



# Oversize/Overweight Permitting System Quick Start Guide

**October 2021**



**Indiana Department of Revenue**

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# Introduction & Navigation

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

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

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

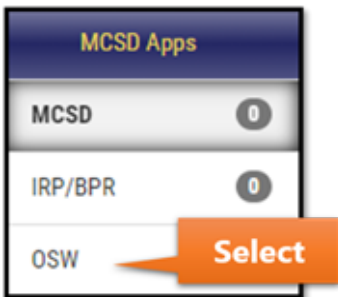
For answers to more specific questions and issues, please see the complete *IN OSOWPS Customer User Guide*. A brief video tutorial is also available online. Visit [dor.in.gov/motor-carrier-services](http://dor.in.gov/motor-carrier-services) and select “Oversize/Overweight” to access these resources and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

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

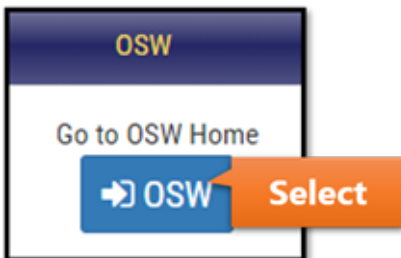
To get started, log in to the [Motor Carrier Services Online Portal](#) with your credentials.

## Main Steps

1. Select *OSW* under the *MCSO Apps* menu:



2. Select the *OSW* button that appears:



3. Select *New Permit*:



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

Permit Type: Select... Select

From: Select...  
90 Day Permit  
Annual Permit  
Bulk Milk Permit  
Overweight Commodity Permit  
Pre-Approval Superload  
Single Trip Permit

You have selected the correct Permit Type

5. Select the *Next* button:

Cancel Next Save and Exit

Select

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

Vehicle Inventory Unit/Rig Number Year Make VIN Plate # State Country Vehicle Type

Select... [ ] Select... [ ] [ ] [ ] [ ] [ ] Select... [ ] Select... [ ]

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

Back Next Save and Exit Delete Permit

Select

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

osw.motorcarrieruat.dor.in.gov says  
Would you like to add vehicle: 10 to your vehicle inventory?  
OK Cancel

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

**Statements below are an example and are NOT the same statements that will appear for your specific permit.**

**I Attest/Accept Statement**

Allowable Travel.  
I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.

General Terms and Conditions.  
a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor.  
b. The General Provisions which can be found at [www.in.gov/dor/mcs/pdfs-forms/m204.pdf](http://www.in.gov/dor/mcs/pdfs-forms/m204.pdf) are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions.  
c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is truck, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force  
d. I attest that I have read and accept the terms set forth above.

Permit Type Attest Statement.  
 I acknowledge that this vehicles dimensions are within the Indiana legal limits for Oversize 90 Day Permits. Vehicle must not exceed 13 feet 6 inches height, 12 feet 4 inches width, 110 feet in length, 80,000 lbs. gross weight and/or legal axle weights.

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

[Back](#)   [Save and Exit](#)   [Delete Permit](#)   [Submit](#)

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

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

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

**Permit Submission Successful!**

Your permit has been submitted. The permit(s) generated for this order are listed below. To view or check the status of your permit, return to the Dashboard.

[Return to the dashboard](#)  
[Order another permit](#)

The following permits have been approved.

Permit ID
5323065

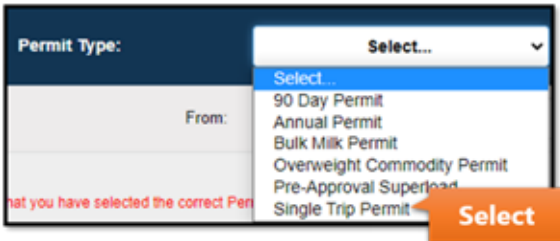
[Pay for the permits now.](#)

# Single Trip

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



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



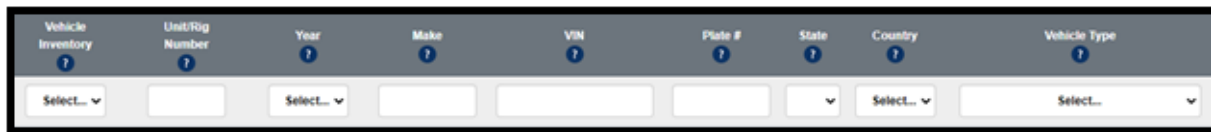
If either of the statements below apply, check the appropriate boxes:



Select the *Next* button:



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



Enter the load description as well as the load serial #/bill of lading #. One of the "I attest" statements must be selected. If the second "I attest" statement is selected, please complete the *How Loaded* field located at the right of the statement.



The permit type will not display until the load parameters are entered.

Permit Type: No permit definition found for entered dimensions

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

Load Parameter	Feet	Inches
Loaded Width ?	<input type="text"/>	<input type="text"/>
Loaded Height ?	<input type="text"/>	<input type="text"/>
Overall Length ?	<input type="text"/>	<input type="text"/>
Trailer and Load Length ?	<input type="text"/>	<input type="text"/>

Select the *Enter Weights* button.

Enter Weights **Select**

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

<b>Number of Axles:</b>	<input type="text" value="8"/>	
# Tires: <input type="checkbox"/>	Non-Standard Gauge: <input type="checkbox"/>	Axle Type: <input type="checkbox"/>
<b>Total Spacing:</b>	0' 0"	<b>Total Weight (lbs.):</b>
<b>ESAL:</b>	0	

Enter the spacing and weight for each axle:

Axle	Spacing (Ft. In.)	Weight (lbs.)
1		<input type="text"/>
2	<input type="text"/> <input type="text"/>	<input type="text"/>

After completing all fields, select the *Validate Weights* and *Close* button:

Validate Weights and Close **Select**

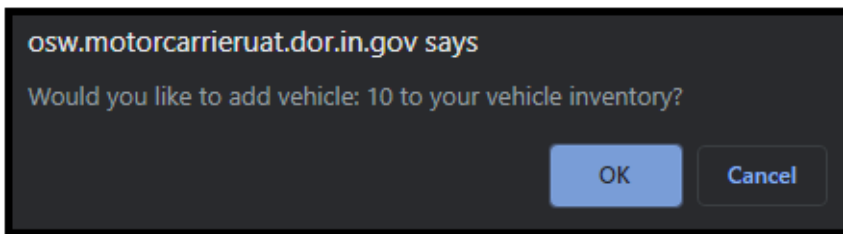
The *Permit Type* field will now appear according to the information entered. For the example in this guide, we are using an *Overweight (Single Trip)* permit.

Permit Type: Overweight (Single Trip)

Select the *Next* button:



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





## Route Features

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

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

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

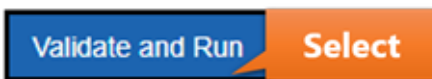
**Border Crossing:** Select from the list of border crossings available in the dropdown.

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

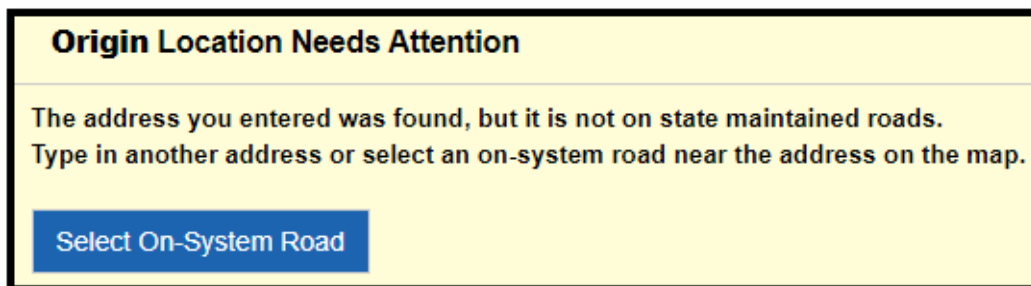
**Via Points:** If you prefer to travel a specific highway, select *Highway* from the dropdown and enter one or more as directed in the field that appears. If you prefer to select the points on a map, select *Find on Map* from the dropdown, then select *Select on Map*. See the *On-System Roads* section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

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

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

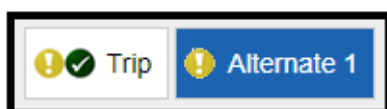


If you see an error similar to the one below asking you to select an on-system road, please see the *On-System Roads* section on page 10 for tips.

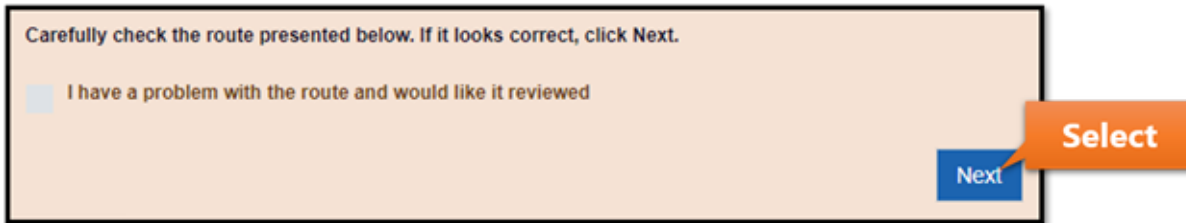


If there are no errors for the origin or destination, please continue with the steps below.

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



After the desired route is showing, select the *Next* button at the top. If you have a problem with the route and would like it reviewed, select the corresponding checkbox before the *Next* button.



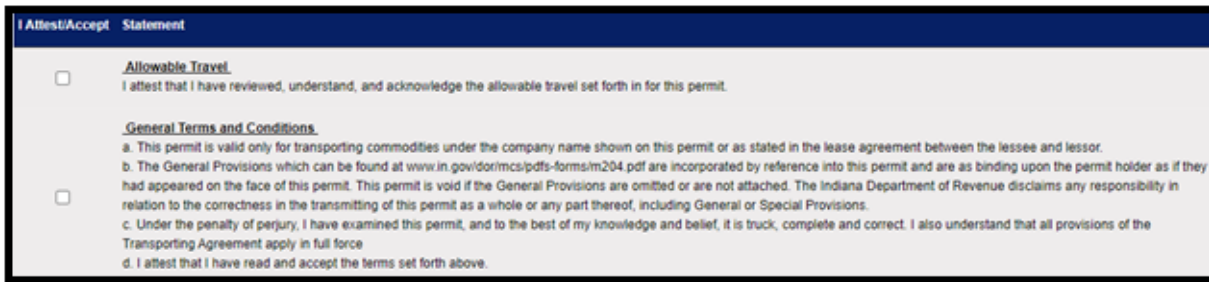
Carefully check the route presented below. If it looks correct, click Next.

I have a problem with the route and would like it reviewed

Next

Select

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



I Attest/Accept	Statement
<input type="checkbox"/>	<b>Allowable Travel</b> I attest that I have reviewed, understand, and acknowledge the allowable travel set forth in for this permit.
<input type="checkbox"/>	<b>General Terms and Conditions</b> a. This permit is valid only for transporting commodities under the company name shown on this permit or as stated in the lease agreement between the lessee and lessor. b. The General Provisions which can be found at <a href="http://www.in.gov/dor/mcs/pdfs-forms/m204.pdf">www.in.gov/dor/mcs/pdfs-forms/m204.pdf</a> are incorporated by reference into this permit and are as binding upon the permit holder as if they had appeared on the face of this permit. This permit is void if the General Provisions are omitted or are not attached. The Indiana Department of Revenue disclaims any responsibility in relation to the correctness in the transmitting of this permit as a whole or any part thereof, including General or Special Provisions. c. Under the penalty of perjury, I have examined this permit, and to the best of my knowledge and belief, it is true, complete and correct. I also understand that all provisions of the Transporting Agreement apply in full force d. I attest that I have read and accept the terms set forth above.

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

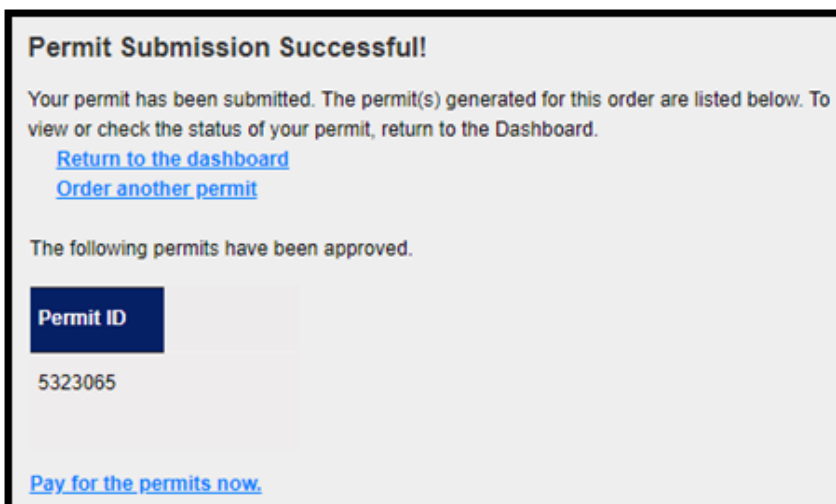


Back      Save and Exit      Delete Permit      Submit

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[Order another permit](#)

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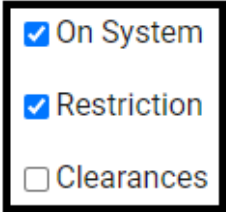
Permit ID
5323065

[Pay for the permits now.](#)

## On-System Roads

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

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



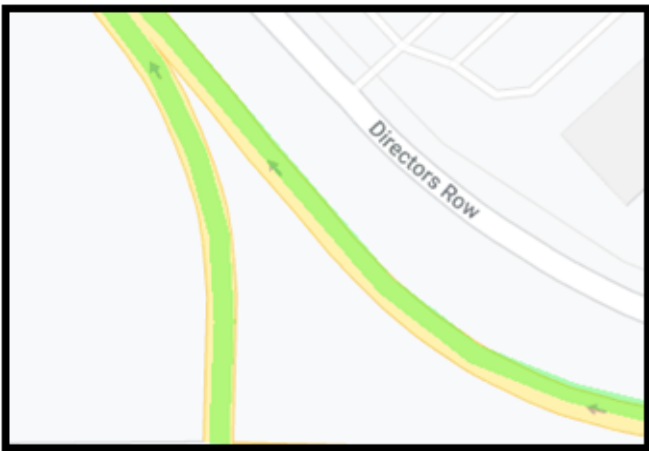
Please use the zoom tool located in the bottom right corner of the map. Many times, you will need to zoom out to see the nearest on-system roads and you will need to zoom in before selecting a specific on-system road.



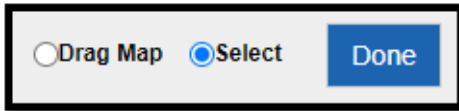
When searching for the road, ensure the *Drag Map* button is selected. Click and drag the map to search for the desired on-system road. The *Select* button will be used at a later step. If you would like the map to zoom in directly on a specific city, enter the city in the *Focus City* field and select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



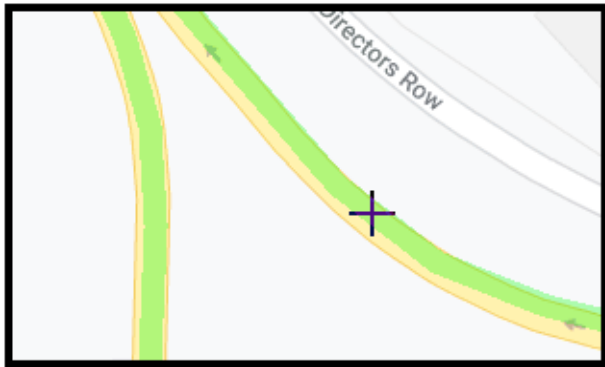
After finding the road, use the zoom tool and zoom in close to the on-system road (it will be highlighted in green). Zoom in close enough to see if there are arrows (example displayed below).



If arrows are shown, ensure you select the road that travels in the desired direction. Once you have found your road, ensure you are zoomed in closely, then go to the top of the map to select the *Select* button:



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



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

