HOW TO ACCESS eFORMS via DNR SWITCHBOARD

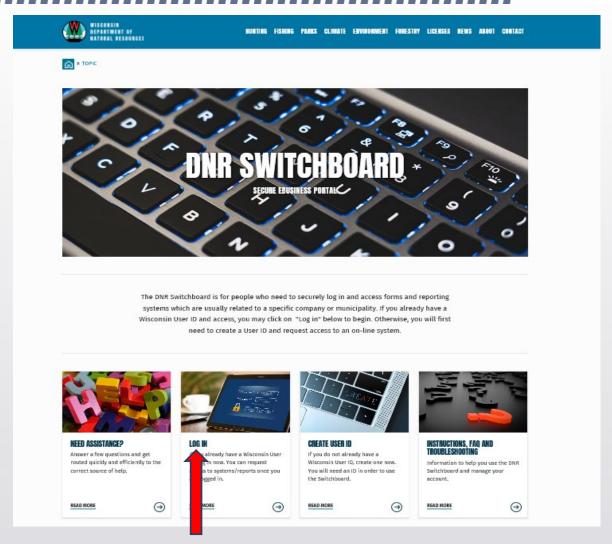
Note: Completion and submission of the 3400-055 form and the 3400-052 form is mandatory under 283.55, Wis. Stats., and ch. NR 204 or 214, Wis. Adm. Code or s. 281.48(3)(b), Wis. Stats., and ch. NR 113, Wis. Adm. Code. Failure to properly complete and submit this form is a violation of s. 283.91 or 281.48 Wis. Stats. and may result in a monetary penalty and/or imprisonment. Personally identifiable information on the eReporting form is not intended to be used for any other purpose.

The Department automatically generates these reports.

Please contact the department if you do not see these reports on your Switchboard Landing Page!

Instructions:

- Go to https://dnr.wisconsin.gov/topic/Switchboard
- Scroll down & click "LOG IN"



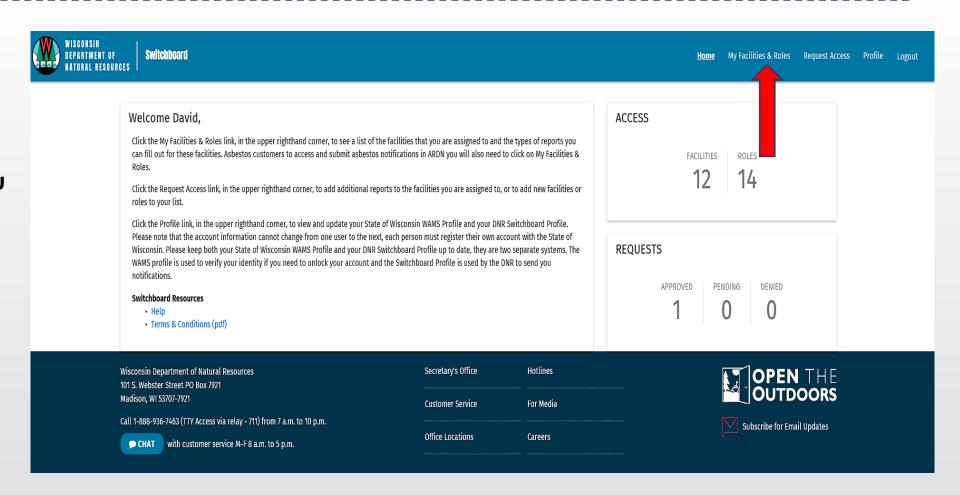
- After clicking "LOG IN" you should be taken to this screen.
- Login with your WAMS
 User ID: & password:



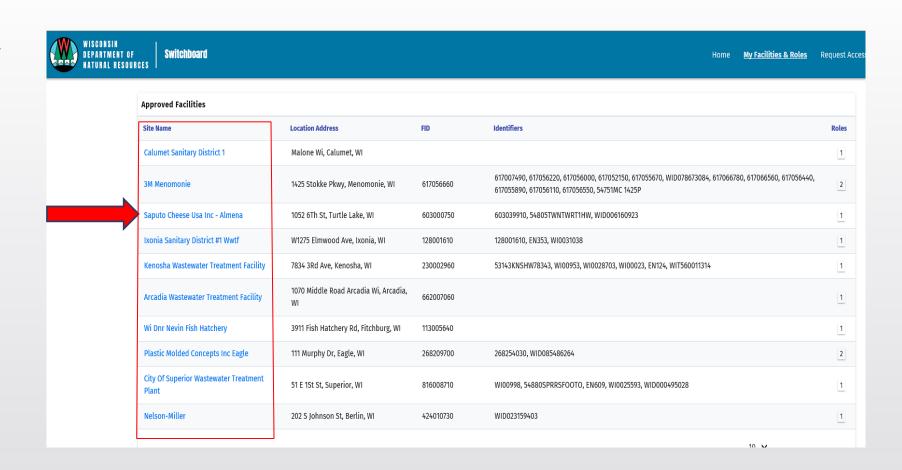
You are about to access a State of Wisconsin computer system. This is a restricted computer system for authorized users only. All equipment, systems, services, and software connected to this system are intended only for official business use of the State of Wisconsin, and may contain U.S. Government information. All data contained on this system is owned by the State of Wisconsin. The State of Wisconsin reserves the right to audit, monitor, record and/or disclose all transactions and data sent over this system in a manner consistent with State and federal law. Use of this system by any user, authorized or unauthorized, constitutes consent to monitoring, recording, reading, copying, or capturing and disclosure of data and transactions by authorized personnel. Only software and/or hardware approved, scanned, and licensed for State of Wisconsin use is permitted on this system. Any illegal, unauthorized use or modification of the State of Wisconsin data, equipment, systems, services, or software by any person(s) is prohibited and may be subject to civil or criminal prosecution under state and/or federal laws.

WAMS Home Wisconsin Portal Home
Please don't bookmark this page.

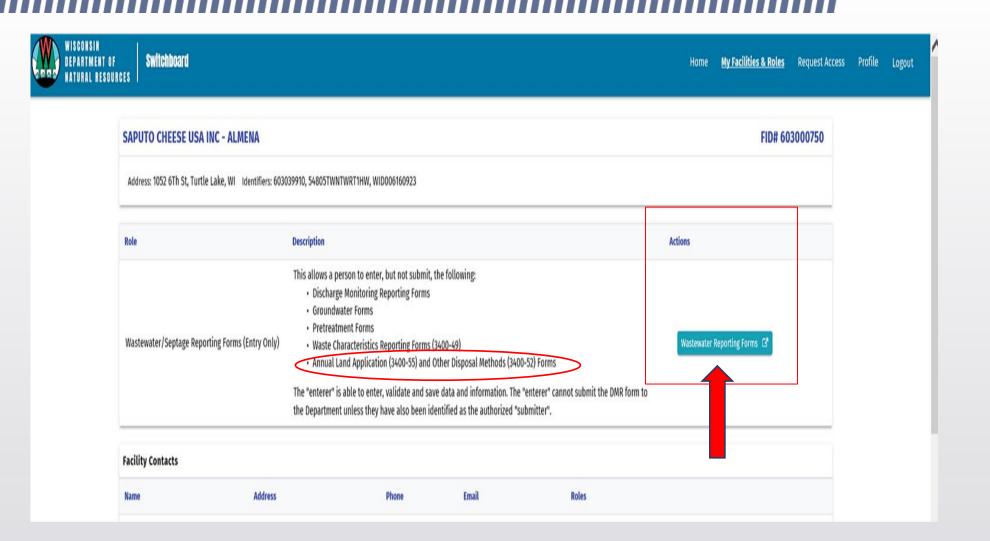
- Once you're logged in, you should see a Welcome Page.
- Click "My Facilities & Roles"



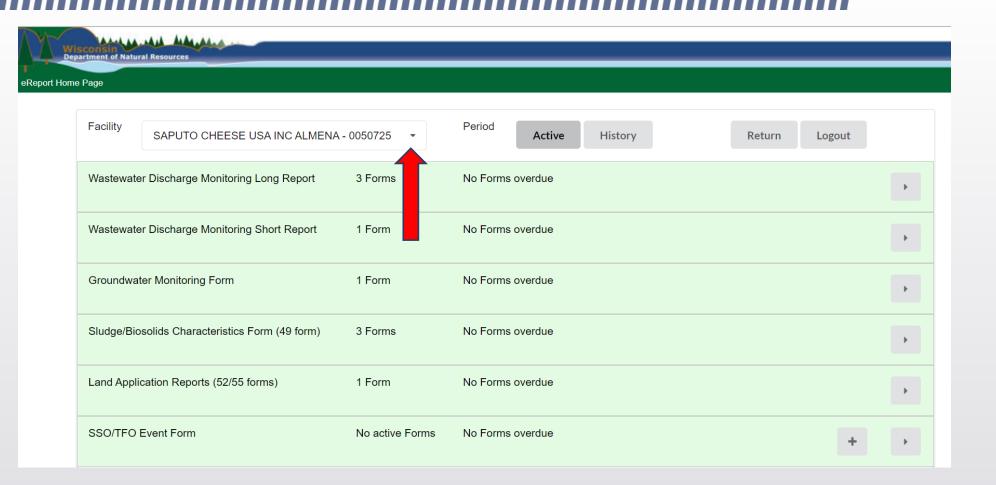
- You should now see a list of the approved facilities & roles assigned to your WAMS ID.
- Click the Site
 Name for the
 Facility of your
 choice



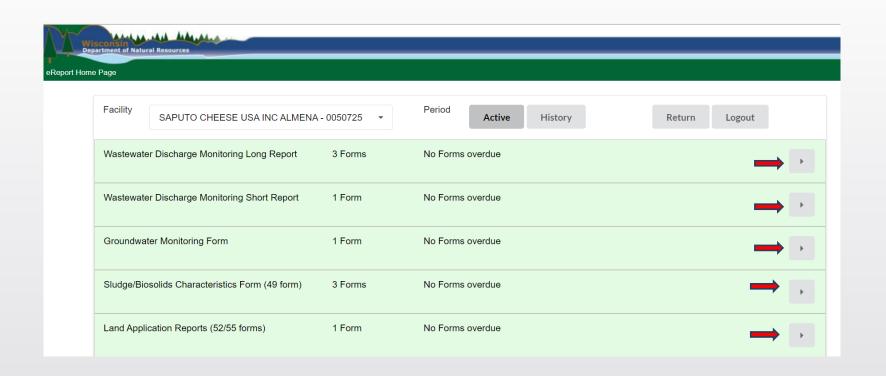
- For this example, we have chosen "Saputo Cheese USA Inc – Almena."
- Under the
 Actions column
 on the right side
 of the screen,
 click
 "Wastewater
 Reporting Forms"



If you have
 access to more
 than one
 Facility, then
 you will need to
 click the drop down arrow to
 select the
 Facility you are
 working on.

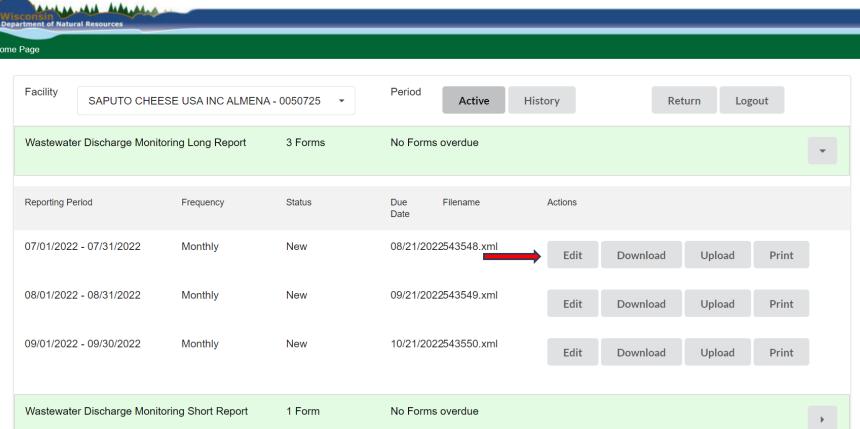


- Note you may need to click the + sign to the left of each section to access the form you are looking for.
- Click > symbol to access the report

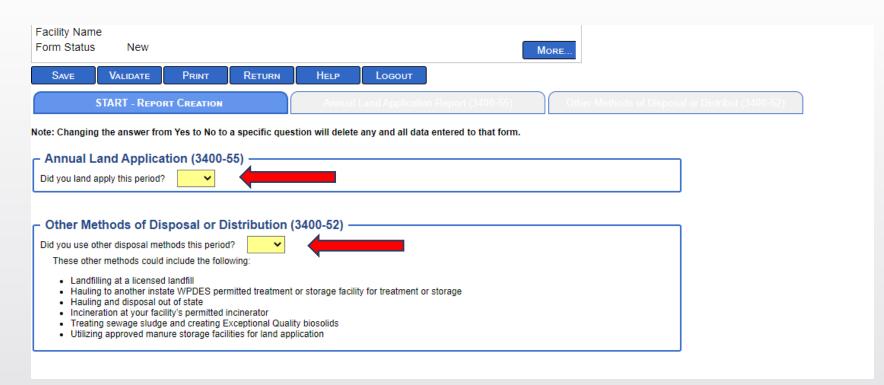


eReport Home Page

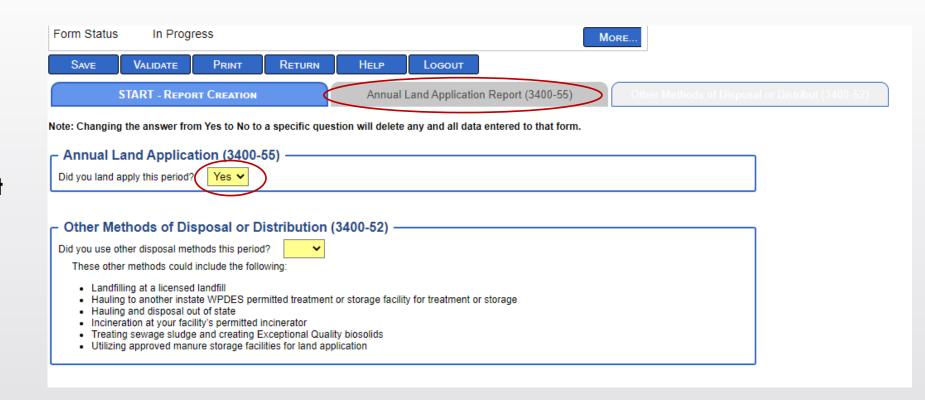
 Once you select your form, click "Edit Form"



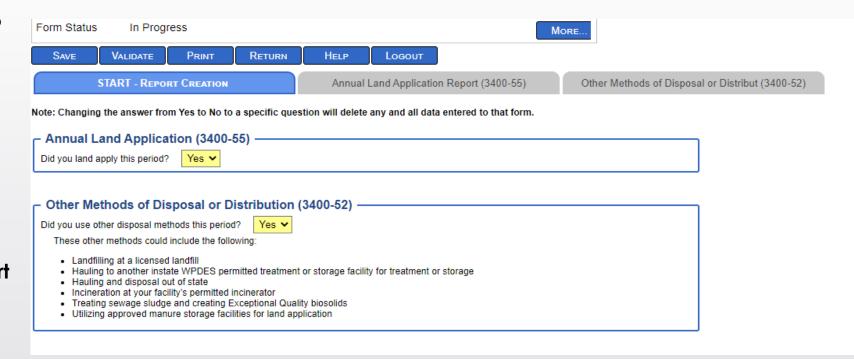
- This is the Report Creation
 Page for the Land
 Application and Other
 Methods of Disposal Reports.
- This Report Creation Cover Page allows you to generate the reporting grids for entering your data.
- Selecting a YES in the yellow dropdown box will generate the associated form.
- Completing a form, then changing the corresponding YES to NO may delete any information completed on that form.



