



# e-Well Disclosure Certificate Filer Instructions

Minnesota Department of Health

Well Management Section  
625 North Robert Street, P.O. Box 64975  
St. Paul, Minnesota 55164-0975  
651-201-4600 or 800-383-9808  
[www.health.state.mn.us/divs/eh/wells](http://www.health.state.mn.us/divs/eh/wells)

Environmental Health Division

Effective July 1, 2009, the Minnesota Department of Health (MDH), Well Management Section, started accepting Well Disclosure Certificates filed electronically (online).

The MDH Well Management Section website for well disclosure information and electronic filing of the e-Well Disclosure Certificate is: [www.health.state.mn.us/divs/eh/wells/disclosures](http://www.health.state.mn.us/divs/eh/wells/disclosures).

## Table of Contents

Filer Login .....	3
First Time Filer Registration.....	3
Filer User Profile.....	4
Forgot Password?.....	5
Username or Email Address is Invalid .....	5
Username or Email Address is Correct.....	6
Check Your Email for the New Password .....	7
e-Well Disclosure Certificate Filer Menu.....	7
Menu Option: Enter e-Well Disclosure Certificate .....	8
Property Information.....	8
Property Legal Description.....	9
Sketch Map of Well Location(s).....	10
Well Documents – Attach Well and Boring Construction and/or Sealing Record(s).....	11
Property Buyer .....	13
Individual .....	13
Company .....	13
Additional Property Buyer(s).....	14
Delete the Last Property Buyer Entered .....	16
Well Information.....	17
Well Location Legal Description.....	17
Platted Land .....	17
Unplatted Land.....	18
Well Location Address .....	20
Status of Well.....	21
In Use.....	21
Well Construction Date.....	21
Well Construction Year .....	21
License Well Contractor Name.....	21
Not In Use.....	21
Variance or Maintenance Permit .....	22

Sealed.....	23
Well Sealing Date .....	23
Well Sealed Year .....	23
License Well Contractor Name.....	23
Add Additional Well(s).....	24
Delete the Last Well Entered .....	25
Submit the e-Well Disclosure Certificate .....	26
Submit Error.....	26
Automatic Confirmation Email After Submittal.....	29
Menu Option: Edit or Add to a Pending e-Well Disclosure Certificate .....	30
County.....	32
Change the County.....	32
Property Information.....	34
Edit Property Information .....	34
Property Buyer Information .....	35
Edit Property Buyer Information .....	35
Add a Property Buyer .....	38
Well Information.....	40
Edit Well Information .....	40
Add a Well .....	41
Menu Option: Edit/Review User Profile.....	43
Filer Profile .....	44
Change Email Address.....	45
Email Address Did Not Change.....	46
Email Address Changed.....	46
Change Your Current Password.....	47
Password Change Failed .....	48
Password Change Successful.....	48
Logging Out of the Filer Profile .....	49
Logging Out of the e-Well Disclosure Certificate Application .....	49
Logout Successful Message.....	50

## Contact Us

If you have any questions regarding e-Well Disclosure Certificates contact the Minnesota Department of Health, Well Management Section Central Office, at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or by telephone at 651-201-4587 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

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# Filer Login

**Minnesota MDH** Department of Health  
e-Well Disclosure - Well Management Section, Environmental Health Division

## Well Disclosure/Property Transfer

- Home
- Certificate Form (PDF)
- Look-up Disclosure Certificates
- Sale of Foreclosed Property
- What You Should Know About Wells at Property Transfer

## Well Management

- Home
- Contact Us

## Environmental Health

- Environmental Health Home
- Topic Index
- Emerging Issues
- Contact us

### e-Well Disclosure Filer Login

Welcome to the Minnesota Department of Health, Well Management Section internet e-Well Disclosure Certificate filing application. **This application is for those transferring property that has a well and requires a Certificate of Real Estate Value (CRV).**

Username   
Password   
  
[Forgot password?](#)

First Time Filer? [Register](#)

e-Well Disclosure Certificate Filers may:

- ▶ Enter e-Well Disclosure Certificate information to be validated by a county recorder.
- ▶ Edit or add to a pending e-Well Disclosure Certificate.
- ▶ Update user profile.

e-Well Disclosure Certificate information is available for additions and changes as soon as they are submitted. Once the deed for the property has been presented to the county recorder, the county recorder will confirm that the e-Well Disclosure Certificate is available and validate the e-Well Disclosure Certificate. After the e-Well Disclosure Certificate has been validated it will be available for public viewing within 2 to 3 business days.

[What You Need Before You Begin \(PDF: 36KB/1 page\)](#)

[e-Well Disclosure Certificate Filer Instructions \(PDF: 1.25MB/66 pages\)](#)

### Where can I get more information or help?

If you have any questions regarding e-Well Disclosure contact the Minnesota Department of Health, Well Management Section Central Office, at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or by telephone at 651-201-4587 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

**e-Well Disclosure Certificate website:** [www.health.state.mn.us/divs/eh/wells/disclosures](http://www.health.state.mn.us/divs/eh/wells/disclosures)

**Note:** To prepare for entering your e-Well Disclosure Certificate, review the “What You Need Before You Begin” PDF document listed on the e-Well Disclosure Filer Login Web page.

If you have already registered, enter your username and password.

## First Time Filer Registration

**Note:** Each person filing e-Well Disclosure Certificates should create their own personal user account.

Click “Register” located in the First Time Filer? box.

# Filer User Profile

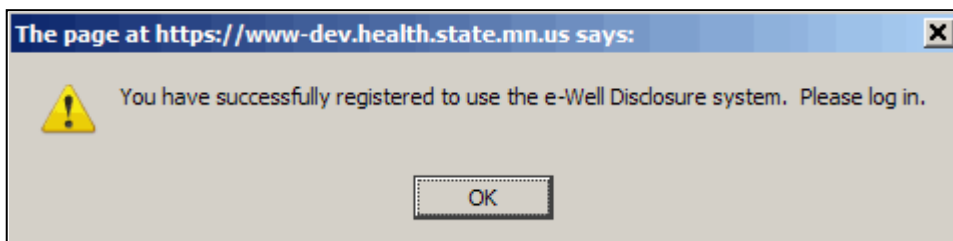
The screenshot shows the 'Filer Registration' page. At the top left is the Minnesota Department of Health (MDH) logo. The page title is 'e-Well Disclosure - Well Management Section, Environmental Health Division'. There is a 'Login' link in the top right. The main heading is 'Filer Registration' with a sub-heading 'Required Information\*'. The form contains the following fields: Username\* (with example 'marysmith - case sensitive'), Password\* (with requirement '8 to 10 characters and case sensitive'), Security Question\* (dropdown menu), Security Answer\* (text input), First Name\* (text input), Middle Name (text input), Last Name\* (text input), Company Name (text input), Your Working Title (text input), Phone Number\* (text input), Extension (text input), and E-Mail Address\* (text input). A 'Submit' button is located below the form. A note states: 'Note: Your name as registered above will be requested as your signature when you submit a well disclosure certificate.' Below the form is a section titled 'Where can I get more information or help?' with contact information for the Minnesota Department of Health, Well Management Section Central Office.

**Fields marked with red asterisk (\*) are required.**

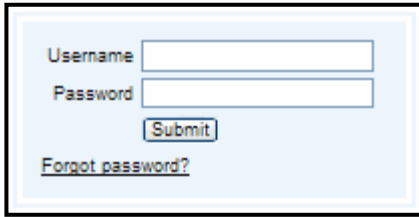
Click the “Submit” button when finished.

**Note:** After all the property information, property buyer(s), and well(s) have been entered, you must sign the disclosure by typing in YOUR name EXACTLY as registered in your filer registration. See Submit the e-Well Disclosure Certificate section on page 26.

After successfully registering you will receive the following message and be returned to the login page.



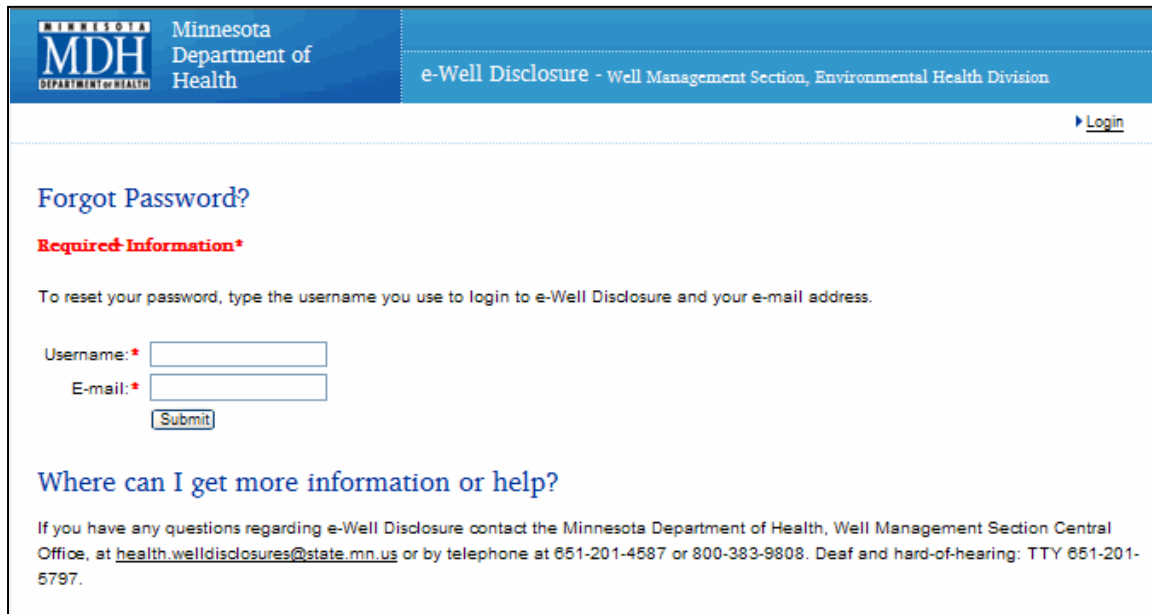
## Forgot Password?



Username   
Password   
  
[Forgot password?](#)

If you have forgotten your password, click the “Forgot password?” located in the Username and Password login box.

**Note:** Only the owner/administrator of the account will be able to obtain the password.



Minnesota Department of Health  
e-Well Disclosure - Well Management Section, Environmental Health Division

[Login](#)

### Forgot Password?

**Required Information\***

To reset your password, type the username you use to login to e-Well Disclosure and your e-mail address.

Username: \*   
E-mail: \*

#### Where can I get more information or help?

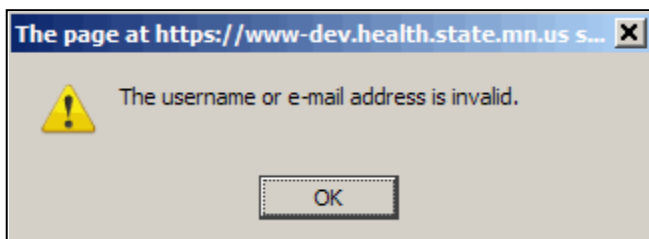
If you have any questions regarding e-Well Disclosure contact the Minnesota Department of Health, Well Management Section Central Office, at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or by telephone at 651-201-4587 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Enter your username and email address.

Click the “Submit” button.

## Username or Email Address is Invalid

If the username or email address is invalid, you will receive the following message and be returned to the login page.



