

How to access and use the Water Use Reporting System (WURS)

Water Use Reporting System user guide

Before you begin: Alberta.ca Account registration

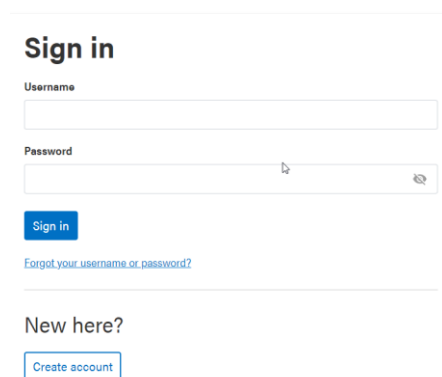
The information below outlines how to access and use the Water Use Reporting System (WURS). You must register for an Alberta.ca account to use WURS. This is done ONE TIME ONLY. **If you have a personal Alberta.ca Account, do not use it.** Instead, create a new Alberta.ca Account using company/work information.

Step 1 | Set up bookmark in web browser

Using Chrome or Edge, type the following URL in the address bar: <https://environment.wur.gov.ab.ca>
Make sure to bookmark this link.

Step 2 | Sign in to WURS

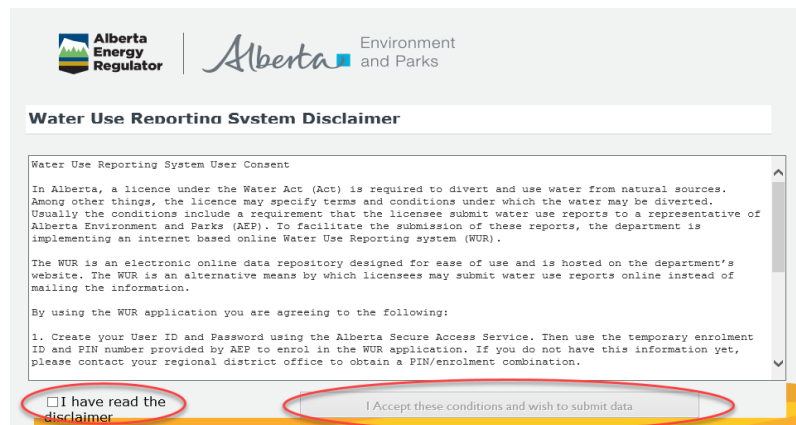
Sign in using your User ID and Password. Type your User ID and Password for Alberta.ca Account and click the Sign In button.



The screenshot shows the 'Sign in' page of the Water Use Reporting System. It features a 'Sign in' heading, a 'Username' input field, a 'Password' input field with a toggle for visibility, a blue 'Sign in' button, a link for 'Forgot your username or password?', and a 'New here?' section with a 'Create account' button.

Step 3 | Disclaimer

Scroll through the disclaimer, read it, click the checkbox “I have read the disclaimer” and click on the button at the bottom of the screen that states, “I accept these conditions and wish to submit data”.



The screenshot displays the 'Water Use Reporting System Disclaimer' page. At the top, it features the logos for the Alberta Energy Regulator and Alberta Environment and Parks. The main content is a scrollable text area containing the disclaimer text. At the bottom, there are two red circles highlighting the 'I have read the disclaimer' checkbox and the 'I Accept these conditions and wish to submit data' button.

Learn more about WURS: <https://www.alberta.ca/water-use-reporting-system>

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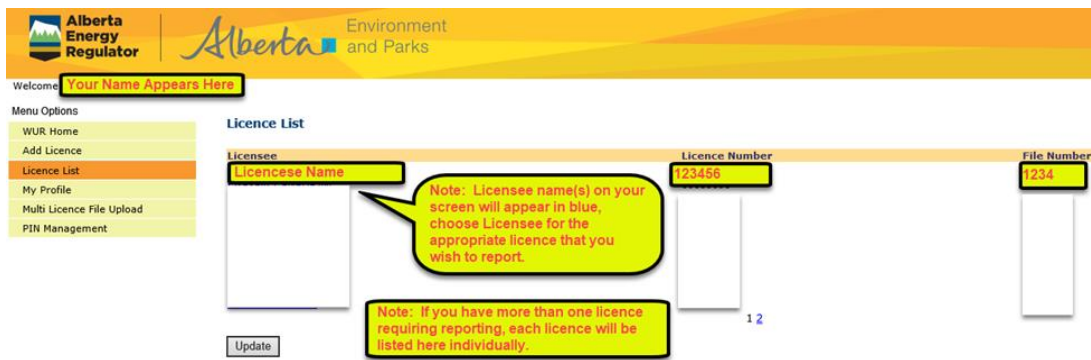


Step 4 | Licence List

You have now entered the Water Use Reporting System. Click on the Licence List to see your licences



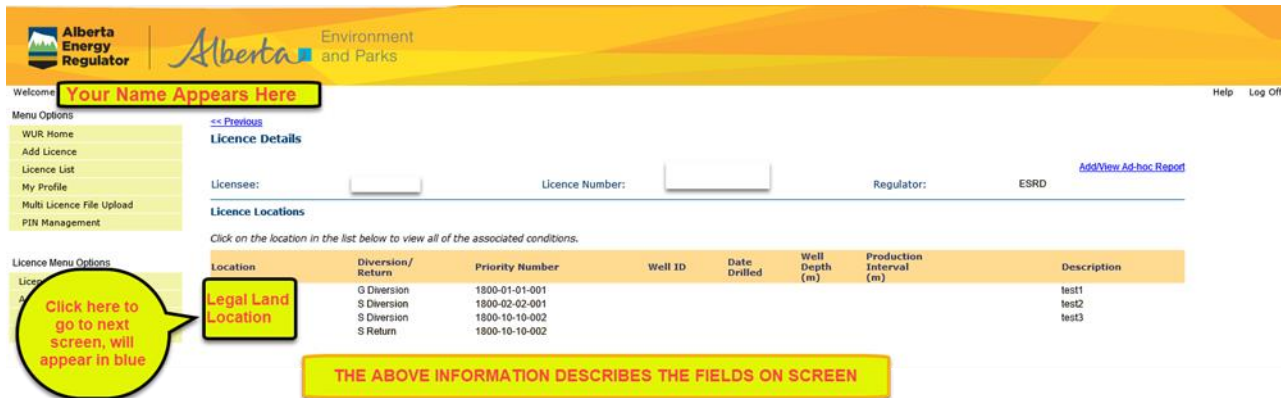
This screen displays your Licence List:



Choose the Licensee (indicated in blue) for the appropriate licence that you wish to report. More than one may appear if you have multiple licences.

Step 5 | Licence Details

This screen displays the Licence Details which requires reporting.



Click on the Legal Land Location (appears in blue) to view the reporting conditions assigned to the licence.

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You will also see the Condition ID that is assigned to the reporting condition when you click the **location** hyperlink.

Update Licence Location

Licensee: [] Licence Number: [] Regulator: ESRD

Location: [] Priority Number: [] Date Drilled: []

Well ID: [] Well Depth (m): []

Diversion / Return: [] Production Interval (m): []

Description: test1

Licence Conditions

Set your preferences for entering measurements and click on the Update Button.

Condition ID	Condition Type	Condition Name	Submit Frequency	Measurement Period	Data Entry Preference
14544	Specialized Analysis	Chemistry - Routine	Annually	Annually	Enter Measurement Value
17881	Level	Level	Monthly	Monthly	Enter Measurement Value
4996	Usage	Usage	Annually	Monthly	Enter Measurement Value
34900	Specialized Analysis	Chemistry - Detailed	Annually	Annually	Enter Measurement Value
16161	Reports	Annual (Groundwater)	Annually	Annually	Provide Measurements in a File
14543	Level	Level	Annually	Monthly	Enter Measurement Value

Step 6 | Access the Add Submission screen

To enter water usage data, you will need to access the Add Submission screen. To do this, click on Add Submission:

Licence Details

Licensee: [] Licence Number: [] Regulator: ESRD

Licence Locations

Click on the location in the list below to view all of the associated conditions.

Location	Diversion/Return	Priority Number	Well ID	Date Drilled	Well Depth (m)	Production Interval (m)	Description
SW 4-4-4	G Diversion	1800-01-01-001					test1
		1800-02-02-001					test2
		1800-10-10-002					test3

Step 7 | Proceed to the Add Usage Submission Details screen

Click on the blue date hyperlink under the Period column on the Add Submission screen to enter the Add Usage Submission Details screen.

Add Submission

Licensee: [] Licence Number: [] Regulator: ESRD

To add a submission, click on a Period link.

Period	Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	Due By	Priority Number	Well ID	Date Drilled	Well Depth (m)	Production Interval (m)	Description
MAY-2007	Usage	Usage	SW 4-4-4-4	G Diversion	Monthly	Annually	20-JAN-2009	1800-01-01-001					test1
2007	Specialized Analysis	Chemistry - Detailed	SW 4-4-4-4	G Diversion	Annually	Annually	20-JAN-2009	1800-01-01-001					test1
NOV-2006	Level	Level	SW 4-4-4-4	G Diversion	Monthly	Monthly	20-DEC-2006	1800-01-01-001					test1
2008	Re...	...					20-JAN-2009	1800-01-01-001					test1
DEC-2005	Le...	...					20-JAN-2006	1800-01-01-001					test1
2008	Sp...	...					20-JAN-2009	1800-01-01-001					test1

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Step 8 | Input water usage data

Reporting periods are listed on the Add Usage Submission Details screen. Choose the correct volume unit and indicate what method is used to derive water usage (metered or calculated) from the two dropdown lists:

Menu Options

- WUR Home
- Add Licence
- Licence List
- My Profile
- Multi Licence File Upload
- PIN Management

Licence Menu Options

- Licence Details
- Add Submission**
- Change Submission
- Inactive Periods

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Add Usage Submission Details

Licensee: _____ Licence Number: _____ Regulator: ESRD

Location: _____ Priority Number: _____ Date Drilled: _____

Description: _____

Enter your measurements and press the Submit button. Please provide a comment if "Not Known" is selected.

Condition Type: Usage Condition Name: Usage

Volume Unit: CUBIC METRES Method: Metered

Period	Volume	Volume Unit/Method	Not Known	Comment
APR-2019				
MAY-2019				

Submit

Next, enter the usage values for each month, then click on the Submit button at the bottom of the screen to save your entries.

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Check the area above here, messages indicating the acceptance of your entries or error messages indicating more information is required are displayed here in yellow.

Licensee: _____ Licence Number: _____ Regulator: ESRD

Location: _____ Priority Number: _____ Date Drilled: _____

Description: _____

Enter your measurements and press the Submit button. Please provide a comment if "Not Known" is selected.

Condition Type: Usage Condition Name: Usage

Volume Unit: CUBIC METRES Method: Metered

Period	Volume	Volume Unit/Method	Not Known	Comment
APR-2019				
MAY-2019				

Submit

Step 9 | Review/Change Submission

To review and/or change past submission information entered in WURS, ensure you are in the licence number you want to view. Click on the Change Submission menu.

DO NOT use these button, it will exit you from the WUR system

Albata Energy Regulator | Alberta Environment and Parks

Welcome

Menu Options

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Licence Menu Options

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Licence Details

Licensee: _____ Licence Number: _____ Regulator: ESRD

Licence Locations

Click on a licence number to view details.

Location	Number	Well ID	Date Drilled	Depth (m)	Interval (m)	Description
SW 4-4-4-4	S Diversion	1800-01-001				test1
SW 4-4-4	S Diversion	1800-02-001				test2
SW 4-4-4	S Diversion	1800-10-002				test3
SW 4-4-4	S Return	1800-10-002				

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Step 10 | View Submissions

On the Change Submission screen, enter in the Start Date and End Date of the measurements you wish to view or change, then click the Refresh List button. A list will appear below the screen. Select the View hyperlink to see your water usage entries.

Welcome

Menu Options

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Licence Menu Options

- Licence Details
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Change Submission

Licence: _____ Licence Number: _____

Select the period of measurements to be changed and press the Refresh List button.

Start Date: 01-JAN-2018 to End Date: 25-JUN-2019 Refresh List

To view the details of a submission, click on the View link for the associated Condition Type, Condition Name

Condition Type	Condition Name	Location	Diversion/Return	Meas. Period	Submit Freq.	Priority Number	Water Number
Usage	Usage			Monthly	Monthly	1978-05-08-007	NW 10-55-22-4
Usage	Usage			Monthly	Monthly	1978-05-08-007	-55-22-4

View View

Click here to review your water usage entries

You can enter a date range to display only the submissions you want to view/change. If using the date range, click the "Refresh List" button to display the records

Step 11 | Changing the Submission

Use the scroll bar on the right-hand side to scroll through entries. Make changes as necessary and add comments on the Comments column before you click the Submit button.

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- Add Licence
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Licence Menu Options

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Change Usage Submission Details

Licence: _____ Licence Number: _____ Regulator: ESRD

Location: _____ Priority Number: _____ Date Drilled: _____

Description: _____

Condition Type: Usage Condition Name: Usage

Change Start Date: 01-JAN-2018 Change End Date: 25-FEB-2018

Volume Unit: CUBIC METRES Method: Metered

Enter the change reason and the changed values then press the submit button.

Period	Volume	Volume Units/Method	Not Known	Comment
JAN-2018	16110	CUBIC METRES: Metered	<input type="checkbox"/>	Incorrect Reading
JAN-2018	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

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Submit

Scroll bar

If you want to change a submission, enter the correct value and a reason for the change in the comment field and click the submit button