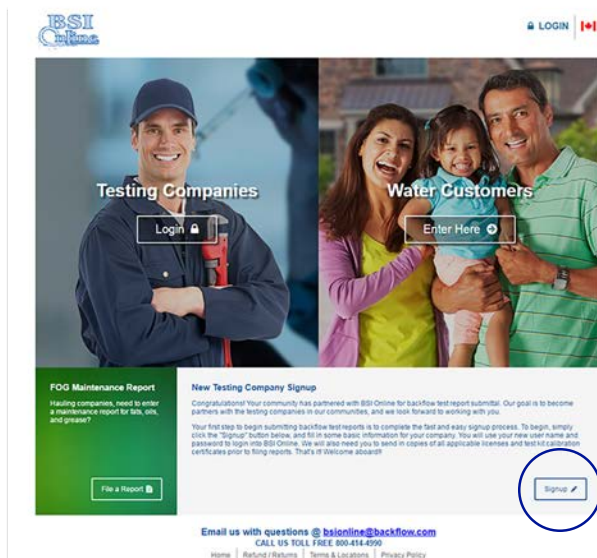


WELCOME TO BSI ONLINE

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

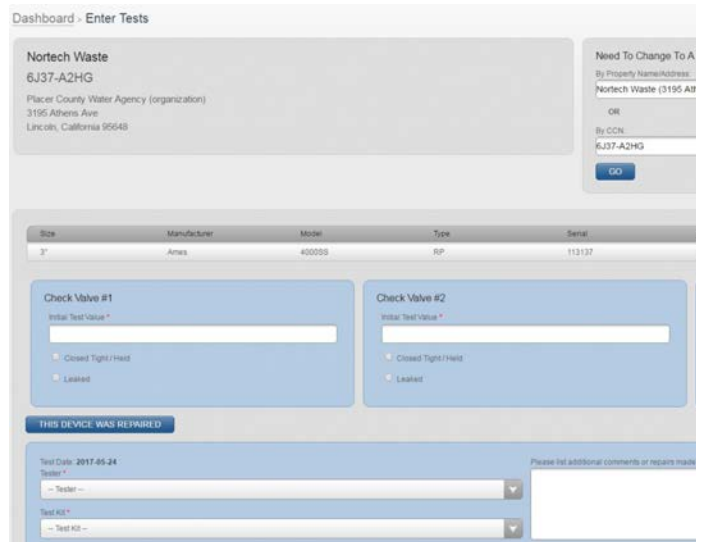
 888-414-4990

 BSIONLINE@BACKFLOW.COM

TEST REPORT SUBMITTAL

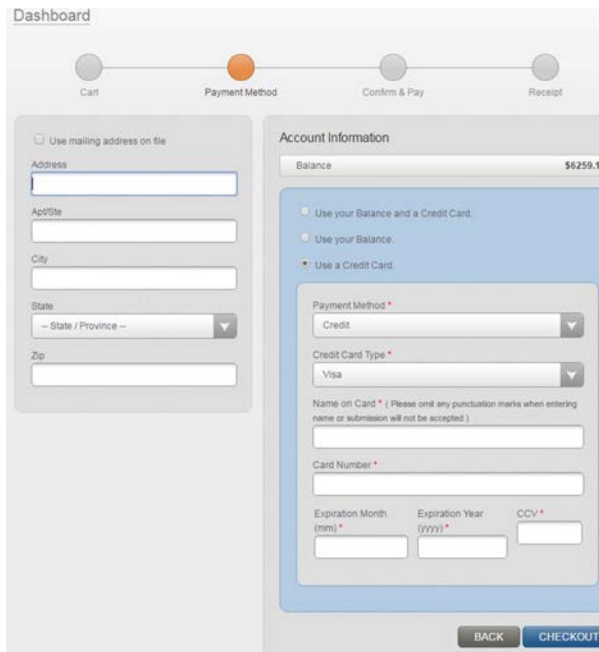
LOGIN

- 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 you 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.**

WE ARE HERE TO HELP...CONTACT US!

 800-414-4990

 888-414-4990

 BSIONLINE@BACKFLOW.COM