

How to Navigate the EEC eForms Dashboard

(February 2020)

Brief History of the Well Record eForm:

- Apr 2008 Uniform Kentucky Well Construction Record (UKWCR) made available for download from the Kentucky Well Driller Certification Program Web page
- Mar 2010 Electronic submittal of UKWCR made possible through Uniform Kentucky Well Construction Record eForm, available via DEP eForms site
- Feb 2017 User accounts with login capability made available through Kentucky Business One Stop Portal (KyBOS), requiring a new One Stop User Account
- Apr 2019 DEP eForms page becomes EEC eForms site; user account management migrated to Kentucky Online Gateway (KOG) Portal, requiring new KOG User Account
- Mar 2020 Uniform Kentucky Water/Monitoring Well Reporting Record (UKWMWRR) eForm (Form 77) replaces UKWCE eForm (Form 14) with newer functionality allowing users to submit record of installation, modification or decommissioning of any temporary or permanent monitoring or water well

Currently, your KOG User Account allows you access to the EEC eForms site, where you can both submit records via eForm and manage those submittals through the EEC eForm Dashboard.

This document provides instructions on **how to navigate the EEC eForms Dashboard**.

If you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.

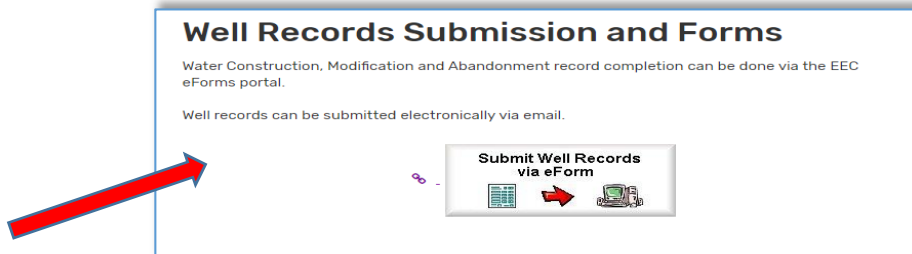
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Accessing the eForm

The Uniform Kentucky Well Construction Record eForm is accessible via a link on the [Kentucky Well Drillers Program Web page](#),

(<https://eec.ky.gov/Environmental-Protection/Water/GW/Pages/GWRecords.aspx>) as shown below:

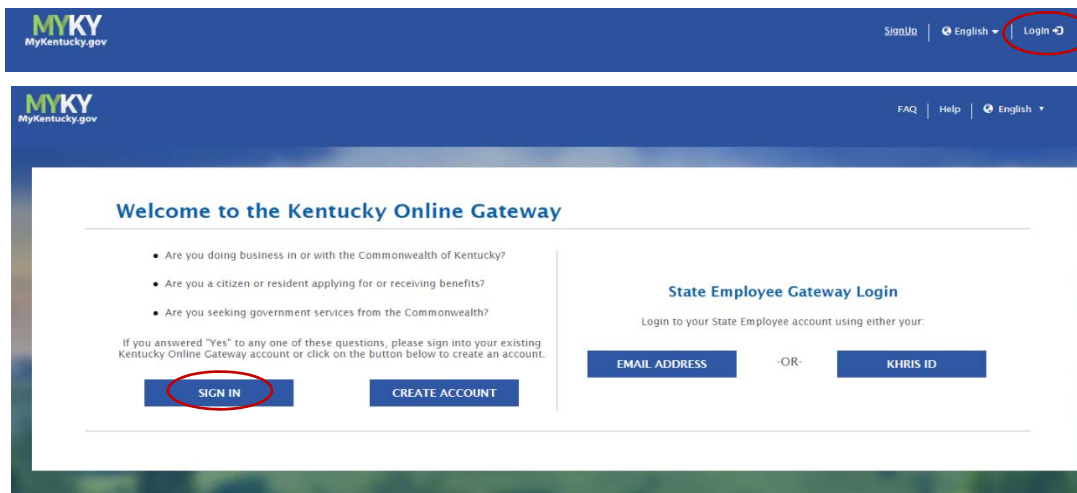


This link should forward you to the [Kentucky Online Gateway](#) (<https://dep.gateway.ky.gov/eForms/Main/Forms.aspx?FormId=77>) or (www.MyKentucky.gov) where you will sign into your user account:

Click **SIGN IN** to enter the system

If this is your first time to access the system, you will need to click **CREATE ACCOUNT**

