

State of South Dakota  
**Automated Permitting System**

## INTERNET USERS MANUAL



(<http://www.sdtruckinfo.com/>)

Revised: 5/24/16

The South Dakota Automated Permitting System (e-SDAPS) was created through a cooperative effort involving the South Dakota Department of Transportation's Office of Research, the South Dakota Highway Patrol, and C.W. Beilfuss, Inc. The intent of the project was to create an automated permitting system that would make the permit application process easier for both issuing agencies and the public. e-SDAPS allows the user to store and recall information, run route analysis, check the status of permit requests, and create reports that summarize permit activity.

The Department of Transportation maintains current route clearance and restriction information in the e-SDAPS database. This enables the user to have "one click" route analysis on permit applications.

Permits issued on the internet require payment via credit card or escrow account. Escrow accounts can be set up by contacting Highway Patrol District Four Headquarters in Pierre. Once issued, permits can be faxed or e-mailed to the applicant. Permits will be displayed in Adobe Acrobat PDF format. Click the Adobe icon on the "My Reports" page to download Acrobat Reader.

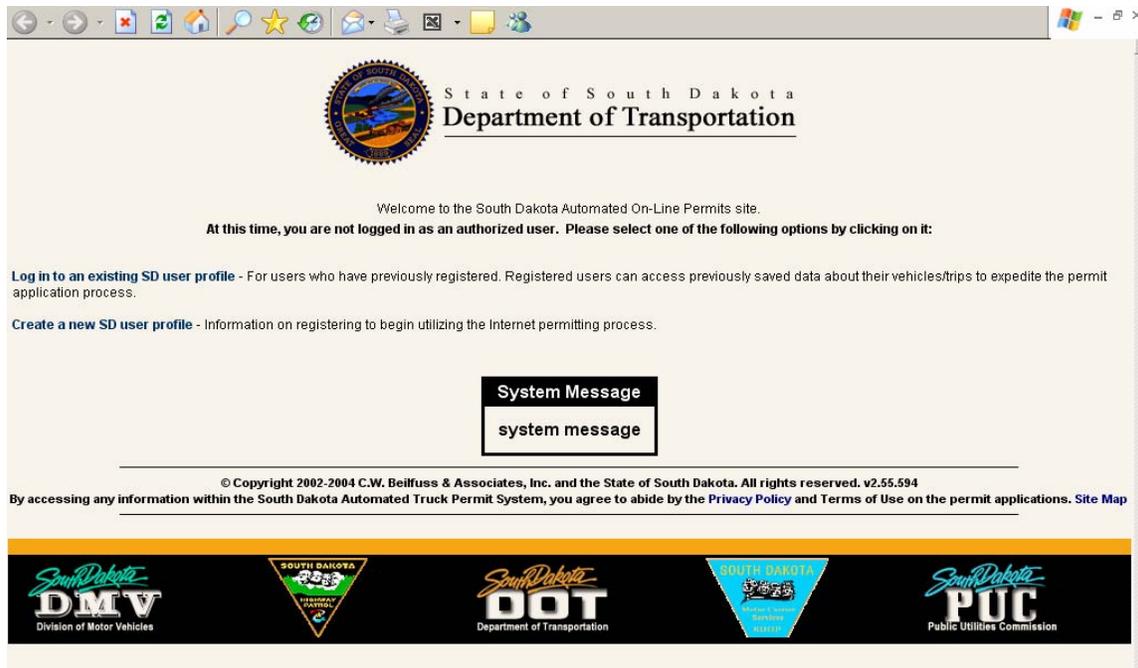
**The following instructions outline how the public can log onto the website and apply for a permit on the e-SDAPS system.**

### **Becoming an e-SDAPS User**

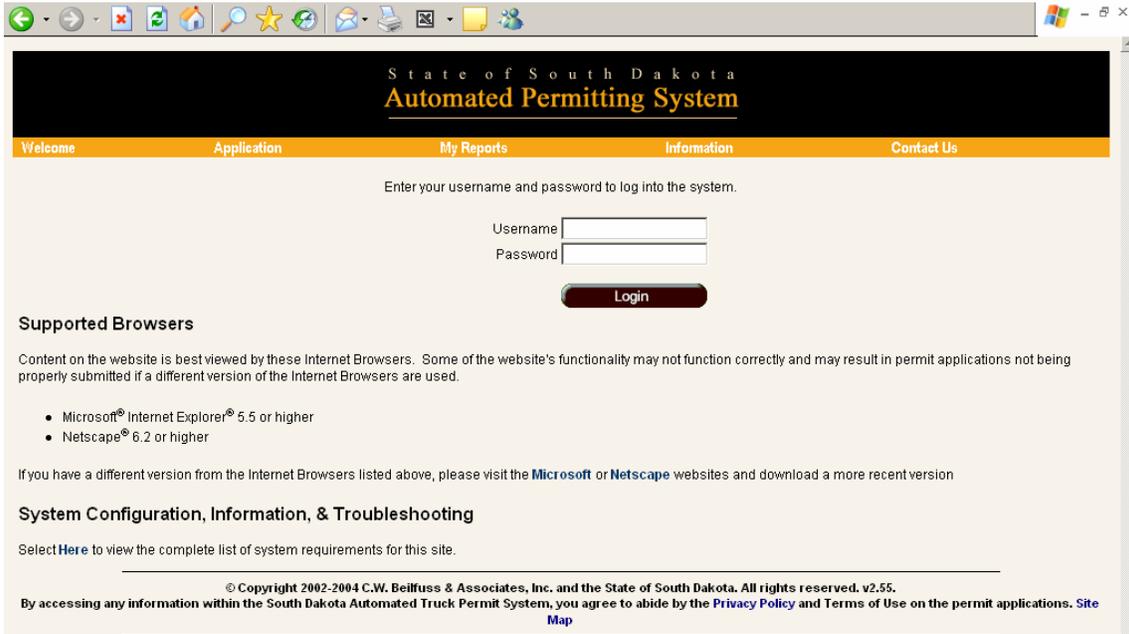
To become an e-SDAPS User, call Motor Carrier Services at 605.773.4578.

**After your account has been created, the administrator must log in to add authorized users. Permit applications cannot be completed under the administrator username. The authorized user will be those individuals within the company that will actually be applying for permits. At least one user account will be required to submit a permit request.**

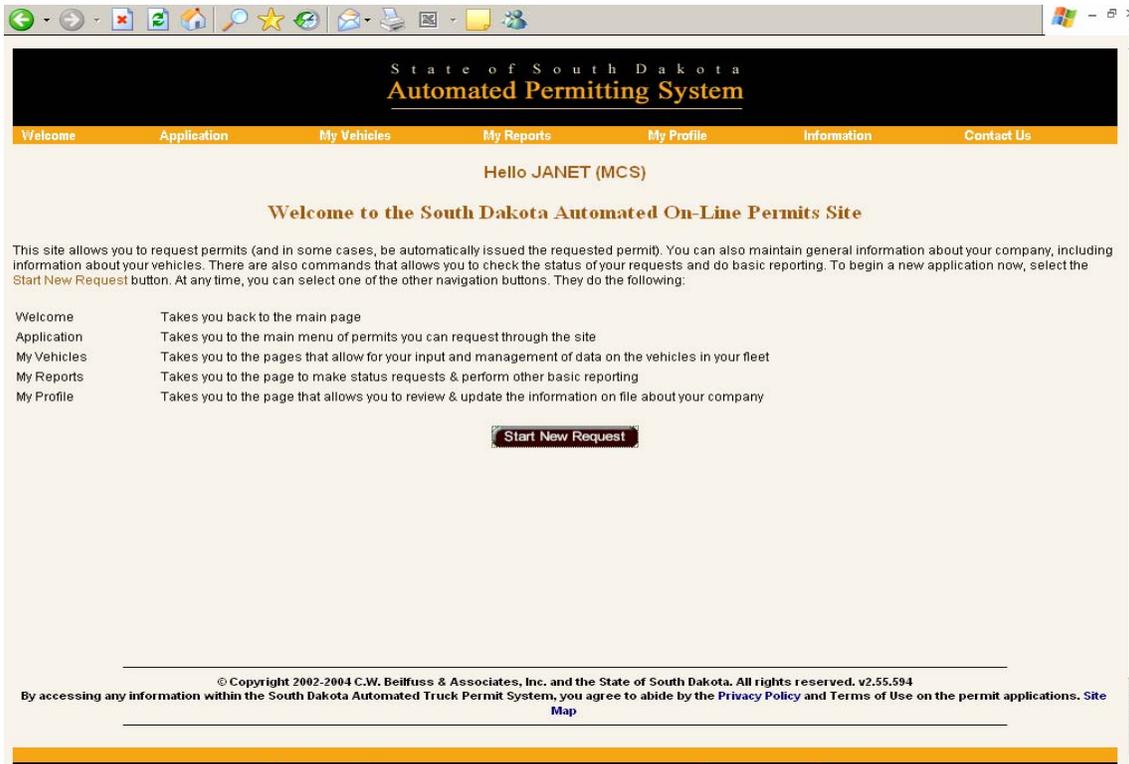
Once an authorized user has been created, click on "Log in to an existing SD user profile"



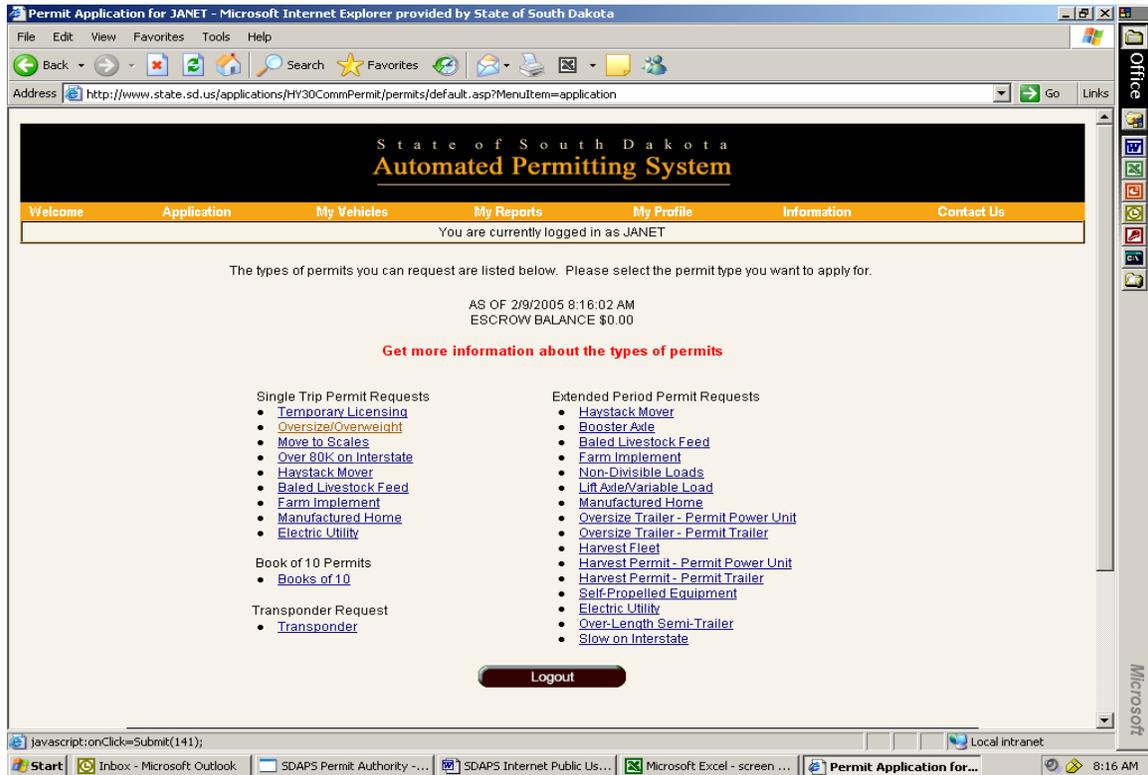
Enter a username and password  
Click on the "Login" button



