

Certified Water Right Examiner

Contact Information Updating Procedures

To Begin:

Navigate to the CWRE License Login web page:
http://apps2.wrd.state.or.us/apps/wr/cwre_address_update

Once there, enter your user name and password (provided on the cover letter)

****Tip – the password is case sensitive****

If you have properly entered your user name and password, your contact information will appear on the left side of the page.

Updating your contact information:

Review the “Our Records Indicate” fields.

If changes are necessary, make changes to any fields where the information is incorrect or incomplete in the “Changes” fields.

The amount of information you provide is your choice. For example, if you only want to include your work contact information, and do not want to provide home contact information, you do not need to include it.

If you want to change your password, this can be done on the “Changes” portion of this page.

Getting your name on the list we make available to the public:

On the update page, indicate “Y” or “N” for “Make available to the public”

If you choose to make your information available to the public, select the Counties in which you are interested in working in from the “Available Counties” list.

To select a County, right click on the county or group of counties.

Once a county or group of counties has been selected, right click on the right pointing arrow between the “Available Counties” table and the “Selected Counties” table. The selected counties should move to the “Selected Counties” table.

To finalize your entries, select the “Update” button and your new choices will be displayed on the screen.