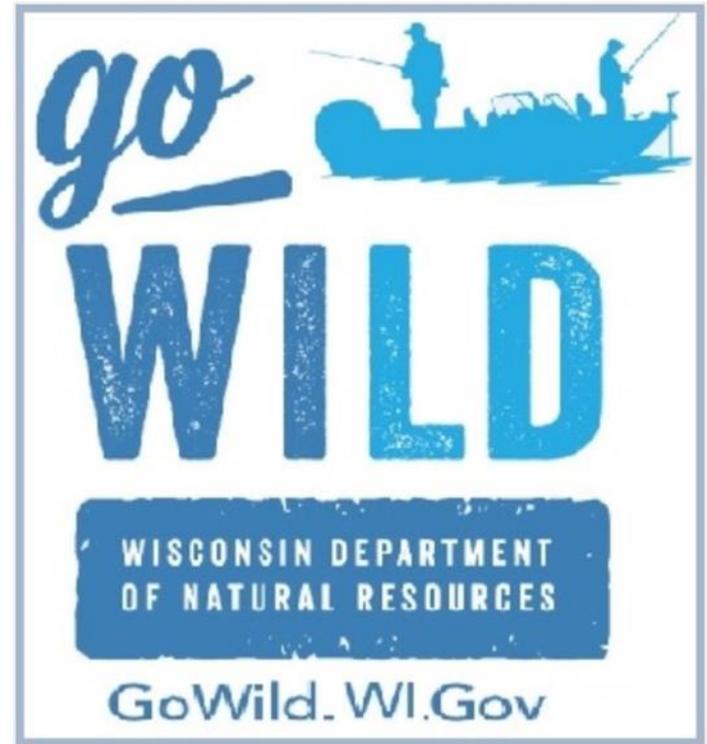


# Welcome to Go Wild!

The following is an introduction to the new business system designed to sell all things DNR. It will take you through a common license transaction from start to finish, and give you a preview of the system. Now lets sell a license!



Swipe the screen up to see the next page

WISCONSIN  
DEPT. OF NATURAL RESOURCES

## Agent Sign In

Username *Required*

Password *Required*

Sign in    Reset password

**Need Help?**

General Information 1-888-WDNR INFO (1-888-936-7463)  
Hours: 7 a.m. - 10 p.m.  
101 S. Webster Street  
PO Box 7921  
Madison, Wisconsin 53707-7921  
608-266-2621

This is the first screen you will see. The new system requires a username and password to access the system. Enter them and touch the Sign In button.



Swipe the screen up to see the next page



## Agent Sign In

Username *Required*

Password *Required*

Sign in

Reset password

### Need Help?

General Information 1-888-WDNR INFO (1-888-936-7463)

Hours: 7 a.m. - 10 p.m.

101 S. Webster Street

PO Box 7921

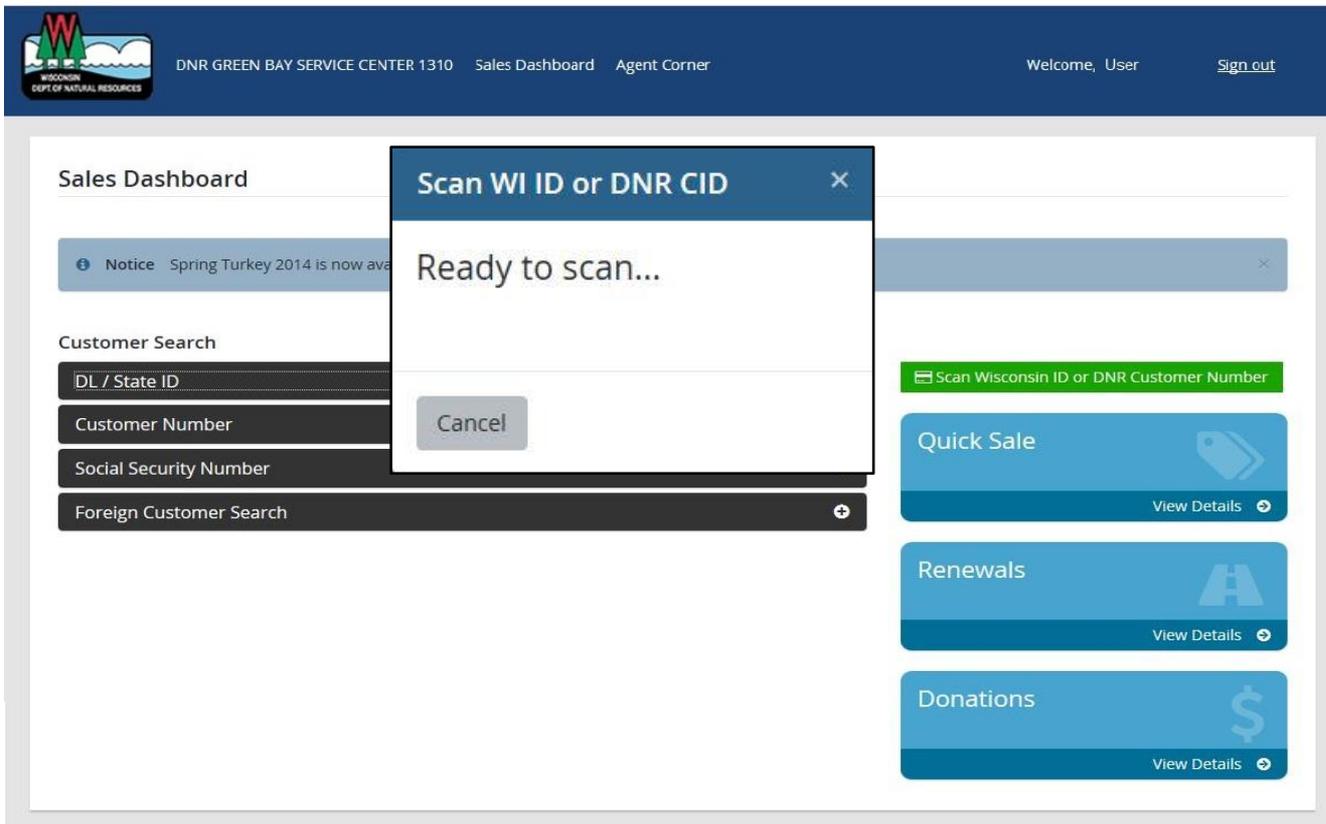
Madison, Wisconsin 53707-7921

608-266-2621 

If you have trouble logging in or have forgotten your password, touch the [Reset Password](#) button. You will be asked some security questions in order to change it.



