

Instructions Updating US Bank Profile and Payment Information January 2007

As you may be aware, beginning January 17, 2007, the procedure to pay for a Mn/DOT oversize/overweight permit changes. Please refer to the User Guide titled "New Credit Card Payment Process" you received yesterday, or go to our Web site at <http://www.dot.state.mn.us/cvo/oversize/oversize.html> and click on the New Item link.

In preparation for this new change, beginning today, January 10, 2007, you can register your credit card with US Bank and verify and/or update your profile information. Registering your credit card before January 17th may help reduce delays in permits being issued to you after this change is made.

The following pictures show what you will encounter when accessing the US Bank site to register your credit card information.

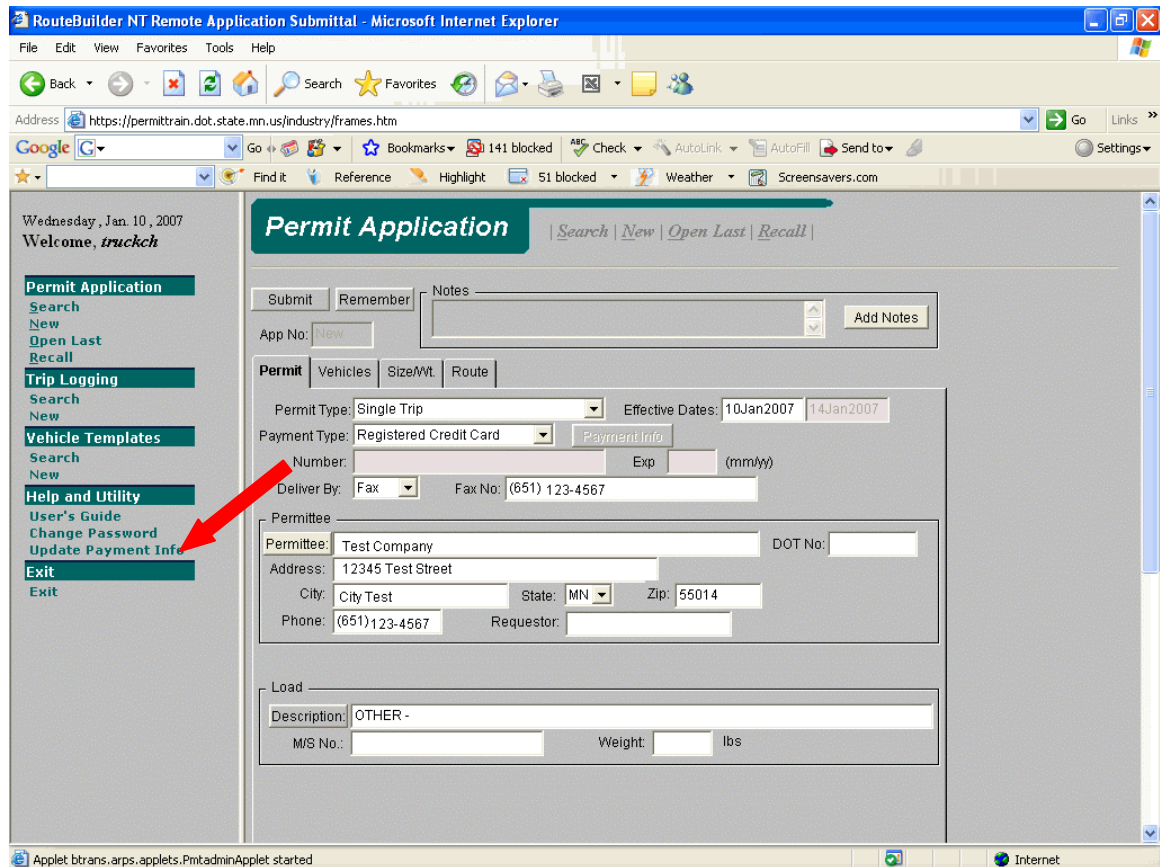


Figure 1

1. You can only access the US Bank site from the Mn/DOT Permit Application page after having logged into our system (Figure 1). The URL address until January 17, 2007 is <https://permittrain.dot.state.mn.us/industry/frames.htm>.

Beginning January 17, 2007, use
<https://dotpermittrain.dot.state.mn.us/industry/frames.htm>

2. Once there, you will update the payment information for your organization. Click on **'Update Payment Info'** as shown.

