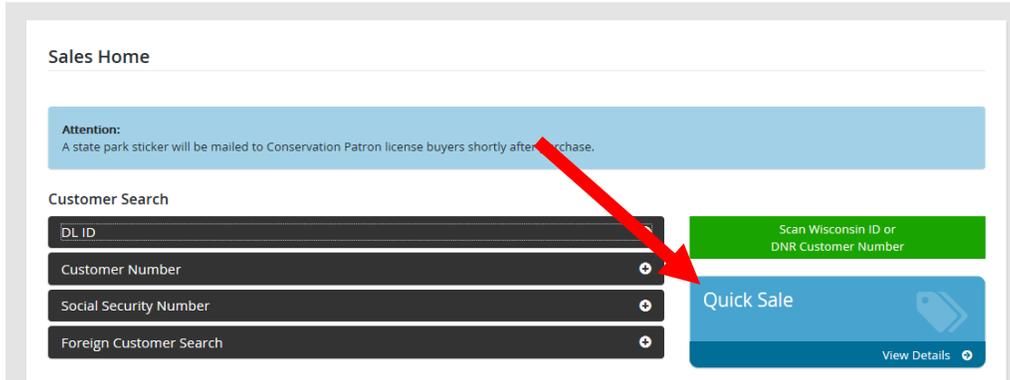


Wisconsin Snowmobile Trail Pass – Quick Sale

Snowmobile trail passes are located under the **Quick Sale** button and do not require you to enter the customer's search criteria. Select the [Quick Sale](#) button on the Sales Home page.

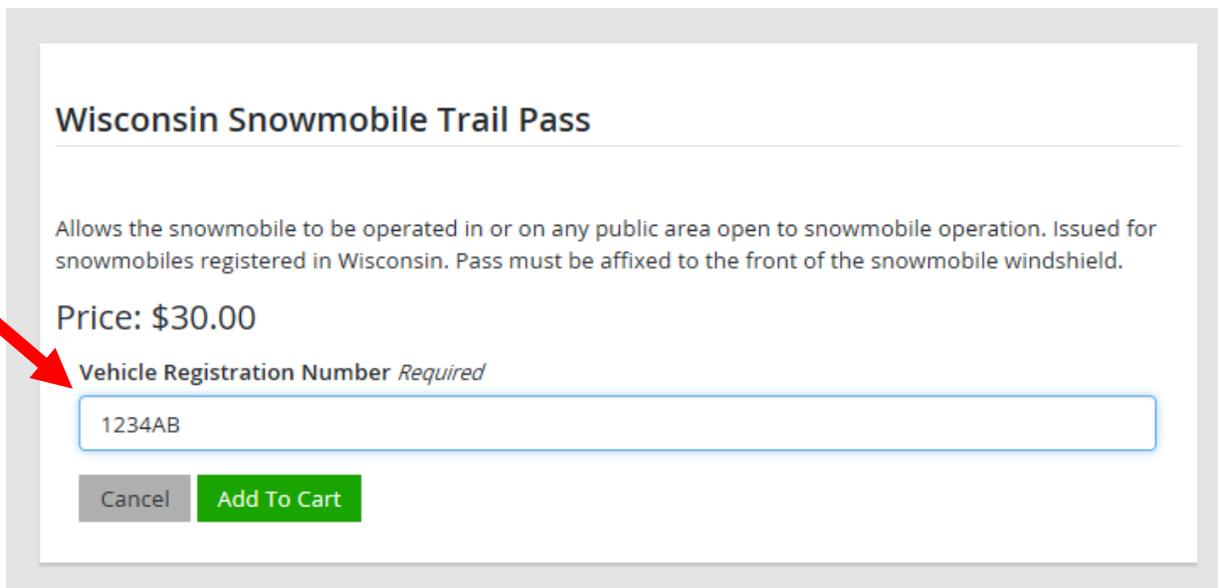


Select the correct pass from the Products catalog. Read the description to make sure you have the item the customer is requesting. Snowmobile Trail Passes are not issued based on the customer's residency, but on where the machine is registered

- If the machine is registered in Wisconsin, choose the **Wisconsin Snowmobile Trail Pass**
- If the machine is registered in any other state, choose the **Nonresident Snowmobile Trail Pass**

Products		
Product Name	Description	Price
Wisconsin Snowmobile Trail Pass	Allows the snowmobile to be operated in or on any ...	\$30.00
Nonresident Snowmobile Trail Pass	Allows the snowmobile to be operated in or on any ...	\$50.00

The next screen will ask the customer to provide the Wisconsin registration number to authenticate the machine is registered in Wisconsin. Enter the vehicle registration number as shown below, enter the four alpha and two numeric characters (ie: for SN 1234 AB enter 1234AB) of the snowmobile. Select Add to Cart.



The shopping cart will show the pass and the price to collect from the customer. If it is not correct, select remove and then keep shopping to go back and select the correct pass. Otherwise hit Checkout if correct.

Shopping Cart

Remove all from cart	
Wisconsin Snowmobile Trail Pass	\$30.00
1234ab	
Valid From 10/6/2016 - 6/30/2017	
Remove	
Subtotal:	\$30.00

The system will then ask you to enter the shipping address for mailing the physical trail sticker. Enter and select NEXT.

Shipping Address

First Name <i>Required</i>	Middle Name	Last Name <i>Required</i>	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number	Email Address		
<input type="text"/>	<input type="text"/>		
Address <i>Required</i>		Address 2	
<input type="text"/>		<input type="text"/>	
City <i>Required</i>	State / Province <i>Required</i>	Postal Code <i>Required</i>	Country <i>Required</i>
<input type="text"/>	Select <input type="text"/>	<input type="text"/>	UNITED STATES <input type="text"/>
<input type="button" value="Cancel"/>	<input type="button" value="Next"/>		

Conform payment and have the customer sign. You will print a temporary operating receipt for the customer. It will list the valid dates and the registration number. They are valid to operate on that until they receive their registration stickers in the mail.

	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: Wisconsin Snowmobile Trail Pass		
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.		