

***Rhode Island Department of Transportation***

# Oversized Overweight Trucking Permit Online System

User Guide: Ver 1.0

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# 1 Overview

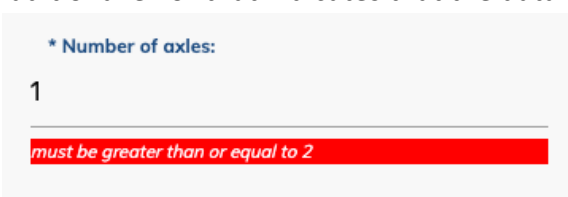
The Rhode Island Department of Transportation (DOT) has developed this online system to accommodate the application and issuance of Oversized, Overweight Trucking Permits (OSOW). The system has been custom developed by NIC Rhode Island – a third party vendor to specifically ensure compliance with RI laws and regulations regarding OSOW vehicles.

## 1.1 General Notes

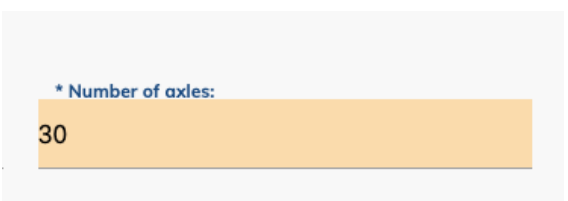
The system does not require any special software other than a web browser. While the system should be fully functional in the latest versions of all major browsers it has been tested most extensively with Chrome.

Fields that are required are marked with an asterisk

In order to minimize errors when entering information, the system has been designed to offer two types of warnings should the data you enter not pass our validation tests. The first is a traditional error that indicates that the data entered is not within the accepted parameters of



the system – for example, the system will not allow a single unit truck with one axle. This type of validation is usually indicated in red and the system will not allow you to advance the workflow until the data is corrected.



In addition, you may note that sometimes a field turns orange when you are entering data. This is a warning only and encourages you to check the data you entered to make sure it is correct. For example, you are allowed to enter a trailer with 30 axles – While technically possible, it would be

extremely unlikely. To note this, the field will turn to orange as warning – but still allow you to progress through the workflow.

## 1.2 Understanding Permit Types

The system allows customers to apply for three types of permits:

- Non-Divisible Single Trip Permits
- Annual Blanket Permits to Move Non-Divisible Construction Equipment
- Annual Divisible Load Permits

### 1.2.1 Non-Divisible Single Trip Permits

This type of permit, often referred to as a *Five-Day Trip permit*, is issued to move a non-divisible load through, or within the State of Rhode Island. A non-divisible load technically refers to a

load that cannot be broken down to legal size and weight in under 8 hours or without devaluing the intended purpose of the load.

Each trip permit defines the combination of trucks, tractors and or trailers used to transport the load as well as the total dimensions and weight of the load being transported, the specific route of the trip, as well as other information pertaining to the trip. The permit is valid for five days, inclusive of the 'start date' as requested by the customer when ordering the permit and in the case of a round trip, a unique permit must be obtained for each travel day. All Non-Divisible Single Trip Permits are reviewed by the RI DOT before issuance of the permit. Permit applications may be rejected multiple times and customers are able to resubmit permit applications after making changes and adaptations to ensure safe travel through Rhode Island.

### 1.2.2 Annual Blanket Permits to Move Non-Divisible Construction Equipment

An annual "blanket permit" is issued to a *single company* to cover a fleet of company owned vehicles for a single year. Applications can be made at any time during the year, and all permits expire one year for their issuance date. While a single blanket permit is issued to a company, that permit must list the type and registration of each vehicle covered under the permit and a copy of the permit must be kept in each covered vehicle. In general, blanket permits cover owned vehicles 55-80 ft in length, up to 12'4" wide, maximum 25,000 pounds per axle with a maximum gross vehicle weight of 130,000 pounds. Regulations for blanket permits can be found here: <http://webserver.rilin.state.ri.us/Statutes/TITLE31/31-25/31-25-21.HTM>

### 1.2.3 Annual Divisible Load Permits

Sometimes referred to as an 'ADL permit' or 'reducible load permit' an Annual Divisible Load Permit is issued to a single vehicle and permits that vehicle to carry divisible loads in excess of the legal vehicle weight based on the Federal Highway Bridge formula. An ADL permit can be obtained at any time of the year, but all ADL permits expire on March 31<sup>st</sup>, regardless of when the permit was issued.

In general, *divisible* means that the load can *always* easily be broken down to legal size and weight. Examples concrete, sand, gravel, trash, recyclables, water, petroleum, etc. Basic limits for ADL Permits are 76,650 pounds for a 3+ axle single unit vehicle or 104,800 for a 5+ axle combo unit. Note that in the case of combo units, each unit requires its own unique permit. ADL permits DO NOT allow for oversized travel in any dimension. The general rules and regulations for Annual Divisible Load permits can be found here: <http://webserver.rilin.state.ri.us/Statutes/TITLE31/31-25/31-25-22.HTM>

## 1.3 Understanding Customer Types

All customer must register to access the RI DOT OSOW System. There are two types of customers:

- Pay as You Go: Payment is due each time a permit is submitted through the system

- NIC Rhode Island Subscriber: Customers are invoiced each month for permits issued through the system.

### 1.3.1 Pay as You Go:

As a pay-as-you-go or PAG customer, you will be able to apply for any type of permit in the system and can pay for each permit application with a credit card or eCheck (ACH Debit). PAG accounts are designed for customers purchasing one or two permits during the year. Note that permits purchased with credit cards typically incur a higher enhanced access fee for each permit. More information about these fees can be reviewed in the permit cost section of this guide.

PAG customers can set up their accounts instantly online and immediately begin to order permits.

### 1.3.2 Subscriber Customers

Subscriber accounts are designed for permit companies or customers that will be purchasing multiple permits throughout the year. Unlike PAG customers, subscribers do not need to enter payment information for each permit application. Instead, subscribers are invoiced each month for the total owed for permits issued since their last invoice.

As a NIC Rhode Island subscriber, you can register up to 10 unique users that will all have permission to administer permits on behalf of your business. Each subscriber account must pay an annual fee (currently \$75) to cover billing costs in addition to the costs of the permits. The annual fee will be applied to your first invoice and will be billed again on the one-year anniversary of your activation. Fees are due net 30 from the invoice date and can be paid via paper check or eCheck (ACH debit) only **and not by credit card**. Note that permits purchased through a subscriber account typically incur a lower enhanced access fee for each permit. More information about these fees can be reviewed in the permit cost section of this guide.

New subscriber accounts generally take 3-5 business days to be established before any of your users can apply for permits. Customers wishing to set-up an account can get more information and apply online at: <https://www.ri.gov/subscriber/>

### 1.3.3 Customer Type Selection Guide

The following chart is designed to help you make the best decision as to what type of account is best for you to establish:

Pay as you Go	Subscriber
<ul style="list-style-type: none"> <li>• Instant access to apply for permits</li> <li>• Pay with credit card or eCheck</li> <li>• No annual fee</li> </ul>	<ul style="list-style-type: none"> <li>• 3-5 business days to establish account</li> <li>• Invoiced monthly for activity</li> <li>• Annual Billing Fee (currently \$75.00)</li> </ul>

<ul style="list-style-type: none"> <li>• Designed for individual or smaller company requiring only a few permits each year</li> <li>• One user can manage multiple trucking companies</li> </ul>	<ul style="list-style-type: none"> <li>• Designed for permit companies and trucking companies managing multiple permits</li> <li>• Lower enhanced access fees</li> <li>• Multiple users can manage a set of trucking companies</li> </ul>
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#### 1.3.4 Registering as a PAG Customer

- Go to the OSOW Welcome Page at: <https://www.ri.gov/DOT/osow/>
- Click the “Create and Account” button
- Click the “Pay as you Go” button
- Complete the form (all fields are required)
- Click the “Submit” button

The system will automatically send a confirmation email to the email address you associated with your account. The email contains a link that will allow you to complete your registration by selecting a secure password for your account.

