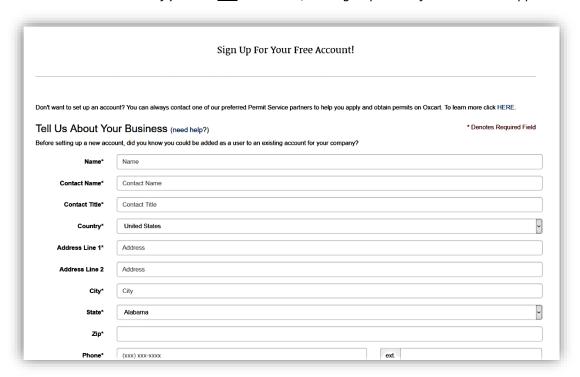
## How to Apply for a Permit

Go to the Oxcart Website: <a href="https://www.oxcartpermits.com/">https://www.oxcartpermits.com/</a>

Click on **APPLICANT** signup



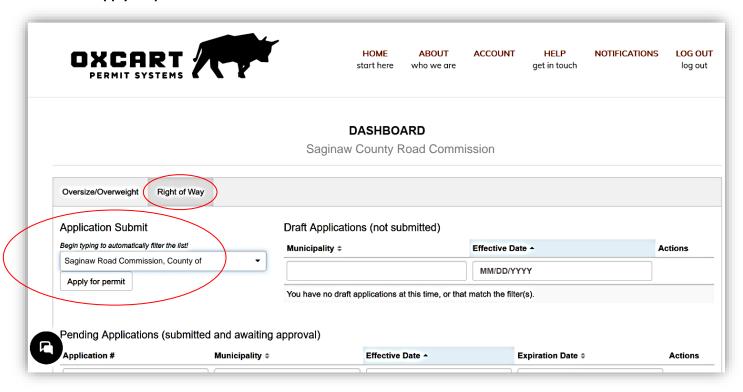
Fill out the information - even if you are not a Business, this sign-up is also for Residential Applicants.



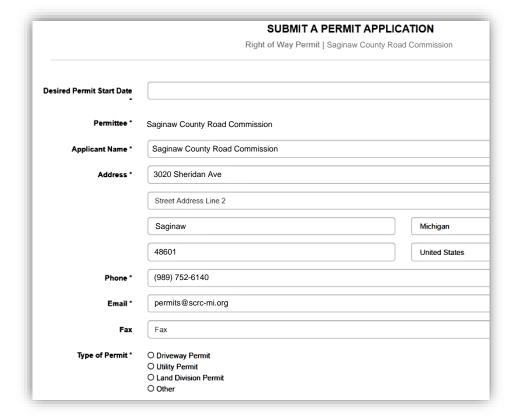
Now that you are logged in, you can apply for a permit.

On the **Right of Way Dashboard**, under the **Application Submit** area, type: *Saginaw County Road Commission* in the **Select municipality** box

Click Apply for permit



Fill out your contact information, then select and fill out the appropriate application form.



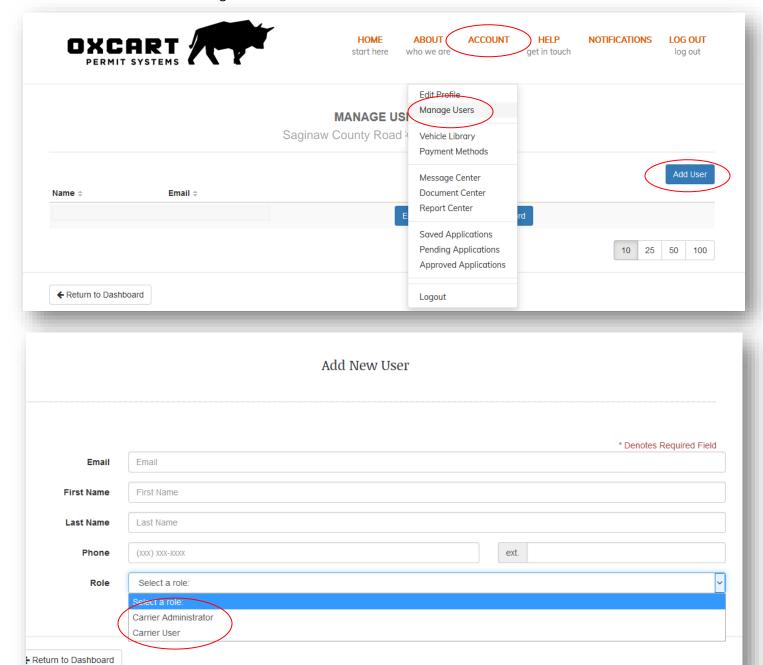
## **Add Sub-Accounts:**

A company/business can create an account for the Company and then create sub accounts for individual employees by adding:

- 1. Carrier Administrators (who can apply for permits with their login) and
- 2. Carrier Users (who can <u>only view</u> permits with their login, not apply for permits or change account settings).

All permits that have been submitted for review and all approved permits will be *viewable* on the Dashboard by all Users with a login under the Company Account. Each user has their own account login, so no one can tamper with another person's permit application form. Applicants do have the option to store credit card information.

Go to: Account – Manage Users



## **Processing Time**

Permits will usually be processed and issued within 10 business days from the date received, provided that all required information is received at the time of application. Incomplete applications will be delayed or not processed until all required information is received. Additional processing time may be needed for complicated applications, heavy application volume, reduced staffing levels, or Road Commission priorities.

## Payment

Once a permit is approved, the applicant will receive an e-mailed invoice that must be paid with a charge card before the permit can be viewed.

If not all applicants have a charge card, create a User login for the payables department. This way they can login to the dashboard and pay without having to rely on forwarding email links. Also, they would then have access to activity downloads as well so they can stay on top of what payments have been made. The applicant will be emailed the permit once it has been paid for.