Indiana Online
Water Use Reporting

Electronic Annual Water Use Data Submission for Registered Significant Water Withdrawal Facilities
On your 2012 Annual Water Use Report:

- Find the “Activation Link” for the Website Address directly to Online reporting; or use
- The link from Division of Water Homepage.
- Find your facility codes and unique activation code(s) on label affixed to your annual water use form;
- Keep your annual water use form and the provided “Get Started” instructions on hand for reference.
Account Activation

1. **Account Verification**
   Type each entry exactly as printed, including any dashes.
   - **Activation Code:**
     ABC123ABC123ABC123ABC123ABC
   - **Facility Registration Number:**
     12345678

2. **Account Email Address**
   All correspondences will be sent to this email address.
   - **Email Address:**
     JohnDoe@xyz.com

3. **Owner/Contact List**
   Select your name if it appears in the list. Otherwise select 'Not Listed'.
   - Jane Doe (CONTACT)
   - John Doe (OWNER)
   - J.Q. Public (SIGNED BY)
   - Not Listed
Account Activation (cont.)

4. User Information

Entering a valid zip code will populate the city and state and filter the counties and townships if available. For 4 digit zip codes, pad with a zero (0). (Portland, Maine: 04106 instead of 4106.)

Salutation: [Dropdown]
First Name:
Mid:
Last Name:
Generation:

Company/Organization:

Job Title:

☐ P.O. Box Only

Number:
Direction:
Street:
Type:

Address Line 2:

Address Line 3:

Zip: +4: City:

Civil Township:
Country:
State:

[Required]
Account Activation (cont.)

5.

Contact Information

Email Address:
JohnDoe@xyz.com

Alternate Email Address:

Contact #:

- Telephone Number: Ext:
  - 317 - 333 - 4444

- Alternate Number: Ext:

- Cellular Number:

- Fax Number: Ext:

[Required]
6. **Online Access User Account**

User ID:
JohnDoe@xyz.com

Password (8 to 16 Characters):

Verify Password:

I affirm that the information submitted herewith is to the best of my knowledge and belief, true, accurate, and complete.

Previous  Submit

7. **Additional Facility Registrations**

If you have more than one Facility Registration and received additional Activation Codes you may enter them individually below. If you do not have any more facilities [Click] the Finished button.

Activation Code:
ABCDEFGH123456789JKLMNOP987

Facility Registration Number:
987654321

Activate

Previous  Finished
Pulling Up Use Report(s)

Water use reporting year

Facility Registration Number
Edit Owner/Contact Page

### Annual Water Use Report Form

#### Owner Information

Entering a valid zip code will populate the city and state and filter the counties. If the state is Indiana, it will also filter the townships. For 4 digit zip codes, pad with a 0. (Portland, Maine: 04106 instead of 4106.)

- **Add New Owner**

#### Form Checklist

- **Year and Registration**
- **Owner and Contact**
- **Annual Operation Time**
- **Units Used**
- **Ground Water Sources**
- **Surface Water Sources**
- **Method of Measurement**
- **Statement of Affirmation**

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<tr>
<th>Salutation:</th>
<th>First Name:</th>
<th>Mid: Last Name:</th>
<th>Generation:</th>
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<th>Company/Organization:</th>
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<th>Zip Code: (+4):</th>
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<table>
<thead>
<tr>
<th>City:</th>
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Annual Operation Time

Choose the time unit appropriate for your facility and your method of determining withdrawals.
Select Reporting Units

Division of Water

Menu Options
- Main Menu
- Annual Water Use Form

Section Navigation
- Previous Section
- Next Section

Form Checklist
- Year and Registration
- Owner and Contact
- Annual Operation Time
- Units Used
- Ground Water Sources
- Surface Water Sources
- Method of Measurement
- Statement of Affirmation

Annual Water Use Report Form

Water Withdrawal
The unit selection is for all ground water and/or surface water entries.

Units Used in Reporting Amounts of Withdrawn:
- Thousand Gallons
- Million Gallons

Facility Registration Number: 54-00827
Are there any Source changes?

Division of Water

Menu Options
- Main Menu
- Annual Water Use Form

Section Navigation
- Previous Section
- Next Section

Form Checklist
- ✓ Year and Registration
- ✓ Owner and Contact
- ✓ Annual Operation Time
- ✓ Units Used
- ✓ Ground Water Sources

Annual Water Use Report Form

Add, Remove, and/or Alter Wells

Do you need to add a new well, alter or remove an existing well at this facility?

[Yes] [No]
Adding, Removing, or Changing A Well...
...Or, Adding, Removing, or Changing an Intake

Division of Water

Menu Options
- Main Menu
- Annual Water Use Form

Section Navigation
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Form Checklist
- ✓ Year and Registration
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Annual Water Use Report Form

Facility Registration Number: 54-00827

Intake Changes
- New Intake
- Alter Intake
- Remove Intake

New Intake
All information is required to add a new Intake. The Intake ID should not conflict with any existing Intake ID's.

Intake ID: 
Capacity (GPM): 
Waterbody Source: 
Intake Location: 

Save Intake  Cancel

Finished
Enter Monthly Withdrawal Amounts for All Wells

Each Source is indicated by registered “Source ID”
Enter Monthly Withdrawal Amounts for All Intakes

Annual Water Use Report Form

Water Withdrawal
Units Used in Reporting Amounts Withdrawn: Millions

Monthly Report for Surface Water Sources

Surface Water Source: 1 Record Found

Apply 1st Surface Water Entry to All Intakes.

January: 
February: 
March: 
April: 
May: 
June: 
July: 
August: 
September: 
October: 
November: 
December: 

Intake ID | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | Total
---|---|---|---|---|---|---|---|---|---|---|---|---|---
1 | 0.024 | 0.013 | 0.007 | 0.011 | 0.005 | 0.019 | 0.022 | 0 | 0.063 | 0.043 | 0.039 | 0.004 | 0.25

Save Changes | Cancel Changes
Select Method of Measurement

Annual Water Use Report Form

Method of Measurement
Are withdrawal amounts based on flow meter readings?  
- Yes
- No

- Hours Operated [on by default]
  - Hour Meter [off]
  - Manual Record [on by default]

- Acre Inches
  - Number of Acres: [blank]
  - Number of Inches: [blank]

- NPDES Data
  - Consumptive Use: [blank] %

- Other
  - [blank]

Save Changes  Cancel Changes
Affirmation Signature Required

After signing, be sure to hit the final submit button!

You can easily double check yourself... make sure each entry on the "Form Checklist" has a green checkmark... This shows which sections have been properly completed.
Return to Main Menu Page to enter additional facilities; or to log out.

Annual Water Use Form

Select the year of the water withdrawal. 2012

Select your facility registration from the list or click the resubmit button to manually enter a previously submitted registration.

Facility Registration List: Record Found

Number of Activated Facilities Associated Together Here & Available for Selection from the Drop Down Menu
DNR DIVISION OF WATER
Water Rights & Use Section

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