

# How To Order A Temporary Pass










## Step-by-Step Instructions:



1. Click on the Show button for **Permits Issuance**.

Manage Your Account <a href="#">Sign up for Direct Payments - more info inside</a>	Show
Manage Your OTTO Vendor Account	Show
Payments on Account	Show
Permits Issuance	Show
Renewals (2022 only)	Show
Apportioned Registration (IRP)	Show
IFTA	Show
Commercial Registration (Oregon Only)	Show
Weight-Mile Tax Reports <a href="#">New! BULK - Weight-Mile Tax Report transaction inside</a>	Show
Over-Dimension (OD) Permits	Show
Transponder	Show
Trusted Carrier Partner (TCP) Program	Show
Safety Inspections <a href="#">New! Certify outstanding inspections online.</a>	Show
Inquiries	Show
Cart / Logout / Reprint / Batch	Show

## 2. Click **Issue Temporary Pass**.

 Enroll vehicle(s) in the Oregon Weight-Mile Tax Program	<a href="#">More Info</a>		No Fee
 Enroll vehicle(s) in the Oregon Weight-Mile Tax Program - in Bulk <b>New! Best used for large applications</b>	<a href="#">More Info</a>		No Fee
 Replace a Temporary Enrollment Document (TED) <b>Obtain Replacement TED for Current Year Only!</b>	<a href="#">More Info</a>		No Fee
 Amend vehicle(s) enrolled in the Oregon Weight-Mile Tax Program	<a href="#">More Info</a>		No Fee
 Cancel vehicle(s) enrolled in the Oregon Weight-Mile Tax Program	<a href="#">More Info</a>		No Fee
 Issue Heavy Vehicle Trip Permit	<a href="#">More Info</a>		<a href="#">Payment Options</a>
 <b>Issue Temporary Pass</b>	<a href="#">More Info</a>		<a href="#">Payment Options</a>

3. If you have interstate plates, click **Apportioned**. If not, click **Non-Apportioned** and a Trip Permit for registration will also be issued.

### Issue Temporary Pass

All fields are required except as noted.

#### Vehicle Information

Effective Date

Unit No.

Base State

VIN Number

Plate Type  Non-Apportioned Intrastate plates, need to purchase a trip permit  
 Apportioned Interstate plates  
 Special Use  
 No Plate on Vehicle

Vehicle Type

Weight Shown on Vehicle's Registration Card

#### Trip Information

Will you be entering Oregon from out of state?  Yes  No

Will you be leaving Oregon with this vehicle?  Yes  No

How many miles will this vehicle operate in Oregon?  \* (Must be reported in whole Miles. Round up.)  
[Oregon Route Mileages Help](#)

Mileage on Temporary Passes is self-reported and not reviewed by the Department until the account is audited. Late payment, penalty, and interest charges may be assessed during an audit if there is insufficient mileage reported on this Temporary Pass.

4. Fill out all required fields, using drop-down selection boxes when applicable.
5. Click the **Submit** button.

6. Complete information on the next page.

**Update Temporary Pass Data**

Please verify the data below before proceeding. If incorrect, the resulting Temporary Pass will be invalid and the driver may be subject to citation. Make corrections after hitting the Back Button.

All fields are required except as noted.

Vehicle Information	
Unit No.:	0
Base State:	AK
Base Plate:	<input type="text"/>
Plate Type:	APPORTIONED
Weight Shown on Vehicle's Registration Card:	62,001-64,000
VIN Number:	test
Vehicle Make:	<input type="text"/> <input type="text"/>
<small>If Make not listed, use the first 4 letters of the name.</small>	
Odometer or Hubometer:	<input checked="" type="radio"/> Odometer <input type="radio"/> Hubometer
Report in Miles or Kilometers?	<input checked="" type="radio"/> Miles <input type="radio"/> Kilometers
Odometer Reading:	<input type="text" value="000000"/>
Model Year:	<input type="text"/> <small>(use 4 digits)</small>
Body Style:	<input type="text"/>
Vehicle Type:	Tractor
Fuel Type:	<input type="text"/>
Driver Name:	<input type="text"/> * optional
Vehicle is:	<input checked="" type="radio"/> Owned <input type="radio"/> Leased
Trip Information	
Start Date:	JULY 14, 2021
End Date:	JULY 23, 2021
Entry Oregon:	OR/CA BORDER@I-5
Exit Oregon:	OR/WA BORDER@I-5
Mileage Estimate:	308
Tax Rate:	0.1371
Commodity:	GENERAL FREIGHT

7. Click the **Continue** button.

8. Review information on the **Temporary Pass Data** page. If accurate, click the **Submit** button. If not, use the back arrow buttons to return to previous screens and correct information.

