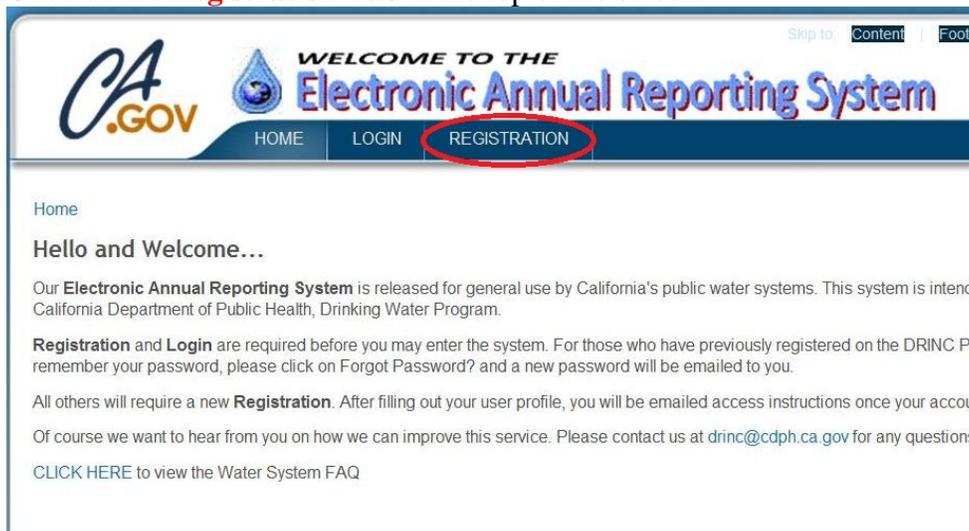


EAR Overview

Registration

- 1) Open your **web browser** (Internet Explorer, Firefox, Safari, etc.).
- 2) Go to www.drinc.ca.gov
- 3) Optional – **View FAQ**
- 4) Click on the **Registration Tab** at the top of the screen.



- 5) Complete all the **required fields** on the form.

The screenshot shows the registration form on the Electronic Annual Reporting System. The form is titled "PWS Registration" and includes a "Register" button. The form fields are as follows:

- First Name: (Field required)
- Last Name: (Field required)
- Email Address: (Field required)
- Password: (6-characters minimum Field required)
- Confirm Password: (Please match passwords Field required)
- Company: (Field required)
- Your Title: (Field required)
- Work phone: (Field required)
- Fax Number:
- Street:
- City:
- State:
- Zip Code:
- Website URL:

Below the form, there is a search section with a "Next Match" button and an "Add This One" button. The search results are sorted by "PwsID" and "PwsName". The results list includes:

- CA0800526 REDWOOD PARK C.S.D.
- CA0800530 BEACHCOMBER RESTAURANT
- CA0800532 BIG ROCK C.S.D.
- CA0800542 CRESCENT BEACH MOTEL

The required fields are circled in red.

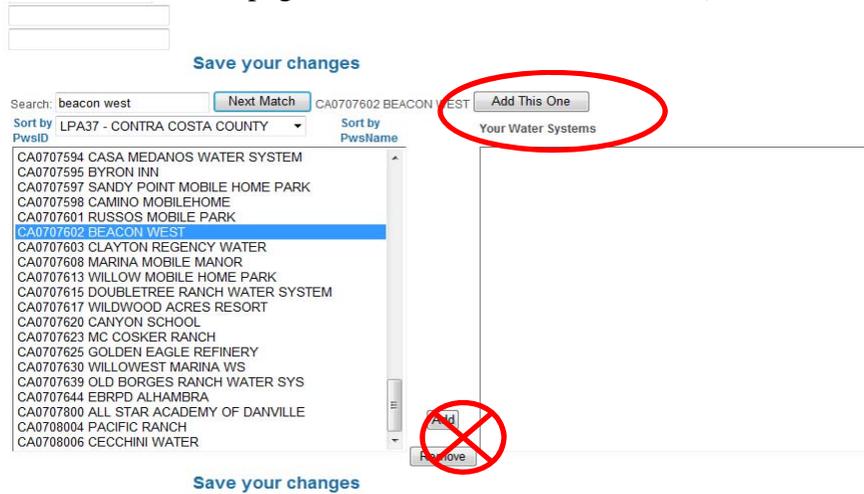
- 6) **Add a Public Water System (PWS)** via one of two methods:

Method 1 – Conduct a Search

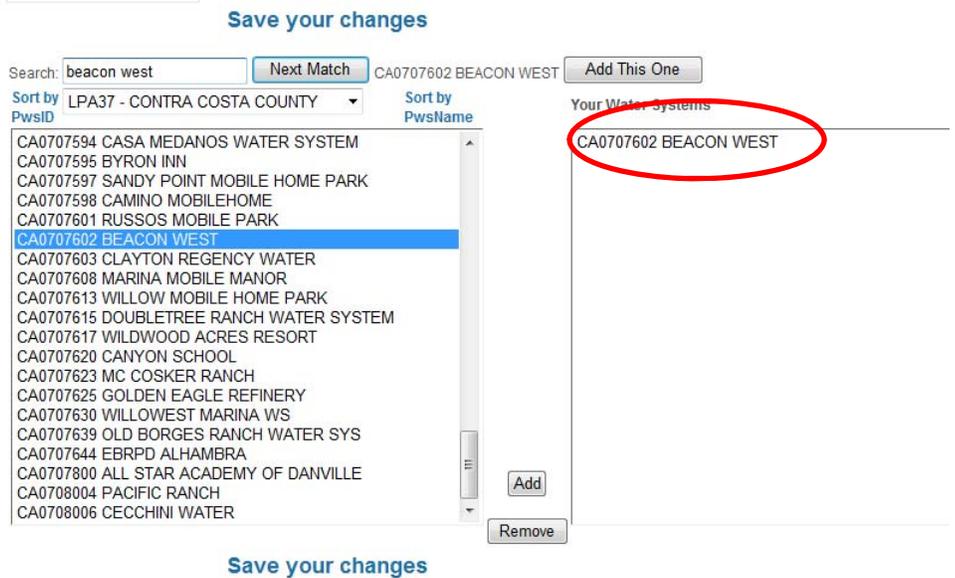
- a. Type the **name** or **CA number** for the PWS. Click **Next Match** until the correct name appears to the right of the Next Match Button.



- b. Once the system is listed, click “**Add This One**” (do not click the Add button further down on the page – See Method 2 for this button).



- c. The water system should appear in the list of **Your Water Systems**



- d. **Click on Save your changes.** Nothing will be saved unless you click on this link.

Save your changes

Search: CA0707602 BEACON WEST

Sort by **PwsID** LPA37 - CONTRA COSTA COUNTY

CA0707594 CASA MEDANOS WATER SYSTEM
CA0707595 BYRON INN
CA0707597 SANDY POINT MOBILE HOME PARK
CA0707598 CAMINO MOBILEHOME
CA0707601 RUSSOS MOBILE PARK
CA0707602 BEACON WEST
CA0707603 CLAYTON REGENCY WATER
CA0707608 MARINA MOBILE MANOR
CA0707613 WILLOW MOBILE HOME PARK
CA0707615 DOUBLETREE RANCH WATER SYSTEM
CA0707617 WILDWOOD ACRES RESORT
CA0707620 CANYON SCHOOL
CA0707623 MC COSKER RANCH
CA0707625 GOLDEN EAGLE REFINERY
CA0707630 WILLOWEST MARINA WS
CA0707639 OLD BORGES RANCH WATER SYS
CA0707644 EBRPD ALHAMBRA
CA0707800 ALL STAR ACADEMY OF DANVILLE
CA0708004 PACIFIC RANCH
CA0708006 CECCHINI WATER

Your Water Systems
CA0707602 BEACON WEST

Save your changes

Method 2 – Select From the Dropdown Menu

- a. **Select your LPA from the dropdown list.** This will refresh the subset of PWS’s listed.

