Department of Environmental Protection

eDEP for Well Driller Recertification

User's Guide

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About the documentation

The audience for this documentation is well drillers who use the eDEP Online Filing System ("eDEP") to seek recertification in the state of Massachusetts.

The following table provides key information about this documentation:

Document Revision	Change Description	Author	Revision Date
1.0	First version of documentation for the new well driller eDEP transaction processes. This version addresses recertification only.	matthew.j.horn@mass.gov	10/30/2024

This documentation uses the following conventions:

🔗 indicates that a link points to an external page and not within the document itself.

Getting help

The following table provides contacts and links where you can get additional help during the process of creating and submitting a transaction for well driller recertification:

Issue Type	Contact/Action
Well Driller Program	Tom Hinchliffe: tom.hinchliffe@mass.gov Julie Butler: julie.butler@mass.gov
eDEP account login or password issues	Fill out the Get Login Help form.
Technical issues, requirements, and other issues	List of contacts

Using eDEP

To use the eDEP Online Filing System ("eDEP"), you must have an eDEP account. This section describes how to create an account and make changes to your account after it has been created. This section also describes the requirements for using eDEP as well as information to help you keep your account secure.

System and browser requirements

This section lists requirements for your browser and operating system when using eDEP.

Windows

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Microsoft browsers.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments do not work in Internet Explorer or in the latest version of Chrome.
- eDEP Composite Print works in Firefox and Chrome without additional software. Microsoft browsers (Internet Explorer and Edge) require that you install Adobe Reader for eDEP Composite Print to work properly.

MacOS

- For best performance, use the Firefox browser.
- eDEP Forms have been tested to work in Firefox, Chrome and Safari.
- eDEP Payments through our third-party nCourt Payment solution work in Firefox. eDEP Payments do not work in Safari or in the latest version of Chrome.
- eDEP Composite Print works in Firefox, Chrome and Safari without additional software.

Creating an eDEP account

This section describes how to create an eDEP account. You must have an eDEP account to submit an application for recertification as a well driller.

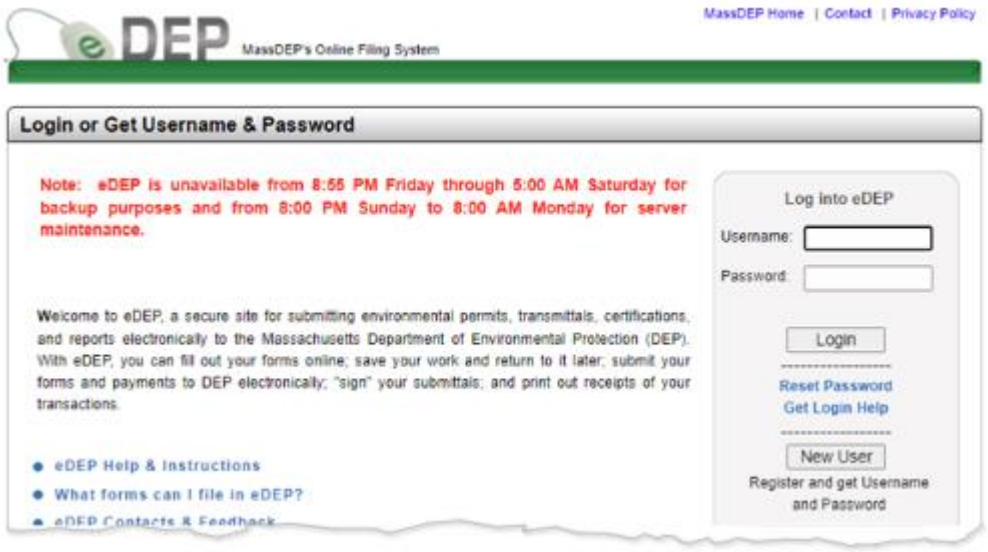
To create an eDEP account, you must have an email address.

TIP

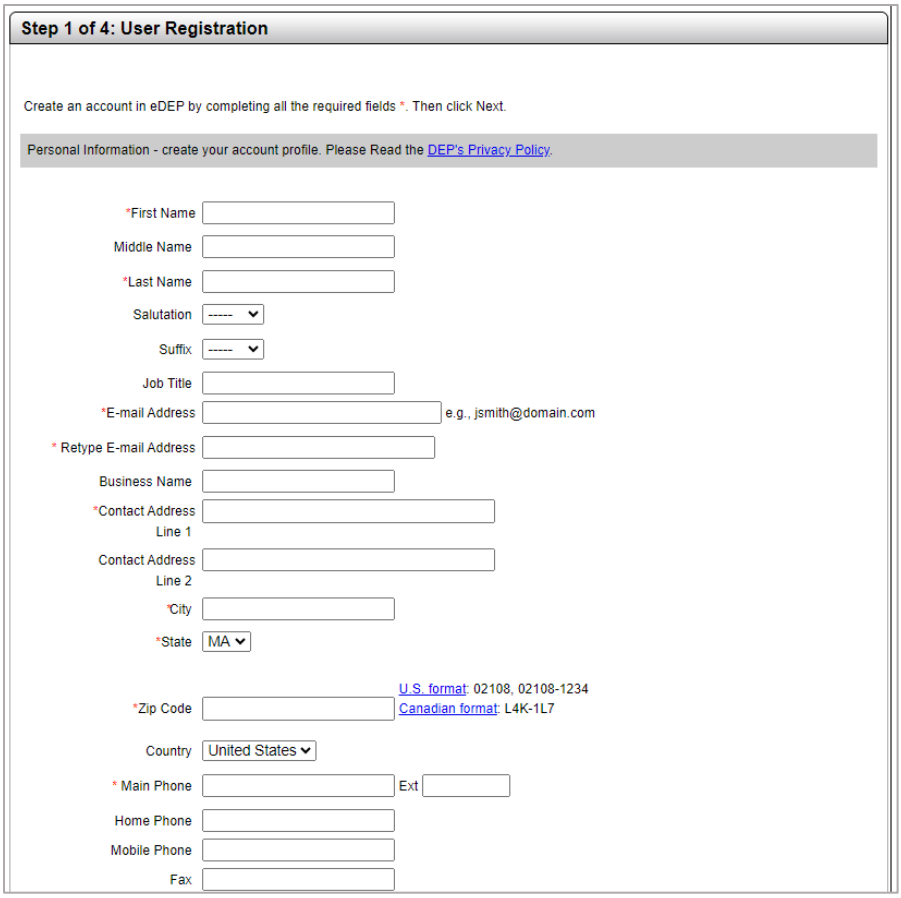
If you have already created and activated your eDEP account, you can begin creating a transaction, as described in Recertification for well drillers.

To create an eDEP account:

1. Navigate to the eDEP Online Filing system:



2. Click New User. The **User Registration** page displays:

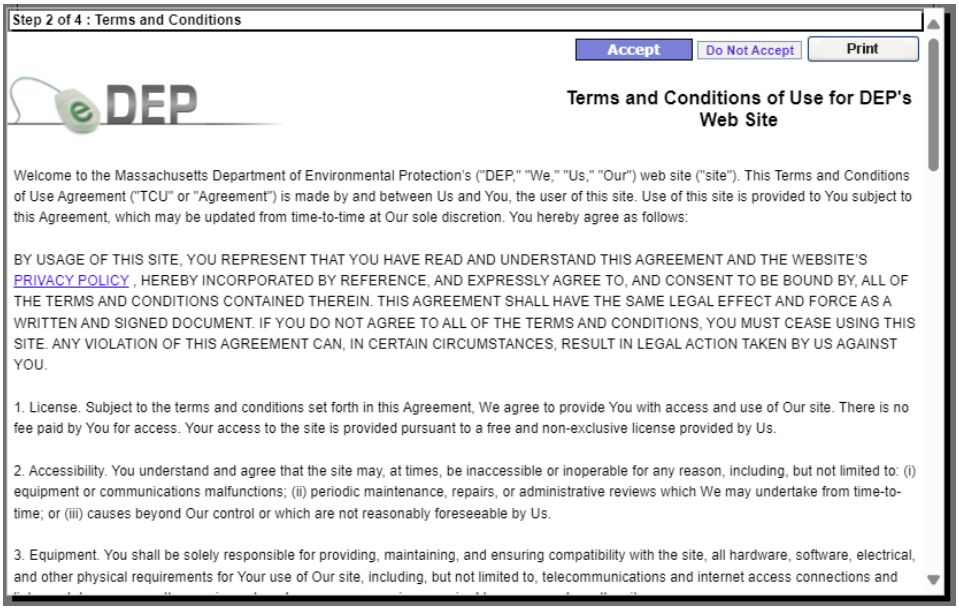


Required fields are indicated with a (*).

3. Complete the required fields and create a username and password for your account.

4. Click Next.

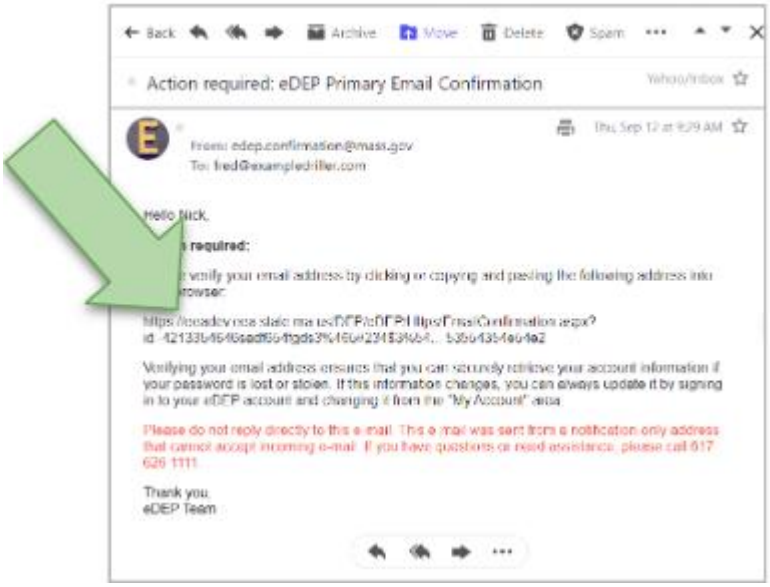
   The **Terms and Conditions** page displays:



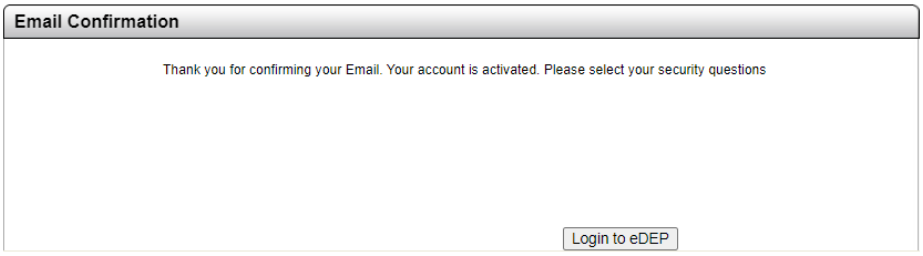
5. Read the terms and conditions and click **Accept**.

   eDEP emails you a link to verify your email address and activate your account.

6. Check your email and click on the verification link from eDEP:



The **Email Confirmation** page loads in your browser:



If you do not receive an email within a few minutes, check that you used the correct address. If you still do not receive an email, see Getting help.

7. Click Login to eDEP.

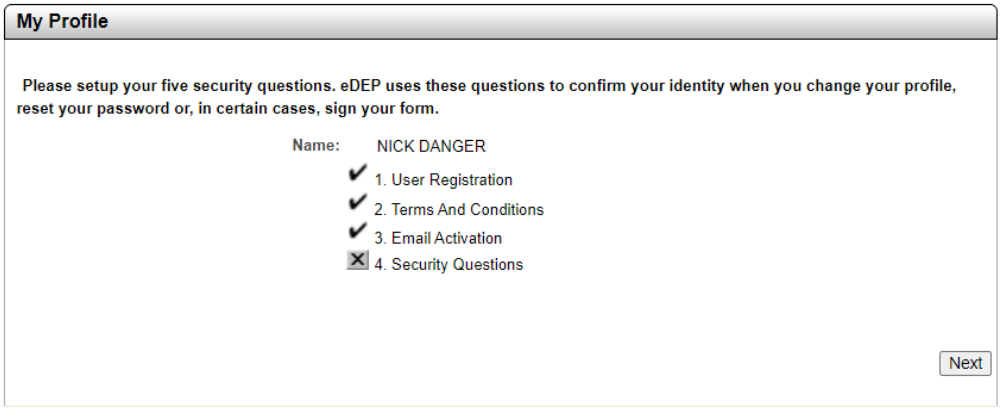
The next step is to log in, as described in Logging in to your eDEP account.

Logging in to your eDEP account

After you created and activated your eDEP account, you can log in and begin creating a transaction.

