

## 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..

About Us	WASTE MANAGEMENT (WM00) - 3060 S Redwood Rd - Salt Lake City, UT 84119		Click Here to Switch Location
New Supply Order			× -
Meter Reading		METER READING	Cancel Submit
-	EQUEQUENT	EQHARMENTION	
New Service Call	EQUIPMENT NUMBER: EQ10054	CONTACT:	
Email Us	DESCRIPTION: X191 Xerox Copier	PHONE:	
Switch	SERIAL NUMBER: 234234334	LOCATION: Waste Management (WM00) 3060 S Redwood Rd	
Location	MAKE-MODEL: Xerox – X191	Salt Lake City, UT 84119	
Logout	METER Toshiba 23ppm Digital B/w Mfp INSTRUCTIONS:	LOCATION REMARKS: HR Lobby	
	METER READING		
	DATE:		
	Last Reading Date Last Leading Meter Type	New Reading Status Meter Validation Message	
	3/7/2020 502,001 B\W	* Overdue	
	Meter reading IS REQUIRED		
	EQUIPMENT	CONTACT/LOCATION	
	EQUIPMENT NUMBER: EQ10059	CONTACT:	
	DESCRIPTION: 335 Copier	PHONE:	
	SERIAL NUMBER: sfsdfsd2343	LOCATION: Waste Management (WM00)	

• **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.

EQUIPMENT	CONTACTALOCATION						
EQUIPMENT NUMBER: EQ10054	CONTACT:						
DESCRIPTION: X191 Xerox Copier							
SERIAL NUMBER: 234234334	LOCATION: Waste Management (WM00) 3060 S Redwood Rd						
MAKE-MODEL: Xerox - X191	Salt Lake City. UT 84119						
	NEW METER READING						
METER READING	Last reading: 502001						
METER READING * 6/2/2020	New reading: -50/96						
Last Reading Date Last Reading Meter T	Vpe New I OK Cancel Meter Validation Message						
3/7/2020 502,001 8\W	+ 5 Oterdue						
EQUIPMENT	CONTACTALOCATION						
EQUIPMENT NUMBER: EQ10059	CONTACT:						
DESCRIPTION: 335 Copier	PHONE:						
SERIAL NUMBER: sfsdfsd2343	LOCATION: Waste Management (WM00)						
MAKE-MIDDEL: Canon - CO335	Salt Lake City, UT 84119						
	LOC TION REMARKS: testing termination						

Enter the reading in the text box and click ok

**1.5) Click Submit :-** Click the Submit button at the top or bottom of the page to save your meter reading.

page to save CUSTOMER G	ATEWAY FOR: (WM00) – 3060 S Redwood Rd – Salt Lake City, UT 84119			Click Here to Switch Locatio
r Supply Inder				Cancel Submit F
feter ading		METER READ	DING	
EQUIPMENT Service		CONTA	CT/LOCATION	
EQUIPMENT NUMBER: EQ1	0054		CONTACT:	
DESCRIPTION: X19	Xerox Copier		PHONE:	
sh Ion MAKE MODEL: Xerr	.34334 IV - X191		3060 S Redwood Rd Salt Lake City, UT 84119	
METER	X-X131	LOCA	TION REMARKS: HR Lobby	
INSTRUCTIONS:				
METER READING				
METER READING * 6/2 DATE:	2020			
Last Reading Date	Last Reading Meter Type	New Reading Status	Meter Validation Message	
3/	7/2020 502,001 B\W	* Overdu	e e	
This equipment meter	reading is now ready to submit.			
				Suimi
EQUIPMENT		CONTA	CT/LOCATION	
EQUIPMENT NUMBER: EQ1	0059		CONTACT:	
DESCRIPTION: 335	Copier		PHONE: -	
	Click	on the Subr	hit button	
		Meter Read Complete	ling e	