

# **Oregon Routing Information Online (ORION) Permitting System**

## **Annual Permit Renewals Training Material**



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**Commerce and Compliance Division  
Over-Dimension Permit Unit**

455 Airport Road SE, Building A  
Salem, Oregon 97301  
503-373-0000

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# Annual Permit Renewals

This scenario details the steps needed for a State User, Third-Party Agent (TPA) User, or Company User to utilize Annual Permit Renewals.

1. Click the **Annual Permit Renewal** link in the **Administrative Panel**.

## State User

Test - State User

ORION Test Site

Find: Company Enter name Advanced CL Create

Permit Queue

Annual Permits - 1

Bridge Study - 6

Bridge Study Approved - 10

Internal Pending - 243

Pending Payment - 13

Problem Queue - 1

Route Review Complete - 25

Statistics

Permits I've Processed: 0  
Permits Issued Today: 33  
Permits Self-Issued Today: 0  
Total Permits in Queue: 387

Route Surveys

14 Route Surveys Pending

Accounts Pending

21 Accounts Pending

## TPA User

Test - TPA User

ORION Test Site

New Permit: Order New Permit Request RUAF Refund

Permit Queue

Filter By: Permit ID Filter

| Permit Number/ID | Company Name   | Type                    | Submitted            | Status       | Actions |
|------------------|----------------|-------------------------|----------------------|--------------|---------|
| OR26-0003157-001 | Jenny's Jewels | Non-Divisible Size Only | 02/18/26 02:17:25 PM | Issued prior |         |
| 13062            | Jenny's Jewels | Non-Divisible Size Only | 02/18/26 02:16:24 PM | No Payment   |         |

Shopping Cart

0 Permits ready for payment  
Cart Total: \$0.00  
Go to Shopping Cart

Statistics

Permits Self-Issued Today: 1  
Permits Issued Today For Companies: 1

## Company User

Test - Company User

ORION Test Site

New Permit: Order New Permit Request RUAF Refund

Permit Queue

Filter By: Permit ID Filter

| Permit Number/ID | Type                                | Submitted            | Status                  | Actions |
|------------------|-------------------------------------|----------------------|-------------------------|---------|
| 12832            | Single Trip Non Divisible           | 01/26/26 09:49:50 AM | Routing Review Pending  |         |
| 12582            | Single Trip Superload Non Divisible | 11/18/25 08:30:45 AM | Routing Review Complete |         |

Shopping Cart

0 Permits ready for payment  
Cart Total: \$0.00  
Go to Shopping Cart

Statistics

Permits Issued Today: 0  
Permits Self-Issued Today: 0

2. The **Annual Permit Renewals** screen will be displayed.

### State User and TPA User Annual Permit Renewal Screen

Annual Permit Renewals

Company Name

USDOT Number

Find: Company

Enter Company Name

Please apply filters before loading permits

Clear Filters

| <input type="checkbox"/> Select All | Permit Number | Permit ID | Permit Type | Expiration Date | Vehicle Type | Unit Number | VIN | State and Plate Number |
|-------------------------------------|---------------|-----------|-------------|-----------------|--------------|-------------|-----|------------------------|
| No Available Renewal records found  |               |           |             |                 |              |             |     |                        |

**Note:** Eligible permits will be loaded for State Users and TPA Users once filters have been applied.

### Company User Annual Permit Renewal Screen

Annual Permit Renewals

Company Name

USDOT Number

PROMILES TEST 1

200008

Find: Permit ID

Enter Permit ID

Expiration Date

On

MM/DD/YY

Filter Results

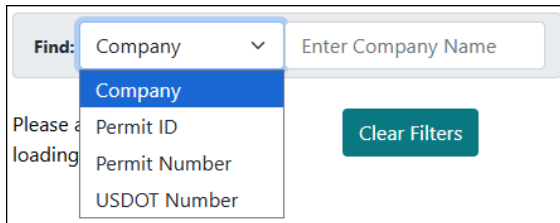
Clear Filters

| <input type="checkbox"/> Select All | Permit Number    | Permit ID | Permit Type                    | Expiration Date       | Vehicle Type               | Unit Number | VIN               | State and Plate Number |
|-------------------------------------|------------------|-----------|--------------------------------|-----------------------|----------------------------|-------------|-------------------|------------------------|
| <input type="checkbox"/>            | OR25-0002153-001 | 10889     | Non-Disvisible Size and Weight | 4/27/2026 12:00:00 AM | Truck-Tractor/Semi-trailer | 1002        | 5MAPA45205C007574 | OH TRJ4692             |

**Note:** Company Users will only have the ability to see permits available for renewal specific to the company they are signed in as. Therefore, the Company Name and USDOT Number, if applicable, will be displayed atop the page for reference.

