

Wisconsin Department of Revenue
Electronic Real Estate Transfer Return
eRETR

Primary Assessor
Administration of Assessment Staff -
“The Manage Users System”

“Assessor” Role in the eRETR System

- **The person registering in the eRETR system in the “Assessor” role is known as the Primary Assessor. The Primary Assessor must register for access and be approved by DOR before assessment staff in their office can register for access.**
- **An assessment firm can have only one Primary Assessor. All remaining staff will sign-up under the Primary Assessor in the “Assessment Staff” role.**
- **Assessment Staff will send their eRETR approval request (registration) to the Primary Assessor in their office. When the Primary Assessor approves the Assessment Staff in their office, the staff will automatically be approved for the same municipalities that the Primary Assessor has been approved for.**
- **The Primary Assessor must be minimally certified at the highest level of certification required by the municipalities which they (and their assessment firm) assess.**
- **The Primary Assessor will have the ability to file the electronic computer exemption report(s).**
- **The Primary Assessor must register for all municipalities in which they (and their assessment firm) assess.**

eRETR Access

Primary Assessor Management of Assessment Staff

<http://www.revenue.wi.gov/retr/index.html>

Make this page your “favorite”

Click here for eRETR Assessor and Government Offices to access electronic transfer returns or assessor sales data; to add recording information to an eRETR filing; or provide official parcel numbers.

The screenshot displays the Wisconsin Department of Revenue website. At the top, the header includes the state seal and the text "Wisconsin Department of Revenue". Below the header is a navigation bar with tabs for "Home", "Businesses", "Individuals", "Tax Professionals", and "Governments". The main content area is titled "Real Estate Transfer Returns" and features a "File | View | Search" menu. A red arrow points from the text on the left to the "Assessors and Government Offices" link in the "Assessors and Government Offices" section. Other sections include "Recent News", "Calendar", "How Do I...", "Merger/Conversion", "eRETR Web Services", "Wisconsin Professional Organizations", "Training | Help", and "Law Links".

Recent News

- 2011 Final Statement of Taxes is now available
- 2012 TID Statement of Assessment is now available
- Messages to:
 - Assessors
 - Town, Village and City Officials

Sign up for email updates

Calendar

- There are no events in this timeframe for the Governments calendar(s)

How Do I...

- Find my municipal clerk
- Find my local assessor
- Learn about property taxes
- Appeal my property tax value

Real Estate Transfer Returns

File | View | Search

- Submit an eRETR
 - Instructions
 - Helpful videos
 - Parcel formatting rules
- Restore an eRETR
- Amended Real Estate Transfer Return (PE-500x) (Instructions)
- Amended Real Estate Transfer Return (PE-500x) (Form)
- View a submitted eRETR (requires receipt information)
- Real Estate Transfer Waiver
- State of Wisconsin property information search
- Historical data

Assessors and Government Offices

- Log in to process and view returns
- WAMS:
 - Instructions
 - Self-registration for a user ID
 - ID and password recovery
- Register of Deeds criteria for an eRETR (PE-100)
- Treasurer's Transmittal Spreadsheet (P-520)
- My Tax Account

Training | Help

- Helpful videos
- How to use the eRETR system

Merger/Conversion

- Merger/conversion
- MC-500 Form and Instructions

eRETR Web Services

Wisconsin Professional Organizations

Law Links

- Chapter 73.14, Merger/Conversion Statutes
- Chapter 77, Real Estate Transfer Statutes
- Tax 15, Wis. Adm. Code: Transfer Fee Administrative Tax Code

Log in to eRETR using your WAMS ID and Password

ENTER YOUR USER NAME

ENTER YOUR PASSWORD

LOGIN

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

User ID:

Password:

WARNING: This system is for authorized users only; system access is monitored. By using this system you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties.

Login

[Forgot your password?](#) | [Is your account locked?](#) | [Request a Wisconsin User ID and Password](#) | [Change User Info \(Name, E-mail, Password, Logon ID\)](#)

REQUEST A WAMS ID AND PASSWORD

CONFIDENTIALITY STATEMENT

RETR Government Officials—Confiden...

Electronic Real Estate Transfer Return

NOTICE:

This website is intended for use by those statutorily authorized under sec. 77.265, Wis. Stats.

All other requests to view or access a Real Estate Transfer Return must be forwarded, in writing, to:

Real Estate Transfer Return Custodian of Documents:
ATTN. SLF Deputy Division Administrator
P.O. Box 8971, MS 6-97
Madison, WI. 53708-8971

RETR CONFIDENTIALITY:

Paper and electronic Real Estate Transfer Returns filed under sec. 77.22(1) Wis. Stats., contain grantor and grantee social security numbers and grantor and grantee phone numbers under sec. 77.265 Wis. Stats.

Assessors, assessment staff, and county officials must maintain the confidentiality of social security numbers and phone numbers.

