Navigating the NR135 2024 Annual Report for Nonmetallic Mine Reclamation

WISCONSIN
DEPT. OF NATURAL RESOURCES

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

ELECTRONIC REPORTING SYSTEM: MINING MANAGEMENT SYSTEM (MMS)

- 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, **but leave time for troubleshooting**.)
- 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

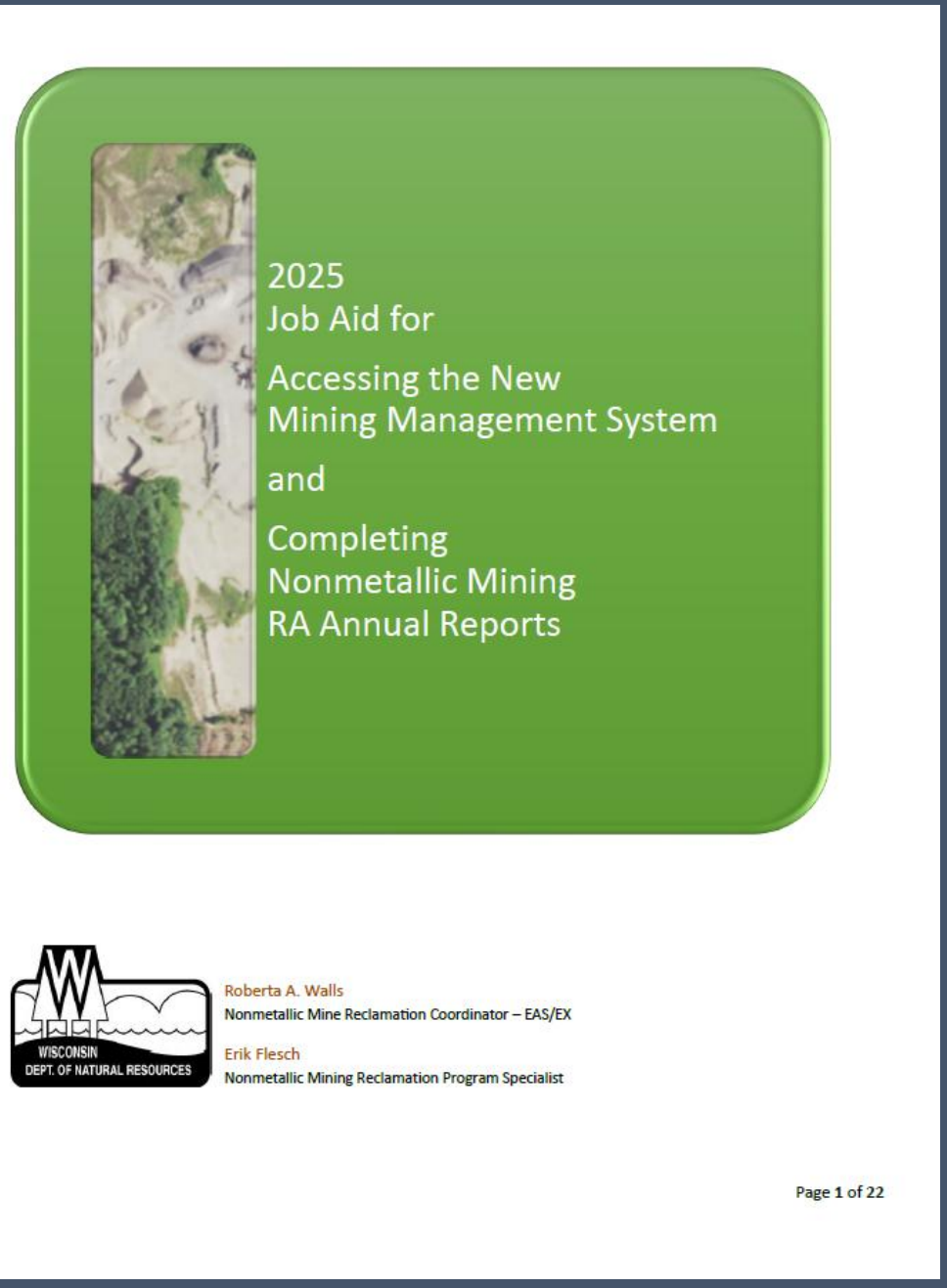
- The Switchboard e-business Portal was launched in 2006 as a way for external users to access all of their reports in one place.
- Some customers file multiple reports in the same year (e.g. air, waste, water). Instead of logging into three websites, Switchboard is one portal.
- Users log into one central 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

HELPFUL REFERENCE

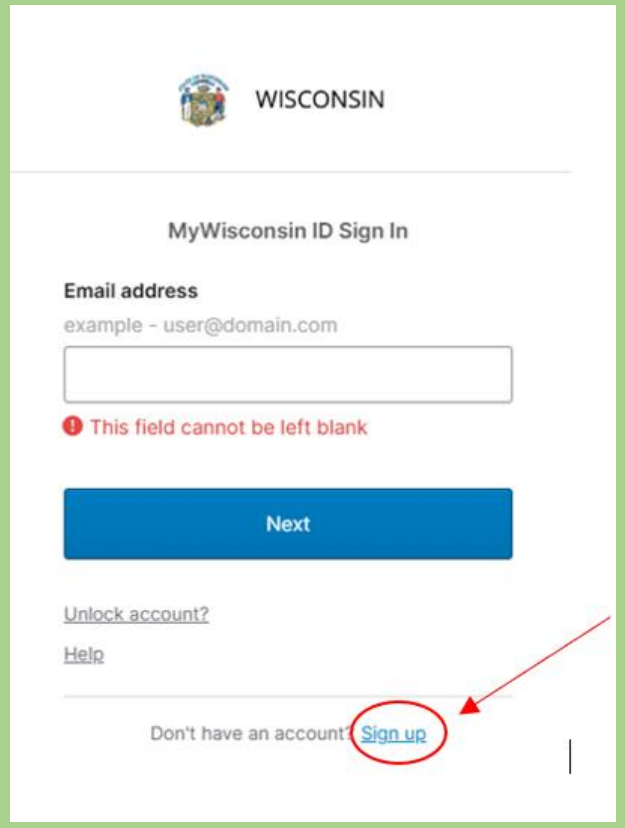
- Step-by-step guide
- 22 pages – some prints available
- Different chapters help with every part of the process:
  - Creating your MyWisconsin ID account
  - Obtaining MMS permissions in the DNR Switchboard (whether new user or returning WAMS ID user)
  - Completing your annual report
  - Invoices and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



