# Account Activation Instructions

**Activation Link: https://dnr.in.gov/DOWOS/Activation.aspx**

### Section I: Account Verification
Enter your 'Activation Code' and 'Facility Registration Number' into the appropriate text box and [Click] the 'Next' button. This information can be found on the label affixed to the Water Withdrawal form(s) you've received.



### Section II: Account Email Address
Enter your email address in the text box and [Click] the 'Next' button. An email address is required and will be your user identification to access the system.



### Section III: Owner/Contact List
The owner and/or contact for the entered facility that we currently have on file will be listed. If your name is listed, [Click] the circle to the left of your name. If your name is not listed, [Click] the circle next to 'Not Listed'. Once a selection has been made, [Click] the 'Next' button. If you've selected your name you will verify your information in the next section.

## Section IV: User Information

Fill in or edit the appropriate text boxes with your information. Labels in red are required. Entering a five digit zip code will populate the City, State, County, and depending on which State, the Civil Township. Once the required information is entered, [Click] the 'Next' button.

## User Information

Entering a valid zip code will populate the city and state and filter the counties and townships if available. For 4 digit zip codes, pad with a zero (0). (Portland, Maine: 04106 instead of 4106.)

**Salutation:**     **First Name:**     **Mid:** **Last Name:**     **Generation:**

**Company/Organization:**

**Job Title:**

☐ **P.O. Box Only**

**Number:**     **Direction:** **Street:**     **Type:**

**Address Line 2:**

**Address Line 3:**

**Zip:**    **+4:**    **City:**

[Not Listed]

**Civil Township:**     **County:**

[Unknown]     [Unknown]

**State:**

Indiana

**Country:**

United States

**[Required]**       Previous    Next

## Section V: Contact Information

At least one contact telephone number is required to continue. [Click] the circle to the left of the telephone number that will be your designated contact number (Telephone, Alternate, or Cellular). Once your selection has been made, [Click] the 'Next' button to continue.



## Section VI: Online Access User Account

In this section you will create and confirm your password. Your password must be at least 8 characters in length and no more than 16 characters. Type in your password in the 'Password' text box. Confirm your password by re-typing it in the 'Verify Password' text box. [Click] on the checkbox to confirm that the information you've provided is true and that you are authorized to access the facility information. [Click] the 'Submit' button to activate the account. A message will appear indicating that the account has been activated or any errors that need to be corrected before activation.

## Section VII: Additional Facility Registrations

If you are responsible for more than one facility and received additional activation codes you may enter them in this section. Type in any other Activation Code and Facility Number in the appropriate text box and [Click] the 'Activate' button. Repeat this for each additional Activation Code you've received. When you have finished or you have only one facility, you should [Click] the 'Finished' button. You will then be directed to the Division of Water Online Services main page.

**Additional Facility Registrations**

If you have more than one Facility Registration and received additional Activation Codes you may enter them individually below. If you do not have any more facilities [Click] the Finished button.

**Activation Code:**

ABCDEFGHI123456789JKLMNOP987

**Facility Registration Number:**

987654321

[ Activate ]

[ Previous ]  [ Finished ]

*If you have any questions or comments, please contact the Division of Water at (317)232-4160, toll free at 1-877-928-3755, or by email at water_inquiry@dnr.in.gov*