CREATING AN ONLINE REPORTING ACCOUNT

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

4. 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.

4

Login
User ID:
Password:
Passwords are Case Sensitive
Login
Forgot your password? Reset Password
Forgot your Water Right ID or Reporting Identifier? Send an email to ewrims@waterboards.ca.gov

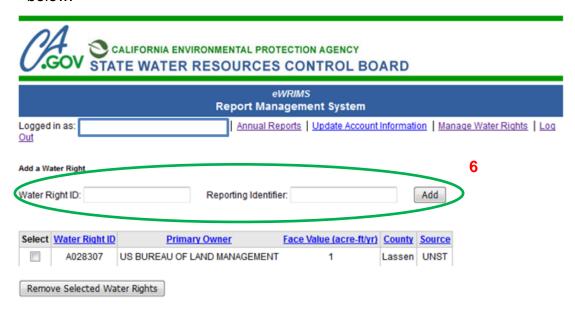5. You can add additional water rights to your account by clicking on the "Manage Water Rights" link at the top of the page

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eWRIMS
Report Management System

Logged in as: [   ]   Annual Reports | Update Account Information | Manage Water Rights | Log Out
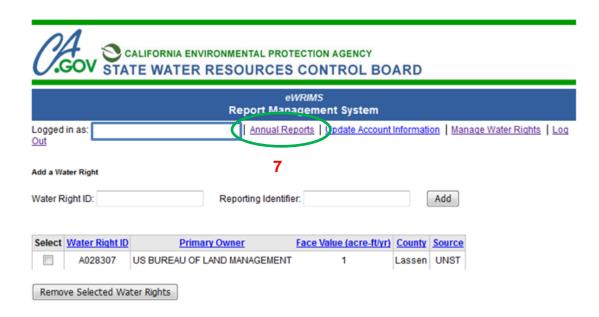
5

Filter: Show all reports ▼

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.

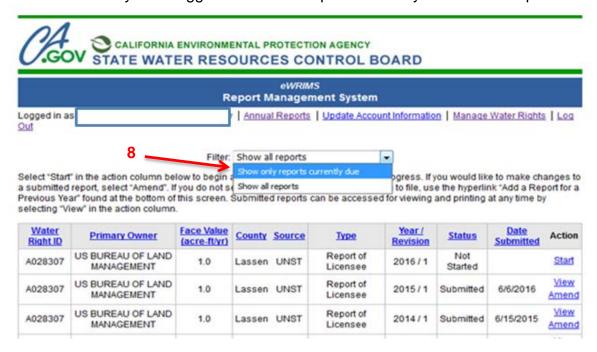| Water Right ID	Primary Owner	Face Value (acre-ft/yr)	County	Source	Type	Year / Revision	Status	Date Submitted	Action
A028307	US BUREAU OF LAND MANAGEMENT	1.0	Lassen	UNST	Report of Licensee	2016 / 1	Not Started		Start
A028307	US BUREAU OF LAND MANAGEMENT	1.0	Lassen	UNST	Report of Licensee	2015 / 1	Submitted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

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

8. 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.
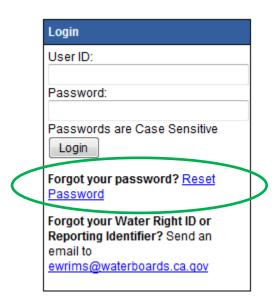

9. After you have created an account, you can also update the account information by clicking on the "Update Account Information" link at the top of the page.

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)

Login

User ID:

Password:

Passwords are Case Sensitive

Login

Forgot your password? Reset Password

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.