

Drinking Water Data Submission Using EEC eForm 169

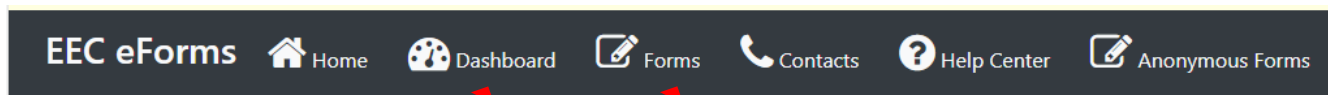
I. Create an EEC eForms account

Use this link: <https://dep.gateway.ky.gov/eForms/Identity/Account/Register>

II. Navigate to EEC eForms Home Page

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

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



Work on forms already started

Find new eForms

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 or documents 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, .pdf, or .zip format for PWS)
6. Click to Submit, or Save for later.

1

2

3- Review

4 - Complete this section

5 - Upload files; more than one can be uploaded

6 - Submit or Save for later

V. Look at the Dashboard page to see what you've submitted or saved.

