

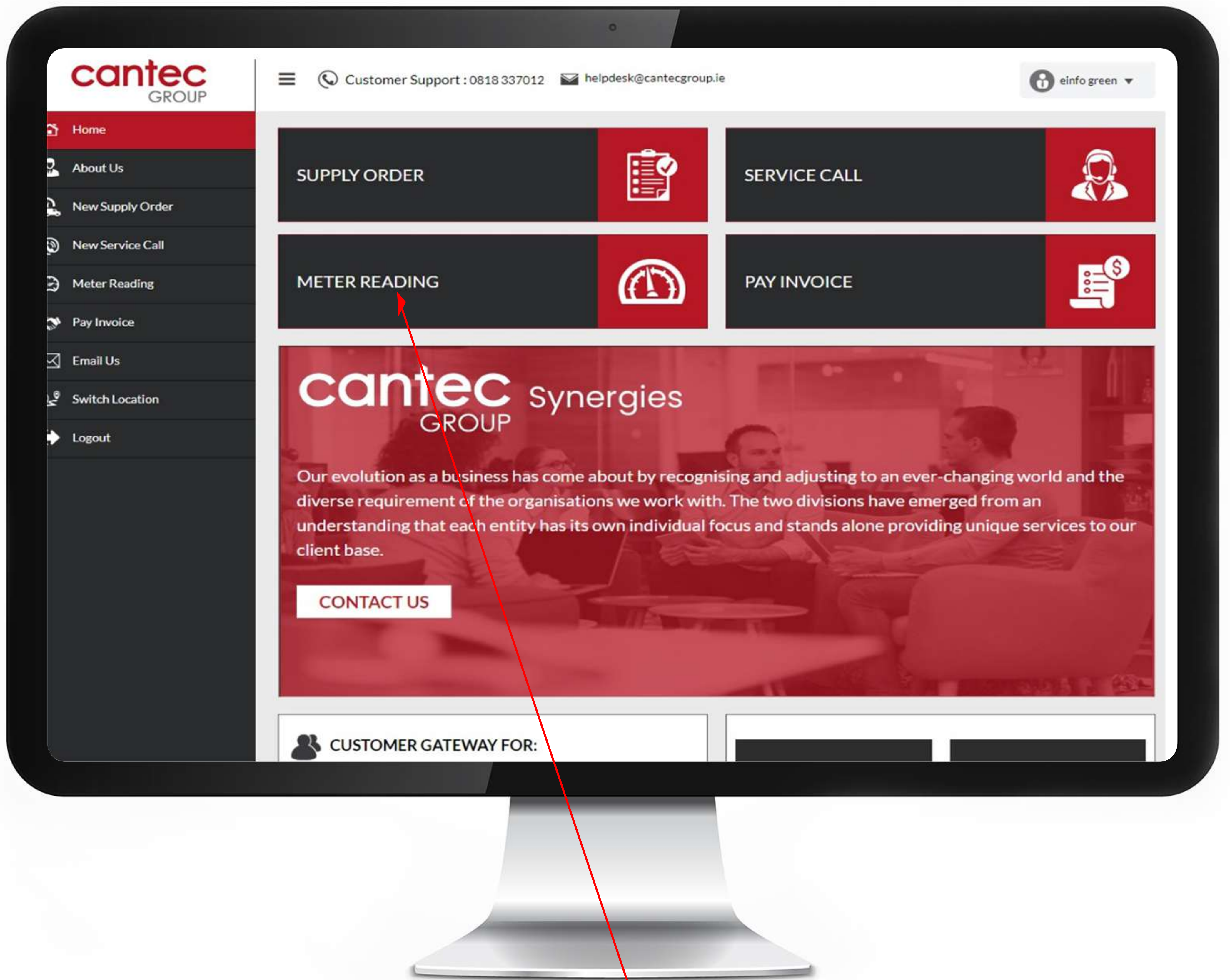
1. How to Submit a Meter Reading:

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



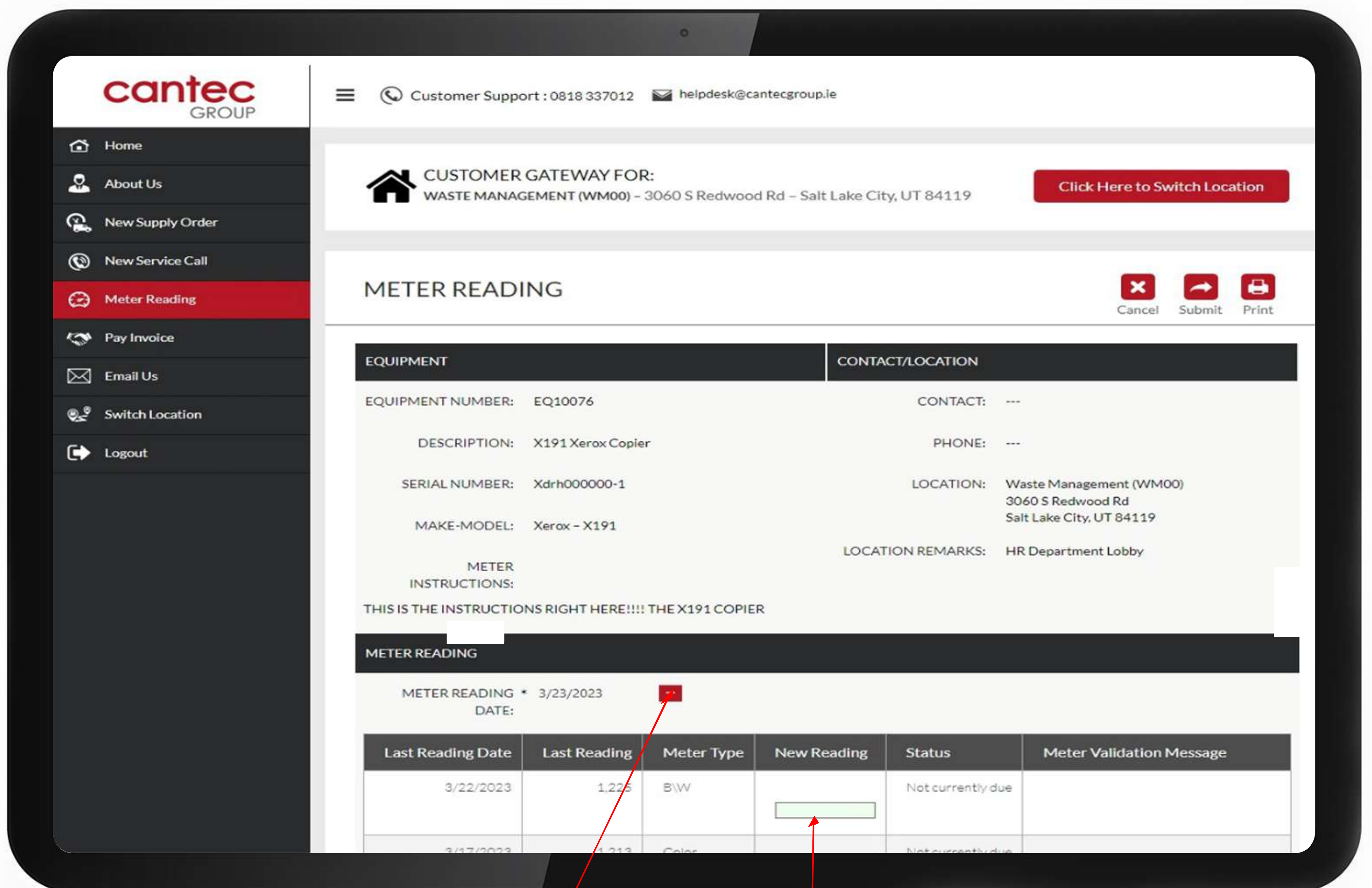
Log in Button

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



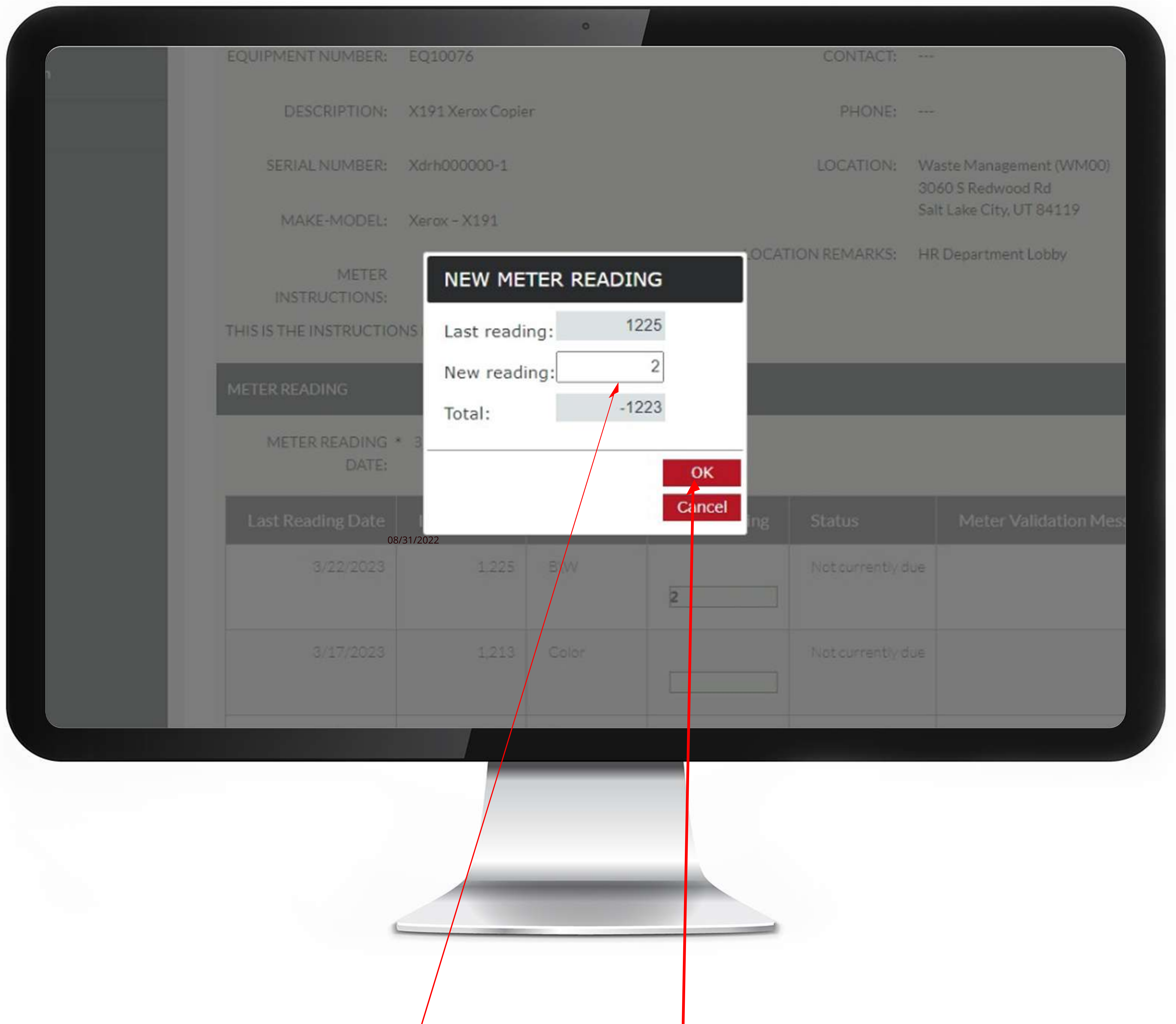
Meter Reading Button

→ **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.



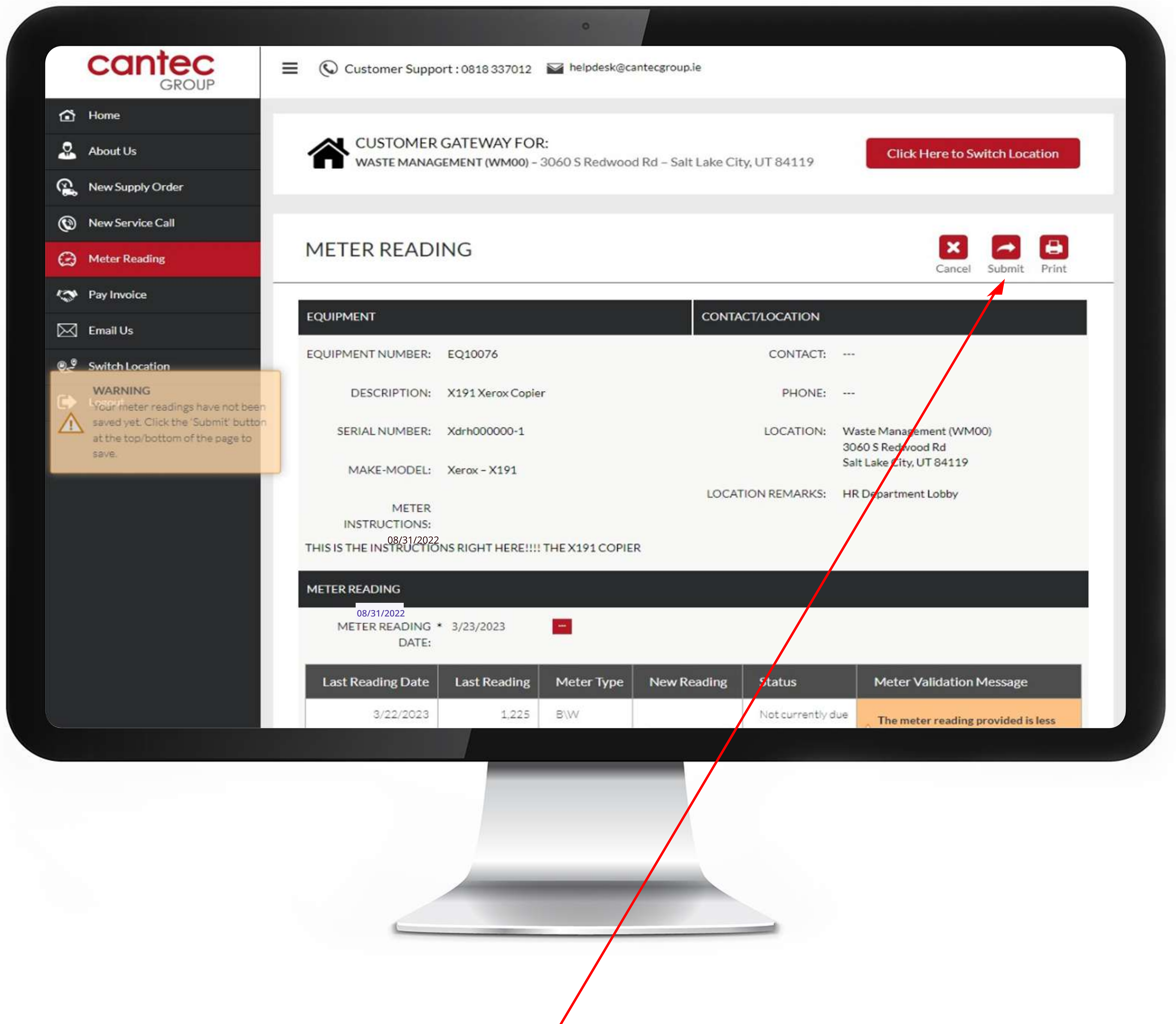
Select the date and meter reading text area

→ **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.



Select the date and meter reading text area

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



Meter Reading Completed