



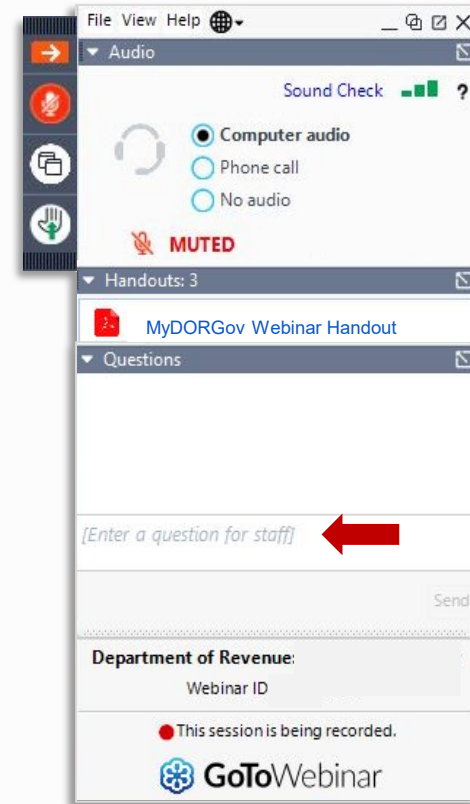
MyDORGov Webinar – Annual Refresher

WI Dept of Revenue | State and Local Finance Division

May 9 & 16, 2023

Webinar Information

- ▶ To ask a question – type in the 'Enter a question for staff' area
- ▶ We'll respond to your question during the webinar
- ▶ All Q&A and the recorded webinar will be posted on our website within a week



Presenters

- ▷ Lynn Oldenburg – Auditor
- ▷ Sara Regenauer – LGS Director
- ▷ Stacy Leitner – IS Business Automation Analyst
- ▷ Deb Werner-Kelln – Auditor
- ▷ Kristin Filipiak – Community Services Specialist
- ▷ Lauren Franklin – SLF Integration and Automation Supervisor

Topics of Discussion



- ▷ Getting started/accessing the system
- ▷ Home page dashboard – what you'll find there
- ▷ Managing access – requesting your own office/access
- ▷ Managing others to file on your behalf – approving, denying, removing access
- ▷ Using the system – filing a form, viewing historical filings and notifications
- ▷ Resetting your account – multiple email addresses
- ▷ Upcoming enhancements – overview of this year's MyDORGov updates

Accessing MyDORGov



MyDORGov



- ▷ DOR's e-filing system for local government officials and other representatives
- ▷ E-file your required DOR forms or view previously filed forms and notifications
- ▷ Most forms are filed with the State and Local Finance Division
- ▷ Maintain your contact information
- ▷ Manage your access

Today's Webinar – MyDORGov

Who should attend?

- ▷ Municipalities
- ▷ Counties
- ▷ Technical colleges
- ▷ Special districts
- ▷ Utility companies



- File required DOR forms, mainly for SLF
- View previously filed forms and DOR notifications



- Pay taxes and fees
- File tax returns and appeals

Accessing MyDORGov

- ▷ Website: revenue.wi.gov
- ▷ MyDORGov icon is on top of these landing pages:
 - [Governments](#)
 - [Town, villages and cities](#)
 - [Counties](#)
 - [School/technical colleges/special districts](#)
 - [TIF information](#)



[Login](#) | [Help](#)

My DOR Government Account (MyDORGov)

DOR's online filing system for local governments.

MyDORGov benefits, include:

- Access to forms is specific to your role
- View previously filed forms and DOR notifications
- Easy to manage multiple forms and districts/companies

Online Services



[Login](#) | [Help](#)

DOR's online filing system for local governments.

Accessing MyDORGov

- ▶ Access to the system is effective for 30 days
- ▶ If you access the system from a different computer, you'll be prompted to complete the email authorization process again
- ▶ Enter your email address and click 'Login'

Accessing My DOR Government Account – email authorization:

For added verification, the Wisconsin Department of Revenue (DOR) utilizes email authorization to begin a filing session. You must enter an email address to receive a link before you

Accessing My DOR Government Account

- Once you click the Login link in your email, you are directed to My DOR Government Account where your forms are located
- You can access My DOR Government Account from the same computer and browser anytime within 30 days. Once you access My DOR Government Account, it resets your 30-day v
- If you do not access My DOR Government Account within 30 days or if you delete your browsing history (cookies), you must reenter your email address to generate a new link

Note

- Use the same computer and browser to access My DOR Government Account. If you would like to use a different computer, you must reenter your email address to receive a new l
- Because your email is registered in our system, you do not need a password to access My DOR Government Account

Questions? contact us at otas@wisconsin.gov

Revenue System Login (this page will expire in 00:14:36)

Enter your email address and click "Login."

Email:

Login

Warning

This system is restricted to authorized users **only**.

Unauthorized access, use, disclosure, misuse, printing, publishing, or modification of this computer system or the data contained herein or in transit to/from this system constitutes a criminal and civil penalties pursuant to Title 26, United States Code, Section 7213, 7213A (the Taxpayer Browsing Protection Act), 7431, and state and local laws.

This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. This monitoring may result in the acquisition, reco system by a user. If monitoring reveals possible evidence of criminal activity, the information may be provided to law enforcement.

Note: Anyone using this system expressly consents to such monitoring.

