V1

Backflow Preventer Testing Portal User Guide

ADMIN EDITION

Contents

Creating an Account and Logging In 2

Using the Portal 2

- Getting Started 2
- Adding a New Test 2
- Save and Resume a Test Submission 3
- Submit an Annual Test 3
- Submit a Replacement Test 10
- Paying a Bill 16
- Device and Test Details 19

Creating an Account and Logging In

Follow these steps to access the Backflow Preventer Testing Portal:

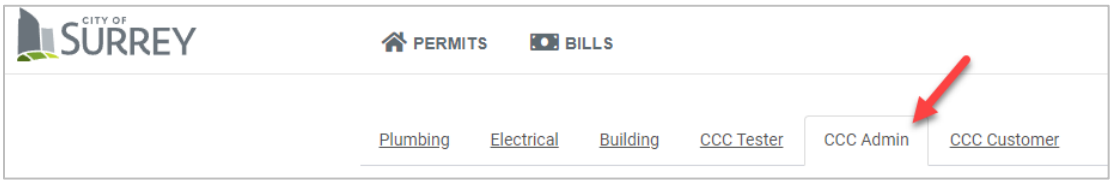
1. Register for a MySurrey Account: MySurrey Account.
2. Email the Business License, Tester Certification, and test kit Calibration Reports for each tester to cccinfo@surrey.ca.
3. Wait for an email from City staff with further instructions (check your spam folder).

Direct URL: Backflow Preventer Testing Portal

Using the Portal

Getting Started

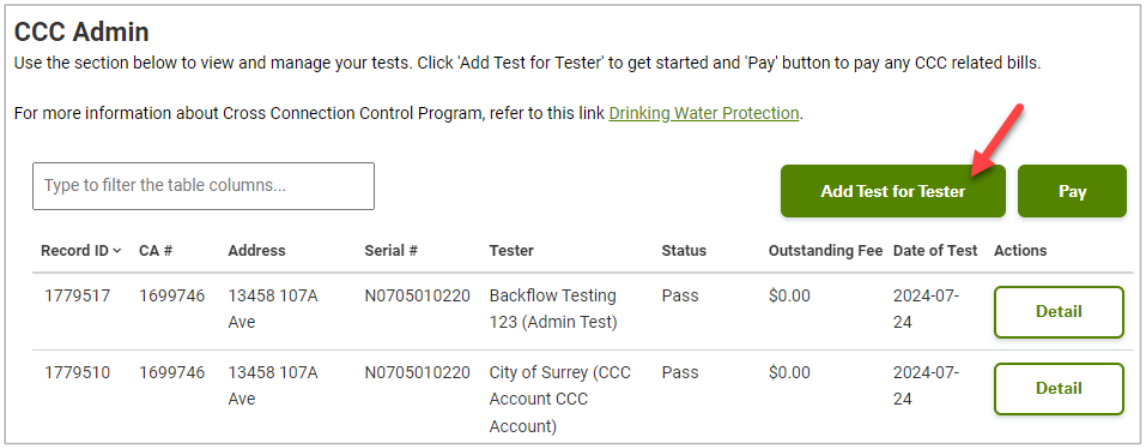
As an admin, you can add new tests, manage existing ones, and pay related bills. Click the "CCC Admin" tab to begin.



Adding a New Test

1. Submit annual and device replacement tests through the Portal.
2. Click "Add Test for Tester" and follow the instructions.

NOTE: Historic and in-process tests submitted by an Admin and their related Testers will appear here.

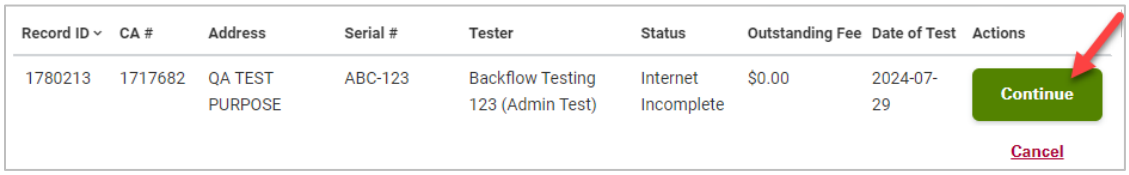


Save and Resume a Test Submission

You can save a test submission and resume it later.

1. At the "Test Results" step, click the "Save for Later" button at the bottom of the page.

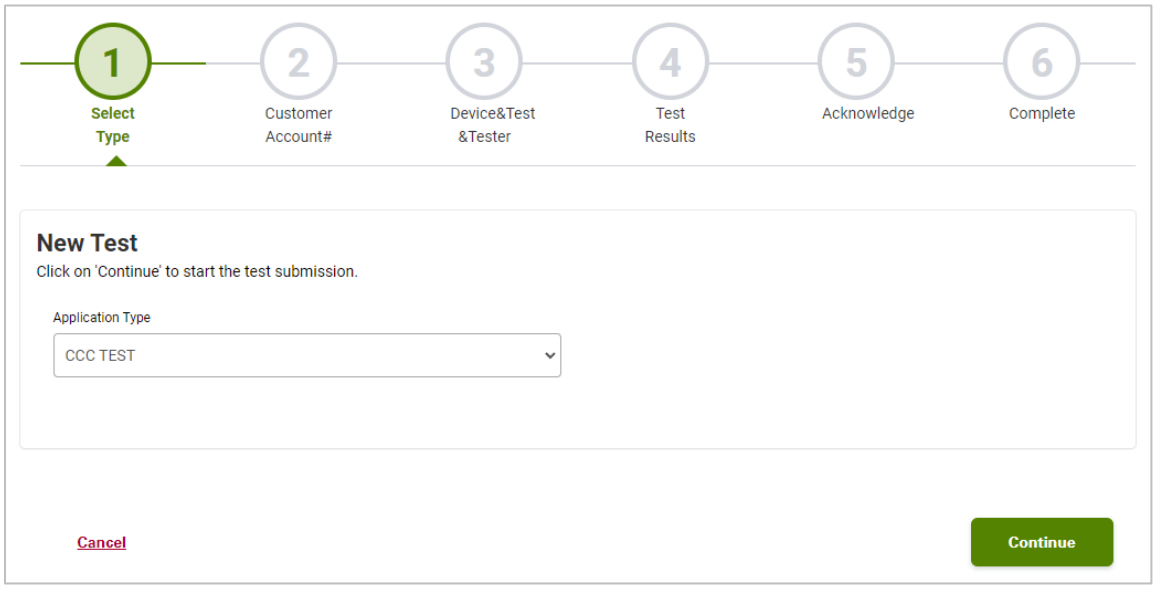
2. Resume saved submissions by clicking "Continue" next to the test on the Admin page.



Submit an Annual Test

Step 1: Select Type

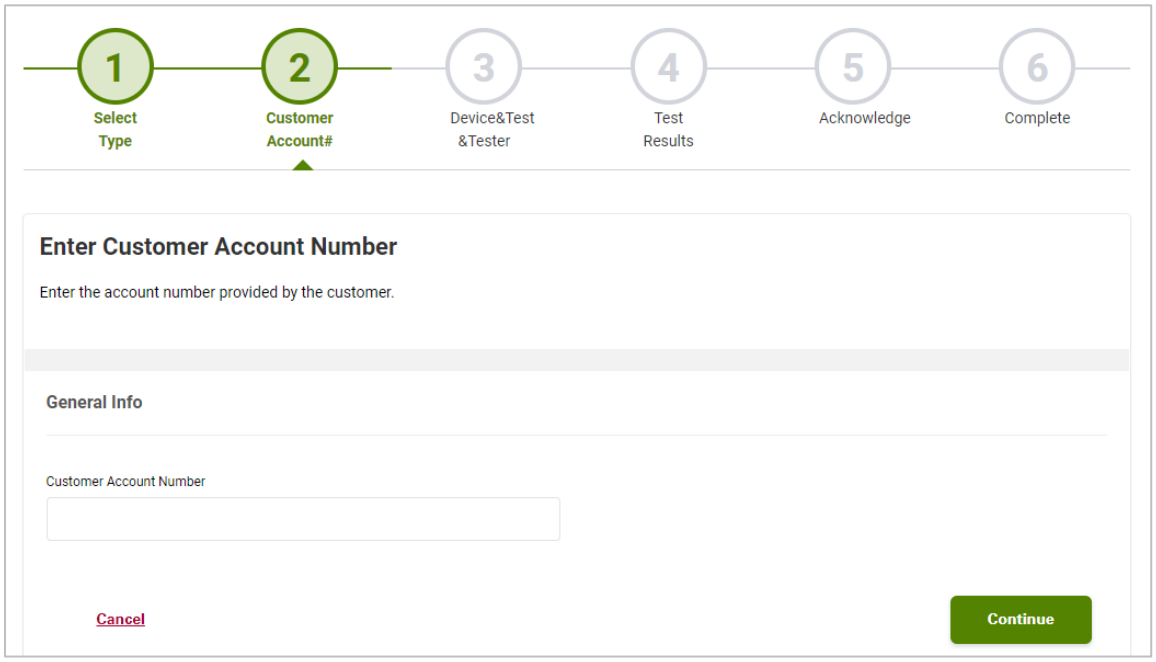
1. Choose "CCC Test" from the drop-down menu.
2. Click "Continue".



