CCR Step by Step Tutorial - RWI

Compliance for Electronic CCR delivery

1. You must provide customers with a DIRECT LINK to the respective PDF document.
2. To do this, use the orange "Copy Link" button to copy the DIRECT LINK to your clipboard, in order to paste it onto your customer billing statements, etc.
3. Offer customers a way to get a hard copy if they wish for you to give them one.
4. If you have questions about CCR delivery compliance in your state, please call your local primacy agency to ensure you are following state compliance guidelines.

How to Upload Your CCR/Water Quality Report
Step by Step Instructions

1. Save your Water Quality Report/CCR as a PDF on your desktop
   a. (If you are unsure how to save a word doc as a pdf, google it).
2. If you have a page that needs to be removed from your CCR before you upload it, please follow the steps.
   a. Visit https://ilovepdf.com
   b. Select "Split PDF" and follow the prompts.
   c. Once you have removed the page, you will need to download it and save it on your computer.
3. Log into the Client Dashboard of your website.
4. Navigate to the Forms and Reports Tab
   a. Scroll down & click on "Water Quality Report" page.
   b. Scroll down to the second box - "Documents on this Page" Box
   c. Click Choose File or Browse - This will bring up the documents on your computer.
   d. Select the PDF version of the current CCR on your computer.
   e. Click Open - This will take you back to the Client Dashboard.
   f. Title the document as "Current Year" CCR
   g. Click Upload
   h. Click Update
5. If you have more than one CCR in your "Document on this Page" Box, drag and drop the CCR you just uploaded into the position location you wish. (Hover your cursor over the "Title No" of your document to drag to the top and drop)
6. **Click Update** to save your positioning.

IMPORTANT FINAL STEPS & LINK EXPLANATION

Scroll back down to "Documents on this Page" Box and you will see 2 links below the Title of the CCR document you have uploaded.

The "CCR Direct Link" is the direct link to the CCR and can be used year after year. The CCR Direct Link will not change and may be reused year after year by dragging and dropping a new CCR to the position/link you wish to use.

The "Permanent Document Link" is the second link and is "attached" to that specific document no matter what position you have it in.

Remember the CCR Direct Link will not change and may be reused year after year by dragging and dropping a new CCR to the position/link you wish to use.

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