

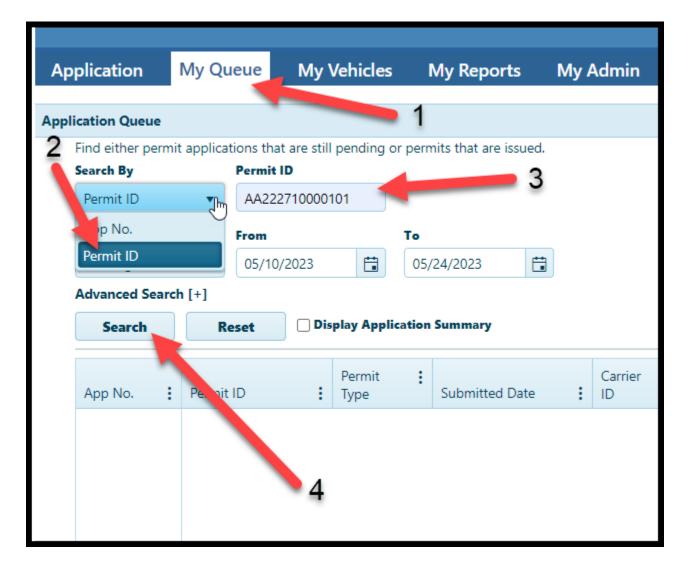
Governor Tony Evers Secretary Kristina Boardman

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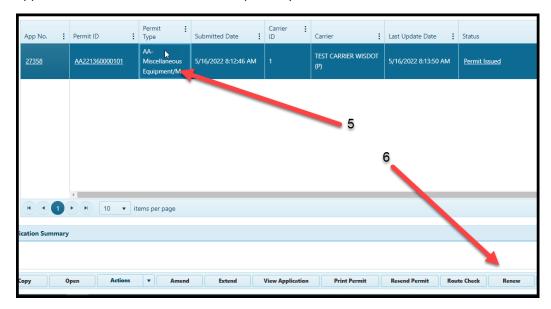
## **Directions for Renewing a Multiple Trip Permit**

After login to the WisDOT OSOW Permit Processing System:

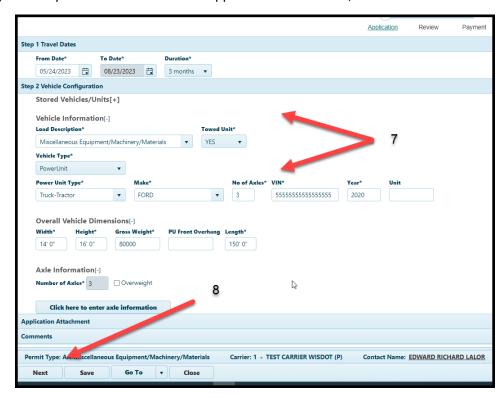
- 1) Go to My Queue tab
- 2) In the Search By box, click on the drop-down arrow to display Permit ID
- 3) In the empty Permit ID box enter the **permit number** you wish to renew
- 4) Search



- 5) When the permit displays in the Queue, click on **Permit Type** column once, this will turn the line of information **dark blue.**
- 6) 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.

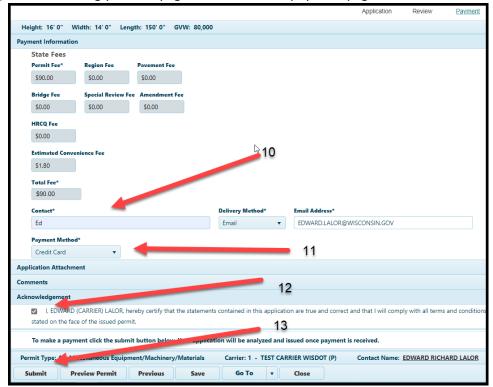


- 7) Proceed with a review of the new application for Start Date, Duration of Months, and desired Dimensions/Weight etc.
- 8) When you are satisfied with the application information, click the **Next** button at the bottom of your screen

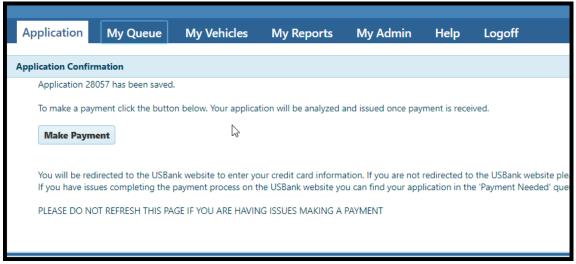


9) Confirm information on the **Review page** then click the next button for the payment screen

- 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



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.



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

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.

Updated: January 22, 2024