

How to Request Authorization to the Open Book/Board of Review Calendar

Before you get started:

- **New clerk or clerk without a WAMS ID** – review Section A and B
- **Already have a WAMS ID but are not authorized to enter data in the calendar** – review Section B
- **Have a WAMS ID and are authorized to use the calendar** – review Section C

A. New clerk or clerk without a WAMS ID?

If you are a new clerk or a clerk without a WAMS ID, you must first create a WAMS ID. After you obtain a WAMS ID, review Section B.

Creating your WAMS account

1. **Visit** – on.wisconsin.gov/WAMS/home
2. **Select** – [Self-Registration](#) to get started

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.
Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

3. **Read** – the "Wisconsin Web Access Management System User Acceptance Agreement, then select "Accept"
4. **Self-Registration page** – enter your profile, account and account recovery information. After you complete and review your information, select "Submit."
5. **Activate Account** – you will receive an account activation email at the email address you provided. To activate your account, enter your User ID and password, then select "Login."

WISCONSIN.GOV

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

Account Activation - Final Step
Please log In

ATTENTION: You have approximately 5 minutes to enter your User ID & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:

Password:

Note: Once you successfully logged in and activated your account, you will use that same login to access the Department of Revenue Electronic Real Estate Transfer Return site ([eRETR](#)) and provide information for your municipality.

B. Already have a WAMS ID?

Requesting authorization to the Open Book/BOR calendar

Whether you already have a WAMS ID or just created a new one, before accessing the calendar, DOR must grant you authorization.

1. **Log into the eRETR system using your WAMS ID** – to log in, use the same login to access the Wisconsin Department of Revenue's (DOR) Electronic Real Estate Transfer Return site
2. **Complete Welcome screen/contact form** – after you log in for the first time, you will see this screen
 - a. **Enter** – your name, phone number and email address
 - b. **Check** – the "Municipal Clerk" box
 - c. **Select** – "Continue interview"

The screenshot shows the 'Electronic Real Estate Transfer Return' interface by the Wisconsin Department of Revenue. It features a 'Click for help in filling out this form' button. The main heading is 'Welcome! Complete this form in order to use eRETR's Government Officials Web Application'. The form contains fields for 'Last name' (Lerk), 'First name' (Muni C.), 'Telephone' ((999) 999-9999), and 'Email address' (muni.clerk@amuni.gov). Below these are checkboxes for various roles: Register of Deeds, Assessor, Agency Manager, Treasurer, Assessment Staff, Researcher or Project, Real Property Lister, Revenue Staff, and Municipal Clerk (which is checked). A 'Continue interview' button is at the bottom.

3. Complete the Municipal Clerk Municipalities screen

- a. **Municipalities** – enter the five digit code for the municipalities you need access for
- b. **Recipient's email** – select "Board of Review Calendar" from the dropdown menu
- c. **Select** – "Send the mail"
- d. **Note:** Once DOR receives the request, we will send you an email confirming or denying your access

The screenshot shows the 'Municipal Clerk Municipalities' screen. It includes a 'Click for help in filling out this form' button. The heading is 'Municipal Clerk Municipalities: Enter the municipalities you and your staff are responsible for.' Below this is a text box for 'Municipalities: Enter five digit county municipality code(s), without dashes, without spaces and only separated by commas, see example.' An example is provided: '05106,05010,05012 (you would be claiming that you are responsible for BROWN: BELLEVUE, VILLAGE OF, BROWN: EATON, TOWN OF, and BROWN: GLENMORE, TOWN OF)'. A dropdown menu shows '05106, 05010, 05012'. A link for 'County Municipal Codes List' is also visible. The 'Recipient's email' section has a heading 'Select the email address of the District Office where you do the majority of your work.' and a dropdown menu with 'Board of Review Calendar' selected. A 'Send the mail' button is next to it. A 'Back' button is at the bottom.

C. Accessing the Open Book and Board of Review Calendar

- **Enter your information** – located at <https://ww2.revenue.wi.gov/Internet/slfborcalendar-entry.html>
- **Instructions** – located at <https://www.revenue.wi.gov/Documents/BOR-Calendar-Inst.pdf>