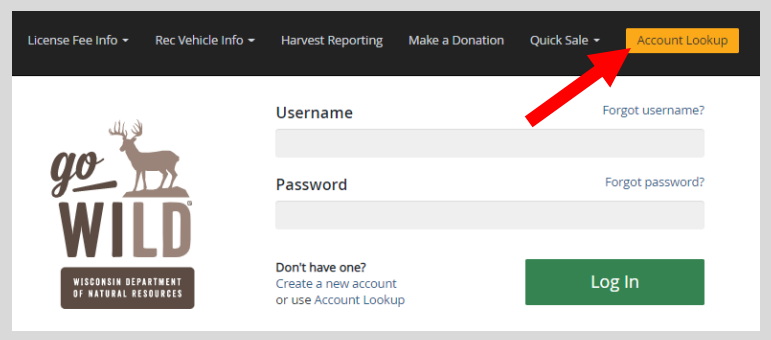
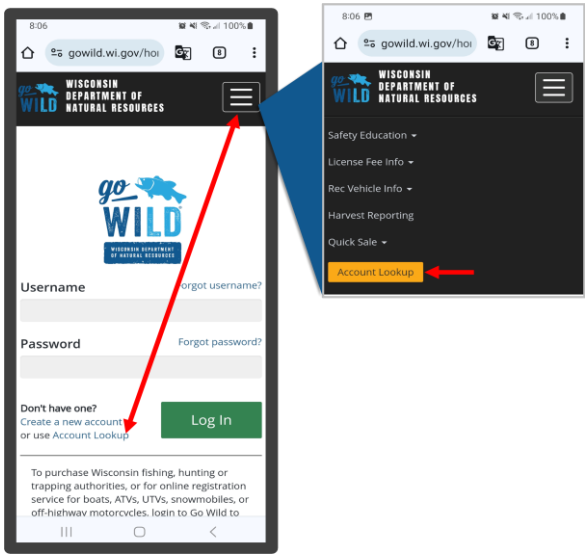
HOW TO: Transfer a titled boat in Go Wild

STEP 1: Log in / create your Go Wild account

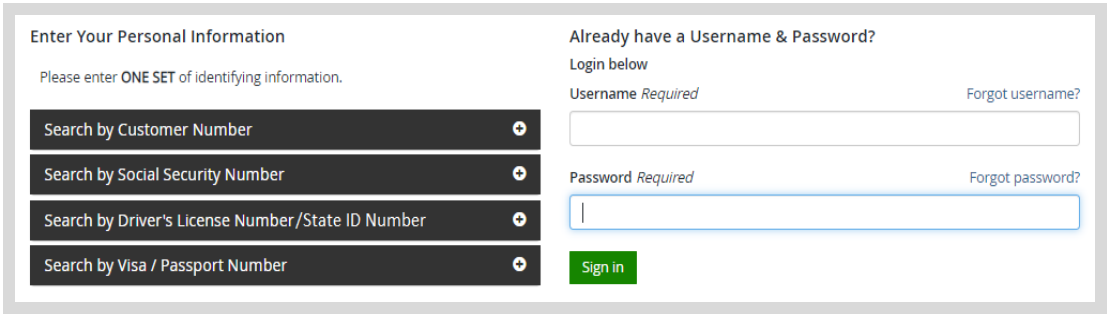
- **Visit the website gowild.wi.gov.** If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.



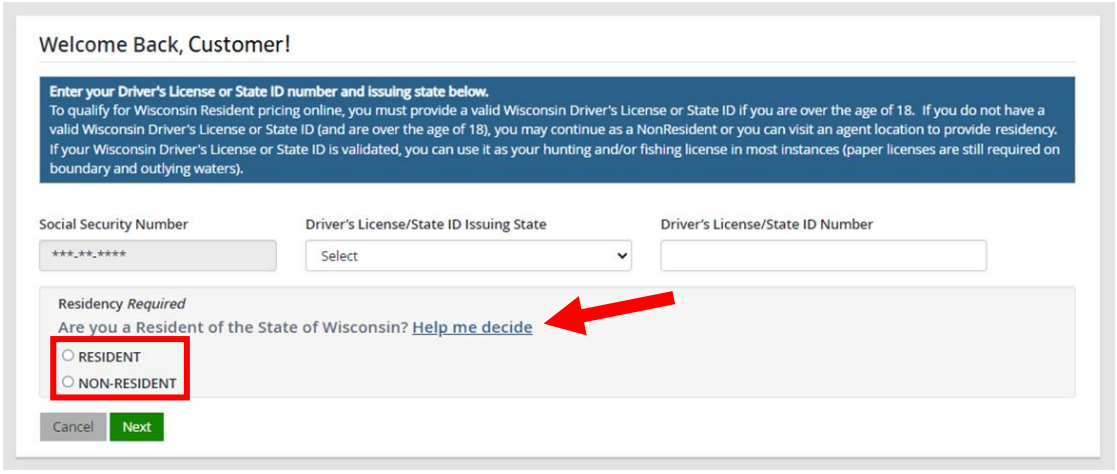


  - **Mobile Users** who haven't created a username/password may access the account look-up options by selecting "Account Lookup" under the username section or select the ☰ icon to display the "Account Lookup" button.

- **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 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.

