

# SAFER Clearinghouse

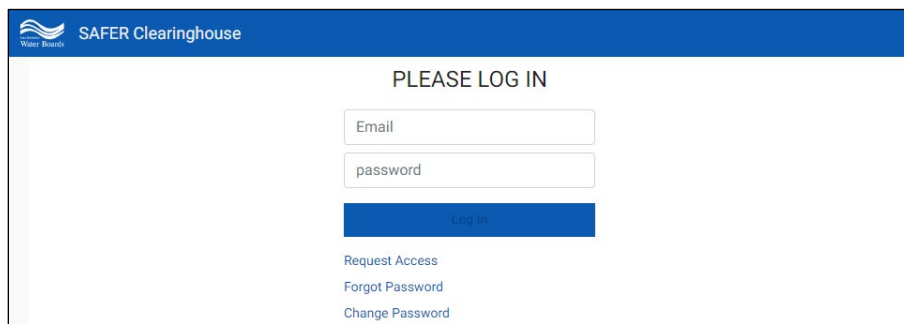
Quick Reference Guide for SAFER Clearinghouse Account Creation for Water Systems - Modified 12/9/2022

## 1. Login Page

The Water Boards SAFER Clearinghouse can be accessed at <https://drought.waterboards.ca.gov>, which will direct you to the login page as pictured below.

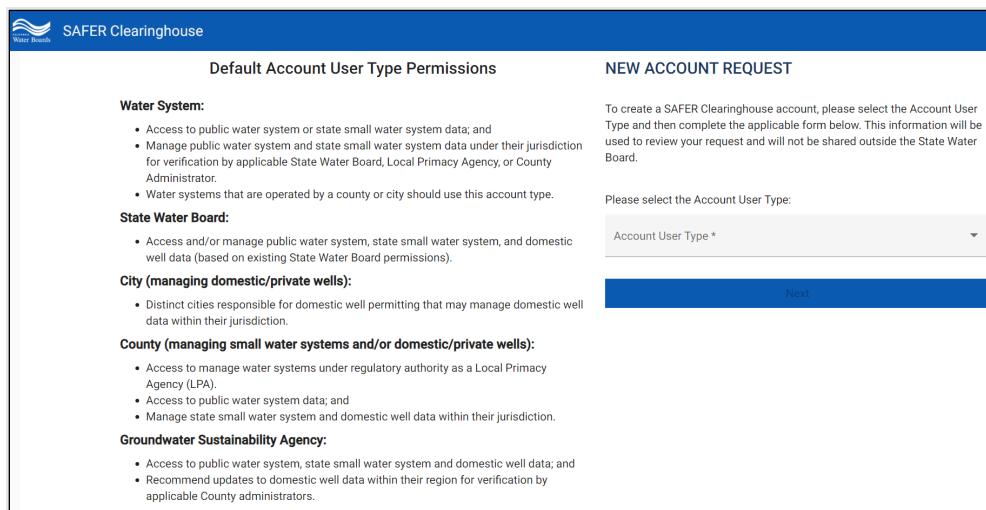
If you do not yet have a registered email and password, please select the “Request Access” link under the login fields and proceed to the Request Access directions below. Please note, the Water Board Drinking Water Information Clearinghouse (DRINC) Portal account (used to submit electronic annual reports) cannot be used to log in to this platform. A new account within the SAFER Clearinghouse must be created.

If you already have a registered email and password, please enter these on the SAFER Clearinghouse login page where indicated. For password assistance, please refer to the “Forgot or Change Password” section below.



### 1.1. Request Access


Clicking on “Request Access” will bring up the New Account Request page. Water system representatives that will be drought reporting on behalf of a water system, please select the “Water System” account user type.



### 1.2. New Accounts For Water Systems

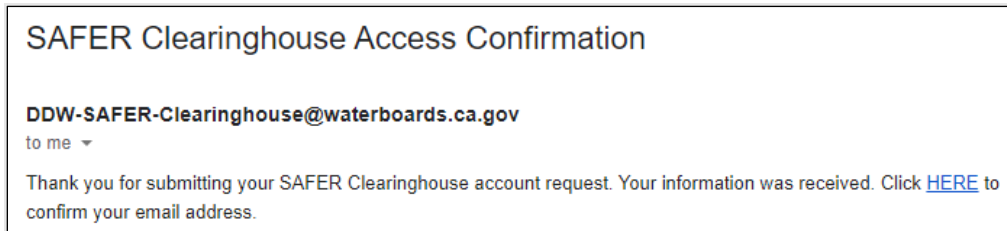
In addition to your personal contact information, water system representatives are required to identify at least one water system their account will be linked to. You may enter either a name or public water system identification (PWSID) number associated with a water system to add that water system to your account. More than one water system may be added; however, each water system will have to be approved for you to be able to report on their behalf or view past data. Enter the required fields on the “New Account Request” registration page, as pictured below. Please note that the County field is where the registering water system representative is physically located.

To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board.

Account User Type Water System		
First Name *	Last Name *	County *
Job Title *		Organization *
Address 1 *		Address 2
City *	State (Ex: CA) CA	Zip Code *
Work Phone (###-###-####) *	Ext	Work Email *
Cell Phone (###-###-####)		Confirm Work Email *
Account Linked Water Systems* 		
Please provide any additional information relevant to this request.		

### 1.3. Access Granted For New Accounts

Once the “Submit Request” button is clicked, the SAFER Clearinghouse will send a verification email to the email provided. Click on the included link provided in the email to confirm the email address associated with your account is valid, as pictured below. A second email will verify your new account request has been successfully submitted.



Once the SAFER Clearinghouse Administrator has reviewed and approved your account request, you will receive a verification indicating you can now log in and create a new password. **Please note, passwords must be at least 10 characters in length.**

Due to the expected volume of new accounts needing to be created and verified with the initial order issuance, please expect account approval to take a maximum of five business days. If verification of account access is not received, or if the access request is denied in error, please contact [ddw-drought@waterboards.ca.gov](mailto:ddw-drought@waterboards.ca.gov).

### 1.4. Navigating to Drought Report Form

Select “My Systems” from the main menu tab and navigate to the “My Reports” section. The report form of the current reporting period for each system is accessible by clicking on the dates from the “Current Reporting Period” column. Alternatively, a specific system’s report list can be accessed by clicking on the system name.

### 1.5. Forgot or Change Password

Forgotten passwords can be reset on the Login page of the SAFER Clearinghouse. Please click the “Forgot Password” link and enter the account email when prompted on the page pictured below. If an account registered under the entered email has been granted access to the Clearinghouse, a reset password link will be sent to the account email.

Passwords can also be changed on the Login page of the SAFER Clearinghouse. Please click the “Change Password” link and enter your account email address, the current password, and the new password you wish to change to. Please note, passwords must be at least 10 characters in length.