

**User Guide
New Credit Card Payment Process
January 2007**

As of January 17, 2007, the procedure to pay for a Mn/DOT oversize/overweight permit changes.

New website address as of January 17, 2007

If you have bookmarked the Oversize/Overweight Permits website, the address has changed to: <https://dotpermittrain.dot.state.mn.us/industry/frames.htm> Please change your bookmark accordingly.

The following steps will guide you through the significant changes you'll notice with this revised payment system. Please review these complete instructions. If you have questions, contact Mn/DOT's Permit Section by phone at (651) 296-6000, by fax at (651) 215-9677, or by email at ofcvopermits@dot.state.mn.us.

Updating your US Bank Profile

After Mn/DOT registers your organization with US Bank, it is your responsibility to manage your US Bank profile and keep your credit card information up to date.

Applying For A Permit

1. Log into Mn/DOT Permit system (RouteBuilder) using your Mn/DOT-issued User ID and your Password. NOTE: Your User ID is associated to your specific Organization ID (issued to you by Mn/DOT).
2. Mn/DOT will register your ORG ID with US Bank, but you must enter your specific credit card information into your registered US Bank account before any permits that require payment can be issued to you.
3. Once you've registered your credit card information at the US Bank site you can begin applying for a Mn/DOT permit. Complete all required fields of the Mn/DOT permit application.
4. When complete, submit application for payment.
5. A screen popup will show "Are you sure you want to submit this application? You will be notified when your application is ready to be paid." You have the option to click 'okay' or 'cancel'.

Note: During the course of applying for a permit, always take note of the Mn/DOT permit application number. You will need this to find the correct permit application when you want to go back in and pay for your permit.

6. At this point, your application is either in an APPROVED status (in the case of self/auto-issue), or will be placed in queue for review by Mn/DOT staff. Once Mn/DOT reviews and approves the application it will then be placed in APPROVED status and made available to you to make payment.
7. You will have the ability to pay during this particular session (only if Mn/DOT has granted you auto-issue privileges. Otherwise, Mn/DOT will notify you when the permit is ready for payment). Until you pay for the permit, the permit

remains in a 'Approved' status (Figure 1) and you will be unable to retrieve the permit until it is paid for.

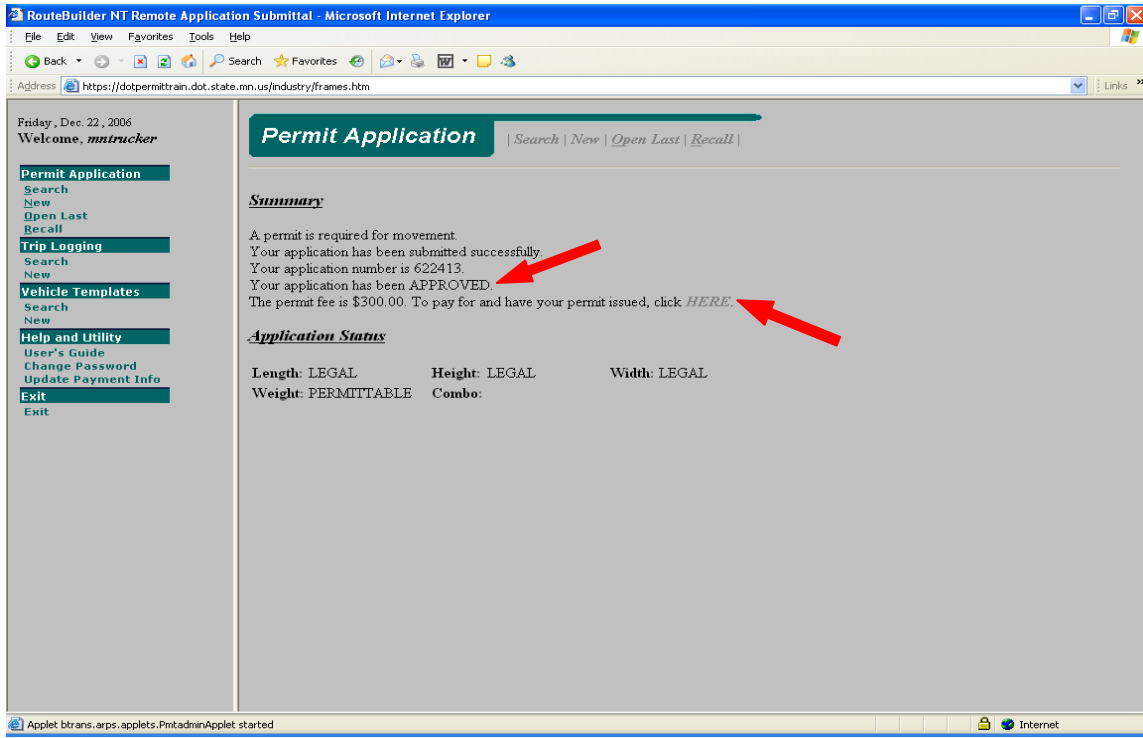


Figure 1

8. The system displays the application information and provides a link for you to pay (Figure 1). After you click the required link, the OS/OW permit system sends you to the US Bank website to pay for the permit. Only after you complete payment and receive a confirmation number from US Bank will the permit become valid and available to you. After payment is confirmed, the status of the permit is changed from 'approved' to 'ISSUED'.

