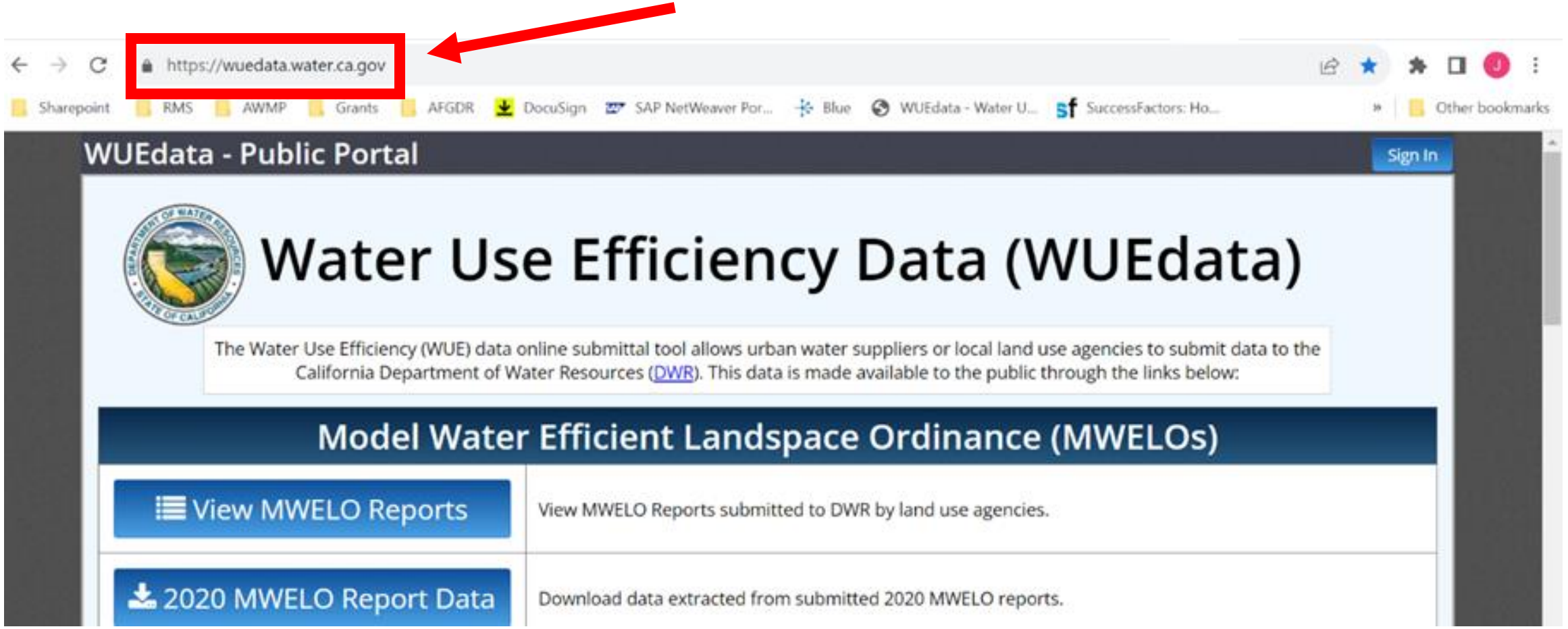
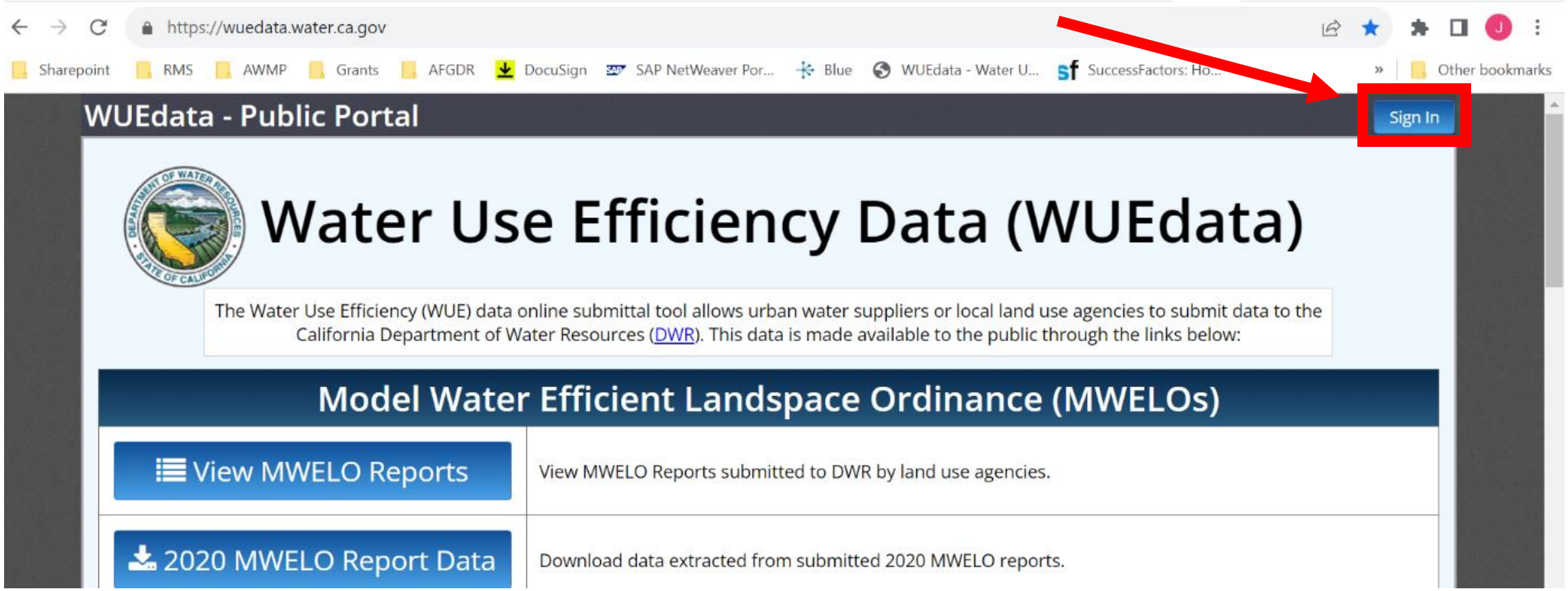
How to Submit an Agricultural Water Management Plan

