



State Water Resource Control Board GEARS

Groundwater Extraction Annual Reporting System

User Guide

Quick Start

Website: gears.waterboards.ca.gov

Helpful GEARS Resources: bit.ly/GEARS-Resources

Phone: (916) 322-6508

Email: SGMA@waterboards.ca.gov

State Water Resources Control Board



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How to Use This Guide

- This guide follows the same steps you will see in the GEARS portal.
- Follow the path that matches your situation.

GEARS Portal Flow



Your Path Through GEARS

Your Situation	Follow This Path
No wells / Not responsible / De minimis	Section 1 → Section 2 → DONE
Extractor / Reporter (reporting your own wells)	Section 1 → Section 2 → Section 3 → Section 4
GSA (reporting on behalf of extractors)	Section 1 → Section 3 → Section 5
Agent (reporting for others)	Section 1 → Section 3 → Section 5

Need Help?

Phone: (916) 322-6508

Email: SGMA@waterboards.ca.gov

Website: gears.waterboards.ca.gov

Contact the phone number or email for no-cost language services.

Section 1: Introduction

What is GEARS?

GEARS (Groundwater Extraction Annual Reporting System) is an online platform that allows you to report your groundwater extractions, well(s), and water use details to the State Water Board.

What You Need

- Your letter with the 16-digit Correspondence ID
- A computer or phone with internet; computer highly recommended for ease of use
- About 5-30 minutes

What to Expect

- Understand if you need to report
- Know how to meet reporting requirements
- Understand how to finalize your reports.

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Key Terms

Term	Definition
Acre-foot (AF)	A unit of water measurement equal to approximately 325,851 gallons, or the amount of water needed to cover one acre of land one foot deep. This is the standard unit used for reporting groundwater extractions in GEARS.
State Water Board or Board	The State Water Resources Control Board, along with the nine Regional Water Quality Control Boards, is responsible for protecting California’s drinking water and water quality and administering surface water rights.
Agent	An authorized representative who reports groundwater extractions on behalf of one or more extractors. Agents can be family members, friends, neighbors, consultants, farm managers, or other trusted individuals.
Correspondence ID	A unique 16-digit alphanumeric code assigned to each property by the State Water Board. This ID is included in the notice you received and is required to access your account in GEARS. The format includes dashes (XXXXXXX-000-O-XXXXX), where the “000” contains zeroes and the “O” is the letter O.
Abandoned Well	A well that has been permanently filled, abandoned, or destroyed and is no longer capable of producing water. Abandoned wells differ from inactive wells, which may still be capable of use.
De Minimis Extractor	A person who pumps 2 acre-feet (about 651,700 gallons) or less per year for household use only.
Domestic Use	Domestic use means water for personal household activities that are not business-related. This includes showers, toilets, sinks, laundry, dishwashers, filling a pool, watering a yard or garden, and growing food for personal consumption.
Extractor	A landowner or operator who pumps any amount of groundwater.
Evapotranspiration (ET)	A method for estimating groundwater use based on the combined water loss from soil evaporation and plant transpiration. In some cases, extractors, GSAs, and Agents may use evapotranspiration data from sources such as OpenET or other 3rd party vendors to report groundwater extractions by parcel rather than by individual well.
GSA	Groundwater Sustainability Agency. A local agency responsible for managing groundwater in a specific basin or a designated part of it.

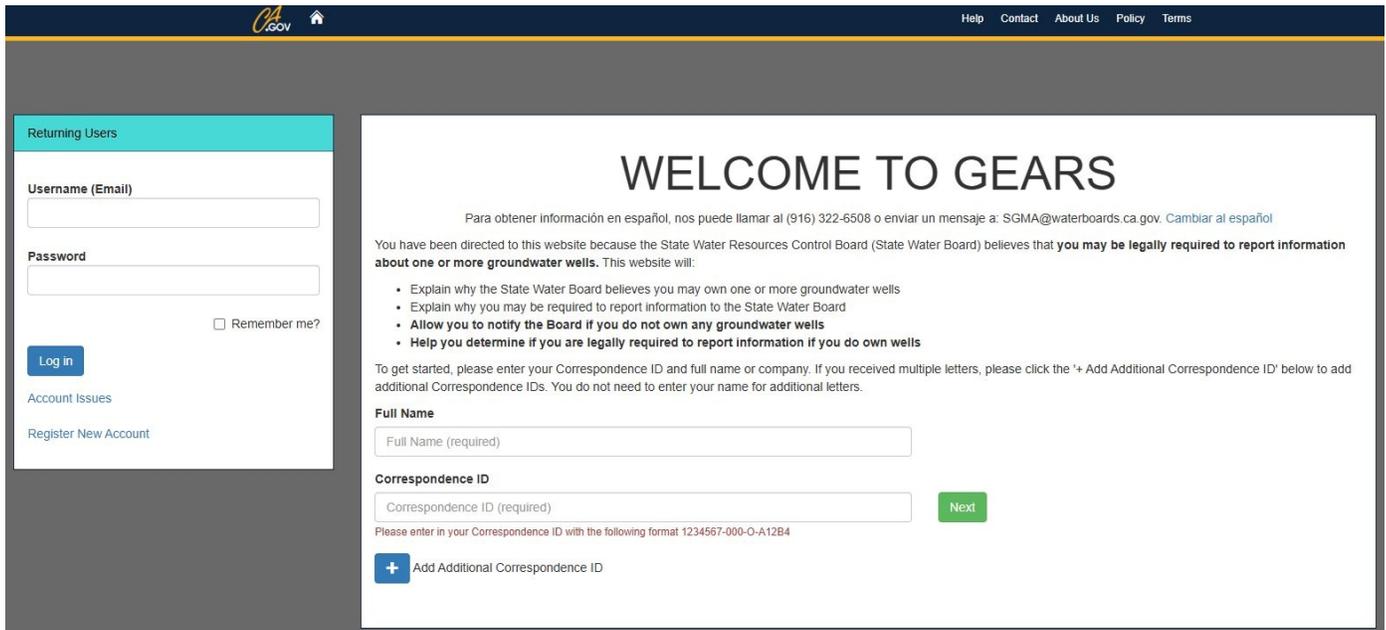
Term	Definition
Probationary Basin	A groundwater basin that is subject to State Water Board intervention due to deficiencies in Groundwater Sustainability Plans and has been designated probationary by the Board through a probationary hearing. Extractors in probationary basins are required to report their extractions to the State Water Board and, in most cases, pay fees to the Board.
SGMA	Sustainable Groundwater Management Act. A California law that requires local agencies to manage groundwater sustainably and may require groundwater users to report extractions.
Unmanaged Area	An area not covered by a Groundwater Sustainability Agency. Extractors in unmanaged areas may be required to report their extractions to the State Water Board.
Water Year	The 12-month period from October 1 through the following September 30. GEARS reporting is typically based on water years.
Reporting Period	The time period for which extractors in a subbasin must report their groundwater use. Reporting Period is typically based on the water year, but it can change depending on the subbasin and reporting year.

