

# Backflow Preventer Testing Portal User Guide

ADMIN EDITION

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# Creating an Account and Logging In

Follow these steps to access the Backflow Preventer Testing Portal:

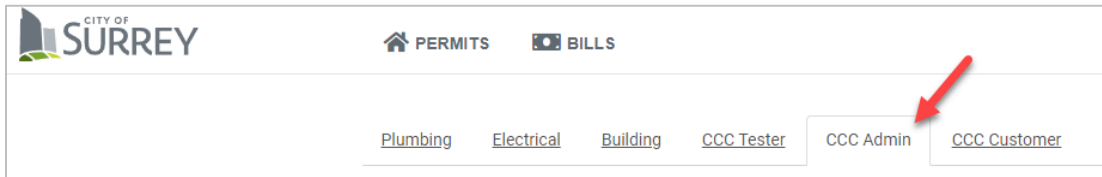
1. Register for a MySurrey Account: [MySurrey Account](#).
2. Email the Business License, Tester Certification, and test kit Calibration Reports for each tester to [ccinfo@surrey.ca](mailto:ccinfo@surrey.ca).
3. Wait for an email from City staff with further instructions (check your spam folder).

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.

**CCC Admin**  
Use the section below to view and manage your tests. Click 'Add Test for Tester' to get started and 'Pay' button to pay any CCC related bills.

For more information about Cross Connection Control Program, refer to this link [Drinking Water Protection](#).

Type to filter the table columns...

**Add Test for Tester** **Pay**

Record ID	CA #	Address	Serial #	Tester	Status	Outstanding Fee	Date of Test	Actions
1779517	1699746	13458 107A Ave	N0705010220	Backflow Testing 123 (Admin Test)	Pass	\$0.00	2024-07-24	<b>Detail</b>
1779510	1699746	13458 107A Ave	N0705010220	City of Surrey (CCC Account CCC Account)	Pass	\$0.00	2024-07-24	<b>Detail</b>

## 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.



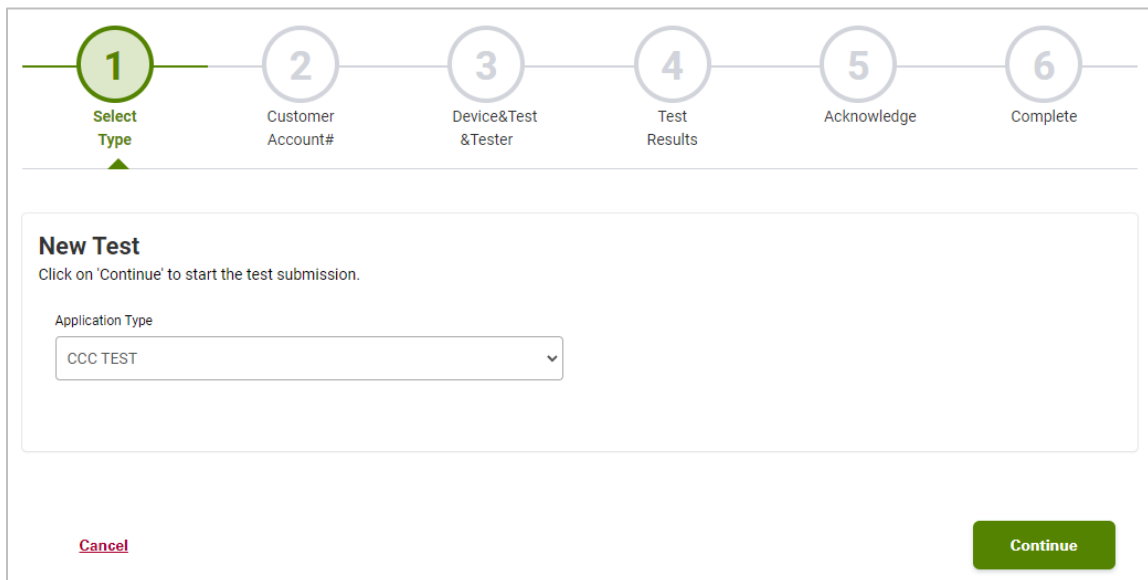
2. Resume saved submissions by clicking "Continue" next to the test on the Admin page.

