

Automated Routing Tips & Tricks

- After entering origin and destination let the system generate a route before attempting to make any adjustments to the route.
- If the VIA points feature has been used and a strange route given, try removing the VIA points that have been entered and run the route again.
- When using the Address feature, verify that you are using correct information for ALL fields: address, city, **and** zip code. (If your address is not on the state system, you will be prompted to choose the nearest location.)
- North Dakota State maintained roadways are displayed in green!
- When using the Road & Mile Marker feature, the N/S/E/W selection is only needed when the road you are choosing is a divided roadway; when choosing a two-lane bidirectional road you do not need to change the N/S/E/W.
- If choosing a point on a divided roadway, be sure to choose the correct lane in the direction you are traveling (traveling EAST, choose your point in the eastbound lane).
- The Border Crossing feature is the best option when entering or leaving the state of North Dakota.
- Many users find that the easiest option for choosing Origin and Destination is to use the Lat/Lon/Map feature.
- If keying in a Lat/Lon, verify that the Lat/Lon you are using is on a state maintained highway.
- The split trip option is a feature to be used when you need to leave and reenter the state maintained roadway system. The first Origin is where your trip will be begin; the first Destination is where you will leave the state maintained roadway system; Split Trip 1 Origin is where you will re-enter the state maintained system and so on until you reach your final Destination.

Automated Routing News



Coming Soon!

- One time, ability to edit route after purchase.
- One time, ability to edit permit information such as Width or Height after purchase.

Permit Application Tips

- A System Notifications box will be placed on the main menu page when information needs to be relayed to all customers. For example: no travel for oversize movements.
- Only use the navigation provided in the e-permit system - do not use back arrow on the browser.
- When your permit is in your cart ready for payment, please verify the start and end date.
- If you get the error "begin date for Permit cannot be in the past", check the date and time on the permit in the Trip Details tab. System is set up for Central Time Zone.
- Leave the dashes out when entering your phone number.

Permit Application Tips cont.

- To search and print previously purchased permits: click on Permit History, enter the date of purchase in the Begin Date and End Date, leave other fields blank, click Search.
- When applying for an ACH account the approval process will take up to 10 business days to complete.
- If you receive a message that your permit exceeds 120" in width or 168" in height, verify that you have answered the question "Is this a non-reducible load?" under the Load tab correctly.
- Click on the blue (i) under the Axles tab for a sample of Track/Axle width.
- If you receive an error that your permit application exceeds limits for the online system, review and verify your axle information.
- If your Permit Status shows "Information Requested", click Edit and under the Notes tab you will find a Message to Purchaser with details regarding the information that is being requested. At this point you can either make the requested corrections to the permit or you can enter comments to the Permit Office in the Remarks section under the Miscellaneous tab.
- If you would like to add comments or additional information to your permit application before submitting it, click on the Miscellaneous tab and enter your comments in the Remarks section.
- To review your route before payment, click on View Route under the Trip Details tab then click on return to go back to cart. If you click on Update Route, the permit will come back into the Permit Office again for review and a different route.
- If your permit has or will expire without you being able to move your load, you can request a date extension under the Single Trip Permit tab. You can do this on the last day of the permit and up to 3 days afterwards.
- When entering axle information, the tire width is the very first number on the tire. For example: 11R24.5 = 11 Inch tire width, 295R24.5 = 295 Millimeter tire width. Do not convert your tire from metric to inches.