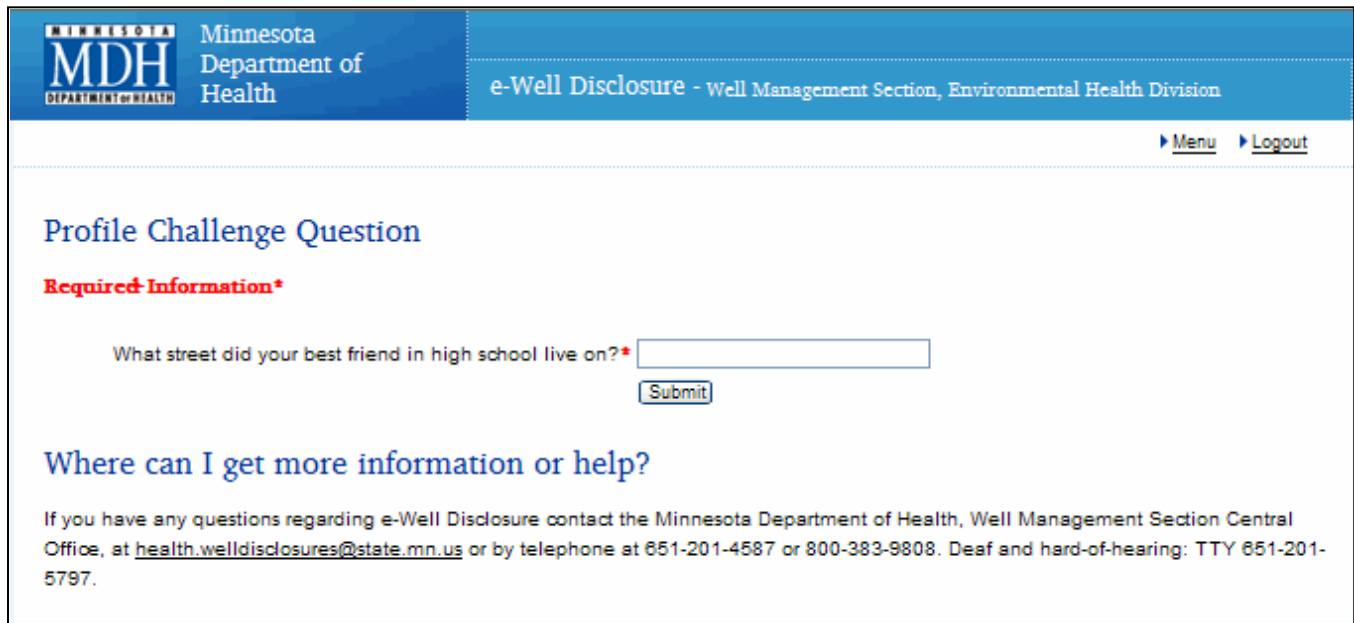
Click the “OK” button.

## Username or Email Address is Correct

If the username and email address have been entered correctly, you will be directed to a challenge question. This is to ensure that only the owner/administrator of the account has requested a new password.

Answer the Profile Challenge Question.

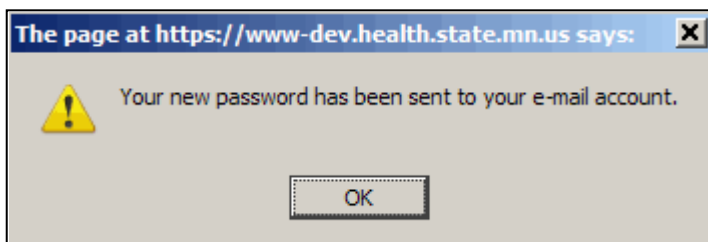
Click the “Submit” button.



The screenshot shows a web page header for the Minnesota Department of Health (MDH). The header includes the MDH logo and the text "Minnesota Department of Health" on the left, and "e-Well Disclosure - Well Management Section, Environmental Health Division" on the right. There are links for "Menu" and "Logout" in the top right corner. The main content area is titled "Profile Challenge Question" and features a red "Required Information\*" label. Below this is a text input field with the question "What street did your best friend in high school live on?\*" and a "Submit" button. At the bottom, there is a section titled "Where can I get more information or help?" with contact information for the Minnesota Department of Health, Well Management Section Central Office, including an email address and phone numbers.

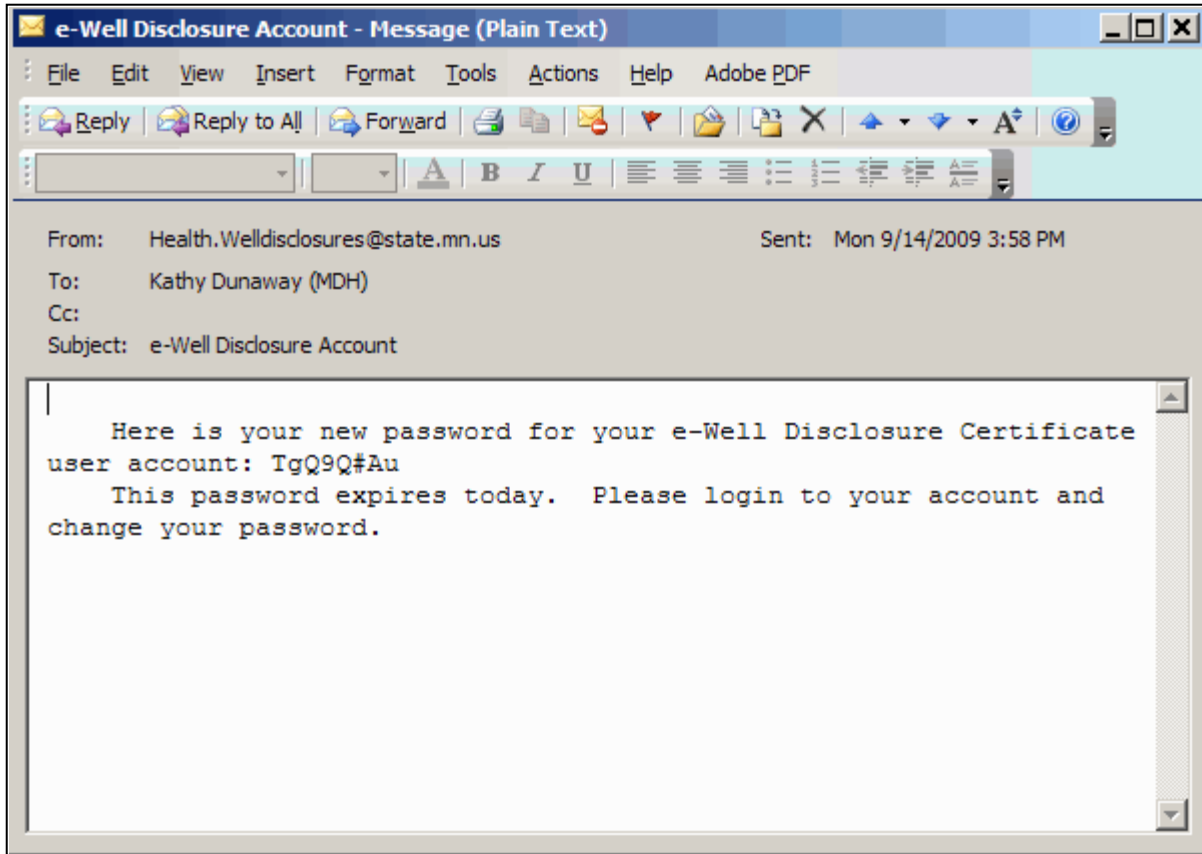
If you have correctly answered the profile challenge question, you will be given a new password generated by the e-Well Disclosure Certificate application.

Your new password will be emailed to you at the email address listed in your user profile. You will receive the following message.



Click the “OK” button.

## Check Your Email for the New Password



You **must login** and change your password **today** to something meaningful to you.

## e-Well Disclosure Certificate Filer Menu

MINNESOTA  
MDH  
DEPARTMENT OF HEALTH

Minnesota  
Department of  
Health

e-Well Disclosure - Well Management Section, Environmental Health Division

[Logout](#)

**Filer Menu**

[Enter e-Well Disclosure Certificate](#)

[Edit or Add to a Pending e-Well Disclosure Certificate](#)

[Edit/Review User Profile](#)

**Where can I get more information or help?**

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or at 651-201-4600 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Click a menu item to proceed.

# Menu Option: Enter e-Well Disclosure Certificate

*Fields marked with red asterisk (\*) are required.*

*If known, provide information in optional fields.*

**Note:** Extremely important to enter well location address if one exists. The “Address Search” is the number one search used to locate previously filed well disclosure certificates.

## Property Information

The screenshot shows the 'e-Well Disclosure Certificate Form' with a 'Property Information' section highlighted in a dark blue bar. The form includes several required fields marked with a red asterisk (\*):

- County of Property\* (dropdown menu)
- Number of Wells on Property\* (text input, with a note '(1 through 20)')
- Is this property transaction in fulfillment of a contract for deed?\* (dropdown menu, currently set to 'No')
- This Well Disclosure Certificate is filed on behalf of\* (dropdown menu, currently set to 'Buyer')
- Seller's Name\* (text input)

Below these fields, there is a section titled 'One of the following Property Legal Description options is required\*':

- Attach Property Legal Description (file types allowed: bmp, jpg, jpeg, pdf, txt) with a 'Browse...' button.
- Type or Cut and Paste Description Here

Next is the 'Sketch Map of Well Locations' section, which states: 'The number of wells declared on this disclosure must be reflected on the sketch map.' It includes an 'Attach Sketch Map (file types allowed: bmp, jpg, jpeg, pdf)\*' field with a 'Browse...' button.

Finally, there is a 'Well Documents (if available)' section with an 'Attach Well and Boring Construction and Sealing Records (file types allowed: bmp, jpg, jpeg, pdf, txt)' field and a 'Browse...' button.

The “County” field is a drop down list of the 87 counties in Minnesota. Enter or select the “County” from the drop down list.

“Number of Wells on Property.” Enter the total number of well(s) located on this property.

“Is this property transaction in fulfillment of a contract for deed?” Select Yes or No from drop down list.

**Note:** If yes, because the property transfer is in fulfillment of a contract for deed, the disclosure must be signed by the buyer of the property or an agent for the buyer.

“This Well Disclosure Certificate is filed on behalf of” select Buyer, Seller, or Both Buyer and Seller from the drop down list.

“Seller’s Name.” Enter in the box provided.



## Property Legal Description

There are two options for providing a legal description of the property.

### Option Number 1

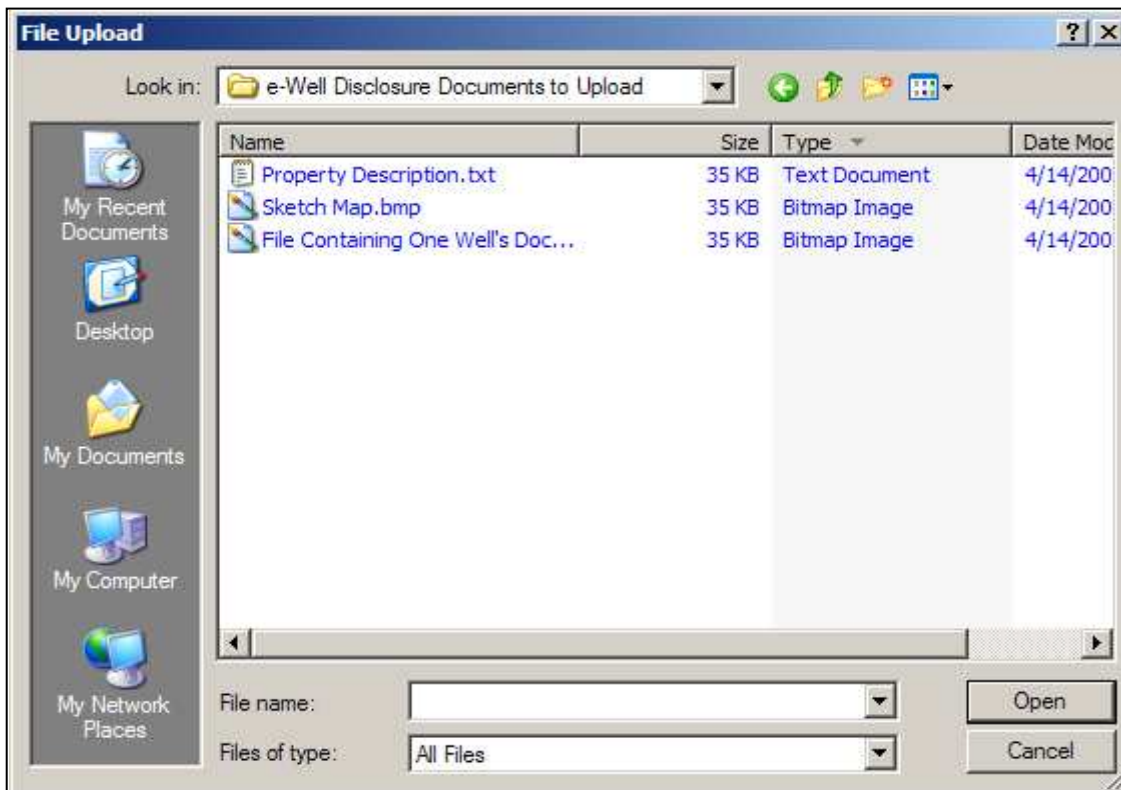
Is to attach a file with one of the following extensions: “bmp,” “jpg,” “jpeg,” “pdf,” or “txt.”

