



sfwmd.gov/ePermitting

Compliance Reporting - Water Use

This function offers a permit holder the convenience of electronically submitting compliance documentation/reporting (i.e. pumpage and monitoring [chloride, water level, conductivity] data, calibrations and other compliance reports).

To begin the reporting process, type www.sfwmd.gov/ePermitting in the address bar (Google Chrome, Internet Explorer, Safari or Mozilla Firefox), which will bring you directly to the **ePermitting Home** page.

If you do not have an ePermitting account, you must first register as a user. In order to establish a new user account, click on the **Create Account** icon (refer to *Getting Started with ePermitting* for detailed instructions). Registered users can simply click on the **Login** icon.

For general ePermitting questions, please contact us at epermits@sfwmd.gov. For specific questions regarding compliance submittals, please contact us at wucompliance@sfwmd.gov.

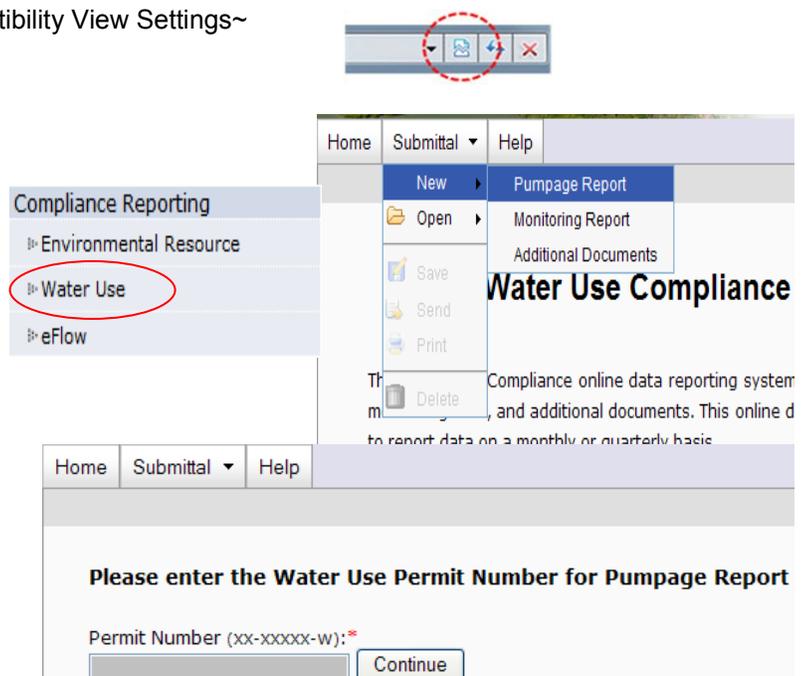
Submitting a Pumpage Report

Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the *Water Use Permit Compliance/Data Reporting* window and return to the *ePermitting Home* page. Click the *Compatibility View* button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or

At Internet Explorer's menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmd.gov to Compatibility View ~Close and Refresh Page.

1. Click the **Water Use** link located under *Compliance Reporting*.
2. Click on **Submittal**.
3. Place cursor on **New**.
4. Click the **Pumpage Report** option.
5. Enter permit number.
6. Click the **Continue** button.



The screenshot shows the website's navigation menu with 'Home', 'Submittal', and 'Help' options. The 'Submittal' dropdown menu is open, showing 'New', 'Open', 'Save', 'Send', 'Print', and 'Delete' options. The 'New' dropdown menu is also open, showing 'Pumpage Report' and 'Monitoring Report' options. The 'Water Use Compliance' section is highlighted, and the 'Water Use' link is circled in red. Below the navigation menu, there is a form titled 'Please enter the Water Use Permit Number for Pumpage Report' with a text input field and a 'Continue' button.



Submitting a Pumpage Report (continued)

- Review Contact Information and click on the **Add corrections to the Contact Info** button if updates are required. Enter corrections as needed and click the **Done** button.
- Enter required data for a period of up to one to year per form for each **Requirement Name** listed.

