

How to Navigate the EEC eForms Dashboard

(July 2024)

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 UKWCR 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
- Jul 2024 New version of eForms releases with new EEC authentication for users to access EEC eForms using a single account (no longer needing KOG User Accounts)

The EEC eForms site allows the user to 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.

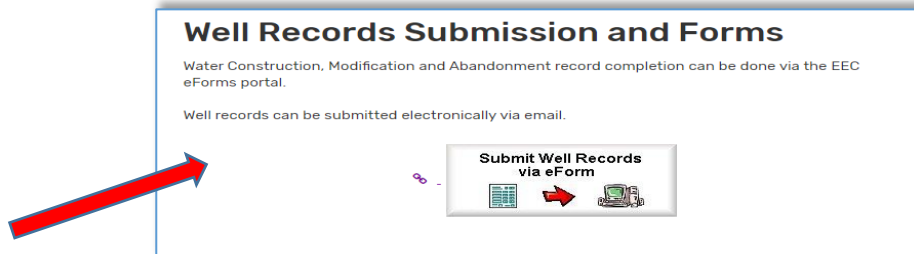
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Accessing the eForm

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:



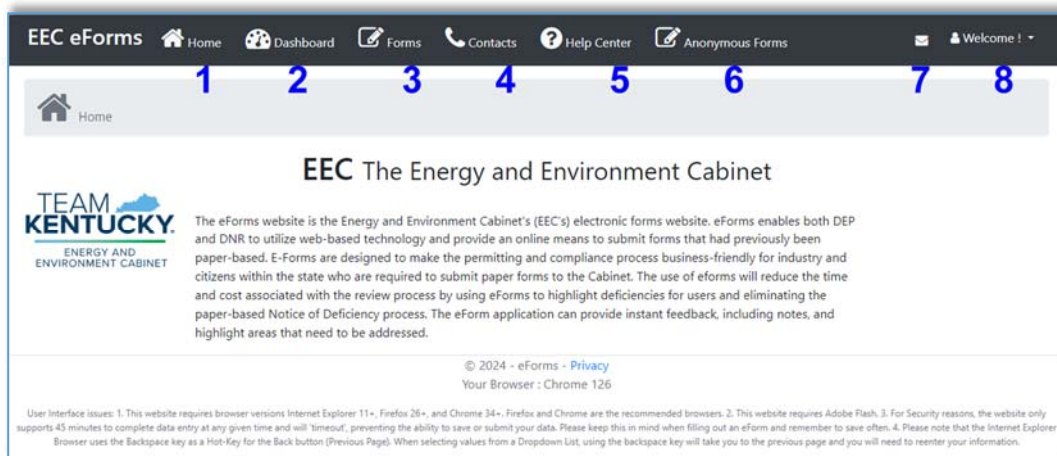
This link should forward you directly to the Uniform Kentucky Water/Monitoring Well Reporting Record (<https://dep.gateway.ky.gov/eForms/Home/Forms?FormId=77>) on the EEC eForms site or the main EEC eForms page (<https://dep.gateway.ky.gov/eForms>) if you aren't already signed in:

A screenshot of the EEC eForms login page. The page has a dark blue header with the text "EEC eForms" and navigation links: Home, Dashboard, Forms, Contacts, Help Center, Anonymous Forms, and Please Sign in. The main content area is white and features the text "Welcome Back !". Below this are input fields for "Email :" and "Password :", a checkbox for "Keep me logged in", and a blue "Log in" button. At the bottom, there are links for "Forgot your password?" and "Register as a new user".

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:

