ENERGY AND ENVIRONMENT CABINET
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
DIVISION OF WATER
300 SOWER BOULEVARD
FRANKFORT, KENTUCKY 40601

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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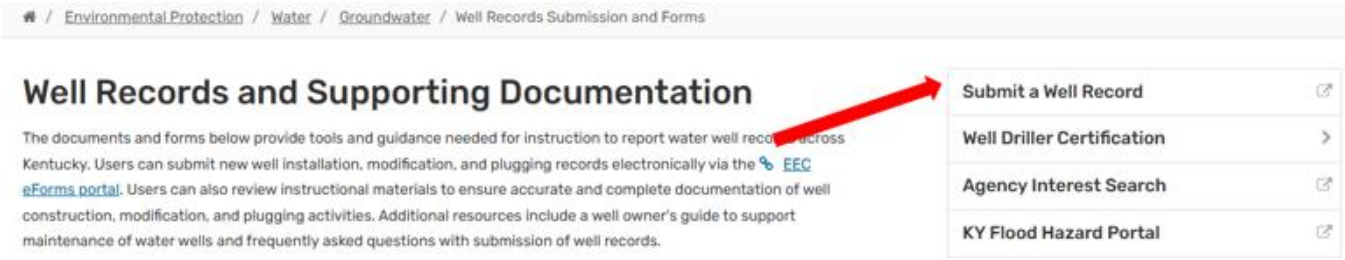
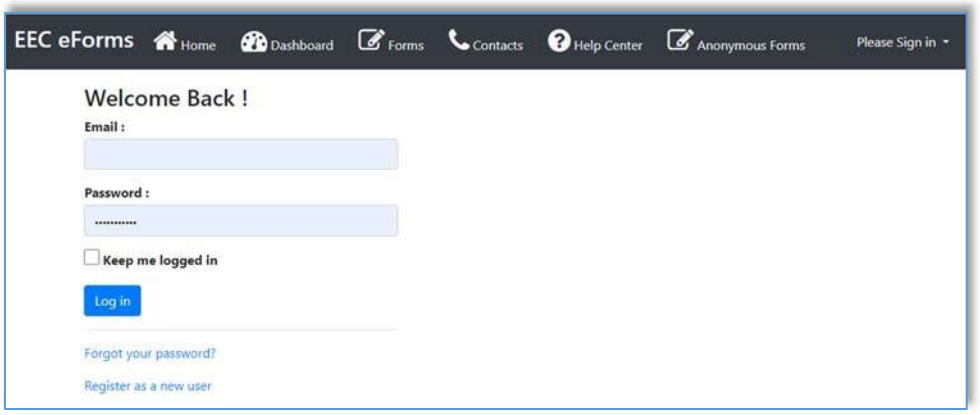
Accessing the eForm

The Uniform Kentucky Well Construction Record eForm is accessible via a link on the **Well Records Supporting Documentation page**,

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



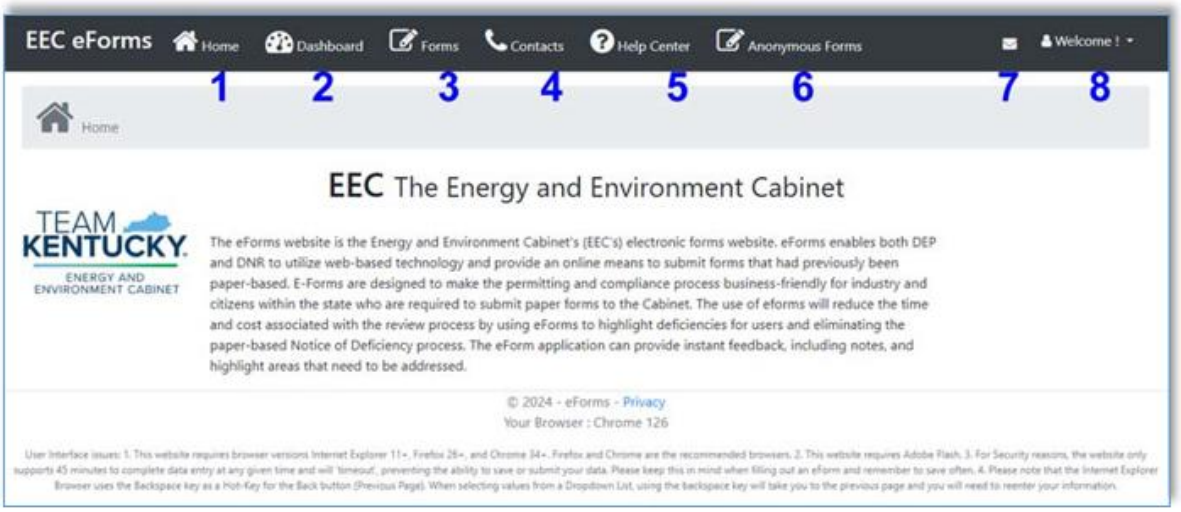
This link should forward you directly to the Uniform Kentucky Water/Monitoring Well Reporting Record (https://dep.gateway.ky.gov/eForms/Home/Forms?FormId=77) on the EEC eForms site or the main EEC eForms page (https://dep.gateway.ky.gov/eForms) if you aren't already signed in:



