

Login/Register

- Enter www.bsionline.ca in your web browser.
- If you need to register with us, please click on **REGISTER**.
- Alternatively, you may go directly to the registration page by typing <https://app.bsionlinetracking.ca/app/signup> into your browser's address bar.
- Follow the appropriate steps to sign up and create a company profile with BSI Online.

Service Providers & Water Purveyors



Service providers and water purveyor/organization users, please use the login below.

LOGIN

REGISTER

Are you a service provider filing a report to a water purveyor?

Sign up with BSI Online

- Select which services you perform - backflow testing, FOG maintenance, and/or backflow/cross-connection control inspections.

Check all that apply?

This can be adjusted after registration



Are you looking to submit test reports for backflow assemblies?



Do you perform hauling of Fats, Oil and Grease interceptors?



Do you perform or report on property inspections for backflow/cross-connection control?

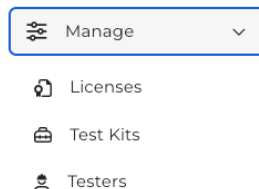
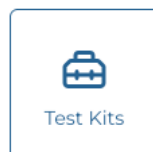
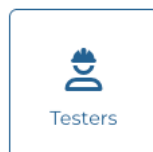
- Provide company information, mailing address, property address, username, and password. After all information is completed, click **SUBMIT**.
- On the following page, click **BACK TO LOGIN**.

Submit

Back to login

Add Testers and Licenses

- Upon your first time logging in, you will be brought to your company Dashboard.
- You can manage company licenses, testers, and test kits by using the buttons on the top right of the Dashboard. You can also click **MANAGE** on the left-side navigation pane.



- You can manage testers and credentials by clicking on **TESTERS**.

- Click **ADD BACKFLOW TESTERS**, provide the tester's first name and last name, then click **ADD**. You may edit or deactivate testers in the future.

Manage Backflow Testers

Search by first name, last name, or email

Q Start typing here ...

☒ All
 ☐ Active
 ☐ Inactive

Add Backflow Testers

- Once a tester is created, click **ADD LICENSE** located within the same box as the tester's name.

John Smith
Email: jsmith4@backflow.com

Edit Deactivate

Backflow Tester Licenses

Add license

No licenses

- Provide the license number, license type, expiration date, and a copy of the credential, then click **ADD**.
- You must add at least one certified backflow tester in order to submit test reports for BSI Online. If your company has multiple backflow testers, continue adding additional testers and their appropriate credentials.
- Click **TEST KITS**, then click **ADD TEST KIT**.

Add license

License number (required)

License type (required)

Expiration date (required)
mm/dd/yyyy

Select License file

Browse No file chosen

Cancel Add

Test Kits

Search for test kits

Q Start typing here ...

Vetted: all

☒ All
 ☐ Non-expired
 ☐ Expired

Add Test Kit

- Enter the required information and upload a copy of the most recent test kit calibration. You must add at least one valid and up-to-date test kit in order to submit test reports to BSI Online.

Enter Test

- Click **ENTER TEST REPORT** on the Dashboard.

bsiOnline testing company

Dashboard

Enter Test Report

Cart

Testing Company

Dashboard

Enter Test Report

Cart

- Search for any property or device by entering an address, name, device serial number, or by the CCN (Customer Confirmation Number). Click **SELECT** on the correct property.

The screenshot shows the 'Add Test Report' page. At the top, there are tabs for 'Search properties', 'Search devices', and 'Incomplete'. The 'Search properties' tab is active, showing a search bar with 'lauren sample' and a dropdown for 'Sort results by' set to 'Label'. Below the search bar, there are filters for 'State' and 'City'. The main content area displays 'Property: Lauren Sample Demo Cafe' with a CCN of '5F27-ASRX'. It shows the physical and mailing addresses as '5010 Delhi Rd, Alsip, IL 60803'. A table lists four devices with their serial numbers, meter numbers, device names, install dates, due dates, and last tested dates. The devices are: 1" Watts - 009 (RP), 1" Apollo - RP4A (RP), 3/4" Watts - 900 (RP), and 1/2" Watts - 007 (DC).

Serial #	Meter #	Device	Install Date	Due Date	Last Tested
204115		1" Watts - 009 (RP)	02/01/2022	02/12/2027	02/04/2026
633694		1" Apollo - RP4A (RP)	03/27/2023	02/12/2027	03/29/2023
54213158115		3/4" Watts - 900 (RP)	08/20/2025	02/12/2027	no data
653298		1/2" Watts - 007 (DC)	02/01/2022	02/12/2027	04/06/2026

- Find the correct backflow assembly serial number, then click **ENTER TEST**.

The screenshot shows the 'Select Device' page. It has a filter by type dropdown set to 'All', a search by SN field, and a search by device field. Below the search fields, there is a table listing devices with columns for Hazard, Serial number, Device, and Last test date. The devices are: Domestic (204115), Domestic (653298), Fire Protection (633694), and Domestic (54213158115). Each device entry has a 'Device' button and an 'Enter test' button. The last test date for the first three devices is shown, while the last one has 'No previous tests found'.

Hazard	Serial number	Device	Last test date
Domestic	204115	1" Watts - 009 (RP) Location: At meter Meter number: Potable: Yes	02/04/2026
Domestic	653298	1/2" Watts - 007 (DC) Location: Kitchen, beverage dispenser Meter number: Potable: Yes	04/06/2026
Fire Protection	633694	1" Apollo - RP4A (RP) Location: East side, near back door exit Meter number: Potable: Yes	03/29/2023
Domestic	54213158115	3/4" Watts - 900 (RP) Location: NW side of building - back corner storage closet Meter number: BPA serves: Laundry room sink Potable: Yes	No previous tests found

- Enter all pertinent information into the digital test form. Upon completion, click **SUBMIT TEST AND ADD TO CART**.

The screenshot shows the digital test form. It starts with an 'Initial Date (required)' field set to '06/18/2026'. Below this is the 'Initial Test' section with three dropdown menus for 'Check Valve #1', 'Check Valve #2', and 'Relief Valve'. A red 'Fail' button is visible. Below the dropdowns, there is a checkbox for 'Was a repair performed?'. A text area for 'Comment' is provided. At the bottom, there are radio buttons for 'Pass' and 'Fail', a certification statement, and two dropdown menus for 'Tester information (required)' and 'Test kit (required)'. An 'Upload media' button is at the bottom left, and a 'Submit Test and Add to Cart' button is at the bottom right.

- 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 enter a test for another property.

Cart

- A key provision to BSI Online is a filing fee assessed per test report submitted.
- To complete the submission process, proceed to the **CART**. This can always be accessed on the top right of the screen, from your Dashboard, or on the left side panel.
- Confirm the items in your cart and select **CHECKOUT**.
- You will select a payment method or **ADD PAYMENT METHOD**. We store and accept any major credit card, or you can operate off a pre-paid balance.



- Dashboard
- Enter Test Report
- Cart
- Testing Company >
- Manage >
- Payments/Receipt... >

Choose payment method	
You can use your balance, debit/credit card or both together	
\$ Available Balance:	\$ 3500.55
<button>Apply balance</button>	
\$ New Balance After Checkout:	Balance not applied
Payment Card	
No card on file	
<button>Add Payment Method</button>	

Order Summary	
(1 items)	
Subtotal:	\$ 15.95
Balance applied:	- \$ 0.00
Remaining:	\$ 15.95
Total due:	\$ 15.95

Review Order

- Select **REVIEW ORDER**.
- You will review the order one more time and then click **SUBMIT ORDER**.
- Your credit card will be charged or the amount deducted from your balance for the transaction amount. A receipt will be available for download within a few seconds by clicking **DOWNLOAD RECEIPT**. You can also **DOWNLOAD** a copy of the test report.

Submit Order

Order Summary	
Order total:	\$ 0.00
Balance used:	- \$ 0.00
CC charge:	- \$ 0.00
BSI Credit Applied:	- \$ 0.00

Download receipt

Type	Price	Serial number	Address	Status	Download Report
Backflow Test	\$0.00	20415	5010 Delhi Rd	PASS	<button>Download Report</button>