

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

## Contents

1. Overview Of Access EMOR .....	2
2. EMOR Roles .....	2
2.1 Data Entry Only Role .....	2
2.2 Enter And Submit Role .....	2
2.3 DNR Representative Role (Internal DNR Only) .....	3
3. Requesting Access To EMOR (via Switchboard) .....	3
3.1 Necessary Information .....	3
3.2 Switchboard Steps .....	3
3.3 Notification Of Access .....	6
4. Getting Help .....	6
5. Launching The EMOR Portal .....	6
6. Entering The EMOR Portal .....	8



## 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](mailto: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.”



1 Role Info

2 Facility Info

3 Submit

**Financial**

Intent to Apply (ITA)/Priority Evaluation Ranking Form (PERF), Application and Document Upload systems for the Clean Water Fund Program (CWFP) and Safe Drinking Water Loan Program (SDWLP)

**Drinking Water**

Well Abandonment and Construction Report Entry  
 Drinking Water Monthly Operating Report (eMOR) Certified Operator (Submit and Entry)  
 Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only)  
 OWQP Data Submittal Role

**Wastewater/Septage**

Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)

**Waste**

Hazardous, Infectious, and Solid Waste Annual Report

**Air**

Air Permit, Compliance and Emission Inventory Reporting

**Laboratory**

Lab Drinking Water Results and Proficiency Testing

**Recycling & eCycling**

Recycling Grant Applications, Recycling Annual Report, E-Cycling, and Materials Recovery Facility (MRF) Annual Self-Certification

**Asbestos Notification/ARDN System**

Asbestos abatement, renovation and/or demolition

**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.

1 Role Info

2 Facility Info

3 Submit

**Requesting Access**

**Search Facilities**

Identifier  Site Name  Gef li

**Site** **FID** **Location Address** **City** **State** **Zip**

Gef li Bldg - Wi Dnr 113329040 101 S Webster St Madison WI 537033474

Items per page: 5 1 - 1 of 1 < >

**Selected Facilities**

Site	FID	Location Address	City	State	Zip
Gef li Bldg - Wi Dnr	113329040	101 S Webster St	Madison	WI	537033474

**Next >**

- 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.”

https://dnrx.wisconsin.gov/sbaccess/request-access/add

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 Ii 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): * <input type="text" value="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	Location Address	FID	Request Date	Request Status	Request #
Drinking Water Monthly Operating Report OIC (Submit and Entry)	101 S Webster St, Madison, WI - 537033474	101 S Webster St, Madison, WI - 537033474	113329040	12/19/2023	Pending	222361