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:

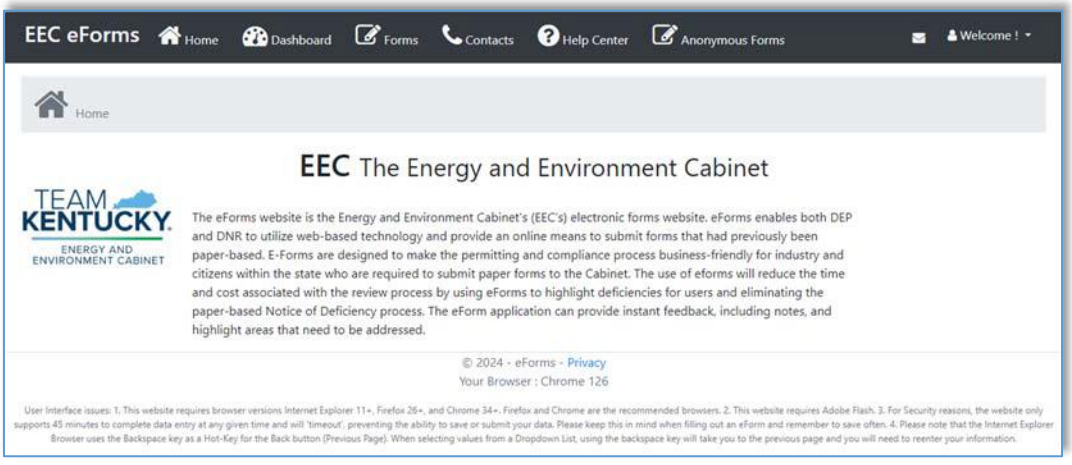


The navigation bar along the top of the screen is available from any EEC eForms page.

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

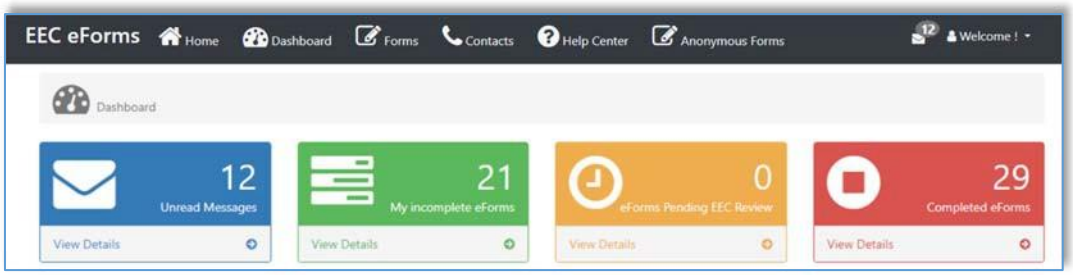
1. **Home**

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

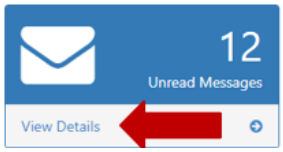


2. **Dashboard**

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

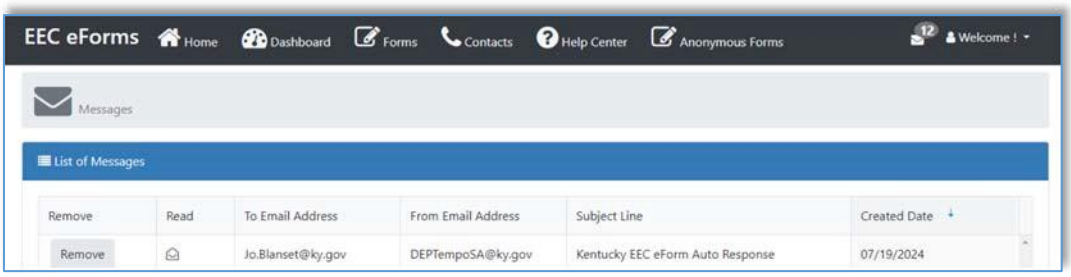


Unread Messages

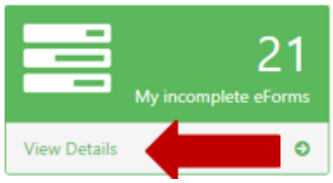


The **Unread Messages** box will direct you to the List of Messages page containing confirmation emails that were sent to you for each eForm submittal.

