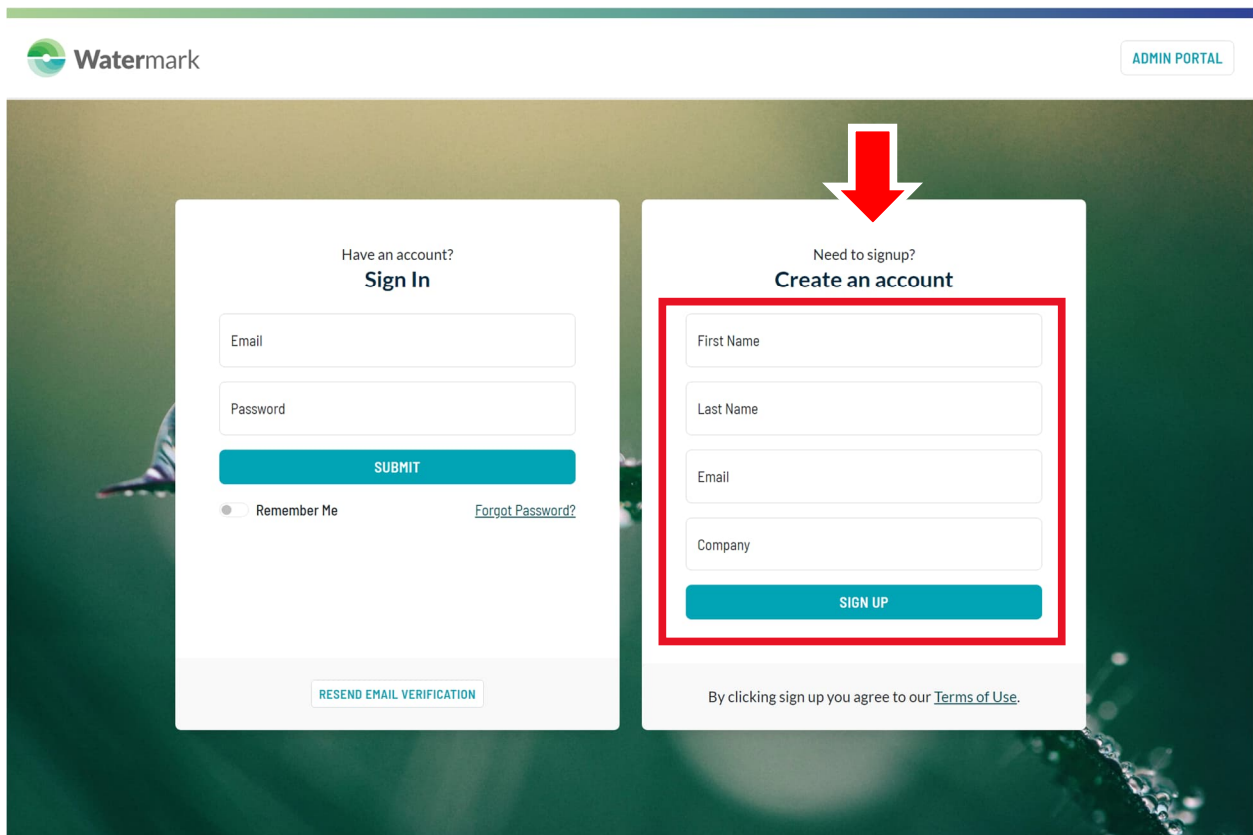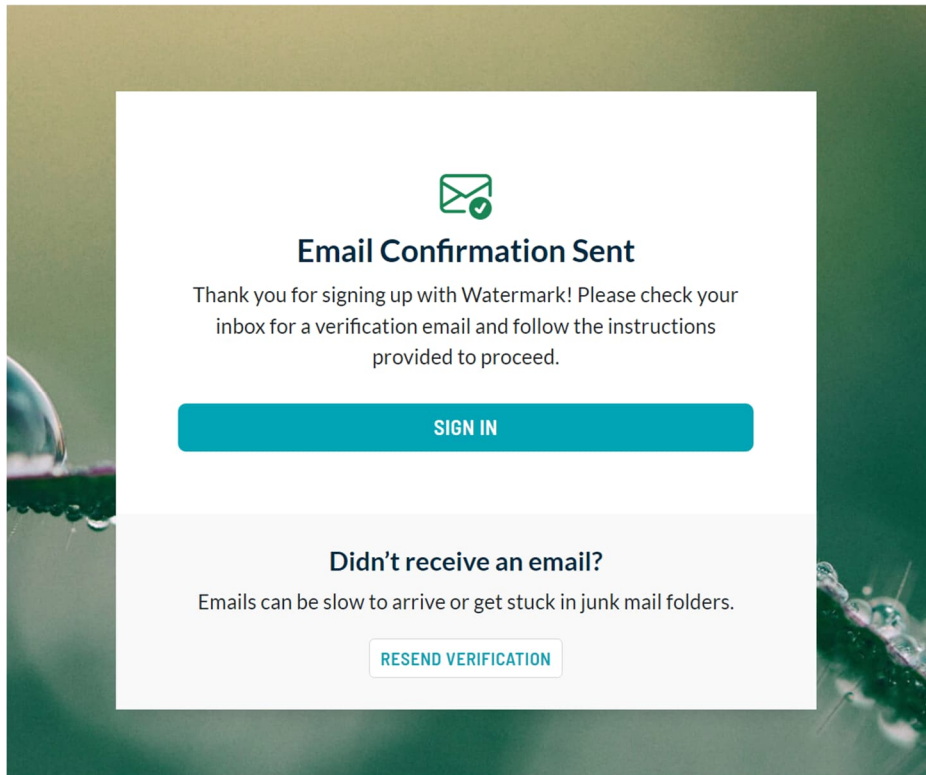# Create Account

