

MiTrip Single Trip Permit Applications Guide

Purpose: Use the Michigan Transport Routing and Internet Permitting System (MiTrip) to enter single trip permit applications.

- ! The guide will provide direction for Single Trip Equipment, Single Trip Miscellaneous, or Single Trip Mobile/Modular Home applications, although the screens will vary slightly from what is shown in this document.

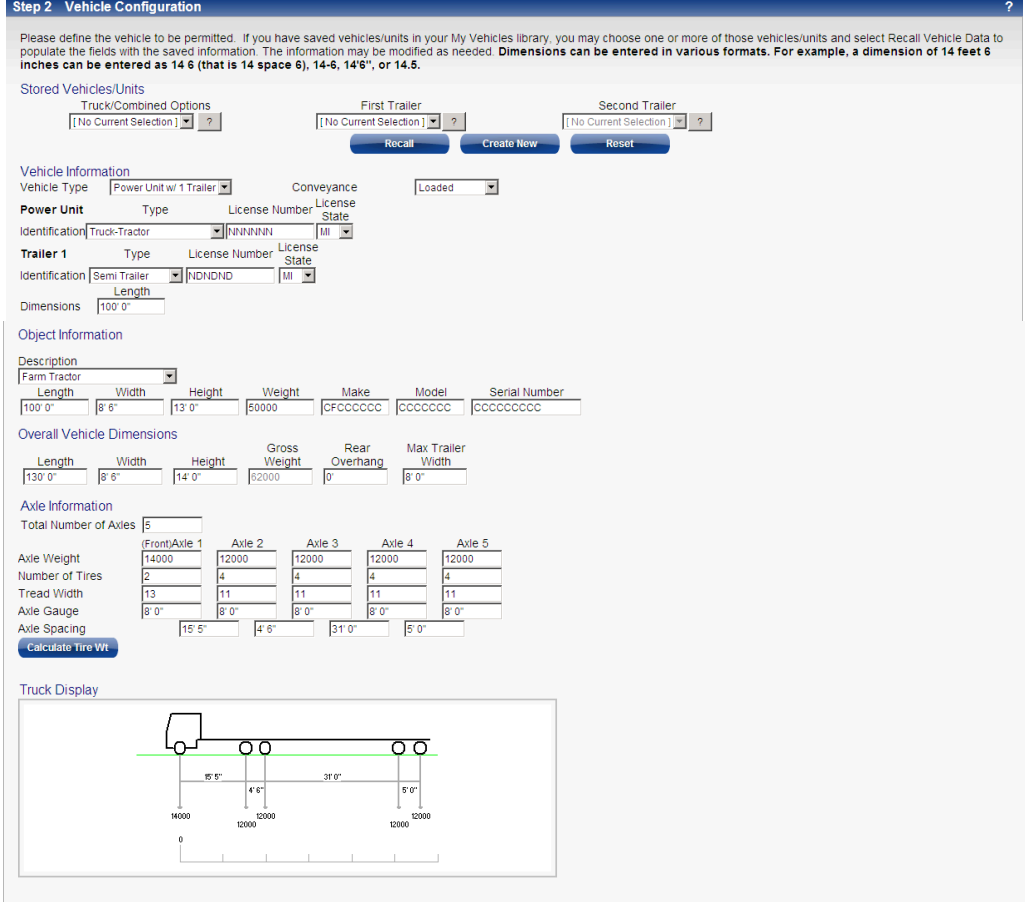
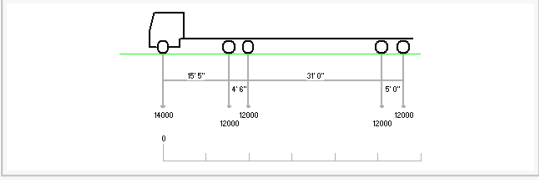
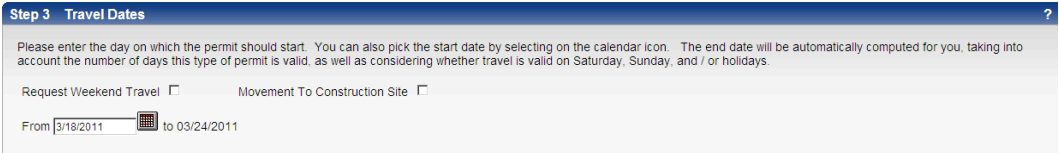
Sign In To MiTrip

Step	Action
1	Login to Michigan Business One stop (MBOS) at www.michigan.gov/business
!	If this is your first time accessing MBOS, you will need to create a business. See the www.michigan.gov/truckers for further instructions.
3	Select My Workspace at the bottom of the screen.
4	Select the Oversize/Overweight Permits (MiTrip) link.

