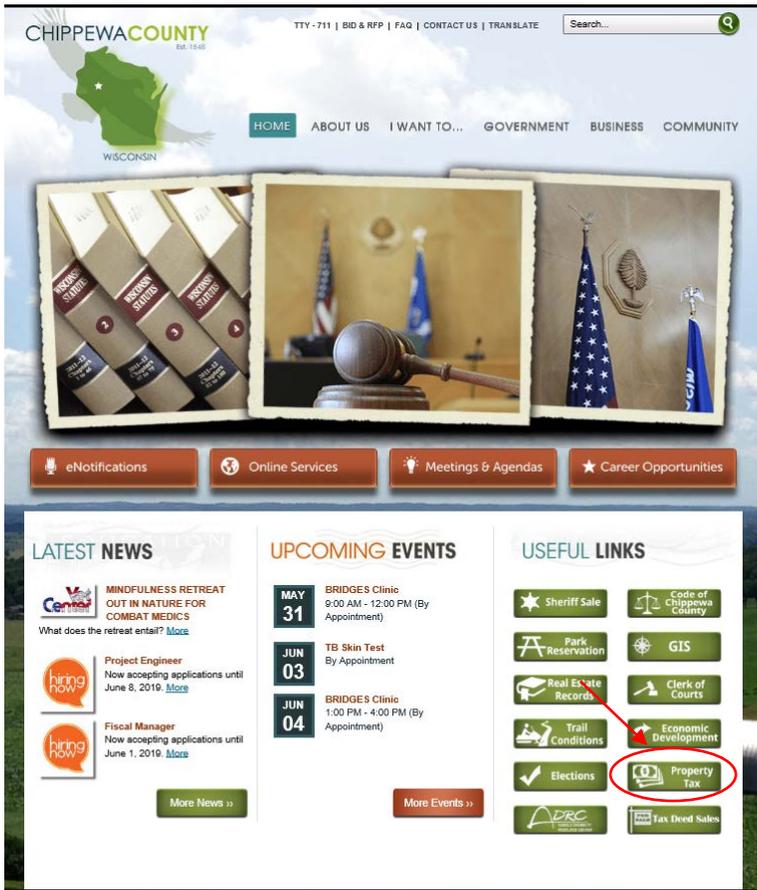
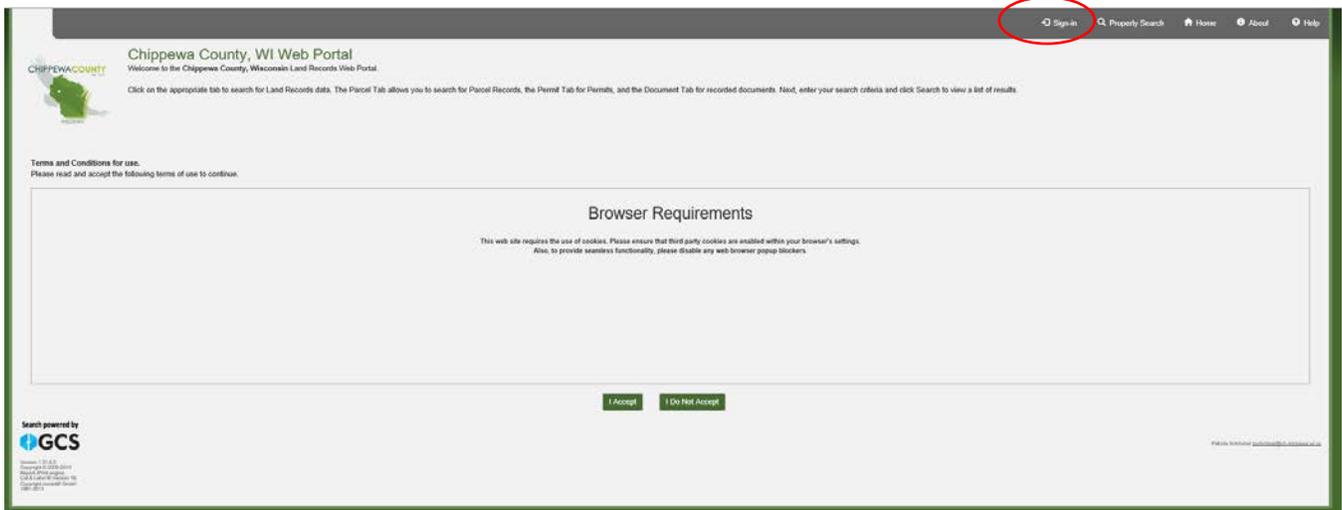


