



Creating a Business Account on the ADWR Constituent Portal

Objective

This guide outlines the steps to create a business account on the [ADWR Constituent Portal](#).

Key Steps

1. Navigate to the ADWR Constituent Portal 0:00

A screenshot of a web browser displaying the ADWR Constituent Portal. The browser's address bar shows the URL "adwror1.my.site.com/ConstituentPortal/s". The website has a dark blue header with the ADWR logo on the left and a "Log in" button on the right. Below the header, there is a white banner with the text: "Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information." To the right of this text is an illustration of a woman sitting at a laptop, surrounded by various icons representing documents, a smartphone, and a gear. At the bottom of the page, there is a dark blue footer with the Arizona state seal and the text "ARIZONA Official Website of the State of Arizona". It also includes contact information: "Address: 1110 West Washington Street, Suite 310, Phoenix, AZ 85007", "Mailing Address: 1802 W Jackson St. Box #79, Phoenix, Arizona 85007", "Tel: 602.771.8500", and "Fax: 602.771.8689". Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present. The Windows taskbar at the bottom shows the search bar, several application icons, and the system tray with the date "5/13/2025" and time "4:32 PM".

- Open your web browser.
- Enter the URL for the ADWR Constituent Portal in the address bar.
- Press Enter to access the portal.

2. Click the Login Button 0:13

Home Search for SOCs

Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information.

Contact

Address
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
Tel: 602.771.8500

Mailing Address
1802 W Jackson St. Box #79
Phoenix, Arizona 85007
Fax: 602.771.8689

85°F Sunny 4:32 PM 5/13/2025

- Locate the login button at the top right corner of the screen.
- Click on the login button to proceed.

3. Create an Account 0:13

Home Search for SOCs

Welcome to the Arizona Department of Water Resources Constituent Portal. Save time and paper by discovering our efficient solutions that simplify applying for, renewing, and tracking your individual applications, licenses and well information.

Contact

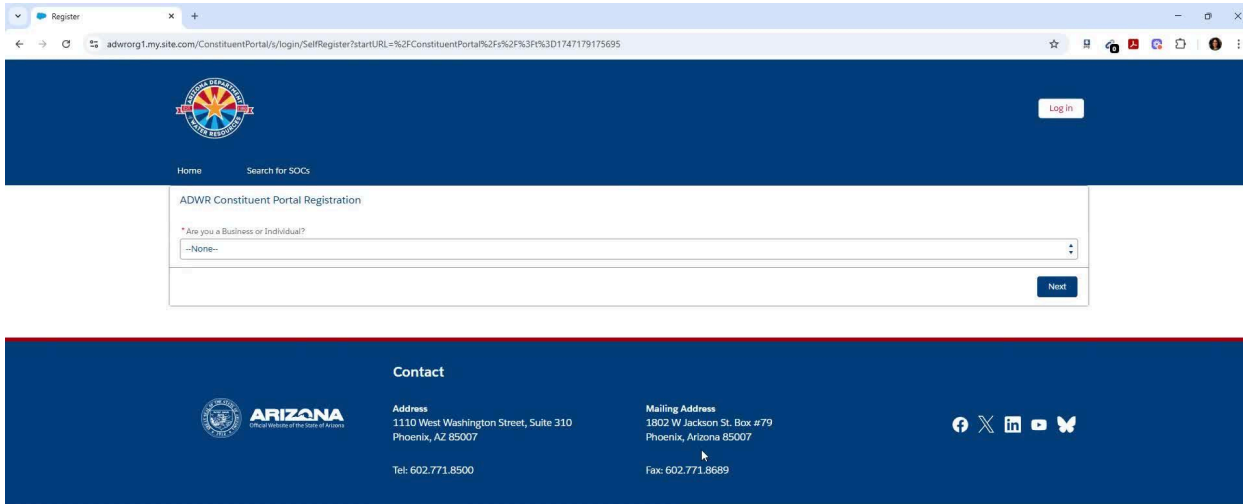
Address
1110 West Washington Street, Suite 310
Phoenix, AZ 85007
Tel: 602.771.8500

Mailing Address
1802 W Jackson St. Box #79
Phoenix, Arizona 85007
Fax: 602.771.8689

