



Permitting & Registration for International Registration Plan & Oversize/Overweight (PRIO) Guide for O/O

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1. Accessing PRIO

1.1 Important Information

Please review the following information before you begin your O/O application:

- O/O digital permit products are final sale. Before proceeding to pay for your permit, review the permit draft to ensure you are requesting the correct permit.
- For auto-issued Single Trip Permits, date amendments and content changes are not permitted.
- Your internet browser must have pop-up windows enabled to use this PRIO program. At the login screen, a check will be done to ensure the pop-up (window) blocker is disabled.
- The set-up of your User ID determines the screens you will see.
- You need to submit a paper application to apply or renew certificates, project permits, SVC (special vehicle configuration) permits, and any other type of oversize/overweight permit product not accessible online.
- Announcements relating to the PRIO program may be seen at the top of the PRIO program login page.
- With the account number filled in, leave the legal name field blank.

If you see an error message or a problem at the PRIO-Enterprise Level or IRP level, take a screen shot by clicking on the screen capture button at the top right corner of the screen before sending an e-mail to the MTO office:



1.2 First Time Login

1. To login in:

Go to:

<https://www.prio.mto.gov.on.ca/ONEnterprise/Login.aspx>

2. On the **PRIO Sign On** web page, enter your User ID and your temporary Password.



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3. Click **Sign On**.

or

Click **Français** to view the login screen in French.

Ontario

Permitting and Registration for International Registration Plan and Oversize/Overweight

User ID

Password

Sign On

[Fee Estimator](#) [Forgot Password?](#)

Microsoft Edge: 95 ✓
PopUp blocker is disabled. ✓

[English](#) | [Français](#)

You can now apply for your Annual Permit Online 24/7, 365 days per year at your convenience!

To become a PRIO user and apply directly online to receive your Annual Permit by e-mail, please contact the Oversize/Overweight Permit Office at oo.permits.review@ontario.ca and request the PRIO online User Account application Form. Once you've completed the application form, return the form to the O/O Permit Office at oo.permits.review@ontario.ca to obtain a user ID.

For International Registration Plan (IRP) inquires please contact the IRP office at irp@ontario.ca. All online PRIO users (IRP) (O/O) must complete the user application form and return the completed form to the applicable permitting office to access the online service.

Refer to the MTO website for more information:
<http://www.mto.gov.on.ca/english/trucks/index.shtml>



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4. On the **User Management - Password Reset** screen:

- Enter and confirm the new password.
- Select a secret question from the drop-down menu and then enter an answer to that question.

Note: Fields marked with a red asterisk * are mandatory.

User - Reset Password

Reset Password

User ID (required) User Name

sarahg SARAH G

New Password (required) Confirm Password (required) Last Updated User ID

| SARAHG

Last Updated Timestamp User Status

12/10/2021 01:51:00 PM ACTIVE

[Continue](#) [Clear Forms](#) [Exit](#) ?

5. Click **Proceed** to complete the password change.

or click **Quit** to return to the **PRIO Log On** screen.

Old Password (required) New Password (required) Confirm Password (required)

Secret Question (required) Secret Answer (required)

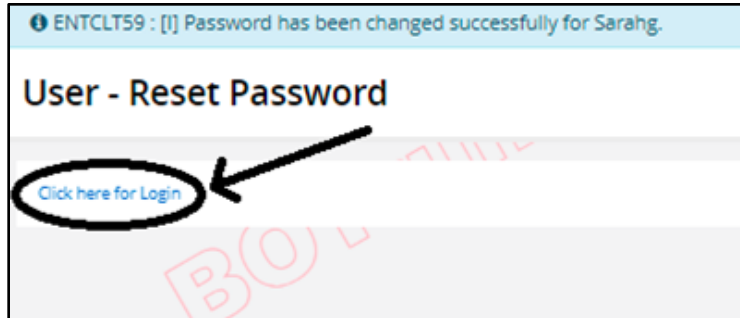
Mother Maiden Name
Favorite Pet Name
Best Friend Name
Spouse Middle Name

[Continue](#) [Clear Forms](#) [Exit](#) ?



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- An **Information Message [I]** confirms the password change. Click the link **Click here for Login** to start PRIO.



1.3 Regular Login

o to

<https://www.prio.mto.gov.on.ca/ONEnterprise/Login.aspx>

- On the **PRIO Sign On** web page, enter your **User ID** and **Password**.



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3. Select **Sign On**.

or select **Français** to view the login screen in French.

Ontario

Permitting and Registration for International Registration Plan and Oversize/Overweight

User ID

Password

Sign On

[Fee Estimator](#) [Forgot Password?](#)

Microsoft Edge: 95 ✓
PopUp blocker is disabled. ✓

[English](#) | [Français](#)

You can now apply for your Annual Permit Online 24/7, 365 days per year at your convenience!
To become a PRIO user and apply directly online to receive your Annual Permit by e-mail, please contact the Oversize/Overweight Permit Office at oo.permits.review@ontario.ca and request the PRIO online User Account application Form. Once you've completed the application form, return the form to the O/O Permit Office at oo.permits.review@ontario.ca to obtain a user ID.
For International Registration Plan (IRP) inquiries please contact the IRP office at irp@ontario.ca. All online PRIO users (IRP) (O/O) must complete the user application form and return the completed form to the applicable permitting office to access the online service.
Refer to the MTO website for more information:
<http://www.mto.gov.on.ca/english/trucks/index.shtml>

4. **Disclaimer screen** appears. Read the disclaimer agreement.

OR select **I Disagree** then click **Exit** to log off.



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DISCLAIMER

Ontario International Registration Plan (IRP) and/or Oversize/Overweight (O/O) Electronic Filing Agreement

This agreement by and between the Ontario Ministry of Transportation and the Motor Carrier, as follows:

WHEREAS, the Motor Carrier desires to file with IRP and/or O/O certain applications, renewals or returns by electronic means in substitution for conventional paper forms provided or approved by IRP and/or O/O, and the Motor Carrier further desires that such electronic filings shall be as valid as, and have the full force and effect of, a properly completed and filed conventional application, renewal or return;

NOW THEREFORE the parties agree as follows:

1. Ontario Ministry of Transportation authorizes the Motor Carrier to file IRP renewals, supplements or other documents to be filed with the IRP as well as renewals, returns and/or other documents to be filed with O/O by means of electronic transmission. The Motor Carrier's electronic transmission of such reports or returns must be made in a manner compatible with the IRP / O/O software, equipment and facilities.
2. The electronic filing of an application, return or other document shall be deemed to be a declaration by the Motor Carrier and each person who is an authorized representative for the Motor Carrier that such application, return or document is verified as correct and is electronically signed by each of them, with the understanding that a false statement is an offence punishable under the law.
3. If any person acting as a representative for a Motor Carrier leaves the employment of the Motor Carrier or becomes no longer authorized to submit applications or returns for the Motor Carrier, the Motor Carrier and/or such person shall immediately notify IRP and/or O/O in writing of such fact so that their right to file electronically will be terminated. No person who is or may be liable for any fees, tax, penalty or interest shall be relieved of such liability with respect to any application or return filed or required to be filed prior to the Ontario Ministry of Transportation having had a reasonable opportunity to update its records after actual receipt by IRP and/or O/O of the written notice herein required.
4. New or additional authorized representatives may be added.
5. Ontario Ministry of Transportation may cancel this agreement immediately for just cause.

By completing the log-on process you are acknowledging and consenting to the above terms.

I Agree I Disagree



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1.4 Forgot Password

1. To login in:

Go to

<https://www.prio.mto.gov.on.ca/ONEnterprise/Login.aspx>

2. If you have forgotten your password, on the **PRIO Sign On** screen, select **Forgot Password?**

(or select **Français** to view the login screen in French)

Forgot Password screen appears.

The screenshot shows the Ontario PRIO Sign On interface. At the top, it says "Ontario" with the logo. Below that is the title "Permitting and Registration for International Registration Plan and Oversize/Overweight". There are two input fields: "User ID" and "Password". A blue "Sign On" button is below the fields. Underneath the button, there are two links: "Fee Estimator" and "Forgot Password?". The "Forgot Password?" link is circled in black. Below the links, there are status indicators: "Microsoft Edge: 95 ✓" and "PopUp blocker is disabled. ✓". At the bottom, there are language options "English | Français".



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3. On the **Forgot Password screen**, enter:

- User ID
- Secret Question category (select from the drop-down list)
- secret question answer
- your email address

and click **Continue** to proceed to the **Reset Password screen**, then go to step 5.

If you do not know your secret question or its answer, then go to next step.

Forgot Password -

User ID (required) Secret Question Secret Answer

OR

Contact Email Confirm Email

Continue Clear Forms Exit ?

4. If you cannot remember the secret question or its answer, send an e-mail to oo.permits.review@ontario.ca with the following information:

- Your User ID
- Name and the account number your User ID is associated with or linked to
- If you do not know the PRIO account number, provide the CVOR or NSC number
- The reason or purpose of your request.



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5. On the **Reset Password screen**, enter
- New password in the **New Password field**
 - Repeat in **Confirm Password field**

and click **Continue**.

Password requirements are listed in blue at the top of the screen.

ENTUSER46 : [!] Your new password must adhere to the following rules:

- Password should be a minimum of 8 characters and at most 10 characters in length.
- Password must have 1 capital letter and 1 numeric and one lower case.
- Passwords will expire every 30 days for Internal users and 90 days for external users.
- Password cannot be reused within 12 password changes.

User - Reset Password

Reset Password

User ID (required) sarahg	User Name SARAH G	
New Password (required) 	Confirm Password (required) 	Last Updated User ID SARAHG
Last Updated Timestamp 12/10/2021 01:51:00 PM	User Status ACTIVE	

[Continue](#) [Clear Forms](#) [Exit](#) ?

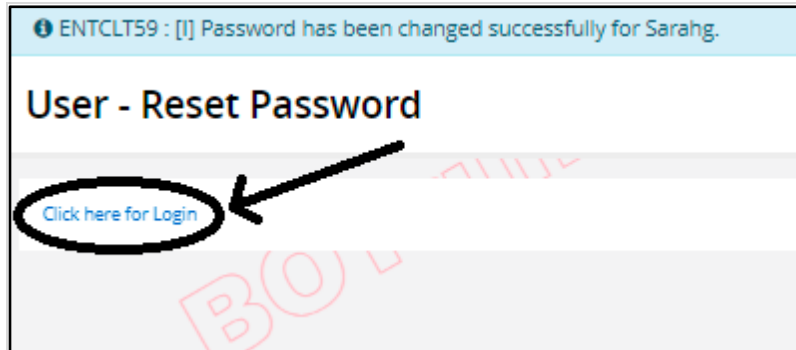


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6. **Reset Password confirmation screen** appears with **Login link**.

Click **Login link** to continue and **PRIO Sign On screen** reappears.

Repeat login process from step 1.3 above.





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2. PRIO - Enterprise Menu

After you log in, at the left-hand side is a list of menu options to navigate at this Enterprise level or module.

A menu item is blue when active:

- When a label is selected, it is highlighted in blue
- The contents of that section are displayed on the right-hand side.

The screenshot shows the PRIO - Enterprise Client Dashboard. On the left, a navigation menu is visible with 'Client Dashboard' highlighted in blue. The main content area displays the 'Client Summary' for 'TEST COMPANY SIX'. The account number is 54255, and the client status is 'ACTIVE'. The dashboard also shows a table for 'Pending Transactions' which is currently empty, and 'IRP Quick Links' for adding a vehicle and reprinting an invoice.

Client Summary

TEST COMPANY SIX

Account No.: 54255
Operating As: -
BN: -
RIN/CVOR: -
RIN Type: -
NSC Number: BC122746378
Exemption Code: N
Carrier Type: -
Registrant Type: -
Enterprise System Credit: \$0.00
Last Updated User ID: ALISONSANDBOX

Client Status: ACTIVE
Email: SARAH.GALE@ONTARIO.CA
Phone No.: -
Ext.: -
Cell Phone No.: -
Fax: -
IRP Escrow: -
Last Updated On: 04/11/2021 12:17:05 PM

Physical Address | Mailing Address

777 PACIFIC BLVD
VANCOUVER, BC, V6B4Y8
Last Updated On: 04/11/2021 12:17:05 PM
Last Updated User ID: ALISONSANDBOX

Pending Transactions

RESUME SERVICE	FLEET TYPE	ACCOUNT NO.	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
No data available in table								

First Previous Next Last

IRP Quick Links

- Add Vehicle
- Reprint Invoice

Comments

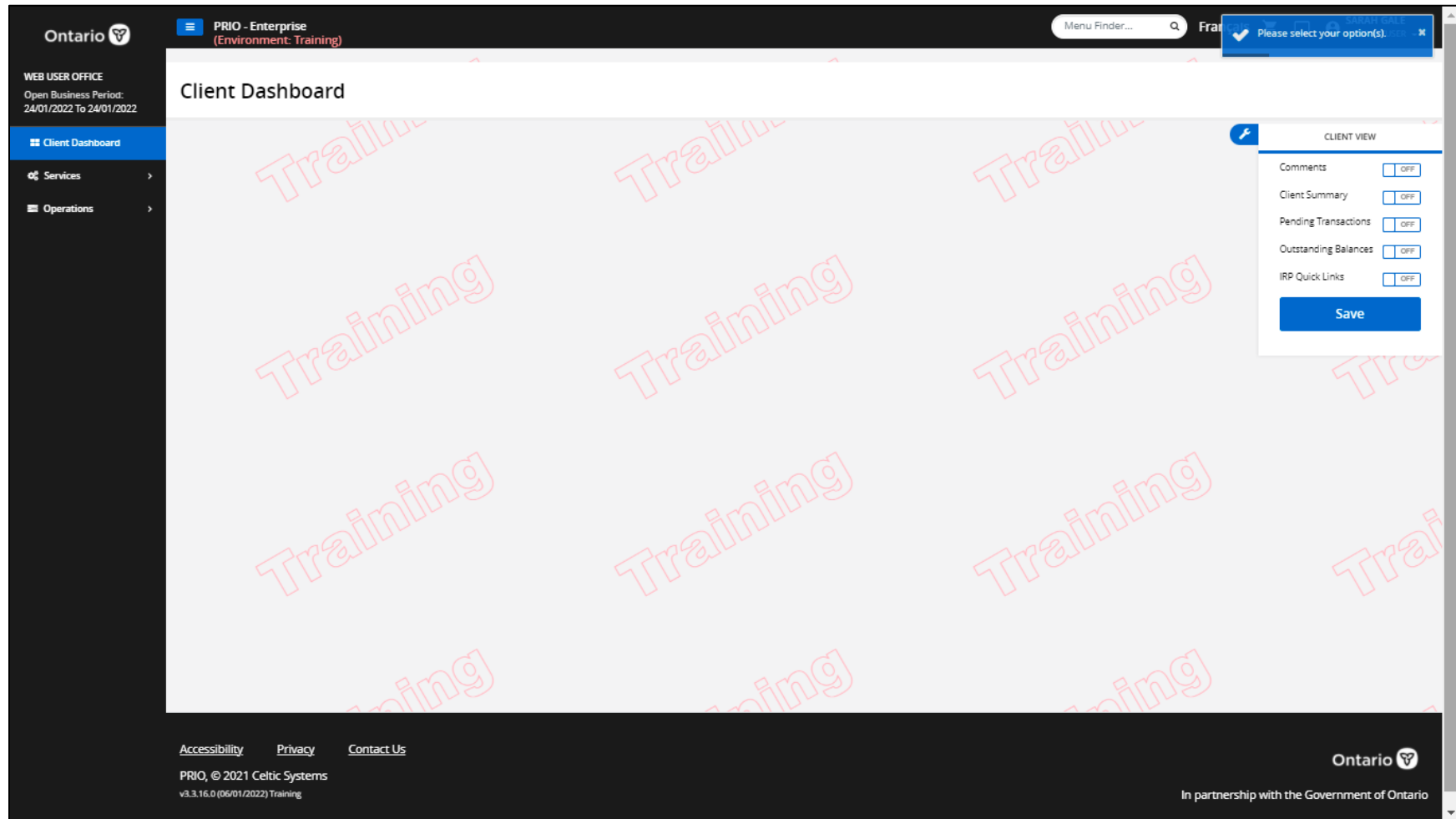
No data available in table



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2.1 Client Dashboard - Initial View

1. The **Client Dashboard** appears and may be empty, or it may display your account information. If empty, proceed to section 2.3 to use **Wrench Menu** to turn on your options.
 - Service Providers will see the **Search Client** screen instead.



