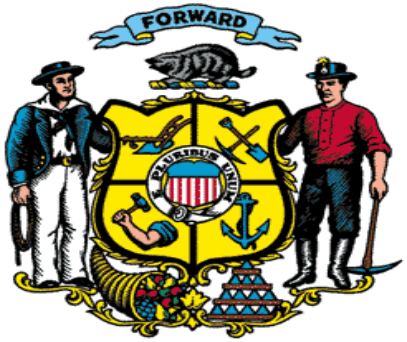
Wisconsin Department of Revenue
eRETR

electronic Real Estate Transfer Return

How to Save & Restore an eRETR
Using Internet Explorer and Firefox

Look for the logo in left corner of screen for the different versions

http://www.revenue.wi.gov/retr/index.html



Reasons to Save an *e*RETR

If you are not going to be active (Update/change page) within the 30 minutes. The *e*RETR will close out losing all data entered and return you to the Dept. of Revenue home page. You will have to begin a new eRETR entering all the data once more.

An error is discovered on the Receipt or return, you must start a new *e*RETR from the beginning and re-enter all the data.

If the Register of Deeds rejects recording for some reason (missing Grantor or Grantee on Receipt) they would contact the Preparer via the phone number or e-mail provided on the Receipt. (Preparers should always put their information in Preparer boxes).

Filer uses the following procedures:

- "Restore" saved file and make any necessary corrections.
- "Submit" and print new Receipt which will have a different Receipt number. Note each time you "Submit", a new Receipt Number is generated. (Recommend saving corrected file).
- Preparer needs to Fax / deliver the new Receipt to Register of Deeds.

Register of Deeds records documents. The incorrect Receipt may be discarded.

A "correction deed" needs to be recorded as an error on the original deed was discovered.

- "Restore" saved file and make any necessary corrections.
- "Submit" and print new Receipt which will have a different Receipt number. Note each time you "Submit", a new Receipt Number is generated. (Recommend saving corrected file).
- Preparer attaches the new Receipt to the correction deed.

DO NOT MAKE A COPY OF THE ORIGINAL RECEIPT to record another deed.

Recording rule is: **Each Deed needs its own Receipt / Each Receipt needs its own Deed**

Create a "template" for future use. For a condominium project or subdivision where there will be multiple deeds. Most of the information is already known such as grantor, legal etc. Fill out eRETR for what is known and save the file (condoX.dor). Each time a unit or lot is sold, restore the template, complete with missing information (grantee, unit number, sales price) and save under the buyers name or unit number. "Submit", print and attach to deed.

You can save a file at any point of filling out the return.

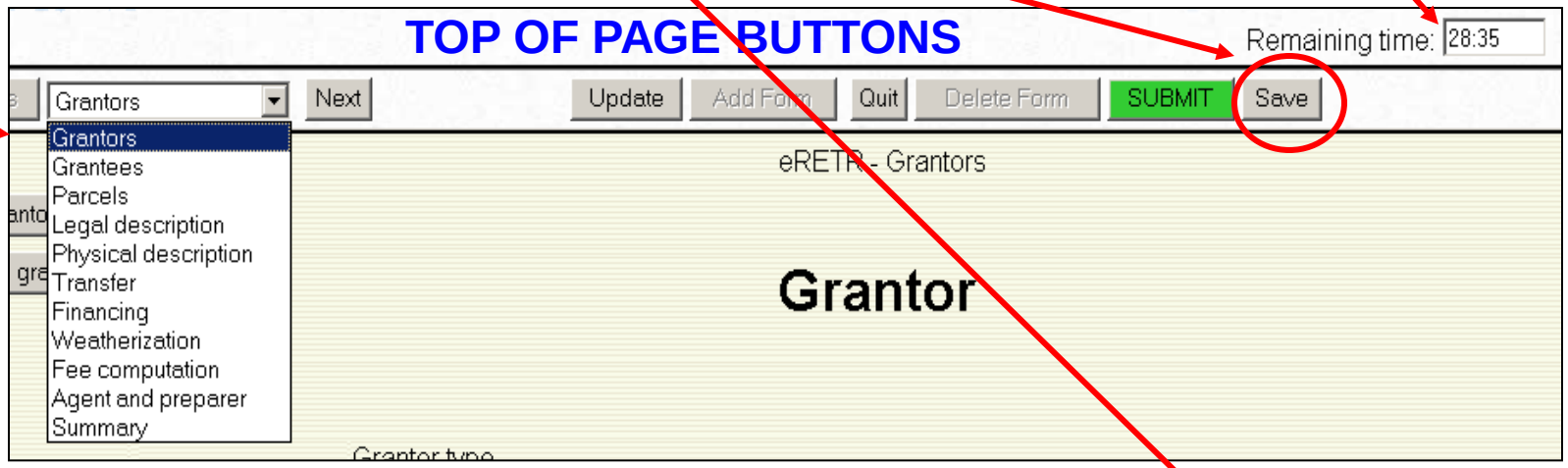
It is recommended that you save before "Submit" is pressed.

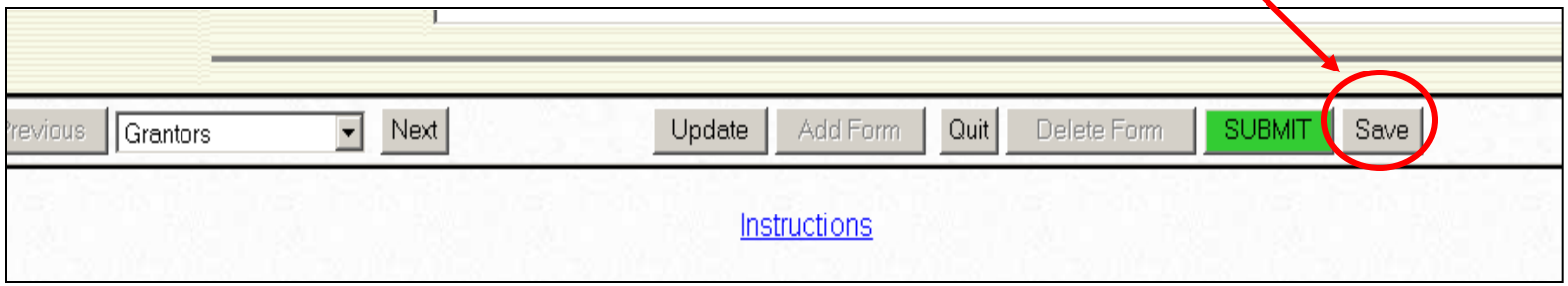
Save from any page in *e*RETR

The “Save” button is located at the top and bottom of each page.
You can save a file at any point of filling out the return.
It is recommended that you save before “Submit” is pressed.

