# Assessor Contact Information (ACD-100)

## I. General Information

As an assessor, you will use this form to update your contact details for assessor certification, Cornerstone training/eLearning, and the municipalities you assess. You can also remove yourself as the assessor from a municipality. **Note:** To gain access as the assessor to a new municipality you must first request office or access within MyDORGov.

### A. Getting Started

The Assessor Contact Information Form (ACD-100) is located within DOR's e-filing system – MyDORGov. Only certified individuals have access to and can submit this form.

- Visit our online filing help webpage for information on accessing the system and filing a form. You can view:
  o Common questions and answers
  o Series of videos accessed by viewing the MyDORGov playlist
- Access to MyDORGov is tied to your email address – **not** a username and password
  o Each user must have a unique email address, general company emails cannot be used for multiple MyDORGov accounts
- ACD-100 form has four primary sections:
  o Section A – Assessor Certification
  o Section B – Cornerstone training (eLearning)
  o Section C – Municipalities
  o Section D – Preparer/Signature Page
- **Note:** The form only generates the sections for the boxes you check at the beginning of the form.

### B. Accessing the Assessor Contact Information Form

- Visit our Assessor webpage and click the MyDORGov icon to log in
- Complete the email authorization step if this is the first time you are entering the system
  o Enter the email address used for your assessor certification
  o An email is sent to you with a one-time link to access MyDORGov
  o You have authorized access to your account for 30 days
  o Continue to access the system through the MyDORGov icon on the Assessor webpage
- Note: The first time you access MyDORGov, you must provide user information
- On the MyDORGov home page, click the form filing box in the center of the page and locate Form ACD-100
- Assessor Contact Information form is available year-round to update your contact details

## II. Form Instructions

### A. Getting Started

- Select the **Assessor Contact Information** form to get started
- Confirm your name is listed and **click "Start Filing**"
- Enter your Assessor certification number: WI#####CA
  o This form requires a certification number, it cannot be used for uncertified staff
- Select appropriate box – check the boxes for the action(s) you want to complete:
  o Update my contact information
  o Remove me from a municipality
- Once you check the **Update Your Information** box, you can choose which section(s) you'd like to update:
  o Assessor certification
  o Cornerstone training (e-Learning)
  o Specific municipality
- Click **"Submit"**

- If you don't see the section you want to update, you most likely didn't select the correct box at the beginning of the form. Exit the form without saving it (click "Exit" in the left blue panel). Reopen the form and check the applicable boxes.



## B. Form Navigation
- The left blue panel provides a menu which you can hide or show using the icon at the top left ⊜. In this menu you will find:
  - Buttons to save, submit, print, or exit the form
  - A key for symbols used throughout the form
  - Contact information for accessing help
- On the right is a grey panel that provides additional instructions. It typically displays helpful information specific to the current page or section.
- To navigate through each section, click "Next" in the upper right corner to continue. You can also navigate through the pages by clicking the menu button in the top-center of the page and selecting the page from the dropdown. In the top-center menu:
  - If you completed a page – you'll see a checkmark, *or*
  - If a page is incomplete or has errors – you'll see a red error symbol
- The last page, Section D, also provides a final review for any errors in the table at the bottom
  - If there is an error, click the arrow ↗ to go to the section of the form with the error

## C. Form ACD-100, Section A – Update Assessor Certification Information
- Updates to Section A only apply to your assessment certification record. We recommend using your personal contact information, so you do not miss any important notifications about your certification. The form will be prefilled with current data.
- Fields:
  - **Name –** should match what is in your tax records for compliance checks
  - **Mailing address –** required if business address is not filled in
  - **Business address –** required if mailing address is not filled in
  - **Work phone –** required
  - **Home phone –** optional
  - **Cell phone –** optional
  - **Email (Primary) –** required
  - **Email (secondary) –** optional
  - **Fax –** optional
- Click the applicable field to update your information as needed

- If your business address is the same as your mailing address, check the box and the system will auto-fill the

necessary information in the fields
- After making your updates and reviewing for accuracy, **click "Next"** in the upper right corner



## D. Form ACD-100, Section B – Update Cornerstone Training (e-Learning) Login Email
- Updates to Section B only apply to your Cornerstone account used to access e-learning from DOR
- Fields:
  - **Name –** editable in Section A
  - **Certification number –** not editable
  - **Cornerstone email –** only pre-fills here if you previously submitted the ACD-100 form
- Click the email field to update your information as needed
- Your email address does not need to match your assessor certification email. Records are tracked by your certification number.
- After making your updates and reviewing for accuracy, **click "Next"** in the upper right corner



## E. Form ACD-100, Section C – General Information
- Updates made to Section C only apply to your contact information for the municipalities you assess. You can use this page to:
  - **Update –** all, some or one of your municipalities
  - **Remove your access –** from all or some of your municipalities
    - Note: The option to Remove Access from a municipality is only displayed if you chose the "Remove me from a municipality" check box at the start of the form

