# MT ePART Helpful Tips

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EPART DEFINITION:

ePART stands for Electronic Permit, Audit, Registration, and Tax.

A review of the table of contents above, gives a full picture of what is being answered in this document.

EPART LOGIN SCREEN:

On the ePART login screen, the two of the three items above in the highlighted area need to show for this application to run properly.

If this application is showing Adobe Acrobat is not installed, [Get Adobe Reader], this is a warning message, not a hard stop. Logging into the application. Once logged in, print a document from your ePART account. If the document prints, no further action is required.

If your system still does not see Adobe Reader, go to the Managing Add-on’s in this document to correct the issue.

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ADOBE READER:

Adobe Reader must be loaded on your computer. If this is a new load, make sure you open the Adobe Reader application before entering ePART to ensure the application is loaded correctly.

If completing a new installation, make sure to restart the computer, not just a shutdown.

On the bottom right-hand side of the ePART Login page, is a link to download Adobe Reader, if you do not already have it.

POP-UP BLOCKER – MICROSOFT EDGE:

1. Startup the Microsoft Edge browser on your PC/Laptop.
2. In the left-pane, click on the **Cookies and Site Permissions** option.
3. In the right-hand side pane, scroll down and click on the **Popups and Redirects** option.
4. Toggle the ‘**Block (Recommended)**’ option to ‘**OFF**’.
5. If you prefer, you can leave the pop-ups marked to off, and Allow the site and enter it as [https://mdt.epart.celtic-host.com/MTEnterprise/](https://mdt.epart.celtic-host.com/MTEnterprise/)
POP-UP BLOCKER – GOOGLE CHROME:

The Pops-up blocked message and icon will only appear on web sites when there are actually pop-ups blocked.

- “How to disable a pop-up blocker” that is stopping this application from loading.
  - On the top right of the screen highlighted in yellow, click and choose the top radio button “Always all pop-ups and redirects from https://mdt.epart.celtic-host.com”. Then select “Done”.

Or, if you want to Manage this, click on the Manage wording. The screen below may populate. This may also be dependent on what your company settings are allowing.

Going the Manage button route may not work as well.
Click add. The site you will add for ePART is mdt.epart.celtic-host.com
MDT FORMS NOT DISPLAYING PROPERLY – PDF’s?

If you are using Google Chrome, Microsoft Edge, or Mozilla Firefox as your internet browser you may have to adjust your settings.

On the MDT Forms page https://www.mdt.mt.gov/publications/forms.aspx#com towards the top of the page, there is a section that goes into the “Having Trouble Opening MDT forms?”. This is also covered below.

MICROSOFT EDGE:

Copy and paste into the Edge address field: edge://settings/content/pdfDocuments

For the detailed instructions:

1. Click on the three dots in the upper right-hand corner.

2. Go to settings
3. Go to cookies and site permissions

4. Scroll down to PDF Documents
5. Change the slider to the left so it shows it is turned off.
6. Close the window
7. PDF files will now open in the PDF reader
Copy and paste into the Edge address field: chrome://settings/content/pdfDocuments

For the detailed instructions:

1. Click on the three dots in the upper right-hand corner.

2. Go to settings / Privacy and Security / Site Settings / Additional Content Settings
3. PDF Documents

4. Click on the Radio Button in front of the Download PDFs.
5. Close the window
6. PDF files will now open in the PDF reader
MOZILLA FIREFOX:

1. Open Firefox, click on the three horizontal lines in upper right, click on Options, scroll down to **Files and Applications**
2. Under Applications see **Portable Document Format (PDF)**
3. Click on Preview in Firefox, click on the drop-down arrow (see the image below)
4. Choose your **Default PDF Viewer** if listed otherwise click on Use Other
5. Find your Adobe PDF program (i.e., Adobe Reader) highlight it and click ok
6. Restart Firefox
CLEAR BROWSING HISTORY FOR MICROSOFT EDGE:

Click on the three dots at the top of the page, and go to History (Ctrl + H)

Once you have clicked on History, Click on the three dots
Click on Clear Browsing History.

Adjust your Time Range and click on the Clear Now button.
CLEAR BROWSING HISTORY FOR GOOGLE CHROME:

Click on the three dots in the top corner and click on History.

Click on the “History” word.
Click on Clear browsing data

Check which browsing data you are clearing, there is a Basic and an Advanced Tab. Make sure you adjust your Time Range also.

