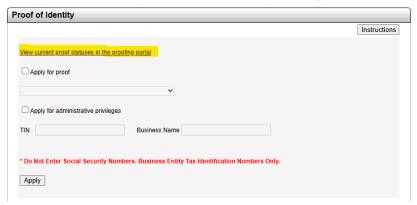


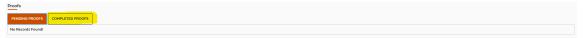
## Instructions to Update an eDEP PWS Proof

Massachusetts Department of Environmental Protection Drinking Water Program

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



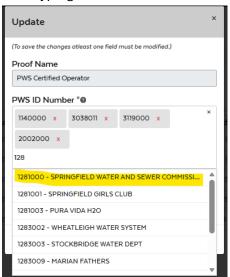
4. Select "Completed Proofs".



5. Select "Update"



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



- 7. Click "Save Changes".
  - Individuals updating a Certified Operator Proof will need to click on the "Certified Operator Number" field before saving.



- 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 and 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).