

CREATE AN ACCOUNT

Step 1: Please go to <https://oacs.dot.wi.gov/#/>

Step 2: Click on 'Create Account' button from the main landing page.



Step 3: From the 'Sign Up For An Account' window, select the appropriate account access.

NOTE: If you are a Sign Owner & an Installer, you will need to create two separate accounts (you will have to complete the same process for each role).

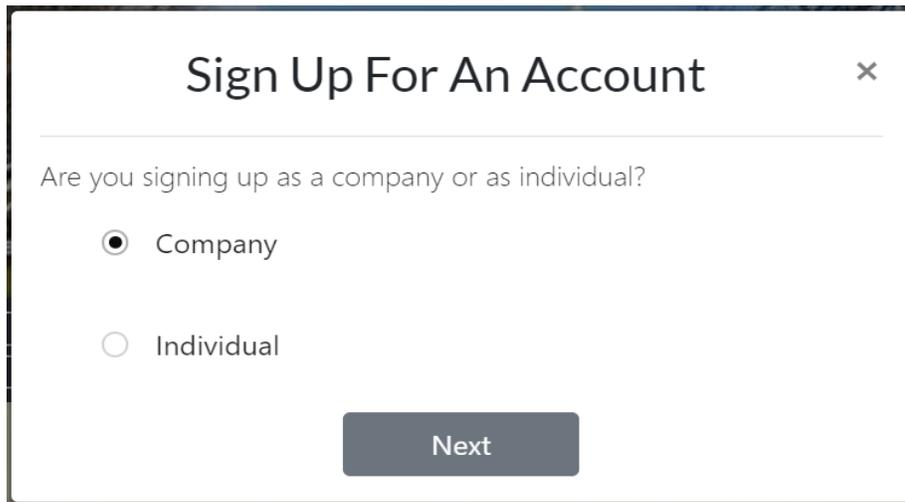
Sign Up For An Account ×

Request Access For:

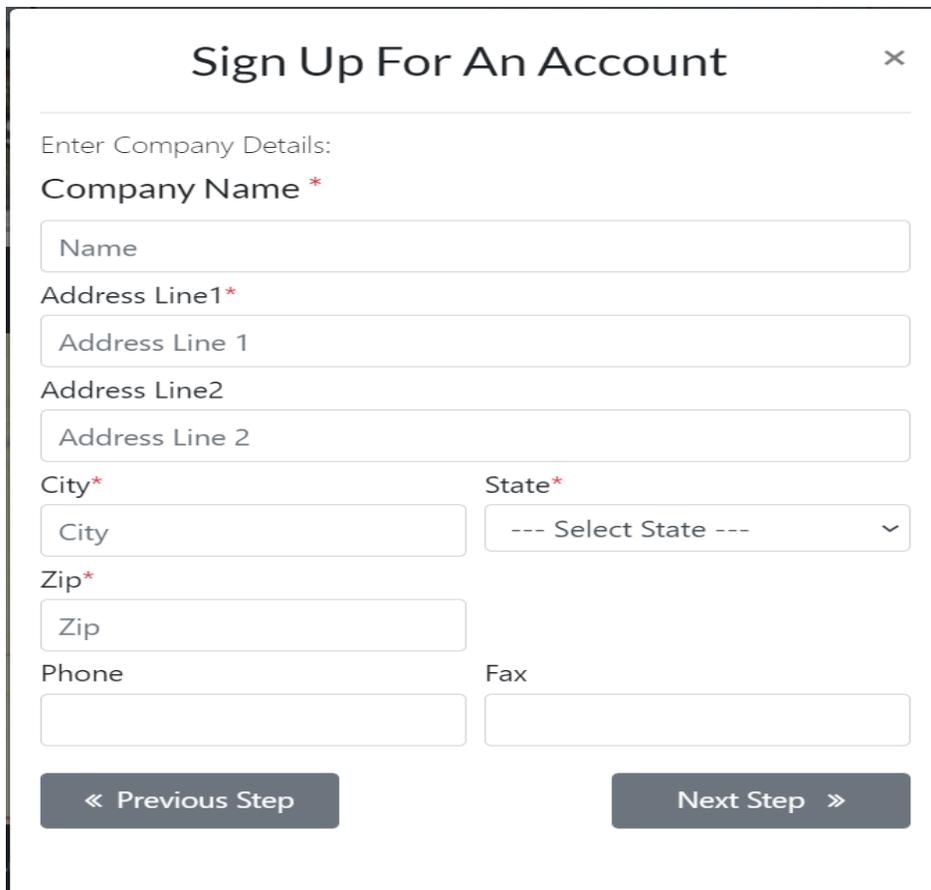
- Outdoor Advertising Permits (Includes Vegetation and Installer Access)
- Installer

[Next](#)

Step 4: Depending on Business requirement - select whether this is a Company or an Individual account. Click on the 'Next' button.



