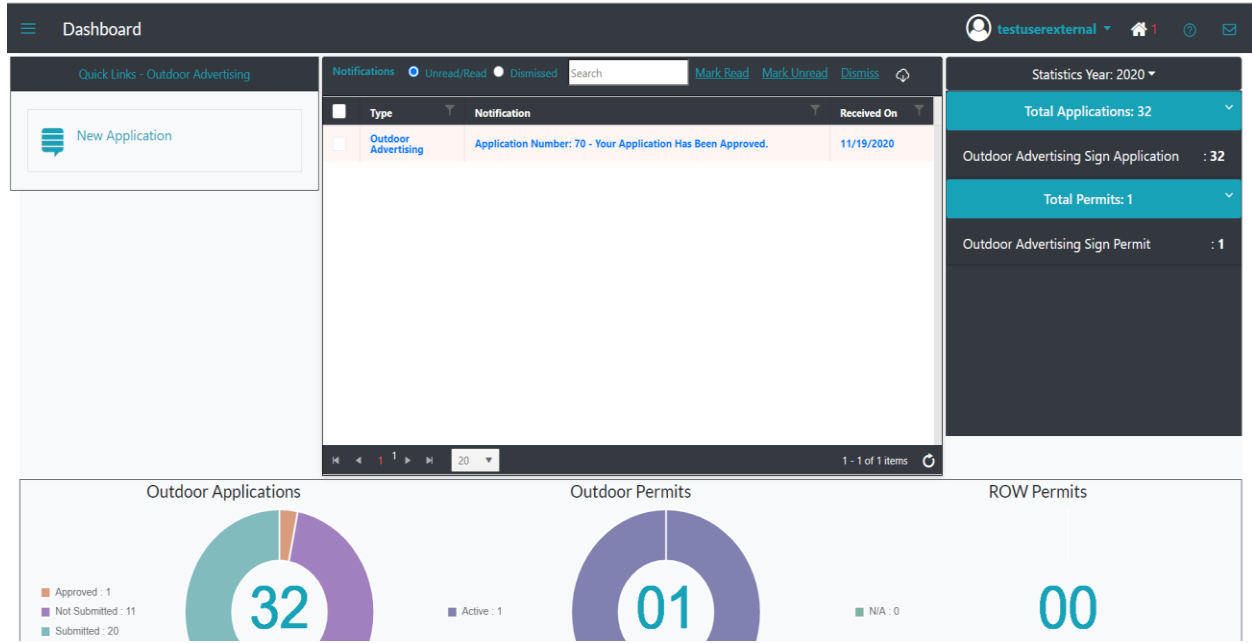


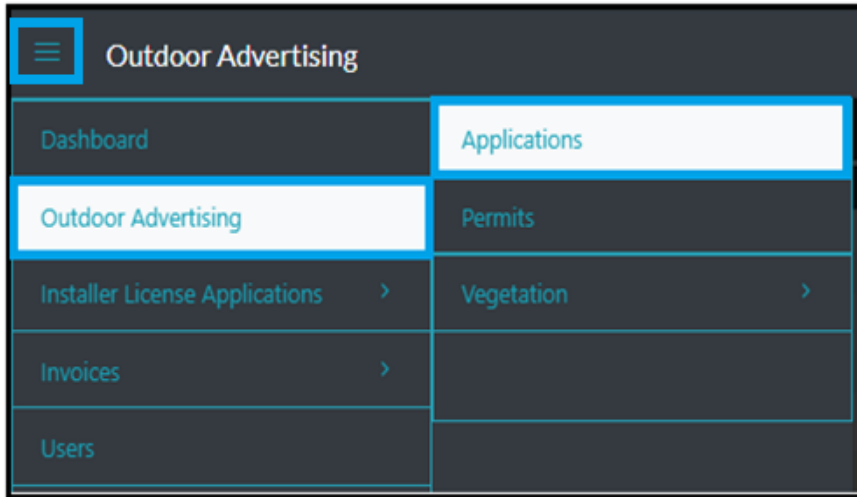
OUTDOOR ADVERTISING APPLICATION-NEW

My Dashboard: After logging in to the “Outdoor Advertising Control System” (OACS), the system will take you to the OACS Home page – the Dashboard page. Digital user notifications will all be displayed and/or accessible via the Dashboard.



a) To submit an Outdoor Advertising Sign Application, start at Step 1. To submit a Directional Sign Application, go to b) on page 23.

Step 1: Click on the Burger Menu  → Outdoor Advertising → Applications



Step 2: The Outdoor Advertising Application summary grid will be presented to the user, containing all applications (current and historical).

Application Number	Sign Permit Number	Application Type	Application Status	Application Submission T...	Paper Application Number	Category Type	Directional Sign	Activity Ty
48		Outdoor Sign Application	In Progress	Electronic		NC	No	
47	000037	Outdoor Sign Application	Approved	Electronic		NC	No	
46		Directional Sign Application	Not Submitted	Electronic		OFF	Yes	
43	000034	Outdoor Sign Application	Approved	Electronic		DIR	No	
41	000032	Outdoor Sign Application	Submitted	Electronic		DIR	No	

Step 3: Click on “+” icon to add new Outdoor Advertising Application.



Step 4: User navigates to New Outdoor Advertising Application “Application Type” page.

New Outdoor Advertising Application

Application Type

Select the Application Type

---- Select Application Type ----

Description

Next Step >

- In **Select the Application Type** dropdown select “Outdoor Advertising Sign Application”
- In **Category** dropdown select the appropriate sign category.

Wisconsin Department of Transp: x +

oacs-t.dot.wi.gov/#/AddApplication

Outdoor Advertising vmharkins

New Outdoor Advertising Application

Application Type Owner Info Property Owner Info Installer Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Select the Application Type

Outdoor Advertising Sign Application

Terms and Conditions

---- Select Category ----

---- Select Category ----

Off-Property

Official

Service Club Meeting Notice

Religious Meeting Notice

Real Estate along Interstate

School bus stop shelter

Next Step >

- The Description will appear confirming the selected Application Type
- **Terms and Conditions** will appear based on the selected Application Type

New Outdoor Advertising Application

Application Type Owner Info Property Owner Info Installer Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Select the Application Type

Outdoor Advertising Sign Application

Off-Property

Description

Outdoor Advertising Sign Application

Next Step >

Step 5: Click on **Next Step** button. User will navigate to the “Owner Info” page.

Owner Info Page:

- Owner information will be displayed. The company preparer and official for the account will display in the dropdown area of “Select the Company Preparer” and “Select the Company Official” dropdowns

New Outdoor Advertising Application

Application Type Owner Info Property Owner Info Installer Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Outdoor Advertising Sign Application

Select the Owner:

Testuserexternal

View Details

Owner Name	: Testuserexternal	Select the Company Preparer *
Address	: 902 suite road, New Castle, New Castle, Wisconsin, 97018	Test User External
Email	: saipriya.y@delasoft-inc.com	Select the Company Official *
Phone	: 3028545011	Test User External
Fax	:	
Reference ID	:	

< Previous Step

Next Step >

Step 6: Click on **Next Step** button. It will navigate to the “Property Owner Info” page.

Property Owner Info Page:

- If property owner is same as Sign owner, mark the “Same as Sign Owner” Checkbox
- If property owner is not the same as the sign owner, enter a minimum 3 letters or digits of the property owner name or property owner ID in the search textbox. All active property owners related to the search criteria will be displayed

- Select the required property owner. Selected property owner details will appear behind the property owner search bar

New Outdoor Advertising Application

Application Type: Outdoor Advertising Sign Application

Select the Property Owner

Same As Sign Owner

Jim Fletcher

Property Owner Name	: Jim Fletcher
Address	: W7600 Prospect Rd., Unknown, Beaver Dam, Wisconsin, 53916
Email	: XXX@XXX.com
Phone	: 920-885-4480
Fax	:

Property: Leased Owned

Lease Term

! If you don't find the Property owner you are looking for, click on can't find property owner button below.

- If property owner cannot be found, click on the Can't Find Property Owner button at the bottom of the screen.

Outdoor Advertising vmharkins

New Outdoor Advertising Application

Application Type: Outdoor Advertising Sign Application

Select the Property Owner

Same As Sign Owner

Enter Property Owner Name or Property Owner ID

Property Owner Name	:
Address	:
Email	:
Phone	:
Fax	:

Property: Leased Owned

Lease Term

! If you don't find the Property owner you are looking for, click on can't find property owner button below.

- If the property owner is the same as the sign owner, mark the check box “Copy Sign Owner Information”. The fields will auto-populate. Click on the save icon. “Sign Owner Created Successfully” will show across the top of the info box. Click the X to close the window
- If the property owner is different than the sign owner, complete the mandatory (*) information fields. Complete the non-mandatory fields (if known). Click on save icon when complete. Sign Owner Created Successfully” will show across the top of the info box. Click the X to close the window

Outdoor Advertising

New Outdoor Advertising Application

Application type Owner info Property Owner

Can't find Property Owner

Copy Sign Owner Information

Property Owner Name*

Name Property Owner C/O

Address Line1* Address Line2

Address Line1 Address Line2

City* State* Zip*

City --- Select State --- Zip

Phone Phone Extension

Phone Extension

Email* Fax

Email

Date Created : Created By :
Date Updated : Updated By :

Property Owner Name :
Address :
Email :
Phone :
Fax :

Same As Sign Owner

Enter Property Owner Name or Property Owner ID

If you don't find the Property owner you are looking for

Previous Step Can't find Property Owner Next Step

Step 7: Click on **Next Step** button. It will navigate to the “Installer Info” page.

New Outdoor Advertising Application

Application Type: Outdoor Sign Application

Select the Installer

Same As Sign Owner

Enter Installer Name

License Number :
Installer Name :
Address :
Email :
Phone :
Fax :
Issued Date :

Previous Step Next Step

Installer Info Page:

- If installer is same as Sign owner mark the “Same as Sign Owner” Checkbox
- If installer is not the same as the sign owner enter a minimum of 3 letters or digits of installer name or installer ID number in the search textbox. All active installers related to the search criteria will be displayed

New Outdoor Advertising Application

Application Type: Outdoor Advertising Sign Application

Select the Installer

Same As Sign Owner

Del

Vacationland Signs (#104)
Dellwood Signs (#123)
Dennis DeLaney (#261)
Delite Outdoor Advertising inc (#282)
Accurate Remodeling (#448)
Delite Outdoor Advertising (#623)
Tommy Bartlett, Inc. (#745)
Dells Area Signs (#890)

Previous Step Next Step

- Select the required Installer. Selected installer details will appear behind the Installer search bar

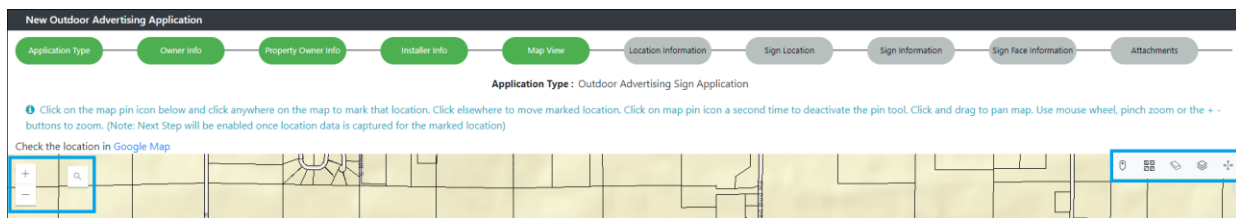
Note: If your Installer doesn't appear in the search then they do not have an active Installer License and will be required to apply for one. See OACS External-Installer License Application help guide for instructions on how to apply.