Items per page: 10 < 1 - 1 of 1 >



### 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.

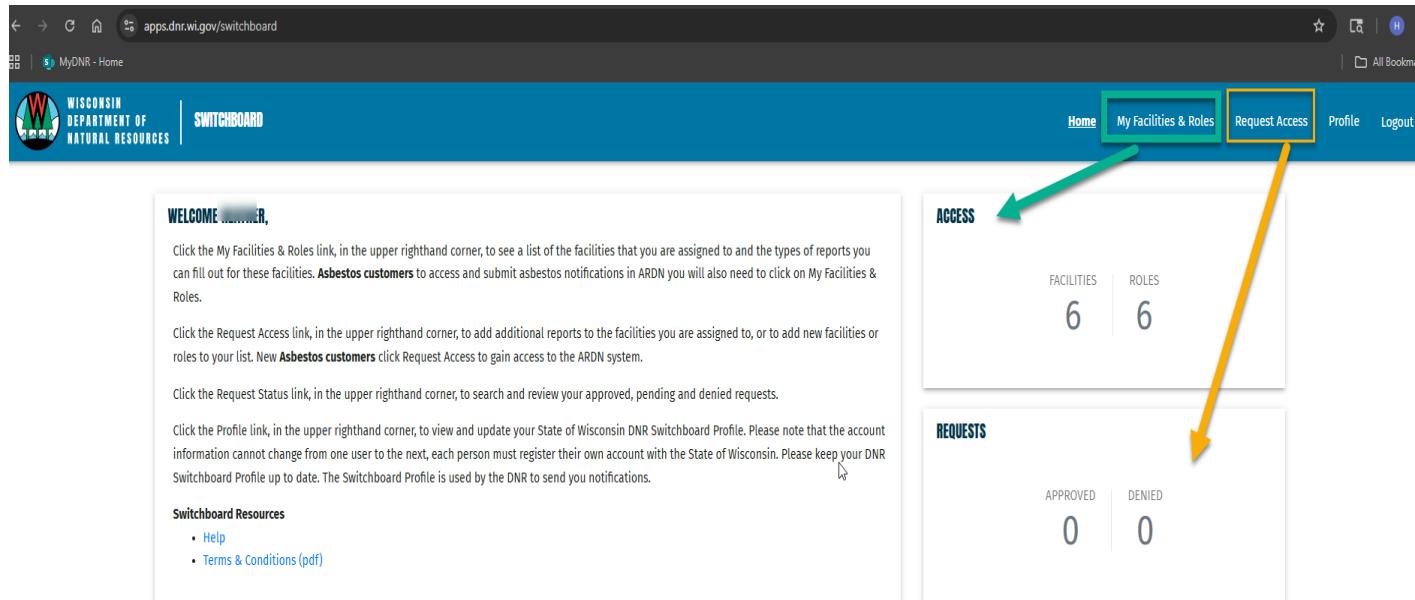
## 4. Getting Help

Technical support is available for:

- **MYWISCONSIN Id account:** Click “Need Assistance?” on the [DNR Switchboard](#).
- **EMOR portal:** Email [DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov](mailto: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

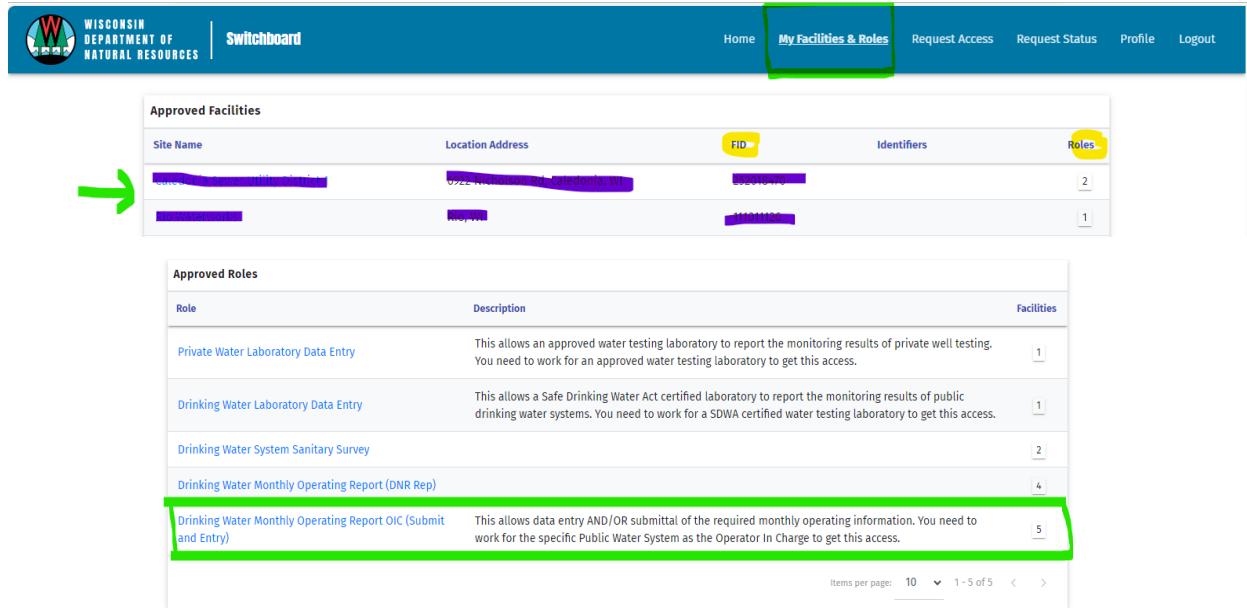
- Log into the [DNR Switchboard](#) with your MYWISCONSIN Id..



The screenshot shows the DNR Switchboard homepage. At the top, there are links for 'Home', 'My Facilities & Roles' (highlighted with a green box and arrow), and 'Request Access' (highlighted with an orange box and arrow). Below these, there are two main sections: 'ACCESS' and 'REQUESTS'. The 'ACCESS' section shows 6 facilities and 6 roles. The 'REQUESTS' section shows 0 approved and 0 denied requests. The left sidebar includes a 'WELCOME' message, 'Switchboard Resources' (Help, Terms & Conditions), and the Wisconsin Department of Natural Resources logo.



