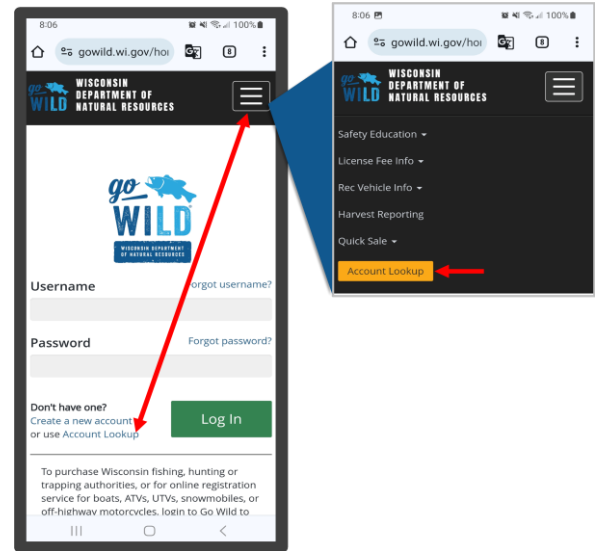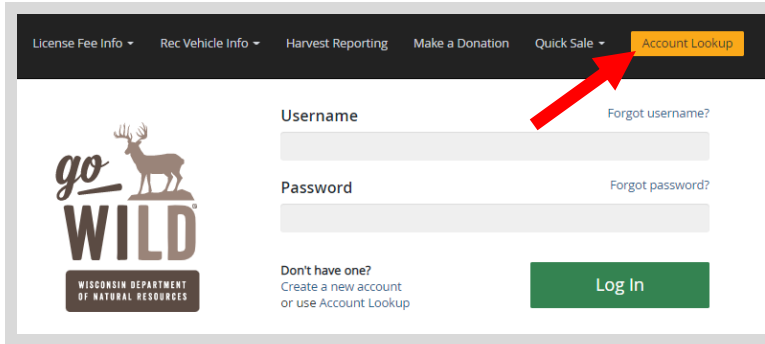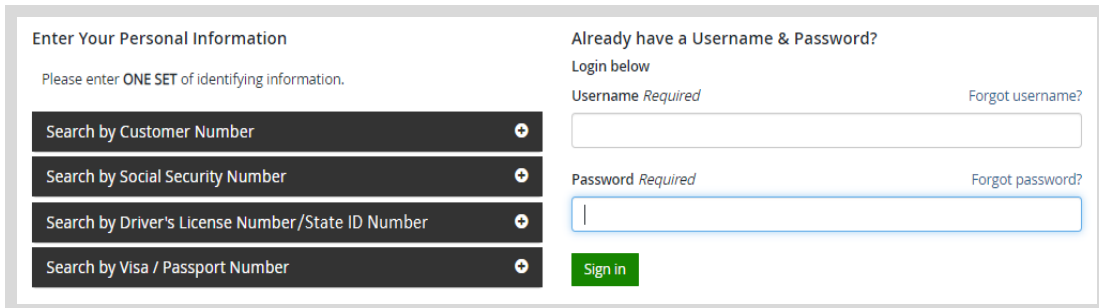# HOW TO: Submit a Fisher Application on Go Wild

STEP 1: Log in / create your Go Wild account

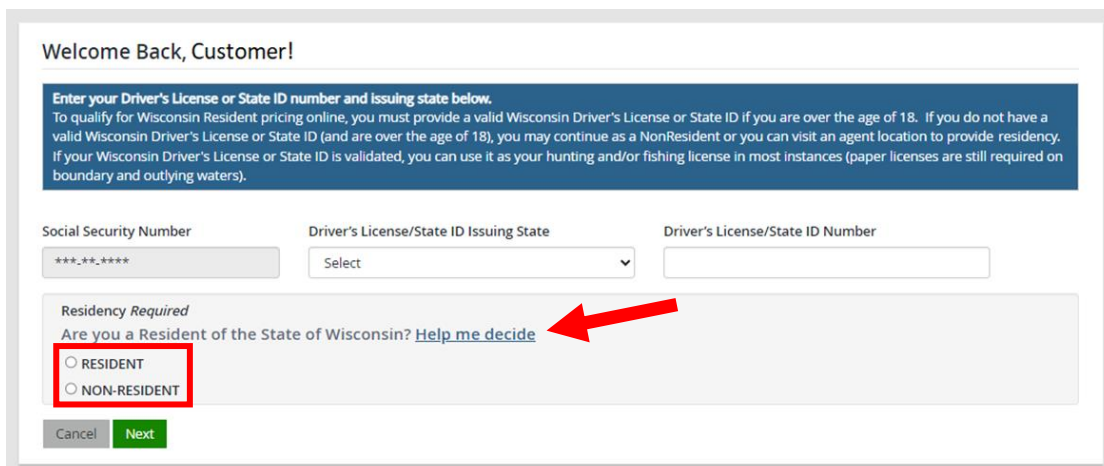- **Visit the website gowild.wi.gov.** If you have already set up a username/password for your account, you may log in directly using that. If you have not yet created a username/password, use the "Account Lookup" option to search for your account or create a new account if necessary.

