

# How to Obtain Blank Form and File Water Use or Zero Use Online

## Obtaining Blank Forms Online

Use this option if the form you are **filing** cannot be filed online. The five forms that can be filed **online** are listed below the topic “Filing Water Use Online” below.

## Filing water use online

If the form you need to file is listed below, you will need to either file online or contact ADWR by phone (602-771-8585) or email ([earp@azwater.gov](mailto:earp@azwater.gov)). PLEASE NOTE: You no longer need a login or password to file online.

1. GW Summary (IGRs that may pump from wells, deliver to other rights or authorities, or use GFS (also known as in-lieu) water)
2. ID Summary (IGRs that do not pump from wells)
3. Short Form Summary (Type II Non-IGRs or Groundwater Withdrawal Permit with annual allotments of 10 acres feet or less)
4. Individual Users Summary (Turf facilities that typically don't have their own right or permit but receive water from cities, towns, private water companies or irrigation districts.)
5. Irrigation Non-Expansion Area (INA) Summary (Irrigation or Non-Irrigation authorities in Douglas, Joseph City or Harquahala INA)

## Filing Zero water use online

Zero Use reports can be filed for all summary types except for Best Management Practices participants (BMPs, 88-) or Recharge permits associated with a Long Term Storage Accounts [UWS Summary (70- )].

# Obtaining Blank Forms Online

Starting from the very first screen of the AMA Electronic Annual Report Screen, then click “Next”

## WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES 2014 ELECTRONIC ANNUAL REPORT PROCESS

### 2014 Annual Reports Filing Deadlines

#### 2015 DUE DATES

- **If submitted electronically, no later than 11:59 PM (Arizona time) on Tuesday, March 31, 2015**
- **If submitted via regular mail, the report must be postmarked no later than March 31, 2015**
- **If hand delivered, the report must be received no later than 5:00 PM, March 31, 2015**

2014 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1, 2015

### Payment Information

- **Please note, that if you file on line, you must pay any and all fees at the end of the filing process when you submit your report.**  
The report will not be accepted unless fees are paid at that time.
- **When filing online, you may pay by Visa or MasterCard credit or debit card, or by personal or corporate check. At this time we cannot accept Discover or American Express cards.**
- **If you file on line, you will receive a receipt indicating your report has been submitted, and if applicable, fees have been paid.**

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



## B. Read through the introduction page, then click “Next”

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

Annual Reports are due March 31, 2015 for the 2014 Reporting Year  
Designation of Adequate Water Supply Reports are due June 1, 2015 for the 2014 Reporting Year

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

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.**

Next

### C. Step 1- Provide ADWR Right Number:

- Enter the right , permit or authority number in the XX-XXXXXX.XXXX format
- Select the “Yes” radio button
- Click on the “Next” button

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

Based on the right/permit number you entered below and whether or not you used water in 2014, you will be directed to either (1) the screen to begin the online filing process or (2) the screen that requests your email address so that the Department can email forms to you. Note: Some reports cannot currently be filed online and must be printed, filled out, and mailed to the Department.

ADWR Right Number:

57-002520.0000

In calendar year 2014, was any water pumped or received pursuant to this Right/Permit?

YES – This Right/Permit pumped water, 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)

Reporting Year: 2014

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

Next

- First enter your email in the blank below the label reading, “Enter your email address to receive the form in pdf format”. As show below
- Then click on the button that says, “Please email the form to me”.
- The online tool will return a message in red saying, “An email will be sent to [earp@azwater.gov](mailto:earp@azwater.gov) in a few minutes containing the requested annual report forms.” **The email will come from [NOREPLY@AZWATER.GOV](mailto:NOREPLY@AZWATER.GOV). For some people, the email may get blocked by spam blockers.**
- You can then print out the forms, fill them out and return them to DWR.

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The right/permit number and 2014 water-use information for the **Internal ADWR users are only allowed to enter data through the RGR application. Electronic filing is not available**, cannot currently be reported online.

Please enter your email address below and click on: "Please email the form to me" so you can print it, fill it out, and mail it to the Department no later than March 31, 2015.