Chippewa County POWTS Maintenance Program – GCS Web Portal Reporting Instructions:

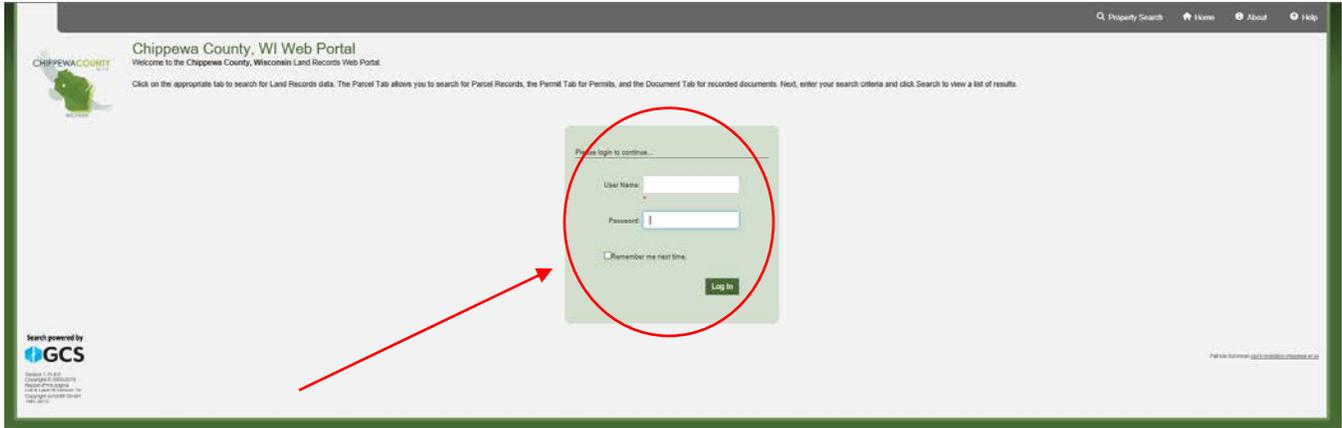
1. Go to: www.co.chippewa.wi.us
2. Click on  in lower right hand corner of the main webpage.