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



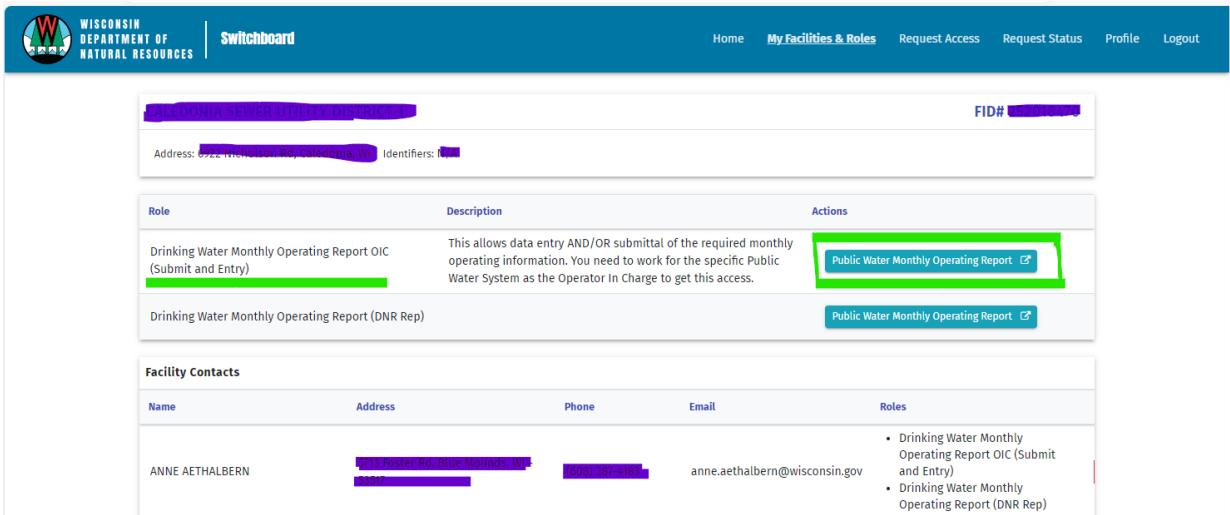
Approved Facilities

Site Name	Location Address	FID	Identifiers	Roles
Calico Well LLC	0222 Nicholson Rd, Calicobia, WI	00000000		2
				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

- 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.



