Modify or Complete Payment in DPI MyQuickReg

Follow the instructions if you have registered for an event using DPI MyQuickReg but did not complete your credit card payment or if you need to change your payment method.

You can check if you have an outstanding payment by logging into the DPI MyQuickReg system (widpi.myquickreg.com/register/), clicking on My Events, and looking under the Payment column.

1. Contact DPI at dpifns@dpi.wi.gov or 608-267-9228. Let us know what event you registered for, and tell us that you need to complete a payment.
2. We will email or phone you when you can log into DPI MyQuickReg and submit your payment. NOTE: DPI cannot take credit card information over email or the phone.
3. Log in to myQuickReg. If paying by credit card, be sure to have your information ready to enter.
4. Click MyEvents

5. Under Payment, click on Make a Payment.

6. For Payment By, select Organization or Personal.
7. For Payment Method, select Check or Credit Card.
8. If paying by check, select Check as the payment type, fill in the check number box, and click Submit.

Within 3 to 4 business days following submission of your registration, you will receive an email with your invoice and instructions for mailing your check to DPI.

Checks should be mailed to WI Department of Public Instruction, Attn: Accounts Receivable, P.O. Box 7841, Madison, WI 53707-7841.

9. If paying with credit card, you should be ready to enter your credit card information immediately following submission of your registration. To do this, select Organization or Personal, then select Credit Card, then click Submit.

10. If credit card is selected as payment type, a pop-up box will ask you to complete your payment in a new window. Click OK.
11. Click Submit Credit Card Payment.

12. You will be redirected to the State of Wisconsin e-payment service. Complete the payment fields and press Continue. Review all of your payment information and click Confirm. This will complete your payment by credit card.