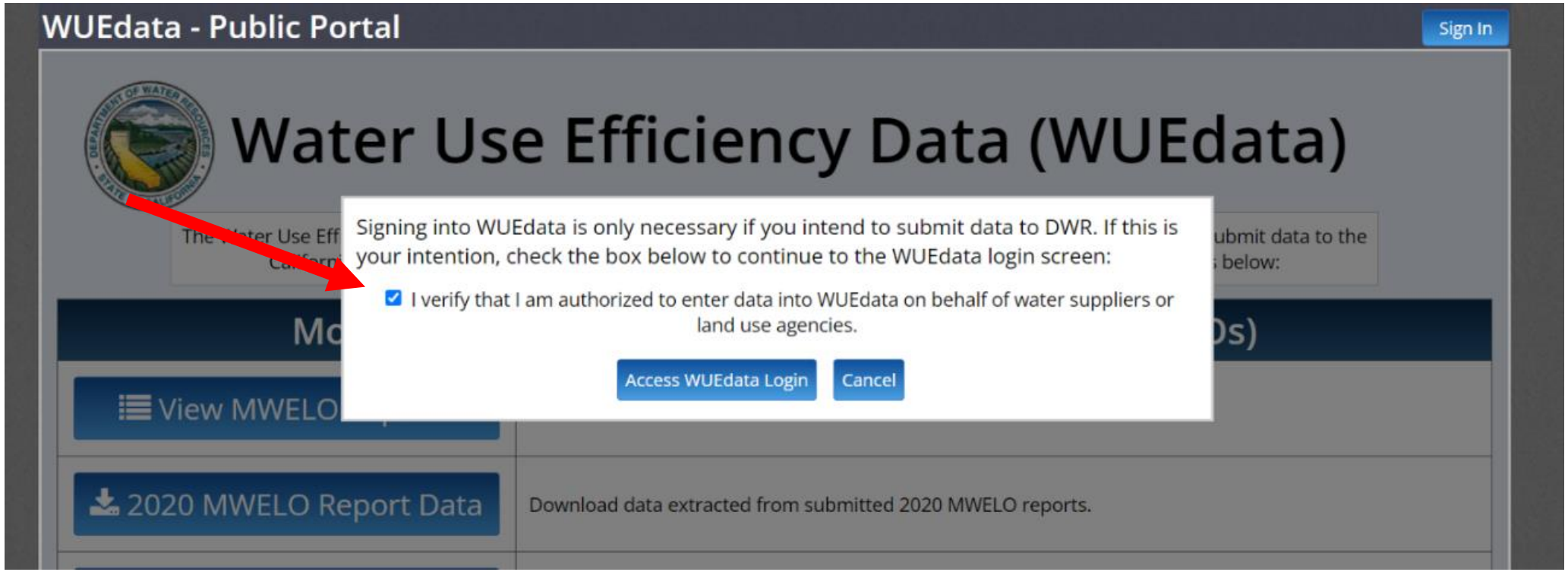
1. Enter the following link into your web browser: https://wuedata.water.ca.gov/. The home page below should appear on your screen.



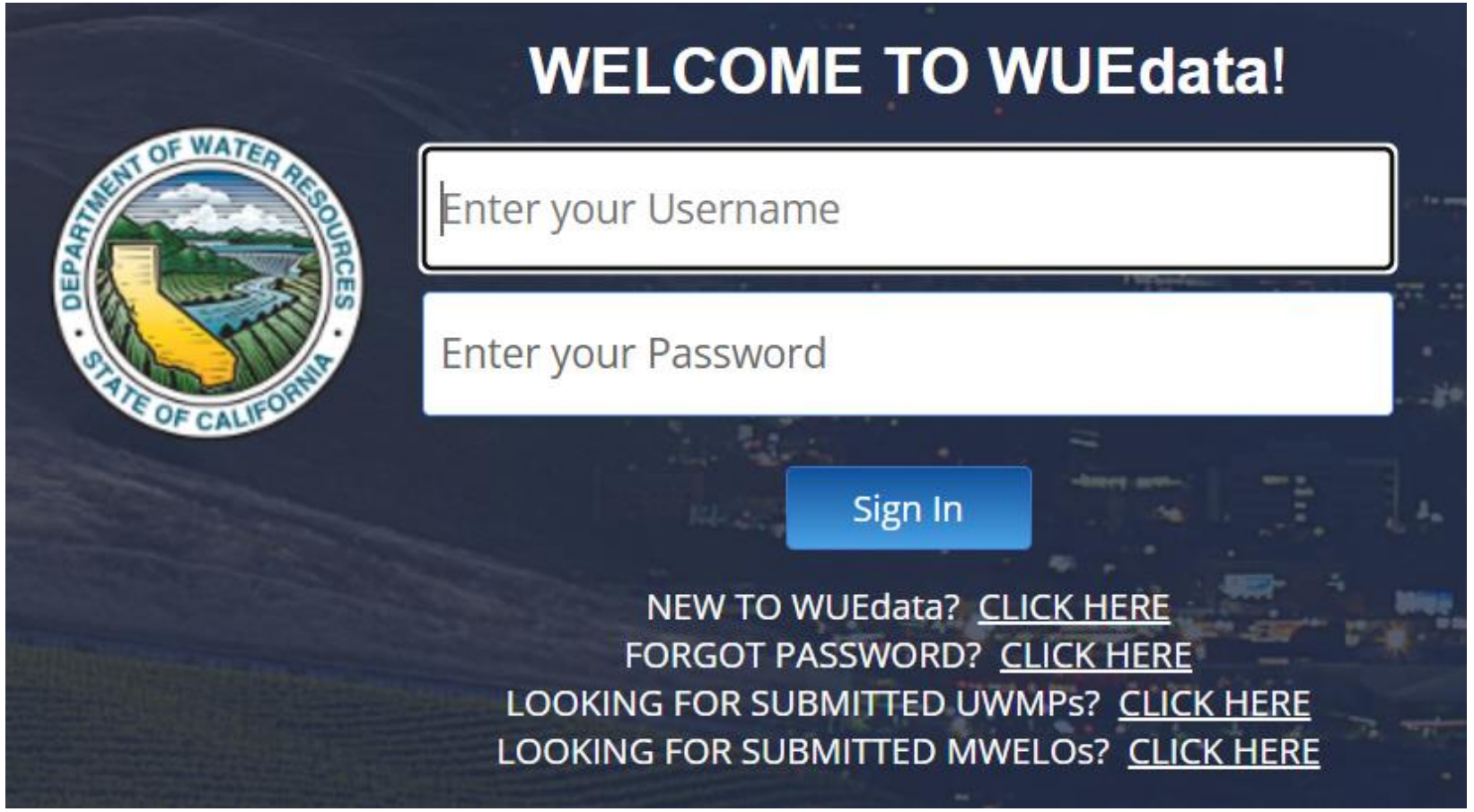
2. Click the “**Sign In**” button on the top right corner.



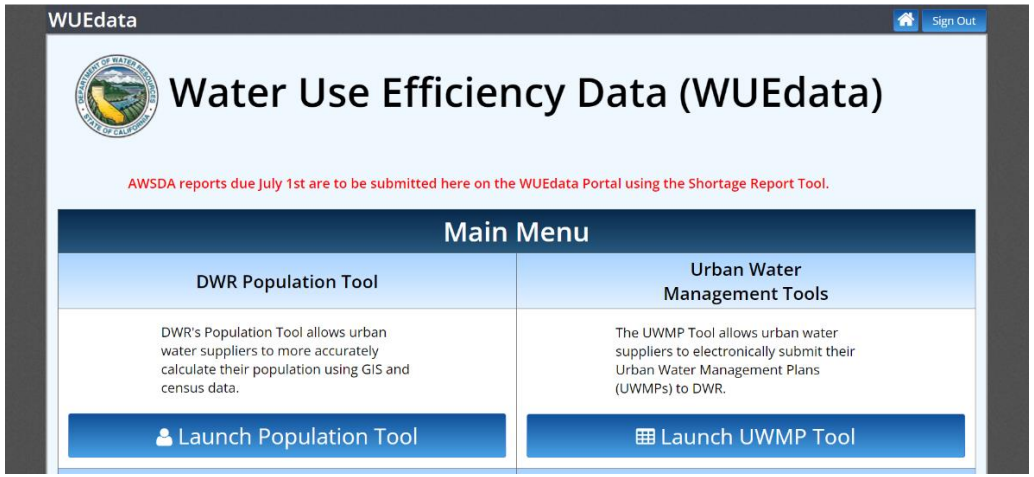
3. After clicking the “**Sign In**” button you will be asked to verify that you are authorized to enter data on WUEdata. Check the box to verify your authorization then click “**Access WUEdata Login**” to continue.