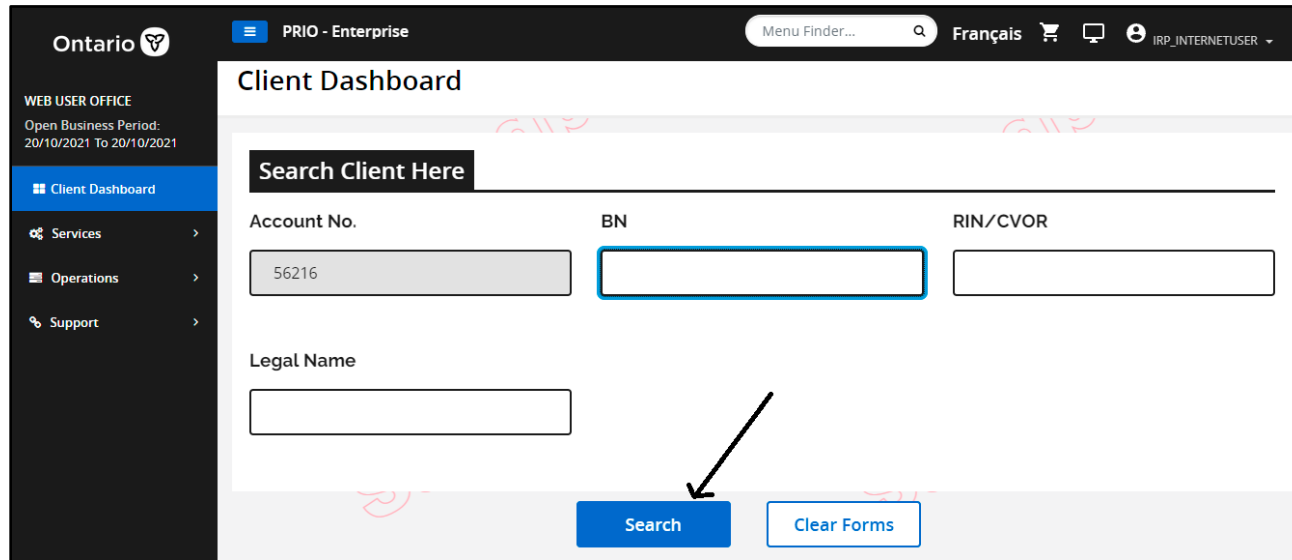


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2.2 Client Dashboard for Service Providers

For Service Providers only, the **Client Search screen** appears instead of the usual **Client Dashboard** as the first screen in a PRIO session. Service Providers must first use this screen to search a list of clients added / linked to the PRIO account:

1. To see the complete list of clients, leave all the fields blank on the **Client Dashboard** and click **Search**.
 - To narrow the search, enter information into the search fields.



2. Scroll down below the **Search** button to see the list of PRIO account numbers associated with your Service Provider account. Click **account number** to see client details. **Client Dashboard** reappears showing client details (use **Wrench menu** to turn on options if necessary).





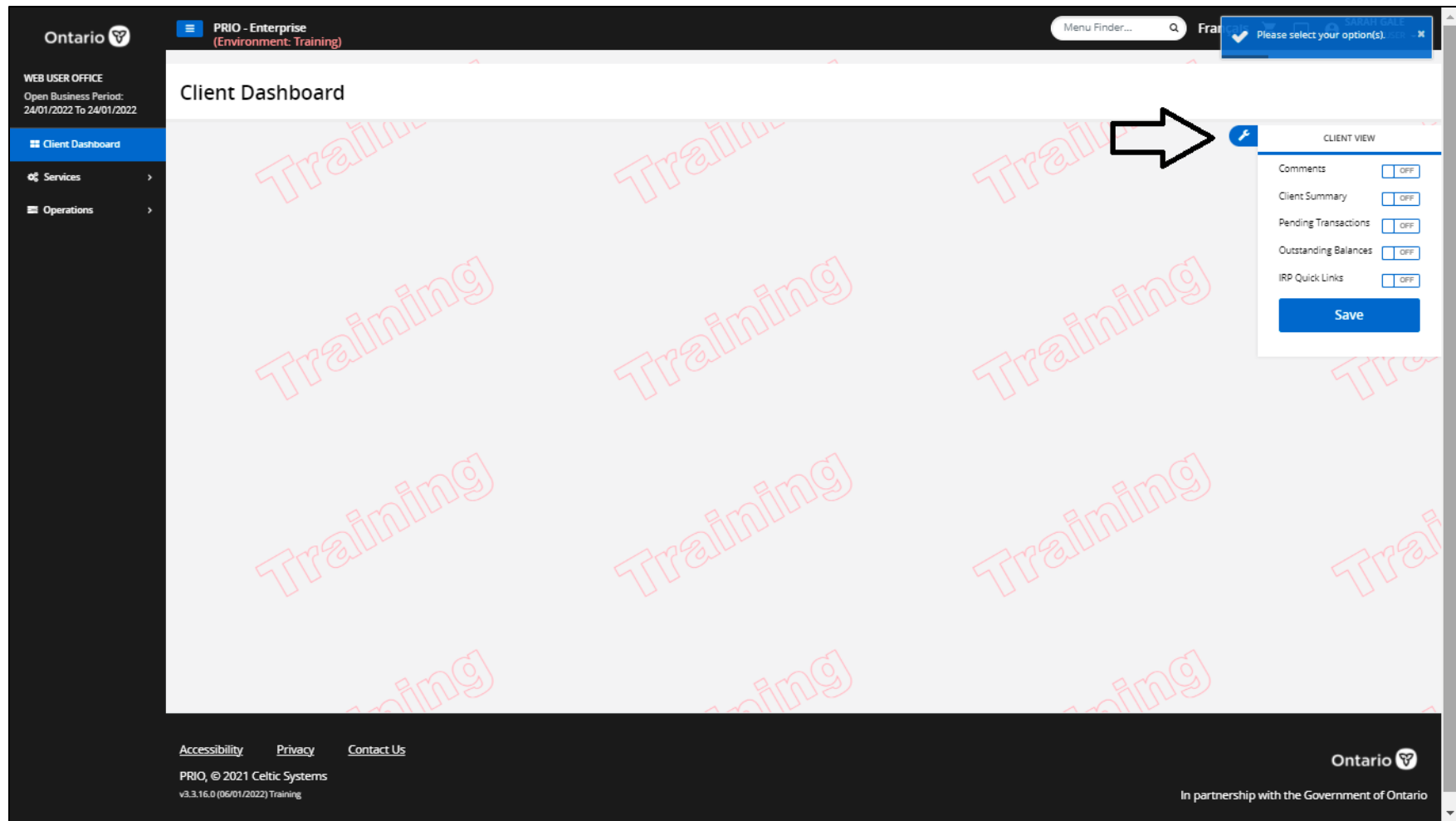
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2.3 Client Dashboard

Client Dashboard is an enquiry screen that provides a summary of pending applications.

1. After logging in, you may automatically see transactions, applications, or supplements on the **Client Dashboard**.

To change settings on **Client Dashboard** (if screen is blank or not showing what you want to see), locate the **Wrench Icon** at the upper right.



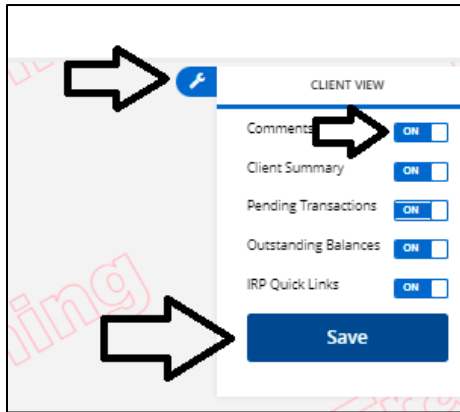


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2. The **Wrench Icon** on the **User Dashboard** is the settings menu where you can change what is displayed on this screen.

To change what you see on your **User Dashboard**:

- Select the **Wrench Icon** near the top right corner of the screen
- Move the slider to turn options on/off.
- Select the **Wrench Menu** again to close.





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3. The **Client Dashboard** re-appears using your new settings.

Client Dashboard

Client Summary

TEST COMPANY SIX

Account No.: 54255
Operating As: -
BN: -
RIN/CVOR: -
RIN Type: -
NSC Number: BC122746378
Exemption Code: N
Carrier Type: -
Registrant Type: -
Enterprise System Credit: \$0.00
Last Updated User ID: ALISONSANDBOX

Client Status: ACTIVE
Email: -
Phone No.: -
Ext.: -
Cell Phone No.: -
Fax: -
IRP Escrow: -
Last Updated On: 04/11/2021 12:17:05 PM

Physical Address | Mailing Address

777 PACIFIC BLVD
VANCOUVER, BC, V6B4Y8

Last Updated On: 04/11/2021 12:17:05 PM
Last Updated User ID: ALISONSANDBOX

Pending Transactions

RESUME SERVICE	FLEETTYPE	ACCOUNT NO.	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
No data available in table								

First Previous Next Last

IRP Quick Links

- Add Vehicle
- Reprint Invoice
- Reprint Cab Card

Comments

No data available in table



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2.4 Services Menu

1. Select **Services** at the left and several choices appear. Available options are Enterprise, IRP, (IRP Permit,) and O/O.
 - The options or levels displayed are for the applications, or supplements you can submit or request using your User ID.
 - Select **O/O** to bring you to the O/O level where you will be able to request or submit O/O permit applications.

Ontario PRIO - Enterprise Menu Finder... Français INTERNETUSER

WEB USER OFFICE
Open Business Period:
24/01/2022 To 24/01/2022

Client Dashboard

Services

Enterprise
IRP
O/O

Operations

Client Dashboard

Client Summary

TEST COMPANY SIX

Account No.: 54255
Operating As: -
BN: -
RIN/CVOR: -
RIN Type: -
NSC Number: BC122746378
Exemption Code: N
Carrier Type: -
Registrant Type: -
Enterprise System Credit: \$0.00
Last Updated User ID: ALISONSANDBOX

Client Status: ACTIVE
Email: SARAH.GALE@ONTARIO.CA
Phone No.: -
Ext.: -
Cell Phone No.: -
Fax: -
IRP Escrow: -
Last Updated On: 04/11/2021 12:17:05 PM

Physical Address Mailing Address

777 PACIFIC BLVD
VANCOUVER, BC, V6B4Y8

Last Updated On: 04/11/2021 12:17:05 PM
Last Updated User ID: ALISONSANDBOX

Pending Transactions

RESUME	ELETT TYPE	ACCOUNT NO.	LEGAL NAME	TRANS DESC	STATUS	TRANS DATE	INVOICE DATE	INVOICE AMT
--------	------------	-------------	------------	------------	--------	------------	--------------	-------------

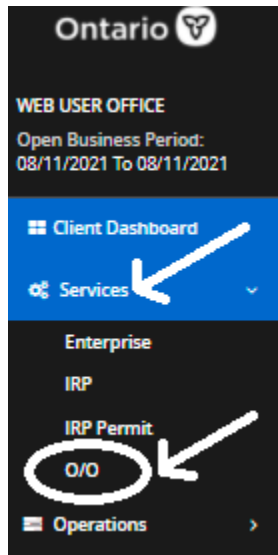


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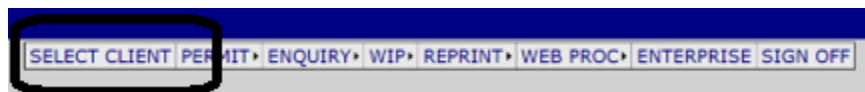
2.5 Selecting a Client Account

Only Service Providers can select a different client (i.e., a different account number) to submit an application request on behalf of their client. You will get an error message if you start an application without selecting an account number first.

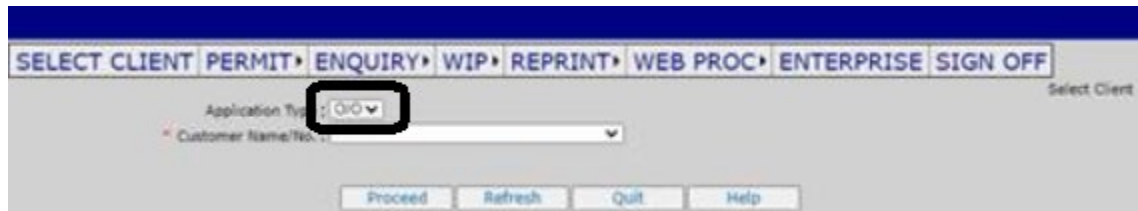
1. From the **Services Menu**, select **O/O**.



2. You will go to the **O/O** level and the **O/O Level Menu** appears. Choose the **Select Client** option.



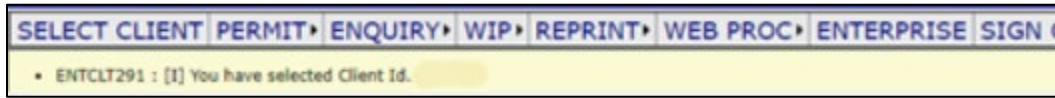
3. The **Application Type** option should read **O/O**.





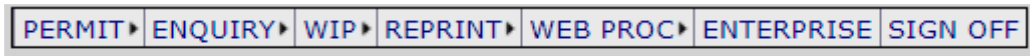
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4. From the drop-down menu, select the account to submit an O/O application for.
5. Click on **Proceed** to get confirmation that the account number was selected.



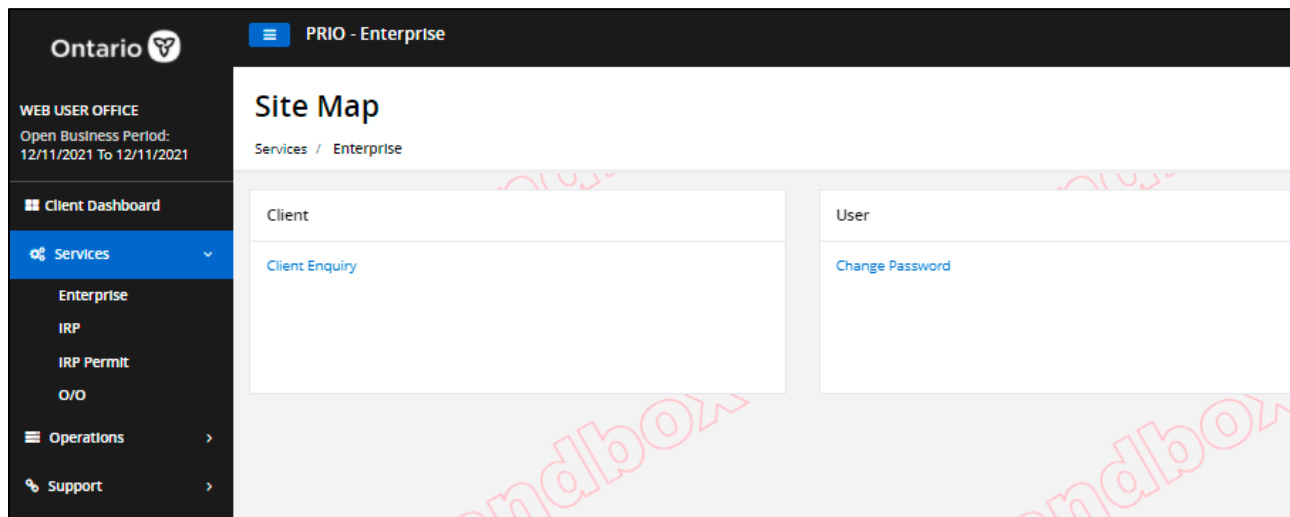
2.6 O/O Level Menu

You will go to the O/O level and the **O/O Level Menu** appears.



2.7 Voluntary Password Reset (Changed Password)

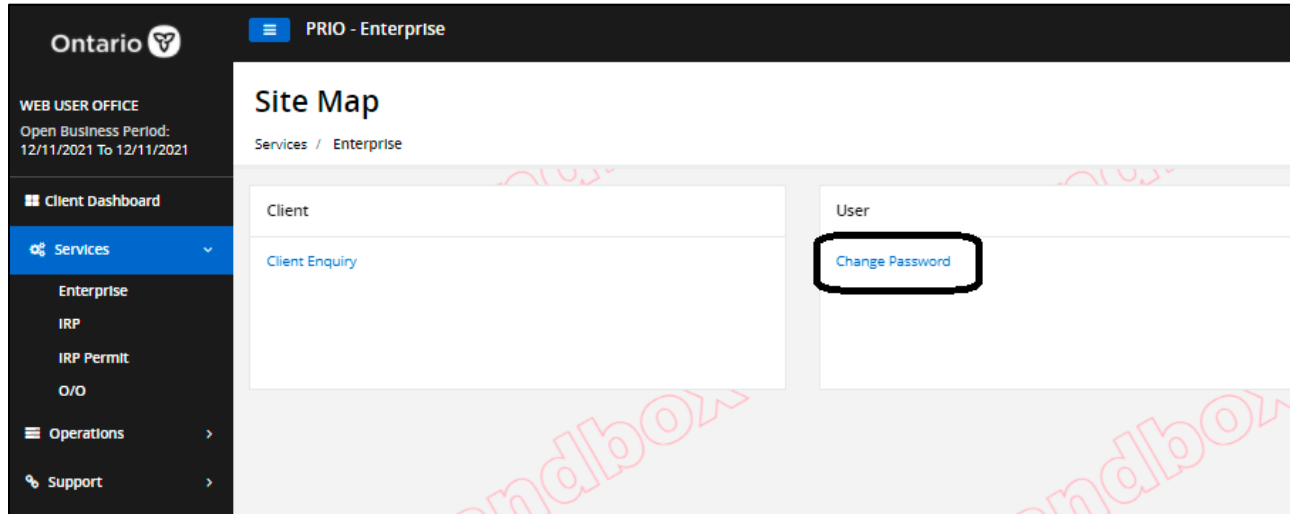
The **Enterprise Site Map** appears.





