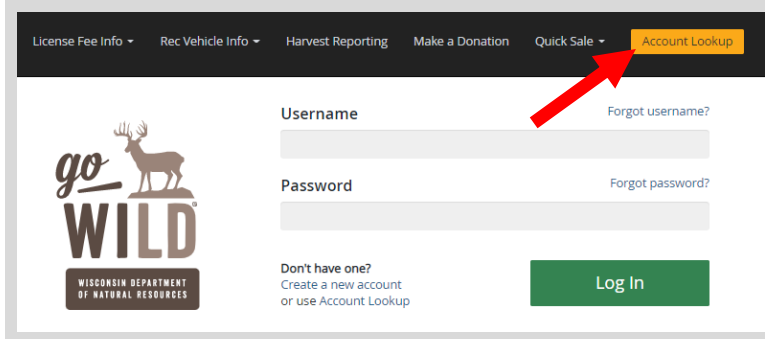


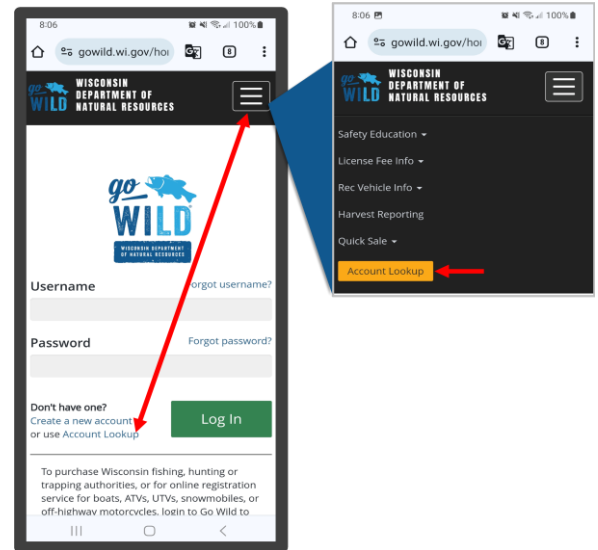
HOW TO: Submit a Bear Application on Go Wild

STEP 1: Log in / create your Go Wild account


- Visit the website gowild.wi.gov. If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the “Account Lookup” option to search for your account or create a new account if necessary.

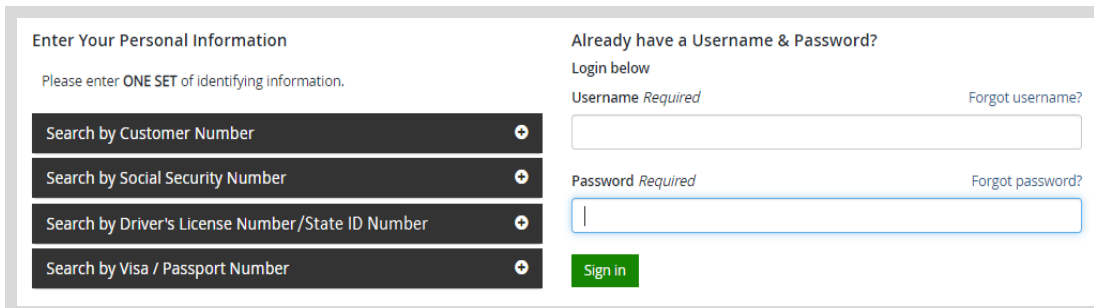


The desktop login page features a navigation bar with links: License Fee Info, Rec Vehicle Info, Harvest Reporting, Make a Donation, Quick Sale, and Account Lookup. The Account Lookup button is highlighted with a red arrow. Below the navigation bar is the Go Wild logo and a login form with fields for Username and Password, each with a 'Forgot' link. A 'Log In' button is at the bottom right. A link for 'Don't have one? Create a new account or use Account Lookup' is at the bottom left.