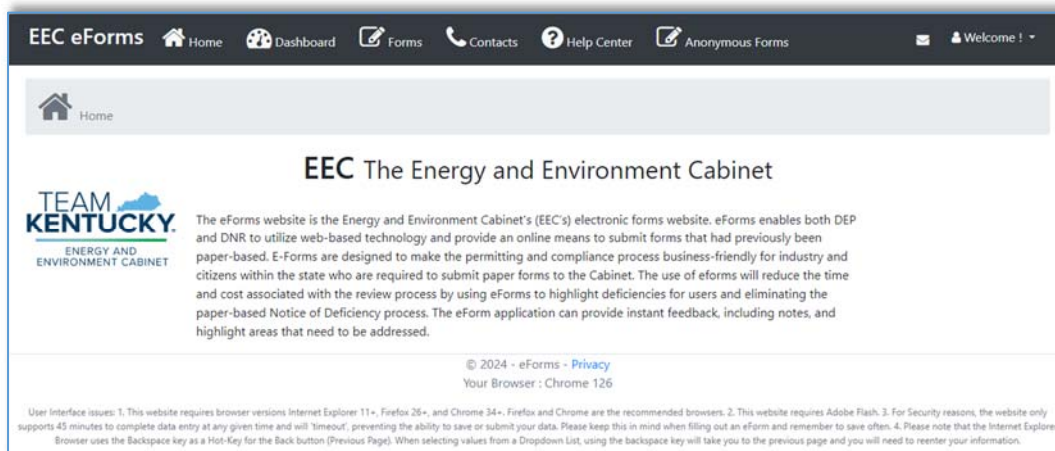


The navigation bar along the top of the screen is available from any EEC eForms page.

- | | |
|--------------|--------------------|
| 1. Home | 5. Help Center |
| 2. Dashboard | 6. Anonymous Forms |
| 3. Forms | 7. Message Center |
| 4. Contacts | 8. User Account |

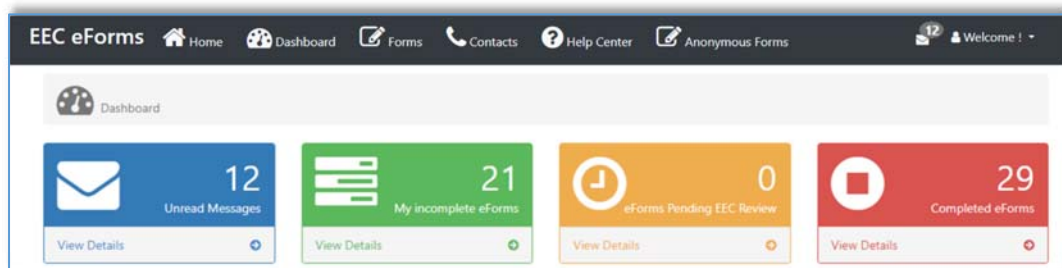
1. Home

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



2. Dashboard

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

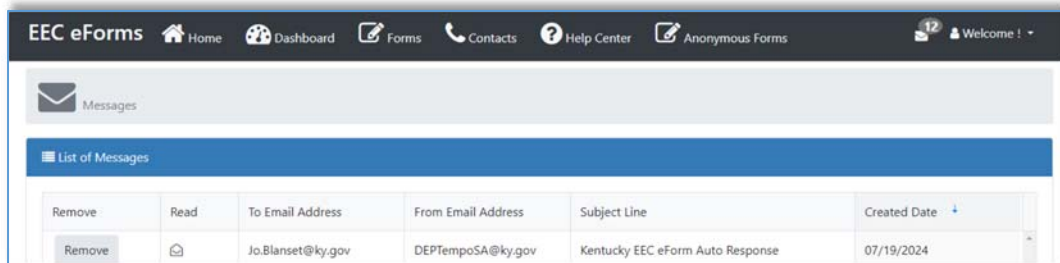


Unread Messages

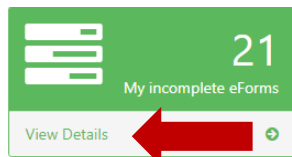


The [Unread Messages](#) box will direct you to the List of Messages page containing confirmation emails that were sent to you for each eForm submittal.

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

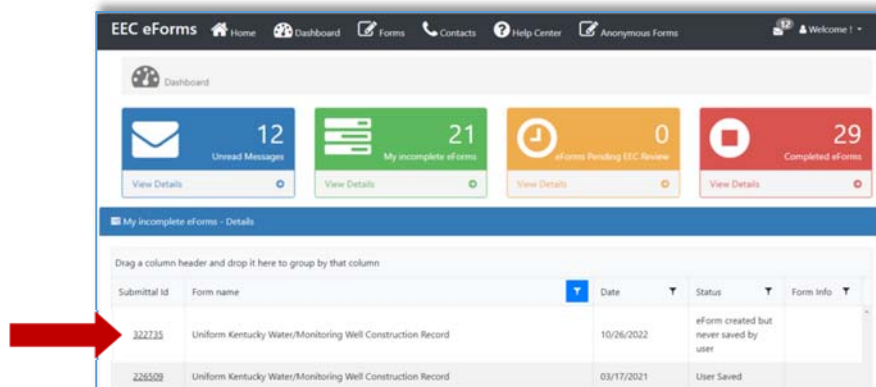


My Incomplete eForms



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:

To edit the form, select the “continue with the eForm” button:

A screenshot of the EEC eForms 'Form Details' page. The page shows the following information: Form Name: Uniform Kentucky Water/Monitoring Well Construction Record; Form Id: 77; eForm Submittal ID: 226509; eForm Transaction ID: 32aca5ff-ed7f-47be-b012-2816f1fbfcc3; Status: User Saved; Date: 03/17/2021; Submitted to EEC?: No. At the bottom, there are three buttons: 'Continue with this eForm' (blue), 'Create a new eForm with values from this previously saved/submitted eForm.' (green), and 'Delete' (red). A red arrow points to the 'Continue with this eForm' button. Below the buttons is a section titled 'Assign Submittal:' with a dropdown menu and a table for assigning users to the submittal.

Form Name : Uniform Kentucky Water/Monitoring Well Construction Record

Form Id : 77

eForm Submittal ID : 226509

eForm Transaction ID : 32aca5ff-ed7f-47be-b012-2816f1fbfcc3

Status : User Saved

Date : 03/17/2021

Submitted to EEC? : No

Form Info :

[Continue with this eForm](#) [Create a new eForm with values from this previously saved/submitted eForm.](#) [Delete](#)

Assign Submittal:

By picking the below User's email address, you can assign them to this Submittal.

User	Email Address

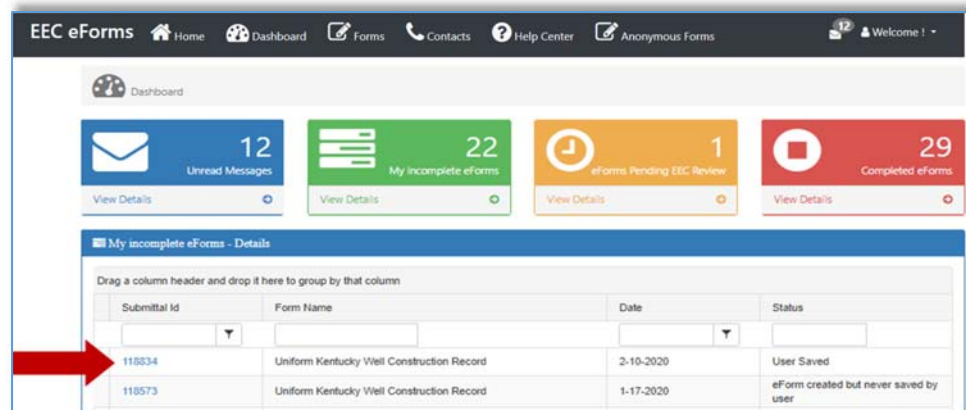
To create a new eForm with the same values listed within the current form, click here

eForms Pending DEP Review

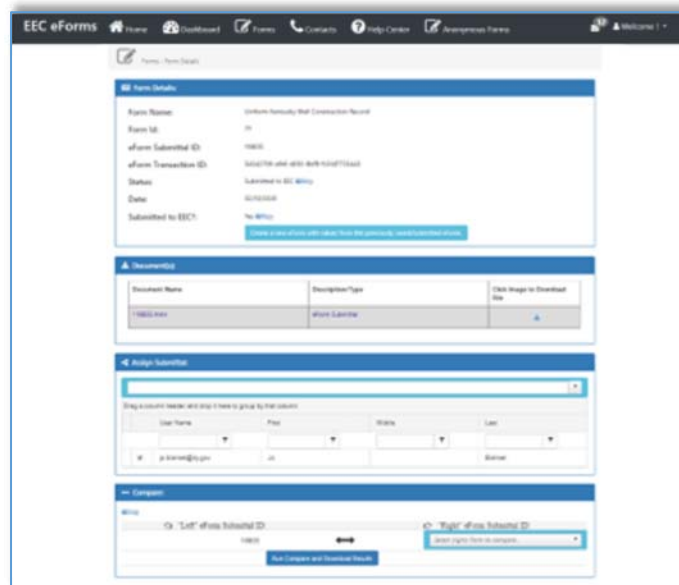


The **eForms Pending DEP Review** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that are awaiting DEP staff review.

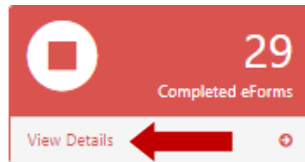
Click on **View Details** in that box to get to the following page:



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

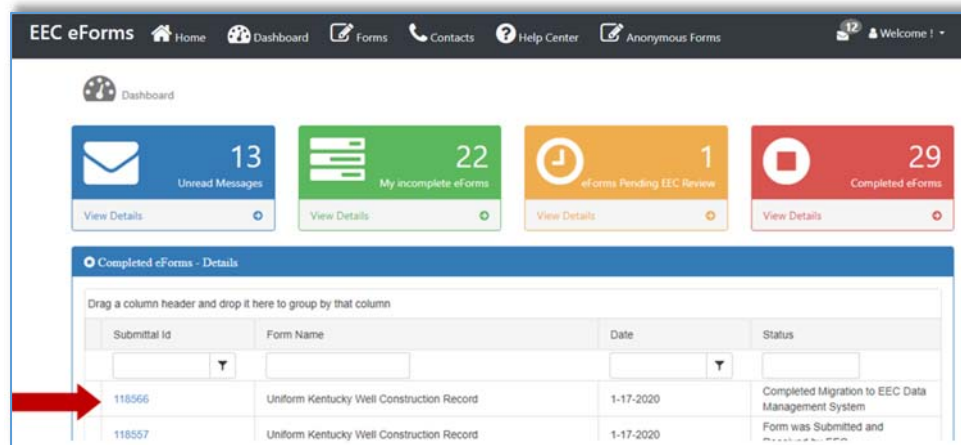


Completed eForms

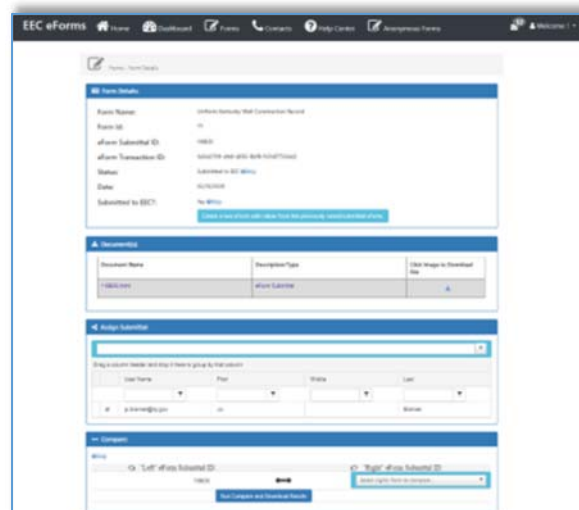


The **Completed eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that have been reviewed.

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:

EEC eForms Home Dashboard **Forms** Contacts Help Center Anonymous Forms Welcome !

eForm by Transaction Id:

Use this option to retrieve a previously saved or submitted eForm.

Enter your eForm Transaction ID to retrieve the latest version of your form:

Transaction Id

Proceed

List of available eForms:

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. Contacts

This link takes you to the Contact page, which includes contact information for EEC and an option to send a message to EEC 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 Contacts page.

The screenshot displays 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: 'Frequently Asked Questions' (with links for FAQs DEP and FAQs DNR), 'User Help' (with links for changes to eForms, OneStop to KOG transition, and KOG FAQ Page), 'Other Resources' (with links for EEC Cabinet Websites, Department for Environmental Protection, and Department for Natural Resources), and 'Contact us' (with a link to the Contact Us page). The page is titled 'Page 10 of 15' at the bottom.

EEC eForms Home Dashboard Forms Contact Us Help Center

Help Center

Frequently Asked Questions

[FAQs DEP](#)
These are questions that are frequently asked by the DEP user community.

[FAQs DNR](#)
These are questions that are frequently asked by the DNR user community.

User Help

[Changes to eForms:](#)
Click here 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.](#)

[Kentucky Online Gateway FAQ Page](#)
Click here to view information on the Kentucky Online Gateway (KOG) and links on how to create an account required to use the EEC eForms website.

Other Resources

[EEC Cabinet Websites:](#)

[Energy and Environment Cabinet](#)

[Department 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](#)

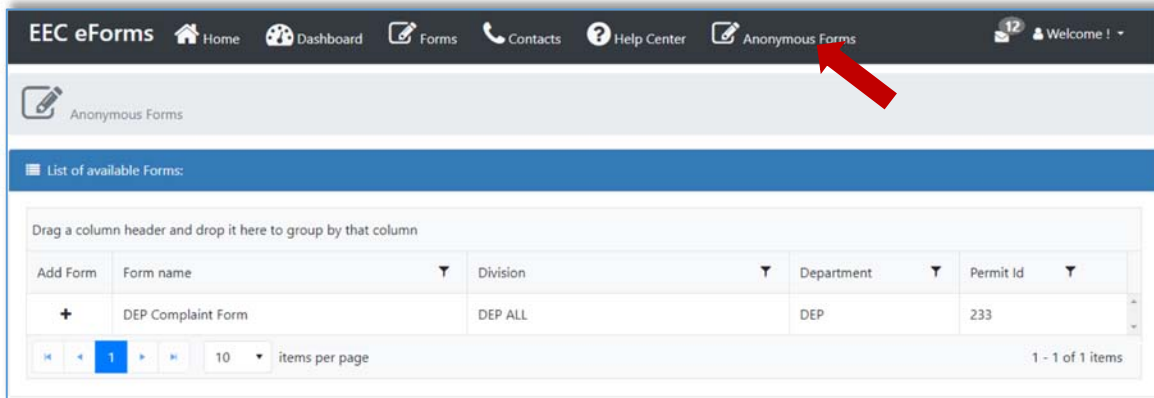
Contact us

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

Page 10 of 15

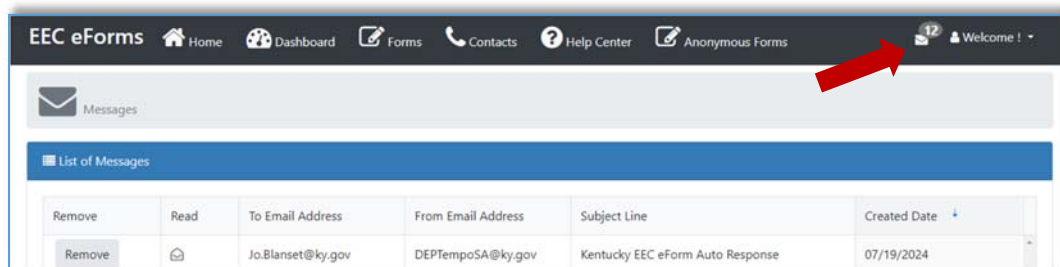
6. Anonymous Forms

This link takes you to the DEP Complaint Form. You can also access this list from the Dashboard.

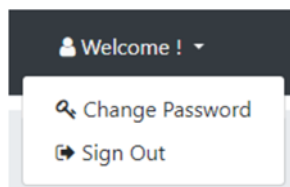


7. Message Center

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



8. User Account (Sign Out)



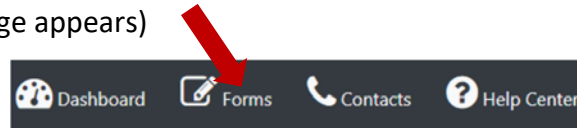
When you are finished submitting records via eForm, it is highly recommended that you sign out. Click on the silhouette in the top right corner of the screen. Once the drop down appears, select **Sign Out**.

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”

The screenshot shows the 'Forms' page. At the top is a 'Forms' header with a notepad icon. Below it is a section titled 'eForm by Transaction Id' with instructions to retrieve a previously saved or submitted eForm by entering a Transaction ID. Below that is a section titled 'List of available eForms' with instructions to drag a column header to group by that column. A table is displayed with columns: 'Add Form', 'Form Name', 'Division', 'Department', and 'Form Id'. The 'Form Name' column is highlighted with a red arrow. Below the table, there are three rows of eForms: 'DAQ ASBEST', 'DAQ Applicat', and 'DAQ Applicat Facilities'. A red arrow points to the 'Form Name' field in the first row of the table, which contains the text 'well'.

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

Click on **Plus Sign** button

The screenshot shows the 'List of available eForms' table. The table has columns: 'Add Form', 'Form Name', 'Division', 'Department', and 'Form Id'. The 'Form Name' column contains the text 'well'. The 'Form Id' column contains the value '77'. A red arrow points to the 'Plus Sign' button next to the 'Uniform Kentucky Well Construction Record' row.

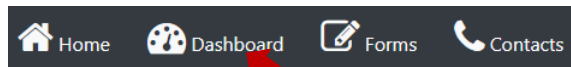
New eForm page opens (this may take several seconds)

The screenshot shows the 'UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD' form. The form has a title bar and a main content area. The main content area contains several fields: 'Purpose of the application(*)' (a dropdown menu), 'Kentucky Well ID (AKG/VIA) Number(*)' (a text field), 'Owner Well ID#' (a text field), 'Reference Point' (a dropdown menu), and 'Well use(*)' (a dropdown menu). A red arrow points to the 'Purpose of the application(*)' field. At the bottom of the form, there are two buttons: 'Click to Save Values for Future Retrieval' and 'Click to Submit to EEC'.

Option 2: Previously saved eForm to complete

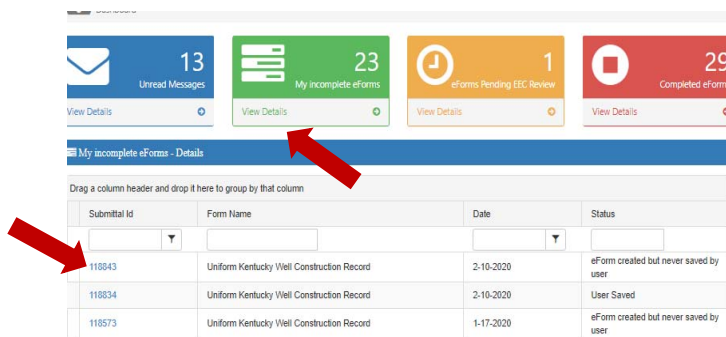
Use this option if you have an *incomplete* but saved eForm (*not yet submitted to DEP*)

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

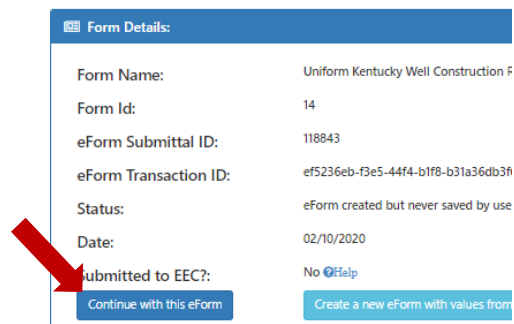


Click the **View Details** link in the green **My incomplete eForms** box

Click the Submittal ID corresponding to the previously saved eForm



Click the **Continue with this eForm** button



Form Details:

Form Name: Uniform Kentucky Well Construction F

Form Id: 14

eForm Submittal ID: 118843

eForm Transaction ID: ef5236eb-f3e5-44f4-b1f8-b31a36db3f

Status: eForm created but never saved by use

Date: 02/10/2020

Submitted to EEC?: No [Help](#)

[Continue with this eForm](#) [Create a new eForm with values from](#)

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. (/) indicates a field may be required based on user input or is an optionally required field

Start

Purpose of the application(*)

Kentucky Well ID (AKGWA) Number(*)

Owner Well ID#

Reference Point

Well use(*)

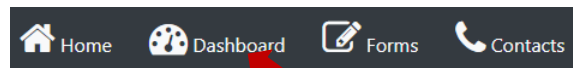
[Click to Save Values for Future Retrieval](#) [Click to Submit to EEC](#)

Continue data-entry and file uploads...

Option 3: Previously submitted eForm to use as template

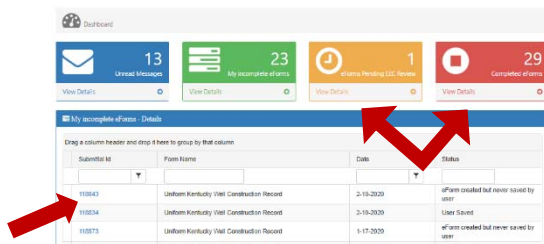
Use this option if you have a *previously submitted* eForm

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

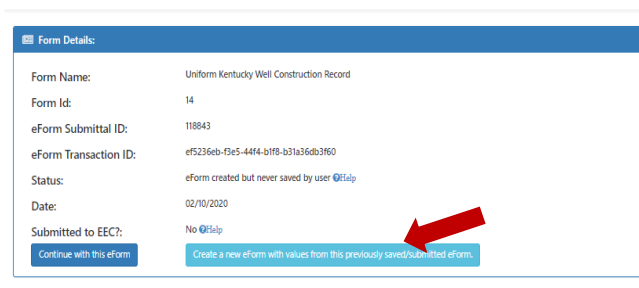


Click **View Details** link in yellow **eForms Pending DEP Review** or red **Completed eForms** box.

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.



⚠ 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.