

eRETR Manage Users System

County Procedures

Staff Management

eRETR Manage Users System

County Procedures

Staff Management

Example of a New User Request Received in your Email Box

- -----Original Message-----
- From: Reppen [mailto:do_not_reply@dor.state.wi.us]
- Sent: None
- Subject: New User Request

- Hello:

- My name is (name of staff person) and I am requesting approval to use the eRETR Government Officials Website.

- Here is the information I provided when I visited eRETR on Wed, Mar 7, '07

- Wisconsin Universal ID: 2005082507583914
- Last name: Reppen
- First name: Russel
- Telephone: 608-266-1594
- Email: rreppen@dor.state.wi.us
- Roles: Register of Deeds (*or Treasurer, Property Lister depending on application*)

- 1. To approve this user's request, copy and paste this link into a browser window:
[https://test.dor.state.wi.us/ICSLogin/?\"https://test.dor.state.wi.us/RETRWebApp/application\"](https://test.dor.state.wi.us/ICSLogin/?\)
- 2. Sign in
- 3. click on Manage Users link
- 4. Verify user information is accurate.
- 5. Press approve button to authorize this individual to use the system.

- ^{3/21/07} The real estate transfer returns filed under Sec. 77.22(1) Wis. Stats., both paper and electronic, are privileged information per Sec. 77.265 Wis. Stats.

Wisconsin Dept. of Revenue's Real Estate Transfer Web Page Staff Management

<http://www.revenue.wi.gov/ust/retn.html>

Make this page your "favorite"

Click here for **eRETR Assessor** and Government Applications



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Real Estate Transfer and Merger/Conversion

Section 77.22(1) of the Wisconsin Statutes provides that "...submission of a completed real estate transfer return and collection by the receiver of the fee shall be prerequisites to acceptance of the conveyance for recording." All information on the transfer return is useful to the local assessor, other municipal and county officials and staff of the Department of Revenue who have a statutory responsibility in the administration of Wisconsin tax laws.

Select

- Assessors and Government Offices Access
- Real Estate Transfer Return Filing - [eRETR PE-500 and PE-500x](#)
- Merger/Conversion Report - [MC-500](#)

Resources

- Newsletters (Real Estate Transfer News)
- Parcel Formatting Rules By County
- Training/Help -- How to use the eRETR system

Law Links

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

Reports

- Collection Summary for Calendar Years: [2006](#) | [2005](#) | [2004](#) | [2003](#) | [2002](#) | [2001](#) | [2000](#)
- Summary of County eRETR filings: [2006](#)

Links to State Agencies and Professional Organizations

- Department of Commerce [Rental Weatherization Program](#)
- Department of Financial Institutions [Conversion](#) FAQs and [Merger](#) FAQs
- Department of Natural Resources [Forest Crop Law \(FCL\)](#) and [Managed Forest Law \(MFL\)](#)
- Wisconsin [Association of Assessing Officers](#)
- Wisconsin [Bar Association](#)
- Wisconsin [County Treasurers'](#) Association
- Wisconsin [Real Property Listers](#)
- Wisconsin [Register of Deeds Association](#)

Software Developers

- Directly send and receive eRETR data via [eRETR Web Services](#)
- eRETR [Project](#)

FOR MORE INFORMATION PLEASE CONTACT:

WISCONSIN DEPARTMENT OF REVENUE
Bureau of Property Tax
Equalization Section
P.O. Box 8971 MS 6-97
Madison, WI 53708-8971
Phone: (608) 266-2149
Fax: (608) 264-6897
[E-Mail Additional Questions](#)

Real Estate Transfer – Assessors and Government Offices Web Page



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- Individuals
- Practitioners
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Real Estate Transfer - Assessors and Government Offices

All Users Select

- [Log-in to eRETR](#) to view or process returns.
- [Instructions for WAMS](#) (Web Access Management System).
- [Self-Registration](#) for a WAMS User ID.

News

- Real Estate Transfer News (RETN) - [March 2007](#) and [Sheriff Sale](#)

Assessors

- eRETR [Training/Help](#)

Real Property Listers

- eRETR [Training/Help](#)

Register of Deeds

- eRETR [criteria](#) for a completed receipt.
- Paper PE-500 [criteria](#) for completed Real Estate Transfer Return.
- File an amended [PE-500x](#) for eRETR correction.