Remember to save if you are not active (Update/change page) within the 30 minutes.

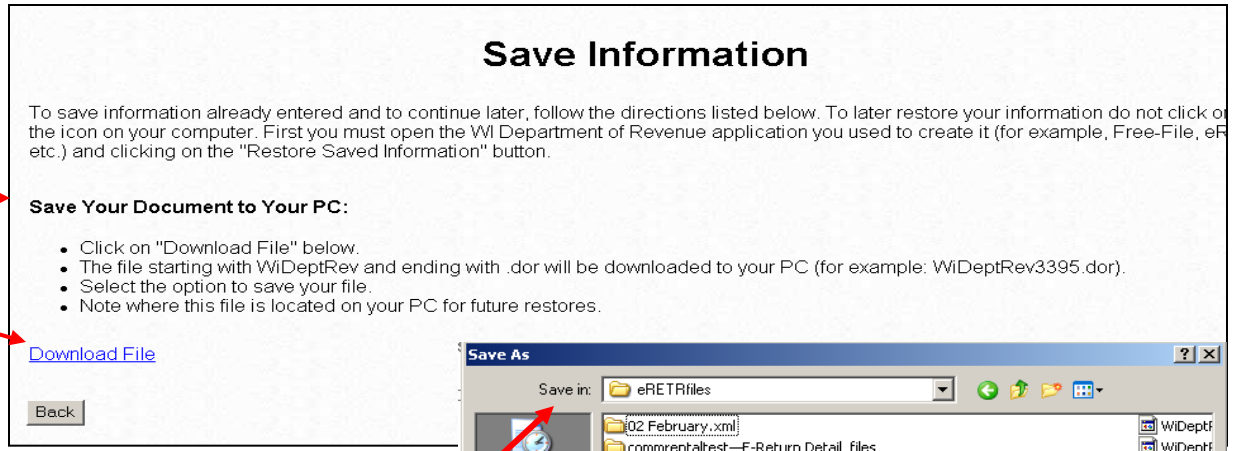
Save buttons are on all pages





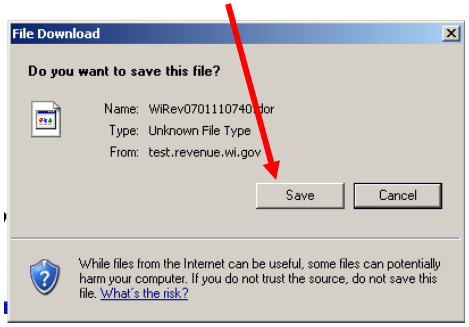
Explorer saving using “Save” button in *e*RETR

Save Instructions

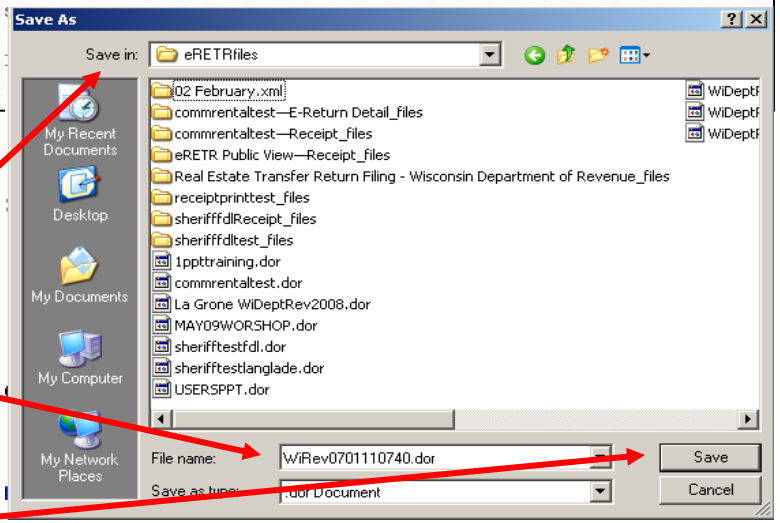


1. Press Download File button

“New window”
2. Click “Save”

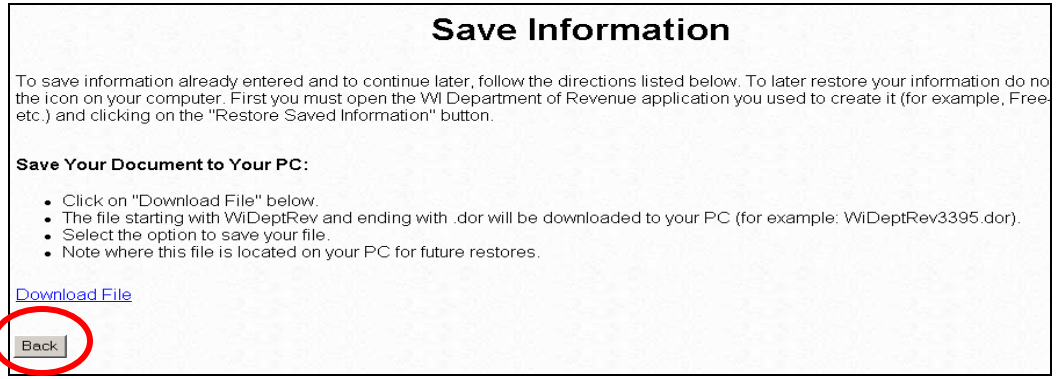


“New window”
3. Select location on your computer to save to:
Name your file:
will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)



4. Click “Save”. The window disappears
Save Information screen remains.

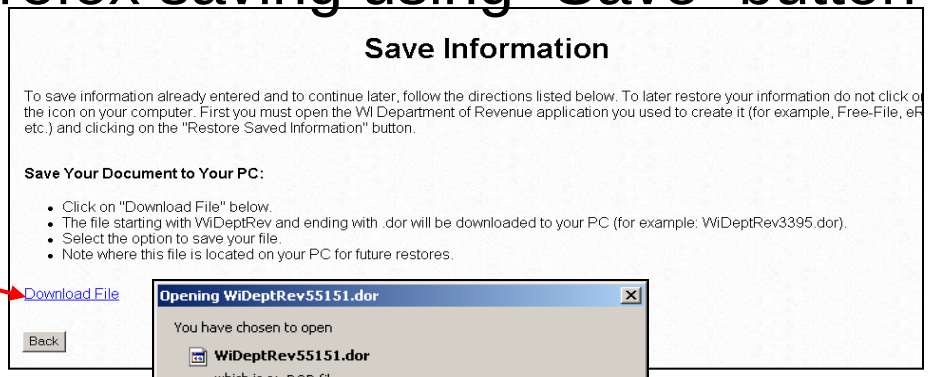
5. Click on “Back” button to return to *e*RETR



