

Obtaining Access To The Electronic Monthly Operating Report (EMOR) Portal

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1. Overview Of Access EMOR

The EMOR Portal is accessed from the [DNR Switchboard](#) by selecting the user role and facility for which you need to report data.

Access to the Switchboard requires an **active MYWISCONSIN Id account**. Select “Create new account ” from the above link to create your account. Once you have created a MYWISCONSIN Id account, you can use it to log into the Switchboard.

From the Switchboard, you must request access to EMOR by selecting the role you need and the facility you want to access. This guide will walk you through that process.

Important Note: EMOR access is only given to drinking water systems – it is NOT used with wastewater systems).

2. EMOR Roles

Prior to requesting EMOR access, it is important to know which role you require. Public Water System (PWS) representatives only need either the “Enter and Submit” or “Data Entry Only” role.

2.1 Data Entry Only Role

Full Name: [Drinking Water Monthly Operating Report \(Data Entry\)](#)

Function: This role enables the user to enter system components and inventory data via the “Data Entry” screen. Data can be entered, saved and updated, but not submitted. This role also enables the user to upload a file via the “File Upload” screen.

Pre-conditions: The user must be approved by one of the certified operators who are associated with the PWS. The Switchboard operator will ask both the user requesting the role and the certified operator to complete a short form to confirm this approval.

Request: Please request this role via the Switchboard.

2.2 Enter And Submit Role

Full Name: [Drinking Water Monthly Operating Report \(Submit and Entry\)](#)

Function: This role enables the user to perform all the same functions as the data entry only role AND submit the data (or resubmit if needed).

Pre-conditions: The user must be a certified operator assigned to the PWS in the DNR’s Drinking Water System (DWS). Your DNR Representative can confirm who is assigned as a certified operator for the PWS.

Important Note: Certified operators associated with the PWS in DWS do not automatically have the EMOR role. It must be given via the Switchboard.

Request: Please request this role via the Switchboard.



2.3 DNR Representative Role (Internal DNR Only)

Full Name: [Drinking Water Monthly Operating Report \(DNR Rep\)](#)

Function: This role allows a DNR Representative (DNR Rep) for the PWS to set up items in EMOR on which reports will be entered. These “reporting items” must be set up as a pre-condition for PWS representatives to enter data in EMOR.

Pre-conditions: The user must be the DNR Rep assigned to the PWS in DWS.

Request: Please send the request to DNRPublicWaterApplicationSupport@wisconsin.gov.

3. Requesting Access To EMOR (via Switchboard)

PWS representatives can obtain access to EMOR by making a request via the Switchboard.

Important Note: A separate request is needed for each facility.

3.1 Necessary Information

To request access to EMOR via the Switchboard, PWS representatives need to know:

- Their MYWISCONSIN Id to log in to the Switchboard
- Public Water System ID (PWS ID)
- The facility ID (FID)
- Water Operator Certification number - if requesting the Enter and Submit role
- The role requested – see Section 2 above

Important Note: The FID is normally the PWS ID plus a zero (0). Note that this is the ID for the public DWS and not the wastewater system.

3.2 Switchboard Steps

- Go to the [DNR Switchboard](#) and log in using your MYWISCONSIN Id.
- Select "Request Access" from the top menu bar.
- Navigate to the “Drinking Water” section and select the drop-down arrow.
- Check the EMOR role needed. (PWS representatives only need one role, not both)
- Select “Next.”



- Enter the **facility ID** or **site name** and click “Search” to retrieve the facility details. Check the box next to the correct facility. Select the “Next” button.

Site	FID	Location Address	City	State	Zip
<input checked="" type="checkbox"/> Gef li Bldg - Wi Dnr	113329040	101 S Webster St	Madison	WI	537033474

- If you have a Water Operator Certification and are requesting the “Submit and Enter” role, enter the Water Operator Certification number in the box. Check the box to confirm that you have reviewed the terms and conditions and select “Submit.”



WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Profile Logout

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Facility	Role(s)	Additional Information
Gef li Bldg - Wi Dnr (FID: #113329040) 101 S Webster St, Madison, WI - 537033474	• Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only)	Water Operator Certification #: <input type="text"/> Public Water System Id (99999999-0): * 113329040

☒ I have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) *

< Back Submit

- The acknowledgement screen confirms that the request was submitted.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Request Status Profile Logout

Requesting Access

1 Role Info 2 Facility Info 3 Submit

Your Request has been submitted to DNR for further processing. It may take several days to verify and grant access to on-line systems, applications or reports.

As a next action from your end, we need you to print your [Signature Page](#), sign and mail to the address on the form. This ensures an unrestricted access to SwitchBoard system.

Important Note: If you are new to the Switchboard, you are required to PRINT OUT, SIGN and MAIL a physical copy of the Fed Government Esignature Form to the DNR within 30 days. This is only required one time.

- Request status may be viewed on the “Home” page of Switchboard, or under the “Request Status” menu item.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Request Status Profile Logout

Search your Requests

Role Site Name FID Request Date Request Status Pending

Search

Role	Site	Location Address	FID	Request Date	Request Status	Request #
Drinking Water Monthly Operating Report OIC (Submit and Entry)	113329040	101 S Webster St, Madison, WI - 537033474	113329040	12/19/2023	Pending	222361

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3.3 Notification Of Access

- The request will be routed to the Public Water Applications Support team for review and processing. This may take a few days, depending on when the request was submitted and the team's workload.
- Once the EMOR role has been granted, a confirmation email will be sent to the requestor, and they will be able to login to the EMOR Portal via the Switchboard – see Section 5 below.

4. Getting Help

Technical support is available for:

- **MYWISCONSIN Id account:** Click “Need Assistance?” on the [DNR Switchboard](#).
- **EMOR portal:** Email DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov with your question and details of the issue.
- **Completing EMOR reports:** Contact the DNR Rep for the system.

5. Launching The EMOR Portal

- Log into the [DNR Switchboard](#) with your MYWISCONSIN Id..

The screenshot shows the DNR Switchboard interface. The top navigation bar includes links for Home, My Facilities & Roles, Request Access, Profile, and Logout. The main content area is divided into two columns. The left column contains a welcome message and instructions for using the system. The right column contains two sections: 'ACCESS' and 'REQUESTS'. The 'ACCESS' section shows 6 facilities and 6 roles. The 'REQUESTS' section shows 0 approved and 0 denied requests. Arrows point from the 'My Facilities & Roles' and 'Request Access' links in the navigation bar to the 'ACCESS' and 'REQUESTS' sections respectively.

WELCOME [NAME],

Click the My Facilities & Roles link, in the upper righthand corner, to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities. **Asbestos customers** to access and submit asbestos notifications in ARDN you will also need to click on My Facilities & Roles.

Click the Request Access link, in the upper righthand corner, to add additional reports to the facilities you are assigned to, or to add new facilities or roles to your list. **New Asbestos customers** click Request Access to gain access to the ARDN system.

Click the Request Status link, in the upper righthand corner, to search and review your approved, pending and denied requests.

Click the Profile link, in the upper righthand corner, to view and update your State of Wisconsin DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep your DNR Switchboard Profile up to date. The Switchboard Profile is used by the DNR to send you notifications.

Switchboard Resources

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

ACCESS

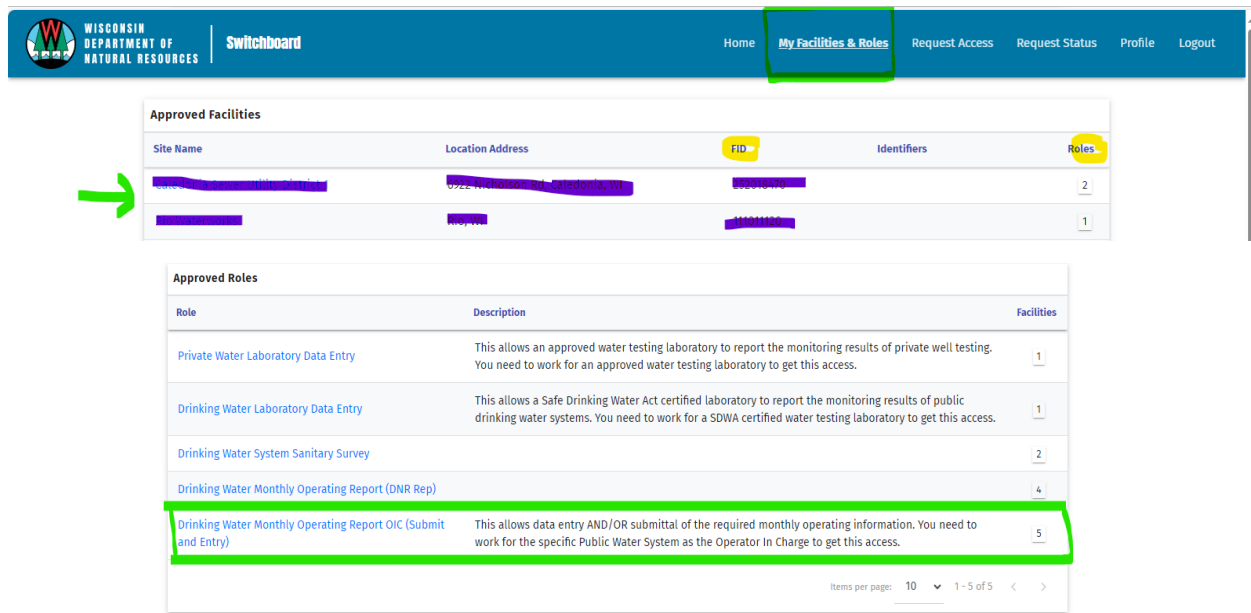
FACILITIES	ROLES
6	6

REQUESTS

APPROVED	DENIED
0	0



- Select “My Facilities and Roles” to view current roles and associated facilities.



