

# NDWR Online Forms

## Users Guide



All available forms will be available under your user account. You must have a user account to access the new NDWR Online Forms.

Online Forms provides the ability to save your forms, edit them as desired prior to submission, then submit them either individually, or in batches which should reduce the number of transactions for many Online Forms users.

Online Forms receipts itemize all forms submitted (and their attachments) via email to the user after submitting a transaction allowing you to easily keep track of all submitted forms and their associated attachments.

A separate link is provided for the form(s) and attachments in transaction emails in the itemized email receipt.

This documentation provides information on the features and use of the Nevada Division of Water Resources Online Forms site.

If you require any addition information, please contact the Nevada Division of Water Resources at 775-684-2800 between the hours of 8 am and 5 pm, Monday through Friday.

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# How To Create a User Account

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To use NDWR Online Forms, as well as support the ability to save and submit them individually or in batches, you must first create a user account.

After its creation you will use your username and password to log into the Online Forms site (see Figure 1). You need to retain your username and password for future logins.

All forms created by a user will be linked to their user account.

When you first come to the Online Forms site, the login dialog also provides you links to initially create an account as well as retrieve a lost password.

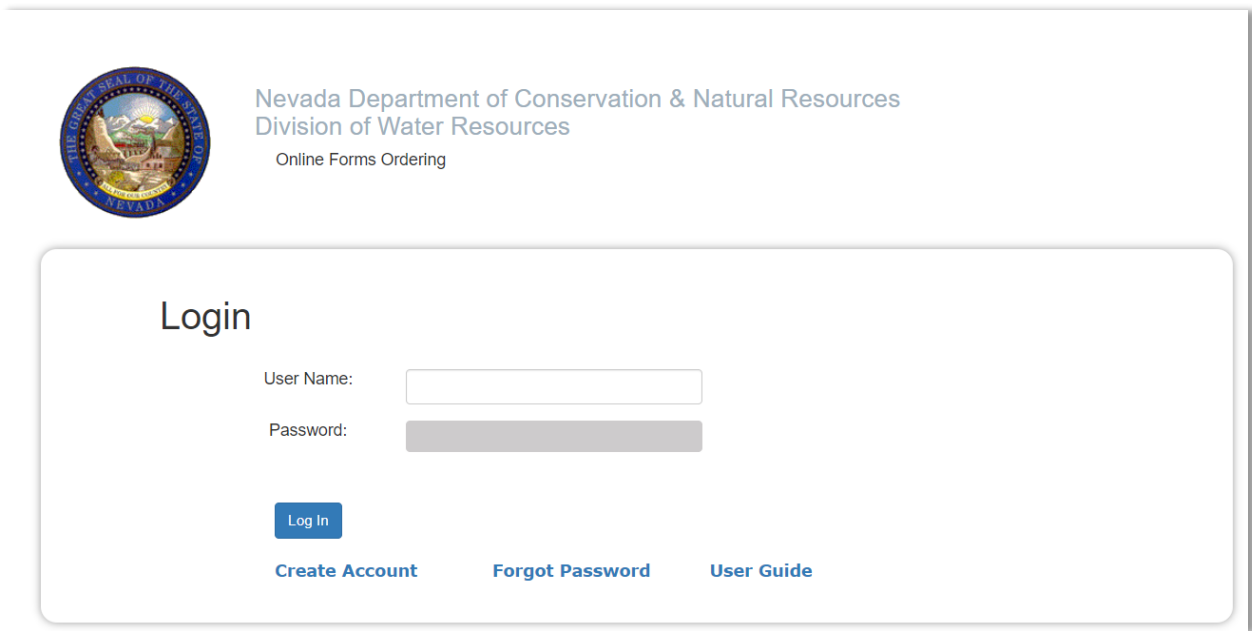


Figure 1

To create a user account,

1. Click the Create Account link. You will be taken to the Create Account page (see Figure 2).
2. Enter your username



Nevada Department of Conservation & Natural Resources  
Division of Water Resources

Online Forms Ordering

## Create Account

User Name:

Password:

Confirm Password:

Email:

Security Question:

Security Answer:

First Name:

Last Name:

Phone:

Figure 2

3. Enter and confirm a password
4. Select a security question
5. Enter a response to the security question
6. Enter a First Name
7. Enter a Last Name
8. Enter a Phone Number (*Optional*)

9. Click the Create button to create the account. You will be returned to the Login dialog.
10. Enter your username and password to continue to the NDWR Online Forms home page.

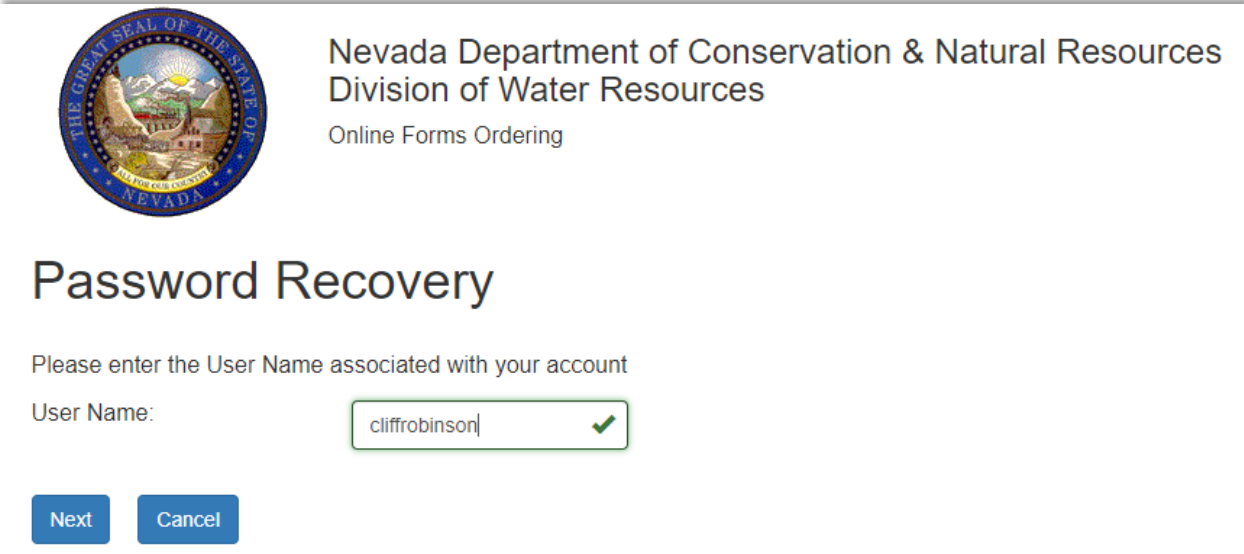
Note that you can manage your account information after you login by clicking on the **Account** navigation bar option.

# How To Reset a Password

---

If you lose your password, the Forgot Password link on the Login dialog provides a way to retrieve a new password and continue a login.

1. Follow the steps in the Password Recovery dialog (see Figure 3) by entering the username and clicking the Next button.



The screenshot shows a web dialog box for password recovery. At the top left is the Great Seal of the State of Nevada. To its right, the text reads "Nevada Department of Conservation & Natural Resources" and "Division of Water Resources". Below this is "Online Forms Ordering". The main heading is "Password Recovery". A prompt says "Please enter the User Name associated with your account". Below this is a "User Name:" label and a text input field containing "cliffrobinson" with a green checkmark icon to its right. At the bottom are two blue buttons: "Next" and "Cancel".

Figure 3

2. Enter the answer for your security question (see Figure 4) and click Next.

The Great Seal of the State of Nevada  
Nevada Department of Conservation & Natural Resources  
Division of Water Resources  
Online Forms Ordering

## Password Recovery

Please answer the following security question

In what city were you born?

[Submit](#) [Cancel](#)

Figure 4

3. After all the steps, you will be notified that a new password has been sent to your email address (see Figure 5).

The Great Seal of the State of Nevada  
Nevada Department of Conservation & Natural Resources  
Division of Water Resources  
Online Forms Ordering

## Password Recovery

Your password has been sent to you

[Return to Login Page](#)

Figure 5

Note that the system will send the new password to the email associated with your username when the account is created. Please be aware that no one at NDWR will be able to generate a new password for you.

4. Click the **Return to Login Page** button to return to the login dialog.

# How To Submit a new Online Form

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Submitting a new Form usually begins at the Home page see Figure 6.

Sometimes you might want to take advantage of the Duplicate Form functionality to create a new form.

In either case, submissions can be done for a single form exactly how it was done in the original version of Online Forms, or you can submit multiple forms in a single transaction.

After reading this section, you can find more in the section called **What Is Home**.


This proceeds through the forms list on the Home page and through its submission functionality (the same as was available in the original Online Forms site).

For information on how to submit multiple forms, see the section called **How To Use My Pending Forms**.

1. Go to the **Home** page and select your desired form and click its link. You will be taken to the entry form (see Figure 6).



Home Dashboard Forms Water.nv.gov Account Permissions Help



# State of Nevada Division of Water Resources

Home

Welcome to the Nevada Division of Water Resources online form submittal platform. At this time, the Division can accept the forms listed below, and users can submit payment by eCheck or Visa through this system. To start a new form, click on one of the form links listed below. If you would like to review previous forms, click on the Dashboard menu option on the menu bar at the top of the page. To copy the information from a previous form, click on the Duplicate Form option under the Forms menu on the menu bar at the top of the page. We encourage users to read the [Online Forms Documentation](#). If you have any questions on how to use this platform, please contact our office at **(775) 684-2800**.

### Nevada Division of Water Resources Forms

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**Proof Of Completion Extension Form**  
[1021F - Extension of Time for Filing Proof of Completion of Work](#)

**Proof of Beneficial Use Extension Forms**  
[1022F - Extension of Time for Filing Proof of Beneficial Use - Irrigation](#)  
[1023F - Extension of Time for Filing Proof of Beneficial Use - Stockwatering or Wildlife](#)  
[1024F - Extension of Time for Filing Proof of Beneficial Use - Mining, Milling, Dewatering or Power](#)  
[1025F - Extension of Time for Filing Proof of Beneficial Use - Municipal or Quasi-Municipal](#)  
[1026F - Extension of Time for Filing Proof of Beneficial Use - Commercial, Industrial, Domestic, Recreation or Other](#)

**Forfeiture Extension Forms**  
[Application for Extension of Time to Prevent a Forfeiture for Irrigation](#)  
[Application for Extension of Time to Prevent a Forfeiture for Mining and Milling](#)  
[Application for Extension of Time to Prevent a Forfeiture for All Other Uses](#)

**Appropriation Forms**  
[2001F - Proof of Appropriation of Water for Domestic Use](#)  
[2002F - Proof of Appropriation of Water for Irrigation Use](#)  
[2003F - Proof of Appropriation of Water for Municipal and Quasi-Municipal Uses](#)  
[2004F - Proof of Appropriation of Water for Stockwater](#)  
[2005F - Proof of Appropriation of Water for Mining and Milling, Industrial, Commercial and Other Uses](#)

Figure 6

2. Fill in the presented form.

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [ Log Out ]

Please see the [instructions](#) for more information.

**BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA  
 APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF BENEFICIAL USE  
 MANNER OF USE: MINING, MILLING, DEWATERING OR POWER**

1. This application is submitted by: , the  Permittee  Agent  
Name of person signing this form (requires a first and last)

2. Permit number:  Priority date:  

3. Source:  Underground  Surface Water: name of the spring, creek, river, etc.

Figure 7

3. The final section for the majority of forms requires checking the certification checkbox, filling out the address information, and providing and confirming an email address that the Online Forms system will send your completed form(s) and receipt. There may be minor differences depending on the type of form.

By checking  pursuant to NRS 53.045, I hereby certify, under penalty of perjury, that the foregoing is true and correct.

Mailing Address

Street or PO Box

City

State

ZIP Code

Phone

Email Enter only one email address

Confirm Email

**YOU WILL BE PROMPTED FOR A \$120 FILING FEE PER YEAR REQUESTED IN THIS APPLICATION FOR EXTENSION OF TIME.  
A SEPARATE APPLICATION MUST BE FILED FOR EACH PERMIT.**


**Save** **Save and Continue**

Figure 8

After filling in the form, you can Save the form and continue with the transaction by clicking the **Save and Continue** button.

The Save and Continue button option runs all validation for the form. This process allows you to set up the form for a transaction. The Attachments page will follow the successful saving of the form using Save and Continue. For further information see the section "How to Use Attachments."

If you select the **Save** button when working on a form, it will be saved but the validation run on the form is minimal. This will also allow you to save the form a little at a time if desired. It can be retrieved in the "My Pending Forms" option under "Forms" on the navigation bar for further editing.

Also when the  button is clicked, checking the certification checkbox is not required. Therefore a saved form cannot be submitted until a user goes back to the form from the **My Pending Forms** option under **Forms** on the Navigation bar, finishes all edits, then clicks the **Save and Continue** button to do the final save of the form.

Again, saving a form will allow a user to work on a form over time as you can reload any saved, unsubmitted form from the **My Pending Forms** options under the **Forms** section of the Online Forms site navigation bar. This can be done any number of times.

## POA Form Specifics (new for version 3)

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In version three of Online Forms we have introduced the Proof of Appropriation forms. These forms have some differences from prior forms such as Extension of Time forms.

On most prior forms there has been a permit number entered by the user that follows the form through user input, to transaction processing.

However, the proof numbers for Proof of Appropriation forms are temporary until the form is submitted to NDWR including the successful completion of an eCheck or Visa payment.

This means that any number associated with your POA form is not permanently assigned until the transaction associated with the form(s) submitted is complete.

When you receive your submission email which includes the link(s) to your form(s), any attachments, and the receipt pdf, the assigned proof numbers will appear on the receipt, and the form itself.

In addition, there is a review process performed by the Division of Water Resources which will either accept the submission as is, or you will be notified that your submission needs correction. You will be notified as to the disposition of your POA submission(s) by NDWR.

# How to View Submitted Forms

Submitted forms are those that have been created and included in a transaction. There are multiple ways to view submitted forms, and to utilize them for new form submissions. They include:

The **My Completed Forms** option under the **Forms** section, which provides a listing of all your submitted forms (see Figure 9). For more information see the section called **How To Use My Completed Forms**.



Completed and submitted forms

Form Name	Signing Person	Permit	Claim	Date	Current Owner	Yearly Fee	Years	Total	Email	
Proof of Appropriation of Water for Domestic Use	Clifford Robinson	52313		2024.05.20		120.00	1	120.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Municipal and Quasi-Municipal Use	Clifford Robinson	52314		2024.05.20		120.00	1	120.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52315		2024.05.20		120.00	1	120.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52316		2024.05.20		60.00	1	60.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52309		2024.05.15		60.00	1	60.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Municipal and Quasi-Municipal Use	Clifford Robinson	52306		2024.05.15		120.00	1	120.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52304		2024.05.15		120.00	1	120.00	cliffrobinson@water.nv.gov	<a href="#">View</a>
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52305		2024.05.15		60.00	1	60.00	cliffrobinson@water.nv.gov	<a href="#">View</a>

Figure 9

1. **Duplicate Form** under the **Forms** menu, allows re-loading of existing forms to create new forms (see Figure 10). For more information see the section called **How To Use Duplicate form**.



### Duplicate Form

This page will allow you to copy the information from a previously submitted form. In order to do this, you must **enter the email and signatory (name) provided with the previously submitted form**. The permit number is not required, but this will limit the number of records displayed. Once the list generates, click on the row of the previously submitted form that you would like to copy. Once you click on the row, a new form will be generated for you to modify and submit. The permit number and acknowledgement box at the bottom of the page will need to be filled out prior to submitting the new form.

Permit: 
 Email: 
 Signatory: 
 All

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52316			05/20/2024
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52315			05/20/2024
Proof of Appropriation of Water for Municipal and Quasi-Municipal Uses	Clifford Robinson	52314			05/20/2024
Proof of Appropriation of Water for Domestic Use	Clifford Robinson	52313			05/20/2024
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52311			05/15/2024
Proof of Appropriation of Water for Mining and Milling, Industrial, Commercial and Other Uses	Clifford Robinson	52308			05/15/2024
Proof of Appropriation of Water for Stockwater	Clifford Robinson	52305			05/15/2024
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52304			05/15/2024
Proof of Appropriation of Water for Municipal and Quasi-Municipal Uses	Clifford Robinson	52306			05/15/2024
Proof of Appropriation of Water for Domestic Use	Clifford Robinson	52307			05/15/2024

... 
588 items in 59 pages

Figure 10

2. **Dashboard which allows you to search for a form you've submitted by filter criteria (see Figure 11).** For more information see the section called **How To Use Dashboard**.

Home Dashboard Forms Water.nv.gov Account Permissions Help

**State of Nevada**  
**Division of Water Resources**

Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Current Owner Name

Form Name	Signing Person	App/Proof	Claim	Current Owner	Email	Date		
> Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	84655		Clifford Robinson	cliffrobinson@water.nv.gov	05/07/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of completion of work	Clifford Robinson	52221		Cliff	cliffrobinson@water.nv.gov	05/01/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of completion of work	Clifford Robinson	89565		Cliff	cliffrobinson@water.nv.gov	05/01/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of beneficial use manner of use: Stockwatering or Wildlife	Clifford Robinson	55555		Clifford Robinson	cliffrobinson@water.nv.gov	05/01/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	94654		Clifford Robinson	cliffrobinson@water.nv.gov	05/01/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of beneficial use manner of use: Stockwatering or Wildlife	Clifford Robinson	79445		Clifford Robinson	cliffrobinson@water.nv.gov	05/01/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of completion of work	Clifford Robinson	54655		Cliff	cliffrobinson@water.nv.gov	04/30/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of completion of work	Clifford Robinson	86455		Cliff	cliffrobinson@water.nv.gov	04/30/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>
> Application for extension of time for filing proof of completion of work	Clifford Robinson	84645		Cliff	cliffrobinson@water.nv.gov	04/19/2024	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>

Figure 11

3. How To Use **My Pending Forms** (now under the Forms menu option)

## How to Use My Pending Forms

All forms which have been saved but not submitted in a transaction can be accessed under the **My Pending Forms** Navigation bar option. Forms that have been saved using the Save and

Continue can be included in a transaction as that action runs all the validation on a form checking as much as is possible, a forms readiness for submission.

Figure 12 shows two rows, each representing a form in the My Pending Forms section of Online Forms. Note that the first row does not have a checkbox. This is an example of a form that has been saved using the **Save** button but has not had the full validation run with a **Save and Continue**.

The **Edit** option associated with the first row will reload the entry form for editing, at which time you can fill in any missing information. Any time you want to run the **Save and Continue**, you must check the certification checkbox, ensure all address and email information is entered and click the **Save and Continue** button to complete a form for a transaction.

The second row is available for a transaction and has been checked. All forms that have been completed using the Save and Continue, will appear with checkboxes so that you can include the form in a submission transaction.

*Only forms whose rows have been checked* will be included in a transaction initiated from the **My Pending Forms** section of Online Forms.

Pending Forms

This page provides the viewing and selecting of forms that you have saved. However, only **pending** forms, where you have clicked the form's **Save and Continue** button will be selectable. Edit any form by clicking a row's **Edit** button. To add attachments to a form click the row's **Attachments** button. Select one or more pending forms, then click the **Continue** button to choose payment options.

	Form Name	Signing Person	Permit	Claim	Current Owner	Yearly Fee	Years	Total	Email				
X	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11241		Joe, Cliff						Attachments	Edit	View
X	<input checked="" type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244	Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00			Attachments	Edit	View

Page size: 50

2 items in 1 pages

Continue Create New Form Create Duplicate Form


Figure 12

## How to Submit a Transaction

There are two categories of transaction submissions.

1. Single form transaction
2. Multi-form transaction

A single form transaction is created by

1. Opening a form from the Home page (see Figure 6)
2. Completing the form entry
3. Clicking the **Save and Continue** button on the completed entry form. You will be taken to the Attachments page.
4. If the form requires attachments, add them in the Attachments section. See the section in this documentation called Attachments.
5. From the **How To Use Attachments** section click the  button, then click it to begin the transaction submission process.


## What Are Online Forms Transaction Types

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The Payment confirmation page allows you to select the payment type of either Credit Card or eCheck. Also displayed are the number of forms you are submitting and the Subtotal cost (see Figure 13).



Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help



# State of Nevada Division of Water Resources

## Payment Confirmation

Per NRS §533.435, there is a \$120.00 fee for each year for which the extension of time is sought. Credit card/debit card transactions will include a surcharge of 3.25% on the transaction amount and is collected by our bank and not by the Division of Water Resources. A surcharge is not collected on eCheck transactions. Any fees assessed will be itemized on your receipt.

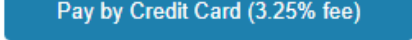
Number of Forms:	2
Total:	\$600.00

[Pay by Credit Card \(3.25% fee\)](#) [Pay by eCheck \(free\)](#) [Previous](#)

Figure 13

# How to Submit a Credit Card Transaction

---

1. To Submit a credit card transaction click the  button. A dialog informing you of potential credit card processing charges will appear (see Figure 14).
2. Click the dialog's **Continue** button. You will be taken to the Cybersource credit card processing web site (see Figure 15). The first page presented is the Billing Information for your transaction.
3. Fill in the Billing Information, and click the **Next** button. You will be presented with the Payment Details page (see Figure 16).
4. Fill in the Payment Details page, then click the **Next** button. You will be presented with the Review Your Order page.
5. Click the **Pay** button, and your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).

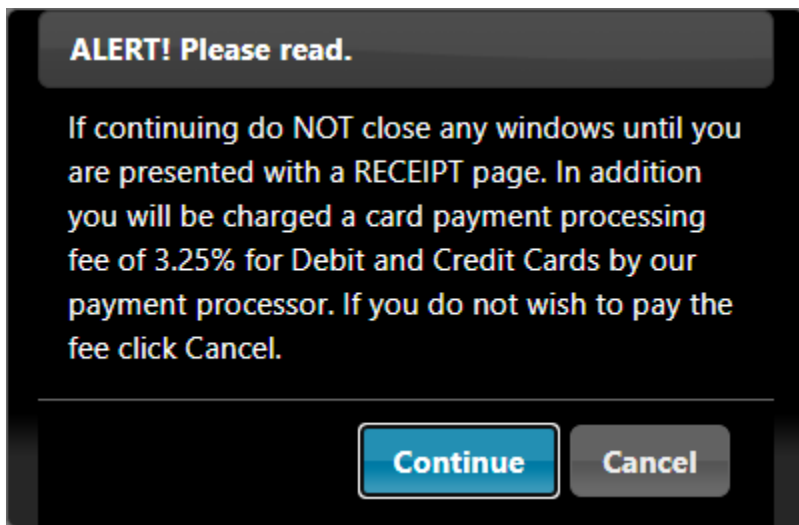


Figure 14

Note that after you have completed the Cybersource credit card transaction dialogs and submitted the transaction, you will be returned to the Online Forms site and a receipt will be displayed.

The Credit Card submission process will calculate and include a 3.25% charge (see Figure 17).

Billing      Payment      Review      Receipt

---

### Billing Information

\* Required field

First Name \*

Last Name \*

Company Name

Address Line 1 \*

Address Line 2

City \*

Country/Region

State/Province \*

Zip/Postal Code \*

---

[Cancel Order](#)

---

### Your Order

Total amount	\$240.00
--------------	----------

Figure 15

Billing
Payment
Review
Receipt

---

### Payment Details 🔒

\* Required field

Card Type \*

Visa
  Mastercard

Discover

Card Number \*

Expiration Date \*

Back
Next

[Cancel Order](#)

### Your Order

**Total amount** \$240.00

Figure 16

Billing
Payment
Review
Receipt

---

### Review your Order

#### Payment Details

Card Type Visa

Card Number xxxxxxxxxxxx1111

Expiration Date 01-2021

Back

[Cancel Order](#)

#### Your Order

Subtotal	\$240.00
Service fee	\$7.80
<b>Total amount</b>	<b>\$247.80</b>

By clicking Pay, I agree to the [Service Fee Terms & Conditions](#)

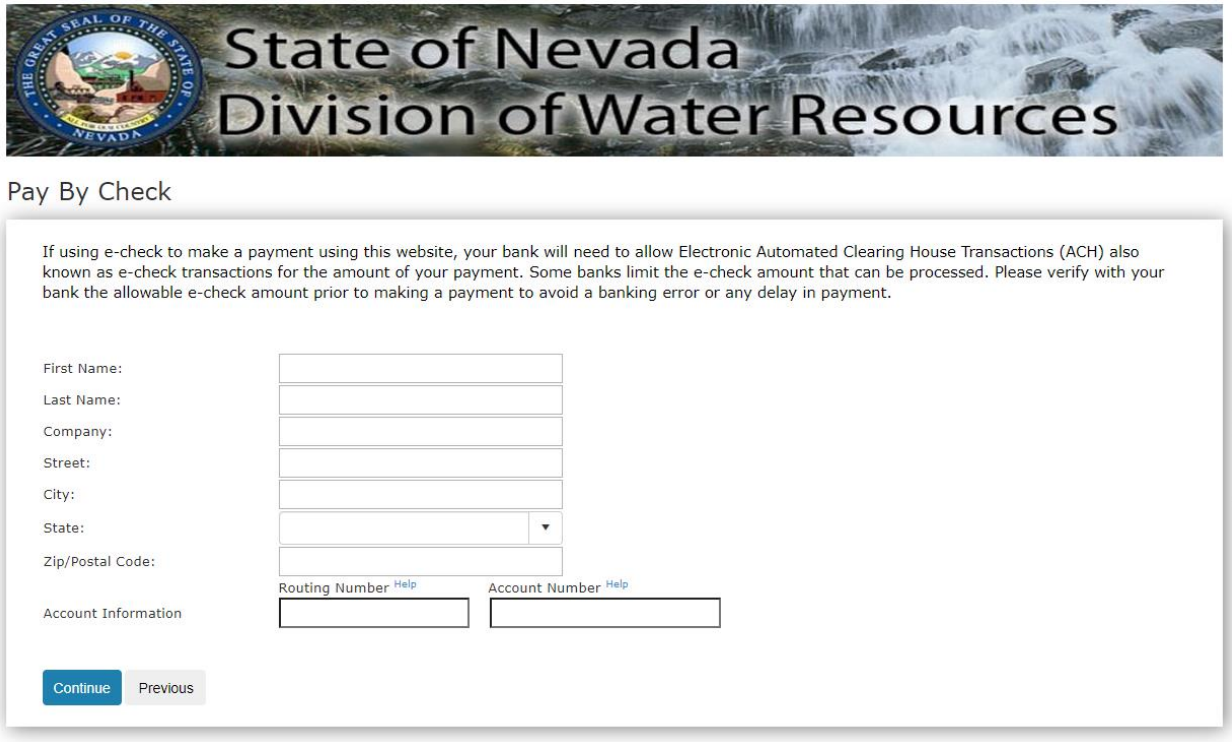
Back
Pay

Figure 17

# How to Submit an eCheck Transaction

1. To submit an eCheck (Pay By Check) transaction, click the

Pay by eCheck (free)



The screenshot shows the 'Pay By Check' form for the State of Nevada Division of Water Resources. At the top left is the state seal. The header reads 'State of Nevada Division of Water Resources'. Below the header is the title 'Pay By Check'. A disclaimer states: 'If using e-check to make a payment using this website, your bank will need to allow Electronic Automated Clearing House Transactions (ACH) also known as e-check transactions for the amount of your payment. Some banks limit the e-check amount that can be processed. Please verify with your bank the allowable e-check amount prior to making a payment to avoid a banking error or any delay in payment.' The form fields include: First Name, Last Name, Company, Street, City, State (dropdown), Zip/Postal Code, Routing Number (with a 'Help' link), and Account Number (with a 'Help' link'). At the bottom are 'Continue' and 'Previous' buttons.

Figure 18

2. Fill in the required information, including valid bank account routing and account numbers, then click the **Continue** button to submit the transaction.
3. Your transaction will be processed. When the transaction is complete you will be presented with the Online Forms Receipt page (see Figure 17).

# How To Use Navigation

---

Online Forms allows you to navigate to the different sections of the application using the Navigation bar (see Figure 19).

The sections include

1. Home
2. Dashboard
3. Forms
  - a. My Pending Forms
  - b. My Completed Forms
  - c. My Returned Forms
  - d. Duplicate Form
4. Water.nv.gov
5. Account
6. Help.
7. Staff Review

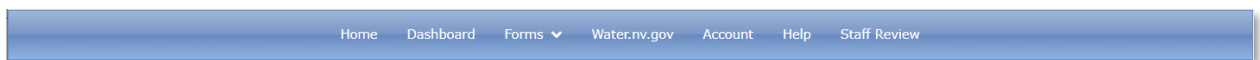


Figure 19



Figure 19A

Note that the Navigation bar option that will take you to the Nevada Division of Water Resource's public web site at [www.water.nv.gov](http://www.water.nv.gov) is Water.nv.gov

Access to this document is available on a link under the Help Navigation bar option as well as the Login dialog.

# How To Use Attachments

If you choose the Save and Continue option on any form (selected from Home), you will be provided the option to add attachments for a form (see Figure 20).

You can also reach this page from the My Pending Forms page for any form in its form list by clicking a form row's Attachments button (see Figure 12).

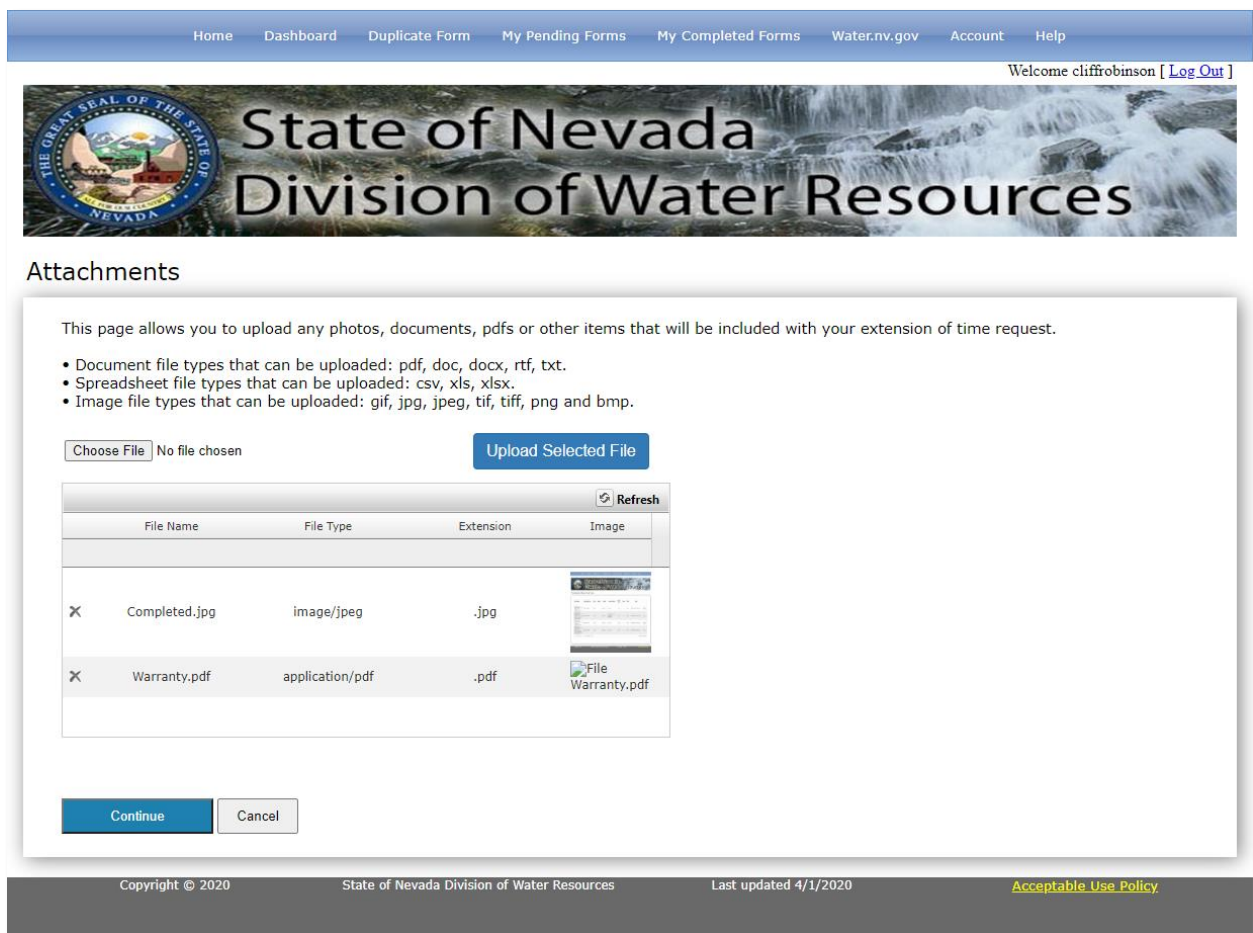
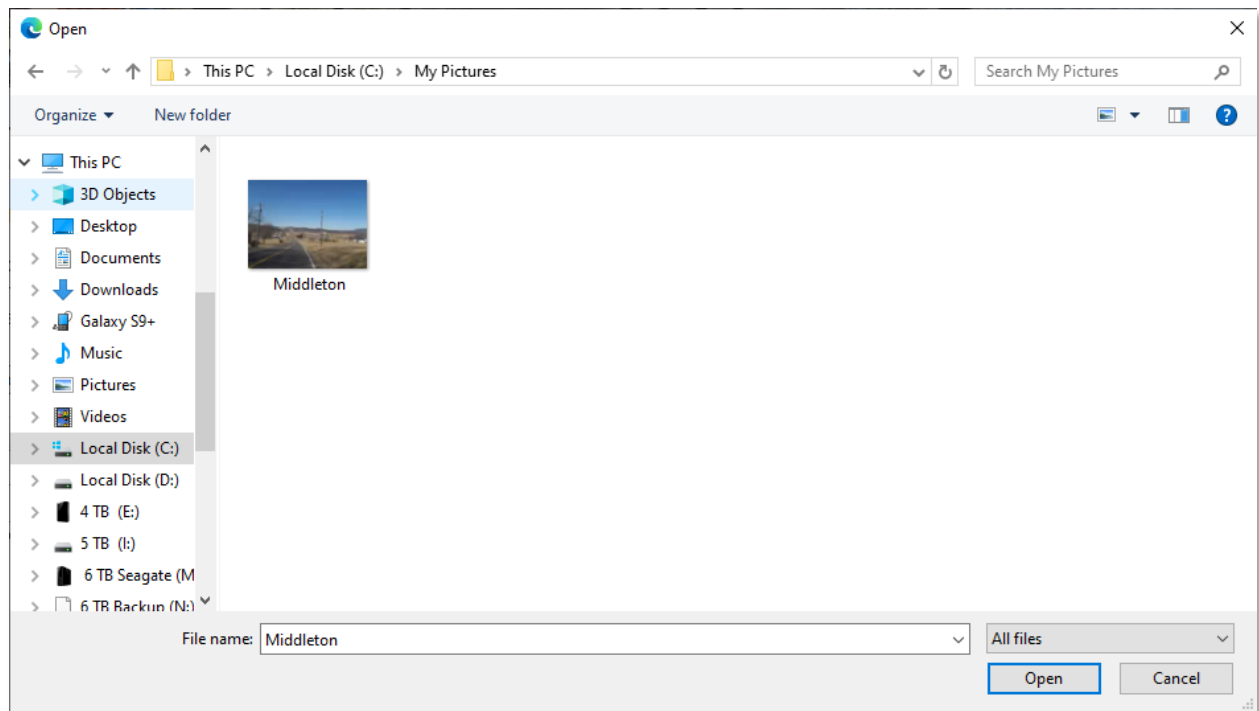


Figure 20

The types of files you can add as attachments are listed on this page. To add an attachment for a form


1. Click **Choose File** the button. Figure 21
2. Locate a file using the file explorer (see Figure 21). Select the file and click Open. You will be returned to the Attachments page (see Figure 20) and will see the filename of the selected file next to the Choose File button.
3. Click the **Upload Selected File** button. After a moment you will see an icon associated with the file in the files grid (see Figure 22).





Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [ Log Out ]




## Attachments

This page allows you to upload any photos, documents, pdfs or other items that will be included with your extension of time request.

- Document file types that can be uploaded: pdf, doc, docx, rtf, txt.
- Spreadsheet file types that can be uploaded: csv, xls, xlsx.
- Image file types that can be uploaded: gif, jpg, jpeg, tif, tiff, png and bmp.

Choose File No file chosen Upload Selected File

File Name	File Type	Extension	Image
X Middleton.jpg	image/jpeg	.jpg	

Return

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Figure 22


As shown in Figure 20 and 22, the uploaded file(s) will appear in the available grid. An example is shown above. The selected and uploaded file(s) will be associated with the form and will be considered part of a form submission.

Figure 22 shows the Attachments page which is associated with My Pending Forms. The **Return** button allows you to return to the **My Pending Forms** page.

Figure 23 shows the Attachments page presented when you click the Save and Continue button for a form selected from Home. If you click the **Cancel** button, you are also returned to the **My Pending Forms** page because it will not automatically return you to an entry form.

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [ [Log Out](#) ]




## Attachments

This page allows you to upload any photos, documents, pdfs or other items that will be included with your extension of time request.

- Document file types that can be uploaded: pdf, doc, docx, rtf, txt.
- Spreadsheet file types that can be uploaded: csv, xls, xlsx.
- Image file types that can be uploaded: gif, jpg, jpeg, tif, tiff, png and bmp.

Choose File No file chosen Upload Selected File

Refresh			
File Name	File Type	Extension	Image
X Middleton.jpg	image/jpeg	.jpg	

Continue Cancel

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Connecting...

Figure 23

In addition to viewing attachments associated with saved forms from the **My Pending Forms** page using the Attachments feature, you can also view attachments associated with a saved and submitted form using the Dashboard. For more information see **How To Use Dashboard**.

# How To Use Dashboard

The dashboard provides options to find forms that have been submitted based on filtering information (see Figure 24).

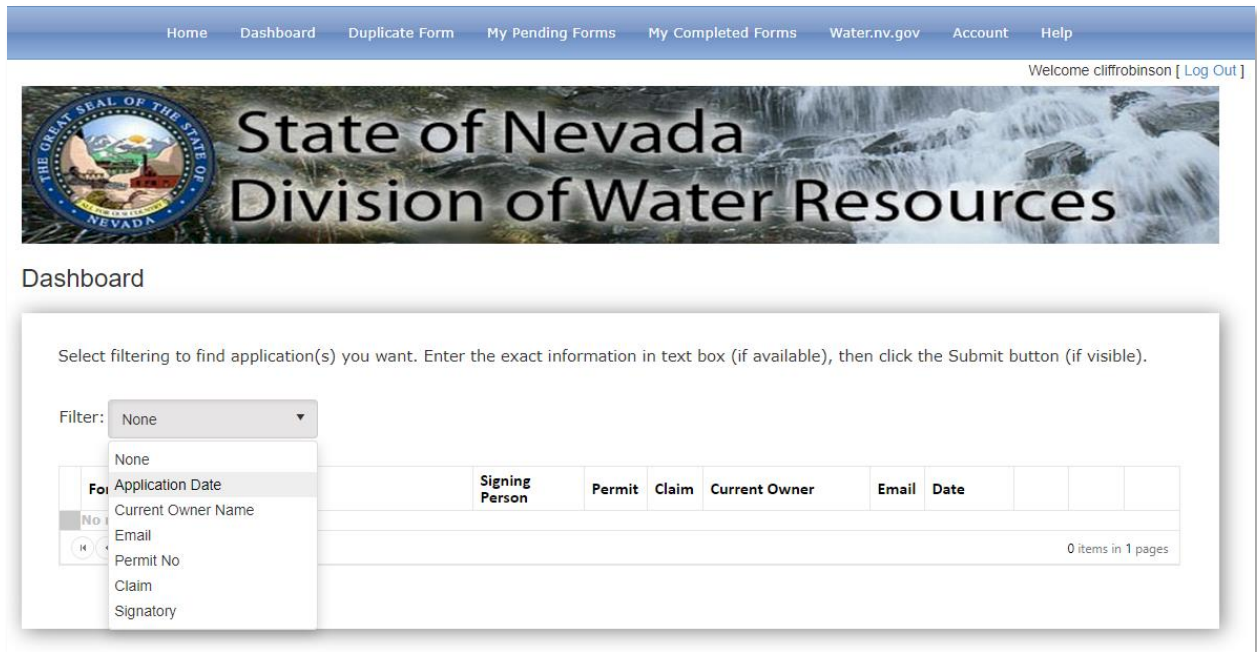


Figure 24

To search in Dashboard for an existing, previously submitted form

1. Select the filtering criteria from the Filter dropdown list (see Figure 24). A textbox will appear (see Figure 25).

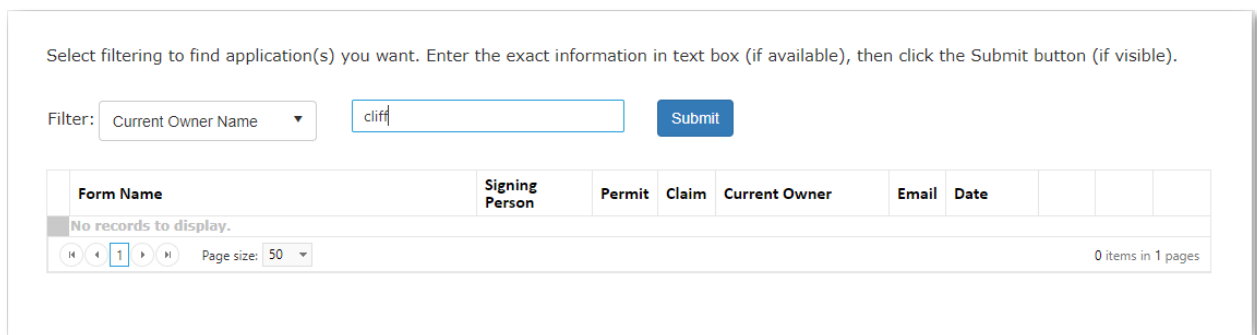







Figure 25

2. Enter the filtering data into the available textbox (see Figure 25).
3. Click the  button.
4. After a few moments any rows that meet the search criteria will be displayed in the available grid (see Figure 26).
5. Nothing appears in the grid if no records are found.

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Permit No  

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
> Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff		05/20/2020			


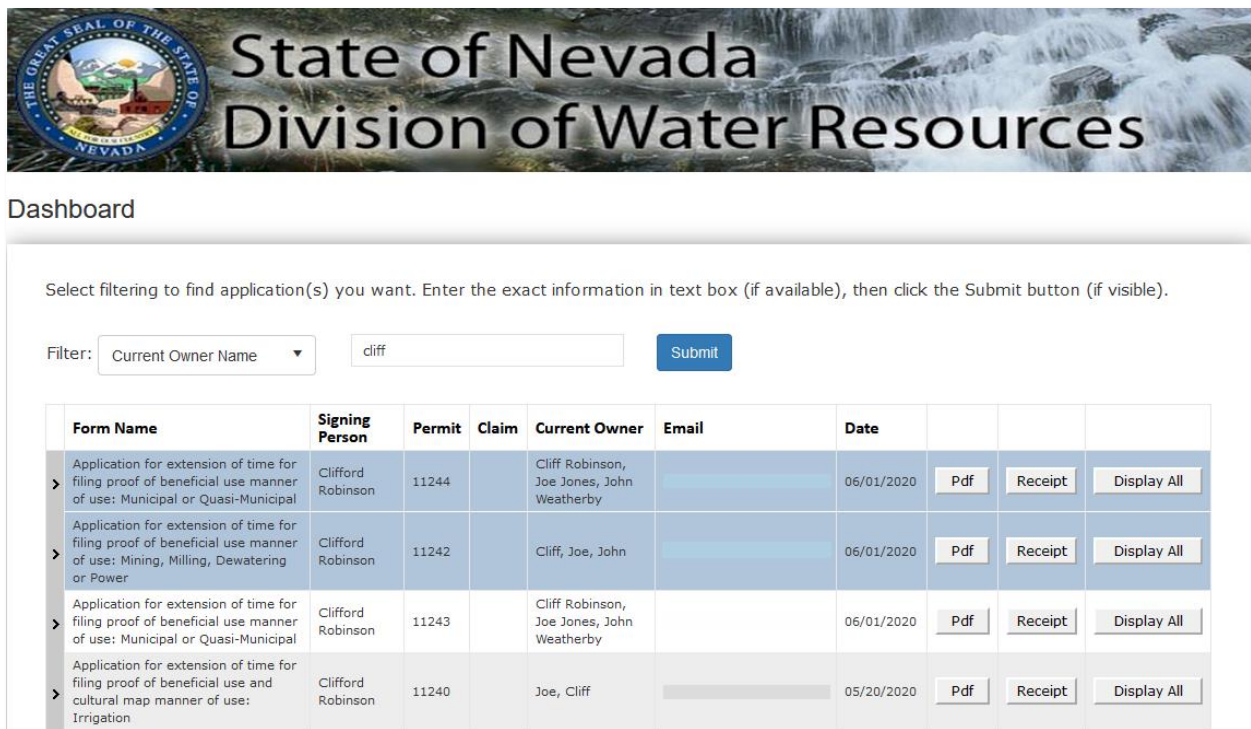

 Page size: 50
1 items in 1 pages

Figure 26

# How To View Attachments in Dashboard

After initiating a search in the Dashboard, records that are found for search criteria will appear in a grid on the page. Each row in the grid represents a submitted form, and each form can be associated with attachments, such as jpg, tiff and pdf files.

A row for a form that has attachments will appear blue as shown in Figure 27.



State of Nevada  
Division of Water Resources

Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter: Current Owner Name

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
> Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>	<input type="button" value="Display All"/>
> Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John		06/01/2020	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>	<input type="button" value="Display All"/>
> Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>	<input type="button" value="Display All"/>
> Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff		05/20/2020	<input type="button" value="Pdf"/>	<input type="button" value="Receipt"/>	<input type="button" value="Display All"/>

Figure 27

To view the attachments associated with a form

1. Click the  on the left side of the row. The row will open up and a grid listing the attachments will appear (see Figure 28).

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date			
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby		06/01/2020	Pdf	Receipt	Display All
File Name		File Type							
04-20-2015-02.jpg		image/jpeg		View					
Warranty.pdf		application/pdf		View					

Figure 28

Note that to the right of the grid, is a display panel. This panel is a secondary way to view an attachment filed described later.

- To view an attachment file, click the row displaying the name of the attachment, or click the View button in the row. The file should display in a separate page in your browser (see Figure 29).

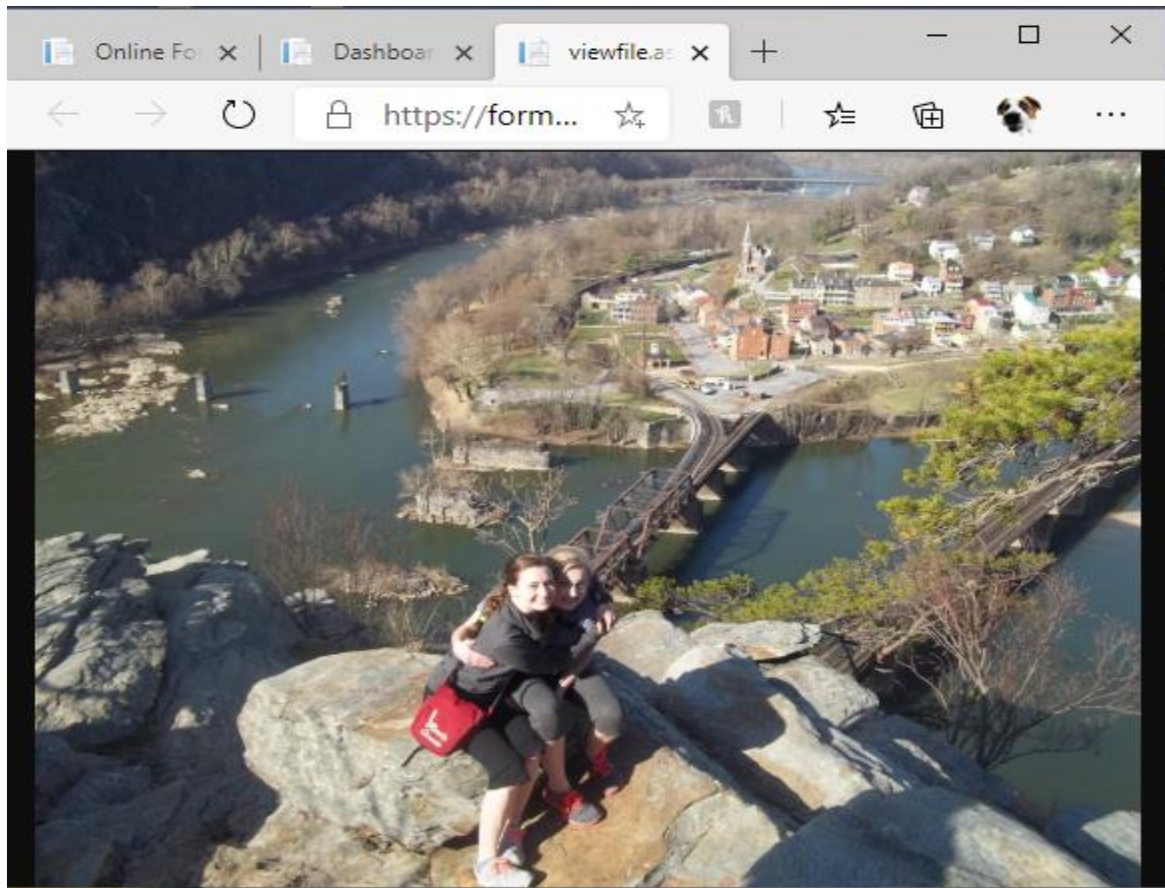


Figure 29

3. If you close the page containing the attachment image, image files should be displayed in the display panel to the right of the grid (see Figure 30) mentioned previously. PDF files will not be displayed in the display panel, however they will be displayed in a browser page.



Dashboard

Select filtering to find application(s) you want. Enter the exact information in text box (if available), then click the Submit button (if visible).

Filter:

Form Name	Signing Person	Permit	Claim	Current Owner	Email	Date								
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	<input type="text"/>	06/01								
<table border="1"> <thead> <tr> <th>File Name</th> <th>File Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>04-20-2015-02.jpg</td> <td>image/jpeg</td> <td><input type="button" value="View"/></td> </tr> <tr> <td>Warranty.pdf</td> <td>application/pdf</td> <td><input type="button" value="View"/></td> </tr> </tbody> </table>		File Name	File Type		04-20-2015-02.jpg	image/jpeg	<input type="button" value="View"/>	Warranty.pdf	application/pdf	<input type="button" value="View"/>				
File Name	File Type													
04-20-2015-02.jpg	image/jpeg	<input type="button" value="View"/>												
Warranty.pdf	application/pdf	<input type="button" value="View"/>												
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John	<input type="text"/>	06/01								
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby	<input type="text"/>	06/01								
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff	<input type="text"/>	05/20								
Application for extension of time for filing proof of completion of work	Clifford Robinson	11223		Cliff, Joe	<input type="text"/>	03/25								

Page size: 50

Figure 30



# How To Use Duplicate Form

The Duplicate Form functionality allows the selection of a previously submitted form, to reload the selected form for editing, then save it as a new form. Any form reloaded has all information associated with the previous form, except information considered specific to the new form i.e. submitter, permit number. When a duplicated form is saved, it creates a new form with all the edits performed.

1. Filter the submitted forms (see Figure 31)
2. Enter the email address, and the signatory information from the form's submittal information. It must match a forms email and signatory.

The screenshot shows the 'Duplicate Form' page on the State of Nevada Division of Water Resources website. The page includes a navigation bar with links for Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. A welcome message for 'cliffrobinson' is visible in the top right. The main content area features a form with fields for Permit, Email (containing 'email@gmail.com'), and Signatory (containing 'clifford robinson'), along with a dropdown menu set to 'All' and a 'Submit' button. Below the form is a table of submitted forms with columns for Form Name, Signing Person, Permit, Claim, Current Owner, and Date. The table contains 10 rows of data. At the bottom of the table, there are pagination controls showing 'Page size: 50' and '31 items in 1 pages'.

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020
Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power	Clifford Robinson	11242		Cliff, Joe, John	06/01/2020
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11243		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11240		Joe, Cliff	05/20/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11225		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11224		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11220		Joe, Cliff	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	12322		Cliff, Joe	03/25/2020
Application for extension of time for filing proof of completion of work	Clifford Robinson	11223		Cliff, Joe	03/25/2020

Figure 31

3. Click  the button

- Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).

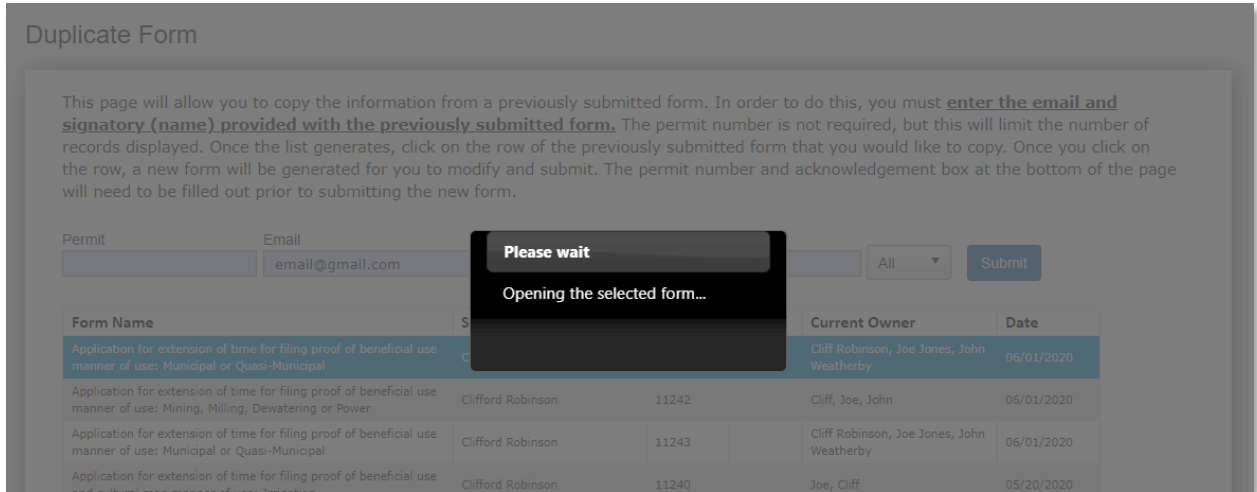


Figure 32

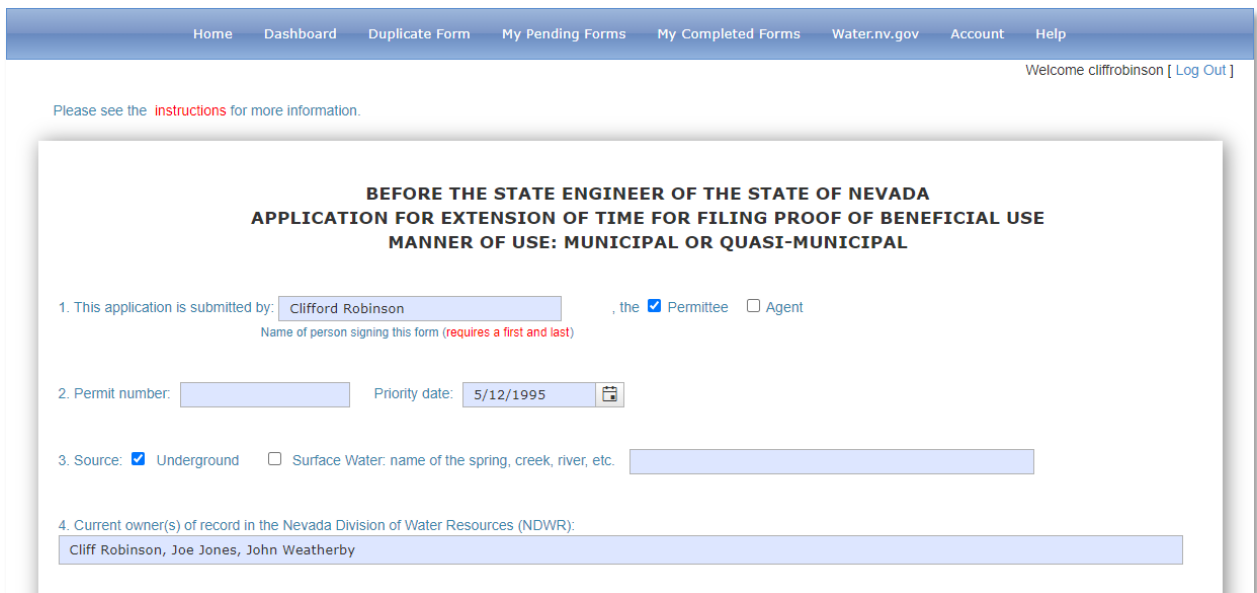


Figure 33

Or you can filter for a form with a specific permit number by

5. Filter the submitted forms (see Figure 34)
6. Enter the email address, and the signatory information from the form's submittal information. It must match a forms email and signatory.
7. Entering the permit number

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [ Log Out ]

## State of Nevada Division of Water Resources

### Duplicate Form

This page will allow you to copy the information from a previously submitted form. In order to do this, you must **enter the email and signatory (name) provided with the previously submitted form**. The permit number is not required, but this will limit the number of records displayed. Once the list generates, click on the row of the previously submitted form that you would like to copy. Once you click on the row, a new form will be generated for you to modify and submit. The permit number and acknowledgement box at the bottom of the page will need to be filled out prior to submitting the new form.

Permit: 11244    Email: email@gmail.com    Signatory: clifford robinson    All   

Form Name	Signing Person	Permit	Claim	Current Owner	Date
Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11244		Cliff Robinson, Joe Jones, John Weatherby	06/01/2020

Page size: 50    1 items in 1 pages

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Figure 34

8. Clicking  the button
9. Click on the row of the form you want to duplicate (see Figure 32). The entry form, populated with its previous information (absent permit number, claim number, email and address information) (see Figure 33).

# How To Use My Completed Forms

This section permits you to review all your submitted forms and provides some basic information associated with the form. Each grid row represents a separate form. It also allows you to bring up the submitted form as a PDF.

Completed and Submitted forms

Form Name	Signatory	App/Proof	Claim	Date	Current Owner	Total	Email	
Application for extension of time for filing proof of completion of work	Clifford Robinson	51527		2019.10.09	Mark, John, Jill, Tracy, Cliff	240.00	cliffrobinson@water.nv.gov	<a href="#">View</a>


Page size: 10 1 items in 1 pages

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Figure 35

To view a form's pdf associated with submitted and committed form

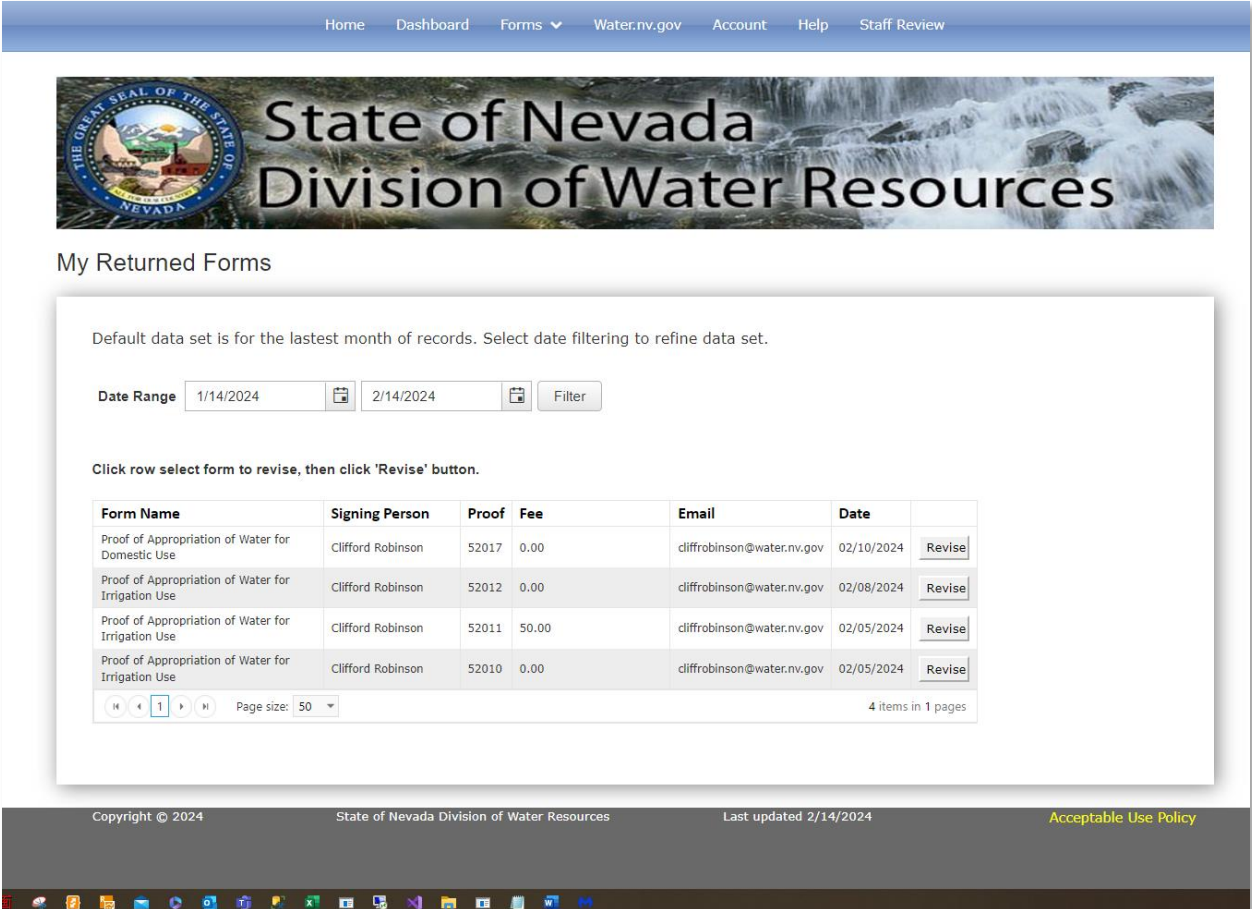
1. Find the grid row associated with the form you wish to view.
  - a. Any available filtering is available at the top of column. A picklist will be presented and the desired record(s) will appear in the grid.

2. Click the  button of the row. The PDF will be displayed.

## How To Use My Returned Forms

Introduced in version 3 of Online Forms is the ability for users who have submitted Appropriation forms and to manage those forms that NDWR staff have marked as "Needs Correction"

1. You will be presented with the following page containing a grid of returned form(s).
2. Select the form you want to review by clicking on the desired form. See Figure 37



Home Dashboard Forms Water.nv.gov Account Help Staff Review

### State of Nevada Division of Water Resources

#### My Returned Forms

Default data set is for the latest month of records. Select date filtering to refine data set.

Date Range: 1/14/2024 2/14/2024 Filter

Click row select form to revise, then click 'Revise' button.

Form Name	Signing Person	Proof	Fee	Email	Date	
Proof of Appropriation of Water for Domestic Use	Clifford Robinson	52017	0.00	cliffrobinson@water.nv.gov	02/10/2024	<a href="#">Revise</a>
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52012	0.00	cliffrobinson@water.nv.gov	02/08/2024	<a href="#">Revise</a>
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52011	50.00	cliffrobinson@water.nv.gov	02/05/2024	<a href="#">Revise</a>
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52010	0.00	cliffrobinson@water.nv.gov	02/05/2024	<a href="#">Revise</a>

Page size: 50 4 items in 1 pages


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Figure 36

Meta data associated with the rejected form will appear above the grid.

3. Click the **Revise** button of the rejected form.
4. Use information that was provided in an NWDR email or letter regarding the returned form.
5. Revise the form as directed.
6. Use the **Save and Continue** to recreate the form.
7. You will be taken to the **Attachments** page so that attachments can be reattached to the revised form.
8. Attach all relevant and requested documents, then follow the directions to check out.
9. If there is no fee associated with the revised form you will be taken directly to Receipt page.
10. If a fee is due, you will be directed to the page to allow paying by credit card or by eCheck.

Home Dashboard Forms Water.nv.gov Account Help Staff Review



# State of Nevada Division of Water Resources

## My Returned Forms

Default data set is for the latest month of records. Select date filtering to refine data set.

Date Range: 1/14/2024 2/14/2024 Filter

Form Name: Proof of Appropriation of Water for Irrigation Use  
 Proof/App: 52012  
 Date: 2/8/2024  
 Status: Needs Correction

Click row select form to revise, then click 'Revise' button.

Form Name	Signing Person	Proof	Fee	Email	Date	
Proof of Appropriation of Water for Domestic Use	Clifford Robinson	52017	0.00	clffrobinson@water.nv.gov	02/10/2024	Revise
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52012	0.00	clffrobinson@water.nv.gov	02/08/2024	Revise
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52011	50.00	clffrobinson@water.nv.gov	02/05/2024	Revise
Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	52010	0.00	clffrobinson@water.nv.gov	02/05/2024	Revise

Page size: 50 4 items in 1 pages

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Figure 37

# How To Manage Your Account

This section permits you to manage and/or alter your account settings. There are three sections of information you can update, including your password, your security question and answer and general information including email address, first and last name and phone number.

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

### Change Password

User Name:

Current Password:

New Password:

Confirm Password:

---

### Change Security Question

To change the Security Question you must re-enter your password below, then click the "Security Question" button.

Security Question:

Security Answer:

Enter your Password:

---

### General Information

To change information (Email, First and Last name are required) enter it below. Click the "Save General Information" button below.

Email:

First Name:

Last Name:

Phone:

Figure 38

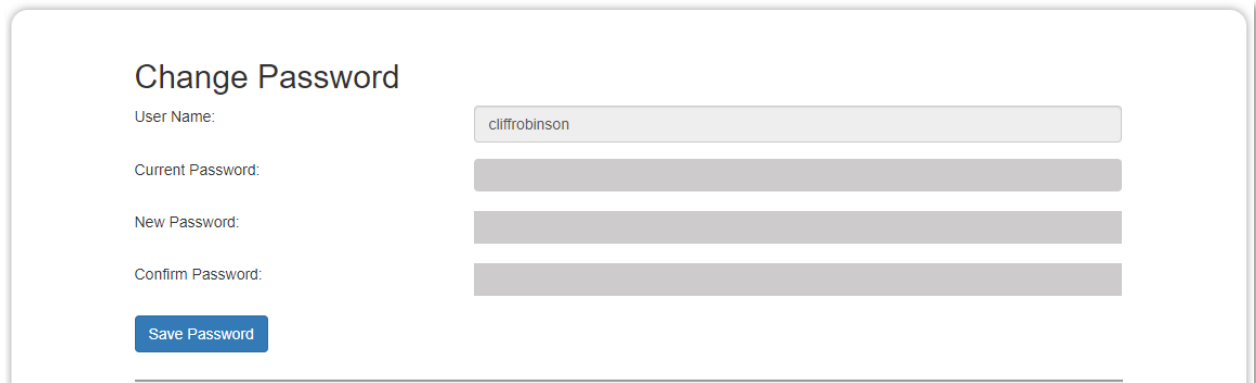


# How To Change Your Password

---

To change your existing password

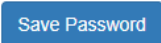
Select the Account Navigation bar option. The account management page will appear (see Figure 36).



The screenshot shows a web form titled "Change Password". It contains the following elements:

- User Name:** A text input field containing the value "cliffrobinson".
- Current Password:** A password input field, currently empty.
- New Password:** A password input field, currently empty.
- Confirm Password:** A password input field, currently empty.
- Save Password:** A blue button with white text, positioned below the input fields.

Figure 39

1. Enter your new password in the Current Password field.
2. Enter a new password in the New Password field. Passwords must be at least 8 characters long and have at least 1 special character, 1 upper case letter, 1 lower case letter, and 1 number.
3. Click the  button

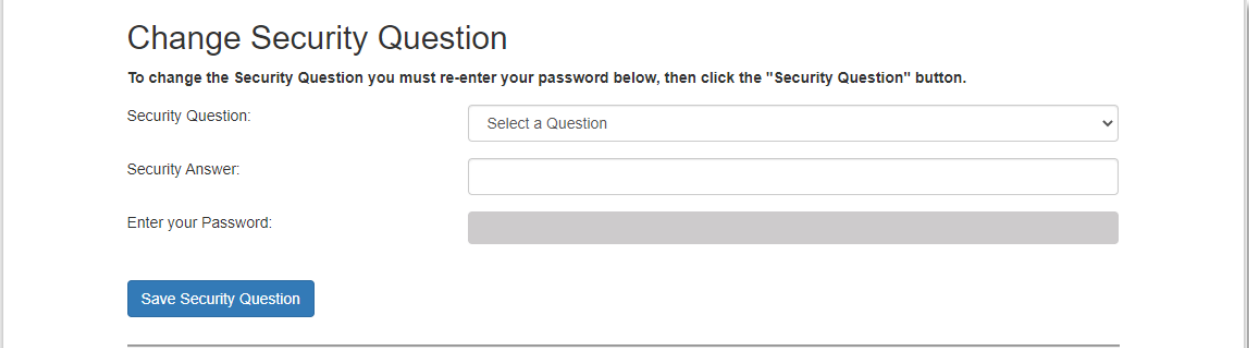
# How To Change Your Security Question

---

To change your existing security question


Select the Account Navigation bar option. The account management page will appear (see Figure 38).

1. Select a new security question from the available list (see Figure 40).



The screenshot shows a web form titled "Change Security Question". Below the title is a sub-header: "To change the Security Question you must re-enter your password below, then click the 'Security Question' button." The form contains three input fields: "Security Question:" with a dropdown menu showing "Select a Question", "Security Answer:" with a text input field, and "Enter your Password:" with a password input field. A blue button labeled "Save Security Question" is positioned below the password field.

Figure 40

2. Enter the answer in the Security Answer field
3. Enter your password in the Enter your Password field
4. Click the  button

# How To Change Your General Information


---

To change your general information. You can change one or more of the following:

1. Email address associated with your account. This is the email address to which a new password is sent, if needed (required)
2. First Name (required)
3. Last Name (required)
4. Phone Number (optional)

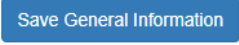
Select the Account Navigation bar option. The account management page will appear (see Figure 38).

1. Enter new information in the available field(s) (see Figure 41).



The screenshot shows a web form titled "General Information". Below the title is a instruction: "To change information (Email, First and Last name are required) enter it below. Click the "Save General Information" button below." The form contains four input fields: "Email:" with the value "cliffrobinson@water.nv.gov", "First Name:" with "Clifford", "Last Name:" with "Robinson", and "Phone:" with "(775) 684-2853". At the bottom left of the form is a blue button labeled "Save General Information".

Figure 41

2. Click the  button (see Figure 39).

# What Is Home

If you have used Online Forms before, this page should be familiar. As with the previous version of Online Forms, you start here for each new form you want to submit.

The screenshot shows the home page of the State of Nevada Division of Water Resources online form submission platform. At the top, there is a navigation bar with links for Home, Dashboard, Forms (with a dropdown arrow), Water.nv.gov, Account, Help, and Staff Review. A user greeting "Welcome cliffrobinson [ Log Out ]" is visible in the top right corner. Below the navigation bar is a banner featuring the State of Nevada seal on the left and a waterfall image on the right, with the text "State of Nevada Division of Water Resources" overlaid. The main content area is titled "Home" and contains a welcome message: "Welcome to the Division of Water Resources online form submittal platform. At this time, the Division can accept the forms listed below and receive credit card payment through this system. To start a new form, click on one of the form links listed below. If you would like to review previous forms, click on the Dashboard link at the top of the page. To copy the information from a previous form, click on the Duplicate Form link at the top of the page. If you have any questions on how to use this platform, please contact our office at (775) 684-2800." Below this message is a section titled "Extension of Time Forms" which lists several form categories: "Proof Of Completion Extension Form" (1021F), "Proof of Beneficial Use Extension Forms" (1022F, 1023F, 1024F, 1025F), "Forfeiture Extension Forms" (Application for Extension of Time to Prevent a Forfeiture for Irrigation, Mining and Milling, and All Other Uses), and "Appropriation Forms" (2001F, 2002F, 2003F, 2004F, 2005F). The footer contains copyright information (© 2024), the agency name (State of Nevada Division of Water Resources), the last update date (2/15/2024), and a link to the "Acceptable Use Policy".

Figure 42

Online Forms allows you to save your forms for later completion and later submission. Saved forms can be accessed by clicking the **My Pending Forms** option of the **Forms** menu of the Navigation bar (see Figure 43 ).

Whenever you **Save** a form, it will be available in the **My Pending Forms** module, for future editing. If you **Save and Continue** a form, it will also be available in **My Pending Forms**. A checkbox will be available to check beside each completed form. For more information on the **My Pending Forms** module, see **How To Use My Pending Forms**.

This section is discussed in **How To Use My Pending Forms**.

Home Dashboard Duplicate Form My Pending Forms My Completed Forms Water.nv.gov Account Help

Welcome cliffrobinson [ Log Out ]

## State of Nevada Division of Water Resources

### Pending Forms

This page provides the viewing and selecting of forms that you have saved. However, only **pending** forms, where you have clicked the form's **Save and Continue** button will be selectable. Edit any form by clicking a row's **Edit** button. To add attachments to a form click the row's **Attachments** button. Select one or more pending forms, then click the **Continue** button to choose payment options.

	Form Name	Signing Person	Permit	Claim	Current Owner	Yearly Fee	Years	Total	Email			
X <input type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11246		Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		Attachments	Edit	View
X <input type="checkbox"/>	Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal	Clifford Robinson	11245		Cliff Robinson, Joe Jones, John Weatherby	120.00	2	240.00		Attachments	Edit	View
X <input type="checkbox"/>	Application for extension of time for filing proof of beneficial use and cultural map manner of use: Irrigation	Clifford Robinson	11241		Joe, Cliff					Attachments	Edit	View

Page size: 50 3 items in 1 pages

Continue Create New Form Create Duplicate Form


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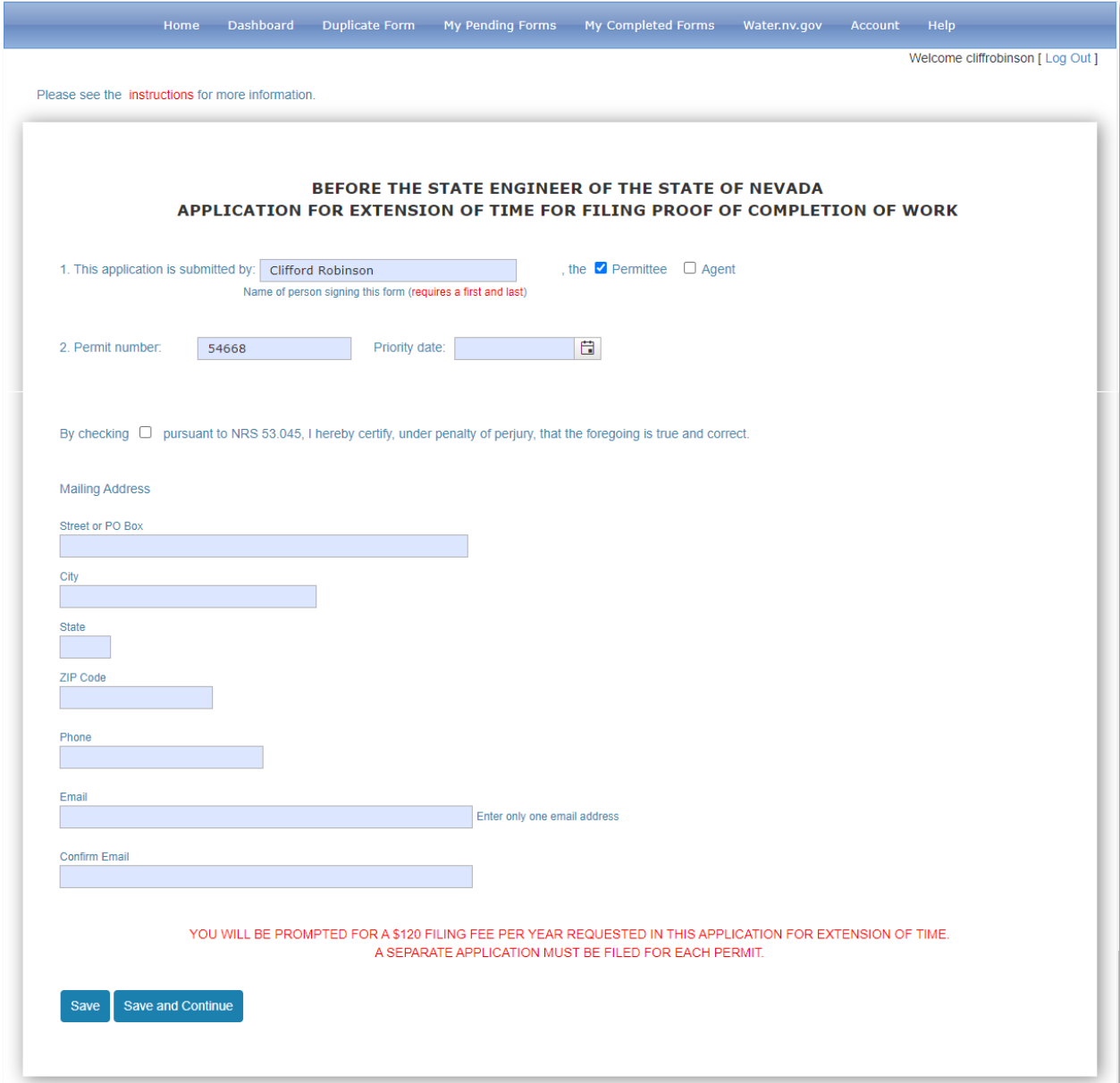
Figure 43

1. Select a form from the Home page, you will be brought to the form's entry page.

If you want to save a form for later completion you must enter some preliminary information at the top of the entry form.


The required entry form information will usually include who is submitting the form, a Permittee/Agent checkbox selection and the permit number (see Figure 42). Some forms will require additional information before it can be saved.

2. Click the  button at the bottom of the entry form (see Figure 42).



The screenshot shows a web application interface with a blue header bar containing navigation links: Home, Dashboard, Duplicate Form, My Pending Forms, My Completed Forms, Water.nv.gov, Account, and Help. A user is logged in as 'cliffrobinson' with a 'Log Out' link. Below the header, a message reads 'Please see the [instructions](#) for more information.'

The main content area is titled 'BEFORE THE STATE ENGINEER OF THE STATE OF NEVADA APPLICATION FOR EXTENSION OF TIME FOR FILING PROOF OF COMPLETION OF WORK'. It contains the following fields and options:

- 1. This application is submitted by:  , the  Permittee  Agent  
Name of person signing this form (requires a first and last)
- 2. Permit number:  Priority date:  
- By checking  pursuant to NRS 53.045, I hereby certify, under penalty of perjury, that the foregoing is true and correct.
- Mailing Address:
  - Street or PO Box:
  - City:
  - State:
  - ZIP Code:
  - Phone:
  - Email:  Enter only one email address
  - Confirm Email:

At the bottom, a red warning message states: 'YOU WILL BE PROMPTED FOR A \$120 FILING FEE PER YEAR REQUESTED IN THIS APPLICATION FOR EXTENSION OF TIME. A SEPARATE APPLICATION MUST BE FILED FOR EACH PERMIT.' Below this are two buttons: 'Save' and 'Save and Continue'.

Figure 44

Note that if you wish, you can submit forms one at a time, as done in the prior version of Online Forms. Step to perform this type of submission include

1. Fill out the form, then click the **Save and Continue** button. You will be taken to the Attachments page (see Figure 20).
2. Add any attachments (see section called **How To Use Attachments**)
3. Click **Continue** the button. You will be taken to the Payment Confirmation page (see Figure 45).
4. Click the button associated with the type of transaction you would like to submit. For further information see the section called **How to Submit a Credit Card Transaction** or **How to Submit an eCheck Transaction**.

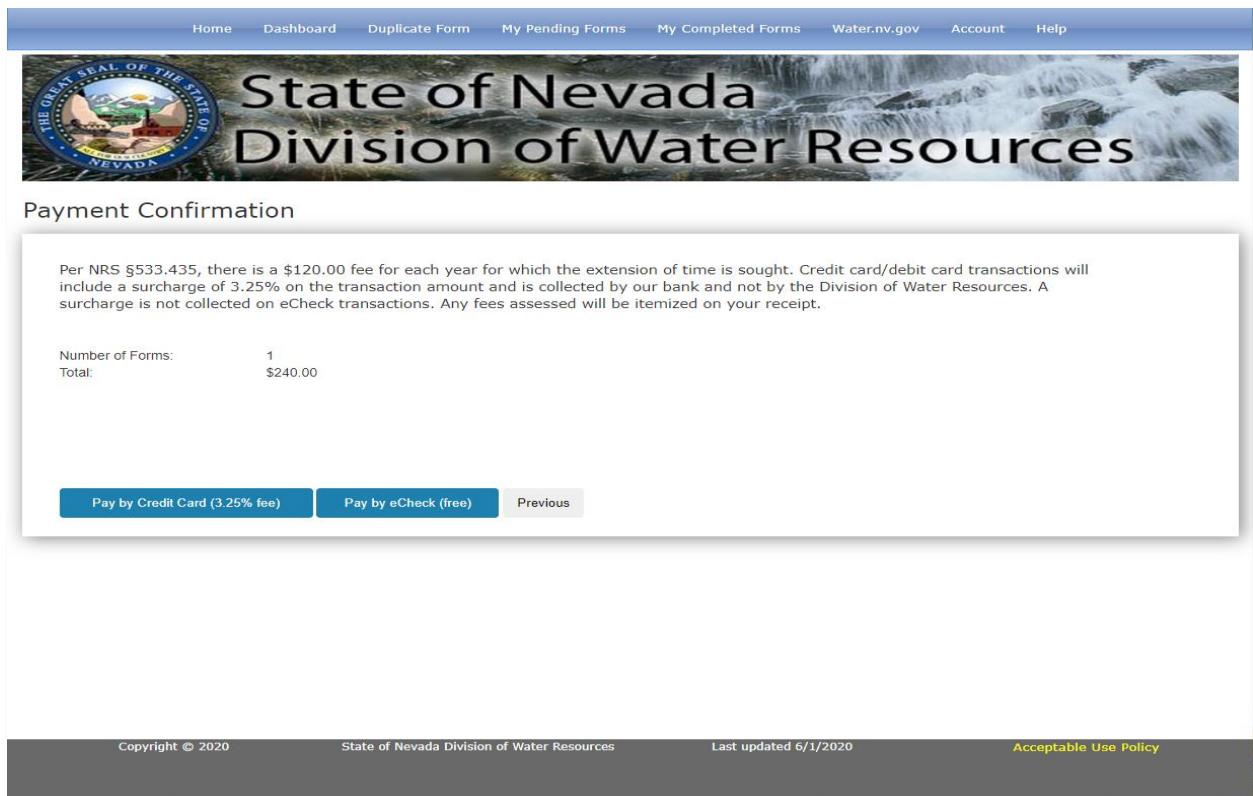


Figure 45


Note that if you Save the form, or if you click the Save and Continue and decide not to submit it, it will be available for you to edit or submit under the **My Pending Forms** Navigation bar option.

