



INDOT Electronic Permit System

CUSTOMERS

Version 2.0

This guide was written for use with the Electronic Permit System software version 3.0. This guide and the EPS software described in it are copyrighted, with all rights reserved. This guide and the EPS software may not be copied, except as otherwise provided in your software license or as expressly permitted in writing by Indiana Department of Transportation. All other trademarks and service marks are the property of their respective owners.

Copyright © 2018, Indiana Department of Transportation All rights reserved.

Administrator

Christine McKeon

317-233-6938

cmckeon@indot.in.gov

Contents

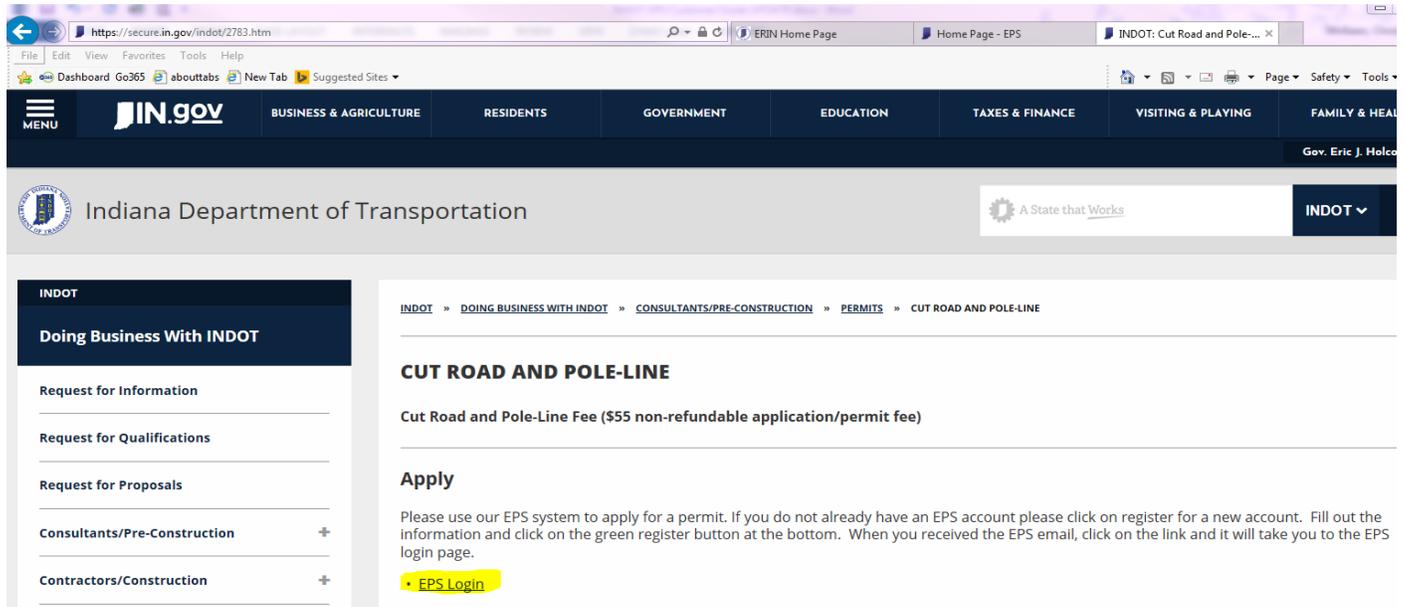
Accessing the Electronic Permitting System (EPS)	3
Logging In	5
Menu	6
Table Tools	Error! Bookmark not defined.
Panel Pages	7
Items on each Panel Page	7
Hyperlinks	7
Sorting	8
Columns	8
Filtering Information	9
Export to Microsoft Excel	10
Permits	10
Permits/Applications	10
Companies	12
New Permit Application/Enter Permit Application	15
Progress Bar, Next/Save, Required Fields, Back, and Cancel	15
Agreement – ALL PERMIT TYPES	17
Permit Type – ALL PERMIT TYPES	17
Permit type Broadband AccessPermits	18
Checklist – Only for All Driveway Subtypes EXCEPT Private	19
Location – FOR ALL PERMIT TYPES except Railroad	19
.....	20
Location – Railroad	21
Applicant Info – Railroads	23
Client Info – Only for Consulting firms doing work on behalf of a Client	24
Details – FOR ALL PERMIT TYPES	25
Driveway Details – Only for All Driveway Subtypes	26
Sign Details – Only for Outdoor Signs	28
Property Owner – Only for Outdoor Signs	29
Bond Info – FOR ALL PERMIT TYPES	29
Attachments – FOR ALL PERMIT TYPES	30
Review – FOR ALL PERMIT TYPES	31
Submitted Permit Application	36
In Process Actions	39
Active Permit Actions	40
Preferences	42
.....	42

Accessing the Electronic Permitting System (EPS)

To access the Electronic Permitting System, start here.
<https://secure.in.gov/indot/2727.htm>

The permit process should always start on INDOT's home page to properly access the Electronic Permitting System. Bookmarking the EPS System may cause computer issues with accessing EPS to file a permit.

Select the permit that you are applying for then select EPS Login:



Which will go to the Login page. For those who want to register and create a new account click on “Register for a new account”. Those who already have a username and password can login by entering their username and password then selecting the login button.



Login

INDOT Users Customers

Username

Password

[Register for a new account](#)

[Forgot username/password](#)

Electronic Permit System

Welcome to the Electronic Permit System (EPS). If you are a returning user, please log in using your EPS username and password. If you do not have an EPS account, click on "Register for a new account". If you are a first time user, after logging in, please review the help screens by clicking the help link in the upper right corner of each page.

If you have any questions or problems using EPS, please contact the IOT Helpdesk.

When registering for a new EPS Account, the Registration screen automatically displays after the “Register for a new account” link is clicked. Complete the fields as indicated and click the “I’m not a robot” box before you

click on the Register button to create an EPS login. Please be sure to check your junk mail if the registration e-mail does not arrive after 15 minutes.

 Indiana Department of Transportation
Electronic Permit System

Register

User Name	<input type="text"/>
Password	<input type="password"/>
Confirm password	<input type="password"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	Select <input type="text"/>
Zip Code	<input type="text"/>
Phone #	<input type="text"/>
Extension	<input type="text"/>

<https://eps.indot.in.gov/Home/Index>

I'm not a robot  reCAPTCHA
Privacy - Terms

 Indiana Department of Transportation
Electronic Permit System

Registration Submitted

We have sent a confirmation email to the email address you provided. Please check your email and follow the instructions to complete the registration process.

An email is automatically sent from EPS to the email address provided during registration. Follow the instructions in the email to complete the registration process. Keep in mind that the email may show in your junk file.

Thank you for registering your EPS account. Please click the following link to complete the registration process: [Confirm Account](#).

If links are not available in your email client, copy and paste the following URL into your browser:

<https://epsqa.indot.in.gov/Users/Account/ConfirmEmail?userId=2460741&code=Xy%2FrMxqO1GqejAW2KTsvBcGhrTPP3PDY5AITc2ianVA5367%2FprLnPiS6F30Zy6mIBPaCAkH73%2FgPmAyVRISemvT%2FJk9h2DV2QbBr14FpTY6wX687GavSz8Vuj%2BKDLsaXQSHk0c7I7o7QLIXmn%2FZWFXe%2FmBSTs0FBIJs1pb7OR3U%3D>

Forgot Name and Password.

On the Login screen there is a link to get a new password under Register new account. Enter your email and select the "I am not a robot" button. A new password will be sent via e-mail.



EPS SYSTEM

Indiana Department of Transportation

Electronic Permit System

Log in

INDOT Users Customers

Username

Password

Register for a new account

Forgot username/password

Log in

Electronic Permit System

Welcome to the Electronic Permit System (EPS). If you are a returning user, please log in using your EPS username and password. If you do not have an EPS account, click on "Register for a new account". If you are a first time user, after logging in, please review the help screens by clicking the help link in the upper right corner of each page.

If you have any questions or problems using EPS, please contact the IOT Helpdesk.



The EPS Administrator does not have the ability to reset usernames or passwords. However, if the User forgets which email address is associated with the account the EPS Administrator can see and reset the email address associated with an account.

Logging In

To Login to EPS, go to page <https://eps.indot.in.gov/Users>

Both INDOT Employees and INDOT Customers use the site; select the type of User in the upper right corner of the Login box by clicking in the radio button next to **Customers**.



EPS SYSTEM

Indiana Department of Transportation

Electronic Permit System

Log in

INDOT Users Customers

Username

Password

Register for a new account

Forgot username/password

Log in

Electronic Permit System

Welcome to the Electronic Permit System (EPS). If you are a returning user, please log in using your EPS username and password. If you do not have an EPS account, click on "Register for a new account". If you are a first time user, after logging in, please review the help screens by clicking the help link in the upper right corner of each page.

If you have any questions or problems using EPS, please contact the IOT Helpdesk.

Enter your username and password then select the Login button. The EPS dashboard screen will look like this.

The screenshot shows the EPS dashboard interface. At the top, there is a blue header with the Indiana Department of Transportation logo and the text "Electronic Permit System". On the right side of the header, there are links for "Permits", "Preferences", and "Logout", and a user greeting "Hello, chrisie smith". Below the header, there are two main sections: "Permits/Applications" and "Companies".

Permits/Applications Section:

- Buttons: "+ New Permit", "Search by Tracking Number", "Search by Permit Number".
- Table with columns: Tracking #, Permit #, Type, Subtype, County, Road, Start RRP, Submit Date, Issue Date, Exp Date, Status.
- Table Data:

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000114774		Driveway	Minor Commercial	Boone	SR 267	27.42				Entered
T0000114777		Outdoor Sign	Billboard	Madison	SR 9	90.86	01/25/2018			Submitted
- Page navigation: Page 1 of 1, 25 items per page, 1 - 2 of 2 items.

Companies Section:

- Buttons: "+ New Company".
- Table with columns: Name, Street Address, Role, Actions.
- Table Data:

Name	Street Address	Role	Actions
Chrissie's company	111 lkdfjglkfdjglkdfg Vstmrl, IN 46032	Admin	Edit
- Page navigation: 10 items per page, 1 - 1 of 1 items.

Logout

To log out of EPS select the logout button at the top right hand side of your Dashboard.

This screenshot shows the top navigation bar of the EPS dashboard. The "Logout" button is highlighted with a red rectangle. The user greeting "Hello, Sally Jones" is visible on the right side of the bar.

Menu

The features of EPS are separated into categories and can be accessed by using the menus at the top of the screen. The menus are available from any page in EPS.

