





# Indiana Online Water Use Reporting

Electronic Annual Water Use  
Data Submission for Registered  
Significant Water Withdrawal  
Facilities

# Online Water Use Reporting Website & Account Activation

## 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

Next

2.

## Account Email Address

All correspondences will be sent to this email address.

**Email Address:**

JohnDoe@xyz.com

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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

Previous

Next

# 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:  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:  County:

State:

Country:

**[Required]**

# Account Activation (cont.)

5.

**Contact Information**

Email Address:

Alternate Email Address:

**Contact #:** Telephone Number:      Ext:  
  -  -

Alternate Number:      Ext:  
  -  -

Cellular Number:  
  -  -

Fax Number:      Ext:  
 -  -

**[Required]**



# Account Activation (cont.)

6.

**Online Access User Account**

**User ID:**

**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.

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:**

**Facility Registration Number:**

# Pulling Up Use Report(s)

Division of Water

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## Annual Water Use Form

Select the year of the water withdrawal.

Water use reporting year

Facility Registration: (Example: 31-01234-XX):

-

-

-

-

-

-

-

-

-

-

Search

Facility Registration Number



# Verify Owner & Contact Info

~Edit if Needed~

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Annual Water Use Report Form

Facility Registration Number: 54-00827

**Owner Information**

Company/Org: Mew Farms LLP

**Name:**

**Address:** P.O. Box 395

**Address:**

**Address:**

**City:** Van Buren

**State:** IN

**Zip Code:** 46991

**Telephone:** (317) 934-2101

**Contact Information**

Company/Org:

**Name:** Aaron Whalen

**Address:** Weaver Popcorn Co

**Address:** 9321 North New Richmond Road

**Address:**

**City:** New Richmond

**State:** IN

**Zip Code:** 47967

**Telephone:** (765) 339-4339

Use the 'Next Section' and 'Previous Section' buttons located in the left column (Section Navigation) to navigate between sections.

Click on the miniature form icon to make any changes to Owner or Contact Info

# Edit Owner/Contact Page

## Division of Water

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## 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.)

**Salutation:**  **First Name:**  **Mid:**  **Last Name:**  **Generation:**

**Company/Organization:**

**Job Title:**

---

**Address Line 1:**

**Address Line 2:**

**Address Line 3:**

**Zip Code:**  (+4):  -

**City:**

# Division of Water

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Address Line 3:

Zip Code: (+4):

 - 

City:

Civil Township:

County:

State:

Country:

Email Address:

Alternate Email Address:

Telephone Number: Ext:

 -  -  

Save

Cancel

# Annual Operation Time

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Annual Water Use Report Form Facility Registration Number: 54-00827

Total Yearly Operation Time

Complete only one.

Number of Hours

Number of Days

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

# Select Reporting Units

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### Annual Water Use Report Form

Facility Registration Number: 54-00827

#### 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

# Are there any Source changes?

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**Annual Water Use Report Form** Facility Registration Number: 0-00574

Add, Remove, and/or Alter Wells

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



# Adding, Removing, or Changing A Well...

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Annual Water Use Report Form Facility Registration Number: 54-00827

Well Changes

New Well  Alter Well  Remove Well

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

Well ID:

Capacity (GPM):

Depth (FT):

Diameter (IN):

Aquifer Utilized:

Well Location:

Save Well Cancel Finished

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# ...Or, Adding, Removing, or Changing an Intake

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### Annual Water Use Report Form

Facility Registration Number: 54-00827

#### Intake Changes

New Intake     Alter Intake     Remove Intake

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#### 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:



# Enter Monthly Withdrawal Amounts for All Intakes

Annual Water Use Report Form Facility Registration Number: ~~40-00400~~

**Water Withdrawal**  
Units Used in Reporting Amounts Withdrawn: Millions

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**Monthly Report for Surface Water Sources**

Surface Water Source:

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



# Select Method of Measurement

Annual Water Use Report Form

Facility Registration Number: ~~49-00408~~

## Method of Measurement

Are withdrawal amounts based on flow meter readings?  Yes  
 No

Hours Operated  Hour Meter  Manual Record

Acre Inches Number of Acres:  Number of Inches:

NPDES Data Consumptive Use:  %

Other

Save Changes

Cancel Changes

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## Annual Water Use Report Form

Facility Regis

### Statement of Affirmation

Full Name

mkr test

Date

12/11/2012

Submit

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**

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Select the year of the water withdrawal. 2012 ▼

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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

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Facility Registration: (Example: 31-01234-XX):  -  - xx

# DNR DIVISION OF WATER Water Rights & Use Section

Phone (317) 232-4160

Toll Free (877) 928-3755

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