**Right/Permit Number: 57-002520.0000**

Enter your email address to receive the form in pdf format:

[Start an Annual Report for a different right/permit number](#)

[Please email the form to me](#)

# Filing Water Use Online

A. Starting from the very first screen of the AMA Electronic Annual Report Screen, Click “Next”

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## WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES 2014 ELECTRONIC ANNUAL REPORT PROCESS

### **2014 Annual Reports Filing Deadlines**

#### 2015 DUE DATES

- **If submitted electronically, no later than 11:59 PM (Arizona time) on Tuesday, March 31, 2015**
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2014 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1, 2015

### **Payment Information**

- **Please note, that if you file on line, you must pay any and all fees at the end of the filing process when you submit your report.**  
The report will not be accepted unless fees are paid at that time.
- **When filing online, you may pay by Visa or MasterCard credit or debit card, or by personal or corporate check. At this time we cannot accept Discover or American Express cards.**
- **If you file on line, you will receive a receipt indicating your report has been submitted, and if applicable, fees have been paid.**

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

A blue rectangular button with the word "Next" in white text, circled in red.

## B. Read through the introduction page, then click “Next”:

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

Annual Reports are due March 31, 2015 for the 2014 Reporting Year  
Designation of Adequate Water Supply Reports are due June 1, 2015 for the 2014 Reporting Year

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

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.**

Next

C. Enter right or permit number and select the radio button for “Yes” (water was used in 2014) as shown in the screen immediately below.

- Click “Next”

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### STEP 1 - Provide ADWR 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

Based on the right/permit number you entered below and whether or not you used water in 2014, you will be directed to either (1) the screen to begin the online filing process or (2) the screen that requests your email address so that the Department can email forms to you. Note: Some reports cannot currently be filed online and must be printed, filled out, and mailed to the Department.

ADWR Right Number:

In calendar year 2014, was any water pumped or received pursuant to this Right/Permit?

- YES – This Right/Permit pumped water, 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)

Reporting Year: 2014

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

### D. Step 2 Verify Customer Information through Step 4 Enter Annual Report Information

From that point on, there are links to help section within the eAR program to help you through the rest of the process. **Please note, you must be in edit mode (blue dotted lines) to make any changes/ edits to your data.**

**TO ENTER NEW DATA, CLICK ON . TO UPDATE EXISTING DATA, Click on  the Edit button. Click  after entering new or updating existing data.**

E. Screen 5 is the last one. It allows you to review and confirm what you entered earlier and pay fees, if applicable. You must complete the name, title, email and phone number, and check the checkbox before you click the “submit report” button. Please note that this page is not a receipt of submittal. It is provided so that you may view and/or print your data before finalizing your report. Click on the “Submit Report” button at the bottom of the page to complete the reporting process. PLEASE MAKE SURE TO DISABLE THE POP UP BLOCKER SO THAT YOU CAN VIEW AND PRINT YOUR RECEIPT.

**Fee section:**

Withdrawal Fee:	\$0.00
Late Report Fee:	\$0.00
Late Payment Fee:	\$0.00
<b>Total Fees Due:</b>	<b>\$0.00</b>

Name:   
Email:

Title:   
Phone:

Date: 1/14/2015 8:48:29 AM

I hereby certify, under penalty of perjury, that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.

To view receipt(s), please disable all the [pop-up blockers](#).

# Filing Zero Water Use Online

## A. Starting from the very first screen of the AMA Electronic Annual Report Screen, Click “Next”

WELCOME TO THE ARIZONA DEPARTMENT OF WATER RESOURCES  
2014 ELECTRONIC ANNUAL REPORT PROCESS

### 2014 Annual Reports Filing Deadlines

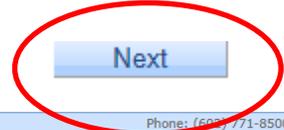
- **If submitted electronically, no later than 11:59 PM (Arizona time) on Tuesday, March 31, 2015**
- **If submitted via regular mail, the report must be postmarked no later than March 31, 2015**
- **If hand delivered, the report must be received no later than 5:00 PM, March 31, 2015**

*Note: 2014 Designation of Adequate Water Supply and Community Water System Annual Reports are due no later than June 1, 2015*

### Payment Information

- **Please note, that if you file on line, you must pay any and all fees at the end of the filing process when you submit your report.** The report will not be accepted unless fees are paid at that time.
- **When filing online, you may pay by Visa or MasterCard credit or debit card, or by personal or corporate check. At this time we cannot accept Discover or American Express cards.**
- **If you file on line, you will receive a receipt indicating your report has been submitted, and if applicable, fees have been paid.**

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## B. Read through the introduction page, then click “Next”.

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

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.**

Next

**C. Enter right or permit number and select the button for “no” (water was not used in 2013) as shown in the screen immediately below.**

- 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**

Based on the right/permit number you entered below and whether or not you used water in 2013, you will be directed to either (1) the screen to begin the online filing process or (2) the screen that requests your email address so that the Department can email forms to you. Note: Some reports cannot currently be filed online and must be printed, filled out, and mailed to the Department.

