Michigan Online Water Use Reporting

DIRECT QUESTIONS AND COMMENTS TO:

Abigail Eaton
517-241-3933
eatona@michigan.gov

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

1. Welcome page

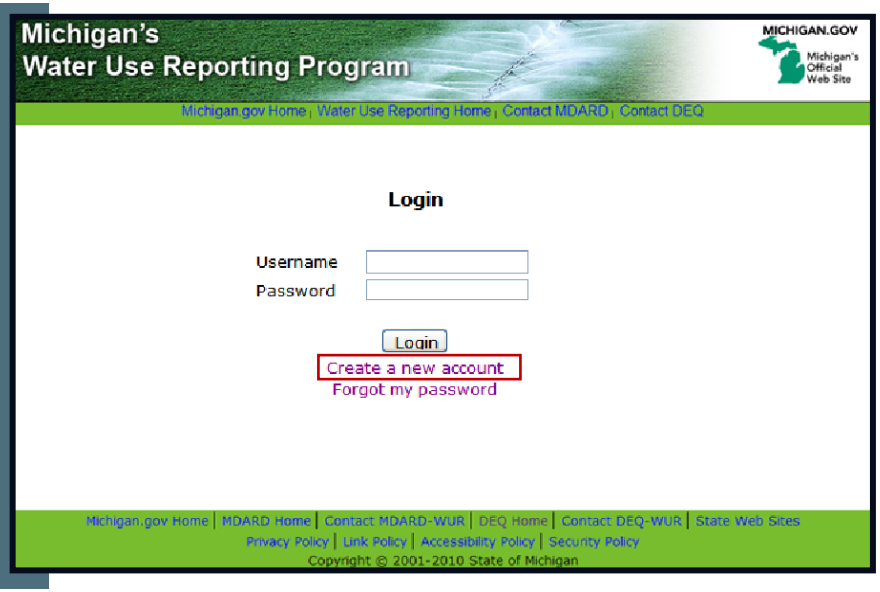
- Type in http://www.deq.state.mi.us/wur into your browser's address bar.
- This brings you to the *Welcome page*. Click on the MDARD logo to proceed.

2. Creating an account

- You are directed to the *Login page*.
- Click on "Create a new account." See Page 2 for further instructions.

THE WELCOME PAGE

LOGIN PAGE



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2: Creating an account, cont.

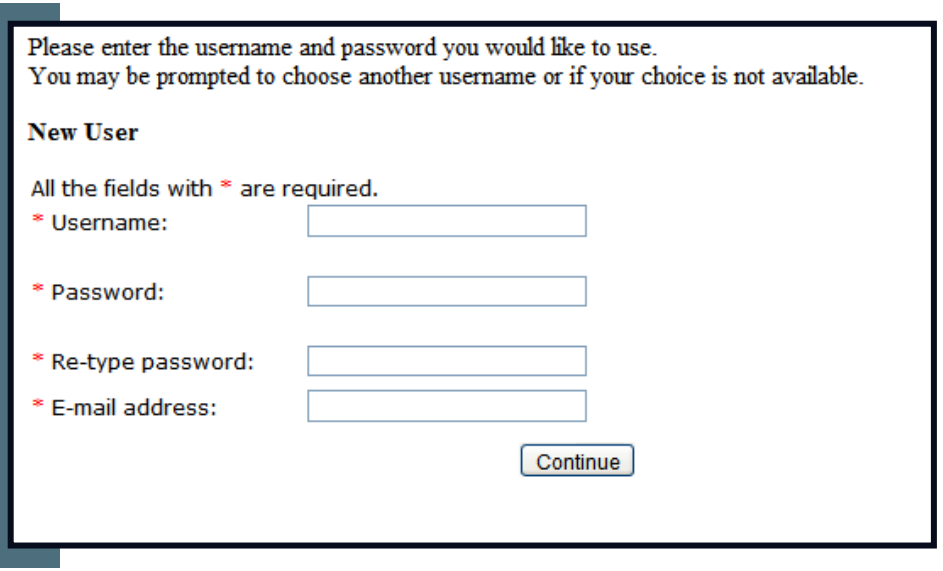
NEW USER PAGE:

- At the *New User page*, enter a username and password of your choice, and provide a working email address.
- Your password must be at least 8 characters long and contain at least one of each of the following: number, lower-case letter, upper-case letter, and special character.
- Hit the "Continue" button.

