

## MyWisconsin ID & Well Abandonment/Well Construction Report Setup Overview

DNR Switchboard: https://dnr.wisconsin.gov/topic/Switchboard

#### To obtain MyWisconsin ID

1. Click on *Login/Create User ID*. Click *Create new account* under MyWisconsin ID heading.



- 2. Enter First Name, Last Name, and a valid Email address. Click *Sign Up* button.
- 3. Verify email address and choose password.
- 4. Set up Multi-Factor Authentication (MFA) method.

# If account registration is not completed (verify email, create password, enroll in MFA) within 2 hours, the account will be deleted and you will need to start the process over from the beginning.

#### To get access to enter Well Abandonment/Well Construction Reports

- 1. Go back into the Switchboard and click on "Request Access".
- 2. Under "Drinking Water:" pick Well Abandonment and Construction Report Entry. Finish the process.
- 3. DNR will get an email from the Switchboard indicating that you want access to well filling and sealing and/or well construction report.

Wait for an email from DNR Private Water Web Support <u>(DNRDGPrivateWaterWebSupport@wisconsin.gov</u>) indicating your access has been granted.

Drinking Water		
	Well Abandonment and Construction Report Entry	0
	Drinking Water Monthly Operating Report (eMOR) Certified Operator (Submit and Entry)	0
	Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only)	0
	OWQP Data Submittal Role	0

### WHERE TO ENTER REPORTS

Once you receive an email saying you have been granted access, you can start entering reports.

	WCR Link:	https://dnrx.wisconsin.gov/wellconstructionext/
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WAR Link: <u>https://apps.dnr.wi.gov/warspub/Report</u>

#### Contact us

For technical assistance: For assistance completing reports: DNRDGPrivateWaterWebSupport@wisconsin.gov DNRWELLREPORT@wisconsin.gov