



PUMPAGE REPORTING ONLINE PRO System

North Fort Bend Water Authority



Introducing... PUMPAGE REPORTING ONLINE SYSTEM

The North Fort Bend Water Authority is pleased to announce the establishment of a new, comprehensive electronic reporting system that will enable well owners or their agents to report their well meter readings to the Authority online.

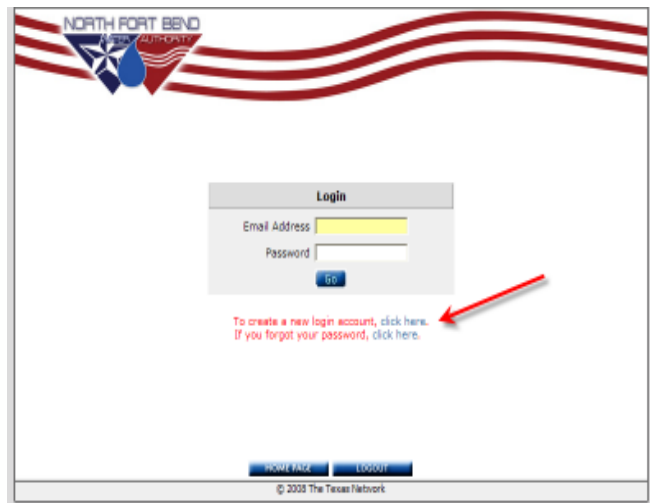
This system has been designed to be 'user-friendly' and to calculate both the volume of water pumped by each well during the specific reporting period and the pumpage fee, as well as to simultaneously enter the information into a secure database for use in the Authority's long range planning efforts.

There are numerous benefits for all concerned:

- The system is 'password-protected'
- Allows the Authority to enter new wells in 'real time' -- as permitting information is received from the FBSD
- PRO System allows the well owner/representative to enter all data necessary to complete and print out a statement that includes the meter reading(s) and pumpage fee. The system will also note if fees from prior month(s) reports remain unpaid or have been overpaid.
- The form has been designed so that the owner/representative inputs ONLY the latest meter reading, and password/login information -- all other fields are automatically calculated and filled, and of special importance...
- PRO System will help to minimize errors.

GETTING STARTED...

1. Access Internet page: CONTACT AVANTA SERVICES
2. First time users will need to access the registration page to create a new login.




NORTH FORT BEND
WATER AUTHORITY

Login

Email Address

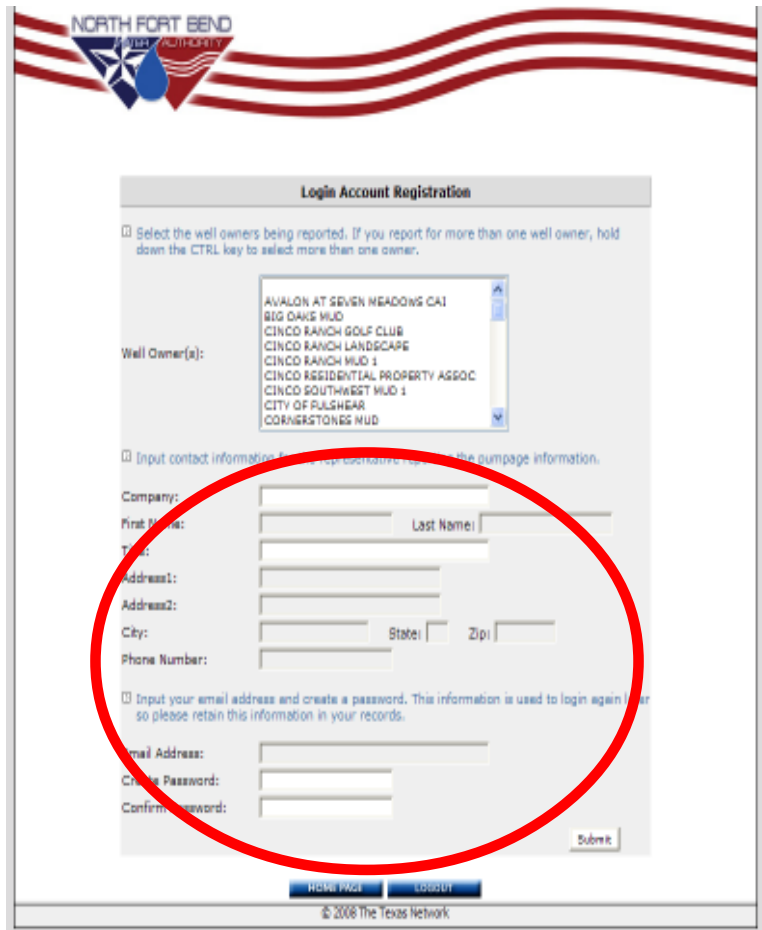
Password

To create a new login account, click here. 

If you forgot your password, click here.

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3. Click on “To create a new login account” and provide the information requested.



NORTH FORT BEND
WATER AUTHORITY

Login Account Registration

Select the well owners being reported. If you report for more than one well owner, hold down the CTRL key to select more than one owner.

Well Owner(s):

Input contact information for the responsible party on the pumpage information.

Company:

First Name: Last Name:

Title:

Address1:

Address2:

City: State: Zip:

Phone Number:

Input your email address and create a password. This information is used to login again / so please retain this information in your records.

Email Address:

Create Password:

Confirm Password:

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On the Registration page:

Select the water system(s) to report pumpage for from the list.
Hold down the Ctrl key to select more than one.

North Fort Bend Water Authority

Login Account Registration

Select the well owners being reported. If you report for more than one well owner, hold down the CTRL key to select more than one.

Well Owner(s):
AVALON AT SEVEN MEADOWS CA1
BIG OAKS MUD
CINCO RANCH GOLF CLUB
CINCO RANCH LANDSCAPE
CINCO RANCH MUD 1
CINCO RESIDENTIAL PROPERTY ASSOC.
CINCO SOUTHWEST MUD 1
CITY OF PULSWEAR
CORNESTONES MUD

Input contact information for representative reporting of pumpage information.

Company: _____
First Name: _____ Last Name: _____
Title: _____
Address1: _____
Address2: _____
City: _____ State: _____ Zip: _____
Phone Number: _____

Input your email address and create a password. This information is used to login again later so that you can view your records.

Email Address: _____
Create Password: _____
Confirm Password: _____

[Home Page](#) [Logout](#)

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Then...

- Complete the contact information.
- Enter your email address.
- Create a password.
- Re-enter password.
- Click on the "Submit" button.

Next message should be: "You have been successfully registered."

North Fort Bend Water Authority

You have been successfully registered. [Click to log in....](#)

[Home Page](#) [Logout](#)

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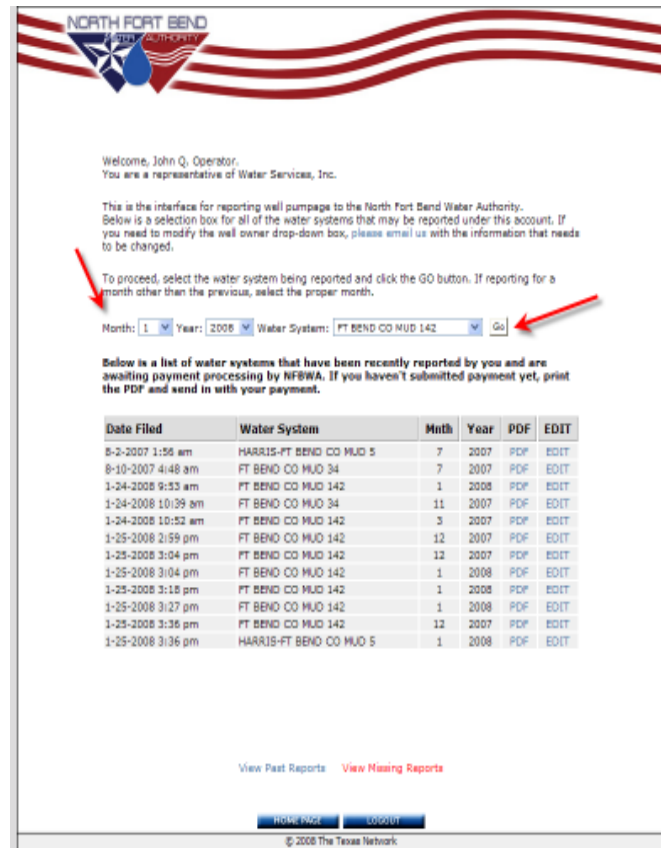
4. Login to the PRO System:

- Enter your email address.
- Enter your password.
- Click on the "Go" button.



5. Welcome screen:

- Your name and company name will be displayed.
- Select the **Month** reporting for from the drop down list.
- Select the **Year** reporting for from the drop down list.
- Select the **Water System** reporting for from the drop down list. (This list will include the systems registered for your login.)
- Click on the "**Go**" button.



Welcome, John Q. Operator.
You are a representative of Water Services, Inc.

This is the interface for reporting well pumpage to the North Fort Bend Water Authority. Below is a selection box for all of the water systems that may be reported under this account. If you need to modify the well owner drop-down box, please email us with the information that needs to be changed.

To proceed, select the water system being reported and click the GO button. If reporting for a month other than the previous, select the proper month.

Month: 1 Year: 2008 Water System: FT BEND CO MUD 142 Go

Below is a list of water systems that have been recently reported by you and are awaiting payment processing by NFBWA. If you haven't submitted payment yet, print the PDF and send in with your payment.

Date Filed	Water System	Mnth	Year	PDF	EDIT
8-2-2007 1:56 am	HARRIS-FT BEND CO MUD 5	7	2007	PDF	EDIT
8-10-2007 4:48 am	FT BEND CO MUD 34	7	2007	PDF	EDIT
1-24-2008 9:53 am	FT BEND CO MUD 142	1	2008	PDF	EDIT
1-24-2008 10:39 am	FT BEND CO MUD 34	11	2007	PDF	EDIT
1-24-2008 10:52 am	FT BEND CO MUD 142	3	2007	PDF	EDIT
1-25-2008 2:59 pm	FT BEND CO MUD 142	12	2007	PDF	EDIT
1-25-2008 3:04 pm	FT BEND CO MUD 142	12	2007	PDF	EDIT
1-25-2008 3:04 pm	FT BEND CO MUD 142	1	2008	PDF	EDIT
1-25-2008 3:18 pm	FT BEND CO MUD 142	1	2008	PDF	EDIT
1-25-2008 3:27 pm	FT BEND CO MUD 142	1	2008	PDF	EDIT
1-25-2008 3:36 pm	FT BEND CO MUD 142	12	2007	PDF	EDIT
1-25-2008 3:36 pm	HARRIS-FT BEND CO MUD 5	1	2008	PDF	EDIT

View Past Reports View Missing Reports

Home Page Logout

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6. Pumpage Reporting Online System screen:

- a. Confirm well owner name.
- b. Confirm Reporting Period.
- c. For each well confirm the Start Meter Reading and multiplier.
- d. For each well enter the End Meter Reading and select a multiplier (should be the same as the one used for the Start Meter Reading).
- e. If a new meter has been installed, click on the (meter) link to provide meter rollover or change-out information for a well.
- f. A "Notes" field is available in which to provide additional information (e.g., explanation required for all Adjustments).
- g. Confirm, complete or update Submitter's Information.
- h. Review entered data for accuracy. You may edit information while the report is still pending. Once the report is posted, any corrections must be submitted to AVANTA Services.
- i. Click on the "Submit" button.

Online Pumpage Reporting System

Name of Well Owner: FT BEND CO MUD 142
Reporting Period: 1 / 2008
 Add New Well

Gallons of Water Pumped for Billing Period:

	Start Meter Reading	End Meter Reading
Well #1106 (meter) c	<input type="text"/> x d	<input type="text"/> x d
Well #1107 (meter)	<input type="text"/> x	<input type="text"/> x

Notes: **h**

e Click the (meter) link above if there is a meter rollover or changeout.

Submitter's Information

Name: **g** Jake Q. Operator
Title: Services Manager
Phone Number: 281-444-5555
Email Address: joperator@nfbwa.com
Email Me A Copy:

Submit **i**

HOME PAGE LOGOUT

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NOTE: Please contact AVANTA Services to add a well or to change well status.

7. PRO System Pumpage and Billing Form screen:

- a. Review calculated form for accuracy.
- b. Print form.

Exhibit A
NORTH FORT BEND WATER AUTHORITY
Pumpage and Billing Form

Name of Well Owner: FT BEND CO MUD 142

Reporting Period	1 / 2008
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Gallons of Water Pumped for Billing Period:

Well	Start Meter Reading	End Meter Reading	Total
Well # 1106			0
Well # 1107			0
Notes			

1 Total gallons of water pumped for billing period:	1	0
2 Divided by 1,000	2	0
3 Total Due	7	\$0.00

- Pumpage Fee for 1 / 2008 is \$0.3/1,000 gallons.
- Late payment penalty, if applicable, will be billed separately. (5% if more than 10 days after due date, 10% more than 30 days past due date)
- Late payment interest, if applicable, will be billed separately. (12% per annum)

I declare that the above information is true and correct to the best of my knowledge and belief.


Name: John Q. Operator Title: Services Manager
Date: February 27, 2008 Phone: 281-444-5555

Signature: _____

Make check payable to:

North Fort Bend Water Authority c/o AVANTA Services
5635 Northwest Central Drive, Suite 104E
Houston, TX 77092
Phone: (713) 934-9110; Fax: (713) 934-9443

If your monthly fee is less than \$1.00, your payment is deferred until your cumulative fees equal or exceed \$1.00. You are required to complete and submit this form monthly even if you owe no funds for that month.

 [Click here to return to main screen...](#)

8. Click button to return to main screen to repeat process for next water system. Continue entering data -- or edit data if needed -- until all reports are complete. Print PDF of reports and submit along with payment to AVANTA Services as directed on the form. (See back page for Troubleshooting information/contacts.)

9. Go to Main Screen and logout.

TROUBLESHOOTING...

- 1. Check the steps in this handbook, and make sure that you followed instructions.**
- 2. For assistance with sign in/operation issues, contact *prosyshelp@nfbwa.com*. Please be sure to include your contact information (phone, e-mail, best time to reach you, etc.), and the nature of your problem**
- 3. For reporting or payment issues, please contact *avantaservices@sbcglobal.net*.**

As the PRO System continues to evolve, there are likely to be enhancements to the online process. If you have any suggestions or recommendations to improve the functionality of the system, please forward them to:

***proadmin@nfbwa.com*.**

Updates will be provided to you.



For pumpage reporting only:

AVANTA Services

5635 Northwest Central Drive, Suite 104E

Houston, TX 77092

Phone: 713.934.9110 ~ Fax: 713.934.9443

avantaservices@sbcglobal.net