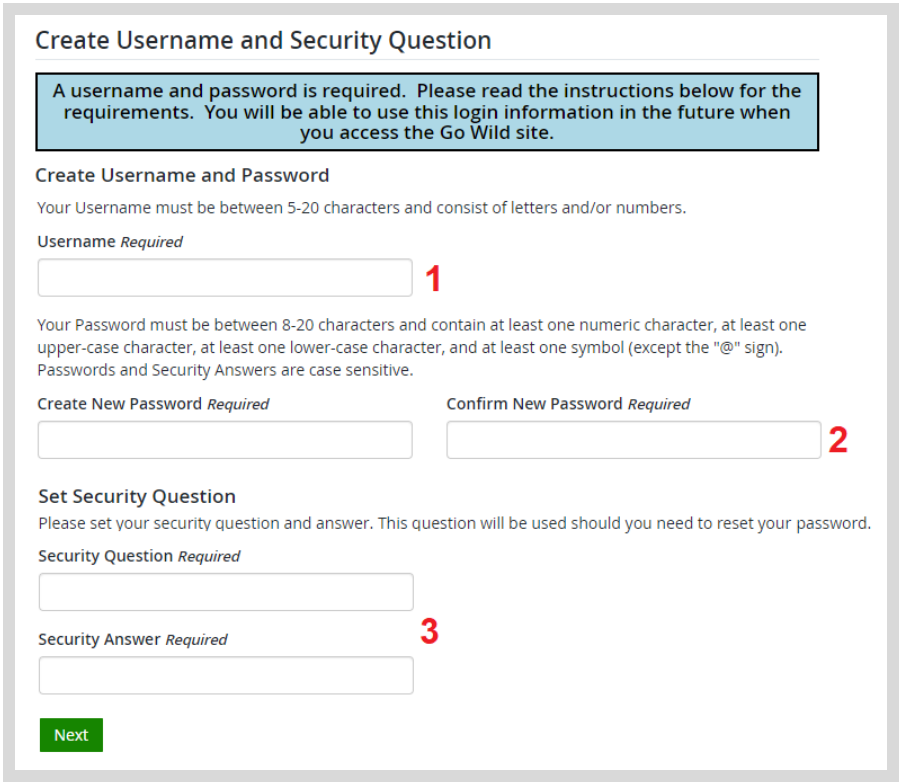


- **NEW requirement for all GoWild users - Create Username and Security Question.**

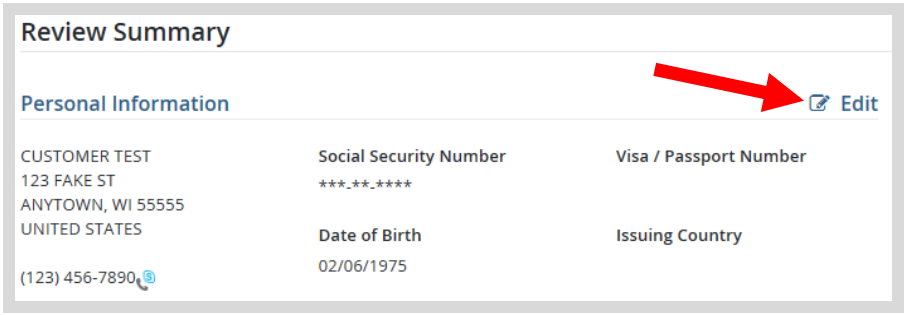
  NOTE: This screen will only display if you have not yet created a username/password for your GoWild account.

  Enter the following and select the Next button when finished.

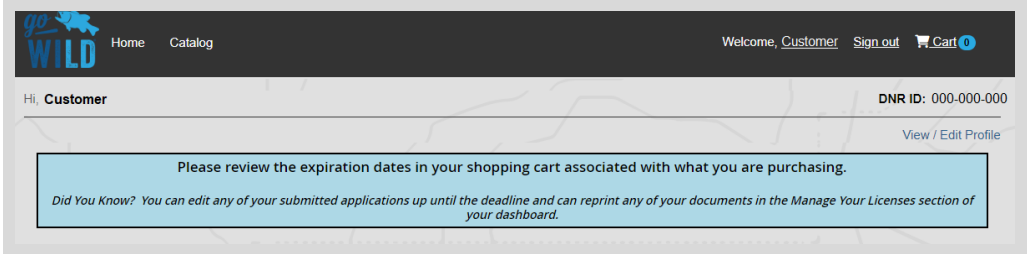
  1. Create a username for your account, following the requirements listed on the page.
  2. Create a unique password for your account following the requirements listed on the page. You will need to enter it a second time to confirm it.
  3. Create a Security Question and the answer to that question. (This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



- **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.

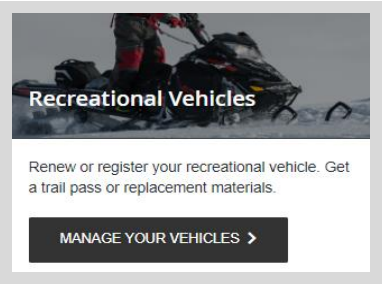


- **Customer Home Page.** You have reached your customer home page where you may select licenses, register game, register recreational vehicles, and more!

