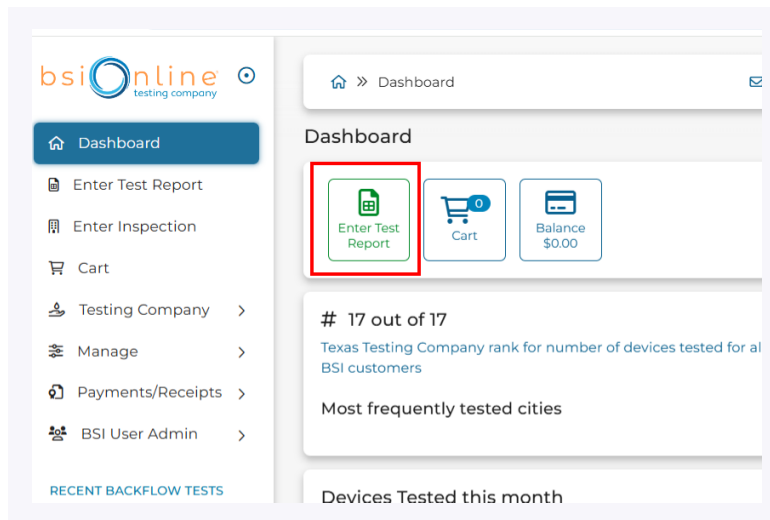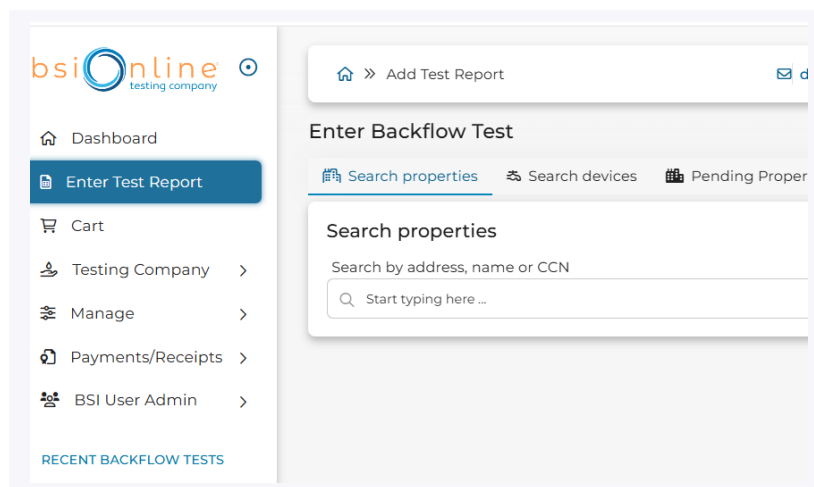bsi**Online** ULC

1. Select **ENTER TEST REPORT**.

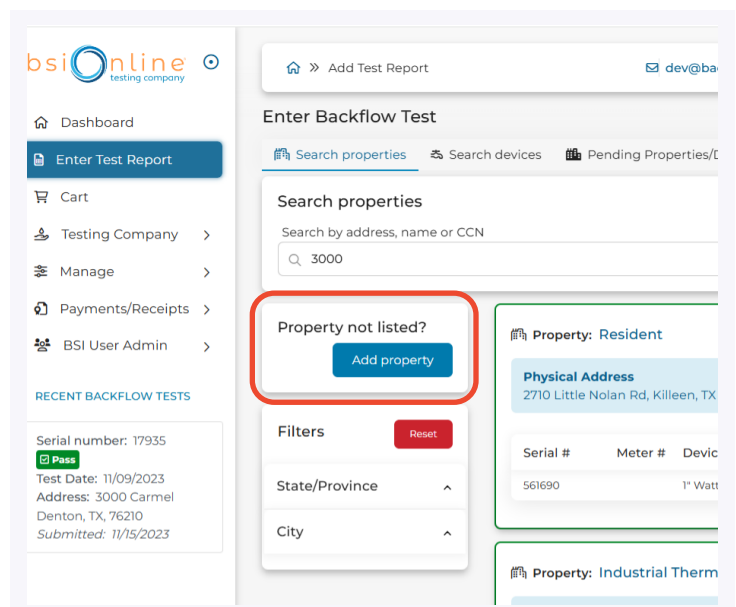

2. Search the **PROPERTY ADDRESS**.

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

4. Select the **PROVINCE**.

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.

