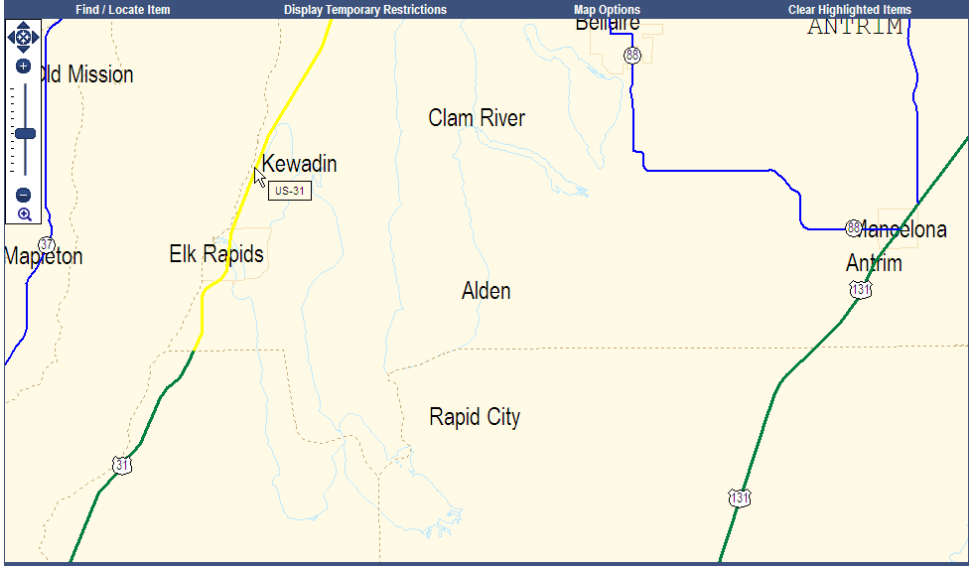
Step	Action																														
1	Click the appropriate Single Trip application link.																														
	If this application is similar to one that you have already entered and you would like to make a copy of that application, you may go to My Permits at the top of the screen and select the copy link next to the application 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. <div data-bbox="375 598 1409 835" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Step 1 Acknowledgement of Permit Conditions ?</p> <p>Please read and understand the following statements. Please check the box next to the acknowledgement statement if you agree with the following conditions and will adhere to the conditions in applying for the permit and in making the permitted moves. If you cannot or will not comply with the following statements, you will not be issued a permit.</p> <p><input type="checkbox"/> The applicant confirms the information submitted for permit consideration is correct, complete, and factual. Applications containing incorrect or incomplete information may be denied and require a new application which may include additional charges and fees. Application for an over dimensional permit is for cargo that cannot be reasonably divided or reduced so the remaining cargo is within the legal limitations by statute or rule. Reasonably divided shall be as interpreted in the sole discretion of the permit issuing authority. The applicant further agrees to indemnify and hold harmless the state, its officers, contractors and developers, agents and employees from and against any and all claims, damages, for any liability arising from or related to the issuance of the permit. Permit applicability is the sole responsibility of the user and will not be considered a defense to avoid enforcement action or prosecution. Applicant further understands this application may result in requests for permits from more than one permit issuing authority. Applicant is responsible for the payment of each application, independent of the results of other permit applications from this site or by any other means.</p> <p>I understand if my route includes routes that are not part of the state highway system, I may be required to notify local jurisdiction(s), carry local jurisdiction permits and/or other required documentation. (Click here for a list of local jurisdictional contacts)</p> </div>																														
3	Enter the vehicle and load information in Step 2, Vehicle Configuration . <div data-bbox="375 892 1409 1795" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p>Step 2 Vehicle Configuration ?</p> <p>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.</p> <p>Stored Vehicles/Units Truck/Combined Options: [No Current Selection] ? First Trailer: [No Current Selection] ? Second Trailer: [No Current Selection] ? [Recall] [Create New] [Reset]</p> <p>Vehicle Information Vehicle Type: Power Unit w/ 1 Trailer Conveyance: Loaded Power Unit: Type License Number License State Identification: Truck-Tractor [NNNNNN] [MI] Trailer 1: Type License Number License State Identification: Semi Trailer [NDNDND] [MI] Length: [100' 0"] Dimensions: [100' 0"]</p> <p>Object Information Description: Farm Tractor Length: [100' 0"] Width: [8' 6"] Height: [13' 0"] Weight: [50000] Make: [CFCCCCC] Model: [CCCCCCC] Serial Number: [CCCCCCCCC]</p> <p>Overall Vehicle Dimensions Length: [130' 0"] Width: [8' 6"] Height: [14' 0"] Gross Weight: [82000] Rear Overhang: [0] Max Trailer Width: [8' 0"]</p> <p>Axle Information Total Number of Axles: [5] <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th>Front/Axle 1</th> <th>Axle 2</th> <th>Axle 3</th> <th>Axle 4</th> <th>Axle 5</th> </tr> </thead> <tbody> <tr> <td>Axle Weight: 14000</td> <td>12000</td> <td>12000</td> <td>12000</td> <td>12000</td> </tr> <tr> <td>Number of Tires: 2</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>Tread Width: 13</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> </tr> <tr> <td>Axle Gauge: 8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> </tr> <tr> <td>Axle Spacing: 15' 5"</td> <td>4' 6"</td> <td>31' 0"</td> <td>5' 0"</td> <td></td> </tr> </tbody> </table> <p>[Calculate Tire Wt]</p> <p>Truck Display </p> </p></div>	Front/Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle Weight: 14000	12000	12000	12000	12000	Number of Tires: 2	4	4	4	4	Tread Width: 13	11	11	11	11	Axle Gauge: 8' 0"	8' 0"	8' 0"	8' 0"	8' 0"	Axle Spacing: 15' 5"	4' 6"	31' 0"	5' 0"	
Front/Axle 1	Axle 2	Axle 3	Axle 4	Axle 5																											
Axle Weight: 14000	12000	12000	12000	12000																											
Number of Tires: 2	4	4	4	4																											
Tread Width: 13	11	11	11	11																											
Axle Gauge: 8' 0"	8' 0"	8' 0"	8' 0"	8' 0"																											
Axle Spacing: 15' 5"	4' 6"	31' 0"	5' 0"																												
	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.																														

