

Using MiTRIP for Existing Business or Permit Service (Michigan Transport Routing and Internet Permitting System)

Purpose The Michigan Department of Transportation (MDOT) is implementing the Michigan Transport Routing and Internet Permitting (MiTRIP) on April 11, 2011. This document provides the information you'll need to access the system and obtain a permit.

Four Steps To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one and two only need to be completed the first time you use MiTRIP. **Note: If you have already registered and created your One Stop business profile, you can skip to step three.**


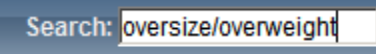
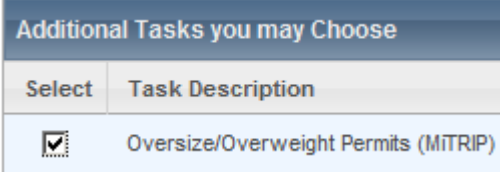
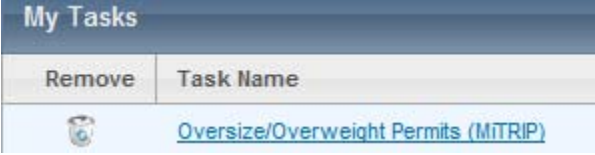
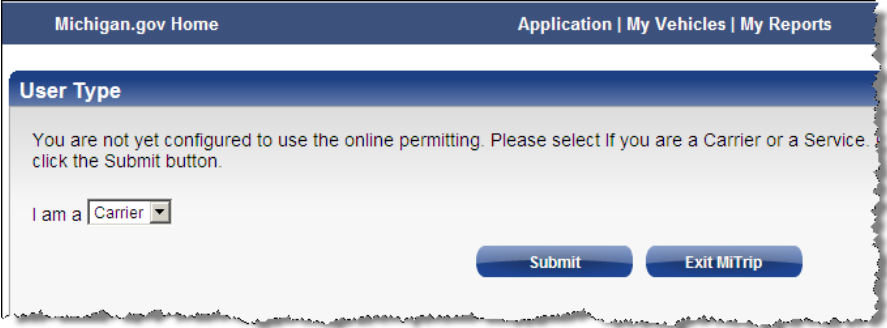

1. Access One Stop



Step	Action
a	Go to www.michigan.gov/business . Click Go in the Start and Register box. <div style="float: right; border: 1px solid gray; padding: 5px; width: 200px;"> <p>START & REGISTER</p> <ul style="list-style-type: none"> ▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities. ▶ Get started now! Register for Business One Stop. <p style="text-align: center;">GO</p> </div>
b	On the registration screen, enter the required information and Submit . <div style="float: right; border: 1px solid gray; padding: 5px; width: 100px; text-align: center;"> <p>Submit</p> </div>
c	One Stop will send a temporary password to the e-mail address you provided in step b. Once you receive the e-mail, return to www.michigan.gov/business and enter your login ID and the password you received. Click Go . <div style="float: right; border: 1px solid gray; padding: 5px; width: 200px;"> <p>REGISTERED USERS</p> <p style="text-align: center;">LOG IN NOW TO...</p> <ul style="list-style-type: none"> ▶ Apply for new licenses and permits. ▶ Renew licenses and permits. ▶ Pay online <p>Login ID: <input type="text" value="dawson4444"/></p> <p>Password: <input type="password" value="....."/></p> <p>Forgot Password? GO</p> </div>
d	Fill in the required information to change your temporary password to a password of your choosing, then click Change Password . <div style="float: right; border: 1px solid gray; padding: 5px; width: 250px;"> <p>Input old password <input type="password" value="....."/></p> <p>Input new password <input type="password" value="....."/></p> <p>Confirm new password <input type="password" value="....."/></p> <p style="text-align: right;">Change Password</p> </div>
e	Complete the security questions, and click Submit . <div style="float: right; border: 1px solid gray; padding: 5px; width: 100px; text-align: center;"> <p>Submit</p> </div>
f	One Stop will display a welcome message. Click Continue . <div style="float: right; border: 1px solid gray; padding: 5px; width: 100px; text-align: center;"> <p>Continue</p> </div>
g	Review the One Stop Terms and Conditions, then click Accept at the bottom of the page. <div style="float: right; border: 1px solid gray; padding: 5px; width: 100px; text-align: center;"> <p>Accept</p> </div>


