

Navigating the NR135 2024 Annual Report for Nonmetallic Mine Reclamation



NAVIGATING THE NR135 2024 ANNUAL REPORT FOR NONMETALLIC MINE RECLAMATION

- Electronic Reporting System: MMS
- Migration from WAMS ID to MyWisconsin ID
- Getting connected to the NMM annual report
- New features in the annual report
- Invoices and payments
- Troubleshooting



- Time saving reporting tool
- Used to file the Nonmetallic Mining Reclamation RA Annual Report
- Records required information per NR135.37
- Provides transfer of DNR fee portion.
- Future report enhancements (confirmations)
- Future management of DNR administration
 - Audits, ordinance reviews, technical assistance
- Future management of metallic mining projects



MIGRATION FROM WAMS ID TO MYWISCONSIN ID

Why are we doing this?

- All Wisconsin state agency reporting systems are required by the DOA to migrate from WAMS to the MyWI ID.
- All DNR programs have set migration goals.
- The Mining Management System (MMS) is the very first reporting program to migrate.
- Other programs are following soon (Drinking Water Municipal Community water systems expected next)
- Hurry, NMM RAs! Time is running out! (Annual Report deadline is March 31, <u>but leave time for troubleshooting</u>.)
- Of all NMM RAs, 68% Submitted or Started/32% Not Started
 - 31% of all who submitted or started required some troubleshooting assistance.





THE ROLE OF DNR SWITCHBOARD IN THE MIGRATION



- The Switchboard e-business Portal was launched in 2006 as a way for external users to access all of their reports in one place.
- Some customers file multiple reports in the same year (e.g. air, waste, water). Instead of logging into three websites, Switchboard is one portal.
- Users log into one central area where all of your info is stored and use the portal feature to jump to different reports.
- 14 DNR programs (not all) use the Switchboard.
- Until all DNR programs migrate to MyWisconsin ID, there will be two Switchboards, so users select the relevant "doorway" for their program:
 - **1. Old WAMS Switchboard** for most DNR programs until they migrate
 - 2. New MyWI ID Switchboard for MMS app (and others that do migrate)

JOB AID PDF

- Step-by-step guide
- 22 pages some prints available
- Different chapters help with every part of the process:
 - Creating your MyWisconsin ID account
 - Obtaining MMS permissions in the DNR Switchboard (whether new user or returning WAMS ID user)
 - Completing your annual report
 - Invoices and payments
 - Contacts for troubleshooting



Job Aid for



berta A Walls Nonmetallic Mine Reclamation Coordinator – EAS/EX

Frik Flesch Nonmetallic Mining Reclamation Program Specialist



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REGISTERING FOR A MYWISCONSIN ID AND LOGGING INTO THE DNR SWITCHBOARD

Same process for new and existing users



CREATE A MYWISCONSIN ID ACCOUNT



WISCONSIN

MyWisconsin ID Sign In

Email address

example - user@domain.com

This field cannot be left blank

Next
Unlock account?
Help
Don't have an account?



- 1. Click Sign Up link
- Verify your email and set up a password for your account





Set up password

OktaTest@Domain.com

Password requirements:

- At least 8 characters
- · A lowercase letter
- An uppercase letter
- · A number
- A symbol
- · No parts of your username
- · Does not include your first name
- · Does not include your last name
- Password can't be the same as your last 24 passwords
- At least 2 hour(s) must have elapsed since you last changed your password

Enter password



Re-enter password

0

Next

Return to authenticator list

Back to sign in





Set up security methods

OktaTest@Domain.com

Security methods help protect your State of Wisconsin account by ensuring only you have access.

Set up required

Google Authenticator

Enter a temporary code generated from the Google Authenticator app. Used for access

Set up

Okta Verify

Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity Used for access



Phone

Verify with a code sent to your phone Used for access

Set up

Security Key or Biometric Authenticator Use a security key or a biometric

authenticator to sign in Used for access



Back to sign in

MULTI-FACTOR IDENTIFICATION

Select at least one Multi-Factor Authentication (MFA) method.

A cell phone is required.

