

SLISP Access Overview

The SLISP 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 User ID** from the above link to create your account. Once you have been provided with a MyWisconsin ID username, you can use it to log in to the Switchboard.

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

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

1. SLISP Roles

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

1.1 Data Entry Only Role

Full Name: Drinking Water Monthly Service Line Inventory Submittal Portal (Data Entry Only)

Function: This role allows data entry, but not submittal, of the required annual inventory updates for a Public Water System. 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.

Request: Please request this role via the Switchboard.

1.2 Entry and Submit Role

Full Name: Drinking Water Monthly Service Line Inventory Submittal Portal (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).

Request: Please request this role via the Switchboard.

1.3 DNR Admin Role (Internal DNR Only)

Full Name: Drinking Water LSLI - Inventory Admin

Function: This role allows Lead and Copper Field Experts the ability to create, edit, and submit updates on behalf of a Public Water System.

Pre-conditions: The user must be internal DNR staff.

Request: Please send the request to DG Public Water Request Dashboard.

2. Requesting Access to SLISP (via Switchboard)

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

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



2.1 Necessary Information

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

- The MyWisconsin ID username/password to log in to the Switchboard
- Public Water System Name
- The Facility ID (FID)
- The role to be requested – see **Section 2 above**

Important Note: The FID is normally the PWS ID plus a zero (0).

2.2 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 SLISP 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.
- 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 E signature Form to the DNR within 30 days. This is only required one time.

2.3 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 SLISP role has been granted, a confirmation email will be sent to the requestor, and they will be able to log in to the SLISP Portal via the Switchboard – see Section 5 below.

3. Getting Help

Technical support is available for:

- **MyWisconsin ID:** Click **Need Assistance?** on the DNR Switchboard.
- **SLISP portal:** [Email us](#) with your questions and details of the issue.
- **Completing SLISP annual updates:** Contact the DNR Rep and/or your designated Lead and Copper Field Expert.

4. Launching The SLISP Portal

- Log in to the DNR Switchboard with your MyWisconsin.
- Select **My Facilities and Roles** to view current roles and associated facilities.
- Select **Site Name** to check that the **Drinking Water Monthly Service Line Inventory Submittal Portal** is associated with the facility.
- There will then be a screen with the **Drinking Water Monthly Service Line Inventory Submittal Portal (XXX) role**, associated **description**, and **Actions** button. The action button will redirect you and launch the SLISP portal.



5. Entering The SLISP Portal

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

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

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

