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Introduction & Navigation

This guide follows a general outline of creating a permit in the new Indiana Oversize/Overweight permitting system (IN OSOWPS).

- The Main Steps section outlines what to expect for most permit types.
- The Single Trip section outlines what to expect for single trip permit types.

Information requested and automatically completed in the system will vary depending on the permit type selected. Some images used in this document are from the testing phase of developing the software. Images may vary slightly when the software goes live.

For answers to more specific questions and issues, please see the complete IN OSOWPS Customer User Guide. A brief video tutorial is also available online. Visit dor.in.gov/motor-carrier-services and select “Oversize/Overweight” to access these resources and other Oversize/Overweight (OSW) information.

If you have questions regarding OSW permits, call 317-615-7200, Monday through Friday, 8 a.m. - 4:30 p.m. EST.

To get started, log in to the Motor Carrier Services Online Portal with your credentials.

Main Steps

1. Select OSW under the MCSD Apps menu:

2. Select the OSW button that appears:

3. Select New Permit:
4. Your company’s contact information will be displayed. Select the permit type needed in the Permit Type dropdown. Please note that additional fields may appear depending on the permit type you select.

![Permit Type dropdown]

5. Select the Next button:

![Next button]

6. Enter the vehicle information at the top of the screen. If you have previously saved the vehicle in your inventory, you can select it in the first field and the vehicle information will automatically populate. If the vehicle is not in your inventory, you will have the option to add it for future use through a pop-up message that will appear after the current screen.

![Vehicle information]

The fields that display will vary depending on the permit type you selected. Load parameters automatically generate according to the permit type and vehicle information. If requested, enter any information regarding your permit, then select the Next button:

![Next button]

7. If you have entered a new vehicle, you will receive a message like the one below asking if you would like to add the vehicle to your inventory. If you would like to add it to your inventory for future use, select OK. If you do not want to add it, select Cancel. Either option will take you to the next screen.

![Message]

8. The permit total fees, order review, and permit provisions will appear. Review all information shown as well as the “I Attest/Accept” statements shown.

Statements below are an example and are NOT the same statements that will appear for your specific permit.
After reading each statement for your permit, select the corresponding checkbox if you agree. At this point, you have the options to select **Back** and make changes, **Save and Exit** to come back to the permit at a later date, **Delete Permit** if you no longer would like to proceed with it, or click **Submit** to proceed. The **Submit** option will only appear after accepting each statement above.

If you would like to pay the permit later, select **“Return to the dashboard.”** The permit will be added to your dashboard and you can pay for it by locating it and selecting the link in the **Action** column.

If you would like to order another permit, select **“Order another permit”** and you will have the option to pay for this permit later as described above.

If you would like to make a payment, select **“Pay for the permits now.”** Some permit dimensions will be sent to the permit office for review before the permit is eligible for payment.
Single Trip

After logging in and following steps 1-2 in the Main Steps section, select New Permit:

Your company’s contact information will be displayed. Select Single Trip Permit in the Permit Type dropdown:

If either of the statements below apply, check the appropriate boxes:

Select the Next button:

Enter the vehicle information at the top of the screen. If you have previously saved the vehicle in your inventory, you can select it in the first field and the vehicle information will be automatically completed. If the vehicle is not in your inventory, you will have the option to add it for future use through a pop-up message that will appear after the current screen.

Enter the load description as well as the load serial #/bill of lading #. One of the “I attest” statements must be selected. If the second “I attest” statement is selected, please complete the How Loaded field located at the right of the statement.
The permit type will not display until the load parameters are entered.

**Permit Type: No permit definition found for entered dimensions**

Complete the *Load Parameter* fields shown. Other permit types may have these fields automatically completed.

Select the *Enter Weights* button.

A new window will appear. Enter the number of axles on your vehicle in the *Number of Axles* field. A field will appear below for each axle so the spacings and weights can be entered. The *Total Spacing*, *Total Weight*, and *ESAL* fields will automatically update depending on the spacings and weights entered below.

Enter the spacing and weight for each axle:

After completing all fields, select the *Validate Weights* and *Close* button:
The Permit Type field will now appear according to the information entered. For the example in this guide, we are using an Overweight (Single Trip) permit.

**Permit Type: Overweight (Single Trip)**

Select the Next button:

If you have entered a new vehicle, you will receive a message like the one below asking if you would like to add the vehicle to your inventory. If you would like to add it to your inventory for future use, select OK. If you do not want to add it, select Cancel. Either option will take you to the next screen.

*osw.motorcarrierat.dor.in.gov says*

Would you like to add vehicle: 10 to your vehicle inventory?

[OK] [Cancel]
Route Features

When entering your trip details, the options in both the Origin and Destination dropdowns are the same. Please see the below information for the option you choose as well as information on Via Points and the Split Trip option. The Avoid Toll Roads is selected by default, but it can be unselected if preferred.

**Address:** Enter the complete address as well as the city and/or zip code.

**Intersection:** Select the Find Intersection button. Enter the two streets of the intersection and select Go. The location will appear on the map. Select the blue marker that appears at the intersection.

**Border Crossing:** Select from the list of border crossings available in the dropdown.

**Lat/Lon/Map:** Enter the latitude in the Lat field and the longitude in the Lon field. If you don’t know the the lat/lon, select the Find on Map button. See the On-System Roads section on page 10 for tips on finding and selecting an on-system road on the map. You can also use the Focus City field to zoom in on a specific city.

**Via Points:** If you prefer to travel a specific highway, select Highway from the dropdown and enter one or more as directed in the field that appears. If you prefer to select the points on a map, select Find on Map from the dropdown, then select Select on Map. See the On-System Roads section on page 10 for tips on finding and selecting an on-system road on the map.

**Split Trip:** Selecting the split trip option will allow you to enter another route under the same permit. This is used primarily when entering and exiting the state maintained road network or when the vehicle must travel on off-system roads in the middle of a route. Please note that permits containing a split trip will be sent to the permit office for review before the permit can be issued.

After entering your trip and preferences, select the Validate and Run button:

![Validate and Run](image)

If you see an error similar to the one below asking you to select an on-system road, please see the On-System Roads section on page 10 for tips.

![Origin Location Needs Attention](image)

If there are no errors for the origin or destination, please continue with the steps below.

Please review the trip presented. There will be a map as well as a route description and detailed driving directions shown. There might also be alternate routes available – if so, you can select these using the buttons at the top of the map:

![Trip and Alternate 1](image)
After the desired route is showing, select the Next button at the top. If you have a problem with the route and would like it reviewed, select the corresponding checkbox before the Next button.

The permit total fees, order review and permit provisions will appear. Review all information shown as well as the “I Attest/Accept” statements shown. Please note that the statements below are an example and might NOT be the same statements that will appear for your specific permit.

After reading each statement for your permit, select the corresponding checkbox if you agree. At this point, you have the options to select Back and make changes, Save and Exit to come back to the permit at a later date, Delete Permit if you no longer would like to proceed with it or Submit the permit. The Submit option will only appear after accepting each statement above.

If you would like to pay the permit later, select “Return to the dashboard.” The permit will be added to your dashboard and you can pay for it by locating it and selecting the link in the Action column.

If you would like to order another permit, select “Order another permit” and you will have the option to pay for this permit later as described above.

If you would like to make a payment, select “Pay for the permits now.” Some permit dimensions will be sent to the permit office for review before the permit is eligible for payment.
On-System Roads

When selecting from the map, it is important to remember to select on-system roads (roads highlighted in green on the map) and to select the correct direction when there are arrows pointing in the travel directions.

Please ensure On System is checked in the right menu. You also have the option to see Restrictions (highlighted in red on the map) as well as Clearances.

Please use the zoom tool located in the bottom right corner of the map. Many times, you will need to zoom out to see the nearest on-system roads and you will need to zoom in before selecting a specific on-system road.

When searching for the road, ensure the Drag Map button is selected. Click and drag the map to search for the desired on-system road. The Select button will be used at a later step. If you would like the map to zoom in directly on a specific city, enter the city in the Focus City field and select Go.

After finding the road, use the zoom tool and zoom in close to the on-system road (it will be highlighted in green). Zoom in close enough to see if there are arrows (example displayed below).
If arrows are shown, ensure you select the road that travels in the desired direction. Once you have found your road, ensure you are zoomed in closely, then go to the top of the map to select the **Select** button:

![Select button](image)

After this, you will see a crosshair when hovering over the on-system road. Click directly on the road displayed on the map.

![Map crosshair](image)

After selecting the road, you will be taken back to the screen where you enter trip details. A latitude and longitude will now be populated at the on-system road you selected. Select the **Validate and Run** button again:

![Validate and Run button](image)