

Santa Ynez River

WATER CONSERVATION DISTRICT

Santa Ynez River Water Conservation District

User Guide for

Preparing Statements of Groundwater Production and Well Registration Reporting

Website: <https://syrwcd-report.com>

Purpose of this User-Guide

This User-Guide explains how groundwater reporters can access the online reporting system, update account information, register wells, submit groundwater production data, pay applicable fees, and save or print submission records.

This User Guide follows the training video available at:

<https://www.syrwcd.com/groundwater-production-reporting>

Table of Contents

Quick Reference Checklist.....	3
1. Introduction.....	4
2. Before You Begin.....	5
3. Access the Website and Log On.....	5
4. Create a New Password	5
5. Confirm Primary Contact Information	6
5.1. Secondary Contacts	6
6. Complete Two-Factor Authentication	7
7. HOME Page	7
7.1. Secondary Contacts	8
8. Verify and/or Register a Well	8
9. Identify Well Location.....	9
10. Enter Well Construction Information	9
11. Prepare a Statement of Groundwater Production.....	10
12. Select a Reporting Method.....	11
13. (Method A) Enter Water Flow Meter Measurements.....	12
14. Review and Submit the Statement of Groundwater Production.....	13
15. Make Applicable Groundwater Charge to District; Payment Options.....	14
15.1 Pay by Check	14
15.2 Pay by Online Bank Transfer (ACH)	14
15.3 Pay by Credit Card	15
16. Review, Save, and Print Document Packets	15
17. Common Problems and Trouble shooting.....	16
18. Support	16

Quick Reference Checklist

Use this checklist when completing a Statement of Groundwater Production or Well Registration Reporting:

- Log on to <https://sywcd-report.com> and enter your Reporter ID and password.
 - Verify contact information and complete the two-factor authentication.
 - Review and verify account, property, and well information on your **HOME** page.
 - Update information including well registrations before reporting.
 - Prepare Statement of Groundwater Production for the desired period.
 - Choose reporting method(s).
 - Enter volumetric measurements, dates, and other required information.
 - Review calculated volume of groundwater produced and associated charges.
 - Sign and submit the Statement of Groundwater Production.
 - Complete payment (Note: a statement is not complete until payment is received).
 - Save or print the completed Statement of Groundwater Production for your records.
- If you received more than one welcome letter and have more than one Reporter ID assigned to you but would like to consolidate to a single Reporter ID, please contact the District.

