



Water Withdrawal Online Reporting Instructions

Call Us: (608) 266-2299

Email us: DnrWaterUseRegistration@wisconsin.gov

Online at: dnr.wi.gov keyword search: [water withdrawal reporting](#)

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

4. Correct Possible Reporting Errors

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)

*Bookmark this page
for easy reference later.*

Click Create.

Reporting water use

The annual deadline for reporting is March 1.

Option 1: Report online

Identity verification and authorization to report online is done through the Wisconsin Access Management System (WAMS) administrated by the Department of Administration.

Those who have an active WAMS identification (ID) can log in and report water use.

to submit water use reporting.

To create a WAMS ID, follow the self-registration and activation process. After you have a WAMS ID, you will be able to log in to the water use reporting system.

and activate a WAMS ID.

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



State of W I S C O N S I N

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

Welcome to the State of Wisconsin's self-registration process. Self-Registration allows you to create your personal Wisconsin Login Account. This is your key to doing secure business with the State of Wisconsin over the Internet.

OVERVIEW

The self-registration process consists of two parts:

Important: We highly recommend that you complete Parts One and Two at the same time. You **must** complete Part Two within four (4) days of requesting the account or you will have to begin the self-registration process again.

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

Access and Correction of Personal Information

Individuals will be allowed to view personal information relating to their user profile and to update the contact information in their user profile (address, telephone, or e-mail address). Passwords will be secured and will be stored in an encrypted format.

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to [Help Wisconsin Support](#)

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).

The screenshot shows the 'Self-Registration' page for the State of Wisconsin. The page header includes the Wisconsin logo and the text 'State of W I S C O N S I N'. There are links for 'Logout', 'Help', and 'FAQ'. The main heading is 'Self-Registration' with a note '* Indicates Required Field'. The form is divided into three main sections: 'Profile Information', 'Account Information', and 'Account Recovery'. The 'Profile Information' section includes fields for First Name, Middle Initial, Last Name, Suffix (with a dropdown menu), E-Mail, and Phone #. Below these are sections for 'Home Residence Address' and 'Home Mailing Address', each with fields for Street, Unit Number, City, State (dropdown), and Zip Code. A checkbox is present for 'Mailing Address is the same as Residence Address'. The 'Account Information' section includes fields for User ID, Password, and Re-enter Password, with a note explaining the requirements for each. The 'Account Recovery' section includes fields for a Secret Question and Answer to Secret Question, with a link to 'Click here for Guidelines'. A 'Submit' button is located at the bottom of the form. A red arrow points from the text 'you will be asked to verify your email address' to the 'E-Mail' field.

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.

The screenshot shows the 'Self-Registration' confirmation page for the State of Wisconsin. The page header includes the Wisconsin logo and the text 'State of W I S C O N S I N'. There are links for 'Logout', 'Help', and 'FAQ'. The main heading is 'Self-Registration'. Below the heading, there is a sub-heading 'Via email' and a congratulatory message: '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.' This is followed by instructions: 'Please remember to delete the "State of Wisconsin Self-Registration" e-mail message. For your protection, you should close your browser window at the end of each session.' There is a note: 'Clicking on the link below will take you to Profile Management to review your account.' Below this is a link for 'Profile Management'. At the bottom, there is a footer note: 'For assistance send an e-mail to help@wisconsin.gov'.

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”.

The screenshot shows the 'Reporting water use' page on the Wisconsin Department of Natural Resources website. The page includes a navigation bar with links for business, Licenses & Regulations, Recreation, Education, Topics, Contact, and Join Us. A search bar is located in the top right corner. The main content area features the heading 'Reporting water use' and a sub-heading 'Option 1: Report online'. Below this, there is a 'Log in' button and a 'SUBSCRIBE' button. A sidebar on the right contains a 'Water use' menu with options: Register, Report, Pay, and Apply. The footer of the page includes a 'Subscribe' link and an email icon.

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.

Wisconsin Department of Natural Resources

Drinking & Ground Water Use Information System

Connect to Your Account

You will need your Owner/Operator # to proceed. This number is located on Water Withdrawal Reports and other correspondence from the Water Use Section.

Do you know your Owner/Operator number?

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.

Wisconsin Department of Natural Resources
Drinking & Ground Water Use Information System

[Help](#)

Connect to Your Account

Company Name	<input type="text" value="A-1 COMPANY"/>				
First Name	<input type="text" value="CRYSTAL"/>	Last Name	<input type="text" value="CLEAR"/>		
Address 1	<input type="text" value="10 SUPERIOR ST"/>		Address 2	<input type="text"/>	
City	<input type="text" value="ASHLAND"/>	State	<input type="text" value="Wisconsin"/> <input type="button" value="v"/>	Zip	<input type="text" value="51678"/>
Phone	<input type="text" value="9201234567"/>			Phone Ext	<input type="text"/>
E-Mail	<input type="text" value="crystal.clear@email.com"/>				

If this is you, verify that the information is correct and click Connect.
If this is not you, click Retry or Logout

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.

Property No	Property Name	County	Owner No	Owner Name	Operator Name	Property Status	2014 Reporting Status	Action
6907		Door	99999	A-1 COMPANY - CLEAR, CRYSTAL	A-1 COMPANY - CLEAR, CRYSTAL		Incomplete	Submit Report View History
7064		Waushara	99999	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN		Incomplete	Submit Report View History
10103	north irr well	Polk	99999	A-1 COMPANY - CLEAR, CRYSTAL	DAIRY FARMS INC - SWISS, BROWN		Incomplete	Submit Report View History

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 4 – Correct Possible Reporting Errors

Enter the total gallons of water withdrawn for each month that you made a withdrawal.

