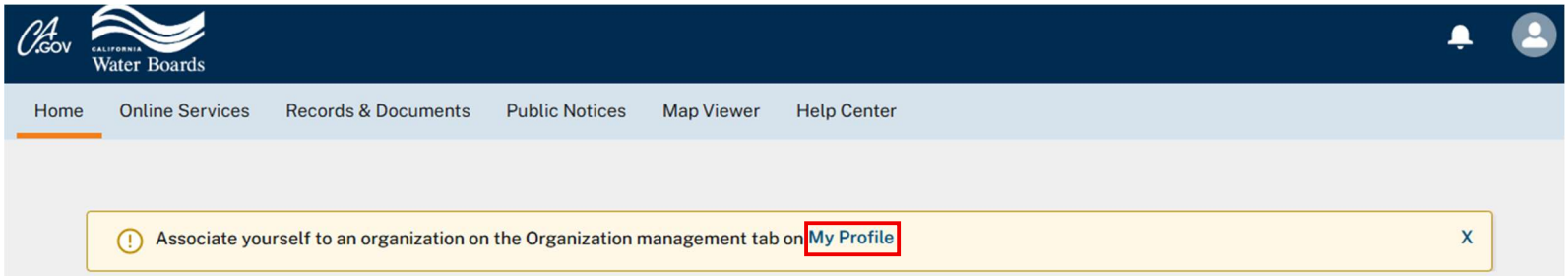
# Creating New Organizations in CalWATRS

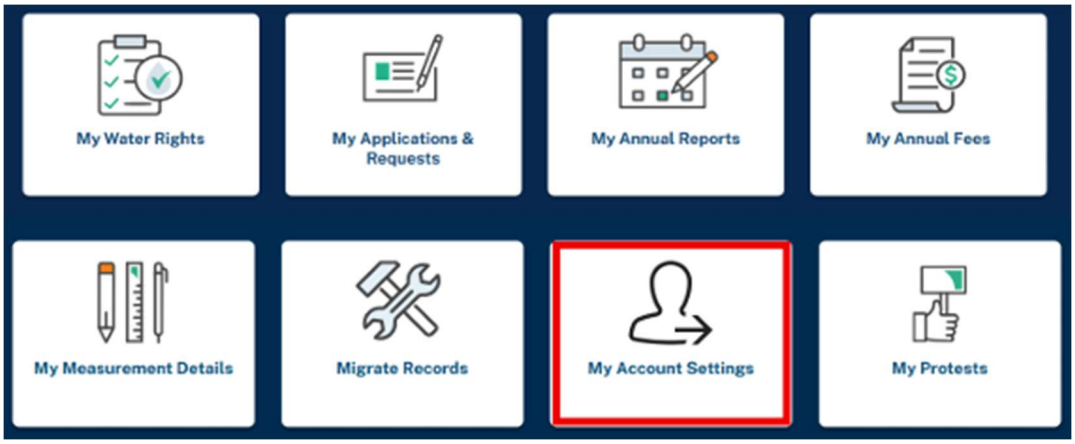
This guide walks through how to create and join a new organization in CalWATRS. Before you begin, please review the following information:

- A CalWATRS account is required to access most water rights online services, including annual water diversion and use reports.
- If you are part of a business, government agency, or other group, your organization will not have its own CalWATRS account. Each member of the organization will create their own individual account. You can learn more about Organizations in CalWATRS online at bit.ly/CalWATRS-guides.
- If your organization already owns water rights or otherwise exists in our system, please contact CalWATRS-Help@Waterboards.ca.gov to have staff help connect your account to the organization records, you do not need to create a new organization.
- Before you can create a new organization in CalWATRS, an individual account must be created. Please see our Guide to Creating a CalWATRS Account resource guide for instructions on how to do this.
- If you are going to submit forms in CalWATRS as an organization, please create the organization before starting any forms, including changes of ownership.
- As CalWATRS continues to improve, the system may look a little different. Don't worry if the images in this guide aren't identical to what you see on the screen, the process is generally the same.

