

Annual Indivisible Permit Renewal

TO RENEW YOUR ANNUAL INVIDISIBLE PERMIT, COPY THE PREVIOUS YEAR'S PERMIT, MAKE EFFECTIVE MAY 1st OR LATER, ATTACH REGISTRATION, AND RESUBMIT WITH CREDIT CARD PAYMENT – DETAILED INSTRUCTIONS BELOW:

- 1) Log in to the permit site and go to “My Queue”.
- 2) Find the Annual Indivisible Permit that you wish to renew. **There are two ways of finding your permit.**
 - I: If you have your Annual Indivisible Permit ID Number** set the “Search By” dropdown box to “Permit ID”, enter the Annual Indivisible Permit ID Number in the “Permit ID” box to the right and click the “Search” button. You will now see the Annual Indivisible Permit and all Route Authorizations that were ordered in the queue below. Find the Annual Indivisible Permit in the queue (NOTE: If you were issued a revised annual permit (permit # ending R1, R2, etc.), make sure to renew the most recent revised permit ID number).
 - II: If you do not have your Annual Indivisible Permit ID #** keep the “Permit ID” field blank, set the “Type” dropdown box to “All”, set your date ranges to the previous permit year 5/01 to 4/30 and click “Search”. Click on the “Permit Type” column heading in the queue below to sort your permit types alphabetically until your Annual Indivisible Permit(s) are shown at the top of the queue. Find the Annual Indivisible Permit you wish to renew (NOTE: If you were issued a revised annual permit (permit # ending R1, R2, etc.), make sure to renew the most recent revised permit ID number).
- 3) Select the permit that you wish to renew in the queue by clicking on the row of permit information. The entire row will turn dark blue when selected properly (DO NOT CLICK ON THE APPLICATION NUMBER OR PERMIT ID NUMBER, THIS WILL TAKE YOU TO A DIFFERENT SCREEN). Now click the “Copy” button at the bottom of the page.
- 4) You will now see a copy of your current Annual Indivisible Permit application. At the top of the application, change the effective date to May 1st or later. Check all of vehicle information and verify that it is correct. If there are any changes to your vehicle information, update them now.
 - **NOTE: If you have a new dolly or flip axle to add to the configuration, enter the information now. Choose power unit with 2 trailers in the “Vehicle Type” dropdown box and add the dolly/flip axle info in as second trailer.**
- 5) Upload a clear copy or picture of your truck and trailer registrations into the application (registrations must be valid on the effective date of the permit application). To attach the registrations - go to the “Application Attachments” section at the bottom of the page, select “Browse File”, choose the file on your computer containing copy or picture of registration, select “Upload”. The document will now be attached.
- 6) Continue through the application to the Payment screen. Check the Acknowledgement certification box and click “Submit”. You will be taken to the credit card information screen. Enter your credit card information and submit the application.
- 7) **There will be attachments sent to you with your issued permit. These attachments must be printed and kept in the vehicle associated with the permit. To print these attachments, go to My Queue and find the permit (see step 2 above). Click on the icon in the Attachments column to view and print the file.**