

# Online Backflow Management System

## Quick Start Guide



Open a web browser and go to [www.vepollc.com](http://www.vepollc.com). We recommend Internet Explorer 9 or higher, or Google Chrome. Click on the **Help** icon for short video tutorials covering each topic.

### Create an Account:

1. In the **Backflow Management** menu, click on **BPAT 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 **Backflow Management** menu, click on **BPAT Login**.
2. Enter your User ID and Password and click on the **Login** button.

### Register with Vepo:

1. Within your account, click on the **Account Overview** menu selection. Click on the **Register Vepo Account** button under the **Account Registration & Water Supplier Status** section to register with Vepo. This is an annual registration.

### 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. Submit one or more license numbers and the Vepo staff will verify the license and validate the account.

### Submit your Insurance:

3. 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.
4. Submit the insurance policy number and have your agent email a Certificate of Insurance to [insurance@vepollc.com](mailto:insurance@vepollc.com).

### 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 email the Backflow Accuracy Test Certification to [gaugetest@vepollc.com](mailto:gaugetest@vepollc.com).

### 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 assembly is not found within the system, click on the **Submit a Test for an Assembly with No Previous History** button to begin a new test for the assembly.
5. If the serial number is missing or illegible, click on the **Unknown Serial Number – Submit a New Test** button.
6. 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. Check off which reports you wish to pay for and click on the **Update** button.
3. Enter your payment information and click on the **Complete Payment** button.