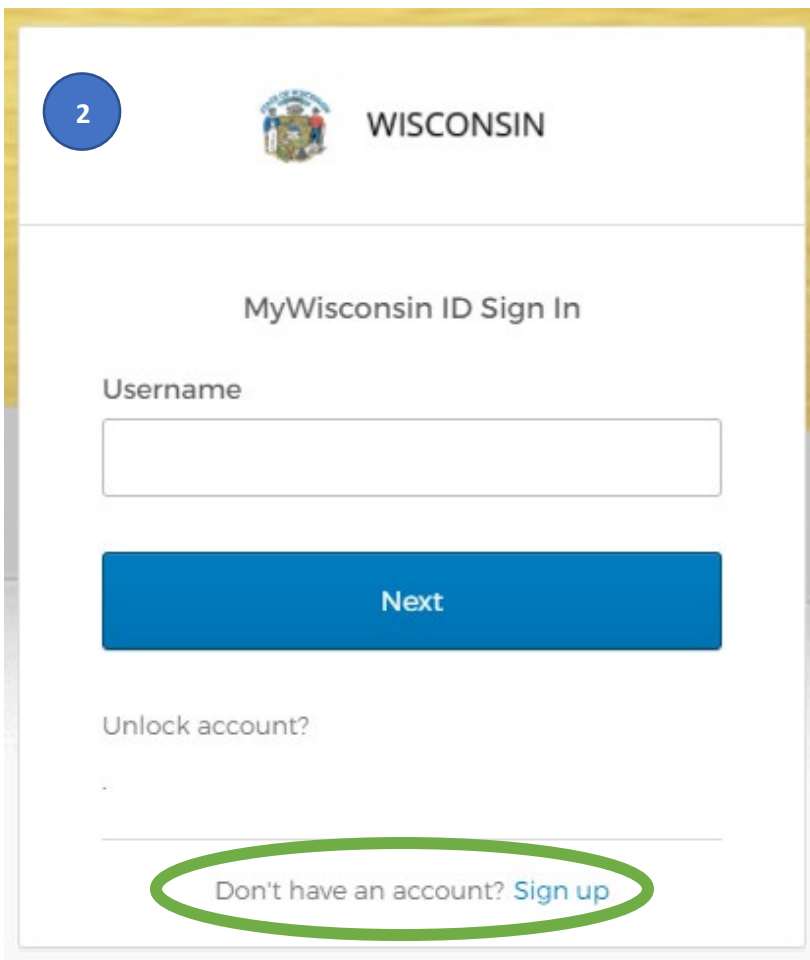


Signing Up for a MyWisconsinID in AccessGov

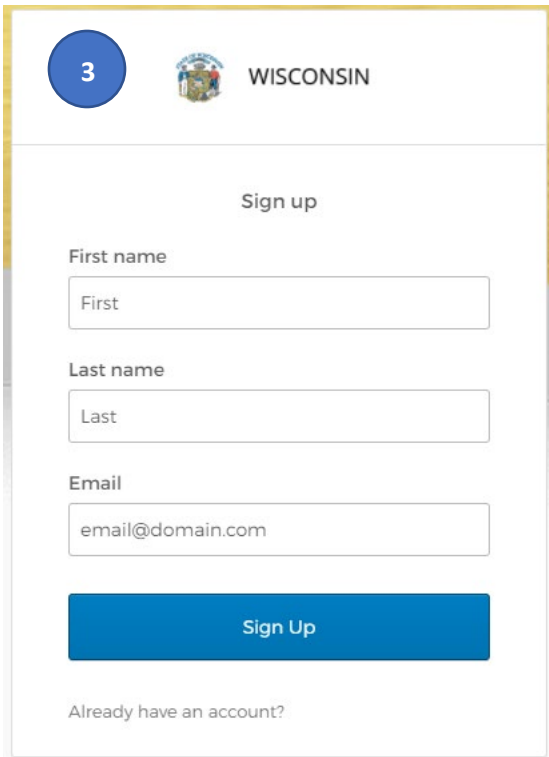
1. To create an AccessGov account, you first must sign up for a MyWisconsinID. When you get to the login screen, from wi.accessgov.com/doa-wi/Forms/Page/intergov/law-enforcement-grant-expenses select **“Log in to Start Form”** then **“Public User.”**