Section 2: The Wizard

Step 2.1: Navigate to GEARS

Open your web browser and go to: gears.waterboards.ca.gov/quickreporting

You will see the Welcome to GEARS page.



The screenshot shows the GEARS Welcome Page. At the top, there is a dark blue header with the CA.GOV logo and a home icon on the left, and navigation links for Help, Contact, About Us, Policy, and Terms on the right. The main content area is white. On the left, there is a teal-bordered box for 'Returning Users' containing a 'Log in' button, 'Account Issues' link, and 'Register New Account' link. The main area features the heading 'WELCOME TO GEARS' and a paragraph in Spanish: 'Para obtener información en español, nos puede llamar al (916) 322-6508 o enviar un mensaje a: SGMA@waterboards.ca.gov. Cambiar al español'. Below this is a notice: 'You have been directed to this website because the State Water Resources Control Board (State Water Board) believes that you may be legally required to report information about one or more groundwater wells. This website will:'. A bulleted list follows: 'Explain why the State Water Board believes you may own one or more groundwater wells', 'Explain why you may be required to report information to the State Water Board', 'Allow you to notify the Board if you do not own any groundwater wells', and 'Help you determine if you are legally required to report information if you do own wells'. A paragraph then states: 'To get started, please enter your Correspondence ID and full name or company. If you received multiple letters, please click the '+ Add Additional Correspondence ID' below to add additional Correspondence IDs. You do not need to enter your name for additional letters.' Below this are two input fields: 'Full Name (required)' and 'Correspondence ID (required)'. A green 'Next' button is to the right of the second field. A note below the fields says: 'Please enter in your Correspondence ID with the following format 1234567-000-O-A12B4'. At the bottom left of the form area is a blue button with a plus sign and the text 'Add Additional Correspondence ID'.

GEARS Welcome Page

Step 2.2: Enter Your Information

- Input your full name or company name
- Enter the 16-digit Correspondence ID that was on the notice you received
- If you received more than one Correspondence ID and would like them under the same name or account, click the "Add Additional Correspondence ID" button
- **Once completed, click Next**

Quick Tip: Your Correspondence ID format is: 1234567-000-O-A12B4

WELCOME TO GEARS

Para obtener información en español, nos puede llamar al (916) 322-6508 o enviar un mensaje a: SGMA@waterboards.ca.gov. [Cambiar al español](#)

You have been directed to this website because the State Water Resources Control Board (State Water Board) believes that **you may be legally required to report information about one or more groundwater wells**. This website will:

- Explain why the State Water Board believes you may own one or more groundwater wells
- Explain why you may be required to report information to the State Water Board
- **Allow you to notify the Board if you do not own any groundwater wells**
- **Help you determine if you are legally required to report information if you do own wells**

To get started, please enter your Correspondence ID and full name or company. If you received multiple letters, please click the '+ Add Additional Correspondence ID' below to add additional Correspondence IDs. You do not need to enter your name for additional letters.

Full Name

Correspondence ID

Please enter in your Correspondence ID with the following format 1234567-000-O-A12B4

Enter Correspondence ID

Step 2.3: Review and Confirm Your Parcel

Review the parcel information displayed. The system will show parcels associated with your Correspondence ID.

You will then be directed to a page consisting of information about the basin you are located in.

1. Review the basin and parcel details shown on the screen
2. Verify that the parcel(s) associated with your Correspondence ID are correct
3. If the information is correct, click **Next**
4. If parcels need to be edited, click **Edit Parcels** (see below)

Quick Tip: Your subbasin may be different from what is pictured.

WELCOME TO GEARS

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Thank you, Gears User.

Pumpers in Probationary Groundwater Basins are legally required to report information about their groundwater wells and extractions. The Sustainable Groundwater Management Act (SGMA) requires that groundwater basins develop and implement Groundwater Sustainability Plans (GSPs). If the Department of Water Resources, in consultation with the State Water Board, determines that a GSP or GSP implementation is inadequate, the State Water Board may place the basin in probation. With few exceptions, people who pump groundwater from probationary basins are legally required to report information to the State Water Board.

The SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin is on probation. The SAN JOAQUIN VALLEY - TULARE LAKE GSP(s) was determined to be inadequate on 2023-03-02T08:00:00, and the State Water Board placed the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin in probation on 2024-04-16T07:00:00. People who pump groundwater in the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin may therefore be legally required to report information about groundwater wells and extractions to the State Water Board.

The State Water Board believes you own one or more reportable wells in SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin . The State Water Board has assessed information from public databases and aerial imagery to identify existing wells in the **SAN JOAQUIN VALLEY - TULARE LAKE** Groundwater Basin(s) and estimate their extraction volumes. These data indicate that you may own one of more wells on the parcels listed below. Please review these parcels, and then [click the green button to:](#)

- Determine if you are required to report information to the State Water Board, or
- Report to the State Water Board that you do not own any wells in the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin.

Parcels that may have one or more groundwater wells: [Edit Parcels](#)

Parcel Number	Groundwater Basin(s)	County
[REDACTED]	SAN JOAQUIN VALLEY - TULARE LAKE	SACRAMENTO

[Next](#)

Parcel Review Screen

Step 2.3a: Edit Your Parcels (If Needed)

If you need to adjust the parcels associated with your account:

1. Click on the **Edit Parcels** link
2. You will see a map with parcels outlined in red and highlighted in yellow
3. To add a parcel: click on the parcel on the map
4. To remove a parcel: click on it again (it will no longer be highlighted)
5. Click **Submit** when done

Your parcel list will now be updated and you can move forward to the next step.



Edit Parcels Map

Step 2.4: Confirming and Reporting Well Status

Please read through the four options carefully to update the State Water Board on which well type best describes your situation.

