Search for a Device

Backflow Test Report Online Lodgement
Quick Reference Sheet

Overview

This Quick Reference Sheet shows how to **find a Registered Boundary Backflow Device** within Backflow Test Report Online Lodgement.

Things You Need To Know

You will require the following information:

- Device Serial Number, or
- Water / Fire Service Meter Number, and
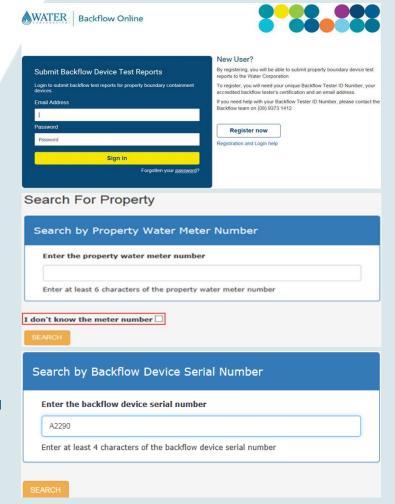- Address of Property to confirm the correct meter / device

Search for a 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. Tick the **I don't know the meter number** checkbox.
5. Click **SEARCH**.

The **Search by Backflow Device Serial Number** screen displays.

6. Complete the **Enter the backflow device serial number** field using at least four (4) characters, for example A2290
7. Click **SEARCH**.

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The **Property Search Results** screen displays.

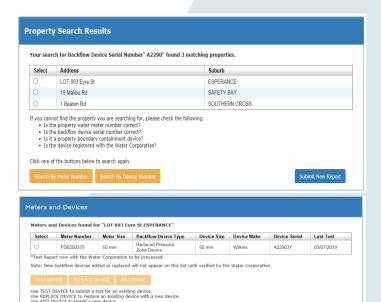8. Select the property that matches the device location.

> **Note:** A maximum of five (5) results will be displayed. If the property required does not appear, click **SEARCH BY DEVICE NUMBER** to search again using more characters to narrow the search results. Alternatively, you may need to use fewer characters especially if the serial number contains letters.

A list of matching water meters and devices will display.

9. Select the required device.

10. Click either:

- **TEST DEVICE**: Select the required meter/device. Complete Test Results and select **Email report** for a copy to be sent to your email address; or

- **REPLACE DEVICE**: refer to Add or replace a device; or

- **ADD DEVICE**: refer to Add or replace a device

No Matching Results

11. If the If the property search is not successful, click the SUBMIT NEW REPORT button at the bottom of the screen to manually submit a property boundary Test Report.