California

Sort by **PwsID** LPA34 - BUTTE COUNTY

CA040 LPA34 - BUTTE COUNTY
CA040 LPA35 - CALAVERAS COUNTY
CA040 LPA37 - CONTRA COSTA COUNTY
CA040 LPA39 - EL DORADO COUNTY
CA040 LPA43 - IMPERIAL COUNTY
CA040 LPA44 - INYO COUNTY
CA040 LPA46 - KINGS COUNTY
CA040 LPA49 - LA COUNTY
CA040 LPA50 - MADERA COUNTY
CA040 LPA54 - MERCED COUNTY
CA040 LPA56 - MONG COUNTY
CA040 LPA57 - MONTEREY COUNTY
CA040 LPA58 - NAPA COUNTY
CA040 LPA59 - NEVADA COUNTY
CA040 LPA61 - PLACER COUNTY
CA040 LPA62 - PLUMAS COUNTY
CA040 LPA63 - RIVERSIDE COUNTY
CA040 LPA64 - SACRAMENTO COUNTY
CA040 LPA66 - SAN BERNARDINO COUNTY
CA040 LPA67 - SAN DIEGO COUNTY
CA040 LPA69 - SAN JOAQUIN COUNTY
LPA70 - SAN LUIS OBISPO COUNTY
LPA72 - SANTA BARBARA COUNTY
LPA74 - SANTA CRUZ COUNTY
LPA75 - SHASTA COUNTY
LPA80 - STANISLAUS COUNTY
LPA82 - TEHAMA COUNTY

Your Water Systems

Save your changes

- b. Scroll through the list and **click on the correct PWS**, the click on the **Add button** to the right of the list (**do not** click “Add This One”)

Save your changes

Search:

Sort by: LPA34 - BUTTE COUNTY

PwsID

- CA0400001 YOUTH WITH A MISSION
- CA0400003 NORTHWOODS MUTUAL WATER SYSTEM
- CA0400004 FOREST RANCH MUTUAL WATER SYS
- CA0400005 GREEN ACRES MUTUAL WATER CO
- CA0400007 BUTTE CRK EST MUTUAL WATER CO
- CA0400008 GRAN MUTUAL WATER CO
- CA0400010 PSEA CAMP - DESABLA
- CA0400012 FARM LABOR HOUSING
- CA0400013 MERRY MOUNTAIN MUTUAL
- CA0400014 LAKE MADRONE WATER DISTRICT
- CA0400016 BERRY CREEK COMMUNITY SER DIST
- CA0400018 BRUSH CREEK RANGER STATION
- CA0400019 PACIFIC HEIGHTS MHP
- CA0400020 PLEASANT GROVE MHP
- CA0400021 ROBINSON S CORNER MHP
- CA0400023 GOLDEN OAKS MOBILE ESTATES
- CA0400025 SUNDOWN MOBILE HOME PARK
- CA0400026 MEADOWBROOK OAKS
- CA0400027 FOOTHILL MOBILE HOME PARK
- CA0400028 BIG BEND MOBILEHOME PARK

Your Water Systems

CA0400001 YOUTH WITH A MISSION

Save your changes

c. The water system should appear in the list of **Your Water Systems**

Save your changes

Search:

Sort by: LPA34 - BUTTE COUNTY

PwsID

- CA0400001 YOUTH WITH A MISSION
- CA0400003 NORTHWOODS MUTUAL WATER SYSTEM
- CA0400004 FOREST RANCH MUTUAL WATER SYS
- CA0400005 GREEN ACRES MUTUAL WATER CO
- CA0400007 BUTTE CRK EST MUTUAL WATER CO
- CA0400008 GRAN MUTUAL WATER CO
- CA0400010 PSEA CAMP - DESABLA
- CA0400012 FARM LABOR HOUSING
- CA0400013 MERRY MOUNTAIN MUTUAL
- CA0400014 LAKE MADRONE WATER DISTRICT
- CA0400016 BERRY CREEK COMMUNITY SER DIST
- CA0400018 BRUSH CREEK RANGER STATION
- CA0400019 PACIFIC HEIGHTS MHP
- CA0400020 PLEASANT GROVE MHP
- CA0400021 ROBINSON S CORNER MHP
- CA0400023 GOLDEN OAKS MOBILE ESTATES
- CA0400025 SUNDOWN MOBILE HOME PARK
- CA0400026 MEADOWBROOK OAKS
- CA0400027 FOOTHILL MOBILE HOME PARK
- CA0400028 BIG BEND MOBILEHOME PARK

Your Water Systems

CA0400001 YOUTH WITH A MISSION

Save your changes

Click on Save your changes. Nothing will be saved unless you click on this link.

