Three Steps to Report Your Water Use Online

1. Create and Activate a Wisconsin Access Management System (WAMS) ID

2. Connect your water withdrawal information to your WAMS ID

3. Report Your Withdrawals

Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID

Account security and identity validation for online reporting is handled by the WI Dept. of Administration. They administer the Wisconsin Access Management System (WAMS) so that users can create one ID and password that works for multiple tasks across different State of Wisconsin agencies.

If you already have a WAMS ID, you can skip ahead to Step 2.
Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID (cont'd)

Click Create.

Once you are at the WAMS site, review the terms of use and other information on the introduction page.

Scroll down and click “Accept” to begin creating your WAMS ID.

Bookmark this page for easy reference later.
**Step 1 - Create and Activate a Wisconsin Access Management System (WAMS) ID (cont’d)**

On the WAMS self-registration page, you are required to enter your name, email and phone number. **Do not enter address information!**

Choose a unique user ID you will easily remember.

Choose a password that is at least 7 characters long and contains at least one letter and one number.

Choose a question that only you know the answer to. This is used to verify your identity in case you forget your password.

Once complete, click “Submit”. You will be asked to verify your email address. **Carefully check that you typed your email address correctly** (if you make any errors on the registration form, you will be prompted to correct them at this point).

After you have submitted your registration, you will receive an email at the address you provided. The message will contain an internet link to activate your account. Click the link and enter the user name and password you created. After logging in, the screen will show that you successfully created and activated your WAMS account. You are ready to begin reporting.
Step 2 - Connect your water withdrawal information to your WAMS ID

Now that you have a WAMS ID, the next step is for DNR to identify you by your WAMS User ID. This is a one-time step that points your WAMS ID to the correct contact in DNR records. It only needs to be done the first time you log on. If you have already connected your account you will be taken directly to the reporting property page.

To begin, go to the page you bookmarked in Step 1 or click this link to return to the Water Use Online Reporting website. Click “Log in”.

After successfully logging in with your WAMS ID and password, you will be directed to our introduction page for water use reporting. Click “Begin Reporting” after reading the information on the page.

You will be asked for your owner or operator number. This number is located on the postcard notifications and letters regarding reporting that the DNR has sent you. If you do not know this number, please contact water use program staff. If you know your owner or operator number click “Yes”. Be sure to use the number that is associated with you if the owner and operator of the property are different.
**Step 2 - Connect your water withdrawal information to your WAMS ID (Cont’d)**

After entering your owner or operator number, you will be asked to verify your information. If it is incorrect, click “Retry” or call water use staff for help. If it is correct, click “Connect”. Your WAMS User ID will now be associated with your owner or operator information.

Continue to Step 3 – Reporting Your Withdrawals
Step 3 - Report your withdrawals

Once you have connected your WAMS ID with your owner or operator number, you will be routed to the reporting information. All of the properties that you are associated with as an owner OR operator of at least one source will appear as a row in the table. This page also indicates whether or not reports have been completed for all sources on the property.

By clicking "View History", you can see the prior year reporting for the sources on that property.

If the operator listed is incorrect, use the Contact Us link on the upper-right blue bar to email us with the correct information.

If a property you own or operate is not listed, please contact water use program staff for assistance at (608)266-2299 or use the Contact Us link on the screen.

To report water use for sources, click "Submit Report" for that property.

Helpful Tips:

- You will see each of the sources on the property along with identifying information about each source. You can change or insert information in the yellow boxes. You must list an email address for yourself, whether the owner or operator (or both) if you report online.

- If your information appears multiple times, you only need to change one location for the information to update! Updates won't show up until you save and return to the page.

- Information in blue boxes is mandatory for the reporting to be complete. Depending on how you answer whether you withdrew water, the blue boxes will change. If you don't have all of the information to complete reporting on a source, list it as incomplete and you can return later to finish the reporting.

- Uncheck the boxes above the reporting information for any sources that someone else will report. You will not be allowed to leave a source blank and submit reporting unless you uncheck the box for the source.
**Step 3 - Report your withdrawals (Cont’d)**
Enter the total gallons of water withdrawn for each month that you made a withdrawal.

