

INSTRUCTIONS ON HOW TO OBTAIN A WISCONSIN USER ID
IN ORDER TO FILE YOUR XML FILES

You need to get a Wisconsin User ID.

A. The path to the Web Access Management System (WAMS) is:

- Wisconsin.gov
- click on Business
- click on Web Access Management System (WAMS)

The direct link is <https://on.wisconsin.gov/WAMS/home>.

- B. Scroll down and click on the link “Self Registration” (Request a Wisconsin User ID and Password).
- C. Scroll down to the bottom of the screen and click the Accept button of the User Acceptance Agreement.
- D. Fill out the form with the appropriate information and click submit.
- E. You will receive an email confirmation within 30 seconds. In the email you will be asked to click on a link to activate your account. Please click on the link and your account will be activated.
- F. Once you click on the link, you will be asked to re-enter your User ID and Password. Once you have done this, your User ID will be activated.
- G. Please submit your User ID to the Excise Tax Section email address of DORExciseTaxpayerAssistance@revenue.wi.gov (this is an email address and not a web address). They will contact you once your mailbox has been set up and assist you with filing a text XML file.