Note that the link in the email is only valid for a few hours and be sure to check your spam or junk email folder if you do not receive the email in your inbox within 30 minutes.

If you have any issues establishing your account, email our help desk at [RIhelp@egov.com](mailto:RIhelp@egov.com)

#### 1.3.5 Registering as a Subscriber

- Go to the OSOW Welcome Page at: <https://www.ri.gov/DOT/osow/>
- Click the “Create and Account” button
- Click the “Subscriber” button
- Complete the online form. Note that you will need to enter information about your business including your FEIN number. Additionally, you will need the name and email address of up to 10 users who will be able to have the ability of using the system on behalf of your business.
- Click the “Submit” button

NIC Rhode Island staff will review your application. Once reviewed, we will contact the individual listed as the “Primary Contact” on your application with information needed to establish passwords for each of the users covered by your subscriber account.

Once you have received verification that your subscriber account has been established, your users will be able to access the system through the sign-in page.

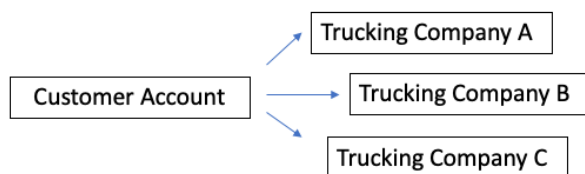
If you have any questions about establishing your subscriber account, email our help desk at [RIhelp@egov.com](mailto:RIhelp@egov.com) or call 401-831-8099 between Monday thru Friday 8:30AM and 3:30PM (EST)

#### 1.4 Understanding Customer Accounts - Trucking Companies and Permit Companies

To best utilize the system, and to avoid confusion, it is important to understand the way the system 'looks' at each entity involved in the permitting process.

**Customer Account:** A customer account is a single user with a unique email address and password used to access the OSOW system.

**Trucking Companies:** Permits are not issued to individual customers – they are issued to Trucking Companies. In the OSOW system, a single customer can set up one, or many trucking companies and manage permits for any of the trucking companies associated with their customer account as seen in the following diagram:



**Permit Companies:** Subscriber customers are typically associated with a permit company. In this case, trucking companies are associated directly with a permit company that in turn is associated with that customers account. This allows any customer under that subscriber account to create and administrate permits for any trucking company associated with the permit company. For example: Customer “Ann” and Customer “Bill” both work for Acme Permits and associated with the Acme Permit subscriber account. Ann applies for a permit for a trucking company called Goose Transport. If the DOT were to reject Ann’s permit, Bill would be able to access that permit to make necessary changes and submit it back to the DOT. This is only allowable in the system because Bill and Ann are both associated with the same permit company.

The following illustrates the association between customers, trucking companies and permit companies:





## 1.5 Signing into the OSOW System

The screenshot shows the 'Users Login' page for the RI DOT OSOW system. It features the RI DOT logo at the top left. The login form includes an 'Email' field with the text 'user@ri.gov', a 'Password' field with masked characters, and a 'Forgot Password?' link. A prominent blue 'SIGN IN' button is centered below the fields, and a smaller grey 'HOME' button is located at the bottom center.

- Go to the OSOW Welcome Page at: <https://www.ri.gov/DOT/osow/>
- Click the “Sign-In” button
  - Note that both PAG customers and Subscriber customers use the same sign-in page.
- Enter your email address and password
- Click on the Sign-In button

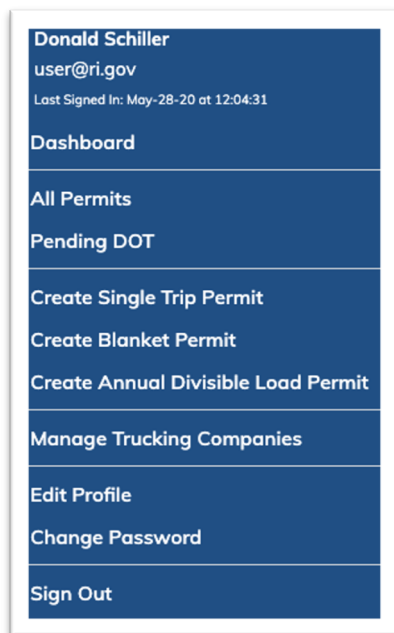
If you have forgotten your password, use the “Forgot Password?” link to set a new password. More information on setting a new password can be found in the Password Recovery section of this guide.

## 1.6 Customer Dashboard

The screenshot displays the 'RI DOT Oversize / Overweight Permits' dashboard. On the left is a navigation menu with options like 'Dashboard', 'All Permits', 'Create Single Trip Permit', 'Create Blanket Permit', 'Create Annual Divisible Load Permit', 'Manage Trucking Companies', 'Edit Profile', 'Change Password', and 'Sign Out'. The main content area is titled 'DASHBOARD' and shows a 'TRIP REJECTED' status. It includes a search bar and a table with one entry: Permit # 510756, Status Rejected, Trip, Company Name Big Goose Transport, Width 6' 1", Height 5' 0", GVW 4,000 lbs., Start/Trip Date 2020-04-16, Issue Date -, and Creation Date 2020-. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation links. A section titled 'ADL REJECTED' states 'You do not have any rejected ADL permits at the moment.' The footer contains the RI DOT logo and the text 'Rhode Island Department of Transportation'.

From the customer Dashboard you can access each function of the OSOW system. The system will first show any *actionable* permits. Actionable permits are trip permits that require review and edits prior to resubmission.

On the left-hand side of the Dashboard is the main menu, a list of links allowing you to access all other areas of the system as outlined below:



**All Permits:** This link will display a list of all permit applications you or your company has submitted in the past 6 months.

**Pending DOT:** This link will display a list of permit applications for permits under review by DOT and not yet issued.

**Create links:** A link to begin the application process for each type of permit

**Manage Trucking Companies:** This area allows you to add and edit trucking companies associated with your account.

**Edit Profile:** Allows Pay as you Go customers to update your account profile including your phone number and email address. (Subscribers should not use this area for updates)

**Change Password:** Allows Pay as you Go customers to update the password associated with their email address.

**Sign Out:** A secure way of signing out of the system

## 2 Managing Trucking Companies

### 2.1 Adding a new trucking company

Because permits are issued to trucking companies, you need to enter information about that company prior to beginning any permit application. Once you have entered a company, you can continue to apply for permits on behalf of that company.




- Click the Manage Trucking Companies link on the main menu
- Click the green “Add Trucking Company” button on the upper right
- Enter the following information:
  - The name of the company
  - The DOT Number. Note that if the company does not have a DOT number, you may enter six zeros into this field.
  - The companies contact information including email, phone and fax

A screenshot of a web form titled 'ADD NEW TRUCKING COMPANY'. The form is divided into two main sections: 'Trucking Company Information' and 'Trucking Company Address'. The first section contains fields for 'Company Name' (Acme Trucking), 'DOT Number' (123456), 'Email' (Someone@AcmeTrucking.com), 'Phone' ((555) 111-2222), and 'Fax' ((555) 222-3333). The second section contains fields for 'Street Address 1' (1 Main Street), 'Street Address 2 (optional)', 'City' (Providence), 'State or Province' (Rhode Island), and 'Zip Code' (02908). At the bottom of the form are two buttons: 'ADD' (green) and 'CANCEL' (grey).

- The address of the company
- When you have completed all required fields, click the Add button

There is no limit to how many trucking companies you associate with your account.

After you add a trucking company, the system will display a list of companies associated with your account.

Search:					
Search Here					
Company Name:	DOT Number:	Email:	Phone:	Status	Actions
ACME TRUCKING	123456	Someone@AcmeTrucking.com	555-111-2222	ACTIVE	
BIG GOOSE TRANSPORT	43322	gripstand@gmail.com	140-133-0817	ACTIVE	
TOM'S LOGGING COMPANY	833382	gripstand@gmail.com	401-245-6442	ACTIVE	
Showing 1 to 3 of 3 entries				Previous	1 Next

To view information about a trucking company, click on the company name.

