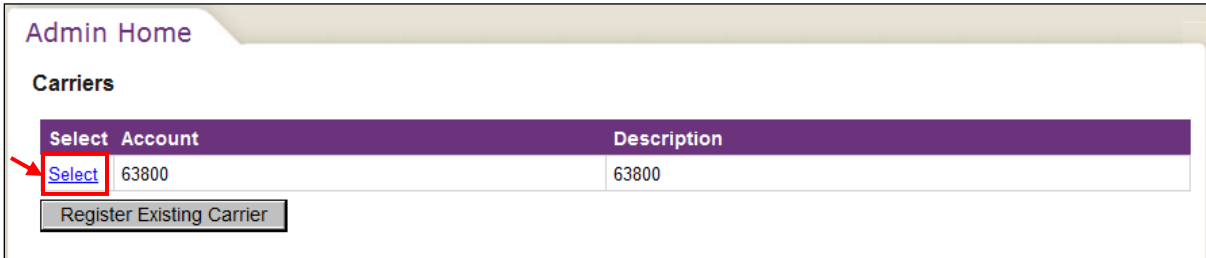


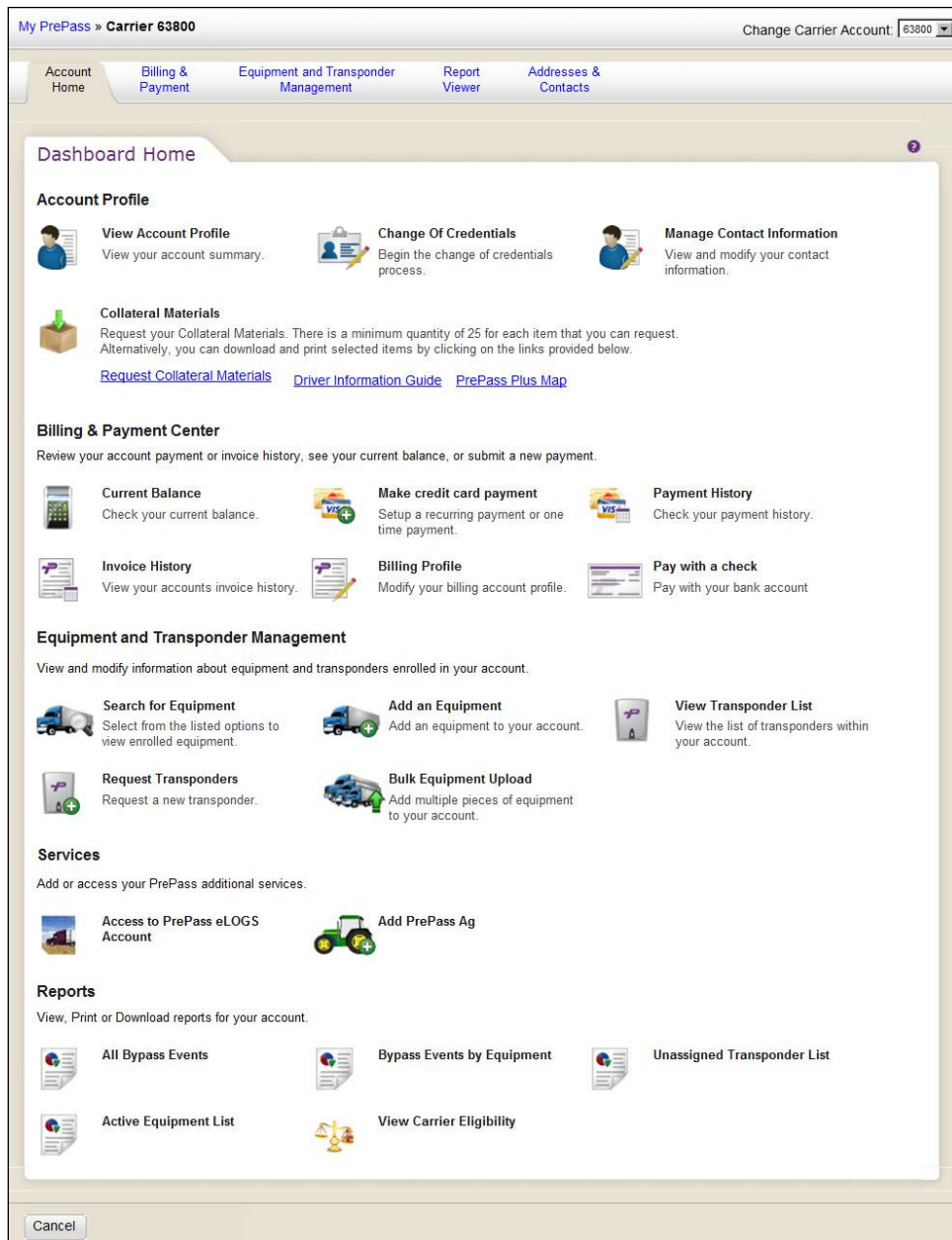
How Do I Add a Truck to My Account?

Note: Any fields containing a red asterisk (*) require alphabetic or numeric data.

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.








The **Dashboard Home** tab appears.



3. In the **Equipment and Transponder Management** section, click **Add an Equipment**.

Equipment and Transponder Management

View and modify information about equipment and transponders enrolled in your account.

 Search for Equipment Select from the listed options to view enrolled equipment.	 Add an Equipment Add an equipment to your account.	 View Transponder List View the list of transponders within your account.
 Request Transponders Request a new transponder.	 Bulk Equipment Upload Add multiple pieces of equipment to your account.	

The **Equipment Detail** tab appears.


About Us Services States How Do I Contact Us

My PrePass » **Equipment Detail**

PreQualification Start Application Contact Detail Carrier Detail Carrier Credentials **Equipment Detail** Marketing Signature

Equipment Detail

Welcome to the Add Equipment Page

 Click the "Add Equipment" button and enter the VIN and Equipment ID or Unit number.

4. Click **Add Equipment**.

A separate **Please select a travel type** window appears.

Please select a travel type below.


Select... ▾

- Click the **down arrow** in the **Select** field and select the travel type from the drop-down list.

The software:

- Closes the **Please select a travel type** window.
- Displays the **Equipment Credentials** tab.

Equipment Credentials

 Complete the applicable credential information to add your interstate equipment. **You must 'Add New' for both an IFTA and IRP credentials** for an interstate equipment if these credentials do not already exist on this page. All other credentials are optional. Once the mandatory credentials are present on the page, the 'Next' button will appear at the bottom right side of the page. Click 'Next' to continue.

Alliance for Uniform Hazmat Transportation Procedures License issued to carriers who haul hazmat in states participating in the hazmat alliance (no other license is necessary).

International Fuel Tax Agreement (IFTA) license issued to interstate vehicles with a gross vehicle weight (GVW) that exceeds 26,000 pounds or have more than 3 axles regardless of weight.

Credential Name	IFTA / MVD Number	State	Expiration Date
E TRUCKER LLC	123456	AL	8/25/2011

The **International Registration Plan (IRP)** is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of apportionable fees on the basis of total distance operated in all jurisdictions.

Credential Name	IRP Account Number	State	Expiration Date
ILL TIRE LLC	1234	IL	8/25/2011

- To add a new IRP, proceed with this Step. To use the existing IRP, proceed to Step 13.

Click **Add New**.

The **International Registration Plan (IRP)** is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of apportionable fees on the basis of total distance operated in all jurisdictions.

Credential Name	IRP Account Number	State	Expiration Date
ALLEN VINE	69454	IL	

The **IRP** tab appears.

IRP

Issuing State: *

IRP Account Number: * ?

- Click the **down arrow** in the **Issuing State** field and select the issuing state of the IRP from the drop-down list.

IRP

Issuing State: Select... *

IRP Account Number: *

Validate

Cancel

Select...
Alabama
Alaska
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District Of Columbia

- Type the IRP credential number in the **IRP Account Number** field.
- Click **Validate**.

Illinois *

69454 * ?

Validate

The software checks the CRM database, and if necessary, validates the credential with an external database.

- If the credential is valid and state-verified, the software adds a **Save** button and **Previous** button to the tab.

Note: If the IRP includes a credential owner name, the software adds the **Credential Name** field and populates the field with the name.

Note: Click the **Cancel** button if you want to return to the **Equipment Credentials** tab:

IRP

Issuing State: Illinois *

IRP Account Number: 69454 * ?

Validate

Cancel

- Proceed to Step 12.
- If the credential is valid and image-verified, the software:
 - Displays a message prompt to complete missing fields and upload the image of the credential.
 - Adds the **Credential Name** and/or **Expiration Date** fields to the tab.
 - Can populate the **Credential Name** field with the name.
 - Adds a **Save** button and **Previous** button to the tab.

Note: Click the **Previous** button if you want to return to the IRP tab with editable field.

IRP

Required Action:
Please complete missing field(s) for this credential.

Issuing State: Illinois *

IRP Account Number: 54691 * ?

Credential Name: NAMM TRUCKING INC *

Expiration Date: */**/**** *

Save Cancel Previous

- If the credential cannot be validated, the software:
 - Displays a message prompt to complete missing fields and upload the image of the credential.
 - Adds the **Credential Name** and **Expiration Date** fields to the tab.
 - Adds a **Previous** button and **Submit** button to the tab.

Note: Click the **Previous** button if you want to return to the IRP tab with editable fields.


The screenshot shows the IRP form with a yellow 'Required Action' banner at the top stating: 'Please complete missing field(s) for this credential.' Below the banner are the following fields: 'Issuing State' (dropdown menu with 'Alaska' selected), 'IRP Account Number' (text input with '99999'), 'Credential Name' (text input with 'Required'), and 'Expiration Date' (calendar icon and text input). At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'. Red arrows point to the 'Previous' and 'Submit' buttons.

- Proceed to Step 10.

10. If blank, type the credential name in the **Credential Name** field.

This close-up shows the 'IRP Account Number' field containing '69454' and the 'Credential Name' field containing 'LINE TRANSPORT CORP.'. A red box highlights the 'Credential Name' field, and a red arrow points to it.

11. Type the credential expiration date in the format of MM/DD/YYYY in the **Expiration Date** field.

Note: Alternately, click  next to the date field and select the date from the drop-down calendar.

12. Click **Submit**.

The software:

- Saves the IRP credential information.
- Closes the **IRP** tab.
- Adds a grid row on the **Carrier Credentials** tab with the IRP credential information.

The **International Registration Plan (IRP)** is a registration reciprocity agreement among states of the United States and provinces of Canada providing for payment of apportionable fees on the basis of total distance operated in all jurisdictions.


Credential Name	IRP Account Number	State	Expiration Date
ALEX IVIN	54694	IL	
LINE TRANSPORT CORP.	69454	IL	12/31/2012

13. Click **Next**.



The **Equipment Details** tab appears.

Equipment Details

 Add the equipment detail in the grey box and submit. The information will be validated against the state records if possible. Confirm and Save returned data if correct, otherwise Modify and Save. If we are unable to validate your equipment or if any of the state returned information is modified, you will be required to add the equipment expiration date and upload the equipment registration. To upload an image, complete and save the Jurisdiction State first before uploading the image. If you are unable to upload the image, the equipment cannot be submitted online. Please fax the registration image with your account number listed to (801) 352-3633.

Travel Type: Interstate ▾	IRP: Select... ▾ *	Equipment ID: Required *	VIN: Required *	<input type="button" value="Validate"/>
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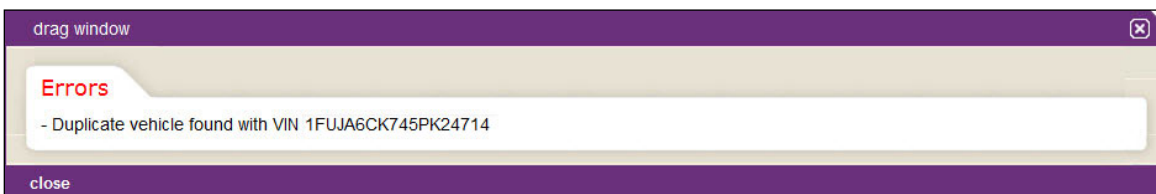
14. Click the **down arrow** in the **IRP** field and select the appropriate IRP.
15. Type the equipment identification in the **Equip ID** field.
16. Type the Vehicle Identification Number (VIN) in the **VIN** field.

17. Click **Validate**.



The software validates the VIN with an external database.

- If the software detects a duplicate VIN in the database, an error message appears.



- A. Click the cursor on the word **Close** to close the message window.
- B. Verify the VIN and repeat Step 16.

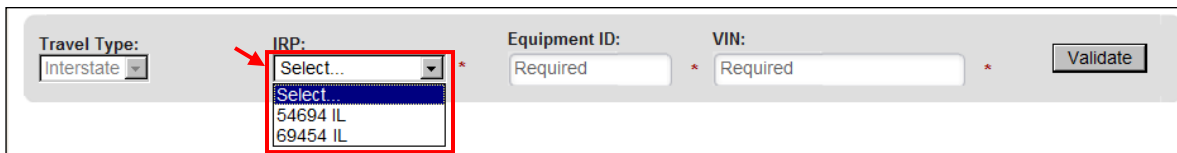
- If the software validates the VIN, it populates the **Equipment Details** tab with the necessary fields.

A screenshot of the 'Equipment Details' form. At the top, there is a yellow warning box with a triangle icon and text: 'Add the equipment detail in the grey box and submit. The information will be validated against the state records if possible. Confirm and Save returned data if correct, otherwise Modify and Save. If we are unable to validate your equipment or if any of the state returned information is modified, you will be required to add the equipment expiration date and upload the equipment registration. To upload an image, complete and save the Jurisdiction State first before uploading the image. If you are unable to upload the image, the equipment cannot be submitted online. Please fax the registration image with your account number listed to (801) 352-3633.' Below the warning box, the form contains several fields: 'Travel Type:' (Interstate), 'IRP:' (69451 IL), 'Equipment ID:' (3333), and 'VIN:' (4V4MC9GH06N428322). There is a 'Validate' button next to the VIN field. Other fields include 'Make:' (VOLVO), 'Year:' (2006), 'Plate:' (Required), 'Temp Plate' (checkbox), 'Declared Wt:' (Required), and a 'Jurisdiction States' button. There is also an 'Expiration Date:' field with a calendar icon, an 'Upload Registration Image:' field with a 'Browse...' button, and a note about valid file types and size. Other fields include 'NM Weight Distance Tax:', 'CA Number:' (9296), 'Overweight Permit' button, 'Truck Type Filter:' (Select...), 'VRN Description:' (Select...), 'Need A Transponder?' (Yes/No radio buttons), and 'Equipment Hauls Hazmat:' (checked checkbox). At the bottom, there are 'Cancel' and 'Save' buttons.

Note: If a New Mexico Weight Distance Tax and California Number are associated with the VIN, the software populates the **NM Weight Distance Tax** and **CA Number** fields.

Note: When the account uses the PrePass Plus service, the **Truck Type** and **VRN Description** fields appear.

18. When the equipment is identified with a travel type of **Interstate**, click the **down arrow** in the **IRP** field and select the appropriate IRP number for this truck from the drop-down list.



A screenshot of a form section. On the left, there is a 'Travel Type:' dropdown menu with 'Interstate' selected. To its right is the 'IRP:' dropdown menu, which is open, showing a list with 'Select...' at the top, followed by '54694 IL' and '69454 IL'. A red arrow points to the down arrow of the IRP dropdown. To the right of the IRP dropdown are two text input fields: 'Equipment ID: Required' and 'VIN: Required', both with an asterisk. A 'Validate' button is on the far right.

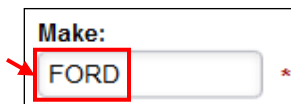
19. When the equipment is identified with a travel type of **IRP as Intrastate**, the **Travel State** field appears. To identify the travel state for this equipment, proceed with this Step. Otherwise, proceed to Step 20.

Click the **down arrow** in the **Travel State** field and select the travel state.



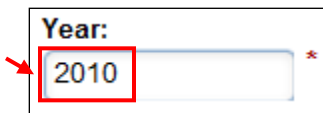
A screenshot of a form section. On the left, there is a 'Travel State:' dropdown menu with 'Select...' selected. A red arrow points to the down arrow of this dropdown. Below it is the 'Make:' dropdown menu, which is open, showing a list with 'Select...' at the top, followed by 'Alabama', 'Arkansas', and 'California'. To the right of the 'Travel State' dropdown are two text input fields: 'Plate: Required' and 'Declared Wt: Required', both with an asterisk. There is also a 'Temp Plate' checkbox and a 'Jurisdiction States' button.

20. Tab to the **Make** field and type the vendor make (such as Ford) of the equipment in the field.



A screenshot of a 'Make:' text input field. The field contains the text 'FORD'. A red arrow points to the input field.

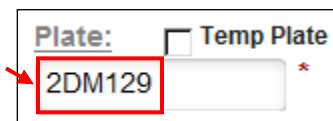
21. Tab to the **Year** field and type the year of the equipment in the field.



A screenshot of a 'Year:' text input field. The field contains the text '2010'. A red arrow points to the input field.

22. Tab to the **Plate** field.

- If the truck has a temporary plate select the **Temp Plate** checkbox, then proceed to Step 23.
- If the software populated the field with a plate, and the plate needs to be changed, click the cursor in the field and highlight the existing plate number. Type a new plate number in the field, then proceed to Step 23.
- If the field is blank, type the plate number in the field, then proceed to Step 23.

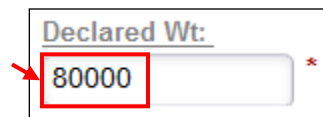


A screenshot of a 'Plate:' text input field. The field contains the text '2DM129'. To the right of the field is a 'Temp Plate' checkbox. A red arrow points to the input field.

23. When the equipment is identified with a travel type of **Interstate**, **Intrastate**, **IRP as Intrastate**, or **Reciprocity**, the **Declared Wt** field appears.

To identify the declared weight for this equipment, proceed with this Step. Otherwise, proceed to Step 24.

Tab to the **Declared Wt:** field and type the declared equipment weight in the field.



A screenshot of a 'Declared Wt:' text input field. The field contains the text '80000'. A red arrow points to the input field.

24. If the **Jurisdiction States** button appears on the screen, proceed with this Step. If it is necessary to edit a state or province and its weight limit, proceed to Step 27.

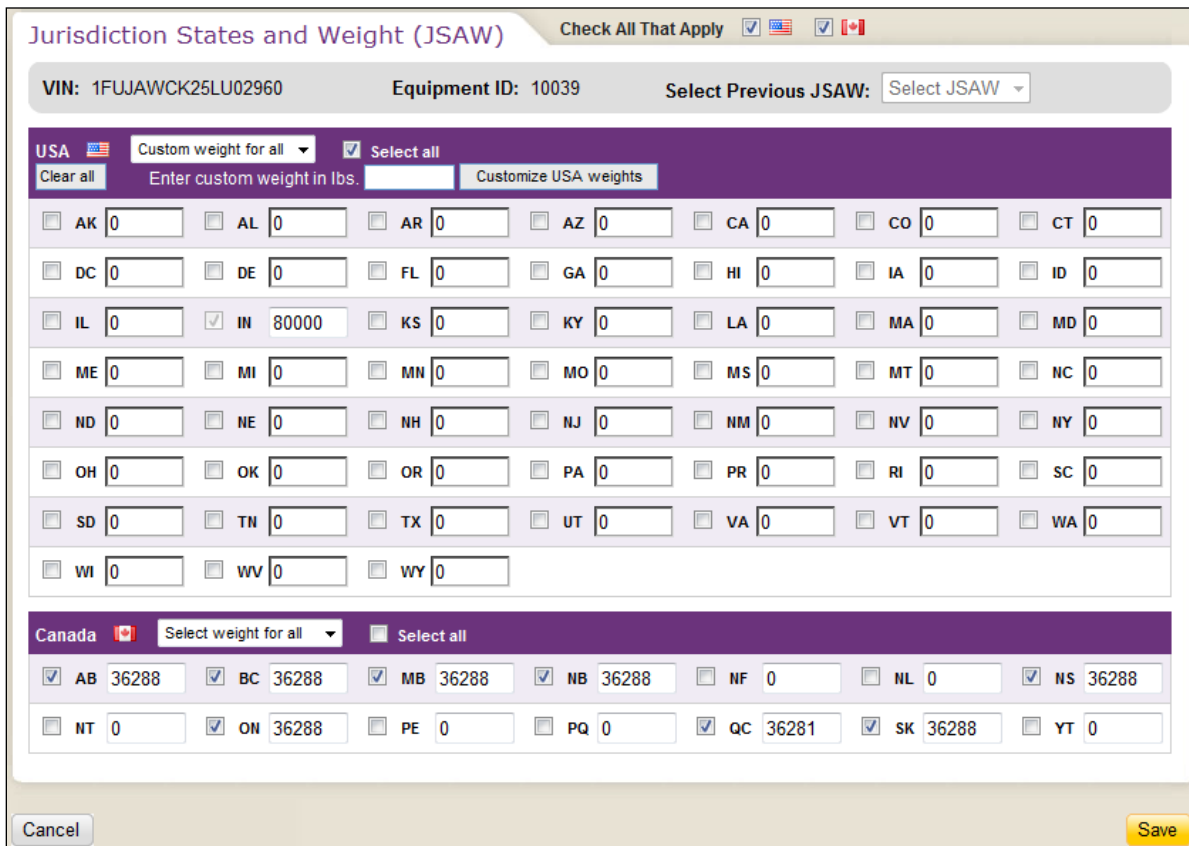
Click **Jurisdiction States**.



Declared Wt:
80000

Jurisdiction States

The **Jurisdiction States and Weights (JSAW)** tab appears.



Jurisdiction States and Weight (JSAW) Check All That Apply

VIN: 1FUJAWCK25LU02960 Equipment ID: 10039 Select Previous JSAW: Select JSAW

USA Custom weight for all Select all

Clear all Enter custom weight in lbs. Customize USA weights

<input type="checkbox"/> AK 0	<input type="checkbox"/> AL 0	<input type="checkbox"/> AR 0	<input type="checkbox"/> AZ 0	<input type="checkbox"/> CA 0	<input type="checkbox"/> CO 0	<input type="checkbox"/> CT 0
<input type="checkbox"/> DC 0	<input type="checkbox"/> DE 0	<input type="checkbox"/> FL 0	<input type="checkbox"/> GA 0	<input type="checkbox"/> HI 0	<input type="checkbox"/> IA 0	<input type="checkbox"/> ID 0
<input type="checkbox"/> IL 0	<input checked="" type="checkbox"/> IN 80000	<input type="checkbox"/> KS 0	<input type="checkbox"/> KY 0	<input type="checkbox"/> LA 0	<input type="checkbox"/> MA 0	<input type="checkbox"/> MD 0
<input type="checkbox"/> ME 0	<input type="checkbox"/> MI 0	<input type="checkbox"/> MN 0	<input type="checkbox"/> MO 0	<input type="checkbox"/> MS 0	<input type="checkbox"/> MT 0	<input type="checkbox"/> NC 0
<input type="checkbox"/> ND 0	<input type="checkbox"/> NE 0	<input type="checkbox"/> NH 0	<input type="checkbox"/> NJ 0	<input type="checkbox"/> NM 0	<input type="checkbox"/> NV 0	<input type="checkbox"/> NY 0
<input type="checkbox"/> OH 0	<input type="checkbox"/> OK 0	<input type="checkbox"/> OR 0	<input type="checkbox"/> PA 0	<input type="checkbox"/> PR 0	<input type="checkbox"/> RI 0	<input type="checkbox"/> SC 0
<input type="checkbox"/> SD 0	<input type="checkbox"/> TN 0	<input type="checkbox"/> TX 0	<input type="checkbox"/> UT 0	<input type="checkbox"/> VA 0	<input type="checkbox"/> VT 0	<input type="checkbox"/> WA 0
<input type="checkbox"/> WI 0	<input type="checkbox"/> WV 0	<input type="checkbox"/> WY 0				

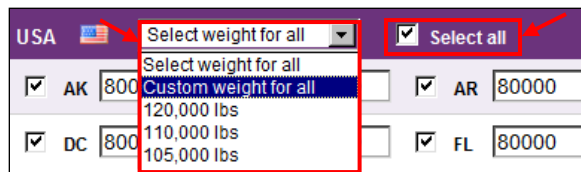
Canada Select weight for all Select all

<input checked="" type="checkbox"/> AB 36288	<input checked="" type="checkbox"/> BC 36288	<input checked="" type="checkbox"/> MB 36288	<input checked="" type="checkbox"/> NB 36288	<input type="checkbox"/> NF 0	<input type="checkbox"/> NL 0	<input checked="" type="checkbox"/> NS 36288
<input type="checkbox"/> NT 0	<input checked="" type="checkbox"/> ON 36288	<input type="checkbox"/> PE 0	<input type="checkbox"/> PQ 0	<input checked="" type="checkbox"/> QC 36281	<input checked="" type="checkbox"/> SK 36288	<input type="checkbox"/> YT 0

Cancel Save

Note: If the **Jurisdiction States and Weights (JSAW)** tab contains selected states and provinces and weights and you want to clear the tab of all states and provinces and weights, except for the base state and weight:

- Click the **Select all** checkbox.
- Click the **down arrow** in the **Select weight for all** field.



USA Select weight for all Select all

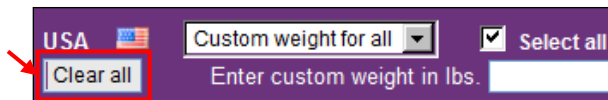
AK 80000

DC 80000

AR 80000

FL 80000

- Select **Custom weight for all** from the drop-down list. The software closes the drop-down list, populates the field and displays the **Clear all** button.




USA Custom weight for all Select all

Clear all Enter custom weight in lbs.

- Click the **Clear all** button. The software clears the state and province checkboxes and weights.

Note: If the **Jurisdiction States and Weights (JSAW)** tab contains selected states and provinces and weights, this information was provided through electronic verification and the base state field is selected as read-only with an associated editable weight field.



A screenshot of a form with two columns. The first column has a checked checkbox next to 'IL' and a text field containing '80000'. The second column has an unchecked checkbox next to 'IN' and a text field containing '0'. A red box highlights the 'IL 80000' field, and a red arrow points to the checked checkbox.

If all JSAW information is correct, proceed to Step 31. Otherwise proceed to Step 24.

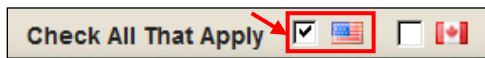
25. **If another vehicle associated with this account has JSAW information** and you want to apply that JSAW to this vehicle, proceed with this Step. Otherwise, proceed to Step 26.

Click the **down arrow** in the **Select Previous JSAW** field and select the appropriate JSAW from the drop-down list.



A screenshot of a form with a label 'Select Previous JSAW:' and a dropdown menu. The dropdown menu is open, showing 'Select JSAW' and 'Select JSAW 1009'. A red box highlights the dropdown menu, and a red arrow points to the down arrow.

26. Refer to the vehicle registration card or state apportionment identification card. Select the checkboxes of the countries in which the vehicle is registered to travel.

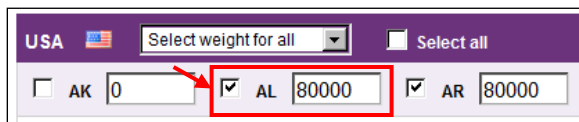


A screenshot of a form with a label 'Check All That Apply' and two checkboxes. The first checkbox is checked and has a small USA flag icon next to it. The second checkbox is unchecked and has a small Canada flag icon next to it. A red box highlights the checked checkbox, and a red arrow points to it.

The software displays the states or provinces that are associated with the country checkbox(es) selected.

27. **To edit or provide weight for specific states or provinces**, proceed with this Step. Otherwise, to populate all fields with the same weight proceed to Step 28.

- A. Select the checkbox to the left of the state or province identification.
- B. Type the weight value, in pounds for USA or kilos for Canada, in the field to the right of the state or province checkbox.
- C. Proceed to Step 29.

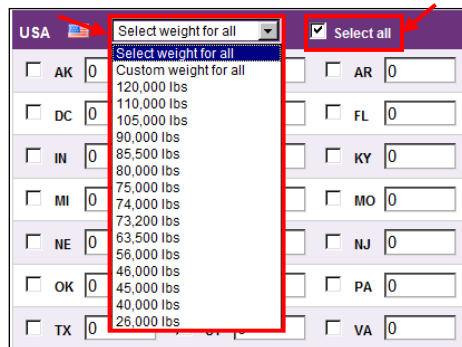


A screenshot of a form with a label 'USA' and a dropdown menu 'Select weight for all'. Below the dropdown menu are several rows of checkboxes and text fields. The first row is 'AK 0'. The second row is 'AL 80000' with a checked checkbox. The third row is 'AR 80000' with a checked checkbox. A red box highlights the 'AL 80000' field, and a red arrow points to the checked checkbox.

Note: If you either select a checkbox without including a weight value, or visa-versa, the software places a red box around the field to the right of the state or province checkbox.

28. To include a weight for all displayed states or provinces:

- A. Click the **Select all** checkbox.
- B. Click the **down arrow** in the **Select weight for all** field.



A screenshot of a form with a label 'USA' and a dropdown menu 'Select weight for all'. The dropdown menu is open, showing 'Custom weight for all', '120,000 lbs', '110,000 lbs', '105,000 lbs', '90,000 lbs', '85,500 lbs', '80,000 lbs', '75,000 lbs', '74,000 lbs', '73,200 lbs', '63,500 lbs', '56,000 lbs', '46,000 lbs', '45,000 lbs', '40,000 lbs', and '26,000 lbs'. A red box highlights the dropdown menu, and a red arrow points to the down arrow. To the right of the dropdown menu is a checked checkbox labeled 'Select all'.

C. Select the weight from the drop-down list.

The software populates all text boxes with the selected weight.

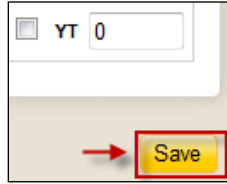
- To remove a state or province from the list, deselect its checkbox and type 0 (zero) in its text box.
- To change a weight value for a state or province, highlight the value in text box and type correct value.

Note: To define a custom weight for all states:

A. Select **Custom weight for all** from the drop-down list. The software closes the drop-down list, populates the field and displays the **Customize USA weights** button.

- B. Type the weight in the **Enter custom weight in lbs.** text box.
- C. Click the **Customize USA Weights** button. The software populates the state checkboxes and weights fields with the custom weight.

29. Click **Save**.




The software:

- Saves the information.
- Closes the **Jurisdiction States and Weights (JSAW)** tab.
- Displays the **Equipment Details** tab.

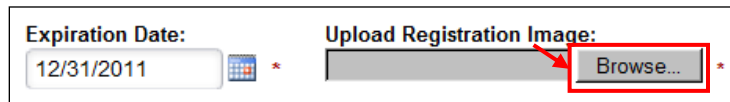
A screenshot of the 'Equipment Details' form. The form has a yellow warning box at the top with a warning icon and text: 'Add the equipment detail in the grey box and submit. The information will be validated against the state records if possible. Confirm and Save returned data if correct, otherwise Modify and Save. If we are unable to validate your equipment or if any of the state returned information is modified, you will be required to add the equipment expiration date and upload the equipment registration. To upload an image, complete and save the Jurisdiction State first before uploading the image. If you are unable to upload the image, the equipment cannot be submitted online. Please fax the registration image with your account number listed to (801) 352-3633.' Below the warning box, there are several input fields and buttons. The 'Travel Type' dropdown is set to 'Interstate'. The 'IRP' dropdown is set to '69454 IL'. The 'Equipment ID' text field contains '77'. The 'VIN' text field contains '1234567890'. There is a 'Validate' button to the right of the VIN field. The 'Make' text field contains 'FORD'. The 'Year' text field contains '1999'. The 'Plate' text field contains '1234'. There is a 'Temp Plate' checkbox which is unchecked. The 'Declared Wt.' text field contains '80000'. There is a 'Jurisdiction States' button to the right of the Declared Wt. field. The 'Expiration Date' text field contains '02/02/2012'. There is a calendar icon to the right of the Expiration Date field. The 'Upload Registration Image' section has a 'Browse...' button. Below the 'Browse...' button, there is a note: 'Valid file types: gif, jpg, jpeg, tif or bmp. File size < 2MB'. The 'NM Weight Distance Tax' text field is empty. The 'CA Number' text field contains '0000'. There is an 'Overweight Permit' button to the right of the CA Number field. The 'Truck Type Filter' dropdown is set to 'Select...'. The 'VRN Description' dropdown is set to 'Select...'. The 'Need A Transponder?' section has two radio buttons: 'Yes' (selected) and 'No'. The 'Equipment Hauls Hazmat' checkbox is checked. At the bottom of the form, there are 'Cancel' and 'Save' buttons.

30. **If the software did not verify the expiration date of the vehicle**, proceed with this Step. Otherwise, proceed to Step 34.

Tab to the **Expiration Date** field and type the expiration date in the field.

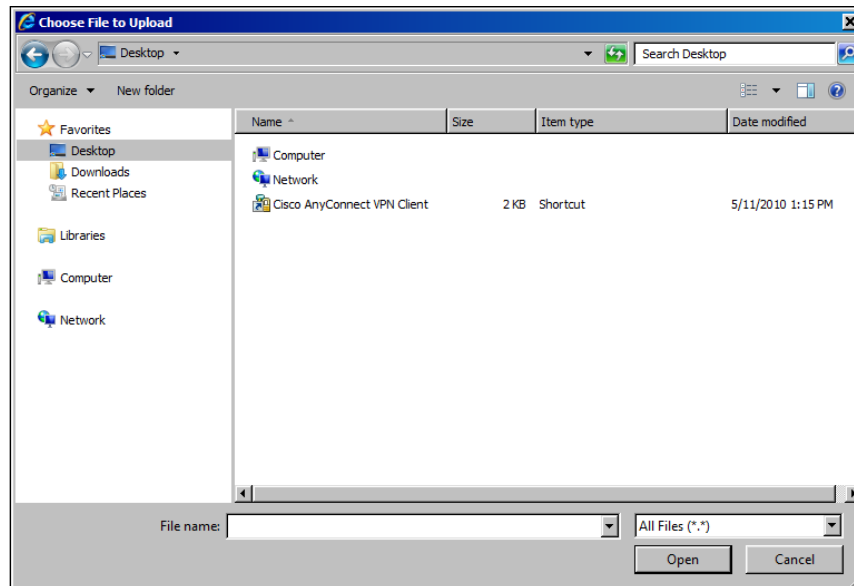
Note: Alternately, click  next to the date field and select the date from the drop-down calendar.

31. Tab to the **Upload Registration Image** field and click **Browse**.



Expiration Date: 12/31/2011 * Upload Registration Image: Browse... *

A separate **Choose File to Upload** dialog box appears.



32. Navigate to the location containing the image of the credential and click the image file to highlight it.

Note: Valid file types include: *.gif; *.jpg; *.jpeg; *.tif; and *.bmp. The file size of the image must be less than 2 megabytes (MB).

33. Click **Open**.

The software:

- Closes the **Choose File to Upload** dialog box.
- Uploads the image to the server.
- Populates the **Upload Registration Image** field with a link to the image.

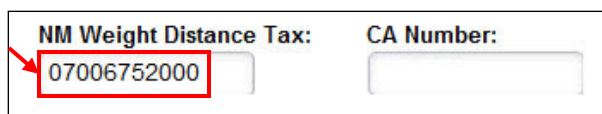


Expiration Date: 12/31/2011 * Upload Registration Image: [IL Req Cred](#) * Delete

Note: If the incorrect image name appears in the **Upload Registration Image** field, click the **Delete** button and repeat Steps 31 through 33 to upload the correct image.

34. **If this equipment includes a New Mexico WDT Permit** that did not populate the **NM Weight Distance Tax** field when the software validated the VIN, or if you have a New Mexico WDT permit to add to the equipment, proceed with this Step. Otherwise, proceed to Step 35.

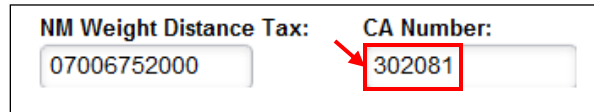
Tab to the **NM Weight Distance Tax** field and type the permit number in the field.



NM Weight Distance Tax: 07006752000 CA Number:

35. If this equipment includes a **California (CA) Number** that did not populate the **CA Number** field when the software validated the VIN, or if you have a CA Number permit to add to the equipment, proceed with this Step. Otherwise, proceed to Step 36.

Tab to the **CA Number:** field and type the number in the field



A screenshot of a form with two input fields. The first field is labeled "NM Weight Distance Tax:" and contains the value "07006752000". The second field is labeled "CA Number:" and contains the value "302081". A red box highlights the "CA Number:" field, and a red arrow points to the text "302081".

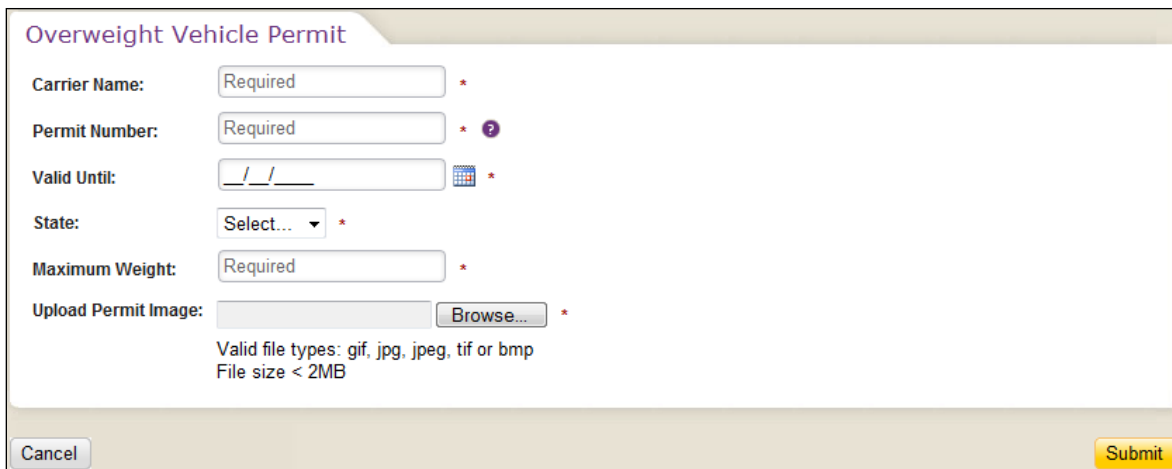
36. If this equipment travels through **Colorado, Kansas, or Utah**, proceed with this Step. Otherwise, proceed to Step 46.

Refer to the weight permit document and click **Overweight Permit**.



A screenshot of a form with two input fields. The first field is labeled "CA Number:" and contains the value "302081". The second field is a button labeled "Overweight Permit". A red box highlights the "Overweight Permit" button, and a red arrow points to it.

The **Overweight Vehicle Permit** tab appears.



A screenshot of the "Overweight Vehicle Permit" form. The form has a title bar "Overweight Vehicle Permit" and several input fields: "Carrier Name:" (Required), "Permit Number:" (Required), "Valid Until:" (calendar icon), "State:" (Select...), "Maximum Weight:" (Required), and "Upload Permit Image:" (Browse...). Below the "Upload Permit Image:" field, it says "Valid file types: gif, jpg, jpeg, tif or bmp" and "File size < 2MB". At the bottom, there are "Cancel" and "Submit" buttons.

37. Type the carrier name for the overweight permit in the **Carrier Name** field.



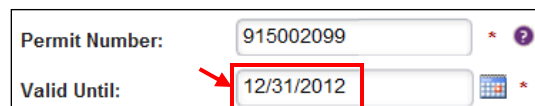
A screenshot of the "Overweight Vehicle Permit" form. The "Carrier Name:" field is highlighted with a red box and contains the value "LANE TRANSPORT COR". A red arrow points to the text "LANE TRANSPORT COR".

38. Tab to the **Permit Number** field and type the permit number in the field.




A screenshot of the "Overweight Vehicle Permit" form. The "Permit Number:" field is highlighted with a red box and contains the value "915002099". A red arrow points to the text "915002099".

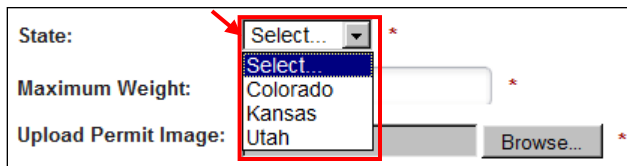
39. Tab to the **Valid Until** field and type the expiration date of the permit in the field.



A screenshot of the "Overweight Vehicle Permit" form. The "Valid Until:" field is highlighted with a red box and contains the value "12/31/2012". A red arrow points to the text "12/31/2012".

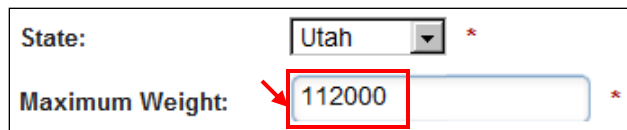
Note: Alternately, click  next to the date field and select the date from the drop-down calendar.

40. Tab to the **State** field. Click the **down arrow** in the field and select the state that issued the permit from the drop-down list.



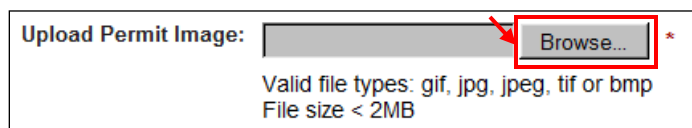
A screenshot of a form with three fields: "State:", "Maximum Weight:", and "Upload Permit Image:". The "State:" field is a dropdown menu with a red box around it and a red arrow pointing to the down arrow. The dropdown menu is open, showing "Select..." at the top, followed by "Colorado", "Kansas", and "Utah". The "Maximum Weight:" field is a text input with a red box around it. The "Upload Permit Image:" field is a text input with a "Browse..." button to its right, also with a red box around it.

41. Tab to the **Maximum Weight** field and type the maximum weight stated on the permit in the field.



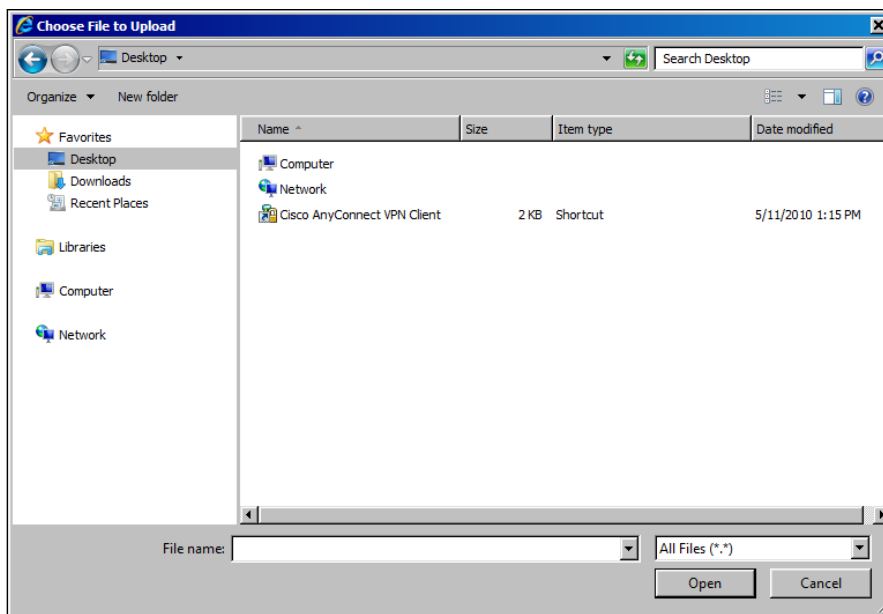
A screenshot of the form showing the "State:" dropdown menu set to "Utah" and the "Maximum Weight:" text input field containing the number "112000". A red box highlights the "112000" and a red arrow points to it.

42. In the **Upload Permit Image** field, click **Browse**.



A screenshot of the "Upload Permit Image:" field. A red box highlights the "Browse..." button, and a red arrow points to it. Below the field, the text "Valid file types: gif, jpg, jpeg, tif or bmp" and "File size < 2MB" is displayed.

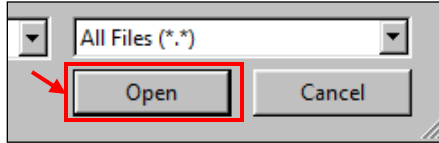
A separate **Choose File to Upload** dialog box appears.



43. Navigate to the folder containing the image (in *.jpg format) of the credential and click the image to highlight it.

Note: Valid file types include: *.gif; *.jpg; *.jpeg; *.tif; and *.bmp. The file size of the image must be less than 2 megabytes (MB).

44. Click **Open**.



The software:

- Closes the **Choose File to Upload** dialog box.
- Uploads the image to the server.
- Populates the **Upload Permit Image** field with a link to the image.

Maximum Weight: 112000 *

Upload Permit Image: [UT Overwght Permit](#) *

Delete

Note: If the incorrect image name appears in the **Upload Permit Image** field, click the **Delete** button and repeat Steps 42 through 44 to upload the correct image.

45. Click **Submit**.

Upload Permit Image: [COPermit](#) *

Delete

Cancel

Submit

The software:

- Saves the information.

Note: If you typed a weight greater than the weight allowed in the selected state, the software displays an error message.

Overweight Vehicle Permit

Required Fields:

- Max Weight exceeds limit of 129000 lbs. for Utah

- Type the correct weight, within the weight limit for the state, in the **Maximum Weight** field and click the **Submit** button.
- Closes the **Overweight Vehicle Permit** tab.
- Displays the **Equipment Details** tab.
- Adds the **Overweight Vehicle Permit** grid to the tab.

Need A Transponder?

Yes No

Overweight Permits:

Edit	Delete	State	Permit Number	Weight	Valid Until
Edit		UT	915002099	112000	12/31/2012

Equipment Hauls Hazmat:

46. When the account has the PrePass Plus service, the **Truck Type** and **VRN Description** fields appears on the **Equipment Details** tab. To identify the truck type for this equipment, proceed with this Step. Otherwise, proceed to Step 47.

Click the **down arrow** in the **Truck Type** field and select the appropriate truck type from the drop-down list.

Truck Type: Select...
VRN Description: Select...

Tractor Trailer Combination
Trucks
Tractor /Mobile Home Combination
Auto Transporter
Tandem Trailer Combination

47. Click the **down arrow** in the **VRN Description** field and select the appropriate vehicle registration description from the drop-down list.

Truck Type: Tractor Trailer Combination
VRN Description: Select...
Need A Transponder? Yes No
Edit Delete State UT
Equipment Hauls Hazmat:

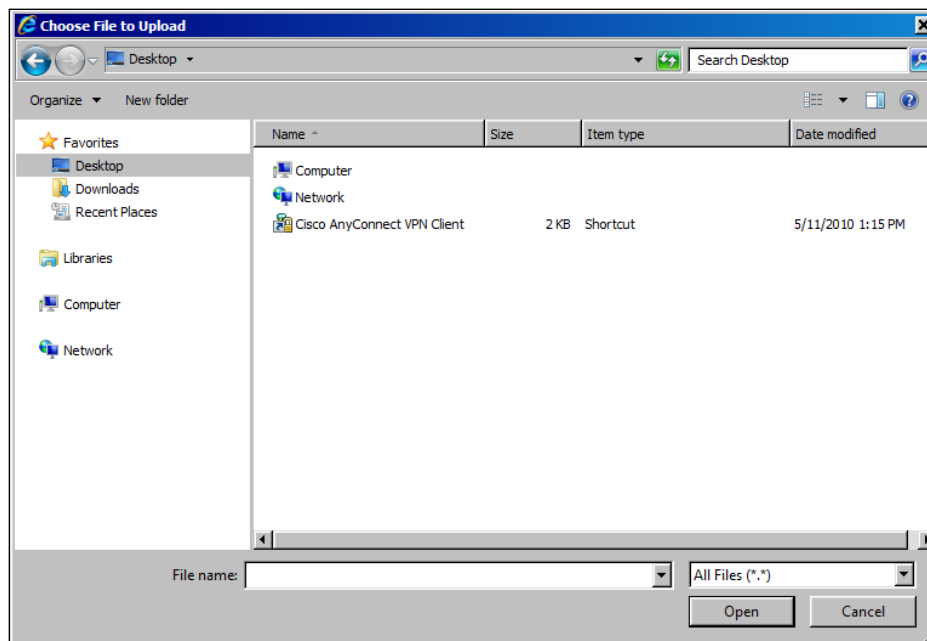
719 - 3 AXLES (TRAILER LESS THAN OR EQUAL TO 48 ft)
783 - 3 AXLES (TRAILER OVER 48 ft BUT LESS THAN OR EQUAL TO 53 ft)
723 - 4 AXLES (TRAILER LESS THAN OR EQUAL TO 48 ft)
787 - 4 AXLES (TRAILER OVER 48 ft BUT LESS THAN OR EQUAL TO 53 ft)
727 - 5 AXLES (TRAILER LESS THAN OR EQUAL TO 48 ft)
791 - 5 AXLES (TRAILER OVER 48 ft BUT LESS THAN OR EQUAL TO 53 ft)
731 - 6 AXLES (TRAILER LESS THAN OR EQUAL TO 48 ft)
795 - 6 AXLES (TRAILER OVER 48 ft BUT LESS THAN OR EQUAL TO 53 ft)
735 - 7 AXLES (TRAILER LESS THAN OR EQUAL TO 48 ft)
799 - 7 AXLES (TRAILER OVER 48 ft BUT LESS THAN OR EQUAL TO 53 ft)

48. When the equipment is identified with a travel type of Intrastate in the state of Colorado, the **Upload Colorado Insurance Image** field appears. To upload an image of the Colorado Insurance Card, proceed with this Step. Otherwise, proceed to Step 51.

Click **Browse**.

Upload Colorado Insurance Image: Browse...
Valid file types: gif, jpg, jpeg, tif or bmp
File size < 2MB
Need A Transponder? Yes No

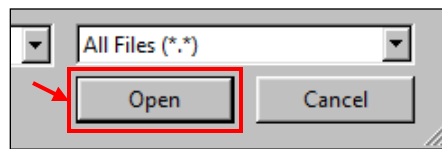
A separate **Choose File to Upload** dialog box appears.



49. Navigate to the folder containing the image of the credential and click the image to highlight it.

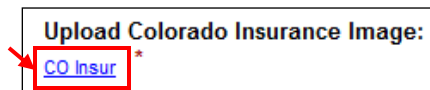
Note: Valid file types include: *.gif; *.jpg; *.jpeg; *.tif; and *.bmp. The file size of the image must be less than 2 megabytes (MB).

50. Click **Open**.



The software:

- Closes the **Choose File to Upload** dialog box.
- Uploads the image to the server.
- Populates the **Upload Colorado Insurance Image** field with a link to the image.



51. Tab to the **Need a Transponder?** field.

If the customer needs a transponder (device), select the **Yes** radio button if it is not already selected. The software will create a transponder device order and the customer will be sent a transponder. Proceed to Step 55.

If the customer does not need a transponder, select the **No** radio button. Proceed to Step 52.

52. By selecting the **No** radio button in Step 51, the software displays the **Transponder ID** and **Transponder Issued By** fields.

53. Tab to the **Transponder Id** field and type the identification code from your current transponder in the field.

54. Click the **down arrow** in the **Transponder Issued By** field and select the issuer of the transponder (device) from the drop-down list.

55. If the equipment hauls hazardous material, select the **Equipment Hauls Hazmat** checkbox.

56. Click **Save**.

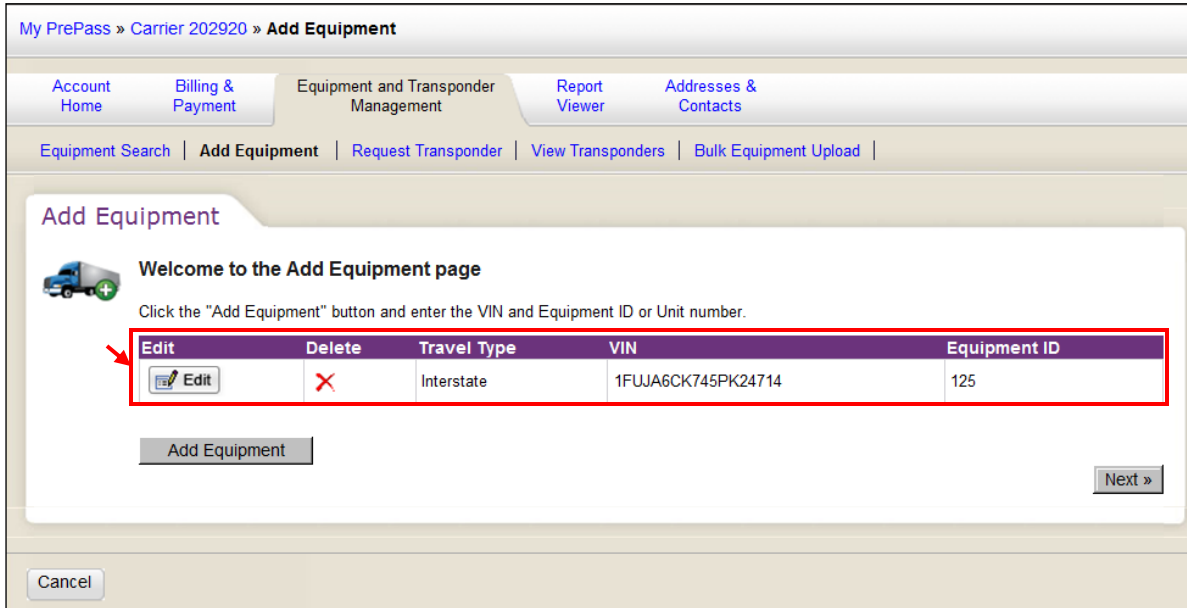


Equipment Hauls Hazmat:

Cancel → Save

The software validates the fields on the tab.

- If no problems are found, the software displays the **Equipment Detail** tab with a grid row for the added equipment.



My PrePass » Carrier 202920 » Add Equipment



Account Home | Billing & Payment | Equipment and Transponder Management | Report Viewer | Addresses & Contacts

Equipment Search | Add Equipment | Request Transponder | View Transponders | Bulk Equipment Upload |

Add Equipment

Welcome to the Add Equipment page

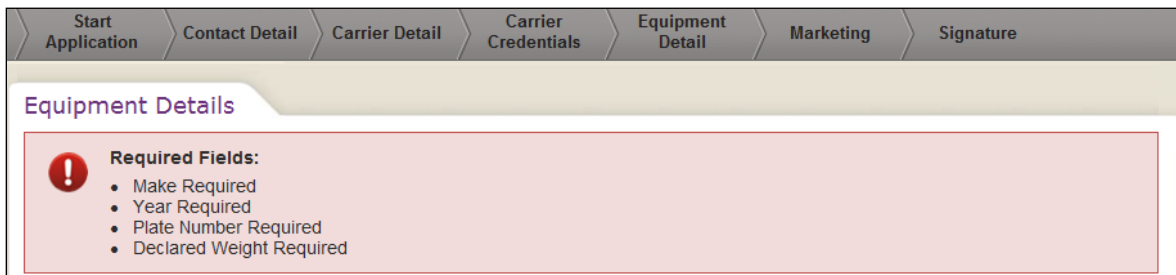
Click the "Add Equipment" button and enter the VIN and Equipment ID or Unit number.

Edit	Delete	Travel Type	VIN	Equipment ID
		Interstate	1FUJA6CK745PK24714	125

Add Equipment Next »


Cancel

- If problems are found, the software displays an error message.



Start Application | Contact Detail | Carrier Detail | Carrier Credentials | Equipment Detail | Marketing | Signature

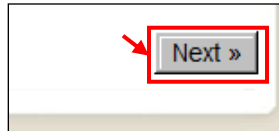
Equipment Details

 **Required Fields:**

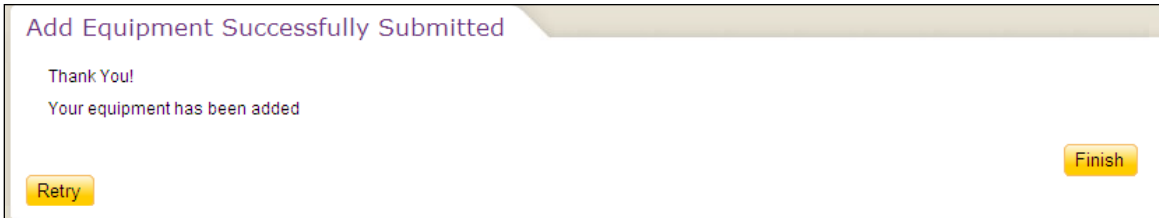
- Make Required
- Year Required
- Plate Number Required
- Declared Weight Required

- Correct the problems found and repeat Step 56.

57. Click **Next**.



The **Add Equipment Confirmation** tab appears.



58. Click **Finish** to return to the **Dashboard Equipment and Transponder Management** tab.

59. Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.