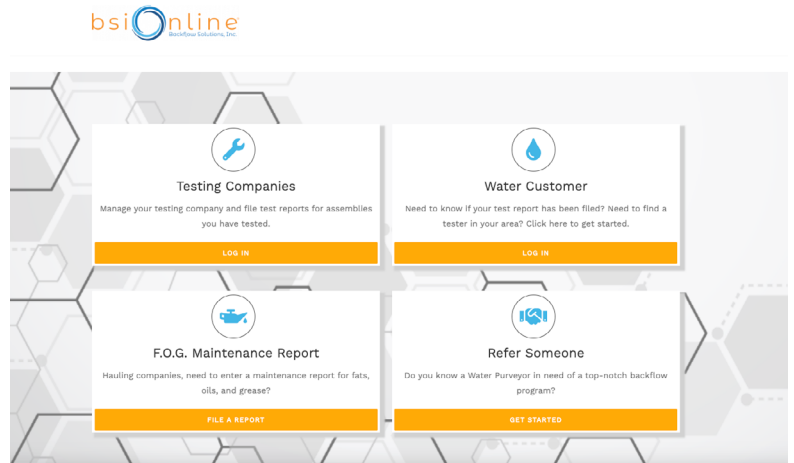




## Register/Login

- Enter [www.bsionline.ca](http://www.bsionline.ca) in your web browser.
- If you need to register, please scroll to the middle of the page and click on the orange button **SIGN UP TODAY**.
- Once you create a company profile, username and password, click **SIGN UP**.
- You will be prompted to proceed to the next step.

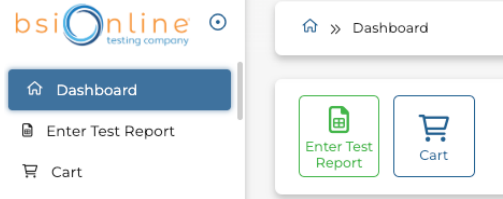


- Click on the orange **LOGIN** button under **TESTING COMPANIES**.
- Upon your first time logging in, you will need to add and upload copies of your credentials. You can do that directly from the dashboard by clicking on **LICENSES, TESTERS, OR TEST KITS**.



## Enter Test

- Click **Enter Test Report** on Dashboard.



- Search for **any property or device** by entering an address, name, device serial number or by the CCN (customer confirmation number). Hover your mouse over the correct property from the list, click your mouse to proceed.

**Property:** Maryville Cafe **# CCN:** 9554-E3E3

**Physical Address:** 1234 Main St, Maryville, IL 62062  
**Mailing Address:** 1234 Main St, Maryville, IL 62062

Serial #	Meter #	Device	Install Date	Due Date	Last Tested
0014521		1 1/4" Watts - 009 (RP)	09-22-2022	11-30-2025	01-30-2024 <span>Pass</span>
899510		1" Wilkins - 375 (RP)	09-22-2022	11-30-2025	01-31-2024 <span>Pass</span>

- Find the correct assembly serial number you need to enter a test for, then click the green button **ENTER TEST**.

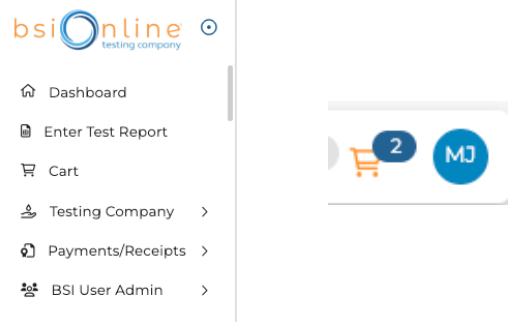
- A smart form will pop open, fill in pertinent information. Once finished select **SUBMIT TEST AND ADD TO CART**.

After you enter a test and add it to your cart, you have the option to proceed to your cart, enter a test for another device at the same property, or find another property.

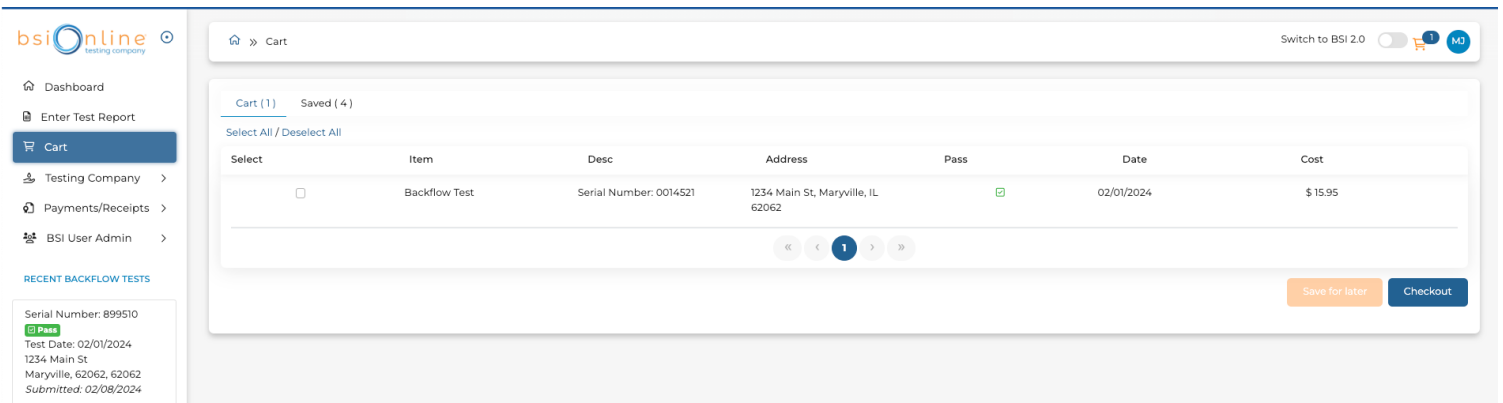


**Cart** A key provision to BSI Online is a filing fee assessed per test report submitted.

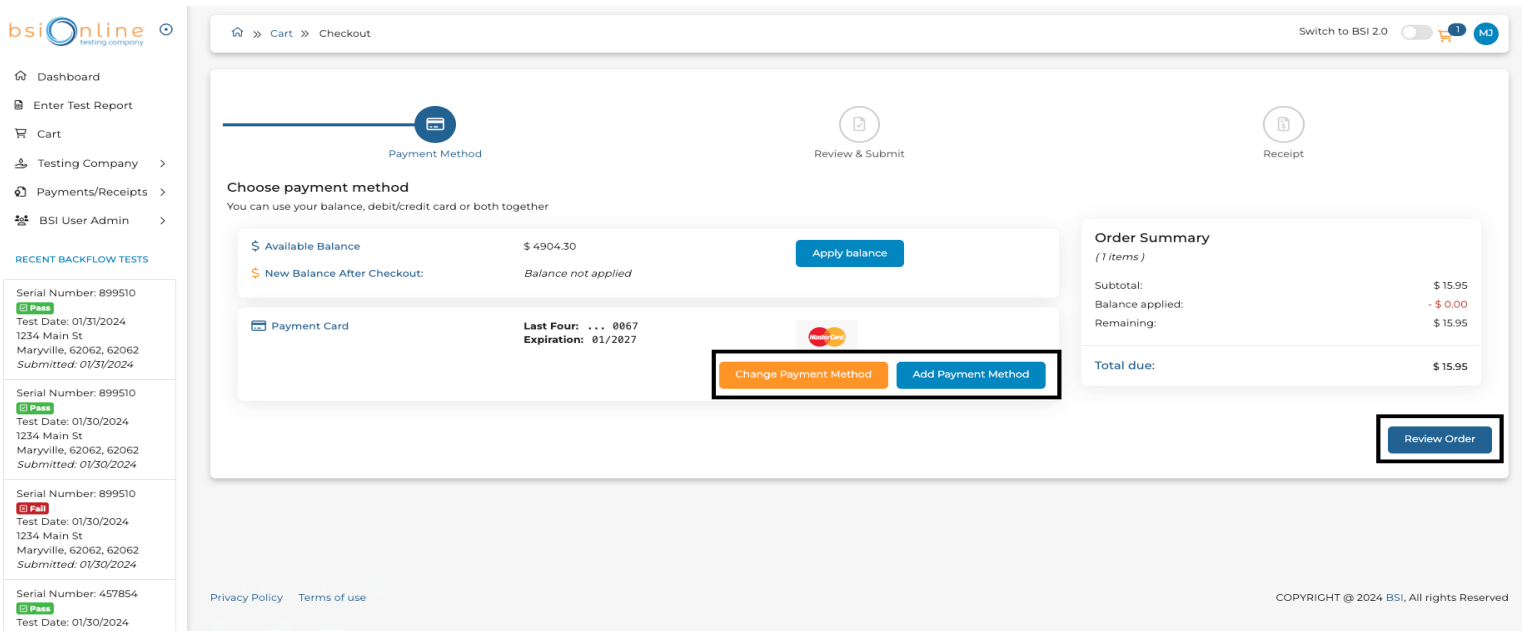
- To pay for tests entered, proceed to the **CART**. This can always be accessed on the top right of the screen in orange or on the left side panel.



- Confirm the items in your cart and select **CHECKOUT**.



- You will select a payment method. We store and accept any major credit card or you can operate off a balance. Select **REVIEW ORDER**.



• You will review the order one more time and click the blue button **SUBMIT ORDER**.

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» Cart » Checkout

Switch to BSI 2.0

Payment Method    Review & Submit    Receipt

Item	Desc	Address	Pass	Date	Cost
Backflow Test	Serial Number: 0014521	1234 Main St, Maryville, IL 62062		02/01/2024	\$15.95

Payment Card    Last Four: ... 0067    Expiration: 01/2027   

**Order Summary**  
(1 items)

Subtotal:	\$15.95
Balance applied:	-\$15.95
Remaining:	\$0.00
<b>Total due:</b>	<b>\$0.00</b>

Back    Submit Order

RECENT BACKFLOW TESTS

- Serial Number: 899510  
 Pass  
Test Date: 02/01/2024  
1234 Main St  
Maryville, 62062, 62062  
Submitted: 02/08/2024
- Serial Number: 899510  
 Pass  
Test Date: 02/01/2024  
1234 Main St  
Maryville, 62062, 62062  
Submitted: 02/08/2024
- Serial Number: 0014521  
 Pass  
Test Date: 01/31/2024

• Your credit card will be charged or the amount deducted from your balance for the transaction amount. A receipt will be available within a few seconds to download by clicking **DOWNLOAD RECEIPT**.

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» Cart » Checkout

Switch to BSI 2.0

Payment Method    Review & Submit    Receipt

**Order Summary**

Order total:	\$15.95
Balance used:	-\$15.95
CC charge:	-\$0.00
Amount due:	\$0.00

Download receipt

RECENT BACKFLOW TESTS

- Serial Number: 899510  
 Pass  
Test Date: 02/01/2024  
1234 Main St  
Maryville, 62062, 62062  
Submitted: 02/08/2024
- Serial Number: 899510  
 Pass  
Test Date: 02/01/2024