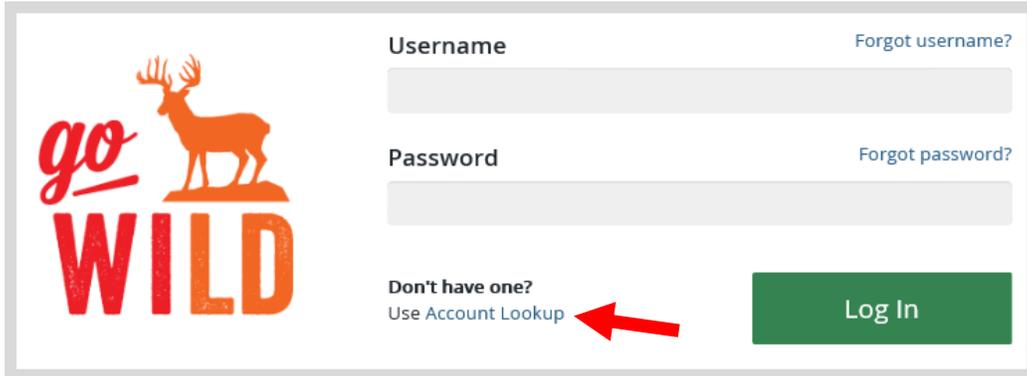


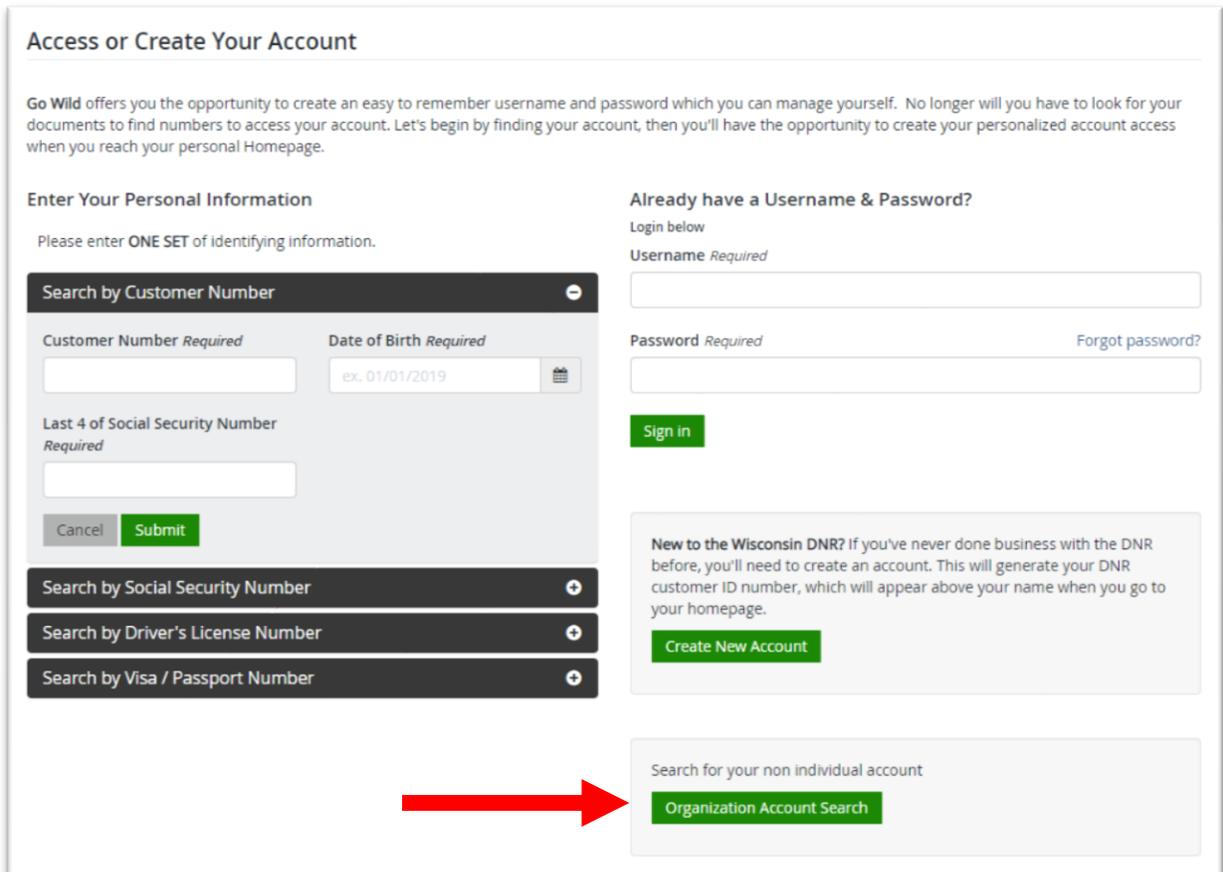
HOW TO LOG INTO AN ORGANIZATION ACCOUNT

HOW TO RENEW OR PURCHASE ADDITIONAL DECALS FOR COMMERCIAL DEALER REGISTRATION

- 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.