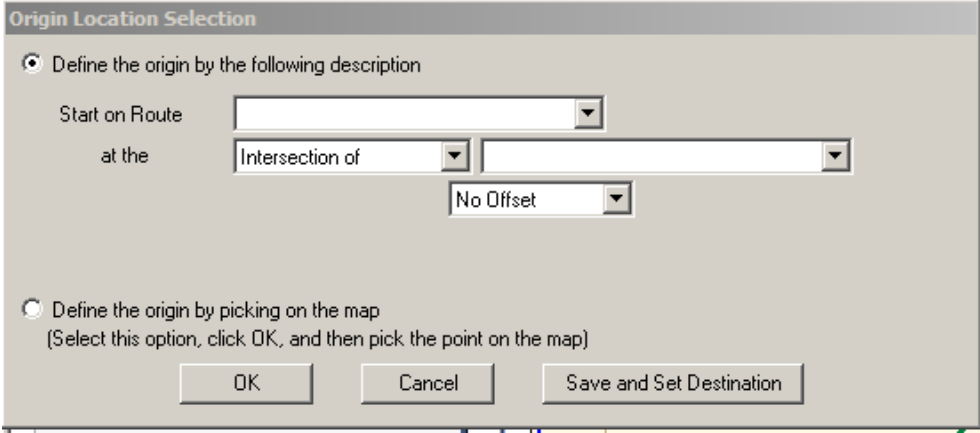
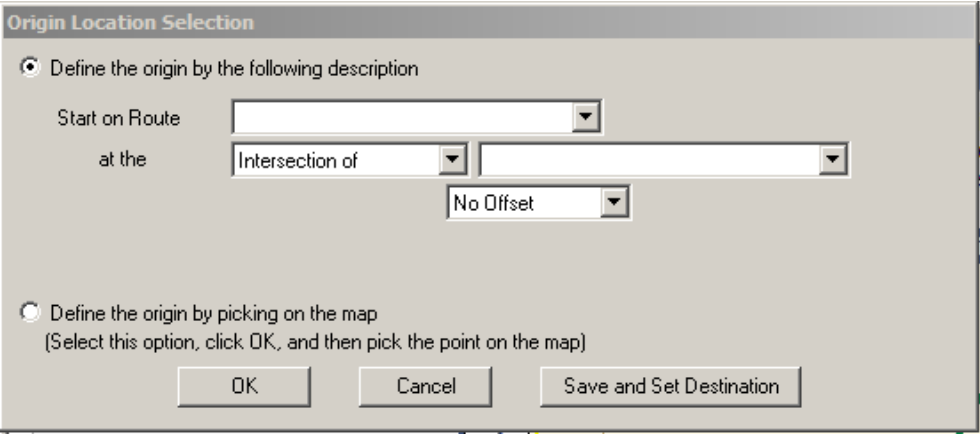

