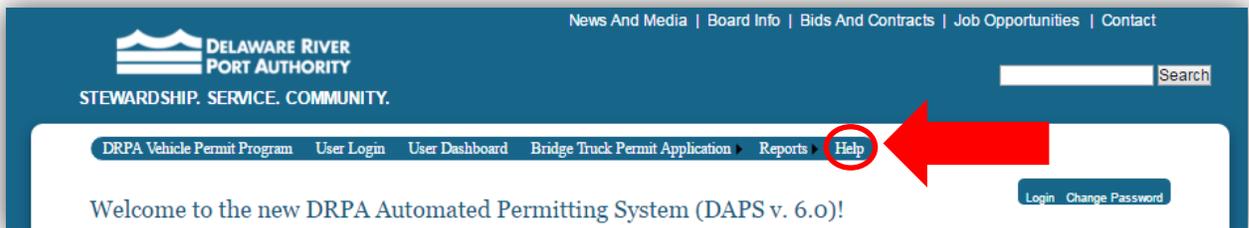


# DAPS V6.0 Hauler Instructions

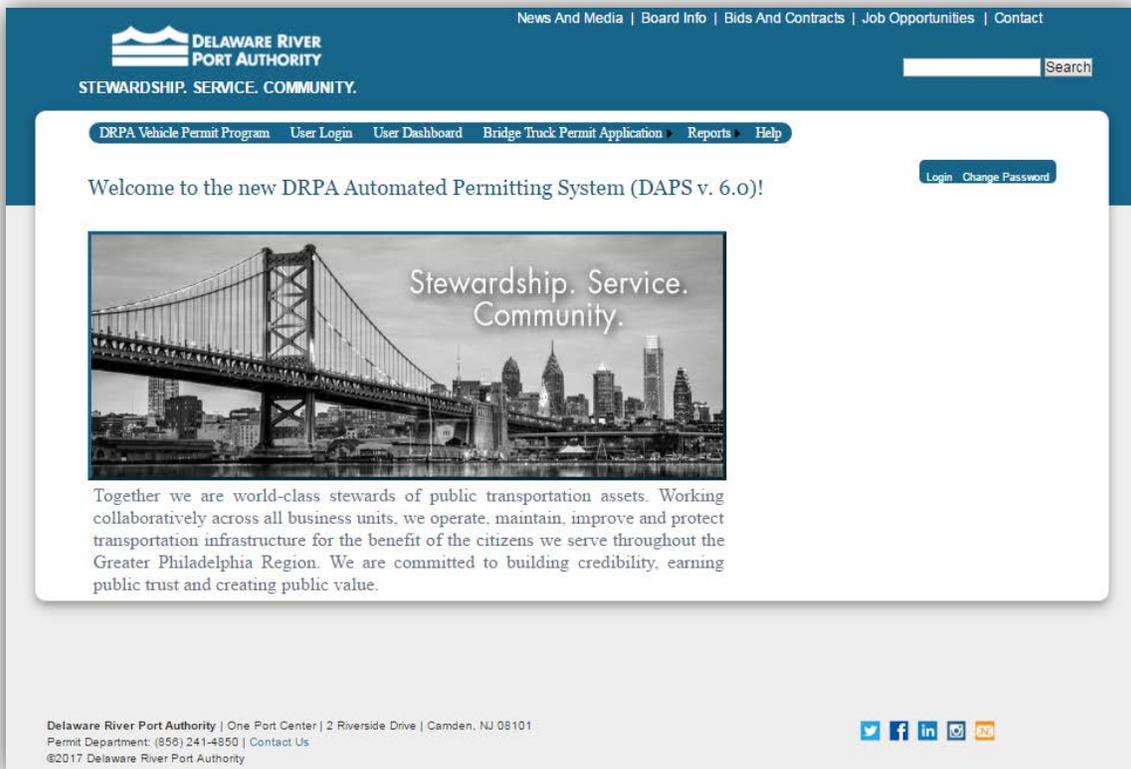
NOTE: SCREENSHOTS WERE TAKEN USING [INTERNET EXPLORER](#). WEBPAGES VARY BASED ON BROWSER. [INTERNET EXPLORER](#) IS THE RECOMMENDED BROWSER. IF YOU HAVE ANY ISSUES OR HAVE REACHED THE “DRPA DAPS ERROR!” PAGE, PLEASE REVIEW SECTION “5.0 COMMON ISSUES AND SOLUTIONS.”

YOU CAN ALSO ACCESS A COPY OF THESE INSTRUCTIONS BY CLICKING THE “HELP” BUTTON AT THE TOP OF THE WEBPAGE.



## 1.0 Home Page

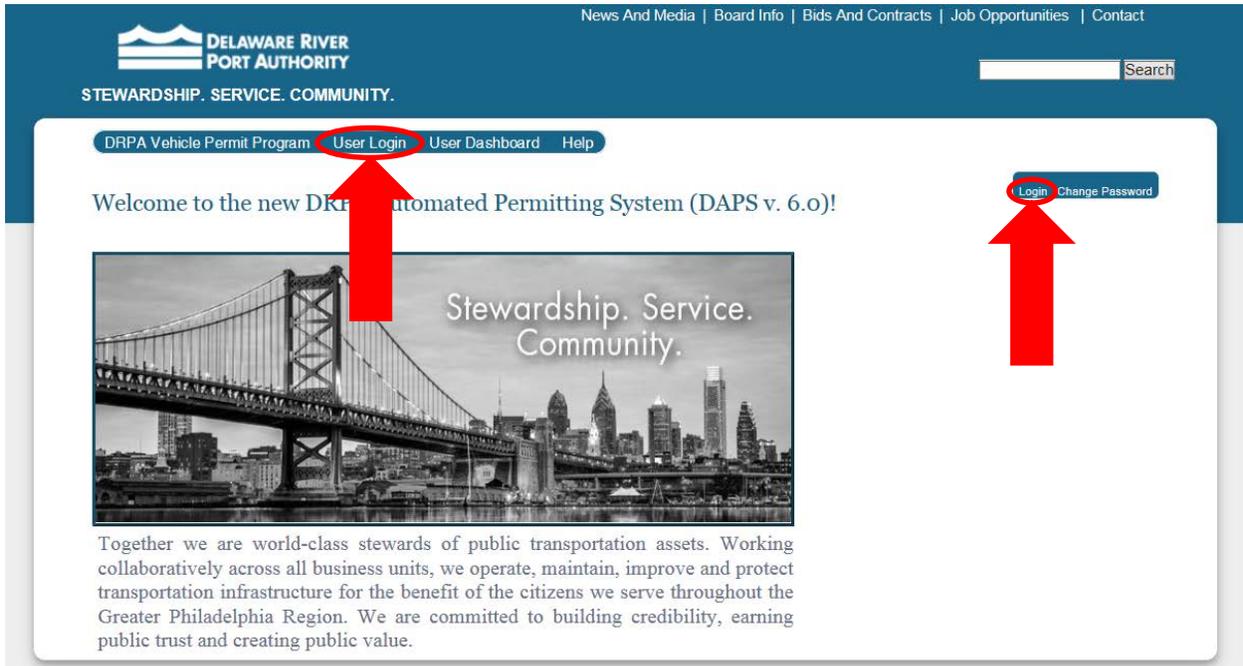
Click on the following link to access the Delaware River Port Authority (DRPA) Automated Permitting System: <https://drpa.aecomonline.net/>



## 2.0 Login Page

To begin the process to request a permit, you must first login to the DRPA Automated Permitting System (DAPS V6.0). If you are using the system for the first time, you will have to register for a username and password.

To enter the “**User Login**” screen to login to the system or register as a new user, click the “**User Login**” or “**Login**” links.



## 2.1 Register for a Login

If you are a first time user, click the “**Register**” link to sign up for a “**User Name**” and “**Password**”. Otherwise, enter the username and password used when you first registered.

News And M

DELAWARE RIVER  
PORT AUTHORITY

STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program User Login User Dashboard Bridge Truck Permit A

DRPA Vehicle Permit Program >> User Login

**Log In**

User Name:  \*

Password:  \*

I certify that I am the person represented by the above User Name, or an authorized representative of the Project Sponsor, that I have been given permission by the Delaware River Port Authority to use this Portal and that I understand and accept responsibility for proper use of this Portal.

Log In

[Forgot your password?](#)

[Register](#) if you don't have an account.

### Registration Step 1: Creating User Account

Enter information to register for a new account, then click “**Create User**” button. **Note: only use letters for the Company Name and User Name; do not use numbers, spaces or other characters.**

News And Media | Board Info | Bids

DELAWARE RIVER  
PORT AUTHORITY

STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program User Login User Dashboard Reports Help

Register for a new account.

Sign Up for Your New Account

Full Name:

Phone Number:

E-mail:

Company Name:  (letters only; no numbers, spaces or other characters)

User Name:  (letters only; no numbers, spaces or other characters)

Password:

Confirm Password:

Security Question:

Security Answer:

[Create User](#)

Fill in account information. **ALL USER INFORMATION IS REQUIRED.**

DELAWARE RIVER PORT AUTHORITY  
STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program User Login Us

Register for a new account.

Sign Up for Your New Account

Full Name: Jane Doe

Phone Number: 123-456-7890

E-mail: jane.doe@example.com

Company Name: Example Inc.