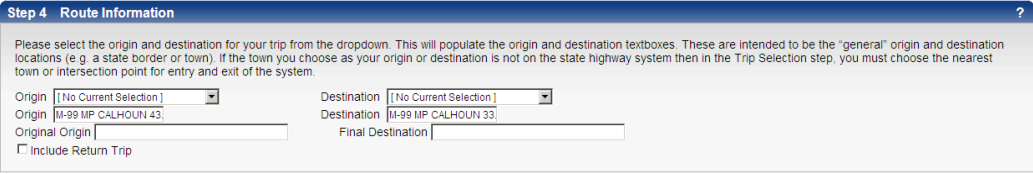




Display the MiTrip Application Screen

Step	Action
1	Click the appropriate Single Trip application link.
!	If this application is similar to one that you have already entered and you would like to make a copy of that application, you may go to My Permits at the top of the screen and select the copy link next to the application you would like to copy.
2	Complete Step 1, Acknowledgement of Permit Conditions by reading the conditions and placing a check in the checkbox next to the acknowledgement statement.



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Step	Action																														
3	<p>Enter the vehicle and load information in Step 2, Vehicle Configuration.</p>  <p>Step 2 Vehicle Configuration</p> <p>Please define the vehicle to be permitted. If you have saved vehicles/units in your My Vehicles library, you may choose one or more of those vehicles/units and select Recall Vehicle Data to populate the fields with the saved information. The information may be modified as needed. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p> <p>Stored Vehicles/Units Truck/Combined Options: [[No Current Selection] ?] First Trailer: [[No Current Selection] ?] Second Trailer: [[No Current Selection] ?] Buttons: Recall, Create New, Reset</p> <p>Vehicle Information Vehicle Type: Power Unit w/ 1 Trailer Conveyance: Loaded Power Unit: Type, License Number, License State Identification: Truck-Tractor, NNNNNN, MI Trailer 1: Type, License Number, License State Identification: Semi Trailer, NDNDND, MI Length: 100' 0"</p> <p>Object Information Description: Farm Tractor Length: 100' 0", Width: 8' 6", Height: 13' 0", Weight: 50000, Make: CFC00000, Model: C000000, Serial Number: C0000000</p> <p>Overall Vehicle Dimensions Length: 130' 0", Width: 8' 6", Height: 14' 0", Gross Weight: 82000, Rear Overhang: 0", Max Trailer Width: 8' 0"</p> <p>Axle Information Total Number of Axles: 5 <table border="1"> <thead> <tr> <th>(Front)Axle 1</th> <th>Axle 2</th> <th>Axle 3</th> <th>Axle 4</th> <th>Axle 5</th> </tr> </thead> <tbody> <tr> <td>14000</td> <td>12000</td> <td>12000</td> <td>12000</td> <td>12000</td> </tr> <tr> <td>2</td> <td>4</td> <td>4</td> <td>4</td> <td>4</td> </tr> <tr> <td>13</td> <td>11</td> <td>11</td> <td>11</td> <td>11</td> </tr> <tr> <td>8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> <td>8' 0"</td> </tr> <tr> <td></td> <td>15' 5"</td> <td>4' 6"</td> <td>31' 0"</td> <td>5' 0"</td> </tr> </tbody> </table> Calculate Tire Wt.</p> <p>Truck Display </p>	(Front)Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	14000	12000	12000	12000	12000	2	4	4	4	4	13	11	11	11	11	8' 0"	8' 0"	8' 0"	8' 0"	8' 0"		15' 5"	4' 6"	31' 0"	5' 0"
(Front)Axle 1	Axle 2	Axle 3	Axle 4	Axle 5																											
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!	<p>Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5.</p>																														
4	<p>Enter the date in which you would like your permit to start in Step 3, Travel Dates.</p>  <p>Step 3 Travel Dates</p> <p>Please enter the day on which the permit should start. You can also pick the start date by selecting on the calendar icon. The end date will be automatically computed for you, taking into account the number of days this type of permit is valid, as well as considering whether travel is valid on Saturday, Sunday, and / or holidays.</p> <p>Request Weekend Travel <input type="checkbox"/> Movement To Construction Site <input type="checkbox"/></p> <p>From 3/18/2011 to 03/24/2011</p>																														
5	<p>Check the Request Weekend Travel checkbox or the Movement to Construction Site checkbox, if you would like to request either of these options.</p>																														

