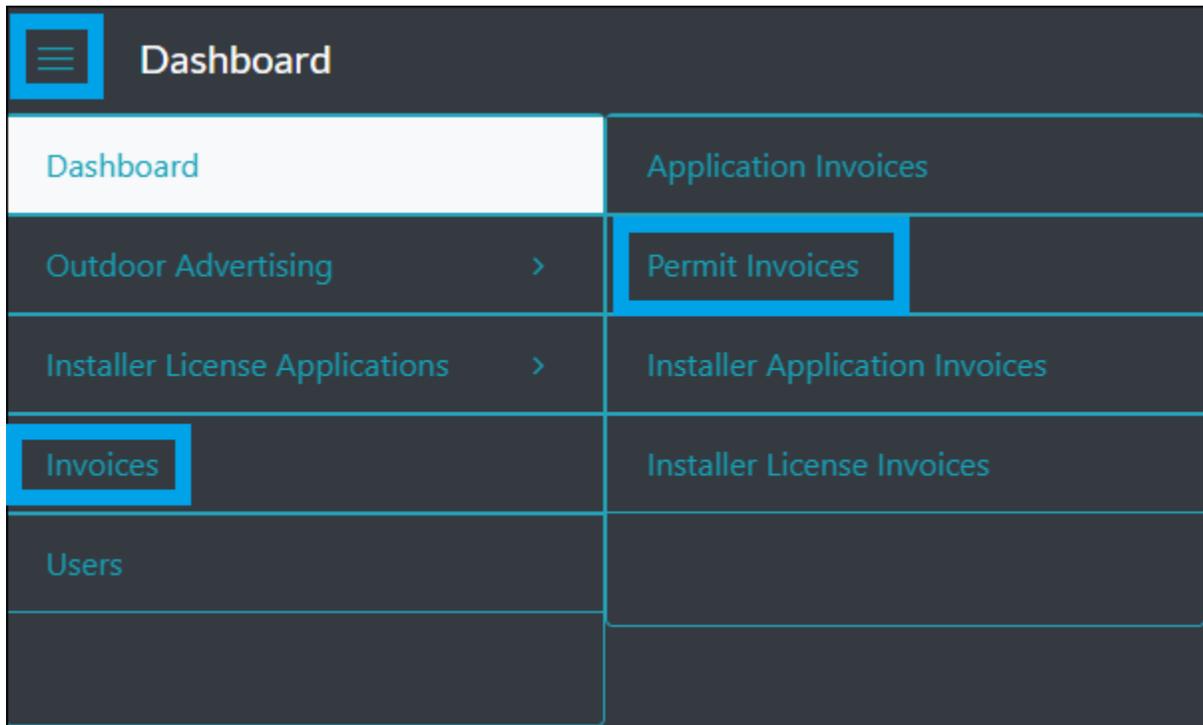


OA SIGN PERMIT INVOICES

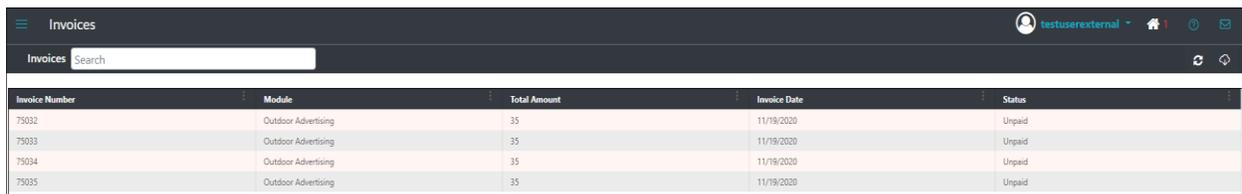
My Dashboard: After logging in to the “Outdoor Advertising Control System” (OACS), the system will take you to the OACS Home page – the Dashboard page. Digital user notifications will all be displayed and/or accessible via the Dashboard.

Step 1: To access your OA Sign Permit invoice(s), please click on the following navigation:

Burger Menu  → Invoices → Permit Invoices



Step 2: The Invoices summary grid will be presented to the user, containing all invoices (current and historical).



The screenshot shows the Invoices summary grid. The table has the following columns: Invoice Number, Module, Total Amount, Invoice Date, and Status. The data is as follows:

Invoice Number	Module	Total Amount	Invoice Date	Status
75032	Outdoor Advertising	35	11/19/2020	Unpaid
75033	Outdoor Advertising	35	11/19/2020	Unpaid
75034	Outdoor Advertising	35	11/19/2020	Unpaid
75035	Outdoor Advertising	35	11/19/2020	Unpaid

Step 3: Select an unpaid invoice from the summary grid and double click on it. The Invoice Detail page will open.

