



INDOT Electronic Permit System

INTERNAL USERS

Version 1.0

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Last Updated
8/23/2017

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The screenshot displays the 'User Preferences' interface. At the top, there is a navigation bar with the EPS logo, the text 'Indiana Department of Transportation Electronic Permit System', and user information 'Hello, Sarah Wingfield'. A dropdown menu is open showing 'Permits', 'Reports', 'Administration', 'Preferences', and 'Logout'. A 'Reload Codes' button is visible in the top right.

The main content area is titled 'User Preferences'. It includes a 'District' dropdown menu set to 'Greenfield' with a 'Save' button. Below this is the 'Delegation' section with 'Delegate to:' and 'Act as:' dropdown menus, both currently set to '(not delegated)' and '(self)' respectively. The 'Email Opt-Out' section contains a link 'Never send me any of the emails below' and a list of checkboxes for various email categories: Request for comment, Recommend approve/deny, Approve, Deny, New messages, New attachments, Compliance, inspection reports, cancellation, Extension Requests, Revoke, Forward, and Appeals and appeal decisions.

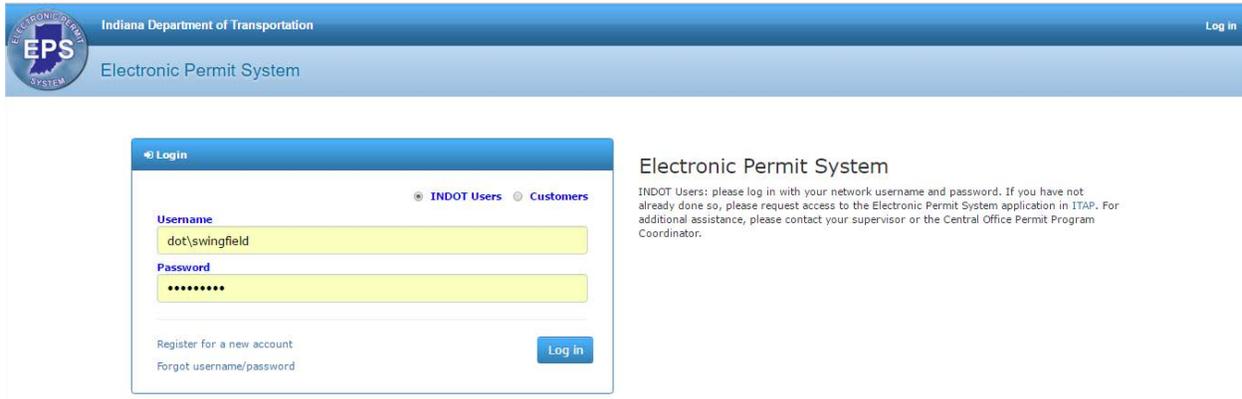
At the bottom, there is a 'Text Snippet Category:' dropdown menu set to 'Special Provisions for Recommend Approval'. Below this is a table with columns for 'Title', 'Text', and 'Last Updated', and an '+ Add Snippet' button.

.....	140
District.....	140
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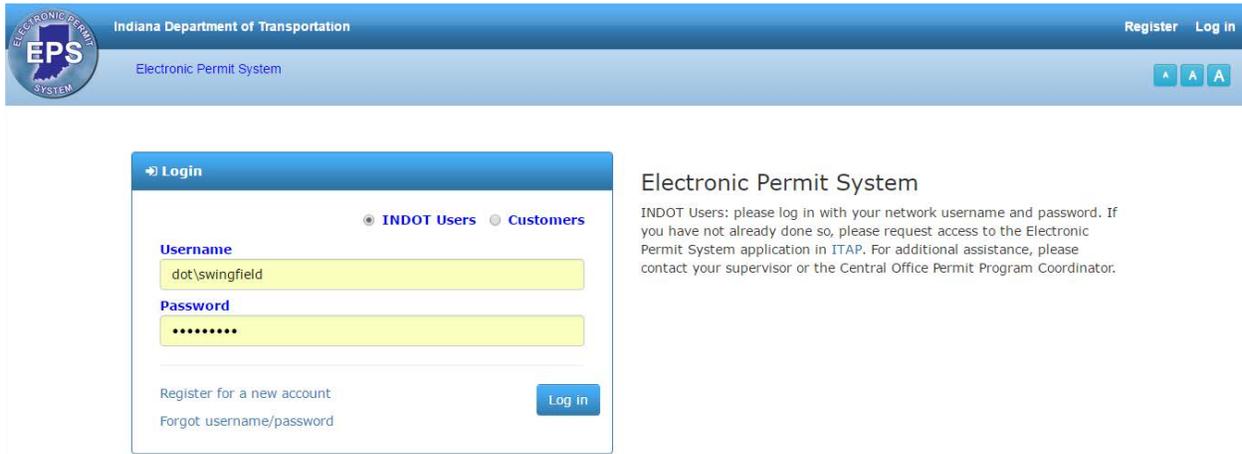
System Set Up

Logging In

To log in to EPS, go to <http://eps.indot.in.gov>. Both INDOT Employees and INDOT Customers use the site; select the type of User in the upper right corner of the Log In box by clicking in the radio button next to INDOT Users.



INDOT Employees or any customers already enrolled in ITAP (<http://itap.indot.in.gov>) should enter their state network Username and Password. Please request the EPS application in ITAP if you have not already done so.



INDOT Employees are prompted to select a District upon the first log in.

Indiana Department of Transportation Hello, Sarah Wingfield Permits Reports Administration Preferences Logout

Electronic Permit System

Recent 0 Nearing 0 Overdue 0 Watches 0 30 Day Statewide

Pinned Permits (0)

Permits + New Permit

District Select

District LaPorte Save

Tracking...	Permit...	Type	District	Cou...	Ro...	Initiative	Submi...	Issue D...	Exp Date	Status	Last Message
T0000041Z...		Pole Line	Fort Wayne	Grant	SR-5					Canceled	Investigator Transfer Sender: Christine McKeon Date: 06/26/2015
T00000143...	C02210	Outdoor Sign	Seymour	Owen	SR-67		11/29/299...	08/06/2010		Active	Supervisor Transfer Sender: Christine McKeon Date: 10/02/2015
T00000871...		Pole Line	Greenfield	Marion	I 465	Andrea Throneburg	03/02/201...			Submitt...	Sender: Date:

Select a District from the dropdown and click **Save**.

Indiana Department of Transportation Hello, Sarah Wingfield Permits Reports Administration Preferences Logout

Electronic Permit System

Recent 0 Nearing 0 Overdue 0 Watches 0 30 Day Statewide

Pinned Permits (0)

Permits + New Permit

District Select

District LaPorte

LaPorte
Fort Wayne
Greenfield
Crawfordsville
Seymour
Vincennes
Central Office
Toll Road

Tracking...	Permit...	Type	District	Cou...	Ro...	Initiative	Submi...	Issue D...	Exp Date	Status	Last Message
T0000041Z...		Pole Line	Fort Wayne	Grant						Canceled	Investigator Transfer Sender: Christine McKeon Date: 06/26/2015
T00000143...	C02210	Outdoor Sign	Seymour	Owen	SR-67		11/29/299...	08/06/2010		Active	Supervisor Transfer Sender: Christine McKeon Date: 10/02/2015
T00000871...		Pole Line	Greenfield	Marion	I 465	Andrea Throneburg	03/02/201...			Submitt...	Sender: Date:



To change the selected District, click on **Preferences** in the right corner of the screen and select a new District as necessary.

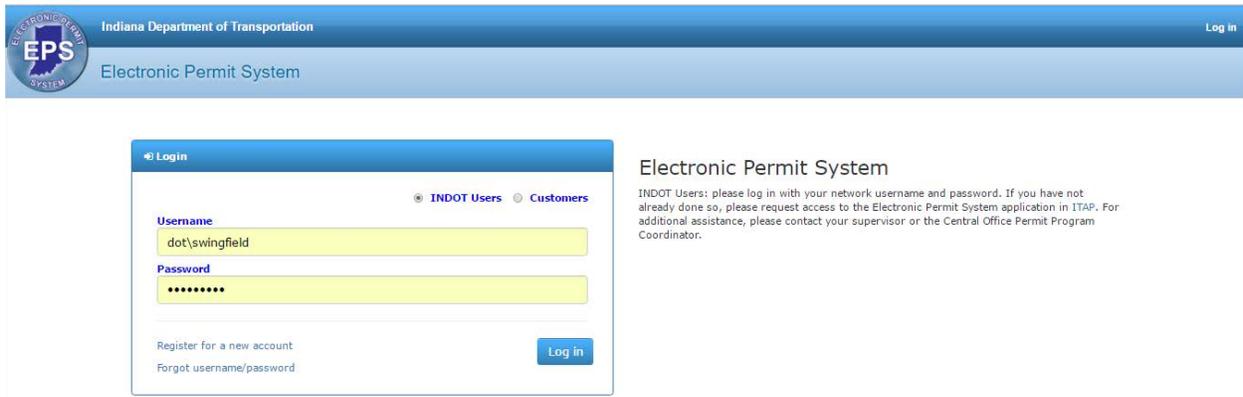
Hello, Sarah Wingfield Permits Reports Administration **Preferences** Logout

Logout

To log out of the system, click on the **Logout** text in the upper right corner of the screen. The **Logout** text turns blue when the cursor moves over the text.



The User is taken to the Login screen.



Roles and Permissions

Users are assigned Roles and Tokens, giving them permissions to certain site features. Users without permissions to certain features see grayed out records and options (or no options/icons at all) on those screens.

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. Menu options vary based on roles and permissions.



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



Submit Ticket

For issues or questions with the technical function of the website, click on the **Submit Ticket**  icon. Please DO NOT use this feature for questions about business processes or permit specific questions.



Complete the information as necessary on the Technical Help Ticket form and click **Submit** to submit the ticket or **Cancel** to return to EPS without submitting a ticket.

Submit Technical Help Ticket



Help Topic

EPS

Your Name

Sarah Wingfield

Your Email

swingfield@indot.in.gov

Your Phone

(317) 232-5988

Subject

Home Page

Message

Empty text area for message content.

I'm not a robot



reCAPTCHA
Privacy - Terms

Submit

Cancel

Table Tools

Certain features are the same any time a table is used in EPS. These include navigating using Panel Pages, the Items on a Panel Page, Hyperlinks, Sorting, Columns, Filtering, Grouping Columns and Exporting to Microsoft Excel.

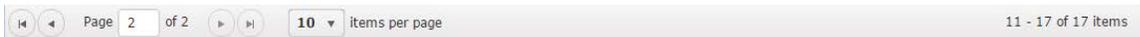
Panel Pages

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.



The screenshot shows a table titled "Permits/Applications" with a "+ New Permit" button. The table has columns for Tracking #, Permit #, Type, District, Coun..., Road, Initiative, Er, Submit..., Issue Date, Exp Date, Status, and Last Message. Two rows of data are visible, both with a status of "Submitted". Below the table is a status bar showing "Page 1 of 4244", "15 items per page", and "1 - 15 of 63649 items".

The Status Bar changes depending on what Panel page is displayed. For example, the Status Bar below displays on Page 2 and shows Items 11-17 of 17.

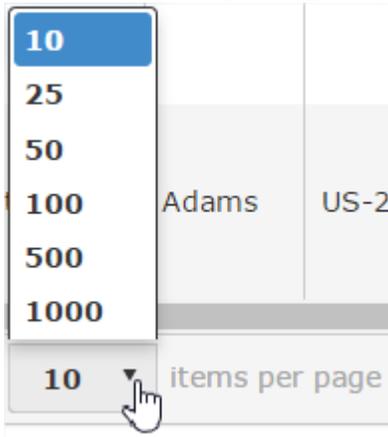


The screenshot shows a status bar with "Page 2 of 2", "10 items per page", and "11 - 17 of 17 items".

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 take the User away from the table and open up the Permit application.

Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit...	Issue Date	Exp Date	Status	Last Message
T0000097176	M16S5PD00...	Driveway	Seymour	Clark	US-31			03/08/2016	03/09/2016	03/09/2017	Active	File Attached: Emailed Approval T-97176.pdf Sender: William Fortson Date: 03/10/2016
T0000097177	E16S2CR00...	Cut Road	Seymour	Morgan	SR-144			03/08/2016	03/09/2016	03/09/2017	Active	AP request not to send out approval via-email to an online application; approval Sender: Sean Gray Date: 03/10/2016
T0000097178	E16V6CR00...	Cut Road	Vincennes	Pike	SR-57		43	03/08/2016	03/09/2016	03/09/2017	Active	Application has been approved Sender: Randy Archer acting as Randy Archer Date: 03/09/2016

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 Status (ascending) by clicking once on the Status column heading. A triangle indicating the direction of the sort appears next to the column heading.

Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit...	Issue Date	Exp Date	Status	Last Message
T0000097176	M16S5PD00...	Driveway	Seymour	Clark	US-31			03/08/2016	03/09/2016	03/09/2017	Active	File Attached: Emailed Approval T-97176.pdf Sender: William Fortson Date: 03/10/2016

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

Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit...	Issue Date	Exp Date	Status	Last Message
T0000097930		Pole Line	Greenfield	Marion	170	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016



By default, Panels display sorted by the first column.

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.

Status	Last Message	
Submitted	Submitted	📌
Submitted	Submitted	📌

- 📄 Sort Ascending
- 📄 Sort Descending
- ☰ Columns ▶
- ⌵ Filter ▶

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.

Pins (2) ▾					
Permits/Applications + New Permit					
Drag a column header and drop it here to group by that column					
Tracking #	Permit #	Type	District	Coun...	Road
T0000097930		Pole Line	Greenfield		
T0000097930		Pole Line	Greenfield		
T0000097921		Pole Line	Greenfield	Marion	I 65
T0000097928		Pole Line	Seymour	Monroe	PR 69
T0000097927		Pole Line	Greenfield	Hancock	US 52

- 📄 Sort Ascending
- 📄 Sort Descending
- ☰ Columns ▶
- ⌵ Filter ▶

- Tracking #
- Permit #
- Type
- Subtype
- District
- County
- Work Order #
- Road
- Investigator
- Initiative
- Start RRP
- End RRP
- Submit Date
- Company
- Bond #
- Issue Date
- Exp Date



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

Filtering Information

Data in Panels may be filtered so only particular content displays. For example, the **Permits** table below shows that there are 62284 items. A filter may be applied so that only those Permits with a **Status = "Submitted"** are shown in the list.

Permits/Applications + New Permit													
Drag a column header and drop it here to group by that column													
Tracking #	Permit #	Type	District	Coun.	Road	Initiative	Er	Submit ...	Issue Date	Exp Date	Status	Last Message	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	
T0000097921		Pole Line	Greenfield	Marion	I 65	Andrea Throneburg	94.5	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Four Date: 05/20/2016	
T0000097928		Pole Line	Seymour	Monroe	PR 69	Sean Gray	718...	05/20/2016			Submitted	Permit Application Submitted Sender: Saquib Mohammed Date: 05/20/2016	

Users can filter information in a table by clicking on any of the column headings. Hover over **Filter** submenu to display the filter fields.

Issue Date	Exp Date	Status	Last Message
		Submitted	Submitted
			Submitted
			Permit Application Submitted Sender: Load Tester-Four Date: 05/20/2016
			Permit Application Submitted Sender: Saquib Mohammed Date: 05/20/2016
			Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016
			Permit Application Submitted Sender: Qa User Date: 05/20/2016

- Sort Ascending
- Sort Descending
- Columns
- Filter**

Show items with value that:

Equal to

And

Equal to

Filter Clear

Select the **operator** “Is equal to” from the dropdown menu and select **value** “Submitted” from the dropdown list. A list and description of available operators is below.

Operator	Description
Contains	Enter any character(s) or number(s) in the value to include in the results (no wildcards). For example, Type Contains “crash” would return all records with the word “crash” as their Type.
Does not Contain	Enter any character(s) or number(s) in the value to exclude from the results. For example, Type Does not Contain “crash” would return all records that do not have the word “crash” as their Type.
Is equal to	Enter the exact value to include in the results
Is not equal to	Enter the exact value to not include in the results
Ends With	



Depending on the type of field, the filter might be a text box, selecting a value from a dropdown (like **District** or **Status**), or a date field with a calendar.

To apply a second filter, select “And” or “Or” from the dropdown and complete a second filter. Click **Filter** to filter the table, or click **Clear** to return to the table without applying the filter. To apply additional filters to the filtered list, click on the **Filter** submenu in the additional column to filter.

The filtered list of 161 records displays.

Permits/Applications + New Permit												
Drag a column header and drop it here to group by that column												
Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er...	Submit...	Issue Date	Exp Date	Status	Last Message
T0000092930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016
T0000092930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016
T0000092921		Pole Line	Greenfield	Marion	I 65	Andrea Throneburg	94.5	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Four Date: 05/20/2016
T0000092927		Pole Line	Greenfield	Hancock	US 52	Joanne Jones	123	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016

The column menu icon will have a white box around it once a filter is applied. To remove the Filter, click on the column name and select the **Filter** submenu. Click **Clear** to remove any filters on the column.

The screenshot shows a close-up of the 'Last Message' column header. A dropdown menu is open, showing options: 'Sort Ascending', 'Sort Descending', 'Columns', and 'Filter'. The 'Filter' option is highlighted with a blue background. Below the menu, a filter dialog box is visible. It contains the text 'Show items with value that:' followed by two 'Equal to' dropdowns. The first dropdown is set to 'Submitted'. Below these are 'And' and 'Or' options, followed by another 'Equal to' dropdown. At the bottom of the dialog are two buttons: 'Filter' (green) and 'Clear' (grey). The 'Clear' button is circled in red, and a mouse cursor is pointing at it.

Grouping Columns

To group columns quickly, click on the column name and drag the column to the area just above the column headers.

The screenshot shows the 'Permits/Applications' header with a '+ New Permit' button. Below the header is a grey bar with the text 'Drag a column header and drop it here to group by that column'. A red box highlights this bar and a dropdown menu labeled 'Type X'. Below this is a table with columns: Tracking #, Permit #, Type, District, County, Road, and Initiative. The first row contains the values: T0000097930, Pole Line, Greenfield, Marion, I 70, and Andrea Throneburg.

The table will be grouped according to the columns selected.

The screenshot shows the 'Permits/Applications' interface with a grouped table. The table is grouped by 'Type' and has columns: Tracking #, Permit #, Type, District, County, Road, Initiative, Submit Date, Issue Date, Exp Date, Status, and Last Message. The table is grouped into four sections: 'Type: Cut Road', 'Type: Driveway', 'Type: Miscellaneous', and 'Type: Outdoor Sign'. Each section contains one row of data.

Tracking #	Permit #	Type	District	County	Road	Initiative	Submit Date	Issue Date	Exp Date	Status	Last Message
Type: Cut Road											
T0000097917		Cut Road	Crawfordsvil..	White	I 65	Brad Birge	05/20/2016			Submitted	Permit Application Submitted Sender: Keerthi Reddy Date: 05/20/2016
Type: Driveway											
T0000097905		Driveway	Seymour	Jackson	I 65	Trenton Jewell	05/20/2016			Submitted	Permit Application Submitted Sender: Saqub Mohammed Date: 05/20/2016
Type: Miscellaneous											
T0000097936		Miscellaneous	Greenfield	Hamilton	US 31	Sandra Landrum	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Nine Date: 05/20/2016
Type: Outdoor Sign											
T0000097911		Outdoor Sign	Greenfield	Hamilton	SR 431	Sandra Landrum	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Nine Date: 05/20/2016

To remove a selection, click on the X next to the column name.

The screenshot shows the 'Permits/Applications' interface with a grouped table. The table is grouped by 'Type' and has columns: Tracking #, Permit #, Type, and District. The table is grouped into two sections: 'Type: Cut Road' and 'Type: Driveway'. A red box highlights the 'Type X' dropdown menu, indicating that the 'Type' column selection is being removed.

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.



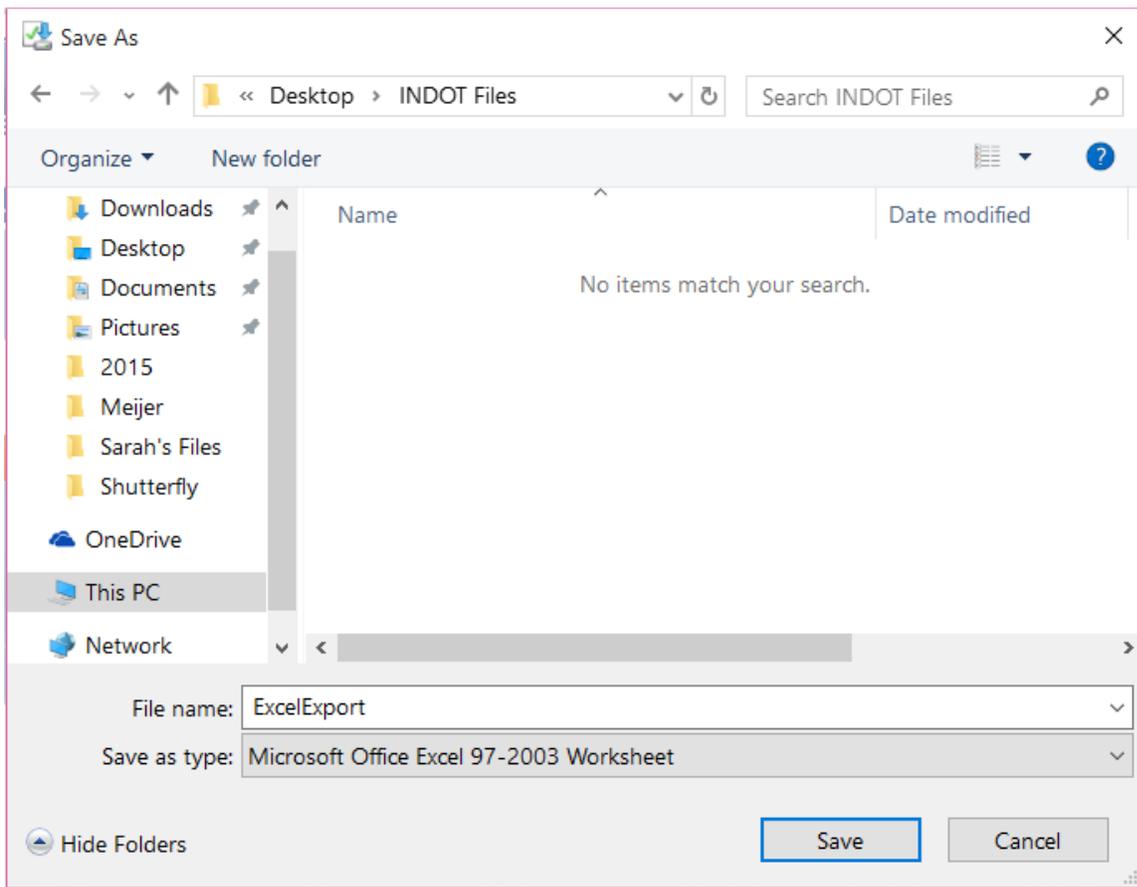
At the File Download dialog box, click on the **Open** button to view the data in Excel or click the **Save** button to save the data in an Excel file.



If saving, choose the location to store the file and click on the **Save** button.



By default, the file type is Microsoft Excel 97-2003 Worksheet.



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.



Whether viewing or opening from a saved file, the data displays in Microsoft Excel.



Unless a Filter has been applied, every record in the list is exported.

Permits

The Permits menu provides access to the Permit Dashboard, starting a New Application and viewing Illegal Signs.



Permit Dashboard

The Permit Dashboard provides quick access to any Permit applications.

Indiana Department of Transportation
Electronic Permit System

Permits Reports Administration Preferences Logout

Hello, Sarah Wingfield

67 Recent 28 Nearing 189 Overdue 0 Watches 0 30 Day Statewide

Pins (2)

Permits/Applications + New Permit

Drag a column header and drop it here to group by that column

Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit ...	Issue Date	Exp Date	Status	Last Message
T0000097930		Pole Line	Greenfield	Marion	1 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016
T0000097930		Pole Line	Greenfield	Marion	1 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016
T0000097921		Pole Line	Greenfield	Marion	1 65	Andrea Throneburg	94.5	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Four Date: 05/20/2016

At-a-Glance Indicators

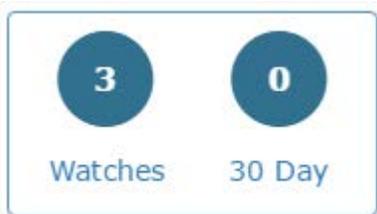
At the top of the screen are quick status indicators for permits related to the User (or across the state for Administrators).

29 Recent 4 Nearing 25 Overdue 0 Watches 0 30 Day Statewide Greenfield

The **Recent/Nearing/Overdue** circles display the number of permits that have recent activity, are **Nearing** their metric deadline or those that are **Overdue**. Click on any of the circles to go to the **Aging Report** for additional details; the Aging Report will display results for all permits.



The **Watches/30 Day** circles display the number of Watches and the number of permits within 30 days that are associated with the User's Role.



The **Statewide/District** circles display the Billboard Inventory progress for the State and the User's selected district. Click on the circle to go to the Billboard Inventory for the State.



Pins

The **Pins** section provides quick access to selected records. The number of currently pinned permits displays in parenthesis next to the title.

Indiana Department of Transportation
Electronic Permit System

29 Recent, 4 Nearing, 25 Overdue, 0 Watches, 0 30 Day, Statewide, Greenfield

Pins (1)

Permits/Applications + New Permit

Drag a column header and drop it here to group by that column

Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit ...
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016

Click on the **Pins** header to expand the section and view the pinned permits.

Pins (1)

Tracking #	Permit #	Type	District	Initiative	Submit Date	Issue Date	Exp Date	Status	Last Message
T0000097495		Outdoor Sign	Greenfield	Shelley Haney	03/23/2016			Recommend Approve	Recommend Approve Sender: Andrea Throneburg Date: 04/28/2016

Page 1 of 1, 10 items per page, 1 - 1 of 1 item

The green pin  indicates the permit is pinned. Click on the pin to remove the pin (it will turn red when hovered over). Once clicked, the record is removed from the **Pinned Permits** table.

Remove Pin

1 - 2 of 2 items

Click on the **Pin Permit**  icon in the **Permits** table to pin a record to the **Pinned Permits** section for quick access in the future.

Permits/Applications + New Permit													
Drag a column header and drop it here to group by that column													
Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit...	Issue Date	Exp Date	Status	Last Message	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	

Once the record is pinned, the icon turns green  in the Permits table to indicate it's pinned. Click on the green pin again to unpin the record.

Permits/Applications

The **Permits/Applications** section allows Users to add, view and edit permit applications. All of the permits in the system are visible to INDOT users, but action items allowed on each permit depend on the User's role.

Permits/Applications + New Permit													
Drag a column header and drop it here to group by that column													
Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit...	Issue Date	Exp Date	Status	Last Message	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	
T0000097930		Pole Line	Greenfield	Marion	I 70	Andrea Throneburg	120...	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-One Date: 05/20/2016	
T0000097921		Pole Line	Greenfield	Marion	I 65	Andrea Throneburg	94.5	05/20/2016			Submitted	Permit Application Submitted Sender: Load Tester-Four Date: 05/20/2016	

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

Permits/Applications + New Permit				
Drag a column header and drop it here to group by that column				
Tracking #	Permit #	Type	District	Coun...
T0000097930		Pole Line	Greenfield	Marion
T0000097930		Pole Line	Greenfield	Marion

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

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.

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

Permits/Applications + New Permit					
Drag a column header and drop it here to group by that column					
Tracking #	Permit #	Type	District	Coun...	Road
T0000097176	M16S5PD00...	Driveway	Seymour	Clark	US-31
T0000097177	E16S2CR00...	Cut Road	Seymour	Morgan	SR-144

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

Permits/Applications + New Permit													
Drag a column header and drop it here to group by that column													
Tracking #	Permit #	Type	District	Coun...	Road	Initiative	Er	Submit ...	Issue Date	Exp Date	Status	Last Message	
T0000097176	M16S5PD00...	Driveway	Seymour	Clark	US-31				03/08/2016	03/09/2016	03/09/2017	Active	File Attached: Emailed Approval T-97176.pdf Sender: William Fortson Date: 03/10/2016
T0000097177	E16S2CR00...	Cut Road	Seymour	Morgan	SR-144				03/08/2016	03/09/2016	03/09/2017	Active	AP request not to send out approval via-email to an online application; approval Sender: Sean Gray Date: 03/10/2016

Click on the **Export to Excel**  icon to export the Permits table to Excel.

Click on the **Clear Filter**  icon to clear any filters applied to the table.

Click on the **Save Filter**  icon to save the current filters and column selections/order for future use. Enter a name for the group of filters 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 'Save Filter' and a close button. It contains a text input field labeled 'Name', a checkbox labeled 'Default', and a 'Save' button.



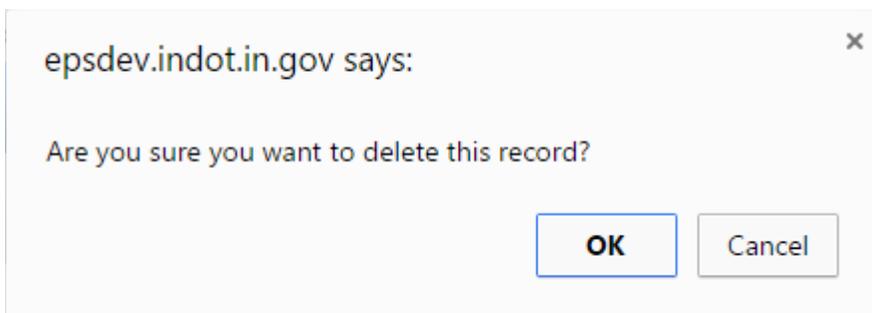
If no filters have been applied to the table, there is no filter to save.

Click on the **Apply Saved Filters**  icon to apply a saved filter to the Permits table. The list of saved filters displays. The filter selected as the Default filter has **true** in the Default column; all others have **false** in the Default column. Users can **Delete** , **Edit**  or **Apply**  saved filters.



Name	Default	Actions
Entered	false	  

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.

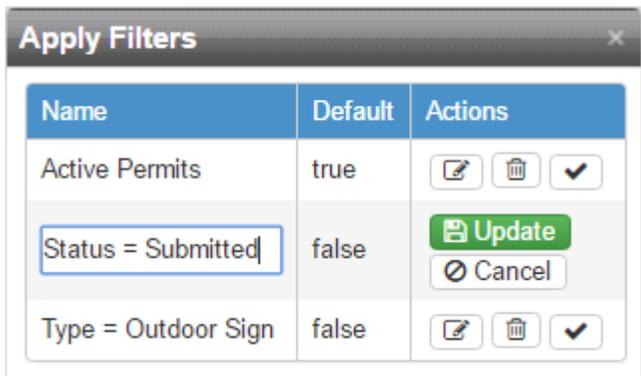


epsdev.indot.in.gov says:

Are you sure you want to delete this record?

OK **Cancel**

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.



Name	Default	Actions
Active Permits	true	  
Status = Submitted	false	 
Type = Outdoor Sign	false	  

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

New Permit Application/Entered Permit Application

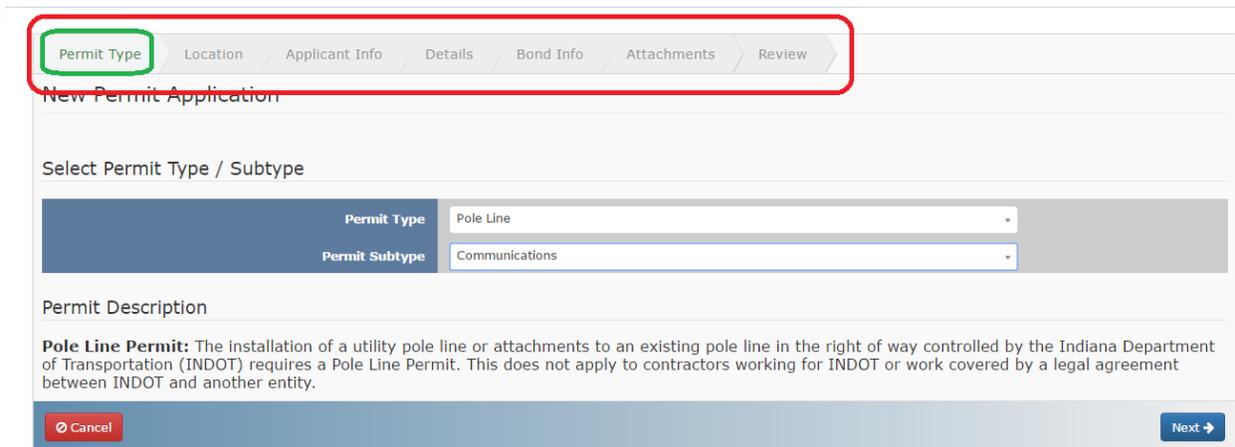
To start a new permit application, either select **New Application** from the **Permits** menu or click **New Permit** on the Permit Dashboard screen.



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.

Tracking #	Permit #	Type	Subtype	County	Road	Start RRP	Submit Date	Issue Date	Status
T0000095344		Cut Road	Environmental Spill	Marion	I 465	46.2			Entered
T0000095354		Pole Line	Communications						Entered

Page 1 of 1 | 25 items per page | 1 - 2 of 2 Items

Each screen has required fields that must be completed before moving to the next section. If a required field is not completed when the **Next** button is clicked, a warning message will alert the User which fields are incomplete and a warning icon displays by the incomplete field. Once all required fields are complete the **Next** button will take the User to the next section.

First Name is required
 Last Name is required
 Address is required
 City is required
 Zip Code is required
 A Phone Number is required
 A Email Address is required.

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

Contact Phone
Extension
Contact Email

Cancel Back Next

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

Permit Type Location Applicant Info Details Bond Info Attachments Review

New Permit Application

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

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.

Cancel Permit Application

Are you sure you want to cancel? Yes No

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.

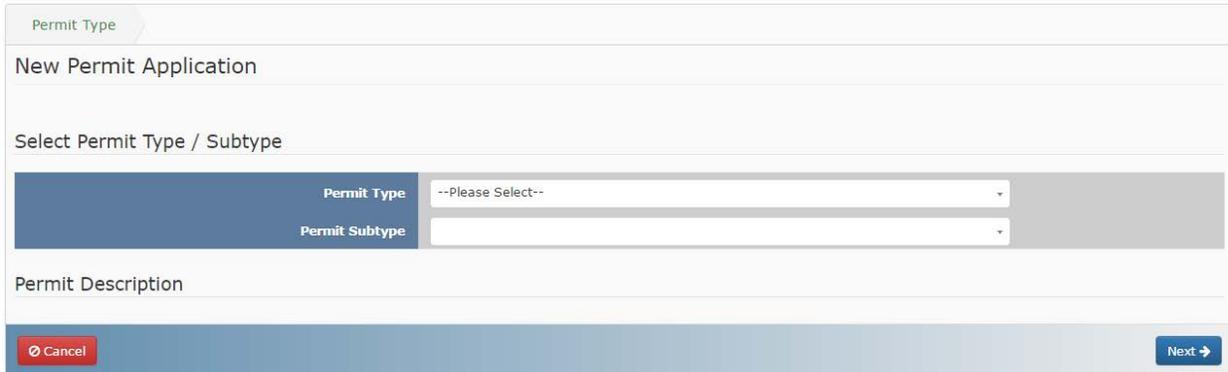
If at any time during an active phase of a permit the Indiana Department of Transportation is engaged in road work activity the Applicant/Permittee must get written permission from the project manager and contractor for the INDOT project before any permit work will be allowed in the same area.

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.

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 engineers'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.

