ILLINOIS STATE TOLL HIGHWAY AUTHORITY

Permit Requests Application - Quick Start Guide

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Prepared for:
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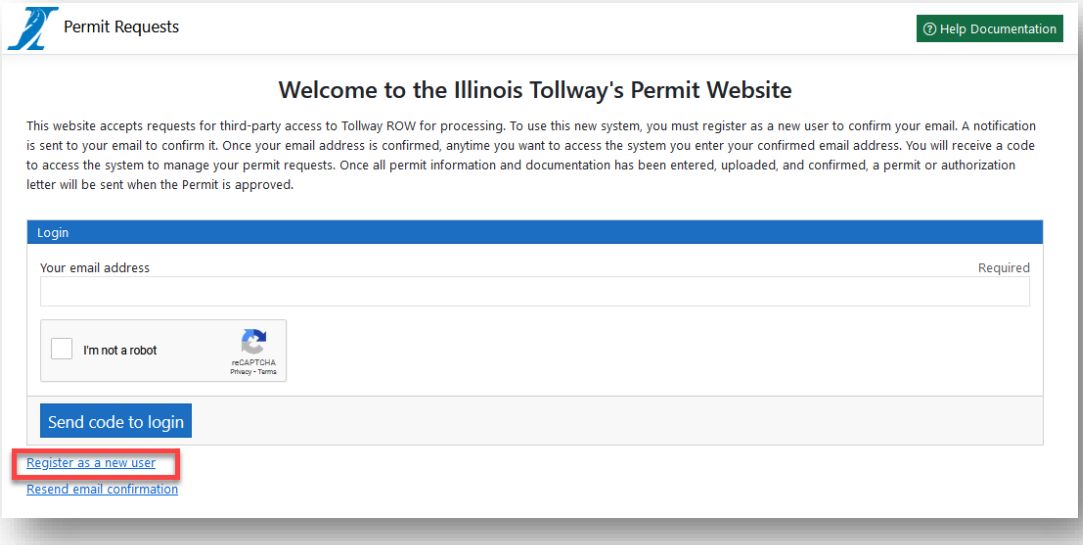
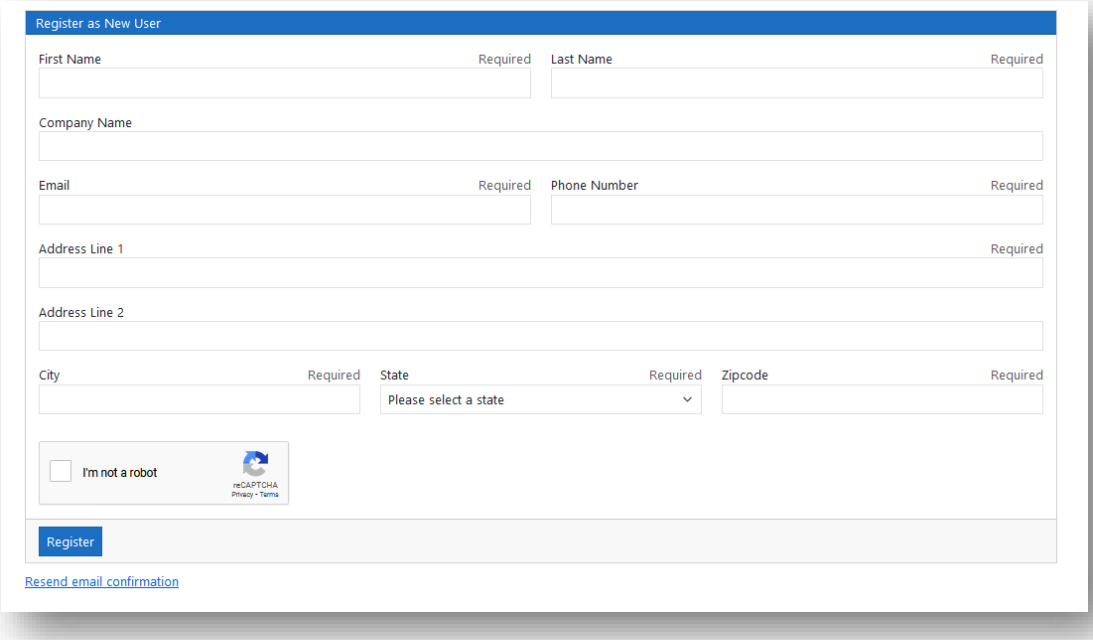
Accessing the Application

Register as a New User

1. Select the ‘Register as a New User’ hyperlink on the application login landing page.



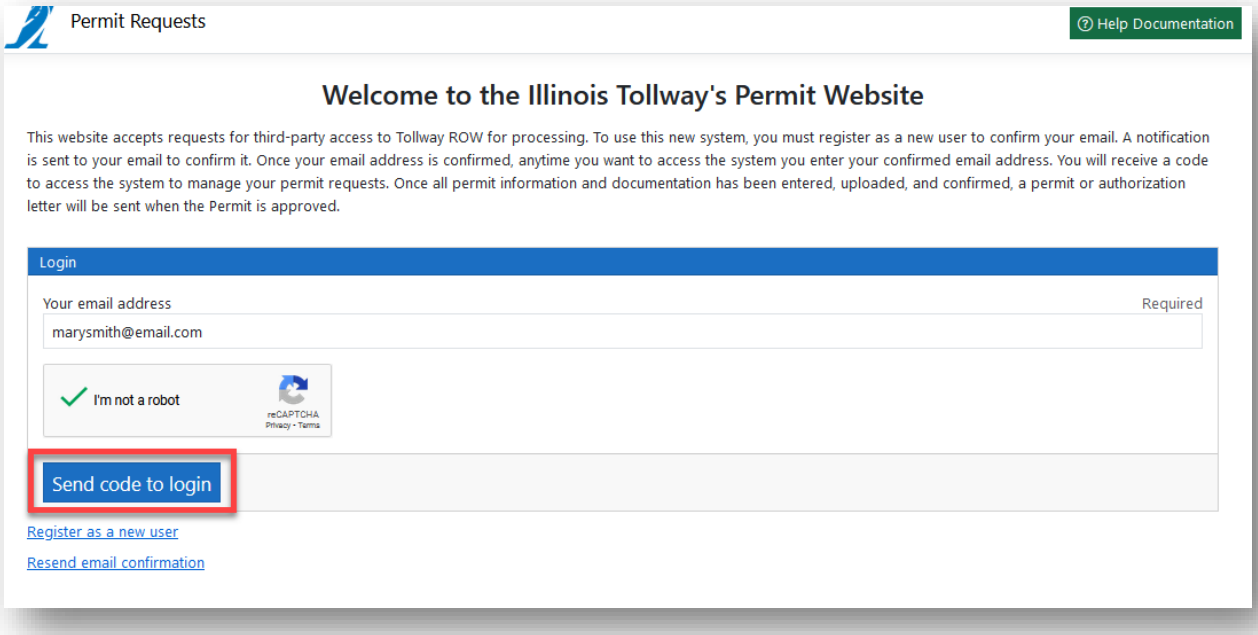
2. Complete all required fields. Complete the reCAPTCHA, and click the ‘Register’ button.



