



PaGWISDriller User Guide

Department of Conservation and Natural Resources
Bureau of Geological Survey
3240 Schoolhouse Road
Middletown, PA 17057

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Application Support Help Desk Team

The Application Support Help Desk Team includes help desk specialists, trainers, web masters, developers, and testing engineers working together to provide complete end-user support for the PaGWISDriller application.

Help Desk Services

Application Training

- Formalized Classroom Training
- Small-Group Training
- One-on-One Training

Telephone Support

Web Page Maintenance

Application Testing

Documentation Development

Application Maintenance

Conservation & Environment Service Desk (For GreenPort Login issues only)

Number: (717) 787-HELP (4357)

Hours: Monday through Friday
8:00 am to 4:30 pm

Bureau of Geological Survey (For PaGWISDriller Application issues only)

Number: (717) 702-2017

Email: pagwisdriller@pa.gov

Hours: Monday through Friday
8:00 am to 4:30 pm

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Purpose

Welcome to the guide for the PaGWISDriller module application. This guide provides information on how to register with GreenPort to obtain log-in access, submit Intent to Drill reports, populate new well information, permit a drilling rig, purchase or renew a Pennsylvania drilling license, and print a driller license, drilling rig permit, or water-well construction record.

The PaGWISDriller software application uses GreenPort as a network authenticator to identify a user based on their log-in and to allow access to the system accordingly. GreenPort will be explained in detail later in this manual.

PaGWISDriller Application URL:

Located on the web, drillers can click the following link to access PaGWISDriller:

<https://www.pagwisdriller.dcnr.pa.gov>

Tips and Tricks

PaGWISDriller has the following requirements:


- Every driller must have a unique email. Multiple users may share a license number, but every user must register with GreenPort, the Commonwealth of Pennsylvania's secure log-in platform.
- PaGWISDriller was designed using the Microsoft Edge, Google Chrome, and Safari browsers. Other browsers, such as Firefox or Internet Explorer, are not supported.
- Well placement through GIS mapping is used to automatically populate the following location information in the Intent to Drill and the My Water Wells sections of the application: latitude, longitude, county, municipality, and quadrangle. Street addresses must be filled in by the driller.

Getting Started with PaGWISDriller


Registering with GreenPort

1. Call the PA Geological Survey at (717) 702-2017. An email with a one-time PIN will be generated and sent to you, along with your Driller License Number. Please be sure to provide the PA Geological Survey with the same email address that you will use for the GreenPort registration. Keep this information handy; you will need it later during your online registration process.
2. Go to <https://greenport.pa.gov/>
3. The GreenPort log-in screen will be displayed.


Welcome to the new GreenPort powered by the PA Keystone Login!




Department of
Environmental Protection



Department of Conservation
and Natural Resources



Pennsylvania Department
of Agriculture



Milk Marketing Board

Login to your account

Note: Do not use your Old DEP GreenPort account created before 03/20/2021.

Username

Password

Login

[What is GreenPort?](#)

[Forgot Username?](#)

[Forgot Password?](#)

[Need your account unlocked?](#)

Register a new GreenPort account

Register

When you register a new GreenPort account, you automatically create a new Keystone Login account.

PA Keystone Login is an account management system for commonwealth online services. You can use your PA Keystone Login username and password to log into any online service that participates in PA Keystone Login.

Powered by
PA KEYSTONE LOGIN

[Keystone Login FAQ](#)

4. Click on the “Register” button to register a new GreenPort account.
5. Register a New Account page will be displayed.

6. Enter your email in the Email Address field and click the “Send Code” button.

Register a new account

Verify Email & Enter Verification Code

Let's get started! Enter your email and we'll send you a verification code.
Note: There may be a delay since this is a system generated email. Make sure to check your spam box as well.

Email Address *

Send Code

Verification Code *

###-###

Validate Code

Cancel

7. A verification code will be sent to your email address.
8. Check your email for the verification code.

DEP GreenPort - Email Verification Code Inbox x

noreply@pa.gov
to me ▾

Email Verification Code is P2S-OQC

Reply Forward

9. In the GreenPort website, enter the verification code received in your email. Click the “Validate Code” button.

10. Your email gets verified.


The screenshot shows the 'Verify Email & Enter Verification Code' screen. At the top, there's a header 'Register a new account' and a progress indicator with three dots, the second of which is green. Below the header is a grey bar with the text 'Verify Email & Enter Verification Code'. A checkmark icon is followed by the text 'Let's get started! Enter your email and we'll send you a verification code.' and a note: 'Note: There maybe a delay since this is a system generated email. Make sure to check you spam box as well.' Below this, there are two input fields: 'Email Address *' with the value 'bedawknfnvwtmhbcm@tmmcv.com' and a green 'Send Code' button; and 'Verification Code *' with the value 'WZK-OOX' and a green 'Validate Code' button, which is highlighted with a red rectangle. At the bottom left is a 'Cancel' button.

11. User Profile screen is then displayed automatically.

12. Enter your account and address information and click the “Next” button at the bottom of the screen.

The screenshot shows the 'User Profile' screen. At the top, there's a header 'Register a new account' and a progress indicator with three dots, the first of which is green. Below the header is a grey bar with the text 'User Profile'. A user icon is followed by the text 'Enter account information below.' Below this, there are two columns of input fields: 'First name *', 'Middle name', 'Last name *', 'Date Of Birth *' (with a calendar icon), 'Organization', 'Title', 'Phone *' (with a placeholder '(###) ###-####'), and 'Phone Extn'. Below these is a section titled 'Address Information' with a house icon. It contains a 'Country' dropdown menu (set to 'United States'), 'Address Line 1 *', 'Address Line 2', 'City *', 'State *' (a dropdown menu set to 'Select'), 'Zip Code *', and 'Zip Extn'. At the bottom left is a green 'Next' button, which is highlighted with a red rectangle, and a 'Cancel' button at the bottom right. A link 'Back to Address Lookup' is visible above the 'Next' button.

13. Security Information screen is displayed. *Note: MFA is not supported by Help Desk at this time.*



Enter account information below.

Username *

Username requirements:

- Must be between 6 to 20 characters.
- Should only contain letters and numbers.
- Do not include other special characters.
- Do not include any sensitive information.
- Username chosen here cannot be changed after the account is created.

Password *

The password must pass these rules:

- ☒ Must be between 12 to 128 characters in length.
- ☒ Do not include any of your username, your first name, or your last name.


Verify Password *

The password must pass 3 out of 4 of these rules:

- ☒ One uppercase letter.
- ☒ One lowercase letter.
- ☒ One numeric number.
- ☒ One non-character (such as !, #, %, ^, etc).

Password Strength: Medium

☐ **Enable Multi-Factor Authentication(MFA)**



Select your Security Questions below.

Security Question 1 *

Select a security question

Security Answer 1 *

www.PaGWSBiller

Security Question 2 *

Select a security question

Security Answer 2 *

14. Enter a username and password. Refer to the password requirements listed on the screen.


The password must pass these rules:

- ☐ Must be between 12 to 128 characters in length
- ☐ Do not include any of your username, your first name, or your last name

The password must pass 3 out of 4 of these rules:

- ☐ One uppercase letter.
- ☐ One lowercase letter.
- ☐ One numeric number.
- ☐ One non-character (such as !, #, %, ^, etc).

15. Select a security question on each dropdown. Answer the chosen questions and click "Submit."

 Select your Security Questions below.

Security Question 1 *
In what city does your nearest sibling live? ▾


Security Answer 1 *
York

Security Question 2 *
In what city or town did your parents meet? ▾

Security Answer 2 *
Largo

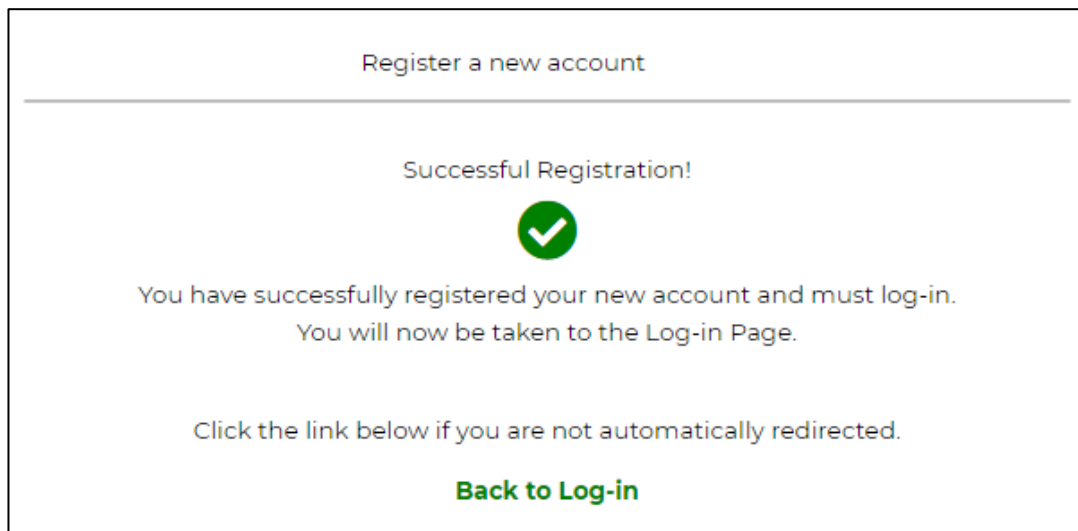
Security Question 3 *
Where did you go for your first vacation? ▾

Security Answer 3 *
Mexico

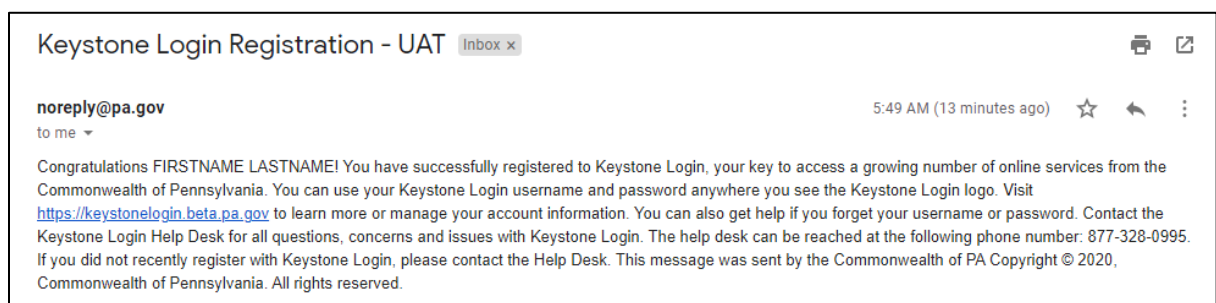
Submit 

Cancel

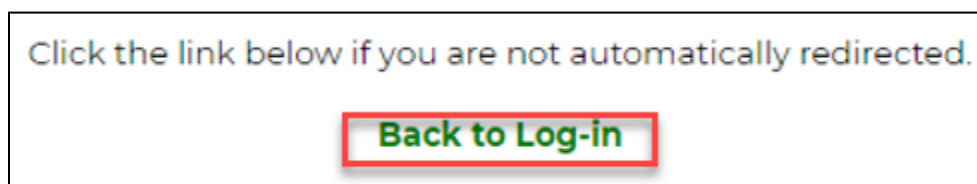
16. Confirmation text is displayed.