Location – FOR ALL PERMIT TYPES

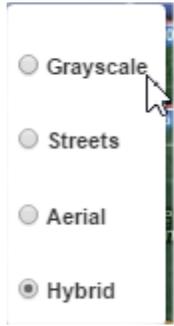
Indicate the location associated with the permit application in the **Location** section. Use the mouse scroll

wheel to zoom in and out, or use the zoom in/out buttons  to zoom in and out. 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. Click the **Layer Selector**



in the upper right corner of the map to select the map display from Hybrid to another selection



(grayscale, streets, aerial)

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

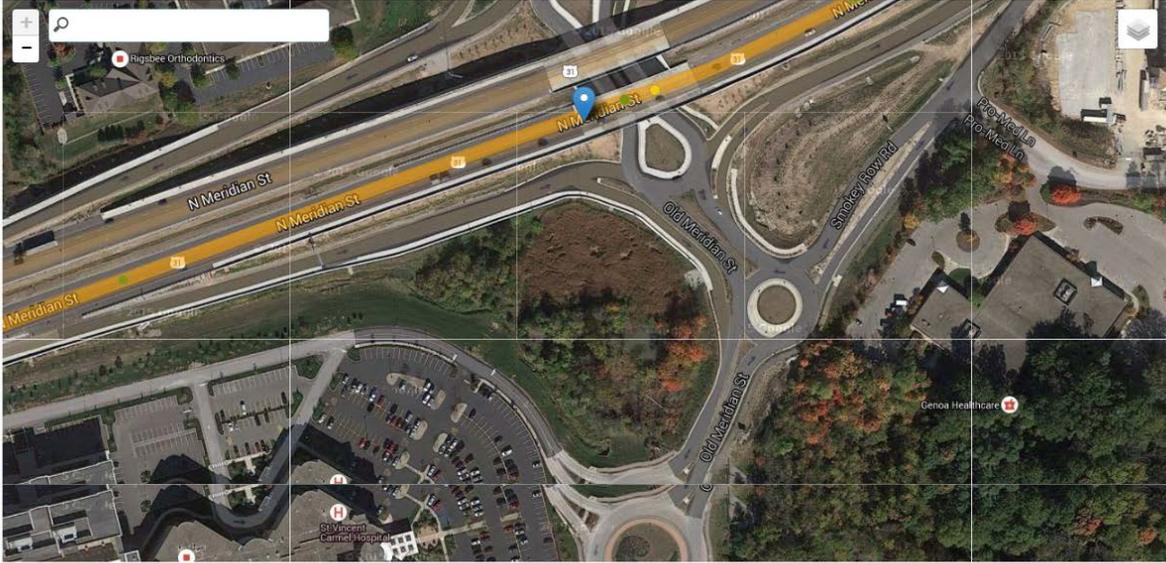
Select Location

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. 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. The Permit Description fields will automatically populate based on the location of the pin.

Permit Map



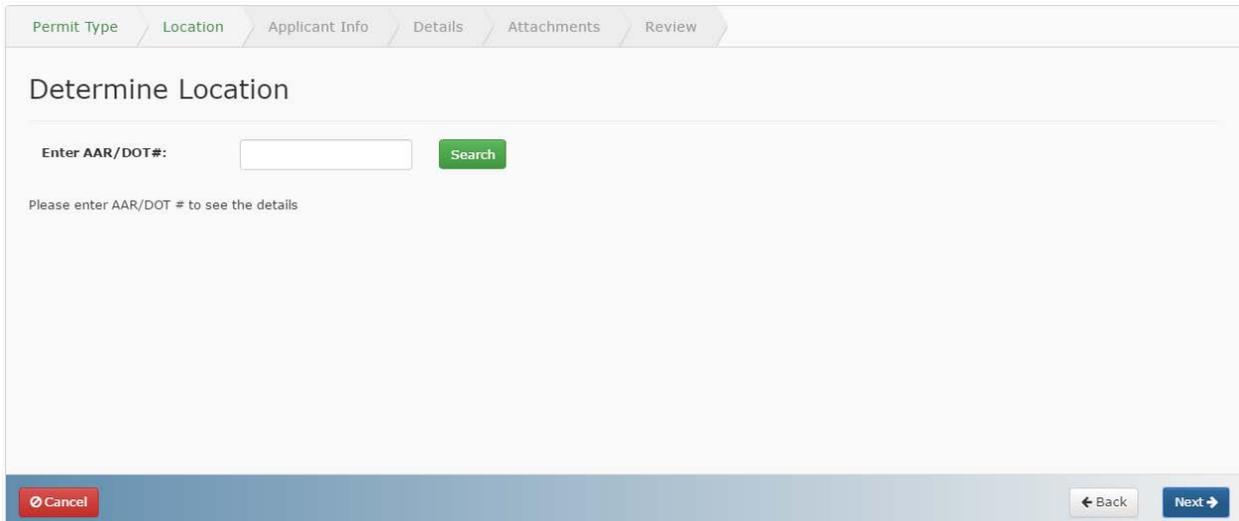
Permit Description

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](#)

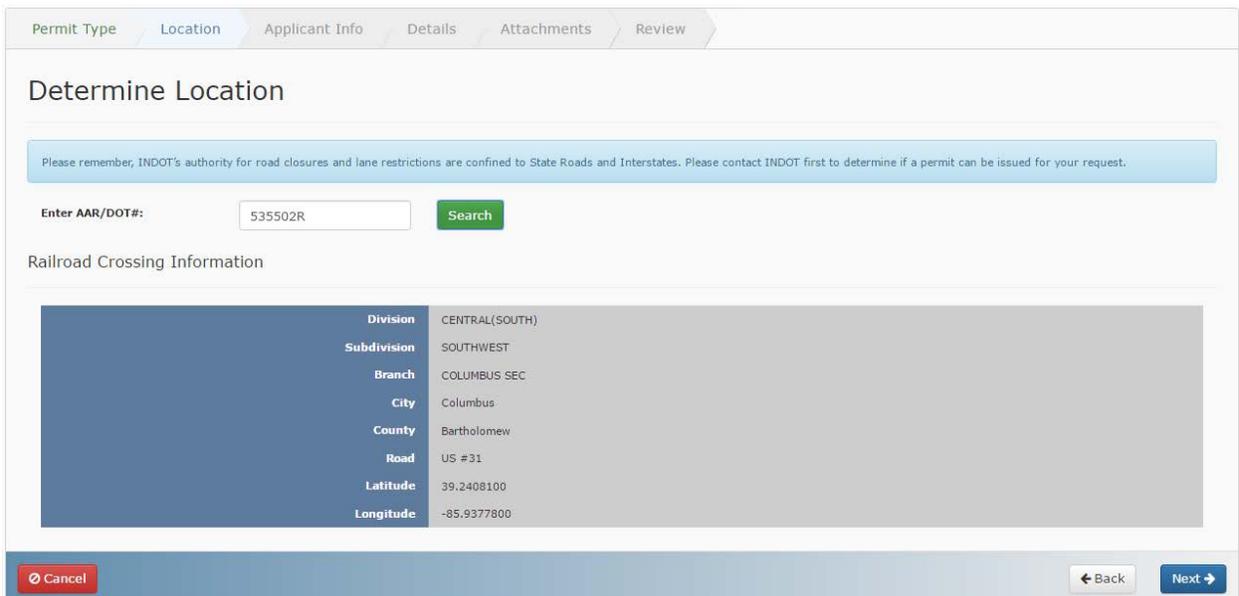
Location – Railroad

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 the 'Determine Location' form in a web application. At the top, there is a navigation bar with tabs for 'Permit Type', 'Location', 'Applicant Info', 'Details', 'Attachments', and 'Review'. The 'Location' tab is active. Below the navigation bar, the title 'Determine Location' is displayed. A form field labeled 'Enter AAR/DOT#:' is empty, with a green 'Search' button to its right. Below the input field, a message reads: '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.

The Railroad Crossing information displays based on the entered value, and is not editable.



The screenshot shows the 'Determine Location' form after a search. The 'Enter AAR/DOT#:' field now contains the value '535502R'. A blue informational banner at the top reads: 'Please remember, INDOT's authority for road closures and lane restrictions are confined to State Roads and Interstates. Please contact INDOT first to determine if a permit can be issued for your request.' Below the search field, the 'Railroad Crossing Information' section is displayed. It contains a table with the following data:

Division	CENTRAL(SOUTH)
Subdivision	SOUTHWEST
Branch	COLUMBUS SEC
City	Columbus
County	Bartholomew
Road	US #31
Latitude	39.2408100
Longitude	-85.9377800

At the bottom of the form, there are three buttons: a red 'Cancel' button, a grey 'Back' button, and a blue 'Next' button.



If an invalid number is entered, the search results will be blank. The permit application cannot move forward until a valid AAR/DOT# is entered.

Determine Location

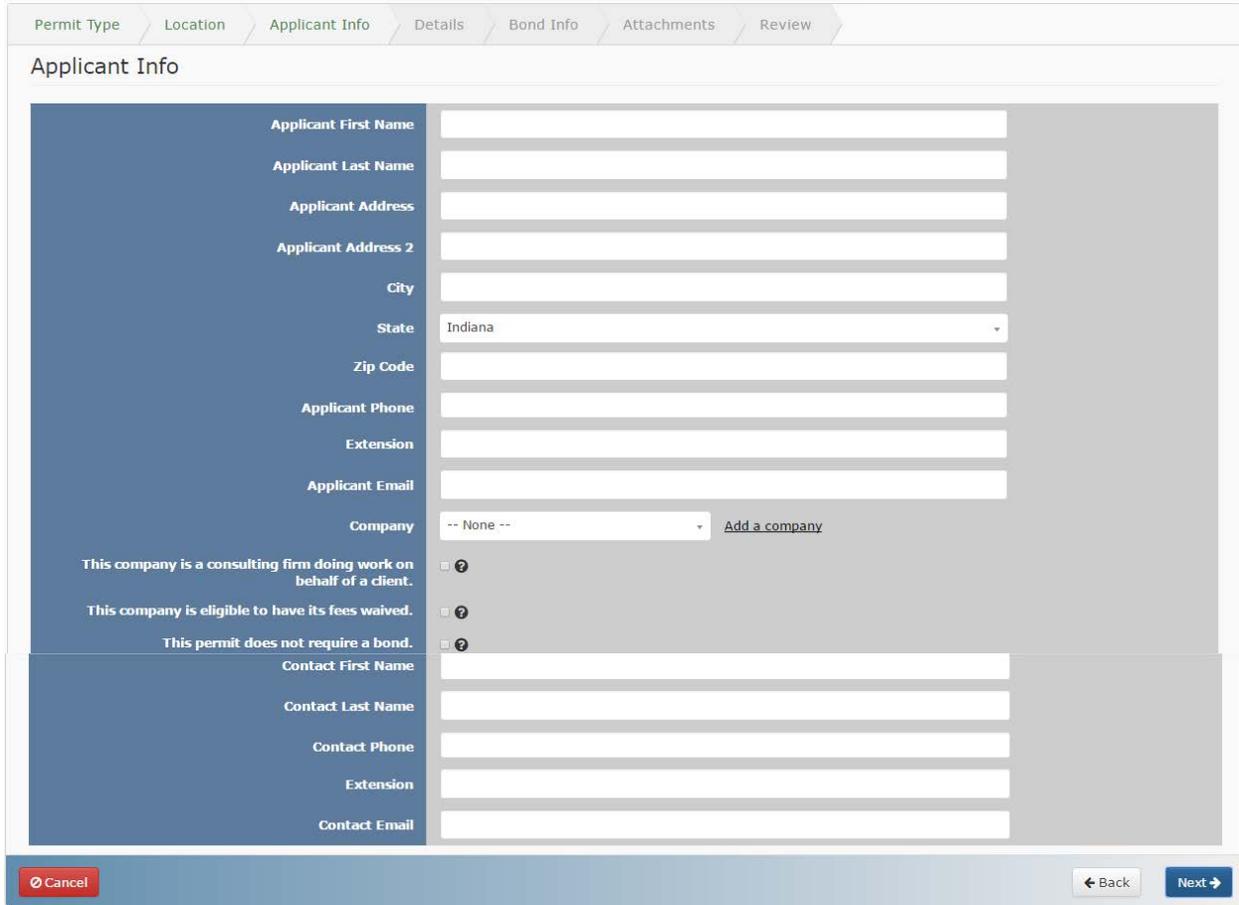
Enter AAR/DOT#:

Railroad Crossing Information

Division	
Subdivision	
Branch	
City	
County	
Road	
Latitude	
Longitude	

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 form titled "Applicant Info" with a navigation bar at the top containing tabs for "Permit Type", "Location", "Applicant Info", "Details", "Bond Info", "Attachments", and "Review". The form is divided into two main sections: "Applicant Info" and "Contact Info".

Applicant Info Section:

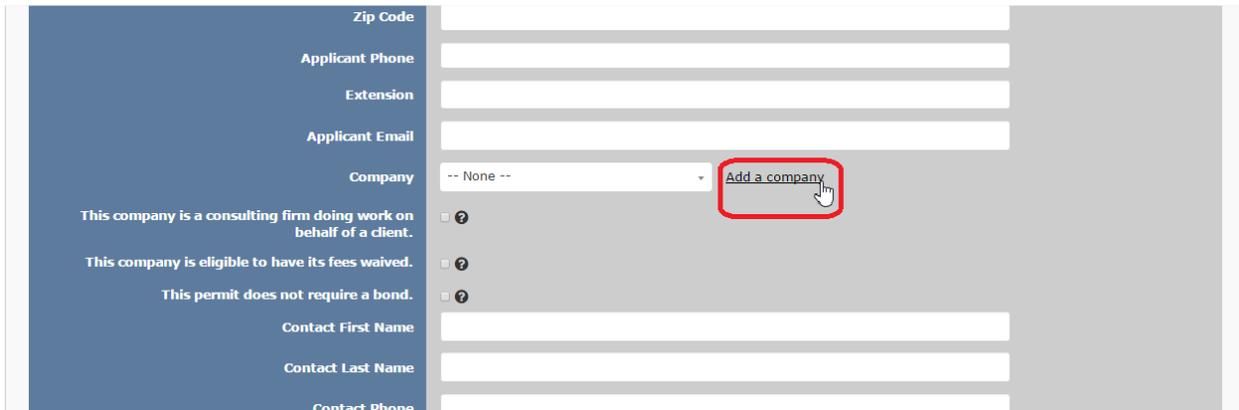
- Applicant First Name:
- Applicant Last Name:
- Applicant Address:
- Applicant Address 2:
- City:
- State:
- Zip Code:
- Applicant Phone:
- Extension:
- Applicant Email:
- Company: [Add a company](#)
-  This company is a consulting firm doing work on behalf of a client.
-  This company is eligible to have its fees waived.
-  This permit does not require a bond.

Contact Info Section:

- Contact First Name:
- Contact Last Name:
- Contact Phone:
- Extension:
- Contact Email:

At the bottom of the form, there are three buttons: "Cancel" (red), "Back" (grey), and "Next" (blue).

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



This is a close-up view of the "Company" dropdown menu in the form. The dropdown is currently set to "-- None --". To the right of the dropdown is a red-bordered button labeled "Add a company" with a mouse cursor pointing to it. Below the dropdown are three checkboxes, each with a question mark icon, corresponding to the options in the first screenshot.

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

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"/>	

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.

<p>Company</p> <p>This company is a consulting firm doing work on behalf of a client.</p> <p>This company is eligible to have its fees waived.</p> <p>This permit does not require a bond.</p> <p>Contact First Name</p>	<p>-- None --</p> <p><input type="text"/></p> <p>-- None --</p> <p>SJ Enterprises</p> <p>B&T Construction</p> <p>Midwest Consulting</p>	<p>Add a company</p>
---	---	--------------------------------------

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.

<p>This company is a consulting firm doing work on behalf of a client.</p>	<p><input checked="" type="checkbox"/> </p>
---	---

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	<input type="text"/>
Applicant Last Name	<input type="text"/>
Applicant Address	<input type="text"/>
Applicant Address 2	<input type="text"/>
City	<input type="text"/>
State	Indiana <input type="text"/>
Zip Code	<input type="text"/>
Applicant Phone	<input type="text"/>
Extension	<input type="text"/>
Applicant Email	<input type="text"/>
Company	-- None -- <input type="text"/> Add a company
<input type="checkbox"/>  INDOT, please review my application for possible fee waiver	
Contact First Name	<input type="text"/>
Contact Last Name	<input type="text"/>
Contact Phone	<input type="text"/>
Extension	<input type="text"/>
Contact Email	<input type="text"/>

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.

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.

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

If the zoning classification is **Unzoned Industrial** or **Unzoned Commercial**, an additional dropdown field needs to be completed.

Primary zoning classification*

Identify qualifying commercial or industrial activity*

City or county permit number, if any

If the zoning classification is **Other** a text box appears for additional explanation.

Primary zoning classification*	Other (agricultural, residential, etc.)
Explain zoning classification*	<input type="text"/>
City or county permit number, if any	<input type="text"/>

If the outdoor sign is within city limits a text box appears to denote the controlling municipality.

Within city limits*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Denote controlling municipality*	<input type="text"/>
Can the sign be seen from a scenic byway?*	<input type="radio"/> Yes <input checked="" type="radio"/> No
Was any zoning action taken by the applicant or the property owner for the purpose of erecting a billboard after March 15, 1986?*	<input type="radio"/> Yes <input checked="" type="radio"/> No

The Area of the sign is automatically calculated based on the entries for height and width of face.

Estimated Height:*	<input type="text" value="15"/>	(in feet, from ground to top of sign face)
Width of Face*	<input type="text" value="20"/>	(in feet, between widest points)
Height of Face*	<input type="text" value="10"/>	(in feet, between highest points)
Area of Face	200 square feet	

If the **Sign Type** is selected as Other a text field appears to specify the sign type.

Height of Face*	<input type="text" value="10"/>	(in feet, between highest points)
Area of Face	200 square feet	
Sign Type*	Other	Specify* <input type="text"/>
Number of Supports*	<input type="text"/>	

If the **Material** is selected as Other a text field appears to specify the material type.

Number of Supports*	<input type="text"/>	
Material*	Other	Specify* <input type="text"/>
Illuminated*	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Changeable Message Sign*	<input type="radio"/> Yes <input checked="" type="radio"/> 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 except Outdoor Signs

Enter the Bond information as necessary.

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

Enter Bond Information

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

[Select File...](#)

File Title*

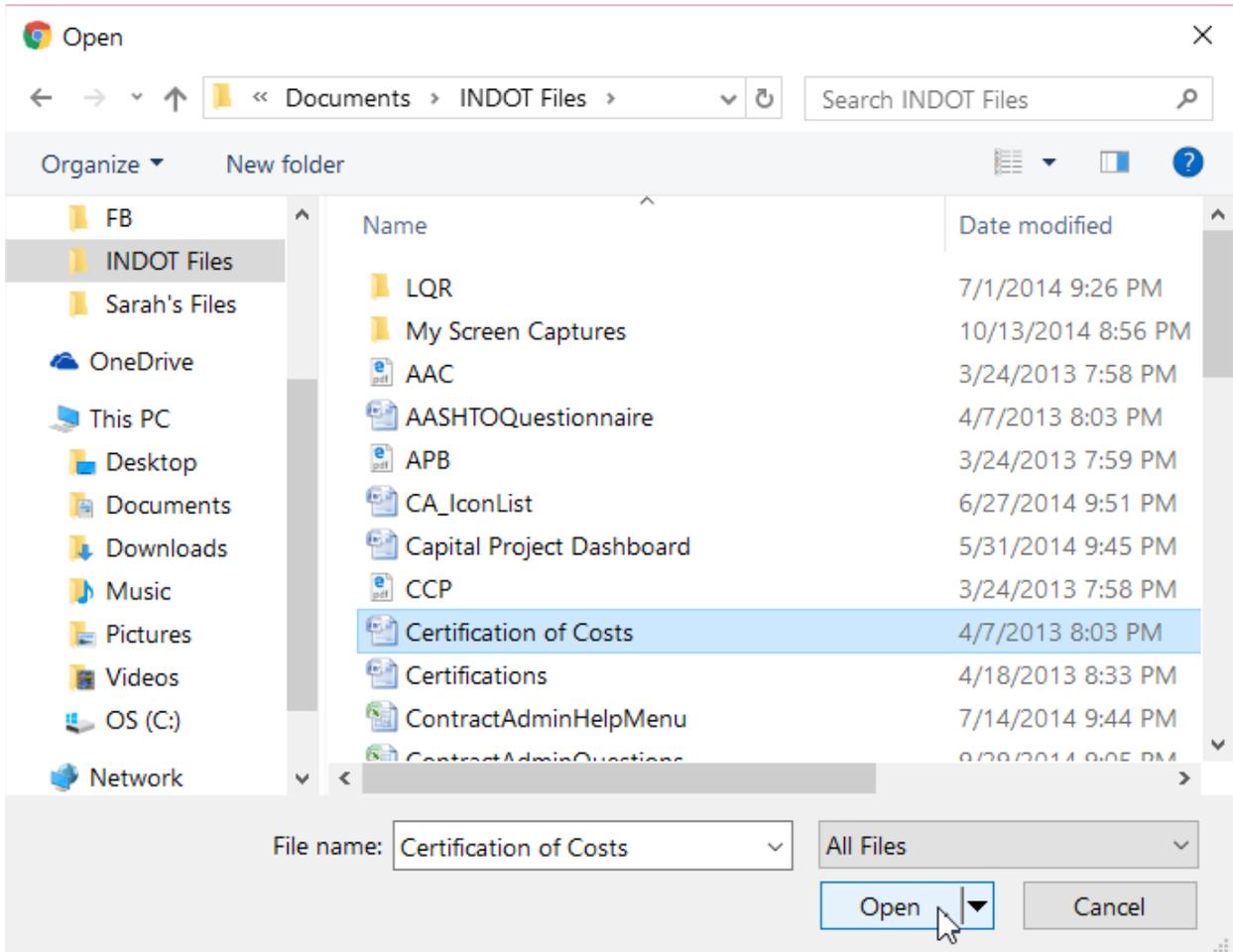
File Title	File Name	File Size	Date Uploaded	Actions
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*If you do not see the file you have just uploaded, please [click here](#) to reload the grid

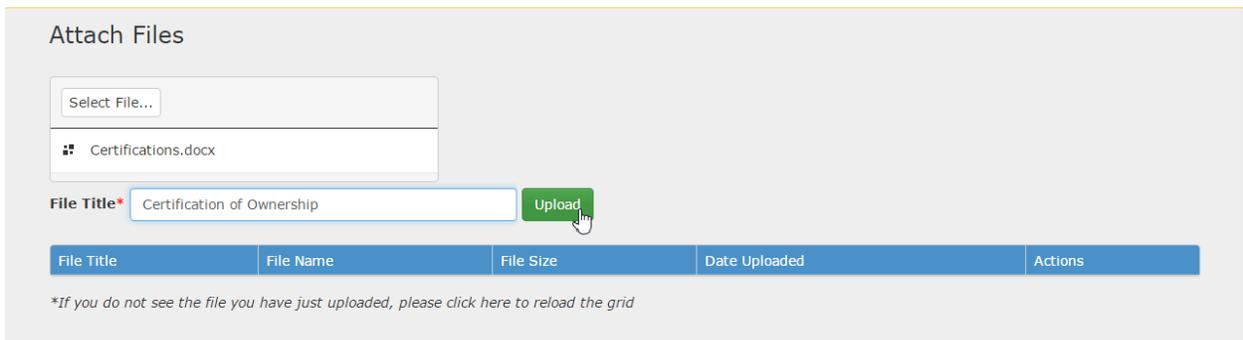


Multiple files can be added as attachments but they must be uploaded one at a time.

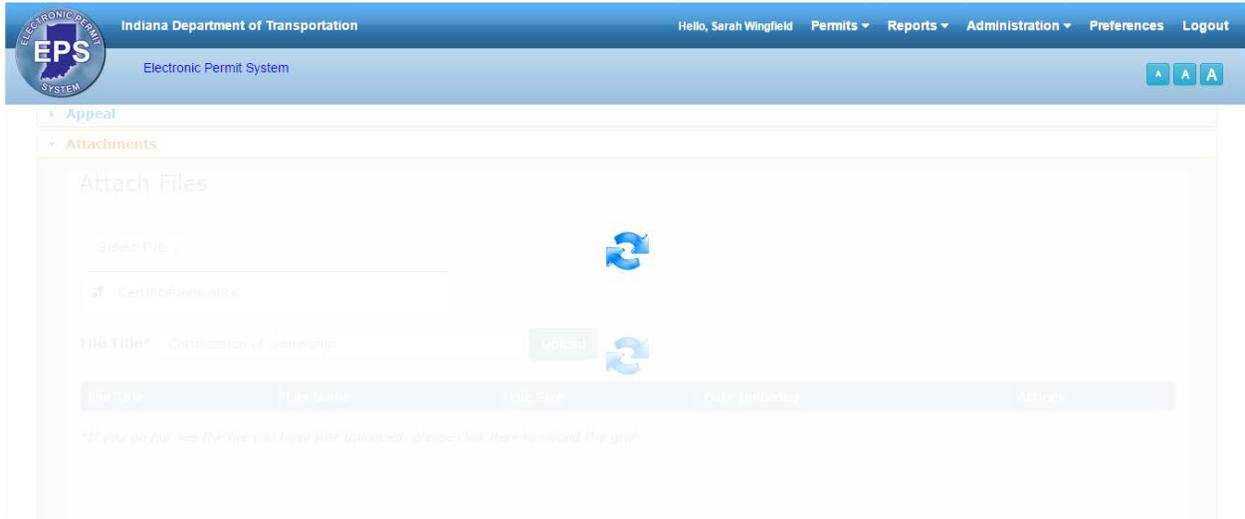
Navigate to the document location on your computer. Click on the document to upload. Click **Open** to add the document to the queue.



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



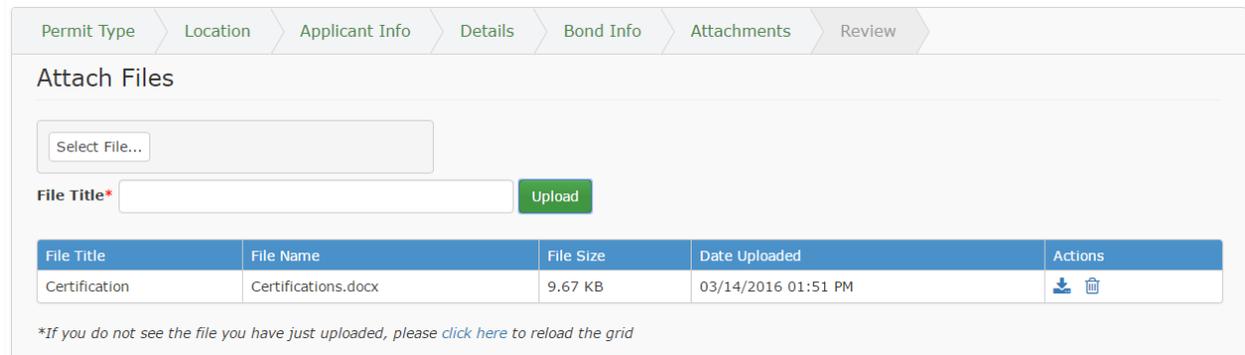
While the document is uploading the screen might display a rotating working arrow. Once the upload is complete the arrows will disappear.



If the document is not visible in the table after the arrows disappear then click on the text that says “click here” to reload the table. The document should display after clicking **click here**.



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.

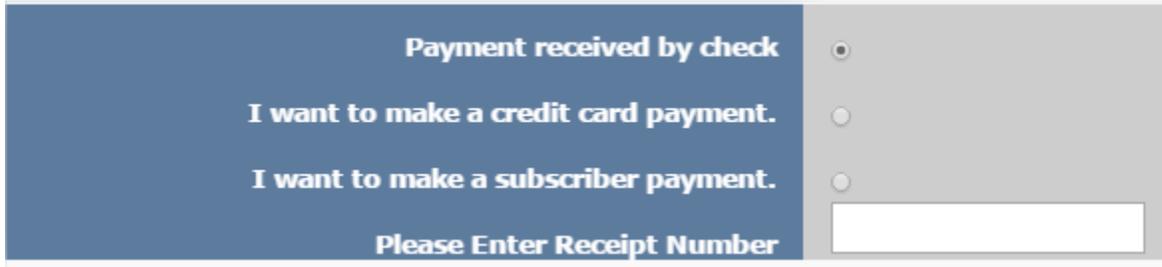
Review – FOR ALL PERMIT TYPES

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. Only INDOT users can mark payment as received by Check. When that option is selected, an additional text field appears for the Receipt Number.

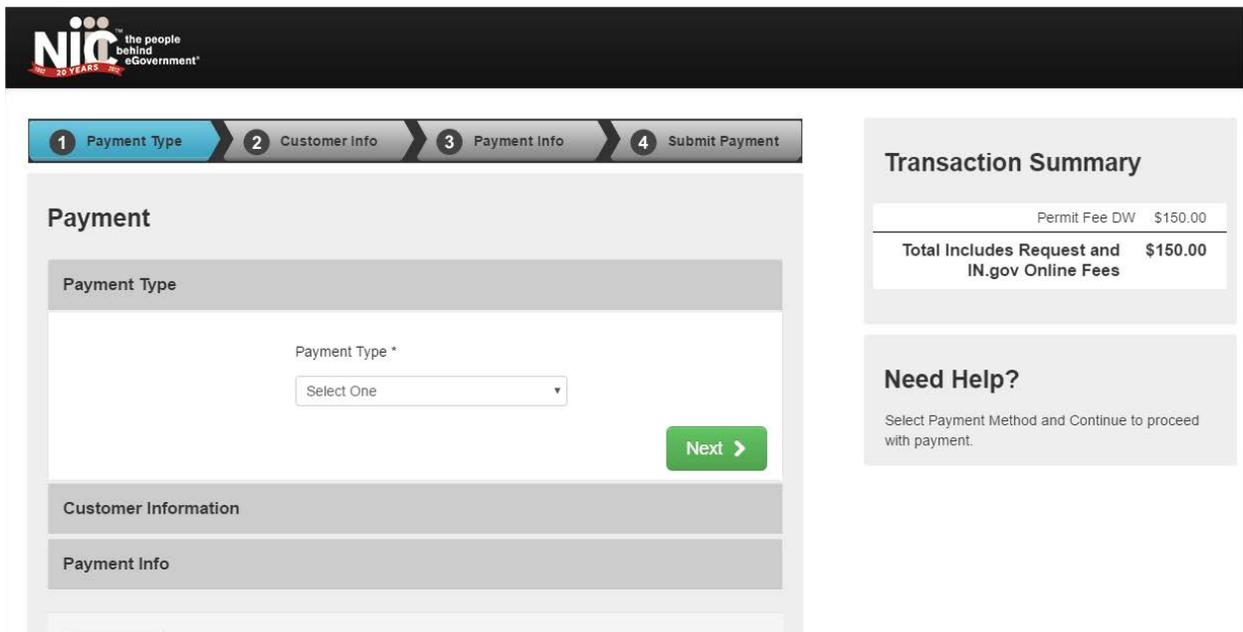


A screenshot of a payment method selection screen. It features a dark blue background with white text. The options are: "Payment received by check" (selected with a radio button), "I want to make a credit card payment.", and "I want to make a subscriber payment.". Below these options is a white text input field with the label "Please Enter Receipt Number".

If paying by credit card or Subscriber, the user is taken to the payment screen.

Credit Card Payment

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



A screenshot of the payment screen. At the top left is the logo for "NIC the people behind eGovernment" with "20 YEARS" below it. A progress bar at the top shows four steps: 1. Payment Type (highlighted), 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 the summary 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 displays the NIC eGovernment payment interface. At the top, a navigation bar shows four steps: 1 Payment Type, 2 Customer Info (current step), 3 Payment Info, and 4 Submit Payment. The main content area is titled "Payment" and includes a "Payment Type" section with a green checkmark, a "Credit Card" section, and a "Customer Information" section. The "Customer Information" section contains fields for Country (United States), First Name, Last Name, Address, Address 2, City, State (Select State), ZIP/Postal Code, Phone, and Email. A green "Next >" button is located at the bottom right of the Customer Information section. A "Cancel" button is located at the bottom left. To the right of the main form, there is a "Transaction Summary" box showing "Permit Fee PL \$55.00" and "Total Includes Request and IN.gov Online Fees \$55.00". Below this is a "Need Help?" box with the text "Please complete the Customer Information Section".

Payment

Payment Type ✓

Credit Card

Customer Information

Complete all required fields [*]

Country
United States ▼

First Name * Last Name *

Address *

Address 2

City * State *
Select State ▼

ZIP/Postal Code *

Phone * Email * ?

Next >

Payment Info

Cancel

Transaction Summary

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

Need Help?
Please complete the Customer Information Section

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
 Eric Jones
 123 Main St
 Indianapolis, IN 46204

Phone
 3175555555

Country
 United States

Email Address
 jonese@company.com

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type *



Expiration Month *

Expiration Year *

Name on Credit Card *

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**.

IN the people behind eGovernment
20 YEARS

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

Payment

Payment Type ✓

Subscriber Account

Customer Information

User Name Complete all required fields [*]

Password

Next >

Payment Info

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
epstest

Address
Fred James
IN Gov Cntr N Rm N725
Indianapolis, IN 46204

Phone
232-5387

Country
United States

Email Address
scott.mcdonald@egov.com

Payment Info

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

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.

Illegal Signs

The **Illegal Signs** table displays any records marked as Illegal.

Illegal Signs

Tracking #	Permit #	Case #	Road	RRP	County	Owner	Status	Actions
T0000097659	New190954		SR-9	104.65	Grant		Illegal	
T0000097638	12323						Removed	
T0000097596	L10202		I-70				Permitted	
T0000097595	L05E		I-69	223			Permitted	
T0000097486							Removed	
T0000097474			I 70	120	Marion		Removed	
T0000097458			I-70	234			Removed	
T0000097417				128			Removed	

Page 1 of 1 10 items per page 1 - 8 of 8 items

Add an Illegal Sign

To add an Illegal Sign, click the **Add Sign** button. Additionally, Illegal Signs can be added when marked **Illegal** on the [Reconcile Inventory](#) report screen.

Illegal Signs

Tracking #	Permit #	Case #	Road	RRP	County	Owner	Status	Actions
No items to display								

Page 0 of 0 10 items per page

+ Add Sign

The screen displays the Illegal Sign add screen. Enter the information as necessary. Click **Save**  to save work without taking an action on the Illegal Sign. Once a record is saved, it displays in the Illegal Report table. Click the blue **Back to List** text at the top of the screen to return to the Illegal Sign table.

Indiana Department of Transportation Hello, Sarah Wingfield Permits Reports Administration Preferences Logout

Electronic Permit System

Illegal Sign Report [Back to list](#)

Basic Information

Tracking #	T0000095339		
Permit #	<input type="text"/>		
Case #	<input type="text"/>		
Road	<input type="text"/>		
ReferencePost	<input type="text"/>		
County	<input type="text"/>		
District	<input type="text"/>		
Est. Build Date	<input type="text"/>		
LocationDescription	<input type="text"/>		

There are multiple sections of the Illegal Sign Report to complete, however the sections are collapsed when the record is opened; only the **Basic Information** section is expanded initially. To expand additional sections, click on the section header name. To collapse the section, click on the section header name again. Only one section can be expanded at a time so as soon as one section is opened the other opened section will be collapsed.

Illegal Sign Report [Back to list](#)   

▼ Basic Information

Tracking #	T0000095339	
Permit #	<input type="text" value="C00012"/>	
Case #	<input type="text" value="4567"/>	
Road	<input type="text" value="I-65"/>	
ReferencePost	<input type="text" value="140"/>	
County	<input type="text" value="Hamilton"/>	
District	<input type="text" value="Greenfield"/>	
Est. Build Date	<input type="text" value="2/1/2015"/>	
LocationDescription	<input type="text" value="Near McDonalds"/>	

[▶ Sign Owner Details](#)
[▶ Property Owner Details](#)
[▶ Sign Details](#)

In the Basic Information section, the Tracking # and Permit # are view only. The other fields are either text fields or dropdown menus. Complete the information and indicate the position of the illegal sign on the map.

