

## ONLINE PERMITS – Registration Process

Follow this link to register for Online Permits: [http://www.th.gov.bc.ca/CVSE/tps/tps\\_registration.htm](http://www.th.gov.bc.ca/CVSE/tps/tps_registration.htm)

You must have a BCeID to register for Online Permits. Only one (1) BCeID is required for each Client ID. Company Administrators can add users to the profile.

Follow this link for a **Business BCeID Registration guide**:

[http://www.th.gov.bc.ca/CVSE/tps/documents/Getting\\_Started\\_BCeID.pdf](http://www.th.gov.bc.ca/CVSE/tps/documents/Getting_Started_BCeID.pdf).

### Ministry of Transportation and Infrastructure

#### Commercial Vehicle Safety and Enforcement

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#### Online Permits – Registration Process

To apply for a permit using Online Permits, you must complete a simple one-time registration process. This registration is available to all clients that have requested and received permits in B.C.

To complete the Online Permits registration, you will require the following:

- An ICBC Client number. If you do not have an ICBC Client Number, call the BC Provincial Permit Centre at 1-800-559-9688 to get one.
- A valid Business BCeID account. If you do not have a Business BCeID account, you can apply for one at the BCeID Website at <http://www.bceid.ca/> or call the BCeID Helpdesk at 1-888-356-2741 for more information. The attached [guide](#) is intended to help you complete the "Getting Started" section of the Business BCeID registration process.
- An e-mail account
- A phone number

Once you have all of this information, the Online Registration process is as follows:

1. Click the [Online Permits Registration form](#)
2. From the Logon screen click the Business/Organization link and enter your BCeID and password.
3. Complete the Online Registration form by filling in the relevant information and submitting it to the Provincial Permit Centre for review

The Provincial Permit Centre will then review your application and render a decision whether or not your request to access the Online Permits service is approved.

You will be notified of the decision by e-mail at the address entered on the application form. In most cases, you will receive notification within 2 to 3 business days.

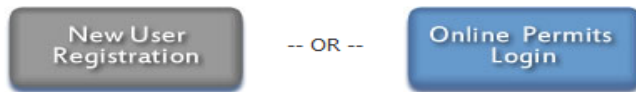
If approved, you can then access the Online Permits service using the link on the Online Home Page.

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## Online Permits Login

Once you have a BCeID and you are registered for "Online Permits" - Go to <http://www.cvse.ca/tps/index.htm> and log on with your BC ID User ID and password.

### Online Permits



The commercial vehicle Online Permits system enables registered and approved users to:

- apply for a **Single Trip, Overweight permit**
- apply for a **Single Trip, Overweight/Oversize permit**
- apply and, depending on the commodity and dimensions, immediately receive a **Single Trip, Oversize permit**
- apply and immediately receive a **Term Oversize permit** for the following specific commodities only:  
[MORE ...](#)
- apply and immediately receive a **Single Trip, Non-Resident permit** for a vehicle that has an actual gross vehicle weight between 5,000 kgs and 63,500 kgs and is categorized as one of the following vehicle types:  
[MORE ...](#)
- apply and immediately receive a **Motive Fuel User permit** (based on total distance travelled in BC) for a vehicle whose actual gross vehicle weight is between 11,800 kgs and 63,500 kgs;  
[MORE ...](#)
- **pay online** for the requested permit using your **Inspection Station account** (certain permit types only) or **credit card**; and
- retrieve and view copies of your organization's permits using the **Permit Search function**.

All other permits must be requested through the [Provincial Permit Centre](#).

## Step 1 - Log On

Go to the Permit Application Online and log on with your BCeID User ID and password  
Click "Next".

(not shown) Post logon message appears to ensure your contact information is correct.  
Click Next.

## Step 2: Select your Motive Fuel User Permit Application

To initiate a permit application, click on one of the permit application options from the menu on the left.

The screenshot shows the TPS Online homepage. On the left, there is a navigation menu with the following items: B.C. Home, Transportation and Infrastructure, Online Permits Home, Create Oversize Permit Application, Create Overweight Permit Application, Create Oversize Overweight Permit Application, Create Non-Resident Permit Application, **Create Motive Fuel User Permit Application** (highlighted with a red box), My Permits, My Saved Vehicles, and Exit this e-service. The main content area is titled 'Home' and contains a search bar, a 'Go' button, and links for 'Advanced Search', 'Main Index', 'Contact Us', and 'Help'. Below the search bar, there is a welcome message: 'Welcome to TPS Online - Permit Application Online'. It instructs users to click on one of the permit application options from the menu on the left to initiate a permit application, and to click on the 'My Permits' option to search for their organization's permits. A warning message states: 'Please do not close the internet browser while you are creating a permit application. Should this occur, all data you have entered will be lost, and you must then create a new permit application and re-enter the data again.' Below this, it says 'All other permits must be requested through the Provincial Permit Centre.' There is also a section titled 'What's New in the Online Permits service:' with three bullet points: 'Term Overweight and Non-Resident Quarterly permits are now available.', 'For an established federal or local government organization you may be exempt from some permit fees.', and 'You can add your vehicle profiles into the system with the My Saved Vehicles menu option on the left. Once saved, the vehicle details can be copied onto future permit applications.' At the bottom, there is a link to the 'Online Permits Feedback form'.