Approved Facilities

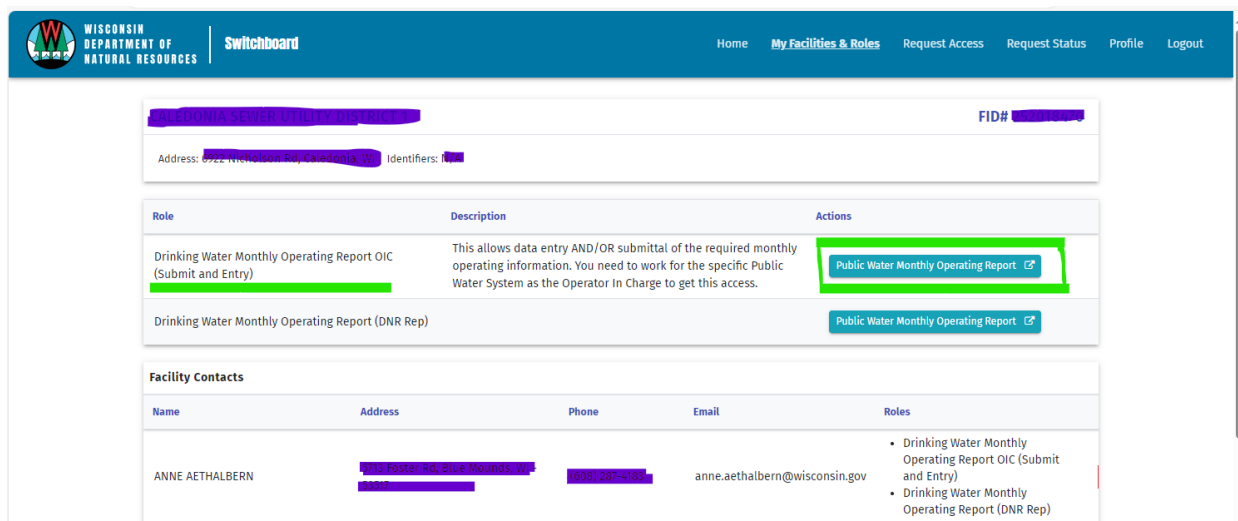
Site Name	Location Address	FID	Identifiers	Roles
[REDACTED]	6922 Wisconsin Rd, Caladonia, WI	69201470		2
[REDACTED]	[REDACTED]	69201470		1

Approved Roles

Role	Description	Facilities
Private Water Laboratory Data Entry	This allows an approved water testing laboratory to report the monitoring results of private well testing. You need to work for an approved water testing laboratory to get this access.	1
Drinking Water Laboratory Data Entry	This allows a Safe Drinking Water Act certified laboratory to report the monitoring results of public drinking water systems. You need to work for a SDWA certified water testing laboratory to get this access.	1
Drinking Water System Sanitary Survey		2
Drinking Water Monthly Operating Report (DNR Rep)		4
Drinking Water Monthly Operating Report OIC (Submit and Entry)	This allows data entry AND/OR submittal of the required monthly operating information. You need to work for the specific Public Water System as the Operator In Charge to get this access.	5

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- Select **site name** to check that the “Drinking Water Monthly Operating Report (XXXX) role” is associated with the facility.
- There is a screen with the “Drinking Water Monthly Operating Report (XXX) role” and a “Public Water Monthly Operating Report” Actions button. Select this button to launch the EMOR Portal.



Drinking Water Monthly Operating Report OIC (Submit and Entry)

Address: 6922 Wisconsin Rd, Caladonia, WI Identifiers: [REDACTED]

Role **Description** **Actions**

Drinking Water Monthly Operating Report OIC (Submit and Entry)	This allows data entry AND/OR submittal of the required monthly operating information. You need to work for the specific Public Water System as the Operator In Charge to get this access.	Public Water Monthly Operating Report
Drinking Water Monthly Operating Report (DNR Rep)		Public Water Monthly Operating Report

