

VITAL RECORDS REPORTS ACCESS FOR LOCAL HEALTH DEPARTMENTS

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Creating Your User Account

You will need to set up your User Account in order to work with Vital Records Reports (VR Reports) and you will need to provide your account Logon ID to the State Vital Records Office (SVRO) on the Access Request (see page 2) before your account is activated. The user account must be set up by each individual using VR Reports. Only employees of the Local Health Department will be granted access to VR Reports.

NOTE: If you have an existing WExt account, it is not necessary to create a new account. Proceed to step 6 below.

1. Go to <http://register.wisconsin.gov>.
2. Click on the "Self Registration" link under "Sign Up for your DOA/Wisconsin Logon."
3. Read the User Agreement and click "Accept."
4. Enter all required information below that is followed by the *. Under "Systems You Will Access," select **DHS Vital Records**. Under "Account Information," enter the **Logon ID** and **Password** you create which will be used to gain access to VR Reports. Remember the ID and Password. This is what you will use when working with VR Reports. **Please note: the logon ID cannot be more than 16 characters.**
5. Click "Submit" when all the required information has been entered.
6. Fill out the VITAL RECORDS REPORTS ACCESS REQUEST.
7. Fax to 608-261-4972.
8. Staff at the SVRO will complete the account activation process and notify you when your account is active