## Step 3: Initiate a permit

Select your Permit Type. If the vehicle is out-of-province, a Non-Resident permit may also be required in addition to the Motive Fuel User permit.

Click "Select and Continue".

The screenshot shows the 'Select Motive Fuel User Permit Type' page. The left-hand menu is updated to show 'Create Motive Fuel User Permit Application' and 'Select Motive Fuel User Permit Type' (highlighted with a yellow pencil icon). The main content area is titled 'Select Motive Fuel User Permit Type' and contains two bullet points: 'Please select a permit type from the list below.' and 'If the vehicle is out-of-province, a Non-Resident permit may also be required in addition to the Motive Fuel User permit.' Below the bullet points, there is a section titled 'Select Permit Type' with a radio button selected for 'Motive fuel user permit' and a link for 'Permit description'. There are two buttons: 'Select and Continue' and 'Cancel Permit Appl.'. Below the buttons, there is a preview window titled 'Permits Online - Permit Application Online - Oversize Term Permit Desc...' showing the 'Motive Fuel User Permit' details. The details include: 'Operation of an IFTA vehicle from IFTA jurisdictions other than B.C. that are not registered with the International Fuel Tax Agreement (IFTA), or IFTA registered and have their licence cancelled, suspended or revoked, are to be charged a deposit equivalent to the distance they will travel on a round trip basis through the Province.' and 'Motive fuel user permit conditions:'. The conditions are: 'Permit fee deposit is based on each kilometre to be travelled in B.C.', 'Permit will be for a single two-way (return) trip into B.C. using the same entry and exit point into B.C., or a single one-way trip through B.C. using different entry and exit points in B.C.', 'DISCLAIMER', 'PRIVACY', and 'ACCESS'.

**NOTE:** click Permit description for additional information for each permit type

**NOTE:** Left-hand action menu indicates the step you are currently in, steps you've completed and next steps

## Step 4: Requestor Details

Provide information about yourself, which will be used to contact you as needed. The information is populated based on your initial application (please ensure it is accurate). Your permit will be sent to the "Client Email"

Click "Next".

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**Online Permits Home**

Create Motive Fuel User Permit Application

Select Motive Fuel User Permit Type

**Requestor Details**

Permit Details

Vehicle Details

Trip Details

Application Summary/Agreement

Payment Details

Permit Created

Exit this e-service ▶

### Requestor Details

**MOTIVE FUEL USER PERMIT**

- Provide information about yourself, which will be used to contact you as needed.
- If any client details are incorrect, contact the Provincial Permit Centre to have this updated.

Client No : 012345678    Client Name : Testing Company

**Requestor**

Contact Name : \*    Online Guide

Contact Phone : \*    111-222-3333

Receive Permit via :    E-mail

Contact E-mail : \*    Online.guide@gov.bc.ca

**Client Details**


Address :    1838 RASPBERRY ROW  
VICTORIA BC V8N 6K3

Phone Number :

Fax Number :

Client E-mail :

Previous    Next    Cancel Permit Appl.

**NOTE:** the Help icon  on the upper right corner will provide you with additional information pertaining to the current page

## Step 5: Permit Details

Enter Start Date and Number of Days (between 1 and 7), the end date will be automatically calculated.

Click "Next".

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Permit Created

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### Permit Details

**MOTIVE FUEL USER PERMIT**

- Enter when the permit is needed and for how long.

Client No : 012345678    Client Name : Testing Company

Start Date : \*    2011-11-21


Number of Days : \*    5

End Date :    2011-11-25

Previous    Next    Cancel Permit Appl.

## Step 6: Vehicle Details

Provide vehicle identification. You are responsible for providing correct and accurate information. Click "Next".



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### Vehicle Details

**MOTIVE FUEL USER PERMIT**

- Please provide vehicle identification and the vehicle weight.
- If the vehicle is out-of-province, a Non-Resident permit may also be required in addition to the Motive Fuel User permit.

