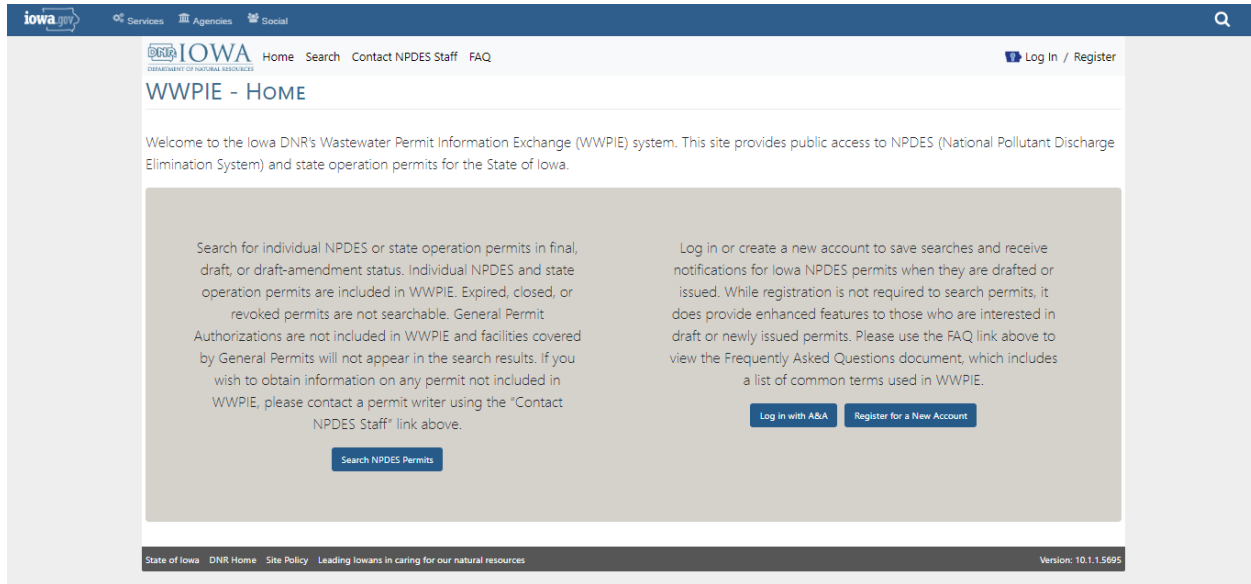


## Wastewater Permit Information Exchange (WWPIE) Registration and Notification Signup Instructions

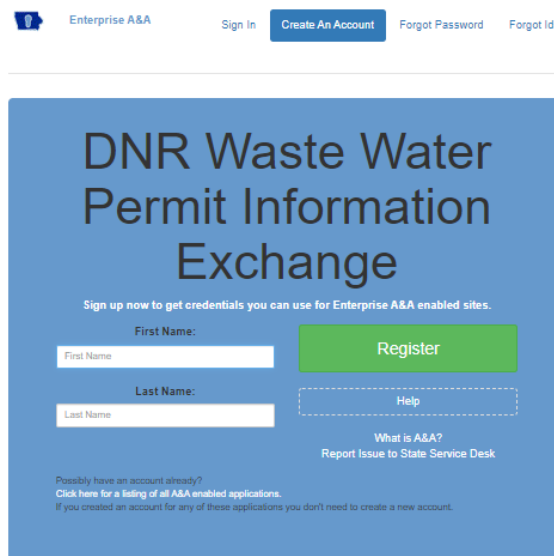
To register for a new account in WWPIE, proceed to the database using the following link:

<https://programs.iowadnr.gov/wwpie/>



On the WWPIE landing page, click on the “Register for New Account” button, or use the Register link at the top of the page.

You will be taken to Iowa’s Enterprise A&A system. On this page enter your first and last name and click on the “Register” button.



### Important!

- You must have a valid email address.
- Your A&A Account ID may not contain profanity or special characters.
- You will be required to complete some Security Baseline Questions and Answers.

Your default account ID will be your first and last name, but you may change it. Enter your email address and click on the “Save Account Details” button.

Create Account

# DNR Waste Water Permit Information Exchange

Account Id:

First Name:

Last Name:

Email:

Confirm Email:

Trans Id: R0KZZQ  
You are looking at:  
Self Service Registration      Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface      Version: 4.2.1  
©2004 State of Iowa

If you already have an A&A account under the email address you entered, you will see the following screen. Follow the instructions to recover your account ID.