Step 4: Click on **Pay Online** button (bottom right corner of page).

The screenshot shows the 'Outdoor Advertising' interface for a specific permit. The permit number is 021007 and its status is 'Active'. The invoice details are as follows:

Invoice Number	: 75032	Invoice Status	Unpaid
Invoice Date	: 11/19/2020	Owner(ID)	: Testuserexternal (9381)
Due Date	: 1/18/2021		
Payment Date	:		

Below the details is a 'Line Items' table with the following data:

View	Permit Number	Status	Region	County	Route	Highway Number	Fee	Exempted
View	021007	Active	North Central	Marathon	BH	39	35	<input type="checkbox"/>

Summary of amounts:

Amount To Be Paid:	: \$ 35
Convenience Fee:	: \$ 0
Total Amount To Be Paid:	: \$ 35
Amount Due:	: \$ 35

At the bottom, there are buttons for 'Regenerate Invoice', 'Download Full Invoice', and 'Pay Online'.

Step 5: Will navigate to the payment Portal page.

The screenshot shows the 'WISCONSIN Department Of Transportation - Payment Portal' in a Google Chrome browser. The URL is oacs-t.dot.wi.gov/payment/requestPayment/index/75032/9381. The page contains the following sections:

- Personal Details:** Email: saipriya.y@delasoft-inc.com (with an 'Edit' link).
- Payment method:** A dropdown menu for 'New Card Account' and a section for 'Please select Funding Source'. It includes fields for 'Card Number' (with a card icon), 'CVV', 'Exp. Date', and 'Name on Card'.
- Billing Address:** 902 suite road, New Castle, WI 97018. There is an 'Edit Billing Address' checkbox.
- I agree to the [Terms and Conditions](#)
- A large orange 'PAY' button.
- A 'Privacy - Terms' link at the bottom right.

Step 6: Enter all required details and submit Payment.

- Email – confirm the user email is correct or click ‘Edit’ to change it to your payment email address (where the receipt will be forwarded)
- In Payment Portal, there are 2 types of Payment methods:
 - 1) New Card Account (credit or debit card – follow Step 6a)
 - 2) New Bank Account (ACH – electronic funds transfer from bank – Step 6b)

Step 6a: Credit/Debit card payments, please enter the following required details:

- The Funding Source should be defaulted to ‘New Card Account’
- Enter valid credit card details – ‘Card Number’, ‘CVV’, ‘Exp Date’, ‘Name on Card’

The screenshot shows a web browser window titled "WISCONSIN Department Of Transportation - Payment Portal - Google Chrome". The address bar displays "oacs-t.dot.wi.gov/payment/requestPayment/index/75032/9381". The main content area features a form with the following sections:

- Personal Details:** Email field containing "saipriya.y@delasoft-inc.com" with an "Edit" link.
- Payment method:** A dropdown menu set to "New Card Account". Below it, a label "Please select Funding Source" is present. The form includes fields for "Card Number" (with icons for American Express, Discover, Visa, and Mastercard), "CVV", "Exp. Date", and "Name on Card".
- Billing Address:** A text area containing "902 suite road, New Castle" and "New Castle, WI 97018". An "Edit Billing Address" checkbox is located to the right.
- At the bottom of the form, there is a checkbox for "I agree to the Terms and Conditions" and a large orange "PAY" button.

In the bottom right corner of the form area, there is a "Privacy - Terms" link with a circular arrow icon.

- Once the user enters their Credit/Debit card #, the system will add in a flat \$2.50 Service fee

NOTE: A flat Service Fee of \$2.50 is applied for all credit and debit card transactions (no fee charged for ACH transactions)

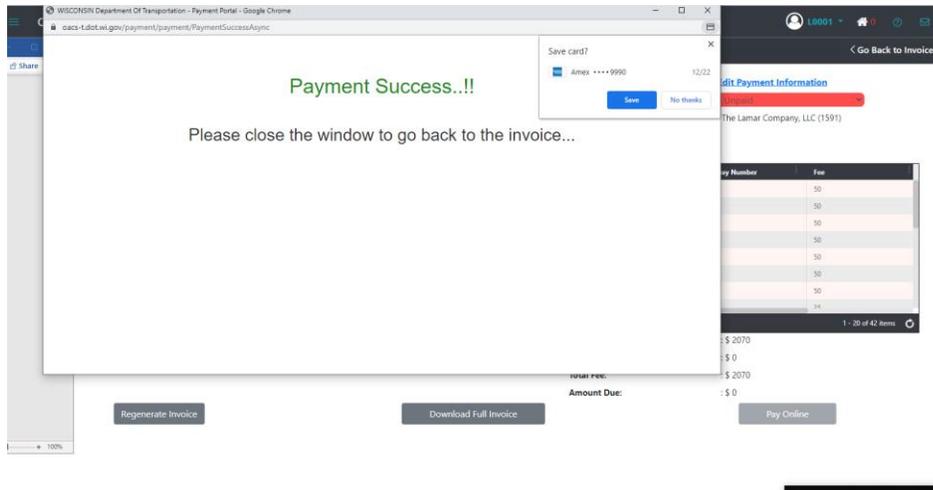
- Confirm the **‘Billing Address’** details are correct or click the **‘Edit Billing Address’** checkbox (right side of page) and update with the correct billing address details
- User clicks on the **‘I agree to the Terms and Conditions’** check box when data entry is complete
- Click on the **‘PAY’** button