Client No : 012345678 Client Name : Testing Company  
 Start Date : 2011-11-21 End Date : 2011-11-25

Get My Saved Vehicle Using: Ref/Unit Number

OR

**Vehicle :**

Vehicle Jurisdiction : \* ?

Plate : \*

VIN : \* ?

Make : \*  OR enter Make :

Year : \* ?


Registered/Licenced GVW (kg) : \* ?

Reference / Unit Number : ?

**NOTE: scroll over items with a question mark to obtain additional information.**

## Step 7: Trip Details

Use the actual or nearest city, town or place and provide more details in the specific route details. The total distance, in KM, is the distance that will be travelled within BC (or from/to BC border). This is to include return trip.



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Select Motive Fuel User Permit Type

Requestor Details

Permit Details

Vehicle Details

**Trip Details**

Application Summary/Agreement

Payment Details

Permit Created

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### Trip Details

**MOTIVE FUEL USER PERMIT**

- Use the actual or nearest city, town or place and provide more details in the specific route details.
- The total distance, in km, is the distance that will be travelled within BC (or from/to BC border). This is to include the return trip distance.

Client No : 012345678 Client Name : Testing Company  
 Start Date : 2011-11-21 End Date : 2011-11-25

Trip in BC: [Map of BC...](#)

BC Entry Point : \* ?

BC Destination : \* ?

Return Trip : \* ?  \*\*\* ONE WAY \*\*\*

Total Distance in BC (km) : \* ?  (1.0 mile = 1.609 km) [Distance lookup...](#)

Specific Route Details : \* ?


e.g. From Alberta/BC border to 10km north on highway 23 near Revelstoke.  
[More examples...](#)

## Step 8: Permit Application Summary

Verify the information on the permit application.

Permit conditions: You **MUST** read and confirm you have read each condition.

Click "Next". You will NOT be able to make any changes once you click next.



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### Permit Application Summary

**MOTIVE FUEL USER PERMIT**

- Please verify the information on the permit application.
- After reviewing, confirm at the bottom.

THIS IS NOT A PERMIT

Client No :	012345678	Requested by :	Online Guide
Client Name :	Testing Company	Effective Date :	2011-11-21
Address :	1838 RASPBERRY ROW VICTORIA BC V8N 6K3	Expiry Date :	2011-11-25

Delivery Method : E-mail  
Contact E-Mail : Online.guide@gov.bc.ca Phone # : 111-222-3333

Trip Information :  
BC Entry Point : Border AB/BC Highway 1 BC Destination: Salmon Arm  
Return : N  
Total Distance in BC (km) : 500  
Specific route details : \*\*\* ONE WAY \*\*\* Highway 1

Vehicle Information :  
Jurisdiction : Newfoundland Make : DODGE  
Plate : 987684 VIN : 123456  
Year : 2004 Registered/Licenced GVW (kg) : 48500  
Vehicle Reference / Unit Number : Unit 20

Fee Summary :  
Fuel and Carbon Tax (per km) \$45.00  
Permit Fee: \$45.00

Permit Conditions :  
You must confirm that you have read each condition and that you will provide a copy of each condition to all persons who will be driving under the permit.  
[MFP Terms and Conditions \(MV4001\)](#)  confirm


Agreement  
 **Agree** By choosing "Agree", you are confirming the information provided in this permit application is correct.  
 **Not agree** By choosing "Not agree", the permit application will not be saved or processed. If further assistance is required, please contact the Provincial Permit Centre by calling 1-800-559-9688 during regular hours of service.

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[Cancel Permit Appl.](#)

## Step 9: Payment Details

Payment type will be credit card only unless you have a CVSE credit account established. For more information about CVSE Credit accounts (also called Inspection Station Accounts) contact [ISFinance@gov.bc.ca](mailto:ISFinance@gov.bc.ca)

Click "Make Payment"



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**Payment Details**

Permit Created

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### Payment Details

**MOTIVE FUEL USER PERMIT**

- Payment will be accepted by Credit Card only.

Client No :	012345678	Client Name :	Testing Company
Start Date :	2011-11-21	End Date :	2011-11-25

THIS IS NOT A RECEIPT

Payment Method :

Permit Fee : \$45

[Make Payment](#)
[Cancel Permit Appl.](#)

## Step 10: Credit Card Payment

Enter your credit card information and **Click** "Pay Now".

Once you click "Pay Now" you must wait for your receipt to appear before navigating away from or closing this window

### Credit Card Payment

#### Payment Information

Invoice/Order Number: 30083319  
Amount: \$45.00 CAD  
Credit Card Type: VISA  
Credit Card Number:   
Expiration Date: 01 / 2011

**NOTE: The credit card screen uses the British Columbia Government "Express Pay" credit card service, and no credit card data is stored in the permit system.**

## Step 11: Credit Card Payment Receipt

This is your credit card receipt, **click** "print".