Treasurers

- Form P-520 [Treasurer's Transmittal](#) Spreadsheet (Excel 2003) | [Instructions](#)
- Form P-520 Treasurer's Transmittal Spreadsheet [manual fill-in](#) (older versions of Excel) | [Instructions](#)
- Electronic Funds Transfer
 1. [Register for EFT](#)
 2. Go to web site to [pay via EFT](#)

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[E-Mail Additional Questions](#)

Click here to log-in to
eRETR data



Instructions on WAMS, Log In
and downloading eRETR data



WAMS Log In

Wisconsin
Department of Revenue

Please log In

1. Enter your user name

User ID

2. Enter your password

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

3. Login

Login

If you have not obtained your WAMS User ID – get it here.

[Forgot your password? Is your account locked ? click here](#)

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

Confidentiality Statement

Electronic Real Estate Transfer Return

Department of Revenue

RETR Confidentiality:

The real estate transfer returns filed under Sec. 77.22(1) Wis. Stats., both paper and electronic, are privileged information per Sec. 77.265 Wis. Stats. Assessors, assessment staff, and county officials shall maintain the confidentiality of the real estate transfer returns except 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 which property taxes are levied by the chief elected official, 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 official to inspect the returns for the purpose of reviewing the basis upon which equalized values were established by the department of revenue under s. 70.57, and the official or designee shall maintain the confidentiality of 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.*
- 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.*
- 77.265 (8)** *A county may use the returns to develop a tract index if the county does not reveal the social security numbers of any buyers or sellers.*

The following exceptions are typically processed through the Department of Revenue:

- 77.265 (3)** *The returns may be used in any proceeding involving the requisite amount of the fee.*
- 77.265 (4)** *The department of workforce development may use the returns under s. 106.50.*
- 77.265 (6)** *Governmental agencies acquiring real property for public purposes may use the returns.*

All other requests to view or access the real estate information provided here 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

A breach in the confidentiality of the real estate transfer return may lead to a review by the Secretary of Revenue or a Designee, per Sec. 73.09(7)(a) Wis. Stats., who may revoke the certification of any assessor, assessment personnel or expert appraiser for the practice of any fraud or deceit in obtaining certification, or any negligence, incompetence or misconduct, including making a fraudulent change in the assessment roll after it is opened for examination under Sec. 70.47(3) Wis. Stats.

I have read the above statutory references and agree that I have statutory authority to view the Wisconsin Real Estate Transfer Return information contained on this website.

I agree

I do not agree

The electronic RETR and paper RETR (PE-500) are confidential.

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

To Approve or Edit Staff

Click on "Manage Users"

Electronic Real Estate Transfer Return **Department of Revenue**

Home Manage users Help Quit

New to the site? If so, click Help in the menu bar above.

Welcome | Register of Deeds

The Regist

[Add recording information to an eRETR filing](#)

A Government Official with view privileges may:

[View returns by date recorded](#)

[View returns by document ID](#)

[View monthly returns](#)

Are you new to the site?

WELCOME!

This is the home page of the eRETR Government Officials Web Application.

If you are new to this application, click [here](#) and take a few minutes to read the welcome page. On this page, we hope you will find some useful tips that will make your time here more productive.

Approval screen for "Manage Users"

You will be able to view everyone who is waiting for approval into the eRETR system, and everyone who has already been approved (Edit button).

Electronic Real Estate Transfer Return

Department of Revenue

Home		Retrieve user	Help	Quit
Hemminger, Dan	Adams, Ashland, and more ...	Assessor	2005082507583914	Not approved
Name	Telephone	Email	<input type="button" value="Approve..."/>	
Dan Hemminger	920-448-5200	dhemming@dor.state.wi.us		
Schmidt, Sheila	Adams, Ashland, and more ...	Revenue Staff	2005092007554877	Not approved
Name	Telephone	Email	<input type="button" value="Approve..."/>	
Sheila Schmidt	920 929-2969	sschmid2@dor.state.wi.us		
baumgardt, deborah	Adams, Ashland, and more ...	Revenue Staff	2005092608392109	Not approved
Name	Telephone	Email	<input type="button" value="Approve..."/>	
deborah baumgardt	715-849-1956	dbaumgar@dor.state.wi.us		
Addison, David	Dodge	Property Lister	2003052907041789	Approved
Name	Telephone	Email	<input type="button" value="Edit..."/>	
David Addison	920-386-3773	daddison@co.dodge.wi.us		

Note: "Role"

Verify data by clicking the "Approve" button

Verify & Approve Office Staff

Verify name,
phone and e-mail

Verify the
"County" checked

Verify "role" checked

When all information is
verified, click "Submit"

Electronic Real Estate Transfer Return **Department of Rev**

 [Back](#) [Help](#) [Quit](#)