Note:

- The date information must be entered in **mm/yy** format.
- The pumpage data must be entered in **million gallons (MG)**:
 1,525,000 gallons would be entered as **1.525**
 105,000 gallons would be entered as **.105**
 14,000 gallons would be entered as **.014**
- To move from one field to another, use the Tab key on the keyboard, keyboard arrows or mouse to click in a different field.
- To select multiple fields in the online form, click in a field, then hold the keyboard shift key and use the keyboard arrows to select additional fields, or click in a field, hold the shift key and use the mouse to select additional fields. To select the entire form, hold the Ctrl key and the A key on the keyboard.
- The data entry form can be copied and pasted into Excel or other programs. To copy, select the field(s) and hold the Ctrl key on the keyboard and the C key on the keyboard. To Paste, click in the field where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.
- Data can be entered into Excel or other programs and pasted into the online form. When pasting into the online form, the data must be in the same format as the original template on the screen. If requirement names or the order of the rows is changed, the system will display them as they were in the original form.
- Comments can be entered in each data field by clicking on the pencil icon at the top of the form. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed pumpage report.

- Click on **Submittal**.
- Click **Send** once all data has been entered.
- Enter **name, phone number** and **date**.
- Click in the box next to **affirmation that data reported is accurate**.
- Click the **OK** button.

Water Use Limiting Condition Compliance Report
Report of Withdrawals From
Wells and Surface Water Pumps

Permit Number: 11-00117-W
Project Name: PIPERS GROVE
Issued To: TOUCHSTONE COMMUNITIES INC
Address: 8001 COCONUT ROAD
City, State, Zip: BONITA SPRINGS FL 34135-4017
Phone / Fax:
E-mail:

If you have questions or need assistance, please contact us at uu.compliance@sfwmd.gov

Add corrections to the Contact Info

Note: Please review the Requirement Names below. If any changes should be made, please contact the water use compliance inspector.

Monthly Water Withdrawals (Million Gallons)
As a reminder, monthly withdrawals can only be entered in million gallons (MG).
Example: 1,525,000 gallons = 1.525; 105,000 gallons = .105; 14,000 gallons = .014

Step 1: Enter reporting period date(s), starting in column D. Ex. For April 2013, enter 04/13
Step 2: Enter/Copy/Paste pumpage (withdrawal) data and/or comment for each requirement under each entered date
Step 3: To submit the report, click the Submittal tab, then click Send and follow the steps

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil icon
Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
No	Requirement Name	District ID	mm/yy											
1	Monthly withdrawal from On-site Lake(s)	100404												
2	Monthly withdrawal from Lower Tamiami Aquifer	4												
3	Monthly withdrawal from Water Table Aquifer	9												

Home | Submittal | Help

Permit | New | 0039-W Expiration |

Open | South F

Save

Send

Print

Delete

Permit N | W

Project N | BEACH MEMORIAL PARK

Issued T | Memorial Park Cemetery

Address |

City, State | each FL 33425-0310

Phone / Fax: 561-742-6226

E-mail: rivers@ci.boynnton-beach.fl.us

Add corrections to the Contact Info

South Florida Water Management District
Submittal Confirmation for Pumpage Report

Permit Number: 11-00117-W
Project Name: PIPERS GROVE
Issued To: TOUCHSTONE COMMUNITIES INC
Address: 8001 COCONUT ROAD
City, State, Zip: BONITA SPRINGS FL 34135-4017
Phone / Fax:
E-mail:

If you have questions or need assistance, please contact us at uu.compliance@sfwmd.gov

Name of Person completing form: *
Cathy Widness

Phone No(XXX-XXX-XXXX): *
561-682-6317

Date(mm/dd/yyyy): *
08/12/2013

I affirm that the information provided in the reports and documents is accurate.