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2. In the **User tile menu**, select **Change Password**.



The **User – Change Password** screen appears with some fields pre-populated.

3. Enter the old password
4. Enter and confirm the new password.
 - System populates the secret question and answer.



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5. Click **Continue** to complete the password change.

or click **Clear forms** to clear all fields, to try again.

or click **Exit** to leave the screen. A warning message will appear at the top of the screen. Select the **OK button** to proceed with quitting the screen with no changes done. You will return to the **Enterprise screen**.

ENTUSER46 : [!] Your new password must adhere to the following rules:

- Password should be a minimum of 8 characters and at most 10 characters in length.
- Password must have 1 capital letter and 1 numeric and one lower case.
- Passwords will expire every 30 days for Internal users and 90 days for external users.
- Password cannot be reused within 12 password changes.

User - Change Password

Change Password

User ID (required)	User Name
<input type="text" value="sarahg"/>	<input type="text" value="SARAH G"/>

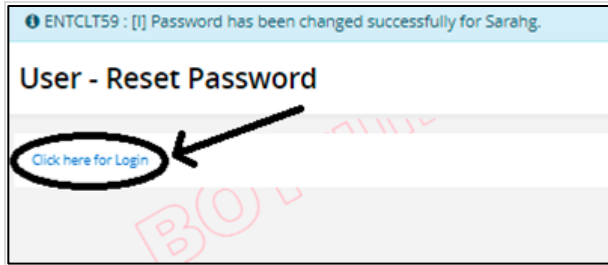
Old Password (required)	New Password (required)	Confirm Password (required)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Secret Question (required)	Secret Answer (required)	
<input type="text"/>	<input type="text"/>	

Continue **Clear Forms** **Exit** ?



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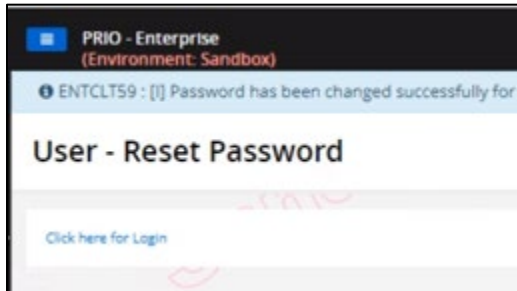
6. An **Information Message [I]** confirms the password change.





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7. Select **Click Here for Login** for the login page to appear and to sign in with your User ID and the new password created.



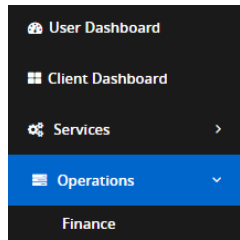


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2.8 Operations Menu

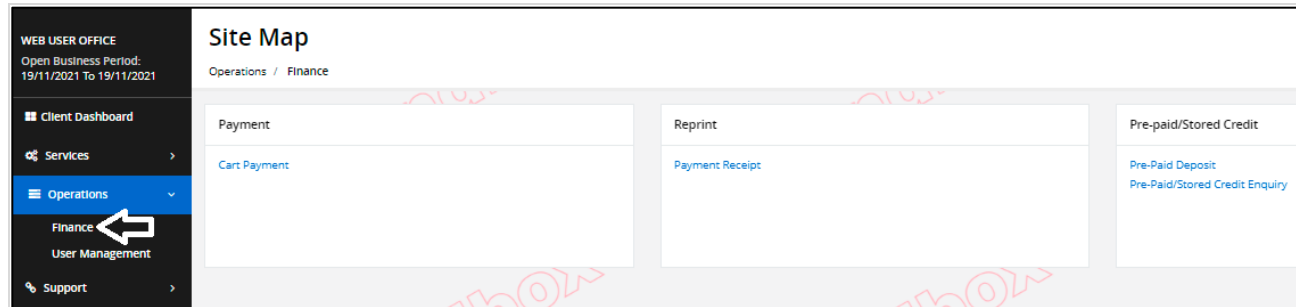
1. Select **Operations** at the left to see another choice called **Finance**.

This is to do options such as pay for transactions in the cart, do prepaid deposits, and reprint payment receipts.



2.9 Finance Site Map

From the **Finance Site Map**, you can pay for transactions in your cart, do pre-paid deposits, and reprint payment receipts.





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3. Payment and Receipt

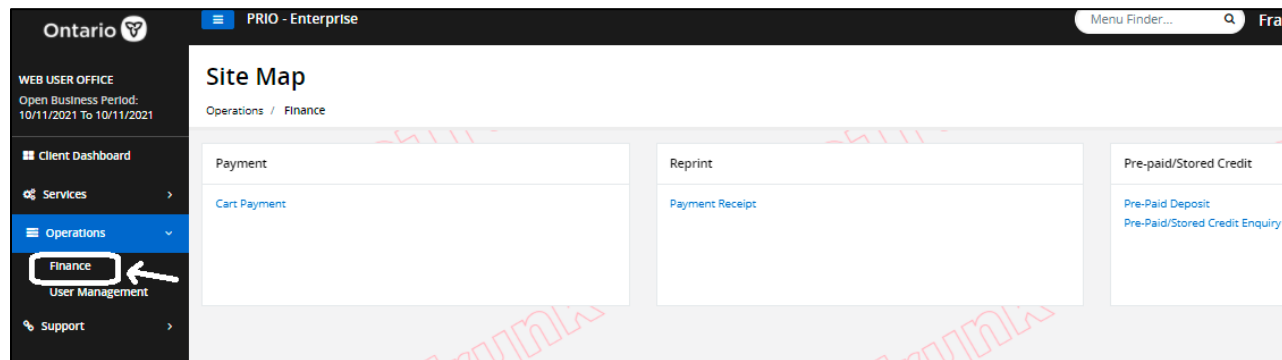
For payment and receipt,

1. Select **Finance** from the **Operations menu**.

There are four options on the **Finance Site Map**:

- 3.1 Cart Payment
- 3.2 Pre-Paid Deposit
- 3.3 Payment Receipt Reprint
- 3.4 Pre-Paid Stored Credit Enquiry

Proceed to each transaction as necessary.



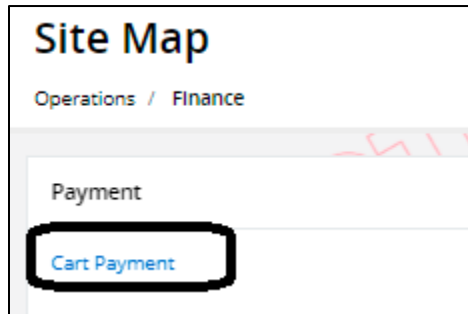


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3.1 Cart Payment

To resume an application in the cart,

1. Select **Cart Payment** from the **Payment tile menu** in the **Finance Site Map**,
or select the **Cart Icon** at the top right corner of the screen on the PRIO-Enterprise level.



Cart Management-Cart Payment screen appears. If you have more than one cart ready for payment, then it will be listed here.



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2. Click **Search**.

- Your account number is pre-populated.

Cart Management - Cart Payment

Search for Transaction

Cart Id:

Invoice No.:

Account No.: 54255

Legal Name:

Invoice Date: DD/MM/YYYY To DD/MM/YYYY

All Transaction

Search Clear Forms Exit

3. A pop-up list of carts appears. Select one or more carts with the **Select** button at the left and select **Add**.

SEARCH RESULT

	CART ID	INVOICE NO.	ACCOUNT NO.	INVOICE DATE	NAME	APP TYPE	TRANSACTION DETAILS	CAD INVOICE AMOUNT	USD INVOICE AMOUNT
<input checked="" type="checkbox"/>	9706	920012799	54255	11/11/2021	TEST COMPANY SIX	O/O	O/O; ACCOUNT#:54255; APP#:36430; PMTNBR;; NO.OPPERMIT:1; ANNUAL-NEW PERMIT	448.75	0.00
<input type="checkbox"/>	9707	920012794	54255	10/11/2021	TEST COMPANY SIX	O/O	O/O; ACCOUNT#:54255; APP#:36426; PMTNBR;; NO.OPPERMIT:1; ANNUAL-NEW PERMIT	448.75	0.00

Add Quit



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4. Scroll down to bottom of screen and click **Pay**.

Selected Transaction

Payer Name

Payer Account No.

Receipt Date

SELECT	ACCOUNT NO.	NAME	INVOICE NO.	INVOICE DATE	TRANSACTION DETAILS	PRIORITY	CAD INVOICE AMOUNT	USD INVOICE AMOUNT	USD INVOICE AMOUNT (CASH ONLY)
<input checked="" type="checkbox"/>	54255	TEST COMPANY SIX	920012799	11/11/2021	O/O-ACCOUNT#:54255;APP#:36430;PMTNBR:;NO.OFFERMIT:1;ANNUAL-NEW PERMIT	1	448.75	0.00	0.00
<input checked="" type="checkbox"/>	54255	TEST COMPANY SIX	920012800	11/11/2021	O/O-ACCOUNT#:54255;APP#:36431;PMTNBR:;NO.OFFERMIT:1;ANNUAL-NEW PERMIT	2	448.75	0.00	0.00
<input checked="" type="checkbox"/>	54255	TEST COMPANY SIX	920012801	11/11/2021	AC#:54255;PRE-PAID	3	20000.00	0.00	0.00
Total							20897.50	0.00	0.00

Showing 1 to 3 of 3 entries
[Remove](#)

Pay

Save & Quit

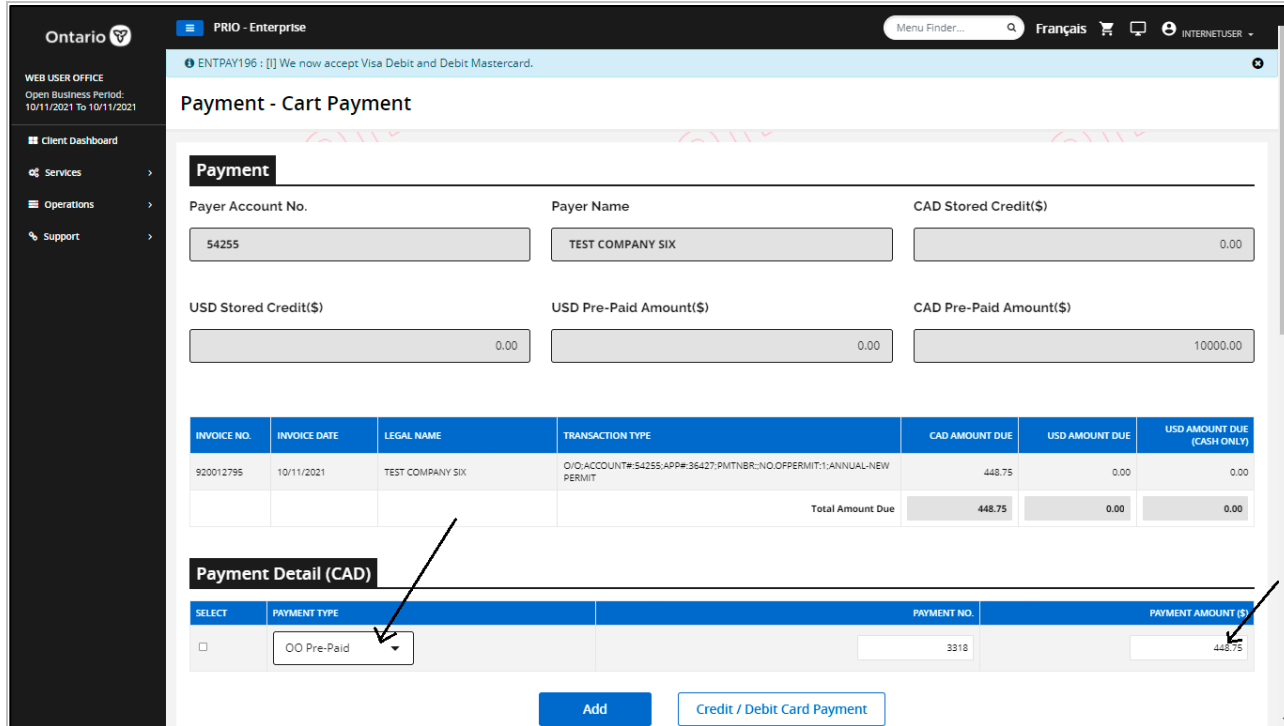
Payment-Cart Payment screen appears. On **Cart Payment screen**, scroll down to see entire screen.

5. Review **Payment Section** containing account number, account name, pre-paid balance, stored credit balance, and applications being paid for.
6. In **Payment Detail panel (Canadian)**, select the payment method in the **Payment Type drop-down list**:
 - OO Stored Credit
 - OO Pre-Paid
 - Payment Card
7. If paying by OO Stored Credit or OO Pre-paid, then enter amount in the **Payment Amount field** (at the right)
If the amount does not cover the total permit cost, then enter an additional payment type: Click **Add** and a new line appears.



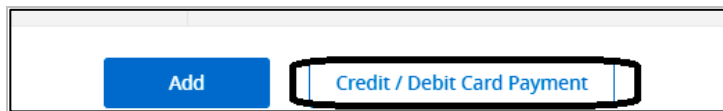
Permitting & Registration for International Registration Plan & Oversize/Overweight (PRIO) Guide for O/O

8. To remove a payment type added in error, click **Clear Forms** at the bottom of the webpage.



When paying by credit card or debit card, the **Payment Card** option must be the last option for the remaining balance to be paid by it.

Credit/Debit Card Payment. If credit/debit payment selected, a pop-up dialogue box appears.



10. Enter the necessary information and then select **Pay Now**.

- The screen will remain blank or white while the payment is being processed.



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11. After payment is successful, select **Quit**.

You will return to the **Cart Payment / Payment Detail** screen.

Payment Details

Payment processing powered by TD

VISA MasterCard

Invoice/Order Number: Z13A20201028125122957PRIO

Amount (CAD): 204.0

Name on card:

Card Type: VISA

Card Number:

Expiration Date: 01 / 2020

Card CVD: [What's this?](#)

Return Pay Now

Ontario MINISTRY OF TRANSPORTATION / MINISTÈRE DES TRANSPORTS

MTO Canada

12. To complete the cart payment, at **Payment Detail / Cart Payment** screen,

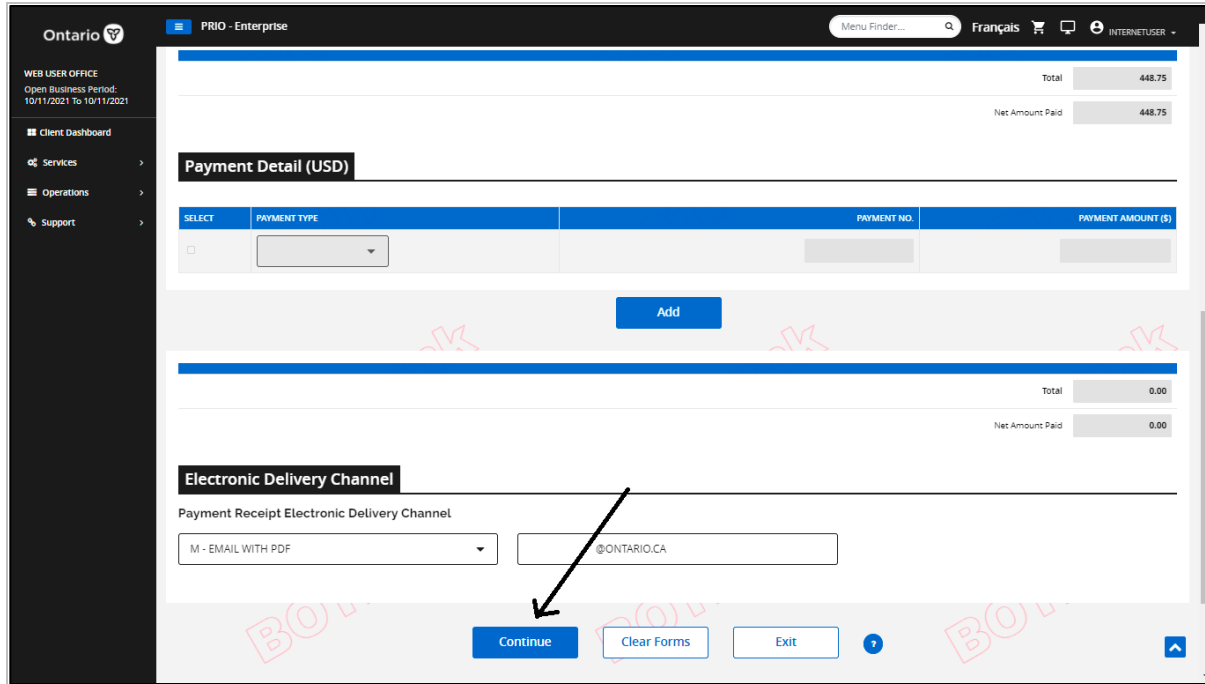
- Scroll to the bottom and enter your e-mail address to receive the payment receipt.