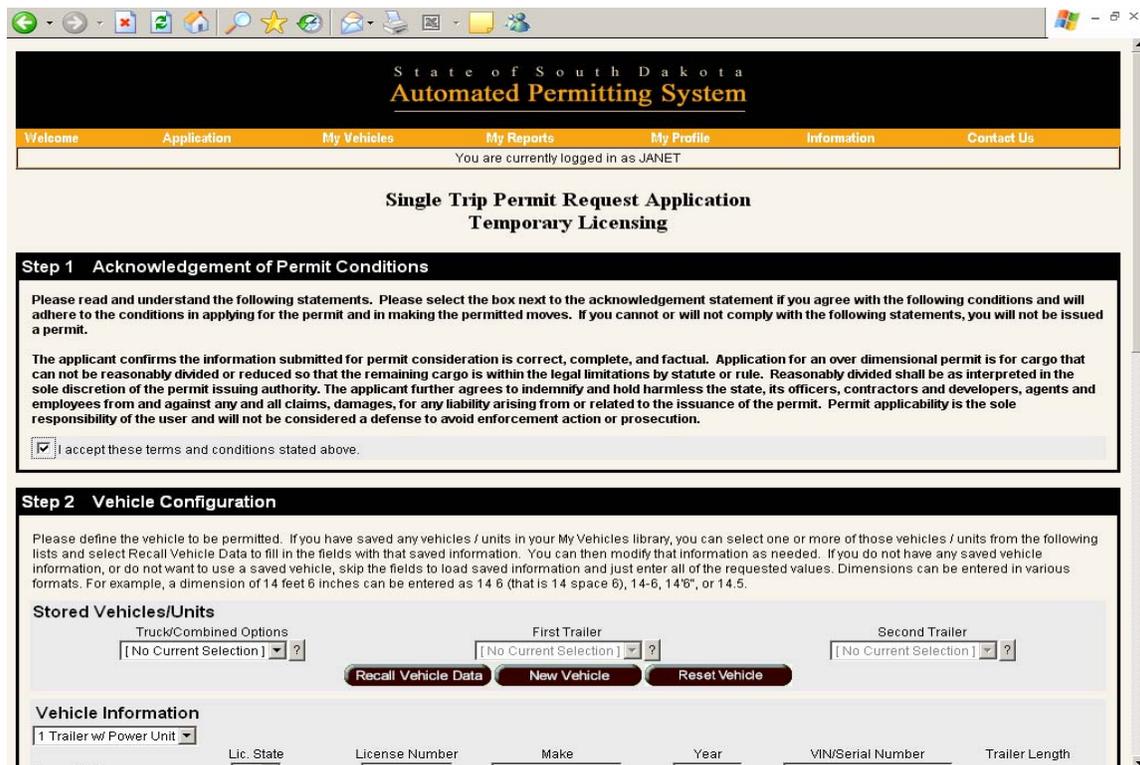
This will take the user to the "Welcome" page  
Click on the "Start New Request" button



Click on the desired permit



You must check the box and accept the terms and conditions of the permit.





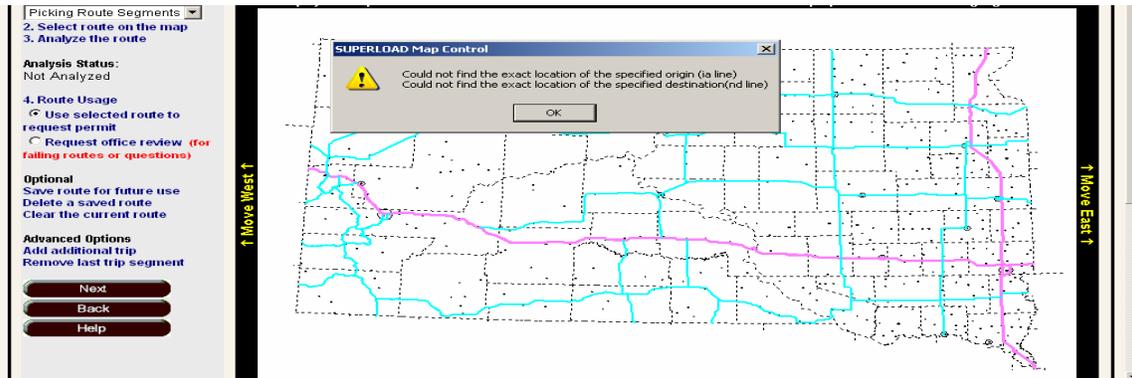
## Using the Routing Function

When applying for oversized and overweight permits, the SDAPS system will complete route verification. Route restrictions are updated by the Department of Transportation and will include all current permanent and temporary restriction information. The route verification will occur during step 6 of the permit application process.

### Step 6 – Application review

Click on the “Next” box – This will bring up the routing map

If the following message is displayed, click on the OK button and continue routing:



There are four available options for routing:

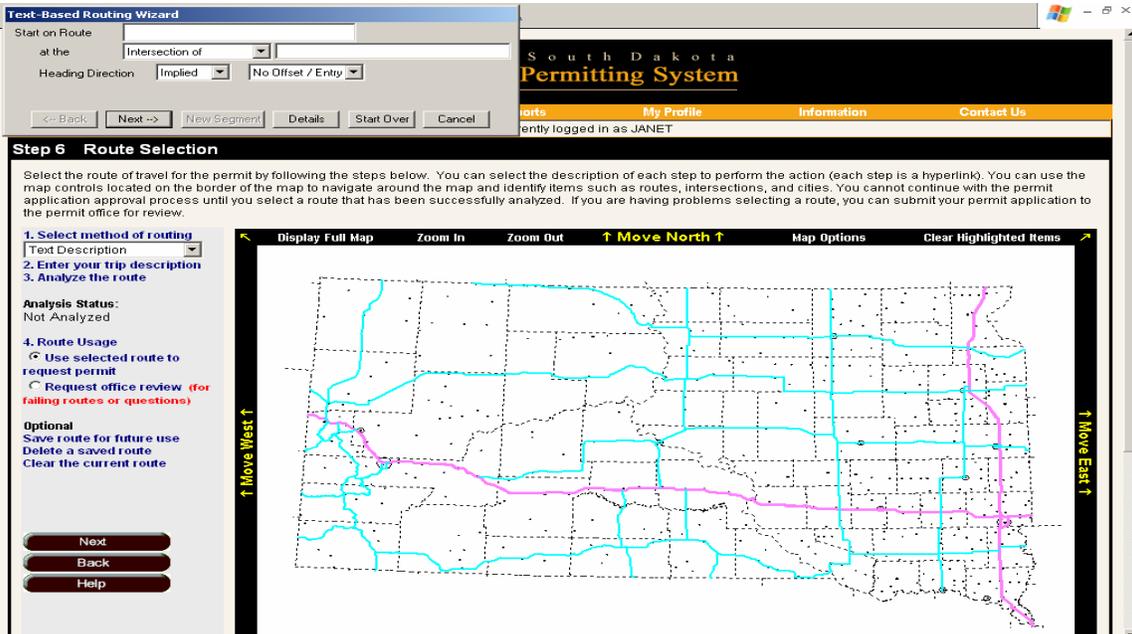
1. Text Description
2. Picking Routing Segments
3. Auto Origin/ Destination
4. Loading a Saved Trip

### Routing option #1 (Text Description Routing)

Click on the step #1 down arrow and select the "text routing" option

Click on step #2 "Enter your trip description"

A pop up will appear and the user will have several options on how to enter the text route for the permit



Enter the route that the permit vehicle will start on

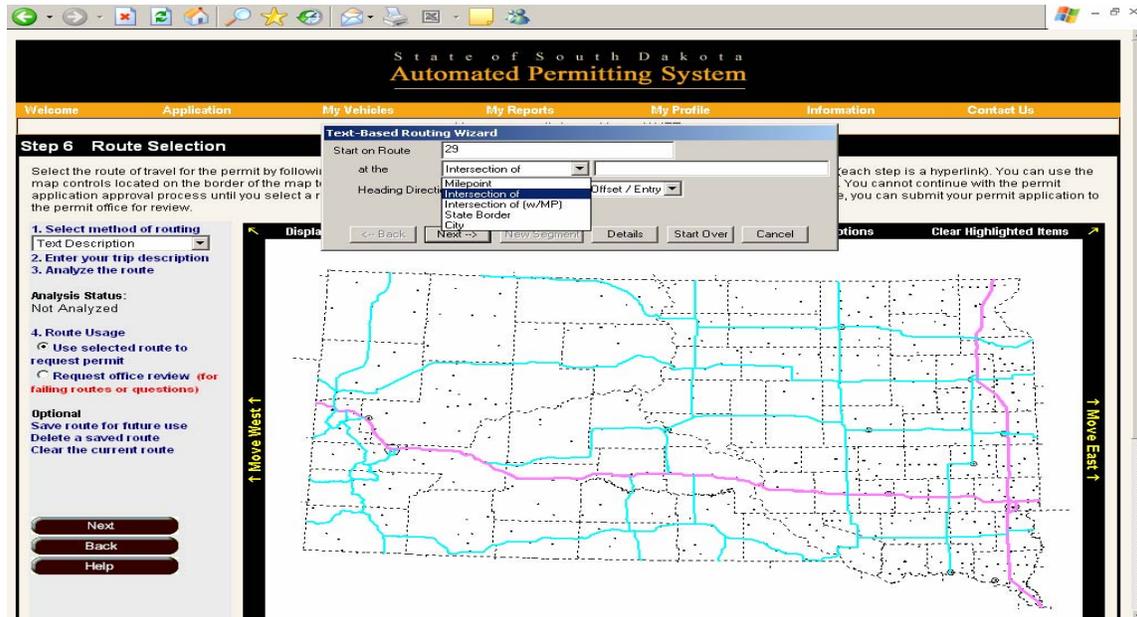
Example: Start on route 29

Underneath that there will be several options to pick from:

Mile point, intersection of, intersection w/mp, state border, or city

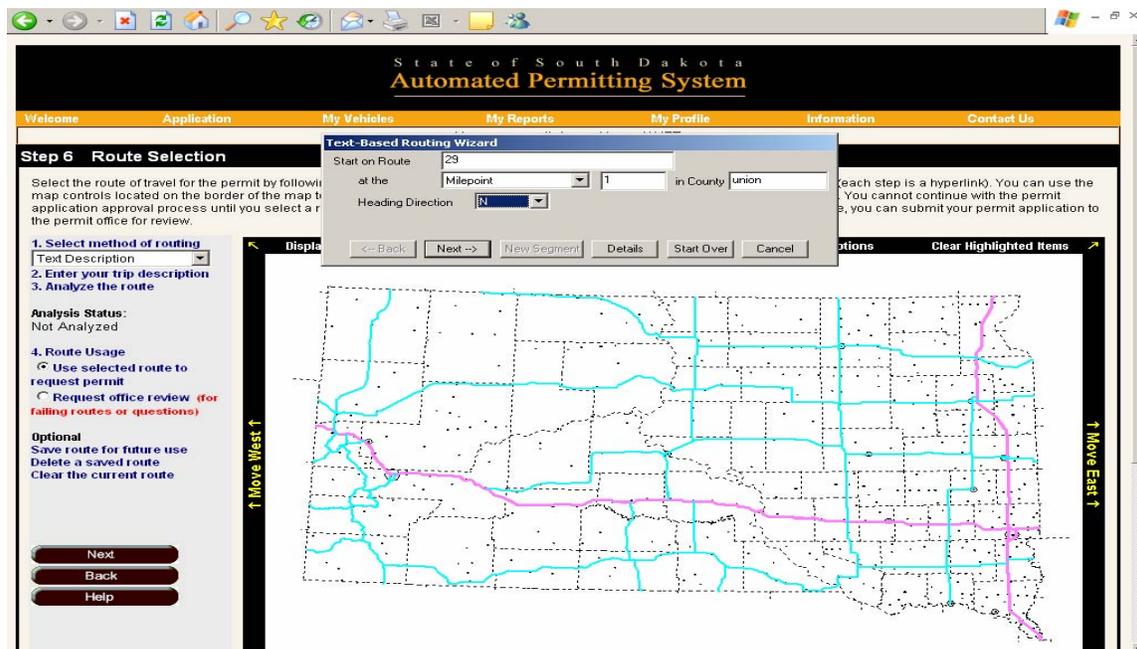
Enter the proper text routing information, for whichever option is chosen

Example: Travel direction (N, S, E, W), mile point, intersection location, etc



This is an example of text routing a point of origin

Note: After entering the text description click on "Next"



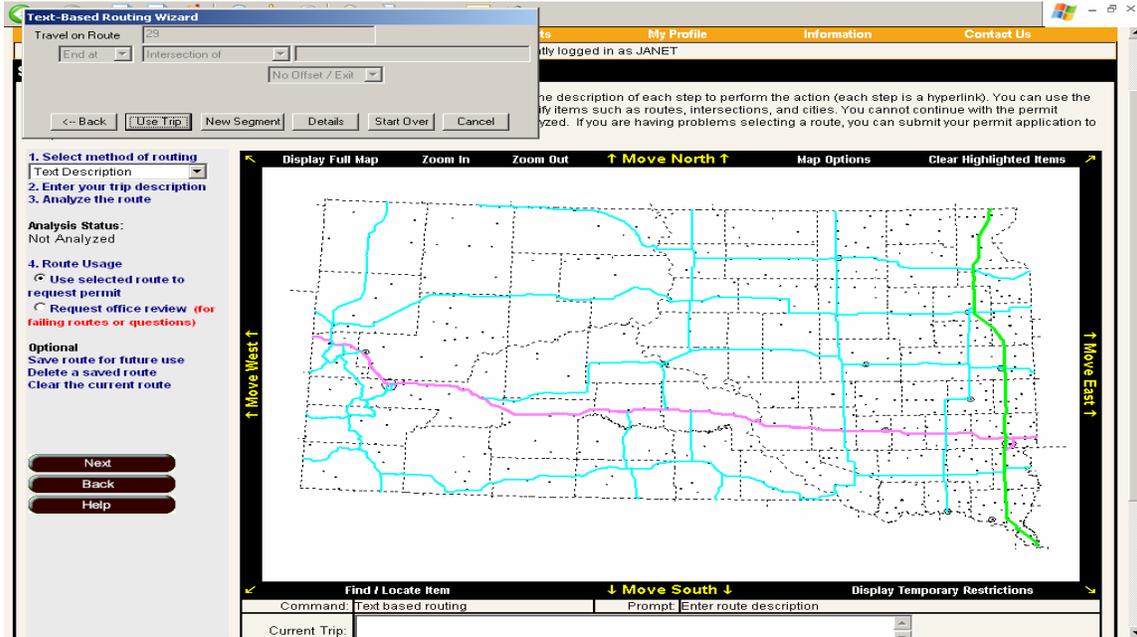
Enter the next routing segment and "Go to" or if at the destination point "End at"

Enter the intersection, or intersection with mile point, then continue with the text routing description until the destination point is reached. For the last text routing segment, the "End at" option must be chosen. Routing will end at that specific point

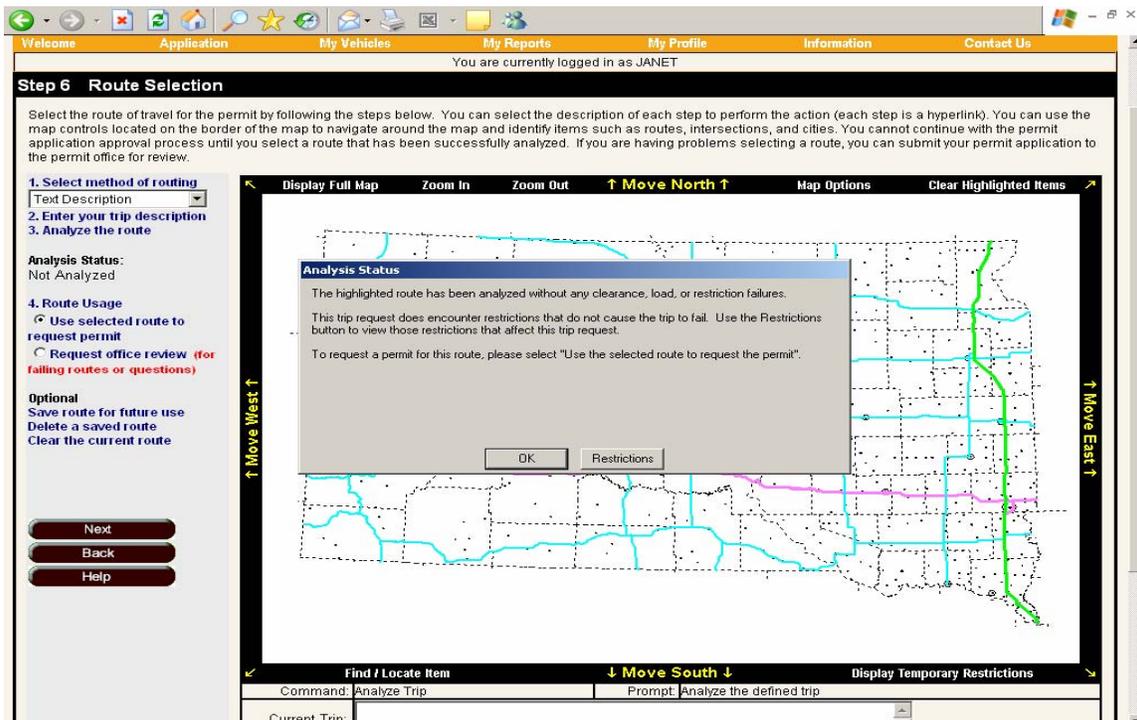
Click on "use trip"

The route for this trip should be highlighted on the routing map

Click on step #3 "Analyze the route"



Once the highlighted route has been analyzed without any clearance, load, and or restriction failures...Click "OK"



Click on "Next" on the bottom of the page. The routing for the over size and/or overweight permit is now finished

### Routing Option #2 (Pick route segments)

Click on the step #1 down arrow and select the "picking route segments option"

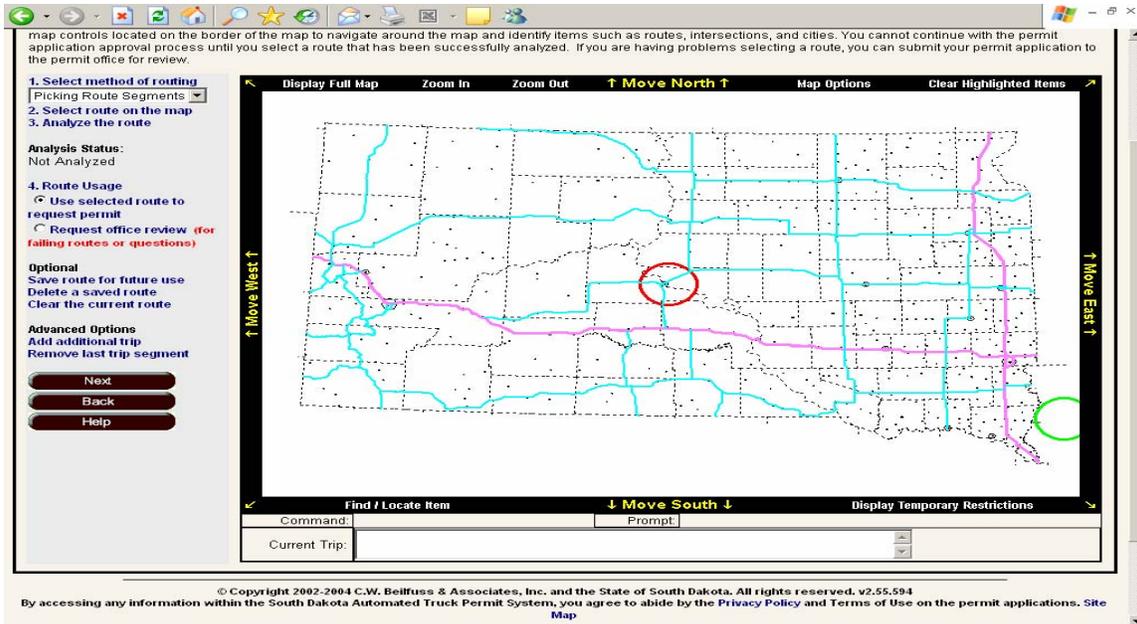
Click on step #2 "Select route on map"

Use the cursor and click on the point of origin

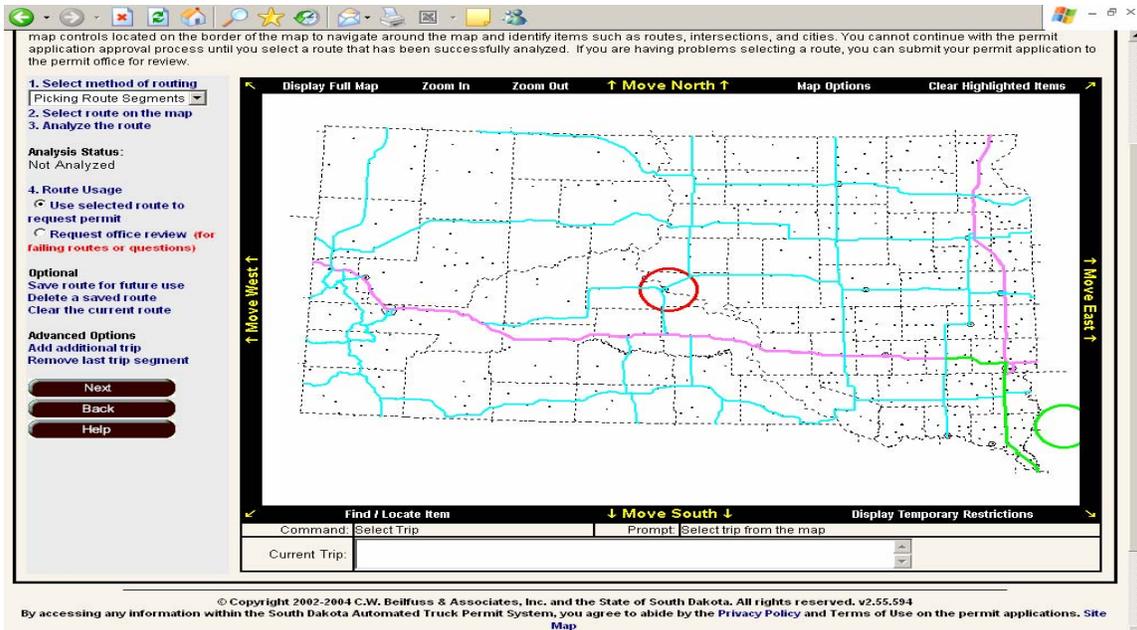
Continue clicking on that route segment by segment until you have reached a change in route.

**Note: Use the "Zoom in" feature on the map tool bar. Not having the map zoomed in close enough may result in routing errors**

Continue until the route destination is reached



Example: I 29 North, to I 90 West, to US 83 ending at Pierre, SD



Keep selecting route segments until you reach your destination point

1. Select method of routing  
Auto Orig/Dest Routing

2. Select route origin

3. Select route destination

4. Find the route and analyze it

Analysis Status:  
Passed

5. Route Usage

Use selected route to request permit

Request office review (for failing routes or questions)

Optional

Save route for future use

Delete a saved route

Clear the current route

Next

Back

Help

Display Full Map Zoom In Zoom Out ↑ Move North ↑ Map Options Clear Highlighted Items

↑ Move West ↑

↓ Move South ↓

↑ Move East ↑

Find / Locate Item

Command: Analyze Trip Prompt: Analyze the defined trip

Display Temporary Restrictions

Current Trip: I-29 N, I-29L W, I-29 N, I-90 W, US-83 N, US-14 E

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Once you have reached your route destination, you will need to analyze the highlighted route  
Select Step 3 "Analyze the route."

1. Select method of routing  
Picking Route Segments

2. Select route on the map

3. Analyze the route

Analysis Status:  
Not Analyzed

4. Route Usage

Use selected route to request permit

Request office review (for failing routes or questions)

Optional

Save route for future use

Delete a saved route

Clear the current route

Advanced Options

Add additional trip

Remove last trip segment

Next

Back

Help

Display Full Map Zoom In Zoom Out ↑ Move North ↑ Map Options Clear Highlighted Items

↑ Move West ↑

↓ Move South ↓

↑ Move East ↑

Find / Locate Item

Command: Analyze Trip Prompt: Analyze the defined trip

Display Temporary Restrictions

Current Trip:

**Analysis Status**

The highlighted route has been analyzed without any clearance, load, or restriction failures.

This trip request does encounter restrictions that do not cause the trip to fail. Use the Restrictions button to view those restrictions that affect this trip request.

To request a permit for this route, please select "Use the selected route to request the permit".

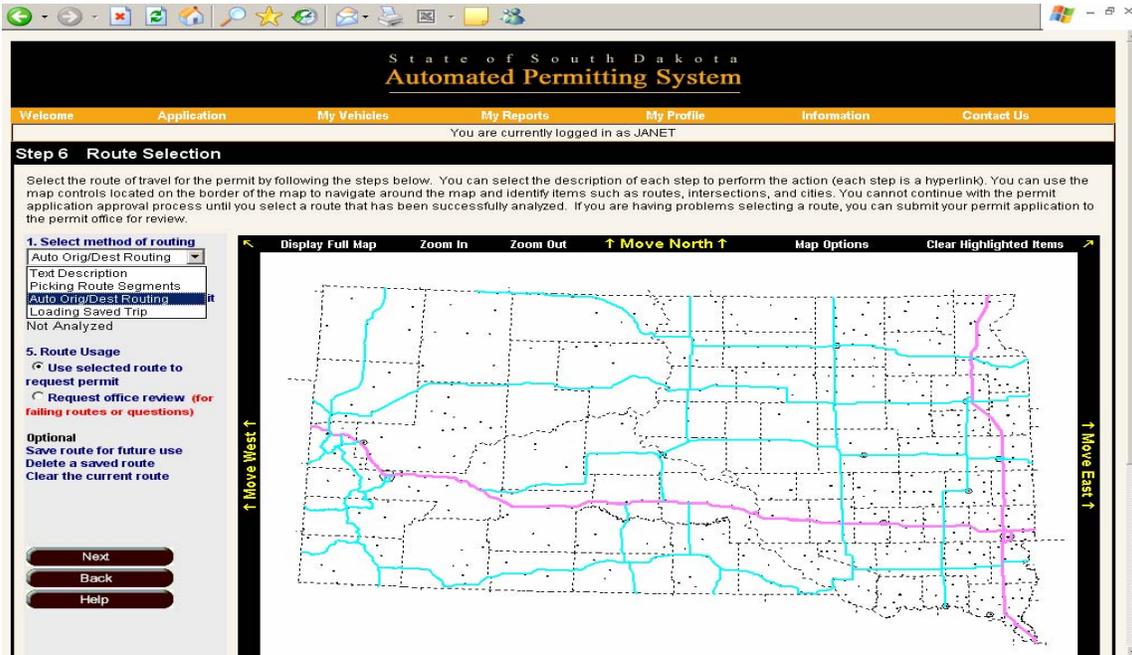
OK Restrictions

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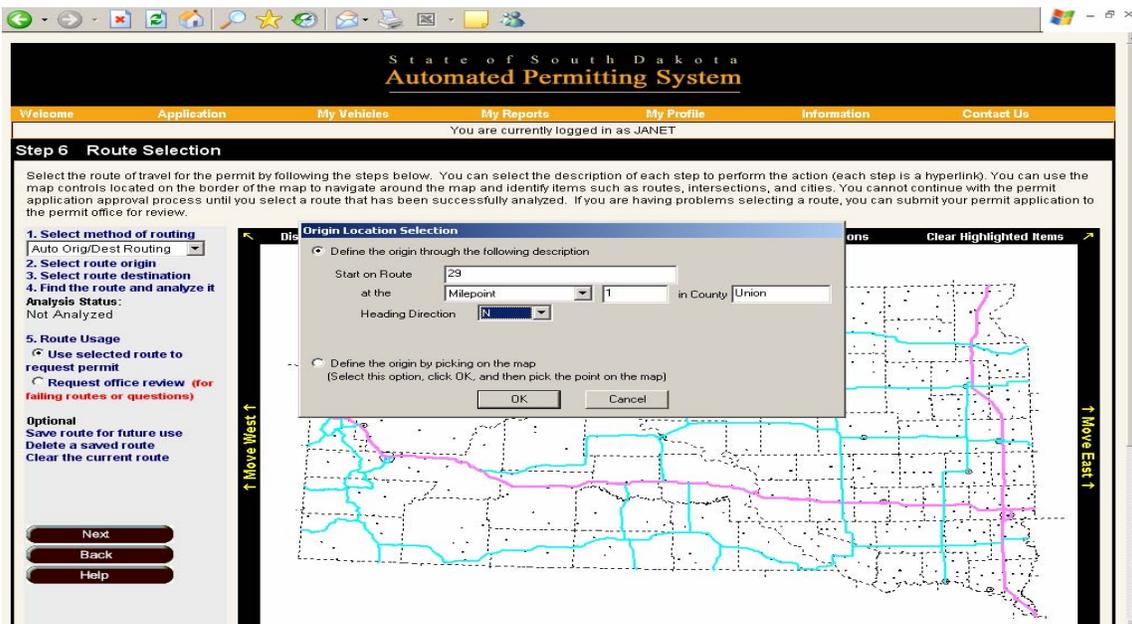
By accessing any information within the South Dakota Automated Truck Permit System, you agree to abide by the Privacy Policy and Terms of Use on the permit applications. Site Map

### Routing Option #3 "Auto origin / destination routing"

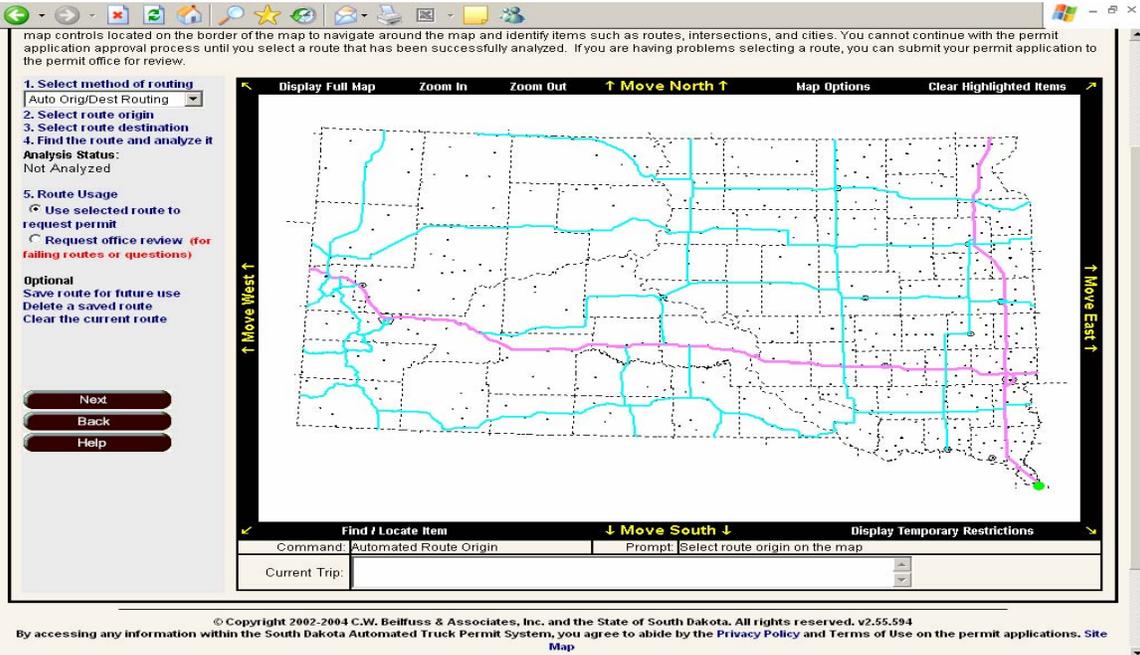
To select this method of routing, click on the step #1 down arrow  
Select the auto origin/destination routing option  
Click on step #2 "Select route origin"



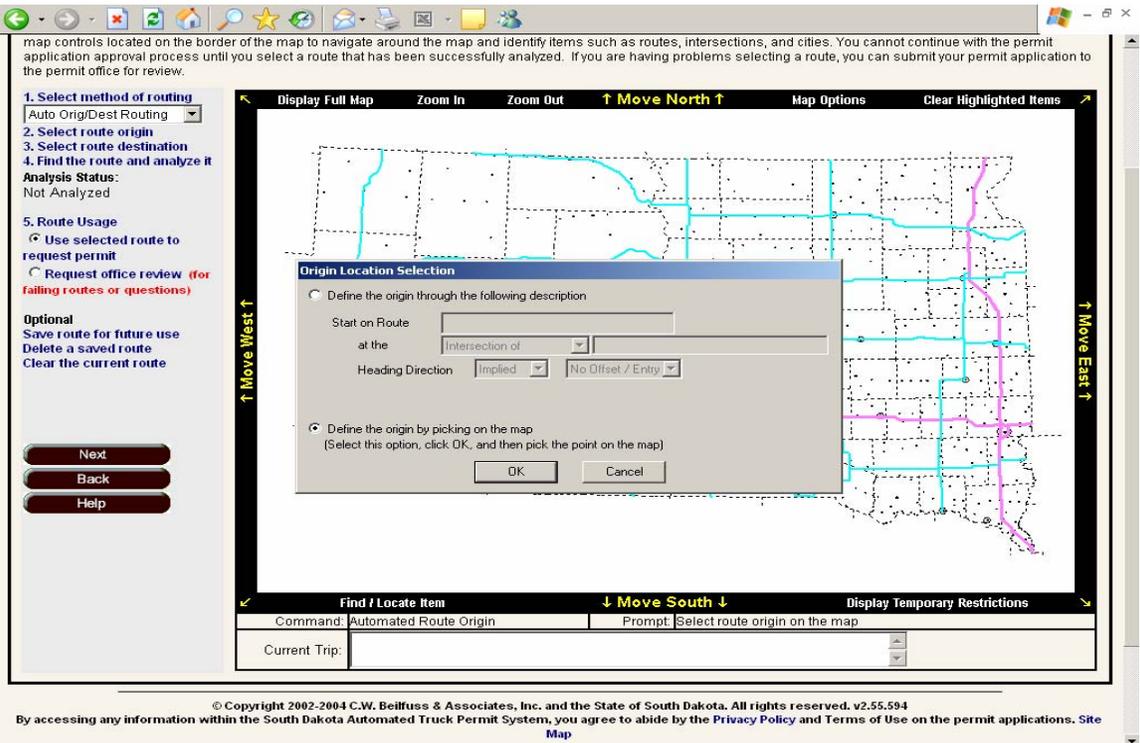
A pop up box will appear and provide two options on how to locate the route on the SDAPS map



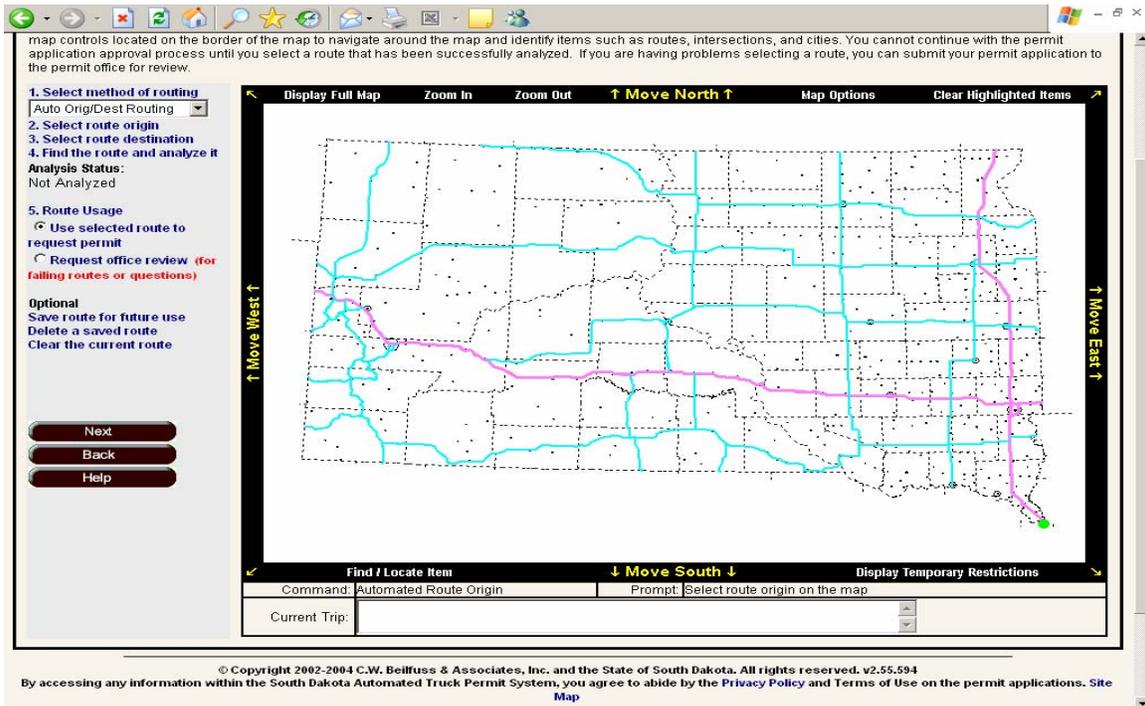
Define the origin through description and then click "OK", the SDAPS routing system will highlight the origin point with a green dot  
 Now the origin point is located on the map



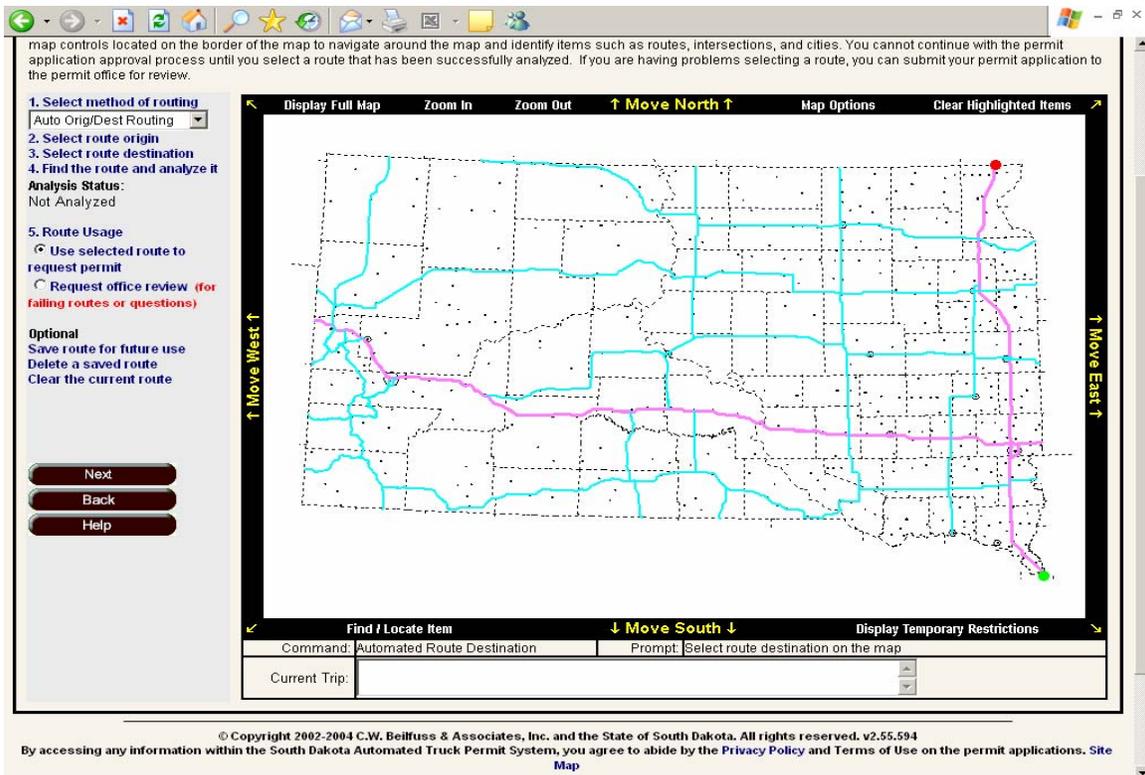
Another way of locating the origin point...  
 Use "Define the origin by picking on the map"  
 Just select this option and then click "OK"



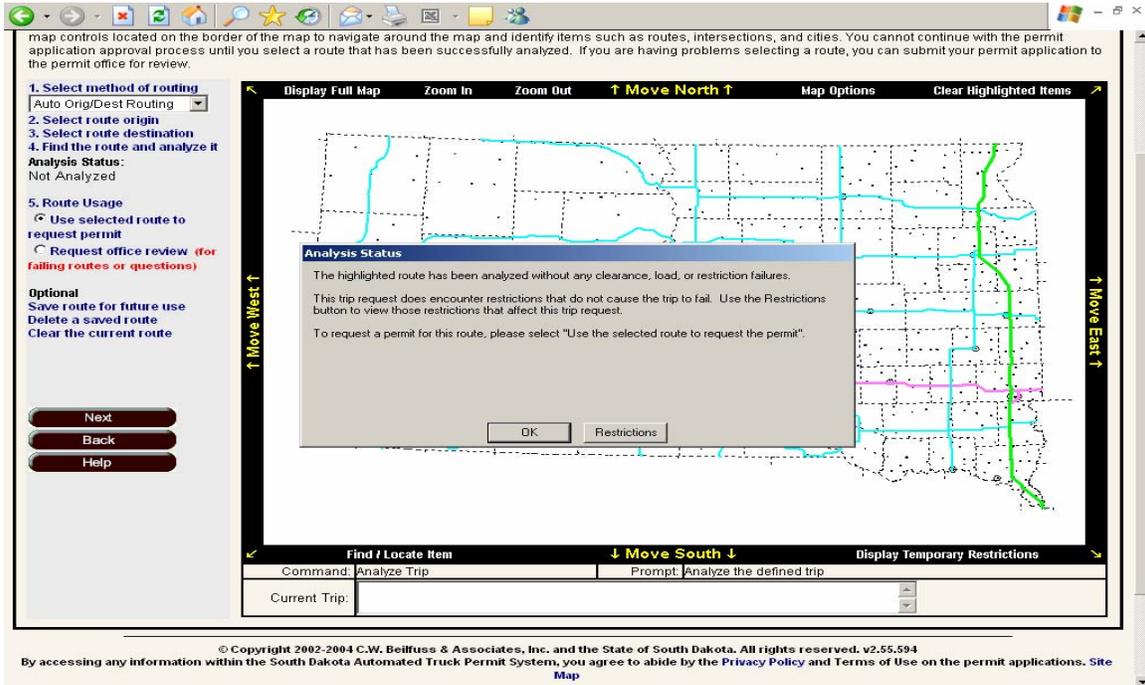
Now place the mouse cursor on the origin point on the map and left click on it  
This will highlight the origin point with a green dot



For the route destination, select step #3, Select route destination and follow the same directions for the load origin. The destination point will be highlighted on the SDAPS routing map with a red dot



Click on step #4: Find route and analyze



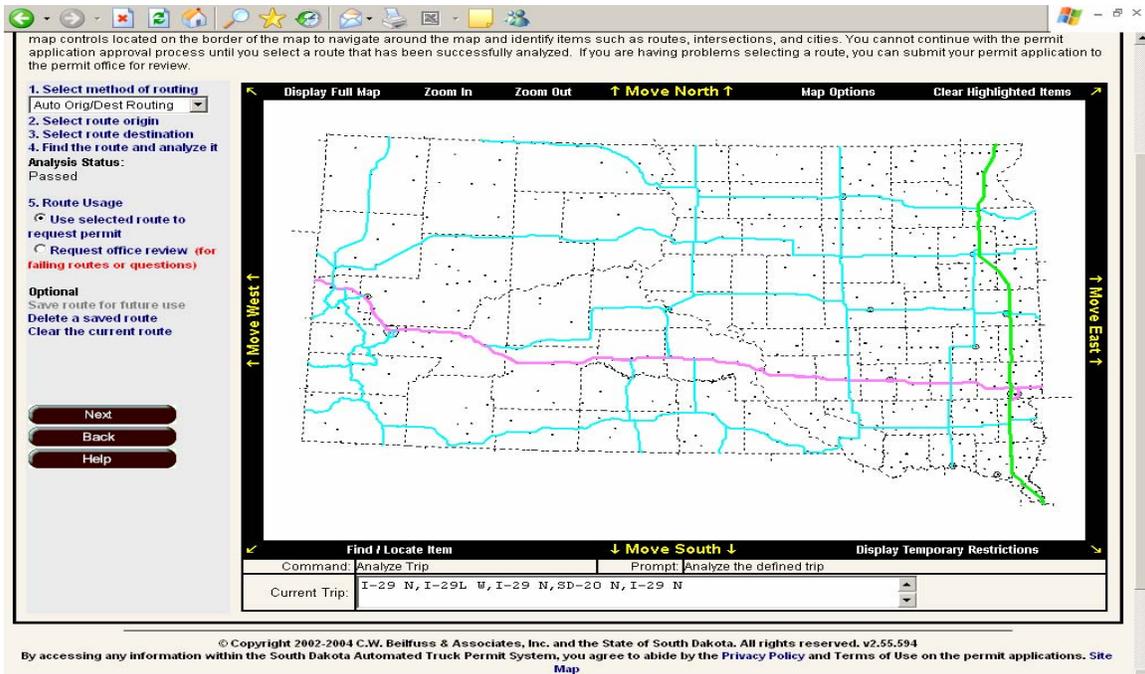
Once the route has been analyzed without any route restrictions, the permit application can continue.

### How to save a route in the SDAPS routing map

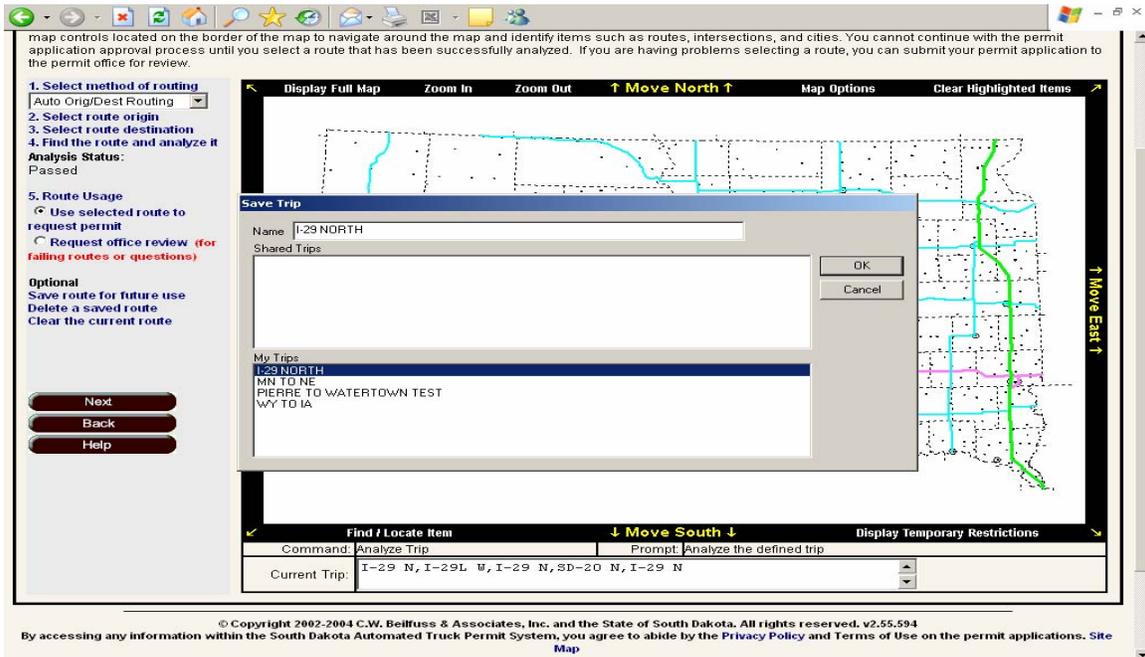
Enter a route on the SDAPS routing map

Analyze the route without any route restriction failures

Click on "save route for future use" under the OPTIONAL field on the left hand side of the screen



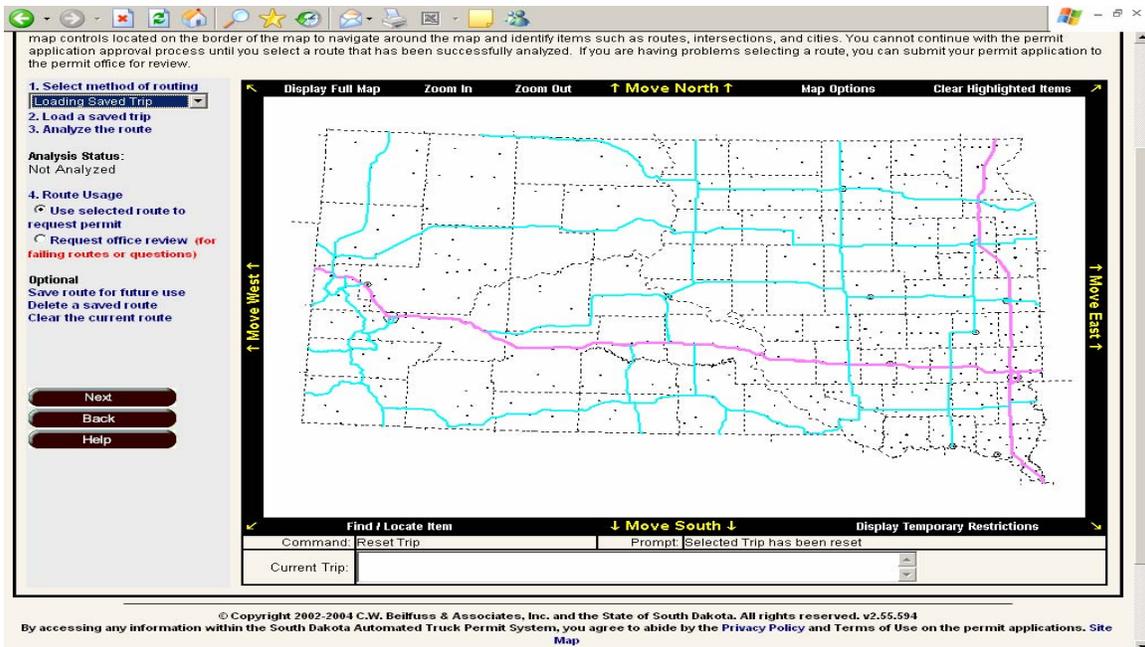
The user will assign a name to the route  
 Example: I 29 North



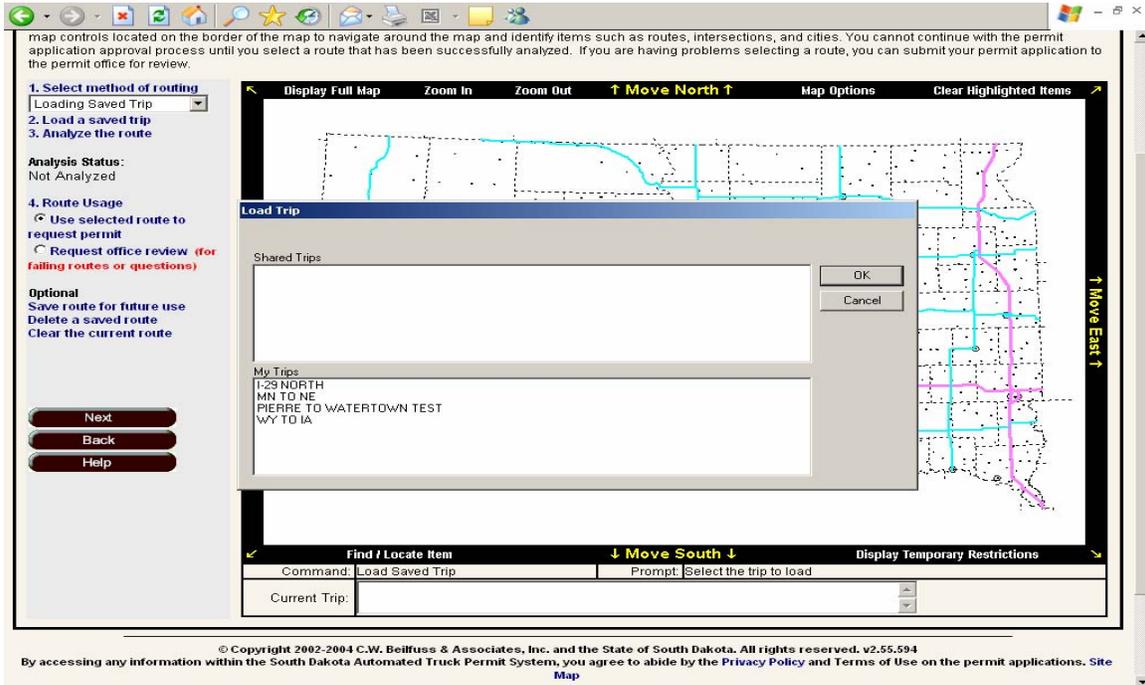
Then click on the "OK" box

### How to Load a Saved Trip.

After completing the initial permit application and the user arrives at the routing page, click on the step #1 down arrow and choose the "Loading saved trip" option  
 Click on step #2 "Load a saved trip"

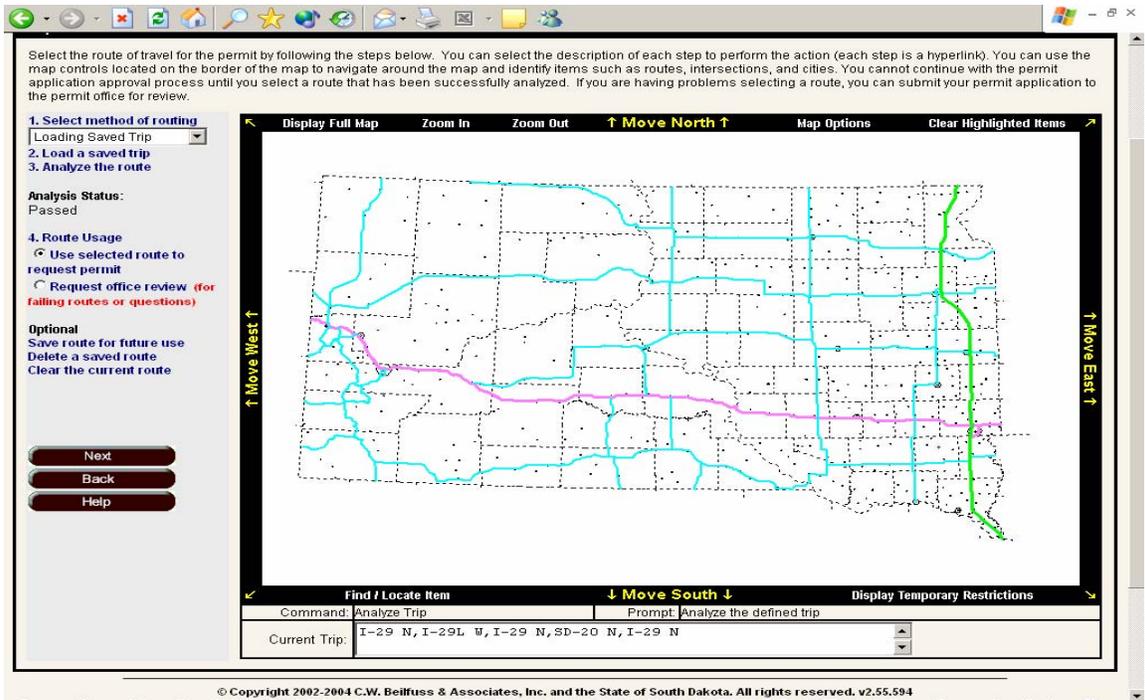


All of the user's saved trips will appear in the pop up box



The user will select the desired trip and click "OK"  
 Example: I 29 North

The route will then appear on the map



Note: You will need to perform analysis on this route for each permit as route restrictions may change on a daily basis.

## Special Map Features

The arrows in each corner of the map will move your screen in the indicated direction.

**Display Full Map** will take you back to the original screen with the full map displayed. This is very useful after you have zoomed in to pinpoint a location.

Clicking on **Zoom In** will give you a magnifying glass with a + sign in the middle. Point the magnifying glass at the section of the map you want to zoom in on and left click. This will enlarge the map so you can read the road numbers and city names. When you have reached the desired size, a right mouse click will disable Zoom In.

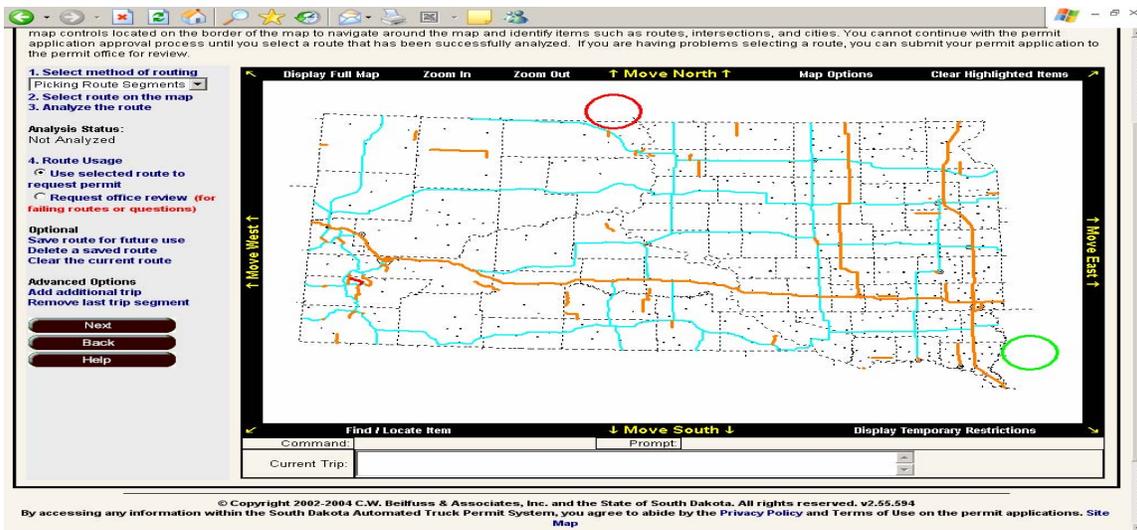
Clicking on **Zoom Out** will give you a magnifying glass with a – sign in the middle. Pointing the magnifying glass at the map and clicking will zoom out. Zoom Out is useful when you are routing in a small area and have zoomed in too far. Right click will disable Zoom Out.

**Move North, East, South, West** will move you in the chosen direction by increments. This is very useful when the map is zoomed in.

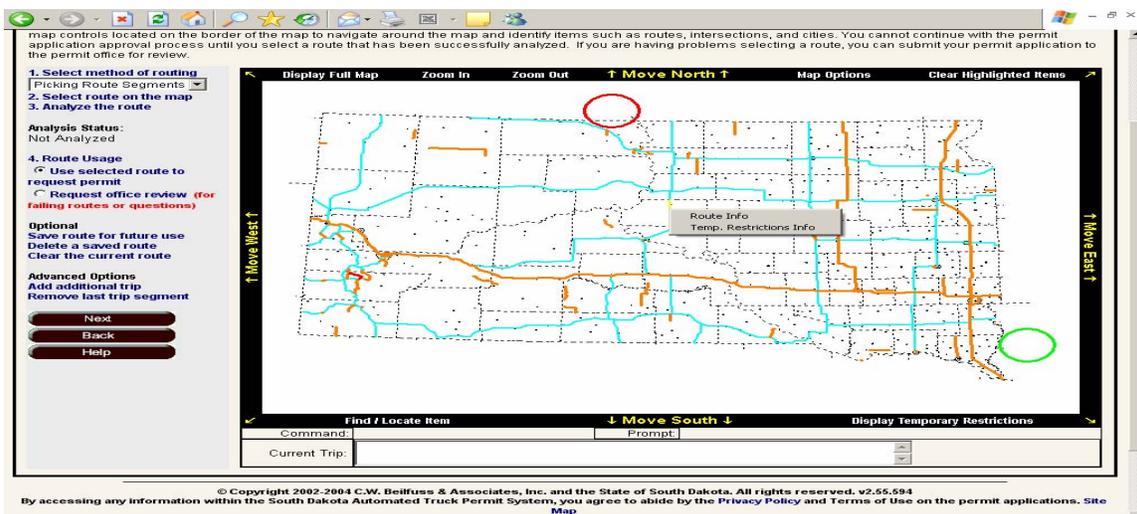
**Map Options** indicates what the colors on the map mean. Changing the colors is not advised as it could cause confusion on route approval or restrictions.

Clicking on **Clear Highlighted Items** will remove any selected routes from the screen. This is helpful when you have made a mistake in routing and wish to start over.

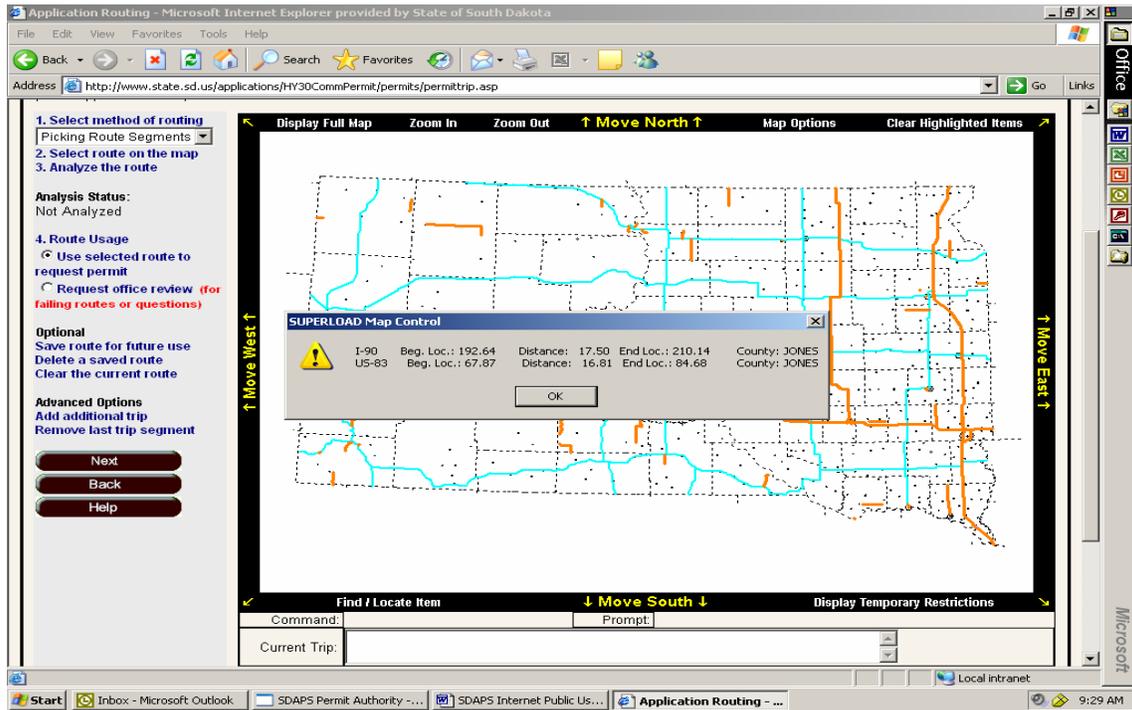
**Display Temporary Restrictions** brings up the following screen:



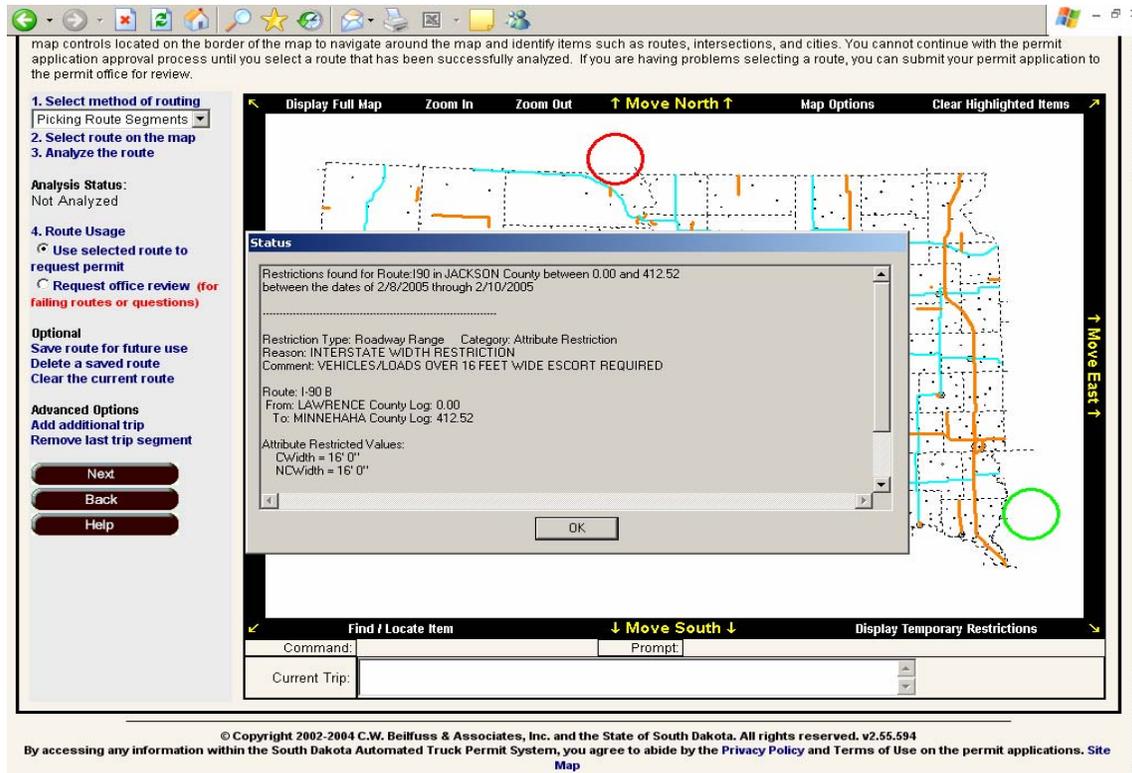
The orange road segments indicate some type of restrictions. Right clicking on one of the orange routes will bring up the following screen:



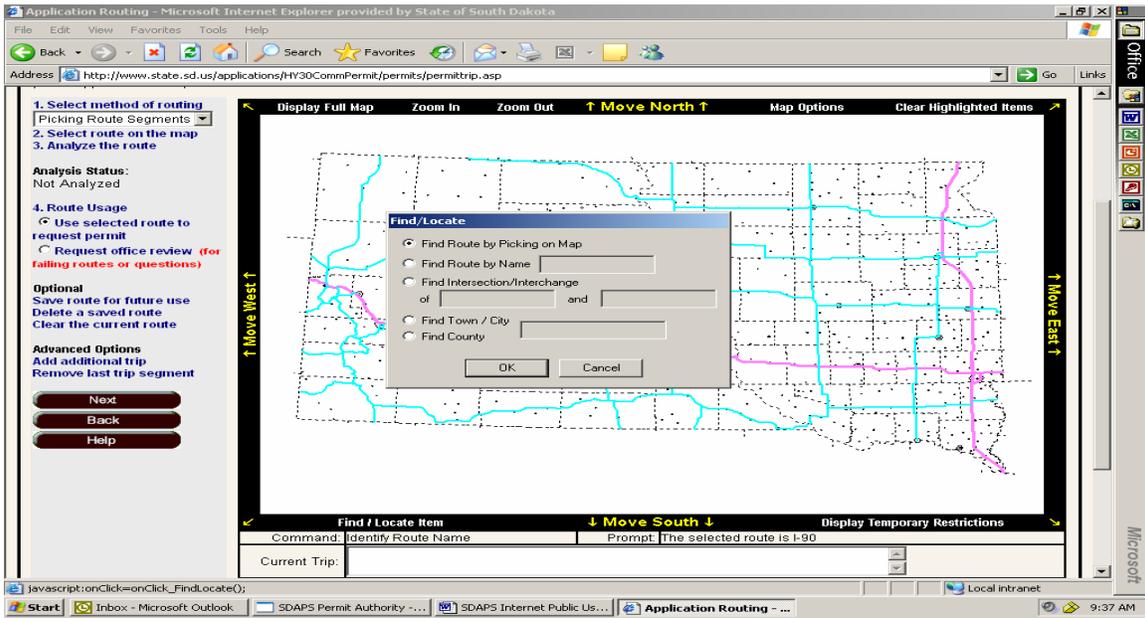
Choosing "Route Info" shows the route the restriction is on, where it begins, distance, where it ends and the county.



Choosing "Temp. Restrictions Info" will provide details on the selected restriction.



**Find/Locate Item** allows the user to find a specific location. You will still need to select a route, but it will help locate a specific area.



### Previewing the Permit

Once routing has been completed, click on the “Next” button  
Review the permit and make sure all of the information is correct

Permit Type: Single Trip Oversize/Overweight

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**Profile Information**

<b>Company Information</b>		<b>Insurance Information</b>	
FederalID 123456789	Name MCS	Company GREAT WEST	Address
Address 118 WEST CAPITOL	City PIERRE	City PIERRE	State SD
State SD	Zip 57501	Zip 57501	Effective Date 12/01/2003
Phone (605) 773-4578	Fax (605) 773-7144	Expiration Date 12/01/2004	Amount 1,000,000
Email MCS@BIGTRUCKPERMITS.COM		Phone	

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**Vehicle Information**

Vehicle Type Straight Truck  
Load stuff

Power Unit	Lic. State	License Number	Make	Year	VIN/Serial Number
	SD	PR34567	PETE	1999	17236412734618273

Dimensions	Width	Height	Total Length	Gross Wt.	Rear OH
	10	14	45	legal	LEGAL

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**Axle Information**

Number of Axles 3

	Axle 1	Axle 2	Axle 3
Weight			
NumTires			
Tire Width			
Spacing			

---

**Credentials Information**

Fuel Permit No  
Public Utilities Commission Fee (PUC) No

Single Trip Commercial License (Trip Permit) No

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**Travel Information**

Start Date 2/1/2005      End Date 2/3/2005

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**Route Information**

Origin fa line      Destination nd line

Route  
L70 N L70I WL70 N SDL70 N L70 N

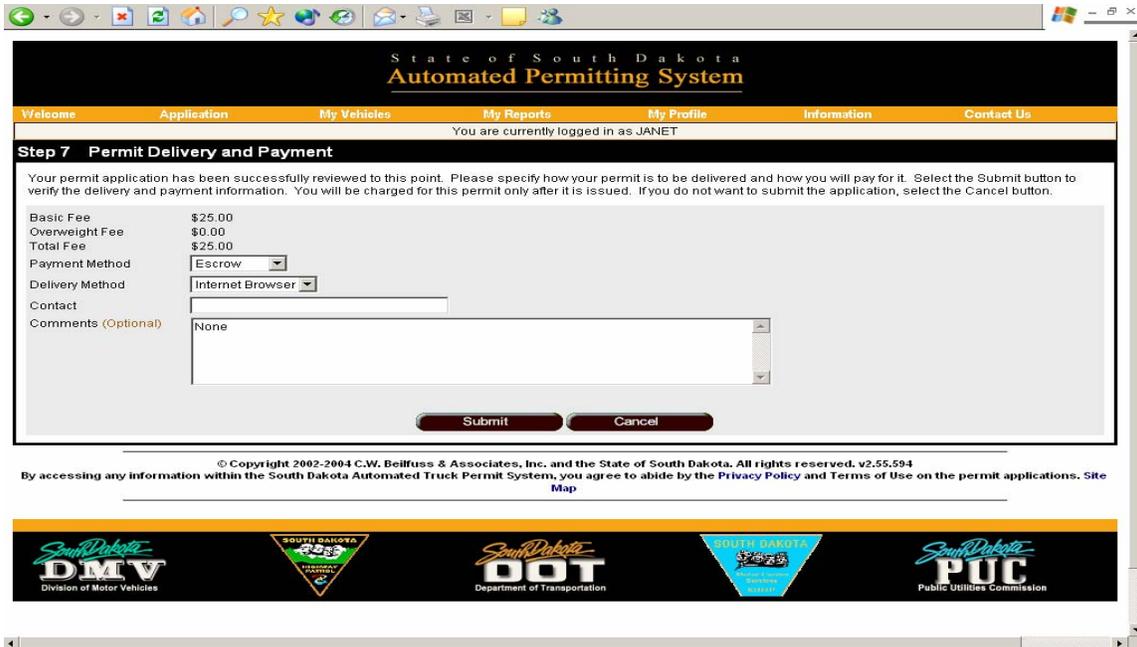
Click on the "Next" button again

Select a payment method: Either credit card or escrow account may be chosen.  
Credit card number, type of card, and expiration date must be entered

Select your delivery method: either Internet Browser (this option will allow you to view and print the permit) Fax, or e-mail

**You must enter a contact name, this is a required field**

All of the other fields below this are optional



Click on the "Submit" button

**Write down or print your request number.**

Either logout or click on start new request and begin another permit



## Storing Vehicle Information in SDAPS

By storing vehicle information in the system, users will be able to speed up the application process by prompting the system to populate the vehicle information fields. This is especially helpful on overweight permit applications, which require vehicle tire sizes and axle configurations.

Log in to an existing user profile.

Enter your user name and password.

Click on the "login" button.

Click on the "My Vehicles" tab at the top of the page.

Click on the "Define" button.

Name the vehicle. Use a name that will help you identify the vehicle. Example: "Unit# 110"

Click on the type of vehicle that you want to store, truck, trailer, or truck trailer combination.

Enter in the make/model/year/license #/state/licensed weight/VIN#/Unit#.

Enter in the typical overall dimensions: width/height/overall length/gross weight.

**Note: "Gross weight" refers to the actual gross weight of the vehicle. If the gross weight of the vehicle changes from load to load, enter the maximum legal gross weight. The user will have the option of changing the gross weight during application process.**

Enter the axle and load information.

The first step is to enter in the number of axles your vehicle has, then use the tab button on the keyboard.

Enter the weight of each axle for the vehicle.

Enter in the number of tires for each axle.

Enter in the tire width for each axle.

Enter in the distance between axles "Space between"

Click on the "Save button" on the bottom of the page.

Review the stored information; it would be a good idea to print this page for your records.

Vehicle Information

Any Vehicle information can be entered and maintained. This vehicle information can then be used to facilitate data entry for permit applications and route reviews. If data is not entered but is needed for a permit application or route review, it will be requested at that time. Dimensions can be entered in various formats. For example, a dimension of 14 feet 6 inches can be entered as 14 6 (that is 14 space 6), 14-6, 14'6", or 14.5. The tire width can be entered in inches or millimeters. For example 11 or 325.

Name: CONVEYOR  
 Unit Type: Trailer Unit

**Trailer Unit**

Make: CEDAR RAPIDS  
 Model: CONE CRUSHER  
 Year: 1999  
 Trailer License Number: TOWAWAY  
 State: SD  
 VIN/Serial Number: 48037  
 Unit Number: 037  
 Trailer Length: 65' 0"

**Typical Overall Dimensions (Not required)**

Width: 12' 6"    Height: 15' 6"    Overall Length: 85' 0"    Gross Weight: 156000

**Axle and Load Information**

Number of Axles: 8

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Weight	13000	20000	20000	20000	20750	20750	20750
Number of Tires	2	4	4	4	4	4	4
Tire Width	11	11	11	11	11	11	11
Space Between	14' 6"	4' 6"	4' 6"	33' 0"	4' 2"	14' 0"	4' 2"
	Axle 8	Axle 9	Axle 10	Axle 11	Axle 12	Axle 13	Axle 14

The My Vehicles page will display information pertaining to all stored vehicles.

State of South Dakota  
**Automated Permitting System**

Welcome    Application    **My Vehicles**    My Reports    My Profile    Information    Contact Us

You are currently logged in as JANET

To add a new vehicle to your List, select **Define** and enter the vehicle configuration. To view the detailed configuration of any specific vehicle, select **Details**. To modify the configuration of any specific vehicle, select **Modify**. To remove a vehicle from the list, select **Remove**.

Any Vehicle information can be entered and maintained. This vehicle information can then be used to facilitate data entry for permit applications and route reviews. If data is not entered but is needed for a permit application or route review, it will be requested at that time.

Name	Dimensions	Truck License	Trailer License
01FORD CONVEYOR	7' 0"H, 8' 0"W, 30' 0"L, LEGAL# 156000#	B71234	TOWAWAY
TRUCK 3	LEGALH, LEGALW, LEGALL, 47200#	PR1234	
UNIT 1	LEGALH, LEGALW, LEGALL, 47200#	PR34567	
UNIT 41	8' 0"H, 8' 0"W, 22' 0"L, 10000#	7AM346	
UNIT T1	LEGALH, LEGALW, LEGALL, 34,000#		T345678

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To recall this information from within the permit application, go to “Stored Vehicle/Units” on the permit application page.  
 Click on the down arrow and select the stored unit that you want to use for this permit application.  
 Example: “Unit# 110”

example 11 or 325

**Stored Vehicles/Units**

Truck/Combined Options: [No Current Selection] ?  
 First Trailer: [No Current Selection] ?  
 Second Trailer: [No Current Selection] ?

Vehicle In: UNIT 1 (selected), UNIT 41, UNIT 110, UNIT 111, UNIT 112, UNIT 113, UNIT 114, UNIT 115, UNIT 116, UNIT 117, UNIT 118, UNIT 119, UNIT 120, UNIT 121, UNIT 122, UNIT 123, UNIT 124, UNIT 125, UNIT 126, UNIT 127, UNIT 128, UNIT 129, UNIT 130, UNIT 131, UNIT 132, UNIT 133, UNIT 134, UNIT 135, UNIT 136, UNIT 137, UNIT 138, UNIT 139, UNIT 140, UNIT 141, UNIT 142, UNIT 143, UNIT 144, UNIT 145, UNIT 146, UNIT 147, UNIT 148, UNIT 149, UNIT 150, UNIT 151, UNIT 152, UNIT 153, UNIT 154, UNIT 155, UNIT 156, UNIT 157, UNIT 158, UNIT 159, UNIT 160, UNIT 161, UNIT 162, UNIT 163, UNIT 164, UNIT 165, UNIT 166, UNIT 167, UNIT 168, UNIT 169, UNIT 170, UNIT 171, UNIT 172, UNIT 173, UNIT 174, UNIT 175, UNIT 176, UNIT 177, UNIT 178, UNIT 179, UNIT 180, UNIT 181, UNIT 182, UNIT 183, UNIT 184, UNIT 185, UNIT 186, UNIT 187, UNIT 188, UNIT 189, UNIT 190, UNIT 191, UNIT 192, UNIT 193, UNIT 194, UNIT 195, UNIT 196, UNIT 197, UNIT 198, UNIT 199, UNIT 200, UNIT 201, UNIT 202, UNIT 203, UNIT 204, UNIT 205, 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**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 select 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 6 (that is 14 space 6), 14-6, 14'6", or 14.5. The tire width can be entered in inches or millimeters. For example 11 or 325.

**Stored Vehicles/Units**

Truck/Combined Options: TRUCK 3 [?] First Trailer: [No Current Selection] [?] Second Trailer: [No Current Selection] [?]

**Recall Vehicle Data** **New Vehicle** **Reset Vehicle**

**Vehicle Information**

Vehicle Type: Straight Truck  
 Lic. State: SD License Number: PR1234 Make: GMC Year: 2000 VIN/Serial Number: 12392814KJH9864

Power Unit: [ ] Load Description: [ ]

**Actual Dimensions**

Width: [ ] Height: [ ] Total Length: [ ] Gross Weight: 47200 Rear Overhang: LEGAL

**Axle and Load Information**

Number of Axles: 3

	(Front) Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7
Weight	13200	17000	17000				
Number of Tires	2	4	4				
Tire Width	11	11	11				
Space Between	12' 6"	4' 4"					

A user may also add an additional vehicle to their profile by clicking on the “New vehicle” button from within the permit application.

### Using “My Reports” to Track Permit Activity

Click on the “My Reports” tab at the top of the page.

State of South Dakota  
**Automated Permitting System**

Welcome Application **My Vehicles** My Reports My Profile Information Contact Us

You are currently logged in as JANET

To view the status on permit, select the appropriate report and select Submit.

Report By PermitID [ ]  
 Report By TripID 44204  
 Most Recent Requests  
**Submit**

To view an existing permit, enter an existing permit number and select View to view the permit  
 Warning: If you have a pop-up blocker installed, you may not be able to view the permit

Permit Number: [ ]  
**View**

When viewing a Permit, the Permit will be displayed in Adobe Acrobat PDF format. Select Adobe icon to download latest Acrobat Reader.

Adobe Acrobat Reader

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South Dakota DMV South Dakota DOT South Dakota PUC

A user may check the status of the permit by Permit ID, Trip ID, or by searching for the most recent request.

The screenshot shows the 'Status Report' page for a permit. The header includes navigation links: Welcome, Application, My Vehicles, My Reports, My Profile, Information, and Contact Us. The user is logged in as JANET. The report title is 'Status Report' dated 2/8/2005 3:18:08 PM.

<b>Trip Request:</b>	165765	<b>Permit:</b>	44204
<b>Permit Type:</b>	Oversize / Overweight		
<b>Hauler Name:</b>	MCS		
<b>License: Truck:</b>	PR34567	<b>Trailer:</b>	T345678
<b>Load Description:</b>	TEST		
<b>Gross Weight:</b>	81200		

Date	Time	Status Description	Login Name
10/12/2004	01:24:00 PM	Permit System Issued	JANET
10/12/2004	01:23:59 PM	Ready to Issue	JANET
10/12/2004	01:22:18 PM	New Request	JANET

Buttons: Back to MyReports

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An existing permit can be viewed by entering the permit number in the appropriate box and clicking View.

When viewing a permit, the permit will be displayed in Adobe Acrobat PDF format. Click the Adobe icon on the "My Reports" page to download Acrobat Reader.

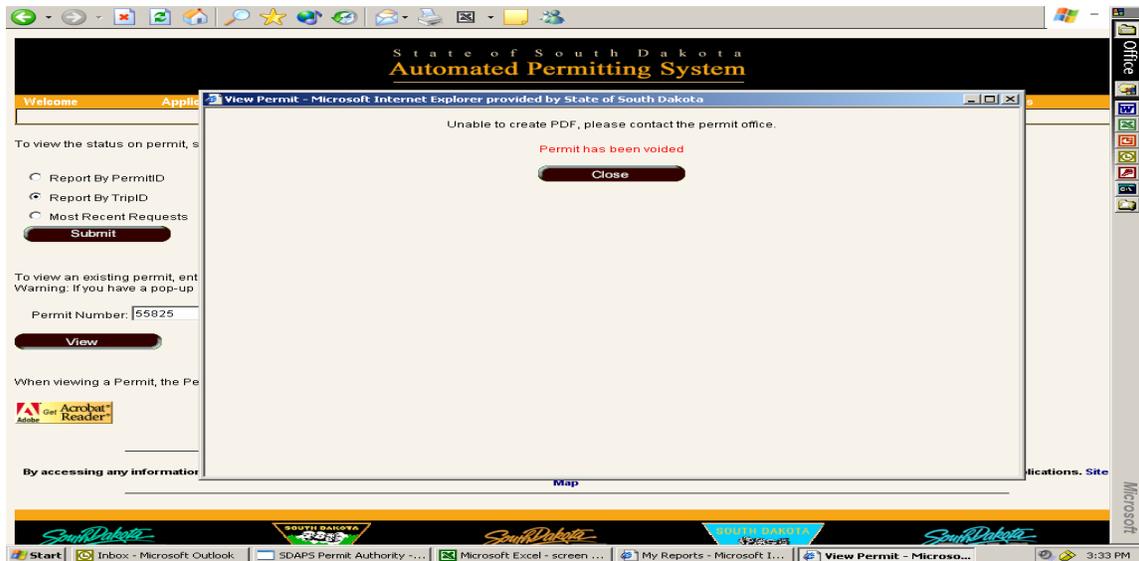
The screenshot shows the 'View' page for permit 44204. On the left, there are options to search by Permit ID, Trip ID, or Most Recent Requests. The 'Permit Number' field contains '44204' and the 'View' button is highlighted. Below this, it states 'When viewing a Permit, the Permit will be displayed in Adobe Acrobat PDF format' with an Adobe Acrobat Reader icon.

The main content is a PDF document titled 'SOUTH DAKOTA HIGHWAY PATROL Highway Use Receipt'. The document includes the following information:

- Permit Type:  Annual Permit,  Single Trip
- Permit Effective From: 10/12/2004 - 10/14/2004
- Receipt Number: 44204
- Date: 10/12/2004, Time: 1:24:00 PM
- Carrier: MCS, Address: 110 WEST CAPITOL PIERRE SD 57501, Origin: RAPID CITY, Destination: SIOUX FALLS
- Routes Traveled: I-90 W, I-190 S, SD-44 R, I-190 N, I-90 E
- Cargo: TEST
- Truck: 1999/PYTR, State SD, License PR34567, Serial 17236412734619273
- Trailer #1: 1998/TIMTR, State SD, License T345678, Serial 78374628764827462
- Vehicle Configuration Name: SINGLE TRIP COMMERCIAL LICENSE, Commercial Vehicle, \$ 15.00

Navigation: Page 1 (1 of 3)

As with any internet system, problems do occur when connecting or printing. An example of a two common errors are displayed below:



**Any error messages received should be reported immediately to the number listed below.**

If you have questions or need assistance using eSDAPS, please call:

**South Dakota Highway Patrol**

**District Four Headquarters**

**605.773.4578**