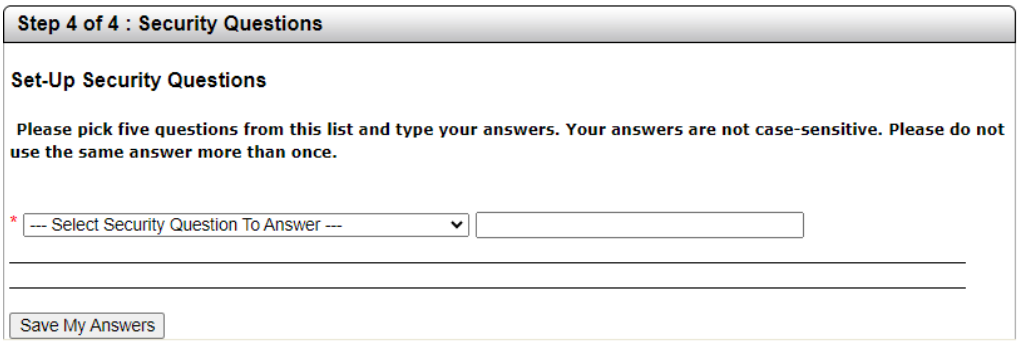
To log in to your eDEP account:

1. Navigate to the eDEP Online Filing system.
2. Enter your username and password and click Login.
3. If this is the first time you are logging in, then eDEP prompts you to complete the security questions:



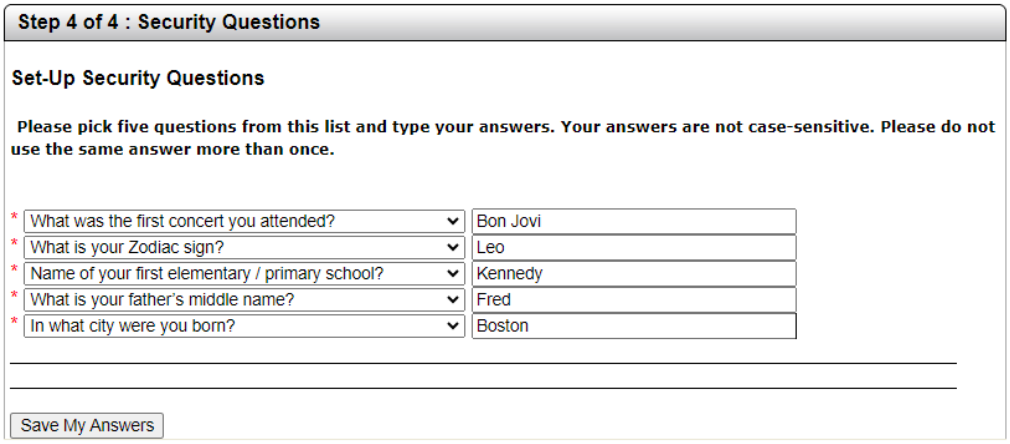
4. Click Next.

The **Security Questions** page displays:



5. Choose a security question from the **Select Security Question to Answer** drop-down list and then enter an answer in the field next to it.

   Repeat this step until you have provided answers for 5 security questions, as the following example shows:



6. Click Save My Answers. eDEP records your questions and answers. When you perform some actions in eDEP, you may need to recall the answers you gave for the security questions.

You are now ready to use eDEP to apply for a well driller recertification.

To change any information on your account, such as your security questions or contact information, see Updating your eDEP account information.

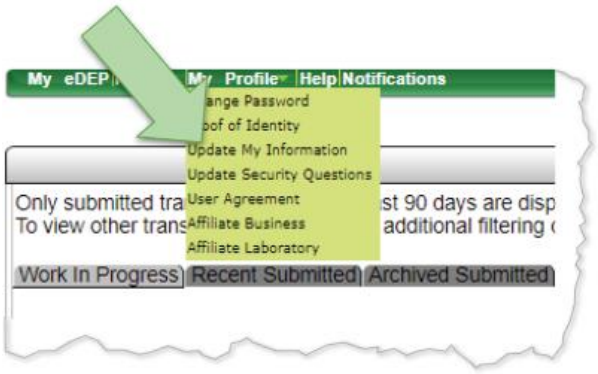
Updating your eDEP account information

Please be sure that your eDEP account has the latest contact information for you and your company.

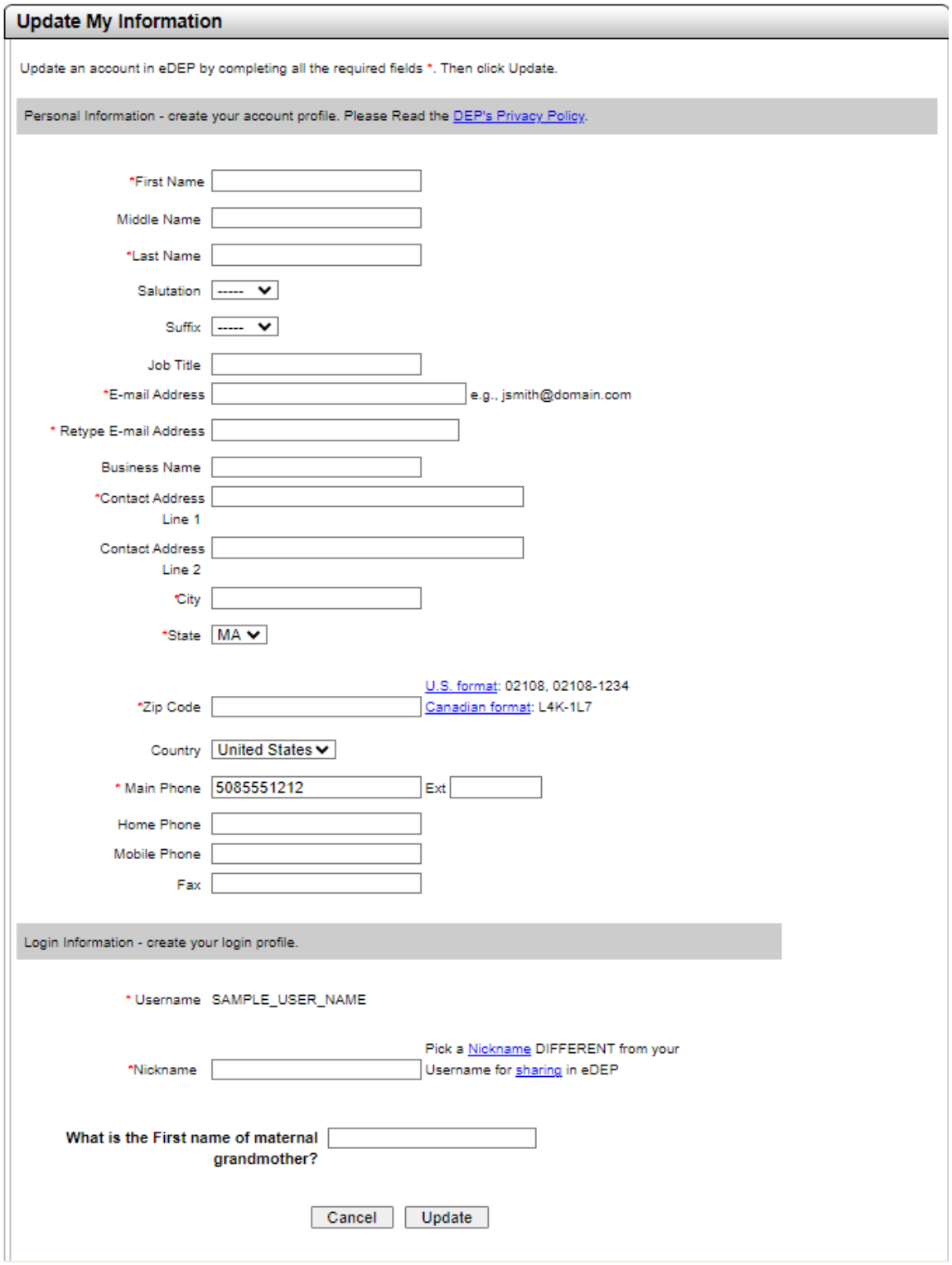
To check that your information is up to date:

1. Log in to the eDEP Online Filing system.

2. Select **My Profile > Update My Information**:



The **Update My Information** page displays:



Fields marked with a red asterisk (*) are required.

3. Ensure that the following information is correct, or update it with the most recent information:
    a. **Personal Information:** Yours and your company's name, address, and contact information. eDEP uses this information when you fill out application forms.
    b. **Login Information:** Your eDEP username, nickname, and a security question. A successful answer to one of your security questions is required when you update your account information.
4. After you finish filling out the form, click Update to submit your changes.

    eDEP validates the information you entered in the form. For example, eDEP checks that phone numbers consist of 10 numeric characters. If the information you entered is valid, eDEP saves the changes to your account.

    If there are any errors, eDEP highlights them. Correct the errors and then re-submit your changes by clicking Update again.

Allowing pop-up windows

During the application process for well driller recertification, eDEP Online Filing System ("eDEP") launches a payment processing page in your browser. If your browser does not allow pop-up windows, then this page will not open automatically. To continue with the application process, you should allow pop-up windows for the eDEP website.

This section describes how to allow pop-up windows in Microsoft Edge, Google Chrome, and Apple Safari. For information on how to allow pop-up windows for other browsers, consult your browser's documentation.

Microsoft Edge

To allow pop-up windows in Microsoft Edge:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Select **Cookies and site permissions**.
4. Click **Pop-ups and redirects**.
5. Either de-select the **Blocked (recommended)** toggle or add the "state.ma.us" domain under **Allow**.

Google Chrome

To allow pop-up windows in Google Chrome:

1. Click the 3-dot menu in the top right corner of the browser.
2. Select **Settings**.
3. Click **Privacy and security**.

4. Click **Site settings**.
5. Click **Pop-ups and redirects**.
6. Either select the **Sites can send pop-ups and use redirects** radio button or add the "state.ma.us" domain to the list of sites under **Allowed to send pop-ups and use redirects**.

Apple Safari

To allow pop-up windows in Apple Safari:

1. Select **Safari > Settings** in the browser.
2. Click the **Websites** tab.
3. Click **Pop-up Windows** at the bottom of the list on the left.
4. Select **Allow** from the drop-down list next to the "state.ma.us" website.

Account security

The eDEP Online Filing system uses various measures to ensure security across the platform.

Passwords

You are responsible for information submitted using your password.

CAUTION

There may be significant penalties for submitting false information, including possible fines and imprisonment.

Be sure that you:

- Do not reveal your password to others.
- Do not leave your password in plain sight.
- If your password is compromised, you must inform DEP to deactivate the account.

To reset your password, you can use the Reset Password page on eDEP or click the "Reset Password" link on the eDEP landing page.

Security questions

eDEP uses security questions to make your account more secure and easier to manage. If you have an account but have not yet set up your questions, the system will prompt you to review and accept the revised terms and conditions and then set up your security questions.

The security questions help confirm your identity whenever you make changes to your profile or reset your password. After setting up your security questions, you will be able to reset your password or get login help from links on the eDEP landing page.

Please protect answers to your Security Questions. eDEP prompts you to provide answers to a randomly selected question at the time of a transmittal submission or user profile change.

In some cases, you may also need to answer a security question when you sign your forms. Certain forms are now subject to federal requirements for this additional verification.

However, if you are completing a form that does not require such verification, then you will see no change when signing your form.

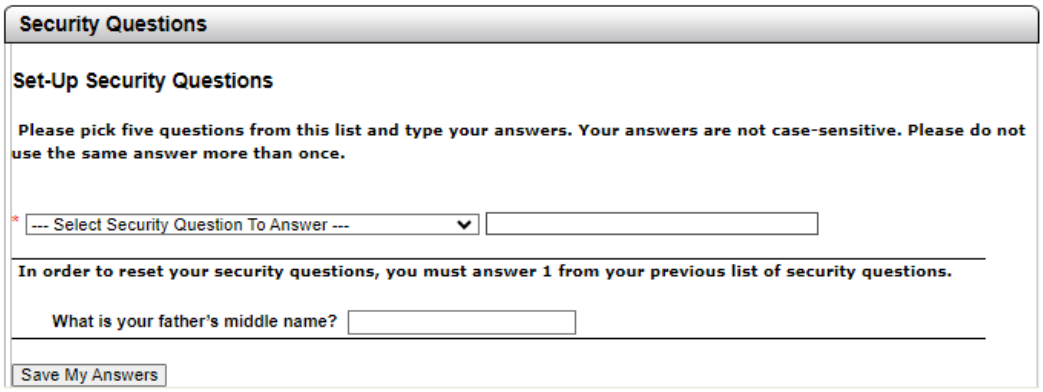
Resetting security questions

You can change your security questions and their answers using eDEP.

To reset your security questions:

2. Log in to the eDEP Online Filing system.
3. Select **My Profile > Update Security Questions**.

   The **Set-up Security Questions** page displays:



4. One at a time, select a question and enter a value in the field next to it. Try to keep the answers short as you must match the answer exactly when challenged with a security question.
5. Answer the security question at the bottom of the form. This is required when you update your security questions.
6. Click Save My Answers to save your changes.

Working with forms and transactions

To perform most actions in the eDEP Online Filing System ("eDEP"), you create a transaction. During the transaction creation process, you typically fill out one or more forms. In addition, you might attach files to the form, agree to terms, sign the transaction, and submit the entire package to the Well Driller Program for review.

Navigation

This section describes the button bars and transaction timeline that aid you in navigating eDEP's transaction process.

Transaction timeline

The *transaction timeline* is a series of arrows and links near the top of each page that helps you keep track of your progress while completing a transaction with eDEP. The transaction timeline appears in every page of the transaction workflow.

The following image shows an example transaction timeline:



The arrows and icons provide some insight into your progress:

A darker arrow (as shown) indicates a section that you have completed.

A lighter gray arrow indicates a section that you have not yet completed.



A blue, underlined label indicates that you can click the link to navigate to that page.


A green triangle below a link indicates that you are currently in that part of the process.

The following table briefly describes each of the links in the transaction timeline:

Link/Graphic	Description
	Navigates to the **Forms** page. This page lists the forms that you have completed. If you are recertifying, you should see the following: • Well Driller Certification and Recertification • Well Driller Operation: Recertification
	Navigates to the **Attach Files** page. You can add or remove supporting documents on this page. For recertifications, see Step 3: Attaching supporting documents.
	Navigates to the **Signature** page. You cannot change your signature or the date after you paid the application fee.
	Navigates to the **Payment** page. This lets you confirm that your payment was successfully processed. This link only appears if the payment has been made.
	Navigates to the **Summary & Receipt** page. This lets you confirm that you successfully sent your transaction for review. If you have not yet sent the transaction for review, this link appears as **Submit**.

When you complete a section of the transaction, the corresponding link becomes live so that you can navigate to that section from any transaction page.

You cannot click on a transaction timeline link if you haven't begun that section. For example, if you haven't begun attaching files, you cannot click **Attach Files**.

