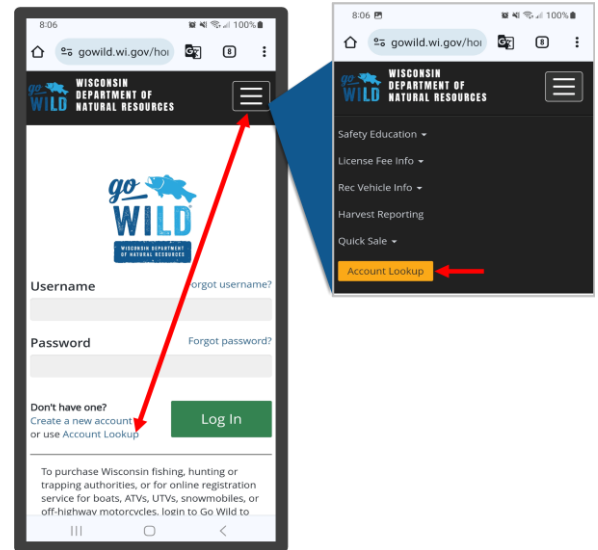
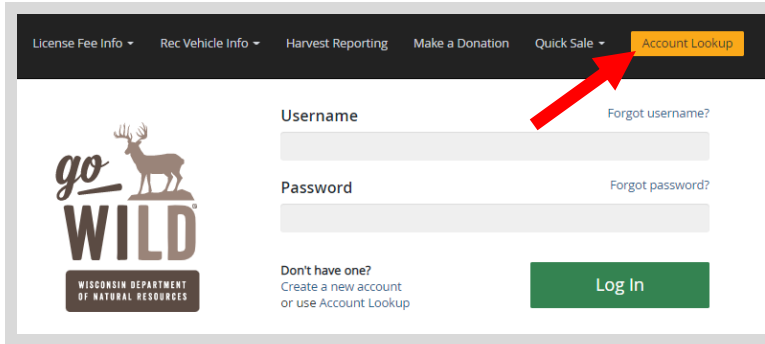



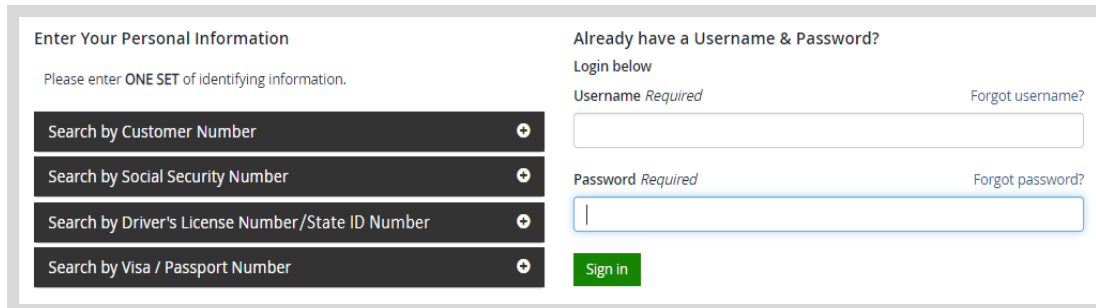
# HOW TO: Purchase a license for Duck Hunting

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

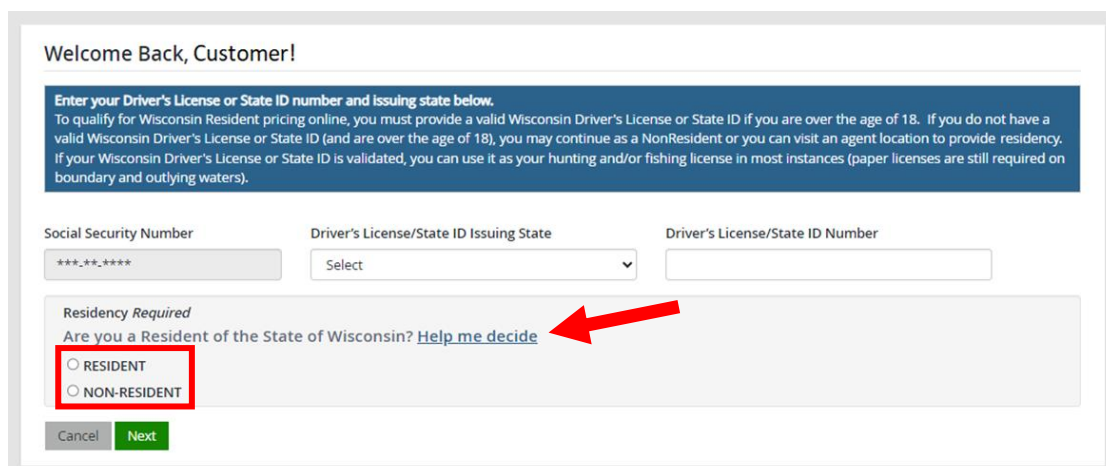
- Visit the website [gowild.wi.gov](http://gowild.wi.gov). If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the “Account Lookup” option to search for your account or create a new account if necessary.



