

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	Alex Gamble: alex.gamble@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.

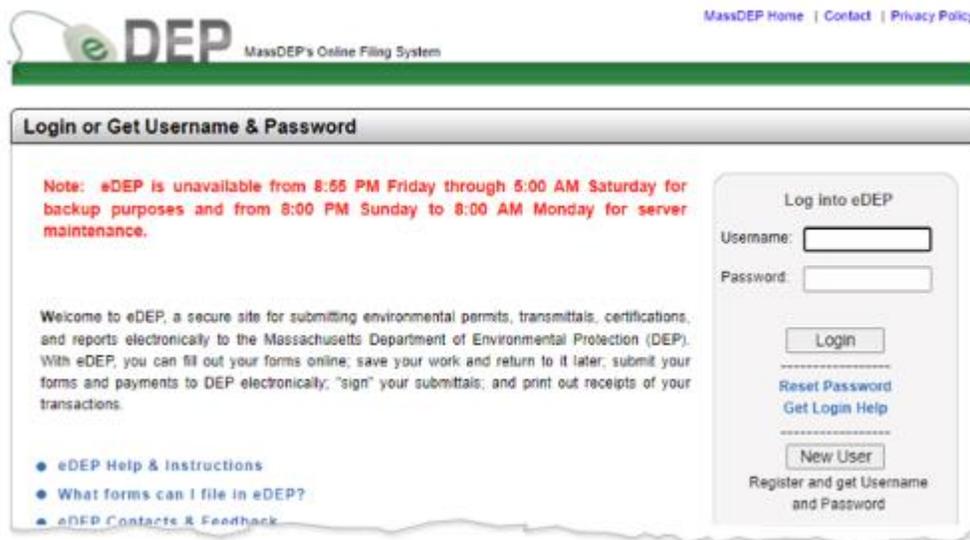
To create an eDEP account, you must have an email address.

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](#) :



The screenshot shows the eDEP Online Filing System login page. At the top left is the eDEP logo and the text "MassDEP's Online Filing System". At the top right are links for "MassDEP Home", "Contact", and "Privacy Policy". The main heading is "Login or Get Username & Password". A red note states: "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." Below the note is a welcome message: "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." On the right side, there is a "Log into eDEP" section with "Username:" and "Password:" input fields, a "Login" button, and links for "Reset Password" and "Get Login Help". Below that is a "New User" button with the text "Register and get Username and Password" underneath. On the left side, there are three blue links: "eDEP Help & Instructions", "What forms can I file in eDEP?", and "eDEP Contacts & Feedback".



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

Step 1 of 4: User Registration

Create an account in eDEP by completing all the required fields *. Then click Next.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name

Middle Name

*Last Name

Salutation

Suffix

Job Title

*E-mail Address e.g., jsmith@domain.com

* Retype E-mail Address

Business Name

*Contact Address

Line 1

Contact Address

Line 2

*City

*State

*Zip Code [U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K-1L7

Country

* Main Phone Ext.

Home Phone

Mobile Phone

Fax

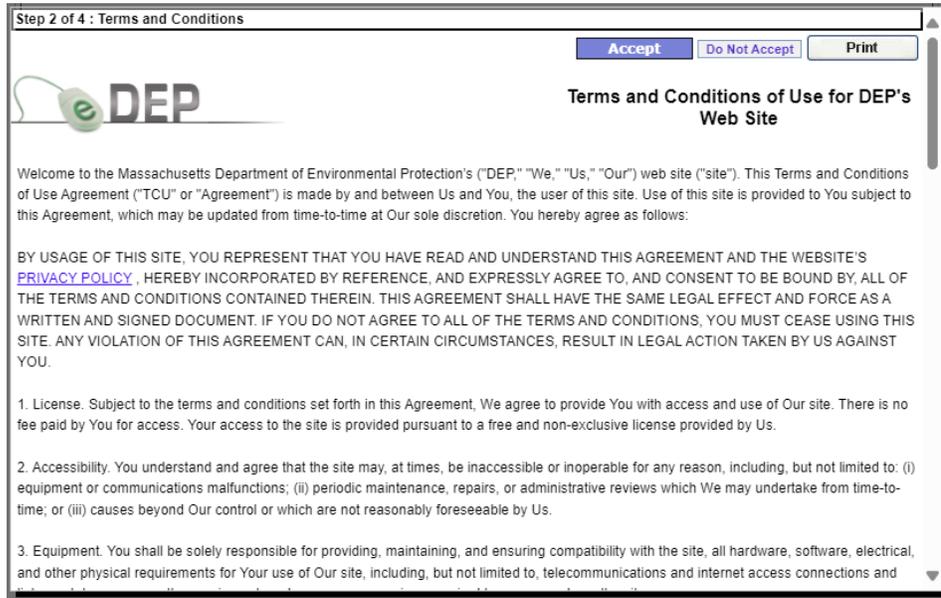
Required fields are indicated with a (*).