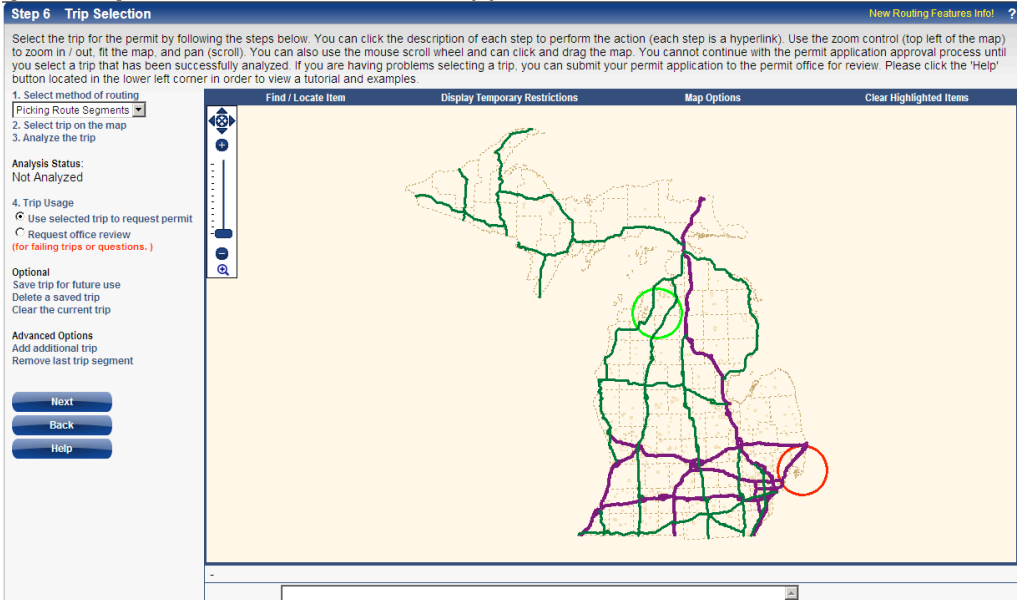
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Step	Action
6	<p>Choose the Origin and Destination of the trip using the drop-downs in Step 4, Route Information.</p> 
	When you select the Origin and Destination from the drop-downs it will populate the Origin and Destination fields shown below the drop-downs.
7	Complete the Original Origin and Final Destination Fields if this permit is ...
8	Check the Include Return Trip checkbox if you will be returning to your origin via the same route.
9	Select one of the choices shown in the following steps for Step 5, Application Review .
9a	<p>Select the Continue button if you have completed the Application screen and are ready to move on to the Step 6, Trip Selection Screen</p> 
9b	<p>Select the Cancel button if you would like to cancel this application and return to the Application Type Selection screen.</p> 
9c	<p>Select the Reset button if you would like to clear all of the fields on this screen.</p> 

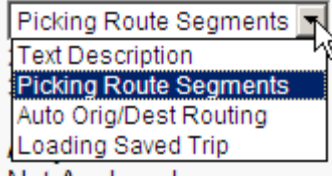
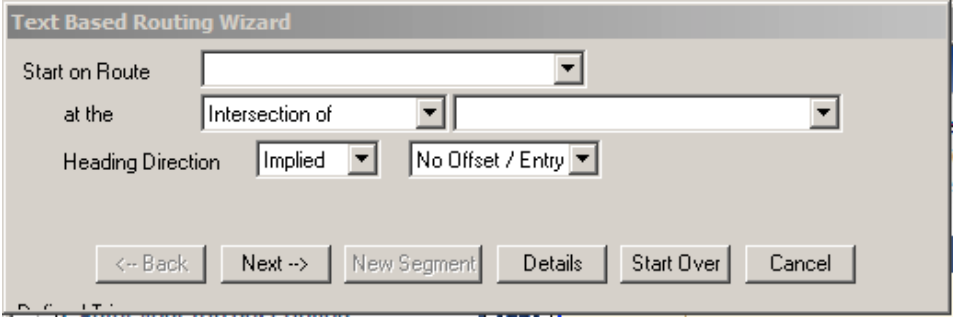
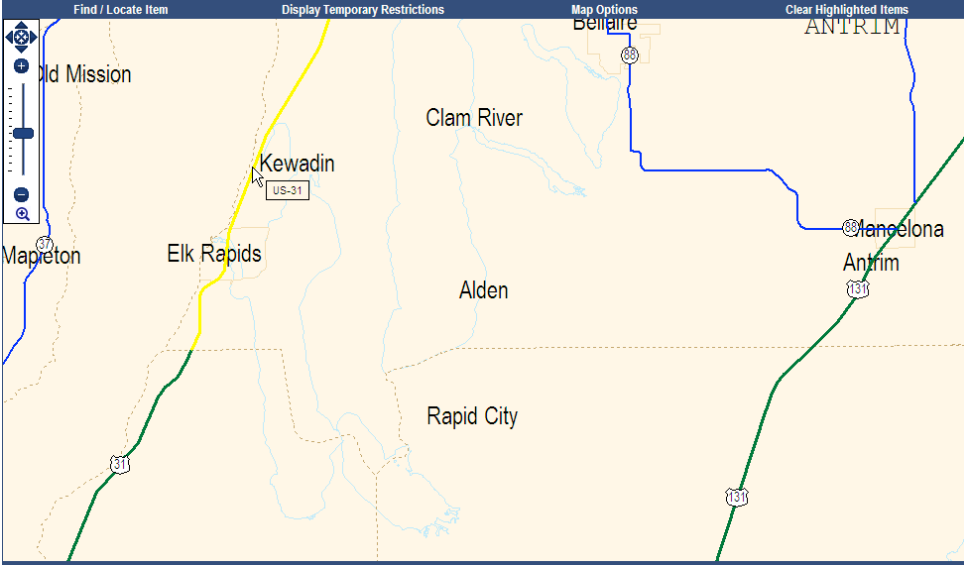
Completing Step 6, Trip Selection

Step	Action
1	<p>Select the Continue button on the Application screen.</p> 
	If errors were identified on the Application screen, you will receive notification in the form of a list of errors.

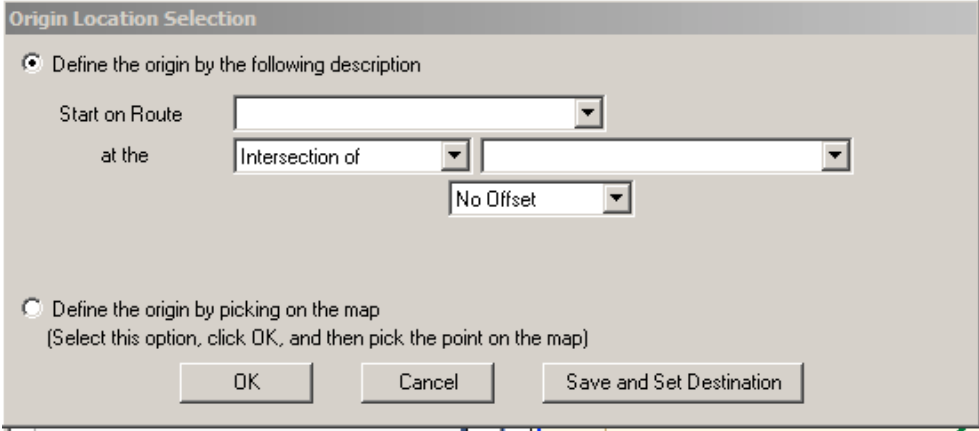
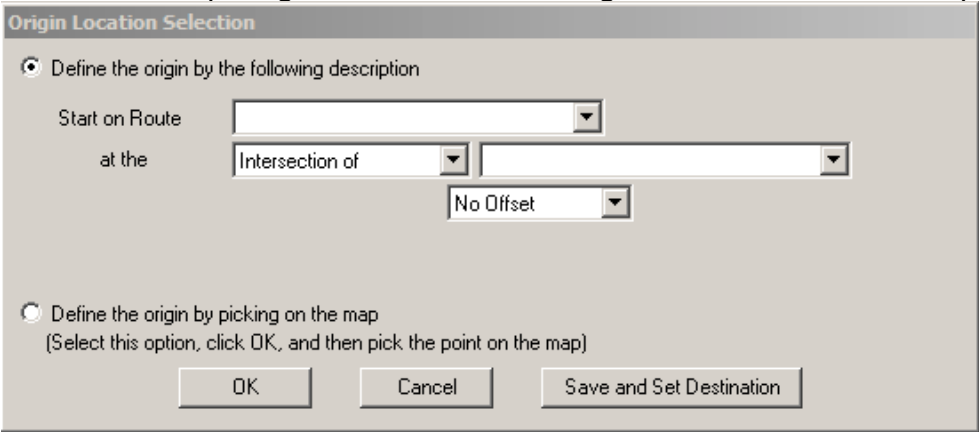

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Step	Action
	<p style="text-align: center; color: red;">Unable to process your permit application because of the following:</p> <h2 style="text-align: center;">Acknowledgement Not Checked</h2> <div style="text-align: center; margin: 10px 0;"> Change Permit Cancel </div> <hr/> <p style="text-align: center; font-size: small;">© Copyright 2011 Bentley Systems, Incorporated All rights reserved. v4.3.10.5 []. System Requirements By accessing any information within MITRIP, you agree to abide by the Privacy Policy and Bentley Legal Notice</p> <hr/> <p style="text-align: center; font-size: small;">Michigan.gov Home MITRIP Home Contacts State Web Sites Accessibility Policy Privacy Policy Link Policy Security Policy</p> <p style="text-align: center; font-size: x-small;">Copyright © 2002-2010 State of Michigan</p>
2	<p>Select the Change Permit button to go back to the Application Screen and correct the identified errors.</p> <p>OR</p> <p>Select the Cancel button to cancel the permit application and return to the Application Type Selection screen.</p>
<p style="color: blue; font-weight: bold; font-size: 24px;">!</p>	<p>After all errors have been corrected and the Continue button selected the Step 6, Trip Selection screen will appear.</p> 
3	<p>Select the routing method in the 1. Select method of routing dropdown.</p>

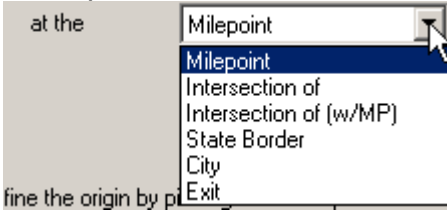
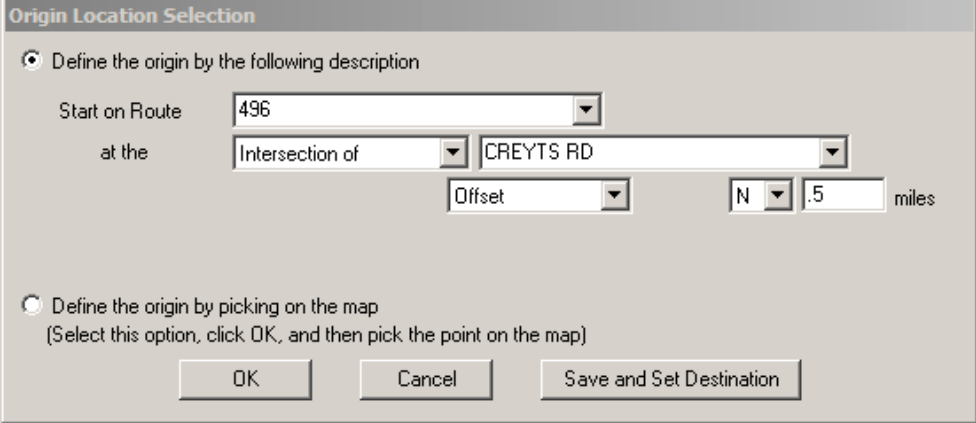
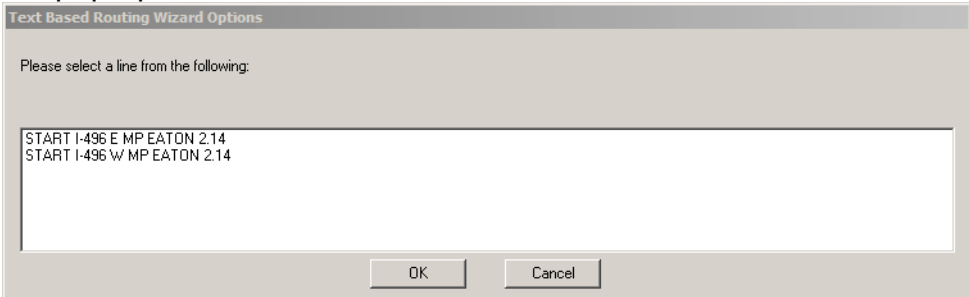
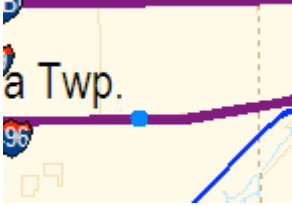
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Step	Action
	<p data-bbox="716 260 1024 289">1. Select method of routing</p> 
<p data-bbox="250 520 289 562">!</p>	<p data-bbox="331 520 1370 590">Text Description- Provides a pop-up text box where you may select your route using drop-downs and buttons.</p>  <p data-bbox="331 940 1403 1010">Picking Route Segments – Allows you to pick your route by clicking on the map.</p>  <p data-bbox="331 1619 1370 1688">Auto Orig/Dest Routing – Allows you to enter the Origin by either text or picking on the map and then will find the route for you.</p>

