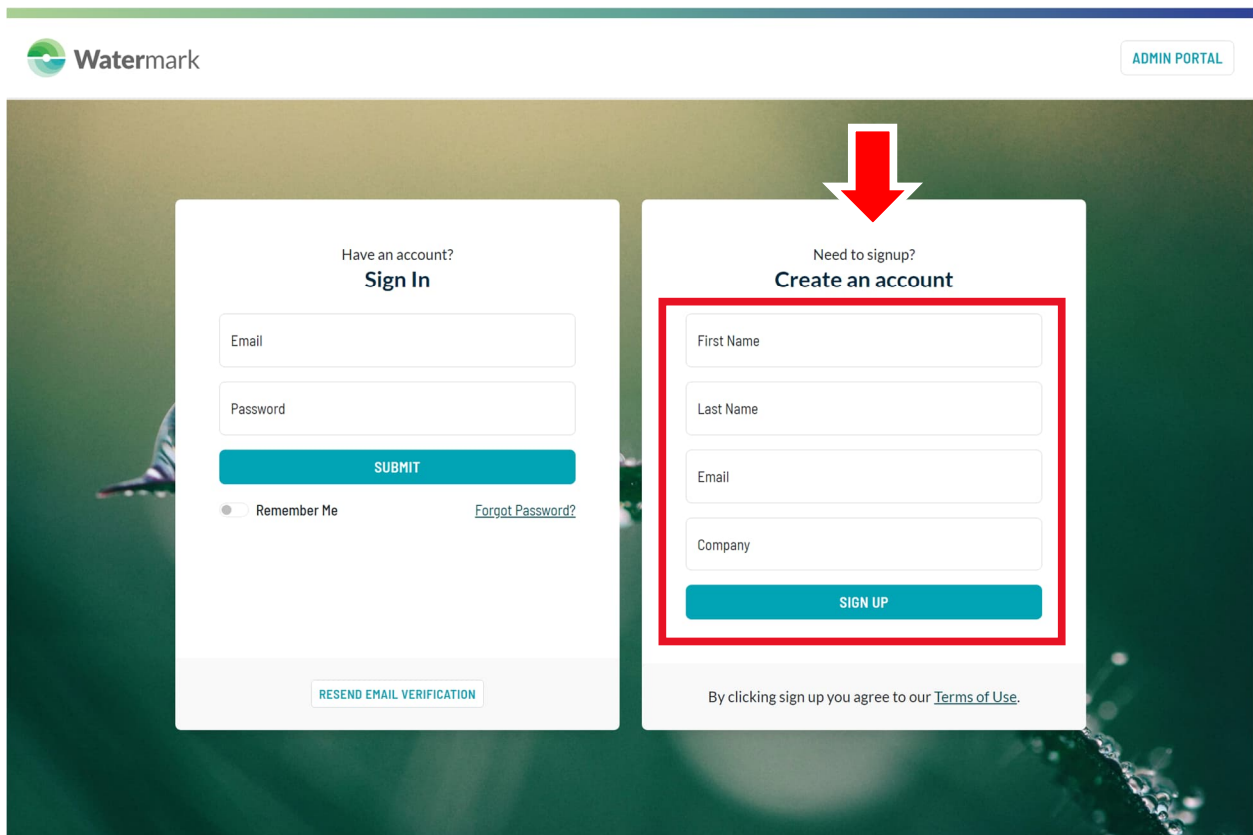


## Create Account

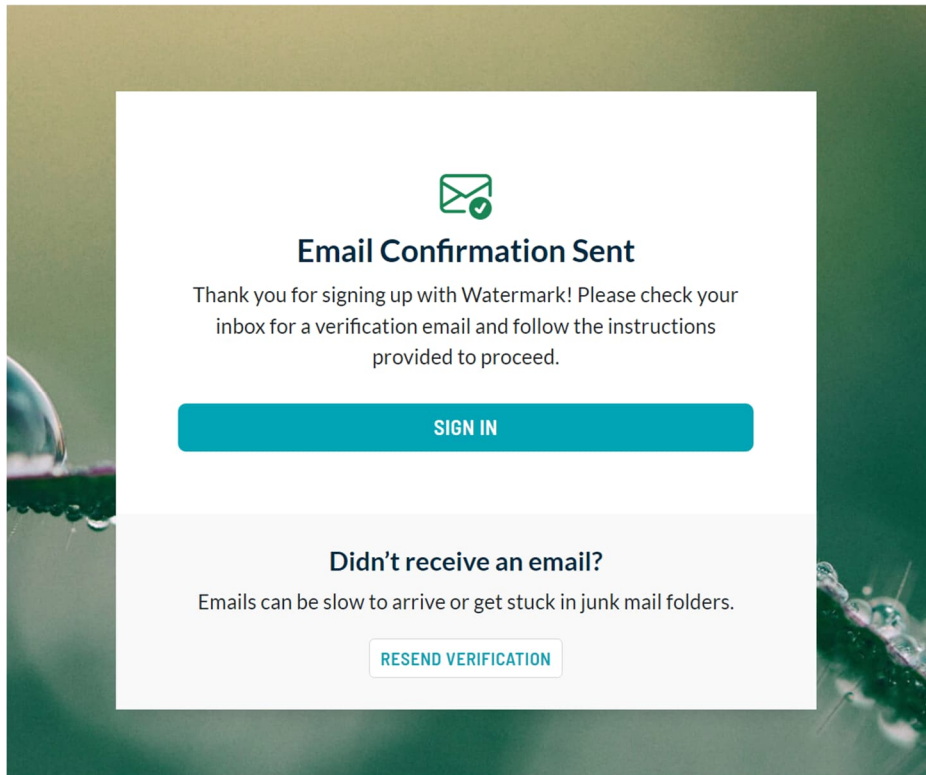
1. Open a web browser on your device.
2. Visit **watermark.mljenvironmental.com**
3. Complete the form labeled **Create an account**
4. Submit the form by clicking the **Sign Up** button.
5. You will now be prompted to confirm your email address.



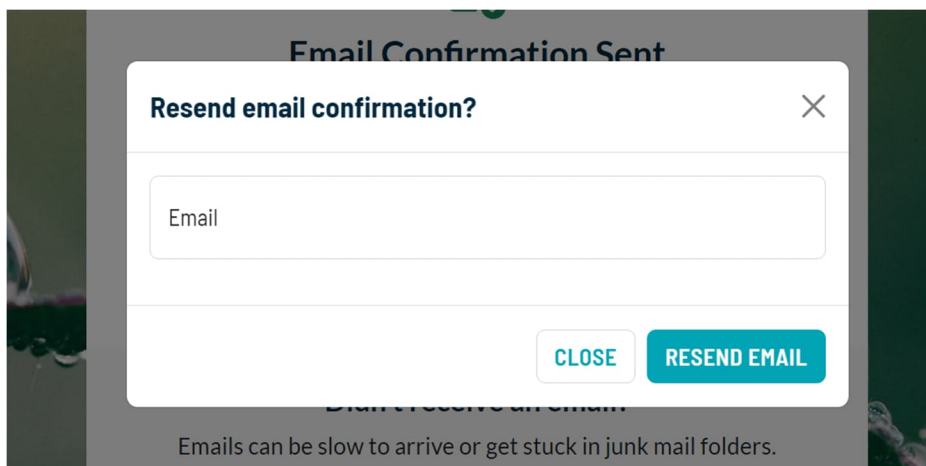
The screenshot shows the Watermark website interface. At the top left is the Watermark logo, and at the top right is an 'ADMIN PORTAL' button. The main content area features two white forms on a dark green background. The left form is titled 'Have an account? Sign In' and contains fields for 'Email' and 'Password', a 'SUBMIT' button, a 'Remember Me' checkbox, and a 'Forgot Password?' link. Below it is a 'RESEND EMAIL VERIFICATION' button. The right form is titled 'Need to signup? Create an account' and is highlighted with a red border. It contains fields for 'First Name', 'Last Name', 'Email', and 'Company', and a 'SIGN UP' button. A large red arrow points down to the 'Create an account' form. At the bottom of the right form, it says 'By clicking sign up you agree to our [Terms of Use](#).'