PAYMENT NO.	PAYMENT AMOUNT (\$)
3318	448.75



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13. When you have entered all payment information as well as your e-mail address, click **Continue** (at bottom of screen).





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14. Cart Payment Verification screen appears.

Scroll down to review the entire screen.

Payment - Cart Payment

Payment

Payer Account No. | 54255 Payer Name | TEST COMPANY SIX CAD Stored Credit(\$) | 0.00
 USD Stored Credit(\$) | 0.00 USD Pre-Paid Amount(\$) | 0.00 CAD Pre-Paid Amount(\$) | 10000.00

INVOICE NO.	INVOICE DATE	LEGAL NAME	TRANSACTION TYPE	CAD AMOUNT DUE	USD AMOUNT DUE	USD AMOUNT DUE (CASH ONLY)
920012796	10/11/2021	TEST COMPANY SIX	O/O:ACCOUNT#:54255:APP#:36428:PMTNBR:NO:OFFERMIT:1:ANNUAL-NEW PERMIT	448.75	0.00	0.00
Total Amount Due				448.75	0.00	0.00

Payment Detail (CAD)

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
OO Pre-Paid	3318	448.75
FOR OVER PAYMENT :		
Total		\$448.75
Change		\$0.00
Over Payment		
Net Amount Paid		\$448.75

Payment Detail (USD)

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
		0.00
FOR OVER PAYMENT :		



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15. Click **Pay** (at bottom of screen).

The screenshot shows the PRIO Enterprise web application interface. At the top, there is a navigation bar with the Ontario logo, 'PRIO - Enterprise', a search bar, and language options. The main content area displays a payment summary with the following details:

Change	\$0.00
Over Payment	
Net Amount Paid	\$448.75

Below this is a section titled 'Payment Detail (USD)' with a table:

PAYMENT TYPE	PAYMENT NO.	PAYMENT AMOUNT (\$)
		0.00

Underneath is a section for 'FOR OVER PAYMENT :':

Total	\$0.00
Change	\$0.00
Over Payment	\$0.00
Net Amount Paid	\$0.00

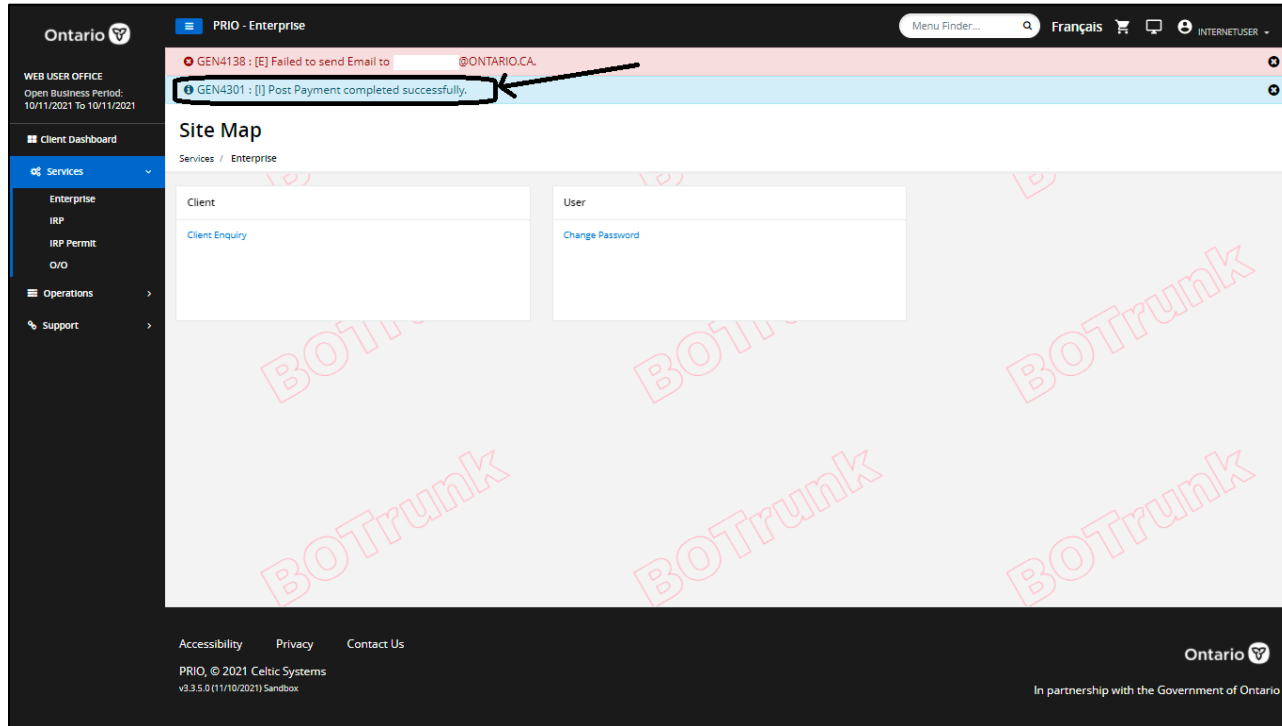
At the bottom, there is an 'Electronic Delivery Channel' section with a 'Pay' button highlighted by a black arrow. A 'Back' button is also visible next to it.

The **PRIO Site Map** appears with a confirmation message in blue at the top.



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16. Review your confirmation message.






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17. Your payment receipt and permit(s) (where applicable) are displayed on your computer screen in a separate pop-up window. The payment receipt and permit document will be sent to you in separate e-mails as a .pdf file attachment.

Review the receipt and permits.

Page 1 of 1



Service Location / Bureau de service

Office No./ N° du bureau : 61

Address / Adresse : 301 ST. PAUL STREET
ST. CATHARINES, ON
L2R 7R4

Date (Y/M/D) / Date (A/M/J) : 2021/11/09

Ministry of Transportation / Ministère de Transport

HST # 124668666 RT / N° de TVH

General Payment Receipt / Général réception de paiement

Account No. / N° de compte: 54255
Cart ID / No du panier: 9706

Time/ Heure : 10:11:49

Payment Summary / Sommaire des paiements

	Canadian Tender / En Dollars canadiens
Cheque / Chèque	\$10,000.00
Total Payment / Paiement total :	\$10,000.00

Products & Services / Produits et services : O/O Pre-paid Deposit / Dépôt anticipé PDE

ONLINE PAYMENT DETAILS / RENSEIGNEMENTS RELATIFS AU PAIEMENT EN LIGNE

Transaction Reference Number / Numéro de référence de la transaction :
 Card Holder / Titulaire de la carte :
 Card Type / Type de carte :
 Card Number / Numéro de la carte :
 Bank Reference Number / Numéro de référence de la banque :
 Authorization Number / Code d'autorisation :
 Transaction Type / Type de transaction :
 Transaction Status / État de la transaction :



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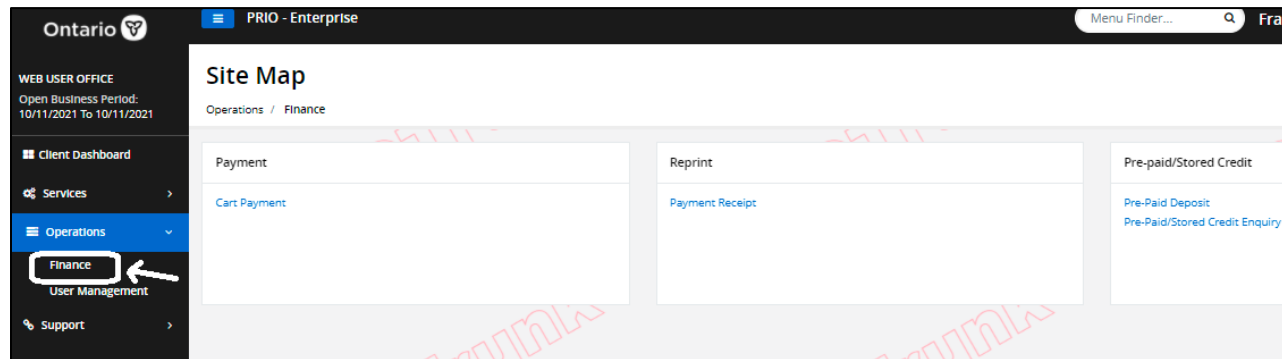
3.2 Pre-Paid Deposit Payment

To do a Pre-Paid deposit to your PRIO account, then from the **Client Dashboard menu**,

1. Click **Finance** under the **Operations menu** at the left.

The **Finance Site Map** appears.

2. Click **Prepaid Deposit** from the **Pre-Paid/Stored Credit menu tile**.



3. The **Payment Prepaid Deposit screen** appears. Complete the screen:

- Under **Application Type**, select **O/O – O/O Application** from the drop-down list and
- Enter the deposit amount (CAD).



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4. Click **Continue**.

The **Pre-Paid Deposit Verification** screen appears.

- If correct select **Continue**
- If not correct, then select **Back** to make changes.
- The error message at the top of the screen states that the remaining balance will remain until used.



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6. **Cart Management-Pre-Paid Deposit screen** appears. Review the screen.

To pay the cart later,

- Select the **Save & Quit button**, then resume the application at the **Cart Payment screen**.

If you make a mistake:

- Select the white box on the left of the incorrect cart/invoice
- Select **Remove** (lower left)
- Select **Exit**
- At the top of the screen select **OK** to confirm that you wish to quit the screen without saving.
- Then start the prepaid deposit over again.



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To pay now, select the **Pay** button.

Cart Management - Pre-Paid Deposit

Search for Transaction

Cart Id

Invoice No.

Account No. (required)

Legal Name

Invoice Date

 To

All Transaction

Selected Transaction

Payer Name (required)

Payer Account No. (required)

Receipt Date (required)

SELECT	ACCOUNT NO.	NAME	INVOICE NO.	INVOICE DATE	TRANSACTION DETAILS	PRIORITY	CAD INVOICE AMOUNT	USD INVOICE AMOUNT	USD INVOICE AMOUNT (CASH ONLY)
<input checked="" type="checkbox"/>	56215	SERVICE PRO	920012802	12/11/2021	AC#:56215;PRE-PAID	1	2000.00	0.00	0.00
Total							2000.00	0.00	0.00

Showing 1 to 1 of 1 entries

[Remove](#)



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7. **Payment screen** for the deposit appears.

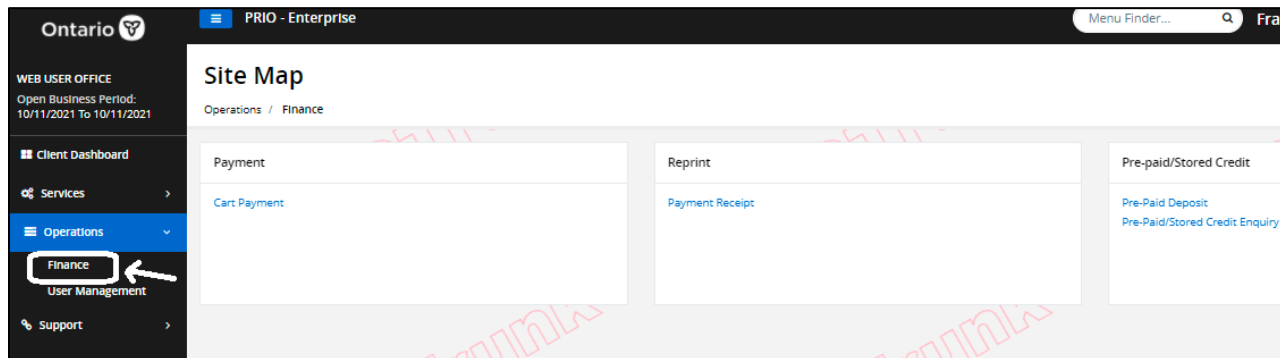
Use the same steps as for Cart Payment to complete the payment for this deposit.

3.3 Pre-Paid Stored Credit Enquiry

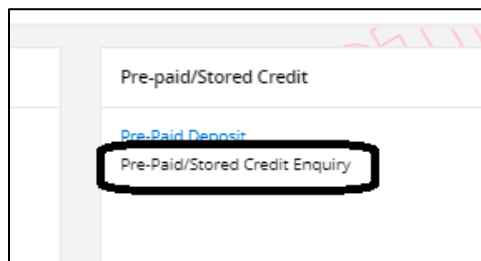
To see pre-paid stored credit,

1. Click **Finance** from the **Operations menu** at the left.

The **Finance Site Map** appears.



2. Click **Pre-Paid Stored Credit Enquiry** from the **Pre-Paid Stored Credit** menu tile.






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3. Search Screen appears.

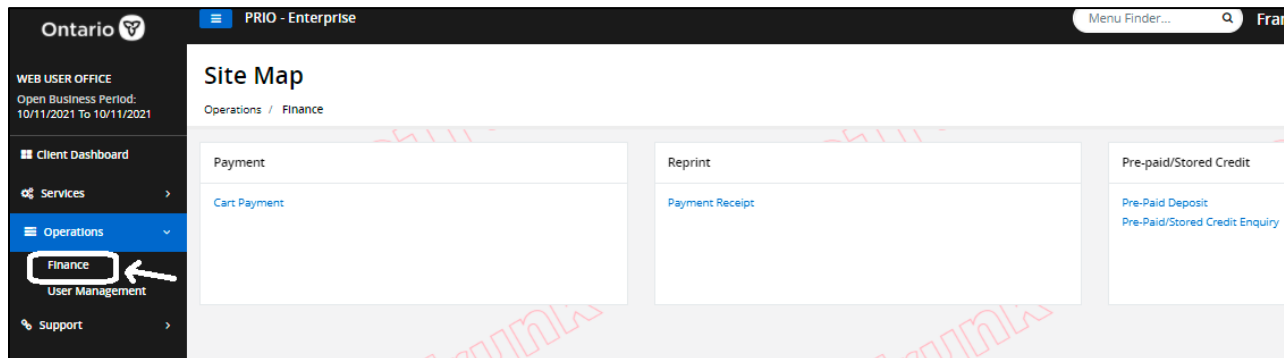
Select your account and click **Continue**. **Summary screen** appears.

	ACCOUNT NO.
	56216
	56216

Showing 1 to 2 of 2 entries

3.4 Reprint Payment Receipt

The **Finance Site Map** appears.





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2. **Operations/Finance Site Map** appears. In the **Reprint tile section**, select **Payment Receipt**.

- The account number should already be pre-populated.
- To narrow your search and look for a specific receipt, complete the other fields.

Reprint Search - Payment Receipt

Reprint

Cart Id Payment Date Account No. (required)

Legal Name Electronic Delivery Channel

[Continue](#) [Clear Forms](#) [Exit](#) [?](#)

CART ID	PAYMENT DATE	ACCOUNT NO.	LEGAL NAME	APP TYPE
---------	--------------	-------------	------------	----------

3. Select **Continue**. List of transactions appears at bottom. Select the application transaction with the desired payment receipt.

[Continue](#) [Clear Forms](#) [Exit](#) [?](#)

CART ID	PAYMENT DATE	ACCOUNT NO.	LEGAL NAME
9710	10/11/2021	54255	TEST COMPANY SIX



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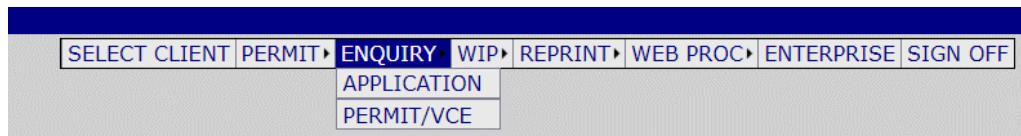
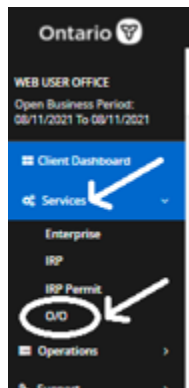
4. O/O Application Enquiries

1. Click **O/O** from the **Services menu** at the left.

The **O/O level menu** appears.