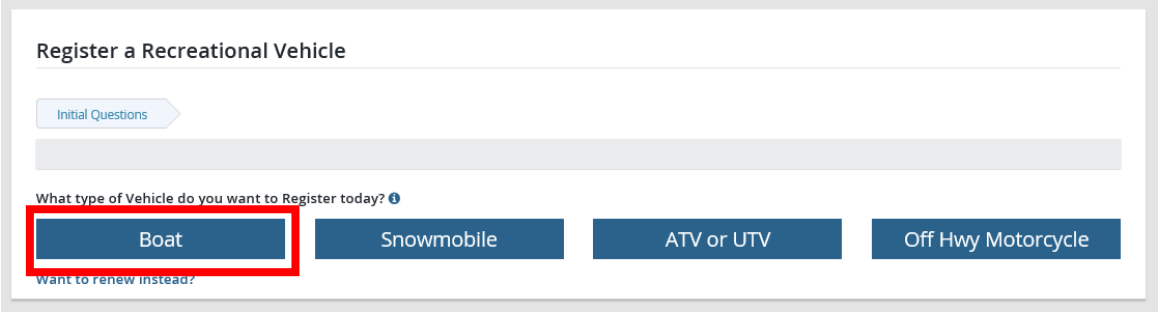


STEP 2: Register the vehicle

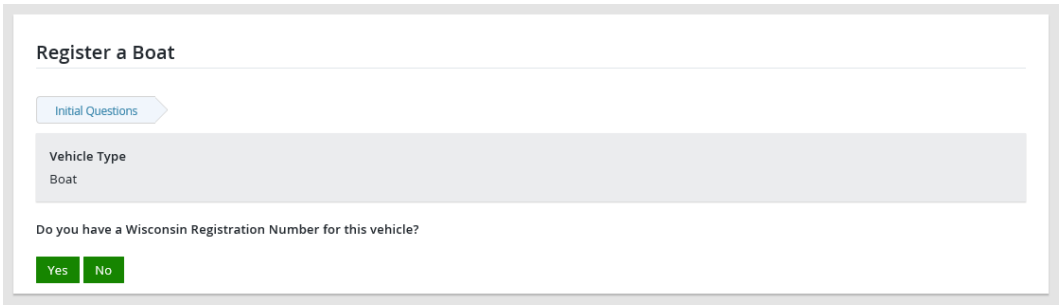
- **Customer Homepage.** Locate the Recreational Vehicles section and select MANAGE YOUR VEHICLES.



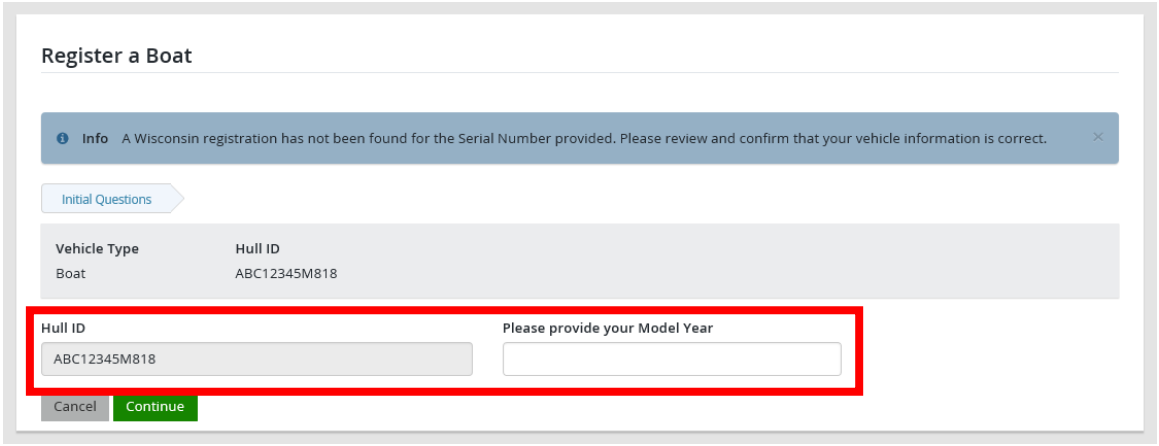
- **Register a recreational vehicle.** Select the Boat button. Click on the icon for vehicle definitions and descriptions if necessary.



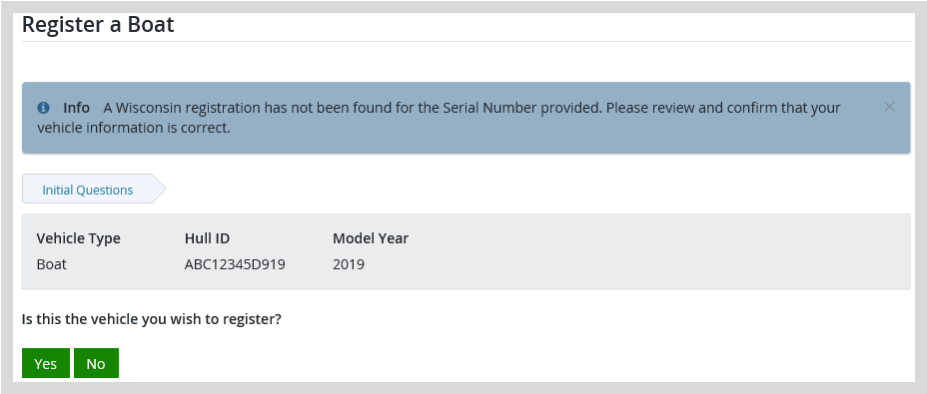
- **Vehicle Search.** If the vehicle has been registered in Wisconsin before, and you have the Wisconsin registration number, select YES and enter it. If not, select NO.



