FAQs for logging in to TAS/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). If you need additional assistance, send an email to the TAS System Administrator (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.wisconsindot.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). 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.wisconsindot.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.wisconsindot.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). 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). 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) 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) and registration in TAS has been completed.