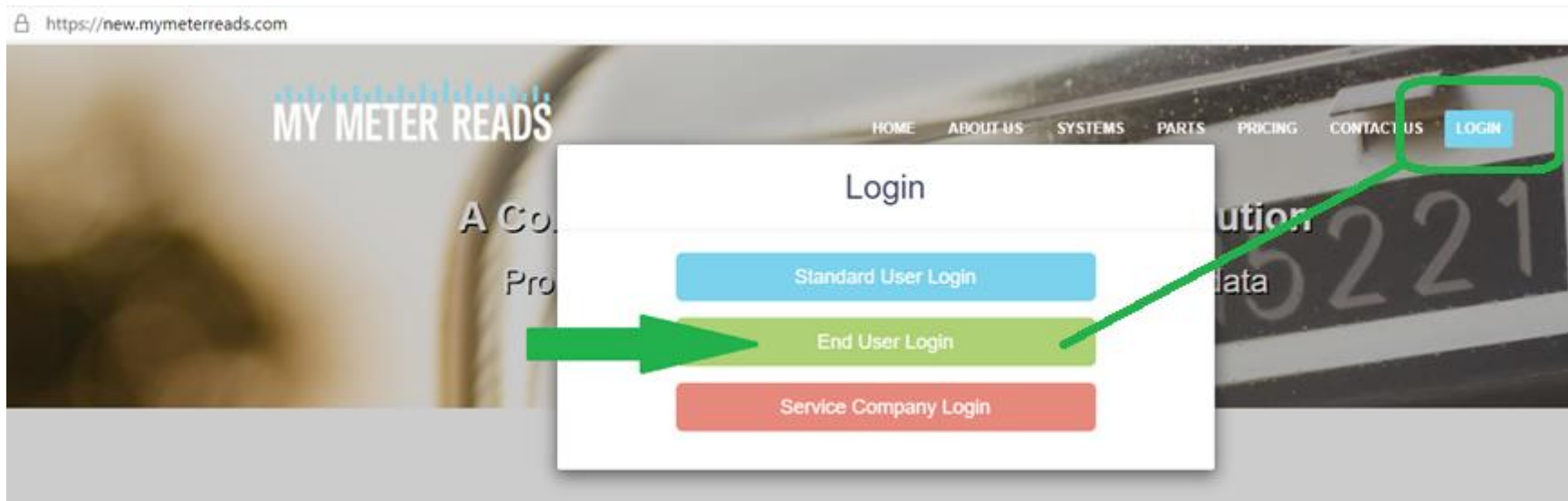


# MyMeterReads End User Guide

Go to <https://new.mymeterreads.com> on your browser.

1. Select LOGIN in the upper right corner of page
2. Then select the End User Login

Contact your account representative to request your Property Code to use.



First time users will need to Register with your Email Address



1st time access requires registration

The image shows a login and registration form. It includes an email input field with an envelope icon, a password input field with an asterisk, a "Remember me" toggle switch, and a blue "Log In" button with a right arrow. Below these are links for "Forgot Your Password?", "Sign in with Google" (with the Google logo), and "Log in with Facebook" (with the Facebook logo). At the bottom, a blue button labeled "Register with Email Address" is highlighted with a green rounded rectangle. A green line points from the text "1st time access requires registration" to this button.

Fill out the User Registration completely as shown below.




Enter 1st and Last Name

enter email address all lowercase

create your own password

re-enter same password as a confirmation

check this box and select applicable pictures to confirm you're not a robot  I'm not a robot  reCAPTCHA  
Privacy - Terms

Click on View Terms to see terms and conditions, then agree by turning on the selector button  View Terms

## First locate your community

1. Enter the Property Code provided by your account representative.
2. Select “search”
3. Verify that the property name is correct, then “Select this Property”

Find  
Accounts & Units

Dashboard > Find Accounts & Units

**Search**

Lets try to find your unit. Use these search utilites to find your unit.

Account Number

OR

Property Code

Please use the code provided by your billing company.

OR

Address

Please use the street number and name only

**Properties**

Property Name	Street	City	State	
Penrose Water District	210 Broadway	Penrose	CO	Select this Property

## Next locate your home/condo/apt/suite

Using the filter box(es) to narrow down selections in case your community has multiple phases with similar Bldg and Unit ID's. Then add your unit by clicking on Add unit to Dashboard.

### Find

Accounts & Units



Dashboard > Find Accounts & Units

**Search** ⓘ

Lets try to find your unit. Use these search utilites to find your unit.

<b>Account Number</b> <input type="text"/> If you have an account number, this is the most direct way to get to your unit	OR	<b>Property Code</b> <input type="text" value="3519"/> Please use the code provided by your billing company.	OR	<b>Address</b> <input type="text"/> Please use the street number and name only
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**Units**

Property Name	Building	Unit	Utility	Assign
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Penrose Water District	I Street	1000		<input type="button" value="Add unit to Dashboard"/>
Penrose Water District	S Street	1000		<input type="button" value="Add unit to Dashboard"/>
Penrose Water District	I Street	1001		<input type="button" value="Add unit to Dashboard"/>
Penrose Water District	L Street	1001		<input type="button" value="Add unit to Dashboard"/>
Penrose Water District	11th Street	1002		<input type="button" value="Add unit to Dashboard"/>
Penrose Water District	L Street	1002		<input type="button" value="Add unit to Dashboard"/>

You should see this pop-up when you had successfully added metered points to your End User Account.

Find  
Accounts & Units

Dashboard > Find Accounts & Units

**Search**

Lets try to find your unit. Use these search utilites to find your unit.


**Account Number**  
  
If you have an account number, this is the most direct way to get to your unit

**Property Code**

**Address**  
  
Please use the stre

OR

[Clear Form](#)



**Unit Mapped**

[Go to Dashboard](#)

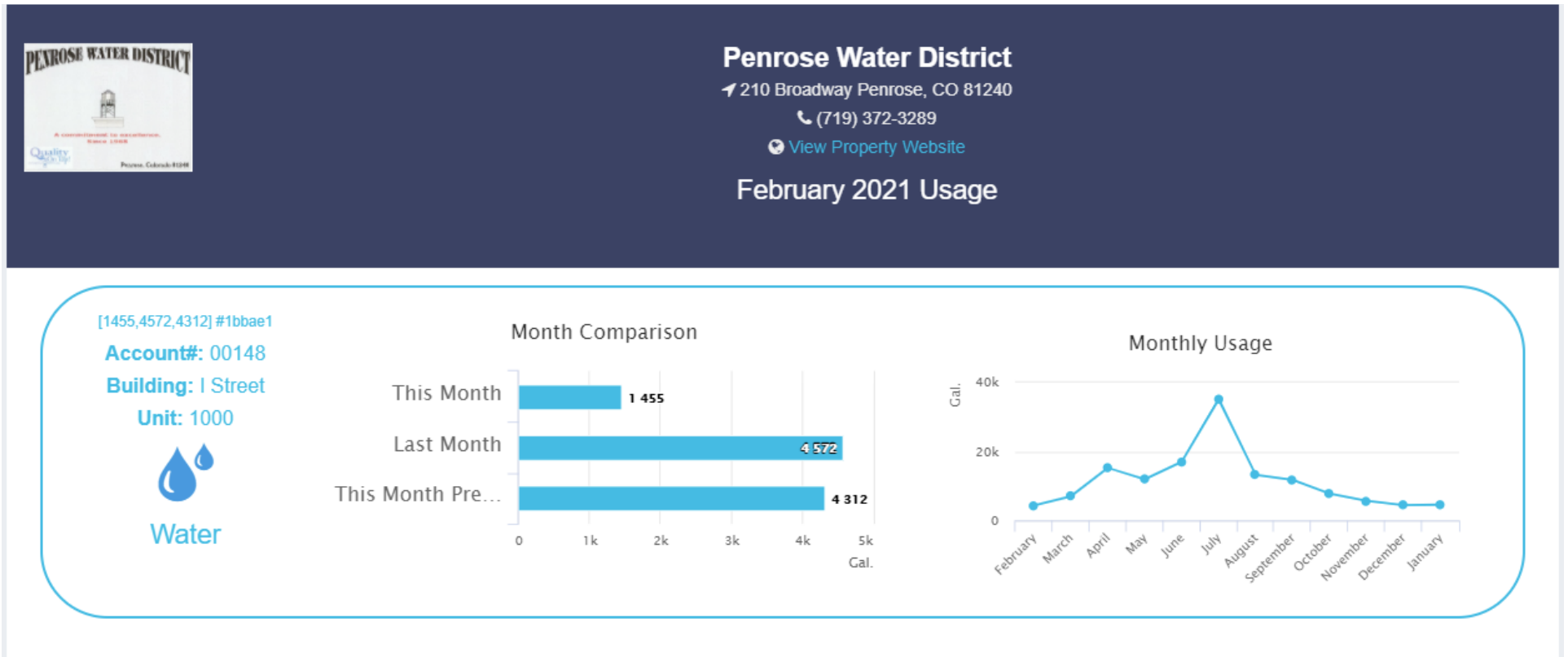
**Units**

Property Name	Unit	Utility
Penrose Water District	I Street	1000
Penrose Water District	C Street	1000

