

**First time users: Print this pdf and follow its directions to map your project.**

Several tools for mapping are available in the upper left corner. You probably will only need the few described below. But you can hover the cursor over each to see what it does.

1. Adjust the map until it shows you a good view of your project area.
  - When the map opens, the “zoom in” tool will be active
  - Find the location of your project on the map (approximate).
  - Single click on the map with the left mouse button on that location.
  - You will see more details: repeat single clicks to zoom closer.
  - Don't get too close, e.g. "Map Scale" at bottom should be no smaller than 1:2,000 (1:200 is too small).
  - The “pan” tool (white hand) can be used to center your project on the map.
2. Draw a polygon (a square or other shape with straight sides) around your project. The polygon should include any area that will be temporarily or permanently disturbed.
  - **First click on the “map project boundaries” tool (hand over 3 dots).** Think of this as a connect-the-dots tool: you supply the dots and the computer will connect the dots with lines.
  - Single-click your left mouse button on one corner of the polygon. You will not see this first dot.
  - Move the mouse to the next corner and single-click the mouse. A red line will appear, connecting the two dots.
  - Continue adding corners *until there is only one line missing*.
  - **IMPORTANT: to add the last line you must hold the “shift” key down while single-clicking on the map.** When the "shift" key is down the computer will draw a line between your last dot and your first dot.
  - You will know you have successfully drawn the polygon when the right hand side of the screen tells you the acreage you have mapped.
  - You can click on the “redraw” button and start single-clicking corners again to change the polygon you drew.
3. Type the real (approximate) acreage of the project area into the box on the right.
4. **Notifications or Minimum Impact Expedited permits ONLY** (all others skip to the next step). Inside the polygon you just drew, add one or more points where the actual wetland impacts will occur.
  - Click on the “Small-footprint Activities” button on the lower right.
  - Pinpoint the wetland impact area(s) inside your polygon by single-clicking with the left mouse button. Add as many points as are necessary to denote the wetland impact areas. These dots remain as points: you do not draw a polygon in this step.
5. Check your project area for potential impacts to rare species or habitats:
  - Click on the “DataCheck” button
  - You will be shown the preliminary DataCheck Result ("Potential impacts" or "No Known Records").
  - To receive a letter, click on "Continue" and provide more project details.