1. **How do I renew my license and pay tonnage online?**
   Customers can renew licenses and report tonnage online at https://mydatcp3.wi.gov.
   If you need to create a new login and registration in MyDATCP v3, visit
   https://mydatcp3.wi.gov and navigate to "Log In/Register". Then, create a new account
   with the PIN that was mailed or emailed to you and follow the prompts on the screen for
   creating a new account. You will then be linked to your existing license(s) and tonnage
   information.

2. **I am a regulatory consultant. How do I get access to all the accounts?**
   By default, each legal entity gets one login account or user. To allow one user to access
   licenses for multiple legal entities, or for one legal entity to allow multiple users to access
   it, requires the "Representative" feature to be set up by department staff. Submit the
   following items to request this feature:

   a. Your name as the authorized agent or representative.
   b. A list of all the licenses and companies that you wish to represent.

   A letter from the legal entity in question authorizing you as their agent or representative
   for this purpose.

3. **Existing MyDATCP users (not sent a pin):**
   If your renewal notice does not contain a PIN, your company should already have an
   account in MyDATCP v2 for another licensing program. Existing accounts in MyDATCP
   v2 should be able to log in to MyDATCP v3 as well. If you do not have an existing
   account, review the expiration notice and the corresponding attachment for the
   "Registration PIN".

4. **What methods of payment are accepted?**
   Online payments can be made by the following methods: credit card or ACH. Fees for
   using a credit card will be charged at checkout. Customers also have the option of
   submitting their application online and sending a paper check to DATCP via mail.

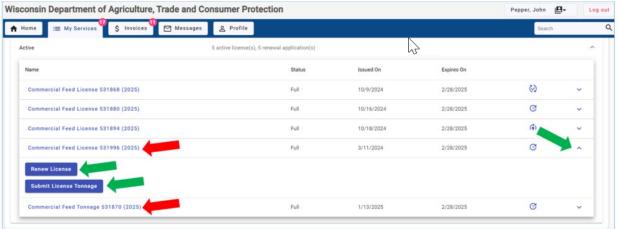5. **I am not able to enter information into certain fields. Help!**
   To access the new applications, click the drop-down carrot (far right) on the license row,
   and then use the "Renew License" and "Submit License Tonnage" buttons that display in
   the drop-down under that license (refer to the green arrows on the example on the
   following page). Do not click on the application name hyperlinks (red arrows on the
   example on the following page).

Please note: once you've started an application (and don't cancel out), that button will disappear. If you didn't submit and need to return to complete it, you will find it listed under their "Incomplete Applications". To navigate there, click the "Open" button to edit and submit. If you did already submit, you will find it under "Pending Applications" to review (but you will not be able to edit).

6. **Why are there two license numbers? I only have one business.**
One license number is your Commercial Feed License number. The other is the number for your tonnage report. Our software records these documents as two individual "reports", therefore there are two numbers.

7. **When can I expect to receive the mailed forms?**
In 2025, we did not mail prepopulated copies of the License and Tonnage Report forms if you have an email on file. If you would like to submit forms via paper, you can access the forms here. If you did not have an email on file, paper forms were mailed out the week of January 13, 2025. However, we did mail hard copies of the expiration notice that was attached in the email sent to you.

8. **I want to send my renewal and tonnage via mail. Where should it be mailed?**
Paper versions of the feed license and tonnage report forms are available on our website to download and submit by mail to:

DATCP
PO Box 93598
Milwaukee, WI 53293-0598