ADWR Right Number:

In calendar year 2014, was any water pumped or received pursuant to this Right/Permit?  
 YES - This Right/Permit pumped water, 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)

Reporting Year: 2014

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

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**D. Step 2 – Verify Customer Information. If any of the information is incorrect, please notify us. In most cases, you can continue on with the filing process even if something is not correct.**

[Help](#)

STEP 1 - Provide ADWR Right Number	STEP 2 - Verify Customer Information for: 58-999999.0001		
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			

Customer Type	Name	Address	Phone
OWNER	(TUCSON AMA) DUMMY RIGHT	XX XX XX, XX 99999	
OWNER	CITY OF TUCSON	XX XX XX, XX 00000	
REPORTING PARTY	jorge cano		
REPORTING PARTY	(PHOENIX AMA) DUMMY RIGHT	XX XX XX, XX 00000	

If this information is incorrect or for questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

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Arizona Department of Water Resources 3550 N. Central Avenue Phoenix, Arizona 85012	Effective November 28th, 2005, <a href="#">our location</a> & <a href="#">Driving Directions</a> to ADWR ADWR privacy and web site <a href="#">Disclaimer</a> .	Phone: (602) 771-8500 Long Distance within Arizona: (800) 352-8488 Fax: (602) 771-8584
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**E. Step 3- Verify information for the right or permit number. If any of the information is incorrect, please notify us. In most cases, you can continue on with the filing process even if something is not correct.**

Help

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 3 - Verify Information for ADWR Right Number: 58-999999.0001

RIGHT TYPE:	TYPE 2 MINERAL EXTRACT GFR
AMA:	PINAL AMA
ALLOTMENT:	1

If this information is incorrect or for questions, please contact ADWR via [e-mail](#) or by phone at (602)771-8585.

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

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ADWR privacy and web site [Disclaimer](#).

Phone: (602) 771-8500  
Long Distance within Arizona: (800) 352-8438  
Fax: (602) 771-8684

F. **STEP 4- INFORMATION:** You will be asked here to confirm that no water was pumped from a well or received from any other source and then used pursuant to the right, permit or authority. If that is the case, click “Next” to file a zero water use report.

RIGHT NUMBER: 58-999999.0001 Reporting Year: 2014 [Help](#)

STEP 1 - Provide ADWR Right Number	<b>STEP 4 - Information</b>  * No water was pumped from a well * No water was received from another source, and used pursuant to this right/permit. Sources from which water would be received include: Municipal Provider Irrigation District Provider Grandfathered Right Any type of Withdrawal Permit Any other water source
STEP 2 - Verify Customer Information	
STEP 3 - View Right Information	
STEP 4 - ZeroUse Report	
STEP 5 - Review and Submit	

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3550 N. Central Avenue  
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Fax: (602) 771-8684

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G. STEP 5 – Review and Confirm. This screen allows you to review your work before you submit it and pay any applicable fees. If you are filing a zero use report, and you are filing on time, no fees will be due.

Fill in your name, title, email and phone number. Then, check the box if you are filing a complete, correct and truthful report. Make sure to disable pop-up blockers and then click on the “Submit Report” button.

[Help](#)

RIGHT NUMBER: 58-999999.0001 Reporting Year: 2013

STEP 1 - Provide ADWR Right Number

STEP 2 - Verify Customer Information

STEP 3 - View Right Information

STEP 4 - Zero Use Report

STEP 5 - Review and Submit

### STEP 5 - Review and Confirm

\* No water was pumped from a well  
\* No water was received from another source, and used pursuant to this right/permit.  
Sources from which water would be received include:  
Municipal Provider  
Irrigation District Provider  
Grandfathered Right  
Any type of Withdrawal Permit  
Any other water source

Please note that this page is NOT a receipt of submittal. It is provided so that you may view and/or print your data before finalizing your report. **You must click on the Submit button at the bottom of this page to complete the reporting process.** A receipt will be generated at that time if no fees are applicable. **If withdrawal or late fees apply to this report, you will be required to pay them on the next screen after the Submit button is clicked. You may pay by credit or debit card or by personal or corporate check. A receipt will be generated after fees are paid.**

#### Fee section:

Withdrawal Fee:	\$0.00
Late Report Fee:	\$0.00
Late Payment Fee:	\$0.00
<b>Total Fees Due:</b>	<b>\$0.00</b>

Name:  Title:  Date: 1/14/2014 10:20:05 AM

Email:  Phone:

I hereby certify, under penalty of perjury, that the information contained in this report is, to the best of my knowledge and belief, true, correct and complete.  
To view receipt(s), please disable all the [pop-up blockers](#).