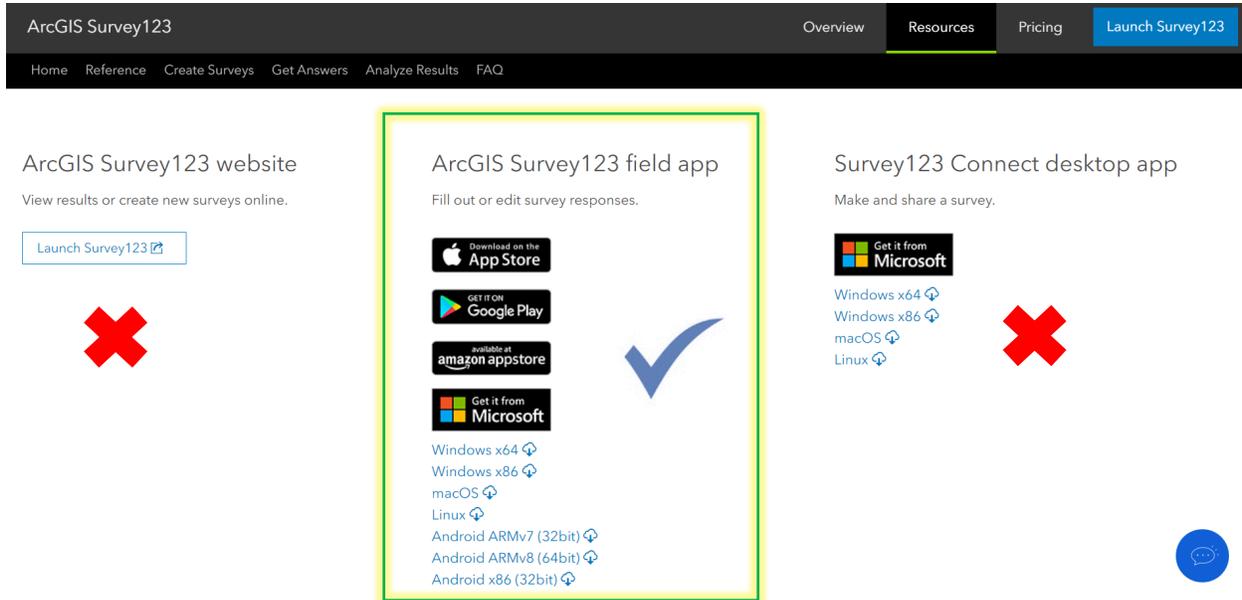


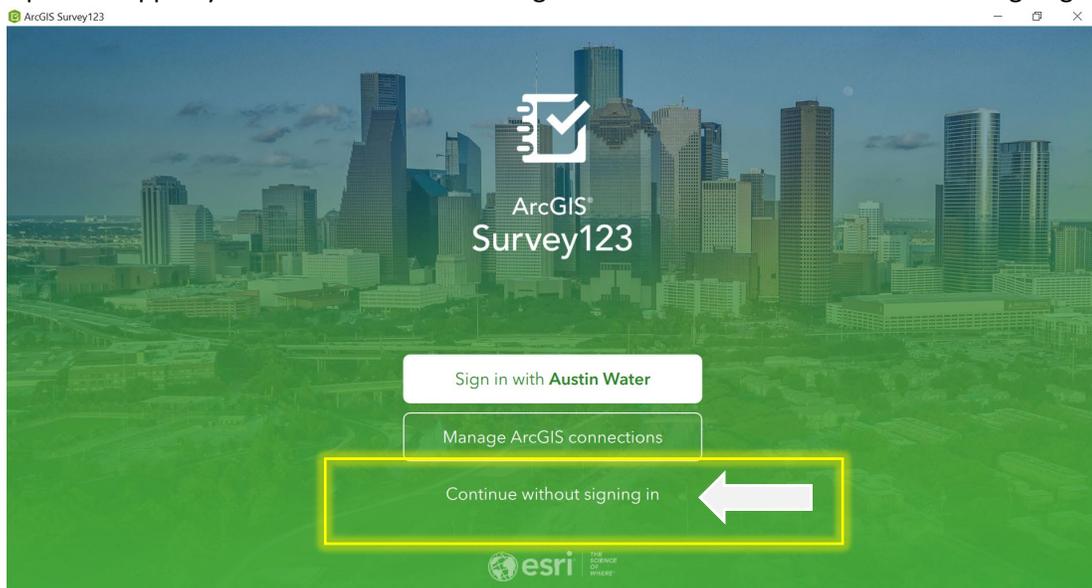
Instructions for *first time* Water Benchmarking applicant

