

Backflow Preventer Testing Portal User Guide

TESTER EDITION

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Creating an Account and Logging In

There are three steps to get access to the Backflow Preventer Testing Portal:

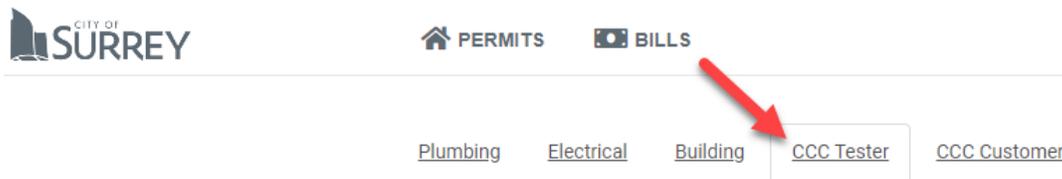
1. Register for a MySurrey Account using the following URL: <https://www.surrey.ca/mysurrey-account>. Once setup you can also use the direct URL below.
2. Send your Business License, Tester Certification, and test kit Calibration Reports to ccinfo@surrey.ca.
3. You will receive an email from City staff shortly with further instructions (keep an eye on your spam inbox just in case).

Direct URL: <https://citizenportal.surrey.ca/citizenportal/integration/ssoStart.html?type=cctester>

Using the Portal

Getting Started

As a tester, you can add new tests, manage existing ones, and pay related bills. Click the “CCC Tester” tab to get started.



Adding a New Test

You can submit an annual test and a device replacement test through the Portal.

To add a new test, click “Add New Test” and you will be sent through the add process. There are six steps to the add process. Existing tests will also appear here.

CCC Tester

Use the section below to view and manage your tests. Click 'Add New Test' 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 New Test **Pay**

Record ID	CA #	Address	Serial #	Test Type	Status	Outstanding Fees	Date of Test	Actions
1682221	1681838	16545 Glenwood Cr N Surrey	123	Replace	Pass	\$0.00	2023-07-04	Detail
1682220	1681838	16545 Glenwood Cr N Surrey	888	Annual	Pass	\$0.00	2023-07-04	Detail
1682218	1681838	16545 Glenwood Cr N Surrey	353453	Annual	Internet Incomplete	\$0.00		Continue

[Cancel](#)

Save and Resume a Test Submission

Before submitting a test, it is important to note that you can save a submission and come back later. When you reach step four “Test Results”, the below button will appear at the bottom of the page.



Saved and incomplete submissions can be resumed on the Tester home page by clicking the “Continue” button next to the test.

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Record ID	CA #	Address	Serial #	Test Type	Status	Outstanding Fees	Date of Test	Actions
1682221	1681838	16545 Glenwood Cr N Surrey	123	Replace	Pass	\$0.00	2023-07-04	Detail
1682220	1681838	16545 Glenwood Cr N Surrey	888	Annual	Pass	\$0.00	2023-07-04	Detail
1682218	1681838	16545 Glenwood Cr N Surrey	353453	Annual	Internet Incomplete	\$0.00		Continue

[Cancel](#)

Submitting an Annual Test

1.) Select Type

Choose “CCC Test” from the drop-down menu, then click “Continue”.

1 Select Type **2** Customer Account# **3** Device&Test **4** Test Results **5** Acknowledge **6** Complete

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

Application Type
CCC TEST

[Cancel](#) **Continue**

2.) Customer Account#

Type in your customer account number, then click “Continue” (shown on the letters from the City and provided to the tester by the owner/tenant).

1 Select Type **2** Customer Account# **3** Device&Test **4** Test Results **5** Acknowledge **6** Complete

Enter Customer Account Number
Enter the account number provided by the customer.

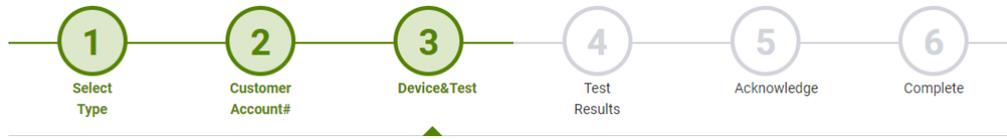
General Info

Customer Account Number
1681838

[Cancel](#) **Continue**

3.) Device&Test

Choose your device from the “Backflow Preventer” drop-down menu, select “Annual” for your test type, then click “Continue” (the serial number will be the left most character in the name).



