

Envirotrax® Online Backflow Management System

Quick Start Guide



Open a web browser and go to <https://www.envirotrax.com>. We recommend Windows Edge or Google Chrome. Click on the **Help** icon for additional information.

Create an Account:

1. In the **Account Login** menu, click on **Backflow Tester 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 **Backflow Tester 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 from 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 company name on the master account.

Register your Test Gauge(s):

1. Within your account, click on the **Gauge Management** button on the **Account Overview** page, or click on **Gauge Management** in the **My Account** menu.
2. Register a gauge and upload the Test for Accuracy Certification.

Submit a Backflow Test:

1. Within your account, click on **Submit Backflow Test** in the **Backflow Management** menu.
2. Search to see if a previous test for the assembly already exists within the system.
3. If an assembly already exists within the system, click on the **Submit Test for This Assembly** button to the right of the assembly information to submit a new test report for the existing assembly.
4. If the property and assembly are not found within the system, click on the **Submit a Test for an Unlisted Property** button to begin a new test for the assembly.
5. Enter the test results and submit the report to the system.

Checkout:

1. The test report will not appear in the system until you complete the payment process. 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 reports you do not wish to pay for at this time and click on the **Update** button.
3. Enter your payment information and click on the **Complete Submission** button.