



Water Usage Reporting

Environmental Stewardship Division
Michigan Department of Agricultural and Rural
Development
PO Box 30017
Lansing, MI 48909

Email: MDARD-WaterUseReporting@Michigan.gov



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

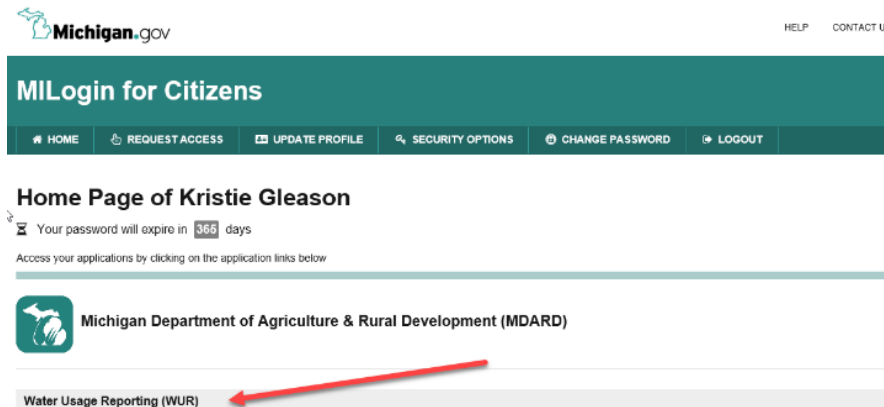
MILogin Instructions

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.



The screenshot shows the MILogin for Citizens login page. The page has a dark teal background with a boat on the left. The Michigan.gov logo is in the top left, and HELP and CONTACT US links are in the top right. The main heading is "MILogin for Citizens". Below this, there is a "Login to your account" section with two input fields: "User ID" and "Password". Below the input fields are three buttons: "LOGIN" (orange), "SIGN UP" (white with teal border), and "CONTINUE AS GUEST" (white with teal border). There are also links for "Forgot your User ID?", "Need Help?", and "Forgot your password?".

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.



The screenshot shows the MILogin for Citizens home page. The page has a dark teal header with the Michigan.gov logo and HELP and CONTACT US links. Below the header is a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main heading is "Home Page of Kristie Gleason". Below this, there is a notification: "Your password will expire in 568 days". Below the notification, there is a section for "Michigan Department of Agriculture & Rural Development (MDARD)". Underneath this section, there is a link for "Water Usage Reporting (WUR)" which is highlighted with a red arrow.

User Information

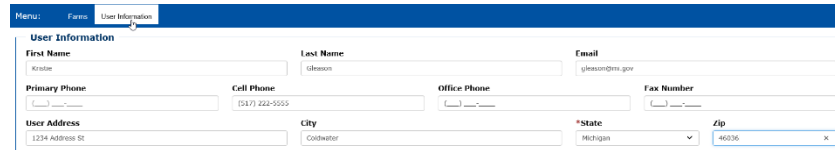
3) A broadcast message may be at the top of the screen when you start the application. This is an informational message that MDARD is able to update when needed. **Click the X to close the message.**



The screenshot shows a notification box titled "Broadcast Messages" with a close button (X) in the top right corner. It contains a table with the following data:

#	Description	UpdatedOn
1	Welcome to Water Use Reporting - Citizen Testing - Thank you for your help!	2018-10-12 10:58:20

4) Click on User Information to input or update your contact information. You should do this before entering any Farm Information.



The screenshot shows the "User Information" form with the following fields:

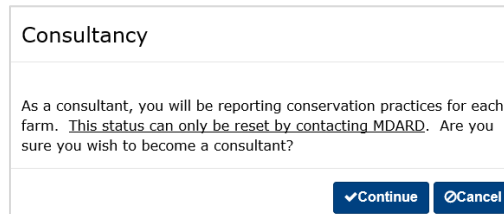
- First Name: Krabe
- Last Name: Gibson
- Email: gleson@mi.gov
- Primary Phone: (517) 222-5555
- Cell Phone: () - -
- Office Phone: () - -
- Fax Number: () - -
- User Address: 1234 Address St
- City: Coldwater
- *State: Michigan
- Zip: 46036

5) If you are a Consultant or a technician reporting on behalf of more than one Producer, Click on the check box.



- Check here if you are a Consultant or a technician reporting on behalf of more than one Producer

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**



The screenshot shows a dialog box titled "Consultancy" with the following text:

As a consultant, you will be reporting conservation practices for each farm. This status can only be reset by contacting MDARD. Are you sure you wish to become a consultant?

Buttons:

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.**



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?



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



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.



