Renew a Recreational Vehicle (Quick Sale)

Go Wild has the ability to renew the registration of a boat, ATV, UTV, or snowmobiles. The vehicle must already be in the customer's name in order to do a renewal. Customers that request a change of ownership to a vehicle must contact DNR.

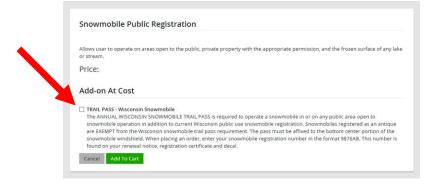
Select the Renewals button on the Sales Home screen.



Renewal notices now come with a special number called an RRN (Registration Renewal Number). You
can use your Go Wild scanner to populate the RRN field, and process the renewal faster. If the
customer does not have a renewal notice with them, you may enter the <u>DNR customer number</u> of the
vehicle owner and the vehicle registration number (1234AB). Select Continue.



• The registration fee for that vehicle will appear on the screen. Note: If the vehicle is a snowmobile, the system will also offer a <u>Trail Pass add-on</u> for the customer. Check the box if they wish to purchase them together. Select Add to Cart.



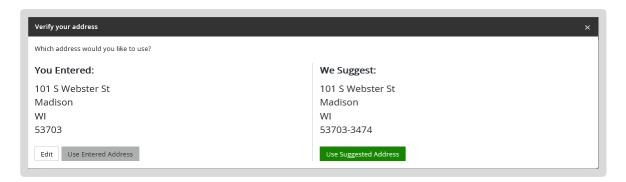
In the Shopping Cart, confirm the amount and collect from the customer. Select Checkout.



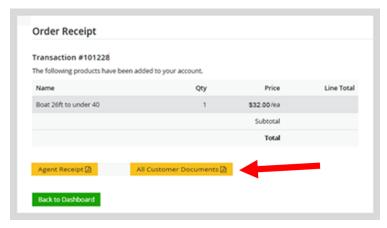
• **Shipping Details**. Select the location you would like your items shipped. *Take note: Boat titles will still be shipped to address on DNR account regardless of an alternate address*.

First Name Required	Middle Name	Last Name	Required	Suffix	
TEST		CUSTOM	R		
Organization	Phone Number		Email Address		
Address <i>Required</i>					
123 Fake St					
Address 2					
City <i>Required</i>					
Anytown					
State / Province Required					
Wisconsin	V				
Postal Code <i>Required</i>					
55555-					
Country Required					
, ,					

• **Shipping validation.** The system will do an address validation with the US Postal Service to look for errors in the address. Select the appropriate action if your address needs correction.



Confirm all payment amounts and have the Customer sign. The Order Receipt Page will summarize
the registration fees and total them up. VERY IMPORTANT: Make sure to select <u>Customer Receipt</u>
and print it out for the customer.



 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.