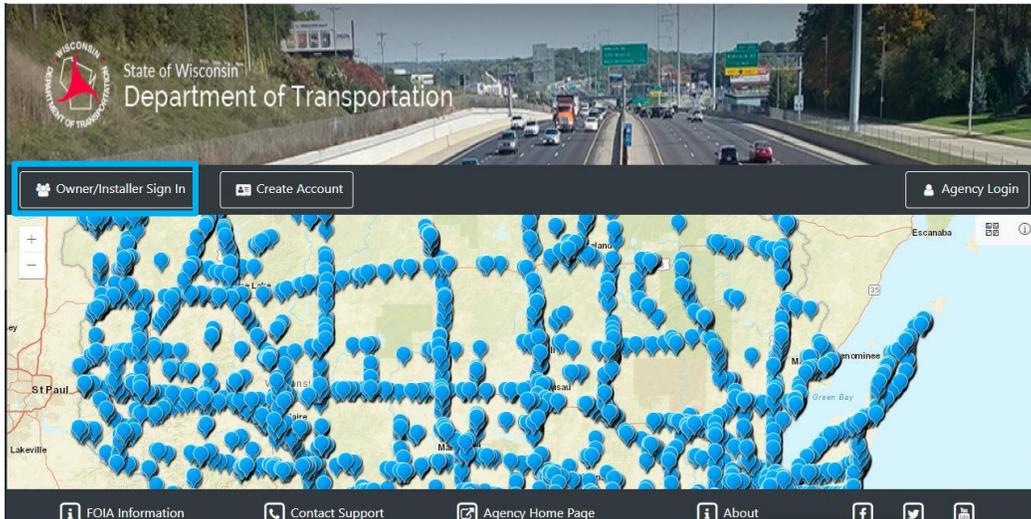


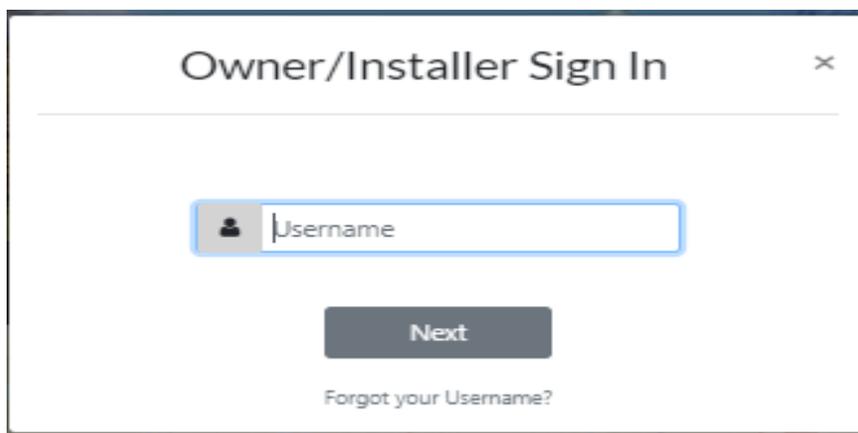
OWNERS/INSTALLER SIGN IN

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

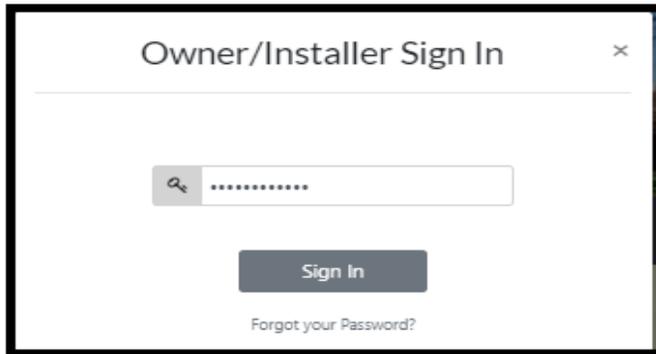
Step 2: Click on ‘Owner/Installer Sign In’ button from the main landing page.



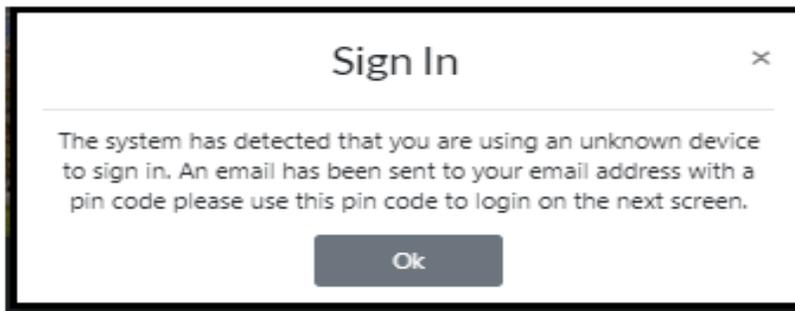
Step 3: A popup window displays prompting the user to enter their ‘Username’, then click the ‘Next’ button.

The image shows a modal window titled 'Owner/Installer Sign In' with a close button in the top right corner. Inside the window, there is a text input field with a user icon on the left and the placeholder text 'Username'. Below the input field is a dark grey button labeled 'Next'. At the bottom of the window, there is a link that says 'Forgot your Username?'.

