

# NORTH DAKOTA HIGHWAY PATROL

## E-Permits Account Instructions

*Follow the steps below to register for an E-Permit's user ID and password and purchase permits online at [www.nd.gov/ndhp/motor-carrier/e-permits](http://www.nd.gov/ndhp/motor-carrier/e-permits).*

### **Sign Up for User ID & Password**

1. Go to [www.nd.gov/ndhp](http://www.nd.gov/ndhp) and click on "E-Permits" on the top menu
  - a. Visitors may add the E-Permits page to their favorites
2. Click on the blue "Create New Account" button at the top of the page
  - a. If you are already signed up, click on "Log In" and skip to the next section
3. Click on the "Register" button at the top and enter Account Details
4. Click on "Create Account" (You will receive a confirmation e-mail that you are registered, and you should follow the instructions in the message)
5. Log into the E-Permits system and create or join a company
  - a. If not previously created, click on "Create a Company"
    - i. Enter demographic information (**except** USDOT number)
  - b. If previously created, click on "Join a Company"
    - i. Enter the PIN number which must be obtained from the company representative that initially entered your company in the system
6. Add truck information (multiple trucks allowed)

### **Purchasing Permits Online**

1. Click on "Purchase Permit"
2. Select permit type
3. Enter serial number or unit number
4. Select the applicable truck and click on purchase permit
  - a. To add a new truck, click on "Maintain Profile" then click on "Continue"
5. Complete permit application
  - a. When adding tire size, enter only the tire width (from tire sidewall)  
Example: A tire size of 11R24.5, enter only 11, then select "in"  
A metric tire of 255/85R22.5, enter only 255, then select "mm"
6. Click on "Add to Cart" or "Submit for Review" (whatever option the system offers)
7. After receiving a permit approval notification via e-mail, click on "Cart"
  - a. If you receive an e-mail stating that the permit request has been denied, the message will provide the reason why. Please reply to the e-mail with the requested information.
8. Prior to making payment, review all permit applications in your cart
9. Enter payment information
10. Click on "View", then "Print"