



## 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

The screenshot shows the 'My Queue' tab selected in the top navigation bar. Below the navigation bar, the 'Application Queue' section contains a search form. A red arrow labeled '1' points to the 'My Queue' tab. A red arrow labeled '2' points to the 'Search By' dropdown menu, which is currently set to 'Permit ID'. A red arrow labeled '3' points to the 'Permit ID' input field, which contains the value 'AA222710000101'. A red arrow labeled '4' points to the 'Search' button. Below the search form, there is an 'Advanced Search [+]' section with a 'Search' button, a 'Reset' button, and a checkbox for 'Display Application Summary'. Below this section is a table with the following columns: 'App No.', 'Permit ID', 'Permit Type', 'Submitted Date', and 'Carrier ID'. The table is currently empty.

App No.	Permit ID	Permit Type	Submitted Date	Carrier ID
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- 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.

App No.	Permit ID	Permit Type	Submitted Date	Carrier ID	Carrier	Last Update Date	Status
27358	AA221360000101	AA- Miscellaneous Equipment/M	5/16/2022 8:12:46 AM	1	TEST CARRIER WISDOT (P)	5/16/2022 8:13:50 AM	Permit Issued

10 items per page

Application Summary

Copy Open Actions Amend Extend View Application Print Permit Resend Permit Route Check **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

Application Review Payment

**Step 1 Travel Dates**

From Date\* 05/24/2023 To Date\* 08/23/2023 Duration\* 3 months

**Step 2 Vehicle Configuration**

Stored Vehicles/Units[+]

Vehicle Information[-]

Load Description\* Miscellaneous Equipment/Machinery/Materials Towed Unit\* YES

Vehicle Type\* PowerUnit

Power Unit Type\* Truck-Tractor Make\* FORD No of Axles\* 3 VIN\* 5555555555555555 Year\* 2020 Unit

Overall Vehicle Dimensions[-]

Width\* 14' 0" Height\* 16' 0" Gross Weight\* 80000 PU Front Overhang Length\* 150' 0"

Axle Information[-]

Number of Axles\* 3 ☐ Overweight

Click here to enter axle information

Application Attachment

Comments

Permit Type: AA- Miscellaneous Equipment/Machinery/Materials Carrier: 1 - TEST CARRIER WISDOT (P) Contact Name: EDWARD RICHARD LALOR

Next Save Go To Close

- 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

Application   Review   Payment

Height: 16' 0"   Width: 14' 0"   Length: 150' 0"   GVW: 80,000

### Payment Information

**State Fees**

<b>Permit Fee*</b>	<b>Region Fee</b>	<b>Pavement Fee</b>
\$90.00	\$0.00	\$0.00

<b>Bridge Fee</b>	<b>Special Review Fee</b>	<b>Amendment Fee</b>
\$0.00	\$0.00	\$0.00

**HRCQ Fee**  
\$0.00

**Estimated Convenience Fee**  
\$1.80

**Total Fee\***  
\$90.00

**Contact\*** Ed   **Delivery Method\*** Email   **Email Address\*** EDWARD.LALOR@WISCONSIN.GOV

**Payment Method\*** Credit Card

### Application Attachment

**Comments**

**Acknowledgement**

☒ I, EDWARD (CARRIER) LALOR, hereby certify that the statements contained in this application are true and correct and that I will comply with all terms and conditions stated on the face of the issued permit.

To make a payment click the submit button below. Your application will be analyzed and issued once payment is received.

Permit Type: Miscellaneous Equipment/Machinery/Materials   Carrier: 1 - TEST CARRIER WISDOT (P)   Contact Name: EDWARD RICHARD LALOR

**Submit**   **Preview Permit**   **Previous**   **Save**   **Go To**   **Close**

*Red arrows and numbers 10-13 point to: 10) Contact field, 11) Payment Method dropdown, 12) Acknowledgement checkbox, 13) Submit button.*

- 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.

**Application**   **My Queue**   **My Vehicles**   **My Reports**   **My Admin**   **Help**   **Logoff**

### Application Confirmation

Application 28057 has been saved.

To make a payment click the button below. Your application will be analyzed and issued once payment is received.

**Make Payment**

You will be redirected to the USBank website to enter your credit card information. If you are not redirected to the USBank website please contact the Permit Office. If you have issues completing the payment process on the USBank website you can find your application in the 'Payment Needed' queue.

PLEASE DO NOT REFRESH THIS PAGE IF YOU ARE HAVING ISSUES MAKING A PAYMENT

- 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.