

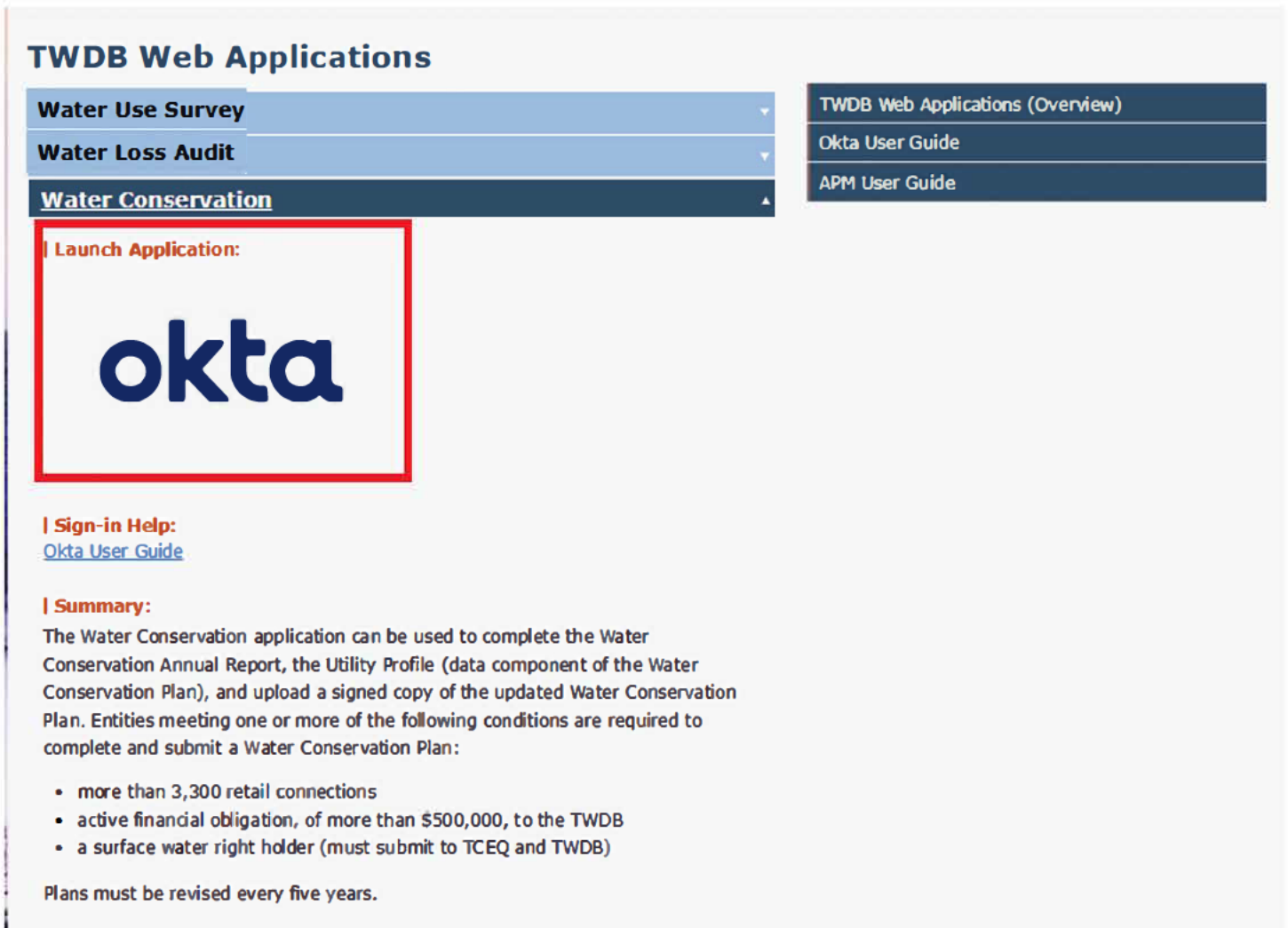
How to Access the Water Conservation Reports

