

Add or Replace a Device

Backflow Test Report Online Lodgement Quick Reference Sheet

Overview

This Quick Reference Sheet shows how to **add a new device or replace a Registered Boundary Backflow Device** within Backflow Test Report Online Lodgement.

Things You Need To Know

You will require the following information:

- Water / Fire Service Meter Number; and
- Address of Property to confirm the correct meter / device.

Device Details

- Protection type
- Device type
 - Device Serial No
 - Make
 - Size
 - Installed Date
 - Exact Location of Device

Add or Replace Device

1. Go to the [Submit Backflow Device Test Reports](#) web page.
2. Enter your **Email Address** and **Password**.
3. Click **Sign in**.

The **Search For Property** screen displays.

4. Complete the **Enter the property water meter number** field.

Note: Must contain a minimum of six (6) characters.

5. Click **SEARCH**.

The screenshot displays the 'Backflow Online' portal. At the top, there is a header with the 'WATER CORPORATION' logo and 'Backflow Online' text. Below the header, there are two main sections. The left section is titled 'Submit Backflow Device Test Reports' and contains a login form with fields for 'Email Address' and 'Password', a 'Sign in' button, and a link for 'Forgotten your password?'. The right section is titled 'New User?' and contains a registration form with a 'Register now' button and a link for 'Registration and Login help'. Below these sections, there is a 'Search For Property' section with a blue header 'Search by Property Water Meter Number'. It features a text input field labeled 'Enter the property water meter number' with a note 'Enter at least 6 characters of the property water meter number'. At the bottom of the search section, there is a checkbox labeled 'I don't know the meter number' and a 'SEARCH' button.

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The **Property Search Results** screen displays.

6. **Select** the required property.

Note: A maximum of five (5) results will display. If the property required does not appear, click **SEARCH BY METER NUMBER** and use more details/characters or click **SEARCH BY DEVICE NUMBER** to search again using previous device number. If meter number and device number searches provide no results, click **SUBMIT NEW REPORT**

A list of known water meters and devices will display.

7. **Select** the required meter/device.
8. Click **ADD DEVICE** or **REPLACE DEVICE**

The **Property and Meter details** screen displays.

9. Enter the **Backflow Device Details**.

Note: Fields marked with an asterisk (*) are mandatory.

10. Enter the **Tester Details** and **Test Result** of the new device added.

Property Search Results

Your search for Property Water Meter Number "EK14000" found 44 matching properties. A maximum of 5 results are displayed.

Select	Address	Suburb
<input type="radio"/>	155 Stock Rd	ATTADALE
<input type="radio"/>	80 Lyon Rd	ATWELL
<input type="radio"/>	1 Lemann Turn	BANKSIA GROVE
<input type="radio"/>	92 First Av	BASSEDEAN
<input type="radio"/>	90 Birkett St	BEDFORD

If you cannot find the property you are searching for, please check the following:

- Is the property water meter number correct?
- Is the backflow device serial number correct?
- Is it a property boundary containment device?
- Is the device registered with the Water Corporation?

Click one of the buttons below to search again.

[Search By Meter Number](#) [Search By Device Number](#) [Submit New Report](#)

Meters and Devices

Meters and Devices found for "155 Stock Rd ATTADALE"

Select	Meter Number	Meter Size	Backflow Device Type	Device Size	Device Make	Device Serial	Last Test
<input type="radio"/>	EK1400097	40 mm	Dual Check Valve	40 mm		UNKNOWN	

*Test Report now with the Water Corporation to be processed.
Note: New backflow devices added or replaced will not appear on this list until verified by the Water Corporation.

[TEST DEVICE](#) [REPLACE DEVICE](#) [ADD DEVICE](#)

Use TEST DEVICE to submit a test for an existing device.
Use REPLACE DEVICE to replace an existing device with a new device.
Use ADD DEVICE to install a new device.

[Click here for Replace Device/Add Device help](#)

Property and Meter details

Meter No.	Meter Size
EK1400097	40 mm
House No.	Lot No.
155	
Street	Suburb
Stock Rd	ATTADALE

Backflow Device details

Protection Type *

Device Type *

Device Serial No. *

Make *

Size *

Installed Date *

Exact Location of Device *

Comments

Tester details

Backflow Tester ID	Name
2409	John Smith
Test Kit Serial No. *	
<input type="text"/>	

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11. When the report is completed, click **PASS**.

Note: If you are unable to complete the details, click **CANCEL**, you will then return to the **Property Search Results**. If you select **FAIL**, a copy of the report will be sent to your email address but will not be recorded by the Water Corporation.

Test Result

Device Test Date *

☐ I certify that I have tested the above device and it meets the requirements of AS 2845.3-2010

☐ I certify that the test kit used to test this device is calibrated in accordance with AS 2845.3-2010

PASS

FAIL

CANCEL