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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
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.

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

Renew Permits

a) Select the Renew Selected button.
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.
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.

![Company Dashboard]

![Menu drop-down]

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

<table>
<thead>
<tr>
<th>Billing Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing Name</strong></td>
<td>Sparrow Trucking</td>
</tr>
</tbody>
</table>
| **Address**                 | 12 road  
Eagle. ID. 83616 |
| **E-mail**                  | 3262robe@zohomail.com |
| **Phone Number**            | (208) 1234567 |

<table>
<thead>
<tr>
<th>Credit Card</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Card Number</strong></td>
<td>*********** (M astercard)</td>
</tr>
<tr>
<td><strong>Expiration Date</strong></td>
<td>03/2026</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment Authorization</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Amount</strong></td>
<td>$167.89</td>
</tr>
</tbody>
</table>

*Acknowledgement*

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

**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.
Remove Permits from the Annual Permit Renewal Screen

a) Select the *Remove* checkbox next to each permit you are wanting to remove from the permit renewal list.

b) Select the **Remove Selected** button.

c) 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.

![Annual Permit Renewal](image1)

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

![Annual Permit Renewal](image2)

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

![Home button](image3)

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

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End of Module