

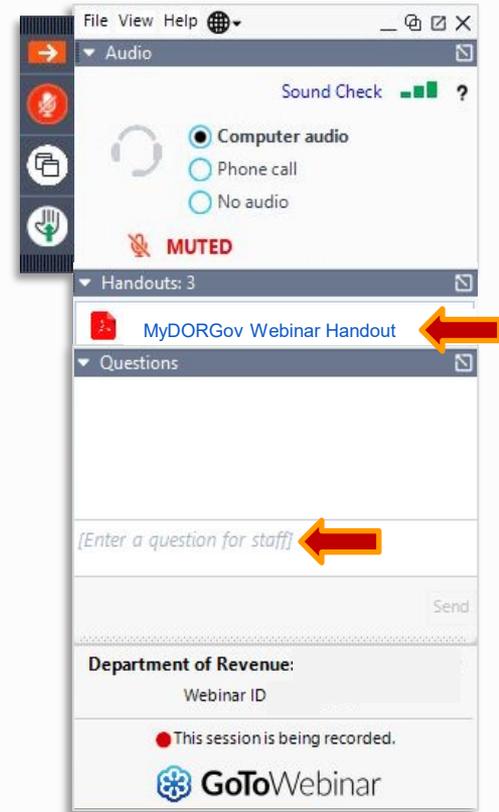


MyDORGov Annual Refresher Lunch & Learn Webinar

WI Dept of Revenue | State and Local Finance Division
May 21, 2025 | Noon – 1 p.m. (cst)

Webinar Information

- ▶ Download today's presentation from the Handout section
- ▶ To ask a question – type in the 'Enter a question for staff' area
- ▶ We'll respond to your question during the webinar
- ▶ All Q&A and the recorded webinar will be posted on our website within a week



Presenters

- ▷ Nick Foerster – Local Government Services (LGS) Supervisor
- ▷ Lynn Oldenburg – LGS Auditor
- ▷ Deb Werner – LGS Auditor
- ▷ Kristin Filipiak – Community Services Specialist (TIF)
- ▷ Krista Zettle – IS Business Automation Analyst

Discussion Topics



- ▷ Getting started/accessing the system
- ▷ Home page dashboard – what you'll find there
- ▶ **NEW!** How to update your contact information (Form SL-302M or C)
- ▶ **NEW!** Managing access – requesting your own office/access
- ▶ **NEW!** Managing others on your behalf – approving, denying, removing access
- ▷ Navigation – filing a form, viewing historical filings and notifications
- ▷ Resetting your account – multiple email addresses

Reminders Today's Webinar

Who should attend?

- ▷ Municipalities
- ▷ Counties
- ▷ Assessors
- ▷ Representatives from:
 - Special districts
 - Technical colleges
 - Utility companies
 - Tribal government



- File required DOR forms, mainly for SLF
- View previously filed forms and DOR notifications



- Pay taxes and fees
- File tax returns and appeals

Accessing MyDORGov

My DOR Government Account



Accessing 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

- ▷ Website: revenue.wi.gov
- ▷ MyDORGov icon is on top of these landing pages:
 - [Governments](#)
 - [Town, villages and cities](#)
 - [Counties](#)
 - [School/technical colleges/special districts](#)
 - [TIF information](#)

Online Services



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

DOR's e-filing system for local government finance and property assessment forms.

Accessing MyDORGov

Accessing My DOR Government Account – email authorization:

For added verification, the Wisconsin Department of Revenue (DOR) utilizes email authorization to begin a filing session. You must enter an email address to receive a link before you can file.

Accessing My DOR Government Account

- Once you click the Login link in your email, you are directed to My DOR Government Account where your forms are located
- You can access My DOR Government Account from the same computer and browser anytime within 30 days. Once you access My DOR Government Account, it resets your 30-day window.
- If you do not access My DOR Government Account within 30 days or if you delete your browsing history (cookies), you must reenter your email address to generate a new link

Note

- Use the same computer and browser to access My DOR Government Account. If you would like to use a different computer, you must reenter your email address to receive a new Login link.
- Because your email is registered in our system, you do not need a password to access My DOR Government Account

Questions? contact us at otas@wisconsin.gov

Revenue System Login (this page will expire in 00:13:33)

Enter your email address and click "Login."

Email:

test.user@wisconsin.gov

Login

Warning

This system is restricted to authorized users **only**.

