E-Permits Help Document

North Dakota Highway Patrol
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701-328-2621

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To purchase electronic permits for the North Dakota Highway Patrol, visit our web site at the following address http://www.state.nd.us/ndhp/permits.html and click the E-Permits button.

Establishing a State of North Dakota User ID:

To get a State of North Dakota login, click the "Sign up for a State of North Dakota Login ID" link under the Registration Process, Step 1.

Figure A

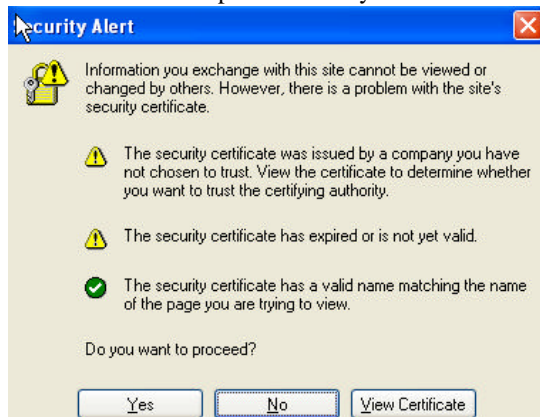Click "**Yes**" to accept the Security Alert

Figure B

Complete the "Sign up for the state of North Dakota User ID" form. Note: All * fields are required. Once the form is completed, select the "Create Login". Your user id should be no longer than 13 characters. The password you use must be at least 6 characters long and contain at least one upper case character and 1 number.

After confirmation, close your Internet browser. Then open your email. You will receive a message from itd@secure.state.nd.us open the email and click on the provided link to confirm your password. After your password is confirmed please wait for 5 minutes before logging into E-permits.

Login to E-Permits:

Set your Internet browser to go to http://www.discovernd.com/ndhp and choose the "**E-permits**" button. Select the "**Registered User Login**" option at the top of the page or use the link in Step 2 of the registration process. You may then login using your newly created State of North Dakota User ID. *(See Figure C)*
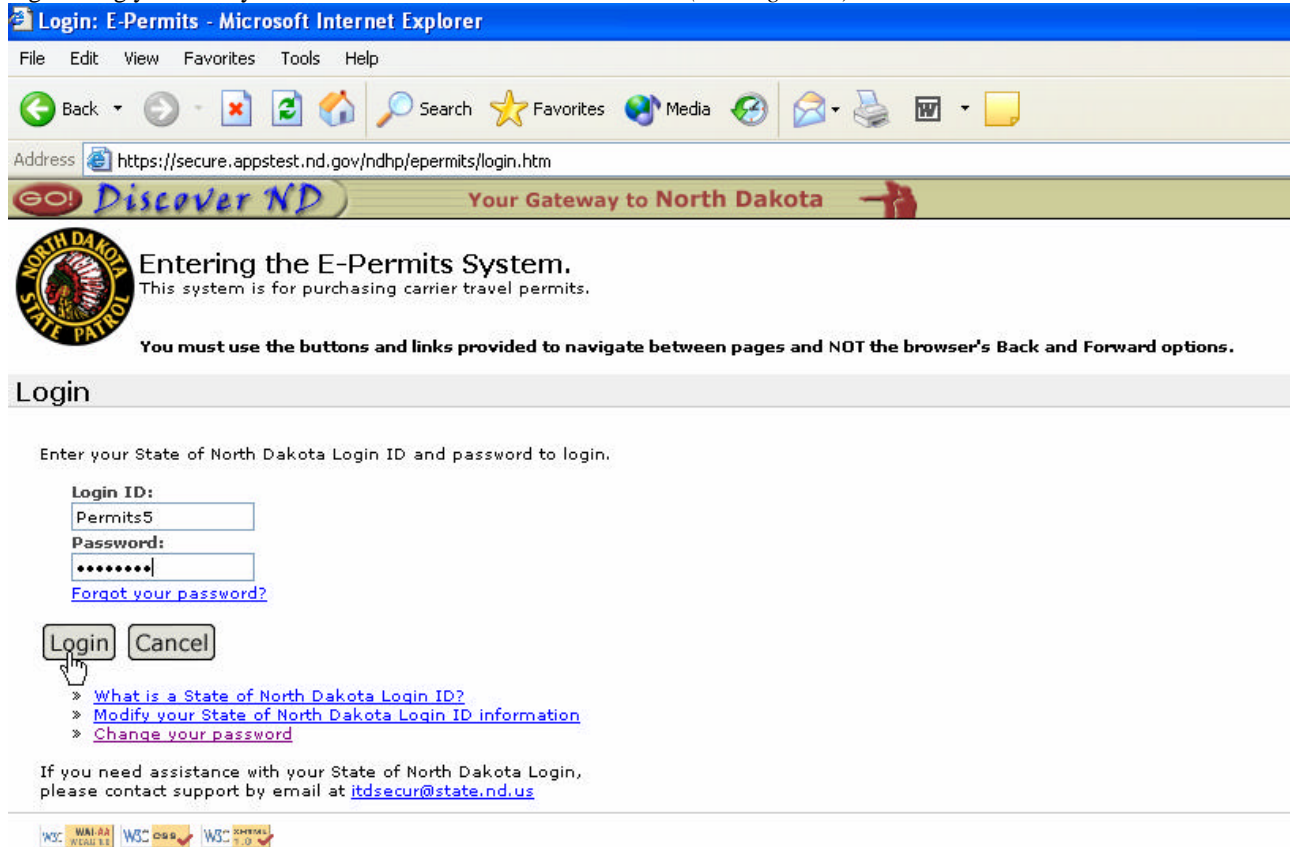

