



Creating a Delegated Admin Account on the Third Party Reviewer Portal

Objective

This SOP outlines the steps to create a delegated admin account for your county in the ADWR third-party review portal.

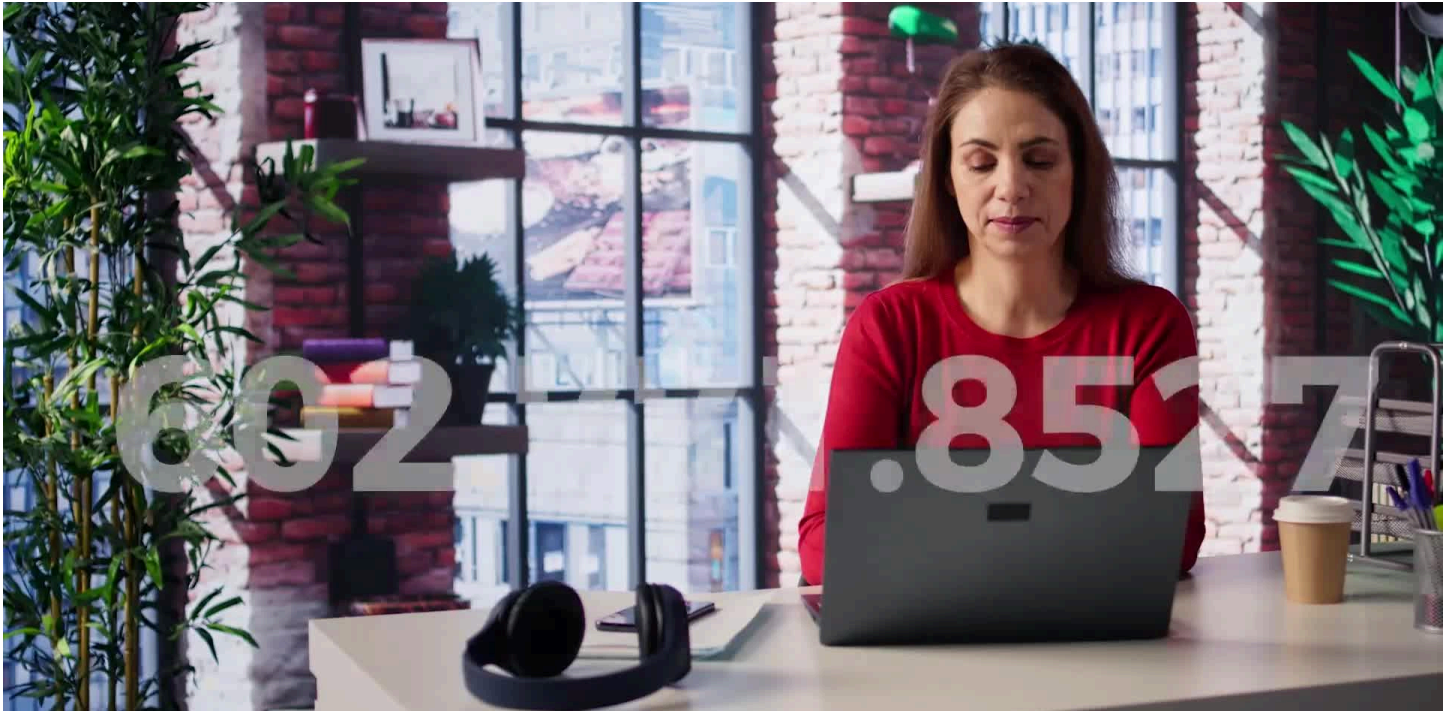
Key Steps

Step 1: Check for Existing Account 0:00

A screenshot of a web browser showing the login page for the ADWR Third Party Reviewer Portal. The browser's address bar shows the URL "adwrorg1.my.site.com/ThirdPartyReviewerPortal/login". The page has a grey background with the ADWR logo at the top center. Below the logo is a white login form with fields for "Username" and "Password", a "Log In" button, a "Remember me" checkbox, and a "Forgot Your Password?" link. At the bottom of the form, there is a link for "Arizona Department of Water Resources Gov Cloud Plus Org employee? Log In". The browser's taskbar at the bottom shows various application icons and the system clock indicating 3:30 PM on 5/14/2025.

- Verify if your department already has a delegated admin account.
- If an account exists, contact your delegated admin for assistance.

Step 2: Contact ADWR for Account Creation 0:14



- If no account exists, call the ADWR Wells water specialist at **602-771-8527**.
- Request the creation of your delegated admin account.

Step 3: Receive Welcome Email 0:27

A screenshot of the Arizona Department of Water Resources (ADWR) login page. The page has a light gray background. At the top center is the ADWR logo, which is a circular seal with a sunburst design and the text 'ARIZONA DEPARTMENT OF WATER RESOURCES'. Below the logo is a white login form with the following elements: a 'Username' label and a text input field; a 'Password' label and a text input field; a dark blue 'Log In' button; a checkbox labeled 'Remember me'; and a link labeled 'Forgot Your Password?'. At the bottom of the page, there is a small line of text: 'Arizona Department of Water Resources Gov Cloud Plus Org employee? [Log In](#)'.

- After your request is processed, check your email for a welcome message from ADWR.
- Follow the instructions in the email to create a valid password for your account.

Cautionary Notes

- Ensure you have the correct contact number for ADWR to avoid delays.
- Double-check your email for the welcome message, including your spam/junk folder.

Tips for Efficiency

- Keep a record of your contact with ADWR for future reference.
- Use a secure password manager to store your new password safely.

Link to Loom

<https://loom.com/share/330bb7c272c642a1bed610aaf8385bd0>