

## Reporting Water Use Online at [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD)

- Step 1:** If “Water Use Reporting” is available under “Water Rights” on the home page, select that, otherwise, at the top of the page, select “Programs”, then “Programs Home”, then “Water Use Reporting”.
- Step 2:** Select “Access Online Reporting”.
- Step 3:** Enter your User ID number and Password (same number) in the input boxes. If you don’t know your User ID number, call 971-345-7489 or email [owrd.waterusereporting@water.oregon.gov](mailto:owrd.waterusereporting@water.oregon.gov).
- Step 4:** Once you are logged in, view your contact information and update it if needed; 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 click “Enter” or choose “View All”:

**Water Use Reporting Entry**  
 COMPANY NAME  
 CONTACT NAME  
 STREET ADDRESS  
 CITY, STATE ZIP  
 User ID: XXXXX

Records per Page:  [View All](#)

Report ID	Facility	Associated Water Right(s)	Point of diversion location description from water right
<a href="#">Select</a> 77699	WELL 1	Cert: 99999* WELL 1; 2S-8E-4-SE SE; 1024 FT N & 40 FT W FROM SE COR, S 4	
<a href="#">Select</a> 77700	BEAR CREEK POD 1	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 for a particular point of diversion, and previously reported data will show.
- Step 7:** To add data, scroll down to the red lettering near 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:

- Step 8:** A set of input boxes will appear.

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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Method of measurement used: <input type="text"/>												
Additional Comments (optional): <input type="text"/>												
Name of the person submitting the report: <input type="text"/>												
Company, if applicable: <input type="text"/>												
Phone number, if different from that of water right holder: <input type="text"/>												
If used for irrigation, total number of acres irrigated: <input type="text"/>												

Enter information into each box (either use amounts or zeroes for each month) and all other applicable information, press “Submit”. If necessary, follow the prompt in the pop up window to fix any errors. Then click “OK”.

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

**If you have questions or need assistance, email:** [owrd.waterusereporting@water.oregon.gov](mailto:owrd.waterusereporting@water.oregon.gov) **or call** 971-345-7489.