

eSubmission Water Use practice checklist

1. Find a Water Use approval

- From the menu on the left, select *Water Use Approval*.
- In the search criteria, enter your search criteria to find one or many *Water Use Numbers* of interest. For example, to search for all submissions due ensure the *Submission Due* option is enabled. Select *Find*.
- Select a *Water Use #* from the list of search results to view the details of the Water Use approval. Select a POD record to view previous water withdrawal submissions by month (if they exist).

2. Generate and download a submission template

- From the menu at left, select *Water Use Approval*. This will bring you back to the search results in the step above.
- Select one or many *Water Use #s* for inclusion in a template from the Include in Water Use File column.
- Select *Generate XML* to generate a template.
- Open the template in an XML editing program (such as Notepad++).

3. Edit volumes in a template

- In the template generated, edit volumes of -999 for months that have passed. Leave volumes of -999 for months that have not yet passed.
- Save the file at your location of choice (your Desktop, Documents folder etc) according to the required naming convention (STWU_YYYYMM_OPERATORID_OPTIONAL.XML). Only the YYYYMM must be modified (_OPTIONAL can be optionally included).

4. Make a submission

- In eSubmission, from the menu on the left, select *Load Water Volumes*.
- Select *I Accept Responsibility*. This will enable functionality to add files.
- Select *Add*. Navigate to the XML file saved in the step above. Select the file. Select *Open*.
- Select *Submit to OGC*.
- View the submission receipt and confirm the submission now shows in the submission log. Select *Errors* to view the contents of the submission.

5. View submitted volumes

- From the menu at left, select *Water Use Approval*.
- In the search criteria, search for a *Water Use #* you just made a submission for.
- View submitted volumes.