No cell phone?

- 1. Collaborate with a colleague who has a cell phone. This is the most sure-fire solution.
- Dunn County was successful with setting up a Security Key or Biometric Authenticator by setting up the Windows Hello Face/Fingerprint/PIN feature in their computer settings.

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LOG IN TO MYWISCONSIN ID ACCOUNT



- Log in at **apps.Wisconsin.gov**.
- Your My Apps welcome screen will be empty. <u>Do not click</u> "Add apps to your launcher."
- Leave this window open and open a new tab. Do not log out.

PROCEED TO DNR SWITCHBOARD & LOG IN WITH MYWISCONSIN ID

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- In new tab, go to • dnr.wisconsin.gov/topic/Swit chboard.
- Click on Log in/Create User ID •
- Check out the other • resources too!



LOG IN TO MYWISCONSIN ID SWITCHBOARD

- Log in at dnr.wisconsin.gov/topic/Switchboard.
- Select "Go to MyWISCONSIN ID." Do not go to the WAMS Switchboard.



PLEASE CHOOSE THE APPROPRIATE LOG IN OPTION BELOW BASED ON THE MIGRATION STATUS OF YOUR SYSTEM.

GETTING CONNECTED TO THE MINING MANAGEMENT SYSTEM (MMS) APPLICATION

Different process for New Users and Existing Users

NEW USER

-NEVER HAD A WAMS ID ACCOUNT, OR -HAS NOT USED A WAMS ID ACCOUNT TO SUBMIT A NMM RECLAMATION RA ANNUAL REPORT

- Create a MyWisconsin ID Account
- Proceed to the DNR Switchboard
- Request permissions to access NMM report
 - Don't "Transfer" permission from WAMS
 - Select the "Continue" Option
- Print, sign, and send authorization page to the address provided on the upper left-hand corner of the form.
 - The form must be received within 30 days to avoid being locked out.



LOG IN TO MYWISCONSIN ID SWITCHBOARD

- Log in at dnr.wisconsin.gov/topic/Switchboard.
- Select "Go to MyWISCONSIN ID." Do not go to the WAMS Switchboard.



PLEASE CHOOSE THE APPROPRIATE LOG IN OPTION BELOW BASED ON THE MIGRATION STATUS OF YOUR SYSTEM.



• Select "Continue." Do not select "Transfer" or "Skip" if you are new user.



PROCEED TO DNR SWITCHBOARD AND REQUEST ACCESS

- Role Info: select "Nonmetallic Mine Regulatory Authority Annual Report" under Office of Mining.
- Facility Info: search by FIPS code or facility name (county or municipality)



ACCESS REPORT AFTER PERMISSION GRANTED

- Roberta or Erik will email you as soon as access is granted. Please note that it may take up to two business days to grant access.
- Select "My Facilities & Roles" to access the MMS app and complete report



Office Locations

Careers

EXISTING USER -HAS USED A WAMS ID TO SUBMIT NMM RA ANNUAL REPORTS

Create your My WI ID:

- Create a My WI ID
 account
- Multi Factor Authentication

Verify your WAMS Log in ID and Password:

- More than one WAMS ID?
- Reset password if unsure, locked out, or expired
- No MFA
- Have login information for both accounts ready



Transfer your WMAS permissions in Switchboard:

- Log into your My WI ID account in the Switchboard
- When the permissions screen appears, select the "Transfer" option
- Enter current valid WAMS information
- Click on "verify"
- If you enter the wrong WAMS information too many times (5) your WAMS account will be locked, and you will need to reset the WAMS account.



LOG IN TO MY WI ID SWITCHBOARD

- Log in at dnr.wisconsin.gov/topic/Switchboard. ٠
- Select "Go to MyWISCONSIN ID." Do not go to the WAMS Switchboard. •



PLEASE CHOOSE THE APPROPRIATE LOG IN OPTION BELOW BASED ON THE MIGRATION STATUS OF YOUR

TRANSFER YOUR WAMS ACCESS

- Select "Transfer" option under Login Account Permission. <u>Do not select "Continue" or</u> <u>"Skip" if you are an existing user.</u>
- Click "What if I forgot my WAMS ID or password?" to verify your credentials.

