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1. Authentication

1.1. Self Registration

Applicable Roles
Customer

Summary
Use this process to self-register and create an account on the EPS system.

Process

1.1.1. Upon navigating to the EPS web site, you will be presented with the Login page (Figure 1-5). Click the “Register!” link.

1.1.2. The self-registration page will be displayed (Figure 1-2). Supply the information and click the Submit button.

Note: Required fields are denoted by * and must be supplied before the information can be saved.
1.1.3. If user accounts with the email address you specified already exist in the system, a list of those accounts will be displayed on the screen (Figure 1-3). If one of the listed accounts is an account you have used previously and would like to reuse, click the “Reset Password” corresponding to that account. The password will be reset and an email will be sent to the specified email address with the username and new temporary password. The password will need to be changed upon login.

1.1.4. If user accounts with the email address you specified already exist in the system, a list of those accounts will be displayed on the screen (Figure 1-3). You can continue to create a new account by clicking the “Continue Creating New Account” button located beneath the table.

Note: Clicking the Cancel button will return to user to a blank self-registration page.
1.1.5. If you have created a new account, or reset the password on an existing account, you will be redirected to the Password Change page (Figure 1-4). This page requires that you supply the password that was sent to the email address you specified, and requires that you enter a new password for your account. After supplying a new password, you will be redirected to the login page.
1.2. Login

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
Use this process to login to the EPS system.

**Process**

1.2.1. Upon navigating to the EPS web site, you will be presented with the Login page (Figure 1-5). Supply your username and password and click the Login button.

   *Note: Passwords are case sensitive.*

1.2.2. Checking the “Log me in automatically when I return to EPS” checkbox will store your login credentials on the local computer (Figure 1-5). It is recommended that this option be chosen only if you are using the computer from which you will typically access the EPS site, and if you are sure that no other user will access EPS from the same computer. You must click the Logout link on the site to remove the login credentials stored on the local computer.
Upon a successful login, you will be redirected to the EPS Home Page (Figure 1-6). If your username and password cannot be confirmed by the system, you will be redirected to the Login screen (Figure 1-7).
Active Permits

<table>
<thead>
<tr>
<th>Tracking # Permit #</th>
<th>Type</th>
<th>Work Order #</th>
<th>County</th>
<th>Road</th>
<th>Start RCP</th>
<th>Issue Date</th>
<th>Exp Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009-123456</td>
<td>Cut Road</td>
<td>Marian</td>
<td>1-65</td>
<td>103</td>
<td>10/18/2009</td>
<td>10/18/2009</td>
<td>Active - Does not comply</td>
<td></td>
</tr>
</tbody>
</table>

Figure 1-6. EPS Home Page
1.3. Logout

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
Use this process to logout of the EPS system and to remove any stored login credentials from the local computer.

**Process**
1.3.1. To logout of the system, click the logout link in the main menu (Figure 1-8).
1.4. Password Reset

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
In case of a forgotten password, use this process to reset your password.

**Process**
1.4.1. To reset a forgotten password, click the “Forget your password?” link on the login page (Figure 1-9).
1.4.2. The password reset page will appear (Figure 1-10). Enter your email address that is on file with your account. Click the submit button. If an account was found, an email will be sent to the email address with your username and new temporary password. The password will need to be changed upon login.
Figure 1-10. Password Reset Page
2. Search

2.1. Search

Applicable Roles
Customer
Customer Admin

Summary
The Search screen allows users to search for all permits and applications they have entered in the EPS system.

Process
2.1.1. The search can be narrowed by supplying criteria values. Partial text may be entered as search criteria for all text boxes except the Submission date (Figure 2-1).

Example: To find all Applications/Permits with "PL" in the Permit Number, simply enter "PL" in the Permit Number text box and click the Search button. No wildcards are required.

2.1.2. There is a checkbox on the Search screen that allows a user to search for all permit applications for the user’s same company. It will say ‘Include all from Company Name’ (Figure 2-1). When this is checked, all applications and permits submitted by any user from that company will be included in the search. Some functionality will not be available for ‘rest-of-company’ applications / permits. This includes writing / replying to messages, adding new attachments, extension requests.

2.1.3. The search results are sorted by submission date in descending order (Figure 2-1).

Note: Clicking the Reset button will reset the page and clear the search criteria and results.

2.1.4. To view the details of a given application or permit in the results list, click on the Tracking Number or Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 2-2).

2.1.5. Applications with a status of Entered may appear in the results list (Figure 2-1). Instead of displaying the details of the application when the Tracking Number is clicked, the first screen of the application process (Applicant's Acceptance Agreement) is displayed (Figure 2-3). This allows users to continue with the submission process of a new application that was previously entered, but not yet submitted.
Figure 2-1. Search Page with Results

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>Permit #</th>
<th>Status</th>
<th>District</th>
<th>Subdistrict</th>
<th>Start</th>
<th>End</th>
<th>Company</th>
<th>Sub Date</th>
<th>Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>T000001234</td>
<td>1234</td>
<td>Active - Does not comply</td>
<td>Greenfield</td>
<td>Indianapolis</td>
<td>1-05</td>
<td>103.0</td>
<td>Client Review Company</td>
<td>10/15/2006</td>
<td>10/15/2006</td>
</tr>
<tr>
<td>T000001234</td>
<td>1234</td>
<td>Submitted</td>
<td>Greenfield</td>
<td>Indianapolis</td>
<td>7-65</td>
<td>183.0</td>
<td>Consulting Company</td>
<td>10/25/2005</td>
<td>10/25/2005</td>
</tr>
<tr>
<td>T000001234</td>
<td>1234</td>
<td>Entered</td>
<td>Greenfield</td>
<td>Greenfield</td>
<td>1-70</td>
<td>70.0</td>
<td>Road Company</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Figure 2-2. Application / Permit Detail Page
APPLICANTS ACCEPTANCE AGREEMENT

The applicant agrees to indemnify, defend, exculpate, and hold harmless the state of Indiana, its officers and employees from any liability due to fire, damage, injury, or other casualties of whatsoever kind, or by whatsoever 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, repair, 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 worker’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 adjacent 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]
3. Applications

3.1. Create New Application (for non consulting firms)

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
Use this process to apply for a permit.

