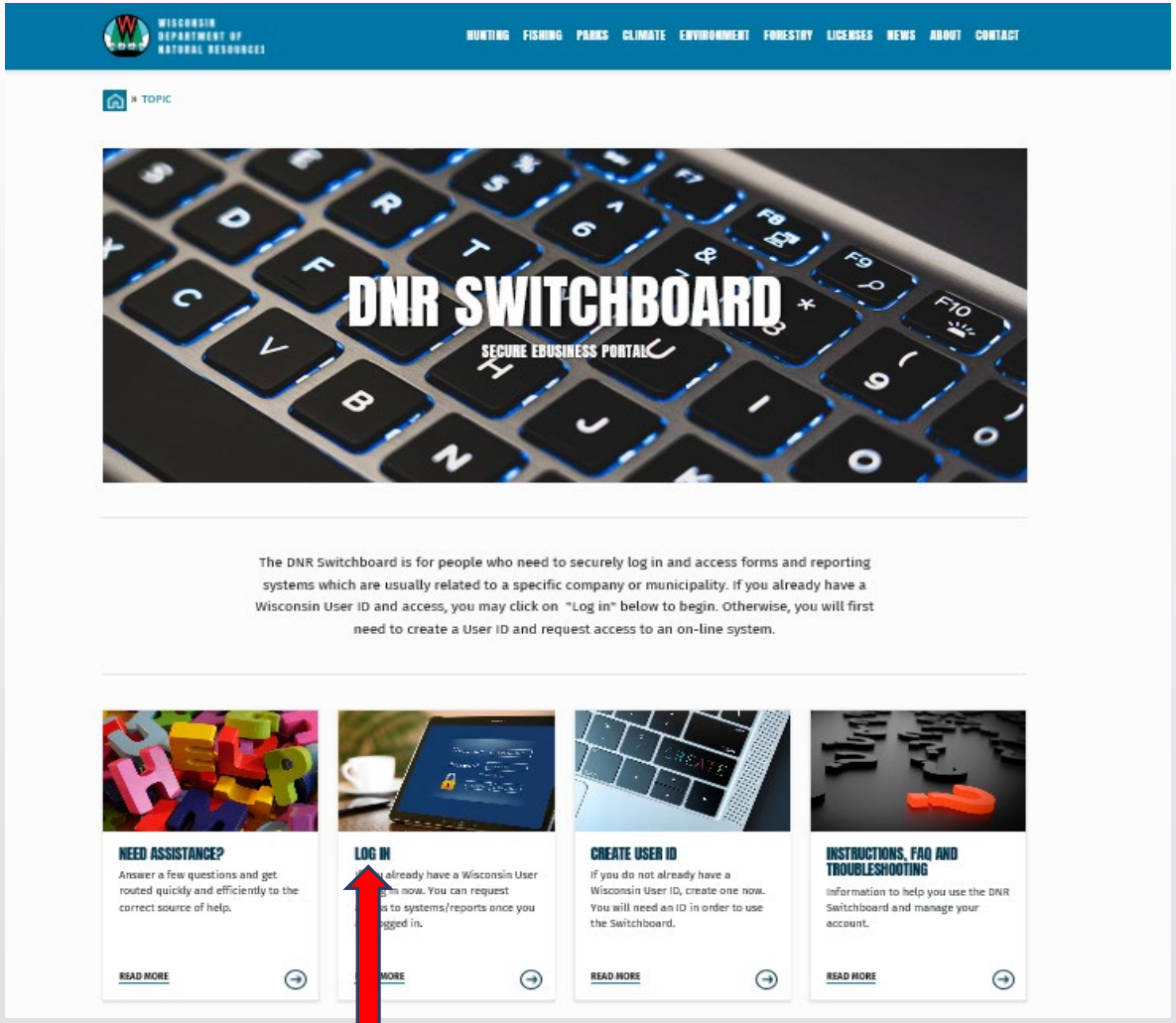
HOW TO ACCESS eFORMS via DNR SWITCHBOARD

