CT-ePASS

Connecticut's On-Line Vehicle Permitting System for
Oversize, Overweight, Radioactive and Industrial Vehicle Permits

Quick Start Guide
for
Single Trip Oversize/Overweight Permits

Developed as a Component of Connecticut's
Commercial Vehicle Information Systems & Network (CVISN)
"CVISN - Connecticut's One-Stop Portal for On-line Commercial Carriers"
Visit WWW.CVISN.CT.GOV *for more information.*

Development Team
State of Connecticut - Department of Motor Vehicles (DMV)
State of Connecticut - Department of Revenue Services (DRS)
State of Connecticut - Department of Transportation (DOT)
State of Connecticut - Department of Information Technology (DOIT)

State of Connecticut – Office of Personnel & Management (OPM)
State of Connecticut – Office of the Treasurer (OotT)
Federal Motor Carrier Safety Administration (FMCSA)
Federal Highway Administration (FHWA)
Motor Transport Association of Connecticut (MTAC)

Cambridge Systematics (CS)
C.W. Beilfuss & Associates (CWB)
Affiliated Computer Services (ACS)

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Get Registered

In order to get a permit, get registered as a carrier with the CVISN portal at

WWW.CVISN.CT.GOV

Select [Register as a Carrier] to set up a new CVISN portal account.

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Fill out the account registration page:

Select [**REGISTER**] after completing all the fields.

After clicking [**REGISTER**] you will be directed back to the CVISN portal login screen to enter you new username and password. Congratulations – you're registered!

Get Going

Log in to the CVISN portal at WWW.CVISN.CT.GOV

Enter your CVISN portal "**USERNAME**" and "**PASSWORD**" you set up in "Get Registered".

Select [**APPLY FOR AN OVERSIZE/OVERWEIGHT PERMIT**].

Click
[**APPLY FOR AN OVERSIZE/OVERWEIGHT PERMIT**]

Get a Permit

Select the type of permit to apply for.

Click
[OVERSIZE AND/OR OVERWEIGHT TRIP & RETURN]

Check the acknowledgement box.

Click
"I accept these terms and conditions stated above."

Enter the vehicle configuration.

Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your "My Vehicles" library, you can select one or more of those vehicles / units from the following lists and click "Recall Vehicle Data" to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. 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.

Stored Vehicles/Units

Truck/Combined Options: [No Stored Vehicles] [?]

First Trailer: [No Stored Vehicles] [?]

Dolly: [No Stored Vehicles] [?]

Select from a list of previously stored units, if applicable.

[Recall Vehicle Data] [New Vehicle] [Reset Vehicle]

Vehicle Information

1 Trailer w/ Power Unit

Select the tractor/trailer configuration from the pulldown list.

	License State	Plate #	Year	VIN/Serial Number	Licensed Weight
Power Unit	CT				
Trailer	CT				

Enter tractor/trailer license, VIN and licensed weight.

Load Description: [No Current Selection]

Enter appropriate load description.

Overall Dimensions

Width	Height	Total Length	Gross Weight	Rear Overhang	Front Overhang
LEGAL	LEGAL	LEGAL	LEGAL	LEGAL	LEGAL

Enter dimensional and weight data, including gross weight for vehicles and load combined. For weight data, after axle weight data is entered (see below), the gross weight is automatically calculated.

Axle and Load Information

Number of Axles 0

Enter total number of axles.

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5
Load					
Number of Tires					
Tire Width					
Space Between					

	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14
Load							
Number of Tires							
Tire Width							
Space Between							

For Gross Weights greater than LEGAL, enter ESTIMATED loads, number of tires, tire widths and spacings between consecutive axles.

	Axle 15	Axle 16				
Load						
Number of Tires						
Tire Width						
Space Between						

Enter the travel dates and routes.

Step 3 Travel Dates

Please enter the day on which the permit should start. You can see a calendar and click on it to pick the start date by clicking on the calendar icon. The end date will be automatically computed for you based on the permit type.

From 5/12/2004 ▦ to 5/14/2004

Select the permit's effective date

Step 4 Route Information

Please enter a description of the origin and destination for your trip.

Origin [No Current Selection] ▾   Destination [No Current Selection] ▾

Routes

☐ Return Oversize ☐ Return Overweight

Enter trip origin.

Enter trip destination.

Enter routes for the trip, separated by dashes.

Check here if your return trip will be overweight (original weights or empty only).

Check if the return trip will be oversize (original dimensions or empty only).

Finally, submit the application for review.

Step 5 Application Review

Click the "Next" button if you want the information you have entered reviewed to determine if the information is valid so far. If the information is valid to this point, the system will continue by asking you to define the specific route to be taken. If you do not want this application reviewed, click the "Cancel" button. Click the "Reset" button to clear this application and begin over.

(Next) (Cancel) (Reset Application)

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Select [**NEXT**] to Continue.

THIS SPACE LEFT INTENTIONALLY BLANK.

Review all of the information entered for the application.

Select [**NEXT**] to Continue.

Enter the credit card information

Enter Payment Type, Credit Card #, Type and Expiration Date.

Enter Credit Card Billing Address, Zip Code & Verification # (Last 3 digits on back of card)

Enter Delivery Method, Fax Number, Contact Info and any Comments for Application.

Click [**SUBMIT**] to Continue.

Upon submission, you will receive an "Application Reference #". This number will indicate your application number. If Permitting personnel must contact you about this application, they will use this number to refer to your application.

