MT ePART Helpful Tips

(Click on the content item below to go to that section of the document)

(CTRL F will bring up a search function)

Contents

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EPART DEFINITION:

ePART stands for Electronic Permit, Audit, Registration, and Tax.

A review of the table of contents above, gives a full picture of what is being answered in this document.

EPART LOGIN SCREEN:

On the ePART login screen, the two of the three items above in the highlighted area need to show for this application to run properly.

If this application is showing Adobe Acrobat is not installed, x Get Adobe Reader, this is a warning message, not a hard stop. Logging into the application. Once logged in, print a document from your ePART account. If the document prints, no further action is required.

If your system still does not see Adobe Reader, go to the Managing Add-on's in this document to correct the issue.

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ADOBE READER:

Adobe Reader must be loaded on your computer. If this is a new load, make sure you open the Adobe Reader application before entering ePART to ensure the application is loaded correctly.
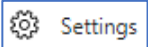
If completing a new installation, make sure to restart the computer, not just a shutdown.

Make sure if you have just installed Adobe Reader, that you go to the ⊞ start icon on your computer and go to the Adobe Reader and open it. As a new application, it will need to be opened for this to be used.

On the bottom right-hand side of the ePART Login page, is a link to download Adobe Reader, if you do not already have it.

POP-UP BLOCKER – MICROSOFT EDGE:

1. Startup the Microsoft Edge browser on your PC/Laptop.
2. Click on the **three-dot icon** at the top right-hand side of the browser.
3. Click on the **Settings** option from the drop-down menu.
4. In the left-pane, click on the **Cookies and Site Permissions** option.
5. In the right-hand side pane, scroll down and click on the **Popups and Redirects** option.
6. Toggle the '**Block (Recommended)**'option to '**OFF**'.
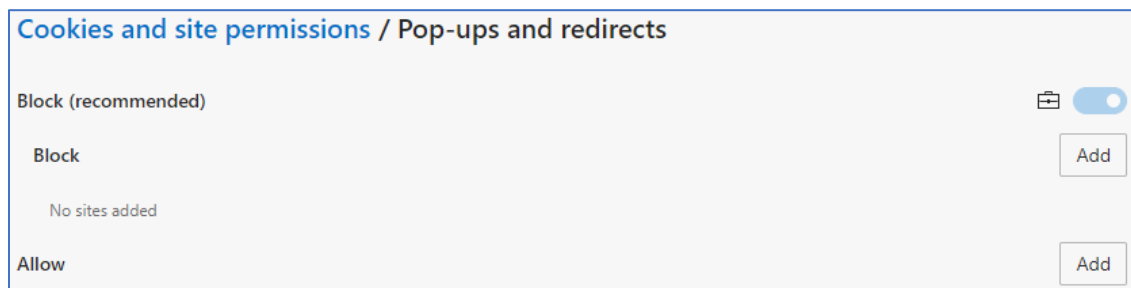
7. If you prefer, you can leave the pop-ups marked to off, and Allow the site and enter it as https://mdt.epart.celtic-host.com/MTEnterprise/

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POP-UP BLOCKER – GOOGLE CHROME:
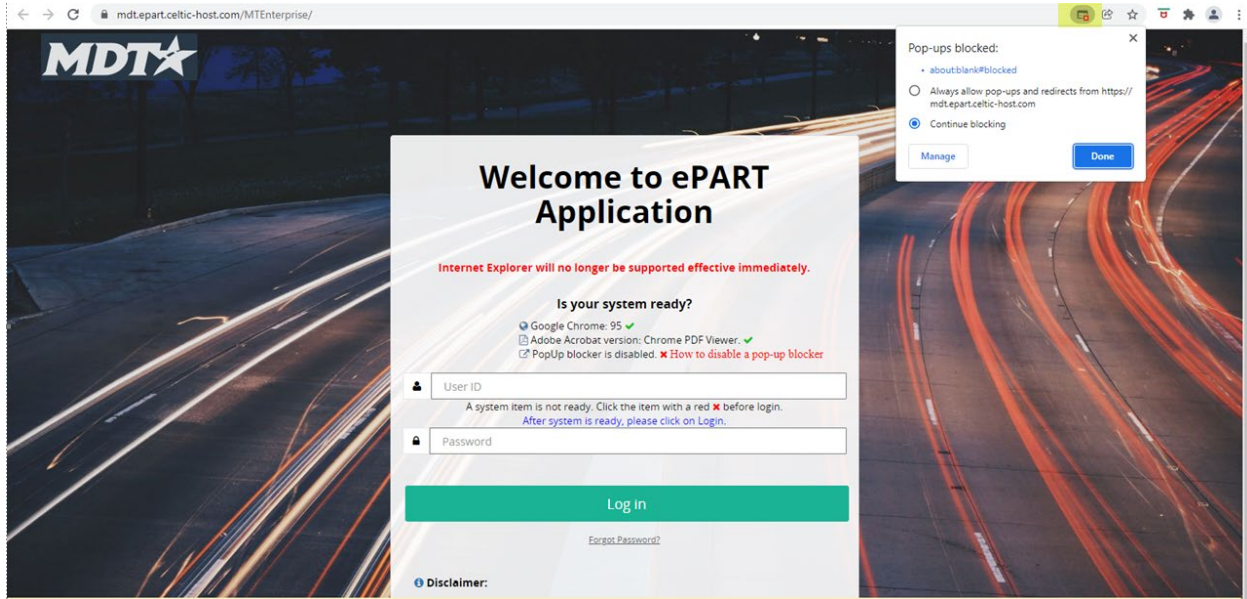
The Pops-up blocked message and icon will only appear on web sites when there are actually pop-ups blocked.

- "How to disable a pop-up blocker" that is stopping this application from loading.
  - On the top right of the screen highlighted in yellow, click and choose the top radio button "Always all pop-ups and redirects from https://mdt.epart.celtic-host.com". Then select "Done".
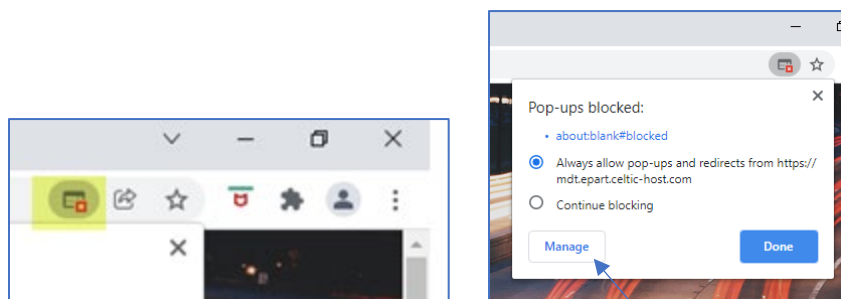
Or, if you want to Manage this, click on the Manage wording. The screen below may populate. This may also be dependent on what your company settings are allowing.

Going the Manage button route may not work as well.

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Click add. The site you will add for ePART is mdt.epart.celtic-host.com
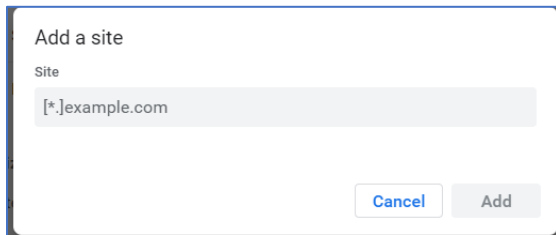
POP UP BLOCKER – ON ePART LOGIN PAGE:

When asked for the Pop-Up Blocker – go to Options for this site and chose "Always allow".

Note: not all devices allow the pop-up's to be blocked, such as tablets.

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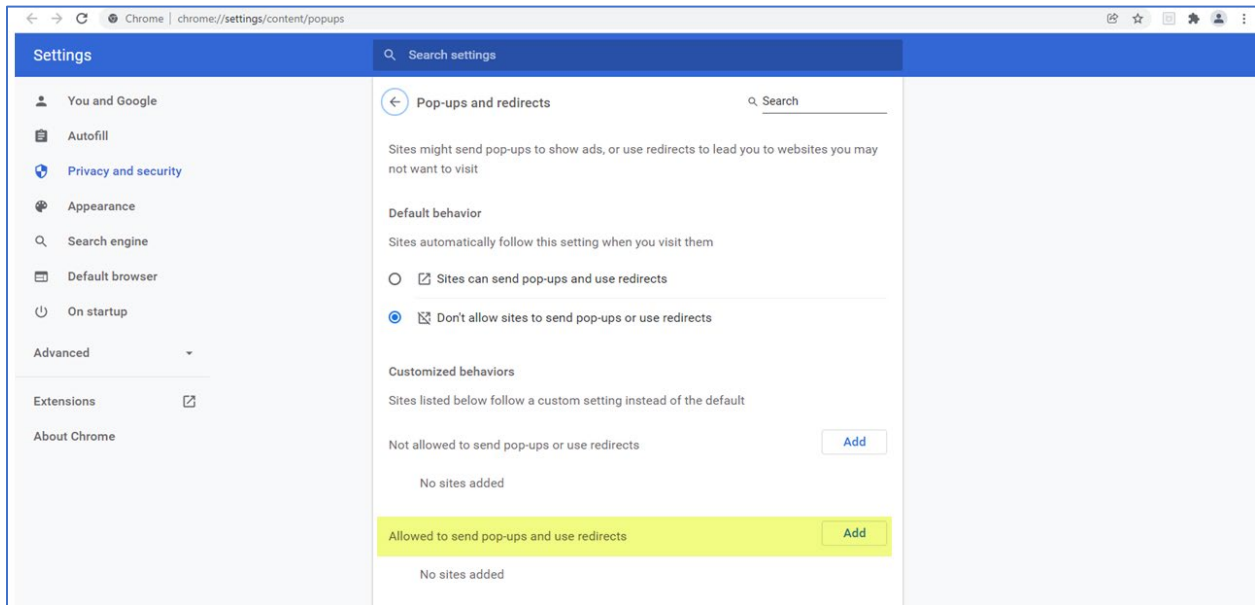
MDT FORMS NOT DISPLAYING PROPERLY – PDF's?

If you are using Google Chrome, Microsoft Edge, or Mozilla Firefox as your internet browser you may have to adjust your settings.

On the MDT Forms page https://www.mdt.mt.gov/publications/forms.aspx#com towards the top of the page, there is a section that goes into the "Having Trouble Opening MDT forms?". This is also covered below.

