Overview

This Quick Reference Sheet shows how to find a Registered Boundary Backflow Device within Backflow Test Report Online Lodgement.

Things You Need To Know

You will require the following information:

- Device Serial Number, or
- Water / Fire Service Meter Number, and
- Address of Property to confirm the correct meter / device

Search for a device

1. Go to the Submit Backflow Device Test Reports web page.
2. Enter your Email Address and Password.
3. Click Sign in.

The Search For Property screen displays.

4. Tick the I don’t know the meter number checkbox.
5. Click SEARCH.

The Search by Backflow Device Serial Number screen displays.

6. Complete the Enter the backflow device serial number field using at least four (4) characters, for example A2290
7. Click SEARCH.
Search for a Device

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The **Property Search Results** screen displays.

8. Select the property that matches the device location.

**Note:** A maximum of five (5) results will be displayed. If the property required does not appear, click **NEW SEARCH** to search again using more characters to narrow the search results. Alternatively you may need to use fewer characters especially if the serial number contains letters.

A list of matching water meters and devices will display.

9. Select the required device.

10. Click either:

   - **TEST DEVICE:** Select the required meter/device. Complete Test Results and select **Email report** for a copy to be sent to your email address; or
   - **REPLACE DEVICE:** refer to Add or replace a device; or
   - **ADD DEVICE:** refer to Add or replace a device

**No Matching Results**

11. If the property search is not successful, click the link at the bottom of the screen under **NEW SEARCH** to manually submit a Test Report.