1. Open a web browser on your device.

2. Visit **watermark.mljenvironmental.com**

3. Complete the form labeled **Create an account**

4. Submit the form by clicking the **Sign Up** button.

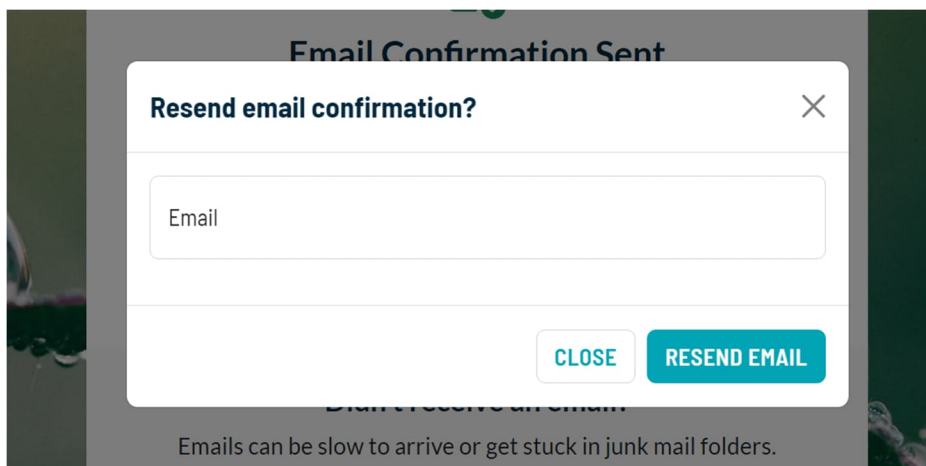5. You will now be prompted to confirm your email address.

Create Account – Email Confirmation Sent

Upon completion of the Create an account form you will be prompted to confirm your email address. Please check your inbox for a verification email.
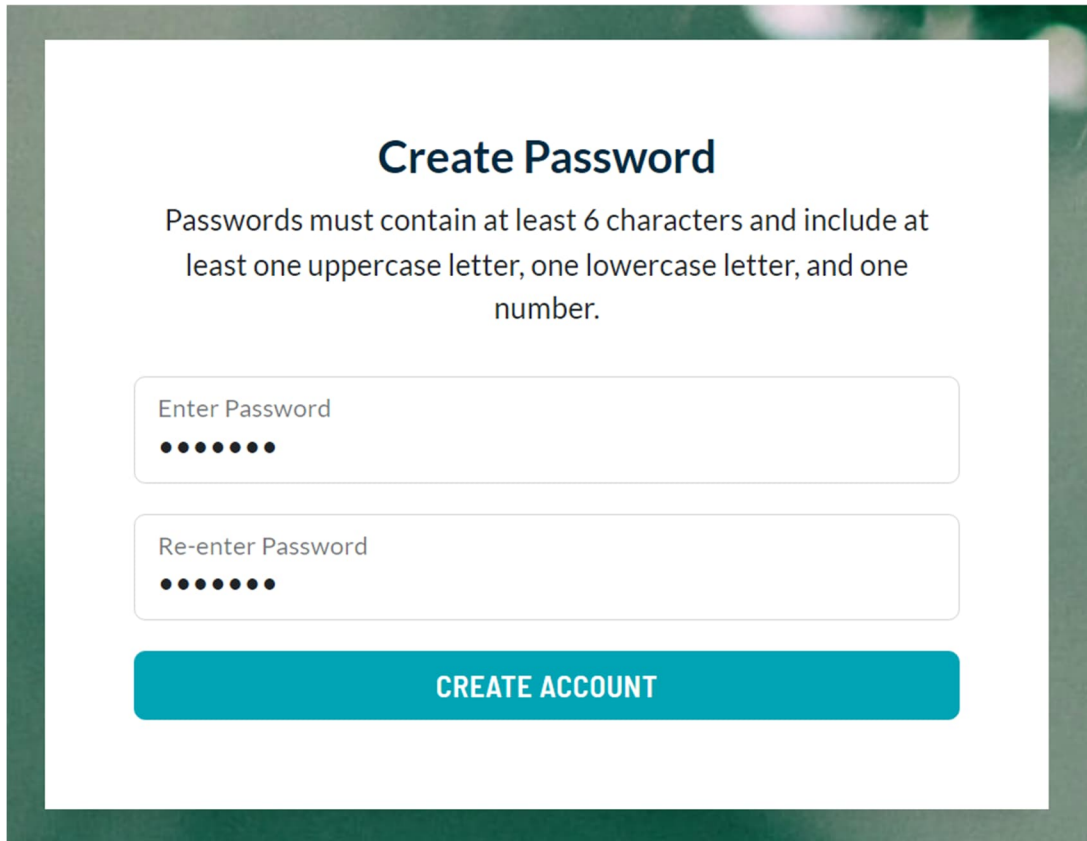

