



Start with the Site record

Review the Site record first. This is the location-level record that supports the buildings, equipment, vehicles, and other property assigned to that location.

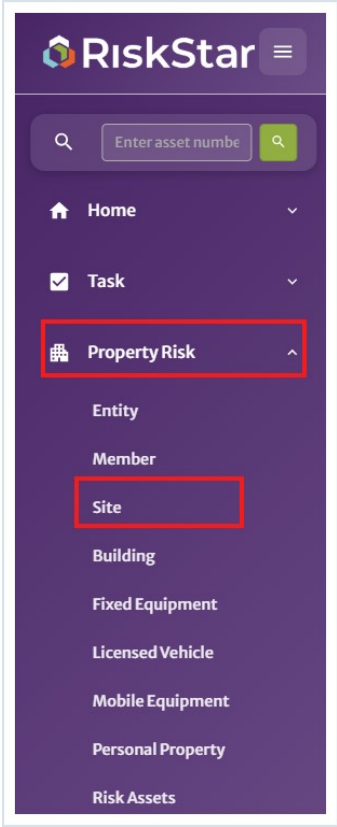
01

Navigate to Site

From the left navigation menu, expand Property Risk and select Site.

WHY THIS MATTERS

Use the Site record to confirm the location-level information before reviewing individual assets.



02

Select the location

Select the row for the location you want to review. Confirm the Site Name and Site Number before opening the record.

Primary Report ☐ Grid Report ☐ Multiple Select Search...				
Status	JID Number	Member Name	Site Number	Site Name
ACTIVE	A000	ASSOCIATION OF CALIFORNIA WATER ...	001	2100 PROFESSIONAL DRIVE
ACTIVE	A000	ASSOCIATION OF CALIFORNIA WATER ...	002	SIERRA SELF-STORAGE
ACTIVE	A000	ASSOCIATION OF CALIFORNIA WATER ...	003	532 GIBSON
ACTIVE	A000	ASSOCIATION OF CALIFORNIA WATER ...	A001-BI	DISTRICT WIDE - BUSINESS INTERRU...

TIP Confirm you are in the correct site before making any changes.



Review site details

Confirm the basic site information below. Update only what is needed to accurately identify the location.

03

Check the Description section

Description

Creation Date

01/16/2025

Status

ACTIVE

Member *

A000 – ASSOCIATIO...

Site Number * (?)

001

Site Name * (?)

2100 PROFESSIONAL D...

Description (?)

MAIN OFFICE

Site Type * (?)

DISTRICT OFFICE

CPUC Fire Class (?)

1

Comments (?)

SITE NAME

Confirm the site name reflects the agency's current name for the location.

DESCRIPTION

Keep the description brief and specific enough to clearly identify the location.

SITE TYPE

Confirm the Site Type is accurate. If not, select the best available option.

KEEP IT CONSISTENT

Use the agency's current terminology. Avoid unnecessary abbreviations or extra narrative unless it helps identify the site.

No changes are needed when the existing information is already correct.



Confirm physical location

Review the physical address and coordinates. Accurate location information supports mapping, exposure review, and site identification.

04

Review address and coordinates

Physical Address

Address *	Zip Code *	City *	State/County *	Latitude *	Longitude *
2100 PROFESSIONAL D...	95661-3700	ROSEVILLE	CA PLACER	38.741890	-121.252928

PHYSICAL ADDRESS

For sites with a street address, confirm the Address, ZIP Code, City, State, and County are accurate.

COORDINATES - REQUIRED

Latitude and Longitude are required. Enter both if missing, or confirm the existing coordinates are accurate.

* Fields marked with a red asterisk are required.

COORDINATE CHECK

Use coordinates for the actual site location, not a billing address, mailing address, or nearby landmark.



Finish and submit

Complete one final check before submitting changes. If you did not make any changes, no submission is needed.

05

Final check

Description	+
Physical Location	+
Active Buildings	+
InActive Buildings	+
Fixed Equipment	+
Mobile Equipment	+
Licensed Vehicles	+
Personal Property	+
List of Attached Documents	+

Submit

Cancel

CONFIRM

- Site Name is current
 - Description clearly identifies the location
 - Site Type is accurate
- Physical Address is complete, where applicable
 - Latitude and Longitude are entered and accurate

SUBMIT

If changes were made, select Submit at the bottom of the Site record. Submitted updates are reviewed by ACWA JPIA before becoming active in RiskStar.

QUESTIONS?

ACWA JPIA
Underwriting Services
member@acwajpia.com

Goal: complete, accurate, and consistent site information for the 2027-28 renewal.