



BACKFLOW
TESTERS
REGISTRATION
PROCEDURES

Visit this website to register. <https://apps.concordnc.gov/WaterBackflow>

Click on the Register option on your upper right-hand corner.

Backflow Admin [Register](#) [Login](#)

Backflow Administration

Fill out your company/personal information. Click “Register”.

Backflow Admin [Register](#) [Login](#)

Register

Create a new account.

Email

First Name

Last Name

Company Name

Address Line 1

Address Line 2

City

State


Zip Code

Phone Number

Password

Confirm Password

[Register](#)

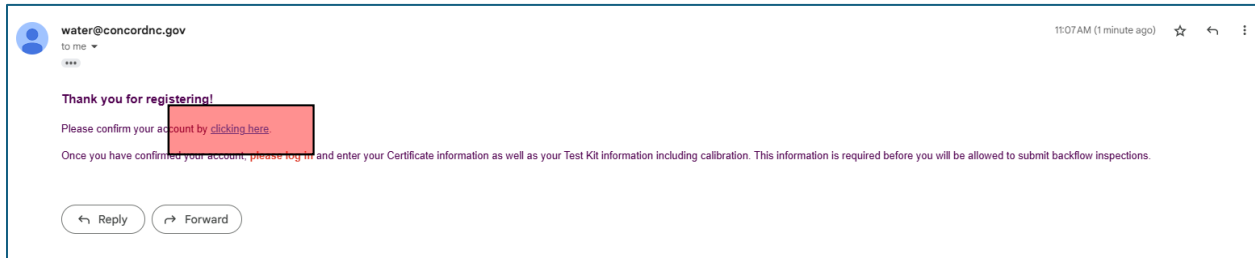
 [Home](#) [Privacy](#) [Register](#) [Login](#)

Register Confirmation

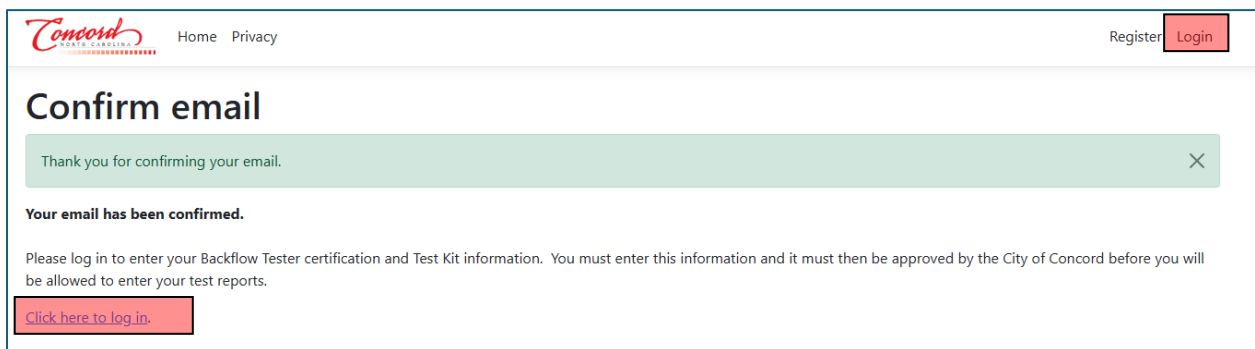
Thank you for registering! You are almost there!

Please go to your email and open the email confirmation link that has been sent to your email address. You must click the link in that email to confirm your email address. Once you confirm your email address, you will be provided a log in link. Please log in and enter your Backflow Tester certification and Test Kit information. You will need to provide this information before you will be allowed to enter any Test Reports.

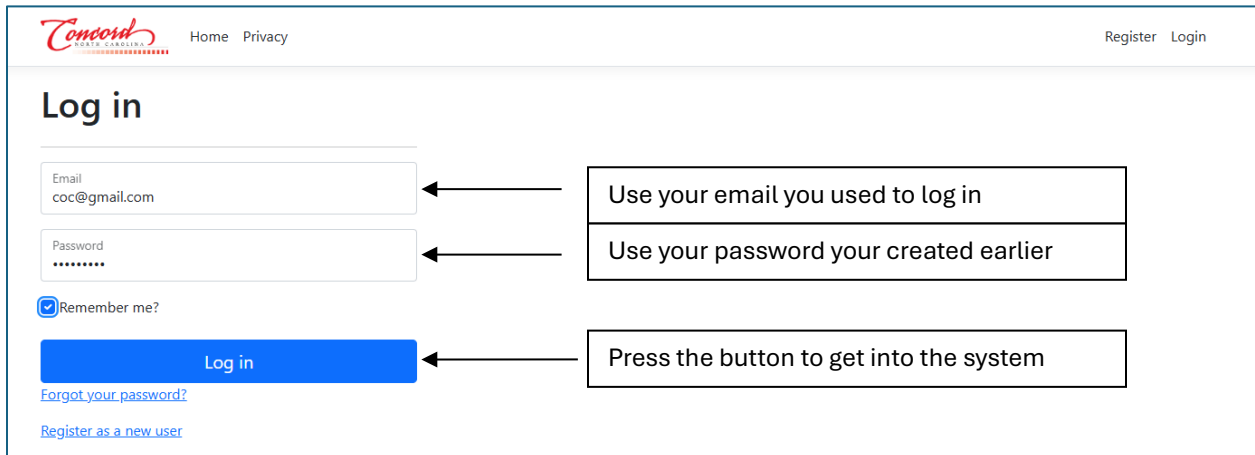
Check your email. You should have received an email from water@concordnc.gov (Check your spam as well). Click on the link in your email to confirm your email.



