

Becoming an Authorized Data Provider To Report Water Use

Last Updated: March 8, 2023



For more information, contact:

NHDES Water Use Registration & Reporting Program

29 Hazen Drive, PO Box 95


Concord, NH 03302-0095

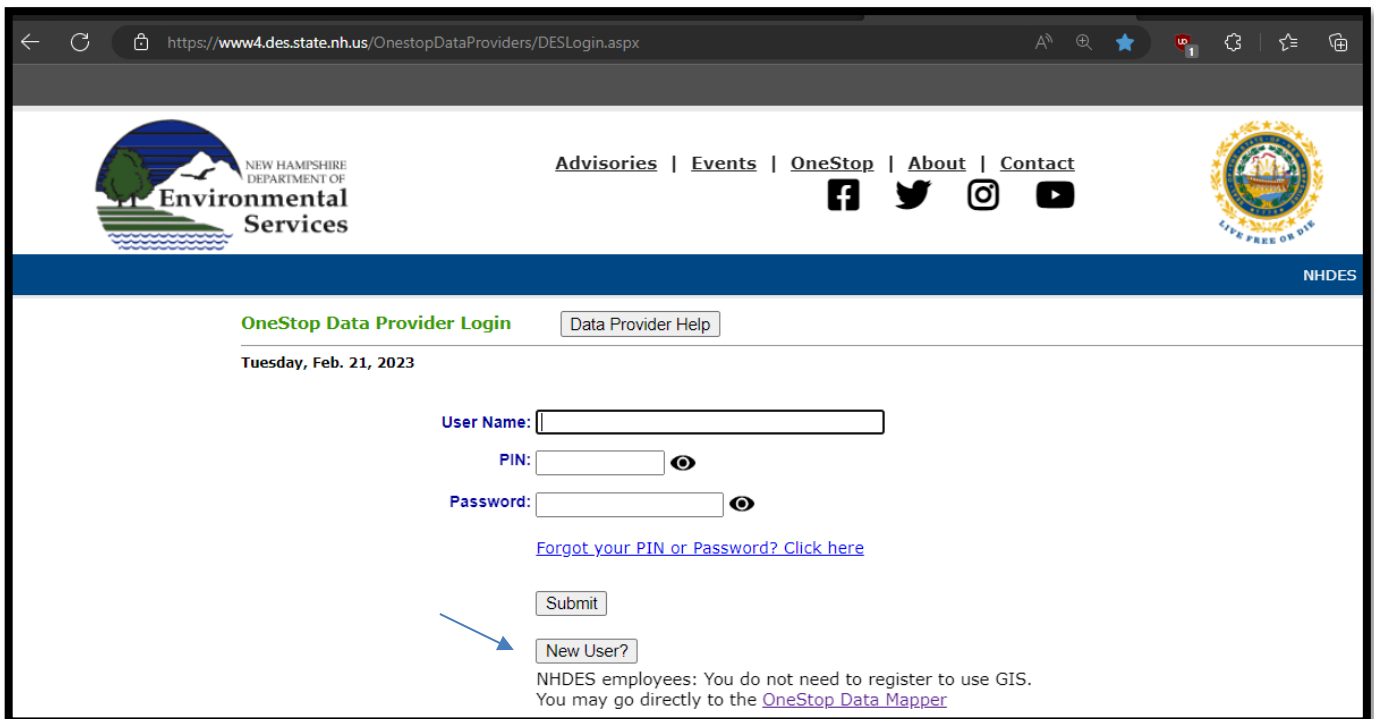
Phone: [\(603\) 271-2947](tel:6032712947)

Fax: (603) 271-0656



wateruse@des.nh.gov

Becoming an Authorized Data Provider to Report Water Use

- 1) Go to the [NHDES Home page](#).
- 2) Click on the **OneStop** link located on the top right side of the page.
- 3) In the grey box on the right side of the page, click on the link [OneStop Data Provider](#).
- 4) The NHDES Login page will appear. Click on the “New User?” button. 



The screenshot displays the NHDES OneStop Data Provider Login page. The page header includes the NHDES logo, navigation links (Advisories, Events, OneStop, About, Contact), and social media icons. The main content area features a login form with the following elements:







- OneStop Data Provider Login** (green text)
- [Data Provider Help](#) (button)
- Tuesday, Feb. 21, 2023
- User Name:
- PIN: 
- Password: 
- [Forgot your PIN or Password? Click here](#)
-
- (highlighted with a blue arrow)

Below the form, there is a note for NHDES employees: "NHDES employees: You do not need to register to use GIS. You may go directly to the [OneStop Data Mapper](#)".

- 5) The data provider registration form will be displayed
 - a) Select the appropriate description from the **Type of Requestor** dropdown menu.
 - b) Fill in all remaining fields that contain a red asterisk (*). These are required fields.

Becoming an Authorized Data Provider to Report Water Use

[←](#) [↻](#) <https://www4.des.state.nh.us/OnestopDataProviders/registrationfo...>


[Advisories](#) | [Events](#) | [OneStop](#) | [About](#) | [Contact](#)
   


Tuesday, Feb. 21, 2023

OneStop Data Provider Registration Form [Data Provider Help](#) [Back](#)

Please click 'Data Provider Help' button for Registration Details/Requirements before registering.

You must complete all fields followed by a red asterisk (*) to receive a PIN and Password via E-mail.

Type of Requestor: *

Applicant First Name: *

Applicant Last Name: *

Applicant Email: *

Your Email Address will become your User Name. It will be checked for uniqueness in our system.

Available Provider Activities for Your Registration*(Please request at least one activity by clicking 'Apply'.) After you have been accepted by DES, you may add more activities at the -Change Profile- screen.

	Feature	Restrictions	Status
Apply	Access Public Water Supply Data Layers and Alteration of Terrain (AOT) Screening Layers in OneStop Geographic Information System (GIS) In the interest of Homeland Security, geographic information on Public Water Supplies is restricted to the general public. Approval requires up to five business days to complete. Other information on Public Water Supplies may be viewed at: OneStop Search	DES limits approval for this feature to environmentalist professionals that are required to analyze geographic Public Water Supply data in order to comply with Statutes and Rules administered by DES. When applying for this feature, you must reference the Statute or Rule that you must comply with. Please indicate all of the conditions that apply to your request: * Access to sensitive information is required to satisfy DES's or other state regulatory requirements, * I am a state or federal employee, regional planning staff or a contractor who needs access to do their job * I am a consultant hired by a municipality or regional planning commission to conduct a natural resource inventory or similar work	AVAILABLE

If you receive a message that your email address is already registered, you do not need to register for a new account. Instead, you just need to update your profile to add the **Water Use Reporting** activity. Go to the beginning of the next page for instructions if you receive this message: “You are currently an active Data Provider. Please log in with your credentials and click the ‘Change Profile’ link to update your current information.”

If you do not receive the message, skip to step 7.

Becoming an Authorized Data Provider to Report Water Use

Already Have a Data Provider Account?


If you receive a message that your email address is already registered, this means that you have already been approved for another Data Provider activity.

You do not need to register for a new account. Instead, just update your profile to add the **Water Use Reporting** activity.

To update your profile, follow these steps:

- a. Click on the “Data Provider Login” link in the green banner.
 - b. Log in by entering the Username, PIN and Password that you already use for the other Data Provider activities (for example, EMD or PWSCONTRACTS).
 - c. From the Available Data Provider Activities menu, select the “Change Profile” link.
 - d. Click on the **Edit** button to display the current information in your profile.
 - e. Continue to step 7.
- 6) Scroll down to the Activities and click on **Apply** next to the activity **Water Use Reporting**.
- 7) A comment box will appear. Type a brief explanation for your request and include the five-digit water user ID assigned to your facility. If you do not know the ID, email wateruse@des.nh.gov.

If you are the water use point of contact for multiple facilities, include the ID of each facility.

	<p>data: Environmental Monitoring Database (EMD)</p>		
<p>Apply</p>	<p>Water Use Reporting This feature is for transmitting electronic data to DES in accordance with RSA 294-E, Uniform Electronic Transactions Act. Providing water use data through this application will satisfy the water use reporting requirements outlined in Env-Wq 2102.18, 2102.30, & 2102.31.</p>	<p>DES limits approval for this feature to those applicants involved with the submission of water use data in accordance with RSA 488 and Env-Wq 2102. When applying for this feature, you must specify the unique five digit Water User ID (WUID) associated with the facility. If you are responsible for reporting water use data for multiple facilities, please provide each WUID. Enter Your Reason for Your Request Here (Limit 500 chars.)*.</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div> 	<p>REQUESTED</p>
<p>Apply</p>	<p>Well Completion Reports DES limits approval for this feature to those applicants associated with licensed NH Water Well Contractors. When applying for this feature, you</p>	<p>This application is used for the licensed NH Water Well Contractors to sign into and fill out necessary forms. These forms do require signatures.</p>	<p>AVAILABLE</p>

Becoming an Authorized Data Provider to Report Water Use

8) Complete the remaining required contact information as indicated by the red asterisk (*).

If more than one person at your facility is going to register for an account, use the same company name in each registration application.

Enter the email address of the primary contact person for your company in the **Primary Email** field. However, you may re-type your email address into this field. This field is required.

Enter another contact email address in the **Secondary Email** field, if needed. You may retype your email address or leave this field blank.

associated with and your association.		
---------------------------------------	--	--

Company Name: *

Address 1: *

Address 2:

City: *

State: New Hampshire-US *

Zip: *

Phone: () - *

Phone Extension:

Secondary Phone: () -

Sec. Phone Extension:

Fax: () -

Primary E-mail: *

Secondary E-mail:

Agreement between I understand that I am responsible for the accuracy of the information submitted in this

Becoming an Authorized Data Provider to Report Water Use

9) Read the security Agreement, and then click on “I Agree”. The button will change to Submit.

Primary E-mail: *

Secondary E-mail:

Agreement between Data Provider and DES:

I understand that I am responsible for the accuracy of the information submitted in this request for a PIN and Password that will allow me to access, via the Internet, certain information held by the Department of Environmental Services.

I further understand that the information to which I am requesting access is security-sensitive, and I agree to (1) protect the PIN and Password provided to me by the Department of Environmental Services to prevent any unauthorized use thereof; and (2) protect against further dissemination and/or unauthorized use of any and all information obtained using the PIN and Password to the extent reasonable in light of the legitimate use for which the information is needed, as described above.

I understand that RSA 641:3 provides criminal penalties for making false or otherwise misleading statements with a purpose to deceive a public servant in the performance of official duties.

I understand that by clicking on I AGREE, I am solely responsible for the PIN and Password I am about to receive and for any and all information collected using the PIN and Password, and that NO LIABILITY IS INCURRED BY THE STATE by reason of providing the requested access.

I understand that if I do not agree to be the sole responsible party, I should click CLOSE to discontinue the PIN/Password request process.

10) Click on **Submit** to send your registration information.

You will be notified by two separate email messages when your account has been approved. One message will contain your PIN; the other will contain your Username and Password.

When you log in for the first time, you must change your password from the default NEWUSER to a password of your choice.

Note: **The password is case sensitive.**

The new password must start with a letter and be 10-15 characters in length. Numbers, letters, and the underscore character (_) are allowed.