

## State Water Resources Control Board

November 2025

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«city», «state» «zip»

### ACTION REQUIRED: REPORT YOUR ANNUAL WATER DIVERSION AND USE THROUGH THE NEW CALWATRS SYSTEM

Your organization is listed as the primary owner or agent for a California water right. All water right holders must report their annual water diversion and use each year. The current reporting period covers Oct. 1, 2024 – Sept. 30, 2025; **the reporting deadline is Jan. 31, 2026.**

Beginning this year, annual water diversion and use reports will be filed through **CalWATRS**, the *California Water Accounting, Tracking, and Reporting System*. The previous system, eWRIMS, is no longer available; your eWRIMS username and password will not work in CalWATRS.

To submit your report(s), a representative from your organization will need to set up your organization in CalWATRS using the following personal identification number (PIN):

**[insert PIN]**

### What to Know Before You Set Up Your Organization in CalWATRS

- **Understanding Organizations in CalWATRS:** Please review the *CalWATRS for Organizations* fact sheet enclosed with this letter to learn how businesses, agencies, or other groups who own or manage water rights can interact with CalWATRS.
- **Guidance:** The next section of this letter briefly walks through the steps required for setting up an organization in CalWATRS. Detailed instructions for each of these steps, as well as videos and other CalWATRS resources, are available online at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).
- **Public Workshops:** State Water Resources Control Board staff will host the following public webinars to help water right holders and agents become familiar with the new system:
  - Dec. 9, 2025, at 11:00 am - CalWATRS for Organizations
  - Dec. 9, 2025, at 1:30 pm - CalWATRS for Agents

These webinars will be recorded. Additional information about these webinars and other CalWATRS events is available online at [waterboards.ca.gov/upward/CalWATRS](https://waterboards.ca.gov/upward/CalWATRS).

- **Two-Week Response Time for Assistance Requests:** Due to a high volume of requests, responses for CalWATRS assistance may take up to two weeks. We apologize for the delay and appreciate your patience. We encourage you to visit [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides) for guides and materials that may help resolve your issue sooner.

## Quick Steps to Set Up Your Organization in CalWATRS

1. Create an account at [calwatrs.waterboards.ca.gov](https://calwatrs.waterboards.ca.gov).
2. Sign in to your CalWATRS account and click the **My Account Settings** tile.
3. On the My Account Setting page, click **Organization management**.
  - a. Under *Type of organization*, select **Existing**.
  - b. Under *Do you have a PIN?*, enter the PIN provided on the first page of this letter and click **Search**. If you have multiple PINs, please review the next section before moving on to Step 4.
4. Confirm the correct organization is listed and click **Submit**. If the organization is not correct, please email [CalWATRS-help@waterboards.ca.gov](mailto:CalWATRS-help@waterboards.ca.gov) for help.

Detailed instructions for each of the steps are available at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).

## Multiple PINs

Your organization may receive multiple PINs in separate letters. You will only use one of those PINs to set up your organization using the process described above. If you need help determining which PIN to use, please email [CalWATRS-help@waterboards.ca.gov](mailto:CalWATRS-help@waterboards.ca.gov).

Once you set up your organization in CalWATRS, you will use the Records Migration process to enter the remainder of your PINs. Instructions for migrating your records are available at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).

## Additional Information

- **Agents:** If you have an agent that reports on your behalf, they will need to create their own CalWATRS account and connect to your water rights using their own unique PIN.
  - If your agent is already listed as the official agent of your water right(s), they will receive a letter from the State Water Resources Control Board with their own PIN.
  - If your agent is not listed as the official agent for your water right(s), they cannot use your PIN. Instead, they need to request to become the official agent of your water right(s).

For more information about agents, please visit [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).

- **Late Reporting Fees:** Annual water diversion and use reports submitted more than 30 days after the deadline will be subject to late reporting fees. You can avoid these fees by reporting on time – by Jan. 31, 2026. More information is available at [bit.ly/water\\_rights\\_reporting](https://bit.ly/water_rights_reporting).

## Getting Help with CalWATRS

- **Plan Ahead for Support:** If you have questions about your annual water diversion and use report(s), we encourage you to contact us before January 2026. Response times near the reporting deadline will be significantly delayed.
- **Contacting Us:** Email is the fastest way to get help with CalWATRS. You can email us at [CalWATRS-help@waterboards.ca.gov](mailto:CalWATRS-help@waterboards.ca.gov) or call 916-341-5333. When reaching out, please provide your preferred method of communication and the best times to reach you. This will help us respond more effectively. Please note, the current response time for CalWATRS requests is two weeks.

# Fact Sheet: CalWATRS for Organizations

CalWATRS allows businesses, agencies, and other groups (referred to as organizations) to manage their water rights together. This feature was not available in the eWRIMS system. Three examples are provided at the end of this document.

## Managing Water Rights in CalWATRS: Individuals and Organizations

In CalWATRS, you can manage water rights as an individual or as an organization:

**Individual** - If you have water rights in your name, you can manage them with an individual CalWATRS account. Others can help, but they will need (1) their own CalWATRS account and (2) an official relationship to your water rights, such as being a co-owner or agent. Information on relationships will be available online at [bit.ly/CalWATRS-guides](http://bit.ly/CalWATRS-guides) soon.

**Organizations** – When water rights are held or managed by an organization, each member of that organization must create an individual CalWATRS account. Members connect their accounts to the organization and manage the organization's water rights on its behalf. The organization itself does not have a separate CalWATRS login.

## Organization Roles

**Administrators** – In CalWATRS, organizations must have at least one administrator (two are allowed). Administrators manage the organization's information, approve and remove employees, and set employee access in the system. **The first person to create or join an organization automatically becomes its administrator (this can be changed later if needed).**

**Employees** – In CalWATRS, employees generally have permission to manage all of an organization's water rights. For organizations with a headquarters-branch structure (described below), employee access can be limited to specific branches or extended to the entire organization.

## Organization Structure

**Basic** – By default, organizations are set up in CalWATRS with a basic structure that allows all employees to access and manage all of the organization's water rights (see example 1).

**Headquarters-Branch Setup** – This is useful for organizations with multiple locations, offices, or divisions. In CalWATRS, each branch has its own name and holds its own water rights, but all branches are linked to the organization's headquarters. Headquarters employees can manage water rights for all branches, while branch employees can only manage water rights assigned to their branch (see examples 2 and 3).

## Addition Details

Many organizations are already listed in CalWATRS but need an administrator. Typically, you can join an existing organization (using a PIN from the State Water Resources Control Board) or establish a new one on your own. However, if you want to set up a headquarters-branch structure, we suggest you email [CalWATRS-help@waterboards.ca.gov](mailto:CalWATRS-help@waterboards.ca.gov) for help. Details on organization in CalWATRS are available online at [bit.ly/CalWATRS-guides](http://bit.ly/CalWATRS-guides).

## Example 1 of 3

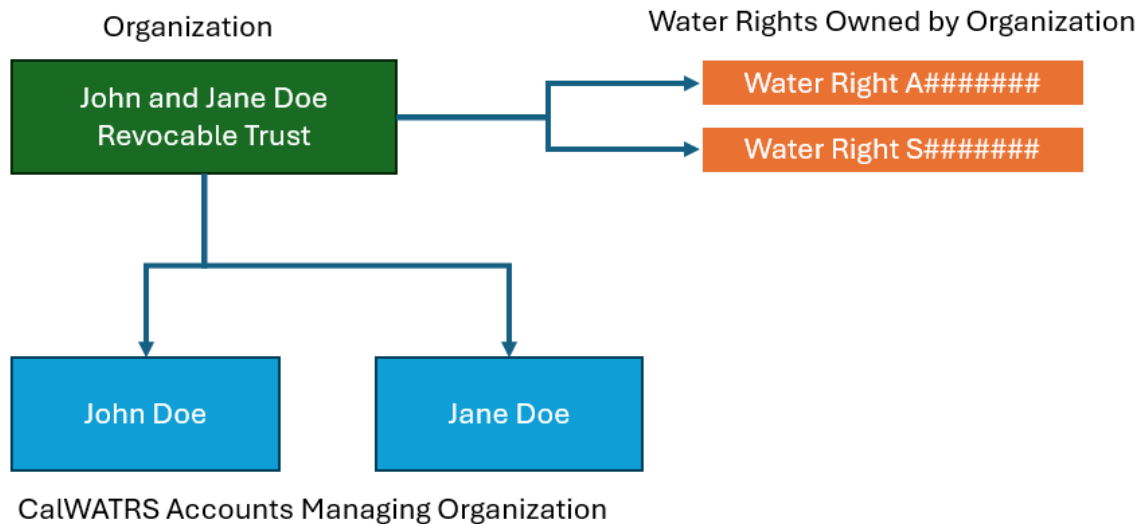
### Basic Organization - Trust

*For water rights owned by a trust, LLC, or other small company.*

John Doe and Jane Doe have a trust that holds two water rights.

John creates a CalWATRS account, uses a PIN to join the trust organization in CalWATRS, and automatically becomes the organization's administrator. Then, Jane creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the organization's second administrator.

As administrators, John and Jane have complete access to the organization. They can manage the organization, view all water right records, submit annual reports, and request water rights services on behalf of the organization.