Click the “Browse” button following “1. Attach Property Legal Description.”

**One of the following Property Legal Description options is required\***

1. Attach Property Legal Description (file types allowed: bmp, jpg, jpeg, pdf, txt)

The “File Upload” dialog box will appear.



Select YOUR document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.

1. Attach Property Legal Description (file types allowed: bmp, jpg, jpeg, pdf, txt) C:\e-Well Disclosure Dc

## Option Number 2

Is to type or cut and paste a text description (no picture files) into the text box.

Click “2. Type or Cut and Paste Description Here” statement.

**One of the following Property Legal Description options is required\***

1. Attach Property Legal Description (file types allowed: bmp, jpg, jpeg, pdf, txt)

2. [Type or Cut and Paste Description Here](#)

Type the property legal description or cut and paste a text block up to 4000 characters.

## Sketch Map of Well Location(s)

**Note:** The number of wells declared on this disclosure must be reflected on the sketch map.

You **MUST attach a sketch** (not text) of where the well(s) are located on the property.

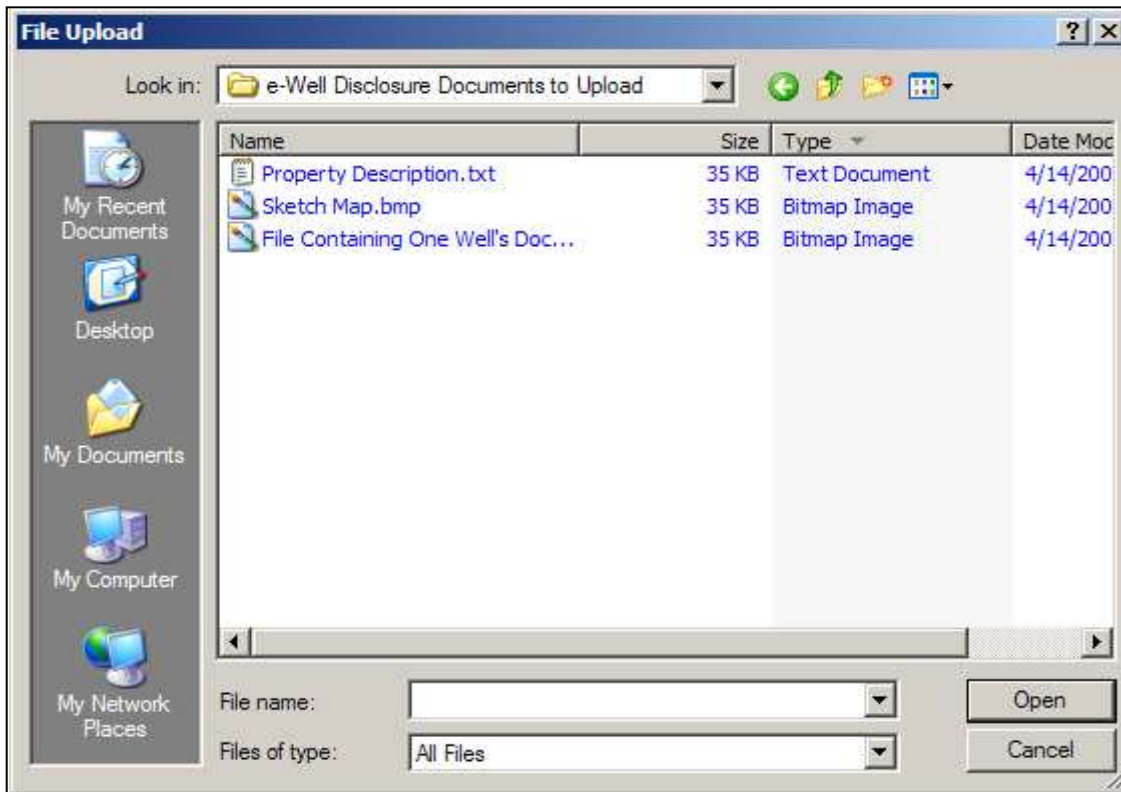
To attach a sketch map file use one of the following extensions: “bmp,” “jpg,” “jpeg,” or “pdf.”

Click the “Browse” button following “Attach Sketch Map.”

**Sketch Map of Well Locations. The number of wells you declare on this disclosure should be reflected on the sketch map you provide.**

Attach Sketch Map (file types allowed: bmp, jpg, jpeg, pdf)\*

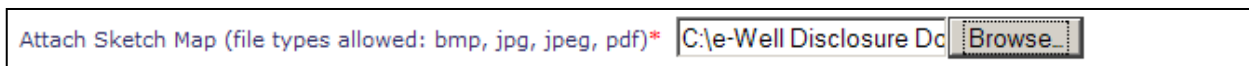
The “File Upload” dialog box will appear.



Select YOUR document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.



## Well Documents – Attach Well and Boring Construction and/or Sealing Record(s)

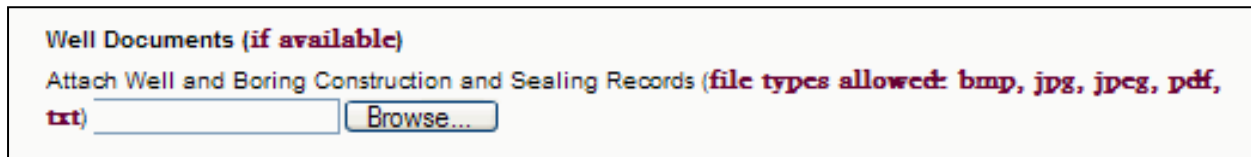
This is not required, but helpful.

Only one file is allowed to be uploaded. If you have more than one well record for this property transaction, place all well records in one file.

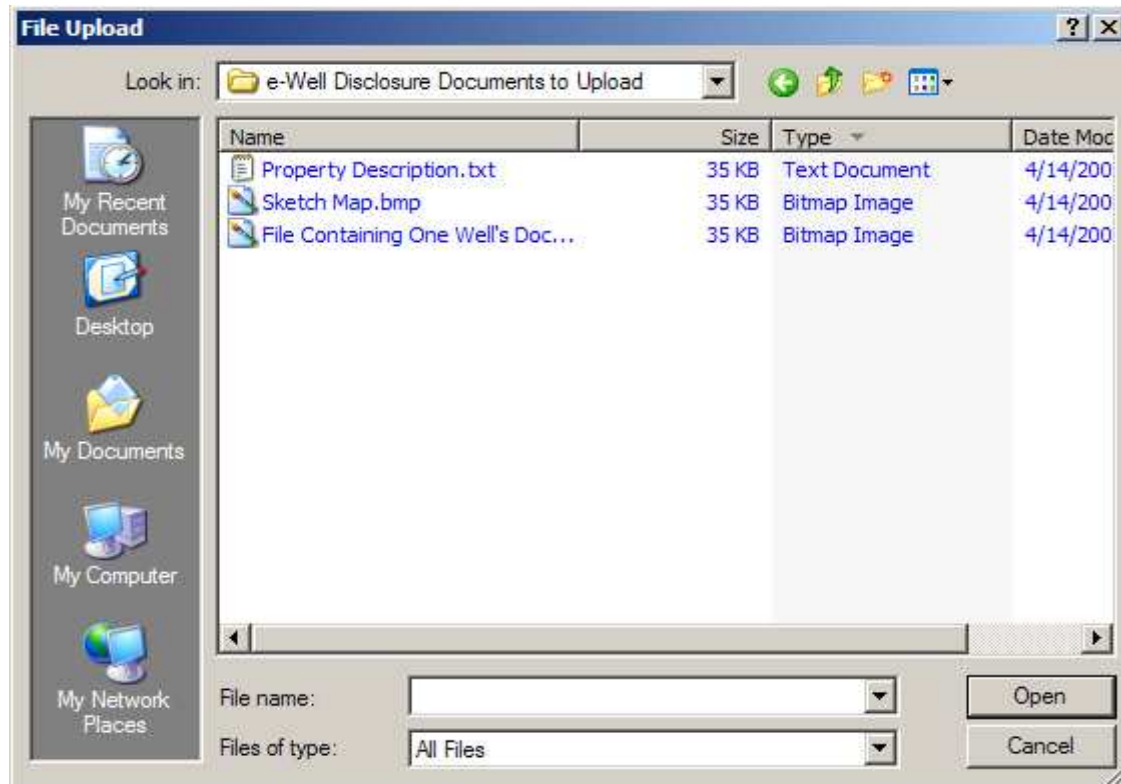
When preparing this file to upload, make sure to give it a recognizable name for this property transaction.

To attach a well record file use one of the following extensions: “bmp,” “jpg,” “jpeg,” or “pdf.”

Click the “Browse” button following “Attach Well and Boring Construction and Sealing Record(s).”



The “File Upload” dialog box will appear.



Select YOUR document by clicking the document name.

Click the “Open” button.

The document’s directory and file path name will appear in the field next to the “Browse” button.



## Property Buyer

Select whether the property buyer is an “Individual” or a “Company.”

Do not use abbreviations. Spell out complete address.

### Individual

#### Property Buyer

**Property Buyer No. 1**

Select Buyer Type\*  Individual  Company

Courtesy First Name\* Middle Name Last Name\* Title

**Mailing Address After Closing**

Select Country\*  USA  Other

Address 1\* Address 2

City\* State\* ZIP Code\*

**Phone**

Phone Number Extension

**Add a Property Buyer**

Use Same Address?  Yes  No

### Company

#### Property Buyer

**Property Buyer No. 1**

Select Buyer Type\*  Individual  Company

Company Name\* Company Contact\*

**Mailing Address After Closing**

Select Country\*  USA  Other

Address 1\* Address 2

City\* State\* ZIP Code\*

**Phone**

Phone Number Extension

**Add a Property Buyer**

Use Same Address?  Yes  No

## Additional Property Buyer(s)

To add additional property buyer(s), decide whether the next property buyer should have the same address.

If address is the same, after the question “Use Same Address?,” click “Yes.”

<b>Add a Property Buyer</b> <input type="button" value="Add Buyer"/>
<b>Delete Property Buyer No.</b> <input type="text"/> <input type="button" value="Delete"/>

Click the “Add a Property Buyer” button.

The following screen indicates a company was the last property buyer entered, and “Use Same Address?” was “Yes.”

<b>Property Buyer</b>			
<b>Property Buyer No. 1</b>			
Select Buyer Type* <input type="radio"/> Individual <input checked="" type="radio"/> Company			
<input type="text"/>		<input type="text"/>	
Company Name*		Company Contact*	
Mailing Address After Closing			
Select Country* <input checked="" type="radio"/> USA <input type="radio"/> Other			
<input type="text" value="850 ROBERT STREET NORTH"/>		<input type="text" value="PO BOX 84975"/>	
Address 1*		Address 2	
<input type="text" value="ST. PAUL"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55164-0975"/>	
City*	State*	ZIP Code*	
Phone			
<input type="text" value="851-201-4800"/>	<input type="text"/>		
Phone Number	Extension		
<b>Add a Property Buyer</b>			
Use Same Address? <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="button" value="Add Buyer"/> <input type="button" value="Delete Last Row"/>			

Select whether the additional property buyer(s) is an “Individual” or a “Company.”

If you answered “Yes” to “Use Same Address?” the address fields will be prefilled.

The following screen indicates an individual was the last property buyer entered, and “Use Same Address?” was “No.”

**Property Buyer**

**Property Buyer No. 1**

Select Buyer Type\*  Individual  Company

Courtesy First Name\* Middle Name Last Name\* Title

**Mailing Address After Closing**

Select Country\*  USA  Other

Address 1\* Address 2

City\* State\* ZIP Code\*

**Phone**

Phone Number Extension

**Add a Property Buyer**

Use Same Address?  Yes  No

## Delete the Last Property Buyer Entered

While entering the e-Well Disclosure Certificate information, you may delete the added property buyer rows.

Click the “Delete Last Row” button.

