



Resources for Backflow Testers

Creating Admin Accounts in VEPO CrossConnex

Version Date: 12/02/2022

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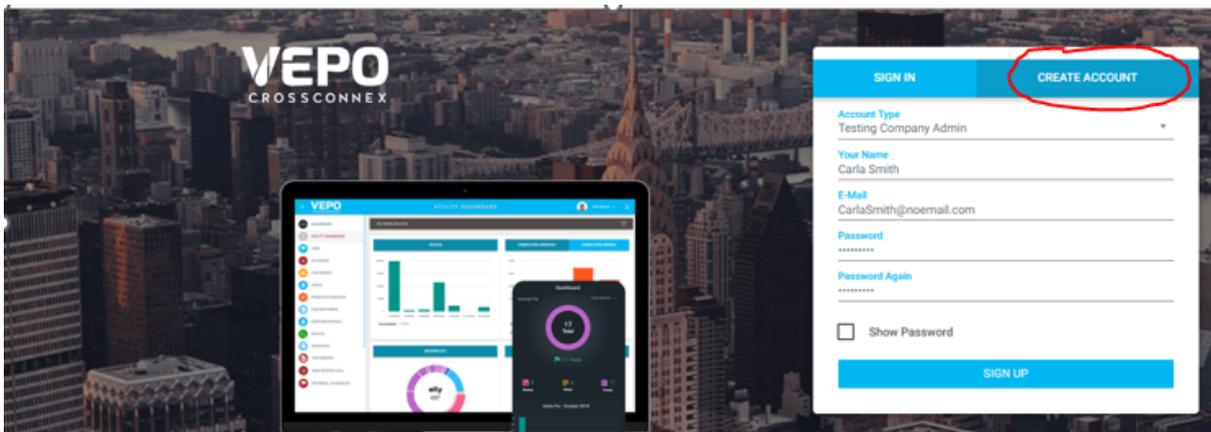
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Create Admin Account

Company admins can create accounts for themselves to have the ability to manage all backflow testing on the companies' behalf. Note: Admin accounts must be created from the website, not the VEPO mobile app.

1. Navigate to <https://www.vepocc.com/>
2. Click on Create Account
 - a. Choose account type: Testing Company Admin
 - b. Enter name (first and last), email, and password
 - c. Click Sign Up

Note: Passwords must be a minimum of 8 characters.



3. From Tester Profile
 - a. Enter address, phone, verify role (**Note – if you are a company admin and a certified tester, please choose both)

Name
Carla Smith

E-Mail
Carla@hymowitz.net

Address
1234 Carla Way

City
Eugene

State
OR

Zip Code
97402

Phone
541-685-1234

Mobile Phone

Roles

- Tester
- Testing Company Admin

4. Click into Company Info

- a. Click on copy from user profile and some data will copy over ***Note: Make sure to update company name and company email address (if different than admin email)

Testing Company

[Click to copy from user profile](#)

Company Name	Company Email Address
City	State
Phone	Mobile Phone

5. Click on the plus sign under Test Gauge Details (this will be all gauges shared by all company testers)

- a. Enter Gauge Serial ID, Manufacturer, Model, Calibration Expiration Date, upload picture of gauge calibration document (add as many gauges as you'd like)
- b. Click save

Testing Company

Company Name XYZ Testing Company	Company Email Address Carla@hymowitz.net	Address 123 Carla Ave
City Eugene	State OR	Zip Code 97402
Phone 541-685-1234	Mobile Phone	

Test Gauge Details

Serial ID	Manufacturer	Model	Calibration EXPIRATION Date	Calibration EXPIRATION Date Picture
12345	Wilkins	805	6/15/23	Upload (png, jpeg, jpg)

Tester Name Carla Smith	E-Mail Carla@hymowitz.net	Admin Yes
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6. Click on the Utilities to Request Approval, select EWEB, click check box:

Name
Admin Zara
Email
Zara@hymowitz.net

Address
4200 Roosevelt Blvd

City
Eugene

State
OR

Zip Code
97402

Phone
541-984-4747

Mobile Phone

Utilities
Testing Company Admin

COMPANY INFO

Utilities to Request Approval

EWEB

Raleigh Water

xxDemo Utility

7. Accept EWEB Terms & Conditions.
- Click on the hyperlink "I agree with the terms and conditions"
 - After reading, check the I agree box and save.

Water Utility
EWEB Demo

Agreement Date

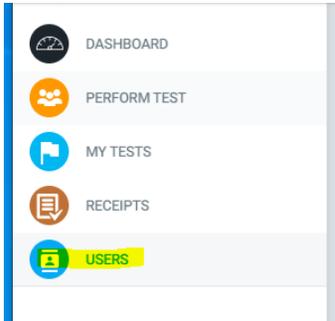
I agree with the terms and conditions

CANCEL

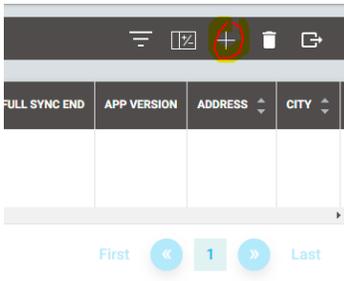
Create Tester or Admin account on behalf of another user

Company admins can create accounts on behalf of testers or other company admins. Terms & Conditions must be accepted by the individual tester. Passwords will be emailed to the tester's email address.

1. Navigate to the User link



2. Click + to add new user



3. Enter Testers information including name, email address.
4. Assign the Role of Tester or Company Admin
5. Enter License information, including photos (make sure to click upload after attaching picture)
6. Add gauge info for tester (skip if your company shares gauges)
7. Click on EWEB under Utilities to Request Approval
8. Click Save

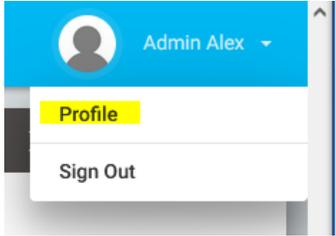
Note: Company Admins cannot accept the Terms & Conditions on behalf of the tester. Tester must login to their account to accept the T&C.

Password will be sent to tester via email. Tester can change their password under their profile (3 dot circle in upper right-hand corner of screen).

Associate Existing Tester to Company

If a tester creates their own account, admins can associate the tester to the company profile.

1. As the company admin, click on the dropdown next to your name
2. Select Profile



3. Click Company Info in the middle of the screen
4. Enter the email address for the tester you would like to associate to the company.
5. Click the +
6. Click Save

Testing Company x

Company Name Company M	Company Email Address mike@hymowitz.net	Address 123 M St
City Eugene	State OR	Zip Code 97405
Phone 541-555-8777	Mobile Phone	

Test Gauge Details

+	Serial ID	Manufacturer	Model	Calibration EXPIRATION Date	Calibration EXPIRATION Date Picture

Tester Name Tester Mike	E-Mail mike@hymowitz.net	Admin Yes
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E-Mail Address to Add to Company
michelle@hymowitz.net +

CLOSE SAVE

Associate Existing Admin to Company

Additional admin accounts must be created by an existing company admin. If a 2nd admin creates their own account, you will not be able to associate them to the company; Call VEPO for assistance correcting this: 877-860-2776.