### New reporting steps modified November 21

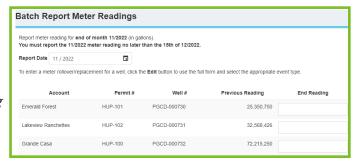


# Steps to Reporting Batch Readings, and Meter Rollover Readings to the District

Non-exempt wells are required to submit monthly water production reports, meter readings and meter logs. The District has put together a list of simple steps to follow to report your meter readings through our online database.

### **Meter Rollover Readings**

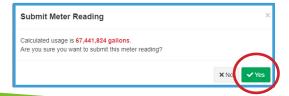
- 1. To login visit the District's database (<a href="https://prairielandsgcd.halff.com/">https://prairielandsgcd.halff.com/</a>).
- Once you are logged in, click My Wells on the left-hand side.
- 3. Select the Batch Meter Readings button.
- 4. Here, you will see a list of all the wells linked to your account.
  - a. After entering the End Reading(s) for the month, click SUBMIT to save your entries (You can enter one or more entry and come back to finish, as long as you submit the entries first).

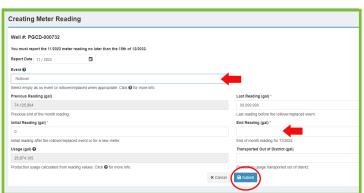


5. After entering all your Batch Meter Readings, click the EDIT button on the far right *(this will redirect you to the 'Creating Meter Reading' page)*.



- 6. Select Rollover from the dropdown menu, you will notice when you select Rollover, the last reading will auto populate the 9's *(based on the number of digits currently being reported)*.
  - a. Enter the End Reading.
  - b. Click SUBMIT.
- 7. Another box will pop up confirming the total gallons for this Meter Reading, if correct, click YES.





Reminder: Your meter readings are required to be submitted to the District by the 15<sup>th</sup> of the following month. For example, November meter readings are due by <u>December 15<sup>th</sup>!</u>

## New reporting steps modified November 21



# Steps to Reporting Batch Readings, and Meter Replacement Readings to the District

Non-exempt wells are required to submit monthly water production reports, meter readings and meter logs. The District has put together a list of simple steps to follow to report your meter readings through our online database.

#### **Meter Replacement Readings**

- 1. To login visit the District's database (<a href="https://prairielandsgcd.halff.com/">https://prairielandsgcd.halff.com/</a>).
- 2. Once you are logged in, click **My Wells** on the left-hand side.
- 3. Select the Batch Meter Readings button.
- 4. Here, you will see a list of all the wells linked to your account.
  - a. After entering the End Reading(s) for the month, click SUBMIT to save your entries (You can enter one or more entry and come back to finish, as long as you submit the entries first).



5. After entering all your Batch Meter Readings, click the EDIT button on the far right *(this will redirect you to the 'Creating Meter Reading' page)*.



- 6. Select Replaced from the dropdown menu.
  - a. Enter the Last Reading before the meter was replaced.
  - b. Enter the Initial Reading for the new meter.
  - c. Enter the End Reading for the end of month for the current month.
  - d. Enter the Meter Serial Number, if unknown you may enter 'Unknown'.
  - e. Enter the date the new Meter was installed.
  - f. Click SUBMIT.
- 7. Another box will pop up confirming the total gallons for this Meter Reading, if correct, click YES.

