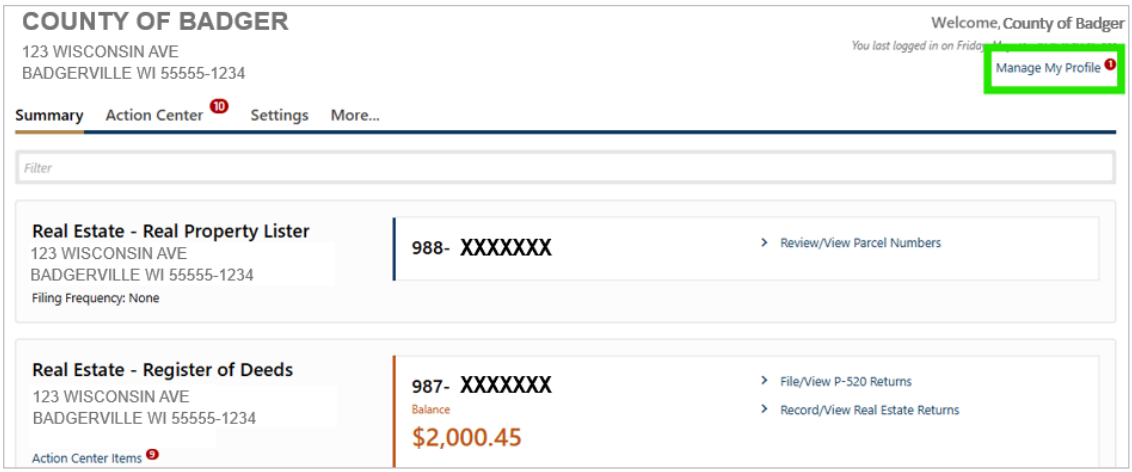
# County Officials – Adding Staff Access to RETR/MTA Guide

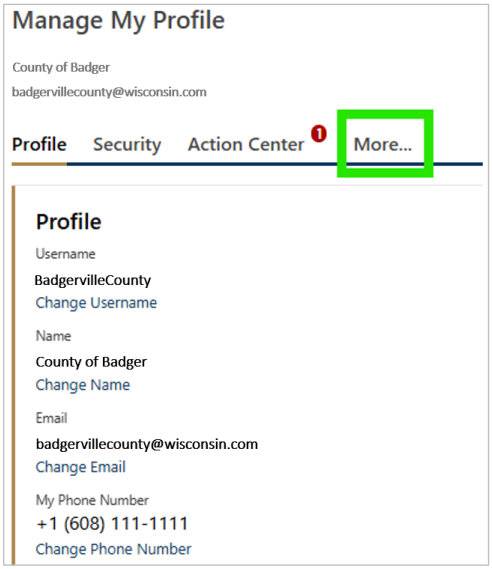
This guide is meant for county officials who already have access to My Tax Account (MTA). It provides information on how to grant additional staff access in MTA. You can grant access to staff you need to perform Register of Deeds (ROD), Real Property Lister (RPL), and/or Treasurer duties on behalf of your county.

## 1. Account Access

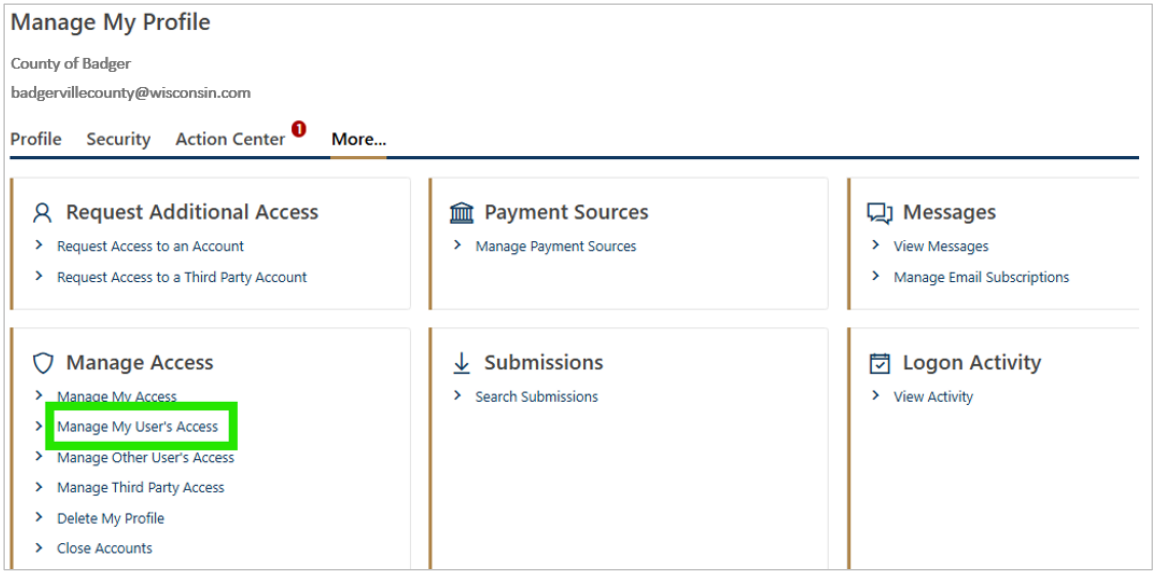
a. On your MTA home page, select "Manage My Profile" in the upper right-hand corner



