

Electronic Annual Report (eAR) Frequently Asked Questions

Q: Do I still need a login and password to file online or obtain blank forms?

A: No. We have removed the requirement to have a login and password completely. All you need is the right, permit or authority number (XX-XXXXXX.XXXX) that is shown on your hard copy or email notice.

Q: What types of Annual Water Withdrawal and Use Reports (Annual Reports) can be filed online with ADWR?

A: Groundwater Summary Form, WQ Groundwater Summary Form, Short Form, Individual User Form, ID Summary and the Irrigation Non- Expansion Area (INA) form. In addition, any right or permit (other than a BMP farm or a Long Terms Storage Account holder) can file a "Zero Use" report online if NO WATER WAS USED pursuant to the right or permit during the current reporting year.

Q: What am I supposed to do if the form I need to file cannot be filled out and filed online?

A: For the other types of forms that cannot yet be filed online, you will need to **use the online tool to obtain pre-printed copies (as pdf files) that will be sent to your email** address. All you will need is the right or permit number to get forms emailed to you. You can then print the forms, fill them out, and email them to earp@azwater.gov or mail them in.

Q: What if I can't file online or obtain my forms online?

A: If you cannot file online or obtain your forms online, please contact the Department by phone at 602-771-8585 or by email [at earp@azwater.gov](mailto:earp@azwater.gov) and give us your right or permit number(s) (starts with a 56-, 57-, 58-, or 59- etc.) and we will be happy to send them to you via regular mail. Please note that due to staff size, we may not be able to respond to you within the same day.

Q: Once I have completed the online filing and have paid fees (if applicable) online, how do I exit the application?

A: Close the browser window to close the eAR application.

Q: I've already filed my paper Annual Report form(s) --- do I need to also file online?

A: No. The online filing option is not a requirement --- you may file via the traditional paper form(s) if you prefer. You do not need to do both.

Q: What is the deadline for filing my Annual Report(s)?

A: The deadline according to state law is March 31st. A report will be considered on time if hand-delivered to the Department by 5:00 pm, March 31st, or postmarked or filed online by midnight, March 31st. The exception to this deadline is when March 31st falls on a Saturday or Sunday. The deadline will then be the next business day at the times mentioned above.