

## Instructions for Switchboard Registration

A video tutorial on Switchboard Registration and answers to frequently asked questions can be found at <http://dnr.wi.gov/topic/Switchboard/help.html>. If you need more help you can also contact DNR Switchboard Help Desk at 608-267-3123

If you do not currently have a WAMS ID (Web Access Management System ID) you will need to create one. *Please note: WAMS ID is not DNR specific. It is a State Personal ID, so you may already have one if you were involved with DNR or other state agencies electronic reporting.*

If you already have a WAMS ID please skip to **Part 3**.

### **Part 1. Creating WAMS ID (also called User Account ID):**

1. Go to the Switchboard at <http://dnr.wi.gov/topic/switchboard>.
2. Click on the “Create WAMS ID” button
3. Read the User Acceptance Agreement and then click on the “Accept” button at the bottom of the page
4. Complete the self-registration form. Only complete the required fields indicated by the red asterisk. You will need a unique email address that only you have access to.
5. Click on “Submit” button. You will be sent an email from WAMS@Wisconsin.gov in a few minutes to activate your account.

### **Part 2. Activating your WAMS ID:**

1. Follow the instructions in the email from WAMS@Wisconsin.gov to activate your account. Clicking on the activation link will bring you to the Login page.
2. Type in your User ID and password exactly as you created them. A screen will appear stating that you have successfully created and activated your WAMS ID.
3. Close your browser.

### **Part 3. Requesting access to the wastewater reports.**

1. Return to the Switchboard at <http://dnr.wi.gov/topic/switchboard> and click on “Request Access” button. It will bring you to the Login page. After you Log in it will bring you to the Contact Information screen
2. Fill in any missing contact information and make sure everything is correct.
3. Click “Add New Role”
4. Click on the “Show Roles” button next to “**Wastewater/Septage**”
5. Select the **Wastewater/Septage Reporting Forms** “Entry” and/or “Submit” role(s). Please check **only** the roles you need. Then click the “Next” button. Note: “Entry” role alone will not let you submit the forms unless you also request “Submit” access. A person with “Submit” access can submit and electronically sign reports but will not be able to enter, save, or validate the data unless this person also requests “Entry” access.
6. Enter your permit number (0044938) in the Search box and click “Search”. Select your facility from the list of alphabetically sorted facilities that appears. Click “Next” button.
7. Enter your title and permit number if it’s not already filled in. Include comments, if needed, into the Comments field.
8. Check the box “I have read and accept the electronic signature and trading partner agreement” and click “Submit”.
9. If this is your first request for access to DNR reports you will be asked to print your ESA (Electronic Signature Agreement). Print, sign, and mail the page with your ink signature to the address on the page.

Please allow several business days to process your request.