Instructions for Submitting Sanitary Maintenance

Type in this link, and you will see the page below: http://web.burnettcounty.org/PermitManagement
If you are having problems with this page loading (it only says "Loading"), see end of document for solution.

St. Croix County
Ascent Permit Management Suite

Browser Setup Help

Previous Page

User name:	joepumper
Password:	

☐ Remember me   **Log In**

Log in

Enter the Username and Password that you chose, check your email if you need a reminder. This **will** be case specific (capital letters, punctuation, etc.)

If you would like to change your password at any time, see last page of this document for instructions. This can be reset for you at any time by contacting our office.

After you log-in, you will see this page. This is the "Home" screen that you will use for finding the system you are reporting on. **Remember**, you need to find the permit that was issued when the POWTS was installed. Any maintenance is tied to the permit not the property. The permit is attached to the property it is on, so you can also get to the permit by finding the property it's attached to.

There are a number of ways to locate a permit, however the easiest way to find the correct permit is to search by the Permit Number (circle). Every card sent out has the unique permit number, so try to get this if possible. You can also search for a permit or property, in a number of different ways (arrows).

 After entering **one** of the following: Permit Number/Address/Parcel Number/Owner Name have been entered, click "Find Now". If results do not show up (says "No Results", try clearing the search (upper left corner) and using a different one of the items above. IF YOU SEARCHED BY SEVERAL THINGS, it will only show permits that match **every one** of those criteria.

Permit Number – Takes you to the permit (see next page), where you can see more about system and enter maintenance.

Parcel Number – You will be taken to the County's parcel map, where you can verify that it is correct property/parcel and use aerial photo if needed.

Takes you to Scanned Permit

Original Applicant St. Croix County Highway Dept.

WI Fund Date _____ WI Fund Amount 0 ☐ ISD

Application Date _____ Issued On 4/29/1994 Expires On 4/28/1996

Permit Status Approved ▾ Permit Issuer Mary Jenkins-[inactiv ▾ ☐ Wetland

Contact Phone _____ Contact Email _____ **Document**

▾ Powts System

System Type Non-Pressurized In-Groun ▾ Installed Property No Address Available ▾ Installer Powers, Calvin-[inactiv ▾

Design Flow(gpd) 0 Soil Application Rate(gpdsf) 0 Dispersal Area(sf): Required 0 Proposed 0

Soil Horizon None ▾ System Elevation 0 Final Inspection 6/1/1994 Status Active ▾

Tank Capacities

	Capacity New	Capacity Existing	Total	Units	Tanks	Manufacturer	Type
Tank	1500		1500	1		Wieser	Prefab Concrete ▾
Chamber			0				▾
Pretreatment			0				None ▾

Select Detail --> | Select Detail ▾ | **Set Default**

Select Detail
Components
Maintenance
Properties
Forms
Notices

Summary of Subject Detail

NOTE: Not all details are availa

Select Detail

Enter new maintenance or see previous reports

After you've selected "Maintenance" from the drop down (shown on the previous page) you can submit/view maintenance.

(Hint: After you click maintenance and can see the past maintenance reports, click on the "Set Default" button. This will make the maintenance reports show up without having to select "Maintenance" each time a permit is viewed, at least until the browser window is closed.)

Past Pumping

Displaying records 1 - 4 of 4 total records.

|◄ ◄◄ Page 1 ►► ►|

Maintenance Reports

Service Date	Filed Date	Gallons	Maintenance Company	Filed By	Action
9/23/2013	9/23/2013	0			
10/9/2009	10/9/2009	0			
9/5/2006	9/5/2006	0			
6/1/1994	6/1/1994	0			

Click to file new report ──────► Submit Report

After you click on the "Submit Report" button, you will see the report that needs to be filled in. All the questions on the report are also found on the checklist that has been provided to you. If you need the checklist again, contact the County.

See next page for further reporting instructions.

Service Date – Date the system was pumped/inspected

Gallons – How much was pumped (Enter "0" for gallons if only inspected)

Components– Under "Component List", uncheck any NOT serviced during the service/inspection, so questions disappear.

Component Questions – Questions are set to default to the most common answer. **Be sure to change them as needed.**

Generate Alert/Comments – You can leave a comment for the County or about the system (lid froze on, etc.), and/or click the box for "Generate Alert" if there is something wrong with the POWTS or the program.

