

Becoming an Authorized Data Provider to Report Water Use

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Becoming a Data Provider to Report Water Use

1) Log into the [NHDES Home page](#).

2) Click on the green **OneStop** logo located on the bottom of the home page.



3) At the OneStop Data and Information screen, click on the link [OneStop Data Provider](#).

4) Click on OK at the Security Alert popup box. The NHDES login page will appear.

5) Click on the “New User?” button. 

A screenshot of a web browser displaying the NHDES OneStop Data Provider Login page. The browser's address bar shows 'DES Login'. The page header includes the New Hampshire Department of Environmental Services logo and the text 'an official NEW HAMPSHIRE government website'. The main content area features a 'OneStop Data Provider Login' heading, a 'Data Provider Help' button, and the date 'Friday, Dec. 23, 2011'. Below this is a login form with fields for 'User Name:', 'PIN:', and 'Password:', a 'Submit' button, a 'Forgot your Password?' link, and a 'New User?' button. A footer note states: 'DES employees: You do not need to register to use GIS. Click the 'OneStop Menu' link and go directly to that application.' The browser's status bar at the bottom shows 'Local intranet' and '100%' zoom.

6) The data provider registration form will be displayed

a) Select the appropriate description from the **Type of Requestor** dropdown menu.

b) Fill in all remaining fields that contain a red asterisk (*). These are required fields.

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The screenshot shows a web browser window displaying the New Hampshire Department of Environmental Services website. The browser's address bar shows the URL "Registration". The website header includes the text "an official NEW HAMPSHIRE government website" and the logo for the "NEW HAMPSHIRE DEPARTMENT OF Environmental Services". Below the header, there are navigation links for "DES Home", "Data Provider Activities", and "Data Provider Login". The date "Wednesday, Dec. 28, 2011" is displayed. The main content area features a "OneStop Data Provider Registration Form" with a "Data Provider Help" button. A red message states: "Please click 'Data Provider Help' button for Registration Details/Requirements before registering." Below this, a note says: "You must complete all fields followed by a red asterisk (*) to receive a PIN and Password via E-mail." The form includes a dropdown menu for "Type of Requestor:" with "State Government" selected. Other fields include "Applicant First Name:", "Applicant Last Name:", and "Applicant Email:", each with a red asterisk indicating a required field. A green message at the bottom of the form reads: "I become your User Name. It will be checked for uniqueness in our system." The browser's status bar at the bottom shows "Internet" and "100%".

If you receive a message that your email address is already registered, you do not need to register for a new account. Instead, you just need to update your profile to add the **Water Use Reporting** activity. Go to the beginning of the next page for instructions if you receive this message: "You are currently an active Data Provider. Please log in with your credentials and click the 'Change Profile' link to update your current information."

If you do not receive the message skip to step 7.

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Already Have a Data Provider Account?

If you receive a message that your email address is already registered, this means you have already been approved for another Data Provider activity.

You do not need to register for a new account. Instead, just update your profile to add the **Water Use Reporting** activity.

To update your profile, follow these steps:

- a. Click on the “Data Provider Login” link in the green banner.
 - b. Log in by entering the Username, PIN and Password that you already use for the other Data Provider activities (for example, EMD or PWSCONTRACTS).
 - c. From the Available Data Provider Activities menu, select the “Change Profile” link.
 - d. Click on the **Edit** button to display the current information in your profile.
 - e. Continue to step 7.
- 7) Scroll down to the Activities and click on **Apply** next to the activity **Water Use Reporting**.
- 8) A comment box will appear. Type a brief explanation for your request and include the five-digit water user ID assigned to your facility. If you do not know the ID call 271-6685.

If you are the water use point of contact for multiple facilities, include the ID of each facility.

The screenshot shows a web browser window with a McAfee security bar and a Bing search bar. The main content area displays two activity options:

- ORCB Query**: A link to the registration page.
- Upload Station or Activity Data for the Environmental Monitoring Database (EMD)**: This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. If you only wish to view data, do not apply for this feature; use the following link instead: [Environmental Monitoring Menu](#). The status is **AVAILABLE**.
- Water Use Reporting**: This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. Providing water use data through this application will satisfy the water use reporting requirements outlined in Env-Wq 2102.18, 2102.30, & 2102.31. DES limits approval for this feature to those applicants involved with the submission of water use data in accordance with RSA 488 and Env-Wq 2102. When applying for this feature, you must specify the unique five digit Water User ID (WUID) associated with the facility. If you are responsible for reporting water use data for multiple facilities, please provide each WUID. **Enter Your Reason for Your Request Here (Limit 500 chars.)*.** The status is **REQUESTED**.

