QUICK SWITCHBOARD/WAMs ID Registration Instructions
(For obtaining access to WASTEWATER Electronic reports)

A: IF YOU CURRENTLY HAVE ACCESS TO ELECTRONIC WASTEWATER REPORTING FORMS:

(ex. Groundwater, DMR). The same level of access will be extended to your other wastewater reports (ex. Land Application forms) as they become available.

You do not need to do anything further with regards to Switchboard/WAMs ID registration. YOU CAN STOP READING HERE.

B: IF YOU ARE NEW TO ELECTRONIC REPORTING:

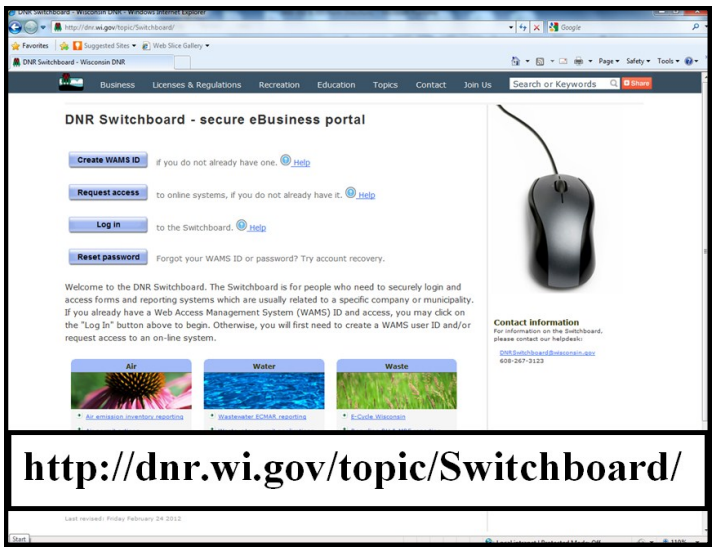
Each individual who enters and/or submits data electronically must have a WAMs ID and be registered on the Switchboard. Please complete ***STEP 1, STEP 2, & STEP 3*** below.

If you already have a WAMs ID go directly to STEP 2: SWITCHBOARD REGISTRATION of the Instructions.

STEP 1: ACCESSING SWITCHBOARD PAGE

Access the Switchboard Registration page by going to either:

- http://dnr.wi.gov/topic/Switchboard/
- DNR Homepage http://dnr.wi.gov, selecting the BUSINESS tab, and then SWITCHBOARD.



STEP 2: WAMs ID REGISTRATION

If you do **not** have a WAMS ID, you need to obtain a WAMS ID:

- Select: **Create WAMS ID** from the Switchboard page: (see **STEP 1: ACCESSING SWITCHBOARD PAGE**)
- You will need to Read & Accept User Agreement, Select: Accept
  - Enter All Required fields denoted by "red asterisks (*)"

    Required Field *

    - **REMEMBER, DO NOT FORGET:** WAMs ID & password (used to log into eReporting)
      - The secret question & email account used may aid in account recovery if needed.
  - To submit the information, Select: Submit
  - Check email account for email from WAMS@wisconsin.gov for an account activation link. Select: link you will be brought to the login page:
    - Perform Activation by entering WAMs ID and Password:

  - Select: **Login** and your account will be activated (This must be done within 4 days in order to successfully activate account).
    - An Activation confirmation message will appear:

> Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

STEP 3: SWITCHBOARD REGISTRATION

ONCE you have received and activated your WAMs Account or if you already have one, you will need to request access to Wastewater Reporting via Switchboard Registration.

- Select: **Request access** from Switchboard Page: (see **STEP 1: ACCESSING SWITCHBOARD PAGE**)
- Accept the Electronic Business Partnership Agreement by Selecting: **Accept**
- Complete all required Contact Information and Facility Location information for the fields denoted by "red asterisks (*)"

  Required Field *

  - Note: Be sure to fill out the correct WAMs ID.
  - Note: Be sure to fill out the correct Facility ID (follow webpage instructions).
    - Each facility is required to fill out the Facility ID differently so it is extremely important to expand the *[More Information]* link and follow instructions.

[More Information]

The DNR usually puts key identification numbers on any correspondence it sends to companies. Most facilities have a 9-digit DNR Facility ID (FID) number. However, there are a few exceptions.

Facility ID: *

- Recycling Responsible Units should use their 5 digit DOR municipal code.
- Registrants for E-Cycling may enter their company's 9 digit Federal Employer Identification Number (FEIN).
- Licensed Septage Businesses must enter their 1 to 4 digit Septage Business License number. (Note: This is NOT your Operator Certification number)
- If you are registering for the Asbestos Renovation and Demolition Notification System (ARDN) only, you may put your company name and address for the facility information and your zipcode as the facility ID.

- Select proper Wastewater reporting roles for your facility.
- Directions in the table located on the web site can be used as a guide for which roles to select for a facility:
- After entering all required information and proper roles, Select: **Submit**

	Specific Wastewater Permit		General Wastewater Permit		Septage Business	Pretreatment Facility
	Municipal	Industrial	Municipal	Industrial		
WPDES Permit Application - Entry	Available	Available	Not applicable	Not applicable	Not applicable	Not applicable
WPDES Permit Application - Submit	Available	Available	Not applicable	Not applicable	Not applicable	Not applicable
Wastewater Reporting Forms - Entry	Available	Available	Not applicable [1]	Not applicable [1]	Available	Available
Wastewater Reporting Forms - Submit	Available	Available	Not applicable [1]	Not applicable [1]	Available	Available
Wastewater Reporting Forms - Recipient of confirmation email	Available	Available	Not applicable [1]	Not applicable [1]	Available	Available
ECMAR - Entry	Available	Not applicable	Available	Not applicable	Not applicable	Not applicable
ECMAR - Submit	Available	Not applicable	Available	Not applicable	Not applicable	Not applicable

[1] Only applicable for General Permit numbers WI-0057665-4, WI-0057657-4, and WI-0055867-5

C: ACCESSING e-REPORTS

After receiving notice via email that you have access to electronic forms you can access them by:

Note: Receiving access may take up to 5 days.

- Selecting: **Log in** from the Switchboard Page: (see **STEP 1: ACCESSING SWITCHBOARD PAGE**)
- Enter your WAMs ID and password and Select: **Login**

- Click on the **Wastewater Reporting Forms** link under **What You Can Do?**
- Proceed to form specific instruction for further details regarding data entry and submittal for specific forms.

If you have any questions please contact Inna Gurevic at (608) 261-6406 or David Argall at (608) 266-1387.