



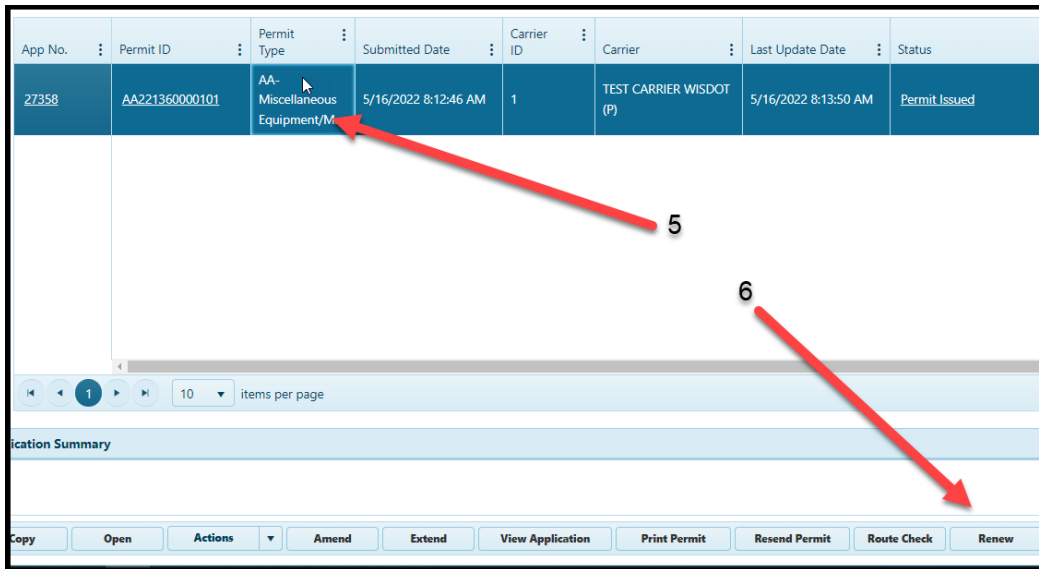
Directions for Renewing a Multiple Trip Permit

After login to the [WisDOT OSOW Permit Processing System](#):

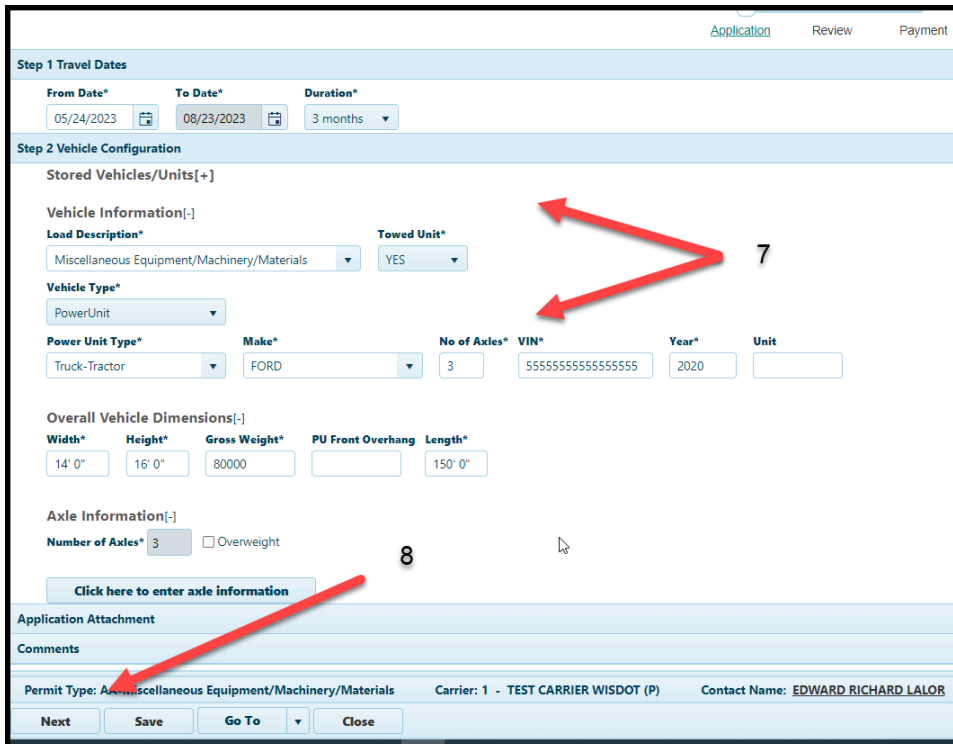
- 1) Go to **My Queue** tab
- 2) In the **Search By** box, click on the drop-down arrow to display **Permit ID**
- 3) In the empty Permit ID box enter the **permit number** you wish to renew
- 4) Search

