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# **My DOR Government Account Webinar**

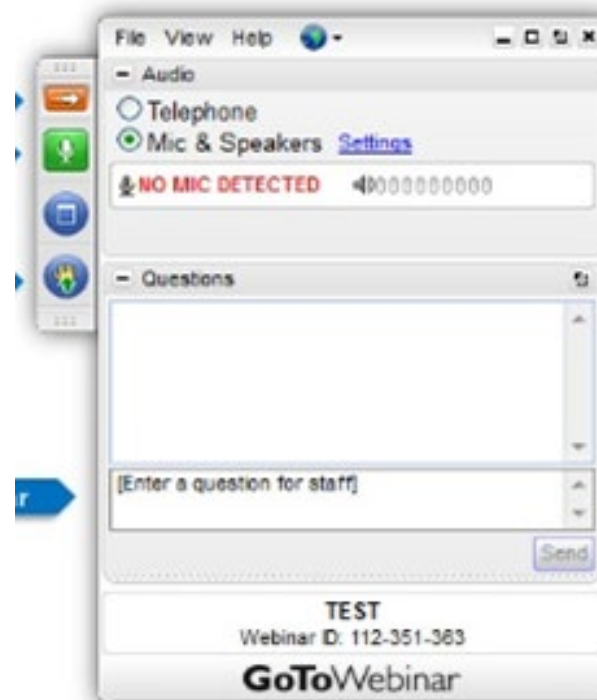
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General Users

WI Dept of Revenue | May 4, 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

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



# Topics of Discussion

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- MyDORGov
  - Accessing the system
  - User information
  - Managing your access
  - Managing others access to file on your behalf
  - Resetting your access
  - Submitting a form
- Resources



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# **My DOR Government Account**

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# MyDORGov Benefits

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- Forms are specific to your role
- Easily manage multiple forms and districts/companies
- Access to filings are assigned/approved
- Directly update your contact information with DOR



# Enhancements

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- DOR staff can change a profile email
  - Contact [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov) for assistance
- DOR can disable or delete an account
  - Contact [lgs@wisconsin.gov](mailto:lgs@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](http://revenue.wi.gov/Pages/OnlineServices/slfilling.aspx)



# Accessing MyDORGov

MyDORGov icon is on top of these landing pages:

- Governments
- Town, villages and cities
- Counties
- School/tech colleges/special districts
- TID information



[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](mailto:otas@wisconsin.gov)

## Revenue System Login (this page will expire in 00:14:46)

Enter your email address and click "Login."

Email:

Login

# Email and Spam Exception

Login authorization link

● DOR\_SLF\_DO\_NOT\_REPLY@wisconsin.gov

To ✓ Hoepfner, Sharon D - DOR

Reply Reply All Forward ...

Tue 3/9/2021 6:57 AM

Click the login link below to open the application in your Internet browser.

<https://ww2.revenue.wi.gov/VaultExternal/index.html? t=E2.DC.96.A2.E9.11.C5.9D& d=864000000>

You might have to add a spam exception for @wisconsin.gov.  
To add a spam exception in Microsoft Office 365 Outlook:

- On the Home tab, click "Junk"
- Select "Junk E-mail Options"
- On the Safe Senders tab, click "Add"
- Type "@wisconsin.gov" into the text box and click "OK"
- If you still don't see the authorization email, go back to the web page and re-enter your email address to receive a new message in your inbox

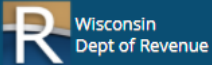
# Home Page

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- Offices you have access to are displayed
- Select an office from the dropdown to see the e-file forms that are available to file
- Only active forms are displayed – forms outside their filing periods are not shown
- Officeholders – see all active forms
- Users with 'granted' access – see their approved forms




# 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](mailto:otas@wisconsin.gov) or (608) 266-7750
- [Reset MyDORGov](#) 