See the document [How to Set Up a KOG User Account](#) for detailed instructions



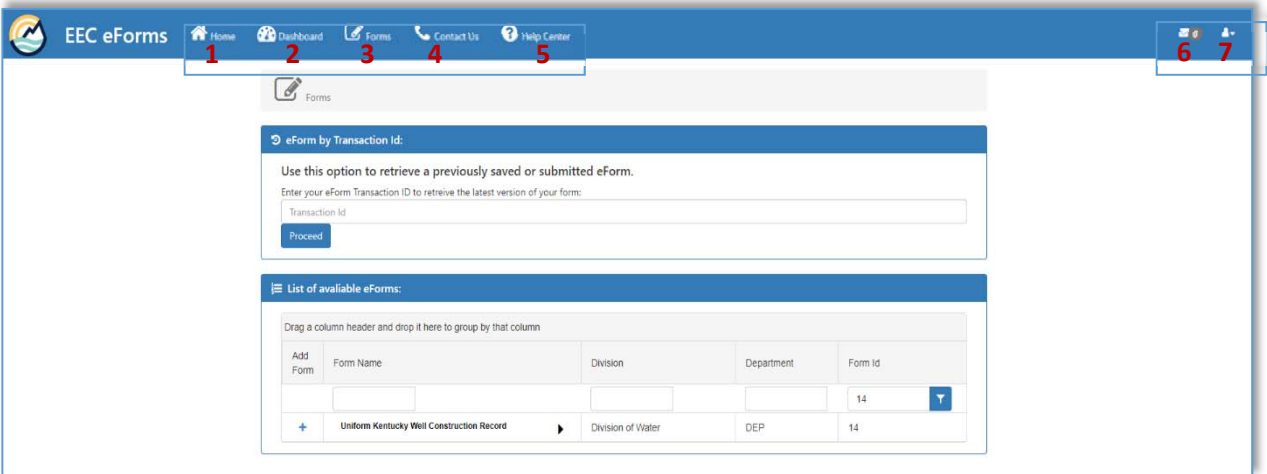
Password Retrieval

If you have an existing Kentucky Online Gateway (KOG) Account and have forgotten your password, go to <https://kog.chfs.ky.gov/public/resetpassword/?sko=false> to reset

EEC eForms site

Once you have an active account, enter your Username and Password, and then click **Sign in**.

You should then be directed to the [EEC eForms](#) main page:

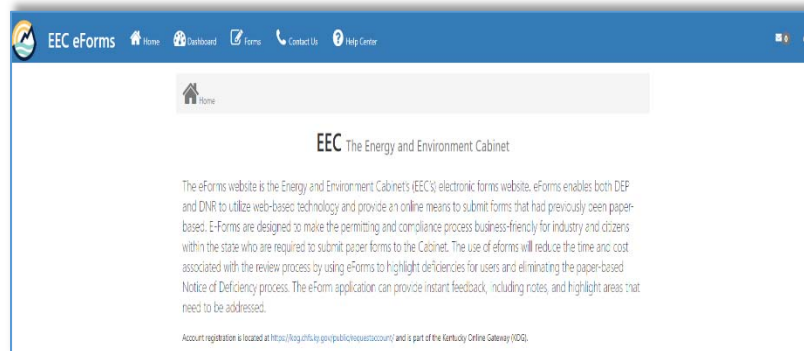


The navigation bar along the top of the screen is available from any DEP eForms page.

1. Home
2. Dashboard
3. Forms
4. Contact Us
5. Help Center
6. Message Center
7. User Account

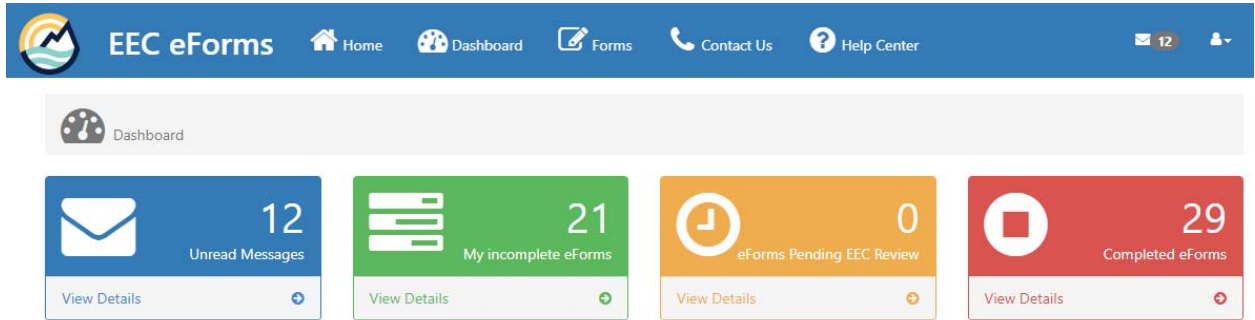
1. Home

This link takes you back to the DEP eForms Main page.

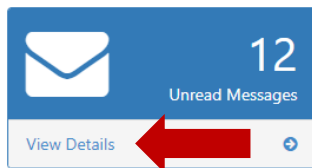


2. Dashboard

This link takes you to the **Dashboard**, which includes links to **Unread Messages**, **Incomplete eForms**, **eForms Pending DEP Review** and **Completed eForms**:

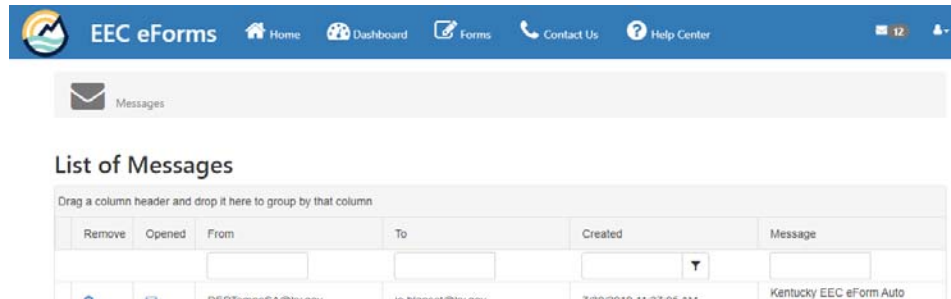


Unread Messages

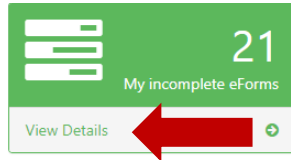


The [Unread Messages](#) box will direct you to the List of Messages page containing confirmation emails that were sent to you for each eForm submittal.

Click on [View Details](#) in that box to get to the following page:

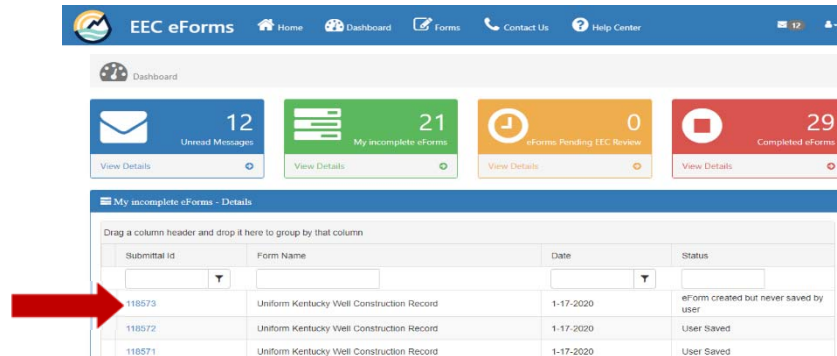


My Incomplete eForms

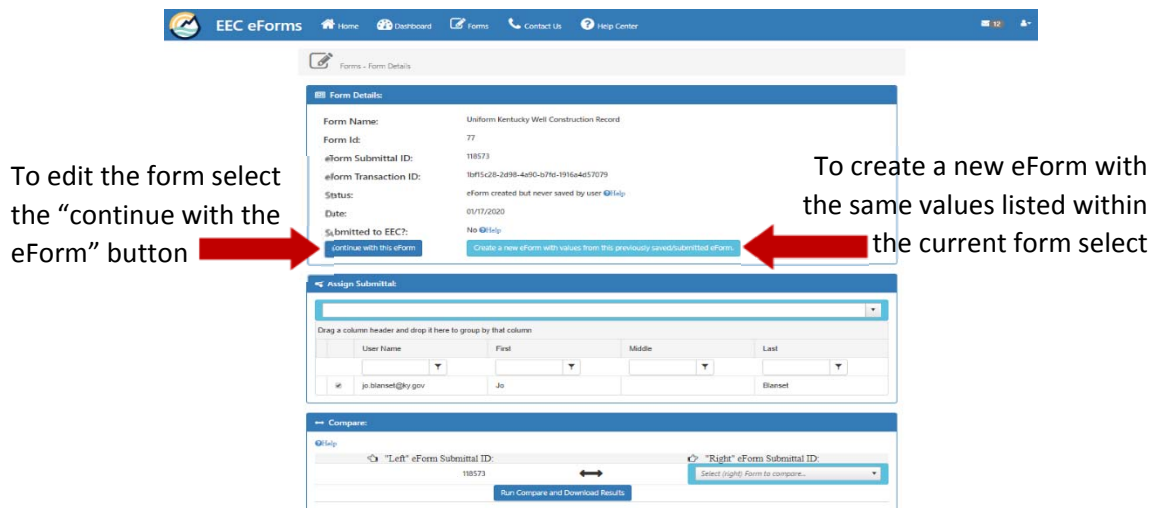


The [My Incomplete eForms](#) box will direct you to a list of Submittal ID numbers corresponding to the eForms you have saved but not yet submitted.

