

# Special Permits Annual Renewal Process

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## Table of Contents

Purpose.....	3
Log into ITRPS.....	3
Company Dashboard .....	4
Renew Permits.....	5
Pay for Permits Screen.....	10
Remove Permits from the Annual Permit Renewal Screen.....	14

## Purpose

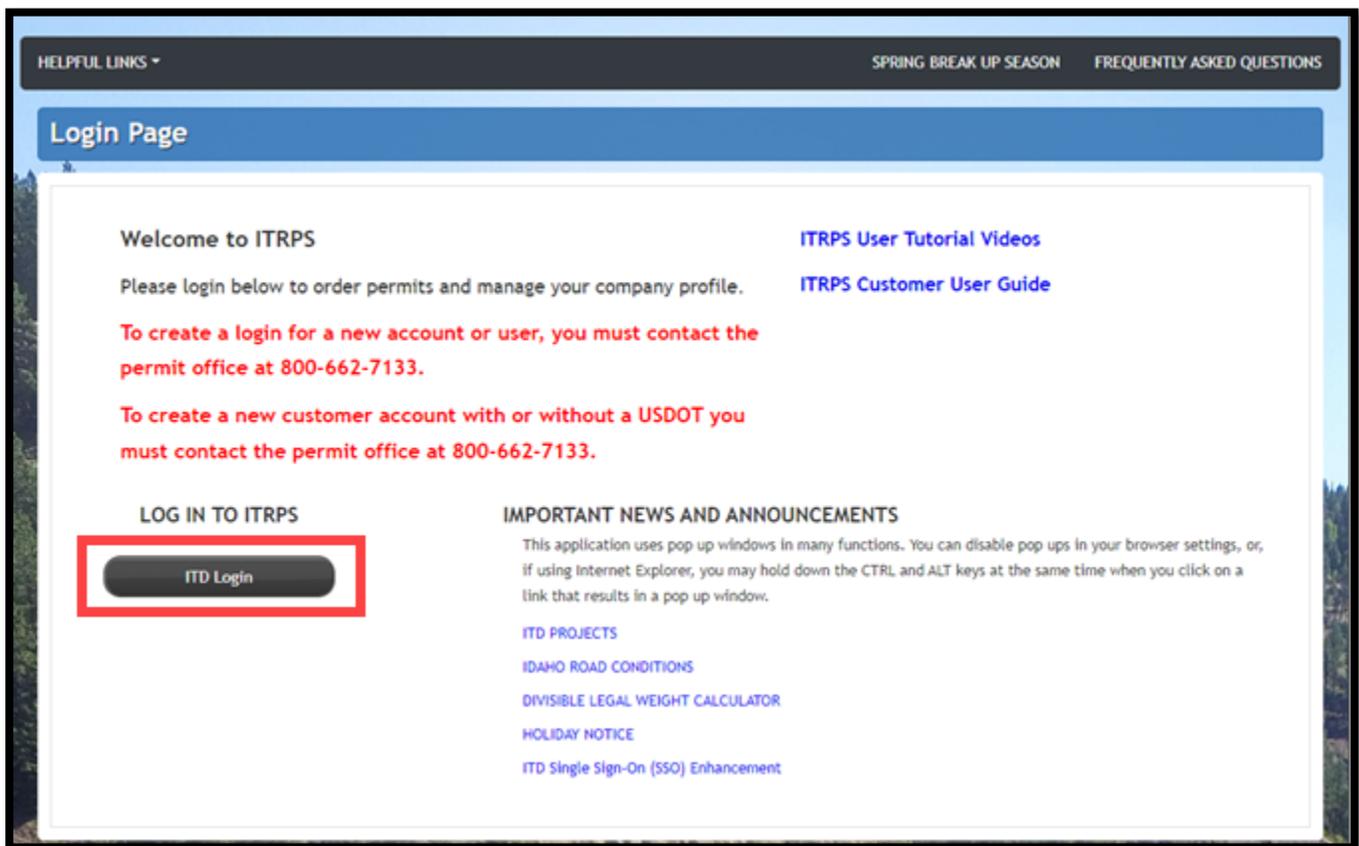
The purpose of this training is to help customers maneuver our updated website to easily be able to renew their annual special permits.

Customers will be able to renew and pay for their annual permits with ease and are now able to remove the annual permits that they will not be using in the future.

## Log into ITRPS

- a) Access Permits4idaho.com at: <https://permits4idaho.com/>
- b) Select the **ITD Login** button and complete the Single Sign-On (SSO) steps to access your Special Permits account.

**Note:** For more information on ITD's SSO process please see the following document: [ITRPS SSO Account Creation Document](#)



## Company Dashboard

- a) The **Annual Permit Renewal** link will appear when your permits have reached their renewal eligibility at 60 days prior to their expiration date.

If your permits are not within 60 days of expiration, you will not see this renewal link.

