

Renewing an Extended Permit for Businesses Using MiTRIP (Michigan Transport Routing and Internet Permitting System)

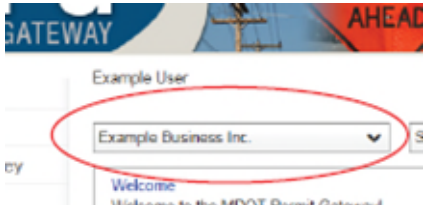
To obtain a permit you need to complete these basic steps. Detailed instructions are provided below. Steps one only needs to be completed the first time you use MiTRIP.

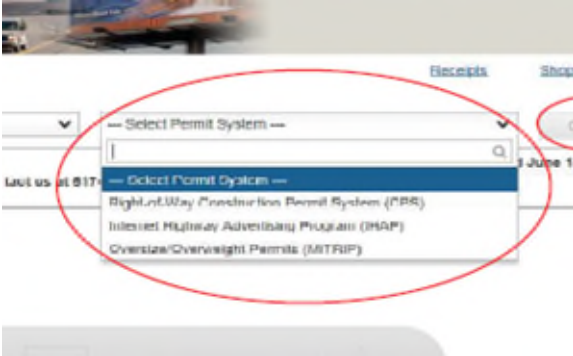
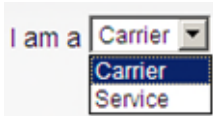
Note: If you have already registered and have your MPG profile information, you can skip to step three.


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: 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: 

Step	Action
c	In the second drop down select “Oversize/Overweight Permits (MiTRIP)”: 
d	Indicate whether you are a Carrier or Service, and click Submit . 

Step	Action
	<p>MiTRIP will display the Menu, shown in the following diagram.</p> 
e	<p>Scroll to the bottom of the page and select the link that says, “Renew Extended Permit.” Note: The Renew Extend Trip Permit Guide can be obtained at www.michigan.gov/truckers under “Permits” then click on MiTRIP</p>

Step	Action
	<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>  <p>Click Install. You will not need to repeat this step again.</p>
<p>f</p>	<p>Complete the steps necessary to obtain your permit in MiTRIP. While you are working in MiTRIP, you can click either MiTRIP Help or Contact MiTRIP at the top of the window if you need assistance.</p>

3. Pay for Your Permit

Step	Action
<p>a</p>	<p>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.</p>
	<p>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.</p>
<p>b</p>	<p>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.</p>
	<p>Your permit application will not be submitted until you pay for it in MPG.</p>