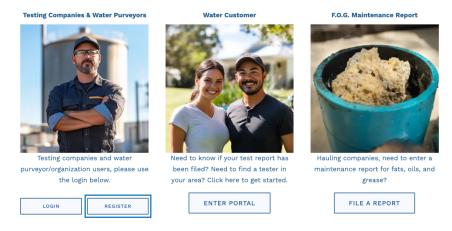




- Enter www.bsionline.ca in your web browser.
- If you need to register with us, please click on REGISTER.
 - Once your create a company profile, username and password, click SIGN UP.
 - You will be prompted to proceed to the next step.



- 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.

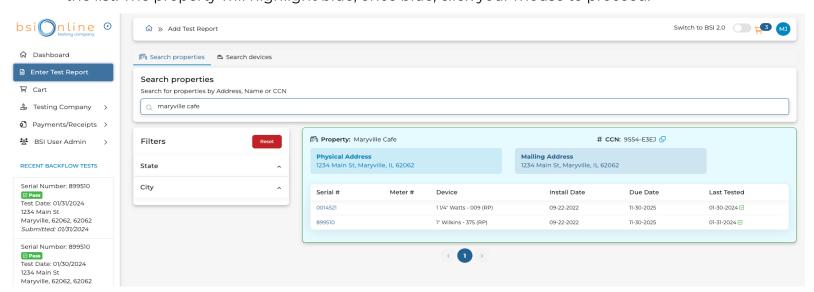




• Click Enter Test Report on Dashboard.

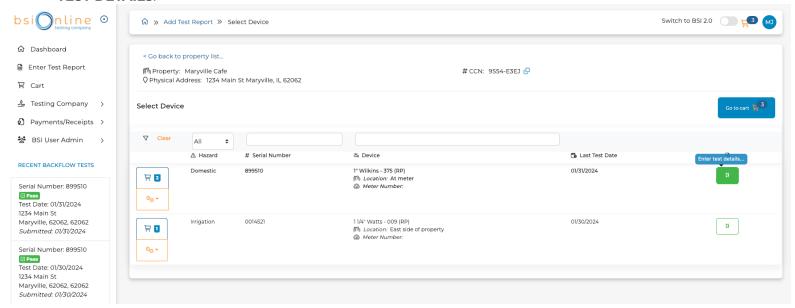


• Search for **any property or device** by entering an address, name, device serial number or by the CCN (customer confirmation number). Hover your mouse over the correct property from the list. The property will highlight blue, once blue, click your mouse to proceed.

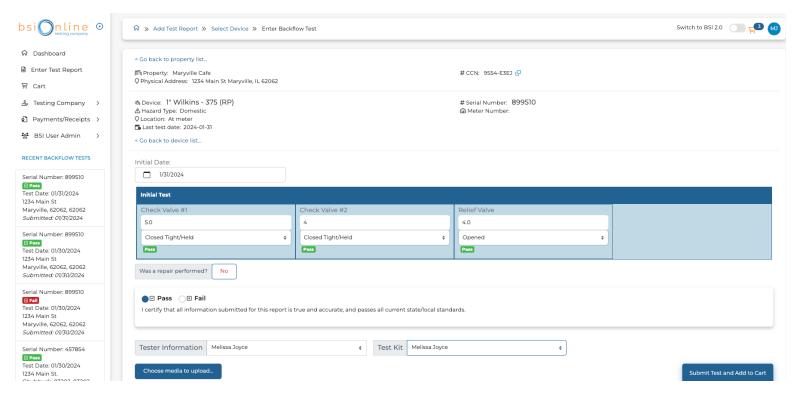




 Find the correct assembly serial number you need to enter a test for, then click the green arrow ENTER TEST DETAILS.



 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.





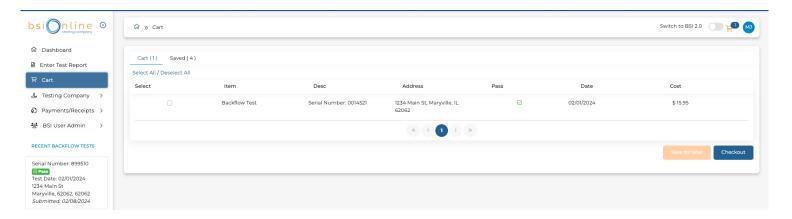
Cart A key provision to BSI Online is a filing fee assessed per test report submitted.

• 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.

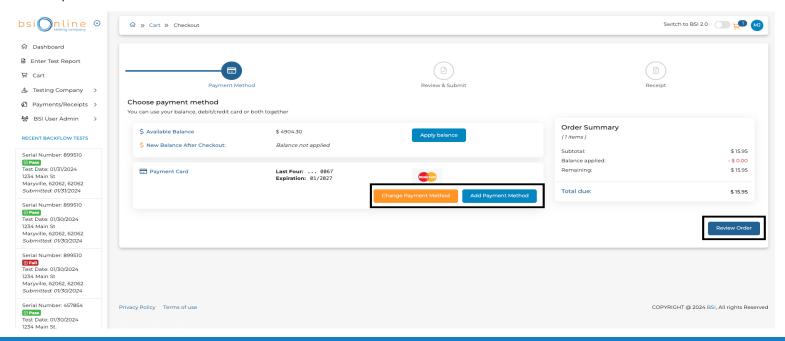




• Confirm the items in your cart and select **CHECKOUT**.

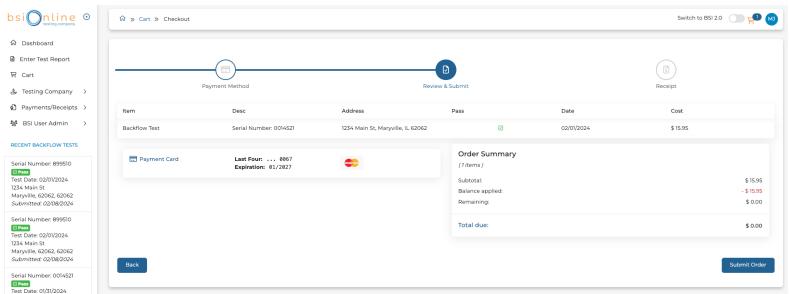


 You will select a payment method. We store and accept any major credit card or you can operate off a balance. Select REVIEW ORDER.





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



 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.**

