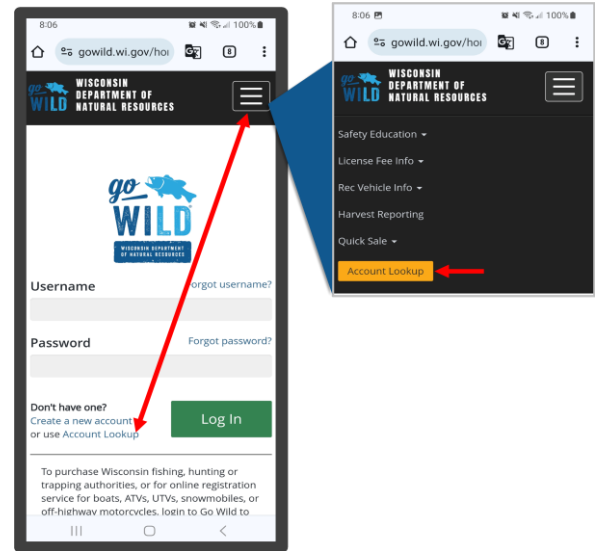
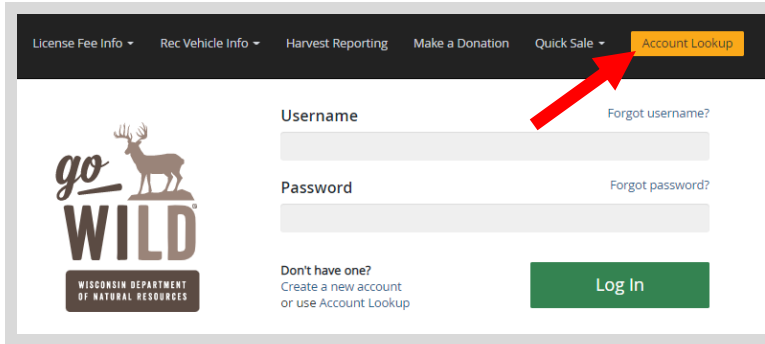



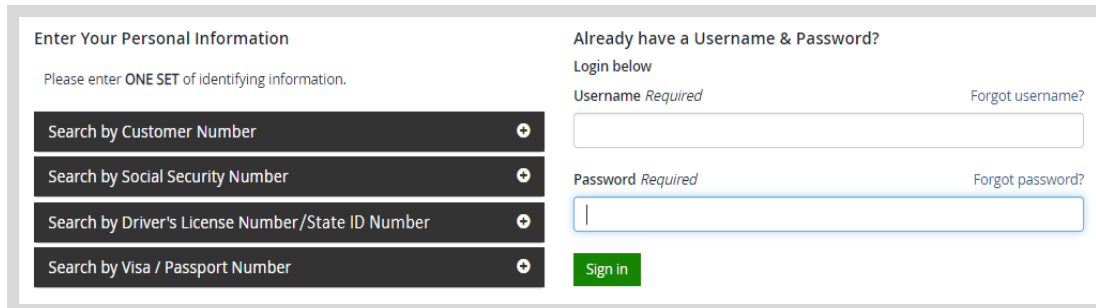
# HOW TO: Reprint a license document in Go Wild

## STEP 1: Log in / create your Go Wild account

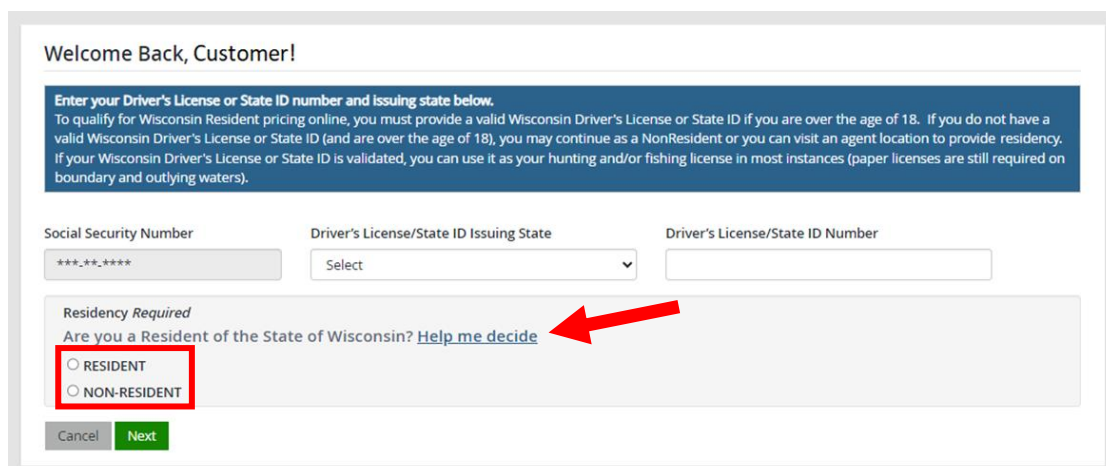
- Visit the website [gowild.wi.gov](http://gowild.wi.gov). If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the “Account Lookup” option to search for your account or create a new account if necessary.



- 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 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.



- **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

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

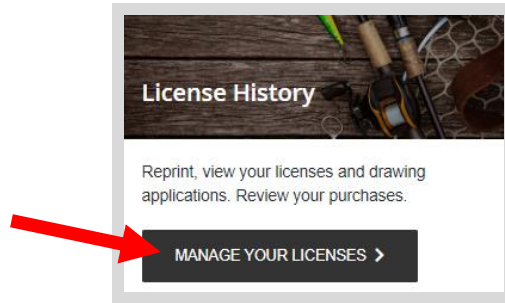
Hi, Customer DNR ID: 000-000-000 View / Edit Profile

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: Reprint your license document(s)

- **Customer Homepage.** Locate the Licenses History section and select [Manage Your Licenses](#).



- **Current Licenses.** The system will display the licenses you have already purchased in the current license year. Select Purchase History if you wish to see the licenses you purchased in a previous year. Items that may be reprinted will have a [Print](#) button to the right. Or you may also select the [Print All](#) to print all your licenses.

Current Licenses

License Search

[Purchase History](#)

License Year	Product Name	Forms	Status	Begin/End Date	Actions
20XX License Year					
	Great Lakes Salmon Trout Stamp		Active	3/1 - 3/31	
	Annual Fishing License (Resident)	<a href="#">New Buyer Attestation</a>	Active	3/1 - 3/31	<a href="#">Print</a>

[Done](#) [Print All](#)

The screenshot shows the "Current Licenses" section. It includes a "License Search" bar and a "Purchase History" button. Below is a table with columns: License Year, Product Name, Forms, Status, Begin/End Date, and Actions. The table shows two rows of licenses. The second row, for the "Annual Fishing License (Resident)", has a "Print" button in the Actions column. A red arrow points to this button. At the bottom, there are "Done" and "Print All" buttons.