

Wisconsin Department of Natural Resources  
Electronic Signature Agreement (ESA)

We will begin to process your request immediately, but it may take several days to verify and grant access to the online systems, applications or reports. **In order to complete your request and submit data electronically you must print, read, sign, and mail this agreement.**

Mail to:

SWITCHBOARD ACCESS REQUEST - SS/7  
DEPARTMENT OF NATURAL RESOURCES  
PO BOX 7921  
MADISON, WI 53707-7921

Customer Information:

YOUR NAME  
YOUR ADDRESS  
CITY, STATE ZIP  
your\_email@email.com  
PHONE NUMBER

WI User Id:  
Request #:

I have reviewed and agree to the following conditions for the access and use of my Wisconsin User Id account:

- 1) I certify that my customer information listed above including the Wisconsin User Id above is correct; 2) I understand and agree that I will be held as legally bound, obligated, or responsible for any electronically signed submission I make as I would be by making such submission in hardcopy form with my handwritten signature;
- 3) I agree to maintain an email account. If any email sent to me is returned as undeliverable, I will explain why this occurred when requested;
- 4) I agree to protect my user id and password from use by anyone except me. I will not divulge or delegate my user id or password to any other individual. I will not store my password in an unprotected location and I will not allow my password to be written into computer scripts to achieve automated login;
- 5) I agree to contact the Wisconsin DNR as soon as possible after suspecting or determining that my user id and password have become lost, stolen, or otherwise compromised, or of any other security incidents; and
- 6) I agree not to attempt to view, change, or delete data unless I have the authorization to do so. I agree to behave in an ethical and trustworthy manner and to be alert to threats to applications and data.

If you have any questions please contact the Switchboard Helpdesk at 608-267-3123 or by e-mail at [DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date