



## DQA MISCONDUCT REPORTING SYSTEM: HOW TO SIGN UP

Department of Health Services / Division of Quality Assurance  
P-02312 (03/2025)

The Division of Quality Assurance (DQA) Misconduct Reporting System (MRS) is used by regulated entities to report allegations, incidents, and suspected occurrences of client abuse, neglect, and misappropriation, as required by federal and state regulations.

Accessing the Misconduct Reporting System requires a two-step registration process:

- (1) Creating a MyWisconsin ID account with the Department of Administration (DOA); and
- (2) Registration with the Misconduct Reporting System.

### MYWISCONSIN ID ACCOUNT CREATION AND MRS REGISTRATION

If you know or believe that you may already have a MyWisconsin ID account, do not create another one. Many other Wisconsin government programs or agencies utilize the MyWisconsin ID system to provide external users with access to online applications. **If you have an existing MyWisconsin ID account but do not remember your ID or password, use the account recovery process to reactivate it rather than creating another account.**

- Access the Registration - DQA Misconduct Reporting System — F-03359 (<https://www.dhs.wisconsin.gov/document/f-03359>) form.
- Click Login to Start Form

**Pre-Registration - DQA Misconduct Reporting System — F-03359**

Beginning March 19, 2025, access to the Misconduct Reporting System will be authenticated using MyWisconsin ID, instead of WILMS. A registration process will be required.

This form allows you to **pre-register** users from your entity or facility for access **beginning March 19, 2025**

**Note:** To access the Misconduct Reporting System **before March 19, 2025** please use or register a WILMS ID.

[Log in to Start Form >](#)

[Home](#)

- Click on “Public User.”

ACCESS GOV

WISCONSIN

[Public User](#)

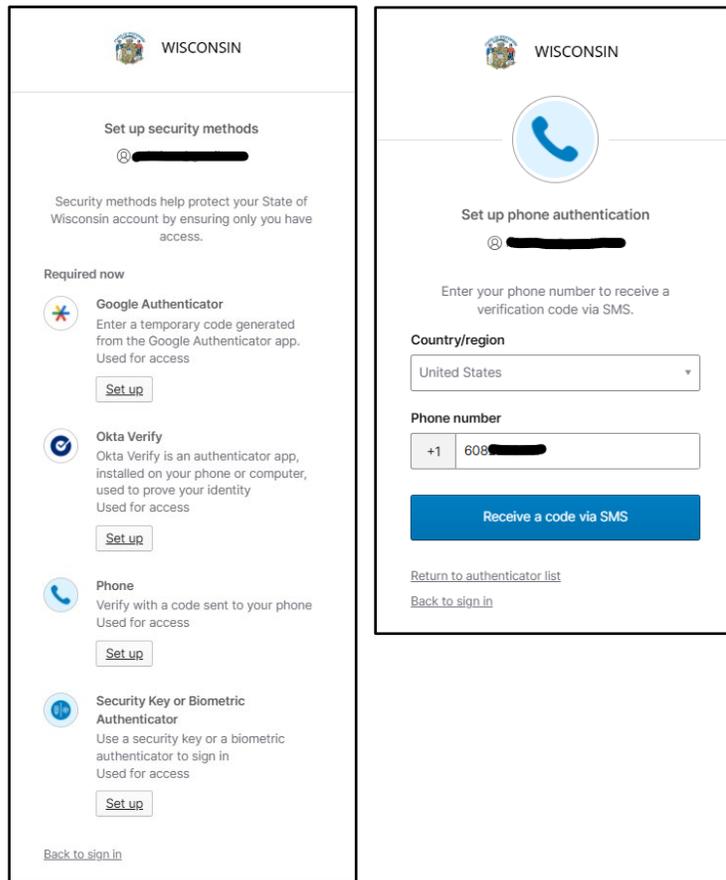
Wisconsin State Employee  
NIC Employee

- D. If you already have a MyWisconsin ID, enter your email address and password. Skip to **step J**.
- E. If you do not already have a MyWisconsin ID, click on “Sign Up.”

- F. Enter your First Name, Last Name, and Email. Click “Sign Up.”

- G. Set up your security methods including your email and your password for logging in.

- H. MyWisconsin ID requires multi-factor authentication (MFA). Set up your authentication method of choice. You must set up at least one method.
- I. Once you have set up all MFA factors you wish to use, you can complete your sign up and will be automatically logged in.



