



Vehicle Size and Weight Enforcement Website

User's Guide

Document Version 1.0

Available Online

The Vehicle Size and Weight Enforcement User Guide is also available online at <http://vsw.fhwa.dot.gov>. Users must first register and/or log in to the Vehicle Size and Weight Enforcement (VSW) website to view the Guide. (See Chapter 2 for instructions about how to register and log in to the website.)

After logging in, select the **VSW User Guide** link provided on the initial page inside the VSW website. (The Guide is also listed in the left menu bar on each webpage in the VSW website.)

Vehicle Size and Weight State Enforcement

Federal Highway Administration Policy requires each State to enforce vehicle size and weight laws to ensure that vehicles traversing the highway system do not exceed the limits specified by law.

Vehicle size and weight limits are based upon design specifications and safety considerations, and enforcement prevents premature deterioration of the highway pavement and structures and provides a safe driving environment.



Refer to the [VSW User Guide](#) for more information about how to use the functions available on the VSW website.


Select the icon on the following page to view the PDF. (If Adobe Acrobat Reader is not currently installed on your computer, select the link listed to download it before attempting to open the Guide.) The Guide will open in a new browser window to enable you to reference the Guide while working within the VSW website.

VSW User Guide

The VSW user guide is in PDF format and will require Adobe Acrobat Reader to view it. (Go to <http://www.adobe.com/products/acrobat/readstep2.html> to download Adobe Acrobat Reader if it is not currently installed on your computer.)

The VSW user guide will open in a new window and will not interfere with anything in the existing window. Allow the new window to remain open to refer back to the user guide while you are working within the VSW website or simply close the new window when you are finished viewing the user guide.

To view information on a particular topic, go to the "Table of Contents" within the user guide and select (roll-over with your mouse and click) a particular section of the guide.



(Select the above icon to view the [User Guide](#).)

Contact the VSW Help Desk by email at vswadmin@macrosysrt.com or phone at **1-800-977-VSWE** (8793) if you have any problems accessing or viewing the User Guide or the VSW website.



U.S. Department of Transportation Federal Highway Administration

Vehicle Size and Weight Enforcement Website

User's Guide

Document Version 1.0
Updated 9/23/2005

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Table of Contents

Chapter 1: Welcome to the Vehicle Size and Weight Enforcement Website	1
Introduction to the VSW Website	2
About This Guide.....	3
Organization of This Guide	3
Terms and Marks in This Guide	4
Chapter 2: General Functions for All Users ...	7
Registering for a User Account	8
Logging In.....	10
Logging Out	12
Changing Your User Password	12
Changing Your Expired User Password.....	14
Viewing State Enforcement Plans.....	15
Viewing Certifications.....	17
Viewing a Plan Report	20
Viewing a Certification Report	22
Accessing the Reference Library	24
Accessing FAQ	26
Accessing Related External Sites	27
Chapter 3: State Office Functions	29
Preparing and Submitting a State Enforcement Plan	30
Preparing and Submitting a Certification.....	33
Chapter 4: Division Office Functions	37
Reviewing a State Enforcement Plan	38
Reviewing a Certification	42
Chapter 5: Headquarter Office Functions....	47
Reviewing a State Enforcement Plan	48
Reviewing a Certification	51
Managing FAQ	55
Managing the Reference Library	57
Managing Users	61
Posting Announcements	62
Appendix A: User Support.....	65
Troubleshooting Guide	65
Contact Information	66
Appendix B: Technical Specifications.....	67

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Chapter 1

Welcome to the Vehicle Size and Weight Enforcement Website

This chapter presents an introduction to the Vehicle Size and Weight Enforcement website and this Guide. It includes the following two sections:

- Introduction to the VSW Website, and
- About This Guide

Subsequent chapters provide more detailed information about how to use specific functions within the website.

Introduction to the VSW Website

The Vehicle Size and Weight Enforcement (VSW) web application serves as an automated reporting system and community website for offices within the Federal Highway Administration (FHWA) that oversee vehicle size & weight enforcement and for state agencies responsible for reporting to FHWA on enforcement activities. Through this website, the state, FHWA division, and FHWA headquarter offices share documentation and communicate within an electronic forum.

State offices use the VSW website to prepare and submit annual State Enforcement Plans (SEP) and Certifications to the division office. Division offices for each state then access and review these plans and certifications to approve or reject and include comments as appropriate for state offices to view online. The headquarter office then accesses and reviews all plans and certifications for final approval.

Users within each office (state, division, and headquarter) are registered with separate types of user roles, with different capabilities and access to website functions. With this in mind, the *Vehicle Size and Weight Enforcement Website User's Guide* (hereafter referred to as the Guide) has been organized according to user roles. The following section, "About This Guide," provides a descriptive outline of the sections included in this Guide.

About This Guide

The VSW website supports three user roles: state, FHWA division, and FHWA headquarter. Each user role allows access to different functions of the website. This Guide is organized according to functions available within each user role.

Organization of This Guide

Chapter 1: Welcome to the Vehicle Size and Weight Enforcement Website

Chapter 1 offers an introduction to the VSW website and this Guide. It provides a brief summary of the website's functionality, describes the sections in this Guide, and provides a list of terms and marks used in this Guide.

Chapter 2: General Functions for All Users

Some functions are common to all users (state, division, and headquarter). Chapter 2 explains how to perform these common functions that are available to all users.

Chapter 3: State Office Functions

State office users access the website to perform two main tasks in addition to general functions: preparing and submitting SEPs and certifications. Chapter 3 explains how to perform these functions.

Chapter 4: FHWA Division Office Functions

Division office users access the website to perform two main tasks in addition to general functions: reviewing SEPs and certifications. Chapter 4 explains how to perform these functions.

Chapter 5: FHWA Headquarter Office Functions

Headquarter office users access the website to perform six main tasks in addition to general functions: reviewing SEPs and certifications; managing frequently asked questions (FAQ), the reference library, and users; and posting announcements. Chapter 5 explains how to perform these functions.

Appendix A: User Support

Appendix A provides a troubleshooting guide and contact information for users who need additional information or assistance to access or use the VSW website.



Appendix B: Technical Specifications

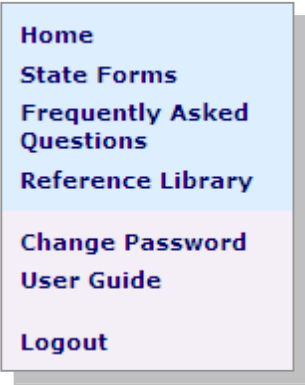

Appendix B lists software and hardware requirements for accessing and performing functions within the VSW website.

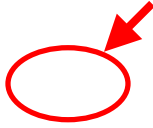


Terms and Marks in This Guide

Some terms (words) and marks (graphics) have been used in this guide to explain website functions. Table 1 lists and defines these terms and marks.

Table 1: Terms and Marks in This Guide

Terms and Marks in This Guide	
Term or Mark	Explanation
Bolded word(s) in text	Type that designate(s) a selection option (link) within the web page other than a button.
Button	An illustration that represents a graphic selection option on the website. 
Drop-down menu	Field that includes a list of options to select from. 
Field	Cell (box) used to insert text in a form.
Highlight	An action that involves selecting one or more words to copy or erase.

Terms and Marks in This Guide	
Term or Mark	Explanation
<i>Italicized word(s) in text</i>	Type that emphasize(s) important text in the manual.
Left menu bar	<p>Main list of links that is standard on all pages.</p> <p>State and division office users:</p>  <p>Headquarter office users:</p> 
Link	Underlined text on the web page that connects to subsequent pages.
Note	<p>Callout text that presents additional useful information.</p> <hr/> <p>Note: Underlined text on web pages designates a link.</p>

Terms and Marks in This Guide	
Term or Mark	Explanation
"Quotation" marks around text	Marks that designate an exact term used from the website.
Red arrow and ellipse in screen captures	A symbol that identifies an in-text link on the website users can select. 
Screen capture	An illustration that presents an image (either a selection or entire screen) from the website. 
Scroll (up/down)	To move up and down in a screen or menu by positioning the cursor on the up and down arrows located at the right side of a screen or menu. 
Select	An action that involves clicking text (usually a link) by pressing the left mouse button.