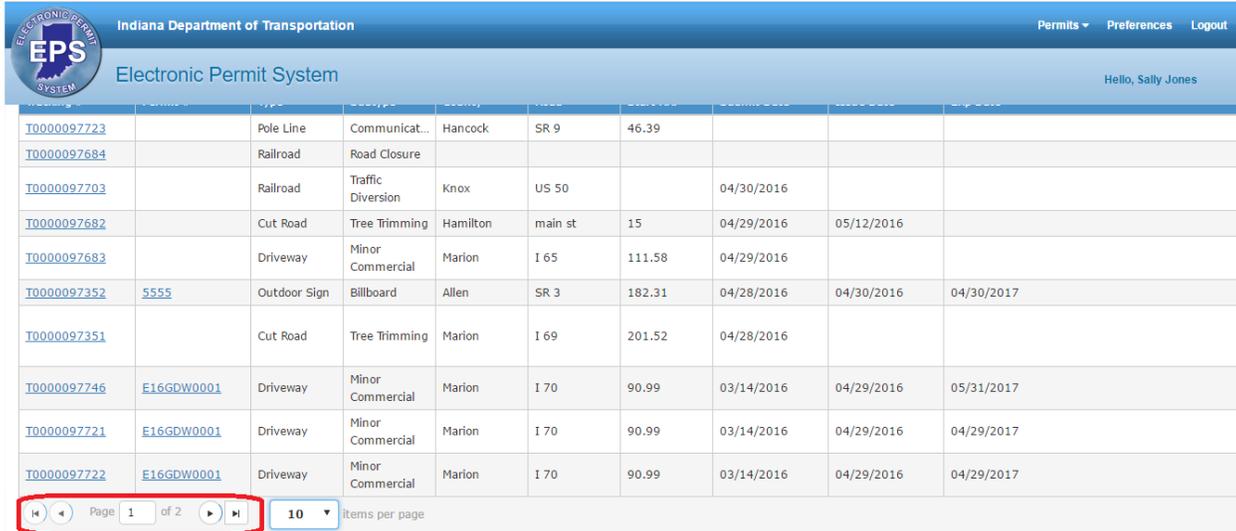
This screenshot shows the top navigation bar of the EPS dashboard. The "Permits", "Preferences", and "Logout" menu items are highlighted with a red rectangle. The user greeting "Hello, Sally Jones" is visible on the right side of the bar.

Click on a menu or hover over it to display any submenus. Click on a submenu option to display that section of EPS.

This screenshot shows the "Permits" dropdown menu open. The menu items "Dashboard" and "New Application" are visible. A mouse cursor is hovering over the "New Application" item. The user greeting "Hello, Sally Jones" is visible on the right side of the bar.

Panel Pages

Use the **Next**  and **Previous**  buttons to navigate to subsequent pages or click the **End**  or **Beginning**  buttons to jump to the very last or very first page.



Tracking #	Permit #	Type	Subtype	County					
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39			
T0000097684		Railroad	Road Closure						
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016		
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016	
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016		
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	05/31/2017
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017
T0000097722	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017

Page 1 of 2 10 items per page

Page 2 of 2 10 items per page 11 - 17 of 17 items

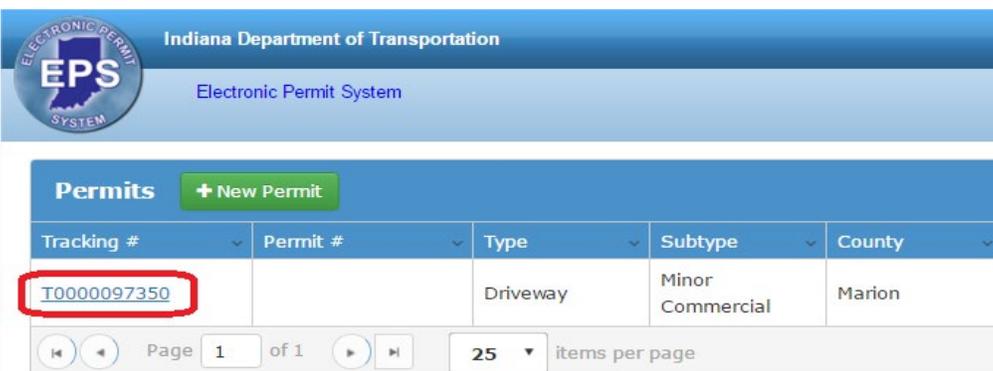
Items on each Panel Page

By default, Panels display 10 Items per Page. However, this may be changed. Click on the **Items per Page** dropdown and select 10, 25, 50, 100, 500 or 1000 from the list.



Hyperlinks

Text in the columns, such as the Tracking # or Permit #, sometimes displays as blue. Clicking on the text will open the Permit application.



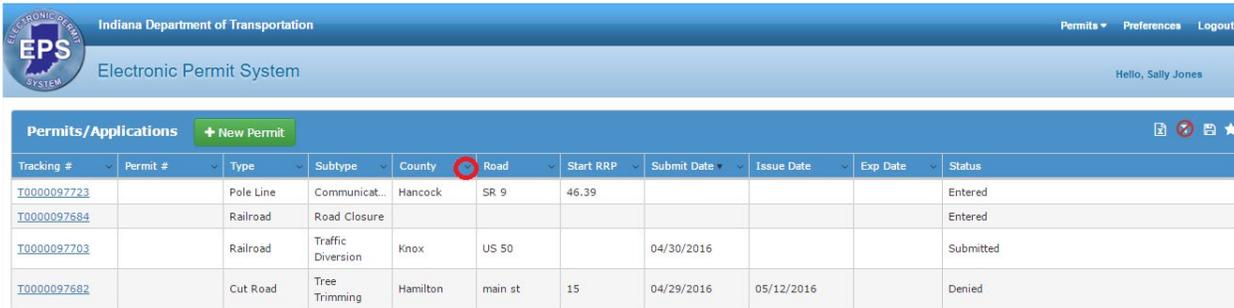
Tracking #	Permit #	Type	Subtype	County
T0000097350		Driveway	Minor Commercial	Marion

Page 1 of 1 25 items per page

Sorting

Data in Panels may be sorted in ascending or descending order numerically (smallest to largest or largest to smallest), alphabetically (A to Z or Z to A) or by date and time (oldest to newest or newest to oldest).

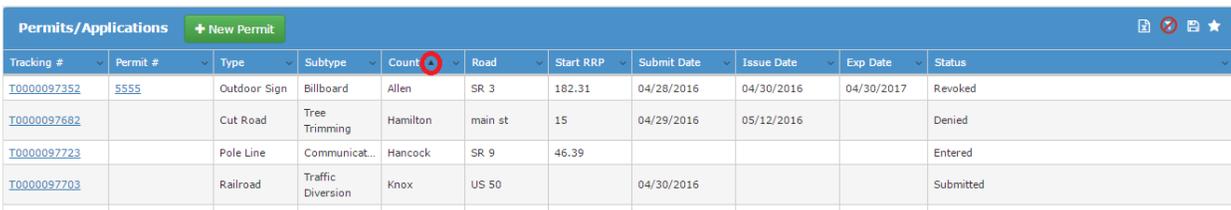
Click on the column heading of the field to be sorted. In the example below, the list of Permits is sorted by the County (ascending) by clicking once on the County column heading. A triangle indicating the direction of the sort appears next to the column heading.



The screenshot shows the 'Permits/Applications' panel in the Electronic Permit System. The table is sorted by County. The 'County' column heading has a small upward-pointing triangle next to it, indicating an ascending sort. The table contains the following data:

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

To res-sort (descending), click again on the column heading.



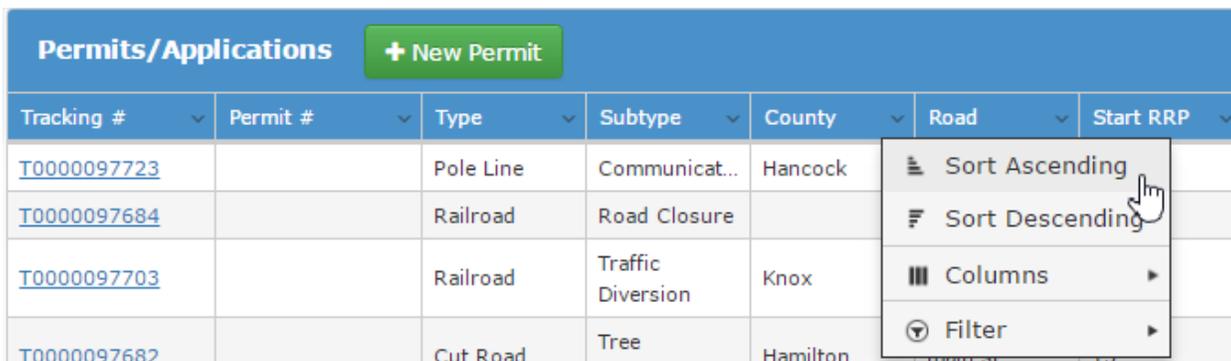
The screenshot shows the 'Permits/Applications' panel with the table sorted by County in descending order. The 'County' column heading now has a small downward-pointing triangle next to it. The table contains the following data:

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	Revoked
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted



Sorts are not saved. The next time the Panel is opened, it is sorted by the first column.

Columns can also be sorted by clicking on the small arrow in the far right of the column to display the dropdown menu. Select to **Sort Ascending** or **Sort Descending**. Click on the arrow again to display the menu again and change the sort.



The screenshot shows the 'Permits/Applications' panel with the dropdown menu open for the 'Start RRP' column. The menu options are: Sort Ascending, Sort Descending, Columns, and Filter. A mouse cursor is pointing at the 'Sort Descending' option.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP
T0000097723		Pole Line	Communicat...	Hancock		
T0000097684		Railroad	Road Closure			
T0000097703		Railroad	Traffic Diversion	Knox		
T0000097682		Cut Road	Tree	Hamilton		

Columns

Users can control which columns display in a table by clicking on any of the column headings. Hover over **Columns** submenu to display a list of all available columns to display for a Table. Any columns currently on display have a check mark in the check box to the left of the column name. Click in an empty check box to make the column visible. Click in any box with a check mark to remove the check mark and hide the column.

Permits/Applications + New Permit							
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date
T0000097723		Pole Line	Communicat...	Hancock			
T0000097684		Railroad	Road Closure				
T0000097703		Railroad	Traffic Diversion	Knox			
T0000097682		Cut Road	Tree Trimming	Hamilton			
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097722	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	
T0000097350	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	



Column display selections are not saved. The next time the Panel is opened, all default columns display.

Filtering Information

The columns can be removed and added according to what criteria is being used to look for a permit. All columns can be displayed or only the permit number, road and county can be displayed. Users can filter information in a table by clicking on any of the column headings. Hover over **Filter** submenu to display the filter fields. The user can query down to the very last detail.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016			
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016			
T0000097746	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	05/31/2017	
T0000097721	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	04/29/2017	

Example: Select the operator “Is equal to” from the dropdown menu and enter the value “Submitted” in the text box (not case sensitive). This will bring up all permits that are in submitted status.