If this is you...	Select this option	Result
I do NOT own any wells	<i>"I do not own any groundwater wells"</i>	DONE
I am NOT responsible for this property	<i>"I do not own / I am not legally responsible"</i>	DONE
I pump 2 acre-feet or less AND only for household use	<i>"I own wells pumping less than 2 acre-feet... for domestic purposes only"</i>	DONE
I pump MORE than 2 acre-feet OR I use water for non-household purposes	<i>"I own wells pumping more than 2 acre-feet..."</i>	Section 3

Quick Tip: If you are not sure if you should report your well as abandoned or inactive, you can click on the link titled "Should I report my abandoned or inactive well?" on the GEARS website.

Step 2.4a: Use the Calculator (If Unsure About Your Water Use)

Not sure how much water you pump? The calculator can help you estimate your annual water use.

1. Click on the **How do I know if I pump cumulatively more than 2 acre-feet per year?** link on the well status page
2. Enter your information (household size, irrigated area, livestock, etc.)
3. Review your estimated annual water use

De Minimis Qualification: 2 acre-feet or less per year AND domestic (household) use only. Any agricultural or commercial use disqualifies you regardless of amount. Reporting is not necessary if you are a de minimis extractor.

WELCOME TO GEARS

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According to your selection, you have one or more wells and are unsure if you are cumulatively extracting more than 2 acre-feet of groundwater per year. Answer the following questions, so we can estimate your cumulative use of groundwater per year. Please note that if you extract less than 2 acre-feet of water for non-domestic use, you are not a de minimis user and are required to report your extractions.

1 ————— 2 ————— 3

Question 1 Question 2 Question 3

Based on the information you have provided; your estimated cumulative use is greater than 2 acre-feet per year. Based on this estimation it is recommended that you do not meet the criteria to be considered a de minimis extractor and may be required to report your annual groundwater extractions to GEARS. Select next to continue back to your selection. If you have questions, please contact the SGMA team at (916) 322-6508 or SGMA@waterboards.ca.gov.

Based on the information you have provided:

Parcel Number	Estimated Water extracted (acre-feet per year)
████████████████████	581.06

According to your estimates:

581.06

acre-feet per year

[Next >>](#)

Calculator Screen

Step 2.5: Select the "I Understand" Box and Submit

After making your selection, check the "I Understand" box, acknowledging the information you provided is correct.

1. Check the "I Understand" box
2. Click **Submit**

Save your confirmation number

WELCOME TO GEARS

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To determine if you are required to report information to the State Water Board, or to inform that State Water Board that you do not own any groundwater wells in the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin , please select one of the following statements to describe your groundwater well ownership and then click the "Submit" Button:

I do not own / I am not legally responsible for the property or properties identified within the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin for which I received a notice .

I do not own any groundwater wells within the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin .

I own one or more groundwater wells within the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin(s) that cumulatively pump **less than 2** acre-feet of groundwater per year for domestic purposes only.

[How do I know if I pump cumulatively more than 2 acre-feet per year?](#)

I own one or more groundwater wells within the SAN JOAQUIN VALLEY - TULARE LAKE Groundwater Basin that:

- Cumulatively pump **more than 2** acre-feet of groundwater **per year, or**
- Pump **any amount** of groundwater for **any reason other than domestic purposes**

[Should I report my abandoned well or inactive well?](#)

I understand that clicking the "Submit" button is the legally binding equivalent to my handwritten signature. Knowingly making a material misstatement about the information above is punishable by a fine of up to \$25,000, plus \$1,000 for each day on which the violation occurs pursuant to section 5107(c)(3) of the Water Code.

Submit Options Screen

What Happens After You Submit?

If you selected...	What happens	Next step
You do not have a well or it is abandoned	You will be directed to a page with a confirmation number. No further action is required. Be sure to record your confirmation number.	DONE
You meet the "De Minimis" criteria	You will no longer receive notices from the State Water Board about reporting your extractions to GEARS unless your status or water use changes. Please keep the confirmation number for your records.	DONE
You own or are responsible for one or more groundwater well(s)	You will need to create an account and begin to report the amount of water each well is extracting.	Section 3

Section 3: Register an Account

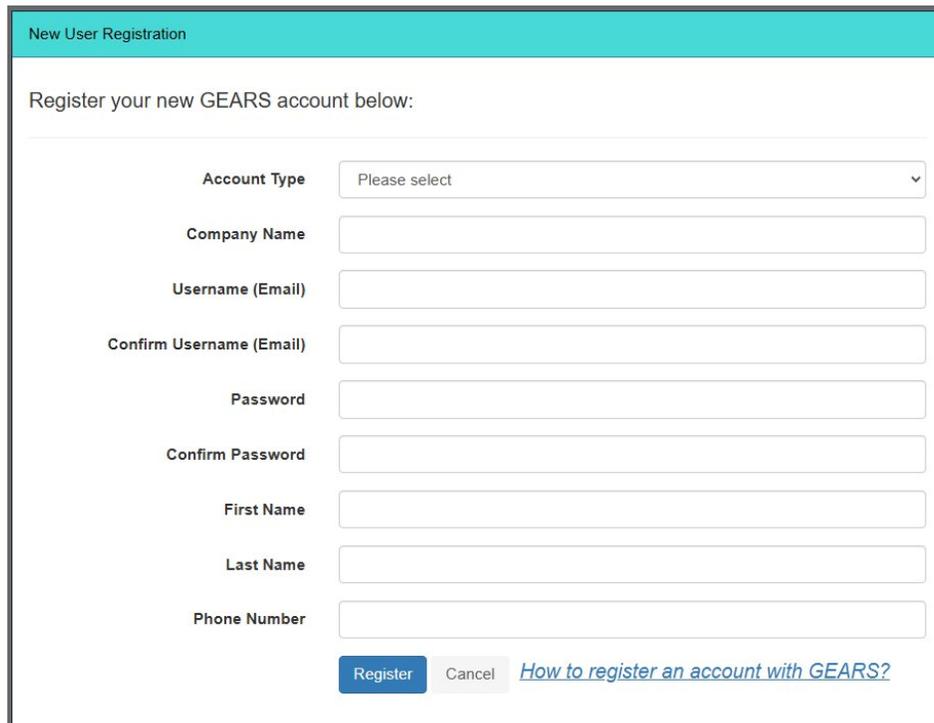
Step 3.1: Create Account

If the Wizard told you to register, or if you are an Agent or GSA, follow these steps to create your account. If you already have an account, go to Step 4.

Step 3.1: Create Account

1. **Click Create Account**
2. Select your account type
3. Enter your contact information
4. Create a password
5. Check your email and verify your account
6. Log in to your new account

Note: If you are an Agent or GSA, click on **Register New Account** under the **Returning Users** login to create an account, then follow Steps 2 through 6 above.