Step 2: Customer Account Number (CA #)

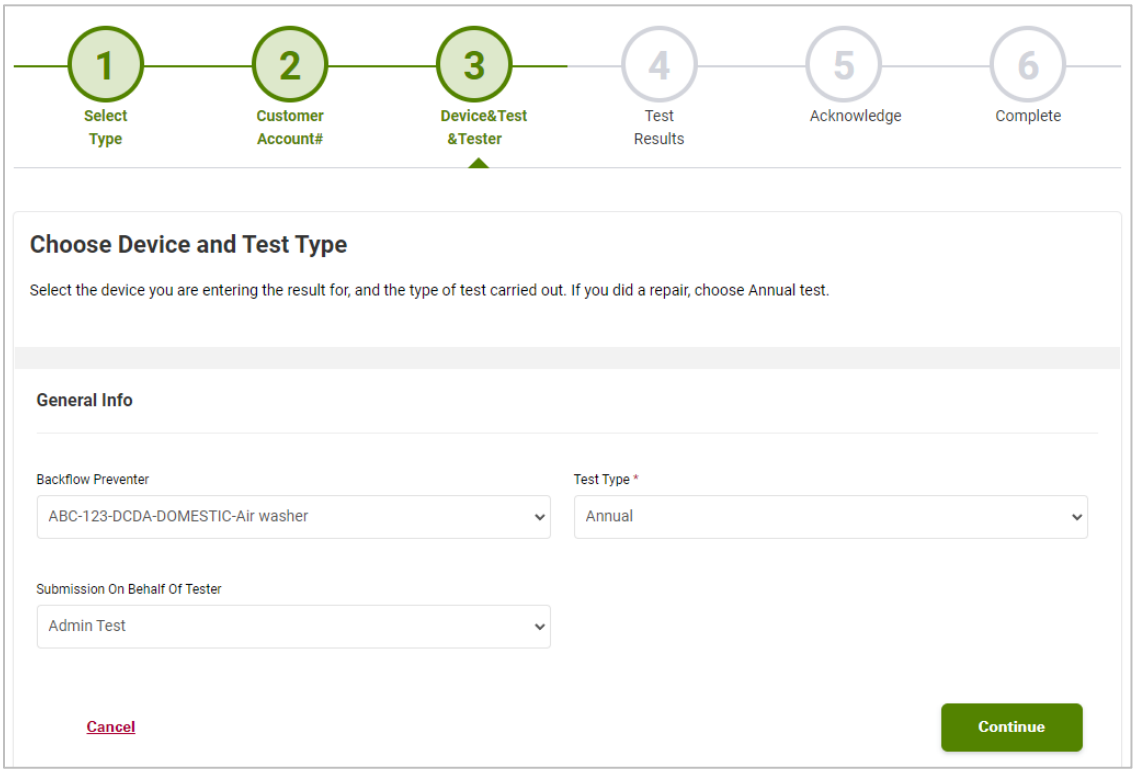
1. Input your Customer Account number.
2. Click "Continue".

NOTE: This number appears on letters from the City and is provided by the Owner or Tenant.



Step 3: Device & Test

1. Choose your device from the "Backflow Preventer" menu.
2. Select the "Annual" test type.
3. Choose the Tester you want to submit the test on behalf of.
4. Click "Continue".

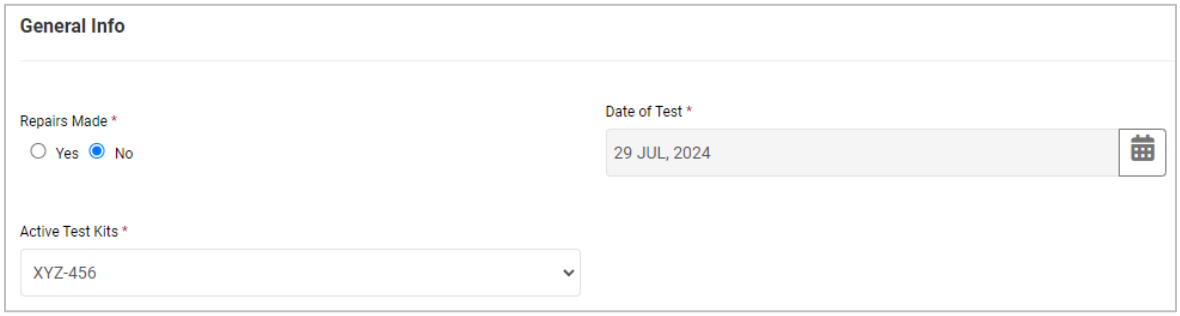


Step 4: Test Results

Fill out the "General Info" fields:

1. Repairs Made: Yes/No.
2. Date of Test: Day the device was tested.
3. Active Test Kits: Test kit used for the test.

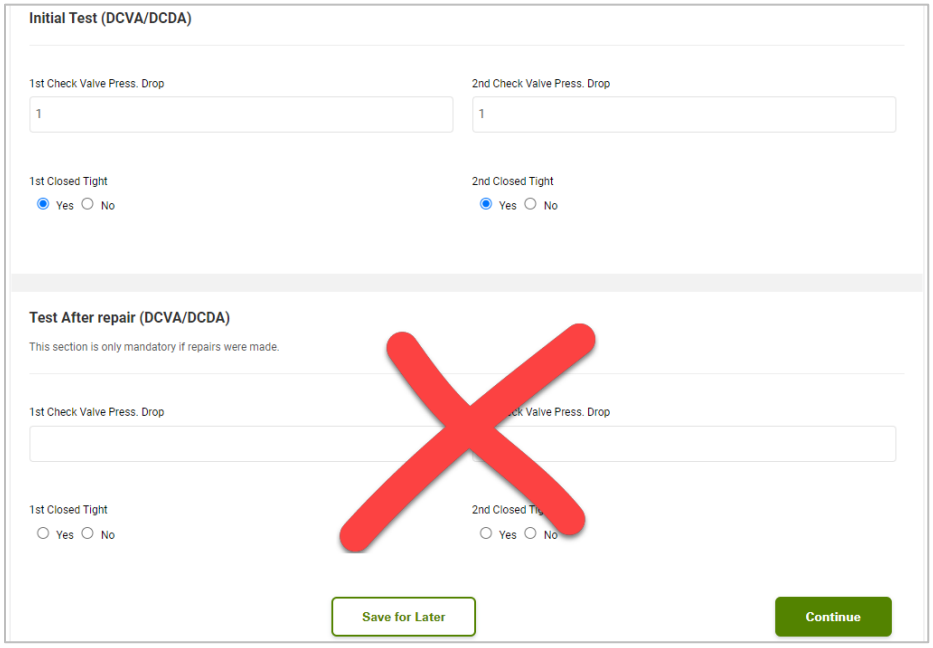
NOTE: If a test kit is missing, email cccinfo@surrey.ca for assistance.



There are two paths for this step:

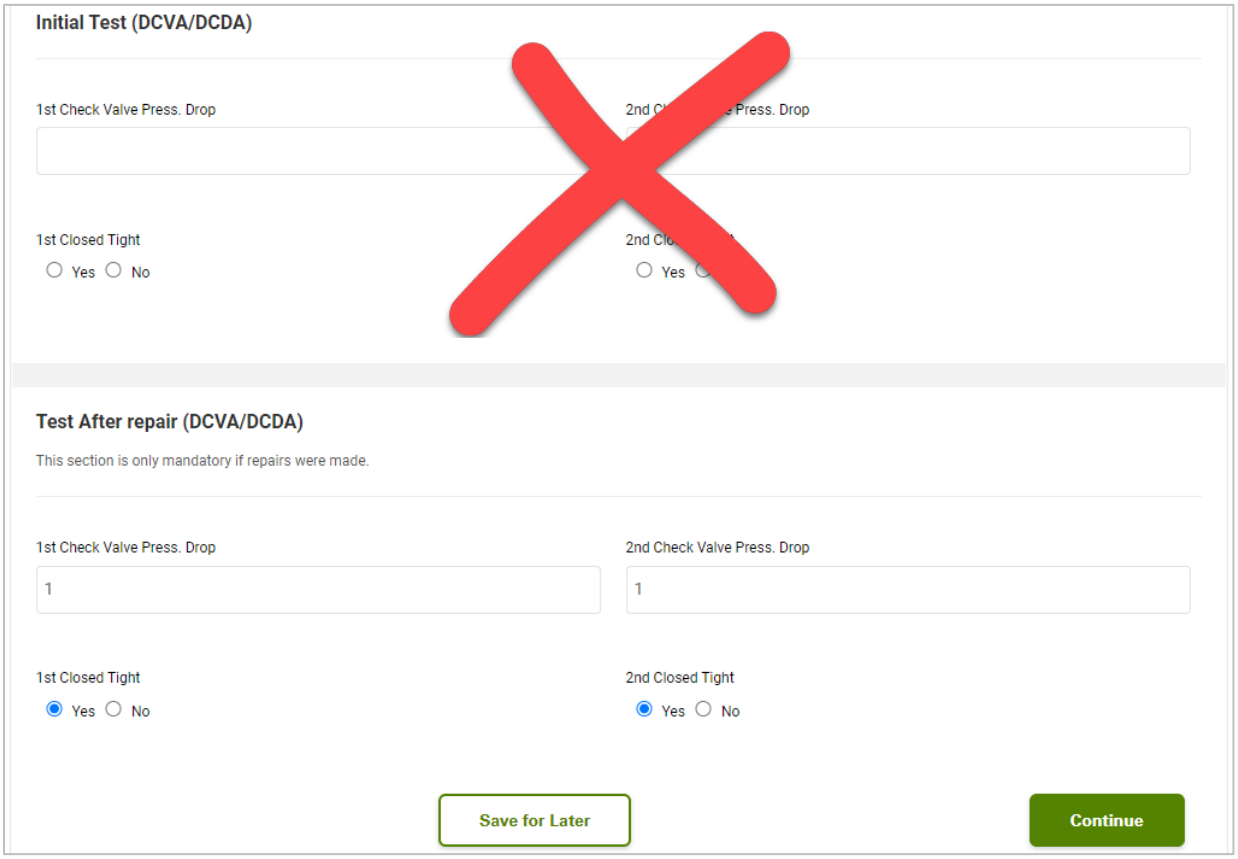
NOTE: Fields vary depending on the device.

1. Path 1: Initial Test (no repair):
    a. Fill out the “Initial Test” fields.
    b. Leave “Test After Repair fields” blank.
    c. Click "Continue".



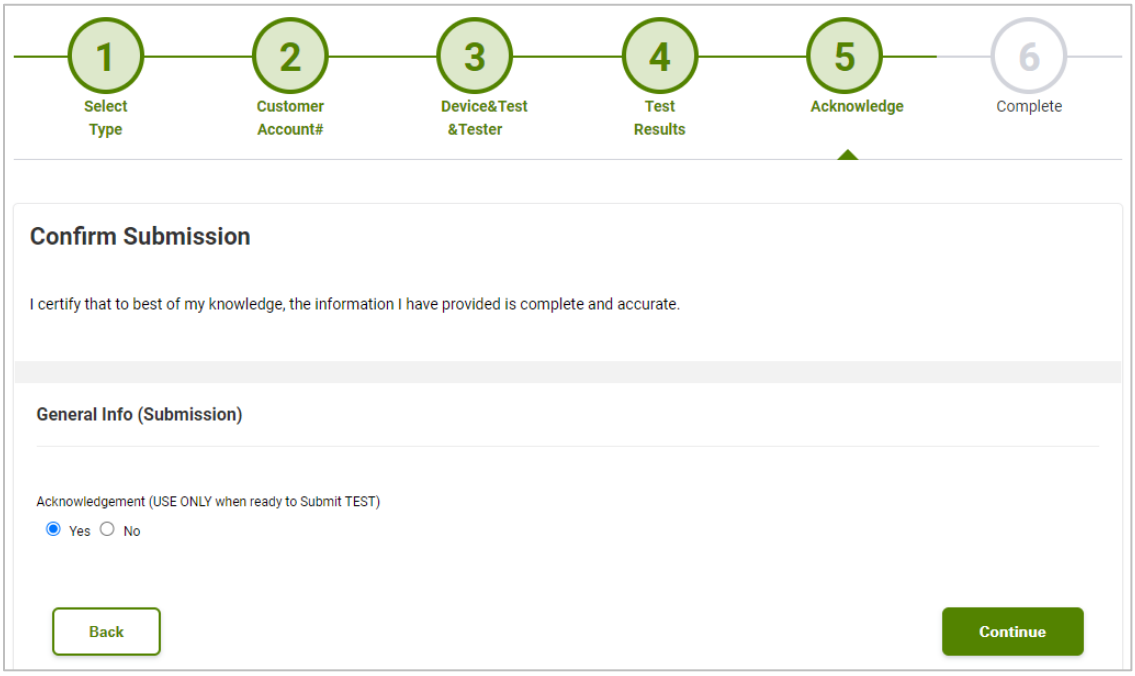
2. Path 2: Test After Repair (repair made):

    a. Fill out “Test After Repair” fields.
    b. Leave “Initial Test fields” blank.
    c. Click "Continue".



Step 5: Acknowledge

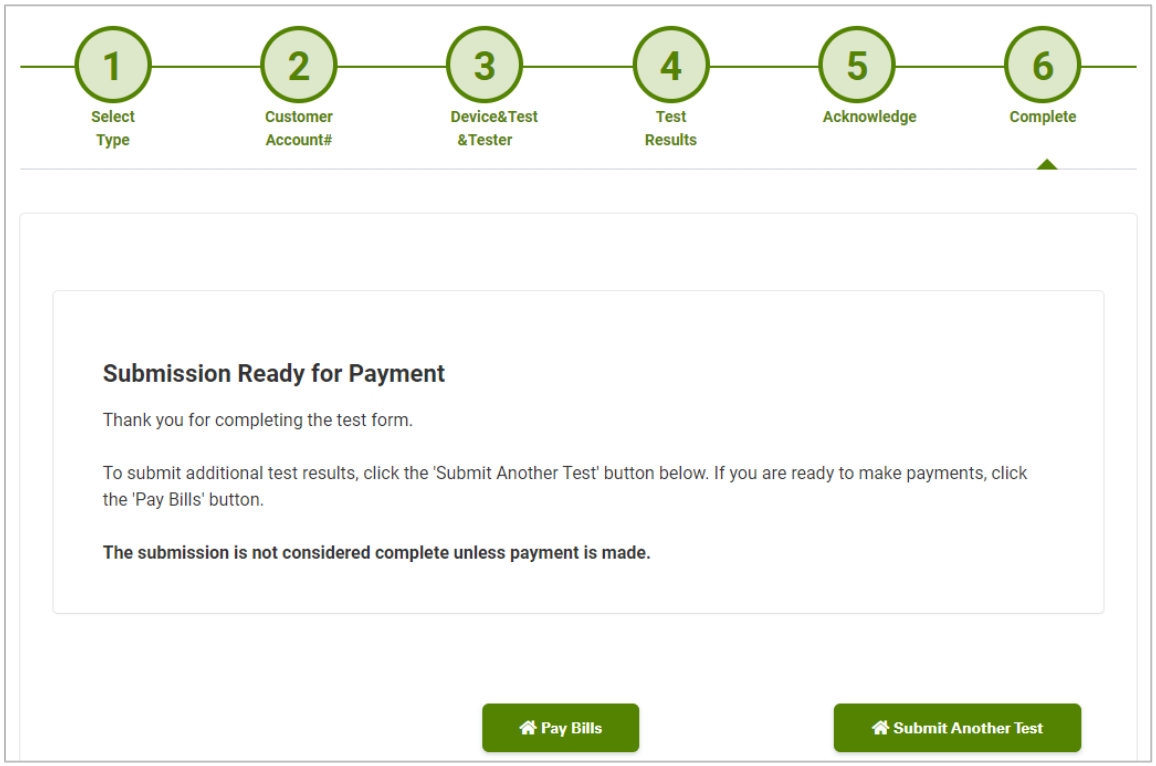
1. Select "Yes" to acknowledge the test results are accurate.
2. Click "Continue".



