

# Electronic Annual Report Program (EARP)

## Create/Log into Account:

- a. 1<sup>st</sup> 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 email address](#)

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

- b. For a first time user, using email to create an account. The new user should receive an email from ADWR with the password.

**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:

- c. Once user has created an account (and received their password) they can log in under the “Already have an account?” They are not required, but are encouraged, to change the default password at any time.

**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](#)

## After logging into account:

- **Step 1 – 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:

- a. click 'Add new right number' to enter the right/permit number you want to file
- b. When "Add new right number" is clicked, then a box at the bottom pops up where the right number is entered.
- c. User **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](#)

➤ **If requested Annual Report is not available for online filing through EARP.**

The user will see the following screen:

GW Summary is not available for electronic filing at this time. Select link below to either start a new annual report or to generate a hardcopy (.pdf) of this annual report which will be emailed to you for your completion convenience.

**Right/Permit Number: 58-999999.0001**

[Start new annual report](#)

[Generate hardcopy annual report](#)

↳ Click the **‘Generate hardcopy annual report’**. The pre-printed annual report will be generated and emailed to the user.

GW Summary is not available for electronic filing at this time. Select link below to either start a new annual report or to generate a hardcopy (.pdf) of this annual report which will be emailed to you for your completion convenience.

**Right/Permit Number: 58-999999.0001**

[Start new annual report](#)

[Generate hardcopy annual report](#)

If EARP supports the summary type:

- **Step 2** - Verify Customer Information

Step 2 will display all customer information found in RGR Database related to this right for verification.

Help

STEP 1 - Provide ADWR Right Number	STEP 2 - Verify Customer Information for: 60-999999.0000			
STEP 2 - Verify Customer Information	Customer Type	Name	Address	Phone
STEP 3 - View Right Information	OWNER	ADWR	3550 NORTH CENTRAL AVE PHOENIX, AZ 85012	602-771-8500
STEP 4 - Enter Annual Report Information				
STEP 5 - Review and Confirm				

- **Step 3** – Verify Right/Permit Information

Step 3 will display basic information about the Right/Permit for verification.

Help

STEP 1 - Provide ADWR Right Number	STEP 3 - Verify Information for ADWR Right Number: 60-999999.0000  RIGHT TYPE: IRRIGATION USE AMA: HARQUAHALA VALLEY INA  ALLOTMENT: IRRIGATION ACRES: 0 LOCATION:  If this information is incorrect, please contact ADWR via <a href="#">e-mail</a> or by <a href="#">phone</a> to update your records.
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	

Back Next

- users can email or phone ADWR to update this information
- users navigate using the Next and Back buttons to move forward or backward

- **Step 4 – Enter Annual Report Information**

Step 4 will be the location where all water use, pumped and/or received, will be recorded.

**If filing for zero use:**

RIGHT NUMBER: 60-999999.0000 Reporting Year: 2009 [Help](#)

STEP 1 - Provide ADWR Right Number	<b>STEP 4 - Zero Use 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	

**If not filing a zero-use:**

The menu under STEP 4 will change depending on the summary type being filed.

STEP 1 - Provide ADWR Right Number
STEP 2 - Verify Customer Information
STEP 3 - View Right Information
STEP 4 - Enter INA Summary Report ▲
GroundWater Withdrawn
Water Use & Irrigation Acres
STEP 5 - Review and Submit

If water was withdrawn from a well, this information is included in Step 4

**RIGHT NUMBER: 60-999999.0000 Reporting Year: 2009**  
If this information is incorrect, please contact ADWR via [e-mail](#) or by [phone](#) to update your records.

