

SEASONAL NEW HIRE: NeoGov-High Line Personality Training for Employee Role

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How to Login

(Make sure you are using a laptop or PC, not a tablet or smartphone)

The High Line Self Service link is located on the [Waukesha County Connection](#) under the “HR” tab.

You can also access offsite using a laptop or PC by following the URL below:

<https://selfservicewauk.waukeshacounty.gov>



TEMPORARY/SEASONAL EMPLOYEES (Non-Active Directory). Your **Access Key** is your personal email (ex: bcwauk88@gmail.com). Your temporary **password** will be emailed to your personal email. You will be prompted to change your password at initial login. (NOTE - PASSWORD PARAMETERS: Must be at least 8 characters, a capital letter, a number, AND a special character (cannot use “ @ ” or “ ~ ” symbols).

A screenshot of the High Line login page. The page has a blue header with the text 'WELCOME TO HIGH LINE'. Below the header is a large image of three people (two women and one man) smiling and working at a computer. To the right of the image is a login form with two input fields: 'Access Key:' and 'Password:'. Below the 'Password:' field is a link that says 'Forgot your password?'. To the right of the form is a green 'Log In' button.

If you have followed the instructions above and cannot access high line, please call the help desk at 262-548-7630 or Helpdesk@waukeshacounty.gov.

Employee Role

You can access screens by clicking on the fly out “Main Menu” tab. Fly out menu example:

Example Mertz Employee

Search

WEAPP

My Personal Profile

First Name : Example
Middle Name :
Last Name : Mertz
Photo Location : default.bmp

Date of Birth : 01-01-1973
Gender : Female
Ethnicity : US-White

01-01-0001 - 12-31-3999 Change Reason: CONVERSION

PERSONAL ADDRESS & CONTACT INFORMATION

* Address 1 : 6285 Main St.
Address 2 :
* City : Waukesha
* State, Country : Wisconsin, USA
* Zip Code : 99999

* Home Phone : (555) 555-5555
* Cell Phone :
* Personal Email :

Personal Information

Personal Profile

Select “Personal Profile” on the fly out “Main Menu” tab to view your basic demographic information. Upon initial login to the system, verify that the information Human Resources has on file is correct. If your address, home phone, cell phone, or personal email is wrong or missing you may submit a change request. To do this, follow the directions below:

Example Mertz Employee

WEAPP

My Personal Profile

First Name : Example
Middle Name :
Last Name : Mertz
Photo Location : default.bmp