Step 6: Complete

1. Click "Pay Bills" to pay the testing fee.
2. Or click "Submit Another Test" if you have more tests to submit.

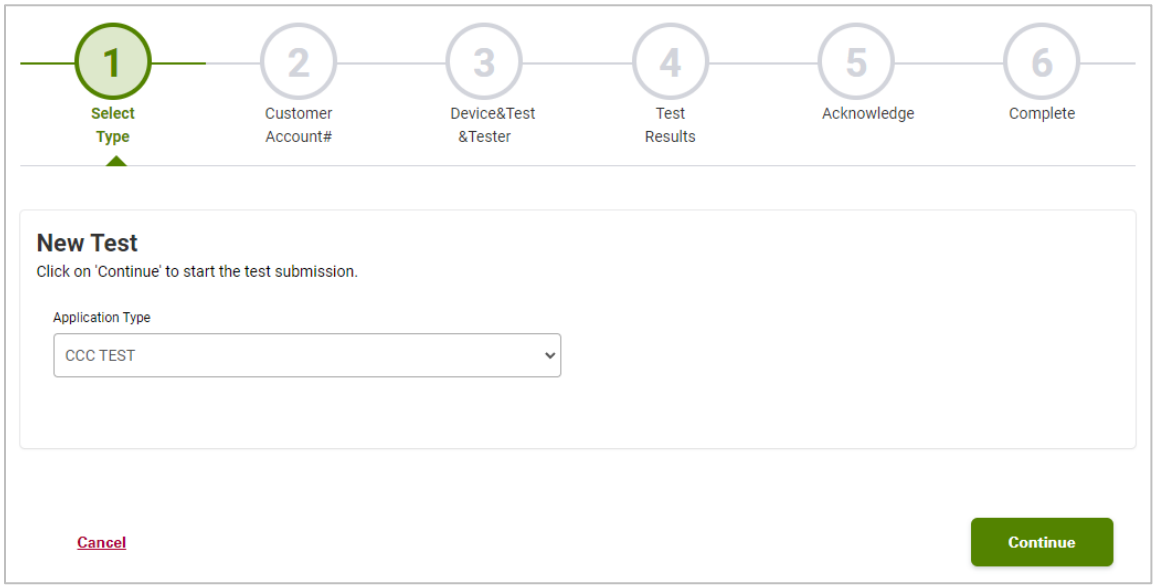
NOTE: No payment is necessary for failed tests until a passing test is submitted.



Submit a Replacement Test

Step 1: Select Type

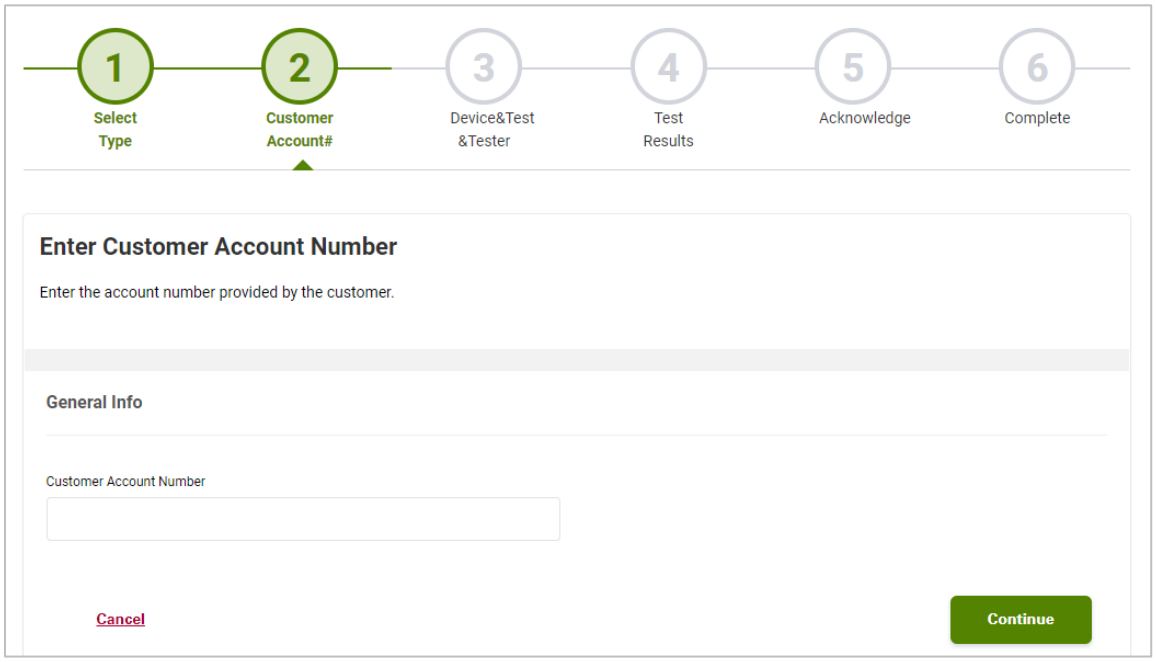
1. Choose "CCC Test" from the drop-down menu.
2. Click "Continue".



Step 2: Customer Account Number (CA #)

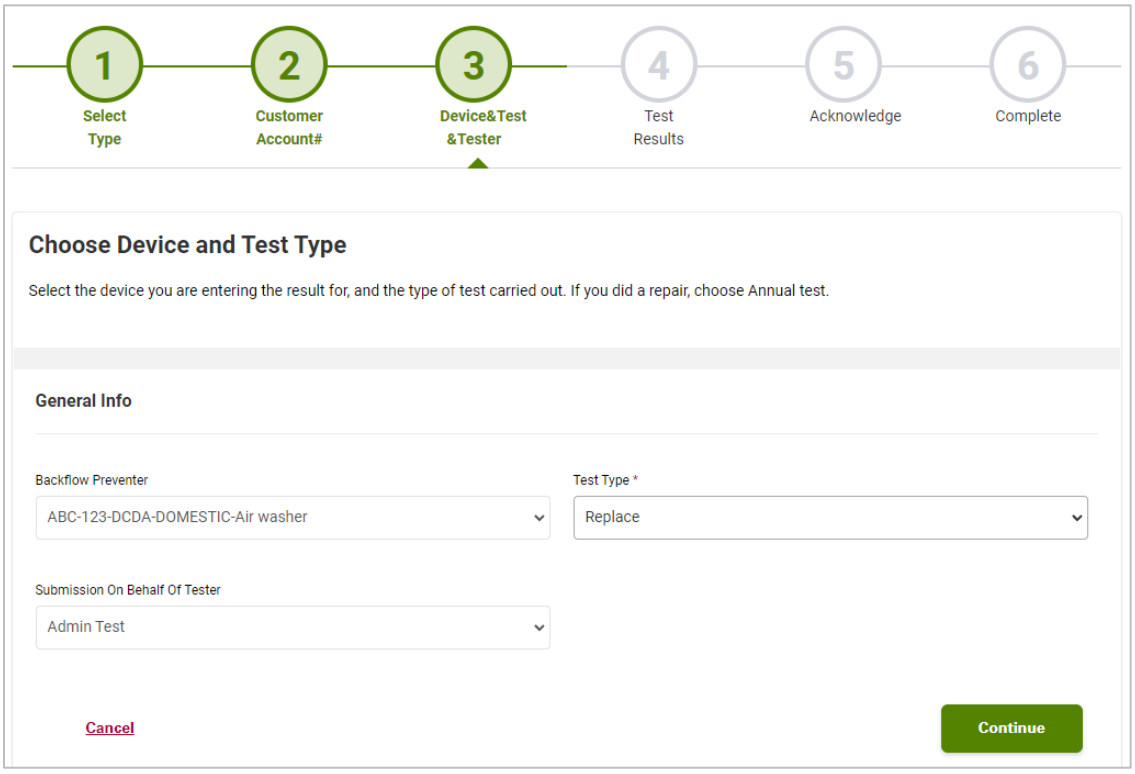
1. Input your Customer Account number.
2. Click "Continue".

