How To Enter Meter Readings

***Meter readings should be taken and recorded on the last day of the month but are acceptable if entered on the surrounding dates. Meter Readings not received by the 15th of the subsequent month are subject to District Rule Violations.

- *For example:* We prefer you take and record June's meter reading on June 30th, but a reading between June 25th- June 30th is acceptable. The reading from June can be reported up till July 15th before it is late.

TO REPORT YOUR MONTHLY READING:

1. Under "Registered Wells" choose to enter by "Meter Readings".
2. Select the well # from the "Well #" drop-down list.
3. Enter the end of month meter reading in the corresponding month
4. Once you have entered the reading, ensure you press "SAVE" at the bottom of the screen.
   - Once saved, if you receive a notice in yellow at the top of the page stating "***NOTICE:*** Your production is currently at ___% of your permitted authorization", please monitor your meter readings and contact the District in the event of an overpumpage.
   - Overproduction of your approved allocation is a Violation of District Rules.
5. Ensure you have entered and/or verified all information on the meter reading page ***(details in next section)*** prior to saving your meter reading to avoid error messages. It will NOT let you save your readings if these fields are blank.

BELOW IS A GUIDE TO EXPLAIN THE FIELDS THAT MUST BE ANSWERED:

- "Num of Wells" = number of wells under permit
  - *Does not include plugged wells*
- "Num of Well Meters" = number of well meters under permit
  - *This should always be 1 meter per well.*
    - *For example, if you are a public supplier and have several connections that have individual meters for your billing purposes, you must still install a main meter that records all water being withdrawn from the well. You do not need to report the individual meters to the District, only the main meter for EACH well.*
- "Num Single-Family DU" = number of single-family home connections
- "Num Multi-Family DU" = number of multifamily dwelling connections (ex: duplexes, apartments, etc…)
- "Non-Residential Conn" = number of nonresidential connections (ex: commercial, irrigation, etc…)
- "Sys Water Loss(%)" = system water loss percent (i.e., water loss from leaks, flushing water lines, rehab, etc.)
- "Meter Serial Number"

- "Meter Max Value" = How many characters your specific meter allows, along with the format. Please see examples below:
    - Meter reads **"00002 (x) 100"**,
        - The meter value would be "9,999,900".
        - Meter reading would be "200"
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    - If your meter reads **"00102300"** *(black #'s are stuck on 0):*
        - the meter value is "99,999,900".
        - Meter reading would be "102,300"
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    - If your meter reads **"310268"**,
        - The meter value would be "999,999".
        - Meter reading would be 310,268
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- "New Meter Installed:" = the date you installed a new meter ***(only I/A)***
- "Submitted By:" ____Your Name____ "Phone:" ___Your Phone Number___
- "Commercial / Industrial Use –" = annual gallons utilized for Commercial and/or Industrial Usage (put 0 if n/a)
- "Method" = use drop down box to choose how you measured your water usage. ***(This will be meter)***
- "Other Source" = Do you have another source of water? (Example: public supply or surface water)
- "Transported Water:" and "Volume Transported:" = Do you transport water out of Montgomery County? If yes, how many gallons?

- It is not required but it is highly recommended to add a note in the comments section documenting the entering of the readings for record purposes. This will help the District to confirm the reporting history.
    - Example: "entered July meter reading. Chris"