Webinar Information

▷ To ask a question, use the panel
▷ Enter a question
▷ Your response will be in the display section
▷ All Q&A and the recorded webinar will be posted on our website within a week
Presenters

▷ Lynn Oldenburg – Auditor
▷ Sara Regenauer – LGS Director
▷ Sharon Hoepfner – Property Assessment Specialist
▷ Deb Werner-Kelln – Auditor
▷ Kristin Filipiak – Community Services Specialist
▷ Lorraine Krueger – Communications and Outreach
▷ Krista Zettle – Communications and Outreach
Topics of Discussion

- Home page dashboard
- Historical filing page
- Notification page
- Search and sorting features
- Navigation menu
- Online help
- Q&A
- Resources
Accessing MyDORGov
MyDORGov

▷ DOR's e-filing system for local government officials and other representatives

▷ E-file your required DOR forms or view previously filed forms and notifications

▷ Most forms are filed with the State and Local Finance Division

▷ Maintain your contact information

▷ Manage your access
Accessing MyDORGov

- MyDORGov icon is on top of these landing pages:
  - Governments
  - Town, villages and cities
  - Counties
  - School/tech colleges/ special districts
  - TIF information
MyDORGov Home Page
Home Page Dashboard

(S) My DOR Government Account

Register for Upcoming Webinars:
- May 11 - New user overview
- May 12 - Enhancements/system changes overview

User Information
Edit your user profile and manage your account access

Form Filing
View available forms

Historical Filings
View previously submitted forms

Notifications
View recent messages (24 news)

Online Help
View common questions, how-to videos, DOR contact information, and other helpful resources

Reset Account
Log out of your account to log in with another email address
User Information Page

And System Navigation
User Information

▷ No specific page updates, you still can:
  o See your contact details
  o Manage access requests (if you are an officeholder)
  o Request to file on behalf of an officeholder

▷ New to all pages
  o Retractable menu – upper right
  o Clickable capitol icon – takes you to MyDORGov home page
System Navigation

Menu and capitol icon

▷ Retractable menu – easily navigate to other pages
  o Return to main menu (home page), or go to other pages (your current page is grayed out)
  o Make a selection or close the menu

▷ Click capitol icon to return to home page
### Municipal Clerk

<table>
<thead>
<tr>
<th>Form Code</th>
<th>Form Description</th>
<th>Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>AT-927</td>
<td>Wisconsin Liquor Licenses</td>
<td>July 15, 2021</td>
</tr>
<tr>
<td>BOR-C</td>
<td>Open Book and Board of Review Calendar</td>
<td>April 18, 2022</td>
</tr>
<tr>
<td>MFR-C</td>
<td>Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)</td>
<td>March 31 - pop 2,500 or less May 1 - pop over 2,500</td>
</tr>
<tr>
<td>MFR-CT</td>
<td>Municipal Financial Report for Wisconsin Towns</td>
<td>March 31 - pop 2,500 or less May 1 - pop over 2,500</td>
</tr>
<tr>
<td>PA-107</td>
<td>Board of Review Member Training Affidavit</td>
<td>Before Board of Review's first meeting</td>
</tr>
<tr>
<td>PA-521</td>
<td>Statement of Assessment</td>
<td>June 13, 2022</td>
</tr>
<tr>
<td>PA-522A</td>
<td>Statement of Taxes</td>
<td>December 20, 2021</td>
</tr>
<tr>
<td>PC-201</td>
<td>Request for Chargeback of Rescinded or Refunded Taxes</td>
<td>October 3, 2022</td>
</tr>
<tr>
<td>PC-202</td>
<td>Tax Increment Worksheet</td>
<td>December 20, 2021</td>
</tr>
<tr>
<td>PC-205</td>
<td>Request for Sharing of Non-Manufacturing Omitted Property Taxes</td>
<td>October 3, 2022</td>
</tr>
<tr>
<td>PC-226</td>
<td>Taxation District Exemption Summary Report</td>
<td>July 1, 2022</td>
</tr>
<tr>
<td>PE-110</td>
<td>TID Final Accounting Report</td>
<td>Within 1 year of termination resolution</td>
</tr>
</tbody>
</table>
Form Filing

