

Quick Start Guide

Registering

1. Visit WaterSavingsCenter.acwd.org and click the “Register now” button.
2. Enter your contact information and set a password.
3. When it’s time to associate a property with your login, enter your Account Number (from your bill). If you don’t have an Account Number, you can follow the instructions to enter a physical address instead.
4. Follow the remaining prompts to indicate your relationship with the property and the property type.
5. Once you’ve finished registering, you’ll receive an email asking you to confirm the email address you entered before you can fully sign in.

Start and Submit an Application

1. After you’re logged in, click the  link on the left-hand navigation bar.
2. Available programs will display. Click on a program to open an application and read more.
3. When ready to begin, in the application pop-up window, select the property you registered from the dropdown.
4. Fill out the remaining fields, including uploading any required documentation.
 - a. At any point, you can click “Save for Later” at the bottom of the window to save and resume later.
5. Once you’re ready to submit, click the “Submit” button.

Check on Application Status

1. You can always check on the status of your application by clicking on  on the left-hand navigation bar.
2. This screen shows a list of any applications you’ve submitted, as well as any applications that may have been submitted by someone else registered with the same Account Number.
3. The “Status” column shows an overview of the high-level application review steps. The current review step is colored blue.
4. Click on the row for the application to view the submitted information, or to edit an application that was saved for later.

Updated a Saved Application or an Application That’s Been Returned to You

1. Editable applications are displayed on the  page with a yellow exclamation point symbol ().
2. Click on the row to open the application to open. From here, you can edit as-needed and either click “Save for Later” or “Submit”.

My Profile

Click on the  link on the left-hand navigation bar. On this page, you can do any of the following:

- Click on the “Update Contact Information” button to edit the contact information ACWD staff will use if they need to reach you.
- Check to see which property(ies) have been associated with your login under the “Properties Registered with My Profile in Water Savings Center” section.
- Click “Register a new property” to add a new property to your login.

Forgot My Password

- On the homepage, click “Forgot your password?”. Follow the prompt to enter the email address associated with your login.
- You will receive an email from “noreply@woodardcurran.io” with a link to reset your password. Click on the link and follow the prompt to re-enter your email and a new password.