



Guide to Activating Your Organization in CalWATRS With a PIN

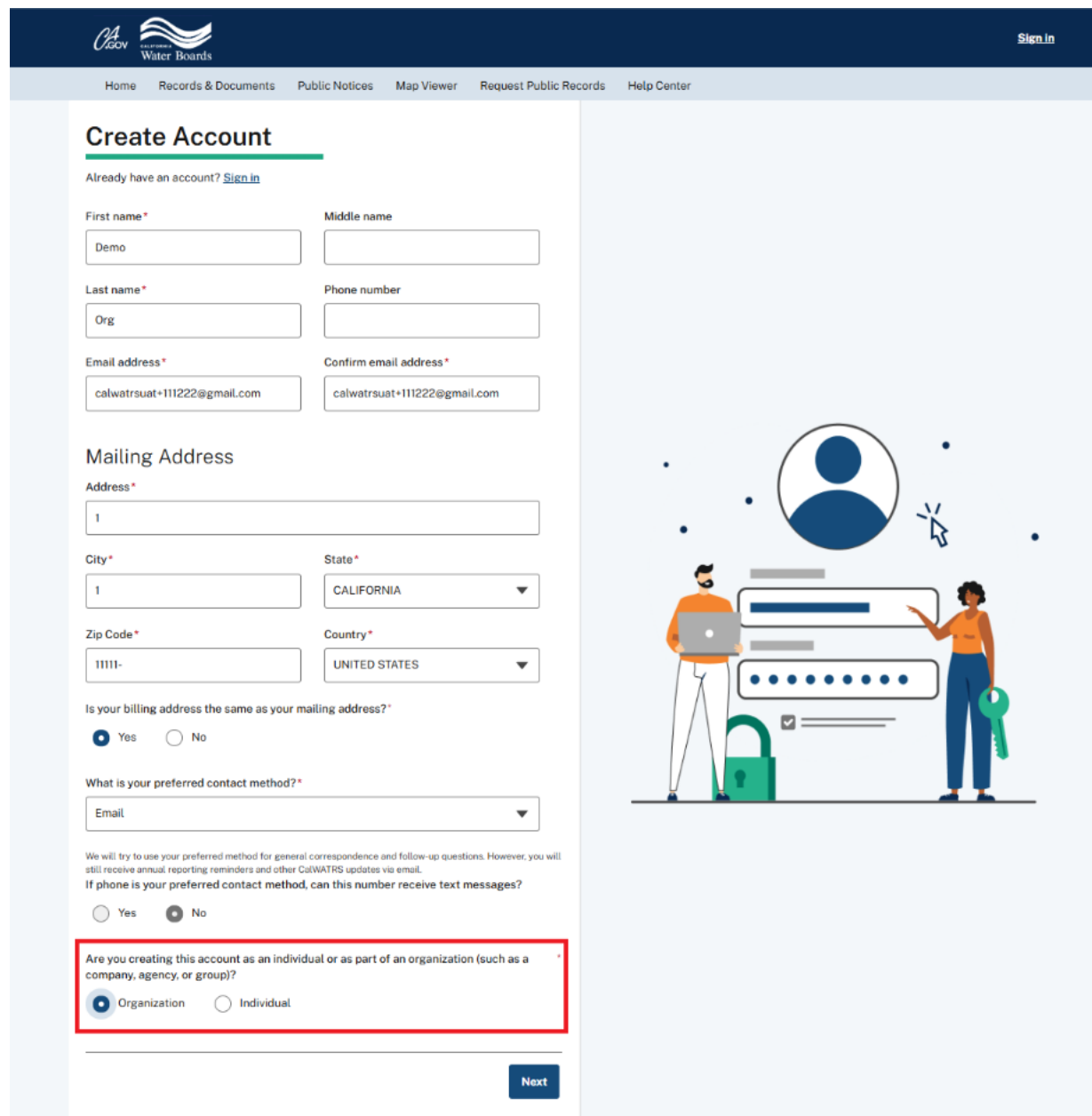
This guide walks through how to activate an existing organization in CalWATRS using a PIN from the State Water Resources Control Board.

