



Quick guide to uploading your Drinking Water Safety Plan

Step	What to do
1	From the front page of the portal (login here Hinekōrako (taumataarowai.govt.nz)), select <i>View Supply Details</i> from the dropdown menu at the right side of the page.

Registered Supplies

The list below includes supplies that have been registered with Taumata Arowai, including migrated supplies that have been confirmed and submitted. If you select 'Edit Supply', you will need to reconfirm the supply. Select 'View Supply Details' if you do not wish to make changes.

Supply ID	Supply Group	Supply Name	Supply Type	Registration Renewal Date	Date Last Modified
OLI001	SG for Testing Testle	Supply Name Here	Networked supply	28/11/2023	02/11/2022 12:56

Other Supplies

[Edit Supply](#)
[View Supply Details](#)

Step	What to do
2	On this page there is a menu on the left side of the page called <i>Actions for this supply</i> . From this list select <i>View/Add Drinking Water Safety Plans</i> .

TAUMATA AROWAI **Hinekōrako**

Home > My Supplies > View a Supply

Actions for this supply

- Edit Supply
- View/Add Notifications
- View/Add Drinking Water Safety Plans**
- View/Add Exemptions
- Quality Assurance Rules

Details of your supply are displayed below. If the details shown are incorrect, select Edit Supply from the list of Actions. It may mean you are not set up with the permissions to do this or the supply is currently being processed by Taumata Arowai Administrator for assistance.

Summary

Supply Details

Supply ID
OLI001

Supply Name *
Supply Name Here

Supply Type *
Networked supply



Step	What to do
3	On the <i>Drinking Water Safety Plans</i> page, select <i>Add New Drinking Water Safety Plan</i> . You will also be able to see previously submitted Drinking Water Safety Plans in the table below when these are uploaded.

Draft Drinking Water Safety Plans

[Add New Drinking Water Safety Plan](#)

ID	Date Last Modified ▼	Created By
DWSP-00001077	21/04/2023 15:32	Caroline Otton
DWSP-00001078	21/04/2023 15:26	

Submitted Drinking Water Safety Plans

Step	What to do
4	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](#)



Step	What to do
5	You can upload your document on this same page by clicking <i>Upload Document</i> . The Document Description field is optional but is useful for anything supporting your Drinking Water Safety Plan. Once you have uploaded your document, confirm that the details provided are accurate and then submit your plan.

The screenshot shows the 'Documents' section of the Hinekōrako system. At the top right, there is a button labeled 'Upload Document' which is highlighted with a red box and a red arrow pointing to it. Below this is a table with columns: 'Title', 'Document Type', 'Document Attached', and 'Document Modified On'. The table is currently empty, with a message 'There are no records to display.' Below the table, there is a checkbox labeled 'confirm that my Drinking Water Safety Plan Details are accurate and complete.' which is also highlighted with a red box. At the bottom, there are two buttons: 'Previous' and 'Submit'. The 'Submit' button is highlighted with a red box and a red arrow pointing to it.

Step	What to do
6	To check that this has been completed successfully follow steps 1 to 3 of this guide and check if your Drinking Water Safety Plan is now showing under the submitted table. Further information can be found in the Quick Reference Guide: Manage Drinking Water Safety Plan.