The screenshot shows the 'Company Dashboard' interface. At the top, there are navigation links for 'MENU', 'HELPFUL LINKS', 'HOME', 'HELP', and 'LOG OUT'. Below the dashboard title, there are controls for 'New Permit...', 'Show: All', 'Search Permits', and 'Refresh'. A table lists permits with columns: Permit No/ID, Type, Unit, Submitted, Status, Expired, and Action. The table contains three rows of permit data. To the right of the table, there are sections for '(5) Permits', 'Quarterly Road Use Fee' with a 'View Past Forms' link, and 'Messages' with 'No new messages.' A red box highlights the 'Annual Permit Renewal' link in the right-hand sidebar.

Permit No/ID	Type	Unit	Submitted	Status	Expired	Action
23100558	Reducible Oversize Load	27	9/12/2023	Issued	10/11/2023	Select...
23202501	Non-Reducible Self-Propelled	27	9/12/2023	Issued	10/11/2023	Select...
23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	9/12/2023	Issued	10/11/2023	Select...

You can select permits for renewal by selecting the left checkbox located under the *Renew* column. Only vehicles without any changes can be renewed with this process. If your plate or unit number has changed, you can renew the permit under the regular process.

**Note:** The two checkboxes in the top row (Check/Uncheck all) can be used to select/deselect all items at once to be renewed/removed.

The screenshot shows a table for selecting permits for renewal or removal. The table has columns: Renew, Remove, Permit Nbr, Permit Type, Unit, Plate, and Expiry Date. The first row is a summary row with a checked checkbox in the 'Renew' column and an unchecked checkbox in the 'Remove' column, followed by the text '< Check / Uncheck All'. Below this are five rows of permit data. At the bottom of the table are three buttons: 'Renew Selected', 'Remove Selected', and 'Cancel'. A red box highlights the checked checkbox in the 'Renew' column of the first data row.

Renew	Remove	Permit Nbr	Permit Type	Unit	Plate	Expiry Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202500	Non-Reducible Oversize/Overweight	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23100558	Reducible Oversize Load	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	BG4578	10/11/2023

b) To renew individual or multiple permits, select the checkbox located to the left of those permit(s).

Renew	Remove	Permit Nbr	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202500	Non-Reducible Oversize/Overweight	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23100558	Reducible Oversize Load	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	BG4578	10/11/2023

Renew Selected Remove Selected Cancel

### Renew Permits

a) Select the **Renew Selected** button.

Renew	Remove	Permit Nbr	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202500	Non-Reducible Oversize/Overweight	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23100558	Reducible Oversize Load	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	BG4578	10/11/2023

Renew Selected Remove Selected Cancel

- b) A pop-up will display, requesting confirmation for renewing the selected permit(s). Select the **OK** button to continue the renewal process, or select the **Cancel** button if needing to go back to the *Annual Permit Renewal* screen. Once you select the **OK** button, the renewals will go to your shopping cart for purchasing.

The screenshot shows the Idaho Transportation Department's website during an annual permit renewal process. A confirmation pop-up is displayed over the main content area. The pop-up text reads: "idaho-qa.promiles.com says Press OK to confirm renewal of selected Permits. Renewed Permits will appear in the Shopping Cart within 5 minutes." The "OK" button is highlighted with a red box. Below the pop-up, the "Annual Permit Renewal" section is visible, featuring a table of permits to be renewed. The table includes columns for Renew, Remove, Permit Nbr, Permit Type, Unit, Plate, and Expiry Date. Two permits are selected for renewal, indicated by checked boxes in the "Renew" column.

idaho-qa.promiles.com/AnnualPermitRenewal.aspx

place your favorites here on the favorites bar. [Manage favorites now](#)

Your Safety. Your Mobility. Your Economic Opportunity.

**IDAHO**  
TRANSPORTATION DEPARTMENT

idaho-qa.promiles.com says  
Press OK to confirm renewal of selected Permits. Renewed Permits will appear in the Shopping Cart within 5 minutes.

