



CalWATRS for Organizations

CalWATRS allows businesses, agencies, and other groups (referred to as organizations) to manage their water rights together. This feature was not available in the eWRIMS system. Examples are provided at the end of this document.

Managing Water Rights in CalWATRS: Individuals and Organizations

In CalWATRS, you can manage water rights as an individual or as an organization:

Individual - If you have water rights in your name, you can manage them with an individual CalWATRS account. Others can help, but they will need (1) their own CalWATRS account and (2) an official “relationship” to your water rights, such as being a co-owner or agent. Information on relationships will be available on the [CalWATRS resources webpage](#) soon.

Organizations – When water rights are held or managed by an organization, each member of that organization must create an individual CalWATRS account. Members connect their accounts to the organization and manage the organization’s water rights on its behalf. The organization itself does not have a separate login.

Organization Roles

Administrators – Organizations must have at least one administrator (two are allowed). The first person to create or join an organization automatically becomes its administrator (this can be changed later if needed). Administrators manage the organization’s information, approve and remove employees, and set employee access levels.

Employees – Employees generally have permission to manage all of an organization’s water rights. For organizations with a headquarters-branch structure (described below), employee access can be limited to specific branches or extended to the entire organization.

Organization Structure

Basic – By default, organizations are set up with a basic structure that allows all employees to access and manage all of an organization’s water rights (see example 1).

Headquarters-Branch Setup – This structure is useful for organizations with multiple locations, offices, or divisions. Each branch has its own name and holds its own water rights, but all branches are linked to the organization’s headquarters. Headquarters employees can manage water rights for all branches, while branch employees can only manage water rights assigned to their branch (see examples 2 and 3).

Before You Begin

Many organizations are already set up in CalWATRS, they just need an administrator. Typically, you can join an existing organization using a PIN provided by the State Water Resources Control Board or establish a new one on your own. However, if you want to set up a headquarters-branch structure in an existing or new organization, we suggest you email us (CalWATRS-help@waterboards.ca.gov). Details on how to join or establish an organization in CalWATRS will be available on the [CalWATRS resources webpage](#) soon.

Example 1 of 3

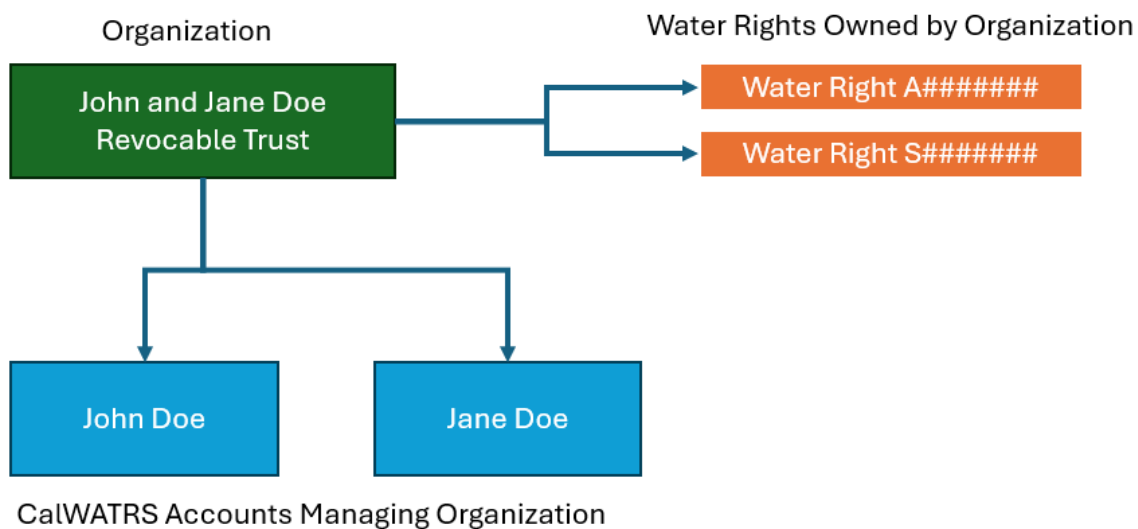
Basic Organization - Trust

For water rights owned by a trust, LLC, or other small company.

John Doe and Jane Doe have a trust that holds two water rights.

John creates a CalWATRS account, uses a PIN to join the trust organization in CalWATRS, and automatically becomes the organization's administrator. Then, Jane creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the organization's second administrator.

As administrators, John and Jane have complete access to the organization. They can manage the organization, view all water right records, submit annual reports, and request water rights services on behalf of the organization.



Example 2 of 3

Medium Organization - Winery with Multiple Locations

For organizations with water rights at different locations that are managed by the same employees regardless of location.