Illegal Sign Report [Back to list](#)   

▼ Basic Information

Tracking #	T0000095339	
Permit #	<input type="text" value="C00012"/>	
Case #	<input type="text" value="4567"/>	
Road	<input type="text" value="I-65"/>	
ReferencePost	<input type="text" value="140"/>	
County	<input type="text" value="Hamilton"/>	
District	<input type="text" value="Greenfield"/>	
Est. Build Date	<input type="text" value="2/1/2015"/>	
LocationDescription	<input type="text" value="Near McDonalds"/>	

[▶ Sign Owner Details](#)
[▶ Property Owner Details](#)
[▶ Sign Details](#)

In the **Sign Owner Details** section, complete the text fields with information on the Sign Owner.

▼ Sign Owner Details

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

In the **Property Owner Details** section, complete the text fields with information on the Property Owner.

▼ Property Owner Details

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

In the **Sign Details** section, complete the fields as indicated.

▼ **Sign Details**

Sign Details

Please answer the following questions regarding the details of your proposed billboard.

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

Side of highway

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

In the **Notices** section, indicate when notices were sent to the sign/property owner. Enter any comments or status updates in the text fields.

Notices

First Notice

Date Sent	<input type="text"/>
Updated By	<input type="text"/>
Status	<input type="text"/>
Comments	<input type="text"/>

Second Notice

Date Sent	<input type="text"/>
Updated By	<input type="text"/>
Status	<input type="text"/>
Comments	<input type="text"/>

When applicable, enter information in the **Appeals** section. Include dates, contact information and any comments. Continue updating the Appeal fields as the Illegal Sign moves through the appeal process.

Appeal

Date Appeal Letter Received	<input type="text"/>
Principal Contact Name Representing Petitioner	<input type="text"/>
Principal Contact Company	<input type="text"/>
Date sent to INDOT Legal Division for Action	<input type="text"/>
Central Office Comment	<input type="text"/>
INDOT Attorney Assigned to Case	<input type="text"/>
Pre-Hearing Date	<input type="text"/>
Pre-Hearing Outcome	<input type="text"/>
Date Letter Sent Requesting ALJ Assignment	<input type="text"/>
Date ALJ Assigned to Case	<input type="text"/>
INDOT Cause # Assigned By ALJ	<input type="text"/>
Discovery Due Date	<input type="text"/>
Discovery Status	<input type="text"/>
Disposition Summary Judgement or ALJ Hearing	<input type="text"/>
Resolution	<input type="text"/>

Upload any relevant files to the Illegal Sign in the **Attachments** section. Click on the **Select File...** button to select the file to upload.

▼ Attachments

Attach Files

Select File...

File Title*

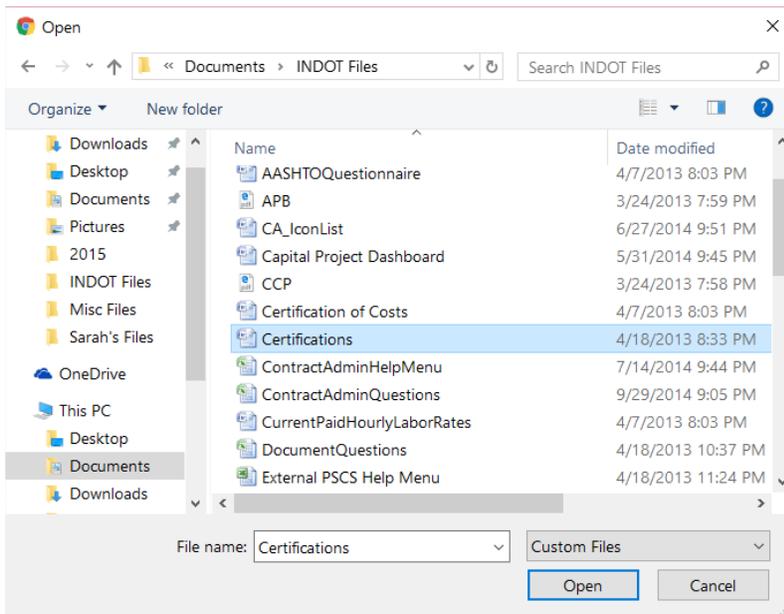
File Title	File Name	File Size	Date Uploaded	Actions
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**If you do not see the file you have just uploaded, please click here to reload the grid*



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

Navigate to the document location on your computer. Click on the document to upload. Click **Open** to add the document to the queue.



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

▼ Attachments

Attach Files

Select File...

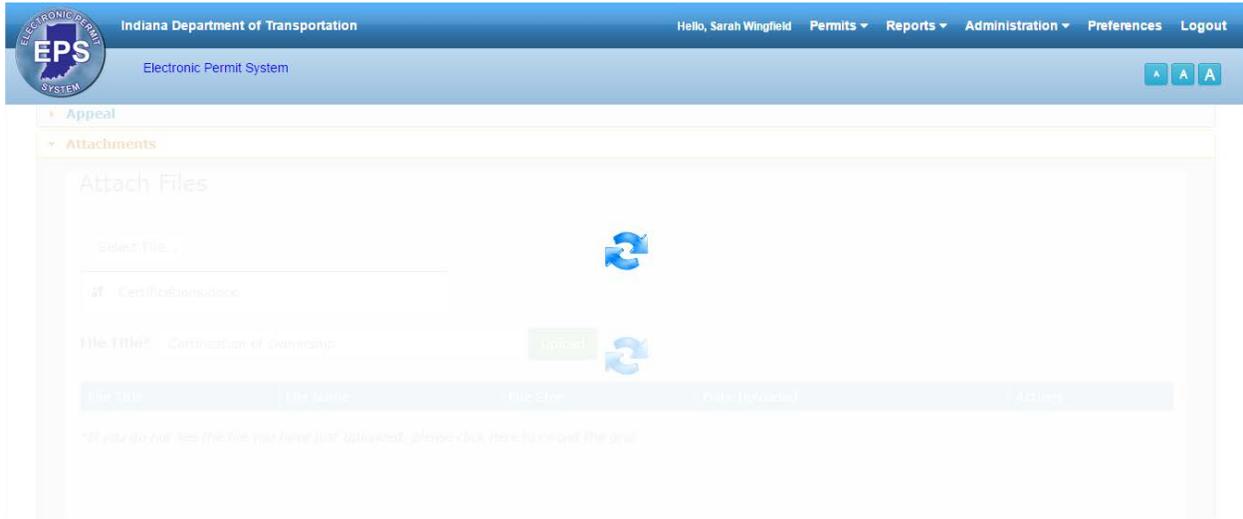
📎 Certifications.docx

File Title*

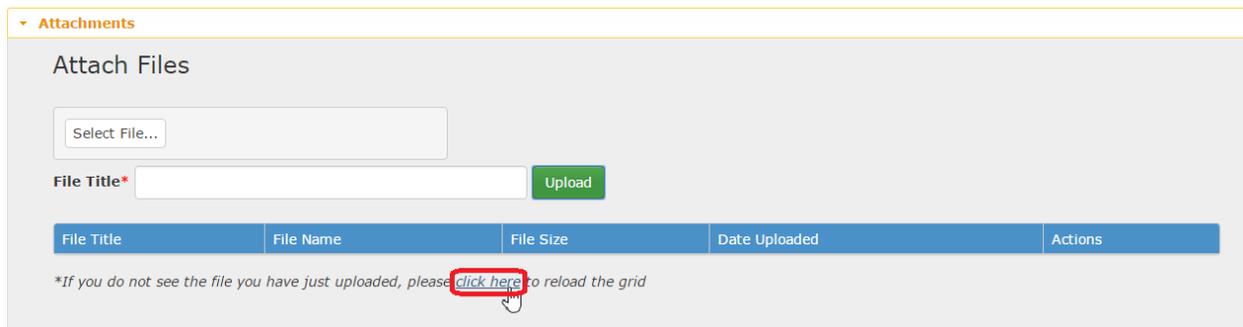
File Title	File Name	File Size	Date Uploaded	Actions
------------	-----------	-----------	---------------	---------

**If you do not see the file you have just uploaded, please click here to reload the grid*

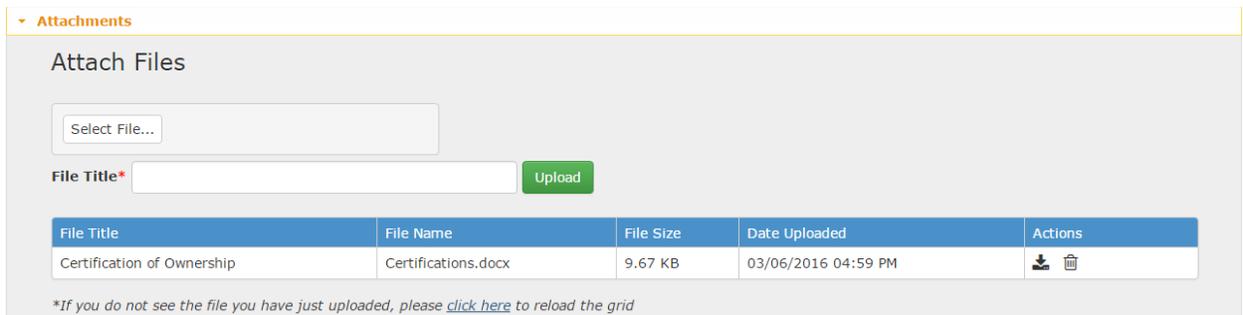
While the document is uploading the screen might display a rotating working arrow. Once the upload is complete the arrows will disappear.



If the document is not visible in the table after the arrows disappear then click on the text that says “click here” to reload the table. The document should display after clicking **click here**.



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.



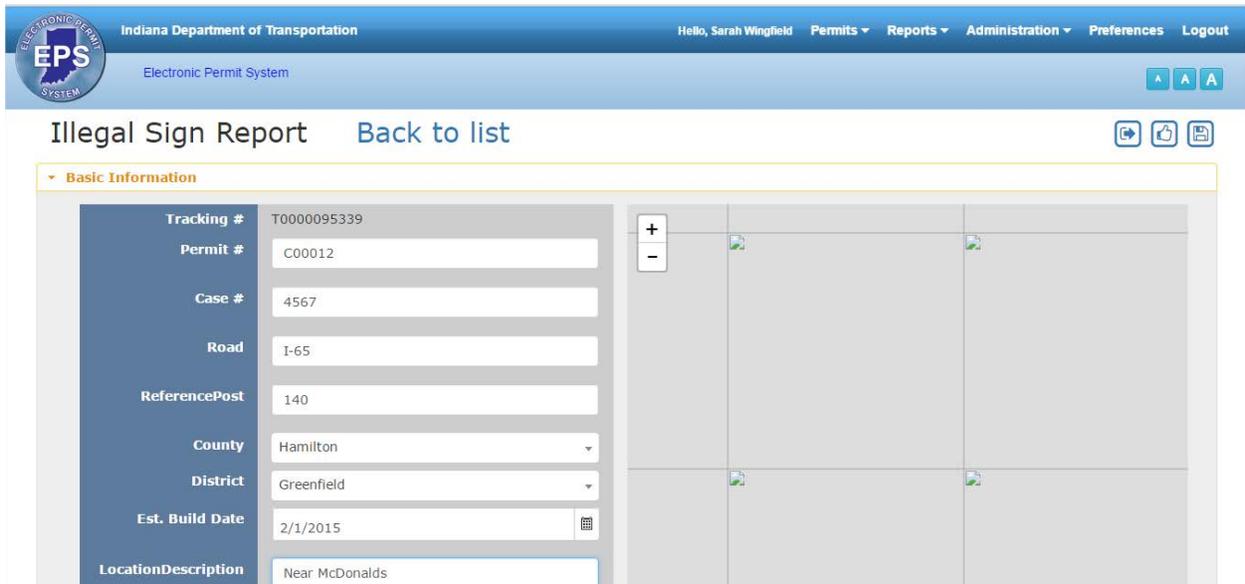
Edit an Illegal Sign

To edit an existing Illegal Sign record or make updates to its status, click on the **Edit**  icon in the **Illegal Signs** table.



Tracking #	Permit #	Case #	Road	RRP	County	Owner	Status	Actions
T0000095339							Removed	

When the record opens, make updates/changes as necessary and click **Save**  to save updates.



Illegal Sign Report [Back to list](#)

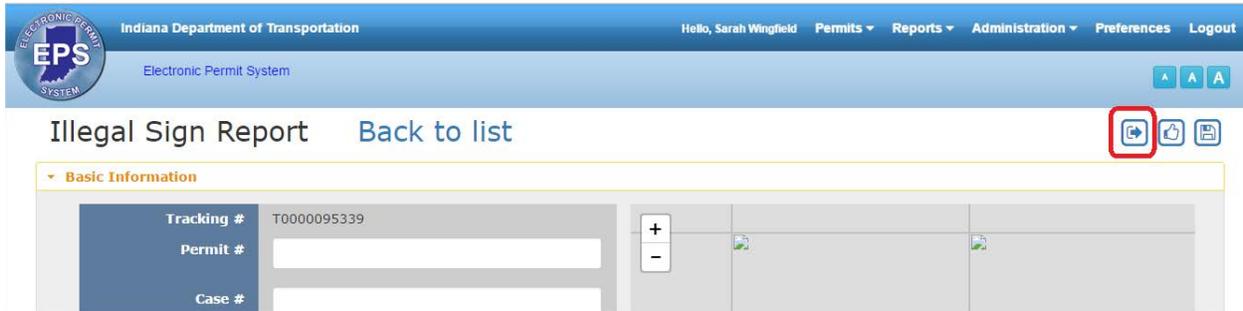
Basic Information

Tracking #	T0000095339
Permit #	C00012
Case #	4567
Road	I-65
ReferencePost	140
County	Hamilton
District	Greenfield
Est. Build Date	2/1/2015
LocationDescription	Near McDonalds

Mark Sign as Removed

When a sign is marked as **Illegal**, its status is changed to **Illegal**. After external reviews are complete and the sign is determined to be removed, mark the sign removed in the system by clicking on the **Mark**

Removed  icon.



Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

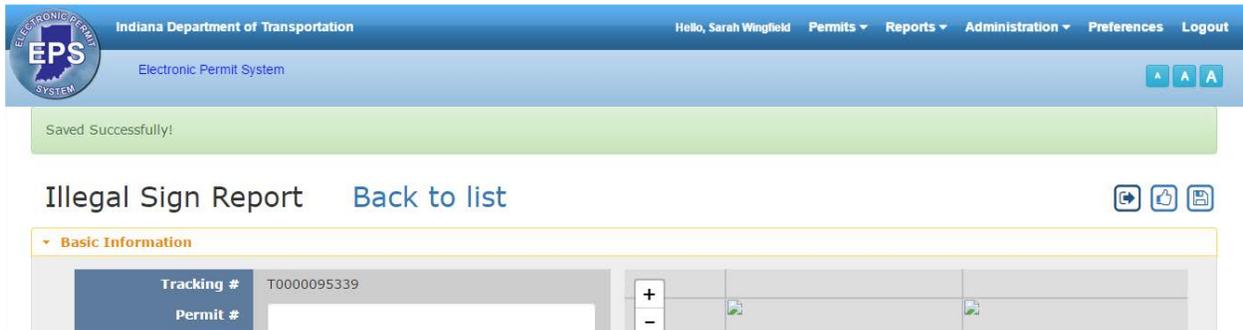
Electronic Permit System

Illegal Sign Report [Back to list](#)

Basic Information

Tracking #	T0000095339		
Permit #			
Case #			

A **Saved Successfully** notification displays in green at the top of the page.



Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

Electronic Permit System

Saved Successfully!

Illegal Sign Report [Back to list](#)

Basic Information

Tracking #	T0000095339		
Permit #			

The sign's status changes from **Illegal** to **Removed** in the Illegal Sign table.



Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

Electronic Permit System

Illegal Signs

[+ Add Sign](#)

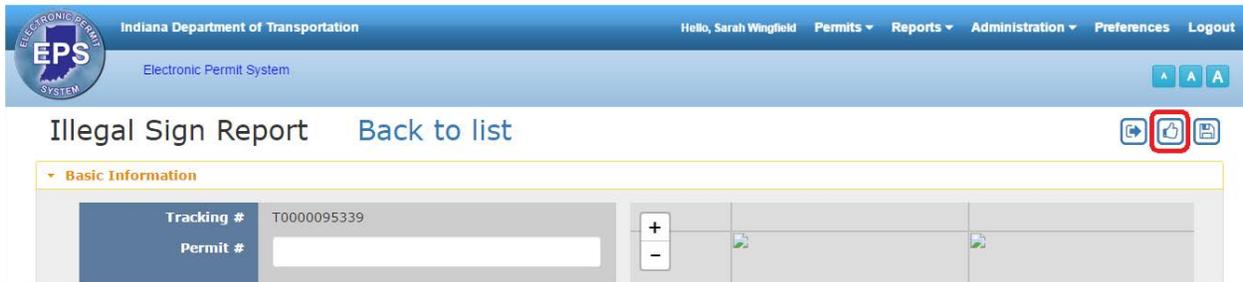
Tracking #	Permit #	Case #	Road	RRP	County	Owner	Status	Actions
T0000095340	T445						Permitted	
T0000095339							Removed	

Page 1 of 1 | 10 items per page | 1 - 2 of 2 items

Mark Sign as Permitted

When a sign is marked as **Illegal**, its status is changed to **Illegal**. After external reviews are complete and the sign is determined to be permitted, mark the sign permitted in the system by clicking on the **Mark as**

Permitted  icon.



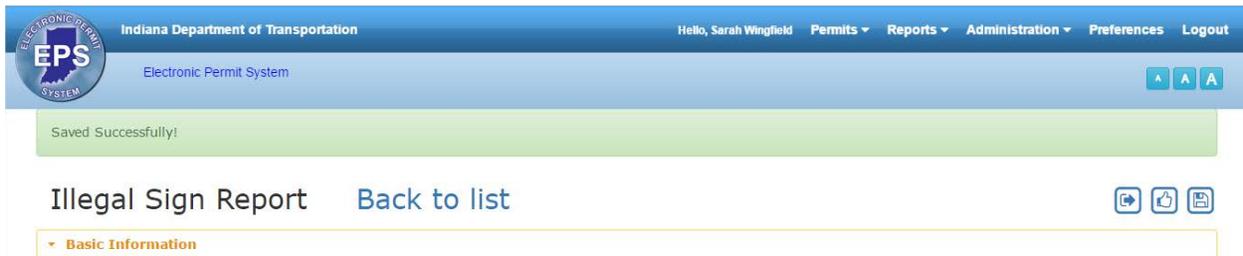
The screenshot shows the 'Illegal Sign Report' page in the EPS system. The page header includes the Indiana Department of Transportation logo and navigation links. The main content area displays a table with columns for Tracking #, Permit #, and other details. A red box highlights the 'Mark as Permitted' icon (thumbs up) in the top right corner of the page.

At the confirmation message, enter the sign's plate number and click **Save** to mark the sign as permitted, or click on the grey **X** to close the window without marking as permitted.



The screenshot shows a 'Mark Permitted' dialog box. It has a title bar with a close button (X). Below the title bar is a 'Plate Number' input field and a 'Save' button.

If the plate number is entered and saved a **Saved Successfully** notification displays in green at the top of the page.



The screenshot shows the 'Illegal Sign Report' page in the EPS system. A green notification bar at the top of the page displays the text 'Saved Successfully!'. The rest of the page content is the same as the previous screenshot.

The sign's status changes from **Illegal** to **Permitted** in the Illegal Sign table.



The screenshot shows the 'Illegal Signs' table in the EPS system. The table has columns for Tracking #, Permit #, Case #, Road, RRP, County, Owner, Status, and Actions. The sign with Tracking # T0000095340 is now listed with a status of 'Permitted'. The sign with Tracking # T0000095339 is listed with a status of 'Removed'. The table also includes a '+ Add Sign' button and pagination controls.

Tracking #	Permit #	Case #	Road	RRP	County	Owner	Status	Actions
T0000095340	T445						Permitted	
T0000095339							Removed	

Submitted Permit Application

Once a permit application is submitted, an email will be sent to the assigned Investigator. The application can be viewed and printed, but not edited by the permit applicant. Click on the blue section headers to expand the section and view more details on the entered information, or edit the information. Action icons display in the upper right corner and change depending on the role of the user and status of the application/permit.

Permit Details



▼ Summary

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Tracking #</td><td>T0000097350</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit #</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Type</td><td>Driveway</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Subtype</td><td>Minor Commercial</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">District</td><td><input type="text" value="Greenfield"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">County</td><td><input type="text" value="Marion"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Road</td><td><input type="text" value="I 70"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Start RRP</td><td><input type="text" value="90.99"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">End RRP</td><td><input type="text" value="90.99"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Fee Charged</td><td>\$55.00</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Is Fee Waived</td><td>No</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Receipt #</td><td><input type="text"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Customer Work Order #</td><td><input type="text" value="tt4444"/></td></tr> </table>	Tracking #	T0000097350	Permit #		Permit Type	Driveway	Permit Subtype	Minor Commercial	District	<input type="text" value="Greenfield"/>	County	<input type="text" value="Marion"/>	Road	<input type="text" value="I 70"/>	Start RRP	<input type="text" value="90.99"/>	End RRP	<input type="text" value="90.99"/>	Fee Charged	\$55.00	Is Fee Waived	No	Receipt #	<input type="text"/>	Customer Work Order #	<input type="text" value="tt4444"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Status</td><td>Submitted</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Online/Offline Status</td><td>Online</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Submit Date</td><td>3/14/2016 5:37:23 PM</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Issue Date</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Expiration Date</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator</td><td><input type="text" value="Wingfield, Sarah"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator Phone</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator Email</td><td>SWingfield@indot.IN.gov</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Manager</td><td>Shelley Haney</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">District Director</td><td>Michael J. Smith</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Project Start Date</td><td><input type="text"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Project End Date</td><td><input type="text"/></td></tr> </table>	Status	Submitted	Online/Offline Status	Online	Submit Date	3/14/2016 5:37:23 PM	Issue Date		Expiration Date		Investigator	<input type="text" value="Wingfield, Sarah"/>	Investigator Phone		Investigator Email	SWingfield@indot.IN.gov	Permit Manager	Shelley Haney	District Director	Michael J. Smith	Project Start Date	<input type="text"/>	Project End Date	<input type="text"/>
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Project End Date	<input type="text"/>																																																		

▶ Driveway Details

▶ Application Details

Summary

The **Summary** section displays basic information about the permit application. By default it is expanded upon opening an application and stays expanded unless minimized. Investigators, Permit Managers and Administrators can change certain information such as the District or the Investigator assigned to the permit by clicking in the editable fields, making changes and clicking **Save**  .

▼ Summary

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Tracking #</td><td>T0000097692</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit #</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Type</td><td>Miscellaneous</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Subtype</td><td>Coffee Safety Stops</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">District</td><td><input type="text" value="Greenfield"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">County</td><td><input type="text" value="Hancock"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Road</td><td><input type="text" value="SR 9"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Start RRP</td><td><input type="text" value="46.39"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">End RRP</td><td><input type="text"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Fee Charged</td><td>\$15.00</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Is Fee Waived</td><td>No</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Receipt #</td><td><input type="text"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Customer Work Order #</td><td><input type="text"/></td></tr> </table>	Tracking #	T0000097692	Permit #		Permit Type	Miscellaneous	Permit Subtype	Coffee Safety Stops	District	<input type="text" value="Greenfield"/>	County	<input type="text" value="Hancock"/>	Road	<input type="text" value="SR 9"/>	Start RRP	<input type="text" value="46.39"/>	End RRP	<input type="text"/>	Fee Charged	\$15.00	Is Fee Waived	No	Receipt #	<input type="text"/>	Customer Work Order #	<input type="text"/>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Status</td><td>Submitted</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Online/Offline Status</td><td>Online</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Submit Date</td><td>4/30/2016 11:28:11 AM</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Issue Date</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Expiration Date</td><td></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator</td><td><input type="text" value="Jones, Joanne"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator Phone</td><td><input type="text" value="(317) 467-3442"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Investigator Email</td><td><input type="text" value="jjones2@indot.in.gov"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Permit Manager</td><td>Shelley Haney</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">District Director</td><td>Michael J. Smith</td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Estimated Project Start Date</td><td><input type="text"/></td></tr> <tr><td style="background-color: #2c4e64; color: white; padding: 2px;">Estimated Project End Date</td><td><input type="text"/></td></tr> </table>	Status	Submitted	Online/Offline Status	Online	Submit Date	4/30/2016 11:28:11 AM	Issue Date		Expiration Date		Investigator	<input type="text" value="Jones, Joanne"/>	Investigator Phone	<input type="text" value="(317) 467-3442"/>	Investigator Email	<input type="text" value="jjones2@indot.in.gov"/>	Permit Manager	Shelley Haney	District Director	Michael J. Smith	Estimated Project Start Date	<input type="text"/>	Estimated Project End Date	<input type="text"/>
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Summary – Railroad Applications

The **Summary** section for Railroad applications is the spot to indicate who the Railroad Coordinator will be for the project. Select the Coordinator from the dropdown; the appropriate phone and email

information will populate based on the selected coordinator. Click **Save**  to save changes.

Application Details     

Summary

Tracking #	T0000097703	Status	Submitted
Permit #		Online/Offline Status	Online
Permit Type	Railroad	Submit Date	4/30/2016 8:01:34 PM
Permit Subtype	Traffic Diversion	Issue Date	
District	<input type="text"/>	Expiration Date	
County	Knox	Railroad Coordinator	<input type="text"/>
Road	US 50	Railroad Coordinator Phone	<input type="text"/>
AAR/DOT #	540019G	Railroad Coordinator Email	<input type="text"/>
Division	SOUTHERN	State Railroad Coordinator	
Subdivision	S.W.EAST DIV	Estimated Project Start Date	4/28/2016 
Branch	VINCENNES BR	Estimated Project End Date	5/7/2016 
City	Vincennes		
Railroad Milepost	0115.22		
Fee Charged	\$5.00		
Is Fee Waived	No		
Receipt #	<input type="text"/>		
Customer Work Order #	<input type="text"/>		

Project Information

The **Project Information** section displays some project information. Indicate if the project is an INDOT project by clicking in the Yes/No buttons where applicable.

Application Details

Project Information

INDOT Project	<input type="radio"/> Yes <input type="radio"/> No
Contract #	<input type="text"/>
Project Supervisor	<input type="text"/>
Phone	<input type="text"/>

Community

The **Community** section displays the members of the permit application community.

Community

Name	Community Role
Sally Jones	Customer
Sarah Wingfield	Investigator

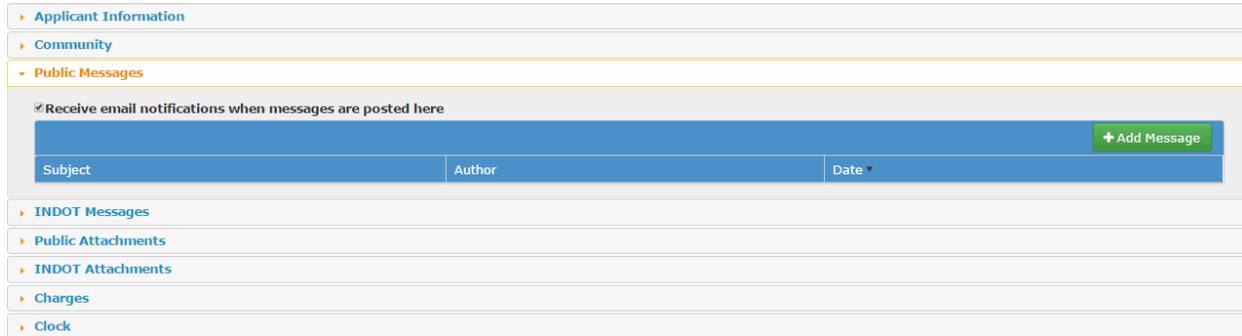
Public Messages

INDOT Messages

Public Attachments

Public Messages

Any messages visible to the public (both INDOT and external customers) display in the **Public Messages** section. Members of the Permit Application's Community see a check box and the text **Receive email notifications when messages are posted here**. By default the check box is checked. Click in the check box to remove the check and NOT receive email notifications (not recommended).



Public Messages

Receive email notifications when messages are posted here

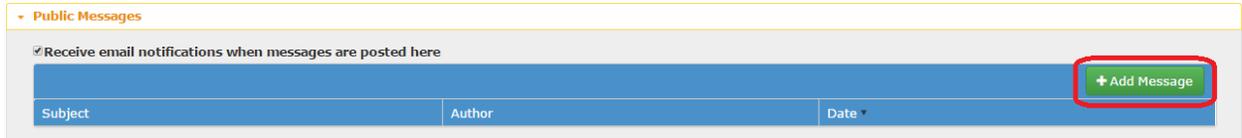
[+ Add Message](#)

Subject	Author	Date
---------	--------	------



Control the types of messages received and opt out of only select types of messages by controlling preferences on the **Preferences** menu.

To add a public message the User must be in the Community, an EPS Admin, a State Permit Manager or a Permit Manager. Click on the **Add Message** button to add a new message.



Public Messages

Receive email notifications when messages are posted here

[+ Add Message](#)

Subject	Author	Date
---------	--------	------

Enter information as requested on the Add Message screen. Select if the message will be visible to the **Public** or to **INDOT**. Remember that Public messages will be visible to the Customers (public) and INDOT Users. INDOT messages are visible to only INDOT Users. Enter the Subject of the message and the comments and click **Update** to send the message or click **Cancel** to return to the Public Messages table without adding a message.

Add Message

Author: Wingfield, Sarah

To: Public INDOT

Subject:

Comments:

If added, the message displays in the Public Messages table. Click on the blue Subject text to view the message.

Public Messages

Receive email notifications when messages are posted here



Subject	Author	Date
Review in Process	Sarah Wingfield	03/17/2016 11:22:44 AM

To reply to a message, click on the **Reply** button.

Message Details

From: Sarah Wingfield

Subject: Review in Process

Comments: A review has been requested for this permit and will result in a slight delay in the permit application process.

The previous message will automatically appear at the bottom of the comment section. Edit the subject as necessary and then enter the new text and click **Save** to send a reply to the message or click **Close** to close the window without sending a response.

The reply displays in the Public Messages table.

Public Messages		
<input type="checkbox"/> Receive email notifications when messages are posted here		
Subject	Author	Date
RE: Review in Process	Sarah Wingfield	03/17/2016 11:35:09 AM
Review in Process	Sarah Wingfield	03/17/2016 11:28:59 AM

INDOT Messages

Messages specifically visible only to INDOT employees display in the **INDOT Messages** section. The ability to add, receive, reply and delete messages operates exactly the way the **Public Messages** operates; the only difference is that these messages are specifically for INDOT users. See **Public Messages** for more details.

Public Messages		
INDOT Messages		
<input checked="" type="checkbox"/> Receive email notifications when messages are posted here		
Subject	Author	Date
Public Attachments		
INDOT Attachments		
Charges		
Clock		
Watches		

Public Attachments

Attachments visible to the public (both INDOT and external customers) display in the **Public Attachments** section. Click **Add Attachments** to add additional attachments. See [Attachments](#) for more information on uploading, viewing and deleting attachments.

Public Attachments					
File Title	File Name	File Size	Date Uploaded	Uploaded By	
Non Billboard 2	GENERAL PROVISIONS.pdf	15.68 KB	03/14/2016 05:37 PM	Sally Jones	
All Permits PDF	Title VI Assurances.pdf	18.96 KB	03/14/2016 05:37 PM	Sally Jones	
Non Billboard 1	Traffic Control Plan.pdf	138.09 KB	03/14/2016 05:37 PM	Sally Jones	

[+ Add Attachment](#)

INDOT Attachments

Charges

Clock



Certain attachments will be added automatically when the permit application is submitted; the specific attachments depend on the type of permit.

INDOT Attachments

Attachments specifically visible only to INDOT employees display in the **INDOT Attachments** section. Click **Add Attachments** to add additional attachments. See [Attachments](#) for more information on uploading, viewing and deleting attachments.

Public Attachments					
INDOT Attachments					
File Title	File Name	File Size	Date Uploaded	Uploaded By	

[+ Add Attachment](#)

Charges

Clock

Watches

Map

Charges

Add a new charge or a new payment in the **Charges** section.

Charges				
Date	Description	Due Date	Amount	
				+ New Charge + New Payment
			Total:	

Clock

Watches

Map

Click **New Charge** to add a new charge. Enter in the charge information in the pop up window and click **Update** to update the record or click **Cancel** to return to the permit application without adding a new charge.

The new charge displays in the table, along with the ability to **Edit**  or **Delete**  the charge.

Charges					
				+ New Charge	+ New Payment
Date	Description	Due Date	Amount		
03/15/2016 09:27:24 PM	Cut Road permit needed in addition to driveway permit	03/31/2016	\$55.00	 	
			Total:	\$55.00	

Click **New Payment** to enter a new payment. Enter in the payment information in the pop up window and click **Update** to update the record or click **Cancel** to return to the permit application without adding a new payment.

The new payment displays in the table, along with the ability to **Edit**  or **Delete**  the payment.

Charges

				+ New Charge	+ New Payment
Date	Description	Due Date	Amount		
03/15/2016 09:27:24 PM	Cut Road permit needed in addition to driveway permit	03/31/2016	\$55.00		
03/24/2016 09:15:58 PM	MANUAL PAYMENT		\$55.00		
			Total: \$0.00		

Click **Edit**  to edit the entered charge/payment. Update information as necessary and click **Update** to save changes or click **Cancel** to return to the application without making updates.

Click **Delete**  to delete the entered charge/payment. Click **OK** at the confirmation window to delete the record, or click **Cancel** to return to the application without deleting the record.

Clock/Status History/Review

The **Clock** section keeps track of the amount of time the permit application takes to get from submission to approval/denial/cancellation. The “clock” begins running the moment the permit application is submitted by a user. The **Initiative** indicates the person who is responsible for making the next move/taking the next step to move the application along in the application process.

▶ **Clock**

Status	Running
Time since last action	1days 3hrs 57mins 52secs
Total time	1days 3hrs 57mins 52secs
Initiative	Jewell, Trenton

Status History:

Status	Start Time	User	Initiative
Submitted	03/14/2016 05:37:23 PM	Jones, Sally	Jewell, Trenton

Reviews:

Type	Start Date	End Date	Requestor Name	Reviewer Name	Status	Actions
------	------------	----------	----------------	---------------	--------	---------

The Status History table displays updates automatically each time an action is taken on the permit application.

Status History:

Status	Start Time	User	Initiative
Submitted	03/16/2016 04:25:48 PM	Reddy, Keerthi	Wingfield, Sarah

The Review table displays information on any application Reviews. The Investigator and Permit Manager assigned to the permit application can send an application out for Review when the status is **Submitted**. Click on the **Add Review** button to add a review.

▶ **Clock**

Status	Running
Time since last action	0days 18hrs 35mins 1secs
Total time	0days 18hrs 35mins 1secs
Initiative	Wingfield, Sarah

Status History:

Status	Start Time	User	Initiative
Submitted	03/16/2016 04:25:48 PM	Reddy, Keerthi	Wingfield, Sarah

Reviews:

Type	Start Date	End Date	Requestor Name	Reviewer Name	Status	Actions
						+ Add Review

▶ Watches

▶ Inspections

▶ Map

On the Add screen, select the Type of review from the Type dropdown. Select the Reviewer and enter any comments. Click **Update** to send the request for review, or click **Cancel** to return to the permit application without adding a Review.



If the permit is sent out for review, the Clock status is “Out for Review” and the clock is “stopped”. When the review is completed the clock “starts” again.