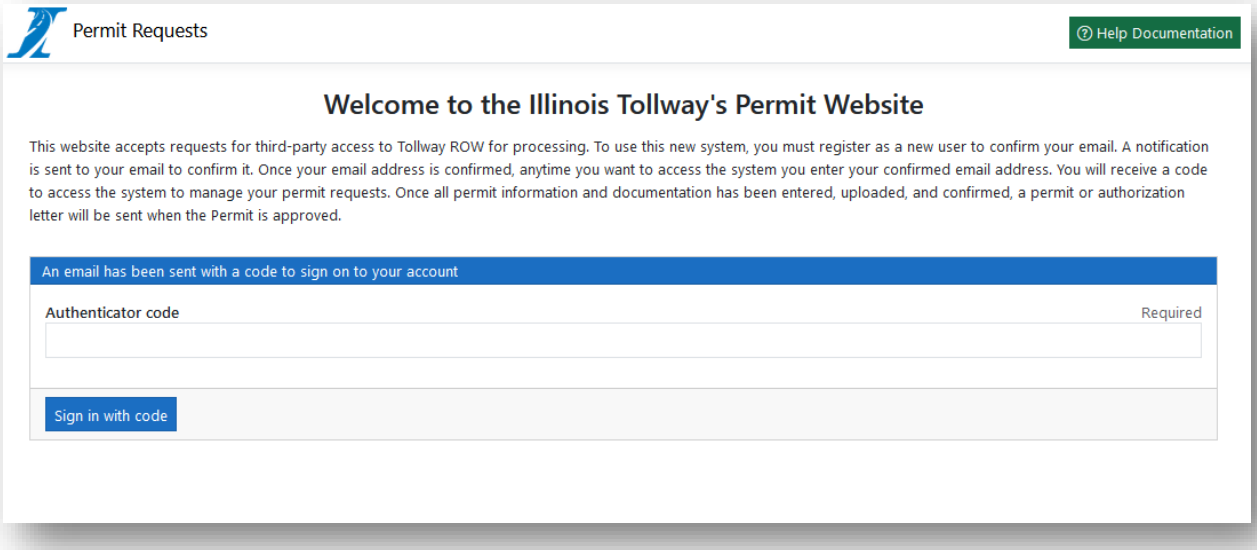
3. A ‘Confirm Account Registration’ email will be sent to the email address you provided at registration. Select the specified link in the email to confirm registration.

Login

1. Return to the Illinois Tollway Permit Requests app login page.
2. Enter your registered email address, complete the reCAPTCHA, and click 'Send code to login.'



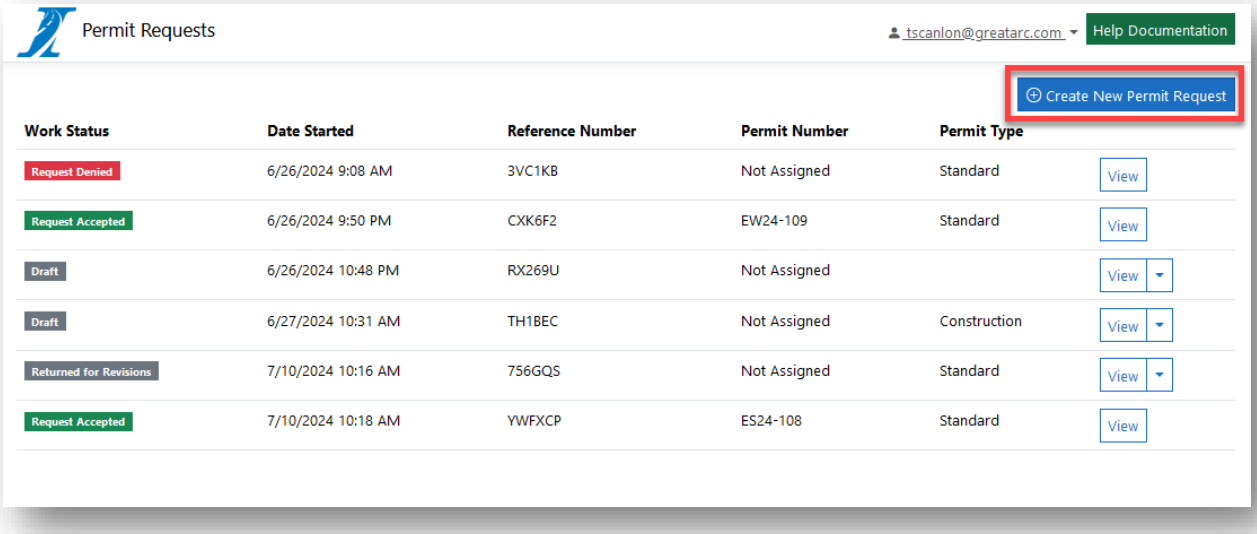
3. There are no passwords for login to this application. Each time the user logs in, a one time use security code will be sent to the user's email address.



4. Enter the code provided to you via email and click 'Sign in with Code.'
5. You now have access to the Illinois Tollway Permit Requests application.

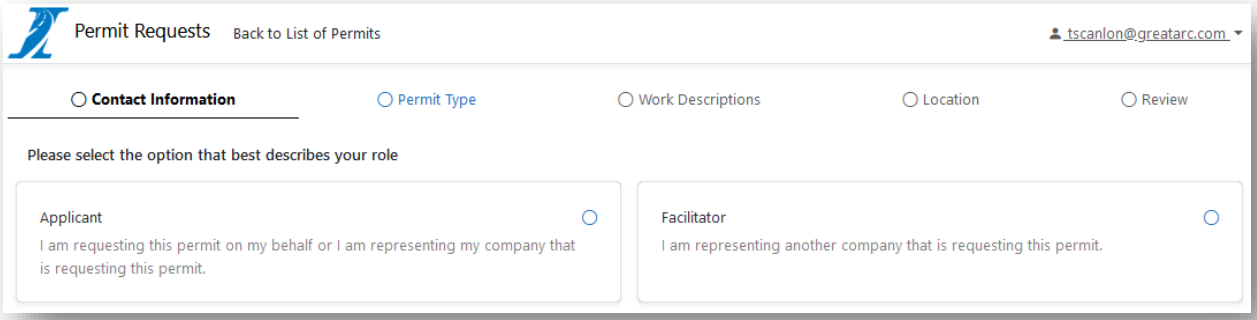
Create New Permit Request

Select the 'Create New Permit Request' button to initiate a new permit application.

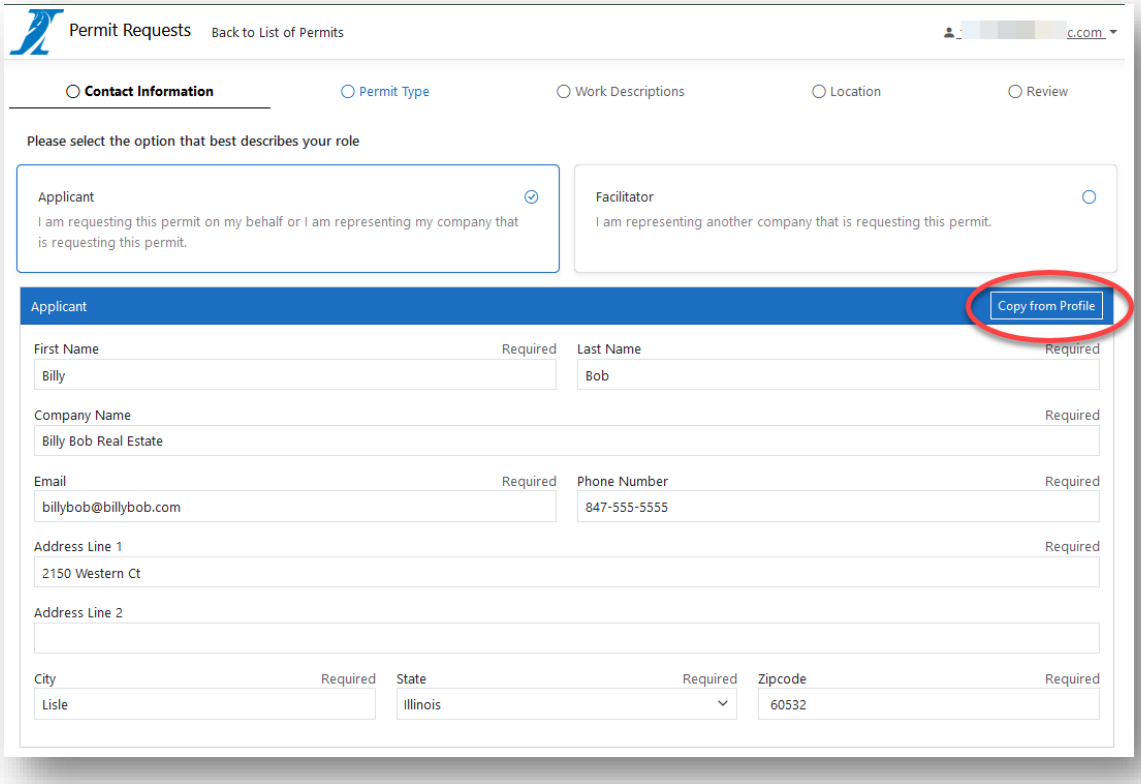


Contact Information

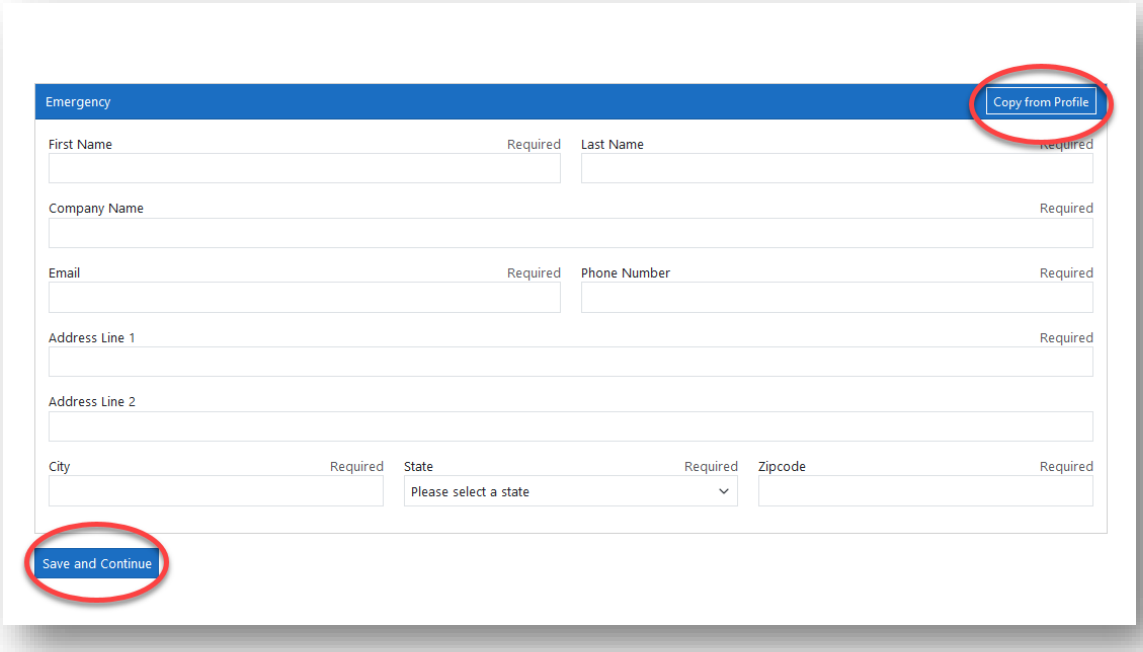
1. Initiate the 'Contact Information' section by selecting your role as Applicant or Facilitator.



   a. If selecting Applicant:
      i. Enter information in the Applicant information section. You may click the 'Copy from Profile' button if applicable to auto-populate the applicant information fields.