User Name: JDoe

Password: ●●●●●●

Confirm Password: ●●●●●●

Security Question: Question?

Security Answer: Answer

Create User

# EXAMPLE COMPLETED FORM

DRPA Vehicle Permit Program User Login User Dashboard

Register for a new account.

Complete

Your registration has been submitted. You will be notified by the DRPA when your account has been activated. Please allow 1 business day for your account to be activated.

Continue

## Registration Step 2: DRPA Confirmation

Once you've clicked "**Create User**," the screen above will display the registration process is complete indicating that the DRPA has been sent your registration request by e-mail. You will receive an e-mail from [no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net) as a verification of your registration request. The verification e-mail will also contain your registration information (user name, password, email, etc.). Click "**Continue**" to return to the "**User Login**" page. When your account is activated, you may return to the login screen using your User Name and Password.

**NOTE: SAVE THIS REGISTRATION E-MAIL FOR FUTURE REFERENCE IN CASE OF FORGOTTEN USER NAME, PASSWORD, OR OTHER REGISTRATION INFORMATION. SEE EXAMPLE OF THE REGISTRATION REQUEST EMAIL BELOW. IF THIS EMAIL CANNOT BE FOUND, REFER TO SECTION 2.3 FORGOT YOUR PASSWORD?**

**NOTE: YOUR ACCOUNT MUST BE APPROVED AND ACTIVATED BY THE DRPA BEFORE YOU CAN LOG IN TO THE SITE. SEE REGISTRATION STEP 3.**

## Registration Request Email

**From:** [no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net)  
**Sent:** Thursday, July 07, 2017 10:46 AM  
**To:** Doe, Jane  
**Subject:** DRPA DAPS Registration Request for [JDoe](#)

**EXAMPLE**

Thank you for your interest in DRPA DAPS. Your account registration is currently under review. You will be notified by the DRPA when your account is accepted. Please allow 1 business day for your account to be activated.

This email was sent from an automated system. Please do not reply. If you have a question about your account, please contact the Permit Department by [email](#) or by phone, (856)-241-4850.

**Delaware River Port Authority** | One Port Center | 2 Riverside Drive | Camden, NJ 08101  
Permit Department (856) 241-4850 | [Contact Us](#)  
©2017 Delaware River Port Authority

\*\*\*\*\*  
Requested Login: [JDoe](#)  
Full Name: Jane Doe  
Phone Number: 123-456-7890  
Email: [jane.doe@example.com](mailto:jane.doe@example.com)  
Password: \*\*\*\*\*  
Security Question: Question?  
Security Answer: Answer  
\*\*\*\*\*

### Registration Step 3: Approval

After you've submitted your registration request, please allow 1 business day for your account to be activated. Once DRPA has approved your registration, you will receive an e-mail from [no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net) that your registration was approved (see example below). Please note it may take up to one hour after receiving this e-mail for your account to be fully active. Once your account is active, you can login to DAPS (**Section 2.2**).

## Registration Request Status Email

**From:** [no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net)  
**Sent:** Thursday, July 20, 2017 11:09 AM  
**To:** jane.doe@example.com  
**Subject:** DRPA DAPS Registration Request Status

**EXAMPLE**

Welcome to the DRPA DAPS truck permit system! Your registration for JDoe was accepted and your account was enabled. Please note, it may take up to one hour after receiving this e-mail for your account to be fully active.

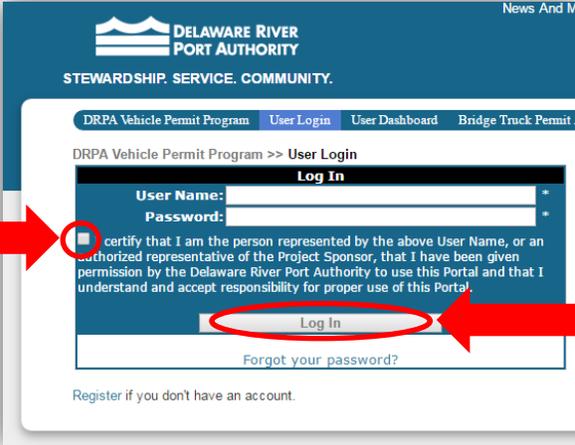
This email was sent from an automated system. Please do not reply. If you have a question about your account, please contact the Permit Department by [email](#) or by phone, (856)-241-4850.

**Delaware River Port Authority** | One Port Center | 2 Riverside Drive | Camden, NJ 08101  
Permit Department: (856) 241-4850 | [Contact Us](#)  
©2017 Delaware River Port Authority

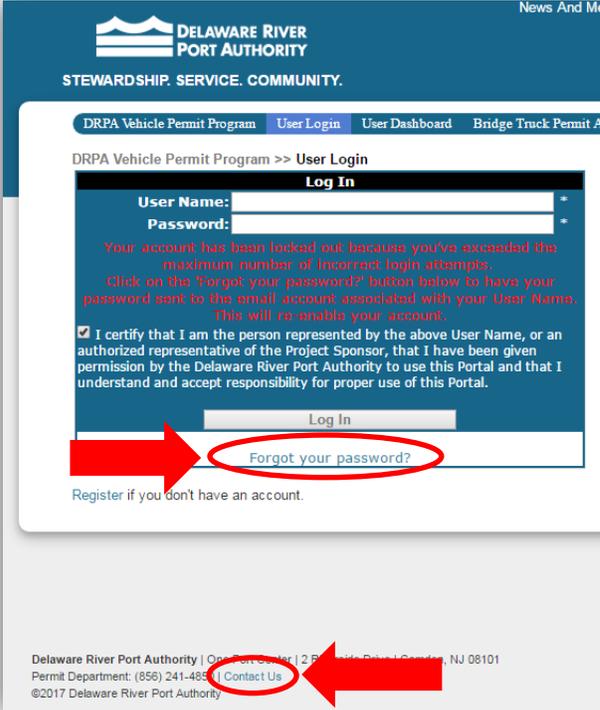
## 2.2 Login to DAPS

Enter in your “User Name” and “Password”. Make sure to check the box to activate the “Log In” button. Then click the “Log In” button to log in.

**NOTE: AFTER SIX INCORRECT ATTEMPTS AT LOGGING IN, AN ERROR MESSAGE WILL DISPLAY NOTIFYING YOU THAT YOUR ACCOUNT IS LOCKED. PLEASE CLICK THE “FORGOT YOUR PASSWORD?” BUTTON TO RECEIVE A NEW PASSWORD AND UNLOCK YOUR ACCOUNT. SEE SECTION 2.3 FOR FURTHER INSTRUCTIONS. IF YOU ARE STILL HAVING DIFFICULTIES ACCESSING YOUR ACCOUNT, PLEASE CONTACT THE PERMIT DEPARTMENT.**



The screenshot shows the DRPA User Login page. At the top, there is a navigation bar with the Delaware River Port Authority logo and the text "STEWARDSHIP. SERVICE. COMMUNITY.". Below the navigation bar, there are tabs for "DRPA Vehicle Permit Program", "User Login", "User Dashboard", and "Bridge Truck Permit A". The main content area is titled "DRPA Vehicle Permit Program >> User Login" and "Log In". It features a "User Name:" field, a "Password:" field, and a checkbox with the text: "I certify that I am the person represented by the above User Name, or an authorized representative of the Project Sponsor, that I have been given permission by the Delaware River Port Authority to use this Portal and that I understand and accept responsibility for proper use of this Portal." A red arrow points to the checkbox, and another red arrow points to the "Log In" button. Below the "Log In" button is a link for "Forgot your password?". At the bottom, there is a link for "Register if you don't have an account."



The screenshot shows the DRPA User Login page with an error message. The error message reads: "Your account has been locked out because you've exceeded the maximum number of incorrect login attempts. Click on the 'forgot your password?' button below to have your password sent to the email account associated with your User Name. This will re-enable your account." Below the error message is a checkbox with the text: "I certify that I am the person represented by the above User Name, or an authorized representative of the Project Sponsor, that I have been given permission by the Delaware River Port Authority to use this Portal and that I understand and accept responsibility for proper use of this Portal." A red arrow points to the "Forgot your password?" link. At the bottom, there is a link for "Register if you don't have an account." and a "Contact Us" link in the footer.

## 2.3 Forgot Your Password?

**NOTE: YOUR USERNAME AND PASSWORD CAN BE FOUND IN THE REGISTRATION REQUEST E-MAIL YOU RECEIVED WHEN YOU FIRST REGISTERED. BE SURE TO SAVE THIS E-MAIL AFTER REGISTRATION.**

If you forgot your password and lost your **Registration Request Email**, click the “**Forgot your password?**” link on the “**User Login**” webpage, then enter your “**User Name**” and click the “**Submit**” button to reset your password. You will then receive an e-mail with your new password. Please keep this email for future reference. Once you receive your new password, you can copy/paste this new password into the Password field on the login screen to log into your account. After logging in with this new password, you can change this password (**Section 2.4**).

News And M

**DELAWARE RIVER PORT AUTHORITY**

STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program **User Login** User Dashboard Bridge Truck Permit A

DRPA Vehicle Permit Program >> **User Login**

**Log In**

**User Name:**  \*

**Password:**  \*

I certify that I am the person represented by the above User Name, or an authorized representative of the Project Sponsor, that I have been given permission by the Delaware River Port Authority to use this Portal and that I understand and accept responsibility for proper use of this Portal.

**Log In**

[Forgot your password?](#)

[Register if you don't have an account.](#)

**DELAWARE RIVER PORT AUTHORITY**

STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program **User Login** User Dashb

DRPA Vehicle Permit Program >> **User Login**

**Forgot Your Password?**

*Enter your User Name to receive your password.*

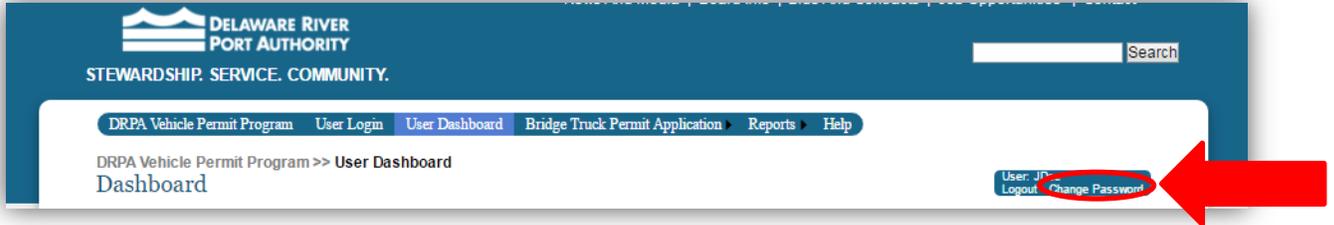
**User Name:**

**Submit**

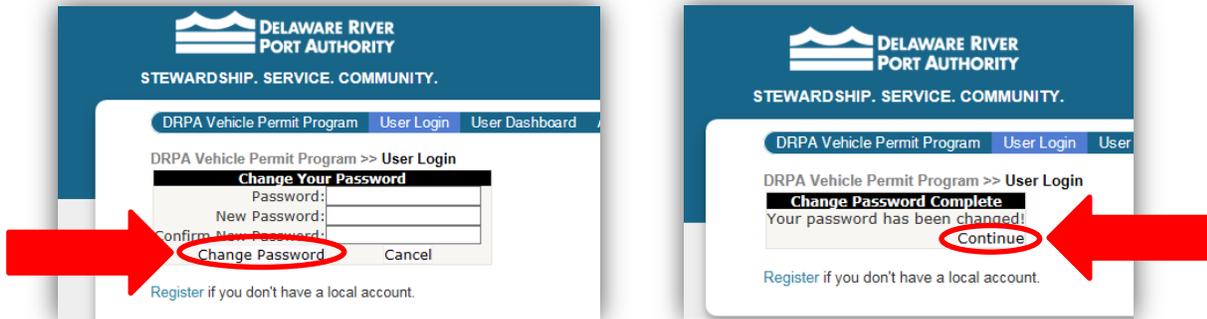
[Register if you don't have an account.](#)

## 2.4 Change Password

In order to change your password, make sure you are logged in (see **Section 2.2** on how to login) and click the **“Change Password”** link on right hand side of the webpage.

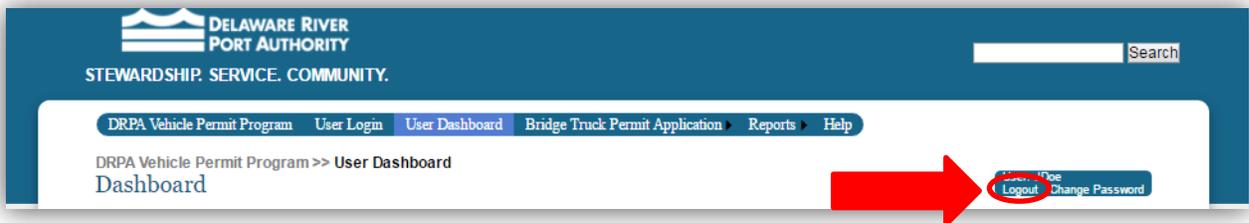


Then you will have to enter your current password, new password, and confirm your new password. Then click **“Change Password”** to change your password. Click **“Continue”** to return to the **“Home Page”**.



## 2.5 Logging Out

To log out, click the **“Logout”** link in the box on the right hand side of the webpage.



### 3.0 User Dashboard

Once you login, you will be directed to the “User Dashboard.” This page contains important instructions on permit requests.

The Current Route Restrictions in Place table will identify any hauling restrictions in place for any of the bridges within the dates indicated. If your crossing date/bridge coincides with any restriction in place, you will not be permitted to cross the bridge within the dates shown.

**NOTE: THE DAPS PROGRAM WILL NOT PREVENT YOU FROM APPLYING FOR A PERMIT BASED ON ANY CURRENT ROUTE RESTRICTIONS IN PLACE. BE SURE TO CHECK THE ROUTE RESTRICTIONS BEFORE APPLYING.**

Review and understand the Hauler instructions before proceeding to the Bridge Truck Permit Application tab (**Section 4**).

News And Media | Board Info | Bids And Contracts | Job Opportunities | Contact

DELAWARE RIVER PORT AUTHORITY  
STEWARDSHIP. SERVICE. COMMUNITY.

DRPA Vehicle Permit Program | User Login | **User Dashboard** | Bridge Truck Permit Application | Reports | Help

DRPA Vehicle Permit Program >> User Dashboard Dashboard

User: JDoe  
Logout Change Password

**Current Route Restrictions in Place:** There are no route restrictions in place as of 8/11/2017.

ROUTE ID	ROUTE	START DATE	END DATE
----------	-------	------------	----------

**Hauler Instructions:**

To apply for an overweight vehicle permit to cross any DRPA facility, click 'Application' under the 'Bridge Truck Permit Application' menu item above

- All fees must be paid with cash or EZ Pass.
- All overweight vehicles over 80,000 lbs. require valid DRPA Permit and must have a DRPA police escort.
- The hauler is to provide the Permit Request ID and direction when calling Dispatch.
- Police escorts are available during daylight hours. If you have an emergency move that requires crossing during off peak hours, please call (856)-241-4850 to make arrangements.
- Applicant must call ahead when planning multiple simultaneous overweight loads.
- All information submitted on the application must match the PA Permit.
- Driver must provide valid PA and NJ State Permits at time of crossing.
- Walt Whitman Bridge & Ben Franklin Bridge have a 6AM to 9AM curfew due to rush hour traffic.
- If arrival time changes no need to re-apply for DRPA Permit if PA and NJ State Permits are still valid.

Contact Police upon arrival:

Commodore Barry Bridge: (856)-241-4801  
Walt Whitman Bridge: (215)-218-3701  
Ben Franklin Bridge: (856)-968-3301  
Betsy Ross Bridge: (856)-317-5901

## 4.0 Truck Permit Application

To access the Truck Permit Application, place the mouse over the “**Bridge Truck Permit Application**” button, and click the “**Application**” button once it appears.

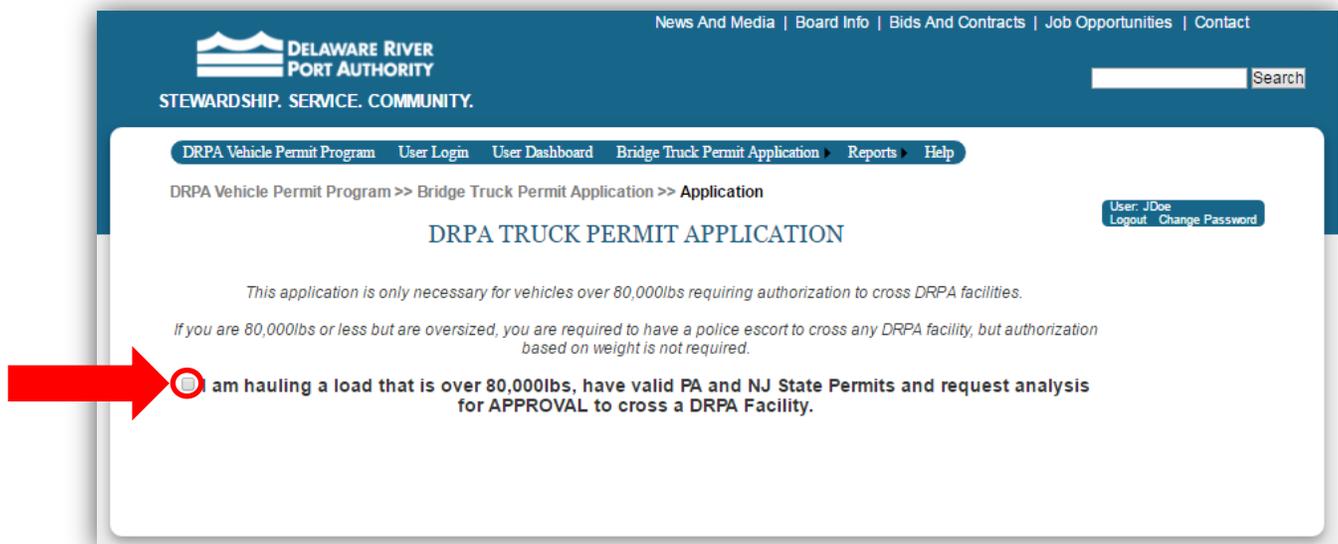


### 4.1 Verify Overweight Permit

If your vehicle is overweight, check the box below to continue on to the Permit Application. If your vehicle is oversized but not overweight, a permit is not needed but still requires an escort to cross any DRPA facility. Contact the Police Department to arrange for an escort if your vehicle is oversized but not overweight; see the phone numbers below.