The Review displays in the Reviews table. The Investigator can **View Details**  or **Edit**  the review. An email will be sent to the person designated as a Reviewer alerting them to the review request.

When the Reviewer accesses the **Clock** section, there will be an **Edit**  icon.

Reviews:

						+ Add Review
Type	Start Date ▼	End Date	Requestor Name	Reviewer Name	Status	Actions
LPA Review	04/28/2016 10:06:44 PM		Throneburg, Andrea	Russell, Brad	Pending	 

The **Edit** icon opens the Update Review Status window. Change the status as necessary, enter comments in the **Comments** field and click **Update** to update the review status or click **Cancel** to return to the Reviews table without making changes.

Update Review Status ✕

Type: LPA Review

Status: Pending ▼

Start Date: 4/28/2016 10:06 PM 📅 ⌚

End Date: 4/29/2016 10:07 PM 📅 ⌚

Requestor: Throneburg, Andrea

Reviewer: Russell, Brad

Requestor Comments: Please review for LPA projects nearby.

Reviewer Comments:

📄 Update
⊘ Cancel

The updated status displays in the review table, and the Clock restarts.

Reviews:

Type	Start Date ▼	End Date	Requestor Name	Reviewer Name	Status	Actions
LPA Review	04/28/2016 10:06:44 PM	04/29/2016 10:07:39 PM	Throneburg, Andrea	Russell, Brad	Approve	👁

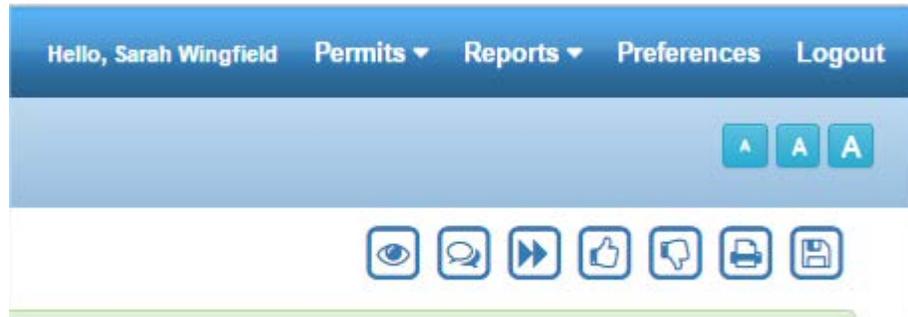
Watches

The **Watches** section displays any active Watches setup by the Community on the application.

Watches								
Start Date	End Date	Days Between	Next Reminder	Community Role	Subject	Text	Created By	
03/15/2016	03/29/2016	4		Investigator	Reminder Email	Look at the permit and make any changes!	Sarah Wingfield	 



Click the **Add Watch**  icon in the header to add a new Watch.



The Watch creator can view the **Edit**  and **Delete**  icons in the Watch table.

Watches								
Start Date	End Date	Days Between	Next Reminder	Community Role	Subject	Text	Created By	
04/28/2016	04/30/2016	3	05/01/2016	Investigator	Reviews	Remember to follow up on any outstanding reviews.	Andrea Throneburg	 

Click **Edit**  to edit an existing Watch. Update the information as necessary and click **Save Changes** to update the Watch; click **Clear** to clear any existing information; click **Delete** to delete the Watch or click the grey  to return to the application without updating the record.

Edit Charge [X]

Email reminder to community role: Investigator [v]

Every: 4 [v] days

Beginning Date: 3/15/2016 [calendar icon]

Ending Date: 3/29/2016 [calendar icon]

Reminder Subject

Reminder Email

Reminder Text

Look at the permit and make any changes!

Clear Delete Save Changes

Click **Delete**  to delete a Watch. Click **OK** at the confirmation message to delete the Watch, or click **Cancel** to return to the application without deleting the Watch.

epsqa.indot.in.gov says: [X]

Are you sure you wish to remove this watch?

Prevent this page from creating additional dialogs.

OK Cancel

Inspections

The Inspections section provides an area to add and approve/reject inspections.

INDOT Attachments					
Charges					
Clock					
Watches					
Inspections					
					+ Add Inspection
Date	Investigator	Inspection Type	Inspection Result	Status	Actions
<input type="text"/> <input type="button" value="H"/> <input type="button" value="◀"/> <input type="button" value="0"/> <input type="button" value="▶"/> <input type="button" value="H"/>					No Inspection Completed
Map					

Add an Inspection

Only the Investigator can add an investigation. Click **Add Investigation** to add an investigation.

INDOT Attachments					
Charges					
Clock					
Watches					
Inspections					
					+ Add Inspection
Date	Investigator	Inspection Type	Inspection Result	Status	Actions
<input type="text"/> <input type="button" value="H"/> <input type="button" value="◀"/> <input type="button" value="0"/> <input type="button" value="▶"/> <input type="button" value="H"/>					No Inspection Completed
Map					

Enter inspection report information as requested. As the permit moves through the process, the **Inspection Type** and **Result** dropdowns will change based on what step the Permit is in, but the basic functionality of the Inspection Report remains the same. Click **Submit Inspection Report** to submit the report, or click **Cancel** to return to the Permit without submitting the report.

Tracking #: Permit #: Permit Type: Permit Subtype: District: Status: County Name:	T0000097352 Outdoor Sign Billboard Fort Wayne In Progress - Pending Plate Allen	Company: Submit Date: Issue Date: Expiration Date: Road #: Investigator:	4/28/2016 9:09:47 PM 4/30/2016 1:18:55 PM 04/30/2017 SR 3 Carrier, Mike												
Date of Inspection: Inspection Type: Result: Explanation: Fees:	<input type="text"/> --Select Inspection Type-- <input type="text"/> <div style="border: 1px solid #ccc; height: 40px; margin-top: 5px;"></div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th>Date</th> <th>Type</th> <th>Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="3" style="text-align: right;">Balance:</td> <td> </td> </tr> </tbody> </table>			Date	Type	Amount	Actions					Balance:			
Date	Type	Amount	Actions												
Balance:															
<input type="button" value="Submit Inspection Report"/> <input type="button" value="Cancel"/>															

If an Inspection Fee is necessary, click the **Add Inspection Fee** button. Select the date and fee type; additional fields will display based on the Fee Type. Complete all fields and click **Update** to add the Inspection Fee or click **Cancel** to return to the Inspection Report without adding a fee.



Any fees added on the Inspection Report appear in the **Charges** section. See [Charges](#) for more information on managing charges/payments.

The added fee displays in the Fee table, along with the ability to **Edit**  or **Delete**  the fee.

Date	Type	Amount	Actions
04/30/2016	Vehicle	\$2.66	
Balance: \$2.66			

Click **Edit**  to edit the entered fee. Update information as necessary and click **Update** to save changes or click **Cancel** to return to the Fee table without making updates.

Click **Delete**  to delete the entered fee. Click **OK** at the confirmation window to delete the record, or click **Cancel** to return to the table without deleting the record.

Once the **Submit Inspection Report** button is clicked, the new Inspection report appears in the Inspections section. Click **Edit**  to edit the submitted Inspection report. Once a report has been approved it cannot be edited.

+ Add Inspection					
Date ▼	Investigator	Inspection Type	Inspection Result	Status	Actions
04/28/2016	Mike Carrier	Miscellaneous	No Action	Submitted	

1 - 1 of 1 items

If a submitted report is Rejected, the **Edit**  icon is visible. Click the **Edit** icon to update the report and resubmit for approval.

+ Add Inspection					
Date ▼	Investigator	Inspection Type	Inspection Result	Status	Actions
04/30/2016	Mike Carrier	Billboard 30-Day Inspection	Plate Displayed Properly	Rejected	
04/28/2016	Mike Carrier	Miscellaneous	No Action	Approved	

1 - 2 of 2 items

Approve/Reject an Inspection Report

Once an inspection report is entered by the Investigator, the Permit Manager approves or rejects the Inspection Report by going to the Inspection Report section for the permit and clicking on the **Edit**  icon.

+ Add Inspection					
Date ▼	Investigator	Inspection Type	Inspection Result	Status	Actions
04/28/2016	Mike Carrier	Miscellaneous	No Action	Submitted	

1 - 1 of 1 items

Review the Inspection Report and make any necessary changes.

Tracking #:	T0000097352	Company:	
Permit #:		Submit Date:	4/28/2016 9:09:47 PM
Permit Type:	Outdoor Sign	Issue Date:	4/30/2016 1:18:55 PM
Permit Subtype:	Billboard	Expiration Date:	04/30/2017
District:	Fort Wayne	Road #:	SR 3
Status:	In Progress - Pending Plate	Investigator:	Carrier, Mike
County Name:	Allen		

Date of Inspection:	4/28/2016
Inspection Type:	Miscellaneous
Result:	No Action
Explanation:	No action necessary at this time.
Fees:	+ Add Inspection Fee

Date	Type	Amount	Actions
04/30/2016	Vehicle	\$2.66	
Balance: \$2.66			

[Approve Inspection Report](#) [Reject Inspection Report](#) [Cancel](#)

Once the review is complete, click **Approve Inspection Report** to approve the report, **Reject Inspection Report** to reject the report or **Cancel** to return to the permit without taking action on the report.

If the report is approved, an email is sent to the Customer. Enter text for the email (or select a pre-entered Text Snippet) and click **Update** to send the email or click **Cancel** to return to the Inspection Report.

Approve Inspection Report

Message to Customer

Insert Text Snippet

[Update](#) [Cancel](#)

The Inspection section shows the report approved and the **View Details**  icon is visible. Click **View Details** to view the report.

Inspections					
Date	Investigator	Inspection Type	Inspection Result	Status	Actions
04/28/2016	Mike Carrier	Miscellaneous	No Action	Approved	

1 - 1 of 1 items

If the report is rejected, an email is sent to the Inspector. Enter text for the email and click **Update** to send the email or click **Cancel** to return to the Inspection Report.

Reject Inspection Report

To: Carrier, Mike

Email Text:

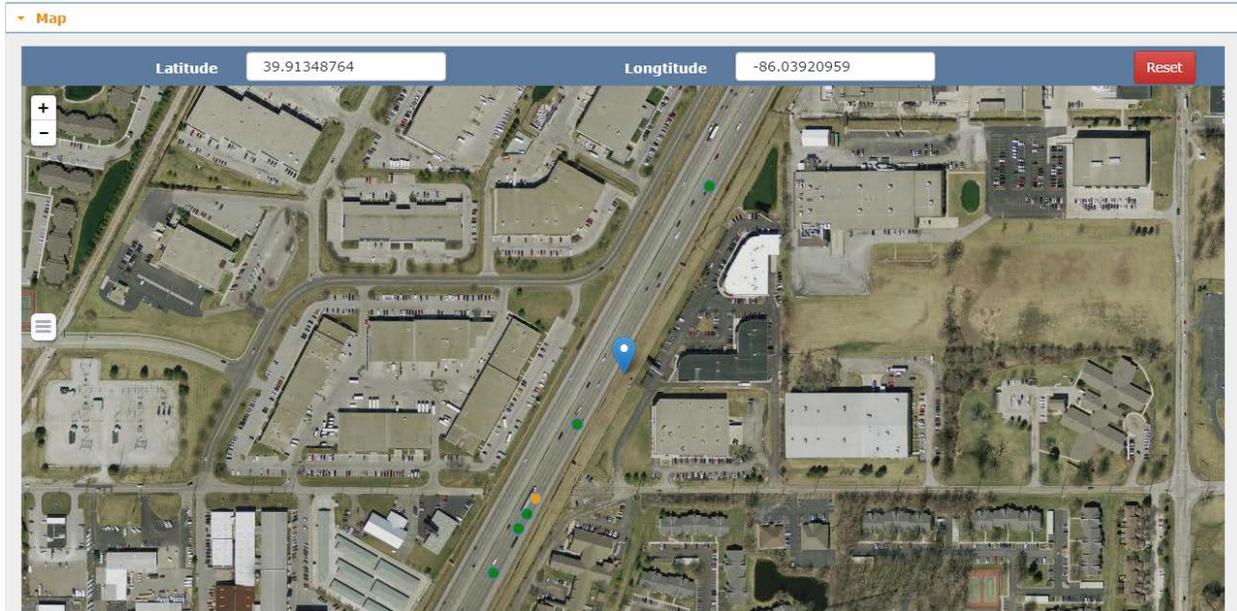
The Inspection section shows the report rejected and the **View Details**  icon is visible. Click **View Details** to view the report.

Inspections					
Date	Investigator	Inspection Type	Inspection Result	Status	Actions
04/30/2016	Mike Carrier	Billboard 30-Day Inspection	Plate Displayed Properly	Rejected	
04/28/2016	Mike Carrier	Miscellaneous	No Action	Approved	

1 - 2 of 2 items

Map

The **Map** displays the location of the project on the map as well as the Latitude and Longitude. Click on the pin and drag it to move the location of the project. Click **Reset** to return to the originally submitted Latitude and Longitude.

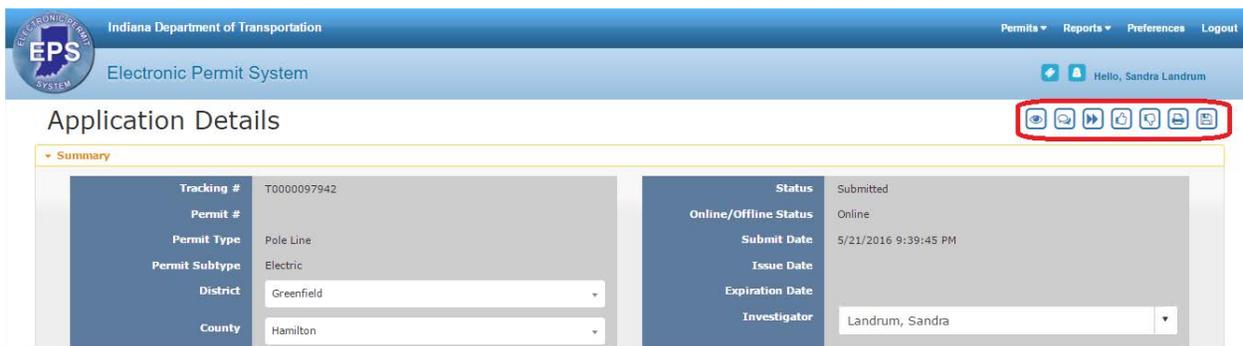


Permit Action Icons

The icons in the upper right corner of a permit/permit application change based on the User and where the status of the permit. The sections below explain the different actions Users can take on an application.

Investigator Actions

The Investigator assigned to the application can take the following actions: **Add Watch** , **Request for Comment** , **Forward** , **Recommend Approve** , **Recommend Deny** , **Print**  and **Save** .



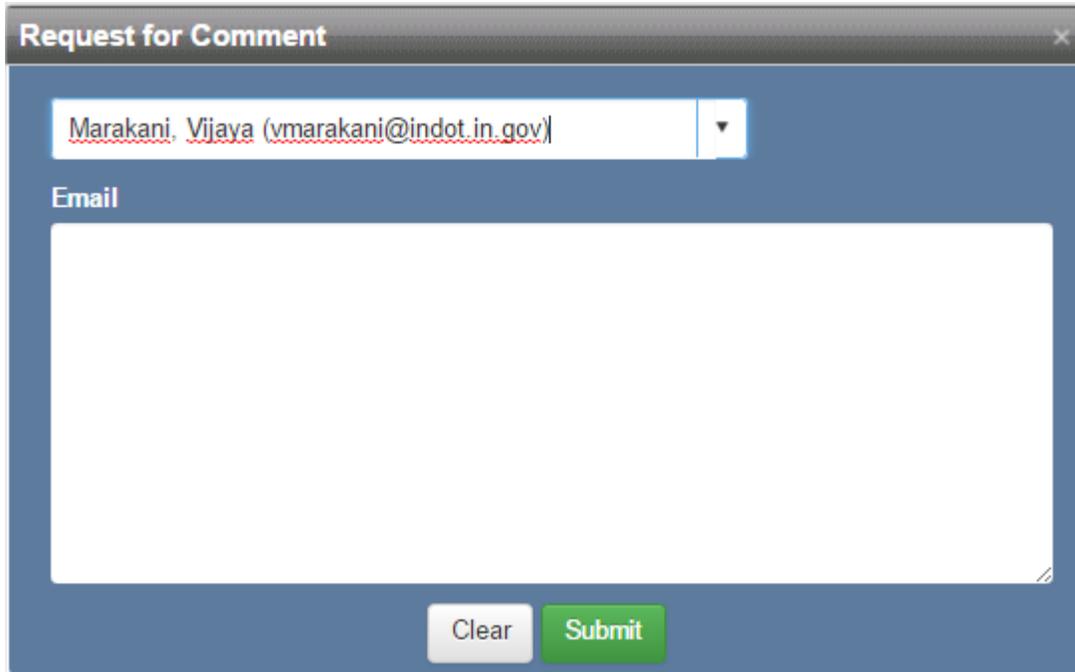
Summary	
Tracking #	T0000097942
Permit #	
Permit Type	Pole Line
Permit Subtype	Electric
District	Greenfield
County	Hamilton
Status	Submitted
Online/Offline Status	Online
Submit Date	5/21/2016 9:39:45 PM
Issue Date	
Expiration Date	
Investigator	Landrum, Sandra

Add Watch

Click **Add Watch**  to add a watch to the Application. A watch is a way to email reminders to select members in specific Roles. The creator sets the start and end dates, frequency, email subject line and text. See [Watches](#) for more information about adding, editing and deleting Watches.

Request for Comment

Click **Request for Comment**  to send the application out for comment. It is available to the Investigator, Permit Manager and District Director assigned to the permit application, EPS Admin and State Permit Manager, and only when the application status is everything EXCEPT Entered. Select the recipient from the dropdown list and enter the email text. Click **Submit** to send the request, click **Clear** to clear any entered information or click the grey  to close the window and return to the permit application.



Request for Comment

Marakani, Vijaya (vmarakani@indot.in.gov)

Email

Clear Submit

Click **OK** at the confirmation message.



Request Sent

Request for comment has been successfully sent!

Ok

The Request for Comment displays in the **INDOT Messages** section. The recipient can click on the subject text to reply to the comment. See [Public Messages](#) for more information on viewing and replying to messages.



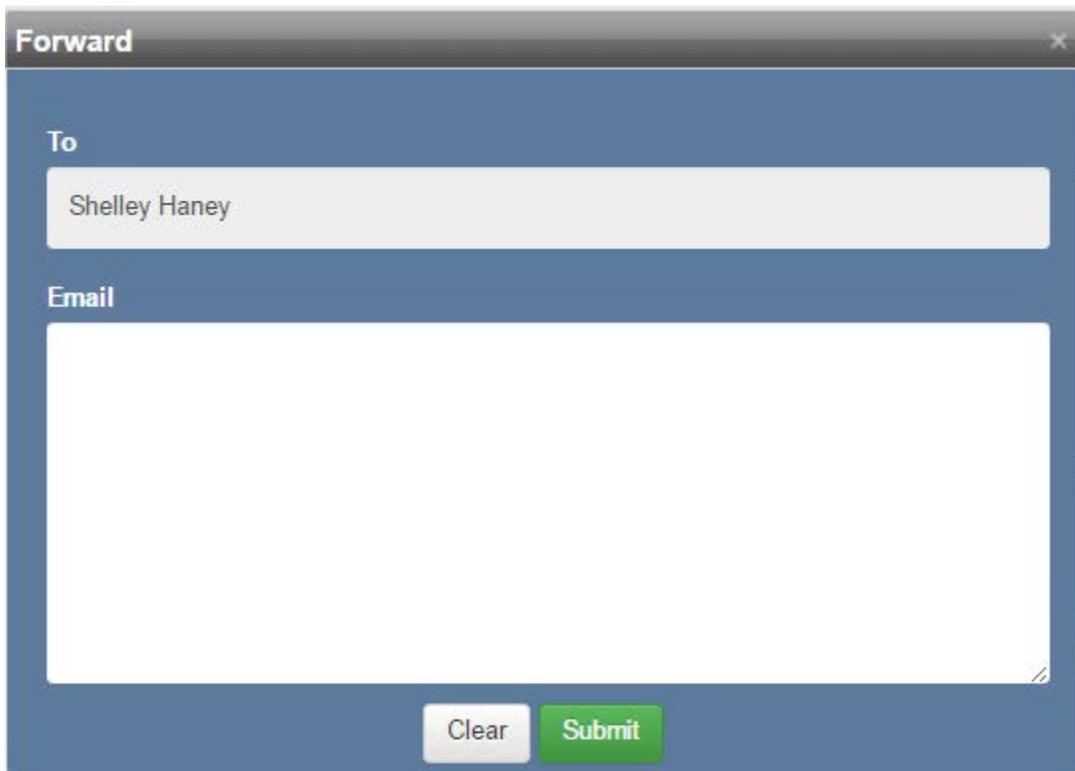
INDOT Messages

+ Add Message

Subject	Author	Date
Request for Comment	Andrea Throneburg	04/29/2016 10:37:45 AM

Forward

Click **Forward**  to forward the permit application. The **Forward** icon allows the Initiative owner (Investigator or Permit Manager) to continue moving the application through the process without making an approve/deny decision. It is only available to the Investigator and Permit Manager assigned to the application, and only when the application status is **Submitted**. The **To** field is automatically populated with the Permit Manager's name when created by the Investigator and the District Director's name when created by the Permit Manager, and cannot be changed. Enter the text for the body of the email in the **Email** section. Click **Submit** to forward the Permit, click **Clear** to clear any entered data, or click the grey  to return to the permit application without forwarding the application.



The screenshot shows a dialog box titled "Forward" with a close button in the top right corner. It contains two input fields: "To" and "Email". The "To" field is populated with "Shelley Haney". The "Email" field is empty. At the bottom of the dialog, there are two buttons: "Clear" and "Submit".

Click **OK** at the confirmation message. Once forwarded, the status changes to **Forwarded Internally** (shows as **In Progress** to the customer) and the only options are **Add Watch**, **Request for Comment**, **Print** and **Save**.



The screenshot shows the Electronic Permit System (EPS) interface. The top navigation bar includes the Indiana Department of Transportation logo, the text "Electronic Permit System", and user information: "Hello, Sarah Wingfield". There are also links for "Permits", "Reports", "Preferences", and "Logout". The main content area is titled "Permit Details" and includes a "Summary" section with the following information:

Tracking #	T0000087992	Status	Forwarded
Permit #		Online/Offline Status	Online
Permit Type	Cut Road	Submit Date	3/16/2016 4:22:44 PM

Recommend Approve



Click **Recommend Approve** to recommend approving the permit application. It is only available to the Investigator assigned to the application, and only when the application status is **Submitted**. The **To** field is automatically populated with the Permit Manager's name when created by the Investigator and cannot be changed. Enter the text for the body of the email in the **Email** section. If any Custom Text Snippets were entered in the **Preferences** page they can be selected from the dropdown. The text will display in the text box, but can be edited as desired. Click **Submit** to recommend the Permit for approval, click **Clear** to clear any entered data, or click the grey  to return to the permit application without recommending approval.

The screenshot shows a web form titled "Recommend Approval". The form is set against a blue background. At the top, there is a title bar with the text "Recommend Approval" and a close button (X). Below the title bar, the form is divided into three main sections. The first section is labeled "To" and contains a text input field with the name "Shelley Haney". The second section is labeled "Email" and contains a large, empty text area for entering the email body. The third section is labeled "Special Provisions" and features a dropdown menu with the text "Insert Text Snippet" and a small pencil icon to its right. Below these sections, there are two buttons: a grey "Clear" button and a green "Submit" button.



Click on the **Custom Text Snippets**  icon to view, edit and add Custom Text Snippets. See the Preferences section for more details on Custom Text Snippets.

Click **OK** at the confirmation message. An email will be sent to the Community noting the recommendation. Once recommend for approval, the status changes to **Recommend Approve Internally** (shows as **In Progress** to the customer) and the action icons are **Request Further Information, Add Watch, Request for Comment, Print** and **Save**.

The screenshot shows the top navigation bar of the EPS system with the user name 'Hello, Andrea Throneburg' and menu items for 'Permits', 'Reports', 'Preferences', and 'Logout'. Below the navigation bar, the page title is 'Application Details'. A 'Summary' section is expanded, displaying a table of application information:

Tracking #	T0000097350	Status	Recommend Approve
Permit #		Online/Offline Status	Online
Permit Type	Driveway	Submit Date	3/14/2016 5:37:23 PM
Permit Subtype	Minor Commercial		

Recommend Deny

Click **Recommend Deny**  to recommend denying the permit application. It is only available to the Investigator and Permit Manager assigned to the application, and only when the application status is **Submitted**. The **To** field is automatically populated with the Permit Manager when created by the Investigator and the District Director's name when created by the Permit Manager. Enter the text for the body of the email in the **Email** section. Click **Submit** to recommend the Permit for denial, click **Clear** to clear any entered data, or click the grey  to return to the permit application without recommending denial.

The 'Recommend Deny' dialog box is shown with a title bar and a close button. It contains a 'To' field with the name 'Shelley Haney' and an 'Email' section with a large text area for entering the denial reason. At the bottom of the dialog are two buttons: 'Clear' and 'Submit'.

Click **OK** at the confirmation message. An email will be sent to the Community noting the recommendation. Once recommend for denial, the status changes to **Recommend Deny Internally** (shows as **In Progress** to the customer) and the only action icons are **Add Watch**, **Request for Comment**, **Print** and **Save**.

The screenshot shows the EPS interface with the following details:

Tracking #		Status	
T0000087964		Recommend Deny	
Permit #		Online/Offline Status	
		Online	
Permit Type		Submit Date	
Pole Line		3/14/2016 3:40:56 PM	

Print

Click **Print**  to print a copy of the permit application. When **Print** is clicked, the screen refreshes and displays a PDF of the application. To return to the EPS website application, click on the browser Back



The form is titled "DRIVEWAY PERMIT" and "STATE OF INDIANA INDIANA DEPARTMENT OF TRANSPORTATION". It includes the following fields:

- Type of Permit:**
 - Private Driveway Class _____
 - Minor Commercial Driveway Class **Class IV**
 - Sub-minor Commercial Driveway Class _____
 - Major Commercial Driveway Class _____
- District:** Greenfield
- Subdistrict:** _____
- Subdistrict telephone number:** _____
- Driveway location:** One mile past I-70 and I-465 intersection on east side
- Reference pt. number:** 90.99
- Legal description of Parcel is attached (*All driveway applications*)
- 20 year Certified Title Search or Title Insurance is attached (*All commercial driveway applications*)
- Present use of Parcel(s):** non existant
- Proposed use of Parcel(s) including adjacent Parcels owned and / or controlled by applicant:** driveway

Vertical labels on the right side of the form:

- Application number: T0000097350
- Road number: I 70
- County n: Maric

Save



Click **Save**  to save any updates or changes to the permit application. If there are any required fields left empty, the application cannot be saved; enter information as required and then try saving again. A notification message displays at the top of the screen when the save is successful.

Permit Details      

Saved Successfully!

Summary

Tracking #	T0000097350	Status	Submitted
Permit #		Online/Offline Status	Online

Investigators not assigned to the application can **Add a Watch** , **Print**  and **Save**  changes to an application.

Indiana Department of Transportation Hello, Sarah Wingfield Permits Reports Preferences Logout
Electronic Permit System

Permit Details   

Summary

Tracking #	T0000097350	Status	Submitted
Permit #		Online/Offline Status	Online
Permit Type	Driveway	Submit Date	3/14/2016 5:37:23 PM
Permit Subtype	Minor Commercial	Issue Date	

Permit Manager Actions

Many of the Permit Manager action icons are as described above in the Investigator Actions section.

Request Further Information , **Cancel** , **Approve**  and **Deny**  are unique to the Permit Manager role.

Indiana Department of Transportation Permits Reports Preferences Logout
Electronic Permit System Hello, Shelley Haney

Application Details        

Summary

Tracking #	T0000097942	Status	Submitted
Permit #		Online/Offline Status	Online
Permit Type	Pole Line	Submit Date	5/21/2016 9:39:45 PM
Permit Subtype	Electric	Issue Date	
District	Greenfield	Expiration Date	
County	Hamilton	Investigator	Landrum, Sandra

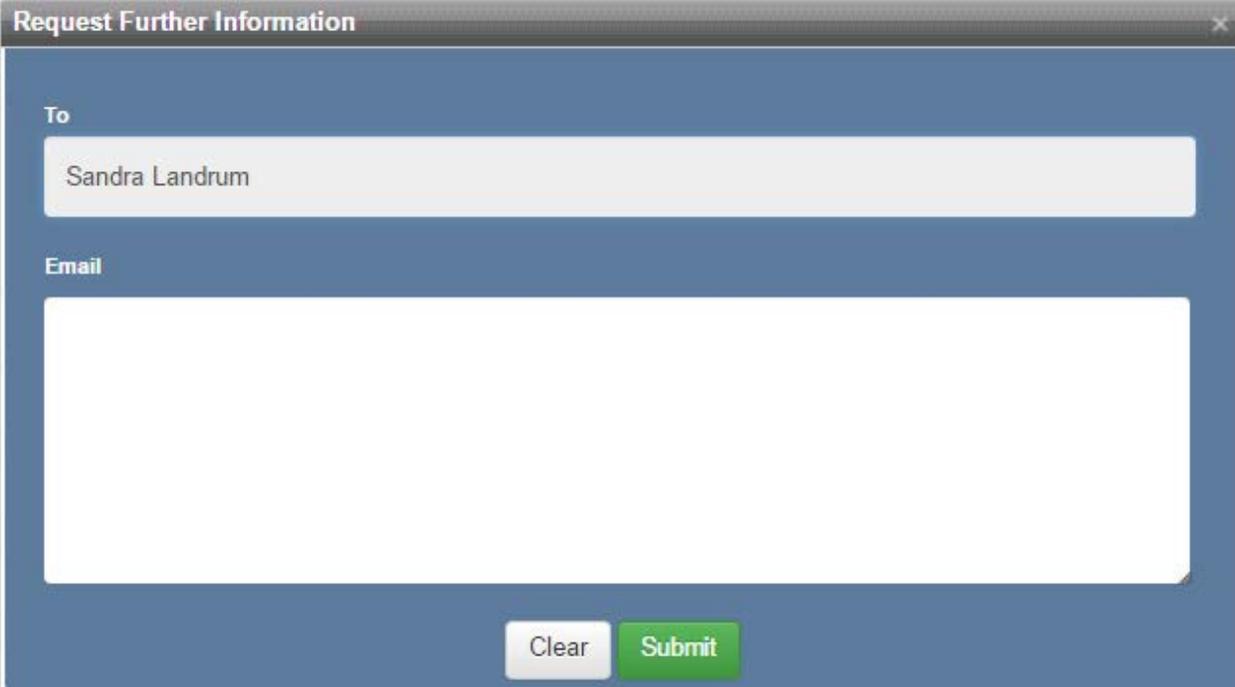


Recommend Approve and **Recommend Deny** are available when the initiative is with the Permit Manager.

Recommend Approve and **Recommend Deny** do not apply to Railroad Permits.

Request Further Information

Click **Request Further Information**  to request additional information from the Permit Investigator. The investigator's name is pre-populated. Enter text to include in the email and click **Submit** to send the email, click **Clear** to clear any entered data, or click the grey  to return to the permit application without requesting additional information.



The screenshot shows a dialog box titled "Request Further Information" with a close button in the top right corner. The dialog has a blue header and footer. The "To" field is a text input containing "Sandra Landrum". Below it is a large, empty text area labeled "Email". At the bottom of the dialog, there are two buttons: a white "Clear" button and a green "Submit" button.

Cancel



Click **Cancel**  to Cancel an application. The **Cancel** icon is only visible to the Permit Manager assigned to the application. Enter a message to the customer and a message to the Message Center. If any Custom Text Snippets were entered in the **Preferences** page, they can be selected from the appropriate dropdown. The text will display in the text box, but can be edited as desired. Click **Submit** to

Cancel the Permit, click **Clear** to clear any entered data, or click the grey  to return to the permit application without cancelling.

Cancel Permit

Message to Customer

Insert Text Snippet 

Message Center Text

Clear Submit

Once cancelled, the status changes to **Cancelled** and only action icons are **Add Watch**, **Request for Comment**, **Print** and **Save**.

The screenshot shows the user interface of the Indiana Department of Transportation's Electronic Permit System (EPS). The header includes the system logo, the user's name (Shelley Haney), and navigation links for Permits, Reports, Preferences, and Logout. The main content area is titled "Application Details" and features a "Summary" section with the following information:

Tracking #	T0000097693	Status	Cancelled
Permit #		Online/Offline Status	Online
Permit Type	Cut Road	Submit Date	4/30/2016 11:30:30 AM
Permit Subtype	Landscape	Issue Date	4/30/2016 11:59:13 AM
District	Greenfield	Expiration Date	
County	Hancock	Investigator	Jones, Joanne

Approve



Click **Approve**  to approve an application. The **Approve** icon is only visible to the Permit Manager assigned to the application. Enter a message to the customer and a message to the Message Center. Enter Special Provisions as necessary. If any Custom Text Snippets were entered in the **Preferences** page, they can be selected from the appropriate dropdown. The text will display in the text box, but can be edited as desired. Finally, enter an expiration date for the permit; a date one year from the current date is the field by default. Click **Submit** to approve the Permit, click **Clear** to clear any entered data, or click the grey  to return to the permit application without approving.

Approve

Message to Customer

Insert Text Snippet 

Message Center Text

Special Provisions

Insert Text Snippet 

Expiration Date 



Click on the **Custom Text Snippets**  icon to view, edit and add Custom Text Snippets. See the Preferences section for more details on Custom Text Snippets.

On approval the status changes to **Active** and the **Cancel**  and **Addendum**  icons are added as options.

Indiana Department of Transportation
EPS Electronic Permit System

Hello, Sarah Wingfield | Permits | Reports | Preferences | Logout

Permit Details

Summary

Tracking #	T0000087998	Status	Active
Permit #	E16GCR0012	Online/Offline Status	Online
Permit Type	Cut Road	Submit Date	3/18/2016 3:44:48 PM
Permit Subtype	Communications	Issue Date	3/18/2016 9:43:05 PM
District	Greenfield	Expiration Date	03/18/2017
County	Marion	Investigator	Russell, Brad
Road	US 36	Investigator Phone	
Start RRP	71.61	Investigator Email	BRussell@indot.IN.gov
End RRP		Permit Manager	Sarah Wingfield
Fee Charged	\$55.00	District Director	Brandye Hendrickson
Is Fee Waived	No	Project Start Date	
		Project End Date	

Deny



Click **Deny**  to deny an application. The **Deny** icon is only visible to the Permit Manager assigned to the application. Enter a message to the customer and a message to the Message Center. Enter Special Provisions as necessary. If any Custom Text Snippets were entered in the **Preferences** page, they can be selected from the appropriate dropdown. The text will display in the text box, but can be edited as desired. Finally, enter an expiration date for the permit; a date one year from the current date is the field by default. Click **Submit** to approve the Permit, click **Clear** to clear any entered data, or click the grey  to return to the permit application without approving.

The screenshot shows a 'Deny' dialog box with the following elements:

- Title Bar:** 'Deny' with a close button (X).
- Message to Customer:** A text area with a dropdown menu showing 'Deny Permit' selected. A pencil icon is visible to the right of the dropdown.
- Message Center Text:** A larger text area below the first one.
- Buttons:** 'Clear' and 'Submit' buttons at the bottom.

Upon denial, the status changes to **Denied** and only action icons are **Add Watch**, **Request for Comment**, **Print** and **Save**.