*Note: If you **DID NOT** receive the email, you can resend the email via the **Resend Verification** button.*

Create Account – Create Password

The confirmation email will prompt you to create a password. Upon submission, your Watermark Account will become active.

Create Password

Passwords must contain at least 6 characters and include at least one uppercase letter, one lowercase letter, and one number.

Enter Password

•••••••

Re-enter Password

•••••••

CREATE ACCOUNT

Getting Started

Upon successfully creating your Watermark Account password, you will be redirected to the Getting Started page. On this page you will find instructions to begin using Watermark.

You can continue by either clicking **Get Started** or **Accounts** in the sidebar.
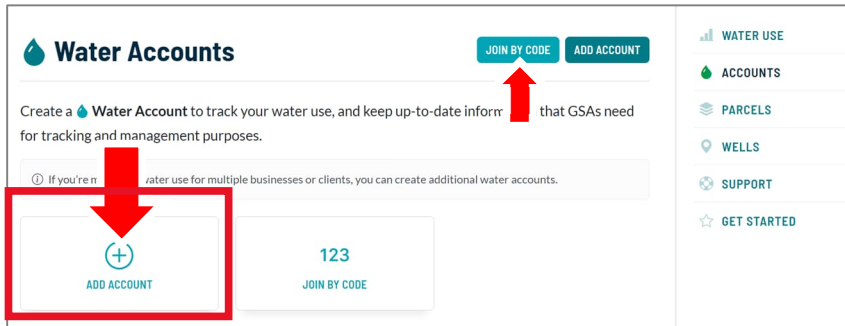
Create a Water Account

If you clicked the Accounts link in the sidebar, the page would present you with options to **Add a Water Account**.

*Note: Your **Water Account** is <u>not the same</u> as your Watermark Account. Your Watermark Account may have several Water Accounts, like managing utility bills for multiple households.*

If you clicked the **Get Started** button, you will navigate directly to the Create a Water Account page. Complete the form fields and click the **Create Account** button at the bottom of the page.

Adding Parcels

After creating a new Water Account, you will be prompted with a few methods of adding parcels to your Water Account.

Note: *Before continuing, ensure you **select the correct Water Account** from the dropdown.*

*Note: You can return to this page at any time by clicking the **Import Parcels** link found under the Parcels section of Watermark.*