### Confirm Temporary Pass Data

Take care to verify the data below before proceeding; if incorrect, the resulting Temporary Pass will be invalid and the driver may be subject to citation. Make corrections after hitting the Back Button.

This temporary pass must be issued prior to the vehicle's operation in Oregon, and must be carried in the vehicle.

Vehicle Information	
Unit No.:	0
Base State:	AK
Base Plate:	test
Plate Type:	APPORTIONED
Weight Shown on Vehicle's Registration Card:	62,001-64,000
VIN Number:	TEST
Vehicle Make:	INTERNATIONAL
Odometer or Hubometer:	ODOMETER
Report in Miles or Kilometers?	MILES
Odometer Reading:	000000
Model Year:	2000
Body Style:	Van
Vehicle Type:	Tractor
Fuel Type:	Diesel
Driver Name:	
Vehicle is:	OWNED
Trip Information	
Effective Date:	JULY 14, 2021
Expiration Date:	JULY 23, 2021
Entry Oregon:	OR\CA BORDER@I-5
Exit Oregon:	OR\WA BORDER@I-5
Miles Operating in Oregon:	308
Tax Rate:	0.1371
Commodity being hauled:	GENERAL FREIGHT
Fees Information	
Highway Use Tax:	\$42.23
Trip Permit Fee:	\$0.00
Temporary Pass Fee:	\$9.00
Bond Deposit:	\$0.00
Total:	\$51.23
<small>Mileage on Temporary Passes is self-reported and not reviewed by the Department until the account is audited. Late payment, penalty, and interest charges may be assessed during an audit if there is insufficient mileage reported on this Temporary Pass.</small>	
 <input type="button" value="Submit"/>	

9. Select of the options on the next page:

- a) Return to the first page to enter temporary pass information for another vehicle or,
- b) Proceed to the Shopping Cart.

**Thank You**

The vehicle(s) is(are) now in the shopping cart.

[Issue Temporary Pass for another vehicle.](#)

[Go to shopping cart for check out.](#)

10. To complete your transaction, proceed to the Shopping Cart.

11. Complete the **Authorized By**, **Phone Number** and **Email** fields.

**Method of Payment & Action**

This transaction can only be processed by Visa or MasterCard.

**DISCLAIMER:** When processing your payment, you may receive an email stating that your payment was successfully processed. However, in rare instances, there may be a technical problem that causes the transaction to fail. If this occurs, you will be contacted by CCD and your transaction will be put back in the Cart for processing. NOTE: Your credit card will be assessed only one charge for the transaction.

Empty entire contents of shopping cart without processing.

Recalculate fees & view revised cart contents.

Checkout: Process payment and update account(s) for all cart items where the box has been checked.

**Transaction Authorization**

Fees paid are non-refundable and subject to audit review.

Authorized By:

Phone Number:

Email:

[Return](#) to main menu.

**Shopping Cart Instructions**

[CCD Credit Card Transaction Policy](#)

To begin the payment process:

- "Ready for Payment" box must be "checked" to be included in the transaction.
- Select your "Method of Payment" (Multiple payment methods are not available on all accounts).
- Select "Checkout".
- Enter your name and phone number in the "Authorization" fields
- Click "Submit"

See [More Info](#) for more details.

12. If paying with Visa or MasterCard, you will be redirected to our financial institution payment screens for approval.

**1**

## Make a Payment

My Payment

Motor Carrier

**2**

## Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

**Description** ODOT MOTOR CARRIERS  
Motor Carrier  
www.OregonTruckingOnline.com

**Payment Amount** \$8.00

13. After approval, retrieve your temporary pass by clicking the **Get Your Document** button.

**Confirmation**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **ODOTX1000005425**

This is example instructional text and we can add up to 500 characters.

**Get Your Documents**

Payment Details

**NOTE:** A copy of your credentials may be obtained through the **Cart / Logout / Reprint / Batch** option on the Main Menu.