

This guide walks a new grower through Watermark from first login to a fully set-up account — creating your account, setting up a water account, claiming parcels, and registering wells. Follow it start to finish, or jump to the section you need. Each step matches what you will see on your own screen.

BEFORE YOU BEGIN

Have these on hand to move through setup without stopping.

- ☐ An email address you check regularly
- ☐ The **verification key** letter mailed to you by your GSA
- ☐ Well completion reports & details — only if you will register wells

YOUR SETUP AT A GLANCE

- 1 CREATE YOUR ACCOUNT**
Register and verify your email
- 2 SET UP A WATER ACCOUNT**
A folder that groups your parcels
- 3 CLAIM YOUR PARCELS**
Using your mailed verification key
- 4 REGISTER YOUR WELLS**
Or mark a parcel "No Wells"
- 5 MANAGE YOUR WATER ACCOUNTS**
Share access with the people who help

HOW TO USE THIS GUIDE

Numbered steps run in order, grouped into five sections. Screenshots show exactly what each page looks like; **teal markers** point out where to click. Printed copies double as a checklist — tick the boxes as you go.

NEED HELP?

Stuck on a step? Reach out to EMA:

(805) 457-5065

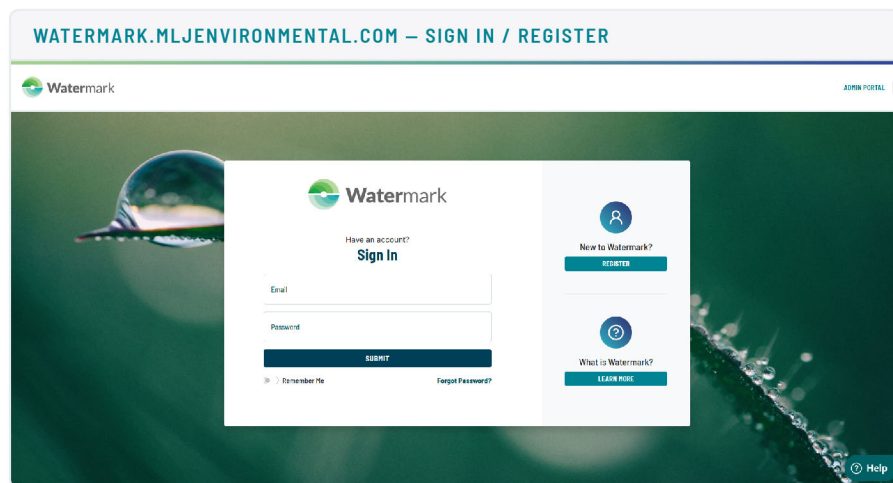
wellreg-ema@santaynezwater.org

01 CREATE YOUR ACCOUNT

Set up your personal Watermark login and confirm your email address.

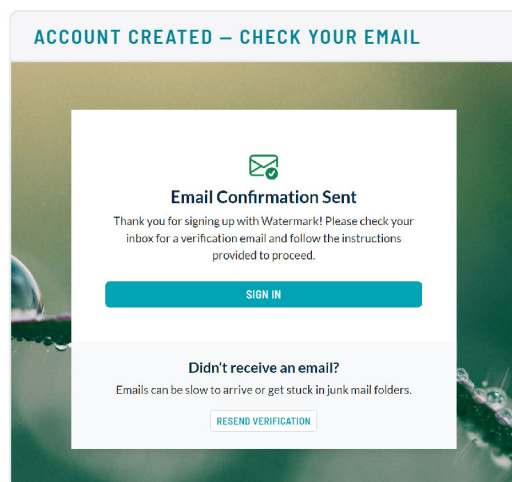
1 Register an account

Open a web browser and go to **watermark.mljenvironmental.com**. In the sign-in box, click **Register** in the top-right corner. Fill out the form and click **Sign Up** — you'll then be prompted to confirm your email address.



2 Confirm your email

After you submit the form, Watermark sends a verification email. Open your inbox and look for the message to continue.