9. After clicking on the pay link (Figure 1), the system will launch a US Bank session for you to pay for your permit. If you receive a notice telling you the system is unable to process the request (Figure 2), this is an indication that the Organization ID associated with your system login and password is not registered with US Bank. In order to rectify this situation, you will need to contact the Mn/DOT Permit section and ask that your organization be registered with US Bank.

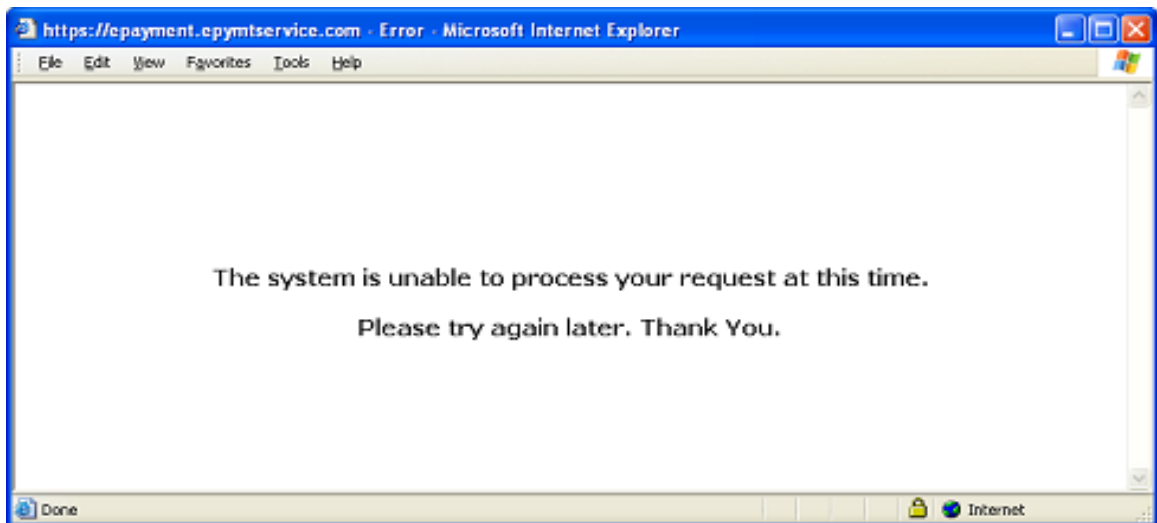


Figure 2

10. After Mn/DOT's Permit section registers your organization with US Bank, and you've completed entering your credit card information, you will need to exit from US Bank and return to the Mn/DOT Permit System, find the pending application (will still have a status of 'approved'), and pay for the permit (following steps 15-22).

Note: If the system successfully launches a US Bank session, jump to step #24 (Payment at US Bank Site).

Applications Requiring Mn/DOT Review

11. Follow Steps 1-4 above.
12. When auto issue is not possible, you will receive the following dialogue box (Figure 3).

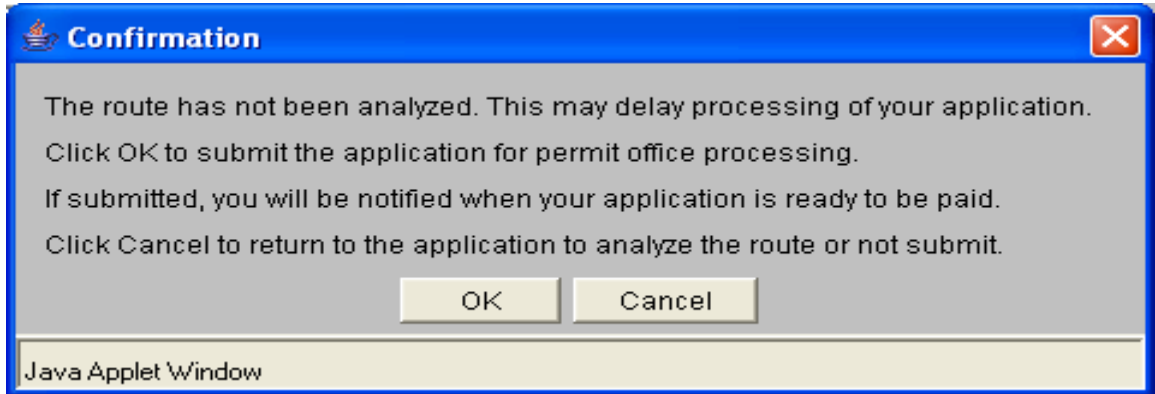


Figure 3

13. **Figure 4** is an example of what you would get after clicking 'OK'.
Note: the option to pay (as in Figure 1) is not presented on this screen. You will not be able to pay for and retrieve your permit until after Mn/DOT approves the permit application.

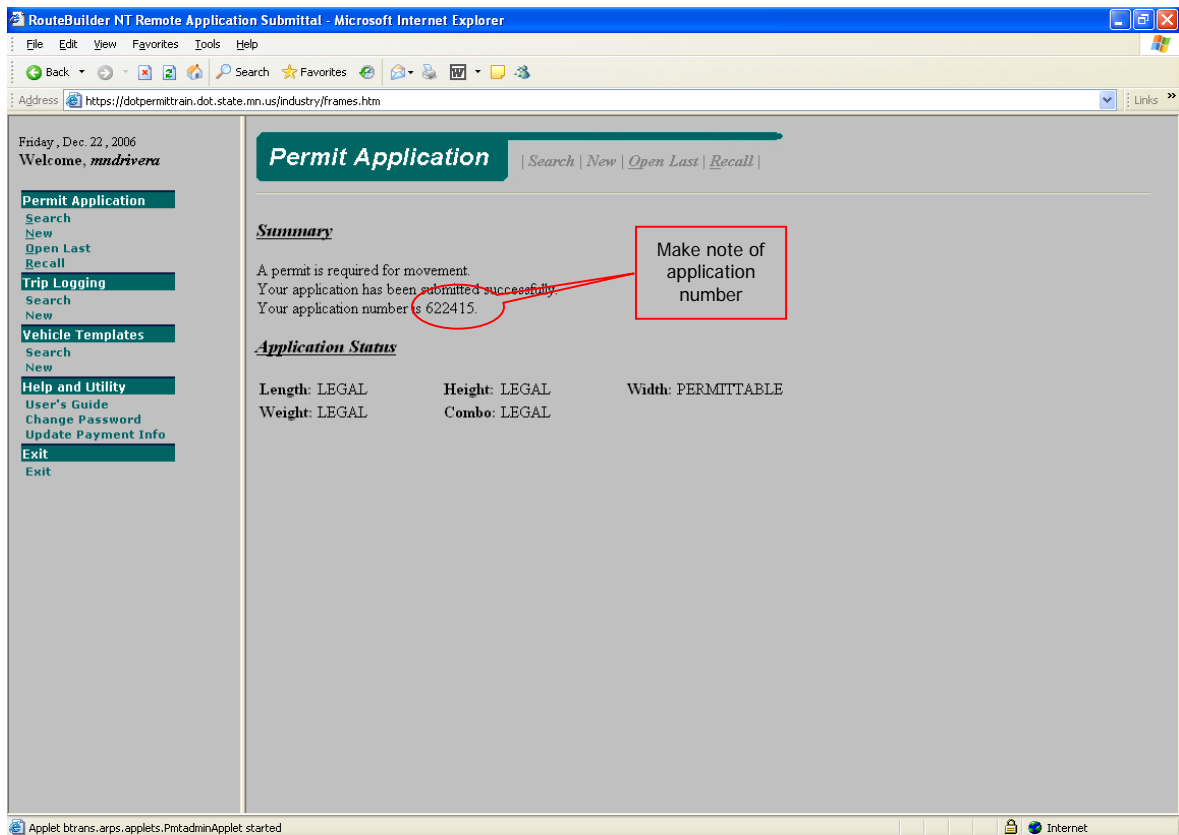
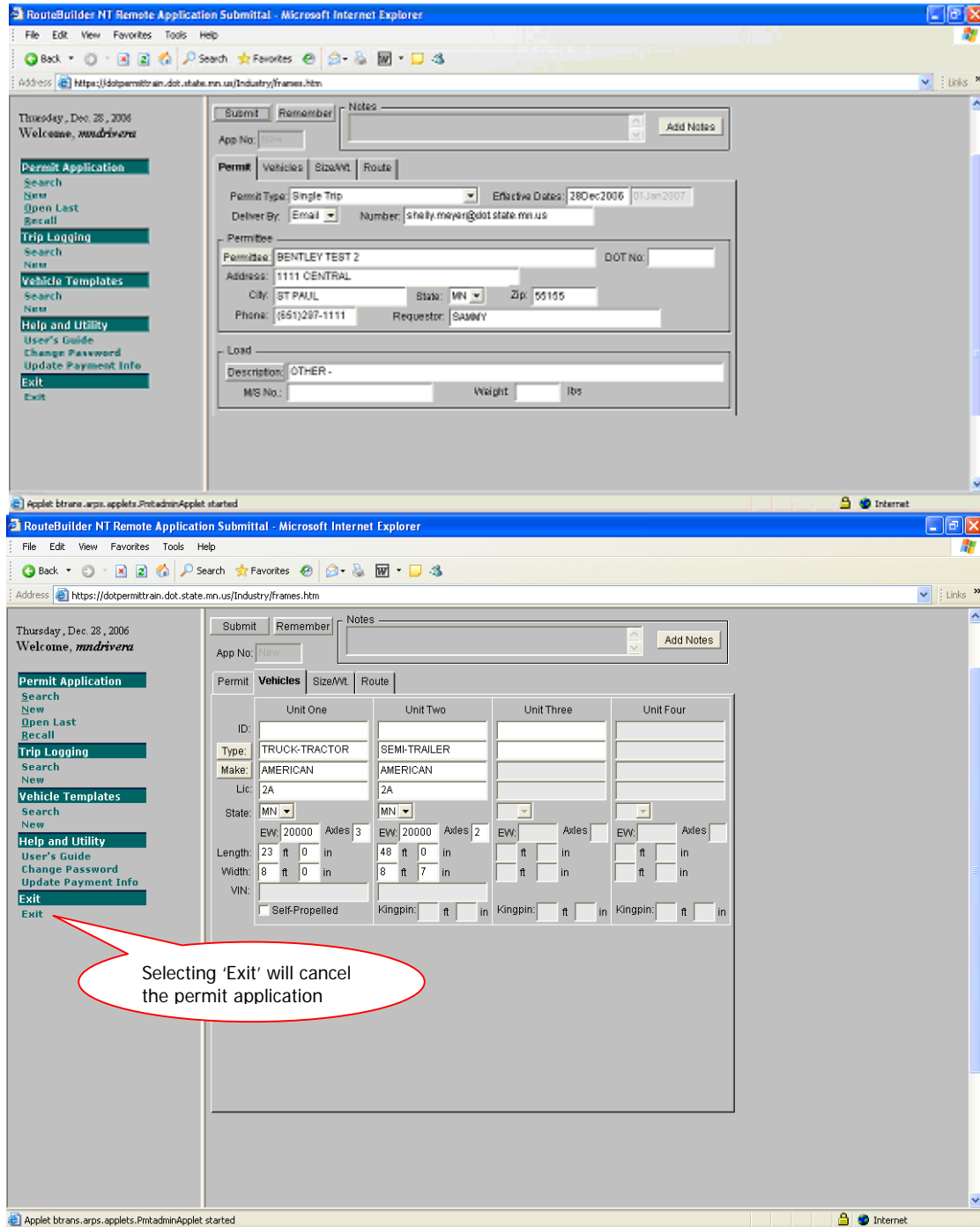


Figure 4

14. If you click 'Cancel' (Figure 3), the system cancels the forwarding of the permit application to Mn/DOT Permit office, and gives you the ability to modify the application (for example, changing your route). If you decide not to modify and decide to completely cancel the permit application, you need to select 'Exit' (Figures 5).



Figures 5

Finding a Permit Application (Pay for Permit)

15. Sign in to the OS/OW Permit Application
16. Click on **'Search'**
17. You want to use the **Search for applications** section of this page (Figure 6). Select a particular date range for any status (i.e., all, issued, approved, working, etc.).
18. Click the "SEARCH" button to continue.

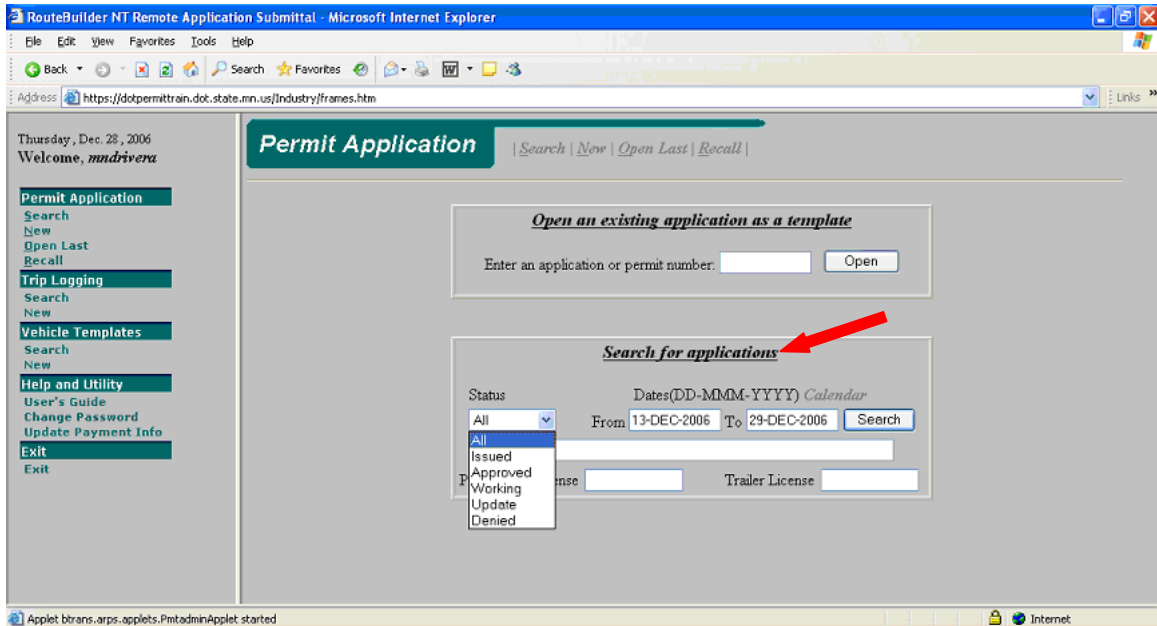


Figure 6

19. Click 'Pay/Issue Permit' radial button(Figure 7).
20. Select the application (APP_NO) you want to display for payment (Figure 7).

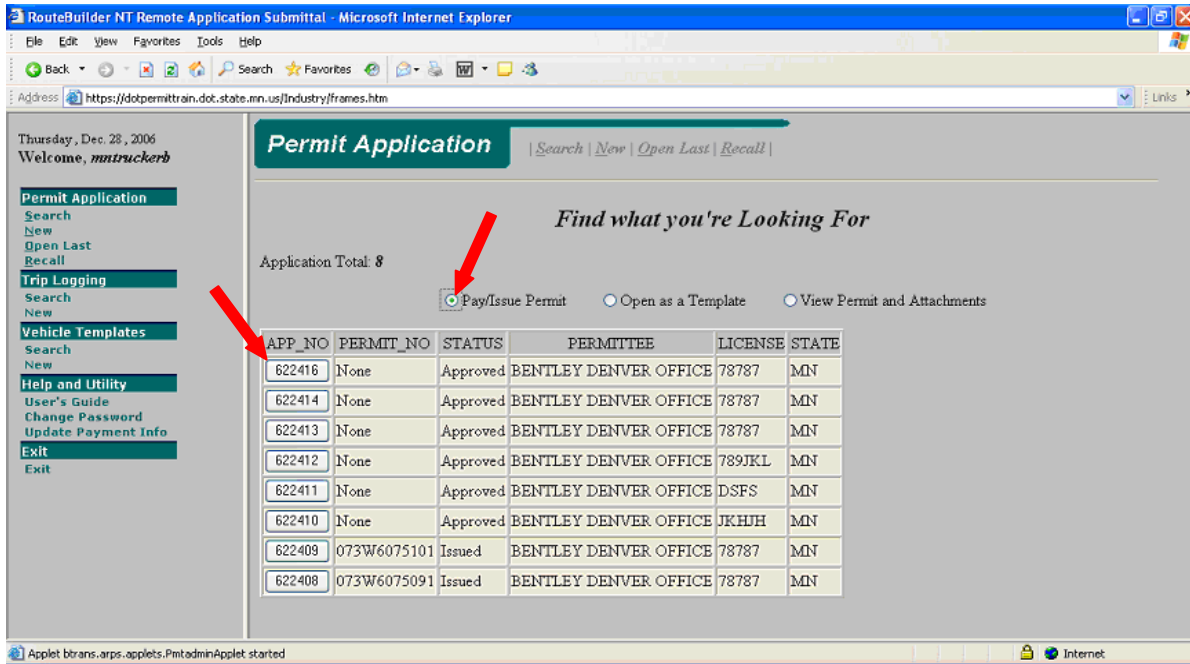


Figure 7

Note: Attempting to pay/issue permit with a status of 'Issued' will result in the following warning. This warning means the particular permit has already been paid for and issued; and, cannot be paid for or issued again.

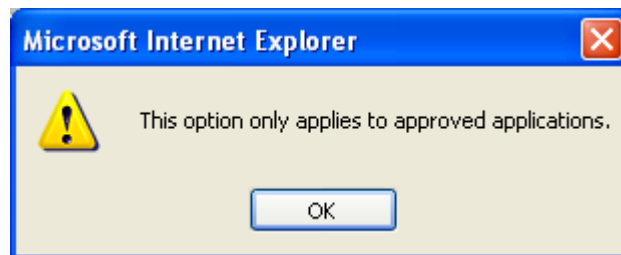


Figure 8

21. You have the option to **Pay/Issue** on this page (Figure 9)
Note: If this button does not appear on this page, you did not select 'Pay/Issue Permit' as instructed in Step 19 above.
22. Select 'Pay/Issue'
23. The OS/OW Permit System launches the US Bank Payment session. If successful, you will see a payment page that belongs to you (Figure 10). Look at your profile to make sure the name and address and other information are

correct. If not correct, you may edit your profile. You also will need to register at least one credit card with the US Bank system.

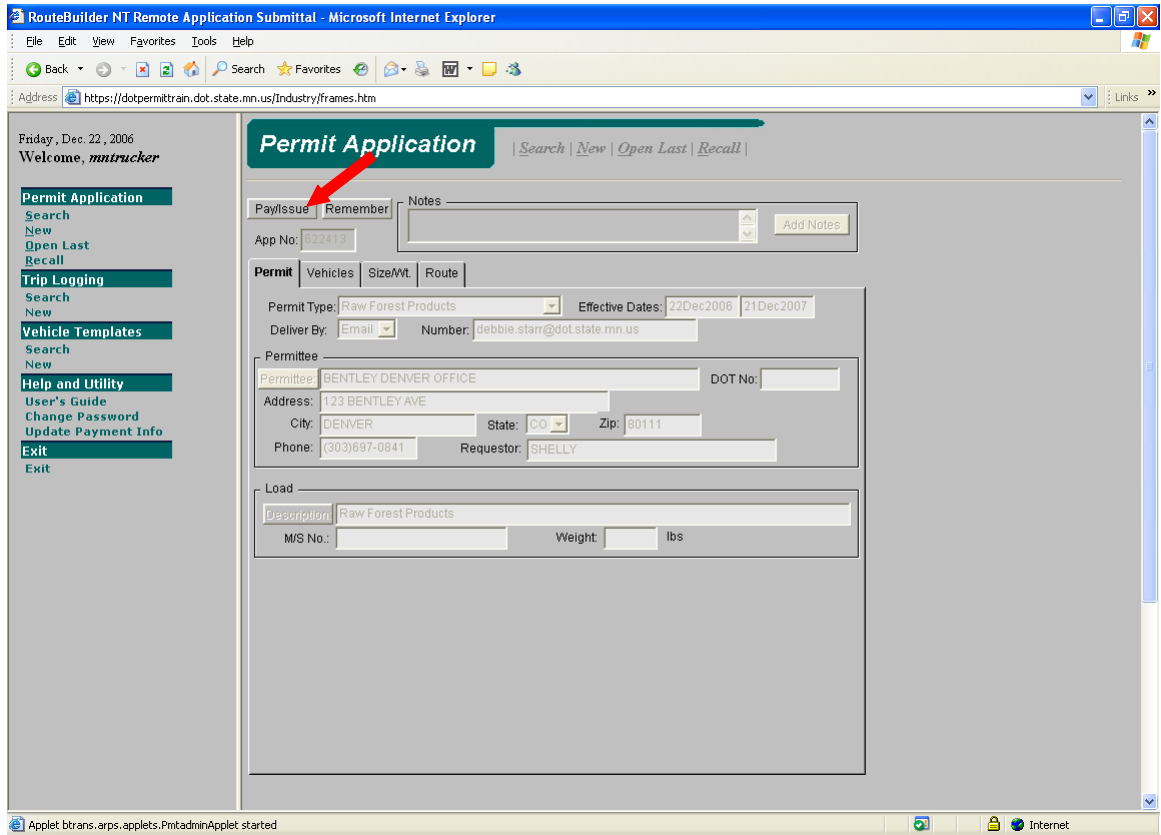


Figure 9

Payment at US Bank

24. Figure 10 is what you will see for that session provided you are registered with US Bank (Figure 10 is only an example ... your payment information will display in the fields).

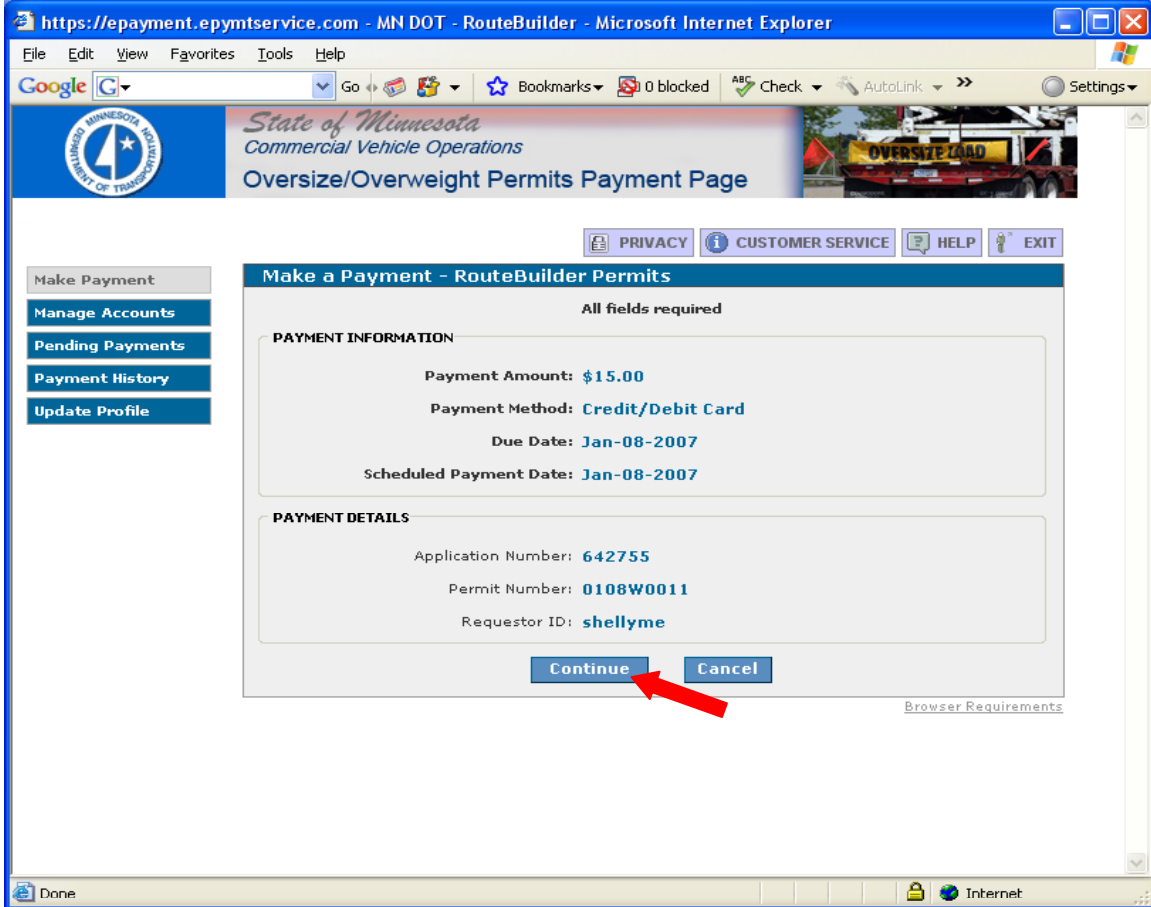


Figure 10

After selecting 'Continue' you will get the following screen (Figure 11).

The screenshot shows a web browser window with the URL <https://epayment.epymtservice.com>. The page title is "State of Minnesota Commercial Vehicle Operations Oversize/Overweight Permits Payment Page". The browser's address bar shows "MNDOT - RouteBuilder - Microsoft Internet Explorer".

The page features a navigation menu on the left with the following items: "Make Payment", "Manage Accounts", "Pending Payments", "Payment History", and "Update Profile".

The main content area is titled "Make A Payment - RouteBuilder Permits" and includes the following sections:

- Only bold fields are required**
- CREDIT/DEBIT CARD ACCOUNT INFORMATION**
 - Credit Card or Debit Card Type: Choose one... (dropdown menu)
 - Credit Card or Debit Card Number: (text input field)
 - Expiration Date: (dropdown menu) / (dropdown menu)
 - Save this account?:
 - Account Nickname: (text input field)
- CREDIT/DEBIT CARD BILLING ADDRESS**
 - You must select your payor profile address or enter a new billing address.
 - Use my Payor Profile Address
395 JOHN IRELAND BLVD
ST PAUL, MN 55101
UNITED STATES
 - Use the address entered below
 - Street Address 1: (text input field)
 - Street Address 2: (text input field)
 - City/Town: (text input field)
 - State/Province/Region: (text input field)
 - Zip/Postal Code: (text input field)
 - Country: (text input field)

At the bottom of the form are "Continue" and "Cancel" buttons. A "Browser Requirements" link is located at the bottom right of the page.

Figure 11

The 'Make a Payment' screen (Figure 11) has required fields. If you click 'Continue' before entering information in the required fields, the US Bank application will display errors (Figure 12).

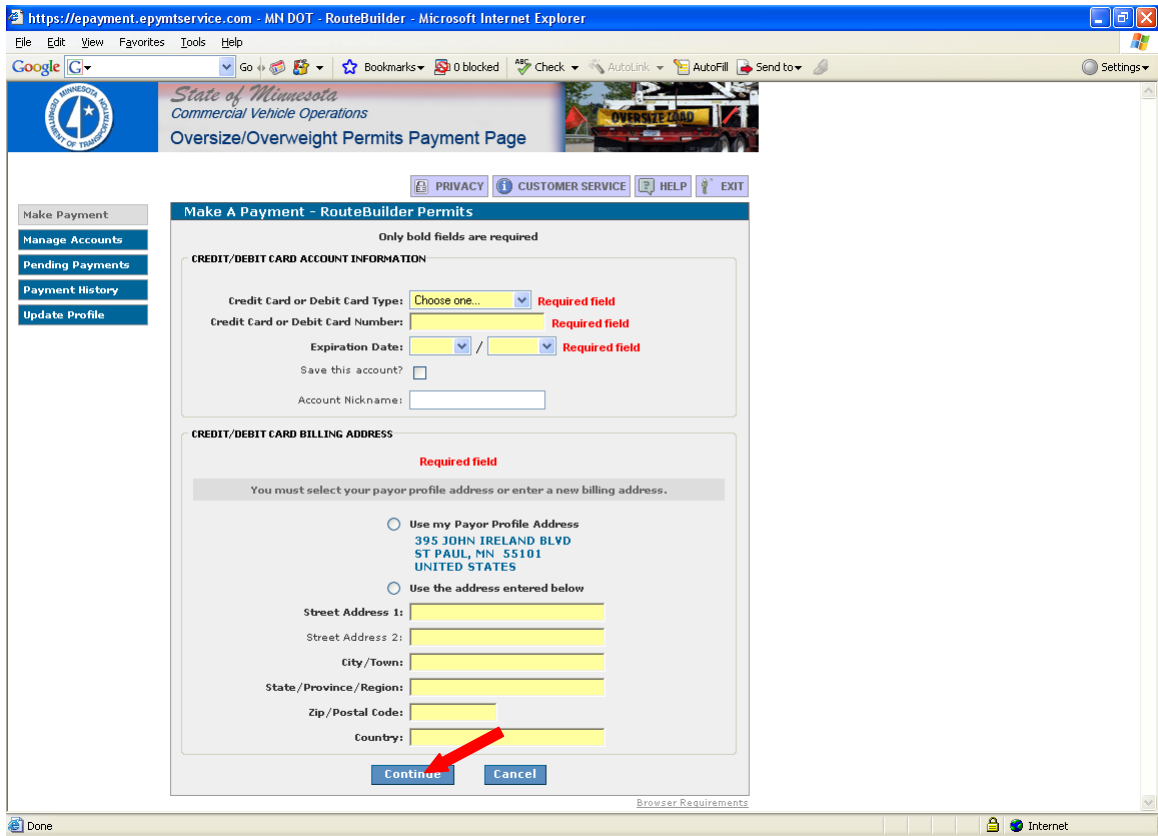


Figure 12

If this is the first time in US Bank session, you will need to select **Manage Accounts** and then **Add Credit/Debit Card** (Figure 13).

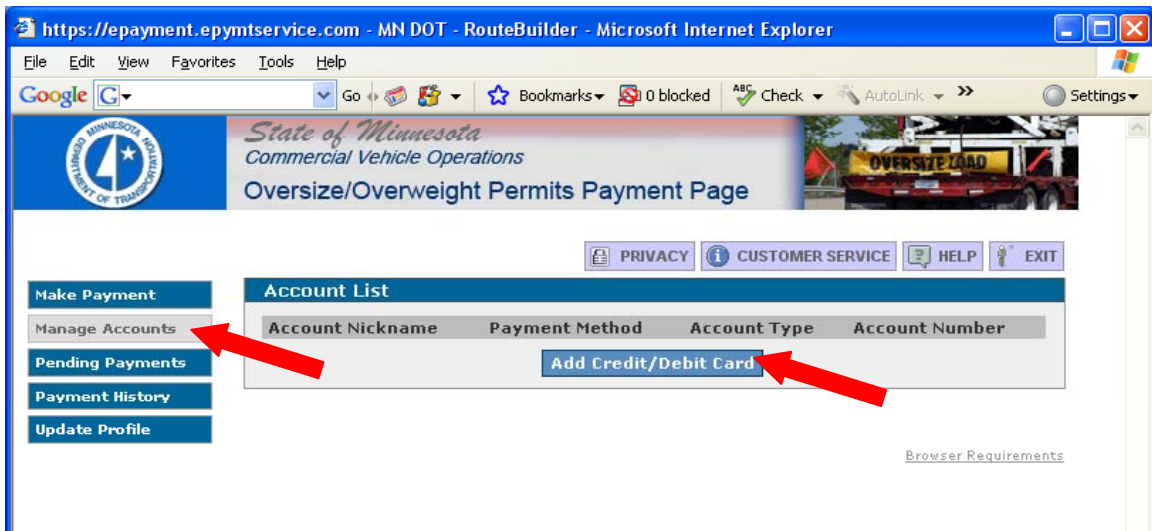


Figure 13

25. Figure 14 gives you an opportunity to enter your credit/debit card information.

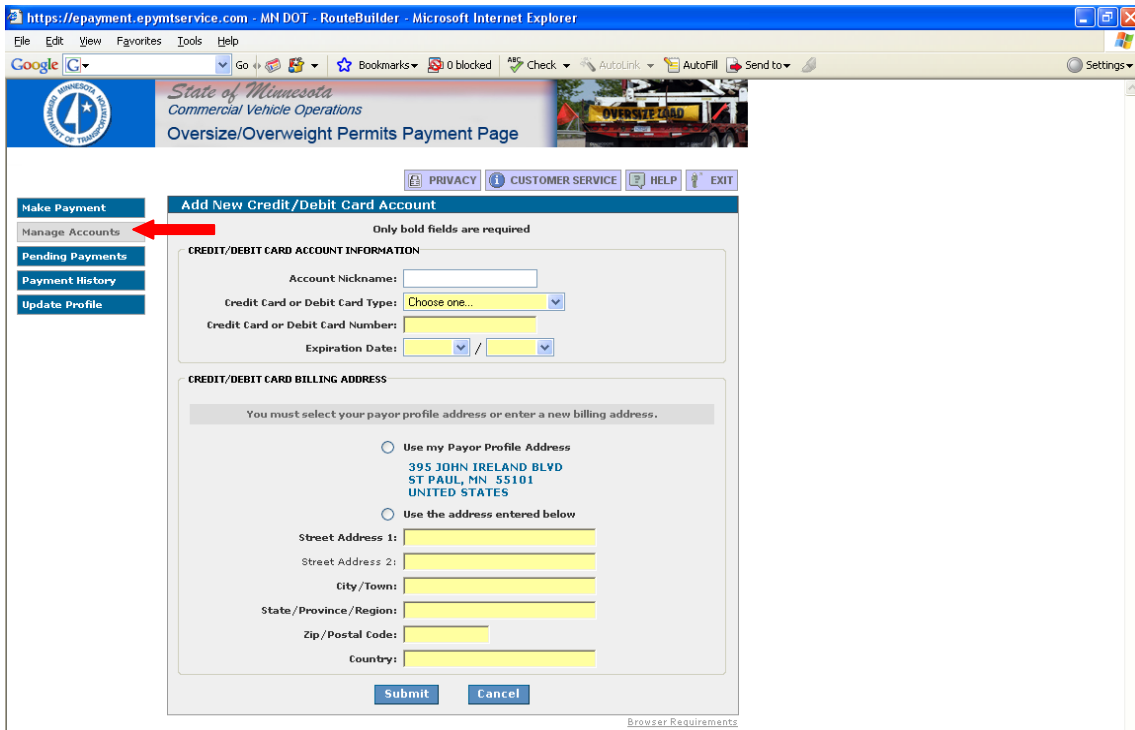


Figure 14

We currently do not have the remaining screen shots showing you what to expect from the US Bank site; however, if you run into issues with paying, please contact the Mn/DOT Permit section for guidance.