

No Documentation Support Guide

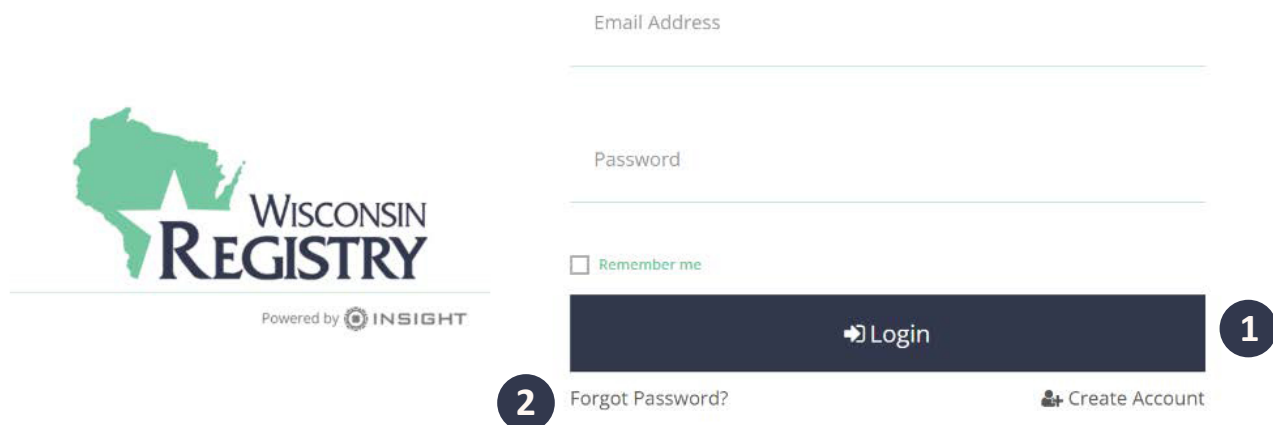
This resource will guide you through notifying the Wisconsin Registry team that you will not be submitting additional documents with your Registry membership application. If you have decided to submit documentation, additional information can be found on the last page of this support guide.

STEP 1: Finding the Wisconsin Registry Website



1. Go to www.wiregistry.org and click **LOG IN**.

STEP 2: Logging In



1. Enter your email address and password, then click **LOGIN**.
2. Click on ***FORGOT PASSWORD?*** if you need to reset your password. If you are experiencing other issues logging in, download our [Logging In Tips](#) support guide. 1

STEP 3: Finding the I HAVE NO DOCUMENTATION TO SUBMIT Button

Welcome, Janel!
Registry ID #189157
Home/Mobile phone (608) 222-1123 / Primary Language English
Email h.sototest+QA7@gmail.com

[Edit Profile Information](#)

MY MEMBERSHIPS

1 Registry Membership Applied

Membership Alerts

Manage Memberships

Apply for Membership

Membership Card

Employment History
Primary Employer
Once Upon A Time Child Care Center
Title
Teacher
View All Employment
Last Updated 09/08/2025

Education
Highest Level of Education
High School Diploma/GED
View All Education

Professional Memberships and Contributions
View All

Training Hours
0.00
Time Frame
Current Calendar Year

Upcoming Training Events
You are not scheduled for any training events.
View All My Training Search for Training

Reporting
See your data in a printable format.

Notes
No Notes Available Ask Us / Submit Documents

Membership Alerts
Documentation Pending
The next step toward completing the process is for you to send us verification documents. The Registry will only accept official transcripts from accredited colleges or universities. Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.
Your Registry ID number is 189157. Please include your Registry ID number on all verification documents.
You have until 10/23/2025 (45 days) to send in the following documentation:
Membership
1. High school diploma (if you did not attend college)
Next Steps:
1. If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
2. Place all other documents in one envelope and mail it as soon as possible to our mailing address below. You may also email or fax documents to The Registry. Please include your Registry ID number on these documents.
E: support@wisregistry.org
F: 608-222-9779
Mailing Address:
The Registry
Document Verification Department
2908 Marketplace Drive
Suite 103
Fitchburg, WI 53719

MY MEMBERSHIPS
Registry Membership Applied
Membership Alerts
Manage Memberships
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Membership Card

Employment History
Primary Employer
Once Upon A Time Child Care Center
Title
Teacher
View All Employment
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Highest Level of Education
High School Diploma
View All Education

Training Hours
0.00
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Current Calendar Year

