RI DMV/DOT Oversize Overweight Online Permitting System User Guide

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Overview

Introduction

Welcome to the Rhode Island DMV/DOT Oversize Overweight Online Permitting System. This service has been custom developed to meet the specific needs of permitting OS/OW vehicles utilizing the roads and highways across the Ocean State.

As of
April 2nd, 2008 application for all OS/OW permits will be required to be submitted using this service. The one exception is permits for reducible loads which will still be accommodated through the traditional paper process.

A great deal of time and effort has been expended to offer you an efficient and easy to use system. Because this service has been specifically designed for RI we will be able to make changes as they are needed. Should you have any requests for improvements that will make the system easier to use, please do not hesitate to contact us.

Getting Help

For all technical or payment issues, including problems logging into the system, please contact RI.gov at 401-831-8099 x 1 or email tomv@nicusa.com.

Any questions regarding RI OS/OW rules, the status of your permit or details about rejected permits should be directed to the RI DMV or DOT through normal channels.

Payment

There are two ways to pay for permits issued through the service:

Subscriber Payments:

Subscribers consist of entities that have opted to pay a yearly subscription service fee. In exchange for that fee these users will be sent a monthly bill for all activity conducted through the system. This bill may be paid by paper check or through the preferred method of electronic funds transfer – which means that the amount owed will be automatically withdrawn from the account of your choice each month.

To become a subscriber you must submit a subscriber application to RI.gov which can be downloaded at http://www.ri.gov/subscriber. If you wish to have your monthly balance automatically withdrawn from your account you will need to supply us with that account information. Account information, as well as all information submitted as part of this service, is considered to be confidential and is protected within our secure environment.

As a subscriber, your yearly fee allows you to register up to 10 users for our online system. Additional users can be set up for an additional yearly fee.

When you log in to the service, the system will automatically recognize you as a subscriber and any transactions will be automatically added to your monthly invoice.

Credit Card Payments

Credit card payments are limited to Blanket Permit only. Standard trip permits are only available to subscribers.

Enhanced Access Fees

For each permit issued the system collects a statutory fee based on the current Rhode Island law as well as an enhanced access fee. The current enhanced access fee for permits are available online at http://www.ri.gov/subscriber. These fees are used to fund the development of the online system as well as other electronic services developed for the state of Rhode Island.

Getting Started

Registration

Subscribers will automatically be set up to use the service. All others will need to register by following the link on the Log-In Page.

Logging In

Enter your username and password to log into that system. Each user is associated with a permitting company (entity). Each user can view the permits and applications for that entity no matter what users applied for the permit. Users associated with other entities cannot view information associated with your entity.
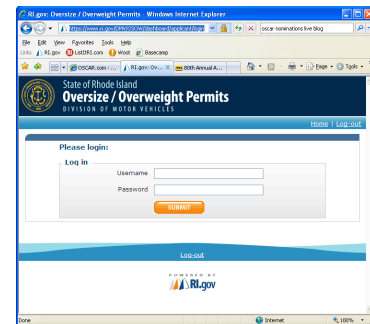
> **NOTE: For security reasons the system will automatically log you out should there be no activity for more than 15 minutes. For this reason it is a good idea to have all the required information you need before beginning the permit application process to prevent the risk of data loss do to inactivity!**