17. You will be sent an email message like the one shown below.

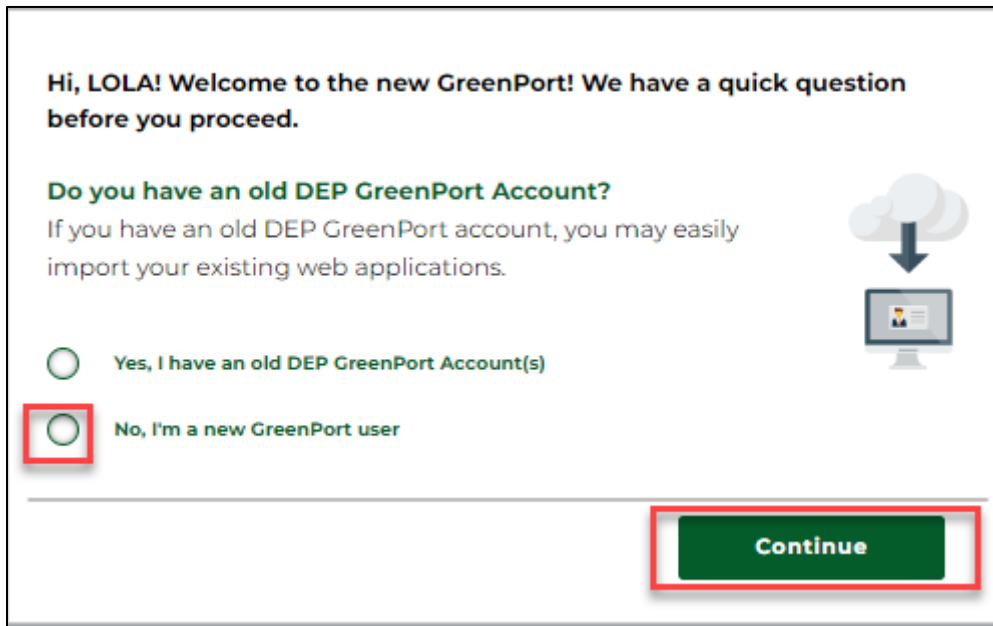


18. Return to <https://greenport.pa.gov/> or click on the “Back to Log-in” hyperlink and log in with your new username and password.



Enrolling with PaGWISDriller

1. You should see a pop-up window with the information below. Select “No, I’m a new GreenPort user” and click the “Continue” button.



Hi, LOLA! Welcome to the new GreenPort! We have a quick question before you proceed.

Do you have an old DEP GreenPort Account?

If you have an old DEP GreenPort account, you may easily import your existing web applications.

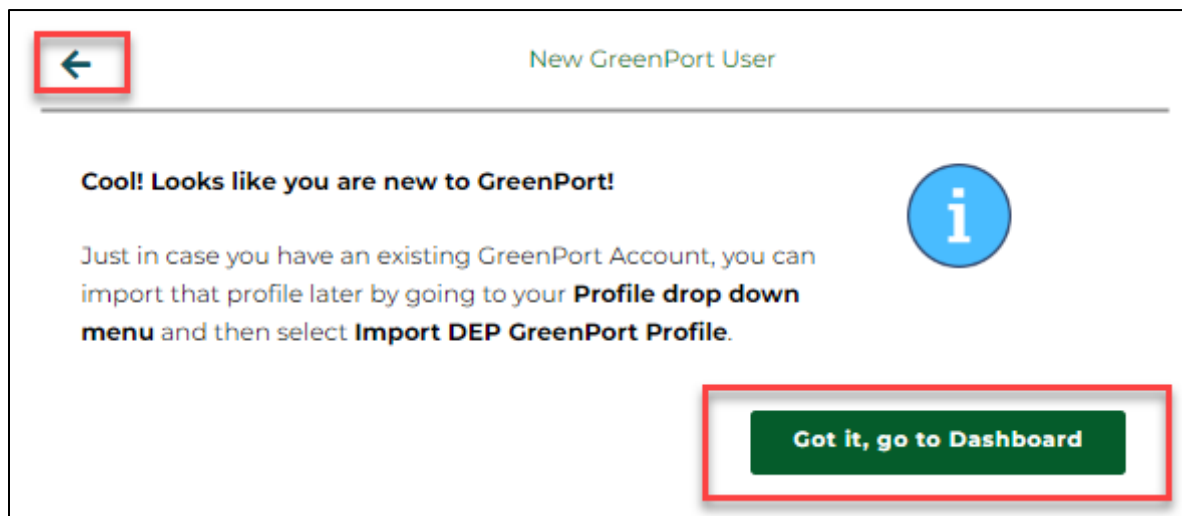
☐ Yes, I have an old DEP GreenPort Account(s)

☒ No, I'm a new GreenPort user

Continue

The screenshot shows a welcome message and a question about having an old account. The 'No, I'm a new GreenPort user' option is selected, and the 'Continue' button is highlighted with a red box.

2. On the New GreenPort User confirmation page, click on the “Got it, go to Dashboard” button or the “back arrow”.



← New GreenPort User


Cool! Looks like you are new to GreenPort!


Just in case you have an existing GreenPort Account, you can import that profile later by going to your **Profile drop down menu** and then select **Import DEP GreenPort Profile**.

Got it, go to Dashboard


The screenshot shows a confirmation message and a 'Got it, go to Dashboard' button. A back arrow is also visible in the top left corner, and the 'Got it, go to Dashboard' button is highlighted with a red box.


3. Click the “DCNR” tab. Then scroll down to click on the “Request Access” button.


 **GreenPort Dashboard**


Welcome, LOLA! 

My Applications


 DEP

 **DCNR**

 PDA

 MMB



DCNR | Department of Conservation and Natural Resources




Nothing here yet!

You do not have any DCNR applications at this time. To enroll with an application, please request access below.

If you have a **legacy DCNR account**, you can easily [import](#) your existing web applications.

 **Request DCNR Applications** 

You can request any of our web applications anytime simply through the request access process. You can electronically enroll or use paper forms to request access.



Request Access

New web-based applications

Most common online enrollments

No application found.

4. As this is the first time you are in the PaGWIS application, locate and select “PaGWISDriller” and click on the “Enroll” button.

Request Access - GreenPort Application Enrollment

Department of Conservation and Natural Resources

Request Web Applications

You can request any of our web applications anytime by simply going through the request process. You can electronically enroll or use paper forms to request access.

Online Enrollment Paper-based Enrollment

You may enroll yourself in the following applications below. Click on the "Enroll" button to request access.

Please note that most of these applications are not mobile responsive. We recommend using a desktop computer when using these applications.

Search: Type any keywords to filter list

Category: ☒ All ☐ Permitting ☐ Administration ☐ Reporting ☐ Registration ☐ Other

Clear Filters

Permitting

PaGWISDriller - PaGWIS **Enroll**

More Info

5. Copy your license number and one-time PIN that was emailed to you by the PA Geological Survey (see page 2, step 1) into the enrollment form and click the “Submit” button.

Web-Based Applications

PaGWISDriller Application Enrollment

PAGWIS

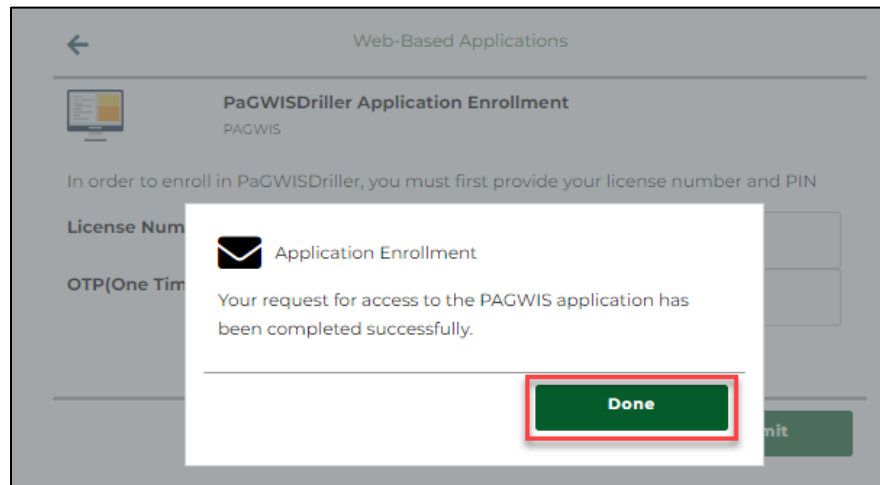
In order to enroll in PaGWISDriller, you must first provide your license number and PIN

License Number

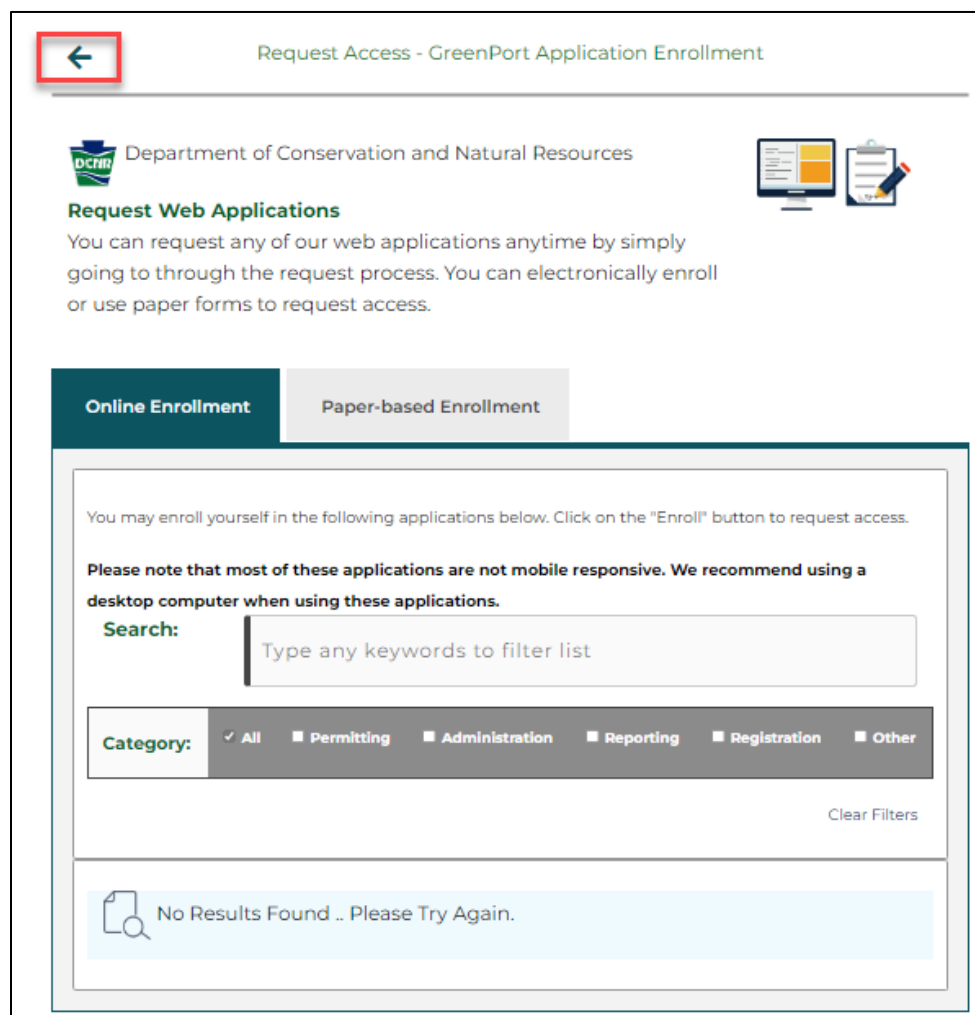
OTP(One Time Pin)

