



## Submitting a Report...

In order to submit reports you must be “Assigned” as the authorized user of that licence. To have a licence assigned to your profile, please create an account and contact the YWB so they can link your account with your licence. Regulators will need to submit their Inspection Reports to the Water Board as a digital copy, as well as an unbound printed copy. If you cannot submit a report please contact the YWB 456-3980 or email: [ywb@yukonwaterboard.ca](mailto:ywb@yukonwaterboard.ca) and someone will be able to assist you.

1. Reports can only be submitted once a licence has been issued and the phase is 'Reporting'. You can see your licences on the 'Search' page under 'Licences' tab 'My Licences'.

Search

Applications (17) Licences (12) Closed (10)

**My Licences**

2. Once you have selected your licence, select 'Upload Report' button located in the right hand side of the header

File No.	Applicant/Licensee	Undertaking	Status/Phase	Submission Type	<input type="button" value="Upload Report"/>
MS10-033	GY - Transportation & Engineering Branch	Miscellaneous	Licence (Reporting)	New Licence	

3. To upload a “required” report of your licence click ‘Required Report’ ①. You can add an additional description below ②.
4. If you are uploading a report that is not a requirement of your licence or is not in the list under ‘Requirement’ ③ you can select ‘Other Report’ ④ and put in a ‘Report Description’ ②.
5. To select a report requirement, select ‘Requirements’ ③; pull down the type of report. If ‘Year’, ‘Month/Quarter’ ⑤ apply fill these in as well. If your report covers more than one requirement you can add additional requirements through ‘Add/Remove’ ⑥.
6. If the report contains more than one file you can upload all of these files for the report/s selected, through ‘Add files’ ⑦.
7. Once you have selected the requirements and added the files desired select ‘Upload Report’ ⑧ to complete your report upload to Waterline.



**Upload a Report** [x]

Water quality results must be uploaded in MS Excel (xls) format but all other documents can be any format. One copy of each report must be submitted to the Yukon Water Board in an unbound format.

① Report Type  
 Required Report  Other Report ← ④  
 Report Description (Optional) [ ]

② [ ]

Requirements Met By Report

③ Requirement [ ] Year [ ] Month/Quarter [ ] Add/Remove [ + ] [ - ] ← ⑥

All uploaded files will apply against all reporting requirements specified.

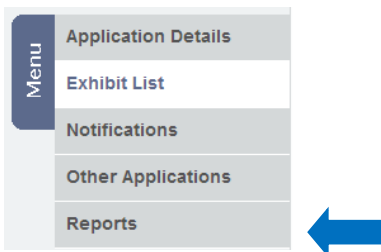
Add files to be uploaded.

Filename	Status	Size
[ ]		

⑦ [ + ] Add files [ - ] Remove all files 0% 0 kb

⑧ [ Upload Report ] [ Cancel ]

8. To view the reports select 'Reports'. Reports are grouped by Report type and in order of date submitted.



**NOTE:**

**Instructions**

Water quality results must be uploaded in MS Excel (xls) format but all other documents can be any format. One copy of each report must be mailed to the Yukon Water Board in an unbound format.