

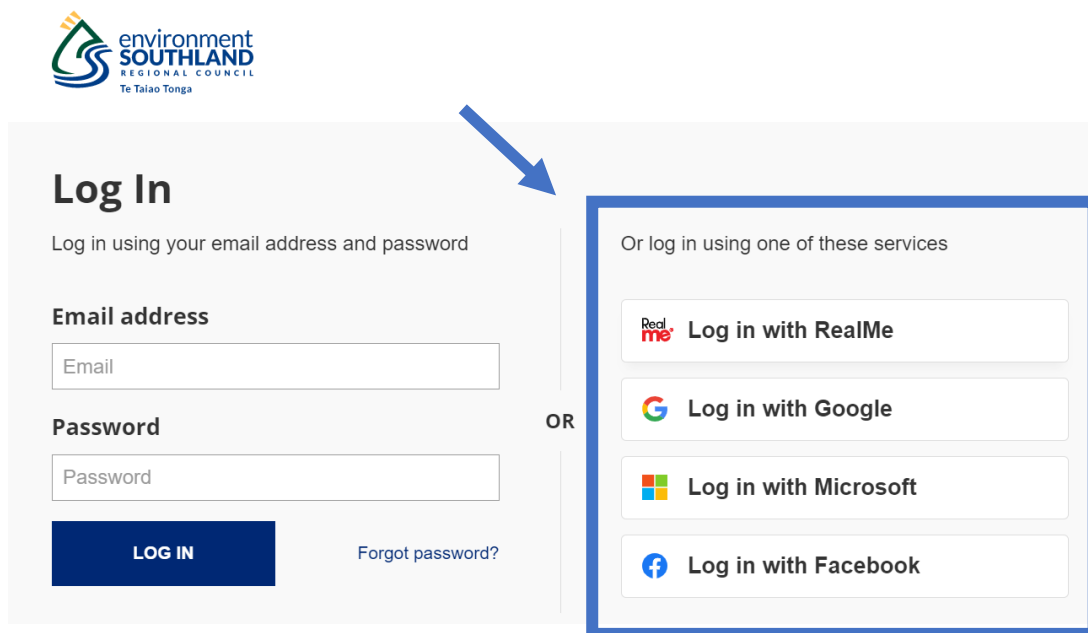
Kia ora,

Thank you for registering to submit your water take records online, which has now been completed. Now you are registered, you can provide your meter readings via our online form, by clicking on the link: <https://www.es.govt.nz/online-services/water-meter-readings>.

Then click on **'My Account'** button on the page.

This will take you either to the login page or directly to 'My Approvals' where you can view your consent details.

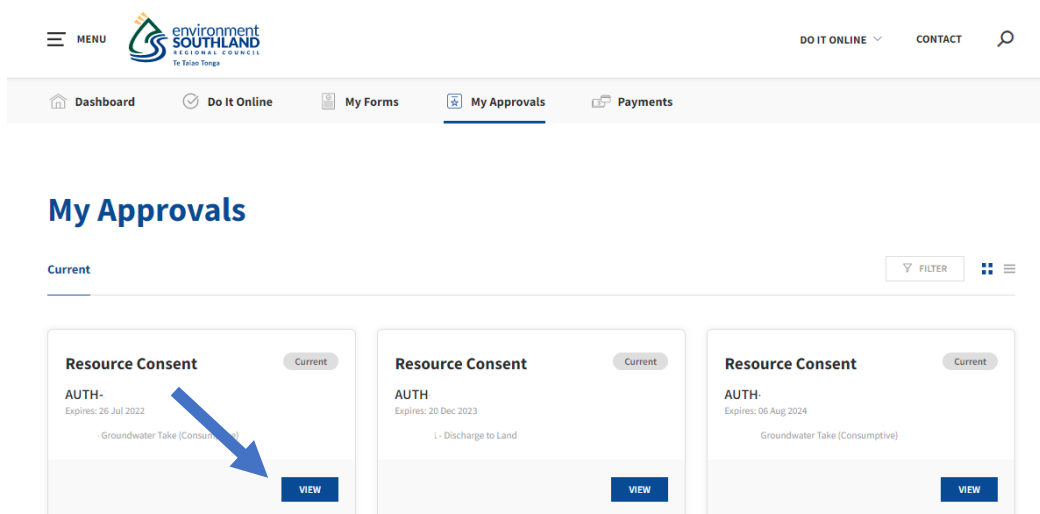
You need to sign in via the method you signed up, with the different options available on the right of the page.



From here you will be taken to My Approvals where you can view your consent details.

To log your water meter readings follow the steps below:

1. Click view on the relevant resource consent (Groundwater Take (Consumptive) or 'Surface Water Take (Consumptive)').



2. You will see the screen below - click on the **ENTER METER READINGS** on the right of the screen

The screenshot shows the top navigation bar with 'MENU', 'environment SOUTHLAND REGIONAL COUNCIL Te Taiāo Tonga', 'DO IT ONLINE', and 'CONTACT'. Below is a secondary navigation bar with 'Dashboard', 'Do It Online', 'My Forms', 'My Approvals', and 'Payments'. The main content area shows 'My Approvals > Resource Consent' and a large 'AUTH-' heading. A blue button labeled 'ENTER METER READINGS' is highlighted with a blue arrow.

3. This will take a moment to transfer your consent number and show the form.

The screenshot shows the 'Online water take submission' page with a progress bar indicating steps: 1. Start (active), 2. Consent Details, 3. Review, and 4. Confirmation. Below the progress bar, there is a 'Start' section with a checkbox and a 'Continue >>' button.

5. Enter your monthly/fortnightly/weekly meter readings.

The screenshot shows the 'Consent Details' form. The progress bar indicates 'Consent Details' is the current step. The form includes a 'Cancel' button, a 'Save for later' button, a '<< Back' button, and a 'Continue >>' button. The form fields include: 'To take and use' (dropdown), 'Consent number *' (text input), 'Email *' (text input), and 'Bore/well number *' (text input).

NOTE: You can either 'Save for later' and come back to your Drafts (under My Forms) to enter your weekly, fortnightly or monthly readings at a later stage, or select 'Submit' once all your readings for the year are complete.

Should you have any queries, please do not hesitate to call.