- 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
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- **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

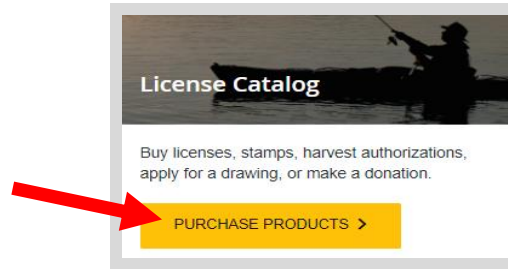
Hi, Customer DNR ID: 000-000-000 View / Edit Profile

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

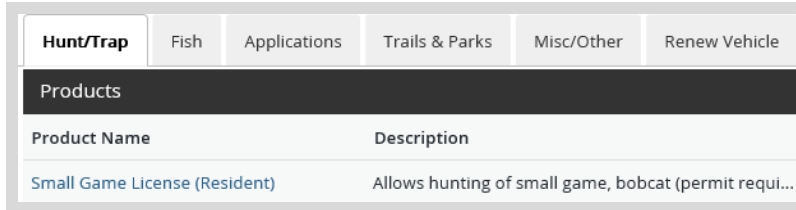
Did You Know? You can edit any of your submitted applications up until the deadline and can reprint any of your documents in the Manage Your Licenses section of your dashboard.

## STEP 2: Select your license/application product

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



- **Product Catalog.** Select the Hunt/Trap tab at the top, and select the Small Game license under the Product List.



- **Small Game add-ons.** The next screen shows the license selected, the price, and the option for add-ons:
  - HIP Survey is required if you plan on hunting any migratory game birds (ducks, geese, woodcock, rails, moorhens, coots or snipe).
  - The State Waterfowl and Federal Duck Stamps are required for any hunters 16 years or older who wish to hunt ducks. **IMPORTANT: Hunters less than age 16 do not need either stamp.**
  - Select Add to Cart when finished

A screenshot of the 'Small Game License (Resident)' add-on selection screen. It shows the license description, price, and three add-on options: 'HIP Survey', 'Waterfowl', and 'Federal Duck'. Each add-on has a checkbox and a description. Red arrows point to the checkboxes for 'HIP Survey', 'Waterfowl', and 'Federal Duck'. At the bottom, there are 'Cancel' and 'Add To Cart' buttons.

Small Game License (Resident)

Allows hunting of small game, bobcat (permit required), and unprotected species with a firearm, bow or crossbow.

Not valid for hunting bear, deer, and wild turkey. NOTE: Residents who graduated from a Wisconsin Hunter Education course for the first time this year, their safety certificate serves as a small game license until March 31 of the year AFTER it was issued

Price:

Add-on No Cost

☒ **HIP Survey**  
Required of all hunters who intend to hunt migratory birds (ducks, geese, woodcock, mourning doves, etc.).

Add-on At Cost

☒ **Waterfowl**  
Allows hunting (in addition to a license authorizing small game hunting and the HIP Survey) for waterfowl in Wisconsin. Conservation Patrons, Senior Citizen Recreation cardholders, free resident Military Fishing/Small Game license holders, hunters under the age of 16, and residents who graduated from a Wisconsin Hunter Education course for the first time this year are exempt from purchasing a waterfowl stamp. The Federal migratory bird stamp is also required for all hunters age 16 and older.

☐ **Pheasant**  
Allows hunting (in addition to a license authorizing small game hunting) for pheasants in Wisconsin. Conservation Patrons, Senior Citizen Recreation cardholders, free resident Military Fishing/Small Game license holders, and residents who graduated from a Wisconsin Hunter Education course for the first time this year are exempt from purchasing a pheasant stamp.

☒ **Federal Duck**  
Required if you are 16 years of age and older. Allows hunting (in addition to a license authorizing small game hunting and the HIP Survey) for waterfowl in Wisconsin. Only hunters under the age of 16 are exempt from purchasing the federal duck stamp. Federal duck stamps are nonrefundable.

