WTD Customer Portal
Component Agency Electronic Reporting

Presented to
MWPAAC’s Rates and Finance Subcommittee
May 2, 2019
Creation of an Electronic Reporting Web Site for Quarterly Reporting:

- Replaces manual forms completed by Component Agencies for quarterly reporting
- Website could provide training
- Input form could filter for errors
- Site could provide online help and instructions
- Other features could be added as desired
Status Update:

- After some delays in 2016-2017, Portal Project back on track in 2018
- Budget - $150,000
- New project manager assigned
- New team formed
- Revised schedule developed
- Microsoft Azure is the framework
- User logins must be made through Microsoft accounts
- Site is cloud-based
- Users can fill in the form or upload a formatted Excel spreadsheet
We Have a Portal

WTD Customer Portal
Quarterly Report Entry

Reporting Agency: City of Ravensdale
Report Prepared By: Lauren Ipsum
Quarter End Date: Mar. 31, 2015

Upload quarterly data as XML
Upload attachment

Attachments:
  Q1_2015.xls

Total Customer Billings

Total Customers Billed: 13294

Residential Customers

Residential Customers Billed: 8370
Customers with sewage disposed outside KC: 0
Net Single Family Residential Customers: 8370 (calculated)
We Have a Quick Reference Guide

Table of Contents

HOW CAN THE SEWERAGE REPORTING PORTAL BE ACCESSED? .......... 1
WHO CAN ACCESS THE SEWERAGE REPORTING PORTAL? ................. 3
HOW TO SUBMIT A REPORT? ................................................ 4
   Keying the Data Directly into the Sewerage Reporting Portal .......... 4
   Can I Submit a Report using an Excel Template? ....................... 6
WHAT TYPES OF SUPPORTING DOCUMENTATION SHOULD I SAVE? .... 8
HOW DO YOU CHECK THE STATUS OF THE REPORTS? .................. 9
WHAT IS THE OPEN AND CLOSED REPORTING PERIOD? ................. 9
HOW TO VIEW CURRENT OR PAST-SUBMITTED REPORTS? ............. 10
WHO CAN I CONTACT FOR ASSISTANCE? ................................. 10
Creating Microsoft Azure account

1. For the first time, users will receive an Azure Active Directory email invitation to log on to the system. In the email invitation, click on the button to access the site.
2. If you don’t have a Microsoft account associated with the email address, Microsoft will request that you create an account by clicking 

![Microsoft Create account dialog](image)

3. You will be asked to create a password, then click 

![Microsoft Create password dialog](image)
Users Can Upload Reports

Users need to upload the quarterly report using the Excel template format.

Excel template allows users to key the report on one spreadsheet tab and automatically save the information corrected formatted for CSV upload in another tab.
Other Uploads

Users can upload supporting files:

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Supporting Documentation Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>List of all customers by service address, type of customer (residential or commercial) and treatment provider (King County or other).</td>
</tr>
<tr>
<td>7</td>
<td>Water consumption by each customer billed in the quarter other than single family residents and multifamily complex counted as single family residents.</td>
</tr>
<tr>
<td>8</td>
<td>Water consumption by each customer with metered sewage.</td>
</tr>
<tr>
<td>9</td>
<td>Documentation supporting, by customer, water not entering sewerage system.</td>
</tr>
<tr>
<td>10</td>
<td>Water consumption by each customer billed in the quarter other than single family residents whose sewage is not treated by King County.</td>
</tr>
<tr>
<td>11</td>
<td>Documentation supporting deductions by customer.</td>
</tr>
<tr>
<td>14</td>
<td>Metered sewage flow by each customer with sewage.</td>
</tr>
</tbody>
</table>

Uploads are optional, but this information needs to be available for the next billing review.
Agencies Can Review Past Reports

How to view current or past-submitted reports?

If you need to review prior saved report, under the Reports, select Search Reports from the drop-down.

Then click on the Qtr End for the report date you need to review. You can also click on the Manage Files for the quarter you are reviewing, and review the files previously uploaded. You can upload additional files, provided that King County Administrator has not processed the reports.

Who can I contact for assistance?

If you have errors, difficulties, need to request, edit, or add users with the Sewerage Reporting Portal, please contact your King County Administrator at windfieldg@kingcounty.gov
Where Do We Go From Here?

- Correct problems with logins
- Support Industrial Waste billing
- Add historical data
  - Need at least six years
  - What to do with old PDFs?
  - What to do with old hard copies?
- Add ability to print submitted reports
- Get feedback from component agencies on the portal
Questions?

Hiedi Popochock, Financial Services Manager
(206) 477-1842 or hiedi.popochock@kingcounty.gov