



April 2025

## Welcome to Online Reporting

MyWisconsin ID is needed for login. This is the same login used for Well Fill & Seal reporting.

To sign up: <https://dnr.wi.gov/topic/switchboard/>

WCR Link: <https://apps.dnr.wi.gov/wcr/>

WAR Link: <https://apps.dnr.wi.gov/wars/>

### Tips for completing reports

- License numbers must be 4 digits. Use leading zero(s) as needed.
- When entering values less than one, use a zero in front of a decimal point.  
*Example: ¾ = 0.75*
- Coordinates must be in decimal degrees (DD.DDDDDDD). Round to only 7 decimal places.

### Action Buttons (report list screen):

-  Open Entry Screen
-  Opens printable WCR (PDF file)
-  Print First Water Quality Test lab slip

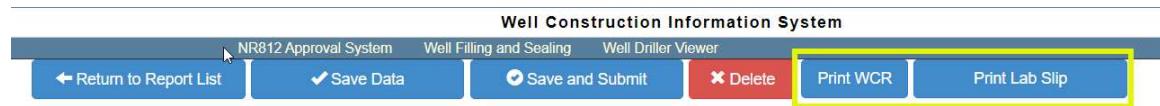
The required fields for saving a WCR are denoted by a red asterisk.

### **It is recommended to save often to avoid losing work.**

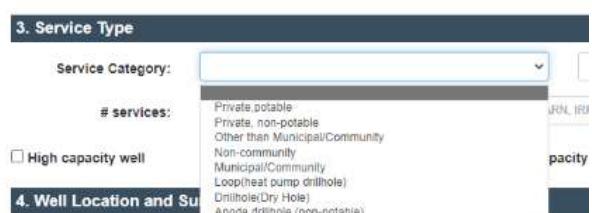
- Click “Generate WUWN” to assign a WUWN



- After saving, use “Print Lab Slip” to get a First Water Quality Test slip.
- Use “Print WCR” to create a printable copy of your WCR.



- Select a service category from the drop down.  
*2<sup>nd</sup> drop down is optional*



- Select grouting method from drop down.

- Enter grout material (including weight), depth, and amount.

7. Grout or Other Sealing Material	
Method:	BRADENHEAD
Kind of Sealin	GROUT (FLOAT) SHOE
8. Geology	
GROUT DISPLACEMENT (PLUG)	
HALLIBURTON (DOUBLE PLUG)	
HALLIBURTON (SINGLE PLUG)	
MOUNDED	
9. Static We	
STREET ELBOW	
TREMIE PIPE - GRAVITY	
Above/Belo	TREMIE PIPE - PUMPED
Specific Capacity:	CALCULATED
Units(gpm if blank)	

- Section 13 (Signatures), enter initials and 4-digit individual license number(s).
- If Rig Operator is not registered or is a licensed well driller, do not enter a license number.

13. Additional Information			
Contractor Initials:	License#:	Date:	MM/DD/YYYY
Rig Operator Initials:	Registration#:	Date:	MM/DD/YYYY

- To record a variance, enter the Variance ID.

Variance ID	Variance or Exception Type	Date	Reason	Delete
		▼ MM/DD/YYYY		✖

- Use the Comments field to enter any additional information about the well.

Examples: problematic drilling, grouting issues, hole collapse, etc.

- Click “Save and Submit” to send your WCR to DNR for review.

Save and Submit

- Your report may be flagged with errors. You should correct errors in fields for information known to you. For errors you are unable to correct, check “Ignore all error and submit to DNR” and click “Save and Submit” again.

**Ignore all error and submit to DNR.**  
Please fix the error and try again.

## Contact us

For technical assistance: [DNRDGPPrivateWaterWebSupport@wisconsin.gov](mailto:DNRDGPPrivateWaterWebSupport@wisconsin.gov)  
 For assistance completing reports: [DNRWELLREPORT@wisconsin.gov](mailto:DNRWELLREPORT@wisconsin.gov)