The screenshot shows the 'Application Details' page in the Electronic Permit System. The page header includes the Indiana Department of Transportation logo and the text 'Electronic Permit System'. The user is identified as 'Hello, Shelley Haney'. The page title is 'Application Details'. The 'Summary' section contains the following information:

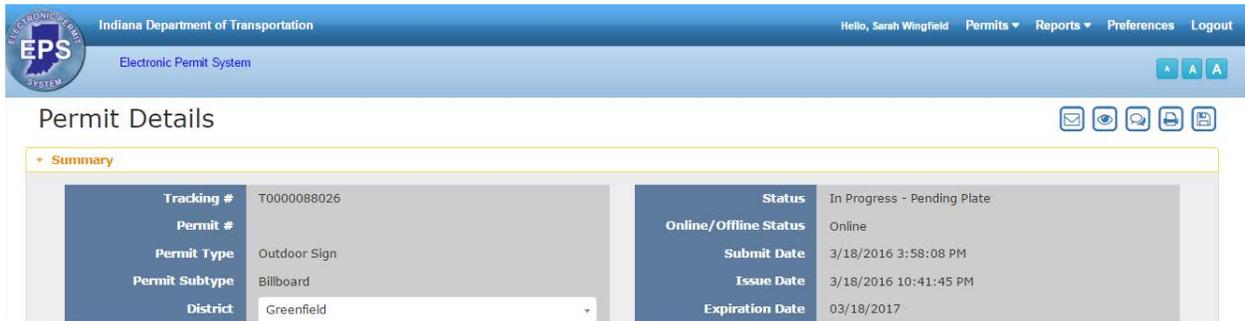
Tracking #	T0000097687	Status	Denied
Permit #		Online/Offline Status	Online
Permit Type	Cut Road		

Outdoor Sign Actions

Some actions are applicable only to Outdoor Signs/Billboards. They are: **Issue Plate** , **Remove Sign** , **Restore Sign**  and **Revoke Sign** .

Issue Plate

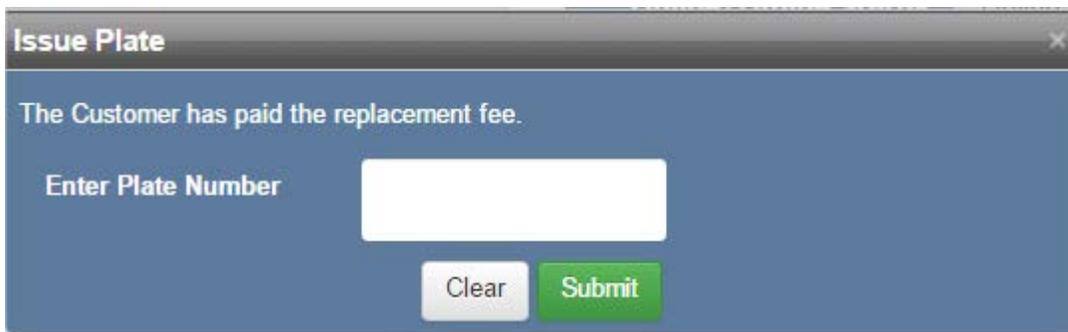
When a submitted Outdoor Sign permit is approved, the status changes to **In Progress – Pending Plate**.



Permit Details

Summary	
Tracking #	T0000088026
Permit #	
Permit Type	Outdoor Sign
Permit Subtype	Billboard
District	Greenfield
Status	In Progress - Pending Plate
Online/Offline Status	Online
Submit Date	3/18/2016 3:58:08 PM
Issue Date	3/18/2016 10:41:45 PM
Expiration Date	03/18/2017

Click **Issue Plate**  once the plate is ready to issue. Issuing a plate acknowledges that the customer has paid the plate fee. Enter the Plate Number and click **Submit** to issue the plate, click **Clear** to clear any entered data or click the grey  to close the window and return to the permit application.



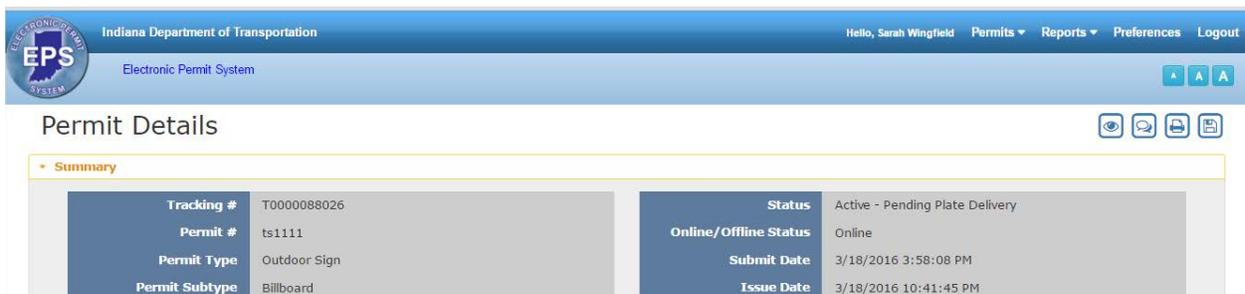
Issue Plate

The Customer has paid the replacement fee.

Enter Plate Number

Clear Submit

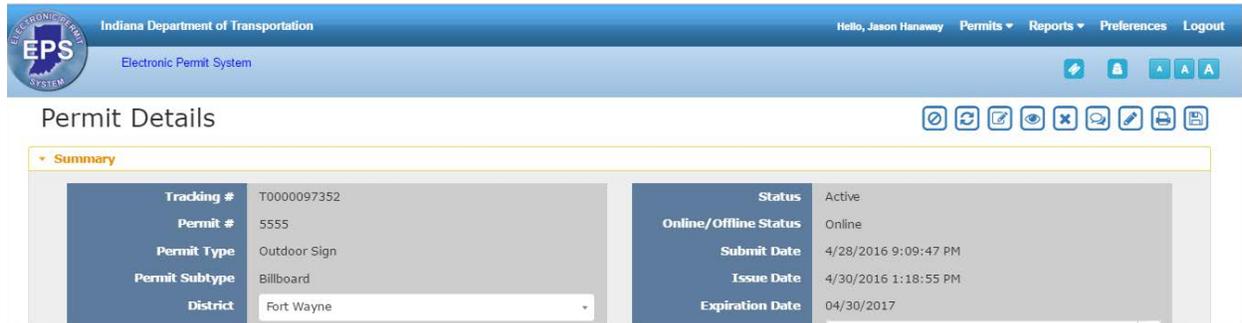
After issuing the plate, the status changes to **Active – Pending Plate Delivery**.



Permit Details

Summary	
Tracking #	T0000088026
Permit #	ts1111
Permit Type	Outdoor Sign
Permit Subtype	Billboard
Status	Active - Pending Plate Delivery
Online/Offline Status	Online
Submit Date	3/18/2016 3:58:08 PM
Issue Date	3/18/2016 10:41:45 PM

Once an Inspection Report is approved, the status changes to **Active** with the options to **Remove Sign**



The screenshot shows the EPS interface with the following details:

Permit Details	
Tracking #	T0000097352
Permit #	5555
Permit Type	Outdoor Sign
Permit Subtype	Billboard
District	Fort Wayne
Status	Active
Online/Offline Status	Online
Submit Date	4/28/2016 9:09:47 PM
Issue Date	4/30/2016 1:18:55 PM
Expiration Date	04/30/2017

Plate Assignment

1. Assign a new plate.

This includes newly approved billboards that have never been plated. Open the application. The application will be in pending plate status. Click the envelope icon at the top right hand corner of the screen. When the cursor is held over the button it says “issue plate”. At this point, payment has been received so just the plate number needs to be entered. A plate will be selected out of the bulk plate stock and be documented as being issued. A small box will pop up when the issue plate icon is clicked so the plate number can be entered and submitted.



The dialog box titled "Issue Plate" contains the following text and elements:

The Customer has paid the replacement fee.

Enter Plate Number

Clear Submit

2. Assign a replacement plate.

This includes all board types whether it be an L or a C plate or an illegal board that has been issued a plate after a legal hearing.

Open the application and click on the replacement plate icon at the top right hand corner of the screen. The icon has two arrows on it. The icon can also be identified by holding the cursor over the icon.

When the icon is clicked, this box appears:



Replacement Plate

How will the replacement fee be collected?

Offline payment received

Fee waived

Submit

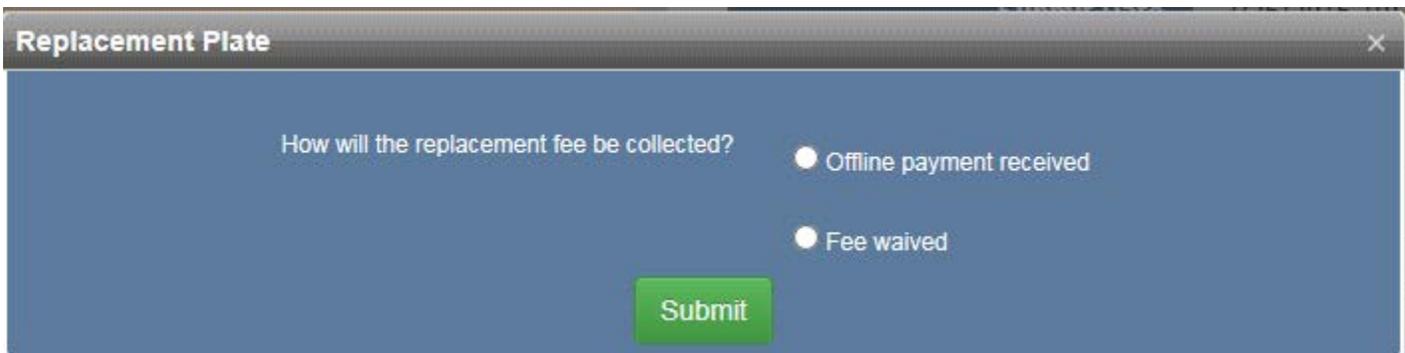
The box above will appear when an INDOT employee requests the replacement plate.

The outside customer can request a replacement plate and pay for it with a credit card. The district will receive a notice from EPS and assign the plate.

3. Downgrade a sign from L to C plate.

Change classification to match the plate. Do this by going under the outdoor sign details in the permit and change the sign classification from L to C. This is done by district staff only.

Click on the replacement plate icon at the top right hand corner of the screen. The icon has two arrows on it. The icon can also be identified by holding the cursor over the icon.



Replacement Plate

How will the replacement fee be collected?

Offline payment received

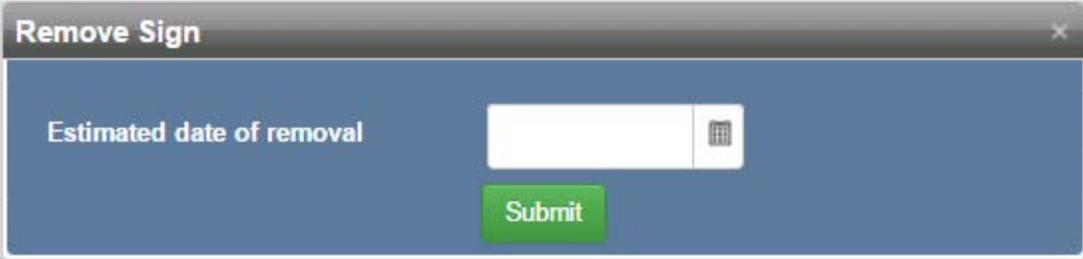
Fee waived

Submit

The box above will appear when an INDOT employee requests the replacement plate. This process is for INDOT employees only.

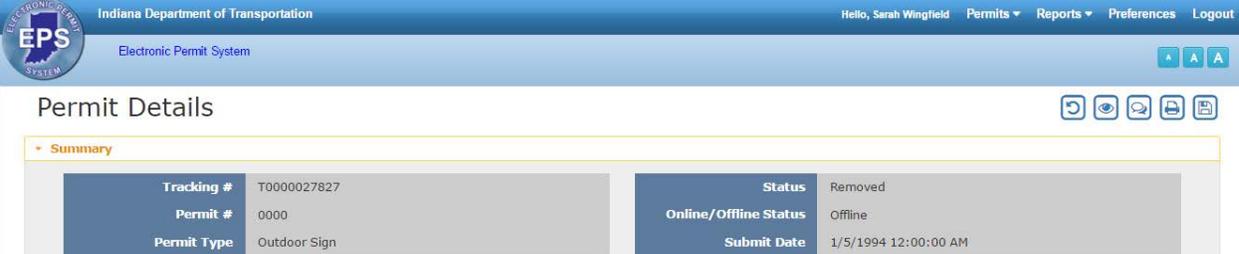
Remove Sign

Click **Remove Sign**  to indicate an Outdoor Sign has been removed. It is only available to the Investigator and Permit Manager assigned to the permit application and the EPS Admin, and only when the application status is **Active**. Enter the estimated date of removal and click **Submit** to mark the sign removed or click the grey  to close the window and return to the permit application.



The dialog box titled "Remove Sign" has a dark grey header with a close button (X) in the top right corner. The main area has a blue background. It contains a text input field labeled "Estimated date of removal" with a calendar icon to its right. Below the input field is a green "Submit" button.

Click **OK** at the confirmation message. Once marked Removed, the status changes to **Removed** and the only options are **Restore**, **Add Watch**, **Request for Comment**, **Print** and **Save**.

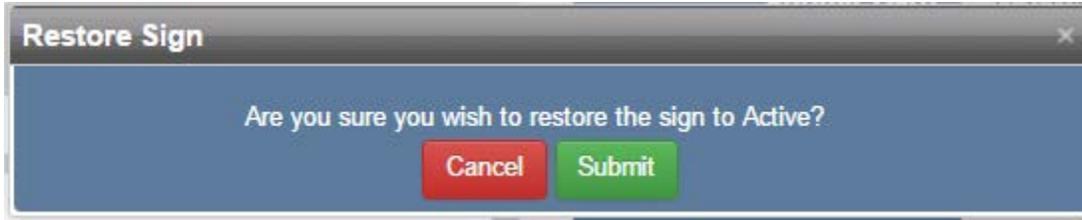


The screenshot shows the "Permit Details" page in the EPS system. The header includes the Indiana Department of Transportation logo and "EPS SYSTEM" branding. The user is identified as "Hello, Sarah Wingfield". Navigation links for "Permits", "Reports", "Preferences", and "Logout" are visible. The "Permit Details" section is titled "Permit Details" and includes a "Summary" tab. The summary table shows the following information:

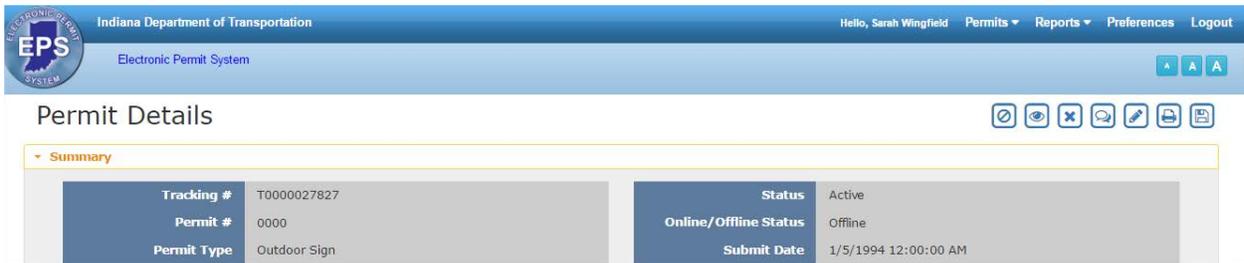
Tracking #		Status	
T0000027827		Removed	
Permit #		Online/Offline Status	
0000		Offline	
Permit Type		Submit Date	
Outdoor Sign		1/5/1994 12:00:00 AM	

Restore Sign

Click **Restore Sign**  to indicate an Outdoor Sign has been restored. Click **Submit** at the confirmation message to restore the sign or click **Cancel** to return to the application without restoring the sign.



If restored, the status changes to **Active** and the actions are **Remove Sign**, **Add Watch**, **Revoke**, **Request for Comment**, **Addendum**, **Print** and **Save**.



The screenshot shows the top navigation bar of the Electronic Permit System (EPS) with the Indiana Department of Transportation logo and user information. Below the navigation bar is the "Permit Details" section, which includes a "Summary" tab and a table of permit information.

Tracking #	T0000027827	Status	Active
Permit #	0000	Online/Offline Status	Offline
Permit Type	Outdoor Sign	Submit Date	1/5/1994 12:00:00 AM

Revoke Sign

Click **Revoke Sign**  to revoke a sign. Enter a message to the customer and another to the Message Center and click **Submit** to revoke the sign or click **Cancel** to return to the permit without revoking the sign.

Revoke ✕

Message to Customer

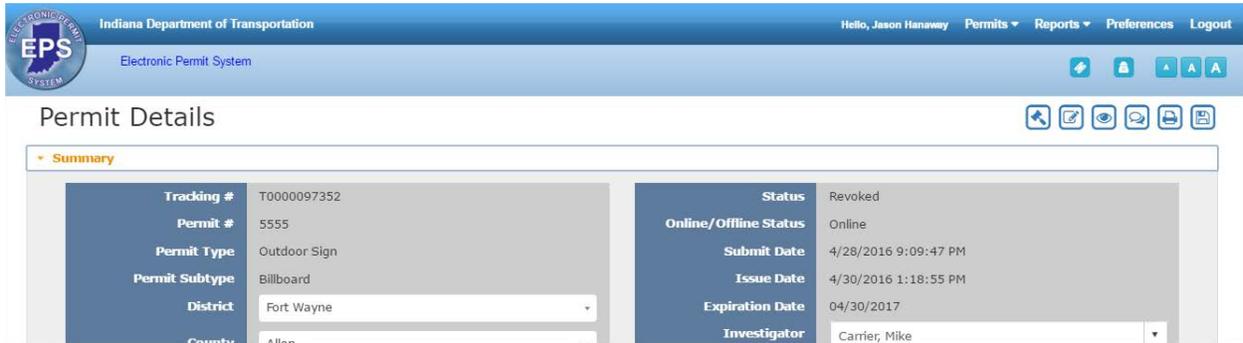
Insert Text Snippet 

Message Center Text

Clear **Submit**

Enter Appeal Request

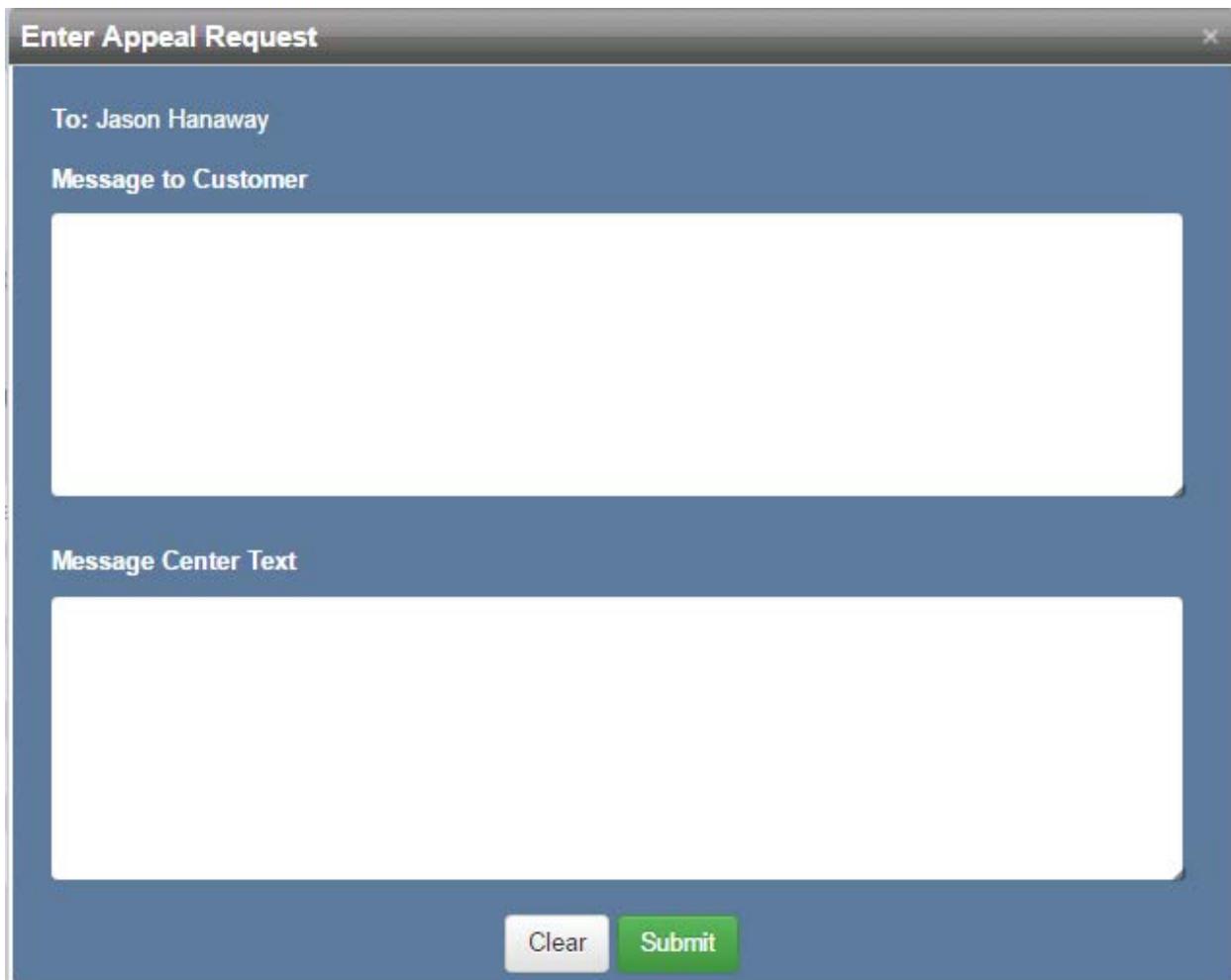
If an Outdoor Sign permit has been denied or revoked, click **Enter Appeal Request**  to enter an appeal request. This option is only available to the Permit Manager.



The screenshot shows the 'Permit Details' page in the EPS system. The header includes the Indiana Department of Transportation logo and the user name 'Hello, Jason Hanaway'. The main content area is titled 'Permit Details' and contains a 'Summary' section with the following information:

Tracking #		Status	
Tracking #	T0000097352	Status	Revoked
Permit #	5555	Online/Offline Status	Online
Permit Type	Outdoor Sign	Submit Date	4/28/2016 9:09:47 PM
Permit Subtype	Billboard	Issue Date	4/30/2016 1:18:55 PM
District	Fort Wayne	Expiration Date	04/30/2017
County	Allen	Investigator	Carrier, Mike

Enter a message to the Customer and one for the Message Center and click **Submit** to submit the Appeal Request or click **Clear** to clear the text fields or click the grey  to close the window and return to the permit application.

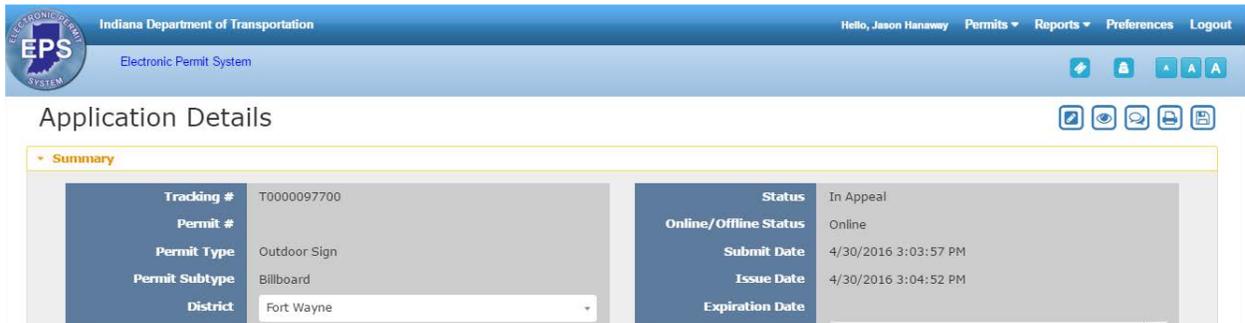


The screenshot shows the 'Enter Appeal Request' dialog box. It has a title bar with the text 'Enter Appeal Request' and a close button (X). The dialog contains two text input fields:

- To:** Jason Hanaway
- Message to Customer:** A large empty text area.
- Message Center Text:** A large empty text area.

At the bottom of the dialog, there are two buttons: 'Clear' and 'Submit'.

The status changes to **In Appeal** and the **Enter Appeal Ruling**  icon is available.

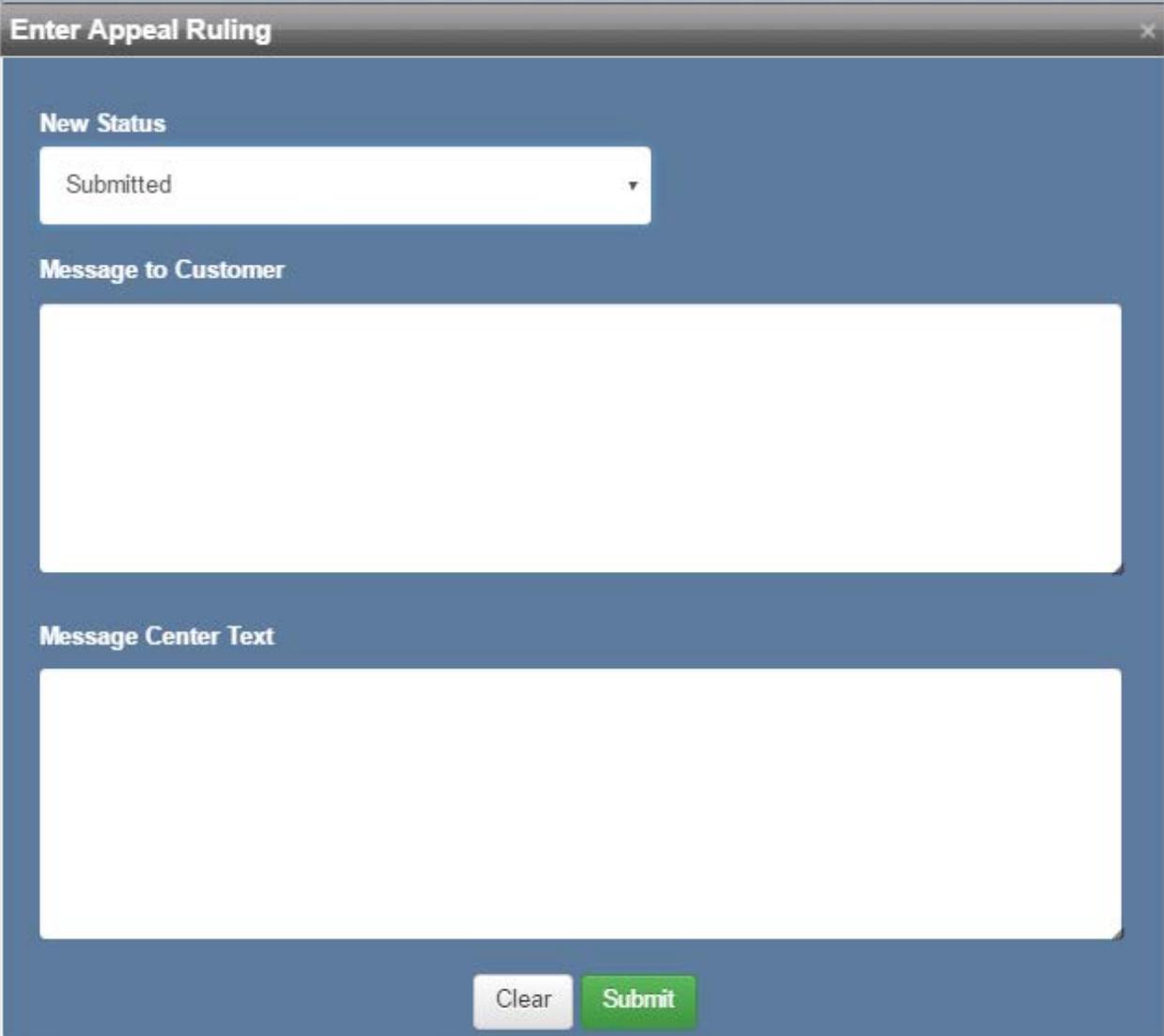


The screenshot shows the 'Application Details' page in the EPS system. The header includes the Indiana Department of Transportation logo, the user name 'Hello, Jason Hanaway', and navigation links for 'Permits', 'Reports', 'Preferences', and 'Logout'. The main content area is titled 'Application Details' and features a 'Summary' section with the following information:

* Summary	
Tracking #	T0000097700
Permit #	
Permit Type	Outdoor Sign
Permit Subtype	Billboard
District	Fort Wayne
Status	In Appeal
Online/Offline Status	Online
Submit Date	4/30/2016 3:03:57 PM
Issue Date	4/30/2016 3:04:52 PM
Expiration Date	

Enter Appeal Ruling

Click **Enter Appeal Ruling**  to enter an appeal ruling in the case of a denied or revoked Outdoor Sign permit. Select the new status from the dropdown, enter text for the Customer and Message Center and click **Submit** to submit the Appeal Ruling or click **Clear** to clear the text fields or click the grey  to close the window and return to the permit application.



Enter Appeal Ruling

New Status

Submitted

Message to Customer

Message Center Text

Clear Submit

The status is changed to the selected status and the available action icons are updated as appropriate.

Indiana Department of Transportation
Electronic Permit System

Hello, Jason Hanaway | Permits | Reports | Preferences | Logout

Application Details

Summary

Tracking #	T0000097700	Status	Submitted
Permit #		Online/Offline Status	Online
Permit Type	Outdoor Sign	Submit Date	4/30/2016 3:03:57 PM
Permit Subtype	Billboard	Issue Date	4/30/2016 3:04:52 PM
District	Fort Wayne	Expiration Date	
County	Allen	Investigator	Carrier, Mike

Active Permit Actions

Once a permit is Active, several additional actions can be taken.

Request Extension

Investigators can 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

Grant Extension

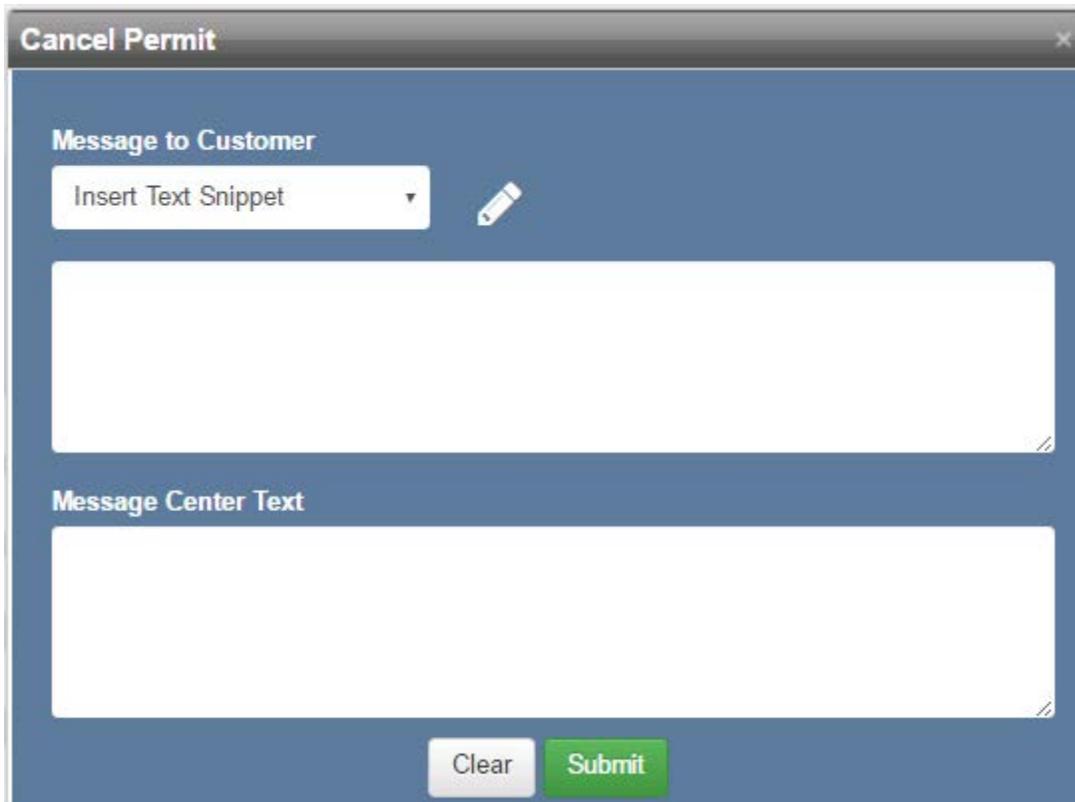
Permit Managers can click **Grant Extension**  to grant an extension on an active permit. Enter the new Expiration date and add Comments. Click **Submit** to grant the extension, click **Clear** to clear any entered data, or click the grey  to return to the permit without granting an extension.



The "Grant Extension" dialog box features a blue background and a dark grey title bar with a close button. It contains two date input fields: "Expiration Date" with the value "5/1/2016" and "New Expiration Date" with the value "5/1/2017". Each field has a calendar icon to its right. At the bottom, there are two buttons: a grey "Clear" button and a green "Submit" button.

Cancel

Click **Cancel**  to Cancel an Active permit. Enter the text to be sent to the Community as well as a message for the Message Center. Click **Submit** to cancel the Permit, click **Clear** to clear any entered data, or click the grey  to return to the permit without cancelling.



The "Cancel Permit" dialog box has a blue background and a dark grey title bar with a close button. It includes a "Message to Customer" section with a dropdown menu showing "Insert Text Snippet" and a pencil icon. Below this is a large white text area. The "Message Center Text" section also features a large white text area. At the bottom, there are two buttons: a grey "Clear" button and a green "Submit" button.

Upon cancelling the **Addendum**  icon is removed and the status changes to **Cancelled**. An email is sent to the Community notifying them of the change in status.

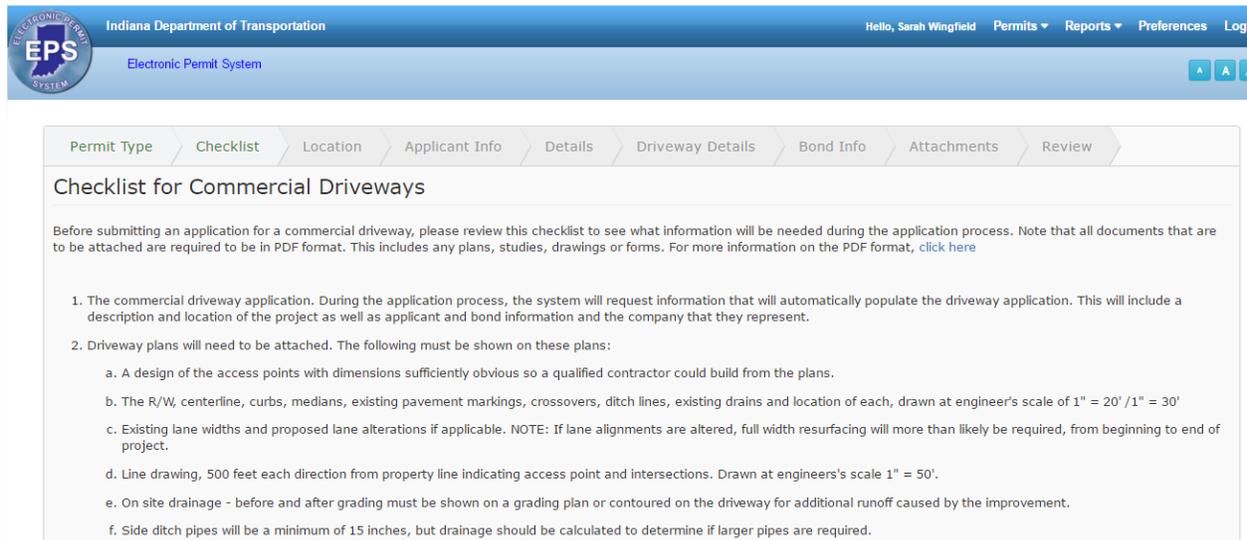


The screenshot shows the 'Permit Details' page in the EPS. The permit status is 'Cancelled'. The tracking number is T0000087998 and the permit number is E16GCR0012. The permit type is 'Cut Road' and the subtype is 'Communications'. The submit date is 3/18/2016 3:44:48 PM and the issue date is 3/18/2016 9:43:05 PM.