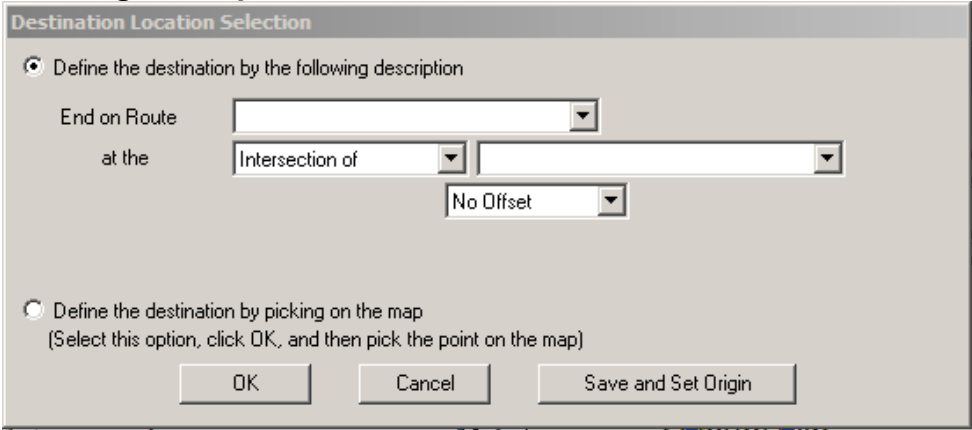

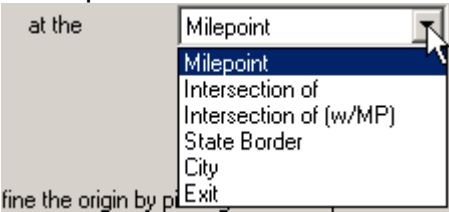

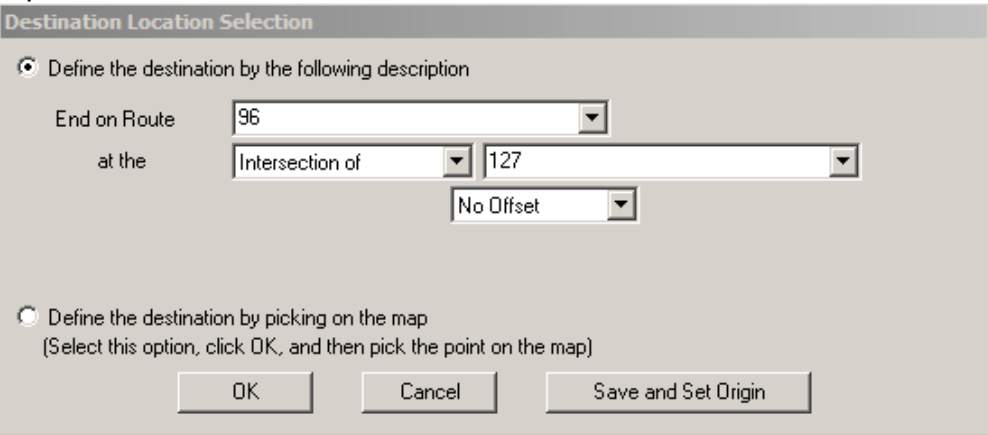
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Step	Action
	 <p>Origin Location Selection</p> <p><input checked="" type="radio"/> Define the origin by the following description</p> <p>Start on Route <input type="text"/></p> <p>at the Intersection of <input type="text"/></p> <p>No Offset <input type="text"/></p> <p><input type="radio"/> Define the origin by picking on the map (Select this option, click OK, and then pick the point on the map)</p> <p>OK Cancel Save and Set Destination</p> <p>Loading Saved Trip- Allows you to use a trip you have saved on a previous application using the Save Trip for Future Use link.</p> <p>Optional Save trip for future use</p>
4	<p>Select the appropriate step 2 depending on the method of routing you have selected.</p> <p>2. Enter your trip description OR 2. Select trip on the map</p> <p>OR 2. Select trip origin OR 2. Load a saved trip</p>
!	<p>For this guide we will be using the Auto Orig/Dest Routing method. This is only one way to enter the routing. You may use whichever method you would like.</p> <p>Select 2. Select Trip Origin and receive the Origin Location Selection Pop-up.</p>  <p>Origin Location Selection</p> <p><input checked="" type="radio"/> Define the origin by the following description</p> <p>Start on Route <input type="text"/></p> <p>at the Intersection of <input type="text"/></p> <p>No Offset <input type="text"/></p> <p><input type="radio"/> Define the origin by picking on the map (Select this option, click OK, and then pick the point on the map)</p> <p>OK Cancel Save and Set Destination</p>
5	<p>Select one of the methods for defining the origin. The example will use Define the origin by the following description.</p>
6	<p>Select the State Route in which you would like to begin your route on the State highway system.</p>  <p>Start on Route 496</p>

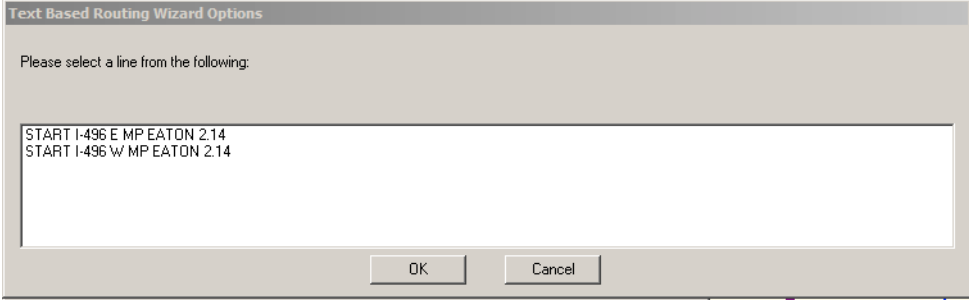

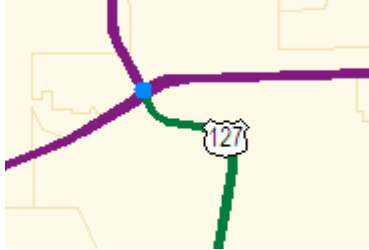
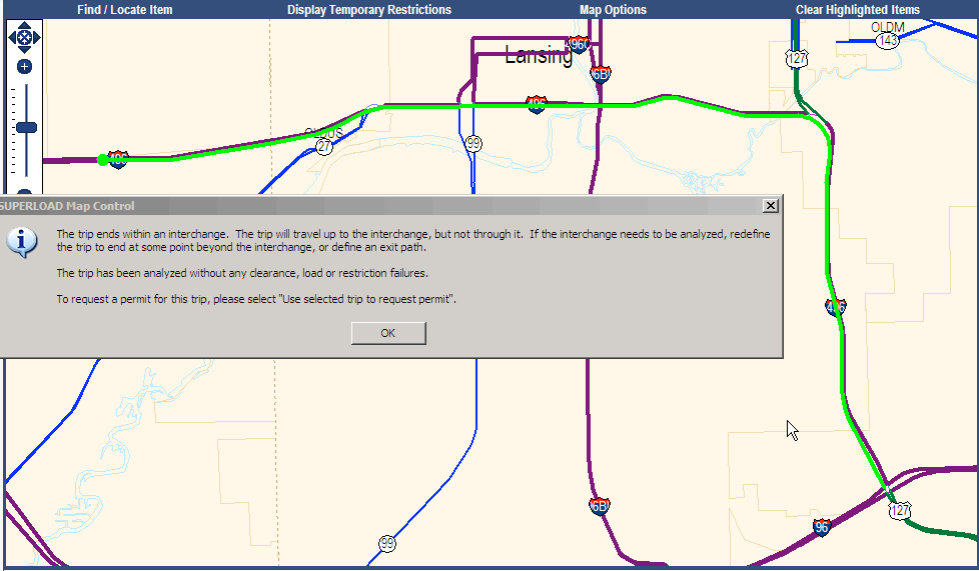


