1.3 Trip Permits

The Trip Permit module allows users to apply, issue and manage trip permits.

1.3.1 New Permit

1.3.1.1 Trip Permit

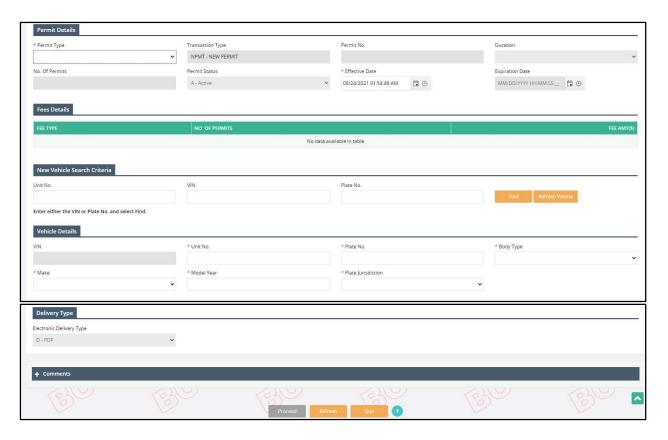
This function lets a user apply for a new trip permit. Perform the following steps to apply for a new permit:

• From the Trip Permit level menu, click TRIP PERMIT from the NEW PERMIT menu tile



- On the search screen, the MCE Customer ID is prepopulated and protected.
- Enter the USDOT No., TPID, Legal Name and DBA Name, if required
- Click PROCEED to view the trip permit screen





- On the trip permit screen, the customer, address, and business customer details will populate from MCE and cannot be changed. Enter the following details on the following sections:
 - Permit Details:
 - Permit Type select one of the following permit types from the drop-down:
 - IFTA Decal Permits
 - IFTA 72-Hour Permits
 - Combination IFTA/IRP Trip Permits
 - IRP 72-Hour Permits
 - OPA 72-Hour Permits
 - Unladen Hunters Permit
 - Transaction Type defaults to New Permit and cannot be changed.
 - Permit No. –populates once the Permit Type is selected and is disabled.
 - Duration –populates once the Permit Type is selected and is disabled.
 - No. of Permits this field enables on selecting IFTA 72-Hour Permits, Combination IFTA/IRP Trip Permits, or IRP 72-Hour Permits from the Permit Type drop-down.
 Enter required number of permits for the selected permit type.
 - Permit Status defaults to Active and cannot be changed.
 - Effective Date defaults to current date and time and is changeable.
 - Expiration Date populates based on the selected Permit Type and Effective Date and is protected.
 - New Vehicle Search Criteria this section lets you find an existing vehicle in the system. Enter Unit No., VIN, or Plate No, and click FIND to search for the vehicle.

- Vehicle Details if the searched vehicle is found, the fields within this section will prepopulate. If the information is unavailable, user can enter the following information:
 - Unit No.
 - Plate No.
 - Body Type
 - Make
 - Model Year
 - Plate Jurisdiction
- o Electronic Delivery Type defaults to PDF and cannot be changed.
- o Comments enter any comments in the comment section, if necessary.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to process the payment. Refer to section 1.4.1.2 for details
 on Payment. The system will generate a payment receipt and trip permit credentials once the
 payment is complete.

1.3.2 Maintain Permit

1.3.2.1 Work in Progress

This function enables users to resume incomplete permit supplements. When a user initiates a supplement and exits it before completion, the Work in Progress functionality allows them to resume that supplement later. Work in Progress retains all the information the user entered previously.

Perform the following steps to continue a transaction from Work In Progress:

- From the Trip Permit level menu, click WORK IN PROGRESS from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
- Permit Category defaults to Trip Permit and is the only option available.
- MCE Customer ID is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.
- Click PROCEED to view the search results in a grid.



• Click the Select icon for the preferred record from the grid the system lets you continue the supplement from where you guit earlier.