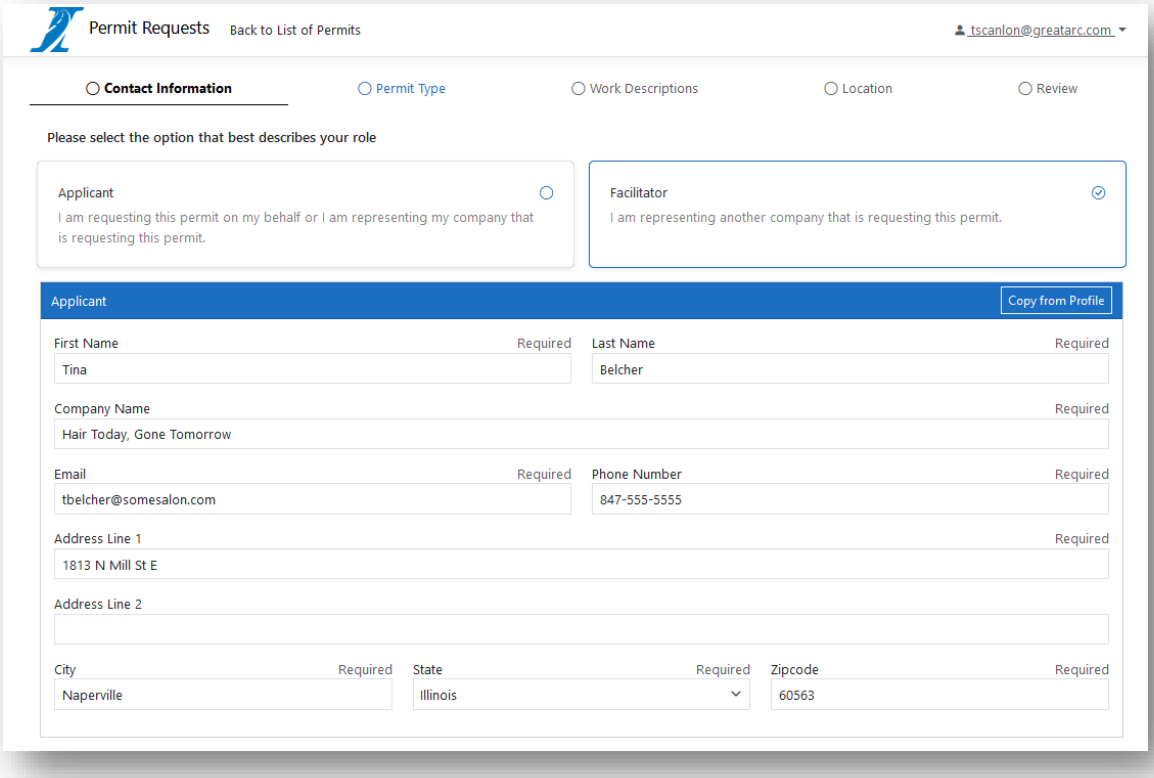


ii. Enter Emergency contact information. Optionally utilize the 'Copy from Profile' button if applicable.

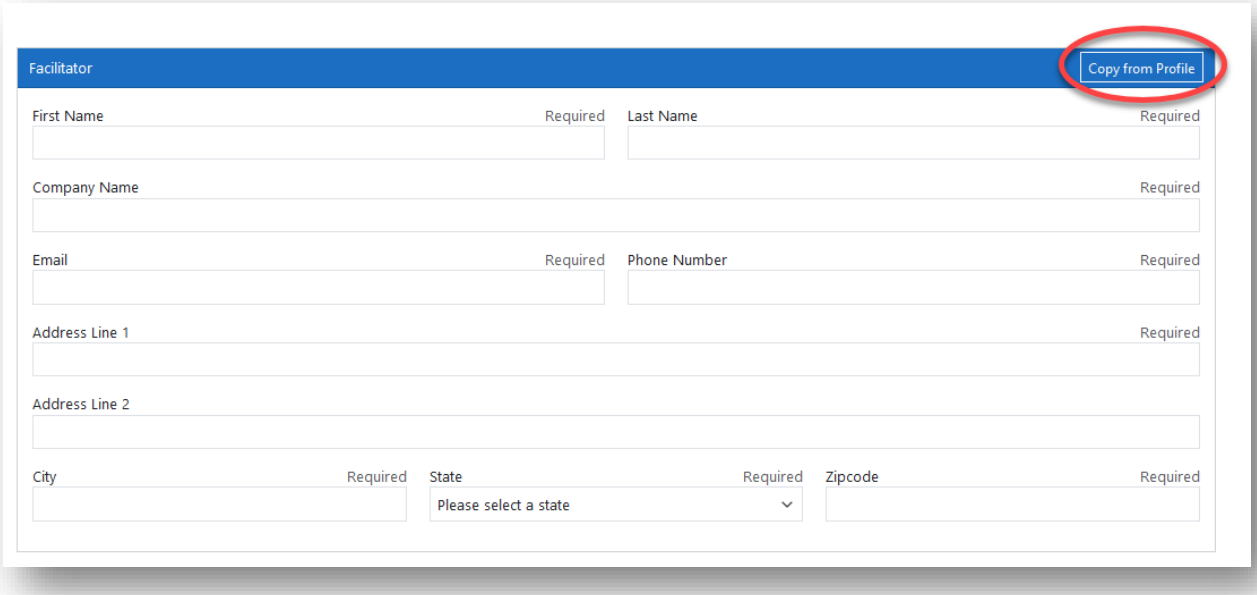


iii. Click 'Save and Continue'

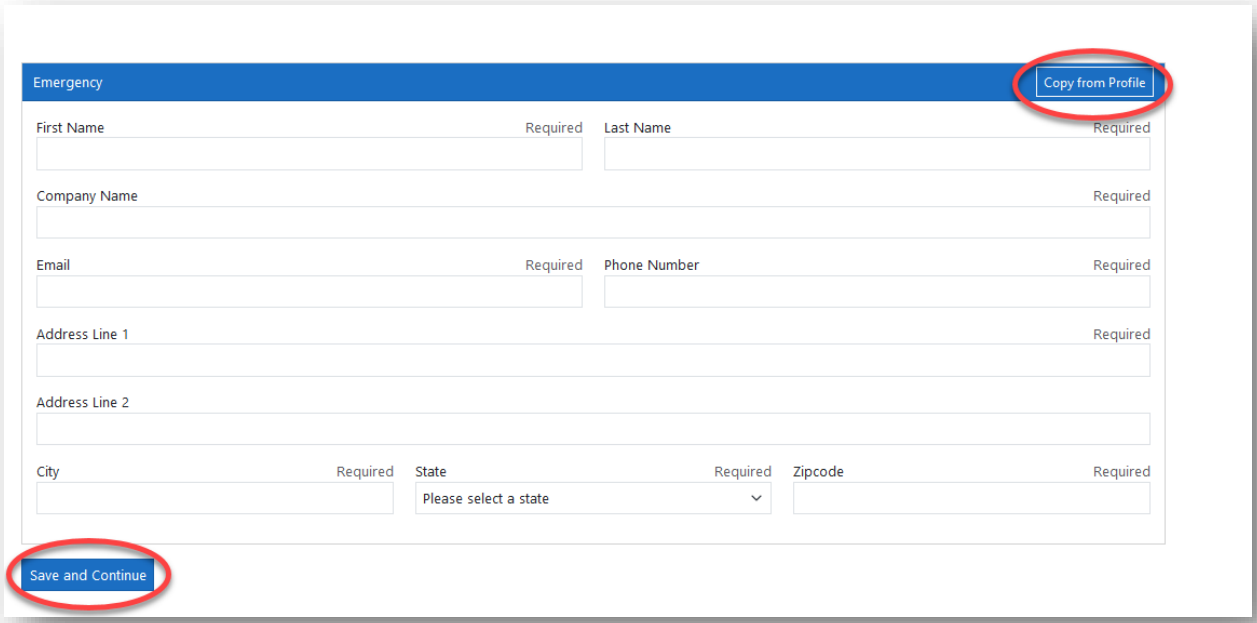
b. If completing a request as a Facilitator:
    i. Enter Applicant information