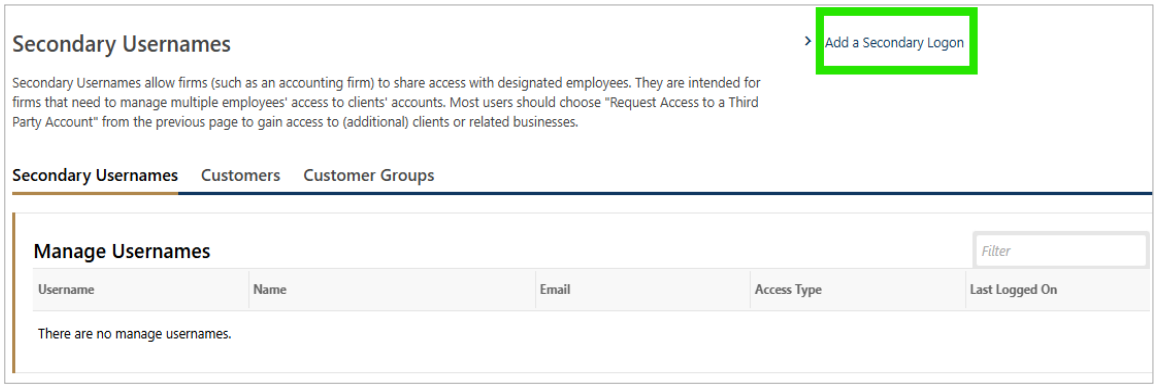

b. On the "Manage My Profile" screen, select the "More…" tab



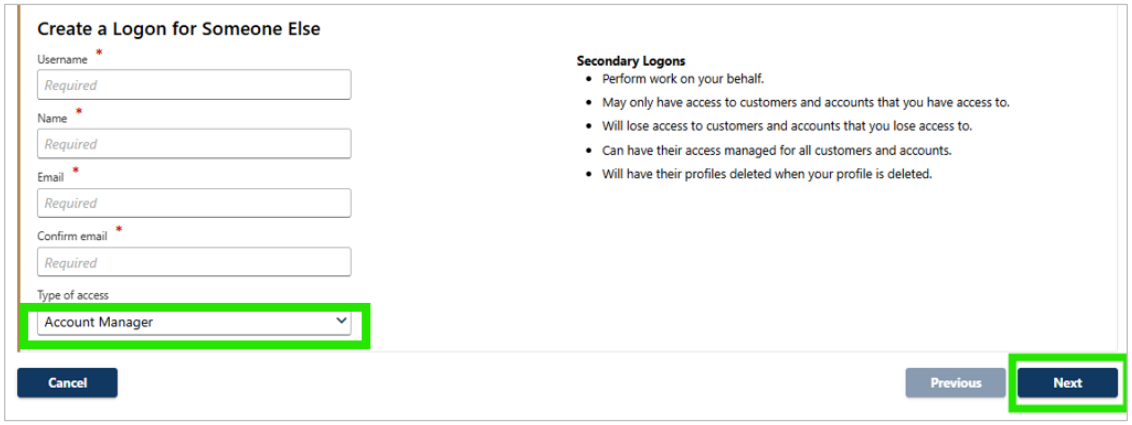
c. Under "Manage Access," select "Manage My User's Access"