CALEONIA SEWER UTILITY DISTRICT

FID# 00000000

Address: 0222 Nicholson Rd, Calicobia, WI Identifiers: 00000000

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

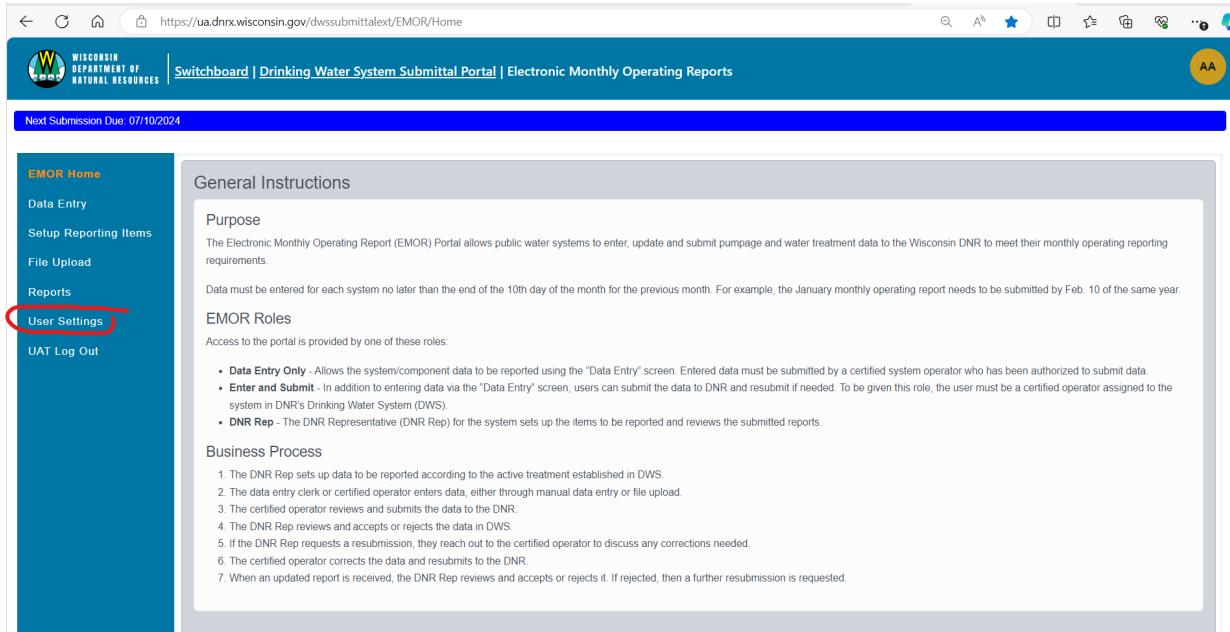
Facility Contacts

Name	Address	Phone	Email	Roles
ANNE AETHALBERN	2113 Foster Rd, Littleton, WI 53140	(608) 207-4010	anne.aethalber@wisconsin.gov	<ul style="list-style-type: none"> <li>Drinking Water Monthly Operating Report OIC (Submit and Entry)</li> <li>Drinking Water Monthly Operating Report (DNR Rep)</li> </ul>

## 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.



The screenshot shows the EMOR Home screen. The left sidebar menu is visible, with 'User Settings' highlighted and circled in red. The main content area displays 'General Instructions' with sections for 'Purpose', 'EMOR Roles', and 'Business Process'.

**General Instructions**

**Purpose**  
The Electronic Monthly Operating Report (EMOR) Portal allows public water systems to enter, update and submit pumpage and water treatment data to the Wisconsin DNR to meet their monthly operating reporting requirements.

Data must be entered for each system no later than the end of the 10th day of the month for the previous month. For example, the January monthly operating report needs to be submitted by Feb. 10 of the same year.

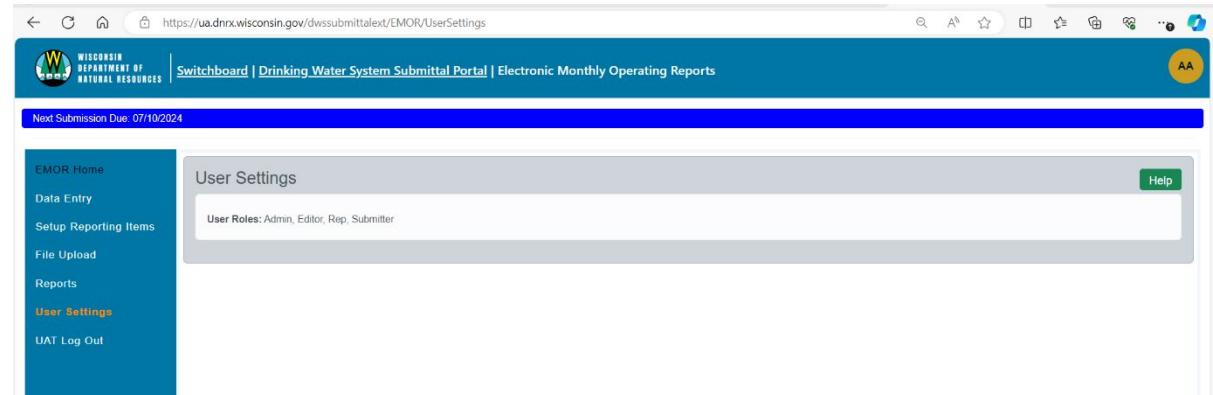
**EMOR Roles**  
Access to the portal is provided by one of these roles:

- **Data Entry Only** - Allows the system/component data to be reported using the 'Data Entry' screen. Entered data must be submitted by a certified system operator who has been authorized to submit data.
- **Enter and Submit** - In addition to entering data via the 'Data Entry' screen, users can submit the data to DNR and resubmit if needed. To be given this role, the user must be a certified operator assigned to the system in DNR's Drinking Water System (DWS).
- **DNR Rep** - The DNR Representative (DNR Rep) for the system sets up the items to be reported and reviews the submitted reports.

**Business Process**

1. The DNR Rep sets up data to be reported according to the active treatment established in DWS.
2. The data entry clerk or certified operator enters data, either through manual data entry or file upload.
3. The certified operator reviews and submits the data to the DNR.
4. The DNR Rep reviews and accepts or rejects the data in DWS.
5. If the DNR Rep requests a resubmission, they reach out to the certified operator to discuss any corrections needed.
6. The certified operator corrects the data and resubmits to the DNR.
7. When an updated report is received, the DNR Rep reviews and accepts or rejects it. If rejected, then a further resubmission is requested.

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



The screenshot shows the 'User Settings' screen. The left sidebar menu is visible, with 'User Settings' highlighted. The main content area displays 'User Roles' with a list: Admin, Editor, Rep, Submitter.

**User Settings**

User Roles: Admin, Editor, Rep, Submitter

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

**End Of Document**

