## Printing or Saving an eForm Record

The process is similar for all internet browsers. (Edge, Firefox, & Chrome)

1. Go to your KOG (Kentucky Online Gateway) Dashboard where the eForm is located within the completion process.



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

Drag a column header and drop it here to group by that column							
Submittal Id	Form Name	Date	Status				
<b>T</b>		<b>T</b>					
185504	Uniform Kentucky Water/Monitoring Well Construction Record		Completed Migration to EEC Data Management System				

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

Document(s):		
Document Name	Description/Type	Click Image to Download File
185504.html	eForm Submittal	<b>*</b>

4. This action will open up a 'save as' dialog so that you can navigate to where you want to save and name the document.

💿 Save As								×
$\leftrightarrow \rightarrow \cdot \uparrow$	> This PC > Desktop	~	ē	2	Search De	sktop		
File name:	197737							~
Save as type:	HTML Document							$\sim$
✓ Browse Folders					Save	Ci	ancel	

- 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 In the top right hand corner or the browser there are 3 dots



5.2 Selecting this will bring up the following menu where you will select Print.

	New tab				Ctrl+T		
	New window		Ctrl+N				
	New incognito window Ctrl+Shift+N						
	History				•		
	Downloads				Ctrl+1		
	Downloads				Curro		
	Bookmarks				+		
	Zoom	-	1109	% +	53		
(	Print				Ctrl+P		
	Cast						
	Find				Ctrl+F		
	More tools				Þ		
	Edit	Cut		Сору	Paste		
	Settings						
	Help				Þ		
	Exit						
	Managed by you	ir orgar	nizatio	on			

5.3 Once print is selected a print dialog comes up. Here you will set whether to to send the form to your printer, or to 'print to PDF' for an email-ready copy.

	202011 Exchange for submitting your information via the Kontony EEC of terms areas a copy of this submitting for your records. We recommend assing a copy as a sub, abut, or Aber file, Your Submitting I and Transaction I and I be included in an email after EEC Soft Have reviewed any or submittal. The Submitting I and Transaction I and I be included in a email after EEC Soft Have reviewed any or submittal. The Submitting I and Transaction I and I be included in a email after EEC Soft Have reviewed any or submittal. The Submitting I and Transaction I and I be included in a submitted at . If you need to contact DP regarding your unbinstom, phases reviewed your Submitted in a submitted at a template and/or download a copy of your unbinstom.		Print Destination	7 shee	ts of paper	The dropdown for 'Destination' will
	UNIFORM KENTUCKY WATER/MONITORING WELL REPORTING RECORD		Pages	All	*	show you the options available to you. This
	Use this form to report installation, modification or decommissioning of any temporary or permanent monitoring or water wells		Layout	Portrait	Ŧ	will generally include
	Form must be completed and submitted to the Division of Water within 60 days of completion of work (*) indicates a required field; (J) indicates a field may be required based on user input or is an		Color Black and white 👻	your printer name,		
6	Pergess of the application(*) Install only V Kentedy D007-2601 Pathener General Community General Community Centered Community		More settings		v	and Adobe Print or Microsoft Print to pdf. These last 2 options will convert the html to a pdf file.
4	Water Well Info					
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X	Applicant Comment:					
Τ.	EEC Reviewer Comment:			Print	Cancel	

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