

STEP 1)

Click “Calibration” on the well you wish to upload a calibration certificate to.

Account #
Address

200407

#1 14in Regulated Groundwater
Groundwater Production Used
82,597,000 gal

[Disconnect Well](#)

Meter # GRP200407
Serial #
[Change out Meter](#)
[Calibration](#) Due: 11/10/2016
[Edit Meter](#)

Meter

Last Reading
Date 12/31/2016
Reading 559,136,000gal
Usage 9,923,000gal
Period 31 days
[Reading History](#)

Current Reading
[Add Reading](#)

STEP 2)

The window below opens.

Click “Add Meter Calibration”.

Meter Calibration

Meter # GRP200704
Serial #

Current Meter Calibration
Due Date 09/06/2017
Accuracy 0%
Status

Uploaded Calibration Documents

CLICK "Add Meter Calibration".

The information above reflects the current calibration status of this meter. To reflect a more recent calibration click the Add Meter Calibration button below.

This meter must be calibrated every **12 months**. An affidavit of calibration signed by a qualified meter calibrator must be provided upon completion of calibration. Upload a copy of this document with your submittal.

Your meter calibration testing is current for this meter. No action is required for another **229 days**.

[Add Meter Calibration](#) [Cancel](#)

STEP 3)

Enter the accuracy as reflected on the meter calibration certificate and check the “Meter Passed Calibration” box if the accuracy is between 97% and 102%.

Don't forget to upload the certificate before saving the calibration information by either dragging the certificate into the box that says “Choose Files”, or by clicking “Choose Files” and navigating to where your certificate is stored.

The screenshot shows a web form titled "Meter Calibration" with a close button in the top right corner. The form contains the following fields and elements:

- Meter # GRP200704
- Serial #
- A red warning message: "Don't forget to upload your calibration affidavit"
- Due Date 09/06/2017
- Accuracy: A text input field containing "0%". A red arrow points to this field with the text "ENTER THE ACCURACY FROM THE CERTIFICATE".
- Meter Passed Calibration: A checkbox that is currently unchecked. A red arrow points to this checkbox with the text "CHECK IF PASSED".
- Uploaded Calibration Documents: A green bar with a plus icon on the left.
- Choose Files: A blue button with the text "Choose Files". A red arrow points to this button with the text "DON'T FORGET TO UPLOAD THE CERTIFICATE. THEN CLICK 'SAVE METER CALIBRATION'".
- Drag & Drop or Click Choose Files to upload your Calibration Affidavit.
- Save Meter Calibration: A blue button with a red border.
- Cancel: A grey button.