





## Water Use Reporting Instructions

### I Would Like To...

#### **Report Online**

Visit [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD) and select the *Water Use Reporting* link along the lower right side of the page under Featured Links.

1. Select "Report Monthly Water Use Data Online" under Report Water Use.
2. Enter your User ID number (**see reverse side of this sheet**) and Password (same number). Once you are logged in, you will be able to add data for each diversion.
3. Click the "Select" link to the left of a point of diversion. (Previously reported data will be displayed.)
4. To add data, scroll down to the red lettering at the bottom of the window. Then use the dropdown menu to select the desired water year, and click "Add".
5. After filling in data fields, click the "Submit" button, and follow the prompt in the pop up window to review data and correct any errors. Then proceed by clicking "OK".
6. A confirmation message stating "*The report has been submitted successfully*" will appear. Close the Facility Water Use Report screen to return to the listing of all points of diversion.
7. Repeat steps 3-6 for each point of diversion.
8. To print a copy of the report for your records, use the "*Generate report for all points of diversion for a selected year*" link.

Or

#### **Submit a paper-version Water Use Report**

Use the columns to list monthly water use amounts for each point of diversion or well, or the amount of water stored in a reservoir. Report zeroes for any month when water is not being used. Keep a copy of the report for your records and submit the information to the Department by December 31 each year. We encourage you to submit your water use data online when available, and to use the paper form for record keeping purposes. For more information call (503) 986-0905 or email: [wateruse@wrd.state.or.us](mailto:wateruse@wrd.state.or.us). To look up water rights, report water use online, or obtain additional forms, visit our web site: [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD).

***The reporting deadline for each water year, which runs from October to September, is December 31<sup>st</sup> Questions?***