

# Pre-Application Instructions

## How to Register:

You must register prior to submitting a Pre-Application to get a new project on the Project Priority List (PPL). You do not need to register if the PPL already contains your project. You can view the current PPL here <http://www.cdph.ca.gov/services/funding/Pages/SRF.aspx>.

1. Click the “Registration” tab or go to <http://drinc.ca.gov/preapp/Registration.aspx>.
2. Add the water system(s) for which you plan to submit a Pre-Application.
3. Either search by water system ID number or filter by regulating entity and scroll to find your water system.
4. If you do not know the water system ID number you can find it at Drinking Water Watch <http://drinc.ca.gov/DWW/index.jsp>.
5. Make sure the water system(s) you selected appears in the box on the right titled “Your Water Systems.”
6. Click “Register” at the bottom to submit your registration.
7. Your registration will need approval prior to submitting a Pre-Application.

## Logging In:

1. Go to <http://drinc.ca.gov/preapp/Login.aspx>.
2. Enter your “User Name.”
3. Enter your “Password.”
4. Once logged in, you will be taken to the Home Page screen below.

The screenshot shows the top navigation bar of the Universal Pre-Application website. It includes the CA.GOV logo, a water drop icon, and the text "WELCOME TO THE Universal Pre-Application". The navigation menu has tabs for HOME, LOGOUT, MY PROFILE, and MY PRE-APPS. Callout 1 points to the LOGOUT tab, 2 to MY PROFILE, and 3 to MY PRE-APPS. Below the navigation bar, there is a link to "UPA Home" and a "Welcome ABC Water System..." message. Callout 4 points to a status summary: "You have 0 Pre-Apps needing completion", "You have 0 Pre-Apps awaiting approval", and "You have 0 Pre-Apps needing revision". Below this, there is an explanation of the status terms. Callout 5 points to a link that says "Go to My Pre-Apps to start a new Pre-App or to open a Pre-App that you can view or edit."

1. **Logout tab** – Click this tab to logout.
2. **My profile tab** – This tab shows your water system registration information. You can go here to update your registration profile.
3. **My Pre-Apps tab** – This tab shows you all of the Pre-Applications that you’ve filed. You can view, print, or revise, if necessary, any Pre-App that you’ve submitted.
4. **Pre-App status links** – Use these links to view Pre-Apps sorted by status.
5. **Link to start a new Pre-App** – Follow this link to start a new Pre-App.

### **Starting a new Pre-Application:**

1. Either go to the “My Pre-Apps” tab or click the link to start a new Pre-App.
2. Select a water system and click “Create Pre-App for the selected water system” toward the bottom of the screen.
3. Navigate between pages to fill out the required fields, while occasionally saving in case of a lost connection.
4. Review the information you’ve provided at the “Review” page and correct any deficiencies shown in red.
5. Click “Save” once all deficiencies have been corrected.
6. Click “Submit Pre-App for Approval” when finished.
7. You should receive an email acknowledging your submittal.

### **How to edit/revise an existing Pre-Application:**

In case your Pre-Application gets sent back by the approver, you may need to make revisions. Once you submit a Pre-Application, you will only be able to make changes at the request of the approver.

1. Either go to the “My Pre-Apps” tab or click the correct Pre-App status link.
2. Click “View.”
3. Edit the Pre-application fields as necessary and click “Save” to record your changes.
4. Make sure to click “Submit Pre-App for Approval” from the Review page just like you did when submitting a new Pre-application.

### **Updating water system registration profile:**

You may need to update contact information or change the associated water system(s).

1. Go to the “My Profile” tab.
2. Make changes as necessary.
3. Make sure to click “Save your changes” to record your updates.