



## SINGLE UNIT WATER METER VIEW

### INTRODUCTION

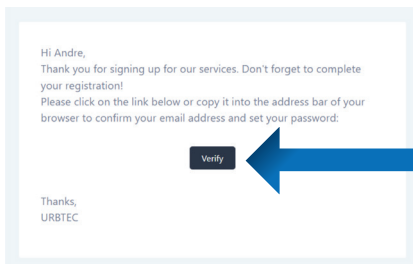
**After registering and opening your account, you will have access to:**

1. Photos of your water meter when we – Top Charge – read your meter.
2. Historical consumption data.
3. Billing receipt, with a breakdown of all the water and sanitation charges for the last month, and all historical data.

### INITIAL STEPS

- To register on our system, please send your e-mail address, unit number and building name to [support@topcharge.co.za](mailto:support@topcharge.co.za)
- Your email will be registered and an account opened.
- Thereafter, a verification link will be sent to your nominated e-mail address.

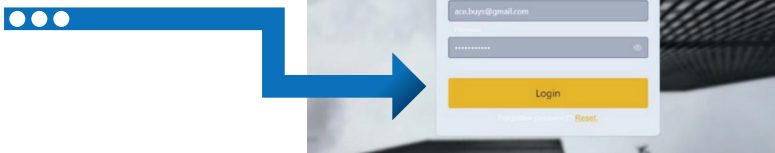
### LOGIN



After receiving your **verification e-mail**, click on the verification link

Choose a **Password** and verify the same

Login by entering in your **e-mail address and password** just created



# OVERALL VIEW

You should be logged in, with the overall view as:



To view photos of your meter reading, with a time stamp, **click on “Show”**

**VIEWING DATA:**

1. Building and Unit ID
2. Meter number
3. Last reading
4. Last consumption
5. Average consumption
6. 6-month consumption graph

A photo will pop up with your meter reading, which is time-stamped.



To view your Billig Receipt, tick the check box on the left of the consumption period you would like to view.

Then click on the “Reading Slip” tab.

A reading slip with billing information, the opening and closing readings and photos will be downloaded in PDF. Format.

BILLING INFO			
Charge Description	Units	Charge Amount (Excl VAT)	
[ 2024-02-20 to 2024-03-19]. 28 Days. cold_water - Network Charge @ 144.48 (excl VAT).	0	144.48	
Water Usage (cold_water). [2024-02-20 to 2024-03-19]. Open: 349 - Close: 374 = 25 kJ. 9.00 units @ 0 (excl VAT)  9.00 units @ 27.36 (excl VAT)  7 units @ 37.02 (excl VAT)	25	505.38	
[ 2024-02-20 to 2024-03-19]. 28 Days. sanitation - Network Charge @ 85.49 (excl VAT).	0	85.49	
Sanitation Usage (sanitation). [2024-02-20 to 2024-03-19]. Open: 349 - Close: 374 = 25 kJ. 9.00 units @ 0 (excl VAT)  3.00 units @ 17.928 (excl VAT)  6.00 units @ 14.94 (excl VAT)  6.00 units @ 11.952 (excl VAT)  1 units @ 10.3584 (excl VAT)	25	225.49	
Admin Fee @ 43.48		43.48	
VAT @ 15% on: 1004.32		150.65	

Constant development will occur, with billing slips and more function still to come.

Should you need any assistance, please contact us at:

- Office tell: 012 030 1304,
- Support WhatsApp: 064 5978348, or
- E-mail us at: support@topcharge.co.za