Water Reservoir Grommet

1) Unplug the machine.
2) Remove the water tank.
3) Under the water tank you will see an inlet valve similar to the one pictured below. (Your inlet may be recessed into the base of the machine.

4) The cap or outer covering of the inlet valve is removable. You do not need to unscrew anything. Use a small screw driver to pry up on the inlet valve cap. It is held on by 2-3 pegs. It should come off very easily.
5) Under the cap, you will find the grommet. It is pictured below.

6) Pull the grommet up with your fingers. It is resting in the lower part of the inlet valve.
7) Clean the area with some warm water and a sponge.
8) Insert your new grommet just like the picture above.
9) Re-install the cap by pushing it back in place until it is secure.