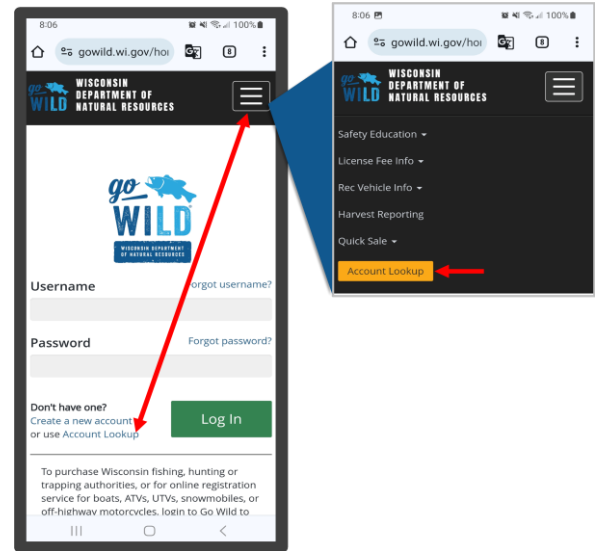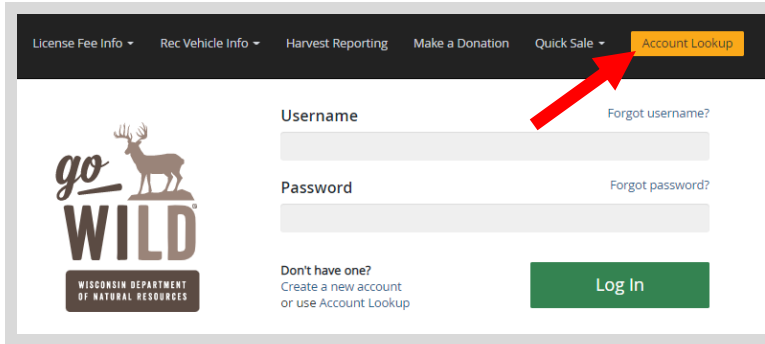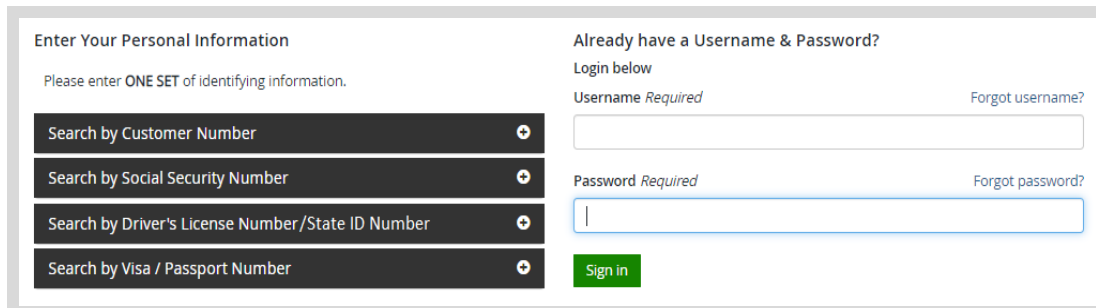# HOW TO: Submit a Bobcat Application on Go Wild

STEP 1: Log in / create your Go Wild account

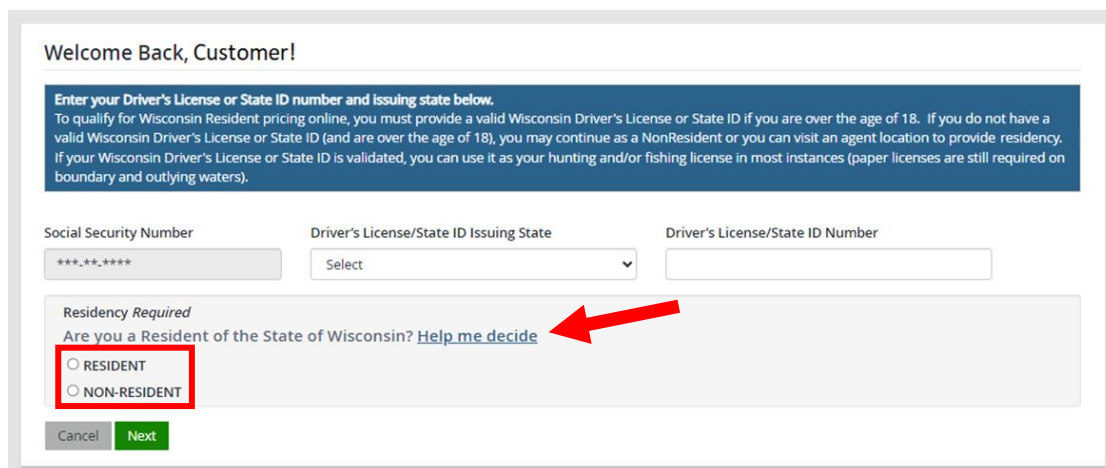- **Visit the website gowild.wi.gov.** If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.

  - **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.

- **Welcome Back!** Enter your Driver License/State ID issuing state and ID number. If you do not have that information, leave <u>both</u> 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 <u>residency</u> (Wisconsin resident or nonresident). If you are unsure of your state residency, select the <u>Help me decide</u> link.