OK Cancel

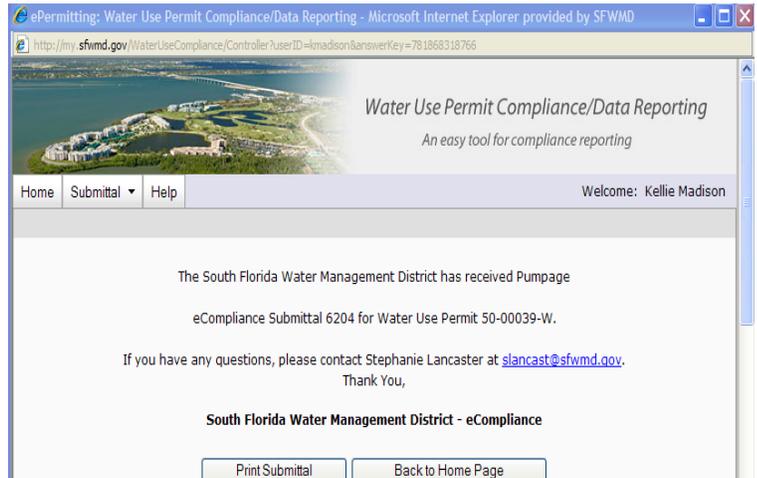


Submitting a Pumpage Report (continued)

15. Click the **Print Submittal** button if a paper copy is desired.
16. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

Note:

- An email confirmation will be sent to the registered ePermitting user once a report is submitted and when a report is processed.
- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button. Choose the last page button and click on the application number (link) for the oldest application number with application status: Complete. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.





Submitting a Monitoring Report

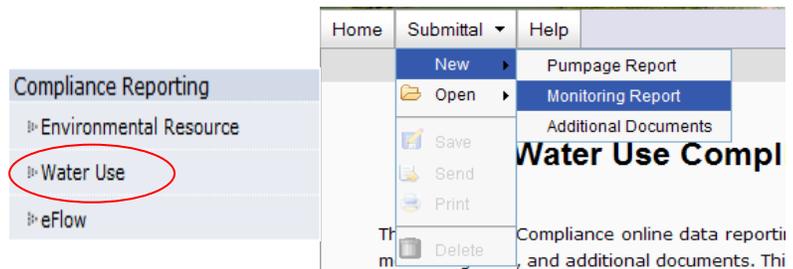
Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the *Water Use Permit Compliance/Data Reporting* window and return to the *ePermitting Home* page. Click the *Compatibility View* button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or

At Internet Explorer's menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmnd.gov to Compatibility View ~Close and Refresh Page.



1. Click the **Water Use** link located under Compliance Reporting.
2. Click on **Submittal**.
3. Place cursor on **New**.
4. Click the **Monitoring Report** option.
5. **Enter permit number.**
6. Click the **Continue** button.
7. Review Contact Information and click on the **Add corrections to the Contact Info** button if updates are required.
8. Enter corrections as needed and click the **Done** button.
9. Enter **required data**.



Please enter the Water Use Permit Number for Monitoring Report

Permit Number (xx-xxxxx-w):*

Note:

- To move from one field to another, use the Tab key on the keyboard, keyboard arrows or mouse to click in a different field.
- To select multiple fields in the online form, click in a field, then hold the keyboard shift key and use the keyboard arrows to select additional fields, or click in a field, hold the shift key and use the mouse to select additional fields. To select the entire form, hold the Ctrl key and the A key on the keyboard.
- The data entry form can be copied and pasted into Excel or other programs. To copy, select the field(s) and hold the Ctrl key on the keyboard and the C key on the keyboard. To Paste, click in the field where data will be pasted, and hold the Ctrl key on the keyboard and the V key on the keyboard.

**Water Use Limiting Condition Compliance Report
Report of Monitoring Requirements**

Permit Number: 36-03809-W
 Project Name: BEN HILL GRIFFIN PARKWAY (MEDIAN STRIP WELL NUMBER 2)
 Issued To: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
 Address: MUNICIPAL SERVICES TAX BENEFIT UNIT
 City, State, Zip: FT. MYERS FL 33902
 Phone / Fax: 239-694-3334
 E-mail:

If you have questions or need assistance, please contact us at wucompliance@sfwmnd.gov

Note: Please review the Requirement Names below. If any changes should be made, please contact the water use compliance inspector.

