

Focus on: Reporting Your Water Use Online



Regional Contact Information

Northwest Region

3190 160th Ave SE
 Bellevue, WA 98008
 (425) 649-7000

Southwest Region

PO Box 47775
 Olympia, WA 98504
 (360) 407-6300

Central Region

1250 W Alder Street
 Union Gap, WA 98903
 (509) 575-2490

Office of the Columbia River (OCR)

1250 W Alder Street
 Union Gap, WA 98903
 (509) 454-4255

Eastern Region

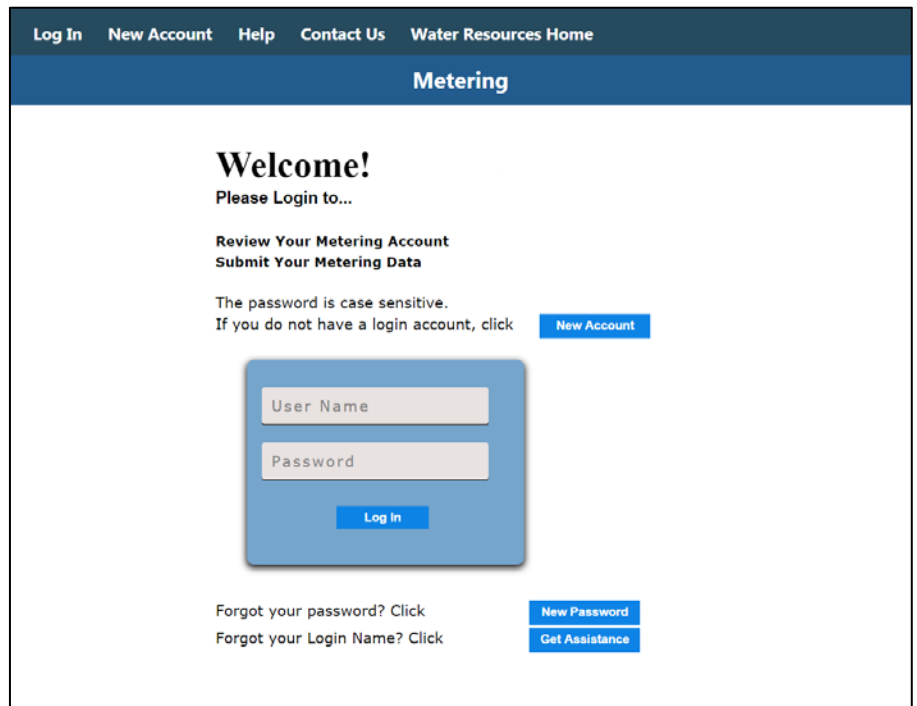
4601 N Monroe Street
 Spokane, WA 99205
 (509) 329-3400

Bellingham Field Office

913 Squalicum Way #101
 Bellingham, WA 98225
 (360) 255-4400

Getting Started

- The first step to reporting your water use online is to request an online account. Visit our website to make your request: <https://fortress.wa.gov/ecy/meteringx/Login.aspx>
- You will see a screen similar to the one shown below.
- If you don't have an account, click on "New Account".
- If you do have an account, go to the **Accessing your Account** instructions on page 3 of this document.



- After clicking on the "New Account" button you will see a screen similar to the one below. Fill in the blanks to the best of your ability. It is very important that you provide detailed information. This information helps us locate your water right information and set up your reporting account.

Log In
New Account
Help
Contact Us
Water Resources Home

Metering

Welcome To Metering!

New User Account Request

Please Note: If you are a new reporter of metering data, you must first submit a [Form 1 - Measuring Device Information](#) document BEFORE Ecology can approve your *New User Account Request Form*.

Instructions
Obtaining a user account will enable you to submit your metering data online. To request a new user account complete and submit the below information.

You will use this account year after year to submit your metering data.

You will be notified by email when your new account has been activated. You can then login using your new login name and password. It typically takes two to three business days for Ecology to setup your new account.

For assistance, please contact your [regional metering coordinator](#).