Step 8: Click on **Next Step** button. User will navigate to “Map View” page where the sign location is set.

Map View Page:

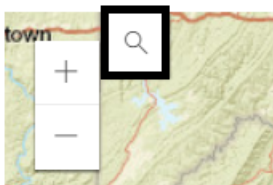
The “Map View” page contains:

- “Address Search” Textbox
- Map Tools



Map Tools:

- +/-: Use the plus or minus to zoom in and zoom out on the Map

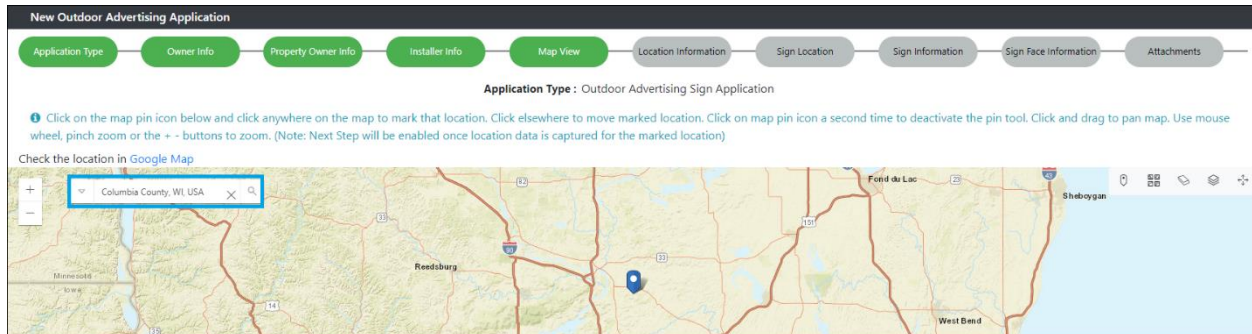


- Mark Location Tool: When you select “Mark Location Tool” and place the cursor on the map, it will display the pin location
- Switch Base Map dropdown: You can switch your view. There are five views to choose from: Topographic, Streets, Oceans, National Geographic and Imagery. The map can be

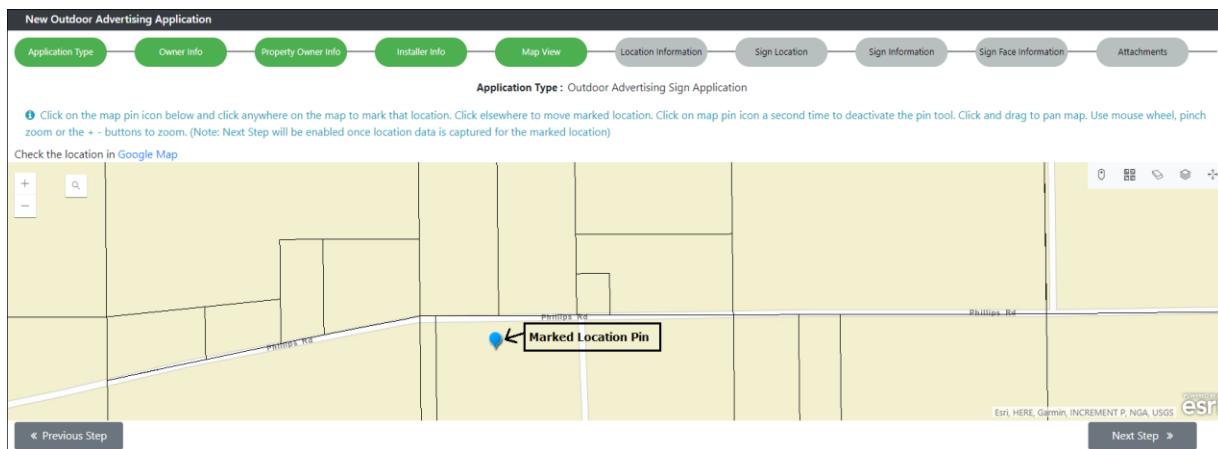
changed to Topographic/Streets/ Oceans/National Geographic/Imagery view using the “Switch Base Map” button. By default, the Streets Map is selected

- **Clear Map:** This is used to clear the pin placed on the map
- **Layers:** This is used to show the parcel layer on the map
- **Measurement:** This shows three values: Area, Distance and Location

Step 9: Click on the Search icon, enter the address in the “Search” textbox and click on the “Search” icon to display the address on the map.



- Click on the “+” icon to zoom in the map. Select the “Mark Location Tool” button with the mouse cursor and place it on the map to drop a pin on the location



Step 10: Click on **Next Step** button. User will navigate to “Location Information” page.

Location Information page:

The following fields will automatically populate based on the location of the pin in the map: Latitude, Longitude, Region, County, Municipality, Municipality Type, Route Type, Highway Number, Reference Point, and Mile Marker/Side Road.

Note: Route Class and Route Name will sometimes auto-populate based on pin location.

Location Information

Google Map

Latitude* 43.46615673908722 Longitude* -89.33372438932764

Region* Southwest County* Columbia

Municipality* Wycocena Municipality Type* Town Road Class* NON

Route Type* STH Highway Number* 22 Route Name* Route Name

Quadrant* --- Select Quadrant --- Section* Section Town* Town

Range* Range Range Direction* West East

Reference Point* 022N012 Tax Parcel* Tax Parcel

Highway Side* --- Select Highway Side --- Scenic Byway

Mile Marker/Side Road 111

Previous Step Save Next Step

Step 11:

- Enter additional mandatory fields in the “Location Information” section – Quadrant, Section, Town, Range, Tax Parcel, Highway Side (mandatory fields are marked by an asterisk*)
- Enter Non- Mandatory fields in the “Location Information” Section (if known)

Location Information

Google Map

Latitude* 43.46615673908722 Longitude* -89.33372438932764

Region* Southwest County* Columbia

Municipality* Wycocena Municipality Type* Town Road Class* NON

Route Type* STH Highway Number* 22 Route Name* Route Name

Quadrant* --- Select Quadrant --- Section* Section Town* Town

Range* 9 Range Direction* West East

Reference Point* 022N012 Tax Parcel* 433-6.19-115.00

Highway Side* Eastbound Scenic Byway

Mile Marker/Side Road 111

Previous Step Save Next Step

Step 12: Click on **Next Step** button. User will navigate to “Sign Location” page. “Application created successfully” will flash across the top of the page in green.

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Location

Side of Highway*
--- Select Side of Highway ---

Distance to Nearest Sign (Feet)*
Distance to Nearest Sign

Interchange/Ramp Widening Distance (Feet)*
Interchange/Ramp Widening Distance

Right Of Way To Sign (Feet)*
Right Of Way To Sign

Zoning*
--- Select Zoning ---

Date Of Zoning
Date Of Zoning

Qualifying Business*
Qualifying Business

< Previous Step Save Next Step >

Step 13:

- Enter the mandatory (*) fields in the “Sign Location” section
- Enter the Non-mandatory fields in the “Sign Location” section (if known)

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Location

Side of Highway*
Right

Distance to Nearest Sign (Feet)*
11

Interchange/Ramp Widening Distance (Feet)*
22

Right Of Way To Sign (Feet)*
33

Zoning*
Agricultural

Date Of Zoning
11/18/2020

Qualifying Business*
Agriware Solutions

< Previous Step Save Next Step >

Step 14: Click on **Next Step** button to navigate to the “Sign Information” page.

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Information

Support Type*
--- Select Support Type ---

HAGL*
HAGL

Number of Posts*
Number of Posts

Face Type*
--- Select Face Type ---

Face Subtype*
--- Select Face Subtype ---

Value of this Sign (USD)*
Value of this Sign

Sign Description

Planned Construction Date

Previous Step Save Next Step

Step 15:

- Enter the mandatory (*) fields in the “Sign Information” section
- Enter the Non-mandatory fields in the “Sign Information” section (if known)

Note: HAGL stands for Height Above Ground Level

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Information

Support Type*
Wood

HAGL*
40

Number of Posts*
2

Face Type*
Single Face

Face Subtype*
On Building

Value of this Sign (USD)*
37.23

Sign Description

Planned Construction Date
11/23/2020

Previous Step Save Next Step

- Click on **Next Step** button. Application is updated and User navigates to “Sign Face Information” page

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Face Information

Frame Type* Panel Type* Owners Panel No. or ID*

Based on prior entered information your application requires information for 1 faces. If this is incorrect, please go back and update/correct the Face type information selected on the previous screen.

Sign Face 1:

Facing Direction*

Panel Height (Feet)* Panel Width (Feet)* Total Size (Sq. Feet)*

Lighted Yes No

Changeable Message

Buttons: < Previous Step, Save, Next Step >

- Enter all the mandatory (*) Information (mandatory fields are marked by an asterisk*)

Application Number: 248

Application Type: Outdoor Advertising Sign Application

Sign Face Information

Frame Type* Panel Type* Owners Panel No. or ID*

Based on prior entered information your application requires information for 1 faces. If this is incorrect, please go back and update/correct the Face type information selected on the previous screen.

Sign Face 1:

Facing Direction*

Panel Height (Feet)* Panel Width (Feet)* Total Size (Sq. Feet)*

Lighted Yes No

Changeable Message

Buttons: < Previous Step, Save, Next Step >

Step 16: Click on **Next Step** button. User navigates to “Attachments” page.