OK Cancel

MENU HOME HELP LOG OUT

### Annual Permit Renewal

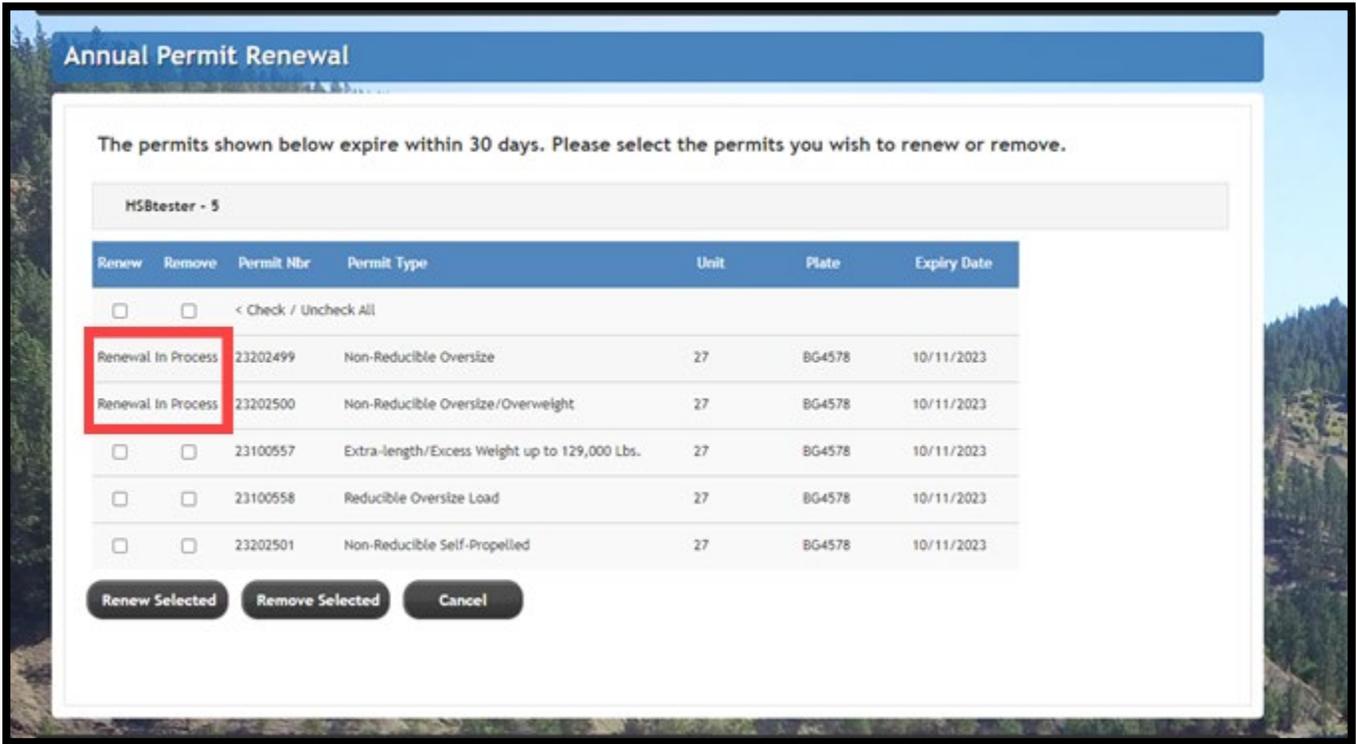
The permits shown below expire within 30 days. Please select the permits you wish to renew or remove.

MSBtester - 5

Renew	Remove	Permit Nbr	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202500	Non-Reducible Oversize/Overweight	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23100558	Reducible Oversize Load	27	BG4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	BG4578	10/11/2023

Renew Selected Remove Selected Cancel

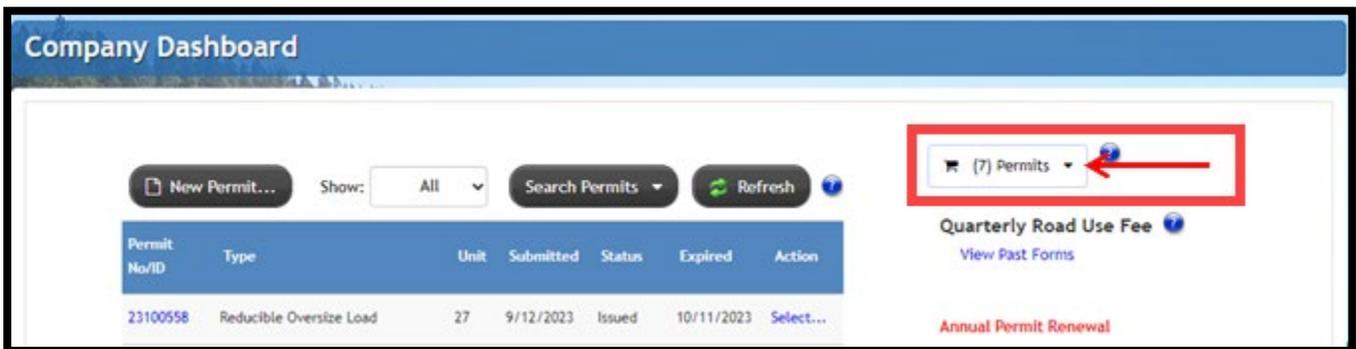
c) The page will then update your list of eligible permits to show the status as *Renewal In Process*.