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.*

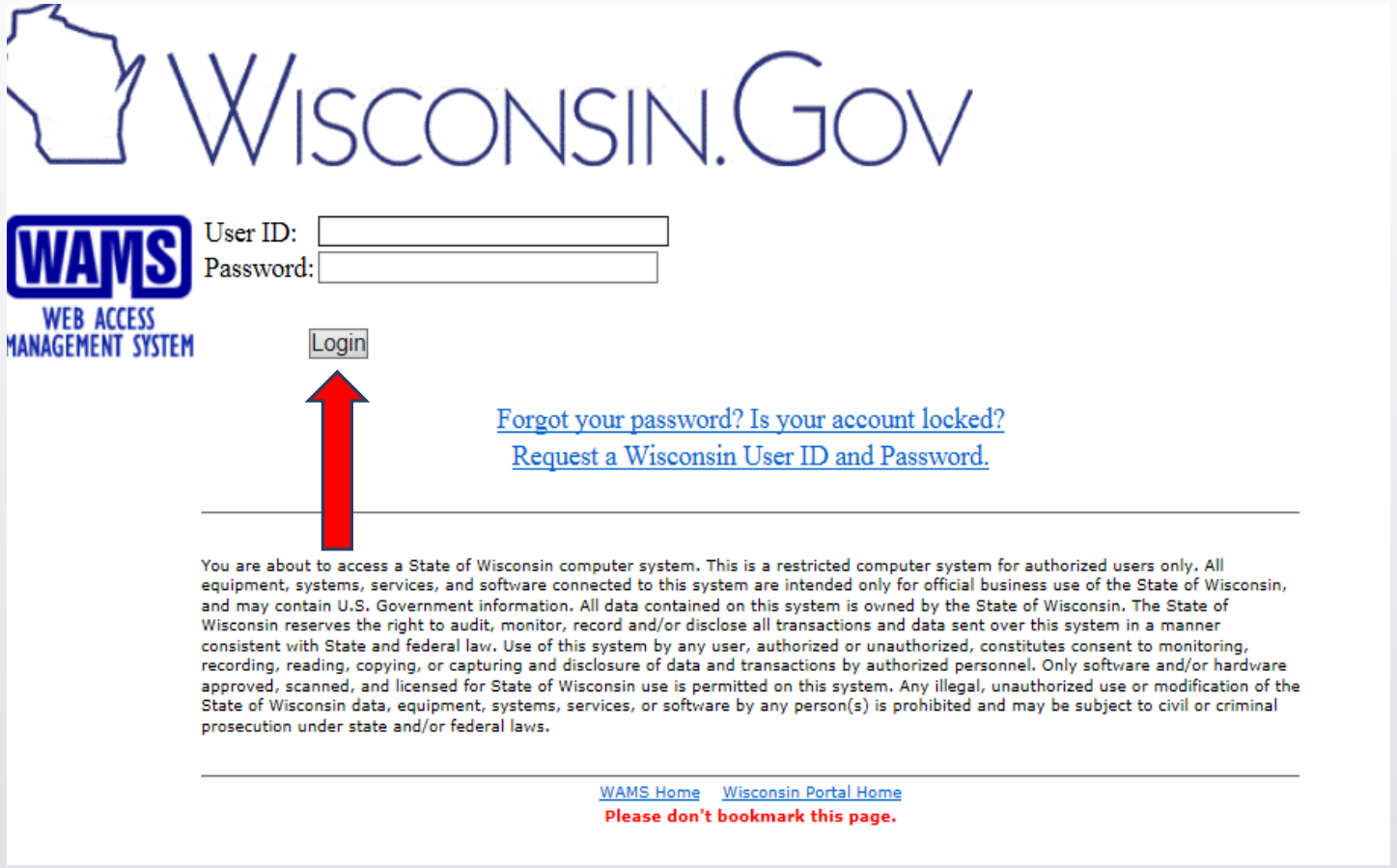
The Department automatically generates these reports. Please contact the department if you do not see these reports on your Switchboard Landing Page!

Instructions:

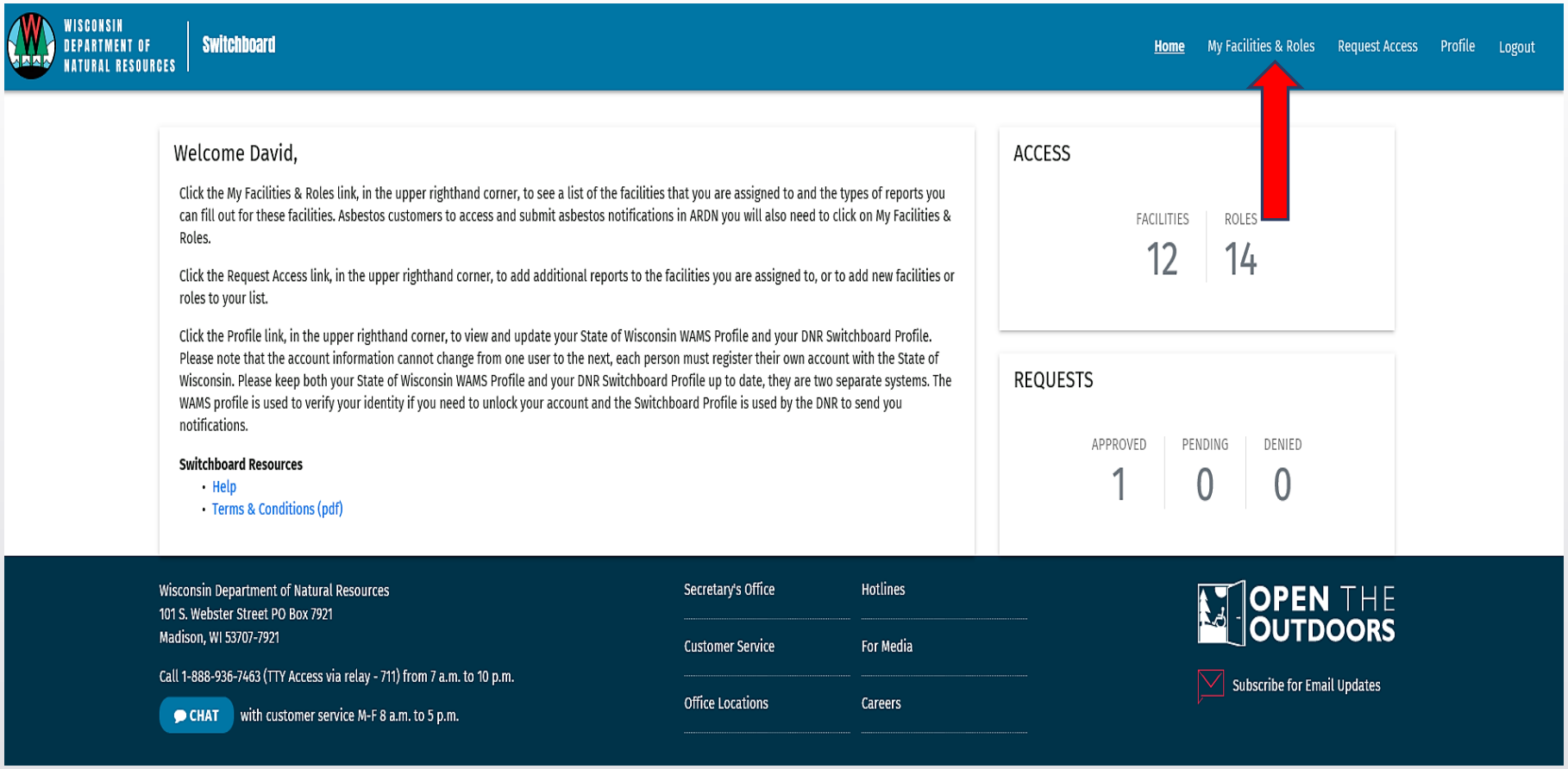
- **Go to https://dnr.wisconsin.gov/topic/Switchboard**
- **Scroll down & click "LOG IN"**