The column menu icon will have a white box around it once a filter is applied. To remove the Filter, click on the button that has the red circle with a red line through it in the upper right hand corner of the screen. Click on the disc next to the star in the menu icons in the top right corner to save a filter that will be used often.

Export to Microsoft Excel

Information in Panels may be exported to Excel by clicking on the **Export to Excel**  icon in the title bar of the Panel.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

At the File Download dialog box, click on the **Open** button to view the data in Excel or click the **Save** button to save the data in an Excel file.



The download's progress displays in a dialog box, as shown below. When complete, click on the **Open** button to view the data in Excel or click on the **Open Folder** button to open the file's location.

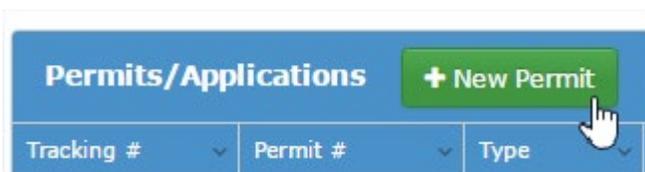
Permits

Permits/Applications

The **Permits/Applications** section allows Users to add, view and edit permit applications. All of the user's created permits display, as well as any permits associated with the companies the user is associated with. See [Companies](#) for more information on companies.

Permits/Applications + New Permit										
Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016			In Progress
T0000097352	5555	Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016	04/30/2016	04/30/2017	Revoked
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016			Customer Info Requested

To add a new permit application, click on the **New Permit** button in the **Permits** table header.



The screen will refresh and display the beginning of the permit application.

Indiana Department of Transportation
Electronic Permit System

Permits Preferences Logout

Hello, Sally Jones

Agreement

Applicant's Acceptance Agreement

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.

If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this application.

I Agree Cancel

To edit or view an existing permit application, click on the blue tracking # (or permit # once issued) to open the permit application.

Tracking #	Permit #	Type
T0000097723		Pole Line
T0000097684		Railroad

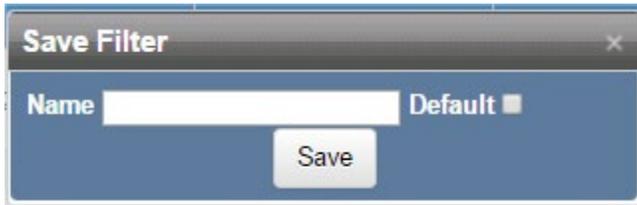
In the Permits table header, there are four icons that allow users to **Export to Excel** , **Clear Filter** , **Save Filter** , and **Apply Saved Filters** .

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
T0000097703		Railroad	Traffic Diversion	Knox	US 50		04/30/2016			Submitted
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016	05/12/2016		Denied

Click on the **Export to Excel**  icon to export the Permits table to Excel. [Click here](#) for more information on exporting to Excel.

Click on the **Clear Filter**  icon to clear any filters applied to the table. [Click here](#) for more information on filtering.

Click on the **Save Filter**  icon to save the current filters and column selections/order for future use. [Click here](#) for more information on filtering. Enter a name for the filter and check the **Default** check box if this filter should be used by default each time the table is displayed.



The 'Save Filter' dialog box has a title bar with a close button. Below the title bar, there is a text input field labeled 'Name' and a checkbox labeled 'Default'. At the bottom center of the dialog is a 'Save' button.



If no filters have been applied to the table, there is no filter to save.

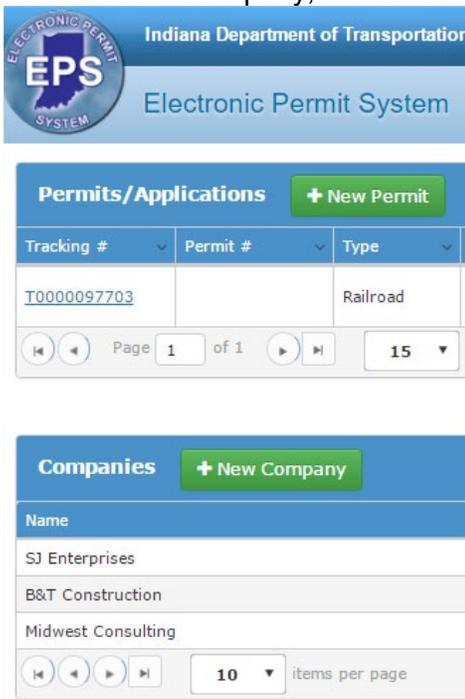
Click **Delete**  to delete a saved filter. Click **OK** at the confirmation message to delete the record, or click **Cancel** to return to the table without deleting the record.

Click **Edit**  to edit the name of a saved filter. Make any necessary changes and click **Update** to save the changes or click **Cancel** to return to the **Apply Filters** table without making changes.

Click **Apply**  to apply a saved filter. The **Permits** table will update to display records matching the saved filter.

Companies

The **Companies** section allows Users to associate themselves to a company. To add a new company, click on the **New Company** button in the **Companies** table.



The screenshot shows the 'EPS' (Electronic Permit System) interface. At the top, it says 'Indiana Department of Transportation' and 'Electronic Permit System'. Below this is a 'Permits/Applications' section with a '+ New Permit' button. A table below shows one row with 'Tracking #' 'T0000097703', 'Permit #' (empty), and 'Type' 'Railroad'. Below the table is a pagination control showing 'Page 1 of 1' and '15' items per page. Below that is a 'Companies' section with a '+ New Company' button. A table below shows three rows: 'SJ Enterprises', 'B&T Construction', and 'Midwest Consulting'. Below the table is a pagination control showing '10' items per page.

Enter the company information and click **Save** to save the company or click **Cancel** to return to the Permit Dashboard without adding a new company.

Add Company

Name	<input type="text"/>
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Upon saving the new company information, the screen will reload to display the Company Details page. Click **Edit** to edit company information. Click **Back to List** to return to the Permit Dashboard.

Company Details

[Edit](#) | [Back to List](#)

Name	SJ Enterprises
Street Address	123 Main St
Address Line 2	
City	Indianapolis
State	IN
Zip Code	46204

Manage Users

<input type="button" value="+ Add New User"/>				
Name	Email	Phone	Admin	
Susan Johnson	jonese03@company.com	(317) 555-5555	<input type="checkbox"/>	<input type="button" value="🗑️"/>
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	



The Company Details screen is available to Company Administrators and can be accessed after the company is created by clicking on the **Edit** link in the Company table on the Permit Dashboard screen.

Companies <input type="button" value="+ New Company"/>				
Name	Street Address	Role	Actions	
SJ Enterprises	123 Main St Indianapolis, IN 46204	Admin	<input type="button" value="Edit"/>	<input type="button" value="🗑️"/>
B&T Construction	444 3rd Ave Indianapolis, IN 46204	Admin	<input type="button" value="Edit"/>	
Midwest Consulting	333 3rd Ave Indianapolis, IN 46204	Admin	<input type="button" value="Edit"/>	
10 items per page				

The user who created the company will automatically be assigned the Admin role for the company. To add additional users, click on the **Add New User** button.

Manage Users

<input type="button" value="+ Add New User"/>				
Name	Email	Phone	Admin	
Susan Johnson	jonese03@company.com	(317) 555-5555	<input type="checkbox"/>	<input type="button" value="🗑️"/>
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	



Only Company Administrators have the ability to add users to the Company.

Fill out the email address, name and phone number of the Company user. Click in the check box by **Admin** if the user will be an administrator. Marking a user as an Admin allows them to add users to the company and edit the company information. Click **Update** to add the user or click **Cancel** to return to the Manage Users table without adding a company user.



If the new company user already has an EPS account, EPS will recognize the email address and will override anything manually entered with the new user's registered information.

The new company user is added to the table. Click in the check box to mark the user as an admin. Marking a user as an Admin allows them to add users to the company and edit the company information. Click the **Delete** icon to remove the user from the company.

Manage Users

+ Add New User				
Name	Email	Phone	Admin	
Susan Johnson	jones03@company.com	(317) 555-5555	<input type="checkbox"/>	
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	

Once a user is added to a company, the company will automatically show up on the Permit Dashboard upon the User's Login. Users can be associated with more than one company.

New Permit Application/Enter Permit Application

To start a new permit application, either select **New Application** from the **Permits** menu or click **New Permit** on the Permit Dashboard screen.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097684		Railroad	Road Closure							Entered
			Traffic							

A Permit Application is divided into sections; each section is explained below. Each application requires basic information and certain Permit Types require special informational sections, which are noted in the headers below.

Progress Bar, Next/Save, Required Fields, Back, and Cancel

At the top of the screen, the **Progress Bar** displays the different steps in the Permit Application process and where the User is in that process.

Permit Type / Location / Applicant Info / Details / Bond Info / Attachments / Review

Select Permit Type / Subtype

Permit Type: Pole Line
Permit Subtype: Communications

Permit Description

Pole Line Permit: The installation of a utility pole line or attachments to an existing pole line in the right of way controlled by the Indiana Department of Transportation (INDOT) requires a Pole Line Permit. This does not apply to contractors working for INDOT or work covered by a legal agreement between INDOT and another entity.

Cancel Next



If a User has not yet accessed a section via the **Next** button, the title text will be grey.

Permit Type / Location / Applicant Info / Details / Bond Info / Attachments / Review

Click the **Next** button to progress to the next screen in the application process. Each time the **Next** button is clicked, the application data is saved.

The screenshot shows the 'New Permit Application' screen with a breadcrumb trail: Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review. Below the breadcrumb is the title 'New Permit Application'. A section 'Select Permit Type / Subtype' contains two dropdown menus: 'Permit Type' set to 'Pole Line' and 'Permit Subtype' set to 'Communications'. Below this is the 'Permit Description' section, which contains the text: 'Pole Line Permit: The installation of a utility pole line or attachments to an existing pole line in the right of way controlled by the Indiana Department of Transportation (INDOT) requires a Pole Line Permit. This does not apply to contractors working for INDOT or work covered by a legal agreement between INDOT and another entity.' At the bottom, there is a 'Cancel' button on the left and a 'Next' button on the right, which is highlighted with a red box.

After clicking the **Next** button on the Permit Type screen the Permit is assigned a Tracking Number and is given the permit status as **Entered**. If you leave the Permit Application screen by any way except clicking **Cancel** the application will be saved and displayed in the Permit Dashboard Permit table. Click on the **Tracking Number** to open the Application on the screen last saved/visited.

The screenshot shows a table titled 'Permits/Applications' with a '+ New Permit' button. The table has columns for Tracking #, Permit #, Type, Subtype, County, Road, Start RRP, Submit Date, Issue Date, Exp Date, and Status. There are three rows of data, all with a status of 'Entered'.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Exp Date	Status
T0000097684		Railroad	Road Closure							Entered
T0000097723		Pole Line	Communicat...	Hancock	SR 9	46.39				Entered
T0000097940		Cut Road	Tree Trimming							Entered

To return to a previous application screen, click the **Back** button.

