

How to use Document Sales

1. <https://docsales.wi.gov/>
2. New Customer? Click New Customer (upper right corner) go to step 3. If you have a login, log in and go to step 4 (if you forgot your login Enter your email address and select the “Forgot Your Password” icon).
3. Fill in all required fields with the **RED ***
4. Search for your product (s) by title or by entering a product description in the Search field or browse by Agency (Fire Supplies are under **Dept of Safety and Professional Services**).
5. Select the item by clicking the SKU#, enter the quantity and the “add item” to your shopping cart. To purchase more items, select “Continue Shopping”
6. When you have completed your shopping select “Check Out”
7. At checkout you will be asked to verify your shipping information, choose your shipping method (when applicable) and add any special instructions. Once you have verified your information Click on “Continue to Check Out”.
***Note: All orders are shipped via UPS, so they will NOT ship to a PO BOX. Must be a physical address. If your shipping address is different from the address used to create your Log In account and you do not know the Zip Code+4, the site will provide options from which to select.**
8. Review your order a final time and continue to “Submit Order”

What if you have questions?

- Contact Sarah Brown 715-634-4013
Sarah2.Brown@Wisconsin.gov

Your Fire Coordinators

- District 1: Rick Sommerfeld 715-944-4114
Richard.Sommerfeld@Wisconsin.gov
- District 2: Aaron Andre 608-261-0118
Aaron.Andre@Wisconsin.gov
- District 3: Gary Peck 608-219-9740
Gary.Peck@Wisconsin.gov
- District 4 Steve Komar 608-575-0179
Steven.Komar@Wisconsin.gov