Date of Birth : 01-01-1973
Gender : Female
Ethnicity : US-White

01-01-0001 - 12-31-3999 Change Reason: CONVERSION

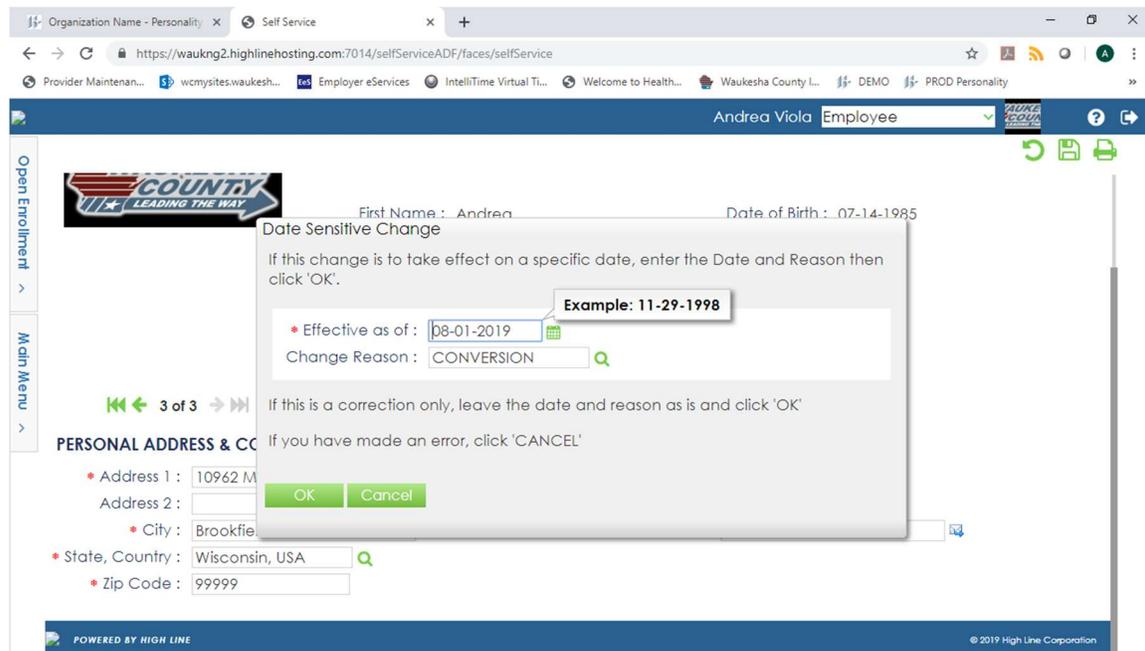
PERSONAL ADDRESS & CONTACT INFORMATION

* Address 1 : 111 Test Street
Address 2 :
* City : Waukesha
* State, Country : Wisconsin, USA
* Zip Code : 99999

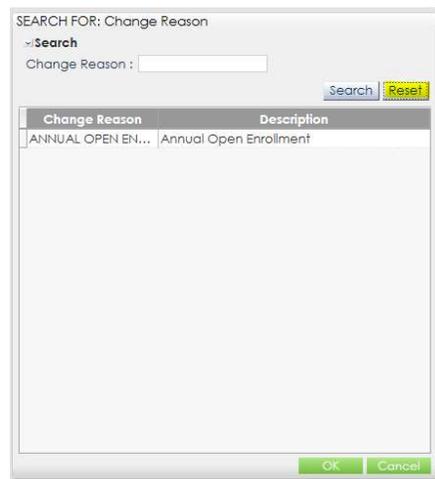
* Home Phone : (555) 555-5555
* Cell Phone : (555) 555-5555
* Personal Email : emertz@email.com

1. Make your changes in the appropriate fields. Changes will appear in blue. (A red asterisk (*) is a required field)

2. Click green SAVE disk  on the upper right corner of the screen. Clicking the green save disk will prompt you to enter an “Effective Date” and “Change Reason.”



3. Pick an effective date (Date you are making the Change) and the appropriate change reason by clicking on the green magnifying glass and selecting the appropriate reason.
Hint: when you click the green magnifying glass to select another option, you may need to hit the “Reset” button in the upper right hand corner to see all available options.



4. Click “OK.”
5. Click “SUBMIT CHANGES” button. (The submit button is typically at the top of the screen.) You must click submit to make changes.
6. Verify your changes one last time. Then click, “OK.”

After you click “OK,” a Personnel Action (PA) will be initiated and your changes will be forwarded to HR for review. Changes will appear in **burnt orange** until they are approved by HR. Once approved, they will return to black. Example screenshot of pending transaction changes is below. (Depending on the type of transaction, you may receive emails to notify you that the PA has been approved/processed.) This is just for your record. Once received go into self-service to review.

Example Mertz Employee

Search

WEPP

Any field emphasized as **burnt orange** is currently being reviewed for approval in Personnel Action 204.

PLEASE SUBMIT YOUR CHANGES ONCE COMPLETED

SUBMIT CHANGES **CANCEL CHANGES**

My Personal Profile

First Name : Example
 Middle Name :
 Last Name : Mertz
 Photo Location : default.bmp

Date of Birth : 01-01-1973
 Gender : Female
 Ethnicity : US-White

08-22-2019 - 12-31-3999 Change Reason : ANNUAL OPEN ENROL

PERSONAL ADDRESS & CONTACT INFORMATION

* Address 1 : 111 Test Street
 * Address 2 : Apt #12
 * City : Waukesha
 * State, Country : Wisconsin, USA
 * Zip Code : 99999

* Home Phone : (555) 555-5555
 * Cell Phone : (555) 555-5555
 * Personal Email : emertz@email.com

Job and Compensation Information

Select “Job and Compensation” on the fly out “Main Menu” tab to view your information. On the “Compensation” tab, it shows your job and compensation history. The information you see on the screen corresponds to the time frame selected. Use the green arrows next to the timeline (in middle of page) to scroll through your job and compensation history. As you scroll through your timeline, you will see your job and compensation information change on the screen. A change reason is noted for each time period.

