

Aqueous Film-Forming Foams (AFFF) Products
Liability Litigation
Public Water System (PWS) Settlement

PWS Registration User Guide

www.pfaswatersettlement.com

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I. Getting Started

From your web browser, visit the AFFF Settlement Website for Public Water Systems at <https://pfaswatersettlement.com>. Upon accessing the website, you will see the following screen.



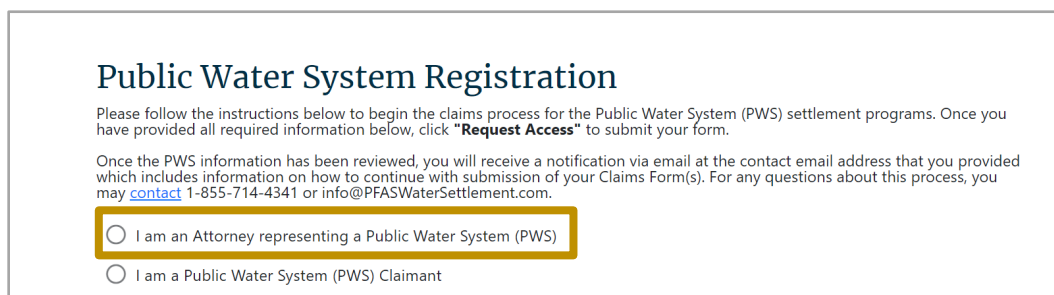
The ribbon along the top of the page contains links to information about the 3M Settlement and DuPont Settlement.

- **"Home"**: Displays the landing page of the Settlement Website and lists important deadlines
- **"FAQs"** and **"Documents"**: Contains Settlement information including Court Documents, FAQs, Settlement Notices
- **"Media"**: Links to press releases specific to the Settlement
- **"Contact Us"**: Provides key contact information for Class Counsel, Claims Administrator and Special Master

To begin the registration process, click **"Start a Claim."** This button directs users to the Settlement Portal Registration Page. Please read all instructions.

II. Attorney Registration

If you are an attorney that represents a Public Water System client, select **"I am an Attorney representing a Public Water System (PWS)."**



A. Law Firm Registration Information

Enter your law firm information. All fields marked with an asterisk (*) must be completed to proceed.

Law Firm Information

Please enter the following Law Firm information.

Law Firm Name*	EIN*	
Law Firm Address*		
Law Firm City*	Law Firm State*	Law Firm Zip*

B. Law Firm Primary Contact Information

The following Law Firm Primary Contact information is required to request access to the Settlement Portal. The Primary Contact will be the designated "Administrator" for the Law Firm profile/account with the ability to manage (add, delete, and edit) Law Firm Users for this account within the Settlement Portal.

Note: The contact information entered by the user on this page will be the contact information used by the Office of the Claims Administrator if more information is needed during registration.

Law Firm Primary Contact Information

Please enter the contact information for the person who will be designated as the law firm administrator. This person will be given administrative rights to manage law firm users within the settlement portal and request access to additional public water systems.

First Name*	Last Name*
Email*	

C. Registering a New PWS

Respond to all questions concerning claim categorization related to each Settlement (3M and DuPont).

NEW – Public Water System (PWS) ^

3M

Is the water system an Active Public Water System in the United States that has one or more Impacted Water Sources (i.e. groundwater wells or surface water systems that have been tested and shown a measurable concentration of PFAS) as of June 22, 2023?

Yes

No

DuPont

Is the water system a Public Water System in the United States that draws or otherwise collects from any Water Source (i.e. groundwater well or surface water system) that was tested or otherwise analyzed for PFAS and found to contain PFAS at any level on or before June 30, 2023?

Yes

No

Next, provide the required information for each Public Water System (PWS) client and upload a copy of the Client Retainer Agreement.

The PWS ID or SDWIS ID will be needed during this step. This ID is a nine-character unique identifier used by the U.S. Environmental Protection Agency to identify Public Water Systems. This number can be found in the [Safe Drinking Water Information System \(SDWIS\) Fed Reporting database](#).

After adding all PWS information, click "**ADD THIS PWS.**"

To register more than one PWS, click the "**ADD ANOTHER PWS**" button to create a new entry. Once you have added all PWS entries, click the "**REGISTER FOR ACCOUNT**" button to complete the process. You will receive an email confirming your submission that also contains information on baseline testing requirements.

Note: There is not an option to save and return to this form at a later time. If you are submitting information for multiple PWS clients, you may wish to add PWS entries in smaller batches. You may go through the above process as many times as needed to enter additional PWS clients.

SDWIS (PWS) ID* PWS Name*

PWS EIN* Mailing Address*

Mailing City* Mailing State*

Mailing Zip*

Retainer Upload
Accepted File Types are **PNG, JPG, PDF, GIF, and TIF**. Other file types will be rejected
The maximum file size is **15MB**. To replace a file upload, click on the file upload section and simply upload a new document.

Attach Retainer

✓ ADD THIS PWS DELETED THIS PWS

+ ADD ANOTHER PWS You must fill all existing PWS fields before adding a new PWS.

REGISTER FOR ACCOUNT

III. PWS Registration

If you are participating in the registration process as a representative for a Public Water System, select **“I am a Public Water System (PWS) Claimant.”**

Public Water System Registration

Please follow the instructions below to begin the claims process for the Public Water System (PWS) settlement programs. Once you have provided all required information below, click **“Request Access”** to submit your form.

Once the PWS information has been reviewed, you will receive a notification via email at the contact email address that you provided which includes information on how to continue with submission of your Claims Form(s). For any questions about this process, you may [contact](mailto:info@PFASWaterSettlement.com) 1-855-714-4341 or info@PFASWaterSettlement.com.

I am an Attorney representing a Public Water System (PWS)

I am a Public Water System (PWS) Claimant

A. PWS Primary Contact Information

The following Public Water System (PWS) Primary Contact information is required to request access to the Settlement Portal. The Primary Contact will be the designated “Administrator” for the PWS profile/account with the ability to manage (add, delete, and edit) PWS Users for this account within the Settlement Portal. All fields marked with an asterisk (*) must be completed to proceed.

Note: The contact information entered by the user on this page will be the contact information used by the Office of the Claims Administrator if more information is needed during registration.

Public Water System (PWS) Primary Contact Information

Please enter the contact information for the person who will be designated as the Public Water System (PWS) administrator. This person will be given administrative rights to manage PWS users within the settlement portal.

First Name*	Last Name*	Job Title*
Email*	Phone Number*	

B. Registering a New PWS

Respond to all questions concerning claim categorization related to each Settlement (3M and DuPont).

NEW – Public Water System (PWS)

3M

Is the water system an Active Public Water System in the United States that has one or more Impacted Water Sources (i.e. groundwater wells or surface water systems that have been tested and shown a measurable concentration of PFAS) as of June 22, 2023?

Yes

No

DuPont

Is the water system a Public Water System in the United States that draws or otherwise collects from any Water Source (i.e. groundwater well or surface water system) that was tested or otherwise analyzed for PFAS and found to contain PFAS at any level on or before June 30, 2023?

Yes

No

The PWS ID or SDWIS ID will be needed during this step. This ID is a nine-character unique identifier used by the U.S. Environmental Protection Agency to identify Public Water Systems. This number can be found in the [Safe Drinking Water Information System \(SDWIS\) Fed Reporting database](#).

After adding all PWS information, click "**ADD THIS PWS.**"

To register more than one PWS, click the "**ADD ANOTHER PWS**" button to create a new entry. Once you have added all PWS entries, click the "**REGISTER FOR ACCOUNT**" button to complete the process. You will receive an email confirming your submission that also contains information on baseline testing requirements.

Note: There is not an option to save and return to this form at a later time. If you are submitting information for multiple PWSs, you may wish to add PWS entries in smaller batches. You may go through the above process again to enter additional PWSs.

The screenshot shows a registration form with the following fields and controls:

- SDWIS (PWS) ID*
- PWS Name*
- PWS EIN*
- Mailing Address*
- Mailing City*
- Mailing State* (dropdown menu)
- Mailing Zip*
- Notice ID Code

At the bottom right of the form area, there are two buttons: a green button with a checkmark icon labeled "ADD THIS PWS" and a red button with a minus icon labeled "DELETE THIS PWS".

Below the form area, there is a blue button labeled "+ ADD ANOTHER PWS" and a red text message: "You must fill all existing PWS fields before adding a new PWS." At the very bottom center, there is a blue button labeled "REGISTER FOR ACCOUNT".

IV. Portal Access

As accounts are registered, the Office of the Claims Administrator will begin reviewing PWS entry information. At that time, your portal access will be granted, and you will be able to log into the Settlement Portal to view all PWS entry information. Follow the next steps using the verification link provided in your submission confirmation email.

1. Follow Verification Link: Select the verification link in the confirmation email to activate your Administrator account.
2. Set Password: After you select the verification link, you will be directed to set your Administrator's password and finalize your account setup.

Aqueous Film-Forming Foam (AFFF) Products Liability Litigation (MDL 2873)

AFFF MDL Portal Login

Create Password

Your registered email

Password

Confirm Password

Note: Additional information may be needed for the PWS entry. The Office of the Claims Administrator will contact you via the Primary Contact provided during the registration process with any questions.

V. Portal Registration Troubleshooting

For any questions about the portal registration process, you may contact 1-855-714-4341 or info@pfaswatersettlement.com.