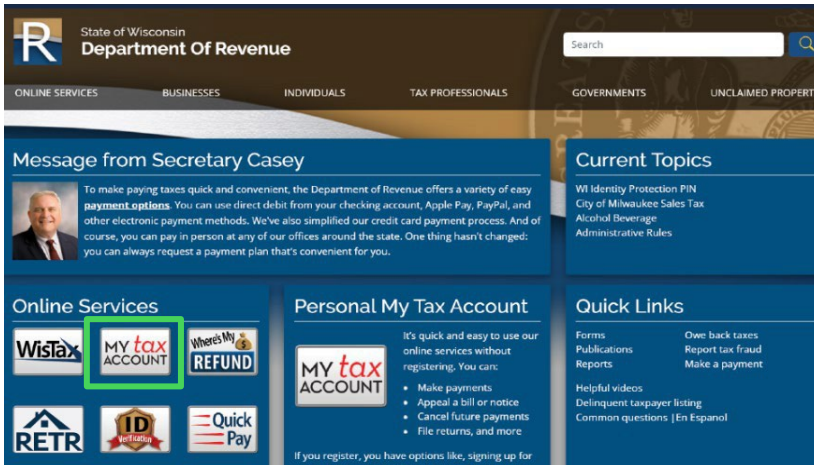


# Provide Assessment Data (PAD) – Assessor Registration in MTA

This guide provides information on how to file Provide Assessment Data (PAD) in My Tax Account (MTA). You need an MTA username and password to file PAD information.

## 1. Getting started

Visit the DOR website – [revenue.wi.gov](http://revenue.wi.gov) and select the My Tax Account icon under "Online Services."



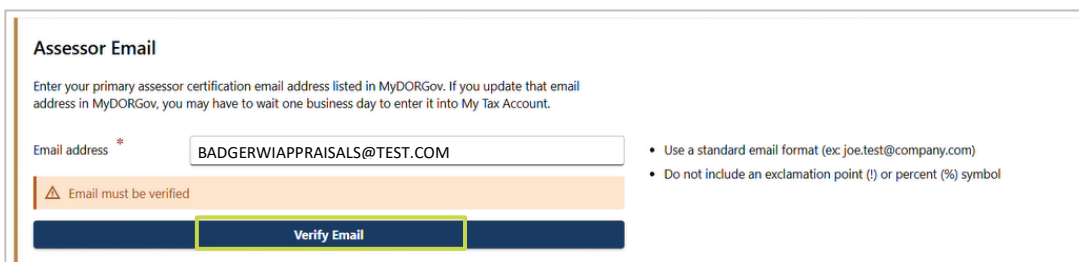
## 2. Locate the Real Estate Transfer Return (RETR) section on MTA home page

- Scroll to the bottom of the page
- Select "Property Assessor Registration"



## 3. Property Assessor Registration (one-time process)

- Enter the email address associated with your existing certification in MyDORGov
- Select "Verify Email" to continue
- Note: Changes made to your MyDORGov email address are not updated in MTA until the following business day

A screenshot of the 'Assessor Email' verification form. The form title is 'Assessor Email'. Below the title, there is a text box for 'Email address' containing 'BADGERWIAPPRAISALS@TEST.COM'. To the right of the text box, there are two bullet points: 'Use a standard email format (ex: joe.test@company.com)' and 'Do not include an exclamation point (!) or percent (%) symbol'. Below the text box, there is a red warning icon and the text 'Email must be verified'. At the bottom of the form, there is a blue button labeled 'Verify Email' highlighted in a green box.

## 4. Property Assessor Registration

- Enter verification code you received via email
- Click "Confirm"
- Select "Next" on the email screen to continue

Verify Email

**Enter Your Verification Code**

An email containing a verification code was just sent to BADGERWIAPPRAISALS@TEST.COM. Please enter the verification code to verify your email address. If you don't see the message, check your junk folder for an email from DOR-DO-NOT-REPLY@wisconsin.gov.

Verification Code \*  Populate in development environments only.

Required

Didn't receive your verification code? Resend

Is BADGERWIAPPRAISALS@TEST.COM not correct? Use a different email

**Assessor Email**

Enter your primary assessor certification email address listed in MyDORGov. If you update that email address in MyDORGov, you may have to wait one business day to enter it into My Tax Account.

