

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Underwriters File Insurance Online**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment Underwriters File Insurance Online s. 341, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

1. Department's website: <https://wisconsin.gov/Pages/dmv/com-driv-vehs/mtr-car-trkr/online-ins.aspx>
2. Mailing written comments to:  
Division of Motor Vehicles  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7336  
Madison, WI 53707-7336

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsin.gov](https://wisconsin.gov) to allow for ongoing comment.

### **AGENCY CONTACT**

[DOTDMVGuidanceDocs@DOT.WI.GOV](mailto:DOTDMVGuidanceDocs@DOT.WI.GOV)



## State of Wisconsin Department of Transportation

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# Online insurance filings by underwriters

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Wisconsin has an online application that allows insurance underwriters to file motor carrier insurance. To get set up follow the steps below.

If you do not yet have a WAMS user ID, follow both steps A and B. If you already have an active WAMS user ID, skip to Step B.

#### A. Create and activate a WAMS User ID

1. Register yourself with the State of Wisconsin Web Access Management System (WAMS) at <https://on.wisconsin.gov>. We suggest you make your ID and password something you can easily remember. You must maintain your password at the on.wisconsin.gov site. You must register as an individual and the Applicant Name on the access agreement must match the user ID name.
2. The Wisconsin Web Access Management System (WAMS) will then send you an email verifying your registration. The notification will also tell you how to activate your ID. Please read this email and follow the instructions.
3. Each individual user needs their own user ID and must request their own access.

B. Complete the Wisconsin Motor Carrier Registration Access Agreement form  [MV2424](#) sections 1 through 7. The security officer signature would be whoever is authorizing the user to make Wisconsin insurance filings. If you wish access to make filings for multiple insurance companies, feel free to attach a supporting document providing the insurance company names and Fein numbers.

Please email back the completed access agreement to  [irp-ifta@dot.wi.gov](mailto:irp-ifta@dot.wi.gov) or fax to (608) 267-6886. Access will be granted and you will receive via email the URL and some tips and tricks.

For future reference:

CaTS link:  <https://trust.dot.state.wi.us/catsWeb/CaTS>

Questions about the content of this page:

### Motor carrier registration

International registration plan (IRP) or International fuel tax agreement (IFTA)

Wisconsin Department of Transportation  
Motor Carrier Services  
P.O. Box 7979  
Madison WI 53707-7979

**Email** [irp-ifta@dot.wi.gov](mailto:irp-ifta@dot.wi.gov)

**Phone** (608) 266-9900

#### Contact Information

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