Step 1: Enter reporting period date(s) in column E. Ex. For April 15, 2013, enter 04/15/2013
 Step 2: Enter/Copy-Paste data and/or comment for each applicable requirement for each reporting period date
 Step 3: To submit the report, click the Submittal tab, then click Send and follow the steps

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil:

Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G	H
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Ground Water Level	Specific Conductance	Chloride
1	WELL	LM-7726 water levels	142771				
2	WELL	Conductivity from well LM-7725	142772				



Submitting a Monitoring Report (continued)

- Data can be entered into Excel or other programs and pasted into the online form. When pasting into the online form, the data must be in the same format as the original template on the screen (entity names and order of entities cannot be changed).
- To add additional reporting periods and monitoring data to the report, either manually type data into the blank rows at the bottom of the form or paste additional data rows from Excel or another program. Data and/or a comment must be entered for each additional reporting period for each requirement.
- Comments can be entered in each data field by clicking on the pencil icon at the top of the form. Comments will be displayed below the form on the screen when a submittal is saved and at the bottom of the printed monitoring report.

- Click on **Submittal**.
- Click **Send** once all data has been entered.
- Enter **name, phone number and date**.
- Click in the box next to **affirmation that data reported is accurate**.
- Click the **OK** button.

**Water Use Limiting Condition Compliance Report
Report of Monitoring Requirements**

Permit Number: 36-03009-W
 Project Name: BEN HILL GRIFFIN PARKWAY (MEDIAN STRIP WELL NUMBER 2)
 Issued To: LEE COUNTY BOARD OF COUNTY COMMISSIONERS
 Address: MUNICIPAL SERVICES TAX BENEFIT UNIT
 City, State, Zip: FT. MYERS FL 33902
 Phone / Fax: 239-654-3334
 E-mail:
 Add corrections to the Contact Info

If you have questions or need assistance, please contact us at wuc.compliance@sfwmd.gov

Note: Please review the Requirement Names below. If any changes should be made, please contact the water use compliance inspector.

Step 1: Enter reporting period date(s) in column E. Ex. For April 15, 2013, enter 04/15/2013
 Step 2: Enter/Copy-Paste data and/or comment for each applicable requirement for each reporting period date
 Step 3: To submit the report, click the Submittal tab, then click Send and follow the steps

To enter/edit a comment, click in the cell that the comment applies to then click on this pencil icon. Comments will display below the form when the submittal is saved.

A	B	C	D	E	F	G	H
No	Entity Type	Entity Name	District ID	Reporting Period (mm/dd/yyyy)	Ground Water Level	Specific Conductance	Chloride
1	WELL	LM-7726 water levels	142771				
2	WELL	Conductivity from well LM-7725	142772				

Home Submittal Help

Permit: New 3909-W Expiration Date

Open South F

Save

Send 39-W

Project: GRIFFIN PARKWAY (MEDIA

Print BOARD OF COUNTY COM

Address: MUNICIPAL SERVICES TAX BENEFIT UNIT

City, State, Zip: FT. MYERS FL 33902

Phone / Fax: 239-654-3334

E-mail: Add corrections to the Contact Info

Note: Please review the Requirement Names below.

Submittal Confirmation for Monitoring Report

Permit Number: 36-00109-W
 Project Name: SOUTH SEAS RESORT
 Issued To: MERISTAR SOUTH SEAS PLANTATION COMPANY, LLC
 Address: 5400 PLANTATION RD
 City, State, Zip: CAPTIVA ISLAND FL 33924
 Phone / Fax: 239-472-5111 ext. 3318
 E-mail: mhenn@luxuryresorts.com

If you have questions or need assistance, please contact us at wuc.compliance@sfwmd.gov

Name of Person completing form: * Cathy Widness Phone No.(xxx-xxx-xxxx): * 561-682-6317 Date(mm/dd/yyyy): * 06/13/2013

I affirm that the information provided in the reports and documents is accurate.

