PWS Distribution System Service Line
Material Inventory Reporting Guide
Creating and Authenticating to your Illinois Public Active Directory Account

Overview

This guide provides a walk-through for the creation of an Illinois Public Active Directory (AD) Account. This authentication service provided by the State of Illinois will allow you to use a growing number of online services provided by state agencies and departments, including the IEPA Service Line Material Inventory Reporting application.

Instructions

Step 1: Initiation

There are several ways you can be introduced to the State of Illinois Public Active Directory account. You can navigate directly to the account setup page here: https://bit.ly/38r1yvb or by searching in your browser for “State of Illinois public account portal”. You can also be directed to the AD account authentication login/create page from another application that uses this authentication scheme. Either way, once an account is created you can be granted access to applications that use this service for authentication.

Step 2: Account Creation

The first step to create a State of Illinois Active Directory Account is to navigate to the website above using an internet browser such as Chrome or Internet Explorer. The landing page should look like this:

Select “Public Account” from the options. This will redirect the user to the State of Illinois Authentication Portal for Public Accounts.
This webpage will allow you to login with your credentials (if you already have an account), reset your password, or create a new account. Select “Create a new account” if this the user has not created on yet (otherwise user can just log in here).

Choose Create a new account

After selecting ‘create a new account’, the next webpage (visible on the following page) allows the operator to enter identifying information to associate to the new account. Please fill out all required fields on the form.

Notes:

If you have multiple email addresses and this notice was sent to an email that is not your preferred email, please register with the preferred email instead. This will allow us to correct our email data associated your operator id.

Please observe the password complexity rules before you create your password.

Once you have entered all required information, select “Register” to create your account. The account will be created and will see a notice that an email has been sent to the email provided. To confirm account creation, please close your browser and check your email for a message from
IdentityManagement@illinois.gov. Once you receive the email, open it and look for a link to confirm your account. Click the link to confirm your account setup. When the link is clicked you should be
returned to either the SOI Authentication Portal or the page or to the webpage from which you were redirected to the authentication portal.

Step 3: Account Login

After registering and confirming the email, the user will be directed back to the Authentication Portal as shown below. Select Public Account as you did before to be directed to the login page.

After clicking Public Account, you will be directed to the login page which was encountered earlier to select Create Account. Enter the username and password that was entered during account creation and select “Sign In” to authenticate to the system.
Overview

This guide provides an annotated walk-through for the responsible designee of a water system to submit annual distribution system material inventory reports. At this time, Responsible Operators in Charge have been designated to complete the reporting requirement and submit the data by entry on the website provided by the Illinois EPA as detailed in this document. The website will provide secure access to submit this data only to those designated as Responsible Operator in Charge at that water system.

Instructions

Step 1: Notification

Responsible operators at each facility will initially be sent a letter providing basic information regarding the data submission website and what they are tasked to do as well as a unique PIN to be used to link personal data already known to the IEPA for each operator. This user guide will also be maintained on the Illinois EPA website Operator Certification (http://www.epa.illinois.gov/Assets/iepa/drinking-water/operator-certification/pws-distribution-system.pdf) to help walk through the process and there is also a help section in the application itself once you get logged in.

If you receive a notification letter with a PIN, you may be asked to create an AD account with the State of Illinois as part of this process. This process is outlined in a separate document at (http://www.epa.illinois.gov/Assets/iepa/drinking-water/operator-certification/authentication-account.pdf)
Step 2: Link New Account to Existing Operator Data

Once you have successfully logged in with your public authentication account, you will be presented with a user setup screen such as this:

At this point you will enter both your Operator ID and the PIN that was included in the letter you received or in an email notification. Once Operator ID and the PIN are entered, select “Search” and the system will check the database for your Operator ID and PIN combination.
Step 3: Confirm User Operator Tie

After the database is queried you will be presented with results below that match the Operator ID / PIN combination you entered (See image below). If no results are returned, check the Operator ID and PIN for accuracy and search again. If there is still no match, send an email to EPA.OperatorCertification@illinois.gov with details of the problem and we will resolve the data issue for you and send back specific instructions.

If the returned Operator Details pertain to you, the operator holding the account, then select “Confirm”. You will see an alert message stating Operator Data Tied successfully on the homepage.
Step 4: Review and Update Profile Information

After tying your Operator ID to the new account (this will only happen on first access), you will be asked to edit or confirm your profile information. Enter one or more addresses, emails, and phone numbers. Make sure one of each contact type is marked as preferred. Then click **Save** when done.
Step 5: Confirm Profile Back at Home Page

After saving your profile info you can verifying your profile data back on the home page. Here (see image below) you are presented with the options to further edit the profile info (green) or from the navigation menu on left continue to the Material Inventory Report page.

At this point, click on **Material Inventory Reports** in the navigation pane. This will direct you to the next page where you can view and enter new Material Inventory Reports.
Step 6: Material Inventory Reports Review

The Material Inventory Reports landing page will display general information about Material Inventory Reporting, a list of previous reports submitted, and access to create a new data submission.

If the small green radio buttons are clicked next to each submission record, the complete record is detail is displayed and the button becomes red. Click it again to collapse the record again.

If an operator is ROINC at multiple facilities, all previous submissions will be visible here for facilities at which the ROINC is currently responsible, even if another ROINC submitted past reports for those facilities. The actual submitter of each record is shown in the Reported By column.

If a facility report for this reporting cycle has not been submitted, select “Create New”. When you click this button, the webform below opens and allows a new submission to be entered.
**Step 7: Create a New Material Inventory Report**

There are three pages on this form to create a new Material Inventory Report submission. On this first page, you must select a facility, then enter the number of retail and wholesale connections.

The listed facilities will only include those that: A) have not yet had a data submission for this reporting year, and B) have the user identified as a responsible operator. In this way, as a ROINC with multiple facilities begins entering results, the list of available facilities will shrink with each facility report completed until no more remain. After reports for all responsible facilities are entered, a message will be displayed stating that all reports for this user’s facilities have been entered for this year.

Validation on the data entry and calculated total fields will notify the user if there are any calculation or other types of errors that need to be corrected.

Once validation checks out (all check boxes to the right are green) and the user is satisfied with the facility selection and counts as entered, select **Next** to move on to the second page.
The second page requests the counts of the different types of service lines to be entered. The page carries the overall total service lines from the previous page to help the user validate the connection type counts to be entered. As values are entered for each connection type validation on each field will notify the user if values are acceptable and running total at the bottom can be compared to the total connections from the previous page.

On this page additional information is displayed in the chart regarding risks associated with different service line types and the priority places on them. Note: mixed service line material types should be reported at the highest potential lead risk. For instance, if a service line contains both Lead and Galvanized, report it in the Lead count.

When all data is entered and with no calculation errors, select **Next** to complete the data reporting and move to the last page. The user can also go back if numerical counts need to be fixed in the previous page.
The last page presents the Material Inventory Report data about to be submitted in review format so the user can check for accuracy.

The user should verify the counts and totals on both the connections side and the service lines side for accuracy. If everything looks acceptable, click **Submit** to complete the save operation to the database.
Step 8: Review PWS Material Inventory Reports or Submit Another

After successfully submitting a report, the operator will be directed back to this screen to review previously submitted report data for any facility he has responsibility as ROINC. The most recent submission should now be visible at the top of the list. The data detail can be verified here as well by clicking on the green radio button. If the user has additional facilities to report on, click Create New to enter additional reporting data for each facility under the user’s responsibility.

If the user finds that a facility should be in the list and is not:

- Refresh your browser, perhaps another ROINC at the facility just completed it and it will show up in the list and check the sorting by Reporting Year so that most recent are at the top
- User is not tied to the facility with ROINC responsibility
- There is a data problem with the status of the facility

If refreshing the browser and sort does not display the facility in the list of completed submissions, please send a note of the problem to EPA.OperatorCertification@illinois.gov, identifying the facility name, operator name, and any other pertinent details. Staff at the Illinois EPA monitoring this email will address the issue.
Step 9: All Reports Submitted

After successfully submitting the last report that the user is responsible for, clicking on the a Create New button will display a message (see image below) explaining that all reports for the year have been submitted.