The screenshot shows a form for contact information with fields for 'Contact Phone', 'Extension', and 'Contact Email'. At the bottom, there is a 'Cancel' button on the left and a 'Back' button on the right, which is highlighted with a red box. A 'Next' button is also visible to the right of the 'Back' button.

To **Cancel** a permit application, click on the **Cancel** button at the bottom left of the screen.

This screenshot is identical to the one above, showing the 'New Permit Application' screen with the 'Cancel' button at the bottom left highlighted with a red box.

At the confirmation window, click **Yes** to cancel the application and delete it from the system, or click **No** to return to the permit application without removing the application.



Agreement – ALL PERMIT TYPES

Read the terms and click **I Agree** to accept the terms and start the application or **Cancel** to stop the application creation process.

Agreement

Applicant's Acceptance Agreement

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officials and employees from any liability due to loss, damage, injuries, or other casualties of whatsoever kind, or by whomsoever caused, to the person or property of anyone on or off the right-of-way arising out of, or resulting from the issuance of this permit or the work connected therewith, or from the installation, existence, use, maintenance, conditions, repairs, alteration, or removal of any equipment or material, whether due in whole or in part to the negligent acts or omissions (1) Of the state, its officials, agents, or employees; or (2) Of the applicant, his agents, or employees, or other persons engaged in the performance of the work, or (3) The joint negligence of any of them; including any claims arising out of the workmen's compensation act or any other law, ordinance, order, or decree. The applicant also agrees to pay all reasonable expenses and attorney's fees incurred by or imposed on the state in connection herewith in the event that the applicant shall default under the provisions of this paragraph.

The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

The applicant agrees to any and all Additional Special Provisions attached to the issuance of this particular permit.

If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

Under the penalty of perjury, I certify the following statements to be correct to the best of my knowledge and belief of the undersigned who is authorized to sign this application. I certify that I have obtained authorization from any property owners associated with this application.

I Agree **Cancel**

Permit Type – ALL PERMIT TYPES

Select the **Permit Type** from the Permit Type dropdown. The **Permit Subtype** dropdown menu options change based on the selected Permit Type. Once the Permit Type and Permit Subtype are selected, click **Next** to continue the permit application process or click **Cancel** to return to **Permit Dashboard** without creating a permit application.

Permit Type

New Permit Application

Select Permit Type / Subtype

Permit Type	--Please Select--
Permit Subtype	

Permit Description

Cancel **Next**



Once a Permit Type and Subtype are selected and the **Next** button is clicked, the Permit Type and Subtype cannot be changed. In order to change the Permit Type or Subtype the original permit application must be **Cancelled** and then a new application needs to be created.

Permit type Broadband Access Permits

The Broadband guidance document that provides all information regarding broadband permits can be found by clicking on this link. <http://www.in.gov/indot/3651.htm>

If this is a regular permit please answer “no” to all three of the questions below.

By answering yes to any of the questions below you are creating a Broadband Access Permit)

The screenshot shows the 'New Permit Application' screen in the Electronic Permit System. The 'Permit Type' dropdown menu is open, showing a list of options: Pole Line, Cut Road, Driveway, Outdoor Sign, Miscellaneous, Railroad, and Broadband Access. The 'Broadband Access' option is highlighted in blue. The 'Permit Subtype' dropdown menu is also open, showing a list of options: Pole Line, Cut Road, Driveway, Outdoor Sign, Miscellaneous, Railroad, and Broadband Access. The 'Broadband Access' option is highlighted in blue. The user is logged in as 'chrisie smith'.

If you answer yes to any of the 3 questions below, the permit type should be Broadband Access. Once past this screen the permit will proceed like a normal permit.

If you **don't** select Broadband Access in the Permit Type box, this error box will pop up.

The screenshot shows the 'New Permit Application' screen in the Electronic Permit System. The 'Permit Type' dropdown menu is set to 'Cut Road' and the 'Permit Subtype' dropdown menu is set to 'Communications'. A 'Shared Use Required' error box is displayed, stating: 'Based on the answers to the questions, a Shared Use permit type is required for this permit application. Please choose the permit type "Shared Use".' The user is logged in as 'Christine McKeon'.

Broadband Access Permits have the right, granted and governed by agreement, to install improvements on, below, or above State Property for the purpose data transmission and related services.”

INDOT requires the ability to manage and track the lifecycle of contracts for a Broadband Access of State Property for placement of Telecommunications Improvements. Broadband Access Permits include shapefile, AutoCAD, or MicroStation.

When the application is submitted it is routed to INDOT's Operations Process and System Management team for review and is put into "Pending Contract Negotiation" status.

Then the application is placed into submitted status and the initiative is set to the Permit staff. From there, it is processed the same as a cut road/pole line permit.

Checklist – Only for All Driveway Subtypes EXCEPT Private

The Checklist section displays a listing of the information needed to submit a Commercial Driveway permit application. Click on the blue **Click here** links to open PDFs of information as necessary. Once the User has all required documentation, proceed to the next section by clicking on the **Next** button.

Permit Type > Checklist > Location > Applicant Info > Details > Driveway Details > Bond Info > Attachments > Review

Checklist for Commercial Driveways

Before submitting an application for a commercial driveway, please review this checklist to see what information will be needed during the application process. Note that all documents that are to be attached are required to be in PDF format. This includes any plans, studies, drawings or forms. For more information on the PDF format, [click here](#)

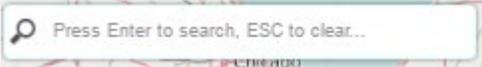
1. The commercial driveway application. During the application process, the system will request information that will automatically populate the driveway application. This will include a description and location of the project as well as applicant and bond information and the company that they represent.
2. Driveway plans will need to be attached. The following must be shown on these plans:
 - a. A design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
 - b. The R/W, centerline, curbs, medians, existing pavement markings, crossovers, ditch lines, existing drains and location of each, drawn at engineer's scale of 1" = 20' / 1" = 30'
 - c. Existing lane widths and proposed lane alterations if applicable. NOTE: If lane alignments are altered, full width resurfacing will more than likely be required, from beginning to end of project.
 - d. Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineer's scale 1" = 50'.
 - e. On site drainage - before and after grading must be shown on a grading plan or contoured on the driveway for additional runoff caused by the improvement.
 - f. Side ditch pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.
 - g. Drives requiring deceleration lanes and tapers must be shown.
 - h. A site plan showing parking area and buildings must accompany this application.
 - i. Proposed traffic control plan.
 - j. All Major Commercial Driveway Applications (access requiring auxiliary lanes) must include cross sections from beginning to end of project.
3. Driveway Permit Bond (Form 41523). The bond should be in an amount sufficient to cover all the work proposed in the right of way. If there is a question regarding the amount of the bond, then consult with the permit inspector. Note that the bond and application must bear the same name (Property Owner). You can obtain a blank bond form by [clicking here](#).
4. Projects that disturb more than once acre must include a drainage impact study. Projects requiring drainage impact studies must be designed using a 50 year storm with a release rate no more than 10 year predeveloped runoff. Calculations should be performed in a manner that will generate hydrographs. If any local ordinance is more restrictive, then they must be adhered to.
5. Power of Attorney. In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that the agent signing the bond has the authority to sign on behalf of the insurance company. This document needs to be notarized.
6. Proof of Ownership - In the file attachment step of creating an application, you will be requested to attach a document (in PDF format) that shows that you have title insurance. All liens, easements or any other encumbrances on the property must be disclosed in this document.
7. Legal Description (Warranty Deed) - In the file attachment step of creating an application, you will be requested to attach a warranty deed and a legal description of the property (in PDF format).
8. A document (in PDF format) will be required that describes the anticipated traffic that will be generated. Please include the number of vehicles per hour at the peak hour, the number of vehicles per day, and the speed limit. Please review the Driveway Permit Manual [here](#) for details regarding driveway permit application requirements. Note the threshold values in Section 32 to determine if a traffic study will be required.
9. Developments with frontages in excess of 400 feet will more than likely be required to relinquish the remaining access rights through an Access Control Deed.
10. Additional documentation or support information may be requested depending upon any unique circumstances that may be revealed during the review process. You will be contacted if additional information is needed.

Cancel Back Next

Location – FOR ALL PERMIT TYPES except Railroad

Indicate the location associated with the permit application in the **Location** section. Use the mouse scroll

wheel to zoom in and out, or use the zoom in/out buttons  to zoom in and out. Be sure to zoom in on the location all the way before selecting the location. This will prepopulate the fields below the map with the precise location and District information. Enter an address, city, intersection, etc. in the **Search box**

 and click **Enter** to zoom to a specific area on the map. Click and drag to move the map if necessary.

The initial map is zoomed out to display the state of Indiana and the Permit Details fields are blank.

Permit Type | Location | Applicant Info | Details | Bond Info | Attachments | Review

Select Location

Please click on the district investigator area map:
To navigate the map, use the mouse wheel to zoom in/out, click and drag the map to pan, or use the navigation tools in the toolbar. To create a permit, click on the map to identify the desired permit location.

Permit Map

Click on the map in the exact location of the desired permit application. Be sure to zoom in on the location all the way before selecting the location. This will prepopulate the fields below the map with the precise location and District information. A blue pin will appear on the map to indicate the permit application location. If the permit application location pin is in the wrong location, click on the map again in the correct location to move the pin.

Permit Map

Permit Description

District	GREENFIELD
County	HAMILTON
Investigator	Sandy Landrum
Investigator Phone	(W)765-675-7402-Ext.6 (C)317-402-1823
Road	US 31
Start RRP	127.69
Longitude	-86.14202629777084
Latitude	39.98444128252372

Cancel Back Next

Location – Railroad

For Railroad permit applications, the Location section begins by asking for the AAR or DOT#. Enter the AAR or DOT# in the box and click **Search** to view more details.

The screenshot shows a web interface with a breadcrumb trail: Permit Type > Location > Applicant Info > Details > Attachments > Review. The current page is titled "Determine Location". It features a text input field labeled "Enter AAR/DOT#:" followed by a green "Search" button. Below the input field is a message: "Please enter AAR/DOT # to see the details". At the bottom of the form, there are three buttons: a red "Cancel" button, a grey "Back" button, and a blue "Next" button.

Applicant Info – FOR ALL PERMIT TYPES except Railroad

Fill out the Applicant Information as requested. Click on the black question mark  next to select fields for more information on the specific field.

The screenshot shows a web interface with a breadcrumb trail: Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review. The current page is titled "Applicant Info". It contains a list of fields for applicant information, each with a text input field and a small black question mark icon to its right. The fields are: Applicant First Name, Applicant Last Name, Applicant Address, Applicant Address 2, City, State (a dropdown menu currently showing "Indiana"), Zip Code, Applicant Phone, Extension, Applicant Email, and Company (a dropdown menu currently showing "-- None --" with a link "Add a company" next to it). Below these fields are three checkboxes, each with a question mark icon: "This company is a consulting firm doing work on behalf of a client.", "This company is eligible to have its fees waived.", and "This permit does not require a bond." Below these are fields for contact information: Contact First Name, Contact Last Name, Contact Phone, Extension, and Contact Email. At the bottom of the form, there are three buttons: a red "Cancel" button, a grey "Back" button, and a blue "Next" button.