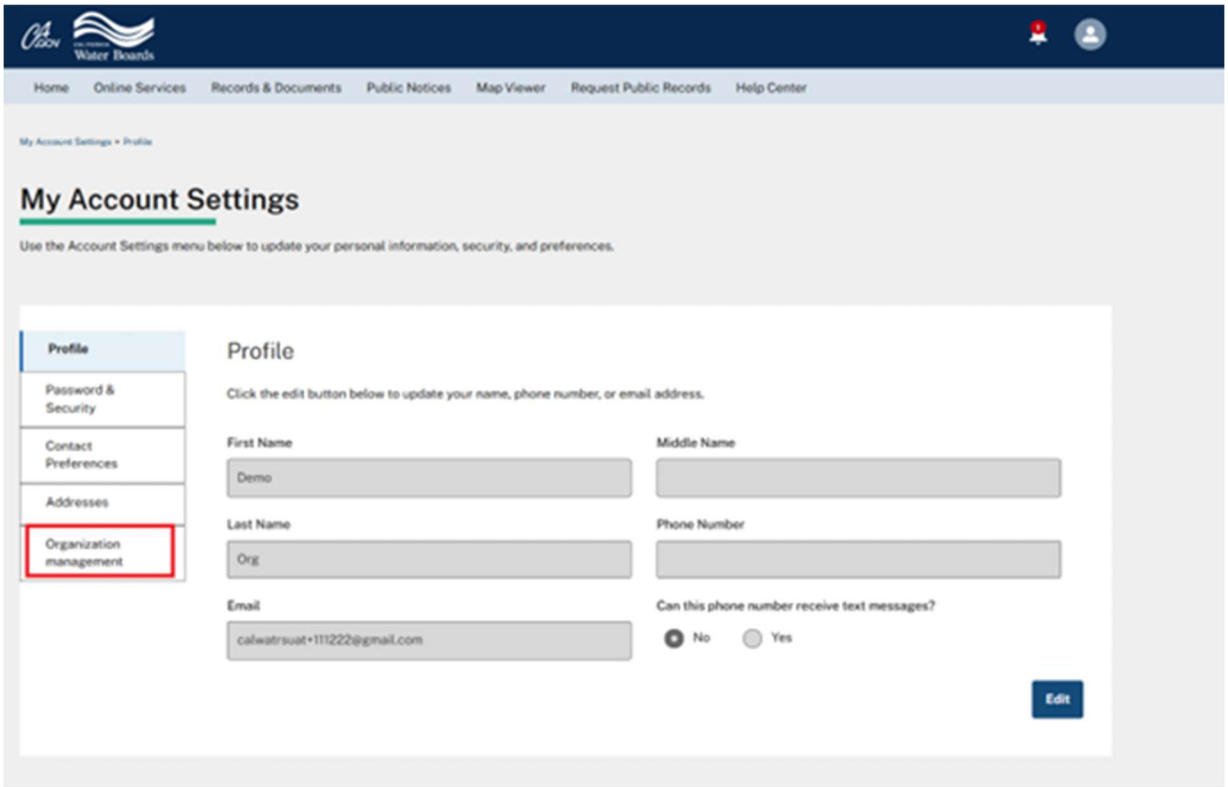
## How to Create a New Organization in CalWATRS in Six Steps

