MWELO Annual reporting using WUE Data portal

New! for 2020 reports only
Create a WUE Data account

- All agencies will create an account, this is to protect agency data.
- DWR must approve the account request
  - We will confirm the email domain of the sender. If the sender does not have a city or county email address or is not in our distribution list, we may call the agency to confirm
- Approval may take a few hours-or the next day-but we will try to approve immediately!
- We recommend agencies create an account before they are ready to report- due to approval lead time
Go to Model Water Efficient Landscape Ordinance (MWELO) page

- [https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance](https://water.ca.gov/Programs/Water-Use-And-Efficiency/Urban-Water-Use-Efficiency/Model-Water-Efficient-Landscape-Ordinance)

- click on blue button as shown in this screen shot:
Welcome to WUEdata

New accounts click here, shown in yellow highlight

Yellow highlighting is for this tutorial only - you won’t see yellow highlights on the website
Enter your email address and prove you’re not a robot
Your email address will be displayed here.
After your account request is approved—sign in again and you will come to the tool launch page.

**Currently, the WUEdata portal is not set up to save a partially completed report. If you want to work on the report in phases, complete a 2019 template (from the MWELO webpage) as a temporary workspace then cut and paste into the portal when you are ready.**

Launch MWELO Tool
Click on “add land use agency”  - agency names are prompted as you type

Click on the agency name. You will be forwarded to the report form.
2020 Report form on WUEdata is formatted like the 2019 form

Your agency name will appear here

Click here for explanation of the questions, if needed

Fill-in answers as in prior years
SUBMIT

• Once you submit, your report will be posted and available for public viewing and you will get a confirmation number

• If you need to revise your 2020 report later, just complete a new report, then advise DWR staff that you wish to delete your old report

• If you have older reports to complete, the process is still using the excel form emailed to WELO@water.ca.gov

• Old Forms are available on the MWEO homepage

• Questions? WELO@water.ca.gov

• Thank you!