

Public Water System (Plant Distribution MOR Reporting):

Step 1: PWS User logs into the Ohio EPA eBusiness Center via the Internet with user ID and password.

Step 2: Select e-Drinking Water Reports Service option.

Step 3: Select Create New Reports from the Water system Menu, and select a PWS from the “Water System Reports” drop-down.

4A for Online Entry or 4B for Excel File

Step 4A: Online Entry – Select “Entry” for the MOR to be created

- Select STU from dropdown list
- Reporting Period – Select month
- Reporting Lab ID – Lab Cert number of lab conducting analysis on this report, or lab ID of the PWS, or 8000.
- SAVE – **Note:** Select the reporting period BEFORE Saving
- Select “Entry” for each section of the report to completed
- Submit

Water Plant / Distribution MOR	
PWS ID - Name	OH2599912 - INFORMATION MANAGEMENT SECTION PWS
STU ID - Name	<input type="text"/>
Reporting Period	Year: <input type="text" value="2010"/> Month: <input type="text" value="September"/>
Reporting Lab ID	<input type="text"/>

Entered	Form Type	Online Entry
	Plant Production	Entry
	Fluoride	Entry
	Distribution	Entry
	Plant Tap	Entry

Step 4B: Excel File with XML Upload - Select “Excel” for the MOR to be created

- Download and Save the Excel File (.xls)
- Open Excel File and when prompted select “enable Macros”
- Complete the MOR and save the Excel file.
- Select Generate XML, save the XML file.
- Select Upload XML Reports

Step 5: Supply PIN and certify the data entered.

Step 6: Submit

Step 7: Select “View Submissions” and verify that the report has been Accepted. Rejected reports must be corrected and re-submitted.

Corrections to MORs: If submitted using the excel file, make the correction in your file, re-generate the xml and upload the corrected results.

If submitted through the online Entry method, go to “View Submissions” and select edit. This saves a copy of your report in your saved reports. Go to “Retrieve Saved Reports”, select edit, correct the report and re-submit.