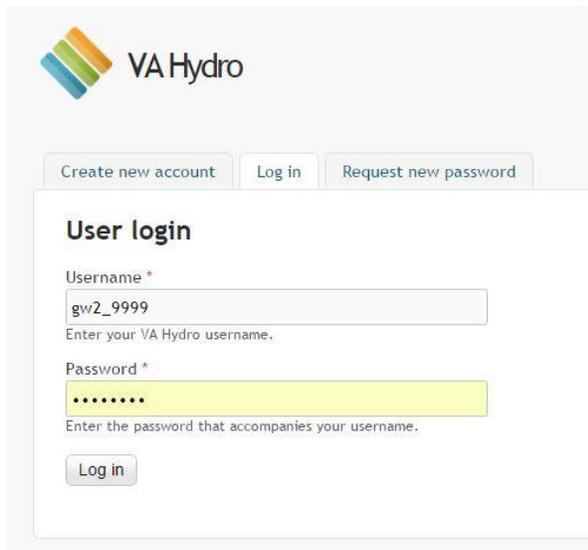


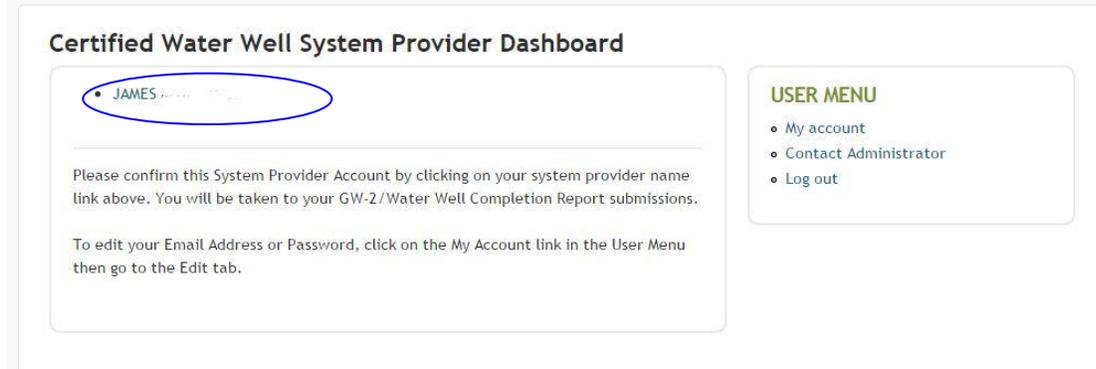
## Logging In to VA Hydro:

1. Open web browser and navigate to: <http://deq2.bse.vt.edu/d.dh/>.
2. Enter Username and Password at the User Login screen and click "Log in".



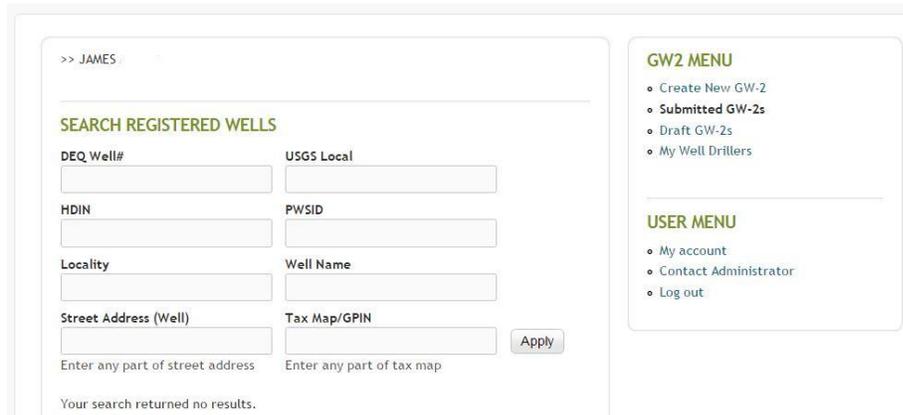
The screenshot shows the VA Hydro login interface. At the top left is the VA Hydro logo. Below it are three buttons: "Create new account", "Log in", and "Request new password". The "Log in" button is selected. The "User login" section contains two input fields: "Username" with the value "gw2\_9999" and "Password" with masked characters. Below the password field is a "Log in" button.