Step 4: Enter password and click on ‘Sign In’ button (If you forget your password click on “Forgot your Password?” below the “Sign In” button).



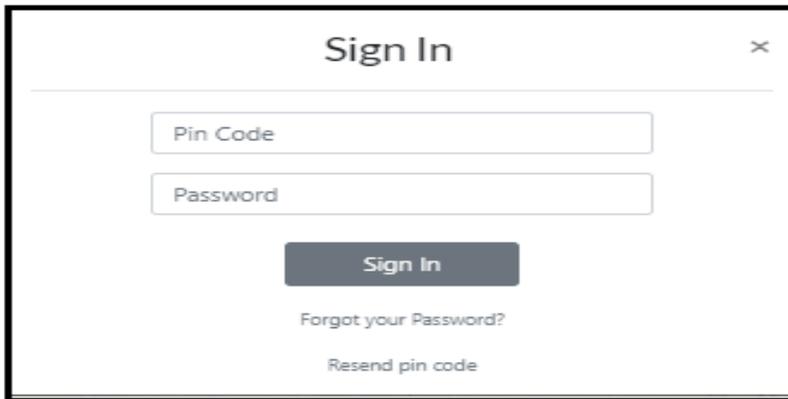
- NOTE: A ‘Sign In’ message will be displayed. Click on OK button.



Note: If the user is newly created and trying to login for the 1st time or if the user logs from new IP Address then the above screen will display.

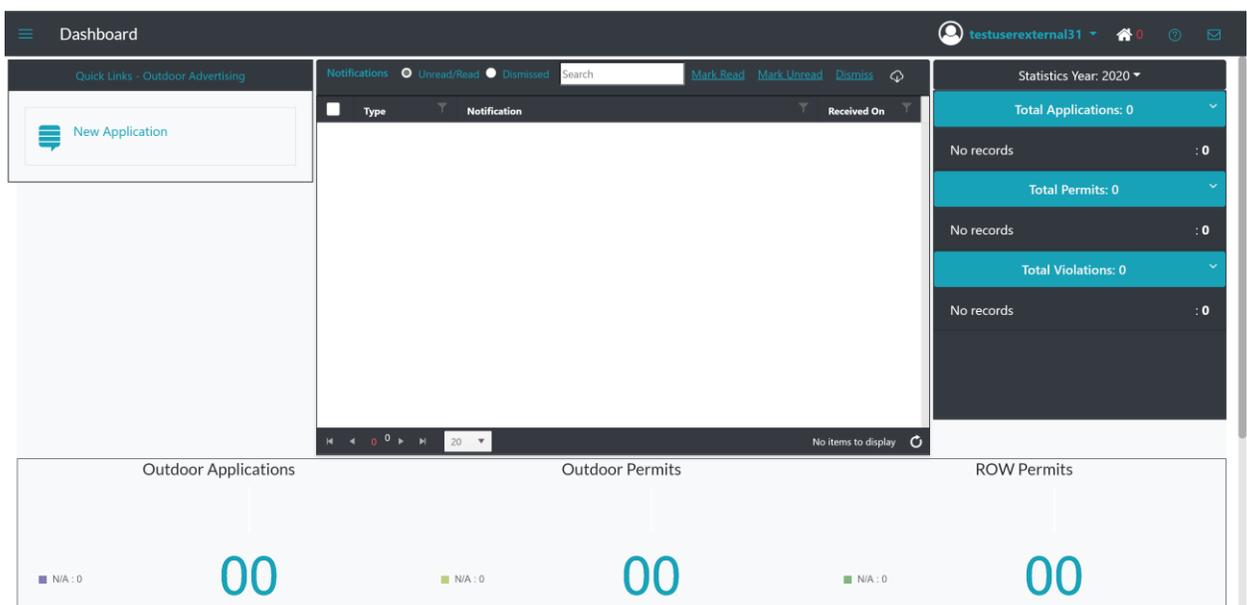
Step 5: Enter Pin Code that was received via email. It may take a few minutes to receive your Pin Code. If you do not receive a Pin Code click on resend pin code.

Step 6: Enter Password and click on ‘Sign In’ button.



The screenshot shows a 'Sign In' window with a close button (X) in the top right corner. It contains two input fields: 'Pin Code' and 'Password'. Below the fields is a dark grey 'Sign In' button. Underneath the button are two links: 'Forgot your Password?' and 'Resend pin code'.

Step 7: The user will be OACS Dashboard (our system Home page).



The screenshot displays the OACS Dashboard. At the top, it shows the user 'testuserexternal31' and navigation icons. The main area is divided into several sections: a 'Quick Links' section with a 'New Application' button; a 'Notifications' section with a search bar and filters; a 'Statistics Year: 2020' section with three rows of data: 'Total Applications: 0', 'Total Permits: 0', and 'Total Violations: 0', each with a 'No records' status and a ': 0' count. At the bottom, there are three large summary cards: 'Outdoor Applications' (0), 'Outdoor Permits' (0), and 'ROW Permits' (0), each with a 'N/A : 0' label and a large '00' display.

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**.