#### Police Department Phone Numbers

Crossing	Phone Number
Commodore Barry	(856)-241-4801
Walt Whitman	(215)-218-3701
Ben Franklin	(856)-968-3301
Betsy Ross	(856)-317-5901



## 4.2 Permit Vehicle Information

Once you have verified that your vehicle is overweight, the Permit Application will appear with the “Enter New Vehicle OR Select a Previously Saved Vehicle Here” drop down menu at the top of the form. If this is your first time using the Application, no vehicles will be present in this drop-down menu, and you will have to fill out the “Permit Vehicle Information” section. All entries must match the format indicated to the right of the field entry box. **Note:** Do not use spaces or dashes in the permit fields. After inputting a value in the “NUMBER OF AXLES” box, the vehicle axle information will appear for input of axle spacing and weights.

The screenshot shows the 'DRPA TRUCK PERMIT APPLICATION' form. At the top, there is a navigation bar with links: DRPA Vehicle Permit Program, User Login, User Dashboard, Bridge Truck Permit Application, Reports, and Help. Below the navigation bar, the page title is 'DRPA TRUCK PERMIT APPLICATION' and the user is identified as 'User: jdoe' with options for 'Logout' and 'Change Password'. The form includes a checkbox for hauling a load over 80,000lbs and instructions to complete the form. A red circle highlights the dropdown menu at the top of the form, with a red arrow pointing to it. Below this, the 'PERMIT VEHICLE INFORMATION' section contains various input fields: HAULER, CONTACT PERSON, PHONE NUMBER (10-digit number), CONTACT EMAIL (Valid email), FACILITY (radio buttons for BFB, BRB, CBB, OWWB), DIRECTION (radio buttons for W, E, S), ITEM BEING HAULED, COMMENTS, DATE OF REQUEST (12/18/2018), DATE OF MOVE, TIME OF CROSSING (hh:mm am/pm), NJ PERMIT #, PA PERMIT # (NO DASHES), GROSS WEIGHT (Over 80,000lbs), LENGTH, WIDTH, HEIGHT, and NUMBER OF AXLES (5). A red circle highlights the 'NUMBER OF AXLES' field, and another red circle highlights the 'DIRECTION' radio buttons with the text 'See Dashboard for any Route Restrictions'. Below the permit information is the 'TRUCK AXLES' table with columns for Position, Total Weight (lbs.), and Distance from prev. axle. The table has 5 rows, each with input boxes for weight and distance. A red circle highlights the 'Save/Validate Form' button at the bottom. A red callout box on the right side of the form contains the text: 'Fill in permit vehicle information. ALL PERMIT VEHICLE INFORMATION IS REQUIRED. SEE YOUR DASHBOARD FOR ANY ROUTE RESTRICTIONS'. A red callout box at the bottom left contains the text: 'The vehicle axle information will display after inputting the NUMBER OF AXLES for the vehicle.'

DRPA Vehicle Permit Program User Login User Dashboard Bridge Truck Permit Application Reports Help

DRPA Vehicle Permit Program >> Bridge Truck Permit Application >> Application

User: jdoe  
Logout Change Password

**DRPA TRUCK PERMIT APPLICATION**

*This application is only necessary for vehicles over 80,000lbs requiring authorization to cross DRPA facilities.*

*If you are 80,000lbs or less but are oversized, you are required to have a police escort to cross any DRPA facility, but authorization based on weight is not required.*

I am hauling a load that is over 80,000lbs, have valid PA and NJ State Permits and request analysis for APPROVAL to cross a DRPA Facility.

To apply for a truck permit, please complete and submit the form below.

Please note, all fields are required in order to submit this form.

-- Enter New Vehicle Below OR Select a Previously Saved Vehicle Here --

**PERMIT VEHICLE INFORMATION:**

HAULER: [ ]  
CONTACT PERSON: [ ]  
PHONE NUMBER: [ ] 10-digit number  
CONTACT EMAIL: [ ] Valid email  
FACILITY:  BFB  BRB  CBB  OWWB  
DIRECTION:  W  E  S  
ITEM BEING HAULED: [ ]  
COMMENTS: [ ]

DATE OF REQUEST: 12/18/2018  
DATE OF MOVE: [ ] mm/dd/yyyy  
TIME OF CROSSING: [ ] hh:mm am/pm  
NJ PERMIT #: [ ]  
PA PERMIT #: [ ] 11-digit number (NO DASHES) Year plus 1 digit number  
GROSS WEIGHT: [ ] Over 80,000lbs  
LENGTH: [ ]"  
WIDTH: [ ]"  
HEIGHT: [ ]"  
NUMBER OF AXLES: 5

**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle
1	[ ]	[ ] ft [ ] in
2	[ ]	[ ] ft [ ] in
3	[ ]	[ ] ft [ ] in
4	[ ]	[ ] ft [ ] in
5	[ ]	[ ] ft [ ] in

Save/Validate Form

Fill in permit vehicle information. ALL PERMIT VEHICLE INFORMATION IS REQUIRED. SEE YOUR DASHBOARD FOR ANY ROUTE RESTRICTIONS

The vehicle axle information will display after inputting the NUMBER OF AXLES for the vehicle.

If you just saved a vehicle or submitted a permit application before, you will be able to select previous vehicle information from the “Enter New Vehicle OR Select a Previously Saved Vehicle Here” drop down menu. This will populate the contact and vehicle information in the “Permit Vehicle Information” section and all of the “Truck Axles” section. Clicking “Save/Validate Form” will create a new vehicle with a new vehicle ID. You may use previously saved vehicles as a template to create a new vehicle.

The information provided in “Permit Vehicle Information” section will appear on the Approval Notice carried by the hauler on the day of the crossing. A valid e-mail **must be** provided to receive an application approval status e-mail.

**NOTE: ALL FIELDS MUST BE FILLED OUT AND IN THE CORRECT FORMAT BEFORE SUBMITTING YOUR APPLICATION; OTHERWISE, YOU WILL RECEIVE AN ERROR MESSAGE ABOVE THE SAVE/VALIDATE FORM BOX AND A RED POINTER WILL DISPLAY NEXT TO THE FILLED/INCORRECTLY FORMATTED ITEM. FOR EXAMPLE, “DATE OF MOVE” REQUIRES TWO DIGITS FOR THE MONTH, TWO DIGITS FOR THE DAY AND FOUR DIGITS FOR THE YEAR. SIMILARLY “TIME OF CROSSING” REQUIRES TWO DIGITS FOR THE HOUR, TWO DIGITS FOR THE MINUTES AND A SPACE BETWEEN THE MINUTES AND AM OR PM.**

**PERMIT VEHICLE INFORMATION:**

HAULER:

CONTACT PERSON:

PHONE NUMBER:  10-digit number

CONTACT EMAIL:  Valid email

FACILITY:  BFB  BRB  CBB  WWB

DIRECTION:  W  E  B

ITEM BEING HAULED:

COMMENTS:

DATE OF REQUEST: 12/18/2018

DATE OF MOVE:  mm/dd/yyyy

TIME OF CROSSING:  hh:mm am/pm

NJ PERMIT #:  11-digit number

PA PERMIT #:  (NO DASHES) Year plus 10-digit number

GROSS WEIGHT:  Over 80,000lbs

LENGTH:

WIDTH:

HEIGHT:

NUMBER OF AXLES: 5

**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle	
1	<input type="text"/>	<input type="text"/> ft	<input type="text"/> in
2	<input type="text"/>	<input type="text"/> ft	<input type="text"/> in
3	<input type="text"/>	<input type="text"/> ft	<input type="text"/> in
4	<input type="text"/>	<input type="text"/> ft	<input type="text"/> in
5	<input type="text"/>	<input type="text"/> ft	<input type="text"/> in

**EXAMPLE**

**Error. Cannot Save. Please ensure all fields are filled and meet formatting requirements and the vehicle/axle weights meet weight requirements.**

[Save/Validate Form](#)

### 4.3 Submitting Permit Application

Be sure you have entered all information correctly and click the **“Save/Validate Form”** button. The program will save your permit vehicle and verify that all required fields were filled and meet formatting requirements. If information was improperly formatted and/ or field(s) left empty, correct the issue and click **“Save/Validate Form”** again.

If your review of the form discovered incorrect information into a field, correct the issue and click **“Save/Validate Form”** again. This will ensure the correct information is analyzed when submitting the analysis.

DRPA Vehicle Permit Program User Login User Dashboard Bridge Truck Permit Application Reports Help

DRPA Vehicle Permit Program >> Bridge Truck Permit Application >> Application

User: jdoe  
Logout Change Password

### DRPA TRUCK PERMIT APPLICATION

*This application is only necessary for vehicles over 80,000lbs requiring authorization to cross DRPA facilities.*

*If you are 80,000lbs or less but are oversized, you are required to have a police escort to cross any DRPA facility, but authorization based on weight is not required.*

I am hauling a load that is over 80,000lbs, have valid PA and NJ State Permits and request analysis for APPROVAL to cross a DRPA Facility.

To apply for a truck permit, please complete and submit the form below.

Please note, all fields are required in order to submit this form.