- **NEW requirement for all GoWild users - Create Username and Security Question.**
  NOTE: This screen will only display if you have <u>not</u> yet created a username/password for your GoWild account. Enter the following and select the Next button when finished.
    1. Create a <u>username</u> for your account, following the requirements listed on the page.
    2. Create a unique <u>password</u> 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 <u>Security Question</u> 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*

[   ]

Security Answer *Required*   **3**

[   ]

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

- **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
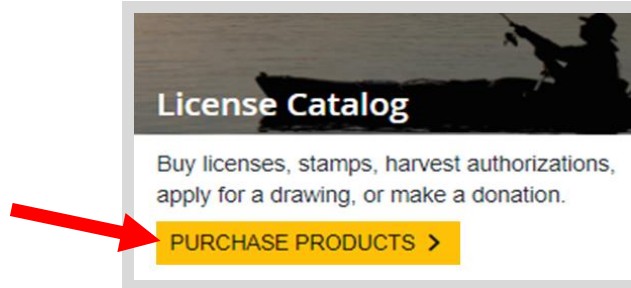
                                                          View / Edit Profile

Please review the expiration dates in your shopping cart associated with what you are purchasing.
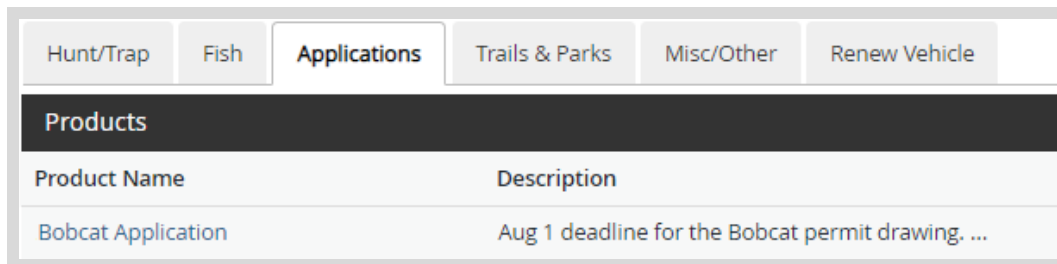
Did You Know? You can edit any of your submitted applications up until the deadline and can reprint any of your documents in the Manage Your Licenses section of your dashboard.

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 Bobcat Application from the Product List.

- **Bobcat Application choices.** 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 zone -** The next screen will only show if you selected Harvest Permit from the previous screen. Select the Management Zone/Unit, and the time period you wish to apply for. View the Map link if necessary. Select Add to cart when finished.

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
Valid From

✖ Remove

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

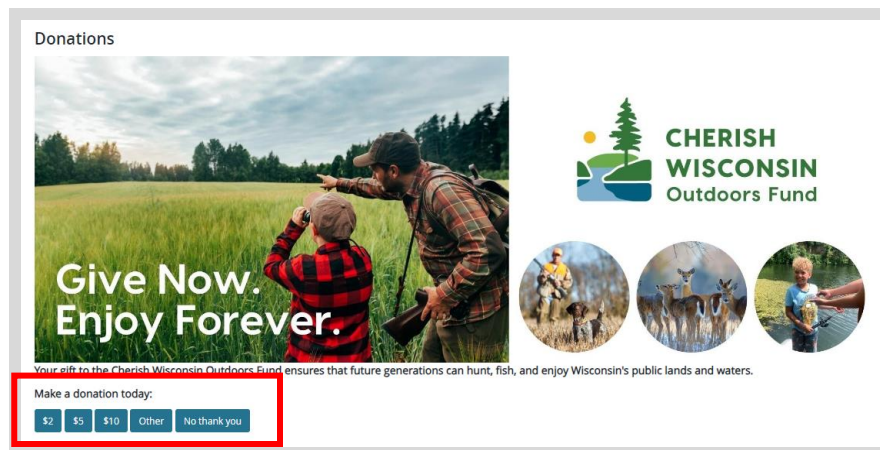○ Use Different Address / Edit Account Address

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.
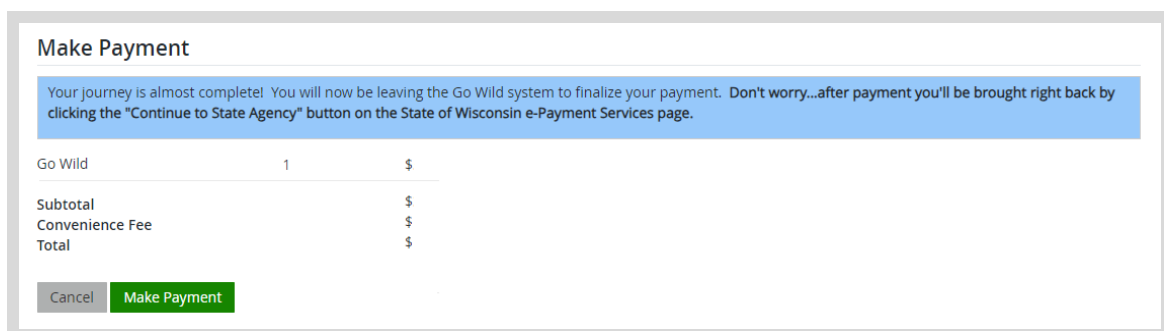
Donations

CHERISH WISCONSIN Outdoors Fund

Give Now. Enjoy Forever.

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.

- **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.

- **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.

- **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.