PaGWISDriller User Guide

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

January 2024

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.

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.

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

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

10. Your email gets verified.

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 maybe a delay since this is a system generated email. Make sure to check you spam box as well.

Email Address *

bedawknfnvwvtmhbcm@tmmcv.com

Send Code

Verification Code *

WZK-OOX

Validate Code

Cancel

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.

Register a new account

User Profile

Enter account information below.

First name *

Middle name

Last name *

Date Of Birth *

mm/dd/yyyy

Organization

Title

Phone *

(###) ###-####

Phone Extn

Address Information

Country

United States

Address Line 1 *

Address Line 2

City *

State *

Select

Zip Code *

Zip Extn

Back to Address Lookup

Next

Cancel

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 *

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.
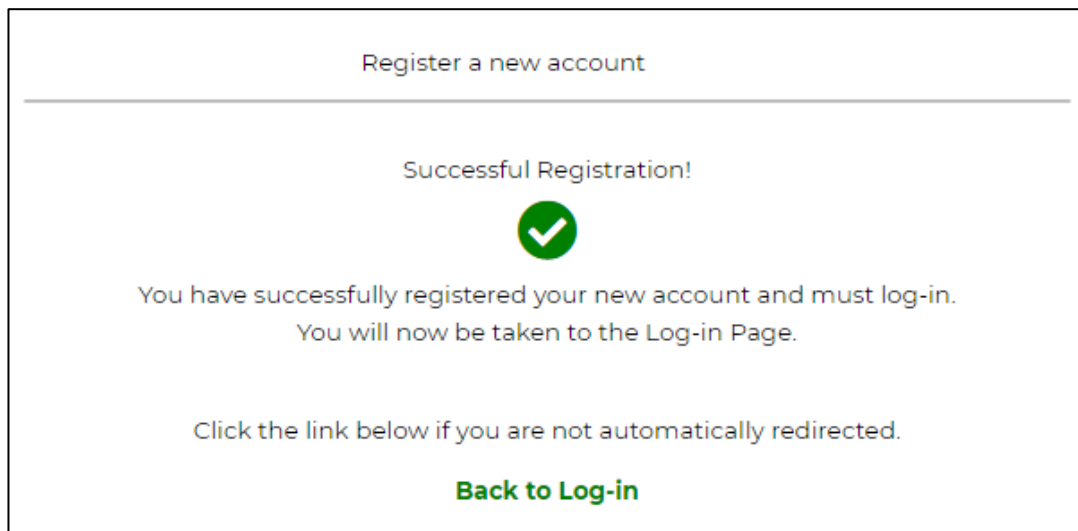
17. You will be sent an email message like the one shown below.
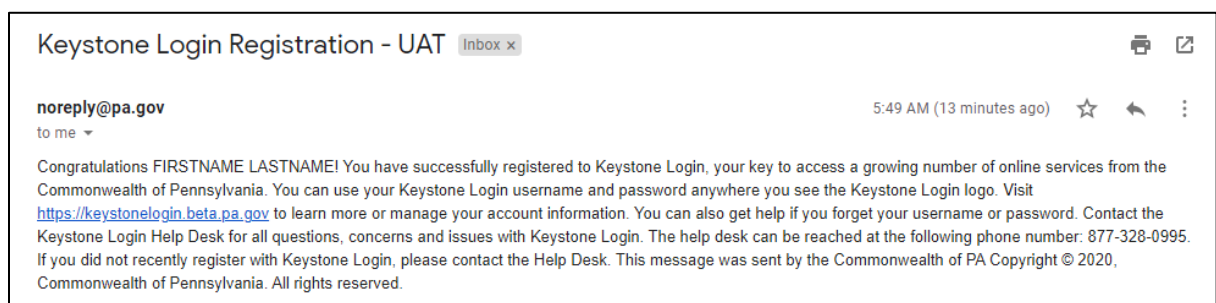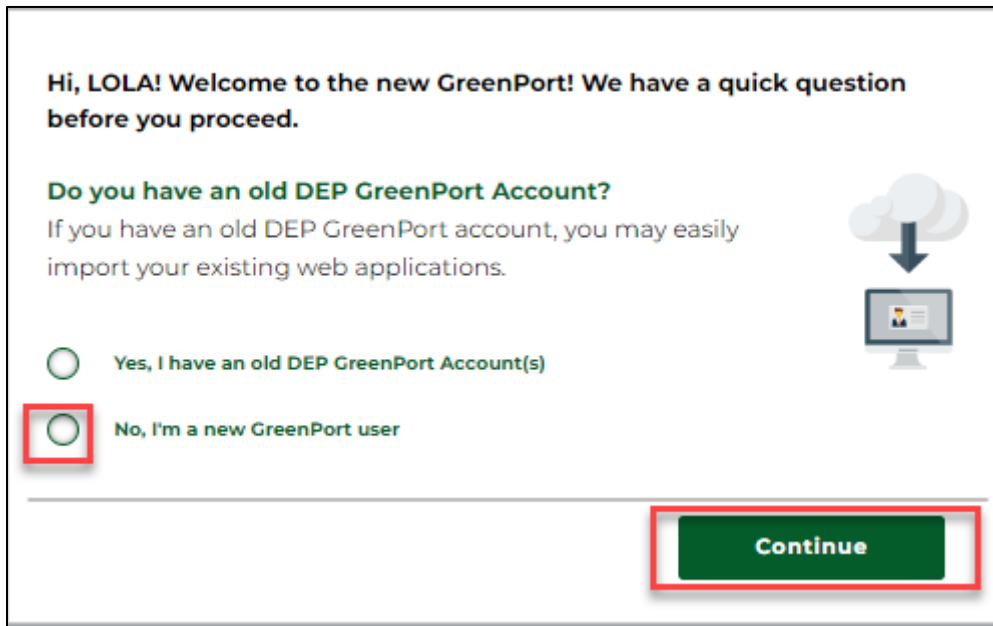
18. Return to **https://greenport.pa.gov/** or click on the "Back to Log-in" hyperlink and log in with your new username and password.
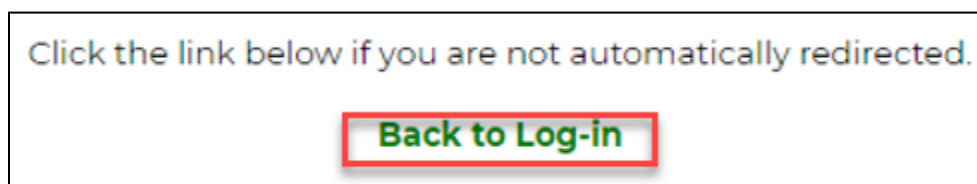
Enrolling with PaGWISDriller

