



eASR Quick Start Instructions

Massachusetts Department of Environmental Protection Drinking Water Program

1. Navigate to <https://edep.dep.mass.gov/DEPLogin.aspx>.
2. Log in to eDEP.
3. Under “Forms” pick “Drinking Water”.
4. Select “Start Transaction” to begin the Public Water System Annual Statistical Report.

Drinking Water
Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Drinking Water		
DW BULK UPLOAD	Drinking Water Bulk Upload	Upload Data
Public Water System Annual Statistical Report	2024 Public Water System Annual Statistical Report	Instructions Start Transaction

- a. If that blue button says, “Apply for Proof”, apply for a PWS Proof.
 - b. If that blue button says, “Pending” contact Andrew, Tio, or Sage:
 - Andrew Durham - andrew.durham@mass.gov
 - Tio Yano - tio.yano@mass.gov
 - Sage Grace - sage.grace@mass.gov
5. Select a business you want to represent.
 - a. This is a formality and does not restrict what PWS you are starting an ASR for. For instance, if you have multiple eASRs to file, you will use the business that was entered during the proofing process.
 6. Enter your PWSID into the PWSID field and click “Search”.
 7. If the information is correct, click “Next”.
 8. Click “Next” again.
 9. Enter Legal Information in the Public Water Supply Verification Form and click “continue”.
 10. You will now see the Transaction Overview where all the individual sections are listed. Click on a form name or the “Next” button to open a form.
 - a. At this point you can close out of eDEP and come back to work on the eASR at your leisure, the Transaction will appear under your WORK IN PROGRESS Tab on you eDEP Homepage.

Only submitted transactions from the past 90 days are displayed by default.
To view other transmittals, please apply additional filtering criteria. [Show Filter](#)

[Work In Progress](#) [Recent Submitted](#) [Archived Submitted](#) [Bulk Files](#) [Favorites](#)

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	4300044	Public Water System Annual Statistical Report		WORK IN PROGRESS	12/16/2024	Download

11. Complete each form and error check.
 - a. If you get a green check, you are done with that form.
 - b. Get a green check next to each form.
12. Click "Next" to go to the Attachments step.
13. Click "Next" to go to the Signature step.
14. Check off the certification box, enter your name in the signature field, and click "Accept".
 - a. You will be prompted to correctly answer one of your security questions.
15. Click "Next" to navigate to the Submittal page.
16. Click on the orange Submit button.

You are done. Thank you for your dedication and hard work.