



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, [marqeta.garcia@state.mn.us](mailto:marqeta.garcia@state.mn.us)

Email request to [MPARS.dnr@state.mn.us](mailto:MPARS.dnr@state.mn.us) 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 [marqeta.garcia@state.mn.us](mailto:marqeta.garcia@state.mn.us)

**Water Use reporting or Payment issues:** contact Jan Ouren, 651-259-2578 [jan.ouren@state.mn.us](mailto:jan.ouren@state.mn.us)

**MPARS Assistance:** contact [MPARS.dnr@state.mn.us](mailto:MPARS.dnr@state.mn.us)





1. Create a new MPARS account.

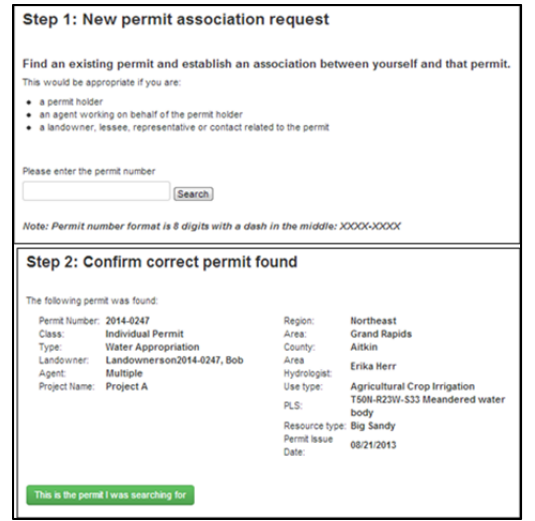
- a. Go to [www.mndnr.gov/mpars/signin](http://www.mndnr.gov/mpars/signin) and click the blue Create an account button.
- b. Enter your contact information and a password. Note that an email address is required.
- c. Click **Create an Account** again.
- d. You will be directed to an Account Overview page. If DNR already had your email address on file, you will see your permit number(s) listed here.



2. Identify and request an association with your permit(s).

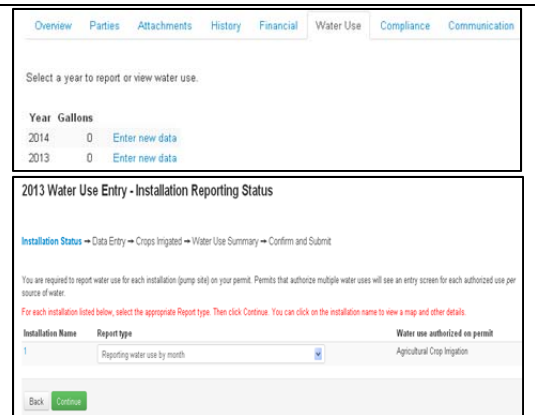
(Note: skip this step if your permits are already listed on your Account Overview page)

- a. Click the **Find an Existing Permit** link under the Actions box at the top, right of the page.
- b. Enter your permit number and click the **Search** button.
- c. Confirm that the correct permit was identified by clicking the **green button**.
- d. Choose your role related to the permit and click **Continue**.
- e. Requests processed during business hours 7 am-4:30 pm weekdays
- f. Check the confirm box and click **Continue**.
- g. **Confirmation is emailed when complete – usually within 45 minutes during office hours. (Note: Email may go to your Junk Mail)**



3. Complete your water use report.

- 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.
- b. Click on the permit number for the permit you want to enter water use reporting for.
- c. Click **Enter new data** beside the YEAR you are reporting for.
- d. Follow the onscreen instructions to complete and submit your report.
- e. **Do not finalize the report until the end of your season** (Dec. 31 if you are a continuous user).



4. Pay applicable water use fees.

- a. Click on the green **Pay Online** button.
- b. Credit cards, debit cards, and transfers from a checking account will be accepted through a secure online banking site.
- c. If necessary, print an invoice and mail in your payment.

