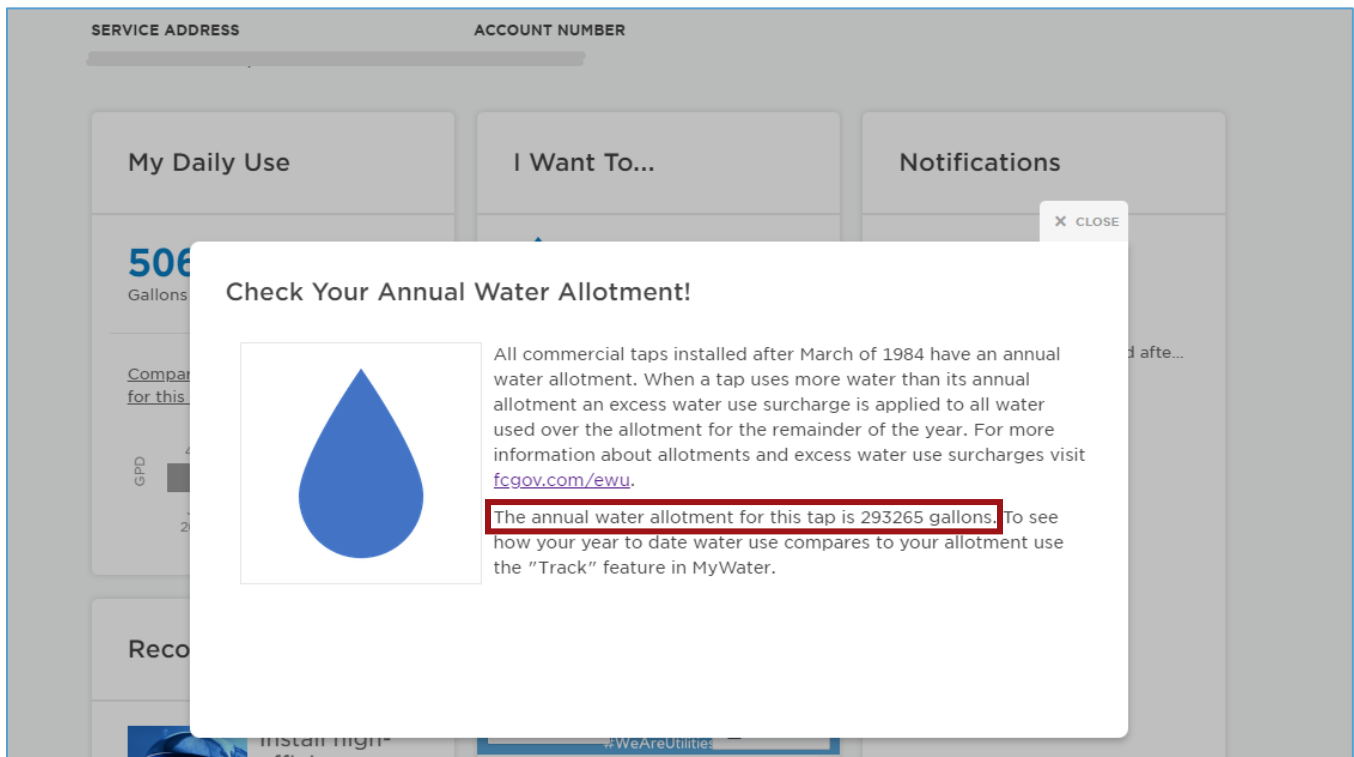
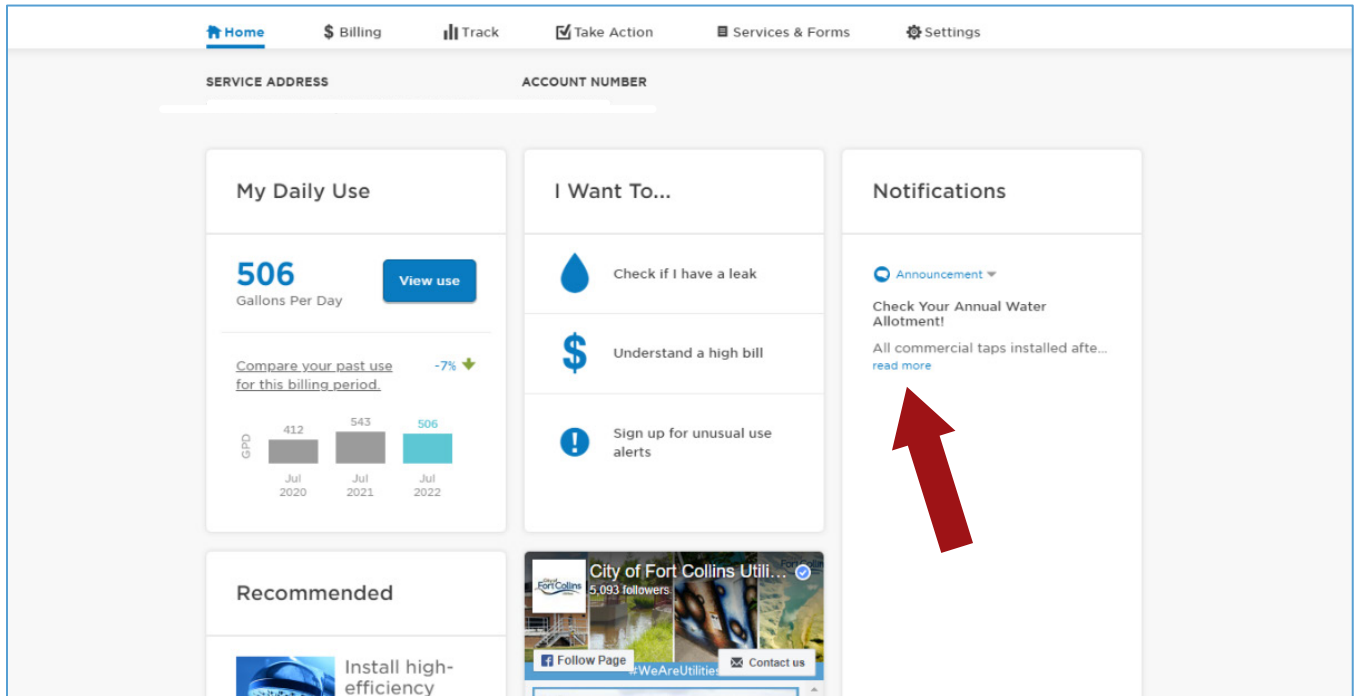
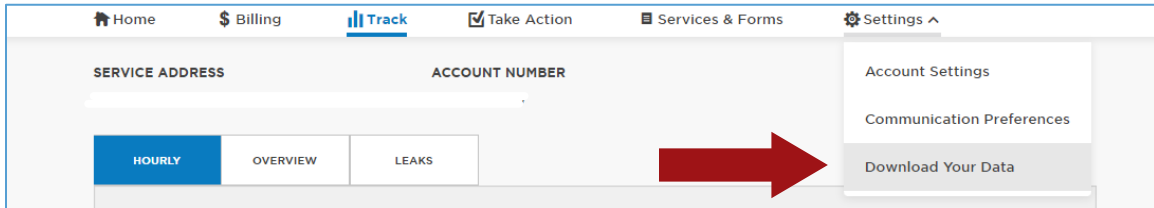


