

Q&A from March 10, 2020 MyDORGov Webinar for Counties

- 1. As a County Treasurer, it would be nice when a municipality calls to be able to see the form without having to go through all this when we have no intention on filing this form for the municipality.**

We would suggest requesting access from all your municipalities. This would allow you access to view the form they are working on. Alternatively, the municipal official could send you a copy of their saved submission (PDF).

- 2. Are you able to look at a report filed if you have access, but the form was filed by someone else? Do I have the ability to print the form filed?**

If you have access to file, you can re-open the form submitted by someone else. It will show the previously submitted data and you can print it. It will have "amended" as the form type and will not have the confirmation information on it. It is recommended that you request a copy of the submission (PDF) from the other user.

As an alternative, you can email us at lgs@wisconsin.gov and we can send you a copy of the completed form, including confirmation information.

- 3. Are there going to be forms available that we can view only so we don't have to request access to see them?**

When you enter MyDORGov, whichever role you are filing for (clerk, treasurer) you can see the current forms available to file. Otherwise, if you would like to see all required forms by role, visit our [E-Services Online Filing](#) web page.

- 4. Do we have to request access every year from our Municipalities?**

No. Your access will remain.

- 5. What if I submit my email address and did not receive the authorization email?**

- The email should arrive within a few minutes
- If it does not appear in your inbox, check your Junk/Spam folders
- You might have to add a spam exception for "@wisconsin.gov"

- 6. Can I have a secondary email address?**

Yes, you can. DOR staff can set up a secondary email address, which allows you to view the forms linked to your primary account. You must contact at lgs@wisconsin.gov to set this up.

- 7. Why can't the clerk and treasurer access the same forms?**

While we understand the clerk and treasurer have some interchangeable duties, the forms are assigned to the office that is required (most often statutorily) to file the form. Currently, the clerk or treasurer must provide access.

- 8. How does a county update their Real Property Lister or Register of Deeds information?**

The Real Property Lister and Register of Deeds currently doesn't file any forms within MyDORGov. They can set up an account and request access from a Municipal/County Clerk or Treasurer – if they are going to help file forms. However, if they simply need to update their information – email lgs@wisconsin.gov.