Button bars

In addition to the transaction timeline, eDEP provides the following button bars to aid your navigation:

Navigation Type	Description
Form Editing The following buttons are available when you are working with forms:	
Error Check	Checks the entire form for errors. eDEP highlights fields that contain errors in red and lists the errors at the bottom of the page.
Save	Saves your progress while filling out the form. Remember to save often. After you save a form, you can return to it from the main landing page and continue editing it.
Instructions	Links to additional information for the form you are currently working on.
Print	Generates a PDF of the transaction. In some cases, you might print a form, such as when you need it to be notarized and a physical copy needs to be mailed in.
Exit	Exits the form and returns you to the **Transaction Overview** page. eDEP prompts you to save your changes.
eDEP Site Navigation The following buttons are available at the top of all pages within eDEP:	
My eDEP	Brings you to the main landing page.
My Profile ▼	Provides a list of options that edit your eDEP information, including changing passwords, applying for proof of identity, and updating your security questions.
Forms ▼	A list of forms that you can fill out. You will likely only select Well Driller from this list.
Help	Navigates to a page that provides information about supported browsers.
Notifications	Lists email notifications that your account has received from the Well Driller Program.

Transaction Editing

The following buttons are available when you are working on a transaction:

Print Transaction	Prints the current transaction that you are working on. To print other transactions, you can use the Work In Progress tab, as described in Printing and downloading transactions.
Delete Transaction	Deletes the current transaction. Note that you cannot recover a transaction once it is deleted.
Share Transaction	Not yet implemented.
Exit	Exits transaction navigation.

Transaction Actions

The following buttons are available when you use My eDEP to view transactions:

Work In Progress	Lists all transactions that have not yet been submitted for review. This tab is the default.
Recent Submitted	View transactions whose status is SUBMITTED. SUBMITTED transactions have been paid for and submitted for review within the last 90 days. Even after your application has been reviewed, the status of your transaction will be SUBMITTED.
Archived Submitted	Shows transactions that were sent for review more than 90 days ago.
Bulk Files	Not yet implemented.
Favorites	Not yet implemented.

Transaction statuses

All transactions have a status which indicates where in the lifecycle the transaction is at. The following table describes the transaction statuses:

Status	Description
PAID	Indicates that you have paid the application fee for your transaction but not yet submitted it for review.
SIGNED	Indicates that you have signed the transaction but not yet paid the application fee.
SUBMITTED	Indicates that you have paid the application fee and sent your transaction for review. Immediately after you send a transaction for review, eDEP changes the status to SUBMITTED.
WORK IN PROGRESS	Indicates that you are still working on a transaction. This status is assigned to a transaction when you first create it. This status is set until you sign the certification statement, pay the application fee, or submit the application for review.

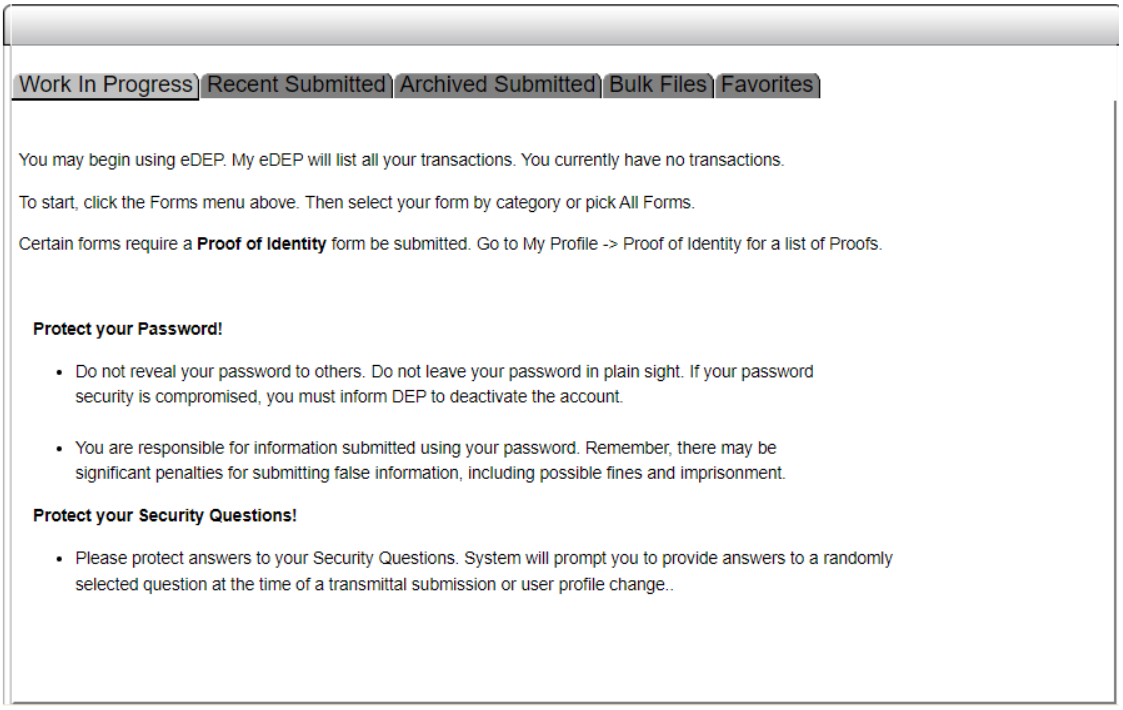
Listing current transactions

You can work on more than one transaction at a time. As a result, you can use eDEP to view a list of all your transactions.

To view a list of your transactions:

1. Log in to the eDEP Online Filing system.
2. Click Work In Progress. This is the default tab.

If this is the first time you are viewing the **Work in Progress** page, there will be no transactions listed. Instead, the page looks like the following:



If you have created transactions with your account, eDEP displays a list of transactions that are currently in progress, as the following example shows:



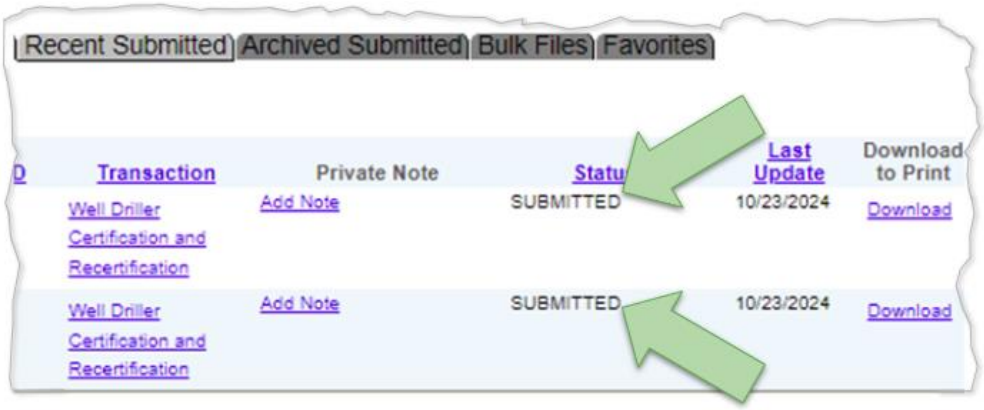
The **Work in Progress** page shows the status of your transaction. When you first start working on a transaction, the status will be WORK IN PROGRESS. For more information, see Transaction statuses.

From the **Work in Progress** page, you can select a transaction and resume working on it. You can also add notes or download the transaction as a PDF. For more information, see Adding notes to a transaction and Printing and downloading transactions.

You can sort the list of transactions by clicking on a column heading such as **Trans#**, **Status**, or **Last Update**.

3. To continue working on a transaction, click the link in the **Transaction** column.
4. To view recently submitted transactions, click Recent Submitted.

   eDEP displays a list of transactions whose status is SUBMITTED:



The list of submitted transactions includes only those that you submitted within the last 90 days. You can drill down into specific transactions by applying a filter.

To apply a filter, click Show Filter.

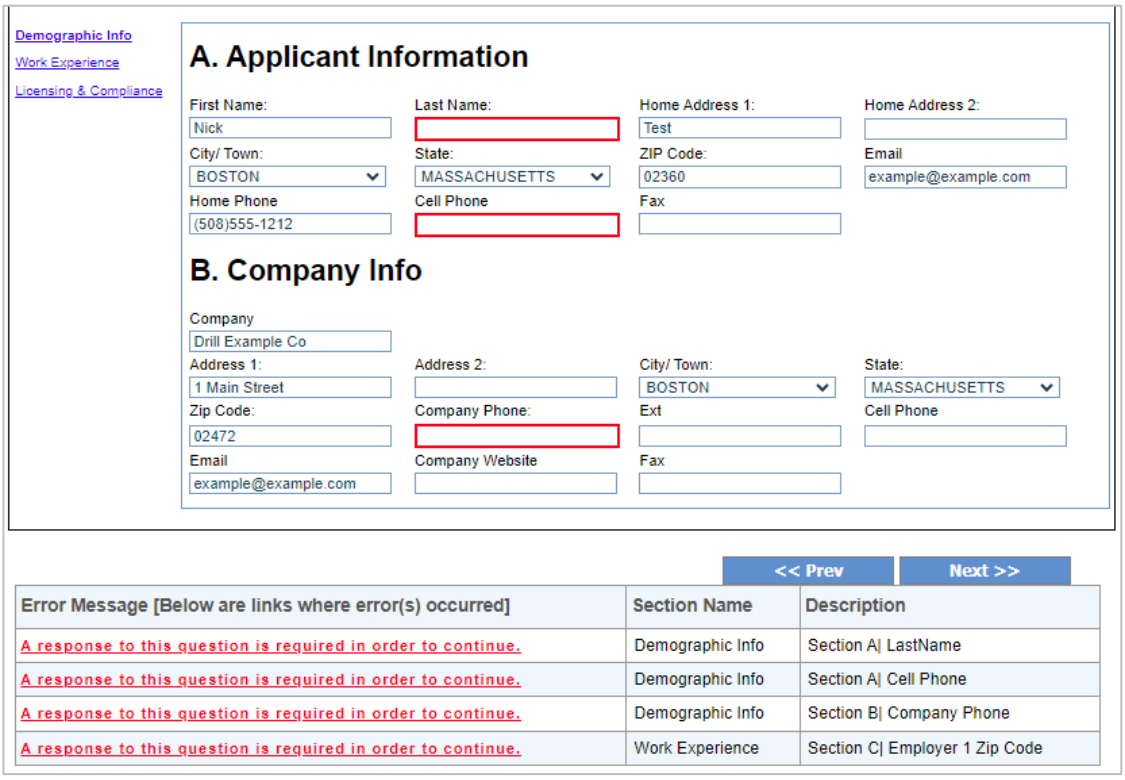
Handling form errors

Most forms require certain fields be filled out and that some fields have logical values. As a result, eDEP checks the forms for errors before you can submit them.

You can trigger form validation in one of the following ways:

- **Form completion:** At the end of the form, Error Check & Next triggers eDEP to inspect all fields in the form for errors.
- **Check as you go:** Click Error Check at the top of any form page. You can click this button at any time to check your form for errors.

If eDEP encounters an error, it highlights the fields on the current page and lists all fields (on all pages) that have errors, as the following example shows:



You can quickly jump to the section listed under **Section Name** that has errors by clicking the links in the left sidebar:



Adding notes to transactions

You can add timestamped notes to a transaction. This can be helpful if multiple people are working on a transaction or you want to add reminders. You can add notes from the **Work in Progress** page.

To add a note to a transaction:

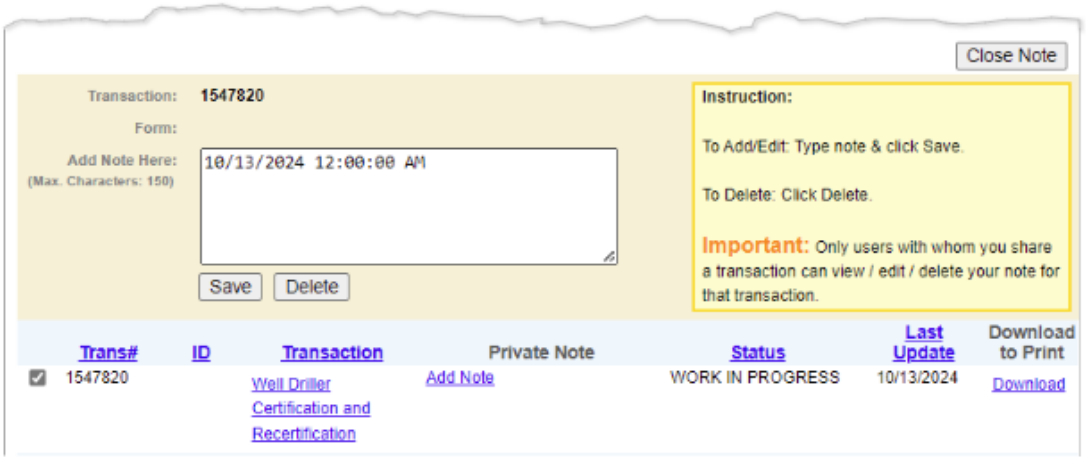
1. Log in to the eDEP Online Filing system.
2. Click My eDEP and select the Work In Progress tab (the default).

eDEP displays a list of transactions that are currently in progress.

3. Click **Add Note** next to the transaction:



eDEP displays a field for entering a note and instructions:

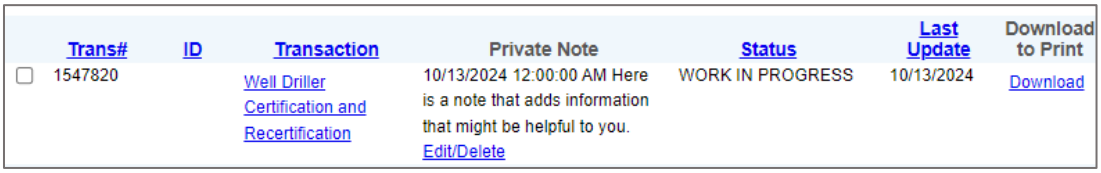


In the **Add Note Here** field, enter your note.

4. When you're done entering a note, click Save to save your note to the transaction.

   If you decide not to add the note, click Delete.

   After you save a note, it appears in the **Private Note** column of the transactions list:



You can change or remove the note by clicking **Edit/Delete** in the **Private Note** column.

Printing and downloading transactions

There are several ways you can download and/or print transactions in eDEP.

- Click Print while you are editing a form.
- Click Print Transaction while you are editing a transaction.
- Click the **Download** link next to any transaction on the Work In Progress tab. This section describes how to do this.

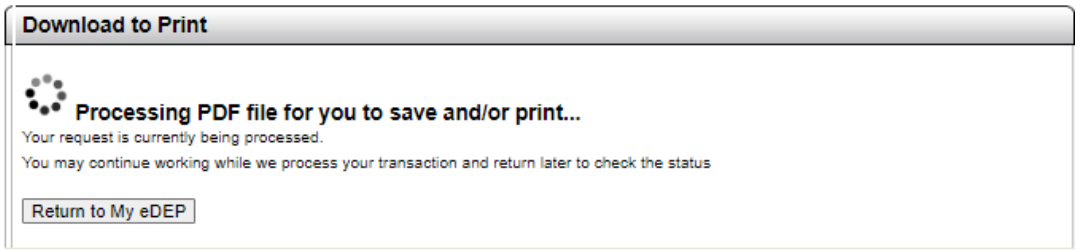
The Work In Progress tab shows a list of all your transactions. You can print a transaction or download one as a PDF from this page.

To print or download a transaction:

1. Log in to the eDEP Online Filing system.
2. Click My eDEP (the default) and select Work In Progress (the default tab).

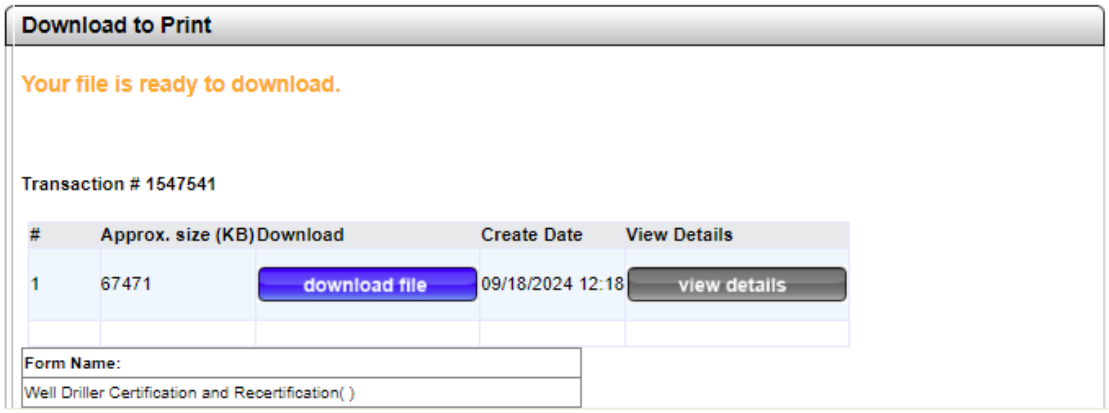
   eDEP displays a list of all incomplete transactions (transactions that you saved as a draft or transactions that have not yet been reviewed).
3. Click the **Download** link next to the transaction that you want to print.

   eDEP begins generating a PDF file:



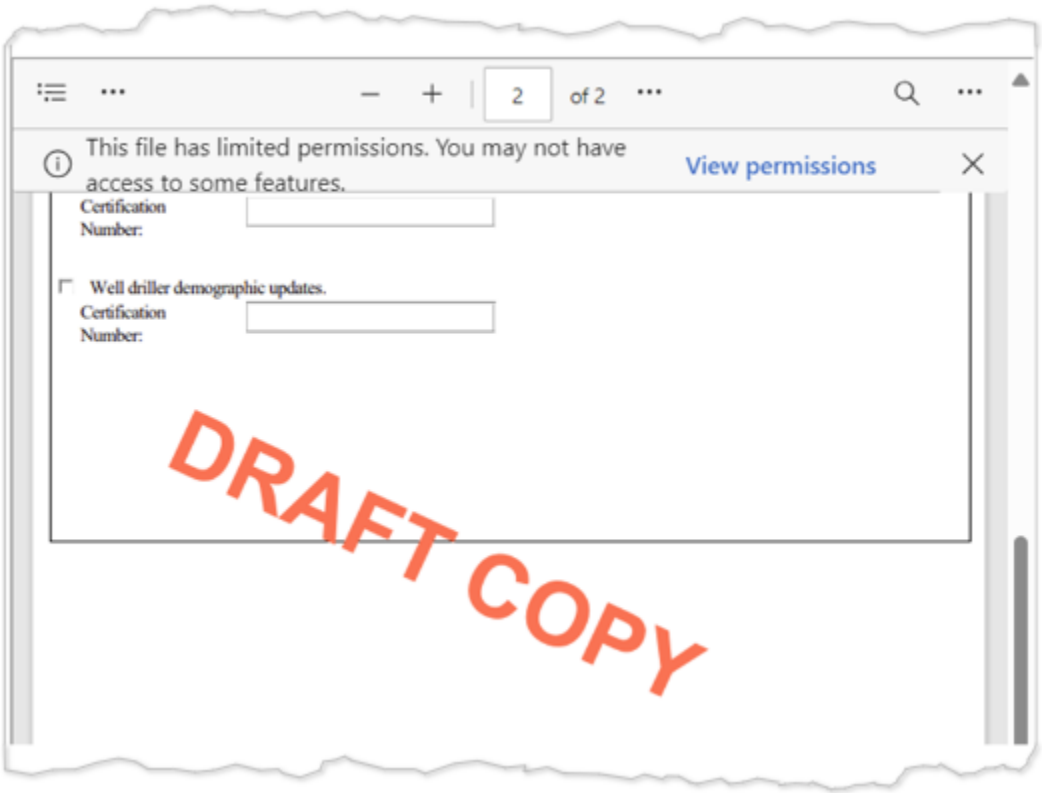
   While you are waiting for eDEP to finish generating the PDF, you can continue working. You can edit transactions and perform all other actions. If you edit a transaction, however, your new changes might not be reflected in the downloadable PDF.

When eDEP finishes generating the PDF, it presents you with the option to download the file, as the following example shows:



4. Click **Download File** to display the PDF.

   If the transaction is not yet complete, you'll see a "DRAFT COPY" watermark on every page, as the following example shows:

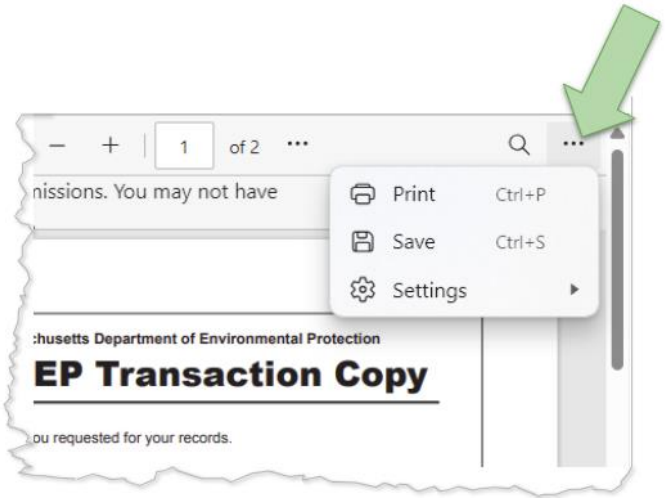


5. Click one of the following icons to print or save the PDF:

Prints your transaction.

Saves the transaction to your local hard drive.

If you don't see these icons, click the three-dot menu and select one from the drop-down list:



Deleting a transaction

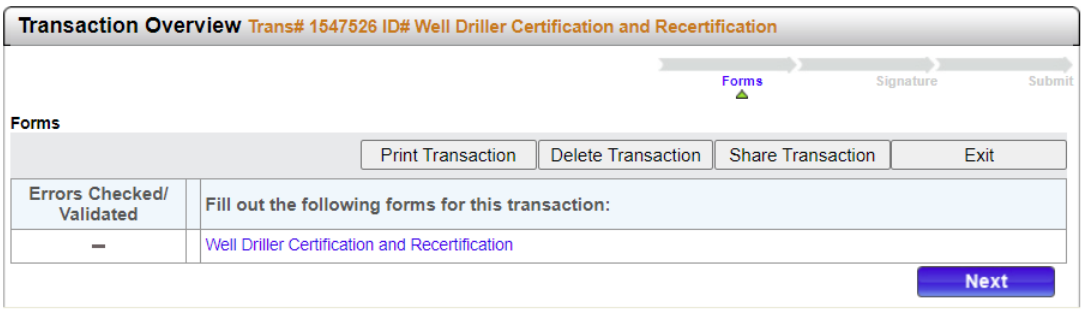
After you start a transaction, eDEP saves your progress as a draft. You also create a draft when you click Save in the transaction navigation bar.

If you no longer want to complete a transaction, you can delete it.

To delete a transaction:

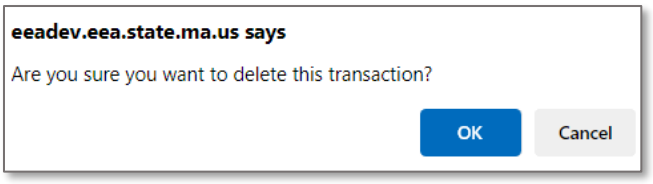
1. Log in to the eDEP Online Filing system.
2. Select Work In Progress. This is the default tab.

   eDEP displays all transactions that have been created within the last 90 days. You can view older transactions by using the filters and selecting a broader date range.
3. Click the transaction that you want to delete. eDEP displays the **Transaction Overview** page for that transaction:



Depending on the state of the transaction, your **Transaction Overview** might look different.

4. Click Delete Transaction. eDEP challenges you to be sure that you want to delete the transaction:



WARNING

You cannot recover a transaction once you delete it.

5. Click OK.

eDEP deletes the transaction and returns you to the **Work in Progress** page.

Where to mail supporting documentation

If you opted to mail in any supporting documentation, please contact the MassDEP Well Driller Program for the most up-to-date address information (see "Getting help" on page 4 for Well Driller Program contact information).

Recertification for well drillers

This section describes how to use eDEP Online Filing System ("eDEP") to apply for recertification if you are already a certified well driller in Massachusetts.

Before you begin

Before you use eDEP to submit an application for recertification as a well driller:

- You must have an eDEP account, as described in Creating an eDEP account.
- Check that your account contains up to date demographic information. If necessary, update the information as described in Updating your eDEP account information.
- Allow pop-up windows for the eDEP website. For more information, see Allowing pop-up windows.

Recertification does ***not*** require proof of identity or supporting documents (in most cases).

Recertification overview



The general process for applying for well driller recertification using the eDEP Online Filing System ("eDEP") is as follows:

Step 1. Create a new transaction.

Step 2. Fill out the *Application of Recertification of Well Drillers* form.

Step 3. Attach supporting files.

Step 4. Sign the certification statement.

Step 5. Pay the application fee.

Step 6. Send the transaction for review.

Each of these steps is described in the sections that follow.

TIP

If during this process you need additional guidance in using eDEP or preparing your application, see Getting help.

STEP 1 Create a new transaction

Re-cert

Transactions in the eDEP Online Filing System ("eDEP") provide a way for you to track your progress during the application process. A transaction has one or more forms associated with it, plus supporting documentation and payment.

All transactions also have a unique number that you can use to find the transaction if you have more than one.

When your transaction is complete, you can send it to the eDEP Online Filing System ("eDEP") for review.

NOTE:

Before you continue, be sure that you have met the prerequisites. This includes having an eDEP account.

For more information, see Before you begin.

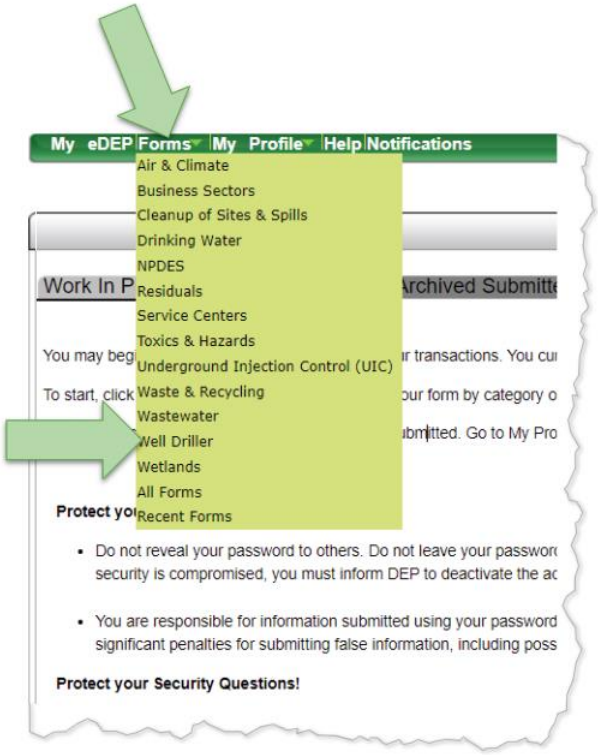
The first step in applying for recertification as a well driller is to create a new transaction in eDEP.

To create a new transaction:

1. Log in to the eDEP Online Filing system.

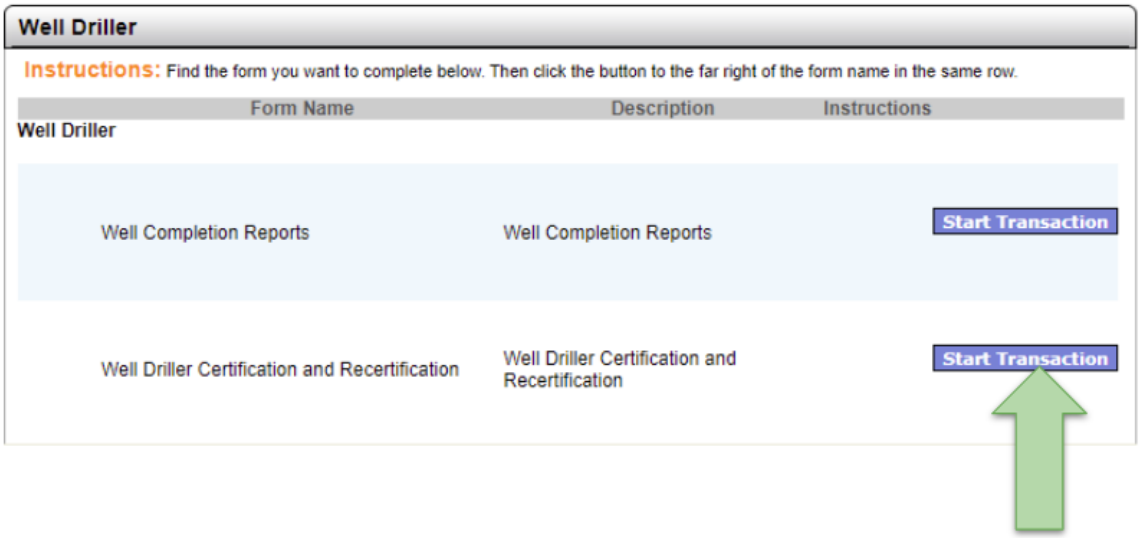
   For more information, see Logging in to your eDEP account.

2. Select **Forms > Well Driller**:



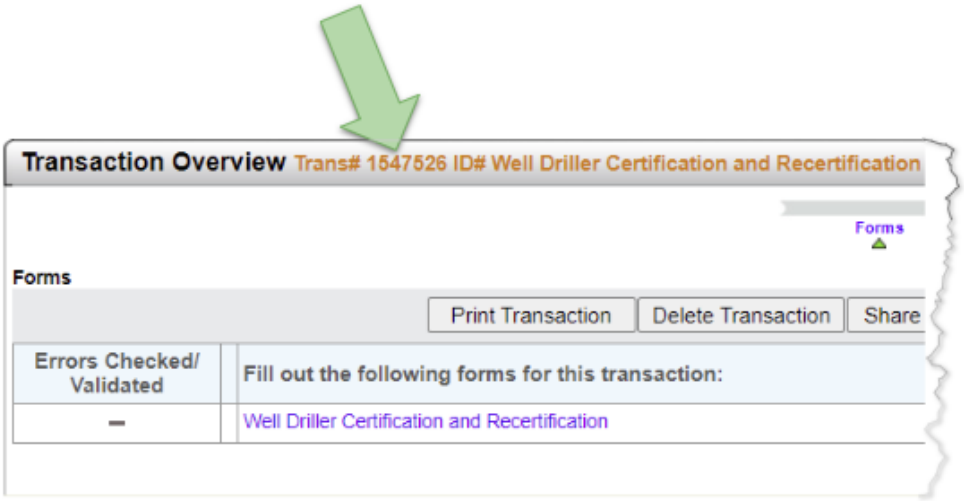
   eDEP displays the **Well Driller** page.

3. Click **Start Transaction** next to "Well Driller Certification and Recertification":

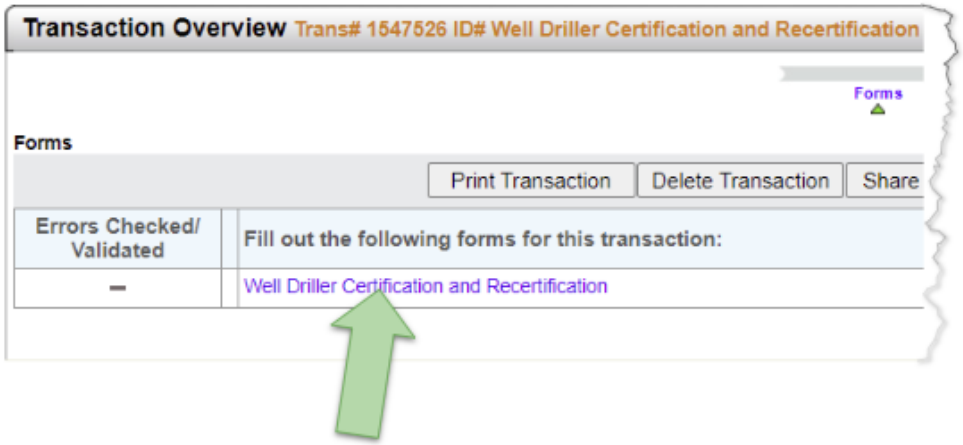


eDEP creates a new transaction and displays the **Forms** page.

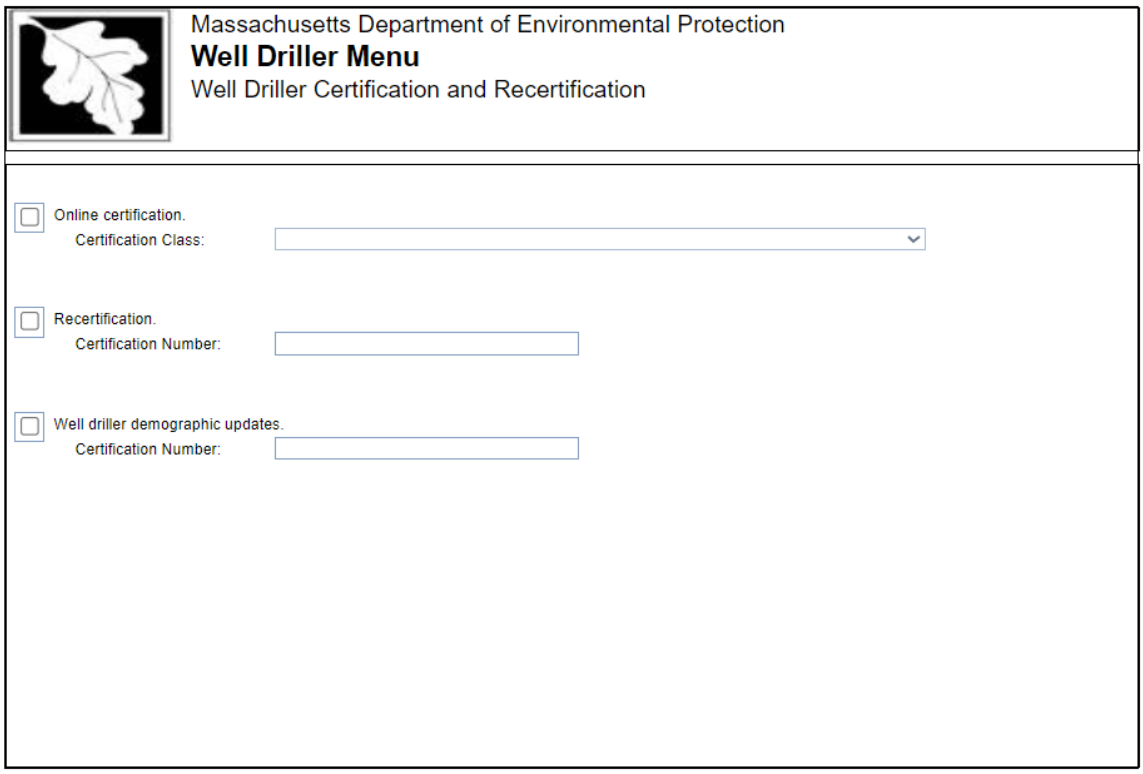
Notice that eDEP assigned the new transaction a unique number:



4. Click **Next** or the "Well Driller Certification and Recertification" form link in the list:



The **Well Driller Certification and Recertification** form displays:

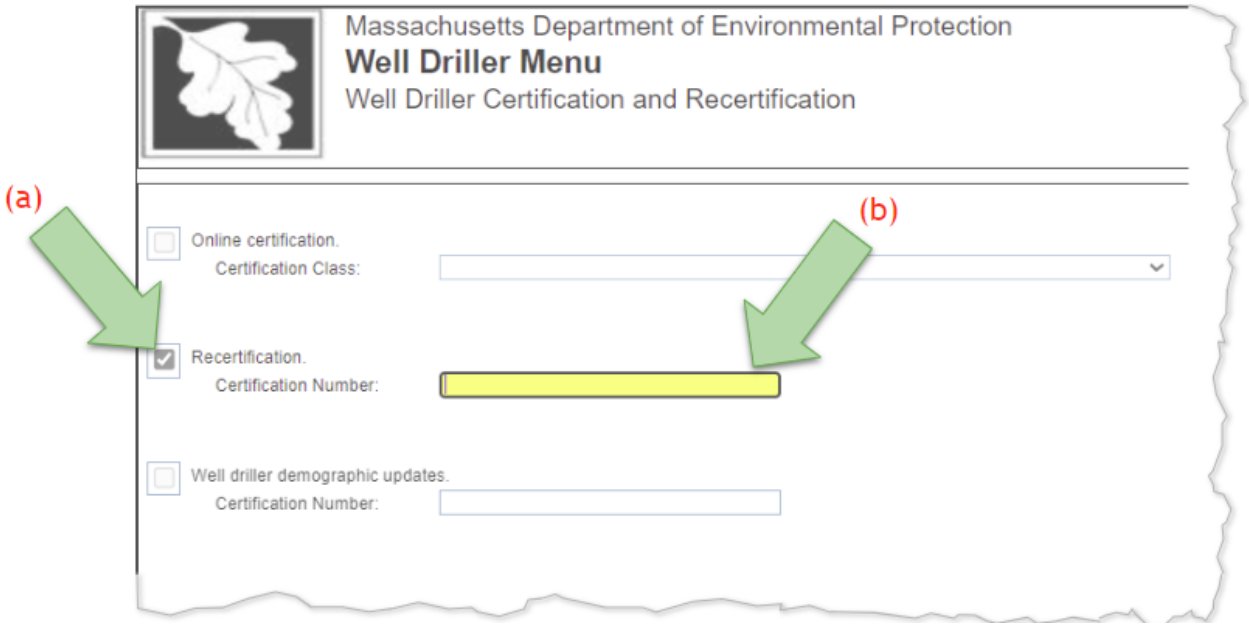


This is a simple form in which you choose the type of certification that you are applying for.

5. Because you are applying for *re*certification:

   (a) Select the **Recertification** checkbox and

   (b) enter your existing well driller certification number in the **Certification Number** field:



If you do not know your certification number, you can find it in the List of well drillers certified in Massachusetts.

6. Click **Error Check & Next**.

eDEP validates your certification number. If you made a mistake, eDEP highlights the field and prompts you to re-enter it.

NOTE

If the error message persists, your certification may have expired. Please contact the Well Driller Program for assistance, as described in Getting help.

If your certification number is valid, eDEP returns you to the **Forms** page. Notice that there is now a ✓ next to the form link indicating that you have successfully completed that form:



Congratulations!

You have created a new transaction and successfully filled out the first form. The next step is to fill out the main application form.

STEP 2 Fill out the forms

Re-cert

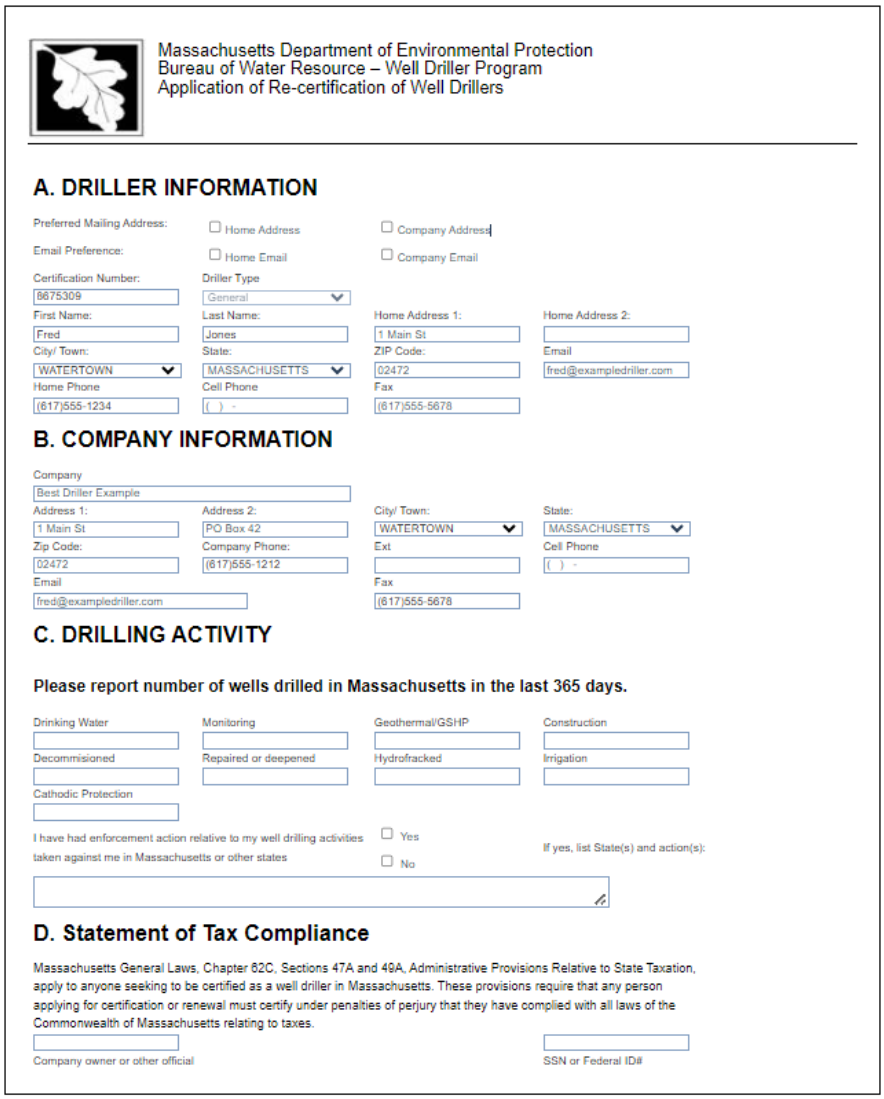
After you create a new transaction, you must enter information in the *Application of Recertification of Well Drillers* form using the eDEP Online Filing System ("eDEP").

To fill out the *Application of Recertification of Well Drillers* **form:**

1. From the **Forms** page, click **Next**.

   If you're not on the **Forms** page, return to it by clicking **My eDEP** and then the transaction you just created in the list.