**Step 1:** 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).

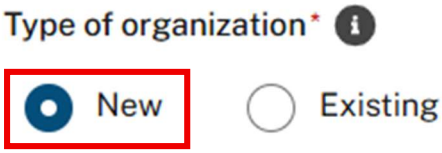




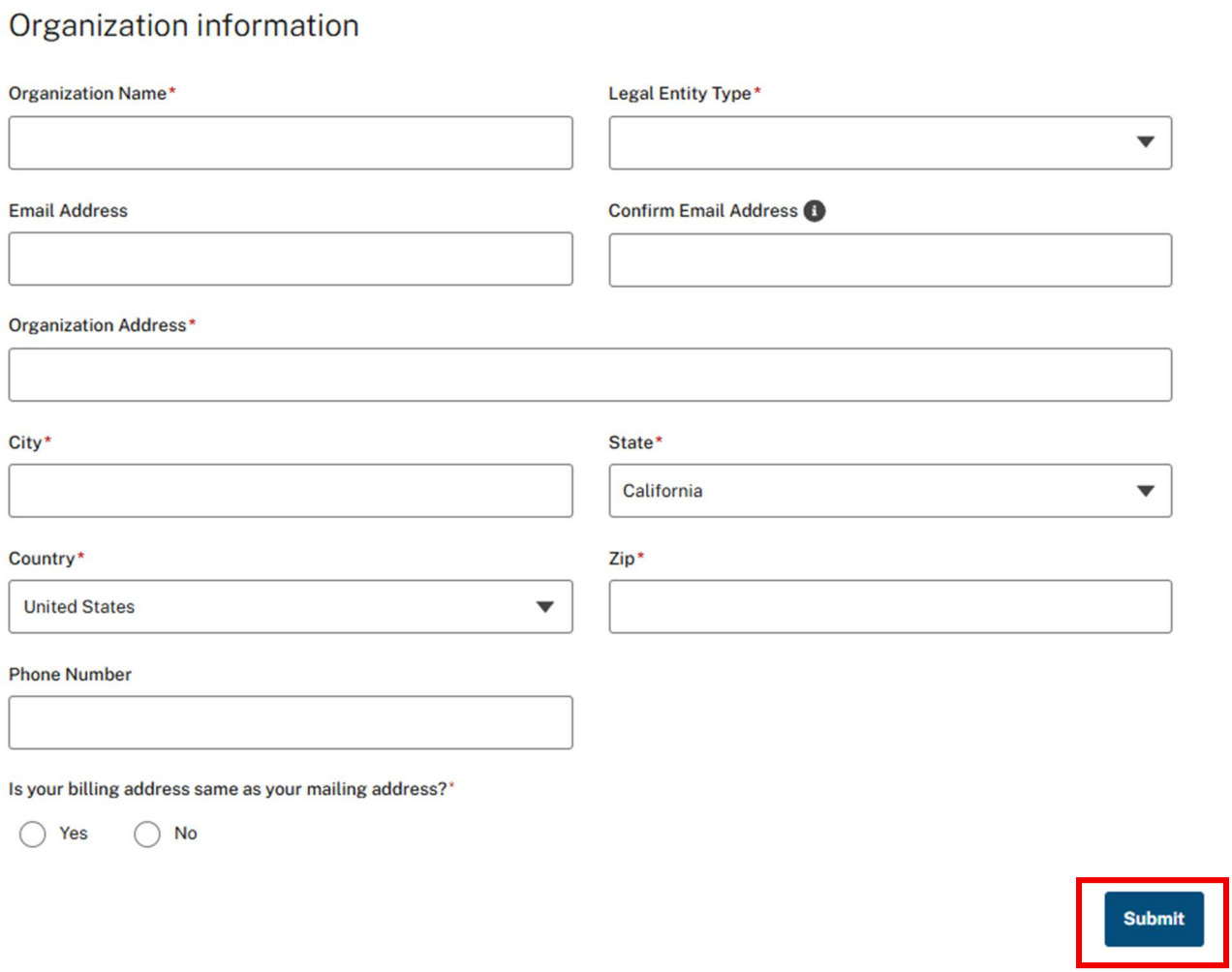

**Step 2:** On the My Account Settings page, click the “Organization management” button on the left hand side of the page.



