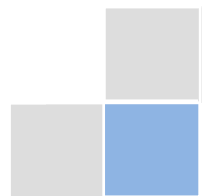


City of Tempe Backflow Tester Registration

Instructions

Information on how to register as a Backflow Tester

December 5, 2012



NEW TESTER REGISTRATION

Prior to beginning the registration process, you will need to have two documents available in portable document format (PDF). The two required documents are your current tester certificate and the current calibration certificate for the test kit you use. These two documents will need to be attached when completing pages 2 and 3 of the tester registration. We recommend that you provide black and white scans due to size of high quality color scans. Files larger than two (2) megabytes (“mb”) may not upload properly.

If you do not have the capability to create PDFs, there are several office supply stores which can provide you with a PDF of both documents for a minimal fee. The store may require you to supply a flash drive in order to save your PDF documents.

The City will create a PDF for you. The original documents will need to be hand delivered to the Environmental Services Section office located at 6600 South Price Road, Tempe, AZ 85283. The scanned documents will be returned to you via e-mail.

When you have PDFs of your tester certification and test kit calibration report available, please visit the home screen for the Backflow Testers to register with the City of Tempe to access the Online Portal. The website address is:

The registration screen contains three pages:

- 1. Account Information**
- 2. Certification Details**
- 3. Test Kit Registration**



Account Information Screen

- Username: This is a required field. Enter desired username to access the system. Example: johnsmith.
- First Name: This is a required field. Enter your first name.
- Last Name: This is a required field. Enter your last name.
- Email: This is a required field. Please enter a valid format; e.g., john@yahoo.com.
- Password: This is a required field. Minimum length of Password should be seven letters. The Password should also contain one non-alphanumeric character such as %, &, \$, etc. Example Password: testcompany%.
- Confirm Password: This is a required field. Enter the same password you created in the previous field.
- Enter the text from image: This is a required field. Enter the text as seen in the image. The text is case sensitive so enter “AS IS.” If the image is not clear, click “Refresh Image” to generate a new image. Clicking “Refresh Image” will clear the “Confirm Password” field, so this will need to be re-entered.

- At any point you can click “Clear All Fields” to clear all text in the fields and start again.
Caution: This button clears all data entered in the respective text boxes.
- Clicking on “Back to Login Page” takes you to the main login screen, where you can access the system if you have a registered username and password.

If all data has been entered, click “Next Button.”

Certification Details Screen

- Clicking the “Previous” button on the bottom right section will take you back to the “Account Information Screen.” It will retain the data previously entered, but to progress you will be required to confirm the password previously created and enter the text from the image shown.
- Company: This is a required field. Enter company name.
- Mobile: This is a required field. Enter mobile phone number. Accepts only numbers. Need to format as ###-###-####. If no mobile number, enter business phone number.
- Fax: This is a required field. Enter fax number. Accepts only numbers. Need to format as ###-###-####. If no fax number, enter business phone number.
- Phone: This is a required field. Enter phone number. Accepts only numbers. Need to format as ###-###-####. If mobile phone is the only phone, enter mobile number in this field.
- Extension: This is a required field. Enter numbers only. If no extension, enter “0.”
- Certification Expiration Date: This is a required field. Click in this field and a calendar will pop up. Select date in the calendar. Click  or  to navigate to the date required. This date references the date of expiration backflow **tester certification which is valid for three (3) years**. Example: Date on certificate is 02/28/2010. Enter the date of 02/27/2013.
- Certification Number: This is a required field. Enter certification number as shown on the certification. Example: MG-1234.
- Certification Program Name: This is a required field. Enter name of certification program
- Upload Certificate: This is a required field. Use this field to browse to a scanned copy of your certification document. This field only accepts PDF attachments. The certification details will need to match the entries above for your registration to be accepted.

Test Kit Details

- Clicking the “Previous” button on the bottom right section will take you back to the “Certification Details Screen.” It will retain the data previously entered, but to progress you will be required to re-upload the certificate.
- Make: This is a required field. Enter the make of the test kit. Example: Watts.
- Serial Number: This is a required field. Enter the serial number from your test kit. Example: 1111222.
- Model: This is a required field. Enter the model of the test kit. Example: TK-99D.

- Calibration Date: This is a required field. **Calibration is valid for one (1) year.** Enter the date the equipment is next due for calibration. Example – Test Kit calibrated on 12/08/12. Enter 12/07/2013.
- Certificate File: This is a required field. Use this field to browse to a scanned copy of your certification document for the test kit. This field only accepts PDF attachments. The certification details will need to match entries above for your registration to be accepted.

Once all steps have been completed, you should be redirected to the main login page with the following message.

“Registration completed successfully! You will receive an email once your information has been verified and your account has been activated.!”

Once you have been approved by the City of Tempe administrator, you will receive an email notification from cdsnotifications@tempe-cds.com.

Example Subject Line: “New Backflow Tester Registration: John Smith.”

Account has been activated successfully.