Unauthorized access, use, disclosure, misuse, printing, publishing, or modification of this computer system or the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to criminal and civil penalties pursuant to Title 26, United States Code, Section 7213, 7213A (the Taxpayer Browsing Protection Act), 7431, and state and local laws.

This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. This monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, the information may be provided to law enforcement.

Note: Anyone using this system expressly consents to such monitoring.

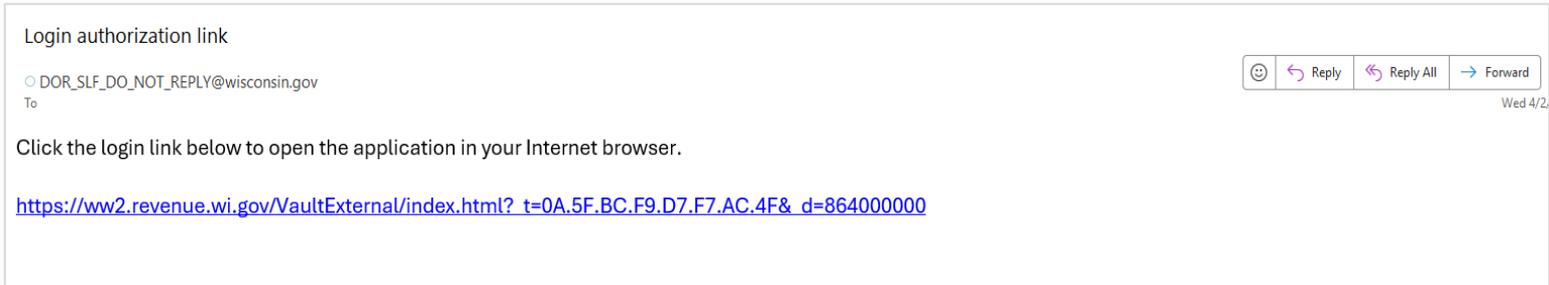
Accessing MyDORGov

- ▷ Access to the system is effective for 30 days
- ▷ If you access the system from a different computer, you'll be prompted to complete the email authorization process again
- ▷ Enter your email address and click 'Login'

Email Link



- ▶ You'll receive an email with a link to access MyDORGov – Link will take you to the MyDORGov home page



Email Link



▷ Troubleshooting

- Check your junk or spam folders for the email
- Add a spam exception for @wisconsin.gov
- Try using a different browser
- If you want to access the system using Chrome, but the email with the link is in Microsoft Outlook, copy and paste the link into Chrome rather than just clicking the link

You might have to add a spam exception for @wisconsin.gov.

To add a spam exception in Microsoft Office 365 Outlook:

- On the Home tab, click "Junk"
- Select "Junk E-mail Options"
- On the Safe Senders tab, click "Add"
- Type "@wisconsin.gov" into the text box and click "OK"
- If you still don't see the authorization email, go back to the web page and re-enter your email address to receive a new message in your inbox

MyDORGov Home Page



Home Page – User Summary

User Summary

Save

Review your contact information and make/save updates if needed. If you are an officeholder, the Wisconsin Department of Revenue will use the contact information below to send you notifications for the local government or company.

Name:*	Sample User
Email:	
Phone:*	608-123-4567
Fax:	608-123-7890
Street:*	2135 Rimrock Road
City:*	Madison
State:*	WI
Zip:*	53708-8971

Home Page – User Summary

- ▷ Window appears if this is the first time you log into MyDORGov – verify information once a year thereafter
- ▷ Enter your information to create your user profile and save
- ▷ Takes you to the home page showing 'No assigned offices'
- ▷ Disabled – until you have access
 - form filing
 - historical filing
 - notifications

Home Page – No Assigned Offices

No Assigned Offices

According to our records, you do not have an assigned office/access. If you hold or represent one of these offices (municipal or county clerk or treasurer; municipal clerk/treasurer; special district-lake, metro, sewer, sanitary; technical college; or utility company), click "user information" below to update your profile and request an office/access. If you are an assessor/assessment staff, contact the [Equalization Bureau District Office](#) in your area.

user information

Edit your user profile and manage your office/access

form filing (disabled)

Currently no active forms

historical filings (disabled)

View previously submitted forms

notifications (disabled)

