

Steps To set up a Wisconsin Logon ID

1. Go to <https://www.dwd.state.wi.us/accountmanagement/default.aspx>.
2. Click on Self Registration under Sign Up for your DWD/Wisconsin User Name.



3. Read the information on the next screen and click Accept at the bottom.



4. Fill in the information on the Logon Creation screen. Fields with a red asterisk (*) are required. While email address is not required, it is essential for you to be notified of changes in the system. It is highly recommended that this be filled in. Click Submit when finished filling out this page.

Please make note of the User ID and password chosen in this step as this will be the credentials used to access the system!

5. If your ID creation was successful, you will see the following page:

Logon Creation

Your DWD/Wisconsin User Name was successfully created.

6. To gain access and establish your facility in PIE email the following information to DCF at DCFMBWLS@wisconsin.gov

Facility Name

Facility Phone Number

Person Name

Role (Lead, CBC, PBC, RR)

WI Login ID