Water Usage Reporting

The Water Use Program is responsible for registering large quantity withdrawals, collecting annual water use data, making determinations on the potential impacts to water resources as a result of proposed withdrawals, and processing water withdrawal permits. The information managed by the Water Use Program provides an environmental baseline for managing water resources in an integrated manner and strengthens the legal basis for opposing unwarranted diversions of Great Lakes water.

If you have any questions or concerns, please feel free to contact us at MDARD-WaterUseReporting@Michigan.gov

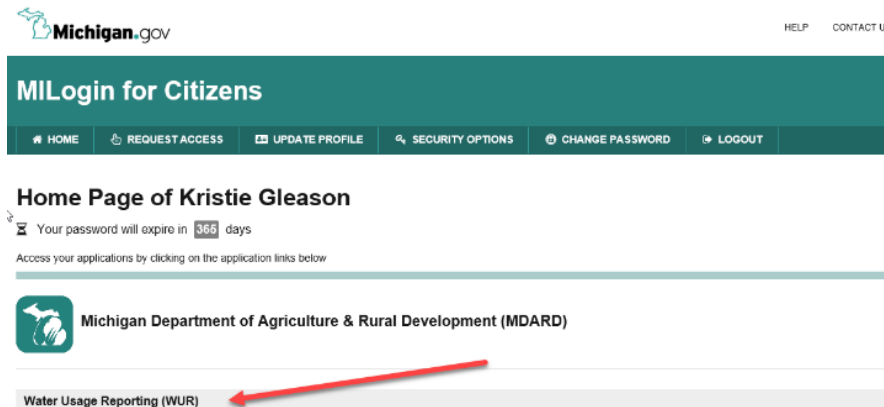*All information that is gathered within the Water Use Reporting program is protected*

Rev. 10/26/18

MILogin Instructions

1) To sign up for MILogin, go to: https://milogin.michigan.gov/. For directions on how to use MILogin for Citizens, click here or click "Help" located at the upper right side of the screen when on the MILogin page.

2) Once you are logged in to MILogin for Citizens, click on **Water Usage Reporting (WUR)**. If it does not appear when you log on, you must first click **Request Access,** choose MDARD in **Select Agencies**, and select **Water Use Reporting**. Once access has been granted, "Water Usage Reporting (WUR)" will appear on your "Home" page of your MILogin account.
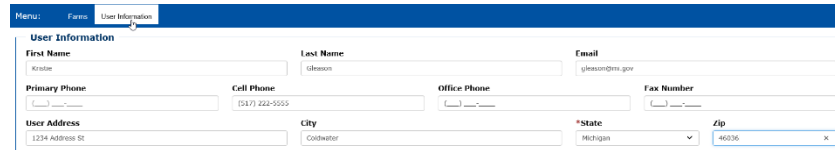

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User Information

3) A broadcast message may be at the top of the screen when you start the application. This is an informational message that MDARD is able to update when needed. **Click the X to close the message**.

4) Click on User Information to input or update your contact information. You should do this before entering any Farm Information.
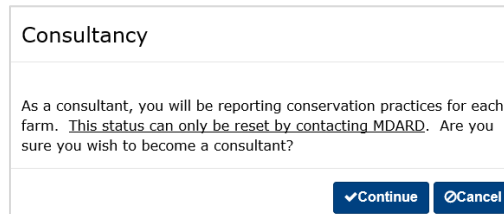
5) If you are a Consultant or a technician reporting on behalf of more than one Producer, Click on the check box.

Once checked you will receive a pop up asking if you are sure you wish to become a consultant. **Click Continue if you are a Consultant or click Cancel if you are not a Consultant**

6) All users entering data into the new water use reporting system for the first time must enter all of their contact information to transfer their old data into the system. **Click Save.**

Save

If you do not click save and want to move on to the next steps, you will receive a pop up message that states 'Unsaved Changes Detected". **Click Yes if you don't want to save your changes, Click No to go back to the previous screen or click Save and continue to save your changes.**

Unsaved Changes Detected

Unsaved changes detected. Do you want to navigate away from this page and lose any unsaved changes?

✔ Yes   ⊘ No   🖫 Save and Continue

7) Once your information is correct, Click the Save button.