Tracking #	T0000087998	Status	Cancelled
Permit #	E16GCR0012	Online/Offline Status	Online
Permit Type	Cut Road	Submit Date	3/18/2016 3:44:48 PM
Permit Subtype	Communications	Issue Date	3/18/2016 9:43:05 PM

Addendum

Click **Addendum**  to create an addendum to an approved Permit. A new permit application will open with the Permit Type and Subtype selected based on the previously approved permit.



The screenshot shows the 'Checklist for Commercial Driveways' page. It includes a navigation bar with tabs for Permit Type, Checklist, Location, Applicant Info, Details, Driveway Details, Bond Info, Attachments, and Review. The checklist text reads: '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'.

- 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.
- Driveway plans will need to be attached. The following must be shown on these plans:
 - A design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
 - 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'
 - 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.
 - Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineers's scale 1" = 50'.
 - 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.
 - Side ditch pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.

Progress through the sections as with the initial application. Click **Cancel Addendum** at the bottom of the page to cancel the addendum or click **Back/Next** to move through the addendum application process.

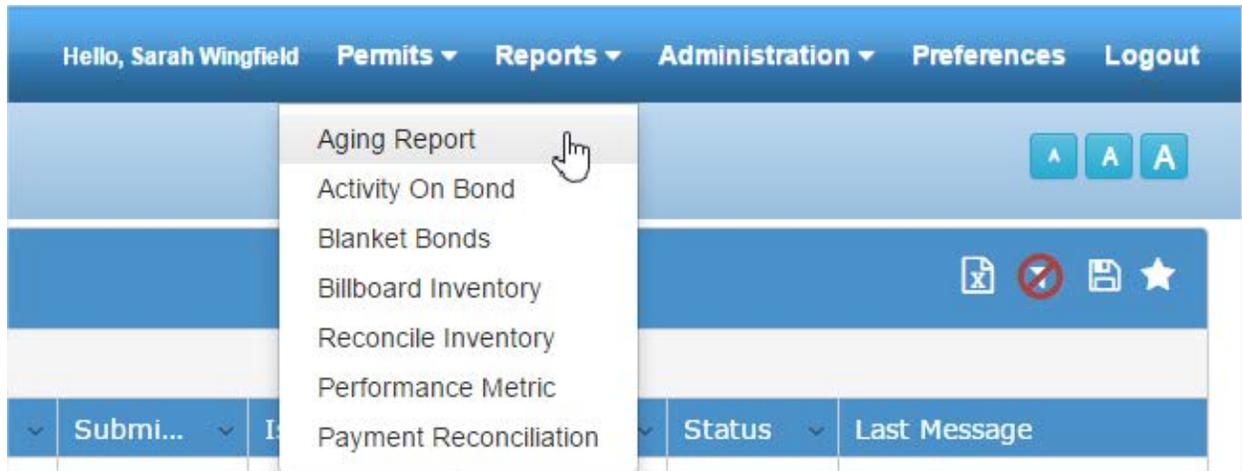


The screenshot shows the bottom of the addendum application form. It includes fields for 'Longitude' (-85.95772408) and 'Latitude' (39.7763707). At the bottom, there is a red 'Cancel Addendum' button, a 'Back' button, and a 'Next' button.

Enter the payment information and click **Submit** to submit the Addendum. Once the Addendum is approved, the original Permit status is changed to **Addendum Approved** and the Addendum's status is changed to **Active**.

Reports

Frequently used reports are available to view through the Reports menu. Click on the desired report from the Reports submenu to display the selected report.



Aging Report

The Aging Report provides a way to view overdue permits. In addition to the tools described in the [Table Tools](#) section, the Report can be narrowed by selecting a Permit Type from the Permit Type dropdown.

Aging Report

Permit Type:

Drag a column header and drop it here to group by that column

District	County	Investigator	Permit Status	Tracking #	Permit Type	Permit Code	Metric	Status
Laporte	Lake	John McFadden	Complies	T0000001865	Driveway	Major Commercial	-2894	●
Greenfield	Hancock	Andrea Throneburg	In Progress - Pending Plate	T0000011455	Outdoor Sign	Billboard	-2848	●
Fort Wayne	Noble	Douglas P. Kelly	In Progress - Pending Payment	T0000017915	Outdoor Sign	Billboard	-2490	●
Fort Wayne	Dekalb	Mike Carrier	Submitted	T0000018327	Cut Road	Miscellaneous	-2476	●
Greenfield	Hamilton	Sandy Landrum	In Progress - Pending Plate	T0000054546	Outdoor Sign	Billboard	-1229	●
Greenfield	Marion	Andrea Throneburg	In Progress - Pending Payment	T0000058866	Outdoor Sign	Billboard	-1105	●

Select the Permit Type from the dropdown and click **Submit** to refine the Aging Report.

Aging Report

Permit Type:

Drag a column header and drop it here to group by that column

District	County	Investigator	Permit Status	Tracking #	Permit Type	Permit Code	Metric	Status
Laporte	Lake	John McFadden	Complies	T0000001865	Driveway			
Greenfield	Hancock	Andrea Throneburg	In Progress - Pending Plate	T0000011455	Outdoor Sign			
Fort Wayne	Noble	Douglas P. Kelly	In Progress - Pending Payment	T0000017915	Outdoor Sign	Billboard	-2490	



The permits displayed are those where the submitted date is not empty, the issued date is empty, and the status is not cancelled, denied, or revoked.

Anything beyond the time limits below is considered overdue:

- Commercial Driveways in LAR/W: 200 days
- Commercial Driveways not in LAR/W: 70 days
- Long Term Permits: 70 days
- Private Driveways in LAR/W: 70 days
- Railroads: 10 days
- Short Term Permits: 10 days

These are the Aging Metrics, not the Performance Metrics.

The **Status** color is yellow when the record is nearing the metric due date and turns red once it has passed the metric limit. Click **Export to Excel** to export the Report.

Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

EPS Electronic Permit System

Aging Report

Permit Type:

Drag a column header and drop it here to group by that column

District	County	Investigator	Permit Status	Tracking #	Permit Type	Permit Code	Metric	Status
Laporte	Lake	John McFadden	Complies	T0000001865	Driveway	Major Commercial	-2894	
Greenfield	Hancock	Andrea	In Progress -	T0000011455	Outdoor Sign	Billboard	-2848	

Activity on Bond

The Activity on Bond report displays information on Bonds. Click **Export to Excel** to export the Report.

District	Applicant Name	Tracking Number	Issued Date	County	Road	Start R...	Status	Bond Number
Vincennes	Vincennes Energy Delivery	T000000897	3/31/2004	Warrick	SR-66	36	Complies	100359817
Laporte	Nipigon	T000000904	4/5/2004	LaPorte	US-6	34	Complies	265101881135
Seymour	Vincennes Energy Del...	T0000001209	6/9/2004	Bartholomew	SR-11	54.8	Complies	012000007
Seymour	Vincennes Energy Del...	T0000000188	9/15/2003	Jackson	SR-250	6.52	Complies	012000007
Fort Wayne	Vincennes Energy Delivery	T0000000193	9/10/2003	Grant	US-35	80.21	Complies	103756007
Fort Wayne	Vincennes Energy Delivery	T0000000200	9/8/2003	Allen	SR-9	189	Complies	012000007
Seymour	Vincennes Energy Delivery	T0000000591	12/23/2003	Jackson	SR-135	60.45	Complies	012000007
Seymour	Vincennes Energy Delivery	T0000000592	12/23/2003	Jackson	SR-11	39.535	Complies	012000007

Blanket Bond

The Blanket Bond report provides detailed information on bonds. Click **Export to Excel** to export the Report.

Bond Number	Company Name	Surety Name	Surety Address	Bond Amount	Received Date	Released Date	Comments
100359817	CABLE TV SERVICES INC.	NATIONAL FARMERS UNION PROPERTY & CASUALTY	11560 P. CORNELL AVE. AURORA, CO 80014	\$2,500.00	10/26/1988	8/2/2012	
265101881135	SNYDER COUNTY SW. COMPANY	FIDELITY & DEPOSIT COMPANY OF MARYLAND	BALTIMORE, MD 21211	\$2,500.00	3/20/1992	8/10/2012	
012000007	GENTRYVILLE WATER UTILITY	FIDELITY & DEPOSIT COMPANY OF MARYLAND	BALTIMORE, MD 21211	\$2,500.00			

Billboard Inventory

The Billboard Inventory report displays the progress of the annual Billboard Inventory and information on specific billboards. The report displays the current year's information by default. Select a year from the **Select a Year** dropdown to change the displayed billboard inventory information. A dashboard across the top of the table provides an “at a glance” indication of the completeness of each district's billboard inventory. Click **Export to Excel** to export the Report.

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Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout
Electronic Permit System

Billboard Inventory

Select a Year: 2016

Laporte
Fort Wayne
Greenfield
Crawfordsville
Seymour
Vincennes
Statewide

Reconcile Inventory
Export to Excel

Plate #	Tracking #	District	County	Road	Reference	Side of Highway	Travel Direction	Inventory Status
Unknown	T0000004745	Greenfield	Rush	SR-3	81.47	Right	South	Incomplete
Unknown	T0000007013	Laporte	Cass	US-35	120.36	Right	North	Incomplete
L03361	R02951	Laporte	White	SR-43	36.8	Right	South	Incomplete
Unknown	T0000006744	Laporte	Jasper	I-65	230.6	Right	South	Incomplete

Click the **Reconcile Inventory** button to view and work with the data synced from the investigators.

Indiana Department of Transportation
Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout
Electronic Permit System

Billboard Inventory

Select a Year: 2016

Laporte
Fort Wayne
Greenfield
Crawfordsville
Seymour
Vincennes
Statewide

Reconcile Inventory
Export to Excel

Plate #	Tracking #	District	County	Road	Reference	Side of Highway	Travel Direction	Inventory Status
Unknown	T0000004745	Greenfield	Rush	SR-3	81.47	Right	South	Incomplete

Reconcile Inventory

The Reconcile Inventory report provides a place to review and take action on billboards that needed further review during the Billboard Inventory process. The report displays data for the current year by default. Select a year from the **Select a Year** dropdown to display data from a different inventory year. Click **Billboard Inventory** to return to the Billboard Inventory report page.

Reconcile Billboard Inventory

Select a Year Show Dismissed

Billboard Inventory				+ New Permit		Export to Excel	
Plate #	Tracking #	Notes	Issue			Hide/Show	
L04998	Vin113		Plate is missing, Sign was removed, Illumination does not match EPS, Sign moved more than 800ft from EPS location				
C20213	T97642	C20213 plate mailed Burkhart	Plate is missing				
L03822	T97424	Burkhart	Plate is in old format				
Unknown	T86626	Duplicate Remove	Plate is missing, Sign was removed				
New110950	T4114	Ameri-Oak Wood Products	Marked for review, No RRP, Condition is encroachment, Plate is missing				
New90967	T3354	Duplicate of L00000-T3354 please remove	Plate is missing, Sign was removed				
New190954	T3349	Duplicate of T3349 Delete	Condition is illegal, Plate is missing, Sign was removed				

Dismissed records will not display in the report automatically. Click in the check box next to **Show Dismissed** to view dismissed records. Uncheck the box to view all the non-dismissed records.

Reconcile Billboard Inventory

Select a Year Show Dismissed

Billboard Inventory				Export to Excel	
Plate #	Tracking #	Notes	Issue		
New110950	T4114		No RRP, Condition is encroachment, Marked for review		

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

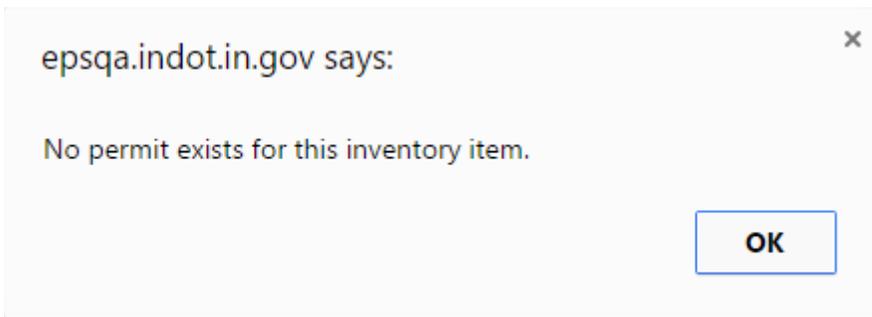
Each record has several action icons in the far right column. Users can View Inventory Details

Open the Permit , Start a New Permit , Mark as Illegal , Remove Permit , Add to Report and Dismiss .

Click **View Inventory Details** to view the Inventory Details for a record. The details open in a new window and are not editable. Click on the **Close** icon in the upper right corner to close the details and return to the Reconcile Inventory table.

Inventory Details					
Sign Type	Directional	No of Supports	2	Height of Face	4
Plate Number	New110950	Type of Supports	Wood	Width of Face	8
Tracking Number	T4114	Other Support		Area of Face	32
Inspector		Owner		Height of Sign from Ground	12
District	Vincennes	Has Plate	<input type="checkbox"/>	Distance From Right of Way	0
County	Orange	Is Plate Visible	<input type="checkbox"/>	Distance to Nearest Sign	300
Route ID	SR-145	Has New Plate Format	<input type="checkbox"/>	Distance to Nearest Ramp/Intersection	
RRP		Visible from Scenic Byway	<input type="checkbox"/>	Name of Nearest Ramp/Intersection	100 W
Side of Highway	Right	Is Illuminated	<input type="checkbox"/>	Direction from Nearest Ramp	North
Travel Direction	South	Within 600ft of Qualifying Business	<input type="checkbox"/>	Notes	Ameri-Oak Wood Products
Structure Type	Back to Back	Is Removed	<input type="checkbox"/>		
Structure Description		Latitude	38.541419		
Diagram	unzoned	Longitude	-86.610916		
Condition	Encroachment				
Sign Change Interval (seconds)					

Click **Open the Permit**  to open and edit the record's permit. If no permit exists, an error message displays.



Click **Start a New Permit**  to start a new permit application for the record.



The screenshot shows the 'Agreement' section of the Electronic Permit System. The title is 'Applicant's Acceptance Agreement'. The text includes a detailed indemnification clause, a statement of agreement to general provisions, a statement of agreement to additional special provisions, a requirement for written permission for road work, and a certification statement under penalty of perjury.

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.

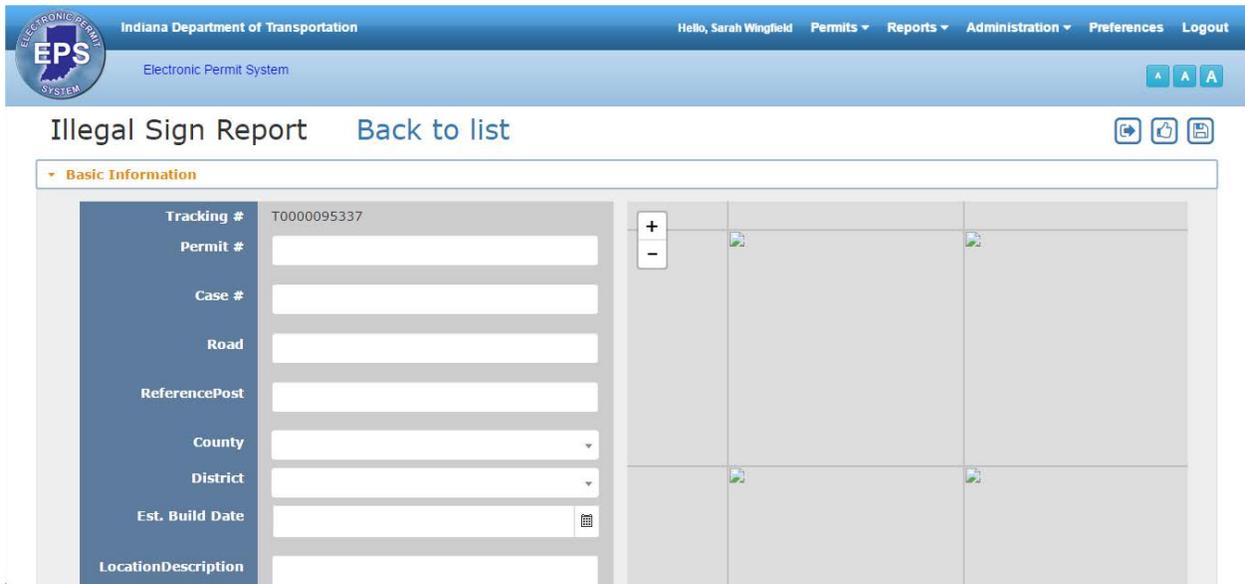
The applicant agrees to the General Provisions associated with all Indiana Department of Transportation permits.

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

Click **Mark as Illegal**  to mark a record as illegal. The screen refreshes and displays the Illegal Sign Report add screen. See [Add Illegal Sign](#) for more information on adding Illegal Signs.



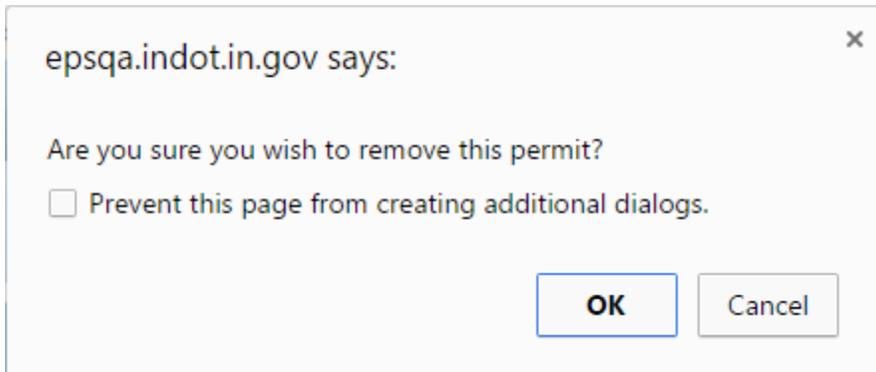
The screenshot shows the 'Illegal Sign Report' add screen. It features a 'Basic Information' section with a table for inputting details. The table has columns for 'Tracking #', 'Permit #', 'Case #', 'Road', 'ReferencePost', 'County', 'District', 'Est. Build Date', and 'LocationDescription'. The 'Tracking #' field is pre-filled with 'T0000095337'. There are also icons for adding (+) and removing (-) records.

Illegal Sign Report [Back to list](#)

Basic Information

Tracking #	T0000095337		
Permit #			
Case #			
Road			
ReferencePost			
County			
District			
Est. Build Date			
LocationDescription			

Click **Remove Permit**  to remove a permit. Click **OK** at the warning message to remove the permit, or click **Cancel** to return to the Reconcile Inventory report without removing the permit.



Click **Add to Report**  to add a dismissed record back to the Reconcile Inventory report.

Click **Dismiss**  to remove/dismiss a record from the Reconcile Inventory report. The record will be removed from the report instantly. To add the record back to the Reconcile Inventory report click the

Show Dismissed check box to display dismissed records, then click the **Add to Report**  icon to add the record back to the report.

Performance Metrics

The Performance Metrics report displays the issued permits for a given date range and displays if they meet the metrics for categories of permit type, District, and for a given investigator. Select the **Start** and **End Date** by typing in the dates or clicking on the calendar to select days by clicking on the calendar. Click **Run Report** to run the report and display the results.


Indiana Department of Transportation

 Hello, Sarah Wingfield | Permits ▾ | Reports ▾ | Administration ▾ | Preferences | Logout

Electronic Permit System

↗ 🔒 ⬆ ⬇ ⬆ ⬇

Performance Metrics Report

Allowable Days for Metrics
 Short Term Permits (Cut Roads, Misc, Private Driveways, Pole Lines, Billboards, and Addendum) - 15 Calendar Days
 Long Term Permits (Cut Roads, Misc, and Pole Lines with Limited Access) - 90 Calendar Days
 Private Driveways in Limited Access R/W - 90 Calendar Days
 Commercial Driveways not in Limited Access R/W - 90 Calendar Days
 Commercial Driveways in Limited Access R/W - 280 Calendar Days
 Railroads - 15 Calendar Days

Start Date: 📅

End Date: 📅

Run Report

Permit Category ▲	Total Permits	Permits Meeting Metric	Percent	Status
▾ All	142	127	89	●
District	Total Permits	Permits Meeting Metric	Percent	Status
▸ Crawfordsville	9	8	89	●
▸ Fort Wayne	35	35	100	●
▸ Greenfield	23	19	83	●
▸ Laporte	25	17	68	●
▸ Seymour	28	26	93	●
▸ Vincennes	22	22	100	●

The returned results display in the table under the **Run Report** button. Green dots indicate metrics were met; red dots mean metrics were not completed in the allowable days. Click on the District Name (or Permit Category) to view the Detail Metric Report.

Start Date: 📅

End Date: 📅

Run Report

Permit Category ▲	Total Permits	Permits Meeting Metric	Percent	Status
▾ Commercial Driveways not in LAR/W	124	105	85	●
District	Total Permits	Permits Meeting Metric	Percent	Status
▸ Crawfordsville	29	20	69	●
▸ Fort Wayne	23	20	87	●
▸ Greenfield	15	12	80	●
▸ Laporte	24	23	96	●
▸ Seymour	19	18	95	●
▸ Vincennes	14	12	86	●



The permits displayed are those where the submitted date is not empty, the issued date is empty, and the status is not cancelled, denied, or revoked.

Anything beyond the time limits below is considered overdue:

- Commercial Driveways in LAR/W: 280 days
- Commercial Driveways not in LAR/W: 90 days
- Long Term Permits: 90 days
- Private Driveways in LAR/W: 90 days
- Railroads: 15 days
- Short Term Permits: 15 days

These are the Performance Metrics, not the Aging Metrics.

The Detail Metric Report provides specific details on the Performance Metrics. Click **Export to Excel** to export the Report.

 Indiana Department of Transportation
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Electronic Permit System
^ A A

Detail Metric Report

Time Period 2/1/2015 - 2/29/2016

Permit Type Commercial Driveways not in LAR/W

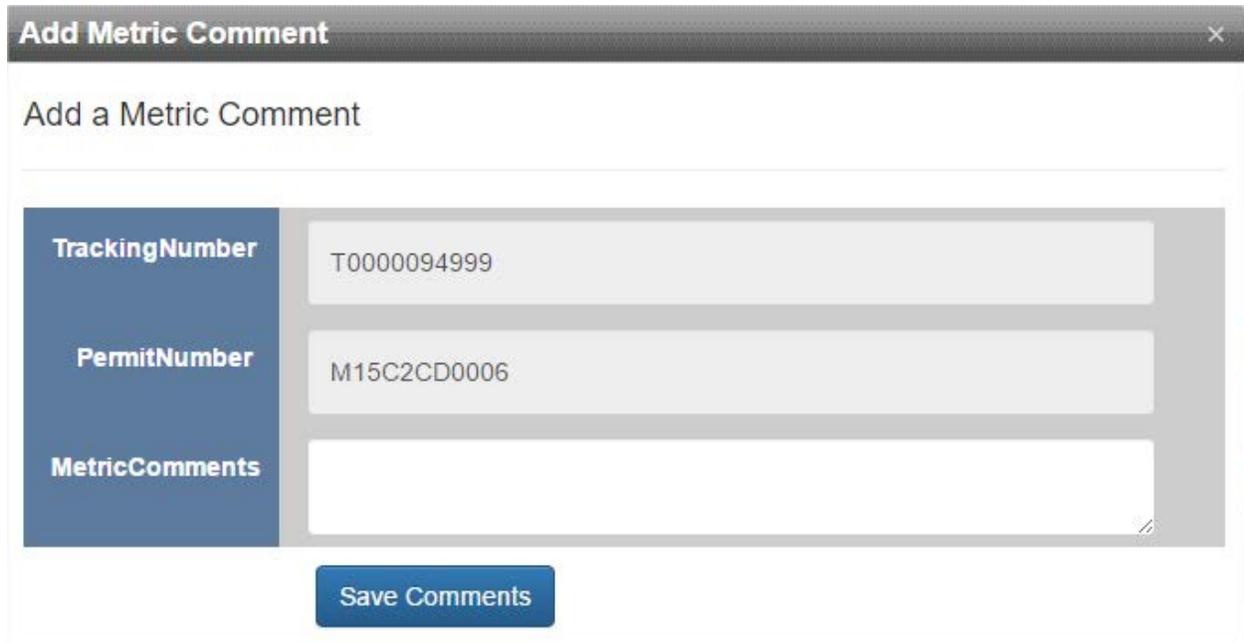
District Crawfordsville

[Export to Excel](#)

Drag a column header and drop it here to group by that column

Tracking #	Permit #	Investigat...	Type	Subtype	Status	Submitted	Completed	Metric Sta...
T0000094999	M15C2CD0006	Don Dyson	Driveway	Minor Commercial	Active	11/19/2015	11/30/2015	● ☰
T0000094176	E15C5CD0005	Leatha Coffing	Driveway	Minor Commercial	Active	10/14/2015	11/18/2015	● ☰
T0000093919	E15C1CD0006	Richard Blanford	Driveway	Minor Commercial	Active	10/02/2015	11/05/2015	● ☰
T0000088662	M15C2CD0005	Richard Blanford	Driveway	Minor Commercial	Active	03/13/2015	10/06/2015	● ☰

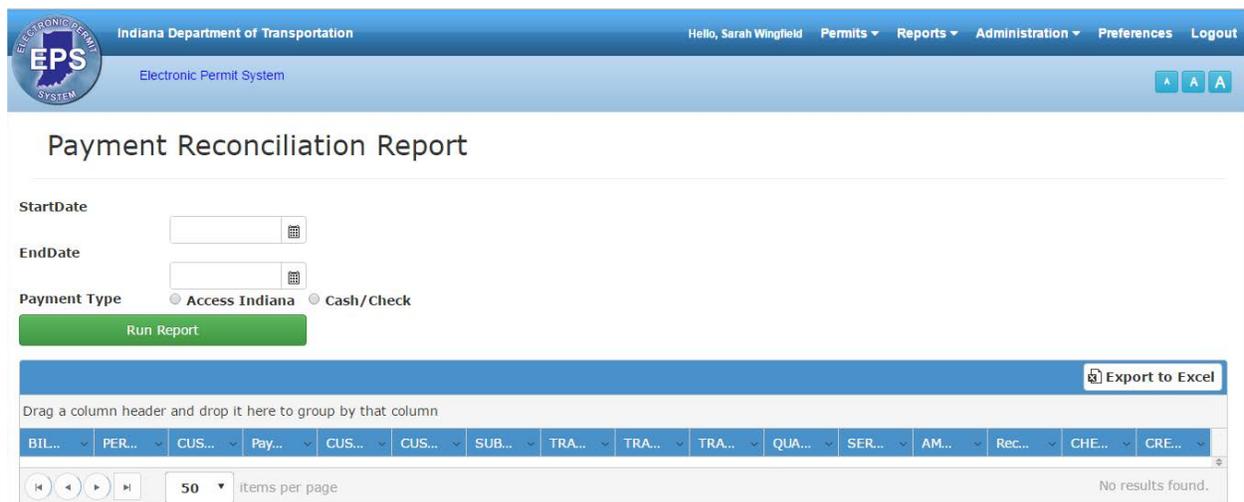
Click on the **Metric Comments**  icon to add or view Metric Comments. Add information as necessary and click **Save Comments** to save the comment or click the grey **X** in the upper right corner to close the window without adding a comment.



Once a comment has been added, the **Metric Comments** speech bubble turns black . Click on the icon to view or edit comments. Once a comment is added it cannot be deleted.

Payment Reconciliation

The Payment Reconciliation report displays the payments EPS received over a specified time period so that Accounting can reconcile against bank statements. Select the **Start** and **End Date** by typing in the dates or clicking on the calendar to select days by clicking on the calendar. Select the payment type by clicking in the radio button next to Access Indiana or Cash/Check. Click **Run Report** to run the report and display the results.



The results display in the Payment Reconciliation table. Click **Export to Excel** to export the Report.


Indiana Department of Transportation

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Electronic Permit System

Payment Reconciliation Report

StartDate

EndDate

Payment Type Access Indiana Cash/Check

Drag a column header and drop it here to group by that column

BIL...	PER...	CUS...	Pay...	CUS...	CUS...	SUB...	TRA...	TRA...	TRA...	QU...	SER...	AM...	Rec...	CHE...	CRE...
1605310	1605276	0	APF	Oliver	Marie		T00000...	(INDOT ROW) Track#:...	Wed Feb 01 2012 14:14:...	1	4200	55	640-8770		
									Thu Feb 02 2012 08:43:...						

Administration

Some of the tasks specific to EPS System Administrators are located in the **Administration** menu. Click on the desired topic from the Administration submenu to display the selected section.

Indiana Department of Transportation
Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

Electronic Permit System

17 Recent | 23 Nearing | 193 Overdue | 0 Watches | 0 30 Day | Statewide

Pins (2)

Permits/Applications | + New Permit

Bonds

Administrators need to maintain and administer Bond information. On the Bond Administration screen administrators can search for bond by Bond Number or Company Name as well as add or edit a bond.

Bond Administration

Bond Number: Company Name: Search Clear

+ Add Bond

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
27874010	SYRTHIANA, TOWN OF	THE CASUALTY INSURANCE COMPANY		\$2,500.00	12/06/2004	
2817750	CARROLL COUNTY REMC	THE CASUALTY INSURANCE COMPANY		\$2,500.00	04/18/2007	
2851766	CARROLL COUNTY REMC	THE CASUALTY INSURANCE COMPANY		\$2,500.00		
27S103350599	INDIANA GAS COMPANY INC.	TRAVELERS CASUALTY & SURETY COMPANY OF AMERICA	02/01/2001	\$10,000.00		

To search for a Bond by Bond Number, enter a bond number (or just a portion of the bond number) and click **Search**. The table will display only the matching results. Click **Clear** to clear the search and return all results.

Bond Administration

Bond Number: Company Name: Search Clear

+ Add Bond

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
27876	SYRTHIANA, TOWN OF	THE CASUALTY INSURANCE COMPANY		\$2,500.00	12/06/2004	

Page 1 of 1 | 10 items per page | 1 - 1 of 1 items

To search for a Bond by Company Name, enter the company name (or a portion of the company name) and click **Search**. The table will display only the matching results. Click **Clear** to clear the search and return all results.

Bond Administration

Bond Number: Company Name: Search Clear

+ Add Bond

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
4005315	MIDWEST NATURAL GAS CORPORATION	OHIO CASUALTY INSURANCE COMPANY	12/16/2008	\$10,000.00		
571774	MIDWEST NATURAL GAS CORPORATION	OHIO FARMERS INSURANCE COMPANY		\$1,500.00	05/06/2009	
S7:3564	INDIAN GAS AND FUEL COMPANY	PERLESS INSURANCE COMPANY		\$10,000.00		
S7:3555	INDIAN GAS AND FUEL COMPANY	PERLESS INSURANCE COMPANY		\$5,000.00		
B6:2073	COMMUNITY NATURAL GAS COMPANY	ALLIANCE INSURANCE COMPANY	07/09/1995	\$2,500.00	08/04/2010	

Add a Bond

To add a bond, click on the **Add Bond** button at the top of the Bond Administration table.

Indiana Department of Transportation Hello, Sarah Wingfield [Permits](#) [Reports](#) [Administration](#) [Preferences](#) [Logout](#)

Electronic Permit System ↑ ↑ A

Bond Administration

Bond Number: Company Name: Search Clear

+ Add Bond

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
27871410	WARRIATA, TOWN OF	THE OHIO CASUALTY INSURANCE COMPANY		\$2,500.00	12/06/2004	
2817000	CARRROLL COUNTY	THE OHIO CASUALTY INSURANCE COMPANY		\$1,000.00	04/18/2007	
2851000	ELKHART COUNTY	THE OHIO CASUALTY INSURANCE COMPANY		\$2,500.00		

Complete the Bond fields as necessary and click **Update** to save the Bond or click **Cancel** to return to the Bond table without adding the bond.

Add/Edit Bond ✕

Bond Number

Surety

Company Name

Bond Amount

Received Date 

Released Date 

Category

- Driveway
- Excavation
- Misc
- Pole Line

Comments

The new bond displays in the Bond table.

Indiana Department of Transportation
Hello, Sarah Wingfield Permits Reports Administration Preferences Logout
Electronic Permit System

Bond Administration

Bond Number: Company Name:

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
5555555	Indiana Company	AMERICAN CASUALTY COMPANY	03/02/2016	\$2,500.00		
400	WEST NATURAL GAS CORPORATION	AMERICAN CASUALTY INSURANCE COMPANY	12/16/2008	\$2,500.00		

Edit a Bond

To edit a bond, click on the **Edit** icon in the row of the bond to edit.

Indiana Department of Transportation
Hello, Sarah Wingfield Permits Reports Administration Preferences Logout
Electronic Permit System

Bond Administration

Bond Number: Company Name:

Bond Number	Company Name	Surety Name	Received Date	Bond Amount	Released Date	Actions
5555555	Indiana Company	AMERICAN CASUALTY COMPANY	03/02/2016	\$2,500.00		
400	WEST NATURAL GAS CORPORATION	AMERICAN CASUALTY INSURANCE COMPANY	12/16/2008	\$2,500.00		

Update the Bond fields as necessary and click **Update** to save the changes or click **Cancel** to return to the Bond table without changing the bond.