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

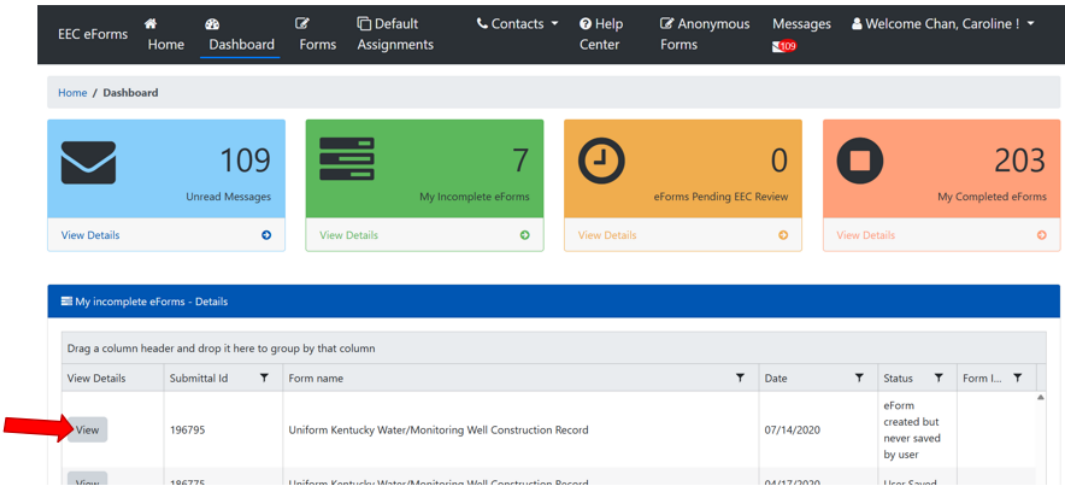


My Incomplete eForms



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:

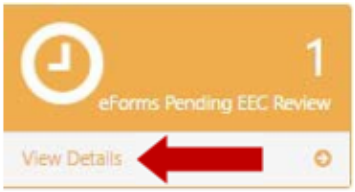


Clicking on the View button next to one of the Submittal ID numbers will direct you to the **Form Details** page:

1 To edit the form, select the "continue with the eForm" button:

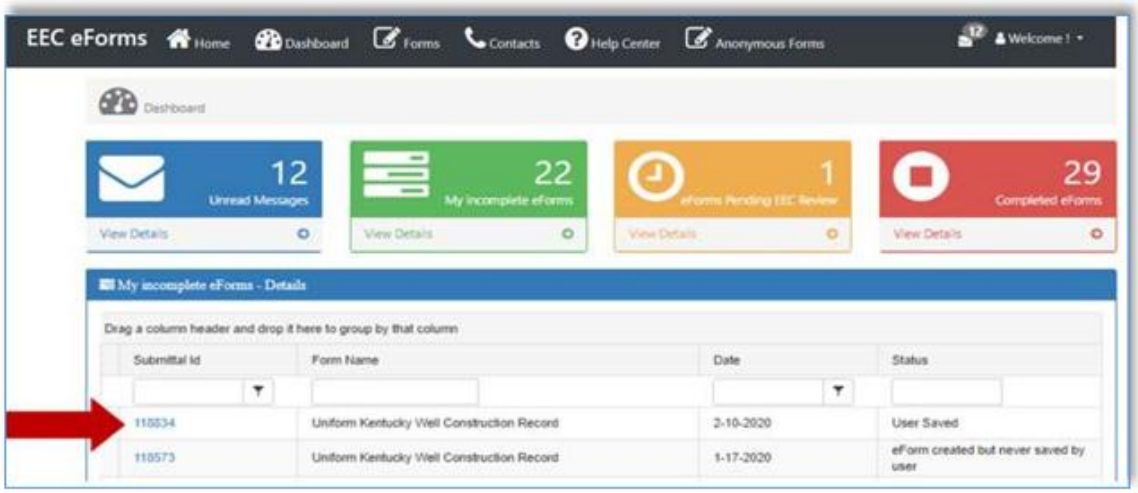
2 To create a new eForm with the same values listed within the current form, click here