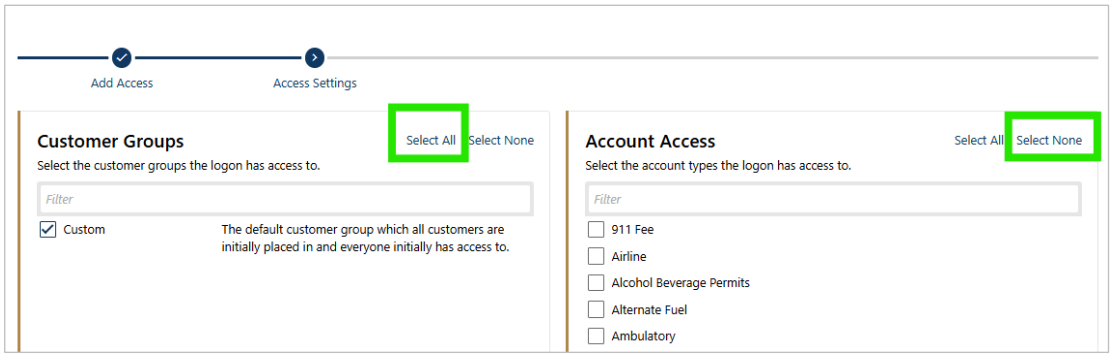

d. In the upper right-hand corner, select "Add a Secondary Logon"



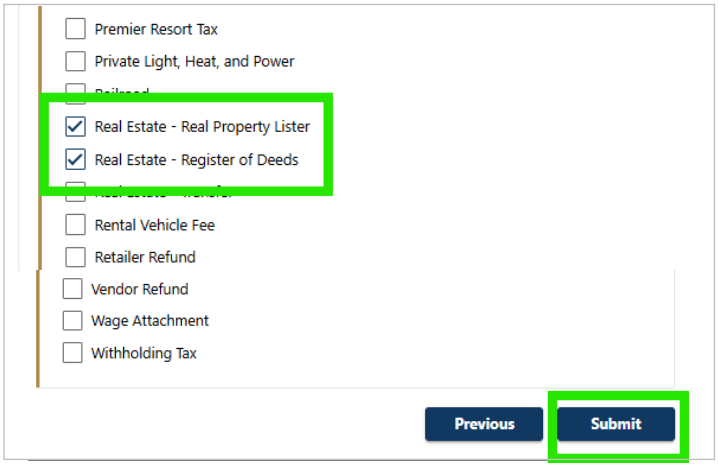

e. Create a Logon for Someone Else
   - You need to fill out this screen for each staff member you want to grant access
   - "Type of access" dropdown, select:
     - Account Manager – allows users to update ROD and/or RPL data in MTA. Account managers do not have access to add other users to those accounts
     - Administrative Access – if another manager needs to add staff to perform ROD or RPL functions
   - When all required fields are complete, click "Next"



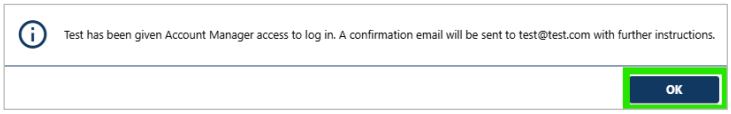
f. Access Settings
   - Customer Groups – click "Select All"
   - Account Access – click "Select None" in the Account Access table. This clears all the accounts that are defaulted to check all.