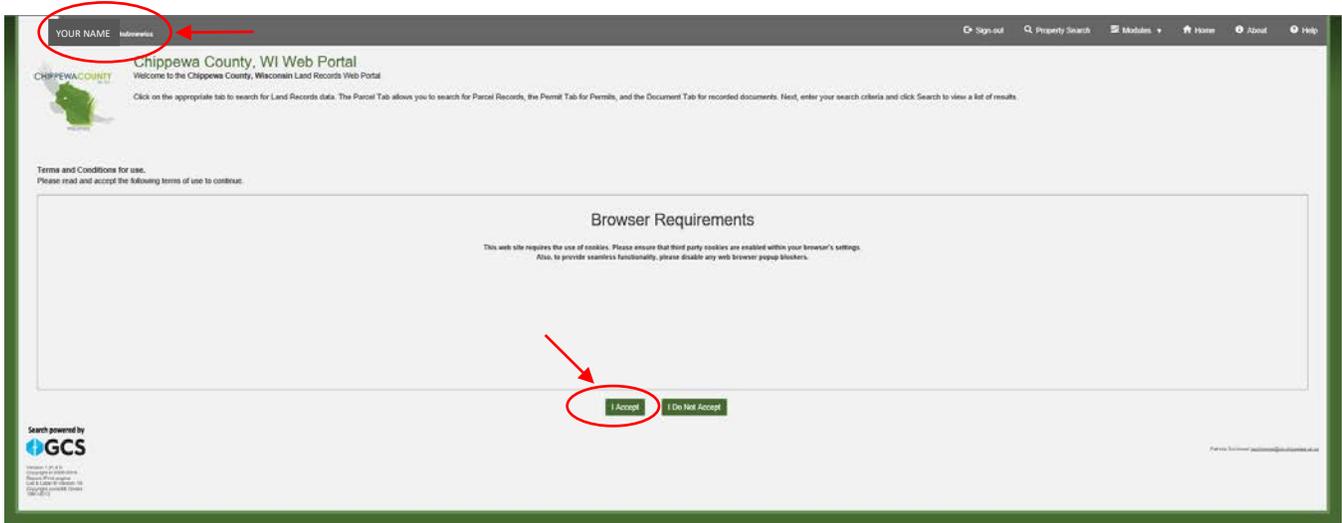
3. Click on “ Sign-in ” at the top right.



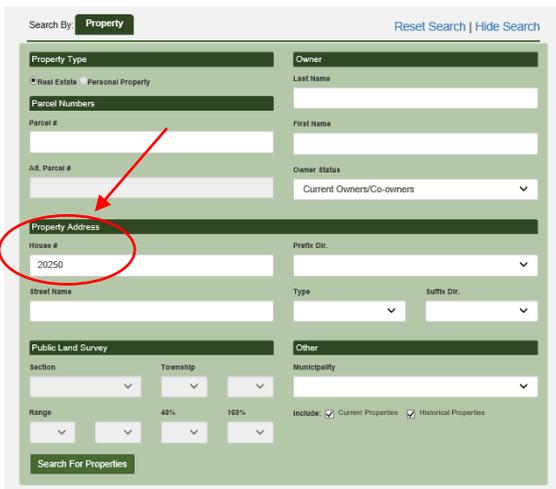
4. Enter in your "User Name" and your "Password" (as assigned by the Department of Planning & Zoning) and then Click "Log In".



5. Verify your individual name is located in the upper left corner, Click on "I Accept".



6. Enter in a parcel number or name or address of the septic system. Example of Address: Address is 20250 County Hwy K. Enter in "20250" in the House # and then click on "Search For Properties".



7. Searching for “20250” returns 4 records that have that house number. Select the correct corresponding record by looking at the “Property Address” and matching up with the correct parcel number. Select the correct parcel number. (Note: In step 6, you can enter the correct “Parcel #” and select “Search For Properties”, which will show only one result.)

Search By: **Property** Reset Search | Hide Search

Property Type: Real Estate, Personal Property

Parcel Numbers: Parcel #, Alt. Parcel #

Property Address: House # (20250), Street Name, Prefix Dir., Type, Suffix Dir.

Public Land Survey: Sections, Township, Range, 40%, 160%

Other: Municipality, Include: Current Properties, Historical Properties

Buttons: Search For Properties, Print Results

Type	Owner	Status	Ownership Type	Parcel #	Property Address	Alt. Parcel #
RE	FERRIS, DANIEL L	CURRENT OWNER		23195-2643-00000000	26250 326TH ST	014-0019
RE	HANSON, MICHAEL J	CURRENT OWNER		22967-3224-05200000	26250 75TH AVE	034-0097
RE	CHIPPewa COUNTY	CURRENT OWNER		23197-2512-50040002	26250 COUNTY HWY K	024-0545
RE	CHIPPewa COUNTY	CURRENT OWNER		23197-2513-05000000	26250 COUNTY HWY K	024-0551

8. After selecting the correct parcel, you will need to click on “Permits”.

Chippewa County, WI Web Portal

Welcome to the Chippewa County, Wisconsin Land Records Web Portal.