Dashboard

Once you have logged into the system you will be presented with the user dashboard. The dashboard is designed to keep you up to date with the activity of all permits which have been applied for by the entity you are associated with. The page is designed to look like a traditional email program.
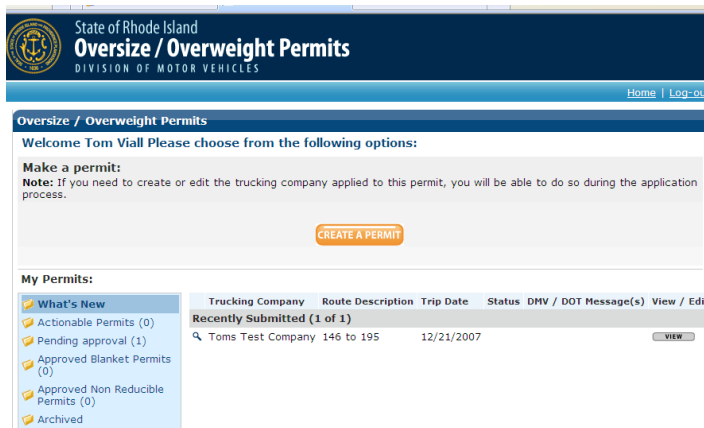
At the top you will see the user name associated with the current login information. Directly bellow is the button to apply for a new permit. On the bottom left hand side is a viewing pane which shows you information about individual permits.

On the bottom left hand side is a series of links which you can use to select the type of permit information that will be displayed in the permit viewing pane. You will

note that like an email program the number of permits associated with that type of permit is displayed next to the link.

Dashboard Permit Types

What's New

This is the default display for the viewing pane and lists all of the permits that have recently been entered, issued or denied. The dashboard will always default to this viewing pane after logging into the system.

Actionable Permits

An Actionable permit is one that requires some action before it can be issued. These usually consist of permits that you have applied for, but for some reason have been denied by the State of Rhode Island. You will learn more about tasks associated with these permits later in the guide.

Pending Approval

This is a list of permits which you have submitted but have yet to be approved by the State. While you can view these permits you cannot make any changes.

Approved Blanket Permits

These are permits that have been approved and issued by the State. They will remain in the approved area where they can be printed. Once a blanket permit expires it will automatically be moved to the archived area.

Approved Non-Reducible Load Permits

These are permits that have been approved and issued by the State. They will remain in the approved area where they can be printed. Once a Non-Reducible Load permit expires it will automatically be moved to the archived area.

Archive

This area contains all permits which have been issued but have expired, it serves as your history area so you can go back and view the information that will be submitted. Permits that were never approved will also be archived in this area once the original trip date or expiration date has expired.

Navigating the Dashboard

To load the viewing pane with a permit type click on the link for that permit type in the left hand side of the page. To view or edit a permit click on the "View Edit" button that appears next to that permit. Remember, you can only edit permits that have been reviewed and rejected by the State.

Applying for a New Permit

To start the application process for a new permit click on the "New Permit" button from the top of the dashboard.

> **NOTE: Permits that are not completed are not saved! Once you start the application process you must complete the entire permit or your data will be lost!**

The Permit Progress Bar

At the top of the screen you will note a progress bar showing you the steps needed to apply for that type of permit. The sailboat icon will advance across this bar as each section of the application is completed.

Selecting the Type of Permit

On the following page you can select to apply for a Non-Reducible load permit or a Blanket Permit

Non-Reducible Load Permits

Selecting a Company

In order to apply for this type of permit you first need to select the trucking company making the trip. The select company page is divided into two areas. On the left hand side you can search for a previously entered company or display the entire company list. On the right is a form to add a new company to the list.

Search for a Company

Type the first few letters of the companies name into the search box. This will automatically expose a list of matching companies. You can select any of these matching companies by clicking on the "Use This Company" link located under that company's name.

Showing All Companies

Click on the "Show All Companies" link to reveal a list of all companies associated with your user group profile. Select the company by clicking on the "Use This Company" link located under that company's name. The companies are divided up 15 to a page you can advance the page using the navigation at the bottom of the screen. If you choose not to select a company you can use the "Back" button at the bottom of the page to return back to the main screen.

Adding a Company

Complete the form on the right. All required fields are shown in red type. Once you have entered in the information click the "Add" button. The information will be saved to the system and the new company will appear in the company list on the left.

