

Department Of Administration Enterprise Fleet Management System My Wisconsin ID User Manual

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Existing Volunteer

If you are an existing active volunteer, you must create an MyWisconsin ID account by following the instructions in the link here: <u>DET MyWisconsin ID Self Registration</u>. Your username should be your existing email address currently stored in EFMS. Proceed to Sign into Fleet using My Wisconsin ID below. If you choose a different email address, you will need to sign a new VUA and contact your Fleet state supervisor.

New Volunteer

If you are new volunteer, you must create an MyWisconsin ID account by following the instructions in the link here: <u>DET MyWisconsin ID Self Registration</u>.

You will be requested to sign a new VUA. Your corresponding State Fleet Supervisor will assist you with registration.

Sign into Fleet using MyWisconsin ID

- 1. Go to Fleet Portal.
- 2. Expand the Drop-down on the login page. Select "Volunteer-MyWisconsinID". Then click on "Select". Please use this option not the "Volunteer" option. The "Volunteer" (Register Wisconsin) option will be removed in 60 days.





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3. Enter your Username. If you are an existing user, enter in the email address you previously signed up with.



4. Users are then redirected to the login page of My Wisconsin ID portal. The screen looks like below.

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	Fleet Portal Test			
	New Fleet Driver Fleet Policies Vehicle Use Agreement Van Centrications State Agreen, Supervisors VUA View	Reservation Rent a vehicle from one of the State Fleets	Mileage_Entry Report mileage for your agency's leased vehicles Mileage Entry FAQs	
	Enterprise Fleet Announcement		Information Find information about policies, fleet	

Notes:

• Registration of accounts is limited to the following top-level domains: .com, .net, .edu, .gov, .org, .us, .mil, school, .info,. Technology, and. today.

If you have Question/Issues, please see: <u>DET MyWisconsin ID User FAQs</u>