Yearly Water Consumption

Property No	<input type="text" value="7908"/>	Owner No	<input type="text" value="99999"/>	Year	<input type="text" value="2014"/>
Owner Name	<input type="text" value="A-1 COMPANY - CLEAR, CRYSTAL"/>				
Owner E-Mail	<input type="text" value="crystal.clear@email.com"/>	Owner Phone	<input type="text"/>	Owner Phone Ext	<input type="text"/>
Property Name	<input type="text" value="Dad's Farm"/>				

Field Name	Source - 1	Source - 2	Source - 3
HiCap Well No	8142	2811	1876
WUWN	BB957	NO706	KO396
Source No	3988	2656	1994
Pump Capacity(gpm)	1,000	1,000	1,100
Approval Date	05/19/1976	05/12/1999	08/30/1996
Completion Date	06/03/1976	05/27/1999	08/17/1996
Source Status	EXISTING source	EXISTING source	EXISTING source
Operator Name	A-1 COMPANY - CLEAR, CRYSTAL	- DOE, JOHN	DAIRY FARMS INC - SWISS, BROWN
Operator E-Mail	<input type="text" value="crystal.clear@email.com"/>	<input type="text"/>	<input type="text" value="dairyfarms@centurytel.net"/>
Operator Phone	<input type="text"/>	<input type="text" value="9206855873"/>	<input type="text" value="7155796883"/>
Source Name	<input type="text" value="COLLEEN"/>	<input type="text" value="FREGINE"/>	<input type="text" value="FORTNEY"/>

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.

	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Did you withdraw water from this source this year?	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Reason for no withdrawal	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Water Use Category	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Water Use Code	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Water Use Description			
Method Code	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Method Description			
Month	Withdrawal (gallons/month)		
Source Name	<input type="text" value="COLLEEN"/>	<input type="text" value="FREGINE"/>	<input type="text" value="FORTNEY"/>
January	<input type="text"/>	<input type="text"/>	<input type="text"/>
February	<input type="text"/>	<input type="text"/>	<input type="text"/>
March	<input type="text"/>	<input type="text"/>	<input type="text"/>
April	<input type="text"/>	<input type="text"/>	<input type="text"/>
May	<input type="text"/>	<input type="text"/>	<input type="text"/>
June	<input type="text"/>	<input type="text"/>	<input type="text"/>
July	<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 4 – Correct Possible Reporting Errors

August	<input type="text"/>	<input type="text"/>	<input type="text"/>
September	<input type="text"/>	<input type="text"/>	<input type="text"/>
October	<input type="text"/>	<input type="text"/>	<input type="text"/>
November	<input type="text"/>	<input type="text"/>	<input type="text"/>
December	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0	0	0
Reporting Status	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Submit Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Submitted By ID	<input type="text"/>	<input type="text"/>	<input type="text"/>
Comment – (Use the Contact Us link if your information requires any action by DNR staff)			
Comment regarding this source	<input type="text"/>	<input type="text"/>	<input type="text"/>

Site for the Wisconsin Department of Natural Resources
set . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

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](#).

Step 4 – Correct Possible Reporting Errors

What does this error mean?

- For Source 1 your reported water use is the same every month. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

You reported every month has the same amount of water pumped. This makes sense for dairy wells or shop wells, where the amount water withdrawn is estimated based on the number of cows in the dairy or the number of people using the shop, both of which can stay pretty similar every month. But for other situations, like irrigation wells with totalizing flow meters or timed hour meters, it's unlikely to use the exact same amount of water every single month.

How should you correct this error?

Please check to see if the "Method Code" for how you estimated the withdrawal amount is correct. If you are using methods like totalizing flow meters or timed hour meters, please double check your records to see if you were actually withdrawing the same amount every month, or if this is a typo.

What does this error mean?

- For Source 2 your reported water use is sequentially increasing, like the raw readings from a totalizing flow meter. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

The reported water use for this source is sequentially increasing every month (for example, 1 million gallons in May, then 3 million gallons in June, then 4.5 million gallons in July, etc). While there are some situations where the amount of water withdrawn increases every month, this can also be from using the raw numbers from a totalizing meter, which just counts a running sum of pumping throughout the year.

How should you correct this error?

If you are using a totalizing meter (like a totalizing flow meter or a timed hour meter), make sure you have remembered to subtract the previous month's meter reading for every month.

What does this error mean?

- For Source 1 your reported water use for one or more months is greater than the reported capacity of your pump. Are you confident that these values are accurate?
- You may continue to edit your reported values and click the 'Save' button to re-check your report for possible errors. If you cannot correct the possible error, you may submit the report with possible errors. If this reporting is correct, please consider leaving a comment to explain any discrepancies.

The reported withdrawal amount for one of the months is greater than the pump's capacity, suggesting that the pump was running for more than 24 hours a day for the entire month (in other words, a physical impossibility).

How should you correct this error?

Please double check your entries to make sure there isn't a typo in one of the months. Also double check to make sure your math and conversions are correct (for instance, if you're using a timed hour meter, make sure your math is correct to get from hours of use to gallons pumped). If you believe there is an issue with the listed pump capacity, please contact DNRWATERUSERREGISTRATION@wisconsin.gov.