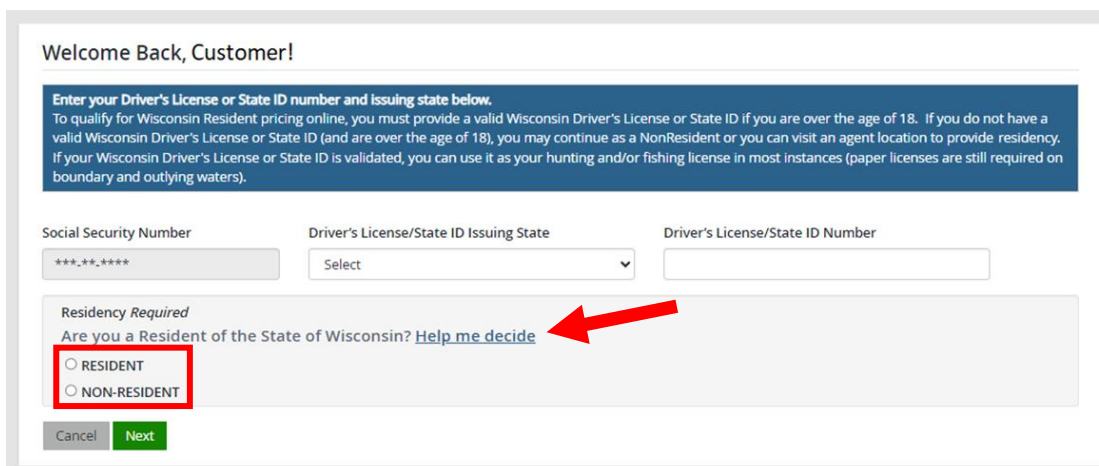
The mobile login page is shown in two views. The left view shows the login form with a red arrow pointing to the 'Account Lookup' link. The right view shows the mobile menu with a red arrow pointing to the 'Account Lookup' button.

- **Mobile Users** who haven't created a username/password may access the account look-up options by selecting “Account Lookup” under the username section or select the  icon to display the “Account Lookup” button.
- **Access your Account** - Search for your existing customer record using one of the four personal information options on the left (enter only numbers without any punctuation). Or enter your username and password for your account if you have already created one.



The 'Enter Your Personal Information' form has two columns. The left column lists search options: Search by Customer Number, Search by Social Security Number, Search by Driver's License Number/State ID Number, and Search by Visa / Passport Number. The right column is for login, with fields for Username and Password, each with a 'Forgot' link, and a 'Sign in' button.

- **Welcome Back!** Enter your Driver License/State ID issuing state and ID number. If you do not have that information, leave both fields blank. *Note: To qualify for resident licenses, all customers age 18 and over must include a WI Driver License/State ID number.* Next indicate your state residency (Wisconsin resident or nonresident). If you are unsure of your state residency, select the Help me decide link.



The 'Welcome Back, Customer!' form has three input fields: Social Security Number (format: ***.***.****), Driver's License/State ID Issuing State (a dropdown menu), and Driver's License/State ID Number. Below these is a 'Residency Required' section with the question 'Are you a Resident of the State of Wisconsin?' and radio buttons for RESIDENT and NON-RESIDENT. A 'Help me decide' link is highlighted with a red arrow. 'Cancel' and 'Next' buttons are at the bottom.

- **NEW requirement for all GoWild users - Create Username and Security Question.**

NOTE: This screen will only display if you have not yet created a username/password for your GoWild account.

Enter the following and select the Next button when finished.

1. Create a username for your account, following the requirements listed on the page.
2. Create a unique password for your account following the requirements listed on the page. You will need to enter it a second time to confirm it.
3. Create a Security Question and the answer to that question. (This question will be used should you need to reset your password).

Create Username and Security Question

A username and password is required. Please read the instructions below for the requirements. You will be able to use this login information in the future when you access the Go Wild site.

Create Username and Password
Your Username must be between 5-20 characters and consist of letters and/or numbers.

Username *Required*

 1

Your Password must be between 8-20 characters and contain at least one numeric character, at least one upper-case character, at least one lower-case character, and at least one symbol (except the "@" sign). Passwords and Security Answers are case sensitive.

Create New Password *Required* Confirm New Password *Required*

 2

Set Security Question
Please set your security question and answer. This question will be used should you need to reset your password.

Security Question *Required*

 3

Security Answer *Required*

[Next](#)

- **Review Summary.** Check your personal information for accuracy. If changes need to be made, select the [Edit](#) icon. If everything is correct, select the [Yes](#) button.

Review Summary

Personal Information [Edit](#)

CUSTOMER TEST 123 FAKE ST ANYTOWN, WI 55555 UNITED STATES	Social Security Number ***-**-****	Visa / Passport Number
(123) 456-7890	Date of Birth 02/06/1975	Issuing Country

- **Customer Home Page.** You have reached your customer home page where you may select licenses, register game, register recreational vehicles, and more!

go WILD
Home Catalog Welcome, Customer Sign out Cart 0

Hi **Customer** DNR ID: 000-000-000

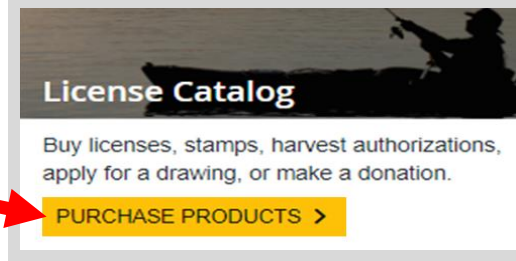
[View / Edit Profile](#)

Please review the expiration dates in your shopping cart associated with what you are purchasing.