## 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.

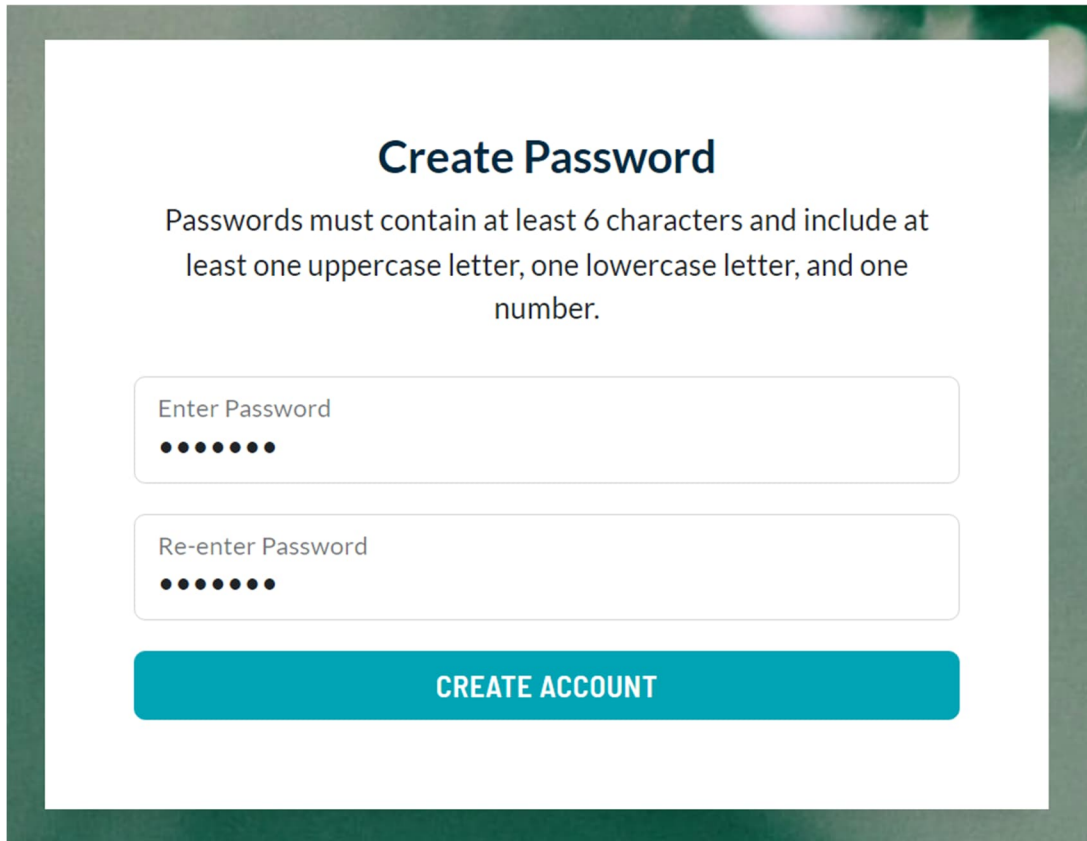


*Note: If you **DID NOT** receive the email, you can resend the email via the **Resend Verification** button.*



## 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.

**Watermark**

### Getting Started

Welcome to Watermark. The easiest way to manage your water use and comply with GSA regulations.

We understand that complying with new regulations can be a daunting task, but with Watermark, you have a reliable partner to guide you through the process. Onboarding to Watermark is a simple and straightforward process that consists of three easy steps:

- 1 Create a Water Account**

A Water Account is a tool that allows you to track your water use, and keep up-to-date information that GSAs need for tracking and management purposes.

