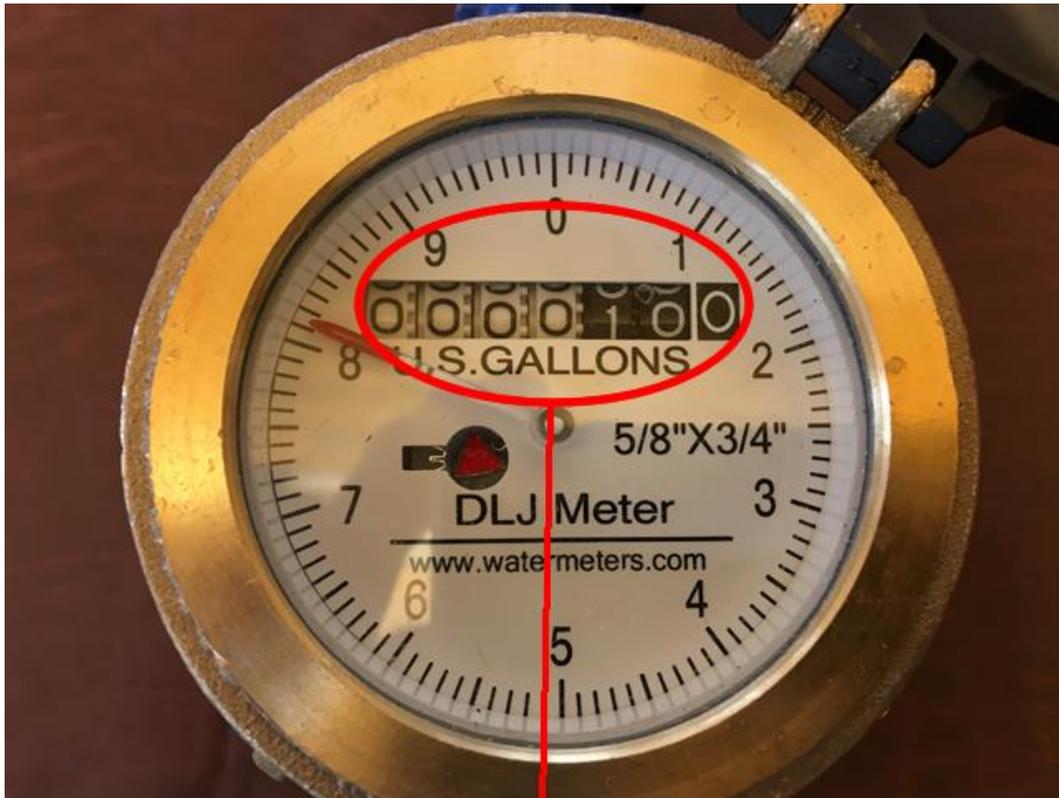


Instructions of Submitting Your Water Meter Readings

Please print this off and keep in your WSP file

1. Go to www.indianmountain.info
2. On the homepage, click on “Water” tab on left side of page
3. In the drop down under Water are four selections, click on “Water Meter Reporting”
4. On the first page of the Water Meter Reporting form you are asked for the Validation Code: Please enter the one you received in the email instructions.
5. Next question is month/year of water usage you are reporting: please type in month and 4-digit year (e.g., February 2018).
6. Next page asks for your ID: please enter your 5-digit ID provided by Samantha. The ID is the first letter of your last name followed by 4 numbers (e.g. H0023, J0333). Be sure to safeguard your ID.
7. Next question asks for your last name: please enter your last name. If two different last names were on the application, we are using the first of the two names you wrote in on your application form. You can always check with Samantha
8. Enter your 7-digit water meter reading. Please look at the following pictures to see what numbers from the meter to report. Enter the numbers you see without any rounding or decimal. Remember, if you have not read your meter lately, it is OK to give us a good estimate. After a few months of submitting your water readings you will have a pretty good idea of how much water you generally use (e.g., 100 gallons for a typical weekend visit, 1200 gallons per month) . We suggest you keep a running list of the water meter readings you submit in your WSP file for easy reference
9. Hit the Submit button at bottom of page.
10. You will see a note that your submission is complete. Your All done. Thank you.

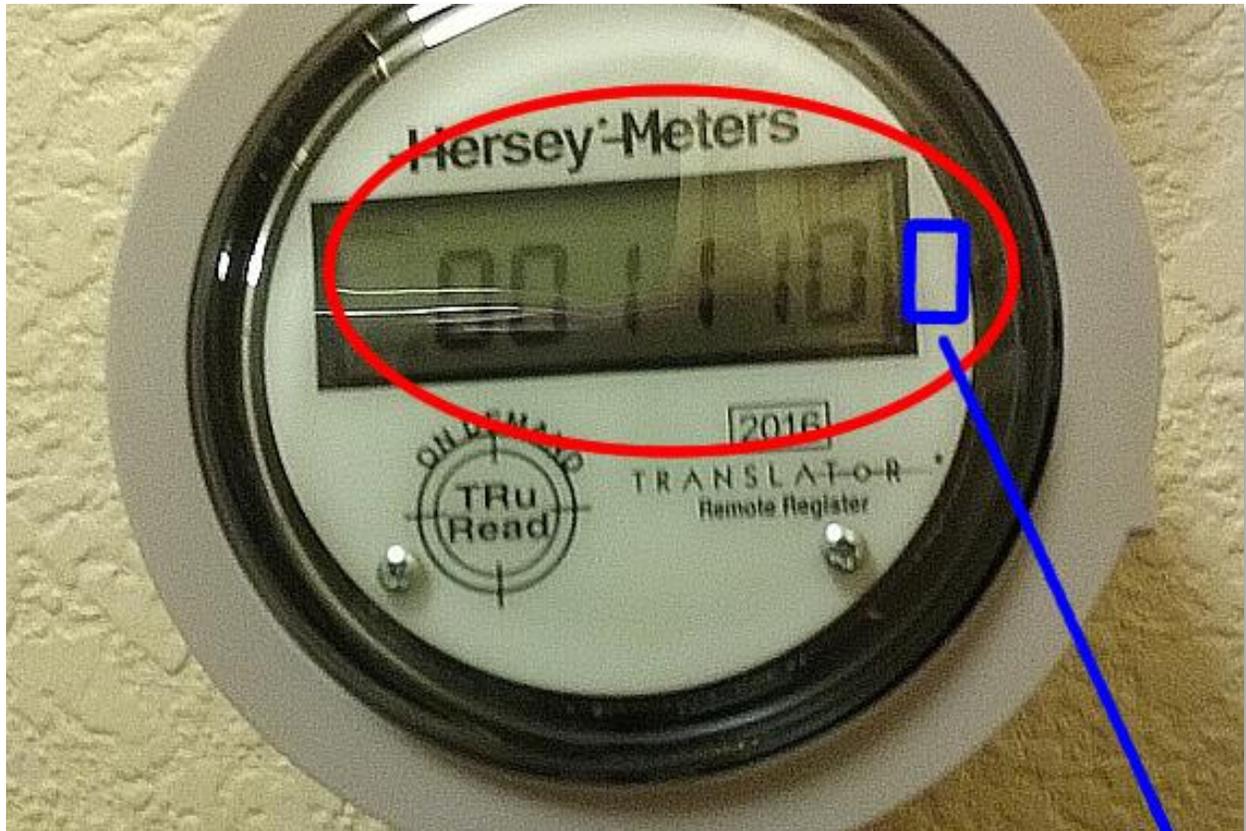
Remember: If you get lost or don't feel comfortable, please call or email Samantha at 719-836-9043 or at www.indianmtn@hotmail.com



**Record All Seven Digits. Rightmost is always zero.
Ignore sweep hand.**



**Record Leading Seven Digits.
No decimals.**



The iPerl remote unit displays in 10 gallon increments.
Add another zero to rightmost column. This example reading will be 0011100.