Ok Cancel



Submitting a Monitoring Report (continued)

15. Click the **Print Submittal** button if a paper copy is desired.
16. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

Note:

- An email confirmation will be sent to the registered ePermitting user once a report is submitted and when a report is processed.
- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button. Choose the last page button and click on the application number (link) for the oldest application number with application status: Complete. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.

A screenshot of a web application interface. At the top, there is a header with a landscape image of a water treatment facility. The text reads "Water Use Permit Compliance/Data Reporting" and "An easy tool for compliance reporting". Below the header is a navigation bar with "Home", "Submittal", and "Help" links. On the right side of the navigation bar, it says "Welcome: Cathy Widnes". The main content area contains the following text: "The South Florida Water Management District has received Monitoring eCompliance Submittal 2934 for Water Use Permit 36-00109-W. For additional information or questions regarding water use compliance online submittals, please contact us at wucompliance@sfwmd.gov. Thank You, South Florida Water Management District - eCompliance". At the bottom of the content area, there are two buttons: "Print Submittal" and "Back to Home Page".



Submitting Additional Documents Calibrations, Annual and Water Loss Reports, etc.

Prior to submitting a Water Use Compliance report, the compatibility view setting on your computer may have to be modified. If you are unable to click on the Home, Submittal, or Help menus, or if these options are not visible on the screen, close the *Water Use Permit Compliance/Data Reporting* window and return to the *ePermitting Home* page. Click the *Compatibility View* button located directly to the right side of the address bar. Follow the steps to refresh/retry which will save the update, and then click the Water Use link and begin the submittal process.

Or

At Internet Explorer's menu bar - Click Tools~ Compatibility View Settings~ Add www.sfwmd.gov to Compatibility View ~Close and Refresh Page.



1. Click the **Water Use** link located under Compliance Reporting.
2. Click on **Submittal**.
3. Place cursor on **New**.
4. Click the **Additional Documents** option.
5. Enter permit number.
6. Click the **Continue** button.
7. Review Contact Information and click on the **Add corrections to the Contact Info** button if updates are required. Enter corrections as needed and click the **Done** button.
8. Click the **Browse** button at the bottom of the page to submit documents such as calibration, annual and water loss reports, etc.

Home Submittal Help

Please enter the Water Use Permit Number for Additional Documents Report

Permit Number (xx-xxxx-w):*

List of Attachments			
No	Document	Comment	
1	36-03909-W 5YR Reclaim rpt DOT Ben Hill Medians 3-2-11.jpg	Add Comment	Delete File
	<input type="text"/> <input type="button" value="Browse..."/>		



Submitting Additional Documents Calibrations, Annual and Water Loss Reports, etc. (continued)

9. Select **applicable document** from your files.
10. Click the **Open** button.
11. Click on the **Add Comment** link if applicable. Enter comments and click the **Done** button.
12. Click on **Submittal**.
13. Click **Send** once all documents have been attached.
14. Enter **name, phone number and date**.
15. Click in the box next to **affirmation that data reported is accurate**.
16. Click the **OK** button.
17. Click the **Print Submittal** button if a paper copy is desired.
18. Click the **Back to Home Page** button to continue reporting or the **X in the red box** at the top right of the page to exit.

Note:

- The Additional Document submittal can be saved, printed and deleted by making the applicable selection from the Submittal drop down menu.
- An email confirmation will be sent to the registered ePermitting user once a report is submitted and processed.
- Submitted reports are available online using the ePermitting Application/Permit Records Search function. At the ePermitting home page, click Application/Permit Search, enter the water use permit number, and click the Search Records button.
- Choose the last page button and click on the application number (link) for the oldest application number with application status: Complete. Click on the Compliance-Water Use folder, then click the appropriate submittal type. Submittals can be opened, printed or saved. Historic reports will remain posted to the application number that was the active application at the time the report was submitted/processed.