eForms Pending DEP Review

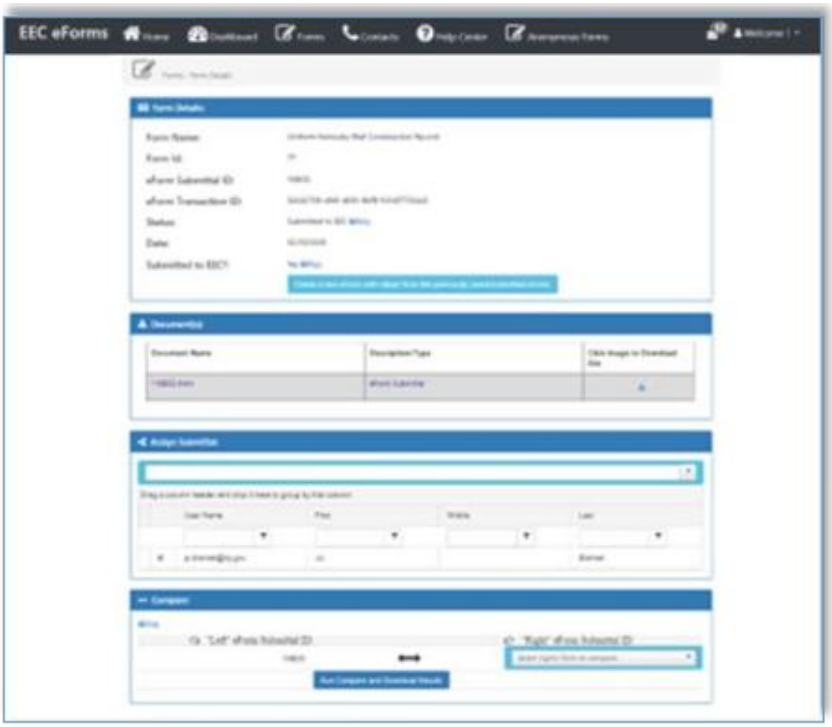


The **eForms Pending DEP Review** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that are awaiting DEP staff review.

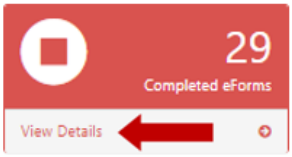
Click on **View Details** in that box to get to the following page:



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

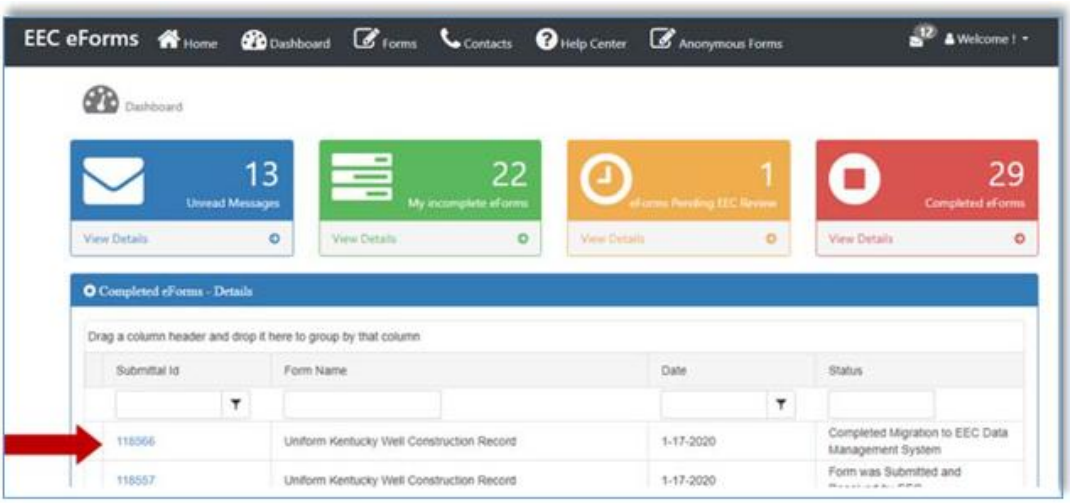


Completed eForms

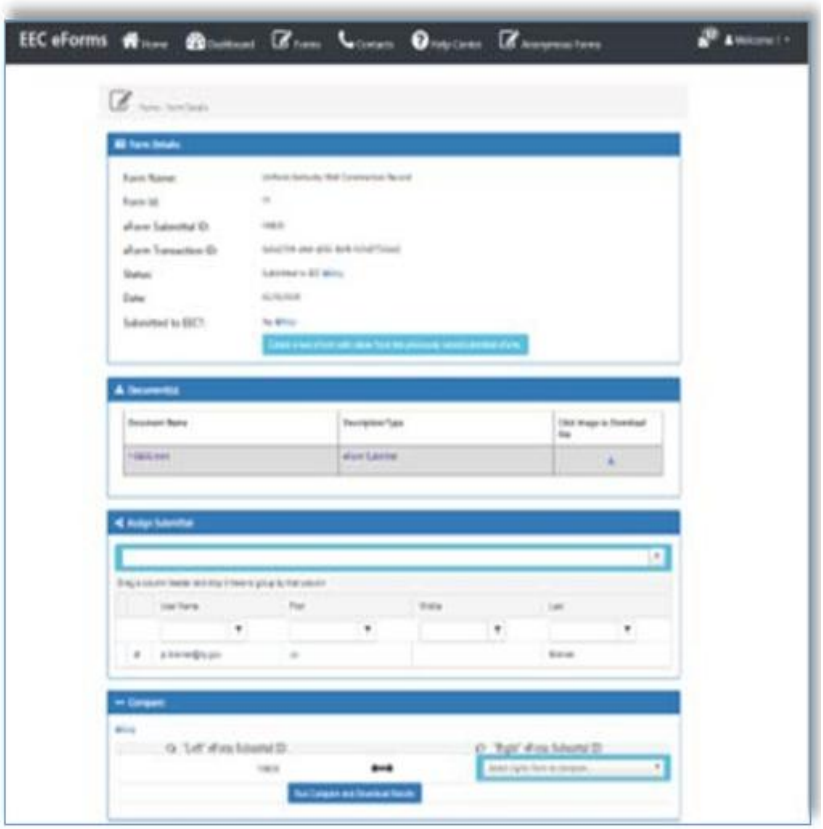


The **Completed eForms** box will direct you to a list of Submittal ID numbers corresponding to the eForms you have submitted that have been reviewed.