Chapter 2

General Functions for All Users

The Vehicle Size and Weight Enforcement (VSW) website is accessible via three user roles, which are assigned to each user (in state, FHWA division, or FHWA headquarter office) according to the types of functions each user needs to perform (according to the office in which they work). Certain functions are restricted to the specific user role. These restricted functions are described in Chapters 3, 4, and 5. This chapter, however, describes general functions that are available to all users:

- Registering for a User Account,
- Logging In and Out,
- Changing Your User Password,
- Changing Your Expired User Password,
- Viewing State Enforcement Plans (SEP),
- Viewing Certifications,
- Accessing the Reference Library,
- Accessing Frequently Asked Questions (FAQ), and
- Accessing Related External Sites.

The following pages provide detailed descriptions of each of these functions.

Registering for a User Account

Users must register for a user account in order to access the Vehicle Size and Weight Enforcement website. The following instructions explain how to register for a user account by creating a username and password.

Note: Only employees in the Freight Management and Operations' state, division, and headquarter offices who submit or review SEPs and Certifications are eligible to register and obtain a valid user account. If you qualify according to these requirements, you may register for an account. If you feel you meet these requirements, but are unable to register for an account, contact the VSW Help Desk at vswadmin@macrosysrt.com.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Type the following uniform resource locator (URL) in your browser:
<http://vsw.fhwa.dot.gov>.
2. Register for a new account.
 - a. Select the **register here** option.

Login

Notice: You are attempting to access a Federal computer system, which is the property of the United States Government. It is for authorized use only.
Please provide your username and password in the boxes below.

Username:

Password:

Only previously designated state, FHWA division, and FHWA headquarter employees who submit or review SEPs and Certifications are eligible to register and obtain valid user accounts. If you qualify according to these requirements, [register here](#). Contact the VSW Help Desk at vswadmin@macrosysrt.com if you feel you meet these requirements but are unable to gain access.

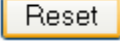
Note: Underlined text on web pages designates a link.

b. Complete *all fields* in the registration form.

Note: Passwords must be at least eight characters, consisting of uppercase and lowercase letters and a special character. Also, your password will expire in 90 days; you will need to register a new password once the 90 days have elapsed. When this happens, refer to the “Changing Your Expired User Password” section in this guide.

c. Select Submit  to submit the form,

OR

Select Reset  to clear the form and re-enter information. (Make sure to select Submit after re-entering information.)

If your registration request has been *successfully submitted*, the following text will appear:

Registration

Your registration request has been successfully submitted. A confirmation email has been sent to you. Once we receive your reply, your account will be activated. You will be able to login after you receive the notification email.

If your registration request *failed* to submit successfully, the following text will appear:

Registration

Your registration request has failed due to the following missing information.

- * First Name
- * Last Name
- * Email
- * Username
- * Password

[Go back](#) to register again.

If this screen appears, select the **Go back** option to complete the missing information and re-submit.

3. Confirm the user registration.
 - a. Access your personal email inbox that corresponds to the email address you included in the registration form.
 - b. Open the confirmation email from vswadmin@macrosysrt.com.
 - c. Select "Reply."
 - d. Select "Send."

Refer to the following section for instructions about using your new username and password to access the website.

Logging In

Once a user account has been created, the user can log in to the VSW website. The following instructions explain how to log in to the website using the unique username and password.

1. Go to the VSW website.
 - a. Type the following URL in the address line of your Internet browser:
<http://vsw.fhwa.dot.gov>.
2. Insert a username and password.

- a. Type your username in the "Username" field and your password in the "Password" field.

Login

Notice: You are attempting to access a Federal computer system, which is the property of the United States Government. It is for authorized use only. Please provide your username and password in the boxes below.

Username:

Password:

Only previously designated state, FHWA division, and FHWA headquarter employees who submit or review SEPs and Certifications are eligible to register and obtain valid user accounts. If you qualify according to these requirements, [register here](#). Contact the VSW Help Desk at yvswadmin@macrosysrt.com if you feel you meet these requirements but are unable to gain access.

3. Select Login.

Note: After six failed login attempts, you will be blocked from logging in for 30 minutes. You can retry logging in after 30 minutes have elapsed, or contact the VSW Help Desk for assistance (see Appendix A for contact information).

4. Select Accept on the "Terms and Conditions of Use/VSW Rules of Behavior" page to enter the VSW website.

Address <http://localhost/terms.jsp>

As a user of the Vehicle Size and Weight system, I understand that I am personally responsible for my use and any misuse of my system account and password. I understand that by accessing a U.S. government information system that I must comply with the following requirements:

1. The VSW system is intended for official government use only.
2. The VSW system cannot be used for commercial purposes, for financial gain, or in support of "for profit" non-government activities.
3. The government reserves the right to monitor the activity of any machine connected to its infrastructure.
4. The VSW system is the property of the Federal government. DOT owns the data stored in the system, including all email messages and information, even those deemed personal.
5. Sensitive information will not be transmitted at a level higher than what the system is approved for.
6. Information that was obtained via the VSW system will not be divulged outside of government channels without the express permission of the data owner.
7. Any activity that would discredit DOT, including seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or material is not permitted.
8. Any activity that violates Federal laws for information protection (e.g. hacking, spamming, etc.) is not permitted.
9. A VSW system account is provided solely for the use of the individual for whom it was created. Passwords or any other authentication mechanism should never be shared or stored any place accessible. If stored, a password must not be stored in a clear-text or readable format.
10. Passwords must be changed every 90 days. Passwords must be at least eight alphanumeric characters in length, and contain at least one special character (e.g. @, \$, #, etc.) and one number. (Passwords are also case sensitive.)
11. Virus prevention tools must be installed and kept current on any and all machines from which the network is accessed.
12. Any security problems, password compromises, or anomalies in system performance must be reported immediately to the VSW system help desk.

I understand that Federal law provides for punishment under Title 18, U.S. Code, including a fine and up to 10 years in jail for the first offense for anyone who:

- a. Knowingly accesses an information system without authorization, or exceeds access, and obtains information that requires protection against unauthorized disclosure.
- b. Intentionally, without authorization, accesses a government information system and impacts the government's operation, including availability of that system.
- c. Intentionally accesses a government information system without authorization, and alters, damages, or destroys information therein.
- d. Prevents authorized use of the system or accesses a government information system without authorization, or exceeds authorized access, and obtains anything of value.

By my selecting "Accept", I am indicating that I have read, understand, and will comply with these requirements as a condition of maintaining an active account with access to the VSW system. I also understand that failure to comply with requirements may result in disciplinary action.

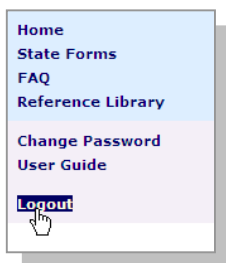
Note: You must agree to the Terms and Conditions of Use and VSW Rules of Behavior in order to access the VSW website.

This page will appear each time you login to the VSW website. Therefore, you must agree to abide by these terms and rules each time you access the website.

Logging Out

Users can logout of the VSW website to end their user session. The following instructions explain how to logout.

1. Select **Logout** in the left menu bar.



Changing Your User Password

After a user account has been created, a user can change or modify the user password. (All users must change their user passwords every 90 days.) The following instructions explain how to change a user password.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Change your password.
 - a. Select **Change Password** in the left menu bar.

b. Complete all information fields.

Change Password

Note: All fields are mandatory.

Old Password

New Password (Password must be at least 8 characters, consisting of uppercase and lowercase letters, and special character)

Confirm Password

3. Select Submit ,

OR

Select Reset to clear all fields and re-enter information. (Make sure to select Submit after re-entering information.)

Note: All users must change their passwords after 90 days. The changed password cannot be the same as any of the previous three passwords.

Users cannot access the VSW website after 90 days if their user passwords have not been changed.

Refer to the following section "Changing Your Expired User Password" for information about how to change your password after 90 days have elapsed.

Changing Your Expired User Password

A user's password expires 90 days from the time it was registered. Users must register a new password at the end of the 90 days to continue accessing the VSW website. The following instructions explain how to change your expired user password.

1. Go to the VSW website.
 - a. Login (using your existing password) at <http://vsw.fhwa.dot.gov>.
2. Select the **change your password now** option.

Expired Password

Your password has expired and must be changed in order to access the VSW website. You will not be permitted to access the VSW website until your password has been changed.

Please [change your password now](#) to continue accessing the VSW website.

3. Complete all fields on the "Change Password" page.

Change Password

Note: All fields are mandatory.

