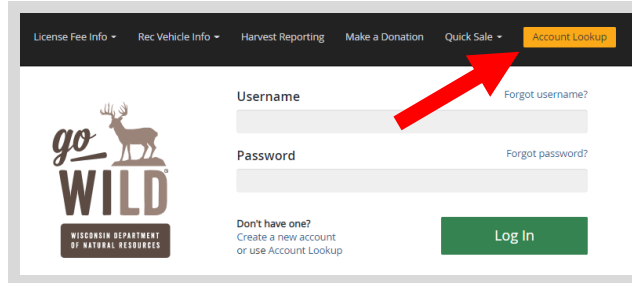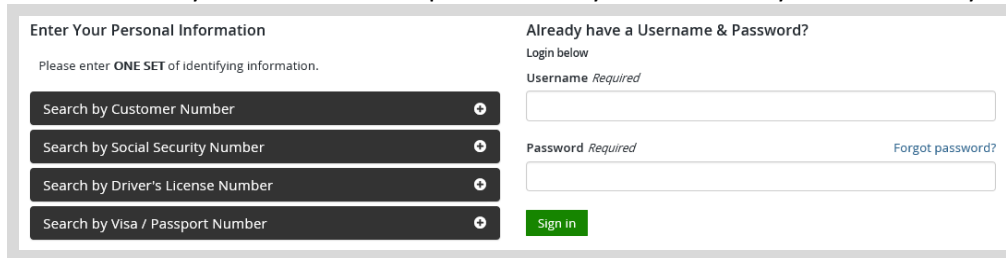# HOW TO: Reprint a license document in Go Wild

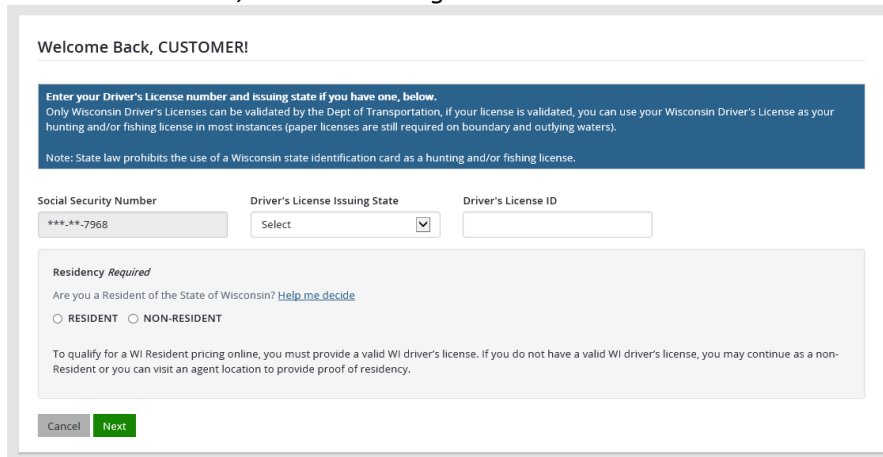## STEP 1: Log into your Go Wild account

- **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.
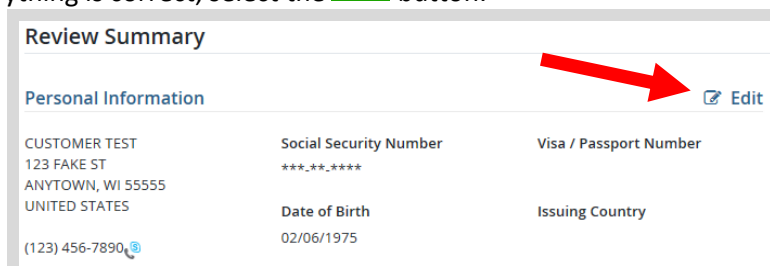

- **Access your Account -** Search for your existing customer record using one of the four personal information options on the left. Or enter your username and password for your account if you have already created one.

- **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.*
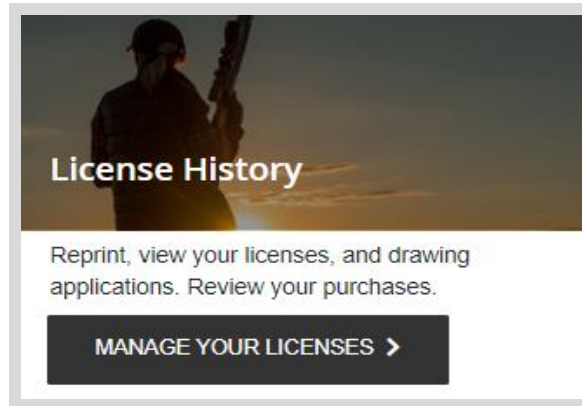

- **Review Summary.** Check your personal information for accuracy. If changes need to be made, select the 🖉 Edit icon. If everything is correct, select the **Yes** button.

STEP 2: Reprint your license document(s)

- **Customer Homepage.** Locate the Licenses History section and select <u>Manage Your Licenses.</u>

- **Current Licenses.** The system will display the licenses you have already purchased in the current license year. Select Purchase History if you wish to see the licenses you purchased in a previous year. Items that may be reprinted will have a **Print** button to the right. Or you may also select the **Print All** to print all your licenses.