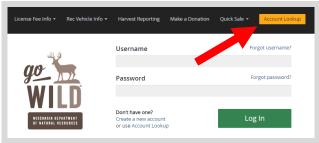
HOW TO: Register a snowmobile in Go Wild

STEP 1: Log into your Go Wild account

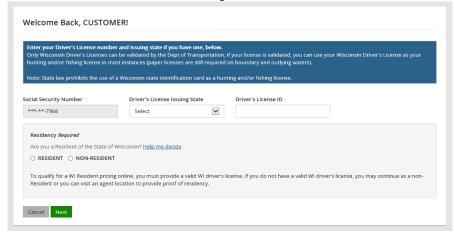
• **Visit the website gowild.wi.gov**. If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.



• **Access your Account** - Search for your existing customer record using one of the four personal information options on the left. Or enter your username and password for your account if you have already created one.



• **Welcome Back!** Enter your <u>driver license</u> information (optional). If you do not wish to enter your driver license, leave both the DL state and DL number blank. Next indicate your state residency (Wisconsin resident or nonresident). If you are unsure of your state residency, select the <u>Help me decide</u> link. *Note: To change your residency from nonresident to resident, all customers age 18 and over must include a WI driver license number.*

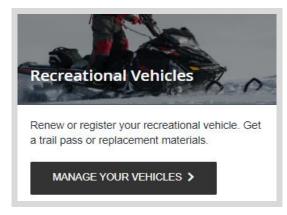


• **Review Summary.** Check your personal information for accuracy. If changes need to be made, select the Edit icon. If everything is correct, select the button.



STEP 2: Select your vehicle to register

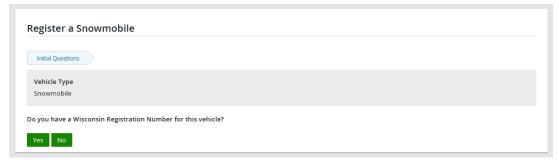
Customer Homepage. Locate the Recreational Vehicles section and select MANAGE YOUR VEHICLES.



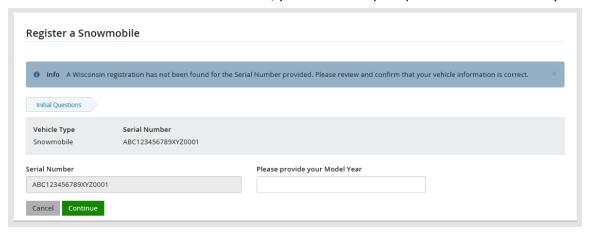
• **Register a recreational vehicle.** Select the <u>type of vehicle</u> you wish to register. Click on the **1** icon for vehicle definitions and descriptions.



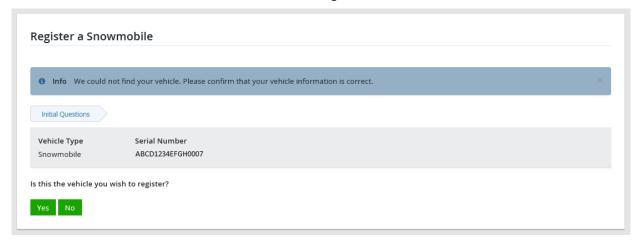
• **Vehicle Search.** If the vehicle has been registered in Wisconsin before, and you have the Wisconsin registration number, select YES and enter it. If not, select NO.



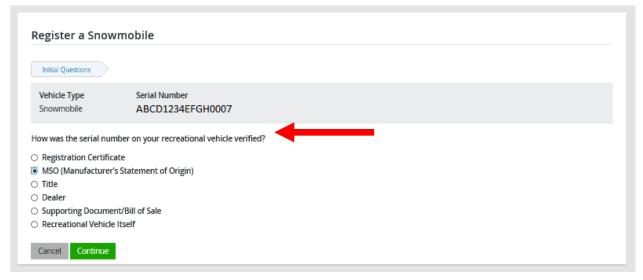
• **Enter Serial Number.** If no registration number is available, you will be asked to enter the vehicle serial number. Select Continue. If the vehicle is not found, you will also be prompted to enter the model year.



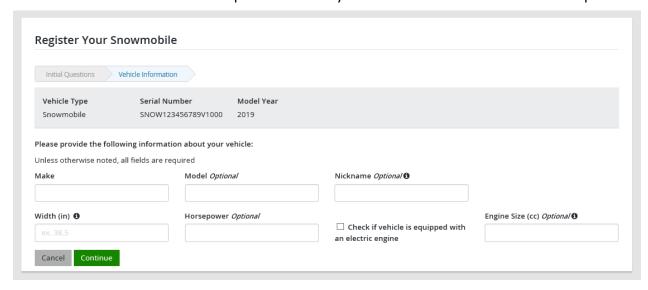
Vehicle confirmation. If that vehicle has been registered in Wisconsin before, it will find it in the database. If not, the system will assume it is a new registration. Use the information on the screen to confirm the vehicle is correct. If it does not look correct, select NO and search again. Otherwise select YES if it is correct



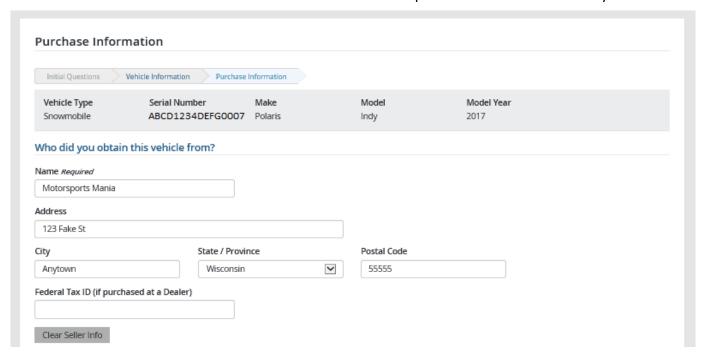
• **Serial number verification.** How did you confirm the serial number on your vehicle? Pick the one that most closely matches the document you copied the serial number from. Select Continue.