Click on the appropriate tab to search for Land Records data. The Parcel Tab allows you to search for Parcel Records, the Permit Tab for Permits, and the Document Tab for recorded documents. Next, enter your search criteria and click Search to view a list of results.

Search By: **Property** Reset Search | Show Search

Property | **Permits** | Taxes | View GIS Map

Tax Year: 2019 | Prop Type: Real Estate | Parcel Number: 23197-2513-00000000 | Municipality: 024 - TOWN OF ESTELLA | Property Address: 26250 COUNTY HWY K | Efile Address: CHIPPewa COUNTY, 801 E GRAND AVE, CHIPPewa FALLS WI 54720

Property Summary: Parcel #, Parcel Status, Creation Date, Historical Date

Property Addresses: Primary Address: 26250 COUNTY HWY K, CORNELL, 54720

Owners: Name: CHIPPewa COUNTY, Status: CURRENT OWNER, Ownership Type:

Parcel Parcels: No Parent Parcels were found

Workflow History and Messages: No Page Messages were found

Legal Description: SW 1/4 LYING W OF DNR NATURE TRAIL

Buttons: View GIS Map, Property Summary Report

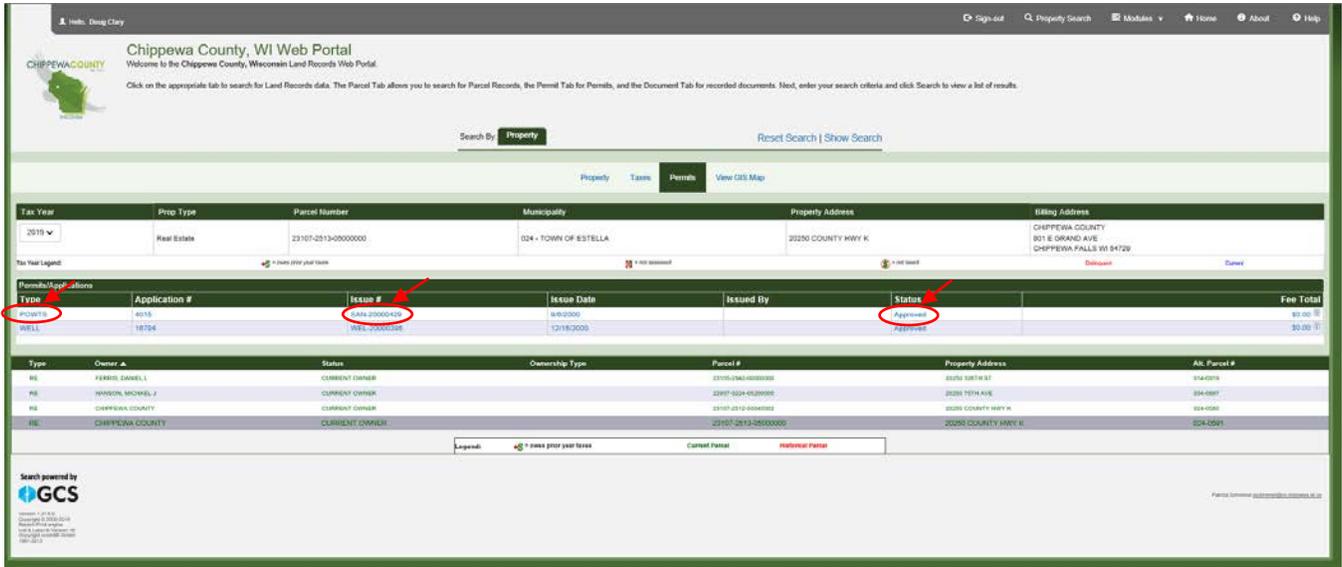
Type	Owner	Status	Ownership Type	Parcel #	Property Address	Alt. Parcel #
RE	FERRIS, DANIEL L	CURRENT OWNER		23195-2643-00000000	26250 326TH ST	014-0019
RE	HANSON, MICHAEL J	CURRENT OWNER		22967-3224-05200000	26250 75TH AVE	034-0097
RE	CHIPPewa COUNTY	CURRENT OWNER		23197-2512-50040002	26250 COUNTY HWY K	024-0545
RE	CHIPPewa COUNTY	CURRENT OWNER		23197-2513-00000000	26250 COUNTY HWY K	024-0551