MICROSOFT EDGE:

Copy and paste into the Edge address field: **edge://settings/content/pdfDocuments**

For the detailed instructions:

1. Click on the three dots in the upper right-hand corner.
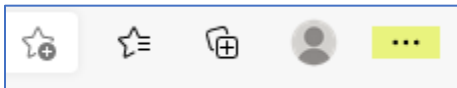
2. Go to settings
3. Go to cookies and site permissions
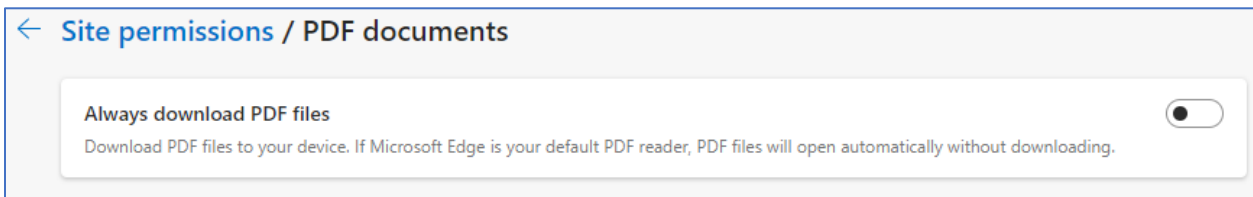
4. Scroll down to PDF Documents
5. Change the slider to the left so it shows it is turned off.
6. Close the window
7. PDF files will now open in the PDF reader

GOOGLE CHROME:

Copy and paste into the Chrome address
field: **chrome://settings/content/pdfDocuments**

For the detailed instructions:

1. Click on the three dots in the upper right-hand corner.
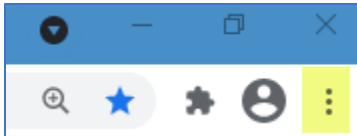
2. Go to settings / Privacy and Security / Site Settings / Additional Content Settings

3. PDF Documents
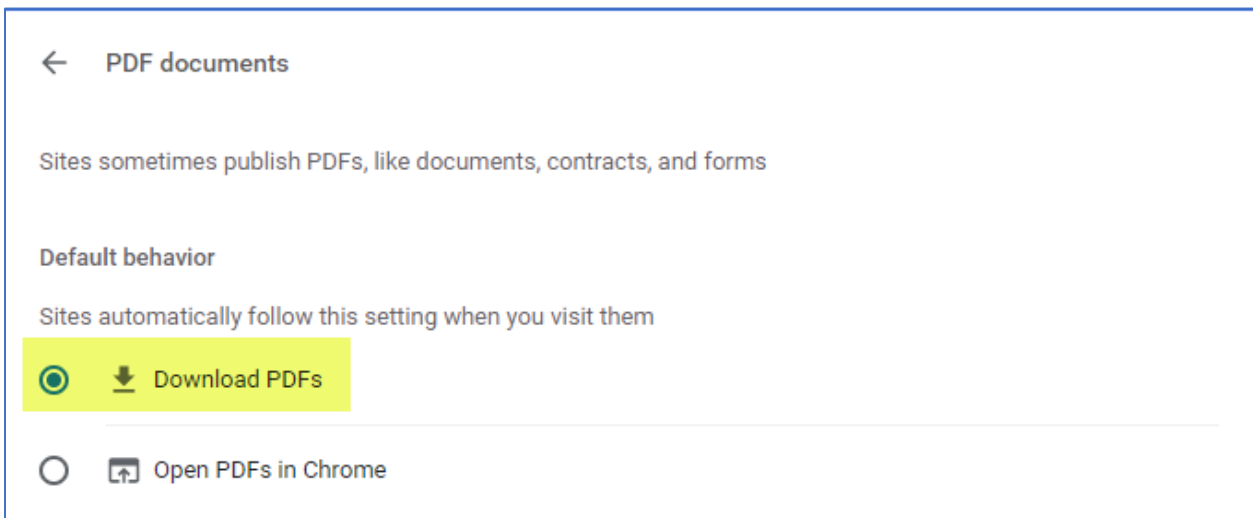
4. Click on the Radio Button in front of the Download PDFs.

5. Close the window

6. PDF files will now open in the PDF reader

MOZILLA FIREFOX:

1. Open Firefox, click on the three horizonal lines in upper right, click on Options, scroll down to **Files and Applications**
2. Under Applications see **Portable Document Format (PDF)**
3. Click on Preview in Firefox, click on the drop-down arrow (see the image below)
4. Choose your **Default PDF Viewer** if listed otherwise click on Use Other
5. Find your Adobe PDF program (i.e., Adobe Reader) highlight it and click ok
6. Restart Firefox
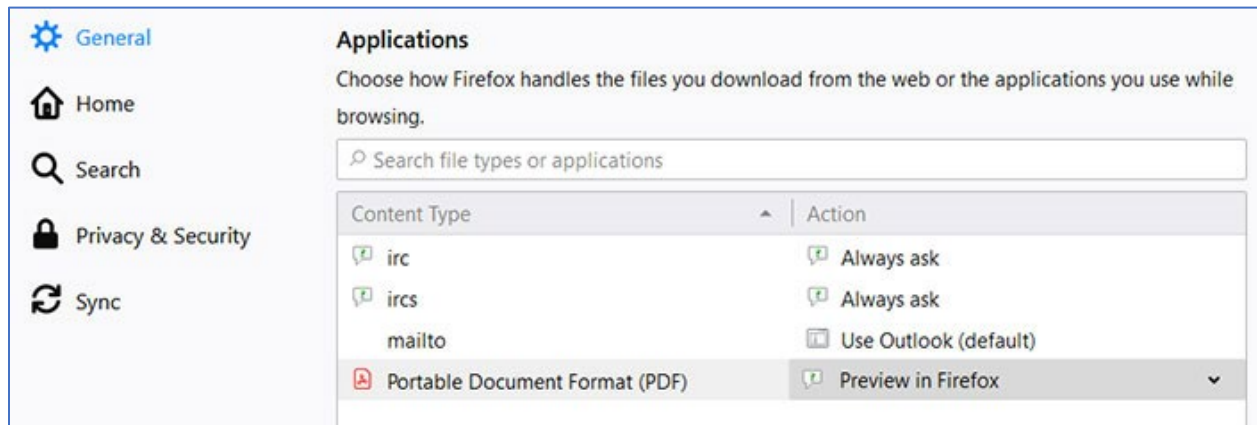
CLEAR BROWSING HISTORY FOR MICROSOFT EDGE:

Click on the three dots at the top of the page, and go to History (Ctrl + H)
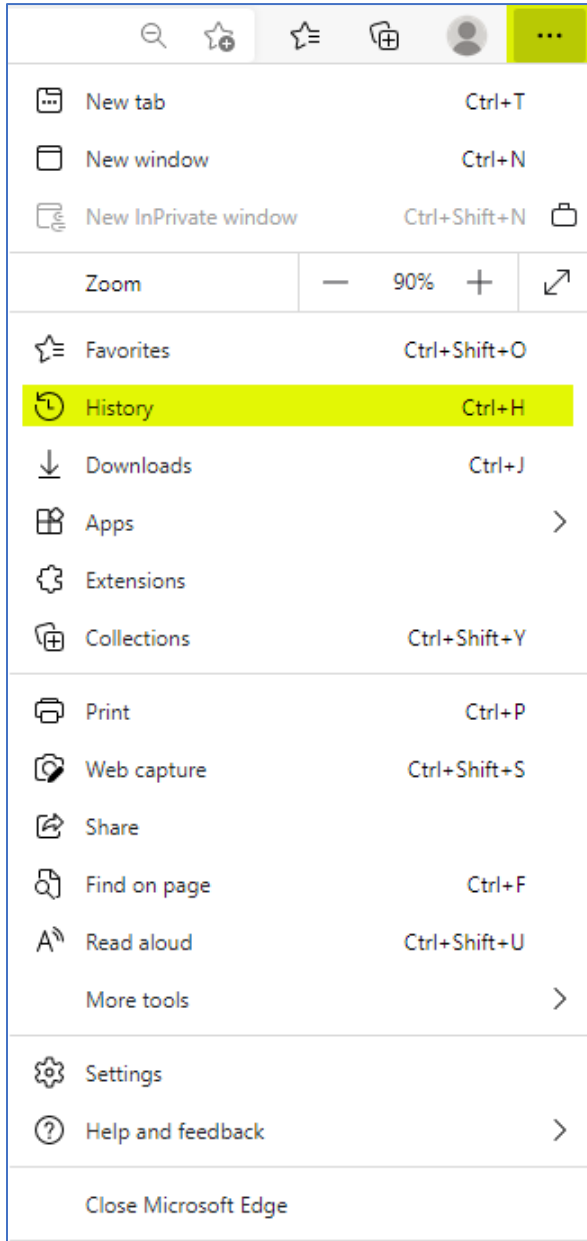
Once you have clicked on History, Click on the three dots
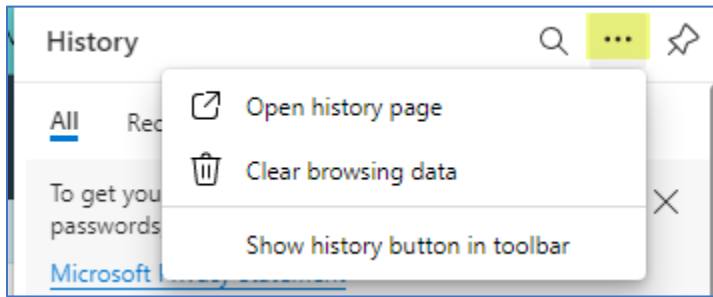
Click on Clear Browsing History.
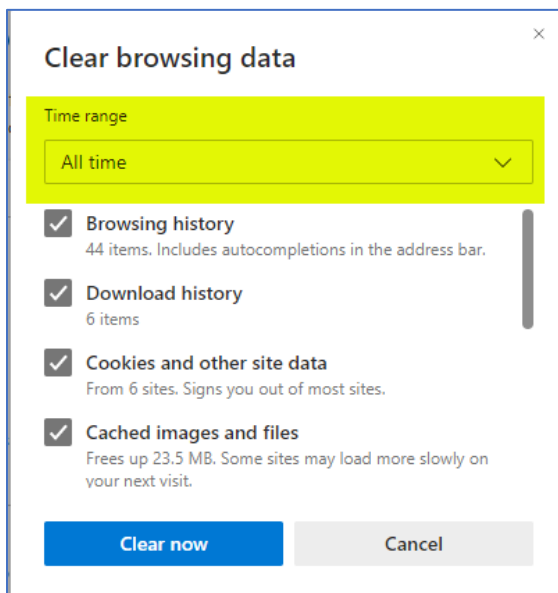
Adjust your Time Range and click on the Clear Now button.

(OR)

Click on the three dots, go down to "settings" click on Privacy, search, and services

Under the Clear Browsing data section, click on Choose what to clear

Change your Time Range to "All Time"

Click Clear Now.
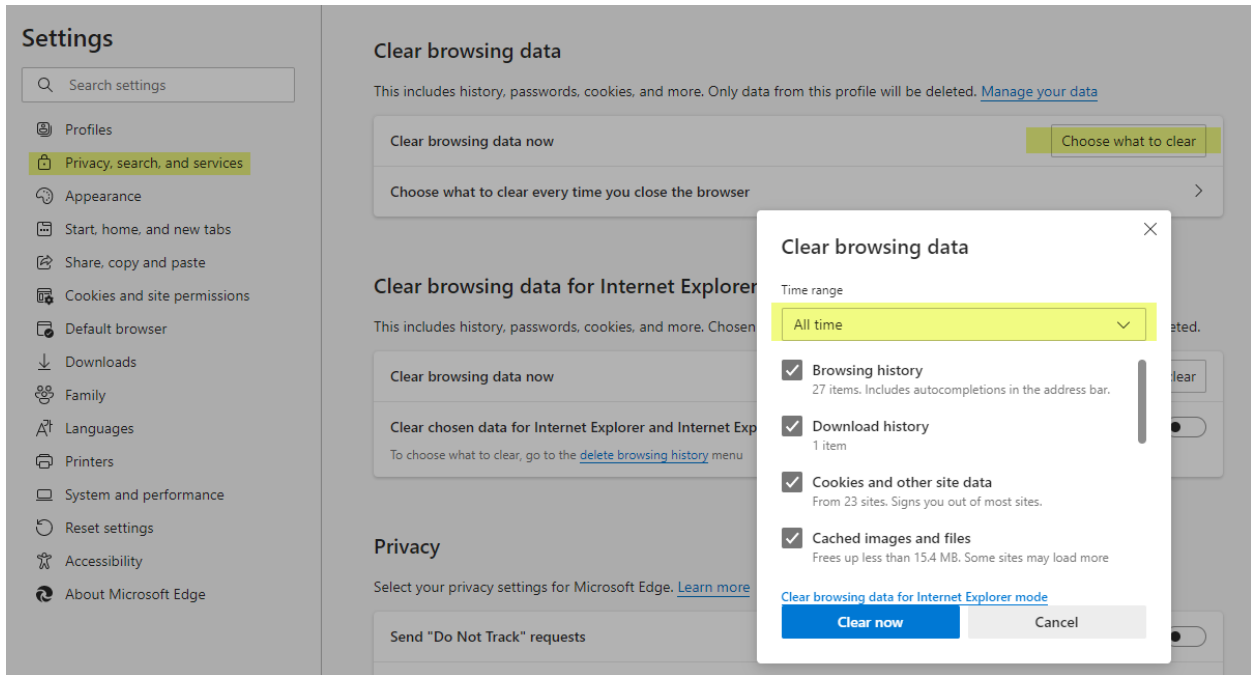
CLEAR BROWSING HISTORY FOR GOOGLE CHROME:

