

Drinking Water Data Submission Using EEC eForm 169

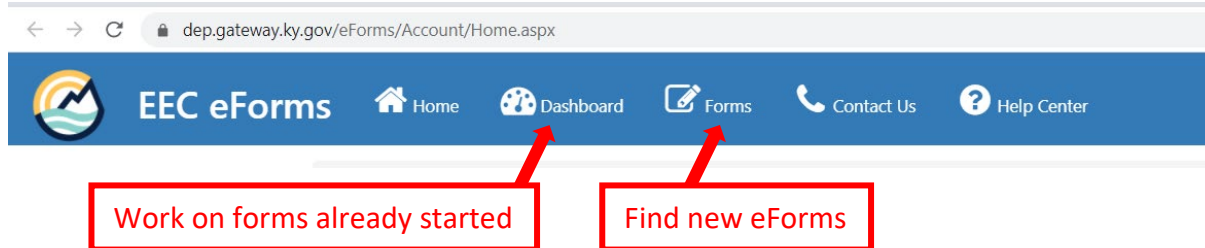
I. Create a Kentucky Online Gateway account

Use this link: <https://kog.chfs.ky.gov/public/requestaccount/>

II. Navigate to EEC eForms Home Page

Link: <https://dep.gateway.ky.gov/eForms/Account/Home.aspx>

III. Get to know the eForms screen → blue bar at the top of the page:



IV. Locate eForm 169 in the Forms menu, complete the form in order of the steps below, and upload documents:

1. Answer "Yes" if you are a lab uploading data for multiple PWSs; answer "No" if you are a PWS or a lab uploading data for only one PWS.
2. Provide your Laboratory Number or PWSID.
3. "Facility Information" section will automatically fill in: review it for accuracy and make changes as needed.
4. Add contact information in "Submittal of Report By:" section.
5. Upload drinking water data file in (.csv or .xml format for labs, .xlsx or .pdf format for PWS)
6. Click to Submit, or Save for later.

The screenshot shows the "DRINKING WATER INFORMATION AND DATA SUBMITTAL (Version 2)" form. The form is titled "DRINKING WATER INFORMATION AND DATA SUBMITTAL (Version 2)" and includes a note: "(*) indicates a required field. (A) indicates a field may be required based on user input or is an optionally required field". The form is divided into several sections:

- 1**: A dropdown menu for "Are you a laboratory submitting data?".
- 2**: A text input field for "Please provide Laboratory Number: (*)" with a blue help icon.
- 3- Review**: A callout box pointing to the "Facility Information" section, which includes a text input for "Facility Name(*)".
- 4 - Complete this section**: A callout box pointing to the "Submittal of Report By:" section, which includes fields for "Company/Affiliation Name: (*)", "Phone Number: (*)", "Contact Person First Name: (*)", "M.I.", "Contact Person Last Name: (*)", "E-Mail Address: (*)", and "Alternate E-Mail Address".
- 5 - Upload files**: A callout box pointing to the "File Uploads" section, which includes a text input for "File Uploads: (*)" and an "Upload file" button.
- 6 - Submit or Save for later**: A callout box pointing to the bottom of the form, which includes two buttons: "Click to Save Values for Future Retrieval" and "Click to Submit to EEC".

V. Look at the Dashboard on the EEC eForms Home screen to see what you've submitted or saved.