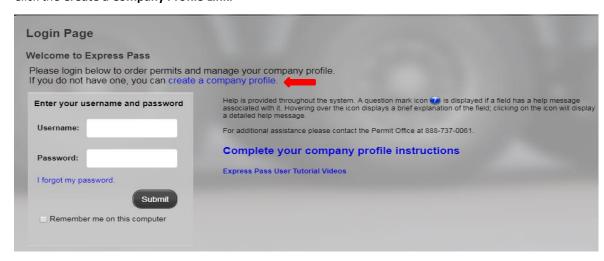**Welcome to the New Express Pass!** The New Express Pass will be used by Motor Carriers and Permit Services to create a company profile and set up company information. A Supervisor or Administrator should be the one to create the company profile. Please follow the instructions below.
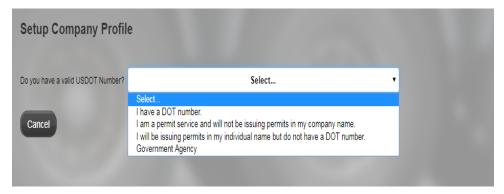
TO CREATE YOUR COMPANY PROFILE

1. Access the *Express Pass Login Page* at https://permits.mdot.ms.gov.

2. Click the **Create a Company Profile Link.**

*The **Setup Company Profile** screen will be displayed.*

3. If your company has a US DOT number please select **I Have a DOT number**. If your company does not have a US DOT number Please select one of the options listed.
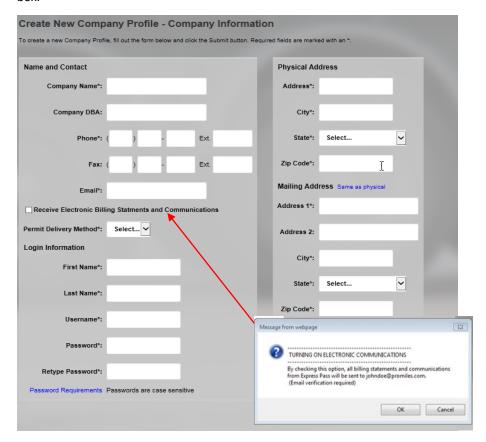
4.   Please enter your US DOT number and click Validate Numbers or if you do not have a US DOT number, select one of the other options.

*The **Create New Company Profile - Company Information** screen will be displayed.* If you entered a US DOT number your information will be populated with the SAFER US DOT information. If your Information is not correct, please contact the FMCSA @ 1-800-832-5660 or go to www.fmcsa.dot.gov and update your registration.
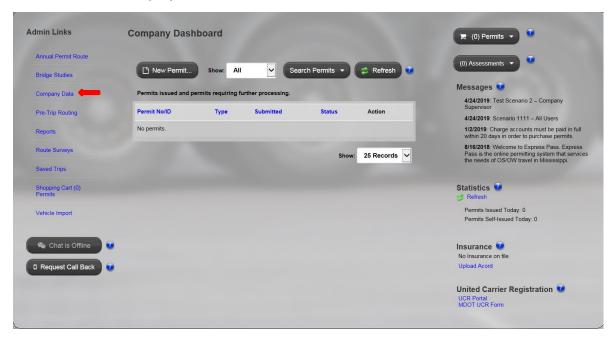
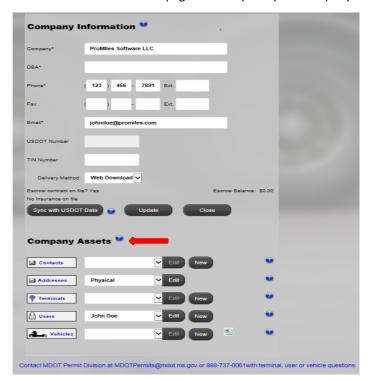5.   Complete the required fields. To receive Electronic Billing Statements and Communications, please check the box.

6.   Click the **Submit** button.

You will be redirected to the log-in page. Please enter your User Name and Password to access your Company Dash Board. Click on Company Data.
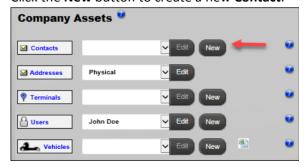

Once you click on Company Data please review your company information. Once you have verified your information scroll down the page and complete your Company Assets.
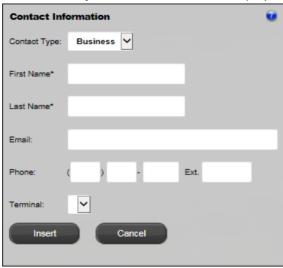
Note: The Company Information screen allows users to add, edit and delete items from Company Assets. Company Supervisor Users can also add contacts and addresses for a company, designate terminals, add users that can order permits, and maintain vehicle inventory. Company Assets will assist in the permit application by auto populating fields as needed during the application process.

Click the **New** button to create a new **Contact**.

The **Contact Information** screen will be displayed.

Note: Any person that might need to be contacted by MDOT at any step of the permitting process should be added into the system as a Contact. Each Contact must be set up as a User to log into Express Pass and order permits.

Enter the appropriate data for the Contact you are adding. A Business Contact would be someone to contact for finance questions or company information, and a Permitting Contact would be someone who will be familiar with permits ordered through Express Pass.
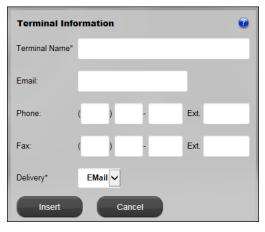
Click Insert to save or click Cancel to exit Contact Information and return to the Company Information – Company Assets screen. The new Contact will appear in the Contacts dropdown list.

Note: Terminals are used if a company has multiple yard or terminal locations.

7. Click the **New** button to create a new **Terminal** location.

    *The **Terminal Information** screen will be displayed.*

8. Complete all fields for the **Terminal Information** screen, including **Delivery**. This will be the default delivery method for permits once they are approved.

9. Click the **Insert** button to save the **Terminal Information** entered or click the **Cancel** button to close the **Terminal Information** screen without saving.

10. Continue adding **Terminals** by clicking the **New** button until all locations have been entered.

11. Click the **New** button to add a new user or click the **Edit** button to review and complete the original user information.

    *The **User Information** screen will be displayed.*

12. Complete the **User Information** fields including the **Prompt Question** and **Response**. Without this information the system cannot assist the user if the password is forgotten.

Note: The **Start Date** and **End Date** are not required but can be entered if the user should have access to the system only during a certain time period. Leave these fields blank unless you want to establish a firm start/end date for the user.

User Type* **Supervisor** has the ability to edit Company Data and to add new users. **User** can only order Permits for the Company.

13. Continue adding **Users** by clicking the **New** button until all users have been entered.

14. Click the **New** button to add vehicles to your inventory to recall during the Order Permits process.

    *The **Vehicle Information** screen will be displayed.*

15. Complete all **Vehicle Information** fields.

16. Click the **Insert** button to save the vehicle information entered. Click the **Cancel** button to close the *Vehicle Information* screen without saving.

17. Continue adding **Vehicles** by clicking the **New** button until all vehicles have been entered or you can upload your vehicle inventory by clicking on the Excel Spreadsheet button.

18. Click the **Update button** to return to the Company Dash Board.

Note: It is recommended that Company Data be reviewed and updated including adding users. Please see the **Express Pass User Tutorial Videos** accessed from the **Express Pass Login Page** for additional information.

Contact MDOT Permit Division at 888-737-0061 with terminal, vehicle, and user questions.