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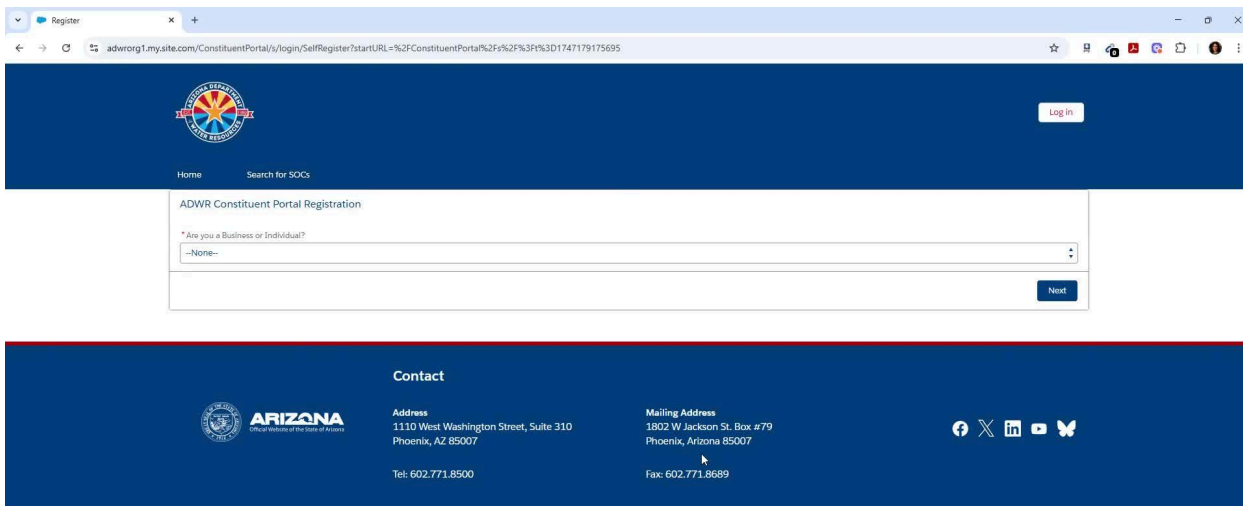
- On the login page, find and click the 'Create an Account' option.

4. Select Business Account 0:26



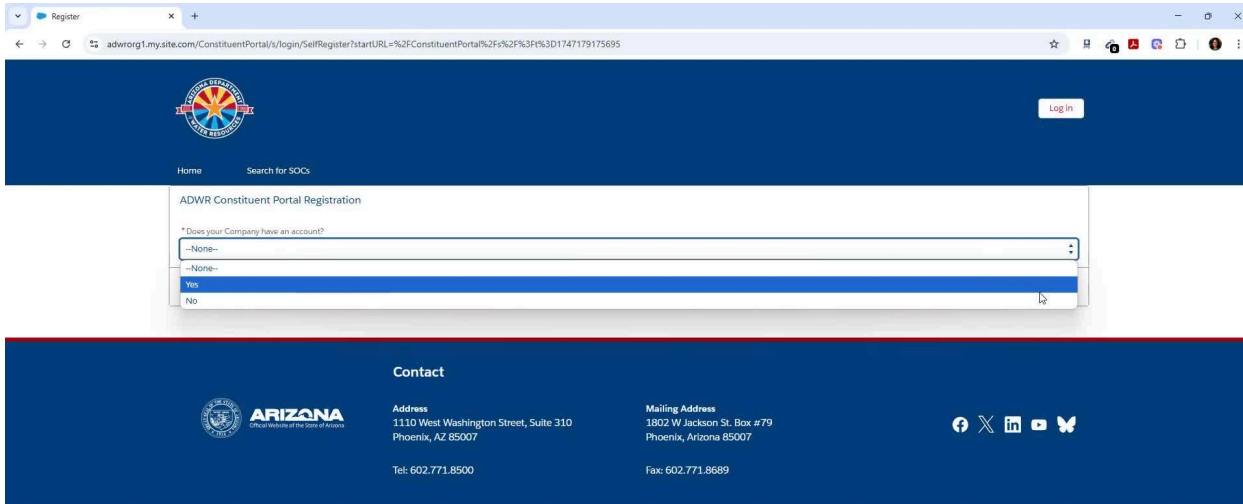
- Choose the 'Business' option from the account type selection.
- Click 'Next' to continue.

