



## 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 ([DNRDGPrivateWaterWebSupport@wisconsin.gov](mailto:DNRDGPrivateWaterWebSupport@wisconsin.gov)) indicating your access has been granted.*



### WHERE TO ENTER REPORTS

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

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

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

### Contact us

For technical assistance:

[DNRDGPrivateWaterWebSupport@wisconsin.gov](mailto:DNRDGPrivateWaterWebSupport@wisconsin.gov)

For assistance completing reports:

[DNRWELLREPORT@wisconsin.gov](mailto:DNRWELLREPORT@wisconsin.gov)