Save your changes

Search:

Sort by: LPA34 - BUTTE COUNTY

PwsID

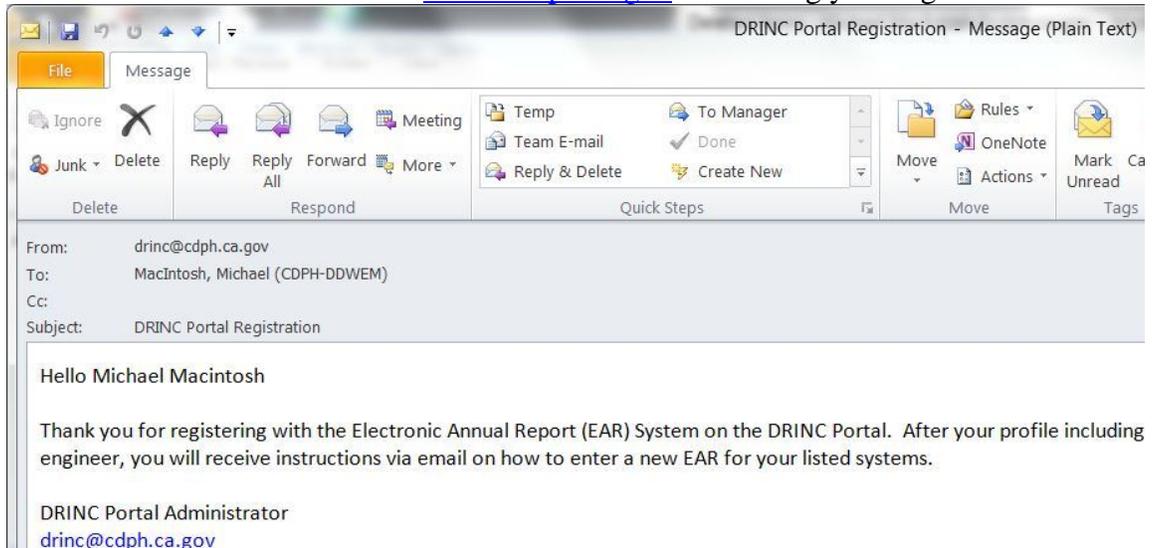
- CA0400001 YOUTH WITH A MISSION
- CA0400003 NORTHWOODS MUTUAL WATER SYSTEM
- CA0400004 FOREST RANCH MUTUAL WATER SYS
- CA0400005 GREEN ACRES MUTUAL WATER CO
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Your Water Systems

