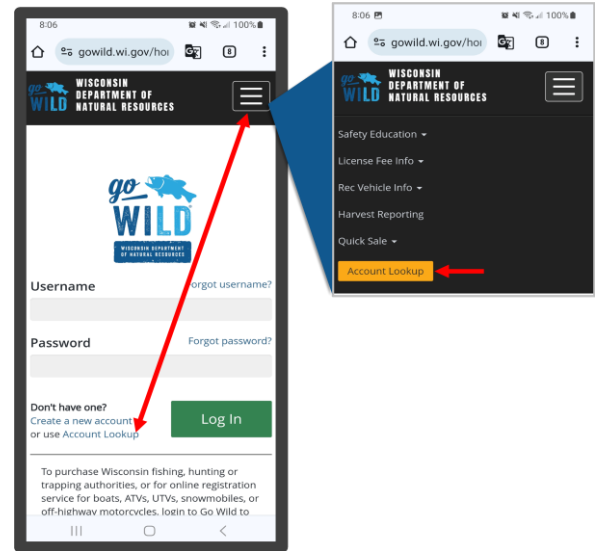
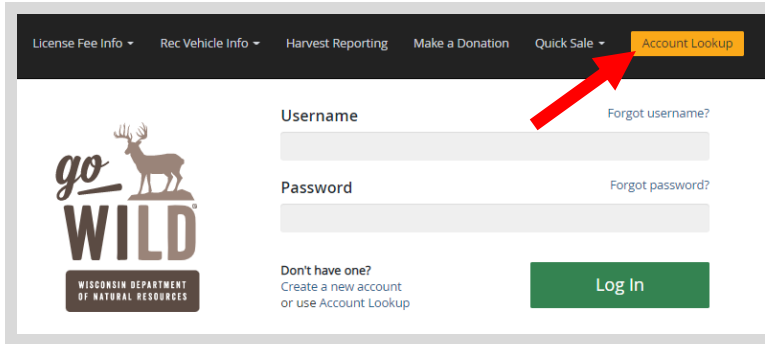



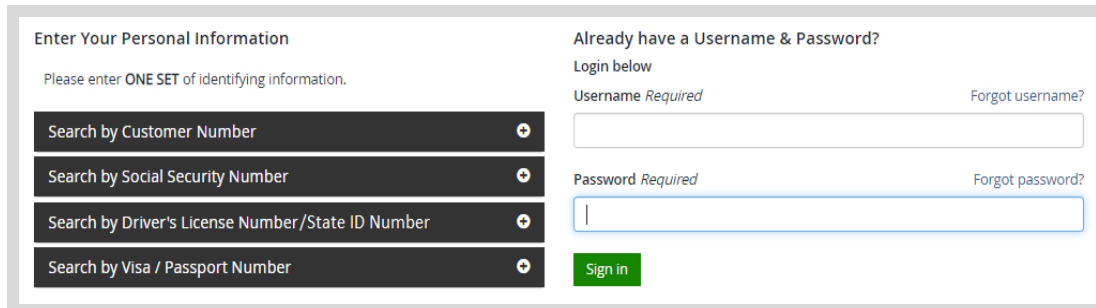
# HOW TO: Submit an Elk Application on Go Wild

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

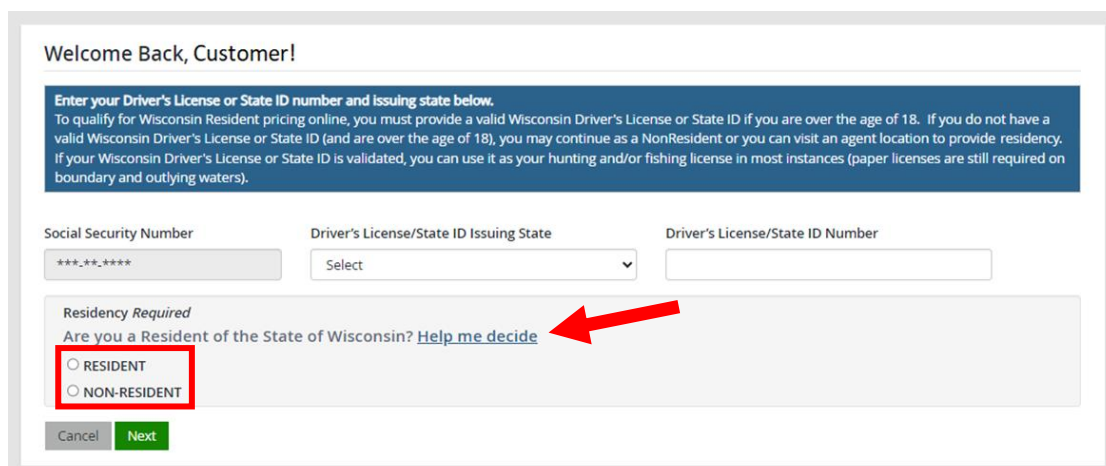
- Visit the website [gowild.wi.gov](http://gowild.wi.gov). If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the “Account Lookup” option to search for your account or create a new account if necessary.



