



Guide to Viewing a Notice and Related Documents

This guide walks through the process of viewing a notice and related documents in CalWATRS.

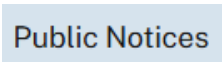
Note: Accessing records and documents in CalWATRS is currently under development. You are welcome to explore and use it, but please be aware that there may be limitations and some functions may not work as expected. We are continuing to improve performance and functionality and appreciate your patience during this phase. If you would like to provide feedback on this feature, please email your suggestions to CalWATRS-Help@waterboards.ca.gov.

Steps for Viewing a Notice and Related Documents

- Go to <https://calwatrs.waterboards.ca.gov/portal/s/>
- (Optional) Log in to your CalWATRS Account or Create an Account.



- Select "Public Notices"

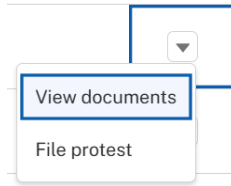


- Select the type of notice you are interested in (example: Application Notices)



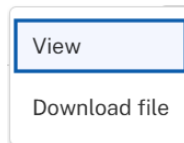
- You will be presented with all notice records for the selected type of notice. The results may be sorted and you may use the search box. The notice status will be "Active" if the notice period has not ended and a "Inactive" if the notice period has ended.
- To view a list of notice documents, select the caret for the notice under "Action" and then select "View documents" from the picklist:

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- You will be presented with the notice document and related documents:
 - Each document will be listed separately.
 - For all of the documents, the information shown (Type, Publish date, etc.) will reflect the same information for the notice record.
(This information will be modified in a future CalWATRS update.)

- To view a document, select the caret for the document under “Action” and then select either “View” or “Download file”.



- **Note:** Documents associated with a notice represent a subset of record documents that have been determined to be most relevant to a notice. Additional documents and information for records related to the subject of the notice may also be available in CalWATRS by using the “Records & Documents” feature.

Records & Documents

- The following additional guides have been created to assist with viewing application and petition records and documents:
 - Viewing an Application Record and Related Documents
<https://waterboards.ca.gov/upward/calwatsr/resources/viewing-an-application-record-and-related-documents.pdf>
 - Viewing a Petition and Related Documents
<https://waterboards.ca.gov/upward/calwatsr/resources/calwatsr-searching-petition-document.pdf>

CalWATRS Resources: For more guidance materials and training videos, please visit <https://waterboards.ca.gov/upward/calwatsr/resources/>