



MyDORGov Webinar– Enhancements Overview

WI Dept of Revenue, State and Local Finance Division

May 12, 2022 | 2-3 p.m. (cst)

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



[Login](#) | [Help](#)

My DOR Government Account (MyDORGov)

DOR's online filing system for local governments.

MyDORGov benefits, include:

- Access to forms is specific to your role
- View previously filed forms and DOR notifications
- Easy to manage multiple forms and districts/companies

Online Services



[Login](#) | [Help](#)

DOR's online filing system for local governments.

MyDORGov Home Page

Home Page Dashboard

Register for Upcoming Webinars

Register now for the upcoming MyDORGov webinars:

- [May 11 - New users overview](#)
- [May 12 - Enhancements/system changes overview](#)

user information

Edit your user profile and manage your office/access

form filing

View available forms

historical filings

View previously submitted forms

notifications

View recent messages (24 new)

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:
 - See your contact details
 - Manage access requests (if you are an officeholder)
 - Request to file on behalf of an officeholder
- ▶ New to all pages
 - Retractable menu – upper right
 - Clickable capitol icon – takes you to MyDORGov home page

MyDORGov (S) user information

Edit User Profile Request Office Request Access Manage Software Tokens

User Profile

Email: sharon.hoepfner@wisconsin.gov Fac: [redacted]
Name: Sharon Sample Address: 2135 Rimrock Rd
Phone: 608-266-8662 Madison, WI 53713

Your Office Summary (granted by DOR)

Current offices held			
* Clerk/Treasurer	20161	VILLAGE OF NORTH FOND DU LAC	
* Treasurer	20999	COUNTY OF FOND DU LAC	
* Clerk/Treasurer	59026	TOWN OF SHEBOYGAN FALLS	
* Treasurer	59999	COUNTY OF SHEBOYGAN	
* SpecialDistrict	597190	TOWN OF SCOTT SANITARY DISTRICT #1	

Your Access Summary (granted by)

Access to file on behalf of	
* Lynn Sample	Clerk/Tre

Pending requests to file on your behalf

Debra Sample	Clerk/Tre
Lynn Sample	Clerk/Tre
Andrea Sample	Clerk/Tre

Close

4/25/2022, 3:45:12 PM

- main menu
- user information
- form filing
- historical filings
- notifications
- online help

System Navigation

Menu and capitol icon

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

The screenshot displays the MyDORGov user interface. At the top left, the MyDORGov logo (a capitol dome icon) is highlighted with a red box. The header area contains the text "(S) user information". Below the header, there are three buttons: "Edit User Profile", "Request Office", and "Request Access". On the right side, a dark blue navigation bar contains a hamburger menu icon, which is also highlighted with a red box. A dropdown menu is open from this icon, listing several options: "Close", "4/21/2022, 9:45:24 AM", "main menu", "user information", "form filing", "historical filings", "notifications", and "online help". Each menu item has a right-pointing arrow. The "main menu" and "user information" items are highlighted in gray, indicating they are the current page.

Form Filing Page

Form Filing



MyDORGov

(S) form filing



Office Information

Select or enter your district/office:

CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC



Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Municipal Clerk		
Form	Name	Due Dates
AT-827	Wisconsin Liquor Licenses	July 15, 2021
BOR-C	Open Book and Board of Review Calendar	April 18, 2022
MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	March 31—pop 2,500 or less May 1—pop over 2,500
MFR-CT	Municipal Financial Report for Wisconsin Towns	March 31—pop 2,500 or less May 1—pop over 2,500
PA-107	Board of Review Member Training Affidavit	Before Board of Review's first meeting
PA-521	Statement of Assessment	June 13, 2022
PA-632A	Statement of Taxes	December 20, 2021
PC-201	Request for Chargeback of Rescinded or Refunded Taxes	October 3, 2022
PC-202	Tax Increment Worksheet	December 20, 2021
PC-205	Request for Sharing of Non-Manufacturing Omitted Property Taxes	October 3, 2022
PC-226	Taxation District Exemption Summary Report	July 1, 2022
PE-110	TID Final Accounting Report	Within 1 year of termination resolution

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
 - Sorted by form number
 - 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


MyDORGov
(S) historical filings
☰

District/office: Form: Year: Search:

Can't find a form you filed? Contact otas@wisconsin.gov or (608) 266-7750.