- 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 **2**

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 **3**

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
--------------------------------------------------------------------------------------	--------------------------------------------------------------------------	-----------------------------------------------

- **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

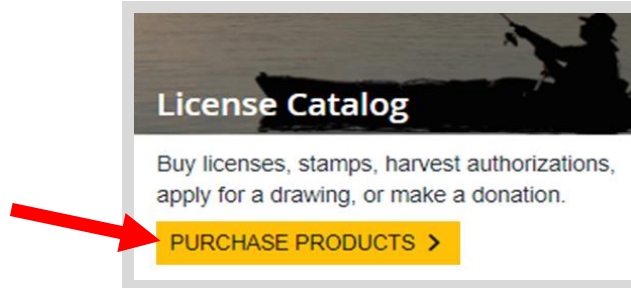
Hi, Customer DNR ID: 000-000-000 View / Edit Profile

Please review the expiration dates in your shopping cart associated with what you are purchasing.

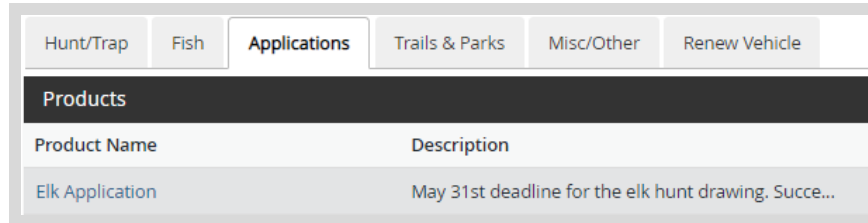
Did You Know? You can edit any of your submitted applications up until the deadline and can reprint any of your documents in the Manage Your Licenses section of your dashboard.

## STEP 2: Select your license/application product.

- **Customer Homepage.** Locate License Catalog section and select the **PURCHASE PRODUCTS** button.



- **Product Catalog.** Look under the Applications tab and select the Elk Application from the Product List.



- **Elk Application description.** The next screen will show the Elk Application description and price. Please consider donating \$1.00 or more to Elk Research. Check the box and select Add to Cart. You will be asked to enter the donation amount in a later step.

A screenshot of the 'Elk Application' description page. It includes the title 'Elk Application', a paragraph of text about the hunt drawing, and the price '\$'. Below this is a section titled 'Add-on At Cost' with a checkbox labeled 'Elk Research Donation \$1.00'. A red arrow points to this checkbox. At the bottom are 'Cancel' and 'Add To Cart' buttons.

- **Elk Application choices.** Elk hunting is restricted to the Clam Lake Elk Zone. This management zone is selected for you. Select Add to Cart.

A screenshot of the 'Elk Application' choices page. It shows the title 'Elk Application' and a section for 'Harvest Permit Application'. Under 'Zone and Time Period Choice(s)', it says 'Select the specific zone and time period combination(s)'. There is a '1st Choice:' section with a dropdown menu labeled 'Management Zone/Unit Required'. The dropdown menu is open, showing 'Clam Lake Elk Zone' selected. An 'Add To Cart' button is at the bottom.

- **Elk Research Donation.** If you chose to donate to Elk research, enter the donation amount here (the donation must be in whole dollar amounts). Select add to cart.

A screenshot of the 'Elk Research Donation' page. It includes the title 'Elk Research Donation' and a paragraph stating 'You may donate \$1.00 or more to elk research.' Below this is a text input field labeled 'Amount (to the nearest dollar)'. A red arrow points to this input field. At the bottom are 'Add To Cart' and 'Skip' buttons.