Once you have clicked on the link, it will bring you back to the main page. Click on “Login” at the top right or the bottom left corner.



The Login page will open. Use your email and password you set up previously.



Once logged in, you will have to complete your certifications and test kit information.

Concord NORTH CAROLINA Home My Tester Information Privacy Hello coc@gmail.com Logout

Welcome back Backflow Tester

- You do not have any Approved Certificates. [Please update your Backflow Tester Certification.](#)
- You do not have any calibrated test kits that have been approved by the City. [Please update your test kit information.](#)

TESTER TESTER
TESTER PLUMBING

Test Date	Customer Name	Service Address	Location ID	Device	Location	Result
No matching records found						

On this page you will need to enter your **Proof of Certification** and **Test Kit Information**. You are only allowed to enter a single Certification. If you have multiple testers they would have to create their own accounts. You can have multiple Test Kits.

Concord NORTH CAROLINA Home My Tester Information Privacy Hello coc@gmail.com Logout

My Tester Information

Display Name TESTER TESTER	First Name TESTER	Last Name TESTER	Company Name TESTER PLUMBING
Mailing Address 123 TESTER RD	City CONCORD	State NC	Zipcode 28025
Phone Number 704-000-0000	Other Phone	Email Address coc@gmail.com	Other Email

[Save](#)

Tester Certification and Test Kit Information

[Proof of Certification](#) [Test Kit Information](#)

Proof of Backflow Tester Certification

- You do not have an approved certificate on file.

Update your Backflow Tester Certificate Information here. Please ensure that the certificate information you entered match the information shown on the Certificate Document File you submitted.

[Add Certificate](#)

Certificate	Expiration Date	Certificate Approved	Certificate Document File
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[Back](#)

Proof of Certification – Fill in all the information required and make sure to upload a picture/pdf of your certification. If you miss any information, it will prevent you from being approved and being able to submit inspections.

The screenshot shows a web form titled "Upload Proof of Certification" on the Concord, NC website. The form includes a navigation bar with "Home", "My Tester Information", and "Privacy" links, and a user greeting "Hello coc@gmail.com" with a "Logout" link. The main heading is "Upload Proof of Certification". Below it, a section titled "Certificate Information" asks the user to ensure the information matches their certificate file. It contains four input fields: "Certificate Number" (123456789), "Certificate Issuer" (Name of Issuer), "Certificate Date" (11/06/2024), and "Expiration Date" (11/06/2026). A "Certificate File" section asks for a PDF or photo image, with a "Choose File" button and a "No file chosen" message. A "Save File" button is present. A "Back" link is at the bottom left.

Once you have completed the information and uploaded your certification, you will be taken back to the My Tester Information main page as shown below. Here you can Edit your certification information or your uploaded documents.

The screenshot shows the "My Tester Information" page on the Concord, NC website. The navigation bar is the same as in the previous screenshot. The main heading is "My Tester Information". Below it, there are several input fields for user information: "Display Name" (TESTER TESTER), "First Name" (TESTER), "Last Name" (TESTER), "Company Name" (TESTER PLUMBING), "Mailing Address" (123 TESTER RD), "City" (CONCORD), "State" (NC), "Zipcode" (28025), "Phone Number" (704-000-0000), "Other Phone" (empty), "Email Address" (coc@gmail.com), and "Other Email" (empty). A "Save" button is located below these fields. A section titled "Tester Certification and Test Kit Information" has two tabs: "Proof of Certification" (active) and "Test Kit Information". Under "Proof of Certification", there is a "Proof of Backflow Tester Certification" section with two bullet points: "You do not have an approved certificate on file." and "You have a certificate on file that needs approval. The City of Concord Water department has been notified and will review your submission within one business day." Below this, a message says "Update your Backflow Tester Certificate Information here. Please ensure that the certificate information you entered match the information shown on the Certificate Document File you submitted." A table lists the certificate information:

Certificate	Expiration Date	Certificate Approved	Certificate Document File	Update Certificate
123456789 Issued by Name of Issuer Issued Date 11/6/2024	11/6/2026	<input type="checkbox"/> Certificate Approved Waiting on Approval...	 Picture2.jpg	Edit Certificate Delete Certificate

A "Back" button is at the bottom left.