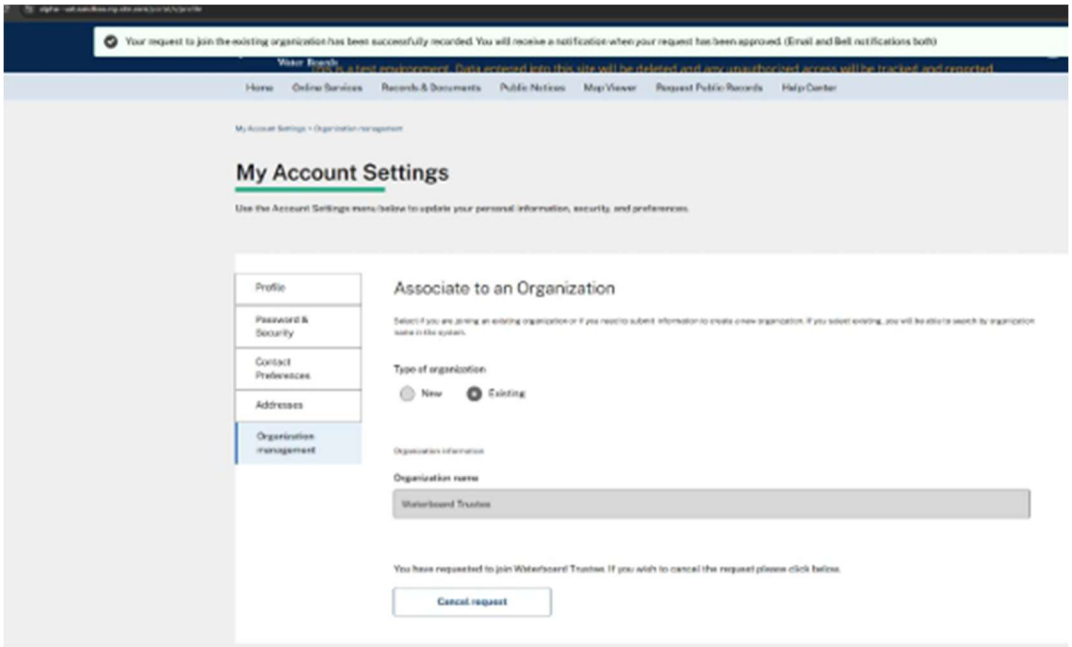

**Step 4:** Select the options indicating that you are creating a “New” Type of organization.



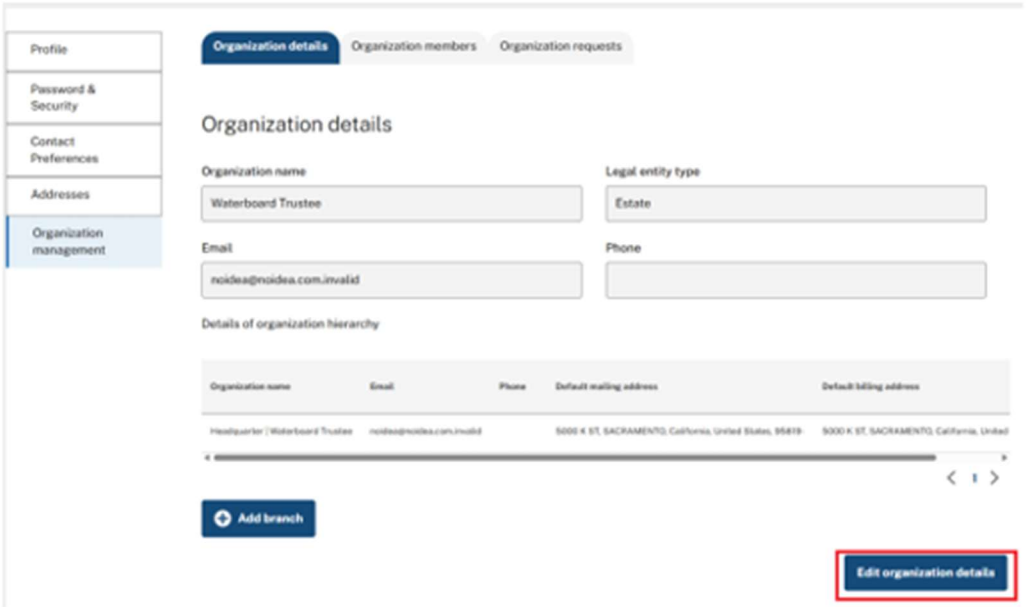
**Step 5:** Fill out the required fields. Required fields will be marked with a red asterisk *. Note that email address fields are optional. Do not use the same email address(es) used to create individual accounts. Click submit when finished.