Old Password

New Password (Password must be at least 8 characters, consisting of uppercase and lowercase letters, and special character)

Confirm Password

4. Select Submit.
5. Select a menu item from the left menu bar to begin using the VSW website.

Viewing State Enforcement Plans

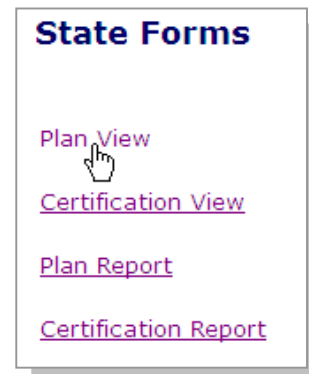
Users can view a plan once it has been submitted. (See Chapter 3 for information about submitting a State Enforcement Plan—a function that is only available to state users.) The following instructions explain how to view a plan once it has been submitted.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Plan View** option from the list of links below “State Forms.”



(State users)

Or



(Division and headquarter users)

4. Choose a plan to view.
 - a. Select a *year* from the "Select Year" drop-down menu.

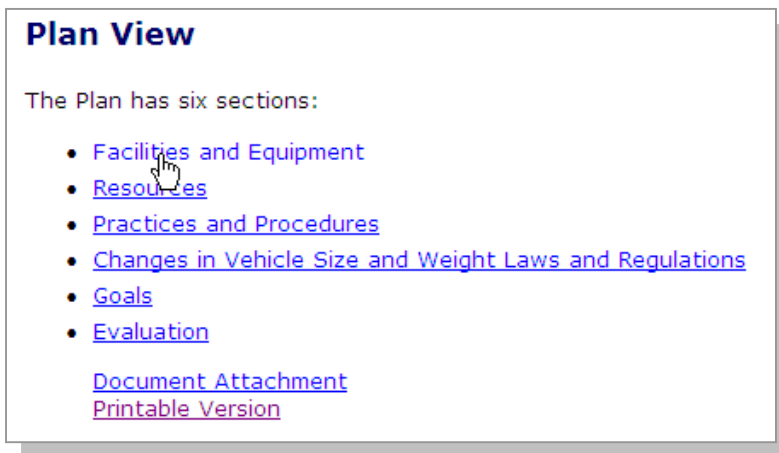


Select Year:
2004 ▼

Note: Headquarter users must also select a *state* from the "Select State" drop-down menu.

- b. Select Continue. 

5. View the plan.
 - a. Select a section of the plan from the bulleted list to view it.



Plan View

The Plan has six sections:

- [Facilities and Equipment](#)
- [Resources](#)
- [Practices and Procedures](#)
- [Changes in Vehicle Size and Weight Laws and Regulations](#)
- [Goals](#)
- [Evaluation](#)

[Document Attachment](#)
[Printable Version](#)

Note: Division and headquarter office users may see "not saved" in parentheses next to the bulleted items. This means that the section has not been reviewed and saved. See Chapters 4 and 5 for more information about this and other functions available to division and headquarter office users.

- b. Select the **Next Page** option on each subsequent page to view the various sections in the report,



Note: The Previous Page link allows you to go back to the page you were viewing last.

OR

Select the **Plan View** link to return to the section menu and select each section separately.

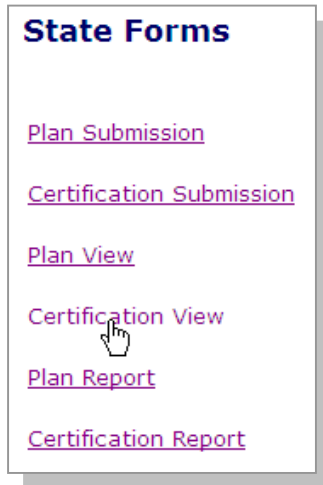


Viewing Certifications

Users can view a certification once it has been submitted. (See Chapter 3 for information about submitting a certification—a function that is only available to state users.) The following instructions explain how to view a certification once it has been submitted.

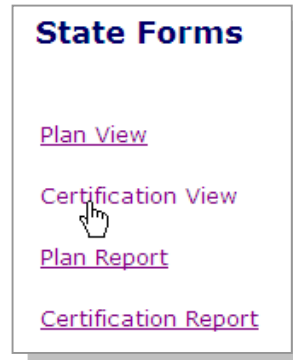
1. Go to the Vehicle Size and Weight Enforcement website.

- a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Certification View** option from the list of links below “State Forms.”



(State users)

Or



(Division and headquarter users)

4. Choose a certification to view.
 - a. Select a year from the “Select Year” drop-down menu.



Note: Headquarter users must also select a *state* from the “Select State” drop-down menu.

- b. Select Continue. 

5. View the certification.

- a. Select a section of the report from the bulleted list to view it.

Certification View

The Certification has three sections:

- [Statement](#)
- [New Law or Regulation](#)
- [Report of Enforcement Efforts](#)

[Document Attachment](#)
[Printable Version](#)

Note: Division and headquarter office users may see “not saved” in parentheses next to the bulleted items. This means that the section has not been reviewed and saved. See Chapters 4 and 5 for more information about this and other functions available to division and headquarter office users.

- b. Select the **Next Page** option on each subsequent page to view the various sections in the report,

Analysis of the changes made:

[PREVIOUS PAGE](#) [NEXT PAGE](#)

OR

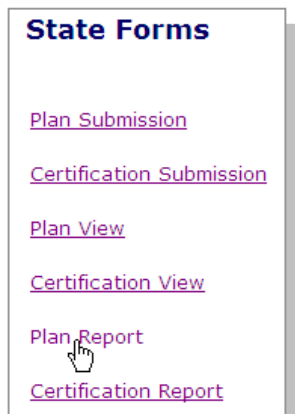
Select the **Certification View** link to return to the section menu and select each section separately.



Viewing a Plan Report

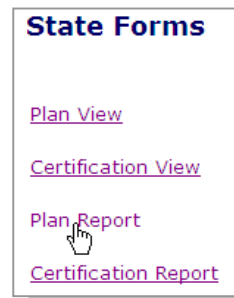
The "Plan Report" option enables all users to view compiled data from the State Enforcement Plan. The plan report can be viewed in either an HTML or a spreadsheet format. The following instructions explain how to view a plan report.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Plan Report** option from the list under "State Forms."



(State users)

Or



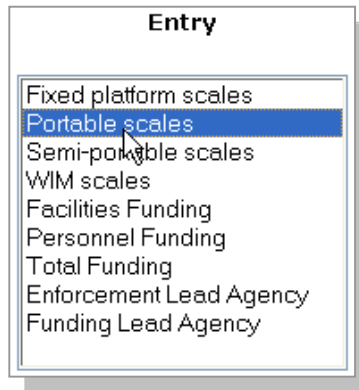
(Division and headquarter users)

4. Choose a plan report to view.
 - a. Select a *year* from the "Year" scrolling-menu.



Note: Headquarter office users must also select a *state* from the "State" scrolling-menu.

- b. Select an *entry* from the "Entry" menu.




Note: Press Ctrl while selecting menu items to select multiple items.


State and division office users can select more than one option from the "Year" and "Entry" menus by pressing Ctrl while selecting options.

Headquarter users can select multiple options from the "State" menu *or* multiple options from the "Year" menu and the "Entry" menu. (Multiple options from the "State" menu *cannot be selected in conjunction with* multiple options in the "Year" and "Entry" menus.)

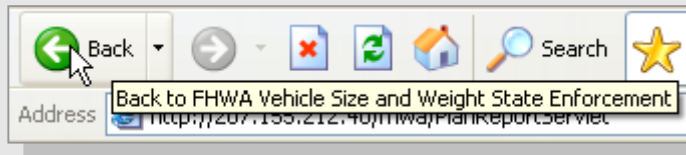
5. Choose a format for the plan report.

- a. Select Generate HTML  to view the plan report in HTML format,

OR

- Select Generate Spreadsheet  to view the plan report in a spreadsheet format (using Microsoft Excel).

Note: Select the Back button in your Internet browser to return to the Plan Report page in the Vehicle Size and Weight Enforcement website after viewing the HTML or spreadsheet version of the report.

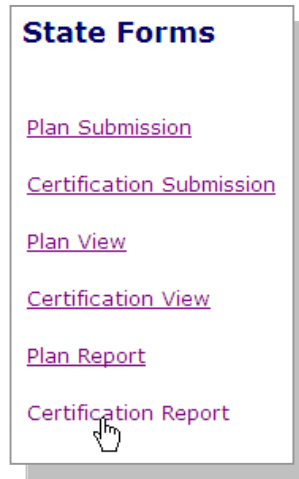


Viewing a Certification Report

The "Certification Report" option enables all users to view compiled data from a certification. The certification report can be viewed in either an HTML or a spreadsheet format. The following instructions explain how to view a certification report.