### Property Buyer

**Property Buyer No. 1**

Select Buyer Type\*  Individual  Company

<input type="text" value="MAY"/>	<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text"/>
Courtesy	First Name*	Middle Name	Last Name*

Mailing Address After Closing

Select Country\*  USA  Other

<input type="text" value="123 MY STREET NE"/>	<input type="text"/>
Address 1*	Address 2

<input type="text" value="ELY"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55731"/>
City*	State*	ZIP Code*

Phone

<input type="text" value="851-201-4600"/>	<input type="text"/>
Phone Number	Extension

**Property Buyer No. 2**

Select Buyer Type\*  Individual  Company

<input type="text" value="THOMAS"/>	<input type="text" value="LEE"/>	<input type="text" value="SMITH"/>	<input type="text"/>
Courtesy	First Name*	Middle Name	Last Name*

Mailing Address After Closing

Select Country\*  USA  Other

<input type="text" value="123 MY STREET NE"/>	<input type="text"/>
Address 1*	Address 2

<input type="text" value="ELY"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55731"/>
City*	State*	ZIP Code*

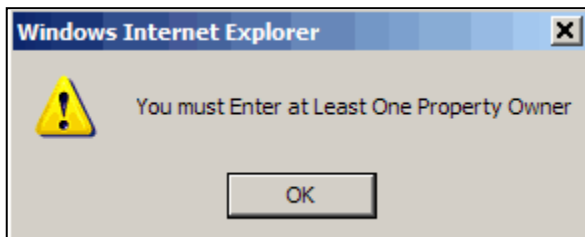
Phone

<input type="text" value="851-201-4600"/>	<input type="text"/>
Phone Number	Extension

Add a Property Buyer

Use Same Address?  Yes  No

If you try to delete the only property buyer, you will receive the following message. The first property buyer record cannot be deleted; however, you may change the owner’s type and the information.





## Well Information

Fill in the requested information, if it is available, for THIS well.

**Well Information**

**Well No. 1 -- Information provided needs to be specific to each well.**

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

## Well Location Legal Description

Select plat type where THIS well is located.

### Platted Land

Click “Platted Land” if the addition name, lot and block numbers is available to you.

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Platted Land

And {    Or  }

Addition Name, etc.\*      Lot Number\*    Block Number    Tract      Outlot\*

There are two options for providing “Platted Land” descriptions.

You must select one of the following options.

**Option Number 1** – Enter Addition Name and Lot Number.

If available, enter the Block Number and/or Tract – but NOT Outlot.

Well Location Legal Description on Platted Land

MY LAND And { 1   Or  }

Addition Name, etc.\*      Lot Number\*    Block Number    Tract      Outlot\*

**OR**

**Option Number 2** – Enter Addition Name and Outlot.

Do NOT enter the Lot Number, Block Number, or Tract.

Well Location Legal Description on Platted Land

MY LAND And {    Or B  }

Addition Name, etc.\*      Lot Number\*    Block Number    Tract      Outlot\*

## Unplatted Land

Click “Unplatted Land” if the Section, Township, and Range Numbers are available to you.

Select plat type where well is located\*  Platted Land (**lot, block, addition**) or  Unplatted Land (**section, township, range**)

Well Location Legal Description on Unplatted Land

{     Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

If you did not enter or select a county in the Property Information section, you will receive the following message.

Select plat type where well is located\*  Platted Land (**lot, block, addition**) or  Unplatted Land (**section, township, range**)

Well Location Legal Description on Platted Land

And {   }

Addition Name, etc.\* Lot Number\* E

Address where well is located (**this may be different from the address**)

Building No. Direction Street Type Street Name ZIP Code

Message from webpage



Please select a county first.

OK

Click the “OK” button.

The cursor will return to the “County of Property” box.

**Property Information**

County of Property\*

Number of Wells on Property\*  (1 through 20)

Is this property transaction in fulfillment of a contract for deed?\*  No

Enter or select county name from the drop down list.

Scroll to the Well Location section and click “Unplatted Land.”

Select plat type where well is located\*  Platted Land (**lot, block, addition**) or  Unplatted Land (**section, township, range**)

Well Location Legal Description on Unplatted Land

{     Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

When the county is chosen, the assigned county township and range numbers appear in the respective drop down list.

**Well Location Legal Description on Unplatted Land**

{     Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Range\*

Address where well is located (this may be different than the property building address).

Building No. Direction Street Type Street Name Street Type Direction City

There are two options for providing “Unplatted Land” descriptions.

You must select one of the following options.

**Option Number 1** – Enter Quarter 4, Section Number, Township Number, and Range Number. If available, enter Quarters 1 through 3 – but NOT Government Lot Number.

**Well Location Legal Description on Unplatted Land**

{     Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

**OR**

**Option Number 2** – Enter Government Lot Number, Section Number, Township Number, and Range Number.

Do NOT enter Quarters 1 through 4.

**Well Location Legal Description on Unplatted Land**

{     Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

## Well Location Address

**Note:** If available, it is **extremely important to enter the address where the well is located**. The “Address Search” is the number one search used to locate previously filed well disclosure certificates.

The “City” field is a drop down list of the known cities in Minnesota.

Enter or select the “Direction,” “Street Type,” and “City” from the drop down lists.

Address where well is located (this may be different than the property buyer mailing address).						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction	City
						ZIP Code

Some addresses may have no direction or up to two directions.

The screen below shows an address that has both a FIRST and SECOND “Street Direction.”

Address where well is located (this may be different than the property buyer mailing address).						
<input type="text" value="1234"/>	<input type="text" value="N"/>	<input type="text" value="County Rd"/>	<input type="text" value="12"/>	<input type="text"/>	<input type="text" value="SE"/>	<input type="text"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction	

“Street Type” fields are provided before and after the “Street Name” field for data entry ease. The “Street Type” shown above comes before the “Street Name.”

The screen below shows an address with one “Street Direction” and a “Street Type” that comes after the “Street Name” field.

Address where well is located (this may be different than the property buyer mailing address).						
<input type="text" value="1234"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="DRILLER"/>	<input type="text" value="Boulevard"/>	<input type="text" value="NE"/>	<input type="text"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction	

## Status of Well

Select the current physical status of THIS well.

Select Well Status\*  In Use  Not In Use  Sealed

## In Use

Click "In Use."

Select Well Status\*  In Use  Not In Use  Sealed

If in use:  Date Constructed (mm/dd/yyyy)  or  Year Constructed (yyyy)

Name of License Well Contractor Who Constructed the Well

## Well Construction Date

Click "Date Constructed."

Enter the date, if known.

Select Well Status\*  In Use  Not In Use  Sealed

If in use:  Date Constructed (mm/dd/yyyy)  or  Year Constructed (yyyy)

## Well Construction Year

Click "Year Constructed."

Enter the year, if known.

Select Well Status\*  In Use  Not In Use  Sealed

If in use:  Date Constructed (mm/dd/yyyy)  or  Year Constructed (yyyy)

## License Well Contractor Name

Enter the name of the licensed well contractor who constructed the well, if known.

Name of License Well Contractor Who Constructed the Well

## Not In Use

Click “Not In Use.”

When well status “Not In Use” is selected you will receive the following message.

Select Well Status\*  In Use  Not In Use  Sealed

**Note:** The Minnesota Department of Health (MDH) will follow-up with the property buyer regarding any wells disclosed as not in use. If a well is not in use, the property owner must either return the well to use, have the well sealed by a licensed well contractor, or obtain an annual maintenance permit from the MDH. The current annual maintenance permit fee is \$175.

After reading the message, click the “OK” button to proceed.

## Variance or Maintenance Permit

You are required to answer the variance and maintenance permit questions.

Select Well Status\*  In Use  Not In Use  Sealed

If not in use: Is there an MDH variance for this well?\*

If yes, provide the variance tracking number if known:

Is there an MDH maintenance permit for this well?\*

If yes, provide the maintenance permit number if known:

If your answer is “No” to either of the questions, the variance tracking number/maintenance permit number box remains disabled.

Select Well Status\*  In Use  Not In Use  Sealed

If not in use: Is there an MDH variance for this well?\* No

If yes, provide the variance tracking number if known:

Is there an MDH maintenance permit for this well?\* No

If yes, provide the maintenance permit number if known:

If your answer is “YES” to either of the questions, the variance tracking number/maintenance permit number box becomes enabled. You are NOT required to fill these in, but if you have the information, please provide it.

**Select Well Status\***  In Use  Not In Use  Sealed

If not in use: Is there an MDH variance for this well?\*

If yes, provide the variance tracking number if known:

Is there an MDH maintenance permit for this well?\*

If yes, provide the maintenance permit number if known:

### Sealed

Click “Sealed.”

**Select Well Status\***  In Use  Not In Use  Sealed

If sealed:  Date Sealed (mm/dd/yyyy)  or  Year Sealed (yyyy)

Name of License Well Contractor Who Sealed the Well

### Well Sealing Date

Click “Date Sealed.”

Enter the date, if known.

**Select Well Status\***  In Use  Not In Use  Sealed

If sealed:  Date Sealed (mm/dd/yyyy)  or  Year Sealed (yyyy)

### Well Sealed Year

Click “Year Sealed.”

Enter the year, if known.

**Select Well Status\***  In Use  Not In Use  Sealed

If sealed:  Date Sealed (mm/dd/yyyy)  or  Year Sealed (yyyy)

### License Well Contractor Name

Enter the name of the licensed well contractor who sealed the well, if known.

Name of License Well Contractor Who Sealed the Well

## Add Additional Well(s)

To add additional well(s), decide whether the next well should have the same location information.

If well location is the same, after the question “Use Same Well Location Information?” click “Yes.”

Click the “Add Well” button.

**Add a Well**

Use Same Well Location Information?  Yes  No

The following screen indicates last well entered was located on “Unplatted Land,” and “Use Same Well Location Information?” was “Yes.”

Also note that this well is designated as Well No. 2.

**Well No. 2 -- Information provided needs to be specific to each well.**

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Unplatted Land

{    NE  } And  31  030  22

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

Address where well is located (this may be different than the property buyer mailing address).

<input type="text" value="1234"/>	<input type="text"/>	<input type="text" value="DRILLER"/>	<input type="text" value="Boulevard"/>	<input type="text" value="NE"/>	<input type="text" value="ELY"/>	<input type="text" value="55731"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction City	ZIP Code

The following screen indicates “Use Same Well Location Information?” was “No.”

Address fields will not be prefilled.

**Well No. 2 -- Information provided needs to be specific to each well.**

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Platted Land

And {    Or  }

Addition Name, etc.\* Lot Number\* Block Number Tract Outlot\*

Address where well is located (this may be different than the property buyer mailing address).

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction City	ZIP Code

Select Well Status\*  In Use  Not In Use  Sealed

**Add a Well**

Use Same Well Location Information?  Yes  No



## Delete the Last Well Entered

While entering the e-Well Disclosure Certificate information, you may delete the added well rows.

Click the “Delete Last Row” button.

### Well Information

**Well No. 1 -- Information provided needs to be specific to each well.**

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Platted Land

MY LAND And {  1  2  Or  }

Addition Name, etc.\* Lot Number\* Block Number Tract Outlot\*

Address where well is located (this may be different than the property buyer mailing address).

<input type="text"/> 123	<input type="text"/>	<input type="text"/> MY	<input type="text"/> Street	<input type="text"/>	<input type="text"/> ELY	<input type="text"/> 55731
Building No.	Direction	Street Type	Street Name	Street Type	Direction City	ZIP Code

Select Well Status\*  In Use  Not In Use  Sealed

If in use:  Date Constructed (mm/dd/yyyy)  or  Year Constructed (yyyy)

Name of License Well Contractor Who Constructed the Well

**Well No. 2 -- Information provided needs to be specific to each well.**

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Platted Land

MY LAND And {  1  2  Or  }

Addition Name, etc.\* Lot Number\* Block Number Tract Outlot\*

Address where well is located (this may be different than the property buyer mailing address).

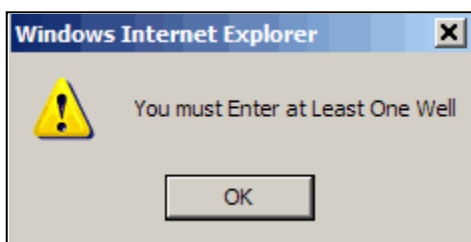
<input type="text"/> 123	<input type="text"/>	<input type="text"/> MY	<input type="text"/> Street	<input type="text"/>	<input type="text"/> ELY	<input type="text"/> 55731
Building No.	Direction	Street Type	Street Name	Street Type	Direction City	ZIP Code

Select Well Status\*  In Use  Not In Use  Sealed

Add a Well

Use Same Well Location Information?  Yes  No

If you try to delete the only well, you will receive the following message. The first well record cannot be deleted; however, you may change the well information.



