

Registering for a New Username

Please note:

- Only one username is allowed per facility account.
 - A username can be assigned to as many facility accounts as necessary.
1. Go to <https://whoprs.wisconsin.gov/submit/>.
 2. To register for a new username, click [Register Now].




- A New User Registration Page will generate:

New User Registration

Enter a Username and Password and complete the information below. The registration request will be sent to the System Administrator and you will be contacted via Email.

User Account Information

If you enter an address outside of the US or Canada, enter the state/province name in the City field.

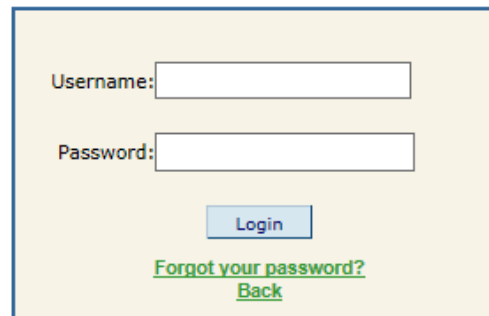
| | |
|--|---|
| Username [8-15 alphanumeric characters] | <input type="text"/> |
| Password [8-12 characters] | <input type="password"/> |
| Retype Password | <input type="password"/> |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Title | <input type="text"/> |
| Company Name | <input type="text"/> |
| EIN (Leave blank if submitting for Farms) | <input type="text"/> |
| Check if you will submit reports only for Farms | <input type="checkbox"/> |
| Country | <input type="text" value="United States"/> |
| Address | <input type="text"/> |
| City | <input type="text"/> |
| State | <input type="text" value="Wisconsin"/> |
| Zip | <input type="text"/> |
| Telephone | <input type="text"/> |
| 24 Hour Phone | <input type="text"/> |
| E-Mail | <input type="text"/> |
| Retype E-Mail | <input type="text"/> |
| Question | <input type="text" value="----Select One----"/> |
| Secret Answer | <input type="text"/> |
| The secret answer can be used to verify your identity and retrieve your password if you forget it. | |
|  | |
| Please enter the characters as shown | <input type="text"/> |
| <input type="button" value="Register"/> | <input type="button" value="Cancel"/> |

- All **Red** highlighted fields are required.
- The username may contain a mixture of letters and numbers. e.g. Johndoe or Johndoe123
- The password is case sensitive and must contain at least 8 characters and at most 12 characters. e.g. Janedoe321!
- The EIN is the nine digit (no dashes) Employee Identification Number (aka the Federal Tax Identification Number) and is used to identify a business entity.
- Once all required fields have been entered, enter the capitalized white text in the last field and click [Register].
- A New Login box will state that 'Your registration information has been sent to the Administrator for approval. You will be contacted by email when your account is approved'.
- You will receive an email from a WEM representative asking you to verify that the provided information is correct. Upon verification, the Username will be approved.

3. After your username request has been approved, Go to <https://whoprs.wisconsin.gov/submit/>.
4. To Sign in to WHOPRS, click [Sign In] button.



5. Enter the username and password.
6. Click [Login].



A screenshot of a login form with a light beige background. It features two input fields: "Username:" and "Password:". Below the input fields is a blue "Login" button. At the bottom, there are two green links: "Forgot your password?" and "Back".

For further assistance, please contact the WHOPRS Help Desk at <https://whoprs.wisconsin.gov/HelpDesk.asp>