Registering for TAPWeb

Registration Detail

All applicants will need to initially register for TAPWeb access.

On the homepage of TAPWeb, click the 'Need to Register' button on the lower left beneath the e-mail and password box. Applicants will need to fill in required information, including the applicant's name, primary phone number, and email before pressing 'Next'.

After pressing 'Next', the following screen will request additional information regarding the purpose of the applicant's profile. Select the registration description(s) that best fit the use of the portal.

- Submit or Manage Transportation Alternatives Program (TAP) Applications and Reimbursements: all sponsors submitting applications to be scored and ranked for TAP funding. **The majority of TAPWeb users will be selecting this option unless otherwise directed by WisDOT.**
- Participate in Statewide Selection Committee: individuals who have been asked by the TAP Statewide Program Manager to participate in the scoring and ranking process of the non-Transportation Management Area (TMA) projects.
- Participate as a TMA Reviewer: individuals who have been asked by the respective TMA to participate in the scoring and ranking process of the TMA projects.

Entity

Selecting an Entity is a two-part process. First, select the general category of the sponsor. **The most popular category options are municipality, nonprofit, and school district.**

Once a general category is selected, a second box will appear allowing for entity selection specific to the applicant sponsor. The second box allows typing for quicker searching. In particular, the municipality list is extensive, so it is recommended to search by typing in the name. If an applicant cannot find the sponsor's name in the second box, then select the 'Other' option under the general category option and provide the name of the organization.

After pressing 'Next', the user authorization will be processed by WisDOT Central Office. All registration requests will be reviewed by the TAP Statewide Program Manager before approval. Once approved, the applicant will receive an email confirmation along with log-in instructions. Please allow 24-48 hours for processing.

Questions about registration can be emailed to the TAP Statewide Program Manager, Will Keenan at will.keenan@dot.wi.gov.