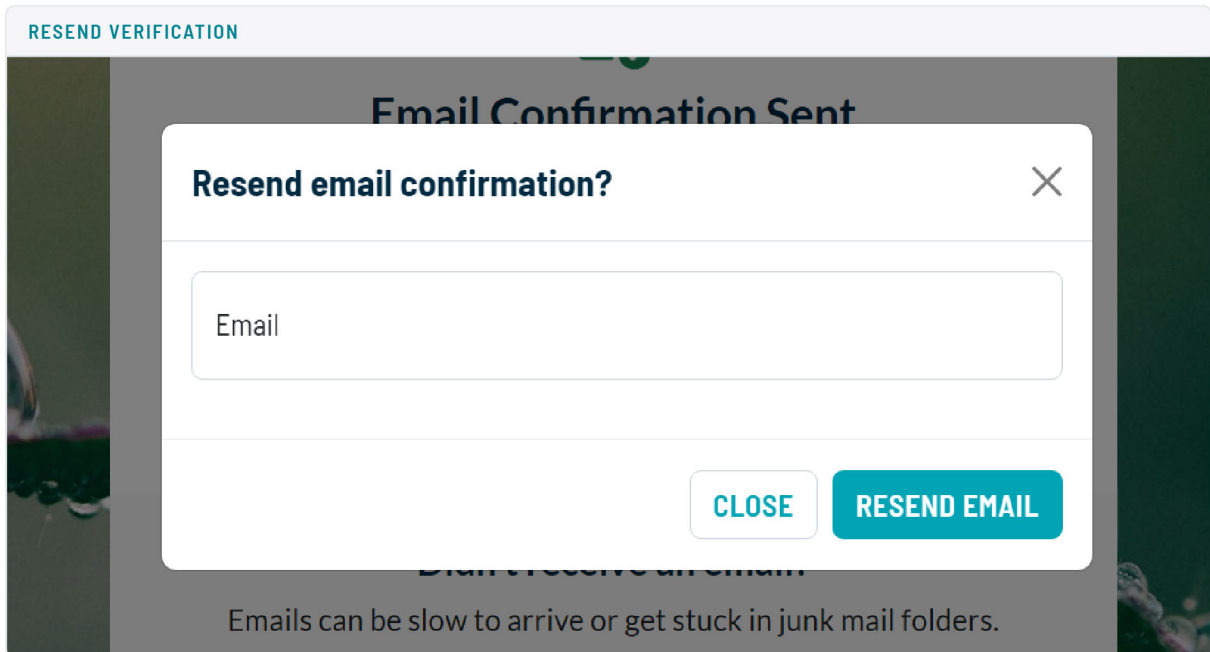
NOTE

Already have a Watermark account with a different GSA? Skip registration. **Sign In** with your existing username and password, then claim your new parcels under the same login.

SECTION 01 · CREATE YOUR ACCOUNT, CONTINUED

3 Didn't get the email?

Check your spam and promotions folders first. If it's still missing, click **Resend Verification** to send a new one, and double-check that your email address was typed correctly.



RESEND VERIFICATION

Email Confirmation Sent

Resend email confirmation?

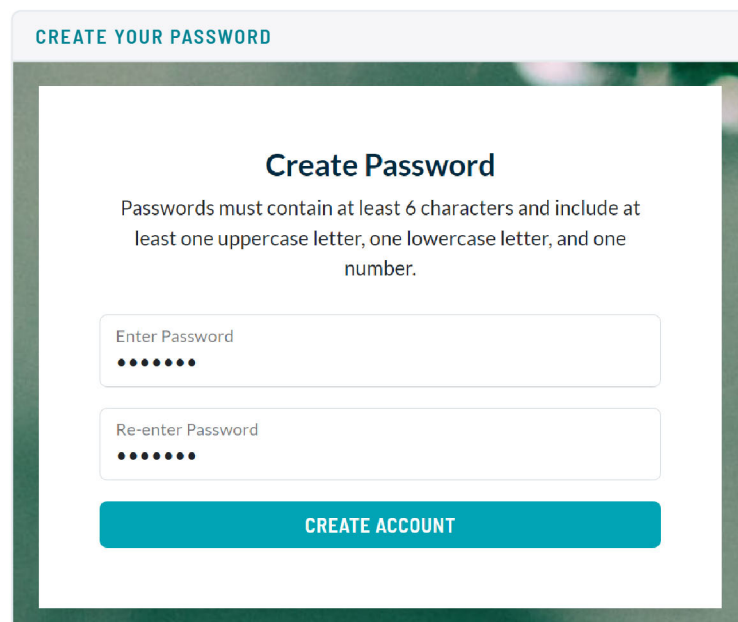
Email

CLOSE RESEND EMAIL

Emails can be slow to arrive or get stuck in junk mail folders.