Step	Action
4	<p>Enter the date in which you would like your permit to start in Step 3, Travel Dates.</p> 
5	Check the Request Weekend Travel checkbox or the Movement to Construction Site checkbox, if you would like to request either of these options.
6	<p>Choose the Origin and Destination of the trip using the drop-downs in Step 4, Route Information.</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.
7	Complete the Original Origin and Final Destination Fields if this permit is ...
8	Check the Include Return Trip checkbox if you will be returning to your origin via the same route.
9	Select one of the choices shown in the following steps for Step 5, Application Review .
9a	<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> 
9b	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 
9c	<p>Select the Reset button if you would like to clear all of the fields on this screen.</p> 

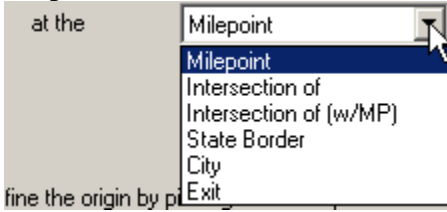
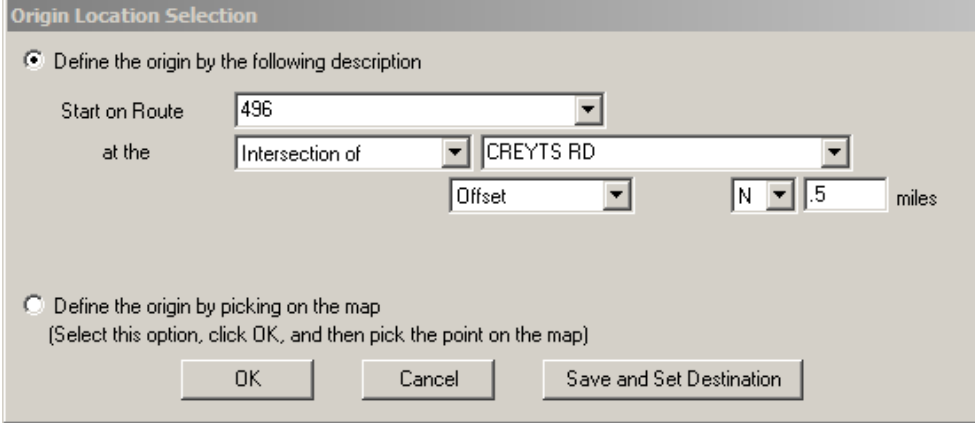
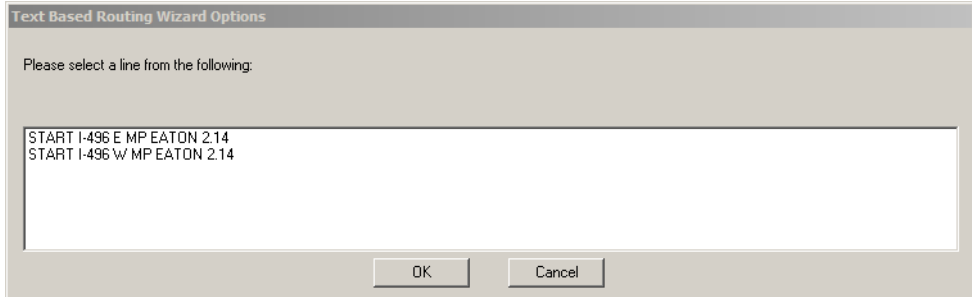
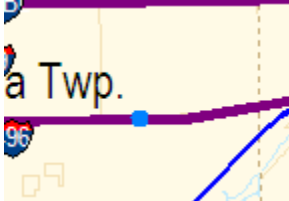
Completing Step 6, Trip Selection