Email Link



- ▶ You'll receive an email with a link to access MyDORGov – Link will take you to the MyDORGov home page

Login authorization link

• DOR_SLF_DO_NOT_REPLY@wisconsin.gov

To: Hoepfner, Sharon D - DOR

Tue 3/9/2021 6:57 AM

Reply Reply All Forward

Click the login link below to open the application in your Internet browser.

<https://www2.revenue.wi.gov/VaultExternal/index.html? t=E2.DC.95.A2.E9.11.C5.9D& d=864000000>

You might have to add a spam exception for @wisconsin.gov.
To add a spam exception in Microsoft Office 365 Outlook:

- On the Home tab, click "Junk"
- Select "Junk E-mail Options"
- On the Safe Senders tab, click "Add"
- Type "@wisconsin.gov" into the text box and click "OK"
- If you still don't see the authorization email, go back to the web page and re-enter your email address to receive a new message in your inbox

Email Link



▷ Troubleshooting

- Check your junk or spam folders for the email
- Add a spam exception for @wisconsin.gov
- Try using a different browser
- If you want to access the system using Chrome, but the email with the link is in Microsoft Outlook, copy and paste the link into Chrome rather than just clicking the link

MyDORGov Home Page



Home Page – User Summary

- ▶ Window appears if this is the first time you log into MyDORGov – verify information once a year thereafter
- ▶ Enter your information to create your user profile and save
- ▶ Takes you to the home page showing 'No assigned offices'

User Summary

Review your contact information and make/save updates if needed. If you are an officeholder, the Wisconsin Department of Revenue will use the contact information below to send you notifications for the local government or company.

Name: *	Lorraine Krueger
Email:	lorraine.krueger@wisconsin.gov
Phone: *	608-266-2192
Fax:	000-000-0000
Street: *	2135 Rimrock Rd
City: *	Madison
State: *	WI
Zip: *	53713

Home Page – No Assigned Offices

The screenshot shows the 'My DOR Government Account' interface. At the top left is the Wisconsin Department of Revenue logo. The main header is 'My DOR Government Account'. Below this is a section for 'Register for Upcoming Webinars' with a link to register for the 'MyDORGov Annual Refresher webinars' on May 9 and May 16. The central message, highlighted with a red box, is 'No Assigned Offices'. Below this message is a paragraph explaining that the user does not have an assigned office and provides instructions on how to update their profile or contact the Equalization Bureau. At the bottom, there are six disabled menu items: 'user information', 'form filing (disabled)', 'historical filings (disabled)', 'notifications (disabled)', 'online help', and 'reset account'.

Wisconsin
Dept of Revenue

My DOR Government Account

Register for Upcoming Webinars

Register now for the upcoming MyDORGov Annual Refresher webinars:

- [May 9, 10-11 a.m.](#)
- [May 16, 2-3 p.m.](#)

No Assigned Offices

According to our records, you do not have an assigned office/access. If you hold or represent one of these offices (municipal or county clerk or treasurer; municipal clerk/treasurer; special district-lake, metro, sewer, sanitary; technical college; or utility company), click "user information" below to update your profile and request an office/access. If you are an assessor/assessment staff, contact the [Equalization Bureau District Office](#) in your area.

user information
Edit your user profile and manage your office/access

form filing (disabled)
View available forms

historical filings (disabled)
View previously submitted forms

notifications (disabled)
View recent messages (0 new)

online help
View common questions, how-to videos, DOR contact information, and other helpful resources

reset account
Log out of your account to log in with another email address

Home Page – Assigned Offices

Wisconsin
Dept of Revenue

My DOR Government Account

Register for Upcoming Webinars

Register now for the upcoming MyDORGov Annual Refresher webinars:

- [May 9, 10-11 a.m.](#)
- [May 16, 2-3 p.m.](#)

user information
Edit your user profile and manage your office/access

form filing
View available forms

historical filings
View previously submitted forms

notifications
View recent messages (48 new)

online help
View common questions, how-to videos, DOR contact information, and other helpful resources


reset account
Log out of your account to log in with another email address


User Information Page

And System Navigation



User Information

 MyDORGov


(S) user information 

Edit User Profile

Request Office

Request Access

Manage Software Tokens

User Profile 


Email:


Name:

Phone:

Fax:

Address:

Your Office Summary (granted by DOR) 

Your Access Summary (granted by officeholder) 

Current offices held

✖ Clerk	23004	TOWN OF ALBANY
✖ Clerk/Treasurer	23251	CITY OF MONROE
✖ Treasurer	23999	COUNTY OF GREEN
✖ Clerk	46002	TOWN OF ALBANY
✖ SpecialDistrict	227050	STITZER SANITARY DISTRICT



Pending office requests

✖ Clerk	13106	VILLAGE OF BELLEVILLE
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Pending office removals

✖ Clerk	46002	TOWN OF ALBANY
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Access to file on behalf of

✖ Sara Sample	 Clerk	23026	TOWN OF SPRING GROVE
✖ Lynn Sample	 Clerk	23206	CITY OF BRODHEAD

Pending requests to file on behalf of


✖ Lorraine Sample	Clerk	23004	TOWN OF ALBANY
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Others authorized to file on your behalf

✖ Andrea Sample	 ✖ Clerk/Treasurer	23251	CITY OF MONROE
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Pending requests to file on your behalf

✔ Debra Sample	Clerk/Treasurer	23251	CITY OF MONROE
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17

User Information



- ▷ Edit user profile – update your contact information
- ▷ Your office summary – shows the offices you hold
- ▷ Your access summary – shows the users who can file on your behalf and the officeholders you can file on behalf of
- ▷ Request an office or access
- ▷ Manage software tokens (*this option is for assessors only*)
- ▷ Note: It's important to verify your profile information and accesses are correct

Edit User Profile

- ▷ You can update – name, phone and fax number, and address
- ▷ Contact lgs@wisconsin.gov to:
 - Update your email address
 - Consolidate multiple profiles
 - Create a secondary email address
 - Disable or deactivate a user's profile
- ▷ Assessors
 - Update email in eRETR – assessment staff, contact assessor to update your access
 - Note: Assessors can't have a secondary email address

(S) Edit User Profile

This contact information is used by the Wisconsin Department of Revenue for your local government or company. If you are an officeholder, you will receive notices at the contact information you provide.

Name:	Lorraine Sample
Email:	lorraine.krueger@wisconsin.gov
Phone:	608-266-2192
Fax:	000-000-0000
Street:	2135 Rimrock Rd
City:	Madison
State:	WI
Zip:	53713

Save Cancel

Your Office Summary

- ▷ Only the actual officeholder can request to hold an office
 - Clerk (municipal or county)
 - Treasurer (municipal or county)
 - Municipal Clerk/Treasurer
 - Special District Representative
 - Technical College Representative
 - Utility Company Representative

- ▷ If you no longer hold an office, request to have it removed
 - Click (x) – you are asked to confirm the office removal
 - Email sent to DOR to process your request
 - Office moved to 'Pending Office Removals' until DOR removes the office

Your Office Summary (granted by DOR) ?		
Current offices held		
✘ Clerk/Treasurer	23251	CITY OF MONROE
✘ Treasurer	23999	COUNTY OF GREEN
✘ Clerk	46002	TOWN OF ALBANY
✘ SpecialDistrict	227050	STITZER SANITARY DISTRICT

Request Office

- ▶ DOR grants office permissions
 - DOR will review your request and approve/deny within 10 business days
- ▶ Request office – enter or select appropriate information
- ▶ DOR sends an email notifying you of its decision
 - Approved – log in and begin filing
 - Denied – use the contact information in the email to follow-up

The image shows two screenshots of the "(S) Office Request" form. The top screenshot shows the form with a dropdown menu open for the "Office:" field. The dropdown menu lists the following options: "Clerk (Municipal or County)", "Treasurer (Municipal or County)", "Municipal Clerk/Treasurer", "Special District (lake, metro sewer, sanitary)", "Technical College", and "Utility Company". The bottom screenshot shows the form with the "Office:" field set to "Clerk (Municipal or County)", the "District/company:" field set to "13106 - DANE COUNTY - VILLAGE OF BELLEVILLE", the "Prior officeholder:" field set to "John Doe", and the "Comments:" field containing the text "I am the new clerk". The "Send" button is visible in both screenshots.

Your Access Summary

- ▷ Permission granted by officeholder
- ▷ Possible sections under this panel
 - Access to file on behalf of – lists offices (or other users) you authorized to file on behalf of
 - Others authorized to file on your behalf – for officeholders only and shows the users authorized to file on their behalf
 - Pending requests to file on your behalf or on behalf of an officeholder
- ▷ In each section, lists are sorted by district code

Your Access Summary (granted by officeholder) ?			
Access to file on behalf of			
✖ Sara Sample	📄 Clerk	23026	TOWN OF SPRING C
✖ Lynn Sample	📄 Clerk	23206	CITY OF BRODHEAD
Pending requests to file on behalf of			
✖ Lorraine Sample	Clerk	23004	TOWN OF ALBANY
Others authorized to file on your behalf			
✖ Andrea Sample	📄 Clerk/Treasurer	23251	CITY OF MONROE
Pending requests to file on your behalf			
✖ Debra Sample	Clerk/Treasurer	23251	CITY OF MONROE

Request Access

- ▶ Click 'Request Access' on the user information page
- ▶ Use if you aren't an officeholder, but need to file on their behalf
 - Example: deputy roles, staff roles in a municipal or county office, other representatives filing on behalf of a district/company officeholder (such as a CPA)
- ▶ Enter or select appropriate information

The screenshot shows a web form titled '(S) Access Request'. The form contains the following elements:

- Header:** '(S) Access Request' in a dark blue bar.
- Instructions:** 'If you would like to request access to file for an officeholder, select the office and enter the information below.'
- Note:** 'Note: If you are a Municipal Assessor or assessment staff, submit your request through an [Equalization Bureau District](#) Office.'
- Office:** A dropdown menu with 'Clerk (Municipal or County)' selected.
- District/company:** A search field with '23026 - GREEN COUNTY - TOWN OF SPRING GROVE' entered.
- Comments:** A text area containing 'Please approve my request to access all of the Town of Spring Grove's forms'.
- Buttons:** 'Send' and 'Cancel' buttons at the bottom.

