

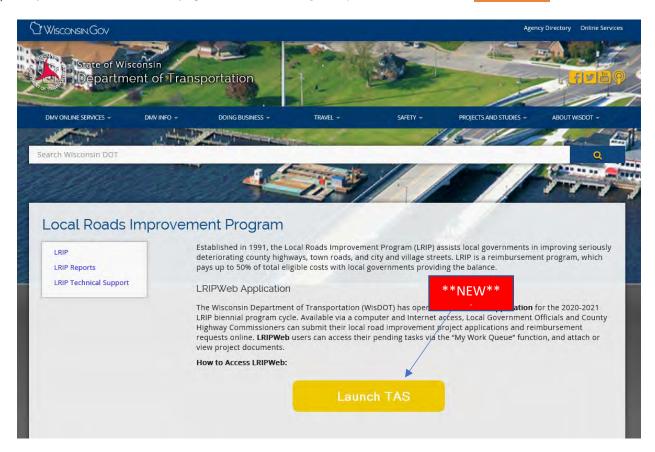
# How to Access the LRIPWeb Application Beginning June 22, 2020

Beginning June 22, 2020, there is a new procedure for accessing the Local Roads Improvement Program (LRIPWeb) application. Access to LRIPWeb will be obtained through the new WisDOT Transportation Assistance System (TAS), which replaces the WAMS login procedure.

All current and new LRIPWeb users must complete a one-time registration to use TAS. After successfully registering and logging in the first time, only steps 9-11 are needed to access LRIPWeb in the future.

Access to LRIPWeb and TAS is restricted to authorized users. If you have any questions, please contact <a href="mailto:LRIPWebSystem@dot.wi.gov">LRIPWebSystem@dot.wi.gov</a>.

Step 1. Go to the LRIP webpage at wisconsindot.gov/lrip and select the new Launch TAS 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 Passw	ord —	
	ontact the System Administrator.		
WisDOT's Local Roads Ai	ds and Improvement Programs. Fo ata, please contact the Local Tran	or questions regarding the	
Access to this application Use Policy for additional	is restricted to authorized users. P nformation.	lease refer to the Acceptable	P

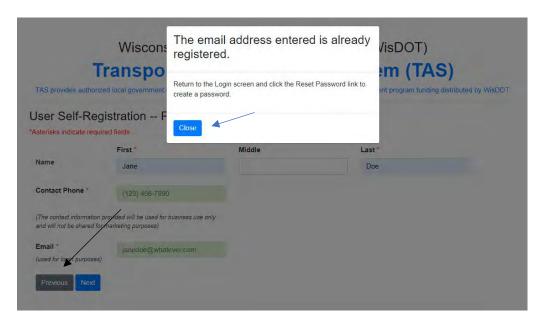
Step 3. Your user ID is your email address, and it will be used to log-in to TAS and LRIPWeb. Each user must have a unique and valid email address! Enter your first name, last name, contact phone and a valid email address (the email address you use for local government work). Select Next.

## Wisconsin Department of Transportation (WisDOT) Transportation Assistance System

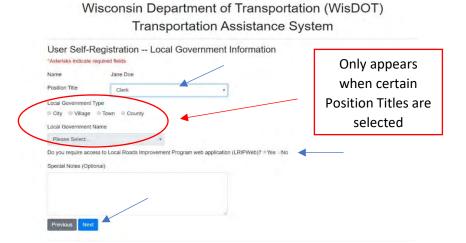
	First *	Middle	Last *	
ame				
ontact Phone *				
The contact information	provided will be used for busines	ss use only		
	provided will be used for busines r marketing purposes)	ss use only		
The contact information and will not be shared fo		ss use only		

If you receive the following message, your email address was automatically registered in TAS. 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.** 

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

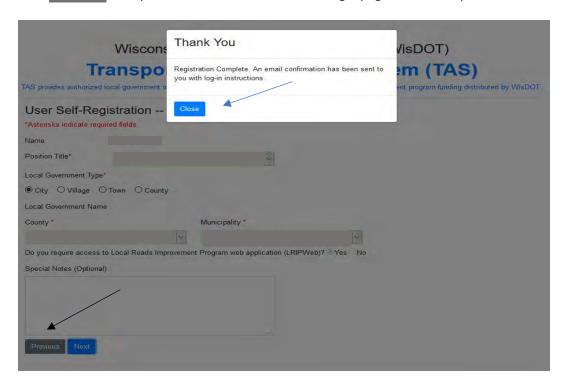


- Step 4. The email address entered has <u>not</u> been previously registered in TAS, so information about your local government is needed.
  - Select your Position Title from the dropdown box. A limited number of Position Titles require county and municipality information. If one of those Position Titles is selected, an area 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 radio 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.

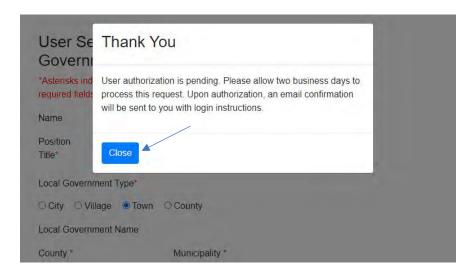


You will receive one of these two messages.