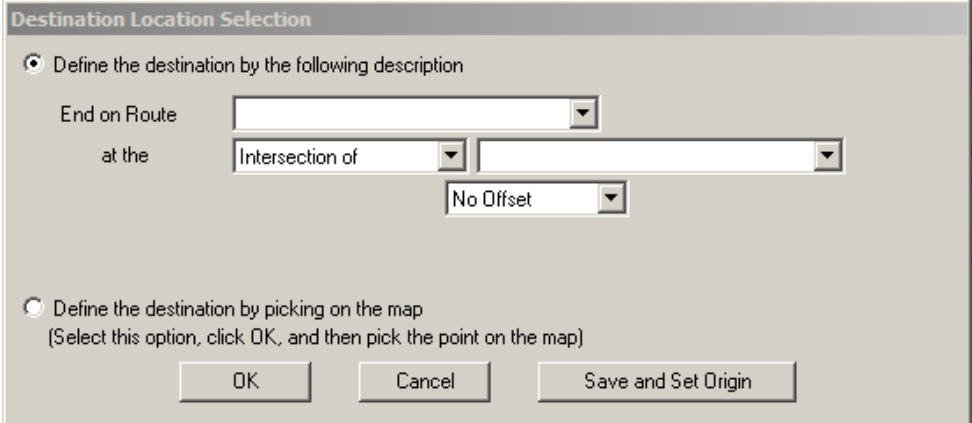

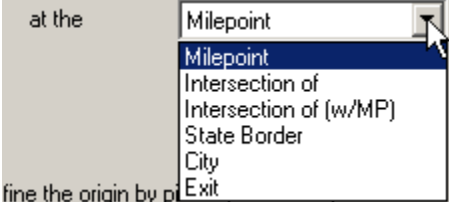

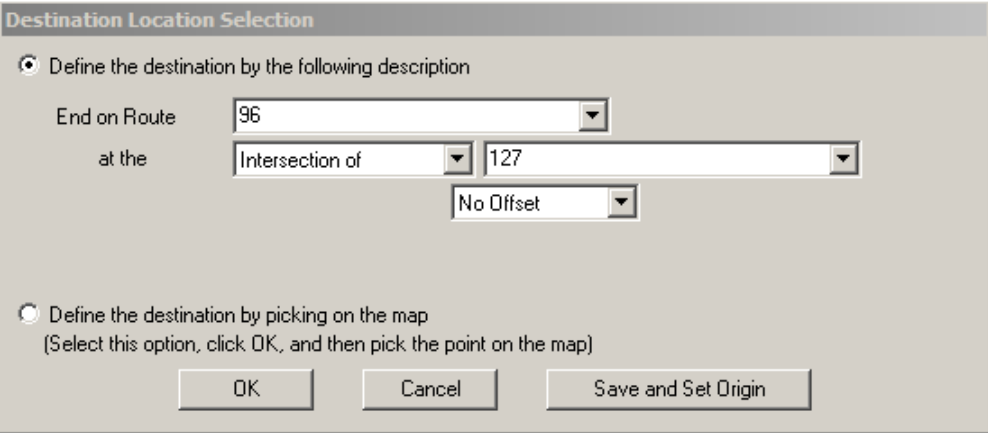
Step	Action
1	<p>Select the Continue button on the Application screen.</p> 
	If errors were identified on the Application screen, you will receive notification in the form of a list of errors.

