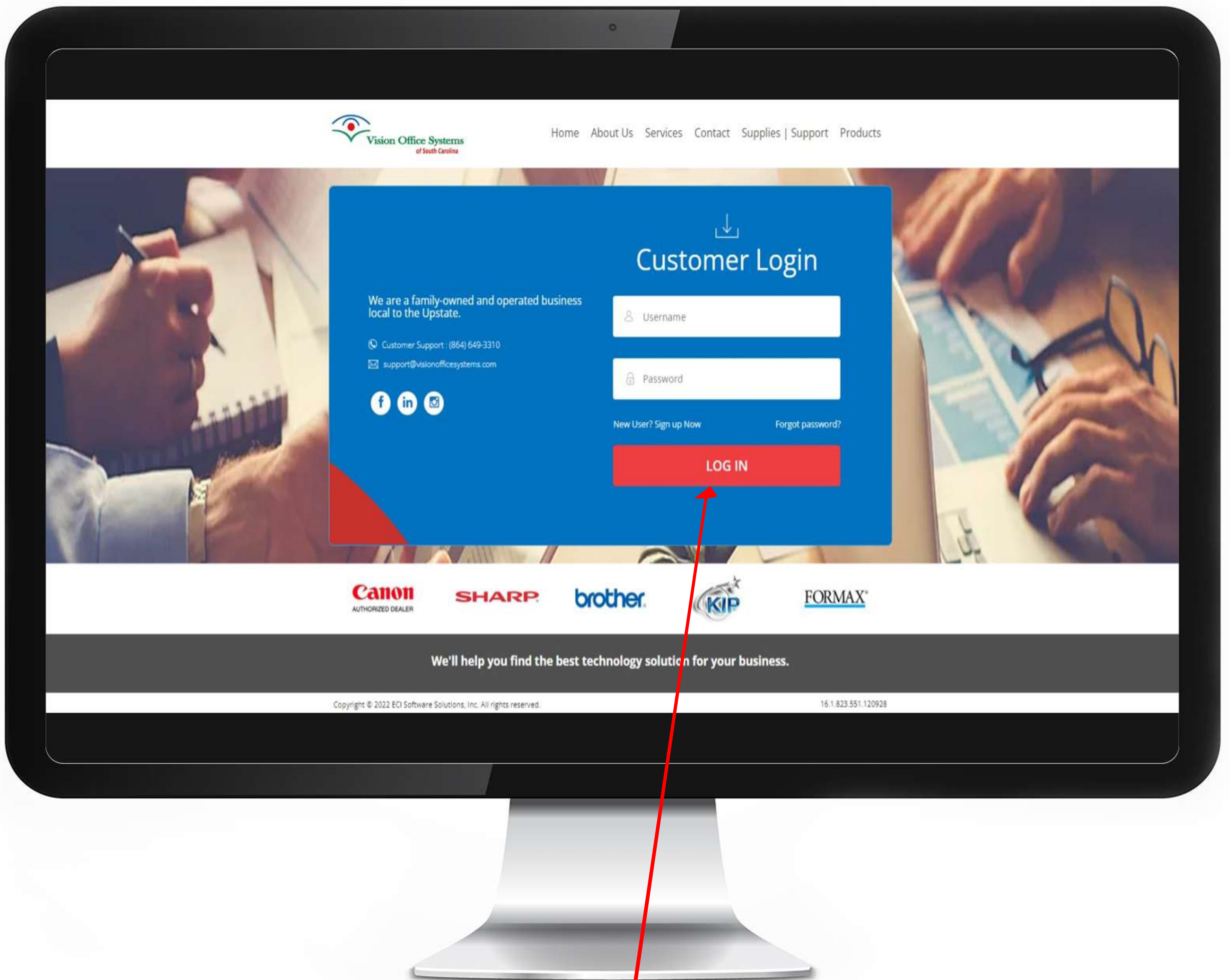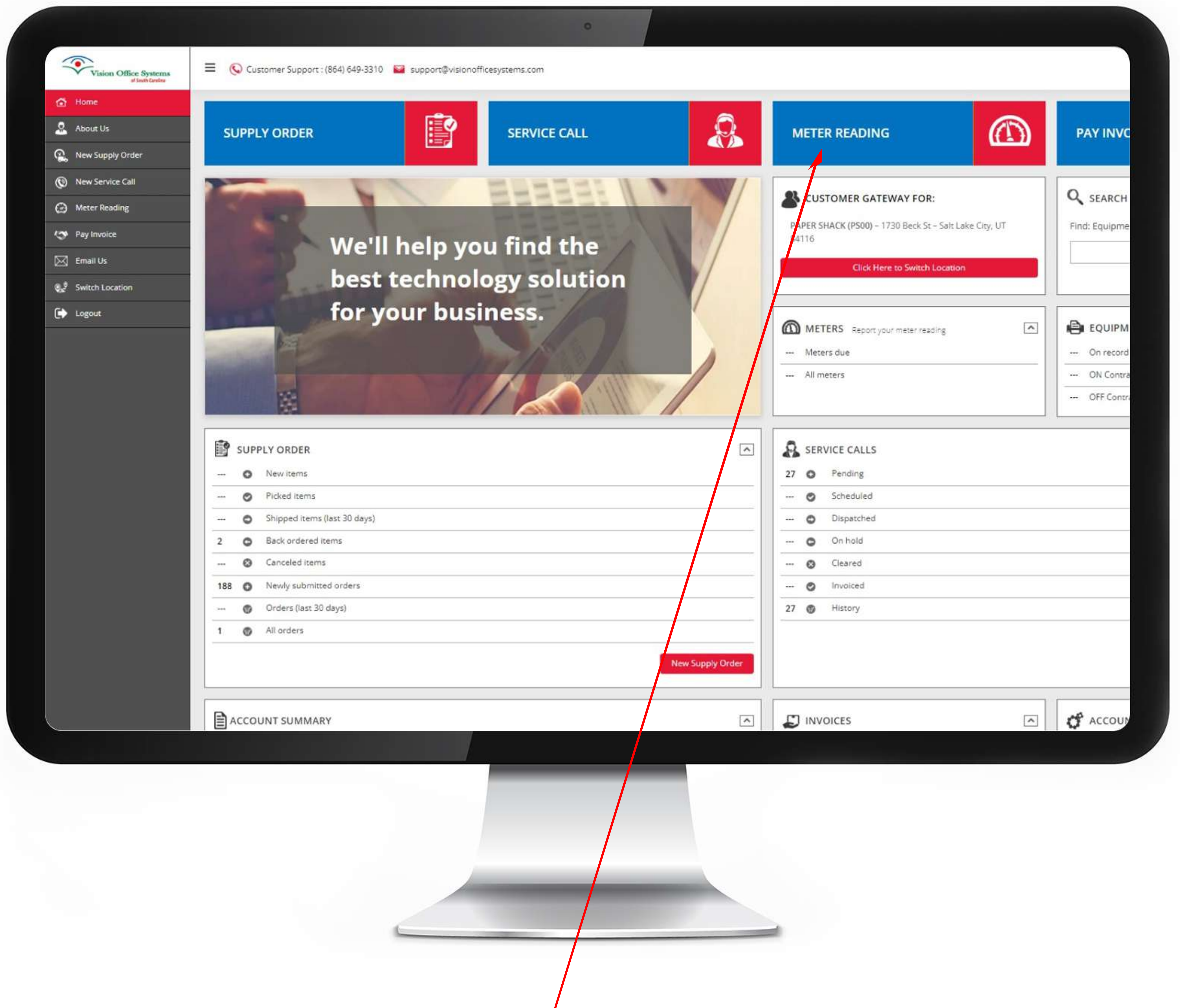# 1. How to Submit a Meter Reading:

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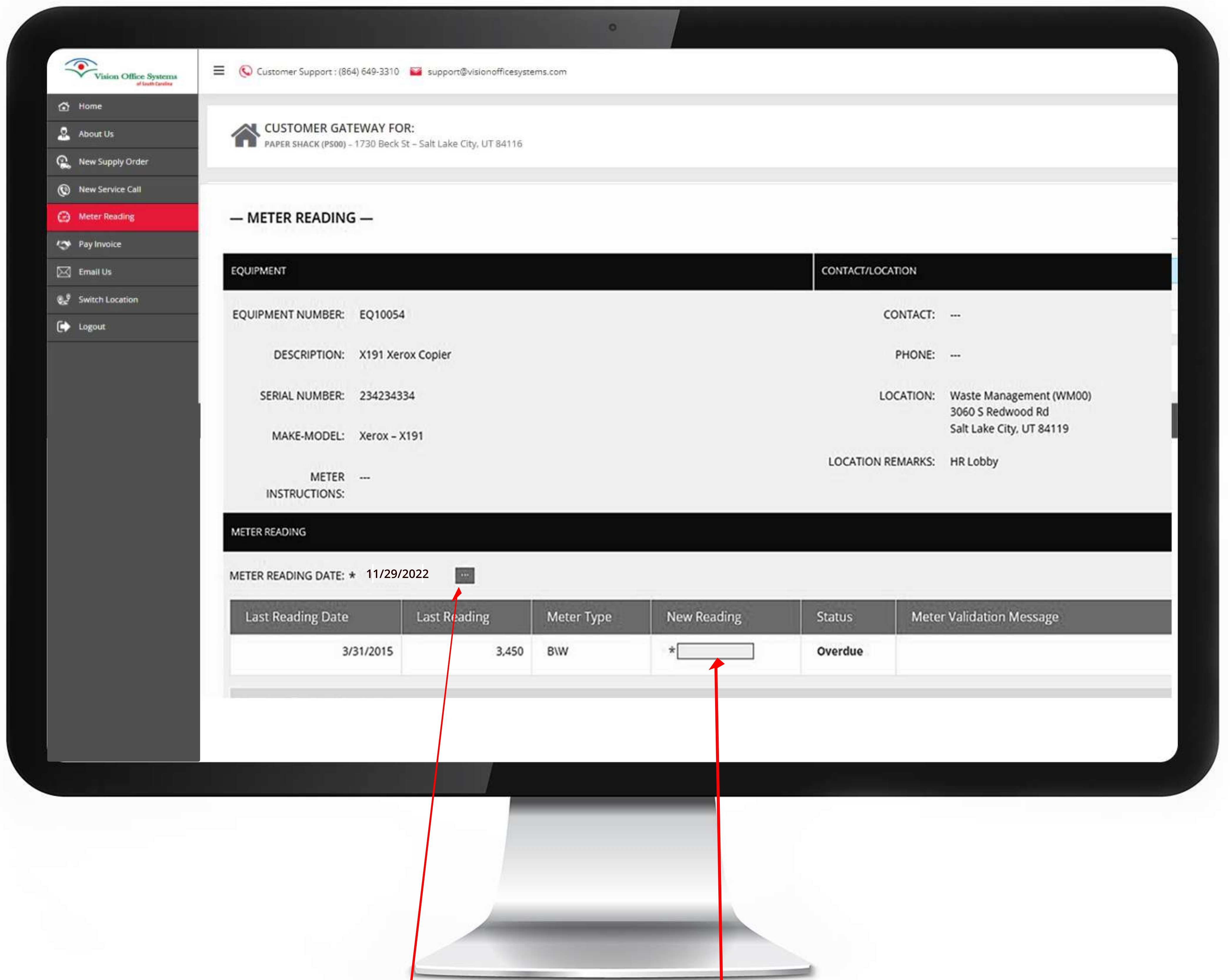

Log in Button

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

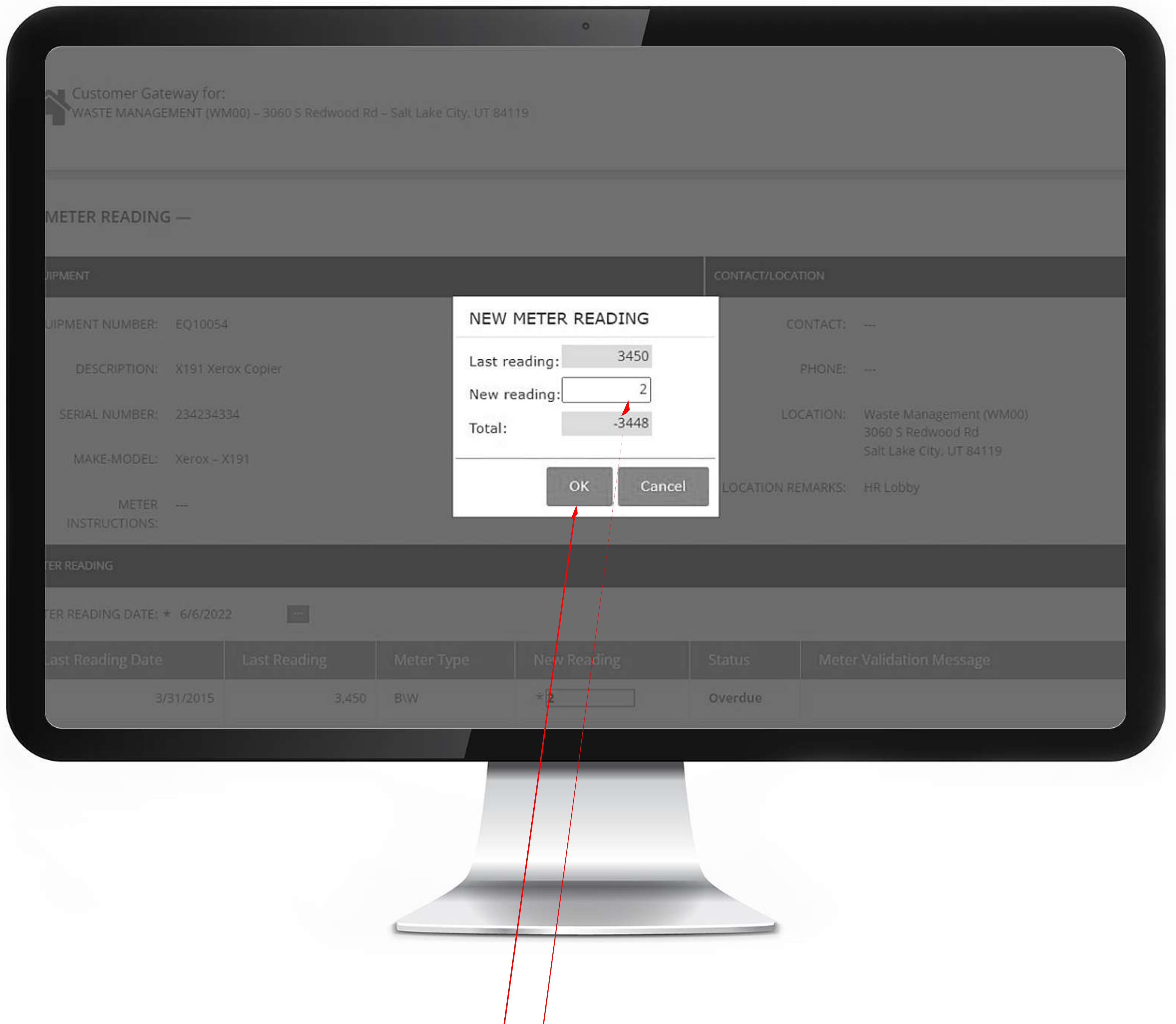
Meter Reading Button

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.
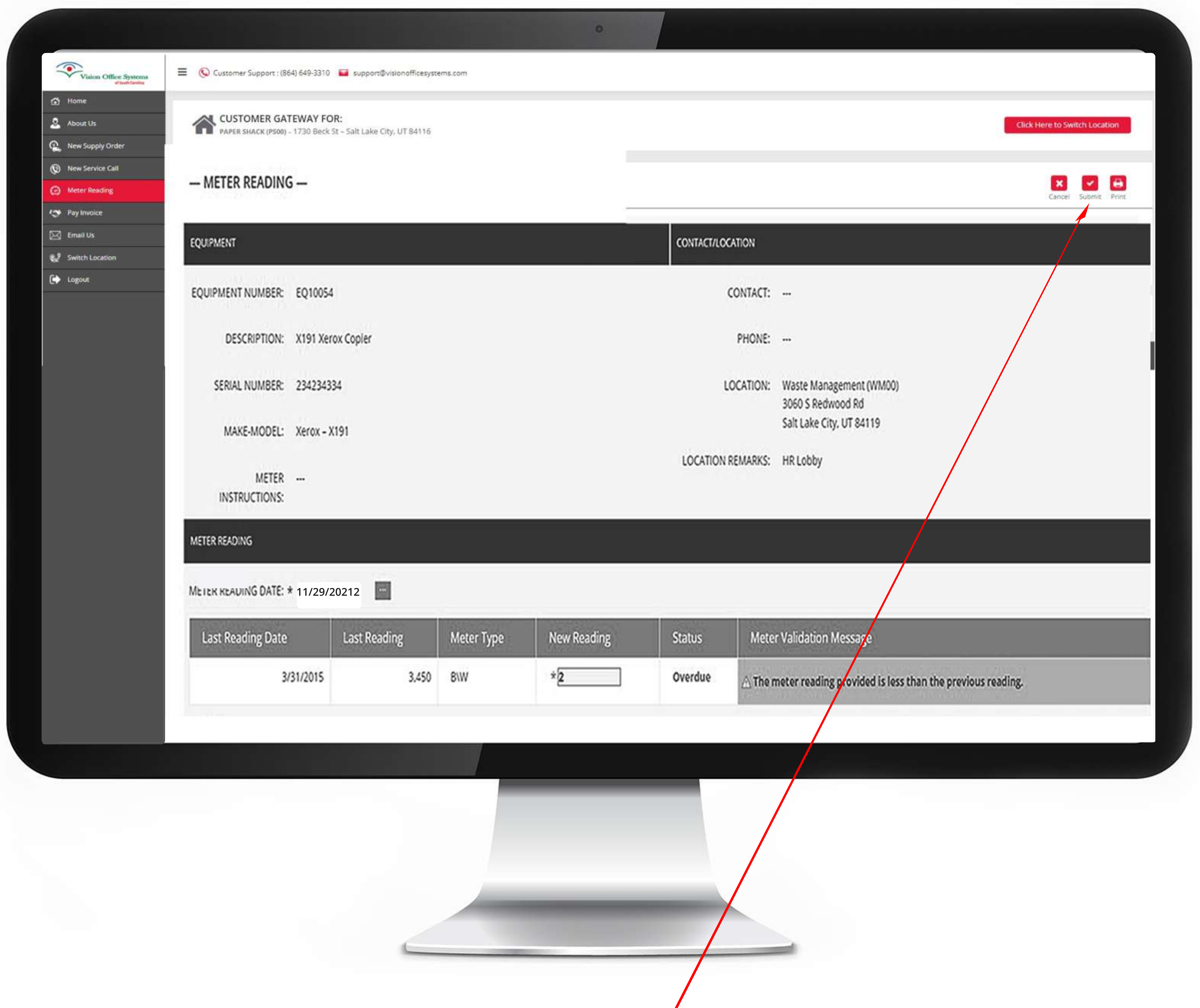

Select the date and meter reading text area

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.

Customer Gateway for:
WASTE MANAGEMENT (WM00) – 3060 S Redwood Rd – Salt Lake City, UT 84119

METER READING —

UIPMENT   CONTACT/LOCATION

UIPMENT NUMBER: EQ10054   CONTACT: ---

DESCRIPTION: X191 Xerox Copier   PHONE: ---

SERIAL NUMBER: 234234334   LOCATION: Waste Management (WM00)
                                                                             3060 S Redwood Rd
MAKE-MODEL: Xerox – X191   Salt Lake City, UT 84119

METER   ---   LOCATION REMARKS: HR Lobby
INSTRUCTIONS:

NEW METER READING

Last reading: 3450

New reading: 2

Total: -3448

OK   Cancel

TER READING

TER READING DATE: ★ 6/6/2022

Last Reading Date	Last Reading	Meter Type	New Reading	Status	Meter Validation Message
3/31/2015	3,450	B\W	★ 2	Overdue	

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 Completed