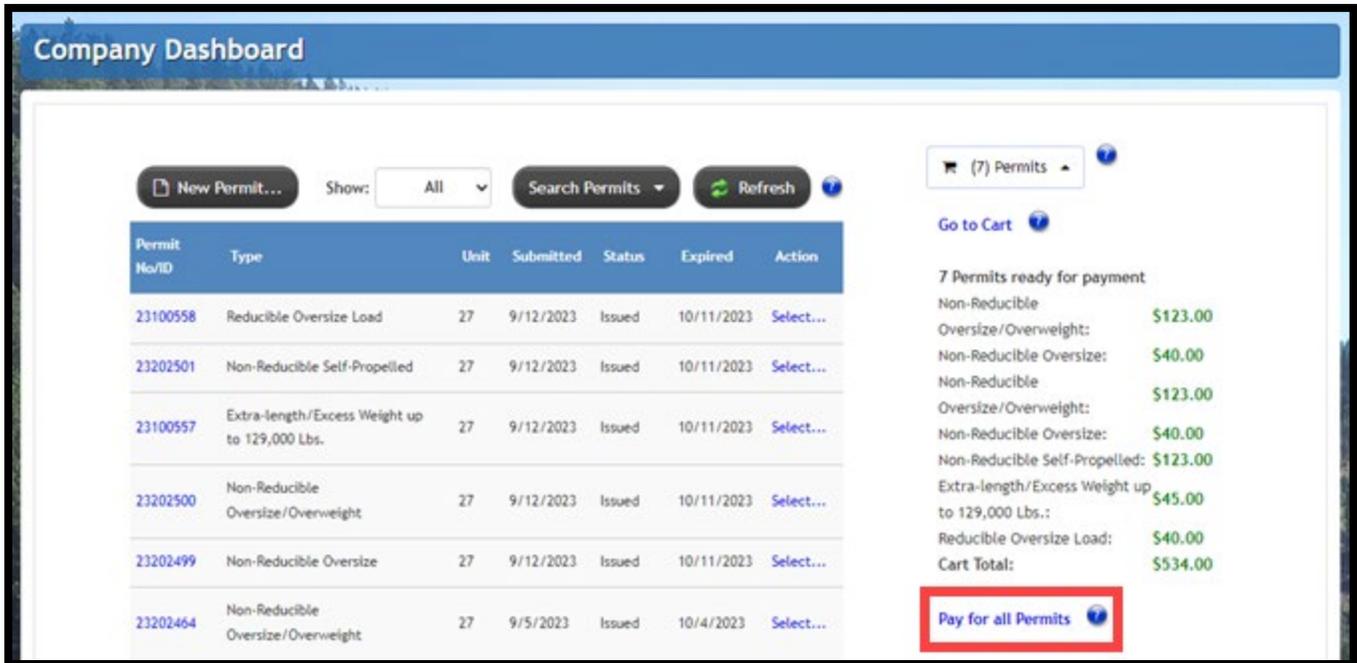
d) Select the **Home** button located in the upper right portion of the screen.



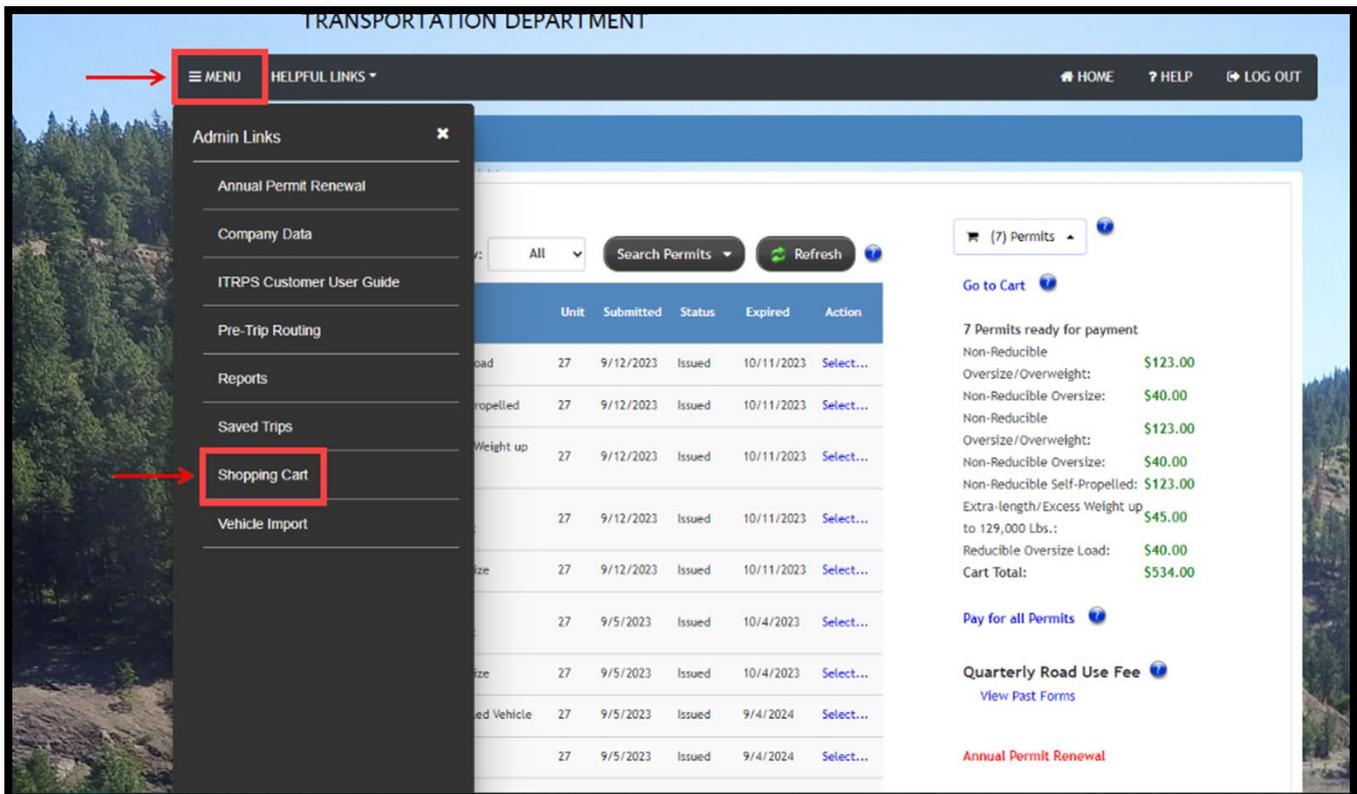
e) You can view your permits that are awaiting payment by selecting the shopping cart drop-down menu icon.