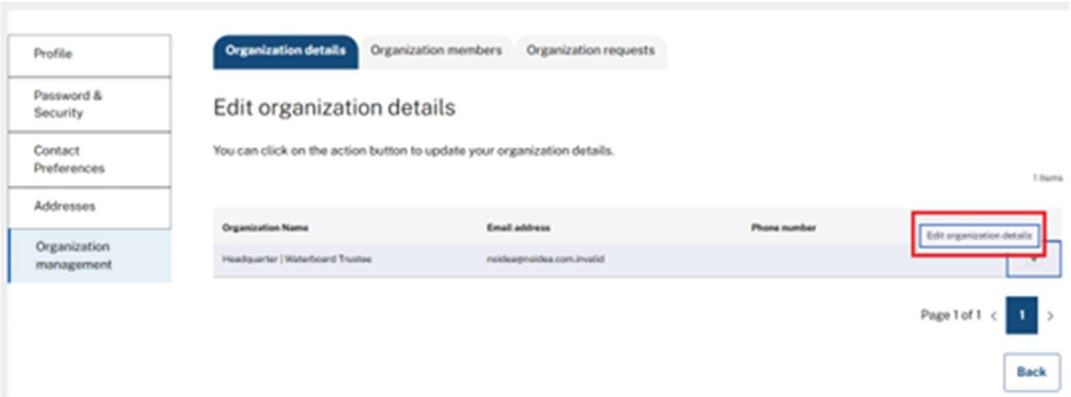

A banner informing you of your request to join the organization should appear at the top of the page. Refresh the page to complete the process and remove the banner.



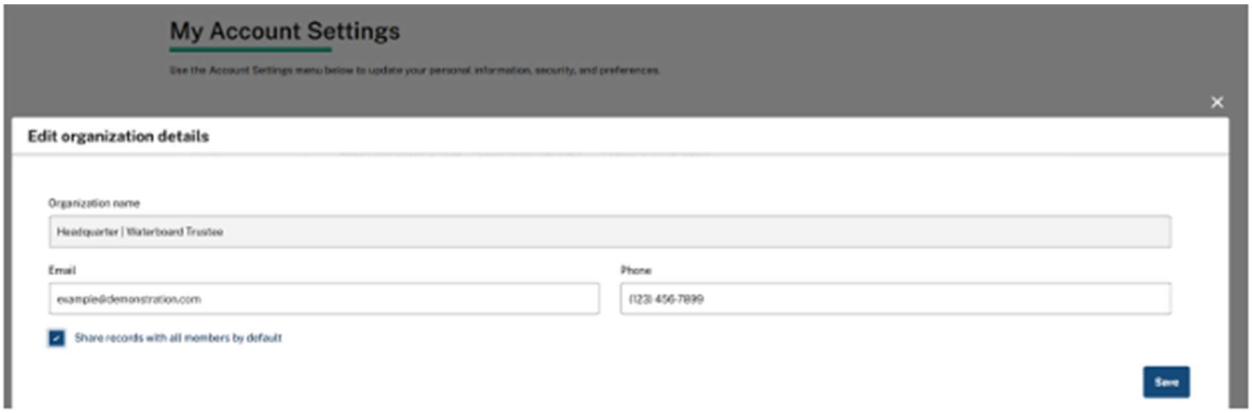

**Step 6:** Confirm your organization information is correct. To do this, click the "Organization management" button again. You should now have access to your organization management tabs. To review or edit your organization information, click the "Edit organization details" button.




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.




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.

