



How to Pay for Approved (Payment Needed) Applications

1. Go to 'My Queue' tab.
2. Select Type: 'Payment Needed' from dropdown.
3. Click 'Search'

Application Queue

Find either permit applications that are still pending or permits that are issued.

Search By: App No. []

Type: [Payment Needed] From: 10/24/2024 To: 11/07/2024

Advanced Search [+]

Search Reset ☐ Display Application Summary

Drag a column header and drop it here to group by that column

App No.	Permit ID	Permit Type	Submitted Date	Carrier ID	Carrier	Last Update Date	Status
28416		SS-Single Trip OS/OW to Transport	12/28/2023 9:52:43 AM	162885	TEST KH TRUCKING (P)	12/28/2023 11:02:34 AM	Payment Needed
28451		SS-Single Trip OS/OW to Transport	01/05/2024 8:37:53 AM	162885	TEST KH TRUCKING (P)	01/05/2024 8:51:11 AM	Payment Needed

4. Click on the blank space below Permit ID to turn the line dark blue.
5. Click on 'Actions' and select 'Make Payment' from the dropdown

Type: [Payment Needed] From: 10/24/2024 To: 11/07/2024

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App No.	Permit ID	Permit Type	Submitted Date	Carrier ID	Carrier	Last Update Date	Status
28416		SS-Single Trip OS/OW to Transport	12/28/2023 9:52:43 AM	162885	TEST KH TRUCKING (P)	12/28/2023 11:02:34 AM	Payment Needed
28451		SS-Single Trip OS/OW to Transport	01/05/2024 8:37:53 AM	162885	TEST KH TRUCKING (P)	01/05/2024 8:51:11 AM	Payment Needed
28474		SS-Single Trip	02/14/2024 10:22:01	162885	TEST KH TRUCKING (P)	02/14/2024 10:22:24	Payment Needed

10 items per page

Application Summary

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

6. Select a saved payment method or select 'New' to make a one-time payment.
7. Click on 'Make Payment'

Application Confirmation

App No. 28353 requires payment.

If you select 'New Account', you will be redirected to the Payment Gateway to enter your payment account information. You can find your application in the 'Payment Needed' queue.

Payment Account:

Select an account...

Select an account...

New Account

Saved ACH

below. Your application will be analyzed and issued once payment is received.

Make Payment

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

Please note if you need to change your payment method follow the instructions in step 9 instead.

8. You will be presented with the transaction details. Fill in the requested payment information and billing information.

Wisconsin DTSD
Oversize / Overweight Permit

1 Payment Type 2 Customer Info 3 Payment Information 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1	Wisconsin OSOW Permits	\$200.00	1	\$200.00
Total				\$200.00

Transaction Summary

Wisconsin OSOW Permits	\$200.00
TOTAL	\$200.00

Need Help?

Select Payment Method and Continue to proceed with payment.

Payment

Payment Type

9. If you have email as your delivery method, your permit will be emailed, otherwise you can find the finalized permit under the 'My Queue' tab.

Note: If you pay using a saved payment method, select your payment method and click 'Make Payment.'

Application Confirmation

App No. 29009 requires payment.

If you select 'New Card', you will be redirected to the Payment Gateway to enter your credit card information. If you are not, your application in the 'Payment Needed' queue.

Credit Card:

Test Credit Card

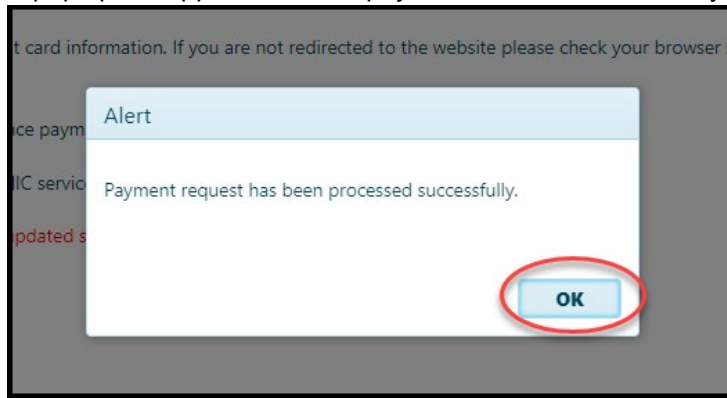
To make a payment click the button below. Your application will be analyzed and issued once payment is received.