2. Create a One Stop Business Profile

Step	Action						
a	<p>On the One Stop home page in the box that says, For Businesses, click Go.</p> <div data-bbox="834 205 1425 415" style="border: 1px solid #ccc; padding: 5px;"> <p>For Businesses:</p> <ul style="list-style-type: none"> ■ Start a new business ■ Add an existing business ■ Add a delegated business <p style="text-align: right;">GO</p> </div>						
b	<p>On the Start or Add Business page, select Add My Existing Business and click Next.</p> <div data-bbox="732 436 1425 646" style="border: 1px solid #ccc; padding: 5px;"> <p>Add My Existing Business</p> <p>This option is for :</p> <ul style="list-style-type: none"> • Existing businesses that have already filed with DELE • Existing sole proprietorships and general partnerships • An existing out of state business that is currently or is </div>						
c	<p>On the Describe Your Business page, select the appropriate business type and complete the section labeled “Check all that apply.” Click Next to continue.</p> <div data-bbox="1247 699 1425 751" style="float: right; border: 1px solid #ccc; padding: 2px 10px;"> Next </div>						
d	<p>Review the Legal Agreement Text, then click Accept at the bottom of the page.</p> <div data-bbox="1247 804 1425 856" style="float: right; border: 1px solid #ccc; padding: 2px 10px;"> Accept </div>						
e	<p>Enter the information requested on the Identify Your Business page, and click Submit. One Stop will retrieve your business’ records and display the name. If it is correct, select the name and then click Next.</p>						
f	<p>One Stop will walk you through a series of questions to create your business profile. As you complete each page, click Proceed. If you need help, click use the Help or Contact Us links at the top of the page.</p> <div data-bbox="1247 1014 1425 1077" style="float: right; border: 1px solid #ccc; padding: 2px 10px;"> Proceed </div> <div data-bbox="1230 1119 1425 1161" style="float: right; border: 1px solid #ccc; padding: 2px 5px;"> Help Contact Us </div>						
g	<p>When you finish creating your business profile, you will be on your One Stop WorkSpace page. It will look something like the picture below. Note that the page has four tabs, each of which provide different information.</p> <div data-bbox="318 1329 1425 1654" style="border: 1px solid #ccc; padding: 5px;"> <p>White Fish Township ID# 102494 Update eCabinet Shopping Cart Cart(0 Items)</p> <hr/> <p> My Workspace My Filings My Business Profile Go To ... </p> <hr/> <p> My Tasks Video Guide Print Add a Task </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Remove</th> <th style="width: 80%;">Task Name</th> <th style="width: 10%;">Help</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> </div>	Remove	Task Name	Help			
Remove	Task Name	Help					



3. Access MiTRIP

Step	Action
a	On the My Workspace tab (see previous diagram) click Add a Task . A new window will open. 
b	In the Add a Task window, search for Oversize/Overweight. One Stop will locate the Oversize/Overweight Permits (MiTRIP) task. Click in the box to select it, and click Add .  
c	Back on the My Workspace tab, your task list will now include a link to the new Oversize/ Overweight Permit (MiTRIP). Click on the link. 
d	The first time you access MiTRIP, you'll see the User Type window. Indicate whether you are a Carrier or Service, and click Submit . You will only need to select Carrier or Service the first time you use MiTRIP. The MiTRIP menu will be displayed. Note: The Single Trip Permit Guide can be obtained at www.michigan.gov/truckers under "Permits" then click on MiTRIP 
	If you are a carrier, skip to step g.

