State Water Resources Control Board

Division of Drinking Water

**Hosting of Public Water System CCRs**

The Division of Drinking Water (DDW) at the State Water Resources Control Board (State Water Board) is continuing to host electronic copies of public water systems’ Consumer Confidence Reports (CCRs) with a direct link to it. To qualify for this hosting, your Public Water System (PWS) must have a registered user at the **Electronic Annual Reporting System** web page of the DRINC Portal (eARDWP). Invitations to complete the eAR are sent through the regulating agencies to public water systems under their jurisdiction each year, typically in February. Registered users of the eAR are also sent a reminder via email of the availability of the eAR for that year. Current eAR users do not need to register again. New users can register at any time. The PWS personnel’s request to register as a user on the eARDWP portal is vetted by that regulating agency. Once a PWS user has registered, the eAR can be completed online and the CCR uploaded. At this time, it is suggested that a PDF or .doc/docx version of the CCR be uploaded to the site. When this is done, the internet address will be displayed on the web page, which the PWS can give to its customers to see the CCR directly. This URL will be one click away for a water system’s customers to see the CCR.

**How to submit the CCR and Certification on the earDWP Portal**

You may have noticed when you logged in to eARDWP portal website to complete and submit your 2018 eARDWP that next to the **MY EAR REPORTS** tab is the **MY CCR UPLOADS** tab. To upload your 2018 CCR, go to the **MY CCR UPLOADS** tab and click the link Upload new 2018 Consumer Confidence Report. After the 2018 CCR is uploaded, click on the **MY CCR UPLOADS** tab again to upload the CCR Certification form. Make sure that you click “Upload” under the “CERTIFICATE” column and for the correct CCR year. You can upload the certification at any time AFTER you have uploaded the 2018 CCR. For example, you can log in to upload the CCR in June and log in again to upload the certification in September.

**If you are not a registered user on the DRINC Portal**

In order to ensure the integrity of the documents collected, we have implemented an on-line registration process to ensure that only valid water system representatives access the eARDWP portal. To access the eARDWP/CCR online page, please go to the following link for our DRINC Portal at <http://drinc.ca.gov> , then select the [Electronic Annual Report](http://www.drinc.ca.gov/ear) link on the left-hand side of the page and **Register**. Alternatively, just go directly to the following link for our eARDWP portal at <http://www.drinc.ca.gov/ear/>. You need only register once to upload CCRs and certifications for multiple systems for which you are responsible. Within three to five days after you have registered and the State Water Board, DDW District Engineer or local primacy agency (LPA) has reviewed your registration, you will receive an email to allow you access to upload a CCR for your public water system(s).

**If you need to add another water system to your registered list**

You must ensure you are registered for each water system for which you must submit a CCR. *To register for a new system*, you must login to the eARDWP portal using your user name (email address) and password, then go to the **MY PROFILE** tab and add a water system from the list. Within three to five days after you have added the new water system to your list, and the State Water Board, DDW District Office or local primacy agency (LPA) has reviewed your registration, you will receive an email to allow you to upload a CCR for that new public water system(s). You may begin uploading the 2018 CCR for any water systems that had prior approval while you are waiting for the approval for the newly added water system.

**If you forgot your password or changed email addresses**

**Password.**  You must first login using your user name (email address). When you are at the screen requiring your password, click on the link **Forgot Password?**. A temporary password will be forwarded to your email account. You must replace the temporary password with a new password the next time you access your eARDWP portal account.

**Email Address.** If your email address has changed, you must re-register to create a new account with the updated email address. You should then connect the water system(s) to the new account for which you need to submit a 2018 CCR.

**Upload only a single file EACH for the CCR and certification**

Unlike the eARDWP which is a form that must be filled out online, to submit the CCR you only need to upload an electronic copy of the CCR in the format you normally use. To submit the certification, you also only need to upload an electronic copy of the certification in the format you normally use. While the uploaded CCR and certification may be in any file format, *e.g.*, PDF, Word, Excel, JPEG, GIF, etc., PDF or Word is recommended. **Note that only one file for the CCR and one file for the certification can be uploaded for each water system**. Uploading more than one file will result in the latest file replacing the previous one. For example, if in your CCR the water quality data table is in Microsoft Excel and the rest is in Microsoft Word, uploading these two files will result in only one of the files being submitted. Your CCR must be submitted as a single file, and can be combined as a PDF or submitted as a zip file.

**Confirmation of Receipt of the 2018 eCCR**

The person who uploaded the 2018 CCR for your water system will receive an email notification from the DRINC portal administrator that the upload was successful. *Please note that the successful upload of the electronically submitted CCR does not constitute approval of the content or information included in the CCR.*

If you have any questions related to the 2018 CCR submittal process, please contact the State Water Board, DDW District Office or LPA, or send an email to *drinc@waterboards.ca.gov*.