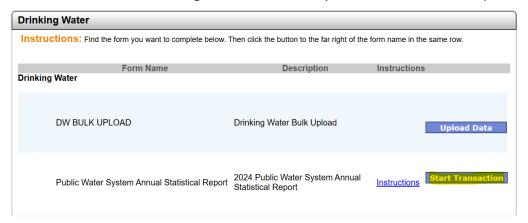


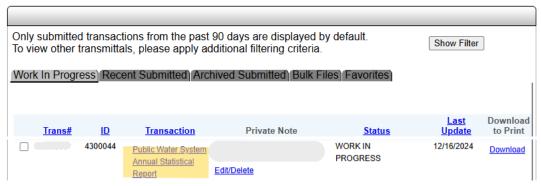
eASR Quick Start Instructions

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.



- 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.



- 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.