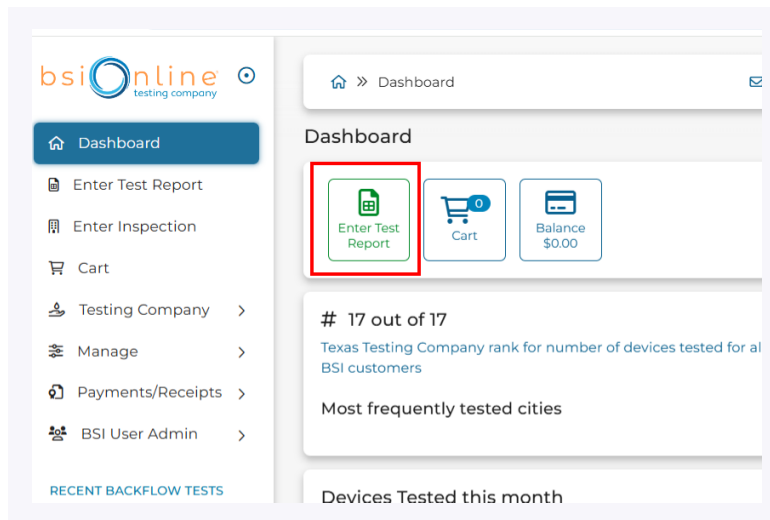
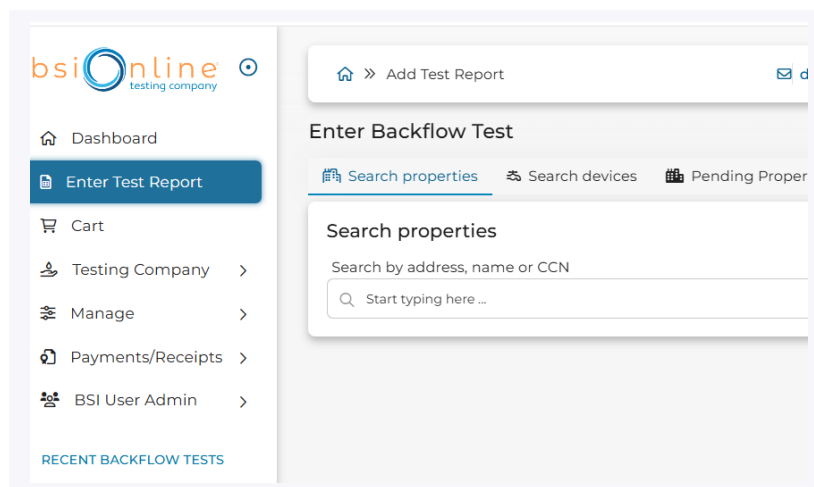


1. Select **ENTER TEST REPORT**.

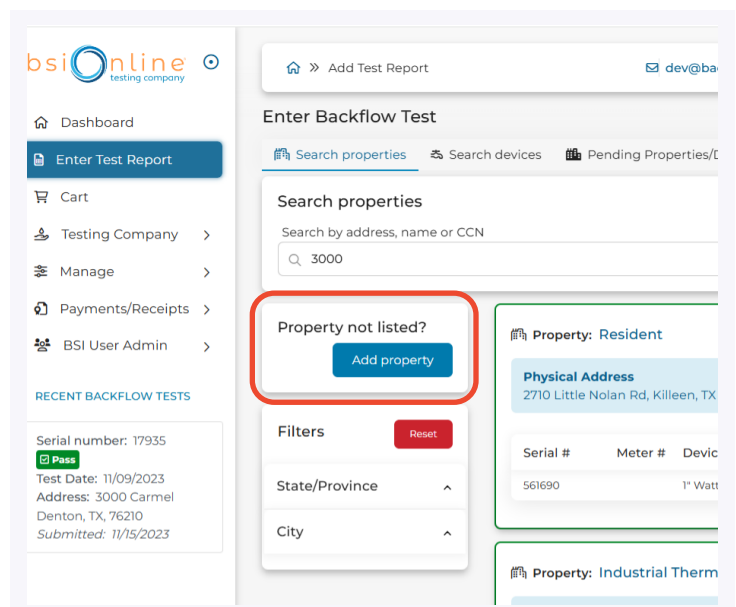


2. Search the **PROPERTY ADDRESS**.



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

4. Select the **PROVINCE**.



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

- If found, select Serial number and proceed to enter the test.
- 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 a web application interface with a modal window titled "Add property". The modal contains a prompt "Please select an organization..." and a dropdown menu labeled "Organization". Below the dropdown are two buttons: "Cancel" and "Continue with this organization". In the background, a sidebar on the left has a search bar with "3000" and a section titled "Property not listed?" with an "Add property" button. The main content area shows a "Property: Resident" card with "Physical Address" and "Mailing Address" fields, both containing "2710 Little Nolan Rd, Killeen, TX 76542 3000". A CCN number "4TB2-Q3GY" is also visible.

