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:

![Well Records Submission and Forms](image1)

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

![KOG User Account](image2)

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:

![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:

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

To create a new eForm with the same values listed within the current form select
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:
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. 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.
Frequently Asked Questions
FAQs DEP

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

Department for Environmental Protection Frequently Asked Questions
Version 1.0, January 2017

Show Answers

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 login 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

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

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

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

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.
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)
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...
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:

<table>
<thead>
<tr>
<th>AI</th>
<th>Site</th>
<th>AKGWA</th>
<th>Submittal ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>69479</td>
<td>One Stop Market</td>
<td>8007-3458</td>
<td>111251</td>
</tr>
<tr>
<td>69479</td>
<td>One Stop Market</td>
<td>8007-3459</td>
<td>111264</td>
</tr>
<tr>
<td>69479</td>
<td>One Stop Market</td>
<td>8007-3460</td>
<td>111266</td>
</tr>
<tr>
<td>58467</td>
<td>Lowes Gulf</td>
<td>8007-3436</td>
<td>107980</td>
</tr>
<tr>
<td>58467</td>
<td>Lowes Gulf</td>
<td>8007-3437</td>
<td>107995</td>
</tr>
</tbody>
</table>

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.