PERMIT VEHICLE ID11495 100000lbs 4 axles

**PERMIT VEHICLE INFORMATION:**

HAULER:	JDoe Test	DATE OF REQUEST:	12/18/2018
CONTACT PERSON:	JDoe	DATE OF MOVE:	12/18/2018
PHONE NUMBER:	1234567890	TIME OF CROSSING:	05:26 pm
CONTACT EMAIL:	test@test.com	NJ PERMIT #:	12345678910
FACILITY:	●BFB●BRB●CBB●WWB	PA PERMIT #:	20181234567890
DIRECTION:	●W/B●E/B	GROSS WEIGHT:	100000
ITEM BEING HAULED:	Test Run	LENGTH:	30 0"
COMMENTS:	Comments here	WIDTH:	10 0"
		HEIGHT:	10 0"
		NUMBER OF AXLES:	4

*See Dashboard for any Route Restrictions*

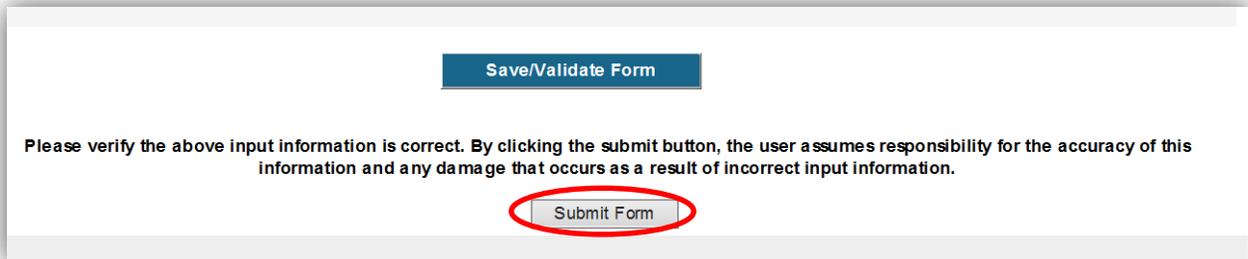
**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle
1	25,000	0 ft 0 in
2	25,000	4 ft 0 in
3	25,000	20 ft 0 in
4	25,000	4 ft 0 in

**EXAMPLE**

Save/Validate Form

The “**Submit Form**” button will appear at the bottom of the page after meeting all field and formatting requirements. Click the “**Submit Form**” button once you have reviewed the statement above the submit button and are ready to submit your application to the DRPA.



Save/Validate Form

Please verify the above input information is correct. By clicking the submit button, the user assumes responsibility for the accuracy of this information and any damage that occurs as a result of incorrect input information.

Submit Form

**NOTE:**

**ALL PERMIT APPLICATIONS REQUIRE A VALID PA & NJ PERMIT NUMBER. THE PA AND NJ PERMIT NUMBERS MUST MATCH THE DPRA APPROVAL E-MAIL AND BE CARRIED BY THE DRIVER THE DAY OF CROSSING FOR VERIFICATION.**

**AFTER CLICKING “SAVE/VALIDATE”, IF YOU CHANGE ANY FIELDS IN THE PERMIT VEHICLE INFORMATION SECTION, YOU MUST CLICK THE “SAVE/VALIDATE” BUTTON AGAIN BEFORE CLICKING “SUBMIT” OR THE PREVIOUSLY SAVED INFORMATION WILL BE ANALYZED.**

**THE PROGRAM ONLY VALIDATES PROPER FORMATTING FOR EACH REQUIRED FIELD AND CANNOT VERIFY THAT THE INPUT FIELDS CONTAIN CORRECT INFORMATION. YOU ARE RESPONSIBLE TO ENSURE ALL INFORMATION IS INPUT CORRECTLY OR YOU MAY BE DENIED ACCESS TO CROSS WHEN ARRIVING AT THE BRIDGE FACILITY.**

**Only click the submit button once.** When clicked, a spinning wheel will appear with the message “*The analysis may take a few minutes. When the analysis is finished, you will be redirected to the results screen for data verification purposes only. Your analysis is complete when you receive an email from DRPA Permit Department stating a pass or fail and can therefore close the browser. DO NOT CLICK the Back button on your browser to return to the Application form*” This message is to advise the user that the analysis is being performed. Once analysis is complete, the message will disappear and the Approval Status screen will display advising you of your approval status. See **Section 5.5** if the page does not load.

**ONCE THE “SUBMIT FORM” BUTTON IS CLICKED DO NOT CHANGE ANY INFORMATION IN THE FIELDS OR CLICK THE “BACK” BUTTON IN YOUR BROWSER TO RETURN TO THE APPLICATION FORM. IF A CHANGE IS REQUIRED, SIMPLY RETURN TO THE APPLICATION SCREEN AND ENTER THE CORRECT INFORMATION WHEN THE ANALYSIS IS COMPLETE.**



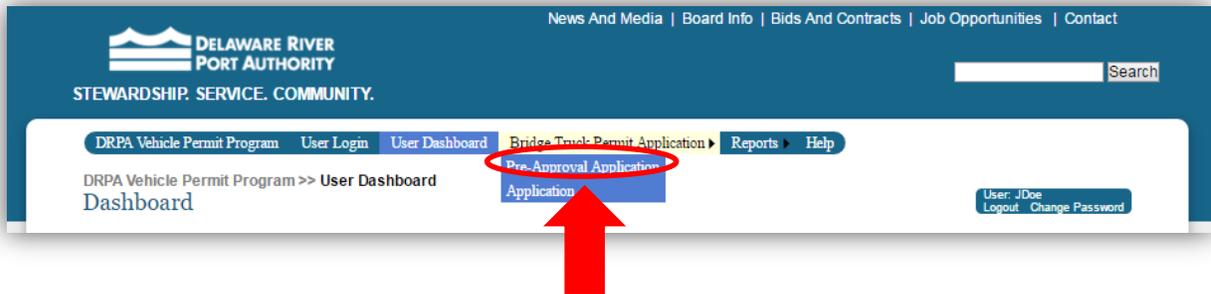
Save/Validate Form



The analysis may take a few minutes. When the analysis is finished, you will be redirected to the Approval Report screen for data verification purposes only. Your analysis is complete when you receive an email from DRPA Bridge Truck Permitting stating a pass or fail and can therefore close the browser. DO NOT CLICK the Back button on your browser to return to the Application form.

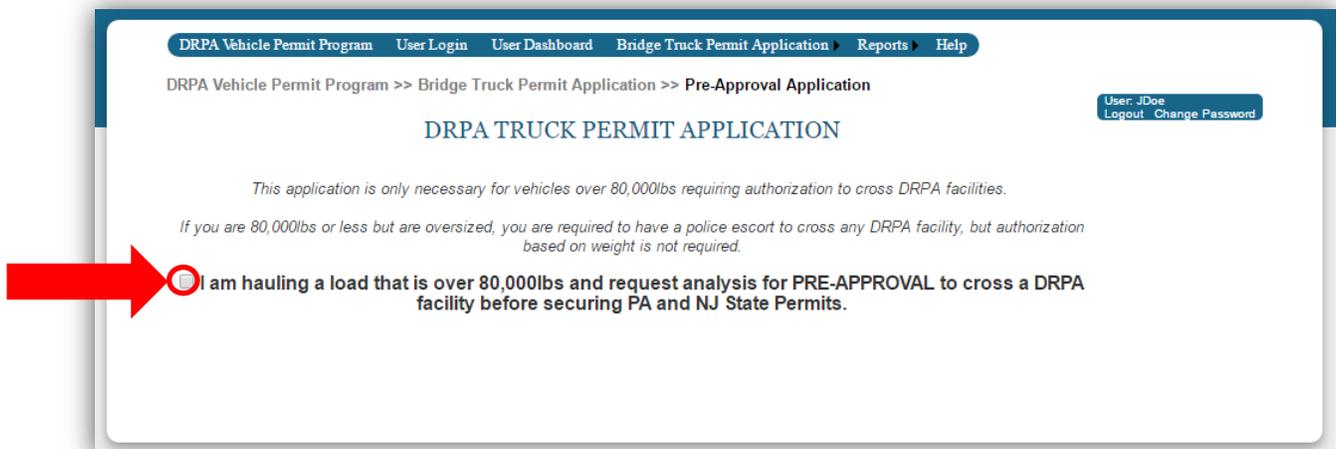
## 4.4 Pre-Approval Application

In the case that a hauler is interested in crossing a DRPA facility but has not yet secured the required PA and NJ State Permits, the user has the option to run the overweight vehicle using the **Pre-Approval Application** to evaluate whether the desired facility can accommodate the vehicle weight. Pre-Approval Application only requires basic vehicle information and facility crossing information.



### Verify Overweight Permit

As with the formal Permit Application, if your vehicle is overweight, check the box below to continue on to the Pre-Approval Application. If your vehicle is oversized but not overweight, you will need an escort to cross any DRPA facility.



### NOTE:

**AFTER CLICKING "SAVE/VALIDATE", IF YOU CHANGE ANY FIELDS IN THE PERMIT VEHICLE INFORMATION SECTION, YOU MUST CLICK THE "SAVE/VALIDATE" BUTTON AGAIN BEFORE CLICKING "SUBMIT" OR THE PREVIOUSLY SAVED INFORMATION WILL BE ANALYZED.**

**ONCE THE "SUBMIT FORM" BUTTON IS CLICKED DO NOT CLICK THE "BACK" BUTTON IN YOUR BROWSER TO RETURN TO THE APPLICATION FORM.**

## Pre-Approval Form

The Pre-Approval Application form only requires inputs for facility/direction of crossing, number of axles and truck axle weights and spacing. See Section 4.2 for details on completing these fields and submitting the form.

DRPA Vehicle Permit Program User Login User Dashboard Bridge Truck Permit Application Reports Help

DRPA Vehicle Permit Program >> Bridge Truck Permit Application >> Pre-Approval Application

User: jdoe  
Logout Change Password

### DRPA TRUCK PERMIT APPLICATION

*This application is only necessary for vehicles over 80,000lbs requiring authorization to cross DRPA facilities.*

*If you are 80,000lbs or less but are oversized, you are required to have a police escort to cross any DRPA facility, but authorization based on weight is not required.*

I am hauling a load that is over 80,000lbs and request analysis for PRE-APPROVAL to cross a DRPA facility before securing PA and NJ State Permits.

Please complete and submit the form below.

Please note, all open fields are required in order to submit this test form.

**PERMIT VEHICLE INFORMATION:**

HAULER:	Pre-approval Test Run	DATE OF REQUEST:	12/18/2018
CONTACT PERSON:	N/A	DATE OF MOVE:	12/18/2018 <small>mm/dd/yyyy</small>
PHONE NUMBER:	1111111111 <small>10-digit number</small>	TIME OF CROSSING:	04:55 PM <small>hh:mm am/pm</small>
CONTACT EMAIL:	Test@Test.com <small>Valid email</small>	NJ PERMIT #:	0000000000 <small>11-digit number</small>
FACILITY:	<input type="radio"/> BFB <input type="radio"/> BRB <input type="radio"/> CBB <input type="radio"/> CBB Local <input type="radio"/> WWB	PA PERMIT #:	000000000000 <small>Year plus 10-digit number</small>
DIRECTION:	<input type="radio"/> W/B <input type="radio"/> E/B	GROSS WEIGHT:	99999 <small>Over 80,000lbs</small>
ITEM BEING HAULED:	N/A	LENGTH:	0' 0"
COMMENTS:	Test	WIDTH:	0' 0"
		HEIGHT:	0' 0"
		NUMBER OF AXLES:	5

**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle
1	0	0 ft 0 in
2	0	0 ft 0 in
3	0	0 ft 0 in
4	0	0 ft 0 in
5	0	0 ft 0 in

**EXAMPLE**

Save/Validate Form

DAPS Hauler Instructions

17 | Page

## 4.5 Reports

Once you've clicked the **"Submit Form"** button and the analysis has completed, you will be directed to the approval or pre-approval status screen informing you whether your vehicle Passed or Failed. This screen is for **information purposes** only to advise you of your approval status, after navigating from this screen, you will not be able to navigate back to view your approval status again.

**NOTE: ONCE THE "SUBMIT FORM" BUTTON IS CLICKED AND YOU ARE RE-DIRECTED TO THE APPROVAL STATUS PAGE, IF YOU WISH TO PERFORM ANOTHER ANALYSIS, CLICK THE APPROPRIATE MENU ITEM UNDER "BRIDGE TRUCK PERMIT APPLICATION" AT THE TOP OF THE WEBPAGE TO RETURN TO THE APPLICATION FORM. DO NOT CLICK THE "BACK" BUTTON IN YOUR BROWSER TO RETURN TO THE APPLICATION FORM. THIS MESSAGE IS DISPLAYED ON THE TOP OF THE ANALYSIS RESULTS PAGE.**

### Permit Applications

For all Application requests, an e-mail will be sent after the analysis confirming your request and approval status. An e-mail will also be forwarded to the DRPA Permit Department that includes all the information entered into the Permit Application form.

This e-mail is your official approval notification. If the analysis indicates "Passed" status, print the e-mail and bring to the facility the day of crossing. "Fail" status e-mails are sent for information only and do not authorize the vehicle to cross the facility. Vehicles arriving with a Failed permit will be **denied** from crossing.

The bottom of the e-mail includes hauler instructions to be followed the day of crossing. Follow all instructions to avoid being denied crossing the facility when you arrive.

### Pre-Approval Permit Applications

For all Pre-Approval Application requests, only the pre-approval status screen will indicate whether your vehicle passed or failed. No-e-mails will be sent to you and the DRPA will not be notified of the pre-approval analysis.

Pre-Approval is **not an official notice** that the vehicle is approved to cross. A Permit Application must be completed to obtain official notice that a vehicle is approved to cross.

## Approval Status Screen – Approved Permit

DRPA Vehicle Permit Program   User Login   User Dashboard   Bridge Truck Permit Application   Reports   Help

DRPA Vehicle Permit Program >> Reports >> **Approval Report**

User: jdoe  
Logout   Change Password

An e-mail has been sent to the Contact E-mail address in the application form advising you of your approval status. If approved, please print the e-mail and bring to the site on the day of crossing for validation by DRPA Public Safety. This screen is for verification purposes only.  
DO NOT CLICK the Back button on your browser to return to the Application form.

Bridge Name:    Ben Franklin  
Vehicle ID:     11498  
Permit Request ID: 183567

**ANALYSIS PASSED - Total Permit Fee: \$162.50**

PERMIT VEHICLE INFORMATION:	
HAULER:	JDoe Test
CONTACT PERSON:	JDoe
PHONE NUMBER:	1234567890
CONTACT EMAIL:	test@test.com
FACILITY:	Ben Franklin
DIRECTION:	WB
ITEM BEING HAULED:	Test Run
COMMENTS:	Comments here
DATE OF REQUEST:	12/18/2018 5:03:54 PM
DATE OF MOVE:	12/18/2018
TIME OF CROSSING:	17:39:00
NJ PERMIT #:	12345678910
PA PERMIT #:	20181234567890
GROSS WEIGHT:	90000
LENGTH:	50' 0"
WIDTH:	12' 0"
HEIGHT:	12' 0"
NUMBER OF AXLES:	5

TRUCK AXLES:		
Position	Total Weight (lbs.)	Distance from prev. axle
1	18,000	0 ft 0 in
2	18,000	12 ft 6 in
3	18,000	12 ft 6 in
4	18,000	12 ft 6 in
5	18,000	12 ft 6 in

**EXAMPLE**

## Approval Status E-mail – Approved Permit

**NOTE: THE APPROVED PERMIT E-MAIL IS TO BE BROUGHT TO THE SITE OF CROSSING THE DAY OF FOR VALIDATION BY DRPA PUBLIC SAFETY. A DUPLICATE E-MAIL IS ALSO SENT TO THE DRPA FOR THEIR RECORDS.**

**From:** no\_reply@aecomonline.net [mailto:no\_reply@aecomonline.net]  
**Sent:** Tuesday, December 18, 2018 6:04 PM  
**To:** test@test.com  
**Subject:** BFB DAPS Permit Request ID: 183567

**Permit Request ID 183567** for Vehicle ID 11498 has been submitted for analysis by jdoe for approval to cross Ben Franklin Bridge going Westbound.

**Analysis Passed - Permit Approved, Total Permit Fee: \$162.50**

Hauler: JDoe Test Date of Request: 12/18/2018  
Contact Person: JDoe Date of Move: 12/18/2018  
Phone Number: 1234567890 Time of Crossing: 05:39 pm  
Contact Email: test@test.com NJ Permit Number: 12345678910  
Facility: Ben Franklin Bridge PA Permit Number: 20181234567890  
Direction: Westbound Gross Weight (lbs): 90000  
Item Being Hauled: Test Run Length: 50' 0"  
Width: 12' 0"  
Height: 12' 0"  
Number of Axles: 5

**EXAMPLE**

Comments: Comments here

Axles:

0' 0"	12' 6"	12' 6"	12' 6"	12' 6"
1	2	3	4	5
18,000lbs	18,000lbs	18,000lbs	18,000lbs	18,000lbs

Please note:

- All fees must be paid with cash or EZ Pass.
- All overweight vehicles over 80,000 lbs. require valid DRPA Permit and must have a DRPA police escort.
- The hauler is to provide the Permit Request ID and direction when calling Dispatch.
- Police escorts are available during daylight hours. If you have an emergency move that requires crossing during off peak hours, please call (856)-241-4850 to make arrangements.
- Applicant must call ahead when planning multiple simultaneous overweight loads.
- All information submitted on the application must match the PA Permit.
- Driver must provide valid PA and NJ State Permits at time of crossing.
- Walt Whitman Bridge & Ben Franklin Bridge have a 6AM to 9AM curfew due to rush hour traffic.
- If arrival time changes no need to re-apply for DRPA Permit if PA and NJ State Permits are still valid.

Contact Police upon arrival:

Commodore Barry Bridge: (856)-241-4801  
Walt Whitman Bridge: (215)-218-3701  
Ben Franklin Bridge: (856)-968-3301  
Betsy Ross Bridge: (856)-317-5901

## Approval Status Screen – Denied Permit

DRPA Vehicle Permit Program
User Login
User Dashboard
Bridge Truck Permit Application
Reports
Help

DRPA Vehicle Permit Program >> Reports >> **Approval Report**

User: jdoe  
Logout Change Password

An e-mail has been sent to the Contact E-mail address in the application form advising you of your approval status. If approved, please print the e-mail and bring to the site on the day of crossing for validation by DRPA Public Safety. This screen is for verification purposes only.  
**DO NOT CLICK** the Back button on your browser to return to the Application form.

