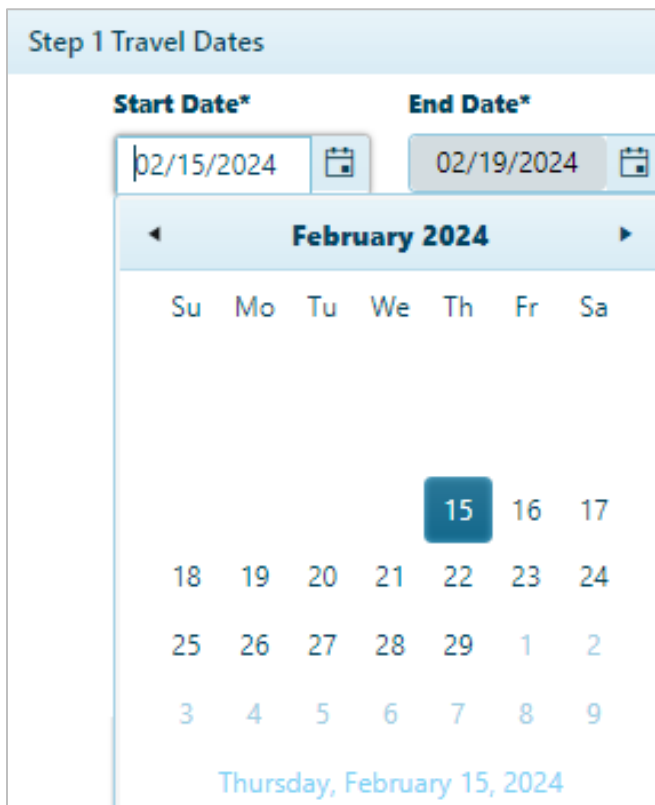


An Open Application

On the Application page, designate your travel dates then supply Vehicle, Axle, Load, and Overall Dimension information.

1. Follow the procedures from the My Queue or the Application page to open an application.
2. In the Travel Dates area, click the calendar icon to choose a From Date. The To Date will be calculated by the system.



The screenshot shows a web form titled "Step 1 Travel Dates". It has two input fields: "Start Date*" and "End Date*". The "Start Date*" field contains "02/15/2024" and the "End Date*" field contains "02/19/2024". Below these fields is a calendar for "February 2024". The calendar shows days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates. The date "15" is highlighted in a dark blue box. Below the calendar, the text "Thursday, February 15, 2024" is displayed.

3. In the Vehicle Configuration area, you can either choose from a table of stored vehicle or manually enter vehicle details.
 - Expand the Stored Vehicles/Units section by clicking the [+] mark.

Stored Vehicles/Units[-]

| Vehicle Name | Unit Type | Height | Width | Length | Gross Wei... |
|--------------|-----------|--------|-------|--------|--------------|
| | | | | | |

| Vehicle Name | Unit Type | Height | Width | Length | Gross Wei... |
|---------------|------------|--------|--------|--------|--------------|
| 1DEMOTRK | Truck Unit | 13' 6" | 11' 6" | 67' 0" | 119000 |
| 54 | Truck Unit | 13' 6" | 12' 0" | 90' 0" | 80000 |
| ABCDEFGTEST | Truck Unit | | | | |
| AXLEINFOTEST1 | Truck Unit | | | | |
| DEMOTRK | Truck Unit | | | | |

- Select a vehicle from the lower table then click the Add Selected Vehicle button.
- The chosen vehicle will appear in the upper table.
- Select the vehicle in the upper table then click the Load Stored Vehicle button.
- The data from the record will populate the Vehicle Information area of the page.
- Expand the Vehicle Type drop-down then choose from the available options.

