



PERMIT MANAGER HELP GUIDE FOR EXTERNAL USERS

March 1, 2019

Version 2.0

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INTRODUCTION

ABOUT PERMIT MANAGER

The Permit Manager application is a web application that allows authorized users the capabilities, to manage the *LaGeaux* Oversize Overweight Permitting Processes. The Permit Manager will handle routing and permitting.

THIS HELP GUIDE

This Help Guide is intended to be used as a training guide and reference guide for the day-to-day operations of the Permit Manager application by an External User, i.e. A Trucking Company, Permitting Service, or Carrier. It is designed to help the user quickly learn about the application and its features, as well as share tips to help use Permit Manager to its fullest potential.

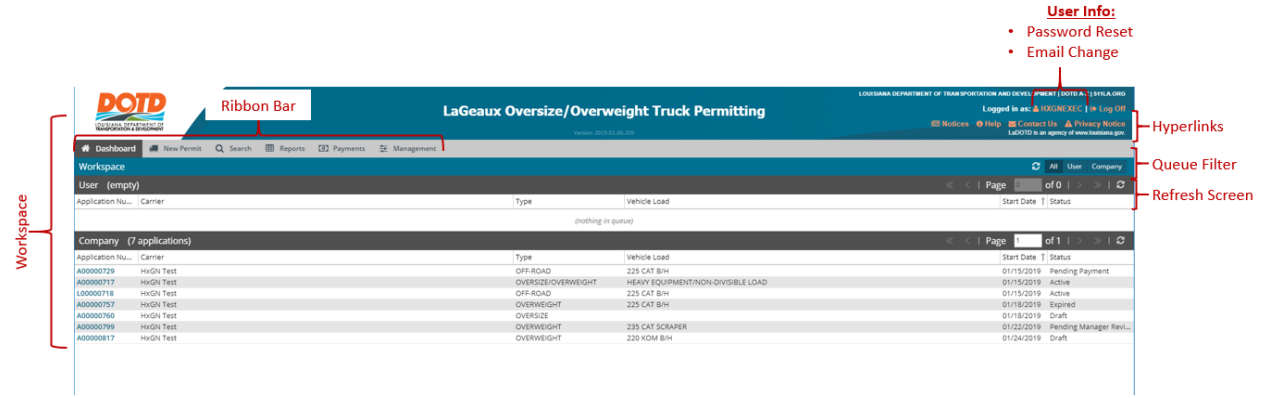
This Guide will instruct how to do the following:

- Company Account Creation
- Apply for Permits
 - Single Route Permits which will integrate the automated routing application
 - Other Permits (Annual, Semi Annual, Monthly) where the no routing integration is required.
 - Provide necessary automation of workflow and review process.
- Issue Permits
- Manage Company Accounts – bond, insurance, users, fleet, invoicing
- Permit Payments
- Search functions
- On Screen Reporting

Upon completion of the training, the user will be familiar with all the steps necessary to use the *LaGeaux* Permitting System.

NAVIGATION OF THE PERMITTING SYSTEM

DASHBOARD PAGE



User Info:

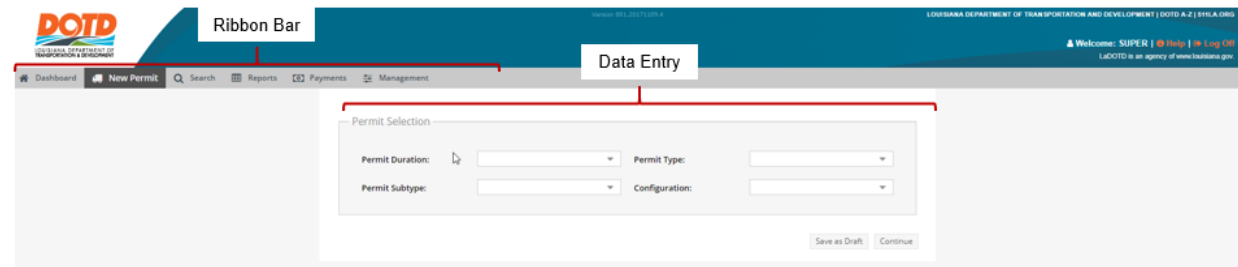
- Password Reset
- Email Change

Annotations:

- Ribbon Bar
- Hyperlinks
- Queue Filter
- Refresh Screen
- Workspace

Application No.	Carrier	Type	Vehicle Load	Start Date	Status
nothing in queue					
Company (7 applications)					
Application No.	Carrier	Type	Vehicle Load	Start Date	Status
A0000729	HuGN Test	OFF-ROAD	225 CAT BH	01/15/2019	Pending Payment
A0000717	HuGN Test	OVERSIZE/OVERWEIGHT	HEAVY EQUIPMENT/NON-DIVISIBLE LOAD	01/15/2019	Active
L0000718	HuGN Test	OFF-ROAD	225 CAT BH	01/15/2019	Active
A0000737	HuGN Test	OVERWEIGHT	225 CAT BH	01/18/2019	Expired
A0000760	HuGN Test	OVERSIZE		01/18/2019	Draft
A0000799	HuGN Test	OVERWEIGHT	235 CAT SCHAPER	01/22/2019	Pending Manager Rev.
A0000817	HuGN Test	OVERWEIGHT	220 KOM BH	01/24/2019	Draft

NEW PERMIT



Data Entry

Permit Selection

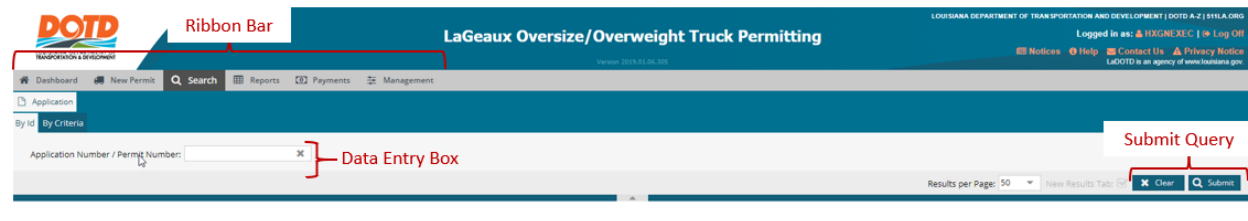
Permit Duration: Permit Type:

Permit Subtype: Configuration:

Save as Draft Continue

SEARCH

SEARCH BY ID



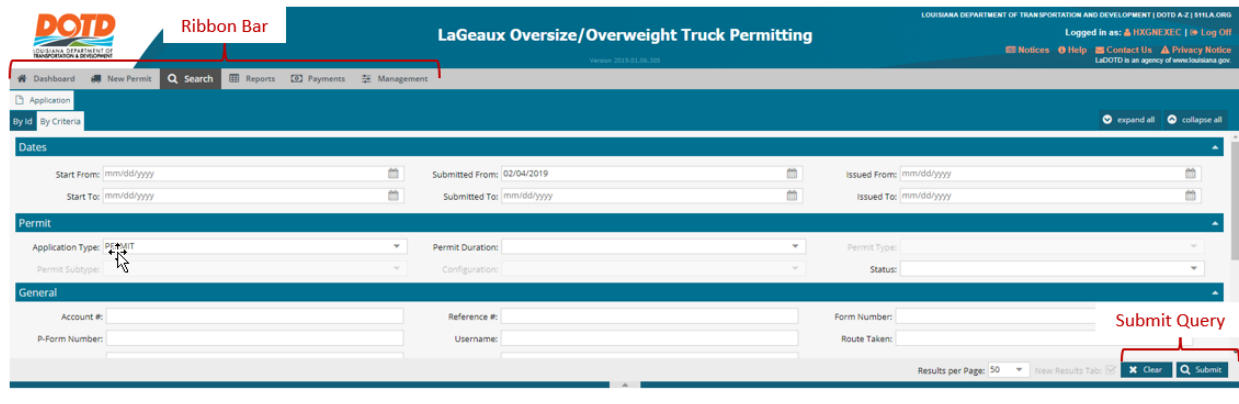
Data Entry Box

Application Number / Permit Number:

Submit Query

Clear Search

SEARCH BY CRITERIA



DOTD Louisiana Department of Transportation & Development

Ribbon Bar

LaGeaux Oversize/Overweight Truck Permitting

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT | DOTD A-Z | 511LA.ORG

Logged In as: **HXGNEXEC** | Log Off

Notices | Help | Contact Us | Privacy Notice

LADOTD is an agency of www.louisiana.gov

Dashboard | New Permit | Search | Reports | Payments | Management

Application

By Id | By Criteria

expand all | collapse all

Dates

Start From: Submitted From: 02/04/2019 Issued From:
 Start To: Submitted To: Issued To:

Permit

Application Type: Permit Duration: Permit Type:
 Permit Subtype: Configuration: Status:

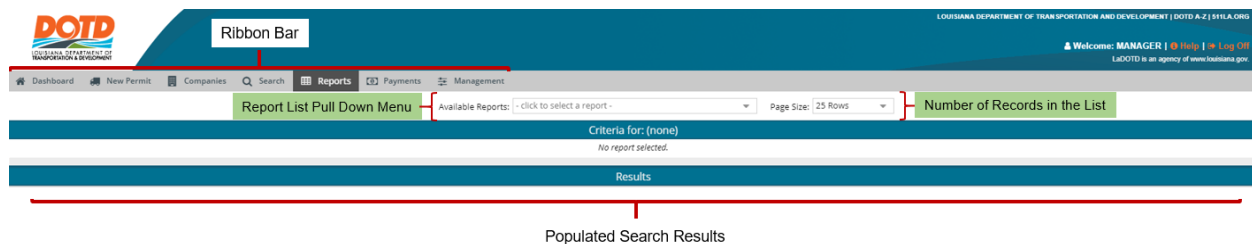
General

Account #: Reference #: Form Number:
 P-Form Number: Username: Route Taken:

Submit Query

Results per Page: 50 | New Results Tab: Clear Submit

REPORTS



DOTD Louisiana Department of Transportation & Development

Ribbon Bar

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT | DOTD A-Z | 511LA.ORG

Welcome: **MANAGER** | Help | Log Off

LADOTD is an agency of www.louisiana.gov

Dashboard | New Permit | Companies | Search | Reports | Payments | Management

Report List Pull Down Menu | Available Reports: Page Size: 25 Rows | Number of Records in the List

Criteria for: (none)
No report selected.

Results

Populated Search Results

PAYMENTS

BOND PAYMENTS

To make Bond payments, the company must have a Bond Account set up. Setting up a Bond account is done by an LADOTD official.

DOTD LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

LaGeaux Oversize/Overweight Truck Permitting

Logged in as: HXGNEXEC | Log Off

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LaDOTD is an agency of www.louisiana.gov

Dashboard New Permit Search Reports **Payments** Management

Surety Payment

Summary Details

Company

Number: 3G562
 Name: HxGN Test
 Contact Number: 555-555-5555
 Address: 123 Main Street
 Madison, AL 35758

Bond

Bond Value: \$1,000.00
 Previous Amount Due: \$1,000.00
 Monthly Payments: \$0.00
 Total Monthly Charges: \$0.00
 Amount Due: \$1,000.00

Payment Details

Payment Type: Credit Card/EFT
 Amount: \$ Data Entry Box
 Posting Date: 02/04/2019

Charges

Description	Charge
Credit Card **Please note the Credit Card fee.	\$10.00
Charge Total: \$10.00	

Confirm Cancel

APPLICATION PAYMENTS

The user may pay for permits that need to be paid to become active/issued permits. Select the Payments Tab and then select Application Payment. The user will be presented with a list of applications that are ready for payment. Select the checkbox of one or as many as ten permits. Select the payment method

- Credit Card
- Bond

Select the Continue to Payment Button, once the Application IDs are selected.

Continue to complete the payment and select Confirm.

A Toast Notification displays confirming the payment was accepted. The permit is now active and issued.

DOTD LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT

LaGeaux Oversize/Overweight Truck Permitting

Logged in as: HXGNEXEC | Log Off

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LaDOTD is an agency of www.louisiana.gov

Dashboard New Permit Search Reports **Payments** Management

Company

Applications

Company: HxGN Test

Page 1 of 1

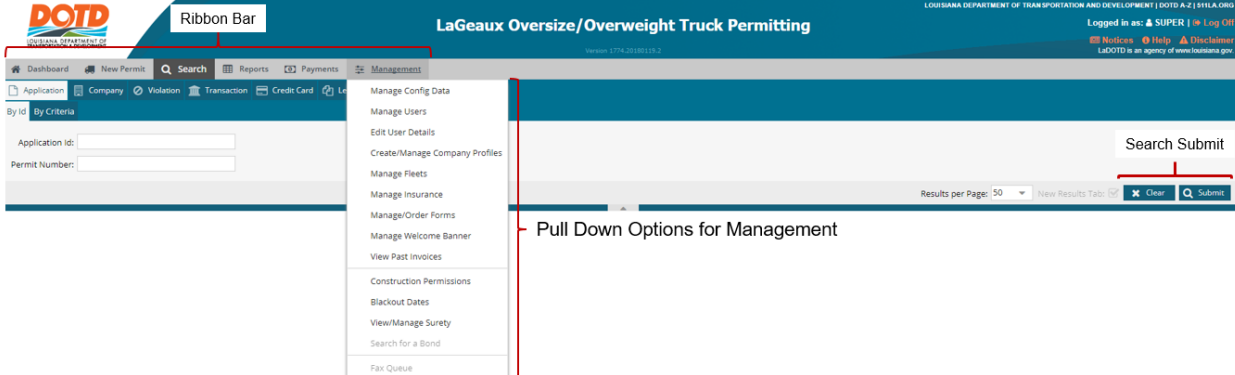
Application Number	Issued To	Start Date	End Date	Status	Fee
<input type="checkbox"/> A00000729	HxGN Test	1/15/2019	7/14/2019	Valid	\$25.00

Payment Type: Select Type

Continue to Payment

List of Permits Pending Payment

MANAGEMENT



The screenshot displays the DOTD Management interface for LaGeaux Oversize/Overweight Truck Permitting. The ribbon bar includes options for Dashboard, New Permit, Search, Reports, Payments, and Management. The Management dropdown menu is open, showing a list of options: Manage Config Data, Manage Users, Edit User Details, Create/Manage Company Profiles, Manage Fleets, Manage Insurance, Manage/Order Forms, Manage Welcome Banner, View Past Invoices, Construction Permissions, Blackout Dates, View/Manage Surety, Search for a Bond, and Fax Queue. A red box highlights the 'Management' ribbon bar, and a red arrow points to the dropdown menu with the text 'Pull Down Options for Management'. The interface also features a search bar, a 'Search Submit' button, and a 'Results per Page: 50' dropdown.

USERS

- An external user will not be exposed to all the functions.

USER MANAGEMENT

The Users may also be able to filter based upon Username or Role. Once a filter is used, then the user will search for matching criteria.

EDIT USERS

Select a filter (External Users), Select a Company Name (User Defined), and Select a Role (Executive). The select *Search Button*. A list of usernames will generate in table of results.

The user may edit information in the user's selection by clicking on the "Pencil" Icon on the right side of the results from the search criteria.

The user may change the User Role, Email Address, Deactivate the Account, Allow Bond Deferral, and Reset Password.

For an Internal User reviewing, editing, or adding an External user, a Company Name is required.

EDIT USER DETAILS

If the user wants to reset their password, click on the Username in the Header of the LaGeaux Application (upper right hand corner). A message will display if the user hovers over the user name. It will display, "View your user details."

A pop-up box will display if the user clicks on the username where a checkbox is available to set a new password. Select the checkbox, enter the password and confirm the password. Select Submit. The user will receive a Toast Notification indicating the password was successfully reset.

COMPANY PROFILE

The Create / Manage Company Profile allows an External User to:

- Billing Information:
 - Contact Information including: name, email, phone, fax
 - Billing Information

FLEETS

Fleet vehicles: Trucks, Trailers, or Offroad vehicles can be saved in a table for fleet management. To start the fleet manager, the user must enter a company name and then a list is populated. The user will need to select the "best match." Information stored in the list of a specified company's fleet:

- Unit Number – User Defined Name of the Vehicle – used in the pick list when applying for a permit.
- Vehicle Type: Truck, Trailer, Offroad
- If a Trailer, whether the trailer is a Lowboy or not. A Lowboy trailer is a semi-trailer with two drops in deck height: one right after the gooseneck and one right before the wheels.
- Year

- Make – Vehicle make name such as Ford, GMC, et al.
- Model – optional field
- VIN – 17 characters to identify the vehicle and the VIN is used in the CVIEW lookup table to verify accurate Vehicle information is entered. CVIEW is an acronym defined as **C**ommercial **V**ehicle **I**nformation **E**xchange **W**indow.
- Tag Number
- Tag State – the state where the tag was issued

The user can edit and delete records within the fleet manager table.

INSURANCE

Insurance is required for specified permits. The Carrier User must contact the LADOTD to send them the policy information for either Auto Insurance, Commercial Insurance, or both.

The system allows the entry of Auto Insurance and Commercial Insurance by a LADOTD employee. An external user may view the information and review it. If corrections are required, please contact LADOTD.

ADD INSURANCE

Currently, the addition of insurance is the sole responsibility of LADOTD. Neither Executive Users nor Associate Users may enter insurance information.

EXISTING INSURANCE

If insurance is entered into the system, it will display the information.

DELETE INSURANCE POLICY

Currently, the deletion of insurance is the sole responsibility of LADOTD.

FORMS

Using the Forms selection under the Management Tab, the user may order A or C Forms or search for forms.

A Forms are sold individually and the C Forms are sold in books of 50. If the status of a form is Pending, it means that no form numbers have been assigned and they may not be used until the forms numbers are assigned.

ORDER FORMS

When on the Forms page, select the Order Forms button. A popup box displays where the user can enter the information. Form numbers will be assigned internally by LADOTD. A user may order 1 to an unlimited amount.

FORM PRICES

- The cost for A Forms is \$10.00 per form.
- The cost for the C Forms booklet of 50 is \$5.00.

- A user who does not have a Bond Account may not order C Forms. However, a user may pay for the forms with other methods such as credit card.

SEARCH FORMS

To make the query for searching, the user may enter data into the following fields:

- Status: Options available are:
 - Any – all forms are presented regardless of the presence of form application numbers.
 - Pending Forms – A LADOTD user has not assigned Form numbers to the form application.
 - Closed Forms – A LADOTD user has assigned Form numbers to the form application.
 - The user has ordered forms and then an internal user has assigned the numbers to the forms.
- Form Type – Options available are:
 - A
 - C
- Order Date Range – Options available are:
 - Start Date:
 - End Date

The user may enter information from some or all the fields and then select Apply Filters to view the search results.

WELCOME BANNER

Managed by Internal Users at LADOTD. The Welcome Banner displays when logging in. Once the banner has displayed and if the user wants to read the banner, select Notices in the upper right side of the header.

BOND ACCOUNTS

The user may View Payments, Payments and Applications from the Management Tab by selecting Bond Accounts.

VIEW INVOICES

When the user selects the Invoice Tab in Manager, the user is directed to the Invoices page. If Invoices are available, the user may download or email the invoice(s).

BOND ACCOUNTS

The payments section of the Bond Accounts includes a Home View, Payments, and Payments and Applications.

Home

The home tab displays upon entering the Bond Account page. It includes:

- Summary:
 - Bond Value
 - Previous Amount Due
 - Amount Due
 - Remaining Balance
 - Monthly Payments
 - Monthly Charges
 - Monthly Adjustments
- Bonds
 - Number
 - Value
 - Bond Date
 - Close Date
 - Closed
 - Bond Company
 - Bond Accounts will be prefixed with letters indicating the type of bond:
 - SB = Surety Bond
 - CB = Cash Bond
 - LC = Letter of Credit
- Payments
 - Transaction Dates
 - Amount Type Check Number
 - Credit Card Ending
 - Authorization
 - Fees
 - Total (with fees)
- Refunds
 - Transaction Date
 - Amount
 - Application
 - Adjuster

Payments

The items displaying under the payments tab are:

- Payments:
 - Transaction Date
 - Amount
 - Type – Payment Type
 - Check Number
 - Credit Card Ending
 - Authorization (associated with Credit Card Transaction)

- Fees
- Total (with Fees)
- Adjustments
 - Transaction Date
 - Amount
 - User – Who made the adjustment
 - Notes

Payments and Applications

The items displaying under the payments and application tab are:

- Payments:
 - Transaction Date
 - Amount
 - Type – Payment Type
 - Check Number
 - Credit Card Ending
 - Authorization (associated with Credit Card Transaction)
 - Fees
 - Total (with Fees)
- Charge Forms
- Adjustments
 - Transaction Date
 - Amount
 - User – Who made the adjustment
 - Notes
- Refunds
 - Transaction Date
 - Amount
 - Application
 - Adjuster – Who made the adjustment
- Permit Applications
 - Application ID – not to be confused with the Permit ID. If the user clicks on the hyperlink, the Permit ID will show in the Permit Details as well as the Permit Image.
 - Charged To – company name who paid for the permit
 - Start Date – when the permit becomes valid
 - Load Description
 - Origin
 - Destination
 - Issued Date
 - Total Fees

[VIEW PAST INVOICES](#)

The user may view their company's Invoices based upon the ones available for a month with amounts and ability to download and email.

COMPANY MANAGEMENT

CREATING A COMPANY

If the user does not have a company created, they must create one. To create a company, the user needs to follow these instructions:

At login to the LaGeaux System there is a button to direct the user to create a new company profile on the Login Screen.

- Enter the Company Details
 - Profile Types
 - Motor Carrier - Individual
 - Permitting Service – may handle permitting for many companies
 - Motor Carrier – Corporation
 - USDOT Number – Searchable field if the USDOT number can be found with the respective USDOT Number.
 - Company Name – Must be a unique name. If the carrier has branches, those branches will be entered later.
 - User Name – How the carrier user or permitting service will login to the company's account.
 - Doing Business As: Optional name for a carrier.
 - FEIN – Federal Employer Identification Number – number issued by the Internal Revenue Service for business entities operating in the USA and the number is used for purposed of identification.
 - Branch Name
 - Address
 - City
 - State
 - Zip Code
 - Contact Information
 - Phone Number
 - Email Address
 - Fax Number (optional)
- Select Continue to Review Company Profile
- Select Previous if the user wants to edit the details
- Select Submit to enter the Company into the Permitting System

EDITING COMPANY PROFILES

The user may edit a company profile, but the user is not allowed to delete a company profile.

- Login as a Carrier Executive User
- Select Management Tab
- Select My Company
- Select Edit Profile
- Edit a field
- Select Continue
- Review the changes
- Select Save

ADD A BRANCH

- Login as a Credentialed Internal User or as a Carrier User
- Select Management Tab
- My Company
- Select Edit Profile
- Select Add Branch
- Enter Data Associated with the new Branch
- Select Continue
- Review the Changes
- Select Previous to make edits
- Select Save to enter changes

DELETE A BRANCH

- Login as a Carrier User
- Select Management Tab
- My Company
- Select Continue
- Select Edit Profile
- Select Remove Branch Icon
- Select Delete
- Review the Changes
- Select Save to enter changes

USERNAME PASSWORDS

RESET PASSWORD BY AN EXTERNAL USER

- Enter URL to Login Screen
- Enter Username

- Select Forgot Password
- Enter email account associated with the Username
- Verify the email contains the new password
- Enter URL to Login Screen
- Enter Username
- Enter the newly assigned Password
- Select Username in the heading of the Page – located on the top right side of the Dashboard Tab.
- Verify a pop-up box displays
- Reset the password
- Confirm the password
- Select Submit

USERNAMES

Upon creation of a new company profile, a username is automatically sent to the email address entered with the company profile creation. The username is an executive Carrier User Role. As an executive user, the user may add other users to the system. The types of user roles for an external user or Company are: Executive and Associate users.

EXECUTIVE USER PRIVILEGES

An executive user privileges include:

- Reports Executive User
 - Forms Sold
 - Permits Issued
 - Transactions
- Dashboard Executive User
 - See login user's applications
 - See all company applications
- Payments Executive User
 - Make a Bond Payment
- Management
 - Company Profile Executive User
 - Edit Company Information including:
 - Doing Business As
 - Contact Information
 - Address
 - Fleet Management
 - Add, Edit, Delete Fleet Vehicles | Trailers | Off-Road

- Forms
 - Order Forms
 - Filter for Form Information
- Bond Accounts
 - Review and email Invoices
 - Review Payments for bonds
 - Review Applications for the entire company where permits were charged to bonds
- View Past Invoices

ASSOCIATE USER PRIVILEGES

An Associate user privileges include reviewing all the permits and applications created under their username. The associate user has limited ability to access company information including invoices, creating new users, Bond information, Bond payments, application payments, insurance. The user may order forms and view the company information.

- Dashboard Associate User
 - See login user's applications and permits.
 - May not view all company permit applications or permits.
- Management
 - Company Profile Associate User
 - Edit Company Information including:
 - Doing Business As
 - Contact Information
 - Address
 - User may not add any users to their respective company.
 - Fleet Management Associate User
 - Add, Edit, Delete Fleet Vehicles: Truck | Trailers | Off-Road
 - Forms
 - Order Forms
 - Filter for Form Information
 - Bond Accounts
 - See Bond Balance on Permit Applications

USERNAME SET UP

The Executive Role for a company is established when the new company is created. An executive user may create other users including executive and associate users associated with their respective company. Each username must be a unique username in the application. To

create new users, the user must select Management Tab and select the *Users* from the pull-down menu.

Select Add New User and a dialog box will appear with the appropriate fields to enter. Again, all users must have a unique name defined within the LaGeaux Application. Each carrier user's role can have access or no access to the Bond for payments of the permits and applications. The password will be sent to the email address used to create the new user. Once the email is sent to the new user, a link to establish the password is provided. Once the password is established, a user may reset password by selecting their username, located in the top right corner of the heading. The user will select the checkbox to reset the password, enter and confirm the new password. Select Submit, note that submit is not available to select unless the passwords entered are identical. An email will be sent to the user to confirm the password was reset.

NEW PERMIT

The ribbon bar contains a button to access the screen to create a new permit.

NEW PERMIT – SINGLE TRIP

- The user selects New Permit
- The user's Company's Name automatically displays
- The user enters the Permit Duration: Single Trip
- The user enters the Permit Type:
 - Mobile Home / Mobile Office
 - Oversize
 - Oversize Overweight
- Configuration - The key field that provides the required populated fields for the permit application:
 - Truck – only available for Oversize and Oversize/Overweight Permits
 - Truck and Trailer (default for MH/MO)
 - Off Road – only available for Oversize and Oversize/Overweight Permits
- Commodity Name:
 - May select from pull down menu
 - Or manually enter Commodity name if not listed.
- The user will be required to enter optional information
 - Reference Number – Customer's Identifying Number for their internal needs
 - Commodity Serial Number – Customer's Identifying Number for their internal needs.
- Vehicle Dimensions
 - Format for Height, Width, Length
 - For a 16 feet 6 inches high vehicle, the format would be 16-6
 - For a 16 feet wide vehicle, the format would be 16 or 16-0

- For a 126 feet 4 inches length vehicle, the format would be 126-4
- Format for Weight:
 - Gross Weight: is listed in pounds
 - Axle Information is listed in pounds
- Axle Information
 - Each axle must be defined with
 - Axle Number
 - Axle Weight in pounds
 - Axle Spacing
 - # of Tires
 - Tire Size (Optional) unless the steering axle is over 12,000 pounds
 - Weight/Latitude In is application generated
- Truck | Trailer Information
 - The user may enter information from a fleet
 - Fleet is available from the Management Tab | Fleets
 - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.
- Select Continue to Access Route Planner.

ROUTE PLANNER

- Define and Generate a Safe Route to apply to the permit
 - If a safe route cannot be generated the user may continue to confirm the permit
 - Safe Route is defined as a route where no restrictions are found.
 - Restrictions are honored based upon the vehicle's dimensions.
 - If a prohibited route is the only route generated, the permit will automatically go for review.
 - Prohibited Routes include routes with restrictions.
 - Restrictions are honored based upon the vehicle's dimensions.
 - The user must at a minimum enter:
 - Origin
 - Destination
 - Select Continue to return to complete the permit application process.

PERMIT CONFIRMATION PAGE – SINGLE TRIP PERMIT

- The user is directed to the Permit Confirmation Page
 - The user will need to enter the delivery type:
 - Email

- Fax
- Pick up
- Payment Type on Confirmation of the application page:
 - The user can Pay with Bond if the bond has been established, and has enough funds available to use.
 - The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
 - The user can review the anticipated workflow of the permit – auto approve, review process, etc.
 - The user can view the inputs to the permit and verify they are correct
 - Select Continue and the user will be directed to an Application ID confirmation page, where:
 - An Application ID is assigned
 - Status if the application is pending review or payment

PERMIT DETAILS

Permit Details is the page that allows the user to view the inputs made on the Permit Application.

- Permit Details include:
 - Duplicate Permit Application to clone the permit information
 - View Permit – if successfully applied and paid

NEW PERMIT – MONTHLY PERMIT

- The user selects New Permit
- The user enters the Permit Duration: Monthly Permit
- The user enters the Permit Type:
 - House Movers Equipment
 - Oilfield Special Equipment
 - Oversize
 - Pleasure Craft
- The Carrier Name automatically populates
- The user will be required to enter optional information
 - Reference Number – Customer’s Identifying Number for their internal needs
 - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- Vehicle Dimensions
 - Height, Width, Length
 - For a 16 feet 6 inches high vehicle, the format would be 16-6
 - For a 16 feet wide vehicle, the format would be 16 or 16-0
 - For a 126 feet 4 inches length vehicle, the format would be 126-4

- Format for Weight:
 - Gross Weight: is listed in pounds
 - Axle Information is listed in pounds
- Axle Information
 - Each axle must be defined with
 - Axle Number
 - Axle Weight in pounds
 - Axle Spacing
 - # of Tires
 - Tire Size (Optional) unless the steering axle is over 12,000 pounds
 - Weight/Latitude In is application generated
- Truck | Trailer Information
 - The user may enter information from a fleet
 - Fleet is available from the Management Tab | Manage Company Profile
 - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.
- The user is directed to the Permit Confirmation Page

PERMIT CONFIRMATION PAGE – MONTHLY PERMIT

- The user will need to enter the delivery type:
 - Email
 - Fax
 - Pick up
- The user can pay with Bond if the bond has been established and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
 - An Application ID is assigned
 - Status if the application is pending review or payment

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
 - View Permit – if successfully applied and paid

- Duplicate Permit Application to clone the permit information

NEW PERMIT – LETTER PERMIT

- The user selects New Permit
- The user selects Application Type: Letter
- The user enters the Configuration:
 - Critical Off Road
- The user will be required to enter optional information
 - Reference Number – Customer’s Identifying Number for their internal needs
 - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- The user will be required to enter the Commodity from either the pull-down list or by directly entering a commodity not in the list.
- Vehicle Dimensions
 - Height, Width, Length
 - For a 16 feet 6 inches high vehicle, the format would be 16-6
 - For a 16 feet wide vehicle, the format would be 16 or 16-0
 - For a 126 feet 4 inches length vehicle, the format would be 126-4
 - Format for Weight:
 - Gross Weight: is listed in pounds
 - Axle Information is listed in pounds
- Axle Information
 - Each axle must be defined with
 - Axle Number
 - Axle Weight in pounds
 - Axle Spacing
 - # of Tires
 - Tire Size (Optional) unless the steering axle is over 12,000 pounds
 - Weight/Latitude In is application generated
- Truck | Trailer Information
 - The user may enter information from a fleet
 - Fleet is available from the Management Tab | My Company
 - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.
- The user is directed to the Permit Confirmation Page

PERMIT CONFIRMATION - PAGE SEMI-ANNUAL

- The user will need to enter the delivery type:

- Email
- Fax
- Pick up
- The user can pay with Bond, if the bond/escrow has been established, and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
 - An Application ID is assigned
 - Status if the application is pending review

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
 - View Permit – if successfully applied and paid
 - Duplicate Permit Application to clone the permit information
 - Once the Letter is reviewed and approved, permits may be issued against the Letter and those permits will not require review.

ISSUING PERMITS AGAINST A LETTER

- Search for an approved letter under Search | Search by Criteria
- Erase the Submitted From (defaults to today but make it blank)
- Select Application Type: Letter
- Select Submit (if no Letters are available the list will be empty)
- Select the Hyperlink from the Application ID (Note the Letter will reflect a L at the beginning of the Application ID)
- Select Add New from the Single (or Semi Annual)
- Verify the data enters correctly.
- Select Continue

PERMIT CONFIRMATION PAGE – PERMIT FROM LETTER

- The user will need to enter the delivery type:
 - Email
 - Fax
 - Pick up
- The user can pay with Bond, if the bond has been established, and has enough funds available to use.

- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The application is an auto approval permit (unless a hardship comment has been entered).
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
 - An Application ID is assigned
 - Status if the application is pending review or payment

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
 - View Permit – if successfully applied and paid

NEW PERMIT – ANNUAL PERMIT

- The user selects New Permit
- The user enters the Permit Duration: Annual
- The user enters the Permit Type:

<ul style="list-style-type: none"> ■ Agronomic and Horticulture ■ Bagged Rice ■ Containerized Cargo (1, 2, Special) ■ Cotton Module ■ Escort Vehicle ■ Forest Management ■ Forest Products ■ Harvest Season/Natural Forest Products ■ Liquid Bulk 	<ul style="list-style-type: none"> ■ Non-Critical Off Road ■ Oversize ■ Oversize Overweight ■ Refuse ■ Refuse/Waste ■ Solid Waste ■ Steering Axle ■ Timber Cutting/Logging Equip ■ Waste Vehicle
--	---
- The user will be required to enter optional information
 - Reference Number – Customer’s Identifying Number for their internal needs
 - Commodity Serial Number – Customer’s Identifying Number for their internal needs.
- Vehicle Dimensions
 - Height, Width, Length
 - Most dimensions are automatically generated.
 - The format is feet-inches – 9-6 will be 9 feet, 6 inches.
 - Format for Weight:
 - Gross Weight: is listed in pounds
 - Axle Information is listed pounds

- Most are generated with a Maximum Gross Weight.
- Axle Information
 - Not required on most annual permits.
- Truck | Trailer Information
 - The user may enter information from a fleet
 - Fleet is available from the Management Tab | Manage Company Profile
 - Fleet can be saved on the new permit page by adding the newly created vehicle in the vehicle area.
- The user is directed to the Permit Confirmation Page

PERMIT CONFIRMATION PAGE – ANNUAL PERMIT

- The user will need to enter the delivery type:
 - Email
 - Fax
 - Pick up
- The user can pay with Bond if the bond has been established, and has enough funds available to use.
- The user will need to confirm/enter the correct contact information for the delivery type if it is Email or Fax.
- The user can review the anticipated workflow of the permit – auto approve, review process, etc.
- The user can view the inputs to the permit and verify they are correct
- Select Continue and the user will be directed to an Application ID confirmation page, where:
 - An Application ID is assigned
 - Status if the application is pending review or payment

PERMIT DETAILS

- Permit Details can be viewed, and actions may be applied:
 - View Permit – if successfully applied and paid
 - Duplicate Permit Application to clone the permit information

APPLICATION ID

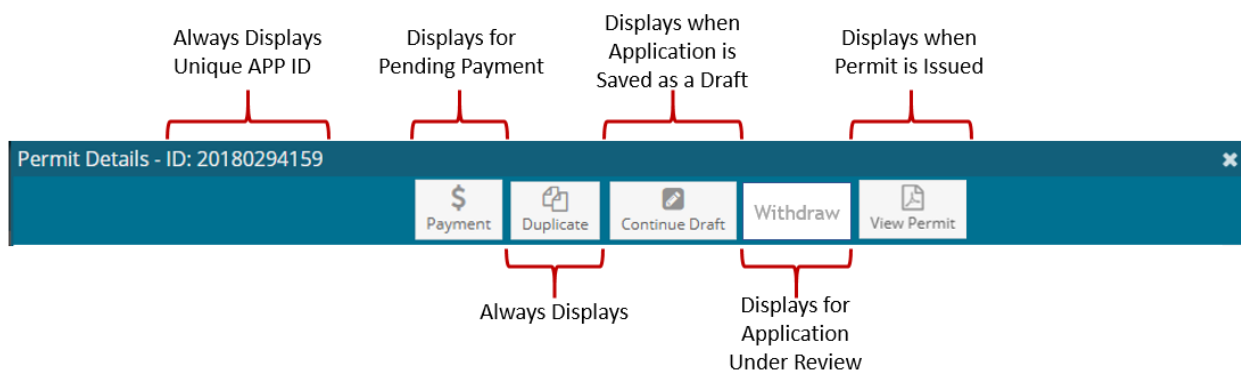
- Login to the Application
- The user will be directed to the Dashboard
- Select an Application ID from the Application History
- If no new applications are present, there are no permits available.
 - Note: Once the user begins applying for permits, the list will start to generate on the dashboard

PERMIT DETAILS

- General Information contains:
 - Carrier Branch
 - Contact
 - Vehicle
 - Route
 - Fees
 - Restrictions
 - Supporting Documents
 - Status Updates
 - Decisions

PERMIT DETAILS – ACTION TABS

External Users have Action Tabs on each Permit Detail Screen. Not all the buttons shown below are available for each Application ID. The number of displayed buttons will depend if the application status is either Active or Active | Issued.



- **Payment** – Gives the user a button to finish the application by paying for the permit.
- **Duplicate** – Gives the Internal or External user the ability to clone a permit application.
- **Continue Draft** – gives the user the ability to continue the Application, if the user has saved as a draft during the initial permit application. The Continue Draft function is only for the user who created the draft and no other user may continue the draft application.
- **Withdraw** – Gives the user the ability to withdraw the application if the application is under review (bridge, pavement, Supervisor, Agent, et al)
- **View Permit** – Allows with Internal or External user the ability to view the permit image.

PERMIT DETAILS – SCREEN WARNINGS

Screening Warnings

- The CVIEW service is currently disabled, could not retrieve carrier data
- The CVIEW service is currently disabled, could not retrieve vehicle data

Screen Warnings give the user information about:

- **CVIEW** – The system’s automatic lookup to verify the defined vehicles for the respective permit has found the vehicle accurate.

- If the vehicle information is not found in the database, the permit will be sent for review.
- The CVIEW also is established for USDOT numbers entered into the Company Profile.
- The VIN, State Plate, Tag State
- Reviews Required
 - If a permit application is over specified dimensions, the permit must be reviewed by authorized LADOTD Staff.
 - Reviewable Items will be prefaced with two asterisks to identify the issues requiring the review.

GENERAL INFORMATION - PERMIT DETAILS

General Info		
Application ID: 20172132630	Status: AGENT_REVIEW	Delivery Type: email
Charged To: TEST KWP		
Issued To: TEST KWP		
Start Date: 08/01/2017	End Date: 08/01/2017	Duration: 1
Permit: single	Type: single.oversize	Subtype:
Configuration: single.oversize.oversize.tru	Reference #:	USDOT: 123456
Walk-In: <input type="checkbox"/>	P Form: <input type="checkbox"/>	P Form #:
Commodity #:	Commodity Description: TEST Agent Review	

The General Information contains:

- Application ID – primary key used in the database and is system generated. The field can never be edited.
- Application Status: Status
 - In Review:
 - If the permit is under review the status will indicate the next role level of review.
 - Active | Issued:
 - If the permit is active and/or issued, the status will indicate the permit is active.
 - Expired:
 - If the end date on the permit is out of date, the status will indicate the permit is expired.
 - Single permits last only 7 days.
 - Monthly Permits will expire within 30 days or by the end of the month, depending upon the type of permit selected.
 - Semi Annual
- Delivery Type: Will specify if the permit was delivered via:
 - Fax
 - Email
 - Pickup

- Charged To - The payment was made by either the carrier or permitting service.
- Issued To - The name of the carrier the permit was issued.
- Start Date: The date which the permit becomes valid
- End Date: The last date which the permit can be used.
- Duration:
 - Single Permits – how many days and how many trips
 - Monthly Permit – how many months
 - Semi Annual – Does not apply
 - Annual Permit – Does not apply
- Permit Types:
 - Single
 - Monthly
 - Semi Annual
 - Annual

SEARCH

All users can perform different search queries based upon the fields entered.

APPLICATION

SEARCH BY ID

The user can search based upon either an Application ID or a Permit ID. These numbers are unique keys to indicate the information on the permit or application. Application IDs starting with the letter A are Permit Applications. Application IDs starting with the letter L are Letter Applications.

SEARCH BY CRITERIA

The user can search based upon numerous factors including:

- | | |
|--------------------|-----------------------|
| ■ Dates | ■ Permit Type |
| ■ Account Number | ■ Permit Subtype |
| ■ Reference Number | ■ Configuration |
| ■ Form Type | ■ Status |
| ■ Username | ■ Vehicle Information |
| ■ Route Taken | ■ Payment Information |
| ■ Engineering Key | ■ Dimensions |

REPORTS

External Users may run reports that include:

<u>Report</u>	<u>Description</u>
Forms Sold To Customer	A and C Forms sold to customer
Permits Issued to Customer	List of Permit Numbers by Customer

APPENDIX A: GLOSSARY

COMPANY INFORMATION

<u>Entry Name</u>	<u>Detail</u>
Account Type	Select the appropriate type of account (whether you are motor carrier, permit service, or a motor carrier corporation).
Company Name	Enter the name of company.
Username	Enter the username that you would like to use for this account.
FEIN	Enter the Tax ID or the Federal Identification Number of company.
USDOT	Enter the USDOT Number, if available.
Driver's License Number	Enter driver's license number. This entry is only applicable if you selected Motor Carrier as account type above.
Driver's License State	Select the state in which driver's license was issued. This entry is only applicable if you selected Motor Carrier as account type above.

BRANCH INFORMATION

<u>Entry Name</u>	<u>Detail</u>
Branch Name	Enter the branch.
Address Line 1	Enter the Street Name and Number of this branch.
Address Line 2	Enter additional address information if applicable.
City	Enter the city in the branch is located.
Postal Code	Enter the postal code.
State	Select the State the branch is located.

Branch Contact Information

<u>Entry Name</u>	<u>Detail</u>
First Name	Email Address
Last Name	
Phone Number	Enter first name.
Fax Number	Enter last name.

Enter phone number (xxx-xxx-xxxx).

Enter email address. This address will be used for future correspondences.

Enter fax number (xxx-xxx-xxxx).

DASHBOARD DETAILS

<u>Entry Name</u>	<u>Detail</u>
Application ID	The system-assigned number for the permit application. This entry is a hyperlink and clicking on this application id will bring up the detailed permit application.
Carrier	The name of the carrier for whom the permit application was submitted. This entry is only applicable if the user is logged in as a permit service.
Status	The status of the permit application. (e.g., Pending Agent Review, Draft, Approved, Active)
Outcome	This is the result of the associated status of the application. This field will display the outcome of that work step.
Start Date	The date on which the permit will be in effect.
Load	The load that will be transported in using the permit application.

STATUS DEFINITIONS

<u>Status</u>	<u>Definition</u>
All Statuses	Summary status – Includes all statuses in the system.
Pending	Summary status – includes pending agent review, in agent review, pending Lageaux review, in Lageaux review, pending 3 rd party review, in 3 rd party review, pending manager review, in manager review, pending final review, in final review.
Active/Issued	Summary status – includes active and issued.
Active	Permit document exists, application is approved and paid for, today's date is between the start date and end date of the actual permit.
Revised	The amendment that was made to an existing permit.
Hold	Temporary status that prevents a permit from being issued until an authorized user manually releases the hold. A good example is the application has been submitted and paid for but the carrier is waiting for delivery of the container to finish the load.
Approved	Permit application has been processed and is ready for payment.
Draft	Permit application that has not been submitted, has been set aside so that the user may complete the application later. Drafts can remain in the system for up to 30 days before they are deleted.
Expired	Status where today's date is beyond the end date of the actual permit.
In Agent Review	An agent is currently reviewing the permit application.
In Lageaux Review	A Lageaux engineer is currently reviewing the permit application.
In Manager Review	A manager is currently reviewing the permit application.
In Final Review	An agent or manager is performing a final review of the permit application.
In Violation	A permit that has a violation assigned to it and is no longer a valid permit.
Issued	Permit document exists, application is approved and paid for, today's date is before the start date of the actual permit.

Pending Agent Review	The permit application is in the agent queue and is waiting for an agent to review the permit application.
Pending Lageaux Review	The permit application is in the Lageaux engineering queue and is waiting for an engineer to review the permit application.
Pending Manager Review	The permit application is in the manager queue and is waiting for a manager to review the permit application.
Pending Final Review	The permit application is in the Specialist queue and is waiting for an agent or manager to review the permit application.
Rejected	The permit application failed the manual review validation and was rejected. A reject reason will be supplied with the notification.
Submitted	The permit application was submitted and is being processed through the appropriate workflow.
Void	The actual permit was voided in the system the same day it was paid for and the money was returned to the customer.
Credit	The actual permit was voided in the system a day or more after it was paid for and the money was returned to the customer.
Suspended	The actual permit is temporarily marked as inactive due to severe weather conditions.
Revoked	A permit application is no longer needed or the actual permit is no longer valid and no money is returned to the customer.
Invalid	An actual permit or permit application is no longer considered valid.

GENERAL INFORMATION

<u>Entry Name</u>	<u>Detail</u>
Reference Number	Enter a reference number, if applicable. The value is a carrier referenced item.
Permit Duration	Select the permit duration required.
Permit Type	Select the type of permit required.
Permit Subtype	Select the subtype of permit required.
Configuration	Select the type of vehicle that will be transporting the load.
Start Date	Enter the start date for which the permit will be in effect.
Duration	Select duration of the monthly permit (Only applicable if permit duration selected is Monthly)
Walk-in	State users can select this box, if it is a walk-in permit application (only applicable if logged in as a State user)

OVERSIZE AND OVERWEIGHT INFORMATION

<u>Entry Name</u>	<u>Detail</u>
Height	Enter the height of the vehicle. (measured in ft-in)
Width	Enter the width of the vehicle. (measured in ft-in)
Trailer and Load Length	Enter the length of the trailer and load. (measured in ft-in) This entry only is applicable for vehicles with trailers.
Total Length	Enter the total length of the vehicle. (measured in ft-in)

Front end Overhang	Enter the front end overhang of the vehicle. (measured in ft-in) This entry only is applicable if Vehicle Type selected is <i>Tractor Trailer</i> or <i>Tow Away</i> .
Rear Overhang	Enter the rear overhang of the vehicle, if applicable. (measured in ft-in)
Gross Weight	Enter the gross weight of the vehicle, if applicable. (measured in lbs)
Has Trunnion Axle	Check this box if the vehicle has trunnion axle. (an axle configuration with two individual axles mounted in the same transverse plane)
Interstate Travel	Check this box if the permit is required for interstate travel.
Number of Axles	Select the number of axles on the vehicle.
Axle Weights	Enter the weight of an individual axle. (measured in lbs). The number of entries for axle weights displayed is based on the value entered for Number of Axles.
Axle Spacings	Enter the distance to the next axle on the vehicle. (measured in ft-in) The number of entries for axle spacings displayed is calculated to be one less than the value entered for Number of Axles.

TRUCK INFORMATION

<i>Entry Name</i>	<i>Detail</i>
Make	Select the make of the vehicle.
Year	Enter the year of manufacture.
Tag Number	Enter the license plate/tag number.
Tag State	Select the registered state.

Trailer/Load Information (Conditional)

<i>Entry Name</i>	<i>Detail</i>
Make	Select the make of the vehicle.
Year	Enter the year of manufacture.
Tag Number	Enter the license plate/tag number.
Tag State	Select the registered state.
Lowboy-style Trailer	Check this box if the vehicle has a low-boy style trailer configuration.
Load Serial Number	Enter a load serial number, if applicable.
Load Description	Enter the load description

MOBILE OFFICE INFORMATION (CONDITIONAL)

<i>Entry Name</i>	<i>Detail</i>
Make	Select the make of the vehicle. This entry only is applicable if the permit type selected is a mobile office.
Tag Number	Enter the license plate/tag number. This entry only is applicable if the permit type selected is a mobile office.

Tag State Select the registered state. This entry only is applicable if the permit type selected is a mobile office.

MANUFACTURED HOME (CONDITIONAL)

The following entries are only applicable if the permit type selected is a manufactured home. Additionally only some or all these fields will be required based on your selection of permit sub-type.

<u>Entry Name</u>	<u>Detail</u>
Dealer Tag/In Transit Number	Enter the dealer tag/In transit number if applicable
Dealer Tag/In Transit State	Enter the tag/in transit number of the dealer if applicable
Mfg Home Tag Number	Enter the manufactured home tag number if applicable.
Serial Number	Enter the serial number of home.

SEARCH FOR APPLICATIONS

<u>Entry</u>	<u>Detail</u>
Application Id	Enter the number assigned to the permit application when it was created/submitted.
Company Name	Enter name of the company associated with the permit application(s). This entry is only displayed for permit service and internal State users.
Company FEIN	Enter the FEIN associated with the permit application(s). This entry is only displayed for permit service and internal State users.
Driver's License Number	Enter the driver's license number associated with the permit application(s). This entry is only displayed for permit service and internal State users.
Company USDOT	Enter the USDOT number associated with the permit application(s). This entry is only displayed for permit service and internal State users.
Route Origin	Enter the origin of the route associated with the permit application(s).
Route Destination	Enter the destination of the route associated with the permit application(s).
Load Description	Enter the description of the load associated with the permit application.
Permit Type	Select the type of permit. (e.g., "Single-Trip", "Annual")
Status	Select the status of the permit application. (e.g., "Draft", "Submitted", "Approved")
Start Date –	From (MM/DD/YYYY) Enter the first day of the date range in which the permit was initiated. (e.g., "01/22/08"). You can also select the calendar icon next to this field to pick this desired date.
Start Date –	To (MM/DD/YYYY) Enter the last day of the date range in which the permit was initiated. (e.g., "01/25/08"). You can also select the calendar icon next to this field to pick the desired date.

Submitted Date – From (MM/DD/YYYY) Enter the first day of the date range in which the permit was submitted. (e.g., "01/10/08"). You can also select the calendar icon next to this field to pick this desired date.

Submitted Date – To (MM/DD/YYYY) Enter last day of the date range in which the permit was submitted. (e.g., "01/15/08"). You can also select the calendar icon next to this field to pick this desired date.

Results per Page Select the number of results to display on a single page.

COMPANY PROFILE

<i>Entry Name</i>	<i>Detail</i>
-------------------	---------------

BILLING INFORMATION

Address – Line 1	Edit the first line of the company's business address, if needed.
Address – Line 2	Edit the second line of the company's business address, if applicable.
City	Edit the company's city of origin, if needed.
State/Province	Edit the company's State, Province, or Country of origin, if needed.
Postal Code	Edit the company's postal code, if needed.
Contact First Name	Edit the first name of the responsible individual, if needed.
Contact Last Name	Edit the last name of the responsible individual, if needed.
Contact Phone Number	Edit the phone number of the responsible individual, if needed.

BRANCH INFORMATION

Branch Name	Edit name of the branch, if needed.
Address – Line 1	Edit the first line of the branch's business address, if needed
Address – Line 2	Edit the second line of the branch's business address, if applicable.
City	Edit the branch's city of origin, if needed.
State/Province	Edit the branch's State, Province, or Country of origin, if needed.
Postal Code	Edit the branch's postal code, if needed.

BRANCH CONTACT INFORMATION

First Name	Edit the first name of the responsible individual, if needed.
Last Name	Edit the last name of the responsible individual, if needed.
Phone Number	Edit the phone number of the responsible individual, if needed.
Email Address	Edit the email address of the responsible individual, if needed.
Fax Numbers	Edit fax numbers for the branch as necessary and/or add fax numbers using the add fax number button if needed

APPENDIX B: REPORT PROBLEMS

Information about Louisiana Department of Transportation and Development (LADOTD) may be accessed at: <http://www.dotd.la.gov/>

When reporting a problem be sure to include:

- Date and time of the error.
- Application version number. Found in the header on the Dashboard Tab.
- A one-sentence description of the problem in the subject line.
- The page where the user is encountering the problem.
- A step-by-step description of the actions the user performed that led to the problem. Include data the user was entering.
- Error message(s) that appeared. (Screenshots are encouraged!)

To contact LADOTD about Oversize/Overweight permits, the email address is DotdLaGeauxPermits@LA.GOV. To contact Support Line with questions or comments, use the **HELP LINE – 800-654-1433 OPTION 1** or 225-343-2345.

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