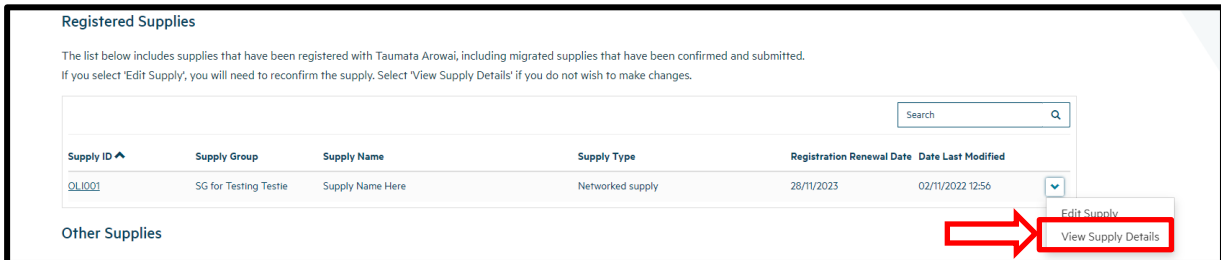
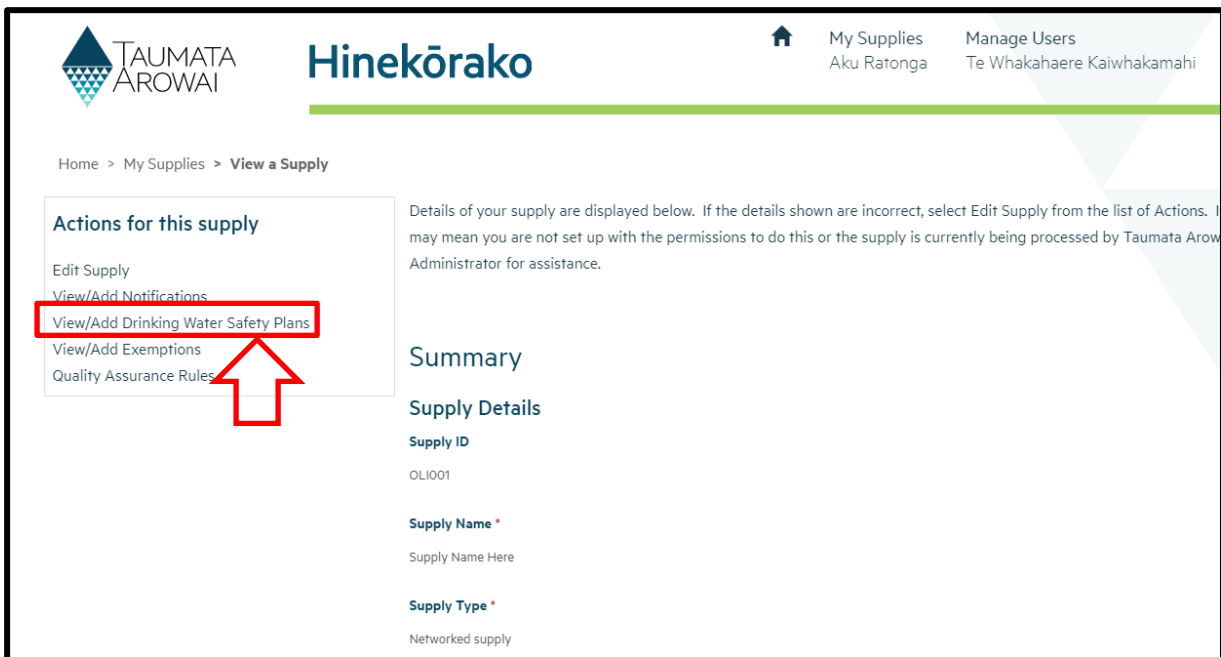


Quick guide to uploading your Drinking Water Safety Plan

1. From the front page of the portal (login here [Home · Hinekōrako \(taumataarowai.govt.nz\)](https://taumataarowai.govt.nz)), select 'View Supply Details' from the dropdown menu at the right side of the supply.



2. On this page there is a menu on the left side of the page headed 'Actions for this supply'. From this list select 'View/Add Drinking Water Safety Plans'.



3. On the Drinking Water Safety Plans page, you will need to select 'Add New Drinking Water Safety Plan'. You will also be able to see previously submitted Drinking Water Safety Plans in the table below when these are uploaded.

Home > My Supplies > Drinking Water Safety Plans

Drinking Water Safety Plans

The record has been deleted. ×

Supply Details

Supply ID
OL1001

Supply Name *
Supply Name Here

Draft Drinking Water Safety Plans

[Add New Drinking Water Safety Plan](#)

ID	Date Last Modified	User Name
There are no records to display.		

- If this is your first plan you can add a short description to the text field for example “Supply Name, Drinking Water Safety Plan, Date”. Confirm that your registration details are correct and click next.

Home > My Supplies > Drinking Water Safety... > Create a Drinking Water Safety Plan

Create a Drinking Water Safety Plan

Key Changes Since Previous Lodgement *

First Drinking Water Safety Plan

I confirm that my drinking water supply registration details are accurate and up to date. I acknowledge that I am required to update content if there are material changes. *

[Next](#)

- Depending on your supply type, you may need to add in extra information on the Sources used, and the Distribution Zones served. These will only show up if it is relevant to your supply type.

Create a Drinking Water Safety Plan

DWSP Details

DWSP Supply Details

Supply ID OLI001	Supply Type Networked supply
Supply Name Supply Name Here	Population Supplied 25

DWSP Details

Sources

Add Source

Source ID ▲	Source Name	Source Water Type
There are no records to display.		

Distribution Zones

Add Distribution Zone

Distribution Zone ID ▲	Distribution Zone Name
There are no records to display.	

- You will be able to upload your document on this same page by clicking 'Upload Document'. The Document Description field is optional but is useful for anything supporting your Drinking Water Safety Plan. Once you have uploaded your document, you will need to confirm that the details provided are accurate and then submit your plan.

Documents

Upload Document

Title	Document Type	Document Attached	Document Modified On ▼
There are no records to display.			

confirm that my Drinking Water Safety Plan Details are accurate and complete. *

Previous
Submit

- To check that this has been completed successfully you can follow steps 1 to 3 of this guide and check if your Drinking Water Safety Plan is now showing under the submitted table.