Envirotrax® Online CSI Management System
Quick Start Guide

Open a web browser and go to https://www.envirotrax.com. We recommend Windows Edge, or Google Chrome.

Create an Account:
1. In the **Account Login** menu, click on **CSI Inspector Login**.
2. Create a "Master" account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional licensed employees should be entered as "sub-accounts" to the Master account in the **My Account** > **Sub Account Management** menu.

Login to Your Account:
1. In the **Account Login** menu, click on **CSI Inspector Login**.
2. Enter your User ID and Password and click on the **Login** button.

Select One of More Participating Water Suppliers:
1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

Register your License(s):
1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Select the license type form the **Type** drop down menu. Submit one or more license numbers and the Envirotrax® staff will verify the license and validate the account. The name on the license must match the name on the account.

Submit your Insurance if Required:
1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Select **Insurance Policy** from the **Type** drop down menu. Enter the insurance policy number and upload a Certificate of Insurance. The name on the insurance policy must match the name on the master account.

Submit a CSI Certificate:
1. Within your account, click on **Submit CSI** in the **CSI Management** menu.
2. Search to see if a previous inspection for the address already exists within the system.
3. If an inspection already exists within the system, click on the **Submit CSI** button to the right of the address to submit a new inspection certificate for the existing address.
4. If the property is not found within the system, click on the **Submit an Inspection for an Unlisted Property** button to create a new property and begin a new inspection.
5. Enter the inspection results and click on the **Assemblies at this Location** tab.
    a. If backflow assemblies have been associated with the property they will appear in the list.
    b. If no backflow assemblies have been associated, click on the **Add Assembly** button and follow the prompts to add an assembly to the property location.
6. Click on the **Addition Information** and **Images** tabs to add more information as necessary.
7. Click on the **Complete Submission** button at any time to submit the inspection certificate into the system.

Checkout:
1. The inspection certificate will not appear in the system until you complete the payment process, even if the charge for the inspection is $0.00. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. On the left side, uncheck the inspections you do not wish to pay for at this time and click on the **Update** button.
3. Enter your payment information if necessary and click on the **Complete Submission** button.