Becoming a Registry Member

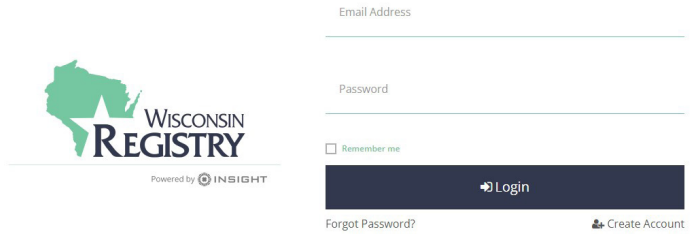## Step 1: Logging In

1. Go to 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.

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.

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.

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.
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 | Fax: 608-222-9779