View recent messages (75 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

Home Page – Assigned Offices



My DOR Government Account

Register for Upcoming Webinar

[Register now for the MyDORGov Annual Refresher Webinar – May 15 from 10-11 a.m.](#)

user information

Edit your user profile and manage your office/access

form filing

- MFR-C - Municipal Financial Report for Wisconsin Cities, Villages (and To...
- MFR-CT - Municipal Financial Report for Wisconsin Towns
- SL-203 - Expenditure Restraint Incentive Program Worksheet
- PA-551 - Personal Property Value Report
- More...

historical filings

View previously submitted forms

notifications

View recent messages (68 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

 MyDORGov
(S) user information 

Edit User Profile

Request Office

Request Access

Manage Software Tokens

User Profile 

Email:

Name:

Phone:

Fax:

Address:

Your Office Summary (granted by DOR) 

Your Access Summary (granted by officeholder) 

Current offices held

✖ Clerk	15281	CITY OF STURGEON BAY
✖ Treasurer	15999	COUNTY OF DOOR
✖ SpecialDistrict	157070	LIBERTY GROVE SANITARY DISTRICT #1

Pending office requests

✖ Clerk	15281	CITY OF STURGEON BAY
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Pending office removals

✖ Clerk	15281	CITY OF STURGEON BAY
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Access on behalf of

✖ Amy Sample	<input checked="" type="radio"/> Clerk/Treasurer	15018	TOWN OF LIBERTY GROVE
✖ Sally Sample	<input checked="" type="radio"/> Clerk	15999	COUNTY OF DOOR

Pending requests on behalf of

✖ Mary Sample	SpecialDistrict	157090	FISH CREEK SANITARY DISTRICT #1
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Others authorized on your behalf

✖ Andrea Sample	<input checked="" type="radio"/> Clerk	15281	CITY OF STURGEON BAY
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Pending requests on your behalf

✔ Sara Sample	Treasurer	15999	COUNTY OF DOOR
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User Information



- ▷ Edit user profile – update your contact information
- ▷ Your office summary – shows the offices you hold
- ▷ Your access summary – shows the users with access on your behalf and the officeholders you have access on behalf of
- ▷ Request an office or access
- ▷ Manage software tokens (*this option is for assessors only*)
- ▷ Note: It's important to verify your profile information and accesses are correct

Edit User Profile

- ▷ You can update – name, phone and fax number, and address
- ▷ If your email address is incorrect:
 - Click 'Save'
 - Click the 'form filing' box, locate and file Form SL-302 M or C
 - Select 'reset account' box on the home page and enter the correct email address
- ▷ Assessors
 - Update email in eRETR – assessment staff, contact assessor to update your access
 - Note: Assessors can't have a secondary email address

(S) Edit User Profile

This contact information is used by the Wisconsin Department of Revenue for your local government or company. If you are an officeholder, you will receive notices at the contact information you provide.

Name:	<input type="text" value="Krista Sample"/>
Email:	<input type="text"/>
Phone:	<input type="text" value="123-123-1234"/>
Fax:	<input type="text" value="000-000-0000"/>
Street:	<input type="text" value="123 Main Street"/>
City:	<input type="text" value="Badger"/>
State:	<input type="text" value="WI"/>
Zip:	<input type="text" value="12345"/>

Your Office Summary

- ▷ Only the actual officeholder can request to hold an office
 - Clerk (municipal or county)
 - Treasurer (municipal or county)
 - Municipal Clerk/Treasurer
 - Special District Representative
 - Technical College Representative
 - Utility Company Representative
 - Tribal Government Representative

- ▷ If you no longer hold an office, request to have it removed
 - Click (x) – you are asked to confirm the office removal
 - Email sent to DOR to process your request
 - Office moved to 'Pending Office Removals' until DOR removes the office

Your Office Summary (granted by DOR) ?		
Current offices held		
* Clerk	15281	CITY OF STURGEON BAY
* Treasurer	15999	COUNTY OF DOOR
* SpecialDistrict	157070	LIBERTY GROVE SANITARY DISTRICT #1

Request Office

- ▷ DOR grants office permissions
 - DOR will review your request and approve/deny within 10 business days
- ▷ Request office – enter or select appropriate information
- ▷ DOR sends an email notifying you of its decision
 - Approved – log in and begin filing
 - Denied – use the contact information in the email to follow-up

If you are a current officeholder, select the appropriate office and enter the information below. The Wisconsin Department of Revenue will review your request and contact you within 10 business days with an approval or denial.