	WISCONSIN DEPARTMENT OF NATURAL RESOURCES MMMS
	LOGIN ACCOUNT PERMISSIONS
	Congratulations, you are logged in with your RobertaOrchid1@gmail.com.
	Please select an option to Proceed
-	TRANSFER allows you to verify existing Wisconsin User (WAMS) ID and transfer the permissions from old Wisconsin User (WAMS) ID to your new MyWisconsin ID.
	allows you to proceed to MMS without a transfer of permissions from your old Wisconsin User (WAMS) ID for now.
	allows you to proceed to MMS if you do not have an old Wisconsin User (WAMS) ID to transfer information.
	FREQUENTLY ASKED QUESTIONS
	What is a MyWisconsin ID?
	What is a Wisconsin User (WAMS) ID?
	What is the "Transfer" option?
	What is the "Skip" option?
	What is the "Continue" option?
	What if I forgot my Wisconsin User (WAMS) ID or password?

TRANSFER YOUR WAMS ACCESS

- Be sure your have your WAMS credentials handy and current. If you enter errors more • than 5 times, you will be locked out.
- If you are not 100% certain of your password, reset it before proceeding. •

LUGIN AGGUUNT PERMISSIUNS	
Congratulations, you are logged in with your RobertaOrchid1@gmail.com . Please select an option to Proceed	• Click "Verify."
WAMS ID Password	• Do not selec "Skip."
BACK VERIFY Allows you to proceed to MMS without a transfer of permissions from your old Wisconsin User (WAMS) ID for now.	• Do not selec "Continue."
CONTINUE allows you to proceed to MMS if you do not have an old Wisconsin User (WAMS) ID to transfer information.	
FREQUENTLY ASKED QUESTIONS	
What is a MyWisconsin ID?	
What is a MyWisconsin ID? What is a Wisconsin User (WAMS) ID?	

SUCCESSFUL CONNECTION!

- Existing users: It may take up to one hour to show access to your Facilities & Roles.
- <u>Do not</u> click on Request Access if the connection does not work automatically. Please contact us so we may troubleshoot and help provide access.



sconsin Department of Natural Resources 15. Webster Street PO Box 7921	Secretary's Office Hotlines		OPEN THE	
adison, WI 53707-7921	Customer Service	For Media		
ll 1-888-936-7463 (TTY Access via relay - 711) from 7 a.m. to 10 p.m.	Office Learning		Subscribe for Email Updates	

TIPS FOR A SUCCESSFUL CONNECTION

- Know which path to use (new vs. existing user).
- Double-check your WAMS username
- Reset your WAMS password if you are not 100% certain.
- Missteps happen! Reach out if you get stuck.
- We can help! Be sure to email a screenshot of what you are seeing.
- This is a one-time connection. Once you're connected, you won't need to repeat!





COMPLETING YOUR ANNUAL REPORT: NEW FEATURES



- Report Dashboard
- New Layout
- Report top provides RA information and submittal and fee payment status
- Report Extension Request
- Inactive Fees Section
- eSignature



REPORT DASHBOARD

- Navigate to your report list.
- Select the report year Your new report will be created for you.
- Past reports are available as a pdf file under the "Program" tab.





NEW LAYOUT

- 4 Report sections: Demographics, Active permits, Inactive permits, and Administrative Actions.
- Additional section for status and comments
- Extension request section

WISCONSIN Department of Natural resources	
Program + Finance + System +	
NONMETALLIC MINING ANNUAL REPORT LIST	
Report List Refresh Annual Report Form Print	
ANNUAL REPORT	
REPORT EXTENSION REQUEST	
PERMIT DEMOGRAPHICS	
Total number of acres approved for mining: 325	Number of acres NEWLY approved for mining in the report year: 10
Number of open (unreclaimed) acres actively being mined: 325	Number of acres released from financial assurance pursuant to NR135 subchapter IV: 5
Number of acres that have been reclaimed and are awaiting release from the financial assurance requirements of NR135	subchapter IV:
ACTIVE PERMITS FEE	
INACTIVE PERMITS FEE	
ADMINISTRATIVE ACTIONS	
Report List Refresh Annual Report Form Print	