4 Create your password

Open the verification email and follow the prompt to create a password. Once you submit it, your Watermark account becomes active and you're taken to the **Getting Started** page.



CREATE YOUR PASSWORD

Create Password

Passwords must contain at least 6 characters and include at least one uppercase letter, one lowercase letter, and one number.

Enter Password

Re-enter Password

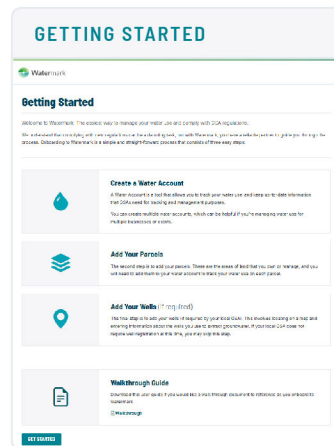
CREATE ACCOUNT

02 SET UP YOUR WATER ACCOUNT

A *Water Account* is the folder that groups the parcels you manage.

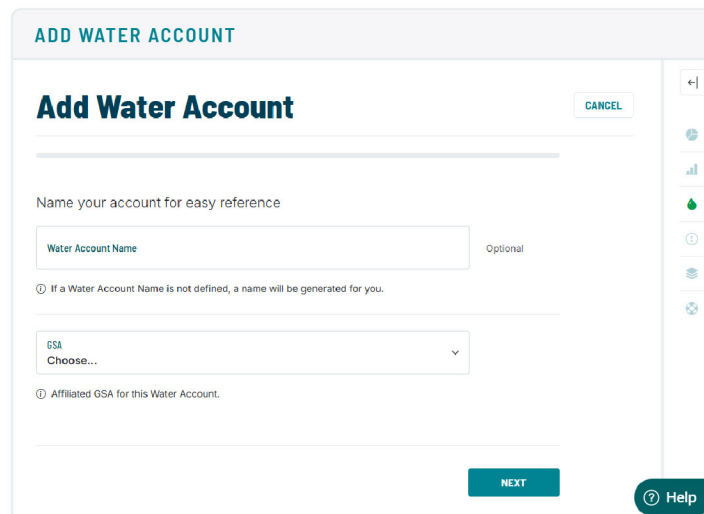
5 Review the Getting Started page

Once your password is set, you land on the **Getting Started** page. It outlines the three main steps — create a water account, add your parcels, and (if required) add your wells. When you're ready, click **Get Started** at the bottom.



6 Create a Water Account

Get Started takes you straight to **Add Water Account**. Give the account a name (optional — one is generated if you leave it blank), choose your **GSA**, then complete the remaining fields and click **Submit**.