You can create multiple water accounts, which can be helpful if you're managing water use for multiple businesses or clients.
- 2 Add Your Parcels**

The second step is to add your parcels. These are the areas of land that you own or manage, and you will need to add them to your water account to track your water use on each parcel.
- 3 Add Your Wells (if required)**

The final step is to add your wells (if required by your local GSA). This involves locating on a map and entering information about the wells you use to extract groundwater. If your local GSA does not require well registration at this time, you may skip this step.

**GET STARTED**

**WATER USE**

**ACCOUNTS**

**PARCELS**

**WELLS**

**SUPPORT**

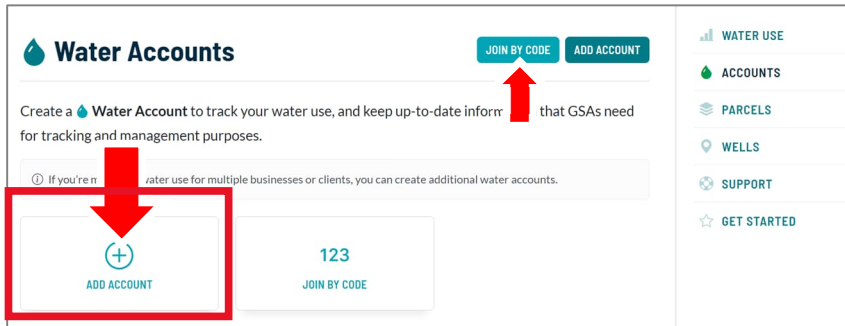
**GET STARTED**

**Help**

## 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 not the same 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.

The screenshot shows the 'Create a Water Account' form. At the top right, there is a 'CANCEL' button. Below the title, there is a 'What is a Water Account?' section with a brief explanation. The main form area is divided into two sections: '1 Account Information' and '2 Contact Information'. The 'Account Information' section has a text input field for 'Water Account Name' with a placeholder 'Name your account (i.e. MLJ Farms) for easy reference'. The 'Contact Information' section has two radio buttons: 'I am the primary contact' (unselected) and 'Someone else is the primary contact' (selected). Below the radio buttons are input fields for 'First Name', 'Last Name', and 'Email'. On the right side of the form, there is a sidebar with navigation links: 'WATER USE', 'ACCOUNTS', 'PARCELS', 'WELLS', 'SUPPORT', and 'GET STARTED'.

## 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.

**Add Parcels to Water Account**

ACCOUNT Select Water Account...

Select a method to Add Parcels to your Water Account

**Verification Code**

XXXX-XXXX-XXXX

If you are the owner or an authorized representative, enter the verification keys you have received to associate parcels with your account.

**ADD BY VERIFICATION CODE**

**Transfer from IRLP**

Transfer from IRLP Feature Unavailable

Import parcel data from the Irrigated Lands Regulatory Program by logging in to your IRLP account. You can import data from multiple IRLP accounts into a single water account.

**TRANSFER MY PARCELS**

**Lookup by APN**

Search for parcels using the Assessor's Parcel Number (APN) and use the map to select and add parcels to your water account.

