

# HOW TO REGISTER/LOGIN TO YOUR SMART WATER METER

## What You Will Need

- Serial # (listed on Bill )
- BWD Account # (listed on Bill, do not include dash)
- Email Address To Receive Notifications

## Steps To Register:

Visit <http://www.waterscope.us>

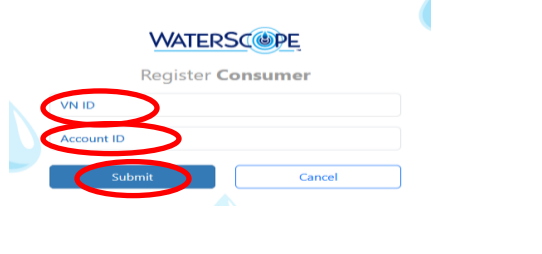
You Tube Video <https://www.youtube.com/watch?v=n33zx-XFdjE>

**1. Click the "Register" button below the Username field.**



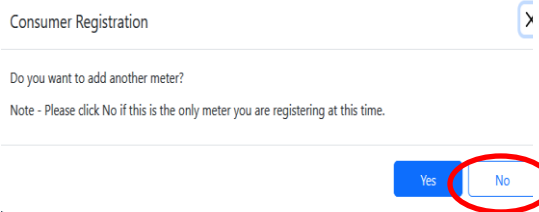
The screenshot shows the Waterscope registration page. There is a text input field labeled "Enter User Name" and a blue "Continue" button. A red circle highlights a "Register" button located at the bottom right of the page.

**2. Enter your Meter/VN ID & Account ID# and click Submit**



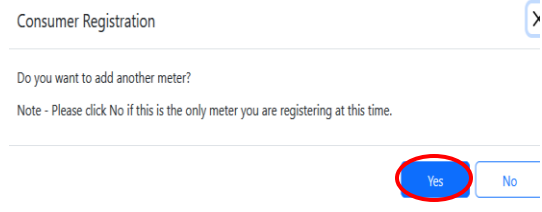
The screenshot shows the Waterscope registration page with the "Register Consumer" heading. There are two text input fields: "VN ID" and "Account ID". Below them are "Submit" and "Cancel" buttons. Red circles highlight the "VN ID" and "Account ID" fields, and the "Submit" button.

**3. Add a meter: Click NO when asked if you want to add another meter.**



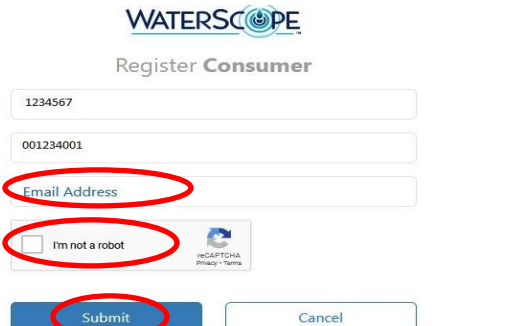
The screenshot shows a "Consumer Registration" dialog box. It asks "Do you want to add another meter?" with a note: "Note - Please click No if this is the only meter you are registering at this time." There are "Yes" and "No" buttons. The "No" button is circled in red.

**\*\*3\*\* If adding a second meter, Click Yes and follow the prompts.**



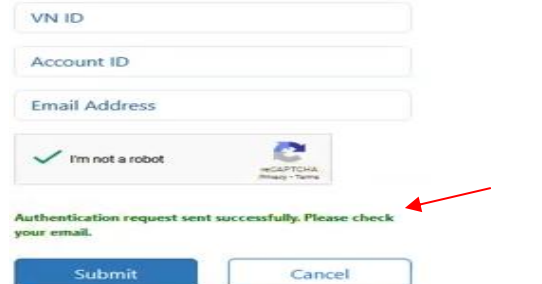
The screenshot shows the same "Consumer Registration" dialog box as in the previous step. The "Yes" button is circled in red.

**4. Enter the email address you will use to log into Waterscope. Click I'm not a robot then Submit.**



The screenshot shows the Waterscope registration page with the "Register Consumer" heading. There are three text input fields: "1234567", "001234001", and "Email Address". Below the "Email Address" field is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo. A "Submit" button is circled in red.