Add/Edit Bond

Bond Number

Surety

Company Name

Bond Amount

Received Date 

Released Date 

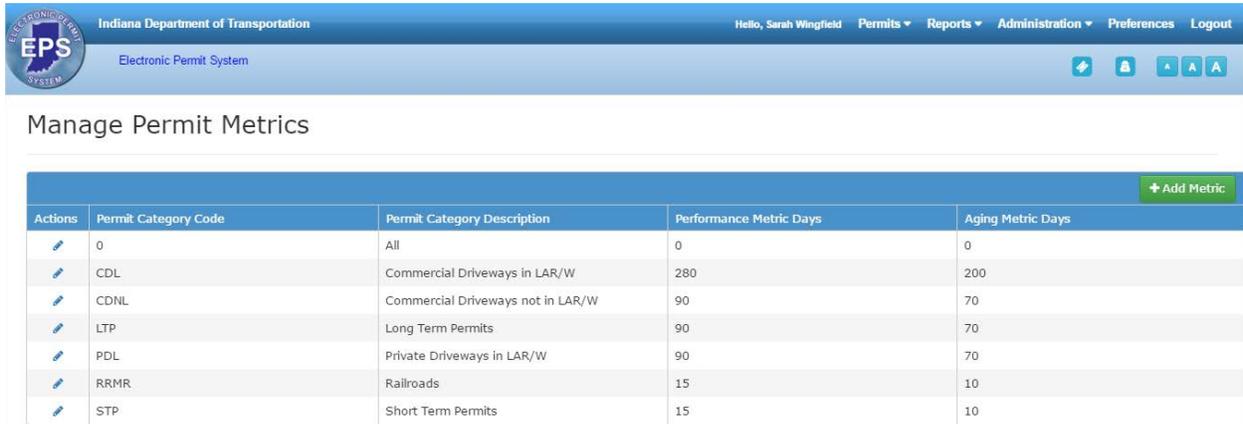
Category

- Driveway
- Excavation
- Misc
- Pole Line

Comments

Manage Metrics

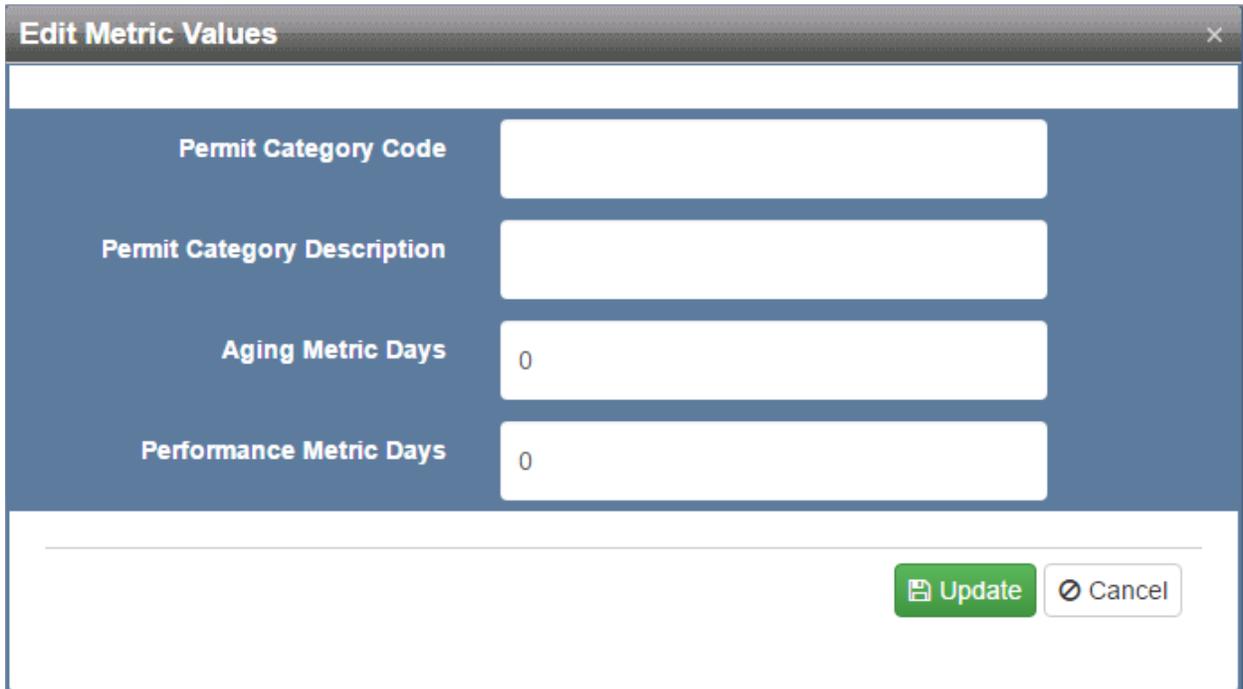
To determine if permits are being issued and addressed in a timely manner, metrics are set by Administrators. These timeframes are guides in the metric reports and indicate when metrics are being met or missed. The EPS site metrics are managed on the Manage Metrics panel.



Actions	Permit Category Code	Permit Category Description	Performance Metric Days	Aging Metric Days
	0	All	0	0
	CDL	Commercial Driveways in LAR/W	280	200
	CDNL	Commercial Driveways not in LAR/W	90	70
	LTP	Long Term Permits	90	70
	PDL	Private Driveways in LAR/W	90	70
	RRMR	Railroads	15	10
	STP	Short Term Permits	15	10

Add a Metric

Click on the **Add Metric** button to add a new Permit Metric. Once a Metric is added it cannot be deleted. Complete the information as necessary and click **Update** to add the new metric or click **Cancel** to return to the Metric table without adding a new metric.



Edit Metric Values [X]

Permit Category Code

Permit Category Description

Aging Metric Days

Performance Metric Days

Edit a Metric

Click on the **Edit**  icon in the row of the metric to change to edit a performance metric. Complete the information as necessary and click **Update** to update the metric or click **Cancel** to return to the Metric table without changing the metric.

Edit Metric Values ✕

Permit Category Code

CDL

Permit Category Description

Commercial Driveways in LAR/W

Aging Metric Days

200

Performance Metric Days

280

 Update

✕ Cancel

Manage Users

EPS Administrators cannot add users or manage personal information, but they can change the password of users when necessary (for example, if the user cannot remember which email address they registered with or no long has access to the registration email). The **Manage Users** screen allows Administrators to manage User email addresses.


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Manage Users

First Name	Last Name	Username	Phone Number	Email Address	Actions
Bob	Burns	DOT\STBURNS		bburns@indot.IN.gov	
Brad	Russell	DOT\BRussell		brussell@indot.in.gov	
Saquib	Mohammed	DOT\SMOHAMMED		SMohammed@indot.IN.gov	
Tim	Tester	Tester2	(317) 357-2810	ttester@123.com	
qa	user	qauser	(234) 234-4321	qauser@indot.gov	
Alan	Hoskins	DOT\AHOSKINS		ahoskins@indot.in.gov	
Sarah	Wingfield	DOT\SWINGFIELD		swingfield@indot.in.gov	
Abhijit	Chatterjee	DOT\ACHATTERJEE		achatterjee@indot.in.gov	

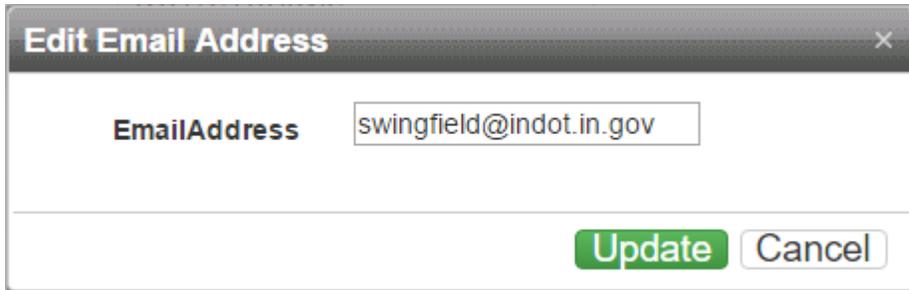


Page 1 of 1


15 items per page

1 - 8 of 8 items

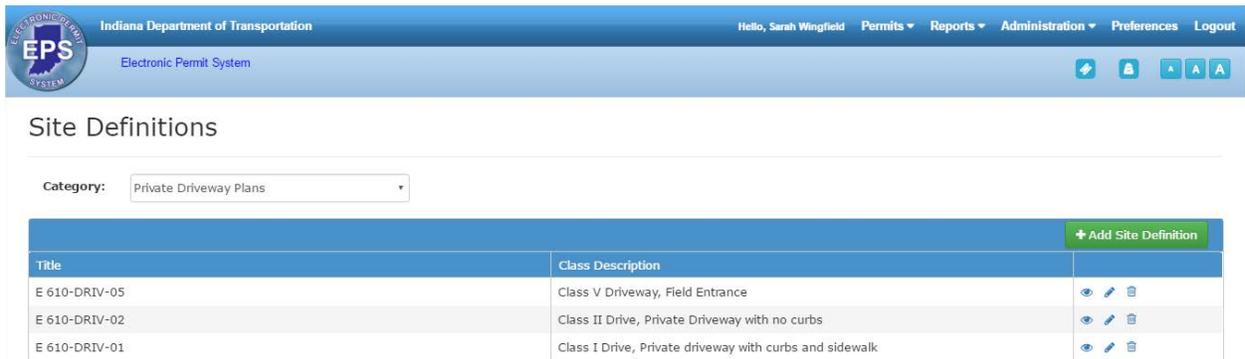
Click on the **Edit**  icon next to the email address to edit. Update the email address as necessary and click **Update** to update the address or click **Cancel** to return to the User table without updating the email address.



The dialog box titled "Edit Email Address" has a close button (X) in the top right corner. It contains a label "EmailAddress" followed by a text input field containing "swingfield@indot.in.gov". At the bottom right, there are two buttons: a green "Update" button and a white "Cancel" button.

Site Definitions

The **Site Definitions** section allows Administrators and the State Permit Manager to modify the definitions for Private Driveway Plans and Sign Location Diagrams. Select the category from the **Category** dropdown to view that category's site definitions.

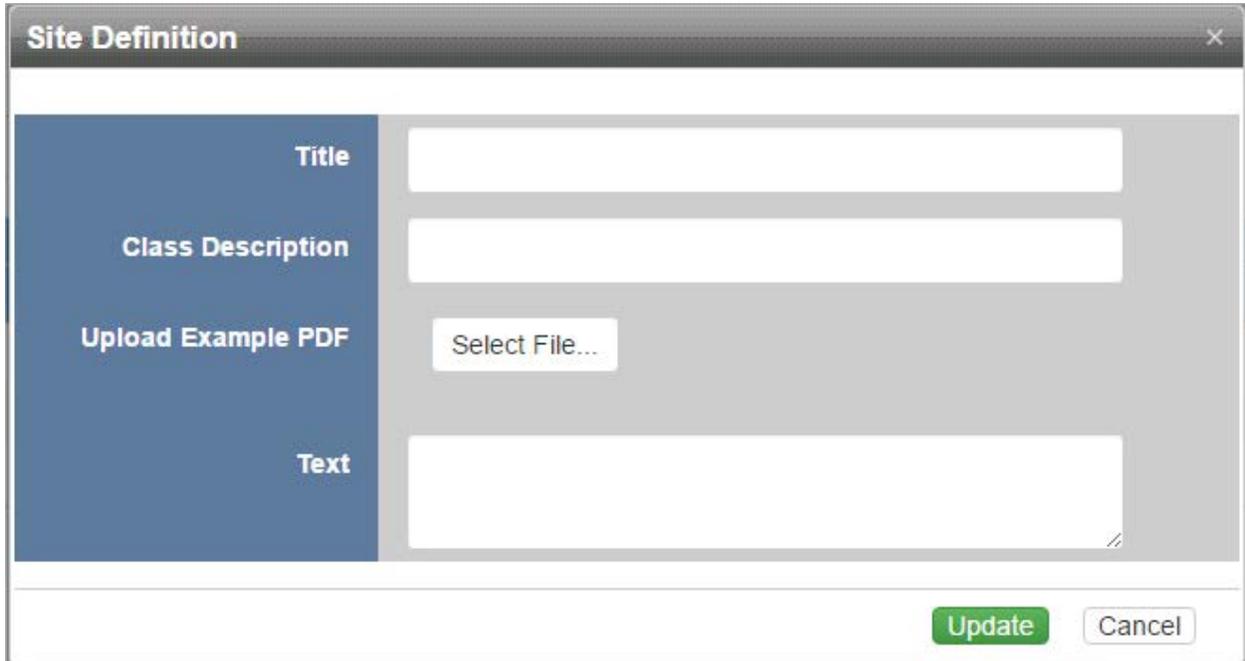


The screenshot shows the "Site Definitions" page in the Electronic Permit System. The header includes the Indiana Department of Transportation logo, the user name "Hello, Sarah Wingfield", and navigation links for "Permits", "Reports", "Administration", "Preferences", and "Logout". A "Category" dropdown menu is set to "Private Driveway Plans". A table lists three site definitions with columns for "Title", "Class Description", and action icons (eye, pencil, trash). A green "+ Add Site Definition" button is located at the top right of the table.

Title	Class Description	
E 610-DRIV-05	Class V Driveway, Field Entrance	  
E 610-DRIV-02	Class II Drive, Private Driveway with no curbs	  
E 610-DRIV-01	Class I Drive, Private driveway with curbs and sidewalk	  

Add a Site Definition

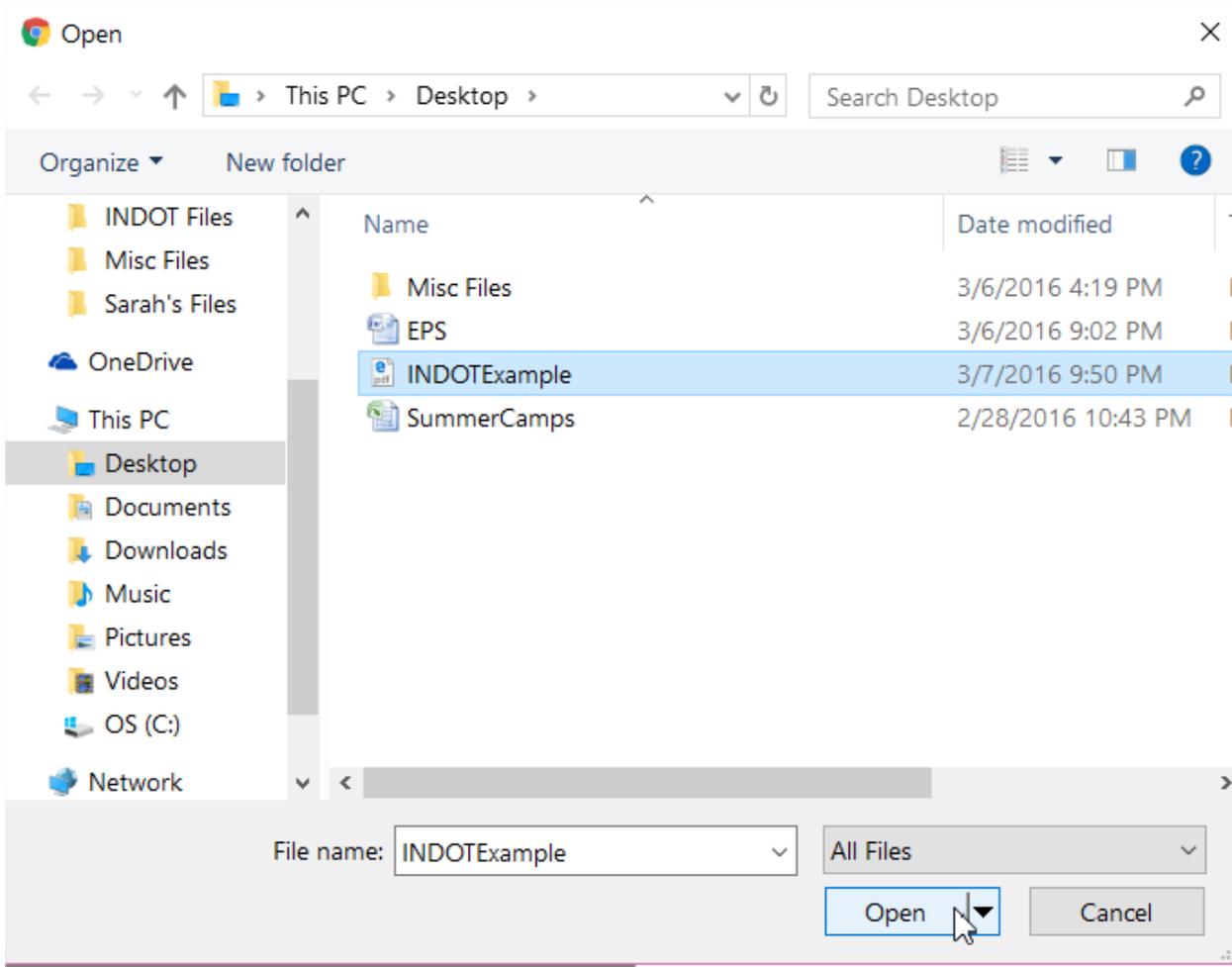
Click **Add Site Definition** to add a New Site Definition. Enter the definition information as necessary. Click **Select File...** to upload a sample PDF. The file MUST be a PDF.



The image shows a dialog box titled "Site Definition" with a close button (X) in the top right corner. The dialog is divided into a dark blue sidebar on the left and a light gray main area on the right. The sidebar contains four labels: "Title", "Class Description", "Upload Example PDF", and "Text". The main area contains four corresponding input fields: a text box for "Title", a text box for "Class Description", a "Select File..." button for "Upload Example PDF", and a text area for "Text". At the bottom right of the dialog, there are two buttons: a green "Update" button and a white "Cancel" button.

Field Label	Input Type
Title	Text Box
Class Description	Text Box
Upload Example PDF	Select File... Button
Text	Text Area

Navigate to the PDF location on the computer and click **Open** to upload the PDF.



The PDF will upload and a confirmation window appears when the upload is complete. Only one file can be uploaded; to change the uploaded file, click **Select File...** again and select a new file. Click **Update** to save the changes and add the Site Definition or click **Cancel** to return to the Site Definition table without adding a new definition.

Site Definition ✕

Title

 Class Description

 Upload Example PDF

 Text

Select File...

Done

✓

INDOTExample.pdf
100%

Update
Cancel

The new Site Definition displays at the top of the table, with the option to **View Details** , **Edit**  or **Delete**  the Site Definition.

EPS
Indiana Department of Transportation
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Electronic Permit System
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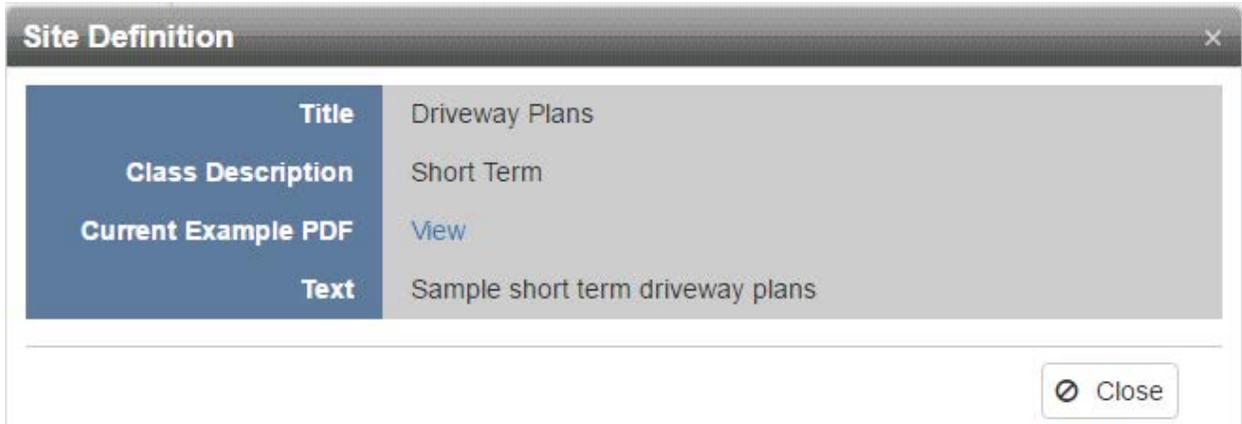
Site Definitions

Category: Private Driveway Plans

Title	Class Description	
+		
Driveway Plans	Short Term	  
Test Site	testing	  
test	test	  

View a Site Definition

Click **View Details**  to view details on a Site Definition. Click **View** to view the attached PDF. Click **Close** to return to the Site Definition table.



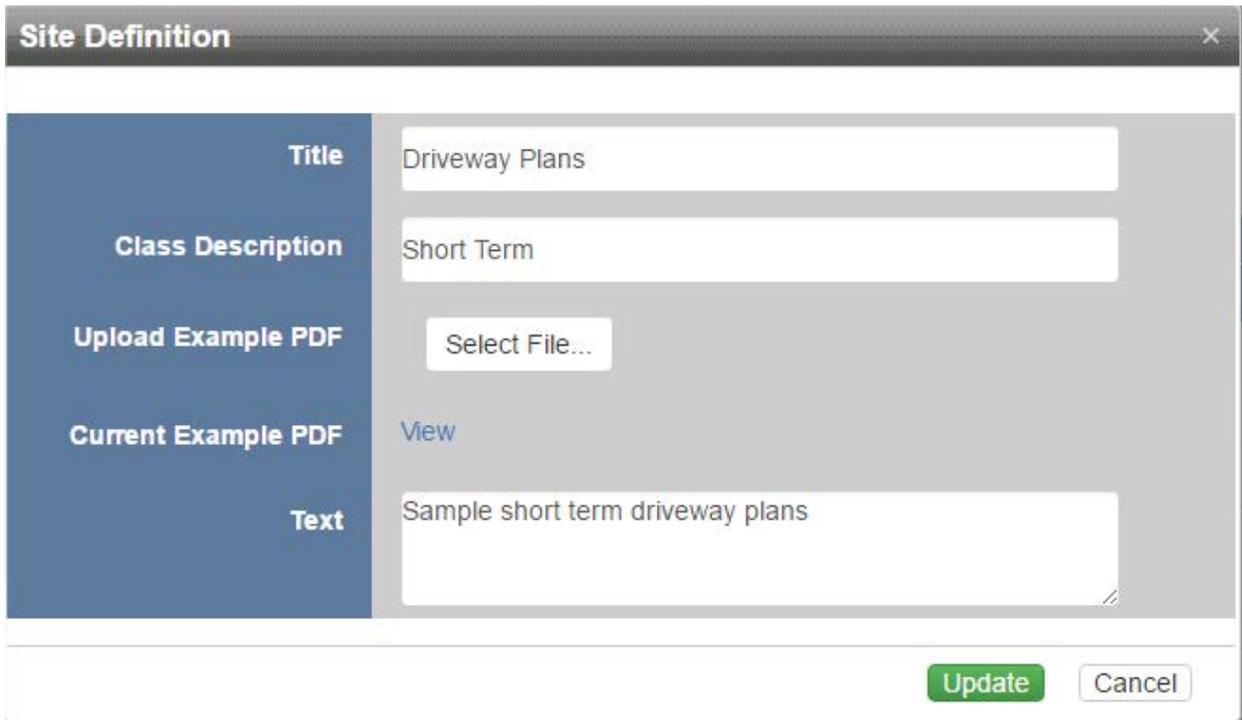
The 'Site Definition' window displays a table with the following content:

Title	Driveway Plans
Class Description	Short Term
Current Example PDF	View
Text	Sample short term driveway plans

At the bottom right of the window is a **Close** button.

Edit a Site Definition

Click **Edit**  to edit a Site Definition. The edit screen opens in a new window. Make changes as necessary and click **View** to view the attached PDF. Click **Update** to save updates or click **Cancel** to return to the Site Definitions table without saving any changes.



The 'Site Definition' edit window contains the following fields and controls:

- Title:** Text input field containing 'Driveway Plans'.
- Class Description:** Text input field containing 'Short Term'.
- Upload Example PDF:** A 'Select File...' button.
- Current Example PDF:** A [View](#) link.
- Text:** Text input field containing 'Sample short term driveway plans'.

At the bottom right of the window are **Update** and **Cancel** buttons.

Delete a Site Definition

Click **Delete**  to delete a Site Definition. Click **OK** at the confirmation window to delete the record or click **Cancel** to return to the Site Definition table without deleting the record.

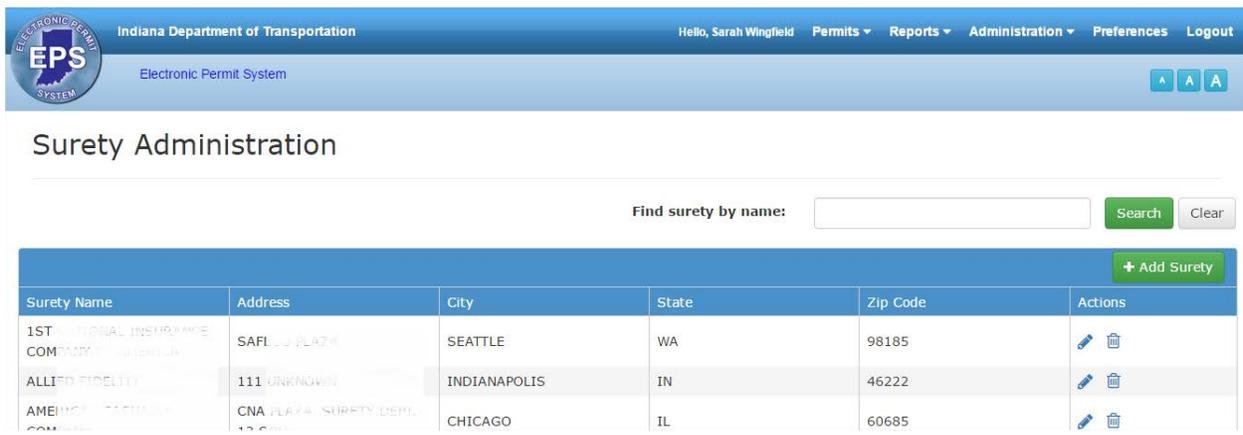
epsqa.indot.in.gov says: ✕

Are you sure you want to delete this record?

Prevent this page from creating additional dialogs.

Sureties

Administrators need to maintain and administer Surety information. On the Surety Administration screen administrators can search for sureties by Surety Name as well as add, edit or delete a surety.



Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

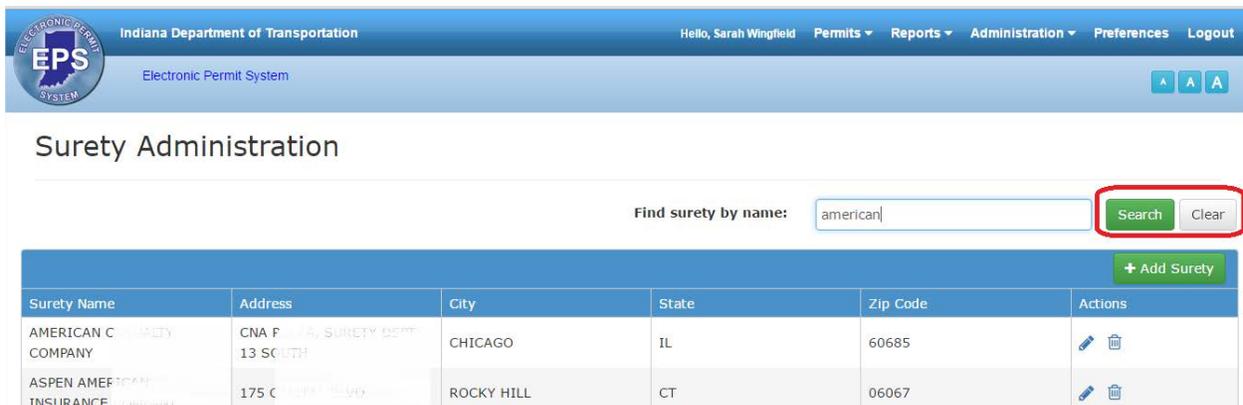
Electronic Permit System

Surety Administration

Find surety by name:

Surety Name	Address	City	State	Zip Code	Actions
1ST NATIONAL INSURANCE COMPANY	SAFELLO PLAZA	SEATTLE	WA	98185	
ALLIED FIDELITY	111 UNKNOWN	INDIANAPOLIS	IN	46222	
AMERICAN SURETY COMPANY	CNA PLAZA, SURETY DEPT. 13 SOUTH	CHICAGO	IL	60685	

To search for a Surety by name, enter a name (or just a portion of the name) and click **Search**. The table will display only the matching results. Click **Clear** to clear the search and return all results.



Indiana Department of Transportation | Hello, Sarah Wingfield | Permits | Reports | Administration | Preferences | Logout

Electronic Permit System

Surety Administration

Find surety by name:

Surety Name	Address	City	State	Zip Code	Actions
AMERICAN COMPANIES	CNA PLAZA, SURETY DEPT. 13 SOUTH	CHICAGO	IL	60685	
ASPEN AMERICAN INSURANCE	175 CENTRAL BLVD	ROCKY HILL	CT	06067	

Add a Surety

To add a surety, click on the **Add Surety** button at the top of the Surety Administration table.

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Surety Administration

Find surety by name:

Surety Name	Address	City	State	Zip Code	Actions
1ST NATIONAL INSURANCE COMPANY	SAFED PLAZA	SEATTLE	WA	98185	
ALLIED FIDELITY	111 UNKNOWN	INDIANAPOLIS	IN	46222	
AMERICAN FIDELITY COMPANY	CNA PLAZA SURETY DEPT. 13 SOUTH	CHICAGO	IL	60685	

Complete the Surety fields as necessary and click **Update** to save the Surety or click **Cancel** to return to the Surety table without adding the surety.

Add/Edit Surety

Surety Name

Address

City

State

ZipCode

The new surety displays in the Surety table.

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Surety Administration

Find surety by name: Search Clear

[+ Add Surety](#)

Surety Name	Address	City	State	Zip Code	Actions
Indiana State Insurance	123 Main St	Indianapolis	IN	46204	
1ST NATIONAL INSURANCE COMPANY OF AMERICA	SAFECO PLAZA	SEATTLE	WA	98185	

Edit a Surety

To edit a surety, click on the **Edit**  icon in the row of the surety to edit.

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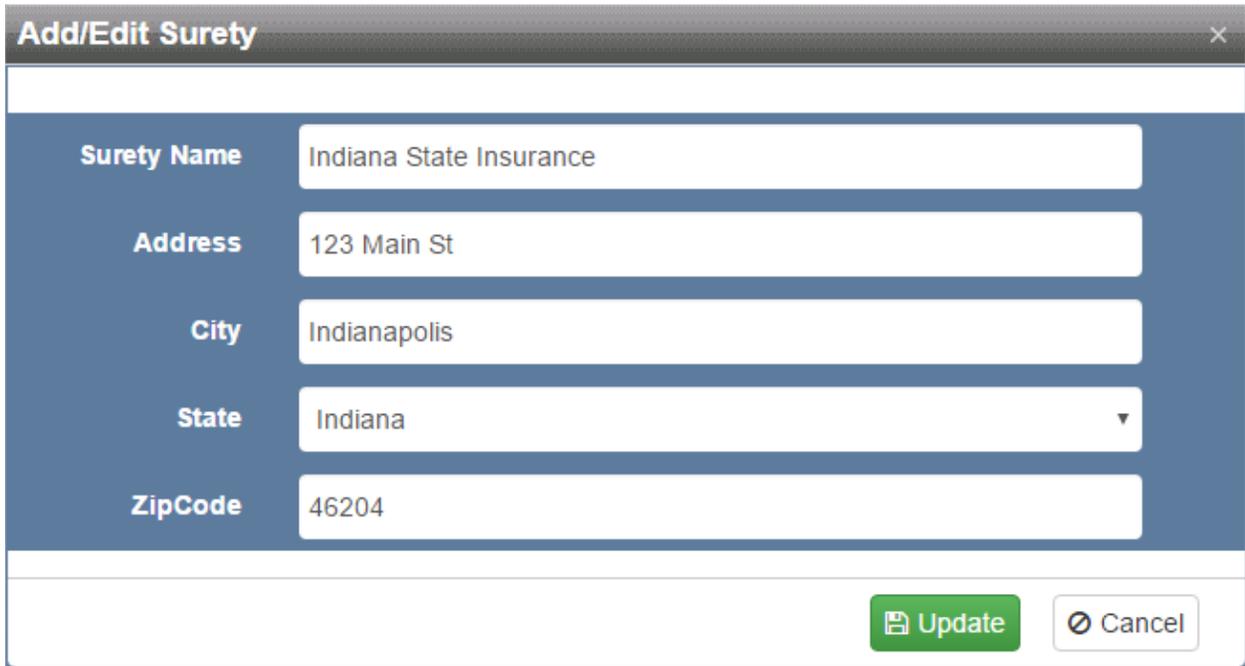
Surety Administration

Find surety by name: Search Clear

[+ Add Surety](#)

Surety Name	Address	City	State	Zip Code	Actions
Indiana State Insurance	123 Main St	Indianapolis	IN	46204	
1ST NATIONAL INSURANCE COMPANY OF AMERICA	SAFECO PLAZA	SEATTLE	WA	98185	

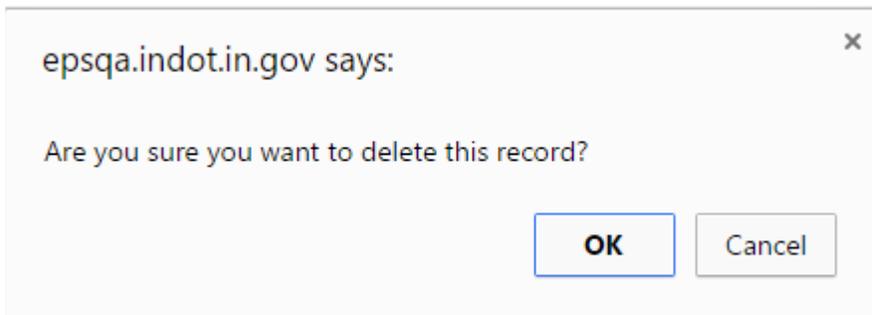
Update the Surety fields as necessary and click **Update** to save the changes or click **Cancel** to return to the Surety table without changing the surety.



Surety Name	Indiana State Insurance
Address	123 Main St
City	Indianapolis
State	Indiana
ZipCode	46204

Delete a Surety

To delete a Surety, click the **Delete**  icon. Click **OK** at the confirmation window to delete the record or click **Cancel** to return to the Surety table without deleting the record.



epsqa.indot.in.gov says:

Are you sure you want to delete this record?

Transfer Users

Administrators need the ability to transfer user responsibilities from one user to another. On the **Transfer User Responsibilities** screen, begin typing the name of the current user to pull up all matching users and select the appropriate one.



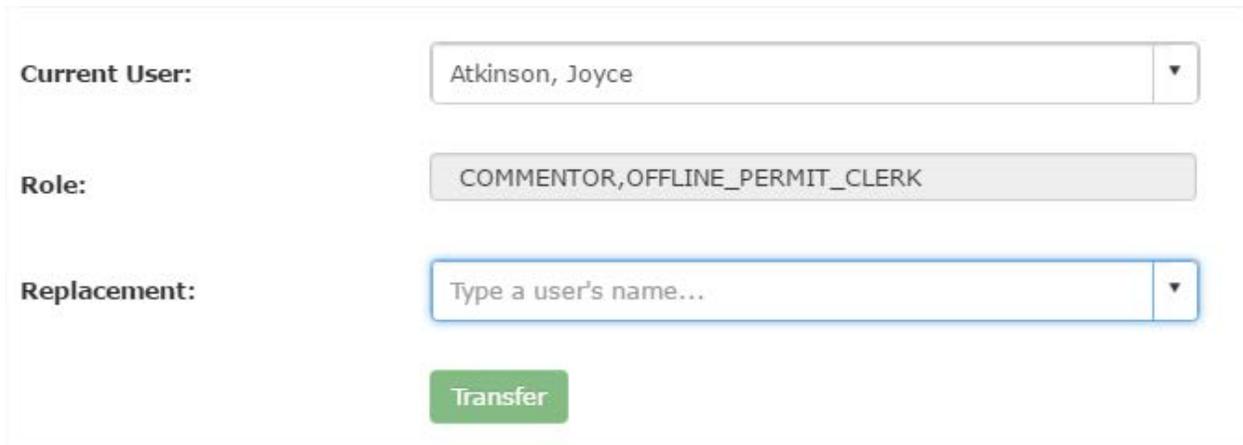
Indiana Department of Transportation
Electronic Permit System

Transfer User Responsibilities

Current User:

Replacement:

When the Current User is selected, that user's role will display under their name.



Current User:

Role:

Replacement:

Then type the replacement user's name in the Replacement field. When the desired users are selected, click **Transfer** to transfer the current user's responsibilities to the replacement. There may be a slight delay while the responsibilities are transferred.

Transfer User Responsibilities

Current User:

Role:

Replacement:

Transferring Responsibilities ✕

Processing request



A confirmation window displays when the responsibilities are transferred.

Transferring Responsibilities ✕

Responsibilities have been transferred from **Will Wingfield** to **Brad Russell**.

Preferences

The **Preferences** screen allows Users to change District selections, Delegate user roles, change email preferences and manage custom text used during applications.

The screenshot shows the 'User Preferences' page. At the top, there is a navigation bar with the Indiana Department of Transportation logo, the user name 'Hello, Sarah Wingfield', and menu items for 'Permits', 'Reports', 'Administration', 'Preferences', and 'Logout'. Below the navigation bar, the page title 'User Preferences' is displayed, along with a 'Reload Codes' button. The main content area is divided into several sections: 1. 'District': A dropdown menu currently set to 'Greenfield' with a 'Save' button next to it. 2. 'Delegation': Two dropdown menus. 'Delegate to:' is set to '(not delegated)' and 'Act as:' is set to '(self)'. 3. 'Email Opt-Out': A section with a heading 'Never send me any of the emails below' and a list of checkboxes for various email types: Request for comment, Recommend approve/deny, Approve, Deny, New messages, New attachments, Compliance, inspection reports, cancellation, Extension Requests, Revoke, Forward, and Appeals and appeal decisions. 4. 'Text Snippet Category': A dropdown menu set to 'Special Provisions for Recommend Approval'. 5. A table with columns 'Title', 'Text', and 'Last Updated', and an '+ Add Snippet' button.