1. Go to: <https://www.twdb.texas.gov/conservation/municipal/plans/ARs.asp>
2. At the top of the page, click on Annual Report (User Portal)



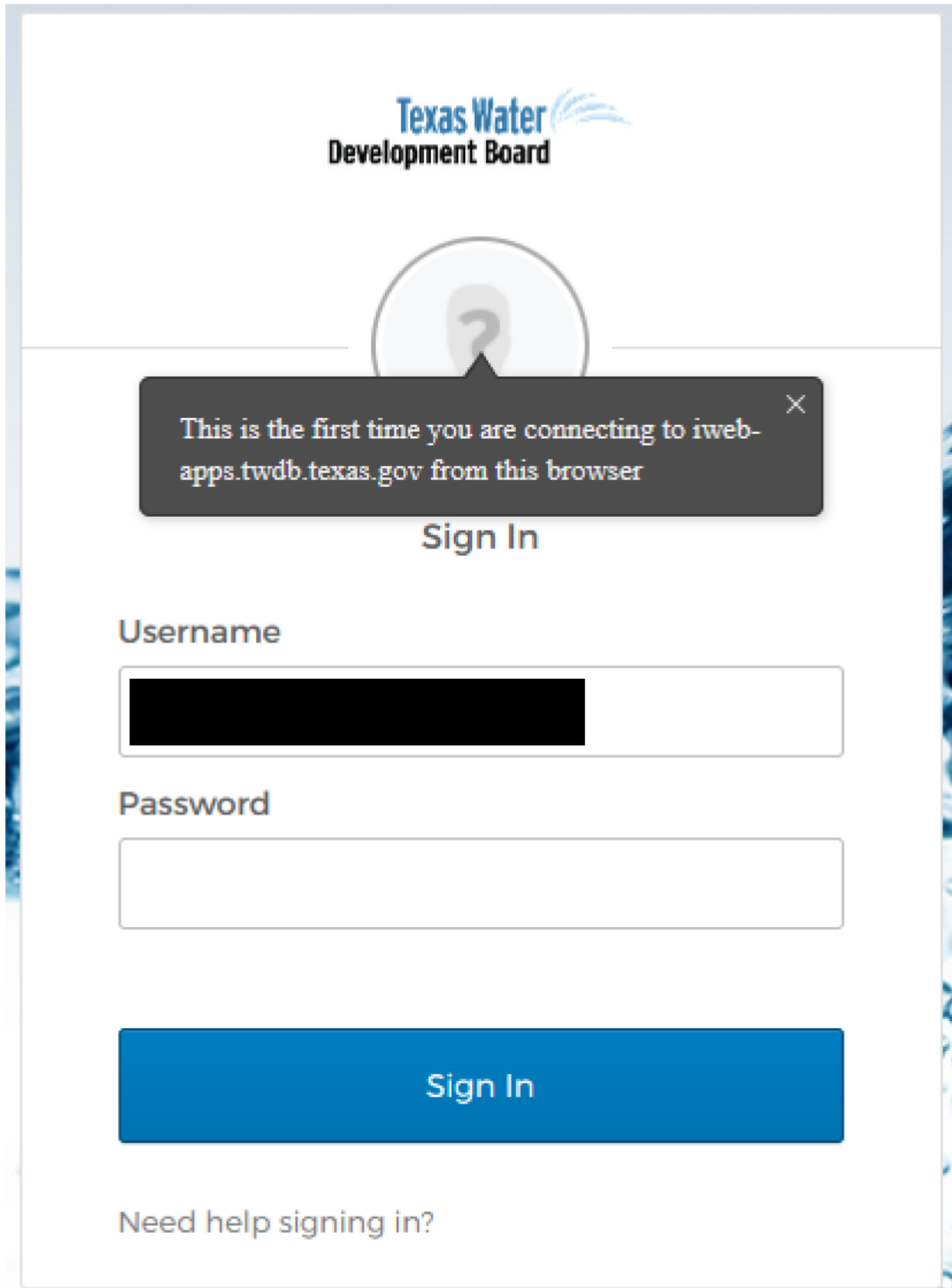
The screenshot shows the Texas Water Development Board website. At the top left is the logo. To the right is a search bar and social media icons. Below the logo is a navigation menu with links: Home, Board, Financial Assistance, Water Planning, Groundwater, Surface Water, Flood, Conservation, Innovative Water, Data & Apps. The main heading is 'Water Conservation Plan Annual Reports'. Below it, 'Annual Report (User Portal)' is highlighted in orange and pointed to by a black arrow. Underneath, it says 'Annual Reports are due by May 1st.' To the right, there are three dark blue buttons: 'Best Management Practices', 'Agriculture', and 'Literature'.

3. Click on Water Conservation and then Launch Application Okta button:




The screenshot shows the 'TWDB Web Applications' page. On the left, there is a vertical menu with three items: 'Water Use Survey', 'Water Loss Audit', and 'Water Conservation'. 'Water Conservation' is selected and highlighted in dark blue. To the right of this menu is a sidebar with three dark blue buttons: 'TWDB Web Applications (Overview)', 'Okta User Guide', and 'APM User Guide'. Below the 'Water Conservation' menu item, there is a red-bordered box containing the text 'Launch Application:' followed by the 'okta' logo. Below this box, there is a 'Sign-in Help:' section with a link to 'Okta User Guide'. A 'Summary:' section follows, explaining that the Water Conservation application is used to complete the annual report, upload utility profiles, and submit signed plans. It lists three conditions for submission: more than 3,300 retail connections, active financial obligation of more than \$500,000, and being a surface water right holder. It concludes that plans must be revised every five years.

4. Login to okta (if this is your first-time logging into okta – please use the Okta User Guide at <https://www.twdb.texas.gov/apps/okta-how-to/index.aspto> learn how to create an account.)



**Texas Water
Development Board**



This is the first time you are connecting to iweb-apps.twdb.texas.gov from this browser

Sign In

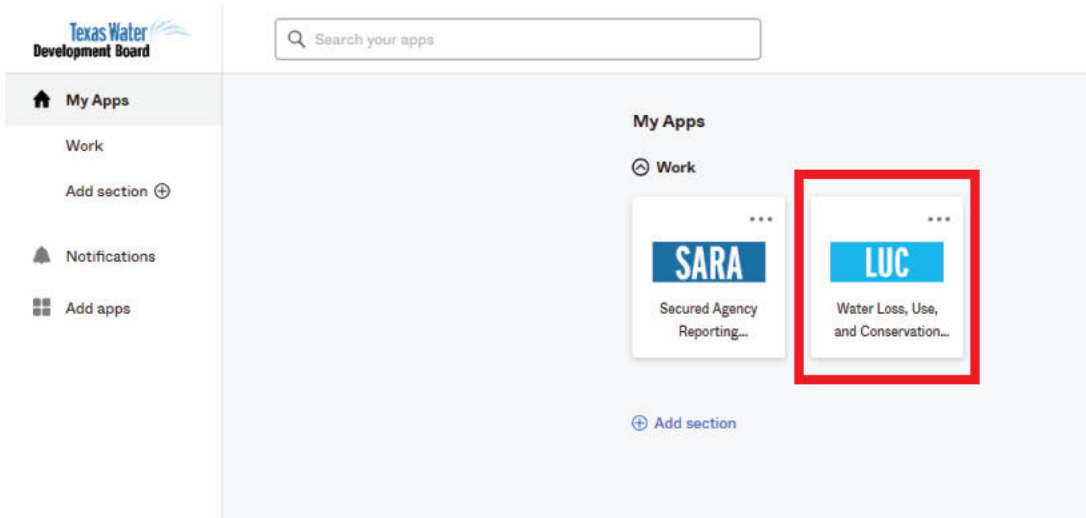
Username

Password

Sign In

[Need help signing in?](#)

5. Click on the LUC button:



6. Click on the Water Conservation tab:



Based on previously submitted information, the following reports will need to be completed for your water system.