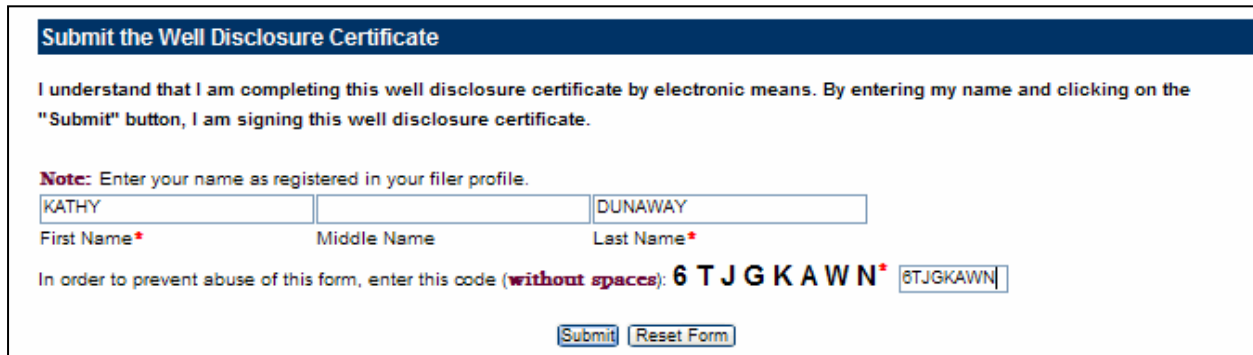
## Submit the e-Well Disclosure Certificate

The last section of the e-Well Disclosure Certificate is the submittal of the record. After all the property information, property buyer(s), and well(s) have been entered, sign the disclosure by typing in YOUR name.

**Note: Enter your name EXACTLY as registered in your filer profile.**

Type in the scrambled code.

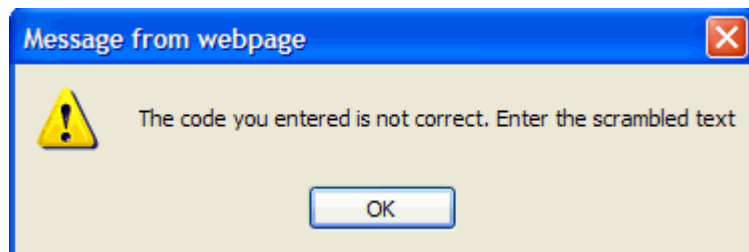
Click the “Submit” button.



The screenshot shows a web form titled "Submit the Well Disclosure Certificate". It contains a disclaimer: "I understand that I am completing this well disclosure certificate by electronic means. By entering my name and clicking on the 'Submit' button, I am signing this well disclosure certificate." Below this is a note: "Note: Enter your name as registered in your filer profile." The form has three input fields for "First Name\*", "Middle Name", and "Last Name\*". The "First Name" field contains "KATHY" and the "Last Name" field contains "DUNAWAY". Below the name fields is a scrambled code field: "In order to prevent abuse of this form, enter this code (without spaces): 6 T J G K A W N \*". The scrambled code field contains "6TJGKAWN". At the bottom of the form are two buttons: "Submit" and "Reset Form".

## Submit Error

If the signature or scrambled code is invalid, you will receive the following message.



Click the “OK” button.

Reenter your signature and the scrambled code.

Click the “Submit” button when finished.

A printable page is generated with the well disclosure data that you provided.

### Certificate No. 1000894 Pending Information

Well Disclosure Certificate Number: 1000894

Submittal Date: April 4, 2012

The submitter must keep this well disclosure certificate number and enter it on the deed.

If the deed is not filed with the county recorder or registrar of titles within 120 days, this e-Well Disclosure Certificate will be void and deleted on August 2, 2012.

When the deed and the \$50 filing fee for the e-Well Disclosure Certificate are submitted for recording and the submitter indicates that the well disclosure certificate was filed online, the county recorder will confirm that the e-Well Disclosure Certificate is pending for the subject property of the deed. If an e-Well Disclosure Certificate is pending, the county recorder will proceed with the recording.

#### Property Information

County	ANOKA
Number of Wells	1
Seller	JOHN JONES
Property Legal Provided?	Yes
Sketch Map Provided?	Yes
Well Documents Provided?	Yes
Contract for Deed?	No
Submitter Signature	KATHY DUNAWAY
Submitter Represents	Buyer

#### Property Buyer and Mailing Address After Closing

##### Property Buyer No. 1

Name	MARY JANE SMITH
Address	123 MY STREET ELY, MN 55731
Phone Number	651-201-4587

Also included:

- Well Disclosure Certificate Number to be placed on the deed before filing.
- Submittal Date.
- Submitters Name.
- Expiration date this e-Well Disclosure Certificate will be void and deleted from the county's pending file.

Example of statement placed on deed:

A Well Disclosure Certificate has been electronically filed.

Well Disclosure Certificate Number: XXXXXXXX

(printable page continued)

**Well Information**

**Well No. 1**

Minnesota Unique Well Number or Sealing Record Number	--
County	ANOKA
Property ID No.	123456789
Location	Lot 1 Block 2 WOLF RIDGE
Address	123 MY STREET ELY 55731
Well Status	In Use
Date or Year Constructed	1985

[Print](#)

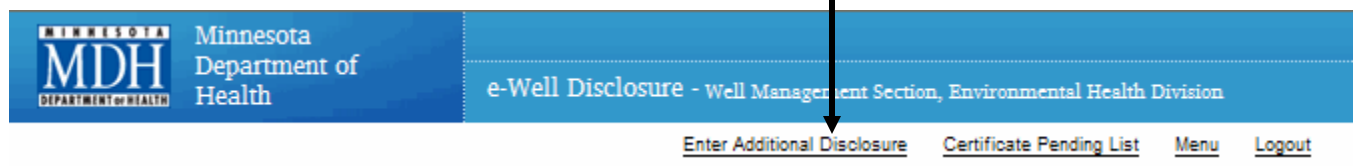
**Where can I get more information or help?**

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or at 651-201-4600 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Print this page by clicking the “Print” button.

[Print](#)

To enter another Well Disclosure Certificate, click the “Enter Additional Disclosure” shortcut in the upper right-hand corner of the screen..



Additional shortcuts located in the upper right-hand corner of the screen allow you to:

- “Certificate Pending List” - View e-Well Disclosure Certificates in your pending list
- “Menu” – returns you to the Filer Menu
- “Logout” – exit the e-Well Disclosure Certificate application

## Automatic Confirmation Email After Submittal

An **automatic confirmation email** is sent to the email address you provided in your filer profile when you registered.

The email contains the Well Disclosure Certificate (WDC) data that you provided; the Minnesota Department of Health, Well Management Section-issued Well Disclosure Certificate Number; and the expiration date of the e-filing. The confirmation email does not include your attachments.

**Well Disclosure Certificate Number: 1000894**  
**Submittal Date: 4-Apr-2012**  
 The submitter must keep this well disclosure certificate number and enter it on the deed.

If the deed is not filed with the county recorder or registrar of titles within 120 days, this e-Well Disclosure Certificate will be void and deleted from our records on 2-Aug-2012.

When the deed is submitted for recording and the submitter indicates that the well disclosure certificate was filed on-line, the recorder will verify that the certificate is filed with the MDH for the property subject of the deed. If an e-Well Disclosure Certificate is on file, the recorder will proceed with recording and will collect the \$50 filing fee for the e-Well Disclosure Certificate.

Well Disclosure Certificate Information

County	Number of Wells	Seller	Prop Legal Provided?	Sketch Map Provided?	Well Documents Provided?	e-Well Disclosure Submitted by	Contract for Deed?	Submitter Represents
ANOKA	1	JOHN JONES	Yes	Yes	Well Documents Provided?	Yes	KATHY DUNAWAY	N

Property Buyer and Mailing Address After Closing

Name	Address	Phone Number
MARY JANE SMITH	123 MY STREET ELY MN, 55731	6512014587

Well Information

**Well No. 1**

Minnesota Unique Well Number or Sealing Record Number ..

County ANOKA

Property ID No. 123456789

Location Lot 1 Block 2 WOLF RIDGE

Address 123 MY ST ELY 55731

Well Status In Use

Date or Year Constructed: 1985

## Menu Option: Edit or Add to a Pending e-Well Disclosure Certificate

When you select this menu option, a list of all pending e-Well Disclosure Certificates entered by you will be listed.

If you wish to edit the e-Well Disclosure Certificate, click once on the underlined Well Disclosure Certificate Number.

**Note:** Once the county recorder validates an e-Well Disclosure Certificate it will no longer appear on your pending list.



Minnesota  
Department of  
Health

e-Well Disclosure - Well Management Section, Environmental Health Division

[Menu](#) [Logout](#)

### Certificate Pending List

Disclosure Number	Date You Entered Data	County	Property Buyer	Seller
<u><a href="#">1000894</a></u>	04/04/2012	Anoka	SMITH, MARY JANE	JOHN JONES

[Where can I get more information or help?](#)

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The following screen allows you to add or edit pending information. You may edit, add, or delete a property buyer or a well.

[Certificate Pending List](#)   [Menu](#)   [Logout](#)

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### Certificate No. 1000894 Pending Form

#### County

<input type="button" value="Edit"/>	County	ANOKA
-------------------------------------	--------	-------

#### Property Information

<input type="button" value="Edit"/>	Number of Wells	1
	Is this property transaction in fulfillment of a contract for deed?	No
	Seller	JOHN JONES
	Property Legal Provided?	Yes
	Sketch Map Provided?	Yes
	Well Documents Provided?	Yes
	Submitter Signature	KATHY DUNAWAY
	Submitter Represents	Buyer

#### Property Buyer

<input type="button" value="Edit 1"/>	<b>Property Buyer No. 1</b>	
	Name	MARY JANE SMITH
	Address	123 MY STREET ELY MN, 55731
	Phone Number	651-201-4587

Add a Property Buyer  

Delete Property Buyer No.   

#### Well Information

<input type="button" value="Edit 1"/>	<b>Well No. 1</b>	
	Minnesota Unique Well Number or Sealing Record Number	--
	Property ID No.	123456789
	Location	Lot 1 Block 2 WOLF RIDGE
	Address	123 MY STREET ELY 55731
	Well Status	In Use
	Date or Year Constructed	1985

Add a Well  

Delete Well No.

# County

## Change the County

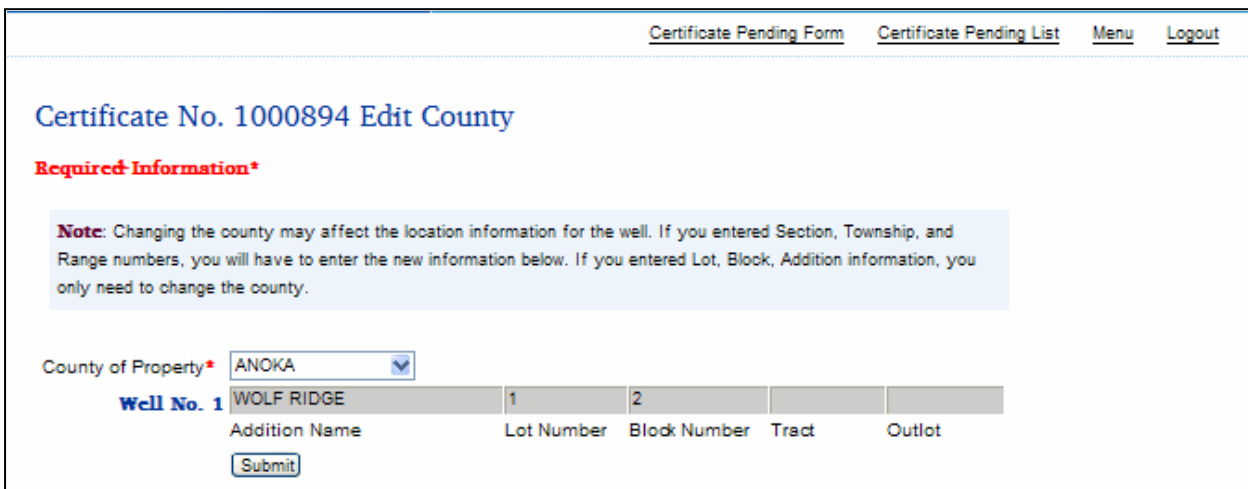
Click the “Edit” button.



