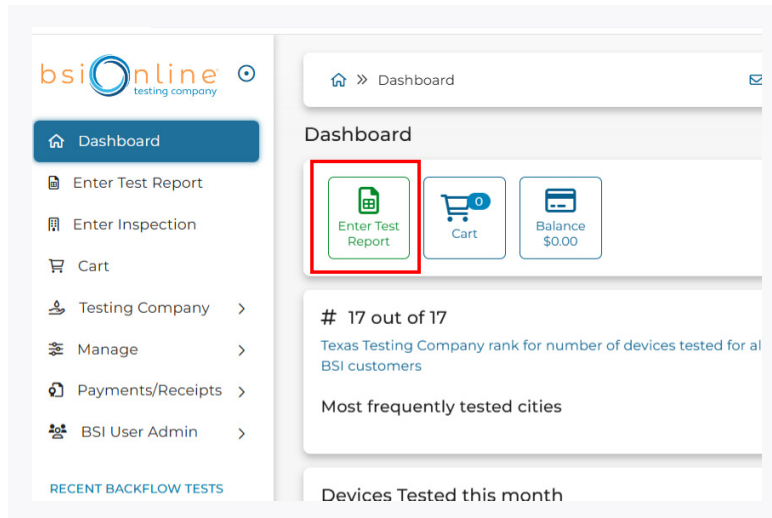
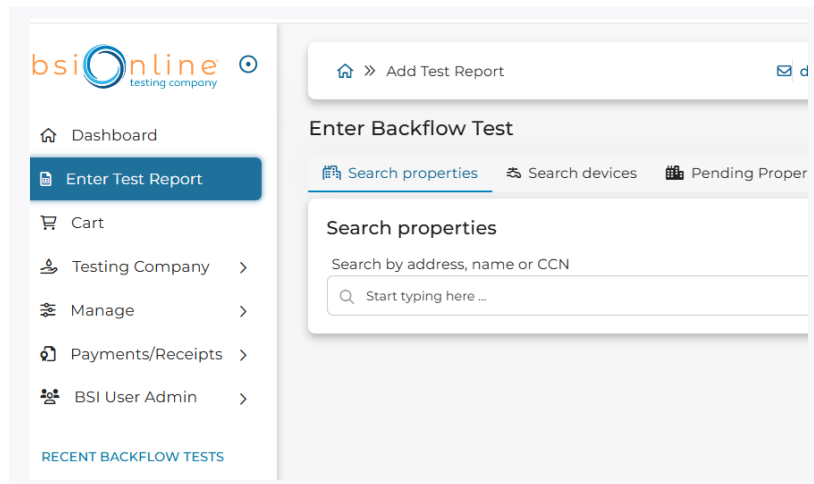


1. Select **ENTER TEST REPORT**.

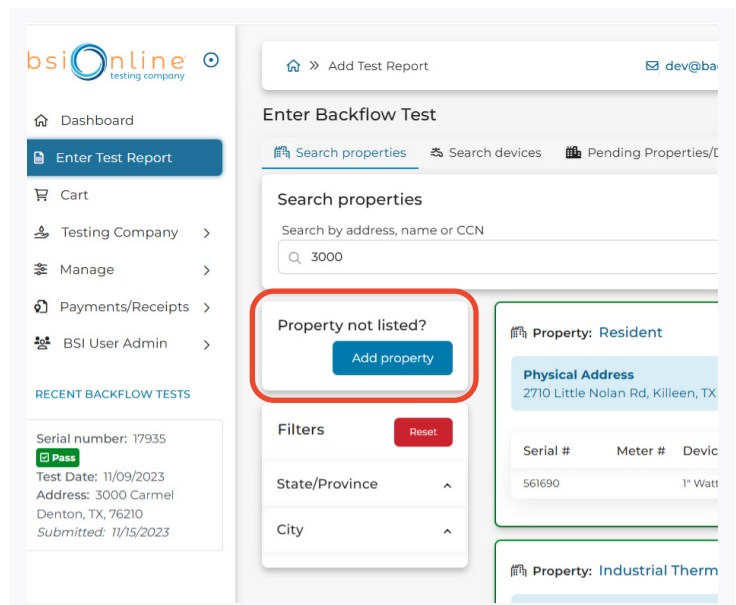


2. Search the **PROPERTY ADDRESS**.



3. If not found, click the **ADD PROPERTY** button.

4. Select the **STATE**.



Have Questions?
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5. Search the **SERIAL NUMBER**.