Water Use Survey
Frequency: Annual
Due Date: March 1st every calendar year

- [Water Use Survey List](#)

No record found

If a retail public water supplier has more than 3,300 retail connections or has an active financial obligation with TWDB required to be submitted annually. Otherwise, the next required water loss audit will be for the reporting year of 202 are unsure about your requirements, please email us at WLA-Group@twdb.texas.gov.

Water Loss Audit
Frequency: Varies (See Audit List Table below)
Due Date: May 1st every calendar year when required

- [Water Loss Audit List](#)

No record found

Water Conservation Annual Report

- [WC Annual Report List](#)

No record found

7. Click on the Request Access tab:
 - a. Search for your utility using the TCEQ # Filter or Utility Name Filter box then hit Enter or Apply Filters.
 - b. Put a check in the box next to your system(s)
 - c. Click Submit

WC Home **Request Access** WLUC Home
 Request Access To Water Utilities Apply Filters: Reset Filter: Submit

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

Records: 927 Page: 1 of 93

Select	TCEQ Number	Utility Name	
	<input type="text" value="TCEQ # Filter"/>	<input type="text" value="Utility Name Filter"/>	
<input type="checkbox"/>	0	Adams Gardens ID #19	<input type="text"/>
<input type="checkbox"/>	0	AEP PSO Oklaunion Power Station	<input type="text"/>
<input type="checkbox"/>	0	AEP SWEPCO Knox Lee	<input type="text"/>
<input type="checkbox"/>	0	AEP SWEPCO Pirkey	<input type="text"/>
<input type="checkbox"/>	0	AEP SWEPCO Welsh	<input type="text"/>

8. Click Continue Submit:

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.

9. A TWDB Staff member will review your request. If approved, you will receive an email letting you know it has been processed. You will now be an authorized user for the utility's water loss audit.

Texas Water Development Board
 Water Loss, Use and Conservation

Water Conservation Annual Report

Our records indicate that your Annual Report has not been completed for 2020. The Annual Report was due on 5/1/2021. Please complete and submit your Annual Report as soon as possible.

PWS Code	Utility Type	System Name	Year Due	Status	Submitted Date	Authorized Users
119007	Retail Water Supplier	Acton MUD	2021	Review Completed	04/23/2021	Okta User Okta@okta.com
1250001	Retail Water Supplier	City of Alice	2021	Review Completed	04/29/2021	Okta User Okta@okta.com
430025	Retail Water Supplier	City of Allen	2021	Review Completed	04/05/2021	
290001	Retail Water Supplier	City of Alvin	2021	Review Completed	05/04/2021	
1590004	Retail Water Supplier	City of Blossom	2021	Not Started		

Water Conservation Utility Profile

Our records indicate that your Utility Profile is five or more years old and a new Utility Profile was due on 5/1/2021. Please complete and submit your Utility Profile as soon as possible.

PWS Code	Utility Type	System Name	Year Due	Status	Submitted Date	Authorized Users
1590004	Retail Water Supplier	City of Blossom	2021	Not Started		Okta User Okta@okta.com

Water Conservation Plan

Our records indicate that your Water Conservation Plan is five or more years old and a new Water Conservation Plan was due on 5/1/2021. Please complete and submit your Water Conservation Plan as soon as possible.

PWS Code	Utility Type	System Name	Year Due	Status	Submitted Date	Authorized Users
1590004	Retail Water Supplier	City of Blossom	2021	Not Started		Okta User Okta@okta.com