WEAS_WAUK

My Job and Compensation

Job Assignment	Start Date	End Date	Description	Next Review	Hire Date
PRIMARY	05-22-1995			12-11-2020	05-22-1995

41 of 41 01-04-2020 - 12-31-3999 Change Reason : MERIT INCREASE OPEN

Title : Social Worker
 Position : SOCIAL.WORKER-000-TEST
 Job : SOCIAL.WORKER

County Department : HEALTH AND HUMAN SERVICES
 HL Department : ALTERNATE CARE
 Unit : EXEMPT
 Group : FULL-TIME

FTE : 1.00
 Status : ACTIVE

Compensation Change Log

WAGE/SALARY DETAILS	SALARY RANGE DETAILS	WAGE CONVERSIONS
Wage Rate : \$34.34	Minimum : \$26.02	Annual : \$71,427.20
Scale Rate :	Market Value : \$30.22	Bi-Weekly : \$2,747.20
Range : O-09	Maximum : \$34.41	Hourly : \$34.34
Scale/Step :		
Compa-Ratio : 113.63		

On the “Change Log” tab, it includes the compensation change history on the same time frame selected. For example as shown below, an employee had an **Across-the-Board** increase and a **Merit Increase** on the same date 01/04/2020. The Change Log shows the Across-the-Board increase changed the employee’s hourly rate to \$34.00; and the Merit Increase changed the employee’s hourly rate to \$34.34.

My Job and Compensation

Job Assignment	Start Date	End Date	Description	Next Review	Hire Date
PRIMARY	05-22-1995			12-11-2020	05-22-1995

◀◀ 41 of 41 ▶▶

01-04-2020 - 12-31-3999

Change Reason : /MERIT INCREASE OPEN

Title : Social Worker
 Position : SOCIAL.WORKER-000-TEST
 Job : SOCIAL.WORKER

County Department : HEALTH AND HUMAN SERVICES
 HL Department : ALTERNATE CARE
 Unit : EXEMPT
 Group : FULL-TIME

FTE : 1.00
 Status : ACTIVE

Compensation **Change Log**

CHANGE HISTORY

Change Reason
ACROSS-THE-BOARD
MERIT INCREASE OPEN

Field	Value
Wage Rate	34.000000

Compensation **Change Log**

CHANGE HISTORY

Change Reason
ACROSS-THE-BOARD
MERIT INCREASE OPEN

Field	Value
Wage Rate	34.340000

Contacts

Select “Contacts” on the fly out “Main Menu” tab to view your listed contacts. Contacts should include anyone that is a emergency contact. This screen is editable.

All employees must have at least one emergency contact listed.

First Name	Last Name	Phone #	Extn	Contact Status	Beneficiary	Dependent	Emergency	Spouse
First	Mertz			Active	No	Yes	No	No
Second	Smithson	(555) 555-5555		Active	No	No	No	No

CONTACT DETAILS

Contact Priority : 1

* First Name : Ronald

Middle :

* Last Name : Mertz

Suffix :

Contact Status : Active

Gender : Male

Address 1 :

Address 2 :

City :

State, Country :

Zip Code :

Relation : Spouse

Date of Birth :

* Home Phone : (555) 555-5555

Work Phone :

Work Ext :

* Cell Phone : (555) 555-5555

Personal Email :

SSN :

Beneficiary :

Dependent :

Emergency :

Spouse :

1. To add a contact, click the green plus  button in the upper left of screen.
2. Enter the details for the contact. Anything with an asterisk (*) is required.
3. Review the check boxes (right side) to make sure you have all of the appropriate categories selected for a contact. You will only need to check the Emergency box.
4. Click green disk  (save) in the upper right corner after making all of your changes.

