State Water Resources Control Board

Steps for Extractors who want an Agent or Groundwater Sustainability Agency (GSA) to report on their behalf in GEARS

Before you begin:

You will need the 16-digit Correspondence ID from the letter that was mailed to you by the State Water Resources Control Board (State Water Board).

Visit the Groundwater Extraction Annual Reporting System (GEARS) website at: Gears.waterboards.ca.gov/quickreporting

Extractor Steps:

1. Enter your name and Correspondence ID from the letter received from the State Water Board into the GEARS home page under “Welcome to GEARS” and click “Next.” GEARS will take you through a couple of steps to determine if you need to report and will prompt you to create an account, if applicable. When you create your account, GEARS will send you a verification email.
2. Confirm your account by clicking the link sent in the verification email, then log in to GEARS to ensure access.
3. Provide your Correspondence ID to the agent or GSA that will report on your behalf.
4. The agent or GSA will send an invitation to your GEARS account, which you need to accept. You will receive an email notifying you about the invitation. The invitation will be the first thing you see when you log back into GEARS.
5. Once you click “accept” in GEARS, the agent or GSA can report for you.
6. After the agent or GSA has reported, check the report's accuracy by downloading it from the File Extraction Report module. You can resubmit the report if you find inaccuracies.
7. Extraction reporting fees due to the State Water Board will be calculated based on the report. The State Water Board will send you, not the agent or GSA, an invoice for extraction reporting fees. The invoice will be sent to the mailing address on file and will include instructions on how to pay.

GEARS Resources

For detailed GEARS instructions, visit bit.ly/GEARS-Resources to access the GEARS User Guide and videos.

The following videos are most relevant to the steps outlined above:

Brief Overview of Quick Reporting Wizard

I Own Wells and Need to Report

Confirming Your Account

Important Reminders

- Pumpers are responsible for ensuring that the information reported to GEARS by their GSAs or agents is accurate, so they should check the report's accuracy as outlined in step 6.
- Low-income residents, public schools, and water systems serving disadvantaged communities are eligible to have their fees waived, if their extraction reports are submitted on time. For information on eligibility and how to request a fee waiver, visit bit.ly/sgma-reporting.