

How to Access the Water Conservation Annual Report

Go to:

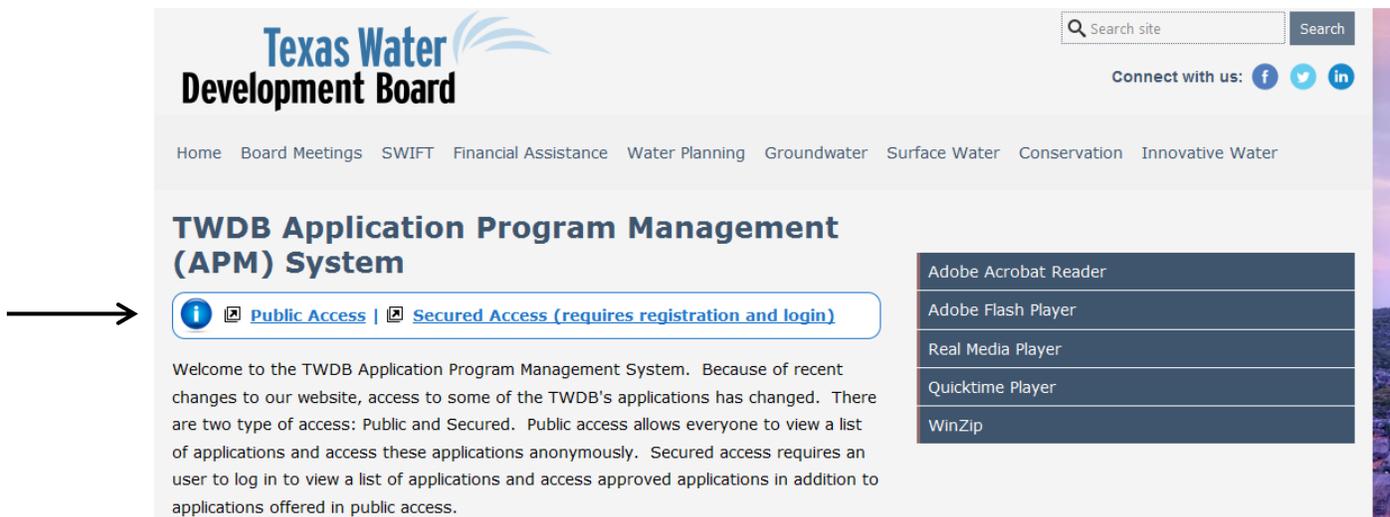
<http://www.twdb.texas.gov/conservation/municipal/plans/ARs.asp>

This will bring you to the Water Conservation Plan Annual Reports page. Click on Conservation Annual Report (new Users):



The screenshot shows the Texas Water Development Board website. The header includes the logo and a search bar. The navigation menu lists: Home, Board, SWIFT, Financial Assistance, Water Planning, Groundwater, Surface Water, Flood, Conservation, and Innovative Water. The main content area features the heading "Water Conservation Plan Annual Reports" with two sub-links: "Conservation Annual Report (New Users)" and "Conservation Annual Report (Registered Users)". A black arrow points to the "New Users" link. Below the links is a paragraph explaining the purpose of an Annual Report and a note that reports are due every year by May 1st. To the right is a sidebar with a list of links: Best Management Practices, Agriculture, Literature, Resources, Education, Outreach, and Municipal.

On the next page, click on Secured Access (requires registration and login).



The screenshot shows the Texas Water Development Board website. The header includes the logo and a search bar. The navigation menu lists: Home, Board Meetings, SWIFT, Financial Assistance, Water Planning, Groundwater, Surface Water, Conservation, and Innovative Water. The main content area features the heading "TWDB Application Program Management (APM) System". Below the heading is a box with two links: "Public Access" and "Secured Access (requires registration and login)". A black arrow points to the "Secured Access" link. Below the links is a paragraph explaining the purpose of the APM System and the difference between public and secured access. To the right is a sidebar with a list of links: Adobe Acrobat Reader, Adobe Flash Player, Real Media Player, Quicktime Player, and WinZip.

This should bring you to the Application Program List page.

The screenshot shows the 'Application Program List' page. At the top left is the Texas Water Development Board logo. To the right is the page title 'Application Program List'. Below the logo are 'Admin' and 'Applications' tabs. A navigation bar shows 'Siobhan Scott - Welcome To The TWDB Program List' and a 'Log Out' button. The main content area has three sections: 'Instructions' (explaining login requirements), 'My Favorite TWDB Web Applications' (with links for 'Water Loss Audit', 'Water Use Survey', and 'Water Conservation'), and a 'Log Out' button. An arrow points to the 'Water Conservation' link.