INACTIVE FEES SECTION

- Enter number of permitted sites according to un-reclaimed acre category
- Tracking of mine sizes for all nonmetallic mines regardless of activity

Report List Refresh Annual Report Form Print
ANNUAL REPORT
REPORT EXTENSION REQUEST
PERMIT DEMOGRAPHICS
ACTIVE PERMITS FEE
INACTIVE PERMITS FEE

Size	Count	Rate	Total
1 to 5 acres	0	15	0
6 to 10 acres	0	15	0
11 to 15 acres	1	15	15
16 to 25 acres	0	15	0
26 to 50 acres	1	15	15
51 acres or larger	1	15	15

Total Inactive Permit Fee Amount: \$45.00

ADMINISTRATIVE ACTIONS

R.A. INFORMATION, SUBMITTAL AND FEE PAYMENT STATUS

- Real-time report and fee status
- New feature to verify the report belongs to you

Ion Metallic Mining Annual Report				
Review Extend Due Date Print Rep	ort Search Refresh Annual Report Form			
ANNUAL REPORT				
Entity Name: Town of Saukville	Muni Code: 45014	FIPS Code: 5508971725	View Invoices	
Report Year: 2024	Submit Status: Not Started	Review Status: Not Submitted	Report DueDate: 03/30/2025	
Total Active Permit Fee Amount: \$0.00	Total Inactive Permit Fee Amount: \$0.00	Total Fee Amount: \$0.00	Total Payment Amount: \$0.00	
Initial Submit Date:	Initial Submit User Id:		Initial Submit User Name:	
Final Submit Date:	Final Submit User Id:		Final Submit User Name:	
igned Date: Signed By User Id:			Signed by User Name:	
User Comments:				



REPORT EXTENSION REQUEST

- New feature! Does not eliminate the requirement for 03/31 deadline
- Must provide reason for request
- Length of extension 1-4 weeks depending on situation needed

NONMETALLIC MINING ANNUAL REPORT EXTENSION REQUEST				
Entity Name: City of Muskego		Muni Code: 67251	FIPS Code: 5513355275	
Report Year: 2024	Submit Status: In Progress	Review Status: UnSubmit	Report Due Date: 03/30/2025	
* Reason For Extension (Remaining character to enter: 4000)				
Enter reason				
Report List Report Submission Submit	Clear			



E-SIGNATURE

- When complete, verify your information and click the box certifying truth and accuracy of information.
- Click on the Submit button to submit your report.
- Note: If you make any changes after you click the box, but before submitting, you will need to re-click the box.

1	Comments (Remaining character to enter: 4000)
	Enter comments
-	
C	By signing I hereby acknowledge that I am the duly authorized representative of the regulatory authority and that, to the best of my knowledge and belief, the information contained on this form is correct, true, complete and in accordance with the regulatory authority and that, to the best of my knowledge and belief, the information contained on this form is correct, true, complete and in accordance with the regulatory authority and that, to the best of my knowledge and belief, the information contained on this form is correct, true, complete and in accordance with the regulatory authority and that, to the best of my knowledge and belief, the information contained on this form is correct, true, complete and in accordance with the regulatory authority and that are the set of the presented on the set of the set o
	Signed Name:
	Signed Date:
	Save Submit Print Request Extension Report List Clear

That's it! DNR staff will review your submittal and send you your invoice.



INVOICES AND PAYMENTS

- How do I receive my Invoice?
- E-Payment Methods
 - E-check
 - ACH bank transfer
 - ePay
 - Credit/Debit Card
- Mailing a check



INVOICE WILL COME BY EMAIL

After your report is submitted, DNR staff:

- Reviews the submitted report for approval.
- Emails PDFs of the invoice and report within a couple of business days to:
 - Report preparer
 - Billing contact for your RA (if applicable)



Congratulations on completing your 2024 NMM RA Annual Report! Please find a PDF of your report and invoice attached. (Your invoices and a direct E-Pay link are also available in the new Mining Management System (MMS) application online via the Invoice Search function. See attached job aid for details.)