   The *Application of Recertification of Well Drillers* form displays:



Massachusetts Department of Environmental Protection
Bureau of Water Resource – Well Driller Program
Application of Re-certification of Well Drillers

A. DRILLER INFORMATION

Preferred Mailing Address: ☐ Home Address ☐ Company Address
Email Preference: ☐ Home Email ☐ Company Email

Certification Number:	Driller Type		
8675309	General		
First Name:	Last Name:	Home Address 1:	Home Address 2:
Fred	Jones	1 Main St	
City/ Town:	State:	ZIP Code:	Email
WATERTOWN	MASSACHUSETTS	02472	fred@exampledriller.com
Home Phone	Cell Phone	Fax	
(617)555-1234	( ) -	(617)555-5678	

B. COMPANY INFORMATION

Company			
Best Driller Example			
Address 1:	Address 2:	City/ Town:	State:
1 Main St	PO Box 42	WATERTOWN	MASSACHUSETTS
Zip Code:	Company Phone:	Ext	Cell Phone
02472	(617)555-1212		( ) -
Email		Fax	
fred@exampledriller.com		(617)555-5678	

C. DRILLING ACTIVITY

Please report number of wells drilled in Massachusetts in the last 365 days.

Drinking Water	Monitoring	Geothermal/GSHP	Construction
Decommisioned	Repaired or deepened	Hydrofracked	Irrigation
Cathodic Protection			

I have had enforcement action relative to my well drilling activities taken against me in Massachusetts or other states ☐ Yes ☐ No

If yes, list State(s) and action(s):

D. Statement of Tax Compliance

Massachusetts General Laws, Chapter 62C, Sections 47A and 49A, Administrative Provisions Relative to State Taxation, apply to anyone seeking to be certified as a well driller in Massachusetts. These provisions require that any person applying for certification or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Company owner or other official

SSN or Federal ID#

The *Application of Recertification of Well Drillers* form has the following sections:

A: Driller Information

B: Company Information

C: Drilling Activity

D: Statement of Tax Compliance

Some information in the **Driller Information** and **Company Information** sections are pre-filled based on the information in your eDEP account.

All required fields in this form must be completed before you can continue.

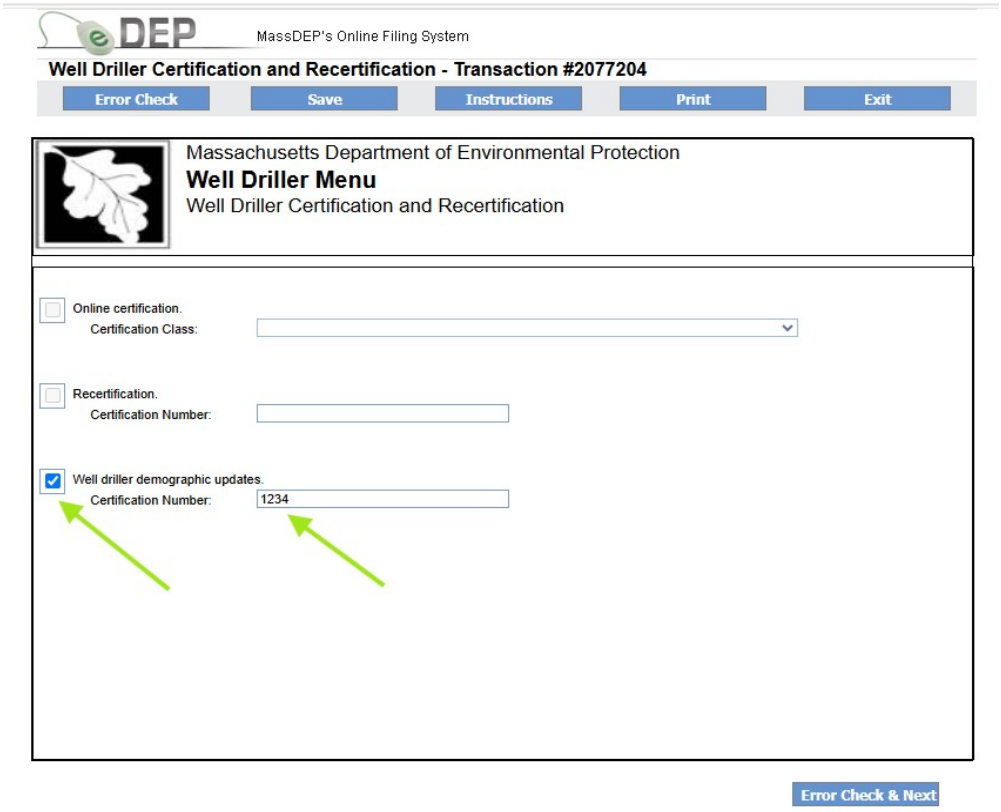
Each of the four sections is described below.

A: Driller Information

The **Driller Information** section of the *Application of Recertification of Well Drillers* form contains the driller's personal contact information:



You are required to select your **Preferred Mailing Address** (home or company) and your **Email Preference** (home or company, if applicable). Note that the rest of Section A is not editable. To edit Section A information, please proceed with submitting your recertification application, and then submit a Demographic Update. The Demographic Update form may be accessed from the same Well Driller Menu that you used to access the Recertification form. Check the "Well driller demographic updates" box in the Well Driller Menu, and enter your Certified Well Driller ID number (see screenshot below).



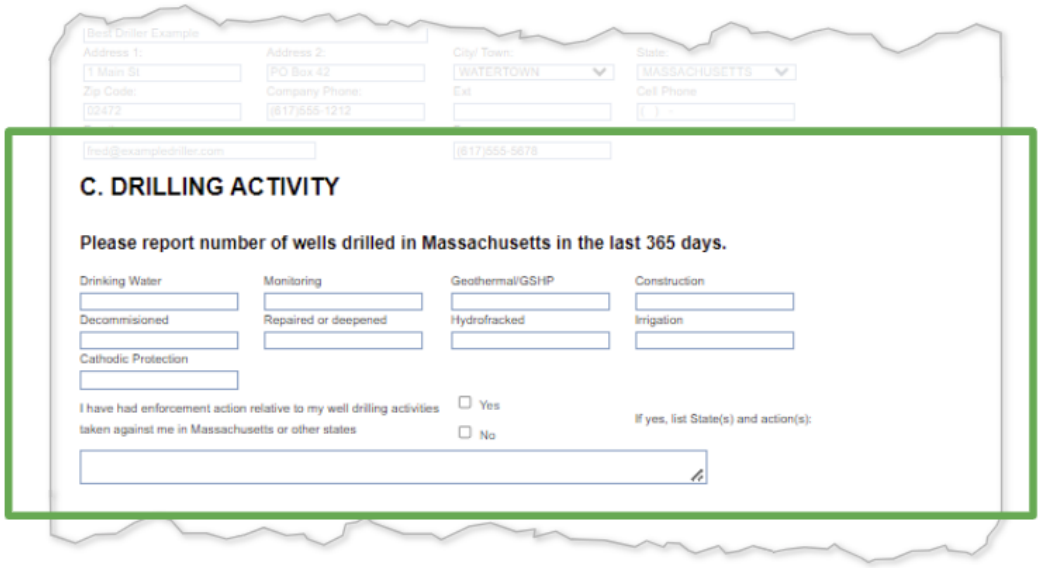
B: Company Information

The **Company Information** section of the *Application of Recertification of Well Drillers* form contains the driller's company contact information. Like most of Section A, Section B is not editable. Please follow the Demographic Update instructions on the previous page to change any Section B information.



C: Drilling Activity

Enter your recent drilling activity in the **Drilling Activity** section:



In each well type field, enter the number of wells (even if it is zero) that you or your company drilled in Massachusetts of each type in the past year.

A number must be entered in all of the well type fields.

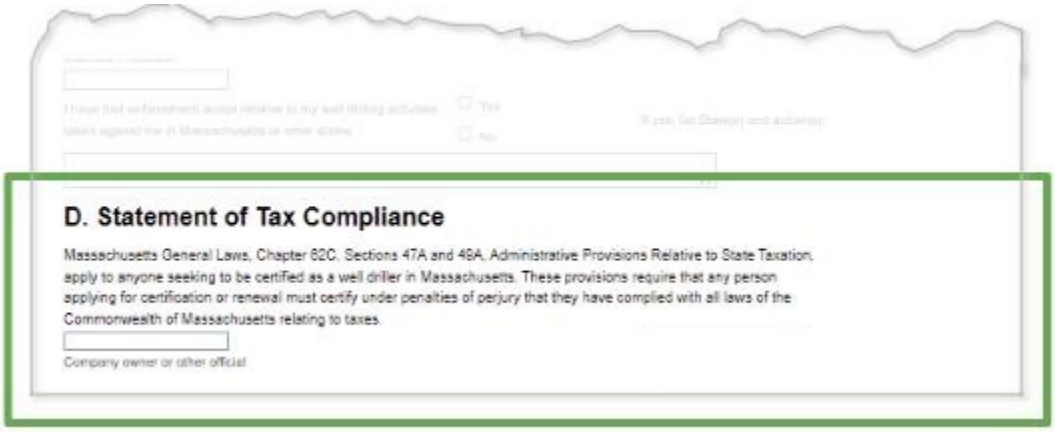
NOTE

Do not leave any well type field empty. If you have not drilled a well for the given well type, enter 0 for that well type.

Answer the question about your drilling activities. This is also required.

D: Statement of Tax Compliance

Sign the statement of tax compliance in the **Statement of Tax Compliance** section:



In the **Company owner or other official** field, enter the name of the company owner or other person responsible for tax compliance.

Massachusetts General Laws Chapter 62C, §47A and §49A, *Administrative Provisions Relative to State Taxation* apply to anyone seeking to be certified as a well driller in Massachusetts. These provisions require that any person applying for certification or renewal must certify under penalties of perjury that they have complied with all laws of the Commonwealth related to taxes.

Validating your application

After you complete all sections of the *Application of Recertification of Well Drillers* form, you must check it for errors.

To check your form for errors:

1. Click **Error Check & Next** at the bottom of the form.

   eDEP validates all information that you entered into the form. For example, eDEP checks that you entered a value in all the required fields. In addition, eDEP checks some fields for validity; for example, phone number fields require 10 digits.

2. If there are any errors, eDEP reports them in red at the bottom of the page:

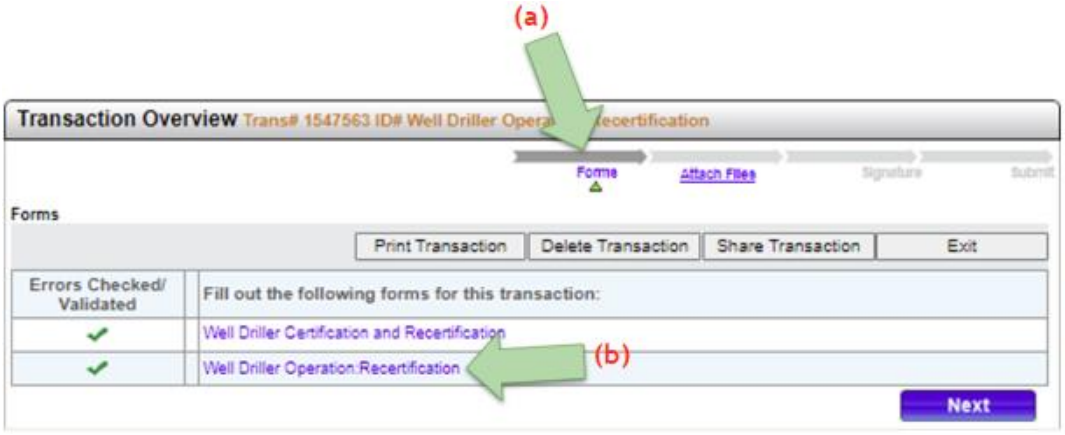
Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Section A	Cell Phone
A response to this question is required in order to continue.	Section B	Cell Phone
A response to this question is required in order to continue.(Enter '0' if none)	Section C	Geothermal/GSHP field
A response to this question is required in order to continue.(Enter '0' if none)	Section C	Cathodic Protection field

3. Correct any errors, return to this page, and click **Error Check & Next** again.

NOTE

Do not use your browser's **Back** button to return to Sections A through D.

Instead, please (a) click **Forms** in the transaction timeline, and then (b) click the **Well Driller Operation: Recertification** link, as the following example shows:



If there are no errors, eDEP returns you to the **Forms** page:



Notice that there is now a ✔ next to each form link indicating that you have successfully completed that form.

Congratulations!

You have successfully filled out the *Application of Recertification of Well Drillers* form. The next step is to add supporting documentation to your transaction, as described in Attach supporting documents.

STEP 3 Attach supporting documents

Re-cert

After you have completed all sections of the *Application of Recertification of Well Drillers* form, you can attach files that support your application in the eDEP Online Filing System ("eDEP"). Note that supporting documents are typically not required for recertification.

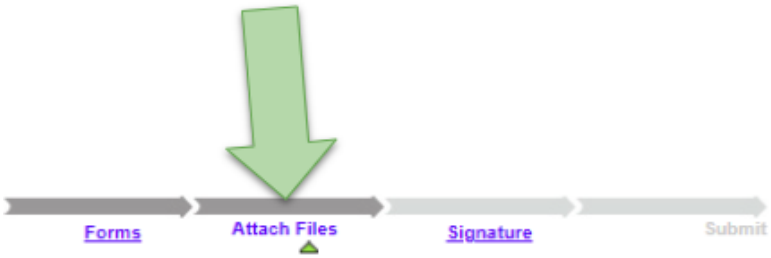
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- DOC
- DOCX
- GIF
- HTML
- JPG/JPEG
- PDF
- RTF
- TIFF
- TXT
- XLS
- XLSX
- XML
- ZIP

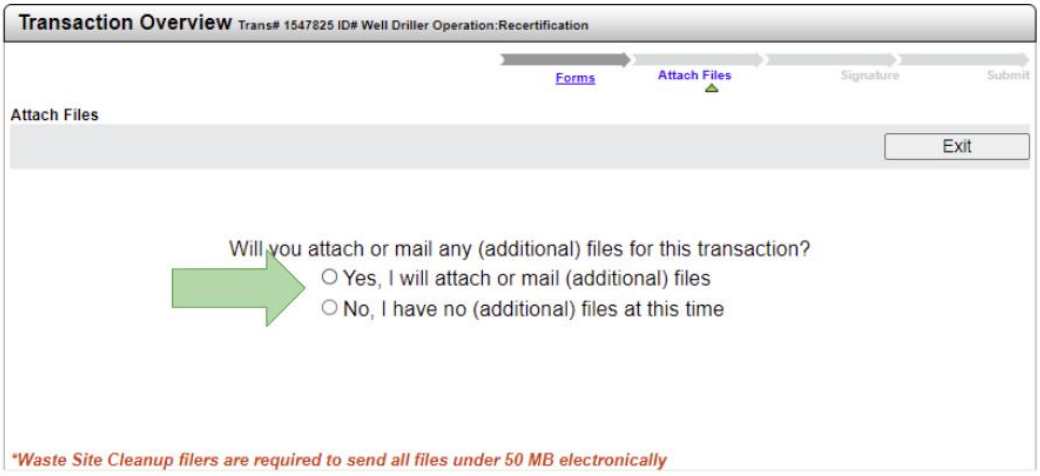
To attach files to your application:

1. Click **Next** from the **Forms** page to navigate to the **Attach Files** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Attach Files** link in the transaction timeline:



   If this is the first time you have been to the **Attach Files** page for this transaction, eDEP asks you if you have any files to attach:



2. **If you have *at least one* file to attach:**

   a. Select the **Yes, I will attach or mail (additional) files** radio button.

   eDEP displays a row of options to attach a file:



If you have *NO* files to attach:

   a. Select the **No, I have no (additional) files at this time** radio button.

   eDEP displays a Next button after a brief delay.

   b. Click Next and proceed to Step 4: Sign the certification statement.

3. For each file that you want to attach to your application:

   a. In the first field, enter a title or description of the file. For example, "Copy of my test scores". A description is required.

   b. If you have an electronic version of the file, click Choose File and use your computer's file navigation to select the file to attach.

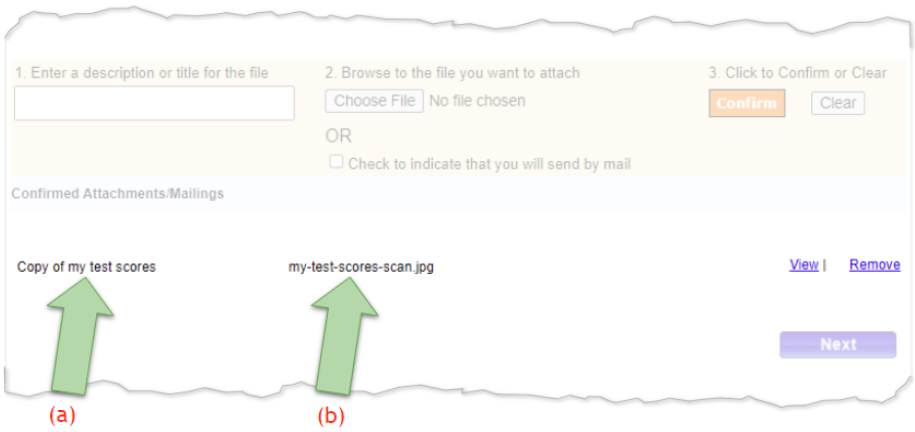
   If you have only a paper version of the file, select the "Check to indicate that you will send by mail" checkbox for that file.

   c. After you choose a file on your computer, click Confirm in that row.

   eDEP uploads the file and adds it to the list of **Confirmed Attachments/Mailings**.

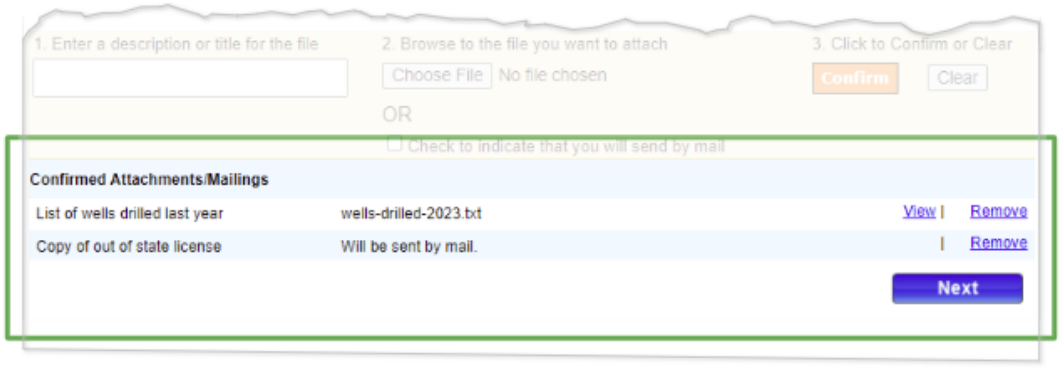
(If you accidentally chose the wrong file, click Clear and choose a new file.)

The following image highlights details about a newly added file in the **Confirmed Attachments/Mailings** list: the (a) description and the (b) filename.



d. Repeat these steps for each file until you have added all your supporting documents to your application.

When you're done attaching files, you might have a list that looks like the following:



Note that recertifications typically do not require additional documentation.

4. If you opted to send paper copies of any supporting documentation, see Where to mail supporting documentation.

Congratulations!

You have added files to support your application for recertification. The next step is to sign the certification statement.

STEP 4 Sign certification statement

Re-cert

After you finish attaching supporting documentation to the *Application for Recertification for Well Drillers* form, you must sign the certification statement using the eDEP Online Filing System ("eDEP"). By signing, you acknowledge that you have read and agree with the statement on the **Signature** page.

To sign and accept the certification statement:

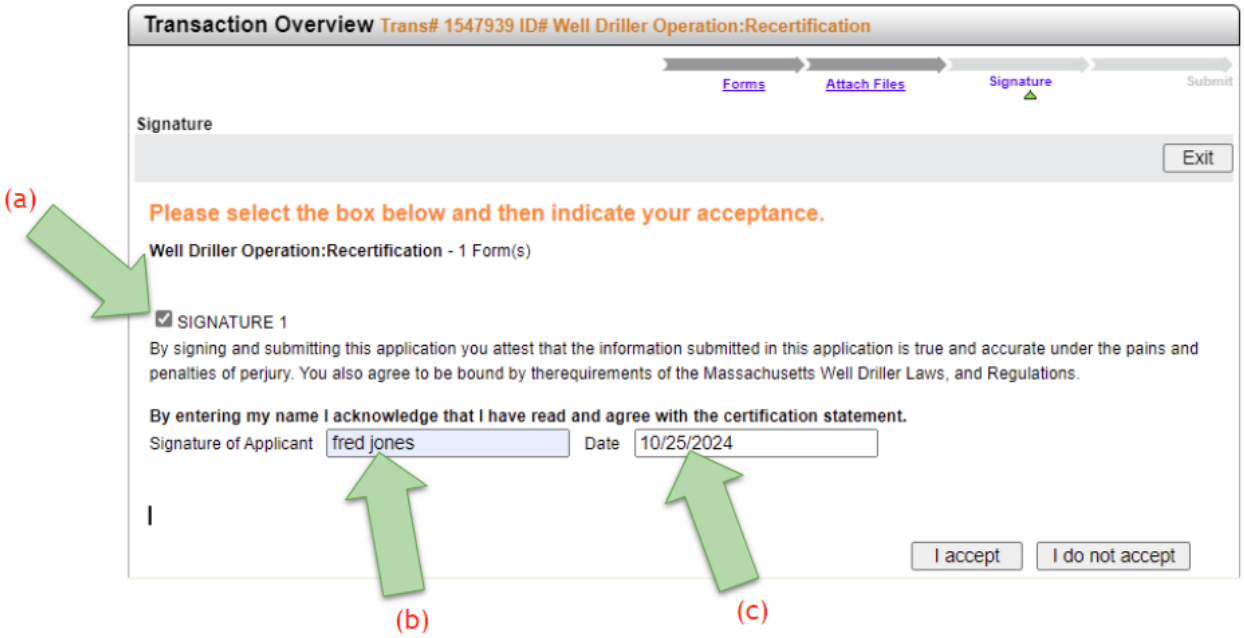
1. Click **Next** from the **Attach Files** page to navigate to the recertification **Signature** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Signature** link in the transaction timeline:



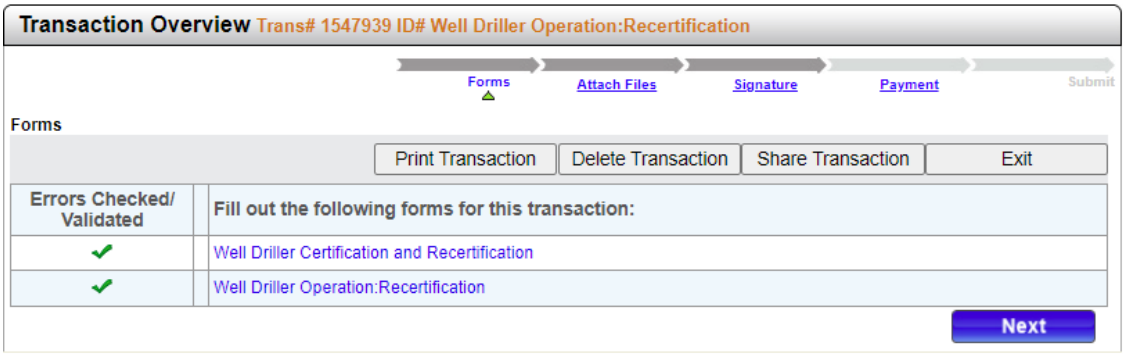
   The **Signature** page displays.

   The arrows in the following image highlight the (a) **SIGNATURE 1** checkbox, (b) where to sign your name, and (c) where to update the date:



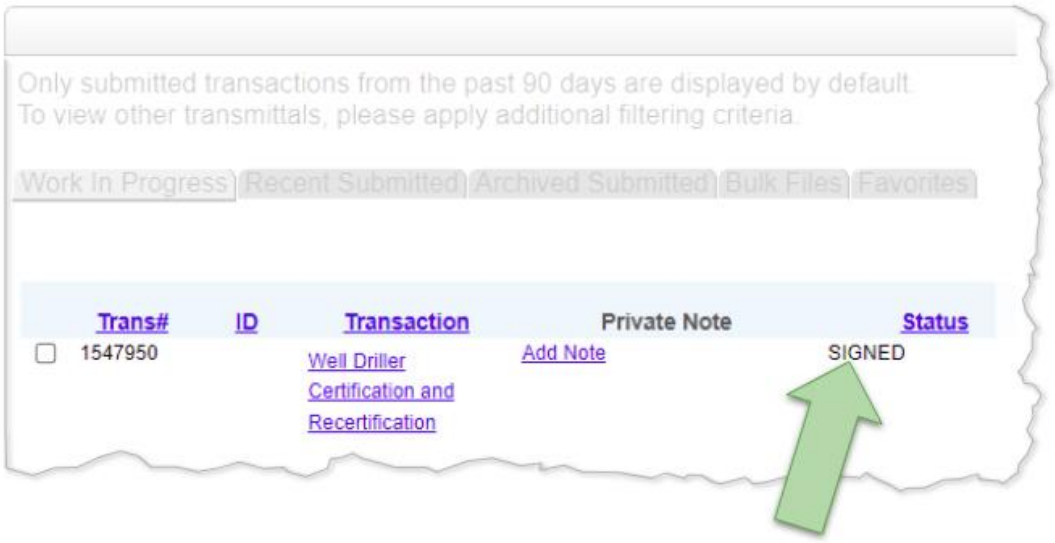
2. On the **Signature** page, select the **SIGNATURE 1** checkbox.
3. Enter your name in the **Signature of Applicant** field.
4. Click I accept .

eDEP returns you to the **Forms** page:



Notice that in the transaction timeline, the **Forms**, **Attach Files**, and **Signature** links all have darker arrows above them which indicates that those steps are completed.

If you look at your transaction in the transaction list of the Work In Progress tab, you'll see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:



Congratulations!

You have successfully signed your recertification statement. The next step is to pay the application fee.

STEP 5 Pay application fee

Re-cert

The application fee is $100 for drillers holding a current certificate. This fee is non-waivable.

If an application for recertification for a given calendar year is submitted after 12/31, a $100 late fee is added to the payment for a total payment of $200. Drillers have a 2-year grace period to pay any outstanding fees and submit a recertification application.

For more information, see 310 CMR 46.03 (4).

Before You Begin

To ensure that the nCourt payment processing page opens in your browser, enable pop-up windows in your browser for the eDEP website.

For more information, see Allowing pop-up windows.

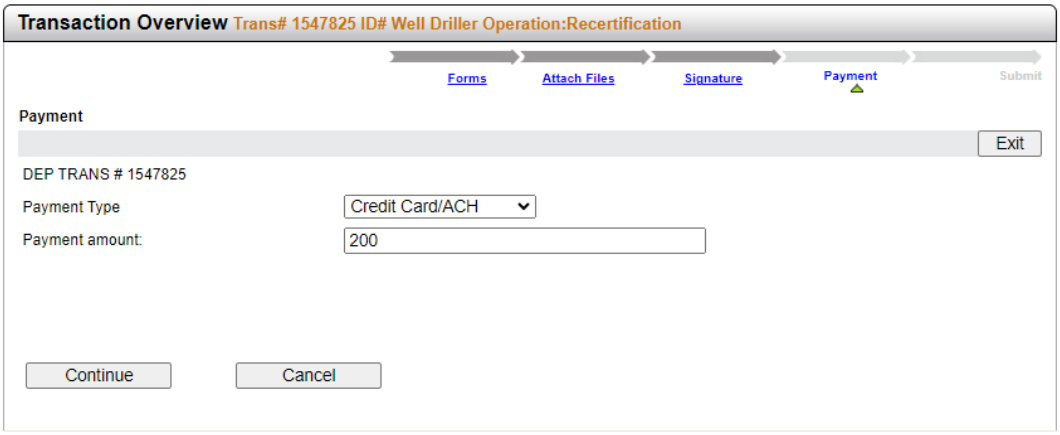
To pay the application fee:

1. From the **Forms** page, click **Next** to navigate to the **Payment** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Payment** link in the transaction timeline:



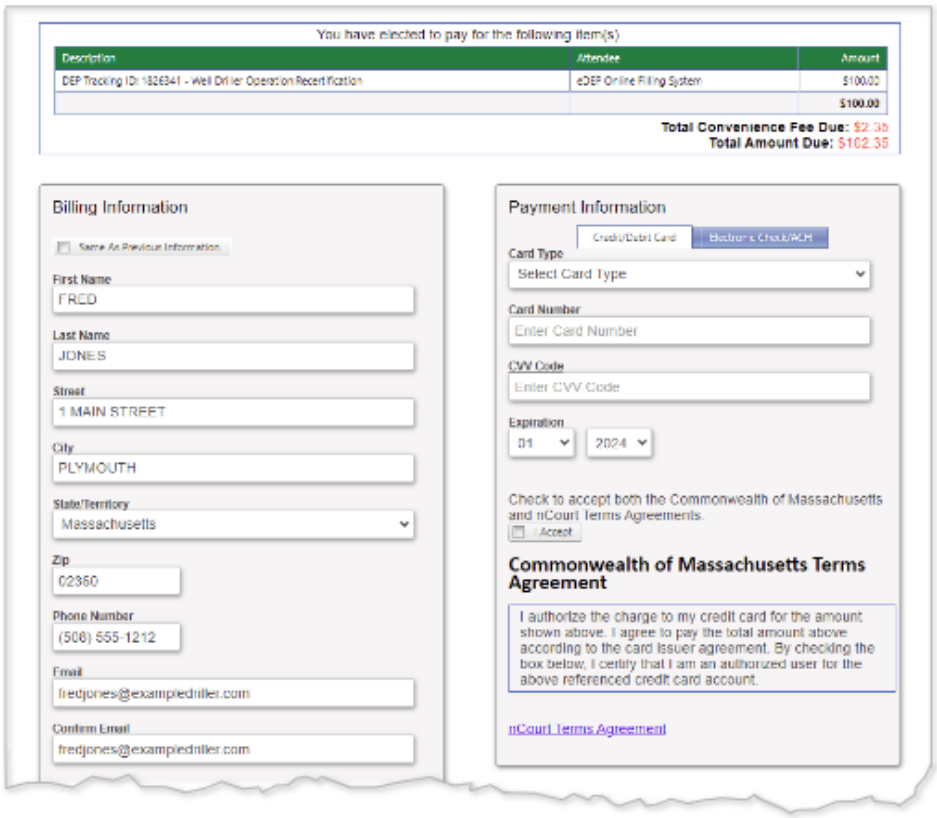
eDEP displays the **Payment** page with the **Payment amount** for your transaction calculated for you:



The "Credit Card/ACH" option is selected by default for **Payment Type**. It is currently the only method of payment supported.

2. Click Continue .

eDEP launches the payment process in a new browser window. This process is managed by nCourt:



If the payment processing page does not open in your browser, be sure to enable pop-up windows for the eDEP domain. For more information, see Allowing pop-up windows.

3. On the nCourt **Payment** page, fill out the **Billing Information** section. Enter *either* the name of your company or your first and last name. If you enter both, you'll get an error.

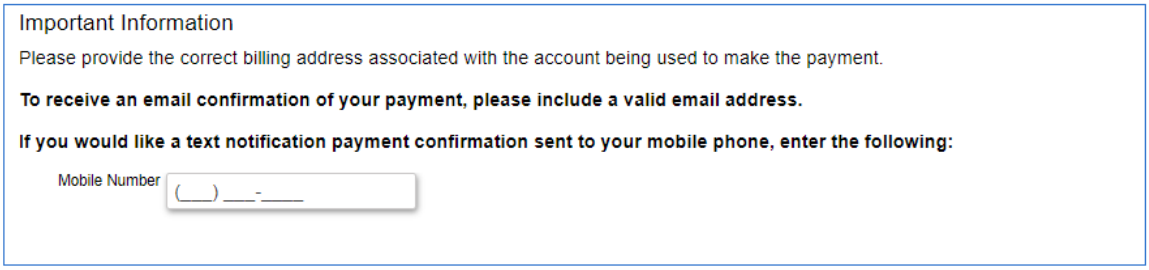
NOTE:

Do not enter both the **Company Name** and **First / Last Names**. Enter just one of these options.

Note that the following fields are required:

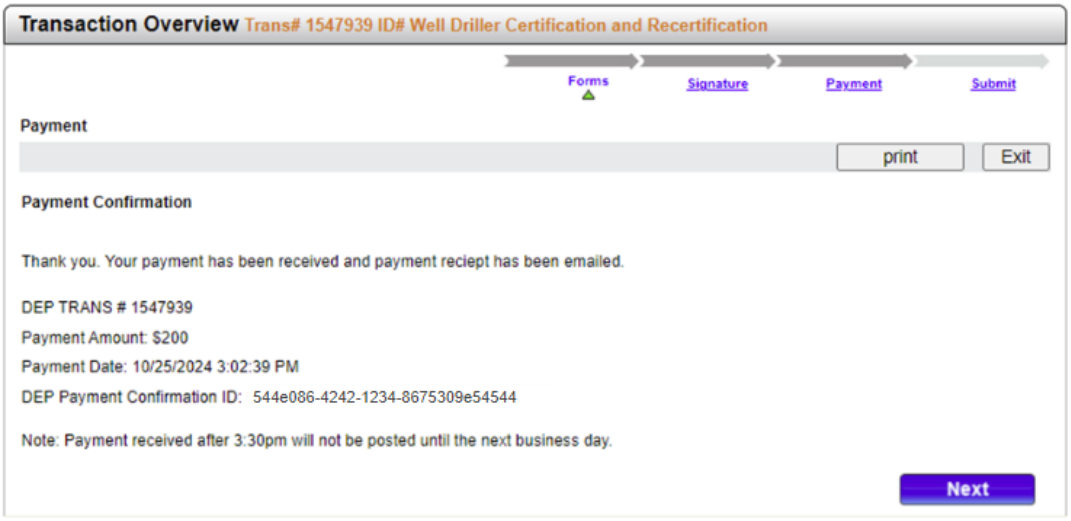
- **Company Name** OR **First/Last Name**
- **Address 1**
- **ZIP Code**
- **City**
- **Phone Number**
- **Email** (and its confirmation)

3. In the **Payment Information** section, select one of the following payment options:
   a. Credit/Debit Card: You'll enter your credit or debit card's details. This is the default.
   b. Electronic Check/ACH: You'll enter your bank's routing number and your account number.
4. Enter your credit card's or bank/account's details.
5. Under the payment details, check ☐ I Accept to acknowledge that you have read and understand the terms of the payment.
6. If you want a text notification of your payment, enter your cell phone number at the bottom of the page in the **Mobile Number** field (nCourt will send you an email receipt automatically):



7. Click **Submit Payment** .

If the payment was successful, eDEP displays the **Payment Confirmation** page:



Notice that in the transaction timeline, **Forms**, **Signature**, and **Payment** are completed (indicated by a darker arrow), and the remaining step is **Submit**.

Congratulations!

You have successfully paid the application fee. The next step is to submit your transaction to the Well Driller Program for review, as described in Send transaction for review.

STEP 6 Send transaction for review

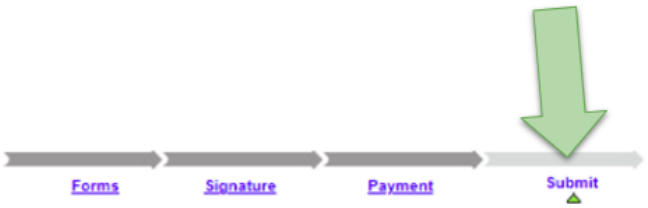
Re-cert

The final step in applying for recertification using the eDEP Online Filing System ("eDEP") is to send your completed transaction to the Well Driller Program for review. (A transaction is sometimes called a submittal.)

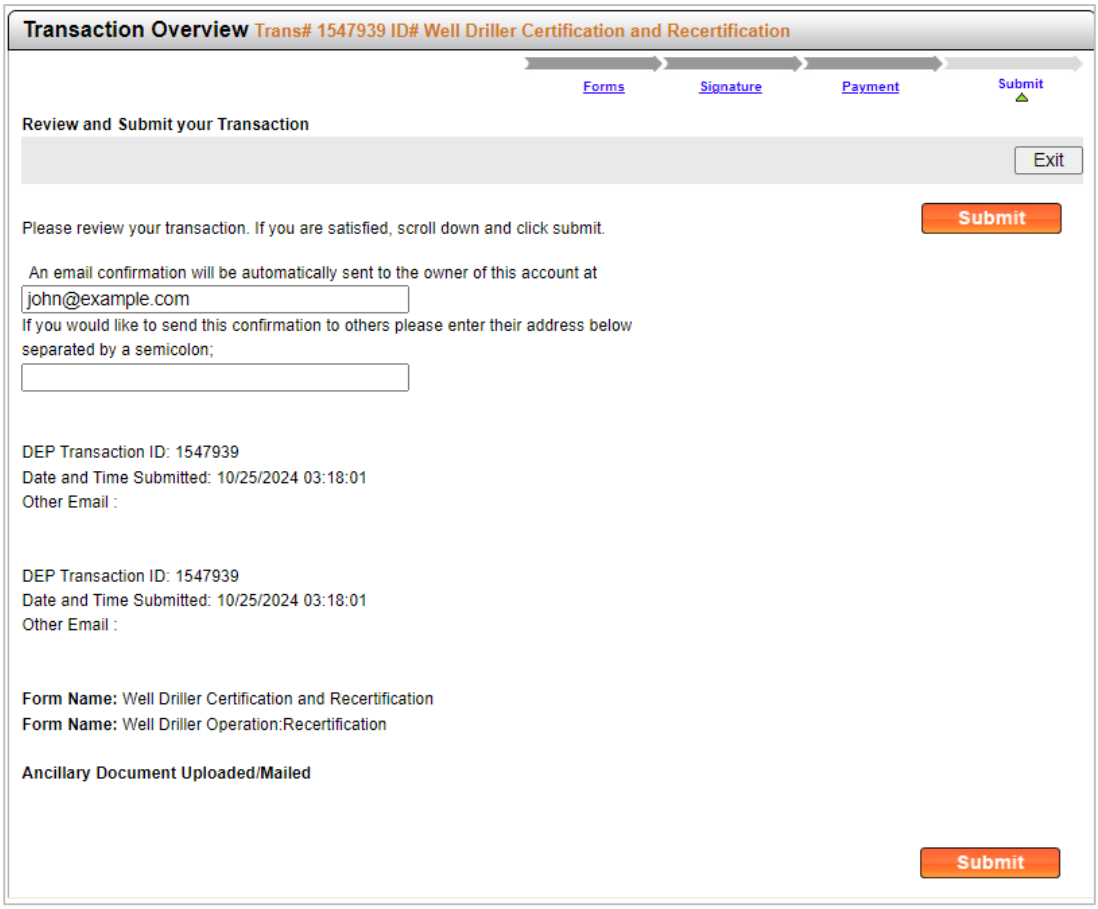
To send your transaction for review:

1. From the **Payment Confirmation** page, click **Next** to navigate to the **Review and Submit Your Transaction** page.

   If you're not on that page, click **My eDEP**, select the transaction in the list, and then click the **Submit** link in the transaction timeline:



eDEP displays the **Review and Submit your Transaction** page:



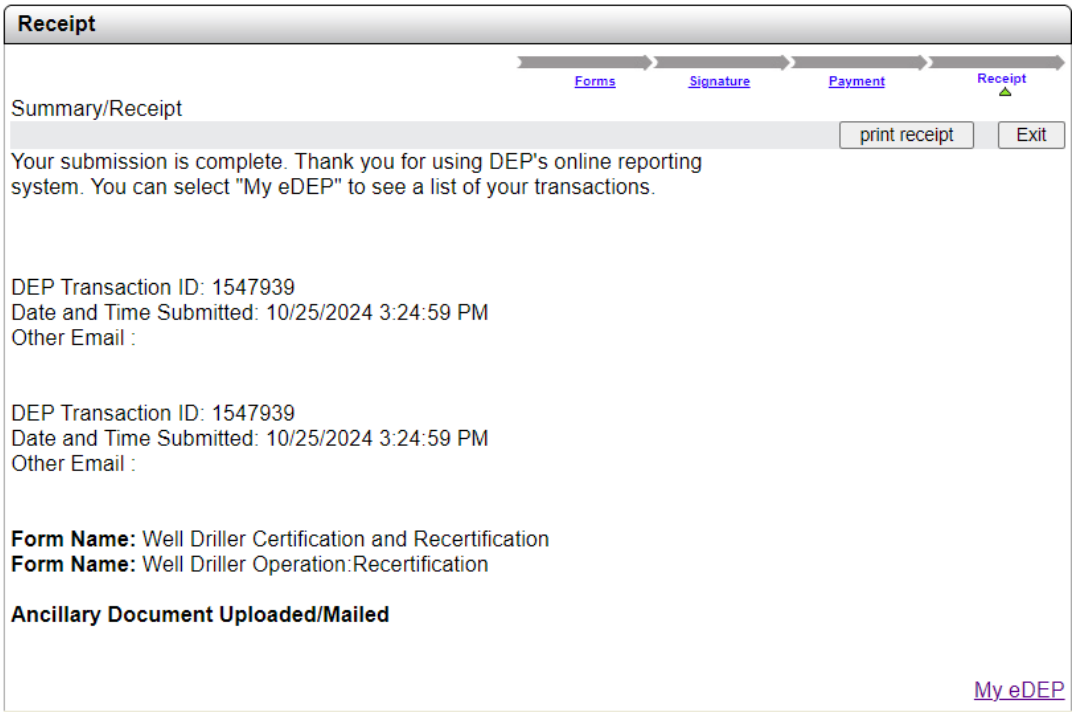
2. *Carefully* review the information on this page.
3. Optionally add people to whom you want a confirmation email sent as well. To do this, enter their email addresses.

   If you enter more than one email address, separate them with semi-colons, as the following example shows:

   fred@example.com;alice@example.com;tom@

4. Click **Confirm**.

Your submittal has been sent for review. eDEP displays the **Receipt** page:



5. Optionally print the receipt by clicking Print Receipt or taking a screenshot of the page.

Congratulations!

You have successfully submitted your application for recertification for review. You should receive an eDEP confirmation email within 10 minutes.

Next steps

After you submit your application for recertification, the Well Driller Program reviews it. They will contact you with their determination.

The review process can take up to 30 days but is typically shorter.