Figure C

The "Company Profile" screen will have two options: *(See Figure D)*
- Create New Company Profile: Select this option to initially setup your company in the E-permits system. This is where you will enter company information such as name, contact person, address, telephone, etc.
- Join Company Profile: If your company has more than one employee that will utilize the E-permits system, each employee will need to create a State of ND User ID for themselves and at first login join the already created company using the PIN# provided when your company profile was created. To locate you PIN# see page 14 "Maintain Profile".
  o Select this option only if your company has already established a profile. By joining the company, each user will be able to access and add to the power unit listing and permit history. The "PIN#" of your company's account will be required to join the profile. The PIN# can be obtained from your company.
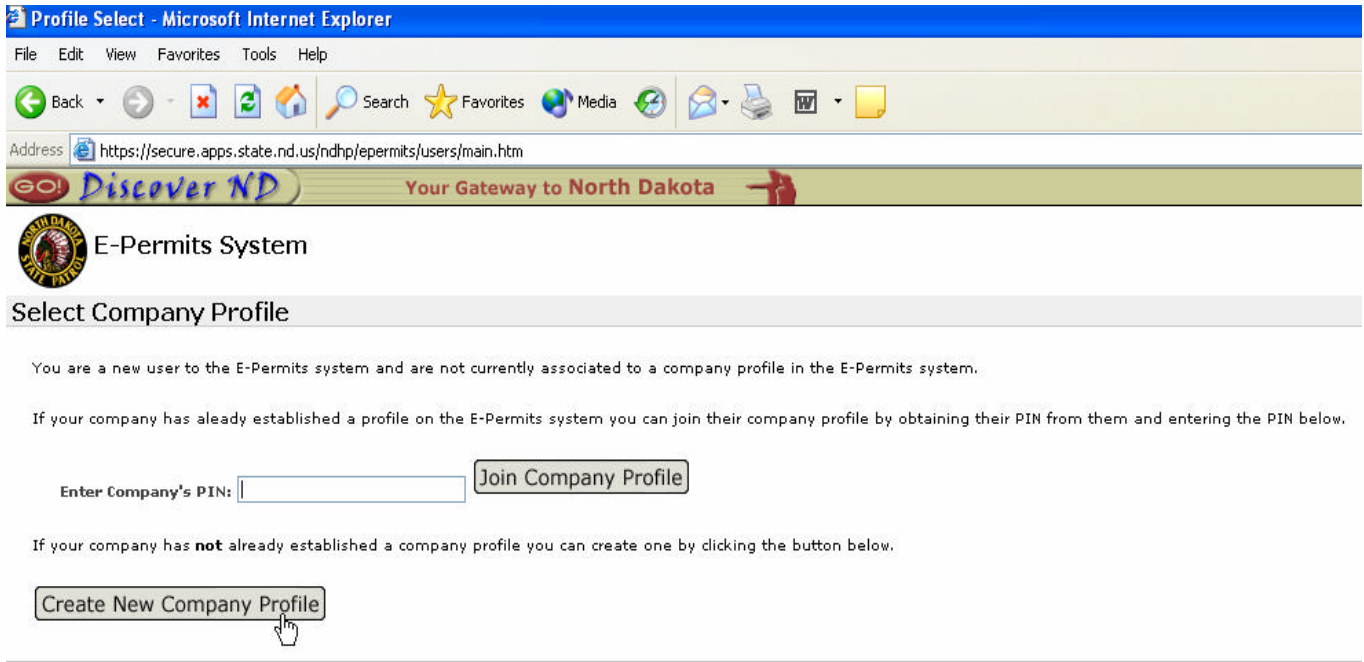
Figure D

Create New Company Profile:
Complete the "Create New Company" form and select "**Continue**". All fields except the USDOT Number are required. You will be logged out of the E-permits system. Click "**Continue**" to return to the "Login" page. *(See Figure E)*
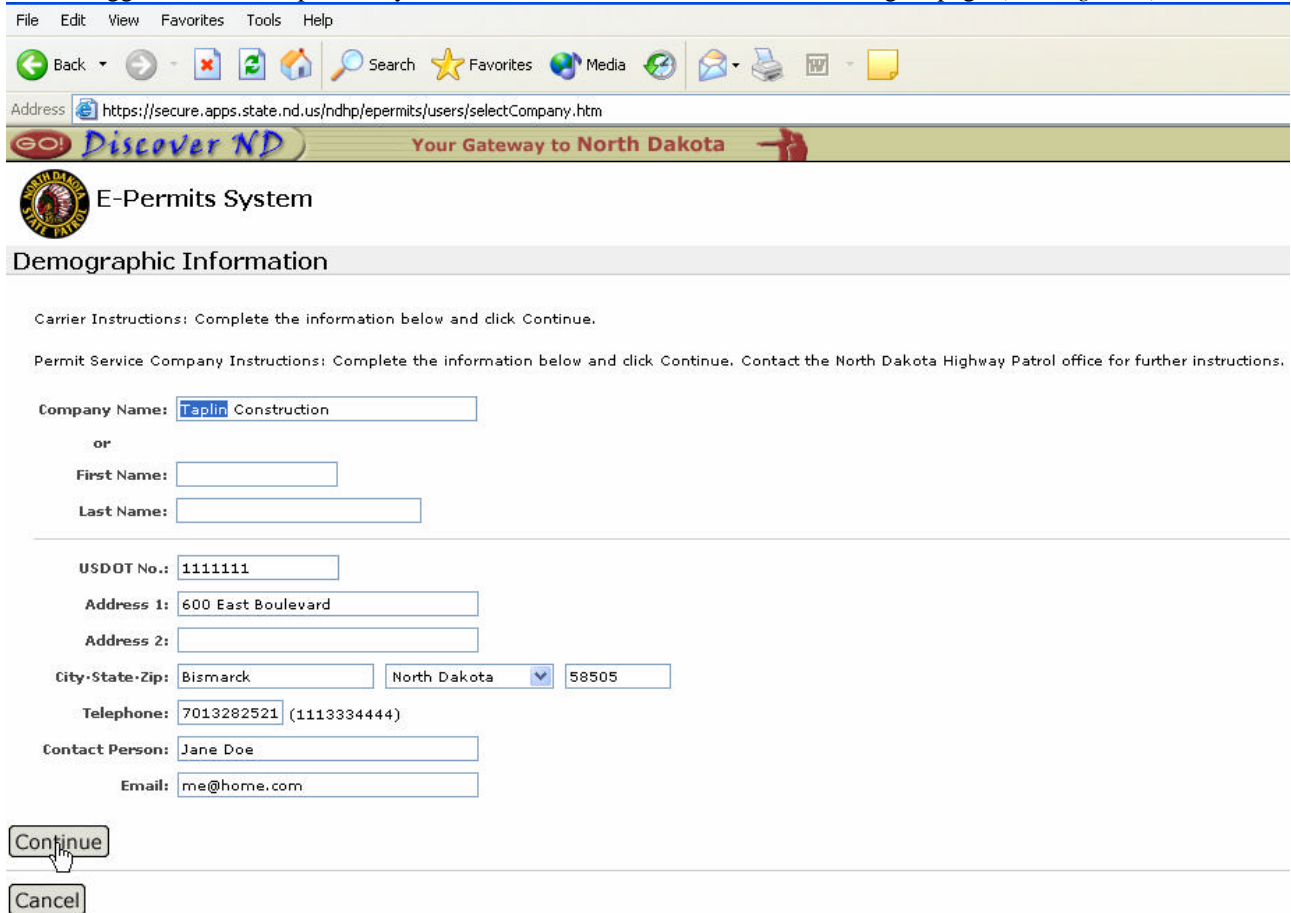

Figure E

Add Power Units:
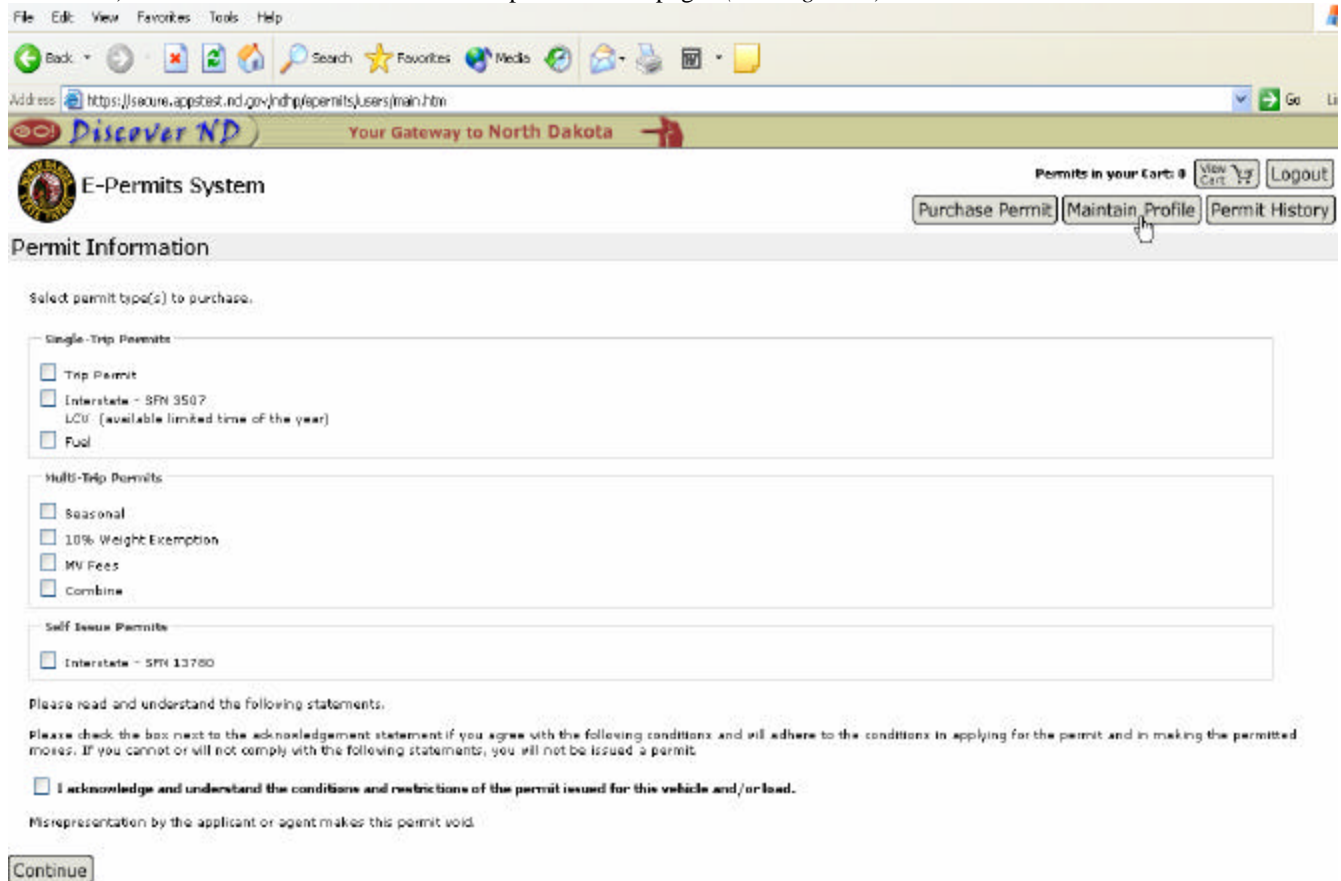   1) Click "**Maintain Profile**" at the top of the main page. *(See Figure F)*

Figure F

    2) Click "**Continue**" at the bottom of the Demographic Information page. This page should show your company information.
    3) Click "**Add Power Unit**" to add power units to your company. *(See figure G)*
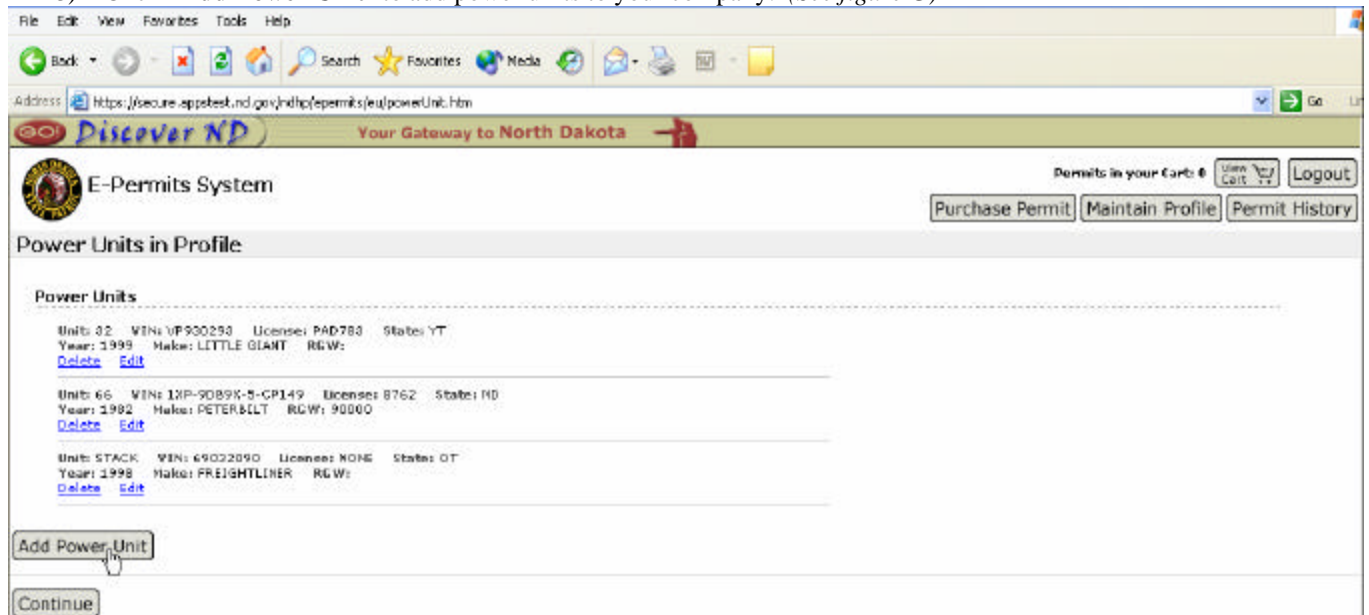
Figure G
    4) Enter your Power Unit Information
    5) Click "**Continue**"

Figure H

6) Fill out all remaining information.
   - ➢ **North Dakota**-For a power unit registered in North Dakota, the remaining information will be filled in automatically.
   - ➢ **Out of State/International**-For a power unit registered in another state, complete the remaining information. If you are a member of IRP and North Dakota is listed on your Cab Card you must fill in your North Dakota Registered Vehicle Weight.
7) Click "**Add**"

Figure I

Power Unit Confirmation
1) If you have additional power units, add them by selecting "**Add Power Unit**" *(Figure J)*
2) You can purchase a permit for any of the power units that have been entered by selecting "**Purchase Permit**"

Figure J

Purchase Permit:

1) Select the type of Permit you wish to purchase.
2) Please review the acknowledgement statement and accept the statement if applicable. If you do not complete this section your permit will not be processed and no permit will be issued. Then choose the type of permit you would like to purchase.

Figure K

Select "**Purchase Permit**" from the appropriate power unit listed on your screen. If the power unit is not appearing complete a search by entering the criteria listed at the top of the page. If you need to add a power unit, you will need to click on "**Maintain Profile**" at the top of your page.

Figure L

Trip Permit
1. Select **"Trip"** from the Permit Type list. *(Figure K)*
2. Choose "**Continue**"
3. Select the appropriate Power Unit
4. Complete the Trip detail section. You may purchase any permit 7 days prior to the begin date of your permit.
5. Please note the requirements at the bottom of the page.
6. When finished select "**Add Permit to Cart**' Once a permit is in the shopping cart, you may continue shopping or check out. *(Figure M)*

Figure M

LCV Permit
1. Select LCV from the permit type list.
2. Choose "**Continue**"
3. Select the appropriate power unit
4. Select the appropriate trip classification
    a. Single Trip
    b. Multiple Trip

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5. Press **"Continue"**
6. Complete the movement to and from information, the begin date, and the description of load
7. Complete the measurements, axle information and the highway information.
8. Please note the requirements at the bottom of the page.
9. Choose "**Add permit to cart**" when finished.

10% Weight Exemption
1. Select 10% Weight Exemption from the permit type list.
2. Select your Permit Begin Date and time, then select "**Continue**" *(Figure N)*
3. Select the appropriate power unit
4. Select the duration of your permit
5. Enter the description of load
6. Please note the requirements at the bottom of the page.
7. Choose "**Add permit to cart**" when finished.

Figure N

Custom Combine- Resident/Non-Resident Permit
1. Select Combine from the permit type list.
2. Choose the appropriate power unit. Depending on which state your power unit is registered in will determine whether you need a Resident or Non-Resident permit. The system will do this automatically.
3. Enter Description of Load *(Figure O)*
4. Click **"Continue"**

Figure O

5. If you are an out of state carrier, you will be asked if you would like to purchase Temporary Registrations at this time. If you select No, you can purchase Temporary Registrations at a later date only if you have a purchased

Custom Combine permit in your Permit History. If you select Yes-enter the appropriate information and click "Add Permit to Cart".

MV Fees (Temporary Registration)- You must have a valid Non-Resident Custom Combine Permit in order to purchase temporary registrations.
1. Select MV Fees from the permit type list
2. Enter your Start Date
3. Enter your Vehicle Registrations-click "**Add**" when finished. *(See Figure P)*
4. Enter your Trailer Registrations if necessary-Click "**Add**" when finished
5. Click "**Add permit to cart**" when finished.