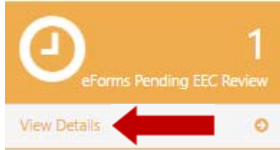
Click on **View Details** in that box to get to the following page:



Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:

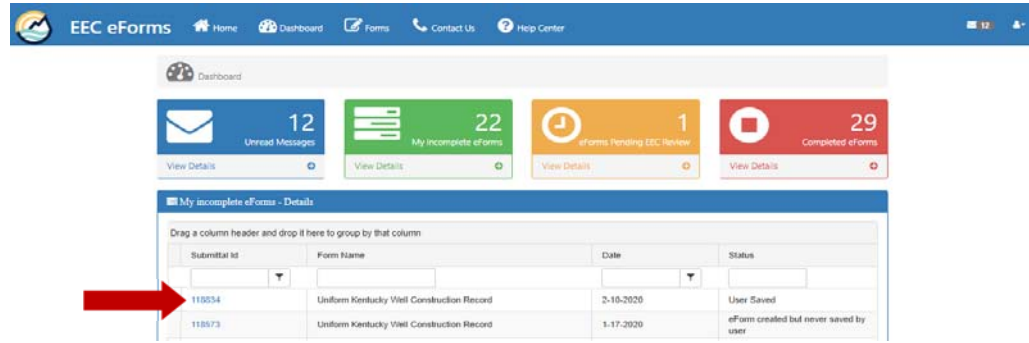


eForms Pending DEP Review

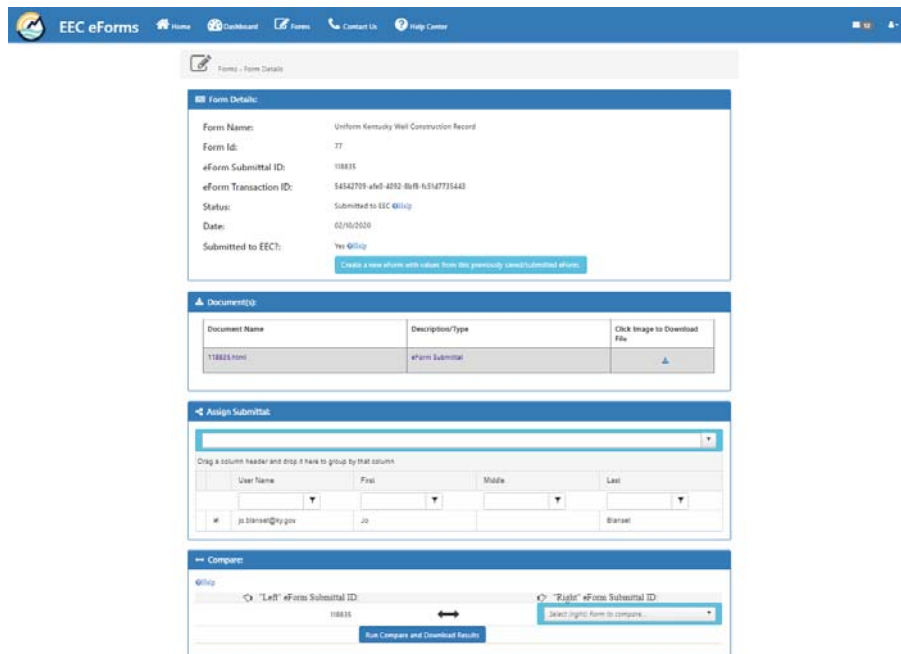


The **eForms Pending DEP Review** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that are awaiting DEP staff review.

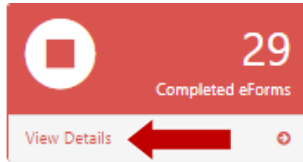
Click on **View Details** in that box to get to the following page:



Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:

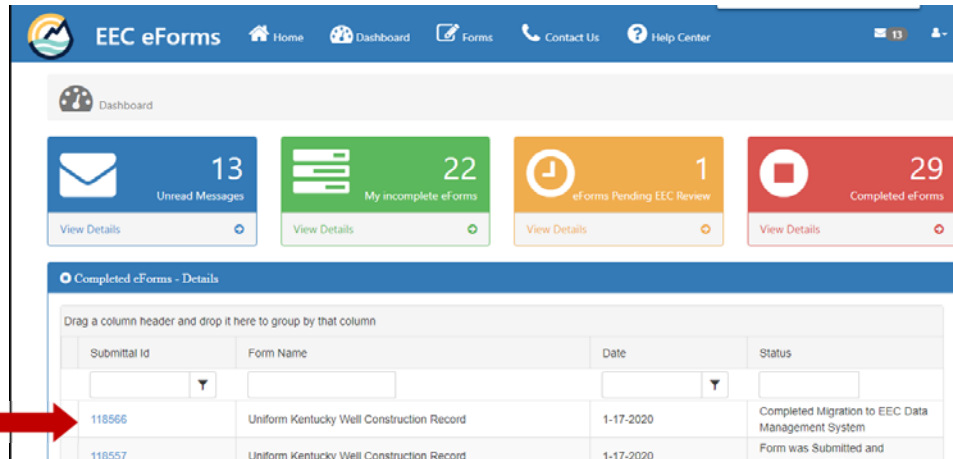


Completed eForms

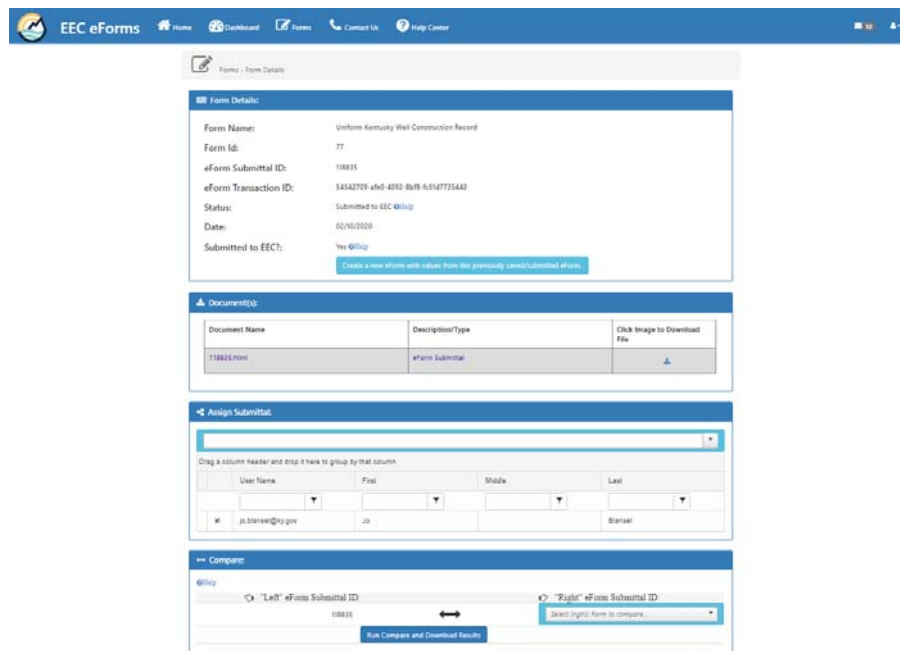


The **Completed eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that have been reviewed.

Click on **View Details** in that box to get to the following page:



Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:



3. Forms

This link takes you to the Forms page, which includes an option to retrieve an eForm by Transaction ID (not Submittal ID) and a list of available eForms:

The screenshot shows the EEC eForms dashboard. The top navigation bar includes 'Home', 'Dashboard', 'Forms' (circled in red), 'Contact Us', and 'Help Center'. Below the navigation bar, there is a 'Forms' section with a sub-header 'eForm by Transaction Id:' (indicated by a red arrow). This section contains a text input field for 'Transaction Id' and a 'Proceed' button. Below this is another sub-header 'List of available eForms:' (indicated by a red arrow). This section features a table with columns for 'Add Form', 'Form Name', 'Division', 'Department', and 'Form Id'. A red arrow points to the 'Form Id' column header. The table lists three forms: 'DAQ ASBESTOS ABATEMENT Course Registration Form', 'DAQ Application For Asbestos Accreditation', and 'DAQ Application for Asbestos Certification (Contractors or Facilities)'. Above the table, there is a note: 'Drag a column header and drop it here to group by that column'.

Add Form	Form Name	Division	Department	Form Id
+	DAQ ASBESTOS ABATEMENT Course Registration Form ▶	Division of Air Quality	DEP	69
+	DAQ Application For Asbestos Accreditation ▶	Division of Air Quality	DEP	67
+	DAQ Application for Asbestos Certification (Contractors or Facilities) ▶	Division of Air Quality	DEP	68

eForm by Transaction ID

You can enter an eForm Transaction ID to retrieve a previously saved or submitted eForm. Please note the *Transaction ID* is not the same as the *Submittal ID*. The *Transaction ID* is a 32-character ID (e.g., 3e8a5a02-b0b0-47be-bd85-512073d1703a) that was used in the first version of the eForms. Since the newer generation of eForms now allows a sequential *Submittal ID* (e.g., 115821), it is much easier to access your eForm through one of the lists of eForms available from the Dashboard.

List of Available eForms

You can filter the list of available eForms to start with a blank version of the Uniform Kentucky Well Construction Record. After you've submitted your first eForm, it's much easier to start with one as a template from the Dashboard than to start a brand new one searching through this list.

4. Contact Us

This link takes you to the Contact Us page, which includes contact information for DEP and an option to send a message to DEP directly. The Division of Compliance Assistance (DCA) will receive the message and respond as soon as possible.

5. Help Center

This link takes you to the Help Center, which includes FAQs, User Help, Other Resources, and a repeat of the Contact Us page.

