



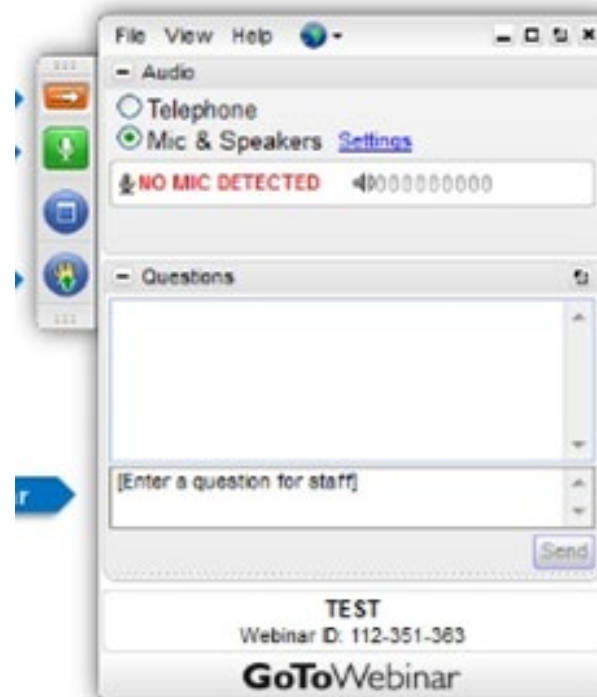
My DOR Government Account Webinar

Assessors & Assessment Staff

WI Dept of Revenue | May 5, 2021

Webinar Information

- To ask a question, use the panel
- Enter a question
- Your response will be in the display section
- All Q&A and the recorded webinar will be posted on our website within a week





Presenters

- Lynn Oldenburg – Auditor
- Kathryn Soto Moreno – Equalization Supervisor
- Sharon Hoepfner – Property Assessment Specialist
- Deb Werner-Kelln – Auditor
- Kristin Filipiak – Community Services Specialist
- Lorraine Krueger – Communications Specialist
- Valeah Foy – SLF Deputy Administrator



Topics of Discussion

- MyDORGov
 - Accessing the system
 - User information
 - Managing your access
 - Resetting your access
 - Submitting a form
- Resources



My DOR Government Account

MyDORGov Benefits

- Forms are specific to your role
- Access to filings are assigned/approved
- Ensure appropriate parties are filing your forms
- Easily manage forms for multiple districts



Enhancements

- DOR can disable or delete an account
 - Contact otas@wisconsin.gov for assistance
- Certain forms auto-fill preparer information based on the user profile
- Download 2-week and 1-day filing reminders
revenue.wi.gov/Pages/OnlineServices/slfilling.aspx



Accessing MyDORGov

MyDORGov icon is on top of these landing pages:

- Governments
- Assessors



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

My DOR Government Account (MyDORGov)

MyDORGov contains the majority of DOR's online local government forms.

MyDORGov benefits, include:

- Access to filings are assigned/approved
- Forms are specific to your role
- Ensures appropriate parties are filing your forms
- Easier to manage multiple forms and districts/companies

Online Services



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

An online filing system for users to file local government related forms with DOR.

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 00:14:46)

Enter your email address and click "Login."


Email:

Login

Home Page – *no permissions granted*

 Wisconsin
Dept of Revenue

My DOR Government Account

View User Info 

Welcome to My DOR Government Account, which allows local government officials and others to electronically file (e-file) forms with the Wisconsin Department of Revenue (DOR). According to our records, you do not have an assigned office/access.

Next Steps


If you hold or represent one of these offices, click "View User Info" above to update your profile and request an office/access.

- Clerk (municipal or county)
- Treasurer (municipal or county)
- Municipal Clerk/Treasurer
- Special District (lake, metro sewer, sanitary)
- Technical College
- Utility Company

Assessors

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

Questions


- General Filing
 - Review our [online filing help](#)
 - Contact otas@wisconsin.gov or (608) 266-7750
- [Reset MyDORGov](#) 

Home Page


- Offices you have access to are displayed
- Select an office from the dropdown or use the search box
- Only active forms are displayed – forms outside their filing periods are not shown
- Users with 'granted' access – see their approved forms




Home Page – *permissions granted*

 Wisconsin
Dept of Revenue

(S) My DOR Government Account

View User Info 


Office Information

Select or enter your district/office: 


Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Municipal Assessor		
Form	Name	Due Dates
BOR-A	Book and Board of Review Calendar	April 19, 2021
MAR	Municipal Assessment Report	June 14, 2021


Multiple Roles

 Wisconsin
Dept of Revenue

My DOR Government Account

View User Info 

Office Information

Select or enter your district/office: 

Only active forms are listed below. To view all forms, visit [this link](#).

Municipal Assessor	
Form	
BOR-A	Book and Bill

ASSESSOR - 65014 - WASHBURN COUNTY - TOWN OF CASEY

ASSESSOR - 65014 - WASHBURN COUNTY - TOWN OF CASEY

ASSESSOR - 48111 - POLK COUNTY - VILLAGE OF CENTURIA

ASSESSOR - 55116 - ST CROIX COUNTY - VILLAGE OF DEER PARK

ASSESSOR - 47004 - PIERCE COUNTY - TOWN OF DIAMOND BLUFF

ASSESSOR - 55010 - ST CROIX COUNTY - TOWN OF EMERALD


ASSESSOR - 55014 - ST CROIX COUNTY - TOWN OF FOREST

ASSESSOR - 47012 - PIERCE COUNTY - TOWN OF HARTLAND

ASSESSOR - 46010 - PEPIN COUNTY - TOWN OF PEPIN

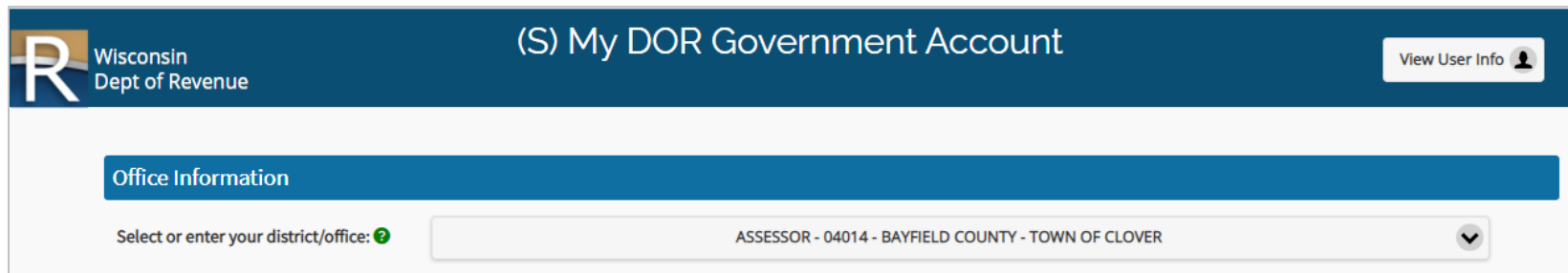
ASSESSOR - 46016 - PEPIN COUNTY - TOWN OF WAUBEEK

Questions

- General Filing
 - Review our [online filing help](#)
 - Contact otas@wisconsin.gov or (608) 266-7750
- [Reset MyDORGov](#) 


User Information

- On home page, click "View User Info" in the top right corner to access the User Information page





Wisconsin
Dept of Revenue

(S) My DOR Government Account


View User Info 

Office Information

Select or enter your district/office: 

ASSESSOR - 04014 - BAYFIELD COUNTY - TOWN OF CLOVER 

User Information

 (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

Assessor	04014	TOWN OF CLOVER
Assessor	04022	TOWN OF HUGHES
Assessor	04026	TOWN OF KELLY
Assessor	04028	TOWN OF KEYSTONE
Assessor	04030	TOWN OF LINCOLN
Assessor	04032	TOWN OF MASON
Assessor	04036	TOWN OF ORIENTA
Assessor	04038	TOWN OF OULU
Assessor	04040	TOWN OF PILSEN
Assessor	04042	TOWN OF PORT WING
Assessor	04151	VILLAGE OF MASON

Access to file on behalf of

* Tracy Sample	 Clerk	04014	TOWN OF CLOVER
* Carol Sample	 Clerk/Treasurer	04028	TOWN OF KEYSTONE
* Sue Sample	 Clerk	04032	TOWN OF MASON
* Clyde Sample	 Clerk	04036	TOWN OF ORIENTA
* Diana Sample	 Clerk	04038	TOWN OF OULU
* Suzi Sample	 Clerk	04040	TOWN OF PILSEN
* Marion Sample	 Clerk	04151	VILLAGE OF MASON

Pending requests to file on behalf of

Kenneth Sample	Clerk	04022	TOWN OF HUGHES
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User Information

- Edit User Profile – update your contact information
- Request Office – not used by assessors
- Request Access – request access to file a form on behalf of another office holder
- Manage Software Tokens – request a token if you use a software vendor to direct electronic file



User Information

- Your Office Summary – shows the offices you hold
- Your Access Summary – shows the users who can file on your behalf and the officeholders you can file on behalf of
- Important to ensure your information and accesses are correct



Edit Profile

(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:	Sharon Hoepfner
Email:	sharon.hoepfner@wisconsin.gov
Phone:	608-266-8662
Fax:	000-000-0000
Street:	2135 Rimrock Road
City:	Madison
State:	WI
Zip:	53713

Save

Cancel

Annual Profile Review

User Summary

Save

Enter your contact information below. If you are an officeholder, the Wisconsin Department of Revenue will send you notifications for the local government or company using this contact information.


Name: *	Sharon Hoepfner
Email:	sharon.hoepfner@wisconsin.gov
Phone: *	608-266-8662
Fax:	000-000-0000
Street: *	2135 Rimrock Rd
City: *	Madison
State: *	WI
Zip: *	53713



Office Requests

- Only these officeholders 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
- Assessors need to contact the District Equalization Office to be assigned the assessor role for a municipality

User Information – Office Request

 (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

Assessor	04014	TOWN OF CLOVER
Assessor	04022	TOWN OF HUGHES
Assessor	04026	TOWN OF KELLY
Assessor	04028	TOWN OF KEYSTONE
Assessor	04030	TOWN OF LINCOLN
Assessor	04032	TOWN OF MASON
Assessor	04036	TOWN OF ORIENTA
Assessor	04038	TOWN OF OULU
Assessor	04040	TOWN OF PILSEN
Assessor	04042	TOWN OF PORT WING
Assessor	04151	VILLAGE OF MASON

Access to file on behalf of

* Tracy Sample	 Clerk	04014	TOWN OF CLOVER
* Carol Sample	 Clerk/Treasurer	04028	TOWN OF KEYSTONE
* Sue Sample	 Clerk	04032	TOWN OF MASON
* Clyde Sample	 Clerk	04036	TOWN OF ORIENTA
* Diana Sample	 Clerk	04038	TOWN OF OULU
* Suzi Sample	 Clerk	04040	TOWN OF PILSEN
* Marion Sample	 Clerk	04151	VILLAGE OF MASON

Pending requests to file on behalf of


Kenneth Sample	Clerk	04022	TOWN OF HUGHES
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Access Requests

- If you need access to file on an officeholder's behalf, click "Request Access"
- Officeholder will review and approve or deny your request



User Information – Access Summary

 (S) User Information

Edit User Profile

Request Office

Request Access

Manage Software Tokens

User Profile ?

Email: sharon.hoepfner@wisconsin.gov

Name: Sharon Hoepfner

Phone: 608-266-8662

Fax:

Address: 2135 Rimrock Road
Madison, WI 53713

Your Office Summary (granted by DOR)

Your Access Summary (granted by officeholder)

Access to file on behalf of


✖ Addie Sample	Assessment Staff	05216	CITY OF DE PERE
✖ Addie Sample	Assessment Staff	08010	TOWN OF HARRISON
✖ Addie Sample	Assessment Staff	08131	VILLAGE OF HARRISON
✖ Addie Sample	Assessment Staff	08206	CITY OF BRILLION
✖ Addie Sample	Assessment Staff	08211	CITY OF CHILTON

Reviewing Access

- Click info icon – to view forms you can file on behalf of the officeholder

Your Access Summary (granted by officeholder) ?

Access to file on behalf of

✕ Andrea Sample  Clerk

Forms you can access:

- PA-521 - Statement of Assessment
- PA-550 - Personal Property Value Report
- PA-632A - Statement of Taxes
- PC-201 - Request for Charge Back of Rescinded or Refunded Taxes
- PC-202 - Tax Increment Worksheet
- PC-205 - Request for Sharing of Non-Manufacturing Omitted Property Taxes
- PC-226 - Taxation District Exemption Summary Report

Manage Software Token

- Request Software Token – for software vendor to direct electronic file your MAR form through a CAMA system
- To use direct electronic filing, you must request a token and provide it to your CAMA vendor

(S) Software Tokens		
Software tokens are used to authorize computer application to connect to the Vault system for the purpose of filing data on your behalf. A software token does not allow the software to manage your account or delegate access to others. You may have as many tokens as you need and may create or delete them as needed.		
The plus (+) icon on the right of the header can be used to create a new token. The minus (-) icon to the left of each token in the list below can be used to delete the token.		
Tokens		
Token	Name	Expiration
✖ 214A12A698459807	revy1d	02-06-2019
✖ C4BF1211634D0CF7	revkkg	02-06-2019

Filing Reminders

- Download filing reminders (2-week and 1-day) so you don't miss a filing deadline
- Government E-Services Online Filing – revenue.wi.gov/Pages/OnlineServices/Slfiling.aspx

Government E-Services Online Filing

Assessor

Form	Name/Description	User and Due Dates	Download filing reminders	
MAR	Municipal Assessment Report (MAR)	Municipal Assessor completes by second Monday in June Instructions Filing Tips	2-week	1-day

Resetting Your Account

- You can reset your account (logout) if necessary

Questions

- General Filing
 - Review our [online filing help](#)
 - Contact otas@wisconsin.gov or (608) 266-7750
- [Reset MyDORGov?](#)



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.

Submitting a Form


- Home page – select the correct district
- Filing reminders
- Select form
- First page of the form – filing instructions and contacts for help
- Select "Start Filing"





Submitting a Form – Home Page

 Wisconsin
Dept of Revenue

(S) My DOR Government Account

View User Info 


Office Information

Select or enter your district/office:  ASSESSOR - 59281 - SHEBOYGAN COUNTY - CITY OF SHEBOYGAN 


Only active forms are listed below. To view all forms, visit our [Online Services](#) page.

Municipal Assessor		
Form	Name	Due Dates
BOR-A	Book and Board of Review Calendar	April 19, 2021
MAR	Municipal Assessment Report	June 8, 2021

Questions

- General Filing
 - Review our [online filing help](#)
 - Contact otas@wisconsin.gov or (608) 266-7750
- [Reset MyDORGov](#) 

Submitting a Form

 Wisconsin
Dept of Revenue

(S) 2021 Book and Board of Review Calendar
Form BOR-A

Filing Instructions

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)

Filing deadline - April 19, 2021

Questions?

- General filing - [review our online filing help](#)
- Form information
 - bapdor@wisconsin.gov
 - (608) 266-7750

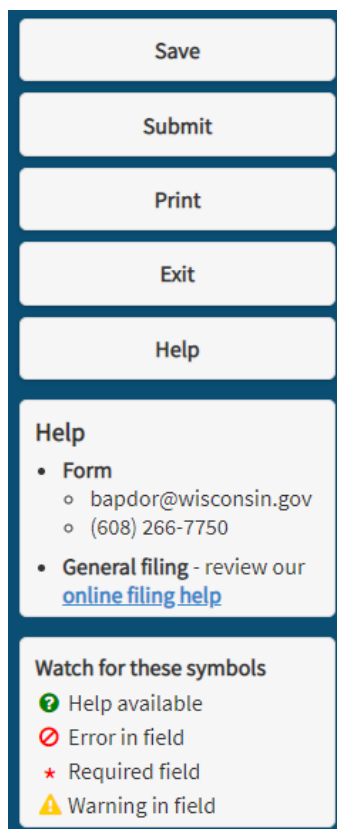
Municipality Information

Municipality50032 - PRICE COUNTY - TOWN OF SPIRIT

Year2021Report typeORIGINAL

ExitStart Filing

Submitting a Form – Panel



Save

Submit

Print

Exit

Help

Help

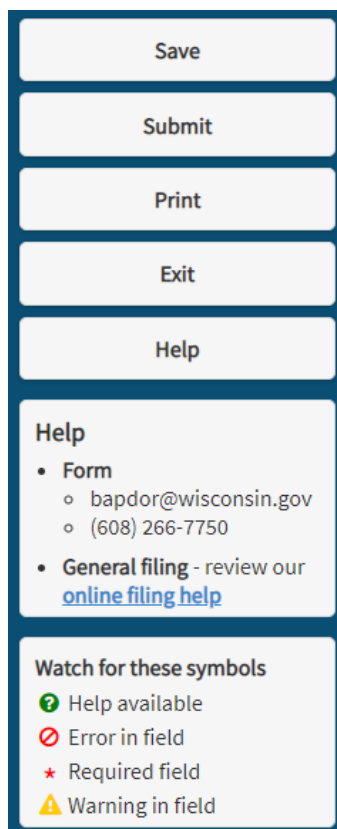
- **Form**
 - bapdor@wisconsin.gov
 - (608) 266-7750
- **General filing** - review our [online filing help](#)

Watch for these symbols

- 🔍 Help available
- ❌ Error in field
- ★ Required field
- ⚠️ Warning in field

- Save, submit, print or exit your form from here
 - **Save** – the form to finish it later or need to obtain additional information before submitting
 - **Submit** – once all data is entered and there no errors
 - **Print** – copy of submission for your confirmation information

Submitting a Form – Panel



Save

Submit

Print

Exit

Help

Help

- Form
 - bapdor@wisconsin.gov
 - (608) 266-7750
- General filing - review our [online filing help](#)

Watch for these symbols

- 🔍 Help available
- ❌ Error in field
- ★ Required field
- ⚠️ Warning in field

- Save, submit, print or exit your form from here
 - **Exit** – option to 'Save and Exit' or 'Exit without saving changes' or 'Cancel and return to form'
 - **Help and general filing** – opens online filing help in a new tab
 - **Form help** – contact information for questions related to the form

Submitting a Form – Error and Help

(S) 2021 Book and Board of Review Calendar
Form BOR-A

TOWN OF SPIRIT
50032

Due Date
April 19, 2021

Report Type
ORIGINAL

Back

Open Book and Board of Review Calendar

Next

Assessment Type

Choose type *

Select ...

Open Book

Start Date

mm/dd/yyyy

☐ To be determined later

End Date

mm/dd/yyyy

☐ To be determined later

Start Time

Select

 Hour

Select

 Minute

Select

 AM/PM

Submitting a Form – Preparer/Signature Page

Preparer/Signature Statement

Preparer Information

Name

Sharon Hoepfner

Title

Title

Email

sharon.hoepfner@wisconsin.gov

Phone

608-266-8662

Signature Statement

Under penalties of law, I declare this form and all attachments are true, correct and complete to the best of my knowledge and belief.

Do you agree with the statement above? ☐ Yes ☐ No

Note: Verify your entries before submitting this form. Your accuracy is very important.

Errors and Warnings

Click the arrows below to view fields with:

- Errors to correct
- Warnings that need review and an explanation in the Comments box

<input checked="" type="checkbox"/>	You must agree to the statement and check "Yes" to file
<input checked="" type="checkbox"/>	Required - enter preparer's title

- Preparer information – auto-filled based on user profile
- 'Errors or Warnings' are displayed at the bottom of the page
- Click the 'arrow' on the row to go to section or page with the error

Submitting a Form – Section List

- Menu-style list to easily determine if section is complete
- Checkmark displayed if page visited
- Error icon indicates if errors are on page

The screenshot displays a web application interface for the "(S) 2021 Book and Board of Review Calendar Form BOR-A". At the top, a dark blue header contains the title. Below this, a light gray bar shows "TOWN OF SPIRIT 50032", "Due Date April 19, 2021", and "Report Type ORIGINAL". A dark blue navigation bar includes a "Back" button, a menu icon, and a "Next" button. The menu is open, showing a list of sections: "Open Book and Board of Review Calendar" (checked) and "Preparer/Signature Statement" (marked with a red error icon).

(S) 2021 Book and Board of Review Calendar Form BOR-A		
TOWN OF SPIRIT 50032	Due Date April 19, 2021	Report Type ORIGINAL
<div>Back Open Book and Board of Review Calendar Next</div> <div><input checked="" type="checkbox"/> Open Book and Board of Review Calendar</div> <div><input checked="" type="checkbox"/> Preparer/Signature Statement</div>		

Submitting a Form – Confirmation Page

- Print and save the PDF before exiting the form
- Confirmation number will be displayed
- If you miss this step – contact DOR for a copy of your submitted form, if available

(S) 2021 Book and Board of Review Calendar Form BOR-A		
TOWN OF SPIRIT 50032	Due Date April 19, 2021	Report Type ORIGINAL
You successfully submitted your report. Before exiting this page, select "Print" on the left side panel to print/save a copy for your records.		
Co-muni code:	50032	
Submission date:	04-10-2021 11:54 PM	
Confirmation:	BORA2021134701618116871757	
Submission type:	ORIGINAL	

Board of Review Calendar Inquiry

- View municipality's Open Book and Board of Review dates
- Board of Review Calendar Inquiry –
revenue.wi.gov/Pages/Municipalities/bor-calendar-inq.aspx

COUNTY OF WAUKESHA - CITY OF MILWAUKEE

Assessment Type - Annual Review/Maintenance

Open Book Meeting
Start Date - 04/26/2021
End Date - 05/17/2021
Start Time - 8:00 AM

Board of Review Meeting
Start Date - 06/08/2021
Start Time - 9:00 PM

*Dates listed are subject to change.
Verify the dates and time with your municipal clerk.
Contact your municipal clerk to obtain the times and for the Board of Review objection forms and requirements.*

To appeal a real or personal property valuation:

- **1st class cities (Milwaukee)** — you must first appeal in writing to the commissioner of assessments, on or before the 3rd Monday in May
- **All other municipalities** — you must provide your municipal clerk with a 48-hour oral or written notice of your intent to appear at the Board of Review



Resources

MyDORGov Help

- Using MyDORGov –
revenue.wi.gov/Pages/FAQS/slf-vault.aspx
 - Common questions
 - Videos
- System issues – contact otas@wisconsin.gov





Email Updates

- Stay informed!
- Receive email updates about law changes, filing reminders, updated reports and notifications
- To subscribe:
 - Assessors – revenue.wi.gov/Pages/HTML/lists.aspx

Additional Resources

- DOR website – revenue.wi.gov
- Online videos – see DOR Video Center
 - Select "Government"
 - Examples: My Tax Account, eRETR, assessment topics (frac sand, use-value)
- Annual calendar – revenue.wi.gov/DORReports/tvccal.pdf





Additional Resources

- Wisconsin Property Assessment Manual – revenue.wi.gov/Pages/HTML/govpub.aspx#property
- Publications – revenue.wi.gov/Pages/HTML/pubs.aspx
- Reports – revenue.wi.gov/Pages/Report/Home.aspx
- Common questions – revenue.wi.gov/Pages/FAQS/home-pt.aspx



Follow-up Information

- DOR training page – revenue.wi.gov/Pages/Training/Home.aspx
- System troubleshooting – otas@wisconsin.gov
- Please take our brief survey after the webinar – opens new tab