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Introduction

Special Hauling Permits, formerly known as Class 9 permits, are required for all loads/vehicles that are in excess of maximum allowances. These vehicles are required to obtain an approved permit before starting their trip on the Pennsylvania Turnpike. A Special Hauling Permit is required for any vehicle weighing over 100,000 pounds, and other vehicle size factors in excess of standard limits will also require the special hauling permit.

The Pennsylvania Turnpike has developed this Special Hauling Permitting system to streamline the process for applying for, and obtaining travel permits. Follow the instructions below to familiarize yourself with the system. You can sign up and apply for your permit immediately. Please note, you must have an account before you can apply for a permit. The account setup is quick and easy, and will allow you to keep track of your permit applications.

Changes in this Version

The Special Hauling Permit program has changed from the former “Class 9” permit program, and there are new requirements. The list below provides a brief summary of the major new features of the system.

1. Main Page after login:
   a. Users will see a summary of both Submitted Permit Applications and Applications which were previewed, but not submitted for a final permit approval.

2. New Permit Requests:
   a. For selected interchanges, there is a new requirement to provide Entry/Exit Route Information. These new fields will appear once you have selected your starting and ending locations. The Entry and Exit routes appear below the interchanges selected.
   b. Please note that as always, the width of your vehicle includes all mirrors and extending cargo.
   c. Other Information & Comments scan be used to note that your travel is for highway construction equipment which may make your trip able to travel 24x7.
   d. A permit status of “Granted” highlights that, as always, that permit must be printed and carried at all times (including through all-electronic interchanges).
   e. The former “Requires Engineering Review” status has been updated to a “Pending” status. Permits that used to require your intervention to submit them for engineering review, will automatically be submitted for assessment, and you will be updated with results by email. You can also check the status of a permit assessment by logging into your account and viewing the permit status.

3. Paying for a Permit:
   a. Special Hauling Permits for certain all-electronic tolling sections of the turnpike will be required to pay a permit fee. Please see this link for further information https://www.paturnpike.com/commercial/permit_info.aspx#nondivisible

4. Communications:
   a. There are updated screens & email formats for lost or forgotten credentials.
   b. There are updated screens & email formats for application and permit status.
Getting Started
To obtain a Special Hauling Permit from the Pennsylvania Turnpike, you must apply online. Go to the commercial section of the site, and click “apply for a Permit”, or directly link to https://www.paturnpike.com/permit/Login.aspx

Log in
Using the username and password that you have previously established, log in to the system. Please don’t forget to complete the “captcha”.

If you do not have a username and password, or if you never applied for a Special Hauling permit from the Pennsylvania Turnpike, you will need to create an account.

Create New Account
From the main page, click the link that says: “CLICK HERE TO CREATE A NEW ACCOUNT”. Only basic contact information is needed to create a new account.

Enter your information as requested.

Required Fields
Please note that Name, Address, City, State, Zip, Phone, and Primary Email Address are required fields.

If you do not enter this information you will receive arrows pointing to the field that requires information.

These arrows have been highlighted in the image to the left.
Confirmation Message
When you have submitted your information, you will see a confirmation message appear on the screen:

```
Overdimensional Special Hauling Permit Account Confirmation

Congratulations, you've successfully created an Overdimensional Special Hauling Permit account.

Included below are your username and password to access this site. You may use this information to submit new permit requests, view the status of your current permit requests, cancel a permit request, update your member information, and print your Overdimensional Special Hauling Permits.

Username: ptc61469
Password: 778vYeDD
Login URL: http://www.PaTurnpike.com/Permit
```

Please note your username and password. You will need these to login to the Special Hauling Permits system before you can apply for a permit. You will also receive a confirmation email from “PTC Overdimensional Administrator”. Please select “Click Here to Continue” which will take you to the next screen, where you can apply for the permit.

Using Special Hauling Permit Navigation
The main/home page for members who are logged in to the system will show you permits and other information that is associated with your account. The general navigation for additional functions is listed at the top of the page.

```
APPLY FOR A PERMIT
```

The most commonly viewed sections are highlighted in green buttons above the Submitted Permit Requests listing.
MAIN

The MAIN page contains a listing of submitted permits, along with their status (denied, pending or granted) as well as applications that were “previewed”, or entered as a test. The ability to see applications that were “previewed” is a convenient way to test a permit application, before actually submitting it for final approval. A previewed application is NOT a permit. However, the preview application displays the status of the application, in the event that you wish to submit it for a final permit.