Note: If you are a Municipal Assessor or assessment staff, submit your request through an [Equalization Bureau District](#) Office.

Office:

District/company:

Prior officeholder:

Comments:

Office:

District/company:

Prior officeholder:

Comments:

Your Access Summary

- ▷ Permission granted by officeholder
- ▷ Possible sections under this panel
 - Access on behalf of – lists offices (or other users) you are authorized on behalf of
 - Others authorized on your behalf – for officeholders only and shows the users authorized on their behalf
 - Pending requests to file on your behalf or on behalf of an officeholder
- ▷ In each section, lists are sorted by district code

Your Access Summary (granted by officeholder) ?			
Access on behalf of			
* Amy Sample	👤 Clerk/Treasurer	15018	TOWN OF LIBERTY GROVE
* Sally Sample	👤 Clerk	15999	COUNTY OF DOOR
Pending requests on behalf of			
* Mary Sample	SpecialDistrict	157090	FISH CREEK SANITARY DISTRICT #1
Others authorized on your behalf			
* Andrea Sample	👤 Clerk	15281	CITY OF STURGEON BAY
Pending requests on your behalf			
👤 Sara Sample	Treasurer	15999	COUNTY OF DOOR

Request Access

- ▶ Click 'Request Access' on the user information page
- ▶ Use if you aren't an officeholder, but need access on their behalf
 - Example: deputy roles, staff roles in a municipal or county office, other representatives filing on behalf of a district/company officeholder (such as a CPA)
- ▶ Enter or select appropriate information

(S) Access Request

If you would like to become authorized on behalf of an officeholder, request access by selecting the appropriate office and entering the information below. In your comment, include the form and access type you are requesting. The officeholder will review your request. See the help symbol below for access type definitions.

Note: If you are a Municipal Assessor or assessment staff, submit your request through an [Equalization Bureau District](#) Office.

Office:

District/company:

Comments: 

New! Access Types

- ▷ Specify access type in the comments box
- ▷ Click help symbol for definitions
- ▷ View
- ▷ Edit
- ▷ All access

(S) Access Request

If you would like to become authorized on behalf of an officeholder, request access by selecting the appropriate office and entering the information below. In your comment, include the form and access type you are requesting. The officeholder will review your request. See the help symbol below for access type definitions.

Note: If you are a Municipal Assessor or assessment staff, submit your request through an [Equalization Bureau District](#) Office.

Office:

District/company:

Comments: 

Access Type Definitions

View	View form only
Edit	View, edit, save form
All access	View, edit, save, submit form

Request Access

- ▶ Email sent to the officeholder to process your request
- ▶ Your request shows under 'Pending – Access on behalf of'
 - Receive an email with the decision
 - If approved, login to MyDORGov to begin filing
 - District/office now available on your access summary – 'Access on behalf of'
- ▶ If you're granted access specific forms, but need to change/add to the list
 - Contact the officeholder directly
 - Officeholder can modify your access

STAGING-AppSIInterface ==> My DOR Government Account - Filing Access Request

The following user requested access on your behalf.

Requestor

Name: Amy Sample
Email: otas@wisconsin.gov
Phone: 123-123-1234
Address: 123 Main Street
Badger WI 12345

Requested Access

District/company code: 15281
District: CITY OF STURGEON BAY
Office: Clerk

Comment: ALL ACCESS

Next Steps

1. Go to [MyDORGov](#), and click "user information"
2. On the user information page, click the pencil symbol under "Pending requests on your behalf." This takes you to the "Access Request Review" screen.
3. Under "Action Needed," either:
 - **Approve Request** - locate the forms you'd like to grant access to. Select the appropriate access type next to each applicable form, then click "Approve."
Note: If you would like to grant access to all forms, select "All (current and future forms)" and choose the appropriate access type you are granting for all forms. The requestor will have access to forms when they become active.
 - **Deny Request** - click "Deny"

Questions?

- [Available help](#) - common questions and videos
- Contact us at otas@wisconsin.gov.

