

How to Pay for a Permit Using Caltrans Transportation Permit System (CTPS) Credit Card Payment Feature

1. To begin the process, you will need the following:
 - A CTPS account and access to the associated email.
 - The paying credit card. Please note there is a 2.3% charge for all transactions.

To create a CTPS account, visit the [CTPS Information Webpage](#) for further instructions.

If your account is new, and this is your first permit, you will need to create a **Trucking Company** record by selecting **Add Trucking Company** from the permit form prior to selecting a company from the Trucking Company menu. Visit the [instructions for adding, editing, and deleting trucking companies](#).

CalRoute

- CalRoute Resources
- Route Clearing Database

STARS2

- STARS2 Resources

Permits

- Permit Applications
- New Permit Application
- Report

Manage

- Company Profile
- Trucking Companies
- Permit Agents

<< [RCATS Home](#) > [Manage](#) > Trucking Companies

Trucking Companies

[Add Trucking Company](#)

Manage Trucking Companies

Actions	Cust No	Name	Street Address	City
^	x	^	x	^

No records found.

Search Refresh | Last updated at: June 25th 2024, 4:08:26 PM Page 0 of 0

2. Log in to your [CTPS account](#).

Log In

Username:

Password:

[Log In](#)

[Forgot your password?](#)

[Register](#)

3. Complete a permit as you normally would.



>> [CTPS Home](#) > [New Permit](#) Welcome, [Test Test](#) | [My Profile](#) | [Log Out](#)

Transportation Permit Form

Permit Valid From: * To: * App ID: **REQUIRED ACCOMPANIMENTS:**
 PERMIT CONDITIONS 2023
 24/7 SPECIAL CONDITIONS
 Trucking Company: * [Add New Company](#) No Night Travel
 Name: Load Type:
 Address: Number of Trips: 1
 City/State/ZIP:
 Phone:
 Fax:
 Descr. of Load/Equipment & Model No.: *
 Dimensions of Load:
 Description of Hauling Equipment: *
 Vehicle Width: * Kingpin to Last Axle: max Semi-Trailer Length: max Comb Vehicle Length: * max

Axle Number	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Number of Tires per Axle	<input type="text"/>														
Distance Between Axles	<input type="text"/>														
Axle Width At Tire Sidewall	<input type="text"/>														
Max Allowable Weight: *	<input type="text"/>														

NOT TO EXCEED THE DIMENSIONS SHOWN BELOW OR AXLE WEIGHTS SHOWN ABOVE Weight Class:
 Maximum Height: * Maximum Width: * Maximum Overall Length: * Maximum Overhang:
 Origin: * Destination: *
 Route Description: * Have Caltrans build route (might require additional processing time) [Clear Axle Data](#) [Clear Route Description](#)

4. At the bottom of the permit form:

- Verify that the new permit has **Credit Card** selected as the **Payment Method**, and that Billing Account is not listed.
- Verify that the 2.3% transaction fee is displayed.
- Once information is correct, click **Preview & Submit**.

Additional Notes:

Authorized State Agent: Date Issued: Fee: **A transaction fee of 2.3% will be charged for all credit card payments.** Payment Method:

Permit Service Name: Permit Service Contact: Permit Service Contact Phone:

ISSUED PERMIT IS VALID ONLY WHEN IT INCLUDES ALL REQUIRED ACCOMPANIMENTS

Account Number: Permit Service Phone: Permit Service Fax: Application Date:

[Save Form](#) [Preview & Submit](#)

- Note the **Permit ID** of your submitted form, which will appear once you click **Submit**. Your permit will be reviewed by Caltrans staff.

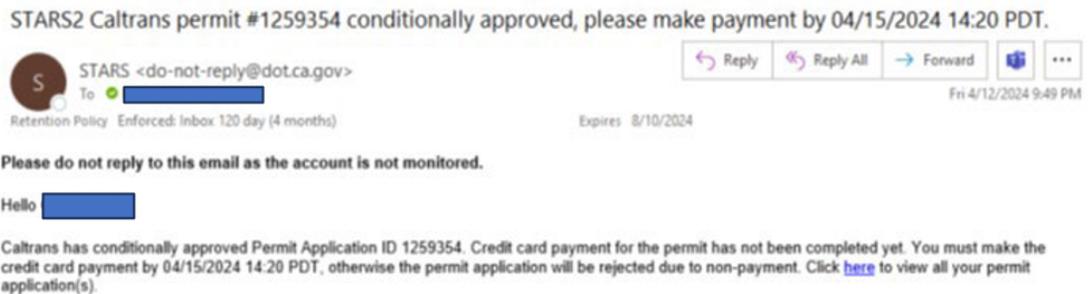
The screenshot shows a permit application form with the following details:

- Buttons: Save Permit, Edit Permit
- STARS Stored: Application ID: 1259447 (highlighted in red), Width: 12' 0"
- Route: Account No., Length: 70' 0", Company: Generic and Son's Hauling
- Route description: * from HARNEY LN E/B ON RAMP - 099N - to PELTIER RD exit (PELTIER RD W/B OFF RAMP exit number 270) *
- Table headers: Rte, Dir, CROSSING NAME, Search Height, StrucType, Mainline, Offramp, Onramp, UndrCross, NOTES/REMARKS, Short Term Restrictions, FLAGS, RteClass, Short Term Descriptions, AddInfo

- Once your permit is conditionally approved, you will receive an email letting you know your permit is conditionally approved and pending payment.