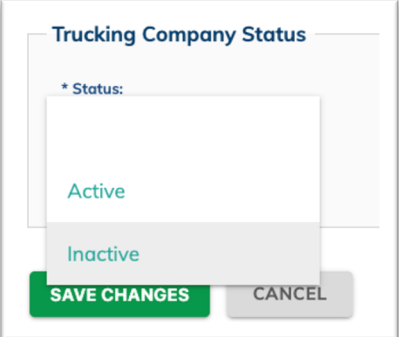
## 2.2 Updating a Trucking Company

- Click the Manage Trucking Companies link on the main menu
- Click the pencil icon next to the company you wish to update
- Update the necessary information and click the “Save Changes” button at the bottom of the form.

## 2.3 Change the Status of a Trucking Company

A trucking company can have a status of *active* or *inactive*. By default, trucking companies all start with a status of *active* when first added.

- Click the Manage Trucking Companies link on the main menu
- Click the pencil icon next to the company you wish to update
- Near the bottom of the form, update the status by changing the value in the status drop down box.
- Click the “Save Changes” button

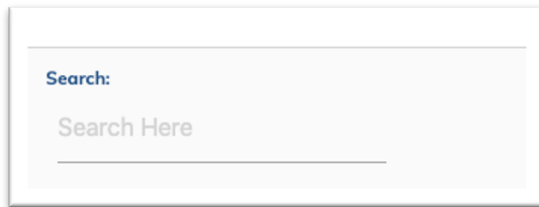


The image shows a form titled "Trucking Company Status". It has a label "\* Status:" followed by a dropdown menu. The dropdown menu is open, showing two options: "Active" and "Inactive". Below the dropdown menu are two buttons: "SAVE CHANGES" (green) and "CANCEL" (grey).

Inactive trucking companies will still be listed on the Manage Trucking Companies page but will not appear as an option when you start the process of creating a new permit.

Note: While you may set the status of a trucking company to inactive, there is no function to delete a trucking company. This is intentional and to protect the overall data integrity of the system and prevent a trucking company already associated with an older permit from being deleted.

## 2.4 Search and sort the list of trucking companies

A screenshot of a search input field. It has a light gray border and a white background. Inside, the word "Search:" is in blue text at the top left. Below it, the text "Search Here" is in a light gray font, followed by a horizontal line indicating where to type.

To quickly find a trucking company on your list of companies you may use the search feature just above and to the left of the list. The search will check all fields displayed on the list including company name, DOT number, phone and email.

Additionally, you can sort the list of trucking companies by clicking on the headings of any column in the list.

## 3 Section 2 – Creating New Permits

It is strongly encouraged that before applying for a permit that you:

- Fully review the general permit information section at the beginning of this guide to ensure that you are ordering the correct type permit for your needs.
- Fully review the workflow for each permit as outlined in this guide to understand all the information that will be required as part of your permit application.

### 3.1 General notes:

**The system does NOT have the ability of saving partially completed permit applications.** You must complete your permit as part of a single process. Please be sure to have all of the information required prior to starting your permit application.

Accept under special circumstances, and as determined by the DOT, permit applications are not refundable. Please be sure to carefully check your application before submitting and paying for your permits. See the section on payments and refunds for more information.

### 3.2 Creating a Trip Permit

To begin the application for a new Non-Divisible Load Single Trip Permit, click on the “Create Single Trip Permit” link from the left hand, main menu.

#### 3.2.1 Select a trucking company

From the list of trucking companies, select the company the permit will be issued to. If the company is not on the list, cancel the permit and use the “Manage Trucking Company” function outlined earlier in this guide to add the new company.

After selecting the company click Continue

### 3.2.2 Enter Vehicle Information

**ADD VEHICLE INFORMATION**

You must add at least one Truck or Tractor and then any number of trailers. Enter the vehicle information and click the 'Add' button

**Add Truck/Tractor/S/P Crane Information**

\* Vehicle Type: Truck      \* Registration Number:      \* State/Province: Rhode Island

\* Make:      \* Number of axles:

**ADD**

Vehicles for a trip permit can consist of a single truck, tractor or self-propelled crane moving the load alone, or in tandem with any number of trailers.

You must add at least one vehicle. Select the vehicle type and enter the registration number, registration state and make of the vehicle along with the number of

axles for that vehicle. All fields are required. Once you have added the information click the “Add” button.

The vehicle will now be displayed in the list of vehicles.

Vehicles								
#:	Vehicle Type:	Registration Number:	Registration State:	Make:	Number of Axles:	Length:	Steerable Axles?	Actions:
1	Truck	12343	RI	Ford	3	-	-	<a href="#">Remove</a>

To remove a vehicle from the list, click the remove button next to that vehicle.

You may continue to add trailers to your permit using the form above your list.

Additional information is required for trailers including the length in feet and inches and the if the trailer has a steerable axle.

If at any time you wish to change any attribute of a vehicle you have already added, click the “Remove” link next to that vehicle. After a confirmation prompt, that vehicle will be removed, and you can enter details for the correct vehicle.

Once you have added all of your vehicles complete the Total Size and Weight form at the bottom of the page.

* Gross Weight in Pounds:	* Overall Width:	* Overall Height:	* Overall Length:
	* ft:    * in:	* ft:    * in:    ⬆ ⬇ ⬆ ⬇	* ft:    * in:
_____	_____	_____	_____

All of these fields are for the total of the **load and vehicle(s)** you are transporting (not just the vehicle!). In this section you will need to enter the gross weight in pounds, along with the overall width, height and length of the load. This should include any overhangs in front of your first vehicle and behind your last trailer.

* Front Overhang:		* Rear Overhang:	
* ft:	* in:	* ft:	* in:
4	1	1	1
_____		_____	
Actual Axle Load (lbs.)		Distance Between Axle 1 and 2	
Axle 1	20000	4	3
_____		_____	
Actual Axle Load (lbs.)		Distance Between Axle 2 and 3	
Axle 2	20000	4	3
_____		_____	
Actual Axle Load (lbs.)		Distance Between Axle 3 and 4	
Axle 3	20000	9	4
_____		_____	
Actual Axle Load (lbs.)		Distance Between Axle 4 and 5	
Axle 4	20000	5	3
_____		_____	
Actual Axle Load (lbs.)			
Axle 5	20000		
_____			

As you enter your information, the system may present alerts specific to key dimensions of your load. Please be sure to note these alerts as they may impact the review process of your permit or require you to submit additional information outside the scope of the system.

Once you have entered the load information, click the “Continue” button.

### 3.2.3 Enter Axle Load Information

Enter the front overhang in feet and inches. This is the distance from the front most part of your load to the front most part of your first vehicle.

Enter the rear overhang in feet and inches. This is the distance from the rear most part of your load to the rear most part of your last vehicle.

Note that the system will require you to enter a number of all the dimensions – even if that dimension is 0 feet and 0 inches.

In the next area, enter the **ACTUAL** load for each axle of the vehicle(s) transporting your load. Remember, this is not the *load rating*, but the *actual load* on each axle.

For each axle, also note the distance in feet and inches from that axle to the next axle.

Note that the number of spaces provided for this information is based on the total number of axles you noted for each vehicle entered on the previous page. If you have an excess or shortage of axle numbers, use the back button and correct the number of axles noted for each vehicle.

The cumulative loads of all of your axles must be equal to the total load weight you entered in the previous section. Additionally, the sum of your axle spacing cannot exceed the total length of the vehicle(s) you entered on the previous page.

Complete the information for each axle and click the continue button.

**TRIP INFORMATION**

**Add Trip Info**

\* Trip Date:  
06/18/2020

\* Anticipated Hazardous Materials Carried?  
☐ Yes  
☒ No  
Load must conform to CFR 49, Parts 100-185

\* Load Description:  
Construction trusses

\* Route Description:  
Acorn St - Harris Ave - Broadway - Hartford Ave - 295(S) - 37(W) - L on Natick Ave - L on Wilbur Ave - 5(S) - 2(S) - 113(E) - 95(S) - 4(S) - 403(E) - 1(S) - R on W Allenton Rd - Indian Corner Rd - Slocum Rd - R on Stony Fort Rd - L on Old North Rd - R on Flagg Rd - Plains Rd - Ministerial Rd - R on 1A - R on Gravelly Hill Rd - R on S Shore Village Blvd - Chickadee Ln.

**Point of origin**

State: RI Street Address 1: 1 State St Ste 401 Street Address 2: City: Providence Zip Code: 02908-503

**Point of destination**

State: CT

### 3.2.4 Trip Information and Declarations

In the first section of the form, enter your trip date. You may use the calendar widget to pick your trip date, or enter that date directly using the following format MM/DD/YYYY. Note that your trip cannot be prior to the current date, or greater than one month from the current date.

Remember that trip permits are valid for a total of five days, inclusive of the trip date but may only be used for a single one-way trip.

Indicate if you anticipate your load containing any hazardous material. If so, you will need to conform to CFR 49, Parts 100-185. [More information here](#)

Enter a load description – please note the materials being transported and any relevant details pertaining to your load.

Enter your route description – this should be a COMPLETE list of all roads within Rhode Island that your load will travel on. Please be sure to include the complete road name and the direction you intend to travel on that road.

The following is a good example of a well-documented detailed route:

Acorn St -> R on Harris Ave -> R on Broadway -> Hartford Ave -> I-295(S) -> Exit 3B -> RI-37(W) -> L on Natick Ave -> L on Wilbur Ave -> RI-5(S) -> RI-2(S) -> RI-113(E) -> I-95(S) -> Exit 9 -> RI-4(S) -> Exit 7A -> RI-403(E) -> US-1(S) -> R on W Allenton Rd -> Indian Corner Rd -> Slocum Rd -> R on Stony Fort Rd -> L on Old North Rd -> R on Flagg Rd -> Plains Rd -> Ministerial Rd -> R on US-1A(S) -> R on Gravelly Hill Rd -> R on S Shore Village Blvd -> Chickadee Ln.

Note that the route indicates the direction of travel for highways and the turn directions (L, R) on each local road.

In the next section, select your point of origin (within Rhode Island, entering RI via Connecticut or entering RI via Massachusetts).

If you select RI, the system will prompt you for the nearest street address of your origin.

Select your point of destination (within Rhode Island, exiting RI via Connecticut or exiting RI via Massachusetts).

Once again, if you select RI, the system will prompt you for the nearest street address of your final destination within the state.

In the next section of this page you will be prompted to review and attest to the permit declaration. This is a legally binding commitment that you have read and understand all of the rules and regulations that must be followed by permit holders.

Note that this section may also present unique, time sensitive alerts regarding temporary restrictions or other relevant alerts.

Once you have reviewed the information, check the attestation box at the bottom of the form and click the “continue” button

### 3.2.5 Permit Review

The next page will display all of the information you have entered as part of your permit application. Please review it very carefully as trip permits for pay as you go customers are not refundable.

If you need to make a change, use the back button to move backwards through the form to make any corrections.

This page will also note the cost of your permit. See the permit cost section of this guide for more information.

Once you have confirmed that the information is correct, click the “Continue for Payment” button.

NOTE: For Subscriber customers, the button will read “Confirm and Submit” as there is not a payment section for Subscribers.



### 3.3 Payment

This step is only for pay as you go customers. See the “Payment” section of this guide for information on the payment processing aspects of the system.

#### 3.3.1 DOT Approval Process

All Trip permits are subject for review by the DOT. Certain permits may require additional information which would be accommodated outside of the permitting system. For example, loads of excessive dimensions or weight may require you to submit a route survey. In these cases, the DOT will contact you directly.

A list of any trip permits under review can be viewed by clicking the “Pending DOT” link in the main navigation.

**NOTE: RIDOT has up to 5 days for each round of review for a permit.**

PENDING APPROVAL PERMITS										
TOTAL 1 PERMIT FOUND.										
Search: Search Here										
Permit #:	Status:	Permit Type:	Company Name:	Width:	Height:	GVW:	Start/Trip Date:	Issue Date:	Created On:	Actions:
<a href="#">510769</a>	Pending	Trip	Tom's Logging Company	12' 6"	11' 2"	100,000 lbs.	2020-04-29	-	2020-04-20, 11:19 AM	
Showing 1 to 1 of 1 entries										Previous <b>1</b> Next

#### 3.3.2 Withdrawing a Trip Permit

Any trip permit under DOT approval that has *not* yet been issued may be withdrawn. The withdraw function has been designed to allow customers to make any needed corrections, including your original trip date, after you have already submitted your application.

To withdraw a permit, navigate to the “Pending DOT” list and click on the permit number. As long as the permit is not actively being reviewed by a DOT team member, a “Withdraw” button will appear at the bottom of the permit. Click this button to withdraw your application.

The screenshot shows a user interface for managing permits. At the top, there is a blue button labeled "ADD MESSAGE". Below it, there are two buttons: a grey "CLOSE" button and a blue "WITHDRAW" button. Underneath these buttons is a section titled "Messages" in blue text. Below the "Messages" title, there is a light grey box containing the text: "No public messages have been created for this permit."

Once the permit has been withdrawn, an edit button will display at the bottom of the permit page and allow you to make any necessary changes before resubmitting the permit.

### 3.3.3 Issued Trip Permits:

Once a permit is issued by the DOT, it will be listed in the list of "All Permits" and the status will change from "Pending" to "Issued." To print a permit, click on the permit number and then click the "Print" button at the bottom of the permit page. Note that only issued permits have the print function available.

### 3.3.4 Provisional Information

As part of their review process, the DOT will add certain provisional requirements as conditions of your issued permit. These provisional conditions include:

- If a DOT escort is required
- The number of civilian escort vehicles required ("0" if none are required)
- The number of police escort vehicles required ("0" if none are required)
- Any additional provisional requirement as noted in the Provisional Comment field.

Note that until the DOT enters provisional information these fields will display "Pending DOT Review" on the permit detail page.

### 3.3.5 Rejected Permits:

If the DOT rejects a permit, that permit will be listed on your dashboard – the default page when you first sign into the system.

To review a rejected permit, click on the permit number.

TRIP REJECTED									
TOTAL 3 PERMITS FOUND.									
Search: <input type="text"/>									
Permit #:	Status:	Permit Type:	Company Name:	Width:	Height:	GVW:	Start/Trip Date:	Issue Date:	C
510763	Rejected	Trip	Big Goose Transport	12' 3"	10' 2"	60,000 lbs.	2020-04-15	-	20
510757	Rejected	Trip	Tom's Logging Company	12' 6"	12' 3"	80,000 lbs.	2020-04-02	-	20
510756	Rejected	Trip	Big Goose Transport	6' 1"	5' 0"	4,000 lbs.	2020-04-16	-	20
Showing 1 to 3 of 3 entries									
								Previous	1 Next

Review the information on the trip permit detail page. Any section heading in **a red typeface** indicate information that needs to be altered in order for the DOT to accept and issue the permit. Rejected permits will also display a message from the DOT at the bottom of the permit detail page which will offer more information as to why the permit was rejected.

### 3.3.6 Resubmitting a Permit

Any trip permit that has been withdrawn by the user or rejected by the DOT can be edited and resubmitted for approval.

From the permit detail page, click the “Edit” button.

**NOTE:** Any time you edit a permit, the system will *always* take you to the very first page of the application process (Select Trucking Company) regardless as to the reason the permit was rejected.

Use the “Continue” button at the bottom of the page to move through the application making any needed corrections until you reach the review page.

Once again, carefully review the information and click the “Resubmit” button.

Note that as you have already paid for the permit, no additional payment is necessary.

You will note that the permit now has a status or “Pending” as the DOT reviews the updated application.

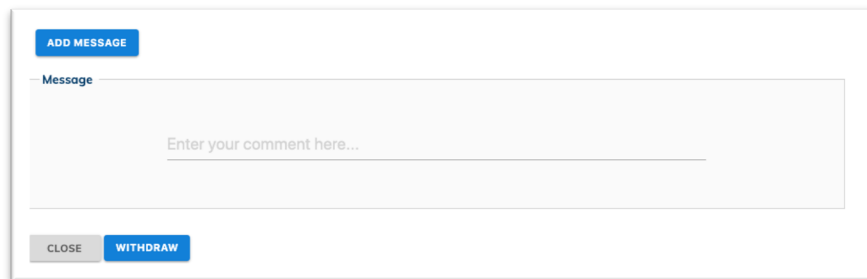
### 3.3.7 Adding Messages

Customers have the ability to add special messages to permits that can be viewed by DOT staff.

Messages can *only* be added at the following times:

- When you are withdrawing a permit
- When you are resubmitting a permit

Messages are optional but at times beneficial to communicate or otherwise present a question to the DOT.



To add a message, click on the “Add Message” button on the permit detail page.

Enter your message content.

Note that message will be added **ONLY** if you withdraw or resubmit your permit. If you click the close button, your message will **NOT** be saved.

The DOT also has the ability of adding unique messages to trip permits. Those messages will appear at the bottom of the permit when viewing the detail of that permit. Note that message will not appear on the official permit documents you will print from the system that are required to be carried in the vehicle at the time of your trip .

### 3.4 Creating a Blanket Permit

To begin the application for a new Non-Divisible Annual Construction Equipment Blanket Permit, click on the “Create Blanket Permit” link from the left hand, main menu.

#### 3.4.1 Select a trucking company

From the list of trucking companies, select the company the permit will be issued to. If the company is not on the list, cancel the permit and use the “Manage Trucking Company” function outlined earlier in this guide to add the new company.

After selecting the company click Continue

### 3.4.2 Adding vehicles and Permit Declaration

On the next page you will add each vehicle you wish the blanket permit to cover.

To add a vehicle, first select the vehicle type.

Trucking Company: Big Goose Transport

Add information for EACH vehicle to be covered under this blanket permit. Select the type and registration information and click the "Add" button. You must add at least one vehicle to continue.

**ADD VEHICLE**

Add all vehicles covered under this Blanket Permit

☐ Single Unit  
☐ Tractor  
☐ Trailer  
☐ Semi-Trailer

\* Registration Number: \_\_\_\_\_

\* State/Province: Rhode Island

**ADD**

Vehicles  
No Record Found!

A vehicle can be Single Unit (truck), Tractor, Trailer or Semi-Trailer (a trailer requiring a tractor).

Enter the registration (plate) number for the vehicle along with the registration state and click the "Add" button.

You will need to enter information for each unique vehicle – you can no longer list "all covered vehicles" in this section.

As you add each vehicle you will see that vehicle appear in a list directly below the add vehicle form.

Vehicles				
#:	Vehicle Type:	Registration Number:	Registration State:	Actions:
1	Tractor	23929	RI	<a href="#">Remove</a>
2	Single Unit	CX110	RI	<a href="#">Remove</a>

If you make a mistake, you can remove any vehicle from the list by clicking the "Remove" link next to that vehicle.

When you have finished adding all of the vehicles you wish to have covered by your blanket permit, you will need to review and attest to the permit declaration. This is a legally binding commitment that you have read and understand all of the rules and regulations that must be followed by permit holders.

Note that this section may also present unique, time sensitive alerts regarding temporary restrictions or other relevant alerts.

Once you have reviewed the information, check the attestation box at the bottom of the form and click the "continue" button.

### 3.4.3 Permit Review

The next page will display all of the information you have entered as part of your permit application. Please review it very carefully as blanket permit applications are not refundable.

If you need to make a change, use the back button to move backwards through the form to make any corrections.

This page will also note the cost of your permit. See the permit cost section of this guide for more information.

Once you have confirmed that the information is correct, click the “Continue for Payment” button.

**NOTE:** For Subscriber customers, the button will read “Confirm and Submit” as there is not a payment section for Subscribers.

### 3.4.4 Payment

This step is only for pay as you go customers. See the “Payment” section of this guide for information on the payment processing aspects of the system.

The screenshot shows a web interface titled "RECEIPT". At the top, a green banner with a checkmark icon says "You have successfully purchased permit." Below this, a text box contains important information: "Important: Remember that you are obligated to keep a copy of this permit IN EACH VEHICLE as listed in the covered vehicles section of this permit as well as all other required documentation including truck weight restrictions list! Your permit is also now available for download or printing, and can be found in the All Permits list in the navigation panel." Below the text box is a "Payment Summary" table.

Payment Summary	
Statutory Fee:	\$400.00
RRI Fee:	\$20.00
Total Cost:	\$420.00
Paid at:	Apr 21, 2020 at 10:28 AM

At the bottom of the table is a green button labeled "SHOW PERMIT".

Unlike trip permits, there is not a review process for blanket permits. They are automatically issued upon submission (and for Pay as You Go customers, successful payment).

To print a copy of your permit, click on the “Show Permit” button from the

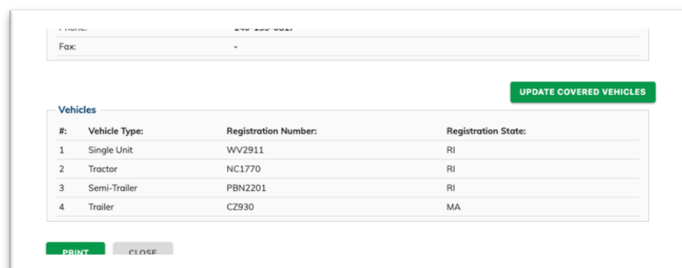
receipt page to view the details of the permit. Click the “Print” button at the bottom of the permit detail page to print an official copy of your permit.

**Remember that Rhode Island regulations mandate that you keep a copy of the printed blanket permit in **EACH VEHICLE** covered by the blanket permit as well as the applicable non-divisible load bridge restrictions list found here: <http://www.dot.ri.gov/travel/truckrestrictions.php>.**

Alternatively, you can also click on “All Permits” on the left-hand navigation to display a list of your permits and click the permit number of your blanket permit. This will display the permit details where you will find the “Print” function at the bottom of the page.

### 3.4.5 Updating Covered Vehicles

Blanket permits are valid for one year from the date of issuance. During that time, you may have the need to update the list of vehicles covered by your permit. You may need to remove a vehicle you no longer have or add a new vehicle. You may also discover that you made an error when first applying for your blanket permit.

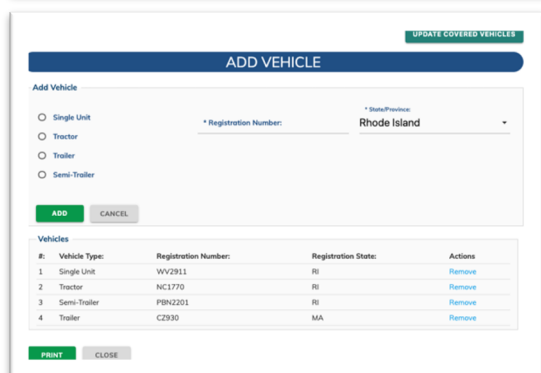


The screenshot shows a web interface with a search bar at the top. Below it, a green button labeled 'UPDATE COVERED VEHICLES' is visible. Underneath, a table lists the current covered vehicles:

#	Vehicle Type	Registration Number	Registration State
1	Single Unit	WV2911	RI
2	Tractor	NC1770	RI
3	Semi-Trailer	PBN2201	RI
4	Trailer	CZ930	MA

At the bottom of the table are 'PRINT' and 'CLOSE' buttons.

To update your covered vehicles, click on “All Permits” on the left-hand navigation to display a list of your permits and click the permit number of your blanket permit. This will display the permit details. Near the bottom of the details page, click on the “Update Covered Vehicles” button.



The screenshot shows the 'ADD VEHICLE' form. It includes radio buttons for vehicle types: Single Unit, Tractor, Trailer, and Semi-Trailer. There are input fields for 'Registration Number' and a dropdown for 'State/Province' (currently set to Rhode Island). 'ADD' and 'CANCEL' buttons are present. Below the form, the updated vehicle list is shown:

#	Vehicle Type	Registration Number	Registration State	Actions
1	Single Unit	WV2911	RI	<a href="#">Remove</a>
2	Tractor	NC1770	RI	<a href="#">Remove</a>
3	Semi-Trailer	PBN2201	RI	<a href="#">Remove</a>
4	Trailer	CZ930	MA	<a href="#">Remove</a>

'PRINT' and 'CLOSE' buttons are at the bottom.

This will reveal the Add Vehicle form and the list of vehicles covered by the active permit. You may add a new vehicle by selecting the vehicle type, registration (plate) number and registration state and clicking the “Add” button. You can remove a vehicle by clicking the “Remove” link next to that vehicle in your list of covered vehicles. When you have finished updating your covered vehicles, click the “Close” button. Remember to

print your updated permit and make sure a copy is kept in any new vehicles you added.

Note that adding and removing vehicles does not extend the expiration date of your blanket permit. Coverage of all vehicles will expire one year from the *original* issuance date of the permit *regardless* of when a new covered vehicle is added to that permit.

## 3.5 Creating an ADL Permit

To begin the application for a new Annual Divisible Load Permit, click on the “Create Annual Divisible Load Permit” link from the left hand, main menu.

### 3.5.1 Selecting the Permit Year (During March only)

All ADL permits expire on March 31<sup>st</sup>.

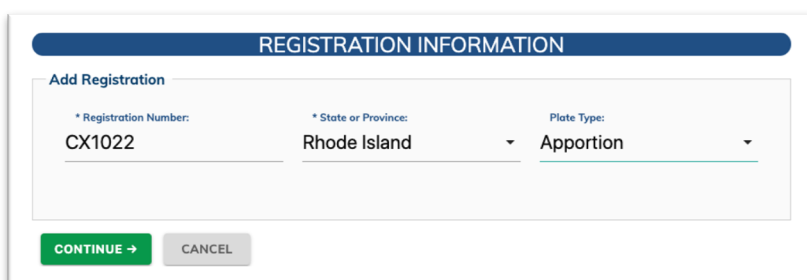
Depending on the date of your application, you may be presented with the option of applying for a permit that would immediately cover your vehicle, but expire on March 31<sup>st</sup> of the *current* year OR apply in advance for a permit that will not be valid until April 1<sup>st</sup> of the current year but not expire until March 31<sup>st</sup> of next year.

If you begin your application within the month of March, you will be presented with both options – a permit for the *remainder* of the current year, or the option to order ahead for the *coming* year.

Please be careful when making your selection as choosing the current year will result in a permit valid for one month or less.

### 3.5.2 Select a trucking company and enter registration information

From the list of trucking companies, select the company the permit will be issued to. If the company is not on the list, cancel the permit and use the “Manage Trucking Company” function outlined earlier in this guide to add the new company.



Next enter the registration (plate) number of the vehicle you are permitting along with the registration state and plate type. Note that the plate type is required for Rhode Island registered vehicles.

After selecting the company and entering in your vehicle registration information click “Continue”.

### 3.5.3 Registration Validation

The DOT OSOW system is linked to the registration database at the Rhode Island Division of Motor Vehicles (DMV). **In order to permit a vehicle registered in RI, that vehicle must have an active and valid registration record in the DMV system.** If a matching plate and plate type cannot be found in the DMV system, or that registration is either inactive or suspended, the system will prompt you to contact the DMV and will not allow you to move forward with your application. Note that this validation is for RI registered vehicles only and does not apply to vehicles registered in other states.

### 3.5.4 Vehicle Information

On the next page, enter the make, model, model year, and VIN of the vehicle being permitted.

Note that if you are permitting a Rhode Island registered vehicle, some of the information is pre-populated in the form and cannot be changed. This information comes directly from the RI DMV registration database. If you note an error in any of the information that cannot be changed, you will need to contact the DMV in order to have the registration record for that vehicle updated.



On this part of the application you will also need to select your vehicle and body type. You can use the icons at the top of the form to ensure that you are selecting the correct vehicle type for your permit.

You will also need to enter the registered gross vehicle weight, manufacture's gross vehicle weight rating and the total Number of Axles.

Trucking Company: Tom's Logging Company  
Permit Expiration Date: 03-31-2021

**VEHICLE INFORMATION**

Add Vehicle Information

SINGLE UNIT TRACTOR TRAILER SEMI TRAILER

\* Make: GMC \* Model: Road Master \* Year: 2012

\* VIN: XMZ12100AA \* Vehicle Type: Single Unit \* Body Type: Van or box

\* Registered Gross Weight (lbs.): 80000 \* Manufacturer Gross Weight (lbs.): 8000

\* Total Number of Axles: 4 \* Permit Weight Sought (lbs.): 72000

CONTINUE BACK

Lastly you will need to enter the weight sought for your permit – **Once issued, Permit Weight Sought will represent the *maximum* gross weight permitted for that vehicle to travel within Rhode Island.**

Note that if you are permitting a single unit vehicle, your permit weight sought cannot exceed the Manufacturer's gross vehicle weight rating and if you are permitting a Rhode Island registered single unit vehicle the permit weight sought cannot exceed the registered gross vehicle weight.

Once you have completed all information on the form, click the continue button.

### 3.5.5 Axle Load Information

On the next page you will be required to enter the load rating in pounds of each axle and the distance in feet and inches from that axle to the next axle.

AXLE LOAD INFORMATION			
Enter axle load information for each axle			
	Axle Load Rating	Distance Between Axle 1 and 2	
Axle 1	20000	2	4
	Axle Load Rating	Distance Between Axle 2 and 3	
Axle 2	20000	6	8
	Axle Load Rating	Distance Between Axle 3 and 4	
Axle 3	20000	2	4
	Axle Load Rating		
Axle 4	20000		

Once you have entered information for all of your axles, click the “continue” button.

### 3.5.6 Completing the ADL Permit Application

On the next page, first indicate if you intend for this vehicle to carry hazardous materials by checking Yes or No and check ALL the commodities that this vehicle may be used to transport. If a needed commodity is not on the list, check the “Other” option on the list and enter the type of commodity.

LOAD INFORMATION		
Load Information		
Please enter information pertaining to the load used for this vehicle:		
* Anticipated Hazardous Materials Carried? <input type="radio"/> Yes <input checked="" type="radio"/> No	* Commodities: <input type="checkbox"/> Concrete or stone or gravel products <input checked="" type="checkbox"/> Lumber or wood products <input type="checkbox"/> Petroleum products <input type="checkbox"/> Metal products <input type="checkbox"/> Waste and scrap materials <input checked="" type="checkbox"/> Other	* Commodities: Grain and feed

Next, enter the required fields requested in the Manufactures’ Information section of the form. This section requires the name and address of the vehicles manufacture as well as the name and address of the contact representative for that manufacturer.

**MANUFACTURER INFORMATION**

**Manufacturer Information**

☐ I will use my expired RIDMV Annual Permit as my MG/VWR Certification for weight and braking capacity. I understand that I must keep this expired permit with my vehicle for as long as I own the vehicle. Subsequent RIDOT issued permits WILL NOT suffice as a MG/VWR Certification. If I lose my DMV issued permit I am required to get a new MG/VWR Certification in order to operate my vehicle legally under penalty of law.

**Manufacturer Info**

\* Name:  
Acme Truck Construction

---

\* Street Address 1:  
1 Main Street

\* Street Address 2 (optional):

---

\* City: Springfield      \* State or Province: Iowa      \* Zip Code: 45874

---

**Representative Information**

\* Name: Matt Dunlap      \* Phone: (596) 222-1212

---

\* Street Address 1:  
68 Dorrance Street #186

\* Street Address 2 (optional):

---

\* City: Providence      \* State or Province: Illinois      \* Zip Code: 02903

---

**Important:** If you no longer have the necessary manufactures information the system allows you to check a box to attest that you no longer possess this information for the vehicle you wish to permit. Checking that box allows you to skip this section of the permit application but requires you to keep a copy of a previous expired, DMV issued, Annual Permit, obtained from the state of RI as proof that you at one time provided this information to the state. If you opt to attest that you are missing this information, please be sure to review the attestation carefully to ensure compliance with this option. If you have never possessed an Annual Divisible Load Permit for the vehicle in the past, you **CANNOT** use the checkbox and **MUST** obtain the certification of the GVWR from a manufacturer.

### 3.5.7 Permit Review

The next page will display all of the information you have entered as part of your permit application. Please review it very carefully as ADL permits are not refundable.


If you need to make a change, use the back button to move backwards through the form to make any corrections.

This page will also note the cost of your permit. See the permit cost section of this guide for more information.

Dependent on the vehicle type, costs may be based on the difference between the *vehicles legal weight* as determined by the Federal Bridge Formula and the permit weight sought in your application or a flat fee for other types of permitted vehicles.

The system calculated the legal weight based on several parameters including the number of axles and the distance between the first and last axle of the vehicle.

The legal weight is presented on the review form as an indicator of how pricing was determined.

Vehicle Information	
VIN:	9XMAAZ121210000
Year:	2012
Make:	Ford
Model:	Cargo Plus
Body Type:	Low-bed
Vehicle Type:	Single Unit
Number of Axles:	3
Manufacturer Gross Vehicle Weight Rating:	80,000 lbs.
Registered Gross Weight:	80,000 lbs.
Maximum Legal Vehicle Weight (BEFORE PERMIT):	45,500.0 lbs. 
Permit Weight Sought:	72,000 lbs.

Once you have confirmed that the information is correct, click the “Continue for Payment” button.

**NOTE:** For Subscriber customers, the button will read “Confirm and Submit” as there is not a payment section for Subscribers.

### 3.5.8 Payment

This step is only for pay as you go customers. See the “Payment” section of this guide for information on the payment processing aspects of the system.

There is not a review or rejection process for ADL permits and permits are issued upon submission (and for Pay as You Go customers, successful payment).

To print a copy of your permit, click on the “Show Permit” button from the receipt page to view the details of the permit. Click the “Print” button at the bottom of the permit detail page to print an official copy of your permit.

Remember that Rhode Island regulations mandate that you keep a copy of the printed ADL permit in the covered vehicle as well as the applicable divisible load bridge restrictions list found here: <http://www.dot.ri.gov/travel/truckrestrictions.php>.

## 4 Renewing Permits

**NOTE:** This functionality is not yet active but will be implemented in the near future.

Both Blanket and ADL permits may be renewed. While the renewal process is designed to save our customers time in entering data, we urge all users of the OSOW system to carefully review their existing permits prior to submitting them for renewal.

Blanket permits will become eligible for renewal 30-days prior to their expiration which is one year after issuance.

ADL permits will become eligible for renewal on January 1<sup>st</sup> of the year they expire. All ADL permits expire on 31<sup>st</sup> of March.

Renewed permits will all receive a new and unique permit number and added to your list of issued permits as a new permit.

To renew either type of permit, locate that permit in the list of “issued permits”

Click the permit number to view that permits details

Click the “Renew” button at the bottom of the permit details page.

### 4.1 Renewing Blanket Permits

Clicking on the renew button will take you to the Add Vehicles section as outlined in Section 3.4.2 of this user guide. Once you have made any needed changes, you will need to check the attestation box to confirm the accuracy of your permit and then click “Continue”. Pay as you go customer will be required to supply their payment information following the same workflow as applying for a new permit.

### 4.2 Renewing an ADL Permit

Clicking the renew button will take you to the beginning of the same application workflow as if you were applying for a new permit. The only difference is that the information from your former permit will be used to pre-fill all of the requested data fields. You are permitted to change any of the information associated with your existing ADL permit when applying for a renewal including the permit weight sought. Just be mindful that these types of changes may impact the cost of your permit.

Additionally, those applications involving a Rhode Island Registered vehicle will again need to be confirmed as valid registrations against the RI DMV database as part of the renewal process as outline in Section 3.5.3 of this user guide.

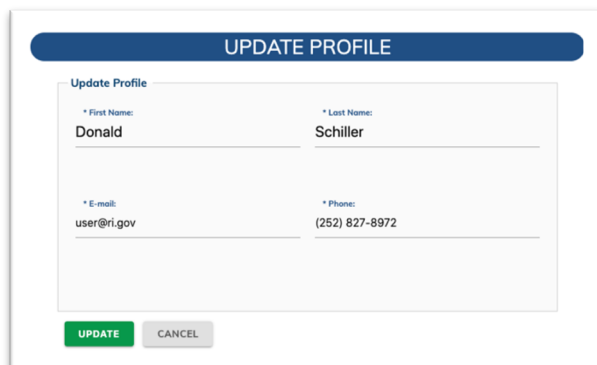
Once you have reached the end of the workflow, you will need to check the attestation box and Pay as You go customers will need to enter and make payment.

## 5 Additional Functionality

The following functions are available only to Pay as You Go users of the system. Subscriber users that require changes to their contact information, add new users or suspend current users should use this link: <https://www.ri.gov/subscriber/> to request changes.

Subscriber customers needing a new password, or password reset should contact [rihelp@egov.com](mailto:rihelp@egov.com) or call our customer service department at 401-831-8099.

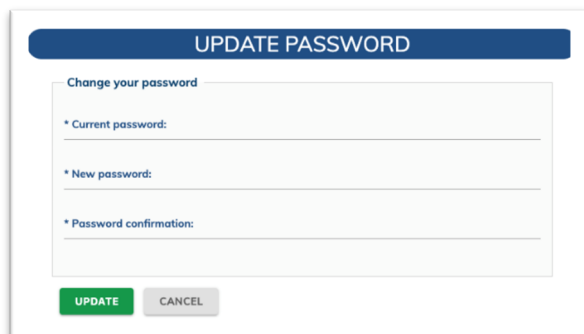
### 5.1 Updating your profile



Pay as you Go customer are encouraged to make sure that important information like your email and phone number are correct and current in the system. To update this information, click the “Edit Profile” link on the left-hand navigation menu.

Review and make any needed changes to your information and click the “Update” button at the bottom of the screen or the “Cancel” button if no changes are necessary.

### 5.2 Changing your password

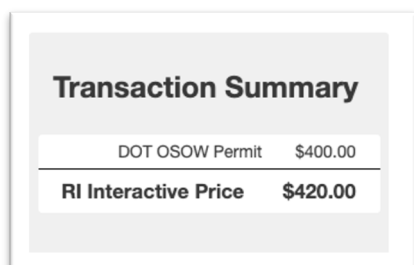


Pay as you Go Customers can change their passwords and are encouraged to do so at least twice each year. Click the “Change Password” link from the left-hand navigation menu.

Enter your current password and next your new password and confirm your new password by entering it in again. Once completed, click the “Update” button. Your new password will be effective immediately and you may be required to log into the system again using your new password before continuing.

## 6 Payment

### 6.1 Enhanced Access Fees



A screenshot of a 'Transaction Summary' box. It contains a table with two rows: 'DOT OSOW Permit' with a value of '\$400.00' and 'RI Interactive Price' with a value of '\$420.00'.

Transaction Summary	
DOT OSOW Permit	\$400.00
RI Interactive Price	\$420.00

The development and ongoing maintenance cost of the OSOW system are supported by enhanced access fees, retained by NIC Rhode Island, added to the statutory cost of each permit. These fees are listed on the payment screens as “The RI Interactive Price”, in the current permit rates section of this user guide and disclosed as part of our agreements with subscriber customers.

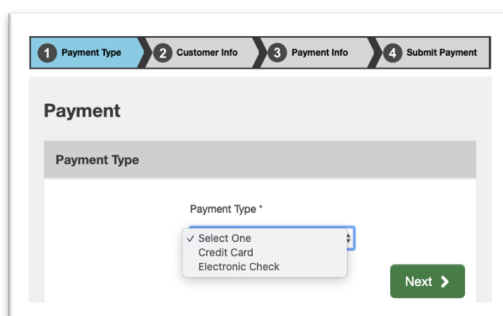
### 6.2 Subscriber Payments

Subscriber customers will be invoiced via email at the close of each month for all funds owed for new permit applications since the close of the last billing month. Invoices are due net 30 and will include the activity of all users that have been setup under that subscriber account. Invoices can be paid by paper check or electronically through an ACH debit. A yearly subscriber fee to cover the cost of billing will be added to your first invoice and then each year on the anniversary of becoming a subscriber.

### 6.3 For Pay as You Go Customer Payments

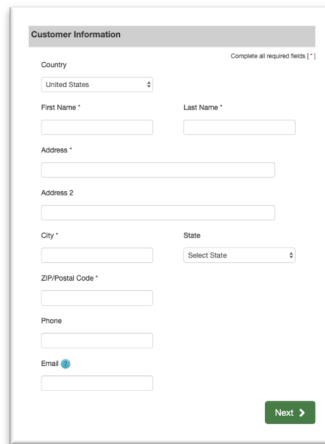
Pay as you Go Customers must submit and complete payment information as part of the permit application process. The service currently accepts all major credit cards as well as eCheck as an ACH debit. The payment steps typically follow the attestation and review part of the workflow for each type of permit. The cost of permits will vary based on the type of permit and form of payment and in the case of ADL permits the permit weight sought. See the current rate section of this document for the current cost of permits.

As part of the checkout process you will first be asked to select your method of payment:



A screenshot of a web form titled 'Payment'. At the top, there is a progress bar with four steps: 1. Payment Type (active), 2. Customer Info, 3. Payment Info, and 4. Submit Payment. Below the progress bar, the main heading is 'Payment'. Underneath, there is a label 'Payment Type' followed by a dropdown menu. The dropdown menu is open, showing three options: 'Select One' (with a checkmark), 'Credit Card', and 'Electronic Check'. To the right of the dropdown menu is a green button labeled 'Next >'.

On the next screen enter the customer information tied to that form of payment:



**Customer Information** Complete all required fields [\*]

Country

First Name \*  Last Name \*

Address \*

Address 2

City \*  State

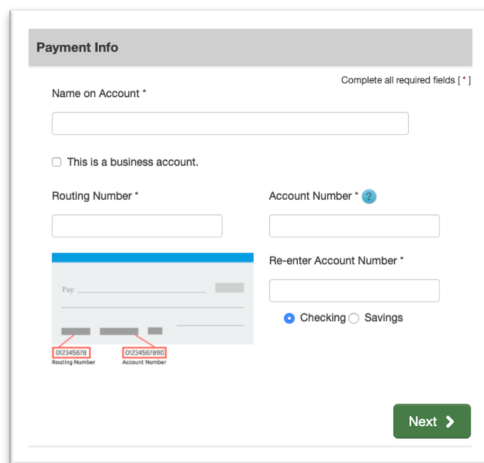
ZIP/Postal Code \*

Phone

Email

[Next >](#)

The next screen will depend on the payment method selected.  
 For Credit Card:



**Payment Info** Complete all required fields [\*]

Name on Account \*

☐ This is a business account.

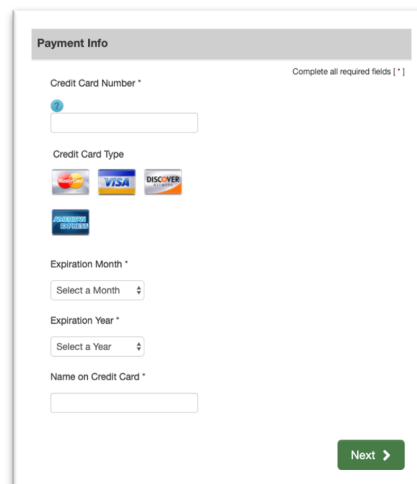
Routing Number \*  Account Number \*

Re-enter Account Number \*

☒ Checking ☐ Savings

Routing Number Account Number

[Next >](#)



**Payment Info** Complete all required fields [\*]

Credit Card Number \*

Credit Card Type  
☐ ☐ ☐ ☐

Expiration Month \*

Expiration Year \*

Name on Credit Card \*

[Next >](#)

Complete the requested information and click the “Next” button:  
 The last screen of the payment process will ask you to review and verify your payment information. If you need to correct any of the information you may click the “Edit” button next to the appropriate section.



**Payment**

**Payment Type** ✓

**Credit Card**

**Customer Information** ✓

**Address**  
Joe Customer  
1 State Street  
Suite 401  
Providence, RI 02908

**Phone**  
4018318099

**Country**  
United States

**Email Address**  
Joe@customer.com

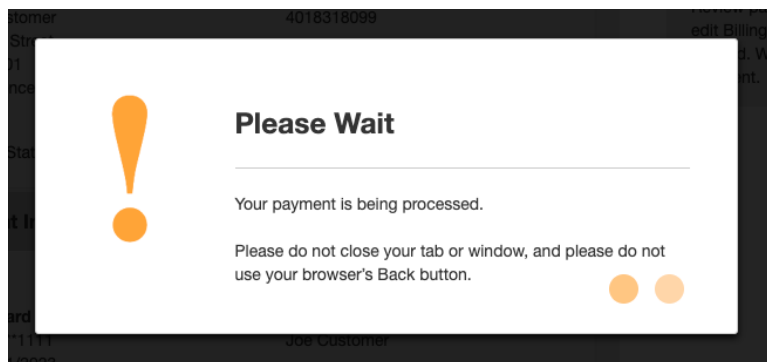
**Payment Info** ✓

**Credit Card**  
Visa \*\*\*\*1111  
Exp. 01/2023

**Name on Credit Card**  
Joe Customer

Cancel Submit Payment

Click the “Submit Payment” button and wait for your payment information is processed.



If your payment processes successfully, you will be automatically returned to the system to a receipt screen. If you included an email address in your payment information you will also receive a receipt via email.

Note: Printable permits are not emailed to customers and only available by clicking the “Print” button on the permit details screen of approved and issued permits within the online service.

## 7 Additional information and resources:

RI General Laws relating to OSOW Permitting:

<http://webserver.rilin.state.ri.us/Statutes/TITLE31/31-25/INDEX.HTM>

RIDOT website for Truck and Bridge Restrictions and Permitting:  
<http://www.dot.ri.gov/travel/truckrestrictions.php>

RIDOT OSOW Permitting Manual: <https://rules.sos.ri.gov/organizations/subchapter/290-40-00>

General permitting information email: DOT.OSOW@dot.ri.gov

## 8 Current Permit Rates:

The following chart outlines both the statutory cost and enhanced access fee for each type of permit, payment method and customer type.

Permit Type	Statutory Fee	Enhanced Access Fees for each payment type		
		Subscriber	Pay As Go Credit Card	Pay as Go eCheck
Single Trip < 130,000 lbs. GVW	\$40.00	+\$4.50	+\$4.50	+\$4.50
Single Trip >= 130,000 lbs. GVW	\$300.00	+\$12.00	+\$20.00	+\$20.00
Blanket	\$400.00	+\$12.00	+\$20.00	+\$20.00
Annual Divisible	Varies, see below	+\$12.00	+( 2% of Statutory Fee) + \$12.00	+\$12.00

### Statutory costs for ADL permits:

For Trailers or Semi-Trailers \$100

For other permitted ADL vehicles, \$50 per 1,000 lbs. of difference between legal weight and permit weight sought up to \$1,250 for Tractors and \$1,500 for Trucks

Legal weight for a Tractor is calculated from 80,000 lbs.

Legal weight for a Truck/Single-Unit Vehicle is calculated by Federal Formula B