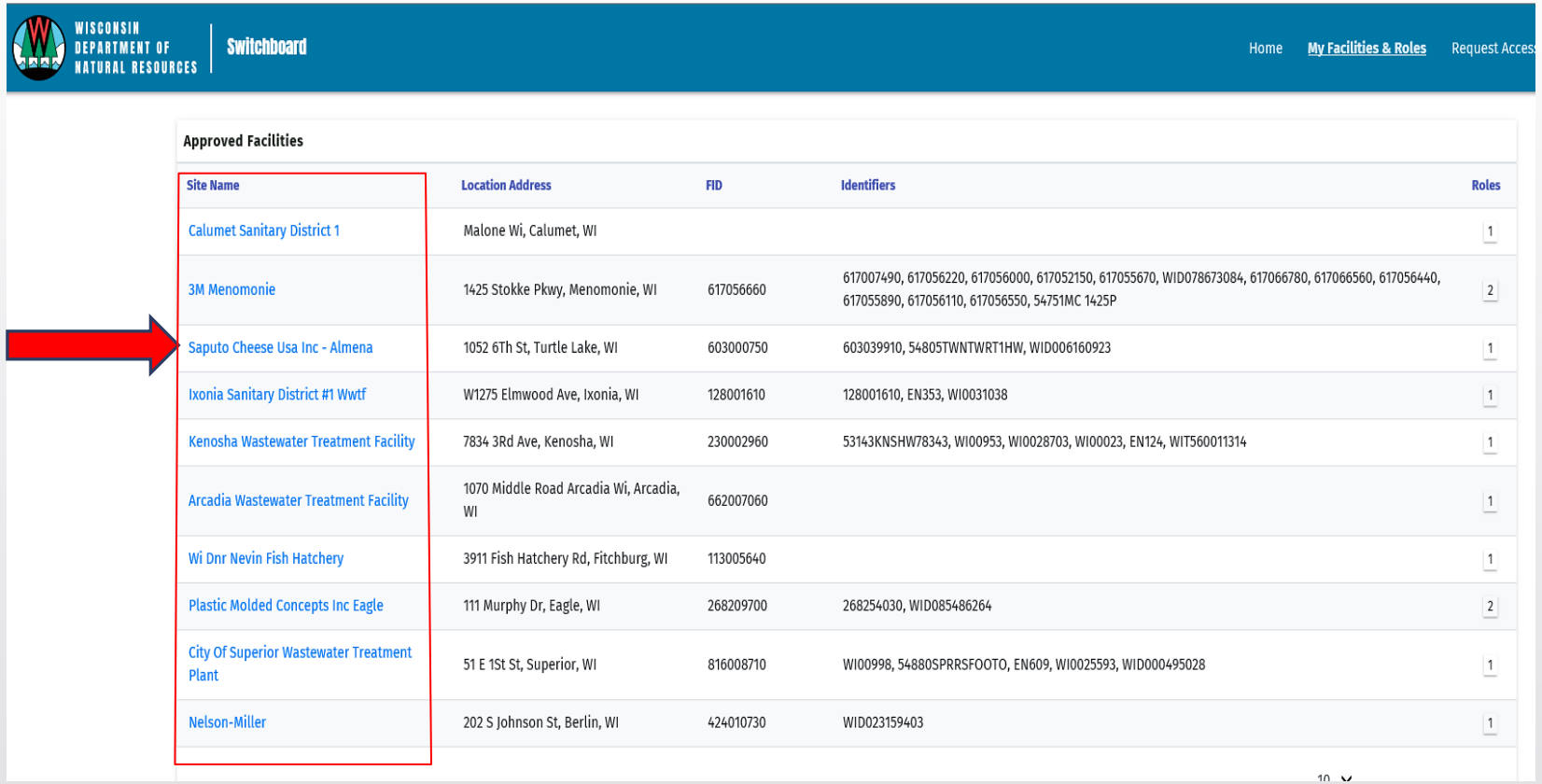
- **After clicking "LOG IN" you should be taken to this screen.**
- **Login with your WAMS User ID: & password:**