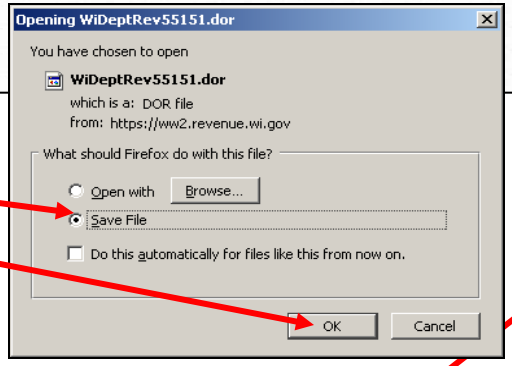
Firefox saving using “Save” button in *e*RETR

Save Instructions

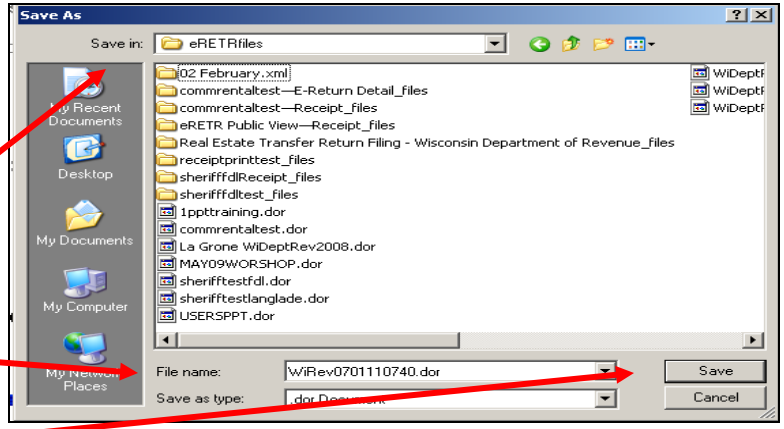
1. Download File button



“New window”
2. Click “Save File” and “Ok”

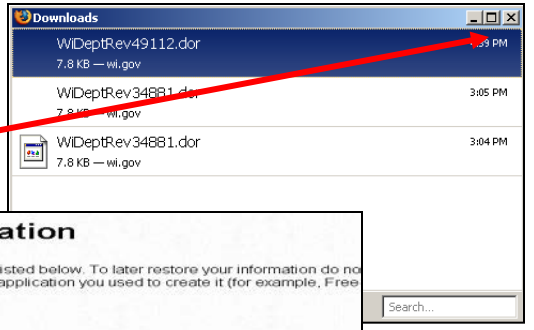


“New window”
3. Select location save to:
Name your file:
will auto save as: WiRevXXXXXX.dor
(extension always will be .dor)