**Process**

3.1.1. To begin the application process, click the Create New Application link on the menu. The Applicant’s Acceptance Agreement page (Figure 3-1) will be displayed. The applicant must accept the agreement before the application can be started.

*Note: Clicking the cancel button will return the user to the EPS home page without saving any information.*
3.1.2. Once the Acceptance Agreement is accepted, the user will be prompted to enter the type of permit for which he is applying (Figure 3-2). When the Permit Type is changed, the page will refresh with appropriate permit codes. For a description of the permit types and codes, see the text below the drop downs. Once the correct permit type and code are selected, click the Next button to proceed with the application.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.

Note: Clicking the Previous button will return the user to the previous page in the application process.

![New Application - Select Permit Type and Permit Code](image-url)
3.1.3. If the selected permit type and permit code is a Commercial Driveway (major or minor) or a Public Road Approach (major or minor), the Checklist for Commercial Driveways will be displayed (Figure 3-3). This page is merely informational, and provides guidelines to the permittee regarding the information needed for driveway permits. Click the Next button to proceed with the application.

**Note:** Required fields are denoted by * and must be supplied before the information can be saved.

**Note:** Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.

**Note:** Clicking the Previous button will return the user to the previous page in the application process.

---

**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 design of the access points with dimensions sufficiently obvious so a qualified contractor could build from the plans.
   - The FWS, curb, gutters, curbs, and drainagways. Existing drainage connections, catch basins, etc. are to be shown and the distance of each, drawn at engineer's scale of 1' = 20' or 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, 50 feet each direction from property lines indicating access point and intersections. Drawn at engineer's scale 1' = 20'.
   - Site drainage plans - before and after grading must be shown on a grading plan or contour map on the driveway for additional runoff caused by the improvement.
   - Storm drain pipes will be a minimum of 15 inches, but drainage should be calculated to determine if larger pipes are required.
   - Storm drain requirements for distance and type must be shown.
   - A site plan showing parking area and buildings must accompany this application.
   - Storm drain control plans.
   - 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 one 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 20 year pre-development runoff. Calculations should be performed in a manner that will generate hydrographs. If any local ordinances are 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 the insurance. All loss, statements or any other endorsements 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 below for details regarding driveway permit application requirements. Note the threshold values in Section 22 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.

---

* denotes a required field

---

Figure 3-3. Checklist for Commercial Driveways Page

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Page 3-3 Version 1.0

Date Last Saved: 6/24/2009 9:49 AM
3.1.4. The next page is a map of the state of Indiana (Figure 3-4). Select a district within the state where the work is to be performed by clicking the map in the approximate location of the work. Each colored section represents a district within the state. Select a district by clicking within the boundaries of the desired district.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.
3.1.5. After choosing a district by clicking on the state map, the district map will be displayed (Figure 3-5). The red lines on the district map correspond to county boundaries. The blue dotted lines on this map represent the subdistrict areas. Select the subdistrict in which the work will be performed by clicking within the subdistrict’s boundaries on the map.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*
3.1.6. The next step in the application process is the Application Details Page (Figure 3-6). This page will reflect some of the information selected in previous screens, such as Permit Type, Permit Code, District, and Subdistrict, and will have related information, such as the Investigator’s name, phone number and the permit fee. The remaining information must be supplied by the user.

   Note: Required fields are denoted by * and must be supplied before the user can be saved.

   Note: To aid the permit application approval process, this page should be filled out as completely as possible.

3.1.7. The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection.

   Example: 2 miles south of US-40 and 150 ft. north of Davis Rd.

3.1.8. The Road Number text box requires a specific formatting of the data. The first character(s) should indicate road type, followed by a dash (-), followed then by the road number. If the format is not correct, an error message will be displayed when you click the 'Next' button.


3.1.9. For help on entering the correct Road Reference Points, click on the Create New Application - Details Help link located in the upper right hand corner of the website. This will open help text in a new window (Error! Reference source not found.). Scroll the help text to the Details section of the Create Offline Application process. Look for a link to the Indiana Department of Transportation – Publications website where you will find more information on the Roadway Referencing System.
3.1.10. The next step in an Application Details page. This page will reflect some information selected in previous screens such as Permit Type, Permit Code, District and Subdistrict, and will have related information such as the investigator name, phone number and the Permit Fee. All other information should be filled out by the user.

The Project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd)

To help process, this page should be filled out as completely as possible – however, there are only two fields that require the user to enter data in order to go to the next screen. These are indicated by a "*" character.

The Road Number text box requires a specific formatting of the data – the first character(s) should indicate road type, followed by a dash (-), then the road number. Examples of the format are: SR-37, I-70, US-40. If the format is not correct, an error message will be displayed when you hit the next button.

For help on entering the correct Road Reference Points, click the link on the screen, to the right of the Start RRP: text box, that says "Click for RRP Info".

When the information is provided, click the Next button to proceed with the application (Figure 3-6).