Verification of Employment

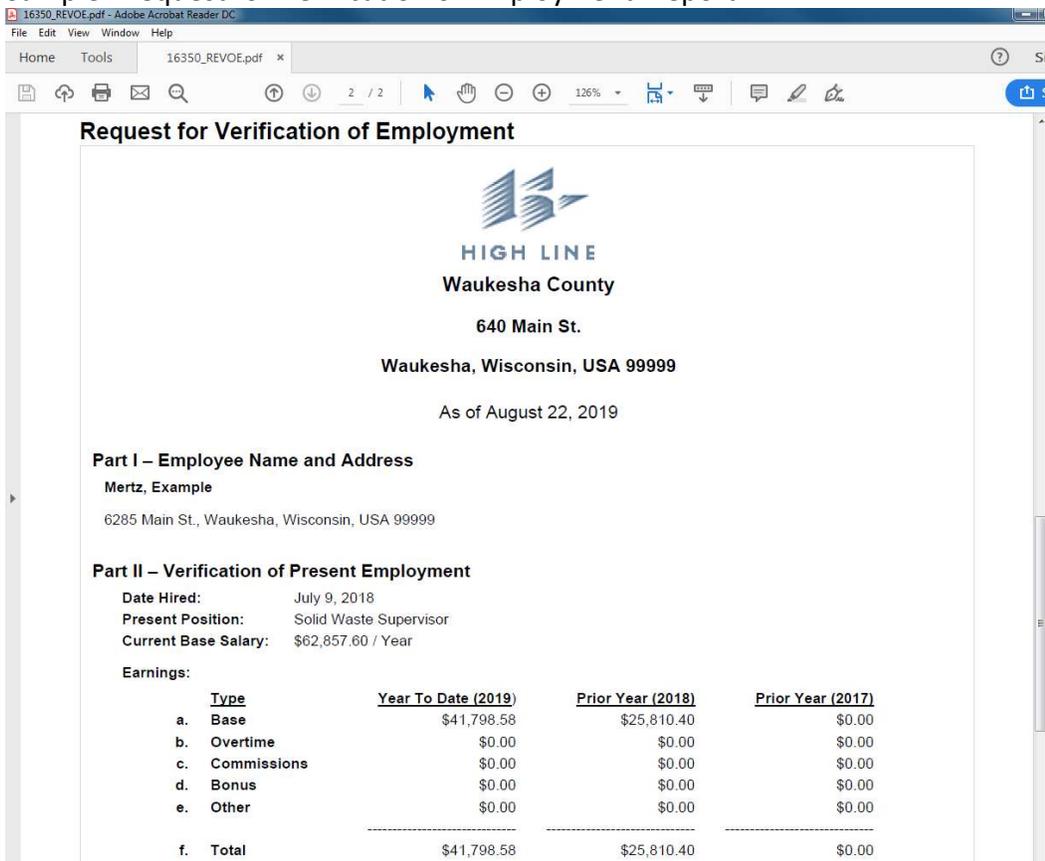
Select “Verification of Employment” on the fly out “Main Menu” tab. To produce a verification of employment letter, click the green “Launch” button in upper left of screen.



This will produce your output report. Click on the Output “.pdf” to open your report.



Sample “Request for Verification of Employment” report:



Pay Information

Tax Filing

To enter your W4 information, click Tax Filing under Pay Information



Federal Withholding

FEDERAL
Add'l \$ or % Per Period : Number of Exemptions : 4 Tax Amount :
Tax Amount :

FEDERAL W4 TAX FILING INFORMATION IF MAKING CHANGES TAX PARM 2020 W4 - MUST BE SET TO VALUE TRUE
Reference Text : ^(TRUE|FALSE)\$ - 'TRUE'-using 2020 W4 or 'FALSE'

Misc. Tax Parm	Description	Field Variable
000004	2020 W4	TRUE
000006	Filing Status	H
000007	Two Jobs	FALSE
000008	Dependent Amount	2000
000009	Other Income	0
000010	Deductions	0

2021 W4: If you are changing your W4 in 2021 or later, change this to “TRUE”

Filing Status: (H) Head of Household (S) Single (M) Married

FEDERALAdd'l \$ or % Per Period : Number of Exemptions : 4

Tax Amount :

Tax Amount :

FEDERAL W4 TAX FILING INFORMATION**IF MAKING CHANGES TAX PARM 2020 W4 - MUST BE SET TO VALUE TRUE**

Reference Text : ^(TRUE|FALSE)\$ - 'TRUE'-using 2020 W4 or 'FALSE'

Misc. Tax Parm	Description	Field Variable
000004	2020 W4	TRUE
000006	Filing Status	H
000007	Two Jobs	FALSE
000008	Dependent Amount	2000
000009	Other Income	0
000010	Deductions	0

Two Jobs:

- If you have one household income, leave as **FALSE**
- If you have two household incomes do as follows
 - If both household annual incomes are similar, type **TRUE**
 - If household annual incomes are considerably different, type **FALSE** and use the IRS Multiple Jobs Worksheet to calculate an amount to enter in the “**Add’I Tax Per Pay Period**” field.
- If you have more than two household incomes type **FALSE** and use the IRS Multiple Jobs Worksheet to calculate an amount to enter in the “**Add’I Tax Per Pay Period**” field.

Dependent Amount: If you would like to reduce the amount of calculated withholding due to having tax dependents, enter your estimated dependent tax credit in this field (Dependent under 17 = \$2,000 each Dependent 17 or older = \$500 each) ***Do not include a comma in the number here.**

Example: Enter 2000 and not 2,000*

Other Income: If you have a second job that does not provide withholding, you can use this field to enter your annual income for calculating additional withholding.

Example: I am a Maintenance mechanic that makes \$50,000 annually with Waukesha County and does side work making \$10,000 annually. I can enter \$10,000 in this field and more withholding will come out of each paycheck to accommodate this extra income.