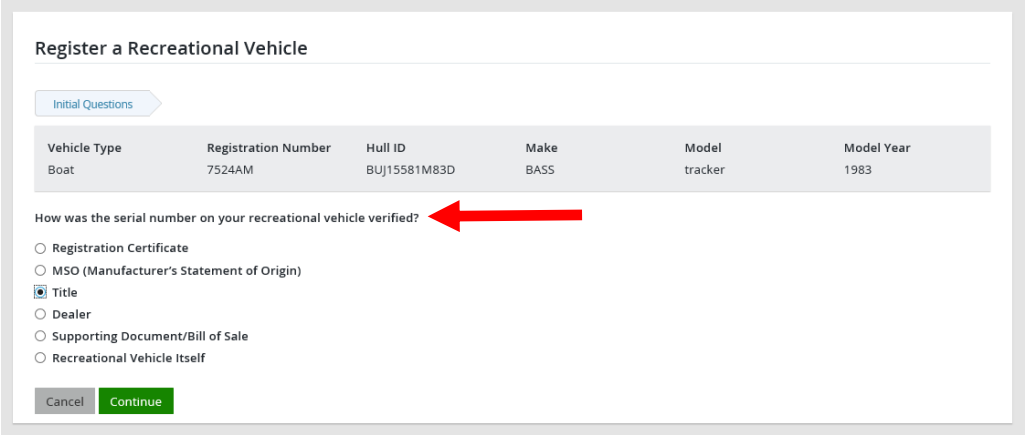
- **Enter Hull ID Number.** If no registration number (the registration number begins with a WS followed by 4 numbers and then two letters) is available, please enter the boat's hull ID number (the hull ID number is stamped into the hull of the boat). Once entered correctly select continue. If the vehicle is not found, you will also be prompted to enter the model year.



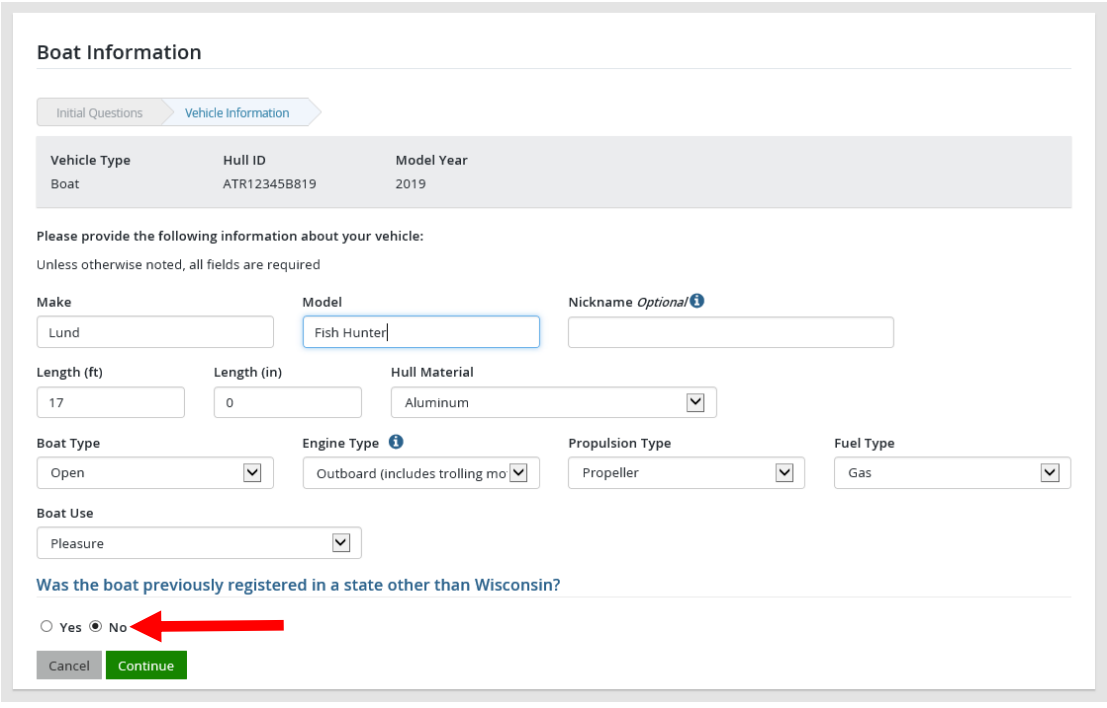
- **Vehicle confirmation.** If your vehicle has been registered in Wisconsin before, it should be found in the database. If not, the system will assume it is a new registration. Use the information on the screen to confirm the vehicle. Select YES if it is correct. If it does not look correct, select NO and search again.



