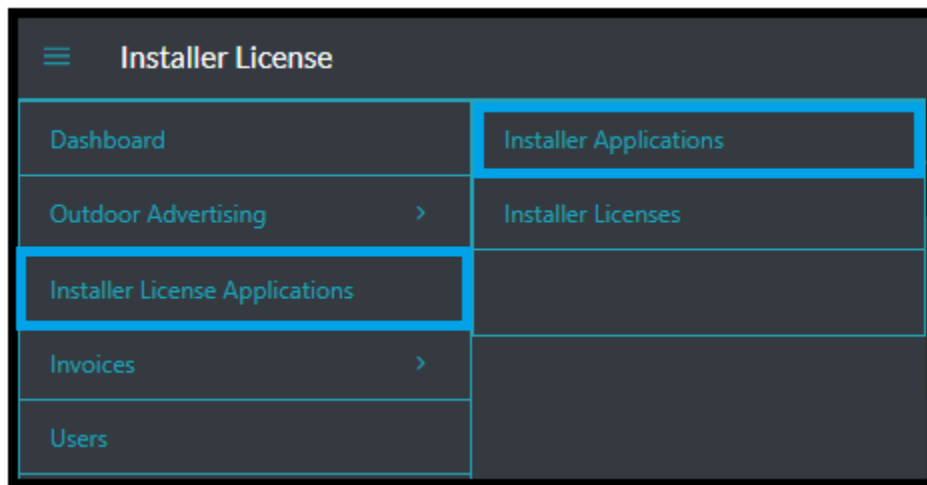


INSTALLER LICENSE APPLICATION

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.



Step 1: Click on the Burger Menu → Installer License Applications → Installer Applications.



- The “Installer Application” summary grid will be presented to the user, containing all applications (current and historical)

Application Number	Application Type	Application Submission T...	Paper Application Number	Application Status	Date Submitted	Date Approved	Installer Name	License Number
9	Installer License Application	Electronic		Approved	07/28/2020	07/28/2020	Delasoft Inc	000004
7	Installer License Application	Electronic		Submitted	07/24/2020		Delasoft Inc	
2	Installer License Application	Electronic		Approved	07/20/2020	07/20/2020	Delasoft Inc	000002

Step 2: Click on the “New (+) button. New Installer Application window will open.

The form is titled "New Installer Application" and has a tabbed interface. The "Application Purpose" tab is active and highlighted in green. Below the tab, there is a label "Select the Application Type" above a dropdown menu. The dropdown menu currently shows "---- Select Application Type ----". Below the dropdown is a label "Description".

Step 3: Select “Installer License Application” type from the “Application Type” dropdown.

The form is the same as in the previous screenshot, but the dropdown menu now shows "Installer License Application" selected. The "Description" field now contains the text "Installer License Application(Description)". At the bottom right of the form, there is a button labeled "Next Step >".

Step 4: Click on “Next Step >” button. It will navigate to “Installer Info” page.

Note: Installer Info page will be auto filled with Installer details, official and preparer.

Outdoor Advertising Control System – User Manual – Installer License Application

The screenshot shows the 'New Installer Application' form with the 'Installer Info' tab selected. The 'Application Type' is 'Installer License Application'. A search bar contains 'Delasoft Inc' and a 'View Details' button is to its right. Below the search bar, the installer's details are listed: Name (Delasoft Inc), Address (Reeds way 92, Suite #223, Milwaukee, Wisconsin, 18745), Email (revanth.potturi@delasoft.onmicrosoft.com), Phone ((991) 261-8509), Fax ((779) 944-5588), and ID (3). To the right, there are two dropdown menus for 'Select the Installer Preparer' and 'Select the Installer Official', both with 'Revanth Potturi' selected. At the bottom, there are 'Previous Step' and 'Next Step' buttons.

Step 5: Click on “Next Step” button. It will navigate to the “Attachments” page. “**Application Created Successfully**” message will be displayed on screen.

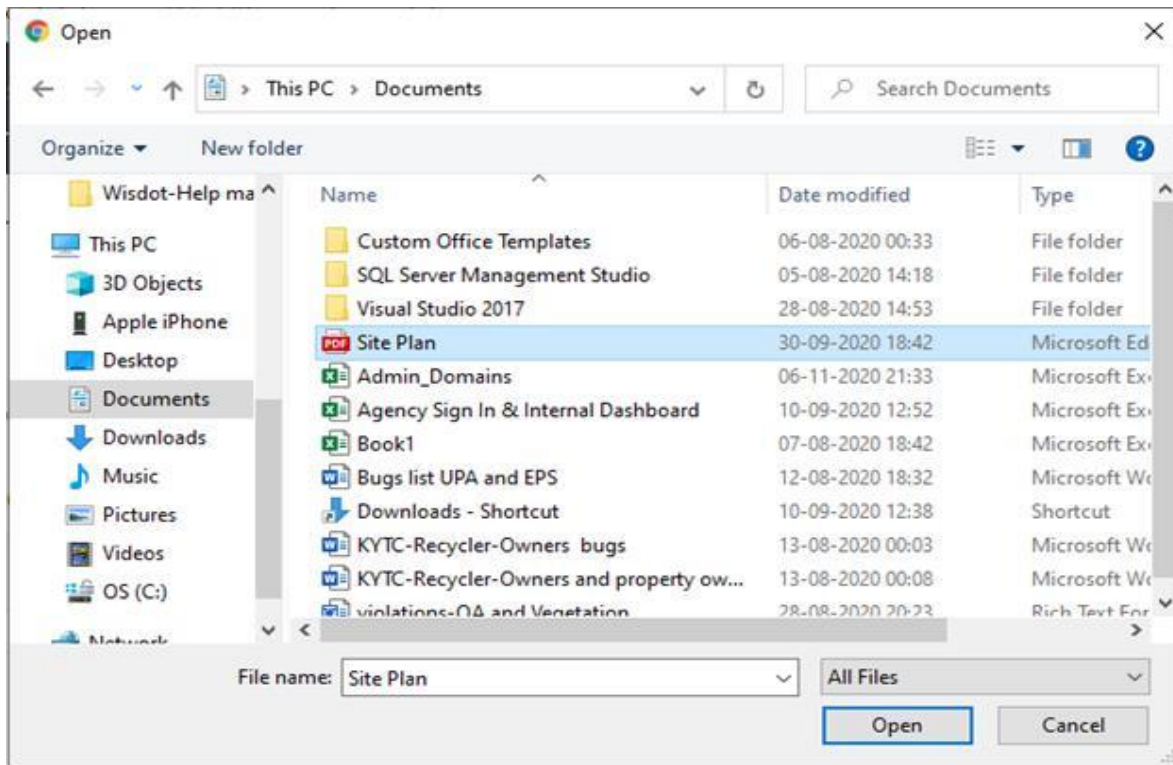
NOTE: A license will not be granted to any applicant who does not reside in this state, or foreign corporation not authorized to do business in this state, unless the application is accompanied by a surety bond payable to the State of Wisconsin in the sum of \$5,000 conditioned upon the licensee observing and fulfilling all applicable provisions of s.84.30 Wis. Stats., or Chapter Trans 201 of Wisconsin Administrative Code.

Step 6: To attach a Surety Bond, click on Select Files and continue to Step 7- 9.

NOTE: If a surety bond is not required skip Steps 6-9 and proceed to Step 10.

The screenshot shows the 'New Installer Application' form with the 'Attachments' tab selected. The 'Attachments' section has a message: 'Based on prior entered information your application requires 1 Mandatory Attachments'. Below this, there is an entry for 'Attachment 1 :Copy of Surety Bond' with a 'Select files...' button and a 'Drop files here to upload' area. At the bottom, there are 'Previous Step' and 'Next Step' buttons.

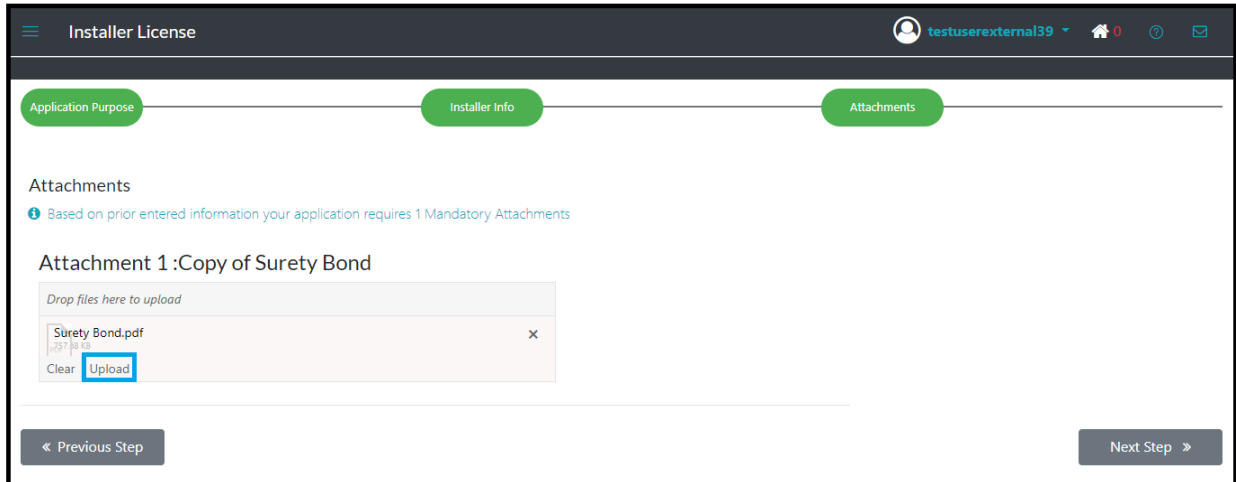
Step 7: A popup window displays with the files located on your computer.



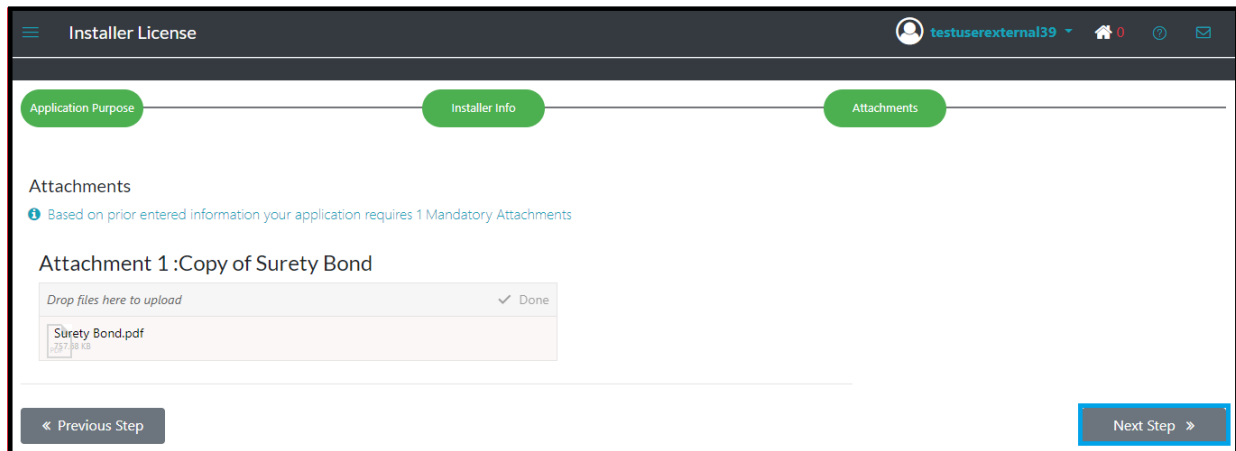
Step 8: Search for required file and select the pdf, docx, or a txt file(s) to be uploaded. The selected file(s) name will be displayed in the 'File Name' textbox in that window.

