eRETR
PAD - Provide Assessment Data

Helpful PAD Information & Tips

Attention

Before using PAD, you must have the Post Board of Review Assessment Roll Data corresponding to the year of sale, and a WAMS ID. If you do not have a WAMS ID, click here

Where is PAD located?

The PAD system is located within the eRETR system here. You can also navigate to this location by going to www.revenue.wi.gov, clicking on the Governments heading, then the eRETR login and training under Assessors, and finally, by choosing Login to eRETR under All Users. You may wish to make the login screen a favorite or bookmark in your browser.

Prior to filing, you must determine

- If the sale includes any property classified as manufacturing
- If the sale is a usable arm's-length (market) transaction
- If the sale is usable for ratio purposes (If the January 1 assessment is not representative of the property that sold, the sale should be rejected for ratio purposes)
- The type of property which sold
- If any parcel in the sale includes improvements

Important Notes

Navigate using Menu bar - Do not use the back arrow button on the internet browser – this may log you out of the eRETR system. Instead, use the Menu bar to navigate the application.

Menu bar varies - Three things on the menu bar that will never change are: **Home, Help and Quit**. Return to the home page by clicking the Home icon, get help for the current page by clicking on the Help button, or quit the application at any time. **The Menu bar below is for the Assessor's home page:**

Security - The user will automatically be logged out of the eRETR system after 30 minutes of inactivity.

Submitted Assessment information

- **Editing -** you can only edit a submitted assessment in the same week it was submitted. Each Saturday, information submitted in the PAD system is loaded to the DOR's database, and will be removed from the PAD system.
- **Editing after info is uploaded -** if any corrections are necessary after the assessment data has been uploaded to the DOR's database, contact the appropriate Equalization district office.
- **Amended transfer return -** if a transfer return has been deleted from the database and re-entered with corrected information, that sale may re-appear on the list of sales that need assessment data.
- **Municipality restriction -** Accessing sales in the PAD system is limited to your own municipalities. If at any time, you are able to access a municipality that you are not the statutory assessor for, or are unable to access a municipality that you are the statutory assessor, please notify the appropriate district Equalization office.