The screenshot shows the 'My Queue' tab selected in the top navigation bar. Below the navigation bar, the 'Application Queue' section is visible. The 'Search By' dropdown menu is open, showing 'Permit ID' as the selected option. The 'Permit ID' input field contains the value 'AA222710000101'. The 'From' date is '05/10/2023' and the 'To' date is '05/24/2023'. The 'Advanced Search [+]' section includes a 'Search' button, a 'Reset' button, and a checkbox for 'Display Application Summary'. Below the search section, a table header is visible with columns for 'App No.', 'Permit ID', 'Permit Type', 'Submitted Date', and 'Carrier ID'. Red arrows and numbers 1 through 4 indicate the steps: 1 points to the 'My Queue' tab, 2 points to the 'Search By' dropdown, 3 points to the 'Permit ID' input field, and 4 points to the 'Search' button.

- When the permit displays in the Queue, click on **Permit Type** column once, this will turn the line of information **dark blue**.
- At the bottom your computer screen, click on the activity button that reads **Renew**. A new application screen will appear with the information from the permit you intend to renew.



- Proceed with a review of the new application for Start Date, Duration of Months, and desired Dimensions/Weight etc.
- When you are satisfied with the application information, click the **Next** button at the bottom of your screen



- Confirm information on the **Review** page then click the next button for the payment screen

- 10) Fill in Contact information
- 11) Select Payment Method
- 12) Read and check the Acknowledgement box
- 13) **Submit** to bring you final page before the bank payment page

The screenshot shows a web application interface with the following elements:

- Navigation:** Application | Review | [Payment](#)
- Dimensions:** Height: 16' 0" | Width: 14' 0" | Length: 150' 0" | GVW: 80,000
- Payment Information:**
 - State Fees:**
 - Permit Fee*: \$90.00
 - Region Fee: \$0.00
 - Pavement Fee: \$0.00
 - Bridge Fee: \$0.00
 - Special Review Fee: \$0.00
 - Amendment Fee: \$0.00
 - HRCQ Fee: \$0.00
 - Estimated Convenience Fee: \$1.80
 - Total Fee*: \$90.00
 - Contact*:** Ed
 - Delivery Method*:** Email
 - Email Address*:** EDWARD.LALOR@WISCONSIN.GOV
 - Payment Method*:** Credit Card
- Application Attachment:**
 - Comments:** (Empty)
 - Acknowledgement:**
 I, EDWARD (CARRIER) LALOR, hereby certify that the statements contained in this application are true and correct and that I will comply with all terms and conditions stated on the face of the issued permit.
- Footer:**
 - Permit Type: Miscellaneous Equipment/Machinery/Materials | Carrier: 1 - TEST CARRIER WISDOT (P) | Contact Name: EDWARD RICHARD LALOR
 - Buttons: Submit | Preview Permit | Previous | Save | Go To | Close

Red arrows and numbers indicate the following steps:

- 10:** Points to the Contact* field.
- 11:** Points to the Payment Method* dropdown.
- 12:** Points to the Acknowledgement checkbox.
- 13:** Points to the Submit button.

- 14) If no review is needed, you will be sent to the payment screen. Once payment is submitted, the permit will be issued and sent to your email.

The screenshot shows the 'Application Confirmation' page with the following content:

- Navigation:** Application | **My Queue** | My Vehicles | My Reports | My Admin | Help | Logoff
- Application Confirmation:**
 - Application 28057 has been saved.
 - To make a payment click the button below. Your application will be analyzed and issued once payment is received.
 - Make Payment** button
 - You will be redirected to the USBank website to enter your credit card information. If you are not redirected to the USBank website please contact the Permit Office. If you have issues completing the payment process on the USBank website you can find your application in the 'Payment Needed' queue.
 - PLEASE DO NOT REFRESH THIS PAGE IF YOU ARE HAVING ISSUES MAKING A PAYMENT

- 15) If the application needs office review, it will display a message and not send you to the payment screen

The screenshot shows the 'Application Confirmation' page with the following content:

- Application Confirmation:**
 - Application 28544 has been submitted to the Permit Office for review. You will receive email notification for this application when it has been approved and ready for purchase.