REGISTERING FOR A MYWISCONSIN ID AND LOGGING INTO THE DNR SWITCHBOARD

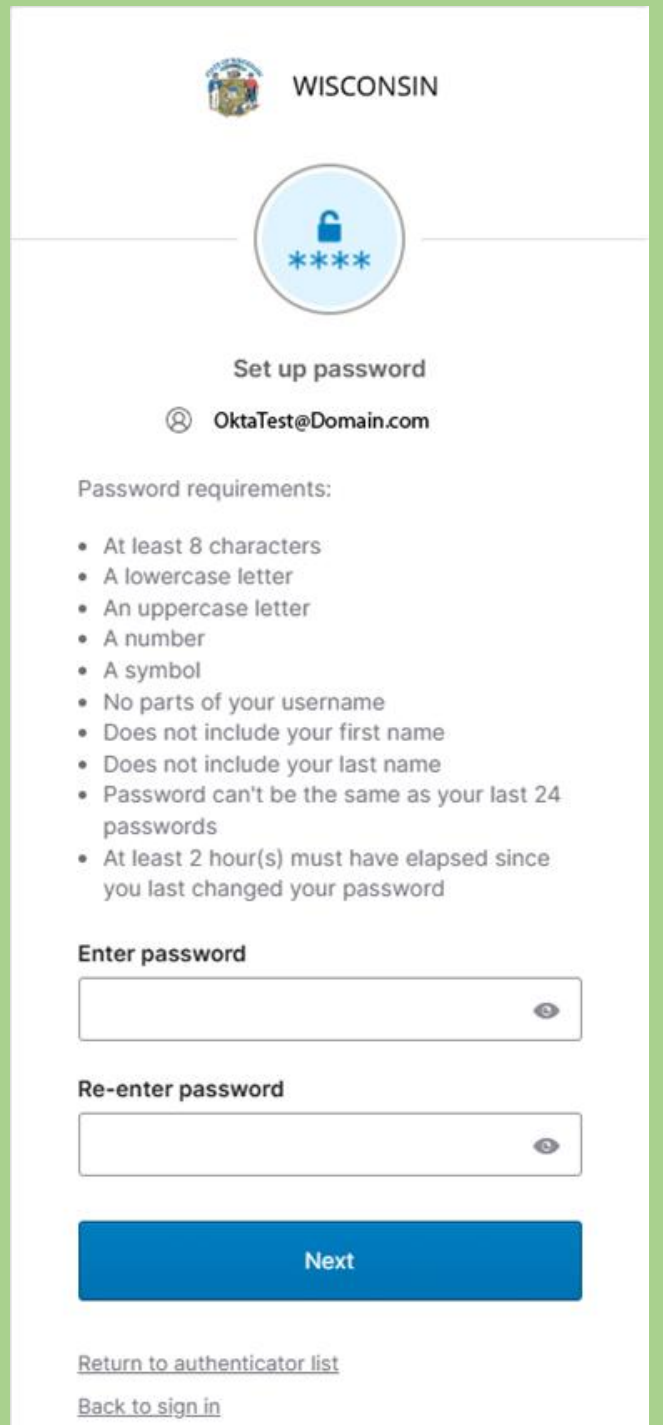
Same process for new and existing users

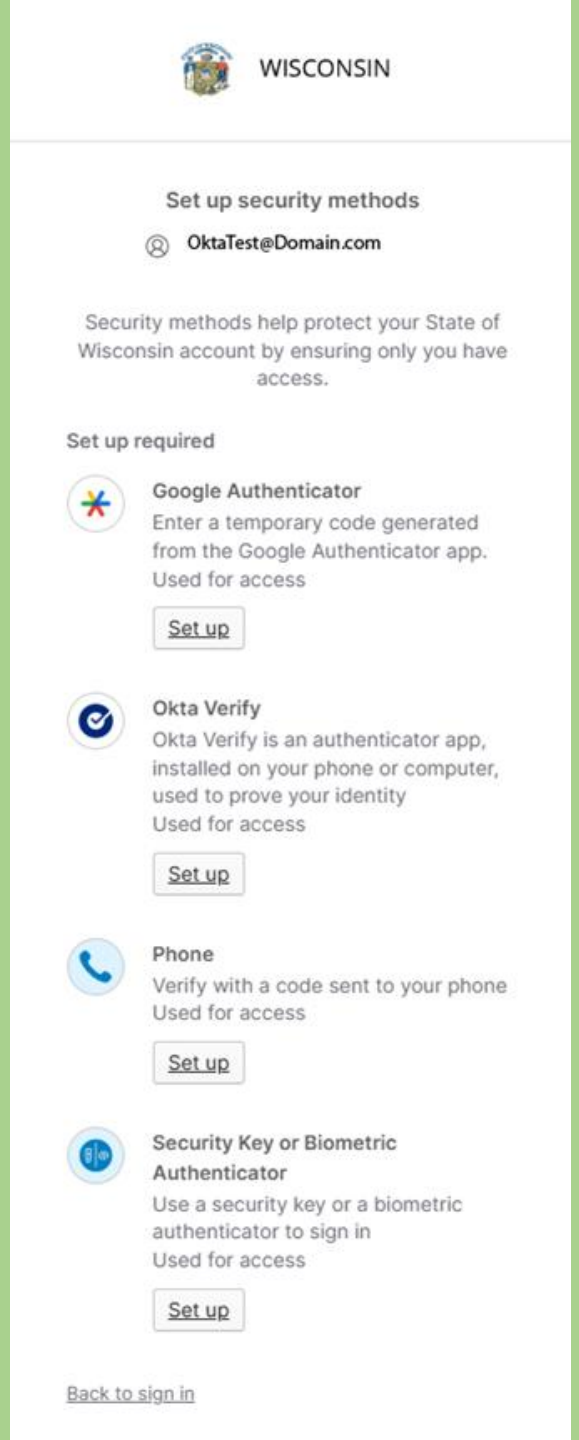
CREATE A MYWISCONSIN ID ACCOUNT



apps.Wisconsin.gov

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





MULTI-FACTOR IDENTIFICATION

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

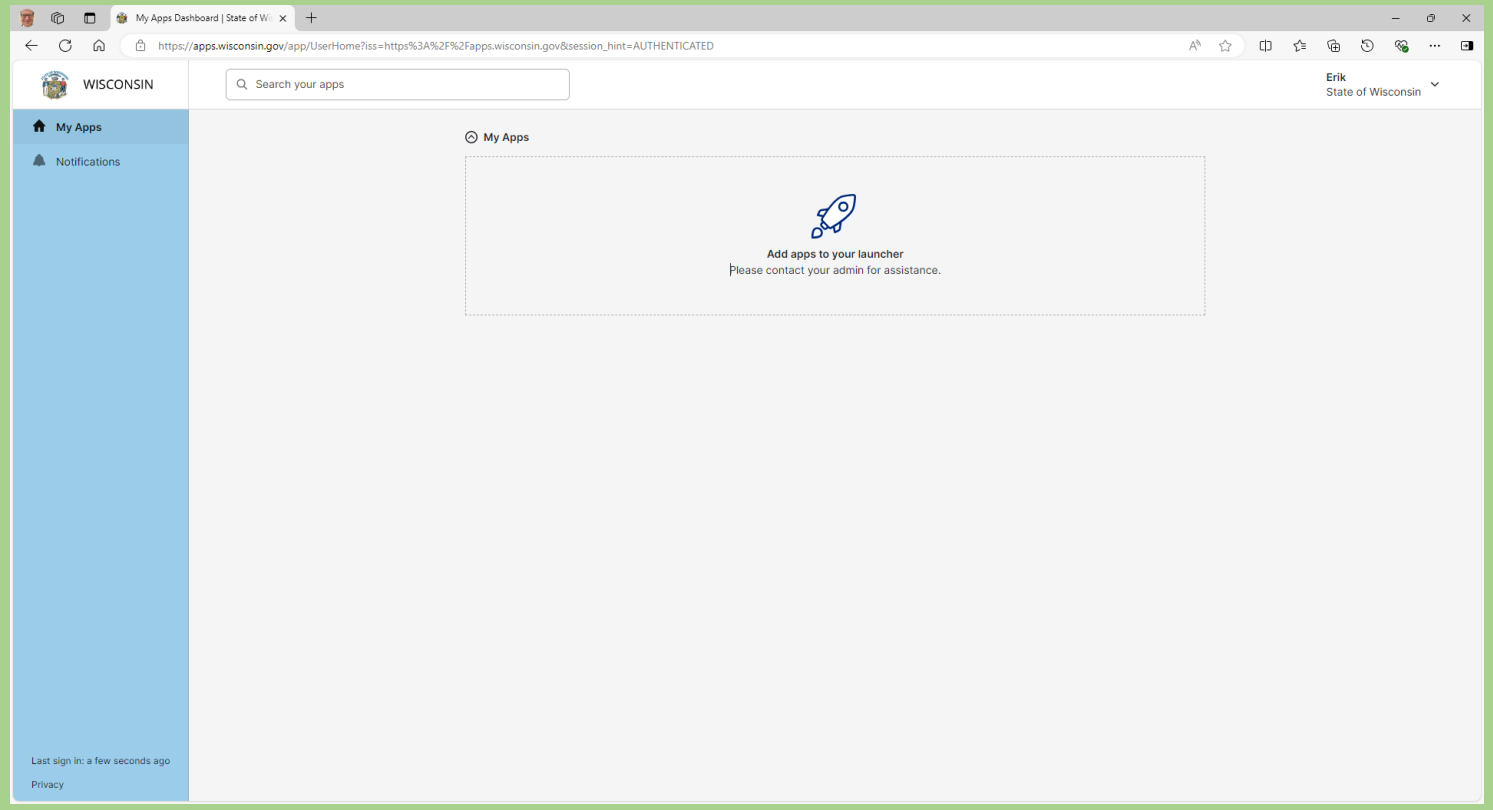
A cell phone is required.

No cell phone?

1. Collaborate with a colleague who has a cell phone. This is the most sure-fire solution.

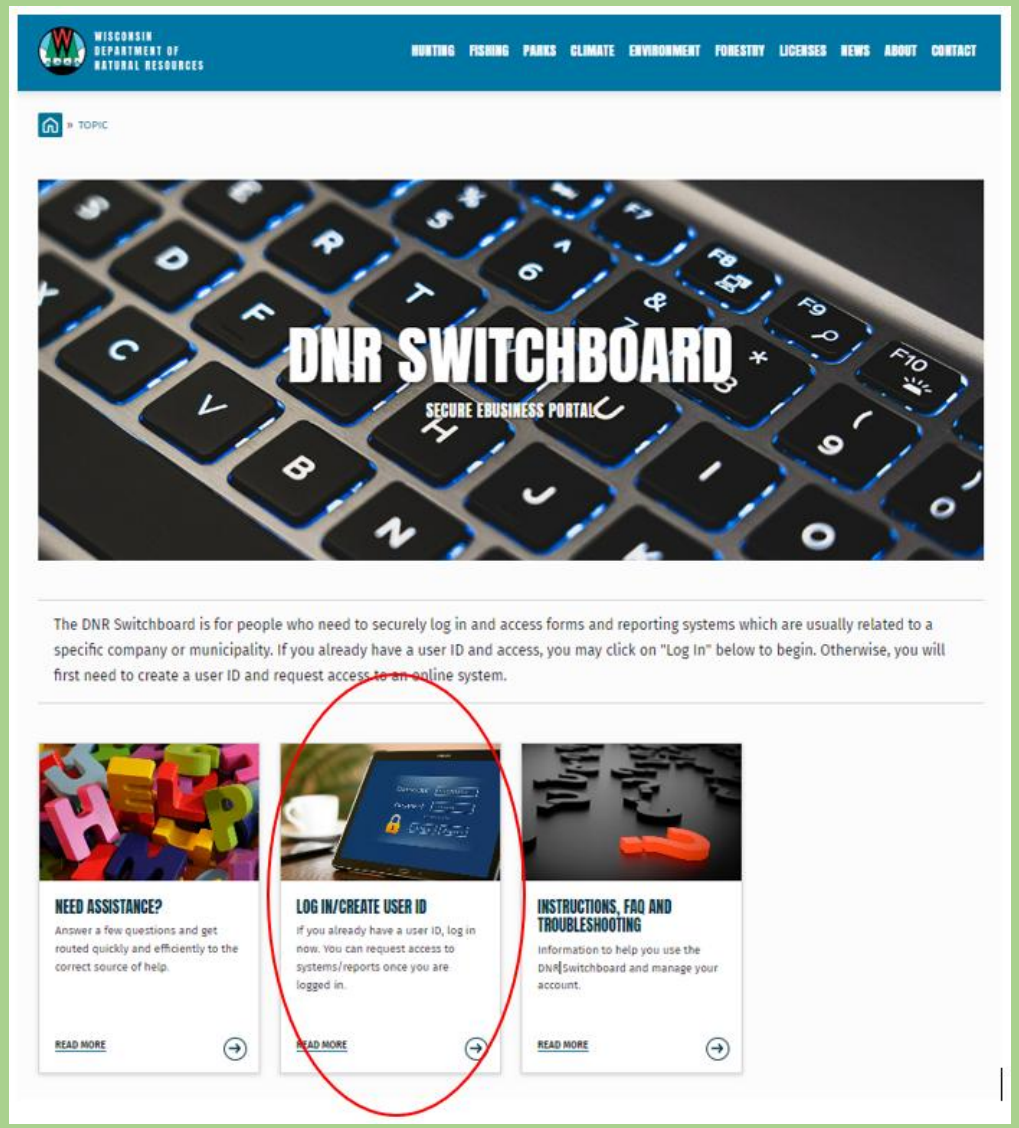
2. Dunn County was successful with setting up a Security Key or Biometric Authenticator by setting up the Windows Hello Face/Fingerprint/PIN feature in their computer settings.

LOG IN TO MYWISCONSIN ID ACCOUNT



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

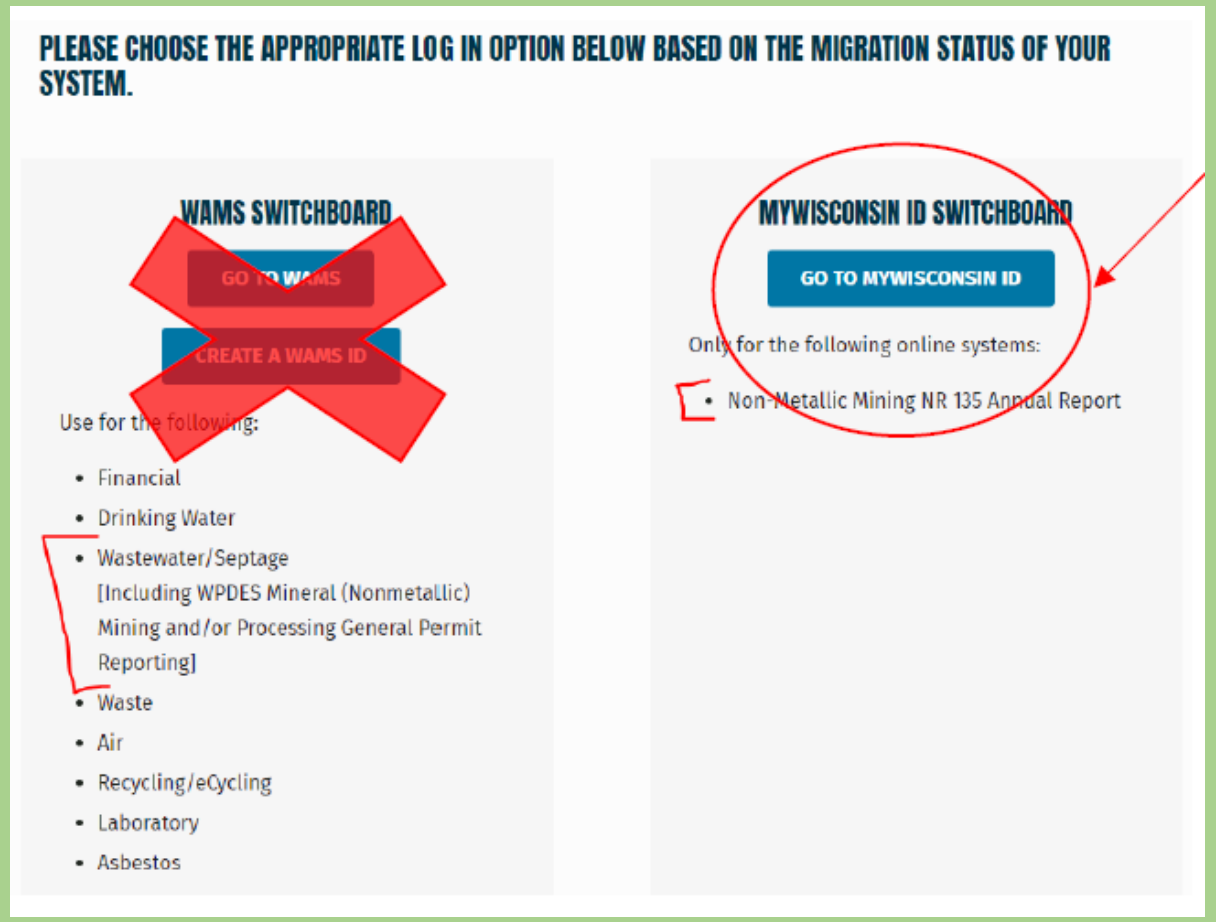
PROCEED TO DNR SWITCHBOARD & LOG IN WITH MYWISCONSIN ID