> **NOTE: If the company does not have a DOT number, please enter in all zeros. You can also have multiple companies on your list with the same DOT number.**

Deleting a Company

You can only delete a company from the "Show All Companies" page. First click on the "Show all Companies" link and locate the company you wish to delete from the list. To delete a company, click on the "Delete" link that appears below their name. You will be asked to confirm this request where you can cancel or approve the deletion. Once a company is deleted it cannot be restored so use this feature only where needed.

> **NOTE: You will notice that there is no edit feature for companies – this is to protect the data on historical permits that exist in the system. If you need to change information about a company such as the address or phone number first enter them as a new company and then delete the original company.**

Selecting a Company

Once the company you wish to apply for a permit for has been entered, click on the "Use this Company" link under that company to continue with the permitting process.

Going Back

Clicking on the "Cancel" button on any page will take you back to the previous page.

TIP: If you are a larger permitting entity you may have a substantial number of companies that you need to set up in the system. If you have over 20 such companies you can contact the staff at RI.gov and we can upload this information automatically if we receive it as a spreadsheet. Please contact RI.gov if you would like to take advantage of this option.

Truck and Trailer Information

You will enter in details about the truck and the trailer on the following page. You are required to enter all information on this page.

If your transporting vehicle does not include a trailer you may check the "No Trailer" option in the Trailer information box. (Note – this is a new feature and not shown on the screen shot bellow)

Auto Complete

As you enter in registration numbers for the trucks and trailers the system will remember these numbers, along with the associated information required for this page. As you apply for more and more permits using the same vehicles this will serve as a substantial time saver. As you enter in the registration numbers the system will look to see if you have used this number before. If you have, it will auto complete the registration field and automatically populate the rest of the form area with that information.

NOTE: While auto complete is a great time saving feature you should always be sure to review the information to guarantee it is correct before applying for your permit!

Click the Continue button to move to the next part of the form.

Size and Weight

Complete the form entering the information requested. Be sure to note the gross weight in pounds. All information on this page is required.

Click the Continue button to move to the next part of the form.

Axle Information

On this page you will enter in your axle load and spacing information. The page will default to five axles. If your vehicle has less than five simply enter the information for the number of axles you have. If your vehicle has more than five you can change the total number of axles by entering that number into the "Number of Axles" box and clicking the "Change" button.

Make sure that all axle load ratings are entered in pounds.

When you have completed this page click the Continue Button to move forward.

Load and Route Information

The specifics of the trip are entered on this page. You will need to note the intended date of the trip, load information and your planned route. The Division of Motor Vehicles and in certain cases the Department of Transportation will carefully review this information to ensure that you have

chosen the appropriate route given the size and load parameters of your application. Please be as detailed as possible and be sure to check your data for accuracy before submitting.

Entering a Trip Date

The trip date is very important to your permit application. When you place your curser in this area a pop-up calendar will be displayed to aid you in selecting the proper date.

> **NOTE: Permits will automatically expire five days from your trip date!**

Hazardous Materials

It is important that you indicate if you are transporting any materials classified by the state as Hazardous. If you are unsure, please take time to click on the URL beneath this question and review rules pertaining to the transport of such materials. The link will open in a new window and will not interrupt your permit application.

Noting Points of Origin and Destination

You will note that if you select "Within RI" for either your start of destination point that you will be asked for a specific address. This address information is required. When you select "RI" the page will reveal a place for you to enter the address.

If your trip does not originate or terminate within the state you need only to accurately describe the route you will take while passing through Rhode Island. Information about your route outside

Rhode Island borders is irrelevant but it is important that you note where you plan to enter and exit the state.

Sign-Off

As part of the permitting process you must agree to the terms of the permit. This page displays these fixed terms as well as certain conditional terms.

You will see that conditional terms are all in red and marked as pending. These items, such as the number of escort vehicles required will be completed by the state once they have reviewed your permit. When it is return to you, you will see that these areas will be filled in.

You must attest to the terms of the permit by checking the box at the bottom of the page. Once that has been checked you can click the continue button to move ahead.

