

# Accessing the Texas Well Report Submission and Retrieval System (TWRERS)

January 2022

## Creating an Account

Before accessing TWRERS, first time users must first create an Application Program Manager (APM) user account.

## How to create an APM Account

1. Go to [APM](#)
2. A list of Public TWDB Web Applications will be displayed

The screenshot shows the 'Application Program List' page on the Texas Water Development Board website. At the top left is the logo for the Texas Water Development Board. To the right of the logo is the page title 'Application Program List' and a navigation menu with links for 'Home', 'Login', 'Agency Policies', and 'Contact Webmaster'. Below the logo is a blue button labeled 'Applications'. Underneath this is a header bar that says 'Guest User - Welcome To The TWDB Program List' and a 'Login or Register' button. The main content area is titled 'Public TWDB Web Applications' and lists several applications with brief descriptions and 'Add to Access List' links. The applications listed are: Water Loss Audit, Intended Use Program, Water Use Survey, Desalination Plant Database, Regional Water Planning 2017, Texas Well Report Submission and Retrieval System, Water Conservation, and Regional Water Planning 2022.

3. Click the **Login or Register** button at the top of the page.

This is a close-up screenshot of the 'Application Program List' page, focusing on the 'Login or Register' button. A red arrow points to the button, which is located in the header bar below the 'Guest User - Welcome To The TWDB Program List' text. The 'Applications' button is also visible above the header bar.

4. This will redirect to [log into APM](#). Users will have the option to select **Login** or **Register now**. Click the **Register now** button.

Texas Water Development Board  
 Application Program List  
 Home Login Agency Policies Contact Webmaster  
 Applications  
 Login to Texas Water Development Board System   
 User Name:  [Forgot Username?](#)  
 Password:   [Forgot Password?](#)  
 To use this site, you are required to sign in with a Texas Water Development Board ID.  
 To get started, request a Texas Water Development Board ID

5. This will redirect to [create a new APM account](#). Enter the required fields: **UserName, Password, First Name, Last Name, Contact Phone Number, and Email Address**.

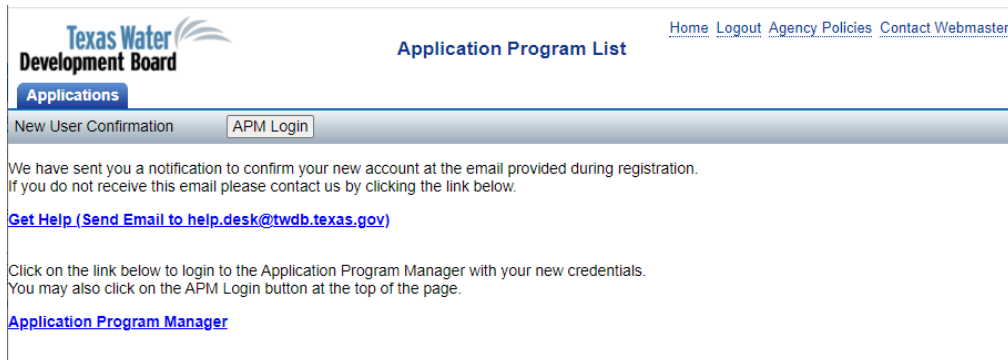
A valid Email Address must be entered to receive TWDB communications regarding data entry deadlines, system outages. A valid Email Address is also required to reset password.

Texas Water Development Board  
 Application Program List  
 Home Login Agency Policies Contact Webmaster  
 Applications  
 New to Texas Water Development Board? Sign up  
**Are you new to Texas Water Development Board Application Program List?**  
 Enter the User Name and Password you want to use. If you already have a User Name for the Application Program List, [try logging on with that User Name and Password](#).  
**Create User Name and Password**  
 The UserName may be a valid email address OR it must be at least five characters long, it must contain only letters, numbers, and the special characters of dash, period, or an underscore. In any case no spaces are allowed with either format.  
 \* UserName:   
 Passwords must have a minimum of seven characters, at least one character must be a number (zero thru 9), and at least one must be a special character.  
 Valid special characters: ! @ # \$ % ^ & \* ( )  
 \* Password:   
 \* Verify Password:   
**Enter Your Personal Information**  
 \* First Name:   
 \* Last Name:   
 \* Contact Phone Number:  Extension:   
 \* Email Address:   
 \* Verify Email Address:   
 Company/Organization Name:   
 Street Address/PO Box:   
 City:   
 State: Texas   
 Zip Code:  Zip Plus-4:

Clicking on the **I Accept** button means you agree to the Texas Water Development Board Policies terms of usage.

You may review the Texas Water Development Board Policies by clicking on the **Agency Policies** link in the upper right corner of this page.

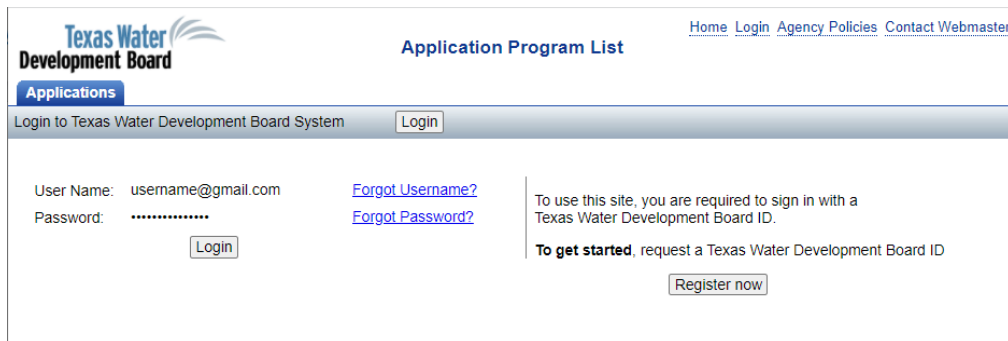
- Click the **I Accept** button at the bottom of the page.
- The New User Confirmation page displays.



- User should immediately receive an email entitled **New TWDB Account Registration** informing them of successful account creation, their username, and the link to login to APM. If an email is not received, use the Get Help link to request assistance.
- Once the account is successfully created, follow the steps to log into APM.

## Log into APM

- Go to [APM](#).



- Enter **User Name** and **Password** and click the **Login** button.
- This will sign the user into APM, and the full Application Program List will be displayed.

4. User's first and last name will appear at the top left where it says TWDB APM in the red box in the image below, and three groups of applications will be displayed: **My Favorite TWDB Web Applications**, **TWDB Web Applications You Have Access To**, and **TWDB Applications you may Request Access to**.

**Texas Water Development Board** Home [Logout](#) [Agency Policies](#) [Contact Webmaster](#)

**Application Program List**

[Applications](#) [Change Password](#) [Profile](#)

TWDB APM - Welcome To The TWDB Program List [Log Out](#)

**Instructions**  
Some TWDB applications are public applications and do not require a login. If you are not logged in, the applications listed under the "**TWDB Web Applications You Have Access To**" section below are applications that do not require a login. Other TWDB applications require a login. If you want access to the applications that require a login, please click on the login button above and to the right.

**My Favorite TWDB Web Applications**

**TWDB Web Applications You Have Access To**

[Intended Use Program](#) [Add to Favorites](#)  
Public Comment for Intended Use

[Desalination Plant Database](#) [Add to Favorites](#)  
The desalination plant database was updated in 2010 by the TWDB staff. The database contains information on 44 public water supply desalination plants currently operating in Texas.

**TWDB Applications You may Request Access to**

[Water Loss Audit](#) [Add to Access List](#)  
The Water Loss Audit will close on August 1st for staff to process data and will re-open after the new year.  
For information about your water loss audit or to make changes please contact us at [WLA-Group.twdb.texas.gov](mailto:WLA-Group.twdb.texas.gov).

[Water Use Survey](#) [Add to Access List](#)  
The Water Use Survey will close on July 1st for staff to process data and will re-open after the new year.  
Past due water use surveys can be emailed to [WaterUseSurvey@twdb.texas.gov](mailto:WaterUseSurvey@twdb.texas.gov).

[Regional Water Planning 2017](#) [Add to Access List](#)  
Regional Water Planning 2017

[Texas Well Report Submission and Retrieval System](#) [Request Access](#)  
Online data entry system used by licensed water well drillers and landowners to enter required State of Texas Well Reports and Plugging Reports.

[Water Conservation](#) [Add to Access List](#)  
The Water Conservation Annual Report, Utility Profile, and Water Conservation Plan will close on August 1st for staff to process data and will re-open after the new year.  
For more information about your water conservation reports or to make changes please contact us at [wcpteam@twdb.texas.gov](mailto:wcpteam@twdb.texas.gov).

[Regional Water Planning 2022](#) [Add to Access List](#)  
Regional Water Planning 2022

5. Click "Request Access" next to Texas Well Report Submission and Retrieval System in the **TWDB Applications you may Request Access to** group.

The screenshot displays the Texas Water Development Board's Application Program List. At the top, the Texas Water Development Board logo is visible on the left, and the page title "Application Program List" is centered. Navigation links for "Home", "Logout", "Agency Policies", and "Contact Webmaster" are in the top right. Below the logo, there are buttons for "Applications", "Change Password", and "Profile". A "Log Out" button is highlighted with a red box. The main content area is divided into sections: "Instructions", "My Favorite TWDB Web Applications", "TWDB Web Applications You Have Access To", and "TWDB Applications You may Request Access to". The "TWDB Applications You may Request Access to" section lists several applications, including "Water Loss Audit", "Water Use Survey", "Regional Water Planning", and "Texas Well Report Submission and Retrieval System". The "Request Access" button for the "Texas Well Report Submission and Retrieval System" is circled in red.

6. After you have requested access, log out of APM by clicking on the Log Out button.
7. Once the request is approved an email will be sent to the email address entered at registration to inform the user the request is approved. Return to [TWRSRS](#) and log in.