

Water Online quick reference guide

How to submit meter reading

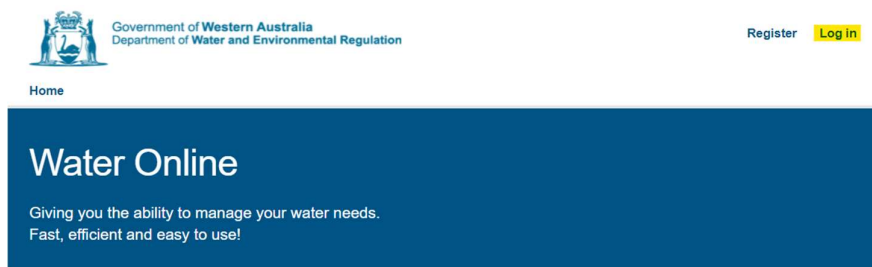
Questions

Contact the Business Support Unit (BSU) on 1800 508 885 (option 2) or via email on licence.enquiry@dwer.wa.gov.au as you will need to be invited as an employee.

Enter Reads

Step 1: Access Water Online at <https://online.water.wa.gov.au/>

Step 2: Click on login the top right hand corner of the Water Online Page



Step 4: Click on Licences & Permits tab

Home Applications Assessments **Licences & Permits** Planning Advice Manage

Step 5: Click on licence (if you don't see your licence contact BSU – details above).

Licences & Permits

| Instrument Number ^ | Type | Issued Date | Expiry Date | Status |
|---------------------|---------------------|-------------|-------------|---|
| 109748 | Groundwater Licence | 16/08/2018 | 16/08/2028 | ✔ In Force |

Step 6: Check that the Current Water Year is correct. If the water year is wrong contact the BSU.

Step 7: If you have a meter listed at the bottom of the page click on the Manage button.



Step 8: If your meter is not listed, you need to add a meter by either:

- Clicking **Add Meter** (for meters installed before 2019); or
- Clicking **Form 8** (for meters installed after 2019).

Groundwater Licence 555555

The current water year's usage amount is **0 / 43 000 KILOLITRES**

Actions

- Add Meter**
- Bulk Enter Readings
- Export Report of Meters

Applications

- Amend Licence
- Renew Licence
- Transfer Licence
- Transfer Entitlement
- Enter Agreement to Take Water

Other

- View Compliance Reports
- Form 8**

Licence Details

| | | | |
|-------------------|------------|-----------------|---|
| Instrument Number | 555555 | Type | Groundwater Licence |
| Applicants | Joe Bloggs | Area | Wanneroo |
| Issue Date | 03/05/2021 | Sub Area | Carabooda |
| Expiry Date | 02/05/2023 | Resource | Wanneroo, Carabooda, Perth - Superficial Swan |
| Measurement Type | Metering | Submission Type | Water Online Portal |

| | | | |
|---|------------------------|--------------------------------|-------------------|
| Allocation Usage for the Current Water Year | 0 kilolitres | Abstraction Volume Entitlement | 43 000 kilolitres |
| Current Water Year | 1/07/2020 - 30/06/2021 | Over Volume Entitlement | No |

Meters

Enter serial number or name to search

| Serial Number | Name | Type | Status | Shared | Last Reading (kilolitres) | Last Reading Date | Actions |
|---------------|--------|----------|--------|--------|---------------------------|-------------------|---------------|
| 544-5553 | Bore 1 | Triangle | Active | No | 1 | 02/05/2019 | Manage |

Step 9: Click on the Reading Date calendar icon to choose the date and enter your monthly readings.

Please note you MUST enter a reading on the last day of the water year. Re-enter the read closest to this date.

Actions

Enter a Reading

Replace Meter

Reset Meter

Edit Meter

Delete Meter

Report Meter Test Certificate

View Meter Test Certificates

Enter Reading

Water Year: 1/07/2020 - 30/06/2021

Reading: kilolitres

Reading Date:

Comment: