

E-Permits Help Document



**North Dakota Highway Patrol
600 East Boulevard Ave
Bismarck, ND 58505
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

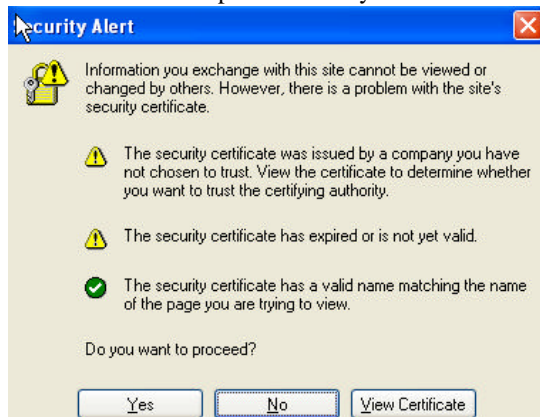


Figure B

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)

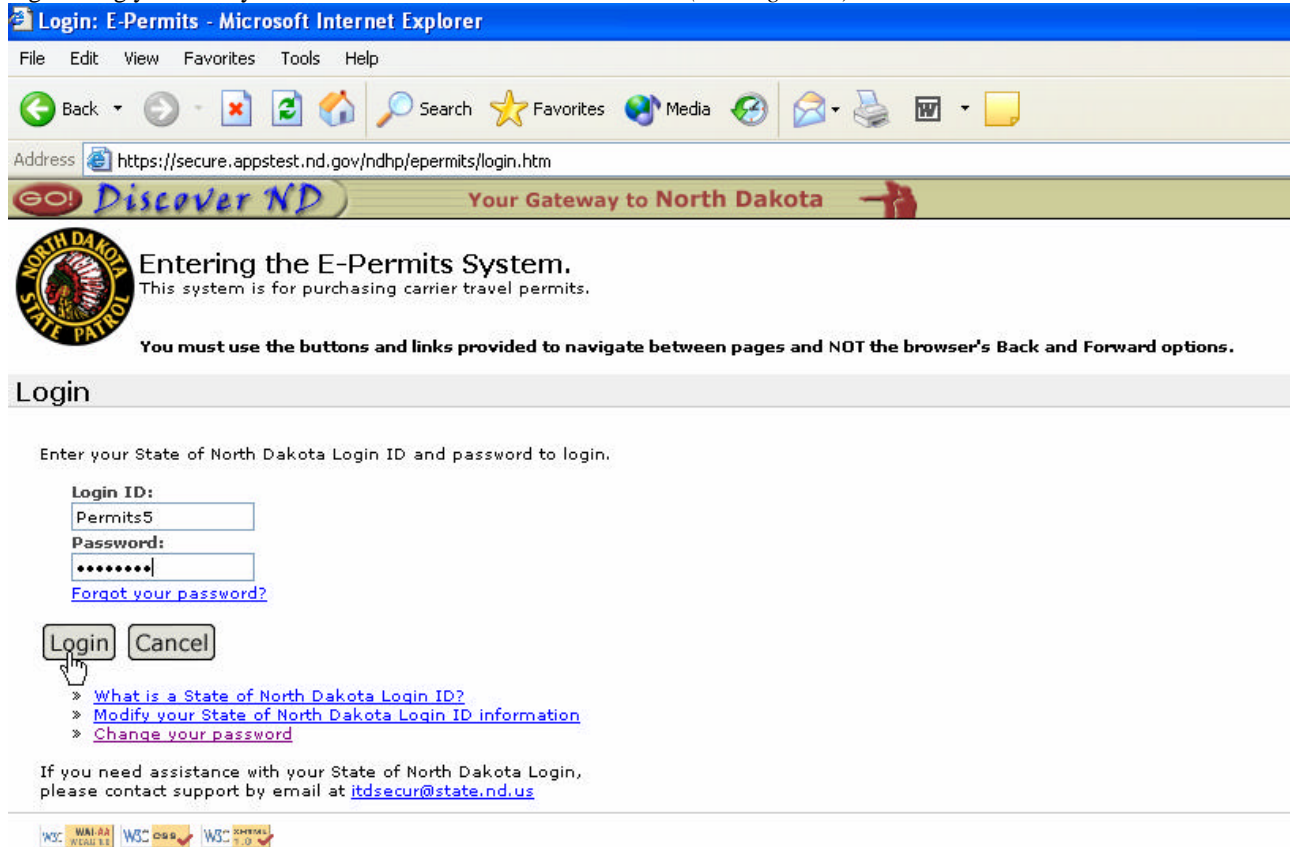


Figure C

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”.
 - 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.

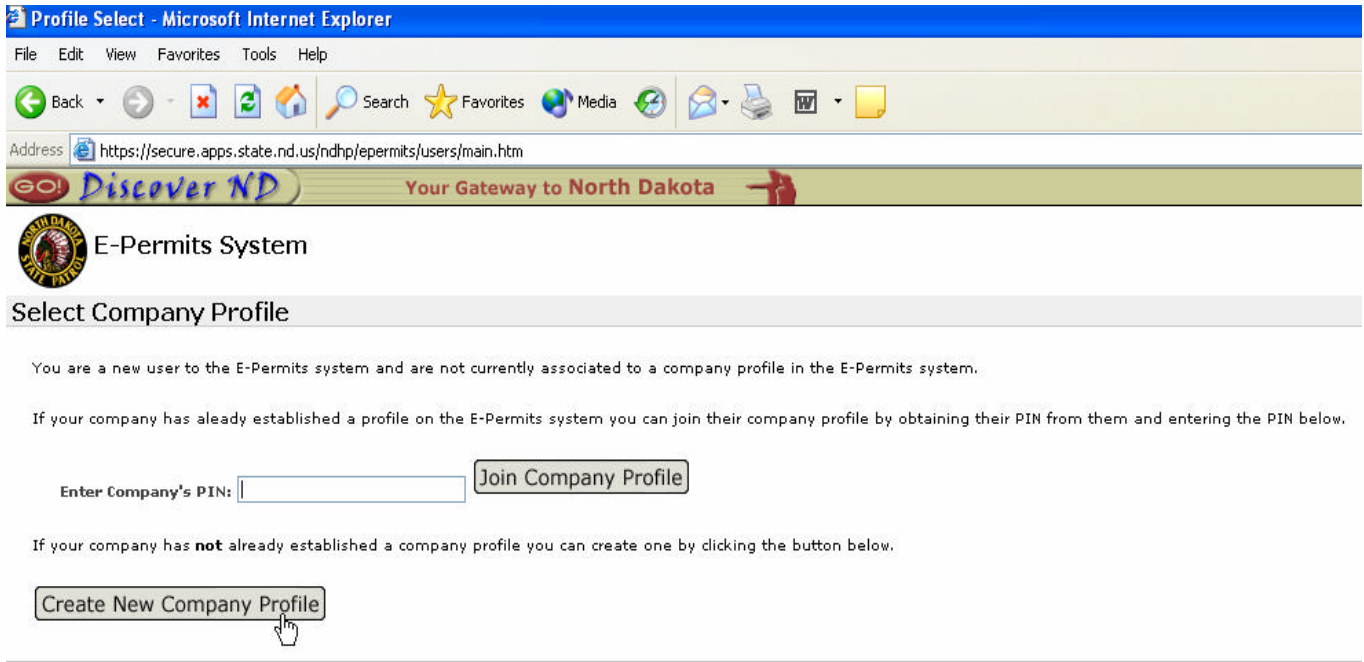


Figure D

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)

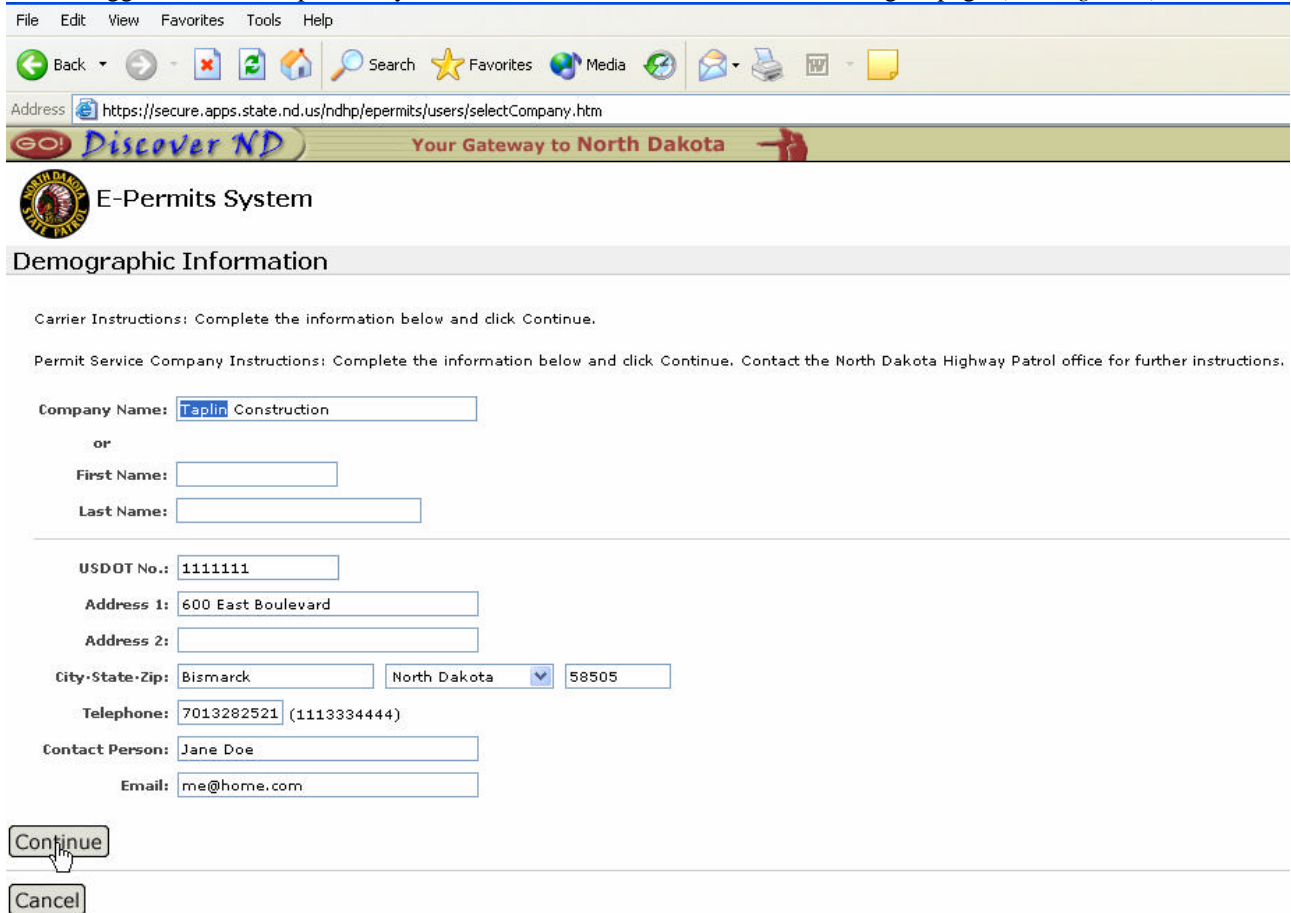


Figure E

Add Power Units:

1) Click “Maintain Profile” at the top of the main page. (See Figure F)