Form Year	District/Office	Form Number	Form Name	Attachments	Date Filed
2021	ASSESSOR - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	MAR	Municipal Assessment Report		06-03-2021 10:38 AM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	AT-827	Wisconsin Liquor Licenses		08-04-2021 08:50 AM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PA-107	Board of Review Member Training Affidavit		05-27-2021 01:40 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PA-632A	Statement of Taxes		12-02-2021 02:41 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PC-202	Tax Increment Worksheet		11-24-2021 12:26 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SL-202M	Municipal Levy Limit Worksheet		11-24-2021 01:45 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SL-203	Expenditure Restraint Program Worksheet	View	04-14-2021 12:45 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SL-311	Video Service Provider Report		06-24-2021 01:52 PM
2021	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SL-330	Coronavirus Local Fiscal Recovery Funds Request	View	06-09-2021 01:48 PM
2021	TREASURER - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	LC-664	Manufactured/Mobile Home Lottery and Gaming Credit Report		02-15-2022 02:15 PM
2020	ASSESSOR - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	MAR	Municipal Assessment Report		06-08-2020 08:12 AM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	AT-827	Wisconsin Liquor Licenses		07-14-2020 09:01 AM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)		04-20-2021 11:54 AM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PA-107	Board of Review Member Training Affidavit		06-02-2020 08:53 AM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PA-632A	Statement of Taxes		11-30-2020 05:01 PM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PC-202	Tax Increment Worksheet		11-24-2020 11:32 AM
2020	CLERK - 20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PC-226	Taxation District Exemption Summary Report		06-22-2020 02:55 PM



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

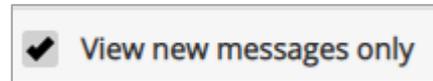
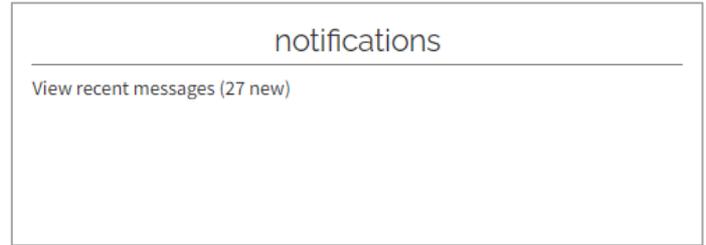

MyDORGov
(S) notifications
☰

District: Year: Search:

Date	District	Message	Attachments
03-24-2022	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	ERP NOTICE	View
11-15-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SR NP NOTICE	View
09-30-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	VSP ESTIMATE NOTICE	View
09-29-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	ERP BLL	View
09-15-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SR OE NOTICE	View
09-15-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SR RE NOTICE	View
08-18-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PPA ESTIMATE TIDS NOTICE	View
08-18-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PPA ESTIMATE NOTICE	View
07-26-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SLTC PAYMENT NOTICE	View
07-26-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	VSP PAYMENT NOTICE	View
07-26-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	SR JP NOTICE	View
06-21-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	TIDAR NONFILER NOTICE	
06-01-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	TIDAR NONFILER NOTICE	
05-03-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PPA TIDS NOTICE	View
05-03-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	PPA NOTICE	View
04-06-2021	20161 - FOND DU LAC COUNTY - VILLAGE OF NORTH FOND DU LAC	ERP NOTICE	View

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
 - 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'
 - Filter by district or year
 - 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'

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](#)

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

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
 - Download filing reminders
 - Subscribe to DOR E-News – receive emails for due dates, payment dates, law changes, etc.
 - Recent/past news for municipal and county officials, and assessors
 - 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?



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