The screenshot shows a web form titled "New User Registration" with a teal header. Below the header, the text "Register your new GEARS account below:" is displayed. The form contains several input fields: "Account Type" (a dropdown menu with "Please select" and a downward arrow), "Company Name", "Username (Email)", "Confirm Username (Email)", "Password", "Confirm Password", "First Name", "Last Name", and "Phone Number". At the bottom of the form, there are three buttons: a blue "Register" button, a grey "Cancel" button, and a blue link that says "How to register an account with GEARS?".

Create Account Screen

Step 3.1a Selecting Your Account Type

When you create your account, you will need to select your account type from a dropdown list. Choose the option that best describes your role:

Account Type	Description	Next Step
Extractor/ Reporter	You own wells and will report your own groundwater extractions	Section 4
GSA	You are a Groundwater Sustainability Agency reporting on behalf of extractors	Section 5
Agent	You are an authorized representative reporting on behalf of others (e.g., consultant, farm manager)	Section 5

Section 4: Extractor

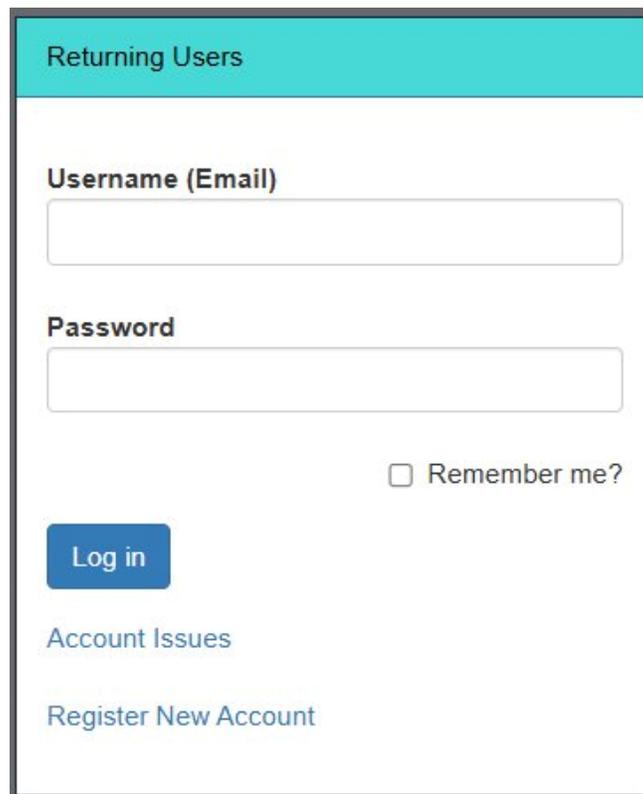
This section is for extractors reporting their own wells.

Follow these steps if you are reporting your own wells as an Extractor/Reporter.

Login → Add Wells → File Report → Pay Fees

Step 4.1: Login to Your Account

1. Go to the GEARS website
2. Enter your username and password under Returning Users
3. **Click Login**



The screenshot shows a login form titled "Returning Users". It contains two input fields: "Username (Email)" and "Password". Below the password field is a checkbox labeled "Remember me?". A blue "Log in" button is positioned below the checkbox. At the bottom of the form, there are two links: "Account Issues" and "Register New Account".

Login Screen

Step 4.2: Add Wells

After logging in, you need to add your well(s) to your account. You have two options:

Option A: Add Well (One at a time)	Option B: Bulk Well Upload (Multiple wells)
<ol style="list-style-type: none"> 1. Click on Manage Well(s) and Parcel(s) of Use 2. Click Add Well 3. Find your well on the map 4. Enter well and parcel details 5. Click Save 	<ol style="list-style-type: none"> 1. Click Bulk Well-PoU Upload 2. Download the template file 3. Fill in well information for all wells using the CSV template. 4. Upload the completed file 5. Click "Incomplete" link under Upload Status to select parcels of use for each well
Best for: 1-5 wells	Best for: 6 or more wells

Bulk Well Upload File Requirements:

File format: CSV (comma-separated values) only. Do not change the file format or column headers.

Instructions: Click "Get Instructions" to download detailed PDF instructions. Click "Get Template" to download the CSV template.

Required fields: Purpose of Use, Is De minimis Well, Well Status Name, Latitude, Longitude, Well Name, Max Production, Pumping Year

Tip: Use exact values specified in the instructions (e.g., "Active" or "Inactive" for Well Status). Incorrect values will cause upload errors.

Step 4.3: File Extraction Report

Important: You may only report using one method per well and its associated parcel(s). If you have already submitted a report using the report by well method, you cannot later report any of that well's parcels of use using the report by evapotranspiration (parcel) method. If you report by parcel, you cannot report the associated well(s) using the report by well method. Attempting to report the same well or parcel using both methods will result in an error.

Step 4.3a: Report by Well

1. **Click Create New Report By Well**
2. Select the water year
3. Select the month you became responsible for the well
4. Select measurement method and upload documentation
5. Enter monthly water amounts for each well in acre-feet
6. **Click Submit**
7. Download extraction report

The screenshot shows a web interface for filing extraction reports. At the top, there is a teal header with the text "Extraction Reports". Below this, there are two blue buttons: "+ Create New Report By Well" and "+ Create New Report Using Evapotranspiration". Each button has a small information icon (i) to its right. Below the buttons, the heading "Extraction Reports" is followed by three dropdown menus labeled "Well", "Water Year", and "APN", each with "All" as the selected option. A green "Search" button is to the right of these dropdowns. Below the search filters, the text "Existing Extraction Reports" is followed by a table with the following columns: Well Name, APN, Basin, Water Year, Submission Date, Status, and Download. Below the table, there is a green button that says "Done Reporting for the Water Year?".

Well Name	APN	Basin	Water Year	Submission Date	Status	Download
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File Report Screen

Well and Reporting Year

1 — 2 — 3
Well & Water Year Extraction Details Confirmation

Click on the map or choose your well from the list.
Can't find your well? [Click here to add it.](#)

Loading, please wait...

Choose a well name below to report for that well.

Well 1

Next Cancel

Vantor | Esri, HERE, Garmin, IPC Powered by Esri

Well and Reporting Year Selection

Step 4.3b: Report Using Evapotranspiration (ET)

Some reporters have the option to report groundwater extractions using evapotranspiration (ET) data. This method reports by parcel rather than by individual well.