You will have:

- 6 business hours** to submit final payment for a single trip permit application.
- 16 business hours** to submit final payment for an annual, repetitive, or variance permit application.



- To submit final payment, log back in to your CTPS account.

Go to the **Action** Column in the **Permit Queue** and hover above the shopping cart symbol to view the countdown timer for that permit. That helps verify the permit has been conditionally approved by Caltrans and is awaiting payment.

Permit Applications

Show: All Permits [New](#) | [Rules](#) | [Report](#) | [Agents](#) | [Clients](#)

Permit Service - Permit Search			
Action	Status	App ID	Permit Number
	All <input type="button" value="v"/>	<input type="text"/> x ^	<input type="text"/> x ^
	5 hours 58 minutes and 34 seconds remaining before permit is denied due to non-payment.		
	On Hold	1259473	

8. Click on the **Shopping Cart** Symbol.

Permit Applications

Show: [New](#) | [Rules](#) | [Report](#) | [Agents](#) | [Clients](#)

Permit Service - Permit Search			
Action	Status	App ID	Permit Number
	Approved, Pending Payment	1259474	

Click **Ok** to acknowledge you are being redirected to an external hosted payment page, and you accept the fees. You will be directed to Elavon's Hosted Payment Page for payment.

Payment Processing ✕

You are about to be redirected to an external hosted payment page. Once you complete the payment, you will be returned to our website.

Only credit cards are accepted at this time for online payments. A non-refundable Service Fee (2.3%) is charged and payable to an external vendor for online payments.

We accept these credit cards.



We accept debit cards that have a Visa or Mastercard logo and a logo from any of the following participating networks.



9. Review and confirm the amount and service fee are correct, and then click **Checkout**.

The screenshot shows the Caltrans website's checkout page for a Transportation Permit Fee Payment. At the top is the Caltrans logo. Below it, a note states: "Service Fee separately charged by Elavon and is non-refundable. If you do not want to pay this fee, click **Cancel Payment** and pay by alternative means." The main heading is "Caltrans Transportation Permit Fee Payment".

The "Order Section" is highlighted in blue and contains a table with the following items:

This payment will be processed as two separate payments (for Amount and Service Fee)	
Amount	16.00 USD
Service Fee (2.3%)	0.37 USD
Total of all charges and fees	16.37 USD

Below the table, it says "Service fee is non-refundable." A blue "Checkout" button is highlighted with a red border. Below the button is a "Secure Payment" icon and text. At the bottom, there is an "ADA Compliance Notice" with an accessibility icon and the text: "We are committed to digital accessibility (A11Y) and quality in-use for all. We have undertaken efforts to comply with the World Wide Web Consortium's 'Web Content Accessibility Guidelines 2.0, Level AA' (WCAG-2.0 AA), a set of guidelines adopted by a private group designed to maximize accessibility of web content." Below this notice are links for "Accessibility Statement" and "Voluntary Product Accessibility Template".

10. Complete the Credit Card information, and then click **Submit Payment**.

The screenshot shows the payment page for the Caltrans Transportation Permit Fee Payment. The "Order Section" is repeated on the left, showing the same amounts as in the previous screenshot. The "Payment" section is highlighted in blue and contains a "PAYMENT CARD" form with fields for "Card Number", "Expiration Date (MM/YY)", and "CVV2". A "Change Card" link is also present. The "Billing Address" section is highlighted in blue and contains fields for "Company" (Generic and Son's Hauling), "First Name" (Sonny), "Last Name" (LMI), "Address1" (1120 N St), "Address2", "City" (Sacramento), "State/Province" (CA), "Postal Code" (95758), "Email Address" (sonny.lai@dot.ca.gov), and "Phone" ((916) 956-8416). The "Permit Details" section is highlighted in blue and contains a "Permit ID" field with the value 1259447. At the bottom, there is a checkbox labeled "I agree to the Terms and Conditions of the charges applied" which is checked. A blue "Submit Payment" button is highlighted with a red border.

11. You will receive a confirmation email that your permit is approved.



12. The permit should show as Approved in the Permit Service queue.

Permit Applications

Payment successfully processed.

Show: [New](#) | [Rules](#) | [Report](#) | [Agents](#) | [Clients](#)

Permit Service - Permit Search			
Action	Status	App ID	Permit Number
	== <input type="text" value="All"/> x ^	<input type="text" value=""/> x ^	<input type="text" value=""/> x
	Approved	1259474	e24-022597

13. If you have any questions, please contact the Oversize/Overweight Permit Office at the email addresses listed below:

General Email: oversize.overweight.permits@dot.ca.gov

Monthly Billing Account Email: monthly.billing.account.admin@dot.ca.gov