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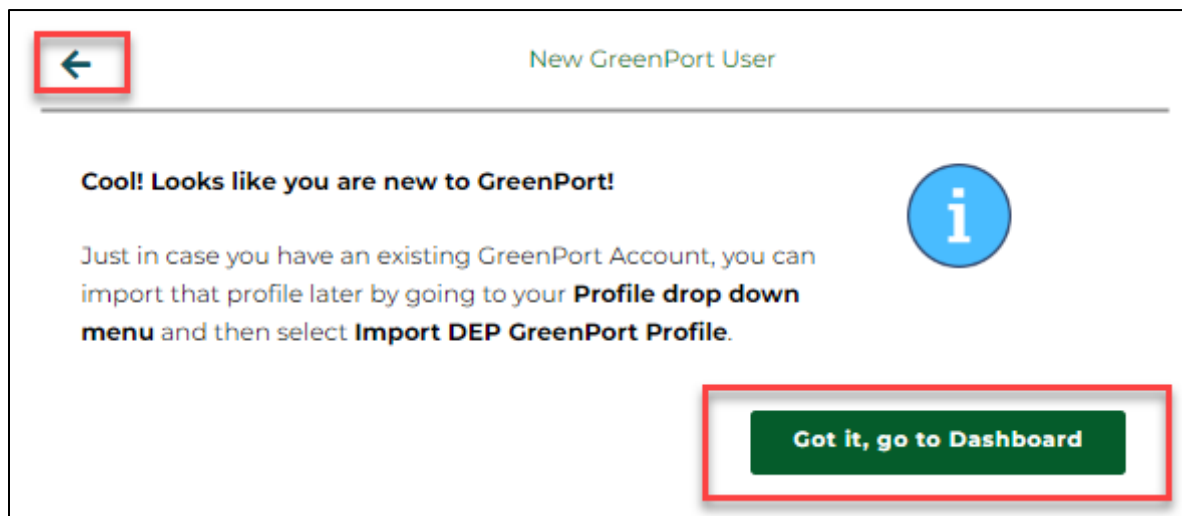
2. On the New GreenPort User confirmation page, click on the "Got it, go to Dashboard" button or the "back arrow".

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

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

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.