- **Search for your account** - First find your account by selecting the “Organizational Account Search” button.

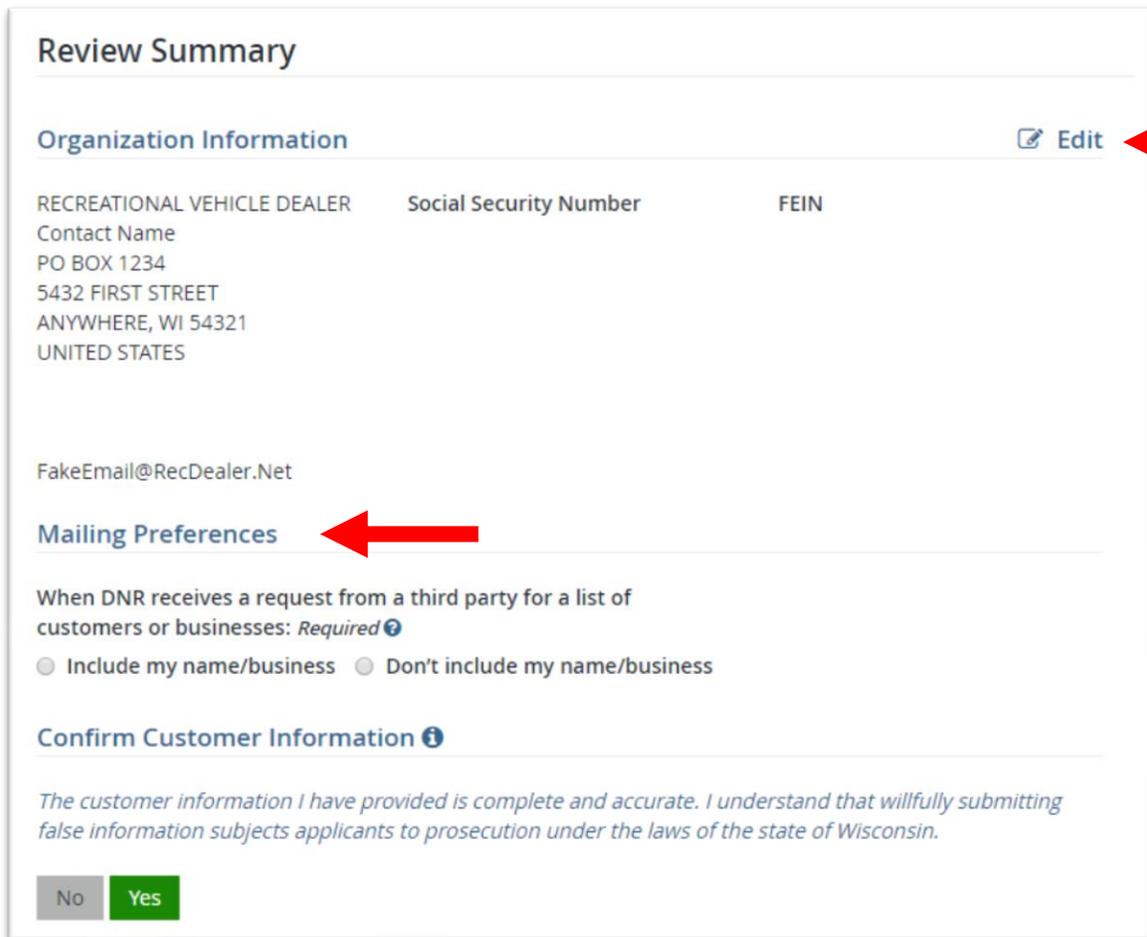


- **Search by Customer Number.** You will need your customer number. Enter it and the first 3 letters of your organization name. Select the “Submit” button when finished.
 - Dealers: The customer number is the same as your Dealer ID. This number can be found on your dealer renewal notice; ATV/UTV, OHM and snowmobile dealers may find this number on the dealer certificate.