The screenshot shows the EEC eForms Help Center interface. At the top is a blue navigation bar with the EEC eForms logo and links for Home, Dashboard, Forms, Contact Us, and Help Center. Below the navigation bar is a grey header with a user profile icon and the text 'Help Center'. The main content area is divided into four sections, each with a blue header:

- Frequently Asked Questions:** Contains two sub-sections: 'FAQs DEP' (questions frequently asked by the DEP user community) and 'FAQs DNR' (questions frequently asked by the DNR user community).
- User Help:** Contains three items: 'Changes to eForms' (link to view changes to KY EEC eForms website from OneStop to Kentucky Online Gateway (KOG)), 'Click here to learn more about the OneStop to Kentucky Online Gateway (KOG) transition.', and 'Kentucky Online Gateway FAQ Page' (link to view information on the KOG and links on how to create an account).
- Other Resources:** Contains two main sections: 'EEC Cabinet Websites' (listing Energy and Environment Cabinet, Department for Environmental Protection, and Department for Natural Resources) and 'Other Resources and Websites' (listing DEP's Forms Library, DEP's ePortal, and DEP's eSearch).
- Contact us:** A section with the text: 'Please see our Contact Us page for directions, phone numbers, or to send us a message.'

Frequently Asked Questions

FAQs DEP

FAQs DEP

These are questions that are frequently asked by the DEP user community.

This section provides a link to the most recent version of the DEP FAQs page.

Department for Environmental Protection Frequently Asked Questions

Version 1.0, January 2017

Show Answers

Search

Clear

General Questions

Q: [Why do I need to register an account with Kentucky Online Gateway \(KOG\)?](#)

DEP Specific Questions

Q: [What is eForms?](#)

Q: [Why is eForms going to a logon account and user profile type of website?](#)

Q: [What is the Cross-Media Electronic Reporting Rule \(CROMERR\)?](#)

Q: [What other changes should I expect to eForms due to CROMERR?](#)

Q: [How do I register an account?](#)

Q: [How do I access previously saved or submitted eForms that were created prior to the change over to user accounts?](#)

Q: [Why can't I sign in using my ePortal account which is also a DEP website?](#)

Q: [How do we submit if a signature is required and I'm not authorized to sign on behalf of the company or individual?](#)

FAQs DNR

FAQs DNR

These are questions that are frequently asked by the DNR user community.

Department for National Resources Frequently Asked Questions

Version 1.0, January 2018

Show Answers

Search

Clear

DNR Specific Questions

Q: [What is eForms?](#)

Q: [How do I register an account?](#)

Q: [Why is DNR changing from Microsoft Access-based applications to eForms?](#)

Q: [How do I access previously saved or submitted eForms that were created prior to the change over to user accounts?](#)

Q: [How do we submit if a signature is required and I'm not authorized to sign on behalf of the company or individual?](#)

User Help

This section provides links to documents detailing the changes to KY EEC eForms website from OneStop to Kentucky Online Gateway (KOG), and a page with more in-depth information regarding The Kentucky Department of Insurance's eServices is used by Individuals, Business Entities, Insurers, and Continuing Education Providers to conduct insurance licensing actions within the Commonwealth.

Other Resources

Other Resources

EEC Cabinet Websites:

- Energy and Environment Cabinet

Departement for Environmental Protection

- Division for Air Quality
- Division of Compliance Assistance
- Division of Enforcement
- Division of Waste Management
- Division of Water

Department for Natural Resources

Other Resources and Websites:

- DEP's Forms Library--Contains other Applications/Forms.
- DEP's ePortal
- DEP's eSearch

This section provides links to the DEP Division websites and the Energy and Environment Cabinet website. Additionally, links to the DEP Forms Library, DEP ePortal and DEP eSearch are provided.

Contact Us

Contact us

Please see our [Contact Us](#) page for directions, phone numbers, or to send us a message.

This section provides the DEP contact information, along with a link to the main Contact Us page where you can send a message directly to DEP.

Contact Us

Energy and Environment Cabinet
300 Sower Blvd, 2nd Floor
Frankfort, KY 40601
Telephone: 502-564-3350

Kentucky Department For Environmental Protection
Telephone: 502-782-6189

Kentucky Department for Natural Resources
Telephone: 502-564-0326

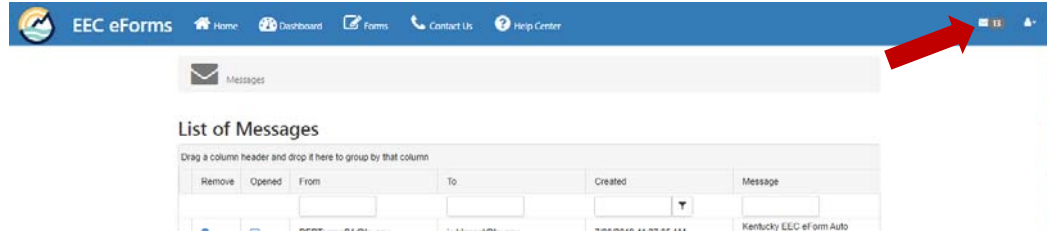
Send Us a Message

* Contact Department For Environmental Protection: Contact Department for Natural Resources:

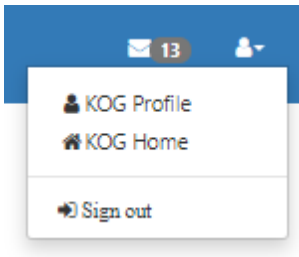
First Name: Last Name:
Company Name: Email Address:
Message:

6. Message Center

This link takes you directly to the List of Messages. You can also access this list from the Dashboard.



7. User Account (Sign Out)



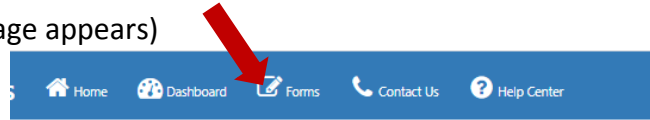
When you are finished submitting records via eForm, it is highly recommended that you sign out of **KOG**. Click on the silhouette in the top right corner of the screen. Once the drop down appears, select **Sign Out**.

Choosing the eForm to Load

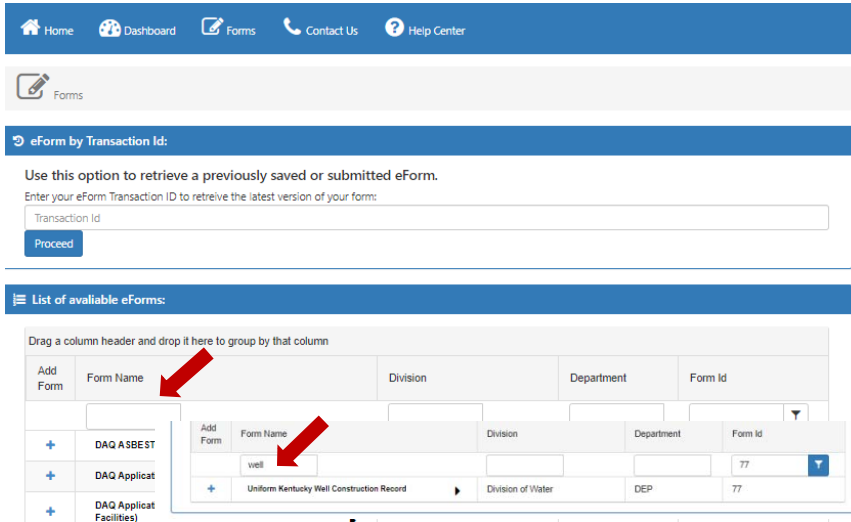
Option 1: Blank eForm

Use this option the *very first time* you use the eForm.

Click on **Forms** on top of screen (**Forms** page appears)



Click in the **Form Name** field and type "Well"



Click the **Filter** button and choose **Contains** from the list that appears.

Click on **Plus Sign** button



New eForm page opens (this may take several seconds)

UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD

Use this form to report installation, modification or decommissioning of any temporary or permanent monitoring or water wells
Form must be completed and submitted to the Division of Water within 60 days of completion of work.
(* indicates a required field; (v) indicates a field may be required based on user input or is an optionally required field)

Start

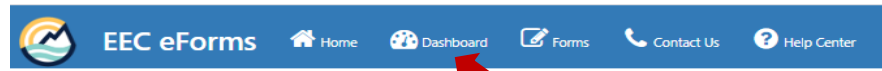
Purpose of the application(*) Select one		
Kentucky Well ID (AKG/WA) Number(*)	Owner Well ID# Reference Point	Well use(*)

Click to Save Values for Future Retrieval Click to Submit to EEC

Option 2: Previously saved eForm to complete

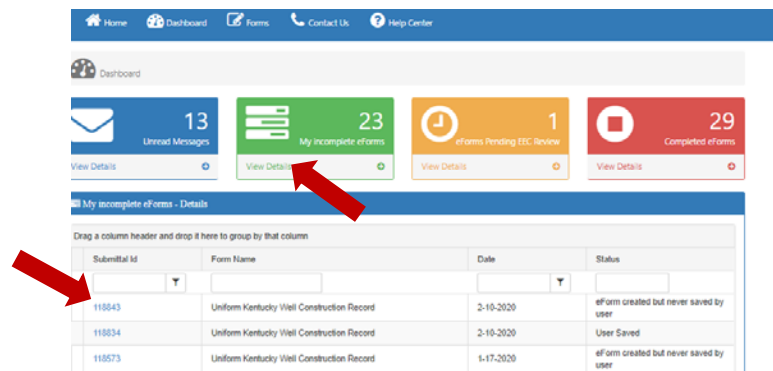
Use this option if you have an *incomplete* but saved eForm (*not yet submitted to DEP*)

Click on **Dashboard** on top of the screen (**Dashboard** page appears)

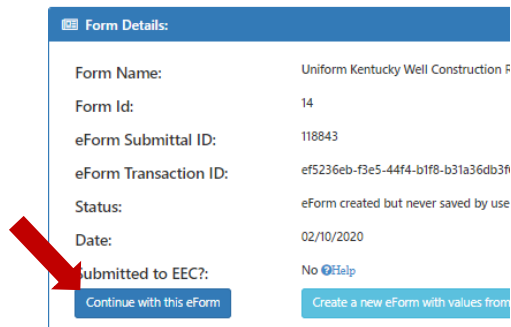


Click the **View Details** link in the green **My incomplete eForms** box

Click the Submittal ID corresponding to the previously saved eForm



Click the **Continue with this eForm** button



Previously saved, incomplete eForm opens:

UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD

Use this form to report installation, modification or decommissioning of any temporary or permanent monitoring or water wells
Form must be completed and submitted to the Division of Water within 60 days of completion of work.
(* indicates a required field, (v) indicates a field may be required based on user input or is an optionally required field)

Start		
Purpose of the application(*) Selected one		
Kentucky Well ID (AKGQVA) Number(*)	Owner Well ID# Reference Point	Well use(*)

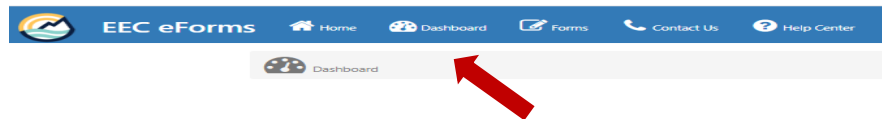
[Click to Save Values for Future Retrieval](#) [Click to Submit to EEC](#)

Continue data-entry and file uploads...

Option 3: Previously submitted eForm to use as template

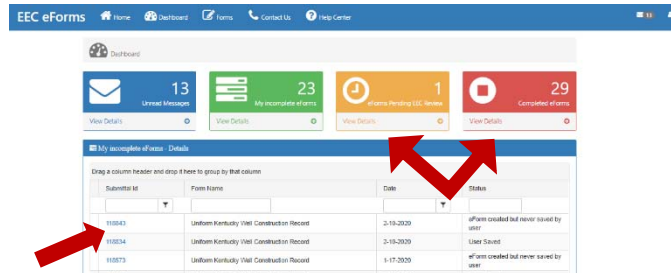
Use this option if you have a *previously submitted* eForm

Click on **Dashboard** on top of the screen (**Dashboard** page appears)

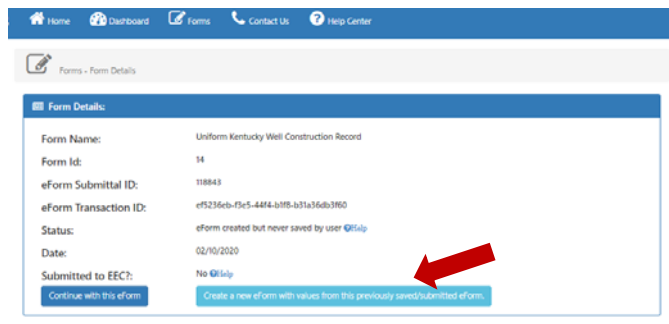


Click **View Details** link in yellow **eForms Pending DEP Review** or red **Completed eForms** box.

Click the Submittal ID corresponding to the previously submitted eForm.



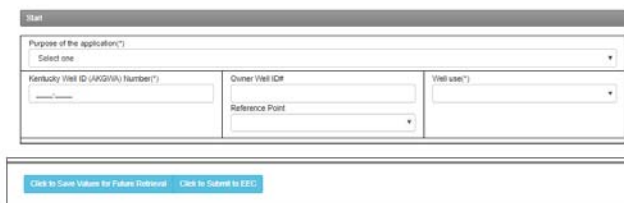
Click **Create a new eForm with values from the previously saved/submitted eForm** button



Previously submitted eForm opens.

UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD

Use this form to report installation, modification or decommissioning of any temporary or permanent monitoring or water wells
Form must be completed and submitted to the Division of Water within 60 days of completion of work.
(*): indicates a required field; (-): indicates a field may be required based on user input or is an optionally required field



⚠ BE SURE to remove or change anything different between the previously entered record and the current record (such as AKGWA #, Owner ID, etc.) before completing data-entry...

Reminders

If, for some reason, our database does not show a record that you have submitted, our programmers can track it down using your Submittal ID. You might also need to use your eForm ID to pull up a previous record to use as a template.

We highly recommend using a spreadsheet to keep these IDs on hand. This could be something as simple as the one shown below:

AI	Site	AKGWA	Submittal ID
69479	One Stop Market	8007-3458	111251
69479	One Stop Market	8007-3459	111264
69479	One Stop Market	8007-3460	111266
58467	Lowes Gulf	8007-3436	107980
58467	Lowes Gulf	8007-3437	107995

If You Need More Information...

Again, if you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.