



Attention Medical Professionals;

The Online Handicap Permit application has been updated as of 5/1/2013. The changes include making the application more mobile friendly, streamlining the flow of the application, and enhancing its features. A few of the changes warrant an explanation, which you can find here. If you have difficulty navigating the new application, or experience issues, please contact support.

Logging in – the process to log in has not changed, although the general appearance of the screens has; Today the first thing you are required to do after you have entered the system is to review your Medical Professional Information and “Save & Continue”. This step has been removed in the new version. You will now access the Search Permit Records / Issue Permits screen directly after login.

Online Handicap Permit Request

Welcome, Jane Doe

Search Permit Records / Issue Permits

First Name:

Last Name:

Date of Birth (mm/dd/yyyy):

The different sections of the application are all now available in a drop down menu at the top right of the page. From any page in the application, you can select this menu to navigate to a different portion of the application, including “Exam Locations” to review and edit your exam location information.

Online Handicap Permit Request

Welcome, Jane Doe

Search Permit Records / Issue Permits

First Name:

Last Name:

Date of Birth:

- Medical Definitions
- Pending Permits (0)
- Search Permit Records / Issue Permits
- Exam Locations
- Logout

Dates – In previous versions, date fields were formatted Day, Month, and then Year with separate drop down boxes. The format of dates has been changed to now allow you to type the date directly into the text box with the standard mm/dd/yyyy date format.

Permit Search Results – The display of the permit search results have been updated. If you have more than three individuals returned from your search results, the table will appear as below, with the records collapsed for a condensed review.

The screenshot shows the 'Online Handicap Permit Request' interface. At the top right, it says 'Welcome, Jane Doe'. The main section is titled 'Search Permit Records / Issue Permits'. It contains three input fields: 'First Name:' with the value 'blake', 'Last Name:' with the value 'smith', and 'Date of Birth (mm/dd/yyyy):' with the value '02/22/1945'. Below these fields is a 'Search Records' button. Underneath, the 'Search Results' section displays a table with three columns: 'Name', 'Gender', and 'Date of Birth'. The table lists four records for 'Smith, Blake' with different genders (Male, Male, Female, Male) and the same date of birth (02 / 22 / 1945). Below the table, there is a message: 'If none of the above individuals match, you may create a new permit application below.' and a 'Create New Permit Application' button.

To view the individual's permits and available actions, click anywhere on that record and it will expand. If you have three or less results from your search, each record will display already expanded.

This screenshot shows the expanded search results for 'Smith, Blake'. The table has columns for 'Name', 'Gender', and 'Date of Birth'. The first record is expanded to show a detailed table with columns: 'Permit#', 'Term', 'Status', 'Issue Date', 'Expiration Date', and 'Available Actions'. The expanded record shows: Permit# T000065, Term TEMPORARY Individual, Status VALID, Issue Date 03 / 26 / 2013, Expiration Date 06 / 30 / 2013, and Available Actions None. Below this table, there is a message: '1 active permits for this user.' and a button: 'Request New Individual Permit for Smith, Blake'. At the bottom, there is another 'Create New Permit Application' button.

Permit Available Actions - The same actions will be available to you as before;

Create New Permit Application - If the search results did not include the exact individual you need to create a permit for, you will use the blue "Create New Permit Application" to enter the individual into the system for the first time.

Request New Individual Permit for Doe, John – To issue a new permit for the individual found in your search results, you will use the Request New Individual Permit for Doe, John button. Requesting a permit of the same type (Permanent or Temporary) as an existing valid permit will create a second valid permit for use in a second vehicle which will have the same expiration date as the existing permit.

Renew Permit – If the permit is within 180 (permanent) or 30 (temporary) days of expiration, you will have the ability to renew the permit by using the Renew Permit button located under Available Actions.

Permit Application Screen

- The layout of the data entry screen for a permit has been modified slightly
- There have been no changes to the data that needs to be entered
- The button to save the application, previously labeled “Submit” has been changed to “Save”
- All permits still need to be reviewed and submitted from the “Review for Submission” page that is displayed after you have saved the application.

At any time you can access the “Review for Submission” page from the menu titled “Pending Permits”. If there are permits that have been created, but not yet submitted to the DMV, the count will display in the menu item.



Important – Please ensure that you submit the permits you have created each day. Saving a permit will not send the information to the DMV. You must access the “Review for Submission” page and select “Submit Permits”.

Public Access

As part of this effort to enhance the system, we will also be launching a new application to allow individuals that have obtained a permit since May 7, 2012 access to order a replacement or second permit for a second vehicle online. This application will be available on www.clickDMV.ne.gov.

Thank you

Your commitment to your patients by using this streamlined process of issuing permits is greatly appreciated. Your feedback is valued and we will continue to make improvements so Nebraskans can continue to get the best service from their medical professionals and government.