Cancel **Submit**

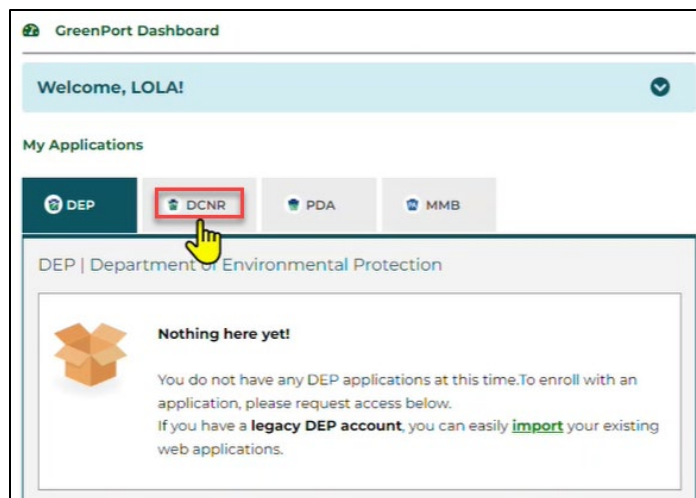
6. Once your license number is validated, you will be able to access the PaGWISDriller website! Click the “Done” button.



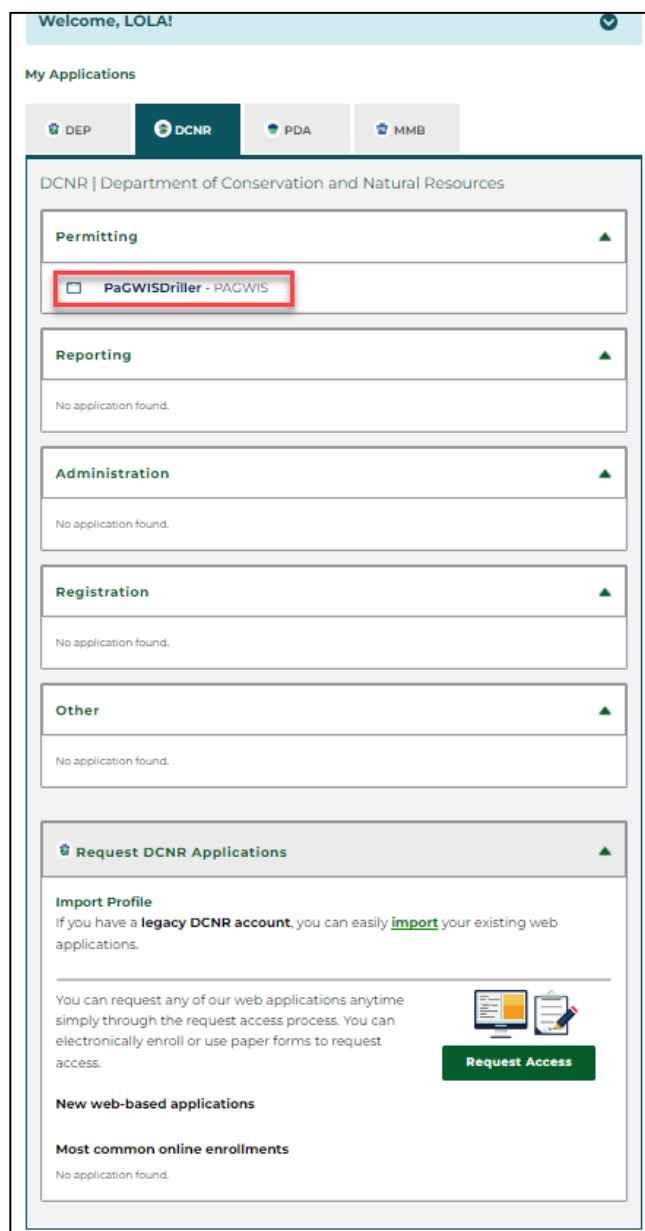
7. Now go back to the GreenPort Dashboard by clicking on the back arrow.



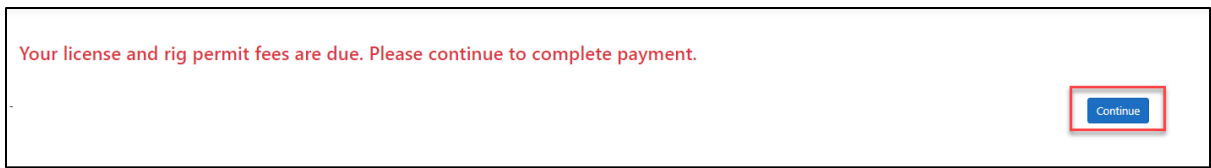
8. Select “DCNR” on the GreenPort Dashboard.



9. Under “Permitting” click on “PaGWISDriller – PAGWIS.”
10. The first time you log in to PaGWISDriller, you will be required to pay for your license and rig permit fees. You can pay by credit card online, or you can choose to mail a check or money order to the PA Geological Survey. You will not be listed as a licensed driller until the payment clears.
11. Checks or money orders should be made payable to *Commonwealth of Pennsylvania* and mailed to DCNR Bureau of Geological Survey, 3240 Schoolhouse Road, Middletown, PA 17057.



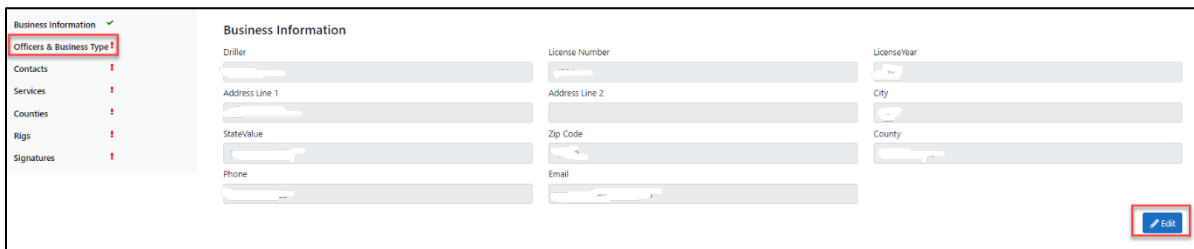
12. To make a credit card payment online, click on the “Continue” button.



Your license and rig permit fees are due. Please continue to complete payment.

Continue

13. PaGWISDriller’s Business Information page will be displayed. Edit the business information page if needed, then click on the “Officers & Business Type” tab to continue to the next page.



Business Information

Officers & Business Type

Driller

License Number

License Year

Address Line 1

Address Line 2

City

State/Value

Zip Code

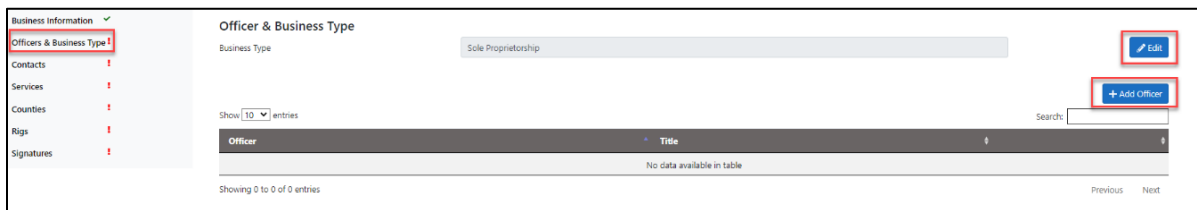
County

Phone

Email

Edit

14. To edit the Business Type, click the “Edit” button. To add additional officers, click the “+Add Officer” button:



Business Information

Officers & Business Type

Business Type

Sole Proprietorship

Show 10 entries

Search

Officer

Title

No data available in table

Showing 0 to 0 of 0 entries

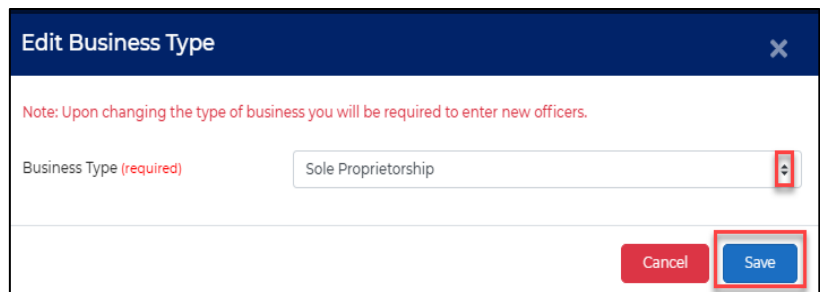
Previous

Next

Edit

+Add Officer

Edit the business type and click the “Save” button.



Edit Business Type

Note: Upon changing the type of business you will be required to enter new officers.

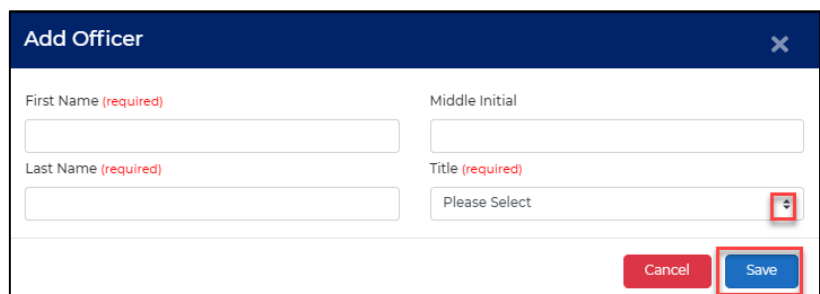
Business Type (required)

Sole Proprietorship

Cancel

Save

Add an officer and click the “Save” button.



Add Officer

First Name (required)

Middle Initial

Last Name (required)

Title (required)

Please Select

Cancel

Save

15. Add people within your company who use this application to the list of contacts.

Business Information ✓
Officers & Business Type ✓
Contacts !
Services !
Counties !
Rigs !
Signatures !

Contacts

Show 10 entries

Contact Name	Phone	Email
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

+ Add Contact

Save each entry.

