

# Setting up a VEPO CROSSCONNEX Profile Web Portal

You can access VEPO CROSSCONNEX by going to: **vepocc.com** or downloading our free app from the App Store or Google Play Store.

Once you are at our main page click on the **Create Tester Account** tab, fill out the information and click **Submit**.

After you enter the general information and click submit, you will be taken to another screen and be prompted to finish filling out your profile. The following fields are **REQUIRED**:

- ▶ Address
- ▶ City
- ▶ State
- ▶ Zip Code
- ▶ Phone
- ▶ Backflow Testing License Number
- ▶ Backflow Testing License Issuer
- ▶ Backflow Testing License Expiration Date
- ▶ Test kit calibration **EXPIRATION** Date (One year from Calibration date)
- ▶ Photo of License
- ▶ Photo of Test Kit Calibration Certificate

To attach a photo: Click on the paper clip icon and select the intended image, once the image is selected click on the upload icon to upload the image.

Once you have attached the required photos you must enter a credit card.

Select the Add Credit Card option and enter your card number

**\*NOTE:** In order to submit tests, you will need to have a credit card on file\*

Select the Add Credit Card option and enter your card number

When all of the information is entered hit save and then you will be all set to enter tests.

# Entering a Test in VEPO CROSSCONNEX Web Portal

- Click on Perform Test Tab on left hand side of your screen
- Enter the VCC number<sup>1</sup> when the VCC number is entered the property information will appear
- When the device information appears select the flag icon on the left-hand side. When the flag icon is selected you will be taken to a different screen.
- Click on the drop down next to the blue plus icon and select the backflow test option and then click on the blue plus icon.
- When the blue plus icon is selected the backflow test form will appear. All fields are to be filled out.
- Once all fields and signatures within the test form are filled out click save.
- When you finish saving the test form you will see two submit icons, select the submit icon on the bottom.
- Enter test price (What YOU charge YOUR customer)
- Select the CASH/CHECK/PAY LATER payment method.  
(How YOUR customer is paying YOU)
- Once the test is submitted properly you will automatically be taken to your Dashboard.

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<sup>1</sup> If you or your customer does not have a VCC number call 877-860-8376

# Entering a Test in VEPO CROSSCONNEX Mobile App

- Touch the New Appointment Icon on the bottom banner of your screen
- Enter the VCC number<sup>2</sup> when the VCC number is entered the property information will appear
- When the device information appears select the test now icon on the right-hand side
- Once you select test now you will be taken to test form selection screen where a red plus icon is located on the lower right-hand side.
- Select the red plus icon to bring up the Test options and select Backflow Test
- Once you select Backflow Test you will be brought to the Backflow Test screen where you will select the red plus icon on the lower right-hand side to open the test form.
- Once you open the test form fill out the form with all of the information and select NEXT on the upper right-hand side. (NOTE: A PHOTO OF THE BACKFLOW DEVICE IN PLACE IS REQUIRED)
- When the test form is saved you will see the Backflow Test with a purple clipboard icon to the left of it. When you see this select submit on the upper right-hand corner.
- Enter test price (What YOU charge YOUR customer)
- Select the CASH/CHECK/PAY LATER payment method. (How YOUR customer is paying YOU)
- Once the test is submitted properly you will automatically be taken to your Dashboard.

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<sup>2</sup> If you or your customer does not have a VCC number call 877-860-8376