Right of Way
Annual Maintenance Permit
This guide will serve as a step-by-step guide for registering your account and give details of how to apply for a **Right of Way Annual Maintenance Permit**.

If you would like a high-level overview of how to operate this software, please utilize the How To guides created by the EP&L team by following this link: [https://lawrenceks.org/epl/](https://lawrenceks.org/epl/)

This guide has been put together by the Right of Way Program Administrator. If you are experiencing any issues with navigating this new software after reviewing this guide, please utilize contact information below:

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How to:

- Register Your EP&L Account

- Apply for a Right of Way Permit
Step 1.

Register for an account

Follow this link: [https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice](https://lawrencekstest-energovweb.tylerhost.net/apps/selfservice) and register for your account.
Step 2.

Double-check you are logged in by viewing upper-right hand corner and click apply.
Step 3.

**Application Assistant**

- To find the correct permit application you can either click on PERMITS icon and scroll down, or simply type “Right” in search bar and click on which one needed.
Step 4.

Application Assistant

- Begin the application process by clicking APPLY on desired permit
How to:

- Apply for a Right of Way Annual Maintenance Permit
Step 1.
Locations
- Click on Add Location
Step 1.

Locations
- Option A (Preferred): Add Location to your Permit Application from Search then click Add
Step 1. Locations

- Option B: Add Location to your Permit Application Manually
Step 1.
Locations

- Confirm that location is correct and continue to Step 2
Step 2.

Type
- Enter in description on what this permit will be used for and continue to Step 3
Step 3.

Contacts
- Attach contacts: It is only required to attach 24/7 Contact Person for this type of permit
Step 3. Contacts

- Always search for contacts first and manually enter if they are not in the system.
Step 3. Contacts

- Add contacts to your favorites so you can easily find them next time you put in an application.

- After clicking favorite star icon, you will be able to find this contact in your My Favorites section every time you enter a permit.
Step 3.
Contacts
- Confirm that all information is accurate and continue to Step 4

**Always search for the contact before manually entering their information.**

Optional contacts can be added and are helpful to the application process.
**Step 4.**

**More Info**
- This is where you will enter important project specific information for the work.

- Fields with **red asterisk** * on the left are required fields.

- For this permit type, all fields are required.

- Once all information is complete, proceed to Step 5.
Step 5.
Attachments
- Add necessary attachments, project plans, etc. and continue to Step 6
Step 6. Signature

Option A: Type Signature
- Ensure *Enable Type Signature* is checked, enter name in both fields

Option B: Draw Signature
- Click in field with X and draw signature, enter name in first field for consent
Step 6. Signature
- Confirm that signature is in place and name is entered in consent field then continue to Step 7
Step 7. Review and Submit

- Confirm that all information entered in previous steps are accurate and hit submit

- Once submitted, we will review and get back with you for any additional details needed!
Thank You