

EDT Portal Upload Instructions

The upload portal is available at: <http://drinc.ca.gov/WQM/>

Registration

If you have not been pre-registered, please register using the following instructions:

- 1) Go to webpage: <http://drinc.ca.gov/WQM/>
- 2) Click on **Register**
- 3) Complete the fields on the registration page and Click on [Register](#)

State Of California
DRINKING WATER QUALITY UPLOAD PORTAL
Registration

Email:	<input type="text" value="This will be your username"/>	Example:
	<input type="text" value="jsmith@whatever.net"/>	
First Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Password:	<input type="text"/>	6-characters minimum
Confirm Password:	<input type="text"/>	
EDT Lab Number:	<input type="text"/>	

[Register](#)

- 4) You will receive a confirmation of a pending registration

State Of California
DRINKING WATER QUALITY UPLOAD PORTAL
Welcome Jane Smith (UNAPPROVED) from Lab #1234 - ...

[Edit my Profile](#)
[Logoff](#)

- 5) The Division of Drinking Water will verify the information and will notify you when your registration is approved.

Logging In

If you have an approved registration:

- 1) Go to webpage: <http://drinc.ca.gov/WQM/>
- 2) Click on [Login](#)
- 3) Enter User Name (Email Address): and click continue
- 4) Enter Password: and click login

Uploading Files:

This EDT portal only accepts .RES files, all other files will not be processed. Please make sure that your file format is consistent with the .RES file structure before uploading them.

Uploading multiple files will require a compatible browser such as Internet Explorer 11, Chrome, or Firefox

- 1) Follow Log In instructions above
- 2) Click on [Upload a new file](#)
- 3) Click on [Choose Files](#)
- 4) Navigate to your file and Click on Open (With a compatible browser you can hold the Ctrl button down on your keyboard to click on more than one file, then click Open)
- 5) Click on Upload
- 6) Wait for process to complete before exiting page.

Viewing Results for Uploaded Files:

- 1) Click on the heading “ DRINKING WATER QUALITY UPLOAD PORTAL” to bring you to the main menu
- 2) Click on [You have # uploads](#)
- 3) Locate the .res file you wish to view and click [View](#) in the corresponding column to the right.