

## Electronic Annual Report (eAR) Frequently Asked Questions

**Q: What types of annual water withdrawal and use reports can be filed online with ADWR for 2010 reporting year?**

A: For the 2010 reporting year, the Short Form, Individual User, ID Summary and Irrigation Non-Expansion Area (INA) forms may be filed online. In addition to these reports, any right/permit holder (except those enrolled in the Ag BMP Program) who **DID NOT USE ANY WATER** may file a zero use online. Additional types of reports will be available for filing online in coming years.

**Q: I'd like to file online - how do I get started?**

A: You'll first need to go through the online registration process. The website is <http://www.azwater.gov/eAR>

**Q: Okay, I've completed the registration process. What's my next step?**

A: Login to the Online Electronic Filing for Annual Reports page. You'll also want your right/permit numbers. These start with a 56, 57, 58, 59, 62 or 70. You will need to answer the water use question: **“was any water pumped or received pursuant to this Right/Permit?”** before continuing.

**Q: I just want to print my annual report. What do I do?**

A: Login to the Online Electronic Filing for Annual Reports page. You will need to enter your Right or Permit number and answer the water use question.

Click “NEXT” button. The next screen will have a button labeled **“Generate hardcopy annual report”**, this will create and email you a copy of your report that you can print.

**Q: Once I've completed the online filing and have paid fees (if any) 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 – you can come back and continue working at a later time 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's the deadline for filing my annual report(s)?**

A: The deadline for filing, either electronically or using traditional paper forms is **March 31, 2011**. If filing online, the report must be filed no later than 11:59 PM MST on March 31, 2011.

**Q: If I have questions about the process, who can I contact?**

A: You may contact our office via email at:

[DATA\\_MANAGEMENT@AZWATER.GOV](mailto:DATA_MANAGEMENT@AZWATER.GOV) or call: **602-771-8585**