



Directions for Renewing a Multiple Trip Permit

NOTE: If your expiring permit was ordered from a Permit Service last year you will not be able to access it to renew. You will need to apply for a new permit from scratch using the Application tab.

After login to the [WisDOT OSOW Permit Processing System](#):

- 1) Go to MY QUEUE tab
- 2) In the SEARCH BY box, click on the drop-down arrow to display PERMIT ID
- 3) In the empty Permit ID box ENTER the permit number you wish to renew
- 4) Search

The screenshot shows the 'My Queue' tab selected in the top navigation bar. Below the navigation bar, the 'Application Queue' section is visible. A search form is present with the following elements:

- Search By:** A dropdown menu with 'Permit ID' selected.
- Permit ID:** A text input field containing 'AA222710000101'.
- From:** A date input field containing '05/10/2023'.
- To:** A date input field containing '05/24/2023'.
- Advanced Search [+]:** A section containing a 'Search' button, a 'Reset' button, and a checkbox for 'Display Application Summary'.
- Table:** A table with columns: App No., Permit ID, Permit Type, Submitted Date, and Carrier ID.

Red arrows and numbers 1 through 4 are overlaid on the screenshot to indicate the steps: 1 points to the 'My Queue' tab, 2 points to the 'Search By' dropdown, 3 points to the 'Permit ID' input field, and 4 points to the 'Search' button.

- 5) When the permit displays in the Queue, click on PERMIT TYPE column once, this will turn the line of information DARK BLUE.
- 6) At the bottom your computer screen, click on the activity button that reads RENEW. A new application screen will appear with the information from the permit you intend to renew.

App No.	Permit ID	Permit Type	Submitted Date	Carrier ID	Carrier	Last Update Date	Status
27358	AA221360000101	AA- Miscellaneous Equipment/M	5/16/2022 8:12:46 AM	1	TEST CARRIER WISDOT (P)	5/16/2022 8:13:50 AM	Permit Issued

10 items per page

Application Summary

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

- Proceed with a review of the new application for Start Date, Duration of Months, and desired Dimensions/Weight etc.
- When you are satisfied with the application information, click the NEXT button at the bottom of your screen

Application Review Payment

Step 1 Travel Dates

From Date* 05/24/2023 To Date* 08/23/2023 Duration* 3 months

Step 2 Vehicle Configuration

Stored Vehicles/Units[+]

Vehicle Information[-]

Load Description* Miscellaneous Equipment/Machinery/Materials Towed Unit* YES

Vehicle Type* PowerUnit

Power Unit Type* Truck-Tractor Make* FORD No of Axles* 3 VIN* 5555555555555555 Year* 2020 Unit

Overall Vehicle Dimensions[-]

Width* 14' 0" Height* 16' 0" Gross Weight* 80000 PU Front Overhang Length* 150' 0"

Axle Information[-]

Number of Axles* 3 Overweight

Click here to enter axle information

Application Attachment

Comments

Permit Type: AA-Miscellaneous Equipment/Machinery/Materials Carrier: 1 - TEST CARRIER WISDOT (P) Contact Name: EDWARD RICHARD LALOR

Next Save Go To Close

- Confirm information on the REVIEW page then click the next button for the payment screen
- Fill in Contact information
- Select Payment Method
- Check the Acknowledgement
- Submit to bring you final page before the bank payment page

Application Review [Payment](#)

Height: 16' 0" Width: 14' 0" Length: 150' 0" GVW: 80,000

Payment Information

State Fees

Permit Fee*	Region Fee	Pavement Fee
\$90.00	\$0.00	\$0.00

Bridge Fee	Special Review Fee	Amendment Fee
\$0.00	\$0.00	\$0.00

HRCQ Fee
\$0.00

Estimated Convenience Fee
\$1.80

Total Fee*
\$90.00

Contact* Ed **Delivery Method*** Email **Email Address*** EDWARD.LALOR@WISCONSIN.GOV

Payment Method* Credit Card

Application Attachment

Comments

Acknowledgement

I, EDWARD (CARRIER) LALOR, hereby certify that the statements contained in this application are true and correct and that I will comply with all terms and conditions stated on the face of the issued permit.

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

Permit Type: Miscellaneous Equipment/Machinery/Materials **Carrier:** 1 - TEST CARRIER WISDOT (P) **Contact Name:** EDWARD RICHARD LALOR

Submit Preview Permit Previous Save Go To Close

14) If application needs office review it will tell you that here if not you will be sent to the bank payment page. One payment is submitted permit will be issued and sent to your email.

Application **My Queue** My Vehicles My Reports My Admin Help Logoff

Application Confirmation

Application 28057 has been saved.

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

Make Payment

You will be redirected to the USBank website to enter your credit card information. If you are not redirected to the USBank website please contact your account manager. If you have issues completing the payment process on the USBank website you can find your application in the 'Payment Needed' queue.

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

Updated: May 25, 2023