## What the Receipt Page Looks Like

When a transaction is submitted and completed successfully a receipt page will be displayed (see Figure 44). The receipt for Online Forms has a different format that includes a listing of all forms submitted. You can print this form if you wish.

Note that you will receive an email with a PDF receipt, as well as links to your submitted forms and any attachments also submitted.

Transaction is complete and your form(s) has/have been submitted. An email has been sent to [redacted] with links to your completed form(s) and a receipt. Please print this receipt for your records.

 NEVADA DIVISION OF WATER RESOURCES  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
901 S. STEWART ST., SUITE 2002  
CARSON CITY, NV 89701

6/1/2020

Nevada Division of Water Resources  
Clifford Robinson  
901 S. Stewart St., Suite 2002  
Carson City, NV 89701

Transaction #: 5910360890906944003010

A link to the form(s) that was/were submitted will be sent to the email address provided (cliffrobinson@water.nv.gov). The submittal will be reviewed in the order received. If you have any questions or concerns, please contact our office at 775-684-2800 between the hours of 8:00 am and 5:00 pm, Monday through Friday.

Fee	# Years	Amount	Permit	Claim	Form
\$120.00	2	\$240.00	11243		Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal
\$120.00	3	\$360.00	11242		Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power

**Service Fee:** \$ 0.00  
**Total:** \$600.00

Figure 46



# What the Receipt Email Looks Like

The receipt email is sent to the email address you entered and confirmed in your form(s). The email will contain links to each of the submitted forms as well as a link to a receipt in PDF format.

An example of the email is shown below in Figure 47.

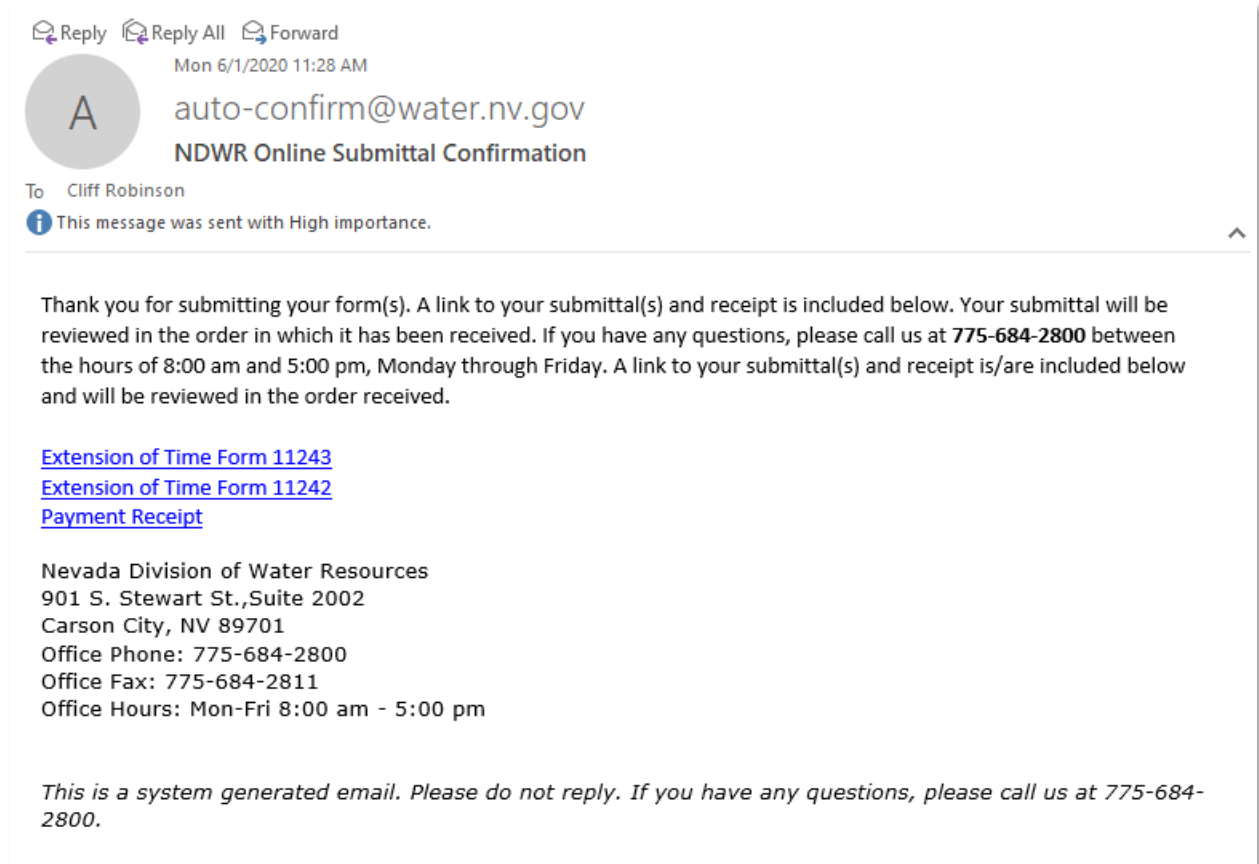


Figure 47

# What the Receipt PDF Looks Like

The following (Figure 48) is an example PDF format receipt. The receipt link in your receipt email should render it in your browser, or provide a way to download it to your computer.

NEVADA DIVISION OF WATER RESOURCES  
DEPARTMENT OF CONSERVATION AND NATURAL RESOURCES  
901 S. STEWART ST., SUITE 2002  
CARSON CITY, NV 89701

6/1/2020

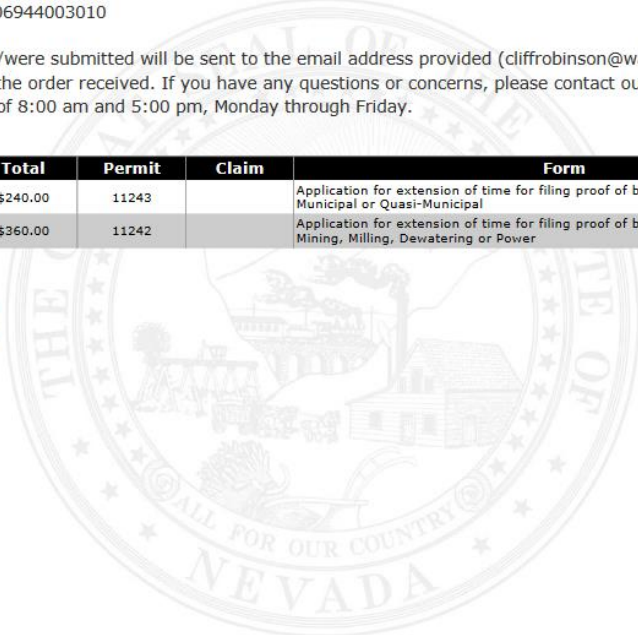
Nevada Division of Water Resources  
Clifford Robinson  
901 S. Stewart St., Suite 2002  
Carson City, NV 89701

Transaction #: 5910360890906944003010

A link to the form(s) that was/were submitted will be sent to the email address provided (cliffrobinson@water.nv.gov). The submittal will be reviewed in the order received. If you have any questions or concerns, please contact our office at 775-684-2800 between the hours of 8:00 am and 5:00 pm, Monday through Friday.

Fee	# Years	Total	Permit	Claim	Form
\$120.00	2	\$240.00	11243		Application for extension of time for filing proof of beneficial use manner of use: Municipal or Quasi-Municipal
\$120.00	3	\$360.00	11242		Application for extension of time for filing proof of beneficial use manner of use: Mining, Milling, Dewatering or Power

**Service Fee:** \$ 0.00  
**Total:** \$600.00



Date Submitted: 6/1/2020 11:28:08 AM Page 1 / 1

Figure 48


# Appendix One (Staff Review)

This new module is called Staff Review. This module will only be available with permission to do so.

The following (Figure 49) is an example of the form that NDWR staff will use for checking Appropriation forms and to mark them to be revised by the user.

The staff will generate an email or letter to the customer, describing needed revisions.

Home Dashboard Forms Water.nv.gov Account Staff Review Permissions Help

 State of Nevada  
Division of Water Resources

Staff Review

Default data set is for the last month of records. Select date filtering to refine data set.

Click a row's Review button to begin review. Click > at beginning of a highlighted row to expand to view attachments.


Date Range: 7/30/2024 8/30/2024  
Status: Submitted  
Filter

Form Name	Signing Person	App/Proof	Email	Date	Status		
> Proof of Appropriation of Water for Stockwater	Clifford Robinson	64675	cliffrobinson@water.nv.gov	08/28/2024	Submitted	Review	Pdf
> Proof of Appropriation of Water for Municipal and Quasi-Municipal Use	Clifford Robinson	64674	cliffrobinson@water.nv.gov	08/28/2024	Submitted	Review	Pdf
> Proof of Appropriation of Water for Domestic Use	Clifford Robinson	64672	cliffrobinson@water.nv.gov	08/28/2024	Submitted	Review	Pdf
> Proof of Appropriation of Water for Mining and Milling, Industrial, Commercial and Other Uses	Clifford Robinson	64673	cliffrobinson@water.nv.gov	08/28/2024	Submitted	Review	Pdf
> Proof of Appropriation of Water for Irrigation Use	Clifford Robinson	64671	cliffrobinson@water.nv.gov	08/28/2024	Submitted	Review	Pdf

Page size: 10 45 items in 5 pages

Figure 49

Home Dashboard Forms Water.nv.gov Account Help Staff Review Permissions



## State of Nevada Division of Water Resources

Staff Review

Form Name: Proof of Appropriation of Water for Municipal and Quasi-Municipal Use  
 Proof/App: 52314  
 Date: 5/20/2024  
 Status: Submitted

Comments:

Correction Fee:  Save Cancel

Form Name	Signing Person	App/Proof	Email	Date	Status	
Proof of Appropriation of Water for Municipal and Quasi-Municipal Use	Clifford Robinson	52314	cliffrobinson@water.nv.gov	05/20/2024	Submitted	<a href="#">Pdf</a>

01363.jpg image/jpeg View




Figure 50

1. This new module that is designed to allow the NDWR staff user to click on a POA form record using the Review button. The page then expands the selected row's information in a page where the user can change the status, input notes, and view any attachments. The rest of the grid rows will be hidden until NDWR staff have completed their review.
2. The NWDR staff can view the associated PDF by clicking on the "PDF" button.
3. After NDWR staff have reviewed the form, and attachments, NDWR staff can input comments and any fee associated with a form whose status is changed to "Return for Correction".

4. Once the Staff Reviewer has entered their comments and fee information, the reviewer will need to click the "Save" button to designate the form as "Needs Correction" or as "Accepted".
5. Once saved, the form that "Needs Correction" will drop off the list of available forms to review.
6. If the form "Needs Correction", the end user will then need to make directed revisions and attach any new/updated attachments using their **My Returned Forms** option under the Forms menu.

This new module is called Staff Review. This module will only be available with permissions given to certain NDWR individuals. NDWR staff will need to create their own account on Online Forms first, at which time they will need to be given the requisite permissions upon request from NDWR's IT department.