CA0400001 YOUTH WITH A MISSION

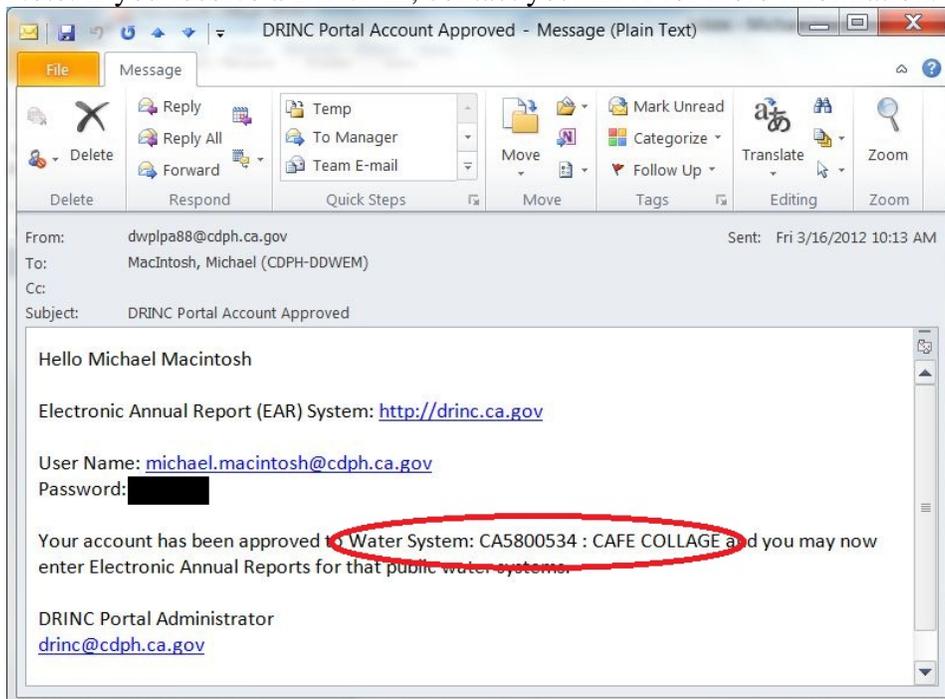
Save your changes

- 7) You will **receive an email** from drinc@cdph.ca.gov confirming your registration.



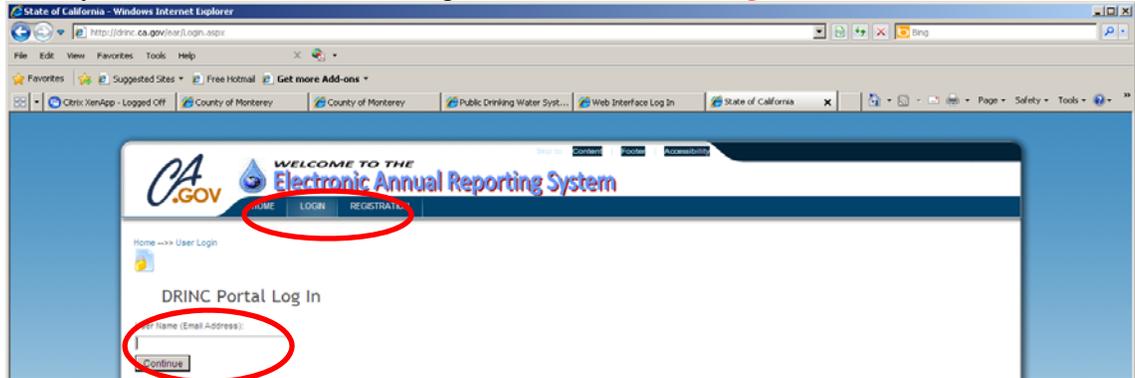
- 8) You may now explore the EAR site, but you cannot start your EAR until your LPA confirms your connection. This may take a3-5 days. **Once confirmed, you will receive the email below** (one for each water system you added).

Note: If you receive a DENIAL, contact your LPA for more information.



EAR Website

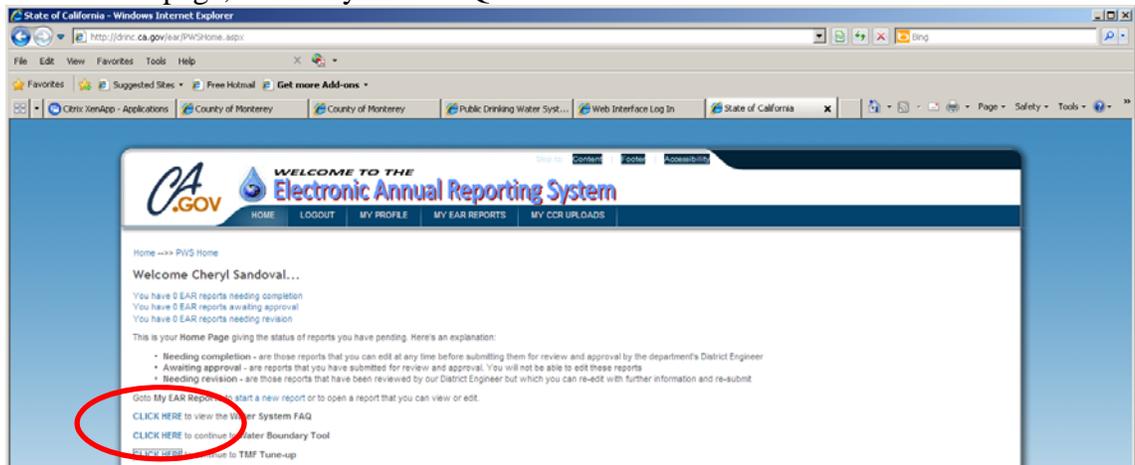
- 9) After you receive confirmation, login to site. Click on **Login**. Enter **User Name**