| | | | | | |
|---------------------------------------|----------------------------------|-------------------------------|--------------------------------|---------------------------------------|--------------------------|
| Vehicle Type* | Conveyance* | | | | |
| PowerUnit with Trailer(s) | Loaded/Towed | | | | |
| Power Unit Year* | Make* | License Number* | License State* | Vehicle Identification Number* | Registered Weight |
| | Freightliner | | IA | | |
| Registration Exp. (mm/dd/yyyy) | Unit Number | | | | |
| | <input type="checkbox"/> Is SME? | | | | |
| Trailer Primary Make | Primary License Number* | Primary License State* | Overall Trailer Length* | | |
| XL Specialized | | IA | | | |

- Your choice from the Vehicle Type drop-down will govern the options that appear below.
 - For both the Truck and Trailer, supply the License Number and the VIN then choose the state that issued the license.
 - Enter a Make and model Year.

- In the Load Information area, expand the Description drop-down and choose from the available options then enter the Overall Vehicle Dimensions in the fields provided.

Load Information[-]

Description* [Other] **Detailed Description*** [] **Length*** []

Model [] **Serial #** []

Overall Vehicle Dimensions[-]

Length* [] **Width*** [] **Height*** [] **Total Weight*** [] **Front Projection*** [] **Rear Projection*** []

- Disabled fields (i.e., grayed-out boxes) cannot be edited; they display values from the stored vehicle information record.
- In the Route Information area, enter the Origin and Destination of your trip in the fields provided, then list highways and interstates on which you will be travelling in the Route box.

Step 3 Route Information

Original Origin [] **Final Destination** [] Include Return Trip

- In the Application Attachment area:
 - Expand the Attachment Type drop-down and choose from the available options or enter a brief description of the files that you wish to attach.
 - Click the Browse File button and navigate to the desired document or image then click the Upload File button. The progress bar will fill while the file is attached.
 - When the attached file appears in the table, click the Edit button to open the Comment options.

Application Attachment

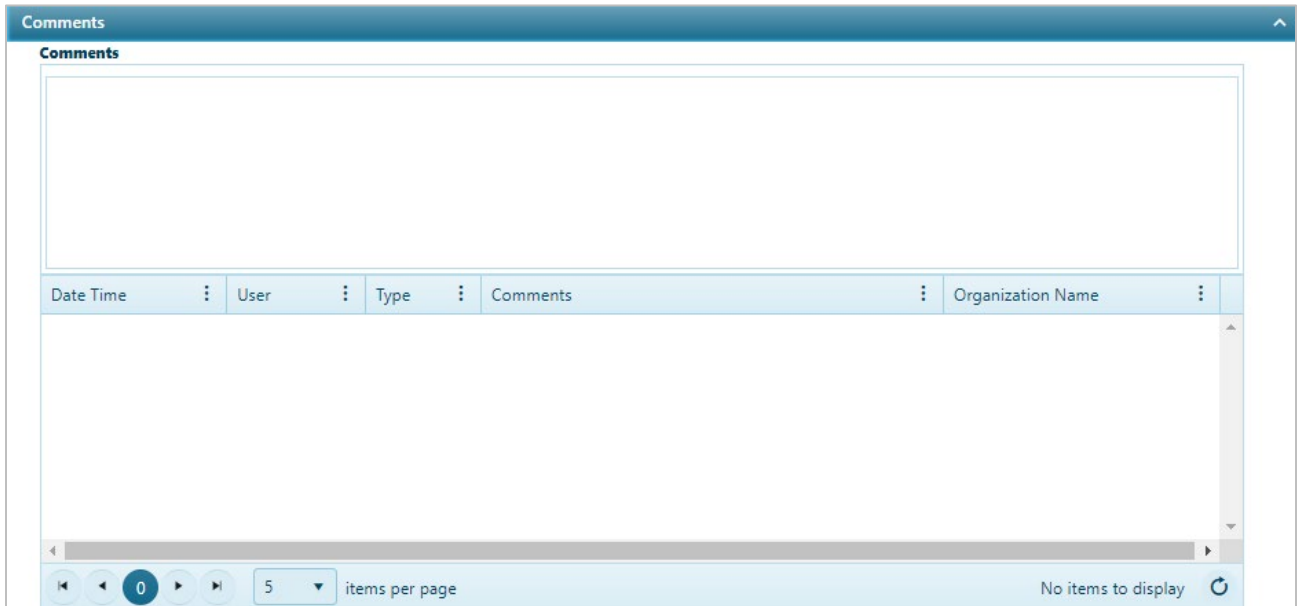
To upload an attachment, click the Browse File button, select the files you want to upload from the Choose File to Upload dialog, then click the Upload Files button to upload selected files.

