

# **Certified Water Right Examiner Contact Information Updating Procedures**

## **To Begin:**

Navigate to the CWRE License Login web page at:

[https://apps.wrd.state.or.us/apps/wr/cwre\\_address\\_update/login.aspx?ReturnUrl=/apps/wr/cwre\\_address\\_update](https://apps.wrd.state.or.us/apps/wr/cwre_address_update/login.aspx?ReturnUrl=/apps/wr/cwre_address_update)

-OR-

Follow the link on the Resources for Water Right Examiners page titled “Update Contact Information” identified under “Other Resources”.

Once there, enter your user name and password (previously provided)

\*\*Tip – the password is case sensitive

If you have properly entered your user name and password, your contact information will appear on the left side of the page.

## **Updating your contact information:**

Review the “Our Records Indicate” fields.

If changes are necessary, make changes to any fields where the information is incorrect or incomplete in the “Changes” fields.

The amount of information you provide is your choice. For example, if you only want to include your work contact information, and do not want to provide home contact information, you do not need to include it.

If you want to change your password, this can be done on the “Changes” portion of this page.

## **Making your name available to the public:**

On the update page, indicate “Y” or “N” for “Make available to the public”

If you choose to make your information available to the public, select the counties in which you are interested in working in from the “Available Counties” list.

To select a county, left click on the county or group of counties, and then left click on the arrow pointing right toward the “Selected Counties” table. The selected counties should move to the “Selected Counties” table.

**To finalize your changes/entries, select the “Update” button and your new contact information will be displayed on the screen.**