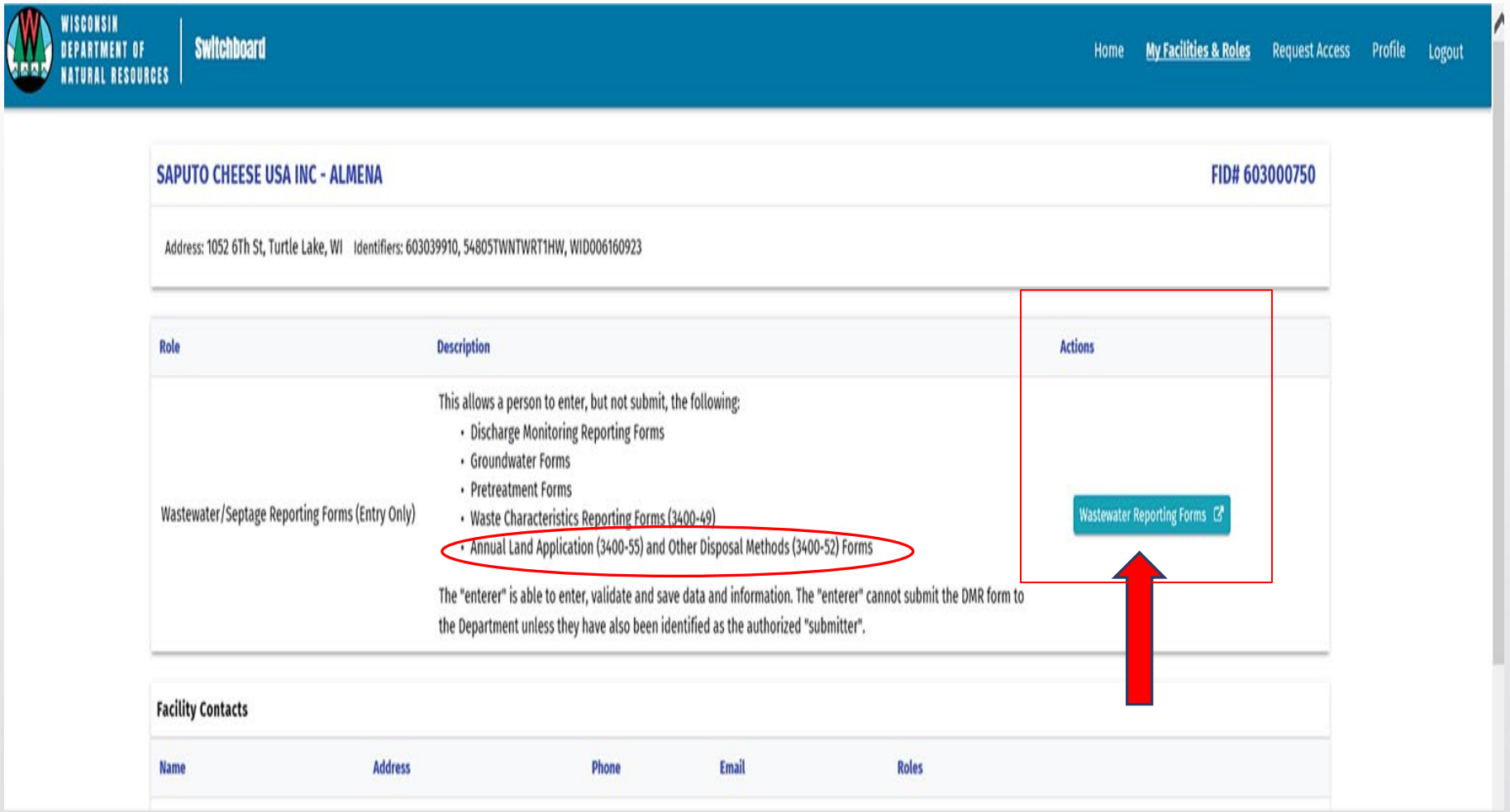
- **Once you're logged in, you should see a Welcome Page.**
- **Click "My Facilities & Roles"**



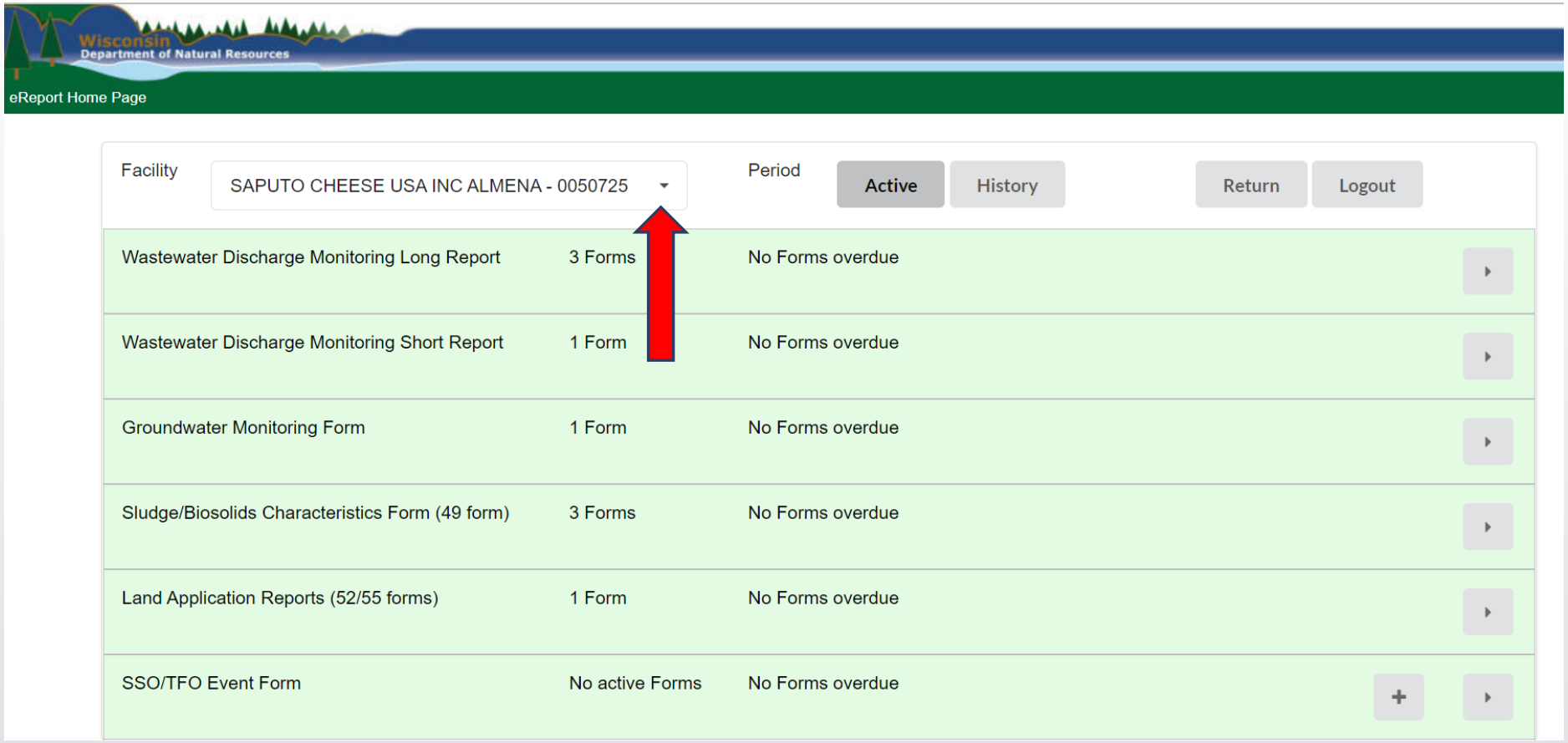
- You should now see a list of the approved facilities & roles assigned to your WAMS ID.
- Click the Site Name for the Facility of your choice