The 'Apply' button for 'Water Use Reporting' is highlighted in blue. A yellow arrow points to the text input field for the request reason.

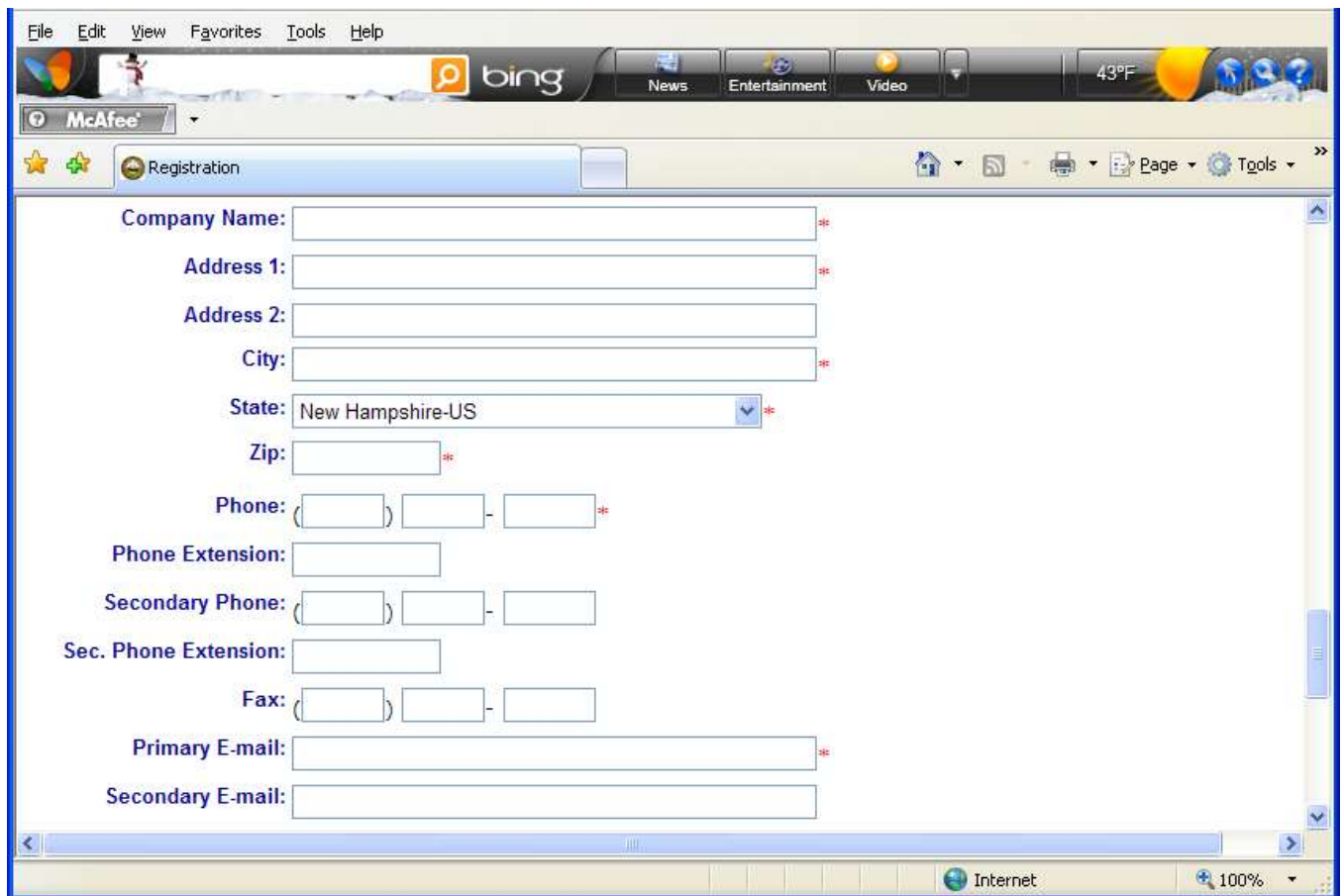
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9) Complete the remaining required contact information as indicated by the red asterisk (*)

If more than one person at your facility is going to register for an account, use the same company name in each registration application.

Enter the email address of the primary contact person for your company in the **Primary Email** field. However, you may re-type your email address into this field. This field is required.

Enter another contact email address in the **Secondary Email** field, if needed. You may retype your email address or leave this field blank.



The screenshot shows a web browser window with a registration form. The browser's address bar displays "Registration". The form contains the following fields:

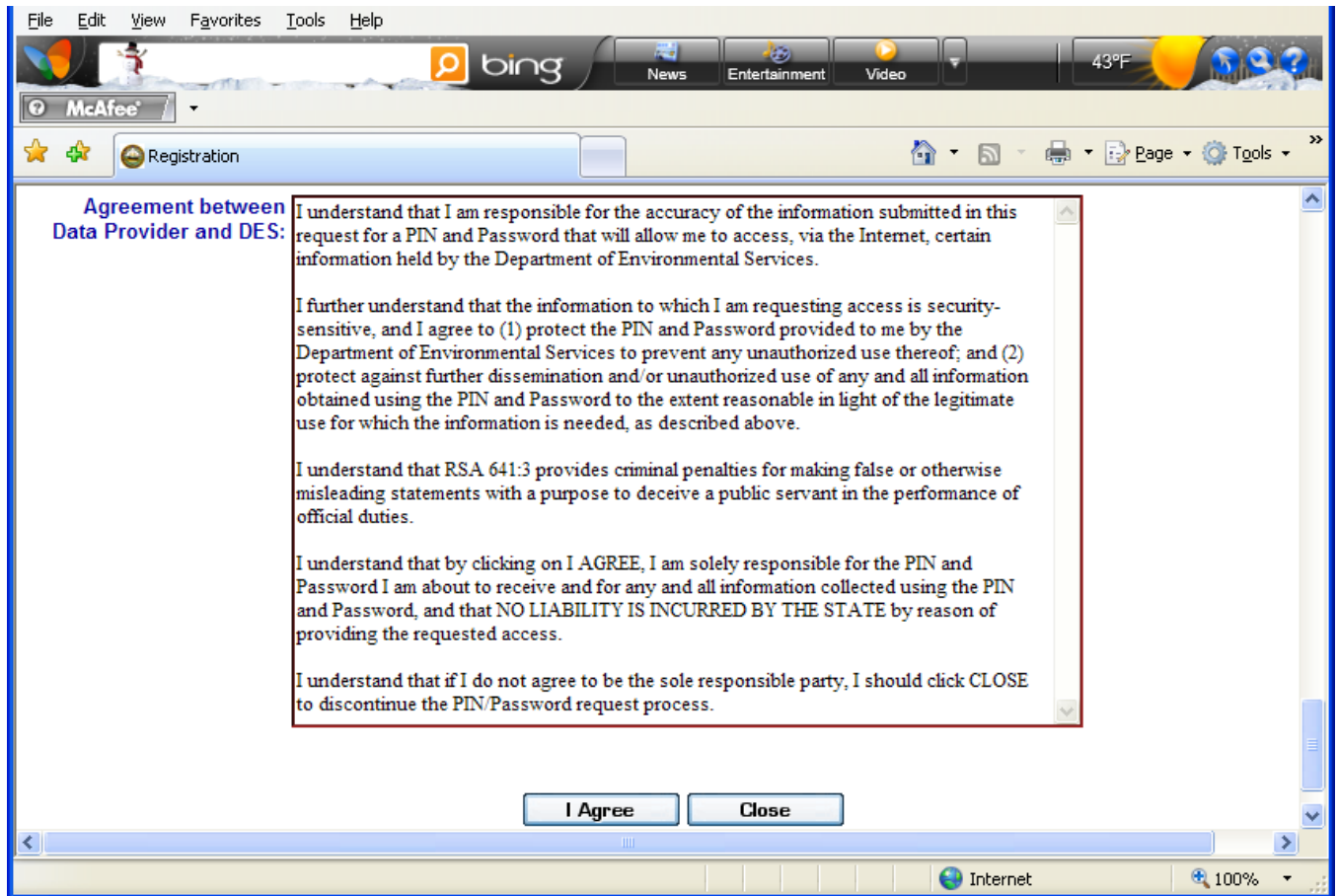
- Company Name: *
- Address 1: *
- Address 2:
- City: *
- State: *
- Zip: *
- Phone: () - *
- Phone Extension:
- Secondary Phone: () -
- Sec. Phone Extension:
- Fax: () -
- Primary E-mail: *
- Secondary E-mail:

The browser's status bar at the bottom shows "Internet" and "100%".

10) Read the security Agreement, and then click on "**I Agree.**" The button will change to Submit.

11) Click on **Submit** to send your registration information.

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You will be notified by two separate email messages when your account has been approved. One message will contain your PIN; the other will contain your Username and Password.

When you log in for the first time, you must change your password from the default NEWUSER to a password of your choice.

Note: **The password is case sensitive.**

The new password must start with a letter and be 10-15 characters in length. Numbers, letters, and the underscore character () are allowed.