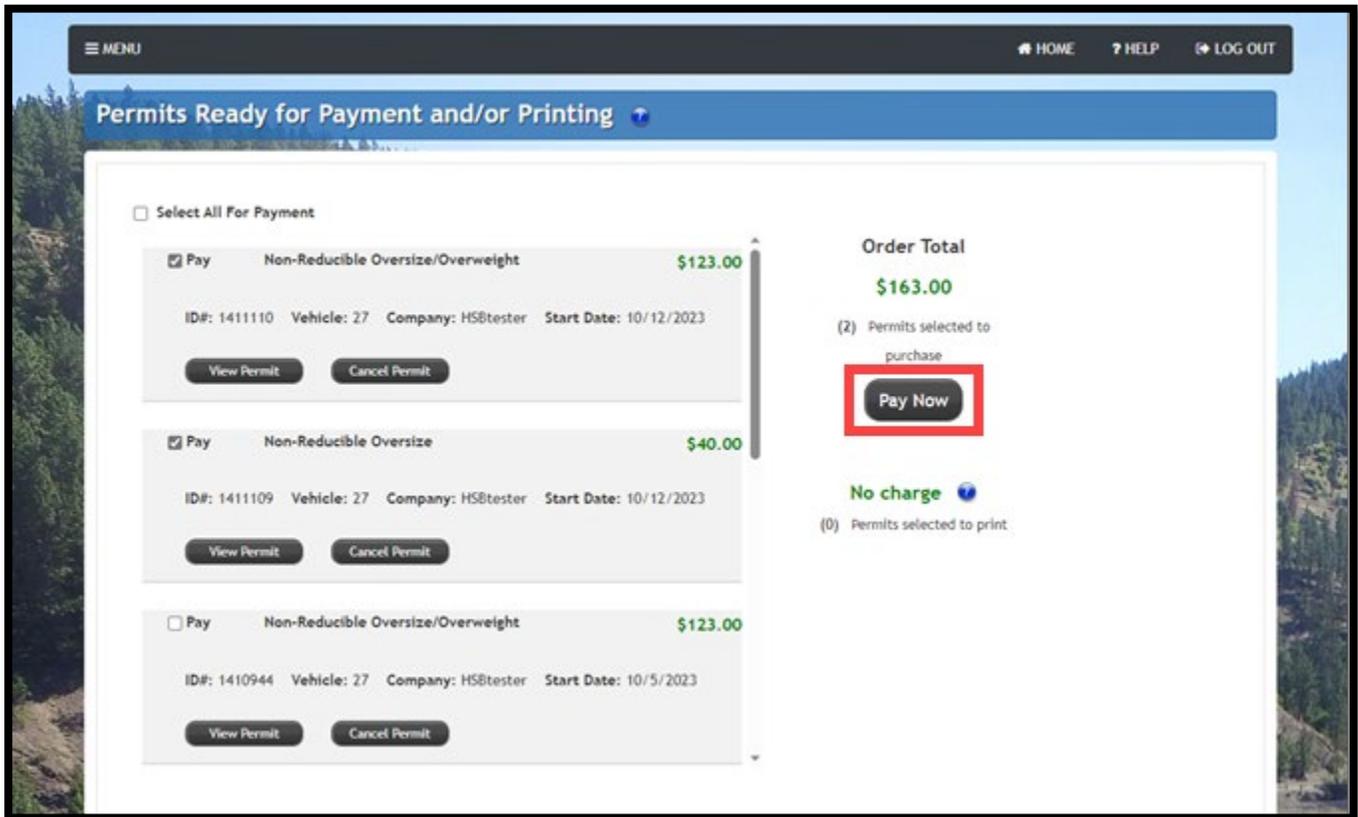
f) A list of your permits that are pending payment will appear. To pay for your renewals you can select the **Pay for all Permits** link.



g) An alternative way to pay for your permits is to select the **Menu** drop-down and, then, select **Shopping Cart**.