Before you begin, please review the CalWATRS for Organizations factsheet at bit.ly/CalWATRS-guides to understand how businesses, agencies, or groups that own or manage water rights interact with CalWATRS.

Please note:

- Organizations do not have their own CalWATRS accounts. Instead, members of organizations create individual CalWATRS accounts that link to the organization's water right records.
- Activating a CalWATRS organization is a one-time process that uses a State Water Board PIN. You should receive your PIN(s) in the mail by early December.
- If your organization has multiple PINs, you will only use one of the PINs to activate the organization. The rest of your PINs will be used during the Records Migration process after you activate your organization. Instructions for how to migrate your water rights are available at [CalWATRS Help Resources](#).
- If your organization only has one PIN, you do not need to complete the Records Migration process. Your water right records will migrate as part of the organization activation process.
- The person who activates your organization automatically becomes its administrator.
- Other people will be able to join your organization without a PIN. That process is explained at the end of this guide.
- This guide does NOT explain how to set up a headquarters-branch structure in CalWATRS.
If you want to do this, please email CalWATRS-Help@waterboards.ca.gov.
- Your organization needs to be activated in CalWATRS before you migrate any additional water right records or file new forms. If you've already completed one of these activities before setting up your organization, please email CalWATRS-Help@waterboards.ca.gov for assistance.

Step 1: Go to calwatsr.waterboards.ca.gov and create a new account. When you do this, indicate that you are part of an organization, as shown in the screenshot below. There are step-by-step instructions for creating a CalWATRS account at bit.ly/CalWATRS-guides.



Create Account

Already have an account? [Sign In](#)

First name * Middle name

Last name * Phone number

Email address * Confirm email address *

Mailing Address

Address *

City * State *

Zip Code * Country *

Is your billing address the same as your mailing address? *

☒ Yes ☐ No

What is your preferred contact method? *

We will try to use your preferred method for general correspondence and follow-up questions. However, you will still receive annual reporting reminders and other CalWATRS updates via email.

If phone is your preferred contact method, can this number receive text messages?

☐ Yes ☒ No

Are you creating this account as an individual or as part of an organization (such as a company, agency, or group)?

☒ Organization ☐ Individual

[Next](#)

Step 2: Sign in to your CalWATRS account and navigate to My Account Settings. You can do this by clicking the “My Profile” link in the banner at the top of your home page OR you can click the “My Account Settings” tile at the bottom of your home page (both options will take you to the same place).

Step 3: On the My Account Settings page, click the “Organization management” button on the

left-hand side of the page.

Step 4: Select the options indicating that you are joining an existing organization, and that you have a PIN.

Step 5: Enter your pin in the space provided and click “Search”. This should generate the name of your organization. Once you have confirmed the organization is correct, click “Submit”. If the organization is not correct, stop and do not click submit. Instead, email CalWATRS-help@waterboards.ca.gov for help.

A banner informing you of your request to join the organization should appear at the top of the page. Refresh the page to complete the process and remove the banner.

Step 6: Confirm your organization information is correct. To do this, click the “Organization management” button again. You should now have access to your organization management tabs.

To review or edit your organization information, click the “Edit organization details” button.

On the next page, click on the down arrow in the table. This will bring up a new “Edit organization details” button. Click on this button.

Make sure your email address and phone number are correct. Please note: the email address listed here is different from your CalWATRS sign in email. The email you enter here cannot be associated with another CalWATRS account. You may leave this blank. Click “Save” when you are done.

How to Add People to Your Organization

After your organization is activated, other people (called employees in CalWATRS) can join as follows:

- The employee follows steps 1 through 3 above to create an account and navigate to the “Organization management” page.
- From there, the employee indicates that they are joining an existing organization, but they do NOT have a PIN (only the person activating the organization uses the PIN). The employee searches for their organization, selects it from the list, and clicks “Submit”.
- A banner informing them of their request should appear at the top of the page.
- Before the employee can access the organization’s records, the administrator must accept their request. To do this, the administrator navigates to the “Organization requests” tab and uses the “Action” arrow in the table to approve the employee’s request to join.