- In new tab, go to **dnr.wisconsin.gov/topic/Switchboard**.
- 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.



GETTING CONNECTED TO THE MINING MANAGEMENT SYSTEM (MMS) APPLICATION

Different process for New Users and Existing Users

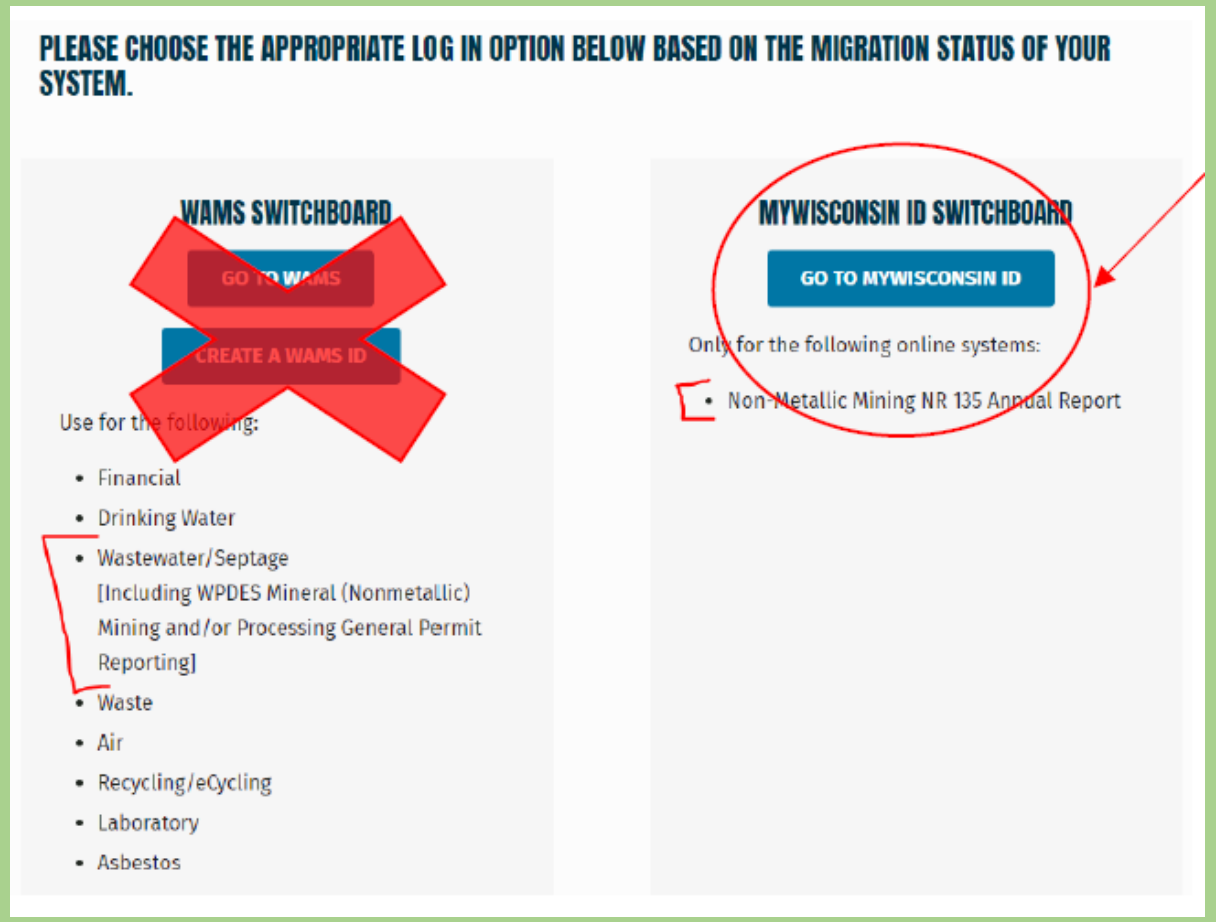
NEW USER

-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.

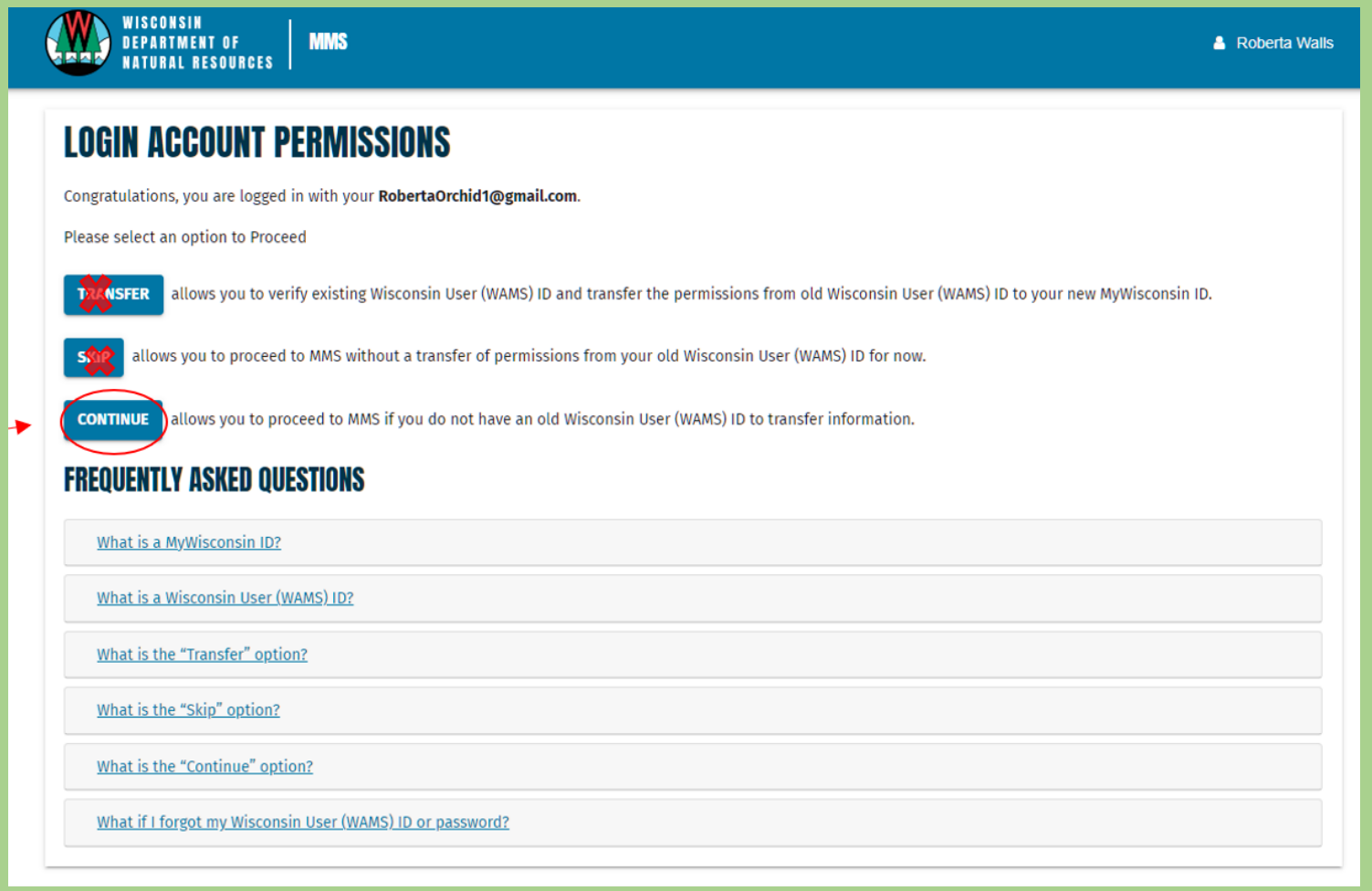
LOG IN TO MYWISCONSIN ID SWITCHBOARD

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



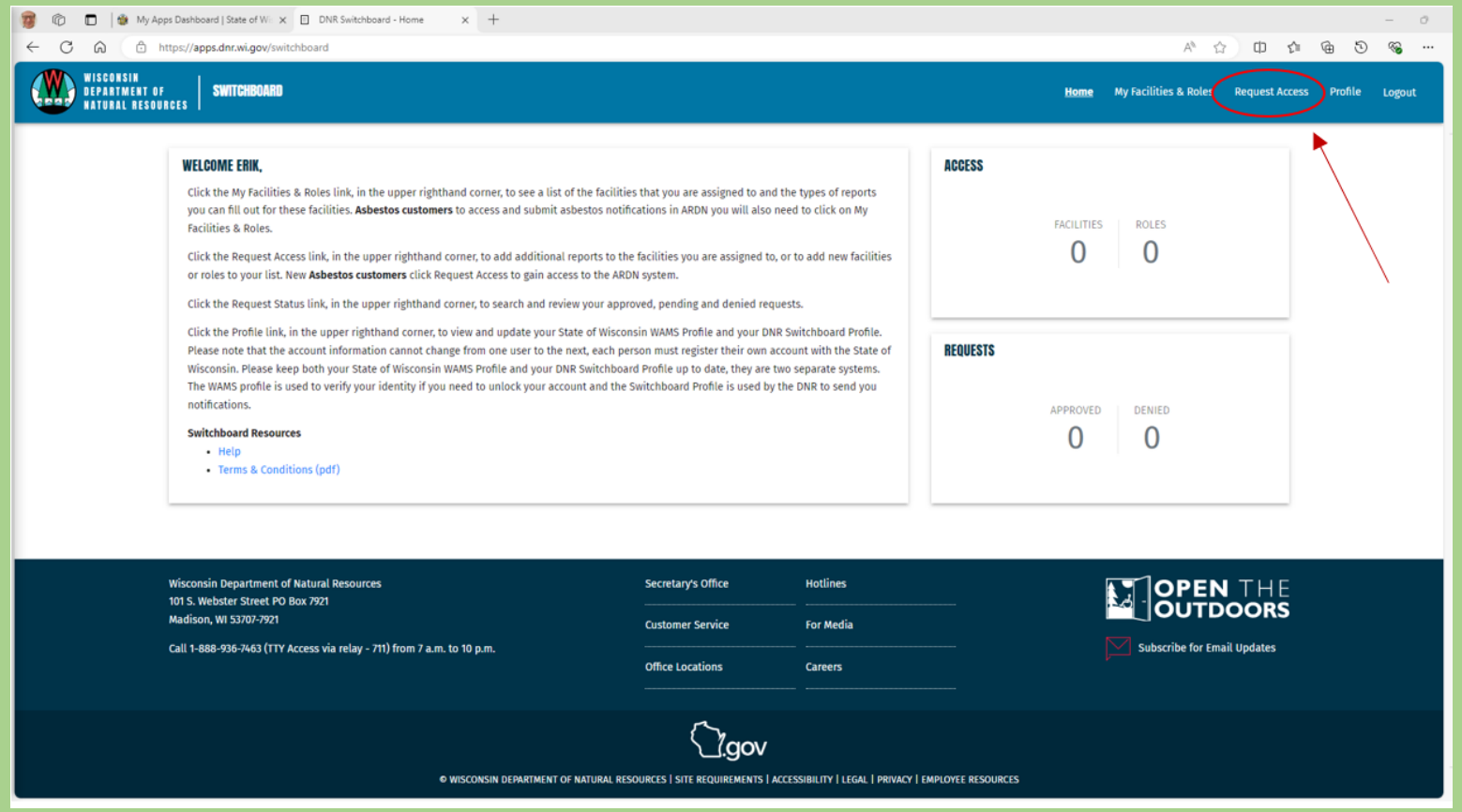
“CONTINUE” TO REQUEST PERMISSIONS IN SWITCHBOARD

- Select “Continue.” Do not select “Transfer” or “Skip” if you are new user.



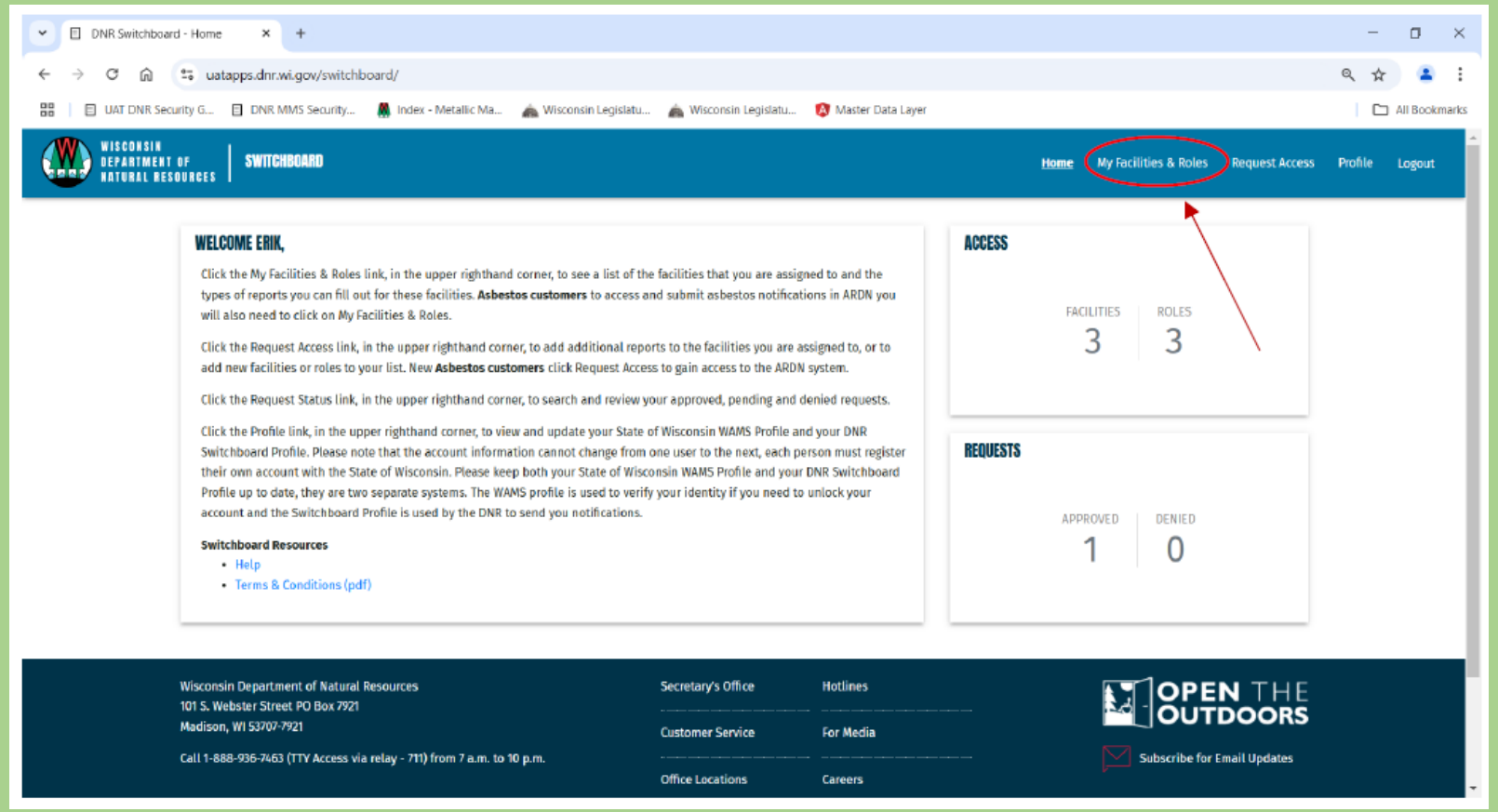
PROCEED TO DNR SWITCHBOARD AND REQUEST ACCESS

- 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



EXISTING USER

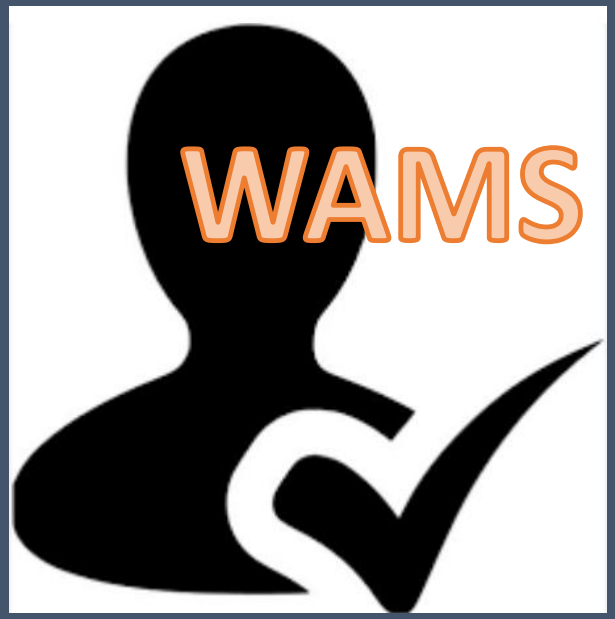
-HAS USED A WAMS ID TO SUBMIT NMM RA ANNUAL REPORTS

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

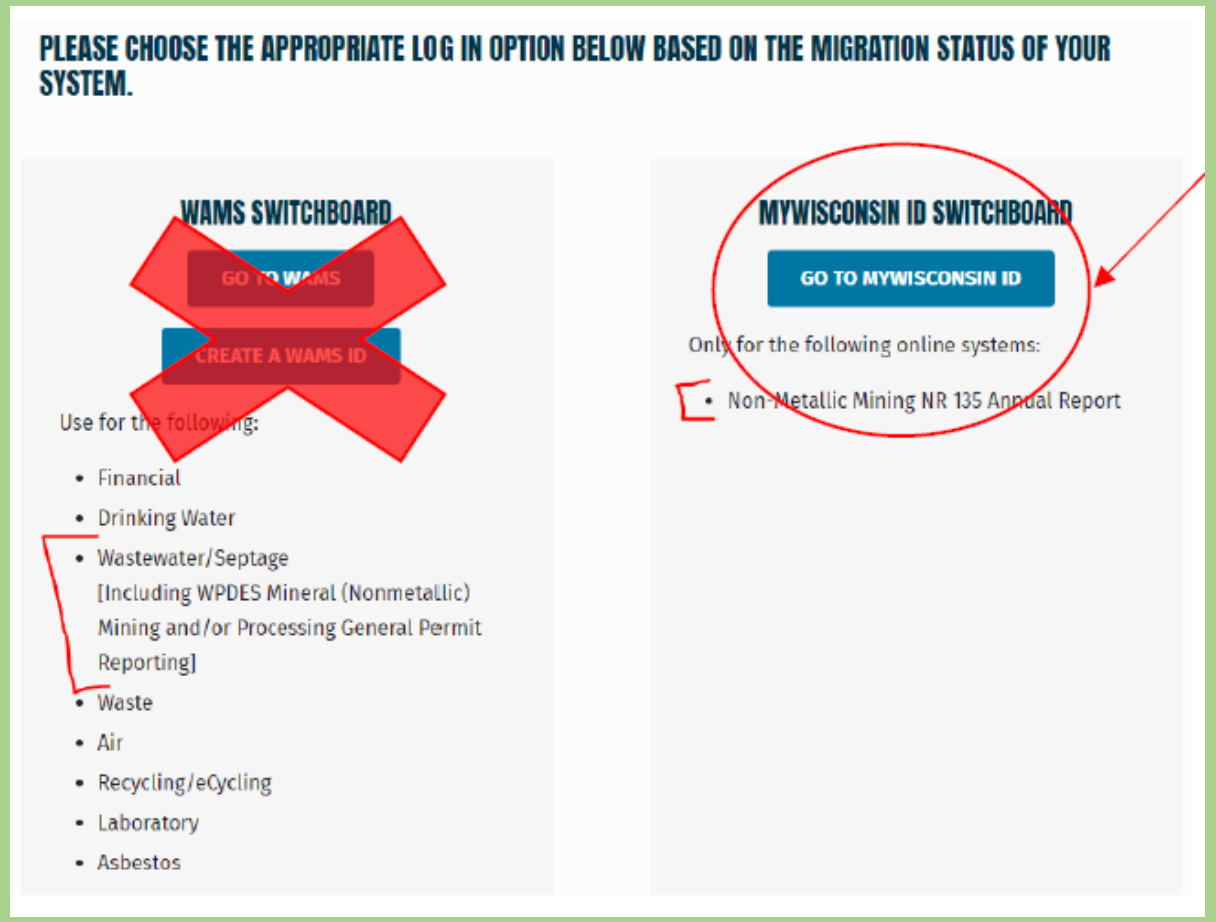


Transfer your WMAS permissions in Switchboard:

- 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.