1. Click + **Create New Report Using Evapotranspiration**
2. Select the water year
3. Select parcel(s) on the map (gray = unavailable, red = available, green = selected)
4. For each parcel, enter: ET data source (i.e., OpenET or other 3rd party vendor), irrigation efficiency, surface water volume applied (if applicable), and monthly groundwater extraction in acre-feet.
5. Review summary and click **Submit Report**
6. Download extraction report

Note: In step 4 above, the parcel you are filling in information for will be highlighted in blue text at the top of the screen. When you click **Next**, the previously entered information will be removed, and the next parcel in the list at the top of the screen will be highlighted in blue. Reports submitted using ET may take several hours to complete processing. If the report is still processing after several days, resubmit the report for that parcel. Fees will be calculated when you finalize your extraction reports for the water year.

Report Using ET

1 2 3
Parcels of Use and Water Year Extraction Details Confirmation

Click on the map to select your parcels of use. Any wells you own that apply water to these parcels, as identified in the "Manage Well(s) and Parcel(s) of Use Module" will be auto selected. If you do not see your Parcel or well or wish to make edits to your parcels, please make edits in the Manage Well(s) and Parcel(s) of Use Module in your Extractor Dashboard. Extractors wishing to report for more than 10 parcels should use the Bulk Volume Upload Module or file multiple Extraction Reports.

Find address or place

Parcels Selected

Well 1 pou

Cancel Next

Powered by Esri

Report Using ET

Step 4.3c: Bulk Volume Upload

Report by Well:

If you have multiple wells, you can use Bulk Volume Upload to file extraction reports for all wells at once instead of filing them one at a time.

Tips: You must add your wells and parcels of use to your account first before using Bulk Volume Upload. If the reporting period or water year hasn't ended, click **Get Blank Template** to start early. We highly recommend you use the **Get Template** CSV rather than the **Get Blank Template** CSV when uploading the file into GEARS. If your meter calibration is more than 5 years old, select "Unmetered/Estimated" as your method.

1. Click **Bulk Volume Upload**
2. Select the water year from the dropdown
3. Click **Get Instructions** and **Get Template** next to "By Well." Fill in extraction volumes for each well.
4. If using a Certified Meter, enter the calibration date (MM/DD/YYYY)
5. Save the CSV file, then click **Choose File** and **Upload**
6. Click **Upload**
7. Add proof of calibration or estimation method file by clicking the Upload link under "Measurement Technique File" in the grid
8. Review and click **Next**
9. Verify the map, then click **Confirm and Submit**

Report by Parcel (ET):

If you have multiple parcels, you can use the Bulk Volume Upload to file extraction reports for all parcels at once instead of filing them one at a time.

1. Click **Bulk Volume Upload**
2. Select the water year from the dropdown
3. Click **Get Instructions** and **Get Template** next to "By Parcel"
4. Fill in the irrigation efficiency, surface water (if applicable), data source, and extraction volumes for each parcel
5. Save the CSV file, then click **Choose File** and **Upload**
6. Verify the map, then click **Confirm and Submit**

IMPORTANT: After submitting all reports for the water year or reporting period, you will need to finalize the reports by clicking the **Done Reporting for the Water Year** on the File Extraction Report screen or by clicking on the **Finalize Extraction Report** submodule under File Extraction Report. Click the **Yes** button for the water year you have completed. A summary page of all fees owed to the State Water Board for that water year or reporting period can be found in the Documents Library.

Bulk PoU Volume Upload

Extractor: gearstestuat+GU1@gmail.com **Select Water Year**
--Select--

Upload

By Well: [Get Instructions](#) / [Get Template](#) / [Get Blank Template](#)
By Parcel: [Get Instructions \(ET\)](#) / [Get Template \(ET\)](#) / [Get Blank Template \(ET\)](#) NOTE: Upload Template will include reportable wells or parcels ONLY

Choose File No file chosen Upload

Cancel

Bulk Volume Upload Screen

Step 4.4: Pay Fees

After submitting your report, you will receive an invoice by mail.

- Review your invoice for accuracy
- Pay by the due date to avoid late fees
- Keep a copy of your payment confirmation for your records

Fee Waivers:

Some pumpers may be able to request that the State Water Board waive their fees. Pumpers currently eligible for fee waivers include certain low-income residents, certain drinking water systems, and public schools. You must submit your report by the reporting deadline to be eligible for a fee waiver. For more information on fee waiver eligibility, please review the [fee waiver guidance document](#).

When you submit your extraction report, GEARS will provide a link to the SGMA Groundwater Extraction Fee Waiver Request Form. A link to the form will also be [available on our website](#).

Section 5: Agent/GSA

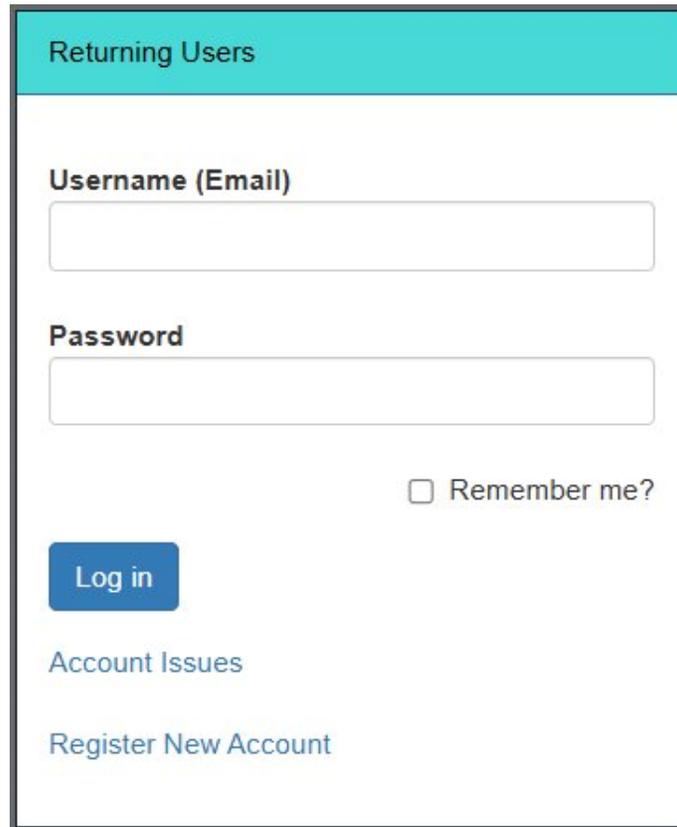
Follow these steps if you are an authorized representative reporting on behalf of others (e.g., consultant, farm manager, property manager).

