

Wisconsin Division of Motor Vehicles

Driver Training and Records Unit

Third Party CDL Program

AccessGov

Company User Guide



August 2025

DOTDMVCDLACCESSGOV@dot.wi.gov

USING ACCESSGOV

Form submissions Time Out after 15 minutes of inactivity. If that happens you will need to restart you submission. Information entered will not be saved unless you have a Public User account and are logged in before starting submission.

We suggest reviewing the forms and having all your documents ready before starting your submission.

CDL Companies and Examiners-

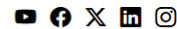
<https://wi.accessgov.com/wisdot/Forms/Page/dmv/cdl-testers/>

1. Use the link you received in the Newsletter email to access the online application or go to the WisDOT Commercial Driver License (CDL) 3rd party testing program website and click on the **ONLINE APPLICATION LINK**

[Wisconsin Department of Transportation Commercial Driver License \(CDL\) 3rd party testing program](#)



State of Wisconsin
Department of Transportation



DMV Services ▾ Doing Business ▾ Travel ▾ Safety ▾ Projects and Studies ▾ About WisDOT ▾



Commercial Driver License (CDL) 3rd party testing program

<https://wi.accessgov.com/wisdot/Forms/Page/dmv/cdl-testers>
[Federal medical cards and tiers of operation](#)

[Driver handbooks](#)

[Find a driver training school](#)

[Driver license/ID cards](#)

[Commercial license](#)

[Commercial Driver License \(CDL\) examiners by county](#)

[Vehicles](#)

CDL Company Online Application

[CDL Company User Guide.pdf](#)

WisDOT authorizes third party testing companies and examiners to conduct CDL exams on behalf of the State of Wisconsin, and in compliance with the AAMVA 2005 testing model and Wisconsin [Chapter Trans 115](#).

All third party examiners need to be employed by an approved CDL third party testing company. Detailed information regarding CDL third party company and examiner requirements are listed below, along with links to forms, online services and other helpful information.

Before submitting your application, please contact doldmvdunit@dot.wi.gov for information on how to become a CDL third party testing company or examiner.

Do not contact fox valley technical college for information about the cdl program, class dates and availability.

To become a CDL third party testing company

- [MV3547](#), Commercial Driver License Third Party Testing Company Agreement [MV3549](#), Commercial Driver License Third Party Tester Bond [MV3540](#) and provide proof of required insurance. All third party company testing locations and testing routes need to be approved by WisDOT before use.
- Send the forms and required fee to the address on the forms.

To become a CDL third party testing examiner

- Attend and successfully complete a two-week training course administered by Fox Valley Technical College. During this course you will be taught the essential skills and gain the knowledge needed to conduct a CDL examination in accordance with all applicable state rules and regulations.
- Be currently employed by an approved CDL third party testing company or apply to become an approved CDL third party testing company with WisDOT.
- Complete the Third Party Examiner Application [MV3548](#).
- Send the form and required fee to the address on the form.

2. On the AccessGov form page- Answer the Introduction question



Search Home Directory M

CDL Third Party Testing Company Forms

Introduction

Third Party Testing Company
Application MV3547

Additional Routes and
Examiners

Commercial Driver License
(CDL) Third Party Testing
Company Agreement MV3549

Are you an authorized CDL 3rd Party Skills Testing Company or an authorized CDL 3rd Party Skills Examiner?*

☐ Yes
☐ No

< Previous

Save and Exit

Next >

3. Please read the introduction statement then click Next

[Log in](#) to store your form.

CDL Third Party Testing Company Forms

Introduction	Are you an authorized CDL 3rd Party Skills Testing Company or an authorized CDL 3rd Party Skills Examiner?* ☒ Yes ☐ No
Third Party Testing Company Application MV3547	To submit Third Party Tester Company Application/Agreement /Bond/Insurance Submittal
Additional Routes and Examiners	PRESS NEXT TO CONTINUE
Commercial Driver License (CDL) Third Party Testing Company Agreement MV3549	Already Have Your Forms filled Out? If you already have your forms filled out you can simply scroll to the bottom of the form page to upload your document.
Commercial Driver License Third Party Tester Bond MV3540	< Previous Save and Exit  Next >
Third Party Testing Company Insurance Submittal	
Review	

Submit

Delete

NOTE: ALL FIELDS WITH THE RED ASTERISK SIGN * ARE REQUIRED FIELDS AND MUST BE COMPLETED (example below)

4. This will begin the online application process.

CDL Third Party Testing Company Forms

✓ Introduction	Date * MM-DD-YYYY  ⓘ Date is required.	Application Type* ☐ Original ☐ Reinstatement ☐ Renewal ☐ Change	(If application type is Change please specify reason)
Third Party Testing Company Application MV3547	Company Name (if assigned, exactly as it appears on certificate) * 	3rd Party Testing Company Number 	
Additional Routes and Examiners	WI Address		
Commercial Driver License (CDL) Third Party Testing Company Agreement MV3549	Address 	City 	Zip
Commercial Driver License Third Party Tester Bond MV3540			County -- Select a ▼
Third Party Testing Company Insurance Submittal	Company type: ☐ Sole Proprietorship ☐ Partnership ☐ Association ☐ Corporation ☐ Public School ☐ Government Agency ☐ Other	(If other than name listed above) 	FEIN 99-9999999
Review	Testing Company Representative 	Title of Representative 	
	Email Address for Representative * email@example.com	Phone Number for Representative (999) 999-9999	
	CDL Classification to be tested ☐ A ☐ B ☐ C	CDL Endorsements (if applicable) ☐ Passenger Bus ☐ School Bus ☐ Tanker	Will your company Own, Rent/Lease Vehicles used by Applicants during Road Tests? ☐ Yes ☐ No

5. At the top of the page, you will have the option to “Upload” the form if you already have it available electronically. To do this click on “Choose File”

If you already have your form MV3547 filled out you can simply upload your document by using the Choose File button below.

THIRD PARTY TESTING COMPANY APPLICATION MV3547



6. There is also an option to download the form, fill it out, and then upload the completed and signed form by choosing the “Link to Form” link.

Link to Form

<https://wisconsindot.gov/Documents/formdocs/mv3547.docx>

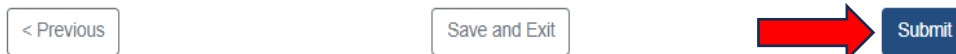
7. After completing your submission, click “Next”



8. Follow these same steps for each form until you get to the review page.

✓ Introduction
✓ Third Party Testing Company Application MV3547
✓ Additional Routes and Examiners
Commercial Driver License (CDL) Third Party Testing Company Agreement MV3549
✓ Commercial Driver License Third Party Tester Bond MV3540
✓ Third Party Testing Company Insurance Submittal
Review

9. On this page you can review all your forms before clicking the submit button at the bottom of the review page.



***** NOTE IF YOU THE TRIANGLE WITH THE EXCLAMATION POINT IN IT THERE IS A REQUIRED FIELD THAT IS BLANK ON THAT FORM AND YOU NEED TO GO BACK TO THE FORM COMPLETE THE FIELD. *****



10. Once the submit button is clicked your submission goes to the CDL auditors AccessGov inbox where it will be reviewed by the audit team.

PAYMENT

11. If everything is in order, after the review you will receive a “Company Payment” email with a link to the DMV ePay webpage. There you will make your payment. “Click the ePay Link”

Company Payment

 Morningstar, Liam S - DOT
To  Morningstar, Liam S - DOT

  Reply  Reply All  Forward  

Fri 9/5/2025 8:57 AM

Hello,

Thank you for your submission

Your Third-Party Testing Company requires payment. Please follow the DMV ePay link below and enter the envelope number to submit your School fees. After payment is made, choose the "Save as PDF" option. To complete your submission, forward a copy of the pdf to:

DOTDMVCDLACCESSGOV@dot.wi.gov

DMV ePay: <https://trust.dot.state.wi.us/dmvepay/envelope> 

Envelope ID: 85003252463

Amount due: \$ 1

Thank you,

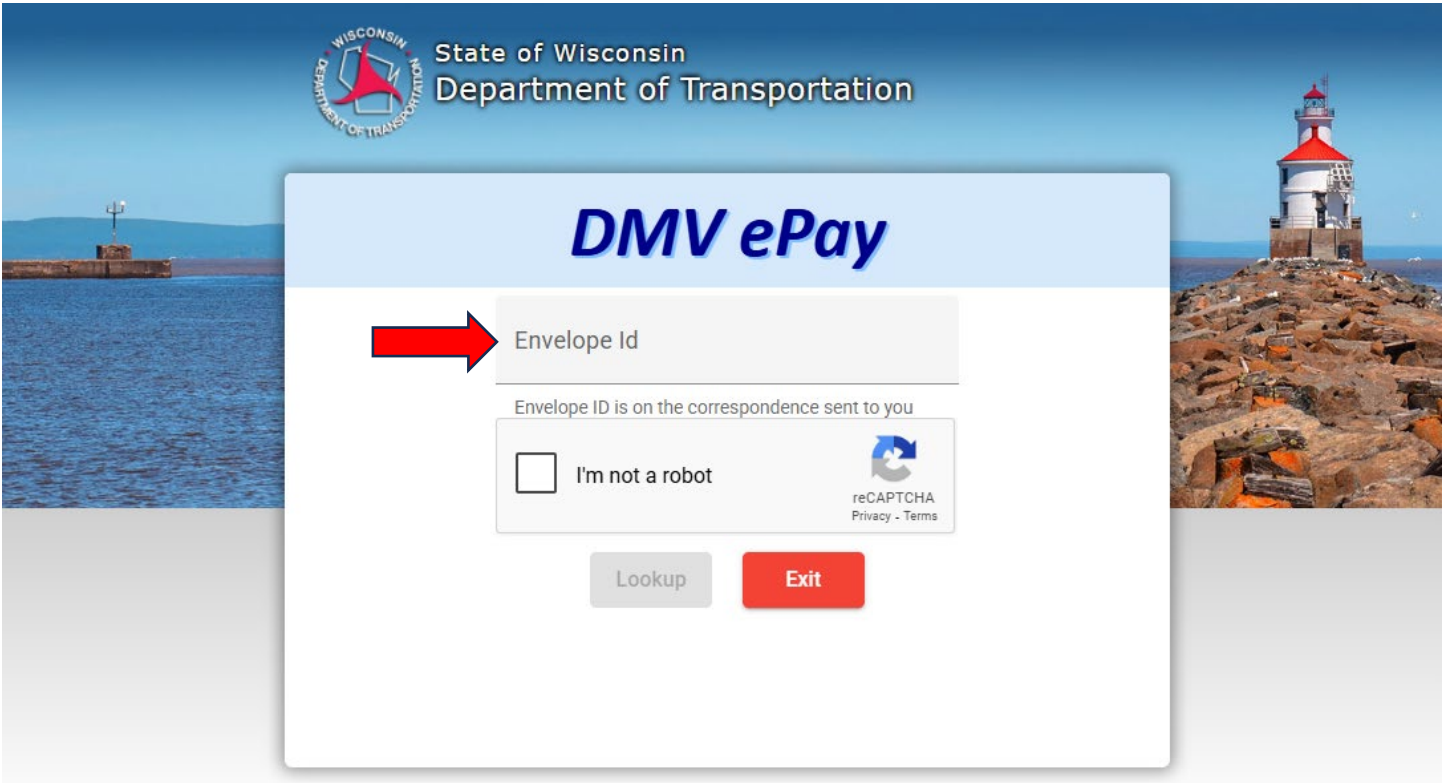
Wisconsin Division of Motor Vehicles
Qualification and Issuance Section
Training and Records Unit

12. This will route you to the DMV ePay webpage. Here you will enter the Envelope ID provided in the email.

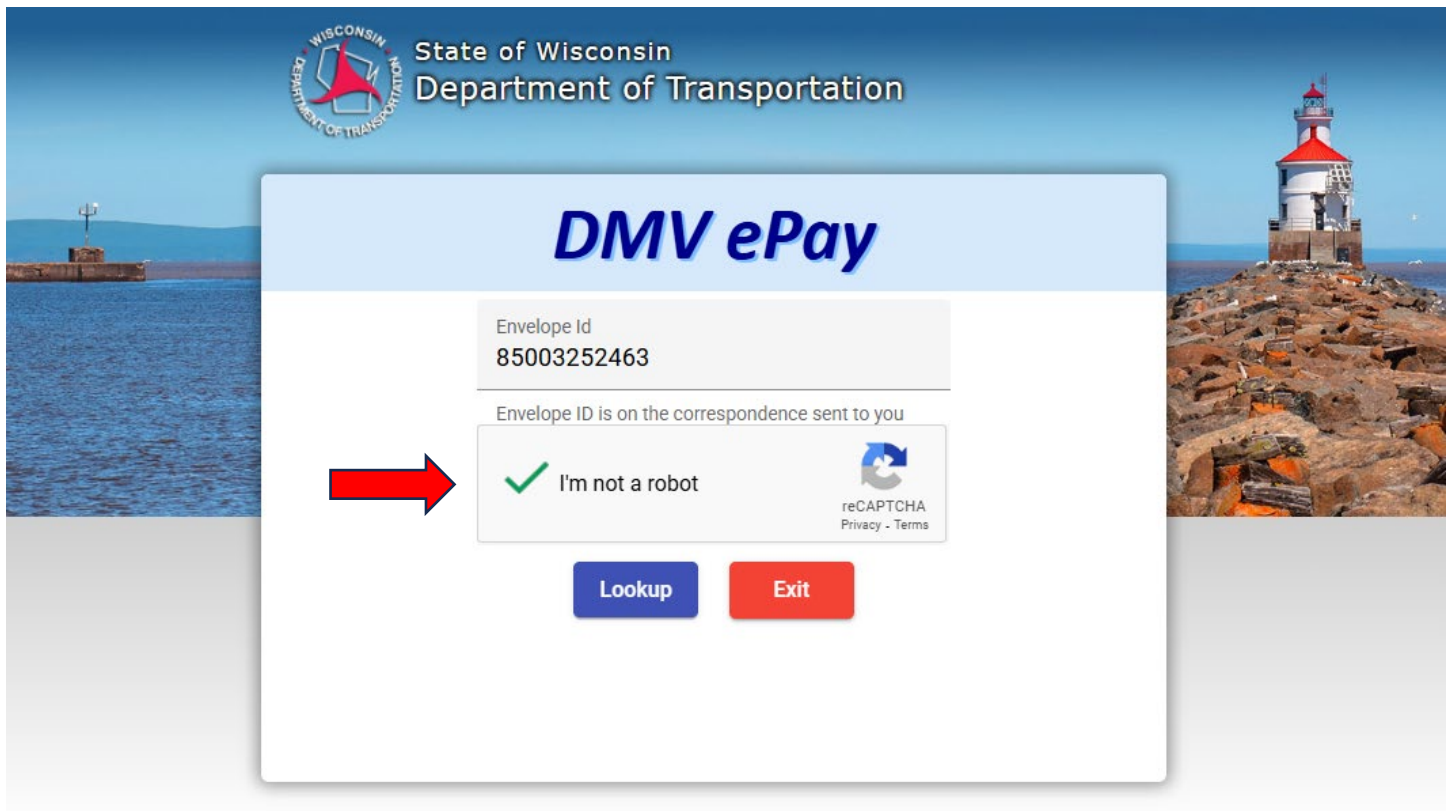
DMV ePay: <https://trust.dot.state.wi.us/dmvepay/envelope>

Envelope ID: 85003252463 

Amount due: \$ 1



13. After entering the envelope ID number complete the reCAPTCHA



The screenshot shows the 'DMV ePay' interface for the State of Wisconsin Department of Transportation. At the top left is the state seal. The title 'DMV ePay' is in large blue font. Below it, the 'Envelope Id' is entered as '85003252463'. A message states 'Envelope ID is on the correspondence sent to you'. A red arrow points to the reCAPTCHA section, which includes a green checkmark, the text 'I'm not a robot', and the reCAPTCHA logo with links for 'Privacy' and 'Terms'. At the bottom are two buttons: 'Lookup' (blue) and 'Exit' (red).

WISCONSIN
DEPARTMENT OF TRANSPORTATION

State of Wisconsin
Department of Transportation

DMV ePay

Envelope Id
85003252463

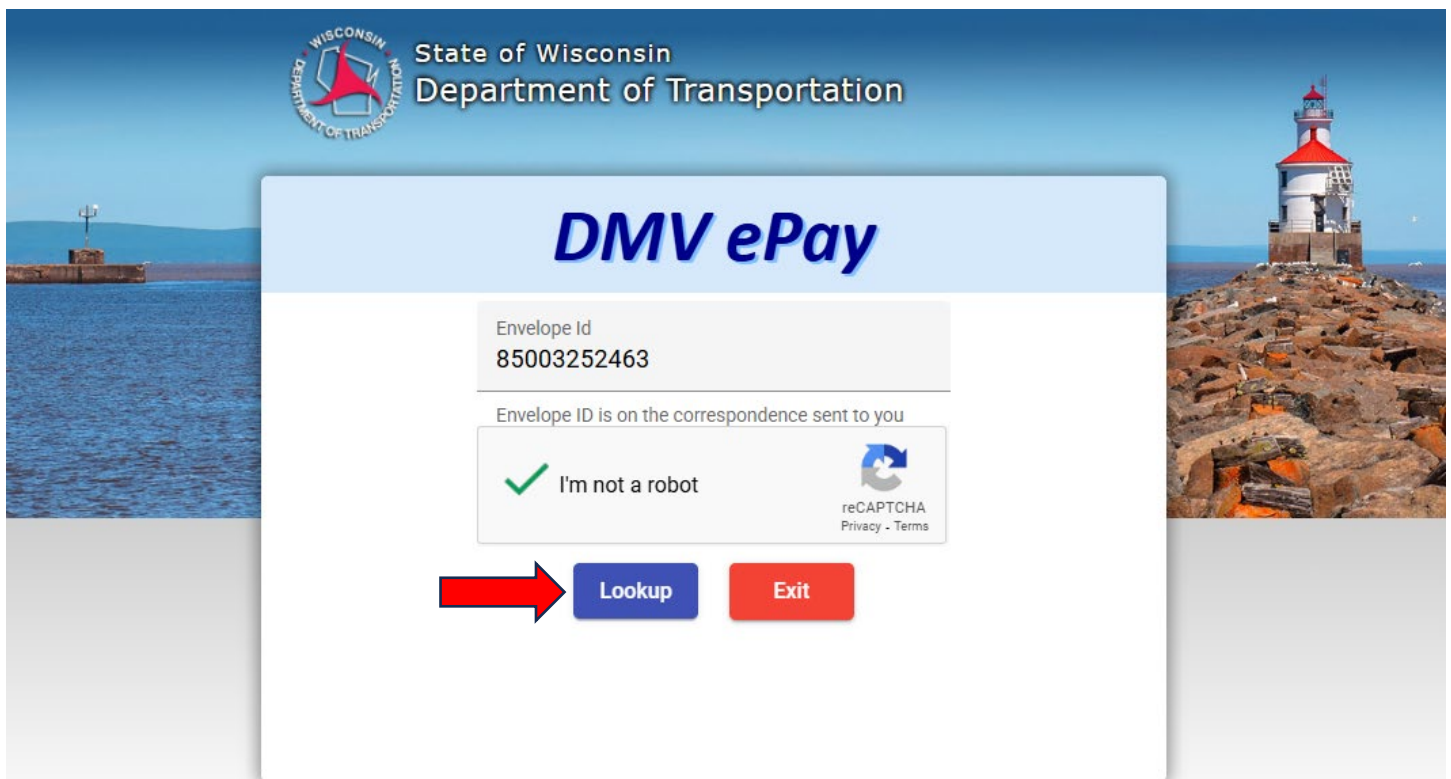
Envelope ID is on the correspondence sent to you

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Lookup Exit

14. Now click on Lookup



This screenshot is identical to the previous one, but a red arrow now points directly to the 'Lookup' button, indicating the next step in the process.

WISCONSIN
DEPARTMENT OF TRANSPORTATION

State of Wisconsin
Department of Transportation

DMV ePay

Envelope Id
85003252463

Envelope ID is on the correspondence sent to you

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Lookup Exit

15. Verify the amount is the same as in the email.

DMV ePay: <https://trust.dot.state.wi.us/dmvepay/envelope>

Envelope ID: 85003252463

Amount due: \$ 1



State of Wisconsin
Department of Transportation

DMV ePay

Verify the information below

Driver Training and Records Unit

Description	Amount
DRIVER TRAINING SCHOOL APP	\$1.00
DMV TOTAL DUE*	\$1.00

* Some payment methods may incur an additional convenience or service fee. To continue select "Continue to Pay".

[Continue to Pay](#) [Back](#) [Exit](#)

16. Click Continue to Pay

State of Wisconsin
Department of Transportation

DMV ePay

Verify the information below

ENGLUND AND ASSOCIATES LAW OFFICE LLC

Description	Amount
DRIVER TRAINING SCHOOL APP	\$1.00
DMV TOTAL DUE*	\$1.00

* Some payment methods may incur an additional convenience or service fee. To continue select "Continue to Pay".

[Continue to Pay](#) [Back](#) [Exit](#)

17. When this popup appears click OK

trust.dot.state.wi.us says

Payment is required on the next screen. Have your payment method ready and select OK, or select Cancel to go back. Fees submitted cannot be refunded.

 **OK** Cancel

18. Complete the fields and submit your payment

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	Wisconsin DMV Total	\$1.00	1	\$1.00
Total				\$1.00

Transaction Summary

Wisconsin DMV Total	\$1.00
TOTAL	\$1.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

Payment Type *

Select One

Next >

Customer Information

Payment Information

Verification

Cancel

19. Once complete save the receipt as a PDF and forward the PDF to the DOTDMVCDLACCESSGOV@dot.wi.gov inbox.