Name <input type="text"/>	Telephone <input type="text"/>	Email <input type="text"/>
County 1) Adams <input type="checkbox"/> 2) Ashland <input type="checkbox"/> 3) Barron <input type="checkbox"/> 4) Bayfield <input type="checkbox"/> 5) Brown <input type="checkbox"/> 6) Buffalo <input type="checkbox"/> 7) Burnett <input type="checkbox"/>	Roles 1) Applications Developer <input type="checkbox"/> 2) Assessment Staff <input type="checkbox"/> 3) Assessor <input type="checkbox"/> 4) Property Lister <input checked="" type="checkbox"/> 5) Register of Deeds <input type="checkbox"/> 6) Revenue Staff <input type="checkbox"/> 7) Systems Administrator <input type="checkbox"/>	Assessor municipalities <input type="text"/>

*Assessment Municipalities: Enter five digit county/municipality code(s), without dashes, without spaces and only seperated 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)*

Bureau of Property Tax
Equalization Section
P.O. Box 8971 MS 6-97
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Manage Users System – Edit Staff

Click the “Edit” button to edit staff

Hellmann, Diana	Winnebago	Treasurer	2005101016181039	Approved
Name	Telephone	Email	Edit...	
Diana Hellmann	(920)236-4773	dhellmann@co.winnebago.wi.us		
Hemminger, Dan	Adams, Ashland, and more ...	Assessor	2005082507583914	Approved
Name	Telephone	Email	Edit...	
Dan Hemminger	920-448-5200	dhemming@dor.state.wi.us		
Hendrickson, Kathy	Adams, Ashland, and more ...	Revenue Staff	2005082608505560	Approved
Name	Telephone	Email	Edit...	
Kathy Hendrickson	(920) 448-5193	khendri2@dor.state.wi.us		

When edit is complete, click “Submit”.

Electronic Real Estate Transfer Return Department of Rev

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

Name

County

- 1) Adams
- 2) Ashland
- 3) Barron
- 4) Bayfield
- 5) Brown
- 6) Buffalo
- 7) Burnett

Telephone

Roles

- 1) Applications Developer
- 2) Assessment Staff
- 3) Assessor
- 4) Property Lister
- 5) Register of Deeds
- 6) Revenue Staff
- 7) Systems Administrator

Email

Assessor municipalities

[County Municipal Codes List](#)

Assessment Municipalities: Enter five digit county/municipality code(s), without dashes, without spaces and only seperated 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)

Check if this user can delegate:

If staff is no longer employed in the office, use “Delete” button to remove their access completely from the eRETR system.

Navigation Buttons

DO NOT use browser buttons

Electronic Real Estate Transfer Return **Department of Revenue**

Name:

County:

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

Telephone:

Roles:

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

Email:

Assessor municipalities:

[County Municipal Codes List](#)

Assessment Municipalities: Enter five digit county/municipality code(s), without dashes, 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)

Check if this user can delegate:

“Home”

Back to approve or edit another

Quit

Electronic Real Estate Transfer Return **Department of Revenue**

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Welcome **Register of Deeds**

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Hellmann, Diana	Winnebago	Treasurer	2005101016181039	Approved
Name	Telephone	Email	<input type="button" value="Edit..."/>	
Diana Hellmann	(920)236-4773	dhellmann@co.winnebago.wi.us		
Hemminger, Dan	Adams, Ashland, and more ...	Assessor	2005082507583914	Approved
Name	Telephone	Email	<input type="button" value="Edit..."/>	
Dan Hemminger	920-448-5200	dhemming@dor.state.wi.us		
Hendrickson, Kathy	Adams, Ashland, and more ...	Revenue Staff	2005082608505560	Approved
Name	Telephone	Email	<input type="button" value="Edit..."/>	
Kathy Hendrickson	(920) 448-5193	khendri2@dor.state.wi.us		

Electronic Real Estate Transfer Return **Department of Revenue**

Goodbye

Wisconsin DOR

Version 5.001 - 02/01/2007 c

The system maintenance window is daily between 5:00 am - 7:30 am. Outages and difficulties may be experienced during this time.

Points to Remember

The person in the office role must be approved into the system before they have the ability access application for recording, posting official parcel numbers or view eRETR.

- Each Staff person must have their own WAMS ID.
- It is very important to check the county & email address for accuracy.
- It is very important to update the eRETR file for every approval & edit in the Manage Users system when a staff person is added or leaves the office.
- When navigating in the eRETR system, do not use your browsers “back” button. Use the navigation pane at the top of each window: “Home icon”, “Back”, “Help”, and “Quit”.
- If you have questions, call or email Russel Reppen 608.266.1594, rreppen@dor.state.wi.us