

#### How to Access the WisDOT Transportation Assistance System (TAS)

The Transportation Assistance System, or TAS, provides authorized local government officials access to data pertaining to transportation aids and improvement program funding distributed by WisDOT. TAS is also the gateway for Local Road Improvement Program users to access the LRIPWeb application.

All new TAS users must complete a one-time registration to access TAS.

Access to TAS is restricted to authorized users. If you have any questions, please contact <u>DOTWebTASSystemAdministrator@dot.wi.gov</u>.





Step 2. You are now on the TAS login screen. Select the **Need to register?** button.

#### Wisconsin Department of Transportation (WisDOT) Transportation Assistance System (TAS) TAS provides authorized local government officials access to data pertaining to transportation aids and improvement program funding distributed by WisDOT.

	Login
	Email
	Password
	Login Need to register? Reset Password →
For I	ogin issues, please contact the System Administrator.
This Wist accu Fina	is a web-based application and program management tool containing information on NOT's Local Roads Aids and Improvement Programs. For questions regarding the racy and use of the data, please contact the Local Transportation Programs and ncc Section.
Acce Use	ss to this application is restricted to authorized users. Please refer to the Acceptable Policy for additional information.

Step 3. Your user ID is your email address, and it will be used to log-in to TAS. Each user must have a unique and valid email address! Enter your first name, last name, contact phone and a valid email address (the email address you use for local government work). Select Next.

Wisconsin Department of Transportation (WisDOT) Transportation Assistance System

ensks indicate req	uired fields		
	First *	Middle	Last *
ame			
ontact Phone *			
	provided will be used for busine	ess use only	
The contact informatio			
The contact informatio and will not be shared f	or marketing purposes)		
The contact informatio and will not be shared f Email *	or marketing purposes)		
The contact informatio and will not be shared f Email * (used for login purpose	or marketing purposes)		

If you receive the following message, your email address was automatically registered in TAS previously. Click Close; then Previous; and you will be returned to the TAS login page to create a password. Skip to Step 5 of these instructions.

Tr	Wiscons	The email registered.	address entered is a	Iready	/isDOT)
TAS provides authorized		Return to the Login create a password.	screen and click the Reset Passwo	ord link to	ant program funding distributed by WisDOT.
User Self-Regis *Asterisks indicate required	stration F	Close			
Name	First* Jane		Middle	Last Do	*
Contact Phone *	(123) 456-7890				
(The contact information pro and will not be shared for me	ded will be used for arketing purposes)	business use only			
Email * (used for logy purposes)	janedoe@what	ever.com			
Previous					

If you do not receive this message, continue to Step 4.

Step 4. The email address entered has <u>not</u> been previously registered in TAS, so information about your local government is needed.

- Select your Position Title from the dropdown box. A limited number of Position Titles require county and municipality information. If one of those Position Titles is selected, a menu to indicate your local government type, county and municipality name will appear.
- If enabled, indicate if LRIPWeb access is required by clicking on the Yes or No button.
- In the optional Special Notes box, provide any additional information to explain the need for access or to clarify information entered during the registration process. Click Next.

Name		Only appears
Position Title	Clark	when certain
Local Government	ype	Position Titles a
City     Village     Local Government	© Town © County	selected
Please Select		
Do you require acc Special Notes (Opt	ss to Local Roads Improvement Program web application (I onal)	RIPWeb)? *Yes No

Wisconsin Department of Transportation (WisDOT) Transportation Assistance System You will receive one of these two messages.

**Message #1**: Your TAS registration is complete and you must now create a password. Click Close; then Previous; and you will be returned to the TAS login page to create a password. Continue to Step 5.

Wiscons	Thank You	/isDOT)
Transpo TAS provides authorized local government o	Registration Complete. An email confirmation has been sent to you with log-in instructions.	em (TAS) ent program funding distributed by WisDOT.
User Self-Registration *Asterisks indicate required fields	Close	
Name		
Position Title*	~	
Local Government Type*		
City O Village O Town O County		
Local Government Name		
County *	Municipality *	
Do you require access to Local Roads Imp	ovement Program web application (LRIPWeb)?  SYes  No	
Special Notes (Optional)		
Previous Next		

**Message #2:** Your TAS registration request has been submitted for approval. Click **Close** to end the session and then close your browser. **DO NOT CONTINUE WITH THESE INSTRUCTIONS.** You will receive an email with further instructions from <u>noreply@dot.wi.gov</u> within two business days. If you do not receive this email, please check your spam folder or firewall information to see if the email was sent there.

User Se	Thank You
Governi	
*Asterisks ind required fields	User authorization is pending. Please allow two business days to process this request. Upon authorization, an email confirmation will be sent to you with login instructions.
Name	
Position Title*	Close
Local Governm	nent Type*
⊖ City ⊖ Vill	age ● Town ○ County
Local Governm	nent Name
County *	Municipality *

Step 5. (Continued from Step 3 and from Step 4 - message #1) Congratulations! You have completed the TAS registration process. You must now create a password. Click **Reset Password** to create a password for your account.

Wisconsin Department of Transportation (WisDOT)

# **Transportation Assistance System (TAS)**

TAS provides authorized local government officials access to data pertaining to transportation aids and improvement program funding distributed by WisDOT.

	Login
	Email
	Password
	Login Need to register? Reset Password →
For login issues, pleas This is a web-based a WisDOT's Local Road accuracy and use of the Finance Section.	se contact the System Administrator. pplication and program management tool containing information on is Aids and Improvement Programs. For questions regarding the he data, please contact the Local Transportation Programs and

Step 6. Enter your email address and click the Request Reset Password button.