Request Access

- ▶ Email sent to the officeholder to process your request
- ▶ Your request shows under 'Pending – Access to file on behalf of'
 - You will receive an email with the decision
 - If approved, login to MyDORGov to being filing
 - District/office will now be available on your access summary – 'Access to file on behalf of'
- ▶ If you're granted access to file specific forms, but need to change/add to the list
 - Contact the officeholder directly
 - Officeholder can modify your access

****STAGING-AppSIInterface-release ==> My DOR Government Account - Filing Access Request ****

• dorvaultstagerelase@wisconsin.gov
To: Hoepfner, Sharon D - DGR

The following user requested access to file on your behalf.

Requestor
Name: Debra Sample
Email: debra.werner@wisconsin.gov
Phone: 608-264-6892
Address:
2135 Rimrock Rd
Madison WI 53708

Requested Access
District/company code: 23251
District/company: CITY OF MONROE
Office: Clerk/Treasurer

Comment: Access to file all forms please

Next Steps

1. Go to [My DOR Government Account](#) and click "user information"
2. On the user information page, click the pencil symbol under "Pending requests to file on your behalf." This takes you to the "Access to file on behalf of" page.
3. Under "Action Needed," either:
 - **Approve request** - select the appropriate forms and click "Approve"
Note: If you would like to share access to all the forms, select "All (current and future forms)." The requestor will have access to all forms.
 - **Deny request** - click "Deny"

Questions?

- [Available help](#) - common questions and videos
- Contact us at otas@wisconsin.gov.

Sincerely,
My DOR Government Account
Wisconsin Department of Revenue



Review Pending Requests

- ▷ Officeholders can approve or deny access requests
- ▷ To process a request
 - Click the 'Pencil' icon
 - Review the requester information
 - Options:
 - Deny the request – click deny
 - Approve the request – select all forms or select specific forms
- ▷ Approved requester now appears under the 'Others authorized to file on your behalf' section of 'Your Access Summary'

Your Access Summary (granted by officeholder) ?				
Access to file on behalf of				
* Sara Sample	👤 Clerk	23026	TOWN OF SPRING C	
* Lynn Sample	👤 Clerk	23206	CITY OF BRODHEAD	
Pending requests to file on behalf of				
* Lorraine Sample	Clerk	23004	TOWN OF ALBANY	
Others authorized to file on your behalf				
* Andrea Sample	👤 🖋 Clerk/Treasurer	23251	CITY OF MONROE	
Pending requests to file on your behalf				
✔ Debra Sample	Clerk/Treasurer	23251	CITY OF MONROE	

Review Access

▷ Click info icon – to view the forms you can file, or a user can file on your behalf

Your Access Summary (granted by officeholder) ?	
Access to file on behalf of	
✘ Sara Sample	 Clerk
✘ Lynn Sample	 Clerk
Pending requests to file on behalf of	
✘ Lorraine Sample	Clerk



Forms you can access:


- PA-107 - Board of Review Member Training Affidavit
- PA-521 - Statement of Assessment
- PA-632A - Statement of Taxes
- PC-202 - Tax Increment Worksheet
- PC-226 - Taxation District Exemption Summary Report
- PE-300 - TID Annual Report
- SL-202M - Municipal Levy Limit Worksheet
- SL-203 - Expenditure Restraint Program Worksheet
- SL-304 - Room Tax Report
- MFR-C - Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)

RING GROVE
DHEAD
BANY

Changing/Removing Access

▷ Click pencil icon – to add/delete forms

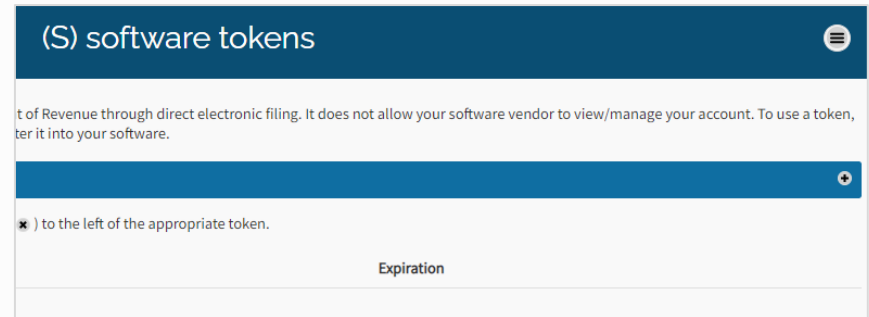
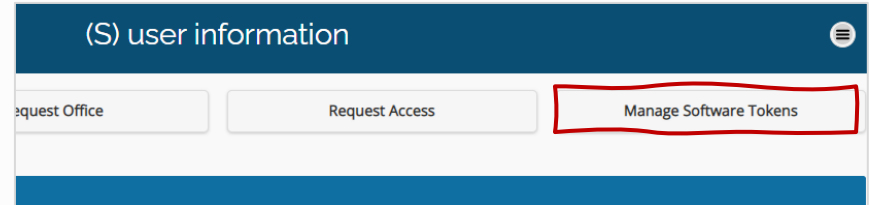
Others authorized to file on your behalf	
✖ Andrea Sample	  Clerk/Treasurer

