

# Obtaining Access To The Electronic Monthly Operating Report (EMOR) Portal

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## 1. Overview Of Access EMOR

The EMOR Portal is accessed from the [DNR Switchboard](#) by selecting the user role and facility for which you need to report data.

Access to the Switchboard requires an active **WAMS account**. Select **Create User ID** from the above link to create your account. Once you have been provided with a WAMS username, you can use it to log into the Switchboard.

From the Switchboard, you must request access to EMOR by selecting the role you need and the facility you want to access. This guide will walk you through that process.

*Important Note: EMOR access is only given to drinking water systems – it is NOT used with wastewater systems).*

## 2. EMOR Roles

Prior to requesting EMOR access, it is important to know which role you require. Public Water System (PWS) representatives only need either the “Entry and Submit” or “Data Entry Only” role.

### 2.1 Data Entry Only Role

**Full Name:** [Drinking Water Monthly Operating Report \(Data Entry\)](#)

**Function:** This role enables the user to enter system components and inventory data via the **Data Entry** screen. Data can be entered, saved and updated, but not submitted. This role also enables the user to upload a file via the **File Upload** screen.

**Pre-conditions:** The user must be approved by one of the certified operators who are associated with the PWS. The Switchboard operator will ask both the user requesting the role and the certified operator to complete a short form to confirm this approval.

**Request:** Please request this role via the Switchboard.

### 2.2 Entry and Submit Role

**Full Name:** [Drinking Water Monthly Operating Report \(Entry and Submit\)](#)

**Function:** This role enables the user to perform all the same functions as the data entry role AND submit the data (or resubmit if needed).

**Pre-conditions:** The user must be a certified operator assigned to the PWS in the DNR’s Drinking Water System (DWS). Your DNR Representative can confirm who is assigned as a certified operator for the PWS.

*Important Note: Certified operators associated with the PWS in DWS do not automatically have the EMOR role. It must be given via the Switchboard.*

**Request:** Please request this role via the Switchboard.



## 2.3 DNR Representative Role (Internal DNR Only)

**Full Name:** [Drinking Water Monthly Operating Report \(DNR Rep\)](#)

**Function:** This role allows a DNR Representative (DNR Rep) for the PWS to set up items in EMOR on which reports will be entered. These **reporting items** must be set up as a pre-condition for PWS representatives to enter data in EMOR.

**Pre-conditions:** The user must be the DNR Rep assigned to the PWS in DWS.

**Request:** Please send the request to [DNRPublicWaterApplicationSupport@wisconsin.gov](mailto:DNRPublicWaterApplicationSupport@wisconsin.gov).

## 3. Requesting Access To EMOR (via Switchboard)

PWS representatives can obtain access to EMOR by making a request via the Switchboard.

*Important Note: A separate request is needed for each facility.*

### 3.1 Necessary Information

To request access to EMOR via the Switchboard, PWS representatives need to know:

- Their WAMS\_ID to log in to the Switchboard
- Public Water System ID (PWS ID)
- The facility ID (FID)
- Water Operator Certification number - if requesting the Enter and Submit role
- The role requested – see Section 2 above

*Important Note: The FID is normally the PWS ID plus a zero (0). Note that this is the ID for the public DWS and not the wastewater system.*

### 3.2 Switchboard Steps

- Go to the [DNR Switchboard](#) and log in using your WAMS ID.
- Select "Request Access" from the top menu bar.
- Navigate to the "Drinking Water" section and select the drop-down arrow.
- Check the EMOR role needed. (PWS representatives only need one role, not both)
- Select "Next."



- Enter the **facility ID** or **site name** and click **Search** to retrieve the facility details. Check the box next to the correct facility. Select the **Next** button.

Site	FID	Location Address	City	State	Zip
<input checked="" type="checkbox"/> Gef li Bldg - Wi Dnr	113329040	101 S Webster St	Madison	WI	537033474

Site	FID	Location Address	City	State	Zip
Gef li Bldg - Wi Dnr	113329040	101 S Webster St	Madison	WI	537033474

- If you have a Water Operator Certification and are requesting the **Entry and Submit** role, enter the Water Operator Certification number in the box. Check the box to confirm that you have reviewed the terms and conditions and select **Submit**.