You may click on the Tracking # or the Permit # (if the permit was granted) to view the full permit request.

Submitted Permit application requests at the top of the page.

![CURRENT PERMIT INFORMATION FOR TEST USER](image1)

Preview Test Permit application requests at the bottom of the page.

![Preview Test Permit Results](image2)
New Permit Request
If you select “New Permit Request,” the following page will appear:

Please note that required fields are underlined in the application. When you preview or submit your application, if there are errors, the list of errors will appear at the top of the application in red.

The following information is needed to complete the new permit request application:

Motor Carrier Information
Most of this information will be pre-populated with the information you provided at signup. The information can be changed by typing new data into the fields, or by clicking the “Carrier Name” link to pull in contact information from your permit account address book.

Route Information
The following route information is required:

- Travel Begins – Enter a Month, Date, and Year. Your travel start date must be within the next two weeks.
- Interchange Enter – Enter the interchange where you will enter onto the turnpike.
- Interchange Exit – Enter the interchange where you will enter onto the turnpike.
- Entering From (route, if applicable) – In many cases no selection is required, in which case the message “No selection required” will display. If a dropdown box appears, you are required to select the off-turnpike roadway you will be coming from as you enter. If none of the listed selections are applicable, select “other”.
- Exiting Onto (route, if applicable) – In many cases no selection is required, in which case the message “No selection required” will display. If a dropdown box appears, you are required to select the off-turnpike roadway you will be using when you exit the turnpike. If none of the listed selections are applicable, select “other”.

Route Information
Entering From: -- Select Enter/Exit Interchanges --
Exiting Onto: -- Select Enter/Exit Interchanges --
Size Information
Please provide the following required information:

- Total Length (include all trailers)
- Total Widths (include mirrors and all extending cargo)
- Total Heights (include all extending cargo)
- Front Bumper Overhang
- Rear Bumper Overhang

Note: Do not enter quotation marks (‘or ’) to indicate feet or inches – numbers only please.

Weight/Load Information
Please provide the following required information:

- Gross Weight
- Divisibility of Load – for a definition
- Number of axles
  The form will expand to accommodate the axle weights and distances based on the number of axles entered.
- Total axle weights
- Axle distances

A load is NOT divisible if when separated into smaller loads or vehicles, it would: 1) Compromise the intended use of the vehicle, i.e., make it unable to perform the function for which it was intended; 2) Destroy the value or load of the vehicle, i.e., make it unusable for its intended purpose; or 3) Require more than 8 workhours to dismantle using appropriate equipment. The applicant for a nondivisible load permit has the burden of proof as to the number of workhours required to dismantle the load.

Note: Do not enter quotation marks (‘or ’) to indicate feet or inches, or # to indicate weight – numbers only please.
Power & Drawn Units Information

Please provide the following optional information:

- Unit Number
- Equipment Type
- Registration/VIN
- State
- # Axles

Other Information & Comments

In this section provide additional information that is helpful or necessary in your permit request from the PA Turnpike.

If you are a PA Turnpike contractor, traveling for a Contract assignment, check the checkbox next to ‘Check here if this permit is needed for PA Turnpike contract work”. You will need to provide the Project Number for the contract work on the application.

If the permit is needed for highway construction equipment, check the checkbox next to ‘Check here if this permit is needed for highway construction equipment”.

When a permit is needed for highway construction equipment, and the vehicle’s gross weight is 135,000 lbs. or less, and the overall vehicle width is 10’0” or less, the vehicle may travel 24x7 per regulation 179.10. An extra page will be included with the permit, which also must be carried with the permit.

Please review your request: to make sure that all required information is supplied. Then enter the name of the individual submitting the Special Hauling permit request.

Read all information notifications on your application and on your approved permit.
Travel Restrictions
Information concerning travel restriction is available on the Pennsylvania Turnpike’s website at https://www.paturnpike.com/commercial/permit_info.aspx.

Additional information regarding travel restrictions is listed at the bottom of your permit request page, and more specific restrictions may also appear on your printed permit. A link for temporary travel restrictions can be found at the bottom of the permit application in the “CLICK HERE TO VIEW CURRENT TEMPORARY TRAVEL RESTRICTIONS” link.