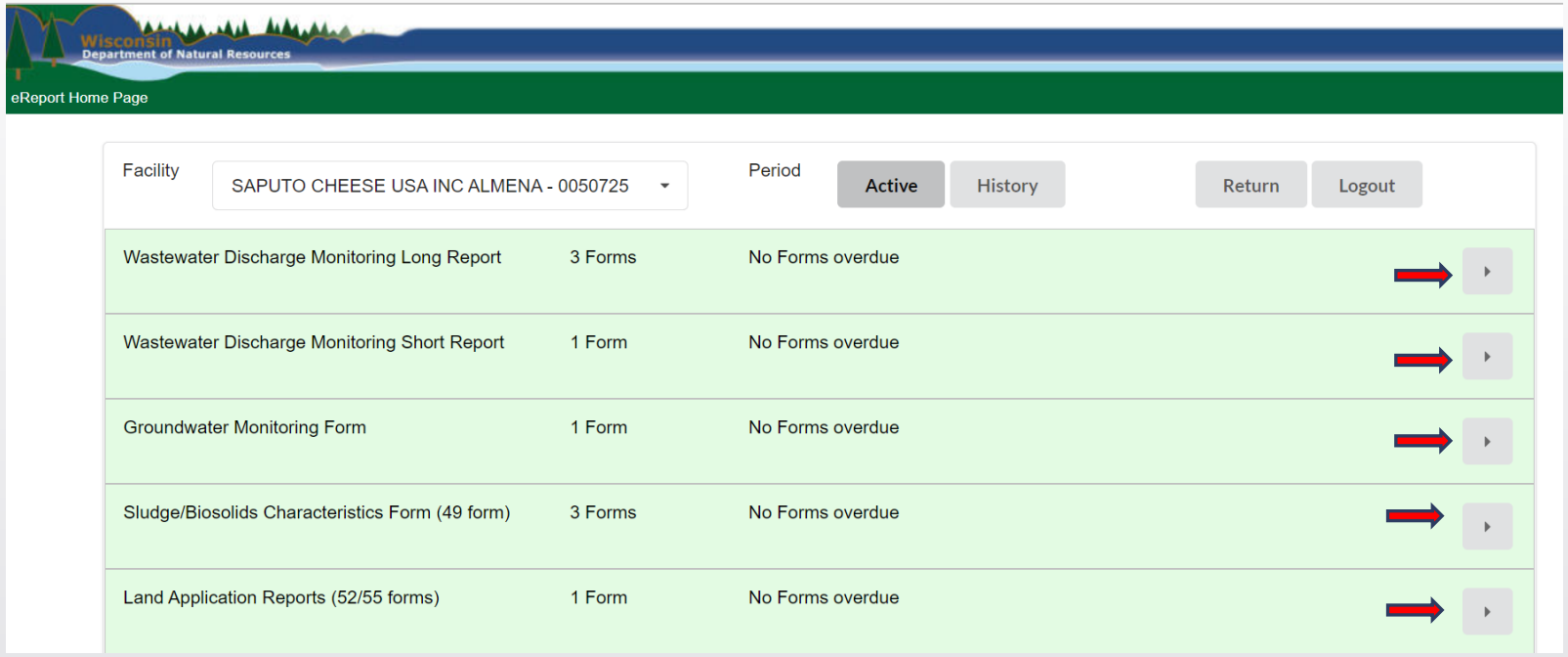
- For this example, we have chosen “Saputo Cheese USA Inc – Almena.”
- Under the Actions column on the right side of the screen, click “Wastewater Reporting Forms”