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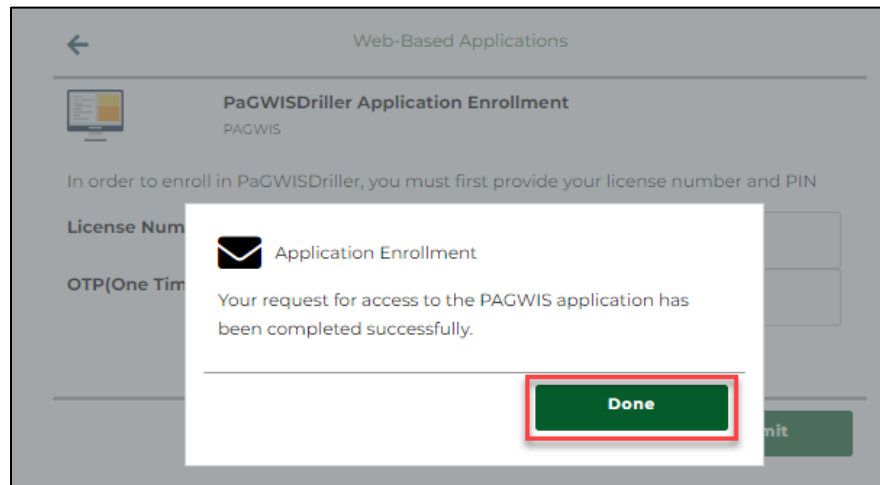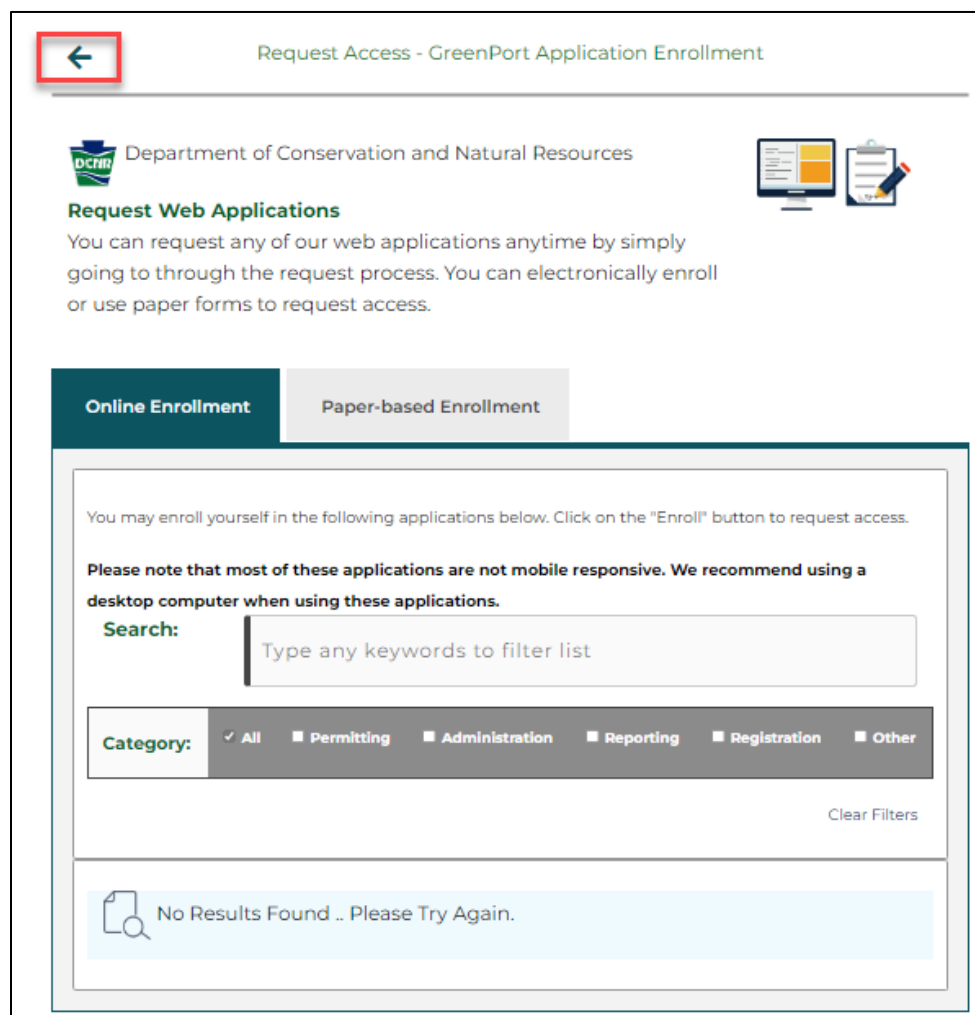

7. Now go back to the GreenPort Dashboard by clicking on the back arrow.
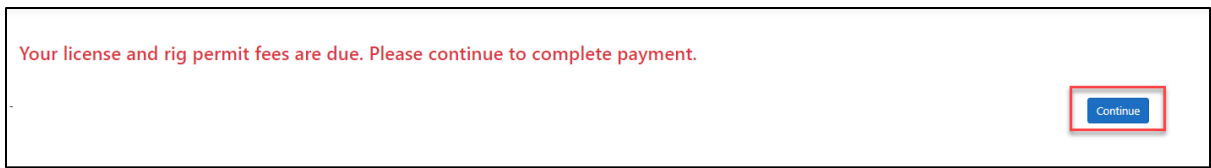
8. Select "DCNR" on the GreenPort Dashboard.
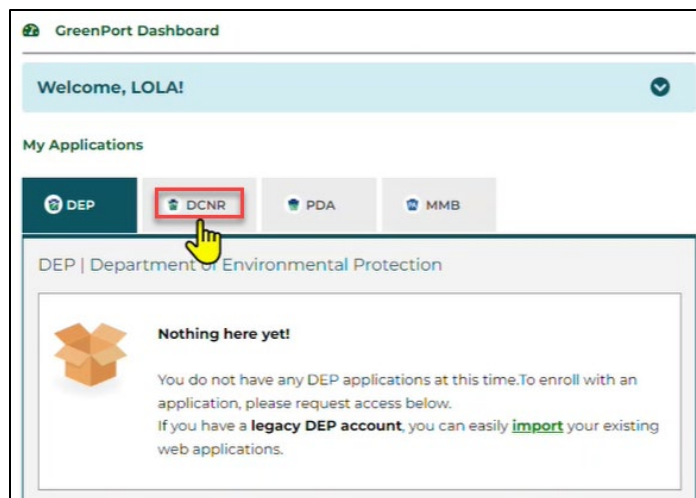
9. Under "Permitting" click on "**PaGWISDriller** – PAGWIS."

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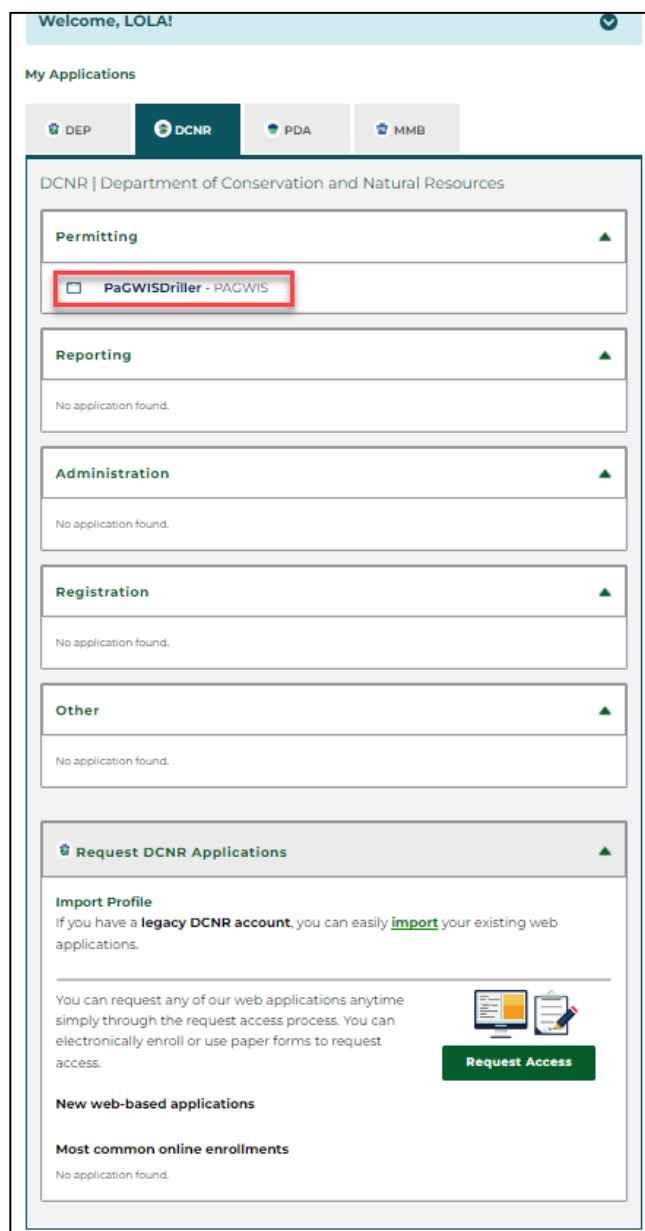
12. To make a credit card payment online, click on the "Continue" button.