- J. Fill out the User/Requestor section of the Registration form. Your name and email will be automatically filled in based on your MyWisconsin ID information. Click “Next.”

**Pre-Registration - DQA Misconduct Reporting System — F-03359**

<ul style="list-style-type: none"> <li>✓ Introduction</li> <li style="border: 1px solid #0070c0; padding: 2px;">User/Requester</li> <li>Link reporting entity</li> </ul>	<p><b>User name *</b></p> <input type="text" value="██"/>
<p>Submit    Delete</p>	<p><b>User email *</b></p> <input type="text" value="██"/>
	<p><b>Title *</b> <span style="float: right;"><b>Phone *</b></span></p> <input type="text" value=""/> <span style="float: right;"><input type="text" value="(999) 999-9999"/></span>
	<p style="text-align: center;"> <input style="margin-right: 100px;" type="button" value=" &lt; Previous "/> <input style="margin-right: 100px;" type="button" value=" Save and Exit "/> <input style="background-color: #0070c0; color: white;" type="button" value=" Next &gt; "/> </p>

- K. Fill out the Link reporting entity section of the form.
- L. Provide the first and last names of all individuals who are current authorized users of the MRS application for the entity listed.
- M. Click the “+Add” button to add another entity. Repeat this until you have added all entities that you will need access to in order to submit misconduct reports through the MRS.

**Pre-Registration - DQA Misconduct Reporting System — F-03359**

- ✓ Introduction
- ✓ User/Requester
- Link reporting entity

Submit Delete

### Add entity/facility

To locate your license / certification number access the directory at <https://www.dhs.wisconsin.gov/guide/find.htm>

License/certification number \*

Entity name \*

Address \*



Test Wisconsin 53701

Are any other users currently authorized to report for this entity/facility? \*

Yes  
 No  
 I don't know

Provide first and last names of additional authorized users \*

+ Add
< Previous
Save and Exit
Submit

- N. Click “Submit” In order to submit your completed registration form.

Each entity in the Misconduct Reporting System may have multiple MyWisconsin IDs associated with the entity for reporting access. Filling out the section to provide the first and last names of additional authorized users ensures who the current active users are, and anyone not listed will have their reporting access removed.

If you are unsure of your entity’s license or certification number(s), you should consult the appropriate facility/provider directory on the DQA [Find a Health Care Facility or Care Provider](#) webpage.

**UPDATING STAFF WITH ACCESS TO THE MISCONDUCT REPORTING SYSTEM**

The individual using each account must be a current employee of the entity or the licensee. In the event of staff departures or other changes, certain information must be provided to DQA by the entity or licensee.

- A. In the event that a new staff person will be taking over the **same** MyWisconsin ID in order to access the DQA Misconduct Reporting System, the entity or licensee must send an email to [dhsdqamir@dhs.wisconsin.gov](mailto:dhsdqamir@dhs.wisconsin.gov) with the name of the departing staff person who will no longer be using the existing MyWisconsin ID to submit reports Please note: Due to the multi-factor authentication (MFA), the incoming staff person must also have access to the same MFA factor connected to the MyWisconsin ID account in order to take over ownership of that account. Once logged into the account, the incoming staff may change the name on the account to their own name and may change or update the MFA factors.
- B. In the event that a staff person leaves and their ID **will not** be taken over by a new staff person, the entity or licensee must send an email to [dhsdqamir@dhs.wisconsin.gov](mailto:dhsdqamir@dhs.wisconsin.gov) and provide the name of the departing staff person and (if known) their ID so that their ID can be removed from the DQA Misconduct Reporting System.

## QUESTIONS

### **MyWisconsin ID Account**

If you encounter problems while creating your MyWisconsin ID, need assistance with changing your password, or need assistance because your account is locked, please reference the FAQs located on the MyWisconsin ID information website ([https://det.wi.gov/Pages/MyWisconsin\\_ID\\_User\\_FAQs.aspx](https://det.wi.gov/Pages/MyWisconsin_ID_User_FAQs.aspx)) . For additional account support, please call the MyWisconsin ID Account Service Desk at 608-471-6667.

### **Misconduct Reporting System**

If you have questions about or encounter problems accessing the MRS, email the **DHS** HelpDesk at [helpdesk@wi.gov](mailto:helpdesk@wi.gov) or call 608-261-4400 or 866-335-2180 (toll free). Please specify that you are requesting help with the Misconduct Reporting System.