



## Directions for Renewing a Multiple Trip Permit

After login to the new WisDOT OSOW Permit Processing System:

- Click on MY QUEUE
- In the SEARCH BY box, click on the drop-down arrow to display PERMIT ID.
- In the empty Permit ID box (to the right) ENTER the Permit Number you wish to renew, including the two-character alpha permit code (i.e., AA, AG, RS, RF, FF etc.).
- When the permit displays in the Queue, click on PERMIT TYPE CODE once, this will turn the line of information DARK BLUE.
- At the bottom your computer screen, click on the activity button that reads RENEW. A new application screen will appear with the information from the permit you intend to renew.

- Proceed with a review of the new application for Start Date, Duration of Months, and desired Dimensions/Weight.

Step 1 Travel Dates

From Date\* 09/28/2021 To Date\* 09/27/2022 Duration\* 12 months  Override Date

Step 2 Vehicle Configuration

Stored Vehicles/Units[+]  
Vehicle Information[-]  
Load Description\*  Towed Unit\*

Vehicle Type\*

Power Unit Type\*  Make\*  No of Axles\*  VIN\*  Year\*  Unit

Overall Vehicle Dimensions[-]  
Width\*  Height\*  Gross Weight\*  PU Front Overhang  Length\*

Axle Information[-]  
Number of Axles\*   Overweight

[Click here to enter axle information](#)

- When you are satisfied with the application information, click the NEXT button at the bottom of your screen. Confirm information on the REVIEW page then click the next button for the payment screen.