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.
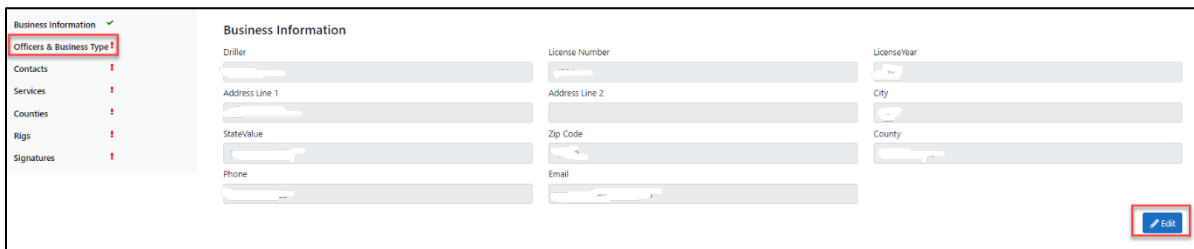
Business Information ✔
Officers & Business Type ❗
Contacts ❗
Services ❗
Counties ❗
Rigs ❗
Signatures ❗

Business Information

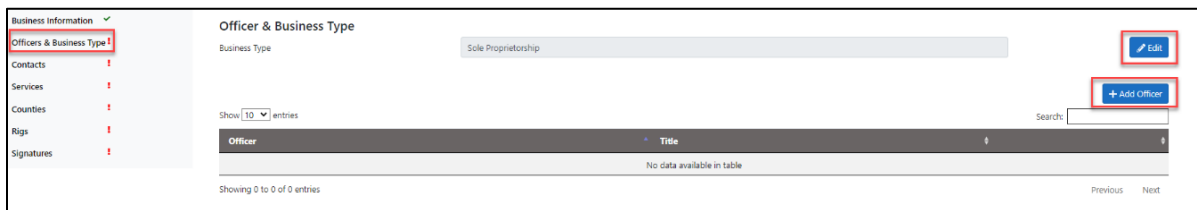| Driller | License Number | LicenseYear |
Address Line 1	Address Line 2	City
StateValue	Zip Code	County
Phone	Email	

✎ 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 ❗
Contacts ❗
Services ❗
Counties ❗
Rigs ❗
Signatures ❗

Officer & Business Type

Business Type   Sole Proprietorship   ✎ Edit

+ Add Officer

Show 10 ✔ entries   Search:

Officer	Title	
No data available in table		

Showing 0 to 0 of 0 entries   Previous Next
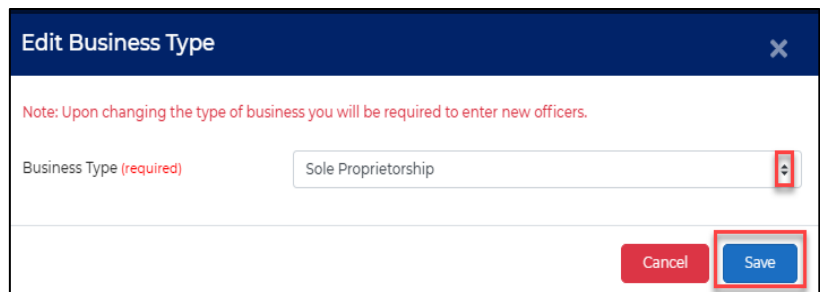
Edit the business type and click the "Save" button.

Edit Business Type   ✕

Note: Upon changing the type of business you will be required to enter new officers.
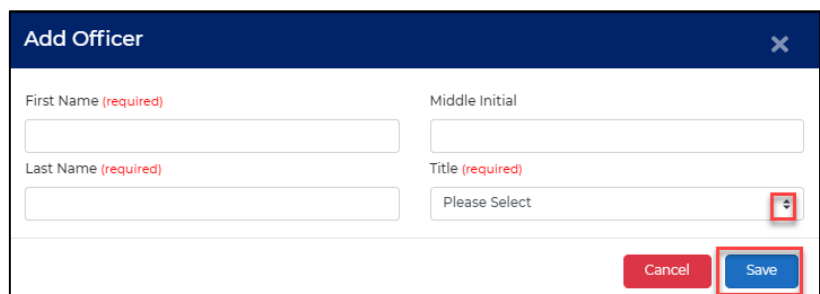
Business Type (required)   Sole Proprietorship   ⬍

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.

Save each entry.

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

17. Edit the list of counties that you serve.

18. Add identifying information for your rigs and save.

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

20. Click on "Check Out" to make your payment.

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.

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.

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).

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

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").

5. 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.

6. Close the map window and let the PaGWISDriller page reload. The Intent to Drill form will now be populated with location information.

7. 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.

8. 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.

1. Navigate to Well > My Water Wells

2. The Water Well Records page opens. Locate the Intent to Drill entry you want to convert and click the edit (pencil) icon.

3. 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.

4. 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.

5. Verify the owner information is correct and save it.

Drill Information

1. 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.

2. Click the "+New Activity" button.
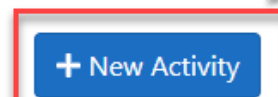
Drill Info

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.