Step 4a: If you entered Company in Step 4 - Enter all the Company Details where mandatory fields are noted by *). Click on 'Next Step' button.



Step 4b: If you entered Individual in Step 4 - Enter all the Account Details where mandatory fields are noted by *). Click on 'Next Step' button.

The screenshot shows a web form titled "Sign Up For An Account" with a close button (X) in the top right corner. Below the title is a section labeled "Enter Your Details:". The form contains the following fields and controls:

- Full Legal Name***: A text input field with the placeholder "Name".
- Address Line1***: A text input field with the placeholder "Address Line 1".
- Address Line2**: A text input field with the placeholder "Address Line 2".
- City***: A text input field with the placeholder "City".
- State***: A dropdown menu with the placeholder "--- Select State ---".
- Zip***: A text input field with the placeholder "Zip".
- Phone**: A text input field.
- Fax**: A text input field.

At the bottom of the form are two buttons: "« Previous Step" on the left and "Next Step »" on the right.

Step 5a: If you entered Company in Step 4 - Enter all the Company Details where mandatory fields are noted by *. Click on 'Next Step' button.

The screenshot shows a web form titled "Sign Up For An Account" with a close button (X) in the top right corner. Below the title is a section labeled "Enter Company Contact Details:". The form contains the following fields and controls:

- First Name***: A text input field with the placeholder "First Name".
- Last Name***: A text input field with the placeholder "Last Name".
- Title***: A text input field with the placeholder "Title".
- Email***: A text input field with the placeholder "Email".

Below the email field is a link: [View Full Email Policy](#). Underneath this link is a line of text: "Emails may be automatically generated and sent to the above entered email address by the system." Below this text is a text input field for "Phone". At the bottom of the form is a checkbox labeled "Use Company Phone Number".

Step 5b: If you entered Individual in Step 4 - Enter all the Account Details where mandatory fields are noted by *. Click on 'Next Step' button.

Sign Up For An Account ×

Enter Your Contact Details:

First Name*

Last Name*

Title*

Email*

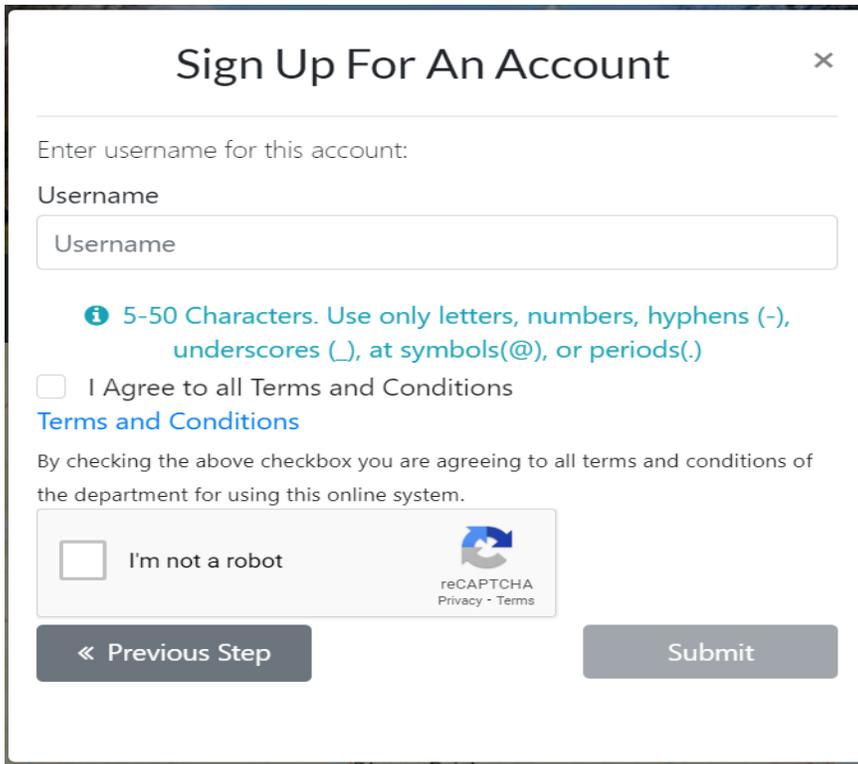
[View Full Email Policy](#)

Emails may be automatically generated and sent to the above entered email address by the system.

