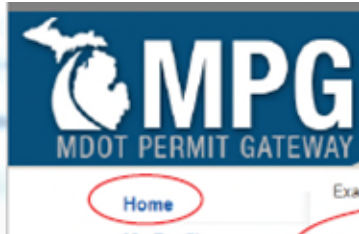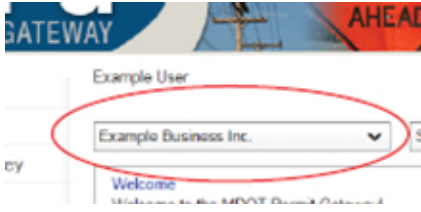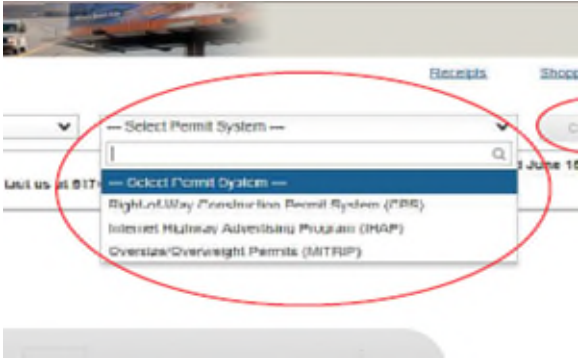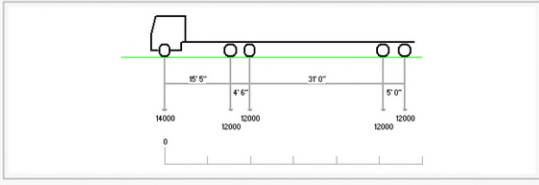# MiTRIP Single Trip Application Guide

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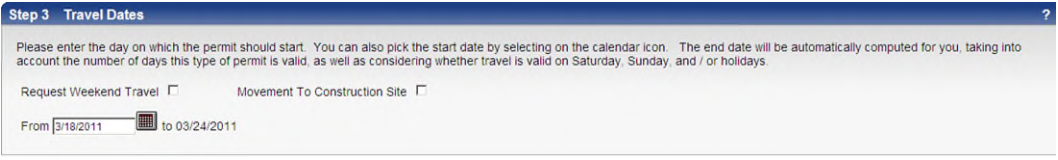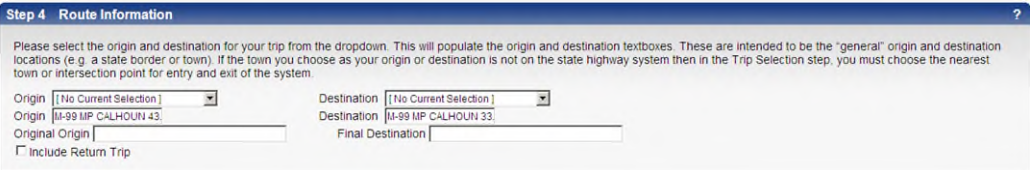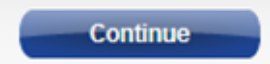
Step	Action
a	Go to http://www.michigan.gov/mdotmpg. If you are not already registered, follow the instructions at this link to register on MPG: **New User Account Set-up Instructions**

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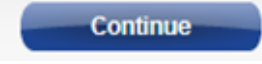
Step	Action
a	Click "Home" on the MPG Screen.
b	Select your desired business in the first drop down box:
c	In the second drop down select "Oversize/Overweight Permits (MiTRIP)":
e	When you click "Continue", Oversize/overweight permits (MiTRIP) will open.
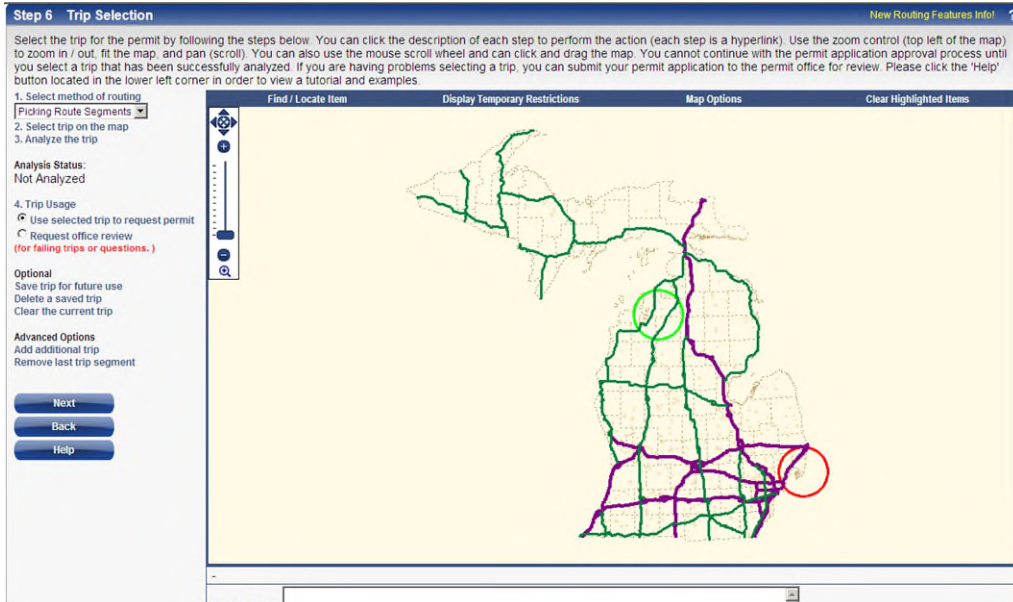
Display the MiTrip Application Screen

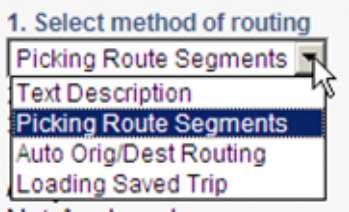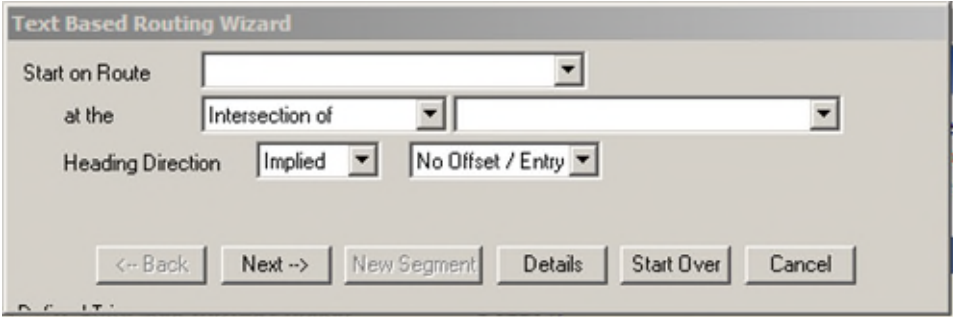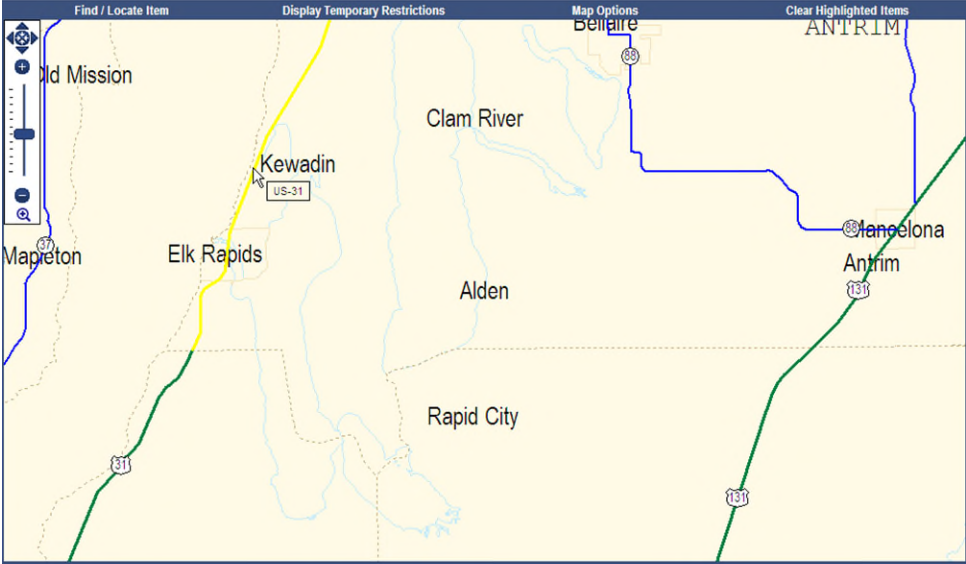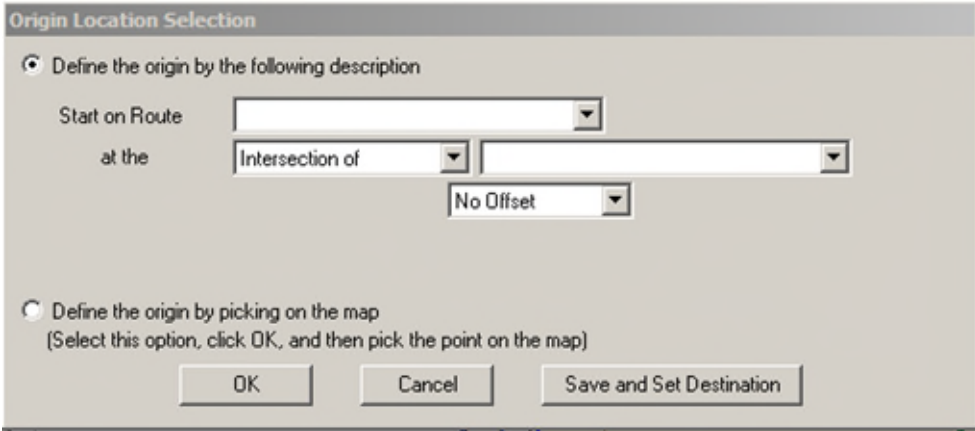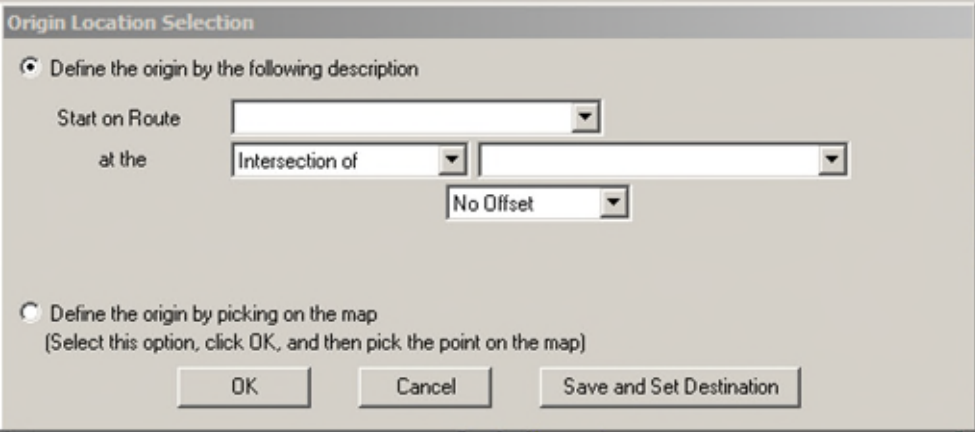| Step	Action
1	Click the appropriate **Single Trip** application link.
ⓘ	If this application is similar to one that you have already entered and you would like to make a copy of that application, you may go to **My Permits** at the top of the screen and select the **copy** link next to the application 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. **Step 1 Acknowledgement of Permit Conditions** **?** 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. ☐ 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. 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)
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.

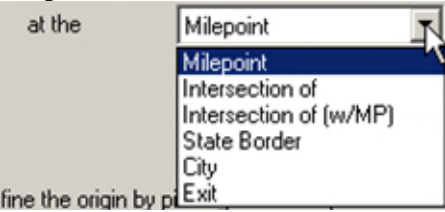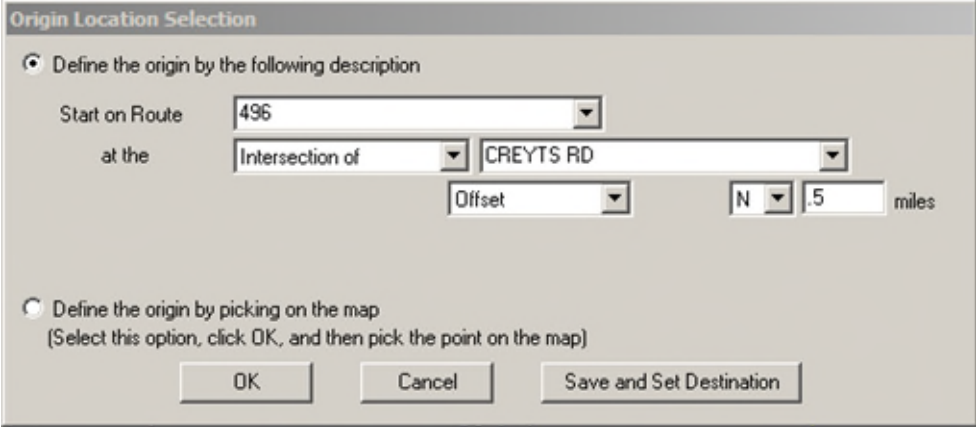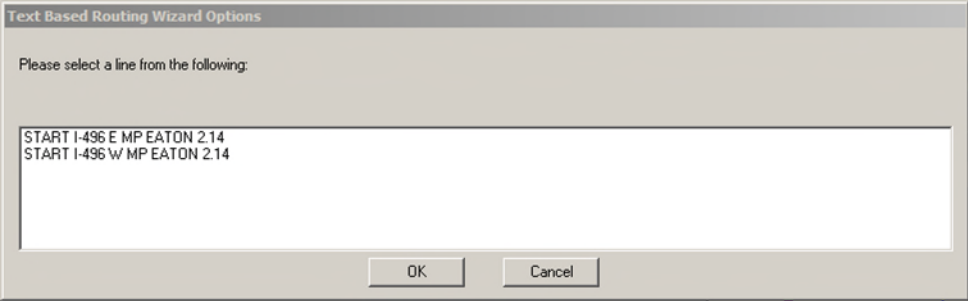| Step	Action
4	Enter the date in which you would like your permit to start in **Step 3, Travel Dates**. **Step 3 Travel Dates** Please enter the day on which the permit should start. You can also pick the start date by selecting on the calendar icon. The end date will be automatically computed for you, 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. Request Weekend Travel ☐ Movement To Construction Site ☐ From 3/18/2011 to 03/24/2011
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	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 M-99 MP CALHOUN 43 Destination M-99 MP CALHOUN 33 Original Origin Final Destination ☐ Include Return Trip
🛈	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	Select the **Continue** button if you have completed the Application screen and are ready to move on to the **Step 6, Trip Selection** Screen Continue
9b	Select the **Cancel** button if you would like to cancel this application and return to the Application Type Selection screen. Cancel
9c	Select the **Reset** button if you would like to clear all of the fields on this screen. Reset

Completing Step 6, Trip Selection
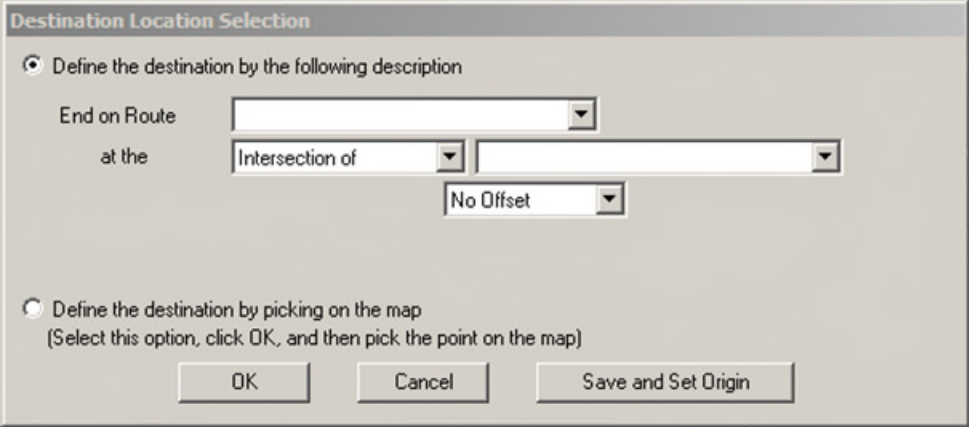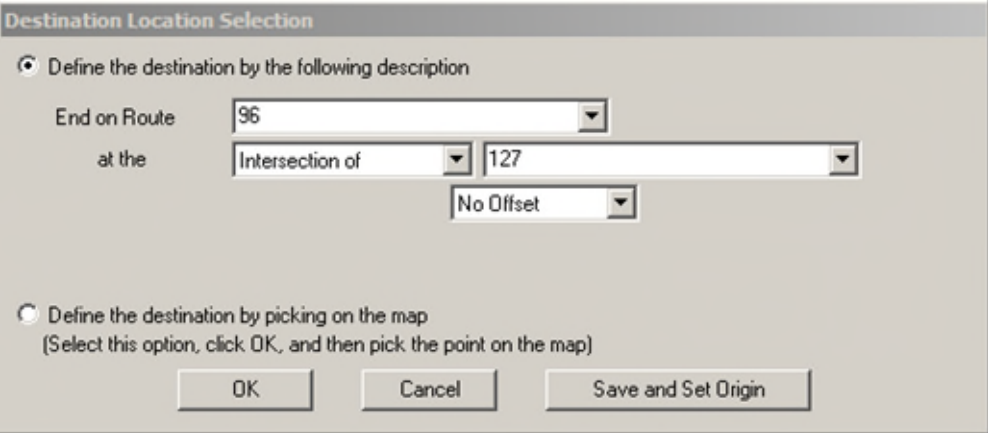
Step	Action
1	Select the **Continue** button on the Application screen. Continue
🛈	If errors were identified on the Application screen, you will receive notification in the form of a list of errors.

