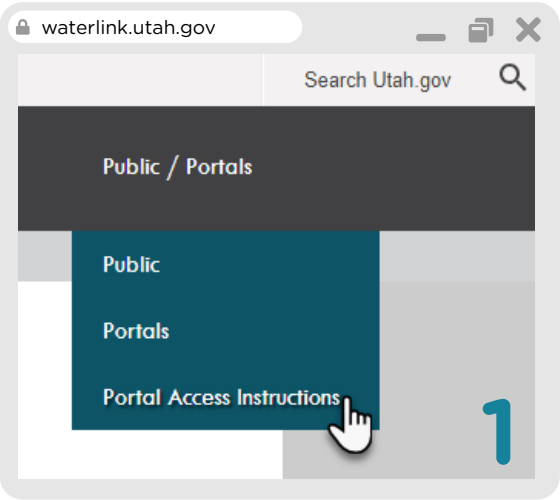
# *Creating a* WaterLink Account

UTAH DEPARTMENT of ENVIRONMENTAL QUALITY
DRINKING WATER

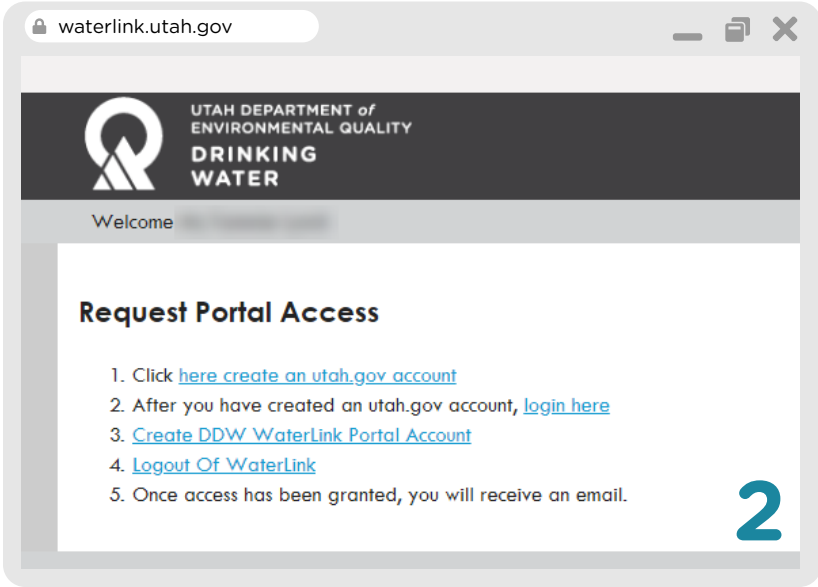


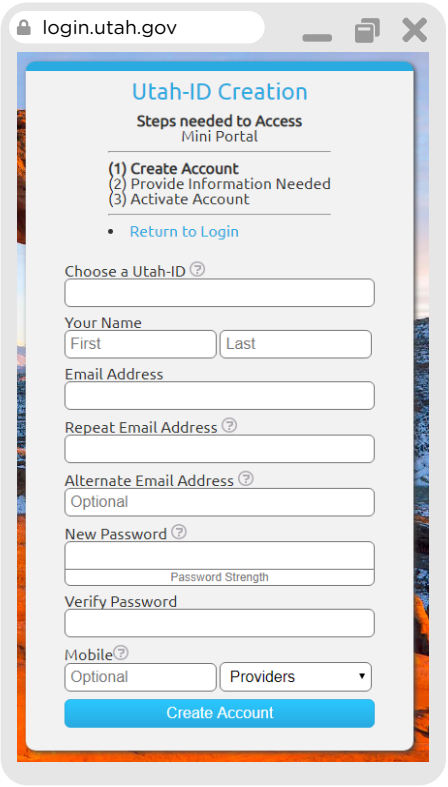

## Step 1

Go to **waterlink.utah.gov** and click "Portal Access Instructions" in the menu

## Step 2

Click on the first link to create a Utah.gov account.



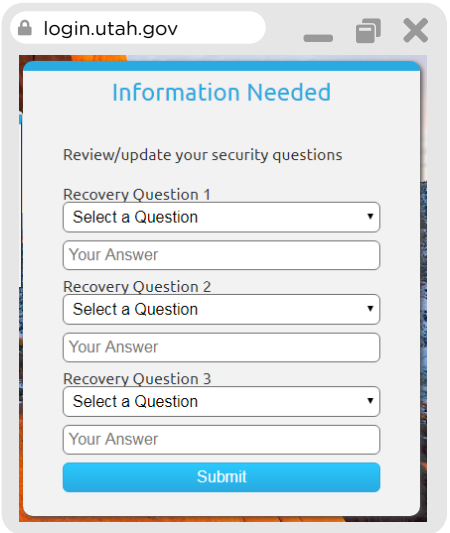




## Step 3

Fill in your information and proceed to create your Utah.gov account.