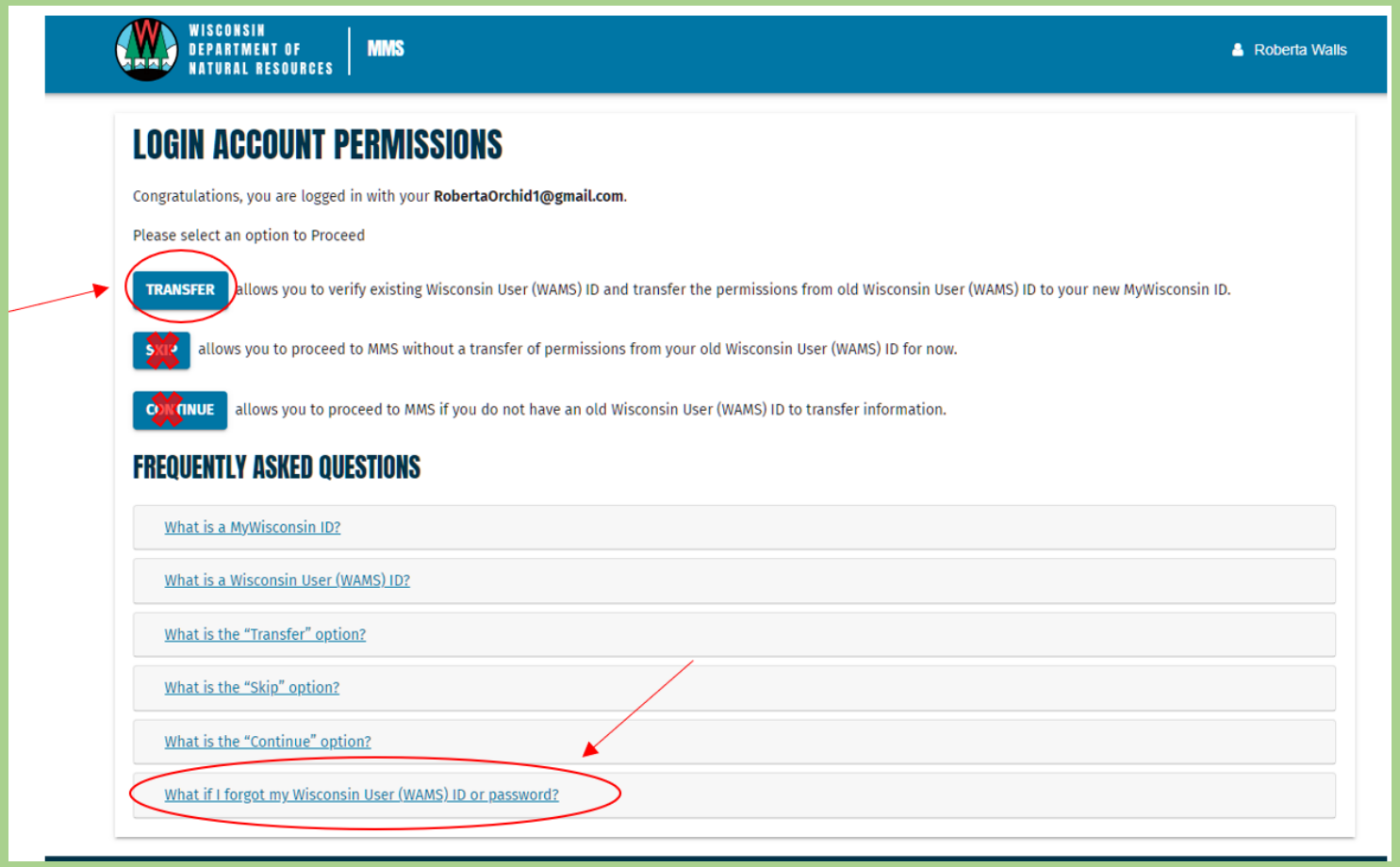
LOG IN TO MY WI ID SWITCHBOARD

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



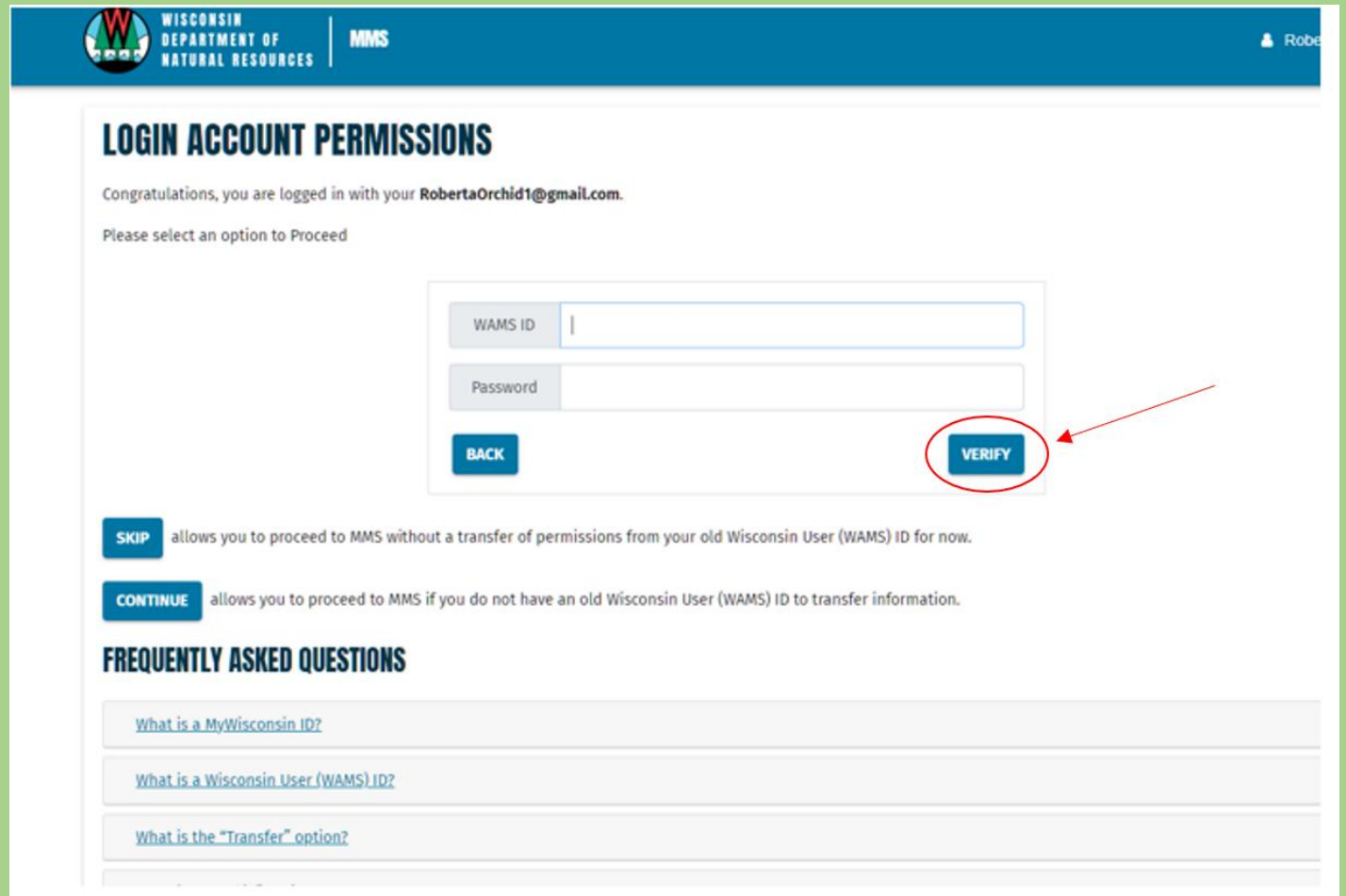
TRANSFER YOUR WAMS ACCESS

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



TRANSFER YOUR WAMS ACCESS

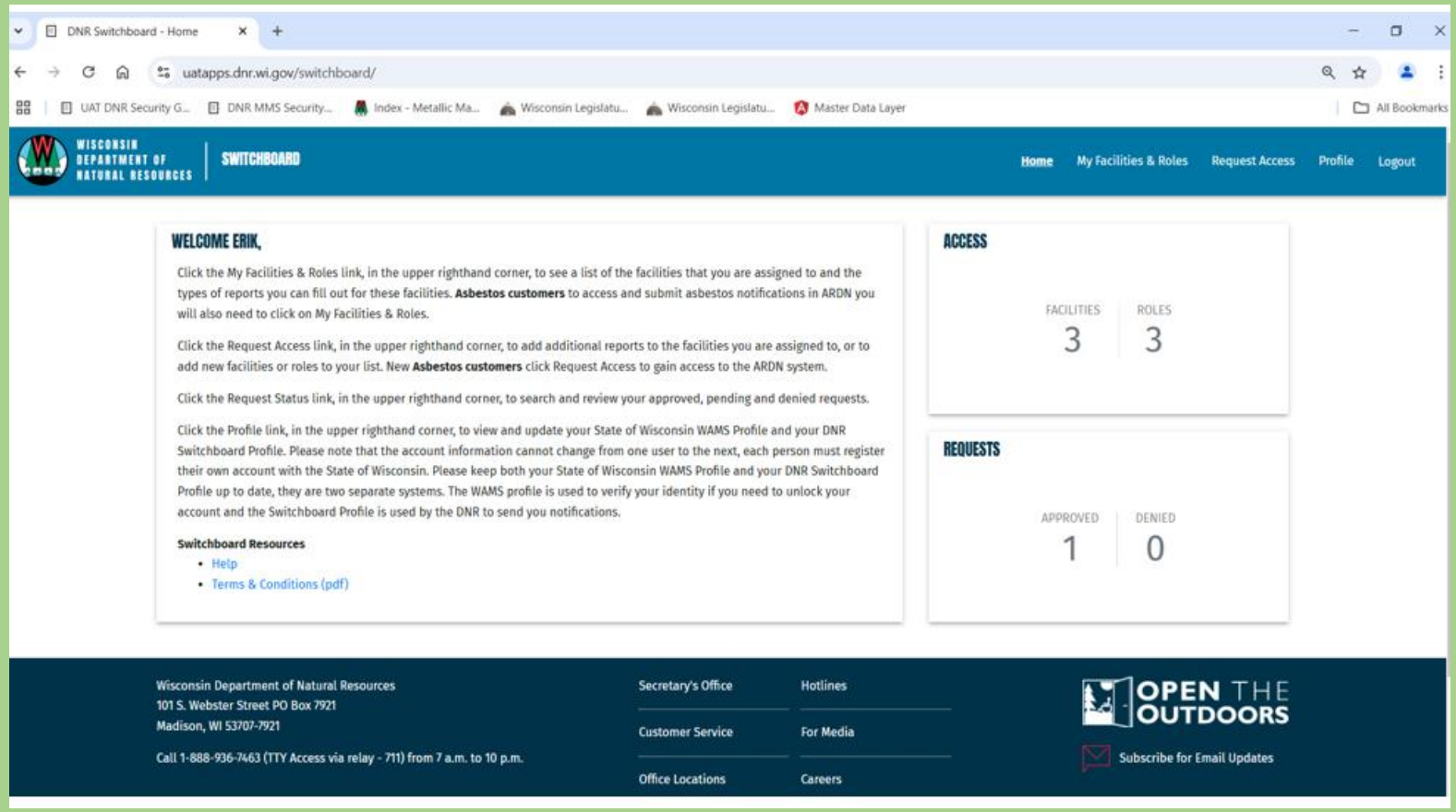
- Be sure your have your WAMS credentials handy and current. If you enter errors more than 5 times, you will be locked out.
- If you are not 100% certain of your password, reset it before proceeding.



- Click "Verify."
- **Do not select "Skip."**
- **Do not select "Continue."**

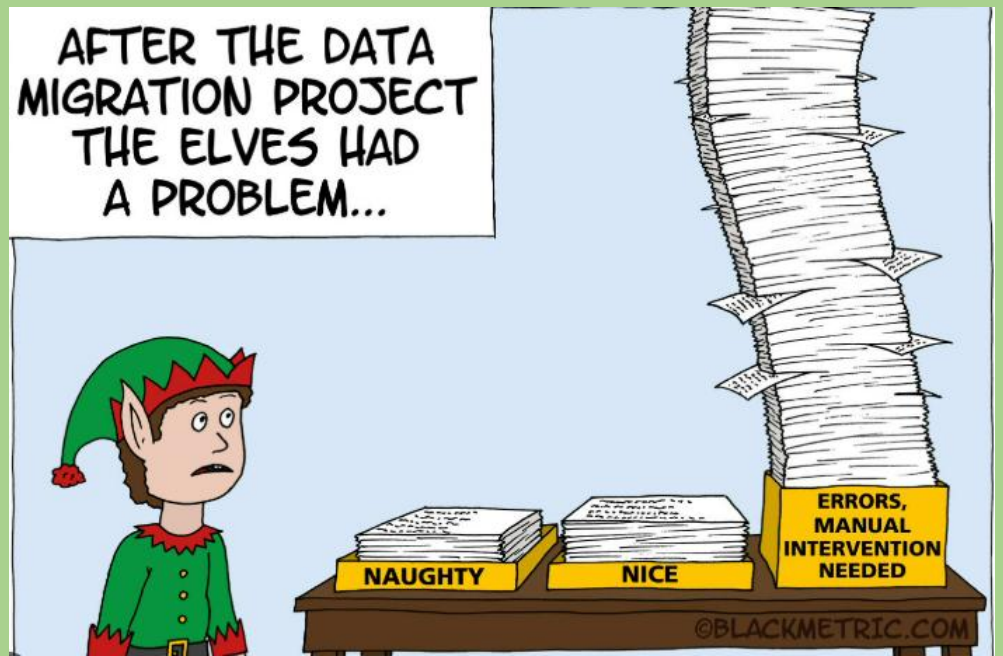
SUCCESSFUL CONNECTION!

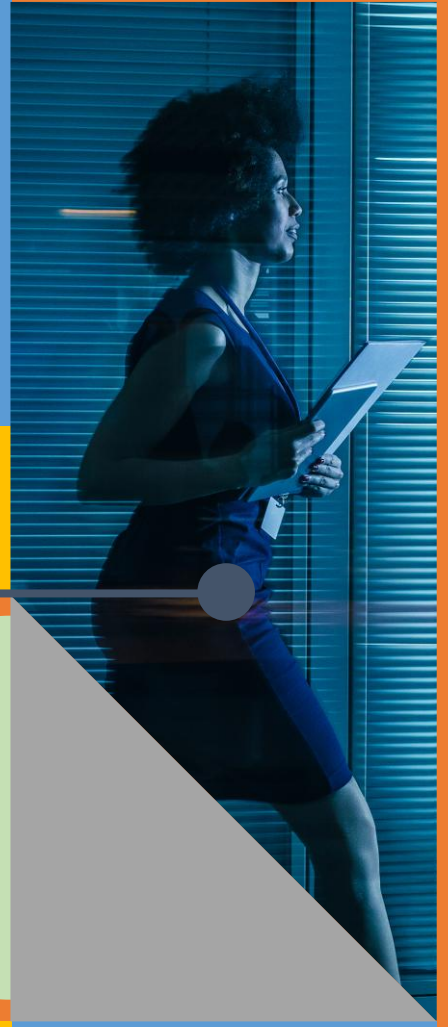
- Existing users: It may take up to one hour to show access to your Facilities & Roles.
- Do not click on Request Access if the connection does not work automatically. Please contact us so we may troubleshoot and help provide access.



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!



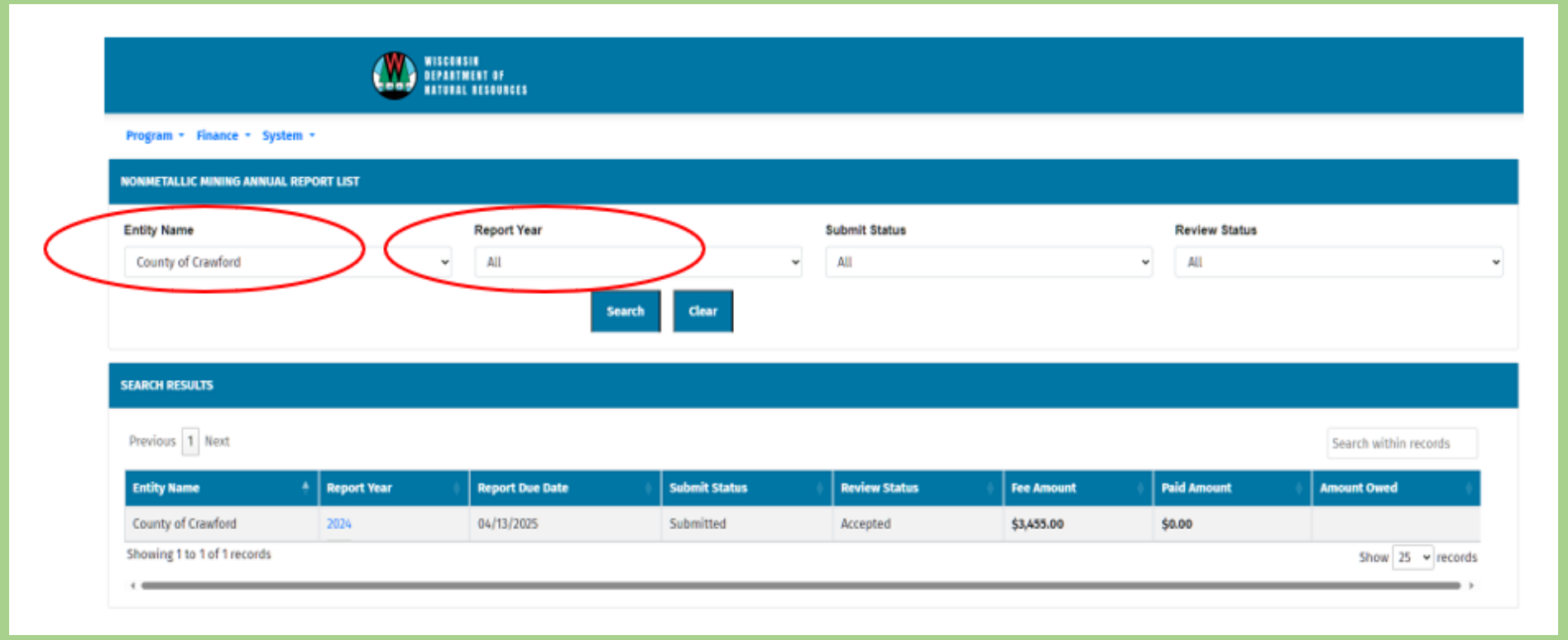


COMPLETING YOUR ANNUAL REPORT: NEW FEATURES

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

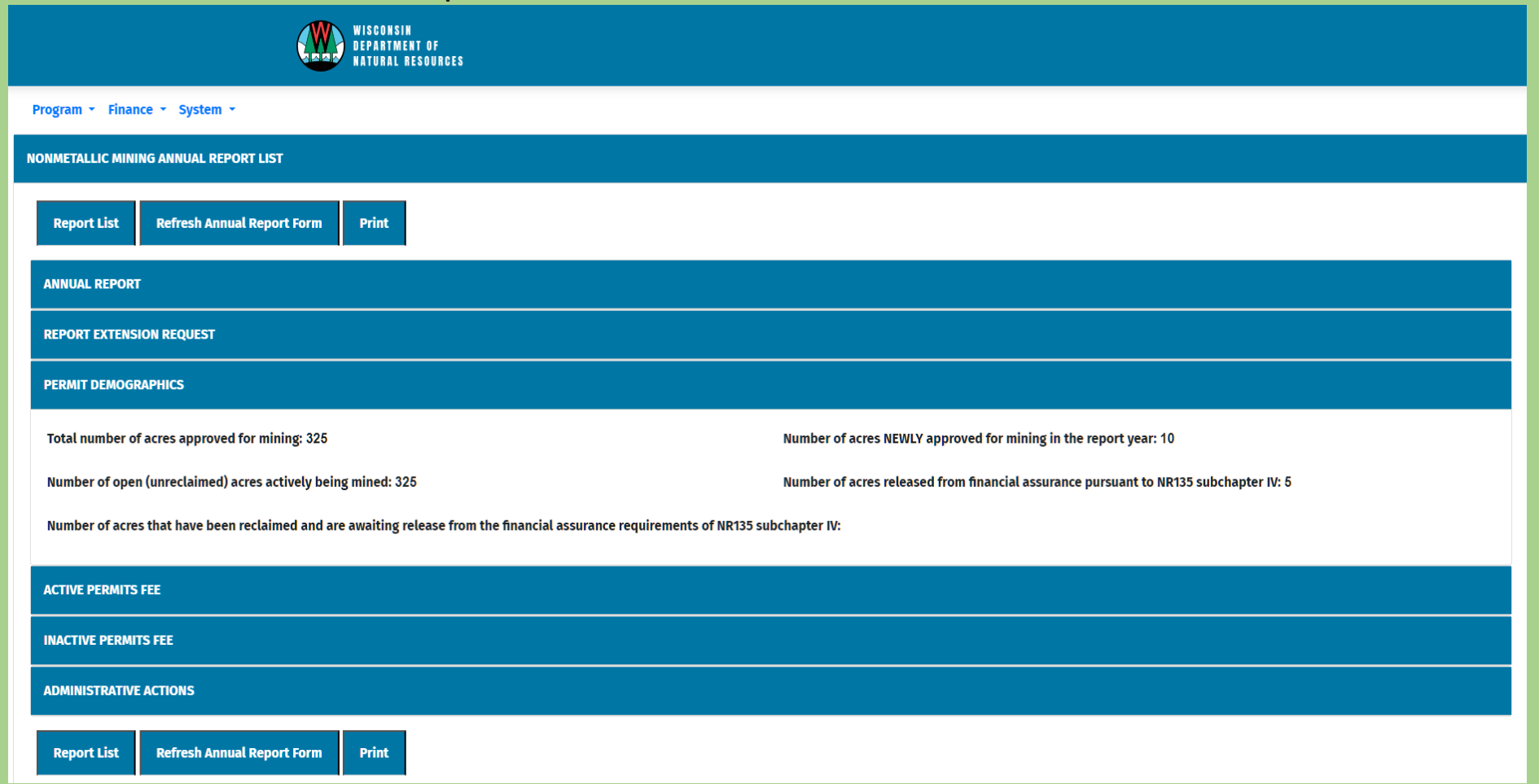
REPORT DASHBOARD

- 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.



