



Electoral Area B Potable Water Stations

How To Guide

Creating an Account | Setting Your Access Code + Pin | Purchasing Water Credits

You must complete these 3 steps before using the water stations.

1. Creating an Account

1

Open your internet browser and go to www.prrdwater.com. You will see this screen with options to login or apply for an account. Click on 'Apply for a Flowpoint Account'.



2

Review the agreement regarding use of PRRD bulk water stations. Scroll down when finished.



3

Complete the registration information. For the 'Category' area, there are 4 options - Agriculture, Commercial, Industrial, and Residential. Choose the category that best describes how you will be using water. Check the 'I'm not a robot' Box and click 'Apply Now' when complete.

4

After you click the 'Apply Now' button, a new page will load that says your application has been submitted. An email will be automatically sent to the email address that you provided.



5

Go to your email account and look for an email from the Peace River Regional District.

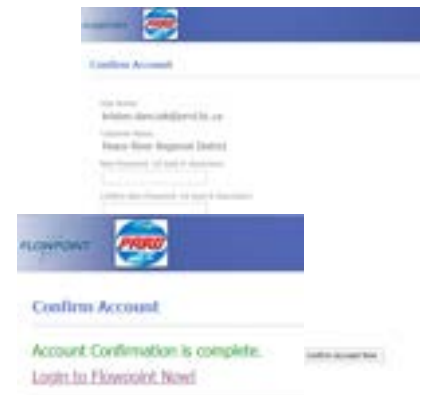
Click on the link at the bottom of the email to complete your registration.



6

The link will take you back to confirm your account. Choose an account password and security question/answer.

Check the 'I'm not a robot' box and finally on the 'Confirm Account Now' to complete the registration process.



7

Login in using the username and password you have just created. This will take you to your account dashboard.



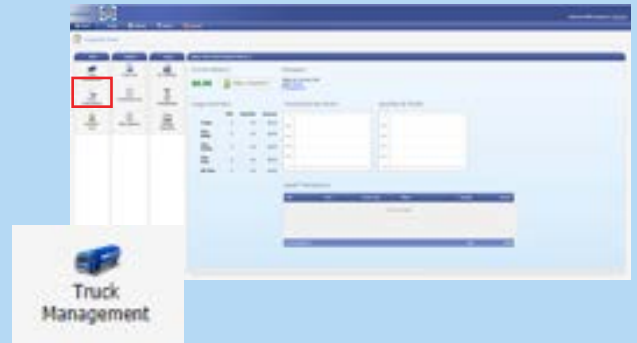
2. Setting Your Access Code and Pin

To use the potable water stations, each account must have an individual access code and pin. You must remember your access code and pin or store it in a secure location.

1

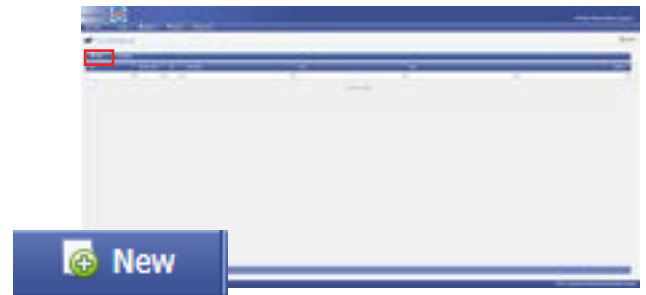
Login to your Flowpoint account.
This will load your account dashboard.

To set your access code and pin, click on the Truck Management icon on the left side of your screen.



2

Once on the Truck Management screen, click on the 'New' button to add a truck.



3

In the New Truck window, complete the truck details information. This includes setting your Access Code (which must be a 4 digit number between 0002 and 9997) and your Pin (which must be a 4 digit number between 1000 and 9999). Your access code and pin cannot be the same 4 digits.

Complete the required information and click on the 'Save' button.

A screenshot of the 'New Truck' window. The title bar says 'New Truck'. The main content area is titled 'Edit Truck Information' and has a green asterisk icon next to 'required field'. The form includes fields for 'Access Code (4 digits)', 'Pin (4 digits)', 'Truck Name', 'Description', 'Owner', 'Phone', and 'Volume (L)'. There is a checkbox labeled 'This truck is active. (Check only to prohibit station usage)'. At the bottom right, there are 'Save' and 'Cancel' buttons.

Your access code and pin are now set.

A screenshot of the Truck Management table. The table has columns for 'Track', 'Access Code', 'PIN', 'Description', 'Driver', 'Phone', and 'Volume'. The first row shows a truck named 'White GMC' with access code '6185', PIN '8888', description 'White, 4 Door Truck', driver 'Employee', phone '90 0000', and volume '6.0'.

Track	Access Code	PIN	Description	Driver	Phone	Volume
White GMC	6185	8888	White, 4 Door Truck	Employee	90 0000	6.0

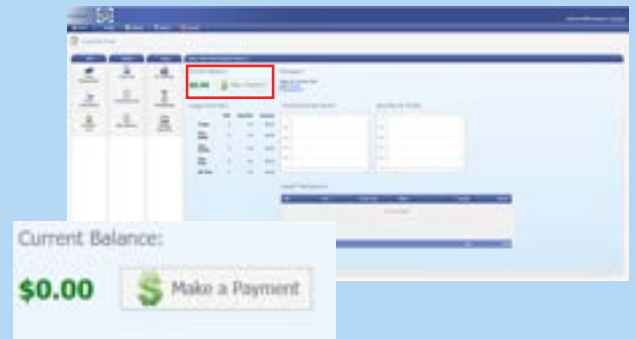
3. Purchasing Water Credits

To get water from the potable water stations, you must have credit on your account. Credits can be purchased through your online account or at one of the PRRD offices during business hours (8:30am - 4:30pm).

1

Login to your Flowpoint account.

To purchase credits for your account, click on the 'Make a Payment' button.



2

Review the Privacy Policy, Security Policy and Refund Policy.

Click on the 'Make a Payment' button to continue with the processing the payment.



3

Enter the amount of credits you would like to purchase for your account. Water is charged at a rate of \$3.00/m³.

Enter your credit card details and click 'Submit Payment' button to complete the process.

Please wait 30 minutes after purchasing credits before you attempt to fill your water tank or bottles. This will allow the system to update and avoid delays.



4. Resetting Your Password

Complete these simple steps to reset the password to your Flowpoint account.

1

Open your internet browser and go to www.prrdwater.com. Click on 'Log in to Flowpoint with your existing username and password'.



2

Click on the 'I forgot my password' link on the right side of the Password box.



3

Enter the email address you used to create your account and click 'Submit'.



4

Answer your security question and type in the code.

Click on the 'Email Password Information' button and check your email account to reset your password.