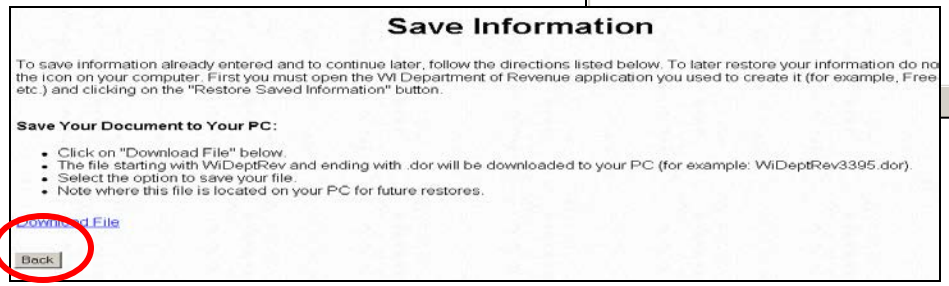


4. Click “Save”.

“New Window”
5. Click on “X” button to close and return to **Save Information**

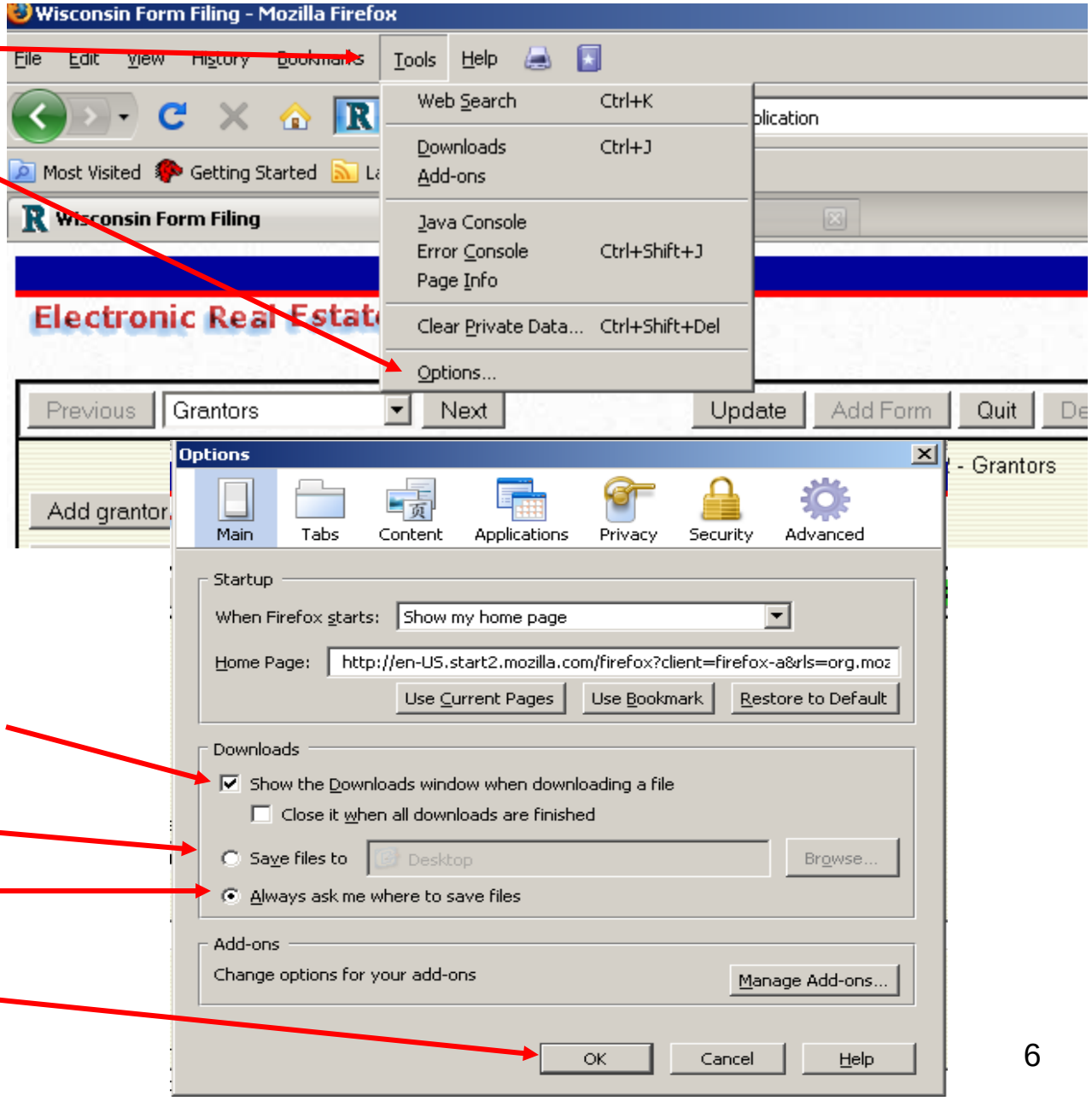


6. Click on “Back” button to return to *e*RETR



Foxfire Save Location Setting

1. Click “Tools” then “Options”



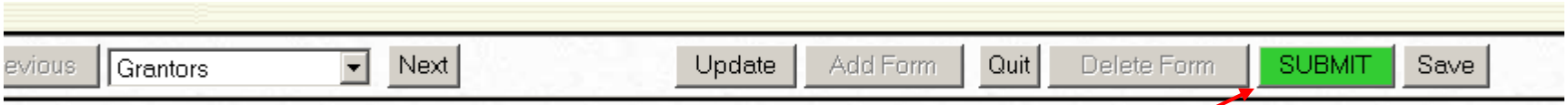
2. Check “Show the Downloads…..”

3. Either select location to “Save files to” or “Always ask ……..”

4. Click “Ok”

Save from “Submitted Notification”

If Filer forgets to save file and an error is discovered, you must start from the beginning to re-enter data.



You can not go back into the *e*RETR after pressing “Submit”

“Submitted Notification” after “Submit” button is pressed

To save file:

Your Real Estate Transfer Return has been submitted but the transfer has not been recorded.

1. This is your last opportunity to save a copy of the return by clicking here
   Saving the return allows you to make changes and resubmit before you have the transfer recorded. For information on using the saved version, read the System Overview section found here.

Receipt number is: P68Y

Please click on the "Continue" button to print your receipt and/or view your return.

Continue

Wisconsin DOR

Explorer Saving Steps from “Submitted Notification”

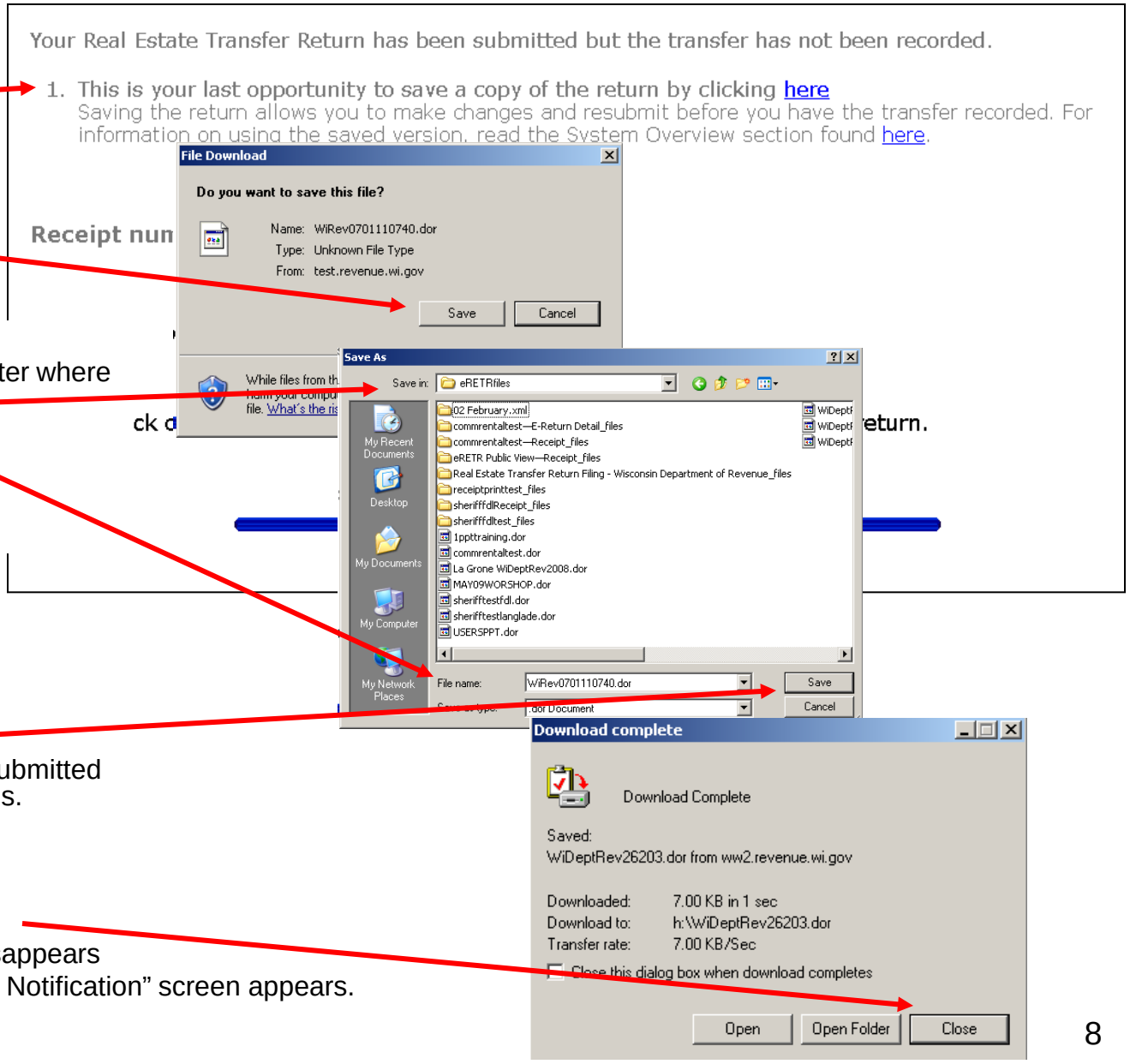
1. Click “here”

“New window”
2. Click “Save”

“New window”
3. Select location on your computer where you want to save to:
   Name file if desired
File will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)

