# HOW TO: Submit an Upriver Sturgeon Spearing: Harvest Permit Application
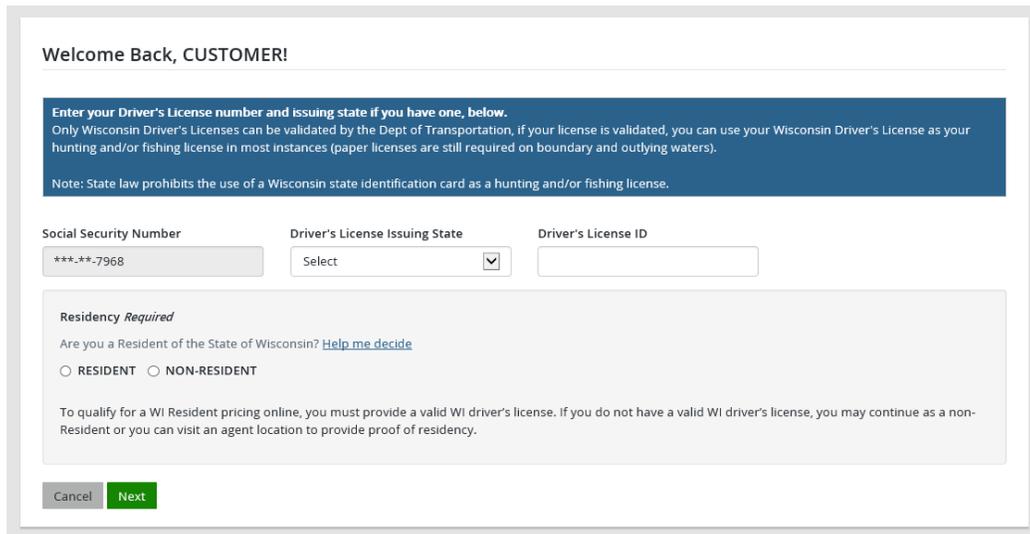
STEP 1: Log in / create your Go Wild account

- **Visit the website gowild.wi.gov**. If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.
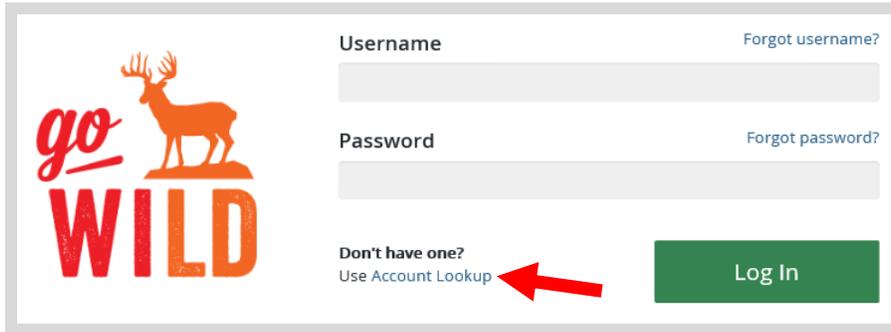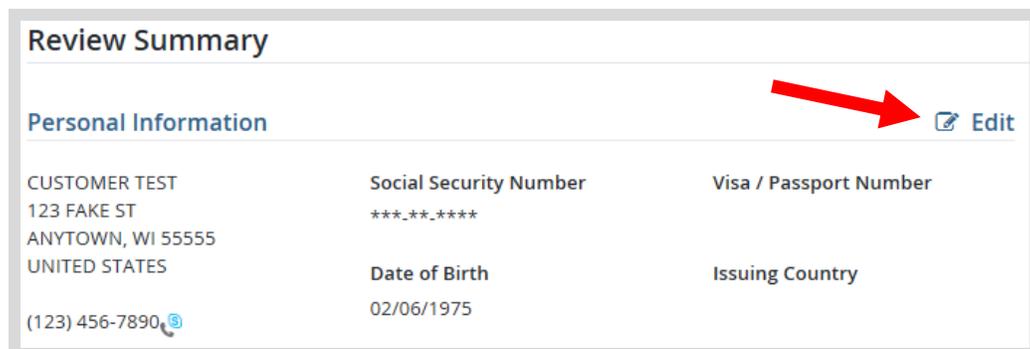

