

Special Permits Annual Renewal Process

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Purpose

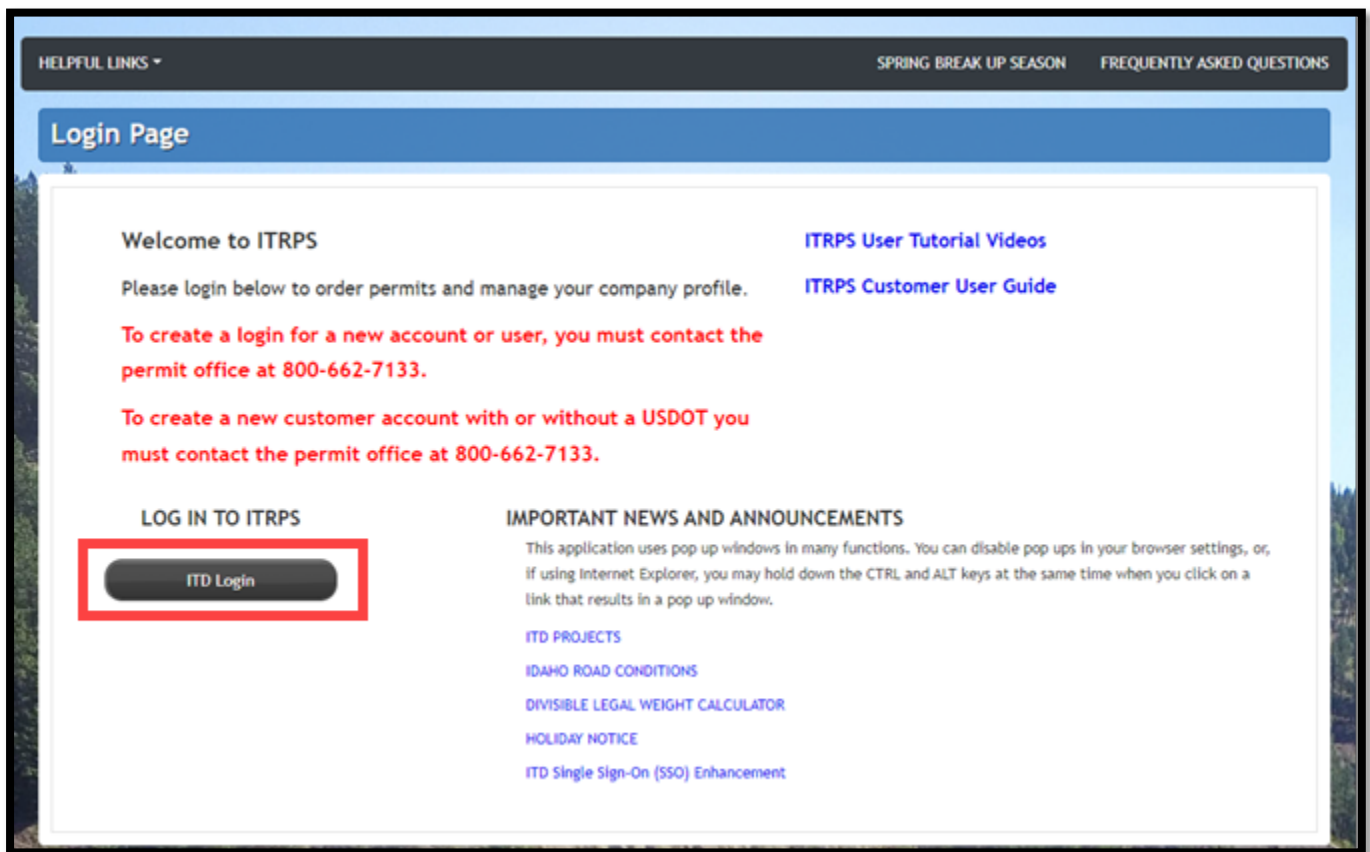
The purpose of this training is to help customers maneuver our updated website to easily be able to renew their annual special permits.