Pending requests to file on your behalf	
 Debra Sample	Clerk/Treasurer

<input type="checkbox"/> All (current and future forms)
<input checked="" type="checkbox"/> (AT-827) Wisconsin Liquor Licenses
<input checked="" type="checkbox"/> (BOR-C) Book and Board of Review Calendar
<input checked="" type="checkbox"/> (MFR-C) Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)
<input checked="" type="checkbox"/> (MFR-CT) Municipal Financial Report for Wisconsin Towns
<input checked="" type="checkbox"/> (PA-107) Board of Review Member Training Affidavit
<input checked="" type="checkbox"/> (PA-521) Statement of Assessment
<input checked="" type="checkbox"/> (PA-550) Personal Property Value Report
<input checked="" type="checkbox"/> (PA-632A) Statement of Taxes
<input checked="" type="checkbox"/> (PC-201) Request for Charge Back of Rescinded or Refunded Taxes
<input checked="" type="checkbox"/> (PC-202) Tax Increment Worksheet

Manage Software Tokens

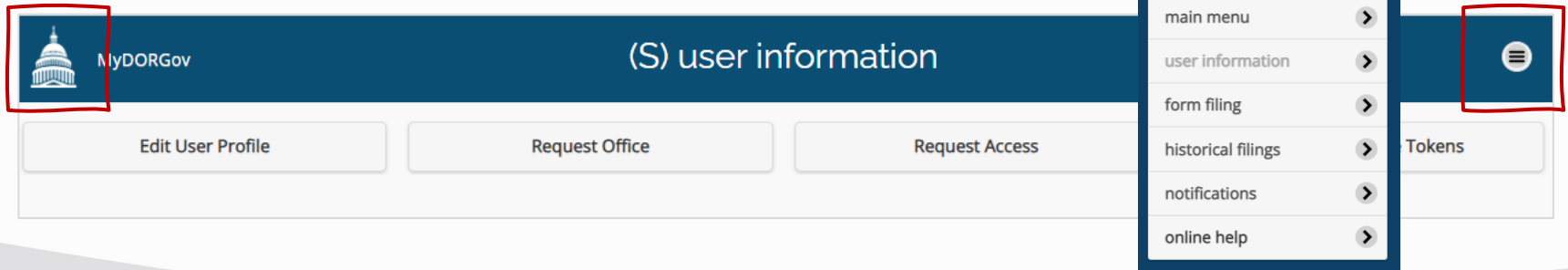
- ▶ Only assessors can access (*button grayed out for other users*)
- ▶ Provide token to your software vendor for direct electronic filing
- ▶ Doesn't allow software vendor to view/manage your account
- ▶ Click (+) to create token – enter a name and click 'Create'
- ▶ Click (x) to delete token



System Navigation

Menu and capitol icon



- ▷ Retractable menu – easily navigate to other pages
 - Return to main menu (home page), or go to other pages (*your current page is grayed out*)
 - Make a selection or close the menu
- ▷ Click capitol icon to return to home page




Form Filing Page



Form Filing

 MyDORGov
(S) form filing 

Office Information

Select or enter your district/office: CLERK/TREASURER - 23251 - GREEN COUNTY - CITY OF MONROE 

Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Municipal Clerk/Treasurer		
Form	Name	Due Dates
AT-827	Wisconsin Liquor Licenses	July 15, 2022
BOR-C	Open Book and Board of Review Calendar	April 17, 2023
MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	March 31—pop 2,500 or less May 1—pop over 2,500
MFR-CT	Municipal Financial Report for Wisconsin Towns	March 31—pop 2,500 or less May 1—pop over 2,500
PA-107	Board of Review Member Training Affidavit	Before Board of Review's first meeting
PA-632A	Statement of Taxes	December 19, 2022
PC-201	Request for Chargeback of Rescinded or Refunded Taxes	October 2, 2023
PC-202	Tax Increment Worksheet	December 19, 2022
PC-205	Request for Sharing of Non-Manufacturing Omitted Property Taxes	October 2, 2023
PE-110	TID Final Accounting Report	Within 1 year of termination resolution
PE-300	TID Annual Report	July 3, 2023
SL-202M	Municipal Levy Limit Worksheet	December 15, 2022
SL-304	Room Tax Report	May 1, 2023

Form Filing



- ▷ Lists your active forms with due dates
- ▷ [Online Services](#) – all local government forms listed with filing reminders
- ▷ Dropdown menu – lists your districts/offices
- ▷ Forms table
 - Sorted by form number
 - Use arrows to re-sort columns by form number, name or due date
- ▷ Exiting a form without submitting it – returns you to the form filing page
- ▷ Submitting a form – returns you to the MyDORGov home page

Submitting a Form

- ▶ First page of each form looks similar
 - Includes filing instructions and may also have a link to detailed instructions
 - Contact information for form-specific questions
- ▶ When you're ready, select Start Filing to begin

Wisconsin Dept of Revenue (S) 2022 Room Tax Report Form SL-304

Filing Instructions

1. Verify the municipality information below
2. As you complete the form:
 - Follow the form instructions on the right side panel
 - Check for accuracy
 - Save periodically
3. Attach documents if required
4. Click "Submit" when the form is complete
5. Before exiting, print and/or save a copy for your records (including your confirmation number)

Filing deadline - May 1, 2023

Questions?