If the company is not already in the **Company** dropdown, click on the **Add a company** link.

The screenshot shows a form with several input fields: Zip Code, Applicant Phone, Extension, Applicant Email, Company (dropdown), Contact First Name, Contact Last Name, and Contact Phone. The 'Company' dropdown is currently set to '-- None --'. A red box highlights the 'Add a company' link next to the dropdown. Below the dropdown, there are three checkboxes with question marks, each corresponding to a statement: 'This company is a consulting firm doing work on behalf of a client.', 'This company is eligible to have its fees waived.', and 'This permit does not require a bond.'

The **Add Company** screen opens. Enter information as necessary and click **Save** to save the company information or click **Cancel** to return to the permit application without adding a company.

Add Company

The 'Add Company' form contains the following fields: Name, Street Address, Address Line 2, City, State (dropdown), and Zip Code. At the bottom of the form, there are two buttons: 'Save' (green) and 'Cancel' (grey).

After saving the new company information, the **Company Details** screen displays the company information. See [Companies](#) for more information on managing users and editing company details. Click on **Back to Permit** to return to the permit application and resume entering Applicant Info.

Company Details

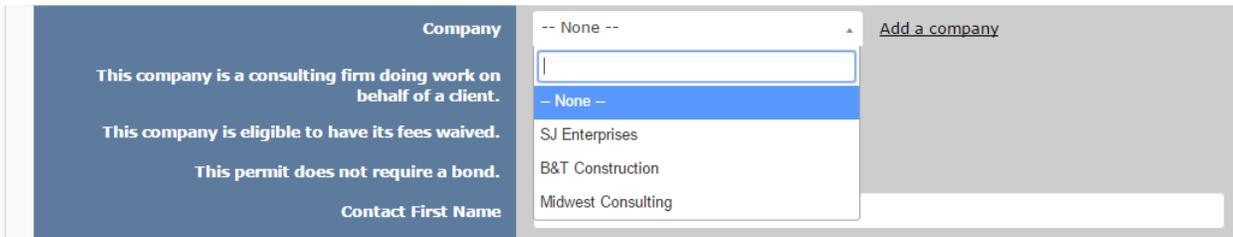
Edit: [Back to Permit](#)

Name	Midwest Consulting
Street Address	333 3rd Ave
Address Line 2	
City	Indianapolis
State	IN
Zip Code	46204

Manage Users

Name	Email	Phone	Admin	
Sally Jones	jones@company.com	(317) 555-5555	<input checked="" type="checkbox"/>	

The newly added company displays in the **Company** dropdown.



Company: -- None -- Add a company

This company is a consulting firm doing work on behalf of a client.

This company is eligible to have its fees waived.

This permit does not require a bond.

Contact First Name

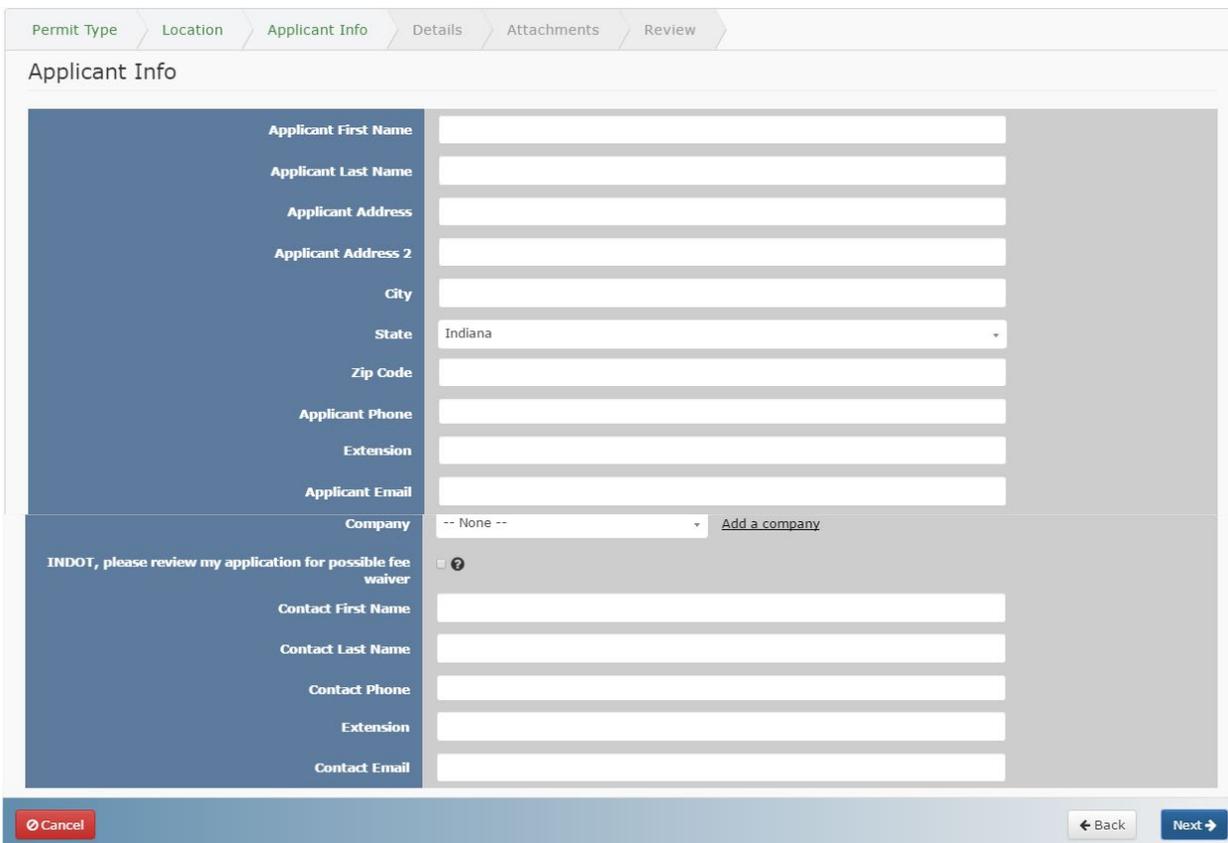
If the Applicant is a consulting firm doing work on behalf of a Client, click in the check box **This Company is a consulting firm doing work on behalf of a client**. Clicking in this box adds a new section to the permit application – Client Info. See [Client Info](#) for more information.



This company is a consulting firm doing work on behalf of a client. ?

Applicant Info – Railroads

Fill out the Applicant Information as requested. Click on the black question mark  next to select fields for more information on the specific field.



Permit Type > Location > Applicant Info > Details > Attachments > Review

Applicant Info

Applicant First Name

Applicant Last Name

Applicant Address

Applicant Address 2

City

State: Indiana

Zip Code

Applicant Phone

Extension

Applicant Email

Company: -- None -- Add a company

?

INDOT, please review my application for possible fee waiver

Contact First Name

Contact Last Name

Contact Phone

Extension

Contact Email

Cancel Back Next

Client Info – Only for consulting firms doing work on behalf of a Client

For consulting firms doing work on behalf of a client, an additional Client Info section is added to the Permit Application.

Fill out the Client Company Info in the **Client Company Info** section. See the chart below for information on what information to fill out in the Client Info sections:

Permit Type	Client Company Info
Cut Road, Pole Line and Miscellaneous	Owner of Utility
Driveway	Owner of Property
Outdoor Sign	Owner of Billboard

Fill out the Client Contact Info with the information of the contact person at the Client Company. Consultants will also have to fill out and attach the Consultant Consent form in the **Attachments** section.

Details – FOR ALL PERMIT TYPES

Complete the details as necessary. Many of the fields are pre-populated based on the Permit Type and Location information entered earlier in the application process. Additional (or fewer) fields may display based on the type of Permit.

Permit Type > Location > Applicant Info > **Details** > Bond Info > Attachments > Review

Application - Details

Permit Type	Pole Line
Permit Subtype	Miscellaneous
Road	I 70
County	Marion
Start RRP	92.21
End RRP	<input type="text"/>
District	Greenfield
Investigator	Andrea Throneburg
Investigator Phone	317-467-3938
This company is eligible to have its fees waived.	No
Project Start Date	<input type="text"/> 
Project End Date	<input type="text"/> 
Project Location	<input type="text"/> <small>The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection. (ie. 2 Miles South of US-40 and 150ft north of Davis Rd)</small>
Project Description	<input type="text"/>
Project Purpose	<input type="text"/>
Customer Work Order #	<input type="text"/>

Driveway Details – Only for All Driveway Subtypes

Complete the fields on the Driveway Details screen as necessary. Many fields are required and need to be completed in order to move forward with the permit process or save. Review the questions and ensure all the answers are readily available before starting to fill in the screen.

Permit Type Checklist Location Applicant Info Details Driveway Details Bond Info Attachments Review

Driveway Details

Please answer the following questions regarding the details of your proposed driveway. ** Everything in red is required.*

Property Owner Name*

Designer Name*

Designer Firm Name*

Name of Development

Contractor Name

Does the driveway join to a curbed section of road?* Yes No

Is there an existing sidewalk along the road way?* Yes No

Choose the type of driveway surface*

Enter the width of the driveway in feet*

Enter the radii of the driveway in feet.*

Entrance side of the drive

Exit side of the drive

Is parking allowed on the street? Yes No

Pipe Requirements

Is a pipe required? Yes No

If so, what size (in inches)?

If so, choose the type of pipe that will be used

Turn Lane Requirements

Is a right turn lane required? Yes No

If so, how long (in feet)?

Is a left turn lane required? Yes No

If so, how long (in feet)?

Is a passing blister required? Yes No

Distance from centerline of roadway to the right of way or property line in feet*

Distance from edge of pavement to the flow line of the ditch (if a ditch exists), in feet

Size of the nearest upstream pipe within 0.25 mile of proposed driveway, in inches

Direction of flow in ditch (e.g. north or south for odd numbered roads and east or west for even numbered roads)*

Distance from centerline of driveway to each property line (e.g. 30 feet from east property line and 150 feet from west property line)*

Distance from Property line feet

Distance from Property line feet

Driveway is on which side of the roadway (e.g. north or south for even numbered roads and east or west for odd numbered roads)*

Cross Pipe Information:

Is there a cross pipe under the highway within 500 feet of the proposed driveway? Yes No

If so, what size the cross pipe, (in inches)?

If so, how far and what direction is it from the driveway? (e.g. 200 feet east from driveway)

Guard Rail Information:

Is there any guardrail within 500 feet of the proposed driveway? * Yes No

If so, how far and what direction is it from the driveway? (e.g. 200 feet east from driveway)

Approximate sight distance from the proposed driveway, in feet
Refer to the [Driveway Permit Manual](#) for assistance in determining the sight distance.

