

# CT-ePASS

*Connecticut's On-Line Vehicle Permitting System for  
Oversize, Overweight, Radioactive and Industrial Vehicle Permits*

## Quick Start Guide for Single Trip Oversize/Overweight Permits

*Developed as a Component of Connecticut's  
Commercial Vehicle Information Systems & Network (CVISN)  
"CVISN - Connecticut's One-Stop Portal for On-line Commercial Carriers"  
Visit [WWW.CVISN.CT.GOV](http://WWW.CVISN.CT.GOV) for more information.*

### **Development Team**

State of Connecticut - Department of Motor Vehicles (DMV)  
State of Connecticut - Department of Revenue Services (DRS)  
State of Connecticut - Department of Transportation (DOT)  
State of Connecticut - Department of Information Technology (DOIT)

State of Connecticut – Office of Personnel & Management (OPM)  
State of Connecticut – Office of the Treasurer (OotT)  
Federal Motor Carrier Safety Administration (FMCSA)  
Federal Highway Administration (FHWA)  
Motor Transport Association of Connecticut (MTAC)

Cambridge Systematics (CS)  
C.W. Beilfuss & Associates (CWB)  
Affiliated Computer Services (ACS)

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**CT-ePASS Quick Start Guide**  
*Applying for a Single-Trip Oversize/Overweight Permit*

**Get Registered**

In order to get a permit, get registered as a carrier with the CVISN portal at

**WWW.CVISN.CT.GOV**

Version: 1.35

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# CT-ePASS Quick Start Guide

## Applying for a Single-Trip Oversize/Overweight Permit

Fill out the account registration page:

Complete this form in order to establish an account with the State of Connecticut. This account may be used to submit applications electronically for commercial vehicle credentials.

\* Indicates a required field

**Personal Information**

Username \*  (min 6 chars)

Password \*  (min 6 chars)

Confirm Password \*  (min 6 chars)

Full Name \*

Email \*

**Business Information**

Company Name \*

Doing Business As

Tax ID Number \* FEIN  -

USDOT Number

IRP Account Number

IFTA Account Number

Tax Reg. Number  -

**Business Address**

Street Address 1 \*

Street Address 2

City \*

State/Province \*

Zip/Postal Code \*

Phone \* (  )  -

Fax (  )  -

Check here if your Mailing Address is the same.

Check here if your Contact Address is the same.

Select **[REGISTER]** after completing all the fields.

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After clicking **[REGISTER]** you will be directed back to the CVISN portal login screen to enter you new username and password. Congratulations – you’re registered!

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*Applying for a Single-Trip Oversize/Overweight Permit*

**Get Going**

Log in to the CVISN portal at WWW.CVISN.CT.GOV

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Select [**APPLY FOR AN OVERSIZE/OVERWEIGHT PERMIT**].

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**CT-ePASS Quick Start Guide**  
*Applying for a Single-Trip Oversize/Overweight Permit*

Get a Permit

Select the type of permit to apply for.

STATE OF CONNECTICUT  
AUTOMATED PERMITTING SYSTEM

HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

WELCOME CS

APPLICATION STATUS  
DOWNLOADABLE FORMS  
FAQs

Create a new (empty) application

**Single Trip**  
Oversize and / or Overweight Trip & Return  
Account Code Trip Request  
Radioactive

**Periodic**  
Radioactive Pharmaceutical

Click  
**[OVERSIZE AND/OR OVERWEIGHT TRIP & RETURN]**

Logout

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Check the acknowledgement box.

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HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

Single Trip Oversize/Overweight

This Permit Application is for CS

**Step 1 Acknowledgement of Permit Conditions**

Please read and understand the following statements. Please click the box next to the acknowledgement statement to check the box if you agree with the following conditions and will adhere to the conditions in applying for the permit and in making the permitted moves. If you cannot or will not comply with the following statements, you will not be issued a permit.

The applicant confirms the information submitted for permit consideration is correct, complete, and factual. Application for an overdimensional permit is for cargo that can not be reasonably divided or reduced so that the remaining cargo is within the legal limitations by statute or rule. "Reasonably divided" shall be as interpreted in the sole discretion of the permit issuing authority. The applicant further agrees to indemnify and hold harmless the state, its officers, contractors and developers, agents and employees from and against any and all claims, damages, for any liability arising from or related to the issuance of the permit. Permit applicability is the sole responsibility of the user and will not be considered a defense to avoid enforcement action or prosecution.

I accept these terms and conditions stated above.

Click  
**"I accept these terms and conditions stated above."**

# CT-ePASS Quick Start Guide

## Applying for a Single-Trip Oversize/Overweight Permit

Enter the vehicle configuration.

### Step 2 Vehicle Configuration

Please define the vehicle to be permitted. If you have saved any vehicles / units in your "My Vehicles" library, you can select one or more of those vehicles / units from the following lists and click "Recall Vehicle Data" to fill in the fields with that saved information. You can then modify that information as needed. If you do not have any saved vehicle information, or do not want to use a saved vehicle, skip the fields to load saved information and just enter all of the requested values. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14.5 #ft; 14 ft 6 in; 14.5 #ft; 14.5 #ft; 14.5 #ft; or 14.5

**Stored Vehicles/Units**

Truck/Combined Options: [No Stored Vehicles] v ?

First Trailer: [No Stored Vehicles] v ?

Trailer: [No Stored Vehicles] v ?

Select from a list of previously stored units, if applicable.

**Vehicle Information**

1 Trailer w/ Power Unit v ← Select the tractor/trailer configuration from the pulldown list.

Power Unit	License State: CT v ←	Plate #	Year	VIN/Serial Number	Licensed Weight
Trailer	CT v ←				

Load Description: [No Current Selection] v ← Enter appropriate load description.

Enter tractor/trailer license, VIN and licensed weight.

**Overall Dimensions**

Width: LEGAL	Height: LEGAL	Total Length: LEGAL	Gross Weight: LEGAL	Rear Overhang: LEGAL	Front Overhang: LEGAL
--------------	---------------	---------------------	---------------------	----------------------	-----------------------

Enter dimensional and weight data, including gross weight for vehicles and load combined. For weight data, after axle weight data is entered (see below), the gross weight is automatically calculated.

**Axle and Load Information**

Number of Axles: 0 ← Enter total number of axles.

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5		
Load							
Number of Tires							
Tire Width							
Space Between							
	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14
Load							
Number of Tires							
Tire Width							
Space Between							
	Axle 15	Axle 16	Axle 17	Axle 18	Axle 19	Axle 20	
Load							
Number of Tires							
Tire Width							
Space Between							

For Gross Weights greater than LEGAL, enter ESTIMATED loads, number of tires, tire widths and spacings between consecutive axles.

# CT-ePASS Quick Start Guide

## Applying for a Single-Trip Oversize/Overweight Permit

Enter the travel dates and routes.

### Step 3 Travel Dates

Please enter the day on which the permit should start. You can see a calendar and click on it to pick the start date by clicking on the calendar icon. The end date will be automatically computed for you based on the permit type.

From 5/12/2004 to 5/14/2004

Select the permit's effective date

### Step 4 Route Information

Please enter a description of the origin and destination for your trip.

Origin [No Current Selection] Destination [No Current Selection]

Enter trip origin.

Enter trip destination.

Return Oversize  Return Overweight

Enter routes for the trip, separated by dashes.

Check here if your return trip will be overweight (original weights or empty only).

Check if the return trip will be oversize (original dimensions or empty only).

Finally, submit the application for review.

### Step 5 Application Review

Click the "Next" button if you want the information you have entered reviewed to determine if the information is valid so far. If the information is valid to this point, the system will continue by asking you to define the specific route to be taken. If you do not want this application reviewed, click the "Cancel" button. Click the "Reset" button to clear this application and begin over.

Next

Cancel

Reset Application

Select [NEXT] to Continue.

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# CT-ePASS Quick Start Guide

## Applying for a Single-Trip Oversize/Overweight Permit

Review all of the information entered for the application.



STATE OF CONNECTICUT  
AUTOMATED PERMITTING SYSTEM



HOME
APPLICATION
MY VEHICLES
MY REPORTS
CT DOT

Your permit application cannot be issued by the system, it will be sent to the Permit Office for review

Please review all of the information below to be submitted for your permit. If all of the information is correct, click on the **Next** button to send the information to the permit office, if you need to make changes, click on the **Change Application** button.

**Permit Type:** Single Trip Oversize and/or Overweight Trip & Return

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**Profile Information**

<p><b>Company Information</b></p> <p>FederalID 018608938</p> <p>Name CS</p> <p>Address</p> <p>City</p> <p>State</p> <p>Zip</p> <p>Phone</p> <p>Fax</p> <p>Email</p>	<p><b>Insurance Information</b></p> <p>Company</p> <p>Address</p> <p>City</p> <p>State</p> <p>Zip</p> <p>Effective Date</p> <p>Expiration Date</p> <p>Amount</p> <p>Phone</p>
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**Vehicle Information**

Vehicle Type Truck w/ 1 Trailer

Load Air Conditioner

	License State	Plate Number	Year	License Weight	VIN/Serial Number
Power Unit	CT	123	2000	20000	123
Trailer	CT	456	2000	20000	456

---

**Overall Vehicle Dimensions**

Length LEGAL	Width LEGAL	Height LEGAL	Weight LEGAL	Front Overhang LEGAL	Rear Overhang LEGAL
--------------	-------------	--------------	--------------	----------------------	---------------------

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**Travel Information**

Start Date 5/13/2004      End Date 5/17/2004

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**Route Information**

Origin NY Line      Destination MA Line

Return Oversize Yes      Return Overweight Yes

Route 95

Next
Back
Change Application

Select [NEXT] to Continue.

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### Enter the credit card information



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APPLICATION
MY VEHICLES
MY REPORTS
CT DOT

Step 7 Permit Delivery and Payment

Your permit application has been successfully reviewed to this point. Please specify how your permit is to be delivered and how you will pay for it. Click the "Submit" button to verify the delivery and payment information. You will be charged for this permit only after it is issued. If you do not want to submit the application, click the "Cancel" button.

Permit Fee	\$23.00		
Fax Fee	\$3.00		
Total Fee	\$26.00		
Payment Method	Credit Card	Credit Card #	_____
		Type	Master Card
		Exp Date	01/2004
Billing Address	_____		
Billing Zip Code	_____	Credit Card Verification Number	_____
Delivery Method	Fax	Fax Number	_____
Contact	_____		
Comments	None		

Submit
Cancel

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Enter Payment Type, Credit Card #, Type and Expiration Date.

Enter Credit Card Billing Address, Zip Code & Verification # (Last 3 digits on back of card)

Enter Delivery Method, Fax Number, Contact Info and any Comments for Application.

Click [SUBMIT] to Continue.

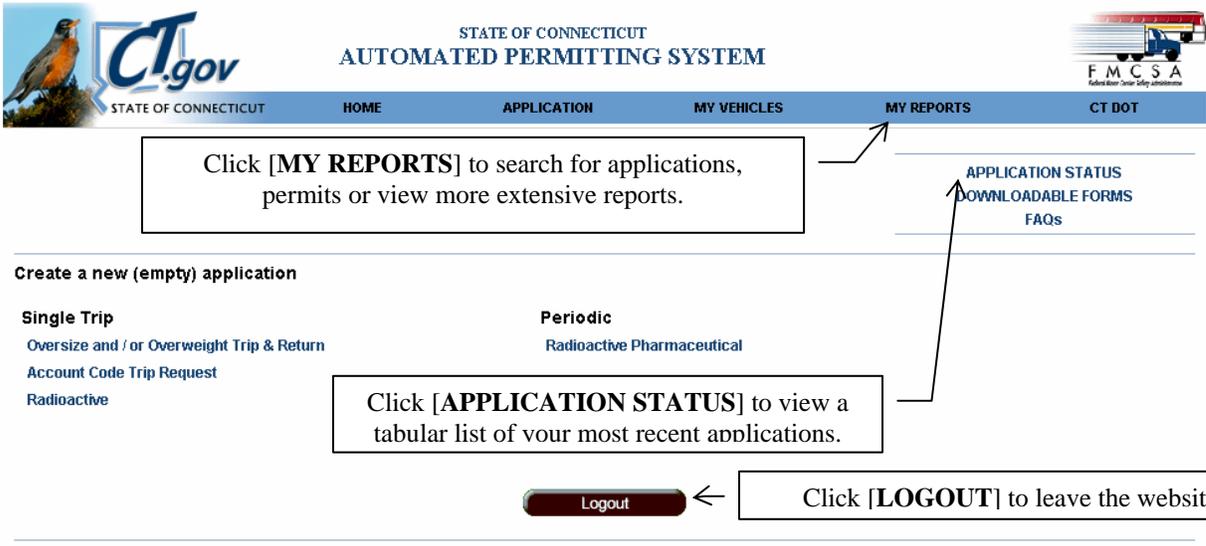
## CT-ePASS Quick Start Guide

### Applying for a Single-Trip Oversize/Overweight Permit

Upon submission, you will receive an "Application Reference #". This number will indicate your application number. If Permitting personnel must contact you about this application, they will use this number to refer to your application.

This number will also allow you to check on the status of your application(s) as shown below:

Check on the status of an application.



The screenshot shows the CT-ePASS Automated Permitting System website. At the top, there is a navigation bar with links for HOME, APPLICATION, MY VEHICLES, MY REPORTS, and CT DOT. A callout box points to the MY REPORTS link, stating: "Click [MY REPORTS] to search for applications, permits or view more extensive reports." Below the navigation bar, there are sections for "Create a new (empty) application" with options for Single Trip, Periodic, Account Code Trip Request, and Radioactive. Another callout box points to the APPLICATION STATUS link, stating: "Click [APPLICATION STATUS] to view a tabular list of your most recent applications." At the bottom, there is a Logout button and a callout box pointing to it, stating: "Click [LOGOUT] to leave the website." The footer contains a disclaimer and copyright information.

STATE OF CONNECTICUT  
AUTOMATED PERMITTING SYSTEM

HOME APPLICATION MY VEHICLES MY REPORTS CT DOT

Click [MY REPORTS] to search for applications, permits or view more extensive reports.

APPLICATION STATUS  
DOWNLOADABLE FORMS  
FAQs

Create a new (empty) application

Single Trip  
Oversize and / or Overweight Trip & Return  
Account Code Trip Request  
Radioactive

Periodic  
Radioactive Pharmaceutical

Click [APPLICATION STATUS] to view a tabular list of your most recent applications.

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**DO NOT CALL TO CHECK THE STATUS OF APPLICATIONS!**

**DO NOT ASK TO RUSH APPLICATIONS!**

**PLEASE DOUBLE-CHECK YOUR FAX NUMBER!**

All permits will be faxed to the number you provided. Please allow four (4) business hours to process applications, although turnaround times are typically shorter. Applications are not processed at night or on weekends. More information can be found at [www.ct.gov/dot](http://www.ct.gov/dot), then click on the [PERMITS] link.

**CT-ePASS Quick Start Guide**  
*Applying for a Single-Trip Oversize/Overweight Permit*

Get Help

**FAQ - Frequently Asked Questions (and Answers)**

- Q. What kind of permits can I apply for on-line?
- A. Single trip oversize/overweight, single trip account code, radioactive trip, and six-month radioactive pharmaceutical permits.
- Q. Here's my application - where's my permit?
- A. Once your application is processed (usually in four hours or less), we will fax the permit to you.
- Q. Why do I need a hard copy of my permit?
- A. Connecticut General Statute 14-270 requires a permit to be carried in the vehicle.
- Q. Why do I need axle weights and spacings?
- A. Estimated axle weights and spacings are needed to perform a bridge analysis for your overweight vehicle. The State of Connecticut maintains over 5500 bridges, and we don't like to break them. Remember, the sum of your axle weights **MUST EQUAL** your gross weight.
- Q. Can I phone-in applications?
- A. Only account code single-trip permits may call in. Carriers who call should expect a wait of 30 minutes or more.
- Q. What are the penalties for operating without a permit?
- A. Sample fines: Over on gross weight - \$15 per 100 lb over permit weight. Off-route of your permit - \$2250. Fines are cumulative for multiple infractions. Need we say more?
- Q. What do I need for IRP if I am a carrier NOT based in CT but moving in CT?
- A. Your IRP registered weight must meet or exceed your permitted weight.
- Q. Why isn't my credit card accepted?
- A. One of several reasons. First, check the error message. It may be your credit limit, the number of transactions you have performed this billing month, or other credit related problem. **Credit card problems are always a matter between you and your credit card issuer – the State of Connecticut has no standing in trying to resolve these issues.** Contact the issuer for further information. The billing address and zip code you enter should always be the address that appears on the credit card bill. If you are using a corporate credit card and the error message says "Invalid Street Match", the credit card issuer may have used a Department or Corporate Officer's name instead of a street for this field. Contact the credit card issuing bank and tell them you have a vendor who is using the "Address Verification System (AVS)" and is requiring an "AVS Street Match" and "AVS Zip Match". Ask them what values you should use for an address and zip code to validate your credit card. Remember, we only take Mastercard or VISA, and there is **NO** surcharge for credit card usage.
- Q. I work for a municipality, state or other government entity, and we don't have a US DOT #. What do I need to order a permit.
- A. First, contact your business office or payroll department and get your employer's FEIN number. Second, register your organization with the CVISN portal but do not apply for an OS/OW permit. Third, call the DOT OS/OW permits office at (860) 594-2874 and ask to be "fee-exempted" for your organization - we will need the exact spelling of how your organization's name is entered in the portal.
- Q. How can I revise a permit?
- A. Once a permit is issued, no permit revisions are allowed. If revisions are required, a new permit must be acquired.
- Q. How much of a load description is adequate?
- A. The load description is required to indicate the load on the trailer and the number of pieces. Multiple pieces must be indicated by a plural or quantity.