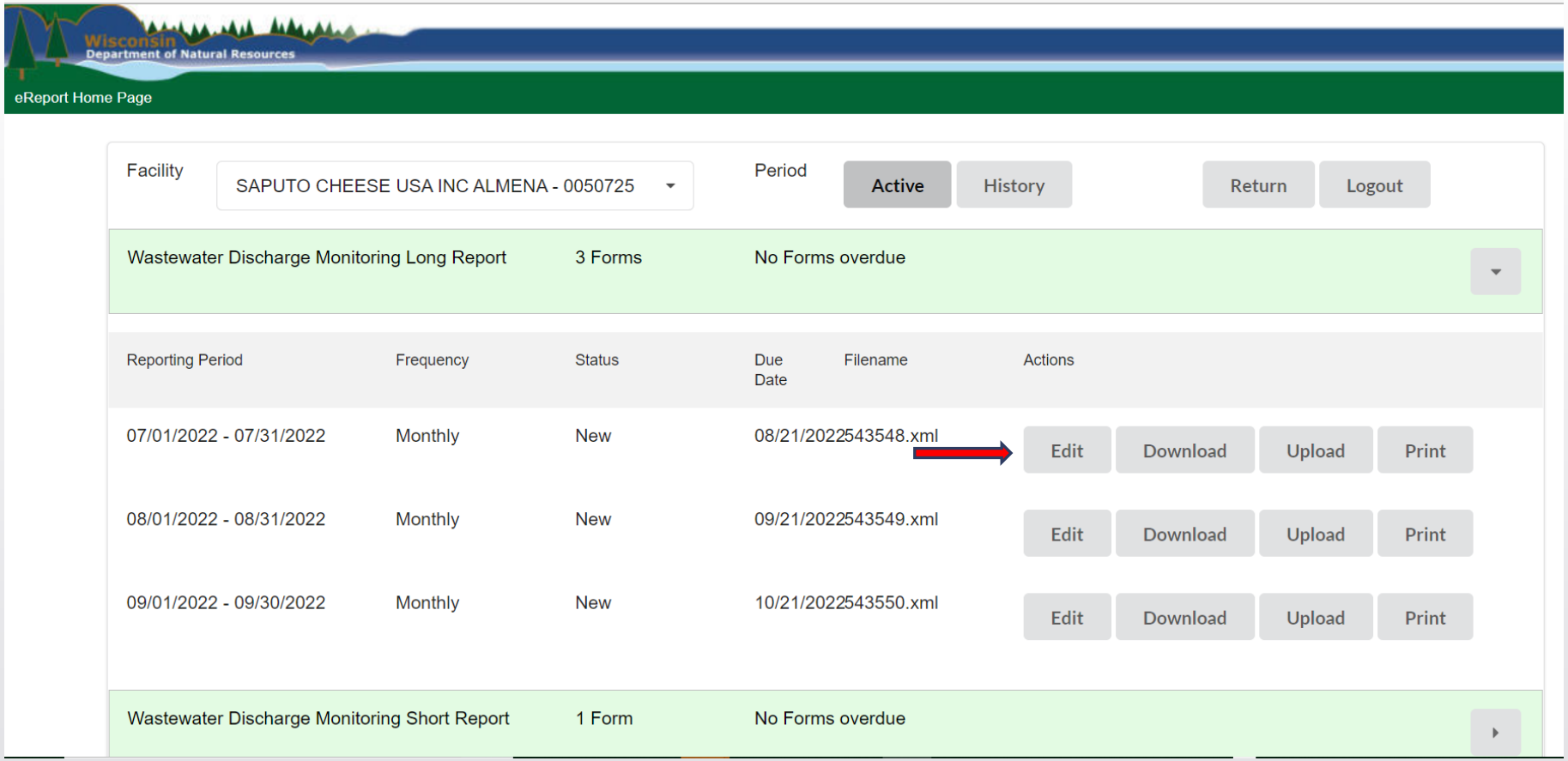
- If you have access to more than one Facility, then you will need to click the drop-down arrow to select the Facility you are working on.



- **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**

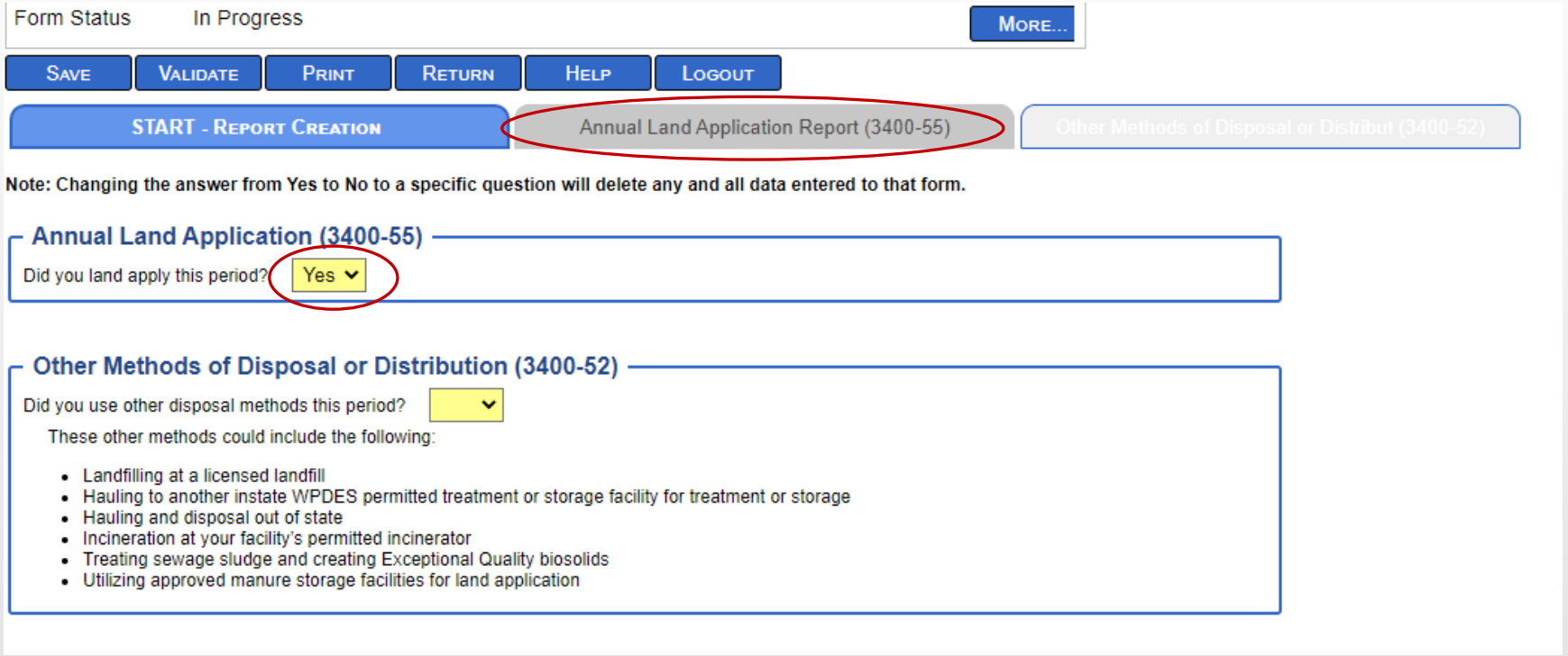


- **Once you select your form, click “Edit Form”**

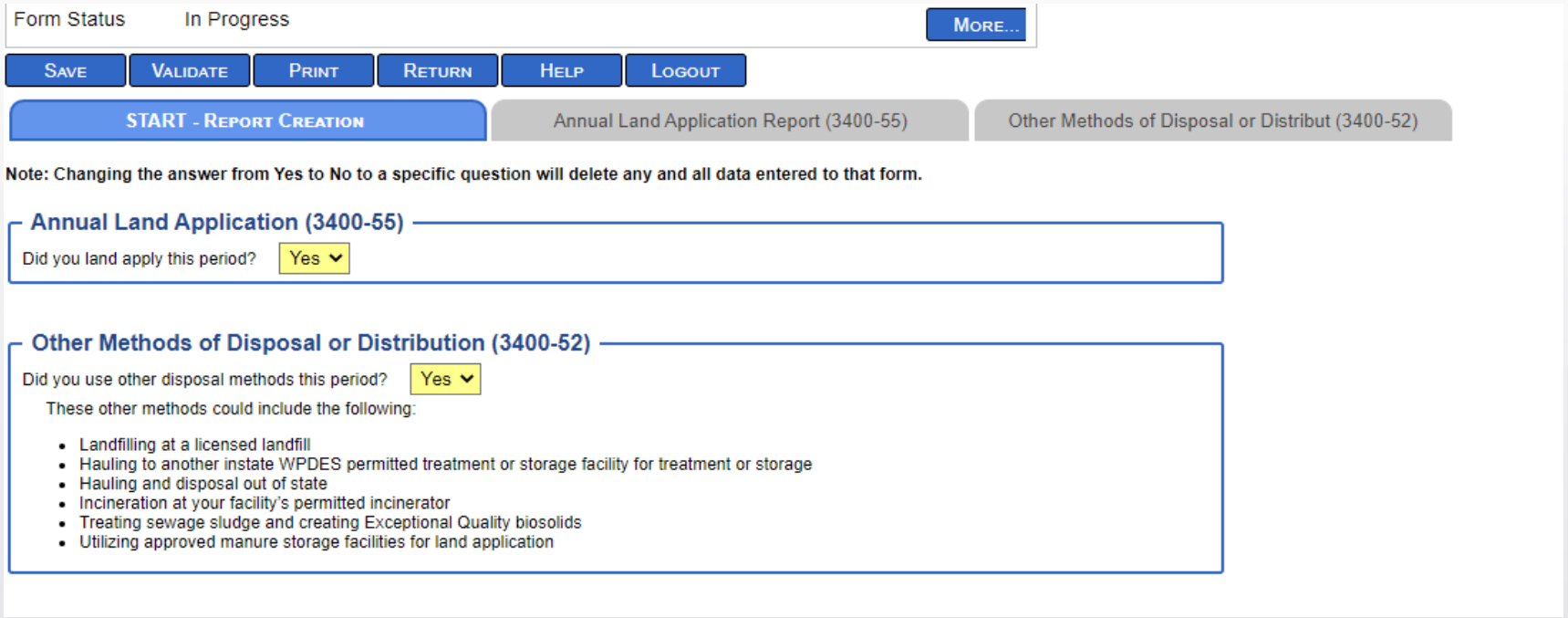


- This is the Report Creation Page for the Land Application and Other Methods of Disposal Reports.
- This Report Creation Cover Page allows you to generate the reporting grids for entering your data.
- Selecting a YES in the yellow dropdown box will generate the associated form.
- Completing a form,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

