

Public Review Documents



Access Valley Water

Visit our website at www.valleywater.org and click on **Access Valley Water**. In four easy steps, you can submit any questions or official comments on documents which are open for public review.

Here's how it works:

1 Visit our website at www.valleywater.org and click on the Access Valley Water link.



2 Select "Public review documents" and then click on the name of the specific document.



3 If you are a new user, please provide us with your contact information using the form.

The screenshot shows the 'Submit a Request' page for Santa Clara Valley Water District. The page has three main steps: 1. Select a topic, 2. Provide contact information, and 3. Enter your request. The current step is '2. Provide contact information'. A yellow banner asks 'How would you like to be contacted about your request?'. Below this, there are two options: 'New User' (circled in red) and 'Existing User'. A hand cursor is pointing at 'New User'. The 'New User' section contains a form with the following fields: Preferred contact method (Email), Email Address, Phone Number, First Name, Last Name, Business Name, Street No., Direction (N/A), Street, Designation (N/A), Apt No., City, State (CA), and Zip. A 'Next' button is at the bottom.

If you are already an existing user, simply log in using your username and password.

The screenshot shows the 'Submit a Request' page for Santa Clara Valley Water District. The current step is '2. Provide contact information'. A yellow banner asks 'How would you like to be contacted about your request?'. Below this, there are two options: 'New User' and 'Existing User' (circled in red). A hand cursor is pointing at 'Existing User'. The 'Existing User' section contains a form with the following fields: Username or Email, Password, Remember me (checked), and a 'login' button. There is also a link for 'Forgot your username or password?'.

4 From the drop-down menu, select the request type and describe your request in the box provided.

Submit your comments.

The screenshot shows the 'Submit a Request' page for Santa Clara Valley Water District. The current step is '3. Enter your request'. A yellow banner asks 'Enter details of your request and click Submit Request'. Below this, there is a red banner that says 'Please select a topic/subtopic in step 1.'. There is a 'Request Type' dropdown menu with 'Request service' selected (circled in red). Below the dropdown is a text area labeled 'Your Request' with a hand cursor pointing at it. There is also a link for 'Enter location of request if applicable >' and a link for 'Attach a file >'. At the bottom, there is a 'Submit Request' button. A disclaimer at the bottom states: 'By becoming a member of Access Valley Water, you can submit additional information and review the status of your request, 24 hours a day, 7 days a week, whenever it is convenient for you. The personal information you enter when becoming a member, like your address and phone number, will not be shared with anyone else. However, the letter you compose through this application is a public record. As with all public records, such as letters to the water district, the water district is required to make it available if requested to do so. Thank you for communicating with us and using Access Valley Water!'.