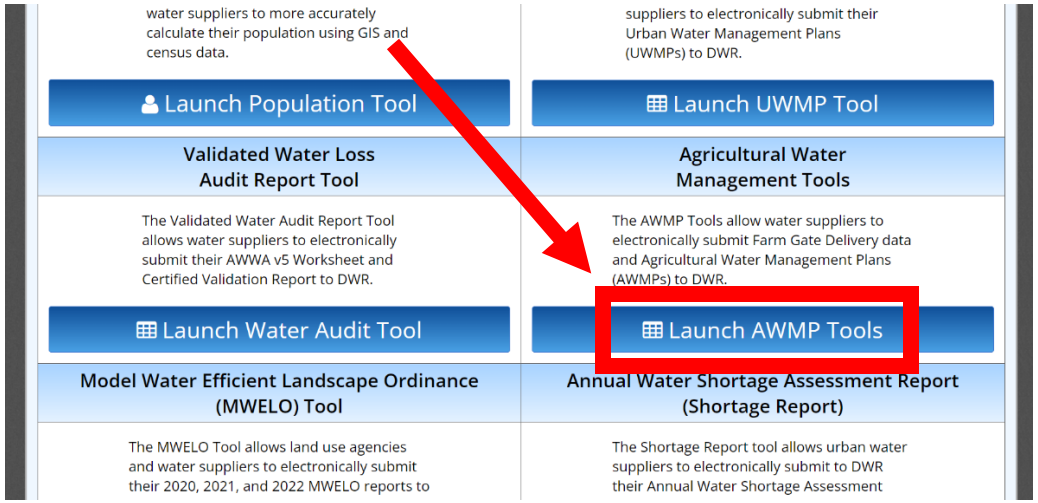


4. Enter your username and password and click “**Sign In**”. If you do not have an account or have forgotten your log on information, click the links below the “**Sign In**” button for help. Please allow for several business days when creating a new account.

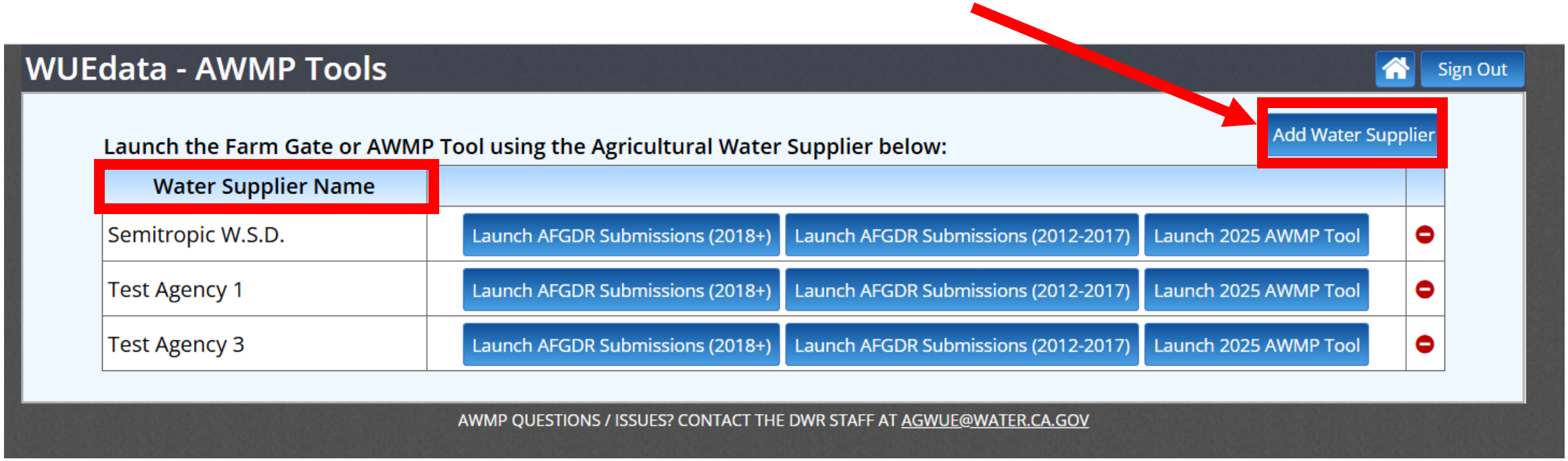


5. A new web page will appear. On the main menu, scroll down to the "**Agricultural Water Management Tools**" tile and click "**Launch AWMP Tools**".