Add Contact

First Name (required)

Middle Initial

Last Name (required)

Phone (required)

Email (required)

Enter numbers only. Include area code. Example: 71

Cancel Save

16. Edit the list of services you provide and save.

Business Information ✓
Officers & Business Type ✓
Contacts !
Services !
Counties !
Rigs !
Signatures !

Services

Drilling Services

Well Deepening
Dry Ice
Hydrofracturing
Surging
Reaming
Wire Brush
Jetting
Chemical Enhancement
Well Abandonment
Disinfection

My Current Services

Edit

Services

Tool Tips

- Select from Drilling Services list, then use Add button to move selected Items to My Current Services.
- If you no longer offer a service, select it from the My Current Services list, then click the Remove button.
- To select multiple items at once, hold the CTRL key and click the items you want to include.
- To select all in a group of items, hold the SHIFT key and click the first and last items of the group you want to include.

Drilling Services

Well Deepening
Dry Ice
Hydrofracturing
Surging
Reaming
Wire Brush
Jetting
Chemical Enhancement
Well Abandonment
Disinfection

Add Service
Remove Service

My Current Services

Cancel Save

17. Edit the list of counties that you serve.

Business Information ✓

Officers & Business Type ✓

Contacts !

Services ✓

Counties !

Rigs !

Signatures !

Counties

Counties

ADAMS
ALLEGHENY
ARMSTRONG
BEAVER
BEDFORD
BERKS
BLAIR
BRADFORD
BUCKS
BUTLER

Counties Served

Edit

Counties

Tool Tips

- Select from Counties list, then use Add button to move selected items to Counties Served.
- If you no longer serve a county, select it from the Counties Served list, then click the Remove.
- To select multiple items at once, hold the CTRL key and click the items you want to include.
- To select all in a group of items, hold the SHIFT key and click the first and last items of the group you want to include.

Counties

Counties

ADAMS
ALLEGHENY
ARMSTRONG
BEAVER
BEDFORD
BERKS
BLAIR
BRADFORD
BUCKS
BUTLER

Add County

Remove County

Counties Served

Cancel

Save

Counties

Counties

ALLEGHENY
ARMSTRONG
BEAVER
BEDFORD
BLAIR
BRADFORD
BUTLER
CAMBRIA
CENTRE
CHESTER

Counties Served

ADAMS
PHILADELPHIA
NORTHUMBERLAND
MONTGOMERY
MERCER
LYCOMING
LUZERNE
LANCASTER
LACKAWANNA
SCHUYLKILL

Edit

18. Add identifying information for your rigs and save.

Business Information ✓
Officers & Business Type ✓
Contacts ✓
Services ✓
Counties ✓
Rigs !
Signatures !

Rigs

Show 5 entries

Search:

Rig Type	Manufacturer	Model	Serial Number	Plate Number
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

+ Add Rig

Add Rig

Rig Type (required)
Please Select

Rig Manufacturer (required)
Please Select

State (required)
PENNSYLVANIA

Serial Number (required)

Vehicle Plate Number (required)

Plate Not Required ☐

Model

Engine Serial Number

Cancel Save

19. Sign your license renewal (electronically) and note your legal responsibilities.

Business Information ✓
Officers & Business Type ✓
Contacts ✓
Services ✓
Counties ✓
Rigs ✓
Signatures !

Signature

By checking this box you are agreeing that you are legally signing this license renewal, as well as, certifying you will do the following:

- Display your signed Water Well Drillers license in your principal place of business.
- Submit a well record to DCNR for every well that your company drills.
- Provide the well owner with a copy of the well record upon completion of the well.
- Have my rig permit with each rig on site while engaged in drilling

☐ Electronic Signature

20. Click on “Check Out” to make your payment.

Business Information ✓

Officers & Business Type ✓

Contacts ✓

Services ✓

Counties ✓

Rigs ✓

Signatures ✓

Payment

Payment

License	Driller	License Cost	Rig Permits	Permit Cost (\$20/Rig)	Total
		\$60.00	1	\$20.00	\$80.00

Please verify the above totals are correct as well as all information provided prior to pressing the Check Out button. Once you leave this form all of your changes will be lost!

When you click the Check Out button, you are leaving the Commonwealth site and are subject to the privacy and security policies of the owners/sponsors of the outside website.

- The Commonwealth of Pennsylvania does not control or guarantee the accuracy, relevance, timeliness, or completeness of information contained on an outside website.
- The Commonwealth of Pennsylvania does not endorse the organizations sponsoring outside websites and does not endorse the views they express or the products/services they offer.
- The Commonwealth of Pennsylvania cannot authorize the use of copyrighted materials contained in outside websites. Users must request such authorization from the sponsor of the outside website.
- The Commonwealth of Pennsylvania is not responsible for transmissions users receive from outside websites.
- The Commonwealth of Pennsylvania cannot guarantee that outside websites comply with accessibility requirements.

Check Out

PaGWIS Driller UAT Payment

Review Your Order

Quantity	Item	Unit	Price
1	2022 WATER WELL DRILLERS LICENSE	\$60.00 USD	60.00
1	RIG PERMIT	\$20.00 USD	20.00
	Total	USD	80.00

[Return to PaGWIS Driller UAT Payment](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number

Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

PaGWIS Driller UAT Payment

Please stand by while your payment is processed

Please do not press the back button or close your browser

Payment Receipt

Transaction has been approved

Within 24 hours you will receive an email with your confirmation number and a copy of this receipt.

PA DCNR

488 Market St

Harrisburg, PA 17105

United States

TYPE: Purchase

ACCT: Visa

\$ 80.00 USD

CARDHOLDER NAME :

CARD NUMBER :

DATE/TIME :

REFERENCE # :

AUTHOR. # :

TRANS. REF. :

Approved - Thank You 100

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

Go Back to Application

21. After your payment goes through, click on the “Go Back to Application” button to return to the main PaGWISDriller interface.

See page 36 for instructions on how to print your license and rig permits.

My Water Wells

A search on **My Water Wells** displays records of all your Well Activities (New Well, Clean-out, Well Abandonment, Yield Enhancement, Closed/Open Loop Geothermal, and Intent to Drill). On this page, you can search for wells by County, Municipality, PA Well ID, Owner, or Date Drilled From - Date Drilled To.

1. Navigate to Well > My Water Wells
2. Enter the parameters you wish to use to limit your search.



3. The Date Drilled search parameters default to a 60-day range (30 days in the past to 30 days in the future), but you can adjust the well search to the date range you need. The range entered cannot exceed a five-year increment.

For example, you can search on 01/01/2000 for "Date Drilled From" and 01/01/2004 for "Date Drilled To."

After entering your date range, click on the "Search" button.

A screenshot of the 'Water Well Records' search form. It has fields for County, Municipality, PA Well ID, and Owner. Below these are 'Date Drilled From' and 'Date Drilled To' fields. The 'Date Drilled From' field contains '4/1/2023' and the 'Date Drilled To' field contains '5/31/2023'. These two fields are highlighted with a red box. There are 'Search' and 'Clear' buttons at the bottom right.A screenshot of the 'Water Well Records' search results page. The search form at the top shows 'Date Drilled From' as '01/01/2000' and 'Date Drilled To' as '01/01/2004', both highlighted with red boxes. Below the form is a table with 10 columns: PA Well ID, Well Address, Driller Well ID, Date Drilled, Well Activity Type, Owner, County, Municipality, Remaining Edit Time, and a search icon. The table shows 10 entries. The first entry is for a 'Well Abandonment' on 04/23/2000 in YORK county, NORTH YORK municipality. The last entry is for a 'New Well' on 11/17/2000 in SNYDER county, PENN. municipality. At the bottom, it says 'Showing 1 to 10 of 5,362 entries' and has a pagination bar with 'Previous', '1', '2', '3', '4', '5', '...', '537', and 'Next'.

Entering an Intent to Drill

Pennsylvania's Water Well License Act requires drillers to submit an Intent to Drill report before drilling a well. This report requires:

- Anticipated drill date
- Owner name
- Address of well (if available)
- County
- Municipality

All information entered in the Intent to Drill form can be edited later.

1. After you are enrolled in GreenPort, and you have entered information and paid for your rig permits and drillers license, you can enter your well data. For returning drillers, PaGWISDriller opens with a list of planned wells on a page titled "Intent to Drill Records."

PaGWISDriller is at <https://www.pagwisdriller.dcnr.pa.gov>. Linking to this website takes you to a GreenPort log-in page for PaGWISDriller.

PaGWISDriller Well License What's New Logout

Intent To Drill Records

The Water Well Drillers License Act requires drillers to submit an "Intent to Drill" report before drilling a well. It requires an anticipated drill date, owner name, address of well (if available), county, and municipality.

§ 47.7. Well records.

- A record of each well shall be kept by the contractor on Form WWI. All pertinent spaces of the form shall be filled in.
- The record shall be kept by the licensed driller for at least 10 years. The records shall not be disposed of at any time without express permission of the Department.
- A licensed driller desiring to dispose of records prior to the elapse of 10 years shall contact the Department for details of disposition.
- Upon completion of each well, the driller shall submit one copy of completed Form WWI to the Department and one copy to the well owner.

[View or Download PDF of PA Code](#)

+ Add Intent To Drill

Copy CSV Excel PDF Print

Search:

Anticipated Drill Date	First Name	Last Name/Company	County	Municipality
04/21/2023	Maise	Let-it-snow	DAUPHIN	SUSQUEHANNA

Showing 1 to 1 of 1 entries Previous 1 Next

2. To submit a new Intent to Drill report, select Well > Intent to Drill from the top navigation or click on the blue "+Add Intent to Drill" button (see image above).

PaGWISDriller Well License

Welcome to the PaGWISDriller!

The Water Well Drillers License Act requires drillers to submit an "Intent to Drill" report before drilling a well.

§ 47.7. Well records.

My Water Wells
Intent To Drill
New Well
Abandon Well

3. Complete the Anticipated Drill Date and Last Name/Company fields, then click the “Use map to populate location information” button.

The screenshot shows the 'Intent To Drill' form in the PaCWISDriller application. The form has a dark blue header with the application name and navigation links. The main content area is white and contains several input fields. A red box highlights the 'Use map to populate location information' button. Below the form, there is a 'Well Location Description / Other Notes' text area and 'Cancel' and 'Save' buttons.