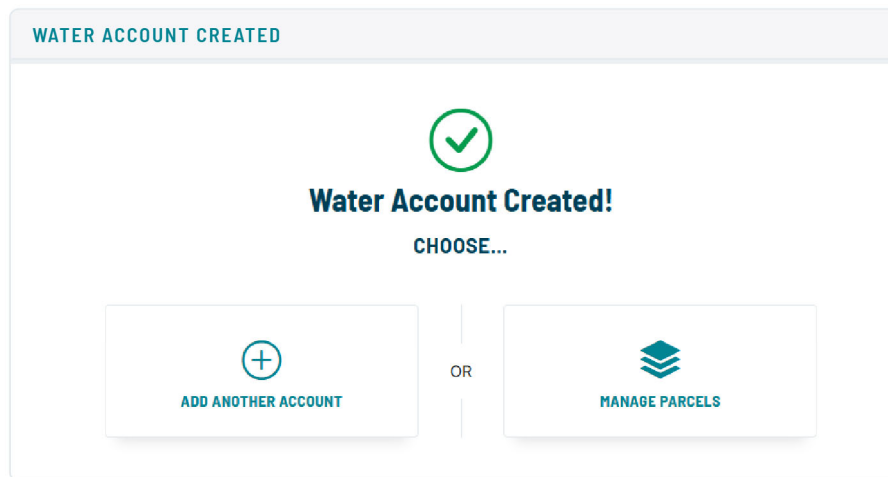
WATER ACCOUNT VS. WATERMARK ACCOUNT

Your **Watermark Account** is your login. A **Water Account** is a folder that groups parcels — like managing utility bills for several households. You can create more than one to keep separate operations apart.

SECTION 02 · SET UP YOUR WATER ACCOUNT, CONTINUED

7 Add another account, or claim parcels

After your Water Account is created, you can add another account or move on to claiming parcels. Most growers click **Manage Parcels** to continue. Choose **Add Another Account** only if you want to group parcels under separate accounts.



WATER ACCOUNT CREATED



Water Account Created!

CHOOSE...


 ADD ANOTHER ACCOUNT

OR

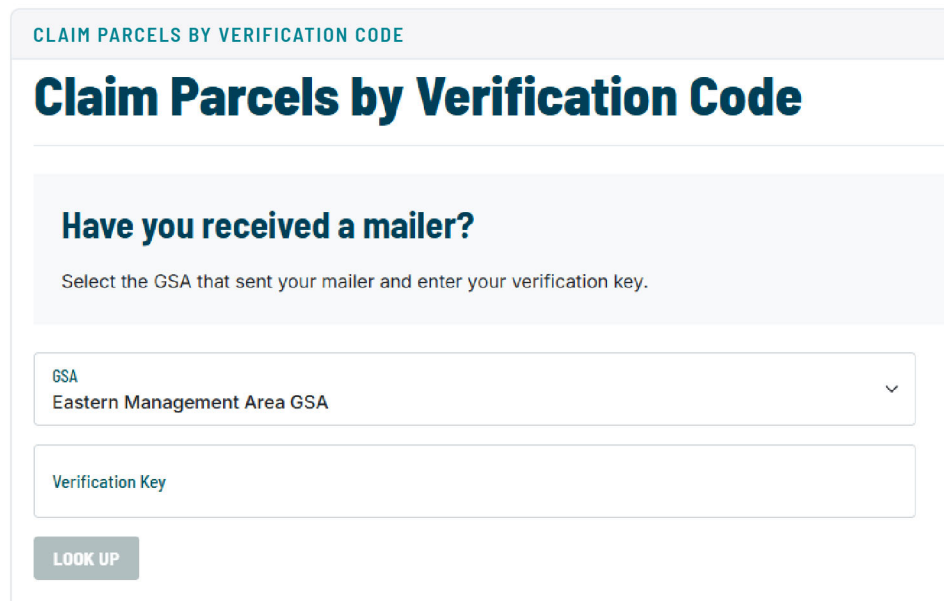

 MANAGE PARCELS

03 CLAIM YOUR PARCELS

Use the verification key from your mailed letter to claim the parcels you manage.

8 Start a claim by verification code

On the **Claim Parcels by Verification Code** page, select your GSA from the dropdown, then enter the **Verification Key** from your mailed letter. Click **Look Up** to continue.



CLAIM PARCELS BY VERIFICATION CODE

Claim Parcels by Verification Code

Have you received a mailer?

Select the GSA that sent your mailer and enter your verification key.

GSA
 Eastern Management Area GSA

Verification Key

LOOK UP

SECTION 03 · CLAIM YOUR PARCELS, CONTINUED

9 Select and claim your parcels

After you click Look Up, you'll see your parcels in a list and on a map. Choose which Water Account to claim them to, select the parcels, and claim them. You can claim everything under one account, or split parcels between accounts.

