



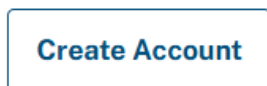
Guide to Viewing an Application Record and Related Documents

This guide walks through the process of viewing an application record and related documents in CalWATRS.

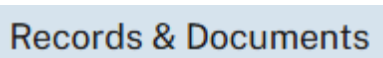
Note: Accessing records and documents in CalWATRS is currently under development. You are welcome to explore and use it, but please be aware that there may be limitations and some functions may not work as expected. We are continuing to improve performance and functionality and appreciate your patience during this phase. If you would like to provide feedback on this feature, please email your suggestions to CalWATRS-Help@waterboards.ca.gov.

Steps for Viewing an Application Record and Related Documents

- Go to <https://calwatrs.waterboards.ca.gov/portal/s/>
- (Optional) Log in to your CalWATRS Account or Create an Account.



- Select "Records & Documents"



- Under "Record and document search", select "Go"



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View Record

To view the record, use
"Record search"

Record search	Document search
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Under "Record search criteria" and
"Topic", select "Water Rights/Claims"

Topic*
Water Rights/Claims ▼

Under "ID" and "Water right/Claim ID",
enter the record number
(example: A023120)

Water right/Claim ID
A023120

Select "Search"

Search

In the Search Results, select the Water
right ID to open the record

Water right ID
A023120

View Documents

To view documents, use
"Document search"

Record search	Document search
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Under "Water right ID", enter the record
number (example: A023120)

Water right ID
A023120

Select "Search"

Search

Modify the "Document search criteria" to
narrow the search, as needed

CalWATRS Resources: For more guidance materials and training videos, please visit
<https://waterboards.ca.gov/upward/calwatsr/resources/>