

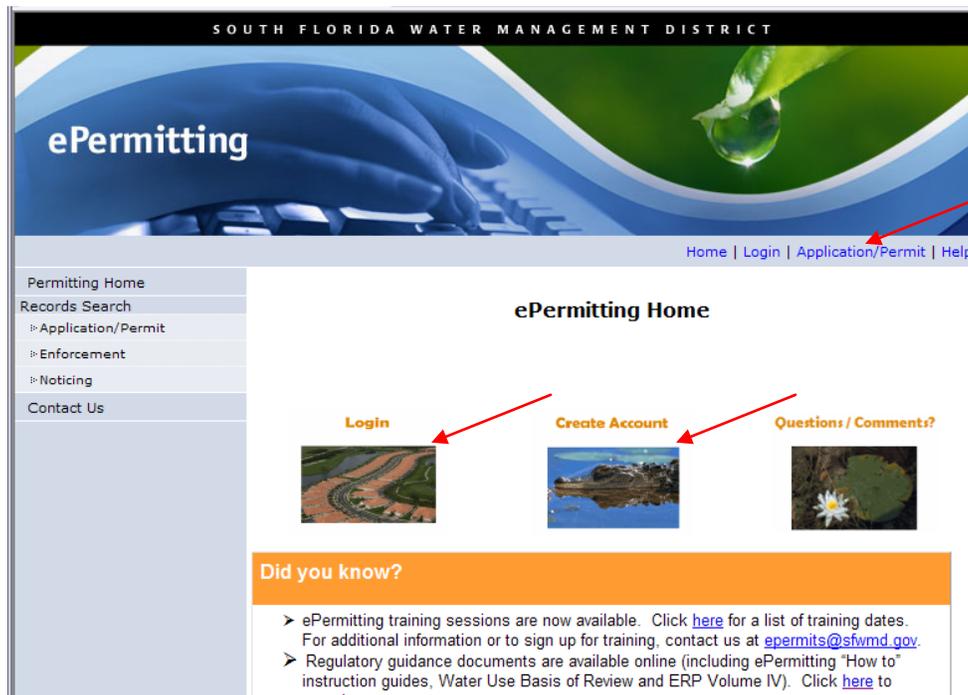
## Water Use Compliance Online Data Reporting

The Water Use Compliance online data reporting system provides easy and reliable reporting of pumpage data, monitoring data, and additional documents. This online data reporting system allows permittees the convenience of submitting compliance data and reports on a monthly or quarterly basis.

**Getting Started:** Please use Internet Explorer when accessing this system and when submitting online reports. Go to South Florida Water Management District's ePermitting Home Page on the Web: [www.sfwmd.gov/ePermitting](http://www.sfwmd.gov/ePermitting) (case sensitive).

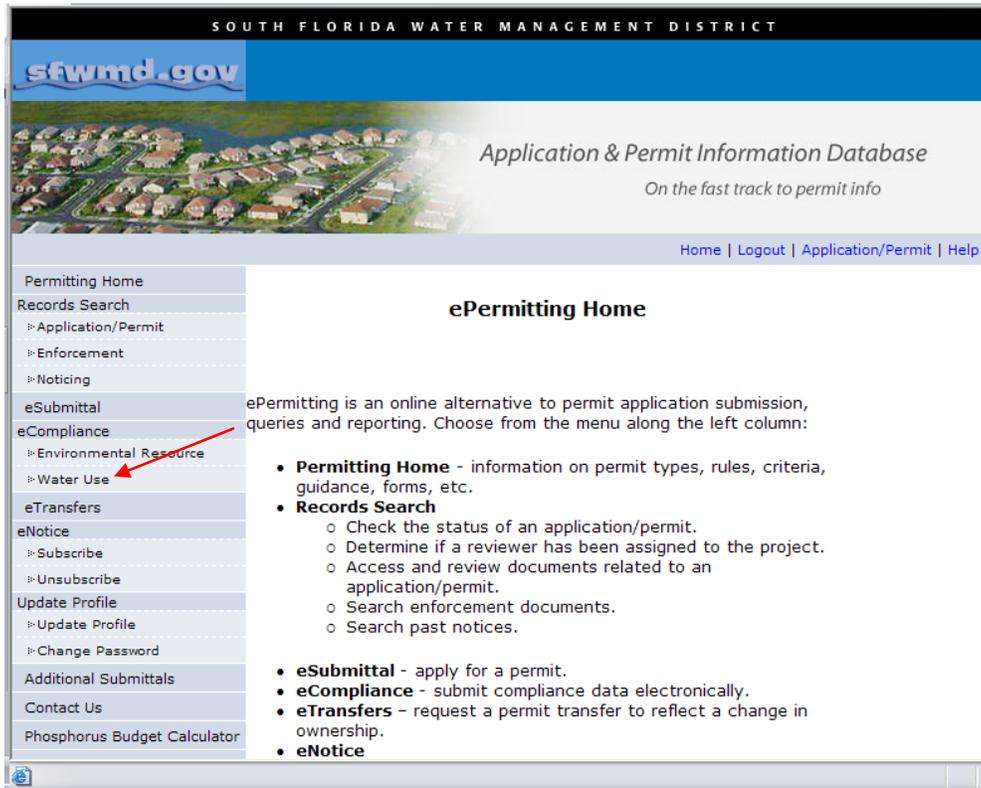
**If you already have an ePermitting account:** On the ePermitting Home Page, click on 'Login' in the top right corner of the page or click on the 'Login' icon (see below).