Click on Clear data.
CHECK YOUR “AUTOFILL” SETTINGS IN MICROSOFT EDGE:

Click on the ⬇️ in the upper right-hand corner of the screen. Click Settings; then Profile: Check your Personal Info / Basic Info and Passwords.

Note: If you are having issues with your phone numbers populating correctly in ePART, turn the autofill setting off for Personal Info / Fill and Save Basic Info.
For the Profiles / Passwords, the settings may be different for you.
CHECK YOUR "AUTOFILL" SETTINGS IN GOOGLE CHROME:

Note: If you are having issues with your phone numbers populating correctly in ePART, turn the autofill setting off.
MDT ePART Helpful TIPS
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PRINT A PDF FROM ADOBE WHEN USING GOOGLE CHROME:

1. When a PDF is on the screen in the upper right-hand corner, click on the envelope.

2. Send by email application, next.

4. PDF populates
HOW TO SET YOUR DEFAULT ADOBE:

Find a PDF Document on your desktop or in Windows / File Explorer. Do not open the document, right-mouse click on it.

1. Go to “Open with”. Click on “Choose another app”.

2. Make sure you click on Adobe Acrobat DC (in this situation that appears on the screenshot).

3. Check the box at the bottom. “Always use this app to open .pdf files.”
POP UP BLOCKER:

When asked for the Pop-Up Blocker – go to Options for this site and chose “Always allow”.

Note: not all devices allow the pop-up’s to be blocked, such as tablets.

FIND YOUR WINDOWS VERSION:

This procedure does not make any changes to your computer. It only tells you how to find your Windows version.

2. **Type winver** into the *Run* box (see below) then click **OK**.

You will now see a box that tells you your Windows version. Some examples are shown below where the arrow indicates the Windows version. This is usually sufficient as a Windows version number.
HOW TO SET YOUR DEFAULT BROWSER:

1. On your screen, bottom left corner, click on the start icon.

2. Start typing in the word – settings/ go to settings, and the setting apps will appear.

3. Open this up. Click on Apps (Default Apps)

4. Go to Web browser. Click on the browser – and choose the one you would like to have defaulted.

5. Then X out in the upper right corner
EMAILS FROM MT.GOV:

If you believe that you should have received an email from an mt.gov email address, please check your spam/junk folder.

Also make sure that you can accept emails from mt.gov

PASSWORD RESETS INFORMATION:

Your new password must adhere to the following rules:

- Password must be at least 12 characters long.
- Password must begin with an alphabetic character.
- Password must also contain at least one character from three of the following four-character groups: (1) Lowercase Letters[a-z] (2) Uppercase Letters[A-Z] (3) Numbers[0-9] (4) Special Characters[$#_].
- Password cannot contain your account number.
- Password cannot be reused within 60 days or 6 password changes.

In the ePART system the following applies regarding passwords:

- You will have 5 attempts to insert your User ID and/or password
- If you use all 5 attempts your account will be locked and will require the MDT system security officer to reset the password.
  - If the MDT system security officer resets the password, you will be required to enter a password and reset your secret questions.
- If you click “Forgot Password” you will be required to answer your secret question to get to the change password screen.
- If you select “Change Password” from within the system you will be required to enter your old password, enter a new password, and change your secret question.

To reset your password: Click on the Forgot Password link under the Log in section on the “Welcome to ePART Application” page.

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RETRACT / EXPAND WINDOW:

By hovering over the side panel, the panel pops to the side and hides again when the cursor is moved.

USER GUIDE – ?:

If you see a question mark “?” on the system, users can click on this and it will take the user to the section of the user guide for the system that the user is in.

Or, it just may be a helpful tip. For the best results, click under the period on the question mark.
WRENCH – VIEW:

PENDING TRANSACTIONS:

The User VIEW is for Internal users.

The Customer VIEW is for Internal and External Users.

The wrench found on the right-hand side of the screen will help the user show what transactions are done during the timeframe. Take some time to get used to what each of these items do for you as a user.
CUSTOMER DASHBOARD:

User searches on the account number, and then will click on the account number in the search details section.

Note: you must have these items turned on in the wrench view to see this under your customer dashboard.

This area will show users if they have pending transactions and allow the user to continue from this area. Below is an example.

The Permits Summary shown below shows the Customers Insurance, Active Vehicles, and Active Permits. (Note, if you look at the active vehicles at the bottom of the section, this shows that there is 5 pages of active vehicles).
For our External users, the system shows the following as payment types accepted.

