

Webinar Outline

- o Getting started/accessing the system
- Home page dashboard
- o Updating your contact information
- Managing access requesting your own office/access
- o Managing others to file on your behalf (approving, denying, removing access)
- o Using the system filing a form, viewing historical filings and notifications
- o Resetting your account multiple email addresses
- o Form highlight brief overview of Form PA-551: Personal Property Value Report
- o **Q&A**

Note: After registering, you'll receive an email on how to access the webinar. This webinar is compatible with a PC or a MAC. You'll need speakers to hear the presenter but will not need a microphone. We'll answer questions during the webinar and provide a video playback after the session at: <u>revenue.wi.gov/training</u>.