Real Estate Transfer Returns may be disclosed to assessors, assessment staff, and county officials as follows:

- 77.265 (2)** *The local assessor shall permit the inspection of all returns filed under this subchapter for property within any local unit of government for a public use, or a person designated by the official, of that unit upon the adoption of a resolution by the governing body of the unit directing the assessor to review the basis upon which equalized values were established by the department of revenue under s. 70.57, and the official or designated person shall not disclose grantor and grantee social security numbers and telephone numbers from the returns.*
- 77.265 (5)** *The department of revenue, county real property listers under s. 70.09 and local assessors and their employees and agents may use the returns to develop a tract index, but shall maintain the confidentiality of social security numbers and telephone numbers from the returns.*
- 77.265 (8)** *A county may use the returns to develop a tract index, but shall maintain the confidentiality of social security numbers and telephone numbers from the returns.*

The following statutory disclosures are processed through the Department of Revenue:

- 77.265 (3)** *The returns may be used in any proceeding involving the requisite amount of the fee and may be produced in any proceeding subject to a subpoena issued by a court of competent jurisdiction, and the parties shall maintain the confidentiality of social security numbers and telephone numbers from the returns.*
- 77.265 (4)** *The department of workforce development may use the returns under s. 106.50, but shall maintain the confidentiality of social security numbers and telephone numbers from the returns.*
- 77.265 (6)** *Governmental agencies acquiring real property for public purposes, or that administer taxes, may use the returns, but shall maintain the confidentiality of social security numbers and telephone numbers from the returns.*
- 77.265 (7)** *In a condemnation proceeding or in an appeal of an assessment of real property, the property owners and the owners' agents may inspect the returns, but shall maintain the confidentiality of social security numbers and telephone numbers from the returns inspected.*

A breach in the confidentiality of social security numbers and / or telephone numbers as prescribed by sec. 77.265 Wis. Stats., may lead to a review by the Secretary of Revenue under sec. 73.09(7)(a) Wis. Stats., and the imposition of sanctions under sec. 70.47(3) Wis. Stats.

1. I have read the above statutory references and I have statutory authority to view the Wisconsin Real Estate Transfer Return information contained on this website.
2. I agree to maintain the confidentiality of social security numbers and telephone numbers from Wisconsin Real Estate Transfer Returns.

I agree

I do not agree

The real estate transfer return is confidential. To access the eRETR system, you **MUST** agree to maintain the confidentiality of the real estate transfer return.

Approve or Edit Assessment Staff

Click on "Manage Users"



Electronic Real Estate Transfer Return

[Home](#) [Manage users](#)

Welcome [Redacted] **Systems Administrator**

Registers of Deeds:
[Add recording information to an eRETR filing](#)

Real Property Lister: Provide official parcel numbers. Retrieve by ...
[Date recorded](#)
[Date of posting](#)
[County document ID](#)

Access electronic transfer returns by:
[Date recorded](#)
[Date of posting](#)
[County document ID](#)
[County/Municipality](#)
[Download county wide assessment data](#)

Assessor Sales Data: (Includes both electronic and paper returns)
[Download assessments](#)
[Provide assessment data](#)
[View or print sales summary report](#)
[Download sales data](#)

 Wisconsin Department of Revenue

APPROVAL/EDIT SCREEN FOR "MANAGE USERS" APPROVE

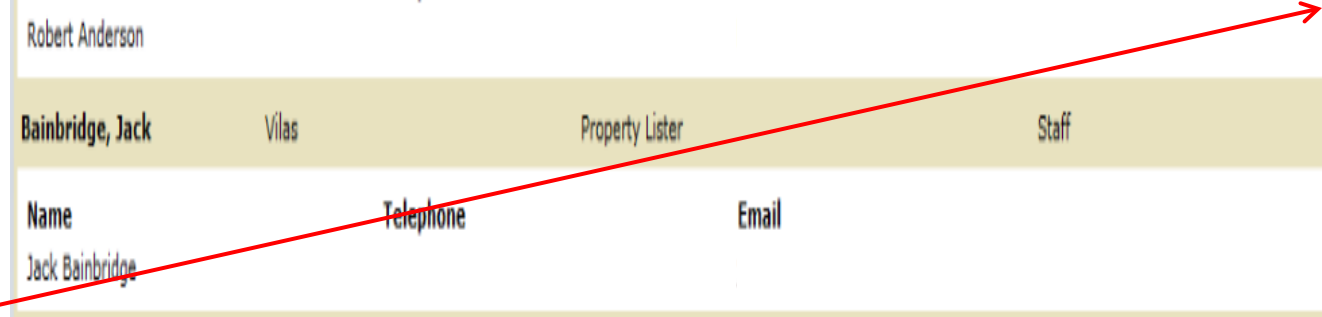
The Primary Assessor will be able to view anyone who is waiting for approval into the eRETR system, but must be sure to approve only their own staff.

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Home Help Quit

? A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Anderson, Robert	Milwaukee	Property Lister	Staff	Not approved
Name	Telephone	Email		Approve...
Robert Anderson				
Bainbridge, Jack	Vilas	Property Lister	Staff	Not approved
Name	Telephone	Email		Approve...
Jack Bainbridge				
Barth, Randy	Adams, Ashland, and more ...	Project	Staff	Not approved
Name	Telephone	Email		Approve...
Randy Barth				



Verify Assessment Staff data by clicking the "Approve" button.