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Step	Action
7	<p>Select an option from the drop-down.</p> 
<p>!</p>	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p> 
8	<p>Select the Save and Set Destination button and receive the Text Based Routing Wizard Options pop-up.</p>
9	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p> 
<p>!</p>	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
10	<p>Select the OK button when the appropriate starting point is highlighted.</p>
11	<p>Select one of the methods for defining the destination in the Destination Location Selection pop-up. The example will use Define the definition by</p>

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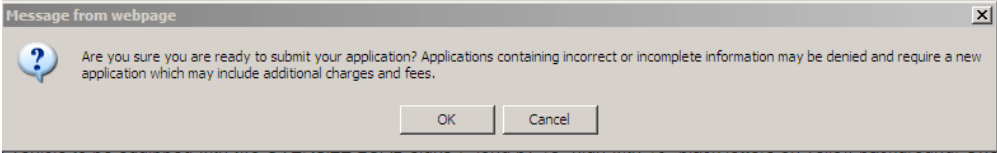
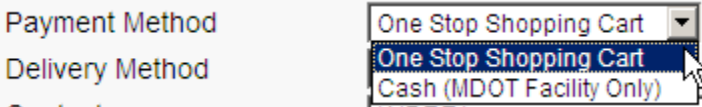





Step	Action
	<p>the following description.</p> 
12	<p>Select the State Route in which you would like your route on the State highway system to end.</p> 
	<p>Select an option from the drop-down.</p> 
	<p>The remaining choices will differ based on your selection. Complete them as appropriate.</p> 
13	<p>Select the OK button and receive the Text Based Routing Wizard Options pop-up.</p>
	<p>Select the appropriate Mile Point (MP) in the Text Based Routing Wizard Options pop-up.</p>

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Step	Action
	
	<p>When you highlight an option the point will appear on the map as a highlighted dot.</p> 
14	Select the OK button when the appropriate starting point is highlighted.
15	<p>Select 4. Find the trip and Analyze It to receive pop-up showing route passing or failure and any identified restrictions.</p> 
	An automatically generated route will appear on the map as well as any areas that contain restrictions.
16	Select the OK button to close the pop-up.
17	<p>Select the Next button to move to the Step 7, Application Confirmation screen.</p> 





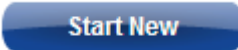

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Submitting Application

1	Review the application.
2	Select the Next button and receive pop-up asking if you are sure you are ready to submit your application. 
!	Select the Back button to return to the Step 6, Trip Selection screen  Select the Change Permit button to return to the Application screen. 
3	Select the OK button to continue to the Step 8, Permit Delivery and Payment screen. 
4	Select Payment Method . 
!	The One Stop Shopping Cart allows users to pay by electronic check or credit/debit card.
5	Enter the Contact Name . 
6	Enter the Email Address . 
!	All communication regarding your application to include delivery of an issued permit will occur using the email address provided.
7	Enter the Contact phone number . 
8	Select the Submit button to receive the confirmation screen. 
!	If you do not wish to submit the application, select the Cancel button. 

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Paying for the Application By One Stop Shopping Cart

1	<p>Receive the Confirmation screen.</p> <p style="text-align: center;">Your application has been added to the One Stop Shopping Cart. Your application will not be processed until payment has been made. To access One Stop Shopping Cart to make a payment, click Logout or minimize the window.</p> <p style="text-align: center;">Your request number is 101375</p> <p style="text-align: center;">   </p>
2	<p>Note the application reference number for future communications regarding this application.</p>
3	<p>Select Logout.</p> <p style="text-align: center;">  </p>
	<p>To complete additional applications before paying, select the Start New button.</p> <p style="text-align: center;">  </p> <p>An application is not submitted for processing until it has been paid for.</p>
4	<p>Select the X in the top right corner to close the screen and return to Michigan Business One Stop to continue with payment.</p> <p style="text-align: center;">You have been logged out. Any further actions will not be attributed to your profile. To access the One Stop Shopping Cart through Michigan Business One Stop, close this window by clicking X in the top right hand corner.</p>
5	<p>Select Shopping Cart in the top right corner of the Michigan Business One Stop screen.</p>
	<p>The shopping cart shows all applications that have been submitted and have not been paid for. You can select which applications you would like to pay for by selecting and unselecting the checkboxes next to the item.</p>

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6	<p>Select Payment Method.</p> <p>Payment Method: * </p>
7	<p>Select the Checkout button.</p> <p></p>
8	<p>Complete the appropriate fields based on Payment Method selection.</p> <p>For Credit Card</p>