Save

This will add a bar at the top of the page to let you know the information was saved. You can close that bar by clicking on the X.

User Information Saved Successfully!   X

8) If you have farms that need to be migrated from the old WUR system and have not done so already when prompted at the beginning of the application, **click on Migrate Old WUR Account.**

Migrate Old WUR Account

Enter your old User Name and Password then click submit.

Migrate Old WUR Account

Farms and pumps associated with your old WUR account may be migrated to **this account** by submitting your old WUR Username and Password.
If you established and are requesting to migrate more than one account, you should submit the username and password for respective accounts. Each account's farms will then be associated with your new MILogin account.
You may cancel and return to this page later by clicking **User Information** from the main menu above, and selecting the "Migrate Old WUR Account" button.

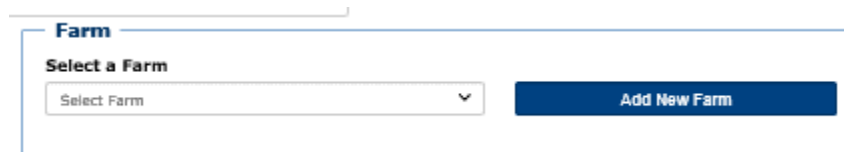| *User Name | *Password | | |
| Old WUR Username | Old WUR Password | Submit | Cancel |
| User Name is required | Password is required | | |

Farm Information Entry

9) From the Menu in the upper left corner, **click on Farms.**

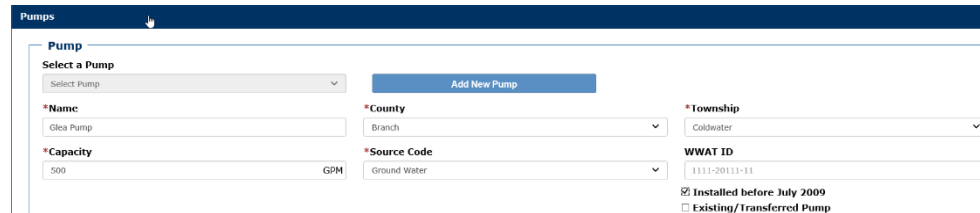**10) Select the reporting year using the drop down arrow.**

11) Select the farm that you are reporting for. This will provide more information about the farm. You can also **click on Add New Farm Button to add a new farm**.

*Note: if you are adding a new farm**, put in the appropriate information for that farm and click Save***

Pump Information Entry

12) Under the Pumps section, **Select a pump or add new pump**. This will open the fields for information on the pump you need to report. Then **fill in all required fields**. Required fields have a red * next to them.
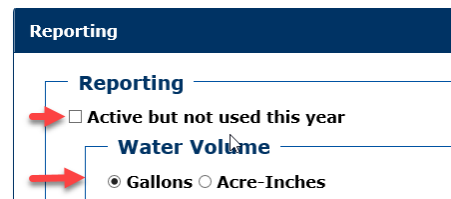

13) If you would like to see or change your pump location, **enter your pump's longitude and latitude information in the text boxes. You can click and drag the location indicator on the map to more precisely mark the location of your pump.** If you would like, at the top right of the map, you can choose how you would like to view the map, zoom in and out, and find your location.
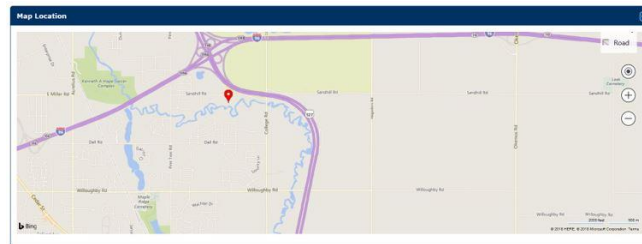
14) Enter your water volume for the year you are reporting. You can report usage by Gallons or Acre-Inches. **Choose how you want to report by clicking on the Gallons button or the Acre-Inches button.** If your pump is active but you did not use it for the year you are reporting on, **click the Active but not used this year button.**

15) If you report by gallons, **enter total gallons by month**.