Name and Address Information

Last or Organization Name

Indicate one Individual Organization

First Name Middle Initial (Optional)

Street Address

Mailing Address (If different)

City (for Mailing)

State (for Mailing) Zip (for Mailing)

Day Phone

Ext (Optional)

Evening Phone (Optional)

Fax (Optional)

Email

Ecology Region where your meter(s) are installed [Region Map](#)

Contact Information Same as above:

Last Name

First Name

Phone Number

Email Address

Create a Login (All fields are required.)

User Login Name

Password [Rules for Password](#)

Confirm Password

Question to ask yourself if you forgot your password

Answer to your question

Water Rights You Own (Optional - Assists the Approval Process)

Document Numbers

Name on water right

Comments / Questions (Optional)

Back
Submit Request
Clear

- Please keep a record of your user name and password.
- After receiving your request and reviewing your information, we will set up your account. You will receive an email notifying you that your account has been set up and ready for use. This may take 2-3 days.
- You will then be able to report your water use.

Preparing your Data

There are several ways to submit your data.

We recommend keeping your meter readings in an electronic spreadsheet in such programs as Excel or Access. The database is designed so that you can copy and paste your readings from your spreadsheet into the database.

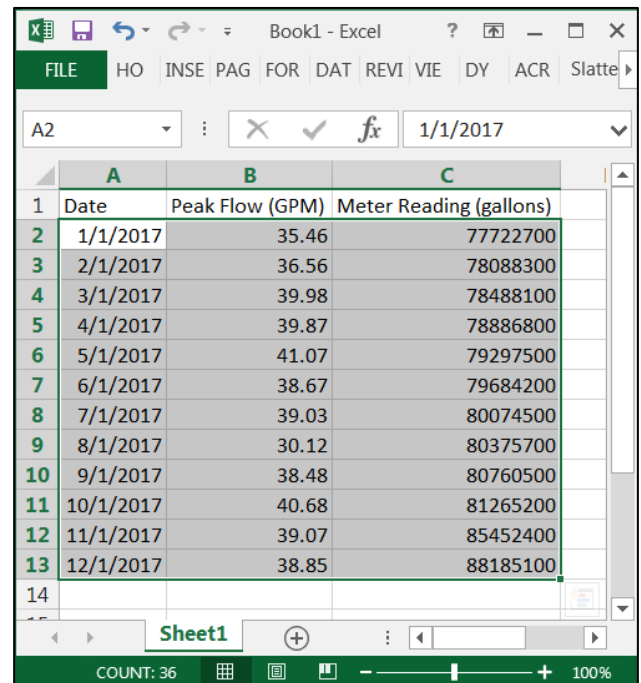
For another way to help you track and report your water use data, download the *Water Use Data Collection Reporting Form* from our website:

<https://fortress.wa.gov/ecy/publications/documents/ecy070171.pdf>

You won't be able to copy and paste from this form, but you can record individual meter readings.

Accessing your Account

When you access your account, it will look similar to the "Welcome Page" image shown below.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
1	Date	Peak Flow (GPM)	Meter Reading (gallons)
2	1/1/2017	35.46	77722700
3	2/1/2017	36.56	78088300
4	3/1/2017	39.98	78488100
5	4/1/2017	39.87	78886800
6	5/1/2017	41.07	79297500
7	6/1/2017	38.67	79684200
8	7/1/2017	39.03	80074500
9	8/1/2017	30.12	80375700
10	9/1/2017	38.48	80760500
11	10/1/2017	40.68	81265200
12	11/1/2017	39.07	85452400
13	12/1/2017	38.85	88185100

Metering Measurements Submittal

Welcome to Your Metering Account [Log Out](#)

1. Review [Your Account Information](#)
(You will be brought back to this page when you finish this review.)
2. If Any Of Your Meters:
 - Have had a change in the water right with which they are associated, or
 - Have changed the point of diversion, or
 - Have been swapped out (replaced),Then, send a new [Form 1 - Measuring Device Information](#)
The instructions for Form 1 are on page 2 of the form and the mailing information for Form 1 is on page 3.
3. Begin the [Metering Measurements Submittal Process](#)

From this screen you can:

1. Review and edit your account information.
2. Download and submit *Form 1 – Measuring Device Information* if any of your meters:
 - Have had a change in the water right with which they are associated
 - Have changed the point of diversion
 - Have been replaced

This form can also be found at:

<https://fortress.wa.gov/ecy/publications/documents/ecy070170.pdf>

3. Submit your metering data.

Reporting your Data

Clicking **Metering Measurements Submittal Process** on the welcome page will take you to a screen that shows all the meters that are associated with your account. Click on the + to the left of any particular meter to expand the row, which will show you **Water Rights** associated with the meter and **Sources** associated with the meter. Click on the "Add Measurement" box on the right side of the row to add measurements for that meter station.