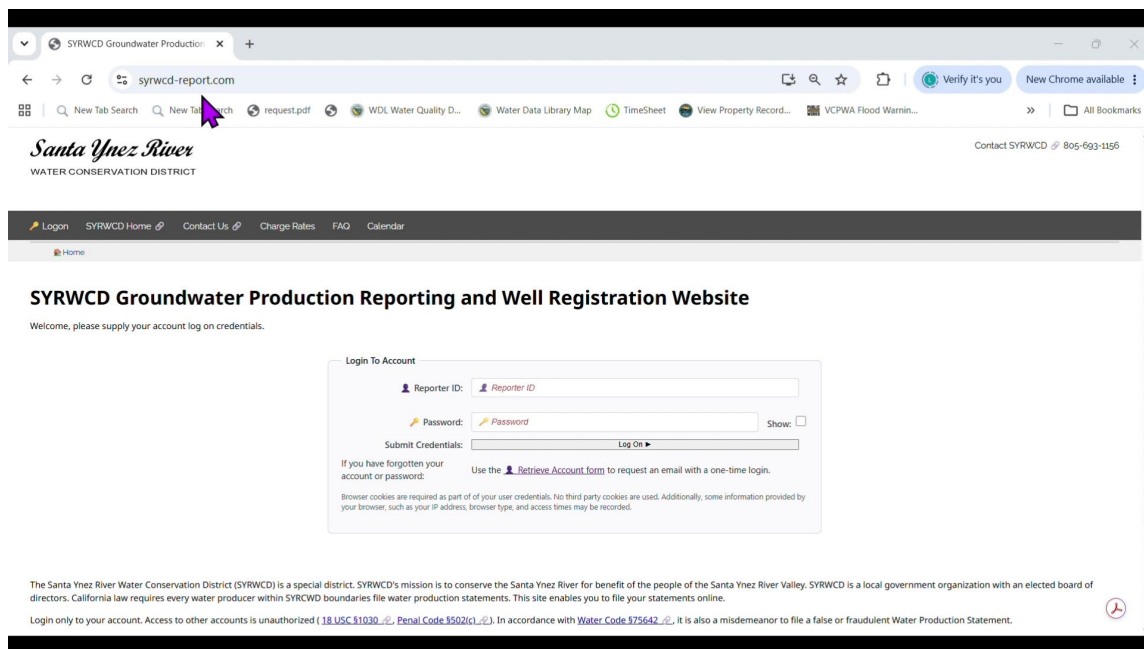
1. Introduction

The Santa Ynez River Water Conservation District has developed a new online Groundwater Production and Well Registration Reporting system to allow groundwater producing facility (well) operators from within the District to provide and manage their account information, including well registration information, submit required statements of groundwater production within the District, and pay applicable groundwater charges to District, through one secure online system.

The District will no longer use hard-copy paper forms for reporting groundwater production or well registration.

This User-Guide is intended for well operators who are using the online system for the first time to complete their Statement of Groundwater Production within the District and complete or update a well registration.

This User Guide has been written to follow along with the tutorial video that is available at SYRWCD.com. Each section of this User Guide also has a referenced timestamp to help you follow along in the video.



The screenshot shows a web browser window with the address bar displaying "syrwcd-report.com". The page header features the "Santa Ynez River WATER CONSERVATION DISTRICT" logo and a navigation menu with links: "Login", "SYRWCD Home", "Contact Us", "Charge Rates", "FAQ", and "Calendar". Below the header, the main heading reads "SYRWCD Groundwater Production Reporting and Well Registration Website". A welcome message states: "Welcome, please supply your account log on credentials." The central "Login To Account" form includes fields for "Reporter ID" and "Password", a "Show" toggle for the password, and a "Log On" button. Below the form, there is a link for "Retrieve Account form" and a disclaimer about browser cookies. At the bottom, a footer contains legal information regarding the district's mission and the consequences of unauthorized access.

Video Time Stamp - 00:00:24: Login page.

Start here when accessing the online reporting system.

2. Before You Begin

Before logging in, be sure to have the following information in front of you :

- The welcome letter that you received in the mail.
- Your Reporter ID from the welcome letter.
 - If you do not have or have not received a welcome letter, please contact the District.
- Your temporary password (same as your Reporter ID).
- Your email address and mobile phone number for account verification purposes.
- Well installation and construction information, needed to register a new well or update an existing well.
- Groundwater production data for the current or previous reporting period(s).
- Method of Payment
 - Options include check, bank transfer (ACH), or credit card.
 - Fees may apply depending on method of payment used.

If you received more than one welcome letter and have more than one Reporter ID assigned to you but would like to consolidate to a single Reporter ID, please contact the District

3. Access the Website and Log On

Go to <https://syrrwcd-report.com>.

- Enter your Reporter ID from the welcome letter (case sensitive).
- Enter your temporary password from the welcome letter (same as your Reporter ID).
- Click Log On button.

Initial log On

Your mailed welcome letter provides the login information needed for your first visit. Enter the Reporter ID and temporary password exactly as shown in the letter, including any numbers or letters. **Reporter ID and password are case sensitive.**

4. Create a New Password

Once you log on for the first time, you will be prompted to change your password.

You must create a new password for your account. Passwords must include the following:

- minimum of eight characters
- minimum of one letter
- minimum of one number
- minimum of one special character

You must re-enter the same new password to continue to the next page. Both entries must match.

5. Confirm Primary Contact Information

Next, review your contact information and make any changes if needed.

VERY IMPORTANT: Fill in your email address and mobile phone number. These will be used to verify your account when you log in. For security purposes, each login requires two-factor authentication using either email or text messaging.

- To receive the verification code by text messages, you must give consent by checking the consent box.
 - Otherwise, you will receive the verification code by email.
- When finished, click “Next” in the lower-right corner of the page.

The screenshot shows a web browser window with the URL <https://synwcd-report.com/contacts/onboarding.php>. The form is titled "Other Contact Methods" and contains the following fields and elements:

- State:** A dropdown menu set to "California".
- Zip Code:** A text input field containing "93460".
- Email:** A text input field containing "groundwater@synwcd.com".
- Telephone number:** A text input field.
- Consent for Informational Messages:** A checkbox that is checked.
- Links:** Two links below the consent checkbox: "What are Informational Messages" and "Text Messaging Terms and Conditions".
- Buttons:** At the bottom of the form, there are three buttons: "LOGOUT", "RESET CONTACT", and "NEXT". The "NEXT" button is highlighted with a yellow box and a mouse cursor.
- Footer:** The footer contains contact information for the Santa Ynez River Water Conservation District, including the address (PO Box 716, Santa Ynez, CA 93460), telephone number (805-493-1520), and fax number (805-493-4607). It also includes links for "PRIVACY POLICY" and "PHYSICAL ADDRESS", and a note that the system was "DEVELOPED BY STETSON ENGINEERS".

Video Time Stamp - 00:01:48: Other Contact Methods

5.1. Secondary Contacts

After you complete the confirmation of your primary contact information, you will be able to add secondary contacts from the **HOME** page.

- See **Item 7.1. Secondary Contacts** for adding secondary contacts to your account.

6. Complete Two-Factor Authentication

For security purposes, each login requires two-factor authentication using either email or text messaging.

Video Time Stamp - 00:02:20: two-factor authentication page.

- Request the verification code and wait for the code to arrive via your selected method (Text or Email).
- Enter the verification code, when prompted, to complete login.

7. HOME Page

Once you have logged in, the **HOME** page will display a summary of your account, including contact information, parcels/properties, and wells associated with your account.

Review this information to verify it is correct. Please note that your account was pre-populated with contact and well information on file with the District.

- If a well you own is not listed, you must register it, as required by California Water Code section 75541, et seq. **See Item 8: Verify and/or Register a Well**
- If a property or parcel you own is not listed, please contact the District.

Leaseholders (or “Tenants”) must be given authorization by the parcel/property lessor (“Owner”) to report for that parcel/property.

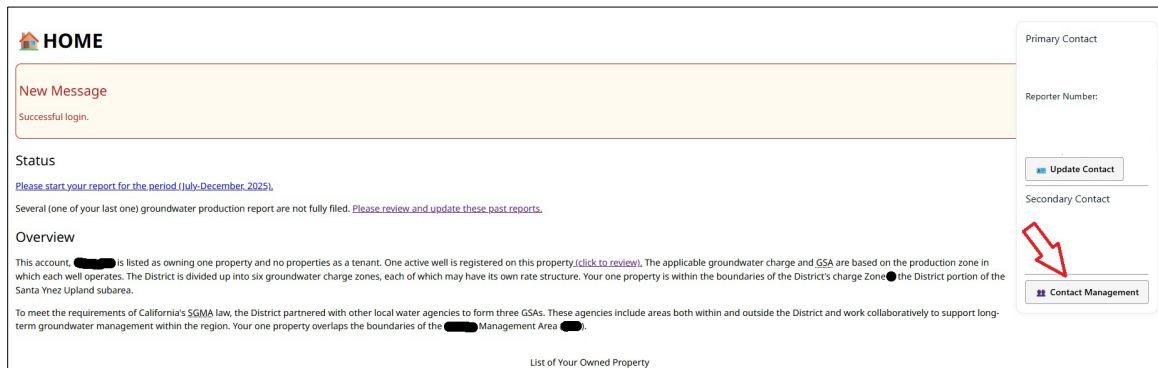
Type of Operator	Resolution steps
Property Owner	If your well is not listed, please register the well . If you have a well registered inactive that should be active, please update the well registration. Please visit the property details to see all registered wells for the property.
Tenant	Contact the Property Owner. They are responsible for the registry of wells on their property.

Video Time Stamp - 00:03:04: HOME page / account summary.

Review your account, property, and well information here.

7.1. Secondary Contacts

From the **HOME** page, click on **Contact Management** to add secondary contacts to your account.



Video Time Stamp - 00:03:01: Update Contact and Contact Management.

8. Verify and/or Register a Well

From the **HOME** page, under **List of Your Owned Property**, you will see **Active Wells**

Click on **Well List** to review the wells in your account.

If a well that you own is not listed on your account, it must be registered before completing the reporting process.