Step 9: Click on Open and then click on the upload button in the OACS attachment page.

Outdoor Advertising Control System – User Manual – Installer License Application



Step 10: Click on Next Step.



Step 11: Page will navigate to the Application Review page.

Outdoor Advertising Control System – User Manual – Installer License Application

Application Number - 14 Application Status: Not Submitted < Go Back to Applications List

Application Type : Installer License Application Workflow Stage : N/A Date Submitted : N/A
Assigned To : N/A Date Approved : N/A
Workflow Status : N/A As of Date : month/day/year

Application Review:

[Installer Information](#)

Installer Name	Delasoft Inc
Address	Reeds way 92, Suite #223, Milwaukee, Wisconsin, 18745
Email	revanth.potturi@delasoft.onmicrosoft.com
Phone	(991) 281-8509
Fax	(779) 944-5588
ID	3
Official Name	Revanth Potturi
Preparer Name	Revanth Potturi

Enter Your Name: [Terms and Conditions](#)

[Download Application](#) [Submit](#)

Step 12: Enter your name in “Enter Your Name” field and click on Submit.

Enter Your Name: [Terms and Conditions](#)

[Download Application](#) [Submit](#)

- Page navigates to payment page.

Step 13: Click on **Pay Online** button (bottom right corner of page).

Installer License revanth

Application Number: 14 < Go Back to Application

Payment Information:

Payment Slip Number	: 1079	Invoice Status	Unpaid
Application Type	: Installer License Application	Edit Payment Information	
Application Fee	: \$ 250		

Total Amount : \$ 250

Please note that if payment is not recieved 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 14: Will navigate to payment Portal page.

WISCONSIN Department Of Transportation - Payment Portal - Google Chrome
oacs-t.dot.wi.gov/payment/requestPayment/index/75032/9381

Personal Details
Email: saipriya.y@delasoft-inc.com Edit

Payment method
New Card Account
Please select Funding Source
Card Number CVV Exp. Date
Name on Card

Billing Address Edit Billing Address
902 suite road, New Castle
New Castle, WI 97018

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

PAY

[Privacy - Terms](#)

Step 15: 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 15a: 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**’

WISCONSIN Department Of Transportation - Payment Portal - Google Chrome
oacs-t.dot.wi.gov/payment/requestPayment/index/75032/9381

Personal Details
Email saipriya.y@delasoft-inc.com Edit

Payment method
New Card Account
Please select Funding Source
Card Number CVV Exp. Date
Name on Card

Billing Address Edit Billing Address
902 suite road, New Castle
New Castle, WI 97018

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

PAY

[Privacy - Terms](#)

- 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 – Installer License Application

WISCONSIN Department Of Transportation - Payment Portal - Google Chrome
oacs-t.dot.wi.gov/payment/requestPayment/index/75031/9381

Personal Details
saipriya.y@delasoft-inc.com

Payment method
New Card Account
***** 12/20
Testcard

Billing Address Edit Billing Address
902 suite road, New Castle
New Castle, WI 97018