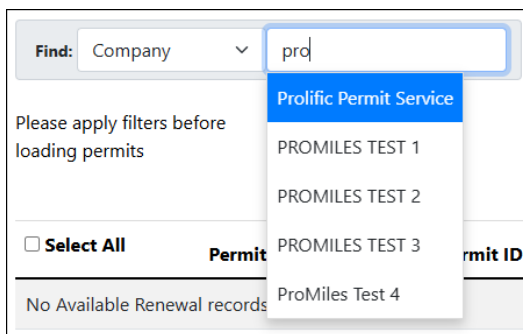
## To Filter by Company, Permit ID, Permit Number, or USDOT Number

1. In the **Find Panel** on the **Annual Permit Renewals** screen, users can search for a Company, Permit ID, Permit Number, or USDOT Number using the **Find** dropdown list.



The screenshot shows the 'Find' panel with a dropdown menu open. The dropdown menu has four options: 'Company', 'Permit ID', 'Permit Number', and 'USDOT Number'. The 'Company' option is highlighted in blue. To the right of the dropdown is a text input field labeled 'Enter Company Name'. Below the dropdown is a 'Clear Filters' button. To the left of the dropdown, there is a message: 'Please apply filters before loading permits'.

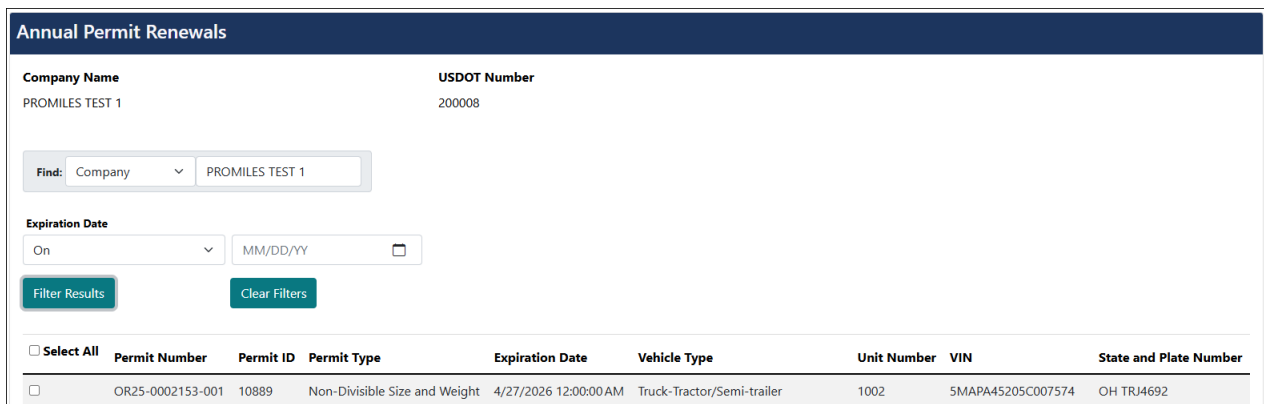
- Select a search parameter from the Find dropdown list.
- Enter filter criteria in the text field to the right of the Find dropdown list. As the user types the first three characters into the **Company, Permit Number, or USDOT Number** filter field, results will begin to auto populate.



The screenshot shows the 'Find' panel with a dropdown menu open. The dropdown menu has five options: 'Prolific Permit Service', 'PROMILES TEST 1', 'PROMILES TEST 2', 'PROMILES TEST 3', and 'ProMiles Test 4'. The 'Prolific Permit Service' option is highlighted in blue. To the right of the dropdown is a text input field containing the text 'pro'. Below the dropdown is a 'Clear Filters' button. To the left of the dropdown, there is a message: 'Please apply filters before loading permits'.

- Select from the list of results.
- Click the **Filter Results** button.

Results for the search will be displayed below if the permit is eligible for renewal on the Annual Permit Renewals screen.