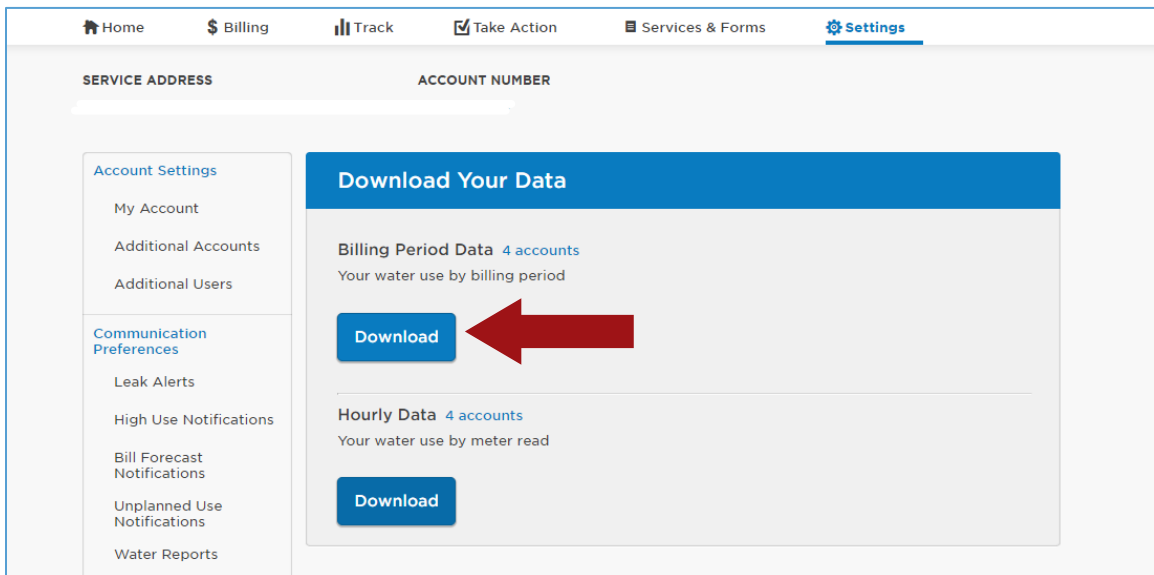
**1** To find your annual water allotment, start on the [MyWater home page](#). Under “Notifications,” click “Read More” to view your allotment. An allotment is the volume of water a given tap can use per year (Dec. 1-Nov. 30) before incurring Excess Water Use surcharges.