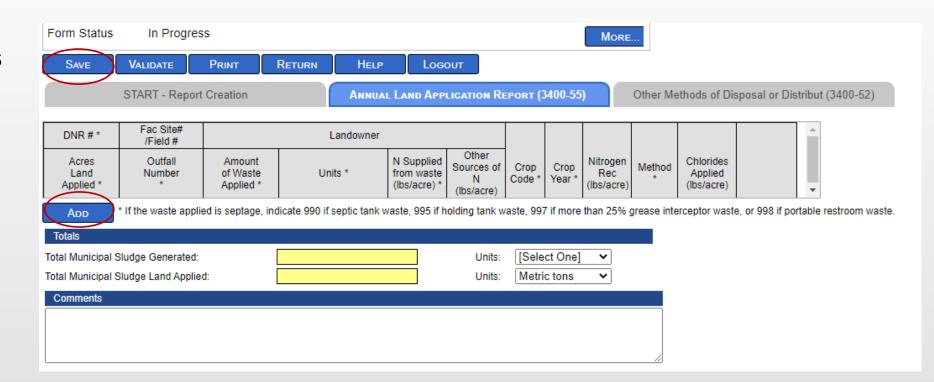
- Selecting a YES in the yellow dropdown box will generate the associated form.
- In this example YES was selected to create the Land Application Report
- See New Tab, circled in Red.
- In this case, the YES to the first question activates the tab and creates that reporting page



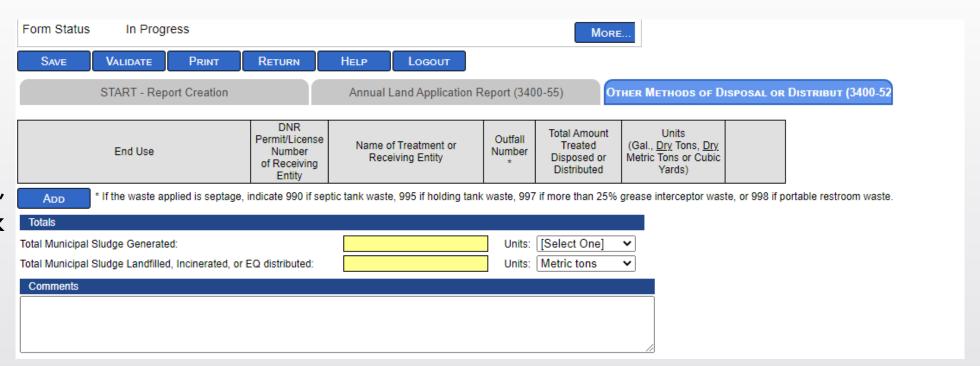
- Selecting YES prompts the system to generate each report (3400-55 and/or 3400-52) and the tabs will change from gray to light blue to signify the report is active to add/delete/modify data
- If you choose NO to either of the questions, that particular report will not generate, and you will not be able to enter any data for that report
- Click each tab to open the form to enter/edit data
- As you enter data, occasionally click SAVE in the upper left corner so your data is not lost.



- The ADD Button allows you to add lines to report the data.
- As you enter data, occasionally click
 SAVE in the upper left corner so your data is not lost.



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<u>IMPORTANT TIPS!!!</u>

THE SUBMITTAL ORDER = SAVE, VALIDATE, SUBMIT & CERTIFY.

- We recommend clicking SAVE often to prevent losing data you've already typed in.
- When ready to finalize click VALIDATE. A pop-up screen will appear indicating any errors, so make sure your internet browser's pop-up blocker is deactivated! (If no issues, the pop-up will say "no errors, successfully validated". Ok to close and proceed.)
- **DO NOT** re-click SAVE after clicking the VALIDATE as doing that will re-set the report back to "In-Progress" (think of "Validate" as the "Final Save.")
- To submit & certify, click RETURN to go back to the main page.
- Click the gray SUBMIT button after the report has been validated.
- Click the gray CERTIFY button to receive an email certification # which must be entered to certify the report.

Updated 7/19/2022