Under the **Enquiry menu**, there are two types:

- **Application:** Pending and completed applications
- **Permit/VCE:** Completed applications

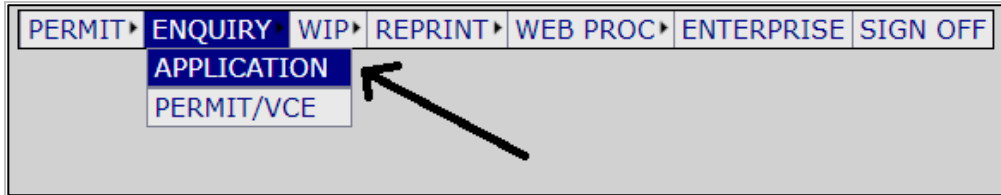




Permitting & Registration for International Registration Plan & Oversize/Overweight (PRIO) Guide for O/O

4.1 Enquiry - Application

1. To view pending and completed applications, get to the **O/O Level Menu**, select **Enquiry** then **Application**.



2. A pop-up window with the **Application Enquiry Search** screen appears displaying several search fields. Select **Search** to see a list of applications and review the screen.

Enquiry Application Enquiry

Account No.: 54255 CVOR: NSC Number: BC122746378

Legal Name: TEST COMPANY SIX Permit/VCE Type: Application Status: Issued Location:

Application No.: Permit/VCE No.: Permit Year: From Permit Travel Date: To Permit Travel Date: Issued From Date: Issued To Date:

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

Proceed Refresh Quit Help

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Select	Account No.	Legal Name	CVOR	NSC Number	Permit/VCE Type	Application No.	Application Status	Permit/VCE No.	Permit/VCE Status	Permit Year	From Permit Travel Date	To Permit Travel Date	Issued Date	Issued Location	Transaction Type	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36429	APPROVED			2021	10/11/2021	09/11/2022			NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36428	APPROVED	AN21003762	ISSUED	2021	10/11/2021	09/11/2022	10/11/2021	V52-WEB USER OFFICE	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36427	APPROVED			2021	10/11/2021	09/11/2022			NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36426	APPROVED			2021	10/11/2021	09/11/2022			NEW PERMIT	View



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3. Search for the application you wish to view:

- Narrow the search by entering one or more search criteria into the search fields at the top of the screen and clicking **Proceed**.
- or, scroll through the list of applications at the bottom of the screen without narrowing the search.

Enquiry
Application Enquiry

Account No.:

Legal Name:

Application No.:

Permit/VCE No.:

From Permit Travel Date:

Issued From Date:

CVOR:

Permit/VCE Type:

Application Status:

Permit/VCE Status:

To Permit Travel Date:

Issued To Date:

NSC Number:

Issued Location:

Permit Year:

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NSC Number	Permit/VCE Type	Application No.	Application Status	Permit/VCE No.	Permit/VCE Status	Permit Year	From Permit Travel Date	To Permit Travel Date	Iss D
22746378	ANNUAL - GENERAL LOADS	36425	NOT SUBMITTED			2021	10/11/2021	09/11/2022	
22746378	ANNUAL - GENERAL LOADS	36424	NOT SUBMITTED			2021	09/11/2021	08/11/2022	



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4. View the list of search results:

- Click on a column heading to re-sort the list
- Click **Refresh** to begin your search again.

Date: DD/MM/YYYY
Issued From Date: DD/MM/YYYY

NSC Number	Permit/VCE Type	Application No.	Ap
BC122746378	SINGLE TRIP PERMIT	9825	APPRO
BC122746378	SINGLE TRIP PERMIT	9792	APPRO
BC122746378	SINGLE TRIP PERMIT	9676	NOT S
BC122746378	SINGLE TRIP PERMIT	9664	APPRO

Status: []
To Permit Travel Date: DD/MM/YYYY
Issued To Date: DD/MM/YYYY

Proceed [] Refresh [] Quit []

[First Page] [Previous Page] [Next Page]

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Application Status	Permit/VCE No.	Permit Sta
--------------------	----------------	------------



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5. Find the application you wish to view and click

- **Select**, for a detailed history,
- or **View** for a general summary.

Select	Account No.	Legal Name
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX

or

	Issued Location	Transaction Type	View
		NEW PERMIT	View
1	V52-WEB USER OFFICE	NEW PERMIT	View
		NEW PERMIT	View



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6. If you clicked **Select**, a detailed history for the selected application appears in “tree structure” format.

- The tree structure is populated with information from the account selected. To expand information, select “+” or to collapse information, select “-“.
- Clicking on a link in the tree will display more detailed information. For example, clicking **Conditions** opens the **Conditions screen** for the selected permit.

Select	Account No.	Leg Nan
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
Select	54255	TEST COMPASSIX
		TEST

7. Click **Quit** to close the **Application Enquiry screen** and see the **O/O Level Menu**.

D/MM/YYYY

D/MM/YYYY

fresh Quit Help

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Permit/VCE No.	Permit/VCE Status	Permit Year
----------------	-------------------	-------------



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8. If you clicked **View**, an account summary appears showing the **General tab**.

Click the other three tabs to view:

- Load & Dimensions
- Conditions
- Billing

Click **Back** to return to **Enquiry - Application search screen**,

OR click **Close** to close the application enquiry screen and to return to the **O/O Menu**.

The screenshot shows a web application interface for 'O/O Account Details Verification'. At the top, there are four tabs: 'General', 'Load & Dimensions', 'Conditions', and 'Billing'. Three black arrows point to the 'Load & Dimensions', 'Conditions', and 'Billing' tabs. The main content area is divided into several sections:

- Account Information:** Account No. : 54255 (highlighted in red), CVOR ; (highlighted in red), Legal Name : TEST COMPANY SIX, NSC Number : BC122746378, Application No. : 36426, Exemption Code ;
- Physical Address:** Address Line 1 : 777 PACIFIC BLVD, City : VANCOUVER, Postal/Zip Code : V6B 4Y8, Address Line 2 ;, Jurisdiction : BC-BRITISH COLUMBIA, Country : CA
- Mailing Address:** Mailing Address ; 777 PACIFIC BLVD; VANCOUVER; BC V6B4Y8; CA, Address Line 1 : 777 PACIFIC BLVD, City : VANCOUVER, Postal/Zip Code : V6B 4Y8, Address Line 2 ;, Jurisdiction : BC-BRITISH COLUMBIA, Country : CA
- Issued At:** Service Location :, Address Line 1 :, City :, Postal/Zip Code :, Address Line 2 :, Jurisdiction :, Country :
- Contacts:** Contact Name ; SARAH, Email : SARAH.GALE@ONTARIO.CA, Business Phone No. :, Cell Phone No. :, Ext. :, Fax No. :
- Permit/VCE Details:** Permit Type : ANNUAL - GENERAL LOADS, No. of Permits Required : 1, Start Date : 10/11/2021, Permit No. :, Last Updated User ID : SARAHG, Transaction Type : NEW PERMIT, Application Status : APPROVED, Application Status Date : 10/11/2021, Bilingual Format : N, End Date : 09/11/2022, Farm Plated Vehicles : N, Last Updated Time Stamp : 10/11/2021 11:58:45 AM, Office ID : V52

At the bottom, there is a red note: '**The field values highlighted in red indicate that they have been changed.' Below this note are two buttons: 'Back' and 'Close'.

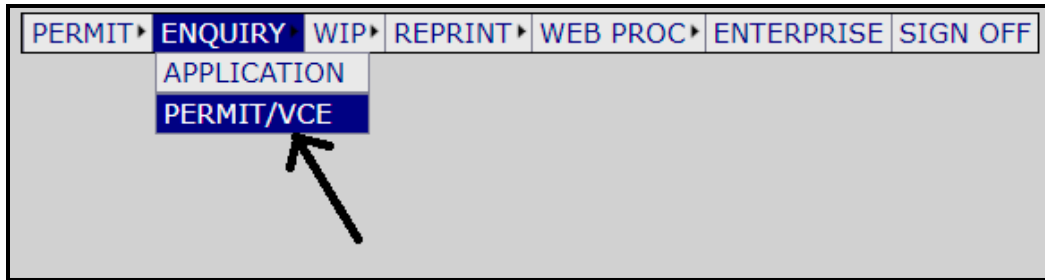


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4.2 Enquiry – Permit/VCE

To view completed applications with issued permits,

1. Get to the **O/O Level Menu**, select **Enquiry** then **Permit/VCE**.



2. A pop-up window with the **Permit/VCE Enquiry Search** screen appears displaying several search fields. Select **Search** to see a list of applications with permits.

Enquiry Permit/VCE

Account No.: 54255 CVOR: NSC Number: BC122746378

Legal Name: TEST COMPANY SIX Permit/VCE Type: [Dropdown]

Application No.: Application Status: Issued Location: [Dropdown]

Permit/VCE No.: Permit/VCE Status: Permit Year: [Dropdown]

From Permit Travel Date: DD/MM/YYYY To Permit Travel Date: DD/MM/YYYY

Issued From Date: DD/MM/YYYY Issued To Date: DD/MM/YYYY

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Select	Account No.	Legal Name	CVOR	NSC Number	Permit/VCE Type	Application No.	Application Status	Permit/VCE No.	Permit/VCE Status	Permit Year	From Permit Travel Date	To Permit Travel Date	Issued Date	Issued Location	Transaction Type	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36428	APPROVED	AN21003762	ISSUED	2021	10/11/2021	09/11/2022	10/11/2021	V52-WEB USER OFFICE	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9825	APPROVED	SN13000058	EXPIRED	2013	17/10/2013	18/10/2013	17/10/2013	982-KINGSTON	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9792	APPROVED	SN13000057	EXPIRED	2013	17/10/2013	18/10/2013	17/10/2013	982-KINGSTON	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9664	APPROVED	SN13000034	EXPIRED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9663	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9660	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9659	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	NEW PERMIT	View



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3. Search for the permit you wish to view:

- Narrow the search by entering one or more search criteria into the search fields at the top of the screen and clicking **Proceed**.
- OR, scroll through the list of permits at the bottom of the screen without narrowing the search.

The screenshot shows the search interface with the following search criteria:

- Account No.: 54255
- CVOR: [empty]
- NSC Number: BC122746378
- Legal Name: TEST COMPANY SIX
- Permit/VCE Type: APPROVED
- Application No.: [empty]
- Application Status: [empty]
- Issued Location: [empty]
- Permit/VCE No.: [empty]
- Permit/VCE Status: [empty]
- Permit Year: [empty]
- From Permit Travel Date: DD/MM/YYYY
- To Permit Travel Date: DD/MM/YYYY
- Issued From Date: DD/MM/YYYY
- Issued To Date: DD/MM/YYYY

Buttons: Proceed, Refresh, Quit, Help

Table of results (Page 1 of 1):

Select	Account No.	Legal Name	CVOR	NSC Number	Permit/VCE Type	Application No.	Application Status	Permit/VCE No.	Permit/VCE Status	Permit Year	From Permit Travel Date	To Permit Travel Date	Issued Date	Issued Location	Transaction Type	View
Select	54255	TEST COMPANY SIX		BC122746378	ANNUAL - GENERAL LOADS	36428	APPROVED	AN21003762	ISSUED	2021	10/11/2021	09/11/2022	10/11/2021	V52-WEB USER OFFICE	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9825	APPROVED	SN13000058	EXPIRED	2013	17/10/2013	18/10/2013	17/10/2013	982-KINGSTON	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9792	APPROVED	SN13000057	EXPIRED	2013	17/10/2013	18/10/2013	17/10/2013	982-KINGSTON	NEW PERMIT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9664	APPROVED	SN13000034	EXPIRED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9663	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9660	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	AMENDMENT	View
Select	54255	TEST COMPANY SIX		BC122746378	SINGLE TRIP PERMIT	9659	APPROVED	SN13000034	ISSUED	2013	11/10/2013	16/10/2013	11/10/2013	982-KINGSTON	NEW PERMIT	View

4. View the list of search results:

- Click **Refresh** to begin your search again.

The screenshot shows a close-up of the search interface with the following search criteria:

- Legal Name: TEST COMPANY SIX
- Application No.: [empty]
- Permit/VCE No.: [empty]
- From Permit Travel Date: DD/MM/YYYY
- Issued From Date: DD/MM/YYYY
- Type: [empty]
- Application Status: [empty]
- Permit/VCE Status: [empty]
- To Permit Travel Date: DD/MM/YYYY
- Issued To Date: DD/MM/YYYY

Buttons: Proceed, Refresh, Quit

Table of results (Page 1 of 1):

Permit/VCE Type	Application No.	Application Status	Permit/VCE No.	Permit/VCE Status
ANNUAL - GENERAL LOADS	36428	APPROVED	AN21003762	ISSUED



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5. Find the permit you wish to view and
- Click **Select**, for a detailed history,
 - OR **View** for a general summary.

Select	Account No.	Legal Name
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX
Select	54255	TEST COMPANY SIX

OR

Issued Location	Transaction Type	View
	NEW PERMIT	View
1 V52-WEB USER OFFICE	NEW PERMIT	View
	NEW PERMIT	View



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- If you clicked **Select**, a detailed history for the selected permit appears in “tree structure” format.
 - The tree structure is populated with information from the account selected. To expand information, select “+” or to collapse information, select “-”.
 - Clicking on a link in the tree will display more detailed information. For example, clicking **Conditions** opens the Conditions screen for the selected permit.

Select	Account No.	Le Na
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX
Select	54255	TEST COMP SIX

- Click **Quit** to return to the **O/O Level Menu**.

Permit/VCE No.	Permit/VCE Status	Permit Year
----------------	-------------------	-------------



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8. If you clicked **View**, an account summary appears showing the **General tab**.

Click the other three tabs to view:

- Load & Dimensions
- Conditions
- Billing

Click **Back** to return to **Enquiry – Permit/VCE search screen**,

OR click **Close** to close the **permit/VCE enquiry screen** and to return to the **O/O Menu**.

The screenshot displays the 'O/O Account Summary' screen with the following sections:

- Account Summary:** Includes Account No. (0425), Legal Name (TEST COMPANY LTD), and Application No. (28428).
- Physical Address:** Address Line 1 (777 BACIFIC BLVD), City (VANCOUVER), Postal Code (V6B 4T8), and Country (CA).
- Mailing Address:** Mailing Address (777 BACIFIC BLVD), City (VANCOUVER), Postal Code (V6B 4T8), and Country (CA).
- Service Location:** Address Line 1 (City), Address Line 2 (Completion), and Country.
- Contact:** Contact Name (SARAH), Business Phone No., and Fax No.
- Permit/VCE Details:** Permit Type (GENERAL LOADS), No. of Permits Required (1), Start Date (01/01/2022), End Date (01/01/2023), Application Status (APPROVED), and Application Number Date (01/01/2022).

At the bottom, there is a red warning message: "The fees values highlighted in red indicate that they have been changed." and buttons for "Back" and "Close".



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5. WIP (Work in Progress)

You can quit an application before completing or submitting it and you will not lose your work.

Use the **Work-in-Progress (WIP)** feature to pick up a transaction that you previously quit using the **Quit** button. The applications starts and proceeds from the last saved point.

1. From the **O/O Level Menu**, select **WIP-Resume Application**.

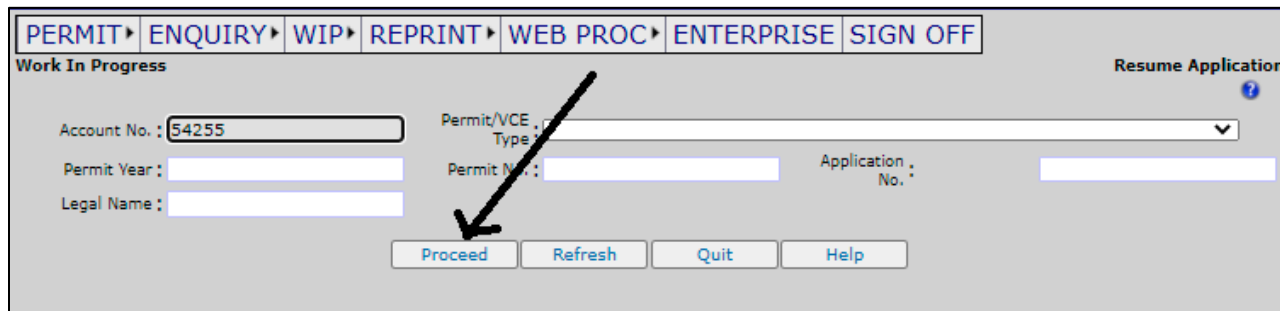


2. The **Work In Progress-Resume Application Search** screen appears. Review the screen:

- To narrow down your search results for unfinished transactions, enter search criteria into the open fields.

For example, selecting **Annual Permit** from the **Permit/VCE Type drop-down menu** will generate a list of annual permit pending applications.

When ready to search, click **Proceed**.





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3. A list of your applications appears.

View the search results:

- Click on a column heading to re-sort the list.
- Click **Refresh** to begin your search again.

