

Instructions to Create an Account & Link to your Permit(s)

Use the following link to access the Water Allocation Compliance and Online Permitting (WACOP) application:
<https://programs.iowadnr.gov/wacop/>

For assistance with creating an account, finding a username, or resetting a password, call the OCIO Help Desk: 515-281-5703 or 1-800-532-1174.

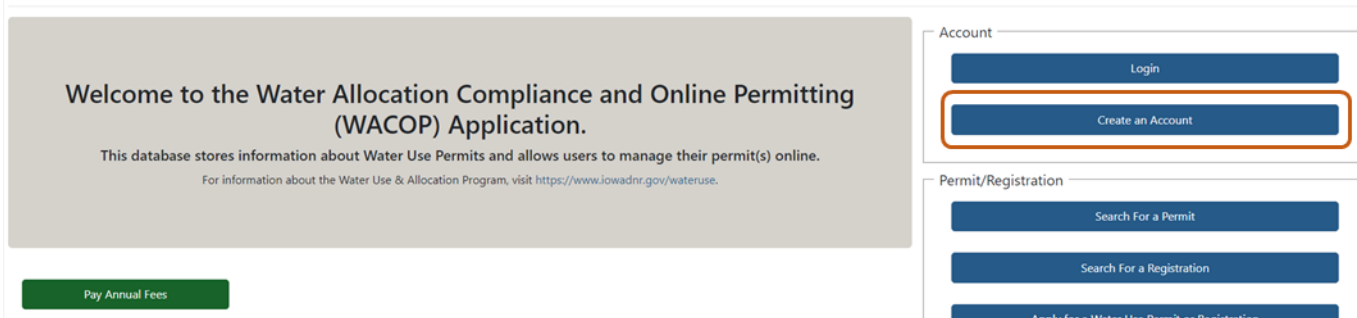
If you need assistance navigating the WACOP portal after reviewing these instructions, contact the Water Use program: 515-725-0341.

Step 1: Create an Account (skip to step 6 if you already have an account)

To fully manage your water use permit(s) online, you will first need to create an account and then link to your permit(s) so they display in your dashboard.

From the [WACOP](#) portal home page, click **Create an Account**.

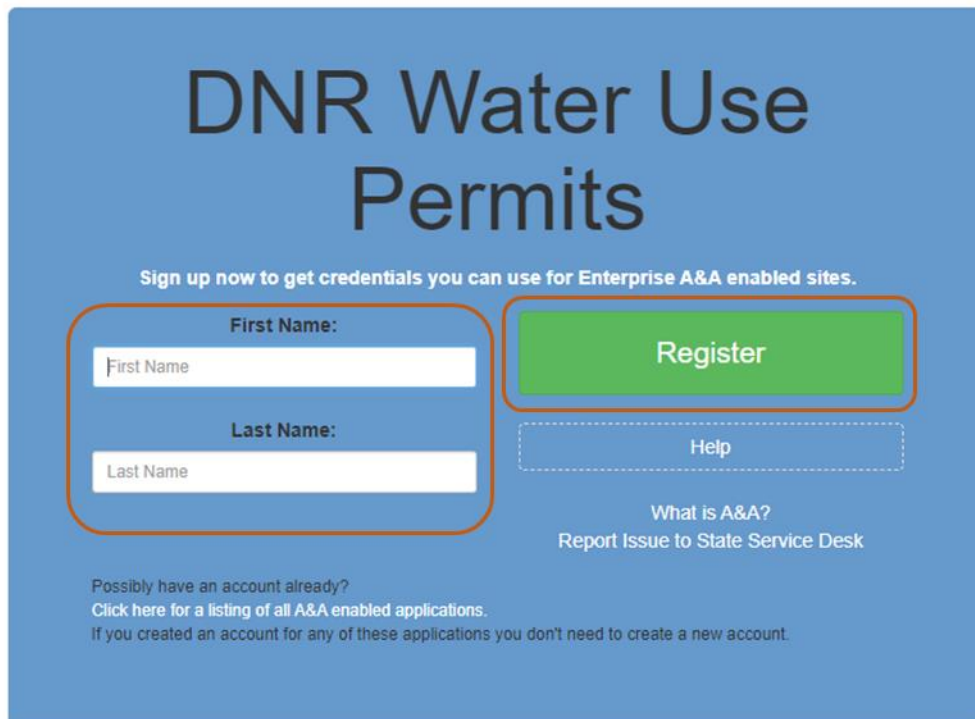
WACOP - Home Page



The screenshot shows the WACOP Home Page. On the left, a grey box contains the text: "Welcome to the Water Allocation Compliance and Online Permitting (WACOP) Application. This database stores information about Water Use Permits and allows users to manage their permit(s) online. For information about the Water Use & Allocation Program, visit <https://www.iowadnr.gov/wateruse>." Below this is a green button labeled "Pay Annual Fees". On the right, there are three sections: "Account" with "Login" and "Create an Account" buttons (the latter is highlighted with an orange border), "Permit/Registration" with "Search For a Permit" and "Search For a Registration" buttons, and a partially visible "Apply for a Water Use Permit or Registration" button.

Step 2: Enter Registration Details

1. Enter your First and Last name in the appropriate boxes.
2. Click **Register**. (You must have a valid email address to complete the next steps.)



The screenshot shows the "DNR Water Use Permits" registration form. It features a blue background with the title "DNR Water Use Permits" in large white text. Below the title, it says "Sign up now to get credentials you can use for Enterprise A&A enabled sites." There are two input fields: "First Name:" and "Last Name:", both with white text boxes. To the right of these fields is a large green "Register" button, which is highlighted with an orange border. Below the "Register" button is a dashed "Help" button. At the bottom, there is a link "What is A&A?" and "Report Issue to State Service Desk". A note at the bottom left says: "Possibly have an account already? Click here for a listing of all A&A enabled applications. If you created an account for any of these applications you don't need to create a new account."

3. Your Account ID will automatically fill in the format of "FIRSTNAME.LASTNAME." NOTE: If the Account ID field is blank, this means that the Account ID in the above format may have already been claimed. You may create your

own unique Account ID and enter that instead.

4. When you have completed all the required fields, click **Save Account Details**.

Create Account

DNR Water Use Permits

Account Id:
WACOP.TESTING@IOWAID

First Name:
WACOP

Last Name:
TESTING

Email:
[Empty]

Confirm Email:
[Empty]

Save Account Details Cancel Help

5. A pop-up will appear. Click **OK** to continue.



Step 3: Activate Account

The next page will direct you to check your email address you provided to complete the process of creating an account.

Registration Confirmation

DNR Water Use Permits

An email has been sent to the email address you provided.
It will contain your Account id and instructions to complete your registration.

The email that was just sent to you may show up in a matter of seconds or could take hours. Once sent, we have no way to track this email to determine if or when you have received it. If you do not receive an email within 48 hours you will not be able to complete the registration process and will need to re-register.

Possible reasons you did not receive the email to confirm your account.

1. When registering, you may have entered an invalid email id in both of the email and confirm email text boxes.
2. The email may have gone to your spam, junk, or blocked email folders.
3. In rare occurrences email security products are not allowing this email to be received normally.

Please note: If you do not complete the registration process defined in the confirmation email within 48 hours, you will be required to start the registration process over.

1. Access your email account and open the email that was sent to you with the subject **“Account Confirmation”**.
2. Click the link in the body of the email to complete the activation process.

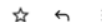
Account Confirmation for DNR Water Use Permits Inbox x



entaa-noreply@iowa.gov

to me

11:22 AM (5 minutes ago)



Welcome from Enterprise A&AI

DO NOT SHARE this email with anyone else as it contains account information and links that could allow your account to be compromised.

This email is a confirmation of the account you requested for DNR Water Use Permits and provides steps (see below) on how to activate your account.

