



# A Quick Reference Guide to Reporting Your Water Use Online

From Ecology's Water Resources Program

This guide will help you set up and use an online account to report your water use.

## 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/>
- You will see a screen similar to the one shown below. Click on "New User."
- You will now see a screen similar to that on the right. Fill out the blanks to your best ability. It is very important that you provide detailed information to help us find your account.
- Please keep a record of your user name and password.
- After receiving your request, we will activate your account for online submittal and send an email notifying you. This may take 2-3 days.
- You will then be ready to use your online account to report your water use.

**New Web User**

Home Region: Northwest \* [Region Map](#)

User Login Name: MyData \*

Last or Organization Name: Dustrude

\*  Individual  Organization

First Name: Christy Middle Initial:

Address Line 1: 3190 160th Ave SE

Address Line 2:

City: Bellevue

State: WA Zip: 98008

Day Phone: (425) 649-7217 \* Ext:

Evening Phone: (425) 649-7000 Fax:

Email: cdus461@ecy.wa.gov \*

**Contact Information**

Last Name: Richards First Name: Eva

Phone Number: (360) 407-6643 Password: \*\*\*\*\* Confirm Password: \*\*\*\*\* \* [Rules for Password](#)

Question to ask yourself if you forgot your password: Favorite Color:  \* Answer to your question: Green \*

In order to help us find your water right, please specify any of the following information that you know.

**Water Rights Owned**

Document Numbers: G1-test1 S1-test1

Name on water right: Davis Schuster

**Meter Stations**

Meter Station ID:

Owner's Name For Source: blue well surface diversion

**Comments**

I added a new well this last year, named green well

\* Required field

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**Login**

If you are an existing user, please enter your login name and password. A login name and password are case sensitive. If you are a new user, click the "New User" button.

Log In

User Login Name:

Password:

[Forgot your password?](#)

If you forgot your login name or you're having problems logging in, please contact your metering coordinator:

Region	Name	Phone	E-mail
Bellingham Field Office	Ignac, Kasey	(360) 715-5222	<a href="mailto:KIGN461@ECY.WA.GOV">KIGN461@ECY.WA.GOV</a>
Office of Columbia River	Urmos-Berry, Eiko	(509) 575-2397	<a href="mailto:eurm461@ECY.WA.GOV">eurm461@ECY.WA.GOV</a>
Central	Murphy, Ryan	(509) 249-6327	<a href="mailto:mmur461@ECY.WA.GOV">mmur461@ECY.WA.GOV</a>
Central	Urmos-Berry, Eiko	(509) 575-2397	<a href="mailto:eurm461@ECY.WA.GOV">eurm461@ECY.WA.GOV</a>
Eastern	Urmos-Berry, Eiko	(509) 575-2397	<a href="mailto:eurm461@ECY.WA.GOV">eurm461@ECY.WA.GOV</a>
Northwest	Fiedler, Christy	(425) 649-7217	<a href="mailto:CDUS461@ECY.WA.GOV">CDUS461@ECY.WA.GOV</a>
Southwest	Richards, Eva	(360) 407-6643	<a href="mailto:ERIC461@ECY.WA.GOV">ERIC461@ECY.WA.GOV</a>

[Regional Map](#)

← Metering Contact Information

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# What your account will look like

WASHINGTON STATE  
Department of Ecology

Water Resources  
**Metering**

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**Main** [Log Out](#)

User Login Name

Last or Organization Name

First Name  Middle Initial

Address Line 1

Address Line 2

City  State  Zip

Day Phone  Ext

Evening Phone

Fax

Email

Home Region

Password  [Change Password](#)

**Contact Information**

Last Name

First Name

Phone Number

Comments

You can update or correct your contact information here at any time.

Do you need to change the above information?  No  Yes

You hold the following metered water rights:

Document Number	Certificate Number	Name on Water Right	Priority Date	Purposes	TRS	Sources	Qa	Qi
G1-test1		Doe, Jane	1/1/2000 12:00:00 AM		T26.0NR06.0E/31		20.000	250.0000 GPM
S1-test1		Doe, Jane	1/1/2000 12:00:00 AM		T26.0NR06.0E/31	SAMMAMISH	10.000	100.0000 CFS

You meter your water rights with the following meters:

ID	Current Owner Name	Source Name	Owner's Name for Source	WRIA	TRS	Quarter-Quarter	County	Flow Type	Last Year Reported	
<input type="checkbox"/> 268.0	Dustrude, Christy	Sammamish River	Surface diversion	Cedar-Sammamish (8)	T26.0NR06.0E/29			Open Channel	2004	<input type="button" value="Add Measurement"/>
<input type="checkbox"/> 268	Dustrude, Christy	Groundwater	blue well	Cedar-Sammamish (8)	T26.0NR06.0E/31			Pressurized	2002	<input type="button" value="Add Measurement"/>
<input type="checkbox"/> 268.2	Dustrude, Christy	Groundwater	green well	Cedar-Sammamish (8)	T26.0NR06.0E/31			Pressurized		<input type="button" value="Add Measurement"/>

Clicking on a + box will open a sub-table which shows the water right(s) authorizing the metered withdrawal/diversion and a few withdrawal/diversion details.

Water Rights associated with this Meter Station

Document Number	Name on Water Right	Status	PriorityDate	TRS	Sources	Qa	Qi	From Date	To Date	Source Name	TRS	qq/q	DOH WFI	DOH Source	Well Tag

**Your Water Use Summary**

Month / Year	Acre Feet	Peak CFS	Avg CFS
<b>2002 Total</b>	<b>616.238</b>	<b>0.225201</b>	<b>not reported</b>
Jan-2002	37.3686	0.109291	not reported
Feb-2002	51.3312	0.15332	not reported
Mar-2002	34.9205	0.126203	not reported
Apr-2002	44.0342	0.172549	not reported
May-2002	63.6965	0.188258	not reported
Jun-2002	63.0178	0.178053	not reported
Jul-2002	82.836	0.225201	not reported
Aug-2002	71.7648	0.201738	not reported
Sep-2002	52.4408	0.17832	not reported
Oct-2002	40.1747	0.119029	not reported
Nov-2002	37.6987	0.107769	not reported

Click here to start adding measurements.

## Accessing your account

When you access your account, it will look similar to the screen above. From this screen you may:

- Edit your contact information (yellow area at top),
- Access details of your meters (orange area on the left), or
- Open the screens to report your water use measurements (red area on the right).



## Preparing your data

There are several ways of submitting your data.

**We recommend** keeping your readings in a spreadsheet. It will be very easy to cut and paste your readings into the database's measurement box. To create a spreadsheet you can:

- Create your own (example at right).
- Use another existing spreadsheet that includes your meter data.

When cutting and pasting the data into the database the program allows you to ignore any columns that are copied over and not needed).

To help you track and report your water use data, download our Form 2 from our website:

<http://www.ecy.wa.gov/programs/wr/measuring/measuringhome.html>

	A	B	C
1	Date	peak flow (gpm)	Meter reading (gallons)
2			
3	01/01/03	35.46	77722700
4	01/02/03	36.56	78088300
5	01/03/03	39.98	78488100
6	01/04/03	39.87	78886800
7	01/05/03	41.07	79297500
8	01/06/03	38.67	79684200
9	01/07/03	39.03	80074500
10	01/08/03	30.12	80375700
11	01/09/03	38.48	80760500

## Reporting your data

Clicking on the “Add Measurement” box (shown circled in red on page 2 ) will take you to the screen show at the right.

- Indicate how often you are required to measure, and then click “Next.”
- This will take you to the screen (shown on the top of page 4) where you will enter your data.

### Tips:

- You will submit only one year at a time
- Have the previous year's ending date and measurement on hand when you begin your submittal for the next year.
- If a meter was not used, you must submit an annual total of “0” for that meter.
- **DO NOT** copy the header row, you will select the correct header within our wizard.

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Measurement Details : 2682

ID	Current Owner Name	Source Name	Owner's Name for Source	WRIA	TRS	Quarter-Quarter	Flow Type
2682	Dustrude, Christy	Groundwater	green well	Cedar-Sammamish(8)	T26.0N/R06.0E/31		Pressurized

Existing measurements for this meter:

Start Date	End Date	AF	Average CFS	Peak CFS	Events	Select for Deletion
						<input type="checkbox"/>

Add Measurements

Are you required to submit :

- Daily, Weekly, Monthly... (Multiple readings)
- Annual
- Upload Spreadsheet

Back Next

Most are required to submit weekly, twice monthly or monthly reading.

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# Submitting your data



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### Multiple Measurement for Meter Station 2680

Please add your readings to the text box below. For each column, be sure the data in that column uses the same metric. Please hit "Tab" key only once between columns.  
If you have your measurements in an Excel Spreadsheet, you can copy and paste the data into this box. Please **do not** include headings. Please enter "N/R" for empty cells(readings).

01/01/03	35.46	77722700
01/02/03	36.56	78088300
01/03/03	39.98	78488100
01/04/03	39.87	78886800
01/05/03	41.07	79297500
01/06/03	38.67	79684200
01/07/03	39.03	80074500
01/08/03	30.12	80375700
01/09/03	38.48	80760500

**Paste or enter your data for one year in this text box.**

- Do not include column headings
- Separate columns with one tab if typing directly into text box. (Note: If any extra spaces/tabs exist, the wizard will give you an error message).
- Columns do not have to line up on the screen and more than likely will not look like they are lining up. There still must be a tab space in between. Tabs are automatically inserted when copying and pasting from a spreadsheet.
- Enter "N/R" for empty cells.
- Remember: February has only 28/29 days! You will get an error message if this month ends with 30/31.

Back Next Clear

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.

Next Cancel

Column 1	Column 2	Column 3
Date	Ignore	Gallons Per Minute
01-Jan-02	030101	35.46
02-Jan-02	030102	36.56
03-Jan-02	030103	39.98

Column 1

- Select One
- 100CF
- 100GAL
- 100KGAL
- 10CF
- 10GAL
- 10KGAL
- Acre-ft
- CF
- CFS
- Gal
- GPM
- KGAL
- MGAL
- MGPD
- Date
- Ignore
- Select One

## Selecting column headings

When you have entered one year's water measurement data for this meter, press "Next." Use the drop boxes for each column to choose headings.

## Submitting data

There are different pathways you will follow depending on the type of data you are submitting.

- Follow the instructions on each screen.
- At the end, verify your information and click **SUBMIT**. You are now finished with this meter.

## Questions?

Help is available to you through the submittal process if you have any problems. Contact your regional metering coordinator for assistance.

*If you need this publication in an alternate format, please call the Water Resources Program at 360-407-6600. Persons with hearing loss can call 711 for Washington Relay Service. Persons with a speech disability can call 877-833-6341.*