## **Groundwater Protection Reporting Quick-Start Guide**

For best results, complete these steps in order

- 1. Navigate to <u>GroundwaterProtection.PortlandOregon.gov</u> and register as a new user.
- 2. Look for an email from noreply@portlandoregon.gov (check your spam folder!) and click the link to verify your account. You will also need to be authorized by an administrator. For quickest turnaround, email <u>Christa.Britton@GreshamOregon.gov</u> to request verification.
- 3. To complete your profile, click My Profile, then Edit Details. To add your company name:
  - a. If your company is already in the database, start typing the name and select it from the list.
  - b. If your company is not yet in the database, type its legal name in the Company Name field and press enter (not tab). You will be prompted to create a company profile linked to your user account.

Important: to add your site address, start typing it and select from displayed options.

Groundwater Pr	rotection Program
	Home About Contact Annual Reports My Profile
	Manage.
	Change your account settings
	Password: [Change your password] My Contact Details: [Edit Details   View Details ] My Company: (Missing)

If your address is not displayed, email <u>Christa.Britton@GreshamOregon.gov</u> for help.

**4.** If you have not already done so, watch the 10-minute training video at <u>GreshamOregon.gov/Well-Field-Protection-Program</u>, then go to the Annual Reports tab.

If you did not Annual Reports upload a site plan during Site Plan Missing: Upload Site Plan (Needs to be a single PDF of one or more pages <5 MB): Choose File No file Upload 8 profile setup, do 0 Export Report to Excel Clear Current Search Crite that now. then Search create your Report Product CAS Chemical Regulated Category & Physical Unit of Container Functional Company Range ID Threshold Measure Name Year Name Name State Type Area report.

 Finally, certify your report.
You're finished until next year! Thank you for helping us protect Gresham's drinking water.





Questions? Christa.Britton@GreshamOregon.gov or 503-618-2522 More information: GreshamOregon.gov/Well-Field-Protection-Program