    ii. Enter Facilitator information, optionally with ‘Copy from Profile’ button.



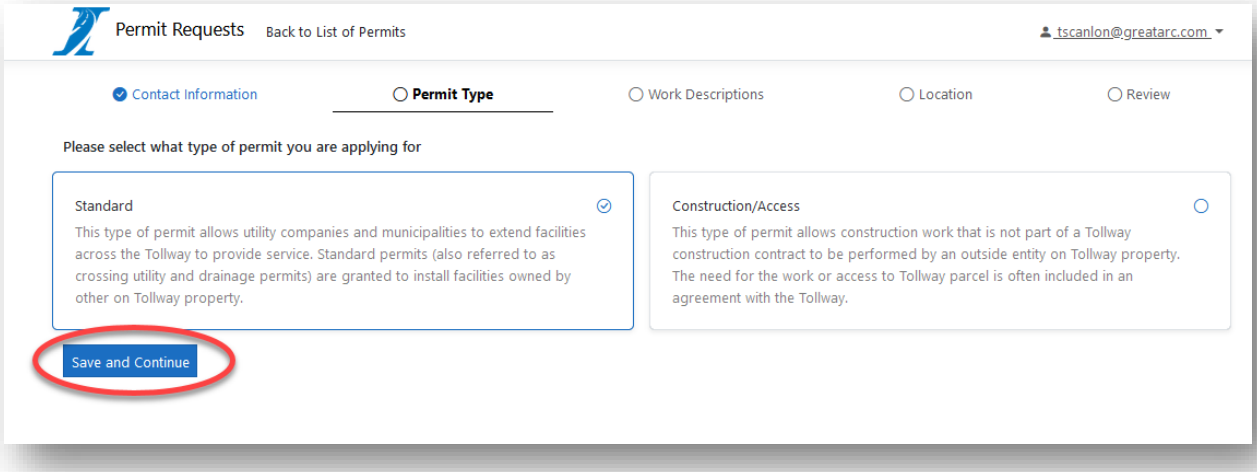
    iii. Enter Emergency information, optionally utilizing the ‘Copy from Profile’ button



2. Select Save and Continue

Permit Type

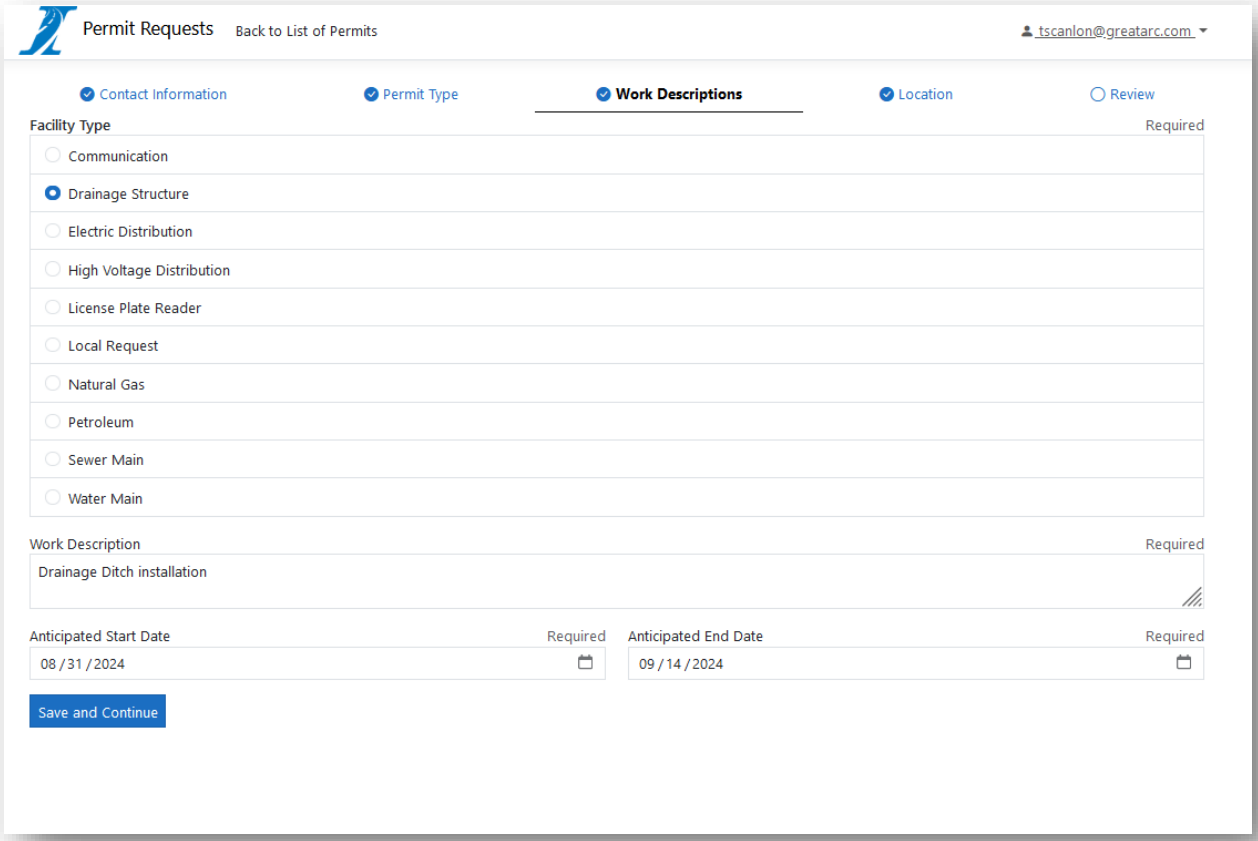
1. Select Permit type.



