

The screenshot shows a web interface with two main sections: "Business Customer Details" and "Account Details".

Business Customer Details:

USDOT No.	000491897	TPID	431639536	Contact Name	AMBER WOODROME	Email	[REDACTED]
Primary Phone	913-321-1716	Alternate Phone	913-321-1025	Fax No.	913-321-1025		

Account Details:

Email Notification	N	Fax Notification	N
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At the bottom of the form, there are two buttons: "Proceed" (green) and "Back" (orange).

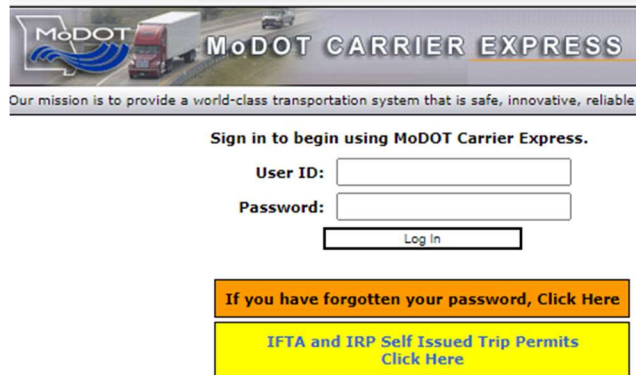
1.1.10 IRP/IFTA Self-Issued Trip Permits for those who do not have an MCE account.

Self-Issued Trip Permit module allows a user to apply for and issue the following IFTA or IRP trip permits:

- IFTA 72- Hour Permits
- Combination IFTA/IRP Trip Permits
- IRP 72- Hour Permits

Perform the following steps to self-issue a trip permit:

- Click on IRP/IFTA SELF-ISSUED TRIP PERMITS from the Login screen.



- On the next screen, enter the following information:
 - TPID or USDOT No.
 - Email Address
 - Re-enter Email Address
 - Captcha
 - The system displays a pop-up message requiring user to confirm the email address. Click OK to confirm.
- Click PROCEED to navigate to the Trip Permit screen.

Permit Details
Trip Permit

Customer Details

MCE Customer ID: Legal Name: DBA Name:

Address Details

Business Address
Mailing Address

Street: Zip Code: Jur: City:

Country: Country:

Business Customer Details

TPID: USDOT No.: Primary Contact Name: Email:

Primary Phone:

Permit Details

* Permit Type: Transaction Type: Permit No.: Duration:

No. Of Blank Permits: Permit Status: * Effective Date: Expiration Date:

Fees Details

FEE TYPE	NO. OF PERMITS	FEE AMT(\$)
No data available in table		

New Vehicle Search Criteria

Unit No.: VIN: Plate No.:

Enter either the VIN or Plate No. and select Find.

The screenshot displays a web form with the following sections:

- Vehicle Details:**
 - VIN: [Text Input]
 - * Unit No.: [Text Input]
 - * Plate No.: [Text Input]
 - * Body Type: [Dropdown Menu]
 - * Make: [Dropdown Menu]
 - * Model Year: [Text Input]
 - * Plate Jurisdiction: [Dropdown Menu]
- Delivery Type:**
 - Electronic Delivery Type: [Dropdown Menu] (Current selection: D - PDF)
- Comments:** [Section Header with a plus icon]

At the bottom of the form, there is a navigation bar with the following elements:

- Proceed (Grey button)
- Refresh (Orange button)
- Quit (Orange button)
- Help icon (Blue circle with a white question mark)
- Up arrow icon (Green square)

The Customer, Address and Business Customer Details are prepopulated and protected on the trip permit screen. The user can enter the required details on the following sections:

- Permit Details:
 - Permit Type – select one of the following permit types:
 - IFTA 72- Hour Permits
 - Combination IFTA/IRP Trip Permits
 - IRP 72- Hour Permits
 - Permit No. – auto-populates on selecting the Permit Type.
 - Effective Date – defaults to the current date and can be changed.
 - Expiration Date – prepopulates based on the selected Permit Type and entered Effective Date.
- New Vehicle Search Criteria
 - Enter Unit No., VIN or Plate No. and click Find to look the details up for the entered Vehicle.
 - Refresh Vehicle will reset the Unit No, VIN and Plate No. fields.
- Vehicle Details – the details associated with the searched vehicle will prepopulate on this section. User must enter the following details:
 - Unit No.
 - Plate No.
 - Body Type
 - Make
 - Model Year
 - Plate Jurisdiction
- Delivery Type – the Electronic Delivery Type defaults to PDF and cannot be changed.
- Comments – enter any required comments in the comment section.
- Click PROCEED from the command line to view the verification screen.
- Click PAY NOW from the verification screen to process the payment.

Payment
Trip Permit

Payment

Payer MCE Customer ID	Legal Name	DBA Name	Enterprise System Credit
233518	B J PRIMMER INC		0.00
IRP System Credit	IFTA System Credit	OPA System Credit	
0.00	0.00	0.00	

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	AMOUNT DUE (\$)
3184911	11/07/2021	B J PRIMMER INC	PMT;AC#:233518;PMT#:0000002024;IFTA 72 HOUR PERMITS-NEW PERMIT	10.00
Total Amount Due				10.00

Payment Details

DELETE		PAYMENT NO.	PAYMENT AMOUNT (\$)
E-check Credit Card			

Delete
Add
Credit Card
E-Check

After you make a Credit Card or E-Check payment, you must come back to this screen and select PROCEED to get your Credential/Permits.

FOR OVER PAYMENT: SYSTEM CREDIT REFUND

	Total	0.00
	Remaining Balance	10.00
	Change	0.00
	Over Payment	0.00
	Net Amount Paid	0.00

Electronic Delivery Type

Payment receipt
 D - PDF ▼

Proceed
Refresh
Quit

- On the Payment screen, the user can process the payment via E-Check or Credit Card. A third-party interface will open up to process the credit card/e-check payment.
- Once the payment is made, the system redirects to the login screen indicating the payment was successful, then issues the required trip permits in a PDF format and emails them to the registered email address.



Self-Issued Trip Permit.pdf