District

To change the selected District, click on the District list dropdown. Select the new District from the dropdown and click **Save** to save changes.

A close-up of the 'District' dropdown menu. The label 'District:' is followed by a dropdown menu showing 'Greenfield' and a 'Save' button.

Delegation

Delegation allows Users to delegate their system responsibilities to another user, and to act as another User when they have been delegated to. When delegating responsibilities to another user, all EPS system and information emails will be sent the delegated user until the setting is changed back to (not delegated). To delegate to another user, click on the **Delegated to:** dropdown. Begin typing any portion of the name of the user and the system will narrow the selection list. Click on the name of the person to select them as the delegate. To end the delegation, click in the dropdown and remove the entry by clicking delete or backspace until all text is removed. The system will automatically change the field to display **(not delegated)**.



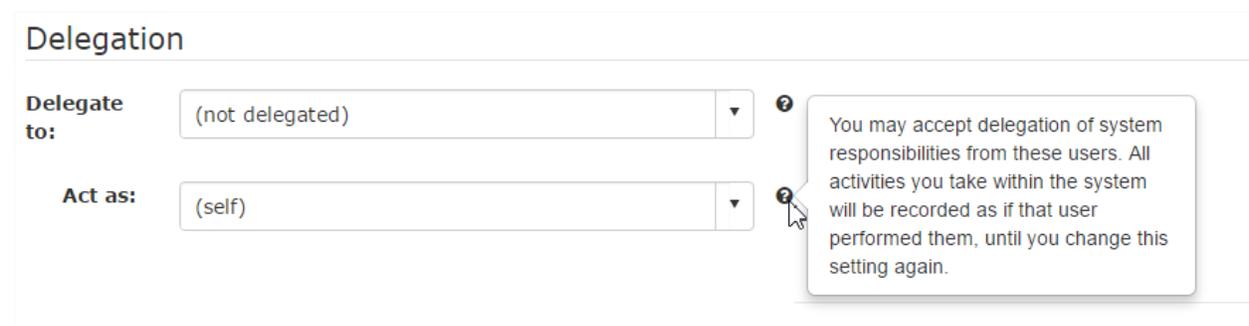
Delegation

Delegate to: (not delegated) ▼

Act as: (self) ▼

You may delegate your system responsibilities to another user. All EPS system and information emails for you will be sent to the user, until you change this setting again.

When someone has delegated their responsibility to you, the User can accept delegation of system responsibilities by changing the **Act as:** selection. All activities taken within the system will be recorded as if that User performed them, until the setting is changed back to **(self)**. The User can select who they are acting as by selecting a role in the **Act as:** dropdown. The default is **(self)**. The dropdown list will only have additional users when someone has delegated their responsibilities to you. Begin typing any portion of the name of the user and the system will narrow the selection list. Click on the name of the person to select them as the User to **Act as**. To end the Act as role, click in the dropdown and remove the entry by clicking delete or backspace until all text is removed. The system will automatically change the field to display **(self)**.



Delegation

Delegate to: (not delegated) ▼

Act as: (self) ▼

You may accept delegation of system responsibilities from these users. All activities you take within the system will be recorded as if that user performed them, until you change this setting again.

When acting as another user, the header will notify that the user is Acting As another user.

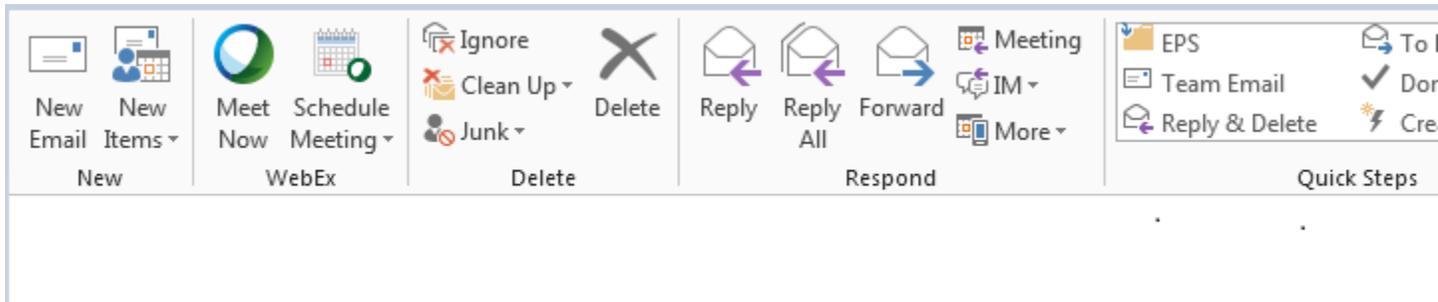


Redirecting Emails

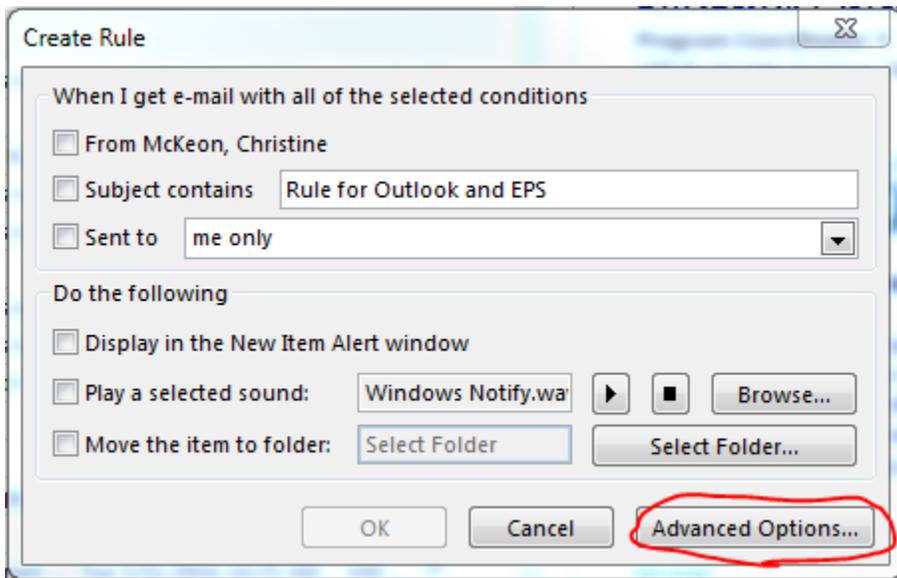
When you have delegated your tasks due to being unavailable, you may want to redirect all of your EPS-related emails to another person. This can be accomplished by creating a rule to do so in Outlook.

Instructions follow:

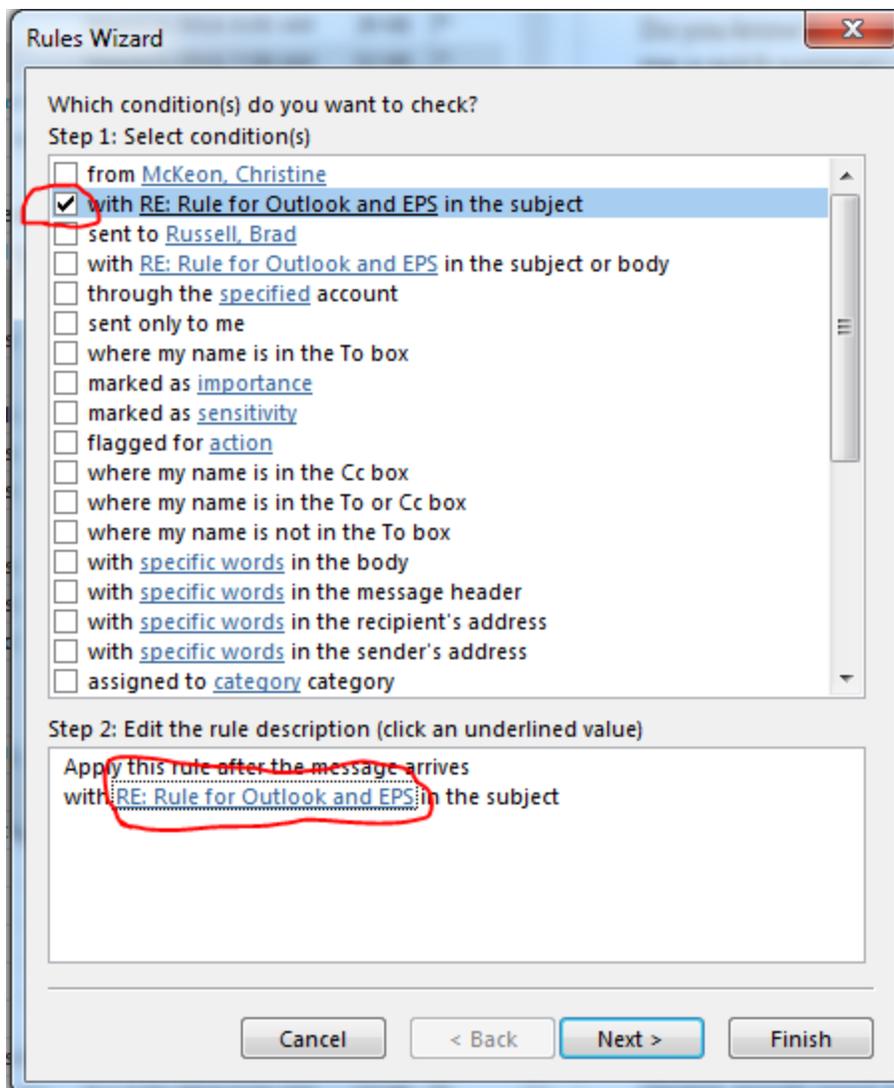
In Outlook, click the Home option from the menu, then Rules, Create Rule...



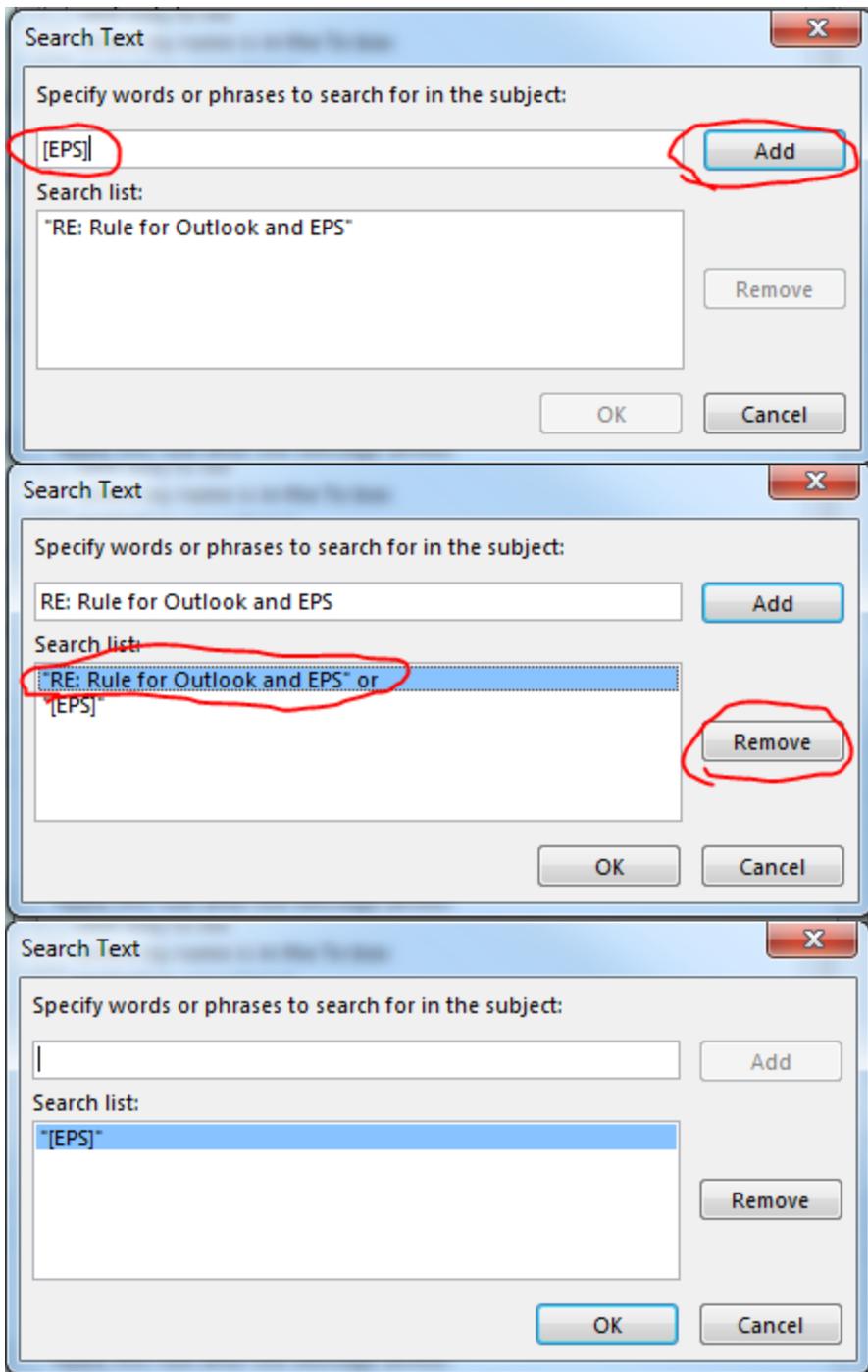
Then click Advanced Options



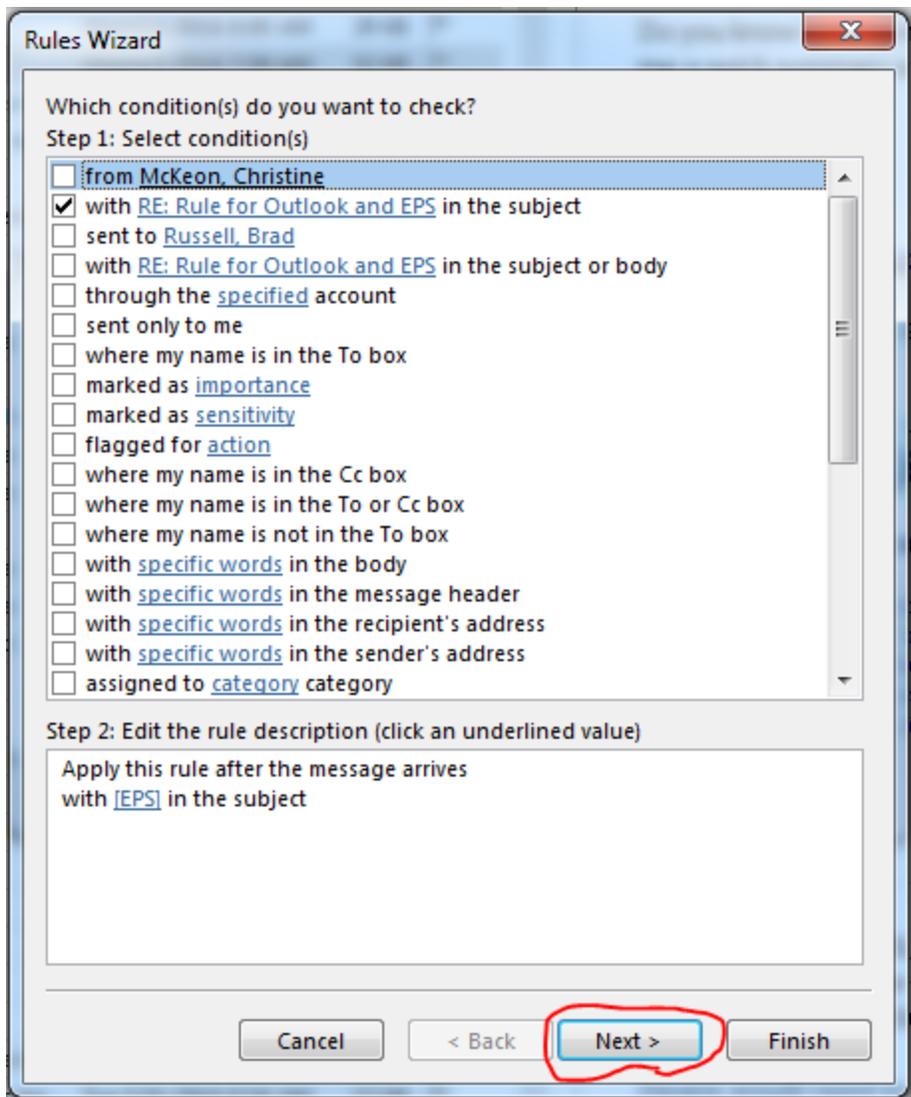
Check the "With {link} in the subject" checkbox, then click the link at the bottom



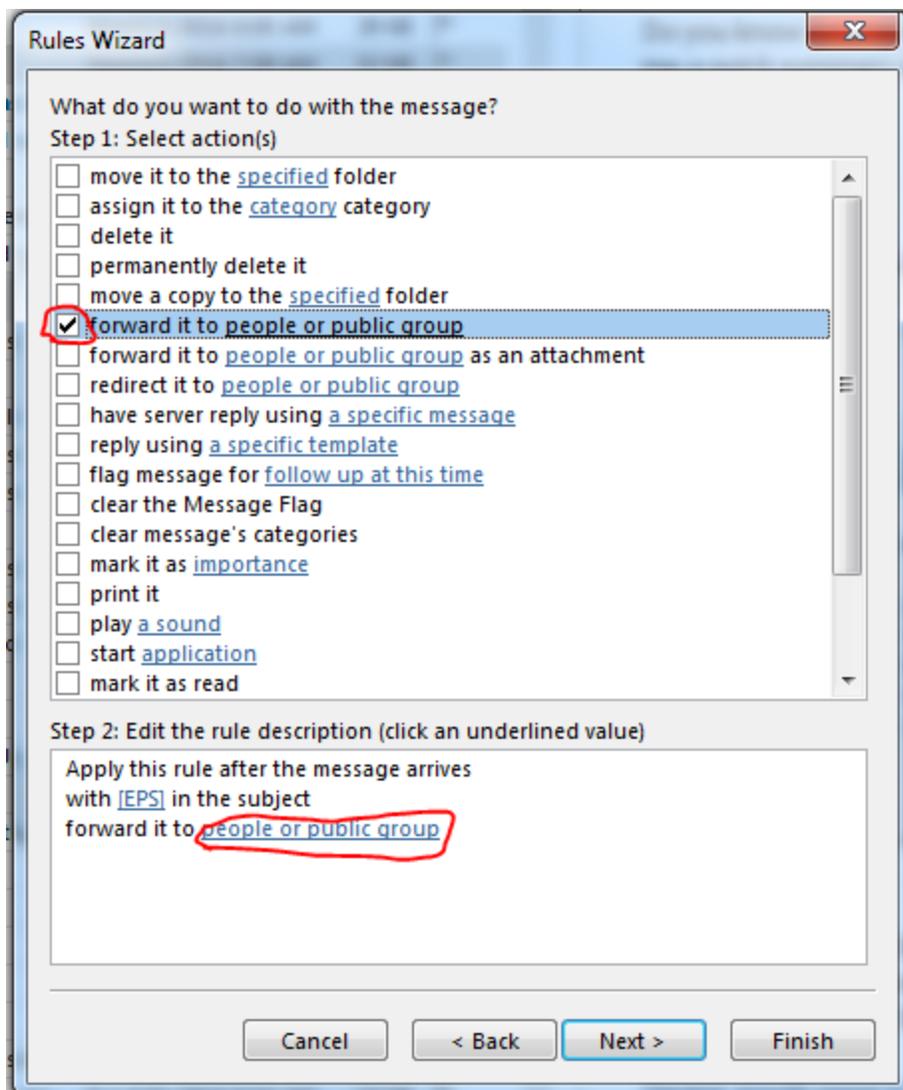
Type “[EPS]” into the box and click Add. (All EPS system-generated emails have a subject beginning with “[EPS]”.) You can also highlight the default text and click Remove so that [EPS] is the only thing in the filter.



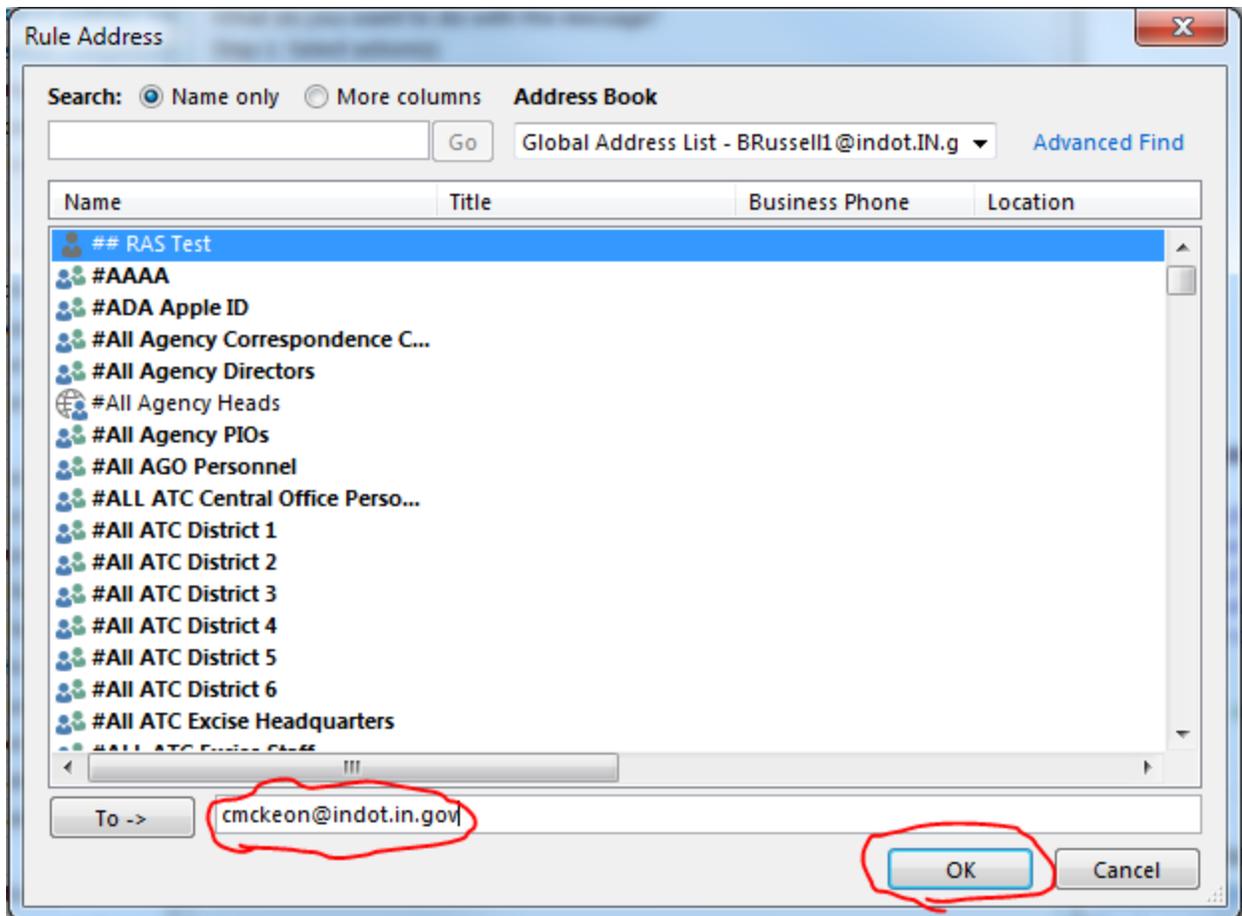
Then click OK and Next



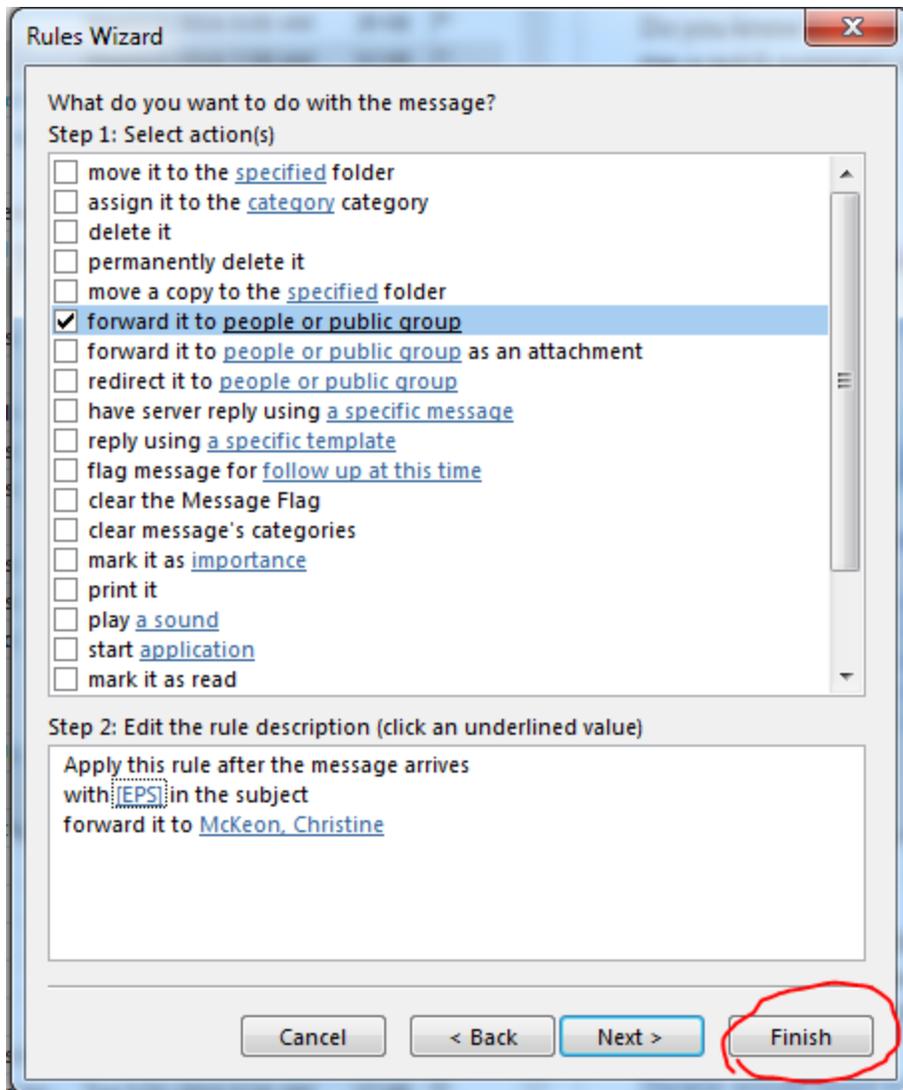
Check the "forward it to people or public group" box and click the link at the bottom



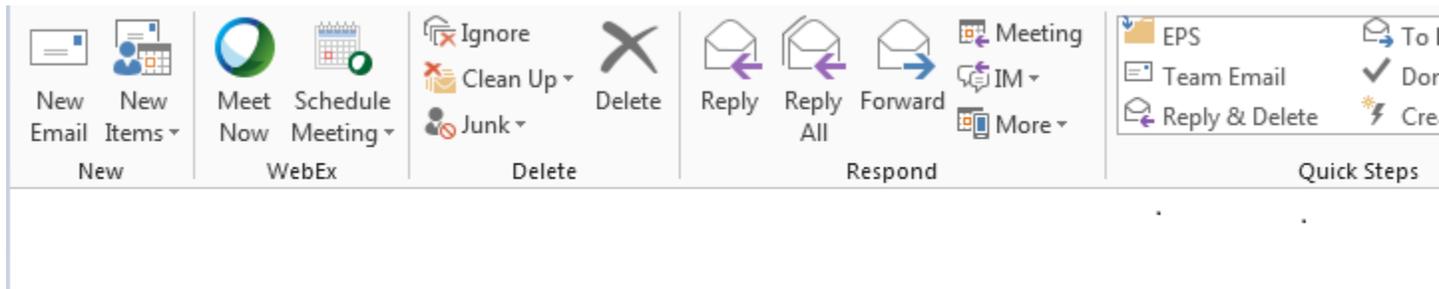
Type the person's email address in the "To ->" box and click OK



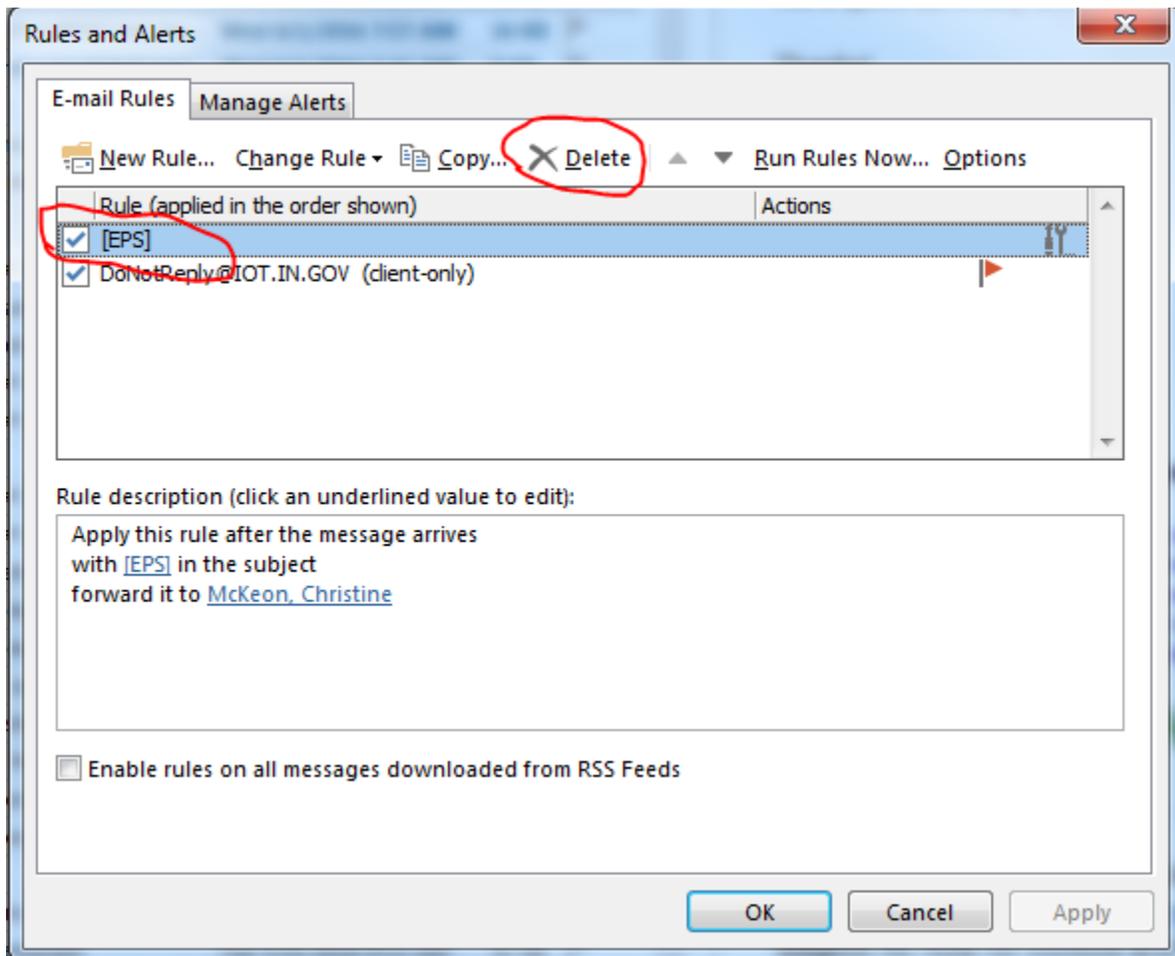
Now your rule looks like this and you can click Finish



To view your rule, you can go to Home → Rules → Manage Rules and Alerts...



To delete the rule, highlight it and click Delete



Email Opt Out

EPS sends specific emails Users when action is needed on a permit or application, and also sends information emails when someone else takes action on a permit or application with which the User is involved. Check in the boxes next to the types of emails to opt out of specific types of emails. Specific emails requiring the User's action will still be sent. To select all the available emails to opt out of, click on the blue **Never send me any of the emails below** to opt out. To opt back in to a type of email, click in the check box next to the type to receive; the check mark will be removed and the User will receive those emails again.

Email Opt-Out

EPS sends specific emails to you when you need to take some action on a permit or application, and also informational emails when someone else takes action on a permit or application with which you are involved. You can check the boxes below to opt out of EPS informational emails. Specific emails requiring your action will still be sent.

[Never send me any of the emails below](#)

- Request for comment
- Recommend approve/deny
- Approve
- Deny
- New messages
- New attachments
- Compliance, inspection reports, cancellation
- Extension Requests
- Revoke
- Forward
- Appeals and appeal decisions

Custom Text Snippets

Custom Text Snippets allow Users to auto fill fields when the same text is used repeatedly. To add a Custom Text Snippet, select a category from the **Category:** dropdown. Click on the **Add Snippet** button in the upper right portion of the table to add a new Custom Text Snippet.

Title	Text	Last Updated
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An Add/Edit window opens. Enter the Title and text as necessary and click **Update** to save the text or click **Cancel** to change.

Add/Edit Text Snippet

Title:

Text:

The added text displays in the table, along with the option to **View Details** , **Edit**  and **Delete**  the Custom Text Snippet. Only the Custom Text Snippets for the selected category display in the table. To add or view other Custom Text Snippets, change the Category dropdown.

Custom Text Snippets

Category: Special Provisions for Approval

Title	Text	Last Updated	
Special Provision	This permit meets the requirements for a special provision.	03/05/2016 04:28 PM	  

Click **View Details**  to view the Custom Text Snippet. Click **Close** to close the pop up window.

Text Snippet

Short Name	Special Provision
Text	This permit meets the requirements for a special provision.
Last Updated	03/05/2016 04:28 PM

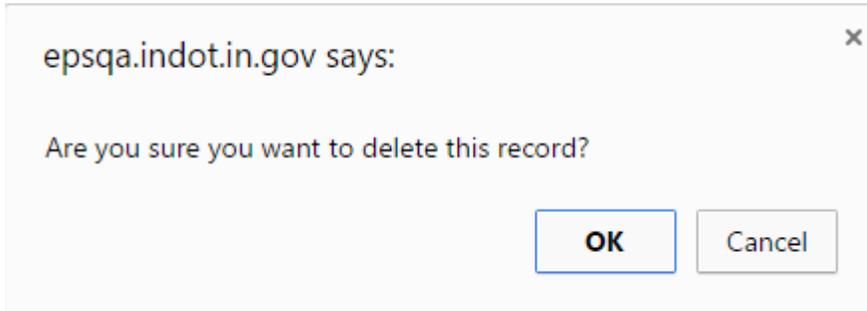
 Close

Click **Edit**  to edit an existing Custom Text Snippet. Make the necessary changes and click **Update** to save the changes or **Cancel** to return to the table without making any changes.

Add/Edit text snippet

Title	<input type="text" value="Special Provision"/>
Text	<input type="text" value="This permit meets the requirements for a special provision."/>

Click **Delete**  to remove a Custom Text Snippet. Click **OK** to delete the Custom Text Snippet or click **Cancel** to return to the table without removing the Custom Text Snippet.



When working an application or permit, if a Custom Text Snippet can be applied a dropdown will display with the snippets that were entered in the Preferences section displayed. The entered text will display in the text box, but can be edited if necessary.