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.
Figure 3-6. New Application Details Page
3.1.11. If the chosen Permit Code is Major Commercial Driveway or Minor Commercial Driveway, the next page contains some questions regarding the driveway (Figure 3-7). Answer the questions and click the Next button to proceed with the application.

**Note:** Required fields are denoted by * and must be supplied before the permit application can be saved.

**Note:** Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

![Figure 3-7. Commercial Driveway Details Page](image-url)
3.1.12. The next screen will ask for Applicant information (Figure 3-8). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

*Note: Required fields are denoted by * and must be supplied before the user can be saved.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

*Note: To return to the previous page in the application, click the Previous button.

**Figure 3-8. Applicant Information Page**
3.1.13. If you are required to have a bond before work begins, the next screen will ask for the Bond information (Figure 3-9). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Note: To return to the previous page in the application, click the Previous button.

![Figure 3-9. Bond Information Page](image-url)
3.1.14. The next screen will allow you to upload files needed to support the application (Figure 3-10. Attach Files Page). The page may suggest the files that should be uploaded for the application. Each file uploaded must be in PDF format and cannot exceed 5MB in size. 

Note: Required fields are denoted by * and must be supplied before the information can be saved.

3.1.15. To attach a file, click the Browse button. A new window will appear that will allow you to navigate to the file to upload (Figure 3-11). Navigate to and select the file to upload. Click the Open button to select the file and return to the website.

Note: Only one file can be uploaded a time through this window.

Note: Clicking the cancel button on this window will close the window without selecting a file to upload.
3.1.16. Once you have selected a file and supplied the file title, click the Add File button to upload the file and store it with the application. 

*Note: Clicking the Reset button will reset the form fields to their default values.*

3.1.17. Once all the necessary files have been uploaded, click the Next button to continue with the application process.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

*Note: To return to the previous page in the application, click the Previous button*
3.1.18. The next page will allow you to review the application before submission (Figure 3-12). This page also displays the application fee (if not waived) that must be collected before the application can be submitted. Click the Submit button to submit the application.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Note: To return to the previous page in the application, click the Previous button.

3.1.19. To review the permit application, click the Review button. A new window will open which will display the application PDF generated by the application process through the website (Figure 3-13).

Note: To close this window, click the X located in the upper right corner.
3.1.20. Click the Submit button on the Review and Submit page (Figure 3-12) will submit your payment for the permit and will send the permit to INDOT for review once payment is received. The Submission Confirmation page (Figure 3-14) will indicate if the payment was successfully received and if the permit was successfully submitted to INDOT.

*Note: Click the OK button to return to the EPS Home Page.*
3.2. Create New Application (for consulting firms)

Applicable Roles
- Customer
- Customer Admin

Summary
Use this process to apply for a permit.

Process
3.2.1. To begin the application process, click the Create New Application link on the menu. The Applicant’s Acceptance Agreement page (Figure 3-15) will be displayed. The applicant must accept the agreement before the application can be started.

Note: Clicking the cancel button will return the user to the EPS home page without saving any information.

Figure 3-15. Applicant’s Acceptance Agreement
3.2.2. Once the Acceptance Agreement is accepted, the user will be prompted to enter the type of permit for which he is applying (Figure 3-16). When the Permit Type is changed, the page will refresh with appropriate permit codes. For a description of the permit types and codes, see the text below the drop downs. Once the correct permit type and code are selected, click the Next button to proceed with the application.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.

Note: Clicking the Previous button will return the user to the previous page in the application process.

![Image of Select Permit Type and Permit Code Page](image-url)

**New Application - Select Permit Type and Permit Code**

<table>
<thead>
<tr>
<th>Permit Type:</th>
<th>Permit Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway</td>
<td>Major Commercial</td>
</tr>
</tbody>
</table>

**Permit Type Descriptions**

**COMMERCIAL MAJOR DRIVEWAY PERMIT:**
This type of approach connects the highway to the private property for commercial purposes or to a public property which attracts enough traffic to require auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or rural area. It can also be designated as either a class III or IV driveway approach (See Section 4 in the Driveway Permit Manual for details).

**COMMERCIAL MINOR DRIVEWAY PERMIT:**
This type of approach connects the highway to private property used for commercial purposes, or to a public property, and which does not attract sufficient traffic to warrant an auxiliary lane(s), as determined by INDOT. The location for this type can be in either an urban or rural area. It can also be designated as either a class III or IV driveway approach (See Section 4 in the Driveway Permit Manual for details).

**PRIVATE DRIVEWAY PERMIT:**
This type accesses connects the highway to private property having a residence, barn, or private garage, in improved or unimproved condition, used by the owner or occupant of the premises, guests, and necessary service vehicles. The location for this type of driveway can be in either an urban or rural area. It can also be designated as either a Class I, II, or V driveway approach (See Section 4 in the Driveway Permit Manual for details).

* denotes a required field

[Figure 3-16. Select Permit Type and Permit Code Page]
3.2.3. If the selected permit type and permit code is a Commercial Driveway (major or minor) or a Public Road Approach (major or minor), the Checklist for Commercial Driveways will be displayed (Figure 3-17). This page is merely informational, and provides guidelines to the permittee regarding the information needed for driveway permits. Click the Next button to proceed with the application.

**Note:** Required fields are denoted by * and must be supplied before the information can be saved.

**Note:** Clicking the Cancel button will return the user to the EPS Home page and will permanently delete any information for this permit.

**Note:** Clicking the Previous button will return the user to the previous page in the application process.

---

![Figure 3-17. Checklist for Commercial Driveways Page](image-url)

**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 plans, studies, drawings or forms. For more information on the PDF format, click [here](url).