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's a navigation bar with 'MENU', 'HELPFUL LINKS', 'HOME', 'HELP', and 'LOG OUT'. Below this is a 'Company Dashboard' header. The main content area features a 'New Permit...' button, a 'Show: All' dropdown, a 'Search Permits' button, and a 'Refresh' button. A table lists permits with columns: Permit No/ID, Type, Unit, Submitted, Status, Expired, and Action. The table contains three rows of permits. To the right of the table, there's a '(5) Permits' dropdown, a 'Quarterly Road Use Fee' section with a 'View Past Forms' link, and a 'Messages' section showing 'No new messages.' A red box highlights the 'Annual Permit Renewal' link in the 'Messages' section.

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 has a checked checkbox under 'Renew' and an unchecked checkbox under 'Remove', followed by a '< Check / Uncheck All' link. The subsequent rows list specific permits with their details. At the bottom, there are three buttons: 'Renew Selected', 'Remove Selected', and 'Cancel'.

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 SelectedRemove SelectedCancel

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.

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**

Annual Permit Renewal

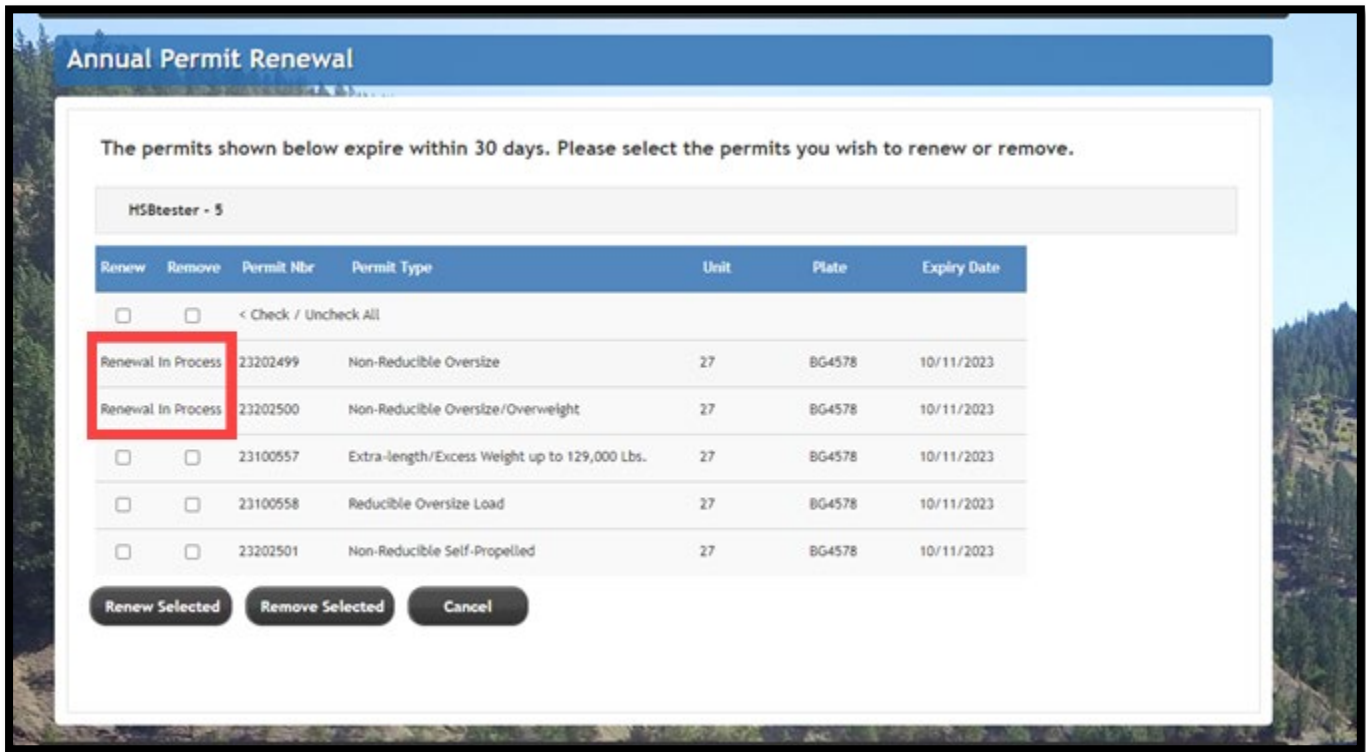
The permits shown below expire within 30 days. Please select the permits you wish to renew or remove.

MSBtester - 5

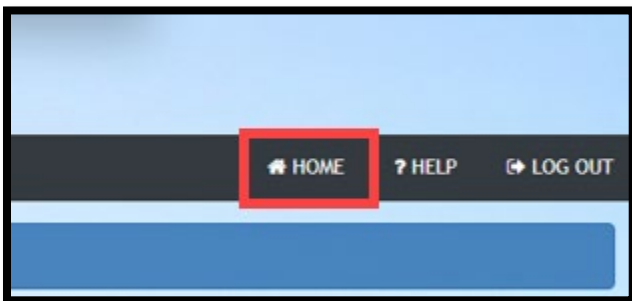
Renew	Remove	Permit Nbr	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23202499	Non-Reducible Oversize	27	BG4578	10/11/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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**

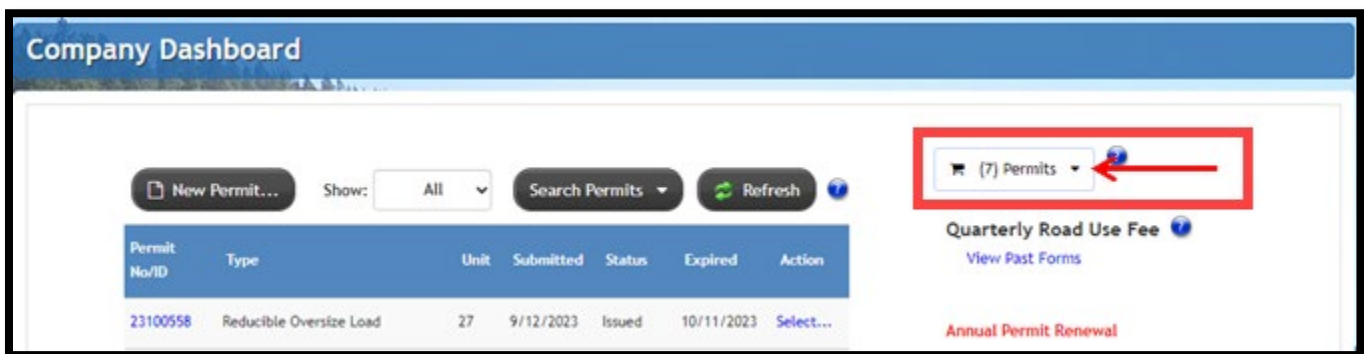
c) The page will then update your list of eligible permits to show the status as *Renewal In Process*.



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.

The screenshot shows the 'Company Dashboard' with a table of permits and a summary of permits ready for payment.

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...
23202500	Non-Reducible Oversize/Overweight	27	9/12/2023	Issued	10/11/2023	Select...
23202499	Non-Reducible Oversize	27	9/12/2023	Issued	10/11/2023	Select...
23202464	Non-Reducible Oversize/Overweight	27	9/5/2023	Issued	10/4/2023	Select...

7 Permits ready for payment

Non-Reducible Oversize/Overweight:	\$123.00
Non-Reducible Oversize:	\$40.00
Non-Reducible Oversize/Overweight:	\$123.00
Non-Reducible Oversize:	\$40.00
Non-Reducible Self-Propelled:	\$123.00
Extra-length/Excess Weight up to 129,000 Lbs.:	\$45.00
Reducible Oversize Load:	\$40.00
Cart Total:	\$534.00

Pay for all Permits

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

The screenshot shows the 'TRANSPORTATION DEPARTMENT' website with the 'Menu' drop-down open. The 'Shopping Cart' option is highlighted.

Menu options:

- Admin Links
- Annual Permit Renewal
- Company Data
- ITRPS Customer User Guide
- Pre-Trip Routing
- Reports
- Saved Trips
- Shopping Cart**
- Vehicle Import

The background shows the same permit list and payment summary as the previous screenshot.