- General filing - [review our online filing help](#)
- Form information
 - igs@wisconsin.gov
 - (608) 264-6892
 - (608) 266-2569

Municipality Information

Municipality	23251 - GREEN COUNTY - CITY OF MONROE	
Year	2022	Report type ORIGINAL

Exit Start Filing


Within Form


- ▷ All secondary pages
 - Left blue panel
 - Save, submit, print or exit form
 - Form help
 - General filing help
 - Symbol legend
 - Right gray panel – additional instructions
 - Section header menu
 - Help bubbles throughout
 - Error and warning messages appear

2022 Room Tax Report
Form SL-304


CITY OF MONROE 23251 Due Date May 1, 2023 Report Type ORIGINAL

Section A — Room Tax Collections

1. Room tax collected in 2022  Amount

2. Room tax rate imposed as of December 31, 2022  Rate %

3. Did your municipality change your room tax during 2022? Yes No

4. Provide your municipality's prior room tax rate  Rate %





Line 1 - Include your total (gross) room tax collections from January 1, 2022 through December 31, 2022

Save
Submit
Print
Exit
Help

Help

- Form
 - jgs@wisconsin.gov
 - (608) 264-6892
 - (608) 266-2569
- General filing - review our [online filing help](#)

Watch for these symbols

-  Help available
-  Error in field
-  Required field
-  Warning in field

Within Form

- ▷ Preparer/Signature page
 - Attach files
 - Click arrows to see/fix error and warning messages

Preparer Information

Name: Lorraine Sample
Title: _____
Email: lorraine.sample@wisconsin.gov
Phone: (608) 555-5555

Comments ?

Comments: _____

Attach any applicable documents (optional) Attach file

Signature Statement

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with the statement above? Yes No

Note: Verify your entries and totals before submitting this form. Your accuracy is very important. TYPING ERRORS DIRECTLY AFFECT THE EQUALIZED VALUE DOR CALCULATES FOR SCHOOLS, SPECIAL DISTRICTS AND TECHNICAL COLLEGES.

Errors and Warnings

Click the arrows below to view fields with:

- Errors to correct
- Warnings that need review and an explanation in the Comments box

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section D - Private Forest Crop and Managed Forest Land
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section E - Other Exempt Land and Prior Year Corrections
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section F - Special Districts
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section G - School Districts (K-8 and K-12)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section H - Union High School Districts
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	You must review Section I - Technical Colleges

Please select any supporting documents you'd like to attach. Note: You may only attach PDF files.

Choose a file or drag it here.

Start upload(s)

Cancel

Historical Filings Page



Historical Filings



MyDORGov

(S) historical filings



District/office: Form: Year: Search:

Can't find a form you filed? Contact otas@wisconsin.gov or (608) 266-7750.

Form Year	District/Office	Form Number	Form Name	Attachments	Date Filed
2022	ASSESSOR - 23251 - GREEN COUNTY - CITY OF MONROE	MAR	Municipal Assessment Report		07-18-2022 07:58 AM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	AT-827	Wisconsin Liquor Licenses		07-15-2022 02:39 PM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PA-107	Board of Review Member Training Affidavit		07-01-2022 02:58 PM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PA-632A	Statement of Taxes		12-15-2022 03:18 PM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PC-202	Tax Increment Worksheet		11-22-2022 04:15 PM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PC-226	Taxation District Exemption Summary Report		06-24-2022 09:51 AM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PE-110	TID Final Accounting Report		10-20-2022 11:35 AM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	SL-202M	Municipal Levy Limit Worksheet		11-22-2022 04:13 PM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	SL-203	Expenditure Restraint Program Worksheet	View	08-05-2022 11:27 AM
2022	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	SL-311	Video Service Provider Report		08-12-2022 08:54 AM
2022	TREASURER - 23251 - GREEN COUNTY - CITY OF MONROE	LC-664	Manufactured/Mobile Home Lottery and Gaming Credit Report		03-01-2023 08:35 AM
2021	ASSESSOR - 23251 - GREEN COUNTY - CITY OF MONROE	BOR-A	Open Book and Board of Review Calendar		05-21-2021 01:23 PM
2021	ASSESSOR - 23251 - GREEN COUNTY - CITY OF MONROE	MAR	Municipal Assessment Report		07-08-2021 08:20 AM
2021	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	AT-827	Wisconsin Liquor Licenses		07-13-2021 01:08 PM
2021	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)		05-12-2022 12:07 PM
2021	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PA-107	Board of Review Member Training Affidavit		06-03-2021 11:59 AM
2021	CLERK - 23251 - GREEN COUNTY - CITY OF MONROE	PA-632A	Statement of Taxes		12-15-2021 11:47 AM

Historical Filings



- ▷ Review and print forms filed in the past three years
- ▷ Clerks and treasurers have access to view forms their municipality/county filed
- ▷ If you file on an officeholder's behalf, you can only see forms you have access to
- ▷ Dropdown menus default to 'All'
- ▷ You can filter by:
 - Your district or office
 - Form number and name
 - Filing year
 - Entering a keyword in the Search box
 - Clicking column arrows to sort

Historical Filings



- ▶ View PDF of filed form – click form name link
 - Browser must allow pop-ups from the DOR website
 - Form opens in a new tab
 - Download, print, or save

- ▶ Attachments – you'll see 'View' in the Attachments column
 - Click link to see attachments (PDFs)
 - Dialog box opens – multiple attachments are listed individually
 - Click link to open the attachment – opens in a new tab
 - Download, print or save