**5. You will receive an authentication message after clicking on the submit button as seen below.**



The screenshot shows the Waterscope registration page with the "Register Consumer" heading. There are three text input fields: "VN ID", "Account ID", and "Email Address". Below them is a checkbox labeled "I'm not a robot" with a reCAPTCHA logo. A "Submit" button is circled in red. Below the "Submit" button, there is a message: "Authentication request sent successfully. Please check your email." with a red arrow pointing to it.

**6. Open your email to Authenticate your account. Please check your junk and spam folders if you did not receive this email. Click on [Click here to authenticate](#).**

Hello Consumer name/email,

Please authenticate your email [Click here to authenticate](#).

We request you to change your password after your first Login for Security reasons.

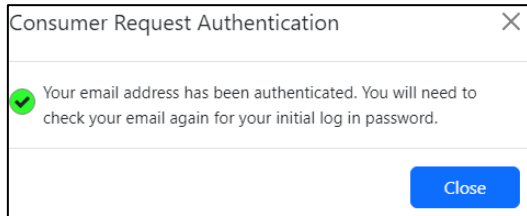
This link will get expired in 24hr.

Thanks,

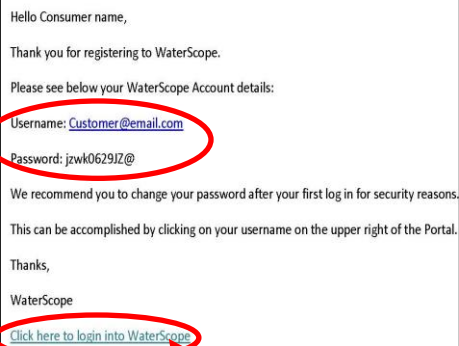
WaterScope

[Click here to login into WaterScope](#)

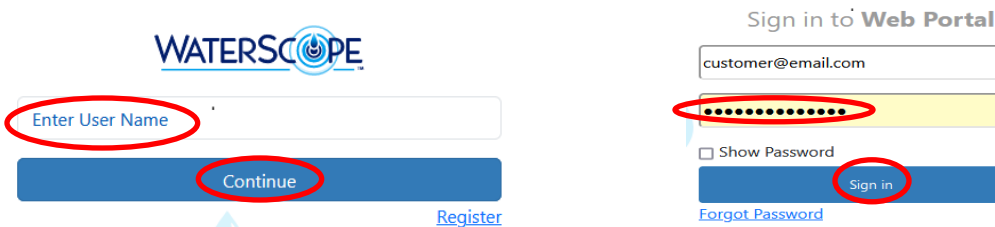
**This message will appear after authentication.**



**7. You will receive a second email from WaterScope with information to sign in to your account. The email includes your **username, temporary password**, and a **link** to WaterScope. Please check you junk and spam folders if you do not receive this email.**



**8. Click on the link to WaterScope in your email. Enter your username and temporary password from the email to sign in to your account. You may change your password any time after the first sign-in. Explore your Waterscope Account!**



## CHANGING YOUR PASSWORD

3. Once logged into WaterScope, click your **email address/user name** located on the top right corner of the Dashboard, then click **Manage**

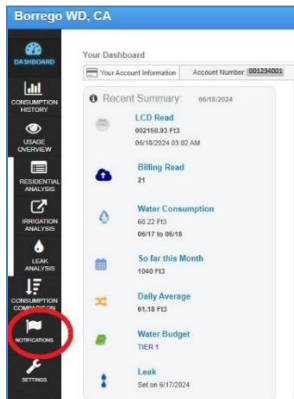


1. Type in the **password** sent to you when setting up the account.  
2. Create a **new password** then click **Set Password**

