



# Appendix I

## Instructions to Register for SDWIS LabToState

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

**Register**

**Please Log In: State Employees should log in with their state email address and password**

User ID:

Password:

[Reset Password](#)

Secure Site

**NOTICE:** Access to the New Mexico Environment Department (NMED) Secure Extranet Portal (SEP) is restricted to authorized personnel only. Any unauthorized access is in violation of federal and/or state laws. *DO NOT PROCEED IF YOU ARE NOT AUTHORIZED.*

**WARNING:** Any use or activity may be monitored. Files and other information created, stored, transferred or otherwise manipulated may also be monitored.

Registration is required. [Click here to register for an NMED application.](#)

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

**Login**

**Register for an NMED Application**

Please provide your email address below so that we may send you a link to begin the registration process.  
 State employees should click Login to log in with their state email address and password.

Your Email Address:

Confirm Email Address:

Enter code on the right:

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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.

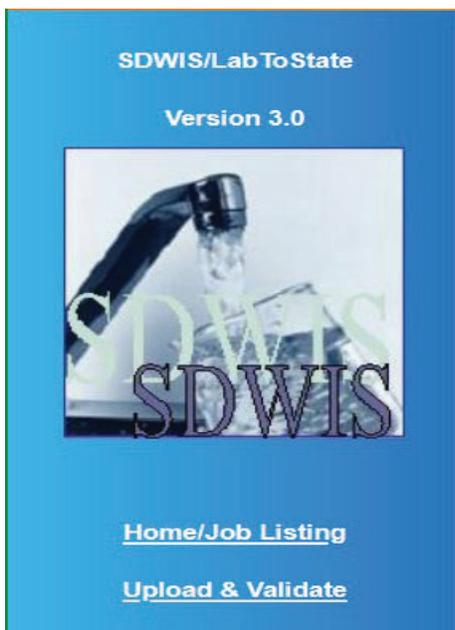
**Applications**    **Profile**    **Logout**

**Welcome Diane! Please select your application to begin.**

<i>Application</i>	<i>Description</i>	<i>Access</i>
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. <b>(NMED STAFF ONLY)</b>	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. <b>(DWB STAFF ONLY)</b>	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.