ONLINE PERMITS – Registration Process

Follow this link to register for Online Permits: 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.

Ministry of **Transportation** and Infrastructure

Commercial Vehicle Safety and Enforcement

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.

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

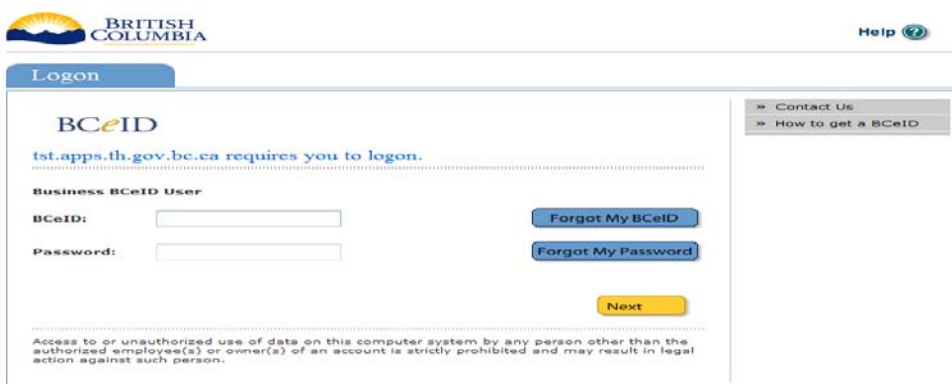New User Registration   -- OR --   Online Permits Login
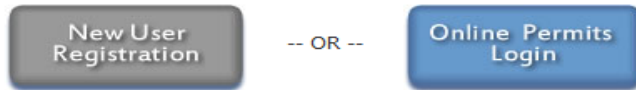
The commercial vehicle Online Permits system enables registered and approved users to:

- 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".*

BRITISH COLUMBIA   Help

Logon

BCeID

tst.apps.th.gov.bc.ca requires you to logon.

» Contact Us
» How to get a BCeID

Business BCeID User

BCeID: Forgot My BCeID

Password: Forgot My Password

Next

Access to or unauthorized use of data on this computer system by any person other than the authorized employee(s) or owner(s) of an account is strictly prohibited and may result in legal action against such person.

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

Step 2: Create your Oversize Permit

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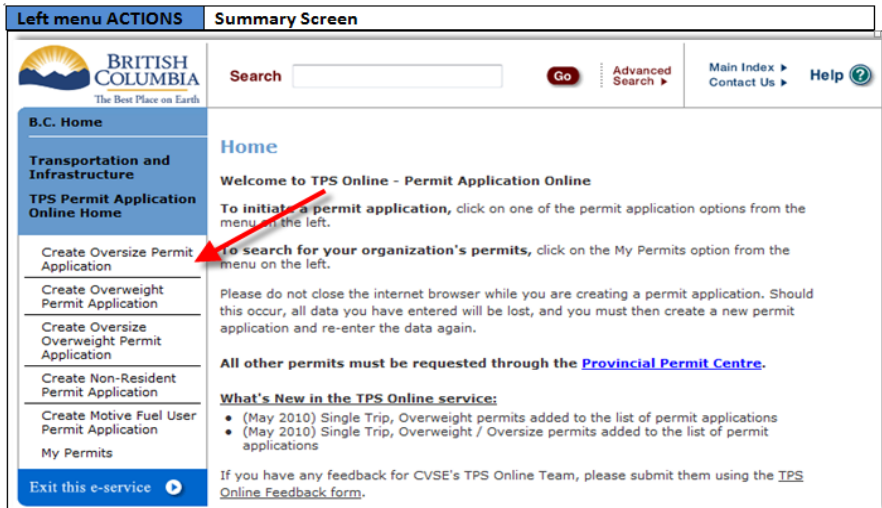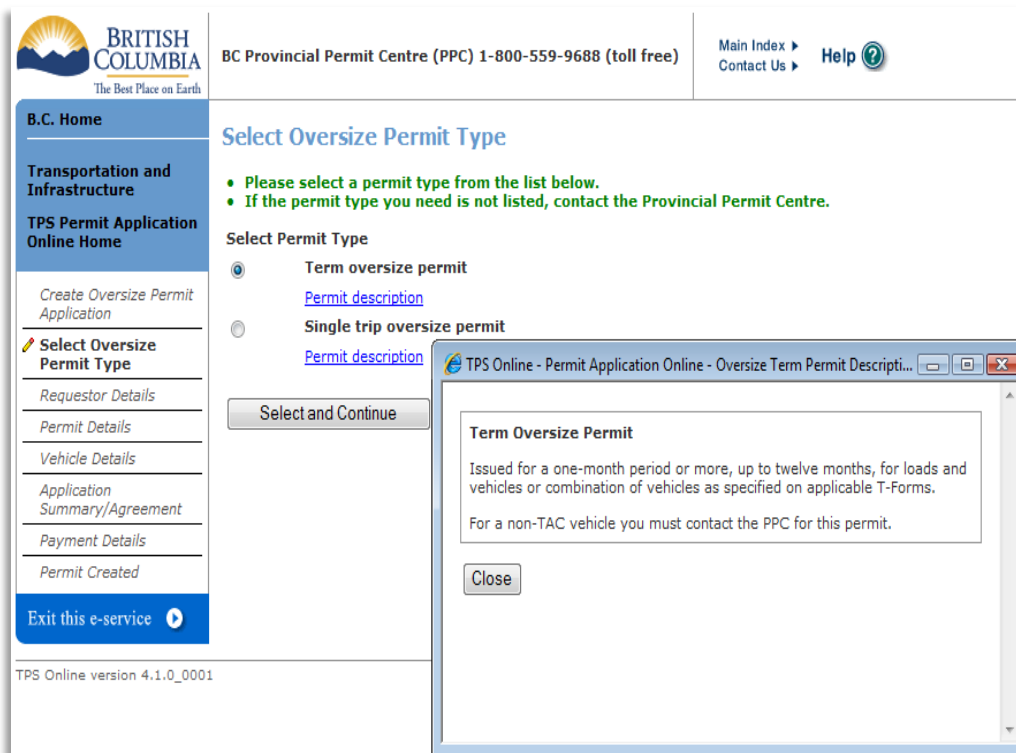