2. Select Save and Continue

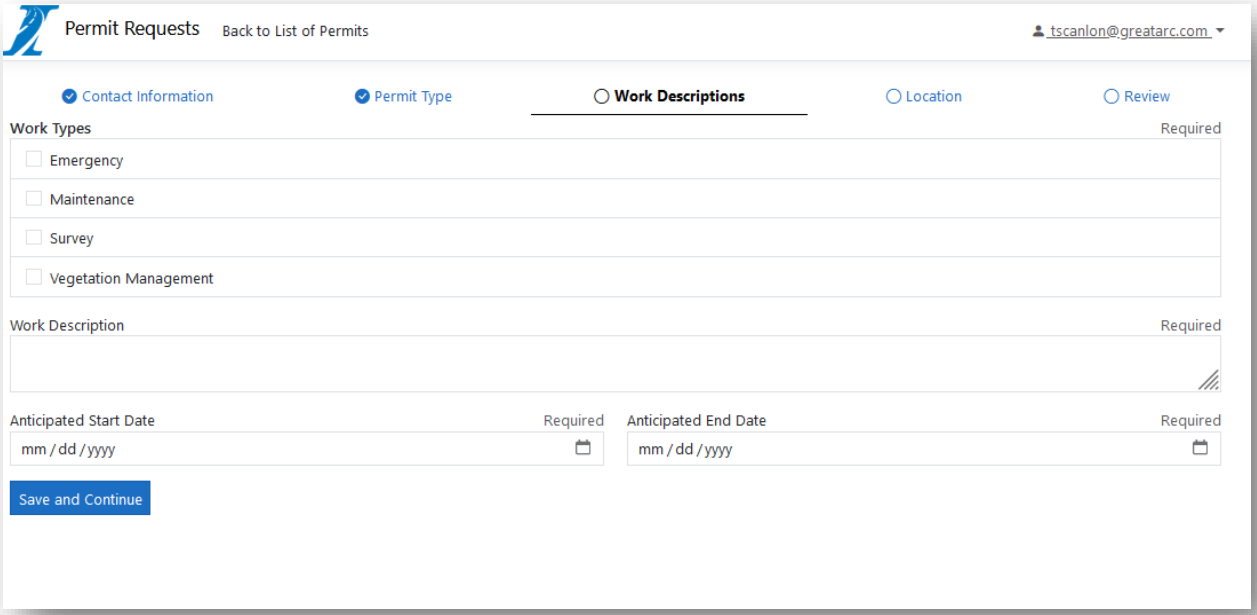
Work Descriptions

1. If Standard Permit was selected:



   a. Select Facility Type
   b. Enter Work Description
   c. Select anticipated start and end dates
   d. Click ‘Save and Continue’

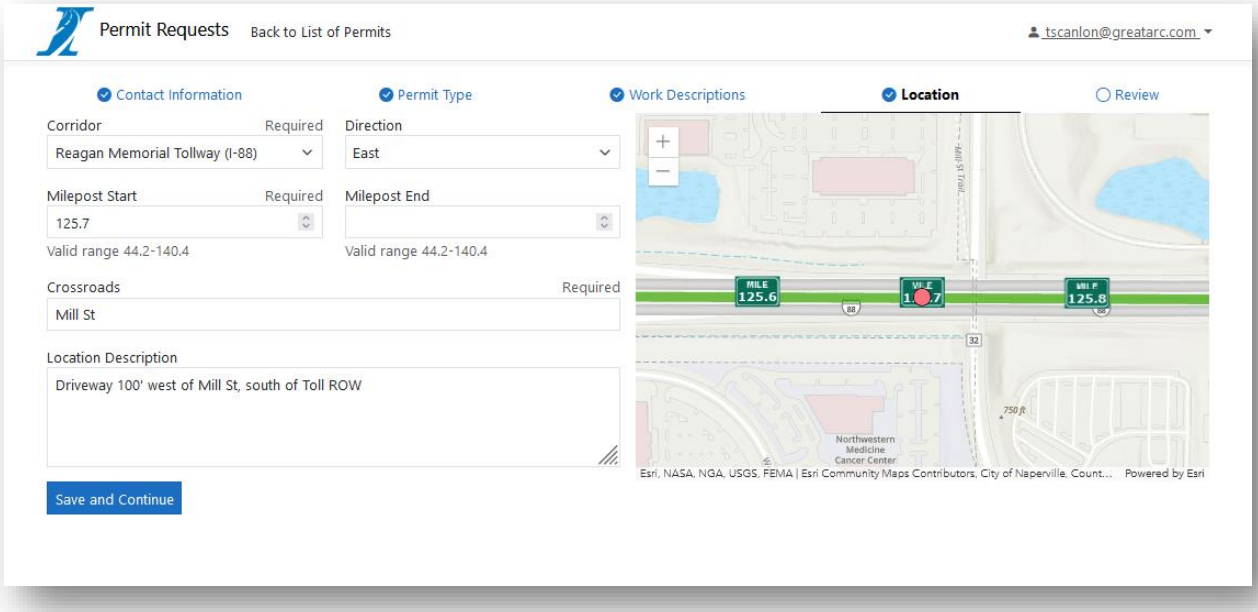
2. If Construction Permit was selected



a. Select Facility Type
b. Enter Work Description
c. Select anticipated start and end dates
d. Click ‘Save and Continue’