**Requesting Access**

1 Role Info      2 Facility Info      3 Submit

Facility	Role(s)	Additional Information
Gef II Bldg - Wi Dnr (FID: #113329040) 101 S Webster St, Madison, WI - 537033474	• Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only)	Water Operator Certification #: <span style="border: 1px solid red; border-radius: 50%; padding: 2px;"> </span> Public Water System Id (99999999-0): * 113329040

have read and accept the electronic signature and trading partner agreement [Terms & Conditions \[pdf\]](#) \*

[Back](#)      [Submit](#)

- The acknowledgement screen confirms that the request was submitted.

**Requesting Access**

1 Role Info      2 Facility Info      3 Submit

Your Request has been submitted to DNR for further processing. It may take several days to verify and grant access to on-line systems, applications or reports.

As a next action from your end, we need you to print your **Signature Page**, sign and mail to the address on the form. This ensures an unrestricted access to SwitchBoard system.

*Important Note: If you are new to the Switchboard, you are required to PRINT OUT, SIGN and MAIL a physical copy of the Fed Government Esignature Form to the DNR within 30 days. This is only required one time.*

- Request status may be viewed on the **Home** page of Switchboard, or under the **Request Status** menu item.

**Request Status**

Search your Requests

Role:  Site Name:  FID:  Request Date:  Request Status: Pending

[Search](#)

Role	Site	Location Address	FID	Request Date	Request Status	Request #
Drinking Water Monthly Operating Report OIC (Submit and Entry)	<span style="background-color: purple; color: white;">[REDACTED]</span>	<span style="background-color: purple; color: white;">[REDACTED]</span>	<span style="background-color: purple; color: white;">[REDACTED]</span>	12/19/2023	Pending	222361

Items per page: 10 1 - 1 of 1



### 3.3 Notification Of Access

- The request will be routed to the Public Water Applications Support team for review and processing. This may take a few days, depending on when the request was submitted and the team's workload.
- Once the EMOR role has been granted, a confirmation email will be sent to the requestor, and they will be able to login to the EMOR Portal via the Switchboard – see Section 5 below.

## 4. Getting Help

Technical support is available for:

- **WAMS account:** Click **Need Assistance?** on the [DNR Switchboard](#).
- **EMOR portal:** Email [DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov](mailto:DNRPUBLICWATERAPPLICATIONSUPPORT@wisconsin.gov) with your question and details of the issue.
- **Completing EMOR reports:** Contact the DNR Rep for the system.

## 5. Launching The EMOR Portal

- Log into the [DNR Switchboard](#) with your WAMS ID.

The screenshot shows the DNR Switchboard interface. The top navigation bar includes links for Home, My Facilities & Roles, Request Access, Request Status, Profile, and Logout. The 'My Facilities & Roles' and 'Request Access' links are highlighted with green and yellow boxes, respectively. Below the navigation bar, there is a welcome message for 'Anne' and instructions on how to use the various links. To the right, there are two summary cards: 'ACCESS' showing 0 facilities and 0 roles, and 'REQUESTS' showing 0 approved and 0 denied requests. Green and yellow arrows point from the highlighted navigation links to their respective data points in the summary cards.

WISCONSIN DEPARTMENT OF NATURAL RESOURCES | Switchboard

Home My Facilities & Roles Request Access Request Status Profile Logout

Welcome Anne,

Click the My Facilities & Roles link, in the upper righthand corner, to see a list of the facilities that you are assigned to and the types of reports you can fill out for these facilities. **Asbestos customers** to access and submit asbestos notifications in ARDN you will also need to click on My Facilities & Roles.

Click the Request Access link, in the upper righthand corner, to add additional reports to the facilities you are assigned to, or to add new facilities or roles to your list. New **Asbestos customers** click Request Access to gain access to the ARDN system.