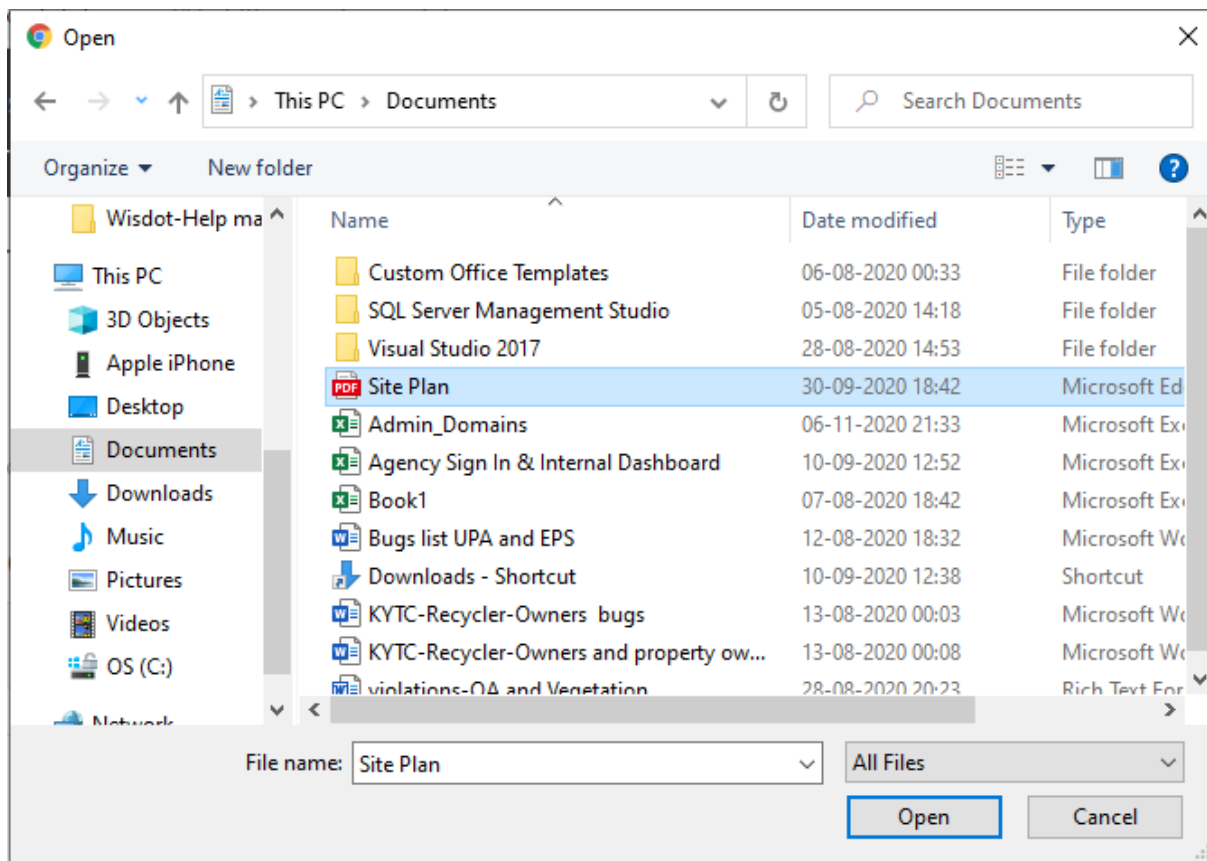
- Upload required attachments
- Click on Select Files button to upload the documents

Note: If the required attachments are not ready to be uploaded you can come back to the saved application and add them any time before you submit the application for payment. Click on Next Step button to bypass the Attachment page.



The screenshot shows a web application interface for "Outdoor Advertising". At the top, there is a navigation bar with the application name and a user profile "vmharkins". Below this, a progress bar contains ten steps: Application Type, Owner Info, Property Owner Info, Installer Info, Map View, Location Information, Sign Location, Sign Information, Sign Face Information, and Attachments. The "Attachments" step is currently active. Below the progress bar, the text "Attachments" is followed by a note: "Based on prior entered information your application requires 3 mandatory attachments". Three attachment requirements are listed: "Attachment 1: Copy of Sign Sketch- Required", "Attachment 2: Copy of Site Plan- Required", and "Attachment 3: Documentation of Zoning- Required". Each requirement has a "Select files..." button and a "Drop files here to upload" area. At the bottom of the form, there are "Previous Step" and "Next Step" navigation buttons.

- A popup window displays with the files located on your computer



- Search for required file and select the pdf, docx, or a txt file(s) to be uploaded. The selected file(s) name will be displayed in the 'File Name' textbox in that window
- Click on Open and then click on the upload button in the OACS attachment page

Application Number: 248

Application Type | Owner Info | Property Owner Info | Installer Info | Map View | Location Information | Sign Location | Sign Information | Sign Face Information | Attachments

Attachments

Based on prior entered information your application requires 3 mandatory attachments

Attachment 1 : [Copy of Sign Sketch](#)- Required

Drop files here to upload ✓ Done

Notice_124.pdf

Attachment 2 : [Copy of Site Plan](#)- Required

Drop files here to upload ✓ Done

VegetationPermitInvoice.pdf

Attachment 3 : [Documentation of Zoning](#)- Required

Drop files here to upload ✓ Done

Notice_124.pdf

« Previous Step Next Step »

Step 17: Click on **Next Step**. User will navigate to Application Review page.

Application Number - 248 Application Status: Next Submitted Go Back to Applications List

Application Type	: Outdoor Advertising Sign Application	Workflow Stage	: N/A	Date Submitted	: N/A
Assigned To	: N/A	Date Approved	: N/A		
Workflow Status	: N/A	Last Inspection Date	:		
As of Date	<input type="text" value="month/day/year"/>	Category	: Off-Property		

Application Review:

- Owner Information
- Property Owner Information
- Installer Information
- Map View
- Location Information
- Sign Location Information
- Sign Information
- Sign Face Information
- DOT Use Only
- Appeals

Enter Your Name: Terms and Conditions

By entering your name you are electronically signing and agreeing to the terms and conditions stipulated for this application.

Download Application Submit

- Enter the name of the person submitting the application in “**Enter Your Name**” textbox

Step 18: Click on **Submit** button.

Outdoor Advertising Control System – User Manual – OA Applications-New

Application Number - 248 Application Status: Not Submitted

Application Type: Outdoor Advertising Sign Application
Assigned To: N/A
Workflow Status: N/A

Workflow Stage: N/A
Date Approved: N/A
Last Inspection Date: N/A
Category: Off-Property

As of Date: month/day/year

Application Review:

- Owner Information
- Property Owner Information
- Installer Information
- Map View
- Location Information
- Sign Location Information
- Sign Information
- Sign Face Information
- DOT Use Only
- Appeals

Enter Your Name: test user external

By entering your name you are electronically signing and agreeing to the terms and conditions stipulated for this application.

Download Application Submit

- Will navigate to “Payment Information” page

Step 19: Click on **Pay Online** button (bottom right of page).

Application Number : 248

Payment Information:

Payment Slip Number	: 75051	Invoice Status	Cancel
Application Type	: Outdoor Advertising Sign Application		Edit Payment Information
Application Fee	: \$ 175		
Convenience Fee	: \$ 0		

Total Amount : \$ 175

Please note that if payment is not received within 30 days of application submittal the application will be considered abandoned and will be deleted from the system. If you wish to pay using a physical check, please download the payment slip and follow the instructions in the payment slip.

Download Payment Slip Pay Online

Step 20: Will navigate to payment Portal page.

WISCONSIN Department Of Transportation - Payment Portal

Personal Details

Email: prashantkumar@delasoft-inc.com

Payment method

New Card Account

Please select Funding Source

Card Number CVV Exp. Date

Name on Card

Billing Address

902 suite road, New Castle, WI 57018

Agree to the Terms and Conditions

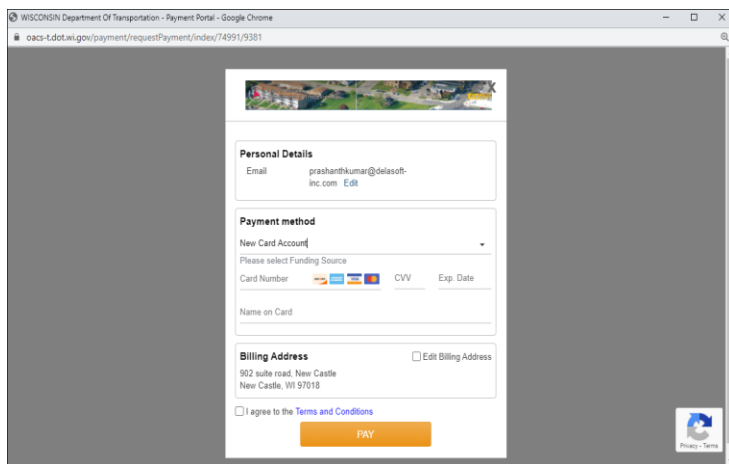
PAY

Step 21: Enter all required details and submit Payment.

- Email – confirm the user email is correct or click ‘Edit’ to change it to your payment email address (where the receipt will be forwarded)
- In Payment Portal, there are 2 types of Payment methods:
 - 1) New Card Account (credit or debit card – follow Step 15a)
 - 2) New Bank Account (ACH – electronic funds transfer from bank – Step 15b)

Step 21a: Credit/Debit card payments, please enter the following required details:

- The Funding Source should be defaulted to ‘New Card Account’
- Enter valid credit card details – ‘**Card Number**’, ‘**CVV**’, ‘**Exp Date**’, ‘**Name on Card**’



The screenshot shows a web browser window titled "WISCONSIN Department Of Transportation - Payment Portal - Google Chrome". The address bar shows "oacs-t.dot.wis.gov/payment/requestPayment/index/7491/9381". The main content area displays a payment form with the following sections:

- Personal Details:** Email: prashanthkumar@delasoft-inc.com. There is an "Edit" link next to the email.
- Payment method:** A dropdown menu is set to "New Card Account". Below it, it says "Please select Funding Source".
- Card Information:** Fields for "Card Number", "CVV", and "Exp. Date".
- Name on Card:** A text input field.
- Billing Address:** A text input field containing "902 suite road, New Castle, New Castle, WI 57018". There is a checkbox labeled "Edit Billing Address" to the right.
- Terms and Conditions:** A checkbox labeled "I agree to the Terms and Conditions".
- Payment Button:** An orange button labeled "PAY".