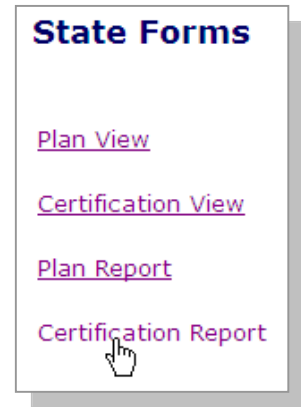
1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.

3. Select the **Certification Report** option from the list under "State Forms."



(State users)

Or



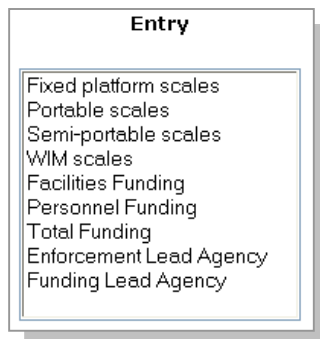
(Division and headquarter users)

4. Choose a certification report to view.
 - a. Select a *year* from the "Year" scrolling-menu.



Note: Headquarter office users must also select a *state* from the "State" scrolling-menu.

- b. Select an *entry* from the "Entry" menu.

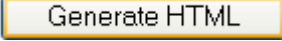


Note: Press Ctrl while selecting menu items to select multiple items.


State and division office users can select more than one option from the "Year" and "Entry" menus by pressing Ctrl while selecting options.

Headquarter users can select multiple options from the "State" menu *or* multiple options from the "Year" menu and the "Entry" menu. (Multiple options from the "State" menu *cannot be selected in conjunction with* multiple options in the "Year" and "Entry" menus.)

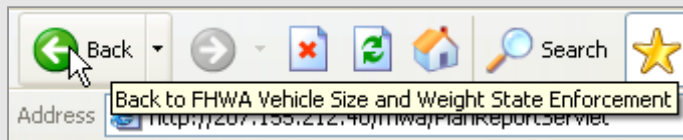
6. Choose a format for the certification report.

- a. Select Generate HTML  to view the certification report in HTML format,

OR

Select Generate Spreadsheet  to view the certification report in a spreadsheet format (using Microsoft Excel).

Note: Select the Back button in your Internet browser to return to the Certification Report page in the Vehicle Size and Weight Enforcement website after viewing the HTML and spreadsheet versions of the report.



Accessing the Reference Library

The reference library provides resources for more information. The following instructions explain how to access these resources. (See Chapter 5 for more information about managing the reference library—

an option that is only available to Headquarter office users.)

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **Reference Library** from the left menu bar.
3. Choose a reference to view.
 - a. Select a reference link from the list below "Reference Library."

Reference Library

Document List: (PDF's require Adobe Acrobat 4.0+, [Click Here](#) to download)

[U.S. Transportation Secretary Mineta Announces \\$15 Million in Grants for 104 Scenic Byway Projects](#) (Tue Jun 08 21:19:38 EDT 2004, posted by Tom George)

[FHWA Home page](#) (Tue Jun 08 21:50:20 EDT 2004, posted by Tom George)

[FHWA Photo](#) (Tue Jun 08 21:53:31 EDT 2004, posted by Tom George)

[TRB Study on Commercial Vehicle Size and Weight](#) (Thu Jun 10 13:43:51 EDT 2004, posted by Tom George)

[macrosys](#) (Tue Jun 15 14:26:33 EDT 2004, posted by Tom George)

[TSW Report](#) (Tue Jun 15 14:28:57 EDT 2004, posted by Tom George)

- b. Select the website address link on the subsequent page (or select **Continue**) to view the reference,

You Are Now Leaving the FHWA Vehicle Size and Weight Web Site

You are about to access

<http://www.fhwa.dot.gov/pressroom/fhwa0407.htm>

Thank you for visiting.

Our web sites have many links to other organizations, such as educational institutions and non-profit associations. While we offer these electronic linkages for your convenience in accessing transportation-related information, please be aware that when you exit our web sites, the privacy policy stated on our web sites may not be the same as that on other web sites. In addition, DOT cannot attest to the accuracy of information provided by linked sites. Linking to a web site does not constitute an endorsement by DOT or any of its employees of the sponsors of the site or the products presented on the site.

[Continue](#)

Note: This subsequent page (announcing that “You Are Now Leaving the FHWA Vehicle Size and Weight Web Site”) only appears after selecting a link that connects to a site outside of the Vehicle Size and Weight Enforcement website.

OR

Remain within the Vehicle Size and Weight Enforcement website by selecting a link from the left menu bar.

Note: Some references are in PDF format and require Adobe Acrobat 4.0+ (or higher). If you do not have Adobe Acrobat 4.0+, select the Click here option.

Reference Library

Document List: (PDF's require Adobe Acrobat 4.0+ [Click Here](#) to download)

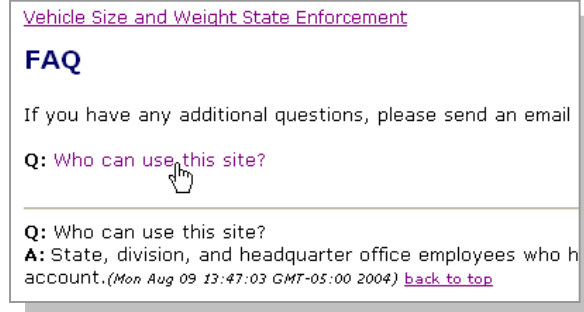
[U.S. Transportation Secretary Mineta Announces \\$15 Million in Grants for 104 Scenic](#)

Accessing FAQ

The frequently asked questions (FAQ) page presents a list of commonly asked questions and answers that provide general information for users. The following instructions explain how to view information on this page.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **FAQ** from the left menu bar.

3. View an FAQ.
 - a. Select a question from the list below “FAQ” to view the corresponding answer.

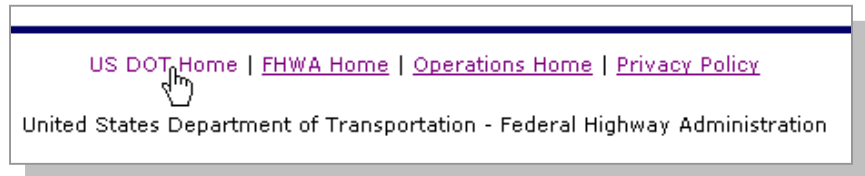


Note: If you would like information about a topic that is not covered on the FAQ page, select the email address (vswadmin@macrosysrt.com) option and send an email to request more information.

Accessing Related External Sites

Links to additional related sites are provided at the bottom of all pages within the Vehicle Size and Weight Enforcement website. The following instructions explain how to access these additional sites.

1. Select a link from the bottom menu bar.



This page is intentionally left blank.

Chapter 3

State Office Functions

State office users perform two functions within the VSW website in addition to the general functions listed in Chapter 2:

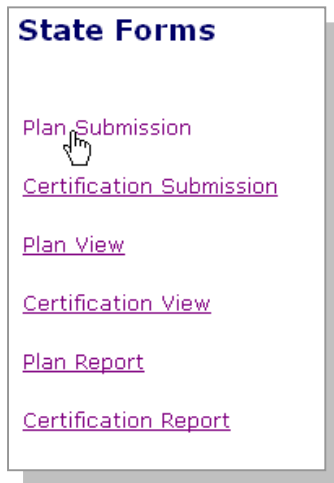
- Preparing and submitting a State Enforcement Plan, and
- Preparing and submitting a Certification.

The following pages provide instructions for performing each function.

Preparing and Submitting a State Enforcement Plan


The “Plan Submission” option allows state offices to prepare and submit State Enforcement Plans (SEPs) to division offices for review. The following instructions explain how to prepare and submit a plan.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Plan Submission** option from the list of links below “State Forms.”



4. Choose a plan to submit.
 - a. Select a *year* from the “Select Year” drop-down menu.



b. Select Continue .

5. Complete and submit the plan.
 - a. Select a section of the report from the bulleted list to complete it.

Plan Submission

The Plan Submission has six sections:

- [Facilities and Equipment](#) (saved)
- [Resources](#) (unfinished)
- [Practices and Procedures](#) (unfinished)
- [Changes in Vehicle Size and Weight Laws and Regulations](#) (unfinished)
- [Goals](#) (unfinished)
- [Evaluation](#) (unfinished)

[Document Attachment](#)
[Submit Plan](#)

You must complete all six sections to submit and obtain a valid plan.

