e-Well Disclosure Certificate
County Recorder Instructions

Effective July 1, 2009, the Minnesota Department of Health (MDH), Well Management Section, started accepting Well Disclosure Certificates filed electronically.

Resources

- Well Disclosure/Property Transfer
  (www.health.state.mn.us/communities/environment/water/wells/disclosures/index.html)

- e-Well Disclosure Certificate Process from Filer to County to the Minnesota Department of Health (PDF)
  (www.health.state.mn.us/communities/environment/water/docs/wells/disclosures/eprocess.pdf)

- Well Disclosure Certificate Form (PDF)
  (www.health.state.mn.us/communities/environment/water/docs/wells/disclosures/certificateform.pdf)

- Well Disclosure Certificate Search (www.health.state.mn.us/wdclookup)

- e-Well Disclosure County Login (edisclosures.web.health.state.mn.us/wells-disclosure-ssl/ecountylogin.cfm)

Contact Us

If you have questions regarding e-Well Disclosure Certificates contact the Minnesota Department of Health, Well Management Section Central District Office, at health.welldisclosures@state.mn.us or 651-201-4600 or 800-383-9808.

- Kathy Dunaway 651-201-4587 kathy.dunaway@state.mn.us
- Norman Mofjeld 651-201-4593 norman.mofjeld@state.mn.us

To obtain this information in a different format call 651-201-4600.
New County Recorder

If you are a new county recorder, contact the Minnesota Department of Health, Well Management Section to register at: health.welldisclosures@state.mn.us or 651-201-4587.

Initially, all county recorders were sent a “pre-registered” email with login information including username, password, and security question answer.

If you are a new county recorder, please contact the Minnesota Department of Health to receive your login information.

Example of initial email sent to the 87 county recorders pertaining to login information.

-----Original Message-----
From: Health.Wells@state.mn.us [mailto:Health.Wells@state.mn.us]
Sent: Tuesday, June 30, 2009 3:57 PM
To:
Subject: e-Well Disclosure Account

The Minnesota Department of Health, Well Management Section will go live with the e-Well Disclosure Certificate website July 1, 2009.

The website address is: https://www.health.state.mn.us/divs/en/wells/eDisclosures/ecountylogin.cfm

We have decided to pre-register all county recorders.

On July 1, 2009, your county recorder user account will be accessible.

Please log in and update your user profile on or after July 1, 2009.

To do this, use the username and password given in this e-mail to log in.

Then, by selecting the menu option 'Edit Profile,' answer the security question.

The security question answer is:

Your username is: Your password is:

If you have any questions regarding e-Well Disclosure contact the Minnesota Department of Health, Well Management Section Central Office, at health.welldisclosures@state.mn.us or by telephone at 651-201-4587 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Note: Website address has changed for e-Well Disclosure County Login (https://edisclosures.web.health.state.mn.us/wells-disclosure-ssl/ecountylogin.cfm).
County Recorder Login Page

Welcome to the Minnesota Department of Health, Well Management Section e-Well Disclosure county recorder page.

Enter your username and password.

**Note:** Each county has one user account, but more than one user can be logged in at the same time.

**Note:** If you are a new county recorder, see page 3 for login instructions.
Forgot Password

If you have forgotten your password, click “Forgot password?” located on the e-Well Disclosure County Login page in the Username and Password login box.

**Note:** Only the owner/administrator of the account will be able to obtain the password.

![e-Well Disclosure County Login](image)

The “Forgot Password?” screen appears.

![Forgot Password?](image)

Enter your username and email address.

Click the “Submit” button.
Username or Email Address is Invalid

If the username or email address is invalid, you will receive the following message and be returned to the login page.

Click the “OK” button.

Username or Email Address is Correct

If the username and email address have been entered correctly, you will be directed to a challenge question. This is to ensure that only the owner/administrator of the account has requested a new password.

Answer the challenge question.

Click the “Submit” button.

If you have correctly answered the challenge question, you will be given a new password generated by the e-Well Disclosure Certificate application.

Your new password will be emailed to you at the email address listed in your user profile. You will receive the following message.

Click the “OK” button.
Check Your Email for the New Password

If you didn’t receive the email with your new password, look in your Spam or Junk folder. The email is sent from health.welldisclosures@state.mn.us.

You must login and change your password today to something meaningful to you.

e-Well Disclosure Certificate County Recorder Menu

County Recorder Menu
- Validate an e-Well Disclosure Certificate
- View a Pending e-Well Disclosure Certificate
- Generate an Estimated Invoice
- Edit/Review User Profile

Where can I get more information or help?
If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.welldisclosures@state.mn.us or at 651-201-4666 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5707.

Click on an option to proceed.
Menu Option: Validate an e-Well Disclosure Certificate

Enter the Well Disclosure Certificate number given on the deed.

Click the “Search” button.