Swipe the screen up to see the next page



Once signed in, it brings you to the **Sales Dashboard**. A small window will immediately display letting you know the scanner is ready to scan for a customer. Click **Cancel** if you do not have a customer document to scan.



Swipe the screen up to see the next page

WISCONSIN DEPT. OF NATURAL RESOURCES

DNR GREEN BAY SERVICE CENTER 1310 Sales Dashboard Agent Corner

Welcome, User [Sign out](#)

### Sales Dashboard

Notice Spring Turkey 2014 is now available.

#### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale View Details

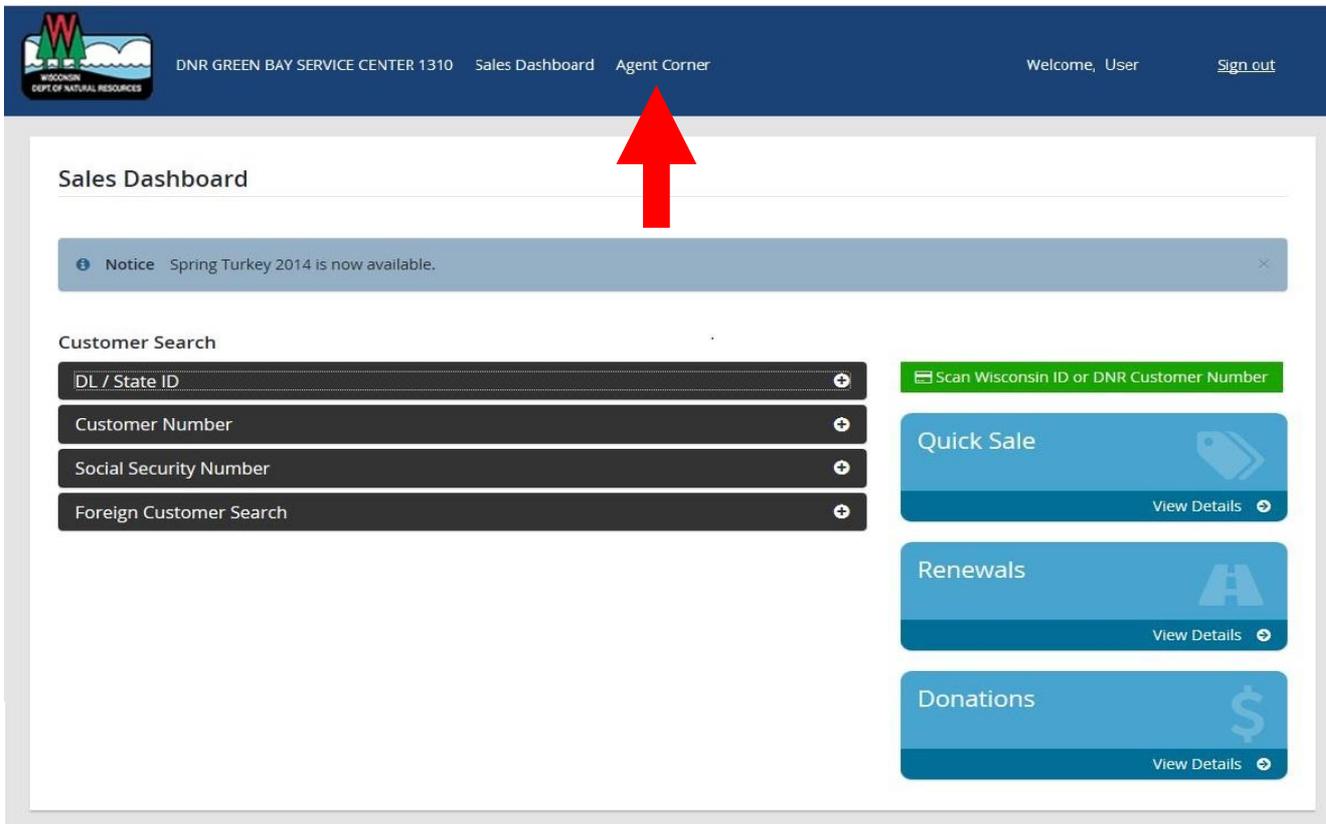
Renewals View Details

Donations View Details

At the top of the screen, it displays the agent location, the user who is currently signed in, and an option to sign out at any time.



Swipe the screen up to see the next page



Notice at the top, you have the option to visit the [Agent Corner](#), a special area just for sales agents where you can find additional information, messages, and training guides. You can touch this section at any time while you are logged in.



Swipe the screen up to see the next page



## Sales Dashboard

Notice Spring Turkey 2014 is now available.

### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale

View Details

Renewals

View Details

Donations

View Details

Touch the Quick Sale button if you wish to sell an item that does not require a customer search. These include trail passes, park stickers, vehicle renewals, Federal duck stamps, collector stamps and well driller permits



Swipe the screen up to see the next page



## Sales Dashboard

Notice Spring Turkey 2014 is now available.

### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale

View Details

Renewals

View Details

Donations

View Details

Touch the Renewals button to start a recreational vehicle renewal for a customer. You will need the customer's DNR number and vehicle registration number.



Swipe the screen up to see the next page



## Sales Dashboard

Notice Spring Turkey 2014 is now available.

### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale

View Details

Renewals

View Details

Donations

View Details

Touch the [Donations](#) button to accept a monetary donation from a customer. We hope you'll encourage your customer to say "yes" to the Cherish Wisconsin Outdoors Fund, which supports wildlife habitat on Wisconsin's public lands.



Swipe the screen up to see the next page



## Sales Dashboard

Notice Spring Turkey 2014 is now available.

### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale

View Details

Renewals

View Details

Donations

View Details

Let's search for a customer record. Touch the scan button to scan a Wisconsin driver license or DNR license...