The screenshot shows the 'Annual Permit Renewals' screen. At the top, there is a header 'Annual Permit Renewals'. Below the header, there are two columns: 'Company Name' and 'USDOT Number'. Under 'Company Name' is 'PROMILES TEST 1' and under 'USDOT Number' is '200008'. Below this, there is a 'Find' panel with a dropdown menu set to 'Company' and a text input field containing 'PROMILES TEST 1'. Below the 'Find' panel is an 'Expiration Date' section with a dropdown menu set to 'On' and a date input field. Below the 'Expiration Date' section are two buttons: 'Filter Results' and 'Clear Filters'. Below these buttons is a table with the following columns: 'Select All', 'Permit Number', 'Permit ID', 'Permit Type', 'Expiration Date', 'Vehicle Type', 'Unit Number', 'VIN', and 'State and Plate Number'. The table has one row of data:

| <input type="checkbox"/> | Permit Number    | Permit ID | Permit Type                   | Expiration Date       | Vehicle Type               | Unit Number | VIN               | State and Plate Number |
|--------------------------|------------------|-----------|-------------------------------|-----------------------|----------------------------|-------------|-------------------|------------------------|
| <input type="checkbox"/> | OR25-0002153-001 | 10889     | Non-Divisible Size and Weight | 4/27/2026 12:00:00 AM | Truck-Tractor/Semi-trailer | 1002        | 5MAPA45205C007574 | OH TRJ4692             |

**Note:** Annual Permits are eligible to display on the Annual Permit Renewals screen if the day the search is conducted is 60 days prior to the annual permit's end date or if the permit has been expired for less than 15 days past the annual permit's end date. If the record is not eligible or not found, the results indicate, "No Available Renewal records found."

## To Filter by Expiration Date

1. Users have the option to filter permits by **Expiration Date**. **Expiration Date** may be filtered **On**, **Before**, **After**, or **Between** using the **Expiration Date** dropdown list.

Annual Permit Renewals

Company Name: PROMILES TEST 1 USDOT Number: 200008

Find: Company PROMILES TEST 1

Expiration Date: On (dropdown menu open with options: On, Before, After, Between)

MM/DD/YY

Clear Filters

Permit ID Permit Type

No Available Renewal records found

**Note:** State Users and TPA Users will only have the ability to filter permits by Expiration Date after initially filtering by Company or USDOT Number.

- Select a search parameter from the **Expiration Date** dropdown list.
- Enter filter criteria in the text field(s) to the right of the **Expiration Date** dropdown list.

**Note:** Format the Date MM/DD/YY. Optionally, select date(s) from the calendar by clicking the Calendar icon.

- Click the **Filter Results** button.

Results for the search will be displayed below if the permit is eligible for renewal on the Annual Permit Renewals screen.

Annual Permit Renewals

Company Name: PROMILES TEST 1 USDOT Number: 200008

Find: Company PROMILES TEST 1

Expiration Date: Between 03/04/26 AND 03/05/26

Filter Results Clear Filters

| <input type="checkbox"/> Select All | Permit Number    | Permit ID | Permit Type                | Expiration Date      | Vehicle Type | Unit Number | VIN               | State and Plate Number |
|-------------------------------------|------------------|-----------|----------------------------|----------------------|--------------|-------------|-------------------|------------------------|
| <input type="checkbox"/>            | OR25-0001033-001 | 9069      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001025-001 | 9065      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001023-001 | 9064      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000985-001 | 9024      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000983-001 | 9023      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000979-001 | 9021      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000975-001 | 9020      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |

**Note:** Annual Permits are eligible to display on the Annual Permit Renewals screen if the day the search is conducted is 60 days prior to the annual permit's end date or if the permit has been expired for less than 15 days past the annual permit's end date. If the record is not eligible or not found, the results indicate, "No Available Renewal records found."

## To Clear Filters

1. Click the **Clear Filters** button to clear previous selection(s) entered in the filter field(s).

Annual Permit Renewals

Company Name USDOT Number

Find: Company Enter Company Name

Please apply filters before loading permits **Clear Filters**

| <input type="checkbox"/> Select All | Permit Number    | Permit ID | Permit Type                | Expiration Date      | Vehicle Type | Unit Number | VIN               | State and Plate Number |
|-------------------------------------|------------------|-----------|----------------------------|----------------------|--------------|-------------|-------------------|------------------------|
| <input type="checkbox"/>            | OR25-0001033-001 | 9069      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001025-001 | 9065      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001023-001 | 9064      | Long Logs, Poles or Piling | 3/5/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000985-001 | 9024      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000983-001 | 9023      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000979-001 | 9021      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0000975-001 | 9020      | Long Logs, Poles or Piling | 3/4/2026 12:00:00 AM |              | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |

**Note:** Results for previous Filters will remain displayed until new selection(s) have been defined and the user has clicked the Filter Results button again to generate the updated results.