Deductions: If you are able to itemize on your tax return, you can use this field to reduce your withholding.

Example: I am single, the standard deduction is \$12,400. I own a home and donate money to charity. On my 2019 tax return I was able to have a total itemized deduction amount of \$18,000. I can enter \$18,000 in this field to use that amount versus the standard deduction in the tax withholding calculation.

Add’I Tax Per Pay Period: If you would like any additional amount to be withheld from each pay period, use this field. If you would like this to be a percentage of your income versus an amount, contact Payroll.

State Withholding

STATE WITHHOLDING

Add'l Tax Per Period : Add'l Tax For Res : ▼ Tax Amount :

Add'l Tax For Work : ▼ Tax Percent :

Reference Text : ^(\$|M|MH)\$ - 'S'-single, 'M'-married, or 'MH'-married but w/h at higher single rate.

Description	Field Variable
Filing Status	<input type="text" value="S"/>
Total Allowances	<input type="text" value="2"/>

Filing Status: (S) Single (M) Married (MH) Married but withhold at higher single rate

Total Allowance: Enter total allowances using the Wisconsin WT-4 (link on self-service).

Add'l Tax Per Pay Period: If you would like any additional amount to be withheld from each pay period, use this field. If you would like this to be a percentage of your income versus an amount, contact Payroll.

Pay Stub History

Select "Pay Stub History" on the fly out "Main Menu" tab to view your pay history.

Search

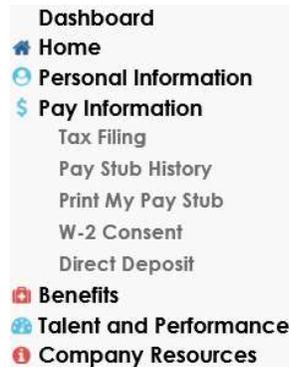
View My Pay History

⏪ ⏩ 1 - 5 of 18 ⏪ ⏩

Pay#	Pay Period	Period Starting	Period Ending	Pay Issue Date	Net Pay \$	Entity
0117	201925	11-09-2019	11-22-2019	12-04-2019	670.46	WAUKESHA ...
0116	201924	10-26-2019	11-08-2019	11-20-2019	669.28	WAUKESHA ...
0115	201923	10-12-2019	10-25-2019	11-06-2019	671.17	WAUKESHA ...
0114	201922	09-28-2019	10-11-2019	10-23-2019	669.27	WAUKESHA ...
0113	201921	09-14-2019	09-27-2019	10-09-2019	670.46	WAUKESHA ...

Print My Pay Stub

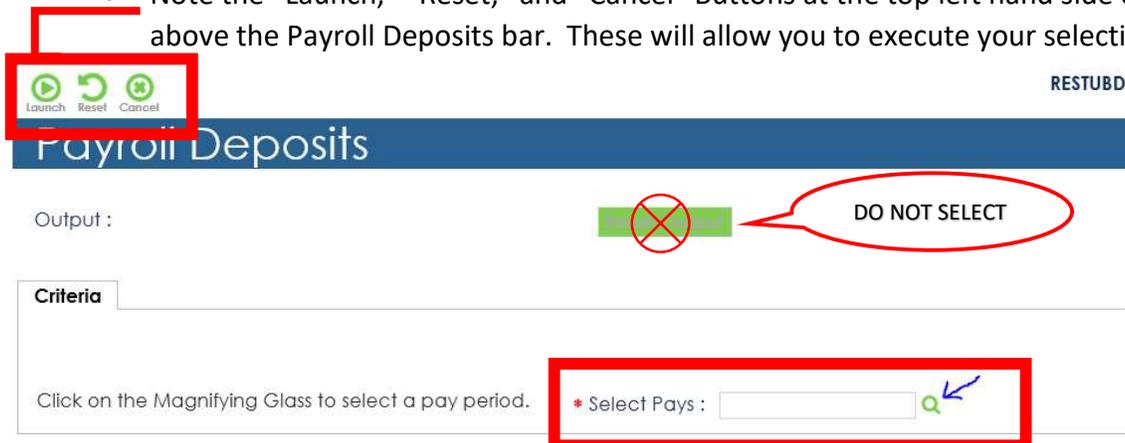
First, click on the “Main” fly out menu
Select “Pay Information”