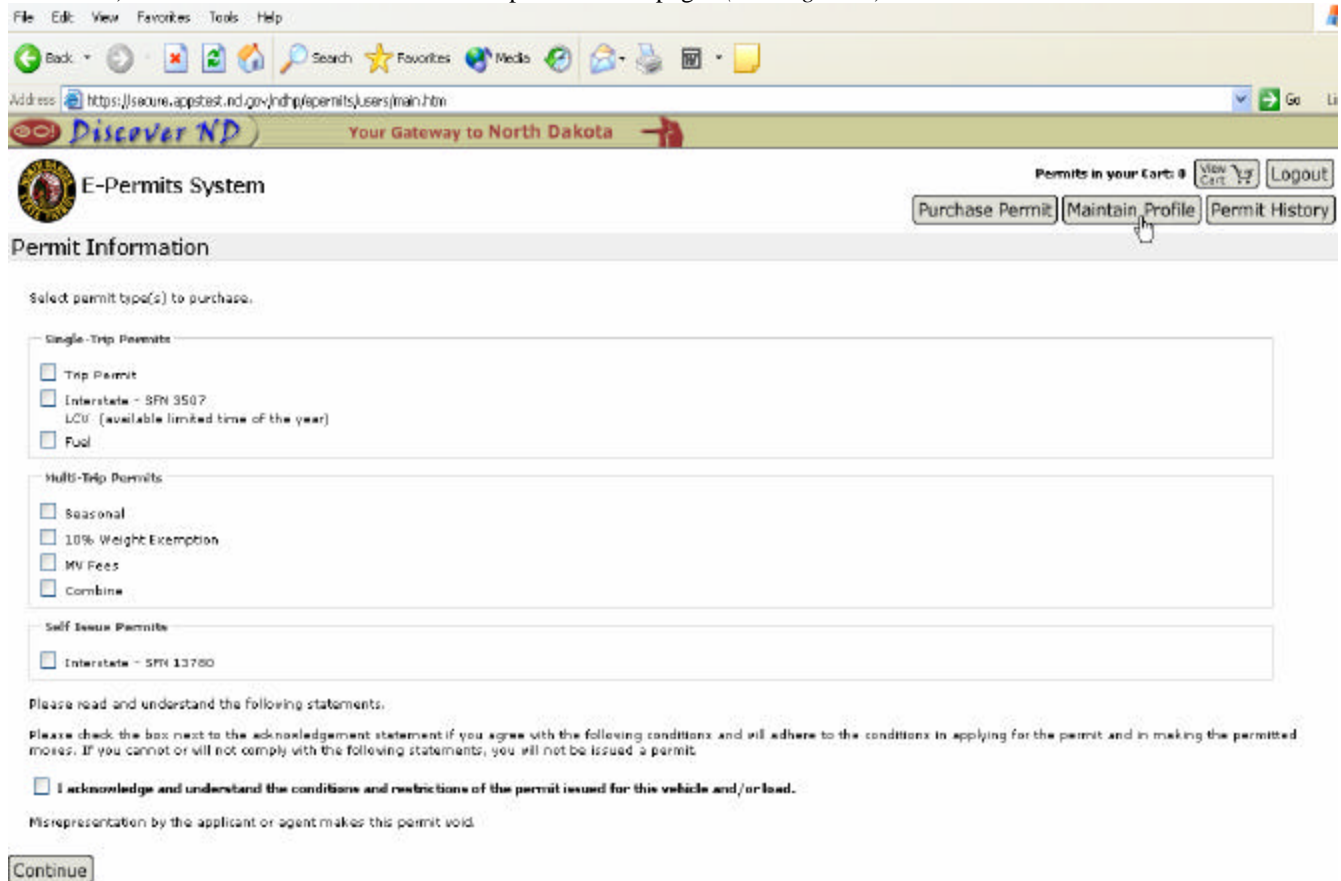


Figure F

- 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)