**Bridge Name:** Ben Franklin  
**Vehicle ID:** 11499  
**Permit Request ID:** 183569

ANALYSIS FAILED – Permit Not Approved. Try Another Facility or Contact Permit Department for Assistance at (856)-241-4850.

**PERMIT VEHICLE INFORMATION:**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">HAULER:</td><td style="border-bottom: 1px solid #ccc;">JDoe Test</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">CONTACT PERSON:</td><td style="border-bottom: 1px solid #ccc;">JDoe</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">PHONE NUMBER:</td><td style="border-bottom: 1px solid #ccc;">1234567890</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">CONTACT EMAIL:</td><td style="border-bottom: 1px solid #ccc;">test@test.com</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">FACILITY:</td><td style="border-bottom: 1px solid #ccc;">Ben Franklin</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">DIRECTION:</td><td style="border-bottom: 1px solid #ccc;">WB</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">ITEM BEING HAULED:</td><td style="border-bottom: 1px solid #ccc;">Test Run</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">COMMENTS:</td><td style="border-bottom: 1px solid #ccc;">Comments here</td></tr> </table>	HAULER:	JDoe Test	CONTACT PERSON:	JDoe	PHONE NUMBER:	1234567890	CONTACT EMAIL:	test@test.com	FACILITY:	Ben Franklin	DIRECTION:	WB	ITEM BEING HAULED:	Test Run	COMMENTS:	Comments here	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">DATE OF REQUEST:</td><td style="border-bottom: 1px solid #ccc;">12/18/2018 5:12:17 PM</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">DATE OF MOVE:</td><td style="border-bottom: 1px solid #ccc;">12/18/2018</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">TIME OF CROSSING:</td><td style="border-bottom: 1px solid #ccc;">17:45:00</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">NJ PERMIT #:</td><td style="border-bottom: 1px solid #ccc;">12345678910</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">PA PERMIT #:</td><td style="border-bottom: 1px solid #ccc;">20181234567890</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">GROSS WEIGHT:</td><td style="border-bottom: 1px solid #ccc;">204000</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">LENGTH:</td><td style="border-bottom: 1px solid #ccc;">50' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">WIDTH:</td><td style="border-bottom: 1px solid #ccc;">12' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">HEIGHT:</td><td style="border-bottom: 1px solid #ccc;">12' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">NUMBER OF AXLES:</td><td style="border-bottom: 1px solid #ccc;">8</td></tr> </table>	DATE OF REQUEST:	12/18/2018 5:12:17 PM	DATE OF MOVE:	12/18/2018	TIME OF CROSSING:	17:45:00	NJ PERMIT #:	12345678910	PA PERMIT #:	20181234567890	GROSS WEIGHT:	204000	LENGTH:	50' 0"	WIDTH:	12' 0"	HEIGHT:	12' 0"	NUMBER OF AXLES:	8
HAULER:	JDoe Test																																				
CONTACT PERSON:	JDoe																																				
PHONE NUMBER:	1234567890																																				
CONTACT EMAIL:	test@test.com																																				
FACILITY:	Ben Franklin																																				
DIRECTION:	WB																																				
ITEM BEING HAULED:	Test Run																																				
COMMENTS:	Comments here																																				
DATE OF REQUEST:	12/18/2018 5:12:17 PM																																				
DATE OF MOVE:	12/18/2018																																				
TIME OF CROSSING:	17:45:00																																				
NJ PERMIT #:	12345678910																																				
PA PERMIT #:	20181234567890																																				
GROSS WEIGHT:	204000																																				
LENGTH:	50' 0"																																				
WIDTH:	12' 0"																																				
HEIGHT:	12' 0"																																				
NUMBER OF AXLES:	8																																				

**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle
1	15,000	0 ft 0 in
2	27,000	11 ft 0 in
3	27,000	4 ft 0 in
4	27,000	4 ft 0 in
5	27,000	24 ft 0 in
6	27,000	4 ft 0 in
7	27,000	4 ft 0 in
8	27,000	4 ft 0 in

EXAMPLE

## Approval Status E-mail – Denied Permit

**NOTE: THE FAILED PERMIT E-MAIL IS YOUR RECORD THAT THE VEHICLE FAILED THE ANALYSIS. A DUPLICATE E-MAIL IS ALSO SENT TO THE DRPA FOR THEIR RECORDS.**

**From:** [no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net) [mailto:[no\\_reply@aecomonline.net](mailto:no_reply@aecomonline.net)]  
**Sent:** Tuesday, December 18, 2018 6:12 PM  
**To:** [test@test.com](mailto:test@test.com)  
**Subject:** BFB DAPS Permit Request ID: 183569

**Permit Request ID 183569** for Vehicle ID 11499 has been submitted for analysis by jdoe for approval to cross Ben Franklin Bridge going Westbound.

**Analysis Failed - Permit Not Approved**

Hauler: JDoe Test Date of Request: 12/18/2018  
Contact Person: JDoe Date of Move: 12/18/2018  
Phone Number: 1234567890 Time of Crossing: 05:45 pm  
Contact Email: [test@test.com](mailto:test@test.com) NJ Permit Number: 12345678910  
Facility: Ben Franklin Bridge PA Permit Number: 20181234567890  
Direction: Westbound Gross Weight (lbs): 204000  
Item Being Hauled: Test Run Length: 50' 0"  
Width: 12' 0"  
Height: 12' 0"  
Number of Axles: 8

**EXAMPLE**

Comments: Comments here

Axles:

0' 0"	11' 0"	4' 0"	4' 0"	24' 0"	4' 0"	4' 0"	4' 0"
1	2	3	4	5	6	7	8
15,000lbs	27,000lbs						

Please note:

- All fees must be paid with cash or EZ Pass.
- All overweight vehicles over 80,000 lbs. require valid DRPA Permit and must have a DRPA police escort.
- The hauler is to provide the Permit Request ID and direction when calling Dispatch.
- Police escorts are available during daylight hours. If you have an emergency move that requires crossing during off peak hours, please call (856)-241-4850 to make arrangements.
- Applicant must call ahead when planning multiple simultaneous overweight loads.
- All information submitted on the application must match the PA Permit.
- Driver must provide valid PA and NJ State Permits at time of crossing.
- Walt Whitman Bridge & Ben Franklin Bridge have a 6AM to 9AM curfew due to rush hour traffic.
- If arrival time changes no need to re-apply for DRPA Permit if PA and NJ State Permits are still valid.

Contact Police upon arrival:

Commodore Barry Bridge: (856)-241-4801  
Walt Whitman Bridge: (215)-218-3701  
Ben Franklin Bridge: (856)-968-3301  
Betsy Ross Bridge: (856)-317-5901

## Pre-Approval Status Screen – Passing Vehicle

DRPA Vehicle Permit Program
User Login
User Dashboard
Bridge Truck Permit Application
Reports
Help

DRPA Vehicle Permit Program >> Reports >> Pre-Approval Report

User: jdoe  
Logout Change Password

DO NOT CLICK the Back button on your browser to return to the Application form.

**Bridge Name:** Ben Franklin

### TEST ANALYSIS PASSED

**PERMIT VEHICLE INFORMATION:**

HAULER: Pre-approval Test Run	DATE OF REQUEST: 12/18/2018 5:18:37 PM
CONTACT PERSON: N/A	DATE OF MOVE: 12/18/2018
PHONE NUMBER: 1111111111	TIME OF CROSSING: 17:17:00
CONTACT EMAIL: Test@Test.com	NJ PERMIT #: 000000000000
FACILITY: Ben Franklin	PA PERMIT #: 00000000000000
DIRECTION: WB	GROSS WEIGHT: 99999
ITEM BEING HAULED: N/A	LENGTH: 0' 0"
COMMENTS: Test	WIDTH: 0' 0"
	HEIGHT: 0' 0"
	NUMBER OF AXLES: 5

**TRUCK AXLES:**

Position	Total Weight (lbs.)	Distance from prev. axle
1	20,000	0 ft 0 in
2	20,000	10 ft 0 in
3	20,000	10 ft 0 in
4	20,000	10 ft 0 in
5	20,000	10 ft 0 in

EXAMPLE

## Pre-Approval Status Screen – Failed Vehicle

DRPA Vehicle Permit Program
User Login
User Dashboard
Bridge Truck Permit Application
Reports
Help

DRPA Vehicle Permit Program >> Reports >> **Pre-Approval Report**

User: jdoe  
Logout Change Password

**DO NOT CLICK** the Back button on your browser to return to the Application form.

**Bridge Name:** Ben Franklin

TEST ANALYSIS FAILED Try Another facility.

