

Registering to use the Open Book /Board of Review Calendar Instructions

Already have a WAMS ID? – Review Section A below (Request authorization from DOR)

A. Requesting authorization to the Open Book/BOR calendar

Whether you already had a WAMS ID or just created a new one, before accessing the calendar, DOR must grant you authorization.

1. **Log into WAMS system** – to log in, use the same login to access the Wisconsin Department of Revenue's (DOR) Electronic Real Estate Transfer Return site ([eRETR](#))
2. **Complete Welcome screen/contact form** – after you log in for the first time, you will see this screen
 - a. **Enter** – Your name, phone number and email address
 - b. **Check** – Your appropriate role (Treasurer, Real Property Lister, Assessor, Municipal Clerk)
 - c. **Select** – "Continue interview"

Electronic Real Estate Transfer Return Wisconsin Department of Revenue

Click for help in filling out this form

Welcome! Complete this form in order to use eRETR's Government Officials Web Application

Last name: Lerk First name: Muni C.
Telephone: (999) 999-9999 Email address: muni.clert@amuni.gov

What role(s) do you play?

Register of Deeds Assessor Agency Manager
 Treasurer Assessment Staff Researcher or Project
 Real Property Lister Revenue Staff Municipal Clerk

Continue interview

3. Complete the Role screen

The example used below shows a Municipal Clerk role. Other roles function the same way.

- a. **Municipalities** – enter the five digit code for the municipalities you need access for
- b. **Recipient's email** – select "Board of Review Calendar" from the dropdown menu
- c. **Select** – "Send the mail"
- d. **Note:** Once DOR receives the request, we will send you an email confirming or denying your access

Electronic Real Estate Transfer Return Wisconsin Department of Revenue

Click for help in filling out this form

Municipal Clerk Municipalities:

- Enter the municipalities you and your staff are responsible for.

Municipalities: Enter five digit county municipality code(s), without dashes, without spaces and only separated by commas, see example.
Example: 05106,05010,05012 (you would be claiming that you are responsible for BROWN: BELLEVUE, VILLAGE OF, BROWN: LATON, TOWN OF, and BROWN: GLENMORE, TOWN OF)

05106, 05010, 05012 [County Municipal Codes List](#)

Recipient's email:

- Select the email address of the District Office where you do the majority of your work.

Recipient's email address: Board of Review Calendar <-- Send the mail

Back

New clerk or a clerk without a WAMS ID

- Create a WAMS ID – Review Section B below
- Request authorization from DOR – Review Section A on page 1

B. Creating your WAMS account

1. **Visit** – on.wisconsin.gov/WAMS/home
2. **Select** – [Self-Registration](#) to get started

[Self-Registration](#) (Request a Wisconsin User ID and Password.)

Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet. This account belongs to you. It does not belong to your current employer.

Note: You must provide a valid, unique e-mail address to self-register for a Wisconsin Login Account. Correspondence regarding your Wisconsin User ID, password or other information about your Wisconsin Login Account will be sent to this e-mail address.

3. **Read** – the "Wisconsin Web Access Management System User Acceptance Agreement, then select "Accept"
4. **Self-Registration page** – enter your profile, account and account recovery information. After you complete and review your information, select "Submit."
5. **Activate Account** – you will receive an account activation email at the email address you provided. To activate your account, enter your User ID and password, then select "Login."

WISCONSIN.GOV

WAMS
WEB ACCESS
MANAGEMENT SYSTEM

Account Activation - Final Step
Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:

Password:

Note: Once you successfully logged in and activated your account, you will use that same login to access the Department of Revenue Electronic Real Estate Transfer Return site ([eRETR](#)) and provide information for your municipality.

Already have a WAMS ID and received authorization from DOR – Review Section C below

C. Accessing the Open Book and Board of Review Calendar

Application/instructions – located at revenue.wi.gov/propertytax/index.html