

MYHD GUIDE BACKFLOW TESTERS



2023

ENVIRONMENTAL MANAGEMENT DEPARTMENT

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1. Creating a MyHD Account

- Starting on the MyHD home page, click on **SIGNING UP** to create an account.
<https://myhealthdepartment.com/sacramento>



Home Features How It Works Log In Sign Up

Sacramento County Environmental Management Department

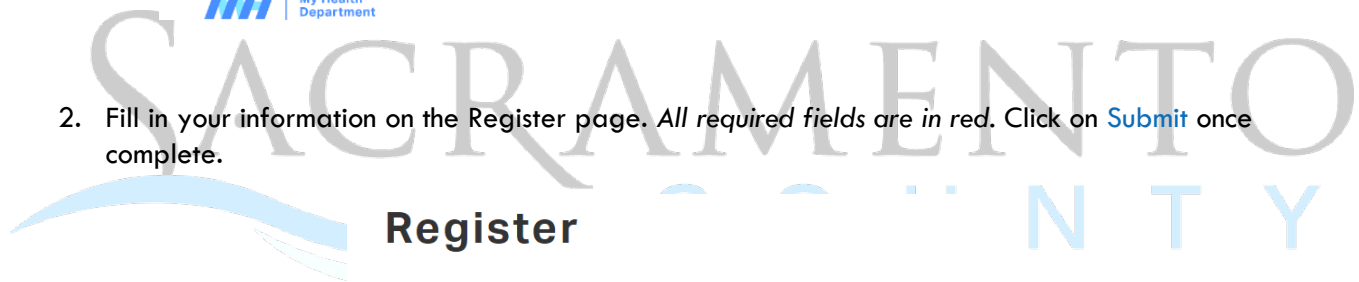
11080 White Rock Road, STE 200, Rancho Cordova, California 95670 | [Visit Official Website](#)

You can utilize this online service to access all things related to the Department, including applications, payments, and other services. In order to do so you must create an account. You can do so by **SIGNING UP** or accessing an existing by **LOGGING IN HERE**

Click [HERE](#) to view your local Inspections



- Fill in your information on the Register page. *All required fields are in red.* Click on **Submit** once complete.



Register

Use the below form to create an account with My Health Department. Already have an account? [Login here](#)

Company Name

First Name

Last Name

Email Address

Cell Number

Password

Confirm You're a Real Person

 I'm not a robot


- Once complete, the portal will take you back to the Log In screen where you will sign in again.

Login

Use the form below to login to your MyHD account.

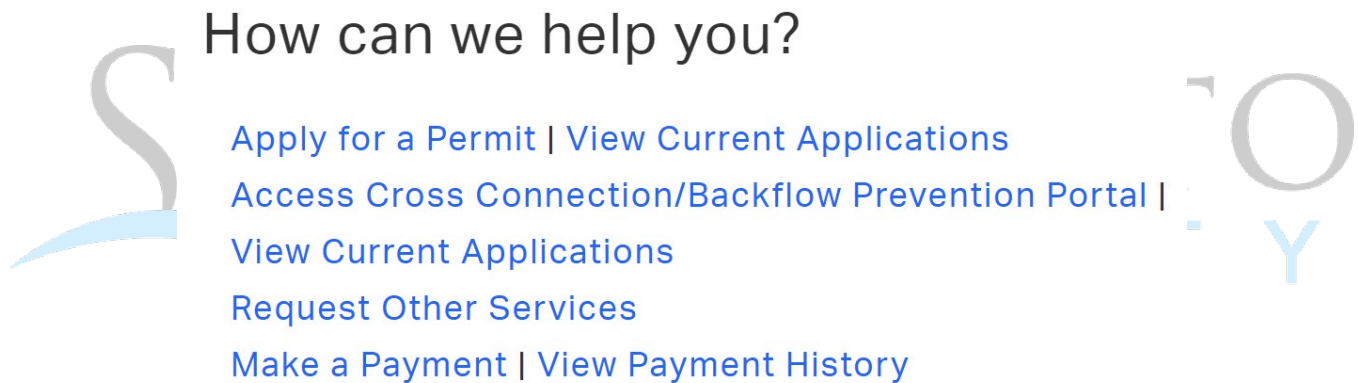
Need an account? [Register here](#) | Forgot your password? [Reset here](#)

Email Address

Password

Submit

- Locate “How can we help you?” to find the online service you need.



