

Step 1: Sign-on process

Log on to the [State of Wisconsin self-registration site](#). Set up a Wisconsin User ID for each person who will need access. Please note that obtaining a Wisconsin User ID is a two-step process. You must complete BOTH steps within 4 days of requesting the account or you will need to begin the self-registration process over again.

Step 2:

Part 1 of 2: Requesting a Wisconsin User ID and password

Part one: submit your contact and account information. You will immediately receive a confirmation e-mail containing a Web link to the account activation page.

You must have an accessible, valid and unique e-mail address to complete the self-registration process. You will need your Wisconsin User ID and password to complete step 3.

Self-registration allows you to create your personal Wisconsin Login account. This allows the user to conduct secure business transactions with the State of Wisconsin over the Internet. The account belongs to you and, therefore, requires your personal information.

Self-registration

*Indicates a required field



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Profile Information	
First Name *	<input type="text"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text"/>
Suffix	<input type="text"/> e.g., JR, SR, I, II, III
E-Mail *	<input type="text"/> e.g., username@host.domain
Phone #	<input type="text"/>
If you provide address information it must be complete and correct. A United States Postal Service database is used to verify each address.	
Home Residence Address	
Street	<input type="text"/>
Unit Number	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Select a State
Zip Code	<input type="text"/>
Home Mailing Address	
<input type="checkbox"/>	Mailing Address is the same as Residence Address.
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/> Select a State
Zip Code	<input type="text"/>

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	<input type="text"/> *
Password	<input type="text"/> *
Re-enter Password	<input type="text"/> *

Step 3:
Part 2: Activating your account


In part two, you will click on the Web link in your confirmation e-mail, which will take you to the Account Activation Page. Log on using your new Wisconsin User ID and password to activate your account. (You will need to check the e-mail you listed in the original sign on process to activate your account.)

Step 4: Logout

Logout shuts down your current session. To access a secured application, you will have to log in again. Note: if logout takes you to the login screen, you are already logged out of the account session and no action is needed.

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Step 5: Complete authorization form

Complete the [LRIP authorization form](#) . Email the completed form to [DOT LRIP Web System](mailto:DOTLRIPWebSystem@wi.gov) (DOTLRIPWebSystem@wi.gov). You will receive a confirmation email within seven days informing you that your organization is authorized to access the LRIP application. If you have any questions about completing the LRIP application form, send those questions to [DOT LRIP Web System](mailto:DOTLRIPWebSystem@wi.gov) (DOTLRIPWebSystem@wi.gov).

Account recovery

Forgot your Wisconsin User ID or password? Account recovery is used to restore access to your account if you cannot remember your password or your Wisconsin User ID. You must know the answer to your secret question and you must have access to the e-mail address on your account. A link provided in the e-mail is used to recover your account information. It could be the next day before you receive the e-mail with the account information.

Account Recovery	
Compose a question and answer for account recovery purposes. Click here for Guidelines.	
Secret Question	<input type="text"/> *
Answer to Secret Question	<input type="text"/> *

Profile management

Profile management allows you to change your account information, e-mail address, password or other information.