

How to Register on the eARDWP Portal

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If you are not a registered user on the eARDWP Portal:

In order to maintain the integrity of the information collected, an on-line registration process has been implemented to ensure that only valid water system representatives have access the online report. To access the eARDWP online page, go to the following link for our DRINC Portal at <http://drinc.ca.gov> select the Electronic Annual Report link on the left-hand side of the page, and then select the **REGISTRATION** tab, or go directly to <http://drinc.ca.gov/EAR/registration.aspx>. All of the “required” fields must be completed. You must then select and ADD each water system you represent. Be sure to select the correct DISTRICT if your water system is regulated by the Division of Drinking Water, or the correct LPA if your water system is regulated by the county. Otherwise, you water system will not show up on the list. You need only register once to complete reports for multiple systems for which you are responsible. Within 3 to 5 days after you have registered and your local regulatory agency has approved your registration, you will receive an email from the DRINC Portal Administrator to allow you access to complete and submit a report for your Public Water System(s). Remember to keep a record of your password created during the registration process.