

Out- of- State Vehicle Use Agreement Instructions

These instructions are for if you DO NOT have a Wisconsin driver's license, but have a driver's license from another state

1. Go to <https://fleetportal.wi.gov/my.policy> (link can also be found on the sport club website under program resources)
2. Select click here on the left side of the monitor to start a new session (if necessary)
3. Select UW
4. Select UWL
5. Put in Net ID & password
6. Under the new fleet driver box, select Vehicle Use Agreement
7. Upload a copy of your notarized driving statement (must be notarized, this can be complete at business services in Graff Main Hall). You do NOT need to turn this into the Sport Club Office after you upload it.
8. Complete: First name, last name, date of birth, email, license state, driver, license number, UW campus (UWL), UW UDDS code (UE042000), UW campus (UWL), select that you are a UW students, supervisor email (wburress@uwlax.edu), supervisor name (Whitney Burress)
9. Read & check all boxes
10. Sign & date

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