Location

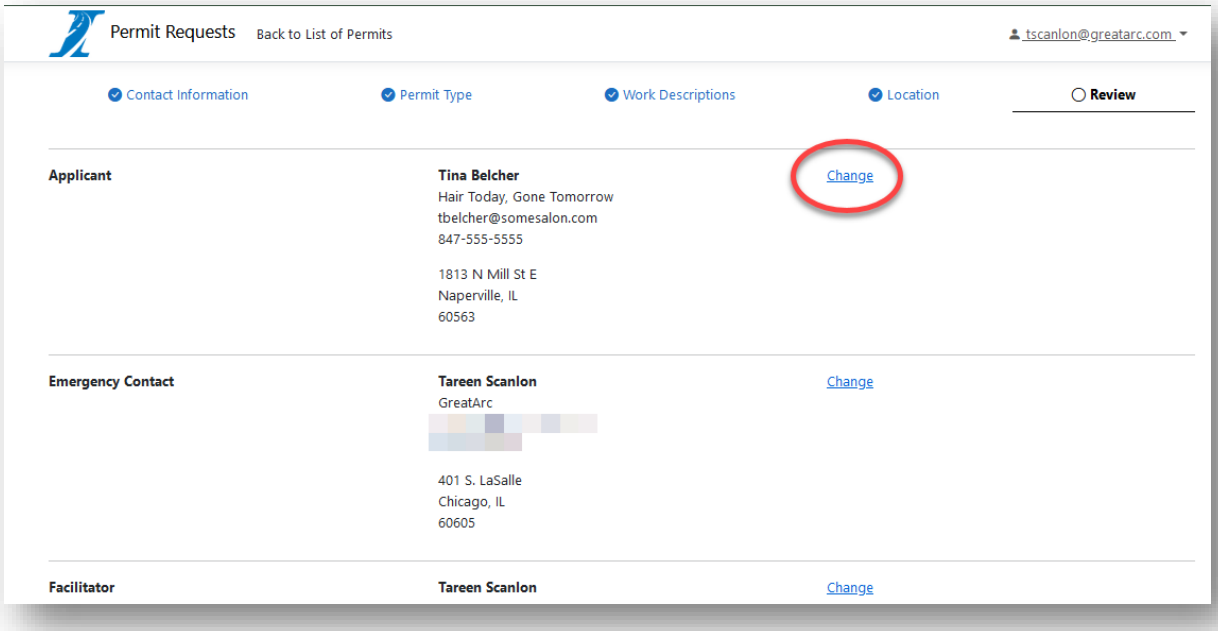
1. Select Corridor
2. Enter Direction
3. Enter Milepost Start
4. Optionally enter Milepost End



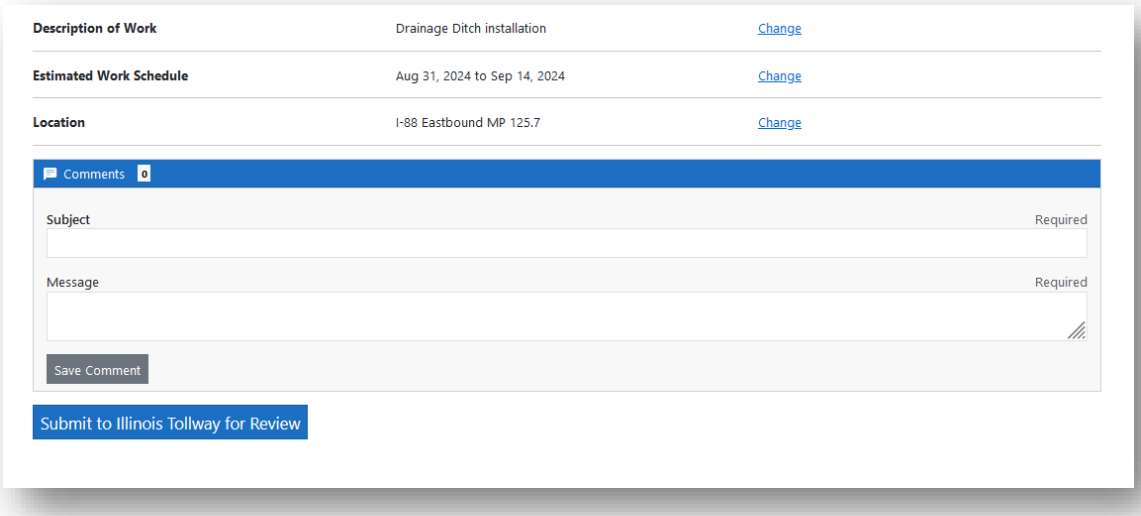
5. Enter Crossroads
6. Enter Location Description
7. Click ‘Save and Continue’

Review

1. The final step in the New Permit Request process is to review entered information prior to submittal. You may optionally use the 'Change' hyperlink in various categories if edits are required.



2. Optionally enter comments.
3. If everything looks good, click the 'Submit to Illinois Tollway for Review' button.

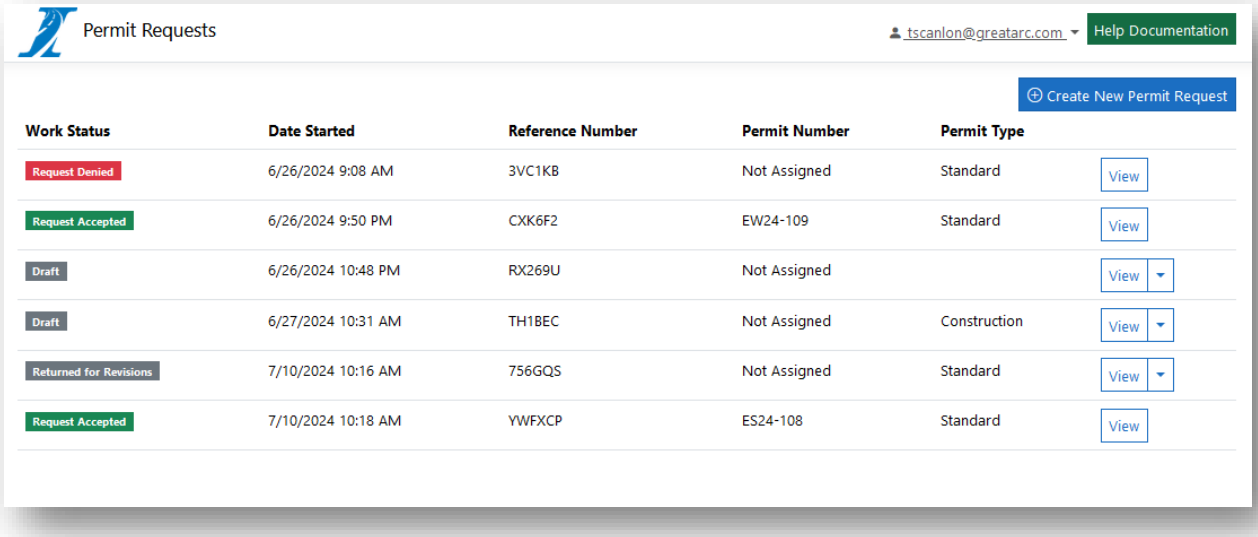


Your Permit Request has now been submitted.

Manage Existing Permit Requests

After receiving your submitted permit request, an Illinois Tollway administrator will review the request. They may Approve or Deny the request. They may request additional documentation or other information to proceed with the permit request.

