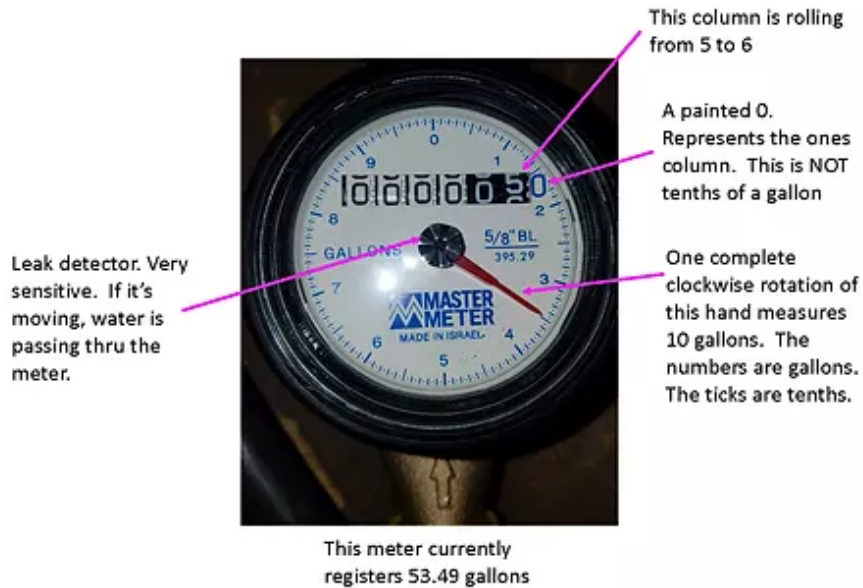


Submit My Reading

Customer Portal Documentation





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Submit Your Meter Reading

The Meter Reading Portal will allow you to submit your meter reading online. Once submitted, the amount due for this period will be calculated for you. You will also have the option to quickly pay the amount due online with your credit card.

Click on this link to visit the Meter Reading Portal:

<https://submitmyreading.com/submit/central-bowie>

Log In

Type in your account number and the first 3 letters of your last name, if you have a business account, the first 3 letters of your business name. Include any spaces, periods, dashes, etc. when entering the name or business name.

After You Log In

Verify that the account is the correct account.

Your last submitted meter reading and the date it was submitted will be shown on the page. If it is incorrect, please contact your utility company before proceeding.

Submitting Your Reading

Type the meter reading into the box labeled current meter reading and then select the date that the reading was taken. Include any comments or explanations in the comments section.

- Remember to round your reading to the nearest 100 and to include the stationary zero.
- If your meter has turned over or started back at 0, please contact your water utility company to submit your reading.

Once completed, click the **Submit** button.

Amount Due and Gallons Used

The next screen will show the number of gallons used along with the calculated amount due. If the amount or number of gallons used is not correct, then you can click the resubmit button to submit your meter reading again.

Payment Options

If the amount is correct, you can choose to make your payment right away by selecting **Pay Now**. You will be taken to the payment service to make a payment via credit card or eCheck (when available).

Making a Payment

When you select **Pay Now** you will be taken to PayStar to make your payment. Follow the instructions to enter your payment information and submit your payment. After your payment is complete, you can print a receipt and click **Continue** to return to the Meter Reading Portal for confirmation.