PaCWISDriller Well License What's New Logout

Intent To Drill

Anticipated Drill Date (required) First Name Last Name/Company (required)

Click to select date

Address Zip Code (required) County (required) Municipality (required)

Quadrangle Coordinate Method Latitude (required) Longitude (required)

Please Select Please Select Please Select Please Select

XXJ0000X -XXJ0000X

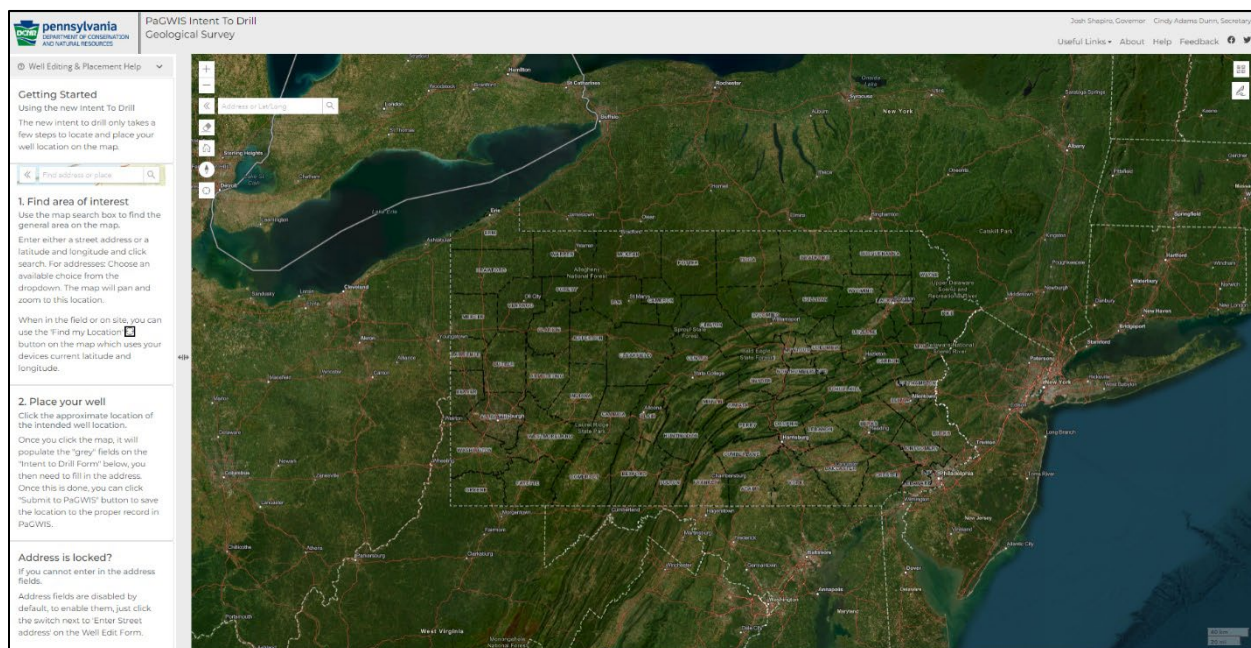
> Show latitude / longitude entry help

Well Location Description / Other Notes

Cancel Save

4. A new screen opens. Here you can locate your well on a map of the state. Zoom in on the area (double-click on a point with your mouse) or use the search box to enter the street address or coordinates (latitude and longitude). Click on the magnifying glass on the right side of the search box to zoom to an entered location.

If entering coordinates, place a comma (no spaces) between the latitude and longitude values. Because Pennsylvania is in the western hemisphere, longitude must be entered as a negative number (e.g., “41.358,-78.25”).



- Once you've selected the location of your well, click the "Submit to PaGWIS" button and wait for the confirmation dialogue to appear in the upper-right corner.

- Close the map window and let the PaGWISDriller page reload. The Intent to Drill form will now be populated with location information.
- If the well is associated with a street address, type the address into the Address field. Add any pertinent notes in the Well Location Description/Other Notes box at the bottom of the form.
- Click the "Save" (bottom-right) button, and the well you just entered will appear on the list of your planned wells on the Intent to Drill Records page!

Data for New Well

Converting from Intent to Drill

After you drill a well, you need to change the well from an intended well to a completed well and record the well data.

- Navigate to Well > My Water Wells
- The Water Well Records page opens. Locate the Intent to Drill entry you want to convert and click the edit (pencil) icon.



Driller Well Id	Date Drilled	Well Activity Type	Owner	Remaining Edit Time
	11/14/2022	Intent	Zelle BANKS	

Showing 1 of 1 entries

Previous 1 Next

- In the form that opens, the left navigation bar will show **white check marks in green circles** for completed items and **red exclamation points** for items that lack required data.
- Start by confirming that the information in the “Well Address” section is correct. If it is not correct, click the “Use map to populate location information” button and change the point location of the well. Once the Well Address information is correct, click on the “Save” button.

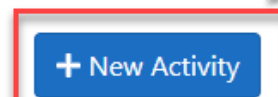
Location	✓
Owner	!
Drill Information	!
Add Abandon Info	
Document	

- Verify the owner information is correct and save it.

Drill Information

- Select the “Drill Information” tab from the left navigation menu to begin the process of filling in new data for the completed well. The Drill Information page opens.

- Click the “+New Activity” button.



Drill Info

1. Drill Information has eight parts, as noted by the eight tabs across the top of the screen. Because information has not yet been entered, all tabs show a **red exclamation point** beside their names.

Location ☒ Owner ☒

Drill Information ☒ Borehole ☒ Driller Log ☒ Water Bearing Zone ☒ Casing ☒ Screen/Slot ☒ Well Liner ☒ Packer ☒

Drill Information

Driller Well ID (required) Type of Activity (required) Date Drilled (required) Drilling Method (required)

Well Depth (required) Well Yield (GPM) Depth to Bedrock (FT) Did Not Encounter Bedrock ☐

Static Water Level (ft below land surface) Length of Yield Test (minutes) Discharge Measure Method Please Select Water level after yield test (ft below land surface)

Saltwater Zone (FT) Well Finish Please Select Use of Well Please Select

Description of Well Location and Other Notes (max 250 characters)

Cancel Save

2. The first part to fill out is “Drill Info.” In the form, provide as much information as possible and click “Save.” Driller Well ID, Type of Activity, Date Drilled, Drilling Method, and Well Depth are required fields. Note that after the information is saved, the **red exclamation point** will be replaced by a **white check mark**.

Borehole

1. Select the “Borehole” tab from the top navigation menu. The Borehole page opens.

Borehole

There is a gap between 0 and 300.

Section Top (required) Section Bottom (required) Section Diameter (required)

0

Show 10 entries Search:

Top (FT)	Bottom (FT)	Diameter (IN)
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

2. You will see a notice that there is a **gap** between 0 feet and the bottom of your well. When you complete your borehole information, you will need to provide data for all sections of the well.
3. For the first borehole segment, “Section Top” starts at the top of your well (0), and “Section Bottom” is the bottom depth (in feet) of the described interval. Enter the borehole diameter for this part of the well under “Section Diameter.”
4. After completing the information for one section, click “Save.” The form will clear for the next section, and your entry will appear in the table under the form. Continue to fill in data for each borehole segment until the bottom of the well is reached. Save one last time.
5. Notice that when data have been entered for all borehole segments, the **gap notice** is no longer present.

Driller Log

1. Select the “Driller Log” tab in the top navigation menu. The Driller Log page opens.

2. You will see a notice that there is a **gap** between 0 and the bottom of your well. When you complete your log information, you will need to provide data for all sections of the well.
3. In the form, “Unit Top” starts at the top of your well (0). Under “Unit Bottom,” enter the bottom depth (in feet) of the first section to be described and enter the “Description of Units Penetrated” for this first log segment.
4. After completing the information for one section, click “Save.” The form will clear for the next section, and your entry will appear in the table under the form. Continue to fill in data for each log segment until the bottom of the well is reached. Save one last time.
5. When data have been entered for the entire driller log, the **gap notice** disappears.

Water-Bearing Zone

1. Select the “Water-Bearing Zone” tab at the top of the navigation menu. The Water-Bearing Zone page opens.

2. Encountered water-bearing zones must be documented. If there was no water in the well, click the “No Water Encountered” check box above the form.

Do not click this if you encountered water!

3. If there was water in the well, fill in the form. Top is a required field, and Bottom and Yield are optional but desired fields.
4. Enter information for each water-bearing zone and save each entry. The form will clear with each save, and your entries will appear in the table under the form.

Casing

1. Select the “Casing” tab at the top of the navigation menu. The Casing page opens.

The screenshot shows the 'Casing' tab selected in the navigation menu. The form contains the following fields:

- Casing Length (required): Text input.
- Casing Stick-Up (required): Text input with a note 'Enter negative number to indicate above-ground.'
- Casing Bottom (FT): Text input.
- Casing Diameter (required): Text input.
- Casing Material (required): Dropdown menu.
- Seal(Grout) Top (FT): Text input.
- Seal(Grout) Bottom (FT): Text input.
- Seal(Grout) Type: Dropdown menu.

Buttons: Cancel (red), Save (blue).

Table below the form:

Casing Top (FT)	Casing Bottom (FT)	Casing Diameter (IN)	Casing Material	Seal Top (FT)	Seal Bottom (FT)	Seal Type
No data available in table						

Showing 0 to 0 of 0 entries. Previous Next.

2. Any casing must be documented. There can be more than one casing added to the well record.
3. In the form that opens, Casing Length, Casing Stick-Up, Casing Diameter, and Casing Material are required fields. Seal information, though not required, should be filled in if known.
4. Enter information for all casing in the well and save each entry. The form will clear with each save, and your entries will appear in the table under the form.

Screen/Slot

1. Select the “Screen/Slot” tab from the top of the navigation menu. The Screen/Slot page opens.

The screenshot shows the 'Screen/Slot' tab selected in the navigation menu. The form contains the following fields:

- Top (required): Text input.
- Bottom (required): Text input.
- Diameter (required): Text input.
- Slot Size (required): Text input.
- Type (required): Dropdown menu.
- Material (required): Dropdown menu.
- Packing (required): Dropdown menu.
- Method Emplaced: Dropdown menu.

Buttons: Cancel (red), Save (blue).

Table below the form:

Top (FT)	Bottom (FT)	Diameter (IN)	Type	Material	Size	Packing	Method Emplaced
No data available in table							

Showing 0 to 0 of 0 entries. Previous Next.

2. If there was no screen in the well, click the “N/A” check box above the form.
Do not click this if you installed a screen.



3. If you installed one or more screens, fill in all required fields for each screen and, if known, the “Method Emplaced.” Save each entry as it is completed; your entries will appear in the table under the form.

Well Liner

1. Select the “Well Liner” tab from the top navigation menu. The Well Liner page opens.

Well Liner

Liner Length *(required)*

Diameter *(required)* (IN)

Liner Stick-Up *(required)* Enter negative number to indicate above-ground.

PVC Type *(required)* Please Select

Bottom *(required)* (FT)

Search:

Showing 0 to 0 of 0 entries

Top (FT)	Bottom (FT)	Diameter (IN)	PVC Type
No data available in table			

Showing 0 to 0 of 0 entries

Previous Next

2. The well liner must be documented. If there was no liner in the well, click the “N/A” check box above the form.
Do not click this if you installed a well liner.
3. If you installed a liner, fill in all fields (required) in the form. Once all well-liner information is filled in, click “Save.”



Packer

1. Select the “Packer” tab from the top navigation menu. The Packer page opens.

Packer

Top *(required)* (FT)

Bottom *(required)* (FT)

Sealant in Interval ☐

Search:

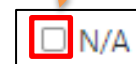
Showing 0 to 0 of 0 entries

Top (FT)	Bottom (FT)	Sealant in Interval
No data available in table		

Showing 0 to 0 of 0 entries

Previous Next

2. Any packer must be documented. If there was no packer in the well, click the “N/A” check box above the form.
Do not click this if you installed a packer.
3. If you installed one or more packers, fill in the required Top and Bottom fields (indicates depth in feet) in the form. Please check the box if sealant was used around the packer. Save each entry as it is completed; your entries will appear in the table under the form.



