

**Texas Water**  
**Development Board**



*P.O. Box 13231, Austin, Texas 78711-3231*

Water Use Survey Online  
Application Data Entry  
Guidance

# Creating a new user account in the Online Water Use Survey Application



Application Program List

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Applications

Login to Texas Water Development Board System

Login

User Name:  [Forgot Username?](#)

Password:  [Forgot Password?](#)

Login

To use this site, you are required to sign in with a Texas Water Development Board ID.

To **get started**, request a Texas Water Development Board ID

Register now



If you have previously registered then enter your user name & password, and click "Sign In"

Click the "Register Now" button

# Creating a new user account

**Texas Water Development Board** Applications

Application

New to Texas Water Development Board? Sign up

### Are you new to Texas Water Development Board Application Program List?

Enter the User Name and Password you want to use. If you already have a User Name for the Application Program List, [try logging on with that User Name and Password.](#)

#### Create User Name and Password

The UserName may be a valid email address OR it must be at least five characters long, it must contain only letters, numbers, and the special characters of dash, period, or an underscore. In any case no spaces are allowed with either format.

\* UserName:

Passwords must have a minimum of seven characters, at least one character must be an integer, and at least one must be a special character !@#%&\*( )

\* Password:

\* Verify Password:

#### Enter Your Personal Information

\* First Name:

\* Last Name:

\* Contact Phone Number:  Extension:

\* Email Address:

\* Verify Email Address:

Company/Organization Name:

Street Address/PO Box:

City:

State:

Zip Code:  Zip Plus-4:

Clicking on the **I Accept** button means you agree to the Texas Water Development Board Policies terms of usage.

You may review the Texas Water Development Board Policies by clicking on the **Agency Policies** link in the upper right corner of this page.

Click “Check User Name” and “Email Address” for user availability

When ready, click “I Accept” to create your account

# Updating your profile

Development Board

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Change Password

Profile

Change User Information

Save Changes

Make any changes to your user information and click on "Save Changes" when you're finished. Duplicate user names and email addresses are not allowed in the system so you may use the "Check User Name" and "Check Email Address" buttons to make sure the new user name or email address you're changing to is not already in use by another user.

## Update Personal Information

The UserName may be a valid email address OR it must be at least five characters long, it must contain only letters, numbers, and the special characters of dash, period, or an underscore. In any case no spaces are allowed with either format.

\* UserName:

\* First Name:

\* Last Name:

\* Contact Phone Number:

Extension:

\* Email Address:

Company/Organization Name:

Street Address/PO Box:

City:

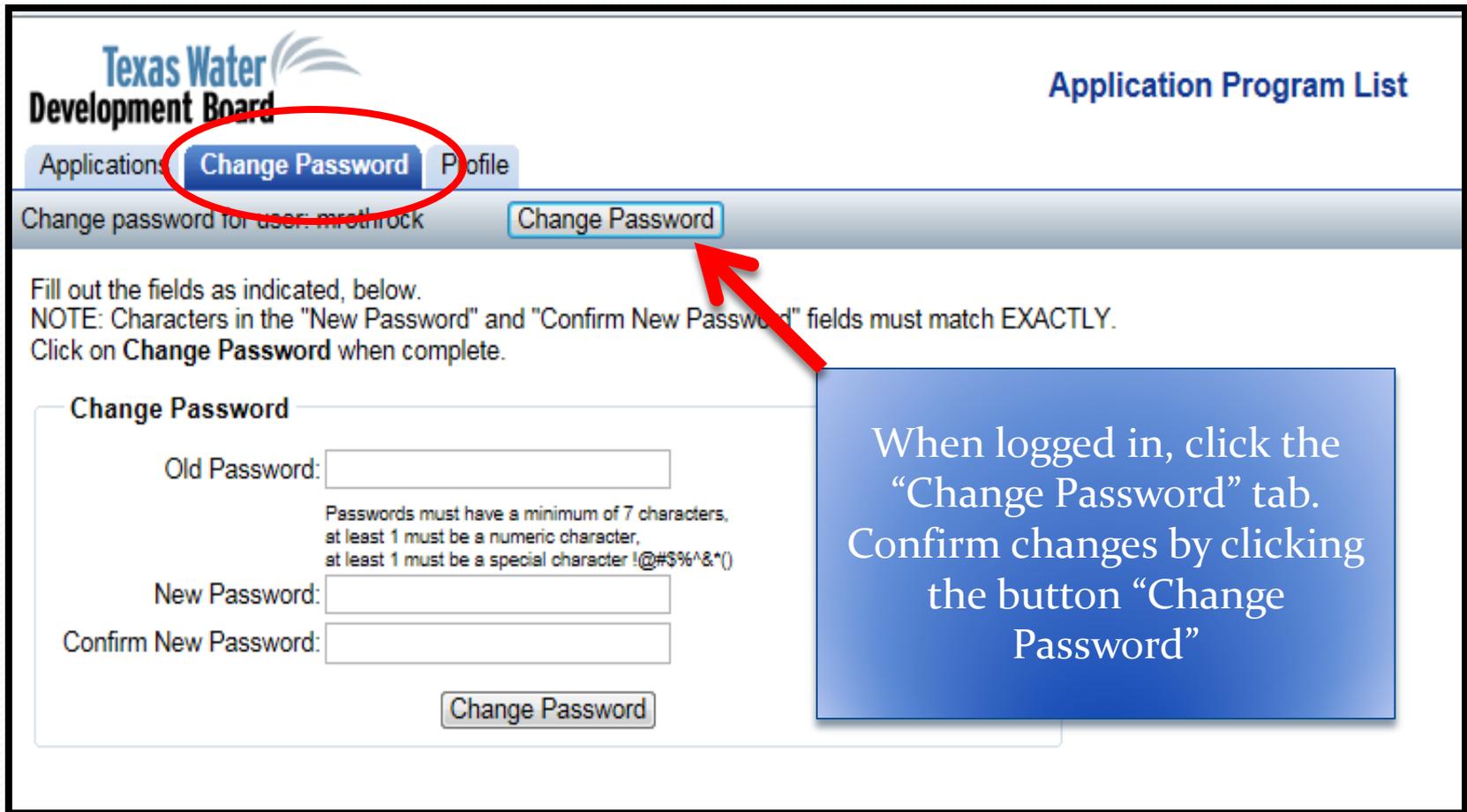
State:

Zip Code:

Zip Plus-4:

When logged in, click the "Profile" tab. Click "Save Changes" button after updating your profile.

# Changing your Password



**Texas Water Development Board** Application Program List

Applications **Change Password** Profile

Change password for user: mrothrock Change Password

Fill out the fields as indicated, below.  
NOTE: Characters in the "New Password" and "Confirm New Password" fields must match EXACTLY.  
Click on **Change Password** when complete.

**Change Password**

Old Password:

Passwords must have a minimum of 7 characters,  
at least 1 must be a numeric character,  
at least 1 must be a special character !@#%&\*)

New Password:

Confirm New Password:

When logged in, click the "Change Password" tab. Confirm changes by clicking the button "Change Password"