



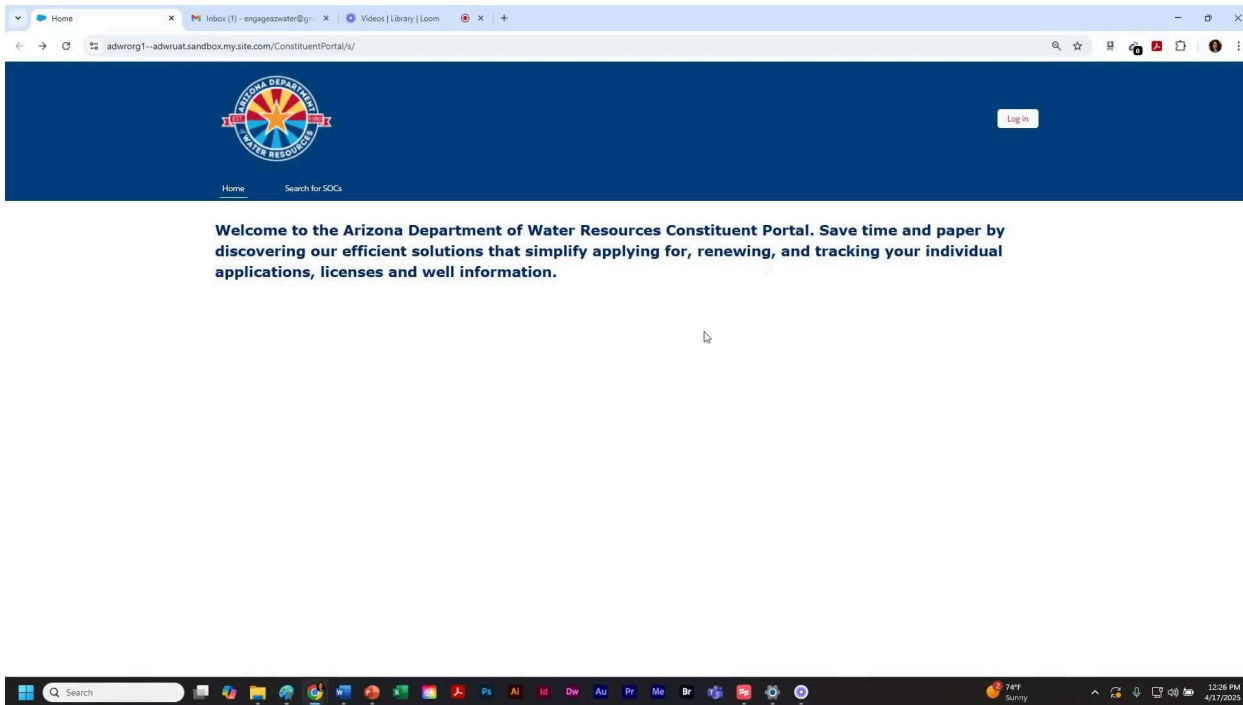
Creating an Individual Account on the ADWR Constituent Portal

Objective

This guide outlines the steps to create an individual account on the [ADWR Constituent Portal](#), ensuring a smooth registration process for users.

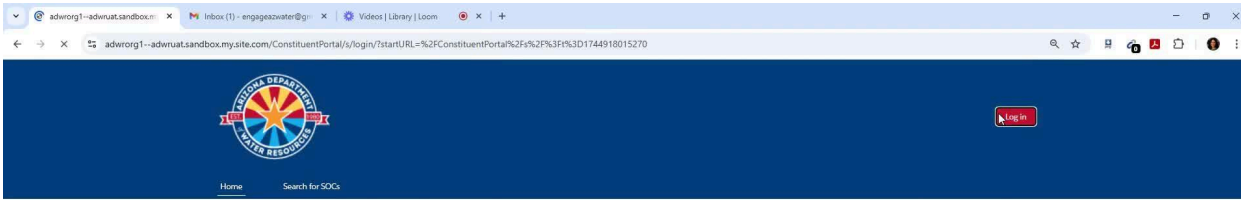
Key Steps

Step 1: Navigate to the Portal 0:00



- Go to the ADWR Constituent Portal website.
- Click the **login** button located at the top right of the screen.

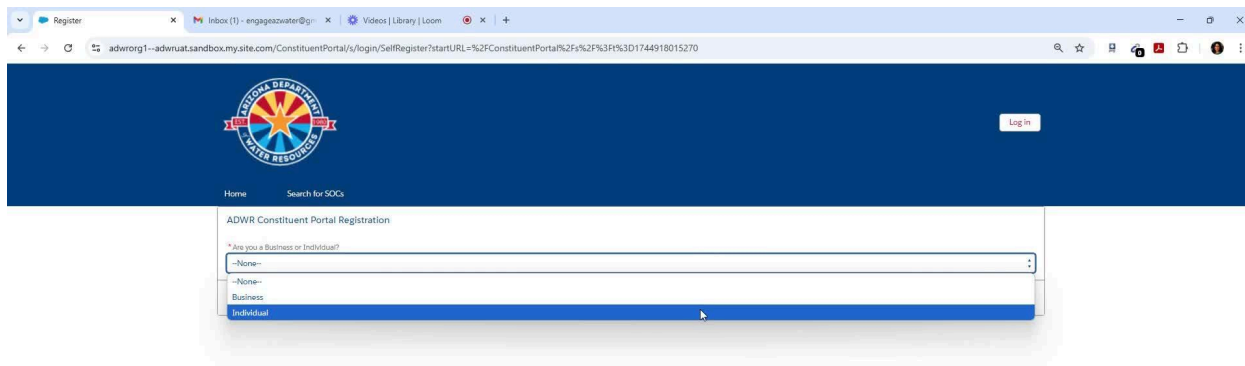
Step 2: Start Account Creation 0:16



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.

