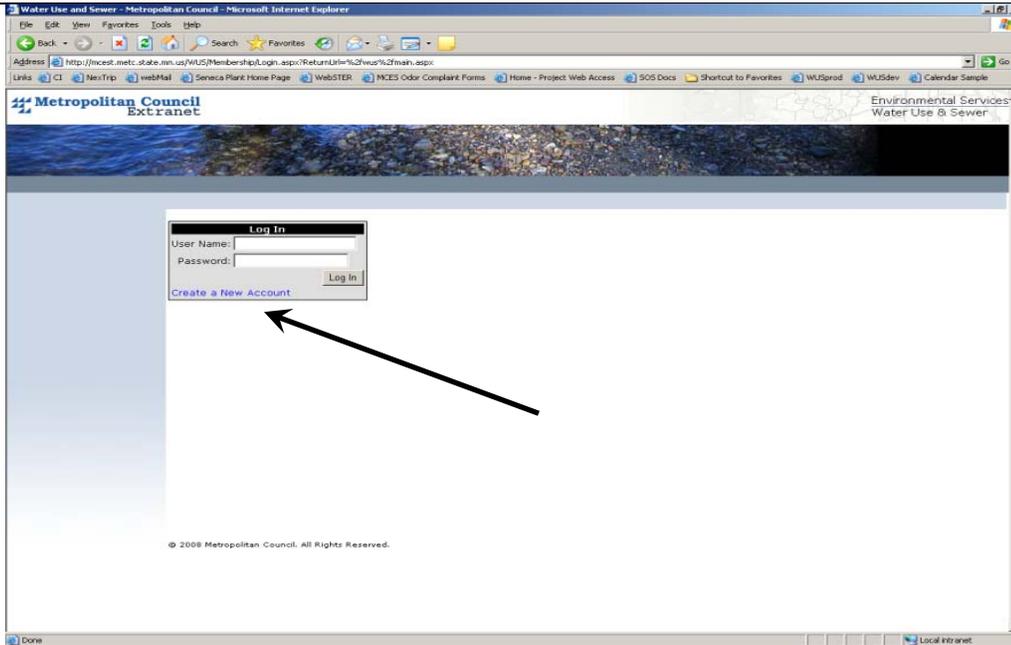


MCES ONLINE SEWER SURVEY HOW TO CREATE USER ACCOUNT

<http://es.metc.state.mn.us/wus/>

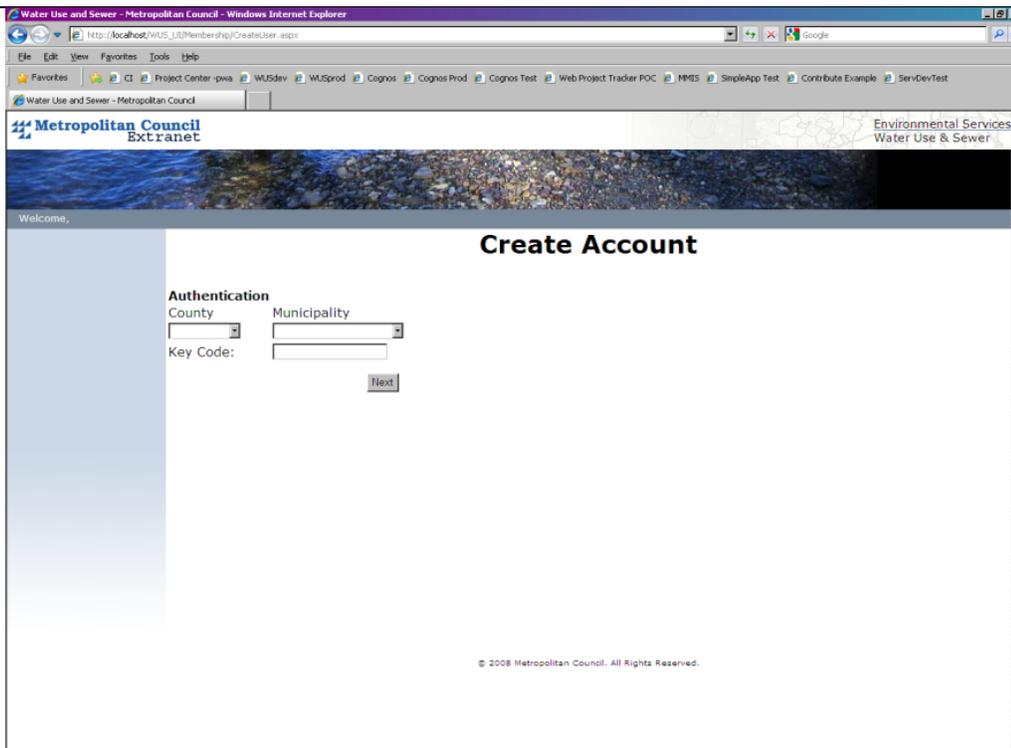
1) Enter the web address to access the survey.