Select “Print My Pay Stub”
to access a PDF of a past Pay Stub

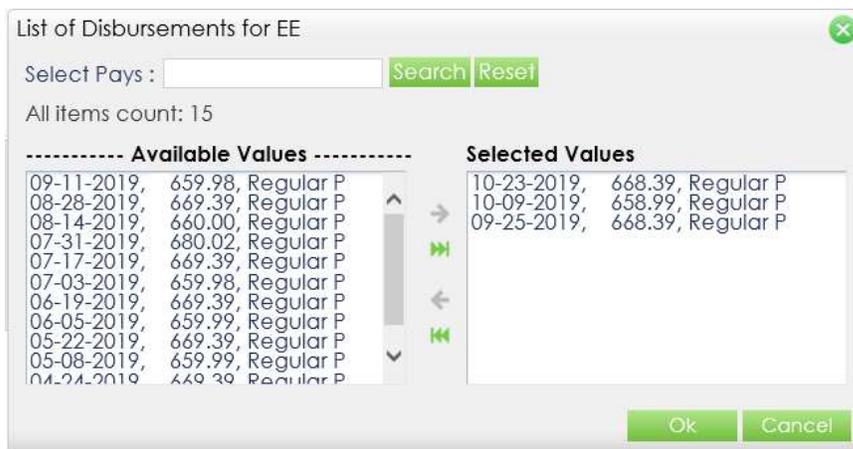
To Print My Pay Stub:

1. Click “Print My Pay Stub” under the Pay Information Menu, as shown above
 - If you use Google Chrome as your web browser, make sure Pop Ups are enabled
 - Note the “Launch,” “Reset,” and “Cancel” Buttons at the top left hand side of the screen, above the Payroll Deposits bar. These will allow you to execute your selections

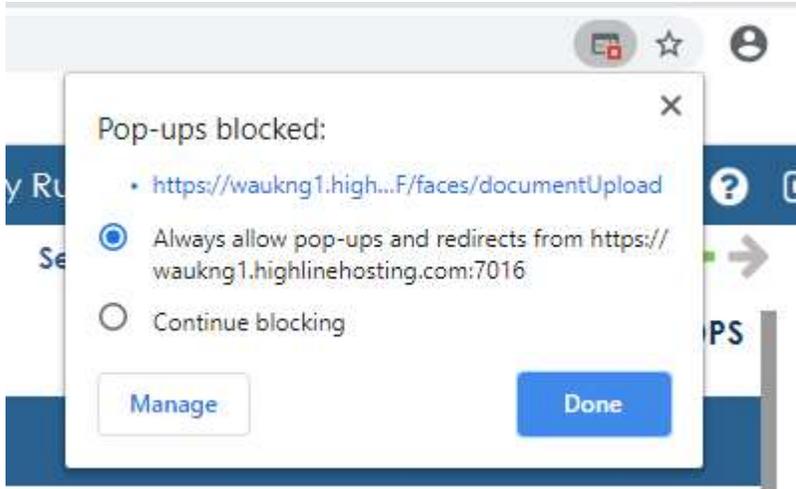


2. Do not select “Email Output”

3. Find the box that says “Select Pays” (shown above). Click on the Magnifying Glass next to it to select the pay period(s) you want formatted into a printable PDF. A new menu will pop up (shown below).
4. Select the pay period(s) you want to view by clicking on them in the list of Available Values. Once they are selected, click the single arrow buttons to create a list under Selected Values. After all the pay periods you want to view and/or convert into PDFs are listed under Selected Values. Click OK.



5. Click Launch in the upper left hand corner, above the blue Payroll Deposits Bar.
 - A new menu may pop up showing that your report is being generated.
 - If a menu pops up asking if you want to open a pdf, click Open. Make sure to allow the pop-ups.



- Some people may automatically be directed to a new web page with the report



RESTUBD

Payroll Deposits

7. In the Self-Service Menu, you can reopen the pay stub PDF by clicking on the link next to Output at the top of the screen.



Payroll Deposits

Output : [23510_RESTUBD.pdf](#) ↙

8. To rerun the pay stub report, you must first click reset in the upper left hand corner.

Sample "Pay Stub" report: (on next page)