Record ID	CA #	Address	Serial #	Tester	Status	Outstanding Fee	Date of Test	Actions
1780213	1717682	QA TEST PURPOSE	ABC-123	Backflow Testing 123 (Admin Test)	Internet Incomplete	\$0.00	2024-07-29	<a href="#">Continue</a> <a href="#">Cancel</a>

## Submit an Annual Test

### Step 1: Select Type

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

A multi-step process flow with six steps: 1. Select Type, 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, 6. Complete. Step 1 is highlighted. Below the flow is a "New Test" form with a drop-down menu for "Application Type" set to "CCC TEST". A "Continue" button is at the bottom right and a "Cancel" link is at the bottom left.

**1** Select Type

**2** Customer Account#

**3** Device&Test &Tester

**4** Test Results

**5** Acknowledge

**6** Complete

**New Test**  
Click on 'Continue' to start the test submission.

Application Type  
CCC TEST

[Cancel](#) [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.

The screenshot shows a multi-step process with six numbered steps: 1. Select Type, 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Step 2 is currently active. Below the progress bar, the form is titled "Enter Customer Account Number" and contains the following elements:

- Instruction: "Enter the account number provided by the customer."
- Section: "General Info"
- Label: "Customer Account Number"
- Input field: A text box for entering the account number.
- Buttons: "Cancel" (text link) and "Continue" (green button).

### 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".

**1** Select Type

**2** Customer Account#

**3** Device & Test & Tester

**4** Test Results

**5** Acknowledge

**6** Complete

#### Choose Device and Test Type

Select the device you are entering the result for, and the type of test carried out. If you did a repair, choose Annual test.

**General Info**

Backflow Preventer: ABC-123-DCDA-DOMESTIC-Air washer

Test Type \*: Annual

Submission On Behalf Of Tester: Admin Test

[Cancel](#) [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 [ccinfo@surrey.ca](mailto:ccinfo@surrey.ca) for assistance.


**General Info**

---

Repairs Made \* Date of Test \*

Yes  No 29 JUL, 2024 

Active Test Kits \*

XYZ-456 

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".

**Initial Test (DCVA/DCDA)**

---

1st Check Valve Press. Drop 2nd Check Valve Press. Drop

1 1

1st Closed Tight 2nd Closed Tight

Yes  No  Yes  No

---


**Test After repair (DCVA/DCDA)**

This section is only mandatory if repairs were made.

1st Check Valve Press. Drop 2nd Check Valve Press. Drop

1st Closed Tight 2nd Closed Tight

Yes  No  Yes  No



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

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

**Initial Test (DCVA/DCDA)**

---

1st Check Valve Press. Drop 2nd Check Valve Press. Drop

1st Closed Tight 2nd Closed Tight

Yes  No  Yes  No

**Test After repair (DCVA/DCDA)**

This section is only mandatory if repairs were made.

---

1st Check Valve Press. Drop 2nd Check Valve Press. Drop

1

1

1st Closed Tight 2nd Closed Tight

Yes  No  Yes  No

Save for Later

Continue



## Step 5: Acknowledge

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

**1** Select Type

**2** Customer Account#

**3** Device&Test &Tester

**4** Test Results

**5** Acknowledge

**6** Complete

### Confirm Submission

I certify that to best of my knowledge, the information I have provided is complete and accurate.

---

#### General Info (Submission)

Acknowledgement (USE ONLY when ready to Submit TEST)

Yes  No

[Back](#) [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.

The image shows a 6-step process flow at the top, with steps 1 through 5 labeled: 1. Select Type, 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Step 6 is highlighted with a green circle and a small upward-pointing triangle below it. Below the flow is a message box with the following text:

**Submission Ready for Payment**

Thank you for completing the test form.

To submit additional test results, click the 'Submit Another Test' button below. If you are ready to make payments, click the 'Pay Bills' button.

**The submission is not considered complete unless payment is made.**

At the bottom of the interface are two buttons: a green button with a house icon labeled "Pay Bills" and a green button with a house icon labeled "Submit Another Test".

## Submit a Replacement Test

### Step 1: Select Type

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

The screenshot displays a multi-step process for submitting a replacement test. At the top, a horizontal progress bar contains six numbered steps: 1. Select Type (highlighted in green), 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Below the progress bar is a form titled "New Test" with the instruction "Click on 'Continue' to start the test submission." The form includes a label "Application Type" and a dropdown menu currently showing "CCC TEST". At the bottom left of the form is a "Cancel" link, and at the bottom right is a green "Continue" button.

## 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.

The screenshot shows a multi-step process with six numbered steps: 1. Select Type, 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Step 2 is currently active. Below the progress bar, the form is titled "Enter Customer Account Number" and contains the following elements:

- Instruction: "Enter the account number provided by the customer."
- Section: "General Info"
- Label: "Customer Account Number" above a text input field.
- Buttons: "Cancel" (text link) and "Continue" (green button).

### 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".

The screenshot shows a multi-step process with six numbered steps: 1. Select Type, 2. Customer Account#, 3. Device & Test & Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Step 3 is currently active and highlighted with a green circle and an upward-pointing arrow. Below the progress bar is a form titled "Choose Device and Test Type" with the instruction: "Select the device you are entering the result for, and the type of test carried out. If you did a repair, choose Annual test." The form includes a "General Info" section with three dropdown menus: "Backflow Preventer" (selected: ABC-123-DCDA-DOMESTIC-Air washer), "Test Type\*" (selected: Replace), and "Submission On Behalf Of Tester" (selected: Admin Test). At the bottom left is a "Cancel" link and at the bottom right is a green "Continue" button.

**1** Select Type

**2** Customer Account#

**3** Device & Test & Tester

**4** Test Results

**5** Acknowledge

**6** Complete

### Choose Device and Test Type

Select the device you are entering the result for, and the type of test carried out. If you did a repair, choose Annual test.

**General Info**

Backflow Preventer: ABC-123-DCDA-DOMESTIC-Air washer

Test Type\*: Replace

Submission On Behalf Of Tester: Admin Test

[Cancel](#) [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](mailto:cccinfo@surrey.ca) for assistance.

**General Info**

---

Date of Test \*  

Active Test Kits \*  

**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".

**Initial Test (DCVA/DCDA)**

---

1st Check Valve Press. Drop

2nd Check Valve Press. Drop

1st Closed Tight  Yes  No

2nd Closed Tight  Yes  No

---

**Replacement Device Details**

This section is mandatory. If the replacement device has any other differences from original device, e.g. size, then please contact [cccreports@surrey.ca](mailto:cccreports@surrey.ca)

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Assembly Manufacturer

Model

Serial Number

## Step 5: Acknowledge

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

The screenshot displays a multi-step process. At the top, a horizontal progress bar contains six numbered circles: 1 (Select Type), 2 (Customer Account#), 3 (Device&Test &Tester), 4 (Test Results), 5 (Acknowledge), and 6 (Complete). Step 5 is highlighted with a green circle and a green triangle below it. Below the progress bar is a white box with a grey border containing the following content:

**Confirm Submission**

I certify that to best of my knowledge, the information I have provided is complete and accurate.

---

**General Info (Submission)**

Acknowledgement (USE ONLY when ready to Submit TEST)

Yes  No

## 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.

The image shows a 6-step process flow at the top, with steps 1 through 5 labeled: 1. Select Type, 2. Customer Account#, 3. Device&Test &Tester, 4. Test Results, 5. Acknowledge, and 6. Complete. Step 6 is highlighted with a green circle and a small upward-pointing triangle below it. Below the flow is a message box with the following text:

**Submission Ready for Payment**

Thank you for completing the test form.

To submit additional test results, click the 'Submit Another Test' button below. If you are ready to make payments, click the 'Pay Bills' button.

**The submission is not considered complete unless payment is made.**

At the bottom of the interface are two buttons: a green button with a house icon labeled "Pay Bills" and a green button with a house icon labeled "Submit Another Test".



## 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.

### CCC Admin

Use the section below to view and manage your tests. Click 'Add Test for Tester' to get started and 'Pay' button to pay any CCC related bills.

For more information about Cross Connection Control Program, refer to this link [Drinking Water Protection](#).

Type to filter the table columns...

**Add Test for Tester** **Pay**

Record ID	CA #	Address	Serial #	Tester	Status	Outstanding Fee	Date of Test	Actions
1780198	1717682	QA TEST PURPOSE	ABC-123	Backflow Testing 123 (Admin Test)	Internet Incomplete	\$0.00	2024-07-29	<b>Continue</b> <a href="#">Cancel</a>
1780030	1717682	QA TEST PURPOSE	444	Backflow Testing 123 (Admin Test)	Web-Cancelled	\$0.00	2024-07-26	<b>Detail</b>

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

### Fees & Payment

Please check your fee details below.

Review the bills associated to your profile.  
Select the rows to make a payment. Please note the maximum amount per transaction is \$100,000.