**CLAIM PARCELS MANUALLY**

WATER USE

ACCOUNTS

PARCELS

WELLS

SUPPORT

GET STARTED

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


**PARCELS**

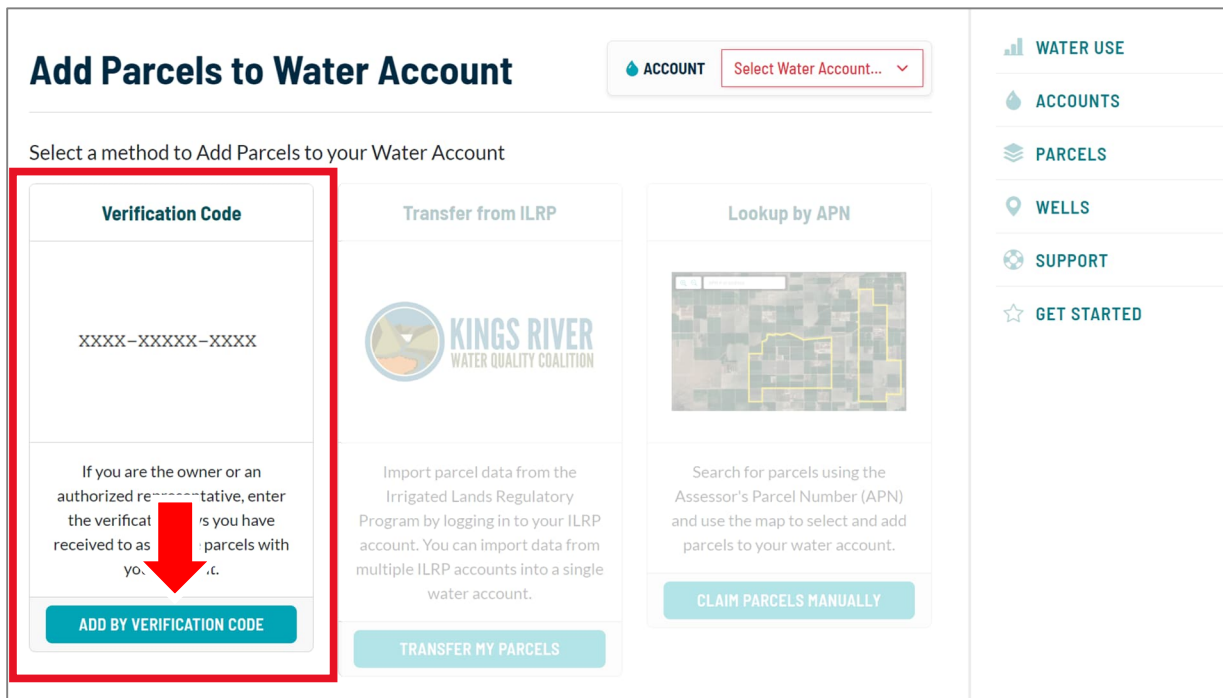
**MANAGE PARCELS**

**IMPORT PARCELS**

## 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.



**Add Parcels to Water Account**

ACCOUNT Select Water Account...

Select a method to Add Parcels to your Water Account

**Verification Code**

XXXX-XXXXX-XXXX

If you are the owner or an authorized representative, enter the verification keys you have received to associate parcels with your account.

**ADD BY VERIFICATION CODE**

**Transfer from ILRP**

**KINGS RIVER WATER QUALITY COALITION**

Import parcel data from the Irrigated Lands Regulatory Program by logging in to your ILRP account. You can import data from multiple ILRP accounts into a single water account.

**TRANSFER MY PARCELS**

**Lookup by APN**

Search for parcels using the Assessor's Parcel Number (APN) and use the map to select and add parcels to your water account.