When you have finished, **click** "Close Payment Window", wait to be redirected to the "Permit Created" screen and for your permit to be displayed.

### Credit Card Payment Receipt

**Approved** You have successfully purchased a permit. Thank-you.

Click "Print" if you want a copy of this credit card receipt for your records.  
When you have finished, click "Close Payment Window" and wait to be redirected to the "Permit Created" screen and wait for your permit to be displayed.

The following information details the approval or decline of your credit card transaction. You may want to print or record it.

Date:	11/10/2011	Transaction Type:	Purchase
Card Type:	Visa	Transaction ID:	30083319
Card Number:	XXXXXXXXXXXXXXXXXX	Amount:	\$45.00
Invoice / Receipt Number:	TSTW4393		
<small>Note: The above card number is hidden for privacy</small>			
Host Date/Time:	Nov 10, 2011 6:13:55 AM	Response Message:	Approved
Approval Code:	TEST	Sequence Number:	000000000000
ISO Response Code:	00	Terminal:	Y20091123011
Response Code:	000	WS Response Description:	Approved
WS Response Code:	A		

**NOTE: An additional permit receipt will come with your permit**

## Step 11: Permit Created

Your payment is in progress and the permit will be issued soon.

Click on "Check for permit".

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**Permit Created**

**MOTIVE FUEL USER PERMIT**

- The payment is in progress and the permit will be issued soon.
- First, click on the "Check for permit" button.
- Then click "View and PRINT your Permit now" link when it becomes available.

Client No : 012345678 Client Name : Testing Company  
 Start Date : 2011-11-21 End Date : 2011-11-25  
 Application Number : A11006260  
 Payment Method : Credit card Permit Fee : \$45

Click this button first :

Please use the above Permit Number (or Application Number) for any correspondence when contacting the Provincial Permit Centre.

**NOTE: This may take a couple minutes**

## Step 12: Printing your permit

Once your permit is issued and you've **clicked** "Check for permit" you may print your permit and receipt by following the link provided.

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Exit this e-service ▶

**Permit Created**

**MOTIVE FUEL USER PERMIT**

- The payment is in progress and the permit will be issued soon.
- First, click on the "Check for permit" button.
- Then click "View and PRINT your Permit now" link when it becomes available.

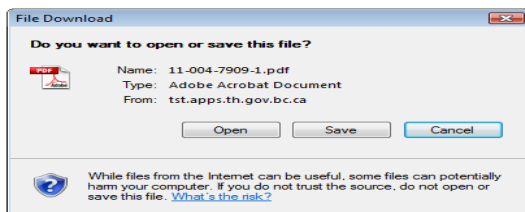
Client No : 012345678 Client Name : Testing Company  
 Start Date : 2011-11-21 End Date : 2011-11-25  
 Application Number : A11006260  
 Payment Method : Credit card Permit Fee : \$45

View and PRINT your Permit now : [Permit #: 11-005-1349](#)  
 View and PRINT your Receipt now : [Receipt #: 4393](#)

Please use the above Permit Number (or Application Number) for any correspondence when contacting the Provincial Permit Centre.

Your permit and receipt will be an Adobe Acrobat Document. If you don't have Adobe Acrobat, you may get it here:

<http://get.adobe.com/reader/>



**For assistance, please contact BC Provincial Permit Centre (PPC)  
 1-800-559-9688 (toll free)**



## Helpful Links:

[Online Permits Service Brochure](http://www.cvse.ca/tps/documents/online_permits_brochure.pdf) http://www.cvse.ca/tps/documents/online\_permits\_brochure.pdf

[Online Permits Login](http://www.cvse.ca/tps/index.htm) http://www.cvse.ca/tps/index.htm

[Online Permits System Requirements](http://www.cvse.ca/tps/tps_requirements.htm) http://www.cvse.ca/tps/tps\_requirements.htm

[Online Permits Registration Process](http://www.cvse.ca/tps/tps_registration.htm) http://www.cvse.ca/tps/tps\_registration.htm

[Provincial Permit Centre](http://www.cvse.ca/permit_centre.htm) http://www.cvse.ca/permit\_centre.htm

[Online Permits Feedback](http://survey.th.gov.bc.ca/TakeSurvey.aspx?PageNumber=1&SurveyID=113) http://survey.th.gov.bc.ca/TakeSurvey.aspx?PageNumber=1&SurveyID=113

[Commercial Transport Procedures Manual:](http://www.cvse.ca/CTPM/index.htm) http://www.cvse.ca/CTPM/index.htm