



Ordering Annual Permits

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When you first log in you will be on the Customer Dashboard. Locate the blue Navigation Panel on the left of your screen. Click **Services** → **Permit**.

This will take you to the Site Map. Locate the white box titled **Apply for a Permit**. Click **Annual Permit**.

On the **Search By** page your account number will already be in the first field. Do Not Enter Anything Else. Click **Proceed**.

From the **General Details Page** you may change the start date of your permit if needed. Select a **Permit Subtype**. Then **Proceed**.

A screenshot of a web form showing a dropdown menu for "Permit Subtype". The dropdown is open, displaying a list of options: CS - Cotton Seed, MH - Mobile Home, NCB - Non Commercial Boat, OD - Over Dimension, OGC - Ocean Going Container, OW - Over Weight (100K, 120K, 140K, 150K, 155K, 165K), RT - Roof Trusses, and TW - Tow Truck. A "Proceed" button is visible at the bottom left of the dropdown menu.

From the **Load & Dimensions Page**:

A screenshot of the "Add Vehicle" section of the web form. It features an "Add Vehicle" button at the top, followed by a "VIN:" label, a text input field, and a "Search" button. Below this is a "VIN Override" button and a "Proceed" button.

In the **Vehicle Details** section use the **Add Vehicle** button to add your vehicle. Enter the **VIN** in the **Vehicle Search** section and click **Search**. The VIN will appear in the **Vehicle Details** section. Click the orange VIN Override button and enter the Plate, Year, Make, Jur. (registration state) and Vehicle Type (typically Tractor Trailer). Then **Proceed**. **Proceed** again on the Verification Page.

A screenshot of the "Vehicle Lookup" section of the web form. It features a "Vehicle Lookup" button and a "Select" button.

Back on the Load & Dimensions Page – directly beneath the Add Vehicle button, locate the **Vehicle Lookup** and **Select** your vehicle.

A screenshot of the "Load Details" section of the web form. It features a "Clear" button, a dropdown menu, and a "MILITARY EQUIPMENT" button.

In the **Load Details** section use the drop down menu to select your **load code** (what you are hauling). If your load

code does not appear in the list, select Other and use the space to the right to enter the load code.

In the **Dimension Details** section use the (tiny) check boxes to add dimensions. Select your **Weight** from the drop down menu.

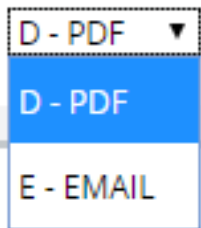
Dimension Details		
*Overall Width: <input type="text" value="13"/> Ft. <input type="text" value="6"/> In.	*Overall Length: <input type="text" value="90"/> Ft. <input type="text" value=""/> In.	*Overall Height: <input type="text" value="13"/> Ft. <input type="text" value="10"/> In.
Overlegal Width: <input checked="" type="checkbox"/>	Overlegal Length: <input checked="" type="checkbox"/>	Overlegal Height: <input checked="" type="checkbox"/>
*Total Gross Vehicle Weight: <input type="text" value="100000"/>		

In the **Registered Gross Vehicle Weight** section answer **YES** to the question “Does TN appear on your IRP cab card or is this a TN county plated vehicle”.

Registered Gross Vehicle Weight
Is Tennessee registered on your IRP apportioned Cab Card or is the vehicle a Tennessee county plated vehicle? : <input checked="" type="radio"/> Yes <input type="radio"/> No

Click **Proceed**.

From the **Verification Page**:
Proceed.



From the **Billing Page**:
In the **Delivery Details** section select either **PDF** or **Email**. This is how you will receive your permit.

Proceed.

From the **Web Processing Page**:

Submit.

If you are auto-approved you can continue to process payment. If not you will need to wait on an email from the system.

Once this email is received you will log back into the system and go the **Services → Permits** and locate the box labeled **Others** select **Resume Application**.

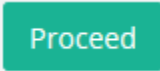
Your account number will appear in the first field. If you know your application number you may enter that in the corresponding field. Click **Proceed**.

Account No.:	<input type="text" value="12345"/>
Permit Year:	<input type="text"/>
Application No.:	<input type="text" value="654321"/>
DBA Name:	<input type="text"/>

Select the application. This will take you to the billing page. If you are processing multiple permits click **Add to Cart** or if you are processing only one permit click **Proceed**.



From the cart payment click **Proceed**. On the next screen click **Pay**. Then **Proceed**.



On the payment page use the drop down menu to select either **Credit Card** (or Escrow if you have an escrow account set up). Then click the **Electronic Payment** button.

Payment Details			
Delete	Payment Type	Payment No.	Payment Amount (\$)
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total:	0.00
Remaining Balance:	20.00
Change:	0.00
Over Payment:	0.00
Net Amount Paid:	0.00



A window will pop up. Enter your payment details and click **Process Payment**. On the next page click **Confirm Payment**. You will then find yourself back on the payment page. Click **Proceed** one last time to issue the permit. You will receive the permit as either a PDF or by email.

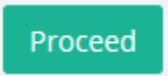
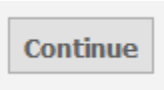
Payment Method: Credit or Debit Card

Card Information

Card Number

Expiration Date Month Year

Card Identification Code



If a message, which state “**Reload**”, rather than the credit card details page appears, you will need to change your browser settings to allow pop ups on the TNTRIPS webpage.

For assistance with the Pop-Up Blocker:

Chrome:

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

Firefox: https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting#w_pop-up-blocker-settings

Internet Explorer: <https://support.microsoft.com/en-us/help/17479/windows-internet-explorer-11-change-security-privacy-settings>