**If you do not have an existing ePermitting account:** On the ePermitting Home Page, click on the 'Create Account' icon (see below).



Create an ePermitting account by filling in the required fields. Click on the Submit button to complete the registration process. Once you have registered or have an ePermitting account, click on the 'Login' icon. Enter your user name and password and click the 'Sign In' button.

After signing in, click on ‘Water Use’ under eCompliance on the left side of the screen.

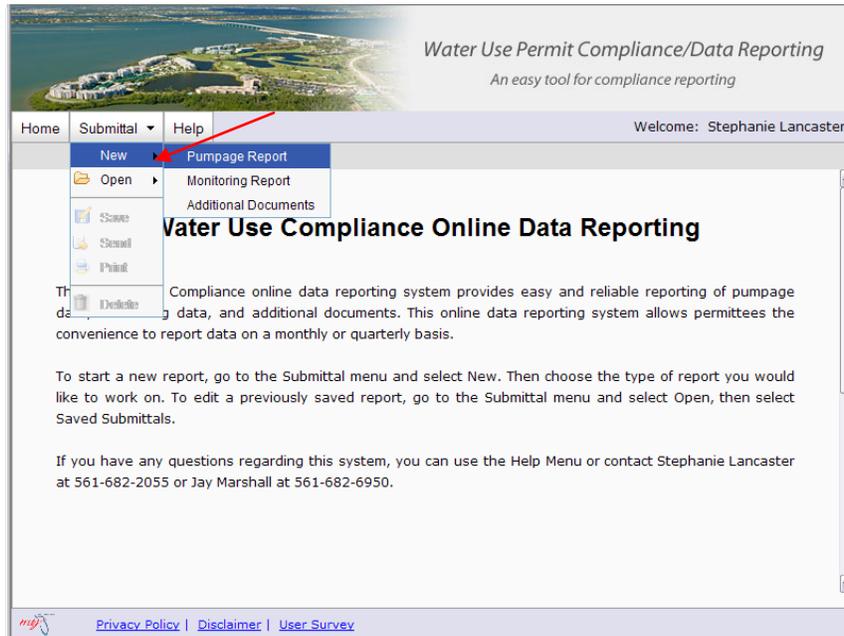


**Creating an eSubmittal Report:**

If you are unable to click on the Home, Submittal, or Help menus, or if your screen does not look like the screen on page 3 of these instructions, close the Water Use Compliance Online Data Reporting window and go back to the ePermitting Home Page. Click the Compatibility View button that is located directly to the right side of the address bar next to the Refresh button (see below). Follow the steps to refresh/retry then click on ‘Water Use’ under eCompliance on the left side of the screen. You will not need to do this again as the online reporting page will be displayed in compatibility mode next time you use the system.



To start a new report, go to the Submittal menu and select 'New'. Then choose the type of report you would like to work on (pumpage, monitoring, or additional documents).



Enter the water use permit number (XX-XXXXX-W) and click the 'Continue' button. Review the yellow highlighted Note section of the form and check the verification box before entering data. Begin entering dates and data in the appropriate blank spaces. *Please note that either a numerical value, a comment, or both a numerical value and comment must be entered for each date entered.*

Home Submittal Review Help Welcome: Stephanie Lancaster

Permit Number:36-00142-W Expiration Date:2/14/2031 Submittal Number:New

**South Florida Water Management District**  
 Water Use Limiting Condition Compliance Report  
**Quarterly Report of Withdrawals From Wells and Surface Water Pumps**

Permit Number: 36-00142-W  
 Project Name: WESTMINSTER GOLF CLUB  
 Issued To: Westminster Country Club  
 Address: 2199 Berkley Way  
 City, State, Zip: Lehigh Acres FL 33971  
 Phone / Fax: 239-368-7700  
 E-mail: skdrag@comcast.net

Inspector Contact Info:  
 Inspector's Name: Stephanie Lancaster  
 Inspector's Phone: (561) 682-2055  
 Inspector's E-mail: slancast@sfwmd.gov

**Note:** Please review the Requirement Names below. If any changes should be made, please contact the water use compliance inspector. The box below must be checked before entering data.