1. Download survey 123 field app.
 - a. Copy and paste this address to your browser - <https://www.esri.com/en-us/arcgis/products/arcgis-survey123/resources>
 - b. Scroll to the very bottom, you will see ArcGIS Survey 123 field app installation links for various devices. We recommend using a laptop, desktop computer or tablet, though you can also submit the application using a smartphone.

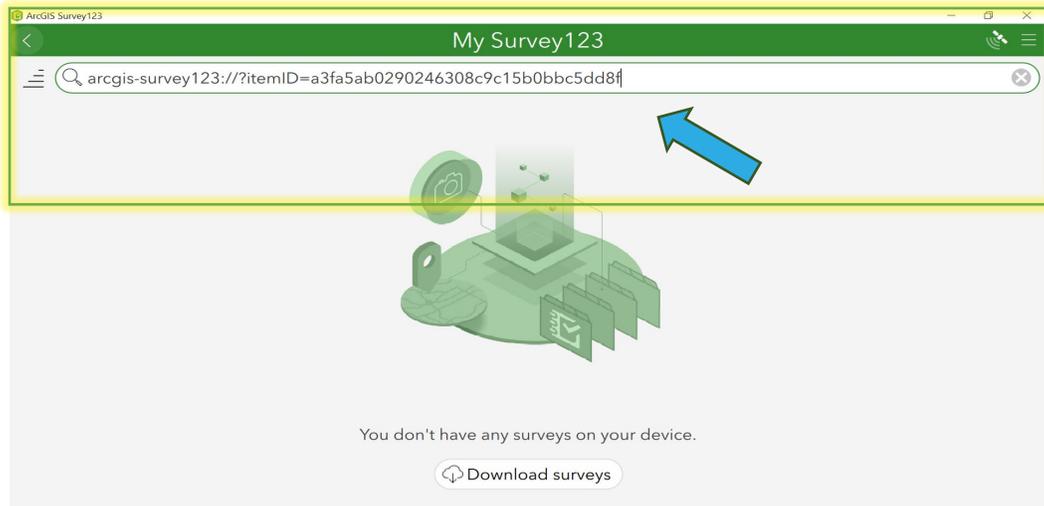


- c. Download the **field app** to your machine or device.

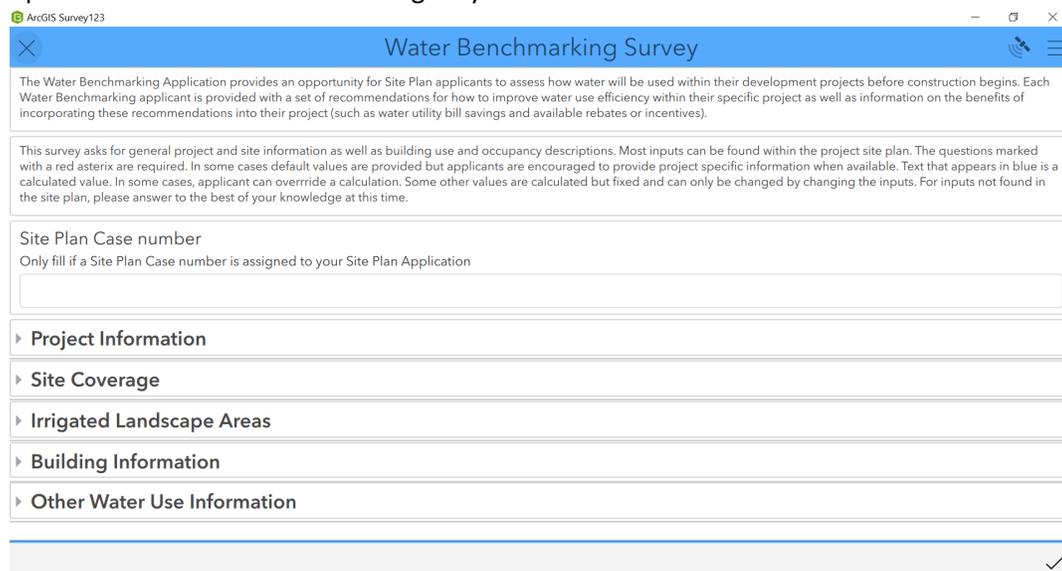
2. Open the app. If you have an ESRI account sign in. If not click on 'Continue without signing in'



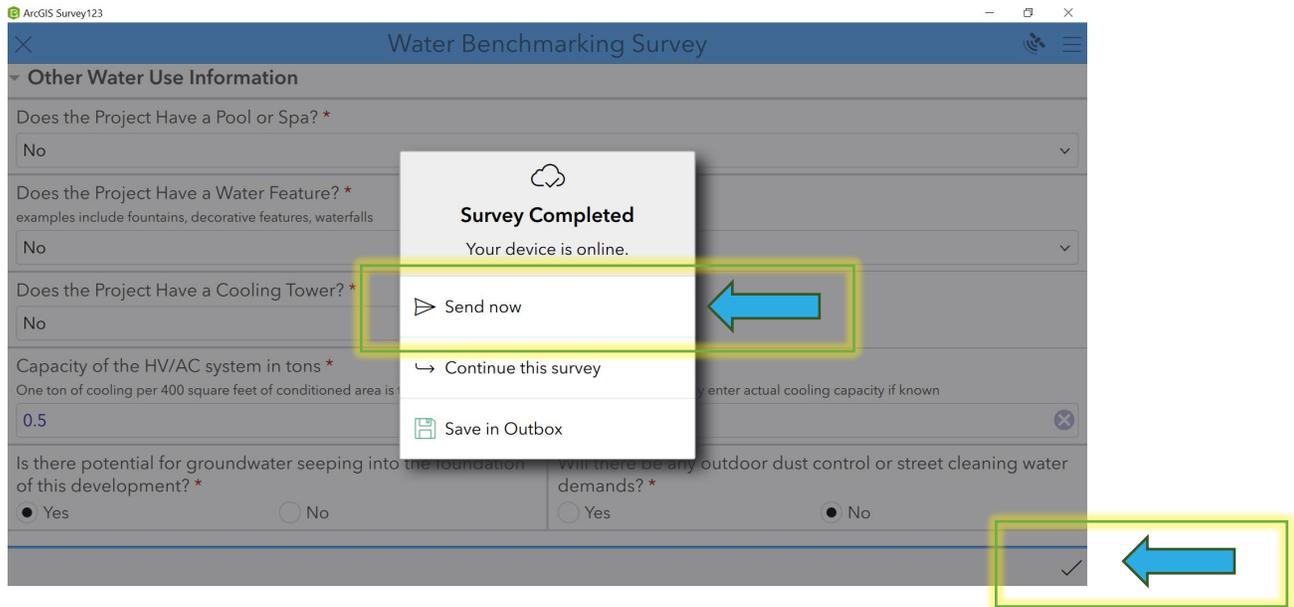
- Copy and paste the link below into the search bar inside the app and press enter or return.
arcgis-survey123://?itemID=a3fa5ab0290246308c9c15b0bbc5dd8f



- Upon hitting enter or return, the Water Benchmarking Application Survey will download and open. You should see the following on your screen.



- Fill the survey out and click on the **check mark at the bottom right** to submit. A pop up box will open where you can click on 'Send now'.



- Review the results of the application on a summary dashboard (link will be sent via email) to assess how water will be used within your development project.
- Complete a follow-up survey in the summary dashboard about the water efficiency measures that will be incorporated into your development project. The answers provided are for data collection purposes only, and projects will not be required to incorporate water efficiency measures that are above and beyond current City Code requirements.
- The Water Benchmarking Application is only complete after the submission of the follow up survey.**
- Please note, in the event that you need to update or edit the submitted application after receiving comments from a reviewer, it will be the easiest to do so from the same device that you use to submit the original application.