**PERMIT VEHICLE INFORMATION:**

<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">HAULER:</td><td style="border-bottom: 1px solid #ccc;">Pre-approval Test Run</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">CONTACT PERSON:</td><td style="border-bottom: 1px solid #ccc;">N/A</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">PHONE NUMBER:</td><td style="border-bottom: 1px solid #ccc;">1111111111</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">CONTACT EMAIL:</td><td style="border-bottom: 1px solid #ccc;">Test@Test.com</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">FACILITY:</td><td style="border-bottom: 1px solid #ccc;">Ben Franklin</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">DIRECTION:</td><td style="border-bottom: 1px solid #ccc;">WB</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">ITEM BEING HAULED:</td><td style="border-bottom: 1px solid #ccc;">N/A</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">COMMENTS:</td><td style="border-bottom: 1px solid #ccc;"><div style="border: 1px solid #ccc; padding: 2px;">Test</div></td></tr> </table>	HAULER:	Pre-approval Test Run	CONTACT PERSON:	N/A	PHONE NUMBER:	1111111111	CONTACT EMAIL:	Test@Test.com	FACILITY:	Ben Franklin	DIRECTION:	WB	ITEM BEING HAULED:	N/A	COMMENTS:	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">DATE OF REQUEST:</td><td style="border-bottom: 1px solid #ccc;">12/18/2018 5:22:16 PM</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">DATE OF MOVE:</td><td style="border-bottom: 1px solid #ccc;">12/18/2018</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">TIME OF CROSSING:</td><td style="border-bottom: 1px solid #ccc;">17:20:00</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">NJ PERMIT #:</td><td style="border-bottom: 1px solid #ccc;">0000000000</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">PA PERMIT #:</td><td style="border-bottom: 1px solid #ccc;">00000000000000</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">GROSS WEIGHT:</td><td style="border-bottom: 1px solid #ccc;">99999</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">LENGTH:</td><td style="border-bottom: 1px solid #ccc;">0' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">WIDTH:</td><td style="border-bottom: 1px solid #ccc;">0' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">HEIGHT:</td><td style="border-bottom: 1px solid #ccc;">0' 0"</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">NUMBER OF AXLES:</td><td style="border-bottom: 1px solid #ccc;">8</td></tr> </table>	DATE OF REQUEST:	12/18/2018 5:22:16 PM	DATE OF MOVE:	12/18/2018	TIME OF CROSSING:	17:20:00	NJ PERMIT #:	0000000000	PA PERMIT #:	00000000000000	GROSS WEIGHT:	99999	LENGTH:	0' 0"	WIDTH:	0' 0"	HEIGHT:	0' 0"	NUMBER OF AXLES:	8
HAULER:	Pre-approval Test Run																																				
CONTACT PERSON:	N/A																																				
PHONE NUMBER:	1111111111																																				
CONTACT EMAIL:	Test@Test.com																																				
FACILITY:	Ben Franklin																																				
DIRECTION:	WB																																				
ITEM BEING HAULED:	N/A																																				
COMMENTS:	<div style="border: 1px solid #ccc; padding: 2px;">Test</div>																																				
DATE OF REQUEST:	12/18/2018 5:22:16 PM																																				
DATE OF MOVE:	12/18/2018																																				
TIME OF CROSSING:	17:20:00																																				
NJ PERMIT #:	0000000000																																				
PA PERMIT #:	00000000000000																																				
GROSS WEIGHT:	99999																																				
LENGTH:	0' 0"																																				
WIDTH:	0' 0"																																				
HEIGHT:	0' 0"																																				
NUMBER OF AXLES:	8																																				

**TRUCK AXLES:**

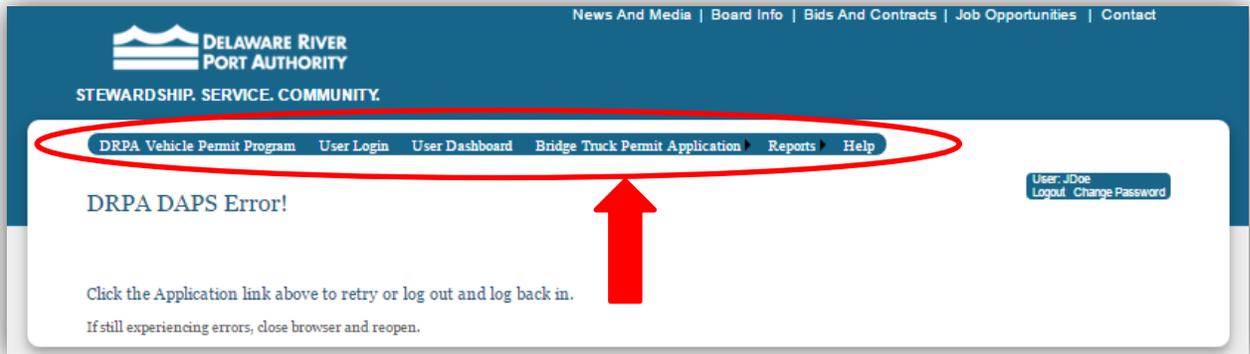
Position	Total Weight (lbs.)	Distance from prev. axle
1	15,000	0 ft 0 in
2	27,000	11 ft 0 in
3	27,000	4 ft 0 in
4	27,000	4 ft 0 in
5	27,000	24 ft 0 in
6	27,000	4 ft 0 in
7	27,000	4 ft 0 in
8	27,000	4 ft 0 in

## 5.0 Common Issues and Solutions

This section is updated as users encounter issues while using the program. Check this section frequently for help.

### 5.1 “DRPA DAPS Error!”

If you are redirected to the “DRPA DAPS Error!” page shown below, click the buttons at the top to return to the page you were on before you were redirected to this page. For example, if you are redirected to this page after clicking the “Submit Form” button, click the “Application” button to re-enter your permit information correctly.



If you are still being redirected to the “DRPA DAPS Error!” page, log out, close your browser and return to the DRPA Automated Permitting System and log back in.

DAPS errors can appear for a variety of reasons. The most common are listed below:

- An applicant registered with a Company or User Name with spaces, numbers or other characters (should be letters only). **Solution:** Re-register for a User Account following the guidance in Section 2.1
- Multiple applications are being run at one time. **Solution:** Logout, log back in and apply for an application again.
- Clicking the Back button in your browser prior to an application analysis completing. **Solution:** Wait for the analysis to finish and return to the application page if necessary. In general, **do not use your browsers Back button** to navigate this site. Use the appropriate menu items at the top of the webpage to navigate the site.

### 5.2 “Log In” Button Unresponsive

If the “Log In” button on the “User Login” page appears unresponsive, make sure that:

1. You’ve filled in your username and password
2. The “I certify that...” check box has been checked

3. If the “I certify that...” check box is already checked, uncheck and then check the box again

If the “Log In” button still appears unresponsive, close your browser and then return to the “User Login” page.

### 5.3 Axles Aren’t Appearing

The “TRUCK AXLES” input fields will not appear until you type in the desired number of axles in the “NUMBER OF AXLES” input field and press “Enter” or “Tab” button, or click outside of this field. This allows the program to display only your desired number of axles for inputting information. If you are still having this error, close your browser and then return to the “Application” page.

### 5.4 Permit Application Error Messages

Before submitting the DRPA Truck Permit Application, you must accurately enter in all of the fields with the correct formatting. If the error message (see screenshot below) appears above the “Save/Validate Form” button, at least one of the inputs is either blank or formatted improperly which would be indicated with a red pointer finger. For example if you forgot to choose a facility, a red pointer finger will appear next to “FACILITY”, and the error message will appear above the “Save/Validate Form” button. Therefore, the submit button will not appear since the application could not be validated since it was missing an entry. Once all of the inputs are correctly entered and the error messages and red pointer fingers disappear, the application can be properly validated and submitted for analysis.

The screenshot shows a web form titled "PERMIT VEHICLE INFORMATION:". The form contains several input fields for personal and vehicle information. A red arrow points to the "FACILITY:" field, which has radio buttons for "BFB", "BRB", "CBB", and "WWB". Below this is a "DIRECTION:" field with radio buttons for "W/B", "E/B", and "B". The "TRUCK AXLES:" section is a table with 5 rows, each with input fields for "Total Weight (lbs.)" and "Distance from prev. axle" (in feet and inches). At the bottom, a red box highlights an error message: "Error. Cannot Save. Please ensure all fields are filled and meet formatting requirements and the vehicle/axle weights meet weight requirements." Below the error message is a "Save/Validate Form" button.

Position	Total Weight (lbs.)	Distance from prev. axle
1	18,000	0 ft 0 in
2	18,000	12 ft 6 in
3	18,000	12 ft 6 in
4	18,000	12 ft 6 in
5	18,000	12 ft 6 in

Error. Cannot Save. Please ensure all fields are filled and meet formatting requirements and the vehicle/axle weights meet weight requirements.

Save/Validate Form

If you are still having trouble validating your application and submitting your application, check that:

1. Each text box has been filled and the **“FACILITY”** and **“DIRECTION”** buttons have been selected.
2. Each text box has been filled in the correct format such as **“TIME OF CROSSING”** should be written as HH:MM AM/PM (ex. 12:00 PM).
3. You have clicked the **“Save/Validate Form”** button after replacing any information that has already been saved/validated.
4. The total weight of your axles is greater than 80,000 lbs and less than 502,001 lbs.

If none of these options work, click the **“Application”** button and re-enter your form, or close your browser and then return to the **“Application”** page.

## 5.5 Hauler Report Not Loading

Some bridges take longer than others to analyze and hence load the approval status screen. If you receive an e-mail of your approval status before the approval status screen has loaded, you may exit DAPS since the approval status screen is informational only. If approved, please print and bring the approval e-mail along with valid PA & NJ permits to the site on the day of crossing for validation by DRPA Public Safety.

For Pre-Approval, no e-mail is sent. Therefore, you must wait for the approval status screen to load if you wish to view your Pre-Approval status.

If the screen is not loading and you have **NOT** received an e-mail, click the **“Application”** button to re-enter your form or close the browser and then return to the **“Application”** page.