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



4. Click .

The **Terms and Conditions** page displays:



5. Read the terms and conditions and click .

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:

Email Confirmation

Thank you for confirming your Email. Your account is activated. Please select your security questions

Login to eDEP

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 .

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 .
3. If this is the first time you are logging in, then eDEP prompts you to complete the security questions:

My Profile

Please setup your five security questions. eDEP uses these questions to confirm your identity when you change your profile, reset your password or, in certain cases, sign your form.

Name: NICK DANGER

- ✓ 1. User Registration
- ✓ 2. Terms And Conditions
- ✓ 3. Email Activation
- ✗ 4. Security Questions

Next

4. Click .



The **Security Questions** page displays:

Step 4 of 4 : Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

* --- Select Security Question To Answer ---

- 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:

Step 4 of 4 : Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

* What was the first concert you attended?	▼	Bon Jovi
* What is your Zodiac sign?	▼	Leo
* Name of your first elementary / primary school?	▼	Kennedy
* What is your father's middle name?	▼	Fred
* In what city were you born?	▼	Boston

- Click . 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

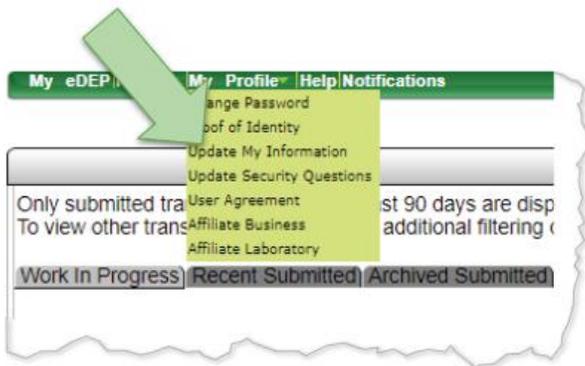
Please be sure that your eDEP account has the latest contact information for you and your company.

To check that your information is up to date:

- Log in to the [eDEP Online Filing system](#) .



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





The **Update My Information** page displays:

Update My Information

Update an account in eDEP by completing all the required fields *. Then click Update.

Personal Information - create your account profile. Please Read the [DEP's Privacy Policy](#).

*First Name

Middle Name

*Last Name

Salutation ▼

Suffix ▼

Job Title

*E-mail Address

* Retype E-mail Address

Business Name

*Contact Address

Line 1

Contact Address

Line 2

*City

*State ▼

*Zip Code [U.S. format:](#) 02108, 02108-1234
[Canadian format:](#) L4K-1L7

Country ▼

* Main Phone Ext

Home Phone

Mobile Phone

Fax

Login Information - create your login profile.

* Username

*Nickname Pick a [Nickname](#) DIFFERENT from your Username for [sharing](#) in eDEP

What is the First name of maternal grandmother?

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 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 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:

Security Questions

Set-Up Security Questions

Please pick five questions from this list and type your answers. Your answers are not case-sensitive. Please do not use the same answer more than once.

* --- Select Security Question To Answer ---

In order to reset your security questions, you must answer 1 from your previous list of security questions.

What is your father's middle name?

Save My Answers

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.



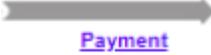
A blue, underlined label indicates that you can click the link to navigate to that page.



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
	<p>Navigates to the Forms page. This page lists the forms that you have completed.</p> <p>If you are recertifying, you should see the following:</p> <ul style="list-style-type: none"> • Well Driller Certification and Recertification • Well Driller Operation: Recertification
	<p>Navigates to the Attach Files page. You can add or remove supporting documents on this page.</p> <p>For recertifications, see Step 3: Attaching supporting documents.</p>
	<p>Navigates to the Signature page. You cannot change your signature or the date after you paid the application fee.</p>
	<p>Navigates to the Payment page. This lets you confirm that your payment was successfully processed.</p> <p>This link only appears if the payment has been made.</p>
	<p>Navigates to the Summary & Receipt page. This lets you confirm that you successfully sent your transaction for review.</p> <p>If you have not yet sent the transaction for review, this link appears as Submit.</p>

