

# How to Get Started on the Electronic Annual Report Program (EARP)

Starting the process if you **used water** during the reporting year:

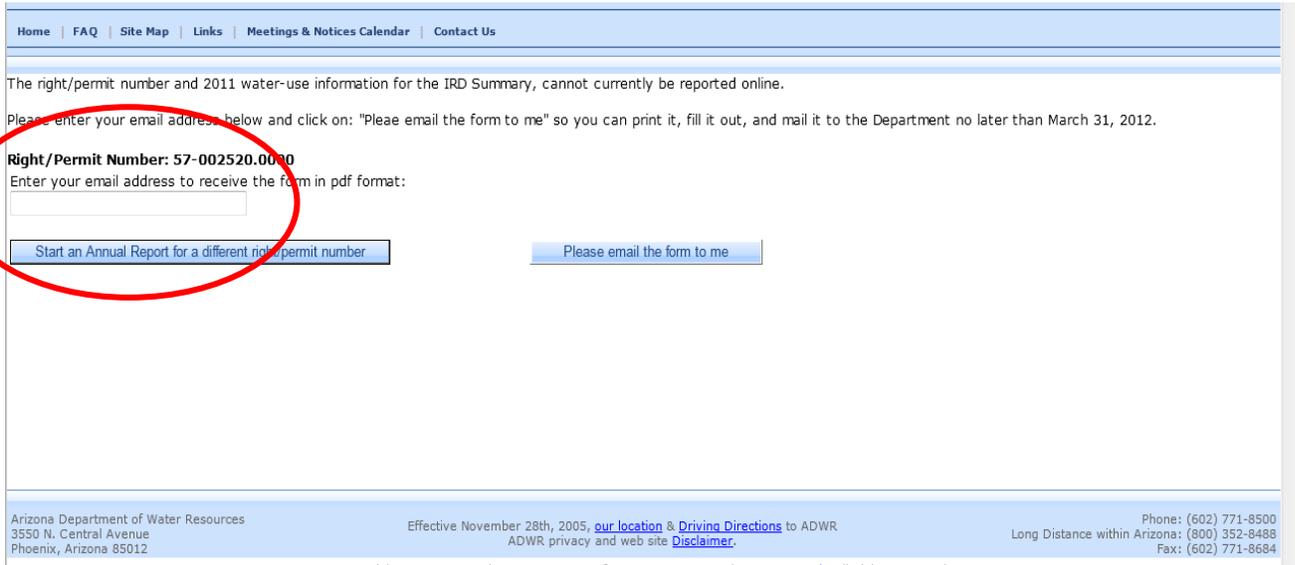
1. Enter right or permit number and select the radio button for “yes” (water was used in 2011) as shown in the screen immediately below.
2. Click “Next”

3. If the right or permit has a form that **can be filed on line with water use**, the next screen will be the login screen as shown immediately below. If you have never filed or requested annual reports online before, please follow the instructions below under, “**Create/Log into Account**” further on in this help document

OR

If the right or permit **cannot be filed online with water use**, you will have to instead request a pdf of the form as shown on the screen immediately below will appear. You do not need to login or have an account to obtain your forms.

1. You just need to first enter your email in the blank below the label reading, “Enter your email address to receive the form in pdf format”, as shown below and
2. Then click on the button that says, “Please email the form to me”.



After you complete both steps, a message in red text will appear on the bottom of the screen saying, **“An email will be sent to youemail in a few minutes containing the requested annual report forms.”** You should then receive an email from NOREPLY@AZWATER.GOV with the pdf of the form attached.

## Create an Account:

Below is the screen for first time registration or login with email and password

**First Time User?**  
If you are a first-time user, click [here](#) to set up your account.

**Already have an account?**  
If you have already established your account, enter your email and password then click **Log In**.

User email:  [Change login email address](#)

Password:  [Change Password](#) [Reset Password](#)

Please disable all pop-up blockers. For more information, [click here](#).

Arizona Department of Water Resources  
3550 N. Central Avenue  
Phoenix, Arizona 85012

Effective November 28th, 2005, [our location](#) & [Driving Directions](#) to ADWR.  
ADWR privacy and web site [Disclaimer](#).

Long Distance w

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If you are a first time user who is filing a form online with (or without) water use, you must create an account first. To create an account,

1. Enter your email in the blank below labeled, “User email” and
2. Click on the “Create Account” button.

You will then receive an email from ADWR with the password and you can log in as shown below in the section labeled, “Login to file water use”

**First Time User**

Please provide us with your email address, this will be used as your user name. You will receive an email with your new password.

User email:

## Login to file water use

Once you have created an account (and received your password) you can log in under the “Already have an account?” You are not required, but are encouraged, to change the default password at any time.

1. Enter your user email
2. Enter your password
3. Click on the “Login” button

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**First Time User?**  
If you are a first-time user, click [here](#) to set up your account.

**Already have an account?**  
If you have already established your account, enter your email and password then click **Log In**.

User email:  [Change email address](#)

Password:  [Change Password](#) [Reset Password](#)

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## The Welcome Screen

The next screen is the welcome screen as shown below. It outlines the five basic steps needed to file online. Please click next after you have taken a moment to skim the page.

[Help](#)

**WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES  
ANNUAL WATER WITHDRAWAL AND USE ONLINE REPORTING TOOL**

Annual Reports are due March 31st, 2012 for the 2011 Reporting Year  
Designation of Adequate Water Supply Reports are due June 1st, 2012 for the 2011 Reporting Year

Online reporting provides a more efficient means to report and file [four types](#) of annual water use report forms.

Just follow these five easy steps:

- Step 1 **Provide ADWR Right/Permit/User ID number (xx-XXXXXX.xxxx).**
- Step 2 **Verify owner and reporting party information.**
- Step 3 **Verify basic right/permit information.**
- Step 4 **Input annual report data.**
- Step 5 **Review and submit annual report data.**  
Once you verify that the data is correct, you will pay any applicable fees, submit the report, and a receipt will be generated for you.

If you have questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

**NOTE: If you are using Internet Explorer 8 you will need to enable [compatibility mode in Internet Explorer](#).**

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Phone: (602) 771-8500  
Long Distance within Arizona: (800) 352-8488  
Fax: (602) 771-8684

## Step 1 – Provide ADWR Right Number (if you have **never** registered/filed online before)

The Annual Report Setup screen will look like this



Annual Report Setup [Help](#)

ADWR RIGHT/PERMIT/USE NUMBER:

This Right/Permit DID NOT pump and/or receive water from another source(Zero Use)

1. You will need to enter a valid right or permit number if it does not appear from when you entered it earlier. Since you used water, do not check the box.
2. Click next

## Step 2 Verify Customer Information

From that point on, there are links to the help within the eAR program to help you through the rest of the process.

## Step 1 – Provide ADWR Right Number -If you have registered and filed online before

### Select or Add New Right Number

If the Right/Permit number you are selecting is not found in the Drop-down box you will need to add it by following these simple steps:

1. click 'Add new right number' to enter the right/permit number you want to file
2. When "Add new right number" is clicked, then a box at the bottom pops up where the right number is entered.
3. You MUST pick whether zero water was used or not. If not, will get message: 'Select Yes/No' when trying to click "Next".

Screen when adding a Right Number:

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - Enter Annual Report Information

STEP 5 - Review and Confirm

STEP 6 - Certify and Submit

STEP 1 - Provide ADWR RIGHT NUMBER

ADWR Right Number: 60-999999.0000 [Add new right number](#)

In calendar year 2009, was any water pumped or received pursuant to this Right/Permit?

YES - This Right/Permit pumped and/or received water from another source(Not Zero Use)

NO - This Right/Permit DID NOT pump and/or receive water from another source(Zero Use)

[Add](#) ADWR RIGHT NUMBER is required.

Reporting Year: 2009

[Back](#) [Next](#)

Screen when Zero-Use question is not answered:

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - Enter Annual Report Information

STEP 5 - Review and Confirm

STEP 6 - Certify and Submit

STEP 1 - Provide ADWR RIGHT NUMBER

ADWR Right Number: 60-999999.0000 [Add new right number](#)

In calendar year 2009, was any water pumped or received pursuant to this Right/Permit?

YES - This Right/Permit pumped and/or received water from another source(Not Zero Use)

NO - This Right/Permit DID NOT pump and/or receive water from another source(Zero Use)

Select Yes/No

Reporting Year: 2009

[Back](#) [Next](#)

4. Pick "Yes" since this help section is for those who used water.
5. Click on Next.

### Step 2 Verify Customer Information

From that point on, there are links to the help within the eAR program to help you through the rest of the process.