Approve Assessment Staff

Verify all information before approving

All counties will be listed, indicating this person will be able to view statewide sales information. Sales data submission is not affected under this column. This area is for DOR use only.

The assessment staff will be able to submit assessment data for each municipality that is checked. The Primary Assessor can edit this list now or any time in the future. Uncheck box to remove that municipality from ability to submit sales data.

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AssmtStaff, EauClaire Adams, Ashland, and more ... Assessment Staff Not approved

Name: EauClaire AssmtStaff
Telephone: 608.123.4567
Email: dreed@dor.state.wi.us

County: 1) Adams, 2) Ashland, 3) Barron, 4) Bayfield

Roles: 1) Assessment Staff

Assessor municipalities:
1) DANE - Albion, Town Of
2) BROWN - Bellevue, Village Of
3) ADAMS - Dell Prairie, Town Of
4) DANE - Madison, City Of

Buttons: Approve, Delete

Click the “Approve” button when you have verified the information is correct and you want to approve access into the eRETR system for this person. An e-mail will automatically be sent to let them know they are approved to access eRETR. You will return to the list of staff.

WARNING!
Click the “Delete” button only if you want to permanently remove this person’s access to the eRETR system.

Approval/Edit Screen for "Manage Users" Edit


After staff have been approved, the "edit" button will allow the Primary Assessor to delete an individual or change the municipalities that they can access.

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[Home](#) [Help](#) [Quit](#)

? A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Anderson, Robert	Milwaukee	Property Lister	Staff	Not approved
Name	Telephone	Email	Approve...	
Robert Anderson				
Bainbridge, Jack	Vilas	Property Lister	Staff	Not approved
Name	Telephone	Email	Approve...	
Jack Bainbridge				
Barth, Randy	Adams, Ashland, and more ...	Project	Staff	Not approved
Name	Telephone	Email	Approve...	
Randy Barth				
Baltus, Jennifer	Clark	Property Lister	Staff	Approved
Name	Telephone	Email	Edit...	
Jennifer Baltus				


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External Production Build

Edit screen for “Manage Users”

The Primary Assessor approves and edits access of their assessment staff in the Manage Users system.

All counties will be listed, indicating this person will be able to view statewide sales information. Sales data submission is not affected under this column. This area is for DOR use only.

The assessment staff will be able to submit assessment data for each municipality that is checked. The Primary Assessor can remove access to a municipality by deselecting the checked box, or may add a municipality by entering the county/muni code in the lower box.

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Home Previous page Help Quit

Henke, Jim Adams, Ashland, and more ... Assessor Approved

Name
Jim Henke

Telephone
[Text Field]

Email
mkraft

County

1) Adams	<input checked="" type="checkbox"/>
2) Ashland	<input checked="" type="checkbox"/>
3) Barron	<input checked="" type="checkbox"/>
4) Bayfield	<input checked="" type="checkbox"/>
5) Brown	<input checked="" type="checkbox"/>
6) Buffalo	<input checked="" type="checkbox"/>
7) Burnett	<input checked="" type="checkbox"/>

Roles

1) Agency Manager	<input type="checkbox"/>
2) Applications Developer	<input type="checkbox"/>
3) Assessment Staff	<input type="checkbox"/>
4) Assessor	<input checked="" type="checkbox"/>
5) Project	<input type="checkbox"/>
6) Property Lister	<input type="checkbox"/>
7) Register of Deeds	<input type="checkbox"/>

Assessor municipalities

1) RACINE - North Bay, Village Of	<input checked="" type="checkbox"/>
2) RACINE - Sturtevant, Village Of	<input checked="" type="checkbox"/>
3) RACINE - Union Grove, Village Of	<input checked="" type="checkbox"/>
4) RACINE - Yorkville, Town Of	<input checked="" type="checkbox"/>

Assessment Municipalities: Enter five digit county/municipality code(s), without spaces and only separated by commas, see example.
Example: 05106,05010,05012 (you would be claiming update ability for BROWN: BELLEVUE, VILLAGE OF, BROWN: EATON, TOWN OF, and BROWN: GLENMORE, TOWN OF)

County Municipal Codes List

Check if this user can delegate:

Submit Delete

Click the “Submit” button when you have completed the edit process for the assessment staff.

Click the “Delete” button only if you want to permanently remove this person’s access to the eRETR system.

WARNING

Return to Approval/Edit Screen After Editing Assessment Staff

Click "Approve" to approve additional staff, or click "Edit" to edit the access of existing staff.

Click the "Home" icon for other eRETR applications

Click "Quit" if finished with eRETR

Name	Telephone	Email	Status
Anderson, Robert	Milwaukee	Property Lister	Staff
Not approved			
Approve...			
Bainbridge, Jack	Vilas	Property Lister	Staff
Not approved			
Approve...			
Barth, Randy	Adams, Ashland, and more ...	Project	Staff
Not approved			
Approve...			
Baltus, Jennifer	Clark	Property Lister	Staff
Approved			
Edit...			

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