Nearby Driveways*:

What is the distance to the nearest driveway on the same side of the road, in feet?

In what direction is that driveway from the proposed driveway?

What is the distance to the nearest driveway on the other side of the road, in feet?

In what direction is that driveway from the proposed driveway?

Is the driveway along a State or US Route that is designated as being Limited Access?* Yes No

By submitting this permit application, the applicant attests to the fact that all persons having interest in the subject land being accessed, including but not limited to mortgagees, lessees, optionors, lien holders and holders of other encumbrances shall join with the fee simple holder in the application. The applicant also attests that they have the consent of all interested parties to the land and have informed all such parties that they along with the applicant consent to the conditions of the application and shall be bound equally thereafter by the conditions of the permit which may be issued to the permittee. Please enter the details of the interested parties below.

Cancel
← Back
Next →

If the driveway is along a State or US Route that is designated as being Limited Access, then a warning message displays alerting the User that additional information will be required.

Is the driveway along a State or US Route that is designated as being Limited Access?* Yes No

Additional information will be needed to complete the processing of your request. You will be contacted to supply the additional information within two days after you submit the application.

By submitting this permit application, the applicant attests to the fact that all persons having interest in the subject land being accessed, including but not limited to mortgagees, lessees, optionors, lien holders and holders of other encumbrances shall join with the fee simple holder in the application. The applicant also attests that they have the consent of all interested parties to the land and have informed all such parties that they along with the applicant consent to the conditions of the application and shall be bound equally thereafter by the conditions of the permit which may be issued to the permittee. Please enter the details of the interested parties below.

Cancel
← Back
Next →

Sign Details – Only for Outdoor Signs

Complete the fields on the Sign Details screen as necessary. Many fields are required and need to be completed in order to move forward with the permit process or save. Review the questions and ensure all the answers are readily available before starting to fill in the screen.

Permit Type Location Applicant Info Details **Sign Details** Property Owner Attachments Review

Sign Details

Please answer the following questions regarding the details of your proposed billboard. * Everything in red is required.

Sign Location Diagram*

- Grade Intersection, Limited Access** [\(View\)](#)
Signs located along grade intersections on limited access right of way highways located outside
- Grade Intersection, Other** [\(View\)](#)
Signs located along grade intersections of other billboard controlled highways
- Interchanges** [\(View\)](#)
Signs located adjacent to interchanges on highways with limited access right of way and located outside municipal limits
- Limited Access Right of Way** [\(View\)](#)
Signs located in Limited Access Right of Way
- Non-Limited Access Right of Way** [\(View\)](#)
Signs located along non-limited access right of way adjacent to billboard controlled highways
- Other** [\(View\)](#)
Signs located along grade intersections of other billboard controlled highways
- Unzoned Area** [\(View\)](#)
Signs located in unzoned counties and adjacent to billboard controlled highways

Does the sign principally advertise activities taking place on the property where the sign is located?* Yes No

Road SR 3

County Allen

Existing or proposed sign*

Direction of travel*
(if possible, choose direction so that the sign is on the right side as you travel)

Side of highway*

Estimated build date*

Estimated feet to nearest sign*
(excluding Official, Directional, On-premise and 'For Sale' signs)

Feet from right-of-way line of highway*

Estimated distance and direction from sign to nearest intersection / ramp*
This sign is feet of the intersection / ramp:

Primary zoning classification*

City or county permit number, if any

Within city limits* Yes No

Can the sign be seen from a scenic byway?* Yes No

Was any zoning action taken by the applicant or the property owner for the purpose of erecting a billboard after March 15, 1986?* Yes No

Estimated Height:* (in feet, from ground to top of sign face)

Width of Face* (in feet, between widest points)

Height of Face* (in feet, between highest points)

Area of Face 0 square feet

Sign Type*

Number of Supports*

Material*

Illuminated* Yes No

Changeable Message Sign* Yes No

Property Owner – Only for Outdoor Signs

Complete the Property Owner details as necessary.

Permit Type / Location / Applicant Info / Details / Sign Details / **Property Owner** / Attachments / Review

Property Owner Details

First Name	<input type="text"/>
Last Name	<input type="text"/>
Street Address	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	Indiana
Zip Code	<input type="text"/>
Phone Number	<input type="text"/>
Phone Extension	<input type="text"/>
Email	<input type="text"/>

Bond Info – FOR ALL PERMIT TYPES

Enter the Bond information as necessary. Bond amounts vary depending on the job.

Permit Type / Checklist / Location / Applicant Info / Details / Driveway Details / **Bond Info** / Attachments / Review

Enter Bond Information

Bond #	<input type="text"/>
Bond Amount	\$ <input type="text"/>
Bond Company	<input type="text"/>
Bond Effective Date	<input type="text"/> <input type="button" value="Calendar"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	Indiana
Zip Code	<input type="text"/>
Contact Person	<input type="text"/>
Contact Phone	<input type="text"/>
Phone Extension	<input type="text"/>
Contact Email	<input type="text"/>

Click on the **Load Recent Bond Information** text to load the most recent bond information. This option should be used for blanket bonds only. If no previous bond information exists the screen will refresh but none of the fields will populate.

Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review

Enter Bond Information

 Load Recent Bond Information (Should be used for blanket bonds only)

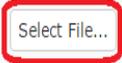
Bond #	<input type="text"/>
Bond Amount	\$ <input type="text" value="0"/>

Attachments – FOR ALL PERMIT TYPES

Add any necessary files to the Permit Application on the **Attachments** screen. Click on the **Select File...** button to select the file to upload.

Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review

Attach Files



File Title*

File Title	File Name	File Size	Date Uploaded	Actions
<i>*If you do not see the file you have just uploaded, please click here to reload the grid</i>				



Multiple files can be added as attachments but they must be uploaded one at a time.

Enter the title of the document and click on the **Upload** button to begin uploading the document.

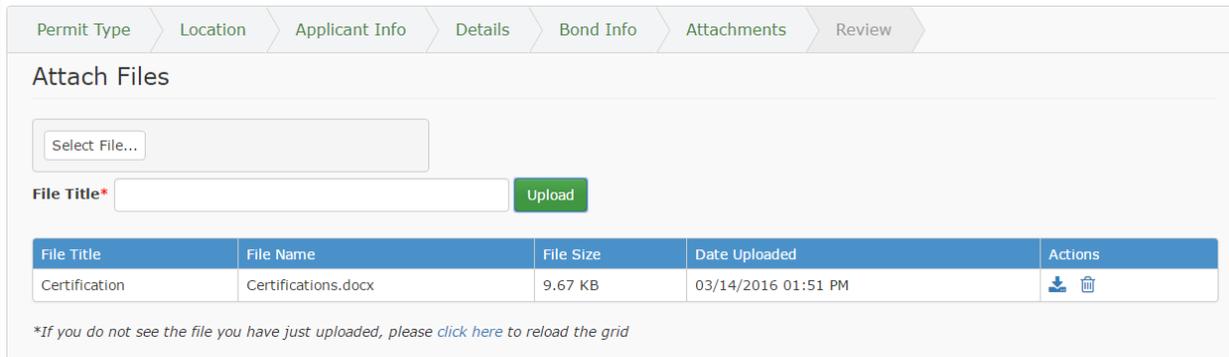
Attach Files

 Certifications.docx

File Title*

File Title	File Name	File Size	Date Uploaded	Actions
<i>*If you do not see the file you have just uploaded, please click here to reload the grid</i>				

Continuing uploading files as necessary. Click on the **Download Document**  icon to download and view a copy of the document. Click on **Delete**  to remove the attachment from EPS.



Permit Type > Location > Applicant Info > Details > Bond Info > Attachments > Review

Attach Files

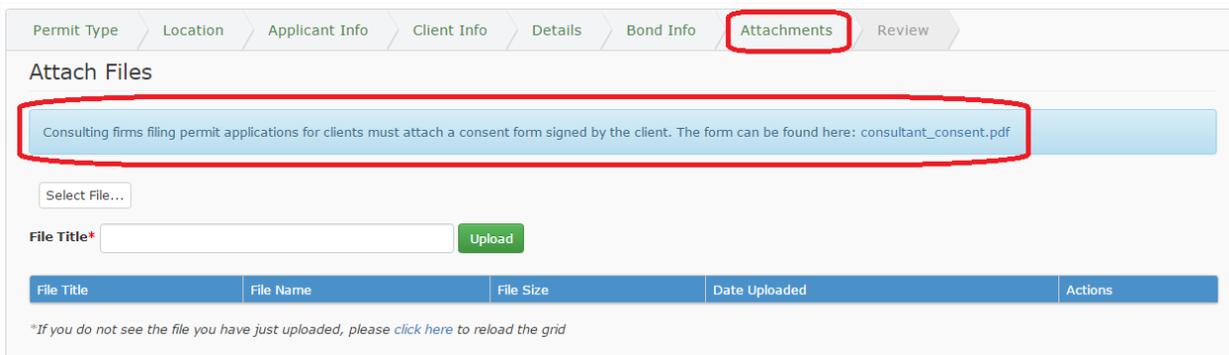
Select File...

File Title*

File Title	File Name	File Size	Date Uploaded	Actions
Certification	Certifications.docx	9.67 KB	03/14/2016 01:51 PM	

**If you do not see the file you have just uploaded, please click [here](#) to reload the grid*

For Consultants filling out applications on behalf of a client, the **Consultant Consent** form must be filled out and attached to the permit application. Click on the blue consultant_consent.pdf link, complete the form and upload as described above.



Permit Type > Location > Applicant Info > Client Info > Details > Bond Info > Attachments > Review

Attach Files

Consulting firms filing permit applications for clients must attach a consent form signed by the client. The form can be found here: [consultant_consent.pdf](#)

Select File...