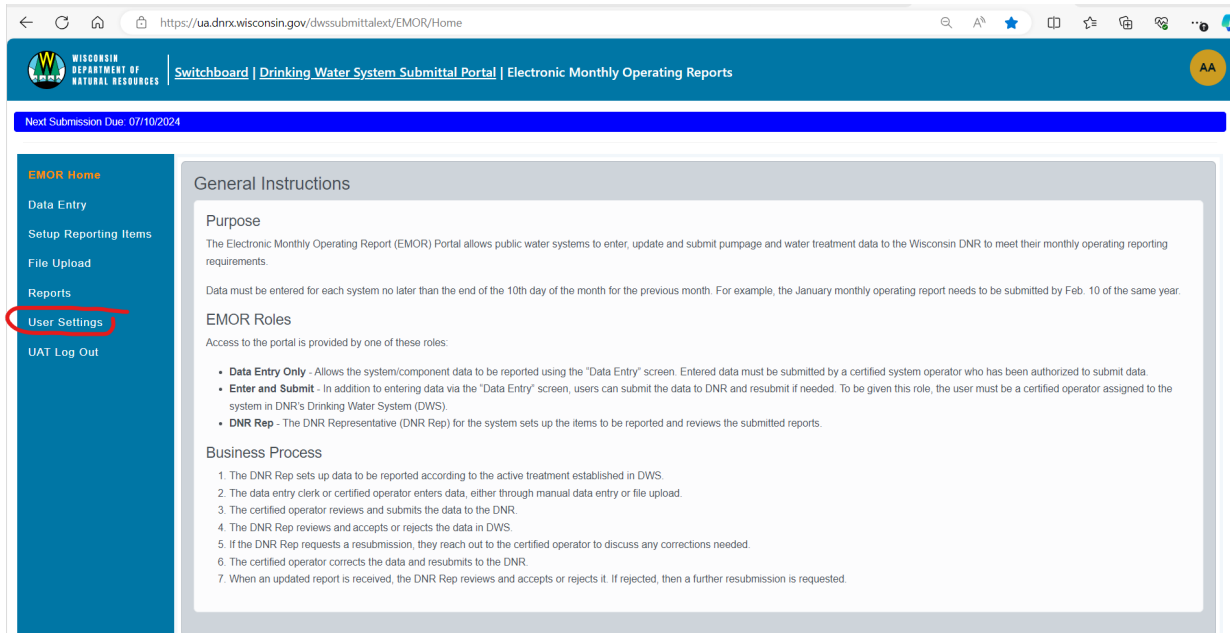
Facility Contacts

Name	Address	Phone	Email	Roles
ANNE AETHALBERN	111 Foster Rd, Blue Mounds, WI	(608) 297-2183	anne.aethalbern@wisconsin.gov	<ul style="list-style-type: none"> Drinking Water Monthly Operating Report OIC (Submit and Entry) Drinking Water Monthly Operating Report (DNR Rep)

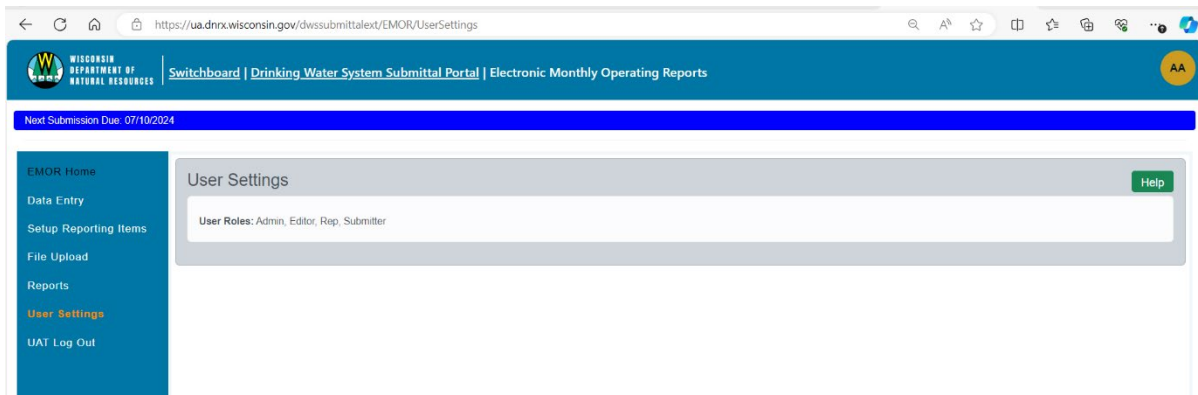
6. Entering The EMOR Portal

Users will only see screens applicable to the role they have been granted in EMOR.

- Each screen is accessed from the left-side menu.



- Go to “User Settings” on the left-hand menu of the Home screen to see the role(s) assigned.



Important Note: Please see the EMOR User Guide for instructions on using the EMOR Portal.

End Of Document