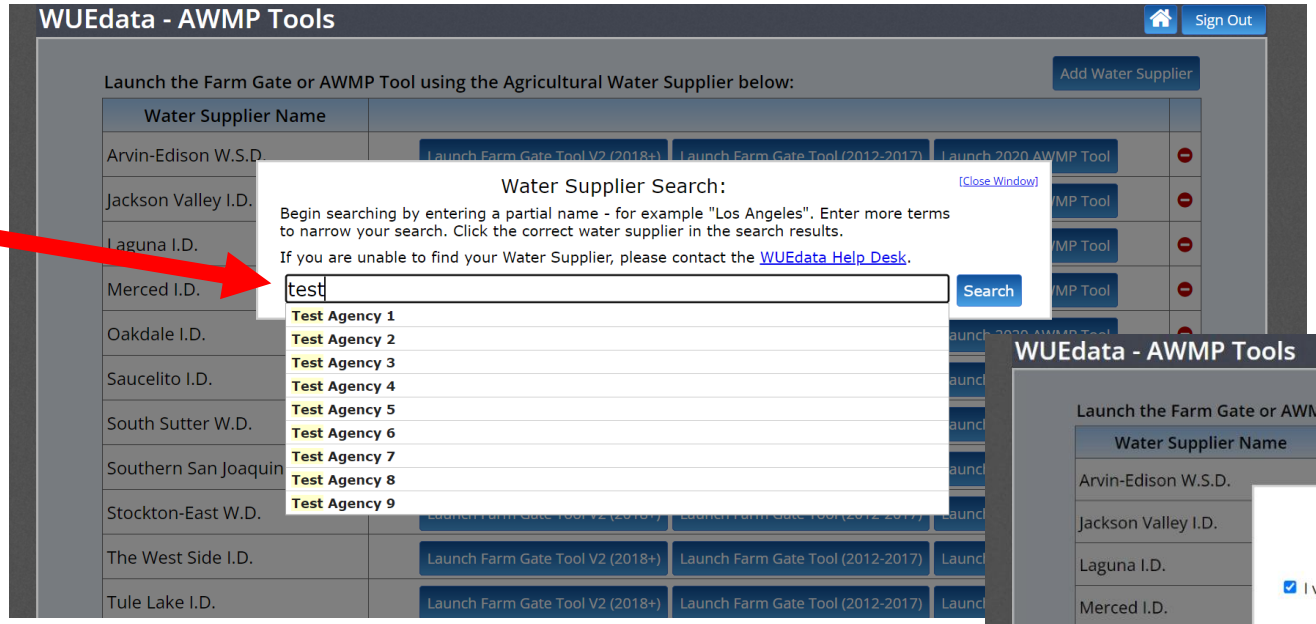




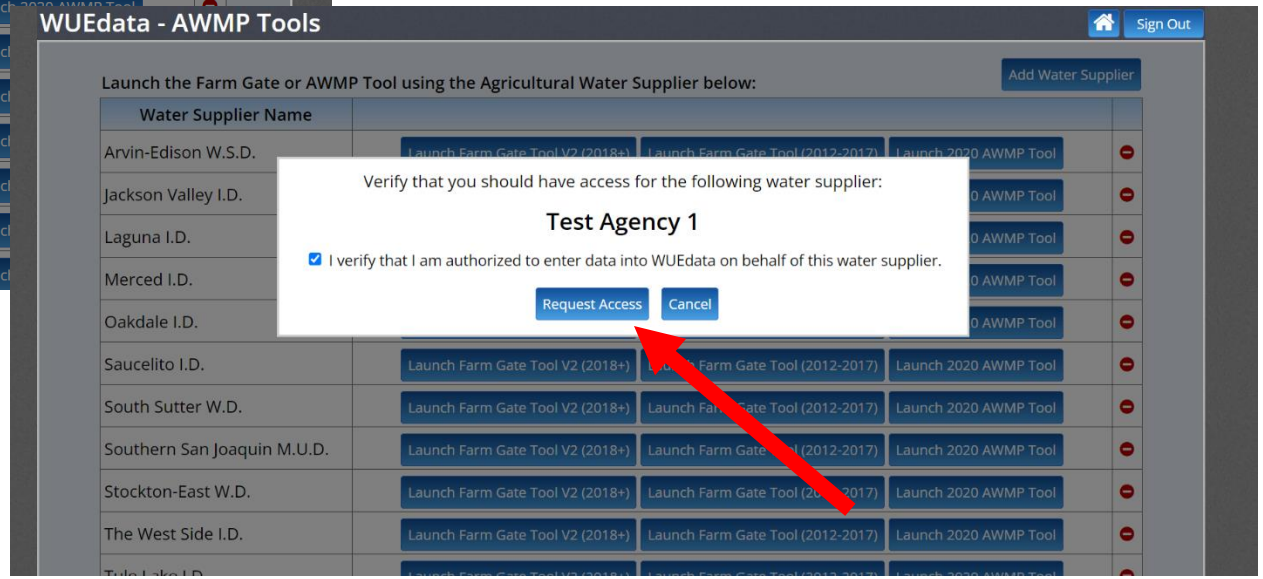
6. If your agency appears underneath the “**Water Supplier Name**” column, skip to **Step 8**. If not, click “**Add Water Supplier**”.



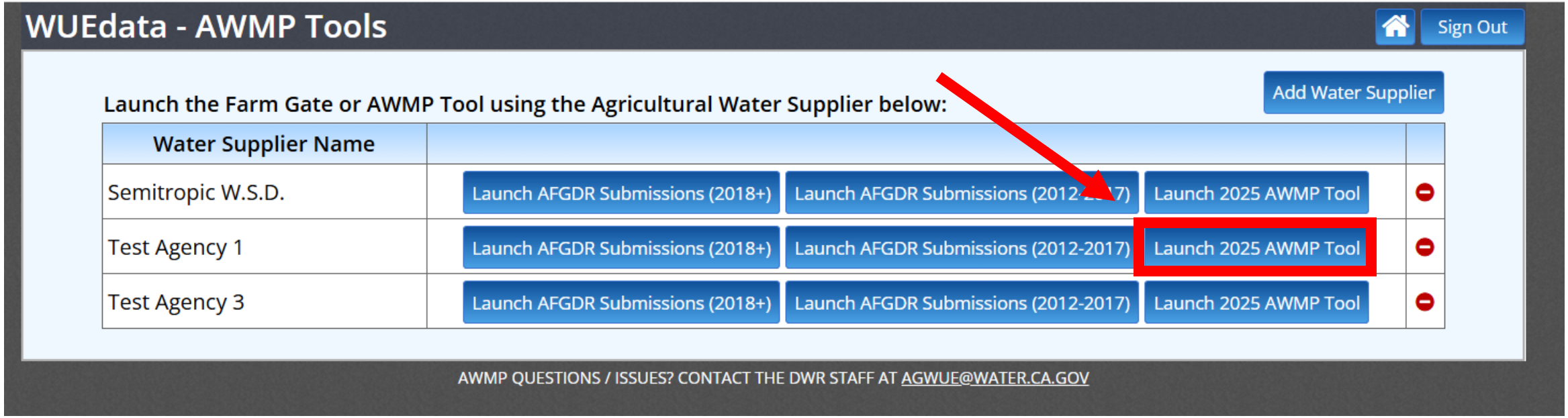
7. Enter your water supplier name in the **Water Supplier Search** and select the correct one. If you cannot find your Water Supplier, contact the WUEdata Help Desk using the link provided on the webpage.



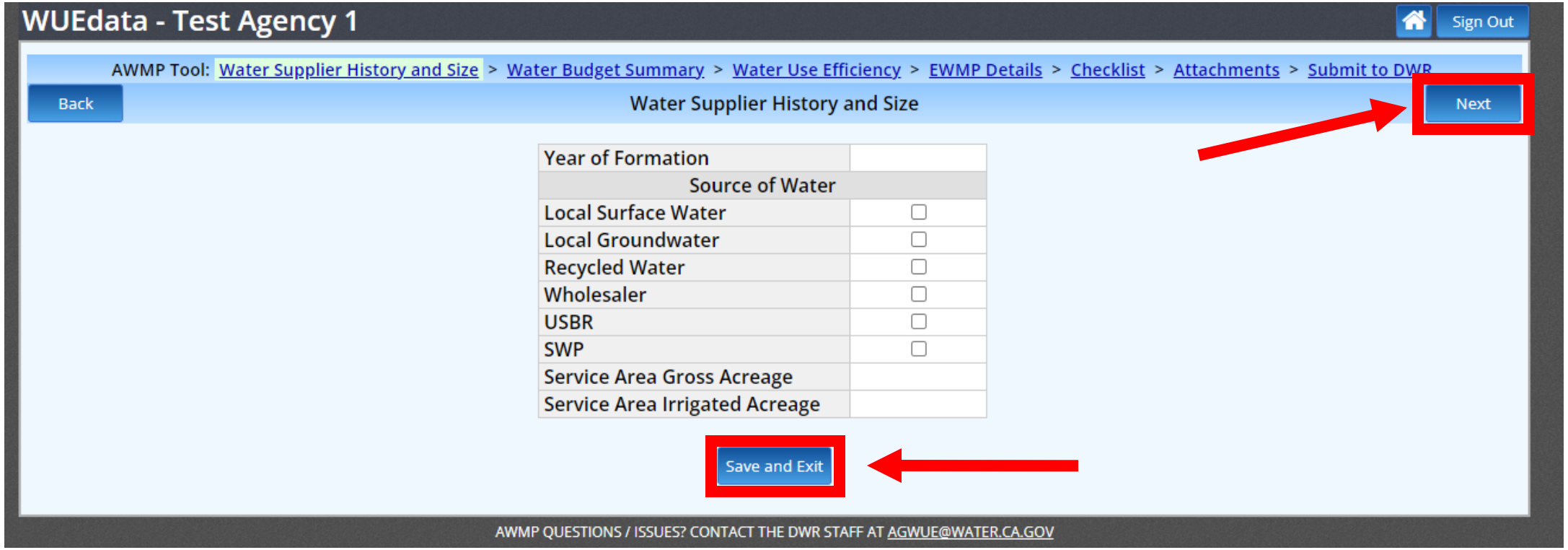
If you have not been previously authorized to enter data for your agency, you will need to verify that you are authorized by checking the box to request access. DWR staff will approve access accordingly upon receiving requests. Please allow for several business days when requesting access.



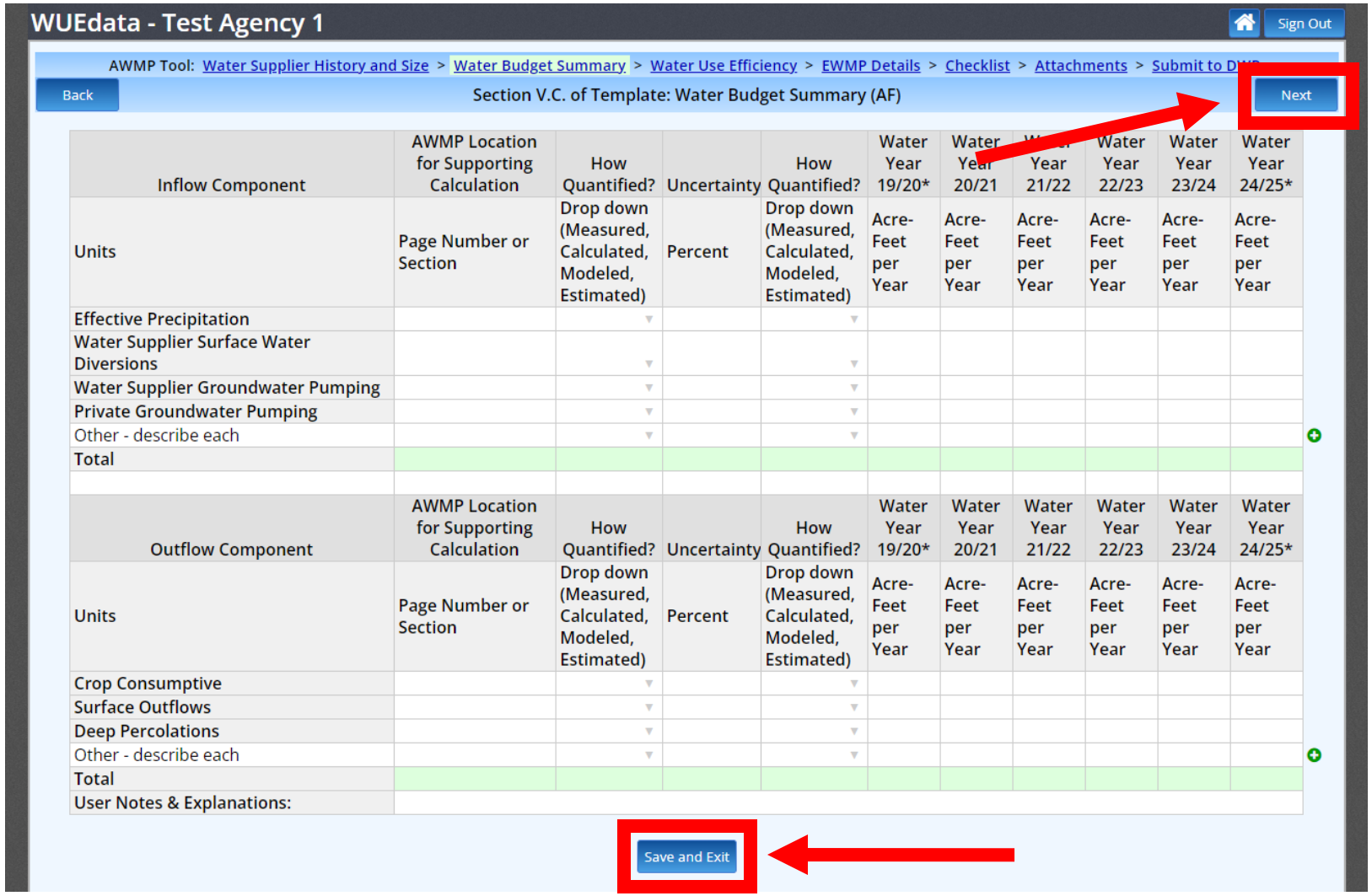
8. Located to the right of the name of your agency, click the “**Launch 2025 AWMP Tool**” button next to your water supplier’s name.



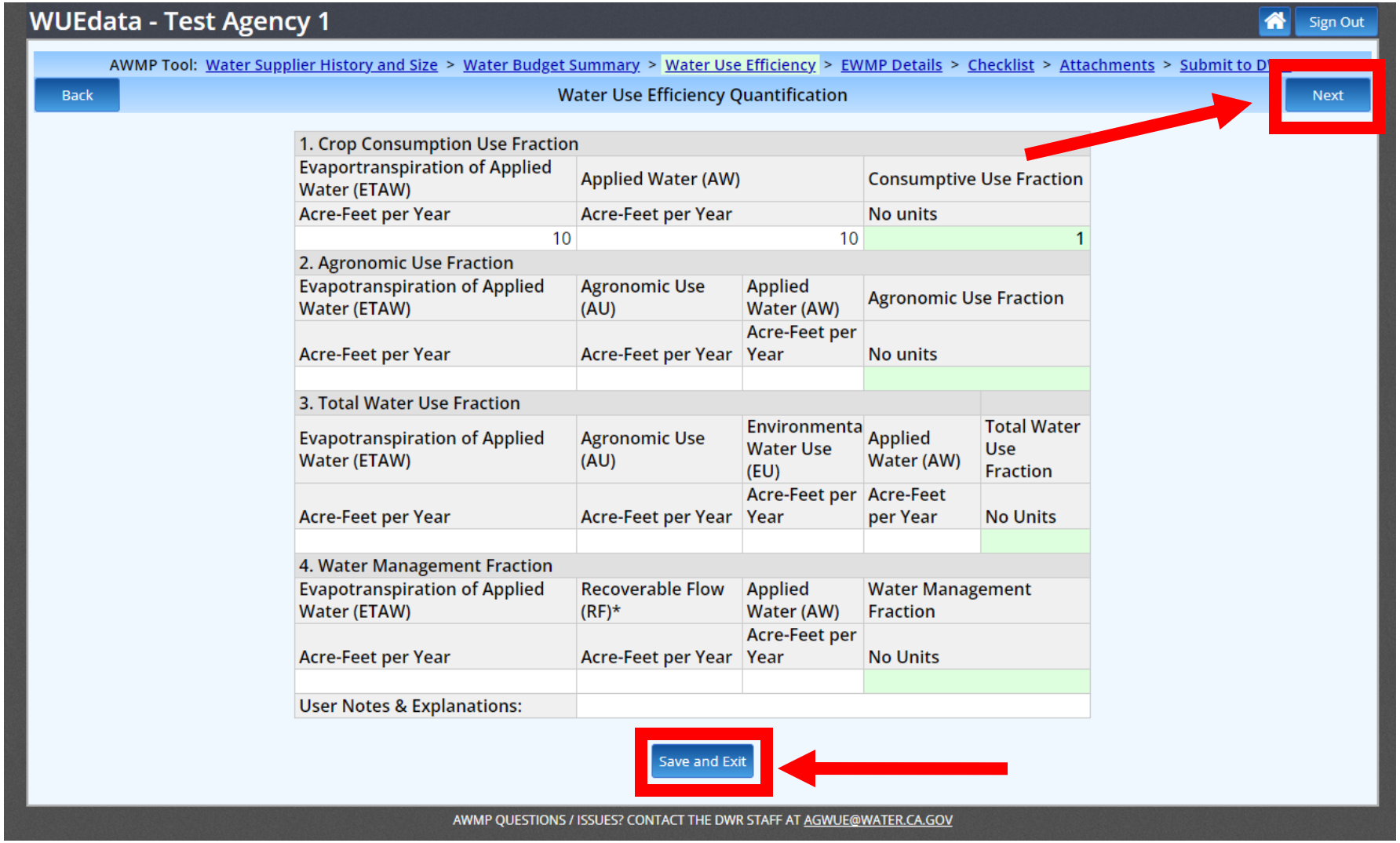
9. Enter in data for "**Water Supplier History and Size**", then click "Next" to continue or "Save and Exit" to finish later.