County

Edit County ANOKA

The county edit screen will appear.



Certificate Pending Form Certificate Pending List Menu Logout

### Certificate No. 1000894 Edit County

**Required Information\***

**Note:** Changing the county may affect the location information for the well. If you entered Section, Township, and Range numbers, you will have to enter the new information below. If you entered Lot, Block, Addition information, you only need to change the county.

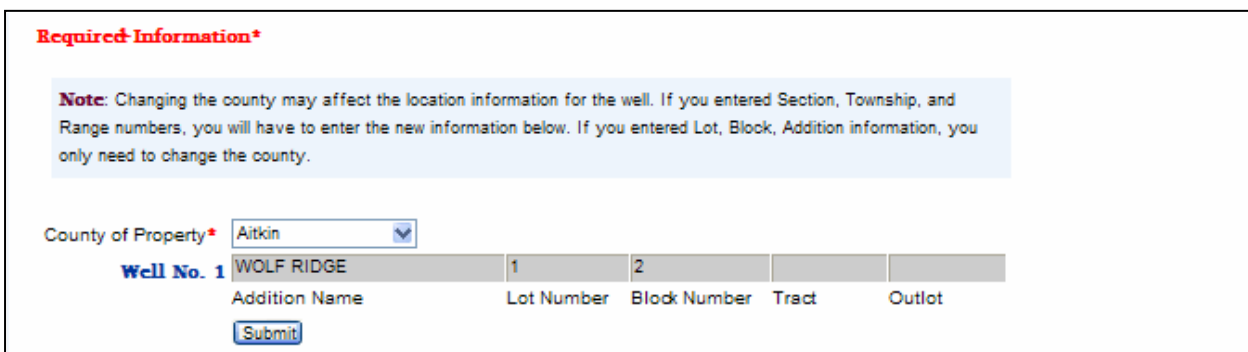
County of Property\* ANOKA

Well No. 1	Addition Name	Lot Number	Block Number	Tract	Outlot
1	WOLF RIDGE	1	2		

Submit

Select the new county from the drop down list.

**Note:** When a new county is selected for **platted land** (addition, lot, block, etc.) verify information for each disclosed well.



**Required Information\***

**Note:** Changing the county may affect the location information for the well. If you entered Section, Township, and Range numbers, you will have to enter the new information below. If you entered Lot, Block, Addition information, you only need to change the county.

County of Property\* Aitkin

Well No. 1	Addition Name	Lot Number	Block Number	Tract	Outlot
1	WOLF RIDGE	1	2		

Submit

Click the “Submit” button.



Back on the Certificate No. (1000894) Pending Form page, it shows that the county name has been changed.

Certificate No. 1000894 Pending Form

County

County AITKIN

The county drop down list and a row for each well will appear if the locations of the disclosed well(s) are **on unplatted land** (section, township, and range numbers).

**Required Information\***

**Note:** Changing the county may affect the location information for the well. If you entered Section, Township, and Range numbers, you will have to enter the new information below. If you entered Lot, Block, Addition information, you only need to change the county.

County of Property\*

Well No. 1 {    NE  Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

When a new county is selected, the township and range numbers will be cleared.

County of Property\*

Well No. 1 {    NE  Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

Select the correct township and range numbers for the new county.

County of Property\*

Well No. 1 {    NE  Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

Click the "Submit" button.

# Property Information

## Edit Property Information

Click the “Edit” button.

Property Information		
<input type="button" value="Edit"/>	Number of Wells	1
	Is this property transaction in fulfillment of a contract for deed?	No
	Seller	JOHN JONES
	Property Legal Provided?	Yes
	Sketch Map Provided?	Yes
	Well Documents Provided?	Yes
	Submitter Signature	KATHY DUNAWAY
	Submitter Represents	Buyer

You may change the data, attach a legal description, sketch map, or well documents. If you wish to replace a previously attached document or attach a document for the first time, follow the same steps from the initial data entry instructions on page 9 for legal description, page 10 for sketch map, and page 11 for well documents.

[Certificate Pending Form](#)   [Certificate Pending List](#)   [Menu](#)   [Logout](#)

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### Certificate No. 1000894 Edit Property

**Required Information\***

Is this property transaction in fulfillment of a contract for deed?\*

Submitter Represents\*

Seller\*

Property Legal Description Provided?  Yes

To replace the property description, attach a new file or enter a new description.

1. Attach Property Legal Description (**file types allowed: bmp, jpg, jpeg, pdf, txt**)

2. [Type or Cut and Paste Description Here](#)

Sketch Map Provided?  Yes

To replace the sketch map you provided, attach a new file. The number of wells declared on this disclosure must be reflected on the sketch map.

Attach Sketch Map (**file types allowed: bmp, jpg, jpeg, pdf**)

Well Documents Provided?  Yes

Click here if you wish to delete the attached document.

Click here if you wish to replace the attached

Well and Boring Construction and/or Sealing Record(s).

Well documents were provided for this well. You have the opportunity to delete the previous document and NOT replace it or you may choose to replace the document.

Well Documents Provided? Yes

Click here if you wish to delete the attached document.

Click here if you wish to replace the attached

Well and Boring Construction and/or Sealing Record(s):

If documents were not initially provided, you may attach a file.

Well Documents Provided? No

Attach Well and Boring Construction and/or Sealing Record(s)

(file types allowed: bmp, jpg, jpeg, pdf, txt)

Click the “Update Property Information” button.

## Property Buyer Information

### Edit Property Buyer Information

Click the “Edit” button next to the owner record you wish to edit.

**Property Buyer**

**Property Buyer No. 1**

Name	MARY JANE SMITH
Address	123 MY STREET ELY MN, 55731
Phone Number	651-201-4587

Add a Property Buyer

Delete Property Buyer No.

You may edit or add any data field or change the property buyer type to or from an “Individual” or a “Company.”

[Certificate Pending Form](#) [Certificate Pending List](#) [Menu](#) [Logout](#)

---

**Certificate No. 1000894 Edit Property Buyer No. 1**

**Required Information\***

Select Property Buyer Type\*  Individual  Company

<input type="text" value="MAY"/>	<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text"/>
Courtesy	First Name*	Middle Name	Last Name* Title

Mailing Address After Closing

Select Country\*  USA  Other

<input type="text" value="123 MY STREET"/>	<input type="text"/>
Address 1*	Address 2

<input type="text" value="ELY"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55731"/>
City*	State*	ZIP Code*

Phone

<input type="text" value="651-201-4587"/>	<input type="text"/>
Phone Number	Extension

[Update Property Buyer Information](#) [Reset Form](#)

**Where can I get more information or help?**

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or at 651-201-4600 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

The screen below indicates that information was added to the “Address 2” field.

[Certificate Pending Form](#) [Certificate Pending List](#) [Menu](#) [Logout](#)

---

**Certificate No. 1000894 Edit Property Buyer No. 1**

**Required Information\***

Select Property Buyer Type\*  Individual  Company

<input type="text" value="MAY"/>	<input type="text" value="JANE"/>	<input type="text" value="SMITH"/>	<input type="text"/>
Courtesy	First Name*	Middle Name	Last Name* Title

Mailing Address After Closing

Select Country\*  USA  Other

<input type="text" value="123 MY STREET"/>	<input type="text" value="PO BOX 1776"/>
Address 1*	Address 2

<input type="text" value="ELY"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55731"/>
City*	State*	ZIP Code*

Phone

<input type="text" value="651-201-4587"/>	<input type="text"/>
Phone Number	Extension

[Update Property Buyer Information](#) [Reset Form](#)

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Click the “Update Property Buyer Information” button if no further edits or additions are needed to the property buyer information.

The screen below indicates that the property buyer type was changed from “Individual” to a “Company.” The company’s name and company contact information was filled in. The address from the previous “Individual” property buyer’s information remained filled in. You may change the property buyer’s information, if needed.

[Certificate Pending Form](#)   [Certificate Pending List](#)   [Menu](#)   [Logout](#)

---

**Certificate No. 1000894 Edit Property Buyer No. 1**

**Required Information\***

Select Property Buyer Type\*    Individual    Company

MN DEPARTMENT OF HEALTH      MARY JANE SMITH  
Company Name\*      Company Contact\*

**Mailing Address After Closing**

Select Country\*    USA    Other

123 MY STREET      PO BOX 1778  
Address 1\*      Address 2

ELY      MINNESOTA      55731  
City\*      State\*      ZIP Code\*

**Phone**

651-201-4587        
Phone Number      Extension

[Update Property Buyer Information](#)   [Reset Form](#)

**Where can I get more information or help?**

If you have any questions regarding Well Disclosure, contact the Minnesota Department of Health, Well Management Section Central Office at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or at 651-201-4600 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

Click the “Update Property Buyer Information” button if no further edits or additions are needed to the property buyer information.

## Add a Property Buyer

Click the “Add Buyer” button.

**Property Buyer**

[Edit 1](#)    **Property Buyer No. 1**

<b>Name</b>	MN DEPARTMENT OF HEALTH Contact: MARY JANE SMITH
<b>Address</b>	123 MY STREET PO BOX 1778 ELY MN, 55731
<b>Phone Number</b>	651-201-4587

Add a Property Buyer    [Add Buyer](#)

Delete Property Buyer No.     [Delete](#)

A blank property buyer screen is displayed.

[Certificate Pending Form](#)    [Certificate Pending List](#)    [Menu](#)    [Logout](#)

**Certificate No. 1000894 Add Property Buyer No. 2**

**Required Information\***

**Select Property Buyer Type\***     Individual     Company

Courtesy    First Name\*    Middle Name    Last Name\*    Title

**Mailing Address After Closing**

**Select Country\***     USA     Other

Address 1\*    Address 2

City\*    State\*    ZIP Code\*

**Phone**

Phone Number    Extension

[Add Property Buyer Information](#)    [Reset Form](#)

Complete the property buyer information fields per procedures on page 13.

Click the “Add Property Buyer Information” button.

You are returned to the “Certificate No. XXXXXXXX Edit” page. Each buyer is displayed. The “Delete” button is enabled for multiple buyers. If there is only one buyer, you may not delete the record, but you may edit the information.

Property Buyer	
<input type="button" value="Edit 1"/>	<b>Property Buyer No. 1</b>
Name	MN DEPARTMENT OF HEALTH Contact: MARY JANE SMITH
Address	123 MY STREET PO BOX 1776 ELY MN, 55731
Phone Number	651-201-4587
<input type="button" value="Edit 2"/>	<b>Property Buyer No. 2</b>
Name	MARY HOMEOWNER
Address	123 AMERICAN DRIVE PO BOX 1776 HER CITY DC, 01776
Phone Number	Ext. 999
Add a Property Buyer	<input type="button" value="Add Buyer"/>
Delete Property Buyer No.	<input type="text"/> <input type="button" value="Delete"/>

To delete a buyer, enter the “Property Buyer No.” in the field next to “Delete Property Buyer No.”  
Click the “Delete” button.

Add a Property Buyer	<input type="button" value="Add Buyer"/>
Delete Property Buyer No.	<input type="text"/> <input type="button" value="Delete"/>

**Note:** Property Buyer No. 2 is now Property Buyer No. 1.

Since there is currently only one buyer, the “Delete” button has been disabled.

Property Buyer	
<input type="button" value="Edit 1"/>	<b>Property Buyer No. 1</b>
Name	MARY HOMEOWNER
Address	123 AMERICAN DRIVE PO BOX 1776 HER CITY DC, 01776
Phone Number	Ext. 999
Add a Property Buyer	<input type="button" value="Add Buyer"/>
Delete Property Buyer No.	<input type="text"/> <input type="button" value="Delete"/>

# Well Information

## Edit Well Information

Click the “Edit” button next to the well number you wish to edit.

### Well Information

[Edit 1](#) **Well No. 1**

Minnesota Unique Well Number or Sealing Record Number	--
Property ID No.	123456789
Location	NE Qtr of Section 31 Township 043 Range 22
Address	123 MY STREET ELY 55731
Well Status	In Use

Add a Well [Add Well](#)

Delete Well No.  [Delete](#)

[Print](#)

You may edit or add to any current data, change the well location type and description, well status, or address where the well is located.

The screen below indicates a well on unplatted land, with an address, and “in use” status.

