



Navigating the ADWR Constituent Portal

Objective

This SOP provides step-by-step instructions for team members on how to effectively navigate the [ADWR Constituent Portal](#) in order to perform such actions such as submitting forms and applications.

Key Steps

1. Accessing the Portal 0:00

A screenshot of a web browser displaying the ADWR Constituent Portal. The browser address bar shows "adwrorg1.my.site.com/ConstituentPortal/s/". The page features a dark blue header with the ADWR logo and navigation links: Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. Below the header, a welcome message reads: "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." A red "Get Started" button is visible. To the right, there is an illustration of a woman pointing at a laptop screen. At the bottom, a "Contact" section provides the address, mailing address, and phone/fax numbers. The footer includes social media icons and a system tray showing the date and time as 5:23 PM on 5/13/2025.

- Go to the ADWR Constituent Portal.
- Click the red **Get Started** button or select **Submit Forms and Applications Now**.

2. Submitting a Form or Application 0:16

- If you know which form or application to submit:
 - Click the drop-down menu to select the appropriate **business unit**.
 - Select the desired **form or application**.
 - Click **Start Application**.

3. Using the Online Wizard Tool 0:28

- If you need assistance in determining which form or application to submit:
 - Utilize the **online wizard tool** available on the portal to guide you.

4. Viewing Your Workspace 0:40

The screenshot shows a web browser window with the URL `adwrorg1.my.site.com/ConstituentPortal/s/submit-a-form-or-application`. The page header includes the Arizona Department of Water Resources logo and navigation links: Home, Forms & Applications (selected), My Water Assets, My Authorizations, Protests, and Search for SOCs. The main heading is 'Submit a Form or Application'. Below it, a message states: 'All applicants are encouraged to contact ADWR prior to selecting and starting a form at (602) 771-8500.' The page is divided into two columns. The left column, titled 'I know which form I need to complete', contains a 'Business Unit' dropdown menu set to 'Wells' and a 'Form/Application' dropdown menu set to '55-38 Notice of Intent to Abandon a Well'. A 'Start Application' button is at the bottom of this column. The right column, titled 'Help me determine which form I need to complete', contains three buttons: 'Wells - Notice of Intention', 'Wells - Groundwater Withdrawal Permit', and 'Surface Water Forms & Applications'. The bottom of the page features 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.

- Your workspace allows you to:
 - View submitted forms and applications.
 - Access information about your **water assets**.
 - Track any **authorizations**.

5. Submitting a Statement of Protest 0:56

The screenshot shows the 'Protests' section of the ADWR portal. The navigation bar has 'Protests' selected, which has opened a dropdown menu with 'My Protest' and 'File a Protest' options. The main content area is titled 'Instructions' and contains the following text: 'The statement of protest must describe the grounds for the protest. The grounds for protest shall be limited to an assertion that the proposed application conflicts with vested rights, is a menace to public safety, or is against the interests and welfare of the public. For a new application and amendment to an application for stockpond certificate, the grounds for protest are that the claim contains a misstatement of one or more of the following: date of construction of stockpond, capacity of stockpond on August 27, 1977, sole purpose for which the stockpond was constructed and is used is watering livestock or wildlife, except fish, stockpond is not used primarily for fishing or culturing of fish, or pond was not the subject of water rights litigation or protest to the state land department prior to August 27, 1977, in accordance with Arizona Revised Statute (A.R.S.) § 45-274(D).' A 'Next' button is located at the bottom right of the instructions. On the right side, there is a 'Steps' section with 'Instructions' (selected) and 'Related Application'. The bottom of the page features the same 'Contact' information as the previous screenshot.

- To submit or track a statement of protest:
 - Navigate to the relevant section for surface water forms or applications.

6. Searching for a Statement of Claimant 1:04

The screenshot shows a web browser window with the URL `adwror1.my.site.com/ConstituentPortal/s/soc-search`. The page features the Arizona Department of Water Resources logo and a navigation menu with items: Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. The main content area is titled 'Statement of Claimant Finder' and contains several input fields: 'Claim Number' (with example '39-123456.0001'), 'Claimant Name' (with instruction 'Provide the full name of Claimant'), 'Legal Description' (with example '02N 05E 35 NE NE SW'), 'Basis of Claim' (with example 'Basis of Claim for a particular surface water right (e.g.: 36-123456)'), and 'Well Number' (with example '55-123456'). A 'Search' button is located below the 'Well Number' field. Below the form is a section titled 'Search Results' with a magnifying glass icon.

- Use the portal to search for a **statement of claimant** as needed.

7. Viewing Profile and Account Information 1:20

The screenshot shows a web browser window with the URL `adwror1.my.site.com/ConstituentPortal/s/profile/005cs0000as6LR`. The page features the Arizona Department of Water Resources logo and a navigation menu with items: Home, Forms & Applications, My Water Assets, My Authorizations, Protests, and Search for SOCs. The main content area is titled 'My Profile' and contains a dropdown menu for 'About'. Below the dropdown, the 'Name' is listed as 'AZwater Comms' and the 'Email' is 'engageazwater@gmail.com'. At the bottom of the page, there is a 'Contact' section with the following 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
- Fax:** 602.771.8689

 Social media icons for Facebook, X, LinkedIn, YouTube, and Twitter are also present in the footer.

- Click on the top right icon to:
 - View your **profile**.
 - Access your **account information**.

Cautionary Notes

- Ensure that you have the correct business unit selected before starting an application to avoid submission errors.
- Double-check all information entered in forms to prevent delays in processing.

Tips for Efficiency

- Familiarize yourself with the layout of the portal to navigate quickly.
- Use the online wizard tool early in the process to save time in identifying the correct forms.

Link to Loom

<https://loom.com/share/cdf980726e064828986a30831dc6bfc0>