



A guide to entering your meter readings Bacchus Marsh Irrigation District

You can now enter your own meter readings by phoning our 24 hour Waterline service on 1300 360 117 or online at www.srw.com.au/worder.

This service allows you to manage your water entitlement effectively and accurately. By getting rid of the ordered estimate section on your Water Usage Reports, you will have a better idea of your total water usage to date.

To enter your meter readings online:

1. visit www.srw.com.au/worder
2. Type in your user and pin number
3. Select "Usage" from the top menu
4. Select "Meter Reading Entry"
5. Select "Service Point" from the drop down list
6. Select "Pick Date"
7. Enter date of your meter reading
8. Enter the time of your meter reading from the drop down boxes (hours and minutes)
9. Select "Close"
10. Enter your meter reading
11. Select "Submit" to complete the process

To enter your meter readings by phone:

1. Dial 1300 360 117 and follow the voice prompts
2. Enter your user number then press #
3. Enter your pin number then press #
4. Enter 7 – to enter your meter readings
5. Select 1# "Enter Meter Reading"
6. Select your service point
7. Enter time then press #
8. Enter date then press #
9. Enter reading then press #
10. To log meter reading enter 1#
11. To replay this meter reading enter 2#
12. To discard this meter reading enter 0#

More information

For more information, contact us on **1300 139 510** or your planner on **1300 360 117**.