

How to upload an IRS HVUT-Form 2290 and/or a County Registration in the ePART GVW Web Processing

Please follow the steps outlined below.

PERMITWEB15 : [] By uploading either the Companies HVUT - Form 2290 and/or County Registration form, I understand that the issuance of my GVW Fee Permit will be delayed until this has been reviewed and approved by an MDT Internal User.
 PERMITWEB05 : [] Supplemental supporting documentation(s) may be required for processing and approval of your permit. Scanned or electronic documents may be directly uploaded using the 'Upload' features on this screen. If supporting document(s) are to be submitted via alternate channel (fax, email, courier, mail) please include a comment indicating the delivery channel you will use including the office where the document(s) will be sent. Ensure these document(s) are clearly marked with the transaction tracking number provided upon submission of your application. Incorrect or missing documentation(s) may lead to a delay in the approval process.
 GEN4266 : [] Thank you for your application, it has been submitted for processing. (For Billing screen)

Web Processing Submit

Submit Process

*Account No.: *Application No.:

Permit/VWA Type:

Comments Submit View List Refresh Quit ?

Application No.	Account No.	Permit/VWA Type	Submit Date	Web Processing Status
543733	61505	GROSS VEHICLE WEIGHT PERMIT	10/03/2019	PEN

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Document(s)

Document Type:

Document Type	File Name
HVUT - Form 2290	<input type="button" value="Browse..."/>

Showing 1 to 1 of 1 entries First Previous 1 Next Last

1. From the Web Processing screen, select the Document Type you are uploading from the "Document Type" menu box.

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2. After you select the Document Type, select "Browse". This will open your desktop.

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Showing 1 to 1 of 1 entries First Previous 1 Next Last

Document(s)

Document Type: Add Upload

Document Type	File Name
HVUT - Form 2290	U:\HVUT_Form_2290_Sched1 Browse...

Showing 1 to 1 of 1 entries First Previous 1 Next Last

3. Locate the HVUT-Form 2290 pdf that is saved to your desktop. Select Open. You will now see the document File Name.

Document(s)

Document Type: Add Upload

Document Type	File Name
HVUT - Form 2290	61505_GV01_2019_4_0_HVUT.PDF [X]

Showing 1 to 1 of 1 entries First Previous 1 Next Last

4. Select "Upload". This will upload the document into the ePart system.

Document(s)

Document Type: Add Upload

Document Type	File Name
HVUT - Form 2290	61505_GV01_2019_4_0_HVUT.PDF [X]
County Registration Form	Browse...

Showing 1 to 2 of 2 entries First Previous 1 Next Last

5. If you are uploading multiple documents, such as a HVUT and a County Registration, select the new Document Type from the drop down.

Document(s)

Document Type: Add Upload

Document Type	File Name
HVUT - Form 2290	61505_GV01_2019_4_0_HVUT.PDF [X]
County Registration Form	61505_GV01_2019_4_0_CRF.PDF [X]

Showing 1 to 2 of 2 entries First Previous 1 Next Last

6. Select Browse and upload the document.

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PERMITWEB10 : [0] File uploaded successfully

Web Processing Submit

Submit Process

*Account No.: *Application No.:

Permit/VWA Type:

Comments Submit View List Refresh Quit ?

Application No.	Account No.	Permit/VWA Type	Submit Date	Web Processing Status
543733	61505	GROSS VEHICLE WEIGHT PERMIT	10/03/2019	PEN

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Document(s)

Document Type: Add Upload

Document Type	File Name
HVUT - Form 2290	61505.GV01_2019_4.0.HVUT.PDF [X]
County Registration Form	61505.GV01_2019_4.0.CRF.PDF [X]

Showing 1 to 2 of 2 entries First Previous 1 Next Last

7. Select "Submit" when you are finished uploading the documents.
8. The application is submitted to MCS Headquarters for review.