Work In Progress **Resume Application**

Account No. : 54463 Permit/VCE Type : ANNUAL PERMIT

Permit Year : Permit No. : Application No. :

Legal Name :

	Account No.	Permit Year	Permit/VCE Type	Application No.	Permit No.	Transaction	Saved Point	Legal Name
Select	54463	2014	ANNUAL PERMIT	32898		NEW PERMIT	BILLING	TESTING 123 TRUCKING COMPANY
Select	54463	2014	ANNUAL PERMIT	32908		NEW PERMIT	REVIEW	TESTING 123 TRUCKING COMPANY
Select	54463	2014	ANNUAL PERMIT	32911		NEW PERMIT	BILLING	TESTING 123 TRUCKING COMPANY
Select	54463	2014	ANNUAL PERMIT	32927		NEW PERMIT	APPROVED	TESTING 123 TRUCKING COMPANY
Select	54463	2014	ANNUAL PERMIT	33030		NEW PERMIT	PAYMENT	TESTING 123 TRUCKING COMPANY
Select	54463	2014	ANNUAL PERMIT	33035		NEW PERMIT	PAYMENT	TESTING 123 TRUCKING COMPANY

4. Click **Select** on your unfinished transaction. Transaction proceeds from the last saved point.

Select	544
Select	544
Select	544
Select	544

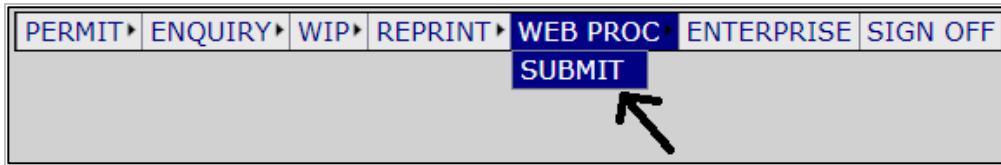


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6. Web Processing

Use Web Processing to upload documents or to submit an application.

1. From the **O/O Level Menu**, select **Web Processing** then **Submit**.



2. The **Web Processing-Submit** screen appears.

:

- Upload documents to submitted applications.
- Submit a pending application.

Pre-populated account number cannot be changed.

A screenshot of the 'Web Processing-Submit' screen. At the top is a menu with items: PERMIT, ENQUIRY, WIP, REPRINT, WEB PROC, ENTERPRISE, and SIGN OFF. Below the menu is a yellow information box containing two bullet points:

- PERMITWEB06 : [I] You are submitting the permit application for assessment by the Ontario Ministry of Transportation Oversize/Overweight (O/O) Permit System. Where the application parameters meet prescribed requirements, the O/O Permit System may produce the permit upon conclusion of this transaction. Applications requiring additional evaluation will be processed during regular business hours and you will receive an e-mail when the permit is available for retrieval. The Ministry reserves the right to amend, rescind or cancel a permit where appropriate.
- PERMITWEB05 : [I] Supplemental supporting documentation(s) is required for processing and approval of your permit. Scanned or electronic documents may be directly uploaded using the 'Upload' features on this screen. If supporting document(s) are to be submitted via alternate channel (fax, email, courier, mail) please include a comment indicating the delivery channel you will use including the office where the document(s) will be sent. Ensure these document(s) are clearly marked with the transaction tracking number provided upon submission of your application. Incorrect or missing documentation(s) may lead to a delay in the approval process.

 Below the information box is the 'Web Processing' form. It includes:

- * Account No.: 54255
- * Application No.: [empty field]
- Permit Year: [empty field]
- Permit/VCE Type: [dropdown menu]
- Upload File: Choose File No file chosen [Upload button] [? icon]
- Comment: [text area] [? icon]
- Buttons: Add/Update Comment, Clear Comment, Submit, View List, Refresh, Quit, Help



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6.1 Uploading Documents

You can upload supplemental supporting application documentation for the O/O Office through the **Web Processing transaction**.

- Uploaded files must be in one of the following formats: PDF, JPG, JPEG, GIF, PNG, or BMP.

1. Enter information about the application.

Complete the following fields:

- Application number (mandatory)
- Permit year (optional)
- Permit/VCE Type (optional)

to narrow your search.

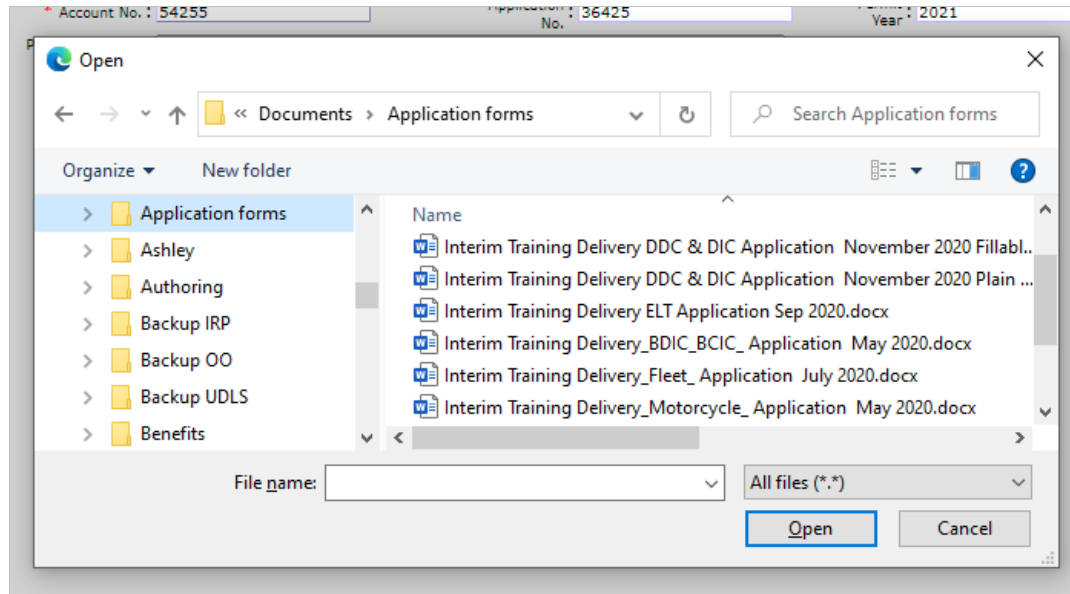
Click **Choose File** to browse for a file to upload.

The screenshot shows a web application interface for 'Web Processing'. At the top, there is a navigation menu with buttons for PERMIT, ENQUIRY, WIP, REPRINT, WEB PROC, ENTERPRISE, and SIGN OFF. Below the menu, the 'Web Processing' section contains several input fields: 'Account No.' with value 54255, 'Application No.' with value 36425, and 'Permit Year' with value 2021. A dropdown menu for 'Permit/VCE Type' is set to 'INTERNATIONAL - GENERAL LOADS'. The 'Upload File' section features a 'Choose File' button (highlighted with a red box and an arrow), a 'No file chosen' label, and an 'Upload' button. Below this is a 'Comment' text area. At the bottom, there are buttons for 'Add/Update Comment', 'Clear Comment', 'Submit', 'View List', 'Refresh', 'Quit', and 'Help'. A 'Submit' button is also located in the top right corner of the form area.

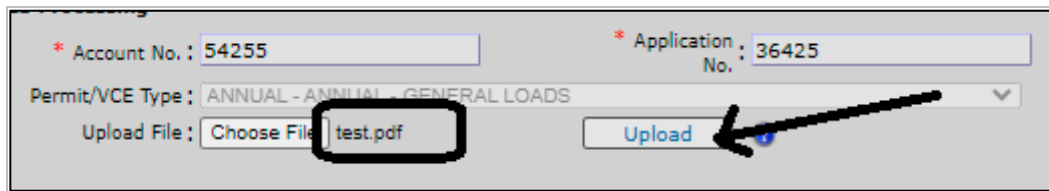


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2. **Browse-for-file pop-up window** appears. Select a file and click **Open**.



3. Verify that the correct filename is ready to be uploaded and click **Upload**.



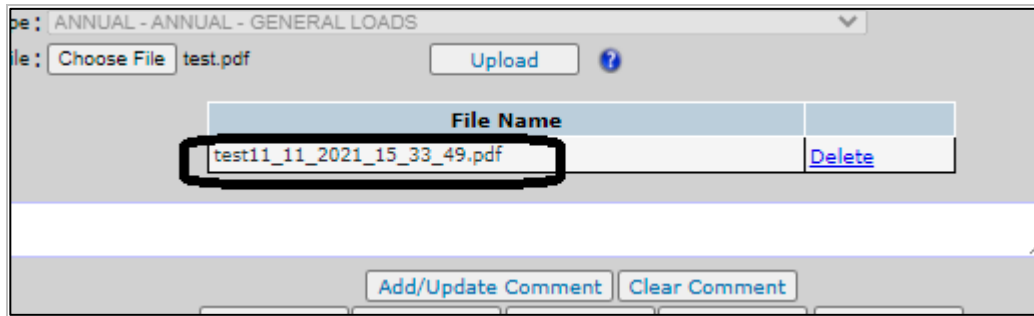


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4. File name appears in **File Name confirmation pop-up box**.

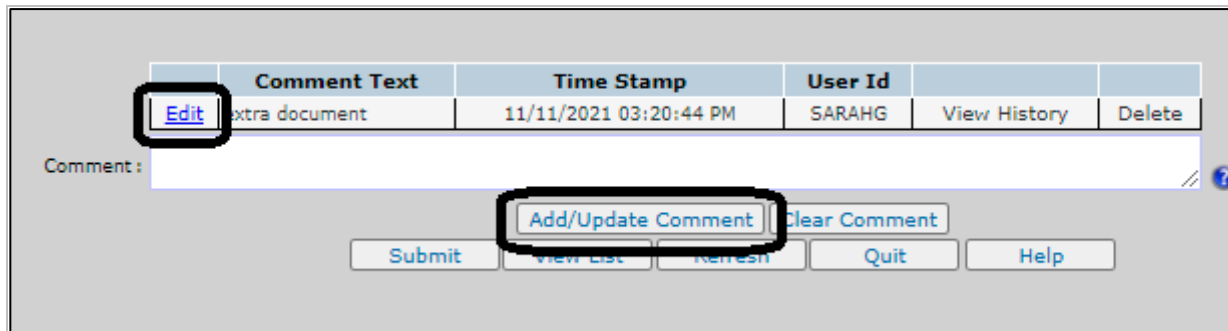
Click **Delete** to remove the selected file if necessary.

- Repeat the steps again to upload more files (only one file can be uploaded for each Web Processing transaction).



5. Enter a comment, if necessary, in the **Comment field** and then click **Add/Update Comment**.

- To remove a comment before adding it or updating it, click **Clear Comment**.





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6.2 Submitting the Application

If you wish, you may submit documents and submit the application in one **Web Processing** transaction.

Otherwise, applications being submitted into the queue or line-up for the O/O Office to review will automatically be done after the application billing screen at the O/O level.

To submit an application,

1. If you wish to see a list of applications pending submission, click **View List**.

List of pending applications appears.

Submit **View List** Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 Of 1

Account No.	Permit/VCE Type	Application No.	Permit Year	Transaction No.	Submit Date	Web Processing Status	Uploaded File Name
54255	ANNUAL - GENERAL LOADS	36425	2021	0	10/11/2021	PENDING	

2. Click **Submit** to submit your applications.

ment:

Add/Update Comment Clear Comment

Submit View List Refresh Quit Help

[First Page] [Previous Page] [Next Page] [Last Page]

Page 1 Of 1

Account	Permit/VCE	Application	Permit	Transaction	Submit	Web Processing	Uploaded
---------	------------	-------------	--------	-------------	--------	----------------	----------

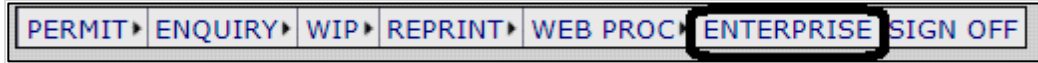


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7. Leaving the O/O Level

7.1 Returning to the Enterprise Level

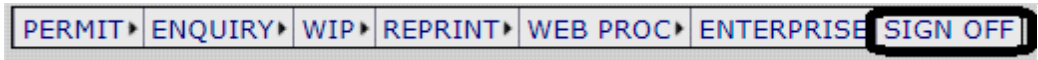
1. To return to the **Site Map** at the Enterprise Level, from the **O/O menu**, select **Enterprise**.



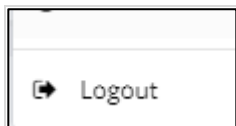
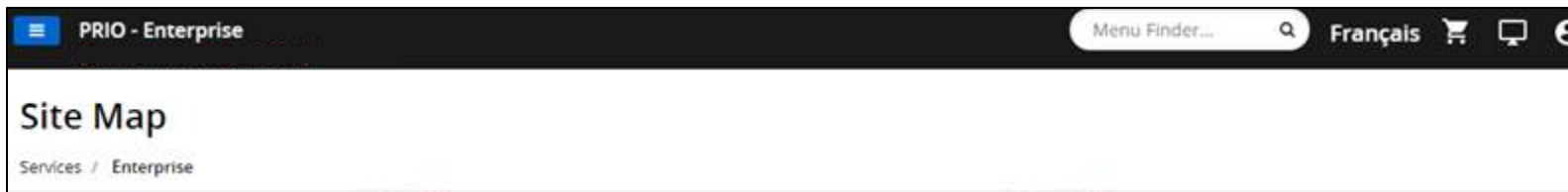
PRIO-Enterprise Site Map reappears.

7.2 Signing Off or Logging out of PRIO

1. To sign off **PRIO**, select **Sign Off** from the **O/O Menu**. **PRIO Login page** reappears.



At the **PRIO-Enterprise Level**, in the top right corner, select your name, then logout in the drop-down menu.





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8. Permit

Two types of permits are described below:

- **Annual Permit**

Note: An account with a CVOR or NSC number is needed to access the annual permit applications.

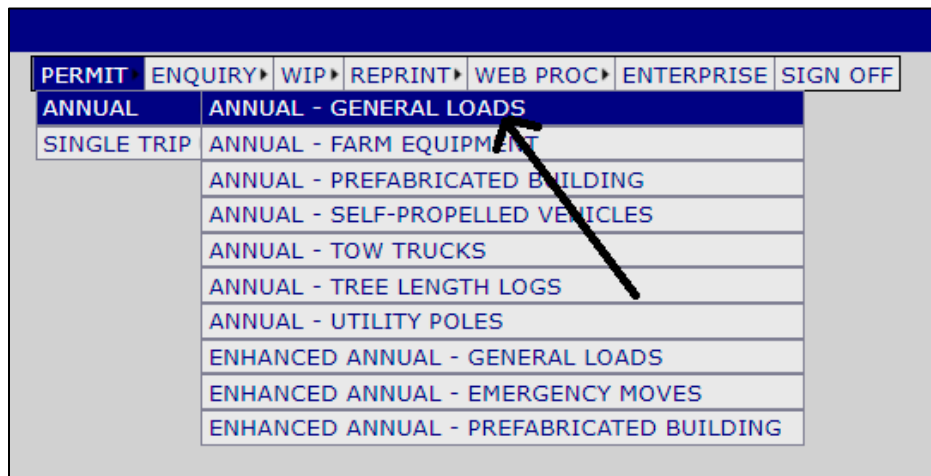
- **Single Trip Permit**

Note: Any permit name not listed in the menu will need a paper application form with pertinent documents submitted to the O/O Office for review before issuance.



8.1 Annual Permit

- The name of the annual permit is the type of annual issued.
- If you need a prefabricated building annual permit AND a general loads annual permit you must apply and pay for each one separately as they are two different types of permits.





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2. Annual Permit Account Search screen appears.

- Your Account No is pre-populated and cannot be changed.
- Do not type in your company name in addition to the account number.

Review the screen and click **Proceed**.

PERMIT ▶ ENQUIRY ▶ WIP ▶ REPRINT ▶ WEB PROC ▶ ENTERPRISE ▶ SIGN OFF

- PERMITWEB09 : [W] All the information on your Permit Application must be provided before MTO will review the application for approval. After selecting SUBMIT, you will not be able to change Permit Application information without contacting MTO.
- GEN4177 : [W] This is a self-issuing permit for any over-dimensional load. Confirm if this permit is needed before submitting this application form because there are no refunds and no amendments. This permit is final sale.
- GEN4178 : [W] This permit type CANNOT be amended or refunded. Before Continuing to pay for the permit, draft the permit to ensure this is the permit you are requesting.

Account Search Annual - General Loads

Account No. : 54255 Legal Name : Permit No. :

Proceed Copy From Refresh Quit Help



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General Tab

- The **General Tab** (specific to the Annual Permit type) appears.
 - In this example, the **Annual Permit-General** screen appears.
 - Mandatory fields are marked with a red asterisk *

The screenshot displays the 'Annual Permit' screen with the following sections:

- Navigation:** General (selected), Verification, Billing, Approval, MainMenu, Enquiries.
- O/O Account Details:**
 - Account No.: 54463
 - Legal Name: TESTING 123 TRUCK
 - Application No.: []
 - CVOR: []
 - NSC Number: ABC123
 - Exemption Code: []
- Contacts:**
 - * Contact Name: JOHN DOE
 - Business Phone No.: []
 - Ext.: []
 - Email: VLASTA.TOMASEVIC@
 - Cell Phone No.: []
 - Fax No.: []
- Permit Details:**
 - Permit Type: ANNUAL PERMIT
 - Transaction Type: NEW PERMIT
 - * No. of Permits Required: 1
 - Bilingual Format:
 - Application Status: NOT SUBMITTED
 - * Start Date: 09/09/2014
 - End Date: 08/09/2015
 - Application Status Date: 09/09/2014
 - Permit No.: []
 - Farm Plated Vehicles:
- Comment:** []
- Buttons:** Add/Update Comment, Clear Comment, Proceed, Refresh, Quit, Cancel, Help.



