





## Water Use Reporting Instructions

### I Would Like To...

#### Report Online

1. Go to: [www.oregon.gov/OWRD](http://www.oregon.gov/OWRD). 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".
2. Select "Online Reporting".
3. Enter your User ID number (**see reverse side of this sheet**) and Password (same number). Once you are logged in, view and update your contact information as appropriate. Then click "Next" to see the list of diversion points you are responsible for reporting on.
4. Click the "Select" link to the left of a point of diversion. (Previously reported data will be displayed.)
5. 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".
6. After filling in data fields, (report zeroes for any month when water was not used) 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".
7. 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.
8. Repeat steps 3-6 for each point of diversion.
9. 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 through September, is December 31<sup>st</sup>***