[Certificate Pending Form](#) [Certificate Pending List](#) [Menu](#) [Logout](#)

---

## Certificate No. 1000894 Edit Well No. 1

**Required Information\***

**Note:** Information provided needs to be specific to each well.

MN Unique Well Number or Sealing Record Number, if known

Property ID No./Parcel No.  (do not enter hyphens or spaces)

Select plat type where well is located\*  Platted Land (lot, block, addition) or  Unplatted Land (section, township, range)

Well Location Legal Description on Unplatted Land

{    NE  } Or  } And

Quarter 1 Quarter 2 Quarter 3 Quarter 4\* Gov't Lot No.\* Section\* Township\* Range\*

Address where well is located (this may be different than the property buyer mailing address).

<input type="text" value="123"/>	<input type="text"/>	<input type="text" value="CSAH"/>	<input type="text" value="MY"/>	<input type="text" value="ST"/>	<input type="text" value="ELY"/>	<input type="text" value="55731"/>
Building No.	Direction	Street Type	Street Name	Street Type	Direction City	ZIP Code

Select Well Status\*  In Use  Not In Use  Sealed

If in use:  Date Constructed (mm/dd/yyyy)  or  Year Constructed (yyyy)

Name of License Well Contractor Who Constructed the Well

[Update Well Information](#) [Reset Form](#)



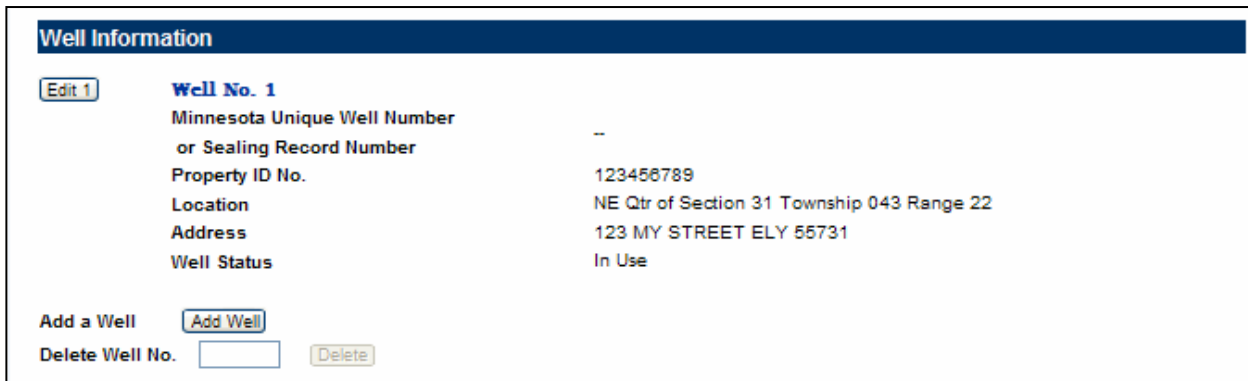
Click the “Update Well Information” when you have completed your changes. You will be returned to the “Certificate No. XXXXXXXX Edit Property” page.

If you do not wish to make or save the changes you have made, you may click “Certificate Pending Form” or “Logout” shortcuts in the upper right-hand corner of the screen.

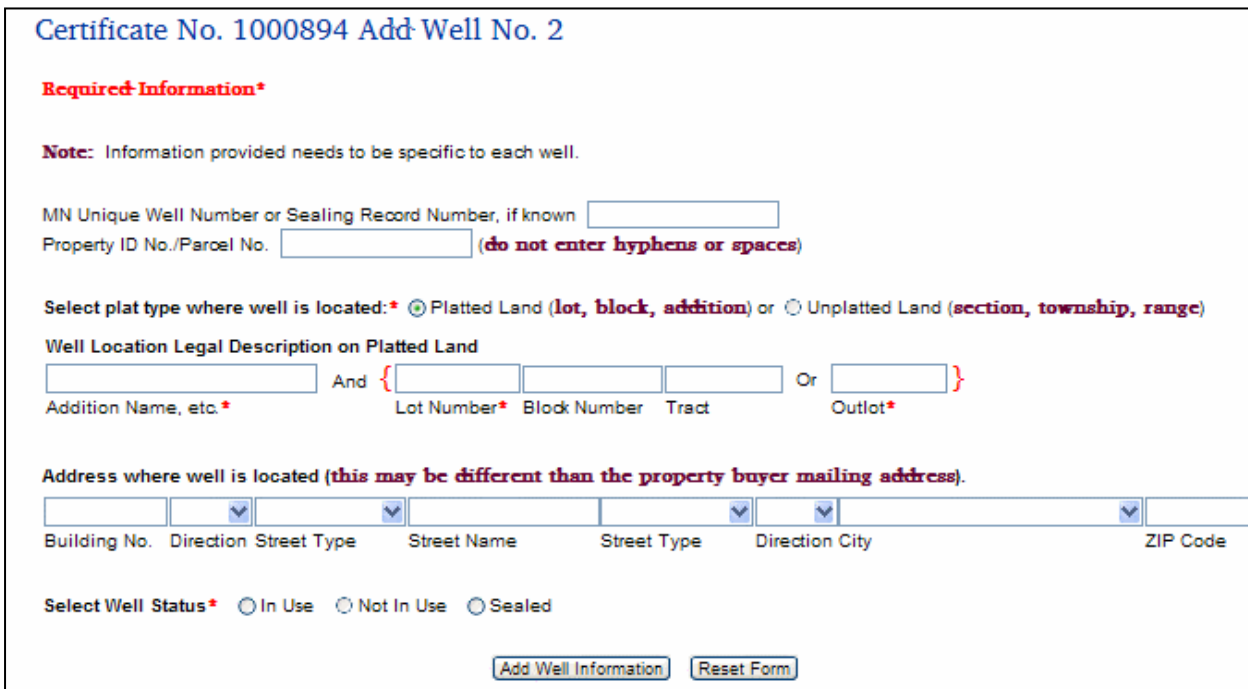


## Add a Well

Click the “Add Well” button.



A blank well screen is displayed.



Complete the well information fields per procedures on page 17.

Click the “Add Well Information” button.

You are returned to the “Certificate No. XXXXXXXX Edit” page. Each well is displayed. The “Delete” feature is enabled for multiple wells. If there is only one well, you may not delete the record, but you may edit the information.

Well Information	
<input type="button" value="Edit 1"/>	<b>Well No. 1</b>
Minnesota Unique Well Number or Sealing Record Number	--
Property ID No.	123456789
Location	NE Qtr of Section 31 Township 043 Range 22
Address	123 MY STREET ELY 55731
Well Status	In Use
<input type="button" value="Edit 2"/>	<b>Well No. 2</b>
Minnesota Unique Well Number or Sealing Record Number	H123456
Property ID No.	123456789
Location	NW Qtr of Section 31 Township 043 Range 22
Address	
Well Status	Sealed
Date or Year Sealed	06/15/2005
Name of License Well Contractor	MN WELL DRILLER
Add a Well	<input type="button" value="Add Well"/>
Delete Well No.	<input type="text"/> <input type="button" value="Delete"/>

To delete a well, enter the “Well No.” in the field next to “Delete Well No.”

Click the “Delete” button.

Add a Well	<input type="button" value="Add Well"/>
Delete Well No.	<input type="text" value="2"/> <input type="button" value="Delete"/>

**Note:** Well No. 2 has been deleted.

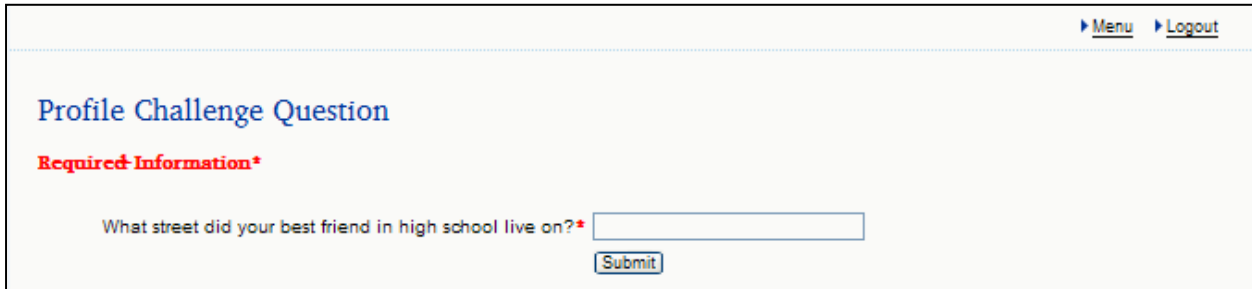
Since there is currently only one well, the “Delete” button has been disabled.

Well Information	
<input type="button" value="Edit 1"/>	<b>Well No. 1</b>
Minnesota Unique Well Number or Sealing Record Number	--
Property ID No.	123456789
Location	NE Qtr of Section 31 Township 043 Range 22
Address	123 MY STREET ELY 55731
Well Status	In Use
Add a Well	<input type="button" value="Add Well"/>
Delete Well No.	<input type="text"/> <input type="button" value="Delete"/>

## Menu Option: Edit/Review User Profile

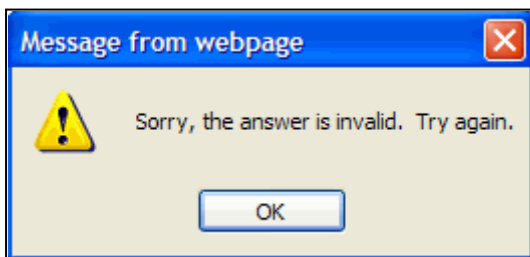
Enter the answer to the Profile Challenge Question.

Click the “Submit” button.



The screenshot shows a web page titled "Profile Challenge Question". In the top right corner, there are links for "Menu" and "Logout". Below the title, the text "Required Information\*" is displayed in red. The main content area contains the question "What street did your best friend in high school live on?\*" followed by a text input field. Below the input field is a "Submit" button.


If the answer given is invalid, you will receive the following message and be returned to the main menu.



Click the “OK” button.

# Filer Profile

If you answer the challenge question correctly, your Filer Profile information will be displayed.

 Minnesota Department of Health

e-Well Disclosure - Well Management Section, Environmental Health Division

[Menu](#) [Logout](#)

## Filer Profile

**Required Information\***

User Name\*  (e.g. marysmith and case sensitive)

Security Question\*  ▼

Security Answer\*

First Name\*

Middle Name

Last Name\*

Company Name

Your Working Title

Phone Number\*

Extension

Check here to change e-mail address.

E-Mail Address\*

Confirm New E-Mail Address\*

Password Expiration Date 06-29-2012

Check here to change password.

Enter New Password\*  (at least 8 characters and case sensitive)

Confirm New Password\*

### Where can I get more information or help?

If you have any questions regarding e-Well Disclosure contact the Minnesota Department of Health, Well Management Section Central Office, at [health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us) or by telephone at 651-201-4587 or 800-383-9808. Deaf and hard-of-hearing: TTY 651-201-5797.

You may edit any field.

Click the “Submit” button to save changes.

## Change Email Address

Check the box after “Check here to change email address.”

Check here to change e-mail address.	<input type="checkbox"/>
E-Mail Address*	<input type="text" value="kathy.dunaway@state.mn.us"/>
Confirm New E-Mail Address*	<input type="text"/>

After checking the box, the “Email Address” and “Confirm New Email Address” boxes are enabled.

Check here to change e-mail address.	<input checked="" type="checkbox"/>
E-Mail Address*	<input type="text" value="kathy.dunaway@state.mn.us"/>
Confirm New E-Mail Address*	<input type="text"/>

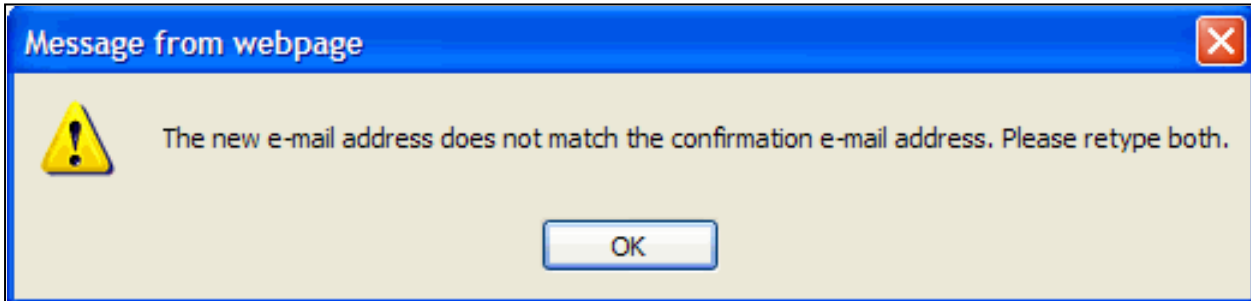
Enter the new email address in the “Email Address” box and retype it in the “Confirm New Email Address” box.

Check here to change e-mail address.	<input checked="" type="checkbox"/>
E-Mail Address*	<input type="text" value="dunaway.k@state.mn.us"/>
Confirm New E-Mail Address*	<input type="text" value="dunaway.k@state.mn.us"/>

Click the “Submit” button when all of your edits are complete.

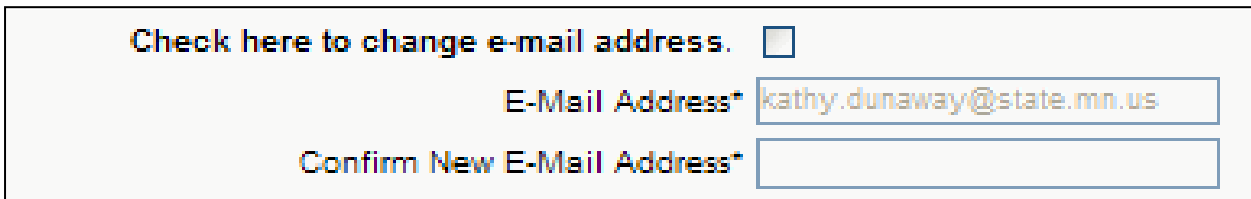
## Email Address Did Not Change

If you changed your email address and it did not pass the validation check, you will receive the following message.



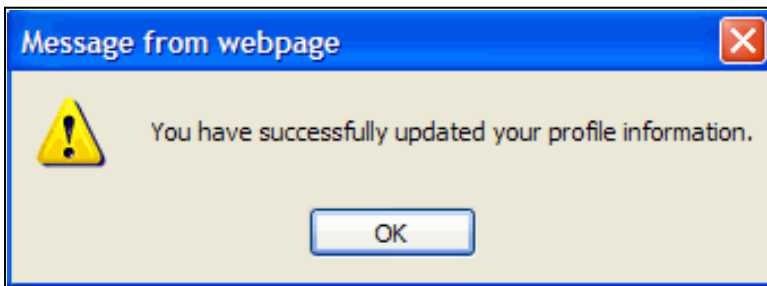
You will be returned to your Filer Profile page, without the email address being changed.

Please retype both.

A screenshot of a web form for changing an email address. At the top, there is a checkbox with the text "Check here to change e-mail address." to its left. Below the checkbox, there are two input fields. The first is labeled "E-Mail Address\*" and contains the text "kathy.dunaway@state.mn.us". The second is labeled "Confirm New E-Mail Address\*" and is currently empty.

## Email Address Changed

If you changed your email address and it passed the validation check, you will receive the following message.



Click the "OK" button.

## Change Your Current Password

Check the box after “Check here to change password.”

Check here to change password.

Enter New Password\*  (at least 8 characters and case sensitive)

Confirm New Password\*

After checking the box, the “Enter New Password” and “Confirm New Password” boxes are enabled.

Check here to change password.

Enter New Password\*  (at least 8 characters and case sensitive)

Confirm New Password\*

Enter the new password in the “Enter New Password” box and retype it in the “Confirm New Password” box.

Check here to change password.

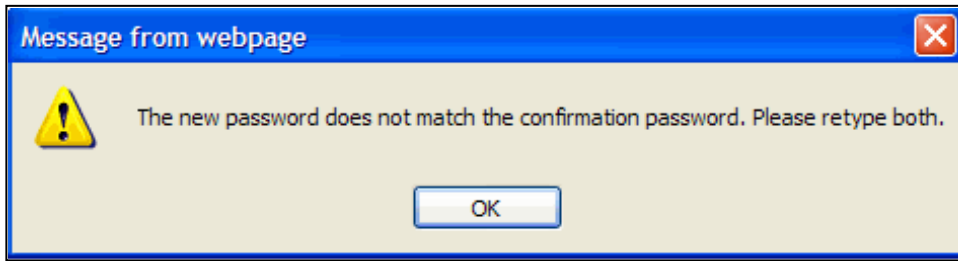
Enter New Password\*  (at least 8 characters and case sensitive)

Confirm New Password\*

Click the “Submit” button when all of your edits are complete.

## Password Change Failed

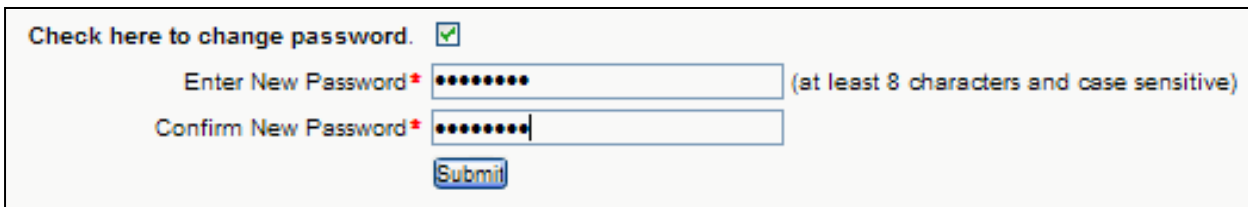
If you changed your password and it did not pass the validation check, you will receive the following message.



Click the “OK” button.

You will be returned to your Filer Profile page, without the password being changed.

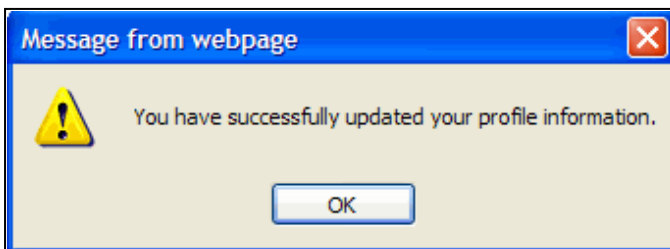
Please retype both.



Click the “Submit” button when all of your edits are complete.

## Password Change Successful

If you changed your password and it passed the validation check, you will receive the following message.

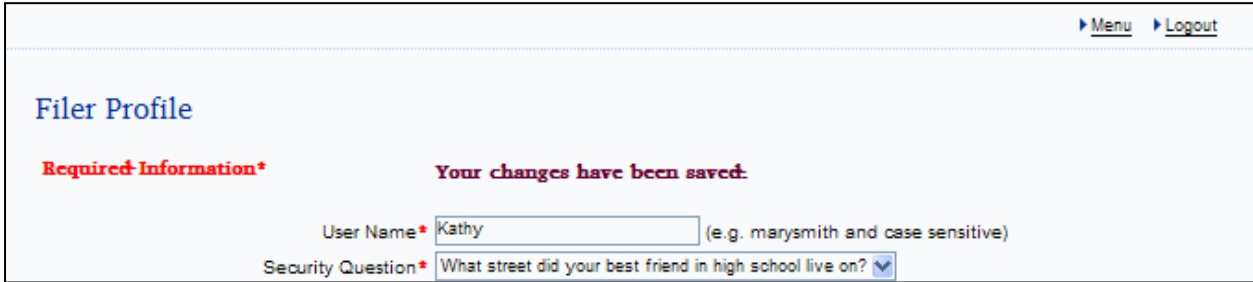


Click the “OK” button.



# Logging Out of the Filer Profile

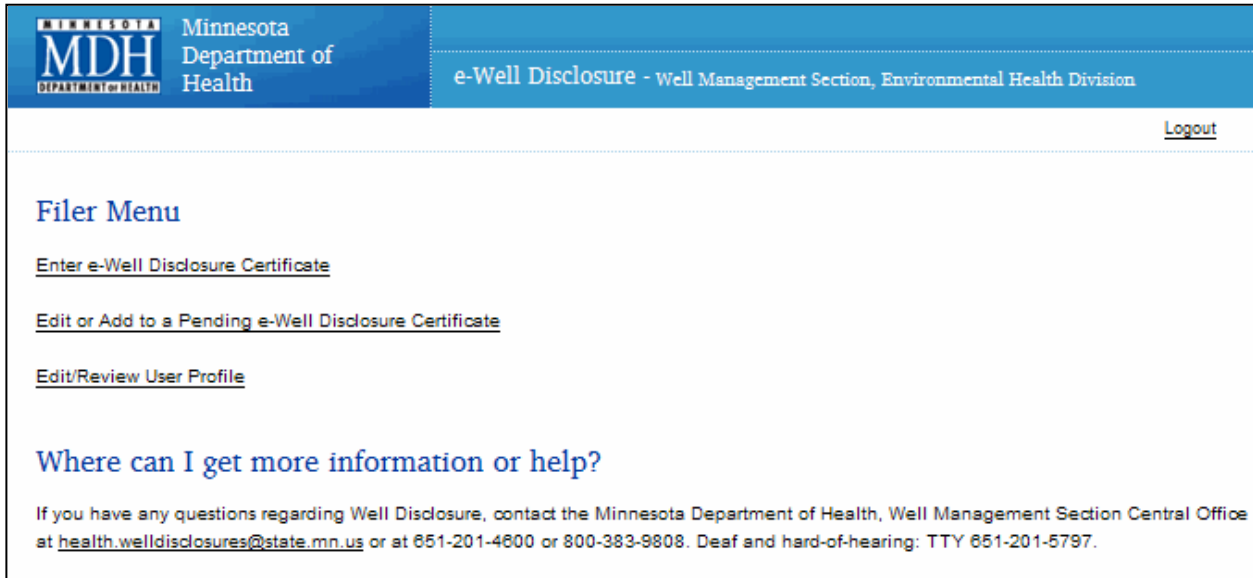
Click “Logout” shortcut in the upper right-hand corner of the screen.



The screenshot shows a web interface for a 'Filer Profile'. In the top right corner, there are two links: 'Menu' and 'Logout'. Below the header, the text 'Filer Profile' is displayed. A red message states 'Required Information\*' and 'Your changes have been saved.'. The 'User Name\*' field contains 'Kathy' with a note '(e.g. marysmith and case sensitive)'. The 'Security Question\*' dropdown menu is set to 'What street did your best friend in high school live on?'.

# Logging Out of the e-Well Disclosure Certificate Application

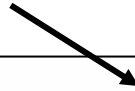
Click “Logout” shortcut in the upper right-hand corner of the screen.



The screenshot shows the header of the 'e-Well Disclosure' application. The left side features the Minnesota Department of Health (MDH) logo. The right side of the header contains the text 'e-Well Disclosure - Well Management Section, Environmental Health Division'. In the top right corner of the main content area, there is a 'Logout' link. Below the header, the 'Filer Menu' section includes three links: 'Enter e-Well Disclosure Certificate', 'Edit or Add to a Pending e-Well Disclosure Certificate', and 'Edit/Review User Profile'. A section titled 'Where can I get more information or help?' provides contact information for the Minnesota Department of Health, Well Management Section Central Office, including an email address and phone numbers.

# Logout Successful Message

A confirmation message is received when logging out is successful.



The screenshot shows the 'e-Well Disclosure Filer Login' page. At the top right, a red message states: **You have successfully logged out.** The page features a navigation menu on the left with categories like 'Well Disclosure/Property Transfer', 'Well Management', and 'Environmental Health'. The main content area includes a login form with fields for 'Username' and 'Password', a 'Submit' button, and a 'Forgot password?' link. Below the form is a 'First Time Filer? Register' link. A welcome message reads: 'Welcome to the Minnesota Department of Health, Well Management Section internet e-Well Disclosure Certificate filing application. This application is for those transferring property that has a well and requires a Certificate of Real Estate Value (CRV).' A list of actions for 'e-Well Disclosure Certificate Filers' includes: 'Enter e-Well Disclosure Certificate information to be validated by a county recorder.', 'Edit or add to a pending e-Well Disclosure Certificate.', and 'Update user profile.' Further down, there are links for 'What You Need Before You Begin (PDF: 36KB/1 page)' and 'e-Well Disclosure Certificate Filer Instructions (PDF: 1.25MB/66 pages)'. A section titled 'Where can I get more information or help?' provides contact information for the Minnesota Department of Health, Well Management Section Central Office, including an email address ([health.welldisclosures@state.mn.us](mailto:health.welldisclosures@state.mn.us)) and phone numbers (651-201-4587, 800-383-9808, and TTY 651-201-5797).