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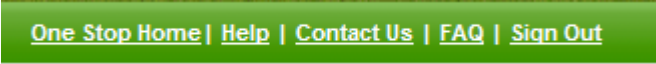
	<p>Billing Information</p> <p><i>* = Indicates a required field</i></p> <p>Business or Personal Credit Card *</p> <p><input type="radio"/> Business / Company Credit Card <input checked="" type="radio"/> Individual / Personal Credit Card</p> <p>(As appears on credit card)</p> <p>Name: * <input type="text"/> <input type="text"/> * <input type="text"/> First Name Middle Initial Last Name</p> <p>Card Number: * <input type="text"/> Card number should be 16 digits only, no spaces and dashes</p> <p>Card Type: * <input type="text" value="Select card type"/></p> <p>Expiration Date: * <input type="text" value="Month"/> <input type="text" value="Year"/></p> <p>Security Code (CVV): * <input type="text"/> click for example</p> <p>OR</p> <p>For Electronic Check</p> <p>Bank Account Information</p> <p><i>* = Indicates a required field</i></p> <p>(As appears on bank account)</p> <p>Business Name: * <input type="text" value="carrier service 20"/></p> <p>Name: * <input type="text"/> <input type="text"/> <input type="text"/> First Name Middle Initial Last Name</p> <p>Routing Number: * <input type="text"/> click for example</p> <p>Verify Routing Number: * <input type="text"/></p> <p>Account Number: * <input type="text"/></p> <p>Verify Account Number: * <input type="text"/></p> <p>Account Type: * <input type="text" value="Select account type"/></p> <p>Account Ownership: * <input type="text" value="Select account owner"/></p>
9	Select the Continue button to receive the Payment review screen.

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	<p>Review Your Items</p> <table border="1"> <thead> <tr> <th>License/Permit Description</th> <th>License/Permit Number</th> <th>Pay by Date</th> <th>Cost</th> </tr> </thead> <tbody> <tr> <td>Single Trip Equipment, Permit Application No.101359</td> <td>N/A</td> <td>03/19/2011 13:24:13</td> <td>\$15.00</td> </tr> <tr> <td>Single Trip Equipment, Permit Application No.101375</td> <td>N/A</td> <td>03/19/2011 15:27:31</td> <td>\$15.00</td> </tr> <tr> <td>Single Trip Miscellaneous, Permit Application No.101328</td> <td>N/A</td> <td>03/18/2011 16:46:13</td> <td>\$15.00</td> </tr> </tbody> </table> <p style="text-align: right;">Total: \$ 45.00</p> <p>Bank Account Information</p> <p>Business Name: carrier service 20 Name: fadff adfadf Routing Number: 121000358 Account Number: *1111 Account Type: Checking Account Ownership: e-Check</p> <p style="text-align: right;"> <input type="button" value="Back"/> <input type="button" value="Make Payment"/> </p>	License/Permit Description	License/Permit Number	Pay by Date	Cost	Single Trip Equipment, Permit Application No.101359	N/A	03/19/2011 13:24:13	\$15.00	Single Trip Equipment, Permit Application No.101375	N/A	03/19/2011 15:27:31	\$15.00	Single Trip Miscellaneous, Permit Application No.101328	N/A	03/18/2011 16:46:13	\$15.00
License/Permit Description	License/Permit Number	Pay by Date	Cost														
Single Trip Equipment, Permit Application No.101359	N/A	03/19/2011 13:24:13	\$15.00														
Single Trip Equipment, Permit Application No.101375	N/A	03/19/2011 15:27:31	\$15.00														
Single Trip Miscellaneous, Permit Application No.101328	N/A	03/18/2011 16:46:13	\$15.00														
10	Review the items you are paying for and the payment details.																
11	<p>Select the Make Payment button to receive your receipt number.</p> <p style="text-align: center;"><input type="button" value="Make Payment"/></p>																
12	<p>Select Print Receipt if you would like to print your receipt.</p> <p> <input checked="" type="button" value="Select Items"/> <input type="button" value="Enter Billing Information"/> <input type="button" value="Review and Pay"/> <input type="button" value="Payment Result"/> </p> <p>Shopping Cart: Confirmation Page</p> <p>Your Payment Information</p> <p>Thank you. Your (ACH/Credit Card) payment as been successfully processed. We have added a status message to your business workspace for your tracking purposes.</p> <p>This payment/transaction will appear as "State of MI One Stop" on your Bank/Credit Card statement.</p> <p>Invoice Number: 7274 Confirmation Number: 11031800362799 Total Amount Paid: \$45.00 Transaction Date: 03/18/2011</p> <p>Click the Done button to return to your workspace.</p> <p style="text-align: right;"> <input type="button" value="Print Receipt"/> <input type="button" value="Done"/> </p>																
13	<p>Select the Done button to return to your Michigan Business One Stop My Workspace.</p> <p style="text-align: center;"><input type="button" value="Done"/></p>																

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Log Out of MBOS

1	Select Sign Out from the choices in the top center of the screen. 
2	Select the Close button to close the My Workspace screen.