- 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.

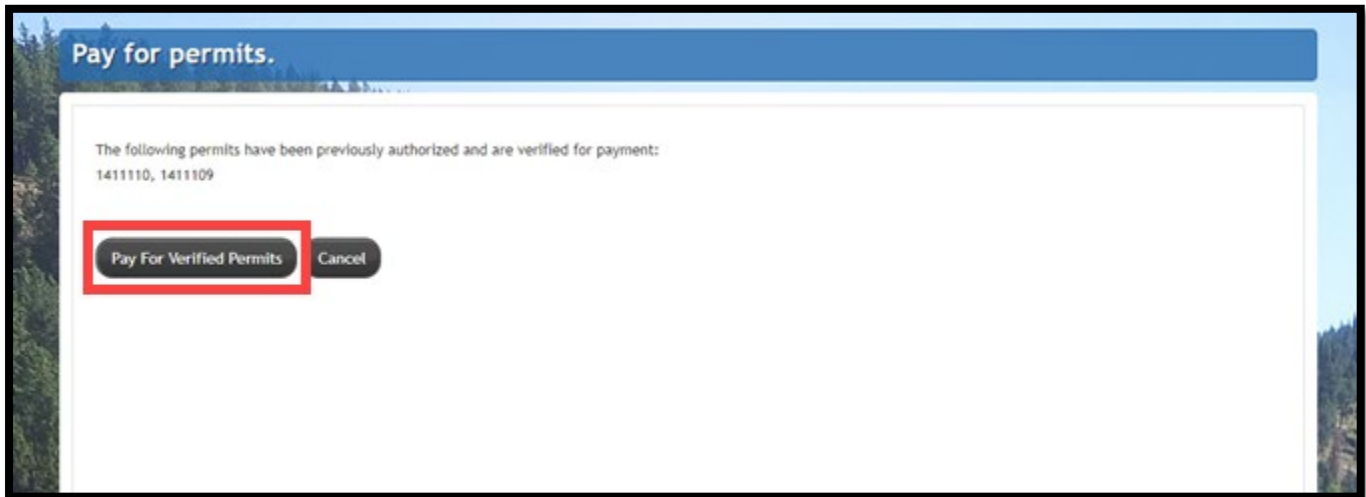
The screenshot shows a web application interface for managing permits. At the top, there is a navigation bar with a 'MENU' icon, 'HOME', 'HELP', and 'LOG OUT' links. Below this is a blue header with the text 'Permits Ready for Payment and/or Printing'. The main content area is divided into two columns. The left column lists three permits, each with a 'Pay' checkbox, a description, a price, and details like ID#, Vehicle, Company, and Start Date. The first two permits are 'Non-Reducible Oversize/Overweight' for \$123.00 each, and the third is 'Non-Reducible Oversize' for \$40.00. The 'Pay' checkbox is checked for the first two permits. The right column shows the 'Order Total' as \$163.00, with a note that 2 permits are selected for purchase. A 'Pay Now' button is highlighted with a red box. Below the total, it shows 'No charge' for 0 permits selected to print.

Pay	Permit Description	Price	ID#	Vehicle	Company	Start Date
<input checked="" type="checkbox"/>	Non-Reducible Oversize/Overweight	\$123.00	1411110	27	HSBtester	10/12/2023
<input checked="" type="checkbox"/>	Non-Reducible Oversize	\$40.00	1411109	27	HSBtester	10/12/2023
<input type="checkbox"/>	Non-Reducible Oversize/Overweight	\$123.00	1410944	27	HSBtester	10/5/2023