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.**



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 MLogin 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 Old WUR Username User Name is required	*Password Old WUR Password Password is required	Submit	Cancel
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Farm Information Entry

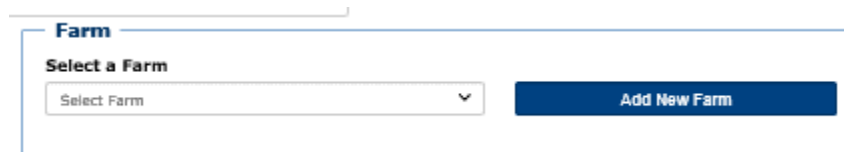
9) From the Menu in the upper left corner, **click on Farms.**



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

A screenshot of a web form element. It consists of a rectangular box with a light gray border. At the top left of the box, the text "Reporting Year" is displayed. Below this text is a white input field with a light gray border. Inside the input field, the text "Select Year" is visible, and a small downward-pointing arrow is located on the right side of the field, indicating it is a dropdown menu.

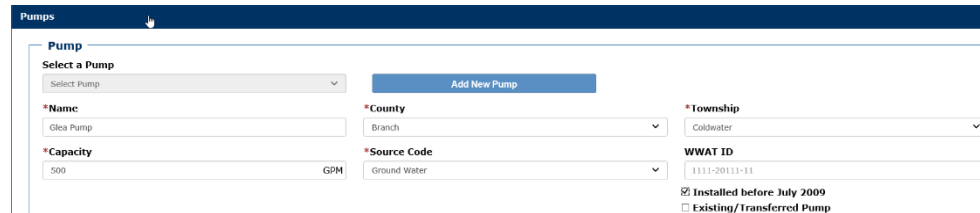
11) Select the farm that you are reporting for. This will provide more information about the farm. You can also **click on Add New Farm Button** to add a new farm.

A screenshot of a web form titled "Farm". The form has a light blue border. At the top left, the word "Farm" is written in blue. Below it, the text "Select a Farm" is displayed. Underneath "Select a Farm" is a white input field with a light gray border. Inside the input field, the text "Select Farm" is visible, and a small downward-pointing arrow is located on the right side of the field. To the right of the input field is a dark blue button with the text "Add New Farm" in white.

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

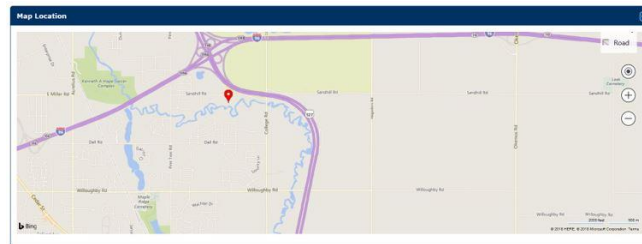
Pump Information Entry

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.

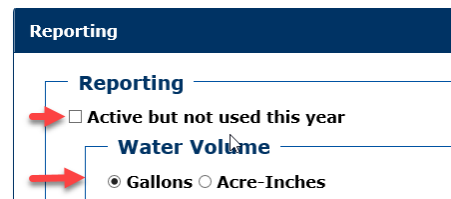


The screenshot shows the 'Pumps' section of a web application. It features a 'Pump' header with a 'Select a Pump' dropdown menu and an 'Add New Pump' button. Below these are several input fields: '*Name' (with 'Glea Pump' entered), '*Capacity' (with '500' and 'GPM' units), '*County' (with 'Branch' selected), '*Source Code' (with 'Ground Water' selected), '*Township' (with 'Coldwater' selected), and 'WWAT ID' (with '1111-20111-11' entered). At the bottom, there are two checkboxes: 'Installed before July 2009' (checked) and 'Existing/Transferred Pump' (unchecked).

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**.



The screenshot shows the 'Reporting' section of the form. It has a dark blue header with the word 'Reporting' in white. Below the header, there are two main sections. The first section is labeled 'Reporting' and contains a checkbox labeled 'Active but not used this year'. The second section is labeled 'Water Volume' and contains two radio buttons: 'Gallons' (which is selected) and 'Acre-Inches'. Red arrows point to the 'Active but not used this year' checkbox and the 'Gallons' radio 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
<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal
July	August	September	October	November	December
<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 0 gal	<input type="text"/> 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 Acre <input type="text"/> Inch <input type="text"/>	February Acre <input type="text"/> Inch <input type="text"/>	March Acre <input type="text"/> Inch <input type="text"/>
April Acre <input type="text"/> Inch <input type="text"/>	May Acre <input type="text"/> Inch <input type="text"/>	June Acre <input type="text"/> Inch <input type="text"/>
July Acre <input type="text"/> Inch <input type="text"/>	August Acre <input type="text"/> Inch <input type="text"/>	September Acre <input type="text"/> Inch <input type="text"/>
October Acre <input type="text"/> Inch <input type="text"/>	November Acre <input type="text"/> Inch <input type="text"/>	December Acre <input type="text"/> Inch <input type="text"/>

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 *Acreage 

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.

