Alabama Department of Environmental Management

Electronic Drinking Water Reporting System (EDWRS)

Quick Start Guide

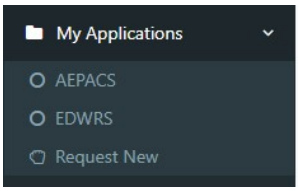
October 26, 2022

1. Navigate to the EDWRS public home page: https://prd.adem.alabama.gov/edwrs
2. Click Sign In
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 Login

*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 Register
        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 Register
        v. You will be returned to the home Screen, click, Sign In 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 New Account

        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 Request Account

        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

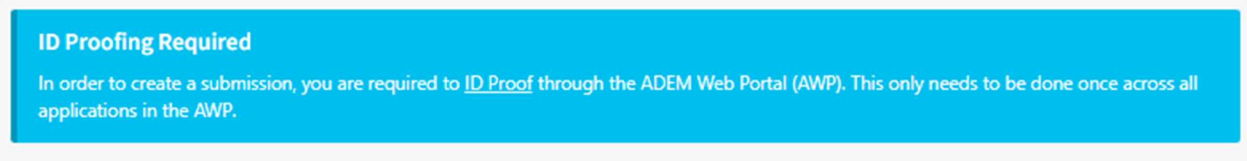
        i. Click Account Recovery

        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. Identify Proofing

    Users attempting to create their first submission in EDWRS will be presented with a notification that they must complete identify proofing.



    Click the words “ID Proof” in the blue notification box and complete the required steps. NOTE: The information provided for identify proofing must be your personal information, not organizational.

    For more information on Identity Proofing, see the relevant section in the ADEM Web Portal User’s Guide.

6. 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.