Note: "Saved" is shown in parentheses when a section has been completed and saved.

- b. Complete all of the fields on the page.
 - i. Position the cursor in a field.
 - ii. Type text in each field,

Facilities and Equipment

Fixed platform scales

Total number:

Locations:

OR

Select **Load data from last year** to insert data from the previous year's plan.



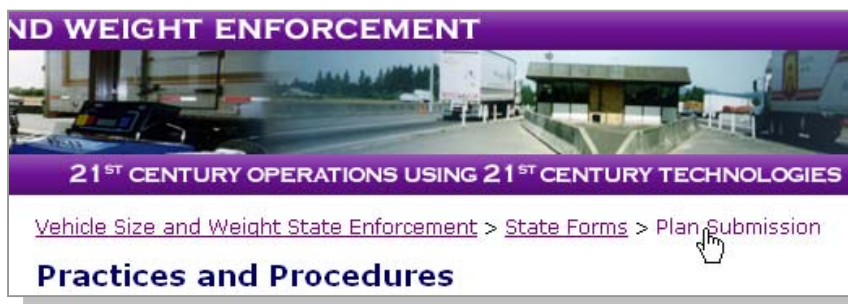
Note: If the current plan is the first plan that has been submitted through the VSW website, the "Load data from last year" option *will not be available*. For example, if the SEP for 2005 was not submitted through the VSW website, the "Load data from last year" option will not be available for the SEP for 2006.

c. Select Save .

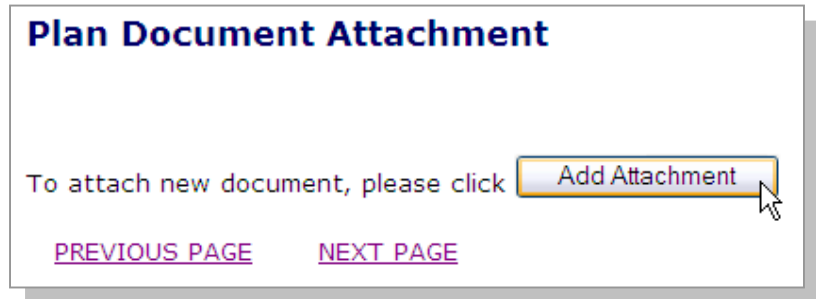
d. Select the **Next Page** option to continue with the next section of the report,

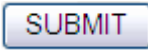
OR

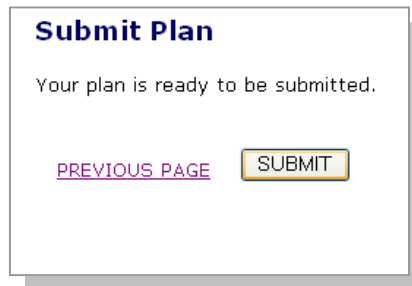
Select the **Plan Submission** link at the top of the page to return to the Plan Submission page report sections list.



- e. Select Add Attachment  on the Plan Document Attachment page (if an attachment is necessary).



6. Submit the plan.
 - a. Select Submit  when all sections of the plan have been completed.

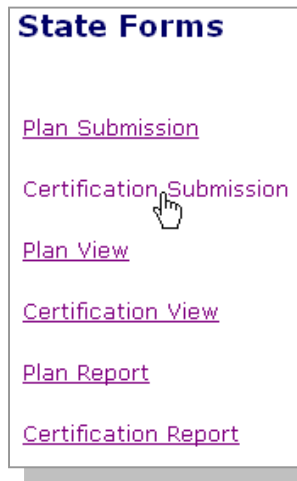


Preparing and Submitting a Certification

The “Certification Submission” option allows state offices to prepare and submit certifications to division offices for review. The following instructions explain how to submit a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.

3. Select the **Certification Submission** option from the list of links below "State Forms."



4. Choose a certification to submit.
 - a. Select a *year* from the "Select Year" drop-down menu.



- a. Select Continue.

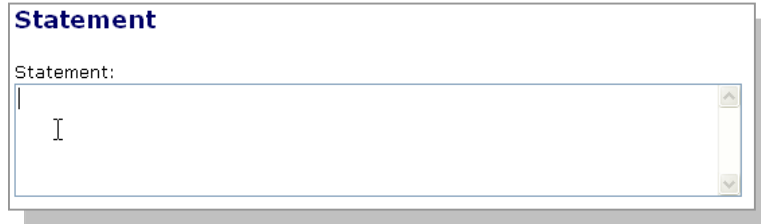


5. Complete and submit the certification.
 - a. Select a section of the report from the bulleted list to insert content.



- a. Complete all of the fields on the web page.

- i. Position the cursor in a field.
- ii. Type text in each field,



A screenshot of a web form titled "Statement". Below the title is a text input field with the label "Statement:". The field contains a single character "I" and has a vertical scrollbar on the right side.


OR

Select **Load data from last year** to insert data from the previous year's certification.



A screenshot of a web page showing a breadcrumb trail: [Vehicle Size and Weight Enforcement](#) > [State Forms](#) > [Certification Submission](#). Below the breadcrumb is a section titled "Statement" with a link labeled "Load data from last year" in purple text. A mouse cursor is hovering over the link.

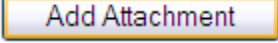
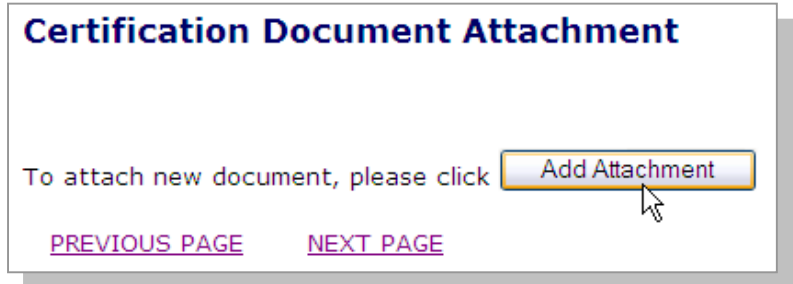
Note: If the current certification is the first certification that has been submitted through the VSW website, the "Load data from last year" option *will not be available*. For example, if the certification for 2005 was not submitted through the VSW website, the "Load data from last year" option will not be available for the certification for 2006.

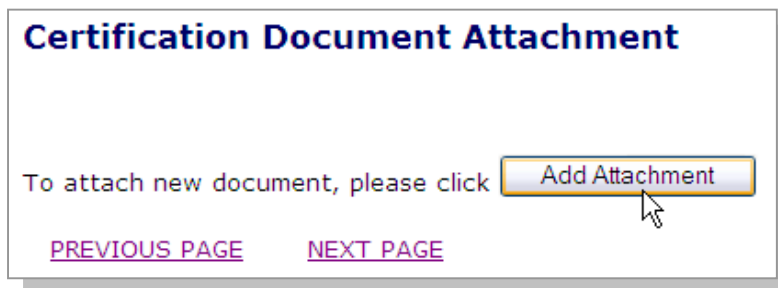
- c. Select Save .
- d. Select the **Next Page** option to continue with the next section of the report,

OR

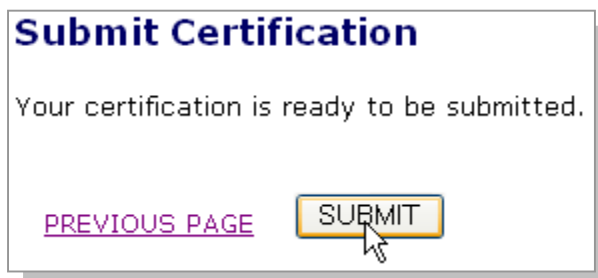
Select the **Certification Submission** link at the top of the page to return to the report sections list.



- e. Select Add Attachment  to  on the Certification Document Attachment page (if an attachment is necessary).



6. Submit the Certification
 - a. Select Submit when all sections of the certification have been completed.



Chapter 4

Division Office Functions

Division office users perform two functions within the VSW website in addition to the general functions listed in Chapter 2:

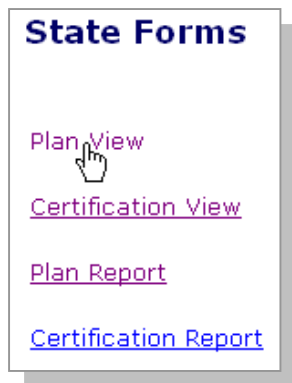
- Reviewing a State Enforcement Plan, and
- Reviewing a Certification.