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

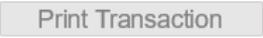
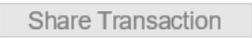
In addition to the transaction timeline, eDEP provides the following button bars to aid your navigation:

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:

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

Transaction Actions

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

	Lists all transactions that have not yet been submitted for review. This tab is the default.
	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.
	Shows transactions that were sent for review more than 90 days ago.
	Not yet implemented.
	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 . 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:

Work In Progress | Recent Submitted | Archived Submitted | Bulk Files | Favorites

You may begin using eDEP. My eDEP will list all your transactions. You currently have no transactions.

To start, click the Forms menu above. Then select your form by category or pick All Forms.

Certain forms require a **Proof of Identity** form be submitted. Go to My Profile -> Proof of Identity for a list of Proofs.

Protect your Password!

- Do not reveal your password to others. Do not leave your password in plain sight. If your password security is compromised, you must inform DEP to deactivate the account.
- You are responsible for information submitted using your password. Remember, there may be significant penalties for submitting false information, including possible fines and imprisonment.

Protect your Security Questions!

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

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

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

Work In Progress | Recent Submitted | Archived Submitted | Bulk Files | Favorites

Trans#	ID	Transaction	Private Note	Status	Last Update	Do
<input type="checkbox"/> 1547525		Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	09/17/2024	Do

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**.

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

eDEP displays a list of transactions whose status is SUBMITTED:

Recent Submitted	Archived Submitted	Bulk Files	Favorites		
Transaction	Private Note	Status	Last Update	Download to Print	
Well Driller Certification and Recertification	Add Note	SUBMITTED	10/23/2024	Download	
Well Driller Certification and Recertification	Add Note	SUBMITTED	10/23/2024	Download	

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:

[Demographic Info](#)

[Work Experience](#)

[Licensing & Compliance](#)

A. Applicant Information

First Name: <input type="text" value="Nick"/>	Last Name: <input style="border: 2px solid red;" type="text"/>	Home Address 1: <input type="text" value="Test"/>	Home Address 2: <input type="text"/>
City/ Town: <input type="text" value="BOSTON"/>	State: <input type="text" value="MASSACHUSETTS"/>	ZIP Code: <input type="text" value="02360"/>	Email: <input type="text" value="example@example.com"/>
Home Phone: <input type="text" value="(508)555-1212"/>	Cell Phone: <input style="border: 2px solid red;" type="text"/>	Fax: <input type="text"/>	

B. Company Info

Company: <input type="text" value="Drill Example Co"/>			
Address 1: <input type="text" value="1 Main Street"/>	Address 2: <input type="text"/>	City/ Town: <input type="text" value="BOSTON"/>	State: <input type="text" value="MASSACHUSETTS"/>
Zip Code: <input type="text" value="02472"/>	Company Phone: <input style="border: 2px solid red;" type="text"/>	Ext: <input type="text"/>	Cell Phone: <input type="text"/>
Email: <input type="text" value="example@example.com"/>	Company Website: <input type="text"/>	Fax: <input type="text"/>	

<< Prev
Next >>

Error Message [Below are links where error(s) occurred]	Section Name	Description
A response to this question is required in order to continue.	Demographic Info	Section A LastName
A response to this question is required in order to continue.	Demographic Info	Section A Cell Phone
A response to this question is required in order to continue.	Demographic Info	Section B Company Phone
A response to this question is required in order to continue.	Work Experience	Section C Employer 1 Zip Code

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).

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

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

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input checked="" type="checkbox"/>	1547820	Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	10/13/2024	Download

eDEP displays a field for entering a note and instructions:

[Close Note](#)

Transaction: **1547820**

Form:

Add Note Here:
(Max. Characters: 150)

Instruction:

To Add/Edit: Type note & click Save.

To Delete: Click Delete.

Important: Only users with whom you share a transaction can view / edit / delete your note for that transaction.

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input checked="" type="checkbox"/>	1547820	Well Driller Certification and Recertification	Add Note	WORK IN PROGRESS	10/13/2024	Download

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

4. When you're done entering a note, click to save your note to the transaction.
If you decide not to add the note, click .

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

Trans#	ID	Transaction	Private Note	Status	Last Update	Download to Print
<input type="checkbox"/>	1547820	Well Driller Certification and Recertification	10/13/2024 12:00:00 AM Here is a note that adds information that might be helpful to you. Edit/Delete	WORK IN PROGRESS	10/13/2024	Download

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.

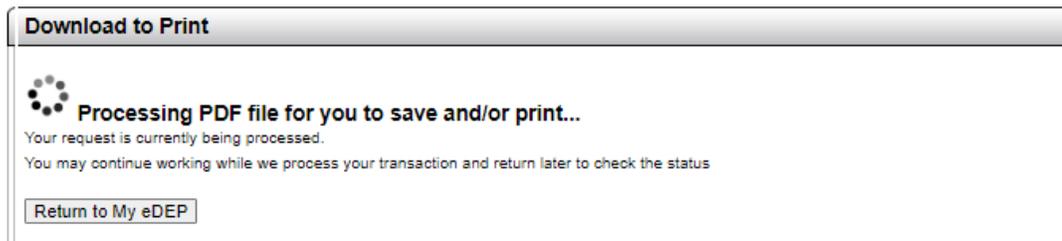
To print or download a transaction:

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.

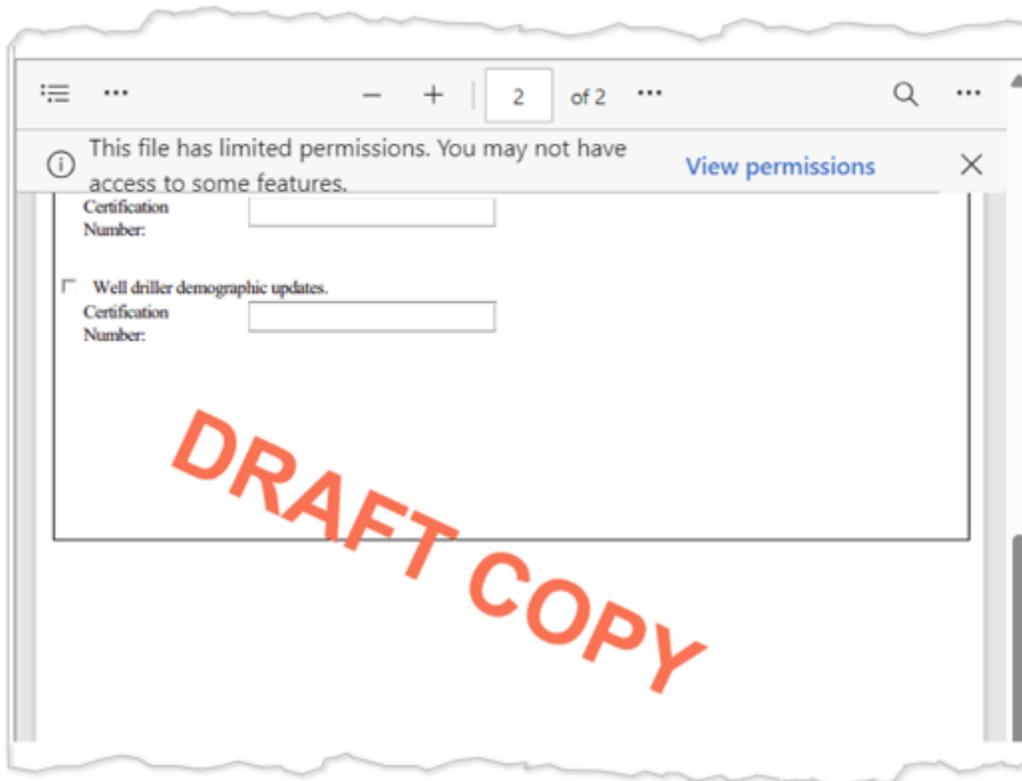


When eDEP finishes generating the PDF, it presents you with the option to download the file, as the following example shows:



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:

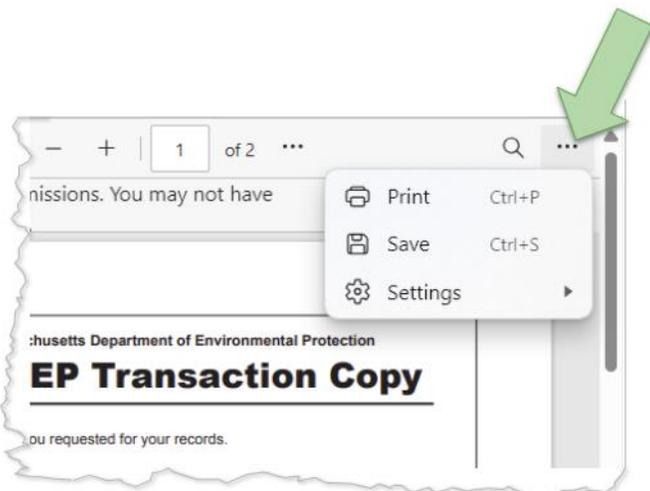


5. Click one of the following icons to print or save the PDF:



- 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.

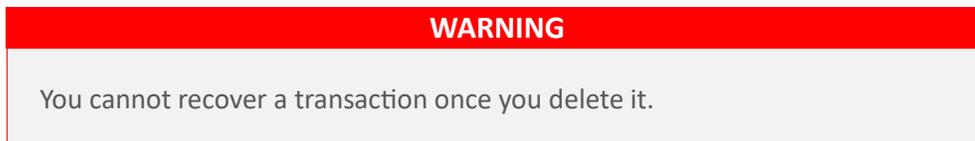
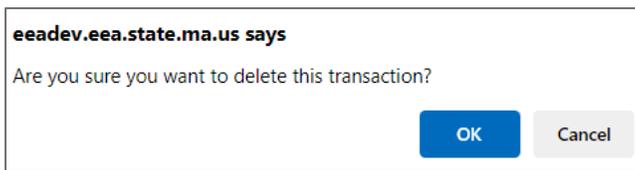
3. Click the transaction that you want to delete. eDEP displays the **Transaction Overview** page for that transaction:

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification	
Forms → Signature → Submit	
<div style="text-align: right;"> Print Transaction Delete Transaction Share Transaction Exit </div>	
Errors Checked/Validated	Fill out the following forms for this transaction: Well Driller Certification and Recertification
-	
Next	

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:



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 of the supporting documentation, send paper copies of the files to the following address:

MassDEP
P.O. Box 4062
Boston, MA 02211

If you want to use priority or overnight mail with a private carrier (such as FedEx or UPS), you can send your supporting documentation to the following address:

Commonwealth of Massachusetts
Department of Environmental Protection
100 Cambridge St, Suite 900
Boston, MA 02114
ATTN: Revenue Unit



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

Re-cert

Create a new transaction

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.

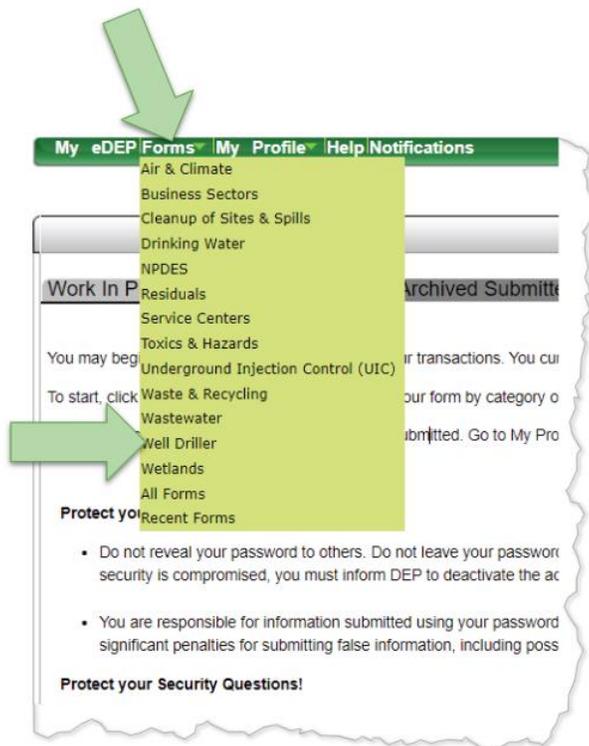
For more information, see [Before you begin](#).

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":



Well Driller

Instructions: Find the form you want to complete below. Then click the button to the far right of the form name in the same row.

Form Name	Description	Instructions
Well Completion Reports	Well Completion Reports	Start Transaction
Well Driller Certification and Recertification	Well Driller Certification and Recertification	Start Transaction



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

Notice that eDEP assigned the new transaction a unique number:



Transaction Overview **Trans# 1547526 ID# Well Driller Certification and Recertification**

[Forms](#)

Forms

[Print Transaction](#) [Delete Transaction](#) [Share](#)

Errors Checked/Validated	Fill out the following forms for this transaction:
—	Well Driller Certification and Recertification



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

Transaction Overview Trans# 1547526 ID# Well Driller Certification and Recertification

Forms

Print Transaction Delete Transaction Share

Errors Checked/Validated	Fill out the following forms for this transaction:
-	Well Driller Certification and Recertification

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

Massachusetts Department of Environmental Protection
Well Driller Menu
Well Driller Certification and Recertification

Online certification.
Certification Class:

Recertification.
Certification Number:

Well driller demographic updates.
Certification Number:

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



5. Because you are applying for *recertification*:
 - (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:

Errors Checked/ Validated	Fill out the following forms for this tra
✓	Well Driller Certification and Recertification
-	Well Driller Operation:Recertification



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:

- 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:

First Name: Last Name:

City/Town: State:

Home Phone: Cell Phone:

Home Address 1: Home Address 2:

ZIP Code: Email:

Fax:

B. COMPANY INFORMATION

Company:

Address 1: Address 2:

Zip Code: Company Phone:

City/Town: State:

Ext: Cell Phone:

Fax:

C. DRILLING ACTIVITY

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

Drinking Water	Monitoring	Geothermal/GSHP	Construction
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Decommissioned	Repaired or deepened	Hydrofracked	Irrigation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cathodic Protection			
<input type="text"/>			

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 82C, 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.

You must fill out all sections of this form before you can continue.

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

A: Driller Information

Enter information about yourself in the **Driller Information** section of the *Application of Recertification of Well Drillers* form:

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:

First Name: Last Name: Home Address 1: Home Address 2:
City/Town: State: ZIP Code: Email:
Home Phone: Cell Phone: Fax:

B. COMPANY INFORMATION

Company:
Address 1: Address 2: City/Town: State:

You cannot change the **Certification Number**, **Driller Type**, **First Name** or **Last Name** fields. The fields that you *can* change in this section are:

- Home Address 1
- City/Town
- State
- ZIP Code



- Email
- Home Phone (list your cell phone if you do not have a home phone)
- Cell Phone (list your home phone if you do not have a cell phone)
- Fax (not required)

You are required to select your **Preferred Mailing Address** (home or company) and your **Email Preference** (home or company, if applicable).

B: Company Information

Enter data about your company in the **Company Information** section of the *Application of Recertification of Well Drillers* form:

B. COMPANY INFORMATION

Company
Best Driller Example

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

C. DRILLING ACTIVITY

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

Drilling Type	Municipality	Geothermal/GSHP	Construction
---------------	--------------	-----------------	--------------

All fields except **Fax** and **Ext** are required.

If you are currently not affiliated with a company, enter “self-employed” in the **Company** field. If you do not have a work email address, enter your personal email address in the **Email** field.



C: Drilling Activity

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

The screenshot shows a registration form for a well driller. The 'C. DRILLING ACTIVITY' section is highlighted with a green border. It includes a header, a prompt to report wells drilled in the last 365 days, and several input fields for different well types: Drinking Water, Monitoring, Geothermal/GSHP, Construction, Decommissioned, Repaired or deepened, Hydrofracked, and Irrigation. There is also a checkbox for enforcement action and a text area for listing states and actions.

In each 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.

All fields are required.

NOTE

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

Answer the questions 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:

The screenshot shows a portion of the eDEP form. At the top, there are two questions with radio button options: "I have had enforcement action relative to my well drilling activities" with "Yes" and "No" options, and "I am, (or have) not active?" with "Yes" and "No" options. Below these is a text input field. The section titled "D. Statement of Tax Compliance" is highlighted with a green border. It contains the following text: "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." Below this text are two input fields: "Company owner or other official" and "SSN or Federal ID#".

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

In the **SSN or Federal ID#** field, enter the company's federal tax ID. If a tax ID is not available, enter the applicant's social security number.

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 filled out 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

- 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:

The screenshot shows the 'Transaction Overview' page for 'Trans# 1547563 ID# Well Driller Operation: Recertification'. A timeline at the top has 'Forms' selected, indicated by a green arrow labeled '(a)'. Below the timeline are buttons for 'Print Transaction', 'Delete Transaction', 'Share Transaction', and 'Exit'. A table lists forms to be filled out:

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation:Recertification

A green arrow labeled '(b)' points to the 'Well Driller Operation:Recertification' link. A 'Next' button is located at the bottom right of the table.

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

The screenshot shows the 'Transaction Overview' page for 'Trans# 1547563 ID# Well Driller Operation:Recertification'. A timeline at the top has 'Forms' selected, indicated by a green arrow. Below the timeline are buttons for 'Print Transaction', 'Delete Transaction', 'Share Transaction', and 'Exit'. A table lists forms to be filled out:

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation:Recertification

Green arrows point to the checkmarks in the 'Errors Checked/Validated' column. A 'Next' button is located at the bottom right of the table.

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.

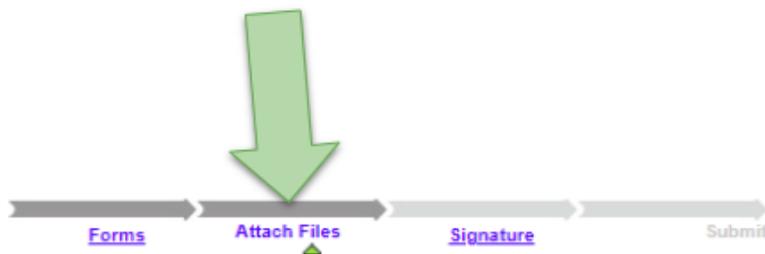
The files you attach can be either paper based or electronic. For electronic files, you can upload the following types using eDEP:

- 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:



Transaction Overview Trans# 1547825 ID# Well Driller Operation:Recertification

Forms → **Attach Files** → Signature → Submit

Attach Files Exit

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files

No, I have no (additional) files at this time

**Waste Site Cleanup files are required to send all files under 50 MB electronically*

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:

Will you attach or mail any (additional) files for this transaction?

Yes, I will attach or mail (additional) files

No, I have no (additional) files at this time

1. Enter a description or title for the file <input type="text"/>	2. Browse to the file you want to attach <input type="button" value="Choose File"/> No file chosen	3. Click to Confirm or Clear <input type="button" value="Confirm"/> <input type="button" value="Clear"/>
OR		
<input type="checkbox"/> Check to indicate that you will send by mail		

If you have **NO** files to attach:

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

eDEP displays a button after a brief delay.

- b. Click 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 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.

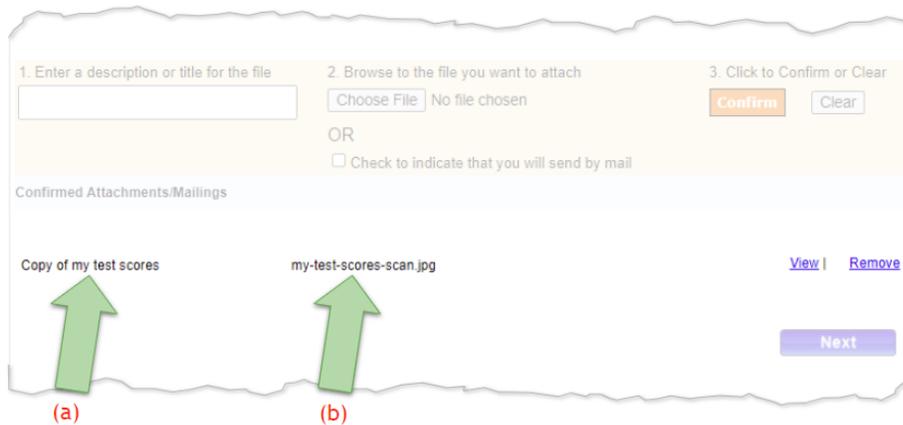
- c. After you choose a file on your computer, click in that row.

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:

The screenshot shows a web interface for file uploads. At the top, there are three steps: 1. Enter a description or title for the file (with a text input field), 2. Browse to the file you want to attach (with a 'Choose File' button and 'No file chosen' text), and 3. Click to Confirm or Clear (with 'Confirm' and 'Clear' buttons). Below this is an 'OR' section with a checkbox labeled 'Check to indicate that you will send by mail'. A green box highlights the 'Confirmed Attachments/Mailings' section, which contains a table with two rows of attachments. The first row is 'List of wells drilled last year' with file name 'wells-drilled-2023.txt' and links for 'View' and 'Remove'. The second row is 'Copy of out of state license' with the note 'Will be sent by mail.' and a 'Remove' link. A blue 'Next' button is located at the bottom right of the highlighted area.

Confirmed Attachments/Mailings	
List of wells drilled last year	wells-drilled-2023.txt View Remove
Copy of out of state license	Will be sent by mail. Remove

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

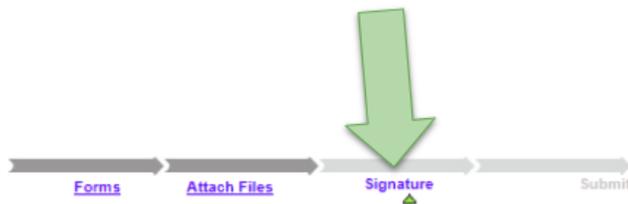
Re-cert

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:

Transaction Overview Trans# 1547939 ID# Well Driller Operation:Recertification

Forms Attach Files Signature Submit

Signature

Exit

Please select the box below and then indicate your acceptance.

Well Driller Operation:Recertification - 1 Form(s)

SIGNATURE 1

By signing and submitting this application you attest that the information submitted in this application is true and accurate under the pains and penalties of perjury. You also agree to be bound by therequirements of the Massachusetts Well Driller Laws, and Regulations.

By entering my name I acknowledge that I have read and agree with the certification statement.

Signature of Applicant fred jones Date 10/25/2024

I accept I do not accept



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

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

Errors Checked/Validated	Fill out the following forms for this transaction:
✓	Well Driller Certification and Recertification
✓	Well Driller Operation: Recertification

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 tab, you'll see that your transaction's status has changed from WORK IN PROGRESS to SIGNED:

Trans#	ID	Transaction	Private Note	Status
<input type="checkbox"/>	1547950	Well Driller Certification and Recertification	Add Note	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:

Transaction Overview Trans# 1547825 ID# Well Driller Operation:Recertification

Forms → Attach Files → Signature → **Payment** → Submit

Payment Exit

DEP TRANS # 1547825

Payment Type: Credit Card/ACH

Payment amount: 200

Continue Cancel

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:

You have elected to pay for the following item(s)

Description	Amount
DEP Tracking ID: 1826341 - Well Driller Operation:Recertification	\$100.00
	\$100.00

Total Convenience Fee Due: \$2.35
Total Amount Due: \$102.35

Billing Information

Same As Previous Information

First Name: FRED
Last Name: JONES
Street: 1 MAIN STREET
City: PLYMOUTH
State/Territory: Massachusetts
Zip: 02360
Phone Number: (508) 555-1212
Email: fredjones@exampledriller.com
Confirm Email: fredjones@exampledriller.com

Payment Information

Card Type: Credit/Debit Card |

Card Type: Select Card Type

Card Number: Enter Card Number

CVV Code: Enter CVV Code

Expiration: 01 | 2024

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.
 Accept

Commonwealth of Massachusetts Terms Agreement

I authorize the charge to my credit card for the amount shown above. I agree to pay the total amount above according to the card issuer agreement. By checking the box below, I certify that I am an authorized user for the above referenced credit card account.

[nCourt Terms Agreement](#)

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):

Important Information

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

7. Click **Submit Payment**.



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

Transaction Overview Trans# 1547939 ID# Well Driller Certification and Recertification

Forms Signature Payment Submit

Payment

print Exit

Payment Confirmation

Thank you. Your payment has been received and payment receipt has been emailed.

DEP TRANS # 1547939
Payment Amount: \$200
Payment Date: 10/25/2024 3:02:39 PM
DEP Payment Confirmation ID: 544e086-4242-1234-8675309e54544

Note: Payment received after 3:30pm will not be posted until the next business day.

Next

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:

Transaction Overview Trans# 1547939 ID# Well Driller Certification and Recertification

Forms Signature Payment **Submit**

Review and Submit your Transaction

Exit

Please review your transaction. If you are satisfied, scroll down and click submit. **Submit**

An email confirmation will be automatically sent to the owner of this account at
john@example.com

If you would like to send this confirmation to others please enter their address below
separated by a semicolon;

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 03:18:01
Other Email :

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 03:18:01
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation:Recertification

Ancillary Document Uploaded/Mailed

Submit

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:

Receipt

Forms → Signature → Payment → Receipt

Summary/Receipt

Your submission is complete. Thank you for using DEP's online reporting system. You can select "My eDEP" to see a list of your transactions.

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 3:24:59 PM
Other Email :

DEP Transaction ID: 1547939
Date and Time Submitted: 10/25/2024 3:24:59 PM
Other Email :

Form Name: Well Driller Certification and Recertification
Form Name: Well Driller Operation:Recertification

Ancillary Document Uploaded/Mailed

[My eDEP](#)

5. Optionally print the receipt by clicking 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.