- Once the user enters their Credit/Debit card #, the system will add in a flat \$2.50 Service fee

NOTE: A flat Service Fee of \$2.50 is applied for all credit and debit card transactions (no fee charged for ACH transactions)

- Confirm the ‘**Billing Address**’ details are correct or click the ‘Edit Billing Address’ checkbox (right side of page) and update with the correct billing address details
- User clicks on the ‘I agree to the Terms and Conditions’ check box when data entry is complete
- Click on the ‘PAY’ button

Outdoor Advertising Control System – User Manual – OA Applications-New

WISCONSIN Department Of Transportation - Payment Portal - Google Chrome
oacs-t.dot.wi.gov/payment/requestPayment/index/74991/9381

Personal Details
Email: prashanthkumar@delasoft-inc.com [Edit](#)

Payment method
New Card Account
..... 12/20
Test Credit Card

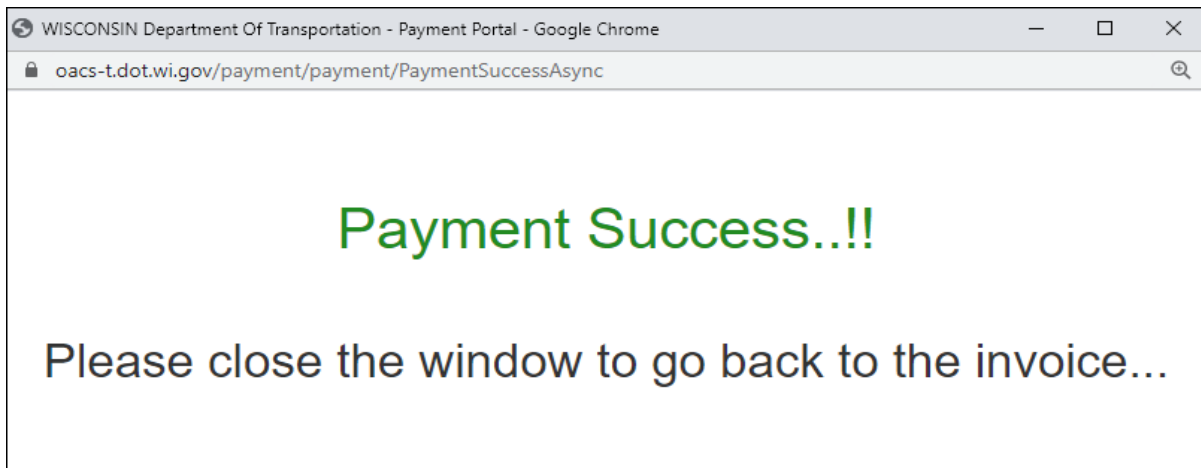
Billing Address [Edit Billing Address](#)
902 suite road, New Castle
New Castle, WI 97018

Amount Details
Payment Amount: \$175.00
Fine: \$2.50
Total: \$177.50

I agree to the [Terms and Conditions](#)

PAY \$177.50

- Payment is processed and the ‘Payment Success..!!’ page is displayed
- User can close the window after review – end of payment process



- The ‘Application’ Payment page displays Invoice Status as Paid

Application Number : 248 [Go Back to Application](#)

Payment Information:

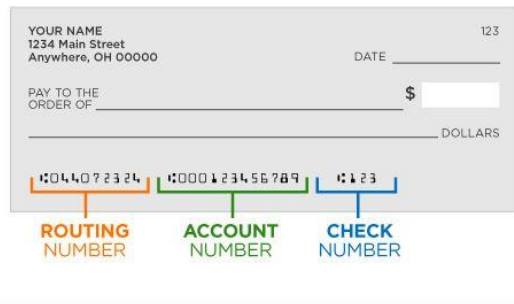
Payment Slip Number	: 75051	Invoice Status	Paid
Application Type	: Outdoor Advertising Sign Application		Edit Payment Information
Application Fee	: \$ 175		
Convenience Fee	: \$ 2.5		
Total Amount		: \$ 177.5	

Please note that if payment is not received within 30 days of application submittal the application will be considered abandoned and will be deleted from the system. If you wish to pay using a physical check, please download the payment slip and follow the instructions in the payment slip.

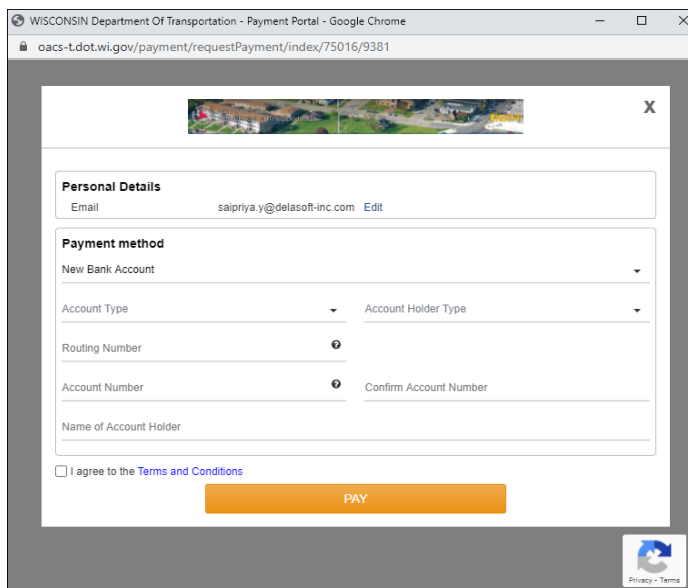
[Download Payment Slip](#)

Step 21b: For ACH payments (electronic funds transfer from bank), please enter the following required details:

- User will need to select ‘New Bank Account’ from dropdown list
- Enter valid ACH details – ‘Account Type’, ‘Account Holder Type’, ‘Routing Number’, ‘Name of Account Holder’

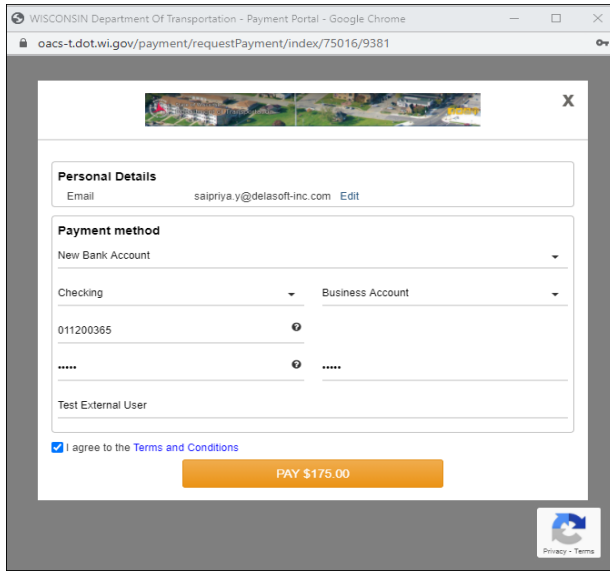


- **NOTE:** There is no fee charged for ACH transactions

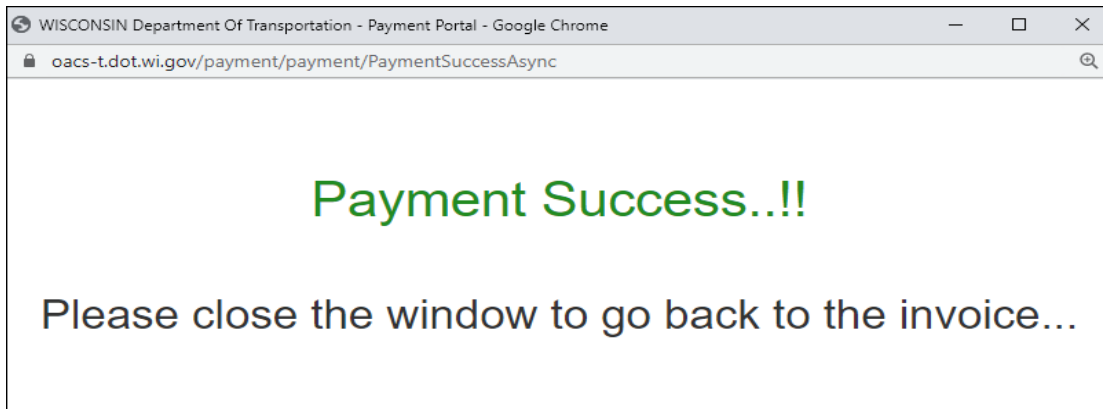


- Enter the remaining required ACH transaction details:
 - Confirm the ‘Billing Address’ details are correct or click the ‘Edit Billing Address’ checkbox (right side of page) and update with the correct billing address details
 - User clicks on the ‘I agree to the Terms and Conditions’ check box when data entry is complete

- Click on the ‘PAY’ button

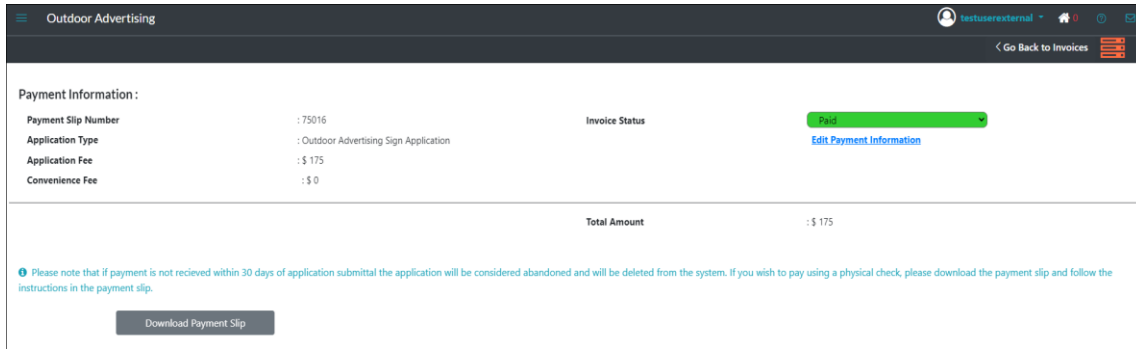


- Payment is processed and the ‘Payment Success..!!’ page is displayed
- User can close this window upon completion of payment



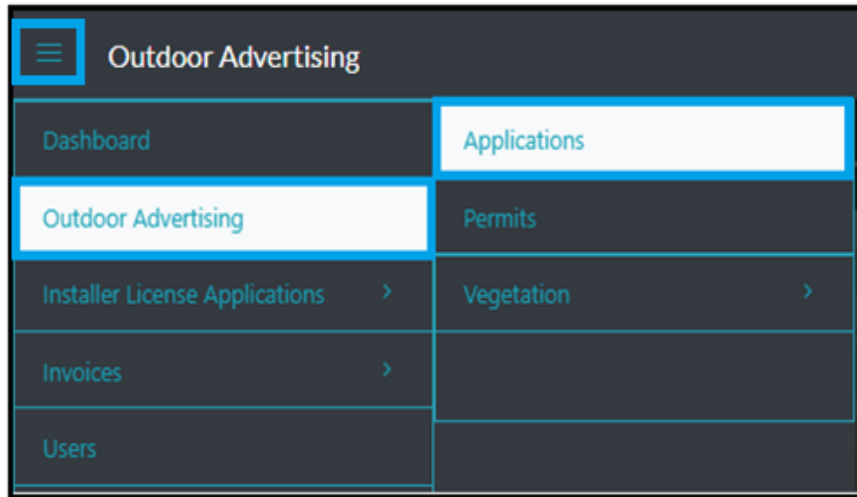
- The Application Payment page displays Invoice Status as Paid

Outdoor Advertising Control System – User Manual – OA Applications-New



b) Steps for submitting a Directional Sign Permit Application

Step 1: Click on the Burger Menu  → Outdoor Advertising → Applications



Step 2: The Outdoor Advertising Application summary grid will be presented to the user, containing all applications (current and historical).