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

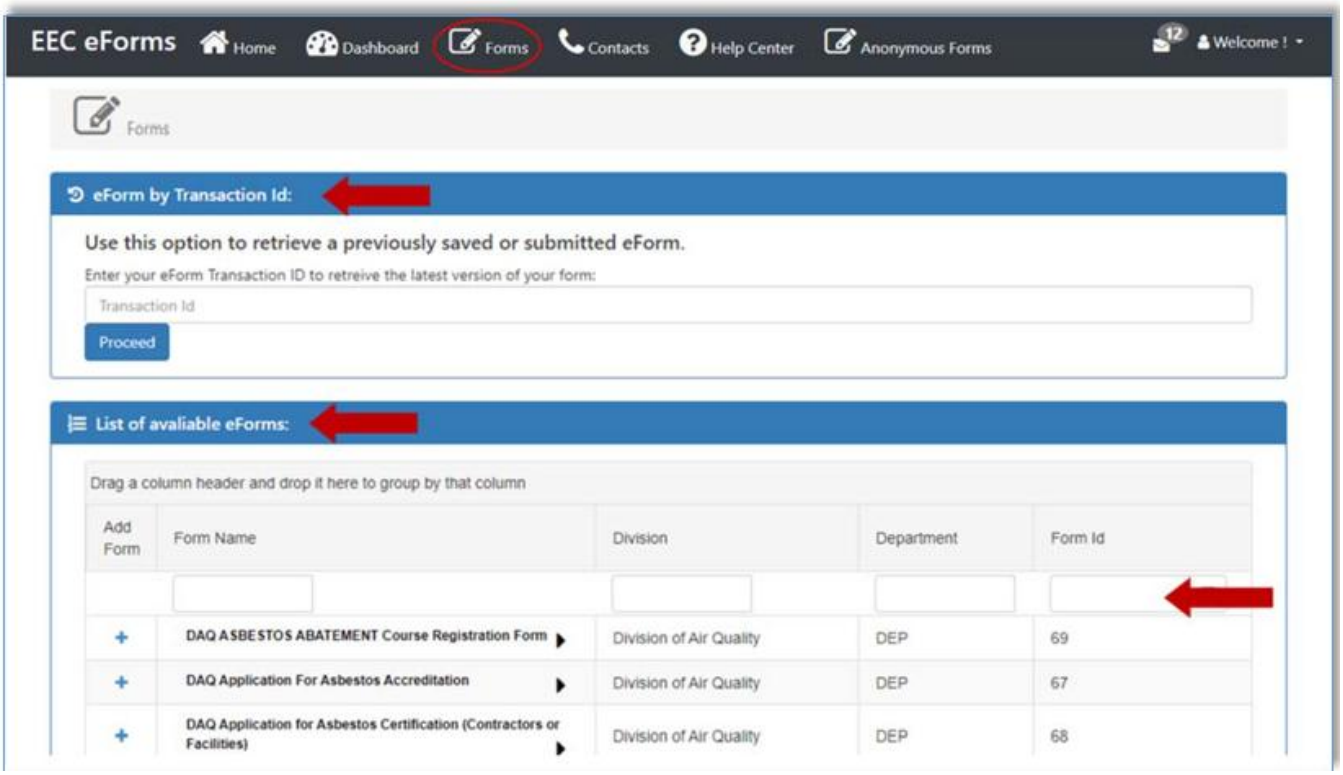


Clicking on one of the Submittal ID numbers will direct you to the **Form Details** page:



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:



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

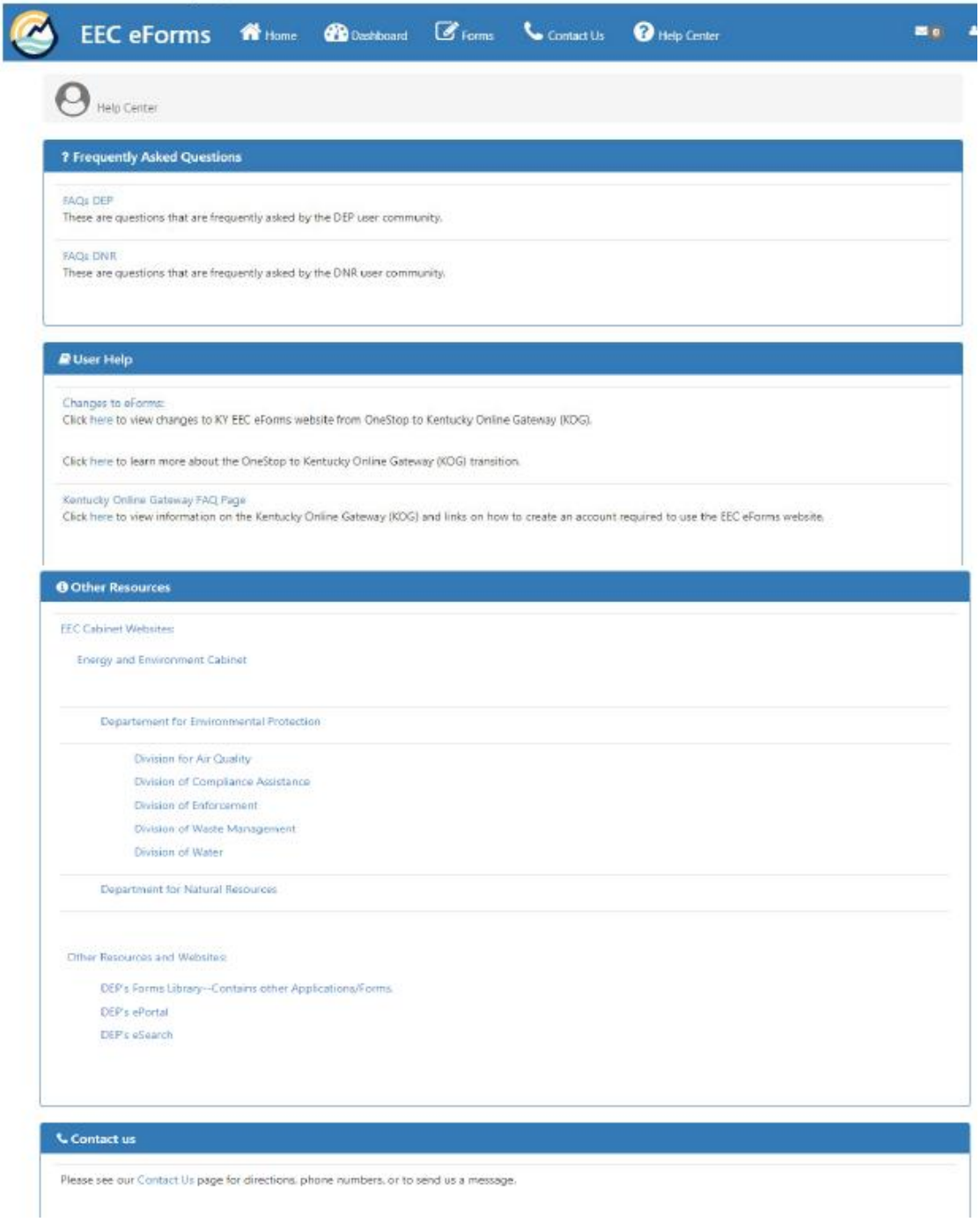
You can filter the list of available eForms to start with a blank version of the Uniform Kentucky Well Construction Record. After you've submitted your first eForm, it's much easier to start with one as a template from the Dashboard than to start a brand new one searching through this list.

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.

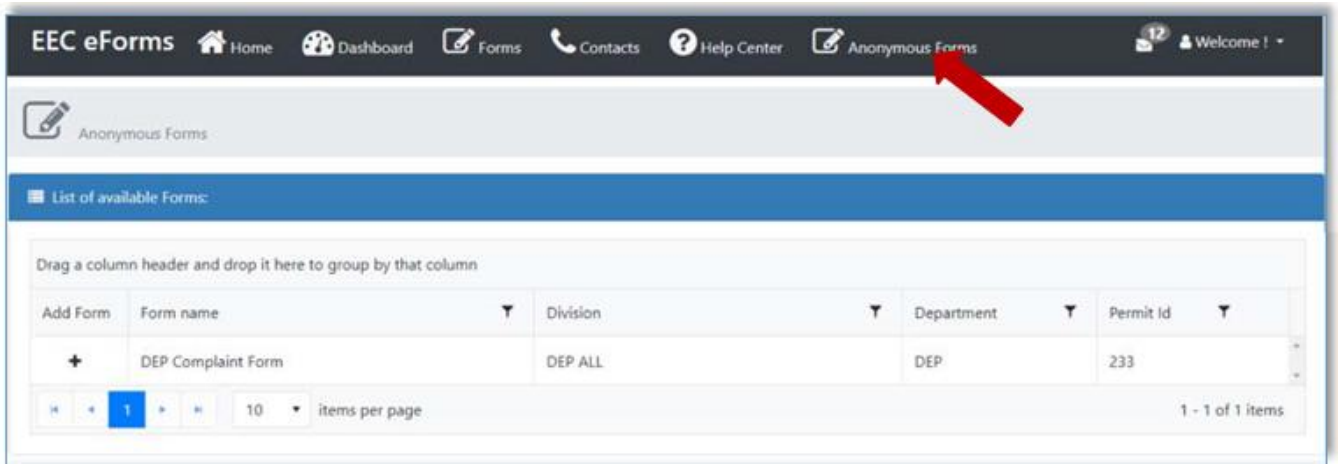
5. **Help Center**

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



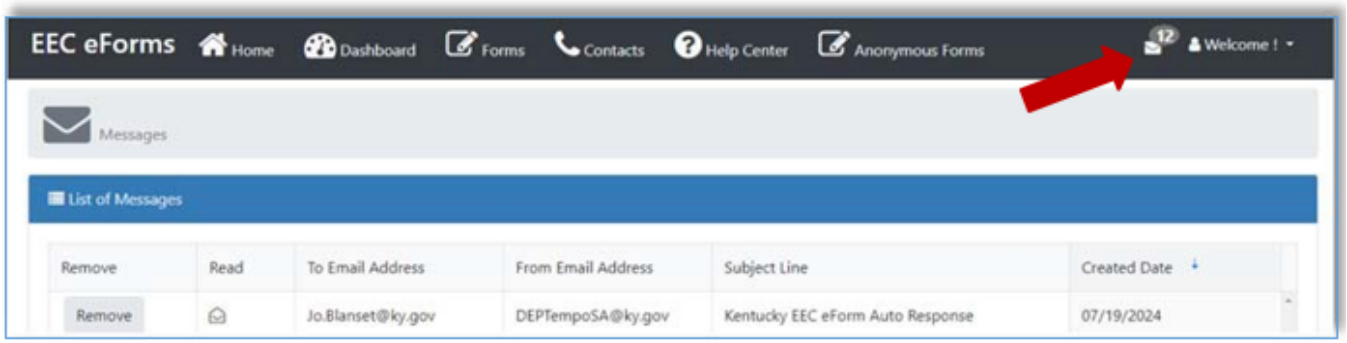
6. **Anonymous Forms**

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

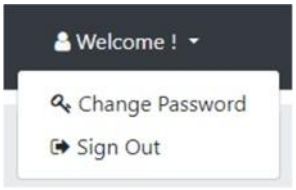


7. **Message Center**

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



8. **User Account (Sign Out)**



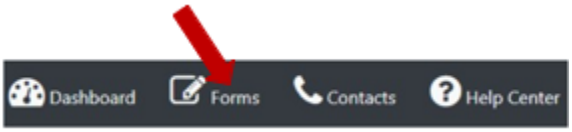
When you are finished submitting records via eForm, it is highly recommended that you sign out. Click on the silhouette in the top right corner of the screen. Once the drop down appears, select **Sign Out**.

Choosing the eForm to Load

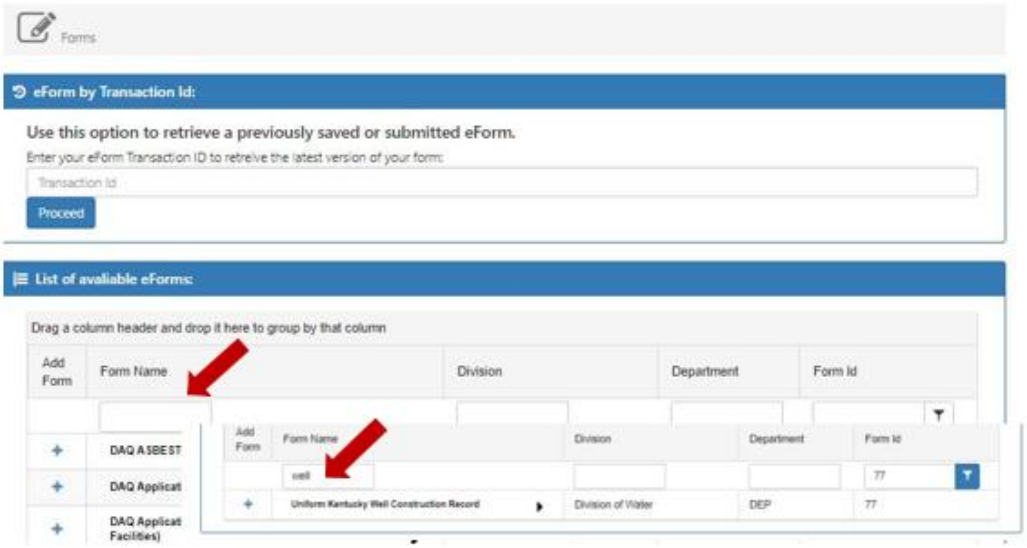
9. **Option 1: Blank eForm**

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.

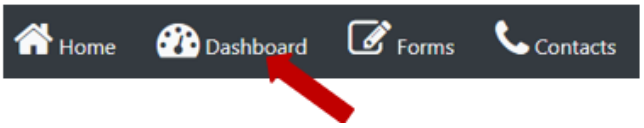
Click on **Plus Sign** button

New eForm page opens (this may take several seconds)

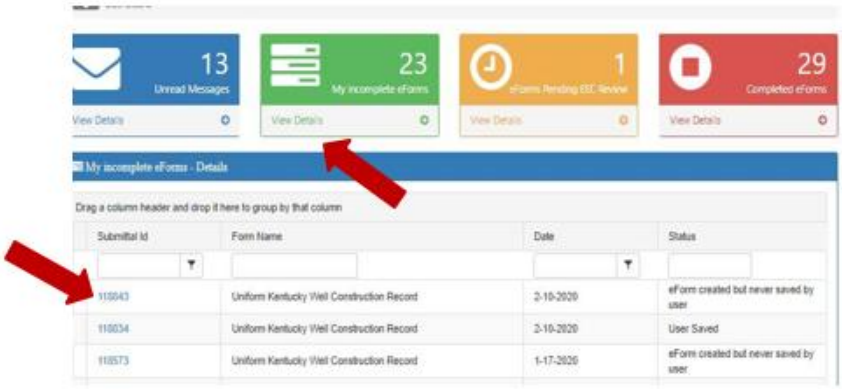
10. **Option 2: Previously saved eForm to complete**

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

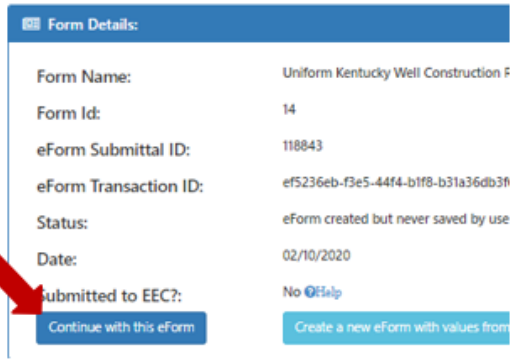
Click on **Dashboard** on top of the screen (**Dashboard** page appears)



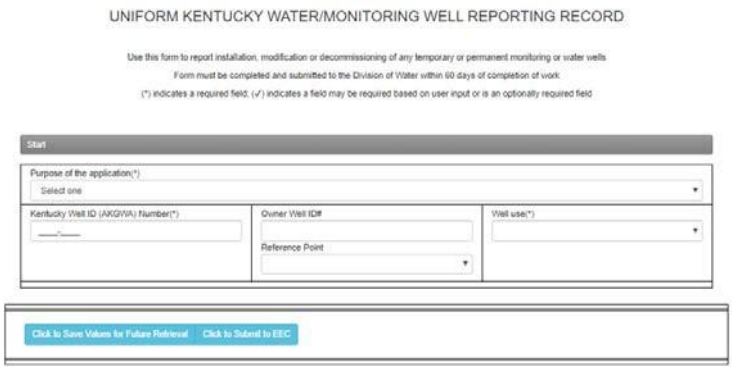
Click the **View Details** link in the green **My incomplete eForms** box
Click the Submittal ID corresponding to the previously saved eForm



Click the **Continue with this eForm** button



Previously saved, incomplete eForm opens:

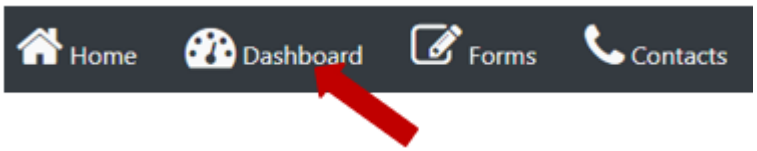


Continue data-entry and file uploads…

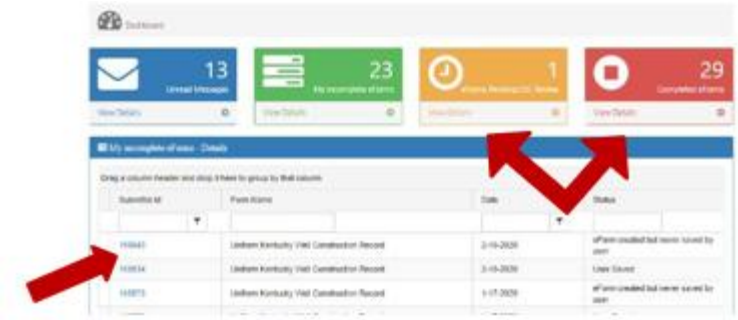
11. **Option 3: Previously submitted eForm to use as template**

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

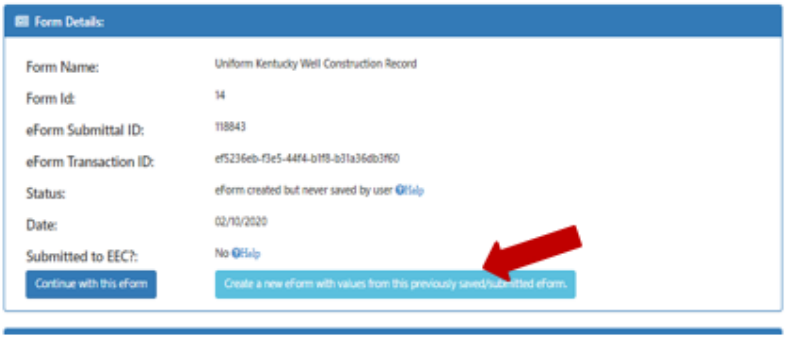
Click on **Dashboard** on top of the screen (**Dashboard** page appears)



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…

12. 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.