Click on the three dots in the top corner and click on History.
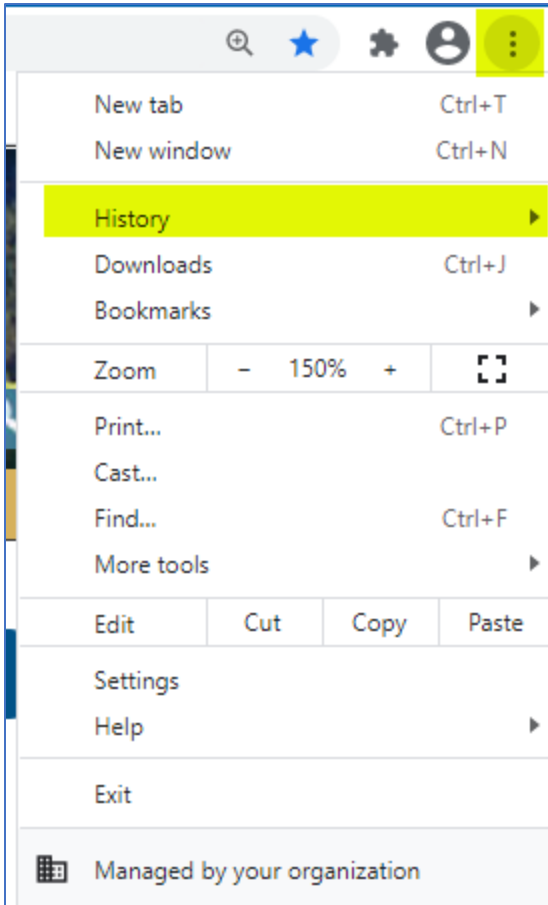
Click on the "History" word.

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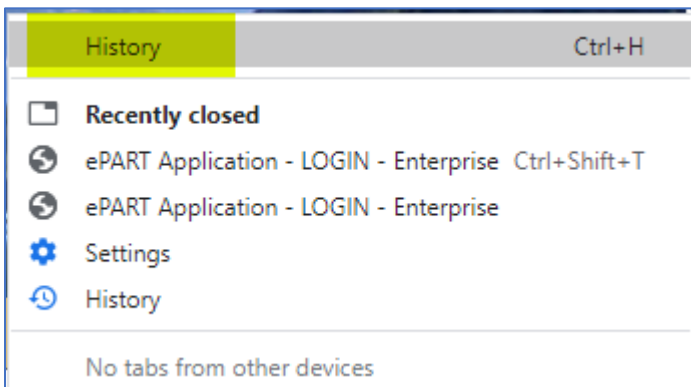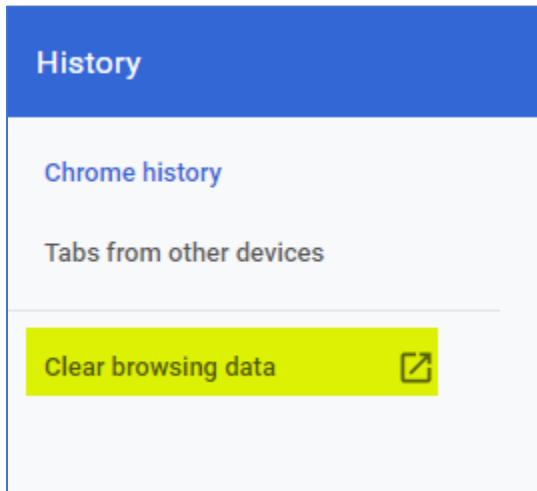
Click on Clear browsing data
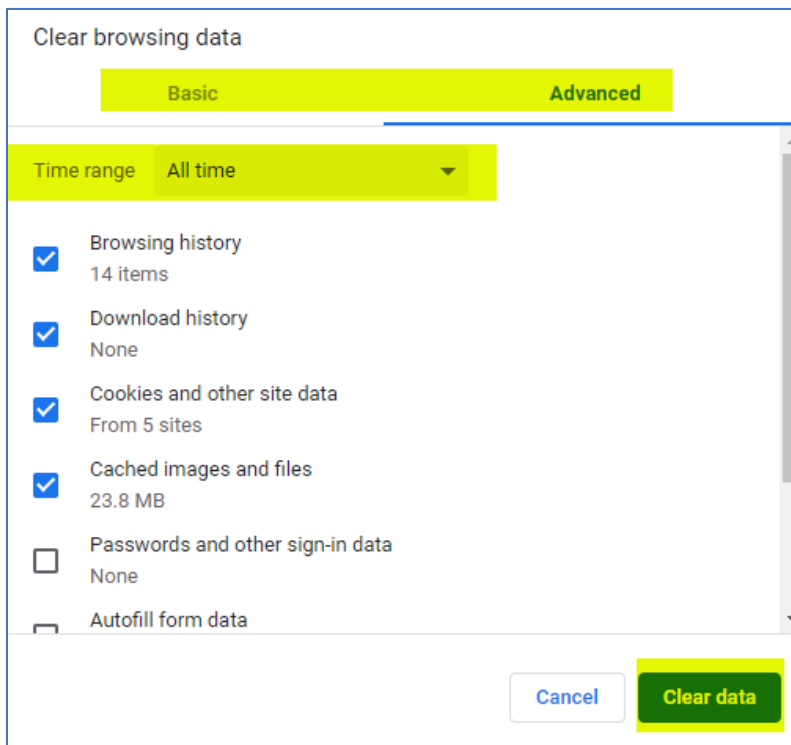
Check which browsing data you are clearing, there is a Basic and an Advanced Tab. Advanced is suggested to be used.

Make sure you adjust your Time Range also. All time is suggested to be used.

Click on Clear data.

(OR)

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Click on the three dots, go down to "settings" click on Privacy and security

Under the Privacy and security section, click on Clear browsing data.

Suggested that the user click on the Advanced tab and change the Time range to "all Time.

Click Clear data.

Clear browsing data

Basic	Advanced

Time range   All time ▼

☑ Browsing history
  None

☑ Download history
  None

☑ Cookies and other site data
  None

☑ Cached images and files
  Less than 1 MB

☑ Passwords and other sign-in data
  None

☑ Autofill form data

Cancel   **Clear data**

CHECK YOUR "AUTOFILL" SETTINGS IN MICROSOFT EDGE:
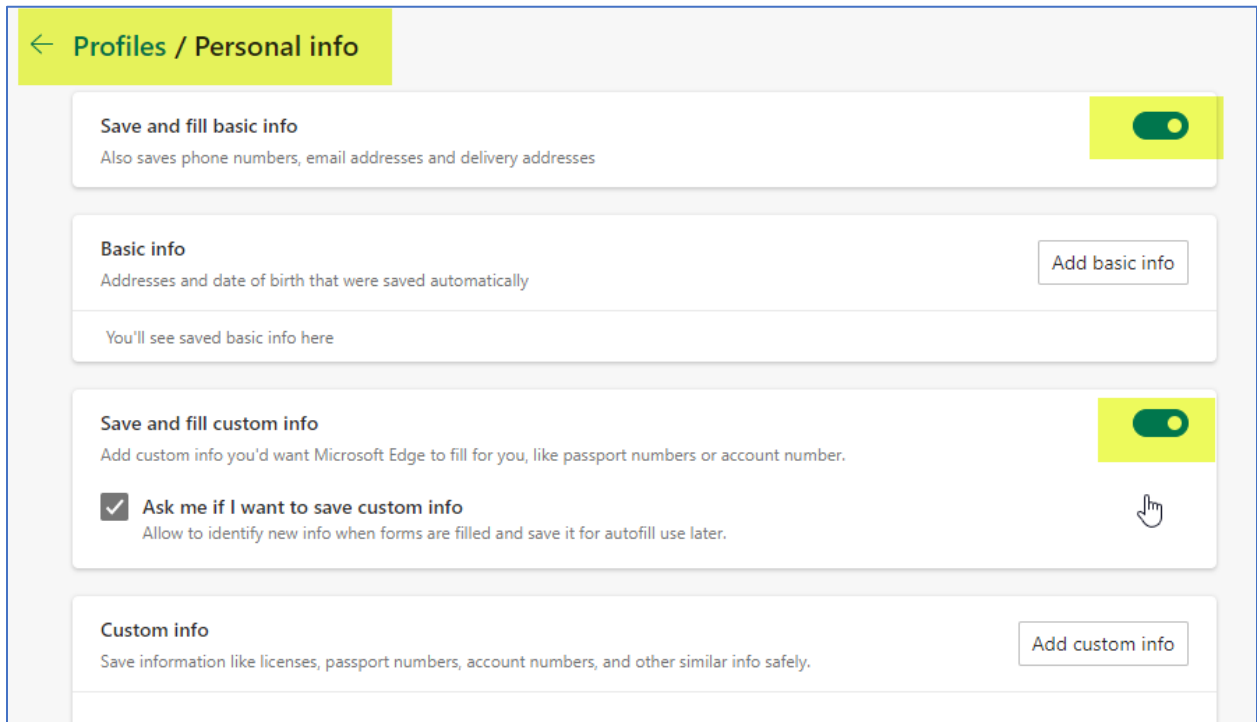
Click on the [...] in the upper right-hand corner of the screen. Click Settings; then Profile: Check your Personal Info/Basic Info and Passwords.

Note: If you are having issues with your phone numbers populating correctly in ePART, turn the autofill setting off for Personal Info / Fill and Save Basic Info.
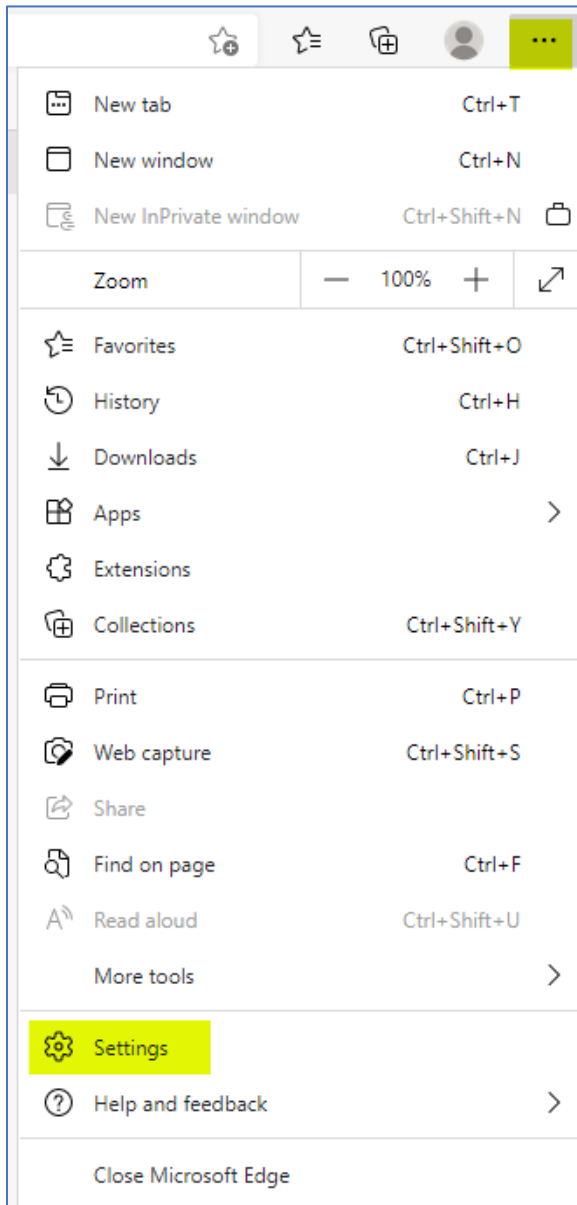
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Settings

🔍 Search settings

| 📇 Profiles |
| 🔒 Privacy, search, and services |
| 🎭 Appearance |
| 🖥 Start, home, and new tabs |
| 📤 Share, copy and paste |
| 🖳 Cookies and site permissions |
| 🗔 Default browser |
| ⬇ Downloads |
| 👪 Family |
| A̅ᵗ Languages |
| 🖨 Printers |
| 🖥 System |
| ↺ Reset settings |
| 🕴 Accessibility |
| 🌀 About Microsoft Edge |

Your profile   + Add profile

Profile 1
Sign in to sync your browsing data across devices   ···

🔄 Sync   🗂 >

🎖 Microsoft Rewards   >

📇 Personal info   >

🔑 Passwords   >

💳 Payment info   >

🗂 Import browser data   >

👥 Profile preferences   >

← **Profiles / Personal info**

Save and fill basic info   [toggle ON]
Also saves phone numbers, email addresses and delivery addresses

Basic info   Add basic info
Addresses and date of birth that were saved automatically

You'll see saved basic info here

Save and fill custom info   [toggle ON]
Add custom info you'd want Microsoft Edge to fill for you, like passport numbers or account number.