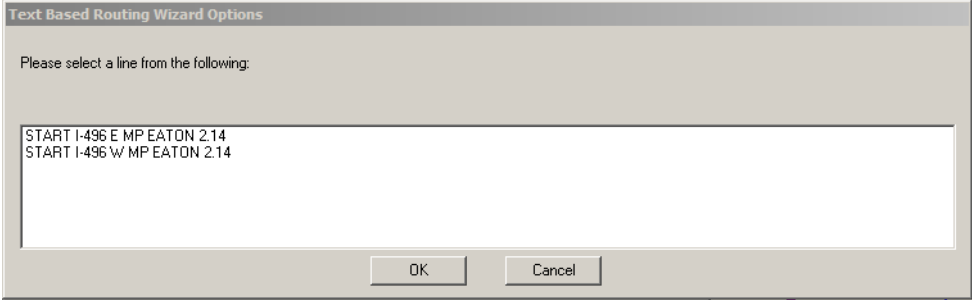
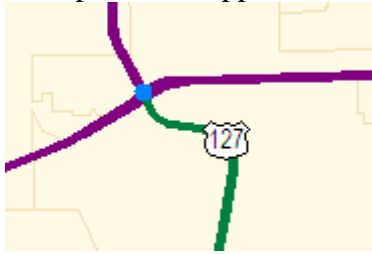
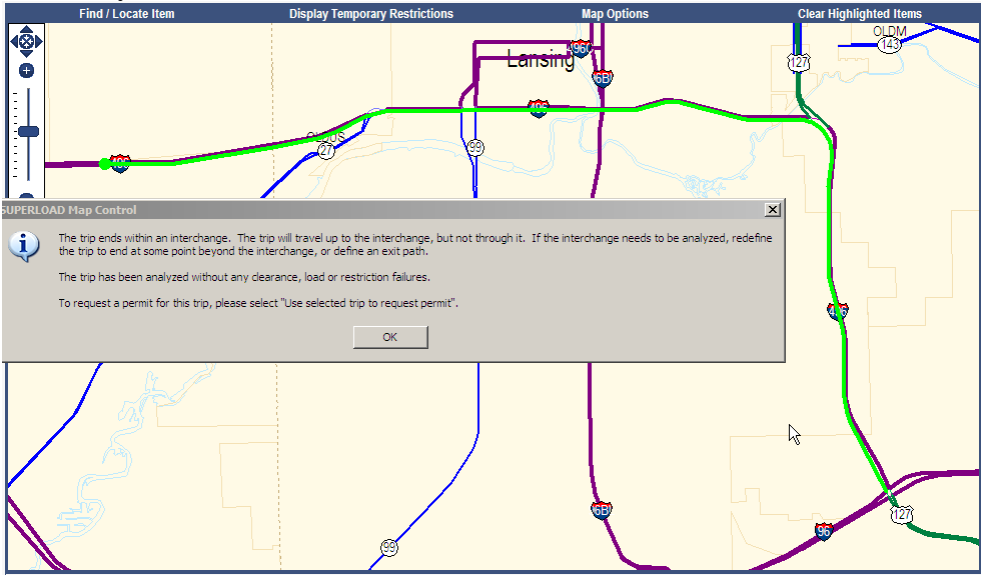

Step	Action
	<p style="text-align: center; color: red;">Unable to process your permit application because of the following:</p> <h2 style="text-align: center;">Acknowledgement Not Checked</h2> <div style="text-align: center; margin: 10px 0;"> Change Permit Cancel </div> <hr/> <p style="text-align: center; font-size: small;">© Copyright 2011 Bentley Systems, Incorporated All rights reserved. v4.3.10.5 []. System Requirements By accessing any information within MITRIP, you agree to abide by the Privacy Policy and Bentley Legal Notice</p> <hr/> <p style="text-align: center; font-size: small;">Michigan.gov Home MITRIP Home Contacts State Web Sites Accessibility Policy Privacy Policy Link Policy Security Policy</p> <p style="text-align: center; font-size: x-small;">Copyright © 2002-2010 State of Michigan</p>
<p style="text-align: center;">2</p>	<p>Select the Change Permit button to go back to the Application Screen and correct the identified errors.</p> <p style="text-align: center; margin: 10px 0;">OR</p> <p>Select the Cancel button to cancel the permit application and return to the Application Type Selection screen.</p>
<p style="text-align: center; color: blue; font-weight: bold;">!</p>	<p>After all errors have been corrected and the Continue button selected the Step 6, Trip Selection screen will appear.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div>

Step	Action
3	<p>Select the routing method in the 1. Select method of routing dropdown.</p> 
!	<p>Text Description- Provides a pop-up text box where you may select your route using drop-downs and buttons.</p>  <p>Picking Route Segments – Allows you to pick your route by clicking on the map.</p>  <p>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.</p>




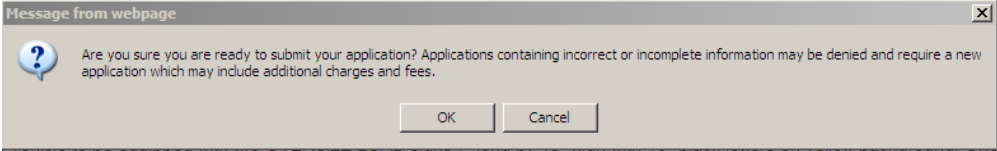
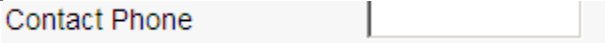


