



## Instructions to Update an eDEP PWS Proof

### Massachusetts Department of Environmental Protection Drinking Water Program

1. Log in to eDEP <https://edep.dep.mass.gov/DEPLogin.aspx>
2. Under “My Profile” pick “Proof of Identity”.
3. Select “View current proof statuses in the proofing portal”.

**Proof of Identity**Instructions

**View current proof statuses in the proofing portal**

☐ Apply for proof

☐ Apply for administrative privileges

TIN  Business Name

**\* Do Not Enter Social Security Numbers. Business Entity Tax Identification Numbers Only.**

4. Select “Completed Proofs”.

Proofs

**PENDING PROOFS** **COMPLETED PROOFS**

No Records Found!

5. Select “Update”

Proofs

**PENDING PROOFS** **COMPLETED PROOFS**

Program Name	Proof Name	User Name	Status	Submitted Date	Actions
Drinking Water Program	Laboratory Director - Water Quality	SAGEHORACE	DENIED	11/6/2025 9:20 AM	<input type="button" value="View/Download"/>
Drinking Water Program	Laboratory Signer - Water Quality	SAGEHORACE	DENIED	11/4/2025 9:59 AM	<input type="button" value="View/Download"/>
Drinking Water Program	PWS Certified Operator	SAGEHORACE	APPROVED	10/31/2025 11:09 AM	<input type="button" value="View/Download"/> <input type="button" value="Update"/> <input type="button" value="End Date"/>
Drinking Water Program	Laboratory Director - Water Quality	SAGEHORACE	DENIED	10/14/2025 4:18 PM	<input type="button" value="View/Download"/>
Drinking Water Program	PWS Certified Operator	SAGEHORACE	ENDED	10/8/2024 3:10 PM	<input type="button" value="View/Download"/>

1 2

1 - 5 OF 9 results

5

6. Start typing PWSID in “PWS ID Number” field and select facility from dropdown list.

**Update**

(To save the changes atleast one field must be modified.)

**Proof Name**  
PWS Certified Operator

**PWS ID Number \***

1140000 x 3038011 x 3119000 x

2002000 x

128

1281000 - SPRINGFIELD WATER AND SEWER COMMISSL...

1281001 - SPRINGFIELD GIRLS CLUB

1281003 - PURA VIDA H2O

1283002 - WHEATLEIGH WATER SYSTEM

1283003 - STOCKBRIDGE WATER DEPT

1283009 - MARIAN FATHERS

7. Click “Save Changes”.

- a. Individuals updating a Certified Operator Proof will need to click on the “Certified Operator Number” field before saving.

The screenshot shows a web form titled "Update" with a close button (X) in the top right corner. Below the title is a message: "(To save the changes atleast one field must be modified.)". The form contains three main sections: 1. "Proof Name" with a text input field containing "PWS Certified Operator". 2. "PWS ID Number \*" with a grid of five input fields, each containing a 7-digit number and a red 'X' icon: "1140000", "3038011", "3119000", "2002000", and "1281000". A small 'X' icon is also present in the top right of this grid. 3. "Certified Operator Number \*" with a text input field containing "12345". At the bottom of the form are two buttons: a grey "X Cancel" button on the left and a yellow "Save Changes >" button on the right.

8. Updates don't require additional notarization. However, they do require MassDEP approval, otherwise your account will remain in pending status.
  - a. Please email [andrew.durham@mass.gov](mailto:andrew.durham@mass.gov) and [sage.grace@mass.gov](mailto:sage.grace@mass.gov) for approval.

Note: eDEP users can now view their current proof statuses in the proofing portal (login > My Profile > Proof of Identity). The link is above the “Apply for proof” box (shown in screenshots above).