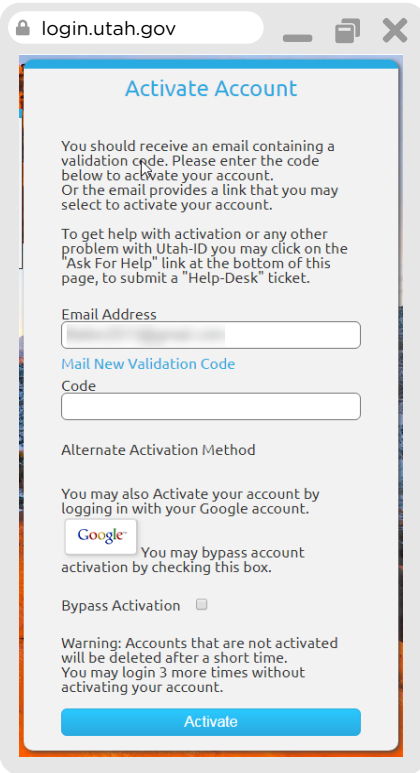
## Step 4

Choose your security questions and proceed.




## Step 5

Activate your account and get ready to go back to the Request Portal Access Instructions page to continue the account creation process.



## Step 6

Go back to **waterlink.utah.gov** and go to the Portal Access Instructions again.

## Step 7

Click on line 3 “Create DDW WaterLink Portal Account” and log in to your Utah account on the next screen.

## Step 8

You are now on the Create WaterLink Portal Account.

Fill out your info on the next screen. Justification can be a short sentence about what you are wanting to do with your account. ***The water system(s) you select will be the only accounts connected to your portal access. DDW will verify your association with the systems you select.***

Click the Blue Create New Portal Account button when finished.

## Step 9

Your request will be reviewed and approved as soon as possible.

Once your account has been approved, you will recieve an email at the address you provided.

## Your New Account

You will have a new Menu item called “Portals” that gives you access to:

- Manage CEU Course Accreditations
- Water System Update Request
- File Upload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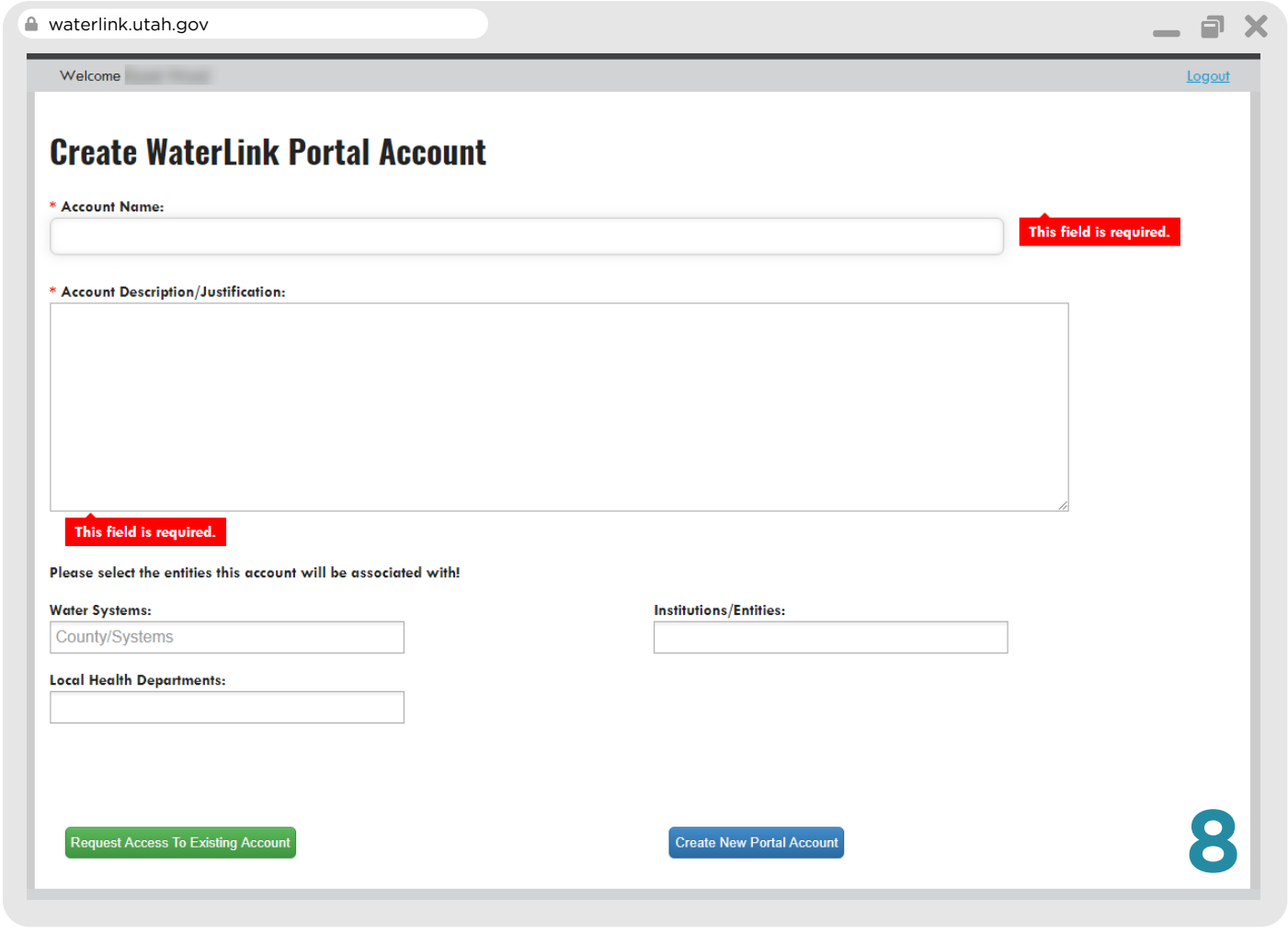
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