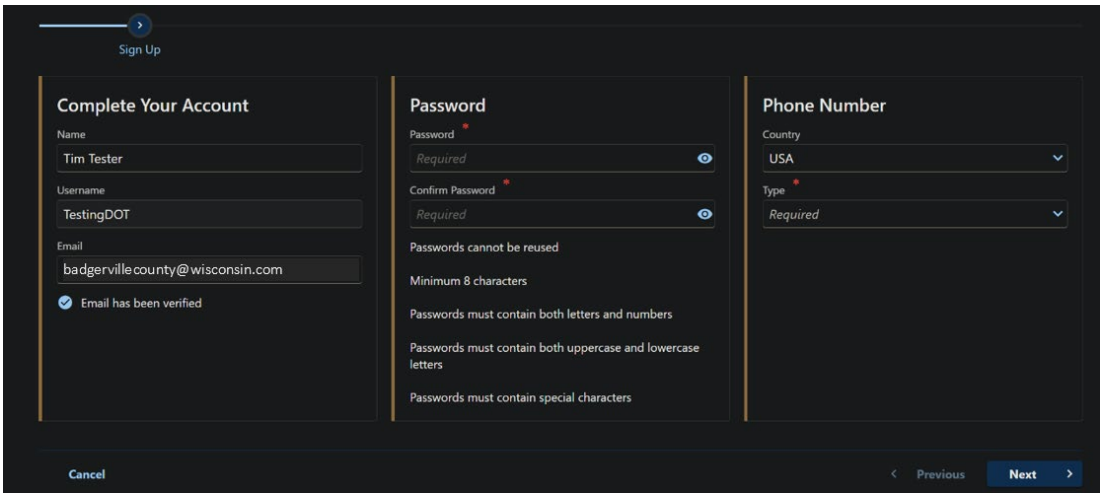

   - Select the accounts you want your staff to have access to (accounts are in alphabetical order)
     - Real Estate - Real Property Lister – provides your staff access to review data and to make corrections to a parcel
     - Real Estate - Register of Deeds – provides your staff access to review the data, and to make the monthly payment on behalf of the treasurer
   - After selecting the applicable accounts, click "Submit"



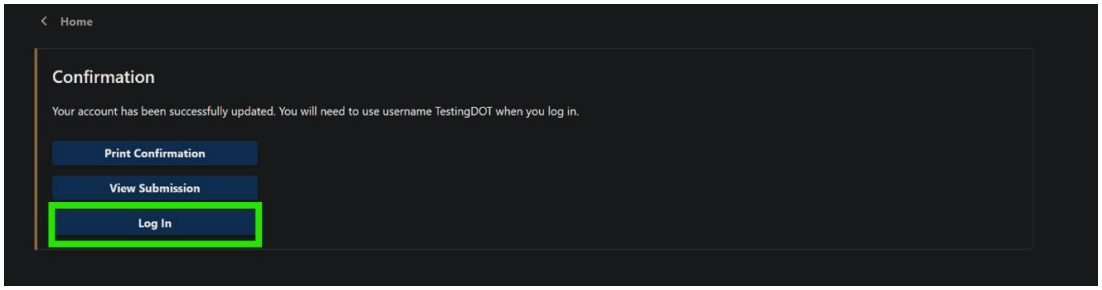

g. Once you click the Submit button, the system displays that a confirmation email is sent to the person you granted access with further instructions. Select the OK button.



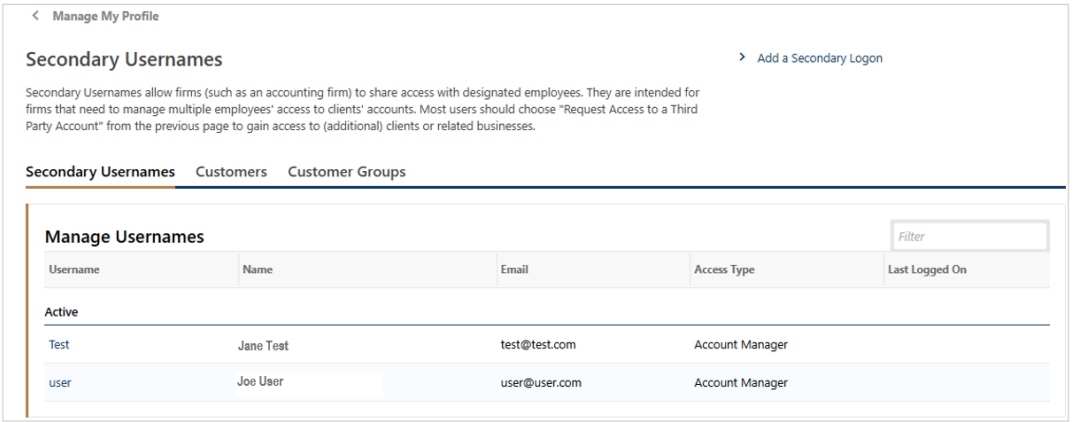
h. Confirmation email – staff you granted access to will receive a confirmation email
   - When the staff member receives the "Welcome to My Tax Account" email, they will need to click the "here" link in the email
   - After clicking the "here" link, they will see this screen in the system