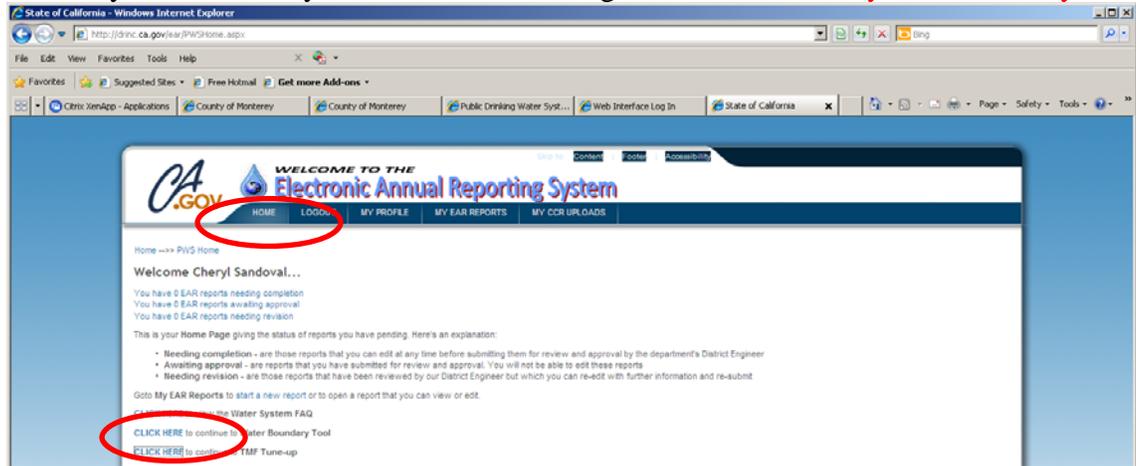
- 10) Enter **Password**.



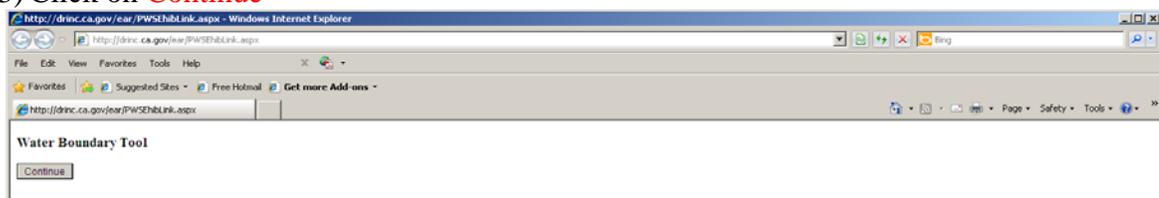
- 11) EAR Homepage, Water System FAQ's available



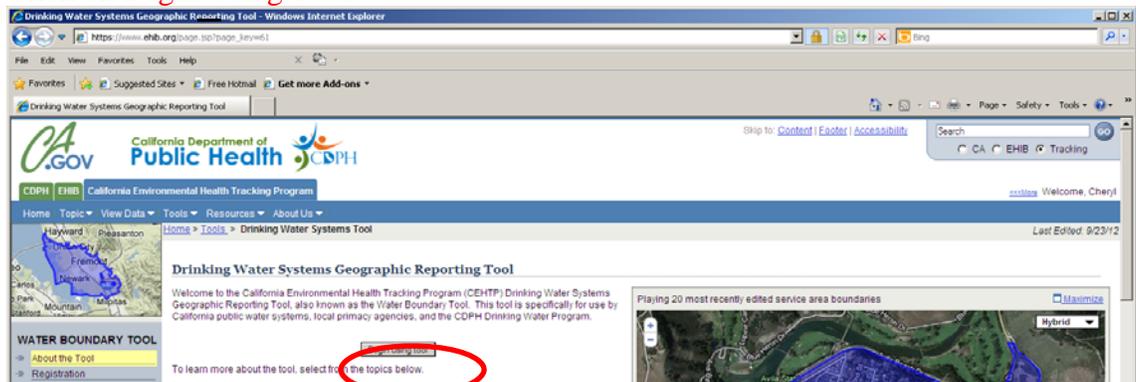
12) Water System Boundary Tool- From Home Page, Click on **Water System Boundary Tool**



