

## FAQs for logging in to TAS/LRIPWeb

**[Q: I'm having trouble logging into LRIPWeb. What should I do?](#)**

**[Q: I forgot my password. What should I do?](#)**

**[Q: Why didn't I receive an email about resetting my password after I clicked Reset Password and provided my email address?](#)**

**[Q: What should I do to avoid being locked out of TAS?](#)**

**[Q: Why am I locked out of TAS?](#)**

**[Q: How often can I change my password?](#)**

**[Q: Does my password expire?](#)**

**[Q: Can I share my email address with others?](#)**

**[Q: I'm a new local government official and will be using the same email address used by the previous local government official. How do I change the name associated with the email address?](#)**

**[Q: When I logged in, somebody else's name appeared in the upper right corner of the screen. How do I change the name?](#)**

**[Q: I'm a public works employee for a local government. May I have access to LRIPWeb?](#)**

**[Q: I'm a consultant/engineer representing a local government. May I have access to LRIPWeb?](#)**

**Q: I'm having trouble logging into LRIPWeb. What should I do?**

**A:** Refer to the login instructions, [How to Access the LRIPWeb Application](#), on the LRIP webpage ([wisconsindot.gov/lrip](https://wisconsindot.gov/lrip)). If you need additional assistance, send an email to the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)). You will receive a response within two business days.

**Q: I forgot my password. What should I do?**

**A:** On the TAS login page (<https://tas.wisconsindot.gov/>), click **Reset Password**. You will then be asked to provide your email address. Instructions for resetting your password will be sent to the email address you provided.

**Q: Why didn't I receive an email about resetting my password after I clicked Reset Password and provided my email address?**

**A:** There may be a delay of several minutes before the email is delivered. Please be patient. Alternatively, your email address may have been entered incorrectly; click on **Reset Password** again and re-enter your email address. Finally, the email may be in your spam/junk email folder, or your firewall may be preventing delivery.

**Q: What should I do to avoid being locked out of TAS?**

**A:** To avoid being locked out of TAS because you've had failed attempts (less than five in a 24-hour period), simply reset your password by clicking **Reset Password** on the TAS login page (<https://tas.wisconsin.gov/>). You will then be asked to provide your email address. Instructions for resetting your password will be sent to the email address you provided.

**Q: Why am I locked out of TAS?**

**A:** On the fifth failed attempt to log-in to TAS within a 24-hour period, your account is locked for security purposes. Contact the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)). You will receive a response within two business days.

**Q: How often can I change my password?**

**A:** There is no limit. You can change your password every time you log in, if you wish. Reset your password by clicking **Reset Password** on the TAS login page (<https://tas.wisconsin.gov/>). You will then be asked to provide your email address. Instructions for resetting your password will be sent to the email address you provided.

**Q: Does my password expire?**

**A:** Yes, your password expires after 366 days. If your password expires, simply reset it by clicking **Reset Password** on the TAS login page (<https://tas.wisconsin.gov/>). You will then be asked to provide your email address. Instructions for resetting your password will be sent to the email address you provided.

**Q. Can I share my email address with others?**

**A:** No, each user must have a unique and valid email address.

**Q: I'm a new local government official and will be using the same email address used by the previous local government official. How do I change the name associated with the email address?**

**A:** Contact the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)). You will receive a response within two business days.

**Q. When I logged in, somebody else's name appeared in the upper right corner of the screen. How do I change the name?**

**A.** The email address you entered when logging in is registered to somebody else. Each user must have a unique and valid email address. Contact the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)). You will receive a response within two business days.

**Q: I'm a public works employee for a local government. May I have access to LRIPWeb?**

**A:** Yes, if the head of your local government provides acceptable justification to the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)) and registration in TAS has been completed.

**Q: I'm a consultant/engineer representing a local government. May I have access to LRIPWeb?**

**A:** Yes, if the head of the local government provides acceptable justification to the TAS System Administrator ([dotwebtassystemadministrator@dot.wi.gov](mailto:dotwebtassystemadministrator@dot.wi.gov)) and registration in TAS has been completed.