Swipe the screen up to see the next page



## Sales Dashboard

Notice Spring Turkey 2014 is now available.

### Customer Search

DL / State ID

Customer Number

Social Security Number

Foreign Customer Search

Scan Wisconsin ID or DNR Customer Number

Quick Sale

View Details

Renewals

View Details

Donations

View Details

...or you can do a manual search. Choose to search by Driver License, DNR Customer Number, Social Security Number, or do a search for a Foreign Customer with a Visa or passport number.



Swipe the screen up to see the next page

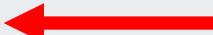
**Sales Dashboard**

Notice Spring Turkey 2014 is now available. ×

**Customer Search**

DL / State ID ⊖

DL Issuing State *Required*  
Select  

DL / State ID *Required*  
 

Date of Birth *Required*  
ex. 01/01/2016  

Customer Number ⊕

Social Security Number ⊕

Foreign Customer Search ⊕

Scan Wisconsin ID or DNR Customer Number

Quick Sale  View Details ⊕

Renewals  View Details ⊕

Donations  View Details ⊕

In this case, we have selected to search using a Driver License. You will be required to enter the driver license issuing state, the driver license number, and the customer's date of birth. Enter the information and touch the Search button.



Swipe the screen up to see the next page

## Customer Found

Name

JOHN TEST

Customer Number

684-813-264

Date of Birth

09/23/1967

DL Issuing State *Required*

Wisconsin



DL / State ID

T1234567891011

Cancel

Next

Once the customer is found, confirm you have the correct customer and all information is correct. Enter the customer's driver license number if they wish to include it in their record. Touch the **NEXT** button.



Swipe the screen up to see the next page

## Verify Customer - Personal Information

Please ask the customer if the following information is correct.

### Personal Information

Name	Customer Number	Date of Birth
JOHN TEST	684-813-264	09/23/1967

Country  
UNITED STATES

Address	Phone Number	Email Address
123 ANY STREET ANY TOWN, WI 12345		

### Identifying Characteristics

Hair Color	Eye Color	Height (ft)	Weight (lb)	Gender
Brown	Brown	6' 0"	180	Male

Is the information above accurate?

Cancel

No

Yes

Next look at the driver license and compare the name, date of birth and address to what is on the screen. Update the customer's account information if necessary. Select the **No** button and make the corrections on the edit screen, or click **Yes** if everything is correct.



Swipe the screen up to see the next page

## Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required* ⓘ

Include my name/business  Don't include my name/business

Residency *Required* ⓘ

I have verified this customer's current identification and address information.

I attest that this customer qualifies as a:

RESIDENT  NON-RESIDENT

Failure to properly verify residency and request appropriate customer identification as required by your Agent Contract could result in termination of your authority to issue DNR licenses.

Cancel

Next

The next screen will ask you to indicate their account Preferences and Residency. Please indicate if customer would like to receive 3<sup>rd</sup> party mailings from outside DNR...



Swipe the screen up to see the next page

## Preferences and Residency

When DNR receives a request from a third party for a list of customers or businesses: *Required* ⓘ

Include my name/business  Don't include my name/business

### Residency *Required* ⓘ

I have verified this customer's current identification and address information.

I attest that this customer qualifies as a:

RESIDENT  NON-RESIDENT

Failure to properly verify residency and request appropriate customer identification as required by your Agent Contract could result in termination of your authority to issue DNR licenses.

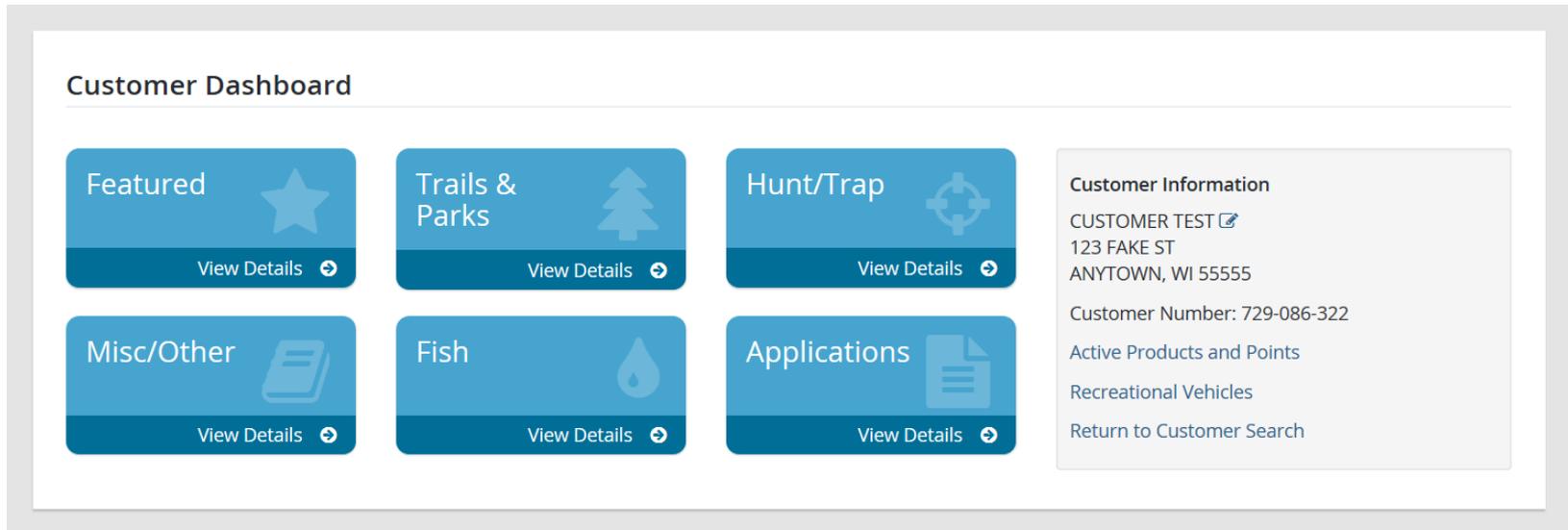
Cancel

Next

“...then indicate the customer’s Residency. The customer must present proof of residency to you at every purchase. A previously purchased fishing or hunting license is NOT proof of residency. Touch the question mark for more information on residency requirements, or touch Next to continue