bsionline ULC

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

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**.
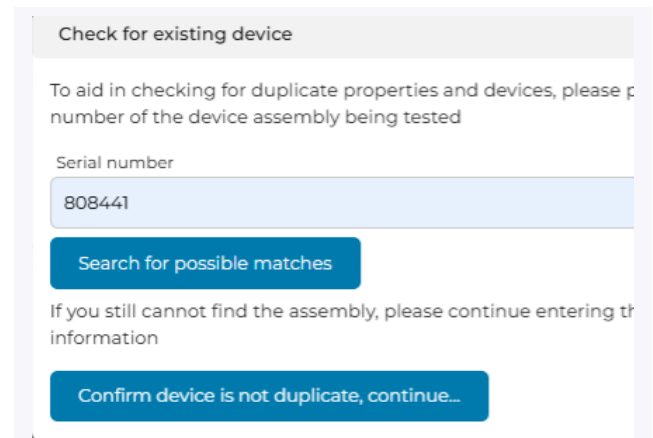
bsionline ULC

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.

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**.

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.

Thank you for submitting the property/device for review.
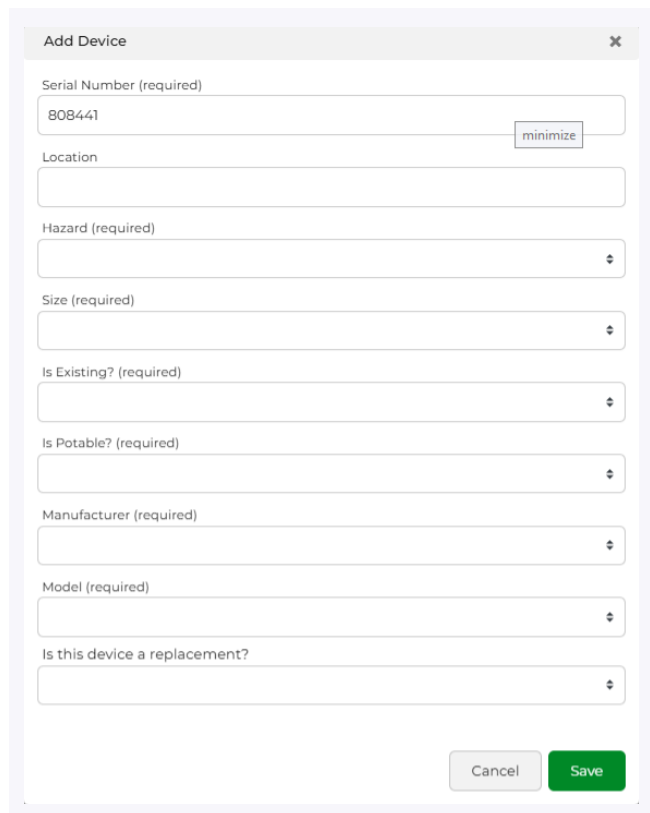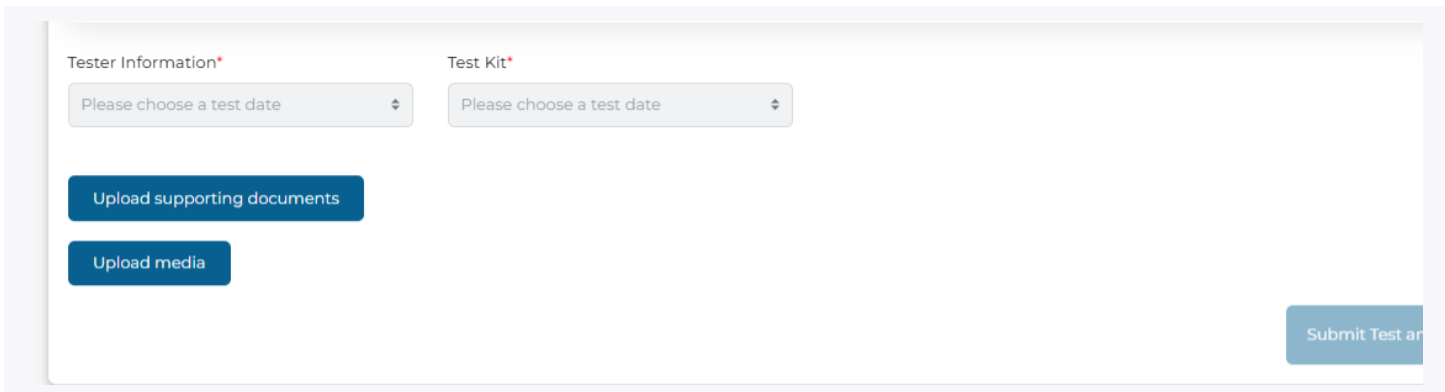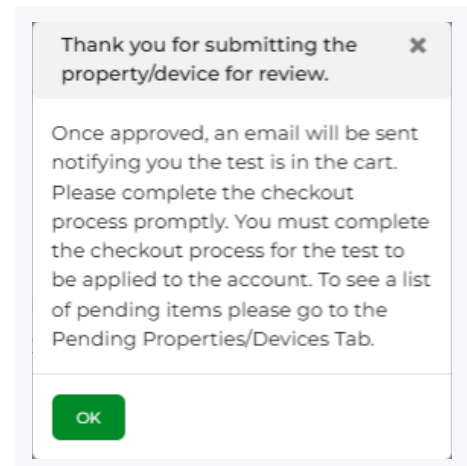
Once approved, an email will be sent notifying you the test is in the cart. Please complete the checkout process promptly. You must complete the checkout process for the test to be applied to the account. To see a list of pending items please go to the Pending Properties/Devices Tab.

OK

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.
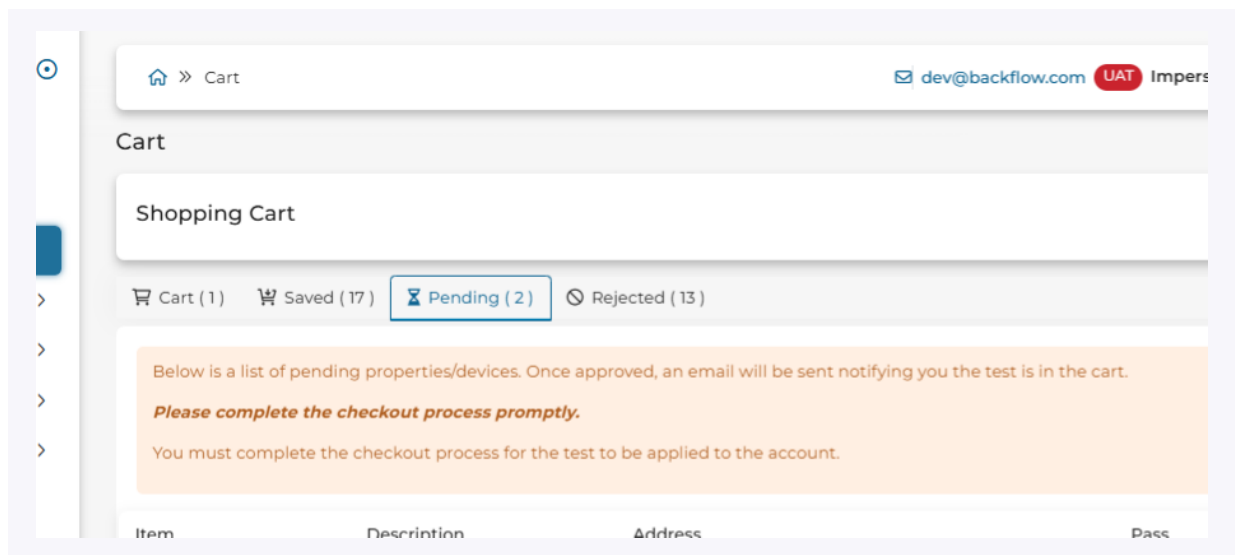
2.   May take several days to approve a property/device depending on the water purveyor's process.

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.