

## **Activating Your CalWATRS Organization with a PIN**


This guide walks through how to activate an existing organization in CalWATRS using a PIN from the State Water Resources Control Board.

Before you begin, please review the CalWATRS for Organizations factsheet at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides) to understand how businesses, agencies, or groups that own or manage water rights interact with CalWATRS.

### **Please note:**

- Organizations do not have their own CalWATRS accounts. Instead, members of organizations create individual CalWATRS accounts that link to the organization's water right records.
- Activating a CalWATRS organization is a one-time process that uses a State Water Board PIN. You should receive your PIN(s) in the mail by early December.
- If your organization has multiple PINs, you will only use **one** of the PINs to activate the organization. The rest of your PINs will be used during the Records Migration process **after** you activate your organization. Instructions for how to migrate your water rights are available at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).
- If your organization only has one PIN, you do not need to complete the Records Migration process. Your water right records will migrate as part of the organization activation process.
- The person who activates your organization automatically becomes its administrator.
- Other people will be able to join your organization without a PIN. That process is explained at the end of this guide.
- This guide does NOT explain how to set up a headquarters-branch structure in CalWATRS. If you want to do this, please email [CalWATRS-Help@waterboards.ca.gov](mailto:CalWATRS-Help@waterboards.ca.gov).
- Your organization needs to be activated in CalWATRS before you migrate any additional water right records or file new forms. If you've already completed one of these activities before setting up your organization, please email [CalWATRS-Help@waterboards.ca.gov](mailto:CalWATRS-Help@waterboards.ca.gov) for assistance.

**Step 1:** Go to [calwatsr.waterboards.ca.gov](https://calwatsr.waterboards.ca.gov) and create a new account. When you do this, indicate that you are part of an organization, as shown in the screenshot below. There are step-by-step instructions for creating a CalWATRS account at [bit.ly/CalWATRS-guides](https://bit.ly/CalWATRS-guides).



Sign in

HomeRecords & DocumentsPublic NoticesMap ViewerRequest Public RecordsHelp Center

## Create Account

Already have an account? [Sign in](#)

First name \*  
Demo

Middle name

Last name \*  
Org

Phone number

Email address \*  
calwatsuat+111222@gmail.com

Confirm email address \*  
calwatsuat+111222@gmail.com

### Mailing Address

Address \*  
1

City \*  
1

State \*  
CALIFORNIA

Zip Code \*  
11111-

Country \*  
UNITED STATES

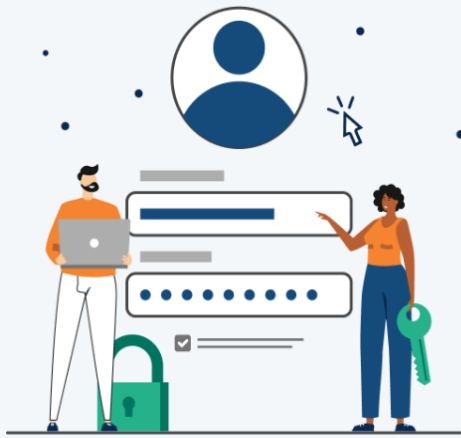
Is your billing address the same as your mailing address? \*  
☒ Yes ☐ No

What is your preferred contact method? \*  
Email





We will try to use your preferred method for general correspondence and follow-up questions. However, you will still receive annual reporting reminders and other CalWATRS updates via email.  
If phone is your preferred contact method, can this number receive text messages?  
☐ Yes ☒ No

Are you creating this account as an individual or as part of an organization (such as a company, agency, or group)?  
☒ Organization ☐ Individual

Next



**Step 2:** Sign in to your CalWATRS account and navigate to My Account Settings. You can do this by clicking the “My Profile” link in the banner at the top of your home page OR you can click the “My Account Settings” tile at the bottom of your home page (both options will take you to the same place).



[Home](#) [Online Services](#) [Records & Documents](#) [Public Notices](#) [Map Viewer](#) [Request Public Records](#) [Help Center](#)

ⓘ Associate yourself to an organization on the Organization management tab on **My Profile** X

ⓘ View your address information on the Address tab on **My Profile** and add additional addresses to your profile if necessary X

ⓘ Migrate your existing water rights and other records to your CalWATRS account using the **Migrate Records form**. X


CalWATRS will be unavailable due to system maintenance activities between Thursday, November 20 at 5:00 pm PDT and Thursday, November 20 at 8:00 pm PDT on November 20. Please note that you should save and exit out of any forms you are working on in CalWATRS before the maintenance start time, as all users will be automatically logged out of their accounts when maintenance begins. X

## Welcome Demo to CalWATRS!


Please don't use your browser's back button. To ensure CalWATRS navigation works correctly, please use the light blue navigation menu at the top of the website or the tiles beneath this message on your home page.