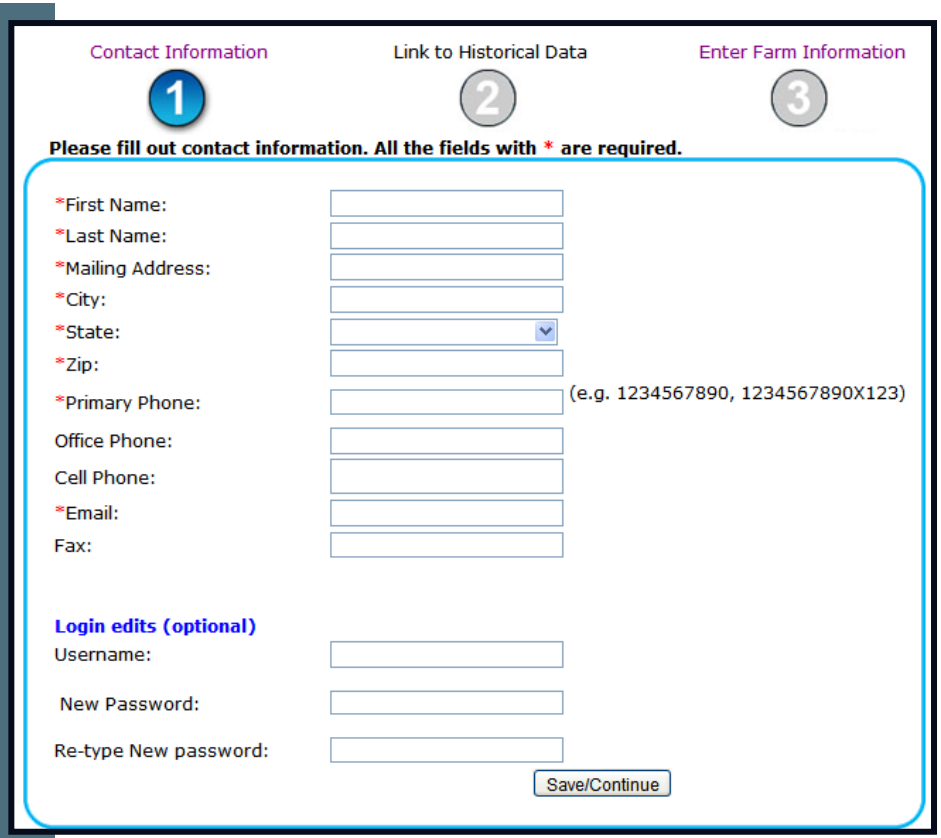
CONTACT INFORMATION PAGE:

- You are now directed to the *Contact Information page*. Enter your information. Anything marked by an asterisk is required.
- The Login edits section of the *Contact Information page* gives you the option to change your username or password now or in the future. Make any desired changes.
- Hit "Save/Continue" when finished.

NEW USER PAGE



CONTACT INFORMATION PAGE



3. Logging into your account

LOGIN PAGE:

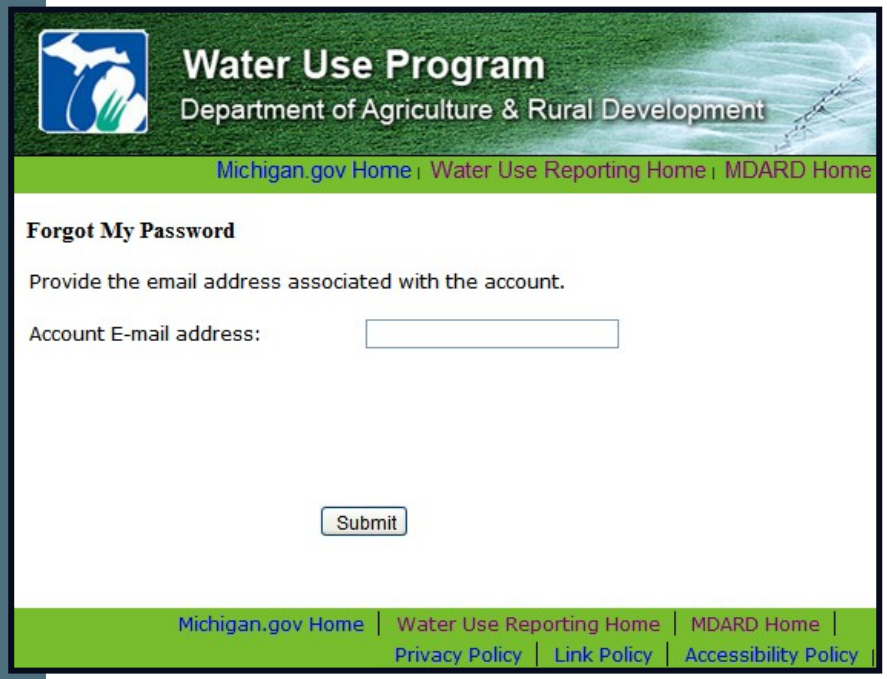
- Once you have created an account, go to the *Login page*, enter your username and password, and hit "Login".
- You will be directed to the *Contact Information page*. Update your information if needed and press "Save/ Continue".

