Three Steps to Report Your Water Use Online

1. **Create and Activate a MyWisconsin ID**

2. **Connect your water withdrawal information to your MyWisconsin ID**

3. **Report Your Withdrawals**

4. **Correct Possible Reporting Errors**

Step 1 - Create and Activate a MyWisconsin ID

Account security and identity validation for online reporting is handled by the WI Dept. of Administration. They administer MyWisconsin ID accounts so that users can create one ID and password that works for multiple tasks across different State of Wisconsin agencies.

If you already have a MyWisconsin ID, you can skip ahead to Step 2.

To create a MyWisconsin ID account, go to https://apps.wisconsin.gov, and click the **Sign Up** link in blue text at the bottom of the white box.

Follow the step-by-step instructions on the screen, also available here:
https://det.wi.gov/Pages/MyWisconsin_ID_Self_Registration.aspx

The MyWisconsin ID Account Service Desk offers online self-service options and guidance, and you can call 608-471-6667 for 24/7/365 support.

Step 2 - Connect your water withdrawal information to your MyWisconsin ID

Now that you have a MyWisconsin ID, the next step is for DNR to identify you by your MyWisconsin ID. This is a one-time step that points your MyWisconsin ID to the correct contact in DNR records. It only needs to be done the first time you log on. If you have already connected your account, you will be taken directly to the reporting property page.

To begin, go to the Water Use Online Reporting website. Click "Log in".

REPORTING WATER USE

Registered withdrawers are required to measure or estimate the volume of water they withdraw every month and report that information annually to the DNR. Withdrawals may be reported by the property owner or by an authorized lessee, agent or operator of the source. Even if water is not withdrawn during the previous year, a withdrawal report is still required.

Reporting is required for:

- all high capacity well properties;
- permitted (Chapter 30, Wis. Stats.) surface water withdrawals;
- properties with a Water Use Permit (in the Great Lakes Basin); and
- any properties that withdrew an average of 100,000 gallons per day or more in any 30-day period.

The annual deadline for reporting is March 1.

OPTION 1: REPORT ONLINE

To report online, you need an active Wisconsin Access Management System Identification (WAMS ID), through Wisconsin's Department of Administration.

LOG IN to submit water use reporting. Help [PDF].

After successfully logging in with your MyWisconsin ID and password, you will be directed to our introduction page for water use reporting. Click "Begin Reporting" after reading the information on the page.

You will be asked for your owner or operator number. This number is located on the postcard notifications and letters regarding reporting that the DNR has sent you. If you do not know this number, please contact water use program staff. If you know your owner or operator number click "Yes". Be sure to use the number that is associated with you if the owner and operator of the property are different.

Wisconsin Department of Natural Resources

Drinking & Ground Water Use Information System

Connect to Your Account

You will need your Owner/Operator # to proceed. This number is located on Water Withdrawal Reports and other correspondence from the Water Use Section.

Do you know your Owner/Operator number?

Yes No

Step 2 - Connect your water withdrawal information to your MyWisconsin ID (Cont'd)

After entering your owner or operator number, you will be asked to verify your information. If it is incorrect, click "Retry" or call water use staff for help. If is it correct, click "Connect". Your MyWisconsin ID will now be associated with your owner or operator information.

Continue to Step 3 – Reporting Your Withdrawals

Step 3 - Report your withdrawals

Once you have connected your MyWisconsin ID with your owner or operator number, you will be routed to the reporting information. All of the properties that you are associated with as an owner OR operator of at least one source will appear as a row in the table. This page also indicates whether or not reports have been completed for all sources on the property.

By clicking "View History", you can see the prior year reporting for the sources on that property.

If the operator listed is incorrect, use the **Contact Us** link on the upper-right blue bar to email us with the correct information.

If a property you own or operate is not listed, please contact water use program staff for assistance at (608)266-2299 or use the **Contact Us** link on the screen.

To report water use for sources, click "Submit Report" for that property.

Helpful Tips:

- You will see each of the sources on the property along with identifying information about each source. You can change or insert information in the yellow boxes. You must list an email address for yourself, whether the owner or operator (or both) if you report online.

- If your information appears multiple times, you only need to change one location for the information to update! Updates won't show up until you save and return to the page.

- Information in blue boxes is mandatory for the reporting to be complete. Depending on how you answer whether you withdrew water, the blue boxes will change. If you don't have all of the information to complete reporting on a source, list it as incomplete and you can return later to finish the reporting.

- Uncheck the boxes above the reporting information for any sources that someone else will report. You will not be allowed to leave a source blank and submit reporting *unless* you uncheck the box for the source.