Sincerely,
My DOR Government Account
Wisconsin Department of Revenue

New! Review Pending Requests

- ▷ Officeholders can approve or deny access requests
- ▷ To process a request
 - Click the 'Pencil' icon
 - Review the requester information
 - Options:
 - Deny the request – click deny
 - Approve the request – select all forms or select specific forms
- ▷ Approved requester now appears under the 'Others authorized on your behalf' section of 'Your Access Summary'

Your Access Summary (granted by officeholder) ?			
Access on behalf of			
* Amy Sample	📌 Clerk/Treasurer	15018	TOWN OF LIBERTY GROVE
* Sally Sample	📌 Clerk	15999	COUNTY OF DOOR
Pending requests on behalf of			
* Mary Sample	SpecialDistrict	157090	FISH CREEK SANITARY DISTRICT #1
Others authorized on your behalf			
* Andrea Sample	📌 Clerk	15281	CITY OF STURGEON BAY
Pending requests on your behalf			
<input checked="" type="checkbox"/> Sara Sample	Treasurer	15999	COUNTY OF DOOR

Review Pending Requests

Action Needed

- Top row – check one box for all forms
- Check appropriate access type you'd like to grant for one or more forms
- Note: Currently, there is only one checkbox. If checked, user has full access to the form.

 MyDORGov (S) Access Request Review

Requestor Information

Name: Sara Sample
Email: [REDACTED]
Phone: 123-123-1234
Requestor comments: Request to file on behalf for webinar

Requested Access

District/company code: 15999
District/company: COUNTY OF DOOR
Office: Treasurer

Action Needed

Select the appropriate form and access type for this requestor: 

View	Edit	All Access	Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All (current and future forms)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(LC-663C) County Lottery Credit Audit Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(LC-777C) County Lottery Credit Five-Year Recertification
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-662) Lottery and Gaming Credit and First Dollar Credit Report
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PC-501) Tax District Treasurer's Settlement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(SL-302C) County Official Contact Information

Approve/deny access?

Review Access

- ▶ Information icon – click to view the forms you can access, or a user has access to on your behalf

Your Access Summary (granted by officeholder) ?

Access on behalf of	
* Amy Sample	 Clerk
* Sally Sample	 Clerk

Others authorized on your behalf	
* Andrea Sample	 Clerk

Forms you can access:	
Access Type	Form
All	PA-521 - Statement of Assessment
Edit	BOR-C - Open Book and Board of Review Calendar
Edit	PA-632A - Statement of Taxes
Edit	PC-202 - Tax Increment Worksheet
View	AT-827 - Municipal Retail License Report
View	PA-107 - Board of Review Member Training Affidavit

Changing/Removing Access

- ▷ Pencil icon – click to add/delete forms or change access type
- ▷ "x" – click to remove a user's access

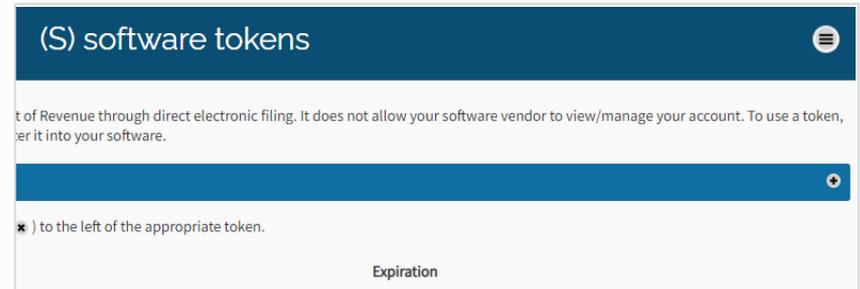
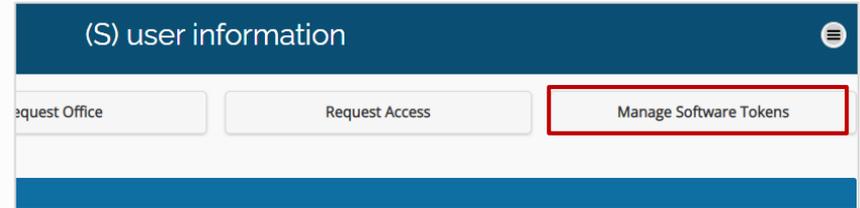
Others authorized on your behalf		
 Andrea Sample	  Clerk	15281