## Example 2 of 3

### Medium Organization - Winery with Multiple Locations

*For organizations with water rights at different locations that are managed by the same employees regardless of location.*

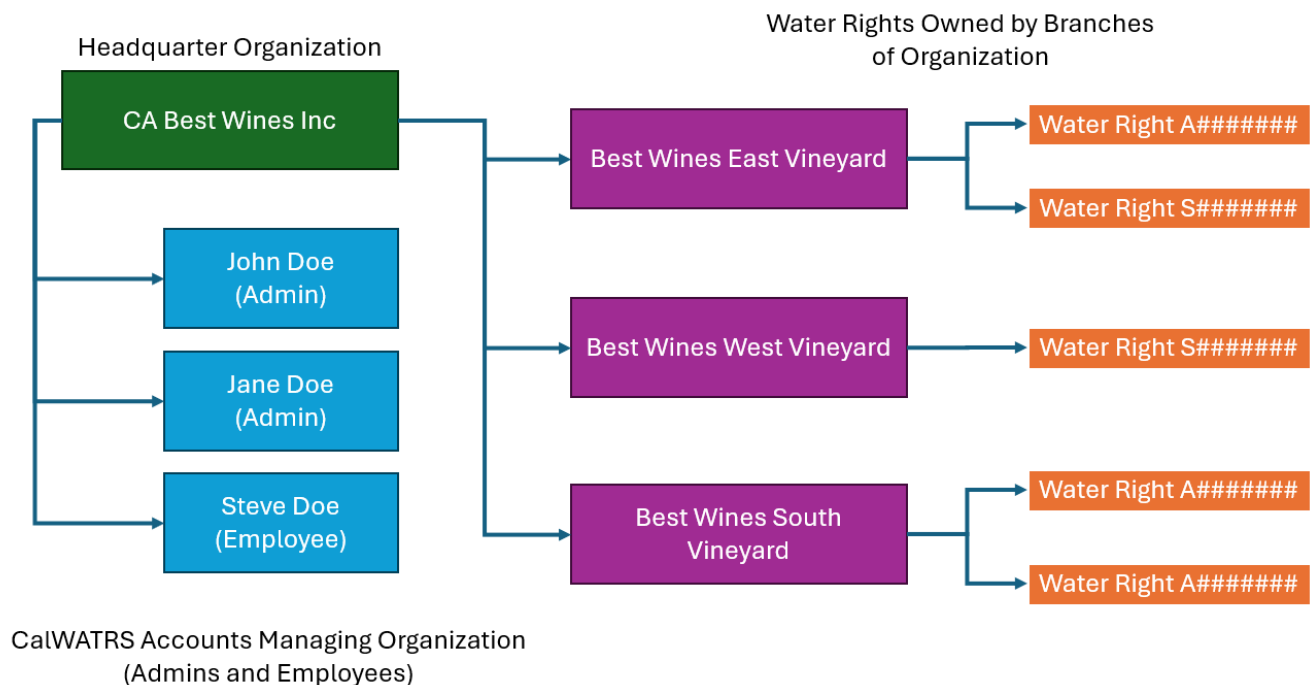
CA Best Wines Inc. owns three vineyards; each vineyard has two water rights. The company has three employees who manage all the water rights.

John Doe creates a CalWATRS account, works with State Water Board staff to set up an organization with three branches, and automatically becomes the organization's administrator.

Then, Jane Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the organization's second administrator.

As administrators, John and Jane have complete access to the organization. They can manage the organization's employees, view all records, submit reports, and request services on behalf of the organization's headquarters and all three branches.

Next, Steve Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Steve a headquarters employee. Steve can view all records, submit reports, and request services on behalf of the organization and all three branches, but he cannot manage the organization within CalWATRS.



### Example 3 of 3

#### Large Organization - Agency with Staff at Branch Offices

*For large organizations with many water rights spread across the state or with staff members that need to manage water rights associated with specific areas. This is the most complex organization CalWATRS can handle and provides the most control. We recommend contacting us for help with setting up large organizations in CalWATRS.*

The Department of Things owns five water rights: one is managed by headquarters and four are managed by two branches. The Department has many employees.

John Doe creates a CalWATRS account, works with State Water Board staff to set up an organization with two branches, and automatically becomes the administrator. Then, Jane Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the second administrator. As administrators, John and Jane have complete access to the organization. They can manage all the organization's employees, view all records, submit reports, and request services on behalf of the organization's headquarters and both branches.

Next, Steve Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Steve a headquarters employee. Steve can view records, submit reports, and request services on behalf of the organization and both branches, but he cannot manage the organization within CalWATRS.

Finally, Amy Doe and Dave Doe create CalWATRS accounts and request to join the organization. Jane approves the requests and makes Amy a North Branch employee and Dave a South Branch employee. Amy and Dave can view records, submit reports, and request services on behalf of their respective branches, but they cannot access water rights associated with headquarters or other branches.

