

**REPLACEMENT WATER METER Any water manager**

Begin at Site Home Page

Click on Meter Description

Click on Replace Meter

Enter requested information

Click on Submit

**CORRECT LAST METER READING ENTRY Any water manager**

Click on Undo Last Reading

Enter corrected reading

Click on “There are month-end readings”

Accept entry and close out the month

**DESIGNATE THE WATER MANAGER OF RECORD Water Management Supervisor**

(This is the person seeking or maintaining certification for this site)

Begin at Site Home Page

Scroll to Site Managers

Click on “Edit”

If needed, select name from drop-down list

Click on “Manager of Record”

Click on Submit

**REMOVE THE WATER MANAGER OF RECORD DESIGNATION Water management supervisor**

(This is the person seeking or maintaining certification for this site)

Begin at Site Home Page

Scroll to Site Managers

Click on “Delete” to remove OR select another manager of record from your company list

Click on Submit

**ADD A WATER MANAGER TO YOUR SITE Any water manager**

Begin at Site Home Page

Scroll to Site Managers

Click on “Edit”

If needed, select name from drop-down list

Note: You may have to add this new water manager to your company

**CHANGE PASSWORD Any water manager**

(When already logged in)

Home Page

Click on “Change Password”

Follow on-screen instructions

Click on “Change Password” at bottom of page

**GET A TEMPORARY PASSWORD IF YOU CAN’T LOG IN Any water manager**

On the Login page, click on “Lost or Forgotten Password”

Follow the instructions on the “Password Reset Request” page.