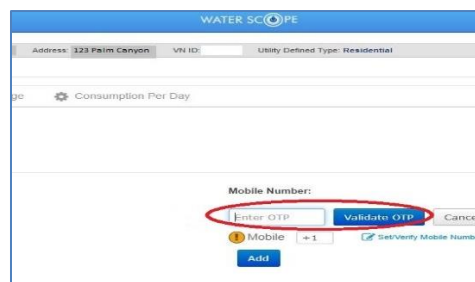
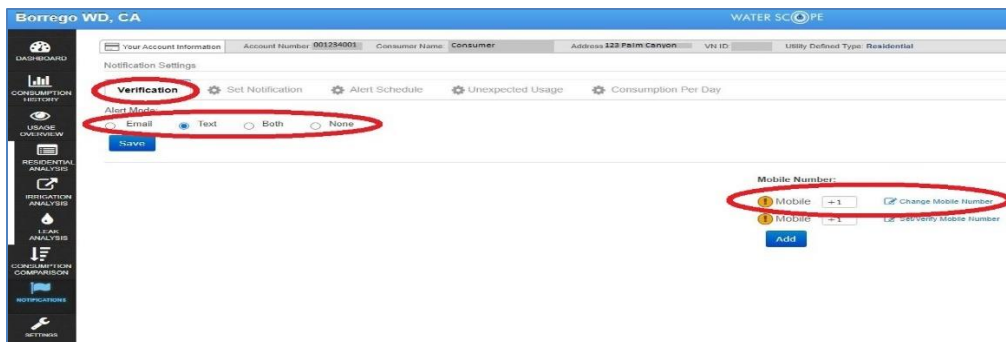


## SET UP WATER LEAK AND USAGE NOTIFICATIONS

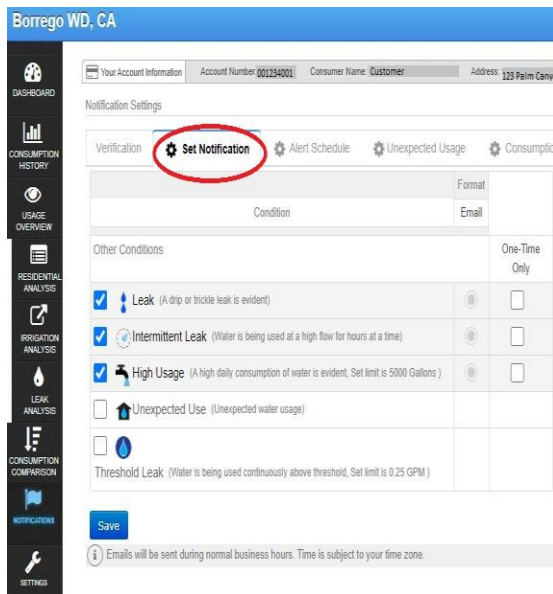
1. Click on **“Notifications”** from the menu on the left side of your smart meter account screen.



2. On the **“Verification”** tab, enter the **email and or phone number (text)** that you would like to receive notifications. If you choose text, you will receive a code on your phone that you will enter into WaterScope to validate your number.








- On the **“Set Notification”** tab, select the types of notifications that you would like to receive by email or text.



### Types of Notifications

You can select the types of notifications that you would like to receive by email or text from WaterScope. Common notification types are described below.