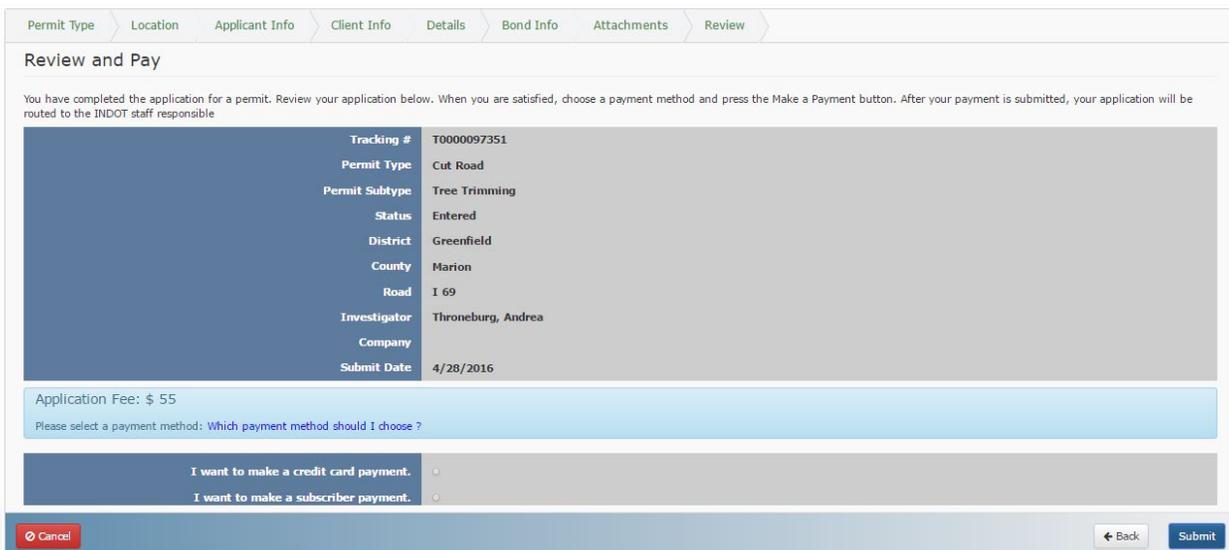
File Title*

File Title	File Name	File Size	Date Uploaded	Actions
------------	-----------	-----------	---------------	---------

**If you do not see the file you have just uploaded, please click [here](#) to reload the grid*

Review – FOR ALL PERMIT TYPES

Review all the entered information and pay for the permit application on the **Review** screen. Select the permit application payment method by clicking in the check box next to the desired choice – via instant access or subscriber payment. Click **Submit** to submit the permit application and proceed to the payment screen.



Permit Type > Location > Applicant Info > Client Info > Details > Bond Info > Attachments > Review

Review and Pay

You have completed the application for a permit. Review your application below. When you are satisfied, choose a payment method and press the Make a Payment button. After your payment is submitted, your application will be routed to the INDOT staff responsible

Tracking #	T0000097351
Permit Type	Cut Road
Permit Subtype	Tree Trimming
Status	Entered
District	Greenfield
County	Marion
Road	I 69
Investigator	Throneburg, Andrea
Company	
Submit Date	4/28/2016

Application Fee: \$ 55

Please select a payment method: [Which payment method should I choose ?](#)

I want to make a credit card payment.

I want to make a subscriber payment.



For more information on the payment types, hover or click on the **Which payment method should I choose? Text**. Descriptions on each of the types of payment options should help clarify which payment type to choose.

The user is taken to the payment screen. Select between making a credit card payment or a Subscriber payment.

Credit Card Payment

If paying by credit card, select payment type from the dropdown and click **Next**.

The screenshot shows a payment screen with a progress bar at the top indicating four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. The main content area is titled 'Payment' and contains a 'Payment Type' section with a dropdown menu labeled 'Payment Type *' and 'Select One'. A green 'Next >' button is positioned to the right of the dropdown. Below this are sections for 'Customer Information' and 'Payment Info'. To the right of the main form is a 'Transaction Summary' box showing 'Permit Fee DW \$150.00' and 'Total Includes Request and IN.gov Online Fees \$150.00'. Below that is a 'Need Help?' section with the text 'Select Payment Method and Continue to proceed with payment.'

Enter the customer information and click **Next** to continue or click Cancel to return to the Permit Application without submitting payment.

The screenshot shows the same payment screen as above, but now the 'Customer Information' section is expanded. The 'Payment Type' section is marked with a green checkmark and labeled 'Credit Card'. The 'Customer Information' section contains a 'Country' dropdown menu set to 'United States', and fields for 'First Name *', 'Last Name *', 'Address *', and 'Address 2'. A note 'Complete all required fields [*]' is visible. To the right, the 'Transaction Summary' box now shows 'Permit Fee PL \$55.00' and 'Total Includes Request and IN.gov Online Fees \$55.00'. The 'Need Help?' section now says 'Please complete the Customer Information Section'.

City *

State *

ZIP/Postal Code *

Phone *

Email *

[Next >](#)

Payment Info

[Cancel](#)

Need Help?

Please complete the Customer Information Section

Click **Edit** to edit the entered customer information. Enter the credit card information as required and click **Next** to complete the transaction.



1 Payment Type
2 Customer Info
3 Payment Info
4 Submit Payment

Payment

Payment Type ✔

Credit Card

Customer Information ✔

[Edit](#)

Address	Phone
Eric Jones 123 Main St Indianapolis, IN 46204	3175555555
Country	Email Address
United States	jonese@company.com

Payment Info

Complete all required fields [*]

Credit Card Number *	Credit Card Type *
<input type="text"/>	   
Expiration Month *	Expiration Year *
<input type="text" value="Select a Month"/>	<input type="text" value="Select a Year"/>
Name on Credit Card *	
<input type="text"/>	

[Next >](#)

[Cancel](#)

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

You have selected to pay by credit card. Complete Customer Information section and Payment Info section.

Total Includes Request and IN.gov Online Fees **\$55.00**

Need Help?

You have selected to pay by credit card. Complete Customer Information section and Payment Info section.

Click the **Edit** button in either the Customer Information or Payment Info sections to edit the entered information. When ready, click **Submit Payment** to submit the payment.



1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)

Address Eric Jones 123 Main St Indianapolis, IN 46204	Phone 3175555555
Country United States	Email Address jonese@company.com

Payment Info ✓ [Edit](#)

Credit Card Visa ****1111 Exp. 10/2019	Name on Credit Card Eric Jones
---	--

[Cancel](#) [Submit Payment](#)

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.

Subscriber Payment

If paying as a Subscriber, enter the subscriber Username and Password and click **Next**.

Payment

Payment Type ✓

Subscriber Account

Customer Information

User Name Complete all required fields [*]

Password

Next >

Payment Info

Cancel

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

For support with making a payment, please call in gov at: Phone - 317-233-2010 - Feature #1 Toll Free - 1-800-236-5446 - Feature #1

The information associated with the account displays. Click **Submit Payment** to have fees invoiced at a later date.

Payment Type ✓

Subscriber Account

Customer Information ✓

Subscriber User Edit

epstest

Address Phone

Fred James 232-5387

IN Gov Cntr N Rm N725

Indianapolis, IN 46204

Country Email Address

United States scott.mcdonald@egov.com

Payment Info

This is a Subscriber Account transaction. You will be invoiced at a later date.

Cancel **Submit Payment**

Transaction Summary

Permit Fee PL	\$55.00
Total Includes Request and IN.gov Online Fees	\$55.00

Need Help?

Review payment information. You may edit Billing and Payment Method here if needed by clicking the Edit button. When complete, select the Submit Payment button.

Once submitted (the method does not matter), the Review screen displays with a confirmation message that the Permit was successfully submitted. Click **Done** to return to the Permit Dashboard.

Permit Application Submitted

Your application has been received by INDOT and will be reviewed.

Tracking #	T0000097351
Permit Type	Cut Road
Permit Subtype	Tree Trimming
District	Greenfield
Status	Submitted
Company	
County	Marion
Road	I 69
Submit Date	4/28/2016 9:04:03 PM

Print Done

The permit application status changes from **Entered** to **Submitted** in the Permit Dashboard.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Status
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52			Entered
T0000097352		Outdoor Sign	Billboard	Allen	SR 3	182.31			Entered
T0000097350		Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016		Submitted

Page 1 of 1 25 items per page 1 - 3 of 3 items

Submitted Permit Application

Once a permit application is submitted, the application can be viewed and printed, but not edited. Click on the blue section headers to expand the section and view more details on the entered information. Click the **Print**



icon to print a copy of the application.

Indiana Department of Transportation Hello, Sally Jones Permits Preferences Logout

Electronic Permit System

Permit Details

Summary

Tracking #	T0000097350	Applicant Name	Sally Jones
Permit #		Applicant Email	jonese@company.com
Permit Type	Driveway	Company	SJ Enterprises
Permit Subtype	Minor Commercial	Submit Date	3/14/2016 5:37:23 PM
District	Greenfield	Issue Date	
Status	Submitted	Road	I 70
County	Marion	Expiration Date	
Start RRP	90.99	Investigator	Andrea Throneburg
End RRP	90.99	Investigator Phone	317-467-3938
Customer Work Order #	tt4444	Investigator Email	athroneburg@indot.in.gov

Driveway Details Application Details Project Information Bond Information

The screen refreshes and displays a PDF of the application. To return to the EPS website application, click on

the browser Back button   State of Indiana [US] https



DRIVEWAY PERMIT

State Form 1945 (R6 / 3-00)

Approved by State Board of Accounts, 2000

**STATE OF INDIANA
INDIANA DEPARTMENT OF TRANSPORTATION**

Type of Permit: <input type="checkbox"/> Private Driveway <input checked="" type="checkbox"/> Minor Commercial Driveway <input type="checkbox"/> Sub-minor Commercial Driveway <input type="checkbox"/> Major Commercial Driveway Class _____ Class <u>Class IV</u> Class _____ Class _____			Application number T0000097350
District <u>Greenfield</u>	Subdistrict	Subdistrict telephone number	
Driveway location: One mile past I-70 and I-465 intersection on east side		Reference pt. number 90.99	Road number 170
<input type="checkbox"/> Legal description of Parcel is attached <i>(All driveway applications)</i> <input type="checkbox"/> 20 year Certified Title Search or Title Insurance is attached <i>(All commercial driveway applications)</i>			
Present use of Parcel(s): non existant			County n Marion
Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant: driveway			

The Permit Staff assigned to the permit is listed in the **Summary** section, along with their phone number and email address.

Indiana Department of Transportation Hello, Eric Johnson Permits ▾ Preferences Logout

Electronic Permit System

Permit Details

Summary

Tracking #	T0000088025	Applicant Name	Sally Jones
Permit #		Applicant Email	jonese@company.com
Permit Type	Driveway	Company	Midwest Consulting
Permit Subtype	Major Commercial	Submit Date	3/18/2016 3:53:17 PM
District	Greenfield	Issue Date	
Status	Submitted	Road	US 40
County	Marion	Expiration Date	
Start RRP	88.40	Investigator	Brad Russell
End RRP		Investigator Phone	
Customer Work Order #		Investigator Email	BRussell@indot.IN.gov

The Details sections and Bond Information section display content from the permit application, and is view only (non-editable). The **Project Start and End Date** section is editable. Enter the project start and end dates and click **Save** to save the information.

[Driveway Details](#)
[Application Details](#)
[Project Information](#)
[Bond Information](#)
[Project Start and End Date](#)

Please enter the date when the project will start, as well as the date when the project will finish.

Project Start Date
 Project End Date

The **Messages** section displays any messages associated with the project. Click on the blue Subject text to open and read the message.