Updated: August 1, 2016
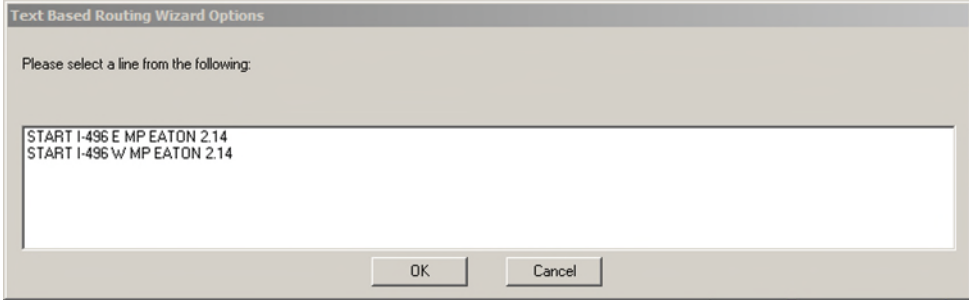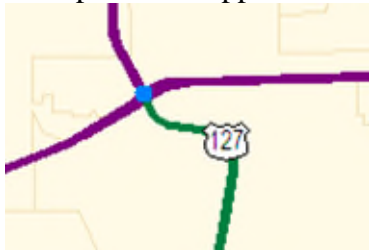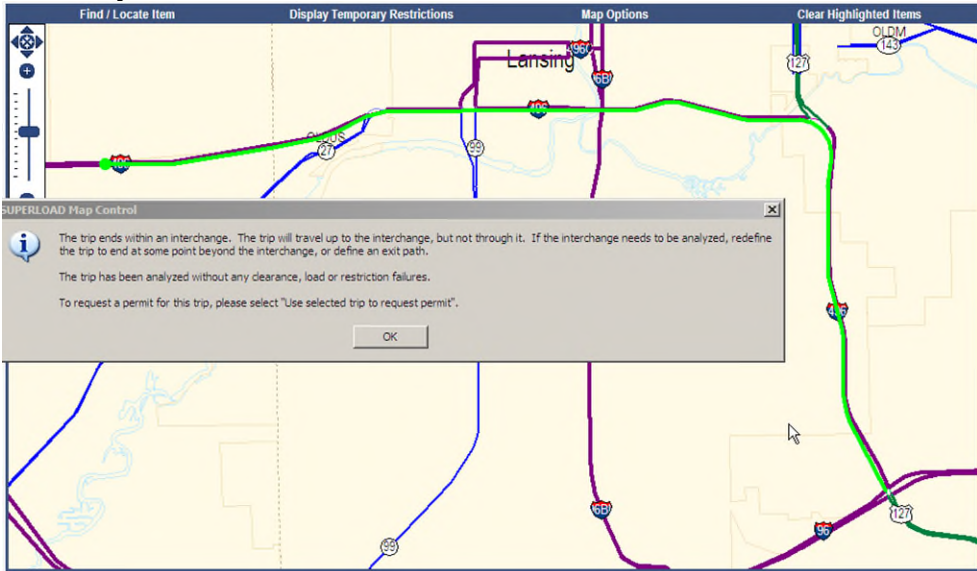
Step	Action
	Unable to process your permit application because of the following: **Acknowledgement Not Checked** **Change Permit** **Cancel** © Copyright 2011 Bentley Systems, Incorporated All rights reserved. v4.3.10.5 []. System Requirements By accessing any information within MiTRIP, you agree to abide by the Privacy Policy and Bentley Legal Notice Michigan.gov Home | MITRIP Home | Contacts | State Web Sites Accessibility Policy | Privacy Policy | Link Policy | Security Policy Copyright © 2002-2010 State of Michigan
2	Select the **Change Permit** button to go back to the Application Screen and correct the identified errors. OR Select the **Cancel** button to cancel the permit application and return to the Application Type Selection screen.
⬙	After all errors have been corrected and the **Continue** button selected the **Step 6, Trip Selection** screen will appear.