- On the login page, click the **create an account** option.
- Select **individual** and then click **next**.

Step 3: Enter Personal Information 0:28



Fill in your **first name, last name, and individual email address.**

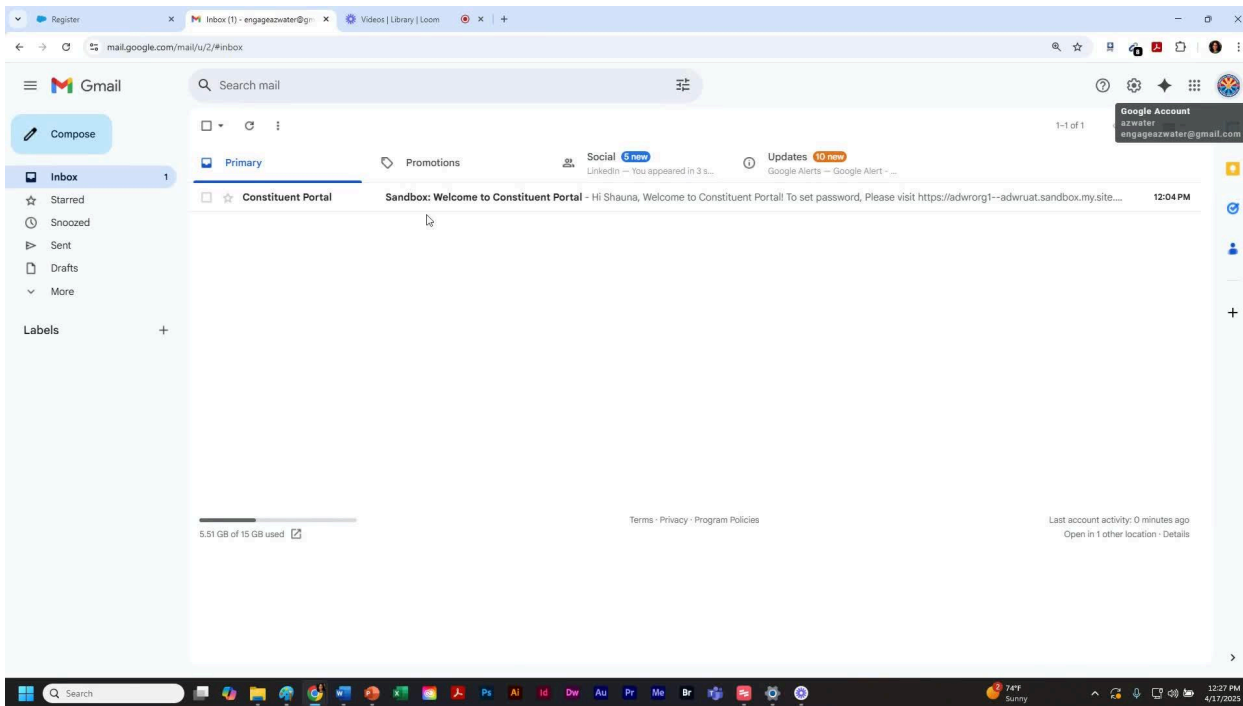
- Indicate whether you have a **well registry number, statement of claim, or surface water right.**
- Click **next.**

Step 4: Provide Additional Information (if applicable) 0:50

The screenshot shows a web browser window with the URL `adwronline.adwrnat.sandbox.my.site.com/ConstituentPortal/login/SelfRegister?startURL=%2FConstituentPortal%2F%3F%3D1744918015270`. The page header is dark blue with the Idaho Department of Water Resources logo on the left and a 'Login' button on the right. Below the header is a navigation bar with 'Home' and 'Search for SOGs'. The main content area is titled 'ADWR Constituent Portal Registration' and contains a text input field with the placeholder text '*Enter your Well Registry Number, Statement of Claim or Water Right?'. At the bottom right of the form are 'Previous' and 'Next' buttons.

- If you answered **yes** to having a well registry number, statement of claim, or water write:
 - Enter the relevant number.
 - Click **next.**
- If you answered **no**, the registration process will be completed, and you will receive an email with instructions to set up your password.

Step 5: Set Up Your Password 1:11



- Open the welcome email you received.
- Click on the link provided to create your password.
- Enter a valid password on the **Change Your Password** page.
- You are now ready to use your account.

Cautionary Notes

- Ensure that the email address you provide is valid and accessible, as it will be used for account verification and password setup.
- Keep your password secure and do not share it with others.

Tips for Efficiency

- Use a password manager to generate and store your password securely.
- Double-check your entries for accuracy to avoid delays in the registration process.

Link to Loom

<https://www.loom.com/share/d6e7d878395644b597dccb3f035868be>