

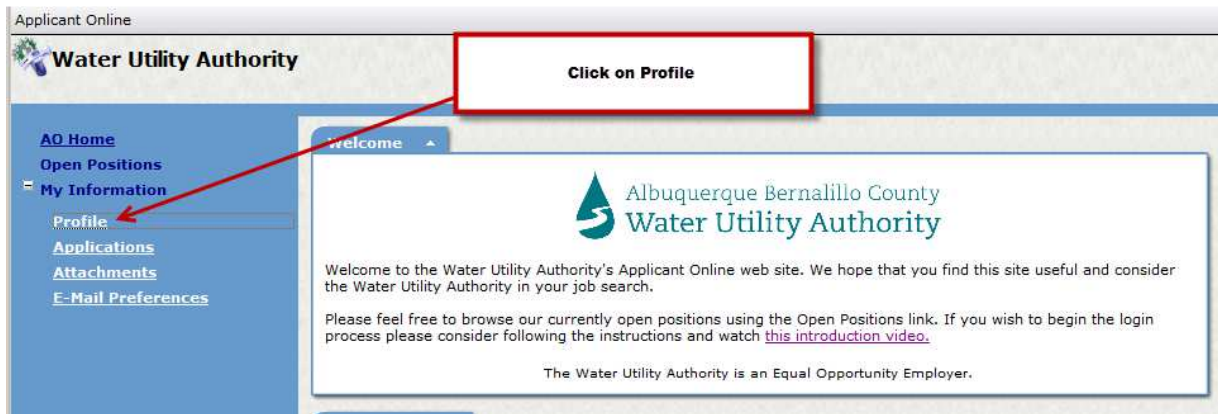
## New User Login Instructions

**NOTE: If you are a current Water Authority employee, sign in through your EMPLOYEE ON LINE link!**

**Then go to the Forms/Instructions link to access the 'How to Apply' instructions.**

To create a sign on account:

Step 1 – Click on the 'Profile' link.



Step 2 – Click on 'Create New Account' link.



Step 3 – Fill in the Information requested.

An email address is required.

BOTH the Login and the Password are a maximum of 8 characters!

Click 'Create Account'.

**Applicant Online Login**

**Name and E-Mail**

First Name:  Last Name:

E-Mail Address:

**Login Information**

Login:  Maximum of 8 characters

Password:

Confirm:

[Back](#) [Help](#)

Step 4 – Complete all known fields and click 'Save'.

', and '\*Last Name: EDWARDS'. The 'Address Information' section includes 'Address Line 1: 1 1STSTREET', 'Address Line 2: ', 'City: ALBUQUERQUE', 'State: New Mexico', 'Zip: 87106', and 'Country: United States of America'. There are also three phone number fields. A red box highlights the instruction 'Fill in all required/known information. Click Save'. A red arrow points from this box to the 'Save' button at the bottom right."/>

**Name and Address Information** [Help](#)

**Name Information**

Login: EDDIE

\*First Name:  Middle:  \*Last Name:

**Address Information**

Address Line 1:

Address Line 2:

City:  State:

Zip:  -  Country:

Email:

Phone Number1:  (505) 259-7893

Phone Number2:  (505) 798-9632

Phone Number3:

**Fill in all required/known information. Click Save**

**You have completed your basic profile!!**

If you have not yet read the remaining instruction documents, click on the 'AO Home' link to go back and read them now. The 'How to Apply' document has all the information you will need to know what is required and how to apply for a position with the Water Authority.

The AO link also displays the Open Positions which can be accessed after reading the documentation.

If you are ready to apply for a job, click on the 'Open Positions' link.

Applicant Online

**Water Utility Authority**

- [AO Home](#)
- [Open Positions](#)
- [My Information](#)
  - [Profile](#)
  - [Applications](#)
  - [Attachments](#)

**Click AO Home to access instruction documents AND Open Positions.  
OR  
Click Open Positions to go directly to Open Positions and Apply**

**Name and Address Information**

**Name Information**  
Login: EDDIE  
\*First Name: EDDIE