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.



**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 <a href="mailto:noreply@dot.wi.gov">noreply@dot.wi.gov</a> 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.

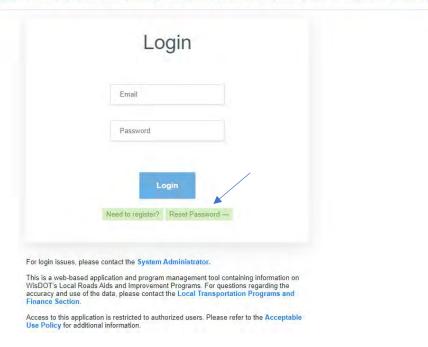


Step 5. (Continued from step 3 and step 4 - message #1) Congratulations! You have completed the TAS registration process. You must now create a password. Click Reset Password to create a password for your account.

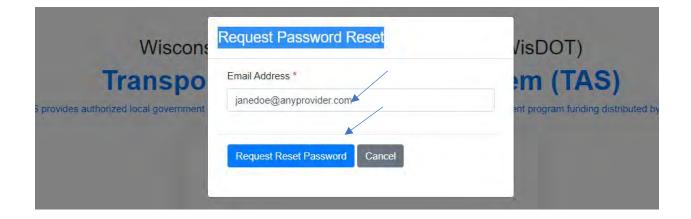
Wisconsin Department of Transportation (WisDOT)

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

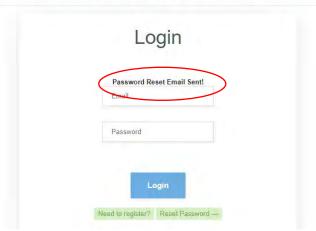


Step 7. You will be returned to the TAS login screen, where a message states the password reset email has been sent. You will receive the password reset email shortly from <a href="mailto:noreply@dot.wi.gov">noreply@dot.wi.gov</a>, which includes a link to create your password. Click on the link in the 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)

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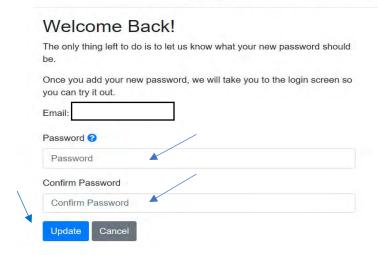
If you receive the following message that the email was not found, one of these errors occurred:

- 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.

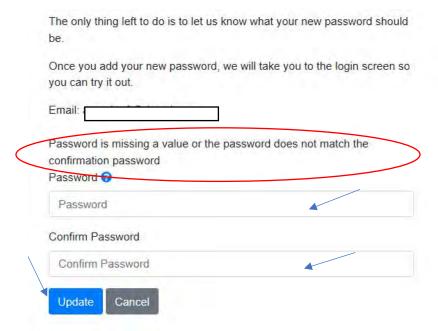


Step 8. Using the link in the email - enter your password and confirm it. Passwords must be at least 8 characters in length and include a combination of at least 3 of the following 4 character types: uppercase letters, lowercase letters, numbers, and keyboard symbols or special characters (such as: #!?\$). Click Update.

# Wisconsin Department of Transportation (WisDOT) Transportation Assistance System



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.

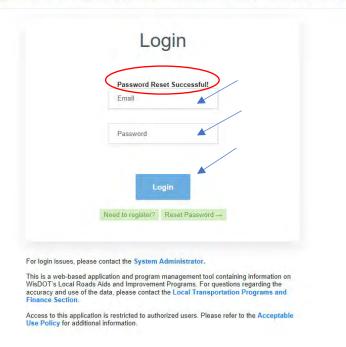


Step 9. You are returned to TAS to login. Enter your email address and the password you just created. Click Login.

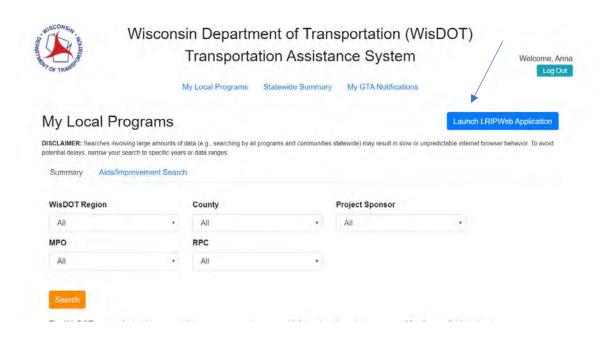
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Step 10. You are now at the TAS home page. Click on Launch LRIPWeb Application. (Note: certain users will bypass the TAS home page and go directly to the LRIPWeb application.)



#### Step 11. **Congratulations!** You are in LRIPWeb. Please note:

- A new tab opened on your browser for LRIPWeb, separate from the TAS tab.
- When concluding your session, log-off both tabs.
- Ensure that your TAS registration is correct by checking your name on the welcome screen. If it's incorrect, contact the <a href="System Administrator">System Administrator</a>.
- Passwords expire after 366 days.