Application Number	Sign Permit Number	Application Type	Application Status	Application Submission T...	Paper Application Number	Category Type	Directional Sign	Activity Ty
48		Outdoor Sign Application	In Progress	Electronic		NC	No	
47	000037	Outdoor Sign Application	Approved	Electronic		NC	No	
46		Directional Sign Application	Not Submitted	Electronic		OFF	Yes	
43	000034	Outdoor Sign Application	Approved	Electronic		DIR	No	
41	000032	Outdoor Sign Application	Submitted	Electronic		DIR	No	

Step 3: Click on “+” icon to add new Outdoor Advertising Application.



Step 4: User navigates to New Outdoor Advertising Application “Application Type” page.

A screenshot of the "New Outdoor Advertising Application" page. The page has a dark header with the title "New Outdoor Advertising Application". Below the header, there is a green tab labeled "Application Type". The main content area contains the text "Select the Application Type" followed by a dropdown menu with the placeholder text "---- Select Application Type ----". Below this is a section labeled "Description" with a large empty text area. In the bottom right corner, there is a grey button labeled "Next Step >".

- In **Select the Application Type** dropdown, select “Directional Sign Permit Application”
- In **Category** dropdown select the appropriate sign category
- The Description will appear confirming the selected Application Type
- **Terms and Conditions** will appear based on the selected Application Type

A screenshot of the "New Outdoor Advertising Application" page, showing the "Owner Info" step. The page has a dark header with the title "New Outdoor Advertising Application". Below the header, there is a horizontal navigation bar with several tabs: "Application Type" (highlighted in green), "Owner Info", "Property Owner Info", "Installer Info", "Activity Info", "Map View", "Location Information", "Sign Location", "Sign Information", "Sign Face Information", and "Attachments". The main content area contains the text "Select the Application Type" followed by a dropdown menu with the selected value "Directional Sign Permit Application". To the right of this dropdown is a blue button labeled "Terms and Conditions". Below this is another dropdown menu with the selected value "Directional". Below this is a section labeled "Description" with the text "Directional Sign Permit Application". In the bottom right corner, there is a grey button labeled "Next Step >".

Step 5: Click on **Next Step** button. User will navigate to the “Owner Info” page.

Owner Info Page:

- Owner information will be displayed. The company preparer and official for the account will display in the dropdown area of “Select the Company Preparer” and “Select the Company Official” dropdowns

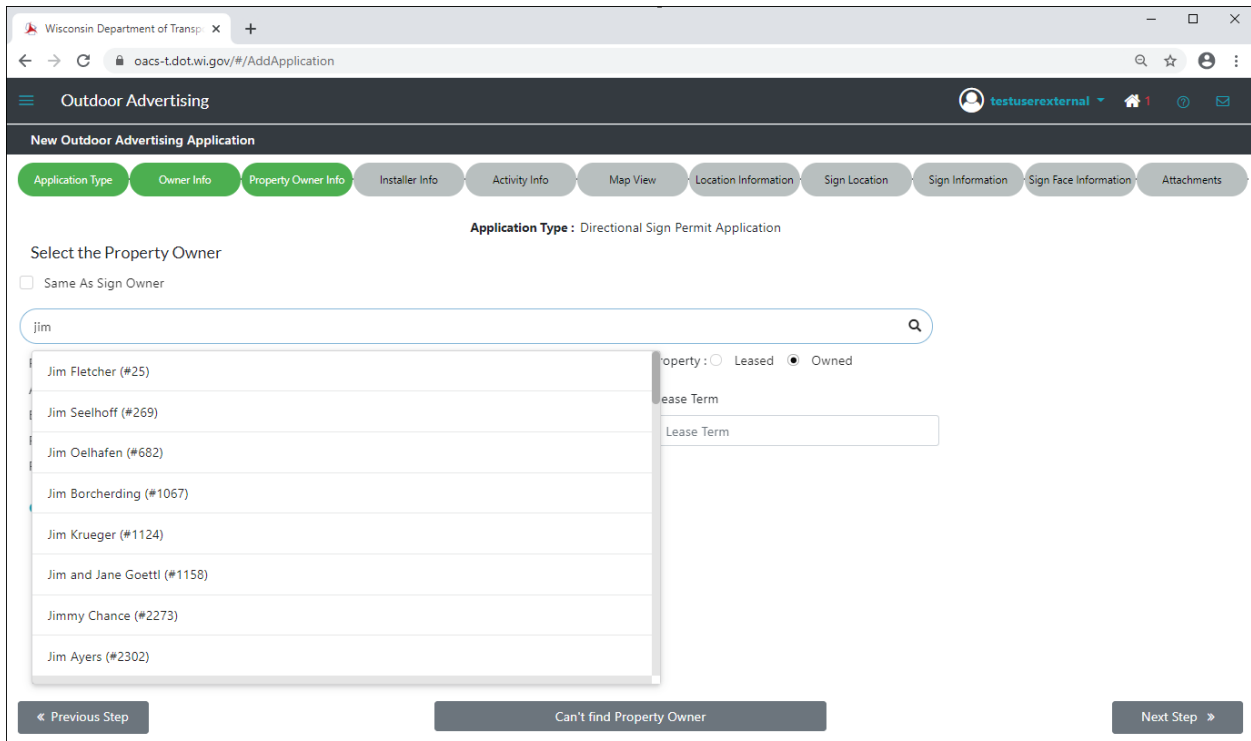
The screenshot shows a web browser window with the URL `oacs-t.dot.wi.gov/#/AddApplication`. The page title is "Outdoor Advertising" and the user is logged in as "testuserexternal". The breadcrumb trail is: Application Type > Owner Info > Property Owner Info > Installer Info > Activity Info > Map View > Location Information > Sign Location > Sign Information > Sign Face Information > Attachments. The "Application Type" is "Directional Sign Permit Application". The "Select the Owner:" section has a search box containing "Testuserexternal" and a "View Details" button. Below this, the owner's information is displayed: Owner Name: Testuserexternal, Address: 902 suite road, New Castle, New Castle, Wisconsin, 97018, Email: saipriya.y@delasoftware.com, Phone: 3028545011, Fax: , Reference ID: . To the right, there are two dropdown menus: "Select the Company Preparer*" and "Select the Company Official*", both with "Test User External" selected. At the bottom, there are "Previous Step" and "Next Step" buttons.

Step 6: Click on **Next Step** button. It will navigate to the “Property Owner Info” page.

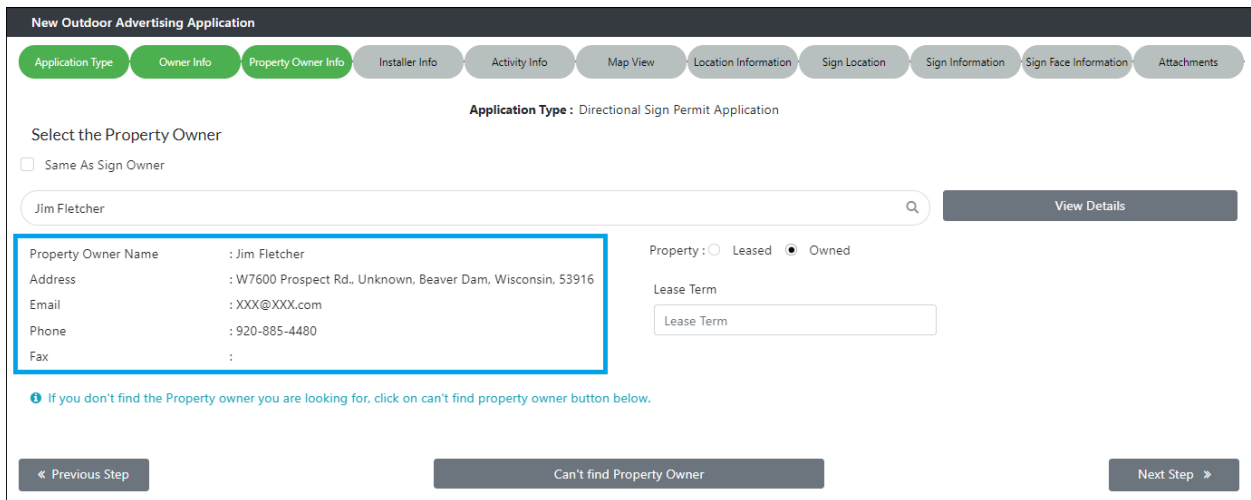
The screenshot shows the same web browser window, but the breadcrumb trail is now: Application Type > Owner Info > Property Owner Info > Installer Info > Activity Info > Map View > Location Information > Sign Location > Sign Information > Sign Face Information > Attachments. The "Application Type" is "Directional Sign Permit Application". The "Select the Property Owner" section has a checkbox for "Same As Sign Owner" which is unchecked. Below it is a search box with the placeholder text "Enter Property Owner Name or Property Owner ID". To the right of the search box are radio buttons for "Property: Leased" and "Owned", with "Owned" selected. Below the search box, there are input fields for "Property Owner Name", "Address", "Email", "Phone", "Fax", "Lease Term", and "Lease Term". At the bottom, there are three buttons: "Previous Step", "Can't find Property Owner", and "Next Step". A small blue icon and text at the bottom left of the form area reads: "If you don't find the Property owner you are looking for, click on can't find property owner button below."

Property Owner Info page:

- If property owner is same as Sign owner, mark the “Same as Sign Owner” Checkbox
- If property owner is not the same as the sign owner, enter a minimum 3 letters or digits of the property owner name or property owner ID in the search textbox. All active property owners related to the search criteria will be displayed



- Select the required property owner. Selected property owner details will appear behind the property owner search bar



Step 7: Click on **Next Step** button. It will navigate to the “Installer Info” page.