The following pages provide instructions for performing each function.

Reviewing a State Enforcement Plan

The “Plan View” option enables division office users to review plans submitted by their respective state offices. The reviewed plans are also saved through the “Plan View” option to enable headquarter office users to access and review the plans. The following instructions explain how to review and save a plan.

2. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
3. Select **State Forms** from the left menu bar.
4. Select the **Plan View** option from the list under “State Forms.”



5. Choose a plan to review.
 - a. Select a *year* from the “Select Year” drop-down menu.



6. Select Continue. 

6. Review and save a plan.
 - a. Select a section of the plan from the bulleted list to view it.

Plan View

The Plan has six sections:

- [Facilities and Equipment](#)
- [Resources](#) (not saved)
- [Practices and Procedures](#) (not saved)
- [Changes in Vehicle Size and Weight Laws and Regulations](#) (not saved)
- [Goals](#) (not saved)
- [Evaluation](#) (not saved)

[Document Attachment](#)
[Printable Version](#)

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

- b. Read the text in each field.
- c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.

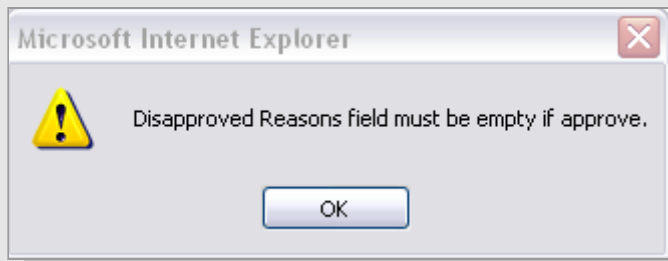
Note: You may need to scroll down to view the approval and comments section of the web page.

- i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
 - ii. Click once.
- d. Provide reasons in the comments field if a section is disapproved.
 - i. Position the cursor in the "Comments:" field and click once.
 - ii. Type comment text.

Comments: Approved Disapproved

... I

Note: Only enter comment text if the section is *disapproved*. The following message will appear if you try to insert text when "Approval" has been selected:



- e. Select Save .
- f. Select the **Next Page** option to continue with the next section,

OR

Select the **Plan View** link at the top of the page to return to the plan sections list.



- g. Select Notify State if sections of the plan were disapproved and the following screen appears:

Plan Review Summary

The plan is **not** ready for approval.
The following page(s) has(have) not been approved:

- Resources
- Practices and Procedures
- Changes in Vehicle Size and Weight Laws and Regulations
- Evaluation

[PREVIOUS PAGE](#)

OR

- h. Select Notify Headquarter if the entire plan was approved and the following screen appears:

Plan Review Summary

The plan has been approved.

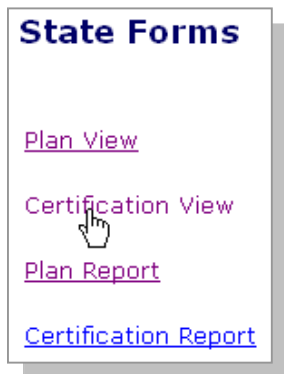
[PREVIOUS PAGE](#)

A plan submitted by the state office may require changes before the division office can approve it. In this case, the division office must re-review the plan after the state has re-submitted the plan. Follow the same instructions for reviewing a plan to re-review a re-submitted plan.

Reviewing a Certification

For division office users, the “Certification View” option is enabled to review plans submitted by their respective state offices. The certifications are also saved to allow headquarter office users to access and review the plans. The following instructions explain how to review and save a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Certification View** option from the list under “State Forms.”



4. Choose a certification to review.
 - a. Select a *year* from the “Select Year” drop-down menu.



- b. Select Continue. 

5. Review and save the certification.

- a. Select a section of the certification to view it.

Certification View

The Certification has three sections:

- [Statement](#) (not saved)
- [New Law or Regulation](#) (not saved)
- [Report of Enforcement Efforts](#) (not saved)

[Document Attachment](#)

[Printable Version](#)

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

- b. Read the text in each field.
- c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
 - i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
 - ii. Click once.
- d. Provide reasons in the comments field if a section is disapproved.
 - i. Position the cursor in the "Comments:" field and click once.
 - ii. Type comment text.

Comments: Approved Disapproved

...

Note: You may need to scroll down to view the approval and comments section of the web page.

- e. Select Save .

- f. Select the **Next Page** option to continue with the next section,

OR

Select the **Certification View** link at the top of the page to return to the certification sections list.



- g. Select Notify State if sections of the certification were disapproved and a screen similar to the following appears:



OR

Select Notify Headquarter

if the entire certification was approved and the following screen appears:



A certification submitted by the state office may require changes before the division office can approve it. In this case, the division office must re-review the certification after the state has re-submitted it. Follow the same instructions for reviewing a certification to re-review a re-submitted certification.

This page is intentionally left blank.

Chapter 5

Headquarter Office Functions

Headquarter office users perform six functions within the VSW website in addition to the general functions listed in Chapter 2:

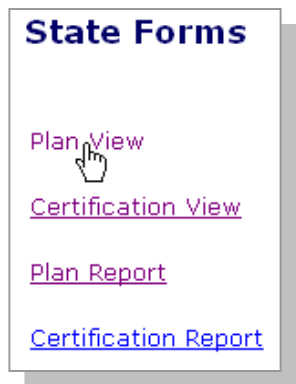
- Reviewing a State Enforcement Plan (SEP),
- Reviewing a Certification,
- Managing frequently asked questions (FAQ),
- Managing the Reference Library,
- Managing Users, and
- Posting Announcements.

The following pages provide instructions for performing each function.

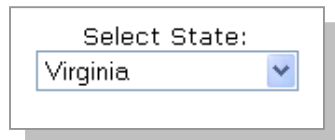
Reviewing a State Enforcement Plan

The “Plan View” option enables headquarter office users to review plans submitted by state offices and approved by division offices. The following instructions explain how to review and save a plan.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **State Forms** from the left menu bar.
3. Select the **Plan View** option from the list under “State Forms.”



4. Choose a plan to review.
 - a. Select a *state* from the “Select State” drop-down menu.



- b. Select a *year* from the "Select Year" drop-down menu.



Select Year:
2004 ▼

- c. Select Continue.

Continue

5. Review and save a plan.

- a. Select a section of the plan from the bulleted list to view it.

Plan View

The Plan has six sections:

- [Facilities and Equipment](#)
- [Resources](#) (not saved)
- [Practices and Procedures](#) (not saved)
- [Changes in Vehicle Size and Weight Laws and Regulations](#) (not saved)
- [Goals](#) (not saved)
- [Evaluation](#) (not saved)

[Document Attachment](#)

[Printable Version](#)

Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

- b. Read the text in each field.
- c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
 - i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
 - ii. Click once.

- d. Provide reasons in the comments field if a section is disapproved.
 - i. Position the cursor in the "Comments:" field and click once.
 - ii. Type comment text.

Comments: Approved Disapproved

... I



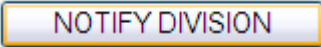
Note: You may need to scroll down to view the approval and comments section of the web page.

- e. Select Save .
- f. Select the **Next Page** option to continue with the next section,

OR


Select the **Plan View** link at the top of the page to return to the plan sections list.



- g. Select Notify Division  if sections of the plan were disapproved and a screen like the following appears:



OR

- Select Notify Division & State  if the entire plan was approved and the following screen appears:



Reviewing a Certification

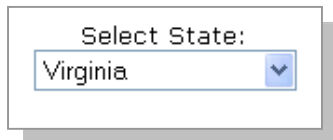
For headquarter office users, the "Certification View" option is enabled to review certifications submitted by state offices and approved by division offices. The following instructions explain how to review and save a certification.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.

2. Select **State Forms** from the left menu bar.
3. Select the **Certification View** option from the list under “State Forms.”



4. Choose a certification to review.
 - a. Select a *state* from the “Select State” drop-down menu.



- b. Select a *year* from the “Select Year” drop-down menu.



- c. Select Continue. 

5. Review and save a certification.
 - a. Select a section of the certification to view it.



Note: "Not saved" is shown in parentheses when a section has *not* been reviewed and saved.