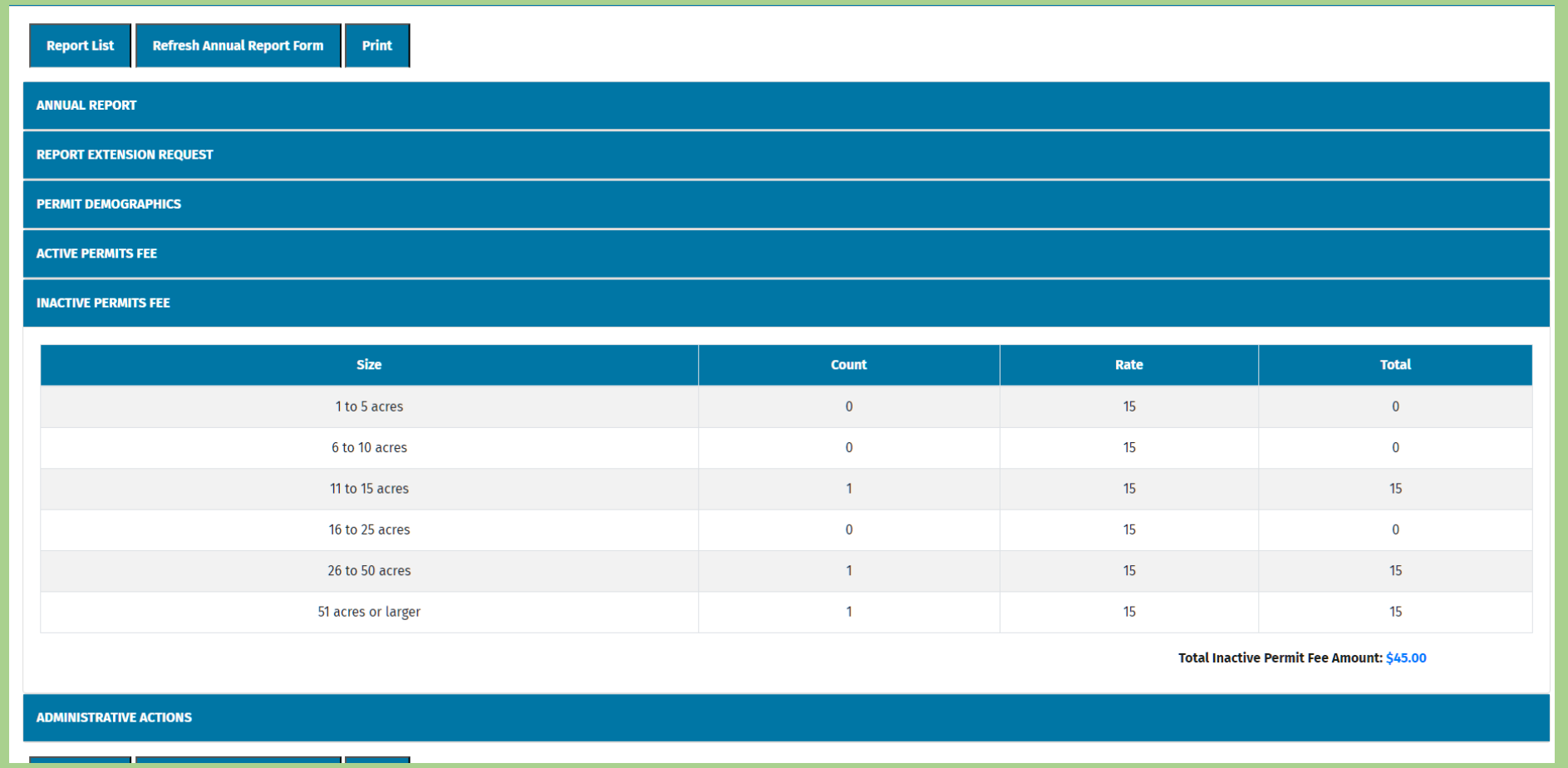
NEW LAYOUT

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



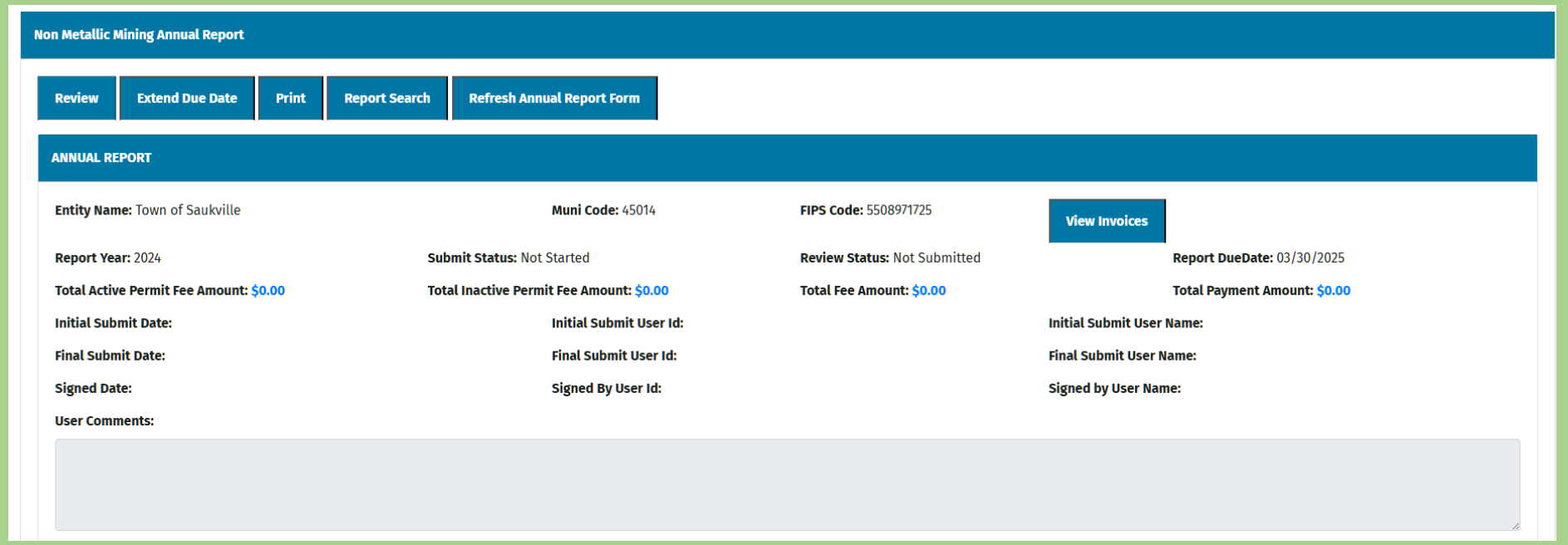
INACTIVE FEES SECTION

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



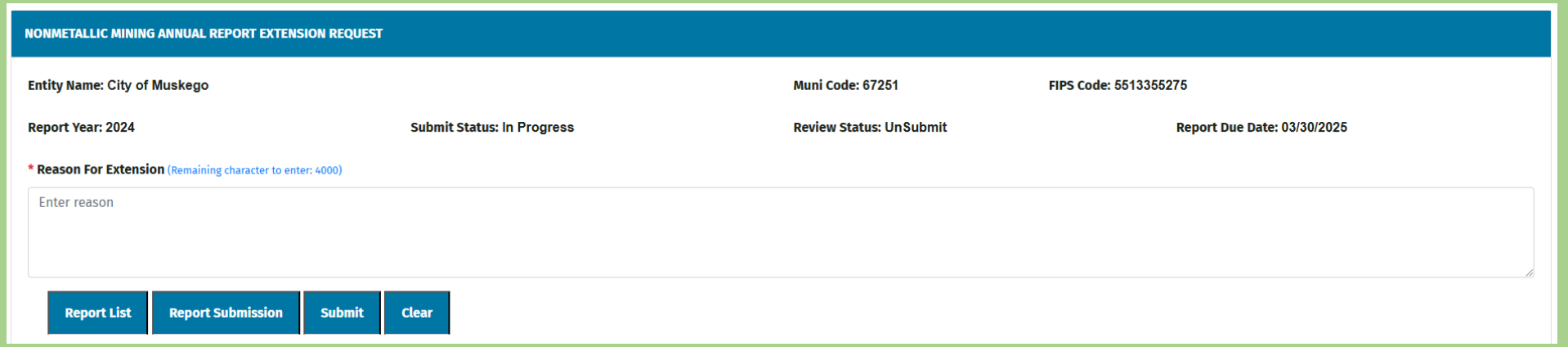
R.A. INFORMATION, SUBMITTAL AND FEE PAYMENT STATUS

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



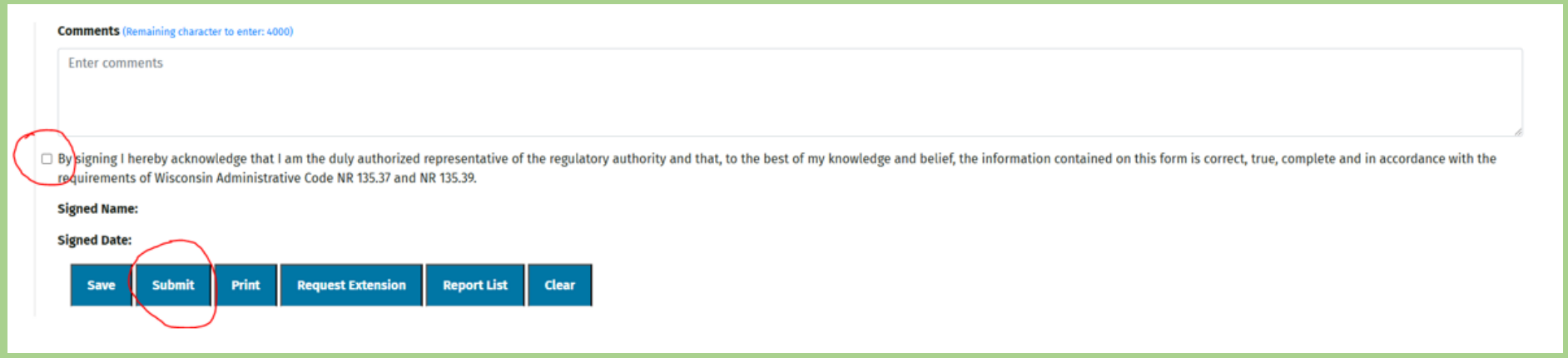
REPORT EXTENSION REQUEST

- 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

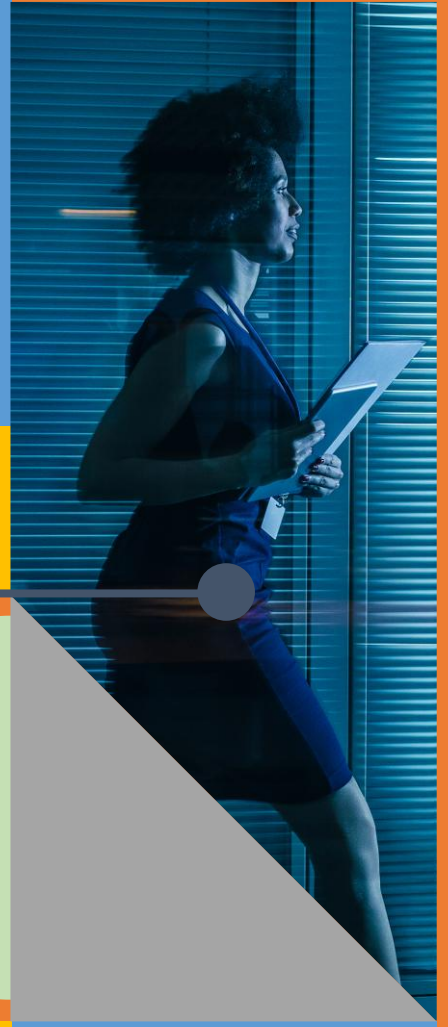


E-SIGNATURE

- 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.



