



Mississippi
Mills

MMSEPTAGE.COM

INSTRUCTIONAL MANUAL (USER)
FIRST EDITION

Mississippi Mills Septage Program
Ontario Clean Water Agency
mmseptage.com
Instructional Manual (Administrator)
First Edition
March 15, 2019

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ONTARIO CLEAN WATER AGENCY
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I. REGISTERING

- a. Open Google Chrome and go to url <https://mmseptage.com/>
- b. Click *Register* from the top menu or splash page.
- c. Follow the instruction listed on the page (as follows)
 - i. Download the application using the link provided
 - ii. Complete the application and read through the terms and conditions
 - iii. Make a copy of: The certificate of commercial general liability insurance showing the Corporation of the Municipality of Mississippi Mills and the Ontario Clean Water Agency as an additional insured party; A copy of an MECP Certificate of Approval/License (as required under Section 27 of the EPA); Any other required information.
 - iv. Send completed form and all documents to: The Corporation of the Municipality of Mississippi Mills, 3B1 Old Perth Road. RR # 2, P.O. Box 400. Almonte, Ontario, KOA 1A0. ATTN: Roads and Public Works Department.
 - v. Fill out the user account registration form provided online
 - vi. Wait for your approval



2. BOOKING

- a. Once you have been approved you may now make a booking by going to url <https://mmseptage.com/book/> or clicking the *Book* button in the menu or on the home page.
- b. You will be prompted to sign in using the username and password that you set when creating your account.

3. USING THE CELNDAR

- a. Once logged in, you will be taken to the calendar page where you may now select the date of deposit.
- b. You can change the month by using the arrows beside the month title.
- c. Greyed out dates are unavailable and cannot be selected. All booking must be made 24hours in advance.
- d. Click the specific date you wish to book and you will see all available time slots on the right of the calendar.
- e. Time slots that are unavailable will be crossed off and cannot be selected.
- f. Pay particular attention to the amount of litres that are remaining for that day as you cannot exceed the allowable amount.
- g. Once you select the time slot you will be immediately taken to the details page.

3. Note: A maximum of 48 000L/day can be processes at this location. No Loads will be processed after 2:00PM

July 2019						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Mon, Jul 01

8:00 am

10:00 am

12:00 pm

2:00 pm

Litres remaining for Mon, Jul 01 : 48000

4. BOOKING DETAILS

- Your *First Name, Last Name, Email* and *Phone Number* should already be filled out for convenience.
- Place any notes that are important to mention in the notes field.
- You will have 3 fields that correlate to the type of deposit that you are dropping off, here you will enter the amount (in litres) that you will be dropping off. Enter 0 in the empty type fields that you are not using.
- To move forward you will need to acknowledge that there is a penalty for any missed appointments but selecting the *I Agree* check box.
- Once the form is correctly filled out click the *Next* button.

4. You selected a booking for **Septage Deposit** at the **Office Administrator** located at 212 Wolf Grove Road, at 12:00 pm on April 5, 2019.
Please provide your details in the form below to proceed with booking.

First name	Last name
<input type="text" value="new"/>	<input type="text" value="user"/>
Phone	Email
<input type="text" value="(204) 234-5678"/>	<input type="text" value=""/>
Notes	
<input type="text"/>	

Please enter the Deposit amount (Litres) in the appropriate deposit box - ex. 8000

There is limit of 48000 Litres per day.
Litres remaining for today 48000

Holding Tank Waste - Generated in Mississippi Mills

Septic Waste - Generated in Mississippi Mills

Holding Tank and Septic Waste - Generated outside of Mississippi Mills

By checking this box you acknowledge that there is a penalty for missed appointments

I AGREE

5. CHECKING EMAILS

- It is important to check the email that you used when you setup the account.
- If you do not see the booking approval email in your inbox within an hour, please check your spam and junk folders.
- If the emails was placed into your spam or junk folder, please mark it as not spam or not junk to avoid any future issues.

6. CANCELLING A BOOKING

- Open the booking approval email with all the details of your booking.
- Click the *Cancel Booking* link provided within the body of the email.
- Once the booking has been cancelled it cannot be undone.
- If you are unsure please call to cancel your appointment.
Note: you must cancel your appointment 24hours in advnace to avoid a missed appointment fee.