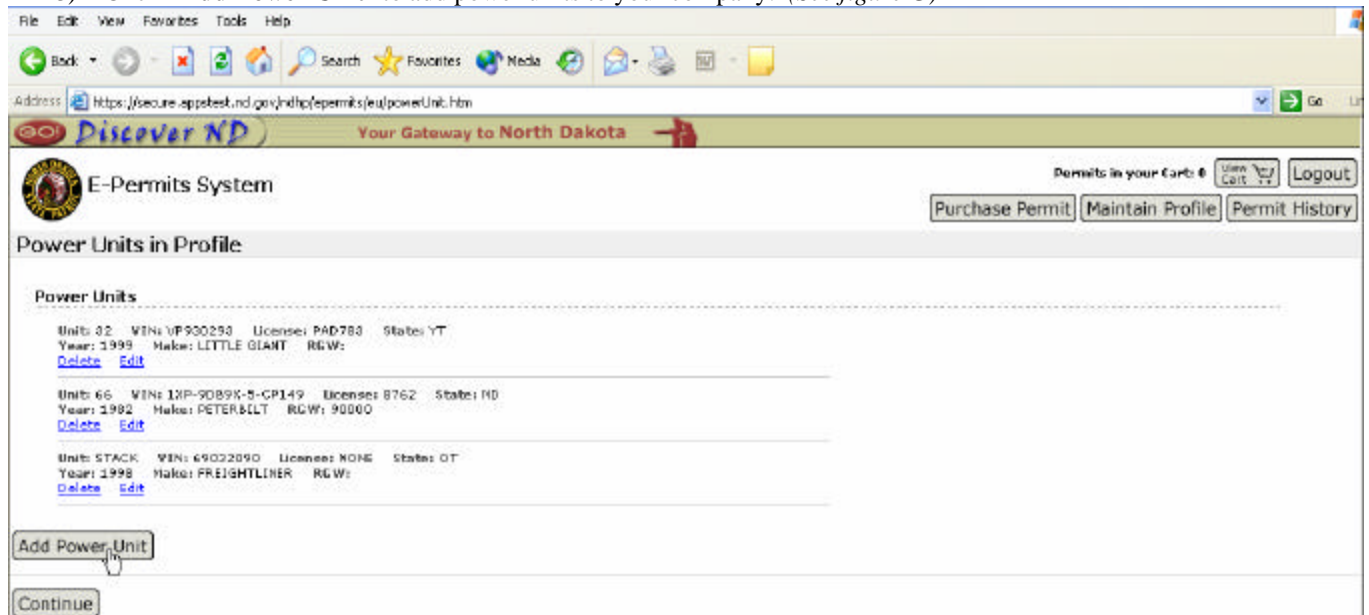


Figure G

- 4) Enter your Power Unit Information
- 5) Click “Continue”



E-Permits System

Add Power Unit

Power Unit Information

If the power unit is registered in ND, the power unit information will be retrieved from Motor Vehicle.

VIN:

State Registered:

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”

E-Permits System

Add Power Unit

Power Unit Information

Please change any incorrect information.

VIN:

State Registered:

License No.:

Year:

Unit Number:

ND Registered Vehicle Weight:

Make:

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**”



Power Unit Confirmation

You have successfully added the following power unit:

VIN	Year	Make
132456789	2000	AMC

Add Power Unit



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.



Search for Power Units

Partial or complete VIN:

License Number:

Unit Number:

Power Units

Unit: 15 VIN: 123456789 License: GHD510 State: MN
 Year: 1995 Make: P&H Gross Vehicle Weight: 80000
[Purchase Permit](#)

Unit: 52 VIN: VP930293 License: PAD783 State: YT
 Year: 1999 Make: LITTLE GIANT Gross Vehicle Weight:
[Purchase Permit](#)

Unit: 66 VIN: 1XP-9DB9X-5-CP149 License: 8762 State: ND
 Year: 1982 Make: PETERBILT Gross Vehicle Weight: 90000
[Purchase Permit](#)

Unit: STACK VIN: 69032090 License: NONE State: OT
 Year: 1998 Make: FREIGHTLINER Gross Vehicle Weight:
[Purchase Permit](#)

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)

Power Unit

WIN: 123456789
 Make: P&H
 Year: 1995
 License: GHD510
 State Registered: Minnesota
 Unit Number: 15

Trip Details

Permit Begin Date and Time

November 15, 2003 10:00 AM

Requirements

1. No travel on shoulders of road
2. All vertical clearances are the responsibility of the permittee
3. Trip permit valid for 72 hours

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

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.

SOUTH DAKOTA STATE PATROL E-Permits System

Permit Information

Permit Type(s)

- 10% Weight Exemption

Please provide the following information.

Permit Begin Date and Time

November 15 2003 10 :00 AM PM

Previous Continue

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”

Power Unit

VIN: 123456789
 Make: P&H
 Year: 1995
 License: GHD510
 State Registered: Minnesota
 ND Registered Vehicle Weight: 80000
 Unit Number: 15
 Description of Load: Grain-Corn

Requirements

1. Require 12" x 12" red flags, front & rear, traffic side of load
2. No travel when inclement weather prevails, if visibility is poor, or highway is slippery
3. Sunrise to sunset only
4. Check all vertical clearances
5. Allow all traffic to pass
6. No travel on shoulders of road
7. Require readable 18" x 84" 'OVERSIZE LOAD' sign-Required only when overall length exceeds 75 feet.
8. All vertical clearances are the responsibility of the permittee
9. Towing vehicle must have 2 mirrors to reflect a rearview of 200 feet to the driver.
10. GVW to be determined by bridge distance, number of axles & tire sizes
11. All axle weights must be legal

Previous 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.



E-Permits System

Permits in your Cart: 0 [View Cart](#) [Logout](#)

[Purchase Permit](#) [Maintain Profile](#) [Permit History](#)

Temporary Registrations

For pick up trucks considered ½ ton and larger, you must obtain a temporary registration for 10,000 pounds or double the empty weight.