- a. If found, select Serial number and proceed to enter the test.
- b. If the **SERIAL NUMBER** is not found, click **CONFIRM THE SERIAL NUMBER IS NOT A DUPLICATE** to proceed.

Add property

To aid in checking for duplicate properties and devices, please provide the serial number of the device assembly being tested

Serial number

12346

Search for possible matches

This device property may already exist?

Property: Century Stone Hill South

CCN: 8U29-U4NG

Select

Physical Address

1225 Town Center Dr, Pflugerville, TX 78660

Serial #	Meter #	Device	Install Date	Due Date	Last Tested
12346		2" Ames - 4000B (RP)	11/19/2020	11/05/2023	12/28/2022

Property: Resident

CCN: 2B32-M6AU

Select

Physical Address

608 Turtle Bend Dr, Killeen, TX 76542-2646

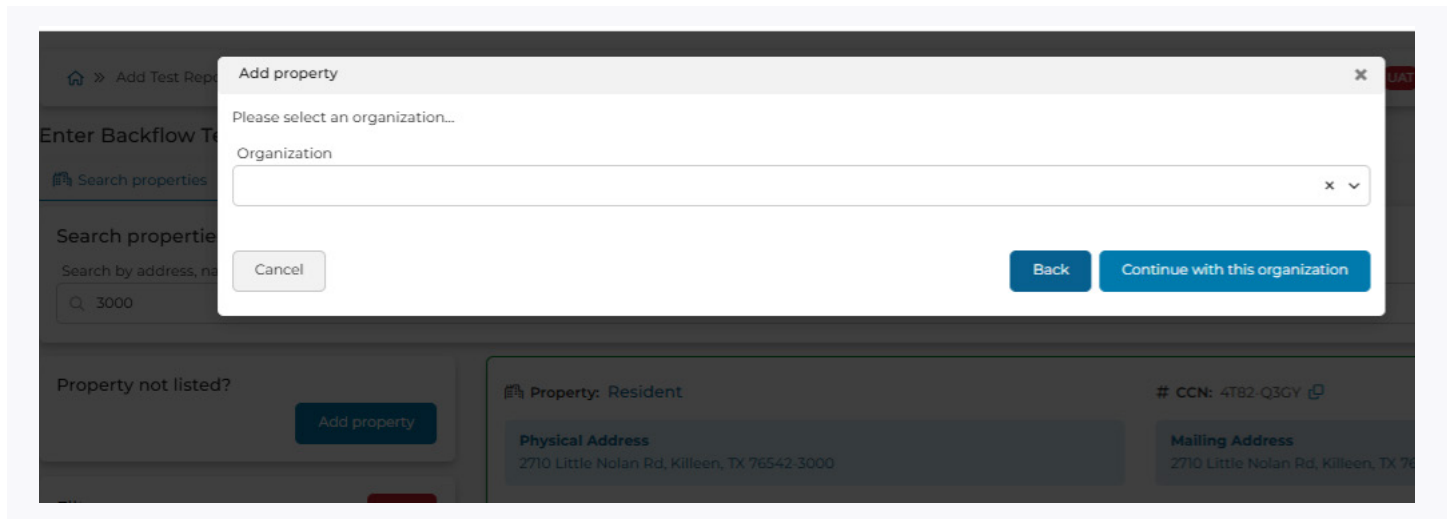
Serial #	Meter #	Device	Install Date	Due Date	Last Tested
12346		1" Watts - 775 (DC)	06/23/2023	05/15/2024	no data

If you still cannot find the assembly, please continue entering the property information

Confirm device is not duplicate, continue...