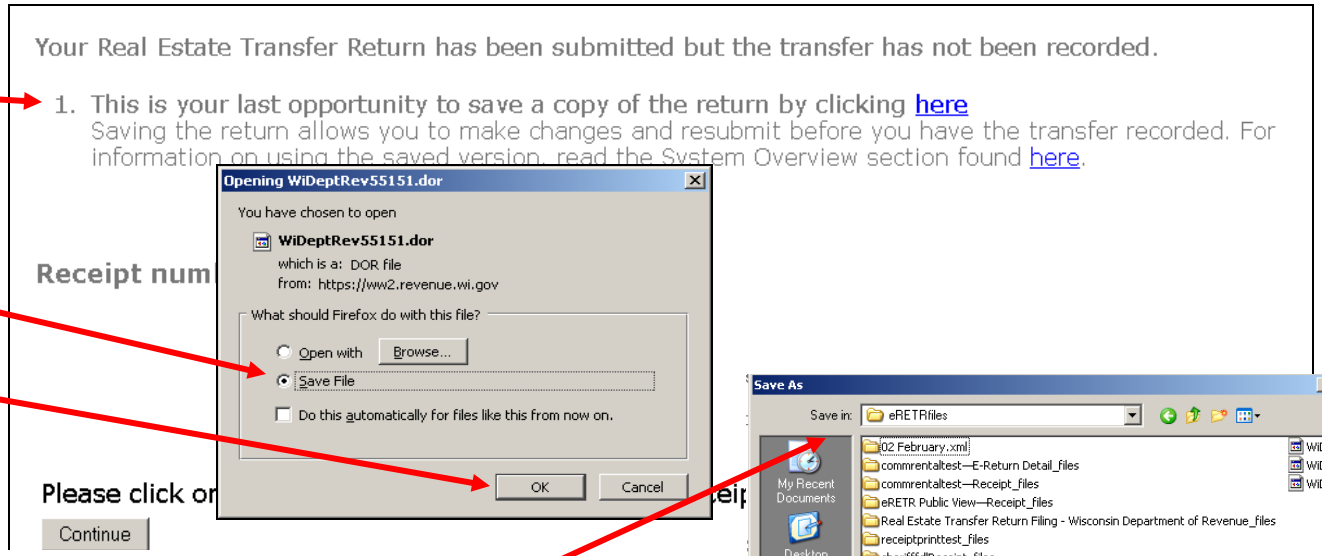
4. Click “Save”
The window disappears and “Submitted Notification” screen remains.

“New window”
5. Click “Close”
The window disappears
and “Submitted Notification” screen appears.



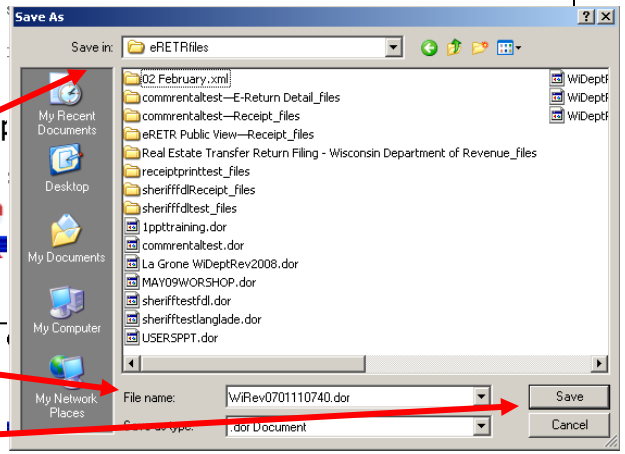
Foxfire Saving Steps from “Submitted Notification”

1. Click “here”



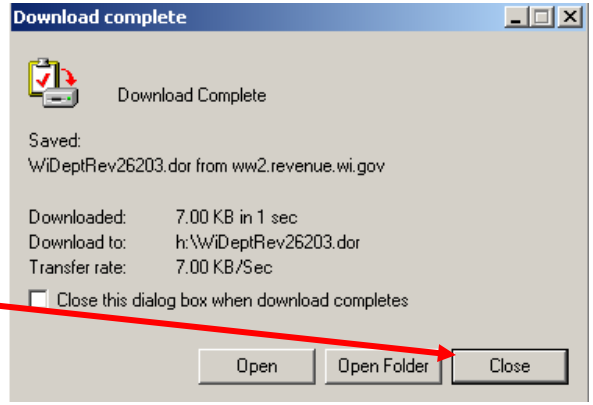
“New window”
2. Click “Save File” and “Ok”

“New window”
3. Select location on your computer where you want to save to:
Name file if desired
File will auto save as:
WiRevXXXXXX.dor
(extension always will be .dor)



4. Click “Save”
The window disappears and “Submitted Notification” screen remains.

“New window”
5. Click “Close”
The window disappears
and “Submitted Notification” screen appears.

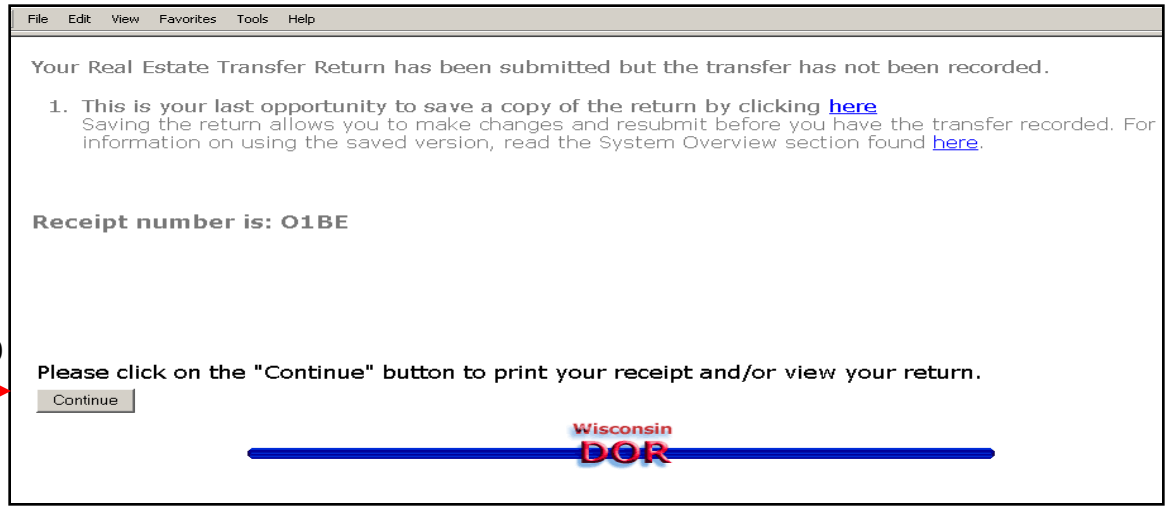


Save: "Submitted Notification" screen remains

"Submit" ONLY sends data to Revenue, not to the County

The Receipt is required to record document, do not print these pages and send to the Register of Deeds.

Continue: Receipt is required to record document.

