**CREATE AN ACCOUNT**

**Step 1:** Please go to https://oacs.dot.wi.gov/#/

**Step 2:** Click on ‘Create Account’ button from the main landing page.

**Step 3:** From the ‘Sign Up For An Account’ window, select the appropriate account access.

**NOTE:** If you are a Sign Owner & an Installer, you will need to create two separate accounts (you will have to complete the same process for each role).
**Step 4:** Depending on Business requirement - select whether this is a Company or an Individual account. Click on the ‘Next’ button.

**Step 4a:** If you entered Company in Step 4 - Enter all the Company Details where mandatory fields are noted by *). Click on ‘Next Step’ button.
Step 4b: If you entered Individual in Step 4 - Enter all the Account Details where mandatory fields are noted by *). Click on ‘Next Step’ button.

Step 5a: If you entered Company in Step 4 - Enter all the Company Details where mandatory fields are noted by *. Click on ‘Next Step’ button.

Step 5b: If you entered Individual in Step 4 - Enter all the Account Details where mandatory fields are noted by *. Click on ‘Next Step’ button.
Sign Up For An Account

Enter Your Contact Details:
- First Name*
  - First Name
- Last Name*
  - Last Name
- Title*
  - Title
- Email*
  - Email

View Full Email Policy

Emails may be automatically generated and sent to the above entered email address by the system.

Phone

Previous Step  Next Step
Step 6: Enter a Username and then check the ‘I Agree to all Terms and Conditions’ box:

![Sign Up For An Account](image)

Step 7: Complete the ‘I’m not a robot’ verification and then check the box. Click on the ‘Submit’ button.

![Sign Up For An Account](image)
Step 8: You have completed the process – click on the ‘Done’ button.

If you have any questions or run into any issues with this process, please contact OACS Customer Support at OutdoorAdvertising@dot.wi.gov or call the Support Line at **608-266-8287**.