Groundwater Protection Reporting Quick-Start Guide
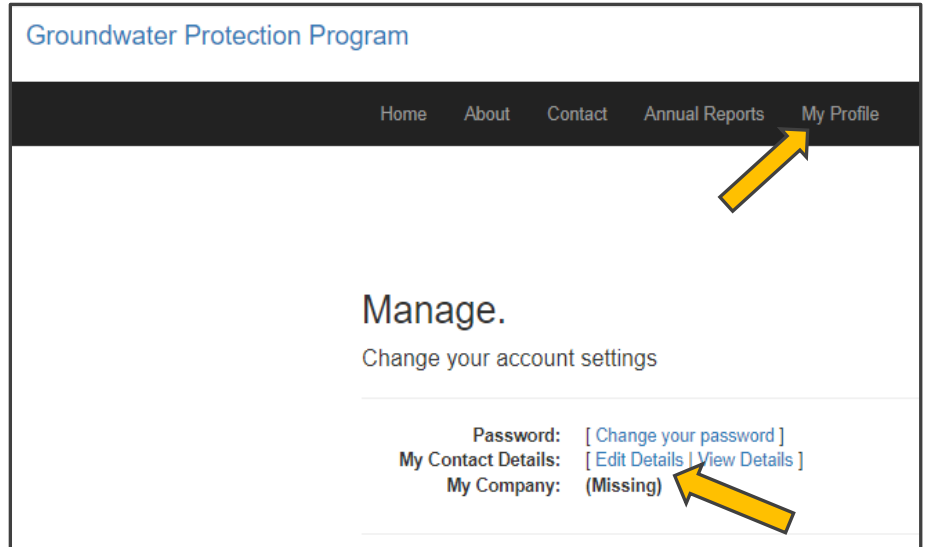
For best results, complete these steps in order

1. Navigate to GroundwaterProtection.PortlandOregon.gov 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 Cody.Anderson@GreshamOregon.gov 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.
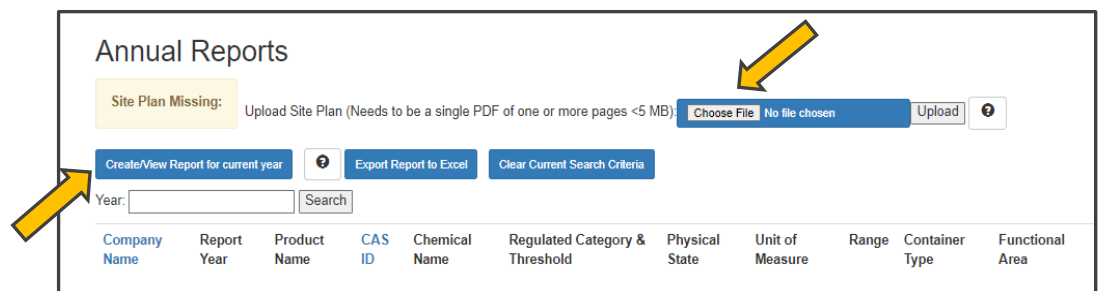
   Important: to add your site address, start typing it and select from displayed options.

   If your address is not displayed, email Cody.Anderson@GreshamOregon.gov for help.

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

   If you did not upload a site plan during profile setup, do that now, then create your report.

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

Questions? Cody.Anderson@GreshamOregon.gov or 503-618-2484
More information: GreshamOregon.gov/Well-Field-Protection-Program