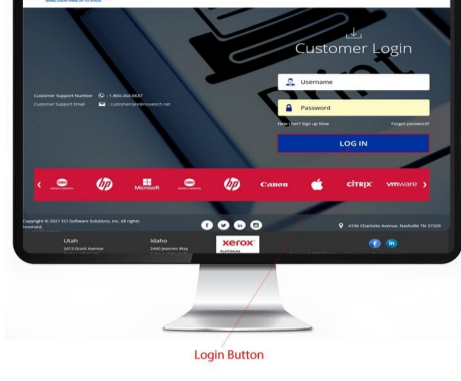


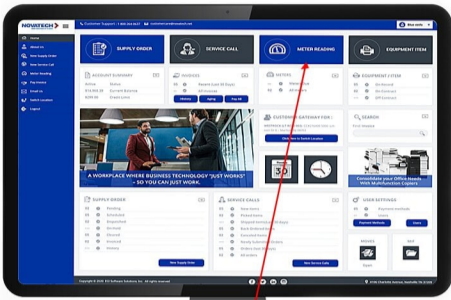
## 1. How to Submit a Meter Reading:

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



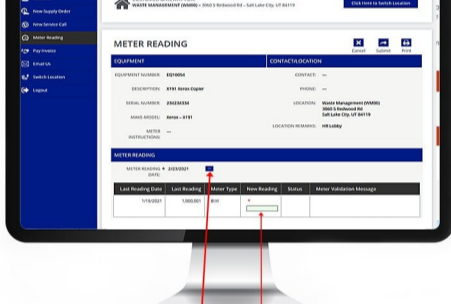
Login Button

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



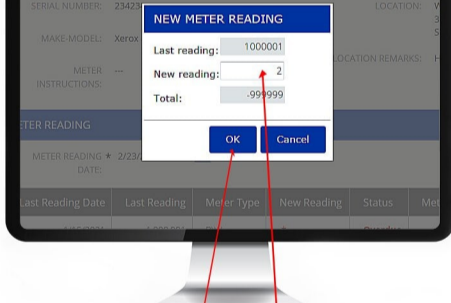
Meter Reading Menu option

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



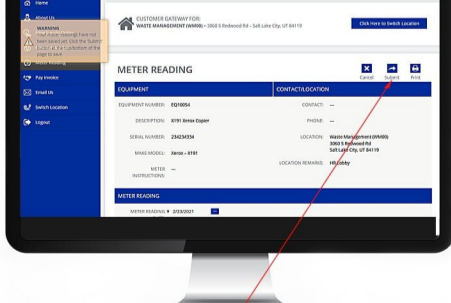
Select the date and meter reading text area

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



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.



Click on the submit button

Meter Reading Complete