Step 4 – Correct Possible Reporting Errors

Enter the total gallons of water withdrawn for each month that you made a withdrawal.

Yearly Water Consumption

Property No	7908	Owner No	99999	Year	2014

Owner Name: A-1 COMPANY - CLEAR, CRYSTAL

Owner E-Mail: crystal.clear@email.com   Owner Phone: Owner Phone Ext:

Property Name: Dad's Farm

Field Name	Source - 1	Source - 2	Source - 3
HiCap Well No	8142	2811	1876
WUWN	BB957	NO706	KO396
Source No	3988	2656	1994
Pump Capacity(gpm)	1,000	1,000	1,100
Approval Date	05/19/1976	05/12/1999	08/30/1996
Completion Date	06/03/1976	05/27/1999	08/17/1996
Source Status	EXISTING source	EXISTING source	EXISTING source
Operator Name	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN	DAIRY FARMS INC - SWISS, BROWN
Operator E-Mail	crystal.clear@email.com		dairyfarms@centurytel.net
Operator Phone		9206855873	7155796883
Source Name	COLLEEN	FREGINE	FORTNEY

Uncheck boxes for any source you will NOT be reporting on at this time. Reporting is required for all sources listed. Once saved you can't uncheck the box.

	☑	☑	☑
Did you withdraw water from this source this year?	---Select---	---Select---	---Select---
Reason for no withdrawal	---Select---	---Select---	---Select---
Water Use Category	---Select---	---Select---	---Select---
Water Use Code	---Select---	---Select---	---Select---
Water Use Description			
Method Code	---Select---	---Select---	---Select---
Method Description			
Month	Withdrawal (gallons/month)		
Source Name	COLLEEN	FREGINE	FORTNEY
January			
February			
March			
April			
May			
June			
July			

Step 4 – Correct Possible Reporting Errors

August			
September			
October			
November			
December			
Total	0	0	0
Reporting Status	---Select--- ⌄	---Select--- ⌄	---Select--- ⌄
Submit Date			
Submitted By ID			
Comment – (Use the Contact Us link if your information requires any action by DNR staff)			
Comment regarding this source			

[Save] [Cancel]

You can make comments about reporting for yourself or DNR in the comment box. If you would like information changed that you aren't able to change on the screen, DO NOT use the comments box! Use the Contact Us link in the upper-right corner of the blue bar to send us an email with your information.

When you are finished with your reporting, click "Save". You will return to the list of properties to report water use for another property or exit the system by clicking "Sign Out" in the upper-right corner in the blue bar. Email confirmation will be sent to each email address listed for the owner and any operators listed for the property when reporting is complete.

If you still have questions, concerns or comments regarding water withdrawal reporting or the online reporting system, please contact the Water Use program staff at (608) 266-2299 or email us at DNR Water Use Program.

Step 4 – Correct Possible Reporting Errors

What does this error mean?

- For Source 1 your reported water use is the same every month. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

You reported every month has the same amount of water pumped. This makes sense for dairy wells or shop wells, where the amount water withdrawn is estimated based on the number of cows in the dairy or the number of people using the shop, both of which can stay pretty similar every month. But for other situations, like irrigation wells with totalizing flow meters or timed hour meters, it's unlikely to use the exact same amount of water every single month.

How should you correct this error?
Please check to see if the "Method Code" for how you estimated the withdrawal amount is correct. If you are using methods like totalizing flow meters or timed hour meters, please double check your records to see if you were actually withdrawing the same amount every month, or it this is a typo.

What does this error mean?

- For Source 2 your reported water use is sequentially increasing, like the raw readings from a totalizing flow meter. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

The reported water use for this source is sequentially increasing every month (for example, 1 million gallons in May, then 3 million gallons in June, then 4.5 million gallons in July, etc). While there are some situations where the amount of water withdrawn increases every month, this can also be from using the raw numbers from a totalizing meter, which just counts a running sum of pumping throughout the year.

How should you correct this error?
If you are using a totalizing meter (like a totalizing flow meter or a timed hour meter), make sure you have remembered to subtract the previous month's meter reading for every month.

What does this error mean?

- For Source 1 your reported water use for one or more months is greater than the reported capacity of your pump. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

The reported withdrawal amount for one of the months is greater than the pump's capacity, suggesting that the pump was running for more than 24 hours a day for the entire month (in other words, a physical impossibility).

How should you correct this error?
Please double check your entries to make sure there isn't a typo in one of the months. Also double check to make sure your math and conversions are correct (for instance, if you're using a timed hour meter, make sure your math is correct to get from hours of use to gallons pumped). If you believe there is an issue with the listed pump capacity, please contact DNRWATERUSEREGISTRATION@wisconsin.gov.