- Enter the well name (any name to help you identify the well).
- Enter the well number, if applicable.
- Select the well status (active or inactive).
- Complete all information that applies to your well.

New wells must be registered as required by California Water Code section 75541, et seq.

The screenshot shows the 'Create New Well Registration' page. The 'Well Information' section has fields for 'Well Name' (set to 'New Well'), 'Well Number' (set to '1'), and 'Well Status' (a dropdown menu). Below these fields is a red error message: 'This field is required or invalid.' The 'Well Location' section has a heading 'What if my well is not on a property I own?' and a link to 'List of Your Properties'. Below this is a table with the following data:

Owned Property	Size (Acres)	Current Well Count	District Zone(s)	Current Tenant Count	Include
099-430-048	19.8	0	D	0	Well in 099-430-048

Video Time Stamp - 00:03:42: Create New Well Registration page.

Enter the basic well information and indicate well status.

9. Identify Well Location

The **Well Information** and **Well Registration** pages include a map that highlights your property. Use the map to plot the well's location. The page also displays which District Zone or Zones the property is located.

- Use the Zoom feature to display the property highlighted on the map.
- Using the cursor, select the location of the well on the map and click to plot the well in the correct location.
- Review the latitude and longitude displayed
- Confirm that the well is located in the correct District Zone.
- Select the water-use type for the well (Agriculture, Other, Special).

Well Information

Well Name: New Well

Well Number: 1

Well Status: ACTIVE

Well Location

What if my well is not on a property I own?

List of Your Properties, Please select radio button corresponding to the property where the this well is located.

Owned Property	Size (Acres)	Current Well Count	District Zone(s)	Current Tenant Count	Include
135-270-009	19.9	0	E	0	☒ Well in 135-270-009

How do I enter a well location?

District Area

- ☐ District Boundary
- ☐ Zone A
- ☐ Zone A (Surface)
- ☐ Zone B
- ☐ Zone C
- ☐ Zone D
- ☐ Zone D (Buried)
- ☐ Zone E
- ☐ Zone F

Property

- ☒ Selected
- ☐ Available

Video Time Stamp - 00:04:00: Well location map.

Place the well on the property map and review the latitude, longitude, and zone information.

10. Enter Well Construction Information

Enter available well-construction information. You will be prompted to enter the pump size, horsepower, manufacturer, well completion information (screened interval, slot size, well diameter), well permit number, and other construction details. **Please fill in all known information available.**

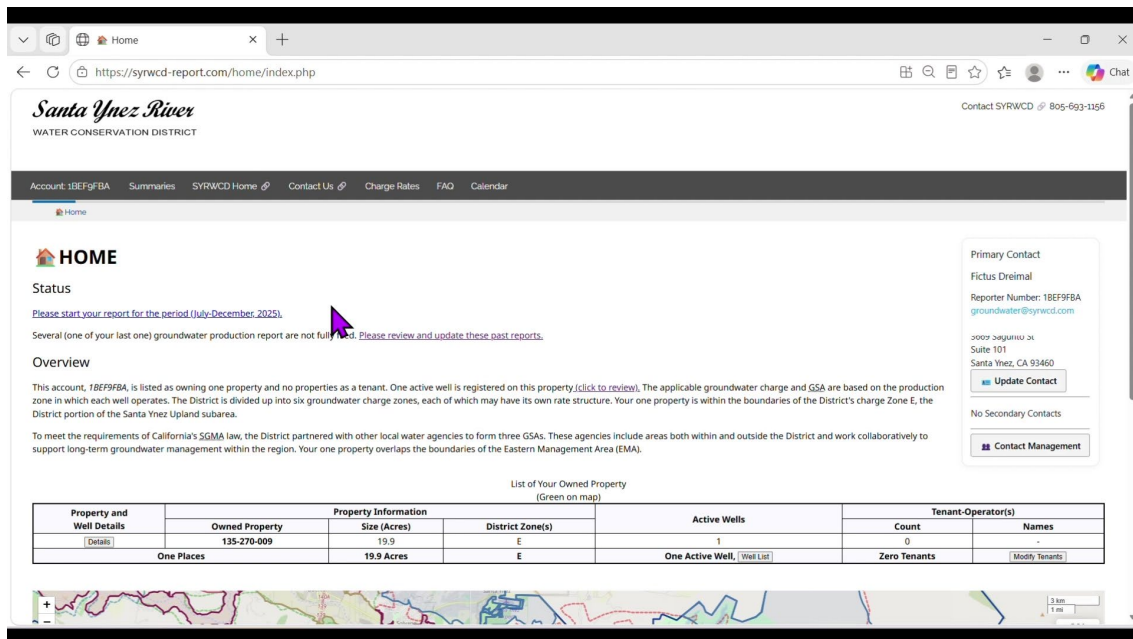
When finished entering information, you will electronically sign the form, check the box to declare that the information entered is correct, and submit the well registration.

After submission, the newly registered well will appear in your well list on your **HOME** page.

11. Prepare a Statement of Groundwater Production

To begin preparing a Statement of Groundwater Production for the current reporting period:

- Return to the **HOME** page
- Select the appropriate reporting period (use the link under **Status**).



Video Time Stamp - 00:05:22: Start preparing a Statement of Groundwater Production for the current period. Use the current reporting-period link to begin.

You will be directed to **Parcels and Water Use** (a reporting summary page) that shows the property, zone, water uses, and well information.

- Review the property, zone, water uses, and well information to verify accuracy.
- If everything is correct, advance to the next page by clicking **Next**.

Statements of Groundwater Production are required by California Water Code section 75610, et seq. including section 75611.

If there is no groundwater production during the current reporting period, you are still required to file a statement setting forth that no groundwater has been produced during said period. (Water Code, § 75612.)

The District is authorized to charge interest and penalties for failure of an operator to register a groundwater producing facility or a groundwater production statement. (Water Code, § 75616.)

12. Select a Reporting Method

The District currently has five different methods to calculate the volume of groundwater production. On the **Well Production Measurements** page, choose the reporting method that applies to your well.

- Select the applicable method to calculate the volume of groundwater production.
- Confirm the method by clicking the box under **Confirm/Update**
 - This will send you to the page to complete all data entry fields for the method selected.

The online system offers the same reporting methods that have been used in the past. The methods approved by the District include:

- Method A (Water Flow Meter);
- Method B1 (Power Method - electric meter);
- Method B2 (Total Elapsed Time);
- Method C (Estimate Use at Property – includes crop factors)
- NONPRODUCTION (no production)

For this Training / Demonstration video and User Guide, Method A – Water Flow Meter method is featured. If you need assistance completing any of the other reporting methods, please contact District staff.

13. (Method A) Enter Water Flow Meter Measurements

Santa Ynez River
WATER CONSERVATION DISTRICT

Account: 1BEF9FBA | Summaries | SYRWCD Home | Contact Us | Charge Rates | FAQ | Calendar

Home / 2025A / Production and Use / SYD 1301 / METHOD A - WATER FLOW METER METHOD

METHOD A - WATER FLOW METER METHOD

Method A calculates the volume of water used based on the change in a flow totalizer. This is for the First Half of FY 2025-26 (202526A), the period that covers July 1 to December 31, 2025.

This page is for entering in data for the well you named 'New Well 1', located within the property '135-270-009'. This well is listed as producing water for the following 2 water uses: 🌱 Agricultural Water, 🏠 Other Water. To report other water uses for well 'New Well 1', please use the form [Update Well Water Use](#).

If your well meter resets to a zero basis at the start of every period, please contact the District to enable that feature.

- ▶ Instructions for Water Flow Meter Method
- ▶ Sequential Readings
- ▶ List of Water Volume Units

Method A: Water Flow Meter Worksheet
(Well 'New Well 1', Reporting Period '202526A', July 1 to December 31, 2025)

Unit of Measure: Select Unit of Measure
⚠ This field is required or invalid.

Beginning of Reporting Period, Circa July 1, 2025

Start Measurement: 251,251
⚠ This field is required or invalid.

Date of Reading: 07/01/2025

Video Time Stamp - 00:06:10: Flow meter reporting method.

For flow meter reporting, enter units, starting and ending meter readings, and the dates for each reading.

To measure groundwater production using a water flow meter, use the District's Method A form to enter the required meter readings and dates. The system automatically converts the reported volume from the measured units to acre-feet.

- Select the appropriate unit of measurement.
- Enter the starting/ending meter reading with date.
- Recheck the measured volume to ensure accuracy.
- Submit the measured volume as converted to acre-feet.

