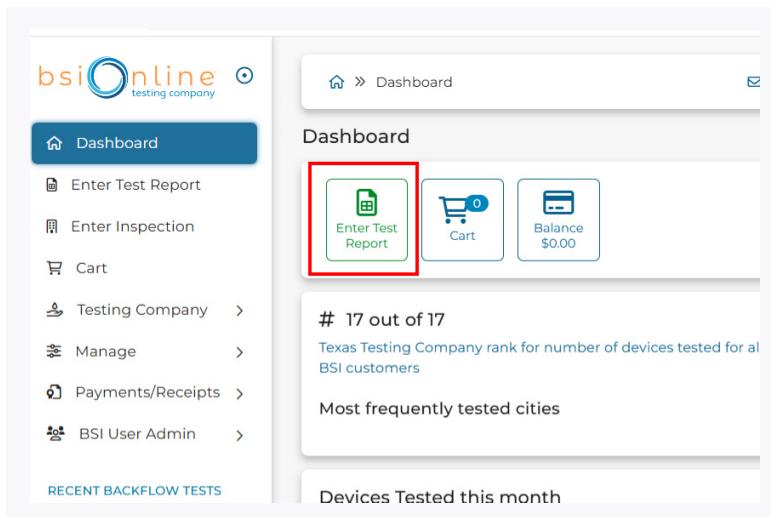
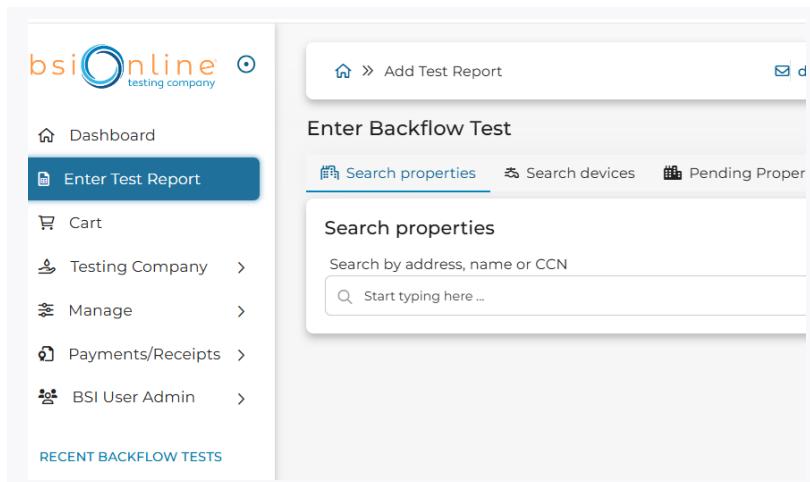


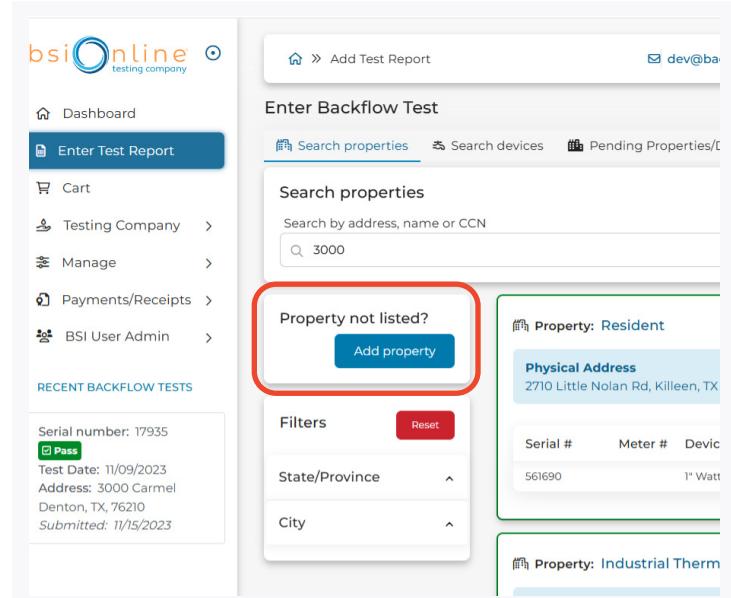
## 1. Select **ENTER TEST REPORT**.



## 2. Search the **PROPERTY ADDRESS**.



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



Have Questions?  
Contact Us!

## 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

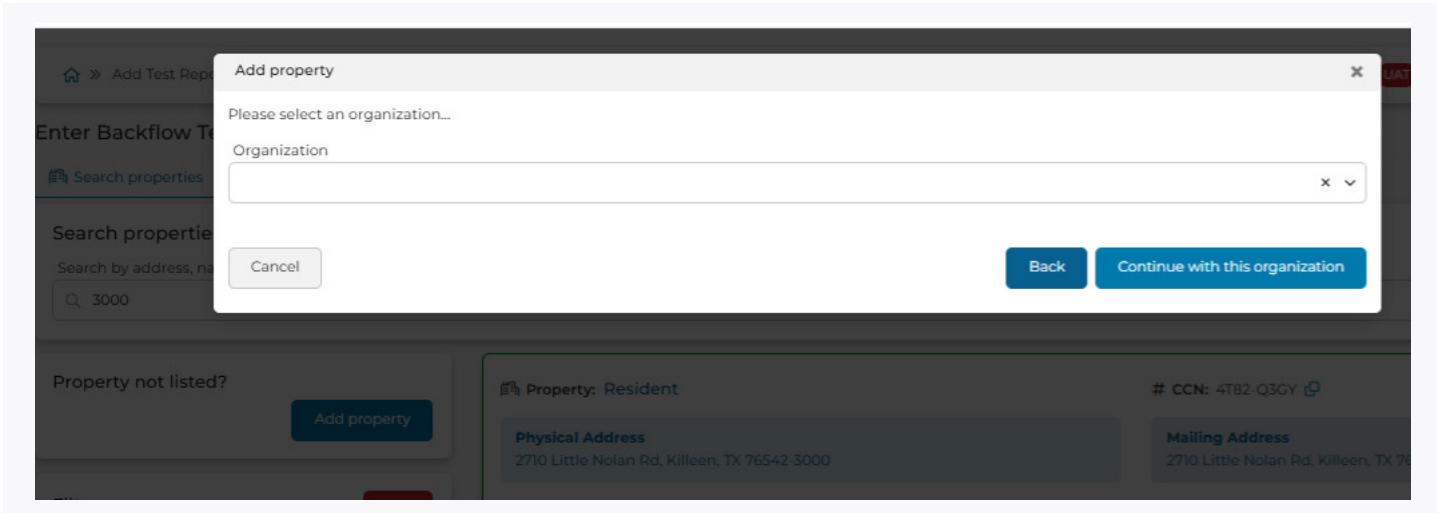
Confirm device is not duplicate, continue...

Cancel

Have Questions?  
Contact Us!