When the power unit is pulling a trailer (or towed vehicle), the registered weight on the power unit must be for the combined weight of the power unit, trailer, and load; or combined weight of the power unit and towed vehicle.

Start Date: (mm/dd/yyyy)

Vehicle Registrations

Year	Make	License Number	State Registered	VIN	Registered GVW	Co-Owner
1995	DAEWOO	ghd110	Maine	123456789	2500	Jane Doe
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Trailer Registrations

Year	Make	License Number	State Registered	VIN	Co-Owner
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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”

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)

File Edit View Favorites Tools Help

Back Search Favorites Media

Address: https://secure.appstest.nd.gov/ndhp/epermits/eu/permitTypeSelection.htm

GO! Discover ND Your Gateway to North Dakota

E-Permits System

Interstate Self-Issue Permits

Number of permits to purchase:

Mail To

Name:

Address 1:

Address 2:

City-State-Zip:

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)

Discover ND Your Gateway to North Dakota

E-Permits System

Permits in your Cart: 2 [View Cart](#) [Logout](#)

[Purchase Permit](#) [Maintain Profile](#) [Permit History](#)

Your shopping cart.

Items in Cart

Permit Type: Interstate - SFN 3507
Unit No.: 15 VIN: 123456789 Year: 1995 License: GHD510
Begin Date: 11/15/2003 06:00 AM End Date: 11/18/2003 06:00 AM Price: \$10
[Edit](#) [Delete](#) [Copy](#)

Permit Type: Interstate - SFN 13780
Price: \$250
[Edit](#) [Delete](#) [Copy](#)

Total: \$260

[Continue Shopping](#)

[Checkout](#)

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)

Discover ND Your Gateway to North Dakota

E-Permits System

Credit Card Information




Total Amount: \$260 (USD)

Please enter your credit card information.

Card Holder Name: (as it appears on card)

Address:

City-State-Zip:

Credit Card Type:   

Credit Card #: (1234123412341234)

Expiration Date: month year

After your credit card has been successfully authorized a list of purchased permits will be displayed for viewing and printing.

Click "Submit" once and wait for a response. Please be patient while your credit card is being processed.

[Submit](#)

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.



Purchased Permits

Thank you for purchasing permits online. A total of \$260 has been charged to your credit card.

Your Confirmation Number is: **0311101336510393410**. If you need to contact our office regarding this order, please have this number available for reference.

Click on View Permit and use the print option available in the PDF viewer to print the permit.

Purchased: 11/10/2003 Receipt No.: 2003031046 Confirmation No.: 0311101336510393410
Permit Type: Interstate - SFN 3507
[View Permit](#) [Download Permit](#)

Purchased: 11/10/2003 Receipt No.: 2003031047 Confirmation No.: 0311101336510393410
Permit Type: Interstate - SFN 13780
[View Permit](#) [Download Permit](#)

If you have any questions regarding your order, contact the North Dakota State Patrol at hpweb@state.nd.us or call us at 701-328-2621.

Please provide [feedback](#) by completing a short survey.

Adobe Acrobat Reader is needed to view and print out a copy of your permit and any supplements. [Download Adobe Acrobat Reader](#) before continuing if it hasn't been installed on your computer.

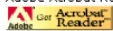


Figure T

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)



Date Range

Enter date range of permits purchased

11/02/2003 (mm/dd/yyyy)

Thru

11/02/2003 (mm/dd/yyyy)

Search

Prior Permits

Purchased: 11/02/2003 Receipt No.: 2003030983 Confirmation No.: 0311021222301291010

Permit Type: Combine - Resident

[View Permit](#) [Download Permit](#)

Print Report

Figure U

You may view 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.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail

Address <https://secure.appstest.nd.gov/ndhp/epermits/eu/permit.htm>

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

Fi

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)

GO! Discover ND Your Gateway to North Dakota

E-Permits System

Permits in your Cart: 0 View Cart Logout

Purchase Permit Maintain Profile Permit History

Profile PIN

Current PIN for this profile: 149007

Regenerate PIN

Authorized Users of This Profile

User ID

Permits5 [Delete](#)

WSC WSC WSC

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](#).