Water Volume for All Uses in 2018 for pump 'Pump 1'

⦿ Gallons ◯ Acre-Inches

January	February	March	April	May	June
0 gal	0 gal	0 gal	0 gal	0 gal	0 gal

July	August	September	October	November	December
0 gal	0 gal	0 gal	0 gal	0 gal	0 gal

16) If reporting by Acre-Inches, you must report both acre and inches by month. The program will automatically calculate the gallons used by month. **Enter acres and inches.**

Water Volume for All Uses in 2018 for pump 'Pump 1'

◯ Gallons ⦿ Acre-Inches

January		February		March	
Acre	Inch	Acre	Inch	Acre	Inch

April		May		June	
Acre	Inch	Acre	Inch	Acre	Inch

July		August		September	
Acre	Inch	Acre	Inch	Acre	Inch

October		November		December	
Acre	Inch	Acre	Inch	Acre	Inch

17) Under Reporting Water Use, **choose as appropriate use from the dropdown arrow**. If used for crop irrigation, enter the total acreage used for that crop in the acreage field. Click the Add New Use button to add more information.

Water Use (At least ONE water use must be reported for this pump if it was active)

*Use

Apples ▼

*Acreage

200

🗑

Add New Use

Clear   **Save**   **Reset Reporting**

18) If you want to clear out your water use details, **Click Clear.**

Clear

If you clicked Clear to clear out your water use details, a pop up message will appear, **click Continue if you are sure you want to Clear all water usage details, if you do not want to clear the water usage details, click Cancel.**

Clear Reporting Section

Delete water usage details?

✔Continue   ⊘Cancel

19) If you want to reset your Water Volume and Water Use, **click Reset Reporting'. You will need to re-enter your volumes and uses after resetting them.**
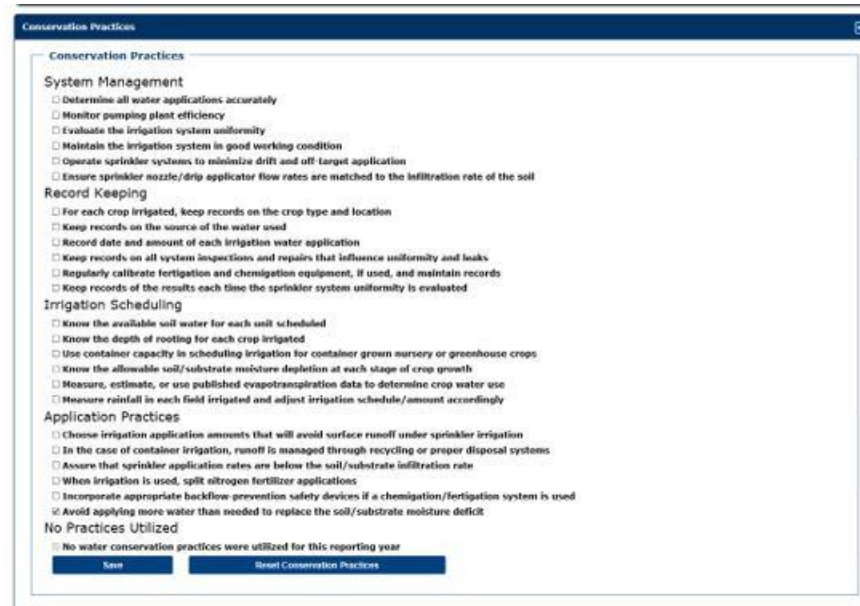
Reset Reporting

20) Click Save.

Save

Conservation Practices

21) Under the Conservation Practices bar, **select applied practices** that are appropriate to your farm.

22) If you are a consultant, you must report different practices between farms. To do this, use the dropdown box located in the Farm section to select a different farm. Repeat this procedure as necessary for additional farms and/or pumps and remember to click save for each farm.
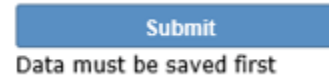
23) Click **Save** when you have finished checking the desired boxes.

Save

24) You may preview your report in progress by **clicking on the Preview Report** button.

Preview Report

25) When complete, **click Save then click Submit**. Once submitted you can't go back and make changes.

Submit

Data must be saved first

26) Once you have submitted a report you can view your report under **View Past Report**. Make sure you have selected the Reporting Year in the dropdown box located near the bottom left. If you are finished, you may close the browser.

View Past Report