

# ONLINE REPORTING IS NOW AVAILABLE

The Upper Big Blue NRD now offers an online option for submitting these reports. The online portal was developed to save you time, as it gives producers the opportunity to report nitrogen practices electronically rather than turning in hardcopy reports. I encourage you to create an account, or log in to your existing account, and look at what the portal has to offer. The only requirement to creating an account is that you have an active email address. If you prefer to submit your data in hardcopy form, you are still able to do so by mailing or dropping reports by the office.

To report your 2022-2023 Phase II & III/Hastings Wellhead Protection Groundwater Management Area Report online:

1. Go to [www.upperbigblue.org/reporting](http://www.upperbigblue.org/reporting) to find the link to the online portal and some instructional videos on how to report online. You will also find a Frequently Asked Questions section to help get you started.
2. If you reported Phase II/III or Water Use online in 2022, you would use your existing email address and password to log in again this year.
3. If you have never reported Phase II/III or Water Use online, but would like to give it a try please call the office and we will help you get an account set up. Call (402) 362-6601 and ask for online reporting tech support.
4. Once an account is set up, you will continue to use the same email address and password into the future.

*Some helpful hints to help you get started.*

- An instructional video is on our website. The video walks you through reporting step by step.
- You will still need the charts enclosed with your report form to determine total nitrogen need and soil residual nitrate values.
- You will need to SAVE each practice on a tract. When you have entered all your practices, you will need to SUBMIT the report for that tract. Your field will move from the To Do list to the Submitted list.
- The Add Attachment square allows you to drag and drop your soil moisture sensor report or soil sample form to each field.

If you have questions, please give us a call. We have technical support people ready to assist you during normal business hours (Monday to Friday, 8 a.m. to 5 p.m.) at (402) 362-6601. You can also email us through the portal by using the Contact button on the left-hand side of the screen.