Guide to Creating a CalWATRS Account

This guide walks through how to create a CalWATRS account. Before you begin, please review the following information:

- A CalWATRS account is required to access most water rights online services, including annual water diversion and use reports.

- CalWATRS is a completely new system, so User IDs and passwords from eWRIMS will not work in CalWATRS.

- If you are part of a business, government agency, or other group, your organization will not have its own CalWATRS account. Each member of the organization will create their own account. You can learn more about Organizations in CalWATRS online at bit.ly/CalWATRS-guides.

- If you already have water rights, you will need to connect your new CalWATRS account with your water right records. This requires a Personal Identification Number (PIN) from the State Water Resources Control Board. You should receive your PIN (in the mail) by the end of November 2025. Instructions are available online at bit.ly/CalWATRS-guides.

- As CalWATRS continues to improve, the system may look a little different. Don't worry if the images in this guide aren't identical to what you see on the screen, the process is generally the same.

How to Create a CalWATRS Account **in Six Steps**

1. **Go to calwaters.waterboards.ca.gov and click "Create Account".**

2. Enter your personal information into the Create Account section.

Create Account

Already have an account? Sign in

First name*

Middle name

Last name*

Phone number

Email address*

Confirm email address*

Your email address will be your username for CalWATRS. You can only create one CalWATRS account with any given email address.

Mailing Address

Address*

City*

State*

CALIFORNIA ▼

Zip Code*

Country*

UNITED STATES ▼

Is your billing address the same as your mailing address?*

○ Yes   ○ No

For mailing and billing addresses, enter your personal addresses, not an organization's.

The information you enter here will not update addresses on any existing water rights. That is done through a separate process.

The mailing address you enter here will only be used for new services. The billing address is only used if the services include an annual fee.

What is your preferred contact method?*

▼

We will try to use your preferred method for general correspondence and follow-up questions. However, you will still receive annual reporting reminders and other CalWATRS updates via email.

If phone is your preferred contact method, can this number receive text messages?

○ Yes   ○ No

Are you creating this account as an individual or as part of an organization (such as a company, agency, or group)? *

○ Organization   ○ Individual

Next

Your preferred contact method does not change how you receive official water rights correspondence. It simply tells staff the best way to reach you if needed.

Confirming that your phone can receive text messages does not sign you up for texts. It provides information in case texting becomes a feature in the future.

Choosing whether you are an individual or part of an organization affects the prompts you see when you sign in to CalWATRS. You can still move forward regardless of which option you choose.

3. Verify your addresses and review your information.

Verify Your Mailing Address

We could not find the address you entered but found something similar.

Please choose one of the following:*

☐ **Recommended Address:**
1001 I ST
SACRAMENTO, CA 95814-2828

☑ **Address entered**
1001 I AVENUE
SACRAMENTO, CALIFORNIA 95816-

Before choosing this below option, ensure that there are no errors in your address entered which might cause issues with the verification

☐ I acknowledge that, even though my address is not able to be verified, this is an accurate land address that can be used for this user registration application.

The address you enter in the previous step is checked against the U.S. Postal Service database to suggest the most accurate mailing address. Sometimes an address cannot be verified, or the suggested address is incorrect. If you believe the address you entered is correct, you can override the suggested address (you will need to acknowledge your choice).

Create Account

Already have an account? Sign in

Please review the following information before clicking the submit button below.

Full Name
John Q Doe

Mailing Address
1001 I ST
SACRAMENTO, CA 95814-2828
UNITED STATES

Email Address
fake@internet.org.invalid

Phone Number
(999) 999-9999

[Back] [Submit]

Review your information. If you need to make changes, use the **Back** button at the bottom of the page.

Click **Submit** when you are ready to create your account.

At this point, CalWATRS will email you a link to set your password. It may take a few minutes for this email to arrive.

Create Account

You're Almost Done!

A verification email has been sent to **fake@internet.org.invalid**. Follow the instructions in that email to finish creating your CalWATRS account.

Resend verification

If you don't receive a verification email after a few minutes, click the **Resend verification** button.

After a few more minutes, if you still don't receive a verification email, contact us at CalWATRS-Help@waterboards.ca.gov and staff can generate a new link for you.

4. **Set your password.**

Password *

Re-enter Password *

Requirements

- At least one lower case letter
- At least one upper case letter
- At least one number (0-9)
- At least one symbol (!@#$%^&*)
- Cannot contain your first or last name
- Cannot contain part of your email
- Must be 15 characters long

☐ I have received, understand, and agree to the State Water Resources Control Board's Conditions of Use and Privacy Policy.

Use the link in your verification email to set your password. Make sure to follow all the password requirements listed on the page.

After you create your password, CalWATRS will confirm that your account is set up and prompt you to sign in using your email and password.

