

How to transmit your reading?

Step 1 - Search

Choose from the two search options

1. By address [«Example 100 Rue Charbonneau»](#)
 - a. Civic number
 - i. Enter your civic number [«100»](#)
 - b. Street
 - i. Click on List of streets
 - ii. Click on the first letter of your street [«C»](#)
 - iii. Click on the name of your street [«CHARBONNEAU, RUE»](#)
 - c. Suite
 - i. Do not enter
 - d. Click on OK
2. By registration [«Example 8255-74-1755-5-000-0000](#)
 - a. Registration

Enter the registration number by changing boxes for each hyphen

 - i. Division [«8255»](#)
 - ii. Section [«74»](#)
 - iii. Location [«1755»](#)
 - iv. S.C.N. [«5»](#)
 - v. Building [«000»](#)
 - vi. Suite [«0000»](#)
 - b. Click on OK

Step 2 - Reading water meters

- a. Click on the registration in blue that corresponds to the address of your property

Step 3 - User validation

- a. Enter the characters that appear in the image
- b. Click on Continue

Step 4 - Reading water meters

- a. Identification

Enter your last name, your name, your phone number, and your e-mail address
- b. Water meter reading

Enter your reading for each meter
- c. Click on Send

Step 5 - Web page message

- a. Click on OK

Step 6 - Confirmation of reading water meters

- a. Click on Print confirmation