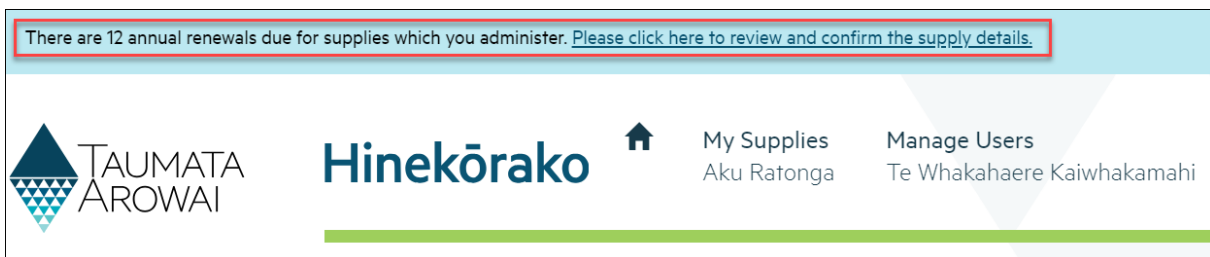


# Renewal of Drinking Water Supply Registration Guide

When you log into the Hinekōrako portal, a blue banner at top of the screen will alert you to any annual renewals due in the next 30 days and any overdue annual renewals.



You can use either of the options described below to complete the annual renewal process.

## Accessing the Annual Renewal form

Unless you have adopted an [Acceptable Solution](#), your supply will need a [Drinking Water Safety Plan](#) (DWSP).

If you do not have a DWSP saved to Hinekōrako, make sure you have one ready to upload before you start your annual renewal.

### Option 1

If you want to view the supplies that have annual renewals due, click the link in the blue banner to view the Annual Renewals table.

Use the dropdown menu on the supply to select Complete Annual Renewal.

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## Annual Renewals

Your supplies which have annual renewals due are listed below.

For guidance on renewals please read the guidance for [Renewal of Drinking Water Supply Registration](#).

Supply ID ^	Supply Group	Supply Name	Supply Type	Origin	Renewal Date ^
[REDACTED]	test ACC-00001037 - SG for [REDACTED] Council	[REDACTED]	Networked supply	Migrated	17/07/2023
[REDACTED]	test ACC-00001037 - SG for [REDACTED] Council	[REDACTED]	Networked supply	Migrate	

View Supply Details  
 Complete Annual Renewal

### Option 2

The **In Progress Supply Registrations** and **Registered Supplies** table also has the same dropdown menu for each supply. The **Complete Annual Renewal** option will be visible only for supplies that are within 30 days of their renewal date or have an overdue renewal.

Note that this option is not available for supplies that are in the **Other Supplies** table. If an annual renewal is required for any supply that has a **Supply Status** of **Submitted**, please use Option 1 above.

## Registered Supplies

Below are the supplies that have been registered, confirmed and submitted to Taumata Arowai.

To review your supply details, select the 'Supply ID'. From here you can choose to 'Edit Supply' information relating to your supply. If no changes are necessary, simply return to the Home page.

Supply ID ^	Supply Group	Supply Name	Supply Type	Registration Renewal Date ^
[REDACTED]	test ACC-00001037 - SG for [REDACTED] Council	[REDACTED]	Networked supply	17/07/2023
[REDACTED]	test ACC-00001037 - SG for [REDACTED] Council	[REDACTED]	Networked supply	

View Supply Details  
 Edit Supply  
 Complete Annual Renewal

## Completing the Annual Renewal form

Review the information in the annual renewal form. If you need to make updates, you can do this by editing the fields on this page as you go.

Any field that has a \* is a required field.

### Editing supply components and relationships

If there have been any changes to your drinking water supply components (sources, treatment plants, etc) or supply relationships, use the dropdown menu options to edit or remove records, or add new ones using the **Add New** buttons in the renewals form.

Sources

[My Active Sources](#) - **Add New Source**

ID ^	Name	Origin	Confirm Source Details
123456	Back Office	Back Office	Yes

Treatment Plants

The **Add New** buttons will pop out another form for you to fill out the new details. Once you click the **Submit** button at the bottom of the form it will close and you will be able to continue with the annual renewal.

### Editing your Drinking Water Safety Plan (DWSP)

Unless you have adopted an Acceptable Solution, you will need to have a DWSP.

Use the dropdown menu to view the existing DWSP or upload additional documents. If you need to upload a DWSP, use the **Add New Drinking Water Safety Plan** button.

Drinking Water Safety Plans

**Add New Drinking Water Safety Plan**

ID v	Date Last Modified	Created By	Status Reason
<a href="#">DWSP-00001269</a>	22/11/2023 12:33	TestSGA Otton	Submitted

### Further information

If you have adopted an Acceptable Solution select the **Yes** option.

**Further Information**

**Acceptable Solution**

No  Yes

Spring or Bore Water Supply (<500 people)

Rural Agricultural Water Supply

Clicking Yes will show the Acceptable Solutions options that are available. Tick which one applies to your supply.

If details of your supply have been suppressed so that they don't appear on the [Public Register of Drinking Water Supplies](#) and you would like that to continue, select the **Yes** option.

### Suppression Requested

If you currently have an approved suppression for this supply, would you like to continue this?

No  Yes

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## Confirming the Annual Renewal

Confirm that the drinking water safety plan and the drinking water supply registration details are accurate and up to date in the **Confirmation** section.

Click **Submit**.

### Confirmation

- I confirm that the drinking water safety plan for this supply is accurate and up-to-date. \*
- I confirm that the drinking water supply registration details are accurate and up-to-date. \*

Submit