Creating a Web Access Management (WAMS) User ID

- WAMS IDs are personal and private and should be treated as such
  - Sharing a WAMS ID or passing it onto the next employee can result in falsified reports and closure of the WAMS account.
  - Each user who wants to look at, enter, or submit data must have their own WAMS account in their name.
- Your WAMS ID goes with you from job to job, you do not create two IDs for two jobs or a new ID each time you switch employers.

- To create a WAMS ID see slide 4

- To add additional roles/responsibilities to your current WAMS account see slide 12

Go to dnr.wi.gov

http://dnr.wi.gov/

Wisconsin Department of N...

Convert | Select

Sign in to Office 365 | Epay Invoice Payment Op... | My Invoices | Web Slice Gallery | Esr - WhereSearch

WISCONSIN DNR
Department of Natural Resources

TEXT ONLY

LOVE THE OUTDOORS?
BECOME A CONSERVATION PATRON TODAY!

Business | Licenses & Regulations | Recreation | Education | Contact | Join DNR

Business resources

- Switchboard
- Sector support
- Air permits
- Water permits
- Green Tier
- Small Business Environmental Assistance Program
- Small business rules review
- Business recycling
- Industrial sand mining
- CAFOs (Concentrated Animal Feeding Operations)
- Brownfield redevelopment tools

GREEN TIER

More business resources

Sea

Quick
Reserv
Online

Popul
Parks a
Natural
Conser

Top n
Natural Resources Board approves deer population objectives for three-year period
Natural Resources Board approves Deer Trustee Report final rule package; legislative review and approval to follow

Features | Weekly News | News releases | Outdoor Report | All news

0:00 / 0:54

Order tree seedlings from the Wisconsin State Nursery Program for spring planting. Our seedlings are available to all Wisconsin landowners for planting in Wisconsin for conservation purposes.

Pause

THIS EVENT RECYCLES | NEW HORICON EXHIBITS | SNOWMOBILE SAFETY | PARKS & RECREATION | PARKS & FORESTS APP AVAILABLE NOW!

Click Create WAMS ID

DNR Switchboard - secure eBusiness portal

Create WAMS ID if you do not already have one. Help

Request access to online systems, if you do not already have it. Help

Log in to the Switchboard. Help

Reset password Forgot your WAMS ID or password? Try account recovery.

Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

Contact information

For information on the Switchboard, please contact:

DNRSwitchboard@wisconsin.gov
608-267-3123

Public Disclosure

Much of the information that is collected by the State of Wisconsin is confidential and is managed accordingly. The State has taken appropriate steps to safeguard the integrity of this information and to prevent access by unauthorized persons.

The Wisconsin Public Records Law (Wis. Stat. § 19.31 - 19.39) exists to ensure that government is open and that the public has access to appropriate records and information that are in the possession of the State government. At the same time, there are exceptions to this law that serve various needs, including the privacy of individuals. Certain information that the State manages is confidential. This includes identity and security data that is used to control access to information, and to protect the privacy of individuals and organizations that receive services from, or are regulated by, the State. The State will make every effort to secure this information and to protect the privacy of individuals who have personably identifiable information stored in their user profile.

The State may aggregate user profile information and usage to determine trends and to facilitate sound decisions regarding system design and future application deployments. However, the State will not sell the information managed in your user profile, in either a specific or a generalized format.

Access and Correction of Personal Information

Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

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.

Accept Decline

Fill Out Only Required Fields

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. Click here for Guidelines.

Secret Question *
Answer to Secret Question *

Submit

Close Internet, Open Email

WISCONSIN.GOV

Logout Help FAQ

Self-Registration

J K

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important!: We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

For assistance send an e-mail to Help Wisconsin Support

Open email, Click Link

J K

Follow the instructions in this e-mail to activate your WAMS account. Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.
http://on.wisconsin.gov/WAMS/AA?RSAction=AA&AAID=zMGnGzGQGGGVGiEG

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first line, copy both lines into the Internet browser's address line.

* If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.

* Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current password. If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password. We recommend that you turn off the password memory feature of your Internet browser.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:
http://on.wisconsin.gov/WAMS/FormattedEmail

To access the Wisconsin User ID Profile Management applications, add the following web-link to your Favorites, Bookmarks list:
http://on.wisconsin.gov/WAMS/home

Login

Account Activation - Final Step
Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:
Password:
Login

You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

WAMS Home Wisconsin Portal Home

WISCONSIN.GOV

Logout Help FAQ

Self-Registration

J K

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

Profile Management

For assistance send an e-mail to Help Wisconsin Support

Return to Switchboard (dnr.wi.gov), Click Request Access

Business | Licenses & Regulations | Recreation | Education | Topics | Contact | Join

DNR Switchboard - secure eBusiness portal

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Click Add New Role

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: **JEREMY KAHL**

WAMS ID: **KAHLJK**

* Work Mail Address: PO BOX 7921

* E-Mail: jeremy.kahl@wisconsin.gov

* Phone: (608)261-4922 Ext:

* City: MADISON * State: WI * Zip: 53707

☐ Other Country

Add New Role

Click Show Roles

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 Waste Annual Reports
Show Roles	**Air**: Permit Applications and Emission Inventory Annual Report
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

Choose Your Role

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)
Hide Roles	**Waste**: Hazardous & Infectious Waste Annual Reports ☐ **RCRA Hazardous Waste Report Submittal** More Info ☐ **Infectious Waste Annual Report - Facility Contact (Entry Only)** More Info ☐ **Infectious Waste Annual Report - Facility Director (Sign & Submit)** More Info
Show Roles	**Air**: Permit Applications and Emission Inventory Annual Report
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

Enter Your FID, Municipal Code, Permit # and Click Search, Check Off Select Box

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

Select	Facility / Company Location
☐	**DNR AIR REPORTING TEST FACILITY (PROD)** 555 ANYWHERE DR MADISON WI 53707 FID: 555555550

Verify Information, Check Off Box, Click Submit

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: **JEREMY KAHL**

WAMS ID: **KAHLJK**

* Work Mailing Address: PO BOX 7921

* E-Mail: jeremy.kahl@wisconsin.gov

* Phone: (608)261-4922 Ext:

* City: MADISON * State: WI * Zip: 53707

☐ Other Country

Requested Roles:

Facility	Role
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550 Permit (WI-9999999) or Business License (9999): * Your Title:	E-Compliance Maintenance Annual Report (Entry Only) **New** Remove Role

Comments (optional):

* ☐ I have read and accept the electronic signature and trading partner agreement terms and conditions [PDF].

Submit Back Cancel

Print Signature Page

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Confirmation [step 4 of 4] Log Out

We will begin to process your request, but it may take several days to verify and grant access to on-line systems, applications or reports.

Print

There is one final step to complete your access request. Please click on the Print button above to print your signature page, sign and mail to the address on the form as soon as possible. We need this signed original Electronic Signature and Use Agreement (ESA) to assure your identity and comply with state and federal laws.

You will need the free Adobe® Reader® software [exit DNR] to view and print the document.

Home

Mail in Signature Page

- After printing the form, it must be mailed with the original signature to the address provided on the form. Emailed, faxed, or scanned copies cannot be excepted.

Questions or concerns:

DNRSwitchboard@wisconsin.gov

(608) 261-4922