

## 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](http://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 USER ID” button

The screenshot shows the top navigation bar of the Wisconsin DNR website. The logo on the left reads "WISCONSIN DEPARTMENT OF NATURAL RESOURCES". The navigation menu includes: HUNTING, FISHING, PARKS, CLIMATE, ENVIRONMENT, FORESTRY, LICENSES, NEWS, ABOUT, CONTACT.

Below the navigation bar are four help cards:

- 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. You can request access to systems/reports once you are logged in.  
[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](#)
- INSTRUCTIONS, FAQ AND TROUBLESHOOTING**  
Information to help you use the DNR Switchboard and manage your account.  
[READ MORE](#)

At the bottom left of the screenshot, the URL <https://dnrx.wisconsin.gov/switchboard/capture.do> is visible.

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.

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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 “LOG IN” 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. You can request access to systems/reports once you are logged in.  
[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](#)

**INSTRUCTIONS, FAQ AND TROUBLESHOOTING**  
Information to help you use the DNR Switchboard and manage your account.  
[READ MORE](#)

<https://dnrx.wisconsin.gov/switchboard/capture.do>

Once logged in, Click the “Request Access” link at the top of the page.

**Wisconsin Department of Natural Resources**

[DNR Switchboard](#) [Home](#) [My Facilities & Roles](#) [Request Access](#) [Profile](#) [Logout](#)

Welcome Josh,

Click the My Facilities & Roles link to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities.

Click the Request Access link to add additional reports to the facilities you are assigned to, or to add new facilities to your list.

Click the Profile link to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

**Resources**

- [Help](#)
- [Terms & Conditions\(pdf\)](#)

| ACCESS     |       |
|------------|-------|
| FACILITIES | ROLES |
| 0          | 0     |

| REQUESTS |         |           |
|----------|---------|-----------|
| APPROVED | PENDING | CANCELLED |
| 0        | 1       | 0         |



Expand the areas you would like to request roles for then check off the boxes that apply to you and click the next button.

**Requesting Access**

1 Role Info      2 Facility Info      3 Submit

**Financial** (expanded)

- Intent to Apply (ITA)/Priority Evaluation Ranking Form (PERF), Application and Document Upload systems for the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP)

**Drinking Water** (expanded)

- Monthly Operating Reports (eMOR), Well Sealing Report

**Wastewater** (expanded)

- Permit Applications, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)

**Waste** (expanded)

- Hazardous, Infectious, Solid Waste, and Beneficial Use Annual Report

**Air** (expanded)

- Air Emission Inventory Submittal
- Air Permit Action Submittal

**Recycling & eCycling** (expanded)

- Recycling Grant Applications, Recycling Annual Report, and E-Cycling

**Laboratory** (expanded)

- Lab Drinking Water Results and Proficiency Testing

**Next >**



Click here for help: DNR Switchboard - Request Access [Terms & Conditions\(pdf\)](#)  
 The Official Internet site for the Wisconsin Department of Natural Resources  
 101 S. Webster Street, PO Box 7921, Madison, Wisconsin 53707-7921 608.266.3621

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.

**Requesting Access**

1 Role Info      2 Facility Info      3 Submit

**Search Facilities**

Identifier:  Site Name:  **Search** **My Facilities** **Clear Results** **Add Facility**

| Site   | FID       | Location Address         | City           | State | Zip       |
|--|-----------|--------------------------|----------------|-------|-----------|
| <input checked="" type="checkbox"/> Dnr                      | 555007508 | Po Box 7921              | Madison        | WI    | 537077921 |
| <input type="checkbox"/> Dnr Area Hdqrs- Case Ave            |           | Dnr Area Hdqrs- Case Ave | Park Falls     | WI    |           |
| <input type="checkbox"/> Dnr Auto Repair                     | 443017850 | 5505 Geano Beach Rd      | Little Suamico | WI    | 541419146 |
| <input type="checkbox"/> Dnr Auto Repair                     | 241783410 | 5722 W Burleigh St       | Milwaukee      | WI    | 532101552 |
| <input type="checkbox"/> Dnr Black Earth Processing Facility | 113358300 | 4738 Hwy 78              | Black Earth    | WI    |           |

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**Selected Facilities**

| Site | FID       | Location Address | City    | State | Zip       |
|------|-----------|------------------|---------|-------|-----------|
| Dnr  | 555007508 | Po Box 7921      | Madison | WI    | 537077921 |

**< Back** **Next >**

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 the 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](#) [Home](#) [My Facilities & Roles](#) [Request Access](#) [Profile](#) [Logout](#)

Requesting Access

1 2 3

Role Info Facility Info Submit

| Facility   | Role(s)  | Additional Information   |
|--|--|--|
| 101 S Webster- Gef II<br>101 S Webster St, Madison, WI - 537020030 | <ul style="list-style-type: none"><li>Air Emission Inventory Submittal</li><li>Air Permit Action Submittal</li></ul> | Facility Id (e.g. 999999999): * <input type="text" value="537020030"/>   |
|  |  | Facility Id (e.g. 999999999): <input type="text" value="537020030"/>   |
|  |  | Are you the <b>Responsible Official</b> for this facility? * <input type="radio"/> Yes <input checked="" type="radio"/> No |
|  |  | Are you replacing a contact at this facility? * <input type="radio"/> Yes <input checked="" type="radio"/> No              |
| If yes, enter their name here: <input type="text"/>                |  |  |

I have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) \*

[← Back](#) [Submit](#)



[Click here](#) for help. DNR Switchboard - Request Access [Terms & Conditions\(pdf\)](#)  
The Official Internet site for the Wisconsin Department of Natural Resources  
101 S. Webster Street · PO Box 7921 · Madison, Wisconsin 53707-7921 · 608.286.2821

### Step 3 of 3: Signing of 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.