Appendix I

Instructions to Register for SDWIS LabToState

1. Go to https://sep.net.env.nm.gov/sep/login-form

2. Click at the bottom where is says "Click here to register for an NMED application.

3. Follow the link in the email and fill out the registration form. The application you want to request is called LabToState.

4. To upload files log-in to SEP using your user ID and password.

5. Click on LabToState (Error Reporting App). It should be the only application that the lab has access to.

Application	Description	Access
Drinking Water Sample Collection	DWSC supports the capture of drinking Water sample data and the submission of lab results.	approved
ENTS	Environmental Notification Tracking System. **(NMED STAFF ONLY)**	approved
LabTo State (Error Reporting App)	A tool to assist laboratories and other entities with formatting, validating, and submitting water sample data to their primary agency.	approved
PWS Operators	Drinking Water Bureau reporting application. **(DWB STAFF ONLY)**	approved
SDWIS Fact (Web Version)	This is a replacement for the SDWIS Fact Database.	approved

Show all available applications.

6. On the left-hand side of the screen click on Upload & Validate
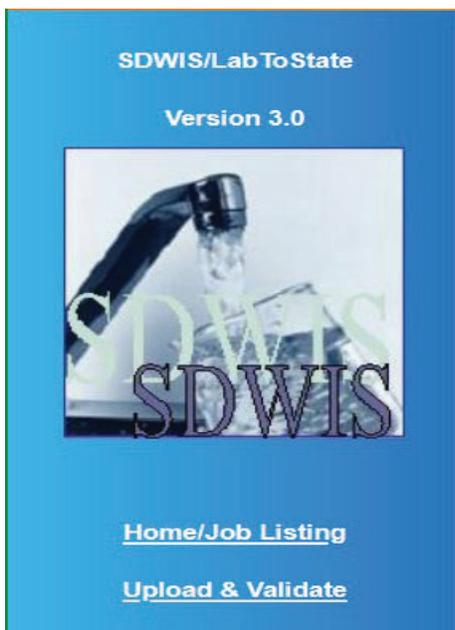
7. Choose CSV as the file format. This is considered the lab's practice upload. It does not have to be real data. The date the lab does this successfully is the date for Appendix A part 8.

8. Browse to and select the file on your computer that you want to upload.

9. Type in your email address and click OK.