Click on Water conservation. This should bring you to the WLUC (Water Loss, Use and Conservation) Home Page. At the top, click on the Water Conservation tab.

The screenshot shows the 'Water Loss, Use and Conservation' home page. The browser address bar shows 'testtwdb/apps/wluc/'. The page header includes the Texas Water Development Board logo, the title 'Water Loss, Use and Conservation', and navigation links like 'Home', 'Logout', 'Agency Policies', and 'Contact Webmaster'. A tabbed interface at the top shows 'WLUC', 'Water Use Survey', 'Water Loss Audit', and 'Water Conservation' (which is selected). Below the header is a 'Welcome to the Water Loss, Use and Conservation Home Page' message. A 'Search Filter' section includes a 'Year' dropdown, radio buttons for 'PWS Code', 'PWS Name', 'Survey Number', and 'WUS System Name', and 'Search' and 'Reset' buttons. Below the search filter are five expandable sections: 'Water Use Survey' (with 'Water Use Survey List'), 'Water Loss Audit' (with 'Water Loss Audit List'), 'Water Conservation Annual Report' (with 'WC Annual Report List'), 'Water Conservation Utility Profile' (with 'WC Utility Profile List'), and 'Water Conservation Plan' (with 'WC Plan List').

Now you should be on the Water Conservation Home Page. Click on the Request Access tab.

This should bring you to a page which invites you to select the box in the Utility List for each Utility you wish to access. In the Utility Name Filter box below, type in the name of your utility and hit enter. Or, you can search by your PWS ID, without the TX in front of it.

Request Access To Water Utilities

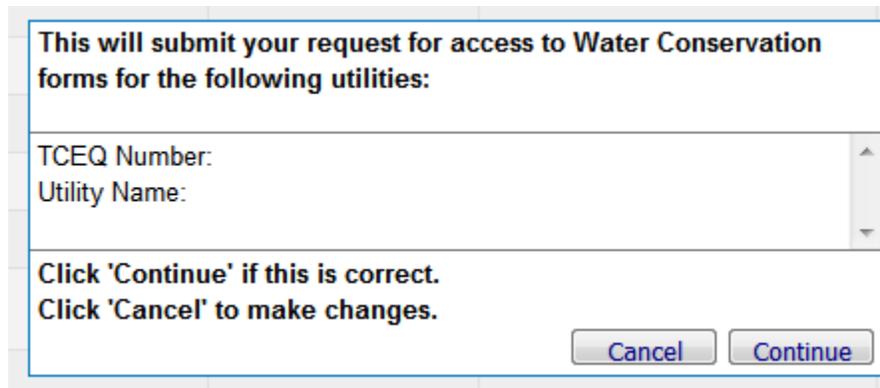
Select the box in the Utility List for each Utility that you want to access – then click the Submit button.

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Select	TCEQ Number	Utility Name	Contact Name	Contact Phone	City Name
	<i>TCEQ # Filter</i>	<i>Utility Name Filter</i>	<i>Contact Name Filter</i>		<i>City Name Filter</i>
<input type="checkbox"/>	1110007	Acton MUD			
<input type="checkbox"/>	0	Adams Gardens ID #19			
<input type="checkbox"/>	0	AEP PSO Oklaunion Power Station			
<input type="checkbox"/>	0	AEP SWEPCO Knox Lee			
<input type="checkbox"/>	0	AEP SWEPCO Pirkey			
<input type="checkbox"/>	0	AEP SWEPCO Welsh			
<input type="checkbox"/>	0	AEP SWEPCO Wilkes			
<input type="checkbox"/>	1080022	Agua SUD			
<input type="checkbox"/>	0	Alcoa Inc - Point Comfort 15-4792B			
<input type="checkbox"/>	0	Alcoa Inc - Point Comfort 15-4794			

Once filtered, click in the box to select your utility then click on the Submit button in the gray bar above.

You will be asked if you wish to continue and you should click on Continue Submit in the pop-up box.



This will submit your request for access to Water Conservation forms for the following utilities:

TCEQ Number:
Utility Name:

Click 'Continue' if this is correct.
Click 'Cancel' to make changes.

You will then get a message letting you know that your request has been sent and that you will receive an email letting you know when it has been processed (usually very quickly).