



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>

MassDEP's Online Filing System

MassDEP Home | Contact | Privacy Policy

Login or Get Username & Password

Note: eDEP is unavailable from 8:55 PM Friday through 5:00 AM Saturday for backup purposes and from 8:00 PM Sunday to 8:00 AM Monday for server maintenance.

Welcome to eDEP, a secure site for submitting environmental permits, transmittals, certifications, and reports electronically to the Massachusetts Department of Environmental Protection (DEP). With eDEP, you can fill out your forms online; save your work and return to it later; submit your forms and payments to DEP electronically; "sign" your submittals; and print out receipts of your transactions.

- eDEP Help & Instructions
- What forms can I file in eDEP?
- eDEP Contacts & Feedback

Log into eDEP

Username: Username is Required

Password: Password is Required

[Reset Password](#)

[Get Login Help](#)

Register and get Username and Password

Read the eDEP Requirement

For PC's:

- Microsoft Windows Vista, Windows 7, Windows 10
- Browsers: Firefox 20 and up; Google Chrome 30 and up
- Adobe Reader 11.0.0

For Mac:

- Mac OS 10.4.11 or higher.
- Apple Safari Browser.
- Adobe Reader for Mac 8.0.

[More...](#)

2. Select the "DW BULK DATA" hyperlink.

Only submitted transactions from the past 90 days are displayed by default. To view other transmittals, please apply additional filtering criteria.

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

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
☐ 1562005	1562005	DW BULK DATA	TEST WOBURN 1.2.bt Edit/Delete	WORK IN PROGRESS	11/12/2025	Download

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

Transaction Overview Trans# 1562005 ID#

Forms Attach Files Signature Submit

Forms

Errors Checked/Validated	Fill out the following forms for this transaction:
☒	DW BULK DATA

4. Select “add”

Share Submittal

This page enables you to share this submittal with other eDEP users. To add a user with whom you would like to share the submittal, click on the Add a User button (below). To share with another eDEP user, you must know that user's eDEP nickname. Once you have indicated the eDEP nickname of the user with whom you would like to share the submittal, you must specify the role (i.e., the privileges) that you would like to grant to that user. You may also put a limit on the time period for which the role is valid for the user. If you give the user the Owner role, you will lose the ability to add further users for sharing of this submittal, because only the Owner possesses that privilege.

Transaction # 1562005

Form Name

Shared with

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”

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Transaction # 1562005

Form Name

Shared with

Share With Enter a valid eDEP nickname
Please enter a valid eDEP nickname

Role

From To
(e.g., 11/12/2025)
Please enter a valid US Date Format(e.g., 12/30/2003)

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

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Transaction # 1562005

Form Name

Shared with

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