5. **Set up two-factor verification/authentication.**

Set up security methods

⊗ bean650+4@gmail.com

Security methods help protect your CalWATRS Branding Prod account by ensuring only you have access.

Required now

Google Authenticator
Enter a temporary code generated from the Google Authenticator app.

Set up

Okta Verify
Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.

Set up

Phone
Verify with a code sent to your phone

Set up

Back to sign in

The first time you sign in to CalWATRS, you will need to set up two-factor verification. Please note: CalWATRS uses the terms "verification" and "authentication" interchangeably.

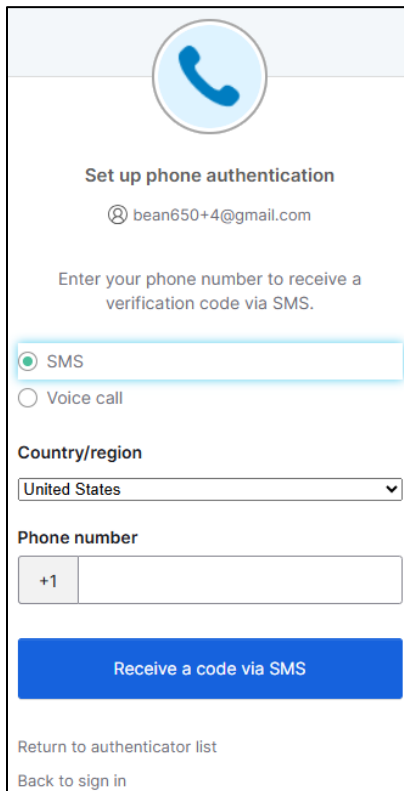To begin, click **Set up** for one of the following options:

- *Google Authenticator* – Select this option if you want to receive your security code through an app on your mobile phone or other mobile device. This option works for both the Google Authenticator app and the Microsoft Authenticator app.

- *Okta Verify* – This is another option for receiving a security code through an app on a mobile device.

- *Phone* – Select this option if you want to receive your security code through a text message or a voice call.

For Authenticator App Users:

When you click one of the authenticator options, a new screen will open with a QR code. To use the code, you'll need to download the appropriate app. If you need help downloading or setting up an authenticator app, there are many useful videos online. We don't recommend any videos, but we've included search links to help:

- www.youtube.com/results?search_query=google+authenticator+setup
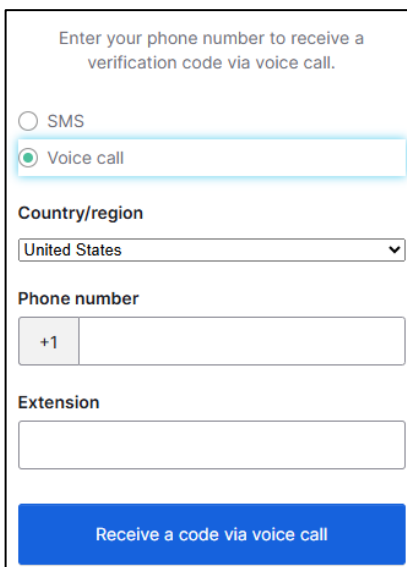- www.youtube.com/results?search_query=microsoft+authenticator+setup

For Phone Users:

When you click the phone option, a new screen will open with "SMS" preselected.

SMS is what you use to receive your security code as a text message to your mobile phone.

If this is what you want, enter your mobile number and click **Receive a code via SMS**.

It should only take a moment for the text to arrive.

If you want to receive your security code from a voice call to your mobile phone or your landline phone, select "voice call", enter your phone number (and an extension if you have one), and click **Receive a code via voice call**.

It should only take a moment for a call to come in.

Enter the code you receive from the text message or voice call and click **Verify**.

This will prompt a final option to set up an authenticator app.

Click **Continue** to bypass this section and complete your two factor verification set-up.

6. **Sign back into CalWATRS:** After you set up your two-factor verification, CalWATRS will ask you to sign back in. You should now see the welcome screen, which means you've successfully signed into your CalWATRS account.

Home	Manage water rights	Manage other applications and requests	Search information	Search by map	News & Events	Help Center

Welcome Jeff to CalWATRS!

Please don't use your browser's back button. To ensure CalWATRS navigation works correctly, please use the light blue navigation menu at the top of the website or the tiles beneath this message on your home page.

CalWATRS is still being refined. Key features are working, but you may encounter some minor performance issues as we continue to improve the experience. We appreciate your patience as we fine-tune the system.

Annual Reporting for the 2025 water year will not be available until the second half of October. PINS have not been sent out yet. You cannot join your CalWATRS account to your records until you have your PIN. The State Water Board will mail PINS later this month.

You will need your email, password, and a one-time security code every time you sign in to the system.