2.3. If your company is already pre-registered with US Bank, you will receive the next page (Figure 2).

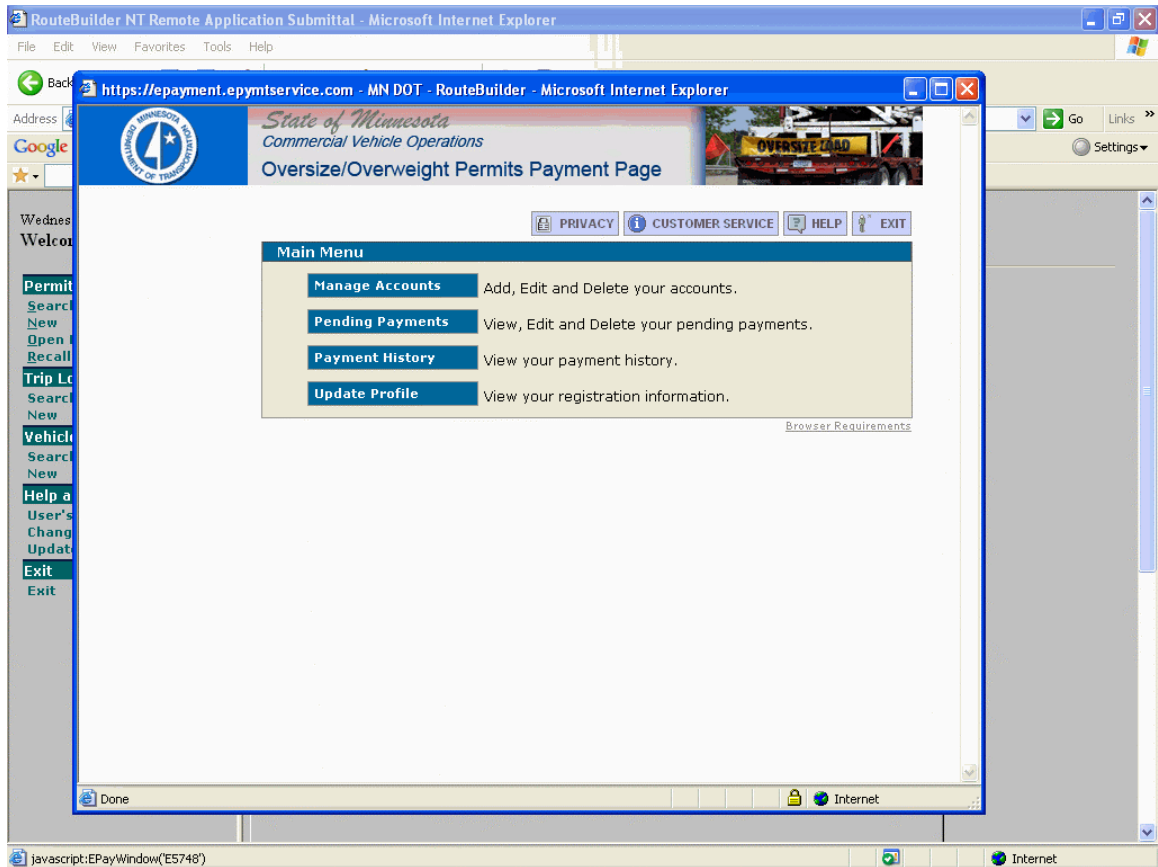


Figure 2

Here (Figure 2), you will be able to

- Add, Edit, and Delete credit cards;
- View, Edit and Delete pending payments;
- View your payment history; and,
- Update your registration information.

Note: If your company (Organization ID) is not registered with US Bank, you will need to contact the Mn/DOT Permit office to have us register your company with US Bank. You will receive a notice (Figure 3) from US Bank if US Bank does not recognize the Organization ID you're attempting to use.

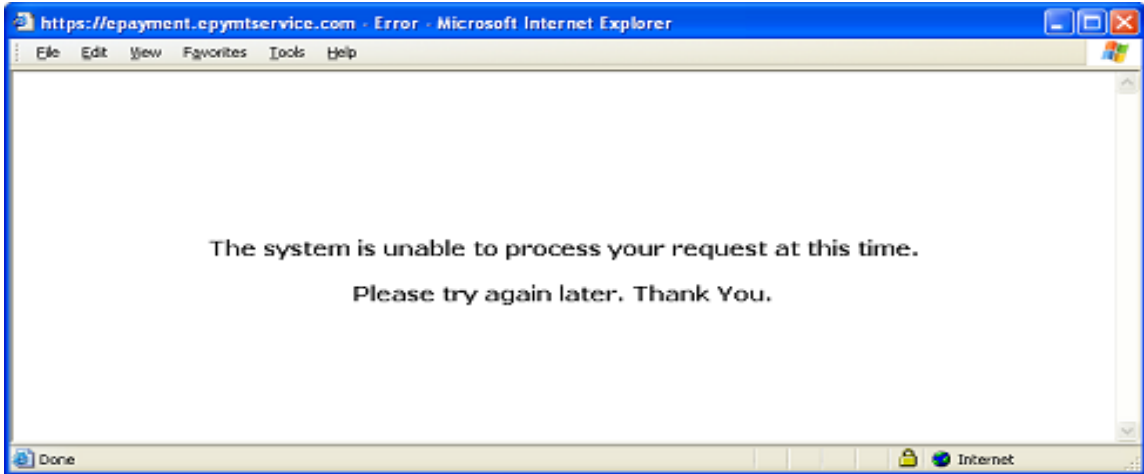


Figure 3

3. This would be a good time to review/update your profile from the US Bank page shown in Figure 2. After selecting **Update Profile**, you will get a screen (Figure 4) that you can review and modify for accuracy. Make sure you save your changes.

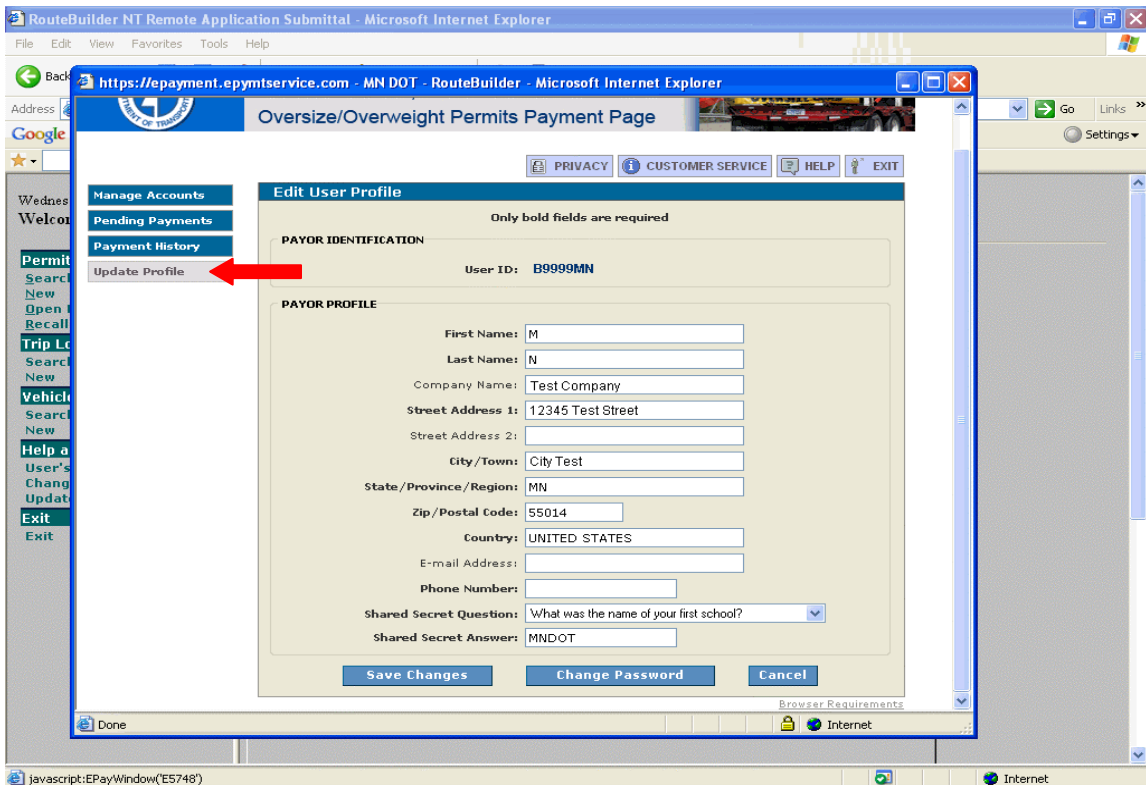


Figure 4

After reviewing and updating your profile, select **Manage Accounts** (Figure 4) to register or update your credit card information. Select **Add Credit/Debit Card** (Figure 5). Follow the instructions of the registration page that will follow and be sure to save your information. After you have done this, your profile and payment information will be registered with US Bank. You can register more than one credit card.

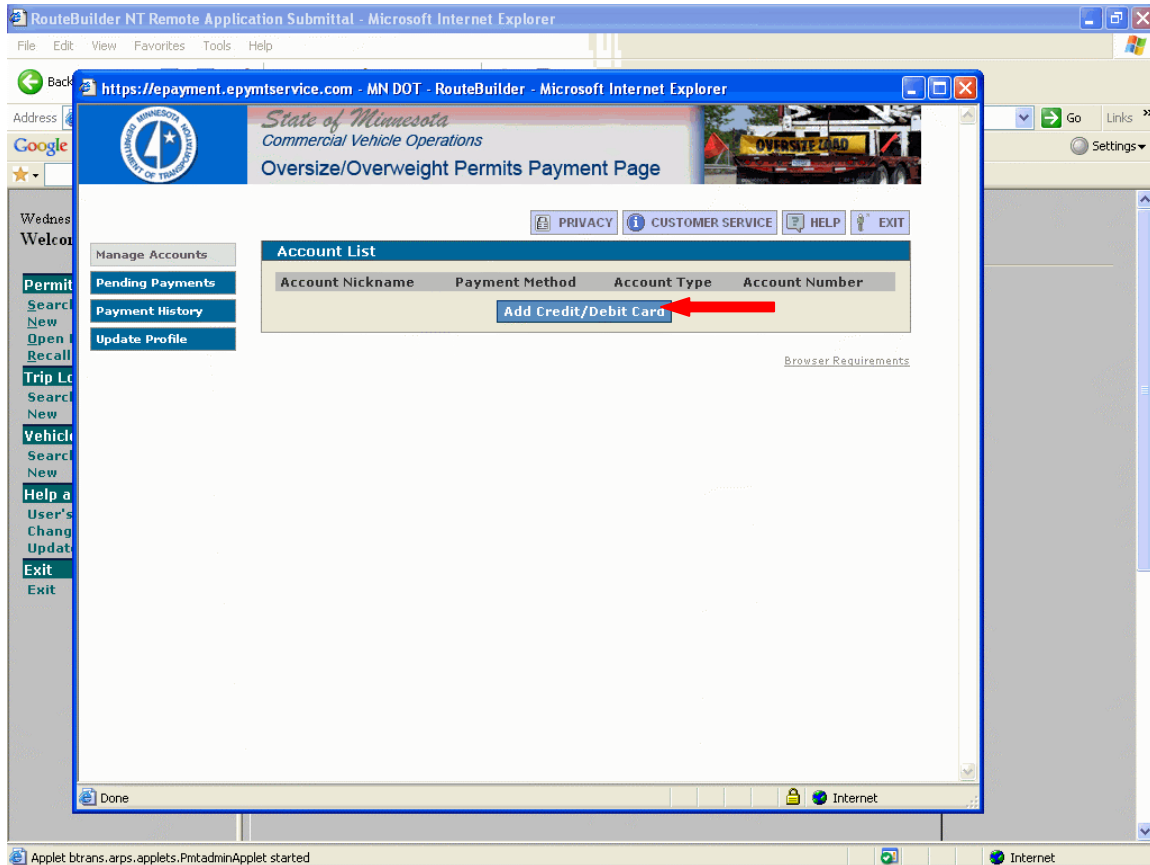


Figure 5

Maintaining Your US Bank Profile and Payment Information

After Mn/DOT registers your company with US Bank and you've registered your payment information with US Bank, it is your responsibility to manage your US Bank profile and keep all your information up to date. You will only be able to do this by first logging into Mn/DOT Permit Application and following these instructions.

If you have questions or problems, contact us by email at ofcvopermits@dot.state.mn.us or by phone at (651) 296-6000 or by fax at (651) 215-9677.