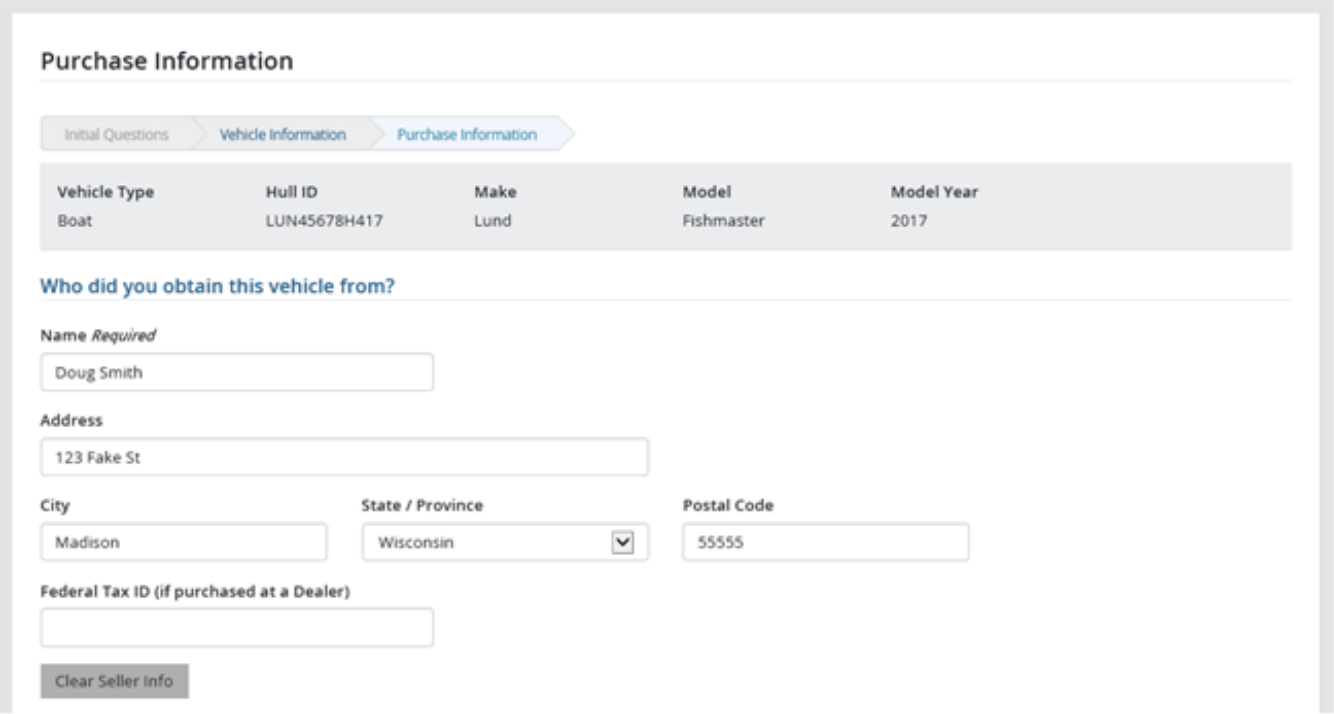
- **Serial/Hull ID number verification.** How did you confirm the hull ID (VIN) on your vehicle? Pick the one that most closely matches the document you copied the serial number from. Select Continue.



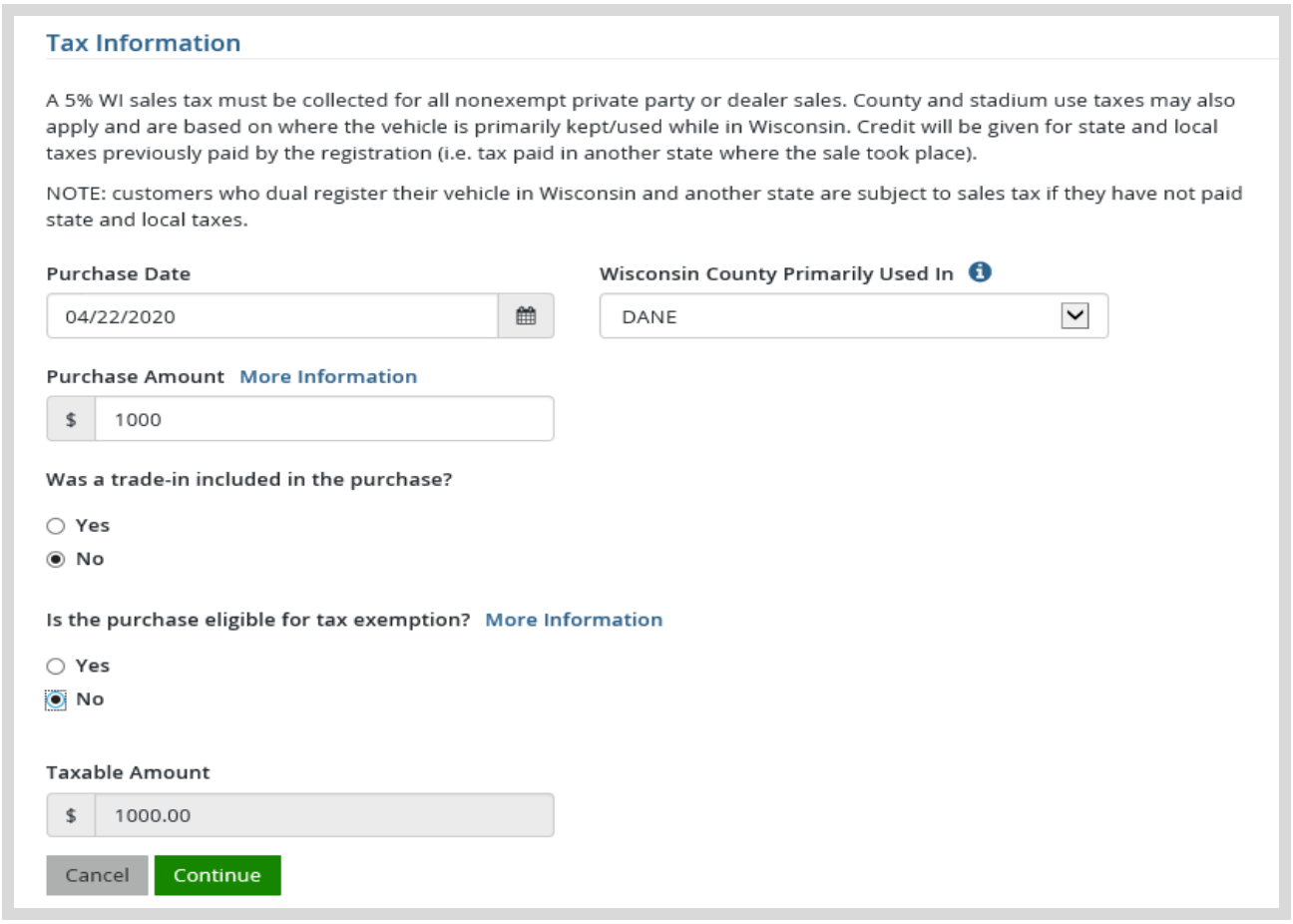
- **Vehicle Information.** Enter the specifications of your vehicle that are missing in the record. *NOTE: If the boat was registered in Wisconsin before most fields will already be completed and cannot be changed.* ***Out of State Registration****. Check "yes" or "no" if your boat was previously registered in another state. If yes, you will be prompted to enter the State and the Out of State Registration number. Select Continue.*