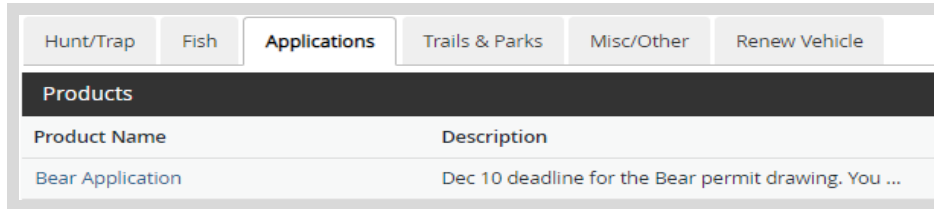
Did You Know? You can edit any of your submitted applications up until the deadline and can reprint any of your documents in the Manage Your Licenses section of your dashboard.

STEP 2: Select your license/application product.

- **Customer Homepage.** Locate License Catalog section and select the [PURCHASE PRODUCTS](#) button.



- **Product Catalog.** Look under the Applications tab and select the [Bear Application](#) from the Product List.



- **Bear Application type.** Choose to apply for a [Preference Point only](#) or [Harvest Permit](#). If you choose preference point only, you will be directed to the shopping cart immediately. If you select Harvest Permit, additional information will be required on the next screen. Select the Add to Cart button.

- **Application choices.** This screen will show if you selected Harvest Permit from the previous screen. Select the [Management Zone/Unit](#) you wish to apply for. To submit a group application, read the description and add the [group leader number](#) if applicable. Once entered, you will be asked to verify the group leader number by selecting the [Lookup Group Leader](#) button. You will see an indication that the group leader lookup was successful (see below) or receive an error message to try again.

STEP 3: Make payment and print your license/receipt

- **Shopping Cart.** Confirm your purchase is correct. Select your **Payment Type** (Credit Card or Checking Account) and select **Checkout**. Or select **Keep Shopping** if you need to purchase more.

Shopping Cart Remove all from cart

Go Wild Product x Remove

Valid From

Subtotal:

Payment Type: Credit Card

Keep Shopping Checkout

- **Shipping Details.** This screen will only show if you have items that must be shipped to you (Go Wild Conservation Card, Trail Pass, etc). Enter the location you would like your items shipped. You may use the address already on account or enter an alternate address to ship to one time. Select **NEXT**. *Note: The system will validate the address and recommend address adjustments if necessary.*

Shipping Details

Use Address on Account

James Test
123 Main Street
Anytown WI 55555

Use Different Address / Edit Account Address

Verify your address

Sorry, we couldn't find your address. If you've made an error, please select edit and try again.
If your address is correct, continue with 'Use Entered Address'

You Entered:
123 Main Street
Anytown
WI
55555

Edit Use Entered Address

- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.

Donations

Give Now. Enjoy Forever.

CHERISH WISCONSIN Outdoors Fund

Your gift to the Cherish Wisconsin Outdoors Fund ensures that future generations can hunt, fish, and enjoy Wisconsin's public lands and waters.

Make a donation today:

\$2 \$5 \$10 Other No thank you

- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 2% will be added to your total when a credit card is used. Select **Make Payment** when ready.

Make Payment


Your journey is almost complete! You will now be leaving the Go Wild system to finalize your payment. Don't worry...after payment you'll be brought right back by clicking the "Continue to State Agency" button on the State of Wisconsin e-Payment Services page.

Go Wild	1	\$
Subtotal		\$
Convenience Fee		\$
Total		\$


Cancel Make Payment

- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Double check your entries and select the red Continue button when finished.

Payment Method

Card Number 

Expiration Date Month Year

Card Security Code 

Card Billing Address Use my contact information address
 Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

- **Review Payment.** The last step before the license purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select [Confirm](#) when finished.

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	WDNR WDNR Go Wild https://gowild.wi.gov
Payment Amount	\$
Convenience Fee	\$
Total Amount	\$
Payment Date	
Transaction ID	

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

- **Confirmation.** Your purchase is now final, but you are not done yet! Copy down the confirmation number or print the screen. Then select the red Continue To State Website button to return and print your license documents.


Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XWNXCS000090099**

[Continue To State Website](#)


- **Order Receipt.** Now back in the Go Wild site, scroll down and select the [Receipt and License Documents](#)  button to open your receipt documents for printing.

Order Receipt

Transaction #97541386

The following products have been added to your account.

Name	Qty	Price	Line Total
Go Wild	1	\$	\$
		Subtotal	\$
		Convenience Fee	\$
		Total	\$

[Receipt and License Documents](#) 

[Back to Dashboard](#)