Notifications Page



Notifications

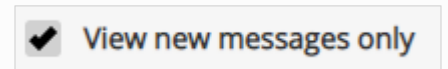
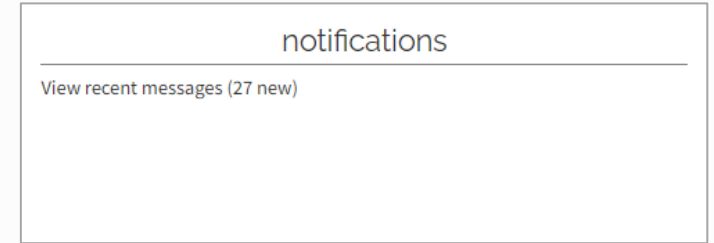
MyDORGov (S) notifications

District: All Year: All View new messages only Search:

Date	District	Message	Attachments
03-27-2023	23251 - GREEN COUNTY - CITY OF MONROE	Lottery Credit Mobile Home Payment Notice	View
03-27-2023	23251 - GREEN COUNTY - CITY OF MONROE	Lottery Credit Payment Notice	View
03-17-2023	23251 - GREEN COUNTY - CITY OF MONROE	Municipal Financial Report Non-filer Notice	
02-27-2023	23251 - GREEN COUNTY - CITY OF MONROE	LC-664 Form Non-filer Notice – treasurer	
02-22-2023	23251 - GREEN COUNTY - CITY OF MONROE	LC-664 Form Non-filer Notice – treasurer	
02-15-2023	23251 - GREEN COUNTY - CITY OF MONROE	LC-664 Form Non-filer Notice – treasurer	
11-21-2022	23251 - GREEN COUNTY - CITY OF MONROE	Shared Revenue November Payment Notice	View
11-18-2022	23251 - GREEN COUNTY - CITY OF MONROE	Lottery Credit Calculation Notice	View
11-18-2022	23251 - GREEN COUNTY - CITY OF MONROE	First Dollar Credit Calculation Notice	View
09-30-2022	23251 - GREEN COUNTY - CITY OF MONROE	Expenditure Restraint Program Budget Limit Letter	View
09-30-2022	23251 - GREEN COUNTY - CITY OF MONROE	Exempt Computer Aid Estimate Tax Incremental Districts Notice	View
09-30-2022	23251 - GREEN COUNTY - CITY OF MONROE	Exempt Computer Aid Estimate Notice	View
09-30-2022	23251 - GREEN COUNTY - CITY OF MONROE	Video Service Provider Aid Estimate Notice	View
09-13-2022	23251 - GREEN COUNTY - CITY OF MONROE	Shared Revenue Original Estimate Notice	View
09-13-2022	23251 - GREEN COUNTY - CITY OF MONROE	Shared Revenue Revised Estimate Notice	View
08-15-2022	23251 - GREEN COUNTY - CITY OF MONROE	Equalized Value Report – head of government	View
08-15-2022	23251 - GREEN COUNTY - CITY OF MONROE	Equalized Value Report	View
08-15-2022	23251 - GREEN COUNTY - CITY OF MONROE	Personal Property Aid Estimate Tax Incremental Districts Notice	View
08-15-2022	23251 - GREEN COUNTY - CITY OF MONROE	Personal Property Aid Estimate Notice	View

Notifications

- ▶ Important notices and reminders from DOR
- ▶ Box on the home page shows how many new messages since your last visit
- ▶ Messages specific to your role
 - If you only have access to file on behalf of an officeholder, you won't see the notices the officeholder received
- ▶ Dropdown menus default 'All'
 - Filter by district or year
 - Search by keyword
- ▶ Check 'View new messages only' to see new messages since last visit to the page



Notifications



- ▷ Click column arrows to sort
- ▷ Click link in the message column to view – a dialog box opens with the message
- ▷ If a message has attachments (PDFs), click 'View'
 - A new dialog box opens
 - Click link to open the attachment – opens in a new tab
 - Download, print or save

Enhancement to Notification Page

- ▷ Expanded message titles
- ▷ For example, instead of VSP Estimate Notice – now it's Video Service Provider Aid Estimate Notice

Message
ERP NOTICE
SR NP NOTICE
VSP ESTIMATE NOTICE
ERP BLL
SR OE NOTICE
SR RE NOTICE
PPA ESTIMATE TIDS NOTICE
PPA ESTIMATE NOTICE
SLTC PAYMENT NOTICE

Shared Revenue November Payment Notice
Lottery Credit Calculation Notice
First Dollar Credit Calculation Notice
Expenditure Restraint Program Budget Limit Letter
Exempt Computer Aid Estimate Tax Incremental Districts Notice
Exempt Computer Aid Estimate Notice
Video Service Provider Aid Estimate Notice

Online Help



Online Help

State and Local Finance – Online Filing Help

Below is some helpful information for local government officials that must file information with the State and Local Finance Division (SLF) – primarily using My DOR Government Account.

