HOW TO: Submit a Bear Application on Go Wild

STEP 1: Log in / create your Go Wild account

- **Visit the website** [gowild.wi.gov](http://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.

- **Access your Account** - Search for your existing customer record using one of the four personal information options on the left. Or enter your username and password for your account if you have already created one.

- **Welcome Back!** Enter your driver license information (optional). If you do not wish to enter your driver license, leave both the DL state and DL number blank. Next indicate your state residency (Wisconsin resident or nonresident). If you are unsure of your state residency, select the Help me decide link. Note: To change your residency from nonresident to resident, all customers age 18 and over must include a WI driver license number.

- **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.
STEP 2: Select your license/application product

- **Customer Homepage.** Locate the License Catalog section and select the **SEE 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 Add to Cart.

- **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 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 Image]

- **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 Image]

- **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 Image]

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

![Payment Processing Image]

- **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 Image]

- **Confirmation.** Your purchase is 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 Image]

- **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the **Receipt and License Documents** button and open the documents for printing.