By clicking the button below, you are authorizing the payment of the permit fee plus the NIC service fee.

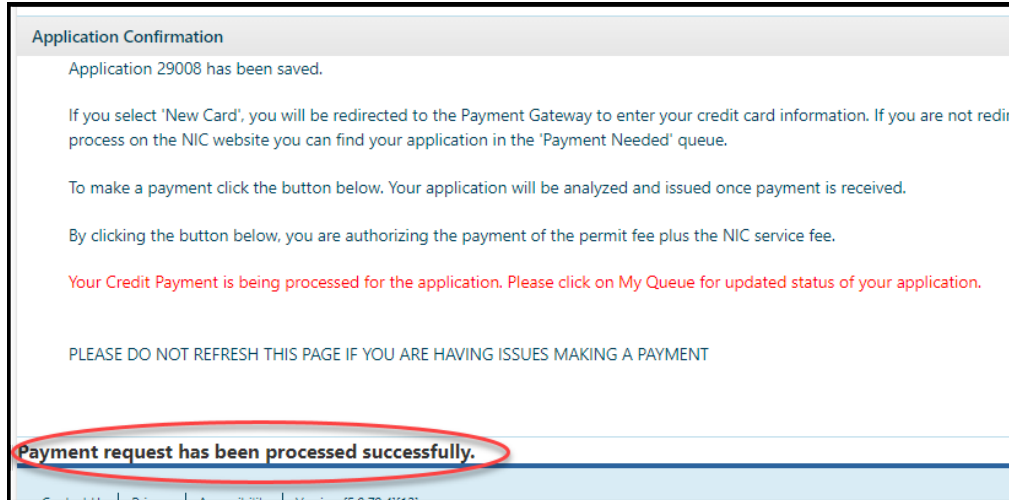
Make Payment

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

A pop up will appear once the payment has been successfully processed. Click 'OK' to continue.



The screen will refresh and show a success message at the bottom of the screen.



If you have email as your delivery method, your permit will be emailed, otherwise you can find the finalized permit under the My Queue tab.

Note: The permit shows the amount paid for the permit. This is the only receipt that is generated when paying with a Saved Payment method. We are working on implementing an emailed receipt for this payment method, but an actual receipt is currently unavailable to users.

To Change your Payment Method:

10. If you need to change your payment method:

- Return to 'My Queue' page.
- Click on the blank space below Permit ID to turn the line dark blue.
- Click on 'Open'

The screenshot shows the 'My Queue' page with a table of applications. The table has columns: App No., Permit ID, Permit Type, Submitted Date, and Carrier ID. Application 28688 is highlighted in dark blue. A red arrow points to the blank space below the Permit ID for application 28688. Below the table, the 'Application Summary' section shows buttons: Copy, Open (circled in red), Actions, Amend, Extend, and View.

Type	From	To
Payment Needed	10/24/2024	11/07/2024

Advanced Search [+]
Search Reset ☐ Display Application Summary

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App No.	Permit ID	Permit Type	Submitted Date	Carrier ID
28571		SS-Single Trip OS/OW to Transport	02/14/2024 10:22:01 AM	162885
28688		MI-Michigan Border	07/23/2024 9:07:32 AM	162885
28689		SS-Single Trip OS/OW to Transport	07/23/2024 1:16:53 PM	162885

1 2 10 items per page

Application Summary
Copy Open Actions Amend Extend View

11. Click on 'Payment Method' drop-down box to change payment method.

12. Click on 'Make Payment.'

The screenshot shows the 'My Queue' page with the payment details for application 28688. The 'Total Fee*' is \$100.00. The 'Payment Method*' is a drop-down menu currently set to 'Credit Card'. A red arrow points to the drop-down menu. Below the payment details, the 'Make Payment' button is circled in red, and the 'Cancel' button is next to it.

Application 28688 has been approved. To make

Total Fee*
\$100.00

Payment Method*
Credit Card

Make Payment Cancel

13. Follow from step 6 above to complete your payment.