This number will also allow you to check on the status of your application(s) as shown below:

Check on the status of an application.
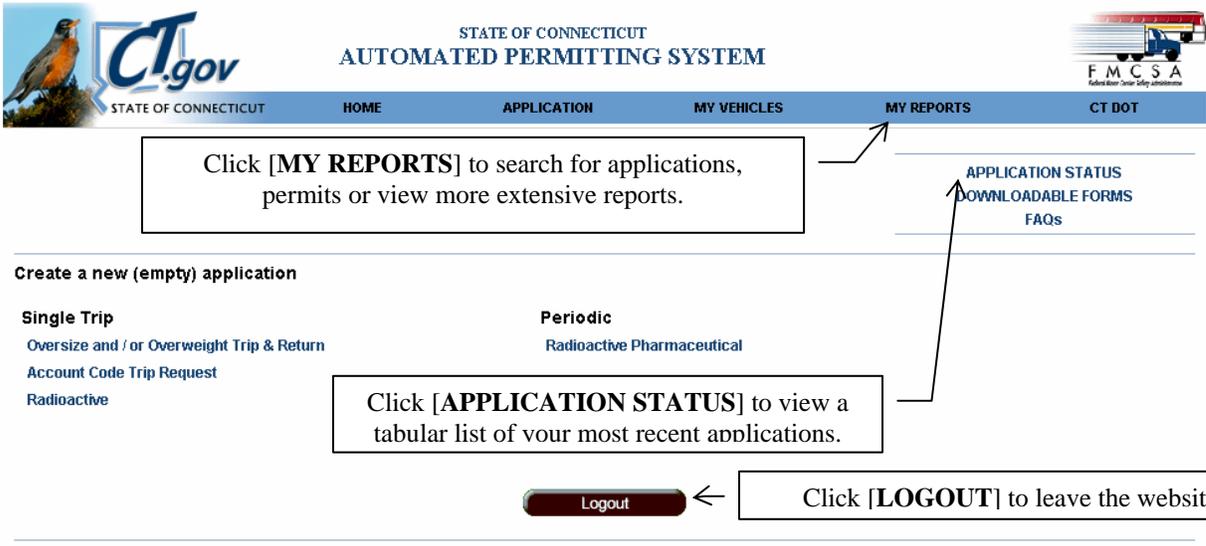
Click [**MY REPORTS**] to search for applications, permits or view more extensive reports.

Click [**APPLICATION STATUS**] to view a tabular list of your most recent applications.

Click [**LOGOUT**] to leave the website.

DO NOT CALL TO CHECK THE STATUS OF APPLICATIONS!

DO NOT ASK TO RUSH APPLICATIONS!

PLEASE DOUBLE-CHECK YOUR FAX NUMBER!

All permits will be faxed to the number you provided. Please allow four (4) business hours to process applications, although turnaround times are typically shorter. Applications are not processed at night or on weekends. More information can be found at www.ct.gov/dot , then click on the [PERMITS] link.

<u>Get Help</u>

<u>**FAQ** - **F**requently **A**sked **Q**uestions (and Answers)</u>

Q.   What kind of permits can I apply for on-line?
A.   Single trip oversize/overweight, single trip account code, radioactive trip, and six-month radioactive pharmaceutical permits.
Q.   Here's my application - where's my permit?
A.   Once your application is processed (usually in four hours or less), we will fax the permit to you.
Q.   Why do I need a hard copy of my permit?
A.   Connecticut General Statute 14-270 requires a permit to be carried in the vehicle.
Q.   Why do I need axle weights and spacings?
A.   Estimated axle weights and spacings are needed to perform a bridge analysis for your overweight vehicle. The State of Connecticut maintains over 5500 bridges, and we don't like to break them.   Remember, the sum of your axle weights MUST EQUAL your gross weight.
Q.   Can I phone-in applications?
A.   Only account code single-trip permits may call in. Carriers who call should expect a wait of 30 minutes or more.
Q.   What are the penalties for operating without a permit?
A.   Sample fines: Over on gross weight - $15 per 100 lb over permit weight. Off-route of your permit - $2250. Fines are cumulative for multiple infractions. Need we say more?
Q.   What do I need for IRP if I am a carrier NOT based in CT but moving in CT?
A.   Your IRP registered weight must meet or exceed your permitted weight.
Q.   Why isn't my credit card accepted?
A.   One of several reasons. First, check the error message. It may be your credit limit, the number of transactions you have performed this billing month, or other credit related problem. **Credit card problems are always a matter between you and your credit card issuer – the State of Connecticut has no standing in trying to resolve these issues**. Contact the issuer for further information. The billing address and zip code you enter should always be the address that appears on the credit card bill. If you are using a corporate credit card and the error message says "Invalid Street Match", the credit card issuer may have used a Department or Corporate Officer's name instead of a street for this field. Contact the credit card issuing bank and tell them you have a vendor who is using the "Address Verification System (AVS)" and is requiring an "AVS Street Match" and "AVS Zip Match". Ask them what values you should use for an address and zip code to validate your credit card. Remember, we only take Mastercard or VISA, and there is NO surcharge for credit card usage.
Q.   I work for a municipality, state or other government entity, and we don't have a US DOT #. What do I need to order a permit.
A.   First, contact your business office or payroll department and get your employer's FEIN number. Second, register your organization with the CVISN portal but do not apply for an OS/OW permit. Third, call the DOT OS/OW permits office at (860) 594-2874 and ask to be "fee-exempted" for your organization - we will need the exact spelling of how your organization's name is entered in the portal.
Q.   How can I revise a permit?
A.   Once a permit is issued, no permit revisions are allowed. If revisions are required, a new permit must be acquired.
Q.   How much of a load description is adequate?
A.   The load description is required to indicate the load on the trailer and the number of pieces. Multiple pieces must be indicated by a plural or quantity.