FORGOT YOUR PASSWORD?:

- Click the "Forgot my password" link on the *Login page*.
- Enter the email associated with your account, and hit "Submit".
- An email will be sent to that account with a temporary password.
- Login using the temporary password.
- Update your password on the *Contact Information page* under the "Login edits" section.

LOGIN PAGE

FORGOT PASSWORD PAGE



4. Linking to historical data

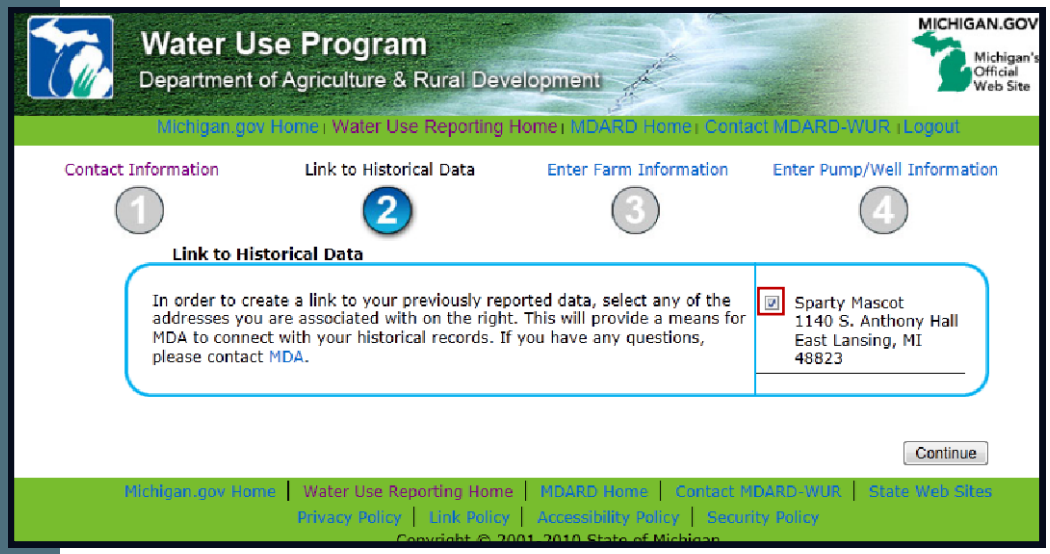
HISTORICAL DATA:

- After you've created an account, you will be directed to the *Link to Historical Data page*.
- For MDARD to access historical water use reports, we attempt to connect users of the new water use reporting system with previous water use reports.
- You will only be asked to do this once.

SELECTING YOUR RECORDS:

- Check the box next to any of the farm addresses for which you have previously reported.
- If the system is unable to connect you to your previous records, it does not mean that you are not in the system. Please contact MDARD to let them know. You may still proceed to input your water use reporting information.
- When finished, press "Continue."

LOGIN PAGE



5. Farm information

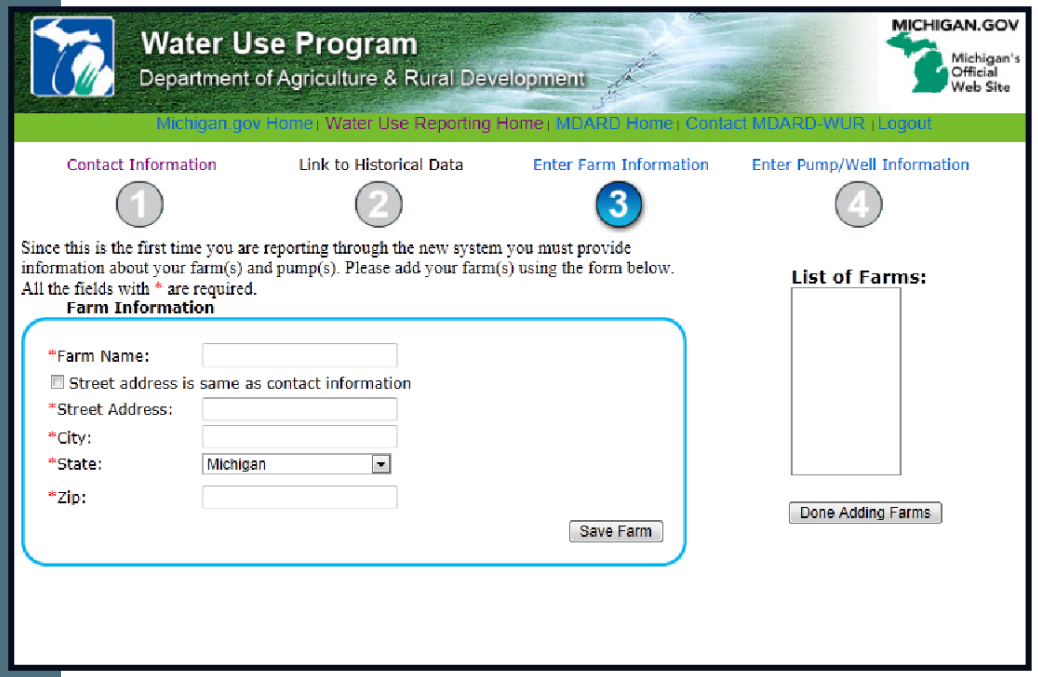
FARM REPORTING OPTIONS:

- You may report multiple farms by their pumps under one "umbrella" farm or you may choose to report multiple farms on a farm by farm basis.
- If you are reporting multiple individual farms, make sure to add all of your farms before moving forward to add your pumps.

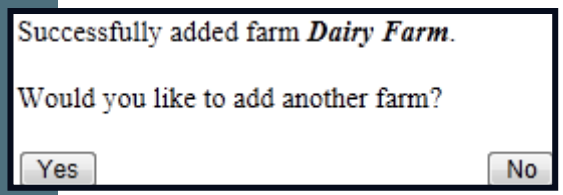
ENTERING FARM INFORMATION:

- All users entering data into the new water use reporting system for the first time must completely enter all of their farm information and withdrawal data into the system.
- This will *not* have to be done in subsequent reporting years, unless new farms are acquired with high capacity pumps.
- Enter a farm name and address and press "Save Farm." As shown to the right, you will be prompted to add more farms if needed.
- When finished adding all farms, hit the "Done Adding Farms" button.

FARM INFORMATION PAGE



SUCCESSFULLY ADDED FARM



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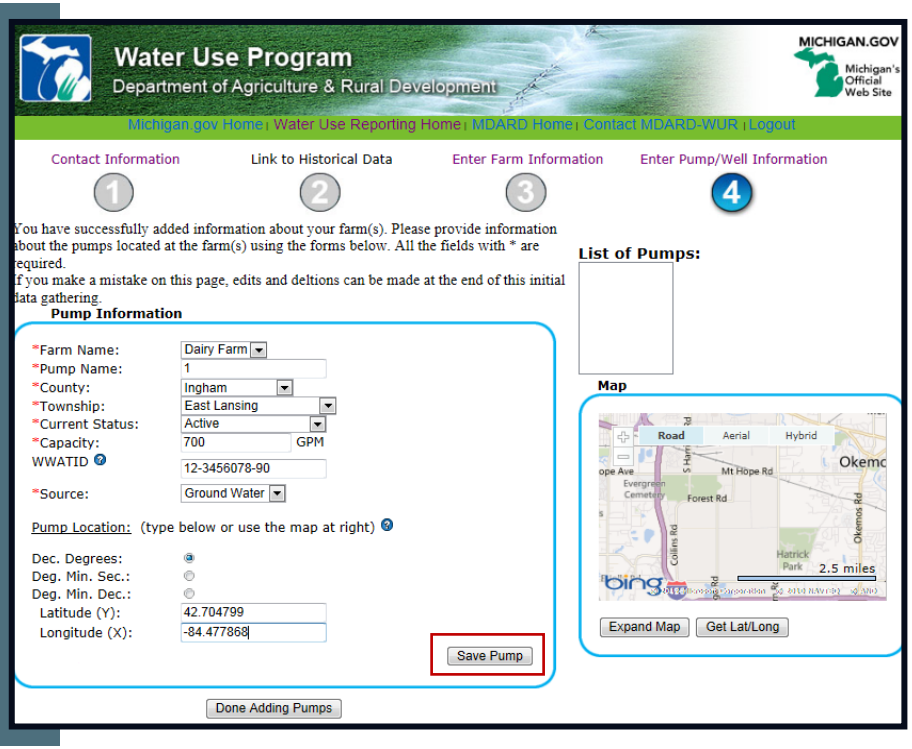
6. Pump information

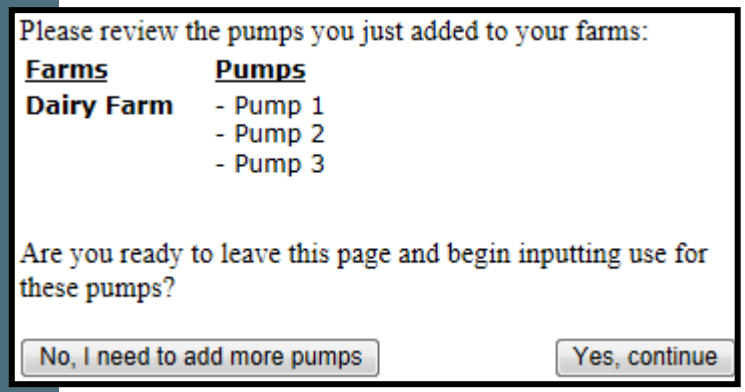
ENTERING PUMP INFORMATION:

- After you enter <u>all</u> of your farm information, you are directed to the *Pump Information page*.
- Select a farm name from the farm drop-down menu, enter the necessary information including your Water Withdrawal Assessment Tool (WWAT) Registration Number if it is a newly registered pump, and select a pump location (see the next page).
- Make sure the pump capacity is correct. You will not be able to edit it later.
- Click the icon if you have questions about a certain input.
- Hit "Save Pump." You will be prompted to add more pumps if needed. Click "Done Adding Pumps" when finished.
- A message will prompt you to confirm you are ready to move on and input water use for your pumps. Click "Yes, Continue" unless you need to add more pumps.

PUMP INFORMATION PAGE



CONFIRM PUMP INFORMATION

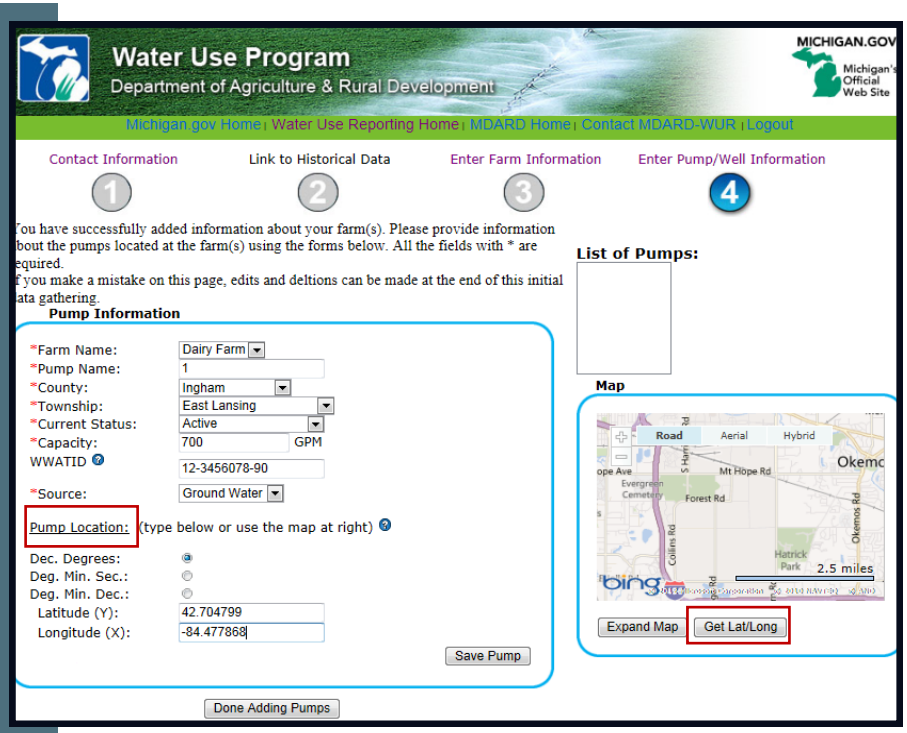


6. Pump information, cont.

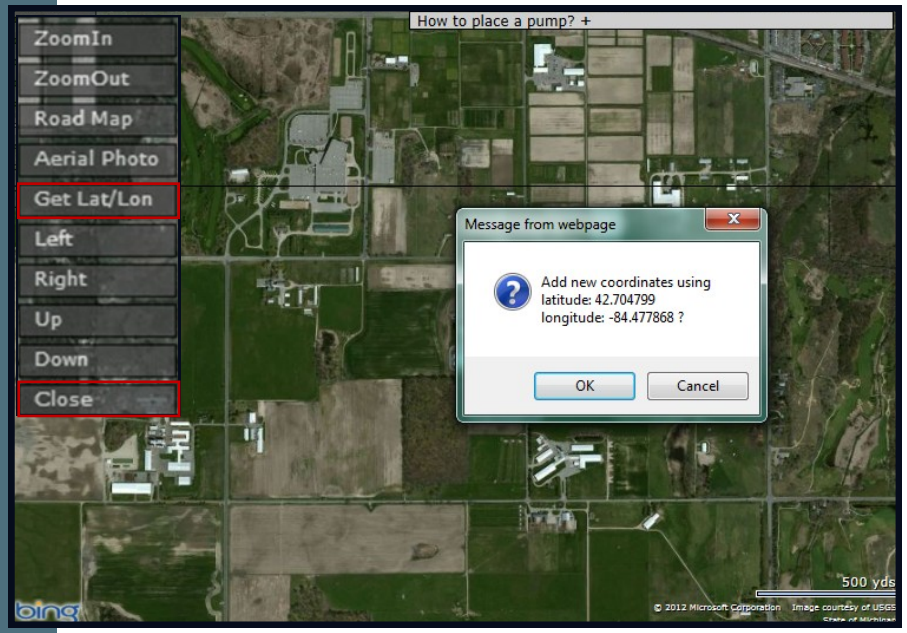
SELECTING PUMP LOCATION:

- Enter the latitude and longitude of the pump as it has been previously reported. You may choose to report in 1) Decimal Degrees; 2) Degrees, Minutes, Seconds or 3) Degrees, Minutes Decimal.
- The pump will appear on the map as a push-pin. This also allows you to verify that the location of the pump as reported is correct.
- If you have not reported and do not know the latitude and longitude of the pump, you can click the "Get Lat/Long" button under the map.
- The map expands. Pan the map to find your pump location and hit the "Get Lat/Long" tab in the top left-hand corner of the screen. Place the crosshairs at the pump location and click once. Click OK when you have the correct coordinates. A message will indicate that the coordinates have been changed. Click OK again.
- Hit "Close" at the left of the screen to return to the *Pump Information page*.

PUMP INFORMATION PAGE



SELECT PUMP LAT / LONG ON MAP

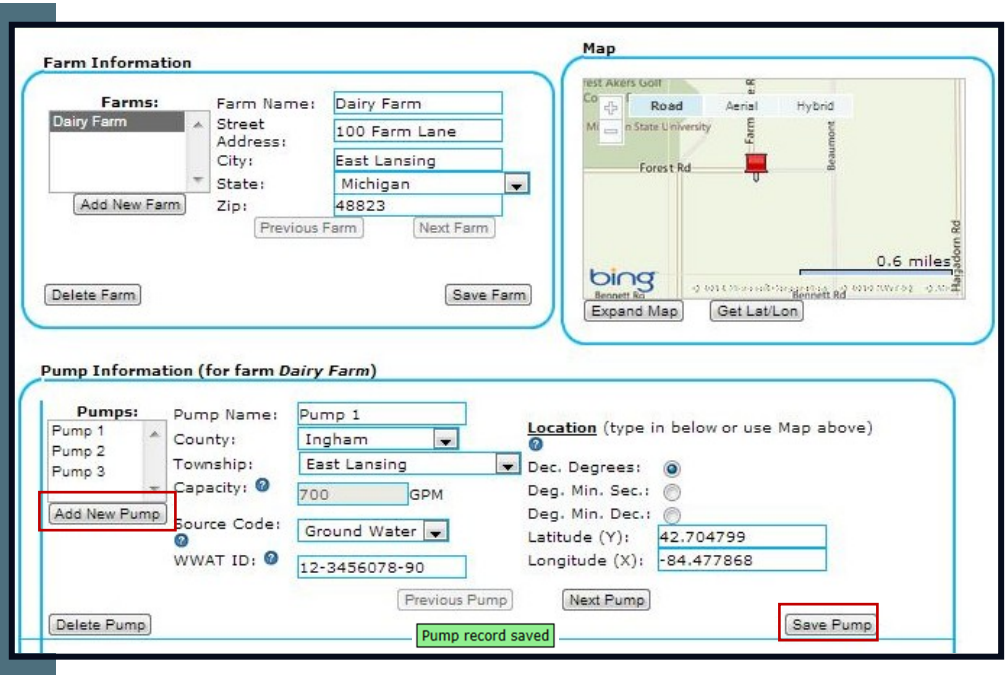


7. Water use information

EDITING FARM/PUMP INFORMATION:

- You can still add/delete farms or pumps, or edit existing information from this page. If desired, you should do so before you enter water use data.
- To add a farm or pump, click the "Add New Farm" or "Add New Pump" button.
- To edit information, select the appropriate farm or pump, correct the information, and hit "Save Farm" or "Save Pump."
- A green box reading "Farm record saved" or "Pump record saved" will indicate you successfully saved the information.