Step	Action
	 <p>Origin Location Selection</p> <p><input checked="" type="radio"/> Define the origin by the following description</p> <p>Start on Route <input type="text"/></p> <p>at the Intersection of <input type="text"/></p> <p>No Offset <input type="text"/></p> <p><input type="radio"/> Define the 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> <p>Loading Saved Trip- Allows you to use a trip you have saved on a previous application using the Save Trip for Future Use link.</p> <p>Optional Save trip for future use</p>
4	<p>Select the appropriate step 2 depending on the method of routing you have selected.</p> <p>2. Enter your trip description OR 2. Select trip on the map OR 2. Select trip origin OR 2. Load a saved trip</p>
!	<p>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.</p> <p>Select 2. Select Trip Origin and receive the Origin Location Selection Pop-up.</p>  <p>Origin Location Selection</p> <p><input checked="" type="radio"/> Define the origin by the following description</p> <p>Start on Route <input type="text"/></p> <p>at the Intersection of <input type="text"/></p> <p>No Offset <input type="text"/></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>
5	<p>Select one of the methods for defining the origin. The example will use Define the origin by the following description.</p>
6	<p>Select the State Route in which you would like to begin your route on the State highway system.</p>  <p>Start on Route 496</p>

Step	Action
7	<p>Select an option from the drop-down.</p> 
<p>!</p>	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p> 
8	<p>Select the Save and Set Destination button and receive the Text Based Routing Wizard Options pop-up.</p>
9	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p> 
<p>!</p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
10	<p>Select the OK button when the appropriate starting point is highlighted.</p>

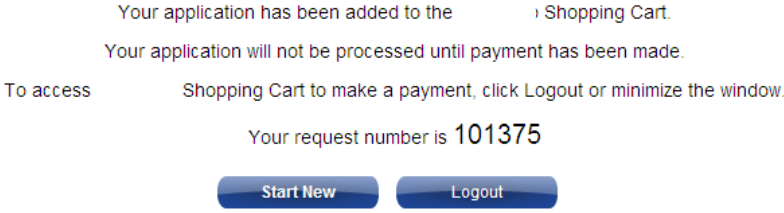
Step	Action
11	<p>Select one of the methods for defining the destination in the Destination Location Selection pop-up. The example will use Define the definition by the following description.</p> 
12	<p>Select the State Route in which you would like your route on the State highway system to end.</p> 
13	<p>Select an option from the drop-down.</p> 
<p></p>	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p> 
14	<p>Select the OK button and receive the Text Based Routing Wizard Options pop-up.</p>



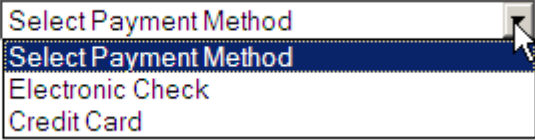

Step	Action
	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p> 
<p>!</p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
15	Select the OK button when the appropriate starting point is highlighted.
16	<p>Select 4. Find the trip and Analyze It to receive pop-up showing route passing or failure and any identified restrictions.</p> 
<p>!</p>	An automatically generated route will appear on the map as well as any areas that contain restrictions.
17	Select the OK button to close the pop-up.
18	<p>Select the Next button to move to the Step 7, Application Confirmation screen.</p> 

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. 
!	Select the Back button to return to the Step 6, Trip Selection screen  Select the Change Permit button to return to the Application screen. 
3	Select the OK button to continue to the Step 8, Permit Delivery and Payment screen. 
!	All communication regarding your application to include delivery of an issued permit will occur using the email address provided.
4	Enter the Contact phone number . 
5	Select the Submit button to receive the confirmation screen. 
!	If you do not wish to submit the application, select the Cancel button. 

Paying for the Application in the MPG Shopping Cart

1	Receive the Confirmation screen. 
2	Note the application reference number for future communications regarding this application.
3	Select Logout .

	
!	<p>To complete additional applications before paying, select the Start New button.</p> <p style="text-align: center;">  </p> <p>An application is not submitted for processing until it has been paid for.</p>
4	<p>Select the X in the top right corner to close the screen and return to MDOT Permit Gateway to continue with payment.</p> <p style="text-align: center; color: blue; font-size: small;"> You have been logged out. Any further actions will not be attributed to your profile. </p>
5	Select Shopping Cart in the top right corner of the MPG screen.
6	<p>Select Payment Method.</p> <p style="text-align: center;"> Payment Method: *  </p>
7	Select the Continue button.
9	Select the Continue button to receive the Payment review screen.
10	Review the items you are paying for and the payment details.
11	<p>Select the Make Payment button to receive your receipt number.</p> <p style="text-align: center;">  </p>
12	Select Print Receipt if you would like to print your receipt.
!	<p>Your application will be submitted once payment has been processed. You should receive an email confirmation. Permit will be emailed to you once it is issued.</p>