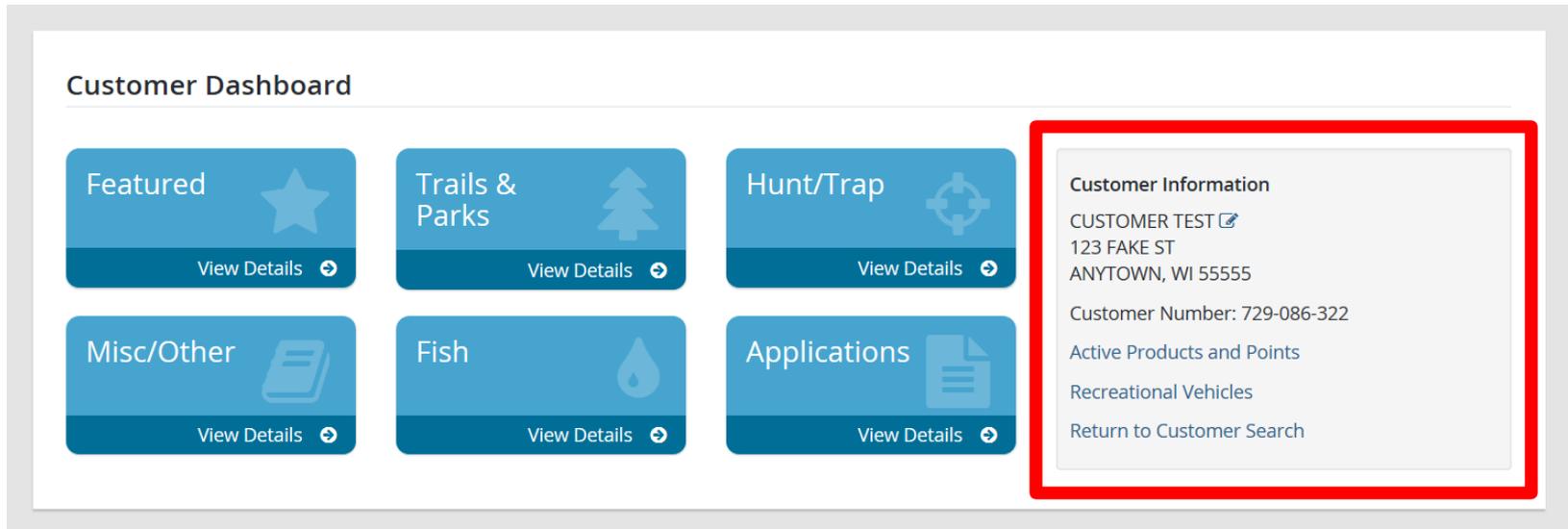
Swipe the screen up to see the next page



Once the customer has been found and updated, you will reach the **Customer Dashboard**. From this point on everything you see will be personalized to the customer.



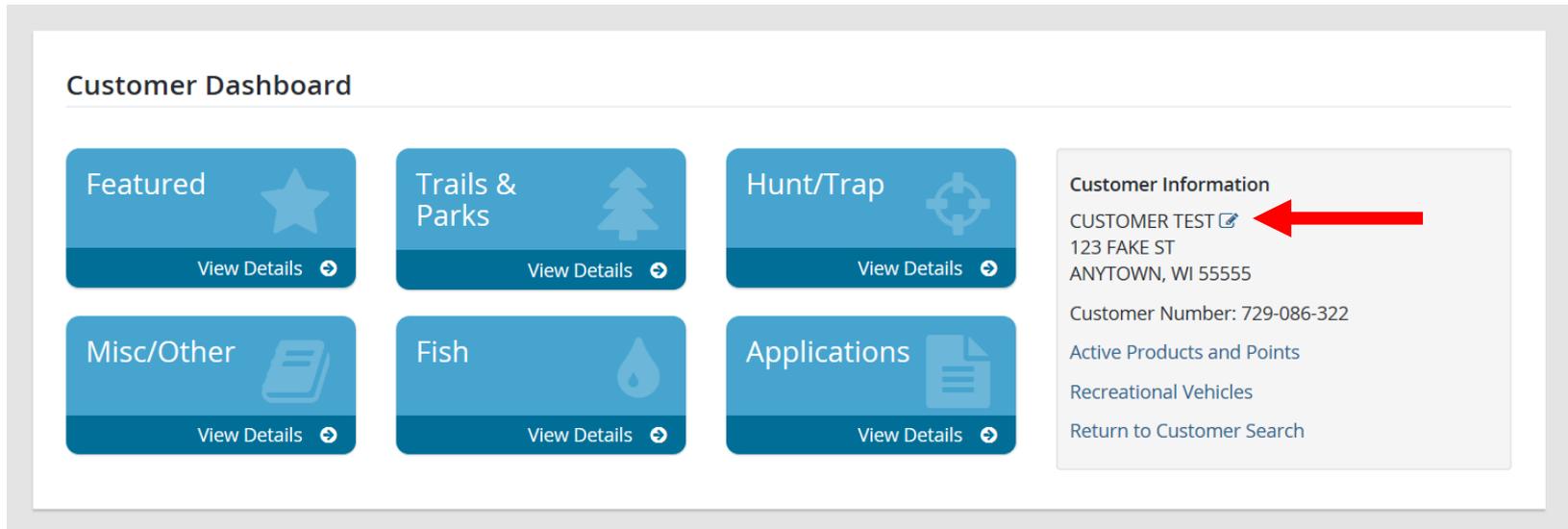
Swipe the screen up to see the next page



The Customer Information section is a brand new tool for you to view the customers account for a variety of information:



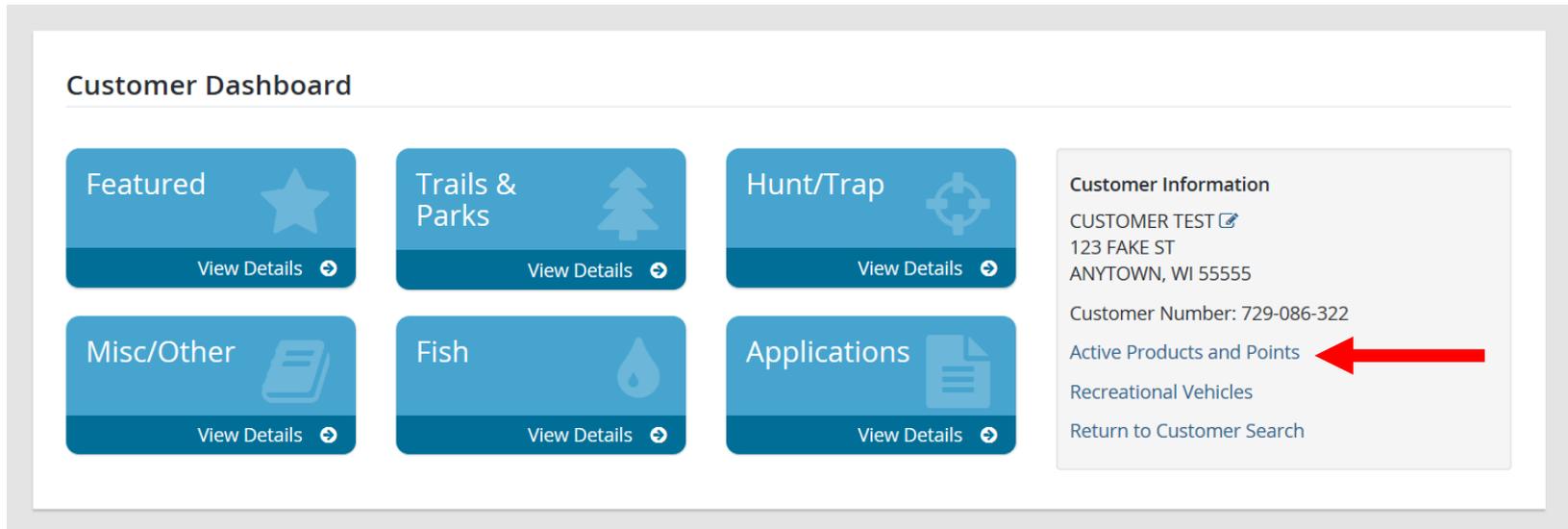
Swipe the screen up to see the next page



It will allow you another chance to edit a customer's information without going back to the beginning. Just touch the [Edit icon](#) next to their name.



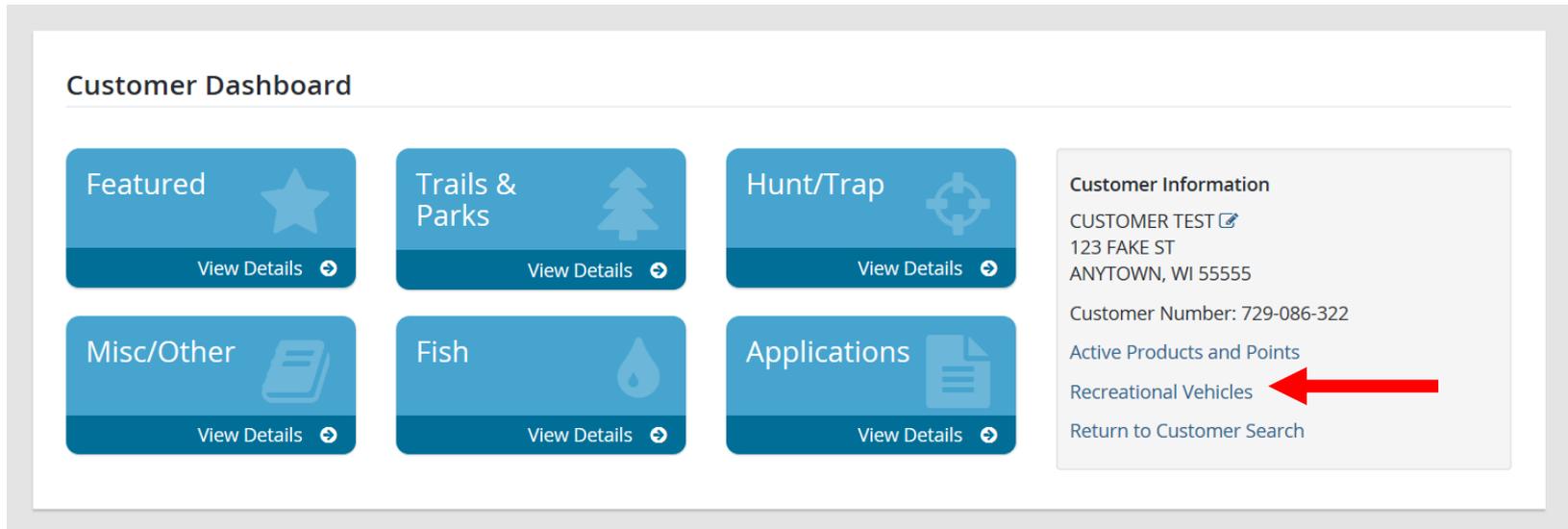
Swipe the screen up to see the next page



Touch [Active Licenses and Permits](#) to view any approvals the customer has purchased so far in the current license year, or any preference points they have accumulated for their permit applications.



