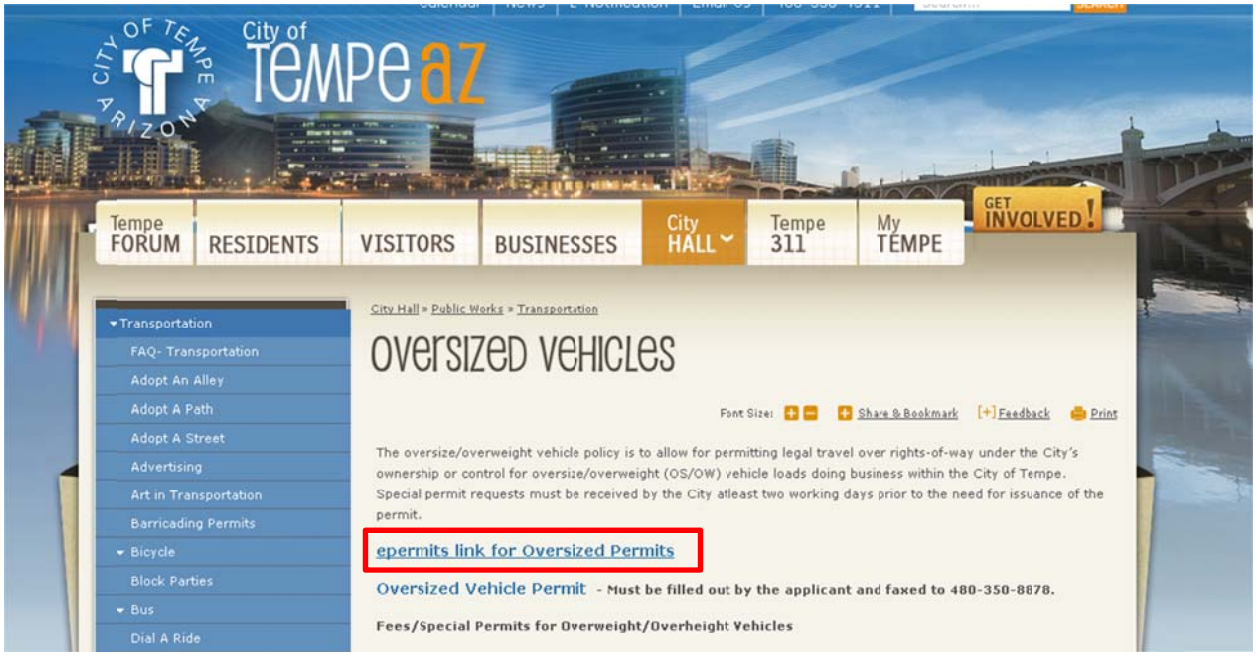
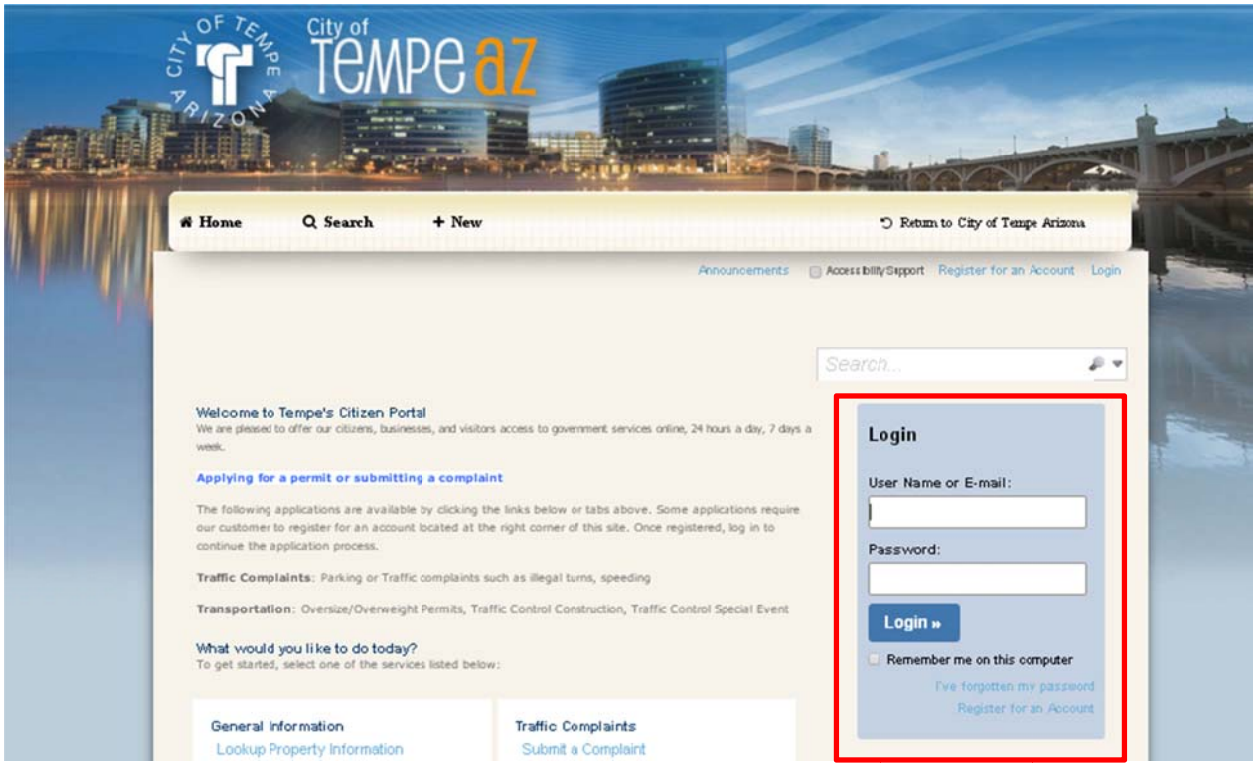
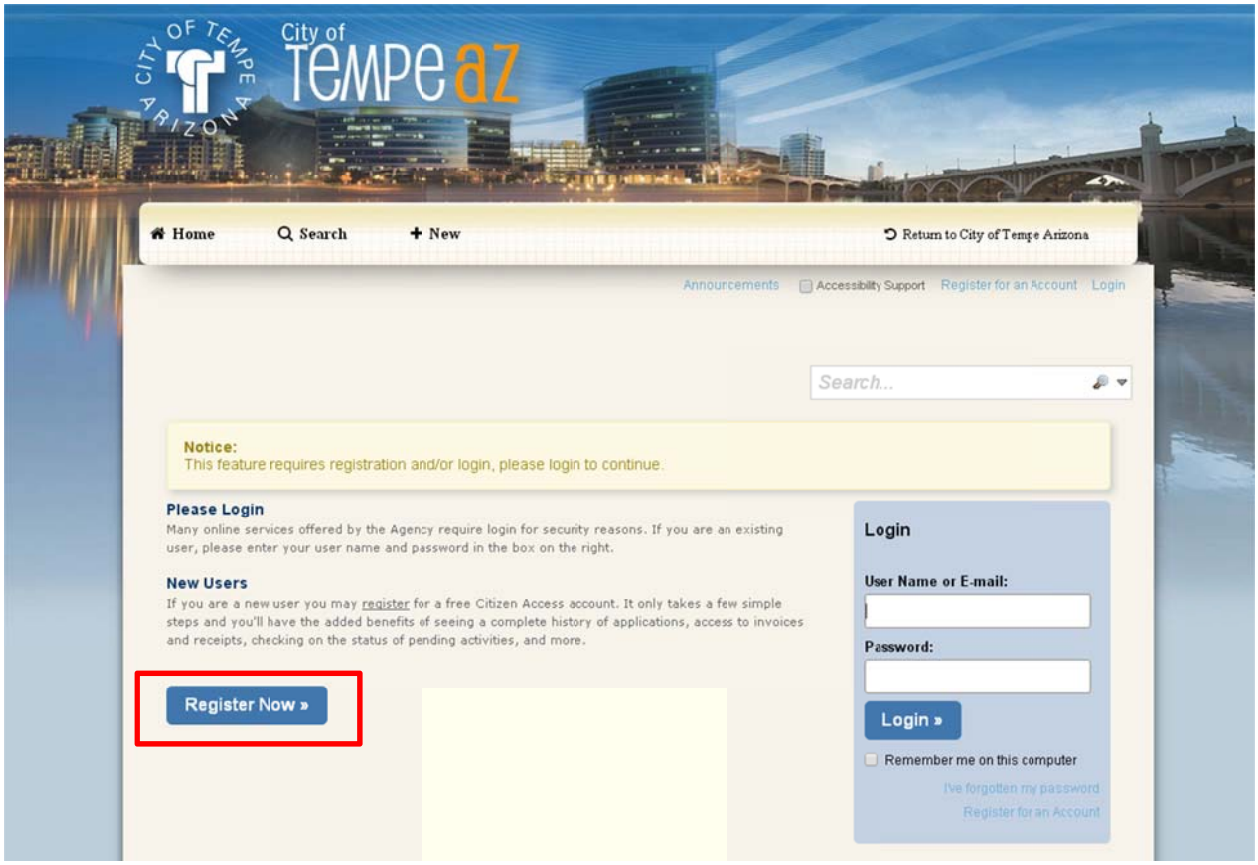


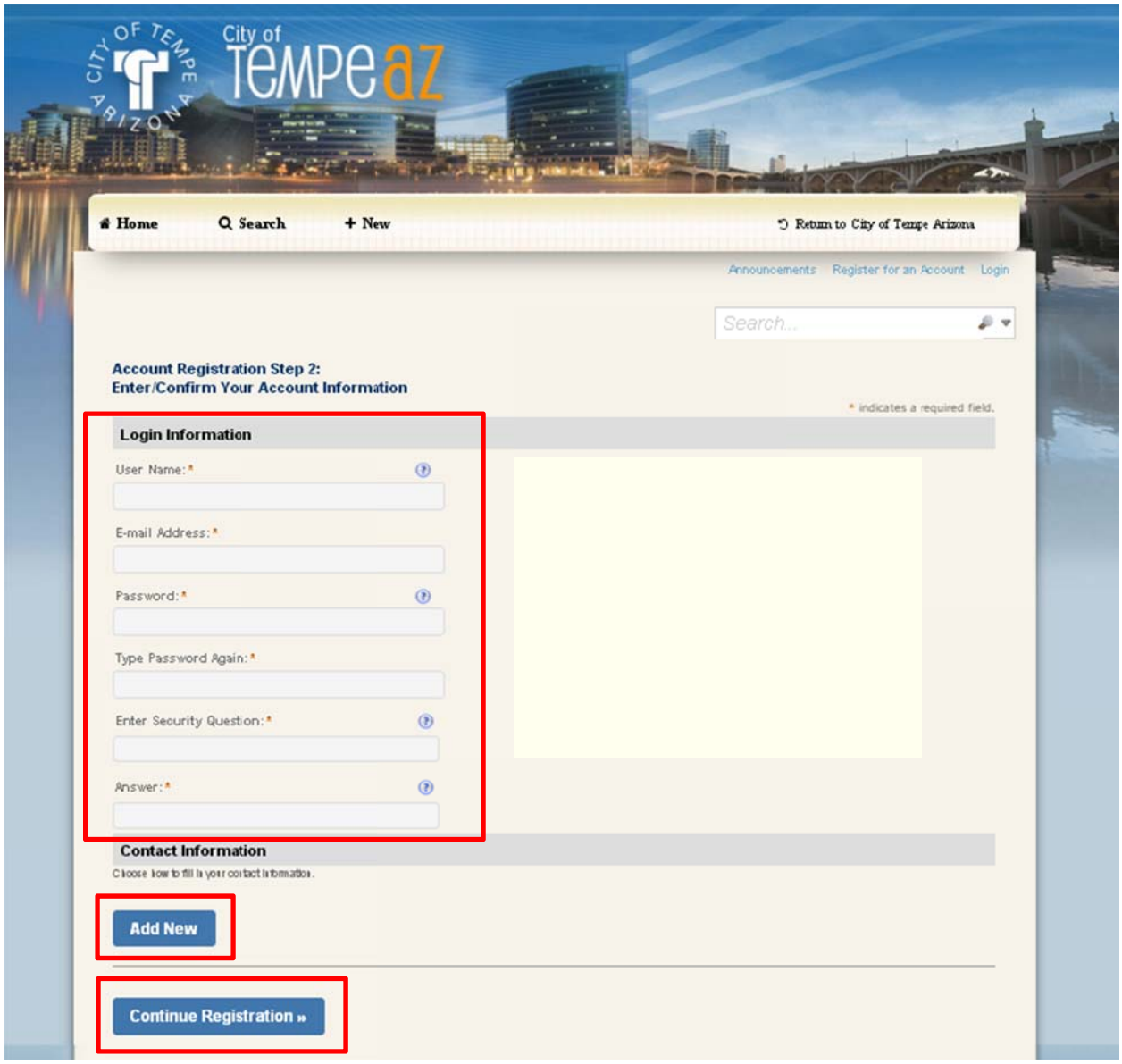
Step 1: Click on **epermits link for Oversized Permits** to access the citizen access portal



Step 2: Existing users enter User Name and Password, and then click **Login** and skip to Step 5. First time users will need to register for an account by clicking on **Register for an account** (blue text) on the right side of the page below the login box and following Steps 3 and 4.



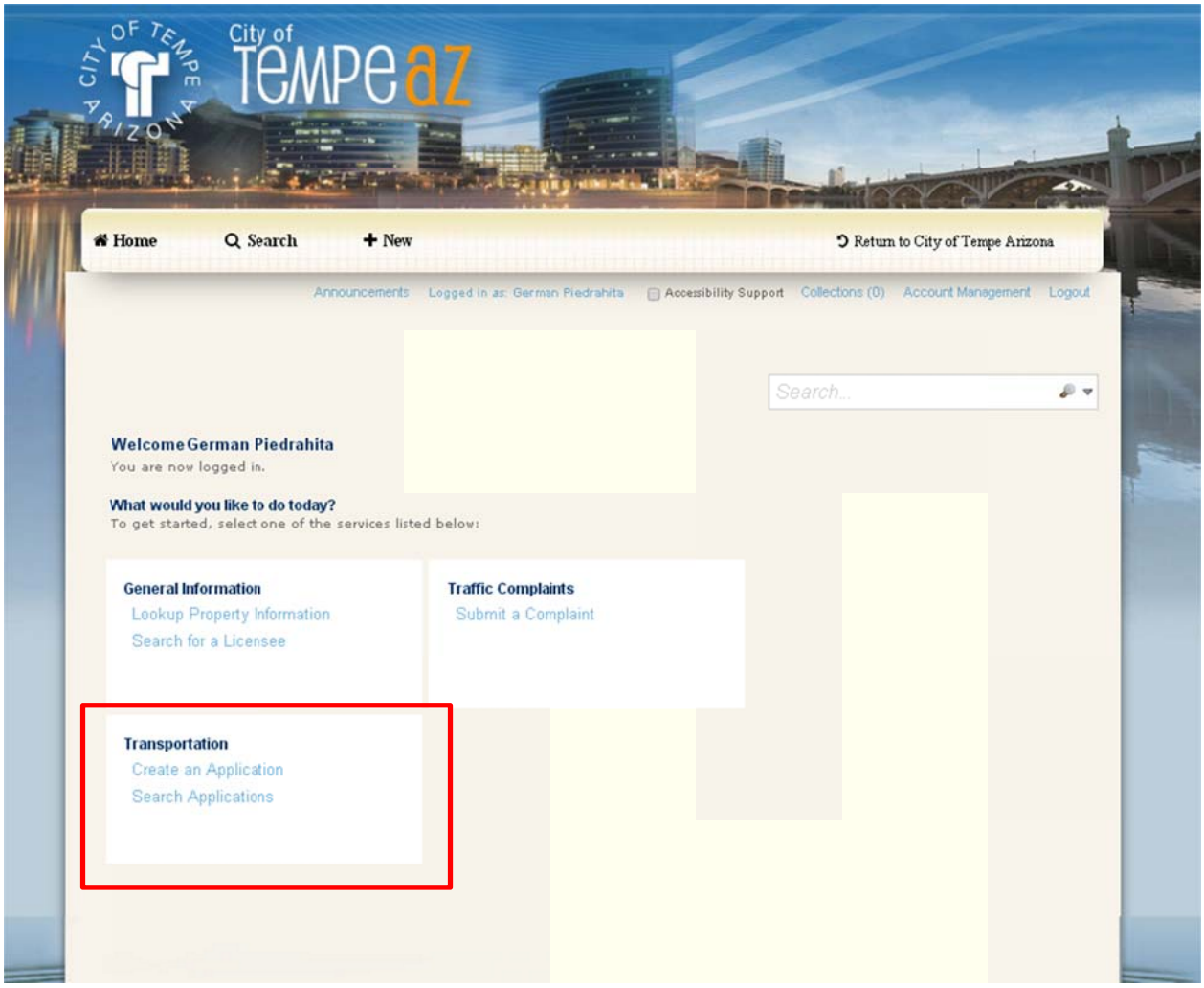
Step 3 (for new users only): Click on **Register Now**.



Step 4 (for new users only): Choose a user name and password which will be required to access the site. You will also need to provide a valid e-mail address and provide a security question/answer.

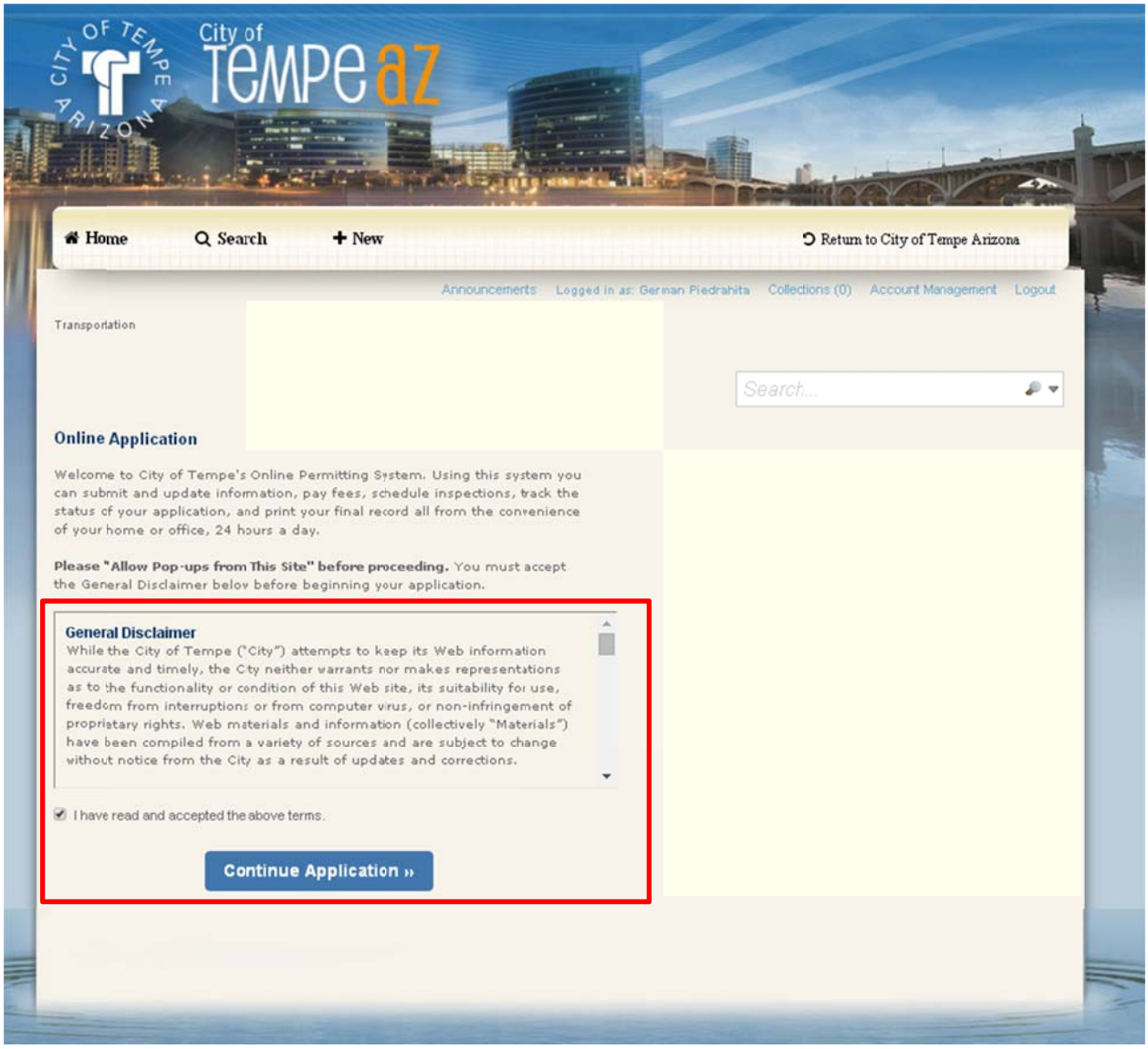
Under Contact Information click **Add New** and fill in fields for name, business, phone numbers, email address and physical address, then click **Continue**.

Click **Continue Registration** when done.

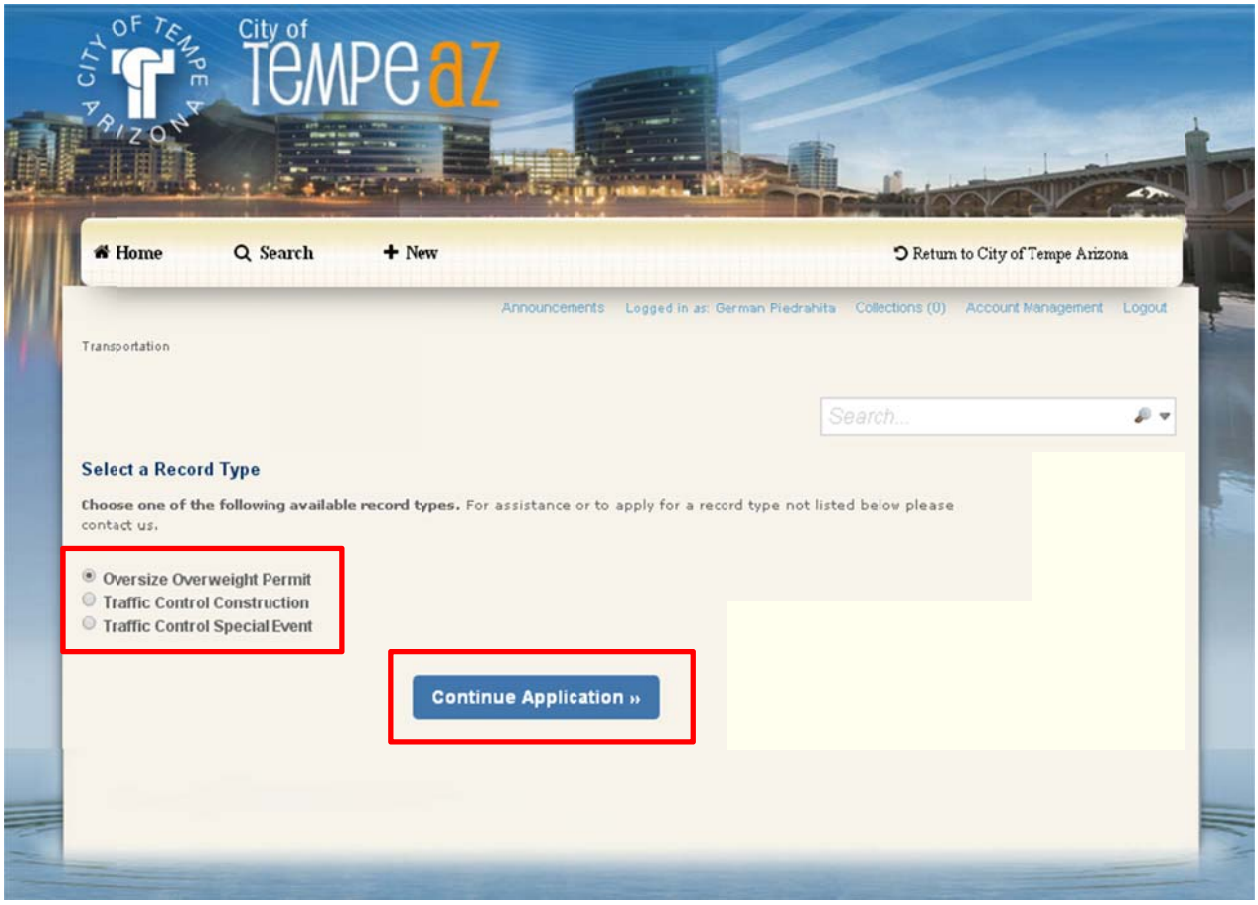


Step 5: Under the Transportation heading, select **Create an Application**.

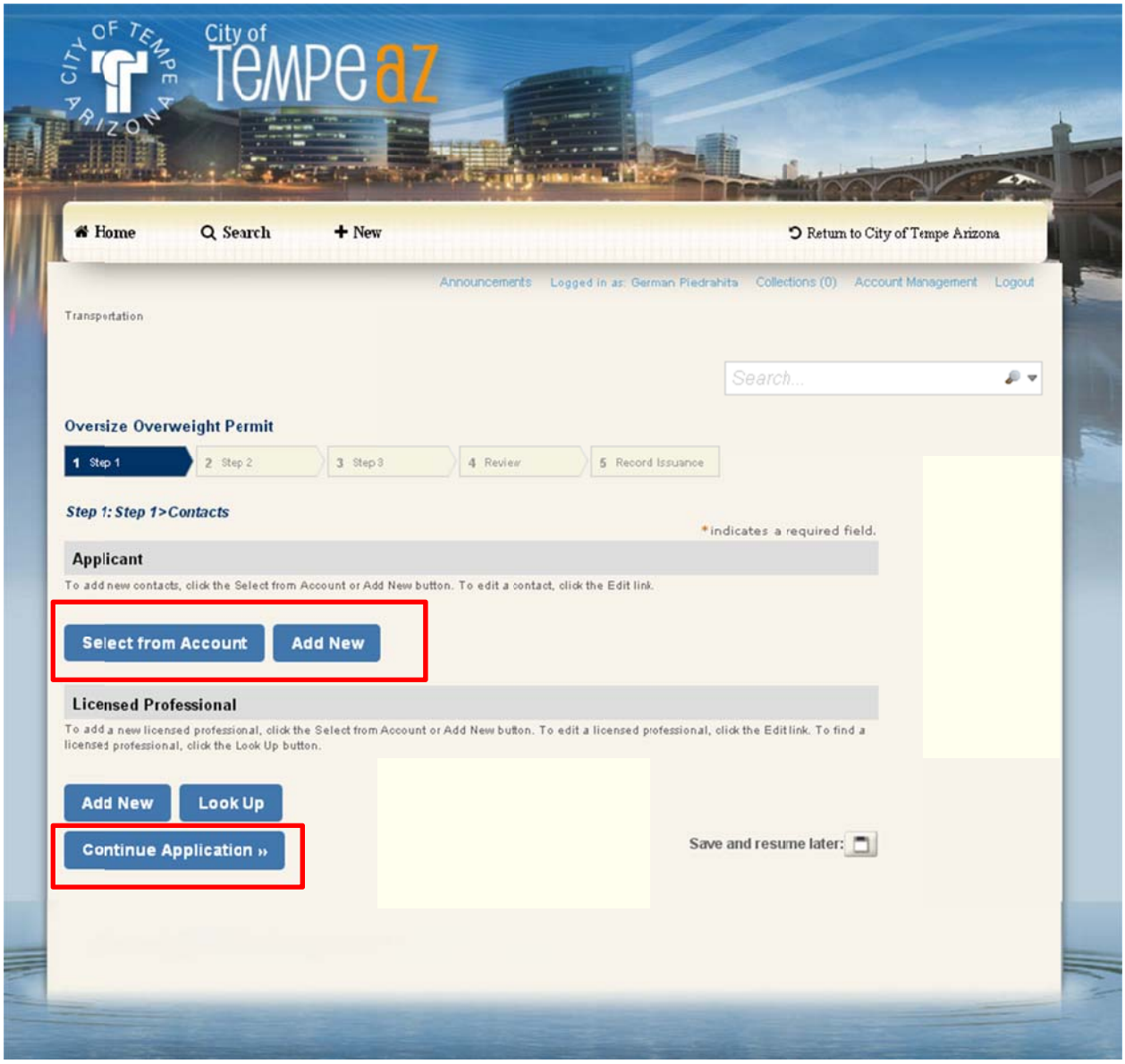
(**Search Application** can be used in the future after applications have been created. Epermits will maintain a history of all your applications for future reference).



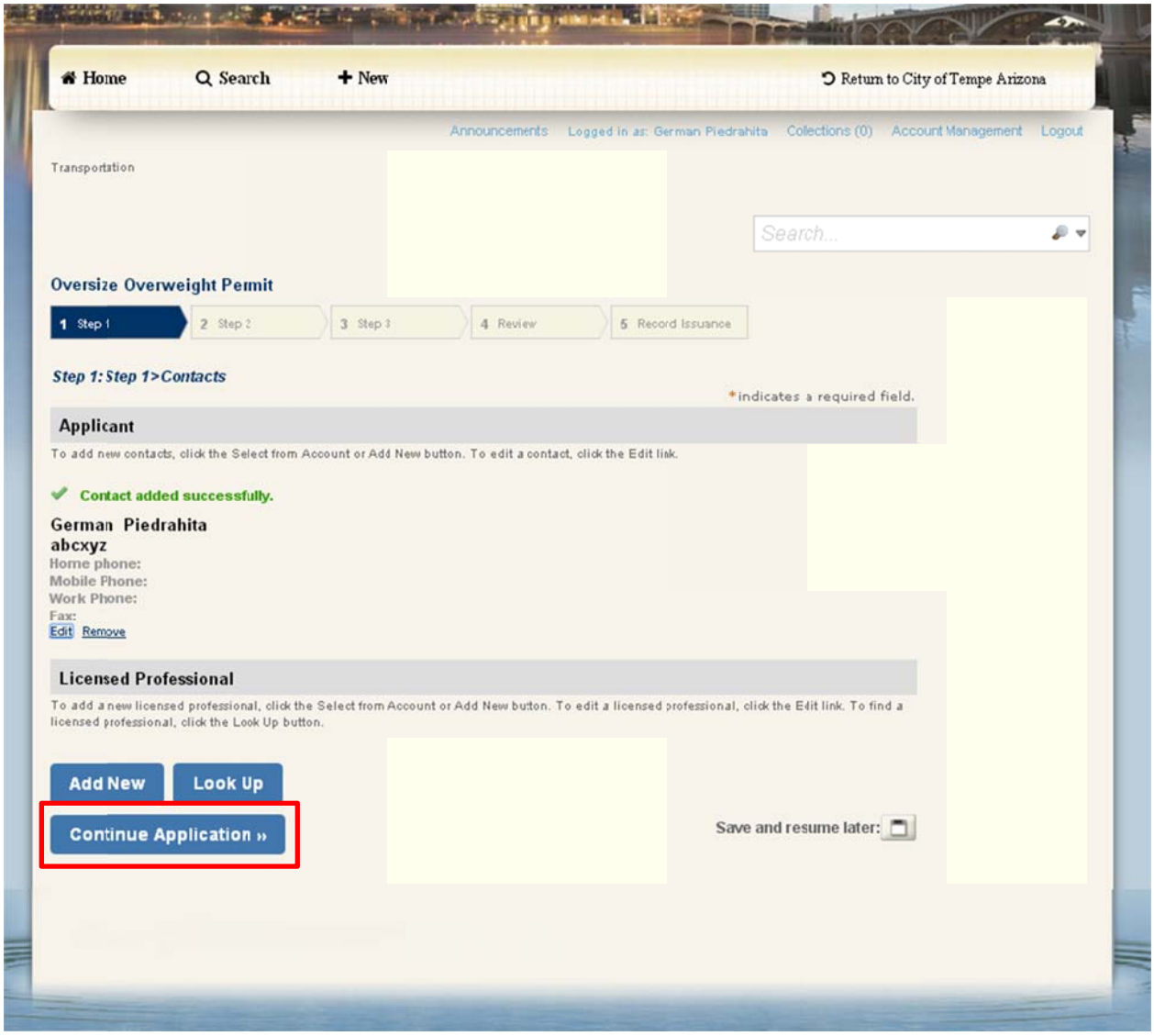
Step 6: This General Disclaimer will display for every new application. After reading the General Disclaimer, check the box next to "I have read and accepted the above terms" and then click **Continue Application**.



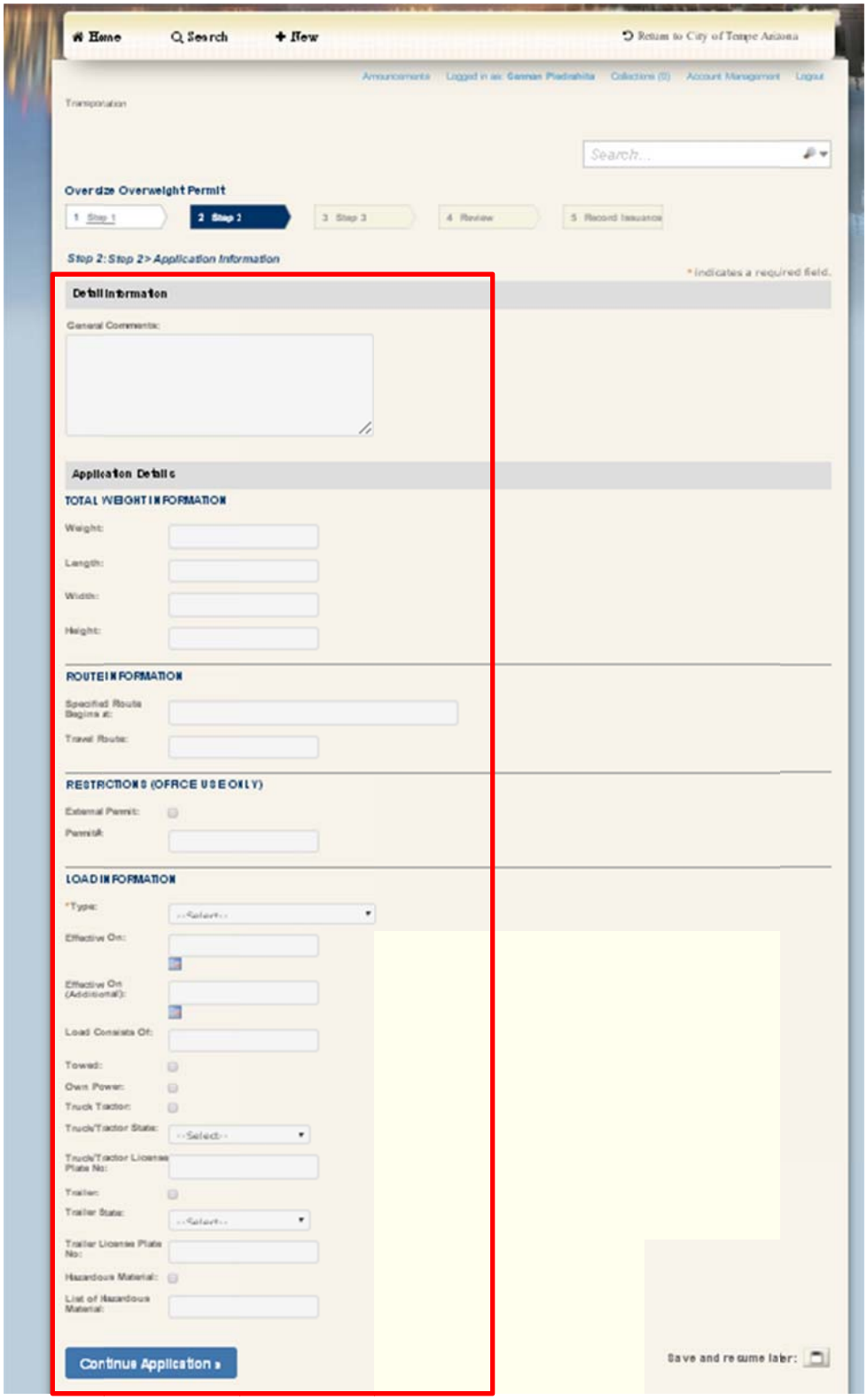
Step 7: Select the radio button next to “Oversize Overweight Permit” and then click **Continue Application**.



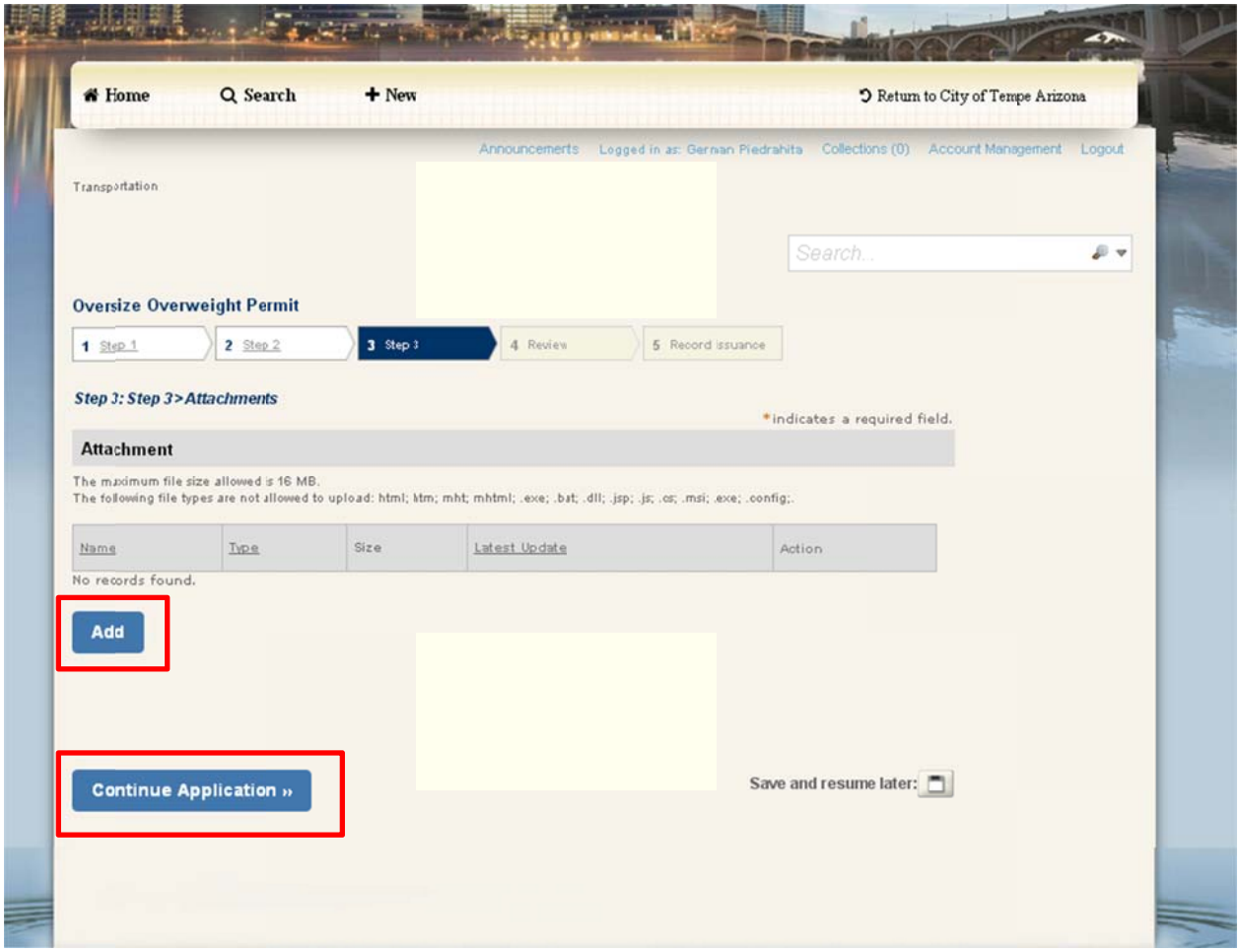
Step 8: Existing users can use previously created accounts (contact information) by clicking **Select from Account** and skipping to Step 9. New users must create a new account (contact information) by clicking on **Add New** and following on to Step 9.



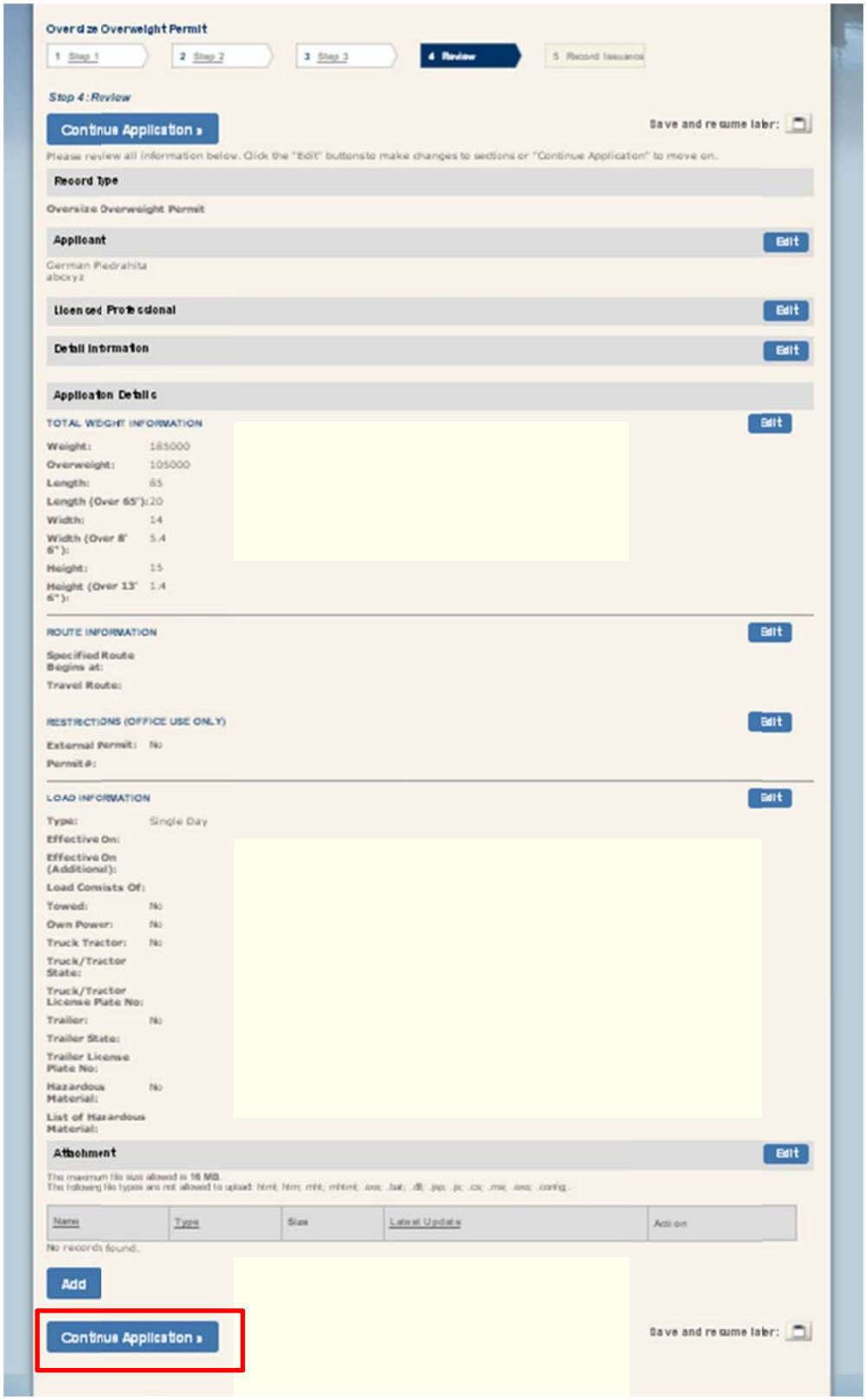
Step 9: Click **Continue Application**.



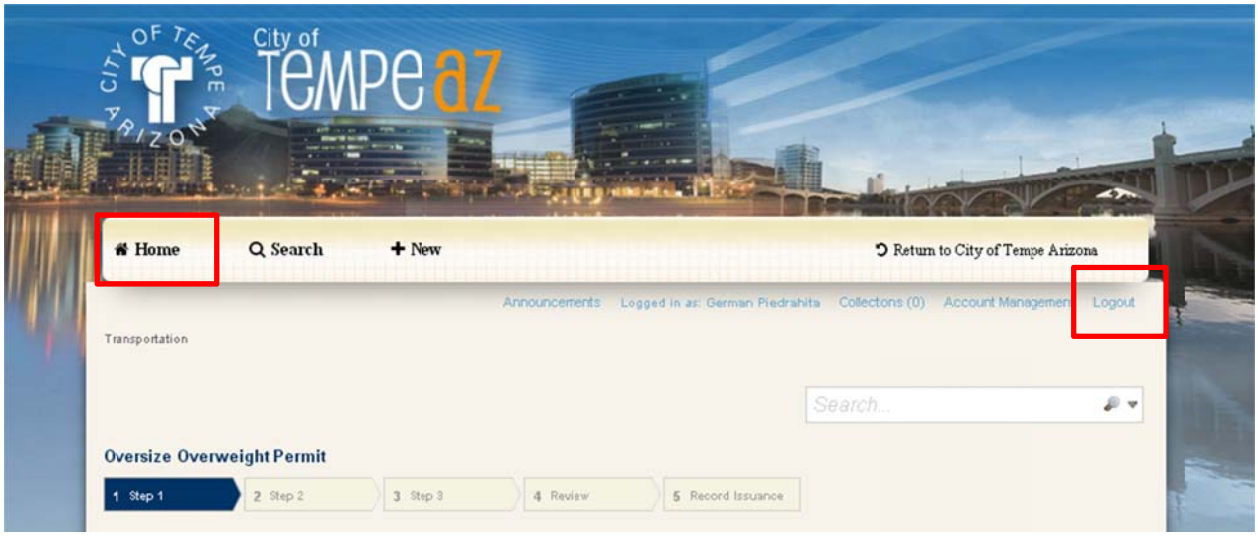
Step 10: Enter all relevant information for the Oversize/Overweight permit, click **Continue Application** when completed. NOTE: Weight, Length, Width and Height values must be entered numerically with partial values entered as decimals (example: 70’-6” shall be entered 70.5).



Step 11: Attachments can be added to the application by clicking **Add**. Examples of attachments include permits from other government entities (example: Arizona Department of Transportation) and/or route maps. After adding required attachments, or if no attachments are required, click **Continue Application**.



Step 12: Verify all information is correct; edit if necessary. When application information has been verified, click **Continue Application** to submit.



Step 13: Finish by clicking **Log out**. Or, click **Home** to start a new application.