<input type="checkbox"/>	Bill #	Fee Details	Test Type	Device Serial #	Total
<input type="checkbox"/>	CA #: 1717682	Address: QA TEST PURPOSE			
<input checked="" type="checkbox"/>	1007103	BPTP Test Fee \$37.00	Annual	QA TEST PURPOSE	\$37.00
<input type="checkbox"/>	1008320	BPTP Test Fee \$37.00	Annual	QA TEST PURPOSE	\$37.00
<input type="checkbox"/>	1008323	BPTP Test Fee \$37.00	Annual	QAPAT080423T1415	\$37.00

Fees selected for payment:

- **Bill Total: \$37.00**  
Bill Number: 1007103  
BPTP Test Fee \$37.00

**Total Amount: \$37.00**

**Pay Selected Fees** **Back**

4. Fill in your payment details.


### Contact information

First Name

Last Name

Email

Phone Number



Cardholder Name

Card Number

MMYY

CVV ?

### Billing Address

Address Line 1

5. Click "Checkout".

### Order Summary

---


Total **\$37.00**

Back

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.



---

**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.

**CCC Admin**  
Use the section below to view and manage your tests. Click 'Add Test for Tester' to get started and 'Pay' button to pay any CCC related bills.

For more information about Cross Connection Control Program, refer to this link [Drinking Water Protection](#).

Type to filter the table columns...

[Add Test for Tester](#) [Pay](#)

Record ID	CA #	Address	Serial #	Tester	Status	Outstanding Fee	Date of Test	Actions
1762129	1717682	QA TEST PURPOSE	444	City of Surrey (CCC Account CCC Account)	Payment Pending	\$37.00	2024-05-08	<a href="#">Detail</a>

[Cancel](#)

## Detail Tabs

Device Details: Displays information about the tested device.

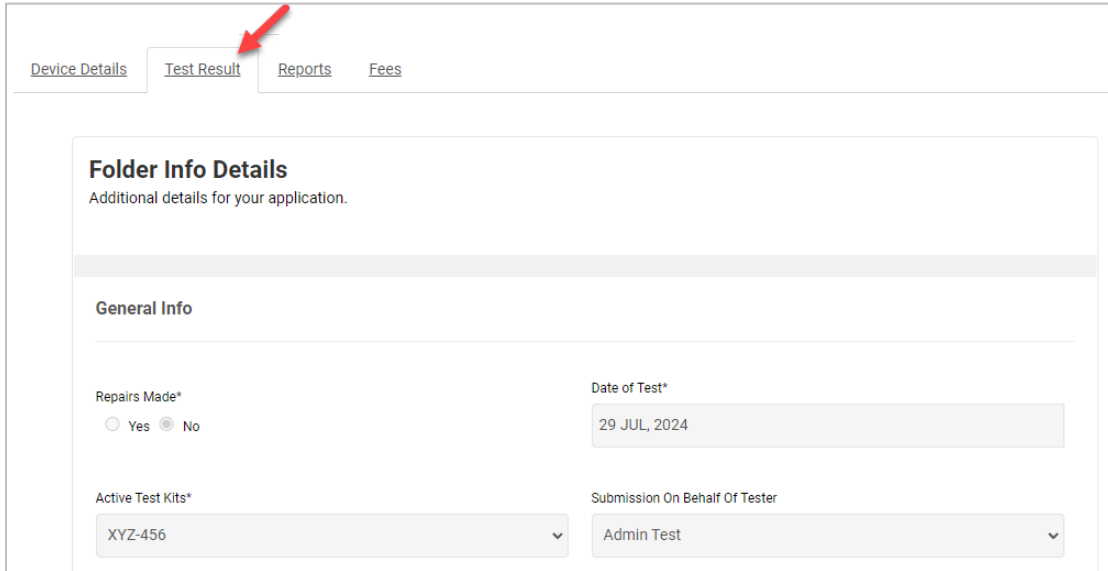
[Device Details](#) [Test Result](#) [Reports](#) [Fees](#)

**Device Details**

CA#	1717682	Assembly Type	DCDA
Address	QA TEST PURPOSE	Size	12
Test Type	Annual	Location	Top floor
Serial Number	ABC-123	Model	Moonlander
Hazard	Air washer	Manufacturer	Apollo

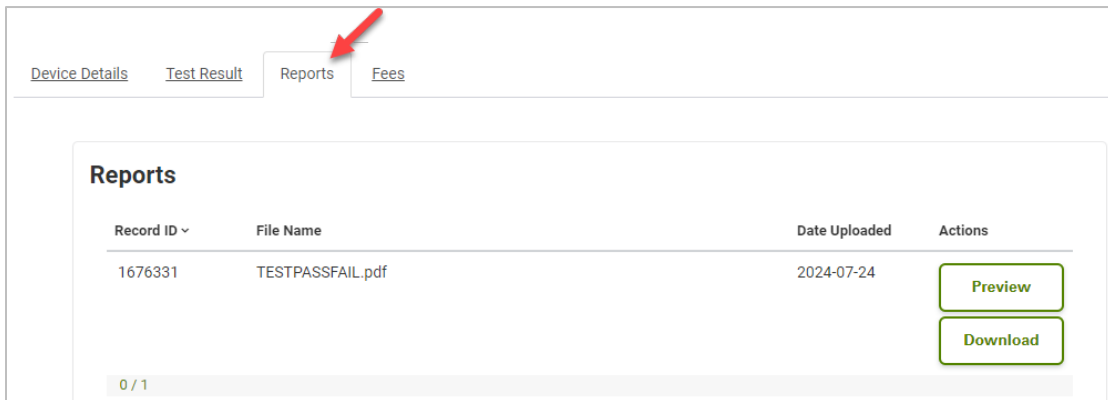
[Back](#)

Test Results: Shows the test results for the device.



The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Device Details', 'Test Result', 'Reports', and 'Fees'. A red arrow points to the 'Test Result' tab. Below the navigation bar is a section titled 'Folder Info Details' with the subtitle 'Additional details for your application.' Underneath, there is a 'General Info' section containing several form fields: 'Repairs Made\*' with radio buttons for 'Yes' and 'No' (where 'No' is selected), 'Date of Test\*' with a text input field containing '29 JUL, 2024', 'Active Test Kits\*' with a dropdown menu showing 'XYZ-456', and 'Submission On Behalf Of Tester' with a dropdown menu showing 'Admin Test'.

Reports: Preview or download the generated test report.

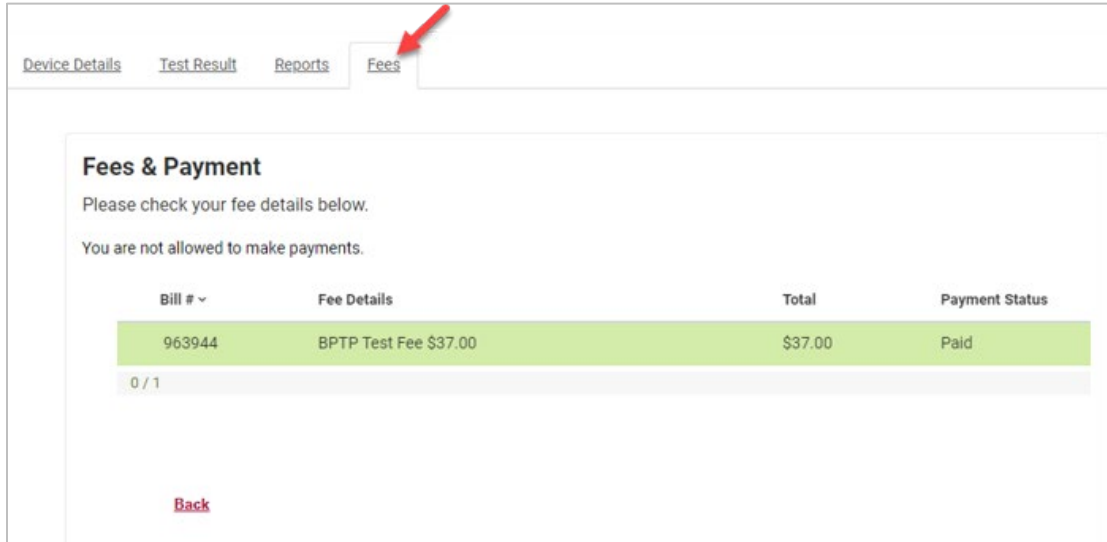


The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Device Details', 'Test Result', 'Reports', and 'Fees'. A red arrow points to the 'Reports' tab. Below the navigation bar is a section titled 'Reports' containing a table with the following data:

Record ID	File Name	Date Uploaded	Actions
1676331	TESTPASSFAIL.pdf	2024-07-24	<a href="#">Preview</a> <a href="#">Download</a>

At the bottom of the table, there is a pagination indicator showing '0 / 1'.

Fees: View the payment history for the tested device.



The screenshot shows a web interface with a navigation bar at the top containing links for 'Device Details', 'Test Result', 'Reports', and 'Fees'. A red arrow points to the 'Fees' link. Below the navigation bar, the 'Fees & Payment' section is displayed. It includes the text 'Please check your fee details below.' and 'You are not allowed to make payments.' Below this is a table with the following data:

Bill #	Fee Details	Total	Payment Status
963944	BPTP Test Fee \$37.00	\$37.00	Paid

Below the table, there is a pagination indicator '0 / 1' and a 'Back' button.