CLAIM PARCELS — LIST & MAP

Claim Parcels by Verification Code

Verification Code

EMATEST444

Eastern Management Area GSA

[CHANGE CODE](#)

Claim to Water Account

Farms 1

AVAILABLE PARCELS

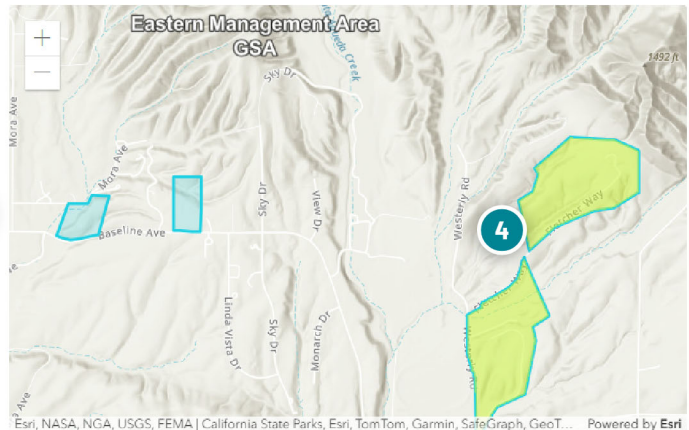
Search by APN...

☐ 123-456-789 20.09 ac

☐ 123-456-788 19.58 ac

☒ 123-456-787 102.94 ac

☒ 123-456-786 106.47 ac

[CLAIM SELECTED](#)


- 1 **Claim to Water Account.** Use the dropdown to pick which account these parcels join.
- 2 **Select by APN.** Tick the checkbox next to each parcel number you want to claim.
- 3 **Locate on map.** Click the pin icon to jump to that parcel's location.
- 4 **Select on the map.** Or click a highlighted parcel on the map to select it directly.

FINISH THE CLAIM

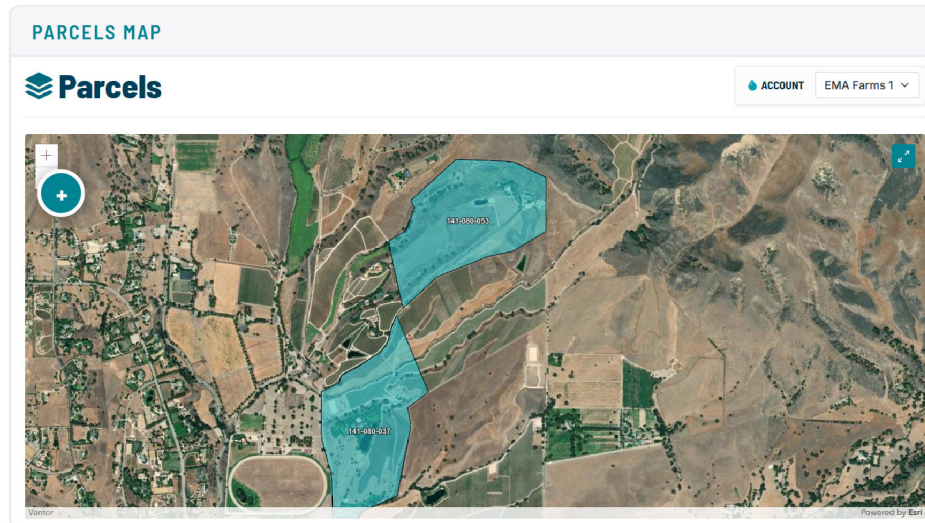
Once your parcels are selected, click **Claim Selected**. A popup lets you **Claim More Parcels** or go to the **Parcel Map**.

04 REGISTER YOUR WELLS

Register one well at a time against the parcel it sits on — or mark a parcel as having no wells.