Email address

- Use a standard email format (ex: joe.test@company.com)
- Do not include an exclamation point (!) or percent (%) symbol

Email has been verified

## 5. Property Assessor Registration

- Create your username and password using the requirements listed on the right
- Choose a secret question and enter the answer for future accessibility
- Select "Next" to review registration

**Enter Profile Information**

Username

Password

Confirm password

Secret question

Secret answer \*  Required

Email address

Email has been verified

First and last name

Phone (primary)

Phone (secondary)

**Username Requirements**

- Usernames must be at least 5 characters
- Usernames must begin with an alphanumeric character

**Password Requirements**

- Passwords cannot be reused
- Passwords must contain at least 8 characters
- Passwords must contain both letters and numbers
- Passwords must contain both uppercase and lowercase letters
- Passwords must contain special characters

## 6. Review Registration

- Review registration, then "Submit" to complete registration and see "Confirmation" page

The image shows two screenshots of a web application. The top screenshot is the 'Review Registration' page. It features a progress bar at the top with three steps: 'Assessor Email', 'Registration', and 'Review Registration'. The 'Review Registration' step is active. Below the progress bar, the page title is 'Review Registration'. A message states: 'If the information below is correct, click "Submit" to complete your registration. Click "Previous" to make any corrections.' The registration details are listed as follows: Username: badger 1, Name: JAMES BADGER, Email: BADGERWIAPPRAISALS@TEST.COM, Primary phone: (605) 555-1234, and Secret question: What was the name of your first pet? At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Submit'. The 'Submit' button is highlighted with a yellow border. The bottom screenshot is the 'Confirmation' page. It has the title 'Confirmation' and a message: 'Your submission has been received and your confirmation number is 0-482-425-824.' Below the message are three buttons: 'Print Confirmation', 'View Submission', and 'OK'.

## 7. Assessor Log in

- Enter your newly created username and select "Log In"
- Enter your password and select "Confirm"

The image shows two screenshots of the 'Revenue MY tax ACCOUNT' login process. The top screenshot is the main login page. It features the 'Revenue MY tax ACCOUNT' logo at the top left and a user profile icon at the top right. The background is a cityscape with a large domed building. On the right side, there is a login form with a text input field containing 'Badger1', a 'Log in' button, a 'Forgot username?' link, an 'Or' separator, a 'Sign in with a passkey' button, and a 'New? Create new username Sign Up' link. The bottom screenshot is a secondary login page titled 'Log in to My Tax Account'. It shows the username 'Badger1' and a 'Change username' link. Below that is a 'Password' field with a masked password '\*\*\*\*\*' and a 'Continue' button. There is also a 'Forgot password?' link at the bottom.

## 8. Select security

- Two-step verification is required (*one-time process*)
- Choose your method of verification
- Select "Log In"

### Manage How You Sign In

These authentication methods determine how you sign in to your My Tax Account profile. Unless you sign in using a passkey or on a trusted browser, you'll be prompted to use two of these methods each time.

⚠ Two-step verification is currently disabled. Would you like to enable it? [Enable](#)

✔ Setup complete! You can add more ways to sign in now or anytime once you're logged in.

<b>Passkey</b> Sign in without a password using your fingerprint, face, or PIN	⊖ No passkey	<a href="#">Add a passkey &gt;</a>
<b>Authentication App</b> Use an authentication app to generate a security code	⊖ No authentication app	<a href="#">Set up an authentication app &gt;</a>
<b>Text Message</b> Receive a security code by text message	⊖ No phone number	<a href="#">Add a phone number &gt;</a> <a href="#">Add (920) 733-5369 &gt;</a>
<b>Email</b> Receive a security code by email	⊖ No email	<a href="#">Add an email &gt;</a> <a href="#">Add bowmar@sbcglobal.net &gt;</a>
<b>Password</b> Use a secure password only you know	✔ Last changed July 16 1 security question	<a href="#">Change password &gt;</a> <a href="#">Update security questions &gt;</a>
<b>Recovery Codes</b> Use a recovery code if you lose access to your other methods	⊖ No recovery codes	<a href="#">Get recovery codes &gt;</a>

[Cancel](#) [Previous](#) [Log In](#)

## 9. Summary page

You're ready to use PAD:

- View/Submit PAD
- Search Wisconsin Property Data
- View Assessor Sales Reports
- Manage My Profile
  - Edit username and profile security
  - **Note:** Editing certification information must be done in MyDORGov
  - Allow one business day for information to change in MTA

Welcome, **JAMES BADGER**  
[Manage My Profile](#)

**JAMES BADGER**  
Badgerwiappraisals@test.com  
+1 (605) 555-1234

### Summary

<b>JAMES BADGER</b> Badgerwiappraisals@test.com +1 (605) 555-1234	<b>Property Assessor</b> <ul style="list-style-type: none"><li>&gt; <a href="#">View/Submit Property Assessment Data</a></li><li>&gt; <a href="#">Search Wisconsin Property Data</a></li><li>&gt; <a href="#">View Assessor Sales Reports</a></li></ul>
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