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.

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.

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.

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.

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.

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.
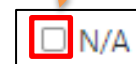
Add Abandon Info

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

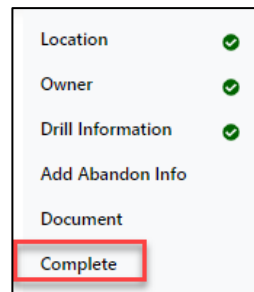1. After all required well information has been provided, the left navigation menu shows white check marks on the Location, Owner, and Drill Information categories. You can now complete the well record. Click the "Complete" tab to finish your report.
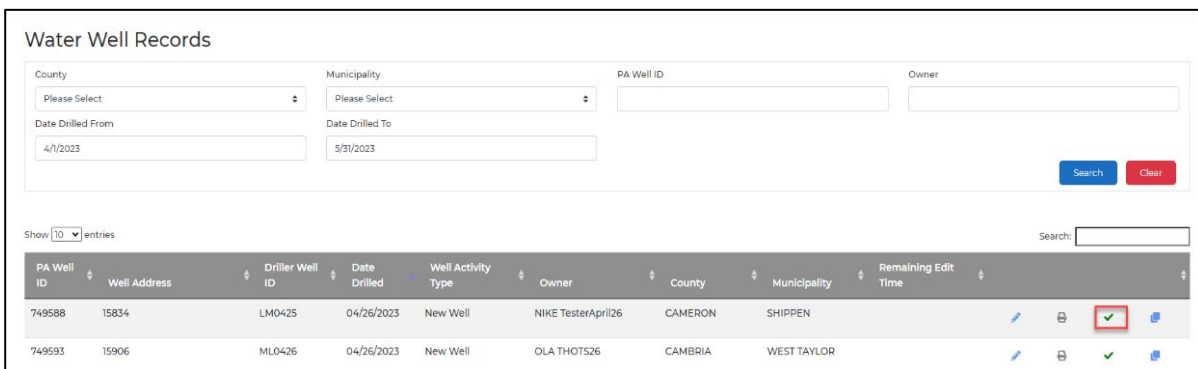
2. You will be redirected to the Water Well Records page. The Date Drilled search parameters default to a 60-day range (30 days in the past to 30 days in the future), but you can adjust the well search to the date range you need. The range entered cannot exceed a five-year increment.

   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.

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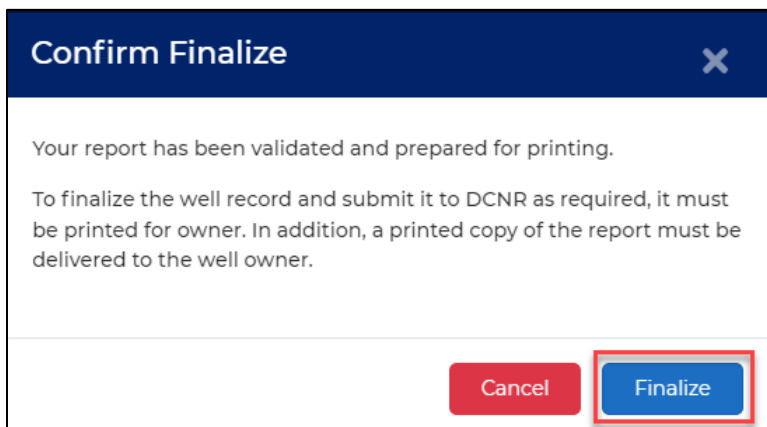
   As noted, a printed copy of the report must be signed and delivered to the well owner!

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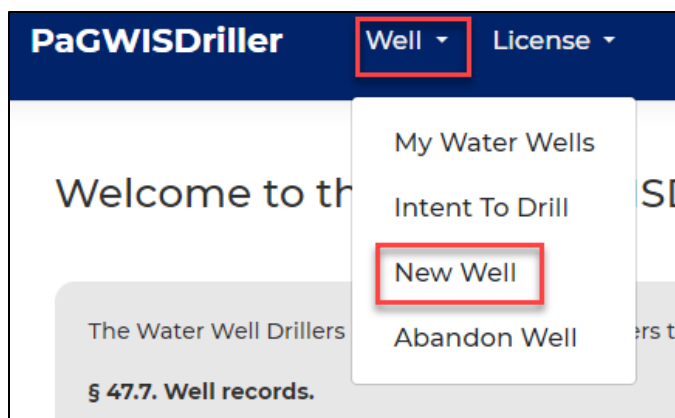

2. On the location page that opens, enter the Local Permit # and click the "Use map to populate location information" button.