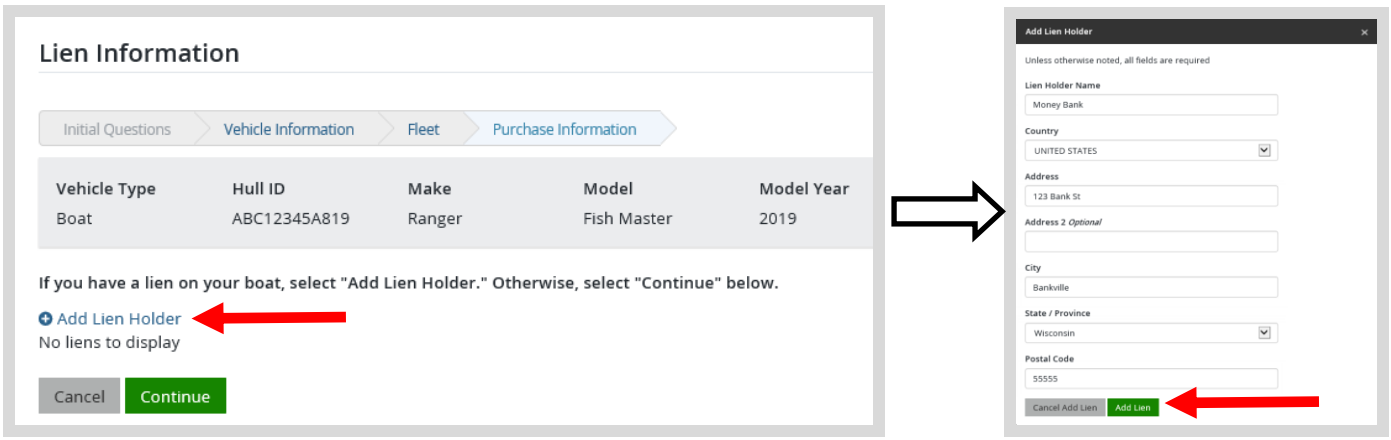
- **Purchase Information.** Enter the name and address of the person or business that sold you the vehicle. Make sure to fill in all required fields.



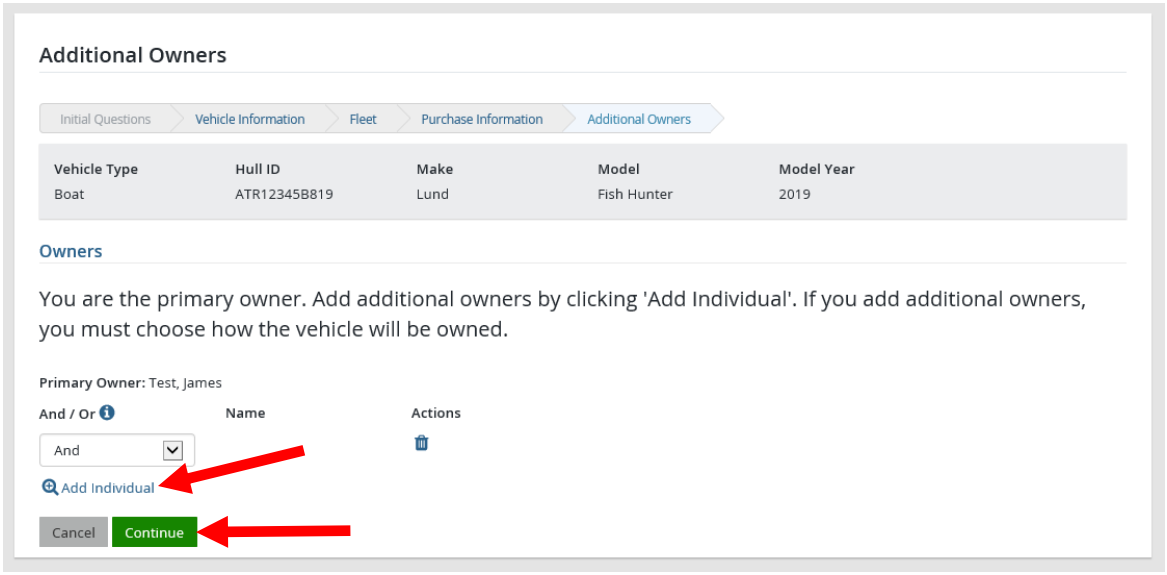
- **Tax Information.** This information is used by the Department of Revenue for sales tax payment. Enter the information below and select Continue when completed.
    - Enter the date purchased and the Wisconsin county it will be primarily used/kept in.
    - Enter the amount paid for the vehicle and if there was a trade-in amount.
    - Indicate the tax exemption reason (if applicable).



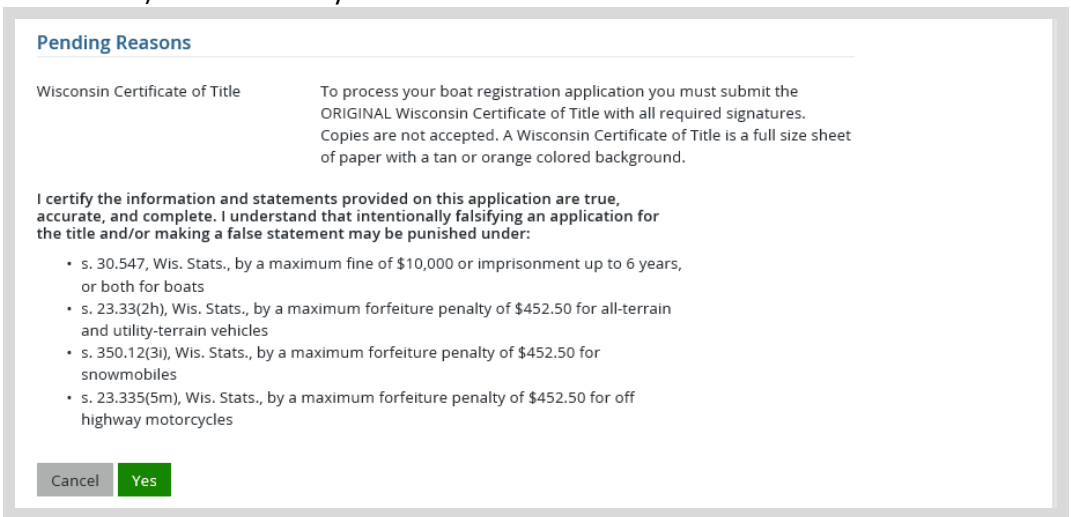
- **Lien Information.** If you have taken out a loan for the purchase of the boat, select the Add Lien Holder link and enter the lienholder information in the new window. Once the lienholder information is entered make sure to click the Add Lien button. If there is no lien, select Continue.



- **Additional Owners.** Boats 16 feet and over may have multiple owners listed. Select the Add Individual link if you wish to add an additional owner to your boat title. The additional owner will need to have a DNR account.

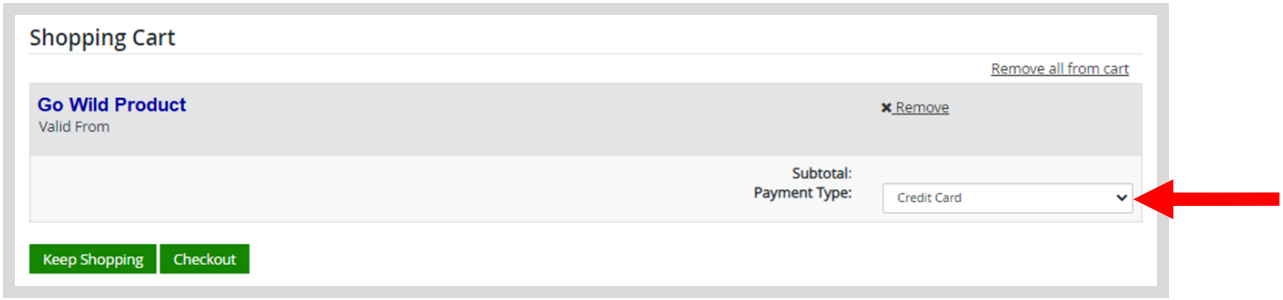


- **Registration Summary Page.** View the summary of the information you have entered for your vehicle to ensure accuracy. Make sure to take note of any Pending Reasons at the bottom of the page. More information may be required before your registration can be completed. (Example: You may need to mail in a Wisconsin or out of state Certificate of Title). Select Yes if you are satisfied with the information.



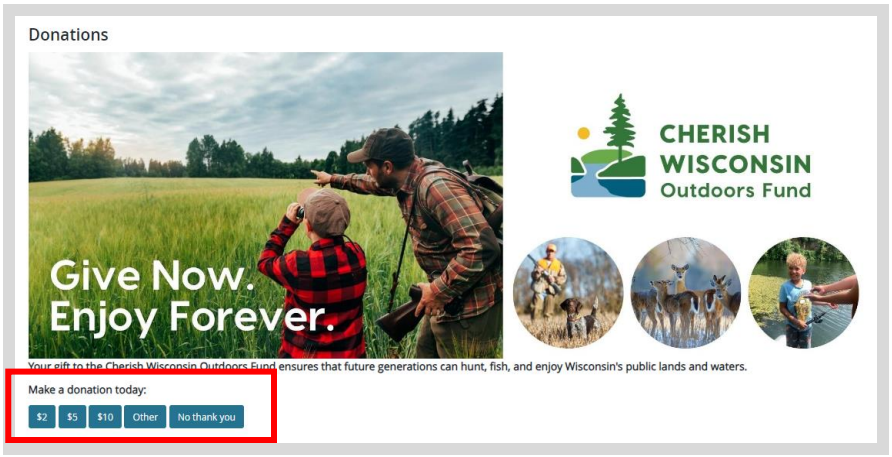
STEP 3: Make payment and print your license/receipt

- **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.