Pending requests on your behalf		
 Sara Sample	Treasurer	15999

View	Edit	All Access	Form
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All (current and future forms)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(AT-827) Municipal Retail License Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(BOR-C) Open Book and Board of Review Calendar
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(MFR-C) Municipal Financial Report for Wisconsin Cities, Villages
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(MFR-CT) Municipal Financial Report for Wisconsin Towns
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-107) Board of Review Member Training Affidavit
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-521) Statement of Assessment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-550) Personal Property Value Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-551) Personal Property Value Report
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PA-632A) Statement of Taxes
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PC-201) Request for Chargeback of Rescinded or Refunded Tax
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(PC-202) Tax Increment Worksheet

Manage Software Tokens

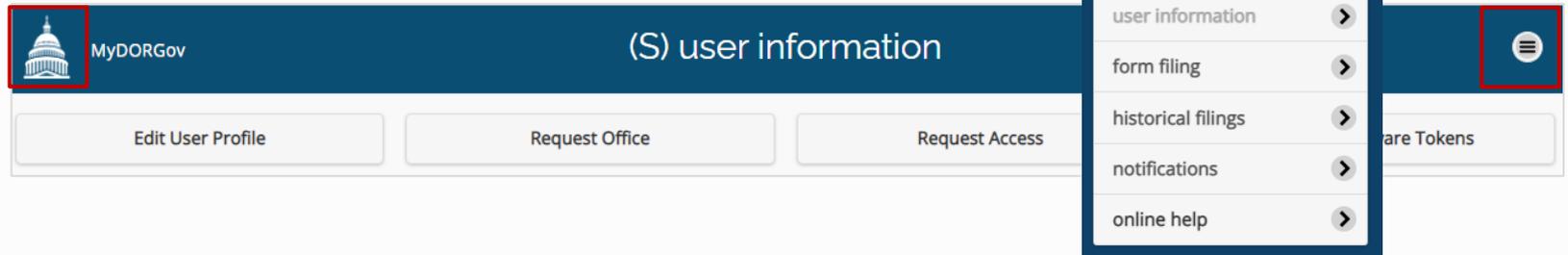
- ▷ Only assessors can access (*button grayed out for other users*)
- ▷ Provide token to your software vendor for direct electronic filing
- ▷ Does not allow software vendor to view/manage your account
- ▷ Click:
 - (+) to create token – enter a name and click 'Create'
 - (x) to delete token



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



Form Filing Page

Form Filing

(S) form filing ☰

District/office: CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY Form: All Filing Status: All Search:

Only active forms filed within MyDORGov are listed below.

- To view all forms, visit [Online Services](#)
- If a form is submitted using file transfer, contact the filer directly

District/Office	Form Number	Form Name	Filing Status	Date Filed	Due Date
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	AT-827	Municipal Retail License Report	Not Filed		July 15, 2024
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	BOR-C	Open Book and Board of Review Calendar	Not Filed		April 28, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	Not Filed		May 1, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PA-107	Board of Review Member Training Affidavit	Not Filed		Before Board of Review's first meeting
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-201	Request for Chargeback of Rescinded or Refunded Taxes	Not Filed		October 1, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-205	Request for Sharing of Non-Manufacturing Omitted Property Taxes	Not Filed		October 1, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PE-300	TID Annual Report	Not Filed		July 1, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-302M	Municipal Official Contact Information	Not Filed		June 30, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-304	Room Tax Report	Not Filed		May 1, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-320M	Municipal Fallen Protective Services Insurance Report	Not Filed		March 17, 2025
CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-400	Innovation Planning Grant	Not Filed		April 30, 2025

Form Filing



- ▷ Lists your active forms with filing status, date filed and due dates
- ▷ [Online Services](#) – all local government forms listed with filing reminders
- ▷ Dropdown menus – lists your districts/offices, forms, filing status ('All' default)
- ▷ You can filter by:
 - Your district/office, form number and name, filing status, enter a keyword in the search box
 - Table – click column arrows to sort by form number, form name, filing status, date filed, 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

Submitting a Form

- ▶ First page of each form looks similar
 - Includes filing instructions and may also have a link to detailed instructions
 - Contact information for form-specific questions