Click the Request Status link, in the upper righthand corner, to search and review your approved, pending and denied requests.

Click the Profile link, in the upper righthand corner, to view and update your State of Wisconsin WAMS Profile and your DNR Switchboard Profile. Please note that the account information cannot change from one user to the next, each person must register their own account with the State of Wisconsin. Please keep both your State of Wisconsin WAMS Profile and your DNR Switchboard Profile up to date, they are two separate systems. The WAMS profile is used to verify your identity if you need to unlock your account and the Switchboard Profile is used by the DNR to send you notifications.

**Switchboard Resources**

- [Help](#)
- [Terms & Conditions \(pdf\)](#)

**ACCESS**

FACILITIES	ROLES
0	0

**REQUESTS**

APPROVED	DENIED
0	0



- Select **My Facilities and Roles** to view current roles and associated facilities.

The screenshot shows the 'My Facilities & Roles' page. At the top, the navigation bar includes 'Home', 'My Facilities & Roles' (highlighted with a green box), 'Request Access', 'Request Status', 'Profile', and 'Logout'. Below the navigation bar, there are two main sections:

**Approved Facilities**

Site Name	Location Address	FID	Identifiers	Roles
[Redacted]	0922 Wisconsin Rd, Appleton, WI	092018479	[Redacted]	2
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1

**Approved Roles**

Role	Description	Facilities
Private Water Laboratory Data Entry	This allows an approved water testing laboratory to report the monitoring results of private well testing. You need to work for an approved water testing laboratory to get this access.	1
Drinking Water Laboratory Data Entry	This allows a Safe Drinking Water Act certified laboratory to report the monitoring results of public drinking water systems. You need to work for a SDWA certified water testing laboratory to get this access.	1
Drinking Water System Sanitary Survey		2
Drinking Water Monthly Operating Report (DNR Rep)		4
Drinking Water Monthly Operating Report OIC (Submit and Entry)	This allows data entry AND/OR submittal of the required monthly operating information. You need to work for the specific Public Water System as the Operator In Charge to get this access.	5

At the bottom of the 'Approved Roles' table, there is a pagination control: 'Items per page: 10 1-5 of 5'.

- Select **site name** to check that the **Drinking Water Monthly Operating Report (XXXX)** role is associated with the facility.
- There is a screen with the **Drinking Water Monthly Operating Report (XXX)** role and a **Public Water Monthly Operating Report Actions** button. Select this button to launch the EMORPortal.

The screenshot shows a detailed view of a facility. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section for the selected facility:

**Approved Roles**

Role	Description	Actions
Drinking Water Monthly Operating Report OIC (Submit and Entry)	This allows data entry AND/OR submittal of the required monthly operating information. You need to work for the specific Public Water System as the Operator In Charge to get this access.	<a href="#">Public Water Monthly Operating Report</a>
Drinking Water Monthly Operating Report (DNR Rep)		<a href="#">Public Water Monthly Operating Report</a>