3. Once logged in, you will confirm your account by clicking on the Certified Water Well System Provider link.



The screenshot shows the "Certified Water Well System Provider Dashboard". On the left, a user profile for "JAMES" is circled in blue. Below the profile, there is a message: "Please confirm this System Provider Account by clicking on your system provider name link above. You will be taken to your GW-2/Water Well Completion Report submissions." Below this message is another instruction: "To edit your Email Address or Password, click on the My Account link in the User Menu then go to the Edit tab." On the right, there is a "USER MENU" with three items: "My account", "Contact Administrator", and "Log out".

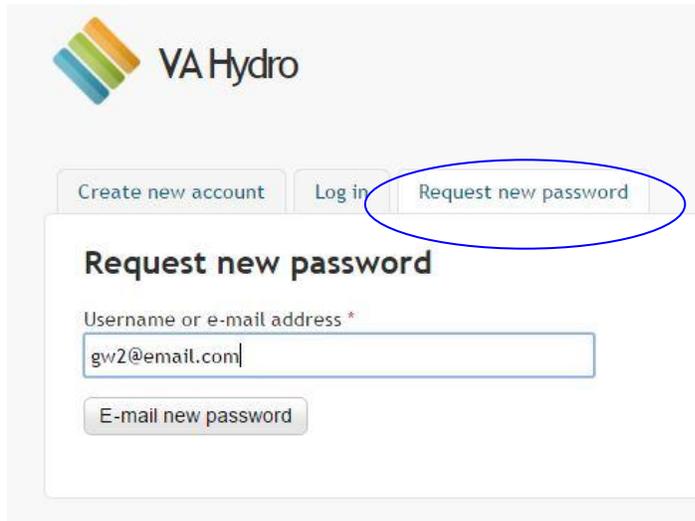
4. After clicking that link, you will be directed to the main VA Hydro GW-2 Dashboard.



The screenshot shows the main VA Hydro GW-2 Dashboard. At the top left, there is a breadcrumb trail ">> JAMES". Below it is a "SEARCH REGISTERED WELLS" section with several input fields: "DEQ Well#", "USGS Local", "HDIN", "PWSID", "Locality", "Well Name", "Street Address (Well)", and "Tax Map/GPIN". There is an "Apply" button next to the "Tax Map/GPIN" field. Below the search fields, it says "Your search returned no results." On the right, there is a "GW2 MENU" with four items: "Create New GW-2", "Submitted GW-2s", "Draft GW-2s", and "My Well Drillers". Below the GW2 menu is a "USER MENU" with three items: "My account", "Contact Administrator", and "Log out".

## Requesting a New Password

1. If you have forgotten your password, click the “Request New Password” tab at the User Login screen.

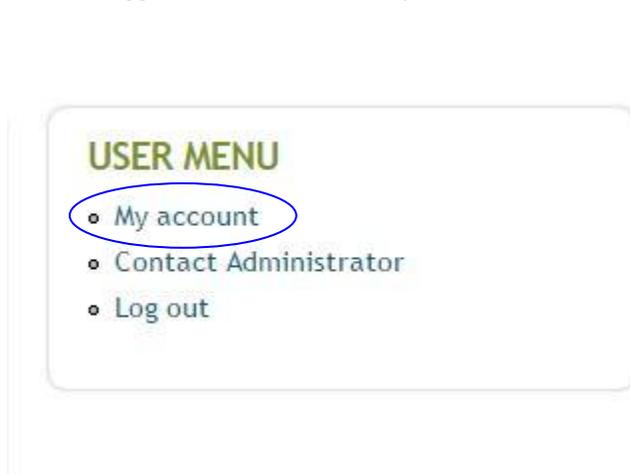


The screenshot shows the VA Hydro login interface. At the top left is the VA Hydro logo. Below it are three tabs: "Create new account", "Log in", and "Request new password". The "Request new password" tab is highlighted with a blue oval. Below the tabs is a form titled "Request new password". The form has a label "Username or e-mail address \*" and a text input field containing "gw2@email.com". Below the input field is a button labeled "E-mail new password".

