

# ONLINE ORDERING GUIDE

Getting the right permits is quick and simple with our step-by-step online ordering tool. This guide will help answer any questions you might have as you take advantage of the numerous functions the *J. J. Keller® Permit Service* offers to keep your trucks on the road and in compliance!

## Dashboard

The dashboard screenshot shows a 'Filters' sidebar on the left with options for Draft, In Process, and Previous Orders. The main area displays a grid of order cards, each with an order number, type, and date. A 'START NEW ORDER' button is highlighted in the top right corner. A callout box explains that clicking this button requests a new trip permit order.

Filters allow you to search your order history if you need to order a repeat or similar trip.

To request a new trip permit order, click the blue **Start New Order** button.

This close-up shows four order cards. The first card, with order number 1135564 and status 'In Process', has a 'DUPLICATE' button highlighted. A callout box explains that clicking this button duplicates past orders. Another callout box explains that 'Draft' status orders can be resumed, and 'Previous Order' status includes completed and canceled orders.

- New/incomplete orders are shown using the “Draft” status. You can continue working on these by clicking the **Resume Order** button.
- Orders that are currently in process are shown with a yellow tile.
- Old orders are shown with a **Previous Order** status. This includes completed and canceled orders.

You can duplicate past orders using the white **Duplicate Previous Order** button. Then simply select the order number and units to be duplicated.

# Power Unit

Power Unit

Power Unit | Order# 1135586

ADD NEW UNIT

Unit/Trailer Search and Select

Search by unit or plate number.

Search for trailer units

Unit #

Plate #

SEARCH

Trailer Unit

Unit Number\*

Year\*

Make\*

VIN\*

Plate\*

Plate State\*

GVW(lbs)\*

Axles\*

Does the unit have an Apportioned plate?

Does the unit have an IFTA sticker?

Apportioned and IFTA Toggles:  
For any unit with 3 or more axles and/or 26,001 lbs. or more gross vehicle weight (GVW), the system will ask you to indicate if this unit has an apportioned plate or an IFTA decal. If the unit is Apportioned, no trip permits are needed. If the unit has IFTA, no fuel permits are needed.

Once you click **Save**, the unit will be added to the order as shown by the unit tile. You can add as many units as you like to the order.

Power Unit

Power Unit | Order# 1198290

ADD NEW UNIT



Unit/Trailer Search and Select

Search for trailer units

Unit #

Plate #

SEARCH

1 	555555 
License Plate #	555-5555
# of Axles	3
Actual GVW	30000
VIN	1111111111111111

CONTINUE

EXIT ORDER

You can easily tell which ones are tractors versus trailers with the pictogram.

## Selecting states:

Once the unit(s) are selected, you must click on each state you want to buy permits for.

Select States

USA CANADA

1

License Plate # 1

# of Axles 3

Actual GVW 30000

VIN 111111111111111111

AZ, NV, OR

CONTINUE

Please provide details for following questions

OR needs a mileage permit, do you want to add it.

FINISH

If a mileage state (KY, OR, NM, KY) is selected, you have the choice to add the mileage permit to the order.

SAVE

## Permits

The J. J. Keller® Permit Service system will recommend which permits are needed based on your unit's GVW amount, axle count, IFTA status, apportioned plate status, your acceptance/rejection of the mileage permits, fuel re-entry permits, and trailer trip permits.

Note: If the unit has 2 axles and weighs 26,000 lbs GVW or less, the permit requirements vary greatly state by state, so the system will be unable to recommend which trip permits to order. If you're unfamiliar with the state requirements, you can call us to check on your behalf.

Power Unit

2 Permit

Permit | Order# 1185258

104 | Estimated Cost: \$0.00

PERMIT TYPES PERMIT DURATIONS

J.J. Keller Permits Recommendation

States	Permits
	Fuel
	Trip

Click **Accept** to proceed and agree to the recommended permit types.

You can select a different set of permits by clicking **Decline** and making your own selection.

ACCEPT DECLINE

BACK CONTINUE

After selecting the desired permit types, click **Next** and set your desired start dates and times. If the time field is grayed out, the permit is NOT time-specific, only date-specific. To add additional permits of the same type, click on the blue “plus” button.

## Routes

Some states require basic route information based on permit type.

Review the states and permit types you’re ordering by unit. To go back and edit an earlier step, use the pencil icon.

The estimated total cost is based on permit averages. Actual costs could vary based on miles traveled, etc.

# Billing

3 Billing

**Billing | Order# 1166975**

Contact Name\*  
FIRST AND LAST NAME OF CONTACT PERSON

Contact Phone Number\*  
(800)231-5266x\_\_\_\_\_

PO Number\*  
PROVIDE PO #

Payment Method\*  
Credit Card

Permit Delivery Method\*  
Email

Permit Delivery Email\*  
trippermits@jjkeller.com

**Add New**

*****1111	<input type="checkbox"/>	Name	Rev Testing	*****1456	<input type="checkbox"/>	Name	tos	*****1111	<input type="checkbox"/>	Name	Rev Test
		Type	VI			Type	AMEX			Type	AMEX
		Expiry Date	12/29			Expiry Date	02/23			Expiry Date	11/25
		Effective From	03/03/2021			Effective From	14/11/2020			Effective From	15/01/2021

*****5978	<input type="checkbox"/>	Name	caitlin live test	*****1111	<input type="checkbox"/>	Name	Test	*****5978	<input type="checkbox"/>	Name	caitlin live test 2
		Type	MC			Type	VI			Type	MC
		Expiry Date	08/23			Expiry Date	12/23			Expiry Date	08/23
		Effective From	16/10/2020			Effective From	12/05/2021			Effective From	16/10/2020

*****5978	<input checked="" type="checkbox"/>	Name	mark	*****1111	<input type="checkbox"/>	Name	Test	*****5978	<input type="checkbox"/>	Name	caitlin live test 2
		Type	MC			Type	VI			Type	MC
		Expiry Date	08/23			Expiry Date	12/23			Expiry Date	08/23
		Effective From	08/04/2021			Effective From	12/05/2021			Effective From	16/10/2020

Add the contact info of the person who should receive the permit. Your past credit card info will be available for ordering, or a new card can be added using the blue plus sign.

## Order now!

Weekdays, weekends, nights, holidays —  
you'll *always* get 24/7 live expert help.



[KellerPermits.com](https://www.kellerpermits.com) | Email [trippermits@jjkeller.com](mailto:trippermits@jjkeller.com) | 800-231-5266