

## **5-Step Registration Instructions for RU Grant Applications**

### **Step 1: Make sure you have a valid, unique e-mail address.**

If you don't have an e-mail address, there are several free e-mail services available such as Gmail by Google or Yahoo!mail.

### **Step 2: Request a Wisconsin User ID at <https://on.wisconsin.gov/WAMS/SelfRegController>**

If you already have a Wisconsin User ID, SKIP step 2 and step 3 in these instructions. You only need to register with the DNR Switchboard.

### **Step 3: Activate your Wisconsin User ID**

You will receive an e-mail with a link to activate your account. Open the e-mail and click the link to activate your account. Note that you must do this within 4 days.

### **Step 4: Register on the Switchboard at <http://dnr.wi.gov/environmentprotect/switchboard/ebp.html>**

### **Step 5: Receive a confirmation e-mail that your registration is complete.**

**If you have ANY questions we encourage you to contact our Help Desk at (608) 267-3123 or [dnrswitchboard@wisconsin.gov](mailto:dnrswitchboard@wisconsin.gov)**