## Yearly Water Consumption

<table>
<thead>
<tr>
<th>Property No</th>
<th>Owner No</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>7503</td>
<td>9999</td>
<td>2014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Owner Name</th>
<th>Owner E-Mail</th>
<th>Owner Phone</th>
<th>Owner Phone Ext</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 COMPANY - CLEAR, CRYSTAL</td>
<td><a href="mailto:crystal.cle@comcast.com">crystal.cle@comcast.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Field Name

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Source - 1</th>
<th>Source - 2</th>
<th>Source - 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hicap Well No</td>
<td>8142</td>
<td>2811</td>
<td>1676</td>
</tr>
<tr>
<td>Well Number</td>
<td>BB6657</td>
<td>NO708</td>
<td>KO1396</td>
</tr>
<tr>
<td>Source No</td>
<td>3658</td>
<td>2656</td>
<td>1564</td>
</tr>
<tr>
<td>Pump Capacity (gpm)</td>
<td>1,000</td>
<td>1,000</td>
<td>1,100</td>
</tr>
<tr>
<td>Approval Date</td>
<td>06/19/1976</td>
<td>05/12/1996</td>
<td>06/30/1996</td>
</tr>
<tr>
<td>Completion Date</td>
<td>06/03/1976</td>
<td>05/27/1996</td>
<td>06/17/1996</td>
</tr>
<tr>
<td>Source Status</td>
<td>EXISTING source</td>
<td>EXISTING source</td>
<td>EXISTING source</td>
</tr>
<tr>
<td>Operator Name</td>
<td>A-1 COMPANY - CLEAR, CRYSTAL</td>
<td>DOE, JOHN</td>
<td>DAIRY FARMS INC. - SWISS, BROWN</td>
</tr>
<tr>
<td>Operator E-Mail</td>
<td><a href="mailto:crystal.cle@comcast.com">crystal.cle@comcast.com</a></td>
<td></td>
<td><a href="mailto:dairyfarms@centurytel.net">dairyfarms@centurytel.net</a></td>
</tr>
<tr>
<td>Operator Phone</td>
<td>92565033</td>
<td>715076053</td>
<td>715076053</td>
</tr>
<tr>
<td>Source Name</td>
<td>COLLEEN</td>
<td>FREGINE</td>
<td>FORNEY</td>
</tr>
</tbody>
</table>

Uncheck boxes for any source you will NOT be reporting on at this time. Reporting is required for all sources listed. Once saved you can’t uncheck the box.

### Did you withdraw water from this source this year?
- Select—
- Select—
- Select—

### Reason for no withdrawal
- Select—
- Select—
- Select—

### Water Use Category
- Select—
- Select—
- Select—

### Water Use Code
- Select—
- Select—
- Select—

### Water Use Description
- Select—
- Select—
- Select—

### Method Code
- Select—
- Select—
- Select—

### Method Description
- Select—
- Select—
- Select—

### Month

<table>
<thead>
<tr>
<th>Source Name</th>
<th>Withdrawal (gallons/month)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>January</td>
</tr>
<tr>
<td></td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>June</td>
</tr>
<tr>
<td></td>
<td>July</td>
</tr>
<tr>
<td>COLLEEN</td>
<td></td>
</tr>
<tr>
<td>FREGINE</td>
<td></td>
</tr>
<tr>
<td>FORNEY</td>
<td></td>
</tr>
</tbody>
</table>
Step 3 - Report your withdrawals (Cont’d)

You can make comments about reporting for yourself or DNR in the comment box. If you would like information changed that you aren't able to change on the screen, DO NOT use the comments box! Use the Contact Us link in the upper-right corner of the blue bar to send us an email with your information.

When you are finished with your reporting, click “Save”. You will return to the list of properties to report water use for another property or exit the system by clicking "Sign Out" in the upper-right corner in the blue bar. Email confirmation will be sent to each email address listed for the owner and any operators listed for the property when reporting is complete.

If you still have questions, concerns or comments regarding water withdrawal reporting or the online reporting system, please contact the Water Use program staff at (608) 266-2299 or email us at DNR Water Use Program.