- b. Read the text in each field.
- c. Select "Approved" or "Disapproved" at the bottom of the page next to comments.
 - i. Position the cursor over the circle next to the either "Approved" or "Disapproved."
 - ii. Click once.
- d. Provide reasons in the comments field if a section is disapproved.
 - iii. Position the cursor in the "Comments:" field and click once.
 - iv. Type comment text.




Note: You may need to scroll down to view the approval and comments section of the web page.

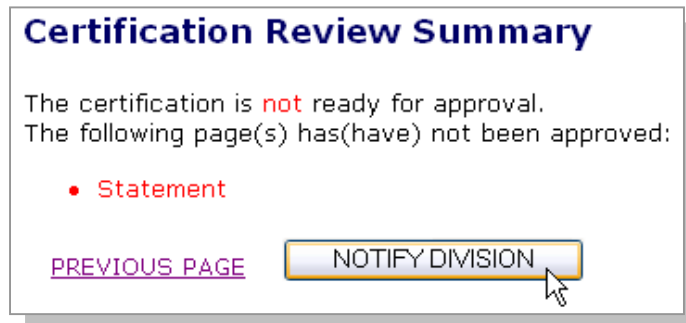
- e. Select Save .
- f. Select the **Next Page** option to continue with the next section,

OR

Select the **Certification View** link at the top of the page to return to the certification sections list.



- g. Select Notify Division  if sections of the certification were disapproved and the following screen appears:



OR

Select Notify Division & State



if the entire certification was approved and the following screen appears:


Certification Review Summary


The certification has been approved.

[PREVIOUS PAGE](#) 

Managing FAQ

The “Manage FAQ” function enables headquarter office users to provide general information to all users. (The FAQ function—the list of frequently asked questions and corresponding answers—is available for all users through the website.) The following instructions explain how to edit and post a question and answer within the “Manage FAQ” function.

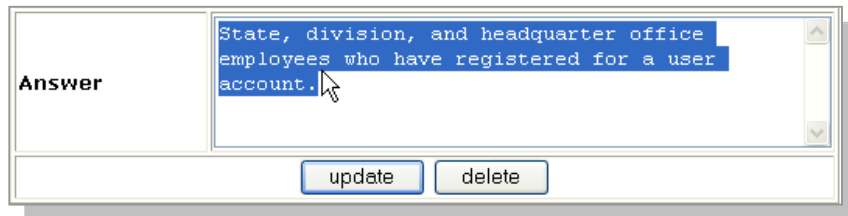
1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **Manage FAQ** from the left menu bar.
3. Edit an existing FAQ.
 - a. Select View .


FAQ Management			
Action	Question	Submit Time	Answered?
	Who can use this site?	Mon Aug 09 13:47:03 GMT-05:00 2004	Y

- b. Position the cursor in the field next to "Question" and click once (or click three times to highlight all existing text) to edit question text.




- c. Type changes to the question text.
- d. Position the cursor in the field next to "Answer" and click once (or click three times to highlight all existing text) to edit answer text.

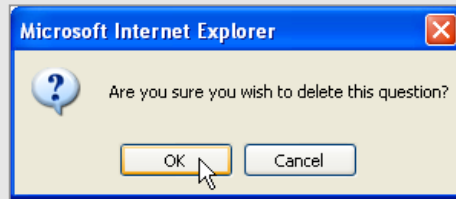


- e. Type changes to the answer text.
- f. Select Update  to update the recently edited question and answer,

OR

Select Delete  to erase the question and answer entirely.

Note: If deleting a question and answer entirely, you must also select OK in the following window:



If you do not want to delete the question and answer, select Cancel.

4. Post a new question and answer.
 - a. Position the cursor in the field next to "Question," beneath "Add new item."

A screenshot of a web form. On the left, there is a label "Question" in a small box. To its right is a large, empty text input field with a vertical scrollbar on the right side. A cursor (I) is positioned at the beginning of the input field.

- b. Type question text.
 - c. Position the cursor in the field next to "Answer," beneath "Add new item."


A screenshot of a web form. On the left, there is a label "Answer" in a small box. To its right is a large, empty text input field with a vertical scrollbar on the right side. Below the input field is a button labeled "SUBMIT".

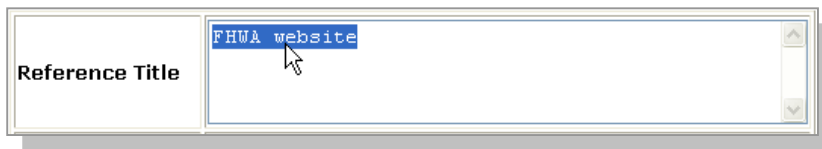
- d. Select Submit .

Managing the Reference Library

The "Manage Reference" function enables headquarter office users to provide additional resources to all users. (The Reference Library function—a list of references—is available for all users through the website.) The following

instructions explain how to edit and post a reference within the “Manage Reference” function.

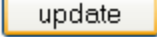
1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **Manage Reference** in the left menu bar.
3. Edit an existing reference.
 - a. Select View .
 - b. Position the cursor in the field next to “Reference Title” and click once.




- c. Type changes to the reference title text.
- d. Position the cursor in the field next to “Document URL” and click once to edit or change the document URL of (or path to) the reference document (click three times to highlight the entire existing URL).



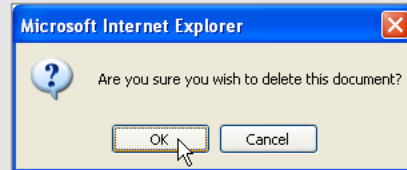
Note: Each reference can only include *one* document URL.

- e. Select Update  to update changes made to the reference,

OR

Select Delete  to erase the reference entirely.

Note: If deleting a reference entirely, you must also select OK in the following window:

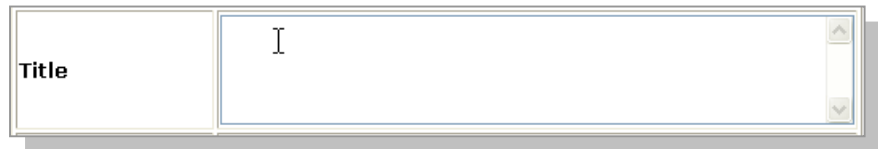


If you do not want to delete the reference, select Cancel.

4. Add a new reference.

a. Select Add .

b. Position the cursor in the field next to "Title" and click once.

A screenshot of a form field. On the left, the label "Title" is visible. To its right is a large text input field with a vertical scrollbar on the right side. A cursor is positioned at the beginning of the text field.

c. Type a reference title.

d. Position the cursor in the field next to "Document URL" and click once.

A screenshot of a form field. On the left, the label "Document URL" is visible. To its right is a text input field with a vertical scrollbar on the right side. A cursor is positioned at the beginning of the text field.

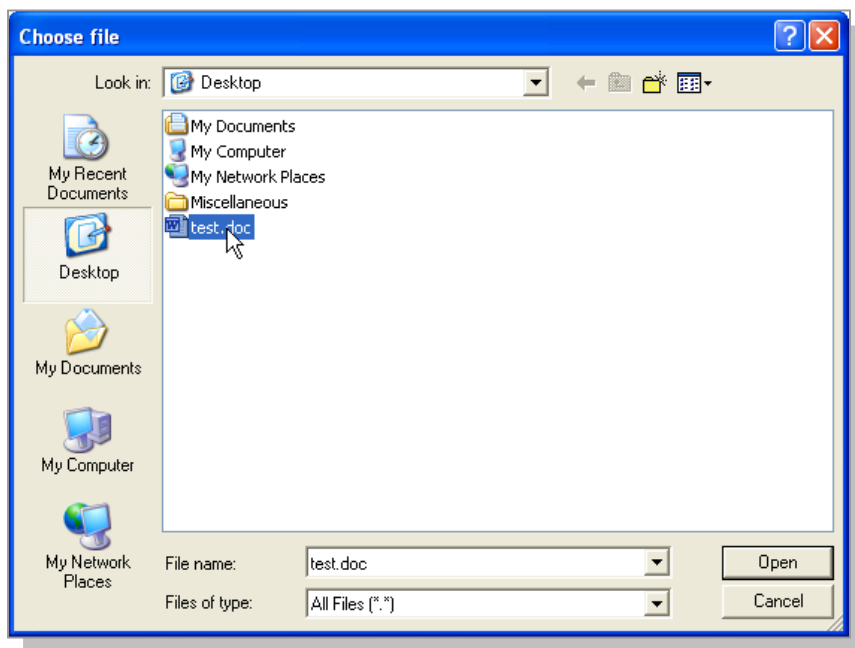
e. Post a document (found online *or* from a file).

