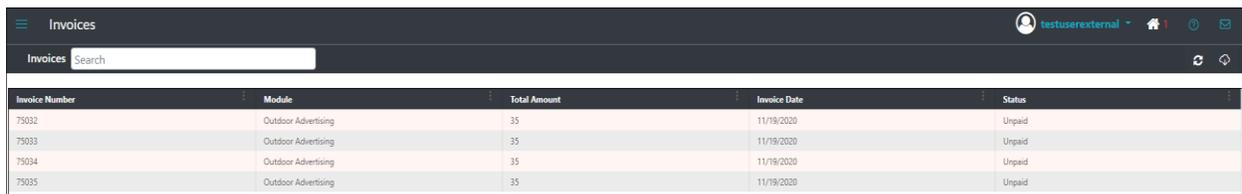# OA SIGN PERMIT INVOICES

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: To access your OA Sign Permit invoice(s), please click on the following navigation:

Burger Menu 🔲 → Invoices → Permit Invoices
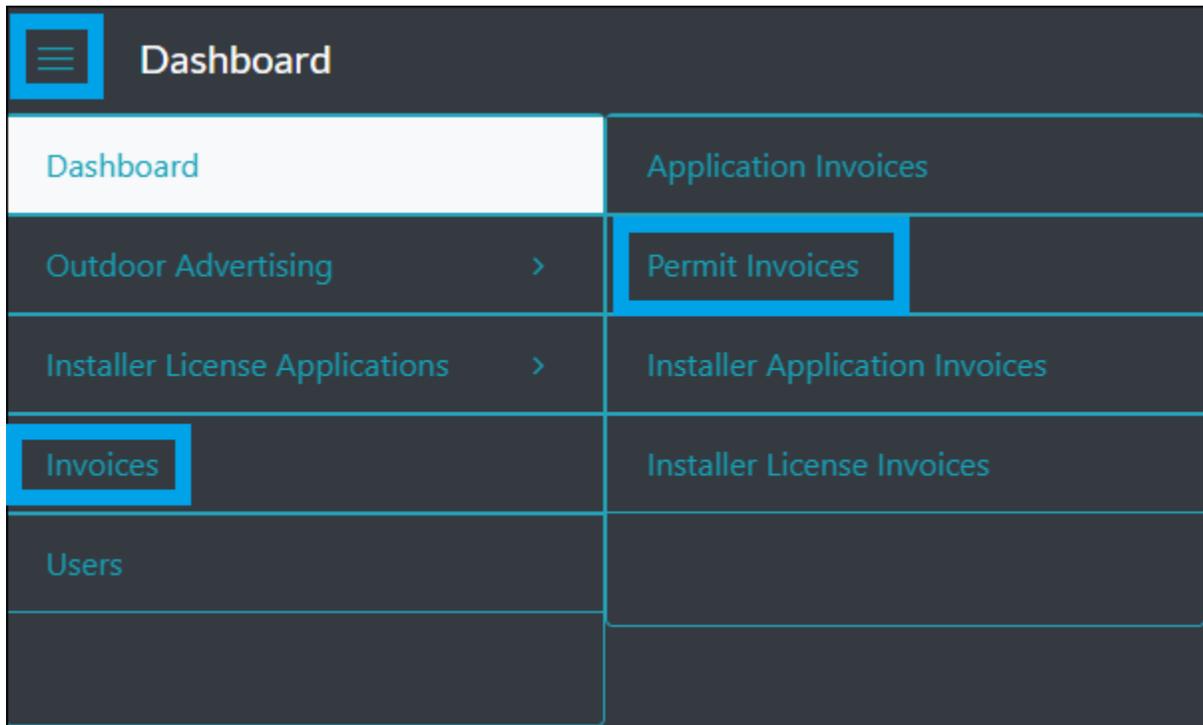
Step 2: The Invoices summary grid will be presented to the user, containing all invoices (current and historical).

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Step 3: Select an unpaid invoice from the summary grid and double click on it. The Invoice Detail page will open.

Step 4: Click on **Pay Online** button (bottom right corner of page).

Step 5: Will navigate to the payment Portal page.

Step 6: 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 6a)
    2) New Bank Account (ACH – electronic funds transfer from bank – Step 6b)