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").
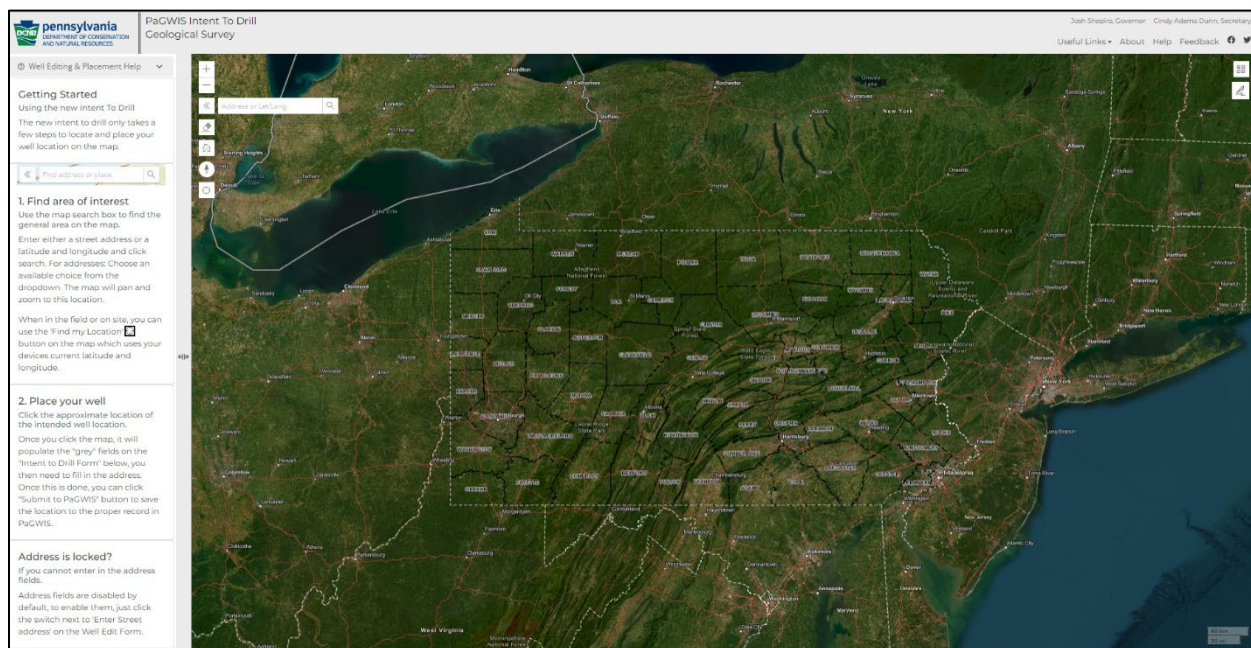
4. Once you have selected the location of the well, click the "Submit to PaGWIS" button and wait for the confirmation dialogue to appear in the upper-right corner.
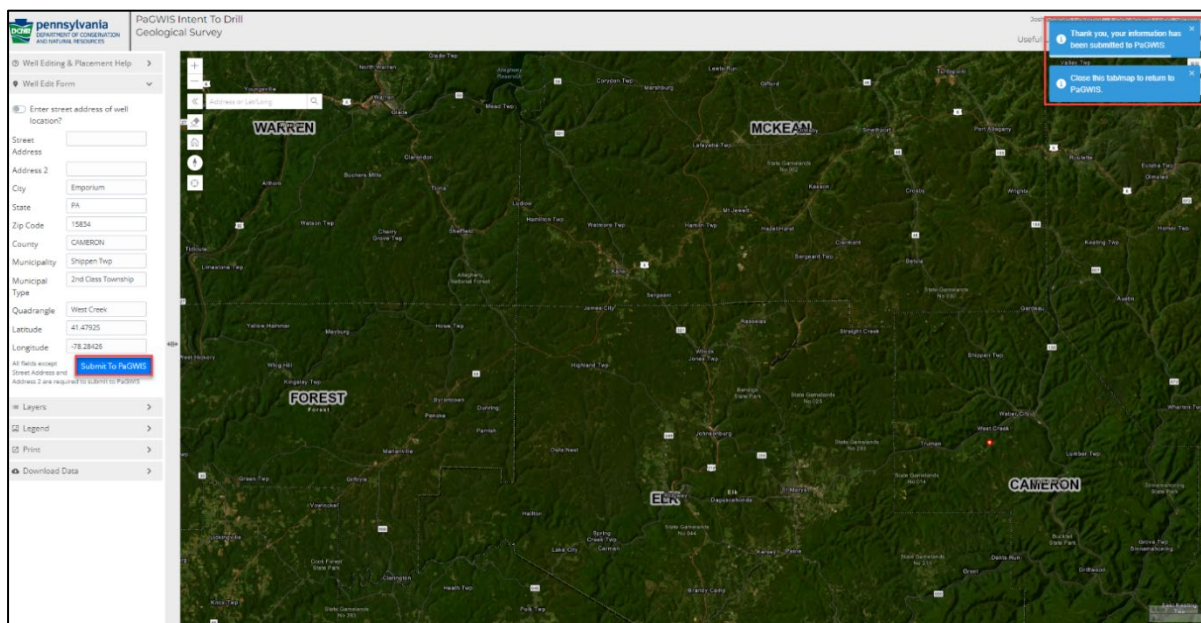
5. Close the map window and let the PaGWISDriller page reload. The well location will now be populated. Click on the "Save" button to save the new water-well location.