- 2** To determine your water use from the previous December through the end of the most recent billing cycle, select “Download Your Data” from the “Settings” drop down menu at the top of the page.



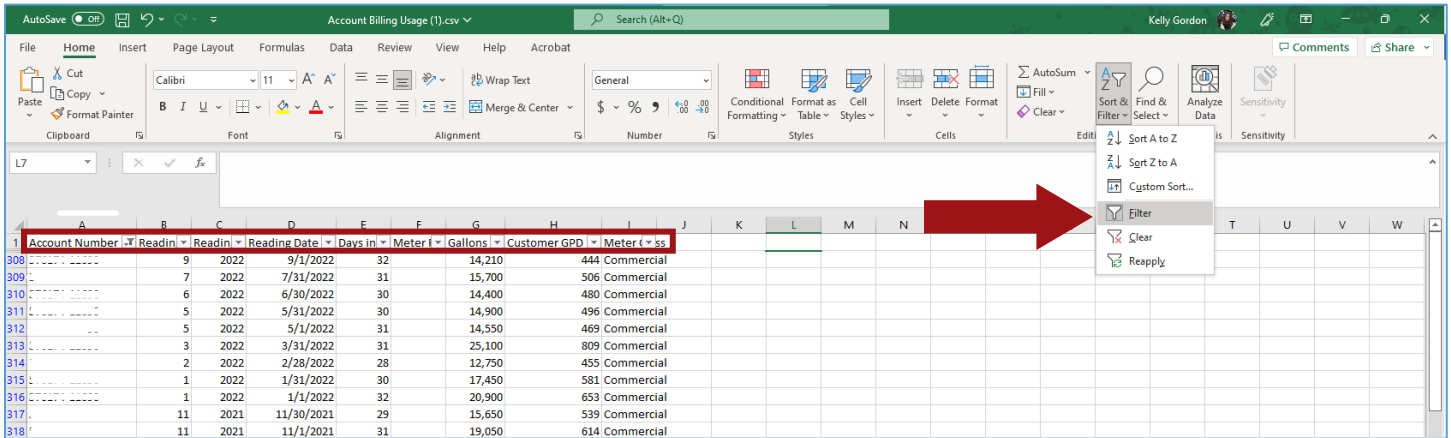
- Under “Billing Period Data,” select the blue “Download” button to download a CSV file. If you have multiple accounts in MyWater, it will include water use for all of them.



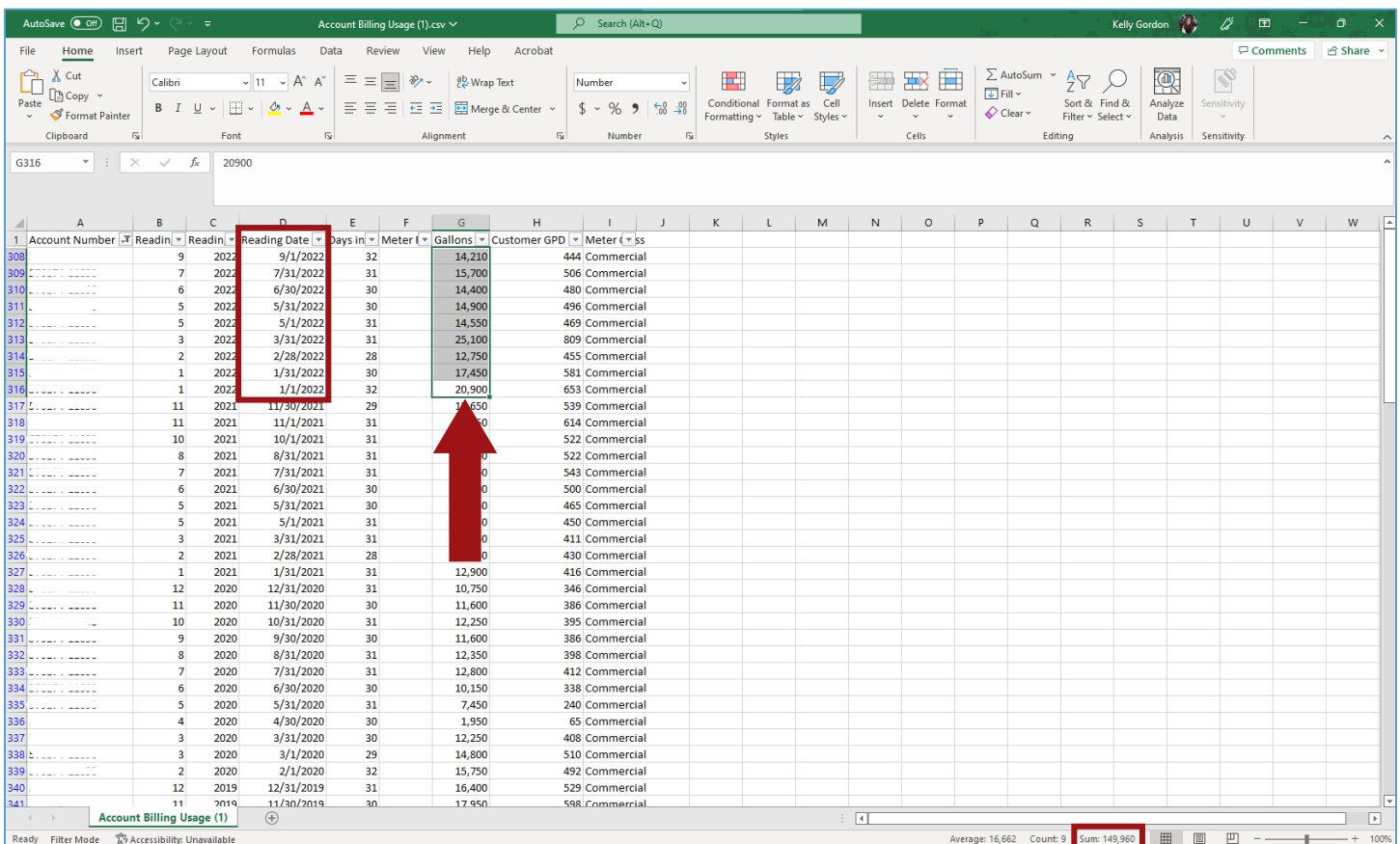
# MyWater How-to

## Finding Your Allotment and Water Usage

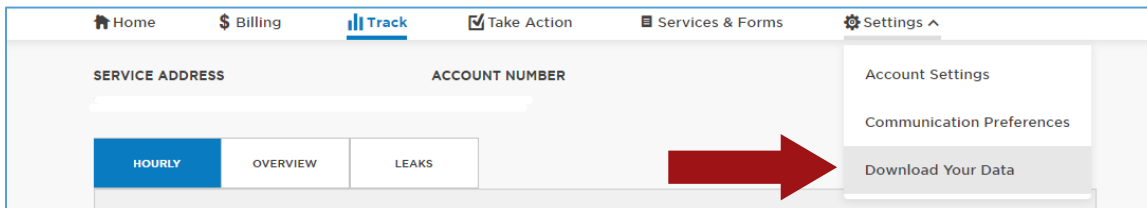
- Select the data headers, then click “Filter” under the “Sort & Filter” menu along the top. If you have multiple accounts, this will allow you to sort column A by the correct account number.



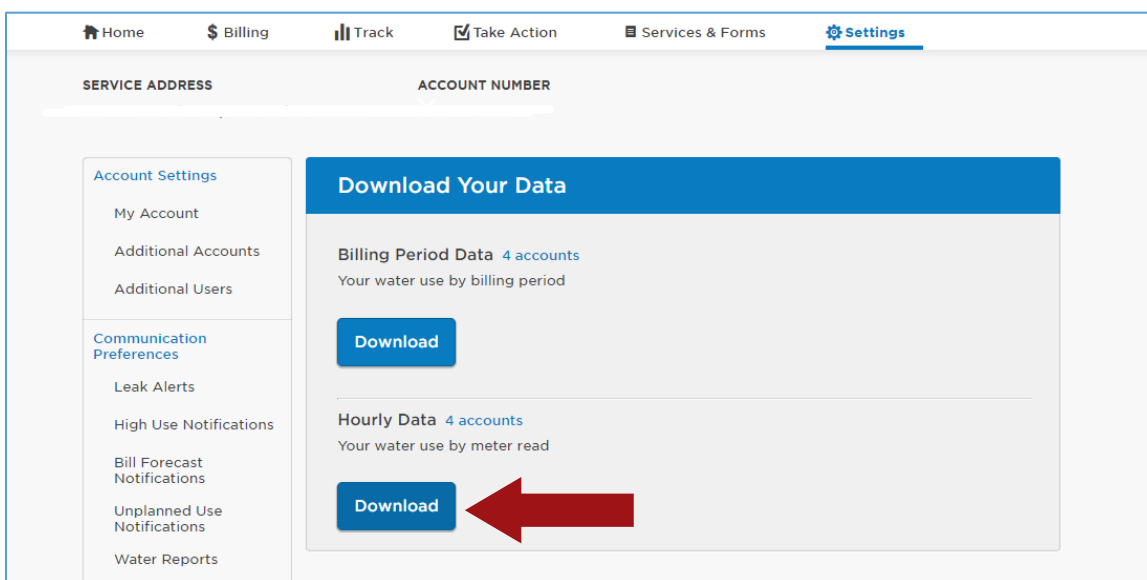
- Identify the previous year’s December water use in column G, labeled “Gallons.” Reading dates come at the end of a billing cycle, so in the example below, the reading date of 1/1/2022 captures the December water usage (row 316). Select usage in gallons from December through the most recent billing cycle (in this case, August 2022) to determine the total used over that time period.



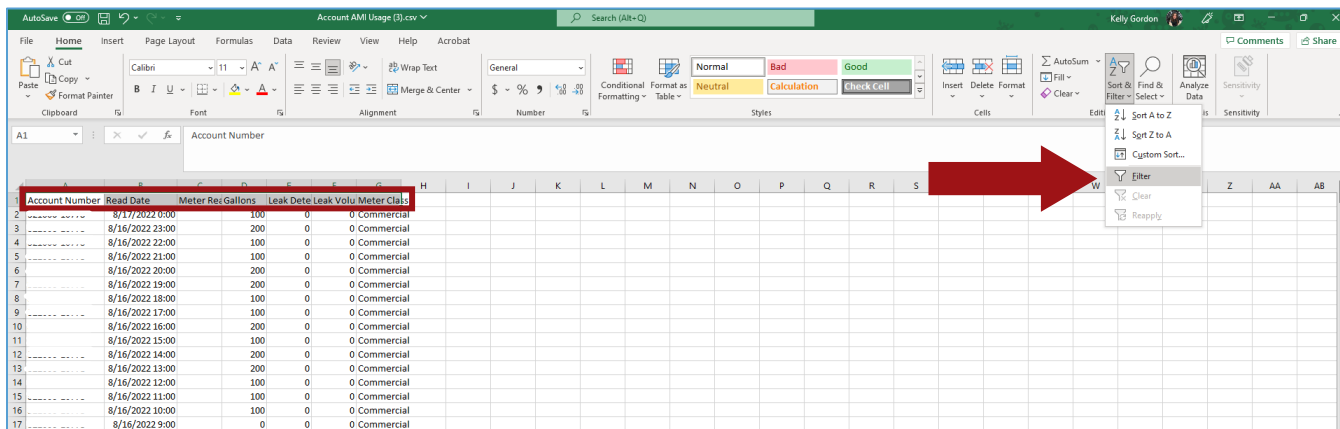
- 3** To determine the most current, mid-cycle, year-to-date water use, you will have to follow the steps above and manually download additional data. Select “Download Your Data” from the “Settings” drop down menu at the top of the page.



- Under “Hourly Data,” select the blue “Download” button to download a CSV file. If you have multiple accounts in MyWater, it will include water use for all of them.



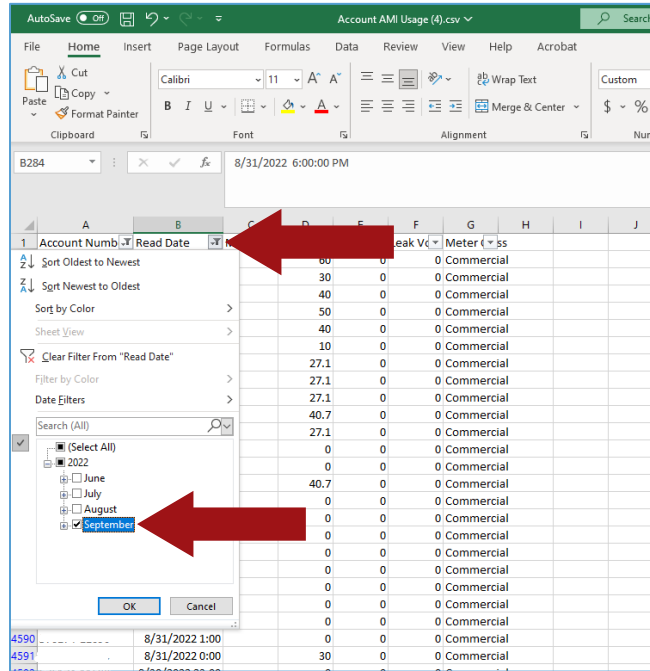
- Select the data headers, then click “Filter” under the “Sort & Filter” menu along the top. If you have multiple accounts, this will allow you to sort column A by the correct account number.



# MyWater How-to

## Finding Your Allotment and Water Usage

- Sort column B for the most recent month (September in the example below).



- Once the sheet is filtered to the correct account and month, select column D, "Gallons," to find the total number of gallons used to date in that month. In the lower right-hand corner, you will see the sum for the column. Add this number to the total you found on the previous spreadsheet ("Billing Period Data" download). This will give you the most current estimated water use to compare with your annual allotment.