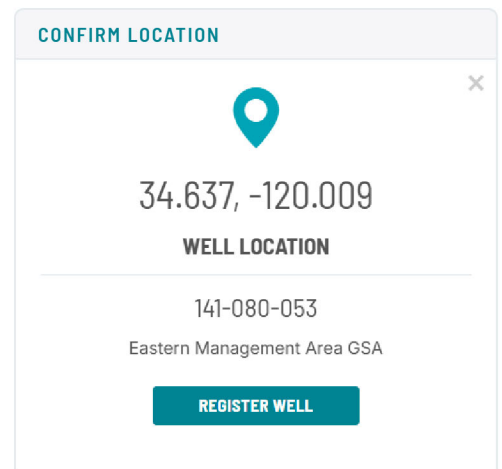
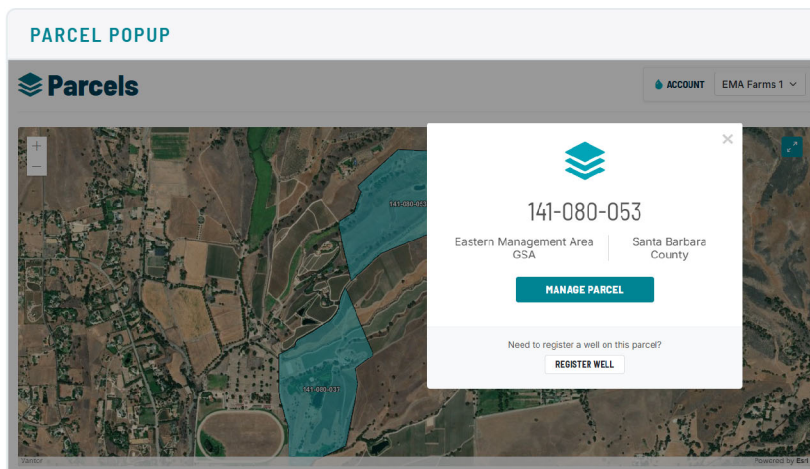
10 Find your parcel on the map

From your **Parcels** page, use the **+** button at the top-left of the map to zoom in and locate the parcel (APN) where your well sits.



11 Open the parcel and confirm the well location

Click the highlighted parcel, then choose **Register Well**. A box confirms the well's latitude / longitude — click **Register Well** again to open the registration form.

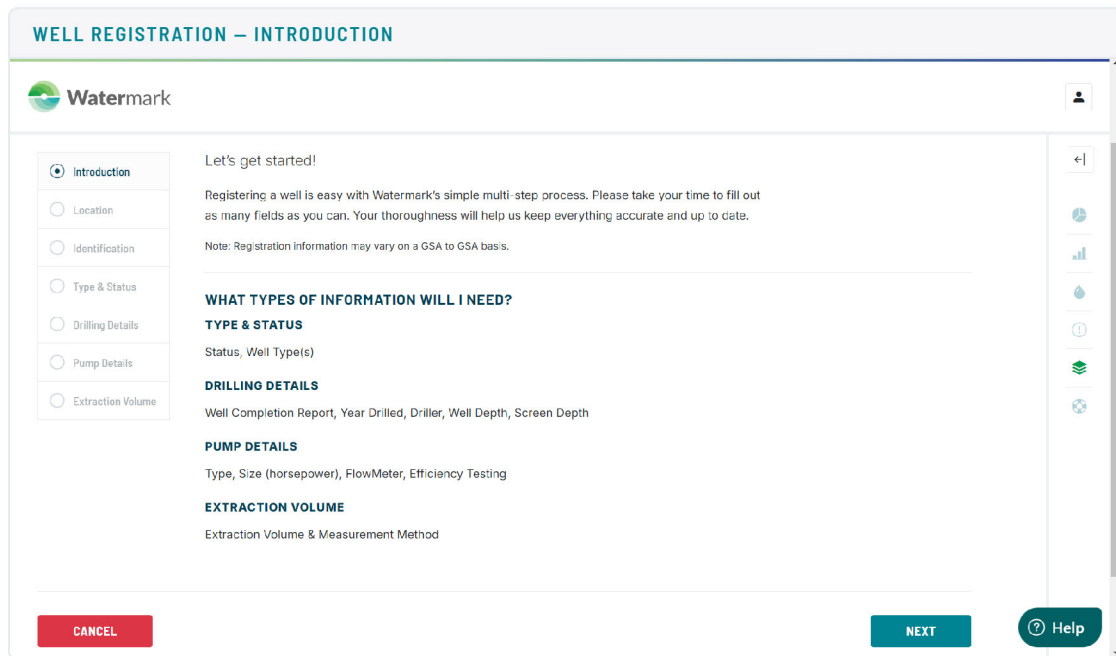


SECTION 04 · REGISTER YOUR WELLS, CONTINUED

12 Complete the Well Registration form

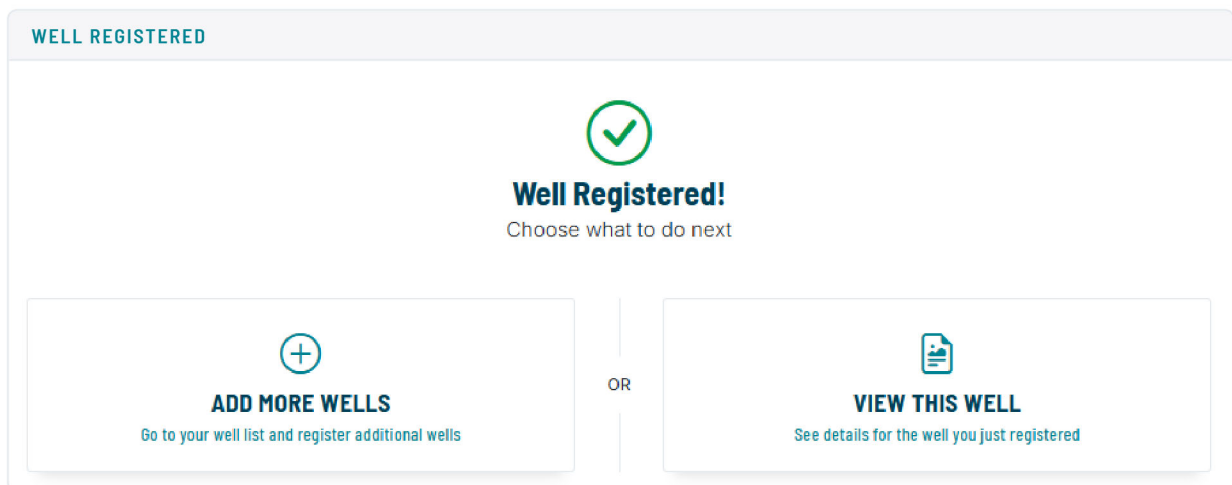
The form opens with an introduction listing what you'll need. Complete each section to the best of your knowledge, clicking **Next** to save and move on. On the final section, click **Submit**.

TYPE & STATUS
DRILLING DETAILS
PUMP DETAILS
EXTRACTION VOLUME



13 Submit and choose what's next

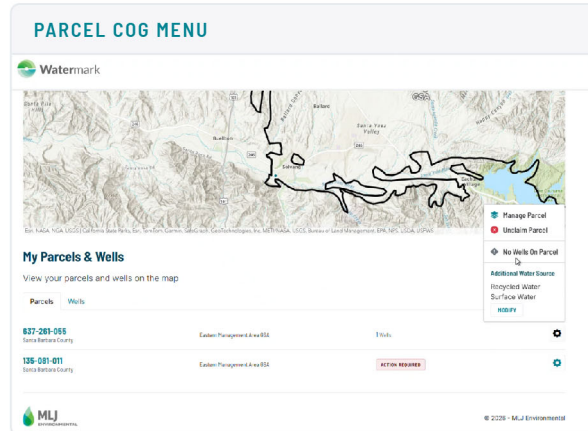
After you submit, you can **Add More Wells** or **View This Well**. When all your wells are registered, return to your parcels by clicking **Parcels** in the menu.



SECTION 04 • REGISTER YOUR WELLS, CONTINUED

14 No wells on a parcel?

If a parcel has no wells, mark it so. On your Parcels page, click the **cog** to the right of the parcel and choose **No Wells On Parcel**.



