Wisconsin Dept. of Revenue
Electronic Real Estate Transfer Return - eRETR

Web Access Management System (WAMS)
Obtaining a Wisconsin User ID for accessing the Electronic Wisconsin Real Estate Transfer Return - eRETR

Offices requiring a WAMS ID:

County: Register of Deeds, Treasurer, & Property Lister. These persons will be limited to the county they are in.

Dept. of Revenue: Central, District, Audit, IS& E, & LGS. These persons will have access to all 72 counties.

Assessors. These persons will have access to all 72 counties.

There is a Three Part process to register to use the eRETR system:
Each person requiring a WAMS ID will have to complete the Wisconsin ID Two Part process described here.

1. Self – Registration
2. Activate Account

Third Part - One person from each office will be designated to contact the Department of Revenue as described in Part Three – Register with the Department of Revenue.
Self-Registration

Go to https://on.wisconsin.gov

Link to Wisconsin User ID
Part One – Self Registration
Read User Acceptance Agreement

You must read the State of Wisconsin Web Access Management System User Acceptance Agreement and click Accept in order to proceed with the self-registration process. The User Acceptance Agreement contains important information regarding privacy policies, public disclosure and use of cookies. If you click Decline, you will be redirected to the Wisconsin.gov Web site.

Wisconsin User ID

Web Access Management System (WAMS)

The State’s Web Access Management System (WAMS) allows authorized individuals to access State Internet applications using the same means of identification for all State Web applications. For example, a citizen can use the same Wisconsin User ID and password to acquire overweight trucking permits and Emergency Medical Technician certification.

When access to information or services is restricted, to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services and prevent access by unauthorized individuals.

Please note that only certain types of information will be stored in your user profile, as described in the User Acceptance Agreement. Your user profile will never collect or contain information about you, such as your driving history, tax information, unemployment compensation or vehicle registrations.

Self-Registration (Request a Wisconsin User ID and Password)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.
Part One – Self Registration

Accept User Acceptance Agreement

After reading disclosures, Click the “Accept” Button.
Part One – Self Registration Form

Simply fill out the Self-Registration form and click Submit. You must have a valid, unique and accessible e-mail address in order to create your user account. In addition, please note the restrictions on User IDs and Passwords. If you are having difficulty composing a Secret Question and Answer for use in account recovery, click the Guildlines link. After clicking Submit, you will be asked to verify your e-mail address. If it is correct, click OK, to continue. If it is incorrect, click Cancel, to return to self-registration and correct your e-mail address.

If needed, you can change or add any information after you are registered under “Profile Management.”

Note this is a shorten version and does not show all fields.

Click on “Submit” button
Part Two, Activate Account

Open e-mail as instructed and continue with Part Two. Note this step must be done within four days.
Part Two - Activate Account

E-Mail Instructions

From: WAMS@wisconsin.gov
To: your e-mail address
Date: 8 Aug 2005 13:36:27 -0500 (CDT)
Subject: State of Wisconsin Self-Registration

Your Name

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after 60 days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.

http://on.wisconsin.gov/DEGUINPAA?RSAction=A&u=1ID=xMMwMjMgGiuwGjG

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you get an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is
Part Two - Activate Account

Login

Enter User ID and password you entered on the Self-Registration form.

Please log in

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self-registration email message you received from help@wisconsin.gov and click on the web link again.

User ID

Password

WARNING: This system is for authorized users only; system access is monitored. By using this system, you expressly consent to this monitoring. Unauthorized use of, or access to, this system may subject you to criminal prosecution and penalties.

Login

Forgot your password? Is your account locked? Click here

Request a Wisconsin User ID and Password
Part Two - Activate Account
WAMS ID Created

WAMS ID is now created.

Part Three – Register with the Department of Revenue

Self-Registration
Your Name

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account:
Profile Management

For assistance send an e-mail to the Support Center