

How to Access and Use the Water Use Reporting system

The information below outlines how to access and use the *Water Use Reporting* (WUR) system. For your reference, screen shots are also included to explain each of the steps indicated below. The screen shots are numbered the same as each of the steps identified below.

- (i) See **Appendix** (last page) *Registration for Alberta Secure Access Service*, if you have not already registered to use the *Water Use Reporting system*. **This is done ONE TIME ONLY.**

1. Using the Google Internet Browser, in the address bar type:
<http://esrd.alberta.ca/water/reports-data/water-use-reporting-system/water-use-reporting-system-disclaimer.aspx>

You should now see the *Water Use Reporting* (WUR) system disclaimer screen, read the disclaimer and click on the button at the bottom of the screen that states “**I accept these conditions and wish to submit data**”.

2. Sign in using your **User ID** and **Password** for the Alberta Secure Access Service and click on the **Login** button. You have now entered *Alberta Environment’s Water Use Reporting system*. Note: your User ID and Password are case sensitive.

3. From the *Menu Options* list on the left, click on the **Licence List** to see you’re Licences.

4. This screen displays you’re *Licence List*, choose the **Licensee** (indicated in blue) for the appropriate licence that you wish to report. More than one may appear if you have multiple licences.

5. This screen displays your Licences which require reporting, click on the **Legal Land Location** (appears in blue) to add submission or change submission of water use reporting data.

6. From the Main Menu Options list on the left, click on **Add Submission** to enter water usage data.

7. Click on the **blue date** under the Period column to input water usage data, choose **usage** (actual water usage). Other options available are: **level** (water level in the water) and **specialized analysis** (water quality results).

8. A list of reporting period(s) is indicated here. From the drop down lists, choose the **volume unit** of measurement and indicate what **method** is used to derive water usage (**metered** or **calculated**).

9. **Enter the usage values** for each month, and then click on the **Submit** button at the bottom of the screen to record your entries.

10. To review information entered into WUR, return to the **Main Menu** and click on the **Change Submission** button, in the Main Menu Options List on the left.

11. Click on **View** (in blue letters) to see your water usage entries.

12. This summarizes the water usage entries made. Use the **Scroll bar** on the right hand side to scroll through the entries. Make changes as necessary and add comments in the Comments column.