I have reviewed this form and affirm that the requirement names are correct.\*

**Monthly Water Withdrawals (Million Gallons)**  
 Monthly withdrawals can only be entered in million gallons (MG). Example: 500,000 gallons = 1.5MG; 10,000 gallons = .01MG

No	Requirement Name	District ID	Month/Year (mm/yyyy)	Month/Year (mm/yyyy)	Month/Year (mm/yyyy)	Accounting Method	Last Date Calibrated (mm/dd/yyyy)	Comments
1	Monthly withdrawal for WELL 6	2148						Add Comment
2	Monthly withdrawal for WELL 5	19635						Add Comment
3	Monthly withdrawal for Pump Station 1 (Pumps SW1 & SW2)	101117						Add Comment

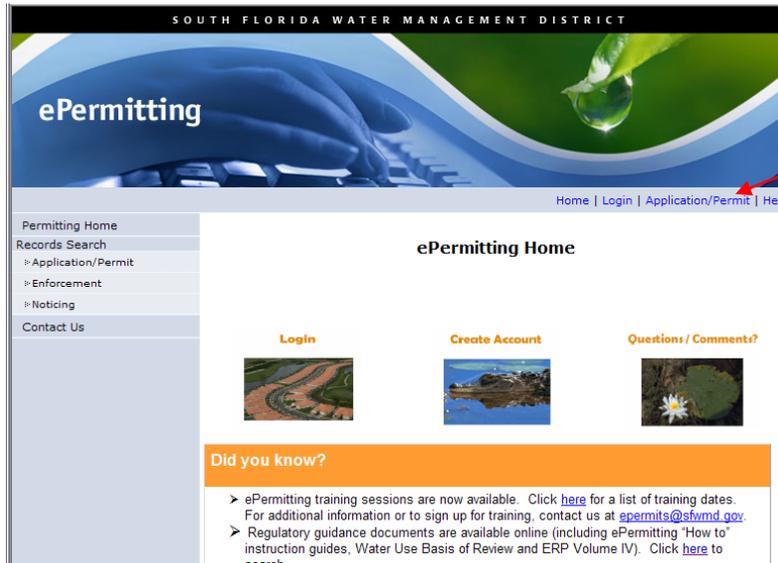
The partial or complete report can be saved by clicking 'Save' under the Submittal menu at the top of the screen. The saved report can be accessed by clicking 'Open' under the Submittal menu at the top of the screen, then clicking on 'Saved Submittals'.

To submit the report to the District, click 'Send' under the Submittal menu at the top of the screen.

On the confirmation page, enter your name, telephone number, and date. Then check the yellow highlighted verification box that the report is accurate and click the 'Ok' button. You will see a new confirmation page that the report has been received. *Please note that your submittal has not been sent to the District if you do not see the confirmation screen.*

From the confirmation screen, you can print the report or go back to the Home Page. An email confirmation will be sent to the email address listed on the ePermitting account. You will also receive an email confirmation when a submittal is processed by District staff.

To view your submittals: Online Submittals are posted in the Application/Records section of ePermitting. Click on **'Application/Permit'** in the top right corner of the ePermitting Home Page.



On the Records Search-Application/Permit screen, scroll down and enter the water use permit number. Then hit enter or click the **'Search Records'** button at the bottom of the screen.

You will see a list of applications for your permit. Click on the blue **'Application #'** link to view the folders associated with the application. Online submittals will be posted in the 'WaterUseCompliance' folder at the bottom of the page. Click on the **'WaterUseCompliance'** folder and the submittals will be listed. Click on a submittal to open it. The submittal can be printed or saved to your computer.

## Additional Information

For additional information about creating, saving, and submitting reports, click on the **Help Tab** in the menu at the top of the screen. In the Help Section, you can click on the blue links in the Menu Options on the left side to skip to a particular section. The Help Section provides step-by-step instructions for completing and submitting a report.

**System Help**  
Version: 2.0.0 Build: Sep-04-2009 9:30PM

**Menu Options**

- New Submittal
  - [Pumpage Report](#)
  - [Monitoring Report](#)
  - [Additional Documents](#)
- Open Submittal
  - [Saved Submittals](#)
- Save Submittal
- Send Submittal
- Print Submittal
- Delete Submittal

**Home Page**

The Water Use Compliance online data reporting system provides easy and reliable reporting of pumpage data, monitoring data, and additional documents. This online data reporting system allows permittees the convenience to report data on a monthly or quarterly basis.

To start a new report, go to the Submittal menu and select New. Then choose the type of report you would like to work on. To edit a previously saved report, go to the Submittal menu and select Open, then select Saved Submittals.

If you have any questions regarding this system, you can use the Help Menu or contact Stephanie Lancaster at 561-682-2055 or Jay Marshall at 561-682-6950.

For additional information regarding compliance data or reports for your permit, please contact the water use compliance inspector for your county.

For additional information about online reporting, please contact us at [wucompliance@sfwmd.gov](mailto:wucompliance@sfwmd.gov).