# Aqueous Film-Forming Foams (AFFF) Products Liability Litigation

Public Water System (PWS) Settlement

PWS Registration User Guide V1.1

www.pfaswatersettlement.com

Version History				
Version	Date	Changes		
1.0	09.05.23	Initial publication		
1.1	02.06.25	<ul> <li>Included reference to the Tyco and BASF settlement programs in Section I.</li> <li>Noted in Section II(C) and Section III(B) that claim categorization questions only apply to the 3M and DuPont settlement programs, however, still require a Claimant response. There are no equivalent questions for the Tyco or BASF settlements.</li> </ul>		

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## Getting Started

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



The ribbon along the top of the page contains links to information about the different settlement programs (3M, DuPont, Tyco, BASF).

- "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, Settlement Administrator and Special Master

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

## 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.



#### 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 Settlement Administrator if more information is needed during registration.

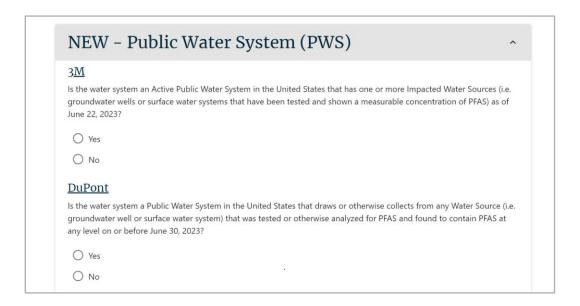




#### C. Registering a New PWS

Respond to all questions concerning claim categorization related to each Settlement.

**Note:** While the claim categorization questions only apply to the 3M and DuPont settlement programs, you are still required to respond to the questions below by indicating "Yes" or "No" There are no equivalent questions for the Tyco or BASF settlements.



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 <a href="Safe Drinking Water Information">Safe Drinking Water Information</a> System (SDWIS) Fed Reporting database.

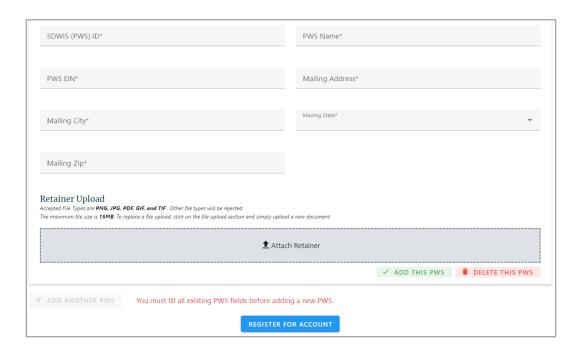
After adding all PWS information, click "ADD THIS PWS."

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.



## 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."



## 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.

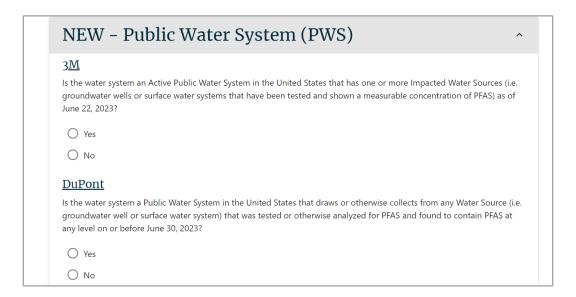
**Note:** The contact information entered by the user on this page will be the contact information used by the Settlement Administrator if more information is needed during registration.



#### B. Registering a New PWS

Respond to all questions concerning claim categorization related to each Settlement.

**Note:** While the claim categorization questions only apply to the 3M and DuPont settlement programs, you are still required to respond to the questions below by indicating "Yes" or "No" There are no equivalent questions for the Tyco or BASF settlements.



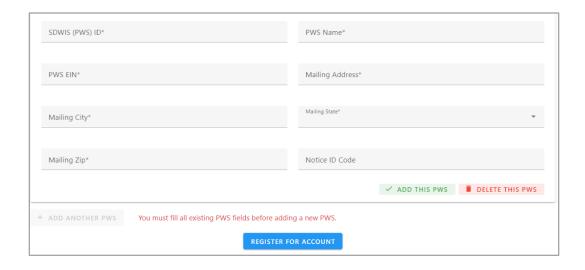


The PWS ID or SDWIS ID will be needed during this step. This ID is a nine-character unique identifier used by the U.S. Environmental Protection Agency to identify Public Water Systems. This number can be found in the <u>Safe Drinking Water Information System</u> (SDWIS) Fed Reporting database.

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.



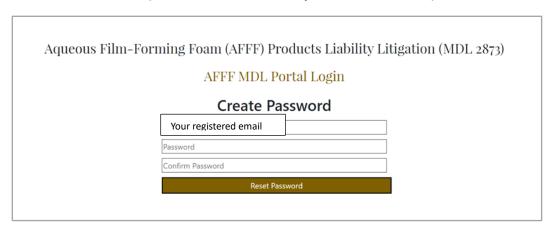
### IV. Portal Access

As accounts are registered, the Settlement 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.



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

## V. <u>Portal Registration Troubleshooting</u>

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