Check your entries

Avoid Errors: Before submitting, confirm that the meter readings, dates, and units are correct. Incorrect units or dates can affect the calculated acre-feet value.

14. Review and Submit the Statement of Groundwater Production

After entering the groundwater production data using the selected Method, the system displays a summary and review of the groundwater production and groundwater charge based on the volume and District's Zone where the production occurred.

- Review the production summary and charges carefully before submitting.
 - If the summary is not correct, use the back arrow to correct an entry.
- If the summary is correct, digitally sign inside the box.
- Click the box declaring that the signature is yours and that the information is correct.
- Submit the Statement of Groundwater Production.

You are reporting on one active well. This is for the reporting period July 1 to December 31, 2025, the First Half of FY 2025-26 (202526A). For the one active well, select the measurement method, and click the button to enter the measured data. The term "well" on this website is interchangeable with a "water-producing facility" as defined in [Water Code Section 75504](#).

► Instructions for Each Well
► Groundwater Production Recording Methods
► Determining The Method Of Calculating Water Produced

Production Measurement Method by Well (Reporting Period '202526A', July 1 to December 31, 2025)

District Zone	Well Identifier	Input Pumping by Well	Groundwater Production	QC
	Well Name	Properties	Selection	Confirm/Update
E	New Well 1	1	A Water Flow Meter	(Update Production METHOD A)
Measured Total production from one active well, serving one property			0.011	METHOD A PDF
			0.011 Acre-Feet	

Water Use: [Update Well Water Uses](#) to update well water uses for this period. Default water uses come from your well registration(s).
Missing Wells: If there are missing or extra wells, please [go back to the home page](#) and update your well registration(s).

Map Legend:
District Area
District Boundary
Zone A
Zone A (Surface)
Zone B
Zone C
Zone D
Zone D (Buried)
Zone E
Zone F

Property
Property With Water Use Wells
Active Well

PREVIOUS NEXT

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
300 BOLTON, SANTA YNEZ, CA 94060

PRIVACY POLICY
BIOLOGICAL RESOURCES

Video Time Stamp - 00:06:49: Reporting summary / advance page.

Review the reporting summary before advancing to final submission.

15. Make Applicable Groundwater Charge to District; Payment Options

After the Statement of Groundwater Production is submitted, you will be directed to a payment page to select a method of payment. The tabulated groundwater charge will be displayed.

Please note:

The Statement of Groundwater Production is not considered complete until payment is paid to the District. (Water Code, § 75613.) The applicable groundwater charge is payable to the District on or before the last date upon which the Statement of Groundwater Production is due, January 31 and July 31 of each year. (Water Code, § 75613.)

Late payments are subject to a 10% penalty and 1% interest for each month the payment is made after the applicable due date. (Water Code, §§ 75615, 75616.) The due dates are January 31 and July 31 of each year.

There are three methods of payment (fees may apply):

- Mail a check.
- Make an online bank payment by direct U.S. bank debit (ACH).
- Make an online credit card payment using a secure third party (SWIPE).

Payment Methods

Please pay the "total" amount (\$0.12 by June 30, 2026). Filing is complete when the payment is confirmed. Filings made after June 30, 2026 will incur additional interest charges.

Component	Description	Amount
1. Subtotal Groundwater Charge	Total based on Reported Production	\$ 0.10
2. Late Penalty Charges	10% is added if filed late (if filed February 1, 2026 or later)	\$ 0.01
3. Late Interest Charges	1% is added each late month (if filed February 1, 2026 or later). Currently 5 Months Late	\$ 0.01
4. Prior Charges/Credit	District Corrections on Past Reports	\$ 0.00
Total Amount Due	Total Amount due, if filed and paid by June 30, 2026	\$ 0.12

MAKE PAYMENT

Please select the method of payment from the table below. The table lists methods and some of their trade offs.