The progress bar shows six steps: 1. Select Type, 2. Customer Account#, 3. Device&Test (highlighted), 4. Test Results, 5. Acknowledge, and 6. Complete.

Choose Device and Test Type

Select the device you are entering the result for, and the type of test carried out.

General Info

Backflow Preventer: 123-DCDA-DOMESTIC-Aspirator
Test Type *: Annual

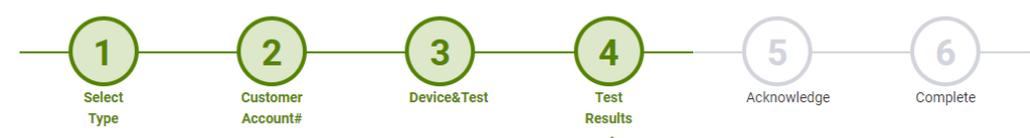
[Cancel](#) [Continue](#)

4.) Test Results

Fill out the “General Info” fields. Your active test kits will appear in the “Active Test Kits” drop-down menu. If a kit is missing, please email ccinfo@surrey.ca for assistance.



The test you are submitting: CA#: 1681838; Device Serial #: 888; Test Type: Annual



The progress bar shows six steps: 1. Select Type, 2. Customer Account#, 3. Device&Test, 4. Test Results (highlighted), 5. Acknowledge, and 6. Complete.

Enter Test Results

Enter your test results information. If your test kit is not listed here, please contact City at ccinfo@surrey.ca for assistance.

General Info

Repairs Made *: Yes No
Date of Test *: 04 JUL, 2023
Active Test Kits *: 123

Then fill out the below fields. Note there are two streams to this step:

- If NO repair was made, then you only need to fill out the “Initial Test” fields.
- If YES a repair was made, then you also need to fill out the “Test After repair” fields.
- Then click “Continue”.

NOTE: fields are dependant on device type and may look different.

Initial Test (DCVA/DCDA)

1st Check Valve Press. Drop

2nd Check Valve Press. Drop

1st Closed Tight Yes No

2nd Closed Tight 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 Yes No

2nd Closed Tight Yes No

5.) Acknowledge

Select “Yes” to acknowledge the test results you are submitting are complete and accurate, then click “Continue”.

The test you are submitting: CA#: 1681838; Device Serial #: 888; Test Type: Annual

1 Select Type **2** Customer Account# **3** Device&Test **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](#)

6.) Complete

Your test submission is complete and ready for payment (all passed tests require payment).

No fee is collected for failed submissions until a replacement or passing repair test is submitted. You can pay your bill by clicking “Pay Bills” or submit another test by clicking “Submit Another Test”.

1 Select Type **2** Customer Account# **3** Device&Test **4** Test Results **5** Acknowledge **6** Complete

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.

[Pay Bills](#) [Submit Another Test](#)

Submitting a Replacement Test

1.) Select Type

Choose “CCC Test” from the drop-down menu, then click “Continue”.

1 Select Type **2** Customer Account# **3** Device&Test **4** Test Results **5** Acknowledge **6** Complete

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

Application Type
CCC TEST

[Cancel](#) **Continue**

2.) Customer Account#

Type in your customer account number, then click “Continue”.

1 Select Type **2** Customer Account# **3** Device&Test **4** Test Results **5** Acknowledge **6** Complete

Enter Customer Account Number
Enter the account number provided by the customer.

General Info

Customer Account Number
1681838

[Cancel](#) **Continue**

3.) Device&Test

Choose your device from the “Backflow Preventer” drop-down menu, select “Replace” for your test type, then click “Continue”.

Choose Device and Test Type

Select the device you are entering the result for, and the type of test carried out.

General Info

Backflow Preventer: N0705010220-DCDA-Fire Protection

Test Type *: Replace

[Cancel](#) [Continue](#)

4.) Test Results

Fill out the “General Info” fields. Your active test kits will appear in the “Active Test Kits” drop-down menu. If a kit is missing, please email ccinfo@surrey.ca for assistance.

The test you are submitting: CA#: 1681838; Device Serial #: 123456; Test Type: Replace

Enter Test Results

Enter your test results information. If your test kit is not listed here, please contact City at ccinfo@surrey.ca for assistance.

General Info

Date of Test *: 04 JUL, 2023

Active Test Kits *: 5555

Fill out the “Initial Test” fields and the “Replacement Device Details” fields, then click “Continue”.

NOTE: fields are dependant on device type and may look different.

Initial Test (PVBA/SVBA)

Air Inlet Valve Opened at: Opened Fully
 Yes No

Check Valve Press Drop 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

Assembly Manufacturer Model

Serial Number

5.) Acknowledge

Select “Yes” to acknowledge the test results you are submitting are complete and accurate, then click “Continue”.

The test you are submitting: CA#: 1681838; Device Serial #: 123456; Test Type: Replace

1 Select Type

2 Customer Account#

3 Device&Test

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](#)

6.) Complete

Your submission is complete and ready for payment if necessary. You can pay your bill by clicking “Pay Bills” or submit another test by clicking “Submit Another Test”.

1 Select Type

2 Customer Account#

3 Device&Test

4 Test Results

5 Acknowledge

6 Complete

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.

[Pay Bills](#) [Submit Another Test](#)

Paying a Bill

There are multiple ways to pay bills through the Portal. You can click “Pay Bills” immediately after submitting a test or click “Pay” on the Tester home page.

CCC Tester

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Type to filter the table columns...

[Add New Test](#) [Pay](#)

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1682218	1681838	16545 Glenwood Cr N Surrey	353453	Annual	Internet Incomplete	\$0.00		Continue

[Cancel](#)

On this page you will see your outstanding payments. Tick the box on the left to pay a fee for a specific device. You can select one or multiple, then 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 checked="" type="checkbox"/>	CA #: 1681827	Address: 13458 107A Ave			
<input checked="" type="checkbox"/>	963944	BPTP Test Fee \$37.00	Initial Test	HHHH	\$37.00

1 / 1

Fees selected for payment:

- **Bill Total: \$37.00**
Bill Number: 963944
BPTP Test Fee \$37.00

Total Amount: \$37.00

[Pay Selected Fees](#)

[Back](#)

When you click “Pay Selected Fees” you will be brought to a payment processing screen. Fill in your information and complete the payment.

Once complete, your payment will be confirmed, and a confirmation email will be sent to your email address on file.

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

You can view details of registered devices and submitted tests by clicking the “Details” button next to the test on the Tester home page.

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1682218	1681838	16545 Glenwood Cr N Surrey	353453	Annual	Internet Incomplete	\$0.00		Continue

[Cancel](#)

There are four tabs on the page:

1.) Device Details

Displays the properties of the selected device.

Device Details	Test Result	Reports	Fees
Device Details			
CA#	1681827	Assembly Type	DCDA
Address	13458 107A Ave Surrey	Size	50m
Test Type	Annual	Location	Basement
Serial Number	SN-987	Model	123
Hazard	Air washer	Manufacturer	Apollo

2.) Test Results

Shows the most recent test results for the selected device.

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

Folder Info Details

Additional details for your application.

General Info

Repairs Made* Date of Test*

Yes No 21 JUN, 2023

Active Test Kits*

5555 ▼

3.) Reports

Lists all pass/fail reports for the device sent by the system and has them available for download.

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

Reports

Record ID <small>▼</small>	Description	Type	File Type	File Name	Date Uploaded	Actions
1342131	CCCPDM_TESTPASS	Test Pass	application/pdf	Report.pdf	2023-06-22	Preview Download

0 / 1

4.) Fees

Shows payment history for the selected device.

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

Fees & Payment

Please check your fee details below.

You are not allowed to make payments.

Bill # <small>▼</small>	Fee Details	Total	Payment Status
963944	BTP Test Fee \$37.00	\$37.00	Paid

0 / 1