Please review all information carefully as it periodically changes.

Submitting a Permit Application
Since a permit fee can apply to certain routes, you may want to preview the disposition of the application request without actually submitting it for final disposition, and being assessed the permit fee. Click on the Preview button to see what the disposition of your application will be if it were submitted right now, as is.

After you click “preview”, you will see a disposition page, informing you of the status of your test application.

The application will be assessed for the route specified. This assessment may take a few minutes. You will be notified by email of changes in status of your application.

You may also return to the system HOME page, and your test application will be listed in the PREVIEW section of the page. Refresh the screen periodically to see changes in status, or login in later to see the results. Remember, you will also be notified by email of changes in status of your application.
When you are ready to submit your application – not in preview mode - go back to the permit application and click the “Submit” button.

The application will be assessed again for the route specified. This assessment may take a few minutes. You will be notified by email of changes in status of your application.

Viewing the Application Permit Status
On the main HOME page of your account, you will see a listing of all the applications that you previewed, and all the applications that you submitted, along with the disposition of the permit.

Once a permit has a GRANTED status, you can continue the process for your permit.

Find the granted permit on the list, and click the permit # or the Tracking # of the request. This will display the permit.

1. If the request is GRANTED, a permit number will appear at the top right of the application. If a permit fee is required, you must pay the permit fee before you will be able to print your travel permit. Click the Pay Permit Fee link and follow the directions. See the “Paying for a Permit” section below.
If no permit fee is required, or when the permit fee has been paid, click the “PRINT” link at the top of the permit request to print the permit.

The driver must carry the permit while traveling the turnpike. The permit may be required at the entering interchange, and in non-cashless tolling locations, a Class 9 travel toll ticket must be obtained. Regardless of traveling through the ticket system or through all-electronic facilities, the permit must still be carried by the driver.

2. If the request is DENIED, the words: Permit Denied will appear at the top of the application. The reasons for denial are listed in the email, and indicated on the application.

3. If a travel permit for this trip and vehicle is NOT REQUIRED, a tracking number will be displayed that can be used as needed to demonstrate compliance with Pennsylvania Turnpike permit rules to other agencies.

4. If the request PENDING, this permit requires further review/assessment. An email will be sent to the email address(s) supplied during signup to indicate the changing statuses of the request. You will be notified by email of any change from PENDING to GRANTED or DENIED.

Note: You can log in at any point to see the status of your permit requests. The status is listed on the Main page, as well as on each individual permit request. Click “View Status” at the top right-hand corner of the request to view status details.

Paying for a Permit

As of January 2020, the PA Turnpike Commission implemented a new permit fee structure at all-electronic tolling points across the system for overweight/over-dimensional vehicles. For trips through all-electronic tolling points, a permit fee will be assessed, which must be paid by credit card online before the permit will be issued. The fee is calculated as a flat fee, plus an additional per-ton-mile fee on all weight in excess of 80,000 pounds. Please check the PTC website for the current rates.
Tolls at all-electronic locations will be assessed via E-ZPass or PA Turnpike Toll by Plate. Cash will not be accepted. *This only applies at all-electronic locations. Conventional ticket-system interchanges will continue to take only Cash for Special Hauling trips.*

Requirements for when a Special Hauling Permit is needed remain the same as prior to all electronic/cashless tolling and to the implementation of permit fees. For example, with weight restrictions, a permit is not required until the weight exceeds 100,000 pounds, but if it does, the per-ton-mile fee will be based on all weight in excess of 80,000 pounds.

If your permit requires payment you will be notified on-screen. Click on the green “Pay for Permit” button found at the bottom of the disposition screen or use the “Pay Permit Fee” link at the top of the permit application. You may also access the payment link through the “Main” page, and by clicking on the permit request. At the top right-hand corner of the permit, there will be a link to “Pay Permit Fee” with the calculated amount due.

By clicking either link, you will be directed to the Make a Payment page, with the associated permit number, and amount due pre-populated in the form.

Fill in the remaining payment information and the “Continue to Payment Screen” button. You will then be directed to the credit card entry screen.

After payment is submitted, you will receive an email receipt.
MAKE A PAYMENT TO THE PA TURNPIKE

STEP 1: WHAT ARE YOU PAYING?