Wiscons	Request Password Reset	/isDOT)
Transpo 3 provides authorized local government	Email Address * janedoe@anyprovider.com Request Reset Password Cancel	ent program funding distributed by

Step 7. You will be returned to the TAS login screen, where a message states the password reset email has been sent. You will receive the password reset email shortly from <u>noreply@dot.wi.gov</u>, which includes a link to create your password. Click on the link in the email to continue and proceed to Step 8. If you do not receive this email, please check your spam folder or firewall information to see if the email was sent there.

Wisconsin Department of Transportation (WisDOT)

# **Transportation Assistance System (TAS)**

TAS provides authorized local government officials access to data pertaining to transportation aids and improvement program funding distributed by WisDOT.

Login
Password Reset Email Sent!
Password
Login
Need to register? Reset Password $\rightarrow$

If you receive the following message that the email was not found, one of these errors occurred:

- Your email address was entered incorrectly. Type a valid email address in the email address box and click Request Reset Password.
- The Need to register? button on the TAS login page wasn't used. Click Cancel to return to the TAS login page, go back to Step 2 of these instructions and enter a valid email address.

Wiscon: Transpo	Request Password Reset	/isDOT) <b>em (TAS)</b>
is authorized local government	(): The email was not found. Please check your login information. If you continue to experience problems, please contact the system administrator.:	ent program funding distribut
	Request Reset Password Cancel	

Step 8. Using the link in the email - enter your password and confirm it. Passwords must be at least eight characters in length and include a combination of at least three of the following four character types: uppercase letters, lowercase letters, numbers, and keyboard symbols or special characters (such as: #!?\$). Click Update.

# Wisconsin Department of Transportation (WisDOT) Transportation Assistance System

Welcome Back!
The only thing left to do is to let us know what your new password should be.
Once you add your new password, we will take you to the login screen so you can try it out.
Email:
Password ?
Password
Confirm Password
Confirm Password
Update Cancel

If you entered an invalid password or made an entry error when confirming your password, you will receive this message. Enter a correct password, confirm it and click Update again.



Step 9. You are returned to TAS to log-in. Enter your email address and the password you just created. Click Login.

Wisconsin Department of Transportation (WisDOT)
Transportation Assistance System (TAS)
FAS provides authorized local government officials access to data pertaining to transportation aids and improvement program funding distributed by WisDOT
Login
Password Reset Successful!
Password
Login
For login issues, prease contact the system Administrator. This is a web-based application and program management tool containing information on WisDOT's Local Roads Aids and Improvement Programs. For questions regarding the accuracy and use of the data, please contact the Local Transportation Programs and Finance Section.
Access to this application is restricted to authorized users. Please refer to the Acceptable Use Policy for additional information.

Step 10. **Congratulations!** You are now logged into TAS. Please note:

- All users have access to the Statewide Summary tab. Other functions (My Local Programs, My GTA Notifications and Launch LRIPWeb Application) are only available to authorized users. Allow up to two business days for additional functionality to be granted.
- Ensure that your TAS registration is correct by checking your name in the upper right corner of the screen. If it's incorrect, contact <u>DOTWebTASSystemAdministrator@dot.wi.gov</u>.
- Passwords expire after 366 days.

OF TRANSP	Wiscons Tran	sin Department on <b>Sportation Ass</b>	of Transportation (WisD0 sistance System (TAS)	(ТС
Т	AS provides au	thorized local government offici improvement program f	als access to data pertaining to transportation ai funding distributed by WisDOT.	ds and Welcome, Anna
		My Local Programs Statewi	ide Summary My GTA Notifications	Admin WebTAS
Ay Local Pro	grams		1	Launch LRIPWeb Application
Summary Aids/Impr	ovement Searc	h		
WisDOT Region		County	Project Sponsor	
Southwest Region				
Southwest Region		Dane	13251 - City of Madison	
Southwest Region The WisDOT system for aids and improvement fu and schedule and awar State Fiscal Year option: Click here to access aid Year	local transporta unding. The tabl d amounts for th s accordingly. s and improvem	Dane ation programs contains genera le below defaults to the current le improvement programs. To vi ment program descriptions.	l information about the two types of funding avai calendar year and displays payments distributed iew program funding for specific years or date ra	lable to local governments: I through the aids programs, nges, select the Calendar or
Southwest Region The WisDOT system for aids and improvement fi and schedule and award State Fiscal Year option: Click here to access aid Year 2020	local transporta unding. The tabl d amounts for th s accordingly. s and improvem	Dane ation programs contains genera le below defaults to the current le improvement programs. To vi nent program descriptions. ©Calendar O State Fiscal Year	l information about the two types of funding avai calendar year and displays payments distributed iew program funding for specific years or date ra	lable to local governments: I through the aids programs, nges, select the Calendar or
Southwest Region The WisDOT system for aids and improvement fi and schedule and awar State Fiscal Year option: Click here to access aid Year 2020	local transporta unding. The tabl d amounts for th s accordingly. s and improvem	Dane ation programs contains genera le below defaults to the current le improvement programs. To vi ment program descriptions. ICalendar O State Fiscal Year Calenda	13251 - City of Madison I information about the two types of funding avai calendar year and displays payments distributed iew program funding for specific years or date ra	lable to local governments: I through the aids programs, nges, select the Calendar or