

New reporting steps  
modified April 1, 2025



## 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.

### Batch Meter Readings

1. To login visit the District's database (<https://prairielandsgcd.halff.com/>).
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*).

Account	Permit #	Well #	Previous Reading	End Reading
Emerald Forest	HUP-101	PGCD-000730	25,350,750	
Lakeview Ranchettes	HUP-102	PGCD-000731	32,568,426	
Grande Casa	HUP-100	PGCD-000732	72,215,250	

**IMPORTANT:** If you have a meter that you need to enter a Rollover, do not enter the meter reading until you continue with Step 5.

### Meter Rollover Readings

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

Account	Permit #	Well #	Previous Reading	End Reading	Usage (gal)	Transported Out of District (gal)	Event
Emerald Forest	HUP-101	PGCD-000730	26,523,420	26,523,420	1,172,670		Rollover/Replaced

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**.
  - c. Confirm the total gallons for this Meter Reading, if correct, click **YES**.

Well #: PGCD-000732

You must report the 11/2022 meter reading no later than the 15th of 12/2022.

Report Date: 11 / 2022

Event: Rollover

Previous Reading (gal): 74,125,854

Initial Reading (gal): 0

Usage (gal): 25,874,100

End Reading (gal): 99,999,999

Transported Out of District (gal):

Production usage calculated from reading values. Click for more info.

Submit Meter Reading

Calculated usage is **67,441,824 gallons**.



Are you sure you want to submit this meter reading?

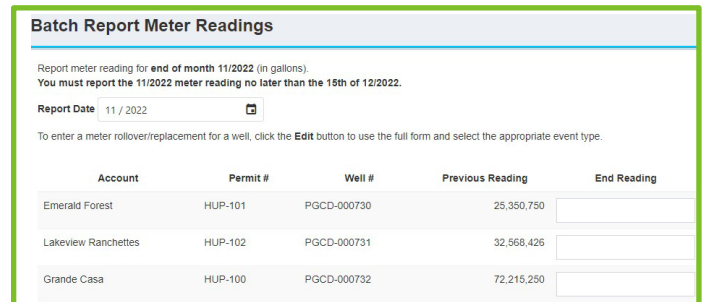
**Reminder: Your meter readings are required to be submitted to the District by the 15<sup>th</sup> of the following month. For example, November meter readings are due by December 15<sup>th</sup>!**

## 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 (<https://prairielandsgcd.half.com/>).
2. Once you are logged in, click  **My Wells** on the left-hand side.
3. Select the  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*).



**Batch Report Meter Readings**

Report meter reading for end of month 11/2022 (in gallons).  
You must report the 11/2022 meter reading no later than the 15th of 12/2022.

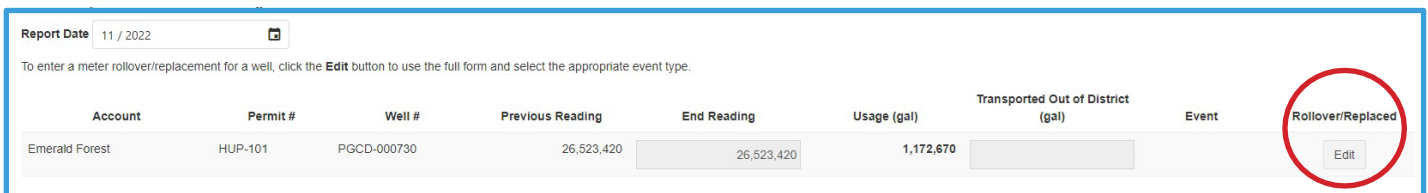
Report Date: 11 / 2022

To enter a meter rollover/replacement for a well, click the **Edit** button to use the full form and select the appropriate event type.

Account	Permit #	Well #	Previous Reading	End Reading
Emerald Forest	HUP-101	PGCD-000730	25,350,750	
Lakeview Ranchettes	HUP-102	PGCD-000731	32,568,426	
Grande Casa	HUP-100	PGCD-000732	72,215,250	

**IMPORTANT:** If you have a meter that you need to enter a Meter Replacement, do not enter the meter reading until you continue with Step 5.

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

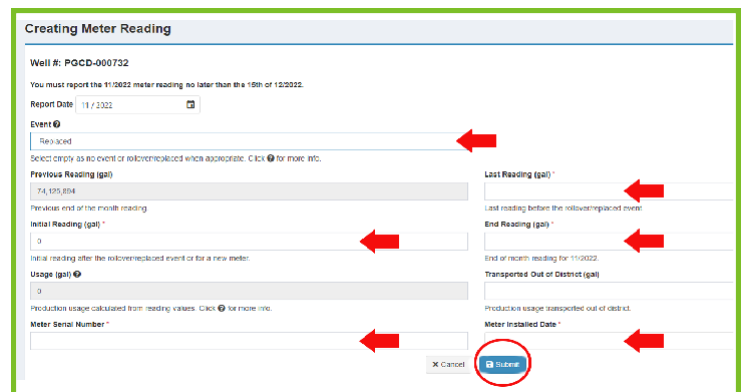


Report Date: 11 / 2022

To enter a meter rollover/replacement for a well, click the **Edit** button to use the full form and select the appropriate event type.

Account	Permit #	Well #	Previous Reading	End Reading	Usage (gal)	Transported Out of District (gal)	Event
Emerald Forest	HUP-101	PGCD-000730	26,523,420	26,523,420	1,172,670		Rollover/Replaced <b>Edit</b>

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 current month.
  - d. If you have already entered the Meter Verification for the new meter, enter the Meter Verification #. If not, enter the Meter Serial Number.
  - e. Enter the date the new Meter was installed.




**Creating Meter Reading**

Well #: PGCD-000732

You must report the 11/2022 meter reading no later than the 15th of 12/2022.

Report Date: 11 / 2022

Event: **Replaced**

Select only as no event or rollover/replacement when appropriate. Click  for more info.


Previous Reading (gal): 74,135,884

Previous end of the month reading

Initial Reading (gal): 0

Initial reading after the rollover/replacement event or for a new meter.

Usage (gal): 0

Production usage calculated from reading values. Click  for more info.

Meter Serial Number: \*

Meter Installed Date: \*

Buttons: **X Cancel** **Submit**

*Note: The Calibration Certificate Due sets for 60 days from Installed Date to remind you to upload a copy of the Calibration Certificate.*

- f. Attaching the Calibration Certificate is required. If you already have, upload it now. If not, you have 60 days to upload.
- g. Enter the Calibration Date on the Calibration Certificate. If unknown, enter the date the meter was purchased.

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- h. Click SUBMIT, then confirm total gallons on next box.
- i. Confirm the total gallons for this Meter Reading, then click YES, if correct.

A screenshot of a web dialog box titled "Submit Meter Reading". It contains the text "Calculated usage is 67,441,824 gallons." and "Are you sure you want to submit this meter reading?". At the bottom right, there are two buttons: "X No" and "Yes". The "Yes" button is highlighted with a red circle.

**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 December 15<sup>th</sup>!**

## Steps to Reporting **Meter Verifications** to the District

For a well that requires a permit under these rules, the permit holder must provide a certificate of such test results verifying the accuracy of the meter within the previous five-year period as a condition of permit renewal. This does not apply to meter replacements within the past four years.

1. To login visit the District's database (<https://prairielandsgcd.half.com/>).
2. Once you are logged in, click **Meter Verifications** on the left-hand side.
3. Select the **+ New Meter Verification** button.  
Here, you will see a list of all the wells prior meter verifications or replacements.
4. From the drop-down menu, select the Well ID and enter the required fields. You will need to upload a copy of the Calibration Certificate.
5. Click SUBMIT, then confirm YES.

A screenshot of the "Meter Verification" form. The form has a title bar "Meter Verification" and a subtitle "This form is hereby made under District Rule 8.3 and its regulations to verify meter accuracy for Well ID:". Below the subtitle is a dropdown menu labeled "Select...". The form contains several input fields: "Meter Serial Number", "Meter Accuracy %", "Meter Installed Date", "Calibration Certificate Due", and "Calibration Date". There is also a section for "Attach a Calibration Certificate" with a file upload button "Select a file (max size: 40 MB)" and a note "PDF, Zip, Image (jpg/png)". At the bottom right, there are "Cancel" and "Submit" buttons.

The District will review the Meter Verifications and contact you should there be any concerns to the information submitted.