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" form with the following sections and fields:

- Physical Address**
 - Name (required): Test Cafe
 - Address (required): 123 Main St
 - Address 2: (empty)
 - City (required): Burnaby
 - Province (required): British Columbia
 - Postal Code (required): V0C 0C2
- Mailing Address**
 - ☒ Same as physical?
 - Name (required): (empty)
 - Address (required): (empty)
 - Address 2: (empty)
 - City (required): (empty)
 - Province (required): (empty)
 - Postal Code (required): (empty)
- Property Information**
 - Label (required): Test Cafe
 - Type: Commercial
- Contact Information**
 - Name: Michelle Bever
 - Email: (empty)
 - Phone: (empty)
 - Fax: (empty)

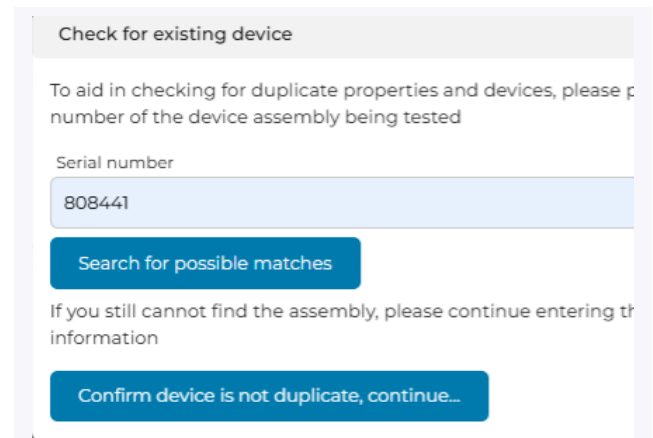
At the bottom of the form are three buttons: "Cancel", "Back", and "Finalize and create".

Have Questions?
Contact Us!

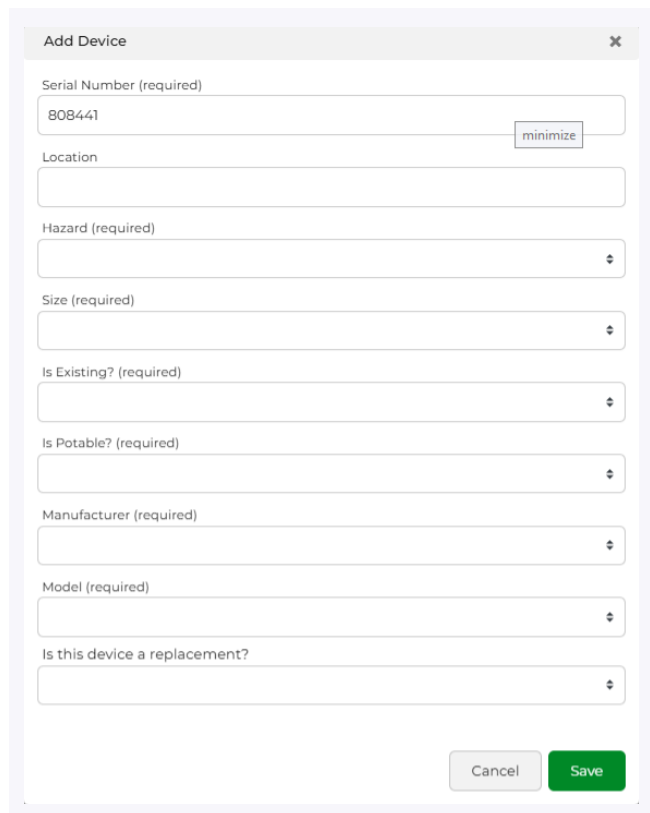
9. Next, click **ADD DEVICE**.

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...**

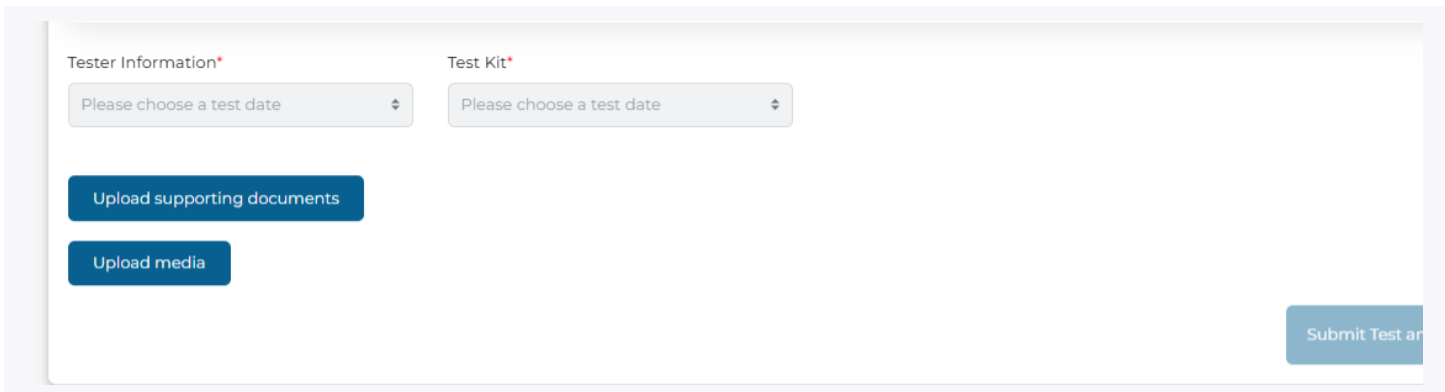


10. Enter device information in the **ADD DEVICE** screen. Once finished, click **SAVE** in green.



Have Questions?
Contact Us!

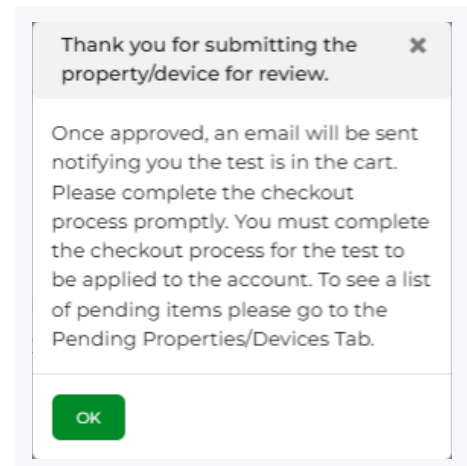
11. Next, enter the backflow test.
 - a. If you have any supporting documentation, you can upload it at the bottom by clicking the **UPLOAD MEDIA** button.
 - b. Click **SUBMIT TEST AND ADD TO CART**.



The screenshot shows a web form for entering test information. It has two main sections: 'Tester Information*' and 'Test Kit*'. Each section contains a date picker with the 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.



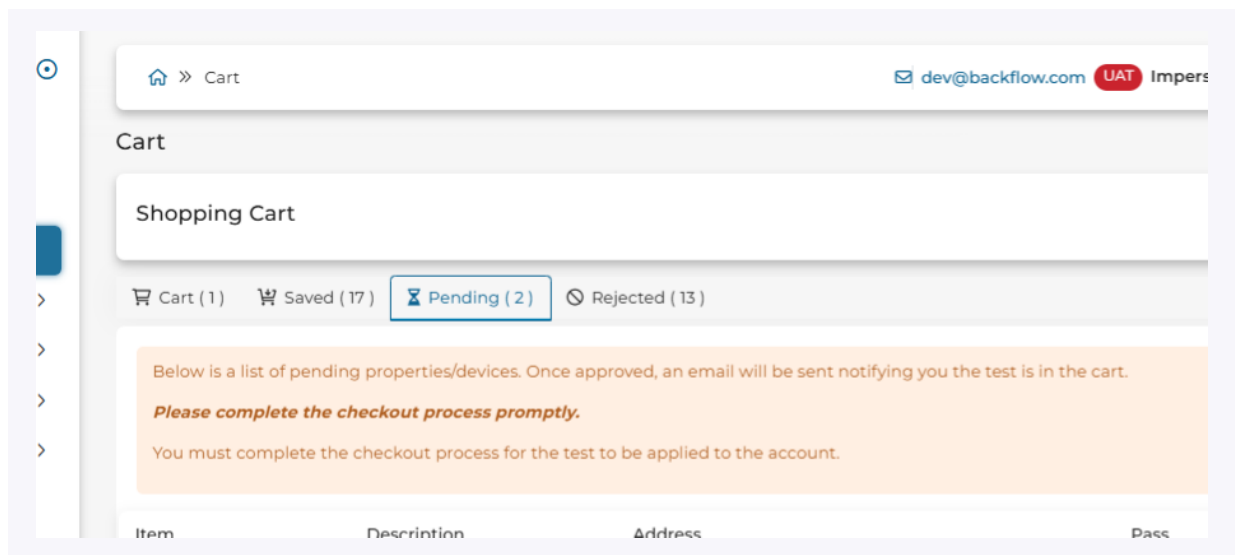
14. **Once the Property/Device is sent to BSI for review/process:**
 - a. BSI will approve or reject, and you will receive a notification email
 - b. **IF APPROVED, THE NEW TEST WILL BE PLACED IN YOUR CART TO CHECK OUT.**
 - c. If rejected, you will receive a notification email, and it will appear in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