- ▶ When you're ready, select 'Start Filing' to begin

The screenshot shows the top of a web form. The header includes the Wisconsin Dept of Revenue logo and the title '(S) 2025 Municipal Official Contact Information Form SL-302M'. Below the header is a section titled 'Filing Instructions' with a list of five steps: 1. Verify the municipality information below; 2. As you complete the form: Follow the form instructions on the right side panel, Check for accuracy, Save periodically; 3. Attach documents if required; 4. Click 'Submit' when the form is complete; 5. Before exiting, print and/or save a copy for your records (including your confirmation number). To the right of the instructions is the 'Filing deadline - June 30, 2025' and a 'Questions?' section with links to 'review our online filing help', 'Form information', 'lgs@wisconsin.gov', and phone numbers (608) 264-6892 and (608) 266-2569. Below the instructions is a section titled 'Municipality Information' with input fields for 'Municipality' (15018 - DOOR COUNTY - TOWN OF LIBERTY GROVE), 'Year' (2025), and 'Report type' (ORIGINAL). At the bottom are two buttons: 'Exit' and 'Start Filing'.

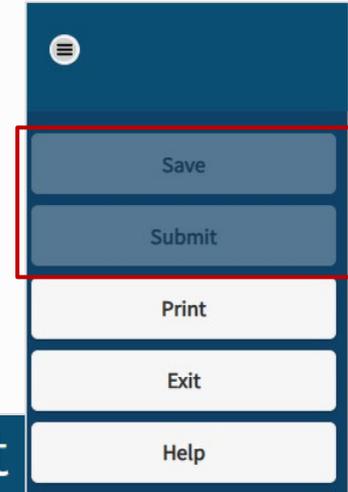
Within Form

- ▷ All secondary pages
 - Left blue panel
 - Save, submit, print, exit form
 - Form help
 - General filing help
 - Symbol legend
 - Right gray panel – additional instructions
 - Section header menu
 - Help symbols throughout
 - Error and warning messages appear

The screenshot shows a mobile application interface for a 'Property Value Report'. The top header is dark blue with a white hamburger menu icon on the left and the text 'Property Value Report' and '1551' on the right. Below the header, there are two white boxes: 'Due Date July 1, 2024' and 'Report Type ORIGINAL'. A dark blue horizontal bar contains the text 'Section A - Municipal Values' and a white hamburger menu icon. Below this bar, there is a list of items with red boxes highlighting specific elements: a 'Help' button in the left blue panel, a 'Review detailed form instructions' link in the right gray panel, and a 'Watch for these symbols' legend at the bottom of the left panel. The legend includes: a green checkmark for 'Help available', a red circle with a slash for 'Error in field', a red star for 'Required field', and a yellow triangle for 'Warning in field'. The main content area shows a list of items with red arrows pointing to input fields.

New! Within Form

- ▶ For Users With 'View' or 'Edit' Access Only
 - Left blue panel
 - Save, submit – disabled based on permissions
 - Print, Exit, Help – still available
 - Banner within form – explains your access type and options



(S) 2024 Tax District Treasurer's Settlement
Form PC-501

View access - you can view, but cannot save or submit

Within Form

- ▷ Preparer/Signature page
 - Attach files
 - Click arrows to view/fix error and warning messages

The screenshot shows a web-based form for a tax preparer. The form is divided into several sections:

- Preparer Information:** Contains input fields for Name (Lorraine Sample), Title, Email (lorraine.sample@wisconsin.gov), and Phone ((608) 555-5555).
- Comments:** A large text area for entering comments.
- Signature Statement:** A section with a statement to agree to and a "Note" about verifying entries.
- Errors and Warnings:** A list of items to review, each with a checkbox and a red warning icon. The items are:
 - You must review Section D - Private Forest Crop and Managed Forest Land
 - You must review Section E - Other Exempt Land and Prior Year
 - You must review Section F - Special Districts
 - You must review Section G - School Districts (K-8 and K-12)
 - You must review Section H - Union High School Districts
 - You must review Section I - Technical Colleges

An "Attach file" button is highlighted with a red box. An upload dialog box is open in the foreground, showing a large upward arrow icon and the text: "Please select any supporting documents you'd like to attach. Note: You may only attach PDF files." The dialog box has a "Start upload(s)" button and a "Cancel" button.