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4. Review and complete the **Account Details** section:

- Click the **Mailing Address tab** and select a mailing address from the drop-down menu, if required.
- Click the **Contacts tab** and select a contact name from the drop-down menu.

Physical Address | **Mailing Address** | Contacts

Mailing Address : 777 PACIFIC BLVD; VANCOUVER; BC V6B4Y8; CA

Address Line 1 : 777 PACIFIC BLVD

City : VANCOUVER

Postal/Zip Code : V6B4Y8

Address Line 2 :

Jurisdiction : BC-BRITISH COLUMBIA

Country : CA

Permit Details

Physical Address | Mailing Address | **Contacts**

*Contact Name : SARAH

Business Phone No. : - - - - -

Ext. : - - - - -

Email : :@ONTARIO.C

Cell Phone No. : - - - - -

Fax No. : - - - - -

Permit Details

- Select the **Bilingual Format** check box if the permit is to be printed in both English and French.
- Enter the start date for the annual permit in the **Start Date** field.

Permit Details

Permit Type : ANNUAL - GENERAL LOADS

Transaction Type : NEW PERMIT

*No. of Permits Required : 1

Bilingual Format :

Application Status : NOT SUBMITTED

*Start Date : 09/11/2021

End Date : 08/11/2022

Application Status Date : 09/11/2021

Permit No. :

Farm Plated Vehicles :

Comment :

Add/Update Comment Clear Comment



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6. For an **annual-farm equipment permit**, if the truck/power unit being used has a farm licence plate:

- Check the **Farm Plated Vehicles** check box
- In the **Power Unit Farm Licence Plate No.** field, enter the valid farm licence number of the farm plate truck/power unit being used.

Permit Details		
Permit Type : ANNUAL - FARM EQUIPMENT	Transaction Type : NEW PERMIT	
*No. of Permits Required : 1 ?	Bilingual Format : <input type="checkbox"/> ?	Application Status : NOT SUBMITTED v
*Start Date : 09/11/2021 ?	End Date : 08/11/2022 ?	Application Status Date : 09/11/2021
Permit No. : <input type="text"/>	Farm Plated Vehicles : <input type="checkbox"/> ?	Power Unit Farm License Plate No. : <input type="text"/>
Previous Number Of Permits Purchased : 0	Number Of Active Permits : 0	Percentage Variance : 0%

7. For an enhanced annual-emergency moves permit:

- Use **Web Processing transaction** to upload the document.



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8. Enter any comments in the **Comment field** click **Add/Update Comment**, e.g.,

- Enter any permit number(s) being renewed
- If you have had more than 10 active permits in the last year and this upcoming year you will have 50% less active permits (including this application), enter the reason for the decrease.

To adjust comments:

- To edit a comment click **Edit**.
- To remove a comment before adding it or updating it, click **Clear Comment**.

Previous Number Of Permits Purchased : 0	Number Of Active Permits : 0	Percentage Variance : 0%
--	------------------------------	--------------------------

	Comment Text	Time Stamp	User Id		
Edit	extra document	11/11/2021 03:20:44 PM	SARAHG	View History	Delete

Comment :

, select **Proceed** to continue.

<input type="button" value="Add/Update Comme"/>
<input type="button" value="Proceed"/> <input type="button" value="Refresh"/>

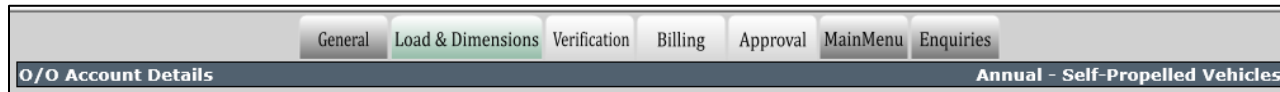


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Load and Dimensions Tab

10. For **Annual - Self-Propelled Vehicles** only, the **Load & Dimensions Tab** appears. Enter all information as required.

- For overweight requests, a VCE number is required.
- For other permit types, the **Load & Dimensions Tab** does not appear.





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Verification Screen

11. Verification screen appears.

Review the information. Click each tab as necessary to review information on

- General
- Load & Dimensions
- Conditions

General
Verification
Billing
Approval
MainMenu
Enquiries

• GEN4158 : [W] Conditions are subject to change upon review of permit application. Carrier is responsible to review the issued permit and must comply with all conditions and restrictions. (For Conditions screen)

Verification
Annual - General Loads

General
Load & Dimensions
Conditions

Proceed

Edit

O/O Account Details Verification
Annual - General Loads

Account No. : 54255
CVOR ;

Legal Name : TEST COMPANY SIX
NSC Number ; BC122746378

Application No. : 36426
Exemption Code ;

Physical Address

Address Line 1 ; 777 PACIFIC BLVD
City : VANCOUVER
Postal/Zip Code ; V6B 4Y8

Address Line 2 ;
Jurisdiction : BC-BRITISH COLUMBIA
Country : CA

Mailing Address

Mailing Address ; 777 PACIFIC BLVD; VANCOUVER; BC V6B4Y8; CA
Address Line 1 ; 777 PACIFIC BLVD
City : VANCOUVER
Postal/Zip Code ; V6B 4Y8

Address Line 2 ;
Jurisdiction : BC-BRITISH COLUMBIA
Country : CA

Contacts

Contact Name ; SARAH
Email ; SARAH.GALE@ONTARIO.CA

Business Phone No. ;
Cell Phone No. ;

Ext. ;
Fax No. ;

Permit Details

Permit Type : ANNUAL - GENERAL LOADS
No. of Permits Required ; 1
Start Date : 10/11/2021
Permit No. :

Bilingual Format ; N
End Date : 09/11/2022
Farm Plated Vehicles : N

Transaction Type : NEW PERMIT
Application Status ; NOT SUBMITTED
Application Status Date : 10/11/2021

Proceed

Quit



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12. Proceed from the **Verification screen** by selecting one of the following:

- **Edit**, to return to the **General Tab screen** to make changes.
- **Quit**, to return to the **O/O Level Menu** (using **Quit**, you will be able to return to your work later through the **WIP** menu)
- **Proceed**, to continue to the billing screen.

General Verification Billing Approval MainMenu Enquiries

• GEN4158 : [W] Conditions are subject to change upon review of permit application. Carrier is responsible to review the issued permit and must comply with all conditions and restrictions. (For Conditions screen)

Verification Annual - General Loads

Proceed

General Load & Dimensions Conditions

Edit

O/O Account Details Verification Annual - General Loads

Account No. : 54255 CVOR : Legal Name : TEST COMPANY SIX NSC Number : BC122746378 Application No. : 36425 Exemption Code :

Physical Address

Address Line 1 : 777 PACIFIC BLVD Address Line 2 :
City : VANCOUVER Jurisdiction : BC-BRITISH COLUMBIA
Postal/Zip Code : V6B 4Y8 Country : CA

Mailing Address

Mailing Address : 777 PACIFIC BLVD; VANCOUVER; BC V6B4Y8; CA
Address Line 1 : 777 PACIFIC BLVD Address Line 2 :
City : VANCOUVER Jurisdiction : BC-BRITISH COLUMBIA
Postal/Zip Code : V6B 4Y8 Country : CA

Contacts

Contact Name : SARAH Business Phone No. : Ext. :
Email : SARAH.GALE@ONTARIO.CA Cell Phone No. : Fax No. :

Permit Details

Permit Type : ANNUAL - GENERAL LOADS Transaction Type : NEW PERMIT
No. of Permits Required : 1 Bilingual Format : N Application Status : NOT SUBMITTED
Start Date : 10/11/2021 End Date : 09/11/2022 Application Status Date : 10/11/2021
Permit No. : Farm Plated Vehicles : N

Proceed Quit



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Billing and Cart Payment

13. **Billing screen** appears. Review and complete:

Review the billing details and fees:

- **Billing Details Panel** shows the permit type requested
- **Fees Section** shows the number of permit requested and the total cost of the permits under the fee amount column.



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Review and complete the Delivery Details section:

- **Delivery Method** defaults to “E-Mail.”
- If necessary, enter a new email address in the **Email field** and click **Add**.
- To remove unnecessary additional e-mail addresses, select **Delete** in the Email list.

General
Verification
Billing
Approval
MainMenu
Enquiries

- GEN4177 : [W] This is a self-issuing permit for any over-dimensional load. Confirm if this permit is needed before submitting this application form because there are no refunds and no amendments. This permit is final sale.
- GEN4178 : [W] This permit type CANNOT be amended or refunded. Before Continuing to pay for the permit, draft the permit to ensure this is the permit you are requesting.

O/O Account Details Annual - General Loads

Account No. : 54255	Legal Name : TEST COMPANY SIX	Application No. : 36426	
CVOR : <input type="text"/>	NSC Number : BC122746378	Exemption Code : <input type="text"/>	

Billing Details

Permit Type : ANNUAL - GENERAL LOADS	Permit No. : <input type="text"/>
Transaction Type : NEW PERMIT	Transaction Status : OPEN

Fees Section

Prepaid Balance : <input type="text" value="10,000.00"/>	Stored Credit Balance : <input type="text" value="0.00"/>
--	---

Fee Type	No. of Permits Required	Fee Amount
NEW PERMIT	1	448.75
Total Due		448.75

Documentation Requirements

Delivery Details

Delivery Method : E-MAIL	
Permit/VCE Electronic Delivery Channel : EMAIL WITH PDF	Email : <input type="text"/> <input type="button" value="Add"/>

Email	
	Delete

Comment :

14. Enter comments, if any:

- To update a comment, click **Edit**.



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- To delete or remove a comment before adding it or updating it, click **Clear Comment**.

Comment:

[Add/Update Comment](#) [Clear Comment](#)

15. Click **Proceed** to continue.

[Add/Update Comment](#) [Clear Comment](#)

[Proceed](#) [Cancel](#) [Refresh](#) [Quit](#) [Draft Permit](#) [Help](#)



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16. **Billing Verification screen** appears. Review the information then click one of the following:

- **Proceed** to continue to the **Cart Payment screen** to pay for this application.
- **Add to Cart** to hold the transaction in the cart for payment later
- **Cancel Bill** to return and edit previous screens
- **Draft Permit** to see a draft of the permit (you are advised to see the permit before paying for it)
- **Quit**, if you need to leave the application and finish it later using the **WIP Menu**.

General Verification Billing Approval MainMenu Enquiries

- GEN4177 : [W] This is a self-issuing permit for any over-dimensional load. Confirm if this permit is needed before submitting this application form because there are no refunds and no amendments. This permit is final sale.
- GEN4178 : [W] This permit type CANNOT be amended or refunded. Before Continuing to pay for the permit, draft the permit to ensure this is the permit you are requesting.

O/O Account Details Annual - General Loads

Account No. : 54255	Legal Name : TEST COMPANY SIX	Application No. : 36426	
CVOR : <input type="text"/>	NSC Number : BC122746378	Exemption Code : <input type="text"/>	

Billing Details

Permit Type : ANNUAL - GENERAL LOADS	Permit No. : <input type="text"/>
Transaction Type : NEW PERMIT	Transaction Status : INVOICED

Fees Section

Prepaid Balance : <input type="text" value="10,000.00"/>	Stored Credit Balance : <input type="text" value="0.00"/>	
--	---	--

Fee Type	No. of Permits Required	Fee Amount
NEW PERMIT	1	448.75
Total Due		448.75

Documentation Requirements

Delivery Details

Delivery Method : <input type="text" value="E-MAIL"/>	
Permit/VCE Electronic Delivery Channel : <input type="text" value="EMAIL WITH PDF"/>	Email : <input type="text"/> <input type="button" value="Add"/>

Email	
@ONTARIO.CA	Delete
@HOTMAIL.COM	Delete

Proceed	Add to Cart	Cancel Bill	Refresh	Quit	Draft Permit	Help
---------	-------------	-------------	---------	------	--------------	------



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17. The following Annual permits are **not sent to Cart Payment** but instead are submitted into the queue for review and approval:

- Annual – Farm Equipment
- Annual – Self-Propelled Vehicles
- Enhanced Annual – Emergency Moves

For these annual permits, wait for notification from the O/O Office.

For all other Annual permits, proceed with **Payment and Receipt** section (cart payment).

8.2 Single Trip Permit - General Loads-Annual Dimensions

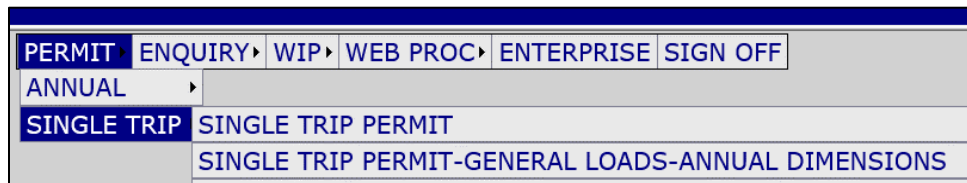
An account with a CVOR or NSC number is needed to access the single trip permit-general loads-application dimensions application.

Depending on the vehicle combination, the maximum dimensions are:

- Weight: up to 78,000 kg
- Width: 3.85 metres on multi-lane highways, 3.7 metres on 2-lane highways
- Length: up to 32 metres
- Height: up to 4.26 metres

Due to road construction or other restrictions, it is the responsibility of the permit holder to verify authorized route prior to departure and during travel.

1. From the **O/O Level Menu**, select **Permit Single Trip** then **Single Trip Permit-General Loads-Annual Dimensions**.





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2. Single Trip Permit-General Loads- Annual Dimensions Account Search screen appears:

Review the screen:

- Your Account number is pre-populated and cannot be changed.
- Do not enter your company name in addition to the account number.

Click **Proceed** to continue.

PERMIT ▾ ENQUIRY ▾ WIP ▾ WEB PROC ▾ ENTERPRISE ▾ SIGN OFF

- PERMITWEB09 : [W] All the information on your Permit Application must be provided before MTO will review the application for approval. After selecting SUBMIT, you will not be able to change Permit Application information without contacting MTO.
- PERMITGEN177 : [W] This is a self-issuing permit for any over-dimensional load. Confirm if this permit is needed before submitting this application form because there are no refunds and no amendments. This permit is final sale.
- PERMITGEN178 : [W] This permit type CANNOT be amended or refunded. Before proceeding to pay for the permit, draft the permit to ensure this is the permit you are requesting.

Account Search Single Trip Permit-General Loads-Annual Dimensions

Account No. : 10908 Legal Name : Permit No. :

[Proceed](#) [Copy From](#) [Refresh](#) [Quit](#) [Help](#)



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3. The **General Tab** of the Single Trip Permit type you selected appears.

Mandatory fields are marked with a red asterisk *

Complete the **General Tab** as follows:

- Click the **Mailing Address tab** and select a mailing address from the drop-down menu, if required.
- Click the **Contacts tab** and select a contact name from the drop-down menu
- Enter the number of permits required in the **No. of Permits Required** field.
- Select the **Bilingual Format** check box if the permit is to be printed in both English and French.
- Enter the start date for the annual permit in the **Start Date** field.

Select **Proceed** to continue.

The screenshot shows a software interface for O/O Account Details and Permit Details. The top navigation bar includes tabs for General, Load & Dimensions, Route, Conditions, Verification, Billing, Approval, MainMenu, and Enquiries. The main form is divided into two sections: O/O Account Details and Permit Details.

O/O Account Details:

- Account No.: 43963
- Legal Name: GENERIC TRUCKING M
- Application No.: [Empty]
- CVDR: [Empty]
- NSC Number: PE123456
- Exemption Code: [Empty]

Contacts:

- *Contact Name: GENERIC (dropdown)
- Business Phone No.: [Empty]
- Ext.: [Empty]
- Email: GENERIC@ONTARIO.CA
- Cell Phone No.: [Empty]
- Fax No.: [Empty]

Permit Details:

- Permit Type: SINGLE TRIP PERMIT-GENERAL LOADS-AI
- Transaction Type: NEW PERMIT
- *No. of Permits Required: 1
- Bilingual Format:
- Application Status: NOT SUBMITTED
- *Start Date: 13/11/2021
- End Date: DD/MM/YYYY
- Application Status Date: 13/11/2021
- Permit No.: [Empty]
- Farm Plated Vehicles:
- Weekend Travel Requested:
- Comment: [Text area]
- Access Level: Internal
- Delete Allowed

Buttons at the bottom: Proceed, Refresh, Quit, Cancel, Help.



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4. The **Load & Dimensions Tab** appears.

Complete the **Load Details section**:

- select a subcategory from the **Sub Category drop-down list**.
- Dimensions for vehicle and load combinations are pre-populated and cannot be changed (some combinations will require a weight selection be made)
- Select **Add** if the vehicle and load combination is required.

The screenshot shows the 'Load & Dimensions' tab of the O/O Account Details form. The form is titled 'Single Trip Permit-General Loads-Annual Dimensions'. It contains several sections:

- O/O Account Details:** Account No.: 43963, Legal Name: GENERIC TRUCKING M, Application No.: 305527, CVOR: [blank], NSC Number: PE123456, Exemption Code: [blank].
- Permit Details:** Transaction Type: NEW PERMIT, Permit No.: [blank].
- Load Details:** *Load Category: GENERAL, Sub Category: [blank], Load Type: [blank], Equipment Type: [blank].
- Authorizing the Movement of:** Ministry Issued Configuration Number: [blank] Find.
- Overall Width (m):** Highway Traffic Act: [checkbox] OR Two Lane (m): [input] Multi Lane (m): [input].
- Overall Length (m):** Highway Traffic Act: [checkbox] OR Length (m): [input].
- Overall Height (m):** Highway Traffic Act: [checkbox] OR Height (m): [input].
- Overall Weight (kgs):** Highway Traffic Act: [checkbox] OR Standard Annual: [checkbox] OR Enhanced Annual Weight: [checkbox].
- Vehicle Information:** Make: [input], Model No.: [input], VIN/Serial No.: [input], Unit No.: [input], No. of Vehicle Axles (excl. Dolly Axles): [input], No. of Boom Dolly Axle(s): [input].
- Rear Overhang (if exceeds 4.65m) Measured from the center of the rearmost axles (m):** [input]. Commercial Vehicle: Yes No.

Buttons: Add, Update, Clear.



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5. When the **Load Details section** is complete, select one of the following:

- **Cancel** to cancel the application
- **Quit** to exit the application and resume it later in the **WIP** menu
- **Refresh** to clear the screen
- **Proceed** to continue.

6. **Routing screen** appears.

Enter the route details:

- In the **Origin Field**, enter the Ontario address where this load move is originating from
- In the **Destination Field**, enter the Ontario address where the load is destined
- In **Total Distance field**, Enter # of km travelled on King's Highway
- In **Routing Details field**, enter route – list all roads and highways in a consecutive, continuous order from the origin to the destination.
- **USA Crossing:** select **Yes** in **Border Crossing on Route field** if crossing the border to or from Ontario from or into USA or another Canadian province, ***NOTE: corridor through Ontario from USA to USA is not permitted.**

The screenshot shows the 'Routing' screen of the PRIO application. The interface is titled 'Single Trip Permit-General Loads-Annual Dimensions'. On the left, there is a map of Ontario with a route highlighted. On the right, there is a form with the following fields and values:

- Route:** 407 ETR
- Choose type of Routing:** Automated Assisted Routing Manual
- Pre Defined Route:** **Enter Route:**
- Origin:** 301 Saint Paul Street, S
- Destination:** Windsor (78 Main St, D)
- Total Distance Travelled on King's Highways:** 350
- Routing Details:** St Paul Street, Geneva St, Hwy 406, Q.E.W., Hwy 403, Hwy 401, Hwy 3, Huron Church Road
- Border Crossing on Route:** Yes No

Buttons at the bottom include 'Check Route', 'Clear Route', 'Proceed', 'Back', 'Refresh', 'Quit', 'Cancel', and 'Help'.



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7. When you have entered route details, click **Check Route**.

- The check route button does not check the route (the feature is not operational)

Click **Proceed** to continue.

8. **Billing Verification screen** appears.

Review the information then click one of the following:

- **Proceed** to continue to the **Cart Payment screen** to pay for this application.
- **Add to Cart** to hold the transaction in the cart for payment later
- **Cancel Bill** to return and edit previous screens
- **Draft Permit** to see a draft of the permit (you are advised to see the permit before paying for it)
- **Quit**, if you need to leave the application and finish it later using the **WIP Menu**.

General Load & Dimensions Route Verification Billing Approval MainMenu Enquiries

• PERMITGEN158 : [W] Conditions are subject to change upon review of permit application. Carrier is responsible to review the issued permit and must comply with all conditions and restrictions. (For Conditions screen)

Verification Single Trip Permit-General Loads-Annual Dimensions

General Load & Dimensions Routing Conditions

Proceed

Edit

O/O Account Details Verification Single Trip Permit-General Loads-Annual Dimensions

9. Proceed with cart payment as given in the **Payment and Receipt** section.



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8.3 Single Trip Permit

To use this option, you must deposit funds as a pre-paid account.

1. From the **O/O Level Menu**, select **Permit** then **Single Trip** then **Single Trip Permit**.

PERMIT > ENQUIRY > WIP > WEB PROC > ENTERPRISE > SIGN OFF
ANNUAL
SINGLE TRIP SINGLE TRIP PERMIT
SINGLE TRIP PERMIT-GENERAL LOADS-ANNUAL DIMENSIONS

2. **Single Trip Permit - Account Search** screen appears:

- Your Account number is pre-populated and cannot be changed.
- Do not enter your company name in addition to the account number.

Click **Proceed** to continue.

PERMIT > ENQUIRY > WIP > WEB PROC > ENTERPRISE > SIGN OFF

• PERMITWEB09 : [W] All the information on your Permit Application must be provided before MTO will review the application for approval. After selecting SUBMIT, you will not be able to change Permit Application information without contacting MTO.

Account Search Single Trip Permit

Account No. : 43858 Legal Name : Permit No. :

Proceed Copy From Refresh Quit Help



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3. The **General Tab** of the Single Trip Permit type you selected appears.

Mandatory fields are marked with a red asterisk *

Complete the **General Tab** as follows:

- Click the **Mailing Address tab** and select a mailing address from the drop-down menu, if required.
- Click the **Contacts tab** and select a contact name from the drop-down menu
- Enter the number of permits required in the **No. of Permits Required** field.
- Select the **Bilingual Format check box** if the permit is to be printed in both English and French.
- Enter the start date for the annual permit in the **Start Date field**.

Select **Proceed** to continue.

The screenshot shows a software interface for entering permit details. At the top, there are tabs for 'General', 'Load & Dimensions', 'Route', 'Conditions', 'Verification', 'Billing', 'Approval', 'MainMenu', and 'Enquiries'. The 'General' tab is active. Below the tabs, the form is divided into two main sections: 'O/O Account Details' and 'Permit Details'.
O/O Account Details: This section includes fields for 'Account No.' (43963), 'Legal Name' (GENERIC TRUCKING M.), 'Application No.', 'CVOR', 'NSC Number' (PE123456), and 'Exemption Code'. There are also sub-tabs for 'Physical Address', 'Mailing Address', 'Issued At', and 'Contacts'. The 'Contacts' sub-tab is active, showing fields for 'Contact Name' (with a dropdown menu), 'Business Phone No.', 'Ext.', 'Email', 'Cell Phone No.', and 'Fax No.'.
Permit Details: This section includes 'Permit Type' (SINGLE TRIP PERMIT), 'Transaction Type' (NEW PERMIT), 'Application Status' (NOT SUBMITTED), and 'Application Status Date' (19/11/2021). Mandatory fields are marked with a red asterisk: '*No. of Permits Required' (1), '*Start Date' (19/11/2021), and 'End Date' (DD/MM/YYYY). Other fields include 'Bilingual Format' (checkbox), 'Farm Plated Vehicles' (checkbox), 'Power Unit Farm License Plate No.', 'Permit No.', and 'Weekend Travel Requested' (checkbox, checked). A 'Comment' field is present with 'Add/Update Comment' and 'Clear Comment' buttons. At the bottom, there are buttons for 'Proceed', 'Refresh', 'Quit', 'Cancel', and 'Help'. The 'Access Level' is set to 'Internal' and 'Delete Allowed' is checked.



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4. The **Load & Dimensions Tab** appears.

Complete the **Load Details section**:

Select a load description:

- Towed (when the over-dimensional load has its own wheels permanently attached during transport);
- Carry (when the over-dimensional load is being carried on a separate trailer);
- Operate (when the load is an over-dimensional vehicle being driven);

Complete the **Dimension Details section**.

The screenshot displays the 'Load & Dimensions' tab of the PRIO application. The interface includes a navigation bar with tabs: General, Load & Dimensions (selected), Route, Conditions, Verification, Billing, Approval, MainMenu, and Enquiries. The main content area is divided into several sections:

- O/O Account Details:** Includes fields for Account No. (43963), Legal Name (GENERIC TRUCKING M/), Application No. (306237), CVOR, NSC Number (PE123456), and Exemption Code.
- Permit Details:** Includes Transaction Type (NEW PERMIT) and Permit No.
- Load Details:** Features radio buttons for Load Description (TOW, CARRY, OPERATE), a dropdown for Load Type (A/C UNIT), and an 'Other' field. It also includes fields for Make, Model No., and VIN/Serial No., along with a question about disassembly or scrap.
- Dimension Details:** Contains multiple input fields for Vehicle (Power Unit) Length (m), Load Length (m), Overall Combined Length (m), Trailer Width (m), Load Width (m), Overall Width (m), Trailer Length (m), Load Height (m), Overall Height (m), Rear Overhang (m), Manufacturer's Rated Capacity of Trailer (kgs), and Load Weight (kgs). It also has a Gross Weight selection (Exceeds HTA, Within HTA) and a Bill of Lading Number field.
- Axle Description:** A section at the bottom with a question mark icon.



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5. Complete the **Axle Description Section**. What is completed in this section depends on the selection in the **Gross Weight field**.
- If the vehicle and load combination is not overweight, then in the **Gross Weight field**, select **Within HTA**.
 - If the vehicle and load combination is overweight, then in the **Gross Weight field**, select **Exceeds HTA**.

Axle Description

Ministry Issued Configuration Number: Weight Type: Normal Reduced Exceptional ?

Total No. of Axles: ? No. of Axles (Power Unit): ?

Axle #	Equipment Type	No. of Tires per Axle	Manufacturer Rated Axle Capacity (kgs)	Tire Width (mm)	Tire Rating (kgs)	Requested Weight per Axle (kgs)	Inter-axle Spacing (m)
1	STEER AXLE						
2	DRIVE AXLE						
3	DRIVE AXLE						
4							
5							

Total Weight Requested: 0

?



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6. When the **Registered Gross Vehicle Weight** section is complete, select one of the following at the bottom of the screen:
- **Cancel** to cancel the application
 - **Quit** to exit the application and resume it later in the **WIP menu**
 - **Refresh** to clear the screen
 - **Proceed** to continue.

The screenshot shows a software window titled "Registered Gross Vehicle Weight" with a help icon in the top right corner. The window is divided into two sections: "Ontario Carriers" and "Out-of-Province Carriers".

Ontario Carriers
Registered Gross Vehicle Weight (RGVW) : [text input field]

Out-of-Province Carriers
Is Ontario registered on your IRP apportioned Cab Card? : Yes No
If yes, what is the Registered Gross Vehicle Weight (RGVW) for Ontario? : [text input field]
If not, what is the RGVW in the Registered Jurisdiction of the Power Unit? : [text input field]

Comment : [text area with scroll arrows and a help icon]

Access Level : Delete Allowed

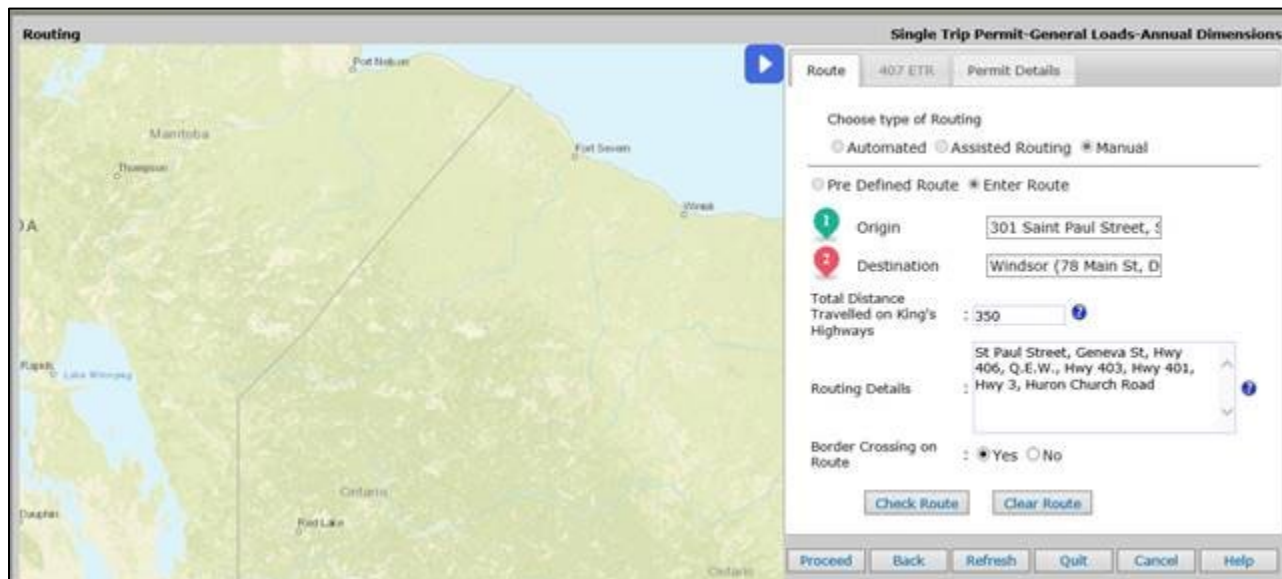
Buttons: Add/Update Comment, Clear Comment, Proceed, Refresh, Quit, Cancel, Help



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7. Routing screen appears. Enter the route details:

- In the **Origin Field**, enter the Ontario address where this load move is originating from
- In the **Destination Field**, enter the Ontario address where the load is destined
- In **Total Distance field**, Enter # of km travelled on King's Highway
- In **Routing Details field**, enter route – list all roads and highways in a consecutive, continuous order from the origin to the destination.
- **USA Crossing:** select **Yes** in **Border Crossing on Route field** if crossing the border to or from Ontario from or into USA or another Canadian province, ***NOTE: corridor through Ontario from USA to USA is not permitted.**



8. When you have entered route details, click **Check Route**.

Click **Proceed** to continue.



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9. **Verification screen** appears.

On the **Verification screen**, review the information. Click each tab as necessary to review information on:

- General
- Load & Dimensions
- Routing
- Conditions

General Load & Dimensions Route **Verification** Billing Approval MainMenu Enquiries

• PERMITGEN158 : [W] Conditions are subject to change upon review of permit application. Carrier is responsible to review the issued permit and must comply with all conditions and restrictions. (For Conditions screen)

Verification Single Trip Permit

General Load & Dimensions Routing Conditions

Proceed

Edit

O/O Account Details Verification Single Trip Permit

10. Navigate from the **Verification screen** by selecting one of the following:

- **Quit** to return to the **O/O Menu** (using **Quit**, you will be able to return to your work later through the **WIP** menu)
- **Proceed** to continue to the billing screen.



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11. **Billing screen** appears. Review the information then click one of the following:

- **Proceed** to continue to the **Cart Payment screen** to pay for this application.
- **Add to Cart** to hold the transaction in the cart for payment later
- **Cancel Bill** to return and edit previous screens
- **Draft Permit** to see a draft of the permit (you are advised to see the permit before paying for it)
- **Quit**, if you need to leave the application and finish it later using the **WIP Menu**.

O/O Account Details Single Trip Permit

Account No.: 43963 Legal Name: GENERIC TRUCKING M/ Application No.: 306237
CVOR: NSC Number: PE123456 Exemption Code:

Billing Details

Permit Type: SINGLE TRIP PERMIT Permit No.:
Billing Date: 19/11/2021 Transaction Type: NEW PERMIT Transaction Status: OPEN
Start Date 1: 19/11/2021 End Date 1: 25/11/2021
Start Date 2: DD/MM/YYYY End Date 2: DD/MM/YYYY
Start Date 3: DD/MM/YYYY End Date 3: DD/MM/YYYY

Fees Section

Prepaid Balance: 0.00 Stored Credit Balance: 0.00 Manual Adjustment Amount:

Fee Type	No. of Permits Required	Fee Amount	Waive
NEW PERMIT	1	66.25	<input type="checkbox"/>
Total Due		66.25	

Documentation Requirements

Delivery Method: E-MAIL Add

Permit/VCE Electronic Delivery Channel: EMAIL WITH PDF Email: Add

Email	
@ONTARIO.CA	Delete
@HOTMAIL.COM	Delete

Delivery Details

Proceed Add to Cart Cancel Bill Refresh Quit Draft Permit Help



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12. The single trip permit application is **not sent to the cart payment** but is instead submitted into the queue for review and approval.

Wait for notification from the O/O Office.

- Additional documents may be required.