Create Account

**Sorry, that Email is already associated to an account.**

If you believe that this is your Email, press the cancel button then use the 'Forgot Id' tab feature to recover the associated account id. If this is not your Email, please enter a different Email Address.

# DNR Waste Water Permit Information Exchange

Account Id:

First Name:

Last Name:

Email:

Confirm Email:

If your registration is successful, you will see the following screen.

Registration Confirmation

# DNR Waste Water Permit Information Exchange

An email has been sent to the email address you provided.  
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.


Terms & Conditions: RCKZZO  
You are looking at:  
Registration Confirmation

Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface

Version: 4.2.1  
©2004 State of Iowa

Go to your email account and find the account confirmation email. Click the link under Account Activation Process to complete your registration.

Account Confirmation for DNR Waste Water Permit Information Exchange Inbox x

 **entaa-noreply@iowa.gov**  
to me ▾ 10:35 AM (1 minute ago) ☆ ↶ ⋮

Welcome from Enterprise A&A!

\*\*\*DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.\*\*\*

This email is a confirmation of the account you requested for DNR Waste Water Permit Information Exchange and provides steps (see below) on how to activate your account.

Account Details Section:  
Account ID: [courtneyahc3@iowaid](mailto:courtneyahc3@iowaid)  
Your name: Courtney Cswercko  
EMail: [courtneyahc3@gmail.com](mailto:courtneyahc3@gmail.com)

If you did not request this account or think this email was sent in error, please contact the State Service Desk ([https://iowa.service-now.com/kb\\_view.do?sysparm\\_article=KB0010301](https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301)).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

Account Activation Process:  
Step 1. Click the following link: <https://entaa.iowa.gov/entaa/sso?regToken=38f0a4754318ebc074377ed5fa9926f0> (If you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)  
Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your password.)  
Step 3. Enter your password and confirm it by entering it again. (Reminder - Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.)  
Step 4. Sign in using your Account Id (see Account Details Section above) and the password you just entered in Step 3.

Complete the identity baseline questions and click on the "Save Identity Baseline" button.

Identity Baseline

# DNR Waste Water Permit Information Exchange

Identity Baseline for COURTNEYAHC3@IOWAID

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

-- Select Question --

Answer 1:

Confirm:

---

Question 2:

-- Select Question --

Answer 2:

Confirm:

---

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

**Baseline Guidelines**

1. Choose questions and answers that you know well, but that others don't.
2. Avoid special characters like commas or quotes that you may not enter the same way later.
3. Keep your answers simple - for example, use "paperboy" instead of "The Des Moines Register paper delivery" for your first job.
4. You must create your own question when a drop down list is not provided. Usually this is the case for the last one or two questions shown above.

Set a new password in Enterprise A&A and click on "Save New Password".

**Set New Password**

You must change your password.

# DNR Waste Water Permit Information Exchange

Password Change for COURTNEYAHC3@IOWAID

Enter new password:

Confirm new password:

[Save New Password](#) [Cancel](#) [Help](#)

**Password Rules**

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, %, ^, \*, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Trans Id: R0KZZQ  
You are looking at:  
Change Password      Additional Terms, Privacy & Warranty Information  
Enterprise Authentication & Authorization - Common Interface      Version: 4.2.1  
©2004 State of Iowa

Log on to WWPIE using your new password.

[Enterprise A&A](#) [Sign In](#) [Create An Account](#) [Forgot Password](#) [Forgot Id](#)

You have successfully changed your password. To continue, you will need to log on with the new password.

# DNR Waste Water Permit Information Exchange

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password:

[Sign In](#)

[Account Details](#)

[Help](#)

[What is A&A?](#)  
[Report Issue to State Service Desk](#)