- **Manage Account Security.** 1) Once your account is found, enter a unique **username** that you will use to log into your account in the future. 2) Create a **password** and enter it twice for confirmation. 3) Create a **Security question and answer**. This is used as a security measure should your username or password become “locked”. Use the guidelines listed on the page to create these items. Select “Save Changes” when finished.

Login to access your account. After successfully creating your account, you will be sent a welcome email message. To login to Go Wild, enter the username and password you just created.

- **Review Summary.** Review your account profile and personal information for accuracy. If changes are needed, select the “Edit” button in the upper right. Be sure to answer the mailing preference question and select “Yes.” Use the  icons for help.



Review Summary

Organization Information  **Edit**

RECREATIONAL VEHICLE DEALER Social Security Number FEIN

Contact Name
PO BOX 1234
5432 FIRST STREET
ANYWHERE, WI 54321
UNITED STATES

FakeEmail@RecDealer.Net

Mailing Preferences

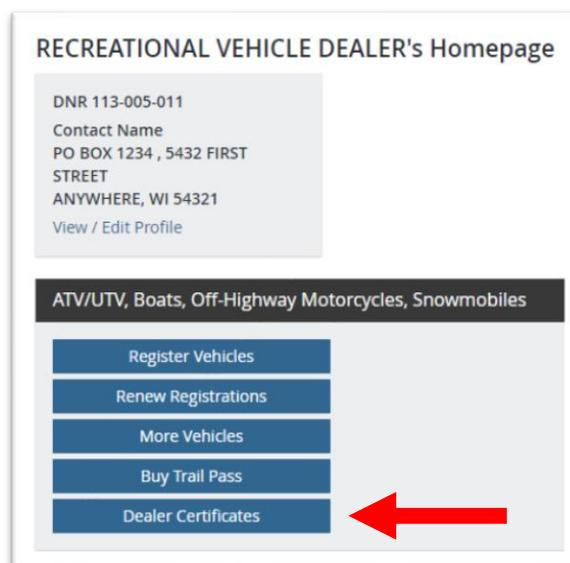
When DNR receives a request from a third party for a list of customers or businesses: *Required*

Include my name/business Don't include my name/business

Confirm Customer Information

The customer information I have provided is complete and accurate. I understand that willfully submitting false information subjects applicants to prosecution under the laws of the state of Wisconsin.

- **Customer Homepage.** You’ve made it to your account Homepage! Click on the “**Dealer Certificates**” button in the ATV/UTV, Boats, Off-Highway Motorcycles, Snowmobiles section to review the commercial recreational vehicle dealer products you can renew or add to. Click on the other button options to “**register, renew, or purchase products**” for vehicles registered or you wish to register to your account.



RECREATIONAL VEHICLE DEALER's Homepage

DNR 113-005-011
Contact Name
PO BOX 1234 , 5432 FIRST STREET
ANYWHERE, WI 54321
[View / Edit Profile](#)

ATV/UTV, Boats, Off-Highway Motorcycles, Snowmobiles

[Register Vehicles](#)

[Renew Registrations](#)

[More Vehicles](#)

[Buy Trail Pass](#)

[Dealer Certificates](#)

- **Dealer Certificates.** Select “**Renew**” to renew your commercial recreational vehicle dealer certificate and/or to request additional decals. If there is no renew button, the certificate is not eligible to be renewed at this time. Select “**Shop for More**” to purchase more dealer decals on an existing dealer certificate that are not expired.
 - *New dealer certificates: A paper applications must be mailed to be processed and cannot be completed online.*

Dealer Certificates

Your commercial dealer certificates are listed below.

- A **Renew** button indicates you have a commercial dealer certificate you can renew.
- A **Shop for More** button allows you to purchase more plates or renew more plates if you did not renew them all initially.

When renewing or purchasing new plates, after completing your payment, be sure to return to Go Wild to print your receipt as well as your commercial dealer certificate (for ATV/UTV, OHM and snowmobile dealers only).

If you want to register with the DNR as a commercial dealer for a vehicle type **not** listed below, an application must be completed and mailed in with the appropriate fees. For applications and information, click [here](#).

