

This document will give a brief description of the login process and how to create a Concept Proposal or a Project proposal. Once those proposals are created we will examine them and edit the proposal on a single user basis.

First lets log in.

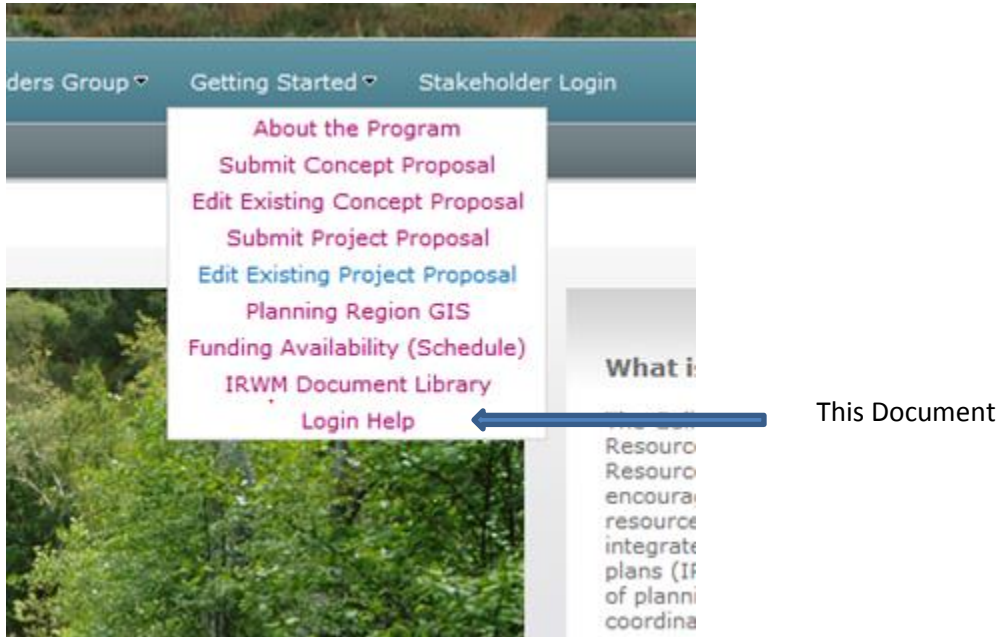


Select Stakeholder Login

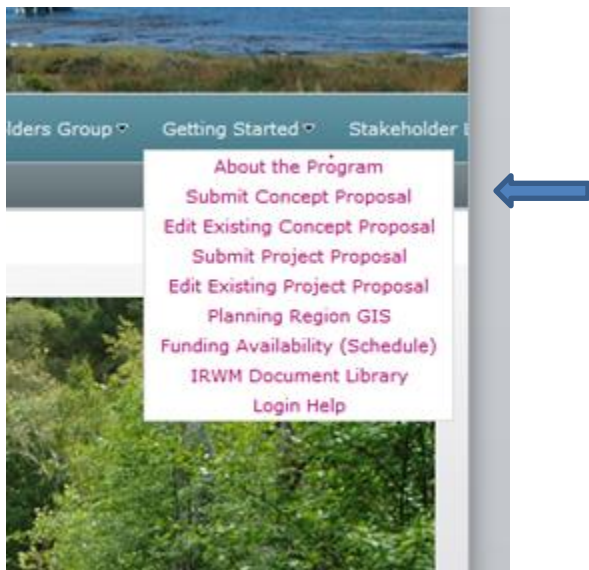
If this is the first time using the site or you don't remember your username/password click on the link on the login screen and your default email client will open or send an email to [support@mpirwm.org](mailto:support@mpirwm.org) with your preferred username/password and they will be sent to you. Please allow 24 hours for a response.

A screenshot of the 'Sign In' login form. It features a red 'X' icon in a circle at the top left. The form includes fields for 'User name:' and 'Password:', followed by a 'Sign In' button. Below the password field is a checkbox labeled 'Sign me in automatically'. At the bottom left is a circular logo for 'Integrated Regional Water Management for the Monterey Peninsula'. To the right of the logo is a link titled 'No username?' with the text: 'Thank you for visiting the Monterey Peninsula, Carmel Bay, and South Monterey Bay Integrated Regional Water Management website. If you do not have a username and password, you can request one by emailing [support@mpirwm.org](mailto:support@mpirwm.org)'.

This document can be accessed from the menu by going to Getting Started > Login Help.




After logging in, select the type of proposal you are working on from the menu.



In this example we will submit a concept proposal.

Fill out the proposal form as per instructions and save. Make sure you save after completing your work.



**Directions for Concept Proposal Form**

The goal of this solicitation is to create a comprehensive Project List that includes concept proposals and projects that are within the Monterey Peninsula Integrated Regional Water Management (IRWM) region. Being included on the Project List is a first step and if Proposals meet eligibility criteria, they will be included in the IRWM Plan Update and can move to Step 2, which includes submittal of detailed project information. Being included in the regional Plan may allow projects to be eligible for select grants.

It is the project proponent's responsibility to:

1. Complete a Concept Proposal for each project
2. Ensure the project(s) information is up to date
3. Respond to request for information within the established deadline
4. Request that a project be removed if it is no longer being pursued


Concept Proposals must meet the following minimum eligibility criteria to be included in the IRWM plan:

1. Assist the Monterey Peninsula region in achieving at least one of its IRWM Plan objectives.
2. Implement at least one of the region's Resource Management Strategies.
3. Provide water resource benefits to the region.
4. Be consistent with Proposition 84 IRWM Guidelines and Department of Water Resources standards and requirements.

**REQUIRED: Please fill out sections 1,2,3 & 5 of your project information before submitting the form.**

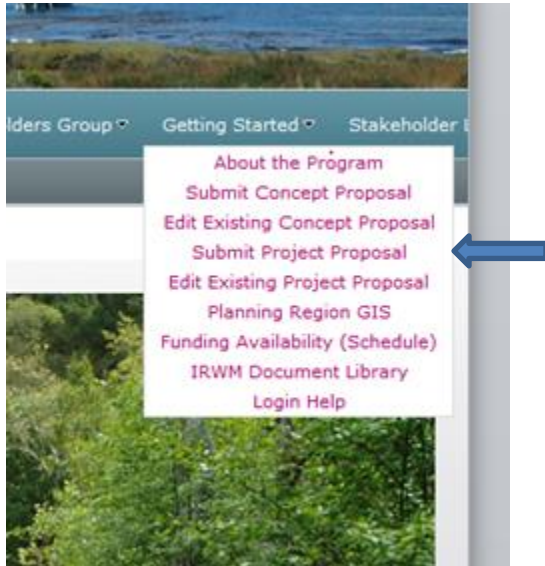
<b>1. Project Proponent (Name of Organization):*</b>	<input type="text"/>
<b>Type of Entity:</b>	<input checked="" type="radio"/> Public agency <input type="radio"/> Nonprofit organization <input type="radio"/> Privately owned water utility <input type="radio"/> Private citizen or privately owned business <input type="radio"/> Specify your own value: <input type="text"/>
<b>2. Project Title:</b>	<input type="text"/>
<b>3. Name, Title, and Affiliation of Contact Person:</b>	<input type="text"/>
<b>4. Phone:</b>	<input type="text"/>

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- Conjunctive Management & Groundwater Storage
  - Seawater or Brackish Water Desalination
  - Precipitation Enhancement
  - Recycled Municipal Water
  - Surface Storage – Regional/Local
  - Dewvaporation or Atmospheric Pressure Desalination
  - Fog Collection
  - Ecosystem Restoration
  - Forest Management
  - Recharge Area Protection
  - Water-Dependent Recreation
  - Watershed Management
- Other (Provide Detailed Description)**

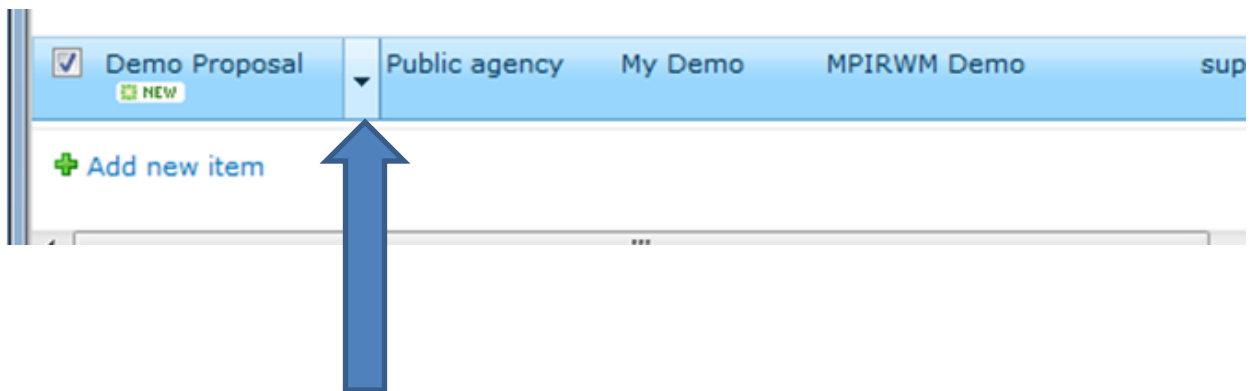


Save buttons are located at the top and the bottom of the forms

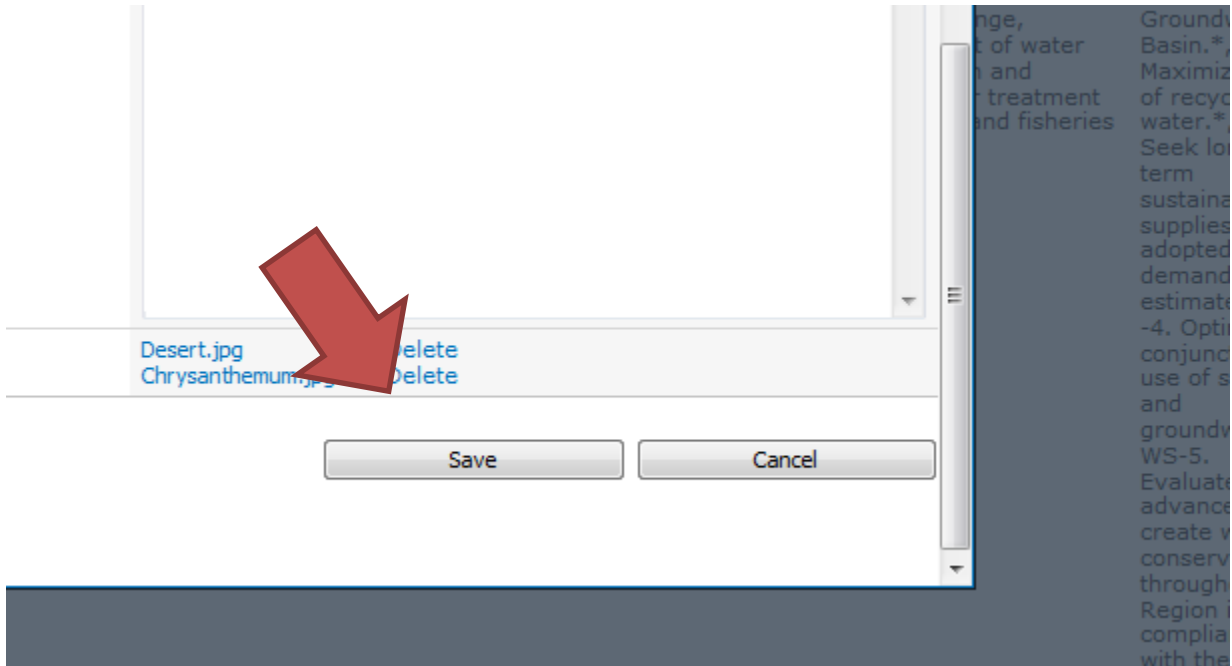
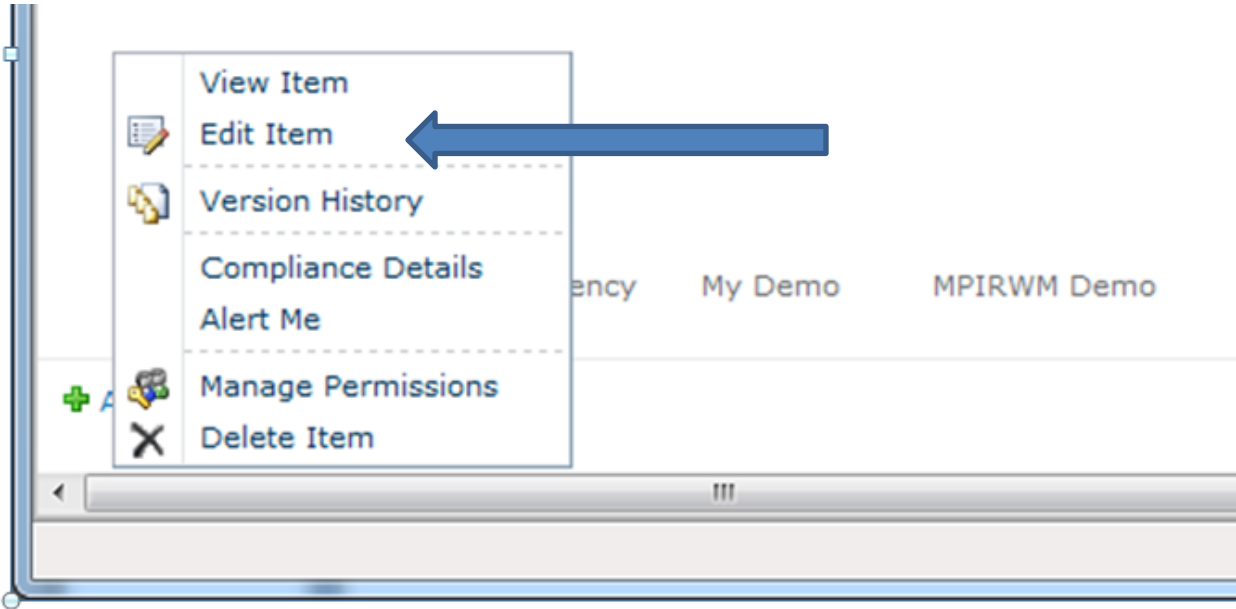
After submitting your proposal please e-mail [larry@mpirwm.org](mailto:larry@mpirwm.org) and let him know that the proposal is done. These will be renewed as time permits. If a proposal is not finished it may be edited. Go to Getting Started > Edit Existing Concept Proposal and you will see a list of all YOUR projects, if more than one.



Select the proposal you just created and click the down arrow to the right of the title.



With this you can edit or view the item and take up where you left off. Make sure to save when you are finished.



Save your work!!!

Please send comments or questions about items not covered here to [support@mpirwm.org](mailto:support@mpirwm.org)