INDOT Electronic Permit System

CUSTOMERS

Version 2.0

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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.

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.

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%2FrMzqO1GqeAW2KTSvBCgHrTPP3PDY5AItc2XanVA5367%2FprLhP86F3
0Zv6mIBPaCAkH73%2FpMaVrI5eMyT%2FJ9h2DV2ObBr14FpTY6wX687GavS8Vuj%2BKDLsaX
QSHk0c7I7a7QLIXn%2FZWFXe%2FmRSTX0FBUS1p7OR3U%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.

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

Logout

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

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.

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

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.
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.

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

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.

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.
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.

**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.

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.

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.

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

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

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.

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.

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.
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.

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.

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.
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.

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.

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.

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

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.

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

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

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](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.

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.

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.

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**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.

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.
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.

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

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.

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

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.

**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.
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:

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Client Company Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut Road, Pole Line and Miscellaneous</td>
<td>Owner of Utility</td>
</tr>
<tr>
<td>Driveway</td>
<td>Owner of Property</td>
</tr>
<tr>
<td>Outdoor Sign</td>
<td>Owner of Billboard</td>
</tr>
</tbody>
</table>

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.
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.
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.
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.
Property Owner – Only for Outdoor Signs
Complete the Property Owner details as necessary.

Bond Info – FOR ALL PERMIT TYPES
Enter the Bond information as necessary. Bond amounts vary depending on the job.

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.
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.

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.
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.

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.

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.
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.

Enter the customer information and click Next to continue or click Cancel to return to the Permit Application without submitting payment.
Click **Edit** to edit the entered customer information. Enter the credit card information as required and click **Next** to complete the transaction.
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.
**Subscriber Payment**

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

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

**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.

The screen refreshes and displays a PDF of the application. To return to the EPS website application, click on the browser Back button.
The Permit Staff assigned to the permit is listed in the Summary section, along with their phone number and email address.

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

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.

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.

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.

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

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

### Active Permit Actions

Once a permit has been approved the application status changes to **Active** and the **Request Extension** and **Addendum** icons are available.

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 **X** to return to the permit without requesting an extension.
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**.

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.

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

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

<table>
<thead>
<tr>
<th>Current Password</th>
<th>New Password</th>
<th>Confirm New Password</th>
</tr>
</thead>
</table>

### 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.

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