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

How to Print or Save an eForm Record

(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)

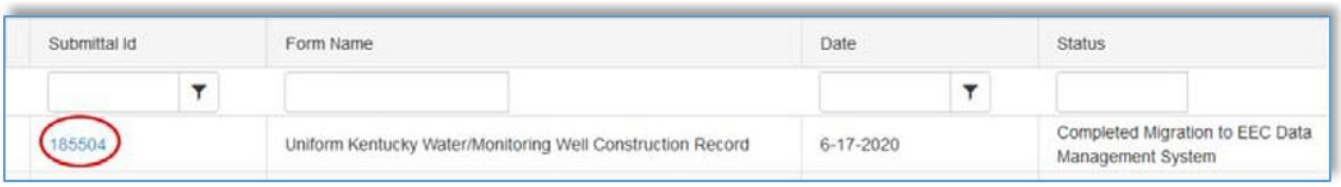
The EEC eForms site allows the user to both submit records via eForm and manage those submittals through the EEC eForm Dashboard.

This document provides instructions on **how to print or save an eForm Record**.

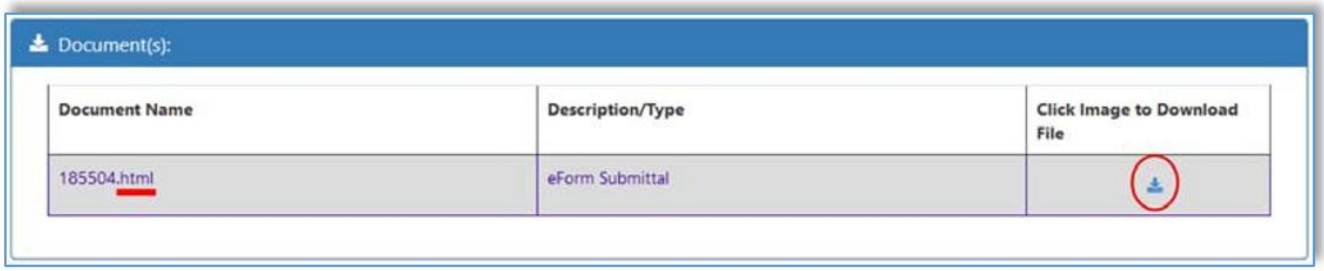
If you have questions that are not addressed in this document, please contact the Kentucky Water Well Drillers Program (DOWDrillersProgram@ky.gov) and we will be glad to assist you.

1. Navigate to the **EEC eForms** site and select Dashboard:

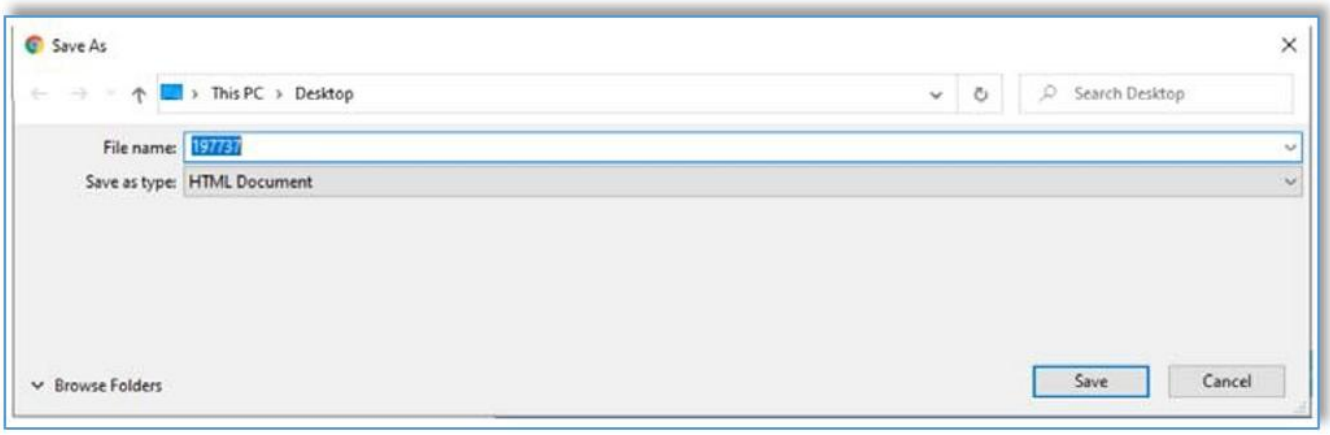
2. Select the correct dashboard for your form, find correct submittal, click on blue submittal ID:



3. Scroll down to Documents heading and click on icon in 'Click Image to Download File' column



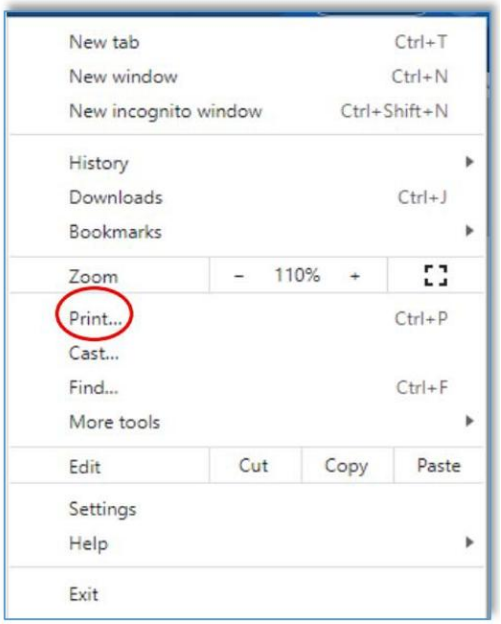
4. A 'Save As' dialog opens so you can navigate to where you want to save and name the document.



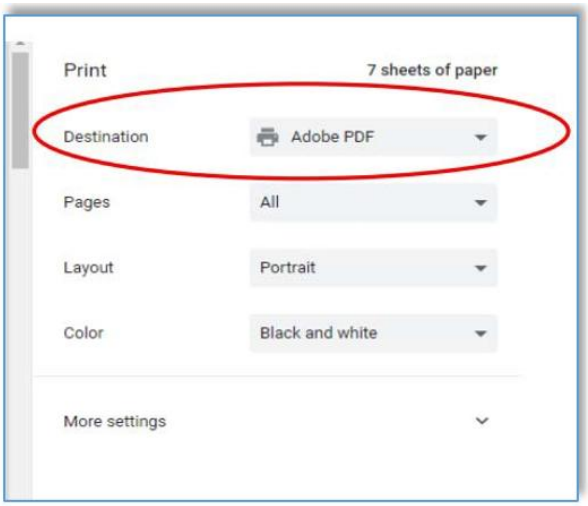
5. Once saved, the document will download and open in the web browser. This is where you will print and/or save to pdf:

5.1 Click on the 3-dot icon (top right-hand corner of browser)

5.2 This opens the following menu where you select 'Print'



5.3 In the Print Dialog that appears, choose the Destination (either your printer name, 'Adobe PDF', or 'Microsoft Print to pdf' – the last 2 choices convert the html to a PDF file)



5.4 After you select your Destination, click 'Print' at bottom of Dialog Window. Depending on the destination you chose, your record will either print or be saved as a pdf file.