

## **Steps to Submit the Groundwater Monthly Operations Report**

### **Step 1: Set up an ANR Online Account**

The first step to be able to access and use this form is to set up your ANR Online Account and verify yourself as a contact for the water system(s) for which you wish to submit operations reports. To set up an account, please go to the ANR Online Portal and click “register” in the upper right-hand corner to enter your email address and create a password. [Learn more about user registration.](#)

### **Step 2: Connect Your Account with the Water System**

Before you can begin filling out the Monthly Operations Form you MUST contact [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov). Request that your **ANR Online account be associated with each Water System and provide your Water System Identification number(s) (WSID) in the email.**

Once we have associated your Water System Identification number(s) with your account, we will email you and provide you with instructions on how to submit a Subscriber Agreement which is needed to submit the reports.

**Please note:** The submitter of the Monthly Operating Report must be designated by the Signatory Authority on the Subscriber Agreement. The Signatory Authority must be either the Owner or the Administrative Contact of the Water System- this entity authorizes the Subscriber to sign and submit the Monthly Operations Reports on ANR Online. The Subscriber can be either the Owner, Administrative Contact, Designated Operator, or Operator of the Water System. If that individual is not one of those entities, an Officials Contact Form will be required to be submitted before the Agreement can be processed.

### **Step 3: Login and Submit the Groundwater Monthly Operations Report**

After you receive notification from the Account Set Up indicating your account has been set up, you login to the ANR Online Portal and submit the Monthly Report for your associated Water System(s).

When submitting the Monthly Operations Report form each month, pay close attention to the instructions included within the form, especially those regarding which rows and columns to copy from the excel sheet.

Please see our step by step Guidance Document on filling out the online form here: [Groundwater Monthly Operations Report Submission via ANR Online – A Guide](#)

## **Personnel Changes**

Setting up the online account should only have to be done once, however, if there are personnel changes at the water system(s), updates will need to be made. Have the new employee complete Steps 1 and 2 to gain permission to submit the Monthly Operations Report. Contact [ANR.OnlineServices@vermont.gov](mailto:ANR.OnlineServices@vermont.gov) for assistance or questions.

## **Questions**

It is recommended that you set up your account and review the guidance documents before the next monthly operations report is due. If you have further questions or require more guidance setting up an account or accessing ANR Online please contact Greg Lutchko at (802)-272-4529, [greg.lutchko@vermont.gov](mailto:greg.lutchko@vermont.gov). If you have questions regarding the Monthly Operations Report contents, please contact Lucy Couture at (802) 585-4899, [lucy.couture@vermont.gov](mailto:lucy.couture@vermont.gov).