FINDING YOUR INVOICES IN MMS

To find your invoices in MMS (after approval), use Invoice Search under the Finance menu.

	WISCONSIN DEPARTMENT OF Natural Resources					
Program - Finance - System -						
INVOICE SEAL						
Entity Name		Report Year	Invoice id			
City of Muskego	*	All	•			
		Search Clear				
SEARCH RESULTS				• Rectan	gular Snip	
Previous 1 Next					2	Search within records
Entity Name 🕴 Report Year	Invoice Id	4	Invoice Desc 🔶	Invoice Date	Invoice Amount	🕴 Paid Amount 🛛 🕴
City of Muskego 2024	2024_NMMAR_4459808f-8d5f-49c8-8	d15-569d222da6fb	Non-metallic mining 2024 invoice	11/22/2024 4:55:07 PM	\$0.00	\$0.00
Showing 1 to 1 of 1 records						Show 25 👻 records

To review and print invoices, click Invoice ID hyperlink from the Invoice Search Results list.



Visit https://dnr.wisconsin.gov/epay/index

To use DNR E-Pay, you simply need the long invoice number found on your invoice.

- E-Check (no surcharge fees),
- ACH bank transfer (also no surcharge fees)
- Credit/debit cards (adds a 2.5% surcharge fee)



HUNTING FISHING PARKS CLIMATE ENVIRONMENT FORE

ด » E-PAY

E-PAY INVOICE PAYMENT OPTIONS

- Pay by E-Check where we withdraw money from your checking account.
- <u>Pay by Credit Card</u> where we charge your credit card (adds a 2.5% surcharge fee).
- <u>Pay by ACH</u> where you transfer money to our bank account.

The Wisconsin DNR issues invoices and collects money for many different environmental and conservation programs. If your invoice specifically states that E-Pay is available, then you may use the buttons above to pay.



PAYING BY CHECK

- Detach the bottom remittance portion of your invoice.
- Mailing printout of full Annual Report is no longer needed/desired.
- Double-check your DNR mailing address. Address subject to change, current address:

```
Wisconsin Department of Natural Resources – EX
ATTN: James Amberson
PO Box 7921
Madison, WI 53707-7921
```

Detach and enclose this portion with your check payable to Wisconsin DNR

Invoice Id	AR20245509500000120322
Invoice Date	3/12/2025
Invoice Amount	\$5520.00

COUNTY OF POLK NICOLE SCHMID 100 Polk County Plz BALSAM LAKE WI 548109071

Please mail check to

WI DEPT OF NATURAL RESOURCES - EX ATTN: James Amberson PO BOX 7921 MADISON WI 53707-7921

To pay electronically, please enter invoice number and payment at DNR ePay https://dnr.wisconsin.gov/epay/index

TROUBLESHOOTING: SCREENSHOTS HELP!

Resources

- Job Aid: Follow step by step
- MyWisconisin ID website
- DNR Switchboard website

Common issues

- Lockouts: WAMS login or MyWisconsin ID login if forgotten credentials
- Timeouts: 20 minutes
- Runtime Server Error due to intermittent brief Switchboard outages



Contacts

MyWisconsin ID Account Service Desk: (608) 471-6667 for issues with registering for MyWisconsin ID or multi-factor identification

Erik Flesch Phone: (608) 228-1758 Erik.Flesch@Wisconsin.gov

Roberta A. Walls Phone: 608-797-8510 Roberta.Walls@Wisconsin.gov

Server Error in '/switchboard' Application.

THANK YOU!

• Erik & Roberta

Roberta A. Walls Nonmetallic Mine Reclamation Coordinator – EAS/EX Phone: 608-797-8510 Roberta.Walls@Wisconsin.gov

Erik Flesch Nonmetallic Mine Reclamation Program Specialist Phone: (608) 228-1758 Erik.Flesch@Wisconsin.gov