- **Section C two main areas:**

- o **Top area –** used to make the same update to multiple municipalities at once (Note: You will select the municipalities in the lower area to apply the updates)
- o **Lower area –** lists the municipalities you currently assess.
  - § Check the box next to each municipality to expand the contact details for that municipality
  - § Checking the box will apply updates from the top area to the municipality. You can select any or all the municipalities to apply the updates.
  - § You can also use the lower area to make updates to a single municipality by expanding the contact details and entering updates directly into the applicable fields
- o **Business Information –** municipalities will now be associated with an assessor name, not a company name
  - § Company information is listed in a separate field
  - § If your company name is not listed in the dropdown, you can add it in the Business Information column:
    - Click "Select…" to display businesses in the list
    - Select "OTHER" at the top of the list
    - Enter the company name in the field below the list
    - Check the box confirming the addition to the list
    - Click the dropdown and choose your newly entered business



## F. Form ACD-100, Section C – Updating Municipalities

- Use the top table to update your municipal assessor contact information. Any contact information you enter here can be applied to all or just specific municipalities from your list at the bottom of the page.
- Within the fillable table, enter Municipal Assessor Information on the left and Business Information on the right
- Click any field to update the information as needed. If you do not need to update a field, leave it blank.
- Available fields:
  - o Company Name
  - o Mailing Address
  - o Physical Address
  - o Work Phone
  - o Home Phone
  - o Cell Phone
  - o Email (primary)
  - o Email (secondary)
  - o Email (business)
  - o Fax



- Select municipalities in the **lower area** to apply the updates
- **If you are updating ALL your municipalities:**
  - o Check the "Select All" box in the Update Contact Information column
    - § This selects all municipalities listed and expands each municipality's details
- **If you are updating SOME of your municipalities:**
  - o First, check the "Select All" box in the Update Contact Information column
  - o Then uncheck the "Select All" checkbox, allowing you to deselect individual municipalities from the list
- o Scroll through the list and check the box to the left of the individual municipality name to deselect it

- You can also check one or more municipality from the list without using select all or deselect all
- If you just need to update a singular municipality, there is another option to edit the municipality directly
  - Skip the fillable top area
  - Scroll directly to the municipality in the lower area and check the box to the left to expand the editable fields for that municipality
  - Make updates in applicable fields
- After making your updates and reviewing for accuracy, **click "Next"** in the upper right corner

## G. ACD-100 Form, Section C – Removing Access to a Municipality

| Update Contact Information | Remove Access | Municipality |
|---|---|---|
| ☐ Select All ❓<br>☐ Deselect All ❓ | ☐ Select All ❓<br>☐ Deselect All ❓ | All Municipalities⇕ |

- If you no longer perform assessment work for a municipality, you can remove yourself from that municipality in Section C
- Use the municipal list in the lower area of the page
- Locate the "Remove Access" column, which is only displayed if you checked "Remove me from a municipality" at the start of this form
  - In this column, check the box to the left of the municipality or municipalities you no longer assess
  - Use the select all option if you are no longer assessing any municipality
- The next page has a safeguard, so you don't accidentally remove your access from a municipality
  - Click "Next" in the upper right corner
  - If everything looks accurate, check the box to confirm you are no longer conducting assessment work for the listed municipalities
  - If the list is incorrect, use the back arrow in the form to return to the previous page
- Click "Next" in the upper right corner

## H. ACD-100 Form, Section C – Using the Select All and Deselect All boxes
- The Contact Information and Remove Access columns in the lower area of the page have "Select All" and "Deselect All" boxes at the top of the columns
  - **"Select All" box –** checking this box places a check mark in all the municipalities, unchecking the "Select All" box DOES NOT remove the checkmarks from all the municipalities. If you click the "Select All" box in error, simply check the "Deselect All" box to remove the checkmarks from all the municipalities.
  - **"Deselect All" box –** clicking this box is the only way to remove all the checkmarks at once
  - This functionality allows the user to select all municipalities and then remove checkmarks from individual municipalities
    **Example:** Assessor has 40 municipalities and needs to update the email address for all of them except two villages. The two villages prefer to use "assessor@villagename.com" for their assessor's email address. The assessor can use the "Select/Deselect All" function as follows:
    - First, check "Select All" to check all the boxes
    - Next, uncheck "Select All" by clicking it again
    - Then, individually uncheck the two municipalities the updates do not apply to
    - This method saves the assessor from having to check 38 boxes individually

## I. ACD-100 Form, Section D – Preparer/Signature Page
- Prefilled fields – your name, email, and phone number
- Fields:
  - Title – required field, enter your title (ex: Assessor, Assessment Staff Administrator, or Assessment Staff Certified)
  - Comments – optional field, DOR can only view after submission
- Signature Statement – choose yes or no; if you choose no, you cannot submit the form

- If there is an error(s) listed in the "Errors and Warnings" box, you must correct it. You will not be able to submit

the form with an error.
- Click the arrow to the left of the error message to see section that needs correcting
- If you run into any system issues, contact otas@wisconsin.gov

## J. ACD-100 Form, Section D – Submitting the Form
- Once everything reviewing for accuracy and there are no errors, click "Submit" in the left blue panel
  - You can click "Print" on the left blue panel to generate a confirmation PDF for your records
  - **Note:** Confirmation number can be used by DOR to confirm the submission
- When you are finished, click "Exit" in the left blue panel

## Questions?
Contact us at bapdor@Wisconsin.gov.