

Electronic Annual Report (eAR) Frequently Asked Questions

Q: Do I still need a login and password to file online or obtain blank forms?

A: No. We have removed the requirement to have a login and password completely. All you need is the right, permit or authority number (XX-XXXXXX.XXXX) that is shown on your hard copy or email notice.

Q: What types of Annual Water Withdrawal and Use Reports (Annual Reports) can be filed online with ADWR for the 2012 reporting year?

A: For the 2012 reporting year, the Short Form, Individual User Form, ID Summary and Irrigation Non-Expansion Area (INA) forms may be filled out and filed online. In addition, any right or permit (other than a BMP farm or a Long Terms Storage Account holder) can file a "Zero Use" report online if NO WATER WAS USED pursuant to the right or permit during 2012.

Q: What am I supposed to do if the form I need to file cannot be filled out and filed online?

A: For the other types of forms that cannot yet be filed online, you will need **to use the online tool to obtain pre-printed copies (as pdf files) that will be sent to your email address.** You can then print the forms, fill them out, and send them in. All you will need is the right or permit number to get forms emailed to you.

Q: What if I can't or don't want to file online or obtain my forms online?

A: If you cannot or do not want to file online or obtain your forms online, please contact the Department by phone at 602-771-8585 or by email at earp@azwater.gov and give us your right or permit number(s) (starts with a 56-, 57-, 58-, or 59- etc.) and we will either email you the forms or send them to you via regular mail. Please note that due to staff size, we may not be able to respond to you within the same day.

Q: Once I have completed the online filing and have paid fees (if applicable) online, how do I exit the application?

A: Close the browser window to close the eAR application. Note: If you get partway through completing an Annual Report but need to exit before the report is complete, the eAR application should automatically save your work so that you can come back and continue working at a later date if you wish.

Q: I've already filed my paper Annual Report form(s) --- do I need to also file online?

A: No. The online filing option is not a requirement --- you may file via the traditional paper form(s) if you prefer. You do not need to do both.

Q: What is the deadline for filing my Annual Report(s)?

A: The deadline according to the law is always March 31st. However, **because March 31st falls on a Sunday** in 2013, the reports will be considered on time if hand-delivered to the Department by 5:00 pm Monday, April 1st, or postmarked or filed on line by midnight Monday, April 1st.