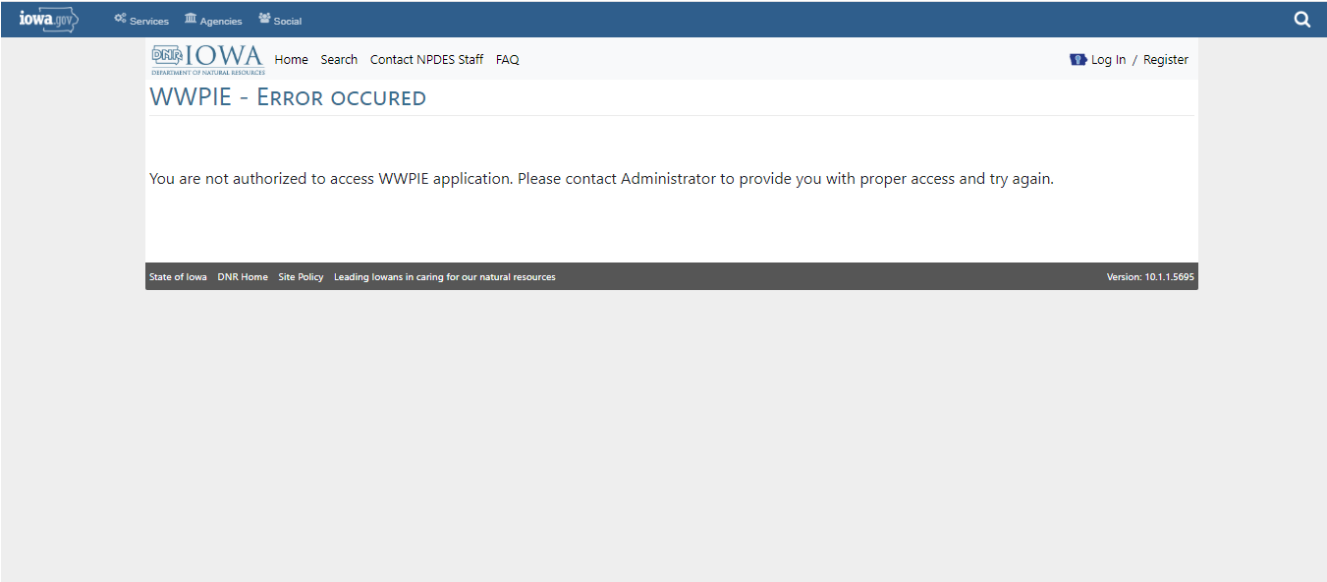
### Account Id Examples

Public User Account Format:  
*firstname.lastname@iowaid*

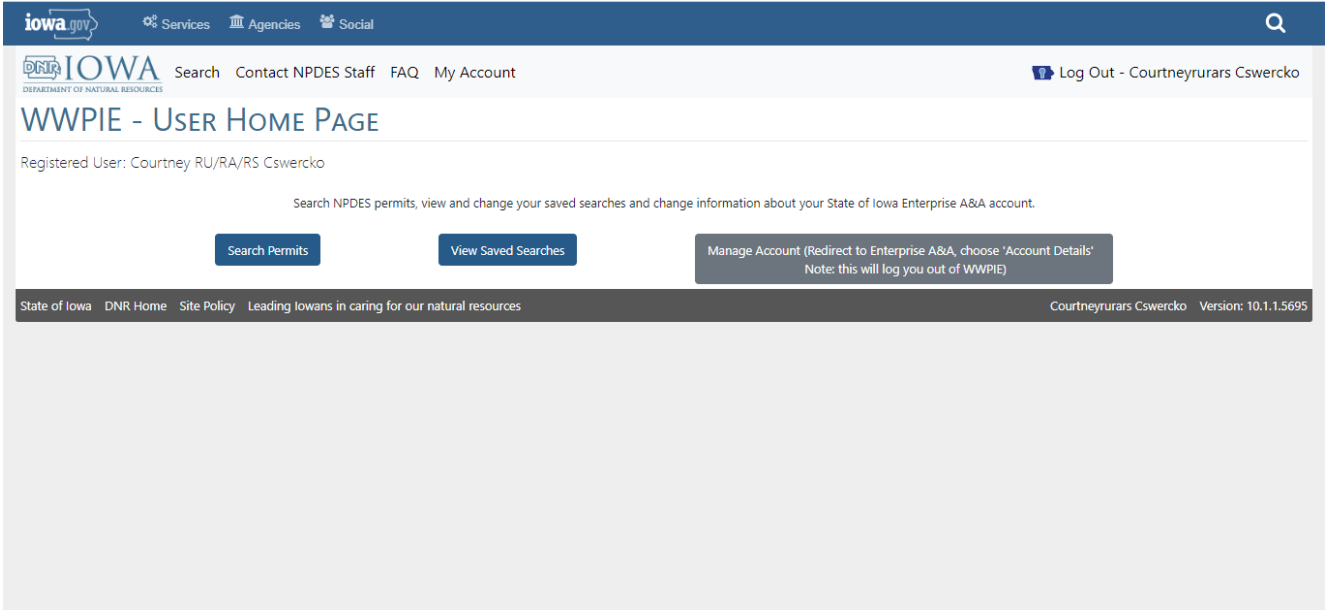
State Employee Account Format:  
*firstname.lastname@iowa.gov*

\*If you do not have an @iowa.gov account use your State of Iowa employee email address.