Add Abandon Info

The next item on the list of Edit choices (left navigation menu) for a selected water-well entry is “Add Abandon Info.” This is to be used if you are abandoning a well and is not needed to complete a new well record.

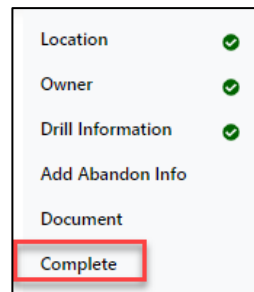
If you wish to abandon a well, refer to the detailed instructions on pages 30–33 of this document.

Document

The “Document” tab on the left navigation menu is used to attach pertinent files, such as sketches and additional notes on well construction or groundwater information. Attaching documents is optional.

Finishing Report

1. After all required well information has been provided, the left navigation menu shows **white check marks** on the Location, Owner, and Drill Information categories. You can now complete the well record. Click the “Complete” tab to finish your report.

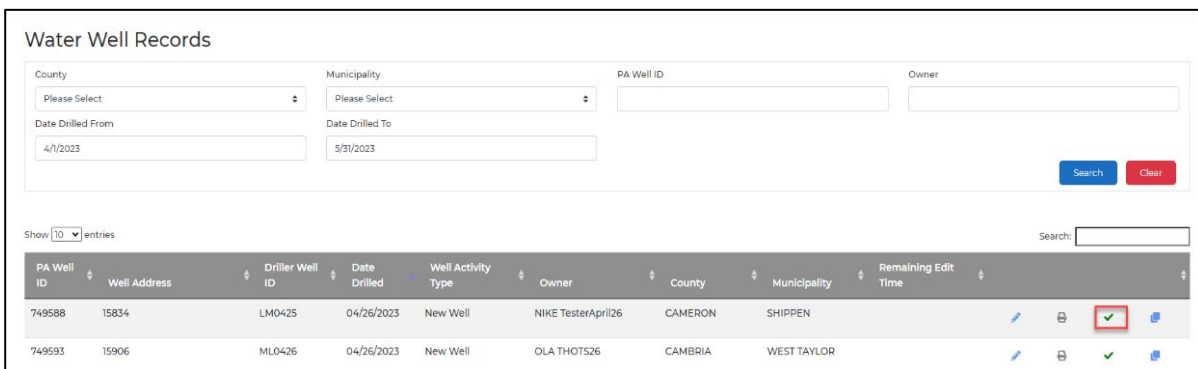


A vertical navigation menu with the following items: Location (with a green checkmark), Owner (with a green checkmark), Drill Information (with a green checkmark), Add Abandon Info, Document, and Complete (highlighted with a red rectangle).

2. You will be redirected to the Water Well Records page. The Date Drilled search parameters default to a 60-day range (30 days in the past to 30 days in the future), but you can adjust the well search to the date range you need. The range entered cannot exceed a five-year increment. For example, you can search on 01/01/2000 for “Date Drilled From” and 01/01/2004 for “Date Drilled To.”

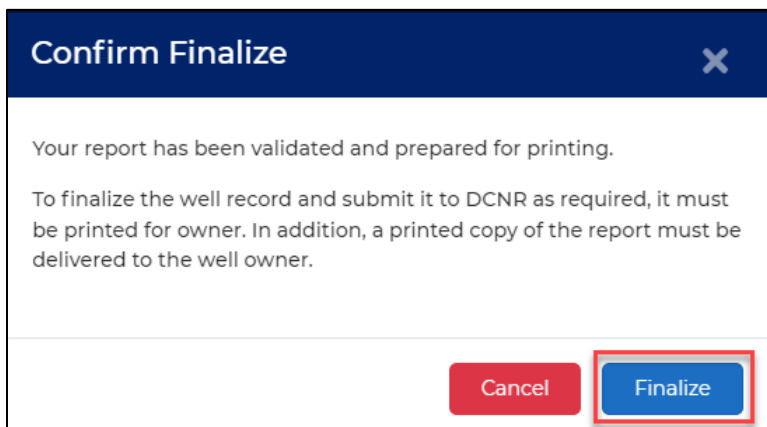
After entering your date range, click on the “Search” button.

3. Locate your well entry in the table and click the **green check mark** on the right side of the entry to finalize your submission.



The screenshot shows the 'Water Well Records' page. At the top, there are search filters for County, Municipality, PA Well ID, and Owner, along with Date Drilled From and To. Below the filters is a table with columns: PA Well ID, Well Address, Driller Well ID, Date Drilled, Well Activity Type, Owner, County, Municipality, and Remaining Edit Time. The first row of the table is highlighted, and a green checkmark icon is visible in the rightmost column of that row.

PA Well ID	Well Address	Driller Well ID	Date Drilled	Well Activity Type	Owner	County	Municipality	Remaining Edit Time
749588	15834	LM0425	04/26/2023	New Well	NIKE TesterApril26	CAMERON	SHIPPEN	
749593	15906	ML0426	04/26/2023	New Well	OLA THOTS26	CAMBRIA	WEST TAYLOR	



A dialog box titled 'Confirm Finalize' with a close button (X) in the top right corner. The text inside reads: 'Your report has been validated and prepared for printing. To finalize the well record and submit it to DCNR as required, it must be printed for owner. In addition, a printed copy of the report must be delivered to the well owner.' At the bottom, there are two buttons: 'Cancel' and 'Finalize' (highlighted with a red rectangle).

4. A Water-Well Completion Report for your records will be displayed on the screen. The report should be printed and saved to your computer.

As noted, a printed copy of the report must be signed and delivered to the well owner!

PA Code, Title 17
§ 47.7. Well records: Form WWI

Pennsylvania Department of Conservation and Natural Resources
Bureau of Geological Survey
Water-Well Drillers Licensing Program
3240 Schoolhouse Road
Middletown, PA 17057
717-702-2017

Water-Well Completion Report

Well Driller	LOLA TESTER	Driller Well ID	0309
Driller License	4737	Local Permit #	YORK_2023_08
Type of Activity	New Well	Original Well By	LOLA TESTER
PA Well ID	746681		

Date Drilled	03/09/2023	Drilling Method	DUG
Owner	Lola Tester		
Address of Well		Zip Code	15834
County	CAMERON		
Municipality	SHIPPEN	Municipality Type	T
Coordinate Method		Latitude	41.47925
Quadrangle	WEST CREEK	Longitude	-78.28426

Well Depth (ft)	300	Well Finish	OPEN HOLE
Depth to Bedrock (ft)	55	Did Not Encounter Bedrock	False
Well Yield (gpm)	12	Yield Measure Method	OTHER
Static Water Level (ft below land surface)	25	Water level after yield test (ft below land surface)	50
Length of Yield Test (minutes)	120	Saltwater Zone (ft)	
Use of Well	WITHDRAWAL	Use of Water	DOMESTIC

DRILLER'S LOG

UNIT TOP		UNIT BOTTOM		DESCRIPTION OF UNITS PENETRATED	
Unit Top	0	Unit Bottom	300	Unit	N/A

BOREHOLE

Section	Top	Bottom	Diameter
Section 1	0	55	6.875
Section 2	55	105	6.875
Section 3	105	220	6.875
Section 4	220	300	6.875

CASING

Section 1					
Top	63.5	Bottom	62	Diameter	6
Material	COATED STEEL				
Seal(Grout)					
Top	3	Bottom	65	Material	NEAT CEMENT GROUT

WATER BEARING ZONE

Zone			
Top	85	Bottom	88
Yield	4		

Page: 1/2

I hereby certify that the above information is true and complete to the best of my knowledge and belief.

LOLA TESTER **03/09/2023**

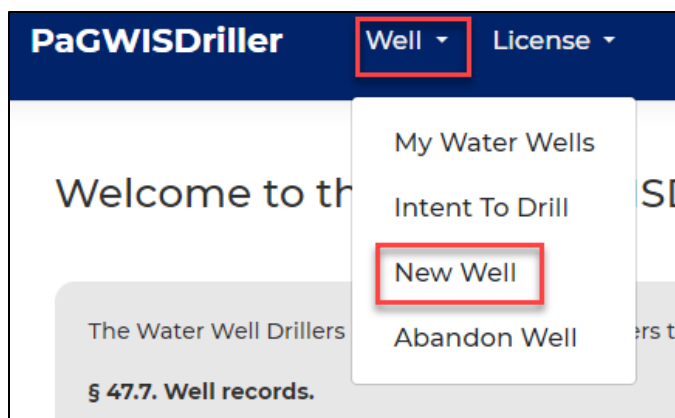
Driller's Signature (required) Date

5. Once completed, well data can be edited for up to 30 days (select pencil icon to perform edits). After 30 days, you must contact the PA Geological Survey at 717-702-2017 to make any modifications.

LM0412	04/12/2023	New Well	Maisie Let-it-snow	30 - days	
--------	------------	----------	--------------------	-----------	--

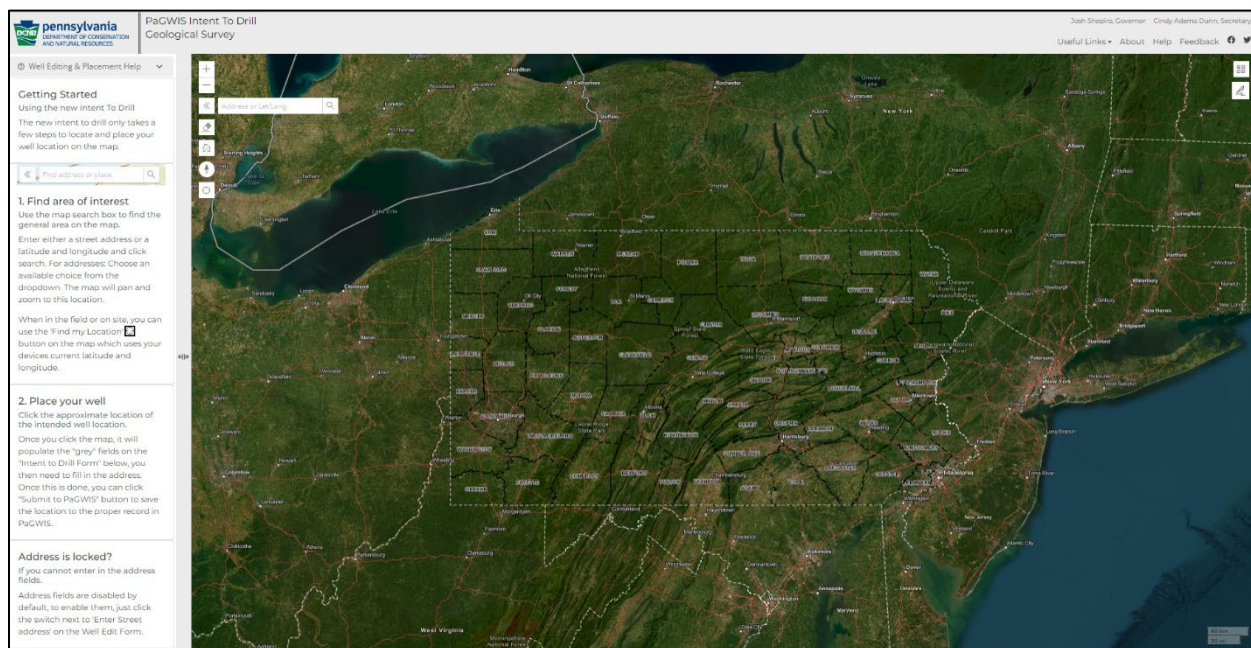
Entering a New Well

1. Another pathway for entering data for a completed well is to select Well > New Well from the top menu.

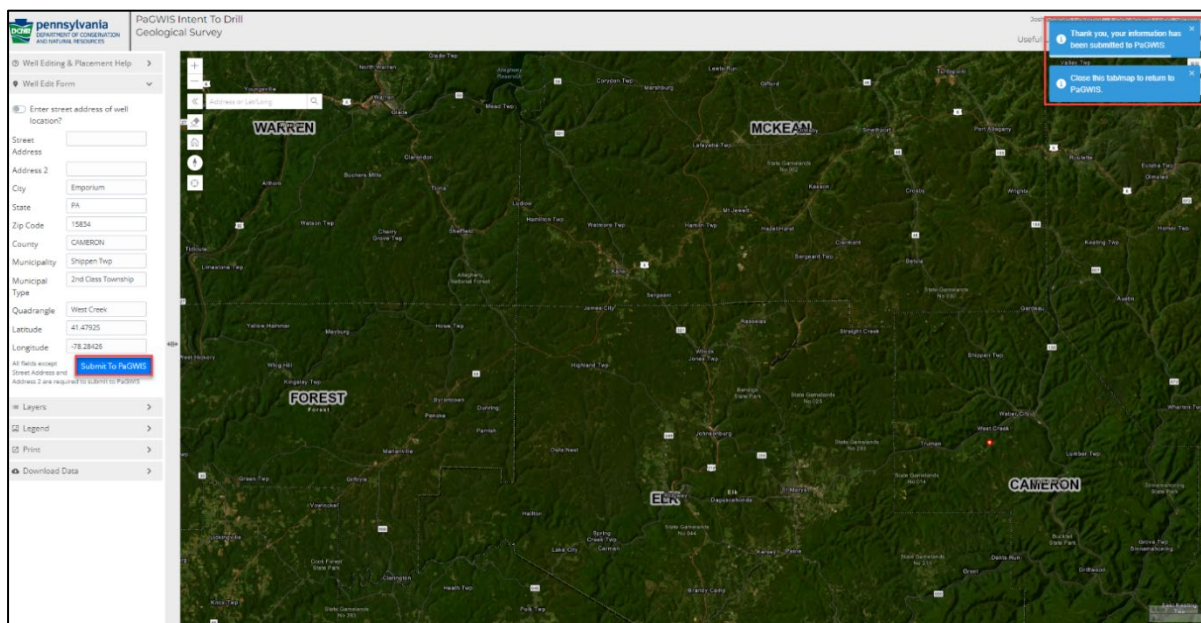


2. On the location page that opens, enter the Local Permit # and click the “Use map to populate location information” button.
3. A new screen opens. Here you can locate your well on a map of the state. Zoom in on the area (double-click on a point with your mouse) or use the search box to enter the street address or coordinates (latitude and longitude). Click on the magnifying glass on the right side of the search box to zoom to an entered location.

If entering coordinates, place a comma (no spaces) between the latitude and longitude values. Because Pennsylvania is in the western hemisphere, longitude must be entered as a negative number (e.g., “41.358,-78.25”).



- Once you have selected the location of the well, click the “Submit to PaGWIS” button and wait for the confirmation dialogue to appear in the upper-right corner.



- Close the map window and let the PaGWISDriller page reload. The well location will now be populated. Click on the “Save” button to save the new water-well location.
- Click on “Owner,” enter the well-owner information, and save your entry.

- Follow the instructions on Pages 21 through 27 to finish your new well record.

Abandon a Well

To abandon a well not drilled by your company, please contact the PA Geological Survey at 717-702-2017. If the well to be abandoned is one of your wells but has not been entered into the PaGWIS database (i.e., it does not have a Pa Well ID), then you must enter the well as a new well following the steps listed above (pages 29–30) and complete the entry according to the instructions on pages 21–22. You do not need to fill out the Drill Information for the well if it is to be abandoned.

Once a water well is in the PaGWIS database, a licensed driller may abandon his or her own well online by following these steps:

- Log in to PaGWISDriller, if not already in.
- Navigate to Well > Abandon Well



3. You will be presented with a search screen to find the well you wish to abandon. There are a variety of search criteria available to you, such as PA Well ID, County, or Municipality.
4. In this hypothetical example, the well was drilled on 2/16/2023, and we will use that date to find the well. Type in the date under “Date Drilled” and click “Search.” The well will be listed in a table at the bottom of the screen.

Abandon Well

Search Criteria:

First Name: Last Name/Company: Driller Well ID: Date Drilled:

To (increments of 5 years): PaWellid: Address:

Click to select date:

County: Municipality: Quadrangle: Zip Code:

Latitude: Longitude:

Show 10 entries

Address	Zip Code	Latitude	Longitude	Owner	Date Drilled	
	17084	40.66293	-77.59311	Stephen Reed	02/16/2023	<input type="checkbox"/>

5. Click the **green check mark** on the right end of the entry in the table. You will be presented with the opportunity to select the “Add Abandon Info” section from the left navigation bar.
6. Click the red “Abandon” button to begin the abandonment process.

Abandon Drill

Location: ☒ Owner: ☒ Drill Information: ☒ **Add Abandon Info** ☐ Document: ☐ Complete: ☐

Show 10 entries

Driller	Driller Well Id	Owner	Activity	Abandon Reason	Date of Activity
No data available in table					

Showing 0 to 0 of 0 entries

7. The screen will display a Drill Information page for abandoned wells. As part of the abandonment process, you will be required to provide basic information on three topics: Abandon Drill Information, Abandon Borehole, and Abandon Casing.

Abandon Drill Information: Fill out the date abandoned and the reason for abandoning the well, then click “Save.”

Abandon Drill Information

Abandon Info | Borehole | Casing

Date Abandoned required: Reason for Abandonment required:

Abandon Borehole: Complete the Section Top (in feet), Section Bottom (in feet), and Section Diameter (in inches), then click “Save.”

The screenshot shows the 'Abandon Borehole' form. On the left, there is a sidebar with 'Location', 'Owner', 'Drill Information', 'Add Abandon Info', and 'Document'. The main form has tabs for 'Abandon Info', 'Borehole', and 'Casing'. The 'Borehole' tab is active. It contains three required fields: 'Section Top (feet)' with the value 1, 'Section Bottom (feet)' with the value 10, and 'Section Diameter (inches)' with the value 6.5. Below these fields is a table with columns 'Top (FT)', 'Bottom (FT)', and 'Diameter (IN)'. The table is currently empty, showing 'No data available in table'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

Abandon Casing: Complete the required fields of Pulled Casing Length (in feet), Pulled Casing Top (in feet), Pulled Casing Diameter (in inches), and Pulled Casing Material. The remaining fields are optional. Then click “Save.”

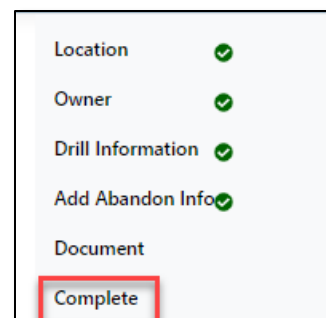
You may enter multiple Abandon Casings sections. The initial casing will have a negative number for the Pulled Casing Top that represents the stick-up distance above the ground.

The screenshot shows the 'Abandon Casing' form. It has the same sidebar as the previous form. The 'Casing' tab is active. It contains several required fields: 'Pulled Casing Length (feet)' with the value 63.5, 'Pulled Casing Top (feet)' with the value -1.5, 'Pulled Casing Bottom (feet)' with the value 62, 'Pulled Casing Diameter (inches)' with the value 6, 'Pulled Casing Material' with the value COATED STEEL, and 'Seal(Grout) Type' with the value NEAT CEMENT GROUT. Below these fields is a table with columns: 'Casing Top (FT)', 'Casing Bottom (FT)', 'Casing Diameter (IN)', 'Casing Material (FT)', 'Seal Top (FT)', 'Seal Bottom (FT)', and 'Seal Type'. The table is currently empty, showing 'No data available in table'. At the bottom right, there are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red box.

As you complete each Abandon Casing section, the entry will be summarized in a table below the form.

The screenshot shows the 'Abandon Casing' form after saving. The entry is now summarized in a table below the form fields. The table has columns: 'Casing Top (FT)', 'Casing Bottom (FT)', 'Casing Diameter (IN)', 'Casing Material (FT)', 'Seal Top (FT)', 'Seal Bottom (FT)', and 'Seal Type'. The table contains one entry: Casing Top (FT) is -1.5, Casing Bottom (FT) is 62, Casing Diameter (IN) is 6, Casing Material (FT) is COATED STEEL, Seal Top (FT) is 3, Seal Bottom (FT) is 65, and Seal Type is NEAT CEMENT GROUT. At the bottom right, there are 'Previous' and 'Next' buttons. The 'Next' button is highlighted with a red box.

- After you have completed and saved all the required information for the abandoned well, click the “Complete” tab on the left navigation list.



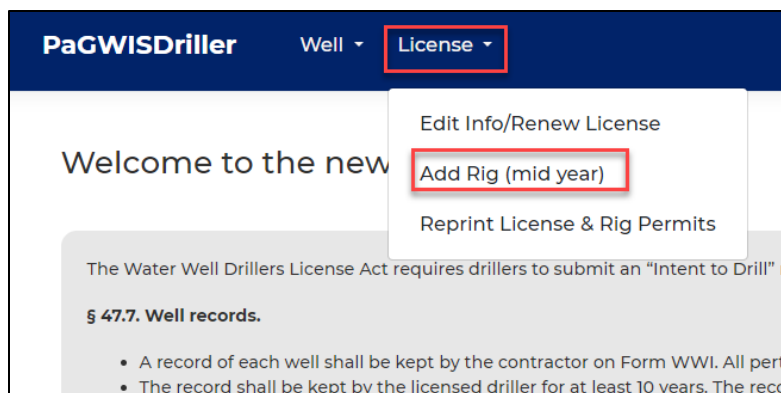
- You will be redirected to the Water Well Records page. The abandoned well you just entered should appear at the top of the list displayed on that page.