▷ Formerly the home page
▷ Lists your active forms with due dates
▷ **Online Services** – all local government forms listed with filing reminders
▷ Dropdown menu – lists your districts/offices
▷ Forms table
  o Sorted by form number
  o Use arrows to re-sort columns by form number, name or due date
▷ Exiting a form without submitting it – returns you to the form filing page
▷ Submitting a form – returns you to the MyDORGov home page
Historical Filings Page
## Historical Filings

### (S) Historical Filings

<table>
<thead>
<tr>
<th>Form Year</th>
<th>District/Office</th>
<th>Form Number</th>
<th>Form Name</th>
<th>Attachments</th>
<th>Date Filed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>ASSESSOR - 20181 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>MAR</td>
<td>Municipal Assessment Report</td>
<td></td>
<td>06-03-2021 10:38 AM</td>
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<tr>
<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>AT-812</td>
<td>Wisconsin Liquor Licenses</td>
<td></td>
<td>09-04-2021 08:50 AM</td>
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<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>PA-107</td>
<td>Board of Review Member Training Affidavit</td>
<td>View</td>
<td>05-27-2021 01:40 PM</td>
</tr>
<tr>
<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>PA-632A</td>
<td>Statement of Taxes</td>
<td></td>
<td>12-02-2021 02:41 PM</td>
</tr>
<tr>
<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SL-203</td>
<td>Expenditure Restraint Program Worksheet</td>
<td>View</td>
<td>04-14-2021 12:49 PM</td>
</tr>
<tr>
<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SL-311</td>
<td>Video Service Provider Report</td>
<td>View</td>
<td>09-24-2021 01:52 PM</td>
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<tr>
<td>2021</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SL-330</td>
<td>Coronavirus Local Fiscal Recovery Funds Request</td>
<td>View</td>
<td>06-06-2021 01:48 PM</td>
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<td>2021</td>
<td>TREASURER - 20181 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>LC-004</td>
<td>Manufactured/Mobile Home Lottery and Gaming Credit Report</td>
<td>View</td>
<td>02-19-2022 02:13 PM</td>
</tr>
<tr>
<td>2020</td>
<td>ASSESSOR - 20181 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>MAR</td>
<td>Municipal Assessment Report</td>
<td></td>
<td>06-08-2020 08:12 AM</td>
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<tr>
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<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>AT-827</td>
<td>Wisconsin Liquor Licenses</td>
<td></td>
<td>07-14-2020 09:01 AM</td>
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<td>2020</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>PA-107</td>
<td>Board of Review Member Training Affidavit</td>
<td>View</td>
<td>09-02-2020 08:53 AM</td>
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<tr>
<td>2020</td>
<td>CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>PA-632A</td>
<td>Statement of Taxes</td>
<td></td>
<td>11-30-2020 05:01 AM</td>
</tr>
</tbody>
</table>
Historical Filings

- Review and print forms filed in the past three years
- Clerks and treasurers have access to view forms their municipality/county filed
- If you file on an officeholder's behalf, you can only see the forms you have access to
- Dropdown menus default 'All'
- You can filter by:
  - Your district or office
  - Form number and name
  - Filing year
  - Entering a keyword in the 'Search'
- Click column arrows to sort
Historical Filings

- View PDF of filed form – click form name link
  - Browser must allow pop-ups from the DOR website
  - Form opens in a new tab
  - Download, print or save

- Attachments – you'll see 'View' in the Attachments column
  - Click link to see attachments (PDFs)
  - Dialog box opens – multiple attachments are listed individually
  - Click link to open the attachment – opens in a new tab
  - Download, print or save
Notifications Page
### Notifications

<table>
<thead>
<tr>
<th>Date</th>
<th>District</th>
<th>Message</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-24-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>ERP NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>11-15-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SR NP NOTICE</td>
<td>View</td>
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<tr>
<td>09-30-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>VSP ESTIMATE NOTICE</td>
<td>View</td>
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<td>09-29-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>ERP BILL</td>
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<td>09-15-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SR RE NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>09-15-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SR RE NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>09-19-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>FPA ESTIMATE TIDS NOTICE</td>
<td>View</td>
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<tr>
<td>09-19-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>FPA ESTIMATE NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>07-26-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>STIC PAYMENT NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>07-26-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>VSP PAYMENT NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>07-26-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>SR JP NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>06-21-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>TIDAR NONFILER NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>06-01-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>TIDAR NONFILER NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>05-03-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>FPA TIDS NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>05-03-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>FPA NOTICE</td>
<td>View</td>
</tr>
<tr>
<td>04-06-2021</td>
<td>20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC</td>
<td>ERP NOTICE</td>
<td>View</td>
</tr>
</tbody>
</table>
Notifications