Step	Action
3	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. **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.

Step	Action
	  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
4	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.
5	Select one of the methods for defining the origin. The example will use **Define the origin by the following description**.
6	Select the State Route in which you would like to begin your route on the State highway system. Start on Route 496

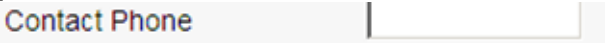| Step	Action
7	Select an option from the drop-down. at the Milepoint ▼ **Milepoint** Intersection of Intersection of (w/MP) State Border City fine the origin by pi Exit
ⓘ	The remaining choices will differ based on your selection. Complete them as appropriate. **Origin Location Selection** ◉ Define the origin by the following description Start on Route 496 ▼ at the Intersection of ▼ CREYTS RD ▼ Offset ▼ N ▼ .5 miles ○ 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]
8	Select the **Save and Set Destination** button and receive the Text Based Routing Wizard Options pop-up.
9	Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up. **Text Based Routing Wizard Options** Please select a line from the following: START I-496 E MP EATON 2.14 START I-496 W MP EATON 2.14 [OK] [Cancel]
ⓘ	When you highlight an option the point will appear on the map as a highlighted dot. a Twp. 96
10	Select the **OK** button when the appropriate starting point is highlighted.

Step	Action
11	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**.
12	Select the State Route in which you would like your route on the State highway system to end.
13	Select an option from the drop-down.
ⓘ	The remaining choices will differ based on your selection. Complete them as appropriate.
14	Select the **OK** button and receive the Text Based Routing Wizard Options pop-up.

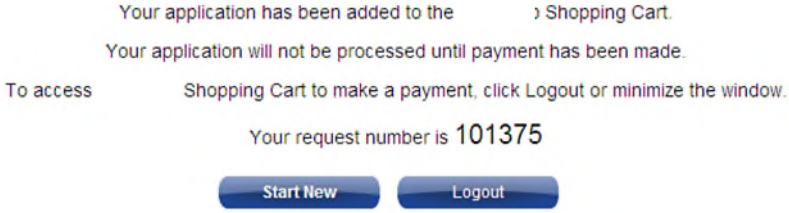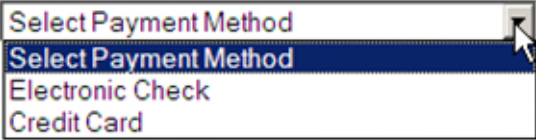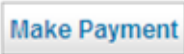| Step	Action
	Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.
🛈	When you highlight an option the point will appear on the map as a highlighted dot.
15	Select the **OK** button when the appropriate starting point is highlighted.
16	Select **4. Find the trip and 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.
17	Select the **OK** button to close the pop-up.
18	Select the **Next** button to move to the Step 7, Application Confirmation screen.

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.

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 |
| 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 MDOT Permit Gateway to continue with payment. You have been logged out. Any further actions will not be attributed to your profile.
5		Select **Shopping Cart** in the top right corner of the MPG screen.
6		Select Payment Method. Payment Method: * Select Payment Method ▾ Select Payment Method Electronic Check Credit Card
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		Select the Make Payment button to receive your receipt number. Make Payment
12		Select Print Receipt if you would like to print your receipt.
ⓘ		**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.**