For Credit Card and E-Check payments, the user needs to click on the appropriate Credit Card or E-Check box. Do not select from payment type drop down. This field is filled in when payment has been completed.

If there is Escrow on your account, this will be seen at the top of your payment screen. This is the item you would click on under the payment type section. Escrow must be the first payment type used.

The escrow will auto populate with the payment number and the amount as shown below when it is selected as a payment type.

If taking an Electronic Payment type (credit card or electronic check), this will add in another row automatically upon continuation from the payment processor page.

Once the payment has been completed, this is when the payment type is generated from the system and populates as shown below in the payment details section. This example shows the Enterprise Escrow and Credit Card Payments.
PAYMENT & CONTINUE BUTTON:

When you finish paying, please select “Done”. This will take you back to the ePart Payment screen. Do Not click on “Reload”. You will then click on the final “Proceed” and your payment receipt and permit will generate in a PDF.
HOW TO PRINT A PAYMENT RECEIPT:

Go to Operations / Finance / Reprint – Payment Receipt

Type in one of the fields above and proceed (For online users, this field is automatically populated with their account number).

Select the Cart ID that you are looking for. The Payment Receipt will populate to your screen.

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HOW TO SEARCH FOR AN EXISTING PERMIT:

On the Services / Permits Screen go to the Inquiry section.

Click on the Permit/VWA link.

With the account number entered, the user can query on permits issued from one date to another. (see Screen below)

The list of permits will be displayed with the most current defaulting to the top of the list.

The user can click on Permit to see the view of the Printed Permit; or View, to see the screens of the permit.
If looking for a permit by a Plate Number, the user can enter this information as well as the issued from and to dates.

This method of query will also populate the Tree on the left-hand side of the screen.

The fields that users can query on are VIN (the full VIN is needed), Unit No., Plate Number, Application No or the Permit / VWA no.

The Refinements button has also been clicked so further review of a permit can be done.

If you believe that you have an outstanding permit, see the Customer Dashboard.

**HOW TO ADD A VEHICLE IN PERMITS:**

While in permitting on your account, click on the Add Vehicle link
VIN: FOUND IN CVIEW

On the Vehicle Details screen, you will type in the VIN Number and click on the search button.

If the VIN is found in CVIEW it will pull all the data forward that it has found.

VIN: NOT FOUND IN CVIEW, BUT DECODED SUCCESSFULLY

If the VIN is not found in CVIEW, you will get the message above. The key here is that the VIN was decoded successfully.

The above data is filled in. You will be able to enter the Plate number, Unit No. if wanted, Jurisdiction and Vehicle type.
VIN: NOT FOUND IN CVIEW, AND NOT DECODED SUCCESSFULLY

When the VIN cannot be found and is not decoded, the message below is received. You will not be able to override this. You must call in for assistance to have your vehicle added to your account.

How to Change the Status on a Vehicle in Permits:

If the VIN is incorrect on a vehicle, the vehicle status must be changed from Active to End Date Vehicle.

The vehicle information should be re-input with the corrected VIN.

If any data changes on a vehicle besides the VIN, the information can be updated. The VIN is the only field that is not updatable.

Note: Once the vehicle has the status change to End Date Vehicle, the vehicle will drop from the list of vehicles for the account.

Updating Insurance on a Permit Account by the Company:

Go into Services / Permits

Go to the Account Section / Update Account

Make sure that the account number is entered on the screen and proceed.

Scroll down to the bottom of the page under Insurance Details and update the insurance information and proceed through the changes.

Currently the Combined Liability must be at least 1000000.00
MENU FINDER:

At the top of the screen is the Menu Finder (more detail below)

The shopping cart. This will display a number(s) for how many items the user has put into the shopping cart. The benefit of paying by shopping cart, only one payment would be made for the transactions done at that time.

Logout – to logout of the ePART Application.

MENU FINDER – SEARCH RESULT:

The Menu finder is where a user can query for a specific item. Above, “permit” has been queried upon. Above is a sampling of what was returned.
CONTACTS TAB:

When applying for a permit, in the Permits Account Details, please select “OTHER” in the Contacts tab. Please enter the contact name, phone number and an email address.

ROUTING DETAILS:

On your MT ePART Permit, in the Routing Details section, select the orange “Route”, and select your route. This now goes through an Automated Routing System (ARS). If you have issues, a message can be entered on the route and the application will come into the permit queue for a Motor Carrier Services Technician to verify/approve. Once we approve the application, you will receive an email and will need to proceed to Resume Application to pay and print the permit.

ARS USER GUIDE: