

Creating a Web Access Management State of Wisconsin User ID

User IDs are personal and should be treated as such; the ID is registered to a person not the business. Sharing a User ID or passing it onto the next employee may result in falsified reports and the closure of the account.

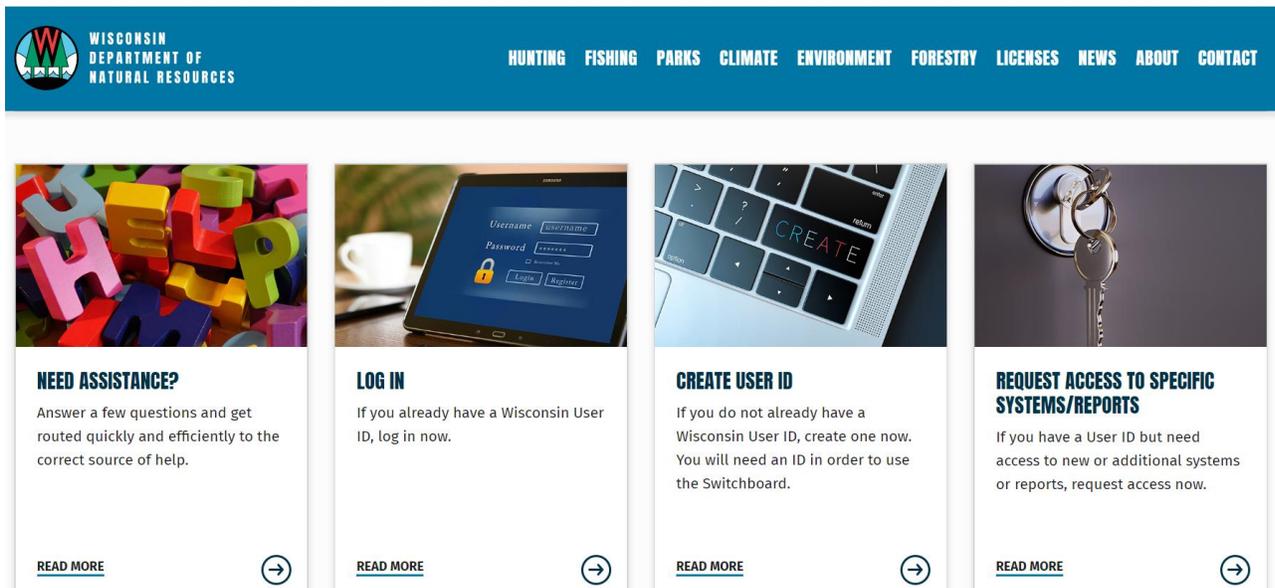
Each user who wants to look at, enter, or submit data must have their own user ID in their name. Your user ID goes with you from job to job, you do not create another user ID if you take a new position, or job; and your user ID can be used for work you do with all state agencies, not just the DNR.

For returning users looking to add additional roles to your account please see the section below titled “Requesting Access/ Adding a New Role”.

Step 1 of 3: Creating a user ID

Please navigate to the Wisconsin DNR homepage at dnr.wi.gov and click the magnifying glass icon near the top right-hand side of the page and search for “Switchboard” or enter the URL <https://dnr.wi.gov/topic/Switchboard>.

On the Switchboard homepage please click the “Create ID” button



The screenshot shows the top navigation bar of the Wisconsin Department of Natural Resources website. The bar is blue with the department's logo on the left and a list of menu items: HUNTING, FISHING, PARKS, CLIMATE, ENVIRONMENT, FORESTRY, LICENSES, NEWS, ABOUT, CONTACT. Below the navigation bar are four white tiles, each with a header image and text:

- NEED ASSISTANCE?** Answer a few questions and get routed quickly and efficiently to the correct source of help. [READ MORE](#)
- LOG IN** If you already have a Wisconsin User ID, log in now. [READ MORE](#)
- CREATE USER ID** If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard. [READ MORE](#)
- REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS** If you have a User ID but need access to new or additional systems or reports, request access now. [READ MORE](#)

Scroll to the bottom of the State of Wisconsin's Web Access Management System User Acceptance Agreement and click "Accept"

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

The next screen is where you create your user ID. **The only fields that are required are the fields indicated with a yellow asterisk (*)** This includes name, email, user ID and password, secret question and answer. **If errors occur they will be indicated at the top of the page and will need to be corrected before you can continue.**

NOTE: This page is managed by the Department of Administration, not the Department of Natural Resources. If you are having trouble with this page there is a link for assistance at the bottom called Help Wisconsin Support.

Once your account has been created you will receive an email. Follow the link in the email to complete the registration. You will then return to <https://dnr.wi.gov/topic/Switchboard>

Self-Registration

* Indicates Required Field

Profile Information

First Name *

Middle Initial

Last Name *

Suffix e.g., JR, SR, I, II, III

E-Mail e.g., username@host.domain

Phone #

If you provide address information it must be complete and correct. A United States Postal Service data base is used to verify each address.

Home Residence Address

Street

Unit Number

City

State Select a State

Zip Code

Home Mailing Address

Mailing Address is the same as Residence Address.

Address(1)

Address(2)

City

State Select a State

Zip Code

Account Information

Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive.

