### Accessing the Innovation Planning Grant Application – for Tribes November 2024

The Innovation Planning Grant Application (Form SL-400) is now available. Review the information below to access the form and submit your application to the Wisconsin Department of Revenue (DOR).

### **Getting Started**

### **Innovation Planning Grant**

For municipalities and tribes with a population not exceeding 5,000.

### Resources Common guestions

Apply

 Complete the Innovation Planning Gran pplication (Form SL-400) within MyDORGo

- Due February 28, 2025

- Visit our Innovation Grants (revenue.wi.gov/Pages/SLF/IG.aspx) web page
- Click Innovation Grant Application (Form SL-400) (ww2.revenue.wi.gov/VaultExternal/index.html) in the Innovation Planning Grant box. The form is located in MyDORGov, which is DOR's e-filing system for local governments.
- If you don't have access to MyDORGov, set up your account by following the below steps

### MyDORGov – Account Setup

- 1. The first time you enter the system, you must complete an email authorization
- 2. Enter your email address and click "Login"
- 3. You will receive an email with a link to access **MvDORGov** 
  - This access remains in effect for 30 days
  - If you do not access the system for 30 days or access the system from a different computer, you will be prompted to complete the email authorization process
- 4. If requested, enter your contact information. DOR will use this contact information to send notifications for the entity you represent.

Accessing My DOR Government Account - email authorization:

For added verification, the Wisconsin Department of Revenue (DOR) utilizes email authorization to begin a filing session. Yo must enter an email address to receive a link before you can file

- Accessing My DOR Government Account

  Once you click the Login link in your email, you are directed to My DOR Government Account where your forms are located
- · You can access My DOR Government Account from the same computer and browser anytime within 30 days. Once you
- If you do not access My DOR Government Account, it resets your 30-day window.
  If you do not access My DOR Government Account within 30 days or if you delete your browsing history (cookies), you must reenter your email address to generate a new link

### Note

- Use the same computer and browser to access My DOR Government Account. If you would like to use a different
- computer. you must reenter your email address to receive a new Login link. Because your email is registered in our system, you do not need a password to access My DOR Government Account Questions? contact us at otas@wisconsin.gov

Login

Revenue System Login (this page will expire in 00:13:56)

Enter your email address and click "Login."

Email:

### **MyDORGov Home Screen**

- 1. Once on the MyDORGov home screen, click "user information"
- 2. Review your office and/or access summary and verify it is correct
- 3. If your email is set up as the Tribe Representative, you will see the Tribe listed
- 4. If you are not setup as the Tribe Representative, follow the steps below to 'request office'

### R Wisconsin (S) My DOR Government Account



# **User Information – Request Office**

- On the "user information" page, click "Request Office" at the top of the page
- 2. Select "Tribal Government" from the Office dropdown list
- 3. Enter your tribe name in the "District/company" field and select the pre-filled name that appears
- 4. Add an explanation in the "Comments" box
- 5. Click "Send" to send an email to DOR for approval
- DOR will notify you by email within 10 business days. If approved, you can log into MyDORGov and begin filing. If denied, contact information will be provided for you to follow-up on the decision.

(S) user information MyDORGov Edit User Profile Request Office Request Access (S) Office Reques If you are a current officeholder, select the appropriate office and enter the information below. The Wisconsin Department of Revenue will review your request and contact you within 10 business days with an approval or denial. Note: If you are a Municipal Assessor or assessment staff, submit your request through an Equalization Bureau District Office. Office: Tribal Governmen District/company: Q 90009 - ST. CROIX CHIPPEWA INDIANS OF WISCONSIN Prior officeholder Enter name of prior officeho Comments: Requesting officeholder access for our tribe Send Cancel

## **Filing Your Application**

- Once set up as the Tribe Representative, log into MyDORGov
- 2. Click "form filing"
- 3. Click the Innovation Planning Grant link to start filing
- 4. Submit the application



### **MyDORGov Questions**

- Review
  - Online Filing Help Using My DOR Government Account (revenue.wi.gov/Pages/FAQS/slf-vault.aspx)
  - o Instructions (revenue.wi.gov/DORForms/ipg-inst.pdf) for the Innovation Planning Grant Application
- Contact <u>lgs@wisconsin.gov</u>