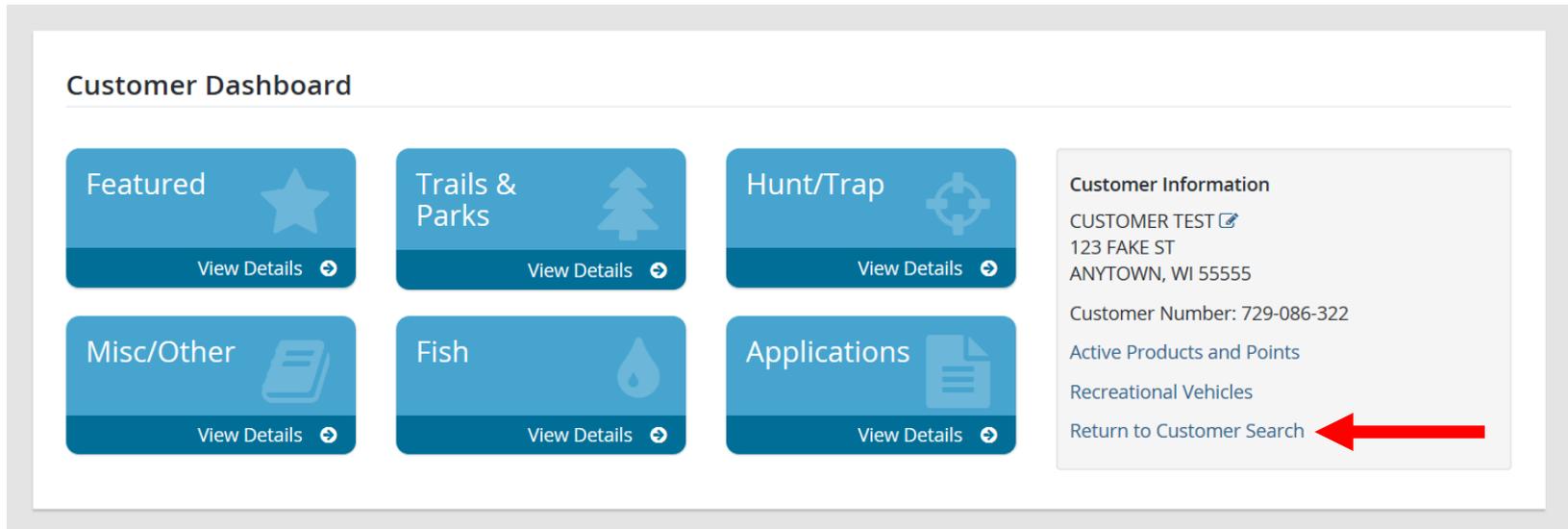
Swipe the screen up to see the next page



Touch [Recreational Vehicles](#) to view any boats, ATVs, UTVs, or snowmobiles currently registered to the customer. You will be able to renew those vehicles for the customer here as well



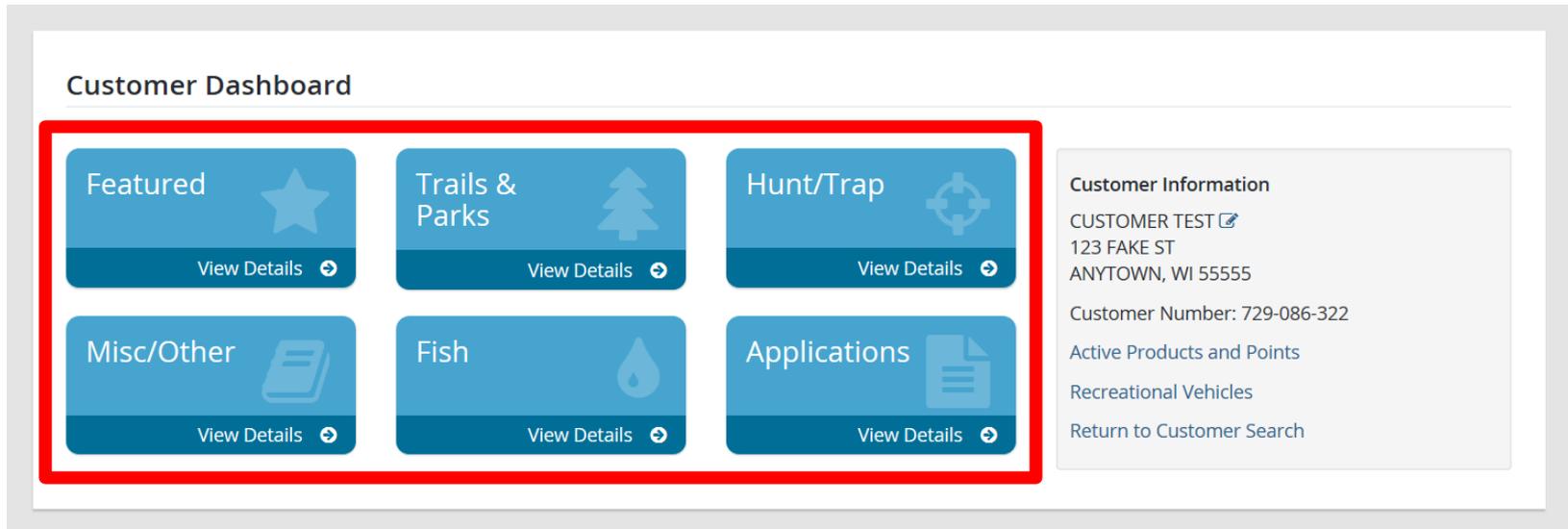
Swipe the screen up to see the next page



Touch [Return to Customer Search](#) if you wish to end this transaction and try a new customer search.



Swipe the screen up to see the next page



When you are ready to select a product for the customer, touch one of the large blue buttons. They will offer a more specific list of licenses for easier searching.



Swipe the screen up to see the next page

# Customer Catalog

All

Hunt/Trap

Fish

Applications

Trails & Parks

Misc/Other

Cart

Filter By:

Category

Featured Product

Species

Deer

Product Type

License

Tag

Stamp

Remove Filters

## Products

Product Name	Description	Price
Conservation Patron License (Resident) <span>Featured</span>	Allows Fishing, Small Game, Gun Deer, Archer, Cros...	\$165.00
Sports License (Resident)	Allows fishing, small game hunting and deer huntin...	\$60.00
Annual Fishing License (Resident)	Allows fishing in any waters of the state. Stamp ...	\$ 20.00
Spousal Annual Fishing License (Primary, Resident)	Available to either spouse (defined as "Primary" b...	\$31.00
One Day Fishing (Resident)	Allows fishing in any waters of the state for one ...	\$8.00

## Customer Information

JOHN TEST   
123 ANYTOWN  
ANYTOWN, NE 54701

Customer Number: 394-996-672

Active Licenses and Points

Safety Education  
Certificates

Recreational Vehicles

Print License Document

Return to Customer Search

Welcome to the **Customer Catalog**! A list of [available licenses](#) shows in the middle based on the license category you selected. Scroll down to view them all.



Swipe the screen up to see the next page

# Customer Catalog

All

Hunt/Trap

Fish

Applications

Trails & Parks

Misc/Other

Cart

Filter By:

Products

Category

Featured Product

Species

Deer

Product Type

License

Tag

Stamp

Remove Filters

Product Name

Description

Price

Conservation Patron License (Resident) **Featured**

Allows Fishing, Small Game, Gun Deer, Archer, Cros...

\$165.00

Sports License (Resident)

Allows fishing, small game hunting and deer huntin...

\$60.00

Annual Fishing License (Resident)

Allows fishing in any waters of the state. Stamp ...

\$ 20.00

Spousal Annual Fishing License (Primary, Resident)

Available to either spouse (defined as "Primary" b...

\$31.00

One Day Fishing (Resident)

Allows fishing in any waters of the state for one ...

\$8.00

Customer Information

JOHN TEST   
123 ANYTOWN  
ANYTOWN, NE 54701

Customer Number: 394-996-672

Active Licenses and Points

Safety Education  
Certificates

Recreational Vehicles

Print License Document

Return to Customer Search

Narrow down your product catalog by selecting one of the more specific tabs at the top...



Swipe the screen up to see the next page

# Customer Catalog

All

Hunt/Trap

Fish

Applications

Trails & Parks

Misc/Other

Cart

Filter By:

Category

Featured Product

Species

Deer

Product Type

License

Tag

Stamp

Remove Filters

## Products

Product Name	Description	Price
Conservation Patron License (Resident) <span>Featured</span>	Allows Fishing, Small Game, Gun Deer, Archer, Cros...	\$165.00
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## Customer Information

JOHN TEST   
123 ANYTOWN  
ANYTOWN, NE 54701

Customer Number: 394-996-672

Active Licenses and Points

Safety Education  
Certificates

Recreational Vehicles

Print License Document

Return to Customer Search

...or by using the filters on the left side of the screen. You can filter by category, species, or product type



Swipe the screen up to see the next page

# Customer Catalog

All

Hunt/Trap

Fish

Applications

Trails & Parks

Misc/Other

Cart

Filter By:

Products

Category

Featured Product

Species

Deer

Product Type

License

Tag

Stamp

Remove Filters

Product Name

Description

Price

Conservation Patron License (Resident) **Featured**

Allows Fishing, Small Game, Gun Deer, Archer, Cros...

\$165.00

Sports License (Resident)

Allows fishing, small game hunting and deer huntin...

\$60.00

**Annual Fishing License (Resident)**

Allows fishing in any waters of the state. Stamp ...

\$ 20.00

Spousal Annual Fishing License (Primary, Resident)

Available to either spouse (defined as "Primary" b...

\$31.00

One Day Fishing (Resident)

Allows fishing in any waters of the state for one ...

\$8.00

Customer Information

JOHN TEST   
123 ANYTOWN  
ANYTOWN, NE 54701

Customer Number: 394-996-672

Active Licenses and Points

Safety Education Certificates

Recreational Vehicles

Print License Document

Return to Customer Search

For this training, we will purchase a Resident Annual Fishing license. Touch the appropriate license, and...



Swipe the screen up to see the next page

## Annual Fishing License (Resident)

Allows fishing in any waters of the state. Stamp Privileges are required to fish inland trout or great lakes trout & salmon.

Price: \$20.00

### Add-on

**Great Lake Salmon/Trout**

Allows fishing (in addition to a license authorizing fishing) for trout or salmon on Lake Superior, Lake Michigan, Green Bay and the tributaries of Lake Michigan and Green Bay up to the first dam or lake. Conservation Patrons, Senior Citizen Recreation cardholders, and free resident Military Fishing/Small Game license holders are exempt from purchasing a great lakes trout & salmon stamp.

**Inland Waters Trout**

Allows fishing (in addition to a license authorizing fishing) for trout on all inland waters, except Green Bay and Lake Michigan tributaries up to the first dam or lake and tributaries to Lake Superior. Conservation Patrons, Senior Citizen Recreation cardholders, and free resident Military Fishing/Small Game license holders are exempt from purchasing an inland trout stamp.

Cancel

Add To Cart

... you can now confirm the license you selected, which will display a short description at the top, as well as the price.



Swipe the screen up to see the next page

## Annual Fishing License (Resident)

Allows fishing in any waters of the state. Stamp Privileges are required to fish inland trout or great lakes trout & salmon.

Price: \$20.00

### Add-on

**Great Lake Salmon/Trout**

Allows fishing (in addition to a license authorizing fishing) for trout or salmon on Lake Superior, Lake Michigan, Green Bay and the tributaries of Lake Michigan and Green Bay up to the first dam or lake. Conservation Patrons, Senior Citizen Recreation cardholders, and free resident Military Fishing/Small Game license holders are exempt from purchasing a great lakes trout & salmon stamp.

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Allows fishing (in addition to a license authorizing fishing) for trout on all inland waters, except Green Bay and Lake Michigan tributaries up to the first dam or lake and tributaries to Lake Superior. Conservation Patrons, Senior Citizen Recreation cardholders, and free resident Military Fishing/Small Game license holders are exempt from purchasing an inland trout stamp.

Cancel

Add To Cart

Some licenses may have additional add-on options that the customer may need. Make sure to ask the customer and select any of the add-ons they request. In this case we have selected the Great Lakes Salmon and Trout Stamp. Check the appropriate box and touch Add To Cart.



Swipe the screen up to see the next page

## Great Lake Salmon Trout Stamp

Allows fishing (in addition to a license authorizing fishing) for trout or salmon on Lake Superior, Lake Michigan, Green Bay and the tributaries of Lake Michigan and Green Bay up to the first dam or lake. Conservation Patrons, Senior Citizen Recreation cardholders, and free resident Military Fishing/Small Game license holders are exempt from purchasing a great lakes trout & salmon stamp.

Price: \$10.00

Cancel

Add To Cart

The system will now display the add-on you have chosen, along with a short description and price. Touch cancel to decline the add-on, or select Add To Cart to accept.



Swipe the screen up to see the next page

JOHN TEST  
DNR 684-813-264

## Shopping Cart

Annual Fishing License (Resident) \$20.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Great Lake Salmon Trout Stamp \$10.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Subtotal: \$30.00

[Keep Shopping](#)

[Checkout](#)

### Donation

Would you like to donate to:  
Cherish Wisconsin Outdoor Fund

\$  .00

Minimum Donation \$2

Donations must be in even dollar values.

Would You like a Magazine Subscription?  
Magazine Subscription

- DNR Magazine - 1 Year - \$8.97
- DNR Magazine - 2 Year - \$15.97
- DNR Magazine - 3 Year - \$21.97
- No Thank You - \$0.00

The license and add-on have now been added to the **Shopping Cart**. Review the items with the customer to make sure everything is right. Touch **Remove** on any of the items to delete an item from the shopping cart.



Swipe the screen up to see the next page

JOHN TEST  
DNR 684-813-264

## Shopping Cart

Annual Fishing License (Resident) \$20.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Great Lake Salmon Trout Stamp \$10.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Subtotal: \$30.00

[Keep Shopping](#)

[Checkout](#)

### Donation

Would you like to donate to:  
Cherish Wisconsin Outdoor Fund

\$  .00

Minimum Donation \$2

Donations must be in even dollar values.

Would You like a Magazine Subscription?

Magazine Subscription

- DNR Magazine - 1 Year - \$8.97
- DNR Magazine - 2 Year - \$15.97
- DNR Magazine - 3 Year - \$21.97
- No Thank You - \$0.00

We hope you'll encourage your customer to say "yes" for a donation to the [Cherish Wisconsin Outdoors Fund](#), which supports wildlife habitat on Wisconsin's public lands.



Swipe the screen up to see the next page

JOHN TEST  
DNR 684-813-264

## Shopping Cart

Annual Fishing License (Resident) \$20.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Great Lake Salmon Trout Stamp \$10.00  
Valid From 3/3/2015 - 3/31/2016

[Remove](#)

Subtotal: \$30.00

[Keep Shopping](#)

[Checkout](#)

### Donation

Would you like to donate to:  
Cherish Wisconsin Outdoor Fund

\$  .00

Minimum Donation \$2

Donations must be in even dollar values.

Would You like a Magazine Subscription?  
Magazine Subscription

- DNR Magazine - 1 Year - \$8.97
- DNR Magazine - 2 Year - \$15.97
- DNR Magazine - 3 Year - \$21.97
- No Thank You - \$0.00

Touch the [Checkout](#) button if the customer is ready to purchase, or touch [Keep Shopping](#) to select more licenses for this transaction.



Swipe the screen up to see the next page

## Confirm Payment Processing

Please confirm that payment has been successfully processed. After confirming, the item(s) purchased by the customer will be added to their account and/or sent for fulfillment.

Annual Fishing License (Resident)	1	\$20.00
Great Lake Salmon Trout Stamp	1	\$10.00
Cherish Wisconsin	1	\$2.00
<b>Total</b>		<b>\$32.00</b>

Confirm

Cancel

The confirmation page will list all the selected products, along with the total you need to receive from the customer. Have the customer view the screen to make sure everything is correct and select the Confirm button. You may still select the Cancel button if you wish to cancel the transaction.



Swipe the screen up to see the next page

### Please Sign and Confirm Payment

I hereby certify that I am a Wisconsin resident and have maintained my permanent residence in Wisconsin for the previous 30 days and that I am eligible for these approvals. I understand that providing incorrect information and/or claiming landowner preference without meeting the legal requirements is a violation of state law and punishable by penalty and revocation of all hunting, fishing and trapping privileges for 3 years. A hunting license issued by the Department of Natural Resources does not authorize the possession of a firearm by a felon or anyone who cannot possess a firearm due to a conviction for a crime of domestic violence.

I have read the statement above and have complied with all the laws regulating the issuance and purchase of this license and certify that my privileges are not revoked or suspended.

*Customer Signature*

Cancel

Clear

Confirm Payment

One last screen before the purchase is final. The customer must sign the small screen with their finger and select **Confirm Payment** in order to finalize the sale. This is the very last chance to **Cancel** the sale before it is posted to the customer account.



Swipe the screen up to see the next page

## Order Receipt

Transaction #55677435 

The following products have been added to your account.

Name	Qty	Price	Line Total
Great Lake Salmon Trout Stamp	1	\$10.00/ea	\$10.00
New Buyer Annual Fishing License (Resident)	1	\$20.00/ea	\$20.00
Cherish Wisconsin Outdoor Fund	1	\$2.00/ea	\$2.00
		Total	\$ 32.00

Agent Receipt 

Customer Receipt 

[Back to Dashboard](#)

Now that the sale is final, the screen will display the **Order Receipt**, which includes the transaction number, all licenses with their prices, and the total cost to the customer.



Swipe the screen up to see the next page

## Order Receipt

Transaction #55677435 

The following products have been added to your account.

Name	Qty	Price	Line Total
Great Lake Salmon Trout Stamp	1	\$10.00/ea	\$10.00
New Buyer Annual Fishing License (Resident)	1	\$20.00/ea	\$20.00
Cherish Wisconsin Outdoor Fund	1	\$2.00/ea	\$2.00
		Total	\$ 32.00

Agent Receipt 

Customer Receipt 



[Back to Dashboard](#)

**IMPORTANT** – Make sure to touch [Customer Receipt](#) to open the print out the receipt and license documents for the customer. It will open up a PDF file which you can view before printing.



Swipe the screen up to see the next page



Department of Natural Resources  
**2016 Licenses/Approvals**

---

**JOHN TEST**  
123 ANY STREET  
ANY TOWN, WI 12345

DOB 9/23/1967      Gender: M  
Customer # 684813264      Hair: BRO Eyes: BRO  
D/L #      Height: 6'0 Weight: 180

Stub for scan code

Annual Fishing License (Resident)  
Begin Date 3/3/2015 - End Date 3/31/2016  
Great Lake Salmon Trout Stamp  
Begin Date 3/3/2015 - End Date 3/31/2016

16

Once printed, the final License Document will show the current product that was just purchased, as well as any other active approvals purchased earlier in the current license year. Close the document and touch the Back to Dashboard button to return to the Customer search screen.



End