



Device Permit Program User Guide

Log In / Register

- New Users:**
- Click on the link above to register; Your **Company Login #** will be required; This was emailed to you.
 - An email will be sent to confirm your identity; Follow the email instructions to complete your registration.

- Returning Users:**
- Click on the link above to log in to your account; Your entire email address is your User Name.
 - Use the "Forgot Password" option to reset your password if needed.

***** Proceed Through These Dashboard Locations To Obtain Your Device Permit(s) *****

My Company

- Confirm company physical address and mailing address
- Add / Edit / Remove contacts; Please maintain at least two company contacts
- Click Save after any changes

My Locations

- Confirm location(s) where your devices are located
- Click blue 'Add Location' to add a new location
- Click pencil icon to edit existing location(s)

My Devices

- Confirm device(s) information
- Click blue 'Add Device' to add a new device
- Click pencil icon to edit existing device(s); Choose 'Inactive' if no longer used
If no longer used, you MUST mark 'Inactive' before proceeding to Application
- **IMPORTANT:** If you have a Vehicle Scale, follow instructions on next page

My Applications

- File your application AFTER everything above has been verified / updated
- Click large blue button to renew / add new device permit(s) application
- Proceed through application screens and payment screens
(Credit / debit cards and ACH accepted; American Express NOT ACCEPTED)
- Print the completed application to serve as an invoice if needed for A.P.

My Permits

- View / Download / Print device permits
- Immediately available following payment

My Banking

- View payment history

Past Due Balance

- Outstanding balances can be viewed and paid
- Unpaid previous years, late fees, and new applications filed but not paid yet



Device Permit Program User Guide

- ★ The device permit renewal period runs from July 1st to June 30th each year.
- ★ The annual permit renewal fee is \$75 per device.
- ★ In the State of Ohio, the following commercially used devices require permits:

*Vehicle Scale:	A scale adapted to weighing highway, farm, or other large industrial vehicles (except railroad freight cars), loaded or unloaded.
Livestock Scale:	A scale equipped with stock racks and gates and adapted to weighing livestock standing on the scale platform.
Railway Scale:	A scale that is designed to weigh railroad cars. DOES NOT include monorail scales (meat processing) or hopper scales above railroad cars.
LPG Meter:	A meter designed to measure and deliver liquefied petroleum gas in the liquid state by a definite quantity, whether installed in a permanent location or mounted on a vehicle.
Vehicle Tank Meter:	A vehicle mounted device that is designed for the measurement and delivery of liquid products from a tank. DOES NOT include mass flow meters.
Bulk (Loading) Rack Meter:	A wholesale device, usually mounted on a rack, that is designed for the measurement and delivery of liquid products. DOES NOT include mass flow meters.

***If your device is a Vehicle Scale:**

You must select YES or NO in the "Public Use" box.

Navigate to My Devices and click the pencil edit icon to make this selection.

Example: Do you allow the public to use your scale to weigh trailers for Ohio BMV requirements?



More information regarding device operation permits can be found by clicking on the following links:

Ohio Revised Code, Section 1327.501 | Weighing and Measuring Device Operation Permits
<https://codes.ohio.gov/ohio-revised-code/section-1327.501>

Ohio Administrative Code, Chapter 901:6-4 | Registration of Weighing and Measuring Devices.
<https://codes.ohio.gov/ohio-administrative-code/rule-901:6-4-01>