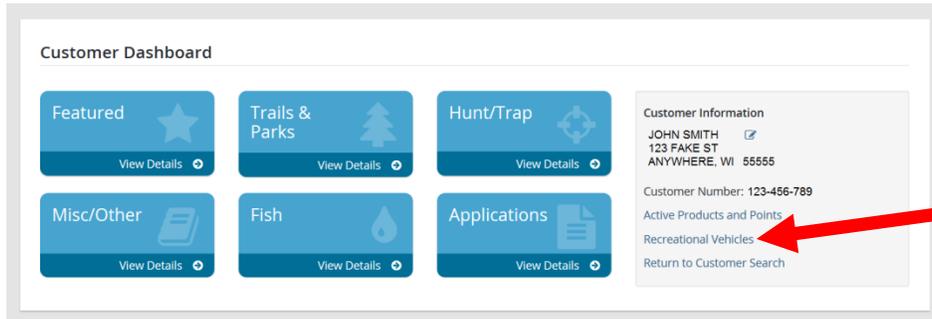
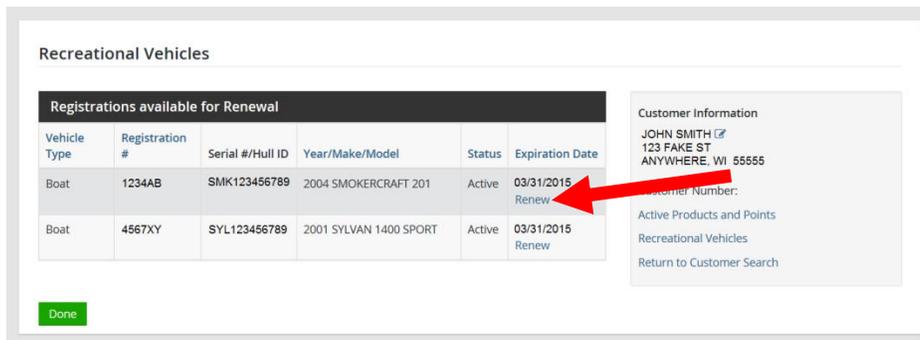


# Renew a Recreational Vehicle (Customer Account)

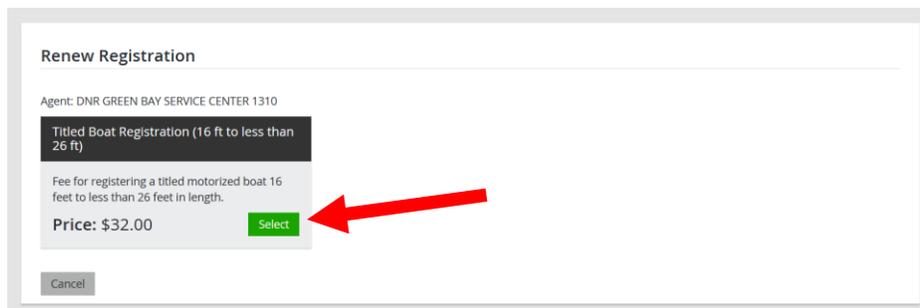
Search for the customer and make your way to the **Customer Dashboard**. On the right side of the screen under customer information, select the [Recreational Vehicles](#) link.



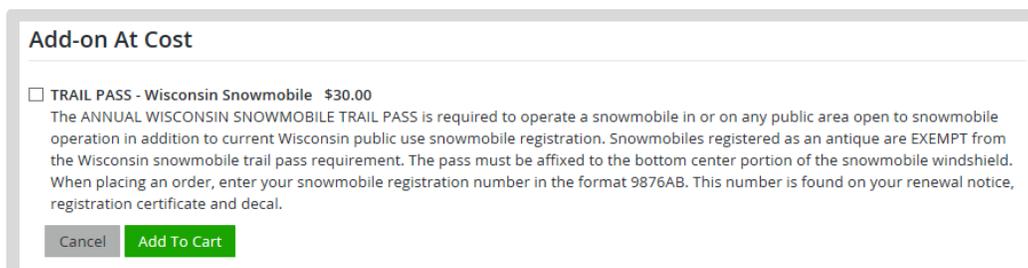
The next screen will show a list of recreational vehicles registered in the customer's name. Notice the Status and Expiration Date. If a vehicle is expired, it will have the option to touch **Renew**. If there is no option to renew, have the customer confirm the expiration date on the vehicle.



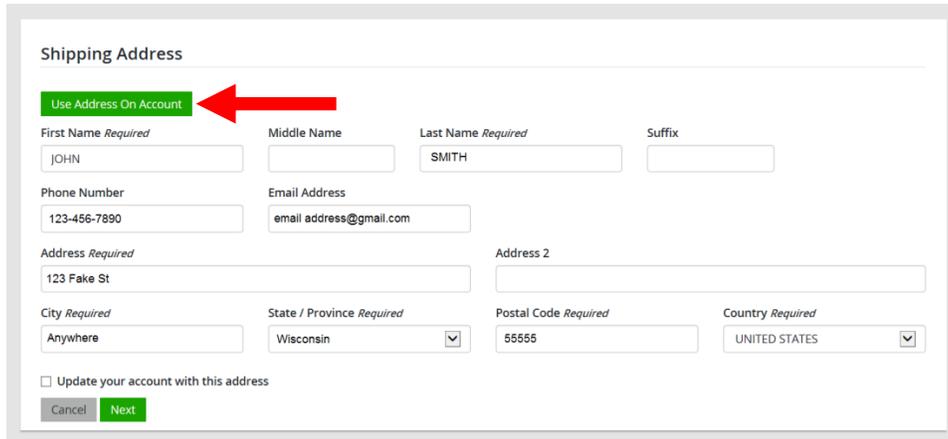
The next screen will list the vehicle type and the price for the requested renewal. Boats and snowmobiles are registered for a period of three years, while ATVs are registered for a period of two years. Touch the **Select** button to continue.