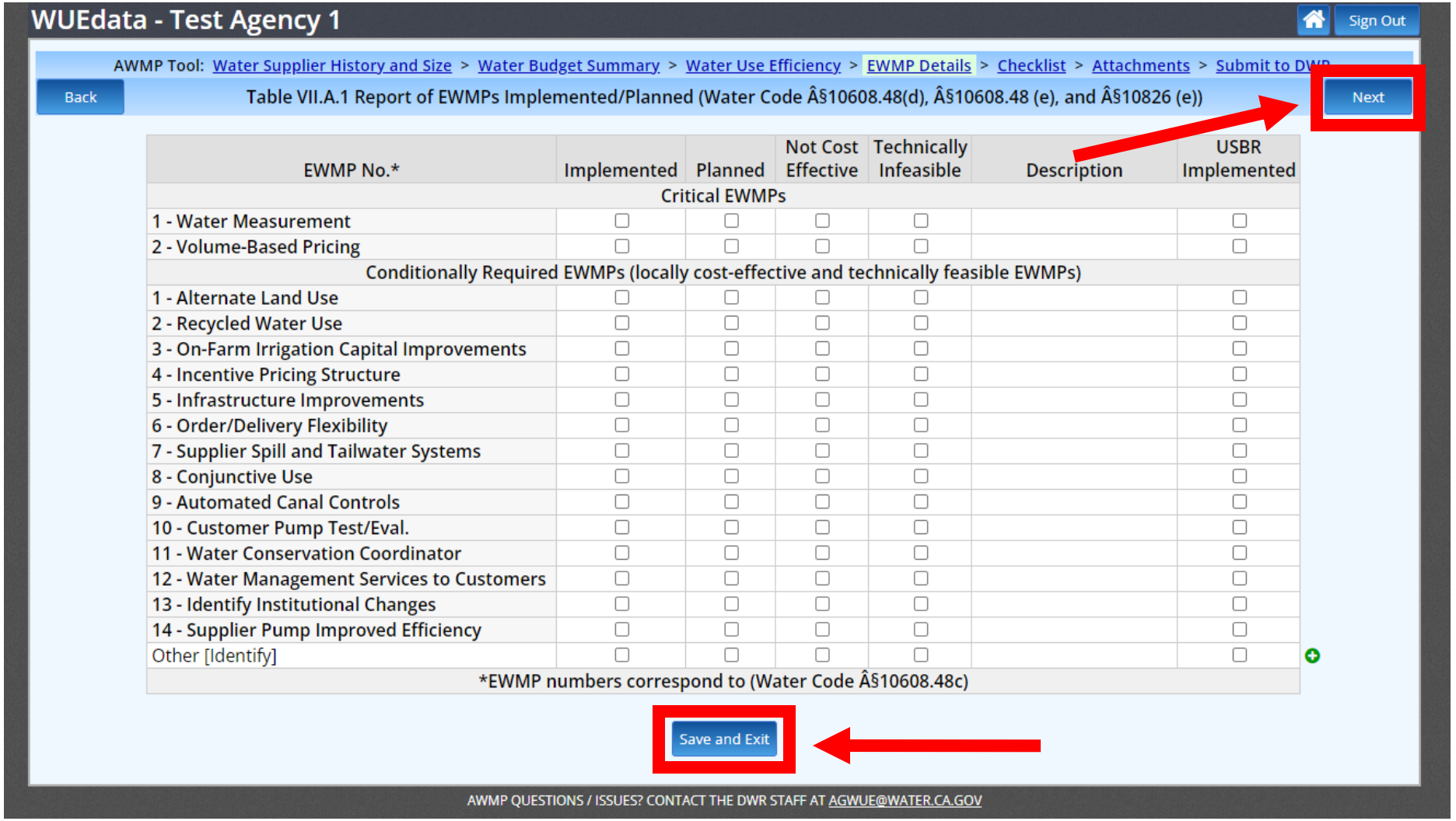
10. Enter in data for "**Water Budget Summary (AF)**", then click "Next" to continue or "Save and Exit" to finish later.



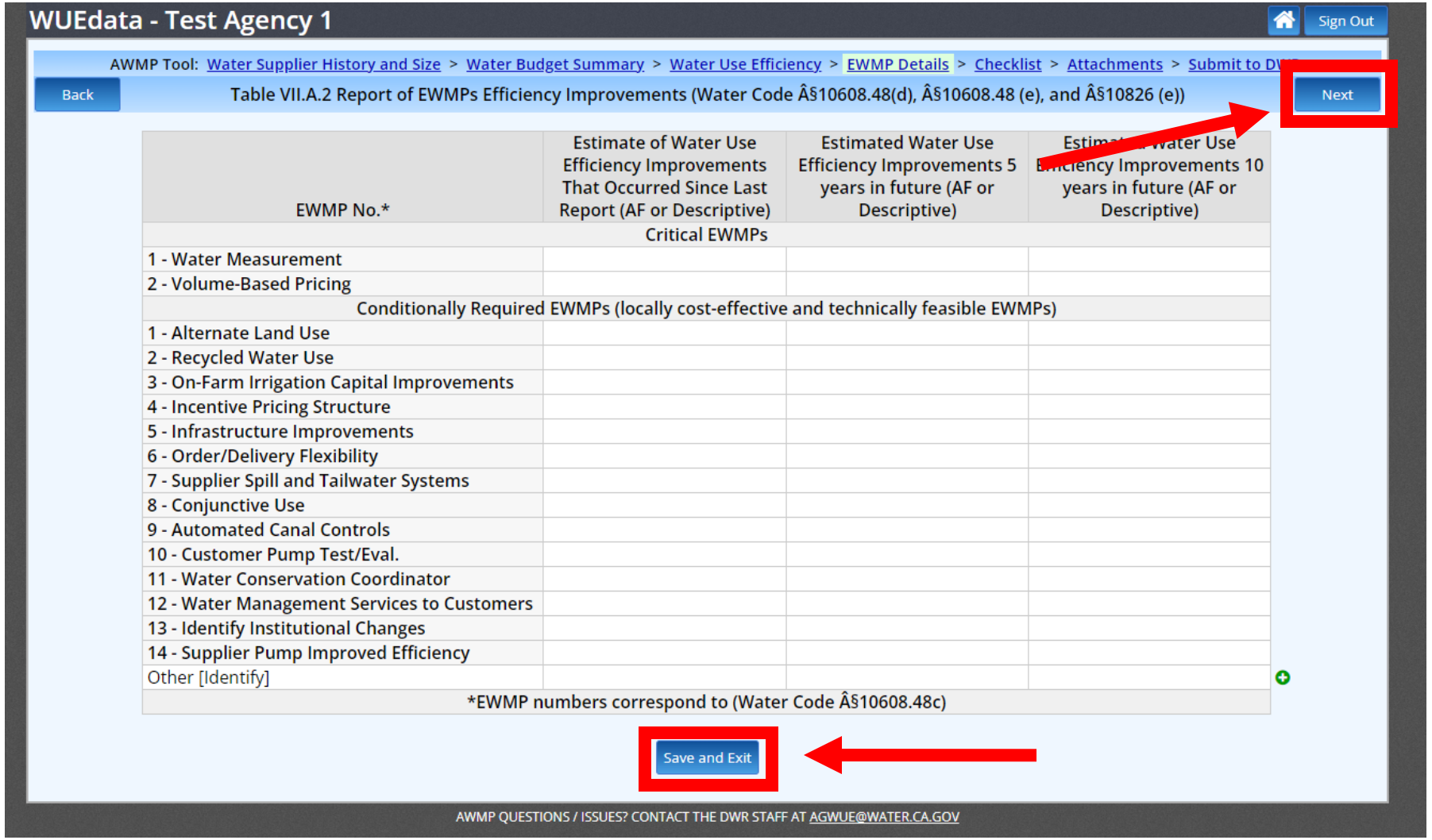
11. Enter in data for "**Water Use Efficiency Quantification**", then click "Next" to continue or "Save and Exit" to finish later.