Reporting Your Metering Measurements [Log Out](#)

Use the [Add Measurement](#) button on the far right of each row to add your meter reading(s).
 If a meter was not used during the last calendar year, you are still required to report an annual total of "0" for that meter.

Select a Meter Station and Click "Add Measurement" If you have any associated water rights, a "+" will show in the first column. Click it to see them.

Meter ID	Current Owner Name	Owner Source Name	Flow Type	Brand Name	Model Name	Serial Number	Station Type	Lat	Long	Last Year Reported	
1720			Pressurized	AMCO	C700		Positive displacement meter			12/31/2026	Add Measurement

Water Rights and Diversion/Withdrawals associated with this Meter Station

Document Number	Name on Water Right	PriorityDate	Source Name	Qa	Qi	Recording Frequency	Device Type	Owner Source Name	WRIA	TRS	Qtr-Qtr/Qtr	DOH WFI	DOH Source	Well Tag
CS4-MVID@143		10/18/2001	Groundwater	24.3000	0.1700 CFS	Weekly	WELL		Methow (48)	T32NR22E/20				

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Recording Frequency, Reporting Frequency, Reporting Volume, and Reporting Rate

Before you begin entering your data, it is important to know what data you are required to report. Your **recording** frequency, **reporting** frequency, **reporting** volume, and **reporting** rate, can be found on your water right, permit, or report of examination (ROE). It is usually found within the **Measurement of Water Use** section or the **Provisions** section and may look similar to the image below.

Measurement of Water Use	
1)	How often must water use be measured? Weekly
2)	How often must water use data be reported to Ecology? Annually (Jan 31)
3)	What volume should be reported? Total Annual Volume
4)	What rate should be reported? Annual Peak Rate of Withdrawal (gpm)

- 1) **How often must water use be measured? Recording Frequency** – This is the frequency, or interval, with which you are to be RECORDING your meter readings. Recording frequencies are often different from the frequency with which you are required to REPORT your water use.
- 2) **How often must water use data be reported to Ecology? Reporting Frequency** – Your water right, permit, or ROE may require you to REPORT your metered water once a year (annually), every year by January 31st or on request from the Department of Ecology.
- 3) **What volume should be reported? Reporting Volume** - The volume of water to be REPORTED (i.e. Total Annual Volume, Total Weekly Volume, or Total Monthly Volume).
- 4) **What rate should be reported? Reporting Rate** – The rate at which water was diverted/withdrawn (i.e. Annual Peak Rate, Monthly Peak Rate) usually in gallons per minute (gpm) or cubic feet per second (cfs).

Reporting your Data continued

Clicking on the Add Measurements button will take you to the **Metering Measurements Submittal** home page as seen below.

Metering Measurements Submittal ?

Recording and Reporting for Meter Station 1720

Meter Station Description

Meter ID	Current Owner Name	Flow Type	Meter Type	Brand	Model	Serial Number	Long	Lat
1720		Pressurized	Positive displacement meter	AMCO	C700			

Background

Your Recording Frequency - For your information
This is the frequency (i.e., interval) with which you are to be RECORDING your installed meter readings (measurements). This is generally a required recording frequency, but in some cases can be voluntary depending on your water right and where your water is located. Recording frequencies are often different from the frequency with which you are required to REPORT your water use.

If multiple water rights are associated with this meter, then best practice is to RECORD your measurements based on the most discriminant (most frequent) required recording interval.

Your Reporting Frequency - For your information
Your water right, claim, permit, or report of examination (ROE) may require you to REPORT your metered water once a year (annually), every year by January 31st or on request from the Department of Ecology.

Your Reporting History Display - For your information

Your Comment History Display - For your information

Your Reporting Practice

You may, for example, be required to RECORD your meter readings daily or weekly, but you may, for example, only be required to REPORT those readings as monthly readings once a year or as one yearly total once a year.

If multiple water rights are associated with this meter, then best practice is to REPORT your readings based on the most discriminant (most frequent) required REPORTING interval.

Indicate how you are going to **REPORT** (enter and submit) your required meter readings for this meter:

- Daily, Weekly, Monthly (Multiple Readings)
- Annual (Single Reading)

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Here you can:

- View your Reporting History.
- View your Comments History.
- Select how you will be REPORTING your data.
 - Select “Daily, Weekly, Monthly” if you are required to submit multiple meter readings.
 - Select “Annual” if you are only required to submit an annual total.

Reporting your Daily, Weekly, Monthly Volume (multiple readings)

If you choose the Multiple readings option, you will be taken to a page similar to the one below.

Metering Measurements Submittal ?

Add Multiple Measurements for Meter Station 1720

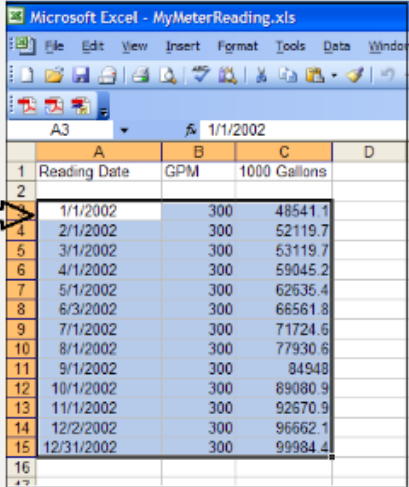
Data Entry Instructions (Two Ways)

First Way (Quick and Easy)

Copy and Paste Your Metering Data from Your Spreadsheet into Our Text Box Below

Hint: Do NOT copy headings

Copy →



Paste →

Sample Text Box

```
1/1/2002    300    48541.1
2/1/2002    300    52119.7
3/1/2002    300    53119.7
4/1/2002    300    59045.2
5/1/2002    300    62635.4
6/3/2002    300    66561.8
7/1/2002    300    71724.6
8/1/2002    300    77930.6
9/1/2002    300    84948
10/1/2002   300    89080.9
11/1/2002   300    92670.9
12/2/2002   300    96662.1
12/31/2002    300    999 999
```

The columns do not need to perfectly line up. See date 12/31 example above.

After your data has been pasted into the Text Box, make no further changes to it. Just click the "Next" button at the bottom of this page.

Second Way (Less Quick and Less Easy)

Key Your Measurements Data Directly into the Text Box Below

Follow the above format and make sure you:

- 1) Use the [Tab] key to separate each column of data in a row.
- 2) Enter N/R if you need to leave a space empty where there would normally be a measurement. N/R is, however, not allowed for meter reading measurements. They must all be reported.
- 3) If you do not have any measurements for a particular date, then do NOT make an entry (i.e., do not create a row) for that data at all.
- 4) Never enter a zero ("0") in an empty space UNLESS the actual reading for that particular day was in fact zero.

Paste or Key Your Measurements Data into this Text Box

Back Next Clear

General Tips:

Have the previous year's ending date and measurement on hand when you begin your submittal for the next year.

Pay attention to the number of days in a month. February has only 28 or 29.

If a meter was not used, you must submit 0 for that meter.

Tips for Copying and Pasting:

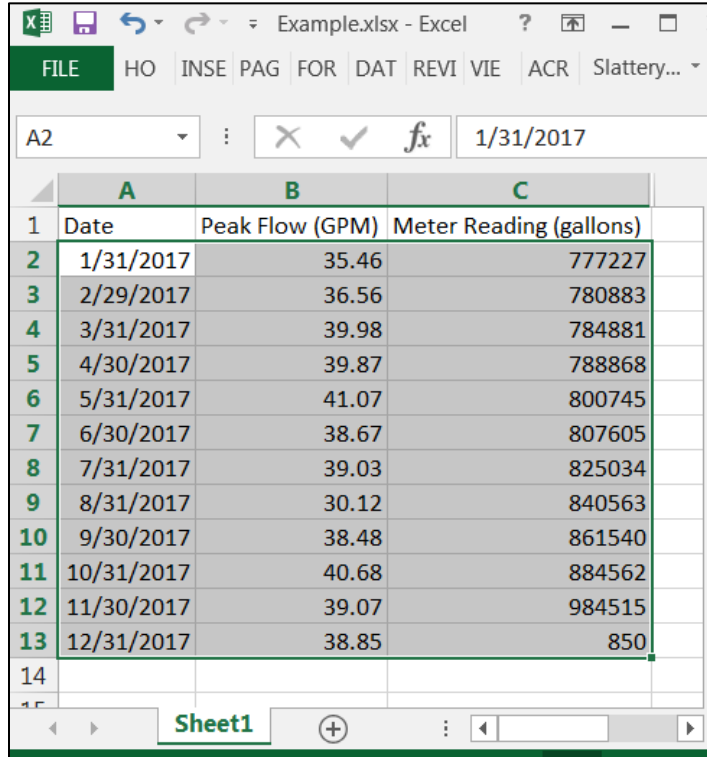
Don't copy headings from the spreadsheet, only copy data.

When pasting data into the text box, your columns don't need to perfectly line up.

After your data has been pasted into the text box, make no further changes to it.

Copy your meter data from your spreadsheet and paste it into the blank text box at the bottom of the page. Do NOT correct columns where the alignment appears off.

Copy data from Spreadsheet



The screenshot shows an Excel spreadsheet titled 'Example.xlsx - Excel'. The active cell is A2, containing the date '1/31/2017'. The spreadsheet has columns labeled A, B, and C. The data is as follows:

	A	B	C
1	Date	Peak Flow (GPM)	Meter Reading (gallons)
2	1/31/2017	35.46	777227
3	2/29/2017	36.56	780883
4	3/31/2017	39.98	784881
5	4/30/2017	39.87	788868
6	5/31/2017	41.07	800745
7	6/30/2017	38.67	807605
8	7/31/2017	39.03	825034
9	8/31/2017	30.12	840563
10	9/30/2017	38.48	861540
11	10/31/2017	40.68	884562
12	11/30/2017	39.07	984515
13	12/31/2017	38.85	850

Paste data into Text Box

```
1/31/2017 35.46 777227
2/28/2017 36.56 780883
3/31/2017 39.98 784881
4/30/2017 39.87 788868
5/31/2017 41.07 800745
6/30/2017 38.67 807605
7/31/2017 39.03 825034
8/31/2017 30.12 840563
9/30/2017 38.48 861540
10/31/2017 40.68 884562
11/30/2017 39.07 984515
12/31/2017 38.85 850
```

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Tips for typing in your data:

Separate columns with one tab. If any extra spaces/tabs exist, the webpage will give you an error message.

Columns do NOT have to line up, but there still must be a tab in between columns.

Enter "N/R" if you need to leave a space empty where there would normally be a measurement.

If you cannot copy and paste your meter readings, you can type your readings directly into the text box.

When typing:

1. Use the [Tab] key to separate each column of data in a row. (Do NOT use the space bar.)
2. Immediately after the last entry in a row, hit [Enter]. Do NOT use the [Tab] key.
3. Enter N/R if you need to leave a space empty where there would normally be a measurement.

Define your Data

Click "Next". On the **Define Your Data** page, select your column titles.

You can ignore any columns that are not needed by choosing "Ignore" from the dropdown menu.

Metering Measurements Submittal

Define Your Data

Thank you. Now we need to know what information is in each column. Please use the drop down boxes below to define the data in each column.

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Column 1	Column 2	Column 3
Date	Gallons Per Minute(GPM)	Gallons(Gal)
1/31/2017	35.46	777227
2/28/2017	36.56	780883
3/31/2017	39.98	784881
4/30/2017	39.87	788868
5/31/2017	41.07	800745
6/30/2017	38.67	807605
7/31/2017	39.03	825034
8/31/2017	30.12	840563
9/30/2017	38.48	861540
10/31/2017	40.68	884562
11/30/2017	39.07	984515
12/31/2017	38.85	850

Column title dropdown menu:

Hundred Cubic Feet(100CF)
Hundred Gallons(100GAL)
One Hundred Thousand Gallons(100KGAL)
Ten Cubic Feet(10CF)
Ten Gallons(10GAL)
Ten Thousand Gallons(10KGAL)
Acre-Feet(Acre-ft)
Cubic Feet(CF)
Gallons(Gal)
Thousand Gallons(KGAL)
Million Gallons(MGAL)
Cubic Feet Per Second(CFS)
Gallons Per Minute(GPM)
Million Gallons Per Day(MGPD)
One Tenth of Foot(1/10 FOOT)
One Hundredth of Foot(1/100 FOOT)
FEET(FEET)
Inches(INCHES)
Microsiemens Per Centimeter(uS/cm)
Milligram per Liter(mg/L)
Date
Ignore
Select One

Instantaneous Measurements

If you include Instantaneous Measurements (rate of diversion/withdrawal) data, the database will ask you to select whether the measurements are maximum or average flow readings.

Date Column

If you include a date column, the database assumes that consecutive dates act as start and end dates for individual readings. You will need to provide an initial starting date or a final ending date for the entire period.

If you have two date columns the system will ask you which column is the beginning date and which column is the ending date.

Volumetric Measurements

Enter in the type of data you are submitting:

- Select **Meter Reading** if you are submitting the numbers directly from your meter. Meter reading numbers should always increase like a car odometer, until the meter rolls-over.
- Select **Total Flow** if you calculated the total amount of water used for that time period. Total flow is the total volume of water measured over some specified time period. The volume is obtained by taking the difference of two sequential (weekly, monthly, etc.) readings.

Initial Meter Reading

The system **may** ask you what the meter reading was on the start date or end date. This is why having your previous years water data is very helpful.

Meter Rollover

If you are submitting Meter Reading data you will be asked if the meter rolled over between the dates you are submitting data for.

If the meter **did** roll over, you will be asked at what meter reading the meter rolls over at.

You will then be asked how many times the meter rolled over between the dates you are submitting data for.

Finally, you will be asked the date the meter rolled over. If you aren't sure of your exact rollover date, just use a best estimate based on your current water usage rates.

Review Measurements

Before submitting the data, you will have a chance to review the measurements and add comments. If you made a mistake, you can use the back button to go back and make corrections. If everything looks good you can click the Submit button.

Reporting your Annual Volume (single reading)

If you choose the Annual option, you will be taken to a page similar to the one below. Here you can enter both the **rate** of diversion/withdrawal, and the **volume** of water diverted/withdrawn within a specific year.

Once you have entered your measurements, click “Calculate” to convert the volume to acre feet. Then click “Submit”.

Metering Measurements Submittal
?

Add Your Annual Measurement for Meter Station 1720

Year (Use the year recorded, not the reporting year.)

Qa
 Annual Quantity (Qa)
 Unit of Measure (Qa)
 Convert Volume to Acre-Feet.

Qi (Optional)
 Instantaneous Quantity (Qi)
 Unit of Measure (Qi)
 Type of Qi: Average Maximum

Entering a comment below will mean that:
 1) Your Submittal will be reviewed by a metering coordinator before it is committed to the database, and
 2) Your data will not display in Your Reporting History until after they have been reviewed by a metering coordinator.

Why? Comments are often indicative of an issue that needs resolution before the data should be committed to the database.

Comments pertaining to this meter

Questions?

Contact your regional metering coordinator for assistance.

Region	Counties served	Phone
Southwest Region	Clallam, Clark, Cowlitz, Grays Harbor, Jefferson, Mason, Lewis, Pacific, Pierce, Skamania, Thurston, Wahkiakum	360-407-6300
Northwest Region	Island, King, Kitsap, San Juan, Skagit, Snohomish,	425-649-7000
Bellingham Field Office	Whatcom	360-255-4400
Central Region	Benton, Chelan, Douglas, Kittitas, Klickitat, Okanogan, Yakima	509-575-2490
Eastern Region	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, Whitman	509-329-3400
Office of the Columbia River	Benton, Chelan, Douglas, Franklin, Grant, Kittitas, Klickitat, Okanogan, Walla Walla, Yakima	509-574-3989