Step	Action
<p>e</p>	<p>If you are a service, you must enter the carrier name in the fields at the top of the menu, then click Hauler Lookup. You may enter just part of the name, but it must be at least three characters. MiTRIP will retrieve all matching carrier names and display them on the menu. Request Permit for Carrier with USDOT is not applicable.</p> <div data-bbox="527 409 1242 640" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Request Permit for Carrier with USDOT</p> <div style="border: 1px solid gray; width: 100px; height: 20px; margin: 0 auto;"></div> <p style="text-align: center; font-size: small;">If you don't know the USDOT of the Carrier, please enter the Carrier name and click the lookup button to find the USDOT.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid gray; width: 150px; height: 20px;"></div> <div style="border: 1px solid gray; padding: 2px;">Anywhere in the Name ▼</div> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Hauler Lookup"/> </div> </div> <div data-bbox="365 672 1388 924" style="border: 1px solid gray; padding: 5px;"> <p style="font-size: small;">If you don't know the USDOT of the Carrier, please enter the Carrier name and click the lookup button to find the USDOT.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid gray; padding: 2px;">car</div> <div style="border: 1px solid gray; padding: 2px;">Anywhere in the Name ▼</div> <div style="text-align: center;"> <input type="button" value="Hauler Lookup"/> </div> </div> <p style="text-align: center; font-size: small;">Multiple carriers where found. Please select the correct carrier</p> <ul style="list-style-type: none"> <input type="radio"/> CARRIER SERVICE GENERAL PARTNERSHIP 0017 - LANSING, MI <input type="radio"/> CARRIER SERVICE GENERAL PARTNERSHIP - LANSING, MI <input type="radio"/> </div>
<p>f</p>	<p>Click in the circle next to the correct carrier name to select it.</p> <div data-bbox="1015 976 1421 1029" style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input checked="" type="radio"/> CARRIER SERVICE GENERAL PAR </div>
<p>g</p>	<p>Scroll down the page and locate the name of the permit you need. Each permit name is a link – click on the correct link.</p>
<p> NOTE</p>	<p>The first time you use MiTRIP, a window (shown below) will be displayed asking you if you wish to install a piece of software.</p> <div data-bbox="487 1249 1274 1606" style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; font-weight: bold; font-size: small;">Internet Explorer - Security Warning</p> <p style="text-align: center; font-weight: bold;">Do you want to install this software?</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid gray; width: 20px; height: 20px; margin-right: 5px;"></div> <div style="font-size: x-small;"> <p>Name: trkview.cab</p> <p>Publisher: Bentley Systems, Incorporated</p> </div> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> <div style="font-size: x-small;"> <input type="checkbox"/> More options </div> <div style="text-align: center;"> <input type="button" value="Install"/> </div> <div style="text-align: center;"> <input type="button" value="Don't Install"/> </div> </div> <div style="text-align: center; margin-top: 10px;">  <p style="font-size: x-small;">While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?</p> </div> </div> <p>Click Install. You will not need to repeat this step again.</p>
<p>e</p>	<p>Complete all fields for the permit type you need. Then click the Continue button, located at the bottom of the page. Note: If the permit information you enter is not accepted, you may need to revise your entries before continuing to the next step.</p> <div data-bbox="1201 1701 1437 1753" style="text-align: right; margin-top: 10px;"> <input type="button" value="Continue"/> </div>

Step	Action
	<p>Another window (shown below) will be displayed asking you if you wish to install a second piece of software.</p> <div data-bbox="420 249 1341 663" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; margin: 0;">Internet Explorer - Security Warning X</p> <p style="text-align: center; margin: 5px 0;">Do you want to install this software?</p> <div style="display: flex; align-items: center; margin: 5px 0;"> <div> <p style="margin: 0;">Name: slactvx.cab</p> <p style="margin: 0;">Publisher: Bentley Systems, Incorporated</p> </div> </div> <div style="display: flex; justify-content: space-between; margin: 5px 0;"> More options Install Don't Install </div> <hr/> <div style="display: flex; align-items: center; margin: 5px 0;"> <p style="font-size: small; margin: 0;">While files from the Internet can be useful, this file type can potentially harm your computer. Only install software from publishers you trust. What's the risk?</p> </div> </div> <p>Click Install. You will not need to repeat this step again.</p>
f	<p>MiTRIP will open a window in which you will identify the route for your trip. Complete these steps and click Continue.</p> <div data-bbox="1182 764 1425 821" style="float: right; border: 1px solid gray; padding: 2px 10px; border-radius: 5px; background-color: #4a7ebb; color: white;">Continue</div>
g	<p>If your route is approved, MiTRIP will display your permit for you to review. Review the permit to make sure it is accurate, then click Continue.</p> <div data-bbox="1182 848 1425 905" style="float: right; border: 1px solid gray; padding: 2px 10px; border-radius: 5px; background-color: #4a7ebb; color: white;">Continue</div>

4. Pay for Your Permit

Step	Action
a	<p>Once you have reviewed your permit request, MiTRIP will display a window with the cost of the permit. In this window, you will also need to provide information about how you will pay for the permit. In the Payment Method box, choose One Stop Shopping Cart</p> <div data-bbox="863 1157 1430 1262" style="border: 1px solid gray; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Payment Method One Stop Shopping Cart ▼</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0;"> <p style="margin: 0;">One Stop Shopping Cart</p> <p style="margin: 0;">Cash (MDOT Facility Only)</p> </div> </div>
	<p>If you need multiple permits, you don't have to pay after each application has been entered. You may add them to the shopping cart and pay for all of them at one time.</p>
b	<p>When you have entered all necessary information in the MiTRIP payment window, click Logout.</p> <div data-bbox="1182 1528 1425 1585" style="float: right; border: 1px solid gray; padding: 2px 10px; border-radius: 5px; background-color: #4a7ebb; color: white;">Logout</div>
c	<p>Back in One Stop, click the Shopping Cart link. Follow the prompts on the One Stop screens to pay your permit fees.</p> <div data-bbox="1240 1646 1442 1703" style="float: right; border: 1px solid gray; padding: 2px 10px; border-radius: 5px; background-color: #ccc; text-decoration: underline;">Shopping Cart</div>
	<p>Your permit application will not be submitted until you pay for it in One Stop.</p>