NOTE: This number appears on letters from the City and is provided by the Owner or Tenant.



Step 3: Device & Test

1. Choose your device from the "Backflow Preventer" menu.
2. Select the "Replacement" test type.
3. Choose the Tester you want to submit the test on behalf of.
4. Click "Continue".

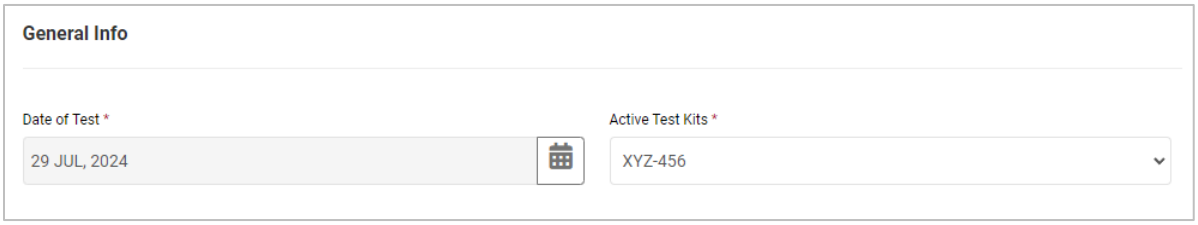


Step 4: Test Results

Fill out the "General Info" fields:

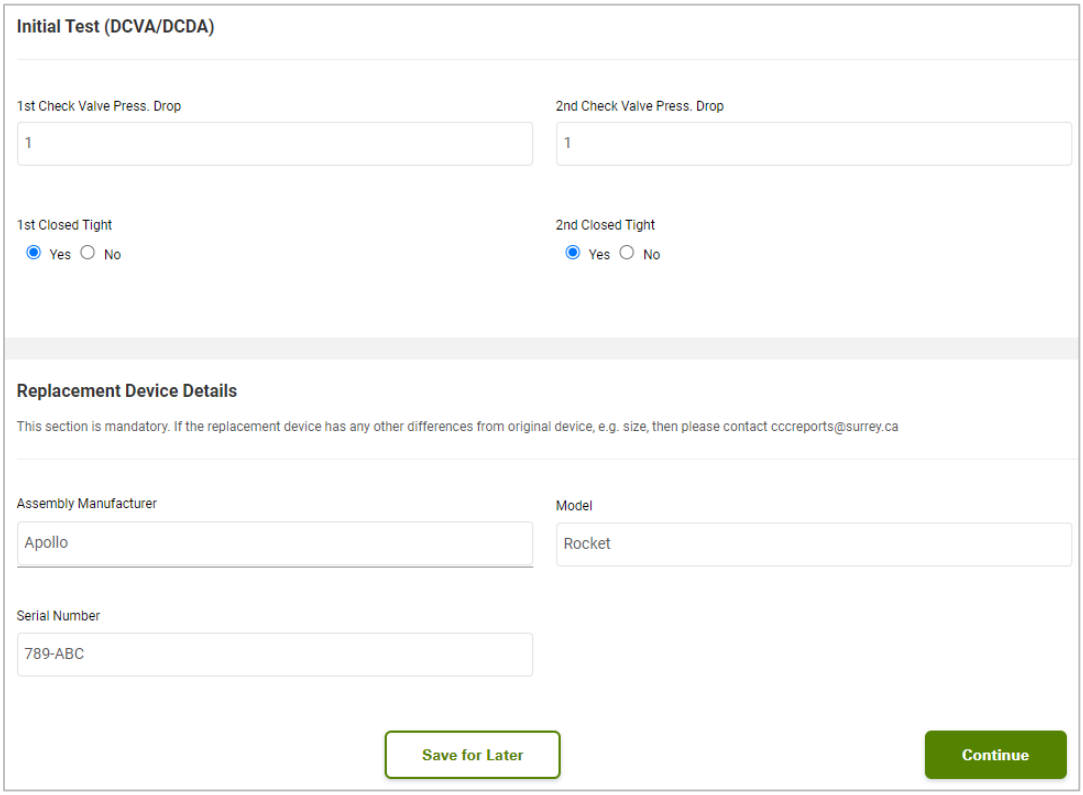
1. Date of Test: Day the device was tested.
2. Active Test Kits: Test kit used for the test.

NOTE: If a test kit is missing, email cccinfo@surrey.ca for assistance.



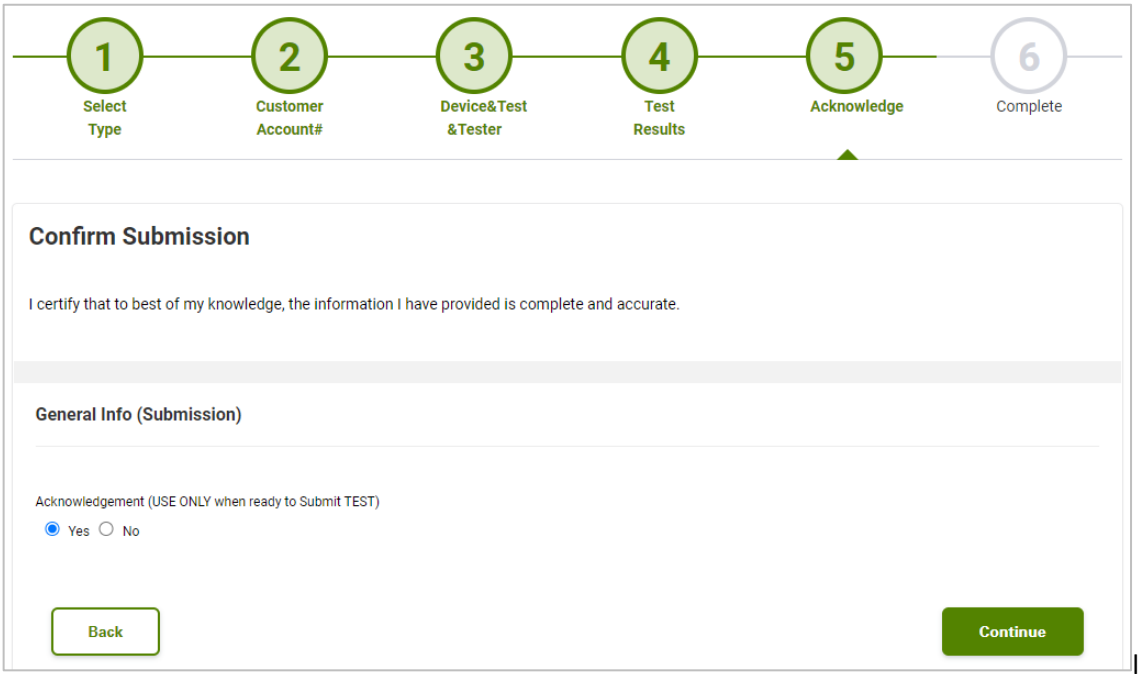
NOTE: Fields vary depending on the device.

1. Fill out the “Initial Test” fields.
2. Fill out the “Replacement Device Details” fields.
3. Click "Continue".



Step 5: Acknowledge

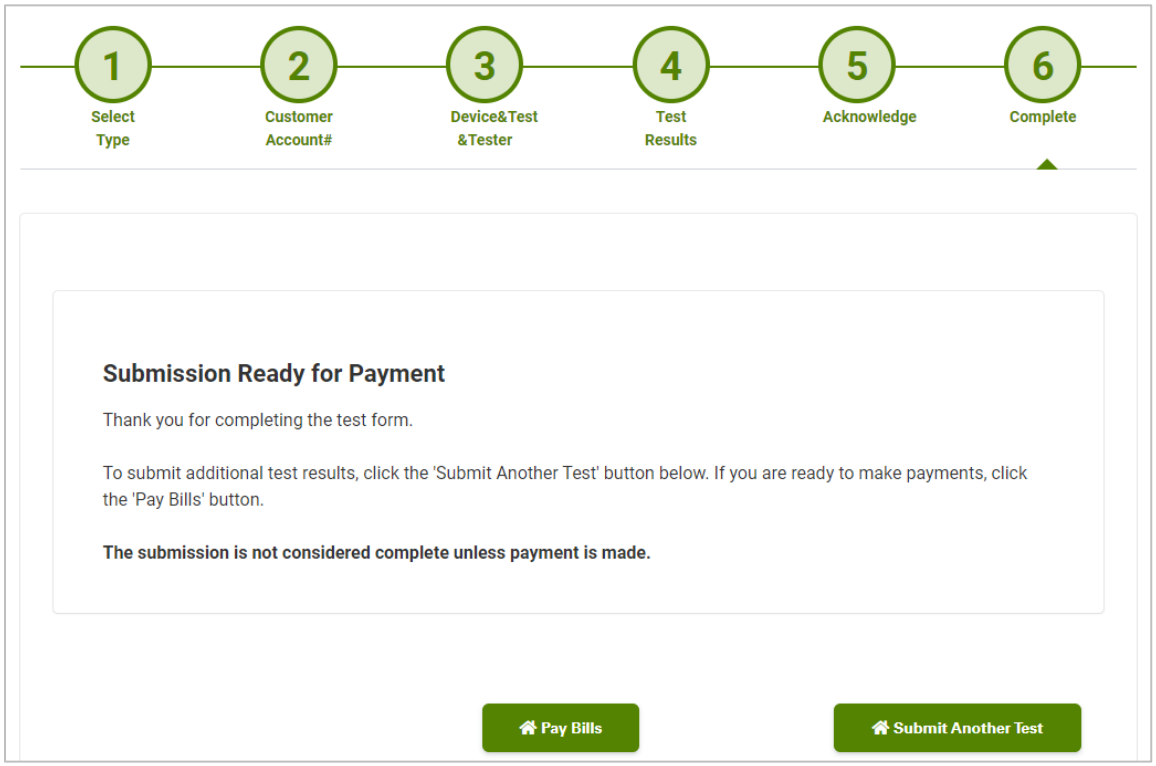
1. Select "Yes" to acknowledge the test results are accurate.
2. Click "Continue".



Step 6: Complete

1. Click "Pay Bills" to pay the testing fee.
2. Or click "Submit Another Test" if you have more tests to submit.

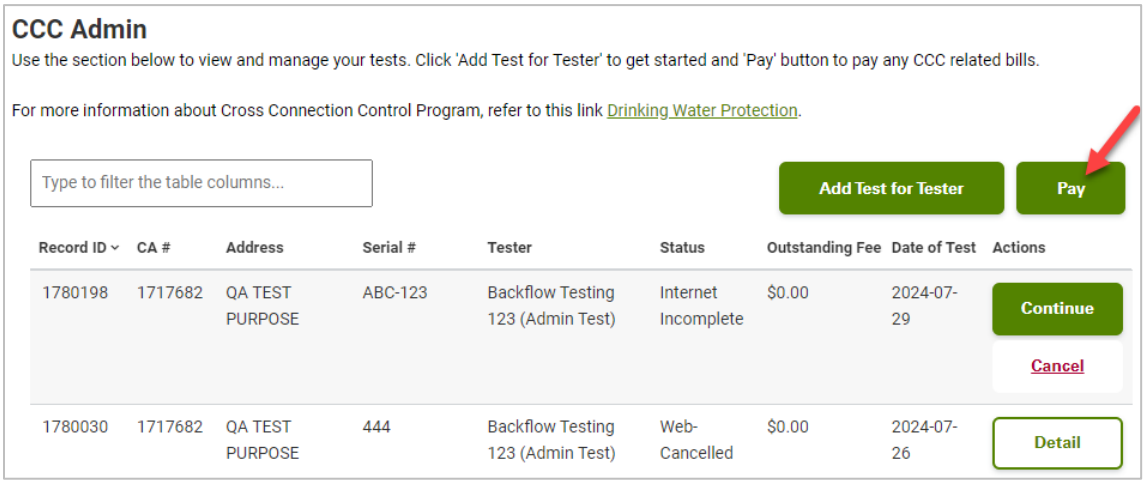
NOTE: No payment is necessary for failed tests until a passing test is submitted.



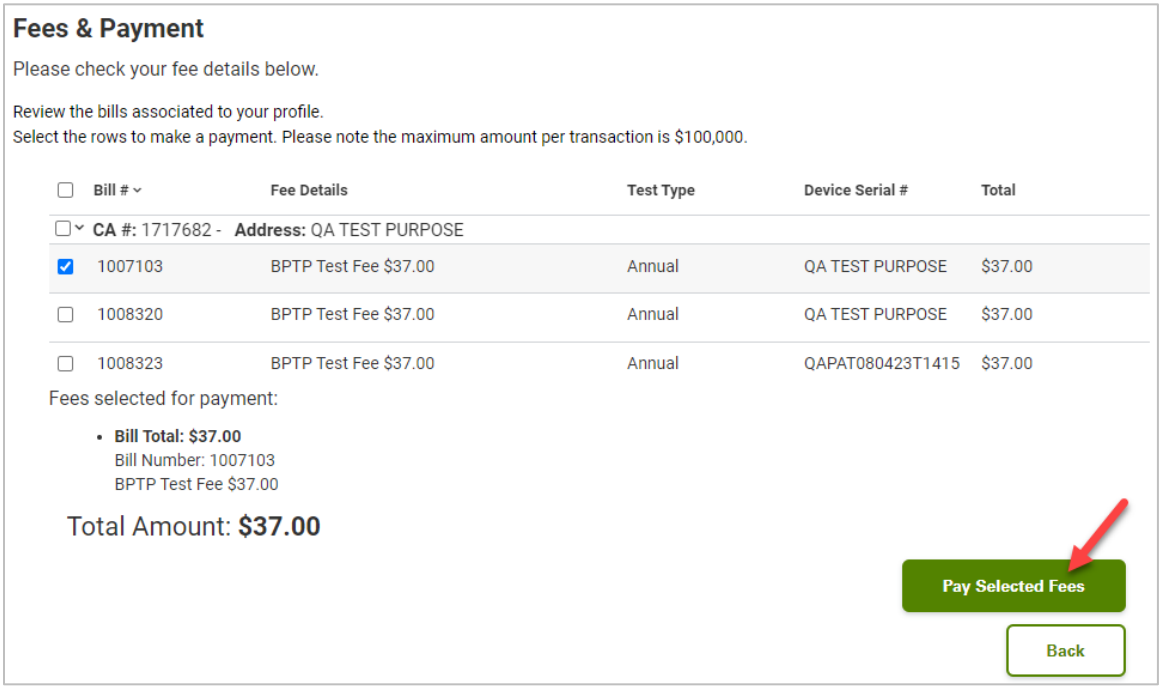
Paying a Bill

Admins can pay fees for tests they submit, as well as tests their related Testers submit.

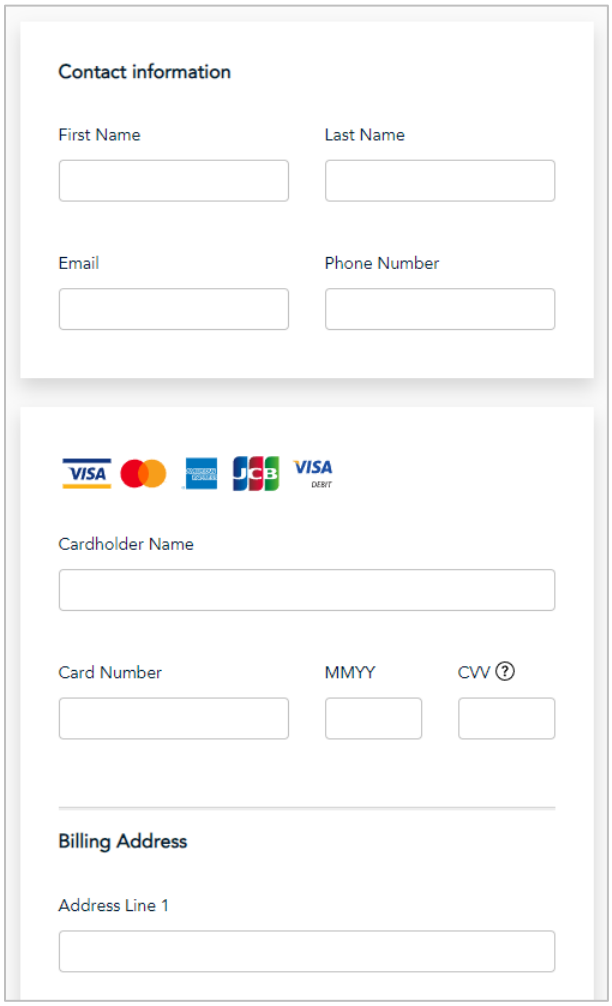
1. Click "Pay" on the Admin page.



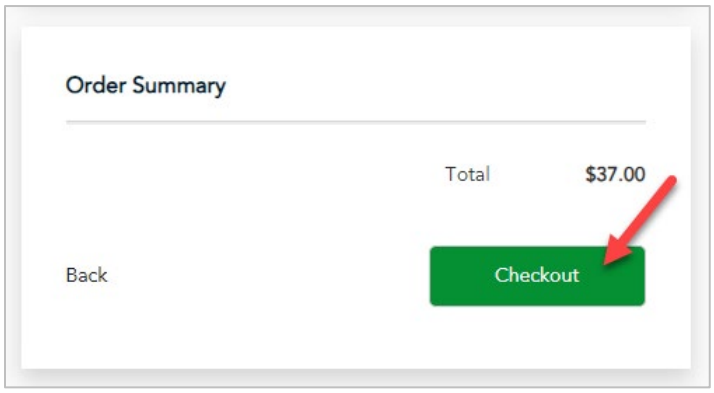
2. Select the fees you want to pay.
3. Click "Pay Selected Fees".



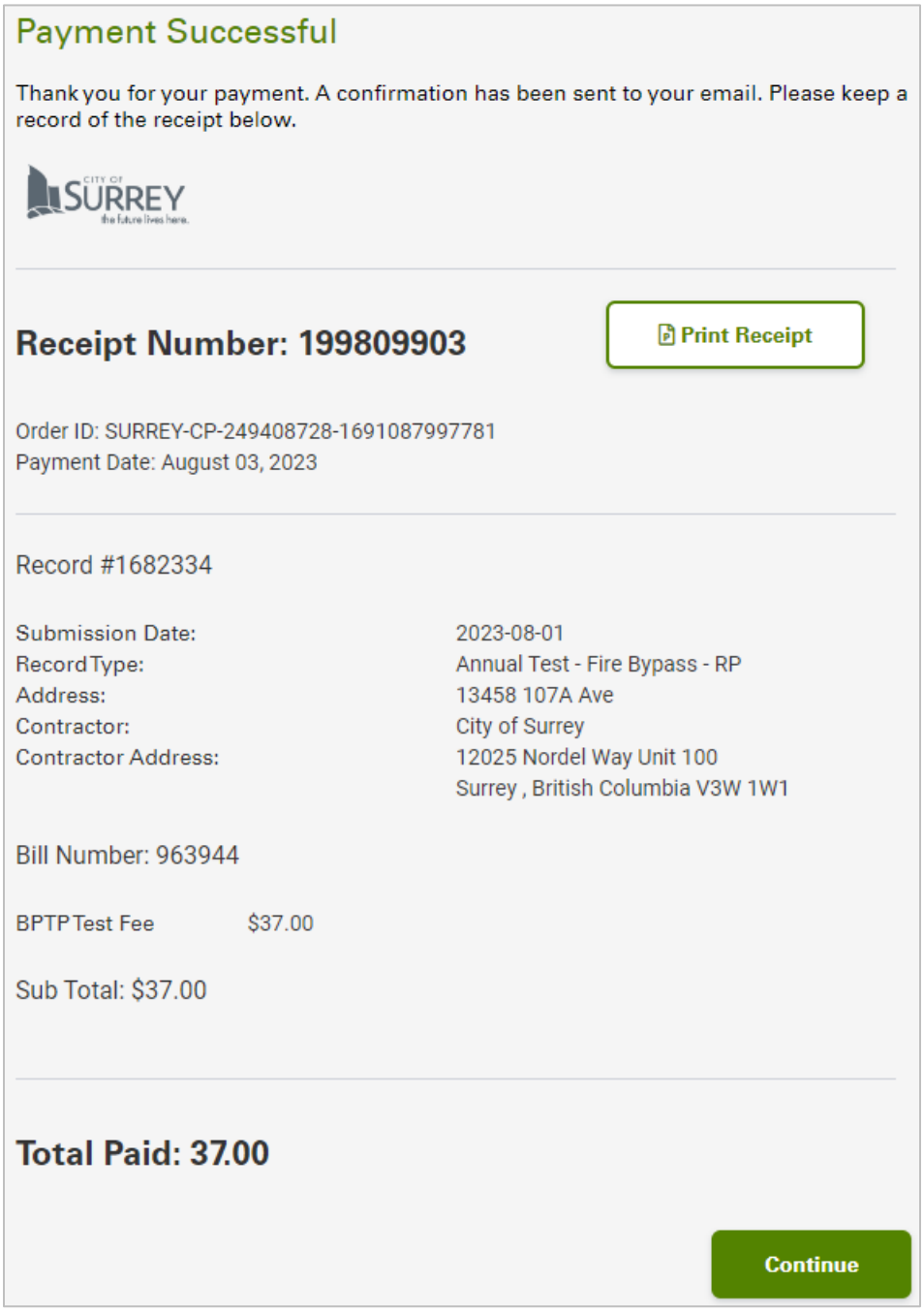
4. Fill in your payment details.



5. Click "Checkout".



After payment, a “Payment Successful” page with your receipt will appear, and you will receive a confirmation email.



Payment Successful

Thank you for your payment. A confirmation has been sent to your email. Please keep a record of the receipt below.

CITY OF SURREY
the future lives here.

Receipt Number: 199809903

Print Receipt

Order ID: SURREY-CP-249408728-1691087997781
Payment Date: August 03, 2023

Record #1682334

Submission Date:	2023-08-01
Record Type:	Annual Test - Fire Bypass - RP
Address:	13458 107A Ave
Contractor:	City of Surrey
Contractor Address:	12025 Nordel Way Unit 100 Surrey , British Columbia V3W 1W1

Bill Number: 963944

BPTP Test Fee	$37.00

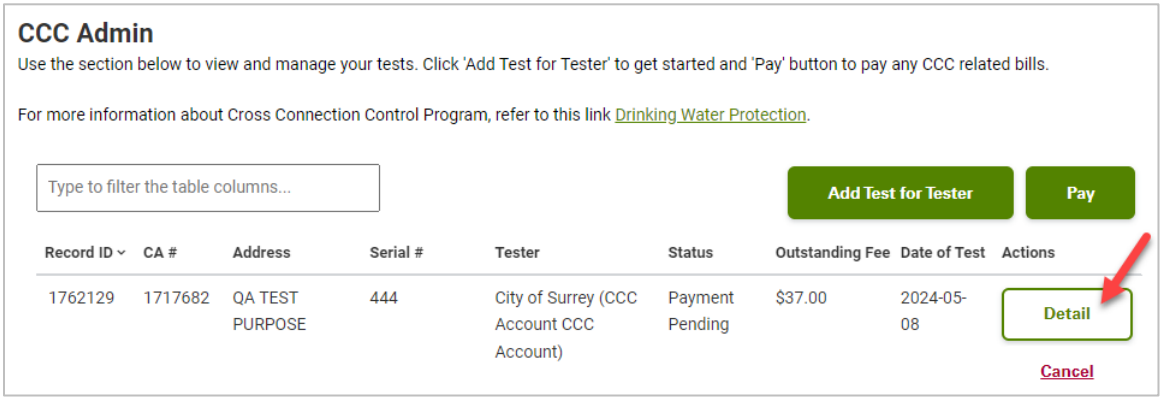
Sub Total: $37.00

Total Paid: 37.00

Continue

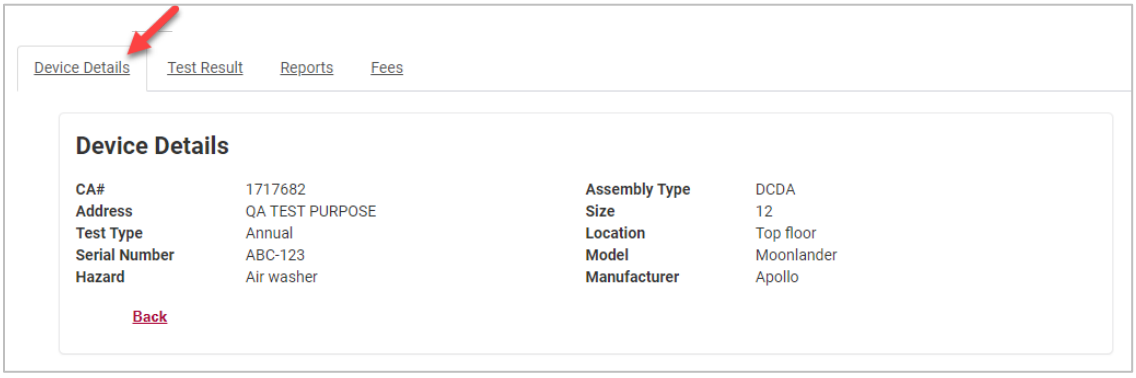
Device and Test Details

View details about devices and submitted tests by clicking the "Detail" button next to the test on the Admin page.

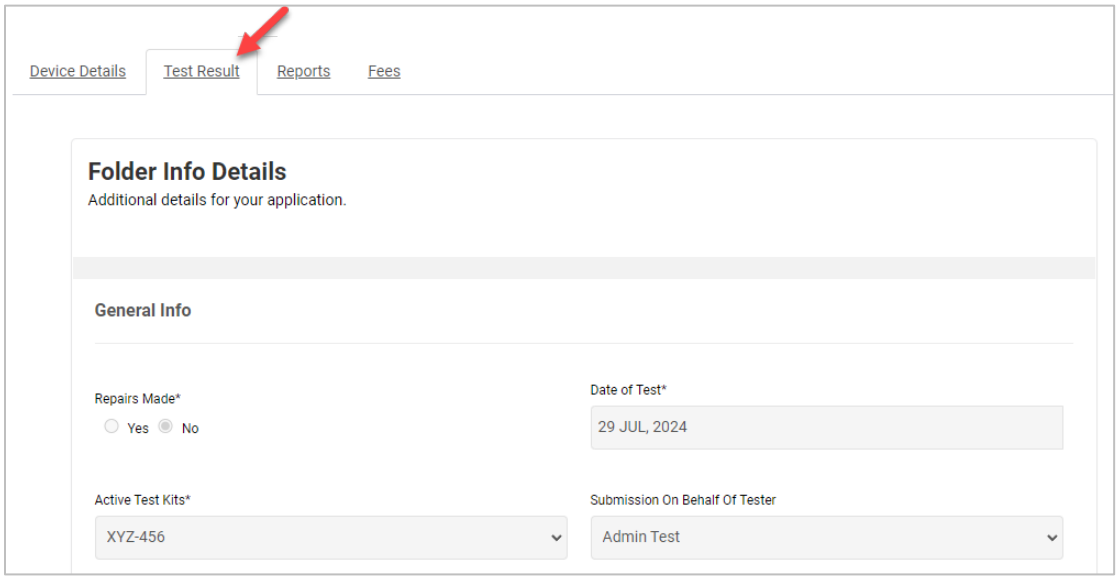


Detail Tabs

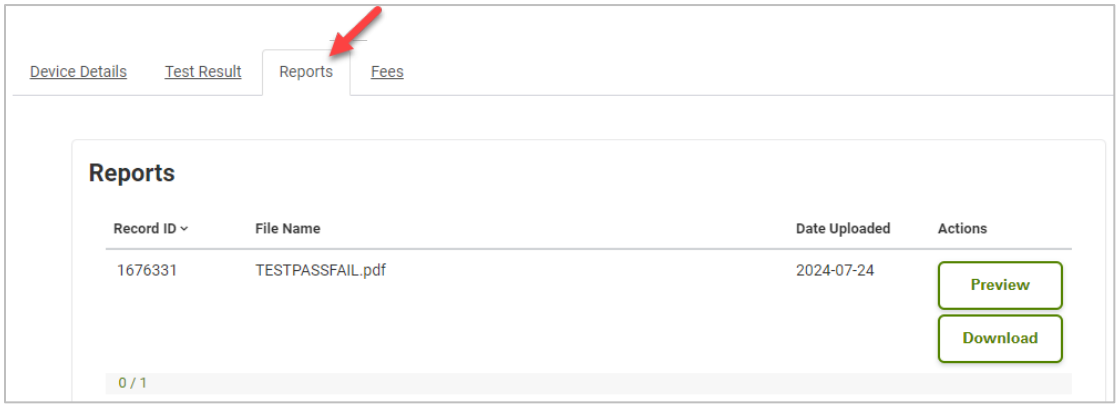
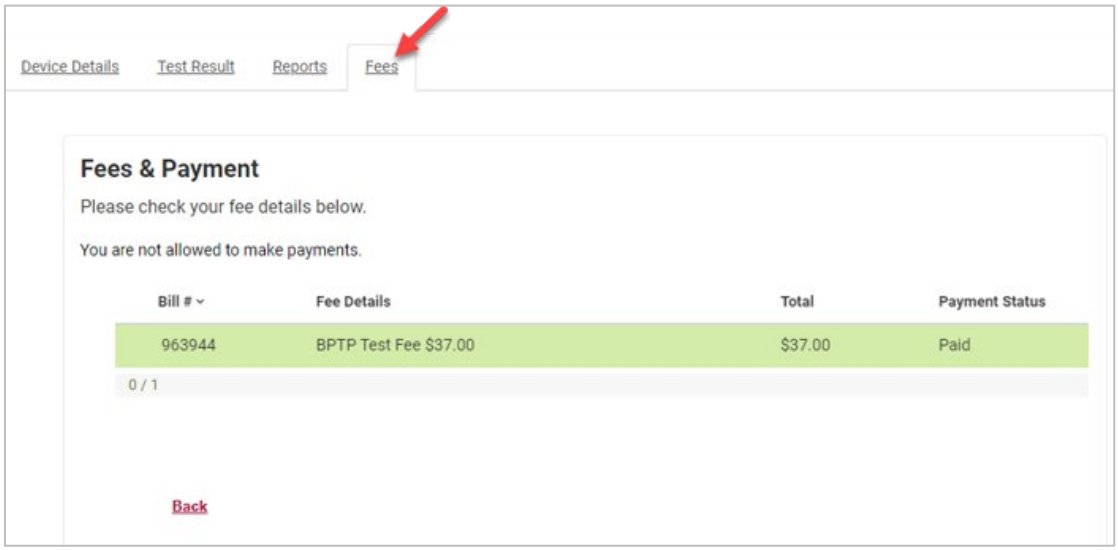
Device Details: Displays information about the tested device.



Test Results: Shows the test results for the device.



Reports: Preview or download the generated test report.



Fees: View the payment history for the tested device.