How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal | View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Applying to be a Certified Backflow Tester

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Apply/Renew to be a Certified Backflow Tester](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

The screenshot shows a grid of blue buttons. The first button in the top row is circled in red and contains the text "Apply/Renew to be a Certified Backflow Tester". Other buttons include "Add a New Assembly (not a replacement)", "Backflow Assembly Activities", "Help", "FAQs", and "Purchase Backflow Tester Tags".

3. Start your application by selecting “New” in the Application Type field.

Certified Tester Application

Please fill out the form below and click "Submit" at the bottom of the screen.

The screenshot shows a dropdown menu titled "Application Type" with the option "New" selected. A red arrow points to the "New" option.

4. Continue to fill in your contact information. *All required fields are in red.*

5. Ensure “All (Only for New Applicants)” is selected for Certification Type. Fill out the certification information. *All required fields are red.*



Certification Information

Certification Type

All (Only For New Applicants)

AWWA Expiration Date

MM/DD/YYYY

AWWA Certificate Number

Enter a value for AWWA Certificate Number

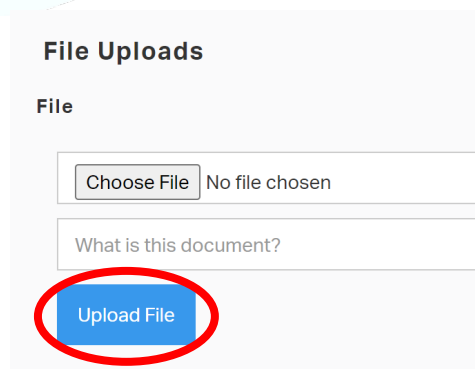
Certification Agency

AWWA

Field Test Kit Calibration Date

MM/DD/YYYY

6. Upload necessary documents by clicking on “Choose File” to select your documents, enter a description in the box below, and then click on “Upload File”.



File Uploads

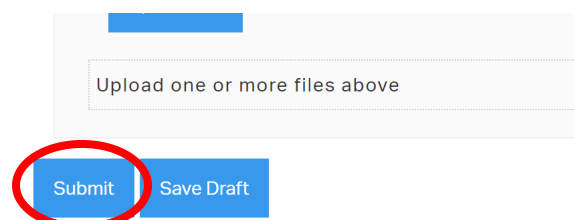
File

Choose File No file chosen

What is this document?