| File Name | Attached By | Attached Date | Comments |
|-----------|-------------|---------------|----------|
|-----------|-------------|---------------|----------|

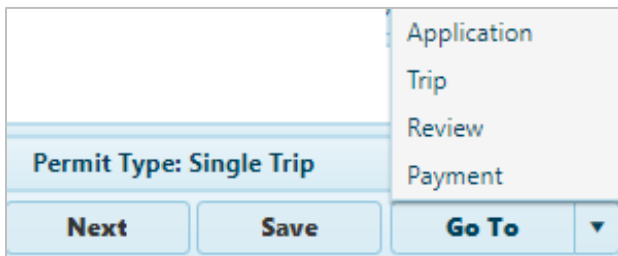
◀ ◁ 0 ▷ ▶ 10 Items per Page No items to display. ↻

Add New Attachment
Attachment Type [Enter text or select from d] **Browse File** Drop files here to upload

- In the Comments area, enter any additional information in the text box. Previously recorded comments are organized in the table below.



- Click the Save button to avoid losing your application.
- Click Next or expand the Go To drop-down on the Features bar and choose Trip.



Please see the Trip Guide for information on routing on the map page.

Review

The Review page presents all the application information collected in one place. Carrier, Vehicle, Axle, and Load information in addition to Travel Dates and Overall Dimensions come from the Application page. Route Information comes from the Trip page. Application Attachments and Permit Restrictions come from the Restrictions page.

- Only the Comments section of the Review page can be edited. To make changes to any of the other information, you must return to the appropriate page and revise the existing data.
- To view the complete information click on the [+] mark next to the section you wish to expand.

Application Details

Carrier Information [-]
Name: IA QA HAULER 012345678901234567890 Address: 800 LINCOLN WAY Address2: APT 3 0123456789012345 City: TUSCALOOSA State IA Zip: 50010-0987
Phone: 6305551212 Email: TESTEMAIL@YOPMAIL.COM

Vehicle Information [-]
Vehicle Type: PowerUnit Conveyance: Loaded/Towed
Power Unit Year: 2019 Make: Freightliner License Number: FA6796 License State: IA Vehicle Identification Number: 21312 Registered Weight: 100000 Registration Exp. (mm/dd/yyyy): 02/29/2024 Is SME?: No

Load Information [+]
Description: Other Detailed Description: 1 Length: 40' 0"

Overall Vehicle Dimensions [-]
Length: 65' 0" Width: 9' 0" Height: 10' 0" Total Weight: 94000 Front Projection: 0' 0" Rear Projection: 0' 0"

Axle Information [+]

Travel Dates [+]

Route Information [+]

Override Functions [+]

Permit Requirements [+]

Payment

Use the Payment page to designate fees, establish a delivery method, and secure payment for permits.

Permit Fees

Permit Fee*
\$35.00

Escort Fee*
\$0.00

Convenience Fee*
\$0.00

Total Fee*
\$35.00

Payment Information

Payment Method*
Escrow Account

Delivery Method* **Email Address***
Email

Contact Name* **Contact Phone***

1. Expand the Payment Method drop-down and choose from the available options. Complete any require fields that appear based on your payment type.
2. Choose the Delivery Method and enter the required information, your email address or fax number.
3. Enter the Contact's Name and Phone.
4. Check the Acknowledgement box **if** shown at the bottom of the page.
5. Click the submit or issue button. If you are paying via credit card another screen asking for your payment information will appear. Follow the prompts to have your application submitted or issued.