The screenshot shows a web browser window with the URL `oacs-t.dot.wi.gov/payment/requestPayment/index/75032/9381`. The page content includes:

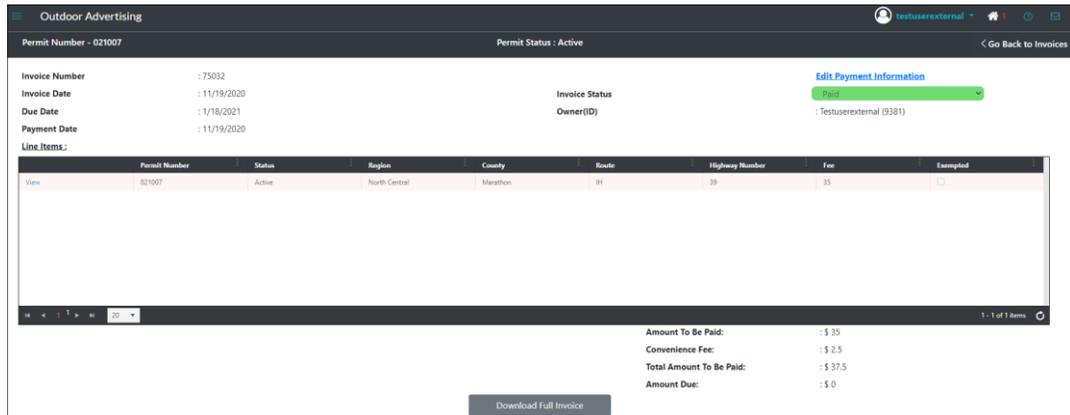
- Personal Details:** Email: `saipriya.y@delasoft-inc.com` with an `Edit` link.
- Payment method:** A dropdown menu set to `New Card Account`. Below it, a credit card number is masked with asterisks, followed by a VISA logo, three asterisks, and the expiration date `12/20`. There is also a `Test Credit Card` option.
- Billing Address:** `902 suite road, New Castle, New Castle, WI 97018`. An `Edit Billing Address` checkbox is present on the right.
- Amount Details:**

Payment Amount:	\$35.00
Fee:	\$2.50 ⓘ
Total:	\$37.50
- A checked checkbox for `I agree to the Terms and Conditions`.
- A large orange button labeled `PAY $37.50`.
- A footer with a circular arrow icon and the text `Privacy - Terms`.

- Payment is processed and the ‘Payment Success..!!’ page is displayed.
- User can close the window after review – end of payment process



- The ‘Invoice Payment page displays Invoice Status as Paid.



Step 6b: For ACH payments (electronic funds transfer from bank), please enter the following required details:

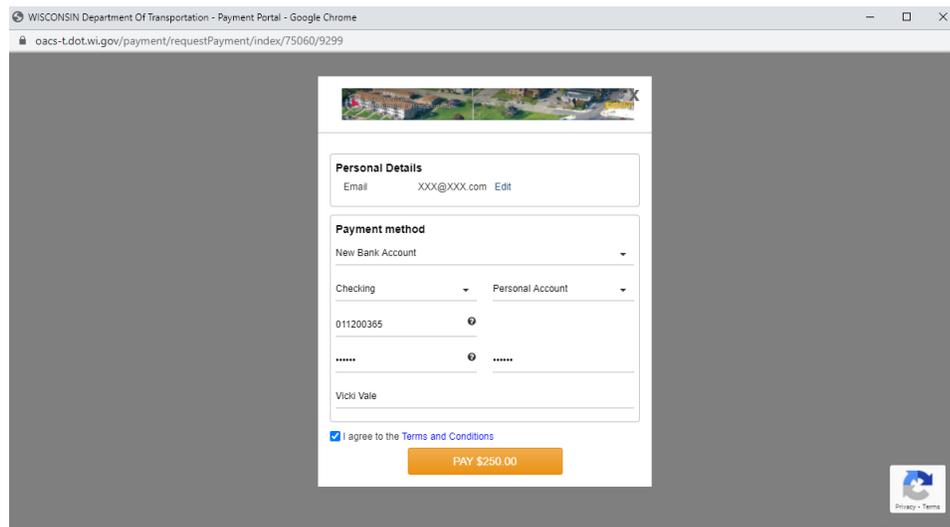
- User will need to select ‘New Bank Account’ from dropdown list
- Enter valid ACH details – ‘**Account Type**’, ‘**Account Holder Type**’, ‘**Routing Number**’, ‘**Name of Account Holder**’

