

How to Submit an Address Change in CalWATRS

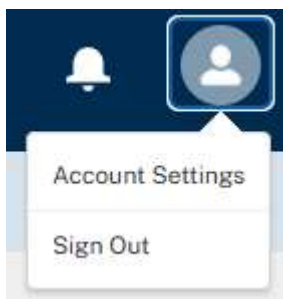
CalWATRS uses addresses in two ways, and both steps are required to update the address associated with a water right. First, add or update the address on your account. Then, update the address associated with the individual water right. Completing the first step alone will not update the address on the water right. The two steps are described below.

- To begin, log in to your CalWATRS account.
- If you need to create a CalWATRS account, please review this guide: waterboards.ca.gov/upward/calwatrs/resources/creating-an-account.pdf.

1. Add an Address to Your Account

You can add a new address to your account. CalWATRS retains your previous addresses, and you can designate which address is your default mailing or billing address.

- Click the person icon to access “My Account Settings.”



- Click on the “Addresses” tab.



- Click on “+ Add Address.”



- Fill out the address fields. Click Validate.

Street*

City* State*

Zip* Country*

Validate

- If you save an address in error or want to remove a previous address:
 - Select an address from your list
 - Select the Action drop-down menu
 - Click Delete
- To change your default mailing or billing address, select an address from the list.
- Select the appropriate button:



2. Update the Address Associated with a Water Right

In addition to creating a new address in My Account Settings, you must also update the address associated with the individual water right. This allows you to assign different addresses to different water rights, if needed.

Accessing the Address Change Form Through My Account Settings

- From the "My Account Settings" -> Addresses screen (shown in step 1):
- Click "Change Address by Water Right" to access the **Address Change Form**.



- The **Address Change Form** screen displays a table of your water rights.
- Select the water right(s) you want to update.

- Click “Update Address”.

Update Address

- The Address Change pop-up will guide you through selecting the address and recipient for the water right.

Do you want to make mailing or billing address change? *

☒ Yes ☐ No

Which party do you want to make changes to? *

Primary owner ▼

Select the changes you would like to make: *

☐ Mailing Address ☐ Billing Address

Do you want to make Mail Receiver or Bill Receiver changes? *

☒ Yes ☐ No

Select the changes you would like to make: *

☐ Update Mail Receiver ☐ Update Bill Receiver

- If you do not see the mailing address in the drop-down, you can add a new address from within the Address Change pop-up:

Available mailing addresses *

▼

Error: Available mailing addresses is required.

If you do not see the mailing address in the drop-down, it means there is no mail recipient associated with this application. You can either unselect the checkbox or select 'yes' and add mail receiver to proceed.

+ Add Address

- Click Update after making your selections.

Update

Accessing the Address Change Form through Online Services

- Click the “Online Services” tab.

- Click the “Water Rights Requests” tab.

Water Rights Requests

- Click Next on “Address Change”.

Address Change

Make changes to mailing and billing addresses for particular water rights.

Next

- This will take you to the **Address Change Form** screen described above.

Accessing the Address Change Form through an Annual Report

- Click Start under the Basic Information category.

Let's begin your Annual Report!

Please complete each section below to submit your annual report.



Basic information

Start

- On the “Current water right information” screen, select Yes when prompted to make changes to the contact or owner information displayed in the table.

Current water right information

The information seen below is the current information on file for your water right. Please review the information and take the necessary actions to ensure it is accurate.

* Indicates a required field

Application Id	Permit Number

Do you need to make changes to the contact or owner information below? *

☒ Yes ☐ No

Are you using any water diverted under this right for the cultivation of cannabis? *

☐ Yes ☒ No

Below are the current Primary owner, Non-Primary owner, agents, and consultants associated with this water right. If you have indicated a change needs to be made to this information, there will be a link provided on the following page.

Name	Mailing Street	Phone Number	Email Address	Type

- On the “Changes to water right” screen, you have the option to change the address for either single or multiple water rights.

Ownership, Agent, and Contact Changes

If you need to update the Owner and or Agent, you may request updates by completing and submitting an [Ownership Change](#) 

If you want to change the address for only this Water Right/Water Claim you may do so by opening the individual address change popup: [Address change request form](#)

If you want to make address changes for multiple Water Rights/Water Claims, you may do so by navigating to [Change Address by Water Right](#) 

- For updating the address on single water rights, the **Address change request form** link will open a simple dialog box where you can review and make changes to mailing and/or billing address or receiver.
- For updating the address on multiple water rights, the **Change Address by Water Right** link will take you to the **Address Change Form** screen described in step 2 above.