SOMERSET BOROUGH
STORMWATER INCIDENT REPORT
ONLINE REPORTING INSTRUCTIONS

1. Log on to www.somersetborough.com

2. Click on the "Public Works" tab in the ribbon at the top of the home page.

3. Click on the "Stormwater Incident Report" link on the right-hand side of the Public Works Department page.

4. The Stormwater Incident Report webpage will automatically open and display the below screen:
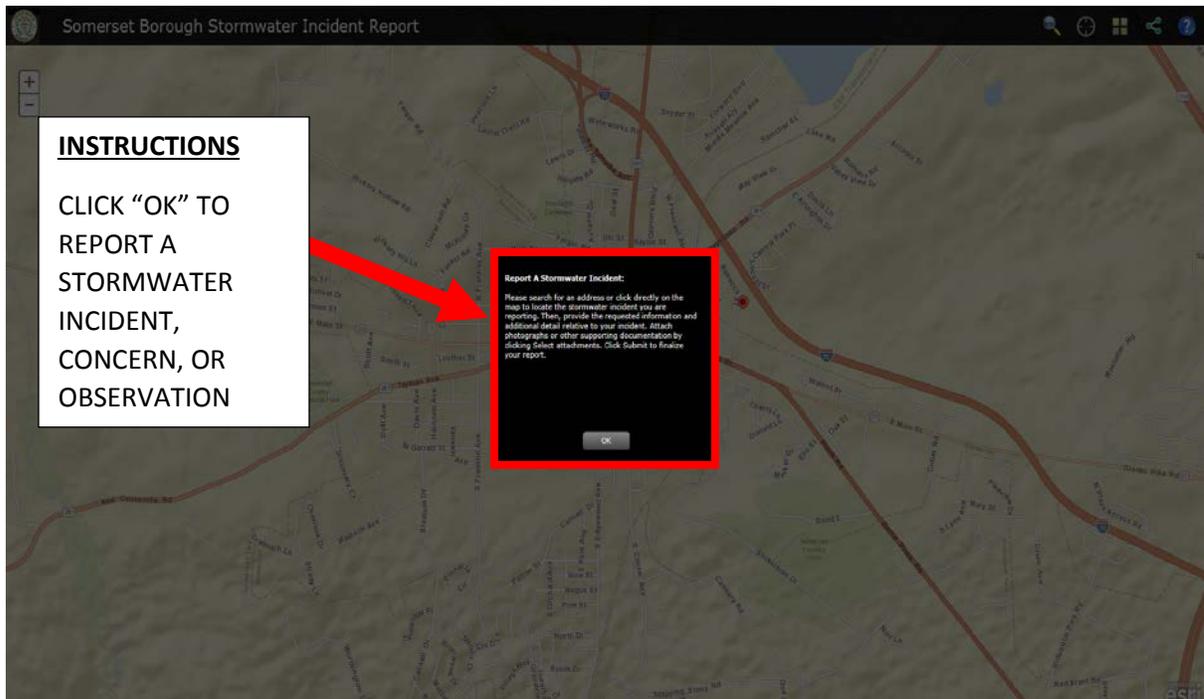
    *Please turn-on "Pop-ups" and allow "cookies" then retry the link if this screen does not display.

5. Follow the onscreen instructions to report a stormwater incident, concern, or observation.

6. Click "Ok" to proceed.

7. Navigate to the Incident Location using the mouse by "left click, hold and drag" and toggle Zoom by scrolling or by clicking the tabs at the top left of the screen. The location can also be found by entering an address into the search bar (top right of screen).

SEARCH

Enter Address information to find a location

Use Buttons To ZOOM In & Out While navigating to a location
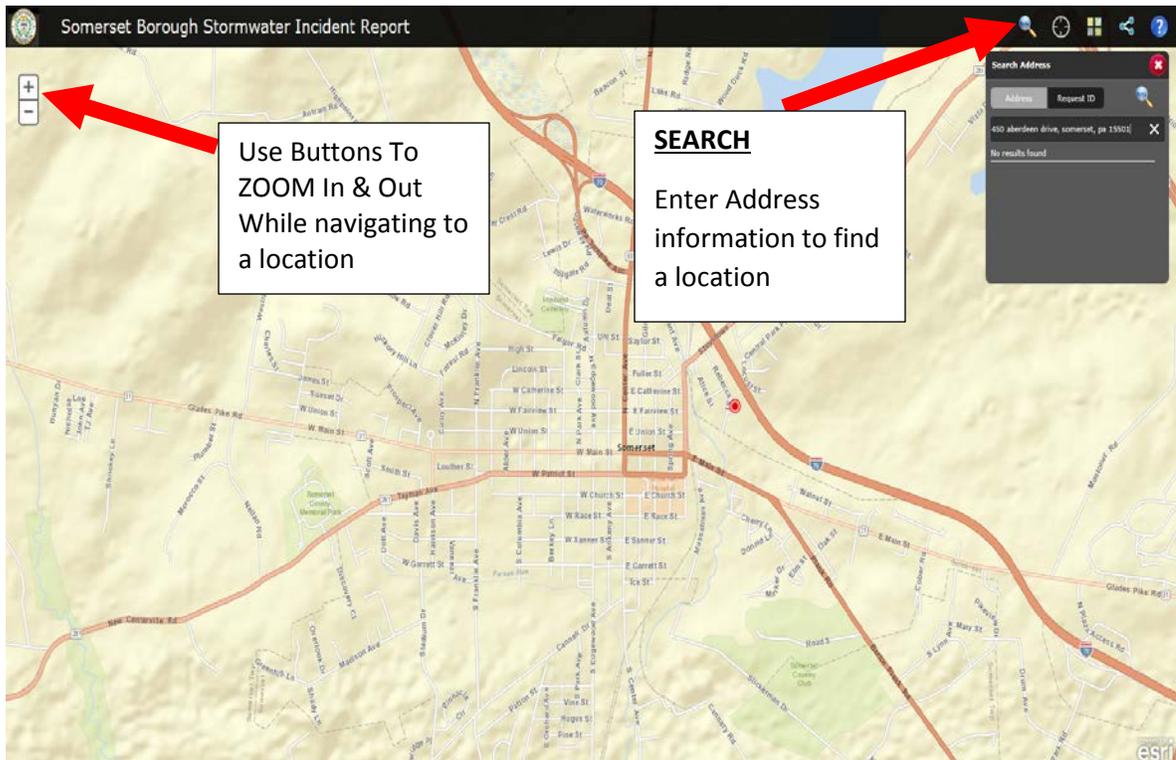
8. Once you find the location of the incident, concern, or observation you would like to report, left click at the location to begin data entry. A box and location marker will appear. *If the selected location is not correct, click the red "X" in the upper right-hand corner of the pop-up box or "Cancel" to de-select the location and then click on the correct location.

INFORMATION FIELDS

Enter Stormwater incident, concern, and observation information here.

Click to De-select current location or click "Cancel" at the bottom of the box.
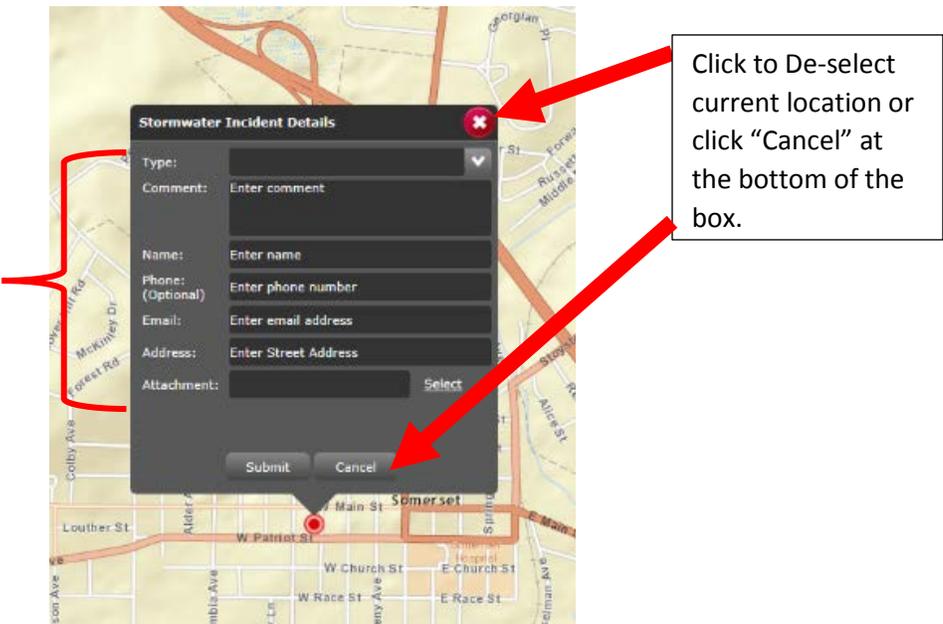
9. Enter information into the fields provided.
    a. Select "**Type**" by using the drop-down menu. If the menu excludes the Type of incident, concern, or observation you would like to report. Select "Unknown" and provide detailed information in the comment section.

Select the Type of Incident from the Drop Down Menu. Select "other" if your incident, concern, or observation is not listed

    b. Enter details and a description of the incident, concern, or observation in the "**Commen**t" section.
    c. Enter your **Name, Phone Number (Optional), Email, and Address**. ***This information is not publicly shared, but will be used by Somerset Borough and their representatives to follow-up on the report.
    d. Upload pictures, videos, etc. as an **Attachment** by clicking "Select" browsing to the desired file, and clicking "open/upload/ok".
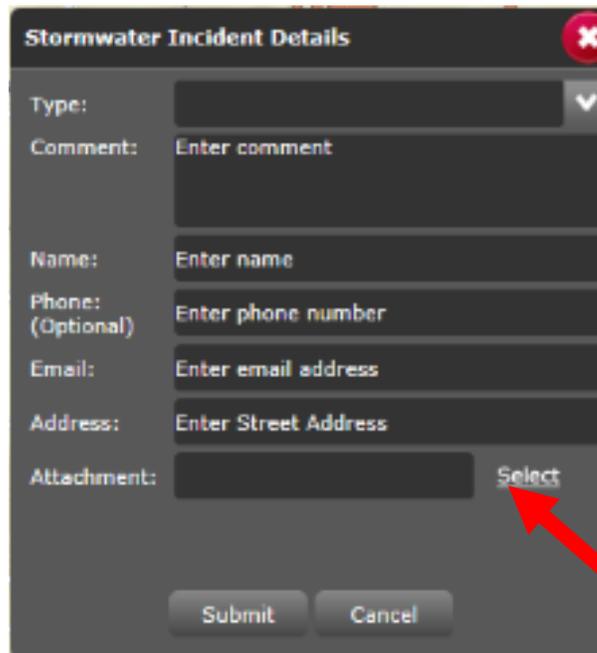
Click Select to upload photos, videos, etc.

10. Click "Submit" when all information has been entered.