INSTRUCTION FOR LANDLORDS
Getting started with the web portal

1. Visit Topupmeters.co.uk to create an account

   Enter a username, email address, password, company name and address. These details are used for the annual subscription renewal.

   Agree to the Terms and Conditions and Privacy Policy by clicking the checkbox, then press Sign Up.

   You will shortly receive to let you know the account is pending activation. Once this is done you can login to your account and begin adding meters.

2. Start adding meters

   Click '+ Add new meter' to add meters to the account.

   Enter the full meter serial and unique ID then click Done. If the ID and serial match then the meter is added to the database.

   You should see this message if the meter and ID are accepted.

3. Pay for the annual subscription to activate meters

   After the meter has been added to the account go to the Subscriptions tab. Click View and follow the instructions to make payment for any new meters you have added to the account. The meters are then moved to the main dashboard tab.

   The SIM will be activated to enable top-ups to be sent to the meter.