☑ **Ask me if I want to save custom info**   👆
Allow to identify new info when forms are filled and save it for autofill use later.

Custom info   Add custom info
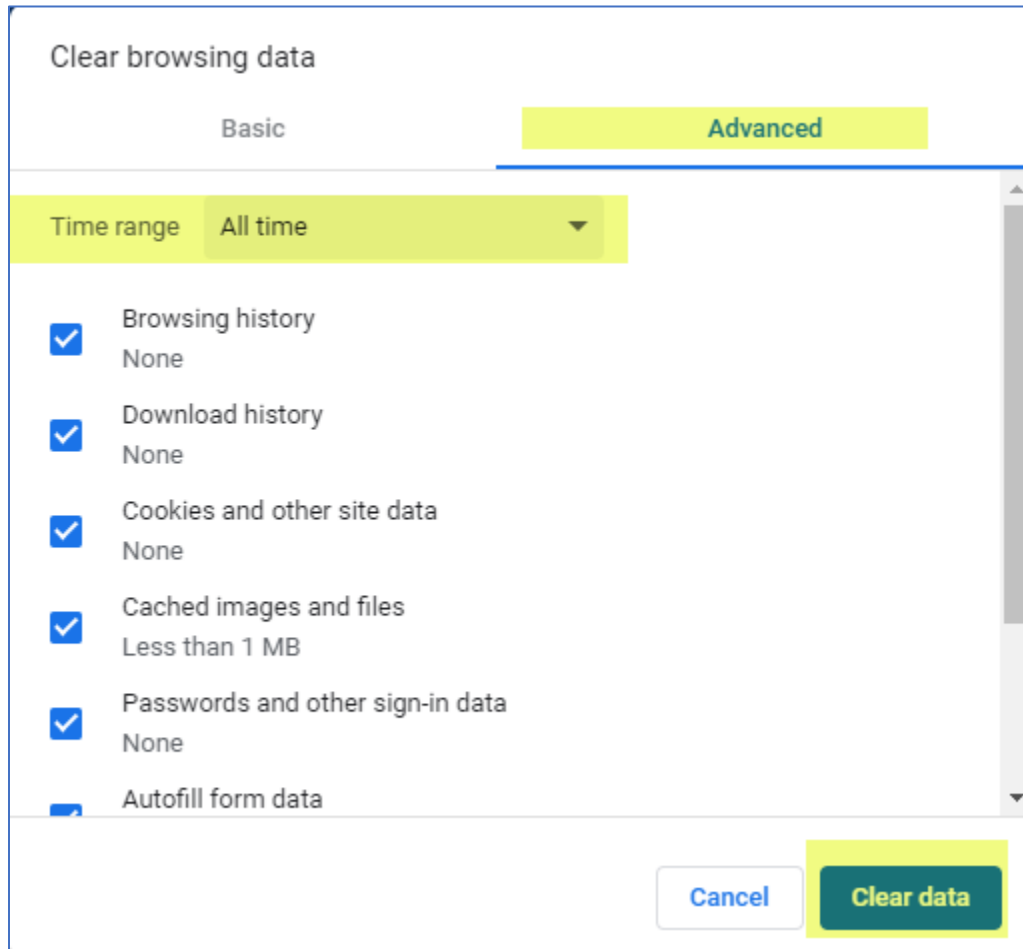Save information like licenses, passport numbers, account numbers, and other similar info safely.

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← **Profiles / Passwords**   🔍 Search passwords

Offer to save passwords   🗂 ⬤
Allow Microsoft Edge to save your passwords and help keep them secure

Sign in:

⬤ **Automatically**
   If this is selected, you don't need to enter your password before signing in to a website using autofill.

◯ **With device password**
   If this is selected, you'll need to enter your device password before we autofill your password on a website. Learn more

   Ask permission once per browsing session   ⌄

Show the "Reveal password" button in password fields   ⬤
Selecting this button shows what you've typed. Some sites may override this setting

Show alerts when passwords are found in an online leak   ⬤
We check your passwords saved in Edge against a known repository of exposed credentials and alert you if a match is found. Learn more

Suggest strong passwords   ⬤
Password suggestions work when Password Sync and Offer to save passwords are both set to on

For the Profiles / Passwords, the settings may be different for you.

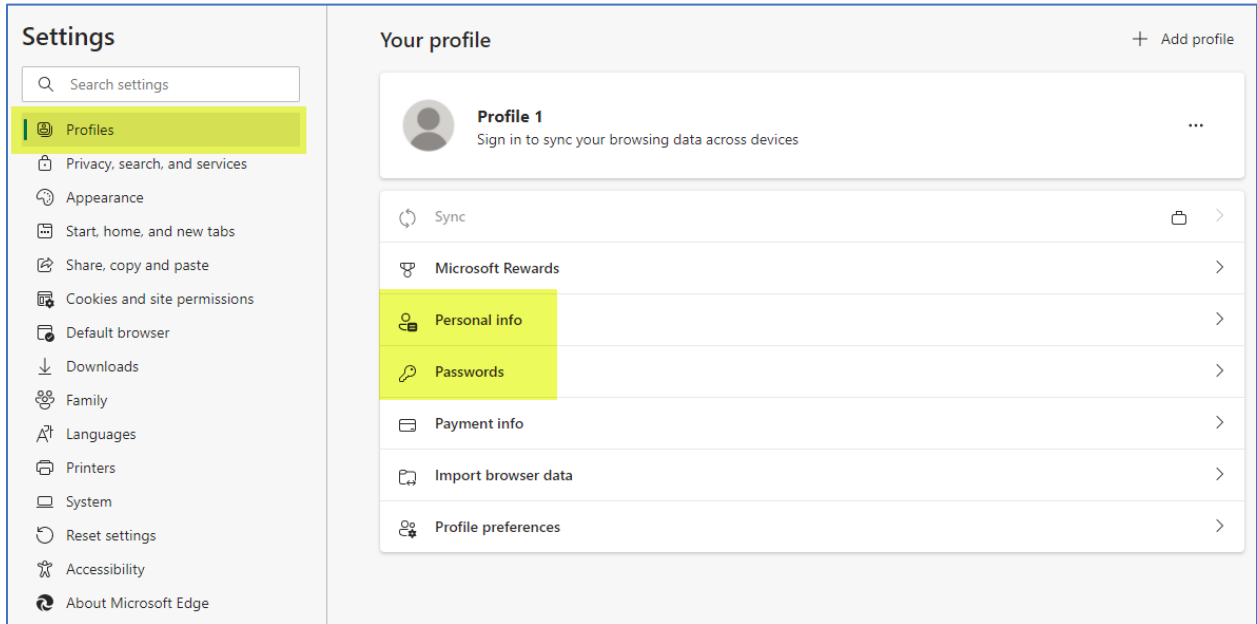## CHECK YOUR "AUTOFILL" SETTINGS IN GOOGLE CHROME:

Click on the ⋮ in the upper right-hand corner of the screen. Click Settings; then Autofill: Check your passwords, payment methods, and addresses and more. You can turn off specific sections of this, such as the Addresses and more, which include phone numbers, email addresses and addresses.

Note: If you are having issues with your phone numbers populating correctly in ePART, turn the autofill setting off.

New tab		Ctrl+T
New window		Ctrl+N
History		▶
Downloads		Ctrl+J
Bookmarks		▶
Zoom	− 100% +	⛶
Print...		Ctrl+P
Cast...		
Find...		Ctrl+F
More tools		▶
Edit	Cut Copy	Paste
Settings		
Help		▶
Exit		

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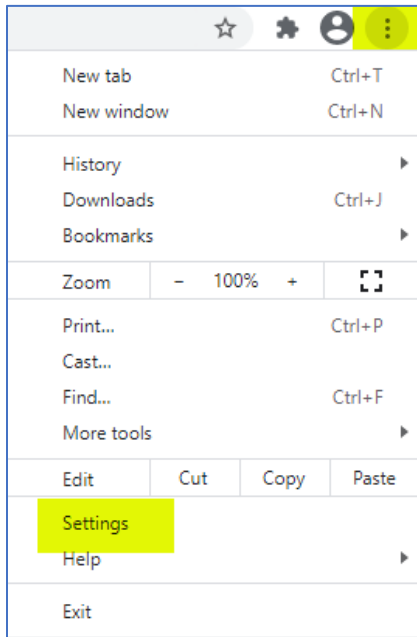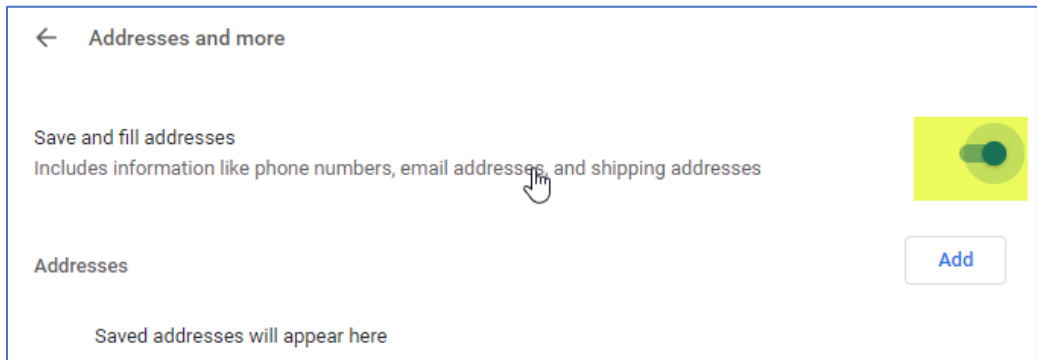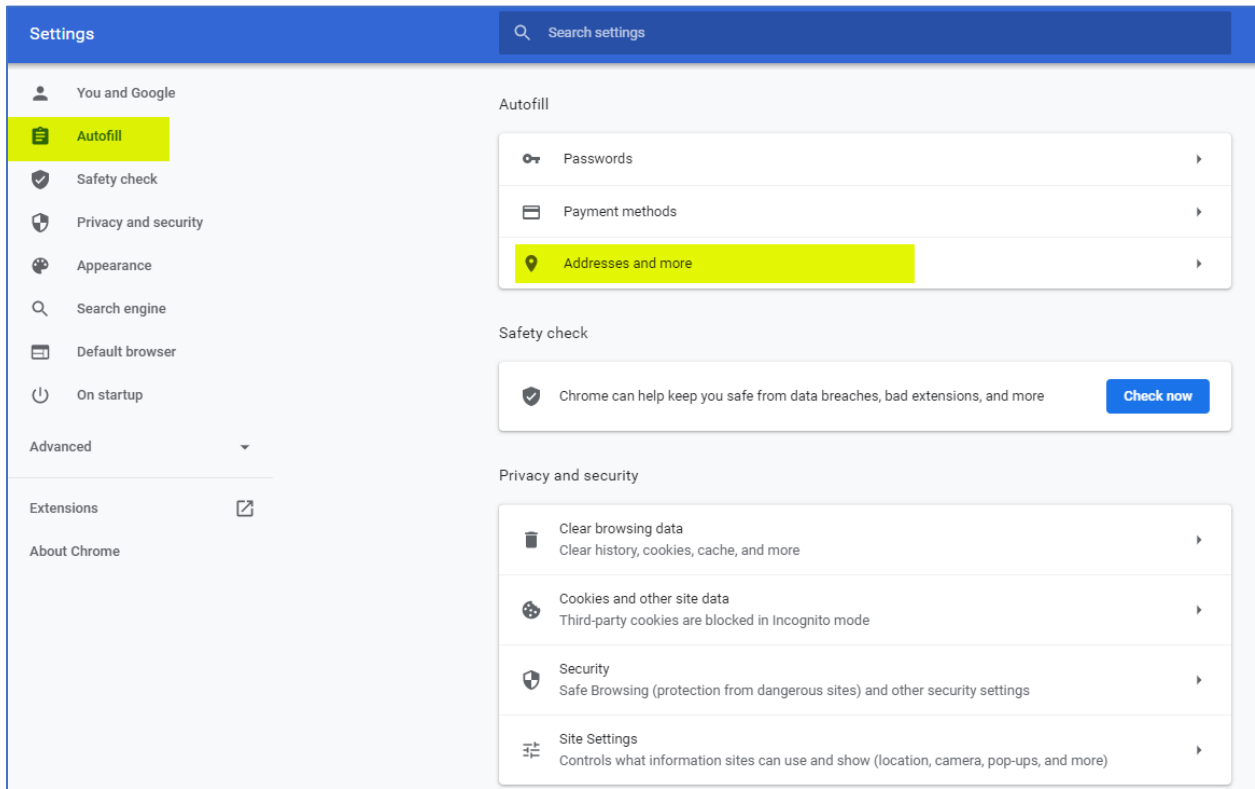
"FILE NOT FOUND" MESSAGE WHEN USING GOOGLE CHROME:

You have to disable an extension in Google Chrome

1. Open Chrome.
2. Click on the three dots in the upper right corner
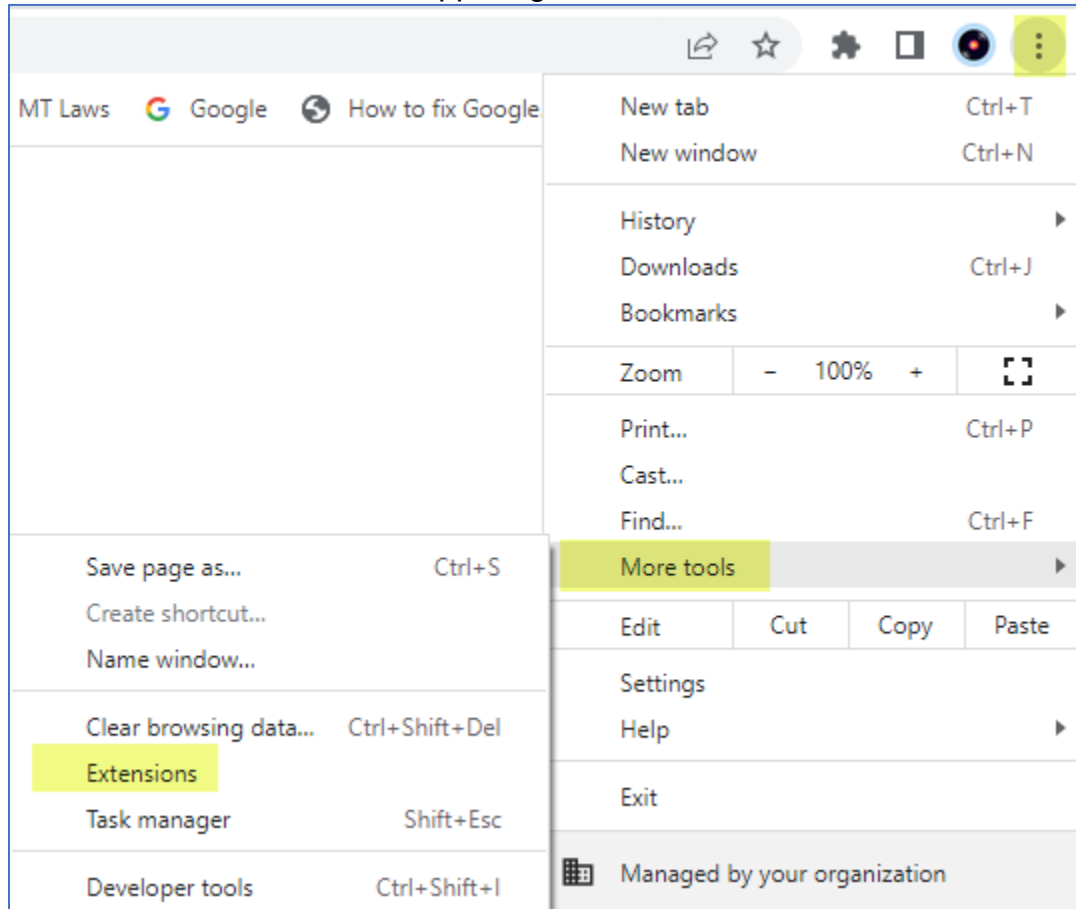
2. Select More tools and then Extensions.
3. Turn off the extension you want to disable. Which in this case is the Adobe.

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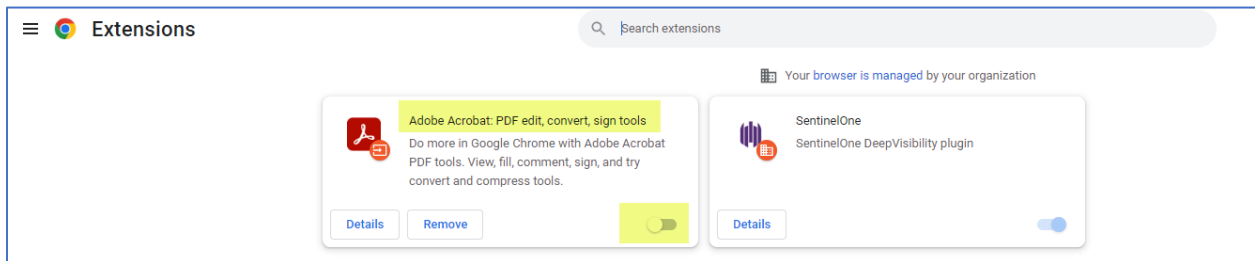
PRINT A PDF FROM ADOBE WHEN USING GOOGLE CHROME:

1. When a PDF Is on the screen in the upper right-hand corner, click on the envelope.

2. Send by email application, next.

   Send by Email

   Default email application (Microsoft Outlook)   ▾

   ◯   Attach a Link
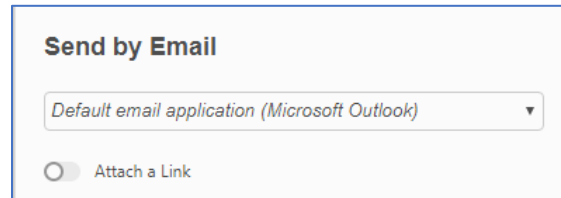
3. Click ok on this message (the pdf is a secure document)

   Adobe Acrobat   ✕

   ⚠ This document does not allow changes to be saved. Any changes you have made will not be included in the document when it is mailed. Do you want to continue?

   OK   Cancel

4. PDF populates

   Send

   To |

   Cc

   Subject   DisplayPage.pdf

   📄 DisplayPage.pdf
   110 KB
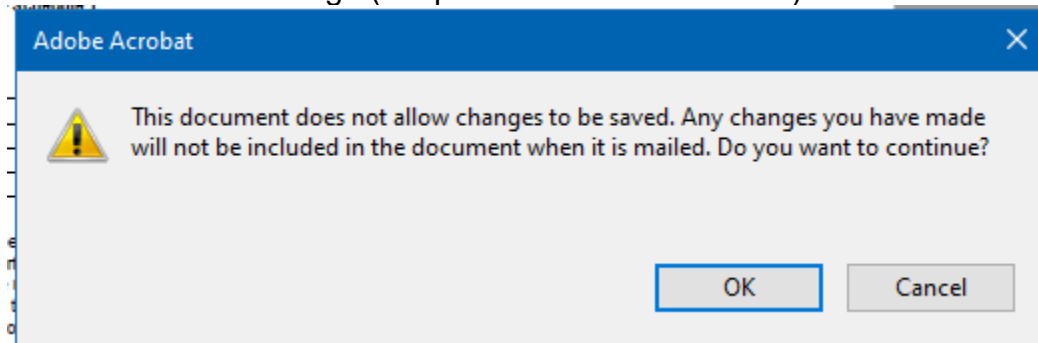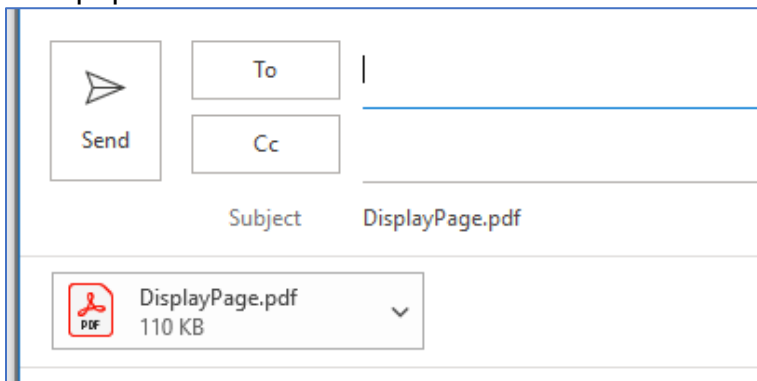
HOW TO SET YOUR DEFAULT ADOBE:

Find a PDF Document on your desktop or in Windows / File Explorer. <u>Do not open the document, right-mouse click on it.</u>

1. Go to "Open with". Click on "Choose another app".
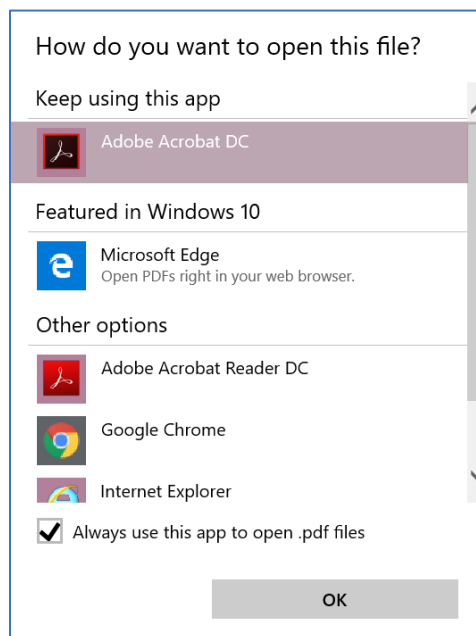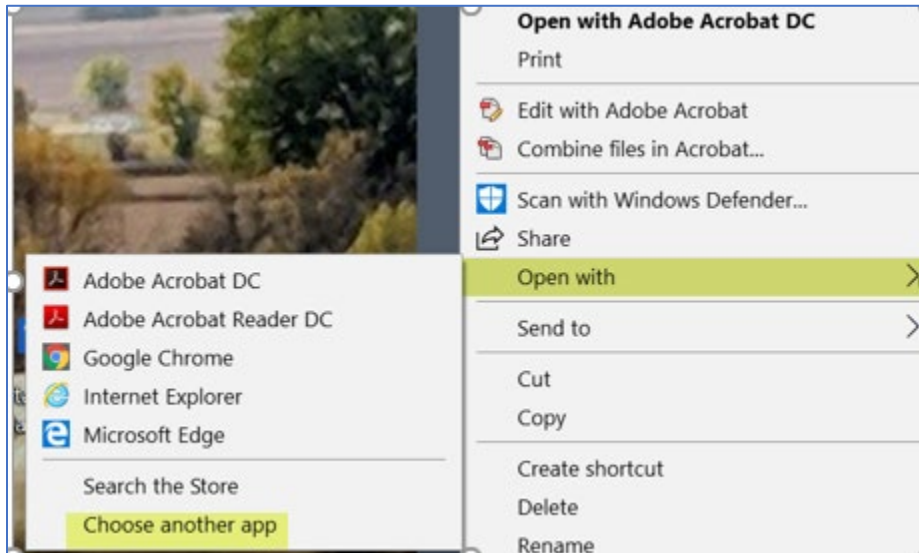
2. Make sure you click on Adobe Acrobat DC (in this situation that appears on the screenshot).
3. Check the box at the bottom. "Always use this app to open .pdf files."