Step 3: Initiate a permit (sample shows "Oversize Permit Type")

Select your Permit Type, from the list below. Term permits are for smaller dimensions and are not route specific.
Single trip permits allow larger dimensions but on specific approved routes.
Click *"Select and Continue".*

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".*

NOTE: scroll over items with a question mark to obtain additional information. Items with a red asterisk ✱ are mandatory

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

Step 5: Permit Details

Enter Start date and number of days, the end date will be automatically calculated.
Click *"Next".*
Term permits are available in 30 day increments to one year. The default dimensions that will appear on your permit are established from the commodities selected. (see page 5).
T-forms give more accurate details about maximum dimensions for each commodity, so it is important to check them.

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

NOTE: T-forms are permit attachments intended to describe the policy you will need to know on the road. You can view these forms at **www.cvse.ca**

Step 6: Vehicle Details

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

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

Step 7: Application Summary/ Agreement

Verify the information on the permit application.
Permit conditions: You **MUST** *read and confirm you have read each condition.*
Click *"Next".*

Step 8: Payment Details

(not shown) 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
Click *"Make Payment"*

Step 9: 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

> 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 10: 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.*

> 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".*

NOTE: This may take a couple minutes
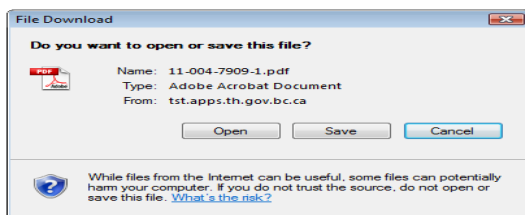
Step 12: Printing your permit

*Once your permit is issued and you've **clicked** "Check for permit" you may print your permit and receipt.*

View and PRINT your Permit now :   Permit #: 11-004-7909
View and PRINT your Receipt now :   Receipt #: 4131

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

Online Permits Login   http://www.cvse.ca/tps/index.htm

Online Permits System Requirements   http://www.cvse.ca/tps/tps_requirements.htm

Online Permits Registration Process   http://www.cvse.ca/tps/tps_registration.htm

Provincial Permit Centre   http://www.cvse.ca/permit_centre.htm

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

Commercial Transport Procedures Manual: http://www.cvse.ca/CTPM/index.htm