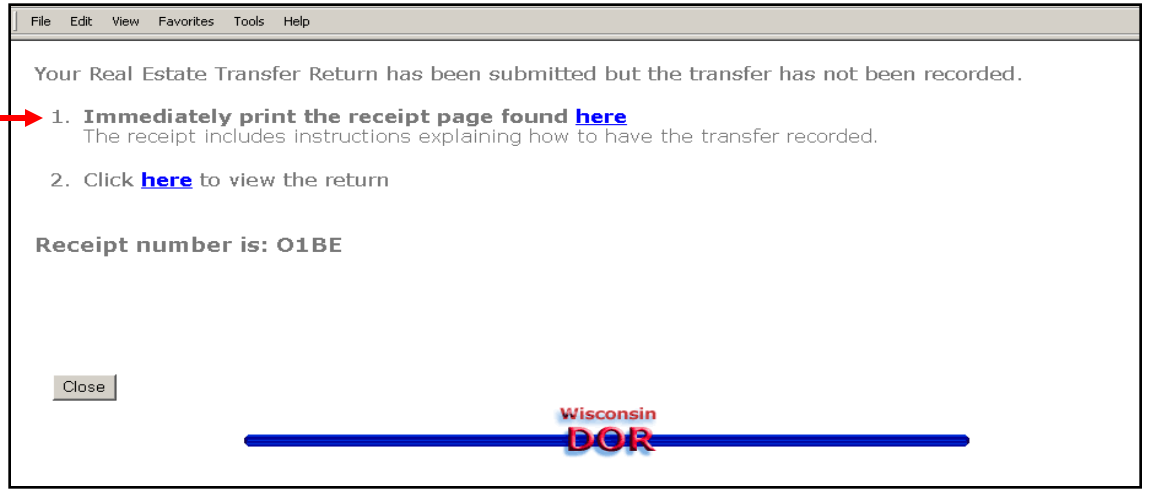


Continue opens new print "window"

Print: Receipt is required to record document.

Opens Receipt in new "window"

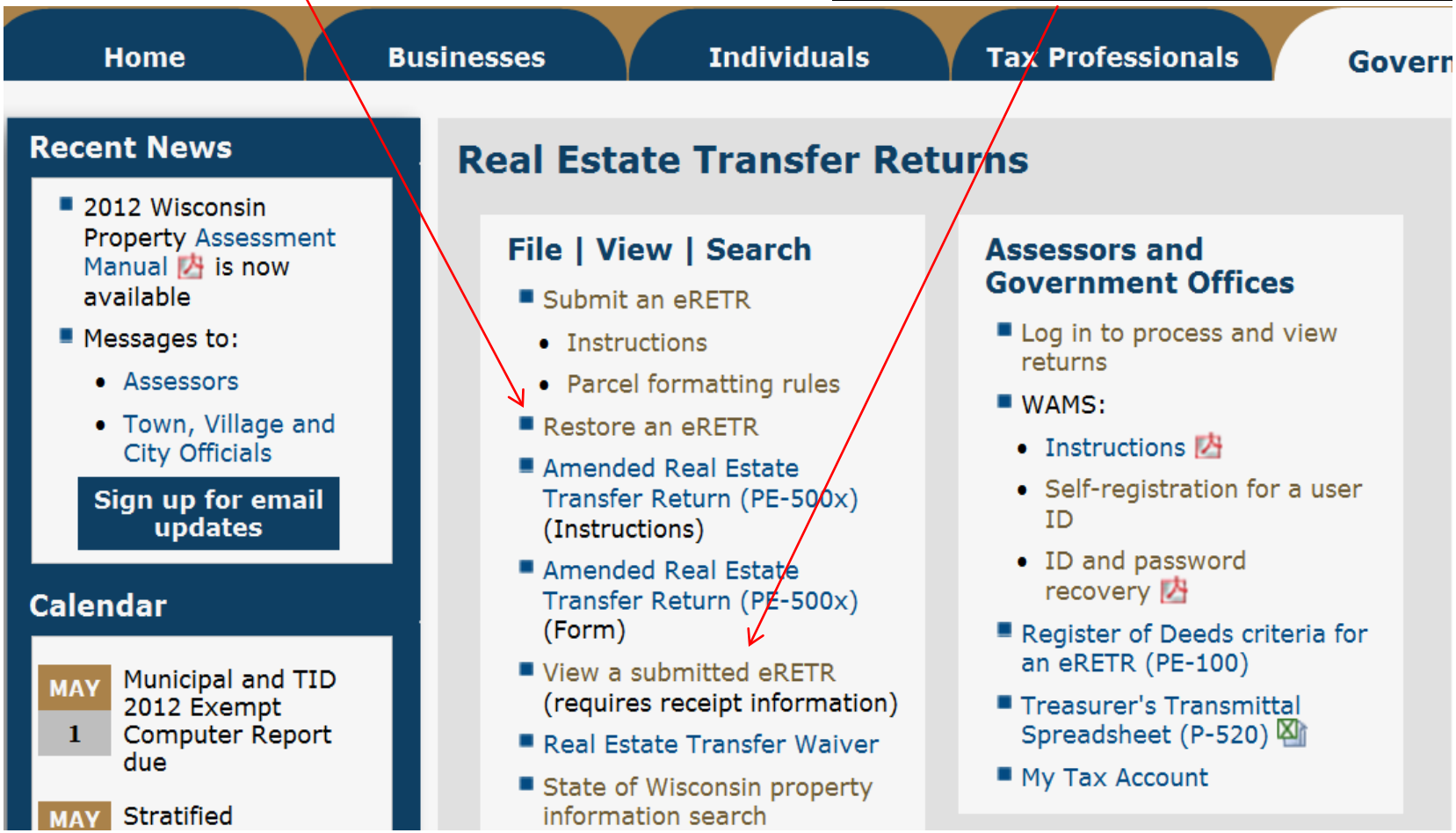
If you are unable to print at this time, go to the Real Estate Transfer web site and " View a submitted *e*RETR " to retrieve Receipt and print. You will need the Receipt Number, value and name of grantor or grantee.



Restoring Saved File

Click Restore to restore a saved *e*RETR file

If you were unable to print Receipt, click View a submitted eRETR to retrieve Receipt for printing. You will need the Receipt number, value and name of grantor or grantee.