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FIND YOUR WINDOWS VERSION:

This procedure does not make any changes to your computer. It only tells you how to find your Windows version.

1. Press ⊞ **+ R** on your keyboard (at the same time)

2. Type **winver** into the *Run* box (see below) then click **OK**.
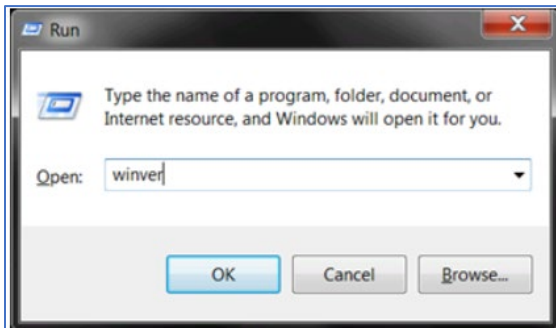
You will now see a box that tells you your Windows version. Some examples are shown below where the arrow indicates the Windows version. This is usually sufficient as a Windows version number.

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HOW TO SET YOUR DEFAULT BROWSER:

1. On your screen, bottom left corner, click on the start icon.

2. Start typing in the word – settings/ go to settings, and the setting apps will appear.

   Settings App
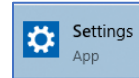
3. Open this up. Click on Apps (Default Apps)

   Apps — Uninstall, defaults, optional features
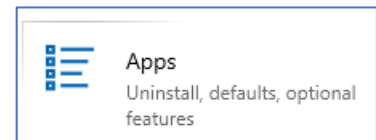
4. Go to Web browser.   Click on the browser – and choose the one you would like to have defaulted.

   Web browser — Internet Explorer

   Choose an app — Microsoft Edge (Recommended for Windows 10), Google Chrome, Internet Explorer
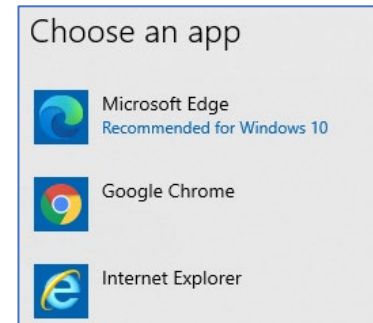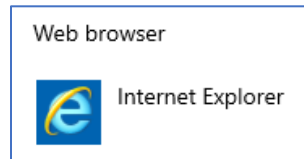
5. Then X out in the upper right corner

EMAILS FROM MT.GOV:

If you believe that you should have received an email from an mt.gov email address, please check your spam/junk folder.

Also make sure that you can accept emails from mt.gov

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PASSWORD RESETS INFORMATION:

Your new password must adhere to the following rules:

- Password must be at least 12 characters long.
- Password must begin with an alphabetic character.
- Password must also contain at least one character from three of the following four-character groups: (1) Lowercase Letters[a-z] (2) Uppercase Letters[A-Z] (3) Numbers[0-9] (4) Special Characters[$#_].
- Password cannot contain your account number.
- Password cannot be reused within 60 days or 6 password changes.

In the ePART system the following applies regarding passwords:
- You will have 5 attempts to insert your User ID and/or password
- If you use all 5 attempts your account will be locked and will require the MDT system security officer to reset the password.
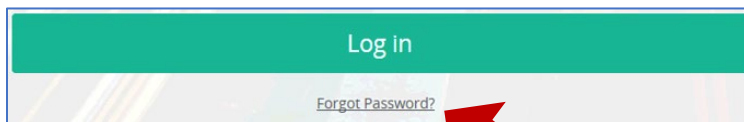 - If the MDT system security officer resets the password, you will be required to enter a password and reset your secret questions.
- If you click "Forgot Password" you will be required to answer your secret question to get to the change password screen.
- If you select "Change Password" from within the system you will be required to enter your old password, enter a new password, and change your secret question.

To reset your password: Click on the Forgot Password link under the Log in section on the "Welcome to ePART Application" page.

Log in

Forgot Password?

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RETRACT / EXPAND WINDOW:
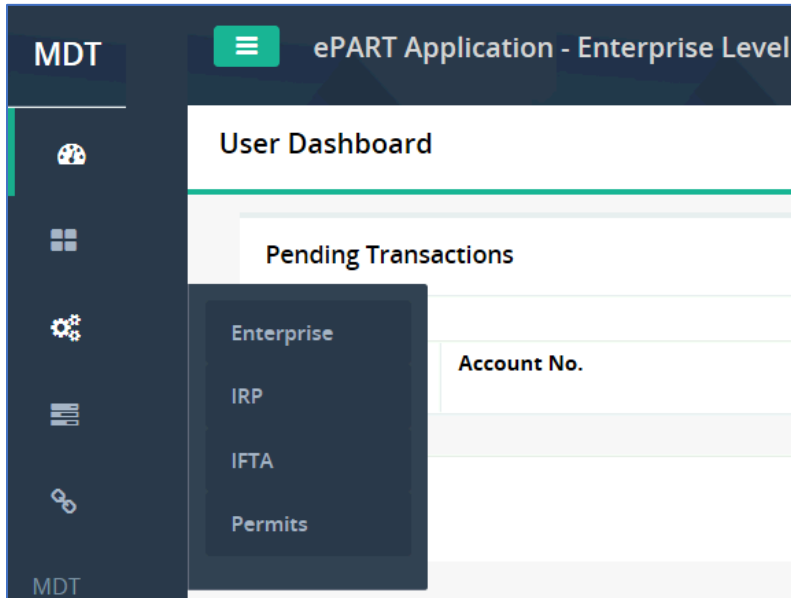
Clicking on this [≡] will retract or expand the left side window.

By hovering over the side panel, the panel pops to the side and hides again when the cursor is moved.

USER GUIDE – ?:

If you see a question mark "?" on the system, users can click on this and it will take the user to the section of the user guide for the system that the user is in.
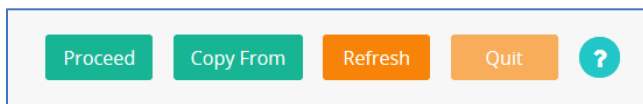
Or, it just may be a helpful tip. For the best results, click under the period on the question mark.

WRENCH – VIEW:

PENDING TRANSACTIONS:
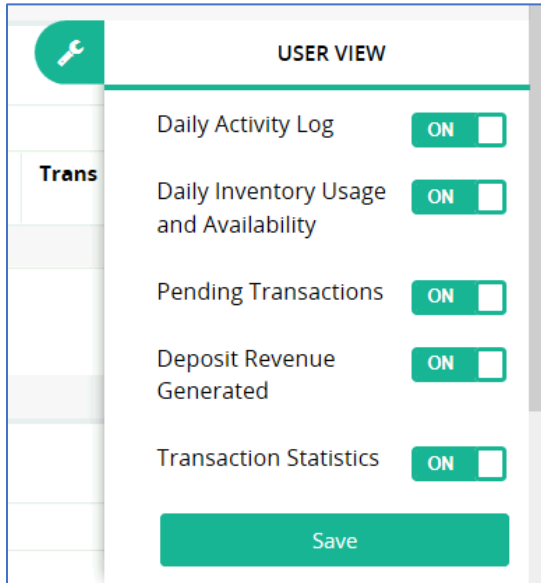
The User VIEW is for Internal users.
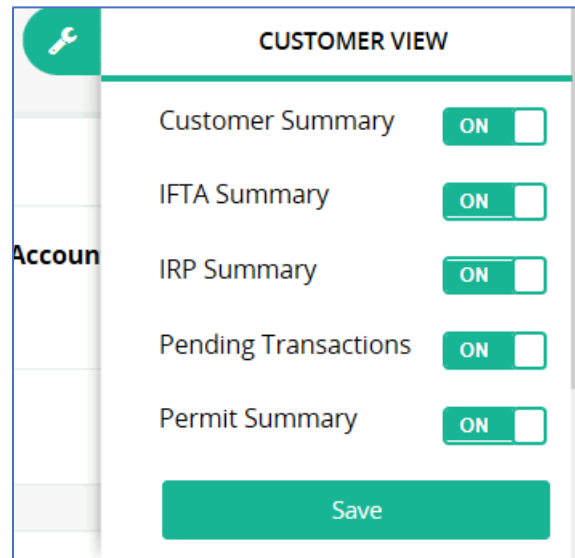
The Customer VIEW is for Internal and External Users.

The wrench found on the right-hand side of the screen will help the user show what transactions are done during the timeframe. Take some time to get used to what each of these items do for you as a user.

CUSTOMER DASHBOARD:

User searches on the account number, and then will click on the account number in the search details section.

Note: you must have these items turned on in the wrench view to see this under your customer dashboard.

This area will show users if they have pending transactions and allow the user to continue from this area. Below is an example.

Pending Transactions

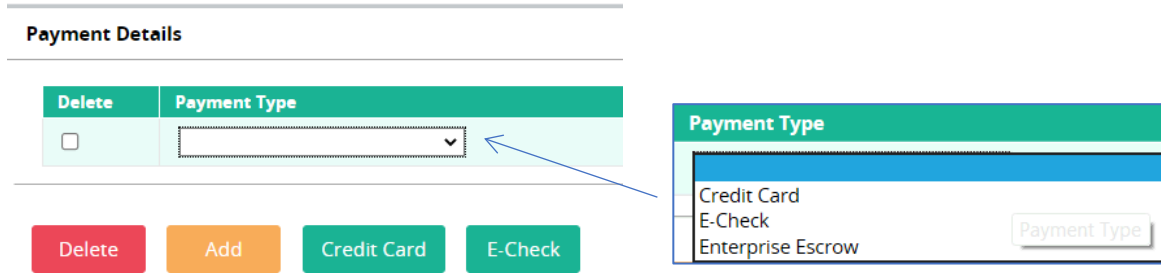| Resume Service	Account No.	Legal Name	Trans Desc ❓	Plate No.	Status	Trans Date
PRMT	34926	MCS TRUCKING COMPANY INC OF HELENA	344439 # GV01 # 06/2017	MYFARMTR	Invoiced	06/14/2017
PRMT	34926	MCS TRUCKING COMPANY INC OF HELENA	344440 # TM01 # 06/2017	4334	Invoiced	06/14/2017

The Permits Summary shown below shows the Customers Insurance, Active Vehicles, and Active Permits. (Note, if you look at the active vehicles at the bottom of the section, this shows that there is 5 pages of active vehicles).

Permits Summary   ✕

Account No. : 34926
Account Status : Active

DBA Name :
Old Account No. : 0

Insurance Carrie... TEST INS
Expiration Date : 12/31/2018

Policy No. : TESTQ
Combined Liabili... $1,000,000.00

Active Vehicles

VIN	Plate No.	Unit No.
12325478441212	12457	
1234	123ABC	
12345	POL123	
123456	JPG125	
123456789	98745	

First Previous 1 2 3 4 5 Next Last

Active Permits

Permit No.	Permit Type	Plate No.	Issued Date	Effective Date	End Date
GV18009286	GROSS VEHICLE WEIGHT PERMIT	MYDRILRIG	12/08/2017	01/01/2018	01/31/2018
TM18021734	TERM PERMIT	36J256	01/08/2018	01/08/2018	12/31/2018

First Previous 1 Next Last

Alternative accessible formats of this document will be provided upon request. Please contact Motor Carrier Services at 406-444-6130 / Montana Relay 711, to request this document in a different format.