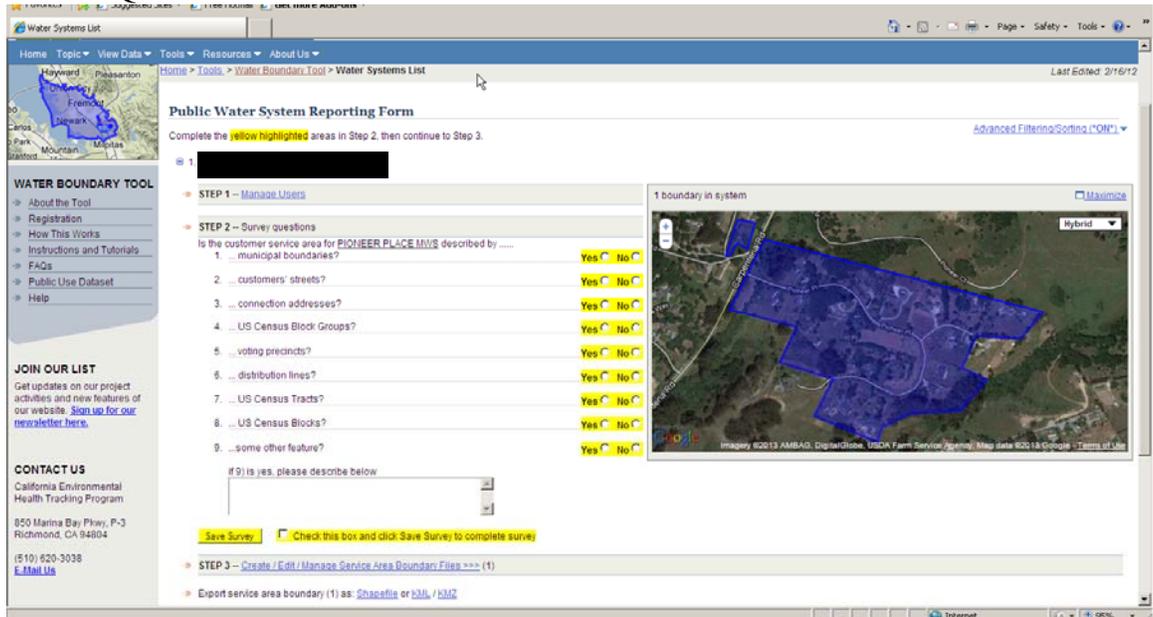
13) Click on **Continue**



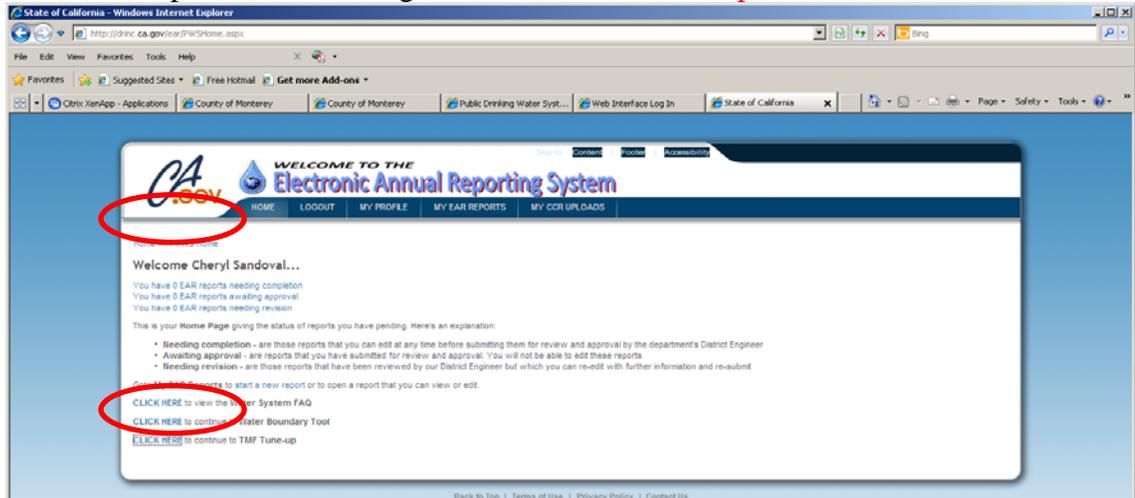
14) Click on **Begin Using Tool**



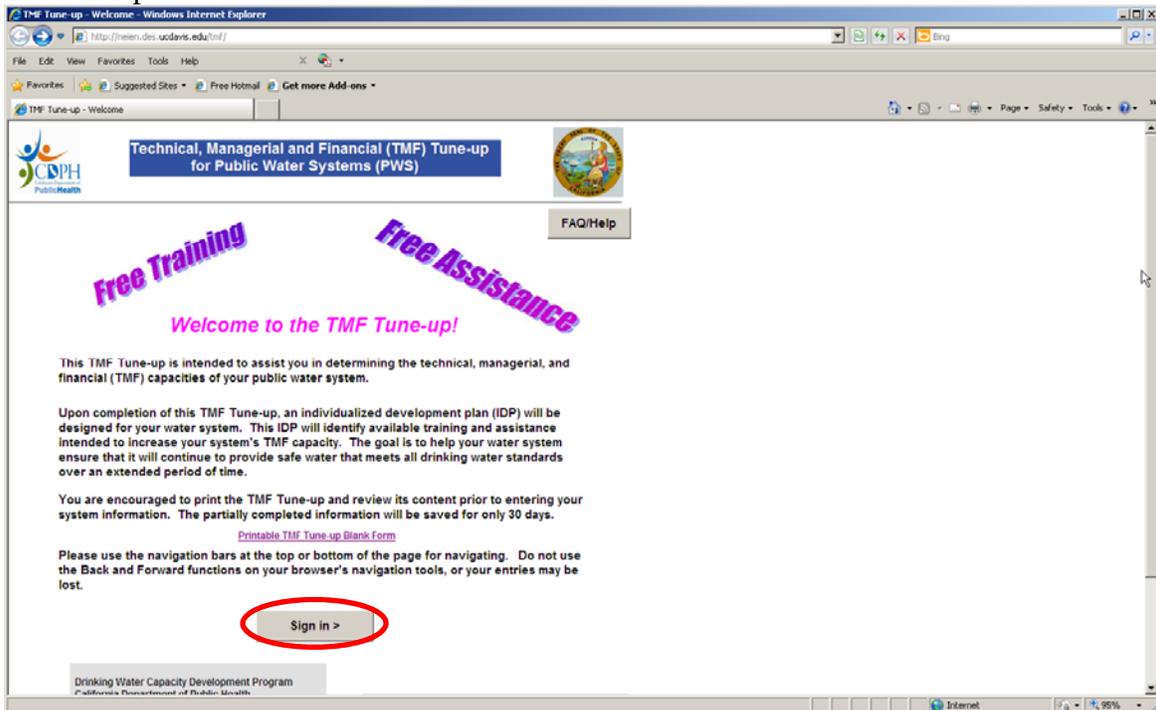
15) Answer Questions/Edit as needed



16) TMF Tune-up- From Home Page, Click on **TMF-Tune-Up**



17) TMF Tune-up- From Home Page, Click on **TMF-Tune-Up**, or go to TMF website:
<http://neien.des.ucdavis.edu/tmf/>



Completing Your EAR

18) Click on **My Ear Report**, then Click on **Enter New 2012 EAR**