**Facility Contacts**

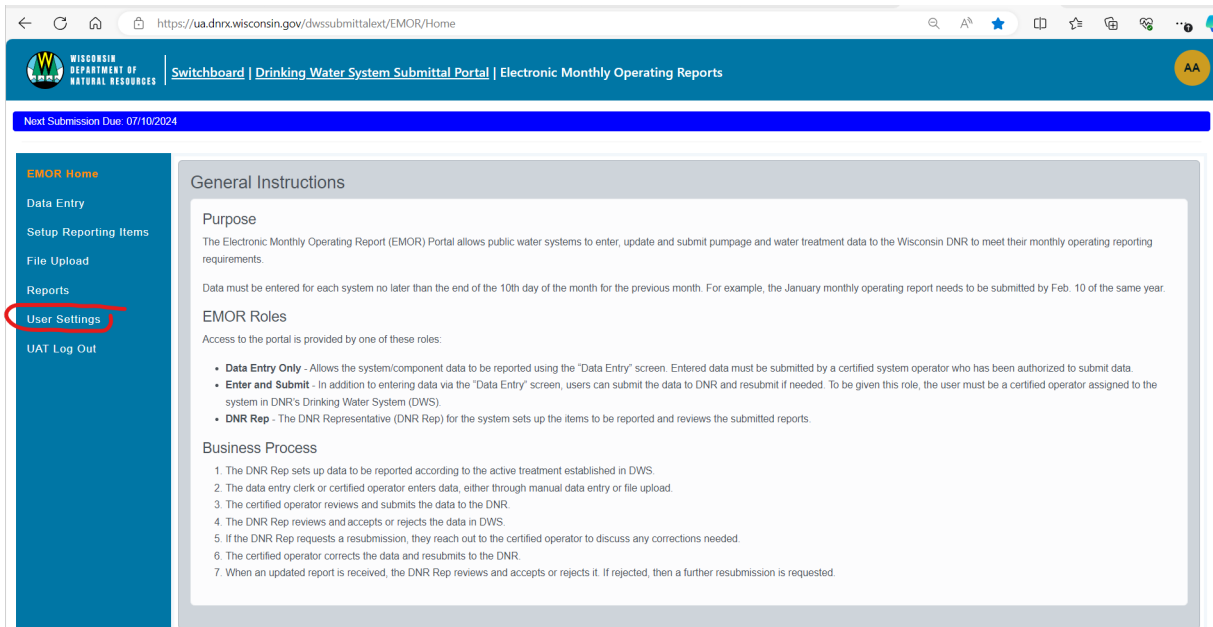
Name	Address	Phone	Email	Roles
ANNE AETHALBERN	[Redacted]	[Redacted]	anne.aethalbern@wisconsin.gov	<ul style="list-style-type: none"> <li>• Drinking Water Monthly Operating Report OIC (Submit and Entry)</li> <li>• Drinking Water Monthly Operating Report (DNR Rep)</li> </ul>



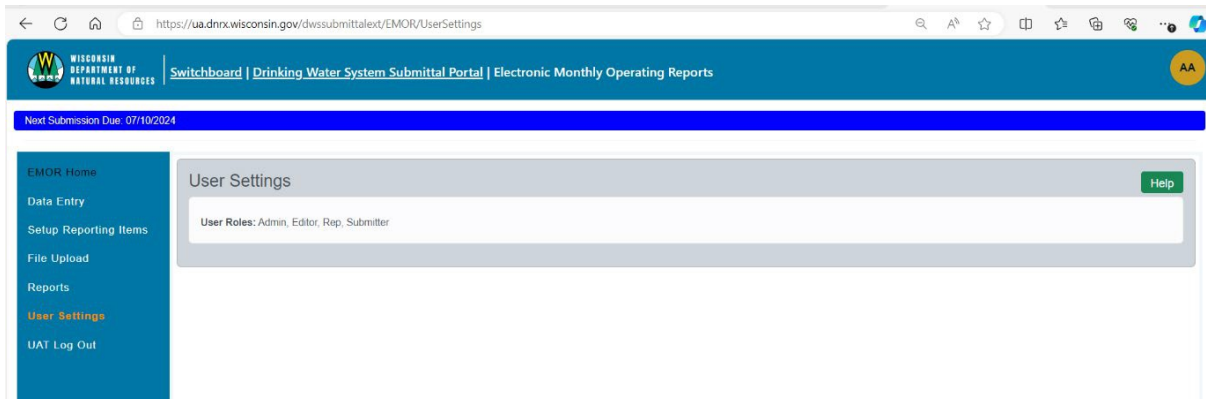
## 6. Entering The EMOR Portal

Users will only see screens applicable to the role they have been granted in EMOR.

- Each screen is accessed from the left-side menu.



- Go to **User Settings** on the left-hand menu of the **Home** screen to see the role(s) assigned.



*Important Note: Please see the EMOR User Guide for instructions on using the EMOR Portal.*

**End Of Document**