5. Check for Existing Account 0:26



- When prompted, select 'Yes' or 'No' to indicate if your company already has a Constituent Portal account.

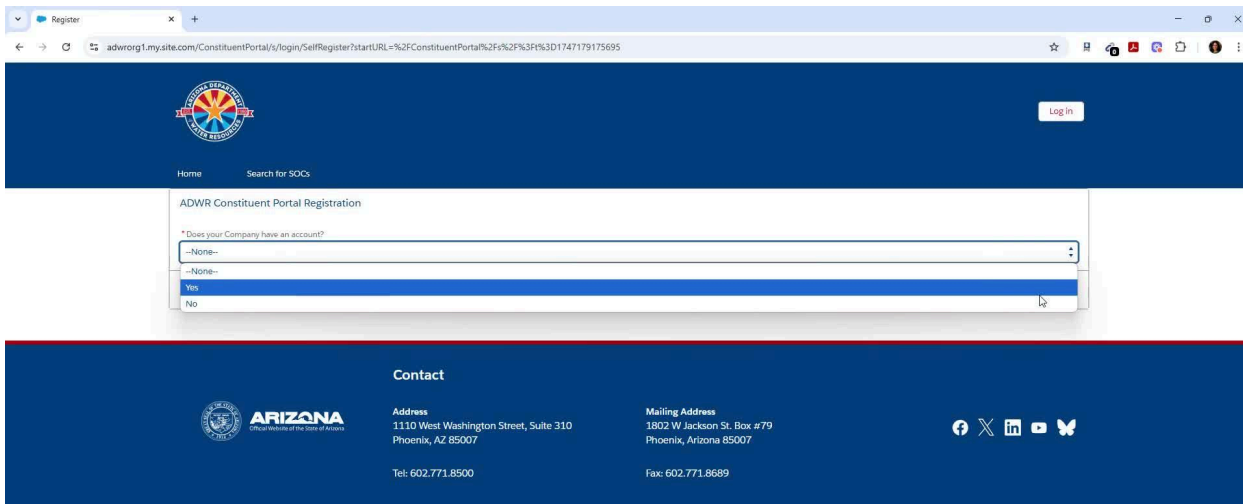
6. Contact Delegated Admin (if applicable) 0:40



The screenshot shows a web browser window with the URL `adwroing1.my.site.com/ConstituentPortal/s/login/SelfRegister?startURL=%2FConstituentPortal%2F%2F%3F%3D1747179175695`. The page header features the ADWR logo and a 'Log in' button. Below the header is a navigation bar with 'Home' and 'Search for SOCs'. The main content area is titled 'ADWR Constituent Portal Registration' and contains a form with the question '*Does your Company have an account?'. A dropdown menu is open, showing three options: '--None--', 'Yes', and 'No'. The 'Yes' option is highlighted in blue. Below the form is a 'Contact' section with the Arizona Department of Water Resources logo, address (1110 West Washington Street, Suite 310, Phoenix, AZ 85007), mailing address (1802 W Jackson St. Box #79, Phoenix, Arizona 85007), and phone/fax numbers (602.771.8500 / 602.771.8689). Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present.

- If you selected 'Yes', contact your delegated admin for your business to proceed.

7. Call ADWR Water Specialist (if no account exists) 0:40



This screenshot is identical to the one above, showing the same registration form. However, in this instance, the 'No' option in the dropdown menu is highlighted in blue, indicating that the user has selected 'No' to the question '*Does your Company have an account?'. The rest of the page content, including the contact information and social media links, remains the same.

- If you selected 'No', call the ADWR Water Specialist at 602-771-8590 to create your account.

Cautionary Notes

- Ensure you have the correct URL for the ADWR Constituent Portal.
- Double-check your selection regarding existing accounts to avoid confusion.

Tips for Efficiency

- Keep your business information handy to expedite the account creation process.
- Have a notepad ready to jot down any important information provided by the ADWR Water Specialist.

Link to Loom

<https://loom.com/share/419ff6cc0b44432d834ebb62494faeea>