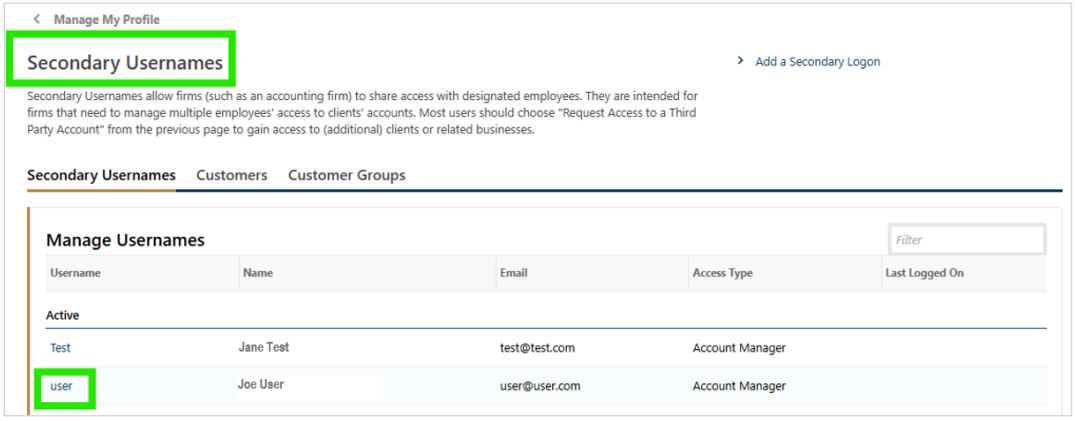

   - After the staff member:
     - Finishes entering their account information, creating a password, and entering their phone number, they will see the confirmation page
     - Clicks "Log In," they'll see the accounts they have access to



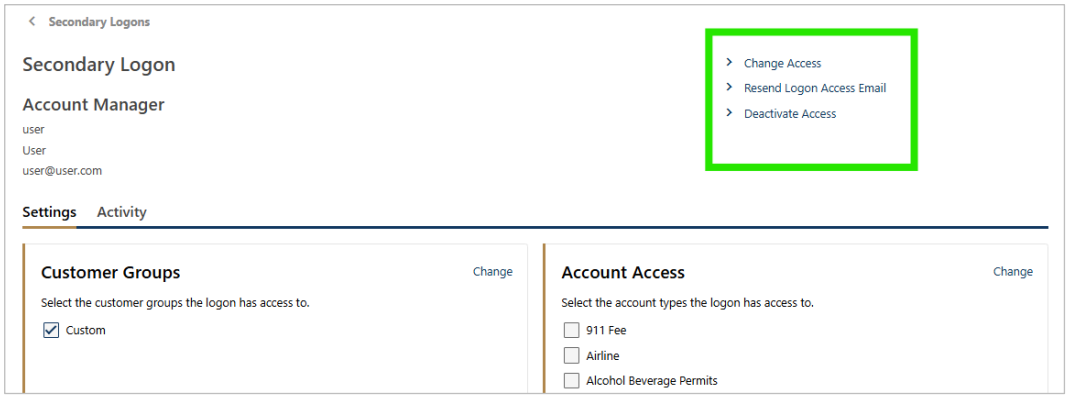

i. Secondary Usernames – after the staff member you granted access completes their profile, you will see them listed with their access type



j. Active username – if you need to change or deactivate access or resend a logon access email, click an "Active" username in the "Secondary Usernames" tab




- After selecting the applicable user, you can now change or deactivate access, or resend email for logon using the links in the right-hand corner




## 2. Resources/Contact Information

### Web pages

- **RETR –** revenue.wi.gov/Pages/RETR/Home.aspx
- **MTA –** https://tap.revenue.wi.gov/mta/_/

### Questions? – contact us:

- Email: RETR@wisconsin.gov
- Phone: (608) 264-6885 or (608) 266-1594