Business Intelligence Portal Account Registration Instructions

1) Navigate to BI Portal home page: https://cwscms.osi.ca.gov/Portal/Business-Intelligence-Portal

2) Click on the "Login" button located below the search bar on the upper right side of the page.

3) On the login page, click on the "Register" button.

4) Complete the fields required to create a new account. Please be sure to select your organization/county.

5) After registration, you will need to verify your account by clicking on the link located in the new user registration email.

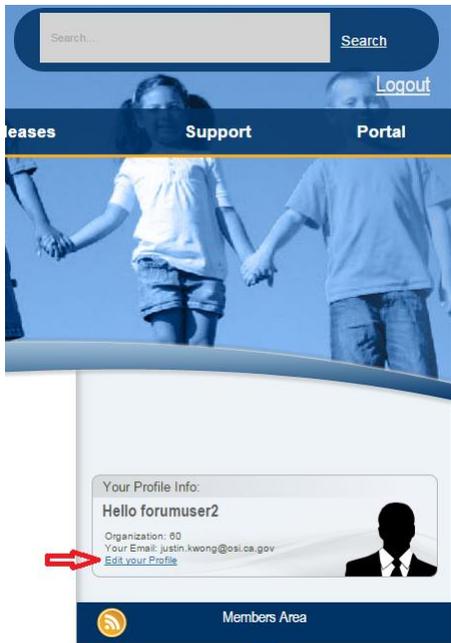6) Once your account is verified, log in using the password you set.

7) After successfully logging in, you will see your profile information on the right menu bar. If it is your first time logging in, please click on "Edit your Profile" to set your account as a Business Intelligence user.

8) In the profile editor, go to the "Roles" section to check "BI User" and submit.

Please contact cwsweb@osi.ca.gov if you require assistance registering an account.