PAYMENT DETAILS:

For our External users, the system shows the following as payment types accepted.

For Credit Card and E-Check payments, the user needs to click on the **appropriate Credit Card or E-Check box.**. Do not select from payment type drop down. This field is filled in when payment has been completed.

If there is Escrow on your account, this will be seen at the top of your payment screen. This is the item you would click on under the payment type section. Escrow must be the first payment type used.

The escrow will auto populate with the payment number and the amount as shown below when it is selected as a payment type.

If taking an Electronic Payment type (credit card or electronic check), this will add in another row automatically upon continuation from the payment processor page.

Once the payment has been completed, this is when the payment type is generated from the system and populates as shown below in the payment details section. This example shows the Enterprise Escrow and Credit Card Payments.

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Payment

Payer Account No.: 34926	Legal Name: MCS TRUCKING COMPANY INC OF HELENA MT	DBA Name: MCS B'S
Enterprise Escrow: 275.00	IRP Escrow: 0.00	IFTA Escrow: 0.00
LPG Escrow: 0.00	CNG Escrow: 0.00	

Invoice No.	Invoice Date	Legal Name	Transaction Type	Amount Due ($)
455994	08/16/2016	MCS TRUCKING COMPANY INC OF HELENA MT	IRP;AC#:34926;FL#:001;FLYR:2017;SUPP#:002	1235.79
			Total Amount Due	1235.79

Payment Details

Delete	Payment Type		Payment No.	Payment Amount ($)
☐	Enterprise Escrow ▾		1214	275.00
☐	Credit Card ▾		TEST123	960.79

[Delete] [Add] [Electronic Payment]

Total:	1235.79
Change:	0.00
Over Payment:	0.00
Net Amount Paid:	1235.79

Electronic Delivery Type

Payment receipt Electronic Delivery type: 0 - PDF ▾

[Proceed] [Refresh] [Quit] ?

PAYMENT RECEIPT ELECTRONIC DELIVERY TYPE:

The selection how the Permit and Payment Receipt will be sent to the user has been combined and moved to the payment page only. This is so when the user receives an email or pdf of their Payment Receipt, Permit, and Routing Page (on a single trip permit), they will all stay together.

Payment Details

Delete	Payment Type		Transaction ID No.	Payment Amount ($)
☐	▾			

[Delete] [Add] [Credit Card] [E-Check]

Total:	0.00
Remaining Balance:	10.00
Change:	0.00
Over Payment:	0.00
Net Amount Paid:	0.00

Electronic Delivery Type

*Payment receipt Electronic Delivery type: ! ▾

Once the external user selects their payment type of credit card or e-check, they must select the payment receipt electronic delivery type.

If one does not, they will receive the hard stop message shown below.

❌ GEN01 : [E] Payment receipt Electronic Delivery type is required.
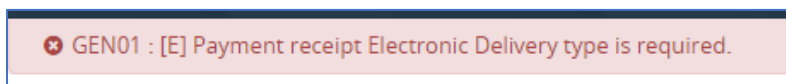
The user simply clicks on the drop down and selects the delivery method.

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HOW TO PRINT A PAYMENT RECEIPT:

Go to Operations / Finance / Reprint – Payment Receipt

Reprint	Payment Receipt
Reprint	

Account No.: [   ]   Payment Date: [MM/DD/YYYY] 📅

Cart Id: [   ]   Legal Name: [   ]

Electronic Delivery Type: [D - PDF ▼]

[Proceed] [Refresh] [Quit] ❓

Type in one of the fields above and proceed (For online users, this field is automatically populated with their account number).

Reprint	Payment Receipt
Reprint	

Account No.: [34926]   Payment Date: [_/_/___] 📅

Cart Id: [   ]   Legal Name: [   ]

Electronic Delivery Type: [D - PDF ▼]

[Proceed] [Refresh] [Quit] ❓

Cart Id	Payment Date	Account No.	Legal Name	Customer Type	Invoice No.	Transaction Details
51606	02/01/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517534	PRMT;ACCOUNT#:34926;APP#:313995;PMTNBR:ST17028644;NO.OFPERMIT:1;SINGLE TRIP PERMIT-NEW PERMIT
51609	02/01/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517539	PRMT;ACCOUNT#:34926;APP#:314001;PMTNBR:TM17013291;NO.OFPERMIT:1;TERM PERMIT-NEW PERMIT
51610	02/01/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517540	PRMT;ACCOUNT#:34926;APP#:314002;PMTNBR:ST17028646;NO.OFPERMIT:1;SINGLE TRIP PERMIT-NEW PERMIT
51591	01/30/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517516	PRMT;ACCOUNT#:34926;APP#:313984;PMTNBR:GV17003930;NO.OFPERMIT:1;GROSS VEHICLE WEIGHT PERMIT-NEW PERMIT
51593	01/30/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517517	PRMT;ACCOUNT#:34926;APP#:313985;PMTNBR:ST17028642;NO.OFPERMIT:1;SINGLE TRIP PERMIT-NEW PERMIT
51594	01/30/2017	34926	MCS TRUCKING COMPANY INC OF HELENA	INDIVIDUAL	517518	PRMT;ACCOUNT#:34926;APP#:313986;PMTNBR:TM17013287;NO.OFPERMIT:1;TERM PERMIT-NEW PERMIT

Showing 1 to 6 of 6 entries   First Previous 1 Next Last

Select the Cart ID that you are looking for. The Payment Receipt will populate to your screen.

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HOW TO SEARCH FOR AN EXISTING PERMIT:

On the Services / Permits Screen go to the Inquiry section.

Click on the Permit/VWA link.

Inquiry

Account

Application

Permit/VWA

With the account number entered, the user can query on permits issued from one date to another. (see Screen below)

The list of permits will be displayed with the most current defaulting to the top of the list.
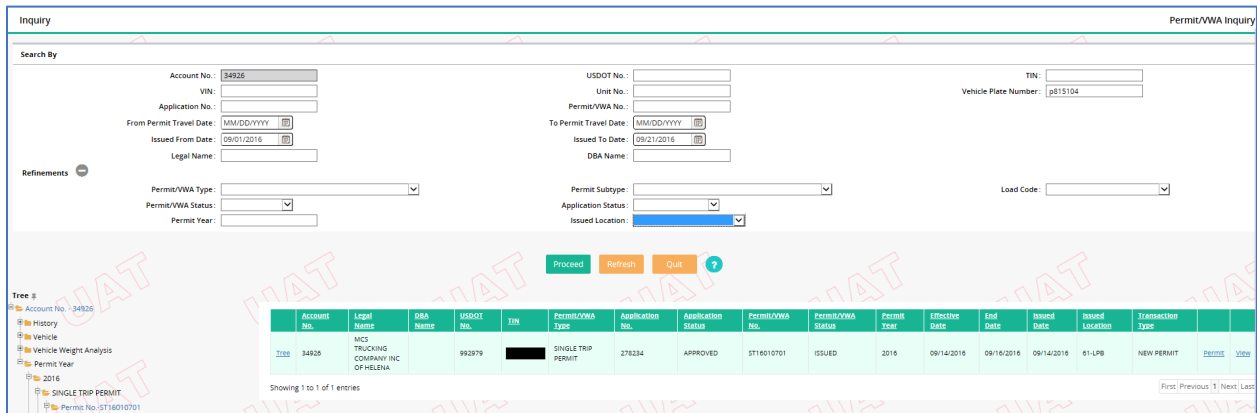
	Account No.	Legal Name	DBA Name	USDOT No.	TIN	Permit/VWA Type	Application No.	Application Status	Permit/VWA No.	Permit/VWA Status	Permit Year	Effective Date	End Date	Issued Date	Issued Location	Transaction Type		
Tree	34926	MCS TRUCKING COMPANY INC OF HELENA		992979		SINGLE TRIP PERMIT	278234	APPROVED	ST16010701	ISSUED	2016	09/14/2016	09/16/2016	09/14/2016	61-LPB	NEW PERMIT	Permit	View
Tree	34926	MCS TRUCKING COMPANY INC OF HELENA		992979		SINGLE TRIP PERMIT	278232	APPROVED	ST16010699	ISSUED	2016	09/14/2016	09/21/2016	09/14/2016	61-LPB	NEW PERMIT	Permit	View
Tree	34926	MCS TRUCKING COMPANY INC OF HELENA		992979		SINGLE TRIP PERMIT	278231	APPROVED	ST16010698	ISSUED	2016	09/14/2016	09/22/2016	09/14/2016	61-LPB	NEW PERMIT	Permit	View
Tree	34926	MCS TRUCKING COMPANY INC OF HELENA		992979		TERM PERMIT	278227	APPROVED	TM1600214S	ISSUED	2016	10/01/2016	03/31/2017	09/12/2016	62-MCS_HEADQUARTERS	NEW PERMIT	Permit	View

Showing 1 to 4 of 4 entries   First Previous 1 Next Last

The user can click on Permit to see the view of the Printed Permit; or View, to see the screens of the permit.

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If looking for a permit by a Plate Number, the user can enter this information as well as the issued from and to dates.

This method of query will also populate the Tree on the left-hand side of the screen.

The fields that users can query on are VIN (the full VIN is needed), Unit No., Plate Number, Application No or the Permit / VWA no.

The Refinements button has also been clicked so further review of a permit can be done.

If you believe that you have an outstanding permit, see the Customer Dashboard.

HOW TO ADD A VEHICLE IN PERMITS:

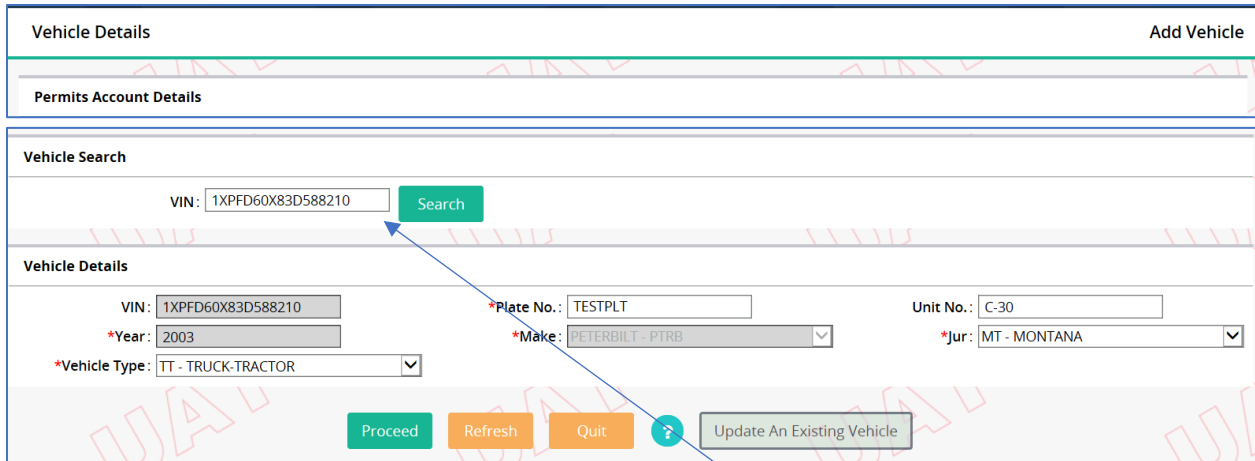While in permitting on your account, click on the Add Vehicle link

Alternative accessible formats of this document will be provided upon request. Please contact Motor Carrier Services at 406-444-6130 / Montana Relay 711, to request this document in a different format.

