e-Well Disclosure Certificate Filer 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)
- 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/wddlookup)
- What You Need Before You Begin (PDF)
  (www.health.state.mn.us/communities/environment/water/docs/wells/disclosures/whatyouneed.pdf)
- e-Well Disclosure Certificate Filer Login
  (edisclosures.web.health.state.mn.us/wells-disclosure-ssl/euserlogin.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.
# Table of Contents

- e-Well Disclosure Certificate Filer Instructions ................................................................. 1
  - Resources ................................................................................................................................. 1
  - Contact Us ................................................................................................................................. 1
  - Filer Login ................................................................................................................................. 3
    - First Time Filer Registration .................................................................................................. 3
    - Filer User Profile .................................................................................................................... 4
    - Forgot Password? .................................................................................................................... 5
      - Username or Email Address is Invalid .............................................................................. 5
      - Username or Email Address is Correct ............................................................................. 6
  - e-Well Disclosure Certificate Filer Menu .............................................................................. 7
    - Menu Option: Enter e-Well Disclosure Certificate ................................................................. 8
    - Property Information ............................................................................................................. 8
    - Property Legal Description ................................................................................................... 9
    - Sketch Map of Well Location(s) ............................................................................................. 11
    - Well Documents – Attach Well and Boring Construction and/or Sealing Record(s) .......... 12
    - Property Buyer ...................................................................................................................... 13
      - Individual ............................................................................................................................ 13
      - Company ............................................................................................................................... 13
    - Well Information ................................................................................................................... 16
      - Well Location Legal Description – Platted or Unplatted ...................................................... 16
      - Well Location Address ......................................................................................................... 19
      - Status of Well – In Use, Not in Use, or Sealed by a Licensed Well Contractor .................. 20
        - In Use ................................................................................................................................. 20
        - Not In Use ......................................................................................................................... 21
        - Sealed ............................................................................................................................... 22
    - Submit the e-Well Disclosure Certificate ............................................................................. 25
    - Menu Option: Edit or Add to a Pending e-Well Disclosure Certificate .............................. 29
      - County ................................................................................................................................. 31
      - Property Information ........................................................................................................... 33
      - Property Buyer Information ................................................................................................ 34
      - Well Information .................................................................................................................. 39
      - Edit Well Information ......................................................................................................... 39
      - Add a Well ............................................................................................................................. 40
    - Menu Option: Edit/Review User Profile ............................................................................. 42
      - Filer Profile ......................................................................................................................... 43
      - Change Email Address ......................................................................................................... 44
      - Password Expired .................................................................................................................. 46
      - Change Your Current Password ......................................................................................... 46
    - Logging Out of the Filer Profile ........................................................................................... 48
    - Logging Out of the e-Well Disclosure Certificate Application ............................................ 48
    - Logout Successful Message ................................................................................................. 48
Filer Login

Welcome to the Minnesota Department of Health, Wells Management Section Internet e-Well Disclosure Certificate filing application. This application is for those transferring property that has a well and requires a Certificate of Real Estate Value (CRV).

Note: To prepare for entering your e-Well Disclosure Certificate, review the “What You Need Before You Begin” PDF document listed on the e-Well Disclosure Filer Login webpage.

If you have already registered, enter your username and password.

First Time Filer Registration

Note: Each person filing e-Well Disclosure Certificates should create their own personal user account. Click “Register” located in the First Time Filer? box.
Filer User Profile

Filer Registration

Required Information

- Username*: [Input field]
- Password*: [Input field] (e.g. marysmith and case sensitive)
- Security Question*: [Input field]
- Security Answer*: [Input field]
- First Name*
- Middle Name
- Last Name*
- Company Name
- Your Working Title
- Phone Number*: [Input field]
- Extension
- Email Address*: [Input field]

*Note: Your name as registered above will be requested as your signature when you submit a well disclosure certificate.

Submit

Where can I get more information or help?

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 651-201-4667 or 600-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Fields marked with red asterisk (*) are required.

Click the “Submit” button when finished.

Note: After all the property information, property buyer(s), and well(s) have been entered, you must sign the disclosure by typing in your name EXACTLY as registered in your filer registration. See Submit the e-Well Disclosure Certificate section on page 25.

After successfully registering you will receive the following message and be returned to the login page.

The page at https://www-dev.health.state.mn.us says:

![Alert message]

You have successfully registered to use the e-Well Disclosure system. Please log in.

OK
Forgot Password?

If you have forgotten your password, click the “Forgot password?” located in the Username and Password login box.

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

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 Profile Challenge Question.

Click the “Submit” button.

If you have correctly answered the profile 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

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

e-Well Disclosure Certificate Filer Menu

Click a menu item to proceed.
Menu Option: Enter e-Well Disclosure Certificate

*Fields marked with red asterisk (*) are required.*

*If known, provide information in optional fields.*

**Note:** Extremely important to enter well location address if one exists. The “Address Search” is the number one search used to locate previously filed well disclosure certificates.

### Property Information

- **County of Property:** Enter or select the county from the drop-down list.
- **Number of Wells on Property:** Enter the total number of well(s) located on this property.
- **Is this property transaction in fulfillment of a contract for deed?** Select Yes or No from drop-down list.
- **This Well Disclosure Certificate is filed on behalf of:** Select Buyer, Seller, or Both Buyer and Seller from the drop-down list.
- **Seller’s Name:** Enter in the box provided.

The “County” field is a drop down list of the 87 counties in Minnesota. Enter or select the “County” from the drop down list.

“Number of Wells on Property.” Enter the total number of well(s) located on this property.

“Is this property transaction in fulfillment of a contract for deed?” Select Yes or No from drop down list.

**Note:** If yes, because the property transfer is in fulfillment of a contract for deed, the disclosure must be signed by the buyer of the property or an agent for the buyer.

“This Well Disclosure Certificate is filed on behalf of” select Buyer, Seller, or Both Buyer and Seller from the drop down list.

“Seller’s Name.” Enter in the box provided.
Property Legal Description

There are two options for providing a legal description of the property.

**Option Number 1**
Is to attach a file with one of the following extensions: “bmp,” “jpg,” “jpeg,” “pdf,” or “txt.”

Click the “Browse” button following “1. Attach Property Legal Description.”

The “File Upload” dialog box will appear.

Select your document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.
Attachment Error Message

The following error message occurs when the file selected is not acceptable. Select a file with an allowed file extension.

![Message from webpage](image)

The only file types allowed are bmp, jpeg, jpg, pjpeg, pdf, txt.

OK

Option Number 2

Is to type or cut and paste a text description (no picture files) into the text box.

Click “2. Type or Cut and Paste Description Here” statement.

![One of the following Property Legal Description options is required](image)

1. Attach Property Legal Description (file types allowed: bmp, jpeg, jpg, pjpeg, pdf, txt)
2. Type or Cut and Paste Description Here

Type the property legal description or cut and paste a text block up to 4000 characters.
Sketch Map of Well Location(s)

Note: The number of wells declared on this disclosure must be reflected on the sketch map.

You **MUST** attach a sketch (not text) of where the well(s) are located on the property.

To attach a sketch map file use one of the following extensions: “bmp,” “jpg,” “jpeg,” or “pdf.”

Click the “Browse” button following “Attach Sketch Map.”

The “File Upload” dialog box will appear.

Select **your** document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.
Well Documents – Attach Well and Boring Construction and/or Sealing Record(s)

This is not required, but helpful.

Only one file is allowed to be uploaded. If you have more than one well record for this property transaction, place all well records in one file.

When preparing this file to upload, make sure to give it a recognizable name for this property transaction.

To attach a well record file use one of the following extensions: “bmp,” “jpg,” “jpeg.” or “pdf.”

Click the “Browse” button following “Attach Well and Boring Construction and Sealing Record(s).”

The “File Upload” dialog box will appear.

Select your document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.
Property Buyer

Select whether the property buyer is an “Individual” or a “Company.”

Do not use abbreviations. Spell out complete address.

Individual

Company
**Additional Property Buyer(s)**

To add additional property buyer(s), decide whether the next property buyer should have the same address.

If address is the same, after the question “Use Same Address?,” click “Yes.”

Click the “Add a Property Buyer” button.

The following screen indicates a company was the last property buyer entered, and “Use Same Address?” was “Yes.”

Select whether the additional property buyer(s) is an “Individual” or a “Company.”

If you answered “Yes” to “Use Same Address?” the address fields will be prefilled.

The following screen indicates an individual was the last property buyer entered, and “Use Same Address?” was “No.”
Delete the Last Property Buyer Entered

While entering the e-Well Disclosure Certificate information, you may delete the added property buyer rows.

Click the “Delete Last Row” button.

If you try to delete the only property buyer, you will receive the following message. The first property buyer record cannot be deleted; however, you may change the owner’s type and the information.
Well Information

Fill in the requested information, if it is available, for THIS well.

Well No. 1 -- Information provided needs to be specific to each well.
MN Unique Well Number or Existing Record Number, if known
Property ID No./Parcel No. (do not enter hyphens or spaces)

Well Location Legal Description – Platted or Unplatted

Select plat type where THIS well is located.

Platted Land

Click “Platted Land” if the addition name, lot and block numbers is available to you.

There are two options for providing “Platted Land” descriptions.

You must select one of the following options.

Option Number 1 – Enter Addition Name and Lot Number.

If available, enter the Block Number and/or Tract – but NOT Outlot.

OR

Option Number 2 – Enter Addition Name and Outlot.

Do NOT enter the Lot Number, Block Number, or Tract.
Unplatted Land

Click “Unplatted Land” if the Section, Township, and Range Numbers are available to you.

If you did not enter or select a county in the Property Information section, you will receive the following message.

Click the “OK” button.

The cursor will return to the “County of Property” box.

Enter or select county name from the drop down list.

Scroll to the Well Location section and click “Unplatted Land.”
When the county is chosen, the assigned county township and range numbers appear in the respective drop down list.

There are two options for providing “Unplatted Land” descriptions.

You must select one of the following options.

**Option Number 1** – Enter Quarter 4, Section Number, Township Number, and Range Number.

If available, enter Quarters 1 through 3 – but NOT Government Lot Number.

**OR**

**Option Number 2** – Enter Government Lot Number, Section Number, Township Number, and Range Number.

Do NOT enter Quarters 1 through 4.
Well Location Address

**Note:** If available, it is **extremely important to enter the address where the well is located.** The “Address Search” is the number one search used to locate previously filed well disclosure certificates.

The “City” field is a drop down list of the known cities in Minnesota.

Enter or select the “Direction,” “Street Type,” and “City” from the drop down lists.

Some addresses may have no direction or up to two directions.

The screen below shows an address that has both a FIRST and SECOND “Street Direction.”

“Street Type” fields are provided before and after the “Street Name” field for data entry ease. The “Street Type” shown above comes before the “Street Name.”

The screen below shows an address with one “Street Direction” and a “Street Type” that comes after the “Street Name” field.
Status of Well – In Use, Not in Use, or Sealed by a Licensed Well Contractor

Select the current physical status of THIS well.

Select Well Status*  ○ In Use  ○ Not In Use  ○ Sealed

In Use
Click “In Use.”

Well Construction Date
Click “Date Constructed.”
Enter the date, if known.

Well Construction Year
Click “Year Constructed.”
Enter the year, if known.

License Well Contractor Name
Enter the name of the licensed well contractor who constructed the well, if known.
Not In Use

Click “Not In Use.”

When well status “Not In Use” is selected you will receive the following message.

After reading the message, click the “OK” button to proceed.

Variance or Maintenance Permit

You are required to answer the variance and maintenance permit questions.

If your answer is “No” to either of the questions, the variance tracking number/maintenance permit number box remains disabled.

If your answer is “YES” to either of the questions, the variance tracking number/maintenance permit number box becomes enabled. You are NOT required to fill these in, but if you have the information, please provide it.
**Sealed**

Click “Sealed.”

<table>
<thead>
<tr>
<th>Select Well Status*</th>
<th>In Use</th>
<th>Not In Use</th>
<th>Sealed</th>
</tr>
</thead>
<tbody>
<tr>
<td>If sealed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Sealed (mm/dd/yyyy)</td>
<td></td>
<td>or Year Sealed (yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

Name of License Well Contractor Who Sealed the Well

**Well Sealing Date**

Click “Date Sealed.”

Enter the date, if known.

<table>
<thead>
<tr>
<th>Select Well Status*</th>
<th>In Use</th>
<th>Not In Use</th>
<th>Sealed</th>
</tr>
</thead>
<tbody>
<tr>
<td>If sealed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Sealed (mm/dd/yyyy)</td>
<td></td>
<td>or Year Sealed (yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

**Well Sealed Year**

Click “Year Sealed.”

Enter the year, if known.

<table>
<thead>
<tr>
<th>Select Well Status*</th>
<th>In Use</th>
<th>Not In Use</th>
<th>Sealed</th>
</tr>
</thead>
<tbody>
<tr>
<td>If sealed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Sealed (mm/dd/yyyy)</td>
<td></td>
<td>or Year Sealed (yyyy)</td>
<td></td>
</tr>
</tbody>
</table>

**License Well Contractor Name**

Enter the name of the licensed well contractor who sealed the well, if known.

Name of License Well Contractor Who Sealed the Well: THE WELL SEALING COMPANY
Add Additional Well(s)

To add additional well(s), decide whether the next well should have the same location information. If well location is the same, after the question “Use Same Well Location Information?” click “Yes.”

Click the “Add Well” button.

The following screen indicates last well entered was located on “Unplatted Land,” and “Use Same Well Location Information?” was “Yes.”

Also note that this well is designated as Well No. 2.

The following screen indicates “Use Same Well Location Information?” was “No.”

Address fields will not be prefilled.
Delete the Last Well Entered

While entering the e-Well Disclosure Certificate information, you may delete the added well rows.

Click the “Delete Last Row” button.

If you try to delete the only well, you will receive the following message. The first well record cannot be deleted; however, you may change the well information.
Submit the e-Well Disclosure Certificate

The last section of the e-Well Disclosure Certificate is the submittal of the record. After all the property information, property buyer(s), and well(s) have been entered, sign the disclosure by typing in your name.

Note: Enter your name EXACTLY as registered in your filer profile.

Type in the scrambled code.

Click the “Submit” button.

Submit Error

If the signature or scrambled code is invalid, you will receive the following message.

Click the “OK” button.

Reenter your signature and the scrambled code.

Click the “Submit” button when finished.
A printable page is generated with the well disclosure data that you provided.

Certificate No. 1000894 Pending Information
Well Disclosure Certificate Number: 1000894
Submit Date: April 4, 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 August 2, 2012.

When the deed and the $20 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.

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>County</td>
</tr>
<tr>
<td>Number of Wells</td>
</tr>
<tr>
<td>Seller</td>
</tr>
<tr>
<td>Property Legal Provided?</td>
</tr>
<tr>
<td>Sketch Map Provided?</td>
</tr>
<tr>
<td>Well Documents Provided?</td>
</tr>
<tr>
<td>Contract for Deed?</td>
</tr>
<tr>
<td>Submitter Signature</td>
</tr>
<tr>
<td>Submitter Represents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Buyer and Mailing Address After Closing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Buyer No. 1</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
</tbody>
</table>

Also included:
- Well Disclosure Certificate Number to be placed on the deed before filing.
- Submit Date.
- Submitters Name.
- Expiration date this e-Well Disclosure Certificate will be void and deleted from the county’s pending file.

Example of statement placed on deed:

A Well Disclosure Certificate has been electronically filed.
Well Disclosure Certificate Number: XXXXXXXX
To enter another Well Disclosure Certificate, click the “Enter Additional Disclosure” shortcut in the upper right-hand corner of the screen.

Additional shortcuts located in the upper right-hand corner of the screen allow you to:

- “Menu” – returns you to the Filer Menu.
- “Logout” – exit the e-Well Disclosure Certificate application.
Automatic Confirmation Email After Submittal

An automatic confirmation email is sent to the email address you provided in your filer profile when you registered.

The email contains the Well Disclosure Certificate (WDC) data that you provided; the Minnesota Department of Health, Well Management Section-issued Well Disclosure Certificate Number; and the expiration date of the e-filing. The confirmation email does not include your attachments.
Menu Option: Edit or Add to a Pending e-Well Disclosure Certificate

When you select this menu option, a list of all pending e-Well Disclosure Certificates entered by you will be listed.

If you wish to edit the e-Well Disclosure Certificate, click once on the underlined Well Disclosure Certificate Number.

Note: Once the county recorder validates an e-Well Disclosure Certificate it will no longer appear on your pending list.
The following screen allows you to add or edit pending information. You may edit, add, or delete a property buyer or a well.

<table>
<thead>
<tr>
<th>Certificate No. 1000894 Pending Form</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>County</strong></td>
</tr>
<tr>
<td>Edit County</td>
</tr>
<tr>
<td>County: ANOKA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
</tr>
<tr>
<td>Number of Wells: 1</td>
</tr>
<tr>
<td>Is this property transaction in fulfillment of a contract for deed: No</td>
</tr>
<tr>
<td>Seller: JOHN JONES</td>
</tr>
<tr>
<td>Property Legal Provided?: Yes</td>
</tr>
<tr>
<td>Sketch Map Provided?: Yes</td>
</tr>
<tr>
<td>Well Documents Provided?: Yes</td>
</tr>
<tr>
<td>Submitter Signature: KATHY DUNAWAY</td>
</tr>
<tr>
<td>Submitter Represents: Buyer</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Buyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit 1</td>
</tr>
<tr>
<td>Property Buyer No. 1</td>
</tr>
<tr>
<td>Name: MARY JANE SMITH</td>
</tr>
<tr>
<td>Address: 123 MY STREET</td>
</tr>
<tr>
<td>ELY MN, 55731</td>
</tr>
<tr>
<td>Phone Number: 651-201-4537</td>
</tr>
</tbody>
</table>

Add a Property Buyer: Add Buyer
Delete Property Buyer No.: Delete

<table>
<thead>
<tr>
<th>Well Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit 1</td>
</tr>
<tr>
<td>Well No. 1</td>
</tr>
<tr>
<td>Minnesota Unique Well Number or Sealing Record Number: --</td>
</tr>
<tr>
<td>Property ID No.: 123456789</td>
</tr>
<tr>
<td>Location: Lot 1 Block 2 WOLF RIDGE</td>
</tr>
<tr>
<td>Address: 123 MY STREET ELY 55731</td>
</tr>
<tr>
<td>Well Status: In Use</td>
</tr>
<tr>
<td>Date or Year Constructed: 1986</td>
</tr>
</tbody>
</table>

Add a Well: Add Well
Delete Well No.: Delete

Print
County

Change the County

Click the “Edit” button.

The county edit screen will appear.

Select the new county from the drop down list.

Note: When a new county is selected for platted land (addition, lot, block, etc.) verify information for each disclosed well.

Click the “Submit” button.
Back on the Certificate No. (1000894) Pending Form page, it shows that the county name has been changed.

The county drop down list and a row for each well will appear if the locations of the disclosed well(s) are on unplatted land (section, township, and range numbers).

When a new county is selected, the township and range numbers will be cleared.

Select the correct township and range numbers for the new county.

Click the “Submit” button.
Property Information

Edit Property Information

Click the “Edit” button.

You may change the data, attach a legal description, sketch map, or well documents. If you wish to replace a previously attached document or attach a document for the first time, follow the same steps from the initial data entry instructions on page 9 for legal description, page 11 for sketch map, and page 12 for well documents.
Well documents were provided for this well. You have the opportunity to delete the previous document and NOT replace it or you may choose to replace the document.

If documents were not initially provided, you may attach a file.

Click the “Update Property Information” button.

**Property Buyer Information**

**Edit Property Buyer Information**

Click the “Edit” button next to the owner record you wish to edit.
You may edit or add any data field or change the property buyer type to or from an “Individual” or a “Company.”

The screen below indicates that information was added to the “Address 2” field.

Click the “Update Property Buyer Information” button if no further edits or additions are needed to the property buyer information.
The screen below indicates that the property buyer type was changed from “Individual” to a “Company.” The company’s name and company contact information was filled in. The address from the previous “Individual” property buyer’s information remained filled in. You may change the property buyer’s information, if needed.

Click the “Update Property Buyer Information” button if no further edits or additions are needed to the property buyer information.
Add a Property Buyer

Click the “Add Buyer” button.

A blank property buyer screen is displayed.

Complete the property buyer information fields per procedures on page 13.

Click the “Add Property Buyer Information” button.
You are returned to the “Certificate No. XXXXXXX Edit” page. Each buyer is displayed. The “Delete” button is enabled for multiple buyers. If there is only one buyer, you may not delete the record, but you may edit the information.

To delete a buyer, enter the “Property Buyer No.” in the field next to “Delete Property Buyer No.” Click the “Delete” button.

Note: Property Buyer No. 2 is now Property Buyer No. 1.

Since there is currently only one buyer, the “Delete” button has been disabled.
Well Information

Edit Well Information

Click the “Edit” button next to the well number you wish to edit.

You may edit or add to any current data, change the well location type and description, well status, or address where the well is located.

The screen below indicates a well on unplatted land, with an address, and “in use” status.
Click the “Update Well Information” when you have completed your changes. You will be returned to the “Certificate No. XXXXXXX Edit Property” page.

If you do not wish to make or save the changes you have made, you may click “Certificate Pending List” or “Logout” shortcuts in the upper right-hand corner of the screen.

Add a Well

Click the “Add Well” button.

A blank well screen is displayed.

Complete the well information fields per procedures on page 16.

Click the “Add Well Information” button.
You are returned to the “Certificate No. XXXXXXX Edit” page. Each well is displayed. The “Delete” feature is enabled for multiple wells. If there is only one well, you may not delete the record, but you may edit the information.

To delete a well, enter the “Well No.” in the field next to “Delete Well No.”

Click the “Delete” button.

**Note:** Well No. 2 has been deleted.

Since there is currently only one well, the “Delete” button has been disabled.
Menu Option: Edit/Review User Profile

Enter the answer to the Profile 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.
Filer Profile

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

You may edit any field.

Click the “Submit” button to save changes.

A confirmation message is received when changes have been saved.
**Change Email Address**

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

![Check box](image1)

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

![Enabled boxes](image2)

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

![Filled boxes](image3)

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]

You will be returned to your Filer 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]

Click the “OK” button.
Password Expired

![Message from webpage]

Your password has expired. Please do not re-register—call or email health.wells@state.mn.us to get a new one.

OK

Change Your Current Password

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

![Check here to change password]

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

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

![Check here to change password]

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

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]

The new password does not match the confirmation password. Please retype both.

Click the “OK” button.

You will be returned to your Filer Profile page, without the password being changed.

Please retype both.

![Check here to change password]

Click the “Submit” button when all of your edits are complete.

Password Change Successful

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

![Message from webpage]

You have successfully updated your profile information.

Click the “OK” button.
Logging Out of the Filer Profile

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

Logging Out of the e-Well Disclosure Certificate Application

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

Logout Successful Message

A confirmation message is received when logging out is successful.