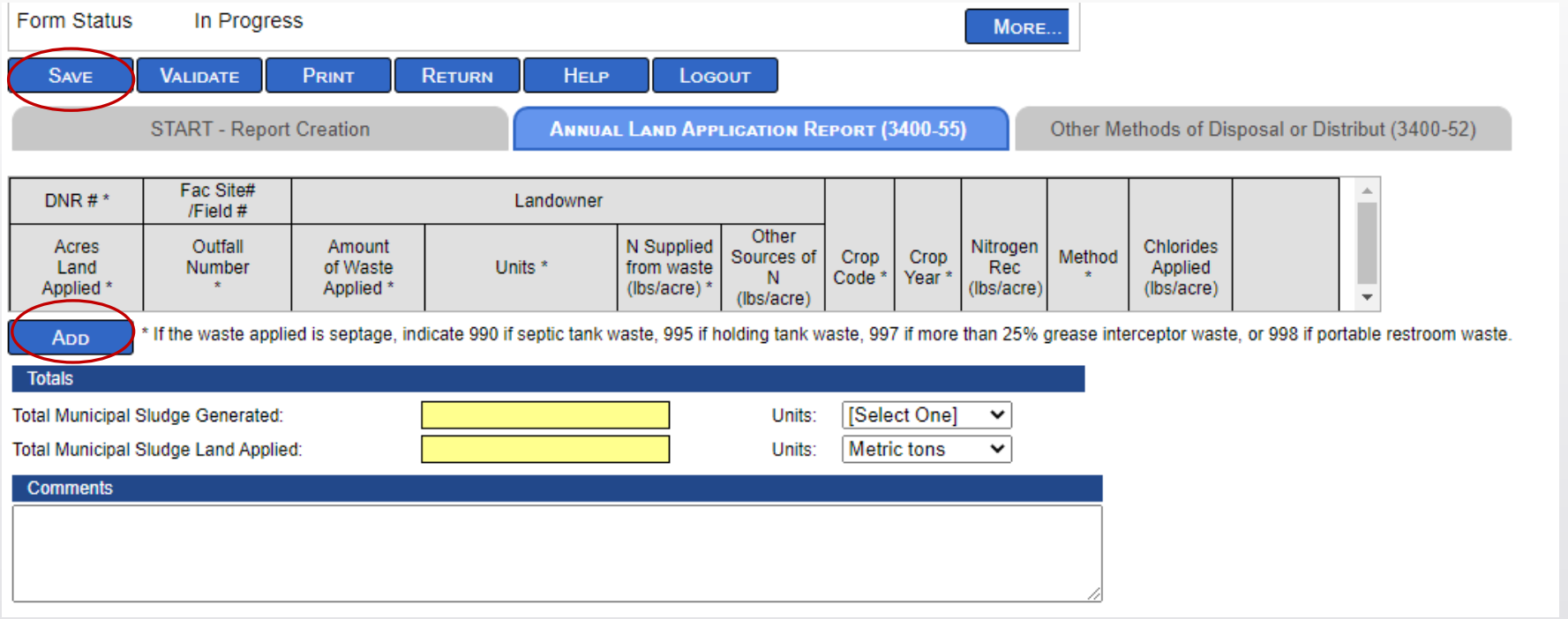
- Selecting a **YES** in the yellow dropdown box will generate the associated form.
- In this example **YES** was selected to create the Land Application Report
- See New Tab, circled in Red.
- In this case, the **YES** to the first question activates the tab and creates that reporting page



- 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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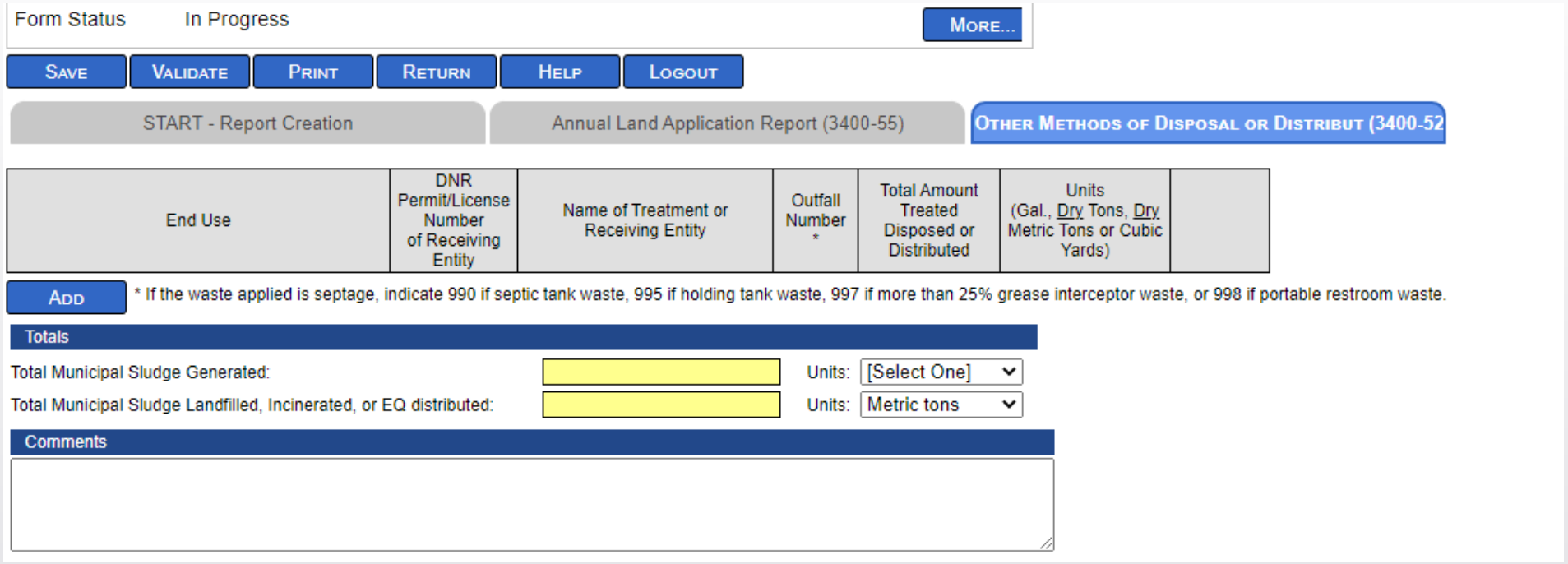

IMPORTANT TIPS!!!

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