

Wisconsin Dept. of Revenue
Electronic Real Estate Transfer
Return - eRETR

Web Access Management System
(WAMS)

Obtaining a Wisconsin User ID for accessing the Electronic Wisconsin Real Estate Transfer Return - eRETR

Offices requiring a WAMS ID:

County: Register of Deeds, Treasurer, & Property Lister. These persons will be limited to the county they are in.

Dept. of Revenue: Central, District, Audit, IS& E, & LGS. These persons will have access to all 72 counties.

Assessors. These persons will have access to all 72 counties.

There is a Three Part process to register to use the eRETR system:

Each person requiring a WAMS ID will have to complete the Wisconsin ID Two Part process described here.

1. Self – Registration
2. Activate Account

Third Part - One person from each office will be designated to contact the Department of Revenue as described in Part Three – Register with the Department of Revenue.

Part One - Wisconsin Government Home Page Self-Registration

Go to <https://on.wisconsin.gov>

Link to Wisconsin User ID

Wisconsin.gov - Portal Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Go Links

Address <http://www.wisconsin.gov/state/home/app?COMMAND=gov.wi.state.cpp.command.LoadPortalHome> Go Links

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State of W I S C O N S I N

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Government
Public Services
Business
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News and Highlights Monday, August 8

Governor Jim Doyle Signs 2005-07 State Budget
Governor Jim Doyle signs into law the 2005-07 Wisconsin State Budget, fixing the state's \$1.6 billion deficit without raising taxes while protecting education and freezing property taxes. [More information...](#)

Small Business Owners: Stay Informed and Get Involved
If you are a Wisconsin small business owner and you believe an existing or proposed state agency rule will adversely affect your business, you now have the means to make your concerns known by contacting the [Small Business Regulatory Review Board](#). It's also important for small business to have their voice heard during the state-rule-making process. Sign up for the [Wisconsin Regulatory Alert](#) to receive notification of state rule being developed and the opportunity to provide comment on rules that may affect your business.

Save the No Call List!
Your help is needed to save the No Call List! Wisconsin may lose the right to regulate telemarketers. [Learn how to help.](#)

En Español
As part of its continuing effort to reach out to as many Wisconsin citizens as possible, the Office of the Commissioner of Insurance (OCI) announces a new feature on its Web site which links consumers to important insurance information in Spanish. [More information...](#)

Governor Doyle's Budget Address 2005
Governor Jim Doyle delivered his [Budget Address](#) on Tuesday, February 8, 2005 at the State Capitol. The speech focused on the Governor's priorities, including education, health care and the economy. See the [Executive Budget Documents](#) here.

Wisconsin Homeland Security
[Wisconsin's Homeland Security](#) Website serves as a comprehensive source of information on homeland security issues.

Get your... **Wisconsin User ID**

Featured Site
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www.drugsavings.wi.gov

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Road Conditions

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Part One – Self Registration

Read User Acceptance Agreement



[Logout](#) [Help](#) [FAQ](#)

Wisconsin User ID

You must read the State of Wisconsin Web Access Management System [User Acceptance Agreement](#) and click Accept in order to proceed with the self-registration process. The User Acceptance Agreement contains important information regarding privacy policies, public disclosure and use of cookies. If you click Decline, you will be redirected to the Wisconsin.gov Web site.

Wisconsin User ID

Web Access Management System (WAMS)

The State's Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the [User Acceptance Agreement](#). Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

Part One – Self Registration

Accept User Acceptance Agreement



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important! We highly recommend that you complete Parts One and Two at the same time. You must complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

-

Part One: Requesting a Wisconsin User ID and Password

In Part One, you will submit your contact and account information. You will be sent a confirmation e-mail immediately, containing a Web link to the Account Activation page.

Note: You must have an accessible, valid, and unique e-mail address to complete the self-registration process.

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to the [Support Center](#)

After reading disclosures,
Click the "Accept"
Button.



Part One – Self Registration Form

Self-Registration

* Indicates Required Field

Simply fill out the Self-Registration form and click Submit. You must have a valid, unique and accessible e-mail address in order to create your user account. In addition, please note the restrictions on User IDs and Passwords. If you are having difficulty composing a Secret Question and Answer for use in account recovery, click the [Guidelines](#) link. After clicking Submit, you will be asked to verify your e-mail address. If it is correct, click OK, to continue. If it is incorrect, click Cancel, to return to self-registration and correct your e-mail address.

If needed, you can change or add any information after you are registered under "Profile Management."

Note this is a shortened version and does not show all fields.

Profile Information

First Name *

Middle Initial

Last Name *

Suffix e.g., JR, SR, I, II, III

E-Mail * e.g., username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State Select a State

Zip Code

Home Mailing Address

Mailing Address is the same as Residence Address.

Address (1)

Address (2)

City

State Select a State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

Compose a question and answer for account recovery purposes. [Click here for Guidelines.](#)

Secret Question *

Answer to Secret Question *

For assistance send an e-mail to the [Support Center](#)

Click on "Submit" button



Part Two, Activate Account

Wisconsin Web Access Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://on.wisconsin.gov/servlet/wimap/selfreg.SelfRegController?RSAction=SelfReg> Go Links

 YOU ARE ON THE WISCONSIN GOV

State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

Russel S Reppen

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important: We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

For assistance send an e-mail to the [Support Center](#)

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Open e-mail as instructed and continue with Part Two. Note this step must be done within four days.

Part Two - Activate Account E-Mail Instructions

From: WAMS@wisconsin.gov
To: your e-mail address
Date: 8 Aug 2005 13:35:27 -0500 (CDT)
Subject: State of Wisconsin Self-Registration.

Your Name

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.

<http://on.wisconsin.gov/DEGWIMPAA?RSAction=AA&AAID=zMMuMJMJGiiuzQGQ>

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is

Click on link.



Note, you only have 5 minutes to activate once you open the link.



Part Two - Activate Account Login



Account Activation - Final Step

Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID

Password

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties

Login

[Forgot your password? Is your account locked? click here](#)

[Request a Wisconsin User ID and Password.](#)

Enter User ID and password you entered on the Self-Registration form.

Login

Part Two - Activate Account WAMS ID Created



WAMS ID is now created.

Part Three – Register
with the Department
of Revenue

Self-Registration

Your Name

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

For assistance send an e-mail to the [Support Center](#)