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

Contents

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 **WAMS account**. Select **Create User ID** from the above link to create your account. Once you have been provided with a WAMS username, 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 "Entry 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 Entry and Submit Role

Full Name: Drinking Water Monthly Operating Report (Entry and Submit)

Function: This role enables the user to perform all the same functions as the data entry 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 WAMS_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 WAMS 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.

- If you have a Water Operator Certification and are requesting the **Entry and Submit** 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**.

- The acknowledgement screen confirms that the request was submitted.

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.

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:

- **WAMS 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 WAMS ID.

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

- 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.
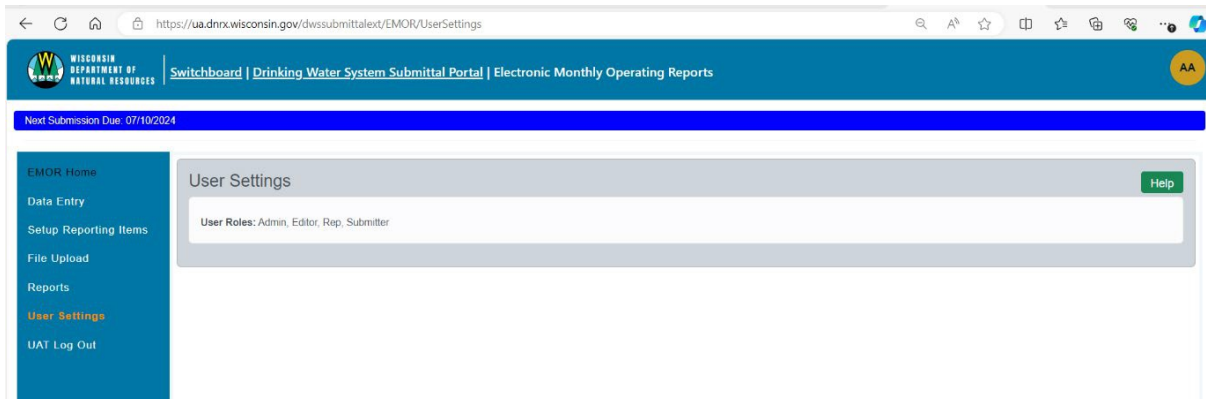
6. Entering The EMOR Portal

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

- Each screen is accessed from the left-side menu.
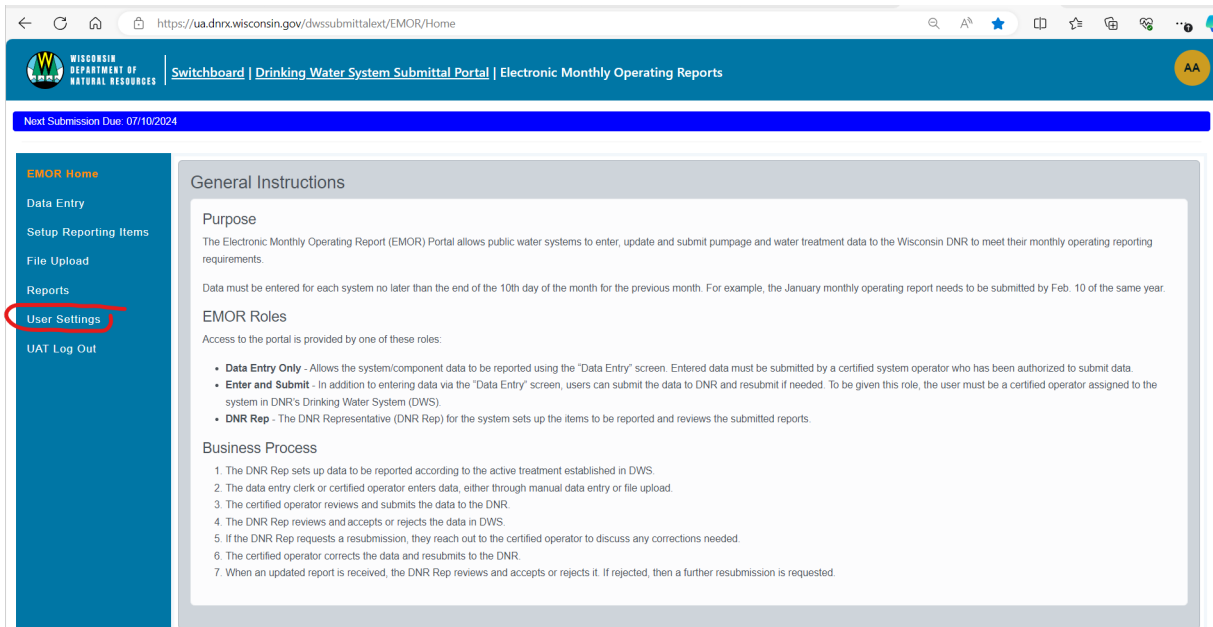
- Go to **User Settings** on the left-hand menu of the **Home** screen to see the role(s) assigned.

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

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