[Driveway Details](#)
[Application Details](#)
[Project Information](#)
[Bond Information](#)
[Project Start and End Date](#)
[Messages](#)

Receive email notifications when messages are posted here

Subject	Author	Date
Investigator Transfer	Brad Russell	03/18/2016 05:19:39 PM

Click on the **Add Message** button to add a message that will be sent to (and visible to) the permit Community – the Permit Staff, Permit Manager, any Reviewers and the customer.

[Messages](#)

Receive email notifications when messages are posted here

Subject	Author	Date
Investigator Transfer	Brad Russell	03/18/2016 05:19:39 PM

Enter the information as necessary and click **Update** to add the message or click **Cancel** to return to the permit application without adding the message.

Add Message ✕

Author: Johnson, Eric
Subject:
Comments:

The **Attachments** section displays any attachments associated with the permit application. In addition to any attachments uploaded during the permit application creation process, some documents are automatically

added to the application when it is submitted. Click the **Download Attachment**  icon to download the attachment.

▶ Driveway Details
▶ Application Details
▶ Project Information
▶ Bond Information
▶ Project Start and End Date
▶ Messages
▶ Attachments

File Title	File Name	File Size	Date Uploaded	Uploaded By	
All Permits PDF	Title VI Assurances.pdf	18.96 KB	03/18/2016 03:53 PM	Eric Johnson	
Non Billboard 1	Traffic Control Plan.pdf	138.09 KB	03/18/2016 03:53 PM	Eric Johnson	
Non Billboard 2	GENERAL PROVISIONS.pdf	15.68 KB	03/18/2016 03:53 PM	Eric Johnson	

Any charges related to the application display in the **Charges** section. Click the **Pay Now** button to pay any outstanding charges.

▶ Charges					+ Pay Now
Date	Description	Due Date	Amount		
03/18/2016 03:53:17 PM	Permit Fee		\$600.00		
			Total:	\$0.00	

In Process Actions

When a Permit is submitted the status changes from **Entered** to **Submitted** and the approval process begins on the INDOT side. There are multiple approval steps on the INDOT side; once the first step is taken, the status changes from **Submitted** to **In Process**. The status will remain **In Process** until a final approval or denial decision is made.

If a request for more information from the Customer is made by the Permit Staff, the status changes to **Customer Info Request**.

If a permit application is denied, the status changes to **Denied** and the application can only be printed.


Indiana Department of Transportation
Hello, Susan Johnson Permits ▾ Preferences Logout

Electronic Permit System
  

Permit Details

▶ Summary

<table border="0"> <tr><td>Tracking #</td><td>T0000097687</td></tr> <tr><td>Permit #</td><td></td></tr> <tr><td>Permit Type</td><td>Cut Road</td></tr> <tr><td>Permit Subtype</td><td>Monitoring Wells</td></tr> <tr><td>District</td><td>Greenfield</td></tr> <tr><td>Status</td><td>Denied</td></tr> <tr><td>County</td><td>Hancock</td></tr> <tr><td>Start RRP</td><td>46.29</td></tr> <tr><td>End RRP</td><td></td></tr> <tr><td>Customer Work Order #</td><td></td></tr> </table>	Tracking #	T0000097687	Permit #		Permit Type	Cut Road	Permit Subtype	Monitoring Wells	District	Greenfield	Status	Denied	County	Hancock	Start RRP	46.29	End RRP		Customer Work Order #		<table border="0"> <tr><td>Applicant Name</td><td>Sally Jones</td></tr> <tr><td>Applicant Email</td><td>Jonese@company.com</td></tr> <tr><td>Company</td><td></td></tr> <tr><td>Submit Date</td><td>4/29/2016 11:01:19 AM</td></tr> <tr><td>Issue Date</td><td>4/29/2016 11:10:15 AM</td></tr> <tr><td>Road</td><td>SR 9</td></tr> <tr><td>Expiration Date</td><td></td></tr> <tr><td>Investigator</td><td>Jones, Joanne</td></tr> <tr><td>Investigator Phone</td><td>3174673442</td></tr> <tr><td>Investigator Email</td><td>jjones2@indot.in.gov</td></tr> </table>	Applicant Name	Sally Jones	Applicant Email	Jonese@company.com	Company		Submit Date	4/29/2016 11:01:19 AM	Issue Date	4/29/2016 11:10:15 AM	Road	SR 9	Expiration Date		Investigator	Jones, Joanne	Investigator Phone	3174673442	Investigator Email	jjones2@indot.in.gov
Tracking #	T0000097687																																								
Permit #																																									
Permit Type	Cut Road																																								
Permit Subtype	Monitoring Wells																																								
District	Greenfield																																								
Status	Denied																																								
County	Hancock																																								
Start RRP	46.29																																								
End RRP																																									
Customer Work Order #																																									
Applicant Name	Sally Jones																																								
Applicant Email	Jonese@company.com																																								
Company																																									
Submit Date	4/29/2016 11:01:19 AM																																								
Issue Date	4/29/2016 11:10:15 AM																																								
Road	SR 9																																								
Expiration Date																																									
Investigator	Jones, Joanne																																								
Investigator Phone	3174673442																																								
Investigator Email	jjones2@indot.in.gov																																								

If a permit is cancelled, the status changes to **Cancelled** and the permit can only be printed.

The screenshot shows the 'Permit Details' page for a cancelled permit. The header includes the Indiana Department of Transportation logo, 'EPS Electronic Permit System', and user information: 'Hello, Susan Johnson', 'Permits', 'Preferences', and 'Logout'. The page title is 'Permit Details'. Below the title is a 'Summary' section with two columns of information:

Tracking #	T0000097693	Applicant Name	Sally Jones
Permit #		Applicant Email	jonese@company.com
Permit Type	Cut Road	Company	
Permit Subtype	Landscape	Submit Date	4/30/2016 11:30:30 AM
District	Greenfield	Issue Date	4/30/2016 11:59:13 AM
Status	Cancelled	Road	SR 9
County	Hancock	Expiration Date	
Start RRP	46.39	Investigator	Jones, Joanne
End RRP		Investigator Phone	3174673442
Customer Work Order #		Investigator Email	jjones2@indot.in.gov

Below the summary are three expandable sections: 'Application Details', 'Project Information', and 'Bond Information'.

Active Permit Actions

Once a permit has been approved the application status changes to **Active** and the **Request Extension**  and

Addendum  icons are available.

The screenshot shows the 'Permit Details' page for an active permit. The header includes the Indiana Department of Transportation logo, 'EPS Electronic Permit System', and user information: 'Hello, Sarah Jones', 'Permits', 'Preferences', and 'Logout'. The page title is 'Permit Details'. Below the title are three icons: a clock (Request Extension), a pencil (Addendum), and a document (Print). Below the icons is a 'Summary' section with two columns of information:

Tracking #	T0000087998	Applicant Name	Sally Jones
Permit #	E16GCR0012	Applicant Email	jonese@company.com
Permit Type	Cut Road	Company	SJ Enterprises
Permit Subtype	Communications	Submit Date	3/18/2016 3:44:48 PM
District	Greenfield	Issue Date	3/18/2016 9:43:05 PM
Status	Active	Road	US 36
County	Marion	Expiration Date	03/18/2017
Start RRP	71.61	Investigator	Brad Russell
End RRP		Investigator Phone	
Customer Work Order #		Investigator Email	BRussell@indot.IN.gov

Click **Request Extension**  to request an extension on an active permit. Enter the new Expiration date and add Comments. Click **Submit** to request the extension, click **Clear** to clear any entered data, or click the grey  to return to the permit without requesting an extension.

Request Extension

New Expiration Date 

Comments

Click **Addendum**  to create an addendum to an existing Active permit. The information entered into the original permit will be copied over to a new Permit Application, and the new Permit Application will receive its own Tracking # and the status will be **Addendum Created**.

Indiana Department of Transportation Hello, Sally Jones Permits Preferences Logout

Electronic Permit System

Permits/Applications + New Permit

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Status
T0000097684		Railroad	Road Closure						Entered
T0000097682		Cut Road	Tree Trimming	Hamilton	main st	15	04/29/2016		Submitted
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097683		Driveway	Minor Commercial	Marion	I 65	111.58	04/29/2016		In Progress
T0000097352		Outdoor Sign	Billboard	Allen	SR 3	182.31	04/28/2016		Submitted
T0000097351		Cut Road	Tree Trimming	Marion	I 69	201.52	04/28/2016		Customer Info Requested
T0000097690	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	Addendum Created
T0000097350	E16GDW0001	Driveway	Minor Commercial	Marion	I 70	90.99	03/14/2016	04/29/2016	Active

Page 1 of 1 25 items per page 1 - 9 of 9 items

Click on the blue Tracking # to open the addendum. Complete the permit application information, making updates where necessary, as described in the [New Permit Application](#) section.

Preferences

The **Preferences** screen allows Users to edit their User Profile information and update their password.

The screenshot shows the Preferences screen for the Indiana Department of Transportation's Electronic Permit System. The user is logged in as Sally Jones. The 'Edit User Profile' section contains the following fields:

User Name	sjones
First Name	Sally
Last Name	Jones
Address Line 1	123 Main St
Address Line 2	
City	Indianapolis
State	Indiana
Zip Code	46204
Phone #	(317) 555-5555
Extension	
Email	sjones@company.com

A 'Save Profile' button is located at the bottom of the profile section. The 'Change Password' section contains three input fields for 'Current Password', 'New Password', and 'Confirm New Password', along with a 'Change Password' button.

To update User Profile information, make changes as necessary and click **Save Profile** to save the updates.

This is a close-up view of the 'Edit User Profile' form. It features a dark blue sidebar on the left with labels for each field, and a light gray form area on the right with input fields. The fields and their values are:

User Name	sjones
First Name	Sally
Last Name	Jones
Address Line 1	123 Main St
Address Line 2	
City	Indianapolis
State	Indiana
Zip Code	46204
Phone #	(317) 555-5555
Extension	
Email	sjones@company.com

A green 'Save Profile' button is positioned at the bottom center of the form.



Any system emails and password resets will be sent to the email address listed in the profile.

To change the User password, first enter the current password. Then enter a new password and retype to confirm. Click **Change Password** to save the changed password.

Change Password

Current Password

 New Password

 Confirm New Password

Permit Type and Subtype Table

Use the table below as a reference for the different permit types and subtypes used to create a permit application.

Permit Type	Permit Subtypes
Pole Line	Communications Miscellaneous Electric
Cut Road	Environmental Spill Monitoring Wells Tree Trimming Landscape Communications Gas Electric Water Railroad Crossing Steam Miscellaneous Drainage Logo Cell Tower Sewer
Driveway	Private Major Commercial Major Road Approach Minor Commercial Minor Road Approach
Outdoor Sign	Billboard
Miscellaneous	Banner Road Closure Coffee Safety Stops Miscellaneous Adopt a Highway
Broadband Access Permits	New Vertical Structures State-Owned Vertical Structures State Facility Longitudinal Fiber Transverse Fiber, Other Other