Legend: 1 year prior year taxes | Current Parcel | Historical Parcel

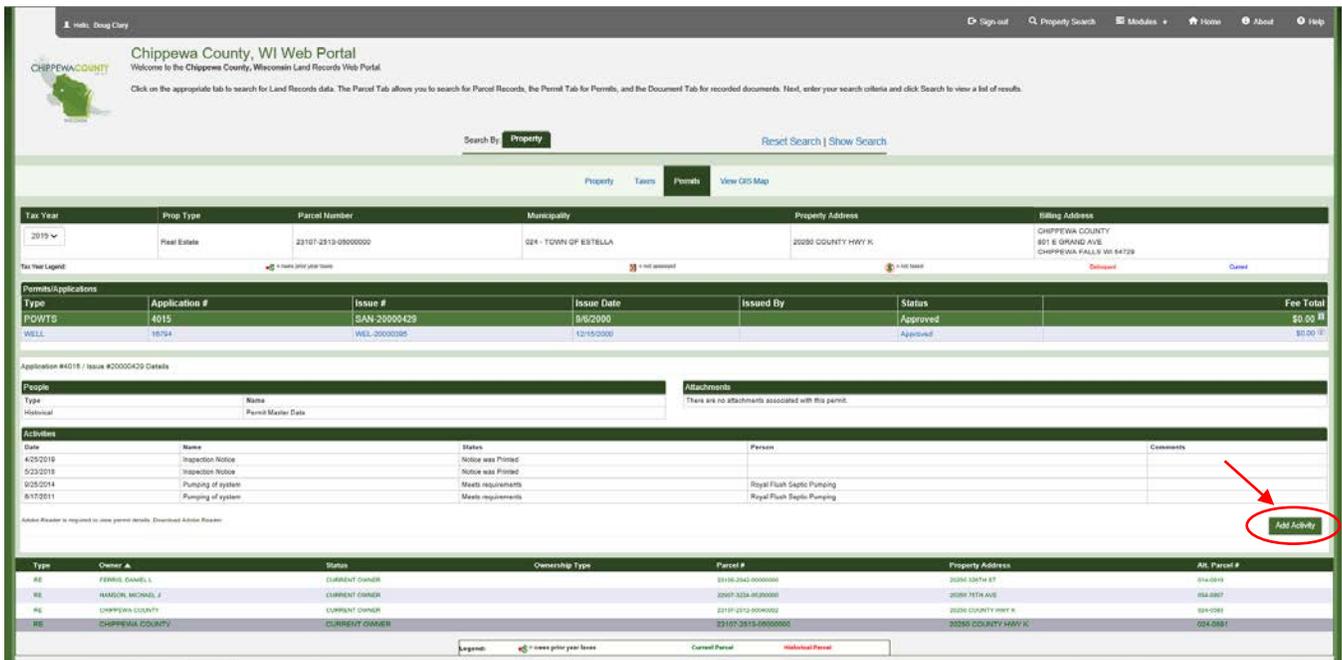
Search powered by GCS

9. On the next screen, please verify three items:

- a. Under “Type”, you are looking for a row that contains “POWTS”;
- b. In the same row, under “Issue #”, you are verifying the permit number begins with an “SAN”
- c. In the same row, under “Status”, you are verifying the permit = “Approved” or “Issued”.
 - 1. DO NOT use the POWTS record if the “Status” is listed as “Inactive”. A permit that is listed as inactive should have another “POWTS” records listed on that particular parcel, so you would need to move to the next “POWTS” record and go through the a, b and c, above.
- d. Once verified, click on the “Issue #” to bring up the next screen.