Method	Mailed	Online	
	Mailed Check	Direct US Bank Debit	Credit
Vendor Processing Fee	\$ 0.00	\$ 0.00	\$ 0.31
Fee Rate	No Processing Fee	0.80%, max fee of \$5	2.90% + 30¢
Description	Mailed check drawn on a U.S. bank account.	Directly debits a US bank account through an ACH transaction.	'Credit Card' transaction.
Processing Time	Typically 5 - 10 business days.	Typically settles in 1 - 3 business days.	Near instant authorization.
Select Method	Mail Check Payment of \$0.12	Make Online Bank Payment of \$0.50	Make Online Credit Payment of \$0.50

The status of mailed payments will not be updated until they are received and processed by the District. As a convenience, we provide online payment options. Our payment processor vendor charges fees for online payment service, and imposes a minimum payment amount (\$0.01).

FAILED PAYMENT FEES

Any costs caused by payment issues, including but not limited to charge-backs, or insufficient funds are the responsibility of the reporter. The District charges a \$50 fine in addition any third party fees.

Video Time Stamp - 00:07:14: Payment Methods page.

Review the total amount due and select the payment option you want to use.

15.1 Pay by Check

To pay by check, select the **Mail Check Payment** button. The page provides instructions for filling out and mailing a check to the District. There is no processing fee for paying by check.

15.2 Pay by Online Bank Transfer (ACH)

To make a payment using a bank transfer or ACH, select the **Make an Online Bank Payment** button.

Enter your contact information, search for and select your bank, complete the required information, and select "Pay Now". There is a processing fee of 0.8% of the transaction, with a maximum processing fee of \$5, to submit payment by bank transfer (ACH).

15.3 Pay by Credit Card

To pay by credit card, select the **Make Online Credit-Card Payment** button.

Enter the required credit card information and select “Pay Now”. The system will provide confirmation of the payment. There is a processing fee of 2.9% of the transaction plus \$0.30 for paying by credit card.

16. Review, Save, and Print Document Packets

After submitting a Statement of Groundwater Production, you can review it by clicking on the **DOCUMENT PACKET** button on the lower-right side of the page. This page provides a summary of the information submitted. It is available to save locally to your computer or network in PDF format or you can print a paper copy for your records.

Payment Methods

Please pay the "total" amount (\$0.12 by June 30, 2026). Filing is complete when the payment is confirmed. Filings made after June 30, 2026 will incur additional interest charges.

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1. Subtotal Groundwater Charge	Total based on Reported Production	\$ 0.10
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Fee Rate	No Processing Fee	0.80%, max fee of \$5	2.90% + 30¢
Description	Mailed check drawn on a U.S. bank account.	Directly debits a US bank account through an ACH transaction.	"Credit Card" transaction.
Processing Time	Typically 5 - 10 business days.	Typically settles in 1 - 3 business days.	Near instant authorization.
Select Method	Mail Check Payment of \$0.12	Make Online Bank Payment of \$0.50	Make Online Credit Payment of \$0.50

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FAILED PAYMENT FEES

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[REPORTING PERIODS](#) [LOGOUT](#) [DOCUMENT PACKET](#)

SANTA YNEZ RIVER WATER CONSERVATION DISTRICT
PO BOX 719, SANTA YNEZ, CA 95460

[PRIVACY POLICY](#) [PHYSICAL ADDRESS](#)

Video Time Stamp - 00:08:48: Document packets.

Use Document Packets to review, save, or print submitted statements.

17. Common Problems and Trouble shooting

Issue	What to Check
I cannot log on.	Confirm that you are using the correct Reporter ID and temporary password as shown in the welcome letter. The Reporter ID and password are case sensitive.
I did not receive a verification code.	Confirm that your email address and mobile phone number are entered correctly. • If using text message, confirm that you selected the consent option box to receive text messages. • If using Email, check your spam or junk folder. Email delivery may also be delayed. For additional help, contact the District.
My well is missing.	See Item 8. Register a new well or update a well registration before preparing the Statement of Groundwater Production .
The map location looks wrong.	Zoom in on the property before plotting the well location. Review the latitude, longitude, and District's Zone before submitting.
The calculated volume does not look right.	Check the units, starting/ending meter reading, and dates before submitting.
I need a copy for my records.	See Item 16. Open the completed Statement of Groundwater Production to save or print.

18. Support

If you need assistance with logging on, registering a well, submitting a Statement of Groundwater Production, or making a payment, District staff is here to help.

Please contact the Santa Ynez River Water Conservation District at:

- Telephone: 805-693-1156, ext. 408
- email: GWDept@SYRWCD.com