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BSI Online Instructions

Here are the steps to register with BSI Online:

Account Set Up

Go to **www.bsionlinetracking.com** (type this in at the top of your browser—not in Google or some other search engine).

Click “Create Account”.

Enter your choice of User name and Password (they will be case-sensitive). Confirm the Password.

Enter your e-mail address. This will be used to notify you of upcoming tests by your customers and if you need a new password sent to you.

Please provide your own Security Question and an Answer for it. Make it something you can remember as this will need to be entered verbatim if you ever forget your password in order to receive a new one.

Click “Create User”.

Use your new User Name and Password to enter BSI Online.

Once on the opening screen, click the Blue tab at the top that says “Registration”. There are four choices that drop down. Choose “Company Information”.

Click “Edit Information.” Fill in all the fields and click “Update”.

Go to the Registration tab again and choose “Add Tester” this time. Click the green plus sign in the upper left side of the screen that says “Add new tester”. Fill in the information asked for. The section “License Issued By” should be, for example the State / Local agency issuing your contractor license. Make sure to check the box for “Active”. Click “Insert.” Do the same thing for any other testers.

Go to the Registration tab and choose “Add test kit.” Again, Click the green plus sign to “Add New Test Kit.” Fill in the required information. Make sure to check the box for “Active.” Click “Insert” when you are done and repeat the process for any other test kits. PLEASE NOTE: you will need to fax or mail in a copy of your test kit calibration certificate(s) to BSI as well for confirmation

Finally, go to the Registration tab and chose “Usage Agreement”. At the bottom is a button that says “Accept.” Click it and you’re done registering.

Test Entry

After registration is complete, a new blue tab will appear next to Registration that says "Enter Test Reports." There are two choices here: "Enter Test" and "Cart." Choose "Enter Test."

You will be asked for the Customer Confirmation Number (CCN). This is in the upper right-hand corner of the letter sent to your customer approximately thirty days before their test is due. If they don't have it or have lost it, ask them to call us at 800-414-4990 and we will either give it to them or call you with it.

Click "Search".

The record on the customer will appear with each of the known valves listed. On the right-hand side are two choices—"Replace" and "Enter Test". Replace is obviously used when an existing valve is replaced with a new device with a new serial number. After you update the information, both devices will appear. However the old device will show "False" in the "Active" column and the new device will show "True". You can then enter a test for the new device using "Enter Test" as you would any other valve.

You cannot enter a test for a brand-new device (as opposed to a replacement) since it's not listed. Simply fax that report in to us at 888-414-4990 and we will add it to the database for free and give you credit.

When you click "Enter Test" a test form will appear that looks similar to the paper forms you've been filling out. The computer knows if the device is an RP or a PVB or a DC and will ask for the appropriate information. Enter a numeric value and click the appropriate circle to indicate "opened" or "closed". Indicated if repairs were made by clicking "Yes" or No." If you say No, the Final Test will be filled in for you. Otherwise, you will have to enter that information.

Choose "Pass" or "Fail". You will have to pay for a failed test then pay again to enter a re-test so bear that in mind.

Choose the tester and test kit from their drop-down boxes. Click on the calendar for the date of the test.

Click the "Add to Cart" button.

Repeat the procedure for other devices.

Report Check Out and Submittal

When you are finished entering tests, Choose "Cart" from the "Enter Test Reports" tab. A list of all completed tests will appear. It will list the appropriate fee for each device. Click the "Checkout" button at the bottom.

A form will appear to fill out with your credit card information. Make sure the address and zip code, especially, reflect what appears on your credit card statement. You will have to enter this information each time as it is not stored, for security reasons. BSI Online operates on a secure server and all of your credit card information is encrypted. We never store or view credit card information.

When you're finished, click the "Place Your Order" button. Be patient. Depending on the number of tests, it may take awhile to process, since it sends copies to you and to the municipality. Eventually you will see a message saying your order was processed. You may now close your browser. There is no "log out" link.

If you encounter any problems, give us a call at 800-414-4990.

