

# VR Reports

## Quick Guide



VR Reports is a web-based application that electronically provides pre-defined reports which contain both record-level and aggregate birth and death record data for local health departments.

The data contained in the reports is current to the previous day. Please note the data in reports is preliminary data because changes and amendments are continually being made.

## Logging Into VR Reports

1. Open your web browser and go to <https://reports.vitalrecords.Wisconsin.gov>
2. Click the green **Login** button.
3. In the Authentication Required box, enter your **User Name** (starting with WIEXT\ ) and **Password**.

## Running Reports

1. Once logged in, click on **Vital Records > LHD > Reports**.
2. Click on the desired report.
3. Enter date parameters if applicable.

## Save Reports

1. Click the **Save** icon  and choose the appropriate file format from the drop-down.

## Print Reports

1. Click the **Printer** icon  and choose the page size and orientation, if applicable.
2. Click **Print**.
3. A preview window will open.
4. Click **Print**.

## Become a VR Reports User

New VR Report Users will need to complete the following:

1. Review or Sign the **data use agreement (DUA)** for your jurisdiction. This agreement requires a yearly renewal.
2. DUA requests/questions should be sent to: [DHSVitalRecords@dhs.wisconsin.gov](mailto:DHSVitalRecords@dhs.wisconsin.gov)
3. Create a [WIEXT account](#) and submit your ID with the [VR Reports Access Request form](#). Do not share your password.
4. A full system user manual can be found on the [VR Reports Login Page](#).

## Password/ID Management



<http://register.wisconsin.gov>

- Click [Logon ID/Password Recovery](#) to recover a Logon ID or Password

## WI Help Desk



1-866-335-2180 (Option 1)



[helpdesk@wi.gov](mailto:helpdesk@wi.gov)