Phone

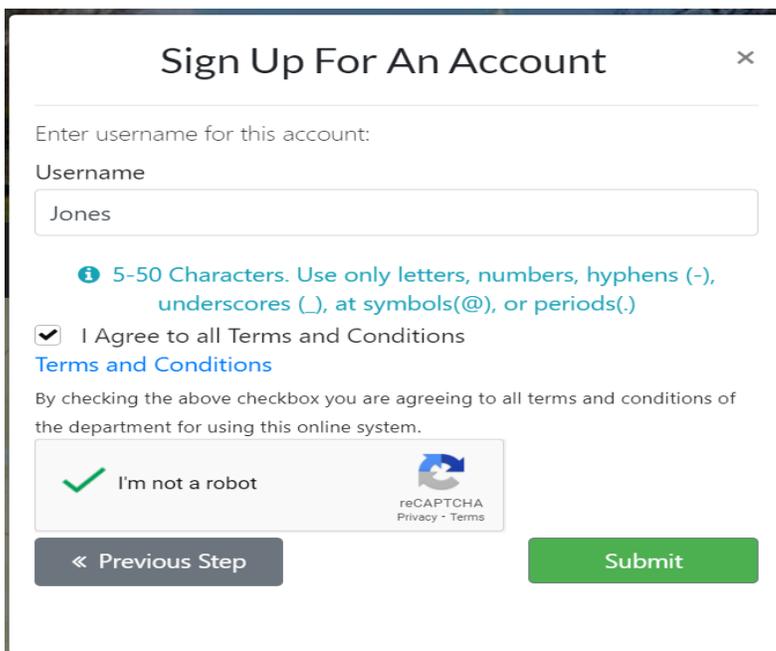
« Previous StepNext Step »

Step 6: Enter a Username and then check the ‘I Agree to all Terms and Conditions’ box:



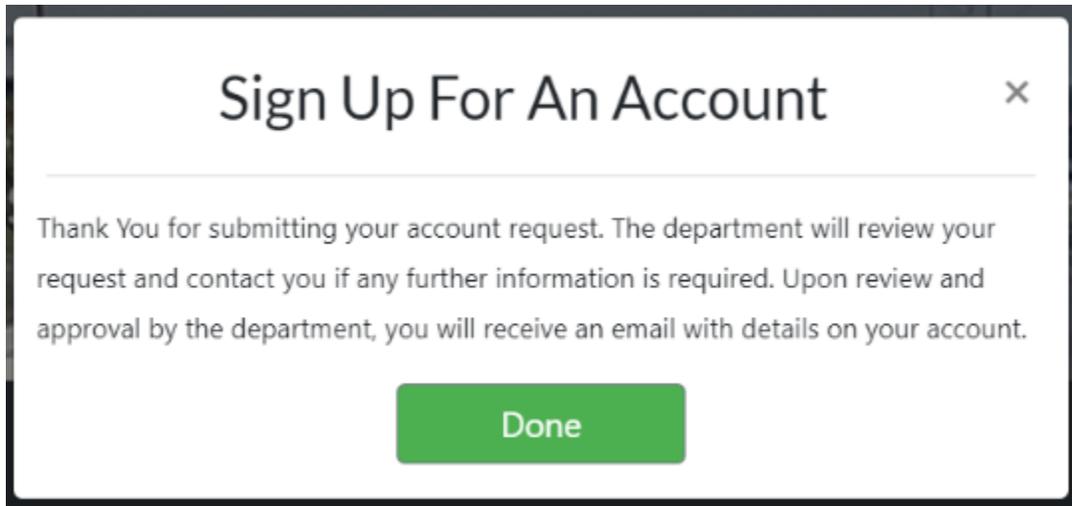
The screenshot shows a web form titled "Sign Up For An Account" with a close button (X) in the top right corner. Below the title, there is a label "Enter username for this account:" followed by a text input field labeled "Username" containing the placeholder text "Username". Below the input field, there is a blue information icon followed by the text "5-50 Characters. Use only letters, numbers, hyphens (-), underscores (_), at symbols(@), or periods(.)". Below this, there is a checkbox labeled "I Agree to all Terms and Conditions" which is currently unchecked. To the right of the checkbox is a blue link "Terms and Conditions". Below the checkbox, there is a paragraph: "By checking the above checkbox you are agreeing to all terms and conditions of the department for using this online system." Below this paragraph is a reCAPTCHA widget with a checkbox labeled "I'm not a robot" which is unchecked, and a reCAPTCHA logo with the text "reCAPTCHA Privacy - Terms". At the bottom of the form, there are two buttons: a grey button with a left arrow and the text "Previous Step", and a grey button with the text "Submit".

Step 7: Complete the ‘I’m not a robot’ verification and then check the box. Click on the ‘Submit’ button.



The screenshot shows the same "Sign Up For An Account" form as in Step 6, but with the following changes: the "Username" input field now contains the text "Jones"; the checkbox "I Agree to all Terms and Conditions" is now checked; the reCAPTCHA widget shows a green checkmark next to the "I'm not a robot" checkbox, indicating successful verification; and the "Submit" button is now green, while the "Previous Step" button remains grey.

Step 8: You have completed the process – click on the ‘Done’ button.



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**.