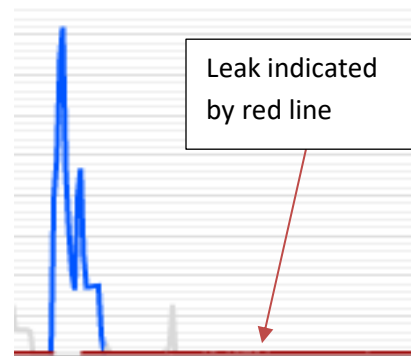
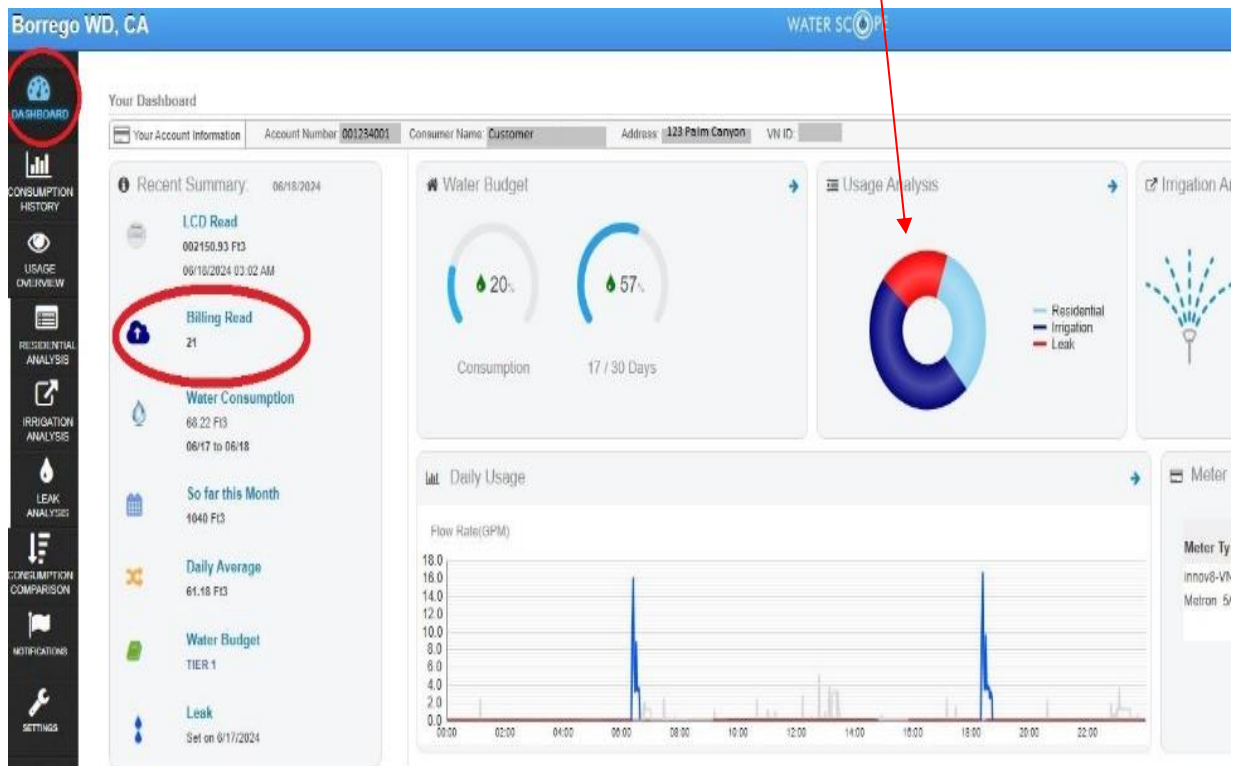
-  **Leak** – Meter runs constantly for 24 consecutive hours
-  **Intermittent Leak** – Meter shows intermittent, continuous flow such as with a toilet leak.
-  **High Usage** – Meter registers more than 5,000 gallons of water use in a 24 hour period
-  **Unexpected Use** – Meter shows water use during a period set by the customer such as vacation. If you choose Unexpected Use, make sure you also set the date range for your notifications.
-  **Threshold Leak** – Meter runs constantly at a flow above .25 gallons per minute for 24 consecutive hours.

## HOW TO READ YOUR DASHBOARD


Click on “**Dashboard**” from the menu on the left side of your smart meter account screen.