VIN: FOUND IN CVIEW

Vehicle Details   Add Vehicle

Permits Account Details

Vehicle Search

VIN : 1XPFD60X83D588210   [Search]

Vehicle Details

VIN : 1XPFD60X83D588210	*Plate No. : TESTPLT	Unit No. : C-30
*Year : 2003	*Make : PETERBILT - PTRB	*Jur : MT - MONTANA
*Vehicle Type : TT - TRUCK-TRACTOR		

[Proceed] [Refresh] [Quit] (?) [Update An Existing Vehicle]
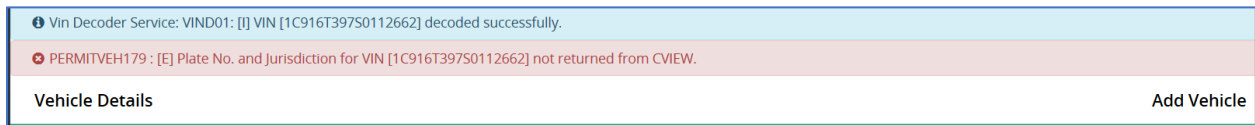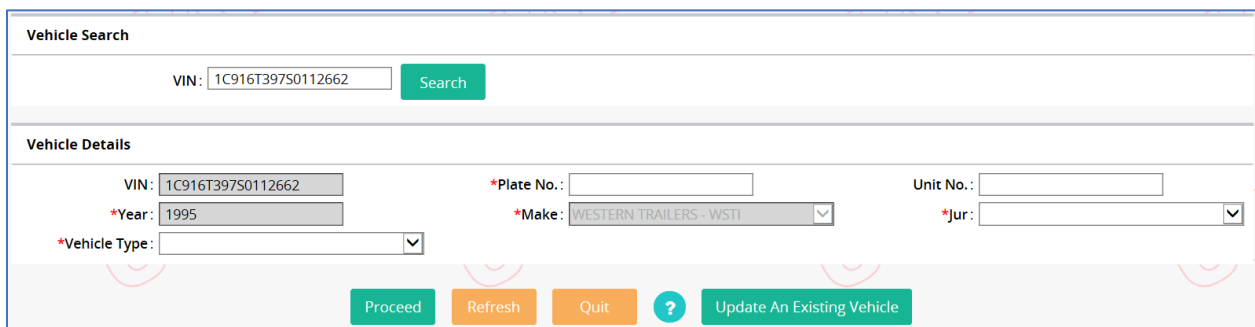
On the Vehicle Details screen, you will type in the VIN Number and click on the search button.

If the VIN is found in CVIEW it will pull all the data forward that it has found.

VIN: NOT FOUND IN CVIEW, BUT DECODED SUCCESSFULLY

ℹ Vin Decoder Service: VIND01: [I] VIN [1C916T397S0112662] decoded successfully.

⊗ PERMITVEH179 : [E] Plate No. and Jurisdiction for VIN [1C916T397S0112662] not returned from CVIEW.

Vehicle Details   Add Vehicle

If the VIN is not found in CVIEW, you will get the message above. The key here is that the VIN was decoded successfully.

Vehicle Search

VIN : 1C916T397S0112662   [Search]

Vehicle Details

VIN : 1C916T397S0112662	*Plate No. :	Unit No. :
*Year : 1995	*Make : WESTERN TRAILERS - WSTI	*Jur :
*Vehicle Type :		

[Proceed] [Refresh] [Quit] (?) [Update An Existing Vehicle]

The above data is filled in. You will be able to enter the Plate number, Unit No. if wanted, Jurisdiction and Vehicle type.

VIN: NOT FOUND IN CVIEW, AND NOT DECODED SUCCESSFULLY

When the VIN cannot be found and is not decoded, the message below is received. You will not be able to override this. You must call in for assistance to have your vehicle added to your account.

> ⊗ Vin Decoder Service: VIND03: [E] VIN [1XGFD60X83D588210] not decoded.
> ⊗ IRPVEH426: [E] Please verify entered VIN for search. Vehicle is not identified correctly. If entered VIN is correct, please contact MDT for assistance.
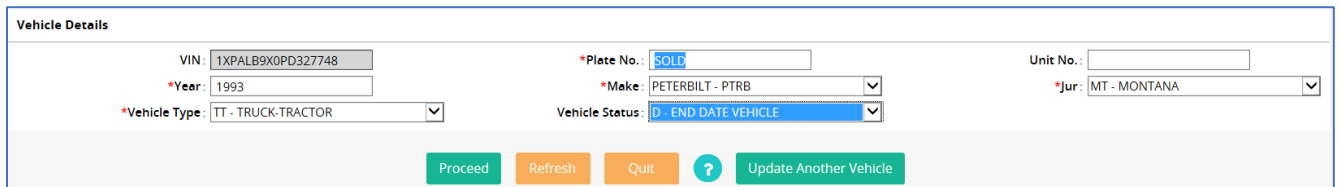
HOW TO CHANGE THE STATUS ON A VEHICLE IN PERMITS:

If the VIN is incorrect on a vehicle, the vehicle status must be changed from <u>Active to End Date Vehicle</u>.

The vehicle information should be re-input with the corrected VIN.

If any data changes on a vehicle besides the VIN, the information can be updated. The VIN is the only field that is not updatable.

Note: Once the vehicle has the status change to End Date Vehicle, the vehicle will drop from the list of vehicles for the account.

Vehicle Details		
VIN : 1XPALB9X0PD327748	*Plate No.: SOLD	Unit No. :
*Year : 1993	*Make : PETERBILT - PTRB	*Jur : MT - MONTANA
*Vehicle Type : TT - TRUCK-TRACTOR	Vehicle Status : D - END DATE VEHICLE	

Proceed   Refresh   Quit   ?   Update Another Vehicle

UPDATING INSURANCE ON A PERMIT ACCOUNT BY THE COMPANY:

Go into Services / Permits

Go to the Account Section / Update Account

Make sure that the account number is entered on the screen and proceed.

Scroll down to the bottom of the page under Insurance Details and update the insurance information and proceed through the changes.

Currently the Combined Liability must be at least 1000000.00

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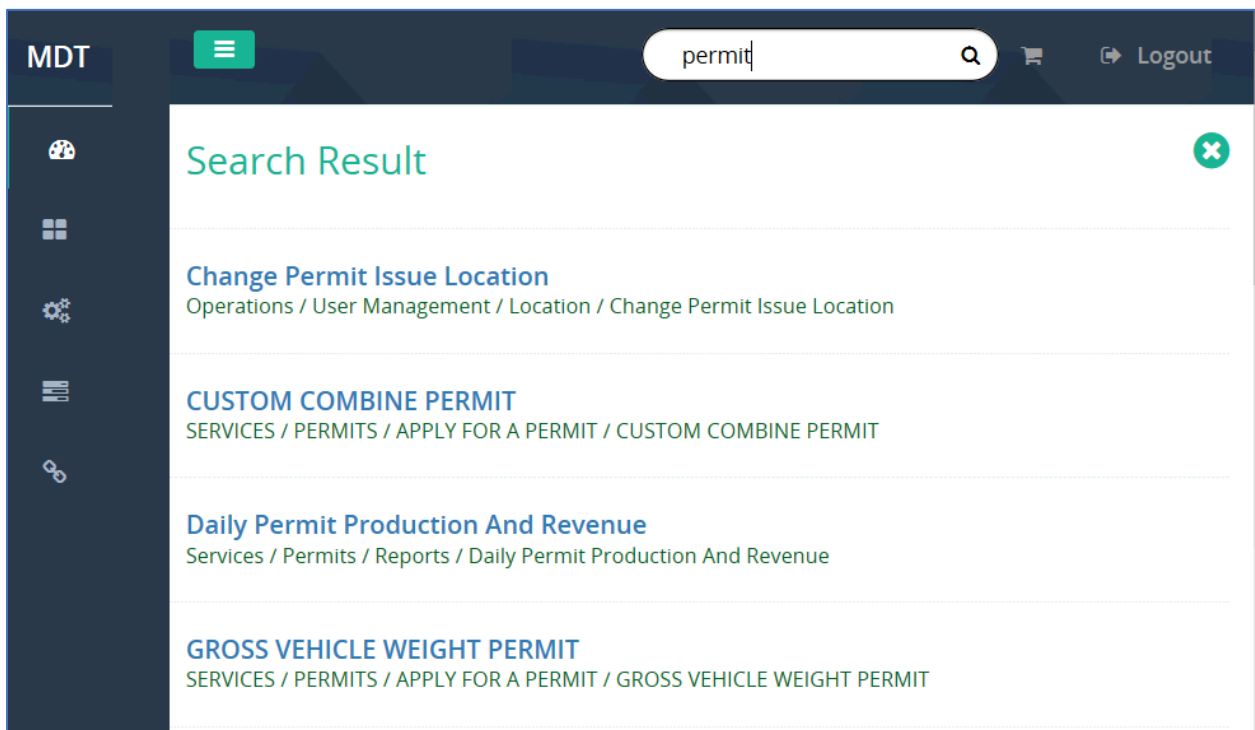
MENU FINDER:

At the top of the screen is the Menu Finder (more detail below)

The shopping cart. This will display a number(s) for how many items the user has put into the shopping cart. The benefit of paying by shopping cart, only one payment would be made for the transactions done at that time.
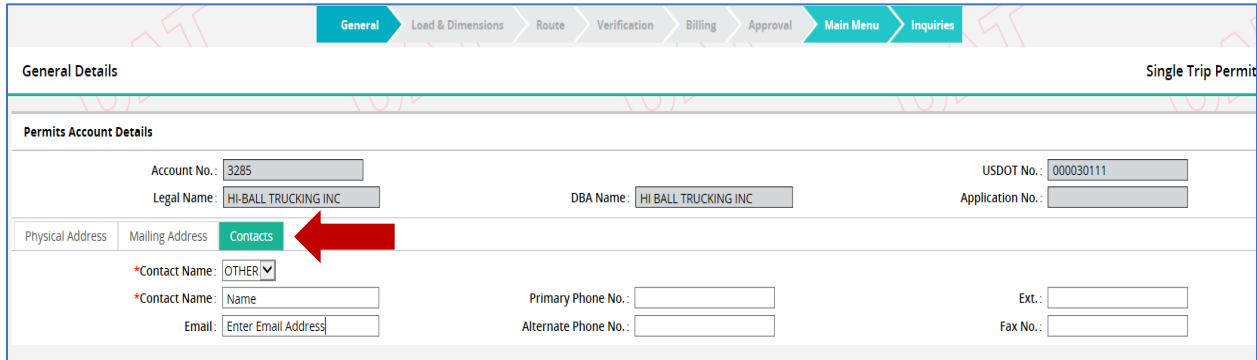
Logout – to logout of the ePART Application.

MENU FINDER – SEARCH RESULT:

The Menu finder is where a user can query for a specific item. Above, "permit" has been queried upon. Above is a sampling of what was returned.
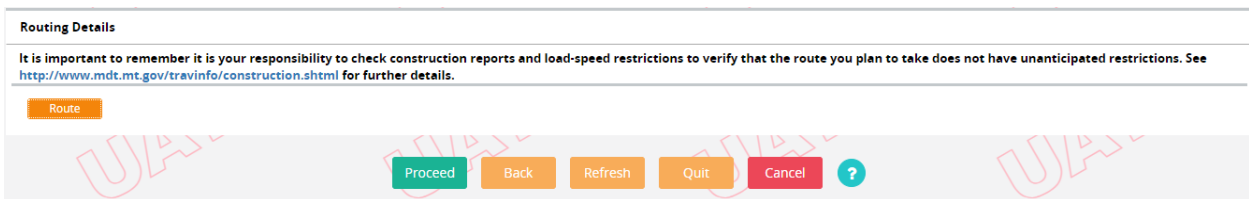
CONTACTS TAB:

When applying for a permit, in the Permits Account Details, please select "OTHER" in the Contacts tab. Please enter the contact name, phone number and an email address.

ROUTING DETAILS:

On your MT ePART Permit, in the Routing Details section, select the orange "Route", and select your route. This now goes through an Automated Routing System (ARS). If you have issues, a message can be entered on the route and the application will come into the permit queue for a Motor Carrier Services Technician to verify/approve. Once we approve the application, you will receive an email and will need to proceed to Resume Application to pay and print the permit.

ARS USER GUIDE:

See the ARS (Automated Routing System) user guide at
https://www.mdt.mt.gov/other/webdata/external/mcs/MDT-ARS-External-User-Guide.pdf

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