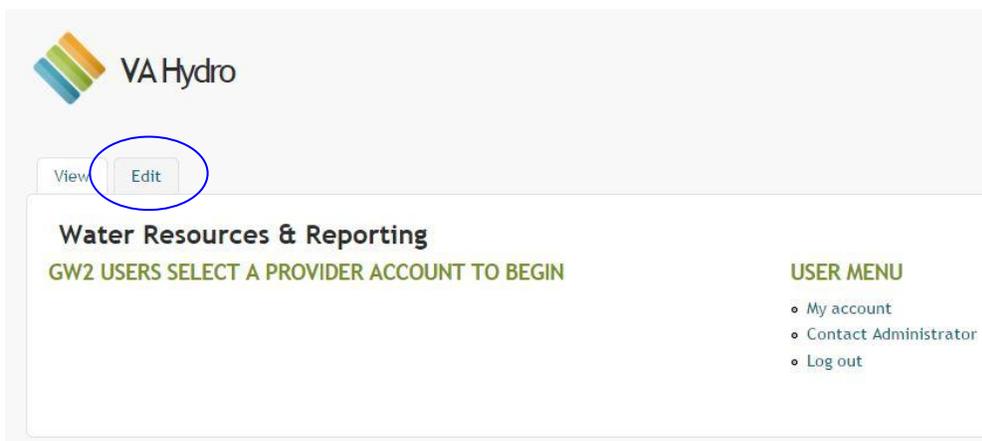
2. Enter Username or valid Email Address at the Request New Password screen.\*\*  
*\*\*Please note that you must have updated the email address associated with your VA Hydro account prior to requesting a new password (See next step, “Editing Account Information”)*
3. Click “E-mail new password”.
4. A link will be sent to your E-mail Address to reset your password.

## Editing Account Information:

1. Once logged in, click on the “My Account” link in the User Menu.



2. Click on the “Edit” tab at the top of the page.



3. To change the e-mail address, enter the correct e-mail address in the “E-mail address” field.\*\*  
\*\* An e-mail address can only be used once in VA Hydro. If a company has multiple system providers with accounts, you will need to use unique e-mail addresses for each

4. To change the account password, enter the password that was used to login in the “Current Password” field.

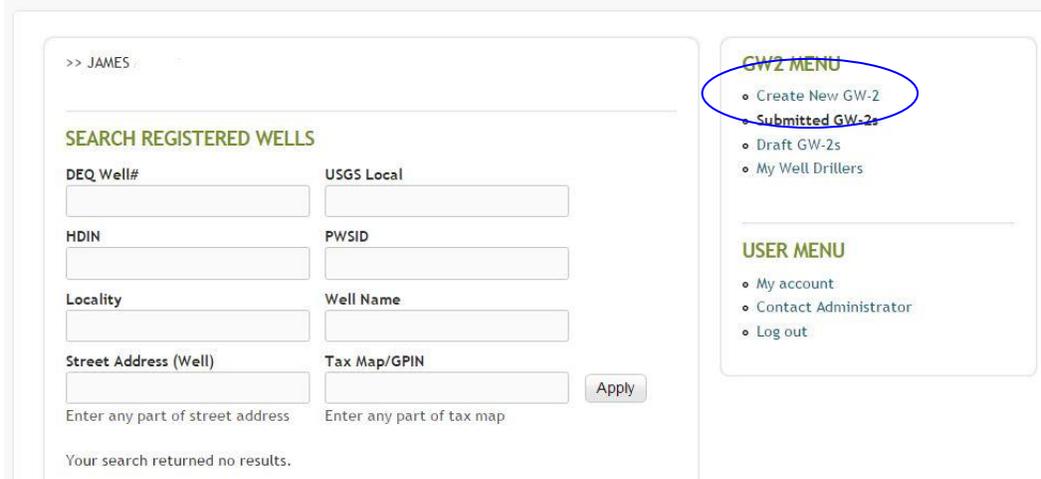
5. Enter the password of choice in the “Password” and “Confirm Password” fields, which must abide by the password requirements.

The image shows a detailed view of the user profile edit form. At the top left are 'View' and 'Edit' buttons. The user's ID is 'gw2\_140' and the account name is 'gw2\_140'. There is a 'Current password' field. Below it is a note: 'Enter your current password to change the E-mail address or Password. Request new password.' The 'E-mail address' field contains 'gw2-sys-140@nutl.email'. A note below the email field states: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.' Under 'Password Requirements', there are five bullet points: 'Password must contain at least one digit.', 'Password must not contain the username.', 'Password must contain at least one lowercase character.', 'Password must contain at least one uppercase character.', and 'Password must be at least 8 characters in length.' There are 'Password' and 'Confirm password' fields. A 'Password quality' indicator is shown to the right of the password field. Below the password fields is a 'Picture' section with an 'Upload picture' button and a 'Choose File' button. A note says: 'Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.' There is also a 'Locale settings' section with a 'Time zone' dropdown menu set to 'America/New York: Friday, March 25, 2016 - 10:45 -0400'. A 'Save' button is at the bottom.