- **Welcome Back!** Enter your <u>driver license</u> information (optional). If you do not wish to enter your driver license, leave both the DL state and DL number blank. Next indicate your state residency (Wisconsin resident or nonresident). If you are unsure of your state residency, select the <u>Help me decide</u> link. *Note: To change your residency from nonresident to resident, all customers age 18 and over must include a WI driver license number.*

- **Review Summary.** Check your personal information (address, phone, email, etc) for accuracy. If changes need to be made, select the ✎ Edit icon. Once everything is confirmed correct, select the Yes button at the bottom.
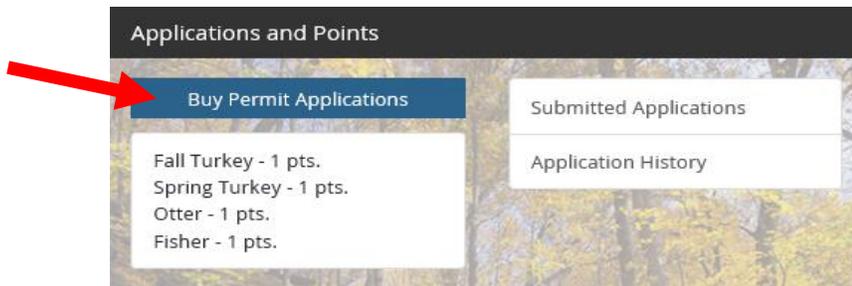
STEP 2: Select your license/application

- **Customer Homepage.** Locate the Applications and Points section and select <u>Buy Permit Applications</u>

- **Select the <u>Upriver Sturgeon Spearing PERMIT Application</u>** from the Products list. *Note: By choosing this product, you will receive their preference point for Upriver Sturgeon Spearing and WILL be placed in the drawing to receive a tag. If you do not wish to be in the drawing, you should choose the alternate product Upriver Sturgeon Spearing PREFERENCE POINT Application.*
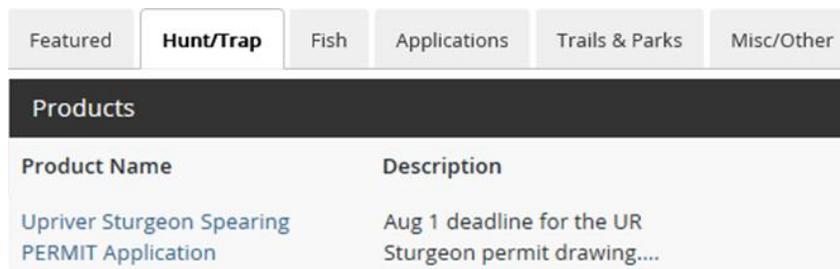
- **Application description.** Select Add to Cart. *Note: The option to purchase a Lake Winnebago Sturgeon tag is not available until after the Upriver Sturgeon drawing is complete. If you are unsuccessful in the Upriver drawing, the Winnebago tag will become available again. You cannot obtain a tag for both Upriver and Winnebago Sturgeon Spearing in the same year.*
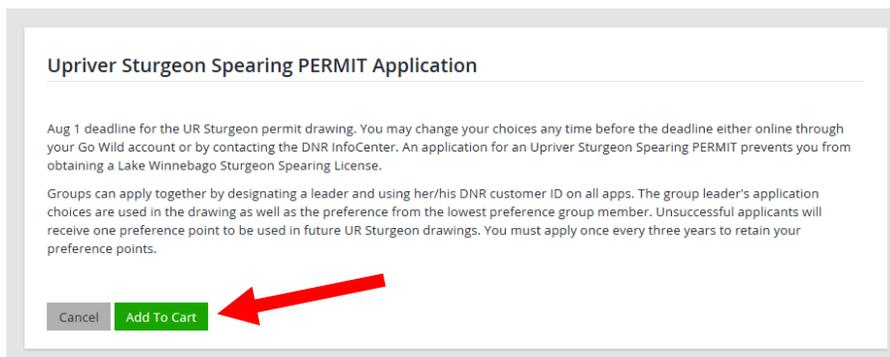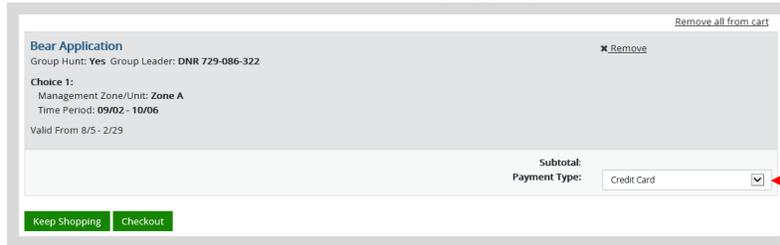