Figure P

Fuel Permit
1. Select "**Fuel**" from the Permit Type
2. Enter Permit Begin Date and Time
3. Enter Fuel Type
4. Click "**Continue**"
5. Select appropriate power unit
6. Enter Trip Details
7. Add permit to cart

Interstate Permit-SFN 3507
1. Select Interstate-3507 from Permit type list and click continue
2. Select appropriate power unit
3. Enter Trip Details
4. Enter Description of load
5. Enter Measurements
6. Enter Axle Information
7. Enter Highway Information
8. Click **Continue**
9. Verify Permit information and "**Add permit to Cart**"

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Interstate-SFN 13780—Self Issue Permits
1. Select Interstate-13780 from the Permit type list and click continue
2. Type the quantity of self-issue permits
3. Verify that Mail To information is correct. Make appropriate changes if necessary.
4. Choose "Add Permit to Cart" *(See Figure Q)*

Figure Q

Seasonal Permit
1. Select Seasonal from the permit type list and click continue
2. From the following select the applicable Permit Vehicle/Load type
   - Grain Cleaner
   - Hay Grinder
   - Forage Harvester
   - Hay bales
       i. Truck-Mounted Stack mover
       ii. Vehicle Used to Tow Bale Handler/Hay Bales
       iii. Truck/Tractor Comb used to Haul Hay Bales
   - Fertilizer Spreader
       i. Vehicle Used to Haul Fertilizer Spreader
       ii. Self-Propelled Fertilizer Spreader
   - Chemical Applicator
       i. Vehicle Used to Haul Chemical Applicator
       ii. Self-Propelled Chemical Applicator

3. Follow the information on the screen to correctly fill out your permit information.
4. Click "**Add Permit to Cart**" when finished

Shopping Cart

1. View permits in cart by selecting "**View Cart**" at the top of the page.
2. The "Shopping Cart" will display completed unpaid permits.
   a. You may edit a permit in the cart by selecting "edit". When your change is complete, your permit will be returned to the cart.
   b. You may delete a permit from your cart by selecting "delete". This will permanently remove the item from your cart.
   c. You may also copy a permit and update any information, such as permit begin date. This will create an identical permit.
3. Choose "**Checkout**" to make payment on permits. *(See Figure R)*

Figure R

Checkout

Your purchase total will appear at the top of the Checkout page. Fill out your credit card information. All fields on this page are required. When completed click "**Submit**" *(Figure S)*

Figure S

Purchase Confirmation/Print Permit

The purchase confirmation will include a Confirmation Number. At this time you can print your permit by using the "View Permit" or "Download Permit" link. "View Permit" will open the permit and allow you to print. "Download Permit" will allow you to save a copy of the permit to your computer where you can either print it or save it to print at a later time. The permit will be displayed using the most current version of Adobe Acrobat Reader. To print the permit, select the Adobe Acrobat Reader print icon.

Figure T

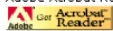**Permit History**

The Permit history displays a listing of your purchased permits for a requested date range. Enter the date range and select "**Search**". (*Figure U)*

Figure U

You may vie w or print any of the permits listed by choosing either "**View Permit**" or "**Download Permit**" *(Figure U)*.
You may print a report with the same information for your records as shown in Figure V.

11/10/2003 - North Dakota Highway Patrol

Prior Permits Purchased - 11/02/2003 Thru 11/02/2003

Carrier: Prellwitz Trucking

Purchased	Receipt No	Confirmation No	Unit No	VIN	Year	Make
11/02/2003	2003030983	0311021222301291010	66	1XP-9DB9X-5-CP149	1982	PETERBILT

Permit Type: Combine - Resident

Figure V

Maintain Profile

If at anytime your company changes its address, contact information or you need to add power units, you will want to update your profile. After you make the applicable changes, click "Continue" and your information will be updated.

The profile page shows the Pin Number and users with the access to your account. If an employee leaves the company, you will need to delete their User ID from the account listing. You can do this by choosing the delete link next to the User ID. At that time, it is recommended you regenerate your PIN Number to secure your account.

Company Owner: To access your PIN Number chose "**Maintain Profile**" and click the "**Continue**" button twice. Your PIN Number will be shown at the top of the page. *(See Figure W)*

Figure W

Contact Information - If you have any questions or comments concerning E-Permits, please contact the North Dakota Highway Patrol Permits Division at 701-328-2621. Normal office hours are Monday-Friday from 8:00 am to 4:30 pm, or email your questions after hours to NDHP E-Permits.