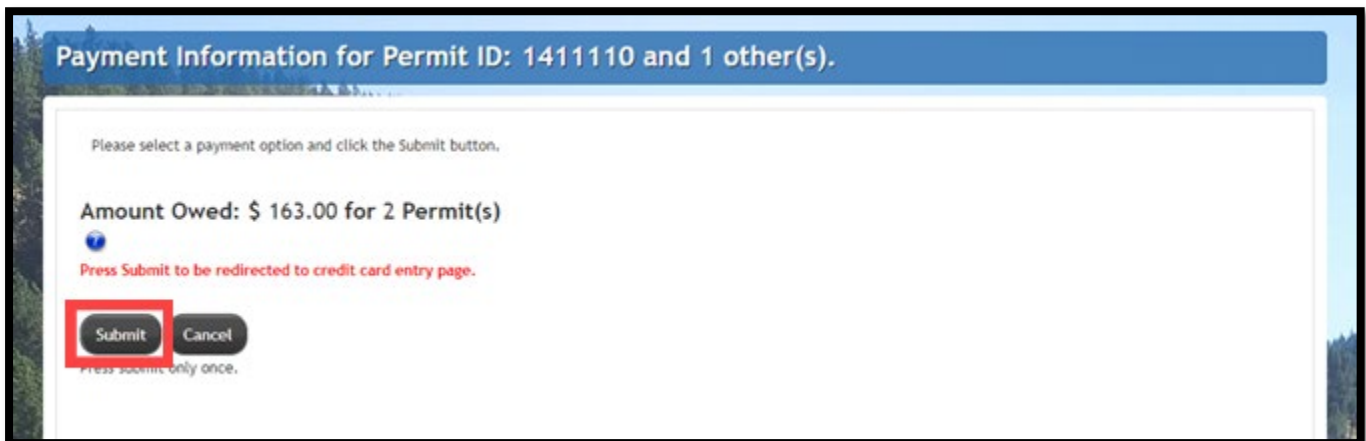
Order Total
\$163.00
(2) Permits selected to purchase
Pay Now
No charge
(0) Permits selected to print

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
<div><div>Billing Information</div><div><div>Address Type</div><div><input checked="" type="radio"/> Domestic (US and Puerto Rico) <input type="radio"/> Military (APO/FPO) <input type="radio"/> International (including Canada, Mexico)</div></div><div><div>Billing First Name*</div><div>Billing Last Name*</div><div>Billing Zip Code*</div><div>Billing Address Line1*</div><div>Billing Address Line2</div><div>Billing City*</div><div>Billing State*</div><div>E-mail*</div><div>Confirm E-mail*</div><div>Phone Number*</div></div></div>		

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.

Cardholder Name

000

Security Code

VISA

DISCOVER

Captcha*

Enter Captcha

hx8fw

Previous Page

Continue

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

The screenshot shows a payment interface with several sections. At the top, a summary table lists charges. Below this are sections for Billing Information, Credit Card details, and Payment Authorization. The Payment Authorization section contains an 'Acknowledgment' checkbox and a 'Pay Now' button. Red arrows and boxes highlight the 'Acknowledgment' checkbox and the 'Pay Now' button, indicating where the user should click.

	Agency Amount	\$163.00
	LexisNexis Service Fee	\$4.89
	Total Amount	\$167.89

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

☐ **Acknowledgment**
By checking this box, I am authorizing the payment of the bill amount plus the LexisNexis Service Fee.

\$

← Previous Page

- 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
Total Amount	\$167.89

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.