- **Shopping cart.** Review your selections and confirm they are correct and select Checkout to proceed.
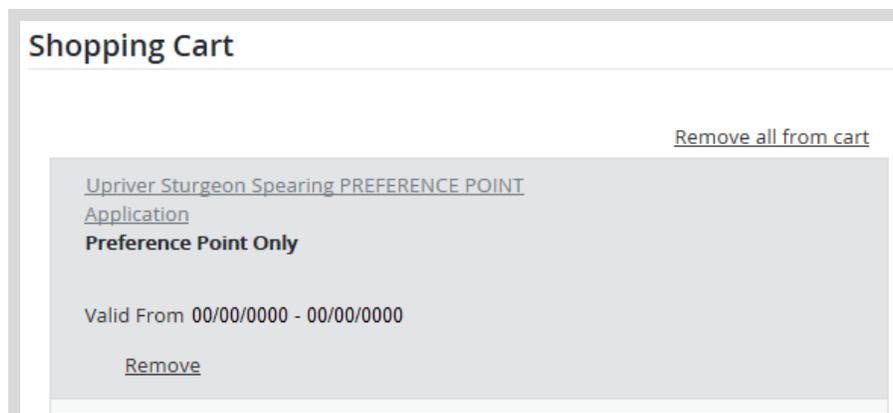
STEP 3: Make payment and print your receipt

- **Shopping Cart.** Confirm your purchase is correct. Select your Payment Type (Credit Card or Checking Account) and select **Checkout**. Or select Keep Shopping if you need to purchase more.
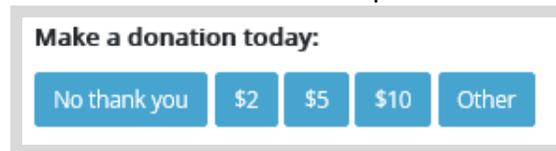

- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.

- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 1.75% will be added to your total when a credit card is used. Select **Make Payment** when ready.

- **Payment Processing.**   Scroll to the bottom and enter your credit card (or checking account) information. Select the red <u>Continue</u> button when finished.
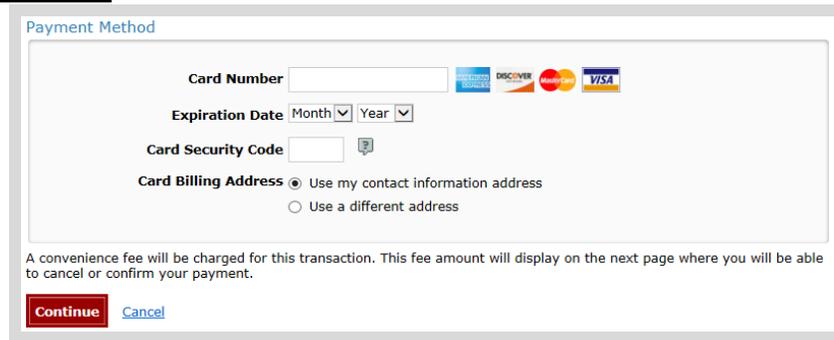
- **Review Payment.** The last step before the license purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select **Confirm** when finished.

- **Confirmation.** Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red <u>Continue To State Website</u> button to return and print your license documents.

- **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the **Receipt and License Documents** button and <u>open</u> the documents for printing.