

2022 Upper Russian River Voluntary Water Sharing Program (VSA)

Monthly Reporting Walkthrough



Step 1: Log into Survey Portal

- Login ID: Your Water Right ID
 - (ex: A0XXXXX, S0XXXXX, D0XXXXX)
- Password: Same password used for Annual Water Use Reporting
- Contact DWR Staff if you need your login info.
 - RussianRiverDrought@waterboards.ca.gov

<https://public.waterboards.ca.gov/WRInfo/>

Water Right Info Home About Contact Log in

Water Right Form and Survey Submittal Portal

This site is for electronic filing of Water Right Forms and Surveys (including Information Orders).

The State Water Resources Control Board (State Water Board), Division of Water Rights created this website to provide stakeholders with the ability to electronically file certain water right forms and surveys, and to centralize the location used to collect a variety of information about water rights and water use in California required under Information Orders. In order to access forms and surveys, you must have a user name and password.

If you are an existing user of the Division's Report Management System (RMS) and have a User ID and Password, you may use your RMS User ID and Password to log in. If you own, or file, reports for more than one water right and do not have an RMS account, it is highly recommended that you create one to link your water rights. You may create an RMS account [here](#).

If you do not want to create an RMS account, you may log in as a "Single User" using your Water Right Number and Reporting Identifier. On your first log-in with each Water Right Number as a Single User, you will be asked for an email address to register the water right in to the system.

This website is NOT the RMS or the electronic Water Rights Information Management System (eWRIMS) and should NOT be used to submit standard reports, including Annual Reports of Permittee, Reports of Licensee, Reports of Stockpond, and Reports of Registration or Groundwater Extraction Records. If you need to submit an Initial Statement of Water Diversion and Use, please see this [webpage](#) for more information.

[Log In Here >>](#)

To go directly to the Report Management System (RMS) click [here](#).

To go directly to the electronic Water Rights Information Management System, click [here](#).

SWRCB employees can apply for an account [here](#)

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Log in.

To log-in, use a RMS account name, Water Right Number, or other Identification Number.

Login

Water Right ID

Password
(or
Reporting
Identifier)

RMS Password

Remember me?

Log in

[Forgot your password?](#)

Step 2: Access Reporting Survey

Water User Dashboard

Below is a list of the individual forms/surveys that apply to you or your water rights. To begin or continue a form or survey, click the "Survey" link to the right. To review and/or print a completed or partially completed form or survey, click "Summary." If you have questions, please contact the number or email address provided on the letter you received, or call (916) 341-5300 or email dwr-measurement@waterboards.ca.gov

Water Right ID #

Forms/Surveys

Name		
Request For Additional Time	Survey	Summary
Measurement Method	Survey	Summary
Alternative Compliance Plan	Survey	Summary
Voluntary Sharing Agreement – Exhibit C Transfers	Survey	Summary
Voluntary Water Sharing Withdrawal Form	Survey	Summary
Russian River Health and Safety Certification 2022	Survey	Summary
Russian River Health and Safety Petition 2022	Survey	Summary
Russian River Non-Consumptive Use Exception 2022	Survey	Summary
Russian River Diversion Detailed Reporting 2022	Survey	Summary
Voluntary Sharing Agreement Reporting	Survey	Summary

- On the Water User Dashboard, locate "Voluntary Sharing Agreement Reporting Survey"
- Click "Survey" to start the report to enter water diversions.

[Survey](#)

[Summary](#)



Introduction Page

Introduction

Russian River 2022 Voluntary Water Sharing Agreement Reporting Form

This survey is for those who have enrolled in the Russian River Voluntary Sharing Agreement to report their continued diversion data. By the 10th of each month, you are required to log in and edit the survey to add that previous month's diversion information. Monthly reporting is required even if monthly use is zero.

If you signed up to utilize Exhibit C for water transfers to other participating water rights, please report the monthly water use under the right or statement that the water is being shared *from* and not under the receiving right.

This survey accommodates diversion reports for multiple months. Each month you must log in and edit the survey to include that month's information and then proceed through the next page to save the information. You do not need to resubmit the form, only proceed to the next page to save the information you enter.

At the end of the survey, you must certify that all the information entered into the form is true and correct to the best of your knowledge under penalty of perjury. Please keep this in mind while filling out the form.

To navigate this survey, use the "Next" and "Prev" buttons to move forward or backward. On the final page, instead of a the "Next" button you will see a "Finish and Submit" button which will complete your survey. Your responses to each page will be saved when you continue to the next page.

If you encounter any issues, technical or otherwise, feel free to contact the State Water Resource Control Board at (916) 341-5318 or RussianRiverDrought@waterboards.ca.gov.

Step 3: Monthly VSA Diversion Reporting

***Due by the 10th of each Month**

(Ex: July 2022 Diversion Reporting due August 10, 2022)

July 2022 Reporting

Use the table below to report diversions for one or multiple water rights. Enter only one Application or Statement ID per row, and only fill as many rows as water rights you are reporting for. Please do not enter your Permit number or License number.

Please enter all Application or Statement IDs in the format A012345 or S012345 (a letter followed by six digits).

Water Right	Primary Owner	Amount Diverted (AF)
<input type="text" value="Diverting WR ID 1"/>	<input type="text" value="WR Owner"/>	<input type="text" value="Water Diverted in Acre-feet"/>
<input type="text" value="Diverting WR ID 2"/>	<input type="text" value="WR Owner"/>	<input type="text" value="Water Diverted in Acre-feet"/>
<input type="text" value="Diverting WR ID 3"/>	<input type="text" value="WR Owner"/>	<input type="text" value="Water Diverted in Acre-feet"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

1 Acre-foot = 325,851 Gallons

Step 4: Submission

Submission

Name of person signing *

Relationship to legal rightholder *

Contact Email Address *

I certify under penalty of perjury that all information entered into this form is true and correct to the best of my knowledge. *

When you click "Finish and Submit" it will submit this form, so please ensure all the information submitted so far is correct. If you need to check information that was previously entered, used the button at the bottom of the page that says "Prev" to return to the previous page



Click “Finish and Submit” when finished.



Repeat for each month; Survey will be updated early Sept for August reporting

Ex: August Diversion Reports due Sept. 10, 2022