New Outdoor Advertising Application

Application Type Owner Info Property Owner Info **Installer Info** Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Select the Installer

Same As Sign Owner

Enter Installer Name

License Number :
Installer Name :
Address :
Email :
Phone :
Fax :
Issued Date :

Previous Step Next Step

Installer Info page:

- If installer is same as Sign owner mark the “Same as Sign Owner” Checkbox
- If installer is not the same as the sign owner enter a minimum of 3 letters or digits of installer name or installer ID number in the search textbox. All the active installers related to the search criteria will be displayed

New Outdoor Advertising Application

Application Type Owner Info Property Owner Info **Installer Info** Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Select the Installer

Same As Sign Owner

Del

Vacationland Signs (#104)
Dellwood Signs (#123)
Dennis DeLaney (#261)
Delite Outdoor Advertising inc (#282)
Accurate Remodeling (#448)
Delite Outdoor Advertising (#623)
Tommy Bartlett, Inc. (#745)
Dells Area Signs (#890)

Previous Step Next Step

- Select the required Installer. Selected installer details will appear behind the Installer search bar

Step 10: Click on **Next Step** button. It will navigate to “Map View” page where the User can set the location.

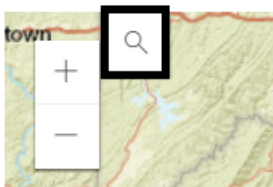
Map View page:

The “Map” page contains:

- “Address Search” Textbox
- Map Tools

Map Tools contains:

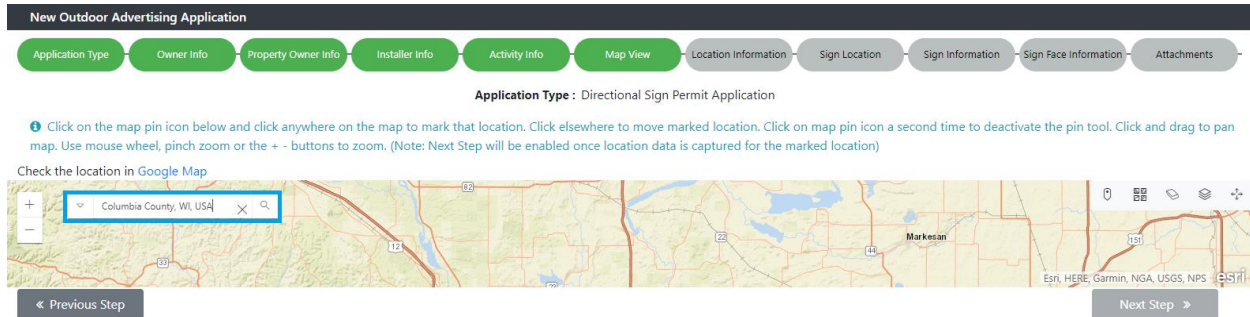
- **+/-:** Use the plus or minus to zoom in or zoom out on the Map



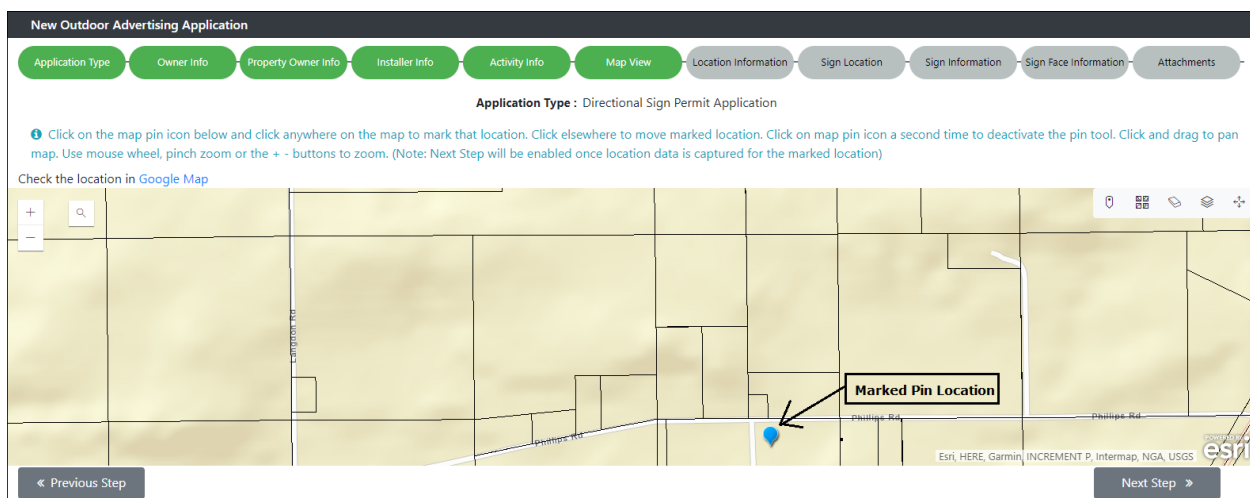
- **Mark Location Tool:** When you select “Mark Location Tool” and place the cursor on the map, it will display the pin location
- **Switch Base Map dropdown:** You can switch your view. There are five views to choose from: Topographic, Streets, Oceans, National Geographic and Imagery. The map can be changed to Topographic/Streets/ Oceans/National Geographic/Imagery view using the “Switch Base Map” button. By default, the Streets Map is selected
- **Clear Map:** This is used to clear the pin placed on the map

- **Layers:** This is used to show the parcel layer on the map
- **Measurement:** This shows three values: Area, Distance and Location

Step 11: Click on the Search icon, enter the address in the “Search” textbox and Click on the “Search” icon to display the address on the map.



- Click on the “+” icon to zoom in the map. Select the “Mark Location Tool” button with the mouse cursor and place it on the map to drop a pin on the location



Step 12: Click on **Next Step** button. It will navigate to “Location Information” wizard page.

Location Information page:

The following fields will automatically populate based on the location of the pin in the map: Latitude, Longitude, Region, County, Municipality, Municipality Type, Route Type, Highway Number, Reference Point, and Mile Marker/Side Road.

Note: Route Class and Route Name will sometimes auto-populate based on pin location.

New Outdoor Advertising Application

Application Type: Directional Sign Permit Application

Location Information

Google Map

Latitude* 43.46607629562394 Longitude* -89.33190048719777

Region* Southwest County* Columbia

Municipality* Wycocena Municipality Type* Town Road Class* NON

Route Type* STH Highway Number* 22 Route Name* Route Name

Quadrant* --- Select Quadrant --- Section* Section Town* Town

Range* Range Range Direction West East

Reference Point* 0225014 Tax Parcel* Tax Parcel

Highway Side* --- Select Highway Side --- Scenic Byway

Mile Marker/Side Road 111

if you see an issue with the auto-calculated fields on this screen that cannot be modified, please go back and verify the map pin location in the previous step.

Previous Step Save Next Step

Step 13:

- Enter additional mandatory fields in the “Location Information” section – Quadrant, Section, Town, Range, Tax Parcel, Highway Side (mandatory fields are marked by an asterisk*)
- Enter Non- Mandatory fields in the “Location Information” Section (if known)

New Outdoor Advertising Application

Application Type: Directional Sign Permit Application

Location Information

Google Map

Latitude* 43.46607629562394 Longitude* -89.33190048719777

Region* Southwest County* Columbia

Municipality* Wycocena Municipality Type* Town Road Class* NON

Route Type* STH Highway Number* 22 Route Name* Route Name

Quadrant* SEW Section* SA Town* 6

Range* 8 Range Direction West East

Reference Point* 0225014 Tax Parcel* 433-6.18-18.00

Highway Side* Eastbound Scenic Byway

Mile Marker/Side Road 111

if you see an issue with the auto-calculated fields on this screen that cannot be modified, please go back and verify the map pin location in the previous step.

Previous Step Save Next Step

Step 14: Click on **Next Step** button. User will navigate to “Sign Location” page. “Application created successfully” will flash across the top of the page in green

Application Number: 249

Application Type Owner Info Property Owner Info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Location

Side of Highway* Distance to Nearest Sign (Feet)*

--- Select Side of Highway --- Distance to Nearest Sign

Interchange/Ramp Widening Distance (Feet)* Right Of Way To Sign (Feet)*

Interchange/Ramp Widening Distance Right Of Way To Sign

Zoning* Date Of Zoning

--- Select Zoning ---

Qualifying Business*

Qualifying Business

« Previous Step Save Next Step »

Step 15:

- Enter the mandatory (*) fields in the “Sign Location” section
- Enter the Non-mandatory fields in the “Sign Location” section (if known)

Application Number: 249

Application Type Owner Info Property Owner Info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Location

Side of Highway* Distance to Nearest Sign (Feet)*

Right 1

Interchange/Ramp Widening Distance (Feet)* Right Of Way To Sign (Feet)*

2 3

Zoning* Date Of Zoning

Forest 11/22/2020

Qualifying Business*

Forestry Business

« Previous Step Save Next Step »

Step 16: Click on **Next Step** to navigate to the “Sign Information” page.

Application Number: 249

Application Type Owner Info Property Owner info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Information

Support Type*
--- Select Support Type ---

HAGL* Number of Posts*
HAGL Number of Posts

Face Type* Face Subtype*
--- Select Face Type --- --- Select Face Subtype ---

Value of this Sign (USD)*
Value of this Sign

Sign Description

Planned Construction Date Number of fixtures*
Number of fixtures

< Previous Step Save Next Step >

Step 17:

- Enter the mandatory (*) fields in the “Sign Information” section
- Enter the Non-mandatory fields in the “Sign Information” section (if known)

Application Number: 249

Application Type Owner Info Property Owner info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Information

Support Type*
Wood

HAGL* Number of Posts*
38 2

Face Type* Face Subtype*
Single Face Over Under

Value of this Sign (USD)*
47

Sign Description

Planned Construction Date Number of fixtures*
11/25/2020 5

< Previous Step Save Next Step >

- Click on **Next Step** button. Application is updated and User navigates to “Sign Face Information” page

Application Number: 249

Application Type Owner Info Property Owner Info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Face Information

Frame Type* Panel Type* Owners Panel No. or ID*

--- Select Frame Type --- --- Select Panel Type --- Owners Panel No. or ID

Based on prior entered information your application requires information for 1 faces. If this is incorrect, please go back and update/correct the Face type information selected on the previous screen.

Sign Face 1 :

Facing Direction*

--- Select Facing Direction ---

Panel Height (Feet)* Panel Width (Feet)* Total Size (Sq. Feet)*

Panel Height Panel Width 0

Lighted Yes No

Changeable Message

--- Select Changeable Message ---

Previous Step Save Next Step

- Enter all the mandatory (*) Information (mandatory fields are marked by an asterisk*)

Application Number: 249

Application Type Owner Info Property Owner Info Installer Info Activity Info Map View Location Information Sign Location Sign Information Sign Face Information Attachments

Application Type : Directional Sign Permit Application

Sign Face Information

Frame Type* Panel Type* Owners Panel No. or ID*

Steel Electronic 567

Based on prior entered information your application requires information for 1 faces. If this is incorrect, please go back and update/correct the Face type information selected on the previous screen.

Sign Face 1 :

Facing Direction*

S

Panel Height (Feet)* Panel Width (Feet)* Total Size (Sq. Feet)*

3 5 15

Lighted Yes No

Changeable Message

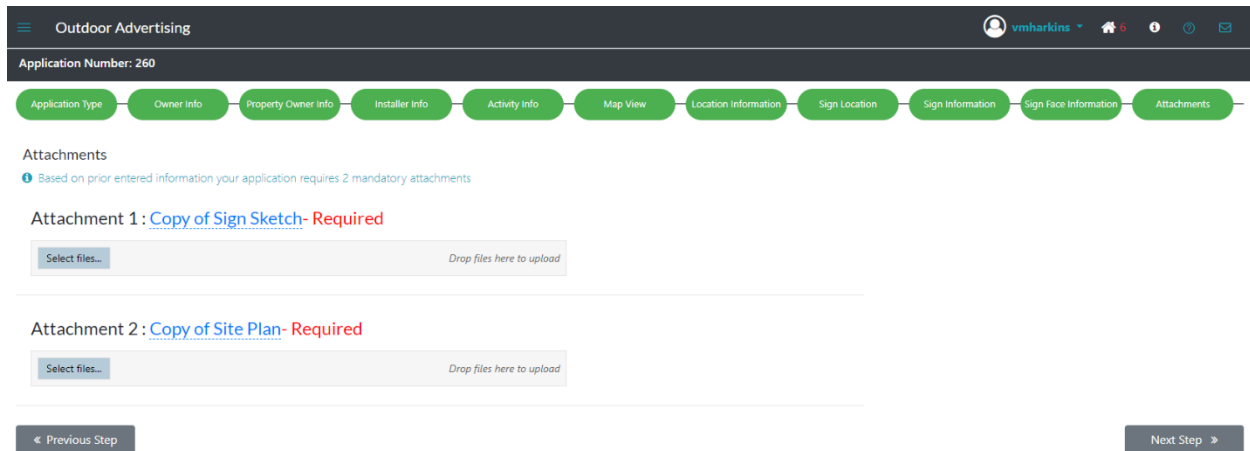
LED

Previous Step Save Next Step

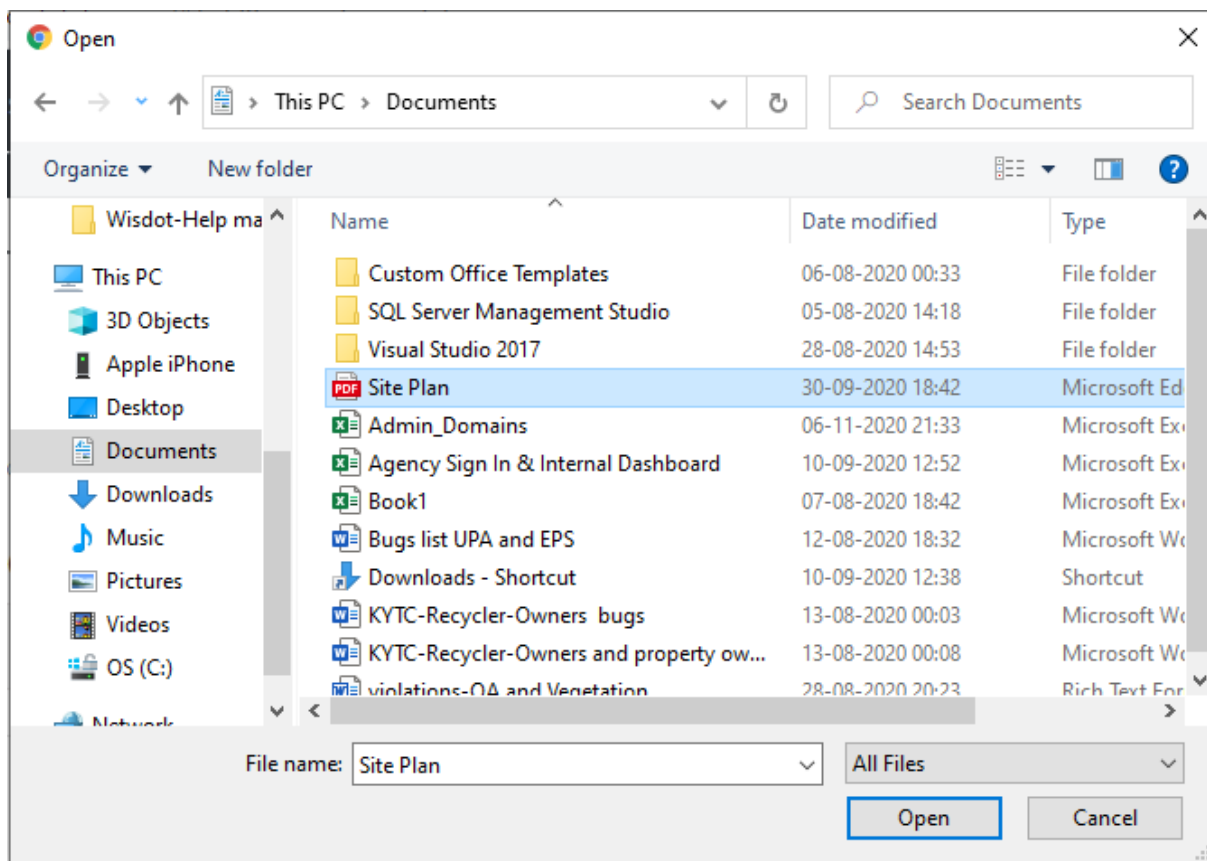
Step 18: Click on **Next Step** button. User navigates to “Attachments” page.

- Upload required attachments
- Click on Select Files button to upload the documents

Note: If the required attachments are not ready to be uploaded you can come back to the saved application and add them any time before you submit the application for payment. Click on Next Step button to bypass the Attachment page.



- A popup window displays with the files located on your computer



- Search for required file and select the pdf, docx, or a txt file(s) to be uploaded. The selected file(s) name will be displayed in the 'File Name' textbox in that window
- Click on Open and then click on the upload button in the OACS attachment page

Application Number: 249

Application Type | Owner Info | Property Owner Info | Installer Info | Activity Info | Map View | Location Information | Sign Location | Sign Information | Sign Face Information | Attachments

Attachments

Based on prior entered information your application requires 2 mandatory attachments

Attachment 1: [Copy of Sign Sketch](#) - Required

Drop files here to upload ✓ Done

VegetationPermitInvoice.pdf

Attachment 2: [Copy of Site Plan](#) - Required

Drop files here to upload ✓ Done

Notice_124.pdf

« Previous Step | Next Step »

Step 19: Click on **Next Step**. User will navigate to Application Review page.

Application Number - 248 | Application Status: Not Submitted | Go Back to Applications List

Application Type : Outdoor Advertising Sign Application | Workflow Stage : N/A | Date Submitted : N/A

Assigned To : N/A | Date Approved : N/A

Workflow Status : N/A | Last Inspection Date : | Category : Off-Property

As of Date : monthly/day/year

Application Review:

- Owner Information
- Property Owner Information
- Installer Information
- Map View
- Location Information
- Sign Location Information
- Sign Information
- Sign Face Information
- DOT Use Only
- Appeals

Enter Your Name: Name | Terms and Conditions

By entering your name you are electronically signing and agreeing to the terms and conditions stipulated for this application.

Download Application | Submit

- Enter the name of the person submitting the application in “**Enter Your Name**” textbox

Step 20: Click on **Submit** button.

Application Number - 248 Application Status: Not Submitted < Go Back to Applications List

Application Type : Outdoor Advertising Sign Application Workflow Stage : N/A Date Submitted : N/A
Assigned To : N/A Date Approved : N/A
Workflow Status : N/A Last Inspection Date :
Category : Off-Property

As of Date: [month/day/year] [calendar icon]

Application Review:

- Owner Information
- Property Owner Information
- Installer Information
- Map View
- Location Information
- Sign Location Information
- Sign Information
- Sign Face Information
- DOT Use Only
- Appeals

Enter Your Name: [test user external] Terms and Conditions

By entering your name you are electronically signing and agreeing to the terms and conditions stipulated for this application.

Download Application Submit

- Will navigate to “Payment Information” page

Step 21: Click on **Pay Online** button (bottom right of page).

Application Number : 248 < Go Back to Application

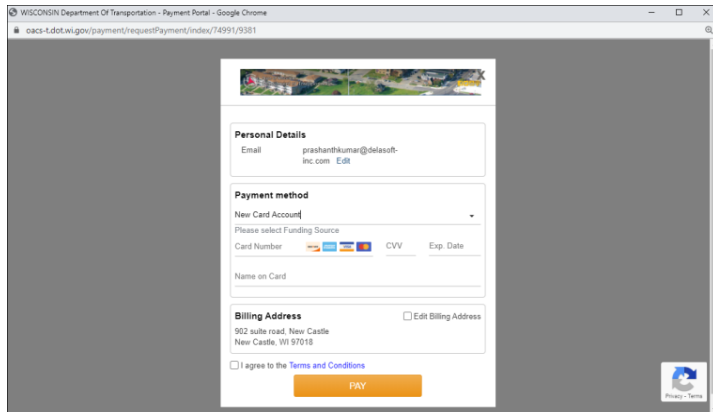
Payment Information :

Payment Slip Number	: 75051	Invoice Status	Unpaid
Application Type	: Outdoor Advertising Sign Application		Edit Payment Information
Application Fee	: \$ 175		
Convenience Fee	: \$ 0		
		Total Amount	: \$ 175

Please note that if payment is not received within 30 days of application submittal the application will be considered abandoned and will be deleted from the system. If you wish to pay using a physical check, please download the payment slip and follow the instructions in the payment slip.

Download Payment Slip Pay Online

Step 22: Will navigate to Payment Portal.

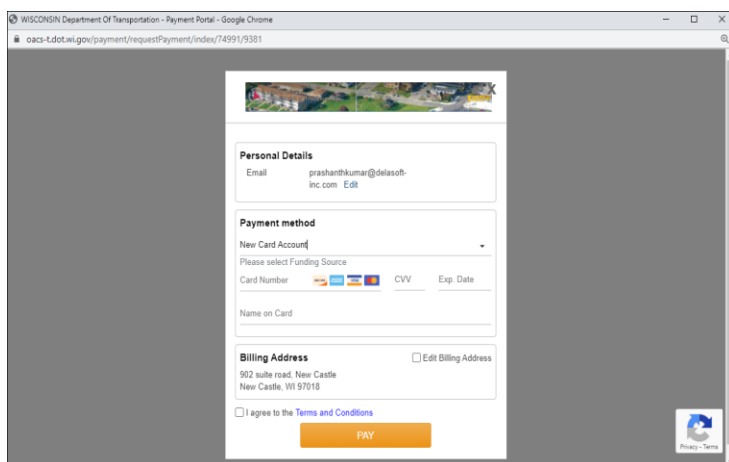


Step 23: Enter all required details and submit Payment.