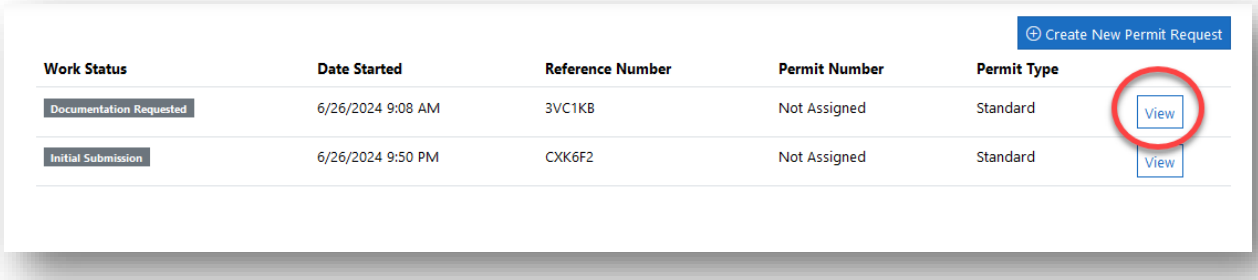
You can view the status of your permit request(s) from the home screen of the application.



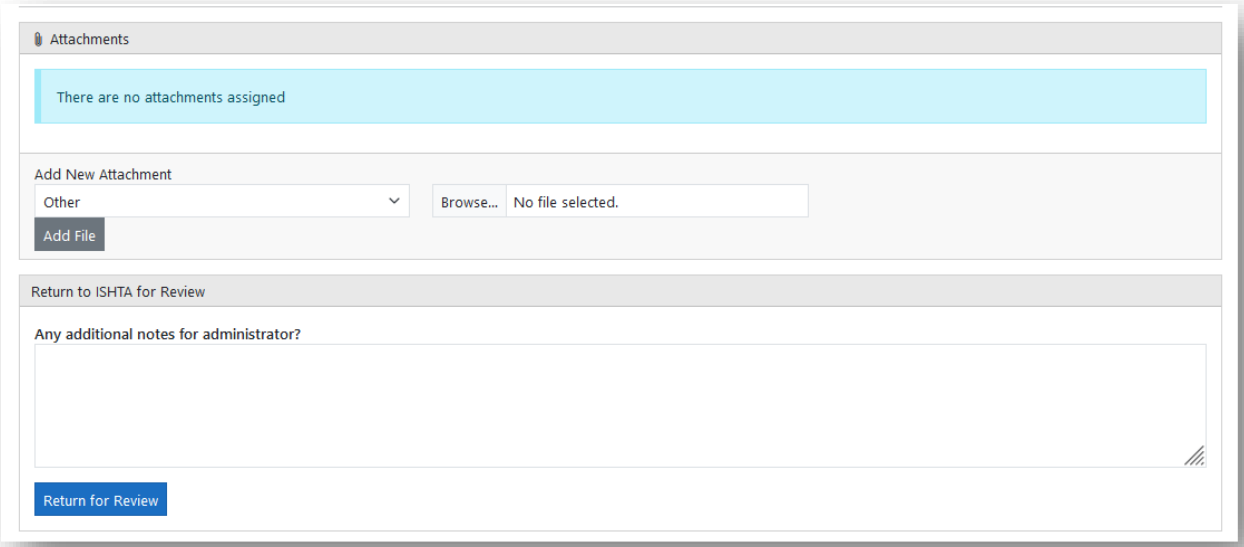
You will also be notified via email of any status change to your permit request.

Documentation Request

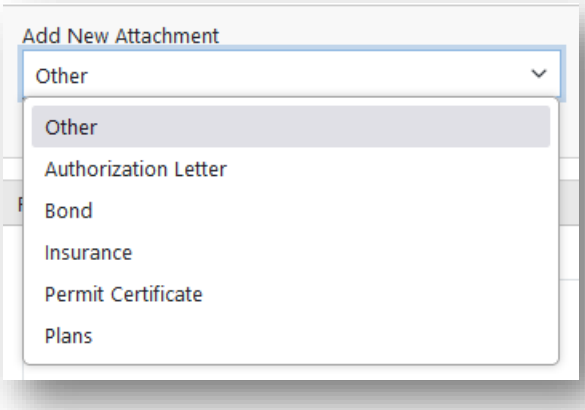
1. If you receive a Documentation Request via email, access the permit from the home screen or the link in the provided email.



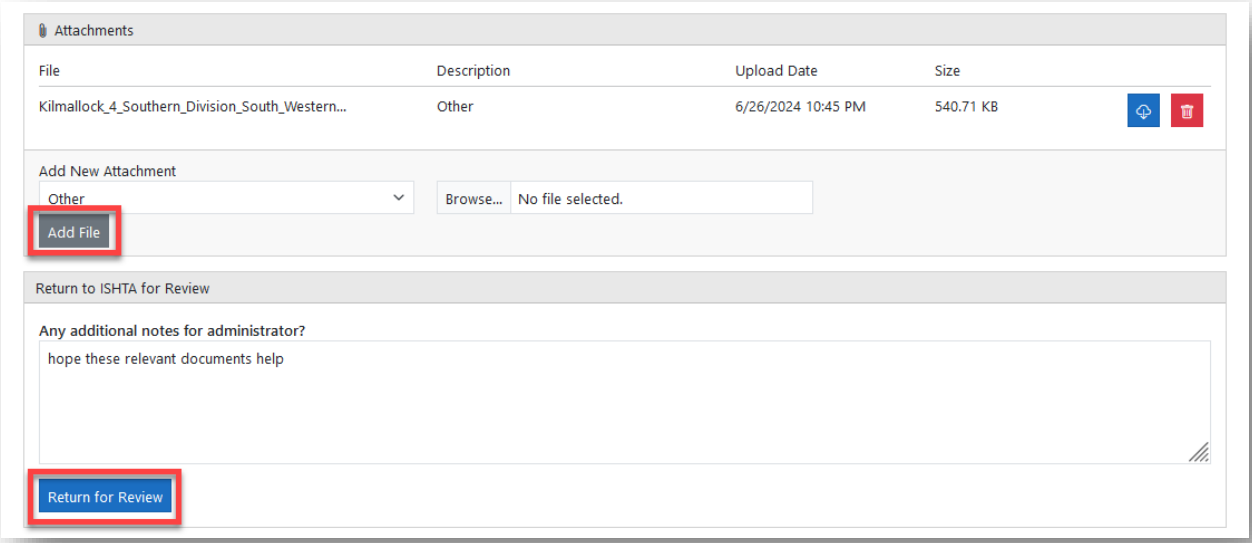
2. Select the ‘View’ button
3. Scroll down to the Attachments section.



4. Select type of Attachment from the ‘Add New Attachment’ drop down menu.



5. Click the ‘Browse’ button to locate document for upload.
6. Click ‘Add File’



7. Optionally enter any additional notes for the administrator.
8. Select Return for Review.