If the vehicle is a snowmobile, the system will also offer a Trail Pass add-on for the customer. Check the box if they wish to purchase them together. Select Add To Cart.



After checkout, you will now be prompted to enter a shipping address where the customer's registration materials will be mailed. You can touch [Use Address On Account](#) to auto fill the information with the customer account already on file, or enter a different address. Touch [Next](#) when finished.



Shipping Address

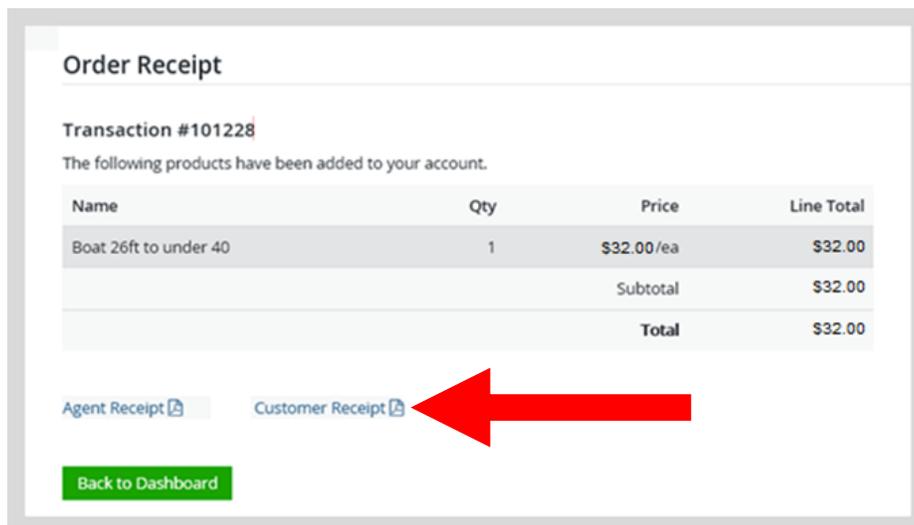
[Use Address On Account](#)

First Name *Required*: JOHN  
Middle Name:   
Last Name *Required*: SMITH  
Suffix:   
Phone Number: 123-456-7890  
Email Address: email address@gmail.com  
Address *Required*: 123 Fake St  
Address 2:   
City *Required*: Anywhere  
State / Province *Required*: Wisconsin  
Postal Code *Required*: 55555  
Country *Required*: UNITED STATES

Update your account with this address

Cancel [Next](#)

8. Confirm payment and have the customer sign. The Order Receipt Page will summarize the registration fees and total them up. **VERY IMPORTANT: Make sure to select [Customer Receipt](#) and print it out for the customer.**



Order Receipt

Transaction #101228

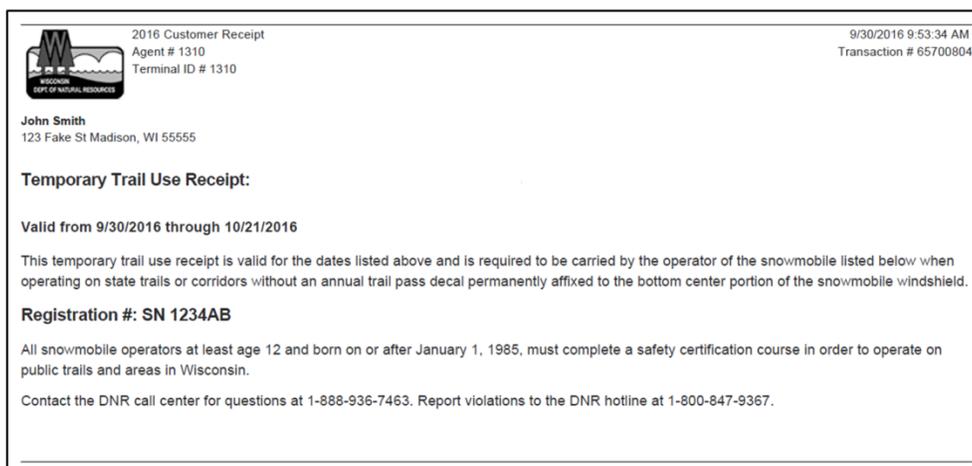
The following products have been added to your account.

Name	Qty	Price	Line Total
Boat 26ft to under 40	1	\$32.00/ea	\$32.00
		Subtotal	\$32.00
		<b>Total</b>	<b>\$32.00</b>

[Agent Receipt](#) [Customer Receipt](#)

[Back to Dashboard](#)

A temporary operating receipt will print that will allow them to operate while they wait for their certificate and decals to arrive by mail. Customers should allow 7-10 days for them to arrive.



2016 Customer Receipt  
Agent # 1310  
Terminal ID # 1310  
9/30/2016 9:53:34 AM  
Transaction # 65700804

**John Smith**  
123 Fake St Madison, WI 55555

**Temporary Trail Use Receipt:**

Valid from 9/30/2016 through 10/21/2016

This temporary trail use receipt is valid for the dates listed above and is required to be carried by the operator of the snowmobile listed below when operating on state trails or corridors without an annual trail pass decal permanently affixed to the bottom center portion of the snowmobile windshield.

**Registration #: SN 1234AB**

All snowmobile operators at least age 12 and born on or after January 1, 1985, must complete a safety certification course in order to operate on public trails and areas in Wisconsin.

Contact the DNR call center for questions at 1-888-936-7463. Report violations to the DNR hotline at 1-800-847-9367.