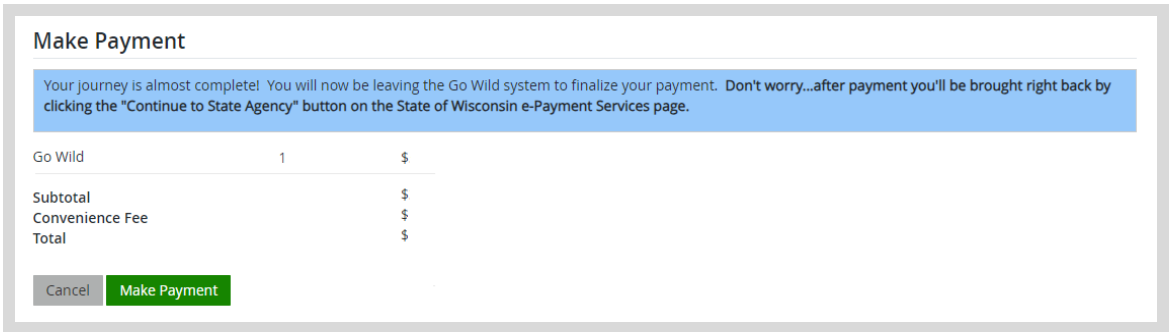


- **Shipping Details.** This screen will only show if you have items that must be shipped to you (Go Wild Conservation Card, Trail Pass, etc). Enter the location you would like your items shipped. You may use the address already on account or enter an alternate address to ship to one time. Select NEXT.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

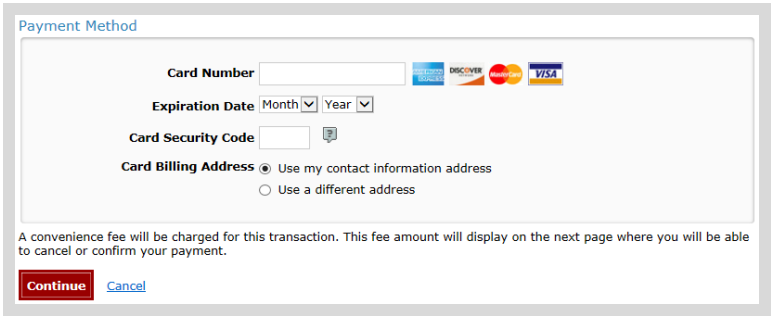
- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.



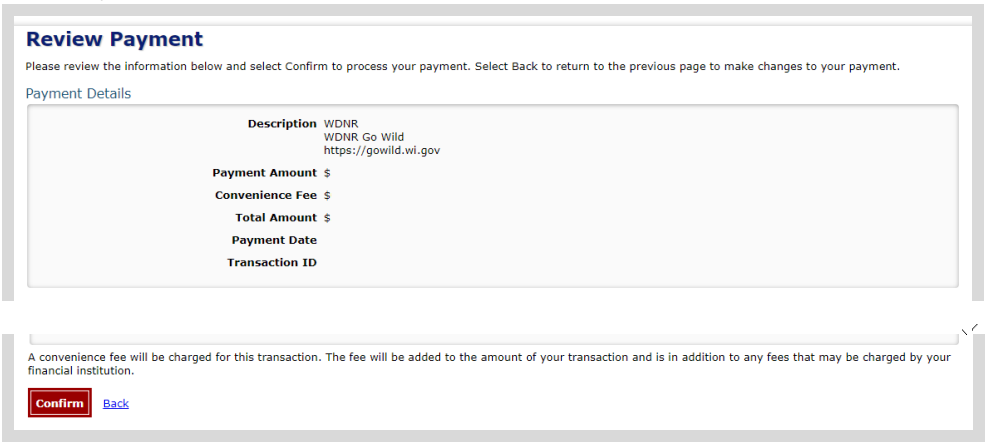
- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 2% will be added to your total when a credit card is used. Select Make Payment when ready.



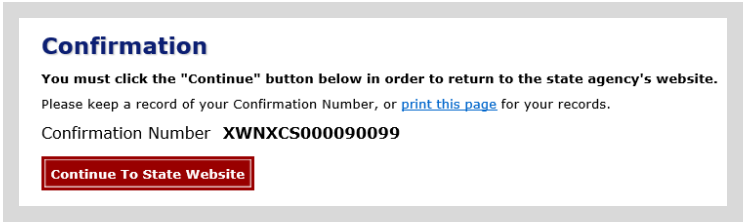
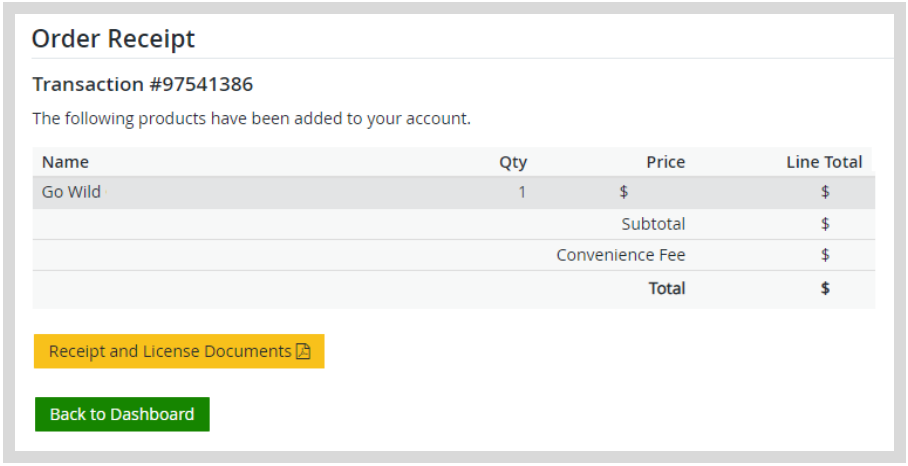
- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Double check your entries and select the red Continue button when finished.



- **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. ****IMPORTANT:** Boats 16 feet and longer require additional documentation to be submitted. The final page of your receipt will include a document called a Pending Letter. Please read and follow the instructions on the letter.