**CLAIM PARCELS MANUALLY**

WATER USE

ACCOUNTS

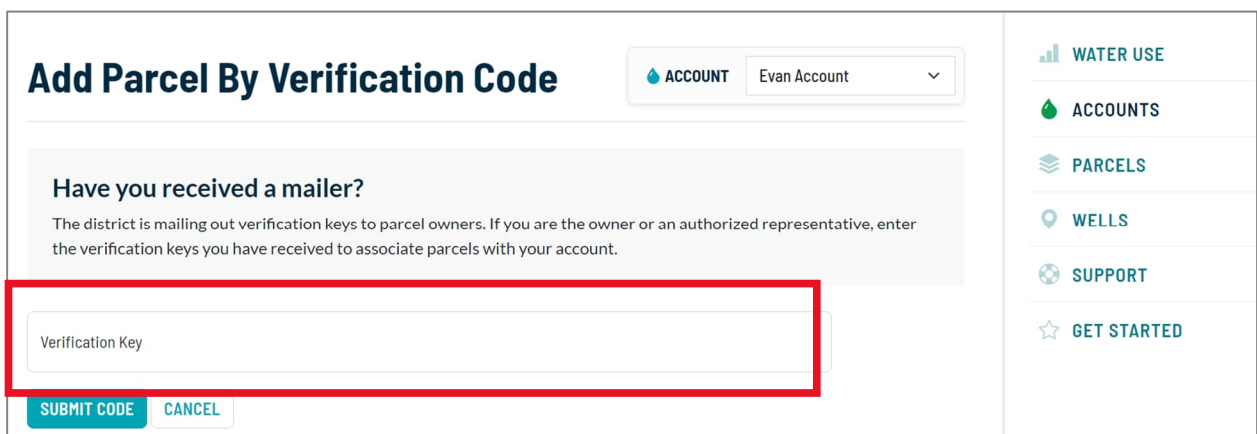
PARCELS

WELLS

SUPPORT

GET STARTED

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)



**Add Parcel By Verification Code**

ACCOUNT Evan Account

**Have you received a mailer?**

The district is mailing out verification keys to parcel owners. If you are the owner or an authorized representative, enter the verification keys you have received to associate parcels with your account.

Verification Key

**SUBMIT CODE** **CANCEL**

WATER USE

ACCOUNTS

PARCELS

WELLS

SUPPORT

GET STARTED

# 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.*

### Add Parcels to Water Account

ACCOUNT Select Water Account...

Select a method to Add Parcels to your Water Account

- Verification Code
- Transfer from ILRP
- Lookup by APN**

**CLAIM PARCELS MANUALLY**

### My Parcels

Select a parcel to add it to your water account

APN	County	GSA	Wells
024-170-080	Kings	South Fork Kings GSA	0
024-090-037	Kings	South Fork Kings GSA	0
024-180-026	Kings	South Fork Kings GSA	0
024-051-026	Kings	South Fork Kings GSA	0
024-080-042	Kings	South Fork Kings GSA	0

### CLAIM PARCEL

028-250-014

Enter verification code to claim this parcel

El Rico GSA  
Kings County

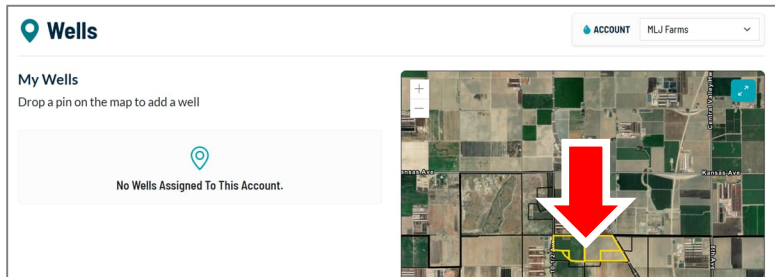
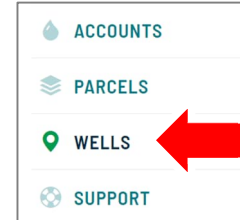
**CONFIRM** **CANCEL**



# 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.

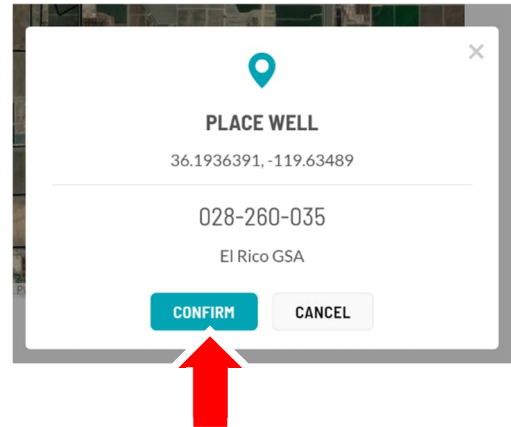


Initially, you will see a message that **No Wells** are assigned to this Water account.