If you see the following screen, contact Courtney Cswercko at [courtney.cswercko@dnr.iowa.gov](mailto:courtney.cswercko@dnr.iowa.gov) and include your A&A in the email (xxxx@iowa.id).



Once you have successfully logged in, you will see the registered user home page.



Click on the search permits button to proceed to the search page. You can enter search criteria for the permits you wish to receive notification for and you can save your search.

The screenshot shows the 'WWPIE - SEARCH - NPDES PERMITS' page. At the top, there is a navigation bar with 'iowa.gov', 'Services', 'Agencies', and 'Social' icons. Below this is the DNR IOWA logo and a search bar. The user is logged in as 'Courtneyrurars Cswercko'. The main heading is 'WWPIE - SEARCH - NPDES PERMITS'. Below the heading, it says 'Registered User: Courtney RU/RA/RS Cswercko'. A paragraph explains the search criteria: 'You may search for individual NPDES permits by entering all or part of the information into any of the fields in the form below. General Permits are not included in this database and facilities covered by these permits will not appear in the search results. Only final and draft individual NPDES and operation permits are included in this database. Expired, closed, or revoked permits are not searchable. If you wish to obtain information on any permit not covered by this database, please contact a permit writer in the NPDES Section, using the Contact Us link above.'

The 'Search Criteria' form contains the following fields:

- Facility Name: Facility Name (text input)
- City: City Name (text input)
- River: River Name (text input)
- Issue Date: Permit Issue Date (text input)
- Permit Status: FINAL (dropdown menu)
- County: Select one (dropdown menu)
- Stream Designation: Select one (dropdown menu)
- Permit Type: Select one (dropdown menu)
- Permit Number: Enter 7 digits (text input)
- ZIP Code: 5 digit Zip (text input)
- Field Office: Select one (dropdown menu)

At the bottom of the form are three buttons: 'Search Permits' (blue), 'Click here to save search' (grey), and 'Clear Form' (yellow).

For example, if you wish to be notified when new draft municipal permits are placed on WWPIE in Polk County, you would enter the following criteria and click on “Click here to save search”.

This screenshot is identical to the one above, but with the search criteria form filled out. The 'Permit Status' dropdown is set to 'DRAFT', the 'County' dropdown is set to '77 - POLK', and the 'Permit Type' dropdown is set to 'Municipal'. The 'Click here to save search' button is highlighted with a blue border, indicating it is the intended action.

You will proceed to a screen where you can confirm your search criteria and name your search. The checkbox “Please notify me when the permit status changes for the permits in this search” is already checked. Click on the “Save” button if you are satisfied with your search criteria and search name.

Registered User: Courtney RU/RA/RS Cswercko

This screen allows you to save a search and choose to be notified if there are certain changes to the permits in your search. Please enter a name for your search below and check whether or not you wish to receive an email notification at **COURTNEYRURARS.CSWERCKO@IOWAID**. You can choose to receive emails when either new comments are added to draft permits in the search or when the status (draft or final) of a permit changes, as noted by the selection boxes below. If you do not wish to receive email notifications on this saved search, leave the check boxes blank. Click the confirm button when you have named your search and made your notification selections. Your saved search will be available from the Saved Searches link on your homepage.

Save Your Search

Your search will be saved as

Facility Name  
City  
River  
Permit Type **Municipal**

Permit Status **DRAFT**  
County **77 - POLK**  
Stream Designation

Permit Number  
Zip Code  
Field Office

Please notify me when the permit status changes for the permits in this search.

State of Iowa DNR Home Site Policy Leading Iowans in caring for our natural resources Courtneyrurars Cswercko Version: 10.1.1.5695

You will be taken to your Saved Searches page and you will see a pop up indicating that the save was a success. From this page, you can open and edit your saved search by clicking on the search name, you can turn off the email notifications or edit your search name by clicking on Edit Notification, or you may delete your saved search by clicking on Delete.

Registered User: Courtney RU/RA/RS Cswercko

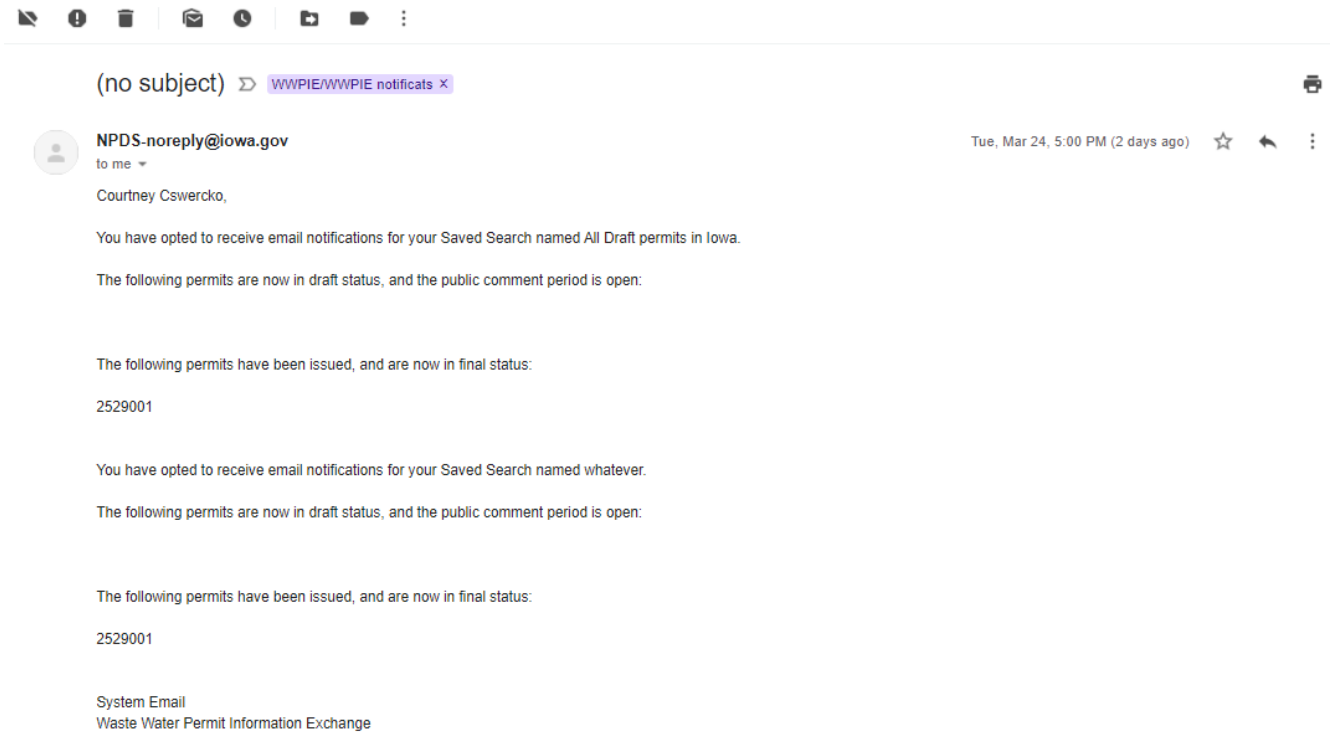
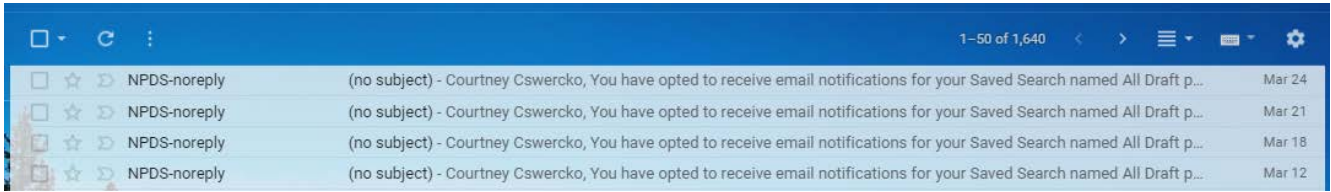
Listed below are searches that have been saved for quick reference. Click on the name of the saved search to access the search. If you wish to edit the notification for the search (whether or not you receive emails when permits in the search change status) click on the **"Edit Notification"** link. Click on the **Delete** button to erase a saved search.

Search Name	Date Last Updated	Date Last Notification Sent	Notification	Delete
Draft municipals in polk county	3/26/2020 3:56:42 PM		Edit Notification	Delete

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Once you have finished editing your saved search, you may proceed to your registered user homepage by clicking the Back button or clicking on the My Account link at the top of the page. You will now receive email notifications when a new permit is drafted or issued in your saved search area (depending on the criteria you selected). The notification emails appear as follows.



You can log in to WWPIE and edit your saved searches at any time by using the View Saved Searches button on your registered user homepage.