Your account/billing representative will need to confirm your account prior to viewing your meter reads dashboard. After your account is confirmed you will log into [new.mymeterreads.com](http://new.mymeterreads.com) with your email address and password.

You may want to contact your representative to let them know that you have registered so they can activate your account.

This will return you to your dashboard and you will see the current month Usage displayed for each metered point chosen.



Click anywhere on a metered points information chart and it will take you to that specific metered points data where you can view historical information. (see next page for reference).



Back



# Penrose Water District

↗ Lots 7 & 8 Block 107  
Penrose, CO 81240



## All Water Building

Remove Unit

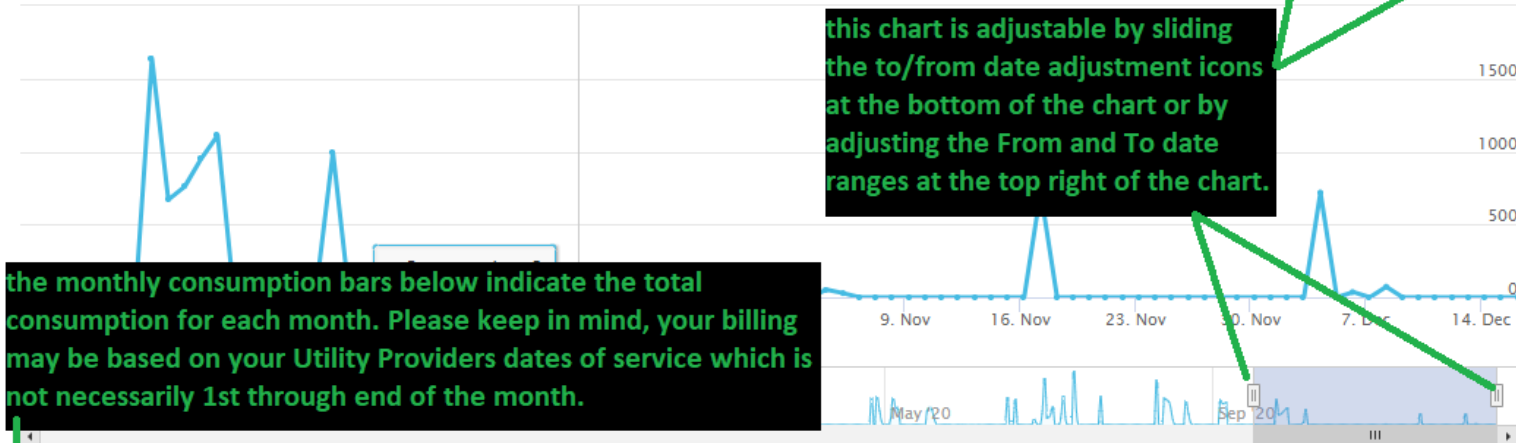
choose remove unit if you have accidentally added an incorrect metered point for viewing

Dashboard > Penrose Water District Building:

### Current Consumption for Building:

Zoom 1m 3m 6m YTD 1y All

From Sep 16, 2020 To Dec 16, 2020



this chart is adjustable by sliding the to/from date adjustment icons at the bottom of the chart or by adjusting the From and To date ranges at the top right of the chart.

the monthly consumption bars below indicate the total consumption for each month. Please keep in mind, your billing may be based on your Utility Providers dates of service which is not necessarily 1st through end of the month.

Consumption for December 01, 2020 - December 16, 2020	828 Gal.	↑	🗨	✕
Consumption for November 01, 2020 - November 30, 2020	807 Gal.	↑	🗨	✕
Consumption for October 01, 2020 - October 31, 2020	1060 Gal.	↑	🗨	✕

daily reads can be viewed by clicking on the expansion arrows for each month to the right