Verification Page

On the following page you will have the opportunity to review all of the information you have entered for your permit. It is strongly suggested that you carefully review each section.

If you identify an area that requires changes you can click on the "Edit" button in that area to be taken directly to that part of the form. Once you have made changes the continue button will take you back to this verification page.

Payment Page

The payment page will look different depending on how your account has been established. Those who have opted not to be subscribers and are requesting blanket permits will need to enter in credit card information. The fee you will be charged is noted on the page and broken down by statuary fees and enhanced access fees.

If you are a subscriber to RI.gov you will be billed monthly for this activity and will not see the credit card form.

Once you have verified the payment amount click on the Submit button.

Receipt Page

Lastly the receipt page will confirm your application. This page will also note you're the permit ID number that will be granted once the permit has been approved.

Clicking the home button will return you to the dashboard.

Blanket Permits

To apply for a blanket permit, from the dashboard, click on the "New Permit" link and select "Blanket Permit" from the next page.

Selecting a Company

As with the non-reducible load permit outlined above you can choose to add a new company or select from an exiting company. Remember, a company must be added to the list before it can be selected.

Registration Numbers

Blanket permits cover any number of vehicles. Once you have selected your company you will use this form to add and delete registration numbers for all the vehicles that will fall under the permit.

Adding a Registration Number

You will notice that each type of vehicle has its own place to fill in a registration number. Enter the registration number for that vehicle type and click on the "Add" button next to it.

Each time you enter a new registration number and click "Add" it will be displayed on the right hand side of the screen as shown in the next picture.

Deleting a Registration Number

To delete a registration number click the "X" or "Delete" link beneath that vehicle. You will be asked to confirm this deletion. If you opt to confirm that registration number will be deleted.
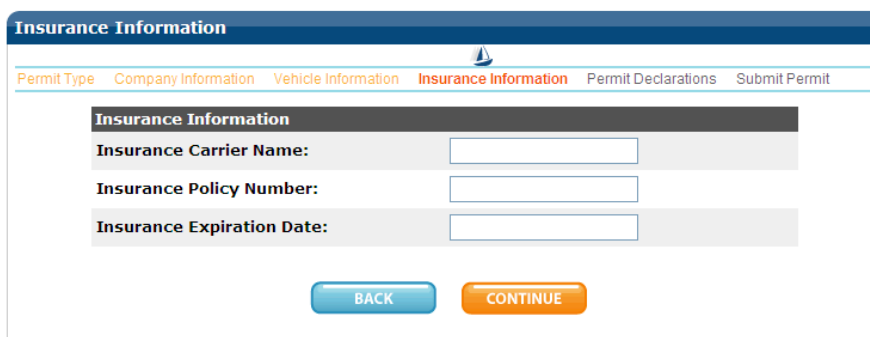
Finalizing Registration Numbers

When you are finished adding registration numbers, click the continue button at the bottom of the screen.

> **NOTE: In order for a registration to be included on the blanket permit it must be added to the list on the right hand side. Numbers that you have typed into the form, but not added will not be saved!**

Adding Insurance Information

All entities obtaining a blanket permit must attest to insurance coverage. This area of the form allows you to enter in that information.

> **NOTE: As part of general auditing you may be asked to fax or otherwise verify your insurance policy against the information you are submitting. Please make sure your permit application contains accurate and up-to-date information about your current coverage!**

Permit Declaration

Before applying for your permit you must attest to the permit declaration information presented on this next page of the application.

Permit Declarations

Permit Type   Company Information   Vehicle Information   Insurance Information   **Permit Declarations**   Submit Permit

In accordance with your application, permission is hereby granted to move construction equipment over the State roads within the State of Rhode Island avoiding any routes where construction is in progress and where traffic congestion may occur during certain hours of the day. No movement shall be made into or through municipal areas between the hours of 7:00am to 9:00am and the hours of 4:00pm to 6:00pm.