- Email – confirm the user email is correct or click ‘Edit’ to change it to your payment email address (where the receipt will be forwarded)
- In Payment Portal, there are 2 types of Payment methods:
 - 3) New Card Account (credit or debit card – follow Step 15a)
 - 4) New Bank Account (ACH – electronic funds transfer from bank – Step 15b)

Step 23a: Credit/Debit card payments, please enter the following required details:

- The Funding Source should be defaulted to ‘New Card Account’
- Enter valid credit card details – ‘Card Number’, ‘CVV’, ‘Exp Date’, ‘Name on Card’



- Once the user enters their Credit/Debit card #, the system will add in a flat \$2.50 Service fee

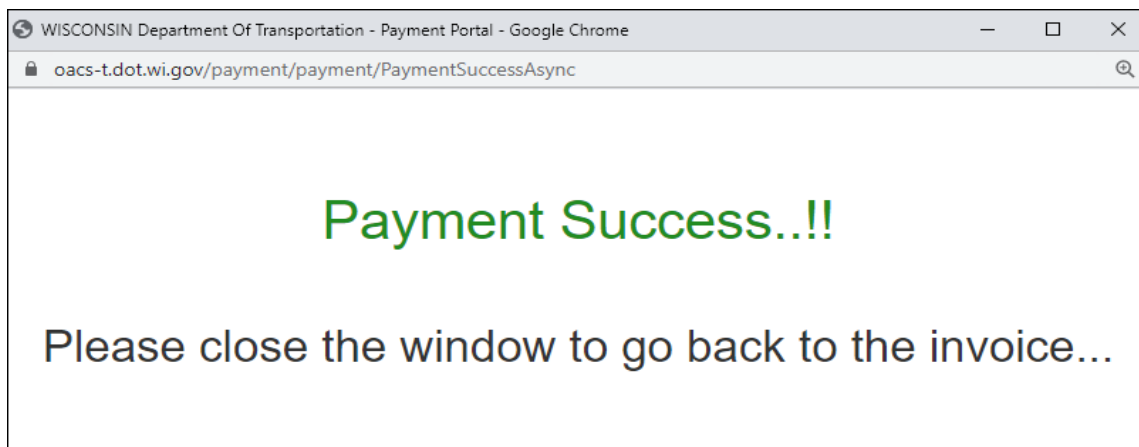
NOTE: A flat Service Fee of \$2.50 is applied for all credit and debit card transactions (no fee charged for ACH transactions)

- Confirm the **‘Billing Address’** details are correct or click the ‘Edit Billing Address’ checkbox (right side of page) and update with the correct billing address details
- User clicks on the ‘I agree to the Terms and Conditions’ check box when data entry is complete
- Click on the ‘PAY’ button

The screenshot shows a web browser window titled "WISCONSIN Department Of Transportation - Payment Portal - Google Chrome". The URL is "oacs-t.dot.wi.gov/payment/requestPayment/index/74991/9381". The form contains the following sections:

- Personal Details:** Email: prashanthkumar@delasoft-inc.com Edit
- Payment method:** New Card Account (dropdown menu), a card number field (partially obscured by dots), a card type icon (Visa), and an expiration date of 12/20. Below it is a "Test Credit Card" checkbox.
- Billing Address:** 902 suite road, New Castle, WI 97018. An "Edit Billing Address" checkbox is on the right.
- Amount Details:** Payment Amount: \$175.00, Fee: \$2.50, Total: \$177.50.
- At the bottom, there is a checked checkbox for "I agree to the Terms and Conditions" and a prominent orange "PAY \$177.50" button.

- Payment is processed and the ‘Payment Success..!!’ page is displayed
- User can close the window after review – end of payment process



- The Application Payment page displays Invoice Status as Paid

Application Number : 248 < Go Back to Application

Payment Information:

Payment Slip Number	: 75051	Invoice Status	Paid
Application Type	: Outdoor Advertising Sign Application		Edit Payment Information
Application Fee	: \$ 175		
Convenience Fee	: \$ 2.5		

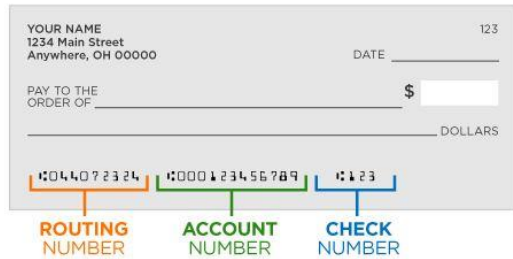
Total Amount : \$ 177.5

Please note that if payment is not received within 30 days of application submittal the application will be considered abandoned and will be deleted from the system. If you wish to pay using a physical check, please download the payment slip and follow the instructions in the payment slip.

[Download Payment Slip](#)

Step 23b: For ACH payments (electronic funds transfer from bank), please enter the following required details:

- User will need to select ‘New Bank Account’ from dropdown list
- Enter valid ACH details – ‘Account Type’, ‘Account Holder Type’, ‘Routing Number’, ‘Name of Account Holder’



- **NOTE:** There is no fee charged for ACH transactions

WISCONSIN Department Of Transportation - Payment Portal - Google Chrome

oacs-t.dot.wi.gov/payment/requestPayment/index/75016/9381

Personal Details

Email: saipriya.y@delasoft-inc.com [Edit](#)

Payment method

New Bank Account

Account Type: Account Holder Type:

Routing Number: Confirm Account Number:

Account Number:

Name of Account Holder:

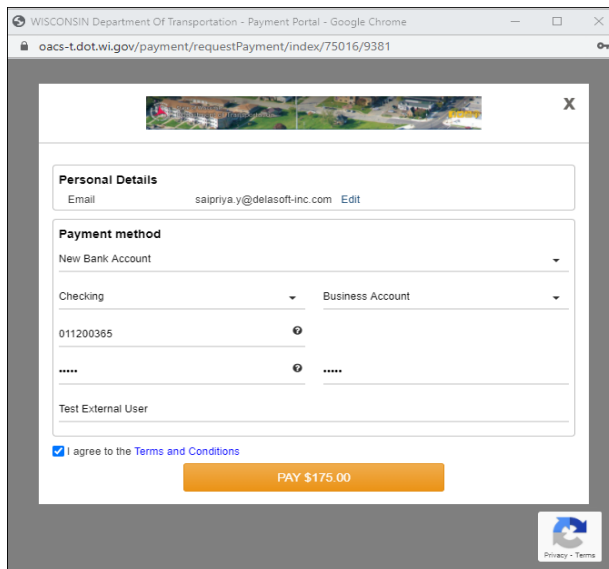
I agree to the [Terms and Conditions](#)

PAY

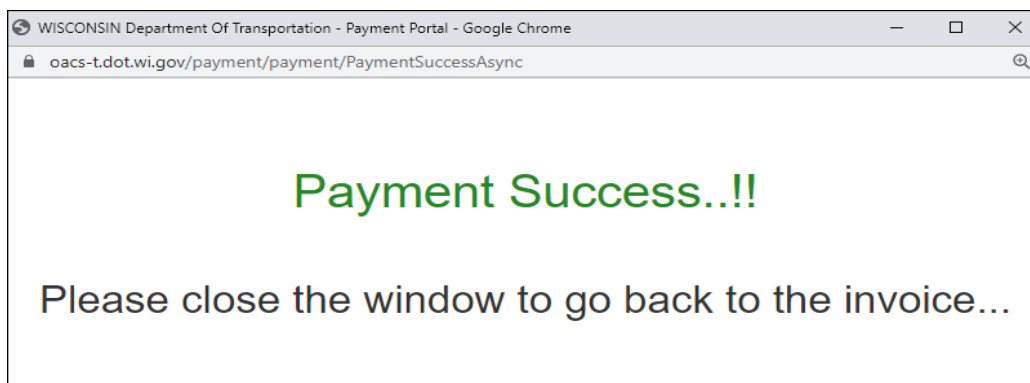
[Privacy - Terms](#)

- Enter the remaining required ACH transaction details:

- Confirm the ‘Billing Address’ details are correct or click the ‘Edit Billing Address’ checkbox (right side of page) and update with the correct billing address details
- User clicks on the ‘I agree to the Terms and Conditions’ check box when data entry is complete
- Click on the ‘PAY’ button

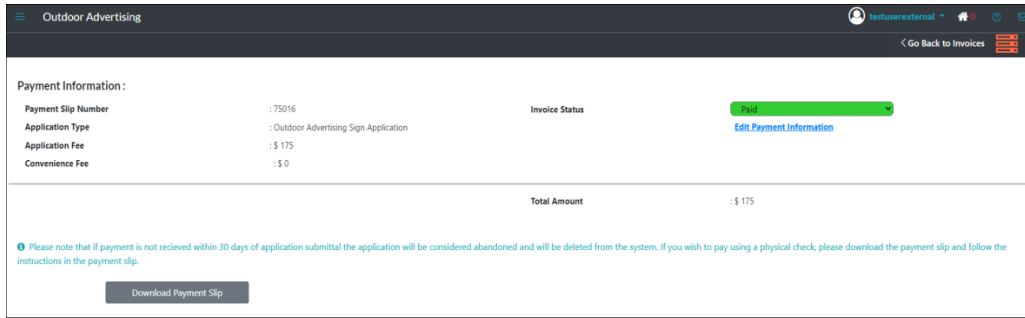


- Payment is processed and the ‘Payment Success..!!’ page is displayed
- User can close this window upon completion of payment



- The Application Payment page displays Invoice Status as Paid

Outdoor Advertising Control System – User Manual – OA Applications-New



The screenshot displays the 'Outdoor Advertising' interface. At the top, there is a navigation bar with a hamburger menu, the title 'Outdoor Advertising', a user profile 'testuserexternal', and a 'Go Back to Invoices' link. The main content area is titled 'Payment Information:' and contains the following details:

Payment Slip Number	: 75016	Invoice Status	Paid
Application Type	: Outdoor Advertising Sign Application		Edit Payment Information
Application Fee	: \$ 175		
Convenience Fee	: \$ 0		
		Total Amount	: \$ 175

Below the table, a note states: "Please note that if payment is not received within 30 days of application submittal the application will be considered abandoned and will be deleted from the system. If you wish to pay using a physical check, please download the payment slip and follow the instructions in the payment slip." A 'Download Payment Slip' button is located at the bottom of the section.

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**.