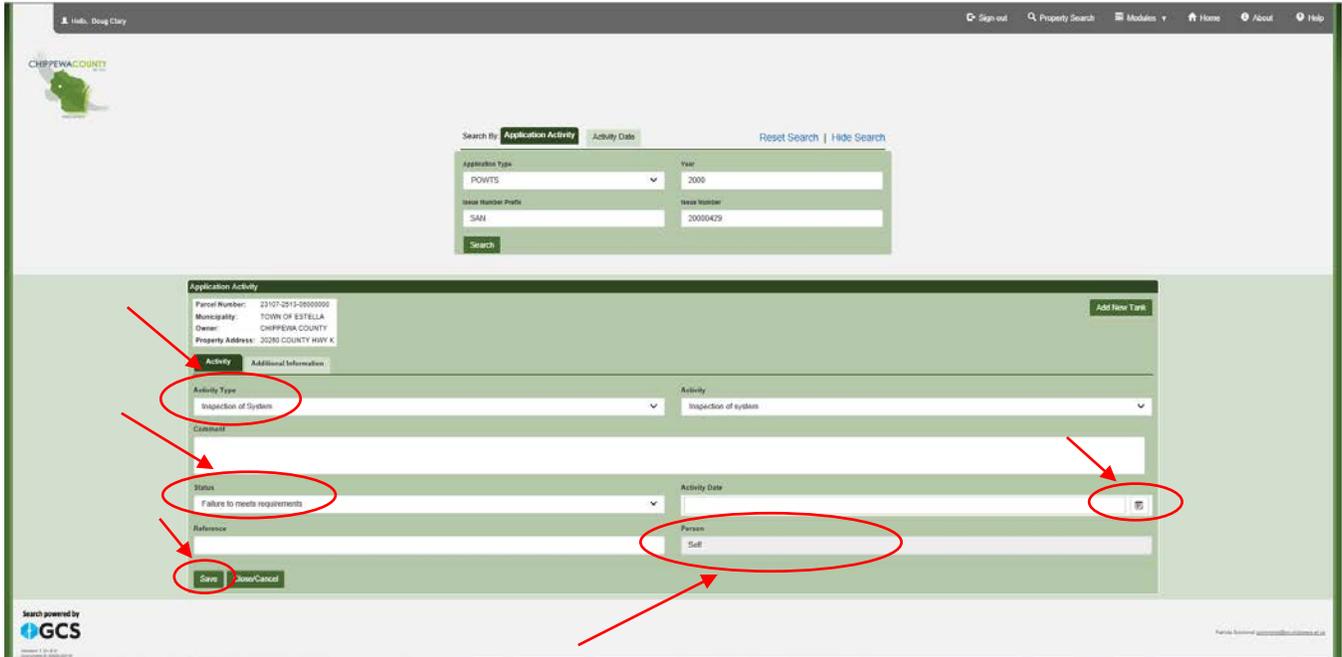


10. On this screen, click on “ Add Activity ”:



11. On the “Add Activity” screen, enter in the following:

- “Activity Type”: Select either “Inspection of System” or “Pumping of System”.
- “Activity”: This should automatically change to mirror your selection under “Activity Type”.
- “Comments”: Enter in any comments, such as gallons pumped.
- “Status”: Select either “Fails to meets requirements” or “Meets requirements”.
- “Date”: Select the date of the inspection or pumping.
- “Person”: Your name/company will automatically be displayed.
- Finalize the Activity: Click “Save”.



- Once the record is saved, the screen will look like this. To enter information for another parcel, select [Property Search](#) and the process will start from step 6.