Employee Name	Employee ID	Department	Rate/Salary	Period End	Pay Date	Net Pay		
Example Mertz	15326	RECYCLING & SOLID WASTE	30.22/HR	2019-08-02	2019-08-14	\$1,700.81		
EARNINGS				TAXES WITHHELD				
Description	Hours	Rate	This Pay	Y-T-D	Description	This Pay	Y-T-D	
Perf Award				915.10	Social Security EE	141.00	2,431.00	
Pay Adjustment				48.00	Medicare EE	32.98	568.54	
Reg \$\$\$	80.00	30.22	2,417.60	38,506.80	Fed Inc Tax	111.63	1,829.33	
Hol Pay				1,422.08	State Resident Tax Reg Tax	117.28	1,978.24	
FH Pay - Pension				241.76				
Vac \$\$\$				664.84				
ADDITIONAL PAYMENTS				OTHER DEDUCTIONS (* reduces tax)				
Description	Hours	Rate	This Pay	Y-T-D	Description	This Pay	Y-T-D	
					*Pension General EE Pre	158.35	2,737.78	
					*HDHP EE PREM Pre	100.00	1,700.00	
					*Delta EE Prem Pre Std		62.16	
					*Vision EE Prem Pre		27.86	
					Dep Life	2.55	20.40	
					Supplementa EE Life	3.00	24.00	
					*Dep Care FSA	50.00	850.00	
ACCRUALS				BENEFITS (* taxable)				
Description	Prior	Earned	Taken	Balance	Description	This Pay	Y-T-D	
					HDHP ER Prem	565.33	9,610.61	
					Delta ER Prem Std		559.50	
					Vision ER Prem		27.86	
					HSA ER		2,250.00	
					RHS ER		320.88	
					Other Benefits	389.23	6,183.99	
SUMMARY				NET PAY DISTRIBUTION				
	Earnings	Taxes	Deductions	Earned	Benefits	Description	Bank Account	Amount
This Pay	2,417.60	402.89	313.90	1,700.81	954.56	Pay by Deposit	Checking ****	0.00
Y-T-D	41,798.58	6,807.11	5,422.20	29,569.27	18,952.84			
TAX FILING INFORMATION				IMPORTANT MESSAGES				
	Filing Status	# Exemptions	Add'l Exempt Amt	Add'l \$ or % PP				
Federal	Married	4		0.00				
State	02-Married	3		0.00				

Viewing/Changing/Enrolling Your Direct Deposit

Select "Direct Deposit" on the fly out "Main Menu" tab. Your current direct deposit information can be viewed here.

Direct Deposit

1. Please click on the plus sign to add in your accounts in the order and amounts in which you want deposits to go into. Enter the account(s) with a set amount first and the account for the remainder last.
2. Then check the Pay Remaining check box and Prime Deposit check box for where you want the remainder of your pay to go to.
3. Click the Save button in the upper right hand corner and enter the date, within the pay period you would like the change to take effect. Changes must be made on this screen by the Wednesday prior to the pay date.

Steps :

PAYMENT METHOD

TIME FRAME

Current Since
04-01-2019
03-31-2019
03-30-2019
01-01-0001

BANKING INFORMATION

* Priority	* Method	Amount	Percentage	Pay Remaining	Pay to Order of
888	Pay by Deposit			<input checked="" type="checkbox"/>	

You may update your banking information via this screen. This screen is editable. **Changes must be made on this screen by the Wednesday prior to the pay date you want the change to take effect.**

To add a new account

1. Click on the green magnifying glass next to Bank Transit.

BANKING INFORMATION



Priority	Method	Amount	Percentage	Pay Remaining	Pay to Order of
887	Pay by Deposit			<input checked="" type="checkbox"/>	

* Account Type : Savings

* Bank Transit : 

* Bank Account :

Bank Name : Community First CU
State : Wisconsin
Prime Deposit :

2. Type your bank transit number (routing number) in the search box and click Search. Highlight your bank transit number and click Ok.

Note: If you do not see yours, email payroll@waukeshacounty.gov and ask to have your bank transit number added as an option.

SEARCH FOR: Bank Transit

Bank Transit	Bank
275980816	LAKEVIEW CREDIT
275980887	Premier Financial CU
275981158	UW Oshkosh Cr Union
275981174	WINNEBAGO COMMUNITY
275981187	Citizens First
275981378	Educators Credit
275982102	Shoreline CU
275982283	Cloverbelt Credit Un
275982322	Marathon Co Cr Un
275982526	Glacier Hills C U
275982801	Community First CU
275982924	DODGE CENTRAL CU

3. Enter your account number here.

BANKING INFORMATION



Priority	Method	Amount	Percentage	Pay Remaining	Pay to Order of
887	Pay by Deposit			<input checked="" type="checkbox"/>	

* Account Type : Savings

* Bank Transit : 275982801 

* Bank Account :

Bank Name : Community First CU
State : Wisconsin
Prime Deposit :

4. Click the Green Plus Sign under Banking Information to enter an additional account.

BANKING INFORMATION



* Priority	* Method	Amount	Percentage	Pay Remaining	Pay to Order of
887	Pay by Deposit			<input checked="" type="checkbox"/>	

* Account Type : Savings

* Bank Transit : 275982801

* Bank Account :

Bank Name : Community First CU

State : Wisconsin

Prime Deposit :

5. Your last account should have the highest priority number and have the Pay Remaining and Prime Deposit boxes checked.

In this example, 60% of the pay will first go into the account with priority 886 and the remaining pay will go into the account with priority number 887. You could also pick a flat amount to go into the first account in the Amount box instead of a percent.