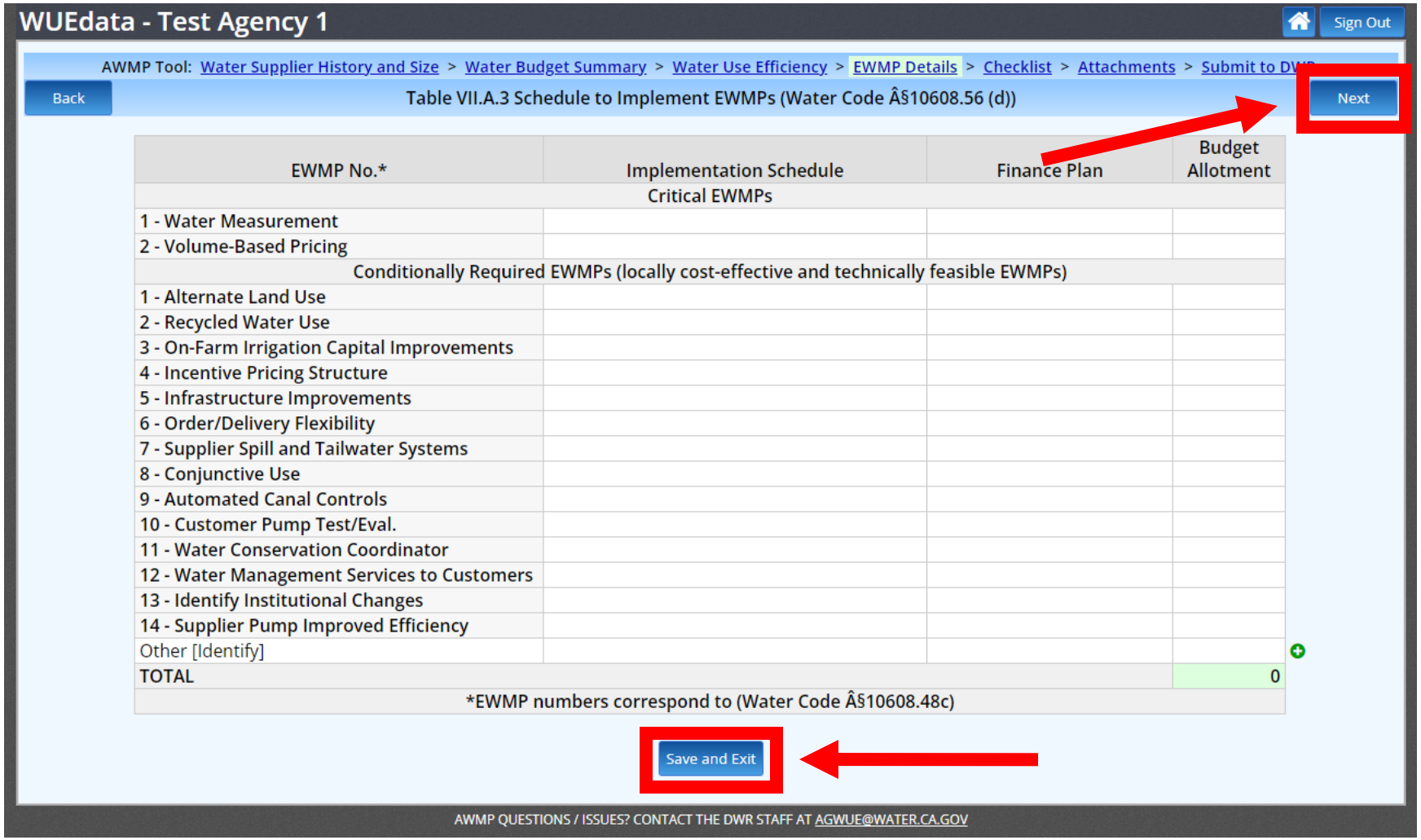
12. Enter in data for "**Report of EWMPs Implemented/Planned**", then click "Next" to continue or "Save and Exit" to finish later.



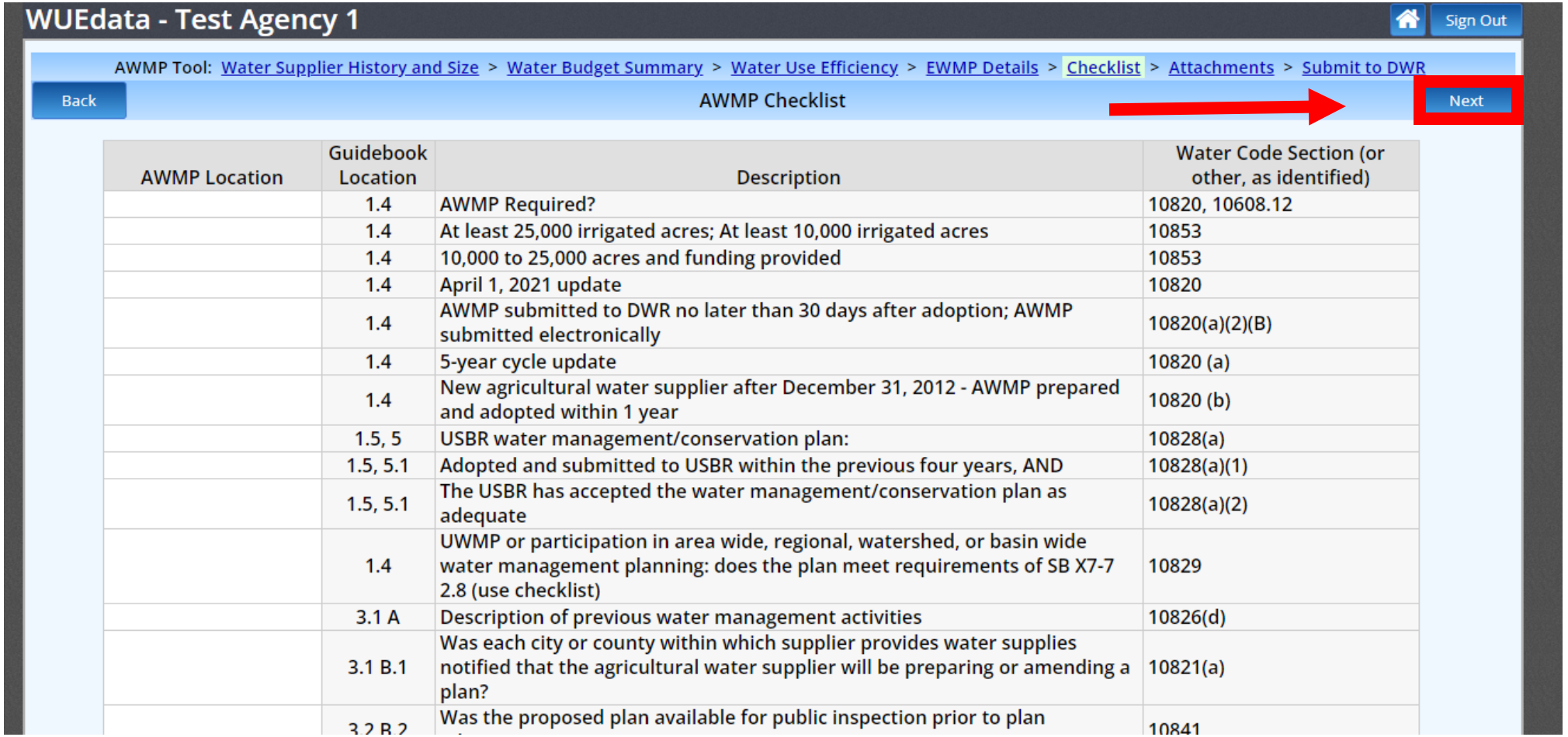
13. Enter in data for "**Report of EWMPs Efficiency Improvements**", then click "Next" to continue or "Save and Exit" to finish later.