Upload File

7. Click “Submit”, or “Save Draft” if you need to return to your application later.



Upload one or more files above

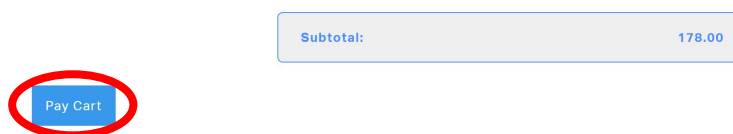
Submit Save Draft

8. To locate any drafts, click on “Saved Drafts” in the top right corner.

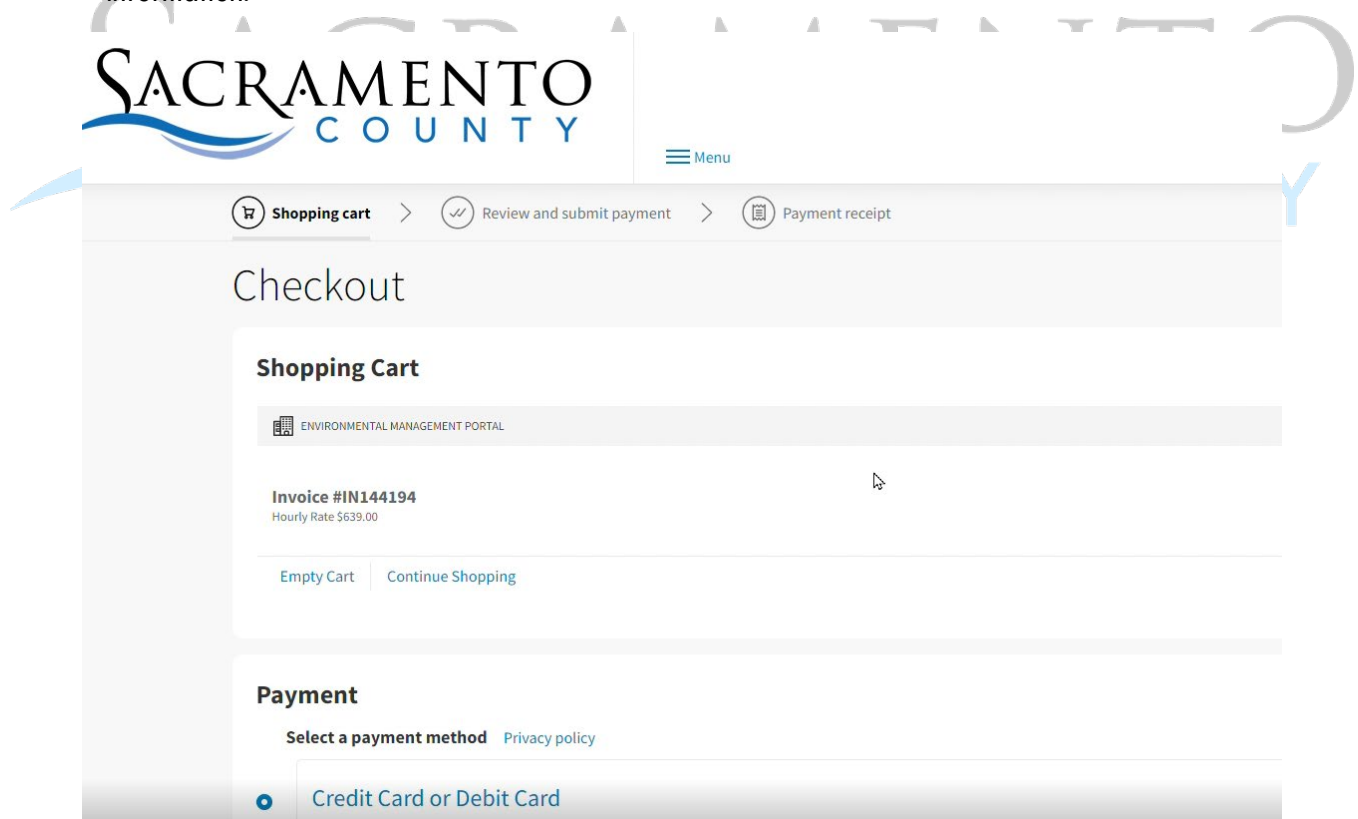
Dashboard Account **Saved Drafts** Make Payment Logout

9. After clicking submit, you will be brought to an invoice screen. Select “Add to Cart”.

10. Once complete, click on “Pay Cart”.



11. You will be redirected to www.govhub.com/sacramento/checkout where you will enter your payment information.



12. Enter in your payment information.

13. Fill in your contact information and select whether you'd like to receive a receipt via email or text message. Then select **“Review Payment”**.

Contact Information

How would you like to receive your receipt? Email Text message

By clicking the "Review Payment" button you are agreeing to the [Terms of Use & Privacy Policy](#) and agreeing to pay the credit/debit card convenience fee of \$14.63. [Learn more about the convenience fee.](#)

Secure Payment  **Review Payment**

14. Review your transaction and select **“Submit Payment”**. If an error was made, click on **“Edit Payment”** to adjust as needed.

TOTAL \$ 000.00

[Edit Payment](#) **Submit Payment**

15. If you'd like to print and/or download the receipt, click on **“Print receipt”**. An email or text confirmation will also be sent.

SACRAMENTO COUNTY Menu

Shopping cart > