

## Processing MULTI TRIP INTERSTATE Permit using a Credit Card

The following instructions are provided for those customers that want to purchase the Multi Trip Interstate Permit using a Credit Card rather than visiting the office in Dover or using the mail in method. In order to use this process customer must have an OVERSIZE OVERWEIGHT (OSOW) PERMIT SYSTEM online account.

**For Customers with an established Fund Account**, i.e. Customer that already have a DelDOT OSOW Permit System login: Proceed to **STEP 2**

**All others:**

**STEP 1:** Fill out the **FUND ACCOUNT APPLICATION for INTERSTATE PERMIT PURCHASE (HP Form 3)** and either email to haulpermit@state.de.us or fax to 302-739-7808.

When application has been processed by the Hauling Permit Section a Username and initial Password will be forwarded to the individual identified as Company Point of Contact (POC). The POC can then login to the OSOW Permit System and proceed to **STEP 2**.

**STEP 2:** On the Main screen 'click' on the [Transactions](#) link. The **Transactions** screen will display like:

Search Criteria	Actions
Transaction Number <input type="text"/>	<input type="button" value="Create New"/>
Permit Number <input type="text"/>	<input type="button" value="Search"/>
Transaction Type <input type="text" value="v"/>	<input type="button" value="Clear Search"/>
Remittance Id <input type="text"/>	

'Click' on the **Create New** function button under the **Actions** column. A **Create New Transaction** screen will display like:

Transaction Type <input type="text" value="v"/>	Account Number <input type="text" value="12243"/>	Amount <input type="text"/>
<input type="button" value="Back"/>		<input type="button" value="Submit"/>

Using the Transaction Type dropdown box select **1 - DEPOSIT- CARD** or **2 - DEPOSIT ELECTRONIC CHECK** as applicable.

When the Transaction Type is selected a new **Create New Transaction** screen appears with data fields required to complete based on type of transaction is to be accomplished.

Transaction Type: 1 - DEPOSIT - CARD    Account Number: 12243    Amount:

Credit Card Type:     Cardholder Name (as it appears on card):

Card Number:     CVN (what is this?):

Card Expiration Date: 01 - January    2010

**Billing Address**

Address:     City:

State: Please select a state    Zip/Postal Code:

  

Complete the data fields with information applicable with the **Credit Card** or **Electronic Check** you are using.

When you verify information is correct 'click' the **Submit** button and a screen similar to this will display:

Company Name: TEST PRIVATE COMPANY  
Account Number: 12243  
Amount: \$100.00  
Transaction Type: DEPOSIT - CARD

Credit Card Type: VISA    Card Holder Name: John Doe  
Card Number: \*\*\*\*\_\*\*\*\*\_\*\*\*\*\_1111    CVN: 123  
Card Expiration Date: 01/2012    Billing Address: 123 Main St, Anytown, DE 19804

  

If an error occurs with your entries an error message similar to this will appear on top of the Create New Transaction box:

The following error(s) occurred:  
**Card expired.**  
**Your credit card was not charged.**  
**Please contact your bank for further information.**

Correct the applicable data field or contact the card issuer and resubmit transaction.

When you are ready to complete the transaction 'click' the **Submit** button and a receipt screen will appear.

**The deposit via Credit Card was successful.  
Please print this receipt for your records.**

Transaction Number	338406	Transaction Date	04/05/2010 03:47	Account Number	12243
Amount	\$100.00	Payment Method	VISA 1111	Bill To	John Doe 123 Main St Anytown, DE 19804

[Back to OSOW Hauling Permit Application](#)

On this screen you are given a **ONE TIME OPPORTUNITY** to print a receipt of the transaction.

You now have a balance in your Fund Account. Amount should be in multiples of \$150 depending on the number of permits you want.

**STEP 3:** Fill out the **MULTI TRIP INTERSTATE PERMIT REQUEST for ONLINE CUSTOMERS (HP Form 4)** and either email to [haulpermit@state.de.us](mailto:haulpermit@state.de.us) or fax to 302-739-7808.

You will be notified when the permit has been processed and mailed.

While you are waiting for the Multi-Trip Interstate Permit to arrive by mail you can use your online DeIDOT OVERSIZE OVERWEIGHT (OSOW) PERMIT SYSTEM to process Single Trip Interstate Permits. Follow the instructions - HOW TO PROCESS LOAD CODE 9 SINGLE TRIP PERMITS located after the forms listed below.

If you need further assistance please contact the DeIDOT Hauling Permit Section at (302) 744-2700, fax (302) 739-7808 or email at [haulpermit@state.de.us](mailto:haulpermit@state.de.us)



**STATE OF DELAWARE  
OVERSIZE OVERWEIGHT PERMIT SYSTEM  
FUND ACCOUNT APPLICATION  
for  
INTERSTATE PERMIT PURCHASE**

Please Type or Print Legibly

NAME OF COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

USDOT or FEIN: \_\_\_\_\_

COMPANY POINT OF CONTACT (POC) - First and Last Name: \_\_\_\_\_

Purpose: This form is used to create an online account to process Interstate Hauling Permits.

Return completed form to the Hauling Permit Office at fax (302) 739-7808 or email [haulpermit@state.de.us](mailto:haulpermit@state.de.us)



**STATE OF DELAWARE  
OVERSIZE OVERWEIGHT PERMIT SYSTEM  
MULTI TRIP INTERSTATE PERMIT REQUEST  
for  
CUSTOMERS WITH AN ONLINE FUND ACCOUNT**

Please Type or Print Legibly

NAME OF COMPANY: \_\_\_\_\_

5 Digit CUSTOMER CODE: \_\_\_\_\_

My fax number: \_\_\_\_\_

I verify there are sufficient funds in my Fund Account to purchase permit(s).

Request \_\_\_\_\_ Mult Trip Interstate Permit(s) be purchased from my Fund Account.  
Qty

Request permit(s) Start Date to be: \_\_\_\_\_

Purpose: This form is used to request Multi-Trip Interstate Hauling Permits.

Return completed form to the Hauling Permit Office at fax (302) 739-7808 or email [haulpermit@state.de.us](mailto:haulpermit@state.de.us)

## HOW TO PROCESS LOAD CODE 9 SINGLE TRIP PERMITS

1. Go to web site [www.osow.deldot.gov](http://www.osow.deldot.gov)
2. Enter your **Username** and **Password** in the OOPS User Login box

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Before you proceed there are 2 methods you need to consider when using a credit card (CC) to pay for the permits:  
(NOTE - The DelDOT OS/OW Permit System does not maintain CC information)

- a. Permits may be purchased as you go. You will have to enter your CC information each time.
- b. (Recommended) Deposit funds to your Fund Account and purchase permits from your Fund Account using the PURCHASE BY FUND Payment Type transaction. For deposit instructions refer to the online User Guide paragraph 14.3 Electronically deposit funds into Fund Account using Credit Card or ACH (Automated Clearing House) network.

3. On the **Main** screen 'click' on the [Permits](#) link under the **TOOLS** groups of links

The screenshot shows a web interface with a left-hand navigation menu under the heading 'Main'. The menu items are: TOOLS, Main, Auto Permit Search, Permits (highlighted in red), Company Info, Account Info, Users, Transactions, Change Password, Update Email, and Reports. The main content area on the right displays the text 'Permits for ABC TRUCKING COMPANY'.

4. A **Permits** screen will display. Under the **Actions** column (on right side of screen) 'click' on **Create New**

The screenshot shows the 'Permits' screen. On the left is a navigation menu with 'Permits' selected. The main area is divided into two columns: 'Search Criteria' and 'Actions'. The 'Search Criteria' column contains three input fields: 'Permit Number' (text box), 'Status' (dropdown menu), and 'Load Code' (dropdown menu). The 'Actions' column contains three buttons: 'Create New', 'Search', and 'Clear Search'.

5. A **Create New Permit** screen will display. Using the Load Code dropdown box select **9 – SINGLE TRIP IS**. Leave Power Unit Axles and Trailer Axles data fields blank. 'Click' on the Next function button.

**Create New Permit**

**TOOLS**

- Main
- Auto Permit Search
- Permits
- Company Info
- Account Info
- Users
- Transactions
- Change Password
- Update Email
- Reports

**INFORMATION**

- Online Help
- FAQ
- User Guide
- DeIDOT Policy Manual
- News
- Common Errors
- Holiday Restrictions
- Permanent Route

Customer Code	003T2	
Load Code		<input type="text" value="▼"/>
Power Unit Axles		
Trailer Axles		

- 1-SIZE
- 2-WEIGHT
- 3-SUPER LOAD
- 4-MNFD HOME
- 5-SEALED CONTAINER
- 6-SHIP
- 7-POLE
- 8-ANNUAL
- 9-SINGLE TRIP IS
- 11-CRANE
- 12-MULTI-TRIP TWIN TRL

6. A **Create Permit: Load Code 9** screen will display

**Create Permit: Load Code 9**

**TOOLS**

- Main
- Auto Permit Search
- Permits
- Company Info
- Account Info
- Users
- Transactions
- Change Password
- Update Email
- Reports

**INFORMATION**

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- Restrictions
- Temporary Route
- Restrictions

Start Date	07/14/2011	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-

Load Code	9
Load Desc	Single Trip Interstate

Number of Copies

Comments

Payment Type

**6.1** Using the calendar next to the Start Date data field select the date you wish to start permit. **NOTE:** If you select a Saturday or Sunday the Effective Date of the Permit will go to the next business day (Hauling permits are only good Monday thru Friday).

6.2 Next select the number of permits you want in the **Number of Copies** data field.

6.3 Next select how you want to pay for the permit(s) by making a selection from the **Payment Type** dropdown box.

Start Date	<input type="text" value="07/14/2011"/>	USDOT/FEIN	24-457899	Customer Code	003T2
Name	ABC TRUCKING COMPANY	Address	123 MAIN ST	City	SEAFORD
State	DE	Zip	19973	Phone	(302)555-56
Load Code		9			
Load Desc		Single Trip Interstate			
Number of Copies	<input type="text" value="1"/>				
Comments	<input type="text"/>				
Payment Type	<input type="text" value="PURCHASE BY FUND"/>				
		<input type="text" value="PURCHASE BY CREDIT CARD"/>			
		<input type="text" value="PURCHASE BY ELECTRONIC CHECK"/>			
		<input type="text" value="PURCHASE BY FUND"/>			

6.4 If you have sufficient funds to cover cost of permit(s) in your Fund Account 'click' the **Continue** function button and a **Confirm Permit: Load Code 9** screen will display.

Confirm Permit: Load Code 9

- TOOLS**
- Main
- Auto Permit Search
- Permits
- Company Info
- Account Info
- Users
- Transactions
- Change Password
- Update Email
- Reports

- INFORMATION**
- Online Help
- FAQ

Customer Name	ABC TRUCKING COMPANY
Number of Copies to be Purchased	1
Total Charge	\$1.00
Payment Type	PURCHASE BY FUND
<input type="button" value="Back"/>	
<input type="button" value="Purchase"/>	

**6.5** 'Click' on the **Purchase** function button and a **Successful Purchase** screen will display.

#### Successful Purchase

##### TOOLS

Main  
Auto Permit Search  
Permits  
Company Info  
Account Info  
Users  
Transactions  
Change Password  
Update Email  
Reports

##### INFORMATION

Online Help

The purchase was successful.

Permit Number	Customer Name	Effective Date	Total Fee	Status
003T2110714002	ABC TRUCKING COMPANY	07/14/2011	\$1.00	VALIDATED

Permit Search Print New Permit

**6.6** You can now 'click' the **Print** function button to print permit(s). The Adobe reader will launch and print the permit to your computer screen. You can now send print order to your printed using the printer icon.

Purpose: Provide the online customer with instructions to process Single-Trip Interstate Hauling Permits.