▷ Important notices and reminders from DOR
▷ Box on the home page shows how many new messages since your last visit
▷ Messages specific to your role for the past three years
  o If you only have access to file on behalf of an officeholder, you won't see the notices the officeholder received
▷ Dropdown menus default 'All'
  o Filter by district or year
  o Search by keyword
▷ Check 'View new messages only' to see new messages since your last visit to the page
Notifications

- Click column arrows to sort
- Click link in the Message column to view – a dialog box opens with the message
- If a message has attachments (PDFs), click 'View'
  - A new dialog box opens
  - Click link to open the attachment – opens in a new tab
  - Download, print or save
Online Help
Online Help

State and Local Finance – Online Filing Help

Below is some helpful information for local government officials that must file information with the State and Local Finance Division (SLF) – primarily using My DOR Government Account.

Filing/System Help

- My DOR Government Account:
  - Register now for the upcoming MyDORGov webinars:
    - May 11 – New users overview
    - May 12 – Enhancements and system changes overview
  - Common questions
  - Helpful videos
  - File transfer – Instructions
  - Other forms – under ‘Government’

Contact Us

- Municipal and County Officials
  - Contact lgs@wisconsin.gov
    - Update incorrect email address within MyDORGov
    - Form specific questions
  - System help – contact otas@wisconsin.gov

- Assessors and Assessment Staff
  - Update incorrect email address within MyDORGov
  - Add or remove a municipality within MyDORGov
  - Contact
    - Assessor – DOR’s Equalization Bureau
    - Assessment staff – ask the assessor you are listed under to update your email in the Manage Users system
  - System help – contact otas@wisconsin.gov

Resources

- Online Filing Reminders – view all forms and download form filing reminders
- Stay Informed
  - Subscribe to DOR E-news to receive updates from SLF
  - Review recent and prior year news for Municipal and County Officials and Assessors
- Be prepared – review the 2022 Local Government Calendar
- Additional local government resources
Online Help

▷ Opens a web page on a new tab
▷ Filing/System Help – links to common questions and how-to videos
▷ Contact Us – lists contacts based on user type
▷ Resources
  o Download filing reminders
  o Subscribe to DOR E-News – receive emails for due dates, payment dates, law changes, etc.
  o Recent/past news for municipal and county officials, and assessors
  o 2022 local government calendar
Reset Account
Reset Account

**Reset account**

Log out of your account to log in with another email address

**Reset account**

Are you sure you want to log out of your account?

- Yes
- Cancel

My DOR Government Account Reset

Your login to My DOR Government Account has been reset. To authorize the correct email address, click the MyDORGov icon, enter the email address and click "Login."

Note: This reset does not affect your existing user information.
Reset Account

▶ Uncommon – only use if you need to sign out and log in with another email address

▶ Example: you use different email addresses because you have multiple officeholder positions

▶ Pop-up window asks if you are sure you want to log out of your account

▶ Selecting 'Yes' logs you out of MyDORGov with your current email address

▶ Click the MyDORGov icon to login with a different email address

▶ You'll receive a new link by email to access the system
Resources
Resources

- Using MyDORGov – revenue.wi.gov/Pages/FAQS/slF-vault.aspx
  - Common questions
  - Videos

- DOR training page – revenue.wi.gov/Pages/Training/Home.aspx
  - Recorded version of this webinar posted within a week
  - Q&A from this webinar as a PDF
Thanks!

Any questions?

slf@wisconsin.gov
Mission
Strengthen Wisconsin through fair tax and lottery administration, while educating and serving the public, our customers and communities.

Vision
To be the premier agency in providing innovative, accessible resources, and exceptional customer service built on a foundation of trust, inclusivity and creativity.

Values
- Integrity
- Knowledge
- Innovation
- Empathy
- Inclusivity
- Security