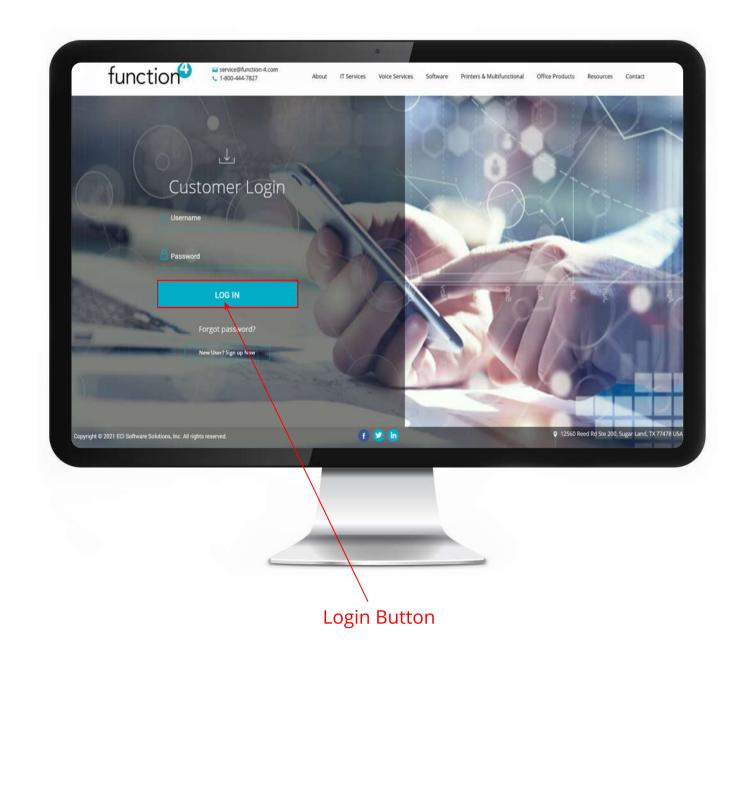
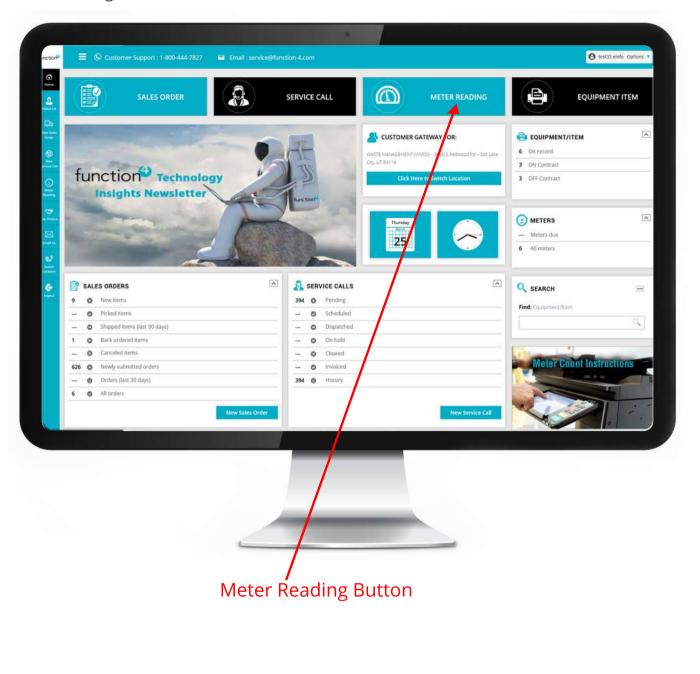


1. How to Submit a Meter Reading:

→ 1.1)Login :- On the Login screen, enter your Username and Password. Click the Login button.



→ 1.2) Navigate to the Meter Reading Button :- On the Dashboard screen, click on the Meter Reading Button.



→ 1.3) Locate the machine you are submitting a meter for:- On the Meter reading page, scroll to the machine you want to submit a meter for. Choose the date you read the meter.

DESCRIPTION: X191 Xeron Copier PHONE - Name SERVAL NUMBER: 234234234 LOCATION: Wate Management (WM00), 3060 S Retwood Rd Name MAXE=MODEL: Kerox - X191 Sale Lake (B), UT 84119 Name METER LOCATION REMARKS: HR Lobby	
Idea 3 3068 5 Redwood Rd Instatut MAKE-MODEL: Xerox - X193 Sait Lake Clip, UT 84119	
INAUE ALARCE AUDEL: Neros - X191 Sait Lake City, UT 54119	
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DESCRIPTION: 335 Copier PHONE: -	
BERIAL MUNBER: sfudid2343 LOCATION: Waste Management (WM00)	
3060 S Redwood Rd MAKE-MODEL: Canon - C0335 Sat Lake City, UT 64119	
LOCATION REMARKS: testing termination	
INSTRUCTIONS:	
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METER READING * 3/25/2021	
Last Reading Date Last Reading Meter Lee New Reading Status Meter Validation Message	
1/28/221 77,777 BW Not ourrently due	
Select the date and meter reading text area	

→ **1.4) Type new Meter Reading in :-** Type the meter in the New Reading box. This will generate a popup. Click OK to close the popup.

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	NEW METER READING	
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→ 1.5) Click Submit :- Click the Submit button at the top or bottom of the page to save your Meter Reading.

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	Clic	k on the submit button	