14. Enter in data for "**Schedule to Implement EWMPs**", then click "Next" to continue or "Save and Exit" to finish later.

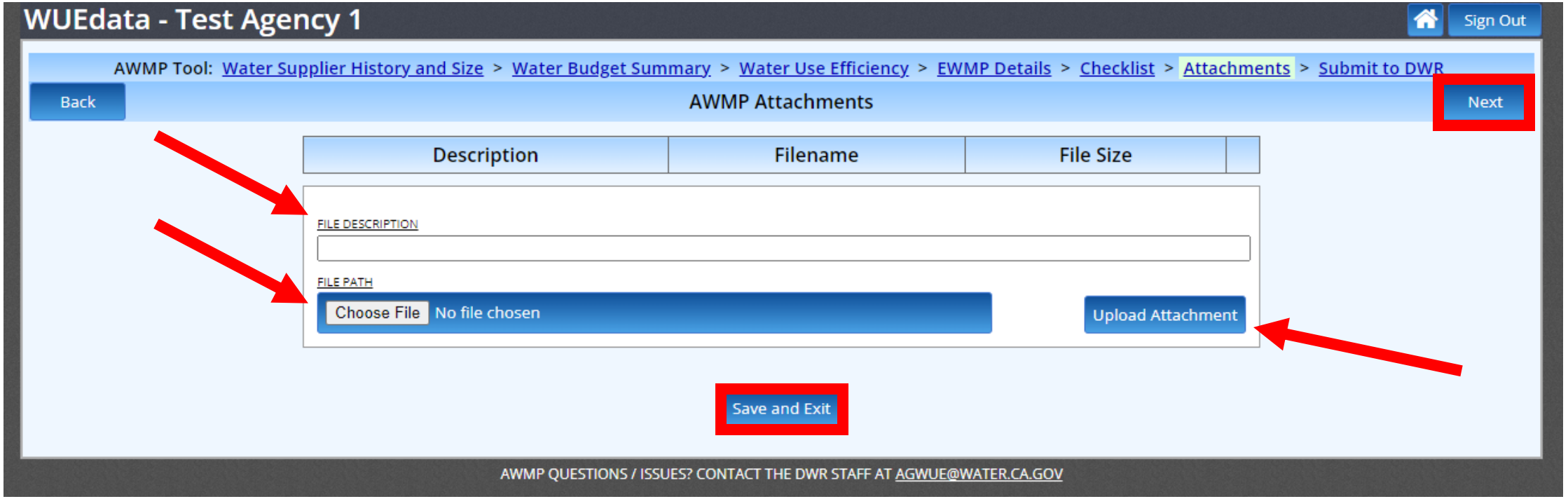
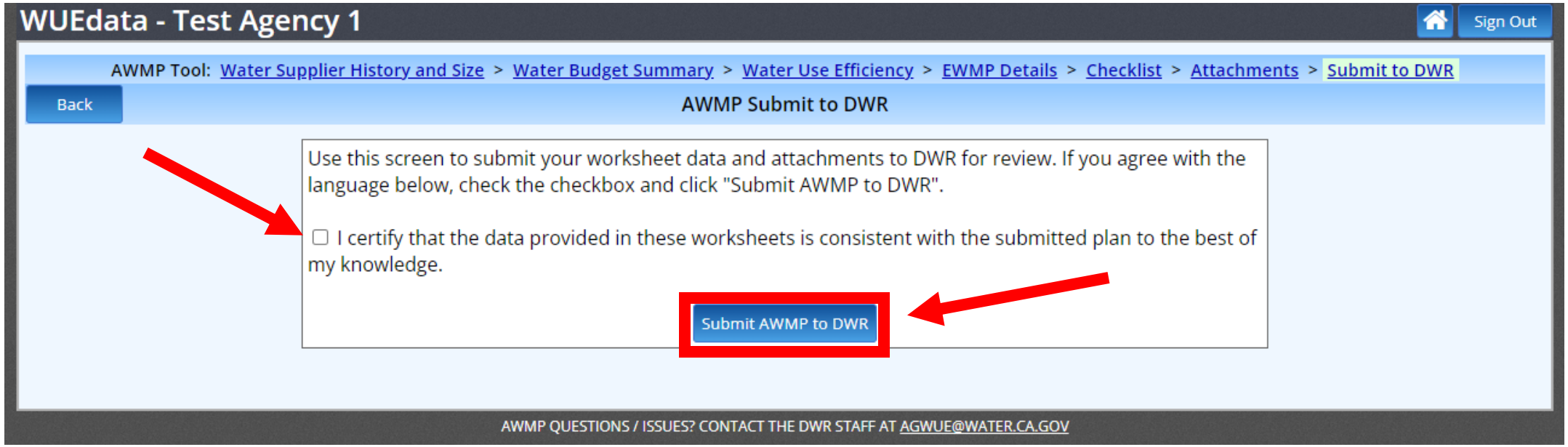


15. Enter in data for "**AWMP Checklist**", then click "Next" to continue or "Save and Exit" to finish later.



AWMP Location	Guidebook Location	Description	Water Code Section (or other, as identified)
	1.4	AWMP Required?	10820, 10608.12
	1.4	At least 25,000 irrigated acres; At least 10,000 irrigated acres	10853
	1.4	10,000 to 25,000 acres and funding provided	10853
	1.4	April 1, 2021 update	10820
	1.4	AWMP submitted to DWR no later than 30 days after adoption; AWMP submitted electronically	10820(a)(2)(B)
	1.4	5-year cycle update	10820 (a)
	1.4	New agricultural water supplier after December 31, 2012 - AWMP prepared and adopted within 1 year	10820 (b)
	1.5, 5	USBR water management/conservation plan:	10828(a)
	1.5, 5.1	Adopted and submitted to USBR within the previous four years, AND	10828(a)(1)
	1.5, 5.1	The USBR has accepted the water management/conservation plan as adequate	10828(a)(2)
	1.4	UWMP or participation in area wide, regional, watershed, or basin wide water management planning: does the plan meet requirements of SB X7-7 2.8 (use checklist)	10829
	3.1 A	Description of previous water management activities	10826(d)
	3.1 B.1	Was each city or county within which supplier provides water supplies notified that the agricultural water supplier will be preparing or amending a plan?	10821(a)
	3.2 B.2	Was the proposed plan available for public inspection prior to plan	10841

16. Upload file for AWMP. Under "File Path", click "**Choose File**" button and select your file. Provide a name under "File Description" then click "**Upload Attachment**". Repeat for any additional attachments. Click "Next" to continue or "Save and Exit" to finish later.



17. Once you have completed the previous steps, review that all required information has been entered correctly. Select checkbox and click "**Submit AWMP to DWR**" to complete submission. You will receive a confirmation email shortly, verifying your submission.