2) Click "Create a New Account."



3) Select the county and municipality you are representing, and enter the Key Code that you received.

4) Click Next.



Water Use and Sewer - Metropolitan Council - Windows Internet Explorer

http://localhost/WUS_U/MemberShip/CreateUser.aspx

File Edit View Favorites Tools Help

Water Use and Sewer - Metropolitan Council

Environmental Services
Water Use & Sewer

Welcome,

Create Account

Your Location Information

Address:

City:

State:

Zip Code:

© 2008 Metropolitan Council. All Rights Reserved.

5) Enter your location information:

Address, City and Zip Code are required.

6) Click Next.

Water Use and Sewer - Metropolitan Council - Windows Internet Explorer

http://localhost/WUS_U/MemberShip/CreateUser.aspx

File Edit View Favorites Tools Help

Water Use and Sewer - Metropolitan Council

Environmental Services
Water Use & Sewer

Welcome,

Create Account

Your Information

First Name:

Last Name:

Phone(include area code):

Fax (include area code):

Title:

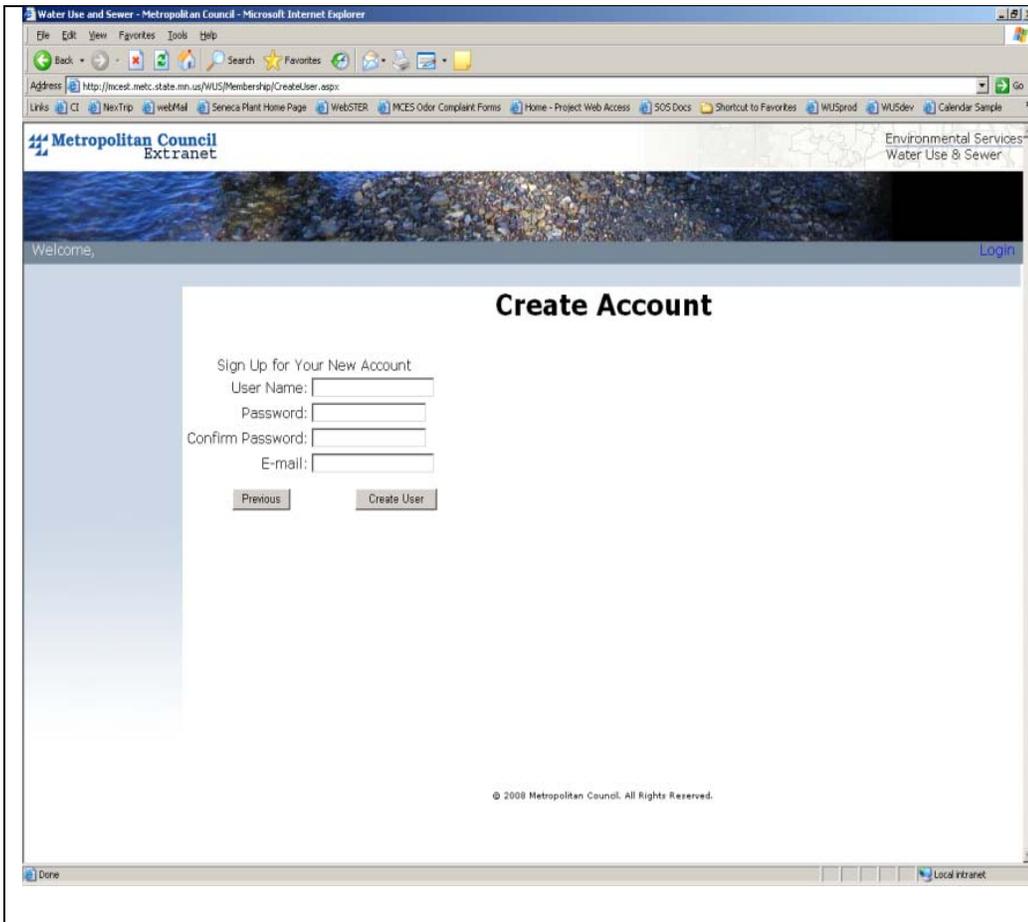
© 2008 Metropolitan Council. All Rights Reserved.

7) Enter your information:

First name, Last name and phone number are required. Please use dashes when listing number.

Fax number is optional. Again, please use dashes when listing number.

Title will only be requested from Authorized Agents and will be mandatory.



8) Create a unique user name and password. Do not share this information!

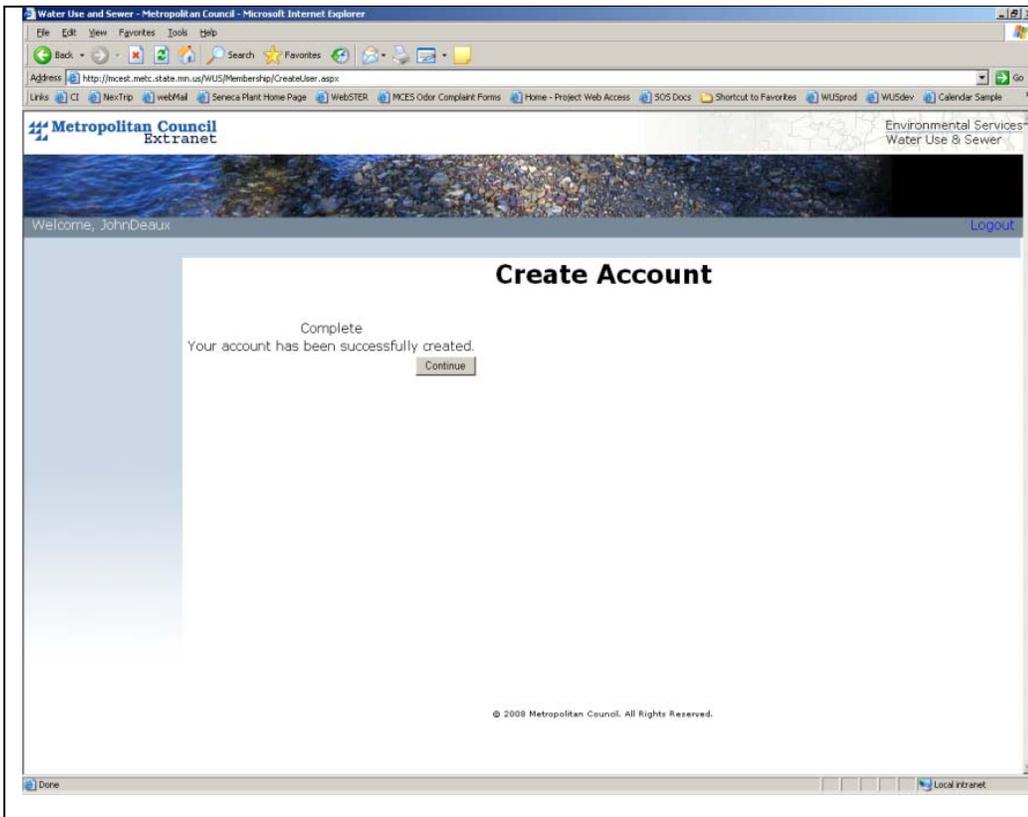
All fields are required.

User name criteria:

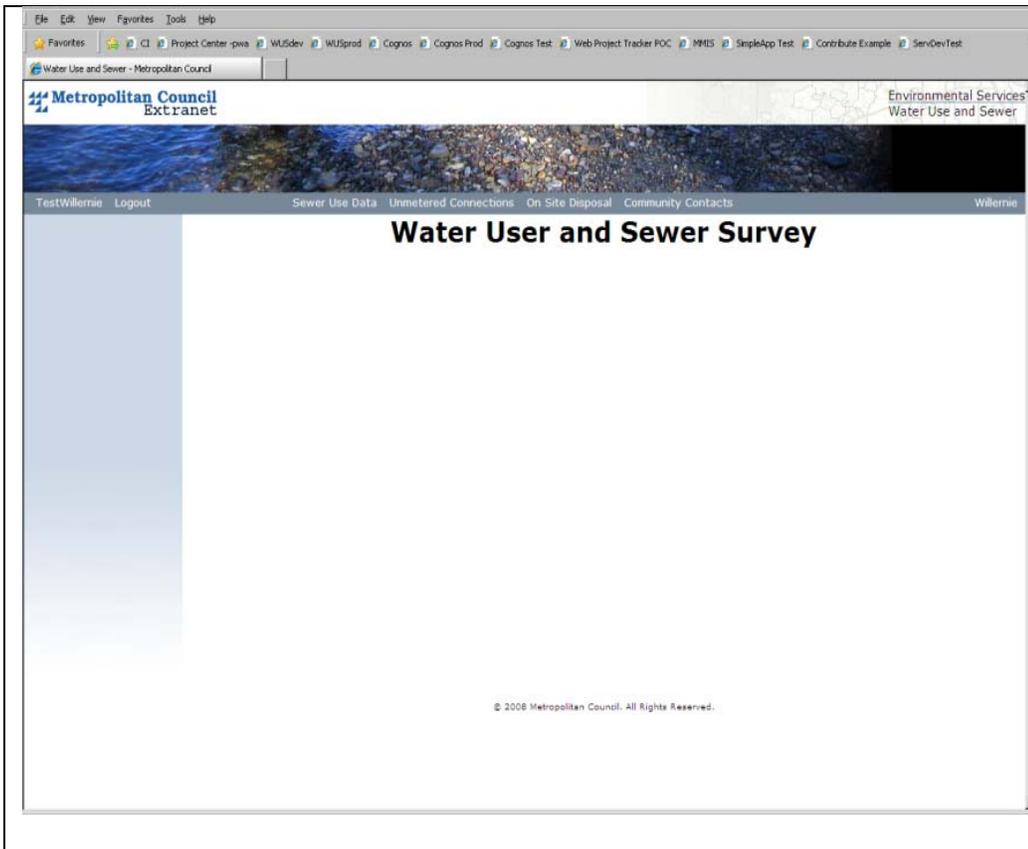
- Must be 8 characters long.

Password criteria:

- Must be 8 characters long.
- Need at least 1 upper case letter.
- Need at least 1 lower case letter.
- Need at least 1 number.
- Need at least 1 special character (e.g. # \$ % ^ !)



9) Click continue.



10) You have successfully created your account.

User name appears in the gray bar on the left.

Municipality name appears on the right side.

In the middle are the surveys that your municipality fills out.

11) **To log out**, click on “Logout” next to your name on the left side.