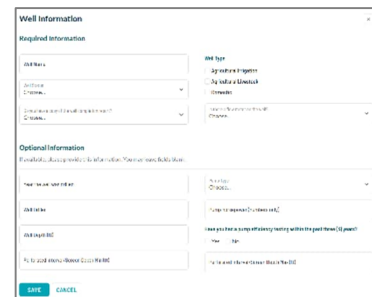
To place a well, click on the map within a claimed a parcel. You will then be prompted to confirm the lat/long coordinates and associated APN.

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.

## My Parcels

Select a parcel to add it to your water account

APN	County	GSA	Wells	
028-190-045	Kings	El Rico GSA	1	



- Report a Well
- No Well On Parcel**
- Unclaim Parcel

## 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 Accounts

[JOIN BY CODE](#) [ADD ACCOUNT](#)

Create a **Water Account** to track your water use, and keep up-to-date information that GSAs need for tracking and management purposes.


① If you're managing water use for multiple businesses or clients, you can create additional water accounts.

#### My Accounts

Account Name	Primary Contact	Mailing Address	Parcel Count	Well Count	
<b>Sample Account</b>	Evan Dunham edunham@mjljenvironmental.com	1234 Fake Street Folsom, CA 95630	5	0	
<b>Another Account</b>	Evan Dunham edunham@mjljenvironmental.com (555) 123-4567	1234 Fake Street Folsom, CA 95630	0	0	
<b>MLJ Farms</b>	Evan Dunham edunham@mjljenvironmental.com	1234 Fake Street Folsom, CA 95630	4	0	


[ADD ACCOUNT](#)

- WATER USE
- ACCOUNTS**
- PARCELS
- WELLS
- SUPPORT
- GET STARTED




Create a  **Water Account** to track your water use, and keep up-to-date information that GSAs need for tracking and management purposes.

 If you're managing water use for multiple businesses or clients, you can create additional water accounts.

## My Accounts

Account Name	Primary Contact	Mailing Address	Parcel Count	Well Count	
Evan Account	Evan Testing evan.dunham@gmail.com	1234 Fake Street Folsom, CA 95630	0	0	

[ADD ACCOUNT](#)

-  Account Details
-  Manage Parcels
-  Water Use

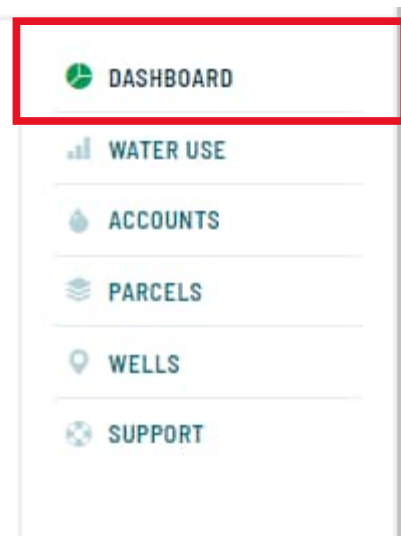
## Shared With Me

Account Name	Primary Contact	Mailing Address	Parcel Count	Well Count	
No Water accounts shared with you.					

[JOIN BY CODE](#)

## 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.



# Dashboard

ACCOUNT MLJ Farm

  
**1**  
Parcels

  
**1**  
Wells

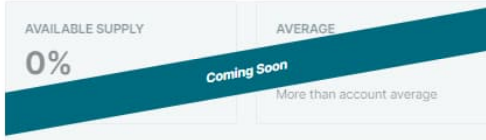
  
**81**  
Acres

## Water Usage & Supply: MLJ Farm

[VIEW ALL USAGE](#)

 Coming Soon: Water Supply

WATER USAGE  
**0.00 AF**



Water Usage: MLJ Farm

Data Unavailable

TOTAL WATER SUPPLY  
**0.00 AF**

Sustainable Water Supply	0.00 AF
Transitional Water Supply	0.00 AF