Cancel Add To Cart

- **HIP certification** - If HIP certification was selected, you will be asked a series of questions. This info is used to calculate harvest from the previous year and help determine the regulations for next year.

A screenshot of the 'HIP Survey' form. It asks the user to answer a series of questions about the number of ducks, geese, woodcock, and mourning doves bagged in Wisconsin last season. Each question has radio button options: 'Didn't Hunt', '0', '1-10', '11-30', and '31+'.

HIP Survey

You are required to answer each of the following.

# of ducks bagged in Wisconsin last season?  
☐ Didn't Hunt ☐ 0 ☐ 1-10 ☐ 11-30 ☐ 31+

# of geese bagged in Wisconsin last season?  
☐ Didn't Hunt ☐ 0 ☐ 1-10 ☐ 11-30 ☐ 31+

# of woodcock bagged in Wisconsin last season?  
☐ Didn't Hunt ☐ 0 ☐ 1-10 ☐ 11-30 ☐ 31+

# of mourning doves bagged in Wisconsin last season?  
☐ Didn't Hunt ☐ 0 ☐ 1-10 ☐ 11-30 ☐ 31+

A screenshot of the HIP certification questions. It asks if the user hunted rails or moorhens, and coot or snipe in Wisconsin last season. Each question has radio button options: 'Yes' and 'No'. At the bottom, there are 'Back' and 'Continue' buttons.

Did you hunt rails or moorhens in Wisconsin last season?  
☐ Yes ☐ No

Did you hunt coot or snipe in Wisconsin last season?  
☐ Yes ☐ No

Back Continue

### 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

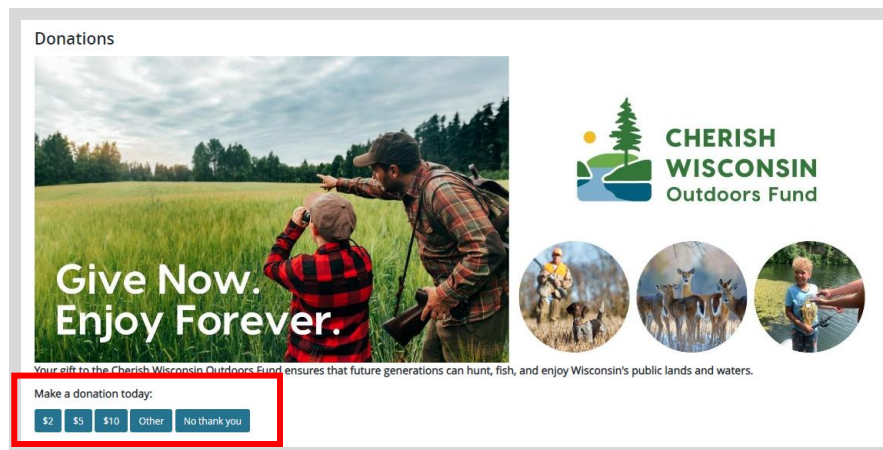
Verify your address

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

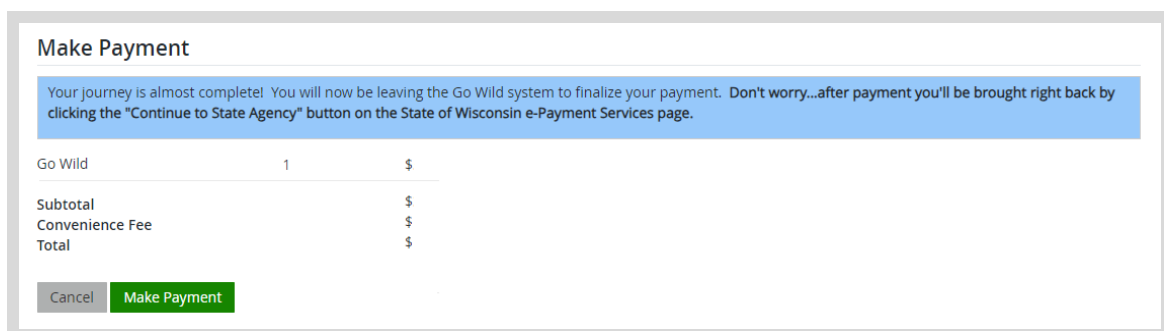
**Give Now. Enjoy Forever.**

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](#)