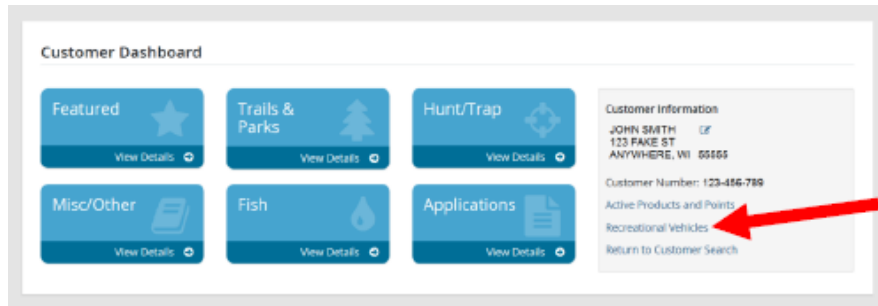
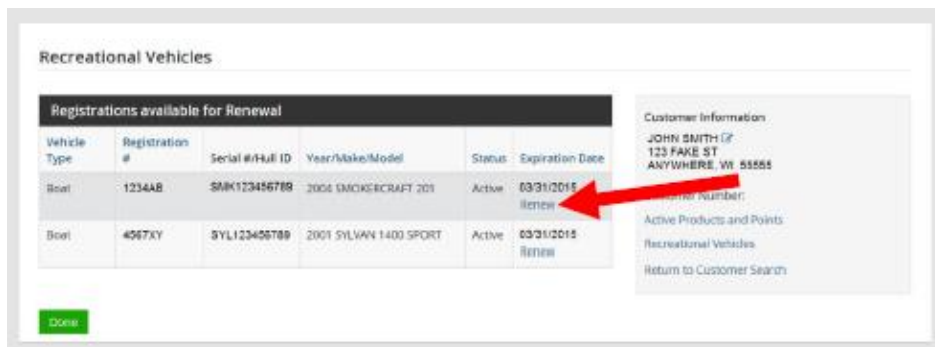


Renew a Recreational Vehicle (Customer Account)

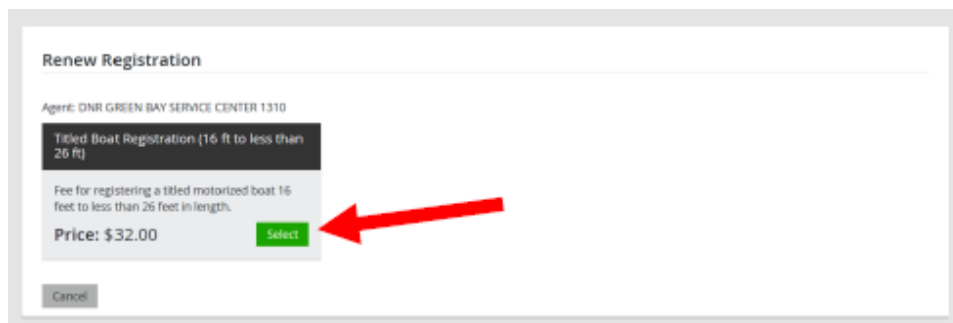
- **Customer Dashboard.** Search for the customer and make your way to the **Customer Dashboard**. On the right side of the screen under customer information, select the Recreational Vehicles link.



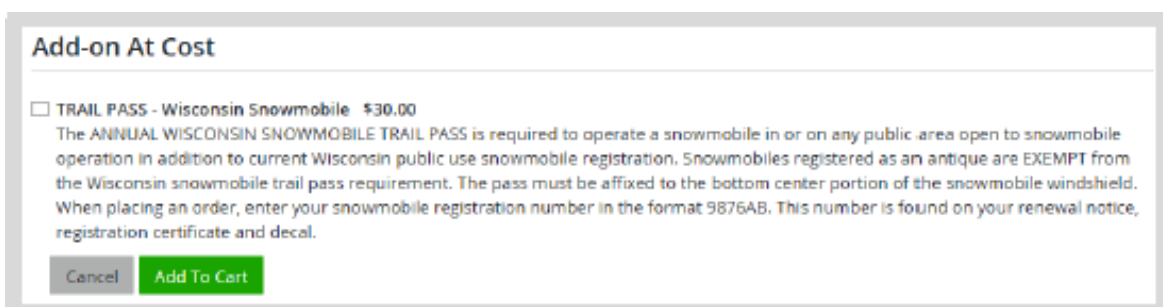
- **Vehicle List.** The next screen will show a list of recreational vehicles registered in the customer's name. Notice the Status and Expiration Date. If a vehicle is expired, it will have the option to touch Renew. If there is no option to renew, have the customer confirm the expiration date on the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



- **Renew Registration.** 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.



- **Add-on Trail Pass.** 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.



- **Shipping Details.** Select the location you would like your items shipped. The default is to ship to the address you already have on your DNR account. Select the second option to utilize an alternate shipping address for this order. *Take note: Boat titles will still be shipped to address on DNR account regardless of an alternate address.*

Shipping Details

Use Same Address on Account
 James Test
 123 Main Street
 Anytown WI 55555 UNITED STATES

Use Different Address

Cancel
Next

- 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
Total			\$32.00

Agent Receipt
Receipt and License Documents
←

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 # 1316

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.