6. Click the “Save” button to update the account information.

## Submitting a new GW-2 Report

1. From the main GW-2 Search Dashboard, click on the “Create New GW-2” link in the GW2 Menu.



>> JAMES

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>

Enter any part of street address      Enter any part of tax map     

Your search returned no results.

#### GW2 MENU

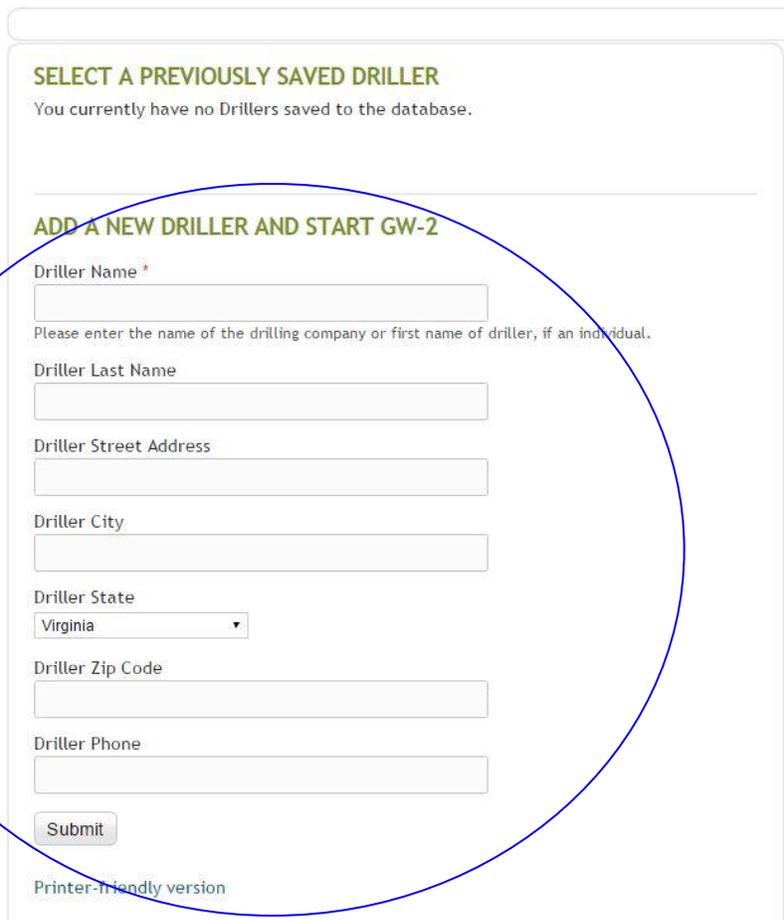
- Create New GW-2
- **Submitted GW-2s**
- Draft GW-2s
- My Well Drillers

#### USER MENU

- My account
- Contact Administrator
- Log out

2. If you have not submitted a GW-2 on VA Hydro before or need to add a new driller, fill out the “Add A New Driller and Start GW-2” form and click Submit.\*\*

*\*\*Please enter the Drilling Company/Contractor, not the individual that drilled the well*



### SELECT A PREVIOUSLY SAVED DRILLER

You currently have no Drillers saved to the database.

### ADD A NEW DRILLER AND START GW-2

Driller Name \*

Please enter the name of the drilling company or first name of driller, if an individual.

Driller Last Name

Driller Street Address

Driller City

Driller State

Virginia ▼

Driller Zip Code

Driller Phone

[Printer-friendly version](#)



5. To return to a previous page of the form, click the “Previous Page” button at the bottom of the page. Your previously entered information will be saved. Do not use the Back button on your web browser.

**GW2 V1.0**

DEQ Well Number  
  
Please enter the DEQ Well Number in this format: XXX-XXXX

USGS Local Number

VDH HDIN Number  
  
Please enter the VDH HDIN number in this format: XXX-XX-XXXX

VDH PWSID Number

6. To save a draft of your form, click the “Save Draft” button at the bottom of the page. This will save all of the information that you have entered on the form. You can exit the web browser and come back to finalize your GW-2 submission at any time. (See “Accessing Saved Drafts”)

✓ Submission saved. You may return to this form later and it will restore the current values.

**GW2 V1.0**

**Disinfection Information**

Well Disinfected  
Yes ▾

Disinfection Date  
2016 ▾ Mar ▾ 9 ▾

7. Once you complete all relevant sections of the online form, click the “Submit” button at the Form Certification section.

**GW2 V1.0**

---

### Form Certification

Certification \*

Yes

No

I certify that the information contained herein is true and correct and that this well and/or system has been installed and constructed in accordance with the applicable permit and further that the well complies with all applicable federal, state, and local regulations, ordinances and laws.

Certification Date \*

2016 ▾ Mar ▾ 25 ▾ 

License Number

Upload GW-2 Form

No file chosen

Upload a scanned copy of your completed GW-2 if desired.  
Files must be less than 20 MB.  
Allowed file types: gif jpg png txt rtf pdf doc docx

## Accessing Saved Drafts

1. From the main GW-2 Search Dashboard, click the “Draft GW-2s” link in the GW2 Menu.

>> JAMES

---

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>
Enter any part of street address	Enter any part of tax map

Your search returned no results.

#### GW2 MENU

- Create New GW-2
- Submitted GW-2s
- **Draft GW-2s**
- My Well Drafts

---

#### USER MENU

- My account
- Contact Administrator
- Log out

2. Navigate to the Draft that is to be continued and click the “Update” link. Click the “Delete” link to delete this draft from the database.

### DRAFT GW-2 REPORTS

Well Name	Well Owner Last, First	Owner City	DEQ # / HDIN / PWSID	Draft Saved	Delete Draft
IRRIGATION WELL #1	Jake	Williamsburg	Williamsburg	Monday, March 28, 2016 - 14:20	<a href="#" style="border: 2px solid blue; border-radius: 50%; padding: 2px 5px;">Update</a> <a href="#" style="margin-left: 10px;">Delete</a>

#### GW2 MENU

- Create New GW-2
- Submitted GW-2s
- **Draft GW-2s**
- My Well Drillers

---

#### USER MENU

- My account
- Contact Administrator
- Log out

3. The Draft will start with the first section of the GW-2. Navigate to the desired GW-2 section with the “Next Page” and “Previous Page” buttons.
4. Continue entering GW-2 data and click the “Next Page” button to pass through each section.

View
Edit
Delete

GW2 v1.0

## Submission #1310

Print

### Facility & Use

Type of Facility (check one) \*

Waterworks

Observation/Monitoring Well

Private Well

Type of Use (Select all that apply) \*

Drinking/Domestic Use

Food Processing

Cooling/Heating

Agricultural

Manufacturing

Injection

Irrigation

Fire Safety

Geothermal

Save Draft
< Previous Page
Next Page >

#### GW2 MENU

- Create New GW-2
- Submitted GW-2s
- Draft GW-2s
- My Well Drillers

---

#### USER MENU

- My account
- Contact Administrator
- Log out

5. Once you complete all relevant sections of the online form, click the “Submit” button at the Form Certification section.

**GW2 V1.0**

---

### Form Certification

Certification \*

Yes

No

I certify that the information contained herein is true and correct and that this well and/or system has been installed and constructed in accordance with the applicable permit and further that the well complies with all applicable federal, state, and local regulations, ordinances and laws.

Certification Date \*

2016 ▾ Mar ▾ 25 ▾ 

License Number

Upload GW-2 Form

No file chosen

Upload a scanned copy of your completed GW-2 if desired.  
Files must be less than 20 MB.  
Allowed file types: gif jpg png txt rtf pdf doc docx.

## Print a Submitted GW-2 Form or Save as PDF

1. Navigate to the main GW-2 Dashboard by clicking on the “Submitted GW-2s” link.

>> JAMES

---

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
<input type="text"/>	<input type="text"/>
HDIN	PWSID
<input type="text"/>	<input type="text"/>
Locality	Well Name
<input type="text"/>	<input type="text"/>
Street Address (Well)	Tax Map/GPIN
<input type="text"/>	<input type="text"/>
Enter any part of street address	Enter any part of tax map

Your search returned no results.

**GW2 MENU**

- Create New GW-2
- Submitted GW-2s
- Draft GW-2s
- My Well Drillers

---

**USER MENU**

- My account
- Contact Administrator
- Log out

2. If necessary, use the “Search Registered Wells” section to narrow down the well records.

### SEARCH REGISTERED WELLS

DEQ Well#	USGS Local
HDIN	PWSID
Locality	Well Name
Street Address (Well)	Tax Map/GPIN

Enter any part of street address      Enter any part of tax map

Date Entered	Construction Date	Well Name	Owner	DEQ Well # / HDIN / PWSID / USGS #	Locality
--------------	-------------------	-----------	-------	------------------------------------	----------

3. After finding the desired well record, click the "View GW-2" link in the GW-2 table.

Date Entered	Construction Date	Well Name	Owner	DEQ Well # / HDIN / PWSID / USGS #	Locality	GW-2 Form	Abandoned Date
2016-03-28	2016-01-13	WELL #1			James City	<a href="#">View GW-2</a>	<a href="#">Abandon Well</a>

4. Right-click on your web browser at the "Uniform Water Well Completion Report" page and click on the Print option.

### Uniform Water Well Completion Report

#### Well Contact Information

Contact	Name	Address	Phone
Owner			
Driller			
System Provider			

#### Well Identification

DEQ Well Number:

VDH HDIN Number:

Well Designation or Number:

#### Well Location

Physical Address:

County/City: James City

Subdivision Name:

Section:

Tax Map/GPIN #:

Well Designation or Number:

Latitude: N      Longitude: W

Lat/Long Designation:

Horizontal Datum Source:

Vertical Datum Source:

Lat/Long Source:

Location Information Collected By:

Physical Location Description:

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
<b>Print...</b>	<b>Ctrl+P</b>
Translate to English	
View page source	Ctrl+U
Inspect	Ctrl+Shift+I

#### Facility and Use Information

Type of Facility: Private Well      Type of Use: Irrigation

5. If you would like to print the document, select the correct printer and click “Print”.

**Print**  
Total: 2 sheets of paper (2 pages)

**Print** Cancel

Destination: Kyocera TASKalfa 4500i ...  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Copies: 1

Layout: Portrait

Options:  Simplify page  
 Two-sided

+ More settings

Print using system dialog... (Ctrl+Shift+P)

---

**Uniform Water Well Completion Report**

**Well Contact Information**

Contact	Name	Address	Phone
Owner			
Driller			
System Provider			

---

**Well Identification**

DEQ Well Number: ... USGS Local Number: ...  
 VDH HDIN Number: ... VDH PWSID Number: ...  
 Well Designation or Number: ... WELL #1

---

**Well Location**

Physical Address: ... County/City: ...  
 Subdivision Name: ... Section: ... Block: ... Lot: 17  
 Tax Map/GPIN #: ... Well Designation or Number: ...  
 Latitude: N Longitude: W  
 Lat/Long Designation: ... Horizontal Datum Source: ... Vertical Datum Source: ... Lat/Long Source: ...  
 Location Information Collected By: ... Physical Location Description: ...

---

**Facility and Use Information**

Type of Facility: Private Well Type of Use: Irrigation

---

**Well Construction Information**

Date Started: 2016-01-12	Date Completed: 2016-01-13	Construction Type:
Type of Rig:	Class Well: IV	Depth to Bedrock (ft):
Well Depth (ft): 220	Borehole Depth (ft):	Date Conducted:
Type of Seal: Well Cap	Camera Survey:	Estimated Yield (gpm):
Height of Casing (ft): 1.5	Total Depth of Casing (ft): 210	

6. If you would like to save the document as a PDF, click on the “Change” button under Destination and select “Save as PDF” from the available options.

**Print**  
Total: 3 pages

**Save** Cancel

Destination: Save as PDF  
Change...

Pages: All  
e.g. 1-5, 8, 11-13

Layout: Portrait

Paper size: Letter

Margins: Default

Options:  Simplify page  
 Headers and footers  
 Background graphics

---

**Uniform Water Well Completion Report**

**Well Contact Information**

Contact	Name	Address	Phone
Owner			
Driller			
System Provider			

---

**Well Identification**

DEQ Well Number: ... USGS Local Number: ...  
 VDH HDIN Number: ... VDH PWSID Number: ...  
 Well Designation or Number: ... WELL #1

---

**Well Location**

Physical Address: ... County/City: ...  
 Subdivision Name: ... Section: ... Block: ... Lot: 17  
 Tax Map/GPIN #: ... Well Designation or Number: ...  
 Latitude: N Longitude: W  
 Lat/Long Designation: ... Horizontal Datum Source: ... Vertical Datum Source: ... Lat/Long Source: ...  
 Location Information Collected By: ... Physical Location Description: ...

---

**Facility and Use Information**

Type of Facility: Private Well Type of Use: Irrigation