IF PAGE SAYS "LOADING"
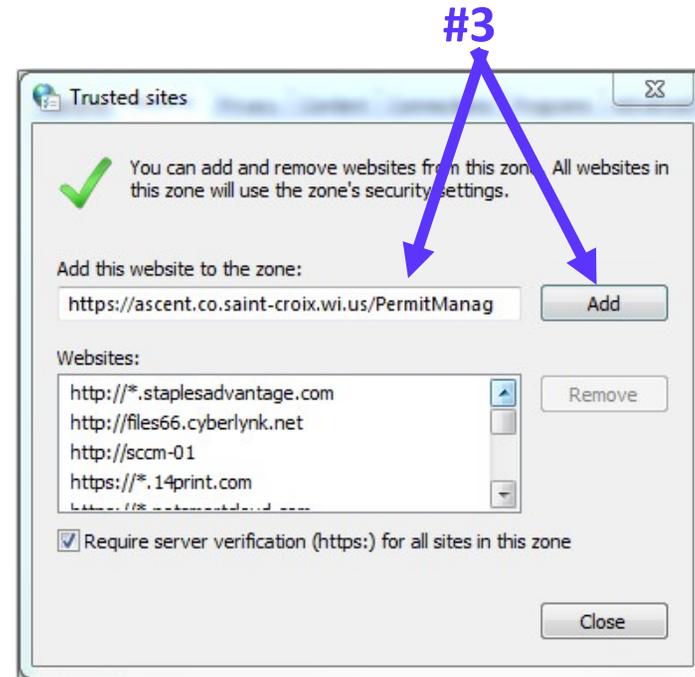
Google Chrome Users

1. In upper right corner, under the "X" to close the window, click on the three lines.
2. Choose "Internet Options" from the list.
3. When the internet options appear, all the way at the bottom is "Advanced Settings". Click.
4. Scroll down to Network, and click on "Change proxy settings".
   (Picture on right)
5. See next page of instructions to finish.
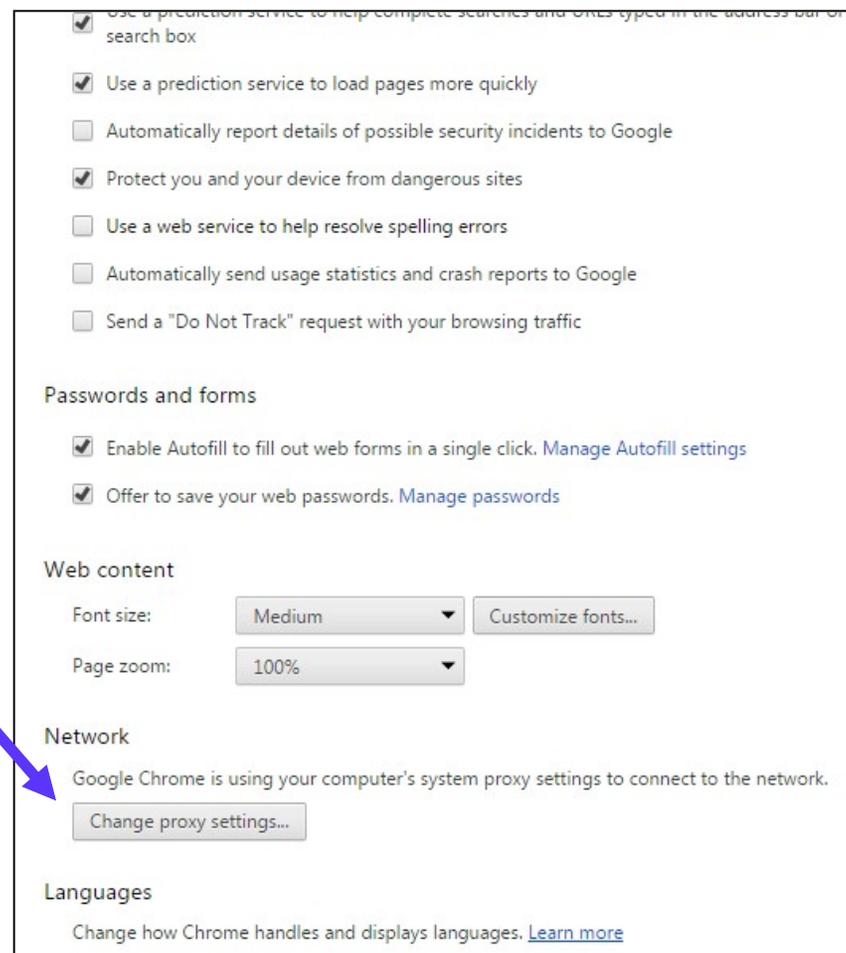
Internet Explorer Users

1. Click on the little star/gear shaped button in the upper right corner.
2. See next page of instructions to finish.

#1

#3

#2

Internet Properties

General | Security | Privacy | Content | Connections | Programs | Advanced

Select a zone to view or change security settings.

Internet | Local intranet | Trusted sites | Restricted sites

Trusted sites

This zone contains websites that you trust not to damage your computer or your files.
You have websites in this zone.

Sites

Security level for this zone

Allowed levels for this zone: All

Medium
- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

☐ Enable Protected Mode (requires restarting Internet Explorer)

Custom level...   Default level

Reset all zones to default level

OK   Cancel   Apply

Trusted sites

You can add and remove websites from this zone. All websites in this zone will use the zone's security settings.

