

# Test Report Submittal



The most unique feature of BSI Online is that you, the tester, will be submitting the test reports online. The first step in doing this is to obtain your customer's CCN.

**CCN** The CCN is a customer confirmation number assigned to each customer. You will need this number to access your customer's records in BSI Online. This CCN provides security so that other testing companies will not be able to access your customer's records (preventing data mining of community records).

## Hints

- The CCN is listed on the notifications sent to your customer by BSI, as well as the email notification sent to the last tester of record.
- Testing companies have found it helpful to obtain the CCN from their customer when they are setting their appointment.
- The CCN remains constant each year, so once you obtain it, it is a good idea to add that number to your customer's records for future testing.

## Entering Reports

Your primary function within BSI Online will be to file annual test reports. Here are the steps to do so:

1. Select "Tests - Enter" from the top blue tool bar and enter your customer's CCN.
2. Click on the appropriate backflow assembly and select "enter test" (you can also add replacement information in this step).
3. Enter the date of the test, then continue to enter the readings from the test into the pre populated report.
4. Select the tester who performed the test, the test kit used, add any applicable comments, verify if it passed / failed, and then click "Add to Cart".

## Hints

- For any new assemblies, either brand new installs (not replacements) or previously undocumented assemblies not in the system, you can simply email or fax these reports to BSI and we will enter them free of charge for the initial year. This is a good way to become the "last testing company of record" for more customers.
- You can enter reports for any communities using BSI Online at the same time without logging in or out. The more neighboring communities using BSI Online, the easier the submittal process will be for you.

## Payment

A key provision within BSI Online is that there will be a filing fee attached to each report submitted. The filing fee is assessed per assembly, so if a property has 3 backflow assemblies, the cost would be 3 x Filing Fee. In order to maintain the integrity of the program, reports can only be filed by the licensed testing company who performed the test, and the fee must be paid by the testing company at the time of submittal. It is entirely your choice as to whether or not you will pass this cost on to your customer, or absorb some / all of the fee.

## Payment Options

- Credit Card: BSI Online is a secure site. We do not store any credit card numbers, and all information is encrypted. We accept Visa, Master Card, Discover, and American Express.
- Balance: You can set up an account by sending in a check to BSI, essentially prepaying for reports. As you submit reports, the applicable filing fee will be subtracted from your balance.

Automated



Trusted



Green



Seamless