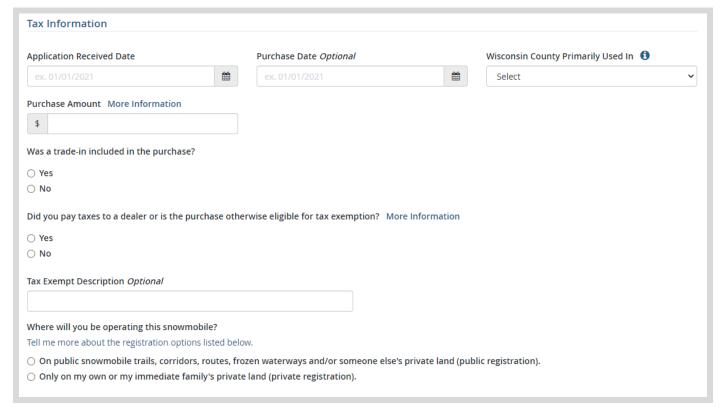
• Vehicle Information. Enter the specifications of your vehicle. Make sure to fill in all required fields.



• Purchase Information. Enter the name & address of the person or business that sold you the vehicle.

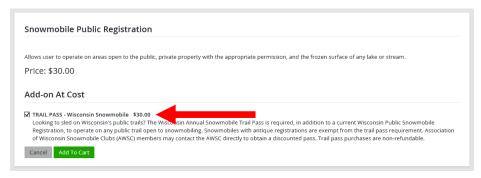


• **Tax Information.** Enter the date purchased and the Wisconsin county it will be primarily used/kept in. Enter the amount you paid for the vehicle, and any trade in amount and description you had at a dealer location. If you are exempt from paying the taxes on the purchase price, indicate yes or no and check one of the exemption reasons. Also indicate where you will be using the snowmobile, to determine if you will need public or private registration.

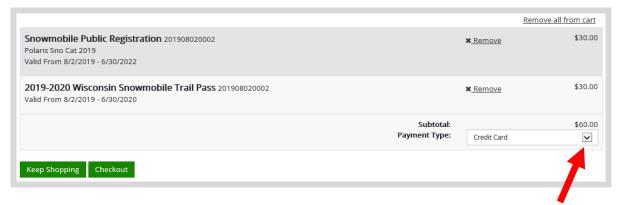


Registration Summary Page. View the summary of the information you have entered for your vehicle to ensure accuracy. Select Yes if you are satisfied with the information

• **Registration and Add-ons.** The system will determine the registration type based on the information you provided. Note the Add-on options available. *Example: Snowmobile trail pass for operating on public trails. Check the box and add to cart.*

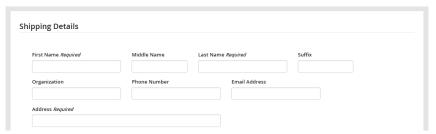


• **Shopping Cart.** Confirm your purchase is correct. Select your <u>Payment Type</u> (Credit Card or Checking Account) and select Checkout. Or select Keep Shopping if you need to purchase more.



STEP 3: Make payment and print your temporary operating receipt

• **Shipping Details**. Enter the location you would like your items shipped and select NEXT. *Note: The system will validate the address and recommend address adjustments if necessary.*

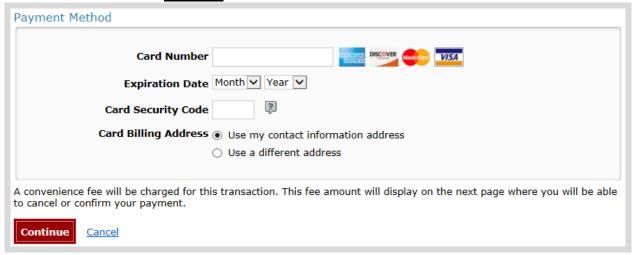


• **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.

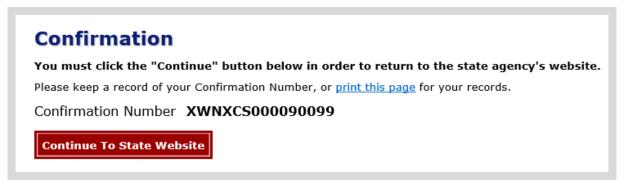


• **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 2% will be added to your total when a credit card is used. Select Make Payment when ready.

• **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Select the red Continue button when finished.



- **Review Payment.** The last step before the purchase is final. Confirm your payment details, payment method, Billing address, and contact info on the screen. Select confirm to continue.
- **Confirmation.** <u>IMPORTANT!</u> Your purchase is final, but you are not done yet! Copy down the confirmation number or print the screen. Select the red <u>Continue To State Website</u> button to return and print your license documents.



• **Printing your license.** Now back in the Go Wild site, scroll down all the way to the bottom and select the Receipt and License Documents button and open the documents for printing. You must carry this printed temporary operating receipt while you operate until your materials arrive via US Mail.