- Certificate of Passage (COP)
- Other Invoice
- Special Permit

STEP 2: ENTER YOUR PAYMENT ITEM INFORMATION

- Permit #: 20000077

You must click here to validate the amount.

- Amount Due: $4.40
- Item on Permit:

STEP 3: ENTER BILLING CONTACT INFORMATION

- First Name:
- Last Name:
- Address Line 1:
- Address Line 2:
- Country: United States
- City:
- State/Province:
- ZIP/Postal Code:
- Phone Number:
- Email:

Click here to opt-in for PA Turnpike promotions and announcements.

STEP 4: REVIEW PAYMENT TOTALS AND CONTINUE TO PAYMENT SCREEN

- Payment Total: $4.40
- Total Charge: $4.40

By clicking the button below, you will be directed to a secure, non-web transaction to submit your credit card information and complete your payment.
After Payment is completed, follow the directions to “click here to return to your special hauling permit”.

The PRINT link will be activated. You must “PRINT” the permit by clicking the “PRINT” link at the top right corner of the permit request.

There are times when carriers may wish to use special functions of the system so that permit applications can be entered more easily. The following functions are provided for your convenience.
Copy to New

Oftentimes, a carrier will transport the same load more than once. The system allows an applicant to copy the details from an old permit request into a new request so that the basic information does not need to be re-typed.

Clicking on the original permit application. Click the “View Status” link at the top of the page. You will be brought to the application dispositions page:

The green buttons along the bottom of the screen allow you to print this permit, view permit restrictions, or “Copy to New Permit”. Click the “copy to New Permit” button to copy all the details of this permit to a new permit. You will then be able to modify the permit as needed and submit it as a new application request.
Modify Info
Changes to your profile are entered by clicking the “Modify Info” link in the navigation menu.

The screen will have your existing account information already filled out. To modify simply change the information you wish to update and click submit.

Modify Password
Account password can be changed by clicking on the “CHANGE YOUR PASSWORD” button at the bottom of the Modify Info page. You will be brought to this screen:

Enter your old password, then your new desired password twice, in the two fields listed. Then, click “Update”. You will receive a confirmation that your password has been updated successfully on the screen:
Address Book
The address book allows you to add, modify and delete carriers from your account list.

You may also view your existing list of carriers by selecting the “View List” link. This will show the following screen:

- Carrier Name: The name used to create the account
- Address: The address given to create the account
You may select “Create New Entry,” which will return you to the previous screen where new address book entries can be created. Access the carrier list by clicking the link “Carrier Name” on a permit application, and insert the name of any carrier listed in your address book. The carrier contact information will automatically complete, saving some data entry time.

Archive
The Archive Permit Information is a cumulative list of archived permits associated with this account. Since they are “Archived,” these are past permits requested. Archives contain the following information:

- Permit Number
- Name
- Permit Date
- Requested by

![ Archived Permit Information for Test User ]

Comments
Comments are a way of providing feedback to the PA Turnpike in the form of suggestions or comments. Please be constructive in your remarks.

![ Comments/Suggestions Form ]

Once you have provided the information you wish to give, please select the submit button. Your comments will be sent and if you choose to provide the optional information you may get a response to your comment.
Logout will log you off the system and return you to the Special Hauling Permit main page.
Retrieve Lost Password

If you lost your password for any reason you can always use the “click here to retrieve it” link from the Special Hauling Login page. This will take you to the following page:

Once you have filled in your username or email address then click the submit button text in red will appear requesting that you check your email, and follow the directions.
If you have provided a valid email address for your account, you will receive an email with your username/password.

From: PTC Overdimensional Administrator <ibill.marketing@paturnpikecustomerservice.com>
Sent: Thursday, April 23, 2020 12:51 PM
To: Test User <testuser@testcompany.com>
Subject: PTC Trucking Member Information

Here is the information you requested.

Username: ptc12354
Reset Link: Click HERE to reset your password
Reset Code: 48A27F71448723974KJGVBH86HG
(Note: this is a demonstration username and reset code.)

If you do not receive this email, please check your SPAM folders and check that you have provided accurate information to the system.

If you incorrectly entered your username/email you will receive the following message:

Double-check the spelling for errors, and try to submit again.

If you have questions or problems with the permit application system, please contact the Customer Assistance Center at

Email: custserv@paturnpikecustomerservice.com
Phone: 800.331.3414  (outside US, please call +001 717-831-7601)