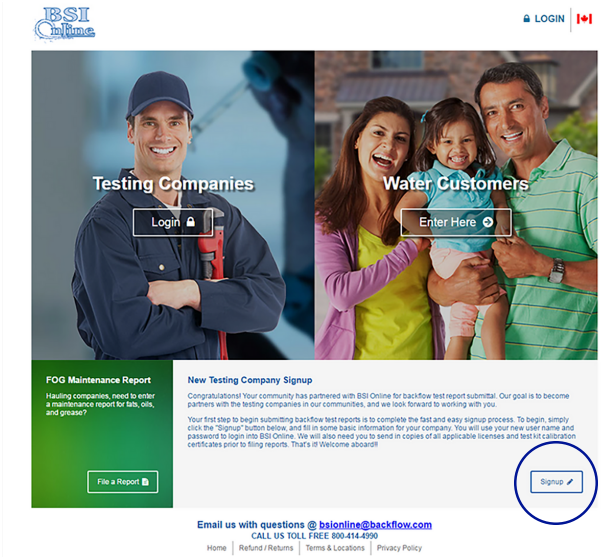
# WELCOME TO BSI ONLINE

## BENEFITS

- Letter notifications contain last testing company name and phone number on file.
- BSI sends courtesy test due reminder emails to the last tester of record.
- Past test history and receipts are maintained by BSI at no additional cost to you.
- BSI tracks the expiration dates of licenses and test gauge calibrations.
- These added features aim to help you stay organized and up to date with customers, reports, and testing credentials!

## SIGNUP




- Go to www.bsionlinetracking.com.
- Click Signup.
- Create username & password** + company profile.
- Login with username and password.
- Add testers and test kits under the "manage" tab.
- Upload or send copies of all applicable licenses and test gauge calibrations for all testers to BSI.

**Usernames and passwords are case sensitive. Please choose something secure, but also something you'll remember.

## CCN

The most unique feature of BSI Online is you, the tester, will be submitting test reports online via www.bsionlinetracking.com.

This will be done by obtaining the customer confirmation number (CCN) from your water customer. The CCN is listed on the top right of their annual notification letter and does not change.

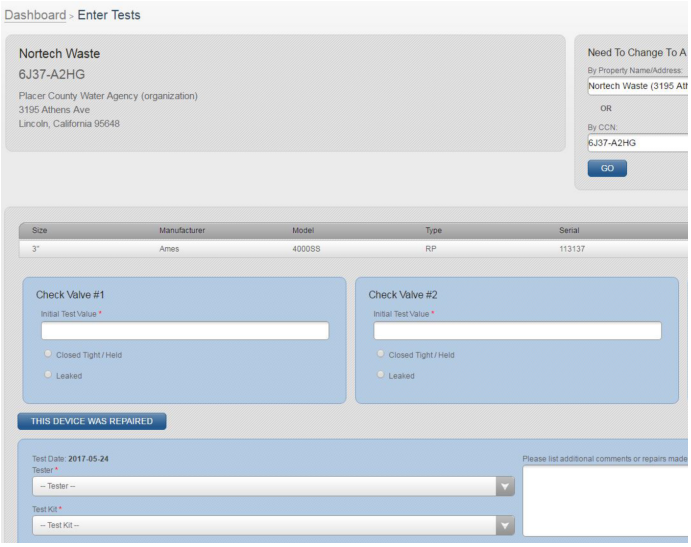
WE ARE HERE TO HELP...CONTACT US!

800-414-4990 888-414-4990 BSIONLINE@BACKFLOW.COM

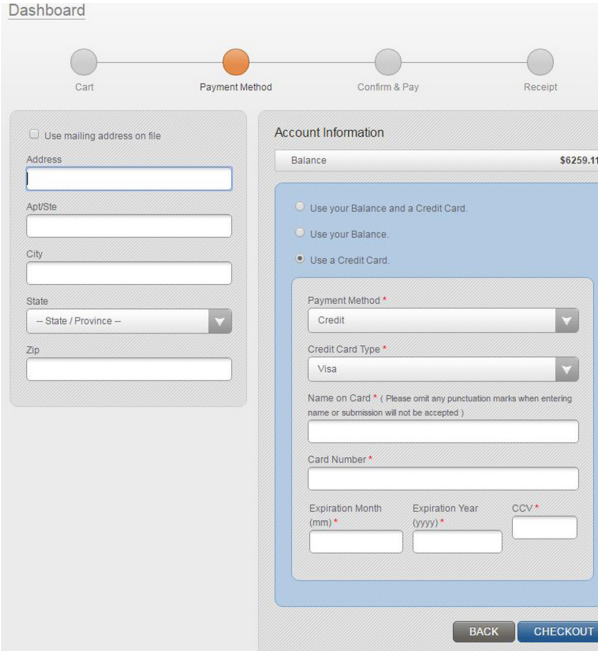
# TEST REPORT SUBMITTAL

## LOGIN

- Enter the CCN or address (address will only work if you are the last tester of record listed in BSI Online).
- Hit "Go" in blue.
- Click on assembly you wish to enter test for.
- Select "Enter Test" in orange.
- Enter date of test, hit "Go" in blue.
- Enter appropriate readings.
- Select tester who performed the test.
- Select the test gauge used.
- Add any comments.
- Verify pass/fail.
- Click "Add to Cart" in orange.




## PAYMENT




A key provision to BSI Online is there will be a filing fee per test report submitted.

- Click "Proceed to Checkout" from property screen or "Cart" on the blue ribbon.
- Ensure the tests your want to submit are in your cart.
- Click "Proceed to Checkout" in blue.
- Enter credit card information or select "Use My Balance", then press "Checkout".
- Confirm items and click "Process".
- Your test(s) have been submitted!

**You can set up a balance by adding a balance online with a credit card or sending us a check.

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