1.3.2.2 Inquiry

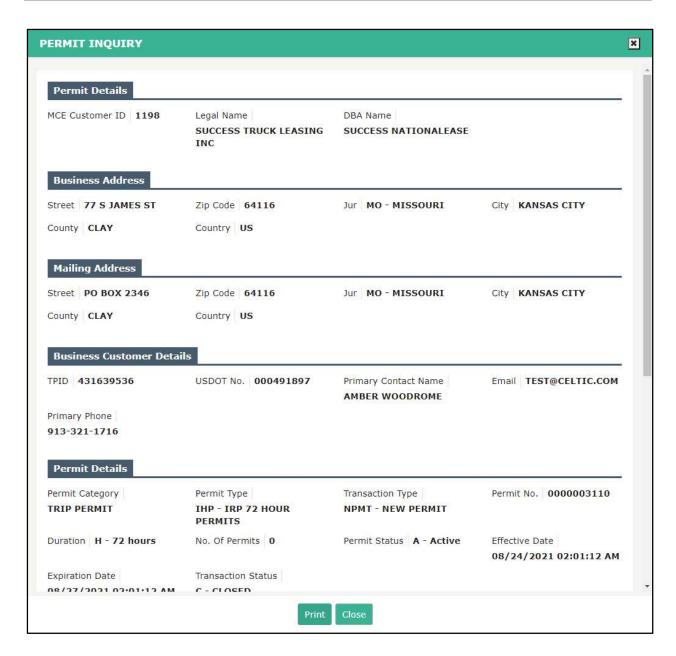
This function lets a user perform an inquiry on the existing permit details. Perform the following steps for permit inquiry:

- From the TRIP PERMIT level menu, click INQUIRY from the MAINTAIN PERMIT menu tile
- On the search screen, enter the following details:
 - Permit Category defaults to Trip Permit and is the only available option.

- MCE Customer ID is prepopulated and protected.
- Enter additional search parameters like Legal Name, Permit No., Permit Year, Permit Type,
 Previous Permit Type and Unit No. to narrow down the search results.
- Click PROCEED to view the search results in a grid



• Click the View icon from the left of the grid to view the detailed permit information.

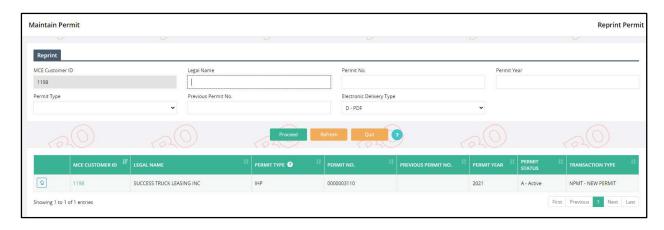


• Click PRINT to print the permit details or click CLOSE to exit from the screen.

1.3.2.3 Reprint Permit

This function lets a user reprint an issued trip permit. Perform the following steps to reprint a trip permit:

- From the TRIP PERMIT level menu, click REPRINT PERMIT from the MAINTAIN PERMIT menu tile.
- On the search screen, enter the following details:
 - MCE Customer ID is prepopulated and protected.
 - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.
 - o Electronic Delivery Type this drop-down defaults to PDF and is the only available option.



- Click PROCEED to view the search results in a grid.
- Click the Select icon from the left of the grid to reprint the trip permit for the desired carrier account.

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				$\neg \sqcup$	72-Hour Fuel Trip	р	\$10
BUSINESS STREET ADDRESS PO BOX 2346					72-Hour Trip (In lieu of stamp or sticker)		\$5
					30 Day Hunter Per	rmit	\$25
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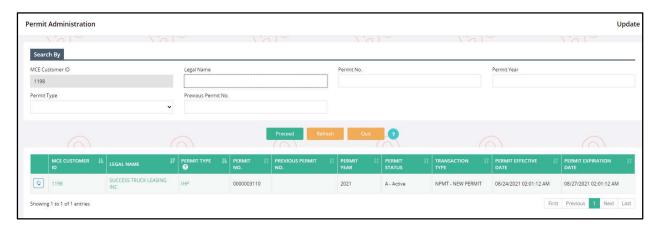
1.3.3 Permit Administration

1.3.3.1 Update

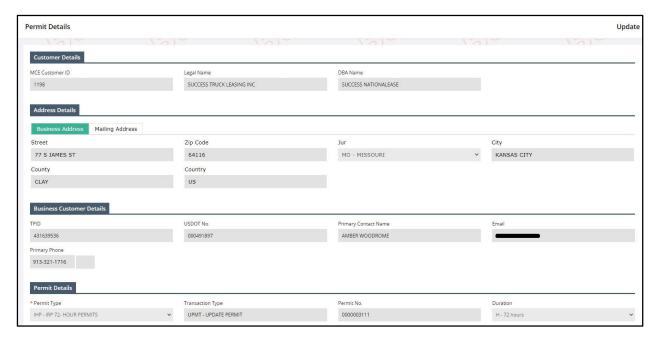
This function lets a user update information on an existing trip permit. Perform the following steps to update a trip permit:

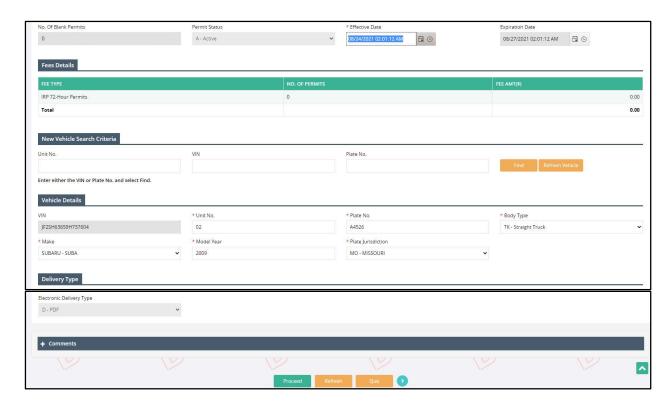
- From the TRIP PERMIT level menu, click UPDATE from the PERMIT ADMINISTRATION menu tile
- On the search screen, the MCE Customer ID is prepopulated and protected.
 - o Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search results.

• Click PROCEED to view the search results in a grid.



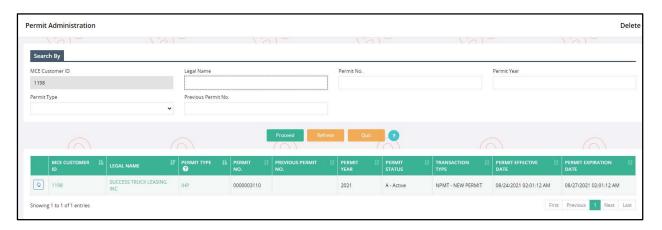
• Click the Select icon for the preferred record from the grid.



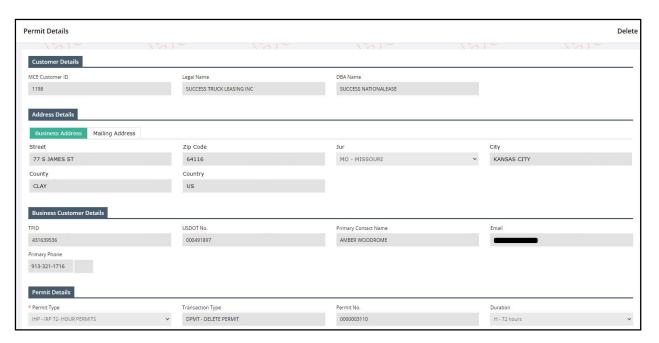


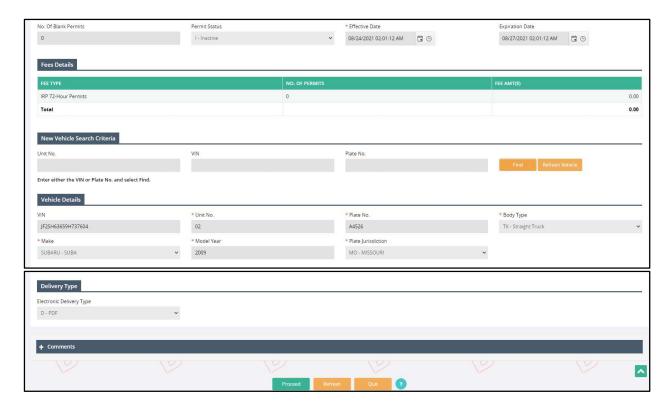
- On the permit details screen, the system prepopulates all the information in customer, address, and business customer details sections. The user can modify information on the following sections:
 - Permit Details all the information on this section is prepopulated and protected. However, user can update the Effective Date for the permit.
 - Fees Details the fees will update automatically based on the permit type and MO business rules.
 - If the fees are calculated and charged, user can check the Waive checkbox to waive off the fees, if required.
 - Vehicle Details user can update the following vehicle details:
 - VIN enter VIN and click FIND on the New Vehicle Search Criteria section to change the VIN populated on the screen
 - Unit No.
 - Plate No.
 - Body Type
 - Make
 - Model Year
 - Plate Jurisdiction
 - Delivery Type the Electronic Delivery Type drop-down defaults to PDF and is disabled.
 - Comments add comments pertinent to changes made to the trip permit details.
- Click PROCEED to view the verification screen.
- Click PROCEED from the verification screen to save the updates and process payment. Refer to section 1.4.1.2 for details on payment.
- On the search screen, the MCE Customer ID is prepopulated and protected.
 - Enter the Legal Name, Permit No., Permit Year, Permit Type, and Previous Permit Type to narrow down the search.

• Click PROCEED to view the search results in a grid.



• Click the Select icon for the preferred permit to be deleted.





- On the permit details screen, all the information is prepopulated and protected.
- Add comments to the Comment section stating the reason for deleting the permit.
- Click PROCEED from the command line to view the verification screen.
- Click PROCEED from the verification screen to proceed payment and close the supplement. Refer to section 1.4.1.2 for details related to payment.