

SAFER Clearinghouse

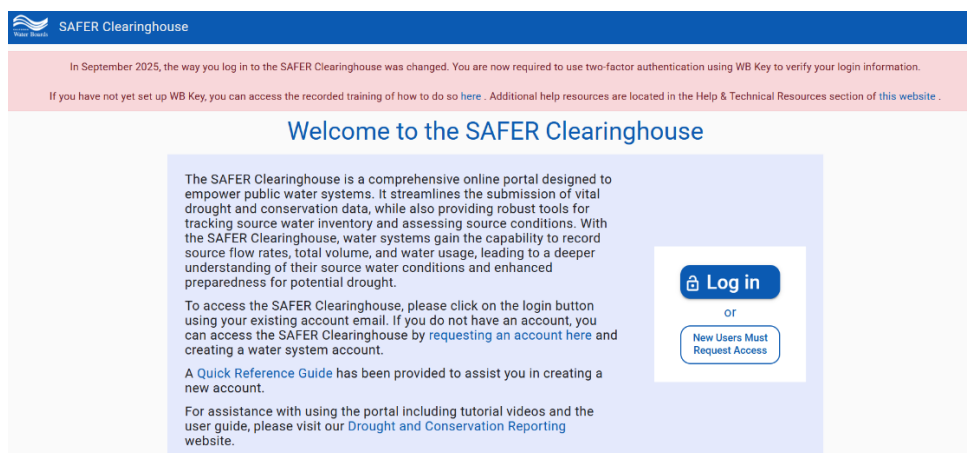
Quick Reference Guide for SAFER Clearinghouse Account Creation for Water Systems - Modified 8/25/2026

1. Login Page

The Water Boards SAFER Clearinghouse can be accessed at <https://wbappsrv.waterboards.ca.gov/safer>, which will direct you to the login page as pictured below.

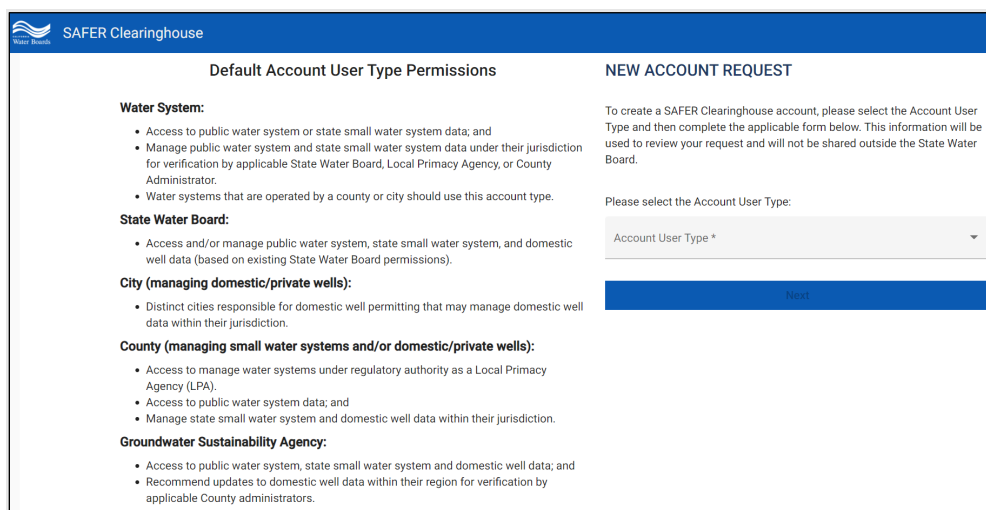
If you do not yet have a registered email and password, please select the “New Users Must Request Access” link under the login fields and proceed to the Request Access directions below.

If you already have a registered email and password, please select “Log in” and enter these on the WB Key login page where indicated. For password assistance, please refer to the “Forgot or Change Password” section 1.5 below.



1.1. Request Access

Clicking on “Request Access” will bring up the New Account Request page. Water system representatives that will be drought reporting on behalf of a water system, please select the “Water System” account user type.



Follow the instructions to register your email with WB Key and create a new login password, then move on to Section 1.2 below.

1.2. New Accounts for Water Systems

In addition to your personal contact information, water system representatives are required to identify at least one water system their account will be linked to. You may enter either a name or public water system identification (PWSID) number associated with a water system to add that water system to your account. More than one water system may be

added; however, each water system will have to be approved for you to be able to report on their behalf or view past data. Enter the required fields on the “New Account Request” registration page, as pictured below. Please note that the County field is where the registering water system representative is physically located.

To create a SAFER Clearinghouse account, please complete the form below. This information will be used to review your request and will not be shared outside the State Water Board.

Account User Type Water System		
First Name *	Last Name *	County *
Job Title *		Organization *
Address 1 *		Address 2
City *	State (Ex: CA) CA	Zip Code *
Work Phone (###-###-####) *	Ext	Work Email *
Cell Phone (###-###-####)		Confirm Work Email *
		Account Linked Water Systems* ?
Please provide any additional information relevant to this request.		

1.3. Access Granted For New Accounts

Once the “Submit Request” button is clicked, the SAFER Clearinghouse will send a confirmation email (“SAFER Clearinghouse Access Requested”) to the email provided stating that the account request has been received and is being reviewed. Once your account has been processed, a second email (“SAFER Clearinghouse Access Granted”) will inform you of the result of your account review.

SAFER Clearinghouse Access Confirmation

DDW-SAFER-Clearinghouse@waterboards.ca.gov
to me ▾

Thank you for submitting your SAFER Clearinghouse account request. Your information was received. Click [HERE](#) to confirm your email address.

Once the SAFER Clearinghouse Administrator has reviewed and approved your account request, you will receive a verification indicating you can now log in.

SAFER Clearinghouse Access Granted

 **DDW-SAFER-Clearinghouse@Waterboards.ca.gov**
To  **WB-DDW-SAFER-Clearinghouse**

Retention Policy WB 1-Year Outlook Entire Mailbox (1 year) Expires 8/25/2027 Tue 8/25/2026 8:51 AM

The following user has been granted access to SAFER Clearinghouse: cooney@brce.com.

Do not reply, this is an auto-generated email by the SAFER Clearinghouse. Please contact DDW-SAFER-Clearinghouse@Waterboards.ca.gov with any questions.

Please expect account approval to take a maximum of five business days. If verification of account access is not received, or if the access request is denied in error, please submit a ticket through the SAFER Clearinghouse [Help Request Form](#).

1.4. Navigating to the Drought Report Form

Select “My Systems” from the main menu tab and navigate to the “My Reports” section. The report form of the current reporting period for each system is accessible by clicking on the dates from the “Current Reporting Period” column. Alternatively, a specific system’s report list can be accessed by clicking on the system name.

1.5. Forgot or Change Password

Forgotten passwords can be reset on the WB Key Login page.

Please follow the instruction for “How do I change or reset my password?” under the “Manage Your Account” section in WBKey’s Frequently Asked Question page, linked here: [WBKey | California State Water Resources Control Board](#)

State Water Board staff must use their existing computer password to log in and should contact the State Water Board Help Desk for any password resets.