Well Disclosure Certificate Number Not Found

If the Well Disclosure Certificate number has already been validated or is not in the system at all, you will receive the following message.

Click the “Return to Search” button to try again.

Where can I get more information or help?

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.welldisclosures@state.mn.us or at 651-201-4600 or 800-363-9608. Deaf and hard-of-hearing TTY 651-201-0797.
Well Disclosure Certificate Number Found

Validate an e-Well Disclosure Certificate

Certificate No. 1000366 Validation

To Validate: Match Well Disclosure Certificate Number on Deed and Review Summary Data.

Well Disclosure Certificate Number: 1000366
Submittal Date: May 3, 2012
Submittal Expiration Date: August 31, 2012

Property Buyer and Mailing Address After Closing

Property Buyers No. 1
Name: JENNA M. SMITH
Address: 123 FAWN DRIVE
ELY, MN 55716

Well Information

Well No. 1
County: Anoka
Property ID No.: 12302340034
Location: SE 1/4 of SW 1/4 of Section 12 Township 039 Range 22
Address: 123 FAWN DR ELY 55716

Where can I get more information or help?

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.welldisclosures@state.mn.us or at 651-201-4600 or 900-383-9808. Deaf and hard-of-hearing TTY 651-201-5797.

Compare Property Buyer and Well Information to that on the deed. Summary data matches deed.

Click the “Validate” button.
Validate an e-Well Disclosure Certificate (continued)

If the submittal of the validation is successful, you will receive the following message.

![Message from webpage]

Click the “OK” button.

![Search to Validate Well Disclosure Data on Deed]

You are returned to validate another e-Well Disclosure Certificate.

Enter the Well Disclosure Certificate number given on the deed.

OR

Click “Menu” or “Logout” shortcuts in the upper right-hand corner of the screen to proceed.
Reject an e-Well Disclosure Certificate

If the Well Disclosure Certificate number is found, summary data will be listed for you to match the deed.

Summary data does not match or is not sufficient for you to make the match. Click the “Reject” button.
Reason for Rejection Documentation

Certificate No. 1000366 Rejection Documentation

Well Disclosure Certificate Number: 1000366
Submit Date: May 3, 2012
Submit Exp Date: August 31, 2012
Submitter Signature: KATHY DUNAWAY

Reason for Rejection: Property owner's name and address do not match deed.

Property Buyer and Mailing Address After Closing

Property Buyer No. 1
Name: JENNA M. SMITH
Address: 123 FAWN DRIVE
ELY, MN 55716

Well Information

Well No. 1
County: Anoka
Property ID No.: 123022340834
Location: SE Qtr of SW Qtr of Section 12 Township 036 Range 22
Address: 123 FAWN DRE ELY 55716

Where can I get more information or help?

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.welldisclosures@state.mn.us or at 651-261-4680 or 800-363-8068. Deaf and hard-of-hearing: TTY 651-261-5797.

The “Reason for Rejection” box is a tool for your use. Type in the space provided. This data is not kept on the e-Well Disclosure Certificate site.

To keep a copy of the rejection document for your records.

Click the “Print” button.

Click “Validation,” “Return to Validate,” “Menu,” or “Logout” shortcuts in the upper right-hand corner of the screen to proceed.
**e-Well Disclosure Certificate Already Recorded**

Each county has **one user account**, but more than one user can be logged in at the same time. You will receive the following message if more than one person tries to verify the same e-Well Disclosure Certificate number at the same time.

![Alert Message](image)

Click the “OK” button.

**Menu Option: View a Pending e-Well Disclosure Certificate**

Click on the underlined Well Disclosure Certificate Number.

![Certificate Pending List](image)

**Where can I get more information or help?**

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.wellfaa@state.mn.us or at 651-201-4999 or 800-353-8336. Deaf and hard-of-hearing: TTY 651-201-5797.

**Note:** If the deed is not filed with the county recorder or registrar of titles within 120 days, the e-Well Disclosure Certificate will be void and deleted from the pending file.
Certificate No. 1000367 Pending Information

Well Disclosure Certificate Number: 1000367
Submission Date: May 5, 2012

The submitter must keep this well disclosure certificate number and enter it on the deed.

If the deed is not filed with the county recorder or registrar of titles within 120 days, this e-Well Disclosure Certificate will be void and deleted on September 5, 2012.

When the deed and the $50 filing fee for the e-Well Disclosure Certificate are submitted for recording and the submitter indicates that the well disclosure certificate was filed online, the county recorder will confirm that the e-Well Disclosure Certificate is pending for the subject property of the deed. If an e-Well Disclosure Certificate is pending, the county recorder will proceed with the recording.

Property Information

<table>
<thead>
<tr>
<th>Property</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>ANOKA</td>
</tr>
<tr>
<td>Number of Wells</td>
<td>1</td>
</tr>
<tr>
<td>Seller</td>
<td>JOHN WILLIAM HERMAN</td>
</tr>
<tr>
<td>Property Legal Provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Sketch Map Provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Well Documents Provided</td>
<td>Yes</td>
</tr>
<tr>
<td>Contract for Deed</td>
<td>No</td>
</tr>
<tr>
<td>Submitter Signature</td>
<td>KATHY DUNAWAY</td>
</tr>
<tr>
<td>Submitter Represents</td>
<td>Seler</td>
</tr>
</tbody>
</table>

Property Buyer and Mailing Address After Closing

Property Buyer No. 1

<table>
<thead>
<tr>
<th>Name</th>
<th>CARRIE SCOTT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>123 MY STREET</td>
</tr>
<tr>
<td></td>
<td>ELY, MN 55777</td>
</tr>
</tbody>
</table>

Well information

Well No. 1

<table>
<thead>
<tr>
<th>Minnesota Unique Well Number or Sealing Record Number</th>
<th>--</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
<td>ANOKA</td>
</tr>
<tr>
<td>Property ID No.</td>
<td>--</td>
</tr>
<tr>
<td>Location</td>
<td>Lot 2 Block 1776 FREEDOM</td>
</tr>
<tr>
<td>Address</td>
<td>123 FREEDOM STREET ELY 55766</td>
</tr>
<tr>
<td>Well Status</td>
<td>In Use</td>
</tr>
</tbody>
</table>

Where can I get more information or help?

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at health.welldisclosures@state.mn.us or at 851-291-4808 or 800-383-9698. Deaf and hard-of-hearing: TTY 851-201-5797.

Data being viewed was entered by the submitter.

Click the “Print” button to print.
Menu Option: Generate Estimated Invoice

Enter a date range to get the count of how many e-Well Disclosure Certificates have been filed. If you wish one day’s estimate, enter the same date in both date fields.

Click the “Submit” button.

The following page will be generated for you to print.

Add the number of paper certificates you have collected over the same time period. Add the two together. Multiply by the current fee payable to the Minnesota Department of Health.

Click the “Print” button to print.

Click “Invoice Date Range,” “Menu,” or “Logout” shortcuts in the upper right-hand corner of the screen to proceed.
Menu Option: Update User Profile

Enter the answer to the challenge question.

Click the “Submit” button.

If the answer given is invalid, you will receive the following message and be returned to the main menu.

Click the “OK” button.
County Recorder User Profile

If you answer the challenge question correctly, your profile information will be displayed.

You may edit any field.

Click the “Submit” button to save changes.
Change Your Email Address

Check the box after “Check here to change email address.”

After checking the box, the “Email Address” and “Confirm New Email Address” boxes are enabled.

Enter the new email address in the “Email Address” box and retype it in the “Confirm New Email Address” box.

Click the “Submit” button when all of your edits are complete.
Email Address Did Not Change

If you changed your email address and it did not pass the validation check, you will receive the following message.

```
Message from webpage

⚠️ The new email address does not match the confirm new email address. Please retype both.

OK
```

Click the “OK” button.

You will be returned to your user profile page, without the email address being changed.

Please retype both.

Email Address Changed

If you changed your email address and it passed the validation check, you will receive the following message.

```
Message from webpage

⚠️ You have successfully updated your profile information.

OK
```

Click the “OK” button.
Change Your Current Password

Check the box after “Check here to change password.”

Check here to change password. □

Enter New Password*  
Confirm New Password*  
(at least 8 characters and case sensitive)  
(case sensitive)

After checking the box, the “Enter New Password” and “Confirm New Password” boxes are enabled.

Check here to change password. ✓

Enter New Password*  
Confirm New Password*  
(at least 8 characters and case sensitive)  
(case sensitive)

Enter the new password in the “Enter New Password” box and retype it in the “Confirm New Password” box.

Check here to change password. ✓

Enter New Password*  
Confirm New Password*  
(at least 8 characters and case sensitive)  
(case sensitive)

Click the “Submit” button when all of your edits are complete.
Password Change Failed
If you changed your password and it did not pass the validation check, you will receive the following message.

![Message from webpage]

Click the “OK” button.

You will be returned to your user profile page, without the password being changed.

Please retype both.
Password Change Successful

If you changed your password and it passed the validation check, you will receive the following message.

![Message from webpage]

Click the “OK” button.

You are returned to the County Recorder Profile page.

![County Recorder Profile]

A confirmation message “Your changes have been saved.” is received when changes are successful.

Click “Menu” or “Logout” shortcuts in the upper right-hand corner of the screen to proceed.
Logging Out of the e-Well Disclosure Certificate Application

Click “Logout” shortcut in the upper right-hand corner of the screen.

A confirmation message “You have successfully logged out.” is received when logging out is successful.