Upcoming Training Events
View All My Training

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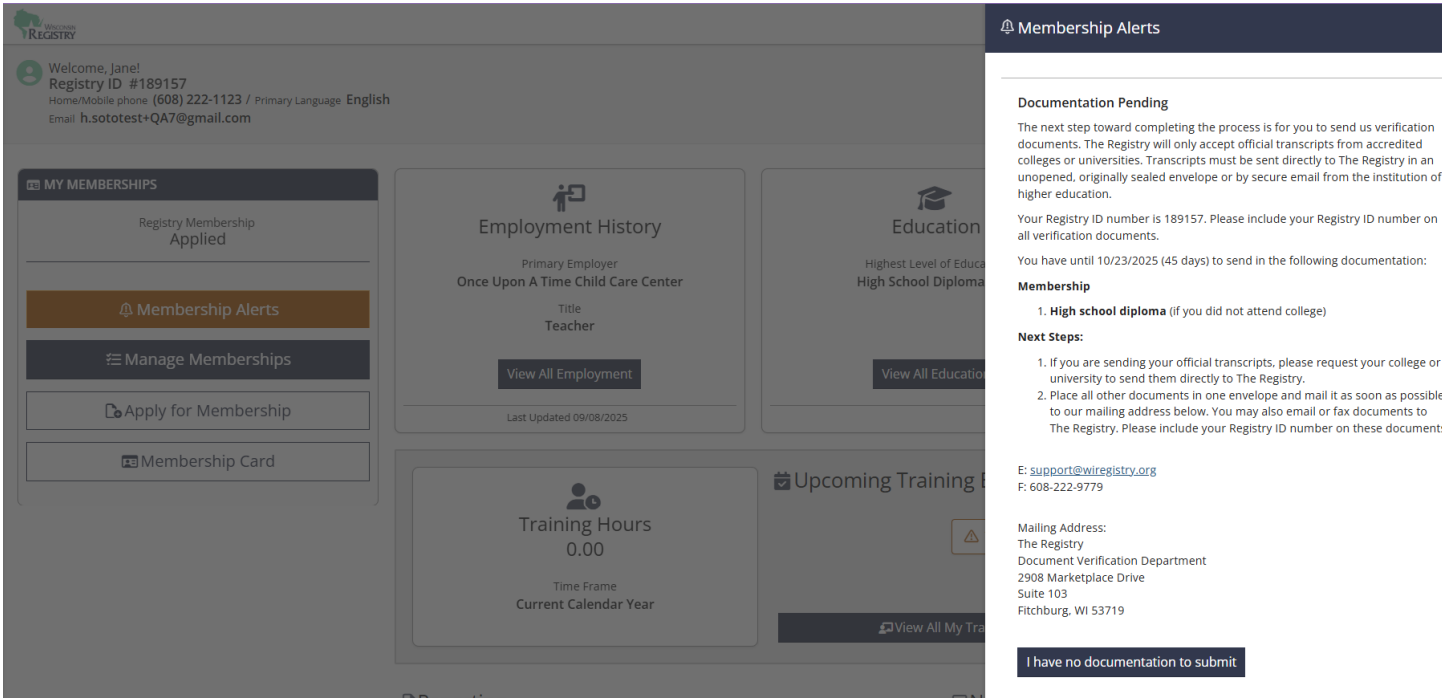
I have no documentation to submit

1. To find the **I HAVE NO DOCUMENTATION TO SUBMIT** button, click the orange **MEMBERSHIP ALERTS** button. This section provides important information such as current application processing times, your membership application status, and documentation we are requesting.
2. At the bottom of this section is where you will find the blue **I HAVE NO DOCUMENTATION TO SUBMIT** button. Click the **I HAVE NO DOCUMENTATION TO SUBMIT** button to confirm all documentation has been received by the Wisconsin Registry.

Please Note: A membership application is not considered complete until we receive documentation OR the **I HAVE NO DOCUMENTATION TO SUBMIT** button has been clicked. If we do not receive documentation or that button is not clicked within 21 days after submitting your membership application, then your application will be canceled.

STEP 4: Submitting Documentation

Submitting documentation to the Wisconsin Registry is how items that were self-reported become verified. After you submit your membership application, you will have 21 days to submit documentation or click the **I HAVE NO DOCUMENTATION TO SUBMIT** button. Please send your documentation as soon as possible after you submit your membership application.



The screenshot shows a user dashboard for the Wisconsin Registry. The user is Jane, with Registry ID #189157. The dashboard includes sections for 'MY MEMBERSHIPS', 'Employment History', 'Education', and 'Upcoming Training'. The 'Membership Alerts' section is highlighted, showing a 'Documentation Pending' status. It explains that the next step is to send verification documents (transcripts or diplomas) to the Registry. It provides a deadline of 10/23/2025 (45 days) and lists the required documentation: a high school diploma or official transcripts. It also provides contact information for support and a mailing address for document submission. A button labeled 'I have no documentation to submit' is visible at the bottom right of the alerts section.

Membership Alerts

Documentation Pending

The next step toward completing the process is for you to send us verification documents. The Registry will only accept official transcripts from accredited colleges or universities. Transcripts must be sent directly to The Registry in an unopened, originally sealed envelope or by secure email from the institution of higher education.

Your Registry ID number is 189157. Please include your Registry ID number on all verification documents.

You have until 10/23/2025 (45 days) to send in the following documentation:

Membership

1. **High school diploma** (if you did not attend college)

Next Steps:

1. If you are sending your official transcripts, please request your college or university to send them directly to The Registry.
2. Place all other documents in one envelope and mail it as soon as possible to our mailing address below. You may also email or fax documents to The Registry. Please include your Registry ID number on these documents.

E: support@wiregistry.org
F: 608-222-9779

Mailing Address:
The Registry
Document Verification Department
2908 Marketplace Drive
Suite 103
Fitchburg, WI 53719

I have no documentation to submit

Under Membership Alerts, any education, training, or professional contributions that are self-reported on the application will be listed as documentation we are requesting. If there isn't anything self-reported on your membership application, there will not be a specific list.

Make sure all your documents list your name and the Wisconsin Registry ID number. When you are ready, send (email, fax, or physically mail) all your documents together at one time.

Please Note: Please request your college or university mail or email your official transcripts directly to the Wisconsin Registry.

WAYS TO SUBMIT DOCUMENTATION

Scan/Email: support@wiregistry.org

Fax: (608) 222-9779

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