

## Class 9 Permit Applications User Guide: Enter a New Permit Request

1. **Existing Users:** Log in using the username and password you have received, or call the Customer Service Center Permitting Department for help.

**New Users:** If you have never applied for a permit, please sign up to obtain a username and password using CREATE NEW ACCOUNT. This signup process will give you access to track the disposition of permit applications.

### **To Create a New Account**

Click on Create New Account to Signup a New Trucking Permit Account

Required fields are: Name, Address, City, State (dropdown menu) Phone Number, and Primary Email address.

Click "Submit"

2. To create a new permit request, click the words at the top that read:  
**New Permit Request**

### **ANSWERS FOR ALL ITEMS THAT ARE UNDERLINED ARE REQUIRED**

For the section: **MOTOR CARRIER INFORMATION**

*Enter the Carrier Name.*

If you click the words "Carrier Name" your address book of all prior carriers entered will be displayed. If you select one from the address book, the entire section will be filled in with the carrier information.

If you do not select a name from the address book, then all the other fields for this section should be entered manually. All fields are required except "fax" and "acct no".

For the section: **ROUTE INFORMATION**

*Select the date that the move will begin.*

The system will calculate the end date.

*Select the entering and exiting interchanges from the drop-down boxes.*

For the section: **SIZE INFORMATION**

*Fill in the feet and inches for the length, width, height, and bumper overhangs.*

Do not enter the quotation marks ( ' or " ) to indicate feet or inches. Just enter the number of feet in the boxes marked "ft" and the number of inches in the boxes marked "in"

*Feet and Inches for Length, Width and Height are required.*

Bumper Overhang may be left blank

For the section: **WEIGHT / LOAD INFORMATION**

*Enter the gross weight for the vehicle. Select the number of axels from the drop-down box.*

*Enter the gross weight for each axel, and the distance between axels.*

The number of cells in which to enter the weight of each axel will match the number of axels entered above.

The weight and distance for axels (both feet and inches) are required fields and MUST be entered for successful completion.

For the section: **POWER AND DRAWN UNITS INFORMATION**

*Enter any or none of these fields. They are not required.*

For the section: **OTHER INFORMATION AND COMMENTS:**

*Not required.*

*If you are a PA Turnpike contractor, traveling for a Contract assignment, you are required to check the box next to 'Check here if this permit is needed for PA Turnpike contract work.'*

At the very bottom of the page, it asks: **Information on this form was entered by:** \_\_\_\_\_

*Your name must be entered here.*

**Press the submit button to complete the application process. Upon completion print or view the approved permit, if applicable.**