

This is to inform you that Louisiana Department of Transportation and Development (LA DOTD) is implementing a new permitting software application for OverSize | Overweight Vehicles called **LaGeaux** on **April 1, 2019**. Please be on the lookout for an email coming from DotdLaGeaux@LA.GOV with logon and new system information on Sunday 03/31/2019. Latest announcement regarding LaGeaux system is available via this link <http://perba.dotd.louisiana.gov/welcome.nsf/IIROLOOP>.

- LaGeaux Permitting Application will be in Production on **April 1, 2019**
- On **Thursday March 28, 2019** at 5:00 PM the old system, PERBA, will no longer be available.
- LADOTD will not accept any permits from **March 29 – March 31, 2019**.

Login to LaGeaux:

The new system will require new login credentials and you will receive a default username assigned to your company. You must enter a password associated with the default username to access the system. The default user automatically has an Executive role assigned to it (more information about roles are below).

How to Reset Your Password

1. The system requests that you change your password within 30 days of receiving the initial email when LaGeaux goes into production.
2. The system will send out an email with login instructions.
3. If you cannot make the 30-day deadline, login to the system and select, Forgot Password button.
 - a. Enter the default username and check “I am not a Robot”
 - b. The system will generate a new email notification for you to reset your password.
 - c. Follow the link in the email to set your password
4. Record your password in a safe place

How to login – initial session

- Enter your username – will be the default username
- Enter your password
- You will be presented to a Website Disclaimer
 - Review the Disclaimer
 - Check the Disclaimer box saying, “I have read and agree to the terms of the LaDOTD Website Disclaimer.”
- You will see a Welcome Banner titled: Administrative Notifications
 - Select OK to close the notifications
- You will be directed to your Dashboard and workspace
 - Expect No Applications or permits listed on the initial login
 - You will not see applications until new applications are created.

How to Add New Users

Once you have set your password and can login, you can add additional new users to your account.

To add new users:

1. Select Management Tab
2. Select the Users from the Pull-down menu
3. Select Search to see the users assigned to your company
4. Select Add New User Button (located above the list of users)
 - On the initial login, you will only see your default username and information
5. Enter a username
 - The user name must be unique to the system (not just your company)
 - The system will give you a message indicating a username that is already in the system and ask the user to change the username.
6. Enter Role – the system has 2 different roles for companies that allow different functions depending upon the role assigned to the user.
 - Executive Role:
 - More functions are available for an Executive User as compared to an Associate User
 - Can enter and pay for permit applications
 - Can enter Form Information
 - Can create and disable users
 - Can edit Company Profile
 - Can Add Branch Information to the Company Profile
 - If privileges are set, can use the company's bond account for permit and form payments
 - Associate Role
 - Limited Privileges available to Associate Role as compared to Executive Role
 - Can enter and pay for permit applications
 - Can enter Form Information
 - If privileges are set, an associate user can use the company's bond account for permit and form payments
 - Can Add Branch Information to the Company Profile
7. Allow Bond Deferral
 - If you have established a bond account with Louisiana, you can allow a new user to defer against the bond.
 - If the executive user determines if a bond payment is allowed by the user, the bond deferral must be checked for any user no matter their role.
8. Enter an email address for the new user
9. Select Submit
10. The new user will receive an email at the respective email address to reset their password.
 - Have the new user follow the link on the email to reset the password.
 - Make sure to record the newly entered password in a safe place.
 - When establishing new user accounts, the user will only have 30-minutes to establish their passwords.

Login URL:

Not available until Monday, April 1, 2019 at 6 AM

Follow these Steps:

- Go to <http://www.dotd.la.gov>
- click on the tab "Business working with DOTD"
- Select Option: Get a Permit
- Select Truck Permits