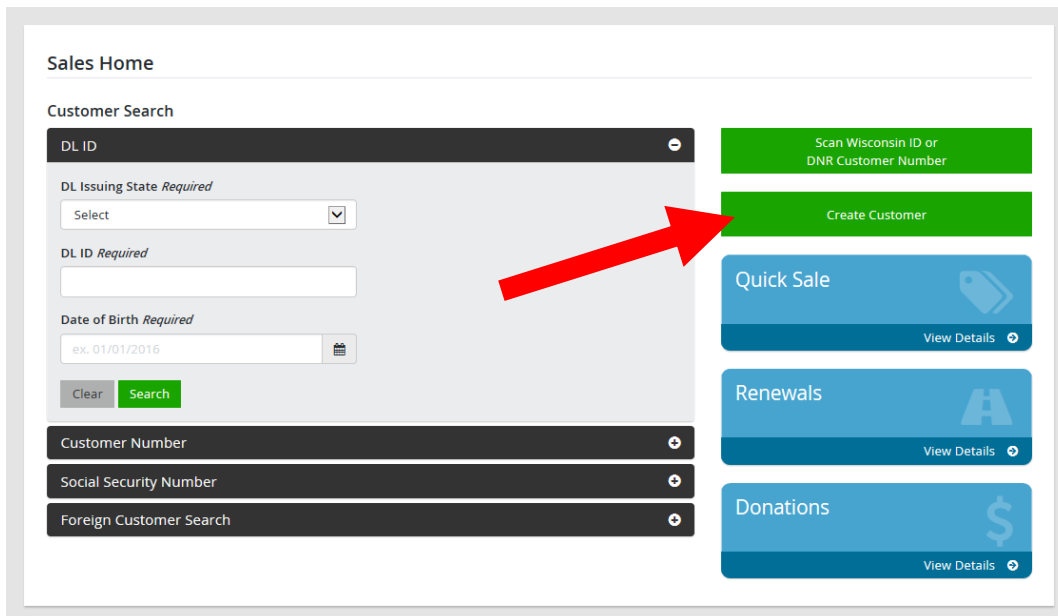


# Creating a New Customer Account

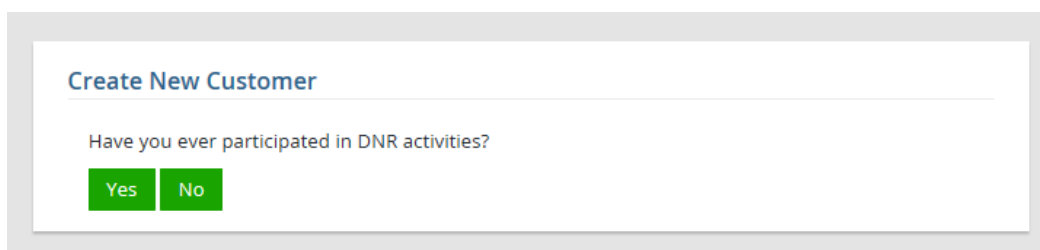
The Create Customer button is located on the Sales Home page without having to conduct a search attempt first. **Note:** *It is beneficial to first ask the customer first if they have ever purchased a hunt/fish license, registered a recreational vehicle, or taken a safety course in Wisconsin. If they have done any one of those, it is highly likely they already have a record with the Wisconsin DNR. If not, proceed with the creation.*

- **Sales Home.** Select the [Create Customer Button](#) at the right side of the page.



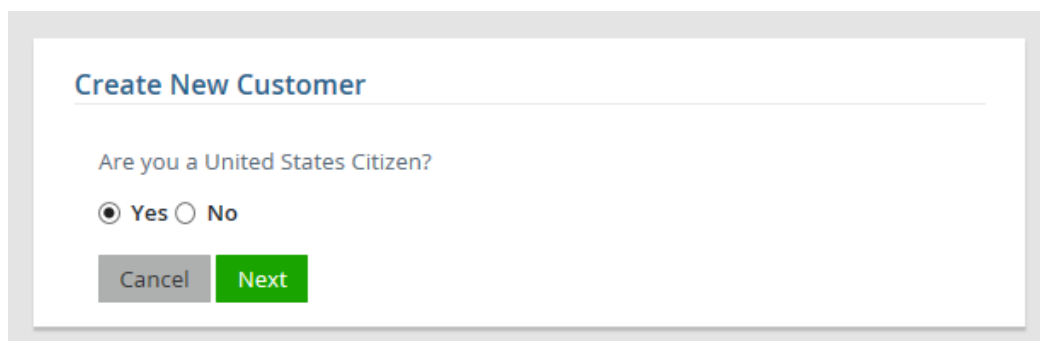
The screenshot shows the 'Sales Home' interface. On the left is a 'Customer Search' form with fields for 'DL ID', 'DL Issuing State' (a dropdown menu), 'DL ID' (a text input), and 'Date of Birth' (a date picker). Below these are 'Clear' and 'Search' buttons. On the right side of the page, there is a vertical column of buttons: 'Scan Wisconsin ID or DNR Customer Number', 'Create Customer' (highlighted with a red arrow), 'Quick Sale', 'Renewals', and 'Donations'. Each of the bottom three buttons has a 'View Details' link.

- **Already have an account on file?** The next screen will ask if the customer has ever participated in any DNR activities (purchased a license, registered a boat, or completed a safety course). If they answer yes, then they do have a customer account with the DNR and the system will return you to try a new customer search. If you have already done multiple searches respond NO and it will allow you to start the customer creation.



The screenshot shows a 'Create New Customer' screen. It asks the question 'Have you ever participated in DNR activities?' with two buttons: 'Yes' and 'No'.

- The next screen asks if the customer is a US Citizen...



The screenshot shows a 'Create New Customer' screen. It asks the question 'Are you a United States Citizen?' with radio buttons for 'Yes' (selected) and 'No'. Below the question are 'Cancel' and 'Next' buttons.

- The next screen asks for the customer's Social Security Number and date of birth...

**Create New Customer**

Social Security Number *Required*

Date of Birth *Required*

- The next screen asks for the customer's Driver license state and number (if available). If the customer does not have a driver license, leave both fields blank.

**Create New Customer**

DL Issuing State

DL ID

- If it turns out the customer does already has an account on file with either of those items (SSN or Driver license number), the system will locate that record, and bring you to that customer's account. You may then proceed with the sale. Otherwise, continue following the screens and adding the information to finish creating the customer.*

**Verify Customer - Personal Information**

Please ask the customer if the following information is correct.

**Personal Information**

Name	Customer Number	Date of Birth
CUSTOMER TEST	729-086-322	02/06/1975

DL Issuing State  DL ID

**Your DL can NOT be used for proof of purchase**

Address	Phone Number	Email Address
123 FAKE ST ANYTOWN, WI 55555	(123) 456-7890	FAKEEMAIL@YAHOO.COM

**Identifying Characteristics**

Hair Color	Eye Color	Height (ft)	Weight (lb)	Gender
Brown	Green	6' 0"	200	Male

Is the information above accurate?