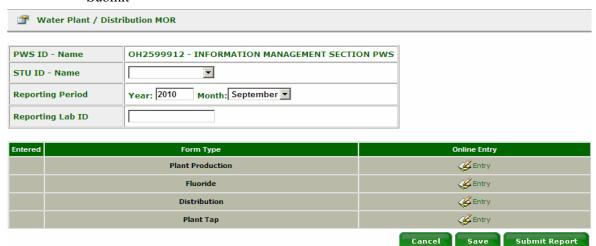
## **Public Water System (Plant Distribution MOR Reporting):**

- Step 1: PWS User logs into the Ohio EPA eBusiness Center via the Internet with user ID and password.
- **Step 2:** Select e-Drinking Water Reports Service option.
- **Step 3:** Select Create New Reports from the Water system Menu, and select a PWS from the "Water System Reports" drop-down.

4A for Online Entry or 4B for Excel File

**Step 4A:** Online Entry – Select "Entry" for the MOR to be created

- Select STU from dropdown list
- Reporting Period Select month
- Reporting Lab ID Lab Cert number of lab conducting analysis on this report, or lab ID of the PWS, or 8000.
- SAVE **Note:** Select the reporting period BEFORE Saving
- Select "Entry" for each section of the report to completed
- Submit



**Step 4B:** Excel File with XML Upload - Select "Excel" for the MOR to be created

- Download and Save the Excel File (.xls)
- Open Excel File and when prompted select "enable Macros"
- Complete the MOR and save the Excel file.
- Select Generate XML, save the XML file.
- Select Upload XML Reports

**Step 5:** Supply PIN and certify the data entered.

Step 6: Submit

**Step 7:** Select "View Submissions" and verify that the report has been Accepted. Rejected reports must be corrected and re-submitted.

**Corrections to MORs:** If submitted using the excel file, make the correction in your file, re-generate the xml and upload the corrected results.

If submitted through the online Entry method, go to "View Submissions" and select edit. This saves a copy of your report in your saved reports. Go to "Retrieve Saved Reports", select edit, correct the report and re-submit.