



Electronic Application and Reporting Portal

Video Script: How to Submit Reports Required by DRBC Approvals

Welcome to the Delaware River Basin Commission's Electronic Application and Reporting Portal.

This training video covers reporting requirements associated with approvals through the Commission. DRBC approvals, such as a docket, likely include requirements to submit items to DRBC, such as reports. Alternatively, you might only have an approval with a state agency, such as a Water Allocation Permit through the NJDEP Bureau of Water Allocation. Rather than have DRBC issue a separate approval, DRBC regulations may have been referenced in the state permit. DRBC tracks these approvals using a number starting with "OP-", as shown for this example, "Water Utility".

When a person from "Water Utility" logs into the Commission's online portal, they will see any active approvals from the commission, such as a docket, but also any OP records, such as this one associated with the NJDEP Water Allocation Permit. Reporting to satisfy DRBC regulations can be accomplished for either type of approval in the same way.

Clicking the number for either record under "Actions Required" will bring up a window showing what actions are needed. In this case, it is the submission of a Water Audit Report. By clicking "Go To Reporting", the system brings you to the same location as the "Reporting Requirements" tab on the left nav menu. The only difference is that this screen is already filtered to show reporting requirements for this approval record only. Clearing that filter will show reporting requirements for all approvals in the organization.

To upload your report, simply click the cloud button under "Actions". This will open a window where you can either browse for, or drag the file into the browser. Once you click "complete", the system will upload the file and update the status of the reporting requirement. We can now see what file was uploaded, when and by whom. The status also reflects that the reporting requirement has been satisfied.

Note that you are still able to view the uploaded report (by downloading a copy), or replace the file by clicking the upload button again. Be sure to remove the old file before uploading a new version.

Please note that a status reflecting “Uploaded” has satisfied the reporting requirement. The line item will only move into the “Reporting History” once DRBC staff have reviewed and accepted the deliverable. At this point, you are no longer able to make changes to the submission.

Thank you for your attention, and please view other instructional videos to find out more.