Login → Invite Extractor(s) → Add Wells → File Report

This section is for agents or GSAs reporting on behalf of extractors.

Step 5.1: Login to Your Agent Account

1. Go to the GEARS website
2. Enter your username and password under Returning Users
3. Click **Login**



The screenshot shows a login form titled "Returning Users" with a teal header. It contains two input fields: "Username (Email)" and "Password". Below the password field is a checkbox labeled "Remember me?". A blue "Log in" button is positioned below the checkbox. At the bottom of the form, there are two links: "Account Issues" and "Register New Account".

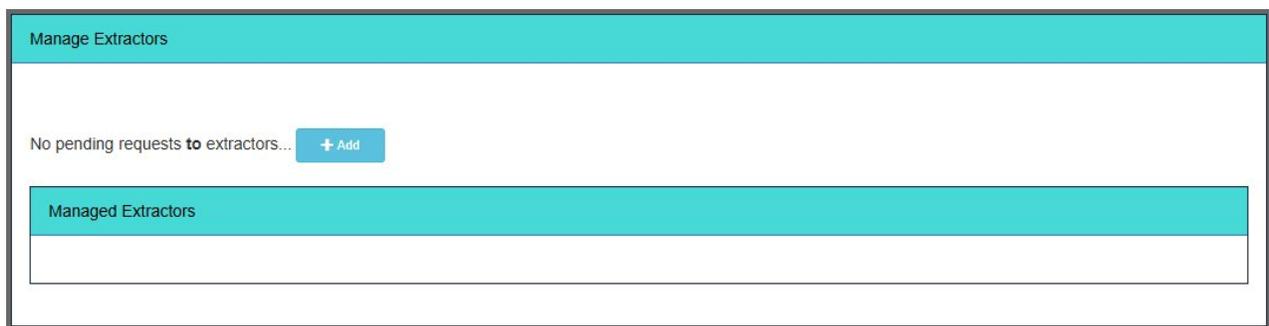
Agent Login Screen

Step 5.2: Add Extractor

To report on behalf of an extractor, you must first add them to your account:

1. Click **Manage Extractors**
2. Click +Add
3. Enter extractor Correspondence ID including dashes
4. If you are an Agent, when you see their name in the list, click Invite. If you are a GSA, just click Invite.
5. The extractor will receive an email invitation
6. Wait for the extractor to accept the invitation

Note: You cannot proceed until the extractor accepts the invitation



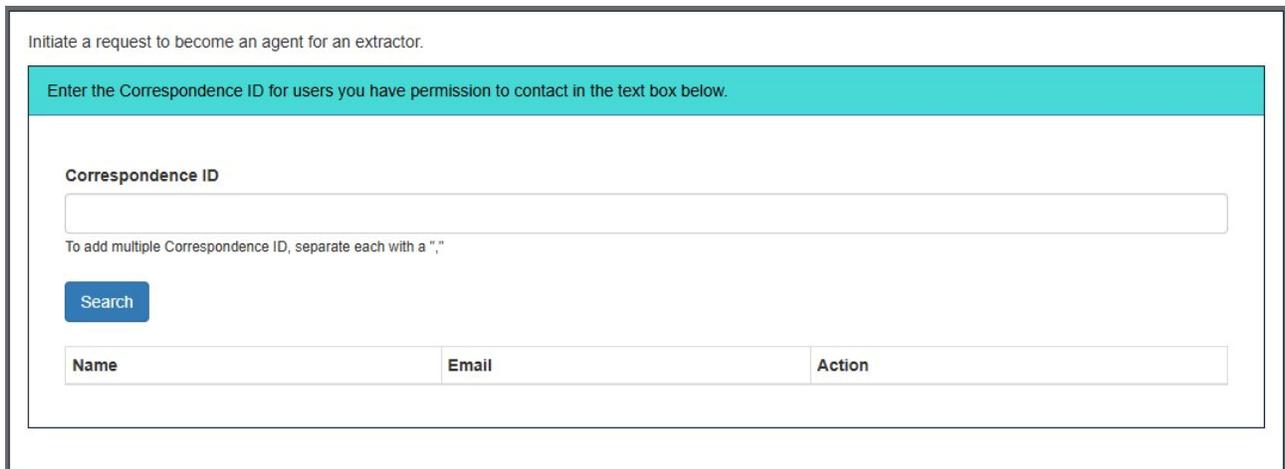
Manage Extractors

No pending requests to extractors... [+ Add](#)

Managed Extractors

Name	Email	Action
------	-------	--------

Manage Extractors Screen



Initiate a request to become an agent for an extractor.

Enter the Correspondence ID for users you have permission to contact in the text box below.

Correspondence ID

To add multiple Correspondence ID, separate each with a ","

[Search](#)

Name	Email	Action
------	-------	--------

Invite Extractor Screen

Step 5.3: Add Wells

After the extractor accepts the invitation, add wells to their account:

Option A: Add Well	Option B: Bulk Well-Upload
<ol style="list-style-type: none">1. Click Manage Well(s) and Parcel(s) of Use2. Select the extractor3. Click Add Well4. Enter well and parcel details5. Click Save	<ol style="list-style-type: none">1. Click Bulk Well-PoU Upload2. Select the extractor3. Download instructions and complete template4. Upload the completed file5. If Agent, click "Incomplete" link under Upload Status to select parcels.

Step 5.4: File Extraction Report

Important: You may only report using one method per well and its associated parcel(s). If you have already submitted a report using the report by well method, you cannot later report any of that well's parcels of use using the report by evapotranspiration (parcel) method. If you report by parcel, you cannot report the associated well(s) using the report by well method. Attempting to report the same well or parcel using both methods will result in an error.

Extraction Reports

Select Extractor

--Select--

Get Started

Select Extractor Screen

Step 5.4a: Report by Well

1. **Click File Extraction Report**
2. Select the extractor
3. **Click Create New Report By Well**
4. Enter extraction data for each well
5. **Click Submit**

Repeat Steps 5.2 through 5.5 for each additional extractor.

Well and Reporting Year

1 — 2 — 3
Well & Water Year Extraction Details Confirmation

Click on the map or choose your well from the list.
Can't find your well? [Click here to add it.](#)

Loading, please wait...

Choose a well name below to report for that well.

Well 1

Next Cancel

Vantor | Esri, HERE, Garmin, IPC Powered by Esri

Well and Reporting Year Selection (Agent)

Step 5.4b: Report Using Evapotranspiration (ET)

Some reporters have the option to report groundwater extractions using evapotranspiration (ET) data. This method reports by parcel rather than by individual well.

1. Click **+ Create New Report Using Evapotranspiration**
2. Select the water year
3. Select parcel(s) on the map (gray = unavailable, yellow = available, green = selected)
4. For each parcel, enter: ET data source (i.e., OpenET or other 3rd party vendors), irrigation efficiency, surface water volume (if applicable), and monthly groundwater extraction in acre-feet
5. Review summary and click **Submit Report**

Note: Reports submitted using ET may take several hours to complete processing. If the report is still processing after several days, resubmit the report for that parcel. Fees will be calculated when you finalize your extraction reports for the water year.

Report Using ET

1 2 3
Parcels of Use and Water Year Extraction Details Confirmation

Click on the map to select your parcels of use. Any wells you own that apply water to these parcels, as identified in the "Manage Well(s) and Parcel(s) of Use Module" will be auto selected. If you do not see your Parcel or well or wish to make edits to your parcels, please make edits in the Manage Well(s) and Parcel(s) of Use Module in your Extractor Dashboard. Extractors wishing to report for more than 10 parcels should use the Bulk Volume Upload Module or file multiple Extraction Reports.

Find address or place

Parcels Selected

Well 1 pou

Cancel Next

Ventor | Esri, HERE, Garmin, iPC Powered by Esri

Report Using ET

Step 5.5c: Bulk Volume Upload

If you manage multiple wells or extractors, you can use the Bulk Volume Upload to file extraction reports for all wells at once. You can also use it to report by parcel using evapotranspiration.

Tips: Wells must be added first before using Bulk Volume Upload. If the water year hasn't ended, click **Get Blank Template** to start early. We highly recommend you use the **Get Template** CSV rather than the **Get Blank Template** CSV when uploading the file into GEARS. If your meter calibration is more than 5 years old, select "Unmetered/Estimated" as your method.

Report By Well:

If you have multiple wells, you can use the Bulk Volume Upload to file extraction reports for all wells at once instead of filing them one at a time.

1. Click **Bulk Volume Upload**
2. If you are an Agent, select the extractor and water year from the dropdown. If you are a GSA, select the water year
3. Click **Get Instructions** and **Get Template** next to "By Well"
4. Fill in extraction volumes and measurement method
5. Save CSV, click **Choose File** and **Upload**
6. Add proof of calibration or estimation method file by clicking the **Upload** link under "Measurement Technique File" in the grid
7. Review, click **Next**, then **Confirm and Submit**
8. **Report By Evapotranspiration:**
9. Click **Get Instructions** and **Get Template** next to "By Parcel"

Report by Parcel:

If you have multiple parcels you want to report for, you can use the Bulk Volume Upload to file extraction reports for all parcels at once instead of filing them one at a time.

1. Click **Bulk Volume Upload**
2. If you are an Agent, select the extractor and water year from the dropdown. If you are a GSA, select the water year
3. Click **Get Instructions** and **Get Template** next to "By Parcel"
4. Fill in the irrigation efficiency, surface water (if applicable), data source, and extraction volumes for each parcel
5. Save the CSV file, then click **Choose File** and **Upload**
6. Verify the map, then click **Confirm and Submit**

Note: Reports submitted using evapotranspiration may take several hours to complete processing. If the report is still processing after several days, resubmit the report for that parcel.

Bulk PoU Volume Upload

Select Extractor

--Select--
▼

Select Water Year

--Select--
▼

Upload

By Well: [Get Instructions](#) / [Get Template](#) / [Get Blank Template](#)

By Parcel: [Get Instructions \(ET\)](#) / [Get Template \(ET\)](#) / [Get Blank Template \(ET\)](#) NOTE: Upload Template will include reportable wells or parcels ONLY

Choose File

No file chosen

Upload

Cancel

Bulk Volume Upload Screen (Agent)

IMPORTANT: After submitting all reports, finalize by clicking the **Done Reporting for the Water Year** on the File Extraction Report screen or by clicking on the **Finalize Extraction Report** submodule. Click the **Yes** button for the water year you have completed. A summary page of all fees owed by the extractor to the State Water Board will be found in the Documents Library

Need Help?

Phone: (916) 322-6508

Email: SGMA@waterboards.ca.gov

Website: gears.waterboards.ca.gov

Contact the phone number or email for no-cost language services.

Troubleshooting Common Technical Issues

This section addresses common technical issues you may encounter when using GEARS.

Issue	Solution
Bulk well upload file won't upload	Ensure your file is saved as a CSV (comma-separated values) file. Do not change the column headers or file format. Check that all required fields are filled in using the exact values specified in the instructions (e.g., "Active" not "active"). Verify the Correspondence ID includes dashes and uses the correct format.
Cannot find extractor when searching by Correspondence ID	If inviting an extractor as an Agent, the extractor may not have created their GEARS account yet. If inviting an extractor as a GSA, you will be able to invite the extractor before they create an account, but they will need to accept the invite before you can report for them. Verify you entered the Correspondence ID correctly with dashes. Remember: the "000" portion uses the number zero, and the "O" is the alphanumeric letter O.
"Well Owners Warning" message appears	This message indicates another well may already exist on the parcel. If the parcel has multiple wells with multiple owners, click "Skip" to continue.
Cannot finalize extraction reports	You must file extraction reports for all wells marked as "Active" in your GEARS account before you can finalize. A verification message will show which wells still need reports.
Report processing is slow	Reports submitted using evapotranspiration may take several hours to several days to complete processing. When the report is ready, a blue download arrow will appear in the Extraction Reports screen.

Need Help?

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Email: SGMA@waterboards.ca.gov

Website: gears.waterboards.ca.gov

Contact the phone number or email for no-cost language services.