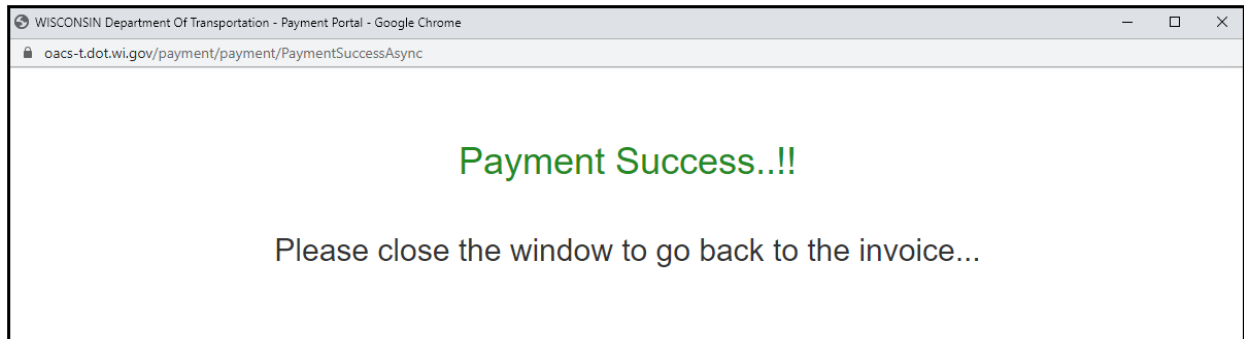
Amount Details
Payment Amount: \$250.00
Fee: \$2.50
Total: \$252.50

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

PAY \$252.50

Privacy | Terms

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



- The ‘Installer License Payment page displays Invoice Status as Paid.

Installer License

Application Number : 31

Payment Information :

Payment Slip Number	: 75040	Invoice Status	Paid
Application Type	: Installer License Application		Edit Payment Information
Application Fee	: \$ 250		
Convenience Fee	: \$ 2.5		

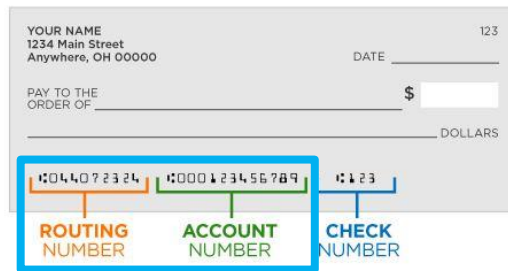
Total Amount : \$ 252.5

Please note that if payment is not recieved 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 15b: 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’



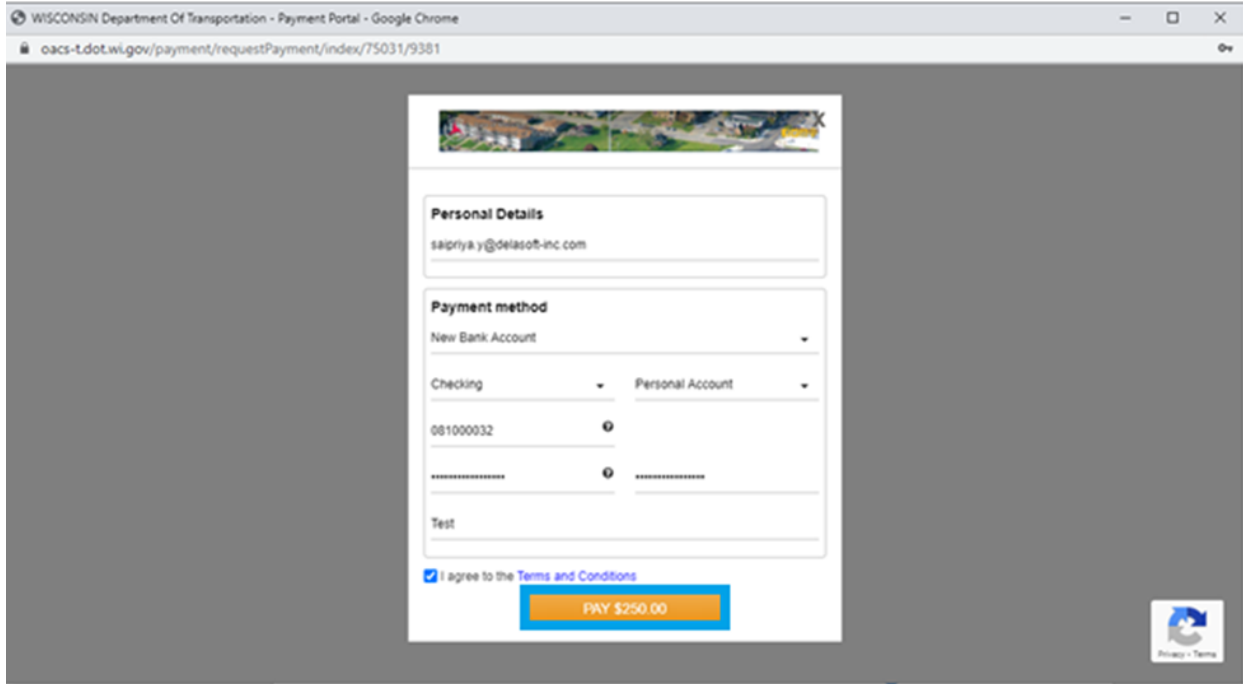
- **NOTE:** There is no fee charged for ACH transactions

Outdoor Advertising Control System – User Manual – Installer License Application

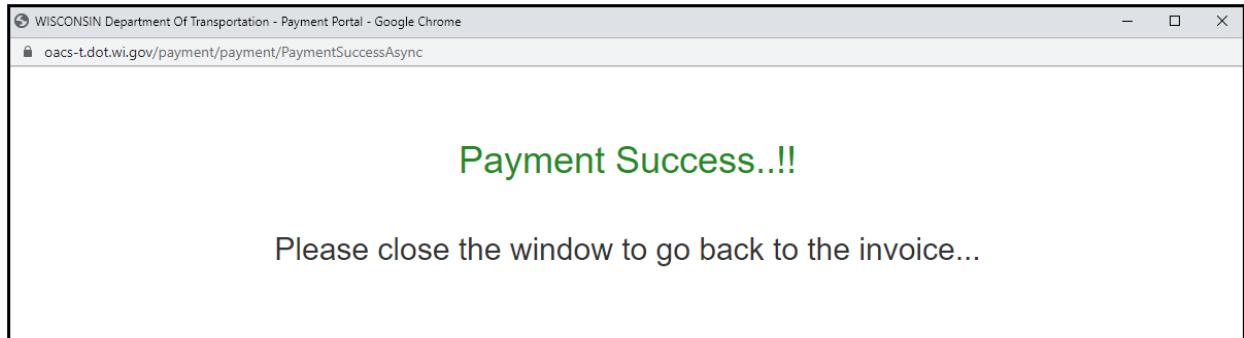
The screenshot shows a web browser window with the URL `oacs-t.dot.wi.gov/payment/requestPayment/index/75031/9381`. The page features a header with a landscape image and a main form area. The form is divided into two sections: 'Personal Details' and 'Payment method'. The 'Personal Details' section contains a text input field with the email address `saipriya.y@delasoft-inc.com`. The 'Payment method' section includes a dropdown menu for 'New Bank Account', two dropdown menus for 'Account Type' and 'Account Holder Type', and input fields for 'Routing Number', 'Account Number', and 'Confirm Account Number'. Below these fields is a checkbox labeled 'I agree to the Terms and Conditions' and a prominent orange 'PAY' button. A 'Privacy - Terms' link is visible in the bottom right corner of the form area.

- 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

Outdoor Advertising Control System – User Manual – Installer License Application



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



- The Installer License page displays Invoice Status as Paid.

Outdoor Advertising Control System – User Manual – Installer License Application

Installer License testuserexternal39 0

Application Number : 36 < Go Back to Application

Payment Information :

Payment Slip Number	: 75048	Invoice Status	Paid
Application Type	: Installer License Application		Edit Payment Information
Application Fee	: \$ 250		
Convenience Fee	: \$ 0		

Total Amount : \$ 250

ⓘ Please note that if payment is not recieved 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](#)

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**.