Account Details Section:

Account ID: wacop.testing@iowaid

Your name: WACOP TESTING

Email: wacop.testing@gmail.com

If you did not request this account or think this email was sent in error, please contact the State Service Desk (https://iowa.service-now.com/kb_view.do?sysparm_article=KB0010301).

Before you begin: If you start the account activation process by clicking the step 1 link you must complete all 4 steps immediately. If you close your browser or have a delay that keeps you from completing all 4 steps your account will be created, but will require you to contact the State Service Desk before you will be able to use it.

Account Activation Process:

Step 1. Click the following link <https://entaa.iowa.gov/entaa/sso?regToken=485ef31a80175adee0eefcb087c6a302> if you get a message that says "Sorry the link you used is no longer valid..." see the help section below.)

Step 2. Choose two baseline questions and then make your own 3rd question and enter answers for each. --- (These are security questions you can answer later if you ever forget your

Step 4: Enter Security Questions

Clicking on the link provided in the activation email will take you to a page to set up your account security details.

1. Select your security questions and provide the answers.
(For Question 3, write your own security question and provide your answer.)
2. Click **Save Identity Baseline** when finished.

Identity Baseline

DNR Water Use Permits

Identity Baseline for **WACOP.TESTING@IOWAID**

On this page, you must create your *identity baseline*. This is a set of questions and answers you establish for your account. If you forget your password or lock your account for some reason, you can answer these questions to get access to your account.

Question 1:

What was the name of your childhood pet?

Answer 1:

Confirm:

Question 2:

-- Select Question --

Answer 2:

Confirm:

(Create your own questions)

Question 3:

Answer 3:

Confirm:

[Save Identity Baseline](#) [Help](#)

Step 5: Set Password

Next, you will need to **create a password** for your account.

1. Type in your password twice and click **Save New Password**.
2. Your password will need to meet all the password rules listed below.

Set New Password

You must change your password.

DNR Water Use Permits

Password Change for **WACOP.TESTING@IOWAID**

Enter new password: show

Confirm new password: show

[Save New Password](#) [Cancel](#) [Help](#)

Password Rules

Passwords must be: At least 8 characters long (alphanumeric). Include at least one special character (e.g. !, @, #, \$, ^, *, etc.). A mix of uppercase and lowercase letters. You may not use pieces of your name or email address in your password.

Step 6: Login and Link to Your Water Use Permit(s)

After creating your Password, you will be taken to the sign in page.

1. Sign in using your new Account ID and Password.

You have successfully changed your password. To continue, you will need to log on with the new password.

DNR Water Use Permits

Enter your Account Id and Password and press sign in to continue.

Account ID:

Password: show

[Sign In](#)

[Account Details](#)

[Help](#)

What is A&A?
Report Issue to State Service Desk

2. After logging in, you will be redirected to your dashboard. You will not see any of your water use permits in your dashboard until you link to them.

- Click the **Link to an application/permit not shown below** button near the top of your dashboard.



- Enter the log number for a new application or the permit number for an existing permit and hit the search button.

Log Number: Permit Number:

- You will be asked to **verify the zip code** of the permit holder, then press the Link your account button.

Link Account by Permit Number

Permit Number: 10053	Log Number: 28047	Business Name: Kitty Fakepay Kat Transfer Company	Name: Kitty Fakepay	Use Type: Industrial/Commercial
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You must enter a zip code to link this account.

- After successful verification, the permit will now display in your dashboard.

WACOP - Dashboard

1 Active Permits & Registrations

Search Page Size: 6

Action	Permit Number	Log Number	Business Name/Permit Holder	Permit Type	Submitted Date	Status	Action
<input type="button" value="View"/> <input type="button" value="Transfer"/> <input type="button" value="Modify"/> <input type="button" value="Terminate"/> <input type="button" value="Report Water Use"/>	10053	28047	Kitty Fakepay Kat Transfer Company (Kitty Fakepay)	Water Use	10/8/2018	Active	<input type="button" value="Renew"/>

- You may link multiple permits to your account and you may link multiple accounts to the same permit.

If you have problems linking your permit, please contact wateruse@dnr.iowa.gov or (515) 725-0341.