



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

Water Use Reporting System - Written Instructions

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, create a new Alberta.ca Account using company/work information.

For your reference, screen shots are also included to explain each of the steps indicated below. The screen shots are numbered the same as each of the steps identified below.

Step 1 | Set up bookmark in web browser

Using Chrome/Edge, in the address bar type <https://environment.wur.gov.ab.ca>. Book mark this link.

Step 2 | Sign in to WURS

Sign in using your Username and Password from your Alberta.ca Account and click the Sign In button.

Step 3 | Disclaimer

You should now see the WURS disclaimer screen, read the disclaimer, 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". You have now entered Water Use Reporting System

Step 4 | Licence List

From the Menu Options list on the left, 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 your Licences which requires reporting, click on the **Legal Land Location** (appears in blue) to view the reporting conditions assigned to the licence. You will also see the **Condition Id** that is assigned to the reporting condition when you click the **location** hyperlink.

Step 6 | Access the Add Submission screen

To enter water usage data, click on Add Submission menu.

Step 7 | Proceed to the Add Usage Submission Details screen

Click on the **blue date** hyperlink under the Period column to input water usage data, choose usage (actual water usage). Other options available are level (water level in the water) and specialized analysis (water quality results).

Step 8 | Input water usage data

A list of reporting period(s) is indicated here. From the drop down lists, choose the **volume unit** of measurement and indicate what **method** is used to derive water usage (metered or calculated).

Enter the usage values for each month, and then click on the **Submit** button at the bottom of the screen to record your entries.

Step 9 | Review/Change Submission

To review/change information entered in WURS, ensure you are in the licence number you want to view past submission, click on the **Change Submission** menu, in the Main Menu Options List on the left.

Step 10 | View Submissions

Enter in the Start Date and End Date of the measurements you wish to view or change, click the **Refresh. List**. A list will appear below the screen, click on the **View** hyperlink to see your water usage entries.

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.