Once this has been completed, continue to [Test Kit Information and Add Test Kit](#)

The screenshot shows the 'My Tester Information' page. At the top, there is a navigation bar with the 'Concord' logo, 'Home', 'My Tester Information', and 'Privacy' links. On the right, it says 'Hello coc@gmail.com' and 'Logout'. The main heading is 'My Tester Information'. Below it is a form with several input fields: 'Display Name' (TESTER TESTER), 'First Name' (TESTER), 'Last Name' (TESTER), 'Company Name' (TESTER PLUMBING), 'Mailing Address' (123 TESTER RD), 'City' (CONCORD), 'State' (NC), 'Zipcode' (28025), 'Phone Number' (704-000-0000), 'Other Phone' (empty), 'Email Address' (coc@gmail.com), and 'Other Email' (empty). A blue 'Save' button is located below the form. Below the form is a section titled 'Tester Certification and Test Kit Information' with two tabs: 'Proof of Certification' and 'Test Kit Information'. Under 'My Backflow Test Kits', there is a red message: 'You do not have a Test Kits on file. Please add your Test Kit by clicking the button below.' and a blue 'Add Test Kit' button.

Fill in all the information required. Not completing any part will prevent you from being approved and being able to submit inspections. Once completed click on “Add Test Kit and Continue” button.

The screenshot shows the 'Add Backflow Test Kit' page. At the top, there is a navigation bar with the 'Concord' logo, 'Home', 'My Tester Information', and 'Privacy' links. On the right, it says 'Hello coc@gmail.com' and 'Logout'. The main heading is 'Add Backflow Test Kit'. Below it is a section titled 'Backflow Test Kit Information' with the instruction: 'Please enter information about your test kit here.' There are four input fields: 'Kit Manufacturer', 'Kit Model', 'Kit Type', and 'Kit Serial'. Below the fields is a blue box containing the text: 'Add your Test Kit by clicking the blue button below. On the next screen, you will be asked to add your Test Kit Calibration Certificate. Your calibration certificate must be less than one year old, and your kit is required to be re-calibrated annually.' and a blue button labeled 'Add Test Kit and Continue...'. A 'Back' link is located at the bottom left of the page.

Next you will need to add your calibration Information and upload your image of your calibration. Please make sure the serial number on the calibration matches the serial number on the test kit you added. Once completed, press the “Add Calibration” button.

Concord NORTH CAROLINA Water Resources Home My Tester Information Privacy Hello coc@gmail.com Logout

Edit Backflow Test Kit

Backflow Test Kit Information

Please enter information about your test kit here.

Kit Manufacturer: West Kit Model: 111-111 Kit Type: Valves Kit Serial: 1234566

[Update Test Kit](#)

Calibration Information

Action Required
Please add your Test Kit Calibration Certificate here. Make sure the Test Kit Serial Number, Calibration Company, Calibration Date, and Expiration Date match what is shown on the documentation file you upload here.

Calibration Company: [] Calibration Date: 01/06/2025 Expiration Date: 01/06/2026 File to Upload: Choose File No file chosen [Add Calibration](#)

[Back](#)

Once completed it should look like the image below. If you need to do any changes to the calibration picture, it can be done in this page by deleting the calibration and re entering the calibration information again.

Concord NORTH CAROLINA Water Resources Home My Tester Information Privacy Hello coc@gmail.com Logout

Edit Backflow Test Kit


Backflow Test Kit Information

Please enter information about your test kit here.

Kit Manufacturer: West Kit Model: 111-111 Kit Type: Valves Kit Serial: 1234566

[Update Test Kit](#)

Calibration Information

Calibration Company	Calibration Date	Expiration Date	Calibration Approval	Calibration Documentation	
Calibration Company	2025-01-06	2026-01-06	<input type="checkbox"/> Approved Waiting on Approval...	 5114Mkp.jpg	Delete Calibration

[Back](#)

Once finished, The City Backflow Administrator will review your data and approve or deny your information over the next several days. Once the Backflow Administrator reviews all the submitted information, you will get an approval or denial email for each Certification, Test Kit and Test Kit Calibration submission. You should get a total of 3 emails.

Once you get an approved email for all three, you are ready to start submitting test reports.