KY Electronic Drinking Water Compliance Data Reporting
Reporting Processes Covered

• Creating a Kentucky Online Gateway Account

• Environment & Energy Cabinet eForms System

• Electronic Documents
Kentucky Online Gateway

- Go to: https://kog.chfs.ky.gov/
- Or just search for KOG in your web browser
Sign-in Window
Create User Profile
Begin Verification Process
Validate Your Account

1. Register Your Mobile Number
   - Send Passcode
   - Skip and Continue

2. Verify Your Mobile Number
   - Enter Mobile Phone
   - Enter Passcode
   - Validate & Verify
   - Skip and Continue

3. Validate New Account
   - Your mobile number has been successfully verified!
   - Continue to Sign In

Disclaimer:
- Standard text messaging and data rates may apply. If you do not have an online plan with your cellular service provider, please click Skip and Continue.
- The Kentucky Public Service Commission will never provide your information to outside entities or sell it to marketing agencies.

phone: 270-843-2291  Kentucky Rural Water Association  www.krwa.org
Donate Your Organs?

Register as a Kentucky Organ Donor

With the passing of KY SB77 and in partnership with Donate Life Kentucky, the Kentucky Online Gateway has created the below form for Kentuckians to join the Kentucky Organ Donor Registry. If you’d like to join the KYODR, please fill out the required fields below, select the consent checkbox, and click the “Register” button. For more information on what it means to be an organ donor, please visit https://donatelifeky.org/why-donate/

Yes, Register Now  Remind me later

By submitting this registration, I affirm that I am the applicant described on this application and that the information entered herein is true and correct to the best of my knowledge. This form will serve as donor document of gift as outlined in the Uniform Anatomical Gift Act. A document of gift, not revoked by the donor before death, is considered legal authorization for donation and does not require the consent of another. If I am
Launch eForms
EEC eForms App

EEC The Energy and Environment Cabinet

The eForms website is the Energy and Environment Cabinet's (EEC's) electronic forms website. eForms enables both DEP and DNR to utilize web-based technology and provide an online means to submit forms that had previously been paper-based. E-Forms are designed to make the permitting and compliance process business-friendly for industry and citizens within the state who are required to submit paper forms to the Cabinet. The use of eforms will reduce the time and cost associated with the review process by using eForms to highlight deficiencies for users and eliminating the paper-based Notice of Deficiency process. The eForm application can provide instant feedback, including notes, and highlight areas that need to be addressed.

Account registration is located at https://koguat.chfs.ky.gov/public/requestaccount/ and is part of the Kentucky Online Gateway (KOG).

Firefox2 Version: 52.0
User Interface issues: 1. This website requires browser versions Internet Explorer 11+, Firefox 26+, and Chrome 34+. Firefox and Chrome are the recommended browsers. 2. This website requires Adobe Flash. 3. For Security reasons, the website only supports 45 minutes to complete data entry at any given time and will 'timeout', preventing the ability to save or submit your data. Please keep this in mind when filling out an eForm and remember to save often. 4. Please note that the Internet Explorer Browser uses the Backspace key as a Hot-Key for the Back button (Previous Page). When selecting values from a Dropdown List, using the backspace key will take you to the previous page and you will need to reenter your information.
## Select Your eForm

### List of available eForms:

<table>
<thead>
<tr>
<th>Add Form</th>
<th>Form Name</th>
<th>Division</th>
<th>Department</th>
<th>Form Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>DAO ASBESTOS ABATEMENT Course Registration Form</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>DAO Application For Asbestos Accreditation</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>DAO Application for Asbestos Certification (Contractors or Facilities)</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>DAO Field Operations Branch Electronic Submittal</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>DAO Notification of Asbestos Abatement/Demolition/Renovation</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>DAO Permit Application Electronic Submittal</td>
<td>Division of Air Quality</td>
<td>DEP</td>
<td></td>
</tr>
<tr>
<td>+</td>
<td>Drinking Water Information and Data Submittal</td>
<td>Division of Water</td>
<td>DEP</td>
<td>169</td>
</tr>
</tbody>
</table>
Select the Correct eForm (169)

- Although eForm 135 says “Monthly Operating Report,” it is not ready for prime time.
- Do Not Use!
1. Enter your PWSID # then press the Tab or Enter key
2. AI Number cannot be edited
3. Confirm accuracy.
4. (*) Fields are required.
5. Click to select your document for Upload. See instructions for file naming format (e.g., KY0000001_MOR_0420)
6. Submit to EEC
Upload Shortcut

1. Select previously submitted document
2. Click to load previously used values
• Follow instructions to name and upload your next document

Choose this option if you would like to use the same information that was previously submitted but change the File Uploads (attachments).
Dashboard Document Tracking
Compliance Documents

Status of e-Signature Documents

- Finalized
  - MOR
  - Bac-t Site Form

- Awaiting Approval
  - CCR

- Under Development
  - PN Certification
  - OEL
  - Level 1 Assessment
  - Lead & Copper Certification
Monthly Operating Report

- The updated MOR allows for a digital signature.
- Digital signatures require you to create a Microsoft Digital Certificate. Be sure to download accompanying instructions.
- Creating a digital certificate is not difficult but will require a degree of computer know-how.
- You can always print, sign and scan the MOR as a pdf for upload.
New MOR Template

- Open Blank MOR
- Enable Content & complete as usual
- View Signature option available

phone: 270-843-2291
Kentucky Rural Water Association www.krwa.org
e-Signing the MOR

- Click View Signatures
- Signature pane opens on the right
E-Signature Window

- Click down arrow for Signer 1
- Select Sign
- Signature window opens
Signing the MOR

2. Click on the "Sign" button to add signatures.
3. Enter your name and any additional information in the signature field.
4. Confirm the signature and save the document.
Sign Additional Pages

- Signing the MOR automatically saves the spreadsheet as Read Only
You are ready to submit!

Questions??