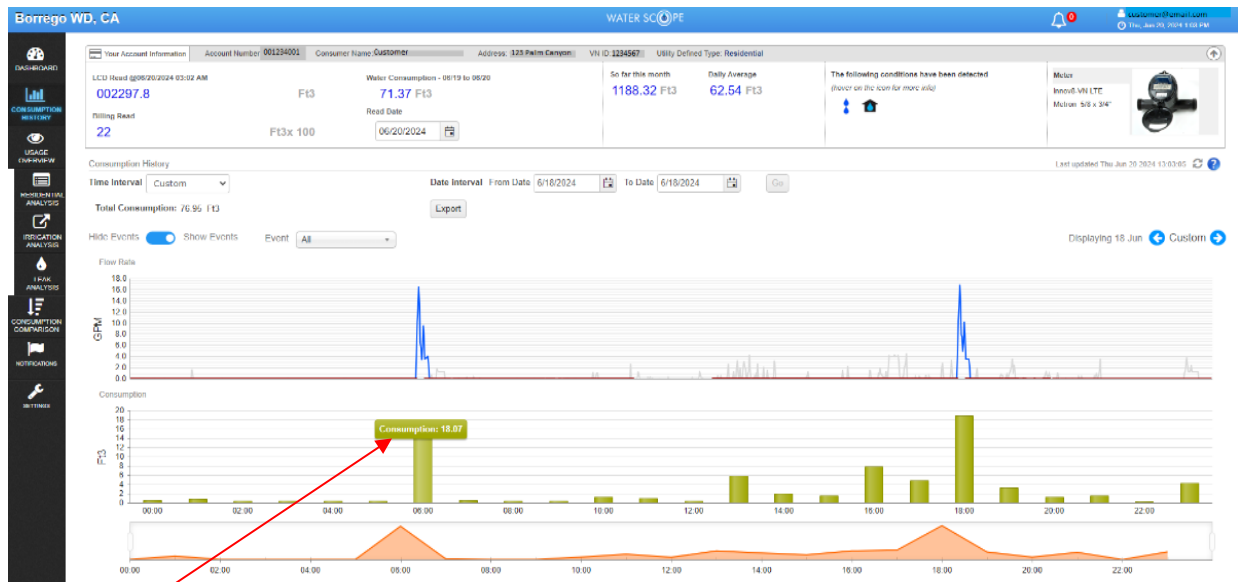
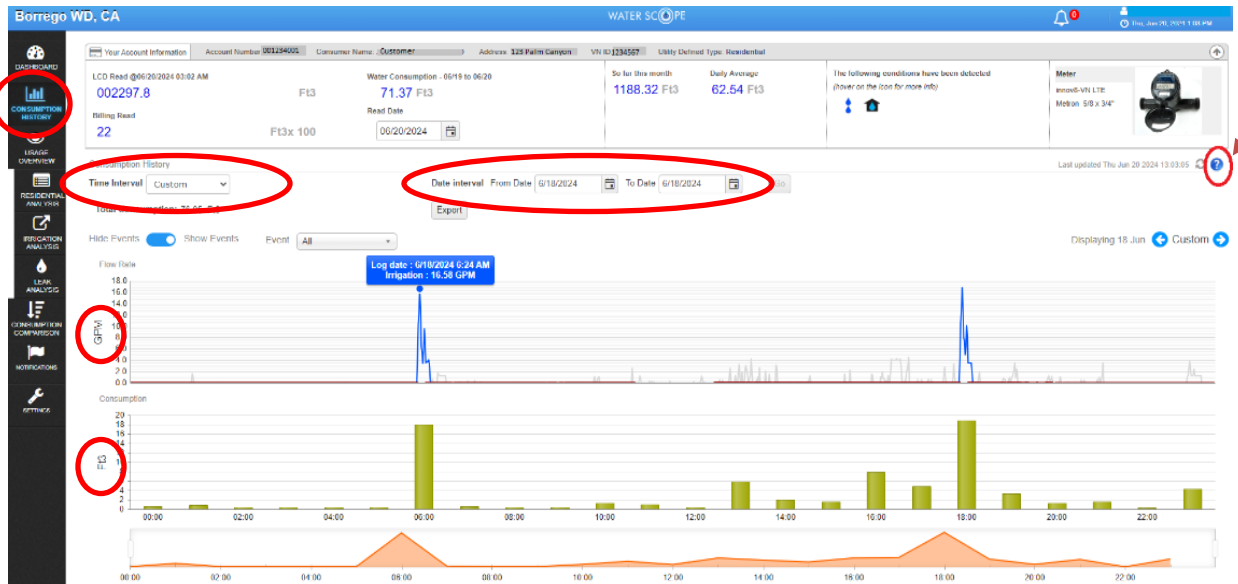
You will find your current smart meter reading under “Recent Summary” The number under the title “Billing Read” is the meter reading in units (1 unit = 748 gallons) and is cumulative since the beginning of your meter install. This is used to calculate your water bill.

The Dashboard below show a customer that has a leak (indicated in red on the graph).



# MONITOR YOUR WATER USAGE

Click on "Consumption History" from the menu on the left side of your smart meter account screen. You will see a set of graphs that show your water usage in Gallons Per Minute (GPM) and Consumption in cubic feet (Ft3). You can adjust the Time Interval to view your water usage over a day, week, month, year, or a specified period between two dates. You can click on the  icon for more information about any page in the WaterScope portal.



To convert Cubic Feet (Ft3) into units, multiply the consumption by .01

Example: Consumption is 18.07 Ft3.

$18.07 \times .01 = .18$  units.

$.18 \times 748 = 134$  gallons

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1 unit = 748 gallons