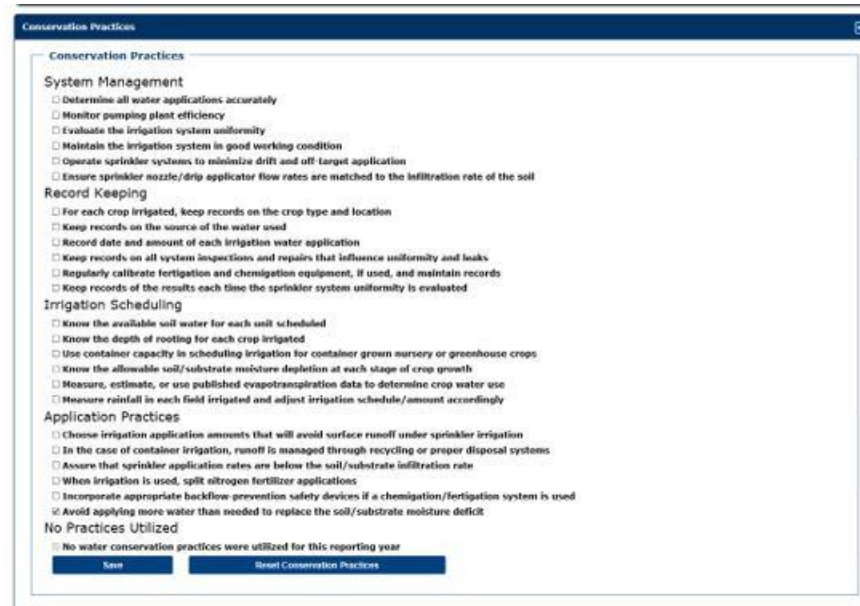
Reset Reporting

20) Click Save.

Save

Conservation Practices

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

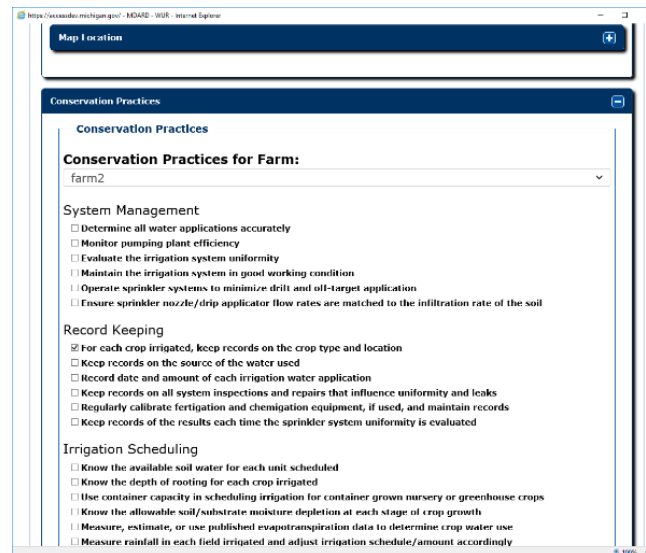


The screenshot shows a web browser window titled "Conservation Practices". The page content is organized into several sections, each with a list of checkboxes:

- System Management**
 - Determine all water applications accurately
 - Monitor pumping plant efficiency
 - Evaluate the irrigation system uniformity
 - Maintain the irrigation system in good working condition
 - Operate sprinkler systems to minimize drift and off-target application
 - Ensure sprinkler nozzle/drip applicator flow rates are matched to the infiltration rate of the soil
- Record Keeping**
 - For each crop irrigated, keep records on the crop type and location
 - Keep records on the source of the water used
 - Record date and amount of each irrigation water application
 - Keep records on all system inspections and repairs that influence uniformity and leaks
 - Regularly calibrate fertigation and chemigation equipment, if used, and maintain records
 - Keep records of the results each time the sprinkler system uniformity is evaluated
- Irrigation Scheduling**
 - Know the available soil water for each unit scheduled
 - Know the depth of rooting for each crop irrigated
 - Use container capacity in scheduling irrigation for container grown nursery or greenhouse crops
 - Know the allowable soil/substrate moisture depletion at each stage of crop growth
 - Measure, estimate, or use published evapotranspiration data to determine crop water use
 - Measure rainfall in each field irrigated and adjust irrigation schedule/amount accordingly
- Application Practices**
 - Choose irrigation application amounts that will avoid surface runoff under sprinkler irrigation
 - In the case of container irrigation, runoff is managed through recycling or proper disposal systems
 - Assure that sprinkler application rates are below the soil/substrate infiltration rate
 - When irrigation is used, split nitrogen fertilizer applications
 - Incorporate appropriate backflow prevention safety devices if a chemigation/fertigation system is used
 - Avoid applying more water than needed to replace the soil/substrate moisture deficit
- No Practices Utilized**
 - No water conservation practices were utilized for this reporting year

At the bottom of the form are two buttons: "Save" and "Reset Conservation Practices".

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.



This screenshot shows the same "Conservation Practices" form, but with a dropdown menu open under the heading "Conservation Practices for Farm:". The dropdown menu displays "farm2". The checkboxes for "Record Keeping" and "Application Practices" are now checked, indicating that these practices are being reported for "farm2".

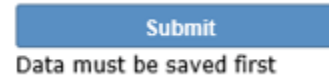
23) Click **Save** when you have finished checking the desired boxes.



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



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



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.