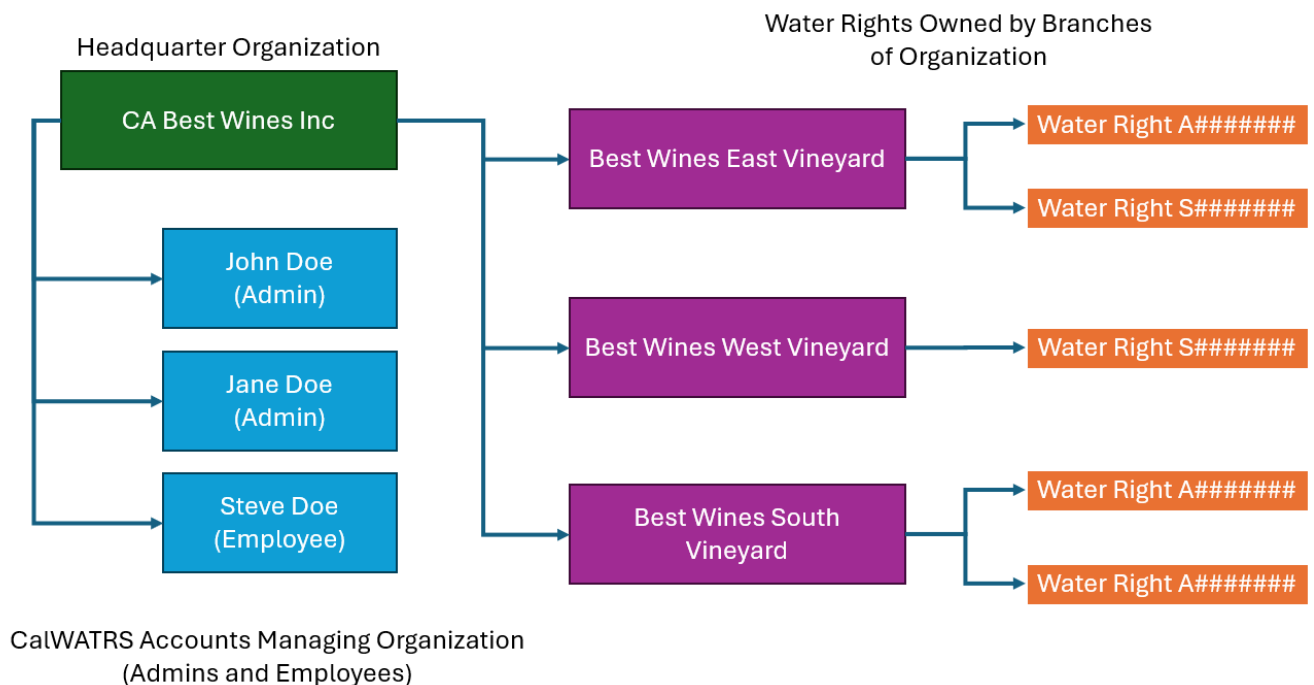
CA Best Wines Inc. owns three vineyards; each vineyard has two water rights. The company has three employees who manage all the water rights.

John Doe creates a CalWATRS account, works with State Water Board staff to set up an organization with three branches, and automatically becomes the organization's administrator.

Then, Jane Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the organization's second administrator.

As administrators, John and Jane have complete access to the organization. They can manage the organization's employees, view all records, submit reports, and request services on behalf of the organization's headquarters and all three branches.

Next, Steve Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Steve a headquarters employee. Steve can view all records, submit reports, and request services on behalf of the organization and all three branches, but he cannot manage the organization within CalWATRS.



Example 3 of 3

Large Organization - Agency with Staff at Branch Offices

For large organizations with many water rights spread across the state or with staff members that need to manage water rights associated with specific areas. This is the most complex organization CalWATRS can handle and provides the most control. We recommend contacting us for help with setting up large organizations in CalWATRS.

The Department of Things owns five water rights: one is managed by headquarters and four are managed by two branches. The agency has many employees.

John Doe creates a CalWATRS account, works with State Water Board staff to set up an organization with two branches, and automatically becomes the administrator. Then, Jane Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Jane the second administrator. As administrators, John and Jane have complete access to the organization. They can manage all the organization's employees, view all records, submit reports, and request services on behalf of the organization's headquarters and both branches.

Next, Steve Doe creates a CalWATRS account and requests to join the organization. John approves the request and makes Steve a headquarters employee. Steve can view records, submit reports, and request services on behalf of the organization and both branches, but he cannot manage the organization within CalWATRS.

Finally, Amy Doe and Dave Doe create CalWATRS accounts and request to join the organization. Jane approves the requests and makes Amy a North Branch employee and Dave a South Branch employee. Amy and Dave can view records, submit reports, and request services on behalf of their respective branches, but they cannot access water rights associated with headquarters or other branches.

