




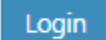
## Electronic Drinking Water Reporting System (EDWRS)

### Quick Start Guide

October 26, 2022

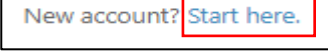



1. Navigate to the EDWRS public home page: <https://prd.adem.alabama.gov/edwrs>
2. Click 
3. Accessing EDWRS via the ADEM Web Portal

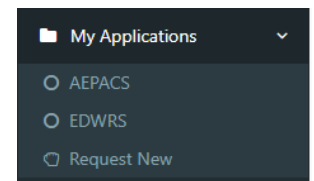
a. Users with existing ADEM Web Portal Account\*

- i. Enter email address and password for Web Portal account and click 

\*Only users who previously worked with ADEM's AEPACS system are likely to have a Web Portal Account. Most current eDWRS users will likely need to create an account.

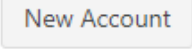
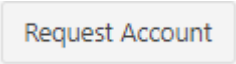
b. Users without an existing ADEM Web Portal Account\*

- i. Click "Start here" to create a new account 
- ii. Enter the required information and click 
- iii. Open the confirmation email in your inbox and click the link to confirm your email
- iv. Complete the rest of the required information, including the security questions and click 
- v. You will be returned to the home Screen, click,  and enter your new credentials
- vi. In the Web Portal Home, Navigate to My Application → EDWRS in the left menu.




#### 4. Account Linking for Initial Access

##### a. First Time Users

- i. Click 
- ii. Select the type of entity you are representing Lab or Water System
- iii. Select the specific organization from the dropdown menu
- iv. Select the level of Permission you are requesting
- v. Click 
- vi. The request will be sent to ADEM staff and any administrators that exist for the organization selected to be approved.

##### b. Existing eDWR Users

- i. Click 
- ii. If the system recognizes your email address, it will present you with your existing eDWR profile information and if it is correct, click **Link Account**
- iii. If the system does not recognize your email address, it is recommended you Create a New Account by following the steps in 4.a

#### 5. Using EDWRS

Once an account has been linked or a request for access has been approved, the user will have access to all functions for which they are approved. See the full [User's Guide](#) for more details.

##### User's Guide



##### EDWRS

