Register and Log On

Backflow Test Report Online Lodgement Quick Reference Sheet

Overview

This Quick Reference Sheet shows how to register for Backflow Test Report Online Lodgement.

Things You Need To Know

To register for online lodgement, you will need the following:

- A valid email address (this will be your User ID)
- Your four (4) digit Backflow Tester ID Number
- Your accredited backflow tester certificate, if required
- · Your company logo if desired

Registering your details to create a new login

- Read the information on the login page to ensure you fully understand our requirements before you continue.
- 2. Click Register now.



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

 If you have not previously submitted a boundary test report to the Water Corporation, click Browse to upload a copy of your Backflow Tester Certificate.

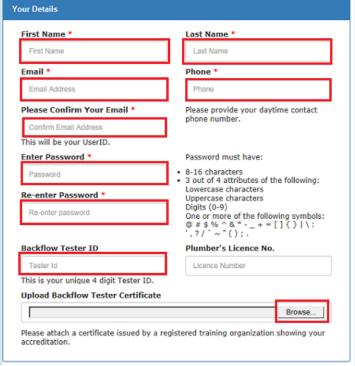
Note: Your email address will become your User ID.

- Create your unique password of 8-16 characters.
 - Please retain this password to use when you login after your registration is approved.

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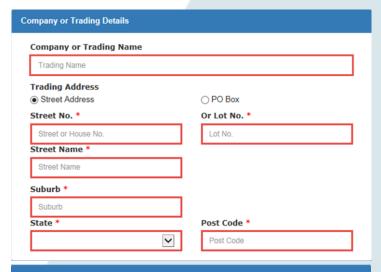
- 6. Enter your Company or Trading Name.
- 7. Enter your **Trading Address** details.

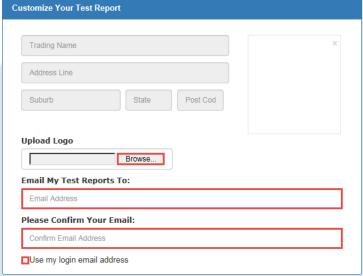
- 8. Click **Browse** to upload your **Company/Business Logo**.
- 9. You can either:
 - Add and Confirm the email address where you would like copies of completed backflow test reports to be sent; or
 - Tick the Use my login email address checkbox.

 The Backflow Smart Testers Program allows plumbing businesses with accredited backflow testers who register and agree to submit test reports through our web application only to be promoted through our website.

If your business wishes to be part of the Backflow Smart Testers Program, click on the <u>Business Registration Form</u> link (opens in a new tab) and complete the online registration.

- 11. Read the <u>Terms and Conditions</u> and <u>Electronic</u> <u>Business Conditions of Use.</u>
- Tick the check box to accept the terms and conditions.
- Type the characters displayed in the Captcha (validation) field.
- 14. Click Register.





Backflow Testers Program

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The Water Corporation's (Corporation) Backflow Testers Program involves appropriately qualified plumbers and plumbing businesses who engage appropriately qualified plumbers to register with the Corporation so that they can submit backflow tests via the Corporation's website. The Corporation will publish and maintain a list of registered plumbers on its website, enabling its customers to search for registered plumbers who can test backflow devices.

If your business would like to participate in this program please separately complete and return the Business Registration Form. Participation is subject to terms and conditions as indicated on the registration form.

Your use of the Corporation's online Backflow Test Reporting System and access to Water Corporation systems is subject to the specific terms and conditions and the Water Corporation's Electronic Business Conditions of Use for ongoing use of this web application and any other related Water Corporation terms, conditions and policies that may apply from time to time including any that we notify to you via this website or service.

Type the above text



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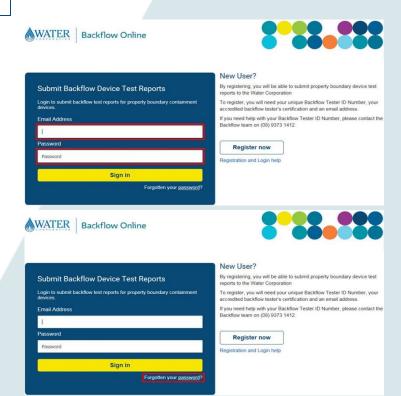
 After successfully registering, a Notification email will be sent to your email address confirming your registration request has been received.

Note: Your request will be processed within two (2) working days.

After your **Registration is approved**, you will receive a confirmation email.

 To log in use your email address and password set at Registration.

If you have forgotten your password, select **Forgotten your password?** to generate a Temporary Verification Code which will be sent to your email address to allow you to create a new password.





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