Note: Each reference can only include *one* document URL *or* one uploaded file, not both.

- i. Type a document URL to post a document found online as a reference,

OR

- ii. Select Browse to post a document from a file.
 1. Navigate in the "Choose file" window to the location of the document file to be posted.
 2. Select the file to be posted.



3. Select Open .

- f. Select Add .

OR

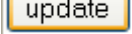
Select **Go back to management page.** to exit the "Reference Modification" page without posting a reference.

Managing Users

The “Manage Users” function enables headquarter office users to modify user accounts for the Vehicle Size and Weight Enforcement website. A user account can be updated (with a newly registered email, state, or role) or deleted. The following instructions explain how to use the “Manage User” function.




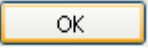
1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.
2. Select **Manage User** in the left menu bar.
3. Edit user information.
 - a. Edit a user’s email address.
 - i. Position the cursor over the email address to be edited and click once (or click three times to highlight the entire address).
 - ii. Type any changes to the email address.

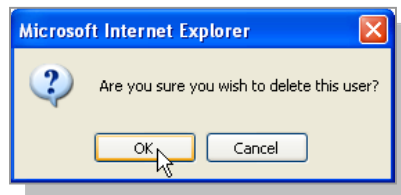
Action	LastName	FirstName	Email	State	Role	Username
update delete	Fang	Vincent	vswadmin@macrosysrt.com	DC	head	dcdc

- iii. Select Update  in the same row as the user information that has been edited.

- a. Edit a user’s *State*.
 - i. Position the cursor over the field to be edited and click once (or click twice to highlight the entire field).
 - ii. Type any changes to the field.

Action	LastName	FirstName	Email	State	Role	Username
update delete	Fang	Vincent	vswadmin@macrosysrt.com	DC	head	dcdc

- iii. Select Update  in the same row as the user information that has been edited.
- c. Edit a user's *Role*.
 - i. Select an option from the drop-down menu (head, division, state, or statelead) according to the appropriate functions necessary for the user.
 - ii. Select Update  in the same row as the user information that has been edited.
- d. Delete a user completely.
 - i. Select Delete  in the same row as the user you would like to remove entirely.
 - ii. Select OK  in the following window:



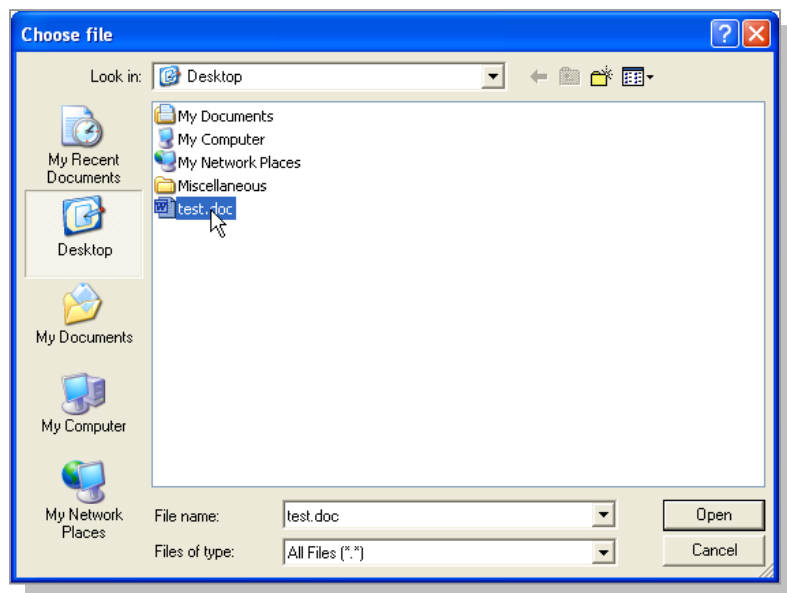
Note: If you do not want to delete the user, select Cancel.

Posting Announcements

The "Announcements" option allows headquarter office users to notify all users (state, division, and other headquarter office users) through web-based email. The following instructions explain how to use the announcements function.

1. Go to the Vehicle Size and Weight Enforcement website.
 - a. Login at <http://vsw.fhwa.dot.gov>.

2. Insert a subject.
 - a. Position the cursor in the field next to "Subject" and click once.
 - b. Type a descriptive subject for the message.
3. Include an attachment.
 - a. Select Browse .
 - b. Navigate in the "Choose file" window to the location of the document file to be posted.
 - c. Select the file to be posted.



- d. Select Open .

Note: Attachments are optional. Announcements are not required to include attachments.

4. Insert message text.
 - a. Position the cursor in the field next to "Content" and click once.
 - b. Type message text.
5. Send the message.
 - a. Select Send .

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Appendix A

User Support

We hope that this Guide will provide useful instructions for accessing and performing functions within the Vehicle Size and Weight Enforcement website. However, if you have any additional questions or are unable to perform necessary functions, refer to the following Troubleshooting Guide for solutions to common problems.

Troubleshooting Guide

Refer to Table 2 for information to help troubleshoot potential problems accessing or performing functions on the VSW website. (Topics are listed alphabetically.)

Table 2: Troubleshooting Topics and Solutions

Topic	Suggested Solutions
Accessing the VSW website	<ul style="list-style-type: none"> <li data-bbox="735 1077 1419 1266">❑ Have you been blocked from logging in due to five unsuccessful login attempts? <i>If so, wait 30 minutes and retry logging in. If you are still unsuccessful, contact the VSW Help Desk (see Table 3).</i> <li data-bbox="735 1276 1419 1497">❑ Has it been over 90 days since you changed your password? <i>If so, refer to Chapter 2 for information about “Changing Your Expired User Password.” If this still does not correct the problem, contact the VSW Help Desk for assistance.</i>
Changing passwords	<ul style="list-style-type: none"> <li data-bbox="735 1507 1419 1654">❑ Does the password meet the minimum requirements: eight characters—upper- and lower-case with at least one special character? <li data-bbox="735 1665 1419 1770">❑ Is the password different than the previous three passwords registered with the VSW system?
Submitting plans and certifications	<ul style="list-style-type: none"> <li data-bbox="735 1780 1419 1854">❑ Have all sections of the plan/certification been completed and saved? <li data-bbox="735 1864 1419 1890">❑ Are you designated as a state user? <i>(Only</i>

Topic	Suggested Solutions
	<p><i>state users may submit the plan and/or certification.) If you are unsure, contact the VSW Help Desk for more information.</i></p> <ul style="list-style-type: none"> <li data-bbox="448 359 1136 703">□ Has a division user for your state registered for a VSW user account? <i>If you are unsure, contact the division office for your state. (A division office user must register to enable the plan and/or certification to be submitted successfully. The content of the plan and/or certification will remain saved on the VSW website even if the plan and/or certification has not yet been submitted.)</i>

Contact Information

If the solutions presented in the above troubleshooting guide are not useful and you continue to experience problems accessing or performing functions within the VSW website, please contact the VSW Help Desk. Contact information is listed in Table 3. The Help Desk maintains regular office hours between 8am-4pm (Eastern time) Monday through Friday. During off hours, contact the Help Desk via email or leave a voice message and Help Desk personnel will respond within the following business day.

Table 3: VSW Help Desk Contact Information

Phone:	1-800-977-VSWE (8793)
Email:	vswadmin@macrosysrt.com

Appendix B

Technical Specifications

The VSW website can be accessed by registered users from any computer with an Internet connection. Refer to Table 4 for additional information about technical requirements and specifications.

Table 4: Technical Requirements and Specifications

Technical Requirements	Specifications
Computer hardware	A computer with necessary peripheral devices (monitor and mouse) connected.
Computer software	<p>With the exception of a functional operating system and browser (see Internet browser specification listed next), additional computer software is not required to view the site.</p> <p>However, Adobe Acrobat Reader (version 4.0 or above) is necessary to view some aspects within the site. Download Adobe Acrobat Reader for free from:</p> <p>http://www.adobe.com/products/acrobat/readstep2.html.</p>
Internet connection	An operational connection to the Internet via a modem, cable, local-area network (LAN), or other type of connection.
Internet browser	A functional Internet browser that supports cascading style sheets (CSS) and JavaScript. Internet browser options include (but are not limited to): Internet Explorer, Mozilla, and Netscape Navigator.

VSW system supported by:



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