STEP 1 - Provide ADWR Right Number  
STEP 2 - Verify Customer Information  
STEP 3 - View Right Information  
**STEP 4 - Enter INA Summary Report**  
GroundWater Withdrawn  
Water Use & Irrigation Acres  
STEP 5 - Review and Submit

### STEP 4 - INA Summary Form Report Data Schedule A - Well Pumping Information

**Add New Record**

	DWR WELL REGISTRATION NUMBER	WELL LOCATION	Type of Measuring Device	Measured or Estimate	WATER WITHDRAWN (acre-feet)
<a href="#">Edit</a>	55- 999999	NO LOCATION	1	METR	0
					Total Withdrawn (acre-feet): 0.00

**GETTING STARTED:**  
TO ENTER NEW DATA, click on Add New Record button.  
TO UPDATE EXISTING DATA, click on Edit button.  
Click SAVE after entering new data or update existing data.  
Note: You must be in edit mode (blue dotted lines) to make any changes/edits to your data.  
If you believe that certain well(s) should not be associated with your right/permit, please contact ADWR.

If a well is not found in the list, it can be added. Use the 'Add New Record' to enter the data on the grid:

If a well has wrong information, it can be changed. Use the 'Edit' to enter the data on the grid:

**Add New Record**

	DWR WELL REGISTRATION NUMBER	WELL LOCATION	Type of Measuring Device	Measured or Estimate	WATER WITHDRAWN (acre-feet)
<a href="#">Edit</a>	55- 999999	NO LOCATION	1	METR	0
					Total Withdrawn (acre-feet): 0.00

- **Step 5**

Step 5 is the Review and Submit page

At the bottom of the form there are 4 boxes

- Name
- Title
- Email
- Phone

Beneath that is a checkbox stating that the customer certifies the information entered for this particular annual report is true, correct and complete.

All 4 boxes and the checkbox must be completed in order to submit.

**RIGHT NUMBER: 60-999999.0000 Reporting Year: 2009**  
If this information is incorrect, please contact ADWR via [e-mail](#) or by [phone](#) to update your records.

Help

STEP 1 - Provide ADWR Right Number    **STEP 5 - Review and Confirm**

STEP 2 - Verify Customer Information    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.

STEP 3 - View Right Information    **You must click on the Submit button at the bottom of this page to complete the reporting process.**

STEP 4 - Enter INA Summary Report    A receipt will be generated at that time.

GroundWater Withdrawn

Water Use & Irrigation Acres

STEP 5 - Review and Submit

**Schedule A - Well Pumping Information**

DWR WELL REGISTRATION NUMBER	WELL LOCATION	Type of Measuring Device	Measured or Estimate	WATER WITHDRAWN (acre-feet)	Converter	Account Number	Meter Number	Power Company
55- 999999	NO LOCATION	1	METR	0				ARIZONA PUBLIC SERVICE
				Total Withdrawn (acre-feet):	0.00			

**PART II & PART III for 2009**

Describe Any Non-Irrigation Use for Which Water Is Withdrawn	Number of Acres Irrigated
--	---------------------------

**Fee section:**

Withdrawal Fee:       **Months Late:**

Late Report Fee:

Late Payment Fee:

**Total Fees Due:**

Name:       Title:       Date: 1/6/2010 9:23:11 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.

  

The user then needs to click ‘**Submit Report**’ button to complete filing.

If fees are involved, they will be directed to the Bank of America website to submit fee payment. The payment must be paid in full to be considered a complete submission.

# Completed Annual Report:

Upon complete submission, user will get a receipt with a summary of all the information that was entered online into EARP.

View report...

ADWR Right Number: 60-999999.0000

Page 1 of 2

**ADWR Annual Report**  
**INA SUMMARY Electronic Filing Receipt**

ARIZONA DEPARTMENT OF WATER RESOURCES

Janice K. Brewer  
Governor  
Herbert R. Guenther  
Director

ADWR Right Number: 60-999999.0000  
Report Year: 2009  
Date Report Electronically Filed: 2010-01-06T09:26:52.87  
Confirmation ID: 5531206

**Filer Information:**  
Name: kk  
Title: kk  
Phone: kk  
E-mail: jshsu@azwater.gov

**Part I - ESTIMATE OF GROUNDWATER WITHDRAWN**

DWR Well Registration	Well Location	Groundwater Withdrawn (acre-feet)	Measure Device Type	Make/Model:	Measured/Estimated
55 - 999999	NO LOCATION	0.00	TOTALIZER	1	METR

Account Information: ARIZONA PUBLIC SERVICE