CalWATRS is still being refined. Key features are working, but you may encounter some minor performance issues as we continue to improve the experience. We appreciate your patience as we fine-tune the system.


Annual reporting for the 2025 water year is now available (except for Delta ACP reporters, the Office of the Delta Watermaster will inform those reporters when it is available). PINS have been mailed to water right holders. Your PIN migrates your water right record(s) to your CalWATRS account, you will not see any annual reports until you have migrated your records.




My Water Rights




My Applications & Requests




My Annual Reports




My Annual Fees




My Measurement Details



Migrate Records



My Account Settings



My Protests

**Step 3:** On the My Account Settings page, click the “Organization management” button on the left-hand side of the page.

The screenshot shows the "My Account Settings" page for the California Water Boards. The left sidebar contains a menu with the following items: Profile, Password & Security, Contact Preferences, Addresses, and Organization management. The "Organization management" item is highlighted with a red rectangular box. The main content area is titled "Profile" and includes a sub-header "Click the edit button below to update your name, phone number, or email address." Below this, there are several form fields: "First Name" (containing "Demo"), "Middle Name" (empty), "Last Name" (containing "Org"), "Phone Number" (empty), and "Email" (containing "calwatrswat+111222@gmail.com"). There is also a section for "Can this phone number receive text messages?" with radio buttons for "No" (selected) and "Yes". An "Edit" button is located at the bottom right of the form area.

**Step 4:** Select the options indicating that you are joining an existing organization, and that you have a PIN.

The screenshot shows the "My Account Settings" page with the "Organization management" tab selected in the left sidebar. The main content area is titled "Associate to an Organization" and includes a sub-header "Select if you are joining an organization that already exists in CalWATRS or if you need to submit information to create a new organization in the system. If you select existing, you will be able to search by organization name and your request to join must be approved in CalWATRS by one of the organization's admins. If you need assistance, please email [dwr-upward@waterboards.ca.gov](mailto:dwr-upward@waterboards.ca.gov)." Below this, there is a section for "Type of organization" with radio buttons for "New" and "Existing". The "Existing" option is selected and highlighted with a red rectangular box. Below this, there is a section for "Organization information" with a sub-header "Do you have a PIN?". There are radio buttons for "Yes" (selected) and "No". This section is also highlighted with a red rectangular box. Below this, there is a field for "Enter PIN" and a "Search" button. A "Submit" button is located at the bottom right of the form area.

**Step 5:** Enter your pin in the space provided and click “Search”. This should generate the name of your organization. Once you have confirmed the organization is correct, click “Submit”. If the organization is not correct, stop and do not click submit. Instead, email [CalWATRS-help@waterboards.ca.gov](mailto:CalWATRS-help@waterboards.ca.gov) for help.

The screenshot shows a web form titled "Associate to an Organization". On the left is a sidebar menu with options: Profile, Password & Security, Contact Preferences, Addresses, and Organization management (which is highlighted). The main content area has a heading "Associate to an Organization" followed by instructions: "Select if you are joining an organization that already exists in CalWATRS or if you need to submit information to create a new organization in the system. If you select existing, you will be able to search by organization name and your request to join must be approved in CalWATRS by one of the organization's admins. If you need assistance, please email [dwr-upward@waterboards.ca.gov](mailto:dwr-upward@waterboards.ca.gov)." Below this is a note: "\* Indicates a required field".

The form includes a section "Type of organization\*" with two radio buttons: "New" and "Existing" (which is selected). Below this is a section "Organization information" with a question "Do you have a PIN?\*" and two radio buttons: "Yes" (selected) and "No".

Below the PIN question is a field "Enter PIN\*" with a masked input box showing "\*\*\*\*\*". A red box highlights a blue "Search" button below this field. Below the search button is a text input field for "Organization name" containing the text "Waterboard Trustee". A red box highlights a blue "Submit" button at the bottom right of the form.

A banner informing you of your request to join the organization should appear at the top of the page. Refresh the page to complete the process and remove the banner.

The screenshot shows a web page titled "My Account Settings" with a breadcrumb trail "My Account Settings > Organization management". At the top, a green banner with a checkmark icon contains the text: "Your request to join the existing organization has been successfully recorded. You will receive a notification when your request has been approved. (Email and Bell notifications both)". Below the banner is a navigation bar with links: Home, Online Services, Records & Documents, Public Notices, Map Viewer, Request Public Records, and Help Center.

The main content area has a heading "My Account Settings" and a sub-heading "Associate to an Organization". Below the sub-heading are instructions: "Select if you are joining an existing organization or if you need to submit information to create a new organization. If you select existing, you will be able to search by organization name in the system." Below this is a section "Type of organization" with two radio buttons: "New" and "Existing" (which is selected).

Below this is a section "Organization information" with a text input field for "Organization name" containing the text "Waterboard Trustee". Below the input field is a note: "You have requested to join Waterboard Trustee. If you wish to cancel the request please click below." and a button labeled "Cancel request".

**Step 6:** Confirm your organization information is correct. To do this, click the “Organization management” button again. You should now have access to your organization management tabs. To review or edit your organization information, click the “Edit organization details” button.

Profile

Password & Security

Contact Preferences

Addresses

Organization management

Organization details

Organization details

Organization members

Organization requests

Organization name

Waterboard Trustee

Legal entity type

Estate

Email

noidea@noidea.com.invalid

Phone

Details of organization hierarchy

Organization name	Email	Phone	Default mailing address	Default billing address
Headquarter   Waterboard Trustee	noidea@noidea.com.invalid		5000 K ST, SACRAMENTO, California, United States, 95819-	5000 K ST, SACRAMENTO, California, United

+ Add branch

Edit organization details

On the next page, click on the down arrow in the table. This will bring up a new “Edit organization details” button. Click on this button.

Profile

Password & Security

Contact Preferences

Addresses

Organization management

Organization details

Organization members

Organization requests

Edit organization details

You can click on the action button to update your organization details.

Organization Name	Email address	Phone number	
Headquarter   Waterboard Trustee	noidea@noidea.com.invalid		Edit organization details

Page 1 of 1 < 1 >

Back

Make sure your email address and phone number are correct. Please note: the email address listed here is different from your CalWATRS sign in email. The email you enter here cannot be associated with another CalWATRS account. You may leave this blank. Click “Save” when you are done.

My Account Settings

Use the Account Settings menu below to update your personal information, security, and preferences.

Edit organization details

Organization name

Headquarter | Waterboard Trustee

Email

example@demostration.com

Phone

((123) 456-7899)

☒ Share records with all members by default

Save

## How to Add People to Your Organization

After your organization is activated, other people (called employees in CalWATRS) can join as follows:

- A. The employee follows steps 1 through 3 above to create an account and navigate to the “Organization management” page.
- B. From there, the employee indicates that they are joining an existing organization, but they do **NOT** have a PIN (only the person activating the organization uses the PIN). The employee searches for their organization, selects it from the list, and clicks “Submit”.

**My Account Settings**

Use the Account Settings menu below to update your personal information, security, and preferences.

Profile

Password & Security

Contact Preferences

Addresses

Organization management

### Associate to an Organization

Select if you are joining an organization that already exists in CalWATRS or if you need to submit information to create a new organization in the system. If you select existing, you will be able to search by organization name and your request to join must be approved in CalWATRS by one of the organization's admins. If you need assistance, please email [clwr-upward@waterboards.ca.gov](mailto:clwr-upward@waterboards.ca.gov).

\* Indicates a required field

Type of organization \*

☐ New ☒ Existing

### Organization information

Do you have a PIN? \*

☐ Yes ☒ No

Organization name \*

state water re

Headquarters | old STATE WATER RESOURCES CONTROL BOARD - Sacramento - 95801

Headquarters | STATE WATER RESOURCES CONTROL BOARD - Sacramento - 95812

Submit

A banner informing them of their request should appear at the top of the page.

✓ Your request to join the existing organization has been successfully recorded. You will receive a notification when your request has been approved. (Email and Bell notifications both) x

- C. Before the employee can access the organization’s records, the administrator must accept their request. To do this, the administrator navigates to the “Organization requests” tab and uses the “Action” arrow in the table to approve the employee’s request to join.

**My Account Settings**

Use the Account Settings menu below to update your personal information, security, and preferences.

Profile

Password & Security

Contact Preferences

Addresses

Organization management

Organization details Organization members **Organization requests**

### Organization requests

1 items

Organization Name	Name	Email address	Phone number	Role	ACR status	Request type	Action
Headquarter   Waterboard Trustee	Ten Six	calwatrsuat+204@gmail.com		Employee	Inactive	Add employee	⌵

Page 1 of 1 < 1 >