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
2025	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-201	Request for Chargeback of Rescinded or Refunded Taxes — 2817032001301	View	01-27-2025 10:01 AM
2025	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-201	Request for Chargeback of Rescinded or Refunded Taxes — 2814070040801	View	01-27-2025 10:53 AM
2025	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-201	Request for Chargeback of Rescinded or Refunded Taxes — 2811085380605	View	01-27-2025 11:04 AM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PA-107	Board of Review Member Training Affidavit		06-12-2024 01:28 PM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PA-632A	Statement of Taxes		12-09-2024 02:16 PM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PC-202	Tax Increment Worksheet		11-18-2024 01:39 PM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-202M	Municipal Levy Limit Worksheet		12-09-2024 04:28 PM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-203	Expenditure Restraint Incentive Program Worksheet	View	07-09-2024 09:07 AM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-305	Maintenance of Effort Report	View	06-11-2024 09:08 AM
2024	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	SL-311	Video Service Provider Report		06-11-2024 02:51 PM
2023	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	MFR-C	Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)	View	04-16-2024 11:32 AM
2023	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PA-551	Personal Property Value Report		06-21-2024 09:28 AM
2023	CLERK - 15281 - DOOR COUNTY - CITY OF STURGEON BAY	PA-632A	Statement of Taxes		12-07-2023 03:30 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 have access (view, edit, or all access) on an officeholder's behalf, you can only see forms you have access to
- ▷ Dropdown menus default to 'All'
- ▷ You can filter by:
 - Your district or office, form number and name
 - Filing year, entering a keyword in the Search box
 - Clicking 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

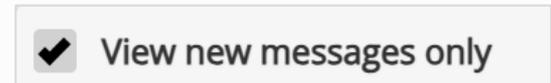
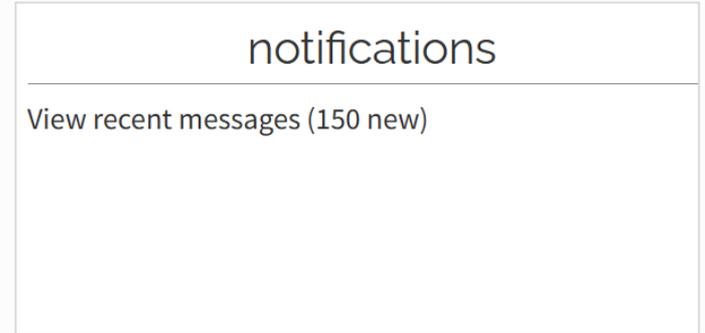
MyDORGov (S) notifications

District: 15281 - DOOR COUNTY - CITY OF STURGEON BAY Year: All View new messages only Search:

Date	District	Message	Attachments
11-20-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Lottery Credit Calculation Notice	View
11-20-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	First Dollar Credit Calculation Notice	View
11-18-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Shared Revenue November Payment Notice	View
10-01-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	ADB NONFILER NOTICE	
10-01-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Video Service Provider Aid Estimate Notice	View
10-01-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Expenditure Restraint Program Budget Limit Letter	View
10-01-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Exempt Computer Aid Estimate Tax Incremental Districts Notice	View
10-01-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Exempt Computer Aid Estimate Notice	View
09-13-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Shared Revenue Original Estimate Notice	View
09-13-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Shared Revenue Revised Estimate Notice	View
09-03-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	ADB NONFILER NOTICE	
08-15-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Equalized Value Report	View
08-15-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Personal Property Aid Estimate Tax Incremental Districts Notice	View
08-15-2024	15281 - DOOR COUNTY - CITY OF STURGEON BAY	Personal Property Aid Estimate Notice	View

Notifications

- ▷ Important notices and reminders from DOR
- ▷ Box on the home page – lists number of new messages since your last visit
- ▷ Messages specific to your role
 - If you only have access on behalf of an officeholder, you do not see the notices the officeholder receives
- ▷ Dropdown menus default 'All'
 - Filter by district or year, search by keyword
- ▷ Check 'View new messages only' to see new messages since 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 an attachment (PDF), 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

- MyDORGov Annual Refresher Webinar
 - [Register now](#)
 - May 21 from 12-1 p.m.
- [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:
 - [Local Government Calendar](#)
 - [Municipal Staff Filing Timeline & Resources](#)
- 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
 - 2025 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

▷ Details

- Uncommon – only use if need to sign out and log in with another email address
- Examples when you should reset your account – you:
 - Use different email addresses because you have multiple officeholder positions
 - See 'No Assigned Offices' or 'disabled' on the MyDORGov home page

▷ To reset

- Click 'Reset Account' box
- 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

- ▷ Contact information
 - Phone – (608) 264-6892 or (608) 266-2569
 - Email – lgs@wisconsin.gov

- ▷ 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!

lgs@wisconsin.gov