EDIT FARM / PUMP INFORMATION

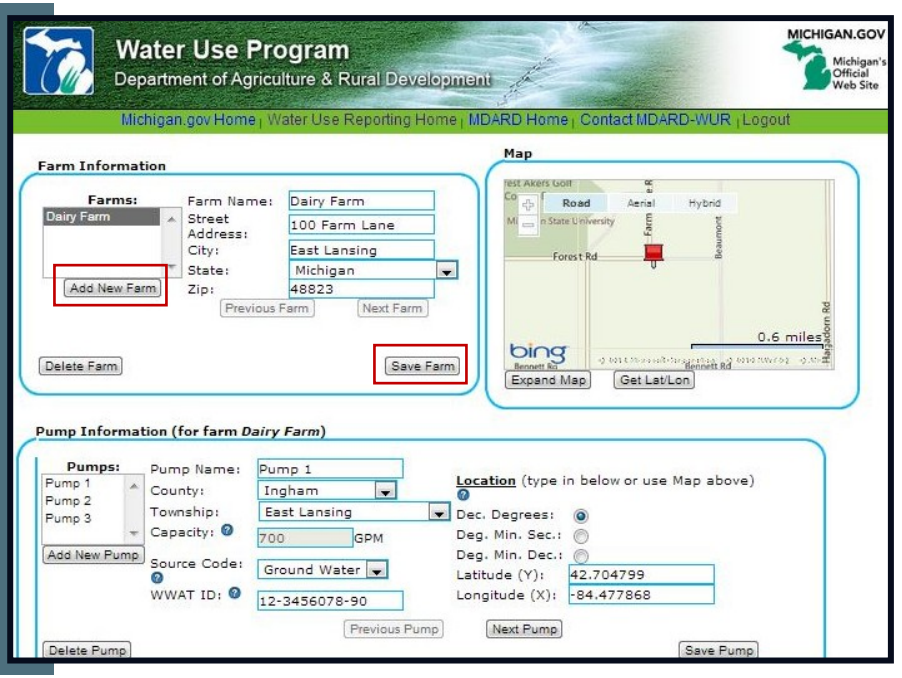


7. Water use information, cont.

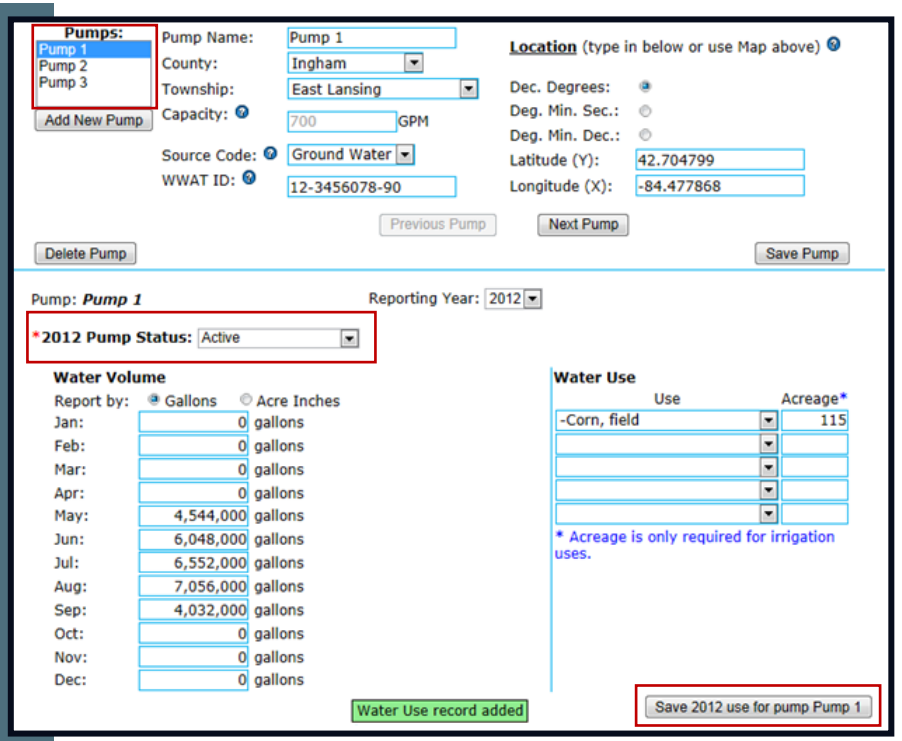
ENTERING WATER USE INFORMATION

- Select the appropriate farm and pump to report water volume and use. You can select the farm or pump by using the drop-down menus or the "Next Pump" or "Previous Pump" buttons where applicable.
- Specify the pump's current status from the drop-down menu. If you did not use the pump this year you may indicate so here.
- Report the water volume in gallons or acre inches for each month. If reporting in acre inches, do not report inches multiplied by acreage – the system will do this calculation for you and convert to gallons. As a rule of thumb, the number of inches per month reported should normally not exceed twelve (12).
- Indicate the type of water use using the drop-down menus and note the acreage for all irrigated uses.
- When finished, hit the "Save" button for that pump, and repeat this process until you've added water use data for every pump.

EDIT FARM / PUMP INFORMATION



ENTER WATER USE INFORMATION



8. Submitting your report

SUBMIT REPORT BUTTON:

- Click "Submit Report" once you have added all of your water volume use data for all pumps under all farms.