User ID *

Password *

Re-enter Password *

Account Recovery

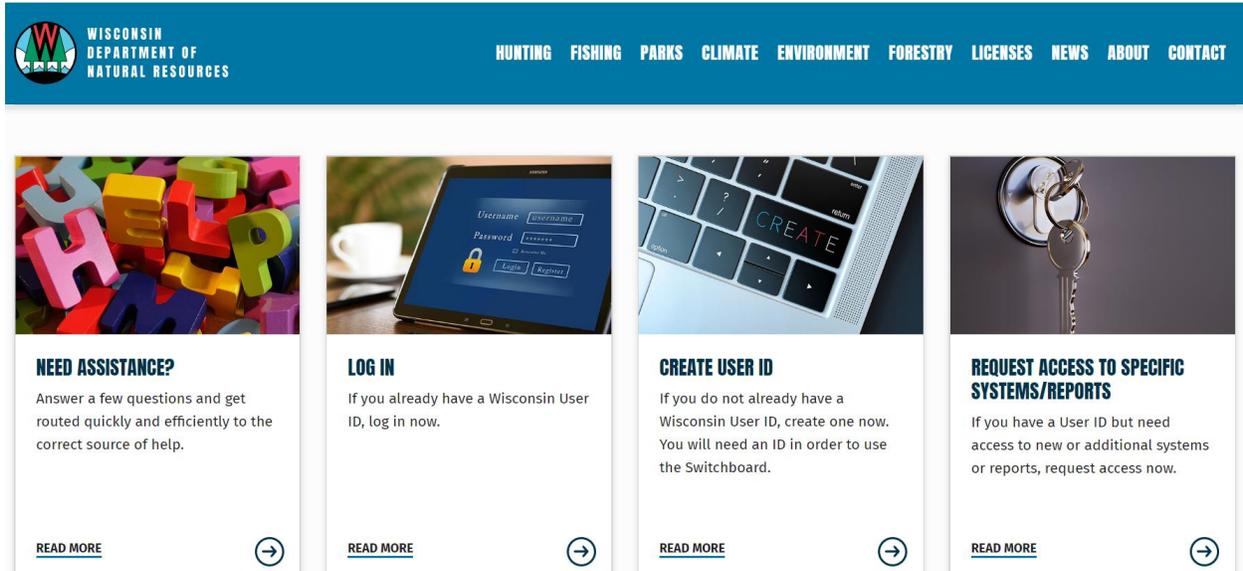
Compose a question and answer for account recovery purposes. [Guidelines.](#)

Secret Question *

Answer to Secret Question *

Step 2 of 3: Requesting Access/Adding a New Role

On the switchboard homepage, you will need to click “Request Access to Specific Systems/Reports” to add new roles to your account.



NEED ASSISTANCE?
Answer a few questions and get routed quickly and efficiently to the correct source of help.
[READ MORE](#)

LOG IN
If you already have a Wisconsin User ID, log in now.
[READ MORE](#)

CREATE USER ID
If you do not already have a Wisconsin User ID, create one now. You will need an ID in order to use the Switchboard.
[READ MORE](#)

REQUEST ACCESS TO SPECIFIC SYSTEMS/REPORTS
If you have a User ID but need access to new or additional systems or reports, request access now.
[READ MORE](#)

Click “Add New Role” and on the next screen click the “Show Roles” button next to the program that applies to you.

DNR Switchboard - Request Access

[Home](#) [Log Out](#)

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin’s Open Records Law (ss. 19.31-19.39, Wis. Stats.).

Click on the “Add New Role” button to save your information and continue to the next step.

Name: _____

* Work Mail Address: _____

* City: _____ * State: WI * Zip: _____

Other Country

WAMS ID: _____

* E-Mail: _____

* Phone: _____ Ext: _____

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DNR Switchboard - Request Access

Select Roles

[step 1 of 4] Log Out

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous, Infectious, Solid Waste, and Beneficial Use Annual Report
Show Roles	Air: Air Permit, Compliance and Emission Inventory Reporting
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

Next Clear Back Cancel

After clicking show roles check off the boxes that apply to you and click the next button.

On this next screen, you will be asked to locate your facility using the FID, License #, Permit #, or other identifier that you have. Once you have entered the number click search and check off the box next to your facility. Click next.

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DNR Switchboard - Request Access

Select Facility / Company Locations

[step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Next Clear Back Cancel

The final page is a summary of the roles you have chosen. There may be additional fields that need to be filled out depending on the roles you chose. Once all fields have been filled and your information looks correct, please check off the "I have read and accept..." check box and click submit.

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Send Request [step 3 of 4] [Log Out](#)

Review the information below. Your request will be processed by the DNR after you click on the "Submit" button.

Name: WAMS ID:
* Work Mailing Address: * E-Mail:
* City: * State: * Zip: * Phone: Ext:
 Other Country

Requested Roles:

Facility	Role

Comments (optional):

I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#).

Step 3 of 3: Signing the User Agreement Form

The final step is to print off your signature page. This is a paper copy of the terms and conditions that must be signed dated and mailed into the address provided on the form; we cannot accept scanned or emailed copies. Someone from the DNR will notify you once your roles have been added to your account.

If you have any additional questions, please use the help link found on the homepage.