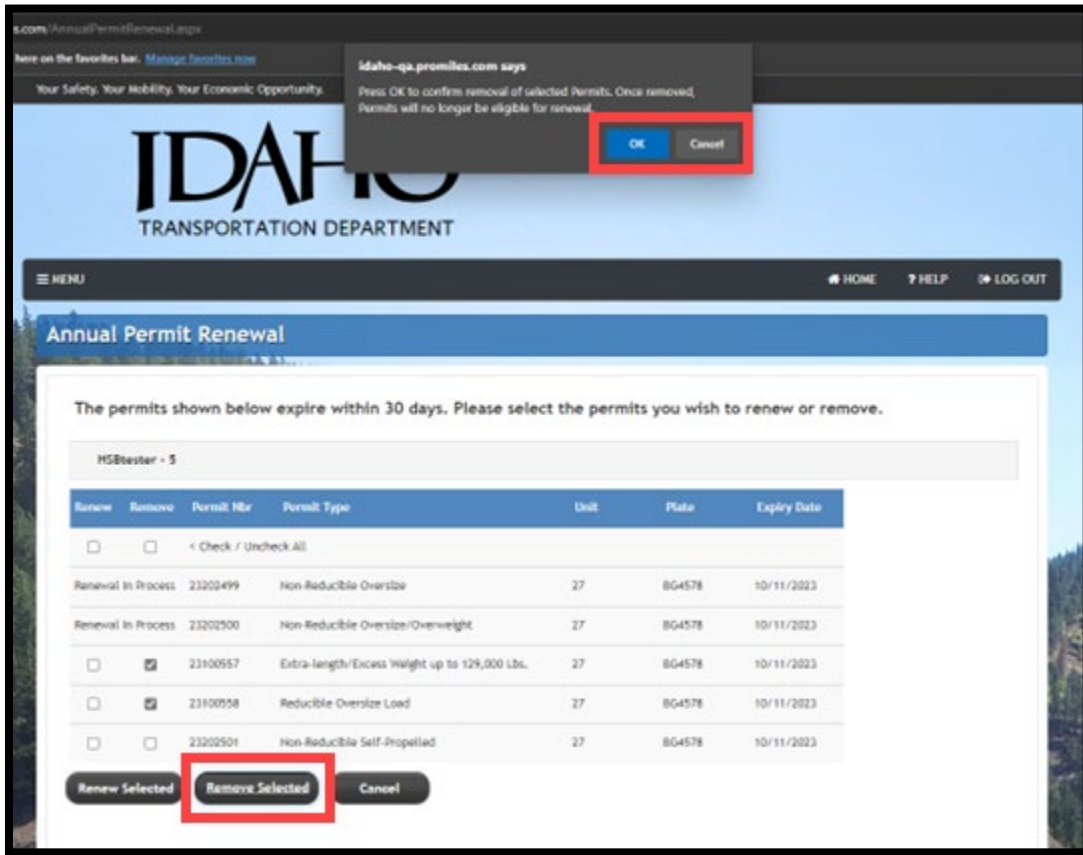
For commercial registration and temporary registration permit questions call 208-334-8611. For questions pertaining to special permits for size and weight call 208-334-8420.

* 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.

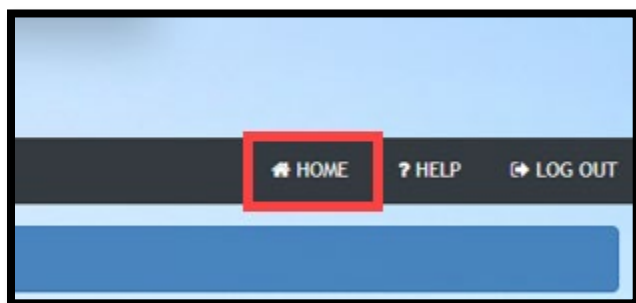


d) The items that you removed will no longer appear in the list on your *Annual Permit Renewal*.

The screenshot shows the 'Annual Permit Renewal' web application. At the top, there is a navigation bar with 'MENU', 'HOME', 'HELP', and 'LOG OUT' buttons. Below the navigation bar, the title 'Annual Permit Renewal' is displayed. A message states: 'The permits shown below expire within 30 days. Please select the permits you wish to renew or remove.' Below this message, there is a section for 'MSBester - 3'. A table lists permits with columns: Renew, Remove, Permit Hbr, Permit Type, Unit, Plate, and Expiry Date. The table contains three rows of permits, all with an expiry date of 10/11/2023. Below the table, there are three buttons: 'Renew Selected', 'Remove Selected', and 'Cancel'.

Renew	Remove	Permit Hbr	Permit Type	Unit	Plate	Expiry Date
<input type="checkbox"/>	<input type="checkbox"/>	< Check / Uncheck All				
Renewal In Process		23202499	Non-Reducible Oversize	27	8G4578	10/11/2023
Renewal In Process		23202500	Non-Reducible Oversize/Overweight	27	8G4578	10/11/2023
<input type="checkbox"/>	<input type="checkbox"/>	23202501	Non-Reducible Self-Propelled	27	8G4578	10/11/2023

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



End of Module