Filing/System Help

- My DOR Government Account:
 - Register now for the upcoming MyDORGov webinars:
 - [May 11](#) – New users overview
 - [May 12](#) – Enhancements and system changes overview
 - [Common questions](#)
 - [Helpful videos](#)
- File transfer – [instructions](#)
- [Other forms](#) – under 'Government'

Resources

- [Online Filing Reminders](#) – view all forms and download form filing reminders
- Stay informed
 - [Subscribe to DOR E-news](#) to receive updates from SLF
 - Review recent and prior year news for [Municipal and County Officials](#) and [Assessors](#)
- Be prepared – review the [2022 Local Government Calendar](#)
- Additional local government [resources](#)

Contact Us

Municipal and County Officials

- **Contact** lgs@wisconsin.gov
 - Update incorrect email address within MyDORGov
 - Form specific questions
- **System help** – contact otas@wisconsin.gov

Assessors and Assessment Staff

- Update incorrect email address within MyDORGov
- Add or remove a municipality within MyDORGov
- **Contact**
 - Assessor – [DOR's Equalization Bureau](#)
 - Assessment staff – ask the assessor you are listed under to update your email in the Manage Users system
- **System help** – contact otas@wisconsin.gov

Online Help



- ▷ Opens a web page on a new tab
- ▷ Filing/System Help – links to common questions and how-to videos
- ▷ Contact Us – lists contacts based on user type
- ▷ Resources
 - Download filing reminders
 - Subscribe to DOR E-News – receive emails for due dates, payment dates, law changes, etc.
 - Recent/past news for municipal and county officials, and assessors
 - 2023 local government calendar

Reset Account



Reset Account

reset account

Log out of your account to log in with another email address



reset account

Are you sure you want to log out of your account?



My DOR Government Account Reset

Your login to My DOR Government Account has been reset. To authorize the correct email address, click the MyDORGov icon, enter the email address and click "Login."

Note: This reset does not affect your existing user information.

Reset Account



- ▷ Uncommon – only use if you need to sign out and log in with another email address
- ▷ Example: you use different email addresses because you have multiple officeholder positions
- ▷ Pop-up window asks if you are sure you want to log out of your account
- ▷ Selecting 'Yes' logs you out of MyDORGov with your current email address
- ▷ Click the MyDORGov icon to login with a different email address
- ▷ You'll receive a new link by email to access the system

Resources



Resources



- ▶ Using MyDORGov – revenue.wi.gov/Pages/FAQS/slf-vault.aspx
 - Common questions
 - Videos

- ▶ DOR training page – revenue.wi.gov/Pages/Training/Home.aspx
 - Recorded version of this webinar posted within a week
 - Q&A from this webinar as a PDF

Enhancements

Changes to MyDORGov later this year



Read Only Option for Forms

- ▷ Officeholder can grant Read Only access or Read/Write access to a form
- ▷ Read Only access – others can view form but CANNOT enter information, save or submit the form
- ▷ Read/Write access – others can view, type and save information in the form
 - Officeholder still responsible for submitting the form

Forms this user can access			
Read Only	Read/Write	Read/Write/Submit	Form
	X		PA-521 – Statement of Assessment
		X	PA-550 – Personal Property Value Report
X			PA-632A – Statement of Taxes

Form Filing Page

- ▶ Menu bar – enhancement to choose a specific form, filing status, or search for a specific form

The screenshot shows the top navigation bar of the MyDORGov website. The page title is "(D) form filing". Below the title, there are three dropdown menus for filtering: "District/office:" with "All" selected, "Form:" with "All" selected, and "Filing Status:" with "All" selected. To the right of these is a search field with a magnifying glass icon. Below the filters, a small text box reads: "Use the above filters to narrow the list of available forms. Use the search field to locate a specific district/office, form, and more."

- ▶ Adding more columns to table – filing status and date filed
 - Easier to see if a form is in the filing process or if it's been submitted

Form Number	Form Name	Filing Status	Date Filed	Due Date
MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	Saved - Original		May 1, 2023

Updating Contact Information

- ▷ New process – file contact information updates in MyDORGov
- ▷ Replaces current SL-302 – the bi-annual contact information update for municipalities and counties
- ▷ No more emailing lgs@wisconsin.gov with updates – just submit changes through MyDORGov using the contact update form
- ▷ More details and instructions – coming later this year!

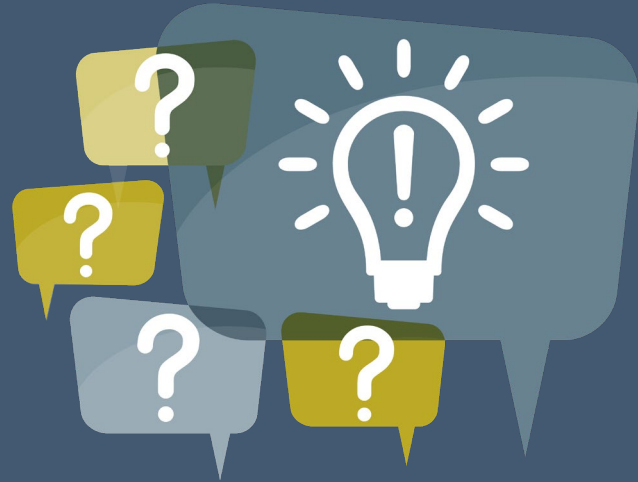
Resources



- ▷ Using MyDORGov – revenue.wi.gov/Pages/FAQS/slf-vault.aspx
 - Common questions
 - Videos

- ▷ DOR training page – revenue.wi.gov/Pages/Training/Home.aspx
 - Recorded version of this webinar posted within a week
 - Q&A from this webinar as a PDF

Thanks!
Any questions?





Mission

Strengthen Wisconsin through fair tax and lottery administration, while educating and serving the public, our customers and communities.

Vision

To be the premier agency in providing innovative, accessible resources, and exceptional customer service built on a foundation of trust, inclusivity and creativity.

Values

- Integrity
- Knowledge
- Innovation
- Empathy
- Inclusivity
- Security