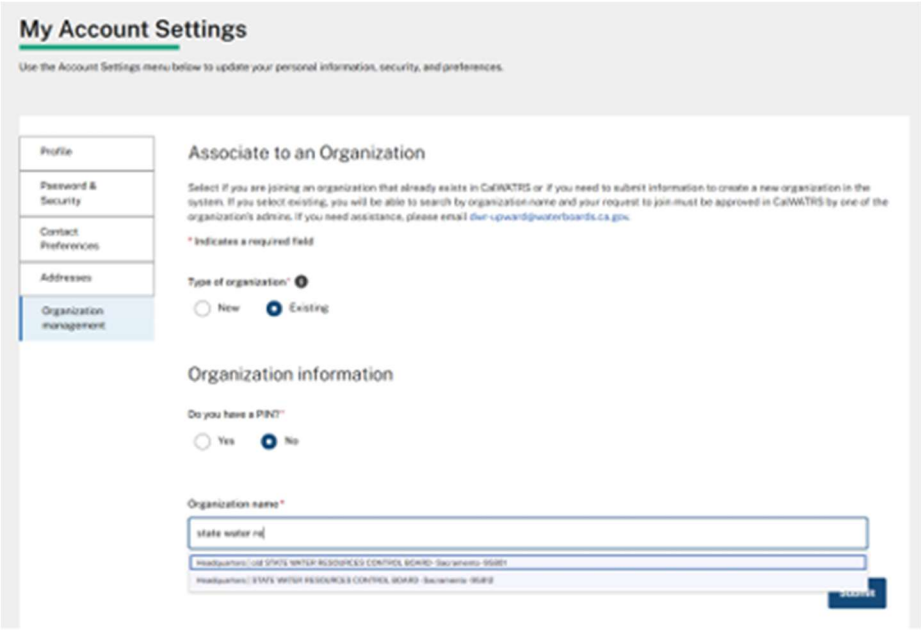


# How to Add People to Your Organization

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

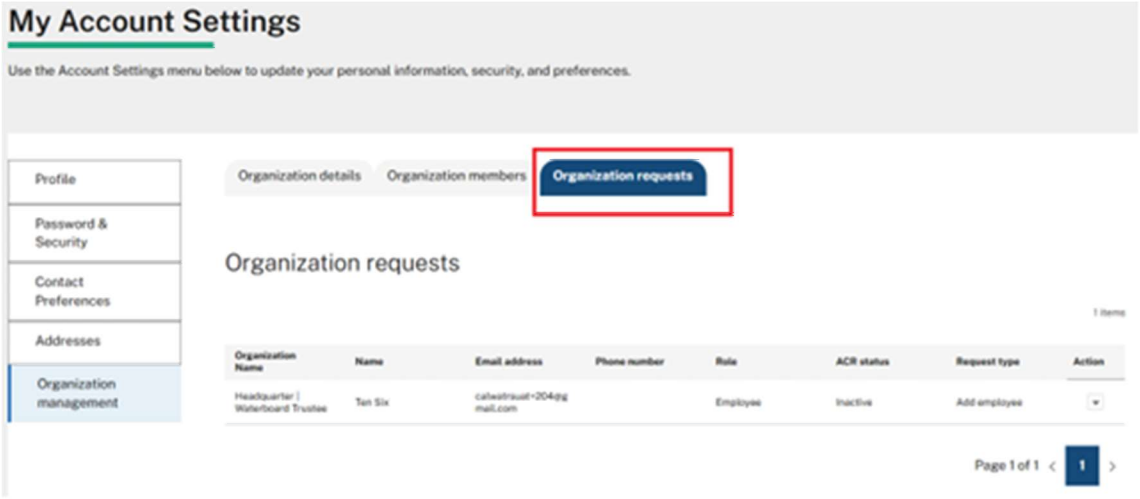
A. The employee follows steps 1 through 3 above to create an account and navigate to the "Organization management" page.

B. From there, the employee indicates that they are joining an existing organization, but they do **NOT** have a PIN. The employee searches for their organization, selects it from the list, and clicks "Submit".




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

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
calwatrsust+2D4@gmail.com
Employee
Inactive
Add employee
Page 1 of 1
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