

Electronic Annual Report (eAR) Frequently Asked Questions

Q: What types of Annual Water Withdrawal and Use Reports (Annual Reports) can be filed online with ADWR for the 2011 reporting year?

A: For the 2011 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 2011.

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. The online tool has been changed this year so that you do not need to log in if you are simply obtaining pre-printed forms. All you will need is the right or permit number to get forms emailed to you.

Q: I have never filed online before and I have a form that can be filed online. How do I get started?

A: Go to the eAR page (online annual reporting) to get started. <http://www.azwater.gov/azdwr/WaterManagement/AMAs/phoenixAMA/AMAWithdrawalandUseAnnualReport.htm>. You will be asked to fill in the right or permit number for which you are going to file. Then you will be asked if you used any water pursuant to that right or permit during 2011. Either answer will require you to log in. Since you have never used the online tool before, you will need to create an account. Under “First Time User?” click on the word “here” to set up your account. Fill in your email address and you will receive an email with your new password, and the message “Account created successfully” will appear under the space where you entered your email address. Click on the “Go to Login” button to return to the login screen. Fill in your user email and your password under “Already have an account?” click the “Log In” button and then continue on from there.

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.

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 Saturday** in 2012, the reports will be considered on time if hand-delivered to the Department by 5:00 pm Monday, April 2nd, or postmarked or filed on line by midnight Monday, April 2nd.