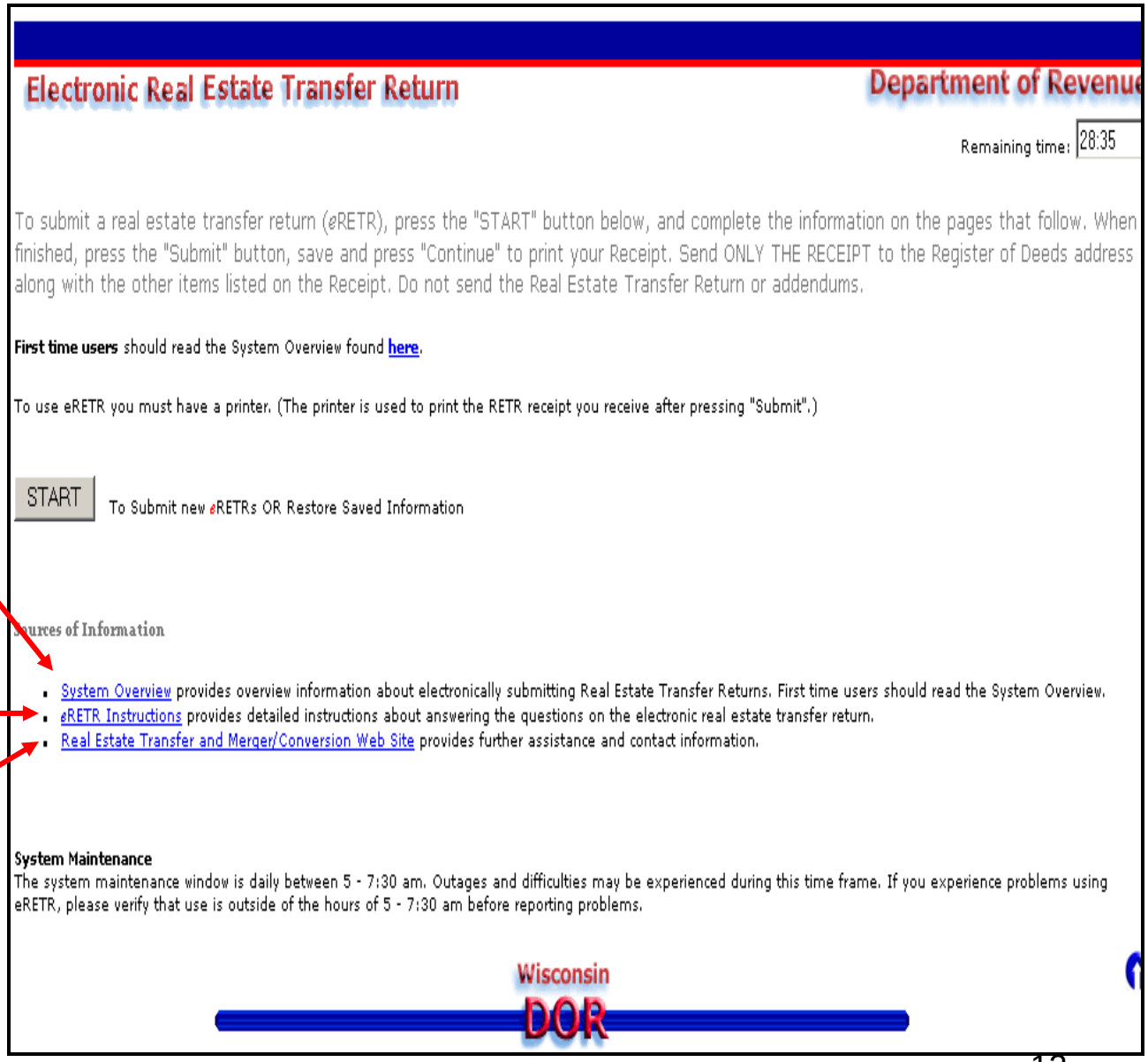
Overview & Start Page

To restore *e*RETR

Explains light bulbs, stop signs etc.

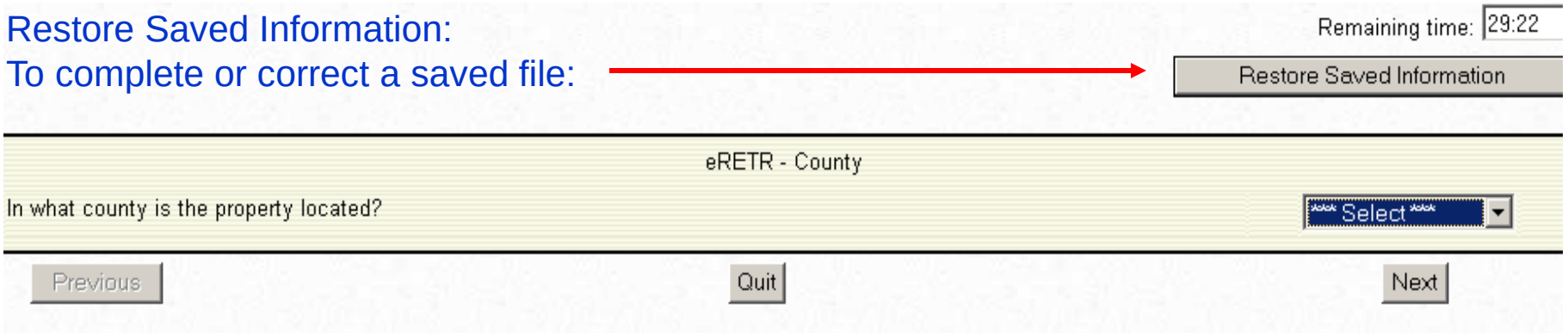
Instructions for each section of the return

Go back to Real Estate Transfer Merger/Conversion page



Start Page – Restore Saved Information

Restore Saved Information:
To complete or correct a saved file:

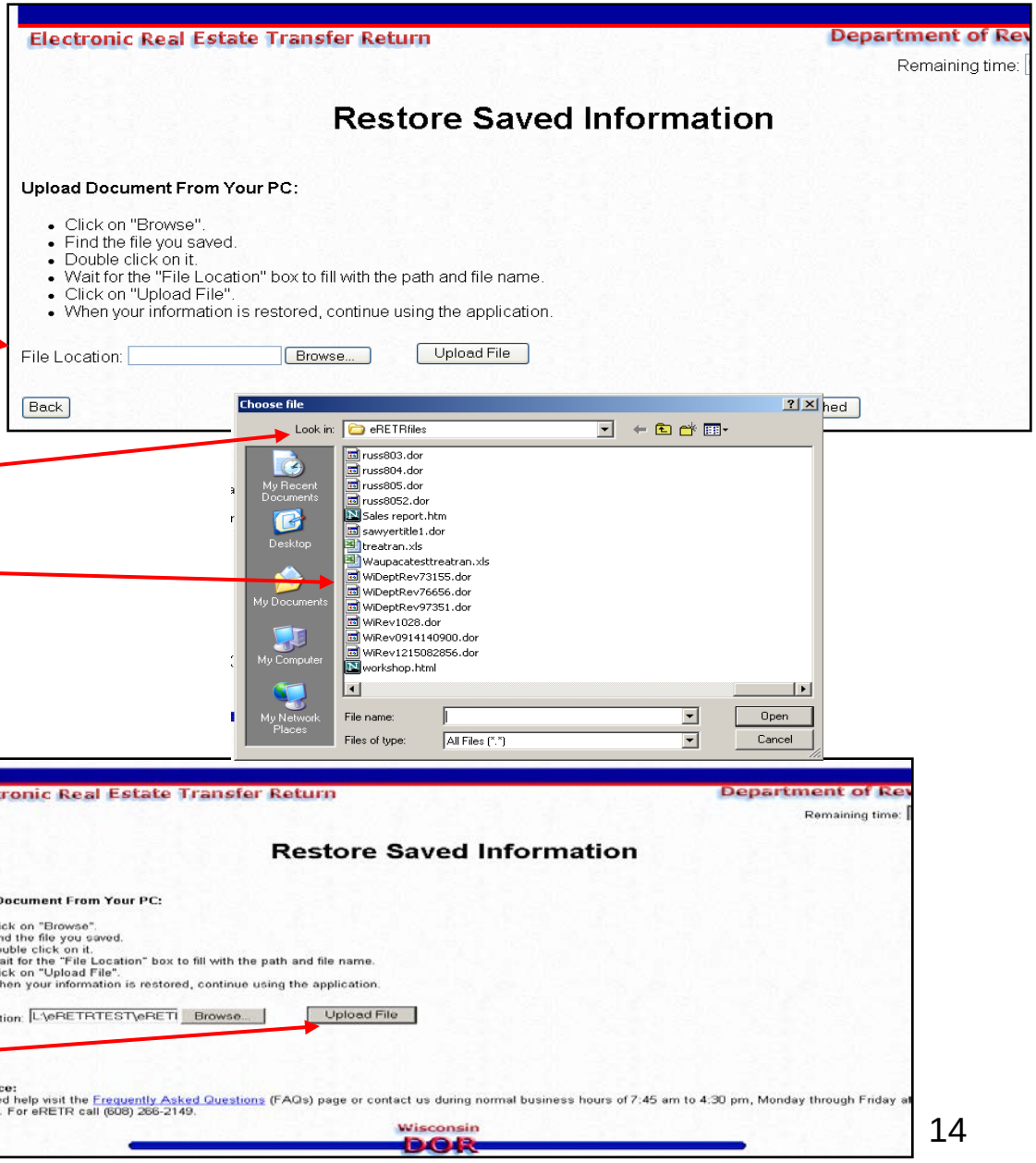


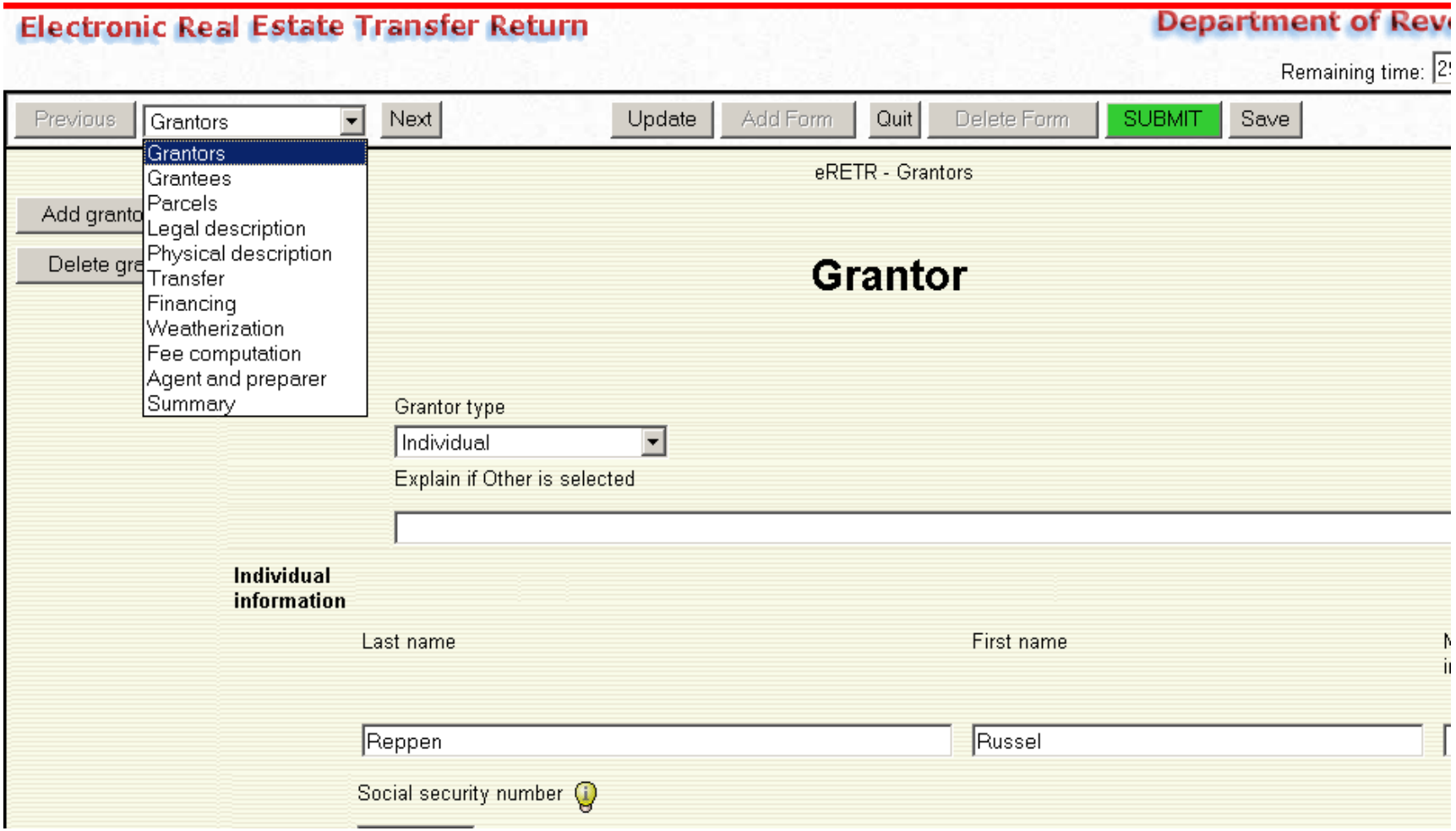
Screens after clicking “Restore saved information” button

Restore Instructions

“New Window”
2. Locate file.
Unless renamed, auto saved as: WiRevXXXXXX.dor
(extension always will be .dor)
Double click and will insert in “File Location” box

3. Upload File



File restored for completing, correcting or Submit

After clicking “Upload File”, the Grantor page of the *e*RETR appears.
Remember to save again after making changes or completing the *e*RETR.