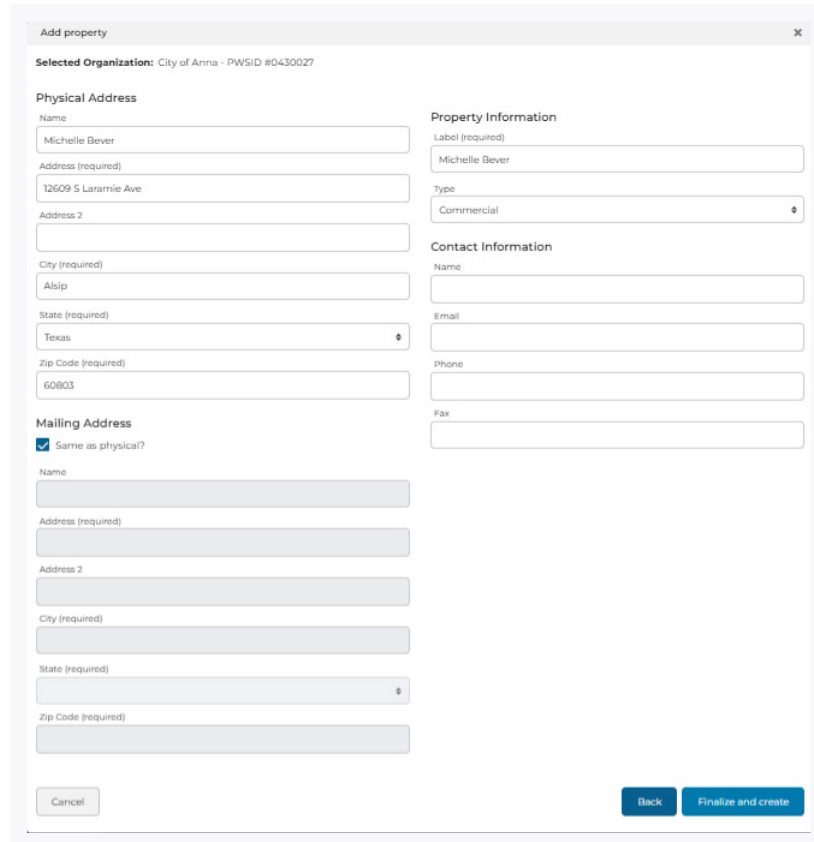
Cancel

7. Select the **ORGANIZATION** (Water Purveyor) from the dropdown.



The screenshot shows the 'Add property' modal window. At the top, it says 'Please select an organization...'. Below this is a dropdown menu labeled 'Organization'. There are 'Cancel', 'Back', and 'Continue with this organization' buttons at the bottom of the modal. The background shows a search bar with '3000' and a 'Property not listed?' message with an 'Add property' button.

8. Add in pertinent **PROPERTY INFORMATION** including Property Address, Mailing Address, and Property Contact Information and Property Type (commercial vs residential). Select **FINALIZE AND CREATE**.



The screenshot shows the 'Add property' modal window with the 'Selected Organization: City of Anna - PWSID #0430027' displayed at the top. The form is divided into three main sections: 'Physical Address', 'Property Information', and 'Contact Information'. The 'Physical Address' section includes fields for Name, Address (required), Address 2, City (required), State (required), and Zip Code (required). The 'Property Information' section includes a Label (required) and a Type dropdown menu. The 'Contact Information' section includes fields for Name, Email, Phone, and Fax. Below these sections is the 'Mailing Address' section, which has a checkbox labeled 'Same as physical?' and fields for Name, Address (required), Address 2, City (required), State (required), and Zip Code (required). At the bottom of the modal are 'Cancel', 'Back', and 'Finalize and create' buttons.

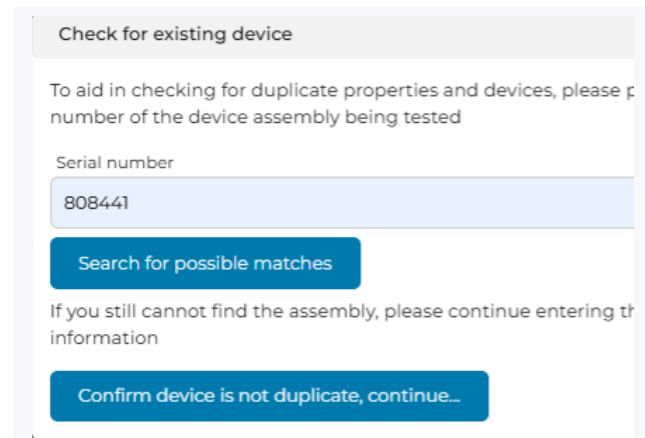
Have Questions?
Contact Us!

bsionline@backflow.com | 800-414-4990

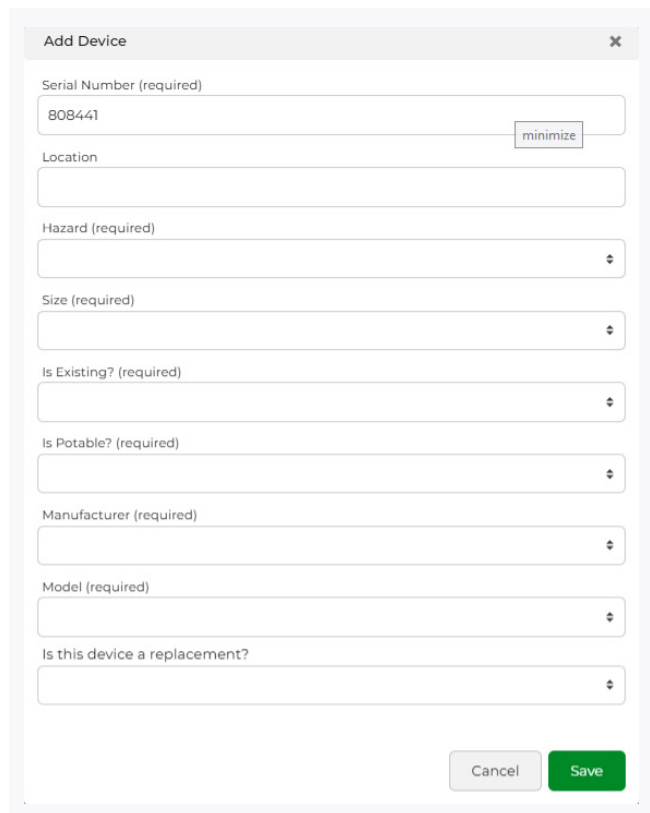
9. Next, click **ADD DEVICE**.

a. The system will again ask you to check for duplicates by typing the serial number and then, click **SEARCH FOR POSSIBLE MATCHES**.

b. Not a duplicate? Click **CONFIRM DEVICE IS NOT A DUPLICATE, CONTINUE...**

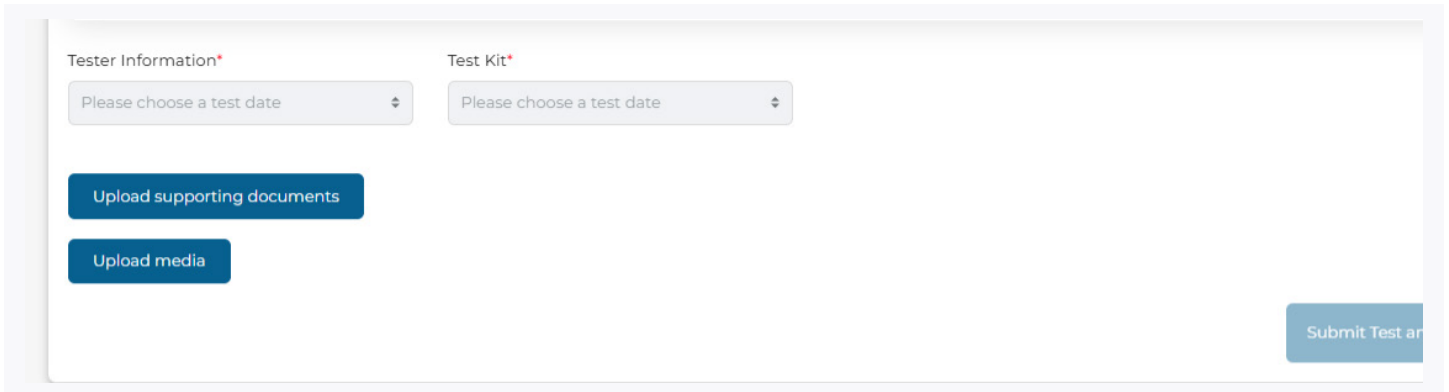


10. Enter device information in the **ADD DEVICE** screen. Once finished, click **SAVE** in green.



Have Questions?
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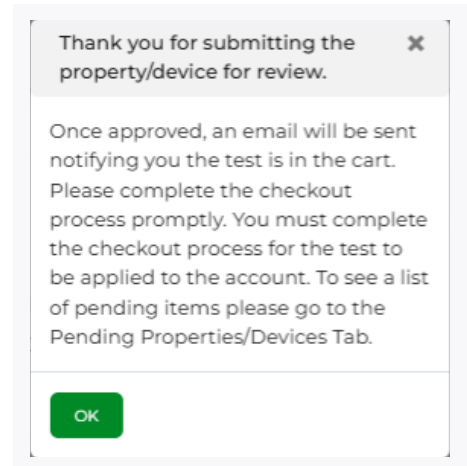
11. Next, enter the backflow test.
 - a. If you have any supporting documentation, you can upload it at the bottom by clicking the **UPLOAD MEDIA** button.
 - b. Click **SUBMIT TEST AND ADD TO CART**.



The screenshot shows a web form for entering test information. It has two main sections: 'Tester Information*' and 'Test Kit*'. Each section contains a dropdown menu with the placeholder text 'Please choose a test date'. Below these sections are two buttons: 'Upload supporting documents' and 'Upload media'. At the bottom right of the form is a button labeled 'Submit Test and Add to Cart'.

12. A **THANK YOU FOR SUBMITTING** message will appear to confirm BSI has received the information.

13. Click **OK** to proceed. You can enter tests for other devices at that property, go to your cart, or select a different property.



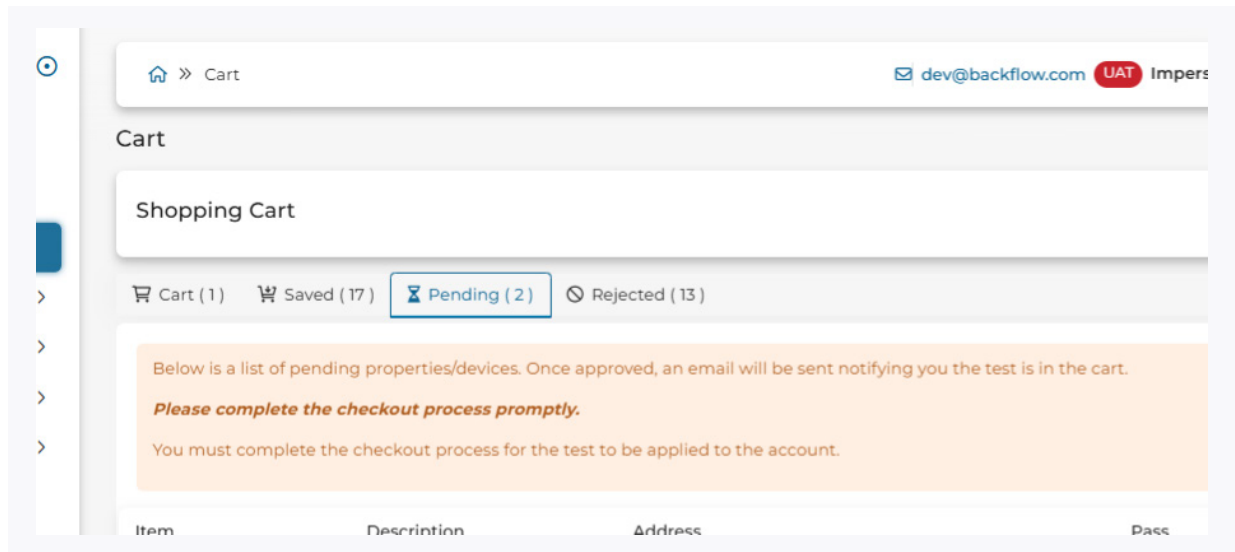
14. **Once the Property/Device is sent to BSI for review/process:**
 - a. BSI will approve or reject, and you will receive a notification email
 - b. **IF APPROVED, THE NEW TEST WILL BE PLACED IN YOUR CART TO CHECK OUT.**
 - c. If rejected, you will receive a notification email, and it will appear in the rejected tab of your cart with the reason for rejection.

If **only** adding a device to an existing property:

1. If the **SERIAL NUMBER** is not listed on the property, click **ADD DEVICE**.
2. It will prompt you to search the **SERIAL NUMBER**,
 - a. If found, select the serial number and proceed with entering a test.
3. If the **SERIAL NUMBER** is not found – please see #5-10 above.

HELPFUL REMINDERS

1. You can view the properties/devices that are pending by looking at your **CART** and selecting the **PENDING** tab.



2. May take several days to approve a property/device depending on the water purveyor's process.
3. If you have supporting documentation (IE: pictures, permits), please upload with test(s) to expedite the approval process.
4. Need help – chat and email features are available in the solution during select hours.

Have Questions?
Contact Us!