A diagram of a check form. At the top, it says "YOUR NAME" followed by "1234 Main Street" and "Anywhere, OH 00000". To the right is a "DATE" field with "123" entered. Below that is "PAY TO THE ORDER OF" followed by a dollar sign (\$) and a blank box. Underneath is a line for "DOLLARS". At the bottom, there are three boxes for ACH details: "ROUTING NUMBER" (044072324), "ACCOUNT NUMBER" (000123456789), and "CHECK NUMBER" (123). A blue box highlights the Routing and Account Number fields.

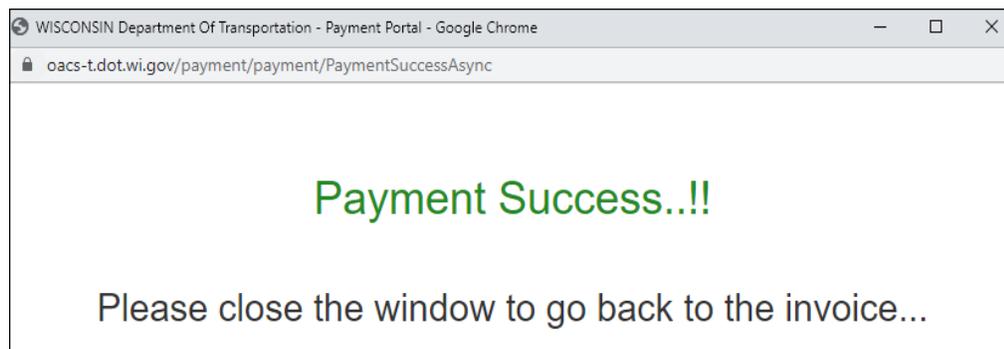
- **NOTE:** There is no fee charged for ACH transactions

A screenshot of a web browser showing the "WISCONSIN Department Of Transportation - Payment Portal". The URL is "oacs-t.dot.wi.gov/payment/requestPayment/index/75060/9299". The page has a dark grey background. In the center, there is a white form with a header image of a road. The form has two main sections: "Personal Details" with an "Email" field containing "XXX@XXX.com" and an "Edit" link; and "Payment method" with a dropdown menu set to "New Bank Account". Below this are fields for "Account Type", "Account Holder Type", "Routing Number", "Account Number", and "Confirm Account Number". At the bottom of the form is a "Name of Account Holder" field, a checkbox for "I agree to the Terms and Conditions", and a blue "PAY" button. A "Privacy - Terms" link is in the bottom right corner.

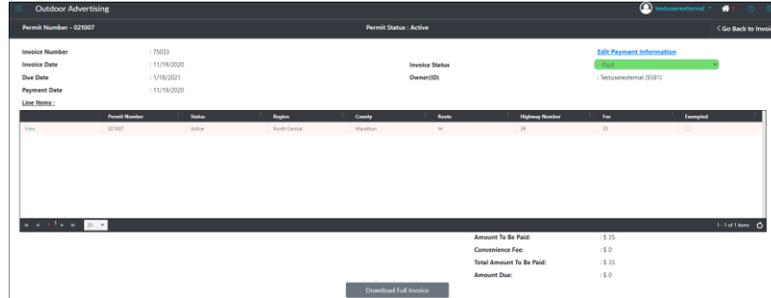
- Enter the remaining required ACH transaction details:
 - Confirm the ‘Billing Address’ details are correct or click the ‘Edit Billing Address’ checkbox (right side of page) and update with the correct billing address details
 - User clicks on the ‘I agree to the Terms and Conditions’ check box when data entry is complete
 - Click on the ‘PAY’ button



- Payment is processed and the ‘Payment Success..!!’ page is displayed
- User can close this window upon completion of payment



- The 'Invoice Payment page displays Invoice Status as Paid.



If you have any questions or run into any issues with this process, please contact OACS Customer Support at OutdoorAdvertising@dot.wi.gov or call the Support Line at **608-266-8287**.