

## Step 1: Logging In

1. Go to [wiregistry.org](http://wiregistry.org)
2. Log in with your email address and password. Download our [step-by-step support guide](#) to create a new password.

**Tip:** Don't have an account? [Download the step-by-step support guide.](#)



The screenshot shows the login interface. At the top left is the Wisconsin Registry logo with the text 'Powered by INSIGHT'. On the right, there are input fields for 'Email Address' and 'Password'. Below these is a checkbox for 'Remember me'. A dark blue 'Login' button is centered. At the bottom, there are links for 'Forgot Password?' and 'Create Account'.

## Step 2: Membership Application

1. Check the box to Become a Registry Member. Click the **APPLY** button to begin.
2. You will need to add, update, and review information about your education, employment, and professional memberships.
3. When you are finished, click the **SUBMIT APPLICATION** button to send your application to the Wisconsin Registry for processing.

You have signed in but not submitted an application.

<input checked="" type="checkbox"/> Become a Registry Member	\$50.00
<input type="checkbox"/> Add a Trainer Endorsement	\$15.00
<input type="checkbox"/> Add a Technical Assistance Professional Endorsement	\$15.00
Total Fee: \$50.00	
<b>Apply</b>	

**Tip:** After you submit your application, you cannot edit your profile until your application is finished being processed. If a revision is necessary, contact the Wisconsin Registry.

## Step 3: Apply Coupon

1. After you submit your application, you will see your **APPLICATION SUBMISSION FEE**.
2. Enter the PDG coupon code. Click the **APPLY** button. Make sure your balance is \$0.00.

### Application Submission Fee

Your Registry application fee has not yet been received. If you sent a check, please allow two to three weeks for payment processing. Otherwise, you can pay online now. Your application will be canceled if payment is not received within 45 days from when your online application was submitted.

Invoice	143627
Status	Unpaid
Amount	\$50.00
Payment From	#143627 Jane Wisconsin

Receipt will be emailed

Coupon Code



Apply

## Step 4: Sending Documentation

1. Official Transcript: If applicable, request your college or university mail your official transcripts directly to the Wisconsin Registry in an originally sealed envelope OR the Wisconsin Registry will accept your official transcript emailed directly from your college or university to [support@wiregistry.org](mailto:support@wiregistry.org).
2. Documentation: Make copies of any endorsement, credential, CPR or First Aid Card, training certificate, and/or a diploma to send to the Wisconsin Registry. You may mail, email, or fax your documentation to the Wisconsin Registry.
3. If you do not plan on sending documentation to the Wisconsin Registry, click the **I HAVE NO DOCUMENTATION TO SUBMIT** button. This will allow the Wisconsin Registry to process the application with the documentation that was previously sent to the Wisconsin Registry.

**Mail:** Wisconsin Registry, 2908 Marketplace Drive, Suite 103, Fitchburg, WI 53719

**Email:** [support@wiregistry.org](mailto:support@wiregistry.org) | Fax: 608-222-9779