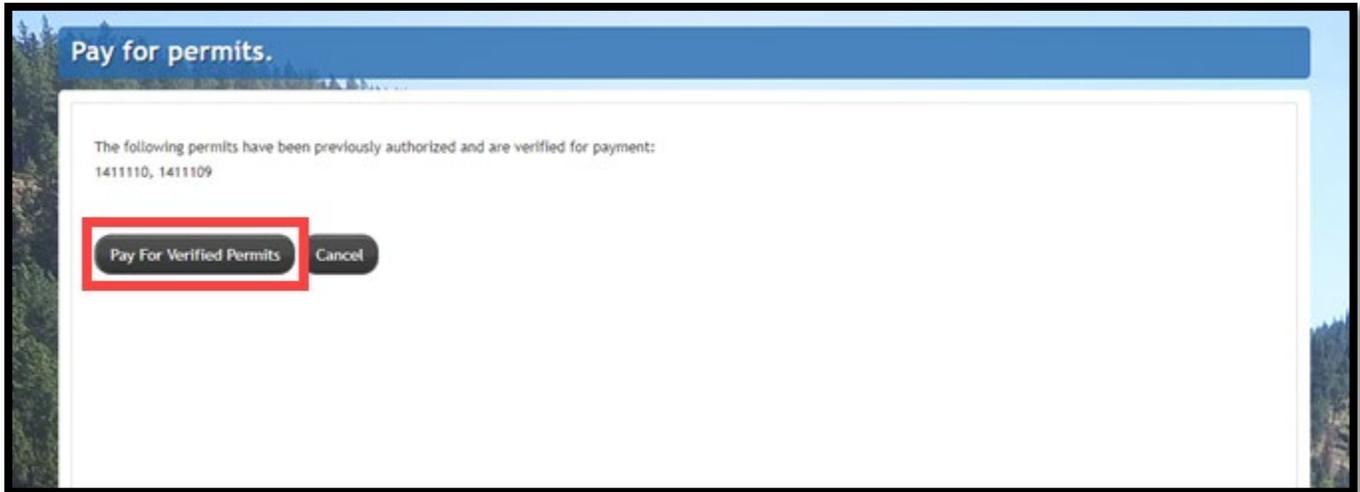


- h) This will open your shopping cart with all your permits listed. You may choose to pay for one permit, multiple permits, or all your pending permits located in the shopping cart.
- i) Select the *Pay* checkbox next to each permit you want to pay for or select the checkbox next to “Select All For Payments” to select all permits in your shopping cart.
- j) Once you have selected the permits that you want to pay for, select the **Pay Now** button.

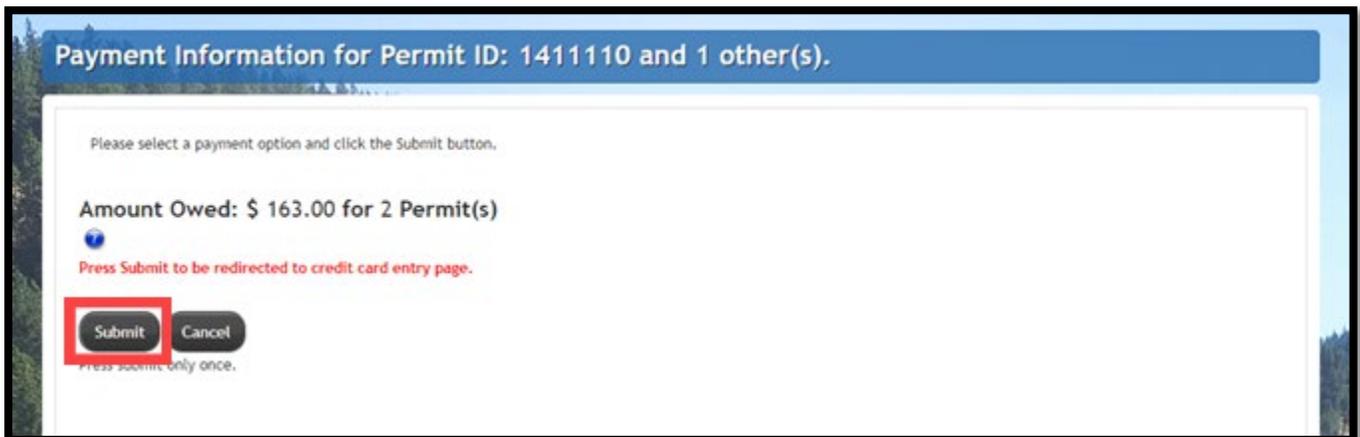


## Pay for Permits Screen

- a) The *Pay for Permits* screen will display. This screen will contain the Permit ID numbers listed for each permit that you will be purchasing.
- b) Select the **Pay For Verified Permits** button.



- c) Select the **Submit** button.



- d) Your browser will be redirected to a payment information page.

e) Complete all required payment information fields and select the **Continue** button.

Agency Amount \$163.00

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**Billing Information**

**Address Type**

Domestic (US and Puerto Rico)  
 Military (APO/FPO)  
 International (including Canada, Mexico)

Billing First Name\*

Billing Last Name\*

Billing Zip Code\*

Billing Address Line1\*

Billing Address Line2

Billing City\*

Billing State\*

E-mail\*

Confirm E-mail\*

Phone Number\*

**Payment Information**

**Payment Type**

Card  
 Personal Check  
 Business Check

Card Number\*

Expiration Month\*

Expiration Year\*

Security Code\*

We've provided this sample credit card to assist you in finding the security code.



Captcha\* 

Enter Captcha

f) Select the *Acknowledgement* checkbox to authorize payment. Select the **Pay Now** button.

Agency Amount	\$163.00
LexisNexis Service Fee	\$4.89
<b>Total Amount</b>	<b>\$167.89</b>

Billing Information	
Billing Name	Sparrow Trucking
Address	12 road Eagle, ID, 83616
E-mail	3262crobe@zohomail.com
Phone Number	(208) 1234567

Product	Reference Field	Amount
Web Permits	1411109	\$40.00
Web Permits	1411110	\$123.00

Credit Card	
Card Number	***** (MASTERCARD)
Expiration Date	03/2026

Payment Authorization	
Total Amount	\$167.89
<input type="checkbox"/> Acknowledgment	
By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.	

← Previous Page      **Pay Now \$**

- g) Your payment confirmation page will appear. You will need to select the word “here” shown within the “Click **here** to return to Idaho Transportation Web Permits Page” sentence, located in the bottom half of the page. This will direct you back to permits4idaho.com.

**Receipt**

**Payment Information**

Payment Date	09/28/2023 04:43 PM CDT	Payment Status	AUTHORIZED
Confirmation Number	200000215		
Payment Method	Credit Card (MASTERCARD) *****0248	Expiration	###/##
Transaction Type	Purchase		

**Bill To**

Sparrow Trucking  
12 road, Eagle, ID, 83616, US

**Payment Towards**

Payment Towards UniqueID	Web Permits 1411110	Amount	\$123.00
		CarrierName	HSBtester
Payment Towards UniqueID	Web Permits 1411109	Amount	\$40.00
		CarrierName	HSBtester

**Charge Information**

Agency Amount	\$163.00
LexisNexis Service Fee	\$4.89
<b>Total Amount</b>	<b>\$167.89</b>

Click [here](#) to return to Idaho Transportation Web Permits Page

Your payment was made through paymentsolutions.lexisnexis.com, one of the LexisNexis VitalChek Network Inc. portals.

For business or technical support, please send an email to paymentsolutions@lexisnexis.com.

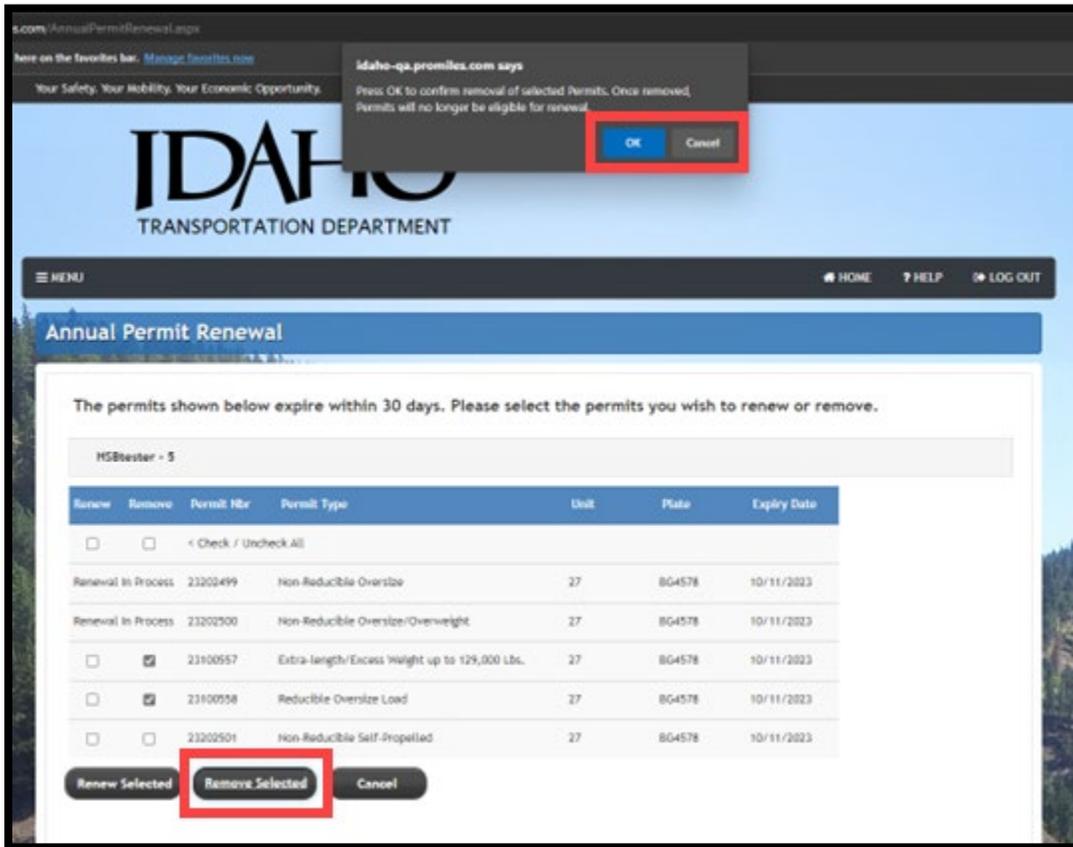
For commercial registration and temporary registration permit questions call 208-334-8611. For questions pertaining to special permits for size and weight call 208-334-8420.

\* Note: LexisNexis Processing Fee is non-refundable

## Remove Permits from the Annual Permit Renewal Screen

- Select the *Remove* checkbox next to each permit you are wanting to remove from the permit renewal list.
- Select the **Remove Selected** button.
- A pop-up will appear confirming whether you are wanting to remove the selected permits. Select the **OK** button to continue the permit removal process or select the **Cancel** button if needing to go back to the *Annual Permit Renewal* screen. Once you select the **OK** button on the pop-up, your permits will no longer be eligible for renewal.

**Note:** Permits that are removed can still be issued under the regular process for ordering a permit.



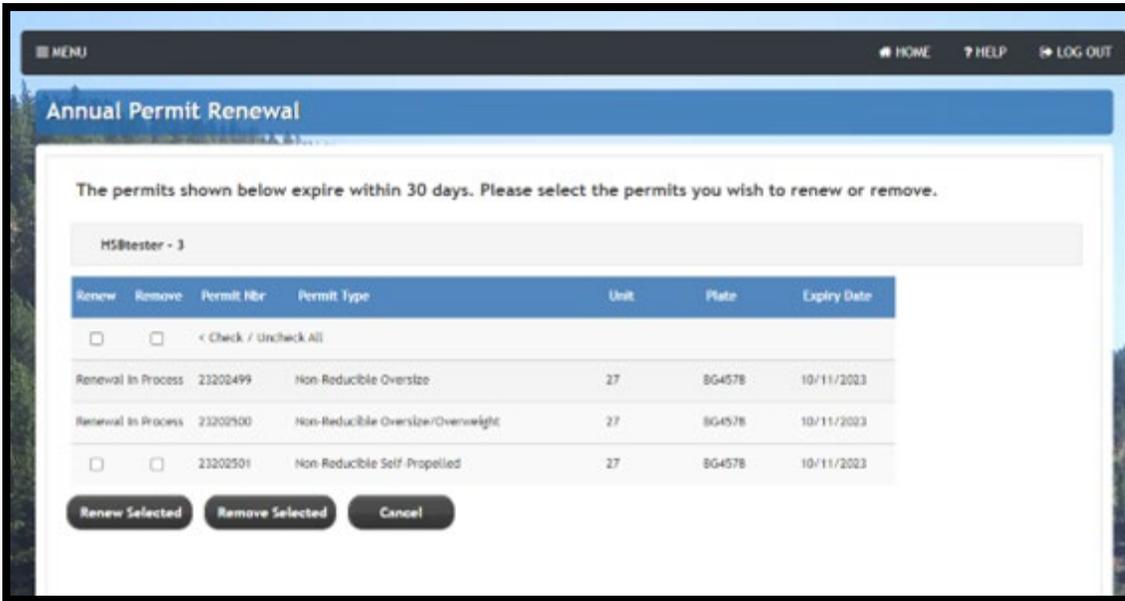
The screenshot shows the IdahoQA Annual Permit Renewal screen. A confirmation pop-up is displayed at the top, asking the user to confirm the removal of selected permits. The pop-up text reads: "idaho-qa.promiles.com says Press OK to confirm removal of selected Permits. Once removed, Permits will no longer be eligible for renewal." The "OK" button is highlighted with a red box. Below the pop-up, the "Remove Selected" button in the table's footer is also highlighted with a red box.

The table below shows the permits available for renewal:

Renew	Remove	Permit No.	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	8G4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202500	Non-Reducible Oversize/Overweight	27	8G4578	10/11/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23100557	Extra-length/Excess Weight up to 129,000 Lbs.	27	8G4578	10/11/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23100558	Reducible Oversize Load	27	8G4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	8G4578	10/11/2023

Buttons at the bottom of the table: Renew Selected, Remove Selected (highlighted), Cancel.

d) The items that you removed will no longer appear in the list on your *Annual Permit Renewal*.



e) Select the **Home** button to return to the main dashboard.



End of Module