## To Renew Annual Permits

1. Click the **Select** checkbox(es) for the permit(s) you would like to renew. Optionally, if the user would like to select all permits to renew then click the **Select All** checkbox.

| <input type="checkbox"/> Select All | Permit Number    | Permit ID | Permit Type              | Expiration Date       | Vehicle Type                    | Unit Number | VIN               | State and Plate Number |
|-------------------------------------|------------------|-----------|--------------------------|-----------------------|---------------------------------|-------------|-------------------|------------------------|
| <input type="checkbox"/>            | OR25-0001887-001 | 10040     | Divisible Load Overwidth | 3/14/2026 12:00:00 AM |                                 | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001886-001 | 10038     | Divisible Load Overwidth | 3/14/2026 12:00:00 AM |                                 | 1005        | JRG09542          | OH TRB8282             |
| <input type="checkbox"/>            | OR25-0001872-001 | 10014     | Non-Divisible Size Only  | 3/14/2026 12:00:00 AM | Truck-Tractor/Auger Semitrailer | 1001555     | 46846             | KY TRF6863             |
| <input type="checkbox"/>            | OR25-0001868-001 | 10009     | Triples Permit           | 3/14/2026 12:00:00 AM | Truck/2 Trailers                | 1002        | 5MAPA45205C007574 | OH TRJ4692             |

2. Once selection(s) have been made a **Renew Selected** button will be displayed to the right of the **Clear Filters** button.

Annual Permit Renewals

Company Name USDOT Number

PROMILES TEST 1 200008

Find: Company PROMILES TEST 1

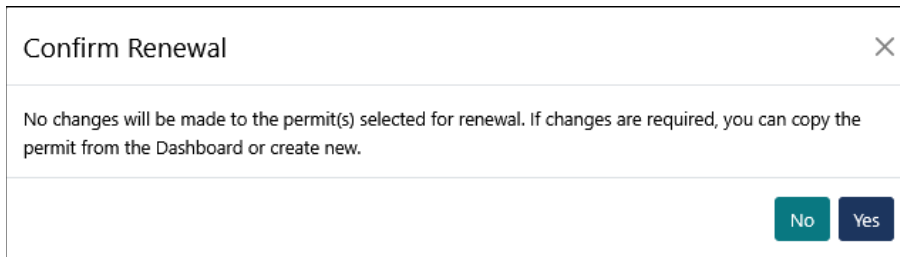
Expiration Date On 03/14/26

Filter Results Clear Filters **Renew Selected**

| <input type="checkbox"/> Select All | Permit Number    | Permit ID | Permit Type              | Expiration Date       | Vehicle Type                    | Unit Number | VIN               | State and Plate Number |
|-------------------------------------|------------------|-----------|--------------------------|-----------------------|---------------------------------|-------------|-------------------|------------------------|
| <input checked="" type="checkbox"/> | OR25-0001887-001 | 10040     | Divisible Load Overwidth | 3/14/2026 12:00:00 AM |                                 | 1004        | 1NUFT28Z1WMNA0722 | OH TQL2073             |
| <input type="checkbox"/>            | OR25-0001886-001 | 10038     | Divisible Load Overwidth | 3/14/2026 12:00:00 AM |                                 | 1005        | JRG09542          | OH TRB8282             |
| <input type="checkbox"/>            | OR25-0001872-001 | 10014     | Non-Divisible Size Only  | 3/14/2026 12:00:00 AM | Truck-Tractor/Auger Semitrailer | 1001555     | 46846             | KY TRF6863             |
| <input checked="" type="checkbox"/> | OR25-0001868-001 | 10009     | Triples Permit           | 3/14/2026 12:00:00 AM | Truck/2 Trailers                | 1002        | 5MAPA45205C007574 | OH TRJ4692             |

3. Click the **Renew Selected** button.

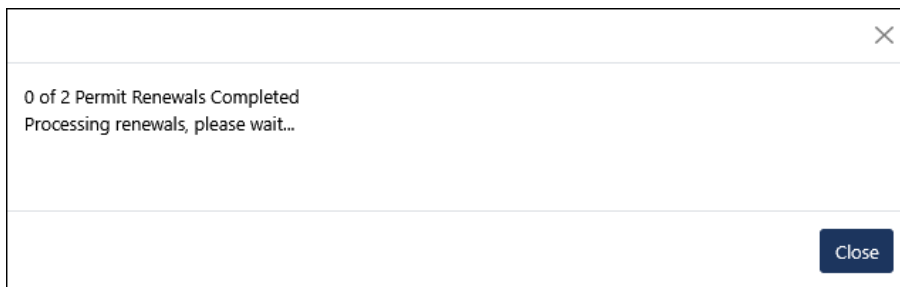
A Confirm Renewal message will be displayed indicating no changes will be made to the permit(s) selected for renewal, and if changes are required the user can copy the permit from the Dashboard or create a new permit.



A dialog box titled "Confirm Renewal" with a close button (X) in the top right corner. The main text reads: "No changes will be made to the permit(s) selected for renewal. If changes are required, you can copy the permit from the Dashboard or create new." At the bottom right, there are two buttons: "No" (teal) and "Yes" (dark blue).

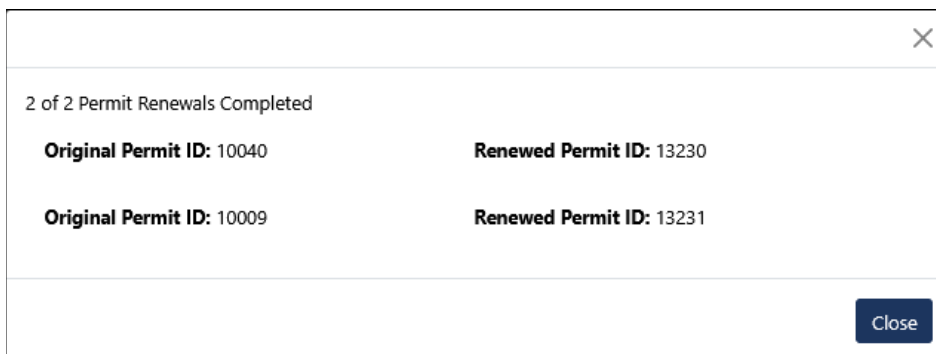
- Click the **No** button to cancel the renewal and return to the **Annual Permit Renewals** screen.
- Optionally, click the **Yes** button to confirm renewal.

A progress indicator will be displayed while the renewal creation is in progress.



A dialog box with a close button (X) in the top right corner. The main text reads: "0 of 2 Permit Renewals Completed" and "Processing renewals, please wait...". At the bottom right, there is a "Close" button (dark blue).

4. After the progress indicator has completed, the **Original Permit ID** and the **Renewed Permit ID** for each set of renewed permits will be displayed.



A dialog box with a close button (X) in the top right corner. The main text reads: "2 of 2 Permit Renewals Completed". Below this, there are two rows of information:

| Original Permit ID | Renewed Permit ID |
|--------------------|-------------------|
| 10040              | 13230             |
| 10009              | 13231             |

At the bottom right, there is a "Close" button (dark blue).

**Note:** Singular or multiple permits may be selected at one time to renew. The **Original Permit ID** and the **Renewed Permit ID** for each set of renewed permits will be displayed.

- Make note of the Renewed Permit ID(s) for reference.
- Click the **Close** button.
- The **Annual Permit Renewals** screen will be displayed.

5. Click the **Shopping Cart** link in the **Administrative Panel**.

The renewed permit(s) will be displayed in the user's shopping cart with an updated Permit ID and Start Date, ready for purchase. For additional information on the shopping cart or to pay for a permit refer to the [Welcome to the ORION Permitting System Training Packet](#) or the [Customer User Training Packet](#).

The screenshot shows the 'Shopping Cart' section of the ORION Permitting System. On the left is a sidebar menu with options: Company Dashboard, Annual Permit Renewal, New Company, Company Management, Vehicle Import, Pre-Trip Planning, Reports, Route Surveys, and Shopping Cart (highlighted with a red box). The main content area is titled 'Shopping Cart' and features a search bar for 'Permit ID'. Below this, there are two sections for permits. The first section, 'Balance Due', shows a permit with ID 13230, Unit 1004, and Start Date 03/15/26, with a balance of \$116.50. The second section, 'No Charge', shows a permit with ID 13231, Unit 1002, and Start Date 03/15/26, with a balance of \$69.25. Both permits are 'Divisible Load Overwidth' and 'Triples Permit'. Each permit has 'View Permit' and 'Cancel Permit' buttons. On the right, a 'Total' box shows 'Order Total: \$0.00', 'Permits Selected To Purchase: 0', and 'Permits Selected To Print: 0'.

**Notes:**

- Permits being renewed that were previously Expired will have a Start Date for the same day the permit was renewed. When the Original permit expires on a future date and is still active, the Start Date of the renewed permit will be set to start the day after the Original permit expires.
  - If the **Cancel Permit** button is selected the Original permit will be available in the **Annual Permit Renewal** screen as long as eligibility to display on the screen is still met.
6. Click the **State User Dashboard/Company Dashboard** link in the **Administrative Panel** to return to the **State User Dashboard/Company User Dashboard**.