Certificate	Expiration Date	Actions
Boat	3/31/2019	Renew
ATV/UTV	3/31/2019	Renew
Snowmobile	6/30/2021	Shop for More

[Back to Dashboard](#)

- **Dealer Certificate [Renewals/Additional Decals].** Once you’ve selected the renew button, you will select the dealer decal numbers you wish to renew and add to your shopping cart.
 - **Boat:** You will select at least 1 dealer decal to renew.
 - **ATV/UTV/OHM/Snowmobile:** 3 dealer decals are included with the renewal price, you must select at least 3 decals to renew.
 - **Snowmobile:** Have the option to also purchase the annual public Wisconsin snowmobile trail pass.
 - **Additional Decals:** The number recreational vehicles being used at once, will determine the number of unique decals required. If additional dealer decals are needed, you will enter the quantity in the “add additional decals” section.

ATV/UTV Certificate

All commercial ATV/UTV dealer decals that can be renewed are automatically selected in the list below. Uncheck the **Renew** box if you do not want to renew specific decals.

Renew Existing Decals

Decal Number	Expiration Date	Renew
AU1959	3/31/2019	<input checked="" type="checkbox"/> Renew
AU1960	3/31/2019	<input checked="" type="checkbox"/> Renew
AU1961	3/31/2019	<input checked="" type="checkbox"/> Renew

Add Additional Decals

To add more ATV/UTV dealer decals than are listed above, enter the quantity below. This is **OPTIONAL** unless there are no decals listed above.

Price: \$30.00

Quantity to add

[Back to Dashboard](#) [Add to Cart](#)

- Wisconsin Snowmobile Trail Passes.** A quick note about Wisconsin snowmobile trail passes: even if your snowmobile dealer certificate is not up for renewal, you can quickly and easily purchase trail passes for your dealer decals in a few clicks. From the list of your dealer certificates (see top image on page 4), click on “Shop for More”, then on the “Snowmobile Certificate” page, check the “Trail Pass” box next to each decal you want to purchase a trail pass for. No trail pass boxes are checked by default; the example below shows the first 3 boxes selected. Press “Add to Cart” near the bottom of the page to continue.

Snowmobile Certificate

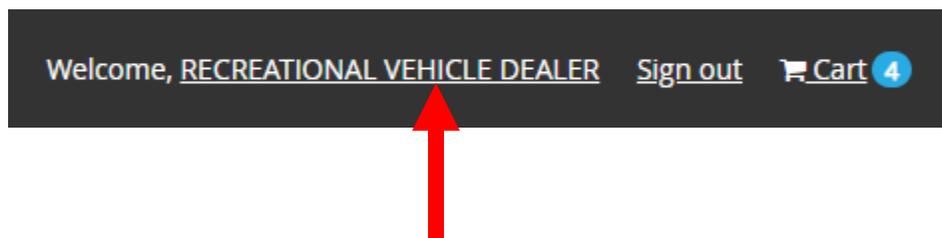
All commercial snowmobile dealer decals that can be renewed are automatically selected in the list below. Uncheck the **Renew** box if you do not want to renew specific decals.

To purchase a Wisconsin snowmobile trail pass for the decals you are renewing, check the **Trail Pass** box next to each decal row. Use the “Select All” box to quickly select and deselect all boxes in a column.

Renew Existing Decals

Decal Number	Expiration Date	Renew	Trail Pass
S0776	6/30/2021	Current	<input checked="" type="checkbox"/> Trail Pass
S0777	6/30/2021	Current	<input checked="" type="checkbox"/> Trail Pass
S0778	6/30/2021	Current	<input checked="" type="checkbox"/> Trail Pass
S0779	6/30/2021	Current	<input type="checkbox"/> Trail Pass
S0780	6/30/2021	Current	<input type="checkbox"/> Trail Pass
S0781	6/30/2021	Current	<input type="checkbox"/> Trail Pass

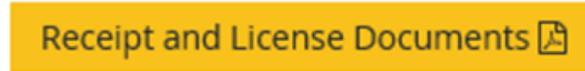
- Shopping Cart.** Once you’ve renewed your first commercial recreational dealer certificate and/or requested additional decals, you are taken to the shopping cart. To get back to your customer Homepage where you can renew another commercial dealer certificate or other vehicles you may have in the business account, click on your business name in the upper right corner of the page to get back to your Homepage.



- Check Out.** Once you complete your payment at the ePayment web site, click on the “Continue to State Website” button (image A below) to return to Go Wild. Once back at Go Wild, click on the orange “Receipt and License Documents” button (image B below) to print your receipt and your Dealer Certificate (for ATV/UTV, OHM and snowmobile dealer renewals). ***It will not be mailed to you.***
 - NOTE:** Temporary operating receipts are NOT available for dealer registration. You must wait for your materials to come in the mail before operating.



(A)



(B)