

Reporting Water Use Online at www.oregon.gov/OWRD

- Step 1:** Select the “*Water Use Reporting*” link along the lower right side under Featured Links.
- Step 2:** Select the “*Report Monthly Water Use Data Online*” link under **Report Water Use**.
- Step 3:** Enter your User ID number (xxxxxx) and Password (same number) in the input boxes and log on.
- Step 4:** Check and update your contact information; then click “Next”.
- Step 5:** You will see a list of all the diversion points that are set up for reporting. To view more than five reporting points at a time, change the number in the “*Records per Page*” box and hit “Enter”:

	Report ID	Facility	Associated Water Rights & Description
Select	77699	WELL 1	Cert: 99999* WELL 1; 2S-8E-4-SE SE; 1024 FT N & 40 FT W FROM SE COR. S 4
Select	77700	BEAR CREEK POD	Permit S-94321* POD 1; 2S-8E-5-NE NW; 960 FT S & 1440 FT E FM NW COR. S 5

- Step 6:** Click the “*Select*” link to the left of a point of diversion, and previously reported data will display.
- Step 7:** 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*”.

Add data for this point of diversion for selected year: 2015

- Step 8:** Enter information into each box (either use amounts or zeroes for each month), and all other information that is applicable, then press “*Submit*.” Follow the prompt in the pop up window to review data and correct any errors. Then proceed by clicking “OK”.

	Unit	Oct 2014	Nov 2014	Dec 2014	Jan 2015	Feb 2015	Mar 2015	Apr 2015	May 2015	Jun 2015	Jul 2015	Aug 2015	Sep 2015
Rpt ID 11006 Water Year: 2015	Gallons												

Method of measurement used:

Additional Comments (optional):

Name of the person submitting the report:

Company, if applicable:

Phone number, if different from that of water right holder:

If used for irrigation, total number of acres irrigated:

- Step 9:** A confirmation message stating “*The report has been submitted successfully*” will appear.
- Step 10:** To report use for additional diversion points, scroll down to the “*Return to the list of all reporting IDs*” link at the bottom of the screen and repeat steps 6-9. (If you have generated a report for an individual Report ID, you will first need to close the report window.)
- Step 11:** After reporting for all diversion points, click the “*Generate report for all points of diversion*” link and select a year from the dropdown menu. You may print and/or download the data.

If you have questions or need assistance, call (503) 986-0905 or email: wateruse@wrd.state.or.us.