6. Click on "Owner," enter the well-owner information, and save your entry.

7. 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:

1. Log in to PaGWISDriller, if not already in.

2. 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.

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.

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

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.

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

8. After you have completed and saved all the required information for the abandoned well, click the "Complete" tab on the left navigation list.
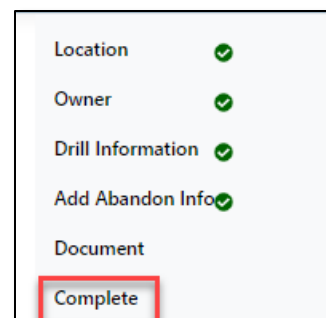
9. You will be redirected to the Water Well Records page. The abandoned well you just entered should appear at the top of the list displayed on that page.

10. To edit saved abandonment information, click the blue pencil on the right side of the entry to be modified (see image above).

11. To view and print a draft Water-Well Abandonment Report, which includes a signature line for your customer, click the printer icon.

12. Select the green check mark to finalize and print the Water-Well Abandonment Report.

Add a New Rig

1. Log in to PaGWISDriller at https:\\www.pagwisdriller.dcnr.pa.gov.

2. Navigate to License > Add Rig (mid year).
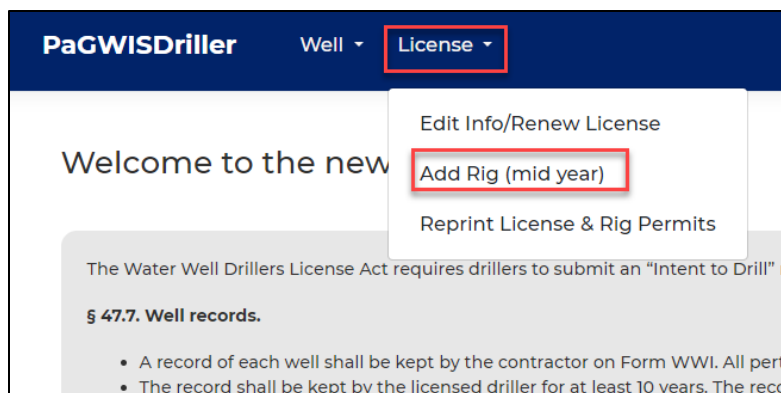
3. In the Add New Rig window that opens, click the "+Add Rig" button.

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."

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 10 entries   Search: [   ]

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

Showing 1 to 1 of 1 entries   Previous 1 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
[Admin Administrator]

Credit Card Number   Expiry Date (MMYY)
[   ]   [   ]

Security Code
[   ] [Present   ▼]

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 and 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 DEMO0464
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
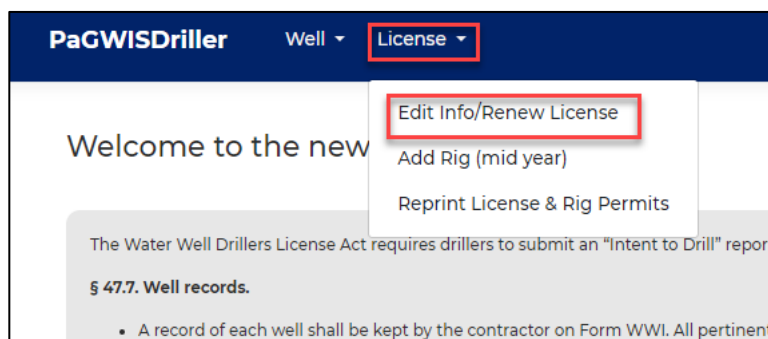
2. In the window that opens, select "Signatures" from the left navigation menu.

3. On the Signature page, check the "Electronic Signature" box.

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

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

6. Click the "Go Back to Application" hyperlink to go back to the main PaGWISDriller interface.

Print Driller License, Rig Permit, or Payment Receipt

1. Log in to PaGWISDriller at https:\\www.pagwisdriller.dcnr.pa.gov

2. Navigate to License > Reprint License & Rig Permits.

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