BANKING INFORMATION



* Priority	* Method	Amount	Percentage	Pay Remaining	Pay to Order of
887	Pay by Deposit			<input checked="" type="checkbox"/>	
886	Pay by Deposit		60		

* Account Type : Savings

* Bank Transit : 275982801

* Bank Account : 123456

Bank Name : Community First CU

State : Wisconsin

Prime Deposit :

In this example, \$300 will first go to the account with Priority 885, then \$200 will go to the account with Priority 886, and the remaining pay will go to the account with the Priority 887 marked Pay Remaining and Prime Deposit.

BANKING INFORMATION



* Priority	* Method	Amount	Percentage	Pay Remaining	Pay to Order of
885	Pay by Deposit	300.00			
886	Pay by Deposit	200.00			
887	Pay by Deposit			<input checked="" type="checkbox"/>	

* Account Type : Savings

* Bank Transit : 000000104

* Bank Account : 3456789

Bank Name : JP Morgan

State : Wisconsin

Prime Deposit :

6. Click the green save disk  in the upper right corner of the screen.
7. Pick the effective date of the change from the calendar , typically TODAY'S DATE.
8. Click on the green magnifying glass to select the Change Reason.
9. Select the Change Reason "Bank Account Change."
10. Click "OK."





 WEPPM_WAUK

Direct Deposit

Steps:

1. Please click on the plus sign to add in year which you want deposits to go into. Enter the account for the remainder last.
2. Then check the Pay Remaining check box want the remainder of your pay to go to.
3. Click the Save button in the upper right hand pay period you would like the change to take screen by the Wednesday prior to the pay

Date Sensitive Change

If this change is to take effect on a specific date, enter the Date and Reason then click 'OK'.

Effective as of: 

Change Reason: 

If this is a correction only, leave the date and reason as is and click 'OK'

If you have made an error, click 'CANCEL'

PAYMENT METHOD

TIME FRAME

Current Since



BANKING INFORMATION 

Priority	Method	Amount	Percentage	Pay Remaining	Pay to Order of
888	Pay by Deposit		100.00	-	
889	Pay by Deposit 			<input checked="" type="checkbox"/>	

Account Type: 

Bank Transit: 

Bank Account:

Bank Name: BANK OF AMERICA

State: Massachusetts

Prime Deposit:

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Updated 11/2020

N:\HR\Becky Training Info\Parks Recruitment\2021 Recruiting\New Employee High Line Self Service Training Guide - Seasonal.docx

Sign Off Master Agreement

Select “Sign Off Master Agreement” on your menu. You must read and agree to the “Electronic Signature Agreement” to use an electronic signature in self service. Enter your name and check the “I agree” box to complete the agreement.

Electronic Signature Agreement

If you enter into the online account agreement, you will be entering into an electronic agreement, evidenced by an electronic record. You will also be consenting to the use of an electronic signature to manifest your agreement to the terms and conditions in the account agreement. This consent is limited to that particular transaction and does not apply to any future transactions entered into by you and Waukesha County. You must electronically acknowledge that you have read these disclosures.

If you should not wish to consent to the use of an electronic record, signatures or the electronic delivery of this disclosure, you should contact Waukesha County at 262-548-7044 to discuss and arrange another method for you to view and sign the account agreement from Waukesha County.

You may withdraw your consent at any time. Should you wish to withdraw your consent to the use of an electronic agreement you may do so by contacting Waukesha County at 262-548-7044.

By applying your digital signature below, you are consenting

1. To the use of an electronic record
2. To the use of an electronic signature on account opening documents
3. To the electronic delivery of the above E-SIGN terms and conditions. If you do not so consent, email hr@waukeshacounty.gov and indicate in the email that you wish to sign paper copies of the account agreement and are not consenting to the E-Sign terms and conditions.

“

FILL OUT YOUR FIRST NAME AND LAST NAME. THEN CHECK THE SIGN OFF TOGGLE.

First Name :

Last Name :

I agree :