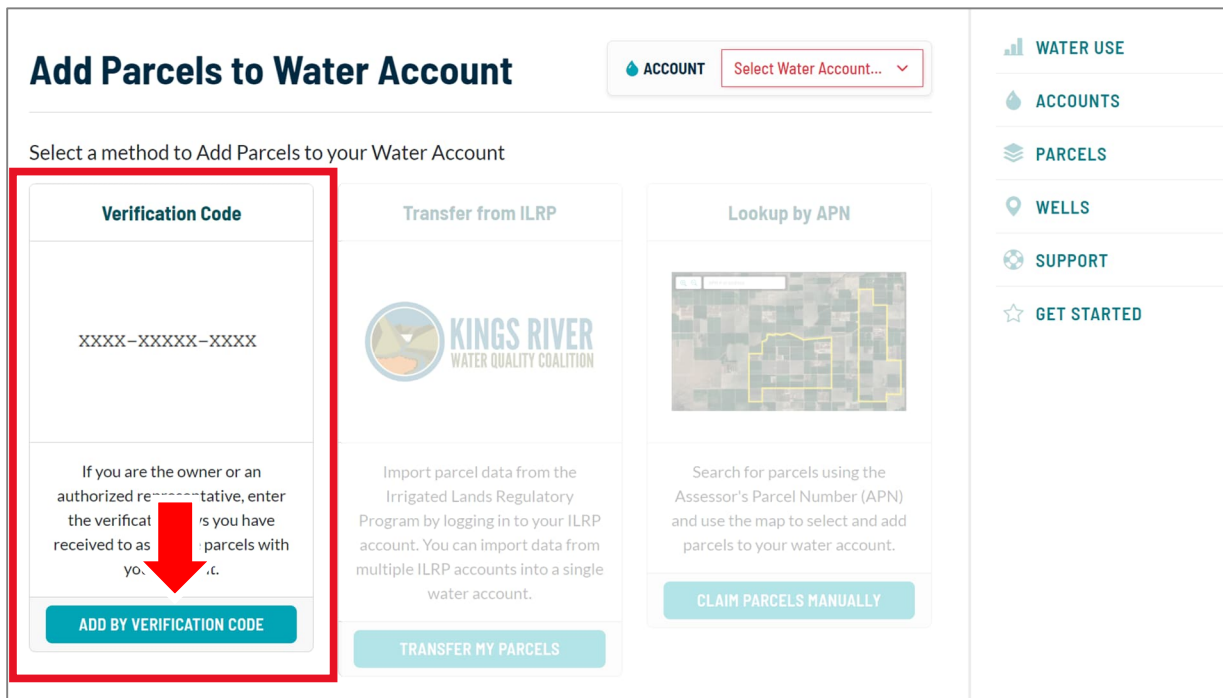## Adding Parcels – Verification Code

A time-saving way to add parcels to your Water Account is by using the **Add Parcel By Verification Code** feature.

⚠️ If you want to split your parcels into multiple water accounts, please proceed to the Parcels – Lookup by APN section on the next page.
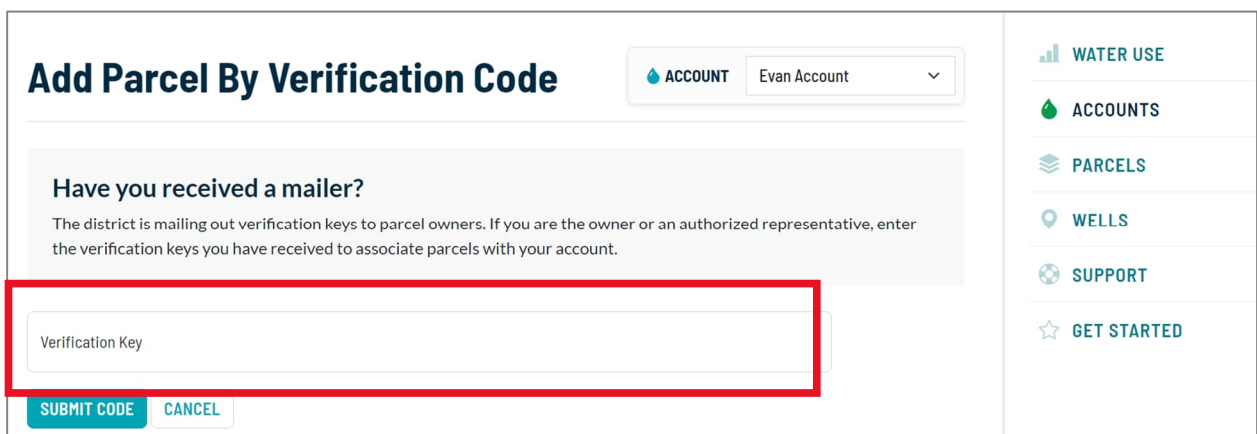

On the Add Parcel By Verification page, you can enter the Verification Key that may have been provided to you by your associated GSA(s)

Parcels – Lookup by APN

Within the Parcels section of Watermark, you will be able to search for your parcel(s) via APN or manually click the parcel on the map itself.

