

CLCA Water Management Certification Program

Instructions - 2018 Software Upgrades (clcaengine.com)

Change Password

(When already logged in)
From the "Home Page," click on "Change Password"

[New Site](#) [New Company](#) [View Home Page in:](#) [Change Password](#)

[New Site](#) [New Company](#) [View Home Page in:](#) [Change Password](#)

Follow on-screen instructions
Click on "Change Password" at the bottom of the page

get a Temporary Password if you can't log in

On your login page, click on "Lost or Forgotten Password"

[Register Here](#)

[Lost or Forgotten Password?](#)

[Need Help?](#)

[E-Mail the Program Manager](#)

Follow the instructions on the "Password Reset Request" page

designate the "Water Manager of Record"

(This is the person seeking or maintaining certification for this site)

Begin at the Site Home Page
Scroll to Site Managers

Site Managers		Edit	Delete	Add
David Silva	DAVID.SILVA			

Click on "Edit"
If needed, select name from the drop-down list

Edit SitesManager

Site
CLCA HQ

User
DAVID.SILVA

Manager Of Record

Click on "Manager of Record"
Click on "Submit"

Replacement Water Meter or Meter Register

Begin at Site Home Page
Click on Meter Description

Serial	Description
1111	Meter 1 HCF

Click on Replace Meter

Status Active

[Deactivate](#)

[Replace Meter](#)

[Recalculate](#)

Enter requested information
Click on "Submit"

remove the "Water Manager of Record" designation

Begin at the Site Home Page
Scroll down to "Site Managers"
Click on "Delete" to remove OR select another "Manager of Record" from your company list
Click on "Submit"

add a Water Manager to your site

Begin at the Site Home Page
Scroll down to "Site Managers"
Click on "Edit"
Select "name" from the drop-down list

NOTE: You may have to add this new Water Manager to your company list of people

edit the Last Meter Reading entry

Click on "Undo Last Meter Reading Entry"

Enter Meter Readings and Click Here to VIEW PROJECTED Usage

[Undo Latest Reading](#)

Enter corrected reading
Click on "These are month end readings"
Accept entry and close out the month