FAQs: Common Scenarios & Solutions

Scenario	Solution
UNDERSTANDING REPORTING REQUIREMENTS	
Why did I receive a notice to report my groundwater use?	California’s Sustainable Groundwater Management Act (SGMA) requires local agencies to manage groundwater sustainably. If a groundwater basin doesn’t meet certain goals, it may be placed on probation. When this happens, people who pump groundwater from that basin must report their use to the State Water Board—unless they qualify as exempt. People who pump in unmanaged areas may also need to report to the State Water Board.
How do I know if I’m exempt from reporting?	Use the Quick Reporting Wizard at gears.waterboards.ca.gov . It walks you through a few simple questions to determine if you need to report. Everyone who received a notice must complete the Wizard—even if you think you’re exempt. This confirms your status and removes you from future mailing lists .
What is a “de minimis” extractor?	A de minimis extractor is someone who pumps 2 acre-feet or less per year (about 651,700 gallons) and uses the water only for domestic purposes. Most well owners who pump water for household use fall into this category. De minimis extractors are typically exempt from reporting requirements.
What counts as “domestic use”?	Domestic use includes personal household activities like showers, toilets, sinks, laundry, and dishwashers. It also covers filling pools, watering your yard or garden, and growing food for your own household.
I use less than 2 acre-feet for domestic purposes only. Why was I contacted?	The State Water Board doesn’t know exactly how much water you pump or how you use it. We review various data sources to identify people who may need to report, but sometimes these records misidentify small domestic users. Use the Quick Reporting Wizard to declare your de minimis status and be removed from future mailings.
I selected the wrong option in the Wizard.	Go to the main GEARS homepage and click Account Issues . Enter your Correspondence ID, email address, and reason for reset. In most cases, your account will reset automatically, allowing you to go back through the Wizard and select the correct option.
ACCOUNT AND REPORTING QUESTIONS	
Do I need to create a GEARS account if I’m a de minimis extractor?	No. De minimis extractors do not need to create a GEARS account. Just use the Quick Reporting Wizard to declare your exempt status. This removes you from the mailing list and confirms you’re not required to report. You can also voluntarily provide your well location to help improve data accuracy.

Scenario	Solution
I have multiple wells. Do I need to report all of them?	Yes, if you're required to report (meaning you're not de minimis), you must report all your wells—including domestic wells. Your reporting requirement is based on your total water use across all wells in the basin, not each well individually.
Can someone else report on my behalf?	Yes. An agent (such as a family member, consultant, or farm manager) can report for you. First, create your own GEARS account and provide only your Correspondence ID to the agent. Do not provide your login credentials to the agent. The agent creates an Agent account and invites you using the Correspondence ID you provided. You must accept the invitation in your GEARS account before they can report on your behalf (see Section 6).
My GEARS account request was rejected. What should I do?	Your GEARS account name and GSA Manager name must match exactly what's registered with the Department of Water Resources (DWR). Check your registration with DWR and correct any discrepancies, then contact sgma@waterboards.ca.gov for help.
Are there fees for reporting?	Extractors pay fees based on how much water they pump. Agents and GSAs do not pay fees, even when an Agent or GSA files on the extractor's behalf. The Agent or GSA is not charged.
My meter calibration date is more than 5 years old. What do I do?	If your meter's calibration date is outside the 5-year window for the water year you're reporting, select "Unmetered/Estimated" as your measurement method. Then upload documentation describing how you calculated your extraction volumes.
What if I received more than one Correspondence ID?	If you received more than one Correspondence ID, you can add it to the account you already created. Click on Account Management in the Extractor Dashboard, then click Add Additional CID.
I wasn't tracking my groundwater extractions. What do I do?	<p>You should complete your report of groundwater extraction to the best of your ability and knowledge. Refer to the State Water Board's document on Options for Measuring Groundwater Extractions to determine the best methods for retroactively estimating groundwater extraction volumes, such as through use of evapotranspiration data or through groundwater well energy consumption records.</p> <p>Staff encourages all pumpers who are subject to the reporting requirement to submit extraction reports to the best of the pumper's knowledge and ability, even if they are not able to confirm that they are completely in compliance with the reporting requirement (e.g., they were required to use meters to track extractions but do not yet have meters installed). It is preferable for pumpers to submit reports based on reasonable estimates (with supporting information and explanation) than to not submit reports at all.</p>

Scenario	Solution
WELL AND PROPERTY ISSUES	
I don't own a well, but I received a notice.	Some properties we identified as potentially having wells actually don't. Use the GEARS Quick Reporting Wizard to declare that no wells are on your property. Once you do, you won't receive future notices unless your situation changes.
I received a notice for a property I no longer own or manage.	GEARS uses county assessor records for ownership information. If the records are outdated, you may want to contact your county assessor's office. You can also use the Quick Reporting Wizard with your Correspondence ID and select "I do not own / I am not legally responsible for the property."
I have an inactive or abandoned well. What should I do?	Inactive wells (not used for 12+ months but could be restarted with minimal effort): Add the well to GEARS and select "Inactive" status. No fees are charged for inactive wells. Abandoned wells (not operable and not being maintained): Do not add these to GEARS.
TECHNICAL HELP AND FEEDBACK	
I didn't receive a confirmation email.	Check your Spam, Junk, and Archive folders. If you still can't find it, go to the GEARS login page, click "Account Issues," then click "Resend Confirmation Email." If the problem continues, email sgma@waterboards.ca.gov with your name, email, and Correspondence Id (if applicable) to manually confirm your account.
I'm having technical problems with the website.	Email sgma@waterboards.ca.gov and describe the issue. Someone will respond as soon as possible to help you.
I have feedback or suggestions for improving GEARS.	We welcome your input! Email sgma@waterboards.ca.gov with your suggestions. Your feedback helps us make the system better for everyone.

Fee Schedule

If you are required to file an annual groundwater extraction report with the State Water Board, you will also likely be required to pay extraction fees. The State Water Board charges extraction fees to recover the cost of state intervention activities in groundwater basins.

Annual Base Filing Fee: \$300 per well for all extractors required to report (excludes de minimis extractors).

Unmanaged Area Rate: \$10 per acre-foot (metered) or \$25 per acre-foot (unmetered) for extractors in unmanaged areas.

Probationary Basin Rate: \$20 per acre-foot for extractors in probationary basins.

Interim Plan Rate: \$35 per acre-foot for extractors in probationary basins where the State Water Board determines an interim plan is required.

Automatic Late Fee: 25% per month for extractors who do not file reports by the due date.

Fee Waivers: Fee waivers are available for public schools, extractors enrolled in qualified income-based public assistance programs, households with incomes less than twice the federal poverty level, and public or state small water systems serving disadvantaged communities where the primary purpose of the water service is for human consumption, cooking, and sanitation.

To be eligible for a fee waiver, you must submit your extraction report on time.

Visit the [SGMA Reporting and Fees webpage](#) for more information on eligibility and how to submit a request.

When Fees Are Due:

An invoice will be mailed to you after May 1.

Fees are due to the State Water Board 30 days after the invoice issue date.

For the most current fee information, visit: waterboards.ca.gov/sgma/reporting_and_fees.html

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