*Note: you may be required to enter a **verification code** to claim a parcel.*
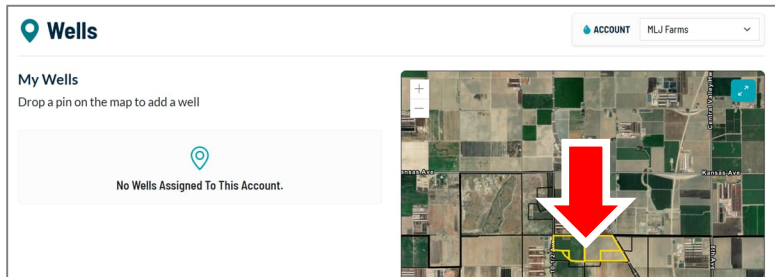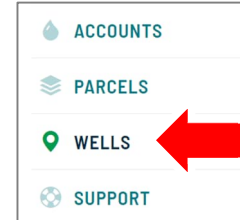
Wells

Once you have completed claiming parcels, you can then place wells.

To navigate to the Wells section of Watermark, click the **Wells** link found in the sidebar.
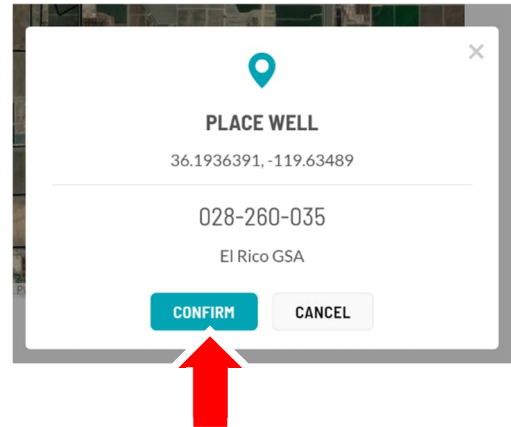

Initially, you will see a message that No Wells are assigned to this Water account.

To place a well, click on the map within a claimed a parcel. You will then be prompted to confirm the lat/long coordinates and associated APN.

Click the **confirm** button if this placement is correct.

Note: You may use the map zoom functionality for more precise well placement.

Once a well placement has been confirmed, you will be prompted to complete a form with information related to the Well. Click Save to complete your well placement or cancel at any time.
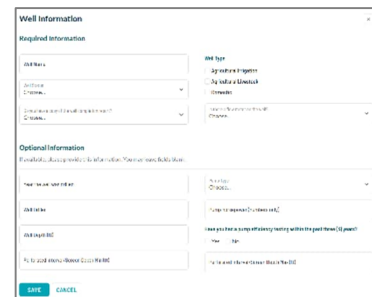
If you have no wells on a parcel, mark "No Wells" on the your parcel page. Click the cog next to the parcel that has no wells to choose this option.

Water Accounts – Overview

The Water Account page is where you can find an at-a-glance view of your accounts—along with supporting information such as primary contact, parcel count, and well count.

You can manage an account by either clicking the name of the account or interacting with the action menu button.

Water Account Dashboard

After initial set up of your water account(s) your water account dashboard will be available to see high level metrics of your water account including parcel counts, well counts, and total acreage. There is future functionality (labeled "coming soon") on this page that will continue to be developed as different portions of the GSP are enacted.

Watermark
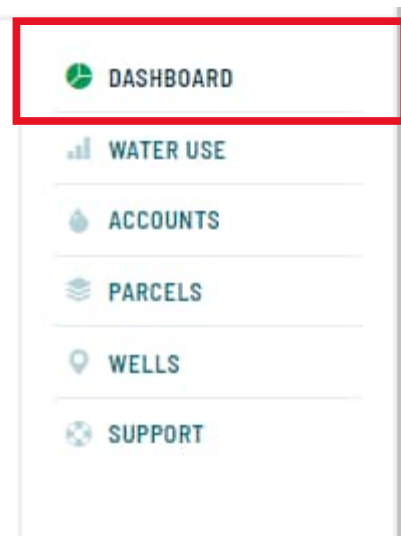
Dashboard

1 Parcels	1 Wells	81 Acres

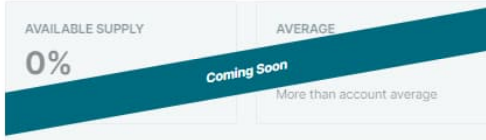## Water Usage & Supply: MLJ Farm

VIEW ALL USAGE

⊗ Coming Soon: Water Supply

WATER USAGE
0.00 AF

AVAILABLE SUPPLY	AVERAGE
0%	
Coming Soon	More than account average

Water Usage: MLJ Farm

Data Unavailable

TOTAL WATER SUPPLY
0.00 AF

Sustainable Water Supply	0.00 AF
Transitional Water Supply	0.00 AF

Coming Soon