



# Electronic Application and Reporting Portal

## Video Script: Water Charging Reporting

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

This training video provides an overview of the process for reporting data in accordance with the Commission's Surface Water Charges Program. Reporting was previously performed by accessing the Commission's website and logging into a specific online system. Reporting is now accomplished by logging into the Electronic Application and Reporting Portal and clicking the left nav button for "Water Charge Reporting".

If you do not see the button on the left nav menu, check that your organization's administrator has set your user profile permissions accordingly. Refer to a separate training video to learn more about user profiles and permissions.

Reports which are due, but which have not yet been submitted, are listed under "Open Reports". This example system reports on a quarterly frequency. Clicking on the report which is due will open up the reporting form. This example report has two separate water withdrawal sources, one of which has an entitlement.

Fields which require data to be entered are highlighted yellow. If a cell is highlighted red, it is simply the system's way of indicating that the source has exceeded the associated entitlement amount. Once all the required data has been entered, the system summarizes calculations at the bottom of the page.

Clicking next brings you to the summary page where you must review the information, and check the box indicating that you certify the information is accurate. Once you click submit, the system will return you to the main screen for Water Charge Reporting. If there was a payment due based on the reported data, the report will not yet move to "Past Reports". Instead, the status will update to show that it has been reported, but that a payment is due. You can click the PDF icon to open and print the report, which should be mailed to the Commission with the required payment.

Once the payment is processed, the report record will move to "Past Reports" with a status to

reflect "Reported and Paid". Alternatively, if there was no payment due, the report will move to "Past Reports" immediately. Late fees are only applied if the report is not submitted by the required date.

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