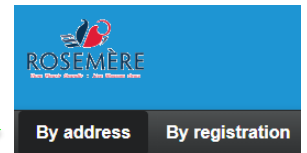


## How to transmit your water meter reading?

### SEARCH

Choose from the two search options (**BY ADDRESS** or **BY REGISTRATION**)



#### BY ADDRESS « Example 100 Rue Charbonneau »

The form is titled 'Rosemère' and has a sub-header 'Transmit a water meter reading from the evaluation unit's address.' It contains three input fields: 'Civic number' with the value '100', 'Street' with the value 'CHARBONNEAU, RUE', and 'Suite' which is empty. A blue search button with a magnifying glass icon is on the right. Green arrows point to the 'Civic number' field, the 'Street' field, and the search button.

- Enter your civic number
- Enter the first 3 letters of the name of your street, a drop-down list will appear with choices, select the name of your street
- Click on the **SEARCH BUTTON** or press **ENTER** on the keyboard

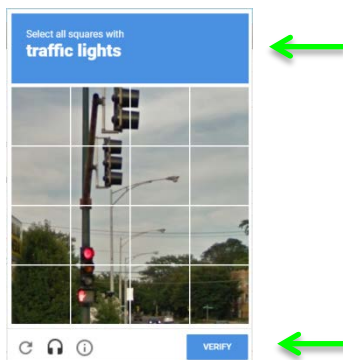
#### BY REGISTRATION « Example 8255-74-1755-5-000-0000 »

The form is titled 'Rosemère' and has a sub-header 'Transmit a water meter reading from the evaluation unit's registration number.' It contains a series of input boxes for the registration number: '8255', '74', '1755', '5', '000', and '0000'. A blue search button with a magnifying glass icon is on the right. Green arrows point to each of the input boxes and the search button.

- Enter the registration number by changing boxes for each hyphen
- Click on the **SEARCH BUTTON** or press **ENTER** on the keyboard

### USER VALIDATION

- Select all corresponding images :
- Click on **VERIFY**



- Click on the **registration number in blue** that corresponds to the address of your property

The table is titled 'Immovables founds'. It has four columns: 'Registration', 'Address', 'Sector', and 'Main cadastre'. The first row contains the registration number '8255-74-1755-5-000-0000' in blue text, the address '100-190, RUE CHARBONNEAU', an empty 'Sector' cell, and the 'Main cadastre' number '2779267'. A green arrow points to the blue registration number.

| Registration            | Address                  | Sector | Main cadastre |
|-------------------------|--------------------------|--------|---------------|
| 8255-74-1755-5-000-0000 | 100-190, RUE CHARBONNEAU |        | 2779267       |

## SECTIONS TO COMPLETE

Select **Reading** Confirmation

Date limit for reading : 2018/12/01

Location of the water meter

Principal owner : VILLE DE ROSEMÈRE  
Address : 100-190 RUE CHARBONNEAU  
Registration : 8255-74-1755-5-000-0000

Identification

Person who took the meter reading

Last name : Smith  
First name : John  
Telephone 1 : 999-999-9999 Ext :  
Telephone 2 : Ext :  
E-mail : jsmith@yahoo.ca

Water meter reading

| Meter        | Reading  | Local / apartment |
|--------------|----------|-------------------|
| 1 : 50258136 | 99999999 |                   |
| 2 : 50409386 | 99999999 |                   |
| 3 : 69004539 | 99999999 |                   |
| 4 : 70024525 | 99999999 |                   |

☐ I agree to send the meter reading to the municipality. If I want to change the reading I should contact the municipality. Otherwise, I must click the «Cancel» button to cancel the procedure.

Next step Cancel

- Select « I agree to send the meter reading to the municipality. »
- Click on **NEXT STEP** to send your water meter reading
- Your information has been sent

## TRANSMISSION CONFIRMATION

Select Reading **Confirmation**

Date of reading : 2018/09/19  
Confirmation number : 4081

Important! We suggest printing this page for your personal records.

Print receipt

- If you need to print your confirmation, click on **PRINT RECEIPT**
- A confirmation will also be sent by email