Add this website to the zone:

https://ascent.co.saint-croix.wi.us/PermitManag   Add

Websites:

http://*.staplesadvantage.com
http://files66.cyberlynk.net
http://sccm-01
https://*.14print.com

Remove

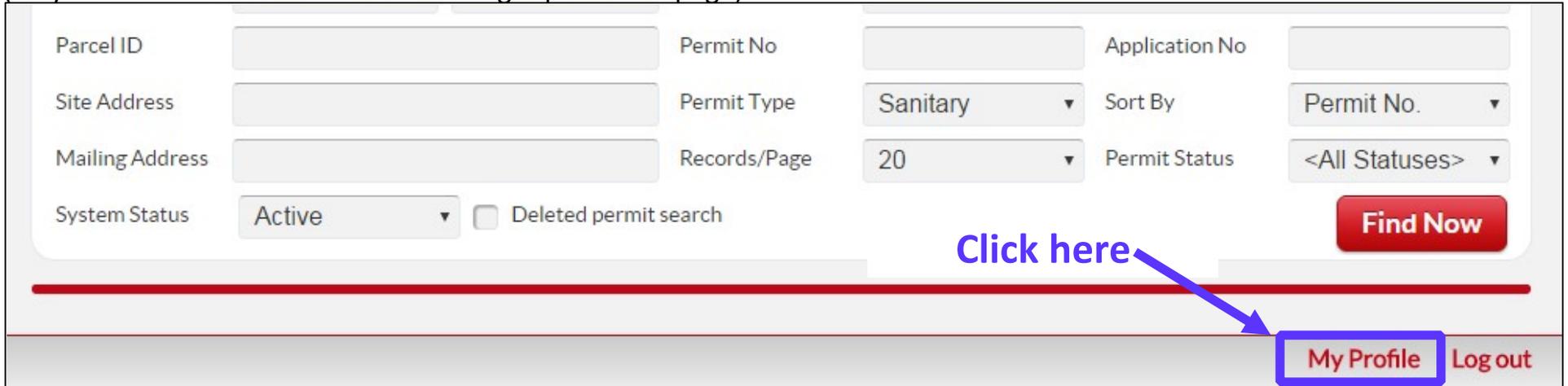☑ Require server verification (https:) for all sites in this zone

Close

1. In the Internet Options box that pops up, click on the "Security" tab.
2. Click on the green check mark and then the "Sites" button.
3. In the "Trusted Sites" box, the website address should be already there (otherwise paste the address from the email), and click "Add".
4. Then click "Close" and you're finished.
   (NOTE: You may have to refresh your web page so it realizes the settings were changed.)

CHANGING PASSWORD

("My Profile" is located on the bottom right portion of page)

Parcel ID		Permit No		Application No	
Site Address		Permit Type	Sanitary ▼	Sort By	Permit No. ▼
Mailing Address		Records/Page	20 ▼	Permit Status	<All Statuses> ▼
System Status	Active ▼ ☐ Deleted permit search				**Find Now**

Click here ↘

My Profile Log out

Enter current password, followed by the password you'd like (twice). Lastly, click "save". Call County if you forget your current password and need it reset.
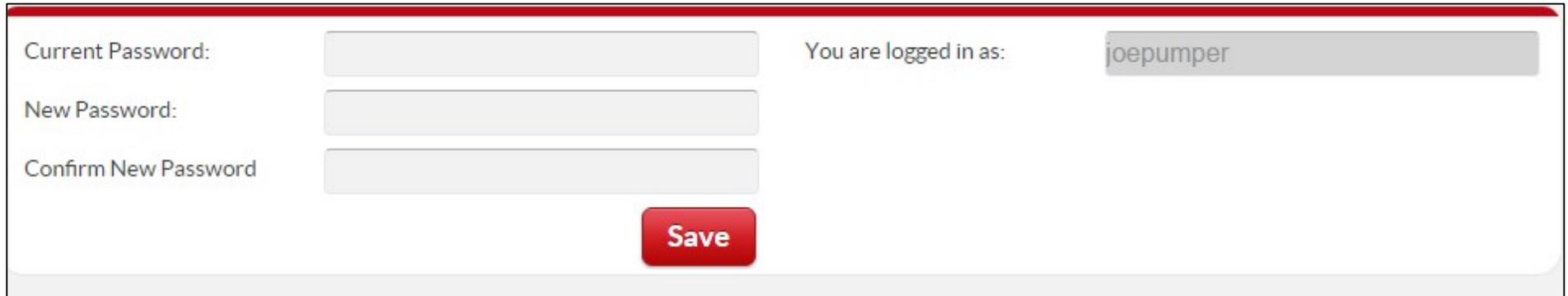
Current Password:		You are logged in as:	joepumper
New Password:			
Confirm New Password			
	Save		