Maximum Length: 75 feet; Maximum Width: 11 feet, 11 inches – If any load has an overhang of 15 feet or more an escort shall be provided with flashing lights and red flags.

Maximum Gross Weight of a tag-a-long trailer is GVWR or the registered weight of the trailer, whichever is less.

This permit has been issued subject to all provisions of the state motor vehicle laws, permits, general regulations and special regulations as follows:

- Travel should occur during daylight hours only.
- Travel should not occur on Saturdays, Sundays and holidays.
- Permission to travel is always subject to weather and road conditions.
- It is understood and agreed that individual permits shall be obtained for loads in excess of the limits specified above.

Provided that you assume all responsibility for any damage to the road surface, traffic lights, bridges or other structures, and all liability in case of injury to person or property that may result from such transportation. Liability and property damage insurance in sufficient amounts to cover any and all claims which may arise shall be carried by the permittee, and under this coverage the State of Rhode Island shall be saved harmless from any such claims.

It is understood and agreed that suitable precautions will be taken to warn traffic while moving operations are in progress and that no necessary inconvenience will be occasioned other traffic on the road.

NOTE: Compliance with RI Public Utilities Regulations is required for Common Contract Carriers.

Charles F. Dolan

Charles F. Dolan
Administrator, Division of Motor Vehicles

☐ I attest that I have read, understand and will comply with the information and requirements listed above.

[BACK]   [CONTINUE]

Please make sure that you read and understand all of the information on this page before you check the box at the bottom of the page. You cannot apply for this permit until you have checked the box.

Once you are finished, click the "Continue" button to move to the next page.

Information Verification

The next page contains all of the information you have entered for this permit. Please review it carefully.

Submit Permit

Permit Type   Company Information   Vehicle Information   Insurance Information   Permit Declarations   **Submit Permit**

Please review your Blanket Permit:

COMPANY NAME		[EDIT]
Toms Test Company		
Address		
One test lane Providence RI 02915	Telephone: (401) 422-5555 E-Mail: tomv@nicusa.com	

Insurance Carrier		[EDIT]
Amica		
Insurance Number		
2991001001		
Insurance Expiration Date		
01/20/2011		

Tractor Registration Numbers	[EDIT]
▪ MXKL13	

Truck Registration Numbers
None

Trailer Registration Numbers
▪ 31K8XM

Tag-a-Long Registration Numbers
None

[BACK]   [CONTINUE]

As with the Non-Reducible Load Permit, if you wish to make any changes or edits, you can click on the "Edit" button next to that area to be taken to that part of the form. You can also use your browsers "Back" button to move back to that area.

Once you have made changes the continue button will take you back to this verification page.

Insurance Carrier	EDIT
Amica	
Insurance Number	
2991001001	
Insurance Expiration Date	
01/20/2011	

Payment Page

The payment page will look different depending on how your account has been established. Those who have opted not to be subscribers will need to enter in credit card information. The fee you will be charged is noted on the page and broken down by statuary fees and enhanced access fees.

If you are a subscriber to RI.gov you will be billed monthly for this activity and will not see the credit card form.

Once you have verified the payment amount click on the Submit button.

Receipt Page

Lastly the receipt page will confirm your application. This page will also note you're the permit ID number that will be granted once the permit has been approved.

Clicking the home button will return you to the dashboard.

Viewing Submitted Permits

Once a permit has been applied for it will be displayed in the "What's New" area of the dashboard. It will display the name of the company as well as other minor details about the permit. To view the complete permit click on the "View" button to the right side of the permit listing.

You will note that you cannot edit or change this information. Remember, once a permit has been submitted you can only edit that permit if it is rejected by the DMV.

Also notice that while the permit will looks very much like an issued permit that the text "Not a Valid Permit" is clearly visible on the top of the permit.

For more information about the status of permits, see the FAQ section of this document.

Issuing Accepted Permits

Once a permit application has been accepted by the RI DMV and/or DOT, the status of that permit will change in the list from "Pending" to "Issued."