NOTE

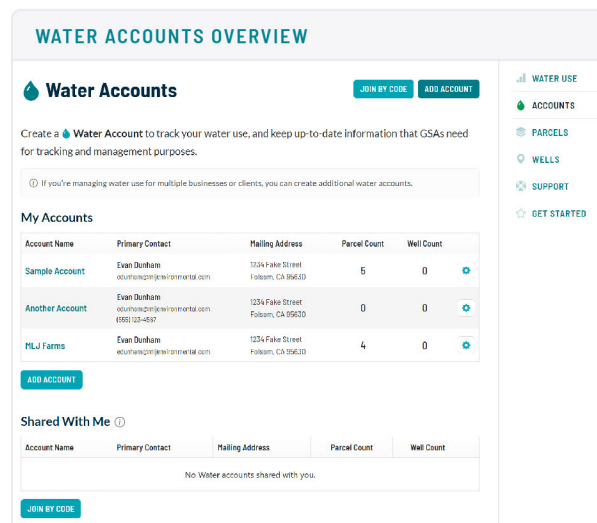
The same cog menu is where you flag **additional water sources** for a parcel — such as recycled or surface water.

05 MANAGE YOUR WATER ACCOUNTS

Review accounts at a glance, and share access with the people who help you.

15 Review your Water Accounts

The **Water Accounts** page gives an at-a-glance view of each account — primary contact, parcel count, and well count.



SECTION 05 · MANAGE YOUR WATER ACCOUNTS, CONTINUED

16 Share an account or invite a member

To share a Water Account, click the account name to open it. You'll find an **Access Code** you can pass along, or click **Invite Member** to email an invitation directly.

MANAGE WATER ACCOUNT – ACCESS CODE

Manage Water Account

CANCEL

Access Code
123456789
INVITE MEMBER

ACCOUNT INFORMATION

Account Name
 MLJ Farms
 Optional

① If a Water Account Name is not defined, a name will be generated for you.

17 Add an operator or contact

Open the account's **cog** and choose **Account Details**. Scroll to the **Contacts** section, click **Add Contact**, follow the form, and click **Save**. The new contact then appears in the list.

ACCOUNT COG → ACCOUNT DETAILS

Water Accounts

JOIN BY CODE ADD ACCOUNT

Create a **Water Account** to track your water use, and keep up-to-date information that GSAs need for tracking and management purposes.

① If you're managing water use for multiple businesses or clients, you can create additional water accounts.

My Accounts

Account Name	Primary Contact	Mailing Address	Parcel Count	Well Count	
EMA Training Account	Test EMA User training@mljenvironmental.com	1480 Drew Ave Davis, CA 95618	1	1	⚙️

ADD ACCOUNT

Shared With Me ①

Account Details
 Water Use
 Manage Parcels
 Manage Wells

CONTACTS – ADD CONTACT


Watermark

Mailing Name
 1480 Drew Ave

City
 Davis

State
 California

ZIP
 95618

SAVE CHANGES

CONTACTS

ADD CONTACT

OWNER:
 Test EMA User
 Test EMA User
 training@mljenvironmental.com

Associated Members
 No associated members for this account.



QUICK REFERENCE

GLOSSARY

WATERMARK ACCOUNT

Your personal login to the Watermark platform.

WATER ACCOUNT

A folder that groups the parcels you manage. You can have more than one.

PARCEL

A legally defined unit of land you own or manage.

APN

Assessor's Parcel Number — the unique ID for a parcel.

VERIFICATION KEY

The code mailed to you by your GSA, used to claim your parcels.

WELL

A groundwater well, registered against the parcel it sits on.

GSA

Groundwater Sustainability Agency — your local authority under SGMA.

SGMA

Sustainable Groundwater Management Act — the regulatory framework.

YOUR ONBOARDING CHECKLIST

- ☐ Created & verified my Watermark account
- ☐ Set up at least one Water Account
- ☐ Claimed all my parcels with my verification key
- ☐ Registered my wells — or marked parcels "No Wells"
- ☐ Added any operators or contacts who help me

WHO TO CONTACT

MLJ · WATERMARK SUPPORT

Page won't load, login trouble, or errors on screen.

(530) 756-5200

support@mljenvironmental.com

YOUR GSA · EVERYTHING ELSE

Verification keys, parcels, ownership, and policy questions — contact your GSA office.

(805) 457-5065

wellreg-ema@santaynezwater.org