2. Select **“Sign Up”** at the bottom of the box.

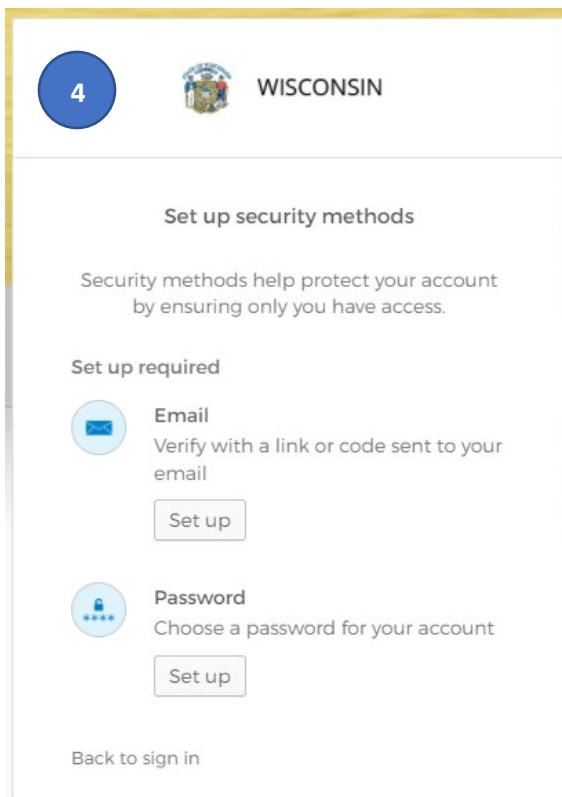


3. Enter your first and last name, as well as your email, then select “Sign Up.”



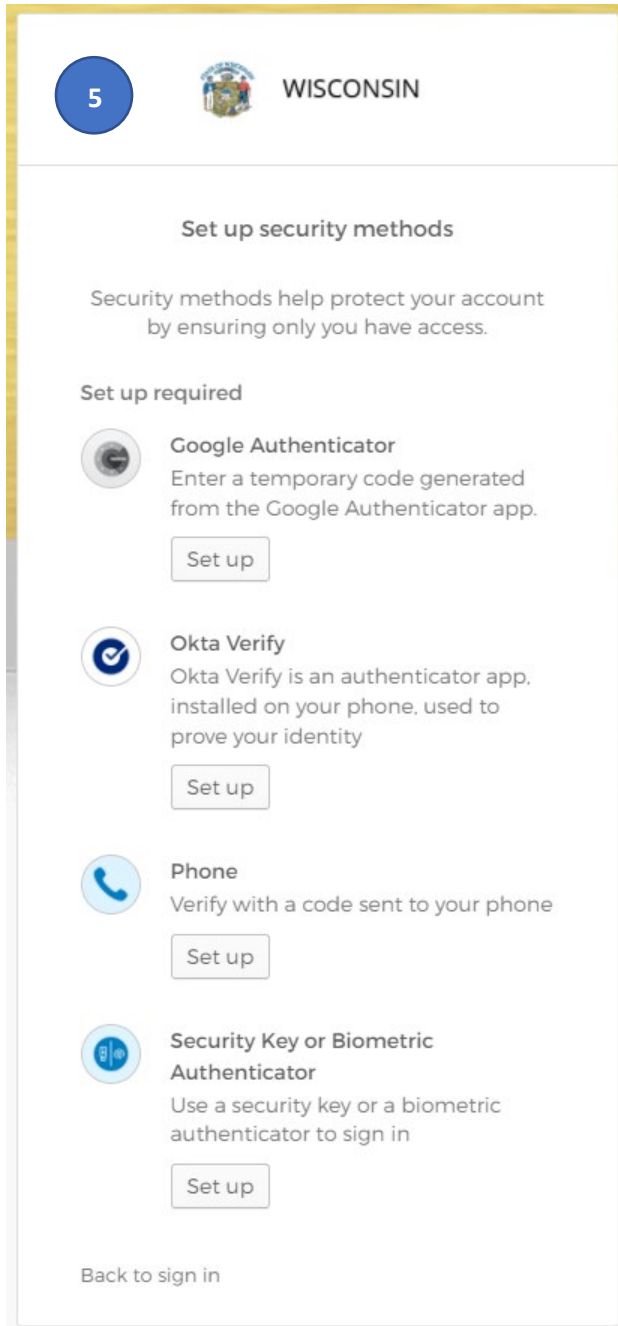
The screenshot shows the 'Sign up' page for WISCONSIN. At the top left, there is a blue circle with the number '3'. To its right is the WISCONSIN state seal and the word 'WISCONSIN'. Below this is the heading 'Sign up'. There are three input fields: 'First name' with the placeholder 'First', 'Last name' with the placeholder 'Last', and 'Email' with the placeholder 'email@domain.com'. Below the email field is a blue button labeled 'Sign Up'. At the bottom left, there is a link that says 'Already have an account?'.

4. Set up both your email verification and password by selecting the “set up” buttons beneath each step. Please note – once you complete one step, it will bring you back to this page to complete the next.



The screenshot shows the 'Set up security methods' page for WISCONSIN. At the top left, there is a blue circle with the number '4'. To its right is the WISCONSIN state seal and the word 'WISCONSIN'. Below this is the heading 'Set up security methods'. A sub-heading reads 'Set up required'. There are two sections: 'Email' with a blue envelope icon, the text 'Verify with a link or code sent to your email', and a 'Set up' button; and 'Password' with a blue lock icon, the text 'Choose a password for your account', and a 'Set up' button. At the bottom left, there is a link that says 'Back to sign in'.

5. After you've set up both your email verification and your password, you will be asked to set up security methods. **You only need to set up one of these items to proceed. Additional security methods are optional, not required.**
 - a. **PLEASE DO NOT EXIT THIS PAGE OR SELECT GO BACK TO SIGN IN BEFORE SETTING UP AT LEAST ONE OPTION. YOUR ACCOUNT WILL NOT BE CREATED IF YOU DO NOT SELECT AT LEAST ONE SECURITY METHOD.**



6. Once you have set up an additional security method, you can proceed into the application.

If you have ANY issues regarding your MyWisconsinID account, please contact the Enterprise Service Desk. To contact the Wisconsin Enterprise Service Desk (ESD), email esdhelp@wisconsin.gov or call: 608-264-9383.