The screenshot shows the 'Water Well Records' page. At the top is a 'Search Criteria' section with two date pickers labeled 'Date Drilled' and 'To (increments of 5 years)', each with a 'Click to select date' button. Below these are 'Search' and 'Clear' buttons. Underneath is a 'Show 10 entries' dropdown and a search bar. The main part of the page is a table with columns: Driller Well Id, Date Drilled, Well Activity Type, Owner, and Remaining Edit Time. The table contains two rows of data. The first row shows a date of 02/22/2023, activity 'Well Abandonment', and owner 'Graham Hetrick'. The second row shows a date of 02/20/2023, activity 'Well Abandonment', and owner 'Stephen Reed'. To the right of each row are three icons: a blue pencil (edit), a printer icon, and a green checkmark (finalize). The checkmark icon in the second row is highlighted with a red box.

- To edit saved abandonment information, click the **blue pencil** on the right side of the entry to be modified (see image above).
- To view and print a draft Water-Well Abandonment Report, which includes a signature line for your customer, click the printer icon.
- Select the **green check mark** to finalize and print the Water-Well Abandonment Report.

Add a New Rig

- Log in to PaGWISDriller at <https://www.pagwisdriller.dcnr.pa.gov>.
- Navigate to License > Add Rig (mid year).



3. In the Add New Rig window that opens, click the “+Add Rig” button.

The screenshot shows the 'Add New Rig' window. At the top, there is a table with columns: Driller, License #, and Permit Year. The data row shows 'Admin Administrator', '9990', and '2022'. Below this is a 'Permit Cost' section showing '\$ 0.00'. The main section is titled 'Rigs' and contains a table with columns: Rig Type, Manufacturer, Model, Serial Number, and Plate Number. The table is currently empty, showing 'No data available in table'. A '+ Add Rig' button is highlighted with a red box. Below the table, there is a search bar and a 'Showing 0 to 0 of 0 entries' message. At the bottom, there is a disclaimer about leaving the Commonwealth site and a list of privacy and security policies.

Driller	License #	Permit Year
Admin Administrator	9990	2022

Permit Cost

\$ 0.00

Rigs

Show 10 entries

Search:

Rig Type	Manufacturer	Model	Serial Number	Plate Number
No data available in table				

Showing 0 to 0 of 0 entries

Previous Next

When you click the Check Out button, you are leaving the Commonwealth site and are subject to the privacy and security policies of the owners/sponsors of the outside website.

- The Commonwealth of Pennsylvania does not control or guarantee the accuracy, relevance, timeliness, or completeness of information contained on an outside website.
- The Commonwealth of Pennsylvania does not endorse the organizations sponsoring outside websites and does not endorse the views they express or the products/services they offer.
- The Commonwealth of Pennsylvania cannot authorize the use of copyrighted materials contained in outside websites. Users must request such authorization from the sponsor of the outside website.
- The Commonwealth of Pennsylvania is not responsible for transmissions users receive from outside websites.
- The Commonwealth of Pennsylvania cannot guarantee that outside websites comply with accessibility requirements.

4. The Add Rig form will open as a pop-up window. Rig Type, Rig Manufacturer, State, Serial Number, and Vehicle Plate Number are required fields. If your rig is exempt from plates, check the “Plate Not Required” box. When you are finished with the entries, click “Save.”

The screenshot shows the 'Add Rig' form. It has a dark blue header with the title 'Add Rig' and a close button. The form contains several fields: 'Rig Type (required)' with a dropdown menu showing 'Please Select'; 'Rig Manufacturer (required)' with a dropdown menu showing 'Please Select'; 'State (required)' with a dropdown menu showing 'PENNSYLVANIA'; 'Serial Number (required)' with a text input field; 'Vehicle Plate Number (required)' with a text input field; 'Plate Not Required' with a checkbox; 'Model' with a text input field; and 'Engine Serial Number' with a text input field. At the bottom right, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box.

Add Rig

Rig Type (required)

Please Select

Rig Manufacturer (required)

Please Select

State (required)

PENNSYLVANIA

Serial Number (required)

Vehicle Plate Number (required)

Plate Not Required ☐

Model

Engine Serial Number

Cancel Save

5. This puts you back on the Add New Rig screen. If you have more than one rig to add, repeat steps 3 and 4 until all rigs are added.

Add New Rig

Driller	License #	Permit Year
Admin Administrator	9990	2021

Permit Cost

\$ 20.00

Check Out

Rigs

Show entries

Search:

Rig Type	Manufacturer	Model	Serial Number	Plate Number
Rotary	HURRICANE		112233	ABC123

Showing 1 to 1 of 1 entries

Previous Next

+ Add Rig

6. When finished adding rigs, click the “Check Out” button to proceed to the payment screen.
Please be patient while the payment screen loads.
7. On the payment screen, enter your payment information and click “Pay With Your Credit Card.” Once processed, your rig permit will be available to print (see instructions on page 37).

PaGWIS Driller UAT Payment

Review Your Order





Quantity	Item	Unit	Price
1	RIG PERMIT	\$20.00 USD	20.00
	Total	USD	20.00

[Return to PaGWIS Driller UAT Payment](#)

Pay With Your Credit Card



Cardholder Name

Credit Card Number Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.

Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

Payment Receipt

Transaction has been approved

Within 24 hours you will receive an email with your confirmation number and a copy of this receipt.

***** TRANSACTION RECORD *****

PA DCNR DEHQ0464
400 Market St
Harrisburg, PA 17105
United States

TYPE: Purchase

ACCT: Visa \$ 20.00 USD

CARDHOLDER NAME : LOLA MORIN
CARD NUMBER : *****1111
DATE/TIME : 05 Oct 22 22:36:51
REFERENCE # : 03 002501 M
AUTHOR. # : ET151009
TRANS. REF. : 9990229125

Approved - Thank You 100

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

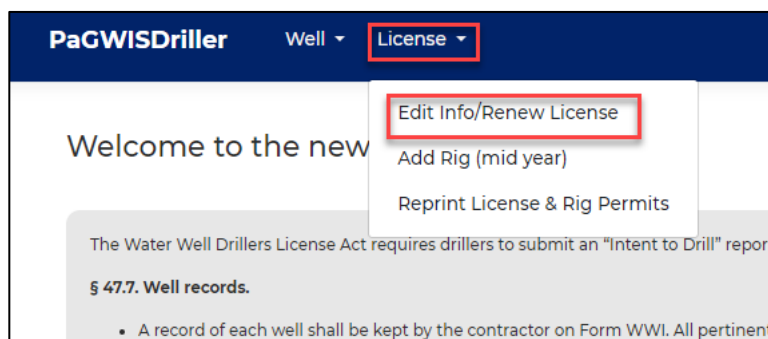
[Go Back to Application](#)

Renew a License/Rig

Drilling licenses and rig permits are required to be renewed each year. If you choose to make a payment by check/money order, they should be made payable to Commonwealth of Pennsylvania and mailed to DCNR Bureau of Geological Survey, 3240 Schoolhouse Road, Middletown, PA 17057. Mailed payments should be sent after May 1 of the year of renewal.

Alternatively, you may renew your license online in PaGWISDriller beginning May 1 of each year by following these steps:

1. Navigate to License > Edit Info/
Renew License



2. In the window that opens, select "Signatures" from the left navigation menu.
3. On the Signature page, check the "Electronic Signature" box.

A screenshot of the "Signature" page in PaGWISDriller. On the left is a navigation menu with items: "Business Information" (checked), "Officers & Business Type" (checked), "Contacts" (checked), "Services" (checked), "Counties" (with a red exclamation mark), "Rigs" (checked), and "Signatures" (with a red exclamation mark and highlighted with a red box). The main content area is titled "Signature" and contains the text: "By checking this box you are agreeing that you are legally signing this license renewal, as well as, certifying you will do the following:". Below this text is a list of four bullet points: "Display your signed Water Well Drillers license in your principal place of business.", "Submit a well record to DCNR for every well that your company drills.", "Provide the well owner with a copy of the well record upon completion of the well.", and "Have my rig permit with each rig on site while engaged in drilling". At the bottom of the list is a checkbox labeled "Electronic Signature" which is checked and highlighted with a red box.

4. A Payment page opens. Click on the "Check Out" button.

A screenshot of the "Payment" page in PaGWISDriller. The page has a title "Payment" at the top left. Below the title is a table with the following columns: "License", "Driller", "License Cost", "Rig Permits", "Permit Cost (\$20/Rig)", and "Total". The table contains one row of data: "License Cost" is \$60.00, "Rig Permits" is 1, "Permit Cost (\$20/Rig)" is \$20.00, and "Total" is \$80.00. Below the table is a warning message: "Please verify the above totals are correct as well as all information provided prior to pressing the Check Out button. Once you leave this form all of your changes will be lost!". Below the warning message is a disclaimer: "When you click the Check Out button, you are leaving the Commonwealth site and are subject to the privacy and security policies of the owners/sponsors of the outside website." Below the disclaimer is a list of four bullet points: "The Commonwealth of Pennsylvania does not control or guarantee the accuracy, relevance, timeliness, or completeness of information contained on an outside website.", "The Commonwealth of Pennsylvania does not endorse the organizations sponsoring outside websites and does not endorse the views they express or the products/services they offer.", "The Commonwealth of Pennsylvania cannot authorize the use of copyrighted materials contained in outside websites. Users must request such authorization from the sponsor of the outside website.", and "The Commonwealth of Pennsylvania is not responsible for transmissions users receive from outside websites." Below the list of bullet points is a "Check Out" button, which is highlighted with a red box.

5. Enter payment information and click on the "Pay With Your Credit Card" button. A payment receipt will be generated.

- Click the “Go Back to Application” hyperlink to go back to the main PaGWISDriller interface.

Payment Receipt

Transaction has been approved

Within 24 hours you will receive an email with your confirmation number and a copy of this receipt.

***** TRANSACTION RECORD *****

PA DCNR DEMO0464
400 Market St
Harrisburg, PA 17105
United States

TYPE: Purchase

ACCT: Visa \$ 80.00 USD

CARDHOLDER NAME : LOLA MORIN
CARD NUMBER : #####1111
DATE/TIME : 08 Feb 23 14:55:37
REFERENCE # : 03 002871 M
AUTHOR. # : ET141568
TRANS. REF. : 4737226085

Approved - Thank You 100

Please retain this copy for your records.

Cardholder will pay above amount to card issuer pursuant to cardholder agreement.

Go Back to Application

Print Driller License, Rig Permit, or Payment Receipt

- Log in to PaGWISDriller at <https://www.pagwisdriller.dcnr.pa.gov>
- Navigate to License > Reprint License & Rig Permits.

PaGWISDriller Well License

Welcome to the new

The Water Well Drillers License Act requires drillers to submit an "Intent to Drill" form.

§ 47.7. Well records.

- A record of each well shall be kept by the contractor on Form WWI. All pert

Edit Info/Renew License
Add Rig (mid year)
Reprint License & Rig Permits

- The Print Documents page will open. Select the Document Type (Driller License, Rig Permit, or Payment Receipt) and click “Print.”

Print Documents

Driller	License #

Select Document to Print.

Document Type (required)