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 surveyor could build from the plans.
   b. The I/W, centerline, curbs, medians, existing pavement markings, cross-overs, ditch lines, existing drains and location of each, drawn at engineer's scale of 1" = 20' / 1" = 50'.
   c. Existing lane widths and proposed lane alterations if applicable. **NOTE:** If lane alterations are altered, full width resurfacing will not be likely required, from beginning to end of project.
   d. Line drawing, 500 feet each direction from property line indicating access point and intersections. Drawn at engineer's scale 1" = 50'.
   e. On site drainage - before and after grading must be shown on a grading plan or contoured on the driveway for additional runoff caused by the requirement.
   f. Side ditch pipes will be a minimum of 15 miles, but drainage should be calculated to determine if larger pipes are required.
   g. Ditches requiring dredging, drains and ditches must be shown.
   h. A site plan showing parking area and buildings must accompany this application.
   i. Proposed traffic control plans.
   j. All Major Commercial Driveway Applications (access requiring auxiliary lanes) must include cross sections from beginning to end of project.

3. Driveway Permit Form (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 one 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 50 year predicted 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 the insurance. All legal documents or any other endorsement 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 3.2 to determine if a traffic study will be required.

9. Developments with frontages in excess of 400 feet will more 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.

---

* denotes a required field
3.2.4. The next page is a map of the state of Indiana (Figure 3-18). Select a district within the state where the work is to be performed by clicking the map in the approximate location of the work. Each colored section represents a district within the state. Select a district by clicking within the boundaries of the desired district.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Figure 3-18. State Map Page
3.2.5. After choosing a district by clicking on the state map, the district map will be displayed (Figure 3-19). The red lines on the district map correspond to county boundaries. The blue dotted lines on this map represent the subdistrict areas. Select the subdistrict in which the work will be performed by clicking within the subdistrict’s boundaries on the map.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.
3.2.6. Consulting firms need to specify whom they are working on behalf of (Figure 3-20). If the consultant is working on behalf of a client who is eligible for waived permit fees, the consultant should choose their client from the top drop down. If the client is not listed in this drop down and the consultant feels that it should be, the consultant should contact INDOT to have their client added.

3.2.7. If the consulting firm is working on behalf of a client who is not eligible for waived fees, the consultant should choose his client from the second drop down, or if the client is not listed in this drop down, the consultant should type the client’s name in the text box.

3.2.8. If the client does exist in either of the drop downs, the third drop down will refresh with the names of registered users associated with the client company. If the contact at the client company is listed in this drop down, the consultant should choose this user from the drop down.
3.2.9. The next step in the application process is the Application Details Page (Figure 3-21). This page will reflect some of the information selected in previous screens, such as Permit Type, Permit Code, District, and Subdistrict, and will have related information, such as the Investigator’s name, phone number and the permit fee. The remaining information must be supplied by the user.

*Note: Required fields are denoted by * and must be supplied before the user can be saved.

*Note: To aid the permit application approval process, this page should be filled out as completely as possible.

3.2.10. The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection.

*Example: 2 miles south of US-40 and 150 ft. north of Davis Rd.

3.2.11. The Road Number text box requires a specific formatting of the data. The first character(s) should indicate road type, followed by a dash (-), followed then by the road number. If the format is not correct, an error message will be displayed when you click the 'Next' button.


3.2.12. For help on entering the correct Road Reference Points, click on the Create New Application - Details Help link located in the upper right hand corner of the website. This will open help text in a new window (Error! Reference source not found.). Scroll the help text to the Details section of the Create Offline Application process. Look for a link to the Indiana Department of Transportation – Publications website where you will find more information on the Roadway Referencing System.
3.2.13. The next step in an Application Details page. This page will reflect some information selected in previous screens such as Permit Type, Permit Code, District and Subdistrict, and will have related information such as the investigator name, phone number and the Permit Fee. All other information should be filled out by the user.

The Project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd)

To help process, this page should be filled out as completely as possible – however, there are only two fields that require the user to enter data in order to go to the next screen. These are indicated by a "***" character.

The Road Number text box requires a specific formatting of the data – the first character(s) should indicate road type, followed by a dash (-), then the road number. Examples of the format are: SR-37, I-70, US-40. If the format is not correct, an error message will be displayed when you hit the next button.

For help on entering the correct Road Reference Points, click the link on the screen, to the right of the Start RRP: text box, that says "Click for RRP Info".

When the information is provided, click the Next button to proceed with the application (Figure 3-21).

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.
### New Application - Details

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Driveway</th>
<th>Permit Code</th>
<th>Major Commercial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road #</td>
<td></td>
<td>County</td>
<td>Adams</td>
</tr>
<tr>
<td>Start RRP</td>
<td>Click for RRP Info</td>
<td>End RRP</td>
<td></td>
</tr>
<tr>
<td>District</td>
<td>Greenfield</td>
<td>Subdistrict</td>
<td>Indianapolis</td>
</tr>
<tr>
<td>Investigator</td>
<td></td>
<td>Investigator</td>
<td>Merten, Robert</td>
</tr>
<tr>
<td>Phone</td>
<td>717-359-2411 Ext 26</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit Fee</td>
<td>$600.00</td>
<td>Permit Fee Waived</td>
<td>No</td>
</tr>
</tbody>
</table>

The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e., 2 miles south of US-40 and 156 ft. north of Davis Rd.)

<table>
<thead>
<tr>
<th>Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Present</td>
<td></td>
</tr>
<tr>
<td>Use</td>
<td></td>
</tr>
<tr>
<td>Proposed</td>
<td></td>
</tr>
<tr>
<td>Use</td>
<td></td>
</tr>
<tr>
<td>Work Order #</td>
<td></td>
</tr>
</tbody>
</table>

* denotes a required field
3.2.14. If the chosen Permit Code is Major Commercial Driveway or Minor Commercial Driveway, the next page contains some questions regarding the driveway (Figure 3-22). Answer the questions and click the Next button to proceed with the application.

*Note: Required fields are denoted by * and must be supplied before the permit application can be saved.

*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*

---

**Figure 3-22. Commercial Driveway Details Page**
3.2.15. The next screen will ask for Applicant information (Figure 3-23). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

Note: Required fields are denoted by * and must be supplied before the user can be saved.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Note: To return to the previous page in the application, click the Previous button.
3.2.16. If you are required to have a bond before work begins, the next screen will ask for the Bond information (Figure 3-24). All information should be completed or updated where necessary. Information saved on this screen will only affect the current application. Click the Next button to proceed with the application.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Note: To return to the previous page in the application, click the Previous button.

Figure 3-24. Bond Information Page
3.2.17. The next screen will allow you to upload files needed to support the application (Figure 3-25). The page may suggest the files that should be uploaded for the application. Each file uploaded must be in PDF format and cannot exceed 5MB in size.

*Note*: Required fields are denoted by * and must be supplied before the information can be saved.

3.2.18. To attach a file, click the Browse button. A new window will appear that will allow you to navigate to the file to upload (Figure 3-26). Navigate to and select the file to upload. Click the Open button to select the file and return to the website.

*Note*: Only one file can be uploaded a time through this window.

*Note*: Clicking the cancel button on this window will close the window without selecting a file to upload.
3.2.19. Once you have selected a file and supplied the file title, click the Add File button to upload the file and store it with the application.  
*Note: Clicking the Reset button will reset the form fields to their default values.*

3.2.20. Once all the necessary files have been uploaded, click the Next button to continue with the application process.  
*Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.*  
*Note: To return to the previous page in the application, click the Previous button*
3.2.21. The next page will allow you to review the application before submission (Figure 3-27). This page also displays the application fee (if not waived) that must be collected before the application can be submitted. Click the Submit button to submit the application.

Note: Clicking Cancel on this page will return the user to the Main Menu page, and no information will be saved.

Note: To return to the previous page in the application, click the Previous button.

3.2.22. To review the permit application, click the Review button. A new window will open which will display the application PDF generated by the application process through the website (Figure 3-28).

Note: To close this window, click the X located in the upper right corner.
Figure 3-28. Application Review PDF
3.2.23. Click the Submit button on the Review and Submit page (Figure 3-27) will submit your payment for the permit and will send the permit to INDOT for review once payment is received. The Submission Confirmation page (Figure 3-29) will indicate if the payment was successfully received and if the permit was successfully submitted to INDOT.

Note: Click the OK button to return to the EPS Home Page.

3.3. View Applications

Applicable Roles
Customer
Customer Admin

Summary
This is the primary listing of all applications on the logged in user’s list and serves as the home page for the EPSI site. For an application to appear on this list, the user must be in the community for the application. An application must have one of the following statuses to appear in this list: Submitted, Entered, In Progress – Pending Plate, In Progress – Pending Payment, or Denied.
**Process**

3.3.1. The Applications listing is initially filtered to show all applications, regardless of status. (Figure 4-1).

3.3.2. To view applications in a different status, choose the desired status from the Application Status dropdown list at the top of the page (Figure 4-1). When the status dropdown is changed, the page will refresh to display the updated list. No additional button click is necessary.

3.3.3. The Applications listing will only display the Tracking Number in the first column, as a Permit Number is not assigned until the application has been approved (Figure 4-1).

4. To view the details of a given application in the list, click on Tracking Number link in the first column of the Applications (Figure 4-1). This will display the Application/Permit Details page for the selected item (Figure 4-2). For additional information on the Application/Permit Details Page, see Section 1.
4.1.1. Application / Permit Details in this document.

Figure 4-1. Applications Listing Page
## Application Permit Details Page

### Summary

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>Permit #</th>
<th>District</th>
<th>Permit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>T000013203</td>
<td></td>
<td>Greenwood</td>
<td>Communications</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Submit Date</th>
<th>Company</th>
<th>County Name</th>
<th>Exp. Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>10/25/2009 09:00 PM</td>
<td>Consulting Company</td>
<td>Marion</td>
<td>1-65</td>
</tr>
</tbody>
</table>

### Application / Permit Detail

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Road #</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut Road</td>
<td>I-65</td>
<td>Marion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start RPP</th>
<th>End RPP</th>
<th>Investigator</th>
<th>Investigator Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>163</td>
<td>164</td>
<td>Robert Martens</td>
<td>317-356-2411</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Order</th>
<th>Project Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The project location should be identified from the nearest state road intersection and from the nearest city street or county road (i.e. 2 miles south of US-40 and 150 ft. north of Davis Rd.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Description</th>
<th>Project Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Project Information

<table>
<thead>
<tr>
<th>INDOT Project</th>
<th>Contract #</th>
<th>Project Supervisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Bond Information

<table>
<thead>
<tr>
<th>Bond Required</th>
<th>Bond Amount</th>
<th>Permit Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td>$55.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Email</td>
</tr>
</tbody>
</table>

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Figure 4-2. Application Permit Details Page
5. Permits

5.1. Active Permits

Applicable Roles
Customer
Customer Admin

Summary
This is the primary listing of all permits on the logged in user’s list. For a permit to appear on this list, the user must be in the community for the permit. A permit will have one of the following statuses to appear in this list: Active, and Active – Does not Comply.

Process
Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.
5.1.1. The list is shows only those permits with a status of Active or Active – Does not Comply (Figure 5-1).
5.1.2. To view the details of a given permit in the list, click on the Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-2). For additional information on the Application/Permit Details Page, see Section 1
5.1.3. Application / Permit Details in this document.

Figure 5-1. Active Permits Listing
5.2. Expired Permits

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
This is the primary listing of all permits on the logged in user's list that have expired. For a permit to appear on this list, the user must be in the community for the permit and the permit must have expired.
**Process**

Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.

5.2.1. The list shows only those permits which have expired (Figure 5-3).

5.2.2. To view the details of a given permit in the list, click on the Permit Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-4).

For additional information on the Application/Permit Details Page, see Section 1
5.2.3. Application / Permit Details in this document.

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>Type</th>
<th>Work Order</th>
<th>County</th>
<th>Road</th>
<th>Start BBD</th>
<th>Issue Date</th>
<th>End Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR0000001</td>
<td>Cut Road</td>
<td>1000</td>
<td>Marion</td>
<td>I-65</td>
<td>10/28/2006</td>
<td>10/24/2006</td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Figure 5-3. Expired Permit Listing
5.3. Cancelled Permits

**Applicable Roles**

- Customer
- Customer Admin

**Summary**

This is the primary listing of all permits on the logged in user's list that have been cancelled. For a permit to appear on this list, the user must be in the community for the permit and the permit must have a status of Cancelled.

---

**Figure 5-4. Application / Permit Details Page**
**Process**

Note that customers will only see applications or permits that they submitted - users will not be able to see what others have submitted.

5.3.1. The list shows only those permits that have a status of cancelled (Figure 5-5).

5.3.2. To view the details of a given permit in the list, click on the Tracking Number link in the first column. This will display the Application/Permit Details page for the selected item (Figure 5-6). For additional information on the Application/Permit Details Page, see Section 1.
5.3.3. Application / Permit Details in this document.

Figure 5-5. Cancelled Permits Listing
**Figure 5-6. Application / Permit Details Page**

---

**Summary**

<table>
<thead>
<tr>
<th>Tracking #</th>
<th>Permit #</th>
</tr>
</thead>
<tbody>
<tr>
<td>T6006013582</td>
<td>Major Commercial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>District</th>
<th>Status</th>
<th>Company Name</th>
<th>County Name</th>
<th>Exp Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greenfield</td>
<td>Cancelled</td>
<td>Client Review Company</td>
<td>Marion</td>
<td>1-55</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit Date</th>
<th>Issue Date</th>
<th>Road #</th>
</tr>
</thead>
</table>

**Application / Permit Detail**

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Permit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway</td>
<td>Major Commercial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Road #</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>I-55</td>
<td>Marion</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Start RRP</th>
<th>End RRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investigator</th>
<th>Investigator Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPS Investigator</td>
<td>317-988-3688</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investigator Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:EPSInvestigator@indot.gov">EPSInvestigator@indot.gov</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project location should be identified from the nearest state road intersection and from the nearest city street or county road intersection (i.e., 2 miles south of US-40 and 150 ft. north of Davis Rd.)</td>
</tr>
</tbody>
</table>

**Project Information**

<table>
<thead>
<tr>
<th>INDOT Project</th>
<th>Contract #</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Project Supervisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Bond Information**

<table>
<thead>
<tr>
<th>Bond Required</th>
<th>Bond Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bond #</th>
<th>Permit Fee Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

**Applicant Information**

<table>
<thead>
<tr>
<th>Applicant First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jennifer</td>
<td>Spice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>jennifer.spice@haverstickconsults</td>
</tr>
</tbody>
</table>

---

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6. Reports

6.1. Permit Reconciliation Report

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
The Permit Reconciliation Report allows users to list all submitted permit applications that were issued between two specific dates for the company of the person who is logged in to the system.

**Process**
6.1.1. To use the Permit Reconciliation Report (Figure 6-1), supply a “From” date and a “To” date in the appropriate text boxes and choose a column to sort by from the drop down list. Click the “Submit” button to view the report.

6.1.2. The report is first sorted by the field chosen by the user and then by the tracking number.

6.1.3. To view the details of a given permit in the report list, click on the Tracking and/or Permit Number in the first column. This will display the Application / Permit Details page for the selected item (Figure 6-2). For additional information on the Application/Permit Details Page, see Section 1
6.1.4. Application / Permit Details in this document.

Figure 6-1. Permit Reconciliation Report
6.2. Activity On Bond Report

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
Use this process to view the activity on a bond. This report is useful to determine how many active permits are covered by a particular bond number or bonding company.
6.2.1. To use the Activity On Bond Report (Figure 6-3), supply none, any or all of the search criteria. Click the "Submit" button to view the report. Note: Clicking the Reset button will reset the page and clear the search criteria and results.

6.2.2. By default the report is sorted by status and date issued.
7. Transfers

7.1. Transfers

**Applicable Roles** (note: Transfers are only available to accessIndiana subscribers)

Customer
Customer Admin

**Summary**

Permits may need to be transferred between companies. Follow this process to transfer permits from one company to another.

**Process**

7.1.1. To submit a transfer request, supply the information of the company that is to receive the permits. Choose the permits to transfer by checking the checkbox next to the permit. Click the Submit Request button to submit the transfer request (Figure 7-1).

*Note: Clicking the Cancel button will return the user to the EPS Home Page without saving any information.*

7.1.2. For the transfer to be completed electronically, the new company / contact person must be a user of EPS, and INDOT must receive a letter from that company in the mail, confirming the transfer. Once the request and the confirmation letter have been received, the transfer can be completed by INDOT.

![Figure 7-1. Transfer Permit Page](image-url)
8. Administration

8.1. Customer Admin (Create or Edit a User)

Applicable Roles
Customer Admin

Summary
Use the customer admin process to maintain user accounts associated with your company.

Process
8.1.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-1).

![Customer Admin Main Page](image-url)

8.1.2. The Customer Admin main page (Figure 8-1) displays a list of EPS user accounts associated with your company. To create a new account, click the New button. To edit any information of an existing account, click the Edit button corresponding to the account. The Customer Details page will be displayed (Figure 8-2).
8.1.3. Supply or modify the necessary information and click the Submit button to save the user account information.

Note: The Username must be unique, and once saved, cannot be changed.

Note: The subscriber name must be unique within all active users on the EPS system. The subscriber name was given to your company from accessIndiana when the subscriber account was created. Please contact accessIndiana with any concerns regarding subscriber names.

Note: When choosing a role, please be aware that the Customer Admin role allows the user to modify other user accounts within your company, and also allows the user to modify the company information. The customer role only allows the user to modify his account information only.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking the Cancel button will return the user to the Customer Admin main page without saving the information.

8.1.4. To deactivate a user’s account (deny them access to EPS), check the Inactive checkbox.

8.1.5. Primary Contacts are modified through the Company Admin screen. The Primary Contact must have a Customer Admin role.

8.2. Customer Admin (Delete a User)

Applicable Roles
Customer Admin
Summary
Use the customer admin process to delete user accounts associated with your company.

Process
8.2.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-5).

8.2.2. The Customer Admin main page (Figure 8-5) displays a list of EPS user accounts associated with your company. To delete a user account associated with your company, click the Delete button corresponding to the user.

Note: The Primary Contact cannot be deleted. To delete the Primary Contact’s account you must first specify a new primary contact through the Company Admin process.

8.2.3. After clicking the delete button for a user who is not the primary contact, a confirmation window will appear (Figure 8-4). Click OK to proceed with the deletion.

Note: Clicking Cancel will return the user to the Customer Admin main page and will not delete the user.
8.3. Customer Admin (Replace a User on Existing Permits)

**Applicable Roles**
Customer Admin

**Summary**
Use this process to replace users within your company on existing permits.

**Process**

8.3.1. From the menu, click the Customer Admin link to display the Customer Admin main page (Figure 8-5).

8.3.2. Click the Replace User On Existing Permits link located on the Customer Admin main page (Figure 8-5). The Permit Transfer page will be displayed (Figure 8-6).
8.3.3. On the Permit Transfer page (Figure 8-6), choose the user with permits to transfer from and the replacement user from the drop downs. Click the Submit button to transfer the permits.

Note: Clicking the Cancel button will return the user to the EPS main page without saving the information.

8.4. **Company Admin**

**Applicable Roles**
Customer Admin

**Summary**
Use this process to update the company information.

**Process**
8.4.1. From the menu, click the Company Admin link to display the Company Details page (Figure 8-5).
8.4.2. Supply or modify the necessary information and click the Submit button to save the company information.

*Note:* The Contact Person must first have an account on EPS. To create this account, follow the steps outlined in Section 8.1 Customer Admin (Create or Edit a User) of this document.

*Note:* Required fields are denoted by * and must be supplied before the information can be saved.

*Note:* Clicking the Cancel button will return the user to the EPS main page without saving the information.

8.4.3. The Bond Required, Is Fee Waived, and Is a Consulting Firm fields cannot be modified by the customer, they can only be changed by INDOT personnel. If you believe there is an error with these fields, contact INDOT.
8.5. User Admin

Applicable Roles
Customer

Summary
Use this process to update the details of your account.

Process

8.5.1. From the menu, click the User Admin link to display the User Details page (Figure 8-8).

8.5.2. Supply or modify the necessary information and click the Submit button to save the information.

Note: Required fields are denoted by * and must be supplied before the information can be saved.

Note: Clicking the Cancel button will return the user to the EPS main page without saving the information.
9. Application / Permit Details

9.1. Details

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
The App/Permit Details page displays information for the selected submitted application or permit. From this page, the user will have the ability to navigate to view several aspects of the current application or permit.

**Process**
9.1.1. Access the Application / Permit Details page (Figure 9-1) by clicking a tracking number or permit number of any submitted permit throughout the site.

9.1.2. Permit information, project information, bond information, and applicant Information for the application or permit are all visible from this screen.

*Note: Once an application has been submitted, it cannot be modified from the EPS site except through an addendum.*
9.2. Start and End Date

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
The Project Start and End Dates allow both INDOT Users and Customers to better track the beginning and end of work being done.
Process

9.2.1. Access the Application / Permit Details page (Figure 9-2) by clicking a tracking number or permit number of any submitted permit throughout the site.

9.2.2. Click the Start and End Date link in the lower left navigation (Figure 9-2) to access the Start and End Date Page (Figure 9-3).
9.2.3. The Start and End Date Page (Figure 9-3) displays the start and end date for the permit. These dates should be supplied at least five days before work is to begin. Supply the start and end dates in mm/dd/yyyy format and click the Submit button.

9.3. Messages

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
The Messages page will provide a list of all of the messages associated with the current application/permit.

**Process**
9.3.1. Access the Application / Permit Details page (Figure 9-4) by clicking a tracking number or permit number of any submitted permit throughout the site.
Figure 9-4. Application / Permit Details Page

9.3.2. Click the Messages link in the lower left navigation (Figure 9-4) to access the Messages Page (Figure 9-5).
To add new messages to the application / permit, click the "New Message" button. Clicking the "New Message" button will cause the Message Entry page to appear (Figure 9-6). A subject is required for each message. Click Submit to add the message to the message center.

Note: Clicking Cancel will return to the Message Center without saving the message.

Note: Clicking Reset will reset the fields on the page.
The users will also have the option to view any displayed messages. Clicking on a message subject will take the user to the View Message page (Figure 9-7) where they can view the entire message and reply to the message, if desired.

*Note: To return to the message center without responding to the message, click the Cancel button.*
9.4. Files

Applicable Roles
- Customer
- Customer Admin

Summary
The Files page will provide a list of all the attachments associated with the current application/permit.

Process
9.4.1. Access the Application / Permit Details page (Figure 9-8) by clicking a tracking number or permit number of any submitted permit throughout the site.
9.4.2. Click the Files link in the lower left navigation (Figure 9-8) to access the Files Page (Figure 9-9).
9.4.3. If the permit is in Entered or Submitted status, an attachment can be added to the application. To attach a file to this permit, click the Browse button, which will open a Choose File window (Figure 9-10). Navigate to the file to attach, select the file, and click the Open button. The window will close and the file path of the file will appear in the File To Attach textbox.

Note: Only files with a type of .PDF and less than 2MB in size can be uploaded.
9.4.4. Supply the File Title and click the Add File button to upload the file and attach it to the permit. Once a file has been successfully added, it will appear in the File List and a message will be added to the message center.

*Note:* Clicking the reset button will reset the form elements and will not upload the file.

9.4.5. To view a file on the File list, click the File Title link. A new window will open to display the file.

9.5. Print

**Applicable Roles**
- Customer
- Customer Admin

**Summary**
This process will allow users to view one or more parts of an application or permit in Acrobat Reader. Most documents will be stored in PDF form, so Acrobat Reader is required to view the files, and is available for free download from the Internet.

**Process**
9.5.1. Access the Application / Permit Details page (Figure 9-11) by clicking a tracking number or permit number of any submitted permit throughout the site.
9.5.2. Click the Print link in the lower left navigation (Figure 9-11) to access the Print Page (Figure 9-12).
9.5.3. The documents that are generated by the system, such as Permits and Applications, will be displayed in the upper table on the page. The lower table will list attachments that were added by the customer or INDOT users as well as other attachments related to the application / permit, such as Compliance Reports. 

Note: Some documents in the “Available Documents” section will only appear if they are currently available for the selected application or permit. The "Additional Special Provisions" document would be an example of this type of document.

9.5.4. To print a particular file, check the checkbox next to the file and then click the Print button. A new window will appear with the file. To print multiple files, check the checkbox next to each file and then click the Print button. A new window will appear with all the chosen files (Figure 9-13).

Note: When printing an approved permit, an approval message should appear on each page of the permit.

Note: Clicking the Reset button will clear the selected checkboxes.

9.5.5. To print all of the documents and attachments, click the Print All button.
9.6. Create Addendum

Applicable Roles
Customer
Customer Admin

Summary
This process allows the user to submit an addendum to the permit.

Process
9.6.1. Access the Application / Permit Details page (Figure 9-14) by clicking a tracking number or permit number of any submitted permit throughout the site.
9.6.2. Click the Create Addendum link in the lower left navigation (Figure 9-14) to access the Addendum Confirmation (Figure 9-15).
9.6.3. Clicking the “I Agree” button will start the addendum process. For information regarding the screens of the addendum process, see Section 3.1. Create New Application in this document.

9.7. Extension Request

**Applicable Roles**
Customer
Customer Admin

**Summary**
Customers can petition INDOT for extensions of their permits, if needed.

**Process**
9.7.1. Access the Application / Permit Details page (Figure 9-16) by clicking a tracking number or permit number of any submitted permit throughout the site.
9.7.2. Click the Extension Request link in the lower left navigation (Figure 9-16) to access the Addendum Confirmation (Figure 9-17).
9.7.3. On the Extension Request page, the user will need to enter the new Expiration Date and comments to INDOT explaining why the extension is being requested. The original expiration date is visible at the top of the screen, where summary information is displayed about the permit (Figure 9-17). Click the Submit button to send the extension request to INDOT.

*Note: Required fields are denoted by * and must be supplied before the information can be saved.
*Note: Clicking the Cancel button on this page will return the user to the Application / Permit Details page, and no information will be saved.

9.8. Additional Charges

**Applicable Roles**
Customer
Customer Admin

**Summary**
Additional fees may be charged related to a permit, either for a permit type change, or for inspection fees. The Additional Charges screen will show a summary of charges and payments and the current balance.
This is not meant to be an 'official' accounting system, but rather to provide a place to record financial activity online and to have it available to both customers and INDOT users. There are no automatic updates done by the system and accuracy depends on the user, as it is a manual entry system. Do not consider on the additional charges data.

**Process**

9.8.1. Access the Application / Permit Details page (Figure 9-18) by clicking a tracking number or permit number of any submitted permit throughout the site.
9.8.2. Click the Additional Charges link in the lower left navigation (Figure 9-18) to access the Addendum Confirmation (Figure 9-19).

9.8.3. Clicking the Close button on this page will return the user to the Application / Permit Details page.