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



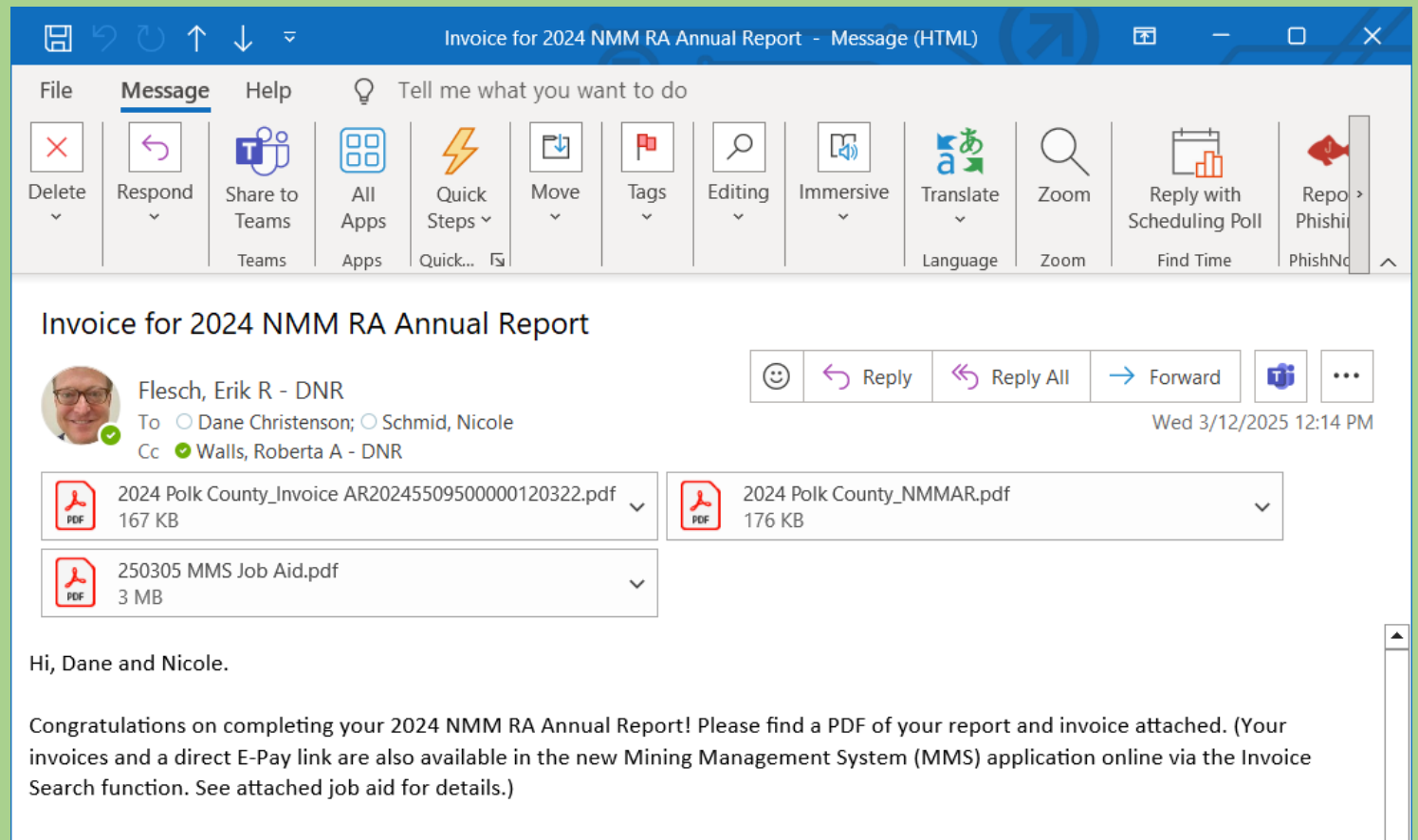
INVOICES AND PAYMENTS

- 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

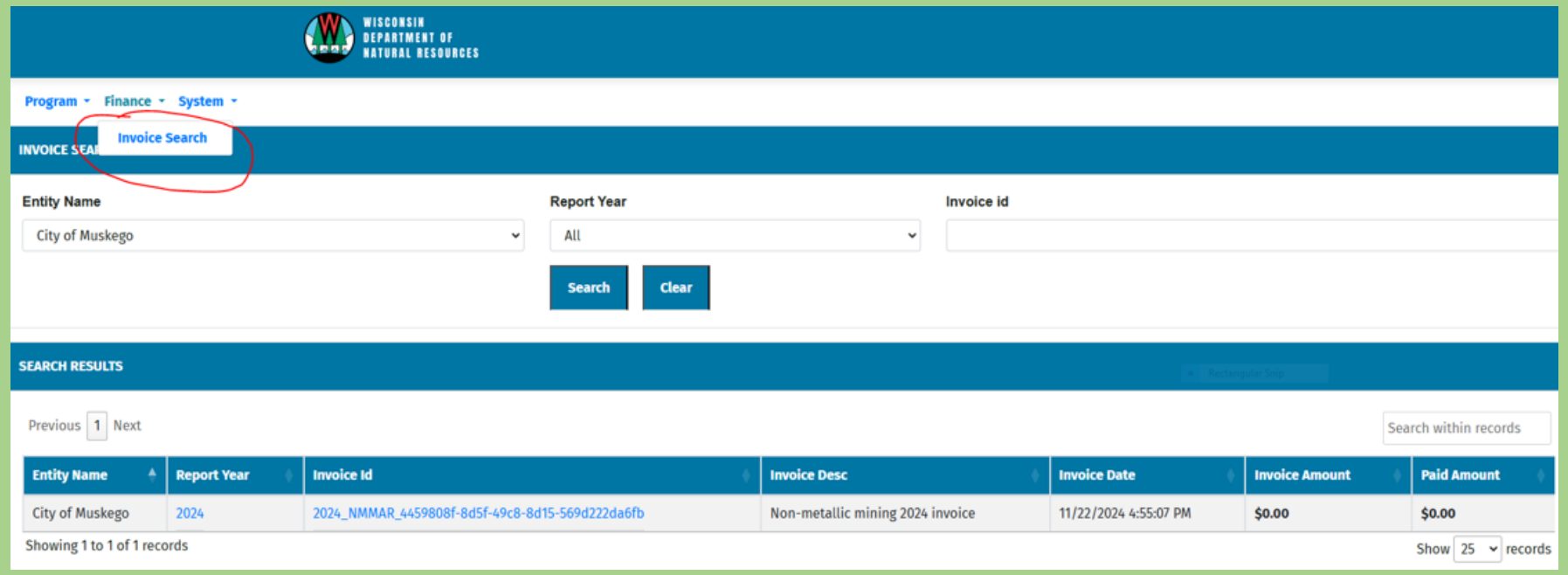
After your report is submitted, DNR staff:

- 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)



FINDING YOUR INVOICES IN MMS

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



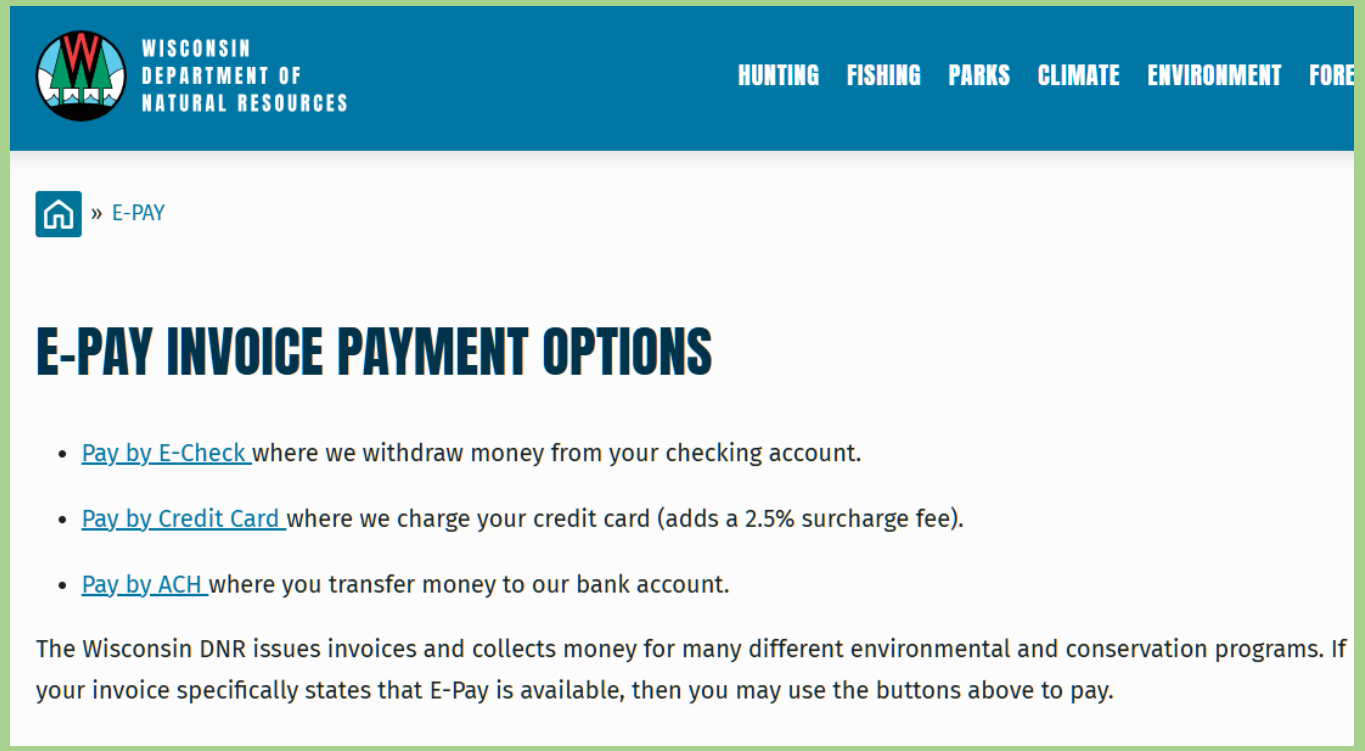
To review and print invoices, click Invoice ID hyperlink from the Invoice Search Results list.

CONVENIENT DNR E-PAY OPTIONS

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)



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

Server Error in '/switchboard' Application.

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

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