To print an issued permit, click on the "View" button next to that permit. Use the print button, or select the print option from your web browser to print the document.

Please be sure to note any updated conditions on the permit such as the need for escort vehicles or travel time restrictions. You must abide by these conditions to be fully compliant with the permit.

> **NOTE: Remember that non-reducible load permits will automatically expire five days after the issue date. When your permit expires it will be automatically moved to the archive section of the dashboard.**

Editing Rejected Permits

While it is rare that applications are rejected, DMV and DOT have the option returning your application to you for changes before issuance.

Rejected permits will be displayed in the "Actionable Permits" area of the dashboard until they expire, in the case of non-reducible load permits five days after the originally proposed trip date.

In many cases, permits are rejected because of your proposed route selection or because of an error or inconsistency in the data you submitted. The system allows you to edit and resubmit these rejected permits to gain approval.

To edit the permit, click on the "View" button next to the permit. Remember that only rejected permits can be altered.

You will note that certain areas of your permit application will be highlighted in red. These areas indicate to you the cause of the rejection. There may also be a note from DMV or DOT noting more specifically the reason they did not approve.

If you wish, you may select the "Edit" button on any aspect of the application and make changes to the data. You have the opportunity to change not only information that was rejected but any other information submitted as part of your original application, including the proposed trip date.

Once you are confident that you have completed any corrections you wish to make use the "Submit" button to finalize your new application and submit the data to the state.

There is no charge for resubmitting your application and you will not be presented with a payment screen as part of this process.

The state will review your updated information and will approve or reject the permit based on that information.

> **NOTE: While there is no limit to how many times an application can be resubmitted you do need to be aware that non-reducible load permits will automatically expire five days after the proposed trip date so you may need to adjust this date should the permit be rejected multiple times. In certain circumstances you may also wish to contact the DMV/DOT directly to request information on rejected permits to expedite the issuance process.**

Logging out

To ensure security it is a good practice to log out of the system once you have completed your permitting tasks. While closing your Web browser should automatically log you out it is a better practice to click on the Log Out link at the top of the screen to securely exit the service.

Home | Log-out

Frequently Asked Questions:

Q: Why can't I edit a company?

A. this is to protect the data on historical permits that exist in the system. If you need to change information about a company such as the address or phone number first enter them as a new company and then delete the original company.

Q. I realized after I submitted a permit to the state that I made a mistake and need to make a change. How can I edit it?

A. Once a permit has been submitted it cannot be edited or recalled. If you realize that you have made an error it would be best to email or call the RI DMV and ask them to reject your application. Once the application has been rejected you will be able to make changes and resubmit your application.

Q. I thought that the state only charged for issued permits, why do I need to pay on application?

A. It is true that the state only charges for permits that are issued. If you use this system as a billed subscriber you will only be billed for those permits that are actually issued. If you are paying for credit card, and your permit cannot be approved you can apply for a refund by contacting the DMV.

Q. Is the information I submit kept private?

A. Yes – only those authorized by the state can view information in the system.

Q. Can other permitting entities view my companies?

A. No, only those users who have an account under your permitting entity can view this information.

Q. Can I start a permit, log out, and come back to it?

A. No. Only permits submitted to the state are saved. Any data entered into permits that are not submitted will be lost.

Q. Why can't I edit a permit that is pending?

A. We need to 'freeze' your data once you have submitted your application so that the state can review it. If you had the ability to alter your data this would compromise the states ability to ensure that they are approving the final version of your permit application.

Q. Can I print a pending permit?

A. Yes, but it is not legal to use this document for travel.

Q. Will law enforcement view our permit online?

A. Yes. While enforcement can verify the validity of your permit you are still required by law to have a paper copy of your permit in the vehicle during your trip.

Q. There is only the option to enter one trailer registration into the system for non-reducible load permits – what if I have a tag-along trailer?

A. The DMV requires only that you note the registration of the rear most vehicle.

NOTES: