

# www.mndnr.gov/mpars/signin

Minnesota DNR Permitting and Reporting System (MPARS) replaced the paper-based water permit system formerly in use.

- MPARS is easy and convenient to use and it is available from any computer connected to the Internet at any time.
- MPARS is the new method for water use data entry, permit application and permit change requesting.

**Each individual working in MPARS will have their own unique User Account**. User Accounts require a valid email address. Association of this user account to existing permit(s) gains access for Water Use data entry (see page 2 for instructions). This is a one-time action necessary to connect your new MPARS user account with permits you are responsible for. Association is finalized by a staff member and is processed during business hours, typically 7 am to 4:30 pm weekdays. Create your user account and request permit association during office hours for best service. Associations allow anytime access to your permits. Organizations may have more than one user (each with their own user account) associated with the permit allowing various functions such as water use reporting, fee payment, permit change requesting, etc.

**MPARS offers great cost savings, more accurate reporting and multiple payment options**. Paper form reporting is strongly discouraged. Should it be impossible for you to report electronically, paper forms may be requested by providing: **Permit number(s)** found on past reports, or on your issued permit copy. These permit numbers are 8 digits beginning with a year, divided by – and followed by four more numbers (2014-1234). Some older permit numbers may have the year abbreviated to 2 digits. Example: 77-1234 is 1977-1234. Complete mailing address for the report's successful delivery

Current phone number should the staff need to contact you

Telephone requests to Marqeta Garcia, water permit assistant at (651) 259-5724, margeta.garcia@state.mn.us

Email request to <u>MPARS.dnr@state.mn.us</u> include Permit number(s) and "WUR Request" in the Subject line.

### Tips and Information necessary for report completion:

### Monthly volumes used in WHOLE GALLONS for each installation (pump or well). ex. 29,000,000 not 29 MG

- DO NOT REPORT HOURS OR MINUTES: Timing Device-convert hours to gallons: multiply the hours pumped times the pump rate (in gallons per minute) times 60 (minutes). [Example: 150 hrs x 800 gpm x 60 min/hr = 7,200,000 gallons]
- Manifolded Systems: combined meters have the option to report one set of monthly volumes in gallons.
- Pumping Rate: gallons per minute (GPM) for each installation.
- Method of Measurement: Flow meter, Timing Device, etc.
- Crop-type & Acres for Irrigation: (golf course, field corn, nursery stock, athletic field, landscape).
- Water Supply Systems: Information by customer category (residential, commercial, industrial, etc.).

# Information MPARS will calculate for you:

- Inches per acre used
- Total gallons used
- Summer surcharge volumes
- Fee owed

**Electronic Payment:** is available for individual reports through a secure bank website by major credit card, debit card, or electronic fund transfer from a checking account.

Check submission is accepted accompanied by an MPARS Invoice created upon report completion.

- One check for multiple reports is accepted accompanied by the MPARS Consolidated Invoice (available from the Financial Tab on your Account Overview). Mailing address is provided on Invoices.
- Each invoice should be paid by no more than one check.

Due Date:

• 2013 Annual Reports of Water Use were due February 15, 2014. Unreported permits are subject to termination before the 2014 season. It is unlawful to continue to appropriate water on a terminated permit.

# ?Questions?

Permit Numbers: contact Marqeta Garcia, 651-259-5724 <u>marqeta.garcia@state.mn.us</u> Water Use reporting or Payment issues: contact Jan Ouren, 651-259-2578 <u>jan.ouren@state.mn.us</u> MPARS Assistance: contact <u>MPARS.dnr@state.mn.us</u>



Go to MPARS home page- www.mndnr.gov/mpars or QR code



1. Create a new MPARS account.		
а.	Go to <u>www.mndnr.gov/mpars/signin</u> and click the blue Create an account button.	WEICOME MADAR PERMITTING AND REPORTING SYSTEM WEICOME! MADAR supports that we semit types that we approve that it wants that that the types that the semit types that types the semit types the semit types the sem
b.	Enter your contact information and a password. Note that an email address is required.	MPARS Features:  Ven information diagonal charges to  Already have an account?  Cata ables  Already have an account?  Already have an accou
C.	Click Create an Account again.	Submit straval Water free Report     Submit straval Water (New Report     Submit straval Water (New Report     Submit straval     Submit straval     Submit straval     Page pendix strav     Page pendix strave     Page pendix strave
d.	You will be directed to an Account Overview page. If DNR already had your email address on file, you will see your permit number(s) listed here.	Communicate with DMI fait
2. lo	dentify and request an association with your permit(s).	Step 1: New permit association request
	Note: skip this step if your permits are already listed on your Account Overview page)	Find an existing permit and establish an association between yourself and that permit. This would be appropriate if you are: • a permit holder • an agent vorsing on behalf of the permit holder • a landowner, lessee, representative or contact related to the permit
а.	Click the <b>Find an Existing Permit</b> link under the Actions box at the top, right of the page.	Please enter the permit number Search Note: Permit number format is 8 digits with a dash in the middle: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
b.	Enter your permit number and click the Search button.	Step 2: Confirm correct permit found
C.	Confirm that the correct permit was identified by clicking the green button.	The following permit was found: Permit Number: 2014-0247 Region: Northeast Class: Individual Permit Area: Grand Rapids Type: Water Appropriation County: Attikin
d.	Choose your role related to the permit and click Continue.	Landowners Landownerson/2014-0247, Bob Area Agent Multiple Project Name: Project A Use type: Agricultural Crop Irrigation T5694-8204-533 Meandered water
e.	Requests processed during business hours 7 am-4:30 pm weekdays	PLS: body Body Resource type: Big Sandy Permit Baset 00242013
f.	Check the confirm box and click Continue.	Date: 06/21/2013
g.	Confirmation is emailed when complete – usually within 45 minutes during office hours. (Note: Email may go to your Junk Mail)	This is the permit I was searching for
3. Complete your water use report.		Oveniew Parties Attachments History Financial WaterUse Compliance Communication
a.	Sign-in to MPARS using the link above and click the Water Use Reporting link under the Actions box at the top, right of the page.	Select a year to report or view water use.           Year         Gallons           2014         0         Enter new data           2013         0         Enter new data
b.	Click on the permit number for the permit you want to enter water use reporting for.	2013 Water Use Entry - Installation Reporting Status
C.	Click Enter new data beside the YEAR you are reporting for.	Installation Status → Dista Entry → Crops Inigated → Water Use Summary → Confirm and Submit
d.	Follow the onscreen instructions to complete and submit your report.	You are negared to report water use for each installation (pump skil) on your permit. Premits that adhesise multiple water uses will see an entry access for each authorized use per source advance. For each installation listed below, select the appropriate Report type. Then cicki Continue. You can click on the installation name to wiw a map and other details.
e.	<b>Do not finalize the report until the end of your season</b> (Dec. 31 if you are a continuous user).	Installation Name         Report type         Water was authorized as permit           1         Reporting water sats by month         Apricultural cap legation           Back         Controls         Controls
4. F	ay applicable water use fees.	Payment Required In order to fulfill your water use reporting requirements, payment of the following water use fee is required.
а	. Click on the green Pay Online button.	Total Amount:         \$4,809.58           Amount         Use Type         Explanation           \$4,809.58         Other Use         576,197,071 gallons X \$8.00 per million gallons
b		Pay online Pay Online
C	. If necessary, print an invoice and mail in your payment.	Pay by mail Print your invoice and mail in your payment Stimolce PDF