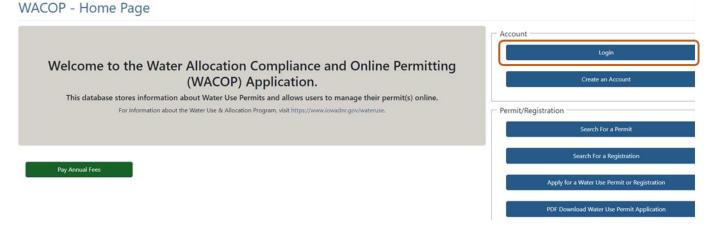
Instructions to Apply to Renew Your Water Use Permit Online

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

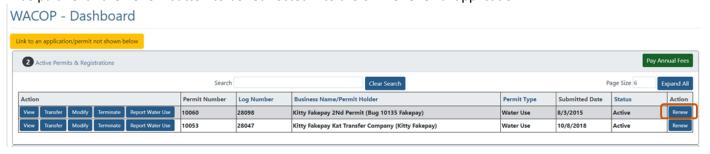
Contact wateruse@dnr.iowa.gov or 515-725-0341 for assistance.

BEFORE YOU BEGIN: These instructions assume you have already followed the steps to create an A&A Account, log in to WACOP, and link to your water use permit(s) If you have not completed these steps, go back to the Water Allocation and Use Program Page https://www.iowadnr.gov/Environmental-Protection/Water-Quality/Water-Supply-Engineering/Water-Allocation-Use and follow the user instructions to create an account and link to your permit(s).

1. Log in to WACOP from the landing page with your A&A username and password.



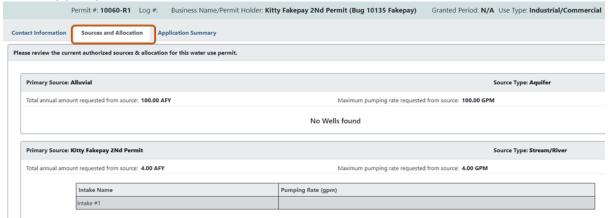
2. You permit(s) should display in the Active Permits & Registrations section of your dashboard. If you do not see your permit(s) in your dashboard, go back to the <u>Water Allocation and Use Program Page</u> and follow the instructions to link to your permit(s). The Renew button next to each permit will become active <u>90 days prior to the expiration date of your permit</u>. The last four years of water use reporting for the permit must be complete and all annual fees must be paid. Click the Renew button to be redirected into the online renewal application.



3. The renewal application has three tabs, visible in the upper left. You are initially directed to the Contacts tab of the application. Review the information on the Contacts tab and make any edits necessary. Note: to change the business or name of the permit holder role, you must submit a transfer application from your dashboard.



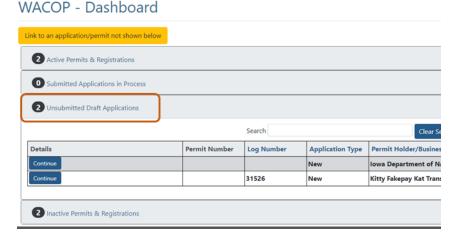
4. Click on the Sources and Allocation tab to navigate to the second part of the application. Review the information on the tab to make sure everything looks current and correct. If anything has changed with your permit, including the number or types of sources, number of wells, annual allocation or maximum pumping rate, etc., you will need to apply to modify your permit.



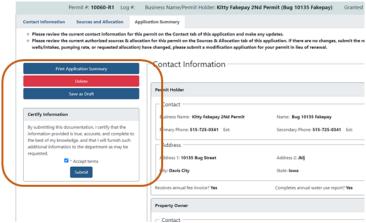
5. Click the Application Summary tab to navigate to the final part of the application. This tab summarizes your renewal application. If you wish to save the draft to continue later, click the Save as Draft button.



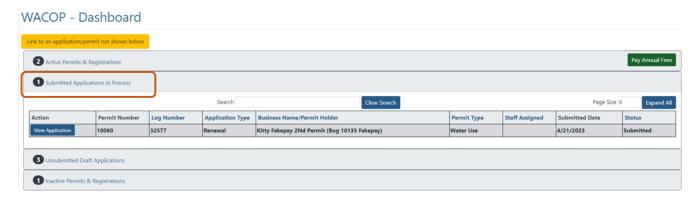
You can find this draft application later in the Unsubmitted Draft Applications section of your dashboard.



The Delete button will discard the application completely. If you wish to submit the application, check the box to accept the terms and then hit the Submit button.



You can now view your renewal application in the Submitted Applications in Process section of your dashboard.



6. You will receive an automated email to the address specified for the permit holder confirming submission of your renewal application. You will receive another automated email when the application has been approved. Typical processing time is 2-4 business days. You will also receive a hard copy of your renewed permit document in the mail following approval.

For questions, please contact wateruse@dnr.iowa.gov or 515-725-0341.