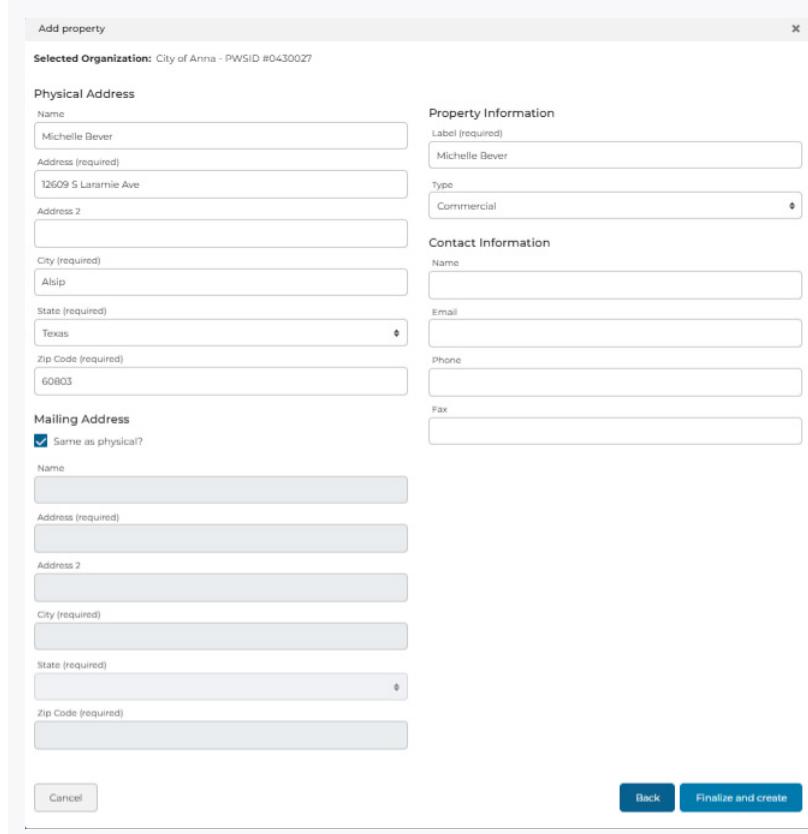
bsionline@backflow.com | 800-414-4990

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



The screenshot shows a 'Add property' modal window. At the top, it says 'Add property' and 'Please select an organization...'. Below is a dropdown menu labeled 'Organization' with a placeholder 'Search properties'. At the bottom of the modal are 'Cancel' and 'Back' buttons, and a blue 'Continue with this organization' button. In the background, there's a main interface with a search bar for 'Enter Backflow Test' and a 'Search properties' section with a dropdown menu showing '3000'.

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 with the 'Selected Organization' set to 'City of Anna - PWSID #0430027'. The 'Physical Address' section contains fields for Name (Michelle Bever), Address (12609 S Laramee Ave), Address 2, City (Alsip), State (Texas), and Zip Code (60803). The 'Property Information' section includes fields for Label (Michelle Bever), Type (Commercial), and Contact Information (Name, Email, Phone, Fax). The 'Mailing Address' section has a checked 'Same as physical?' checkbox and empty fields for Name, Address, Address 2, City, State, and Zip Code. At the bottom are 'Cancel', 'Back', and a blue 'Finalize and create' button.

Have Questions?  
Contact Us!

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

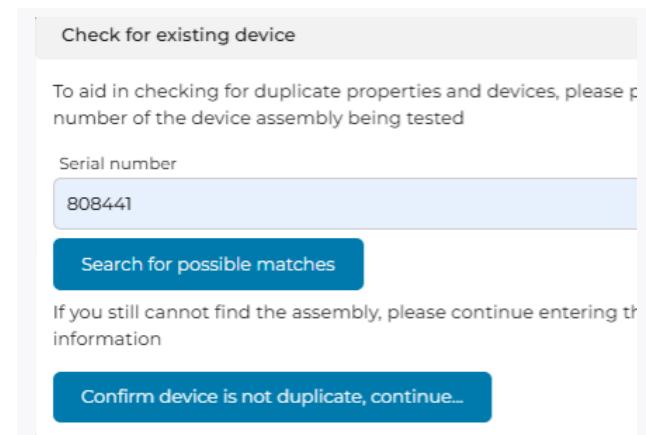
- a.** The system will again ask you to check for duplicates by typing the serial number and then, click **SEARCH FOR POSSIBLE MATCHES**.
- b.** Not a duplicate? Click **CONFIRM DEVICE IS NOT A DUPLICATE, CONTINUE...**



« Go back to property list

Property: Test Prop  
Physical Address: 3700 W 95th St Evergreen Park, IL 60805  
Organization: Village of Oak Lawn  
Filing Fee: 17

Go to cart Add Device



Check for existing device

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

Serial number

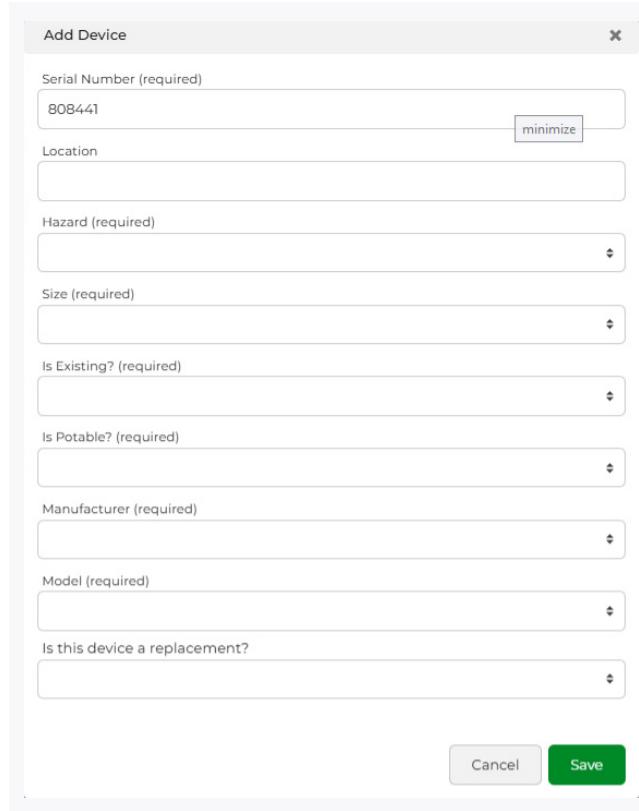
808441

Search for possible matches

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

Confirm device is not duplicate, continue...

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



Add Device

Serial Number (required)  
808441

Location

Hazard (required)

Size (required)

Is Existing? (required)

Is Potable? (required)

Manufacturer (required)

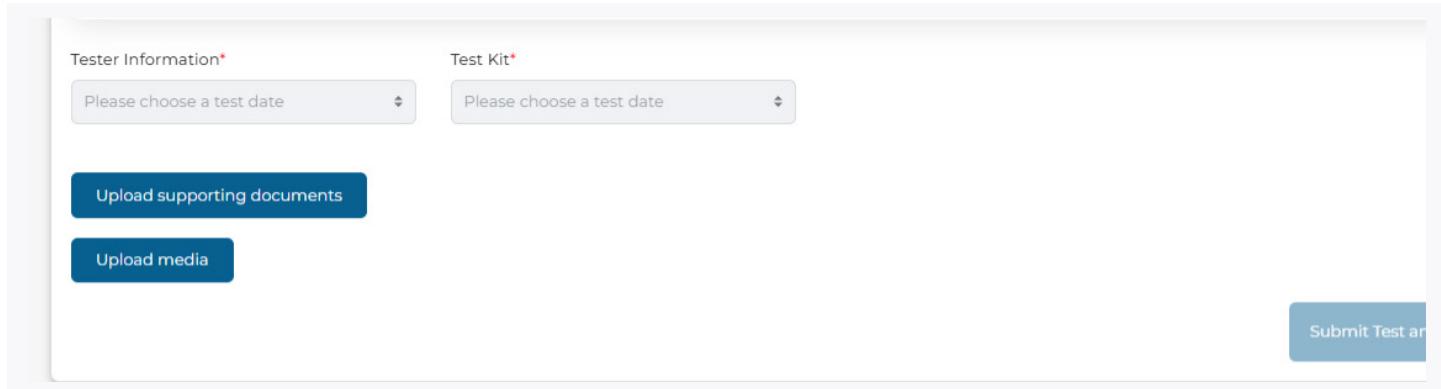
Model (required)

Is this device a replacement?

Cancel Save

Have Questions?  
Contact Us!

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**.



Tester Information\* Test Kit\*

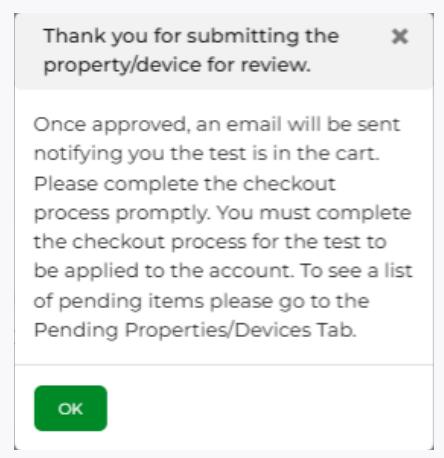
Please choose a test date Please choose a test date

Upload supporting documents

Upload media

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.

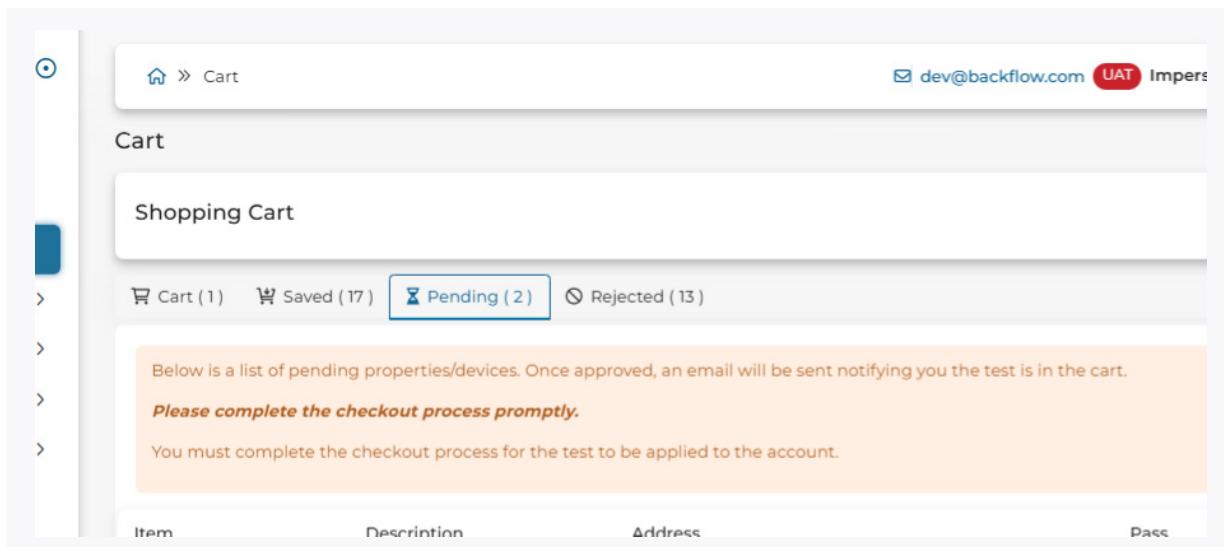
Have Questions?  
Contact Us!

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.



The screenshot shows a user interface for managing a shopping cart. At the top, there is a navigation bar with a home icon, a 'Cart' link, an email icon for 'dev@backflow.com', a 'UAT' button, and an 'Impersonate' link. Below the navigation is a sidebar with a blue vertical bar and a list of items. The main content area is titled 'Cart' and contains a 'Shopping Cart' section. At the bottom of this section are four buttons: 'Cart (1)', 'Saved (17)', 'Pending (2)' (which is highlighted in blue), and 'Rejected (13)'. Below these buttons is a message box with the following text:  
"Below is a list of pending properties/devices. Once approved, an email will be sent notifying you the test is in the cart.  
*Please complete the checkout process promptly.*  
You must complete the checkout process for the test to be applied to the account." At the very bottom of the page are four columns labeled 'Item', 'Description', 'Address', and 'Page'.

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!**

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