

CREATING AN ONLINE REPORTING ACCOUNT

1. On the Report Management System login page, click on the link “Create a User ID and Password here”.



eWRIMS Report Management System

Welcome to the Electronic Water Rights Management System Report Management System – eWRIMS RMS

eWRIMS RMS is a user account and password protected system, and a valid User ID and Password is needed to access the system. To manage reports for a water right record, you will need the Water Right ID and Reporting Identifier for the water right record. The Water Right ID and Reporting Identifier for your water right record should be included in previous correspondence received from the State Water Board.

Login Options:

- **Login with Water Right ID and Reporting Identifier:** This method can be used if you would like to log in to each individual water use report. This method is most frequently used if you only have one report due.
 - **User ID:** Enter the Water Right ID for your water right record as the User ID.
 - **Password:** Enter the Reporting Identifier for your water right record as the Password. Note: Reporting Identifiers are always six characters, which may require you to add leading zeros (i.e. "012345" or "006789").
- **Login with User ID and Password:** This method will allow you to add multiple water rights reports to a single account with the user ID and password of your choice.
 - 1 ◦ **New Users:** Create a User ID and Password here. You will need the Water Right IDs (e.g, A012345) and the Reporting Identifiers associated with your water right records. You may find these [Additional Instructions](#) useful.
 - **Existing Users:** Login using your User ID (email address) and Password.

Login
User ID:
<input type="text"/>
Password:
<input type="password"/>
Passwords are Case Sensitive
<input type="button" value="Login"/>
Forgot your password? Reset Password
Forgot your Water Right ID or Reporting Identifier? Send an email to ewrims@waterboards.ca.gov

If you have any questions or need assistance completing your report, please visit the [eWRIMS Help Center](#) or call the Division of Water Rights. Staff are available Monday through Friday, 8:00 a.m. through 5:00 p.m. to assist you:

- Call (916) 323-9393 for the following water right records:
 - Permit or License (Water Right ID begins with 'A')
 - Registration (Water Right ID begins with 'D', 'H' or 'L')
 - Groundwater Recordation (Water Right ID begins with 'G')
- Call (916) 445-2812 for the following water right records:
 - Statement (Water Right ID begins with 'S')
 - Stockpond Certificate (Water Right ID begins with 'C')
 - Federal Filing (Water Right ID begins with 'F')

To return to the eWRIMS Main Page please click [here](#).

2. Complete the information in the fields provided on the screen. The email address you provide will become your user ID.
3. To establish an account, you must begin by providing one of your reporting Water Right IDs and the Identifier that was provided on one of the notification letters.



eWRIMS
Report Management System

User Account Details

First Name

Last Name

Email Address Email provided will be your User ID

Re-enter Email Address

Password

Re-enter Password

Password Security Questions

Please select and answer the Identification Verification Security questions below. These questions will be asked in the event you misplace your password. (Please note: The security answers that you provided are case sensitive)

Security Question

Answer

Security Question

Answer

Water Right Verification

Please enter the Water Right ID and Reporting Identifier of one of your water rights. This water right will be added to your account. If you have additional water rights to add, you may do so after logging in.

Water Right ID

Reporting Identifier

Note: Red arrows on the left side of the form indicate step 2 pointing to the 'User Account Details' section and step 3 pointing to the 'Water Right Verification' section.

- Once you have created the account you will be prompted to login. Use the email address (User ID) you provided and the password you created. You will then enter the reporting screen listing the water right ID used to set up the account.

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Login

User ID:

Password:

Passwords are Case Sensitive

Forgot your password? [Reset Password](#)

Forgot your Water Right ID or Reporting Identifier? Send an email to ewrims@waterboards.ca.gov

- You can add additional water rights to your account by clicking on the “Manage Water Rights” link at the top of the page

Filter:

Select “Start” in the action column below to begin a new report or continue a report in progress. If you would like to make changes to a submitted report, select “Amend”. If you do not see the report for the year you are trying to file, use the hyperlink “Add a Report for a Previous Year” found at the bottom of this screen. Submitted reports can be accessed for viewing and printing at any time by selecting “View” in the action column.

Water Right ID	Primary Owner	Face Value (acre-ft/yr)	County	Source	Type	Year/ Revision	Status	Date Submitted	Action
A028307	US BUREAU OF LAND MANAGEMENT	1.0	Lassen	UNST	Report of Licensee	2016 / 1	Not Started		Start
A028307	US BUREAU OF LAND MANAGEMENT	1.0	Lassen	UNST	Report of Licensee	2015 / 1	Submitted	6/6/2016	View Amend

6. Under the Manage Water Rights screen, you can add as many Water Right ID and Reporting Identifiers you own or manage. These will populate in the table below.

The screenshot shows the eWRIMS Report Management System interface. At the top, there is a logo for the California Environmental Protection Agency State Water Resources Control Board. Below the logo, the text "eWRIMS Report Management System" is displayed. A navigation bar contains links for "Annual Reports", "Update Account Information", "Manage Water Rights", and "Log Out". The "Manage Water Rights" link is highlighted with a red circle and the number 6. Below the navigation bar, there is a section titled "Add a Water Right" with a red circle and the number 6. This section contains two input fields: "Water Right ID:" and "Reporting Identifier:", followed by an "Add" button. Below the "Add a Water Right" section, there is a table with the following columns: "Select", "Water Right ID", "Primary Owner", "Face Value (acre-ft/yr)", "County", and "Source". The table contains one row with the following data: "A028307", "US BUREAU OF LAND MANAGEMENT", "1", "Lassen", and "UNST". Below the table, there is a button labeled "Remove Selected Water Rights".

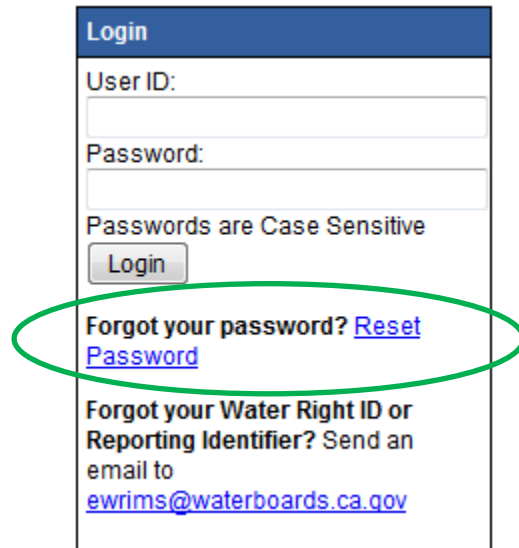
7. You can return to the main reporting screen by clicking the Annual Report link.

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- On the Reports page, only reports that are currently due are displayed. To view all reports, click the down arrow on the filter box in the top center of the page. This allows you to toggle between all reports and only those due a report.

- After you have created an account, you can also update the account information by clicking on the “Update Account Information” link at the top of the page.

10. Remember to keep record of you user name and password for future access to the account you established.
11. If you forget your password, you can reset it by clicking on “Forgot Password” on the login page. You will be prompted for security information. If the security information is correct, you can create a new password. (Please note: The security answers that you provided are case sensitive)



The image shows a login form with a blue header labeled "Login". Below the header are two input fields: "User ID:" and "Password:". Below the "Password:" field is the text "Passwords are Case Sensitive" and a "Login" button. A green oval highlights the text "Forgot your password? [Reset Password](#)". Below this is the text "Forgot your Water Right ID or Reporting Identifier? Send an email to ewrims@waterboards.ca.gov".

Note: You can still access individual accounts by entering the user ID and Password (identifier) that was provided on the notification letter.