SPECIFYING CONSERVATION PRACTICES:

- You will be prompted by a message asking you to specify conservation practices. Click the button.
- Check off any practices that apply to your farm. If none apply, leave it blank. Hit "Save Selections."

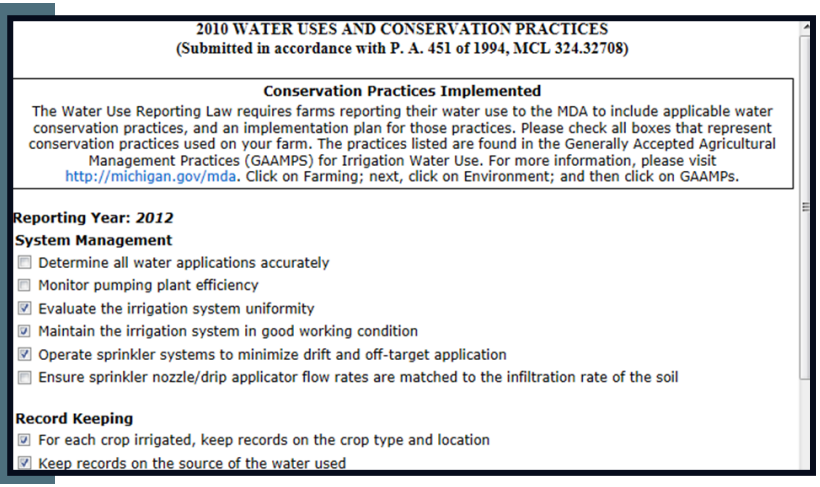
REVIEW YOUR REPORT:

- You will be prompted with a message containing a link to review your report before you officially submit it.
- View the link and double check that your information has been input correctly. **You will not be able to modify your water use for the reporting year after you have submitted your complete report.**

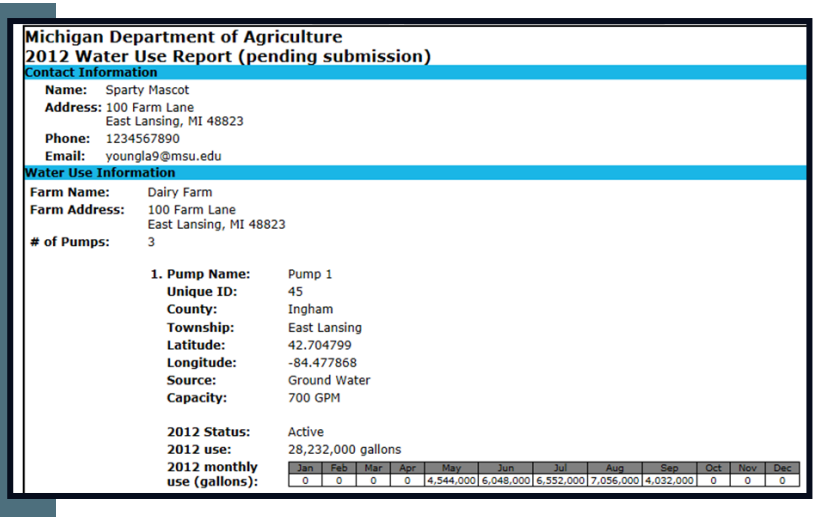
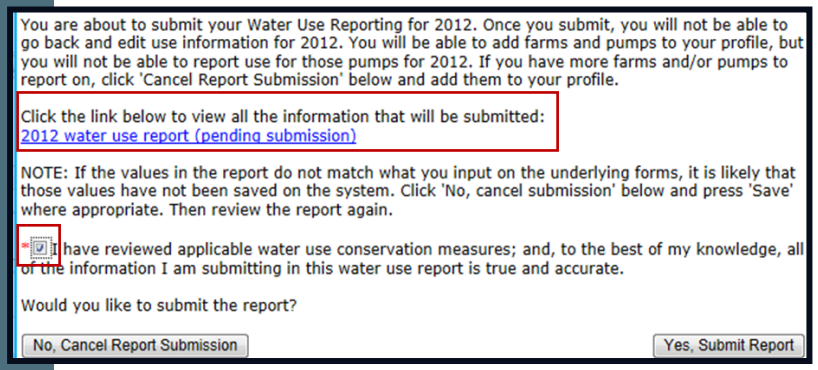
OFFICIAL SUBMISSION:

- Cancel the submission if you find errors in the report and edit your information. Otherwise, check the required box and hit "Yes, Submit Report." You will be prompted to either logoff or print your report.
- If you happen to submit a report in error, or have questions or concerns, please contact Abigail Eaton at MDARD (eatona@michigan.gov).

SPECIFY CONSERVATION PRACTICES



REVIEW REPORT



OFFICIAL SUBMISSION