

Welcome to Metron Sustainable Services

We look forward to working with you and everyone at . To start our working relationships off on the right path we have put together some helpful information. Please read through this information and let us know if you have any questions or concerns.

What's Next:

After the submeters have been installed at , our next steps are as follows:

1. Input the meter information in WaterScope - Our online water data management system (if it is a self-install, please send us the meter ID's and lot numbers)
2. We will set up a user name and password for you & your team for WaterScope
Note: Once the user name and password has been set up you will receive an email from "WaterScope Support noreply@waterscope.us"
3. You can add a WaterScope demo to your calendar by clicking [here](#).
4. Set up a time to determine what your community's billing needs are – see below "Billing Options to Consider" prior to this phone call.

Billing Options to Consider:

Option 1: DIY: You (or your CM) pull your own meter reads from WaterScope every month and import it into your own billing software (No additional charge)

Option 2: We send you (or your CM) a spreadsheet (CSV) with the meter reads once a month, you take the spreadsheet and upload it into your own billing software. (No additional charge)

Option 3*: We pull the reads once a month and send you a spreadsheet with the consumption amounts, and the charges per tenant. (No additional charge)

Option 4*: Same as option three, but we will also generate individual tenant invoices and send them as a PDF in an email to you. (View contract for pricing)

Option 5*: Same as option four, but we will print, stamp, and mail the individual tenant invoices. (View contract for pricing)

Option 6- API: We have an API that automatically pull reads from WaterScope, and import them into Rent Manager or ManageAmerica. This option is best for those who have multiple parks. (View contract for pricing)

*Note: If option 3, 4 or 5 Metron will need to collect the following information for invoicing:

1. 2-3 months of water bills - complete copies
2. Excel spreadsheet of tenant names and corresponding addresses
3. Monthly meter read date
4. Monthly payment due date
5. Payment remittance address
6. Confirm whether to add monthly Metron meter fee (please confirm amount based off your contract)
7. Entity to which tenants should write their checks (i.e. Mobile Home Park, LLC) and any special instructions for payment