# Home Page – *permissions granted*

 Wisconsin  
Dept of Revenue
(S) My DOR Government Account View User Info 

**Office Information**

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

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

Municipal Clerk		
Form ▲	Name	Due Dates
AT-827	<a href="#">Wisconsin Liquor Licenses</a>	July 15, 2020
BOR-C	<a href="#">Book and Board of Review Calendar</a>	April 19, 2021
MFR-C	<a href="#">Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)</a>	March 31—pop 2,500 or less May 1—pop over 2,500
MFR-CT	<a href="#">Municipal Financial Report for Wisconsin Towns</a>	March 31—pop 2,500 or less May 1—pop over 2,500
PA-107	<a href="#">Board of Review Member Training Affidavit</a>	Before Board of Review's first meeting
PA-521	<a href="#">Statement of Assessment</a>	June 14, 2021
PA-632A	<a href="#">Statement of Taxes</a>	December 21, 2020

# User Information

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- Edit User Profile – update your contact 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



# 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**

✘	59018	TOWN OF RHINE
Clerk/Treasurer		
✘	59999	COUNTY OF SHEBOYGAN
Treasurer		
✘	597240	TOWN OF WILSON SANITARY DISTRICT #2
SpecialDistrict		

**Access to file on behalf of**

✘	Lynn Sample	🔒	Clerk	13018	TOWN OF COTTAGE GROVE
✘	Andrea Sample	🔒	Clerk	13112	VILLAGE OF COTTAGE GROVE
✘	Debra Sample	🔒	Clerk	59024	TOWN OF SHEBOYGAN

**Others authorized to file on your behalf**

✘	Lynn Sample	🔒	🔗	59018	TOWN OF RHINE
Clerk/Treasurer					

**Pending requests to file on your behalf**

🔗	Andrea Sample	Clerk/Treasurer	59018	TOWN OF RHINE
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# Office Requests

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- Only the actual officeholder 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
- If an office is not listed, click "Request Office"
- DOR will review your request and approve/deny within 10 business days



# Access Requests

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- If you need access to file on an officeholder's behalf, click "Request Access"
- Officeholder will review and approve or deny your request
- If you are an officeholder, you can:
  - Review user's requests to file on your behalf
  - Select all forms vs individual forms
  - Remove their access



# Reviewing Access

Click info icon – to view the forms a user can file on your behalf

The screenshot shows a user access summary interface. The main panel is titled "Your Access Summary (granted by officeholder) ?" and is divided into two sections: "Access to file on behalf of" and "Others authorized to file on your behalf".

Access to file on behalf of	
✘ Andrea Sample	Clerk
✘ Debra Sample	SpecialDistrict

Others authorized to file on your behalf	
✘ Lynn Sample	Clerk/Treasu

A tooltip titled "Forms you can access:" is displayed over the interface, listing the following forms:

- 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

# Updating Access

Click pencil icon – to add/delete the forms another user can file on your behalf

The screenshot displays a user access management interface. On the left, a panel titled "Your Access Summary (granted by officeholder) ?" contains two sections: "Access to file on behalf of" and "Others authorized to file on your behalf".

**Access to file on behalf of:**

- Andrea Sample (Clerk)
- Debra Sample (Special District)

**Others authorized to file on your behalf:**

- Lynn Sample (Clerk/Treasurer)

A dropdown menu is open, listing various forms with checkboxes:

- All (current and future forms)
- (AT-827) Wisconsin Liquor Licenses
- (BOR-C) Book and Board of Review Calendar
- (MFR-C) Municipal Financial Report for Wisconsin Cities, Villages (and Towns with Proprietary Funds)
- (MFR-CT) Municipal Financial Report for Wisconsin Towns
- (PA-107) Board of Review Member Training Affidavit
- (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

# Resetting Your Account

- You can reset (logout) if using multiple emails
  - This is uncommon

## Questions

- General Filing
  - Review our [online filing help](#)
  - Contact [otas@wisconsin.gov](mailto: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

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- Home page – select the correct district
- Select the form
- Form home page – filing instructions and contacts for help
- Select "Start Filing"



# Submitting a Form

Left panel

Save

Submit

Print

Exit

Help

**Help**

- Form
  - [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov)
  - (608) 264-6892
  - (608) 266-2569
- **General filing** - review our [online filing help](#)

**Watch for these symbols**


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

Right panel

- Enter parcel counts, acres, and assessed value of taxable real property
- Include final values set by your Board of Review (BOR)
- Enter "0" if the value is zero
- For Col. D, enter land value only
- For Col. E, enter improvement value only

# Submitting a Form

## Section list

Section A - Real Estate 

- [Section A - Real Estate](#)
- [Section B - Personal Property and Total Aggregate Assessed Value](#)
- [Section C - Board of Review \(BOR\) Information](#)
- [Section D - Private Forest Crop and Managed Forest Land](#)
- [Section E - Other Exempt Land and Prior Year Corrections](#)
- [Section F - Special Districts](#)
- [Section G - School Districts \(K-8 and K-12\)](#)
- [Section H - Union High School Districts](#)
- [Section I - Technical Colleges](#)
- [Section J - Preparer/Signature Statement](#)



# Submitting a Form

Preparer/  
signature page

Preparer/Signature Statement

**Preparer Information**

Name	Title
Sharon Hoepfner	Title
Email	Phone
Sharon.Hoepfner@wisconsin.gov	608-266-8662

**Comments**

Comments

Under state law, all municipalities and counties with a population over 25,000 must attach an auditor's opinion of their municipal financial report for DOR (Tax 16.05).

Attach any applicable documents (optional)

**Signature Statement**

Under penalties of law, I declare this form and all applicable 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 and totals 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





# Adding an Attachment

**Preparer/Signature Statement**

**Preparer Information**

Name	Title
• Lorraine Krueger	• Title
Email	Phone
• lorraine.krueger@wisconsin.gov	• 608-266-2192

**Comments ?**

Comments

Attach any applicable documents (optional) [Attach file](#)

**Signature Statement**

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

**Section D – Explanation**

0. Select the appropriate statute and explanation that caused these taxes to be rescinded or refunded

Statute no.	Explanation
• 70.43 - Assessor correction of error	• Error in legal description

Enter additional explanation (if space is insufficient, attach additional documents on the next page)

Attach the following documents:

Property tax bill	<a href="#">Attach file</a>
Court case documentation	<a href="#">Attach file</a>
Other documentation (ex: settlement agreement)	<a href="#">Attach file</a>



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# Resources

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# MyDORGov Help

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- Using MyDORGov –  
[revenue.wi.gov/Pages/FAQS/slf-vault.aspx](https://revenue.wi.gov/Pages/FAQS/slf-vault.aspx)
  - Common questions
  - Videos
- System issues – contact [otas@wisconsin.gov](mailto:otas@wisconsin.gov)





# Email Updates

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- Stay informed!
- Receive email updates about law changes, filing reminders, updated reports and notifications
- To subscribe:
  - Municipal officials and others – [revenue.wi.gov/Pages/HTML/lists.aspx](https://revenue.wi.gov/Pages/HTML/lists.aspx)
  - County officials – email: [otas@wisconsin.gov](mailto:otas@wisconsin.gov)

# Additional Resources

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- DOR website – [revenue.wi.gov](https://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](https://revenue.wi.gov/DORReports/tvccal.pdf)
- List of forms by role with due dates – [revenue.wi.gov/Pages/OnlineServices/slfiling.aspx](https://revenue.wi.gov/Pages/OnlineServices/slfiling.aspx)



# Additional Resources

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



# Follow-up Information

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- DOR training page – [revenue.wi.gov/Pages/Training/Home.aspx](https://revenue.wi.gov/Pages/Training/Home.aspx)
- System troubleshooting – [otas@wisconsin.gov](mailto:otas@wisconsin.gov)
- Specific form information – [lgs@wisconsin.gov](mailto:lgs@wisconsin.gov)
- Please take our brief survey after the webinar – opens new tab