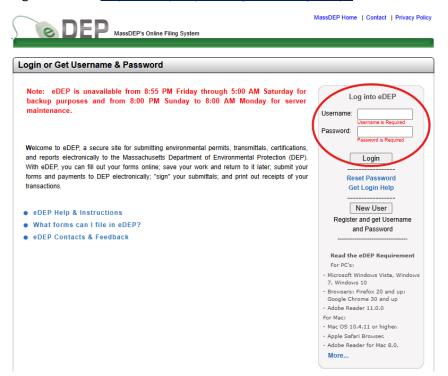


Instructions to Share a Drinking Water Bulk Upload Transaction

Massachusetts Department of Environmental Protection Drinking Water Program

1. Log in to eDEP: https://edep.dep.mass.gov/DEPLogin.aspx



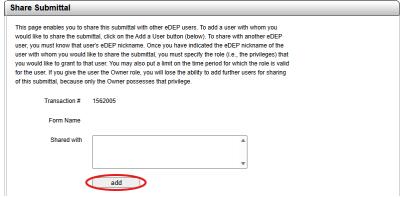
2. Select the "DW BULK DATA" hyperlink.



3. Select the "Share Transaction" button on the Transaction Overview page.



4. Select "add"



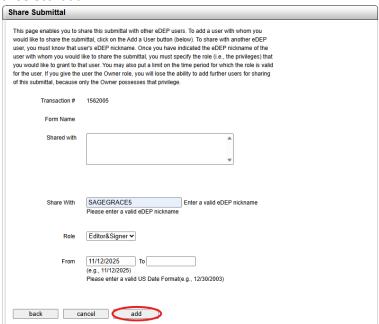
- a. Enter the other user's eDEP nickname in the Share With field.
- b. Pick Role of from list.

Example use "Editor and Signer" if you need the other user to sign and submit the transaction.

c. From and To Dates are the time range the transaction is shared.

Leave To Date blank if you want to permanently share a transaction.

d. Select "add"



e. You should see the other user's name in the Shared With screen.



8. LOG OFF or click on "My eDEP" to return to your homepage.