  - o **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 <u>both</u> 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 <u>residency</u> (Wisconsin resident or nonresident). If you are unsure of your state residency, select the <u>Help me decide</u> 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).

- **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.

- **Customer Home Page.** You have reached your customer home page where you may select licenses, register game, register recreational vehicles, and more!

STEP 2: Select your license/application product

- **Customer Homepage.** Locate License Catalog section and select the PURCHASE PRODUCTS button
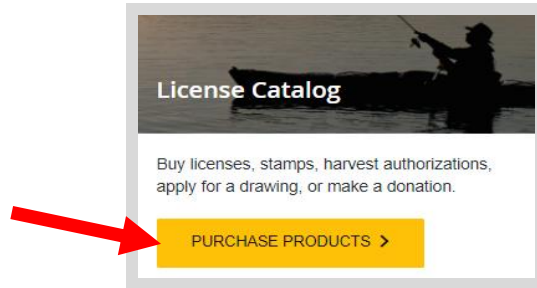
- **Product Catalog.** Look under the Applications tab and select the Fisher Application from the Product List.

- **Fisher Application choices.** Choose to apply for a Preference Point only or Harvest Permit. If you choose preference point only, you will be directed to the shopping cart immediately. If you select Harvest Permit, additional information will be required on the next screen. Select Add to Cart.

- **Fisher Harvest Zones -** The next screen will only show if you selected Harvest Permit from the previous screen. Select the Management Zone/Unit you wish to apply for. Use the Map link if necessary. Select Add to Cart when finished.

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.

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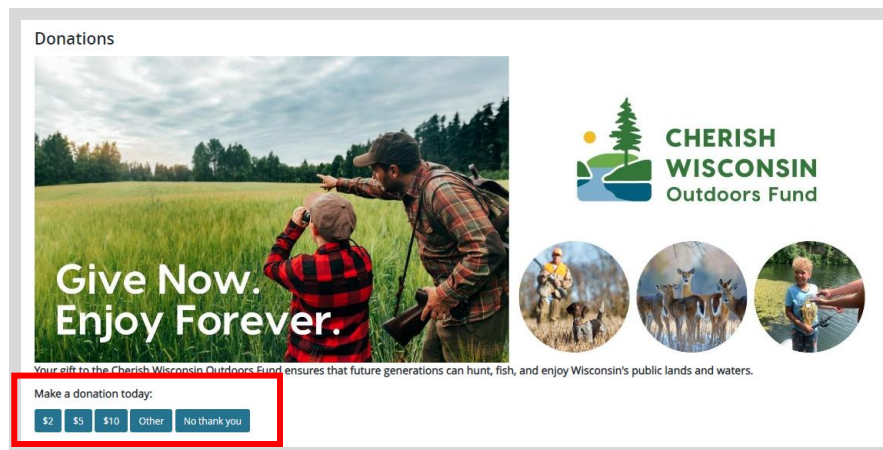
- **Donations:** Make a donation to the Cherish Wisconsin Fund. You may select one of the predetermined amounts or select Other to enter in a specific amount.

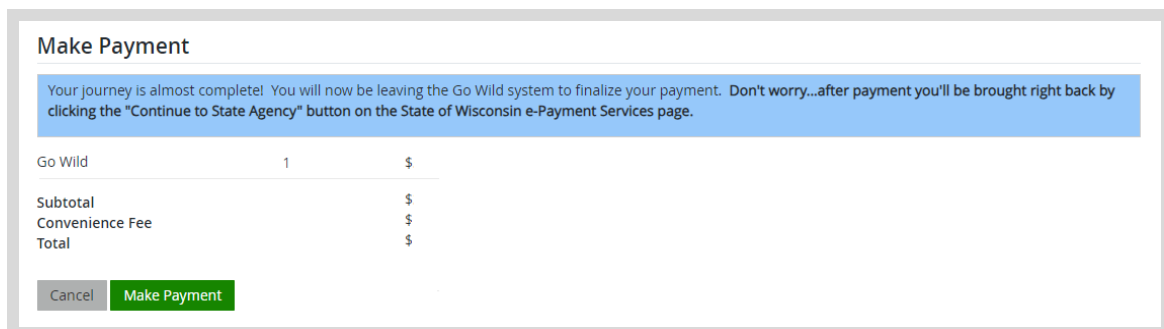- **Make Payment.** Check the screen for reminders and confirm the total. A convenience fee of 2% will be added to your total when a credit card is used. Select Make Payment when ready.

- **Payment Processing.** Scroll to the bottom and enter your credit card (or checking account) information. Double check your entries and select the red Continue button when finished.

- **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.

- **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.

- **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.