Step 6a: 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

- Payment is processed and the 'Payment Success..!!' page is displayed.
- User can close the window after review – end of payment process
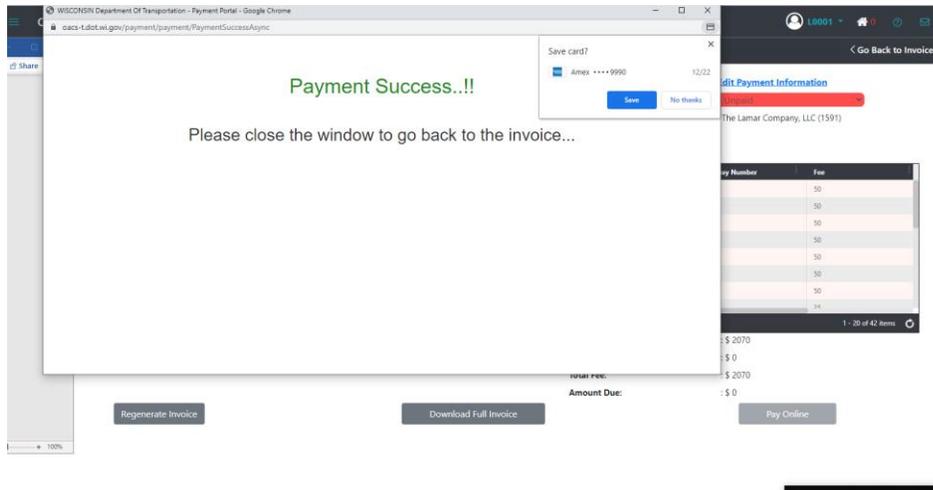
- The 'Invoice Payment page displays Invoice Status as Paid.
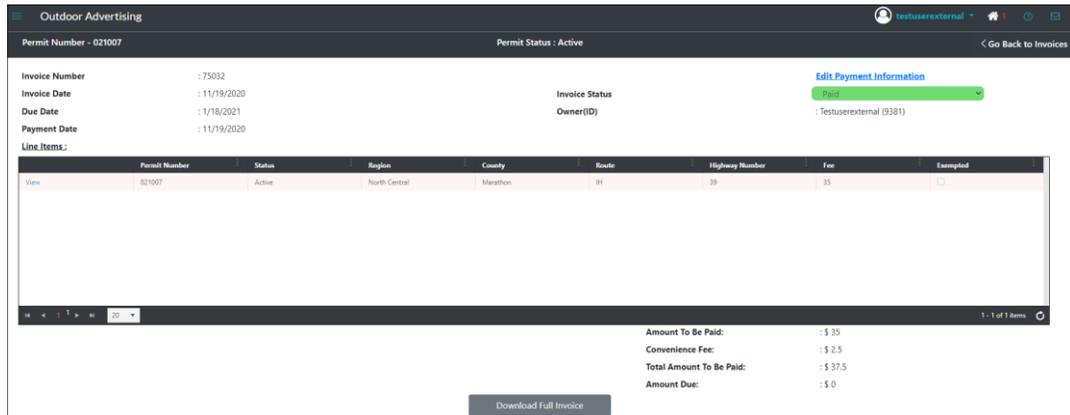
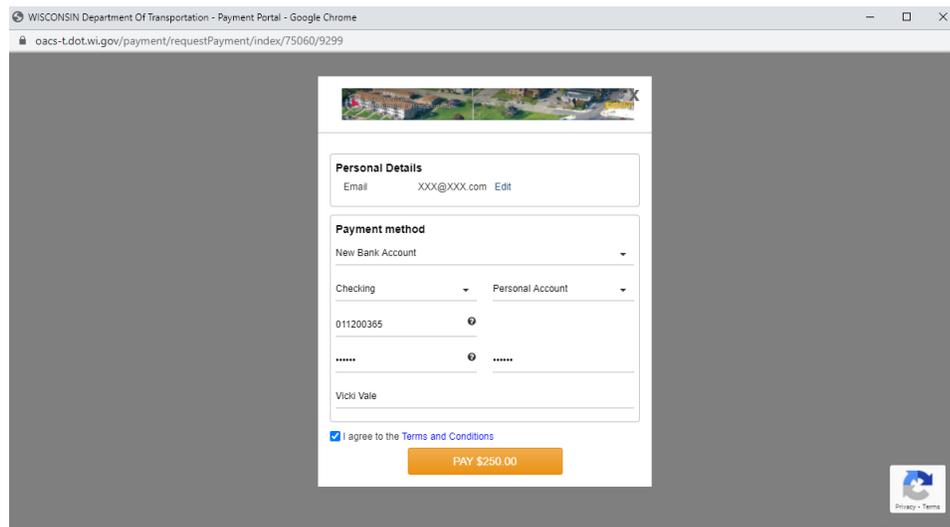**Step 6b:** For ACH payments (electronic funds transfer from bank), please enter the following required details:

- 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:

  o 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
  o User clicks on the 'I agree to the Terms and Conditions' check box when data entry is complete
  o Click on the 'PAY' button

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

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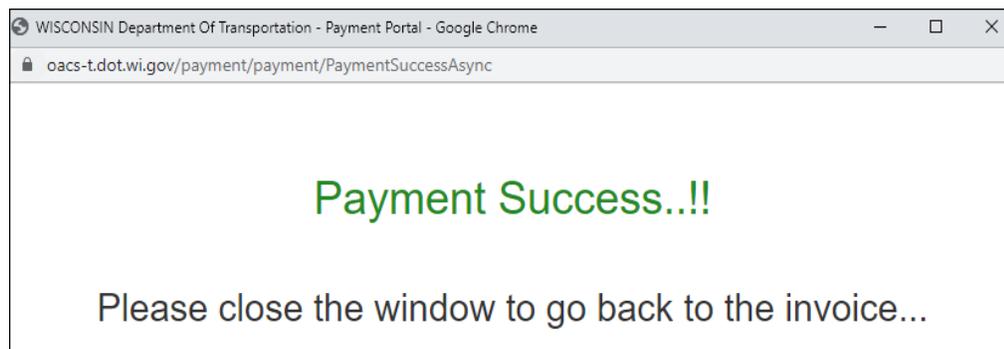
- The 'Invoice Payment page displays Invoice Status as Paid.
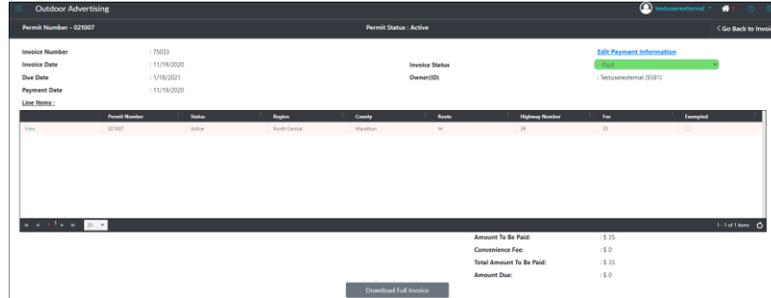
If you have any questions or run into any issues with this process, please contact OACS Customer Support at OutdoorAdvertising@dot.wi.gov or call the Support Line at **608-266-8287**.