### 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.



Shopping Cart

[Remove all from cart](#)

**Go Wild Product**  
Valid From

[Remove](#)

Subtotal:  
Payment Type: Credit Card

[Keep Shopping](#) [Checkout](#)

- **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.*



Shipping Details

☒ Use Address on Account

James Test  
123 Main Street  
Anytown WI 55555

☐ Use Different Address / Edit Account Address

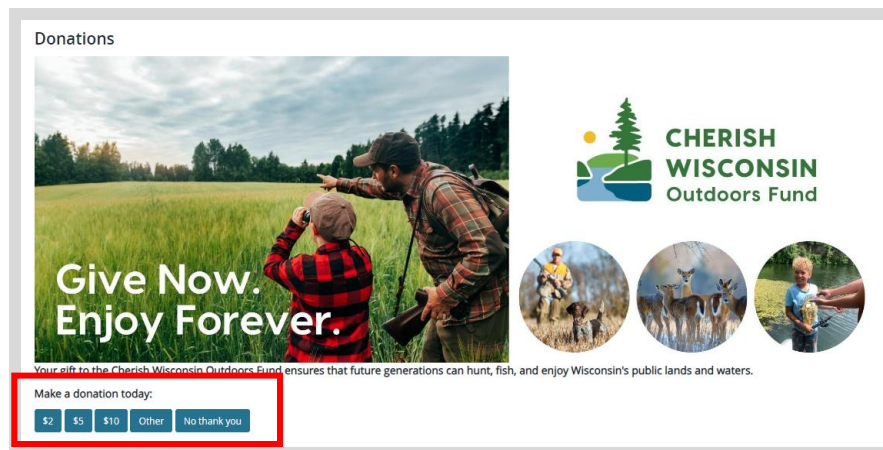
Verify your address

Sorry, we couldn't find your address. If you've made an error, please select edit and try again.  
If your address is correct, continue with Use Entered Address

You Entered:  
123 Main Street  
Anytown  
WI  
55555

[Edit](#) [Use Entered Address](#)

- **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.



Donations

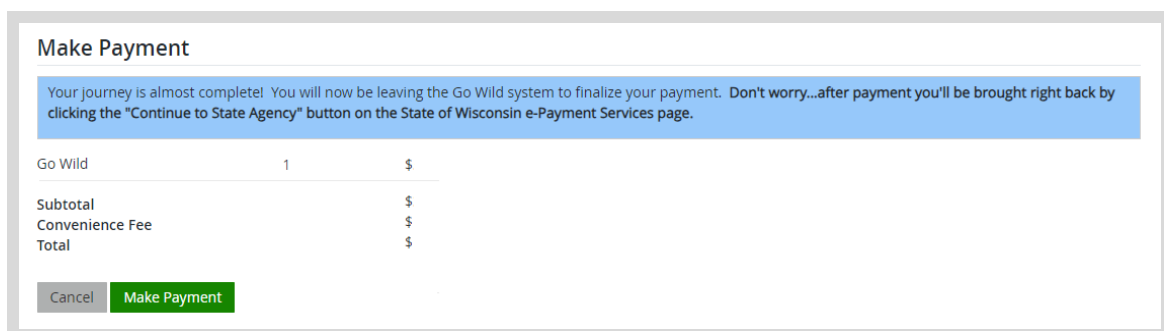
**Give Now. Enjoy Forever.**

Your gift to the Cherish Wisconsin Outdoors Fund ensures that future generations can hunt, fish, and enjoy Wisconsin's public lands and waters.

Make a donation today:

[\\$2](#) [\\$5](#) [\\$10](#) [Other](#) [No thank you](#)

- **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.



Make Payment


Your journey is almost complete! You will now be leaving the Go Wild system to finalize your payment. Don't worry...after payment you'll be brought right back by clicking the "Continue to State Agency" button on the State of Wisconsin e-Payment Services page.

Go Wild	1	\$
Subtotal		\$
Convenience Fee		\$
Total		\$

[Cancel](#) [Make Payment](#)

- **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.

Payment Method

Card Number  

Expiration Date Month  Year

Card Security Code

Card Billing Address ☒ Use my contact information address  
☐ Use a different address

A convenience fee will be charged for this transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Continue](#) [Cancel](#)

- **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.

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	WDNR WDNR Go Wild https://gowild.wi.gov
Payment Amount	\$
Convenience Fee	\$
Total Amount	\$
Payment Date	
Transaction ID	

A convenience fee will be charged for this transaction. The fee will be added to the amount of your transaction and is in addition to any fees that may be charged by your financial institution.

[Confirm](#) [Back](#)

- **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.

Confirmation

You must click the "Continue" button below in order to return to the state agency's website.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **XWNXCS000090099**

[Continue To State Website](#)

- **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.

Order Receipt

Transaction #97541386

The following products have been added to your account.

Name	Qty	Price	Line Total
Go Wild	1	\$	\$
		Subtotal	\$
		Convenience Fee	\$
		Total	\$

[Receipt and License Documents](#)

[Back to Dashboard](#)