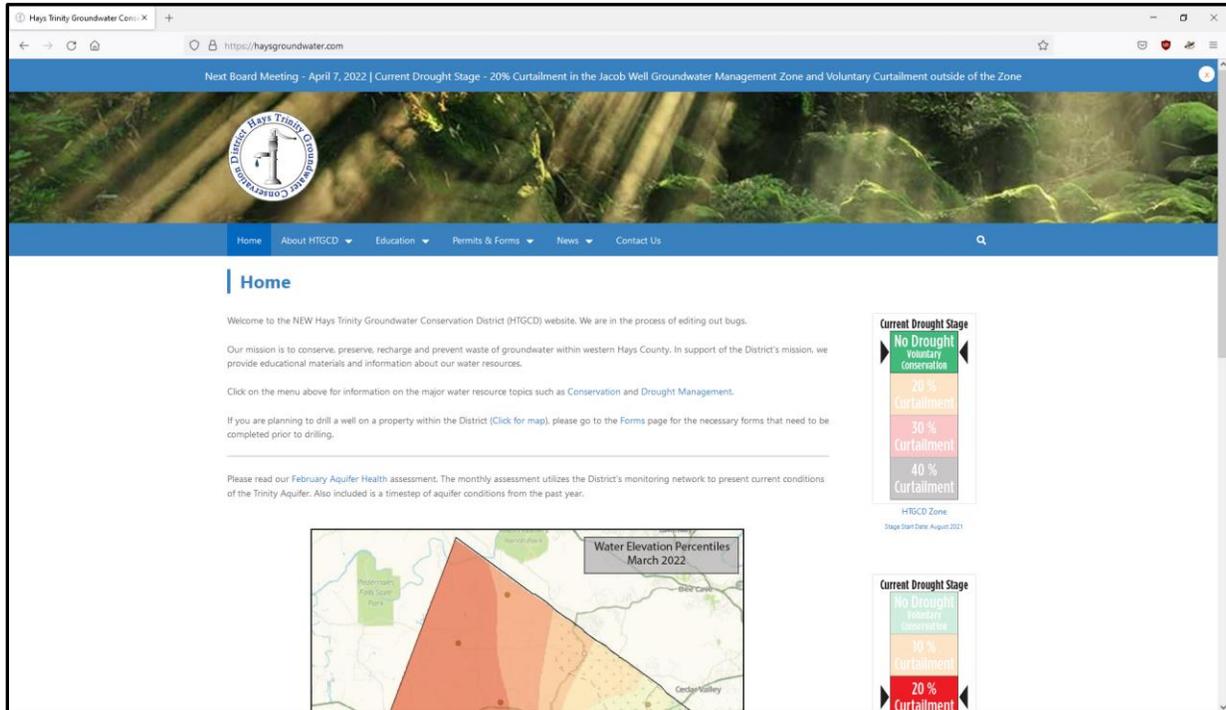
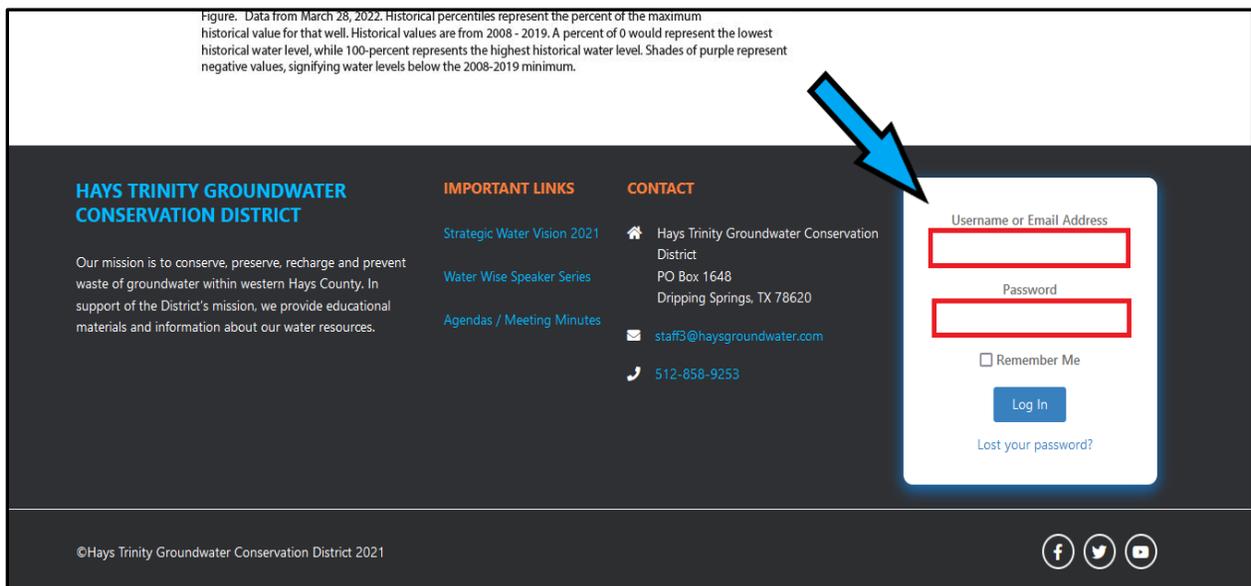


Filling Out & Submitting Your Quarterly Pumpage Report

Step 1: Navigate to <https://haysgroundwater.com/>



Step 2: Scroll to the bottom of the page and find the Login panel. Enter your credentials and log in.



Step 3: You will be directed to the Quarterly Pumpage Report page. Select your permit from the “Permit Holder” dropdown list, then the correct year & quarter from their respective dropdown lists. Click the “Go” button to pull up the blank report.

*** YOU MUST CLICK “GO” BEFORE FILLING OUT THE REST OF THE REPORT. ***

The screenshot shows the 'Quarterly Pumpage Report' form. The 'Permit holder' dropdown is set to 'TestPermit', the 'Year' is '2022', and the 'Quarter' is '1st Qtr (January - March)'. The 'Go' button is highlighted with a blue arrow. Below the form is a table for 'Water level information' with columns for January, February, and March. The table has columns for 'Well ID / Name', 'Water Level', and 'Water Level Date' for each month. Below the table are buttons for 'Add Another Well' and 'Remove Well'. At the bottom is a summary table with columns for 'YTD Totals', 'Qtr Totals', 'January', 'February', and 'March', with rows for 'Ground water' and 'Pumped Total'.

Step 4: OPTIONAL – If you keep track of water level in your well(s), fill out the boxes in the “Water Level Information” field. The well names will appear automatically.

The screenshot shows the 'Quarterly Pumpage Report' form with the 'Water level information' table filled out. The 'Permit holder' is 'TestPermit', the 'Year' is '2022', and the 'Quarter' is '1st Qtr (January - March)'. The 'Go' button is visible. The 'Water level information' table has columns for 'Well ID / Name', 'Water Level', and 'Water Level Date' for each month. The data for 'TEST WELL' is as follows:

Well ID / Name	January	February	March
Water Level	Water Level	Water Level	Water Level
Water Level Date	Water Level Date	Water Level Date	Water Level Date
TEST WELL	152.3	164.1	170.9
	01 / 03 / 2022	02 / 01 / 2022	03 / 02 / 2022

Below the table are buttons for 'Add Another Well' and 'Remove Well'. At the bottom is a summary table with columns for 'YTD Totals', 'Qtr Totals', 'January', 'February', and 'March', with rows for 'Ground water' and 'Pumped Total'.

Step 5: Fill out the first 3 rows of the report. “Groundwater Pumped Total” is the monthly usage gathered from your meter readings. “Other Water Sources” is any water from a source other than groundwater, like trucked in water (if zero, leave this field blank). “Sold / Used” is total water sold and used for the quarter, including groundwater. The “YTD Totals” & “Qtr Totals” columns will be filled in automatically, along with the “Loss” & “Loss Percent” rows below.

Add Another Well		Remove Well					
	YTD Totals	Qtr Totals	January	February	March		
Ground water Pumped Total			1254877	2974446	1533874		
Other Water Sources							
Sold / Used			1205784	1417881	1466223		
Total # Service Connections							
New Service Connections							
Notes / Comments, New Connection Address							
Loss		1673309	49093	1556565	67651		
Loss Percent		29.03%	3.91%	52.33%	4.41%		
Explain Loss							

Save Print

Step 6: Fill out the “Total # Service Connections” row, even if no new connections have been made. The “New” row can be left blank if there are no new connections.

TEST WELL	152.3	01 / 03 / 2022	164.1	02 / 01 / 2022	170.9	03 / 02 / 2022	
Add Another Well		Remove Well					
	YTD Totals	Qtr Totals	January	February	March		
Ground water Pumped Total		5763197	1254877	2974446	1533874		
Other Water Sources							
Sold / Used		4089888	1205784	1417881	1466223		
Total # Service Connections			2	2	2		
New Service Connections							
Notes / Comments, New Connection Address							
Loss		1673309	49093	1556565	67651		
Loss Percent		29.03%	3.91%	52.33%	4.41%		
Explain Loss							

Save Print

Step 7: Fill out the comment section if you have anything else to note. If the loss percentage for any given month is above 15%, you'll need to provide an explanation as to why in the "Explain Loss" row.

TEST WELL	152.3	01 / 03 / 2022	164.1	02 / 01 / 2022	170.9	03 / 02 / 2022
<input type="button" value="Add Another Well"/> <input type="button" value="Remove Well"/>						
	YTD Totals	Qtr Totals	January	February	March	
Ground water Pumped Total		5763197	1254877	2974446	1533874	
Other Water Sources						
Sold / Used		4089888	1205784	1417881	1466223	
Total # Service Connections			2	2	2	
New Service Connections						
Notes / Comments, New Connection Address						
Loss		1673309	49093	1556565	67651	
Loss Percent		29.03%	3.91%	52.33%	4.41%	
Explain Loss				Discovered leak in main production line. Repaired.		

Step 8: Review the information you've submitted. If everything is accurate, click the "Save" button. If the report was submitted successfully, a green box will appear on the right side of the screen with the message: "Pumpage Report Updated Successfully".

TEST WELL	152.3	01 / 03 / 2022	164.1	02 / 01 / 2022	170.9	03 / 02 / 2022
<input type="button" value="Add Another Well"/> <input type="button" value="Remove Well"/>						
	YTD Totals	Qtr Totals	January	February	March	
Ground water Pumped Total		5763197	1254877	2974446	1533874	
Other Water Sources						
Sold / Used		4089888	1205784	1417881	1466223	
Total # Service Connections			2	2	2	
New Service Connections						
Notes / Comments, New Connection Address						
Loss		1673309	49093	1556565	67651	
Loss Percent		29.03%	3.91%	52.33%	4.41%	
Explain Loss				Discovered leak in main production line. Repaired.		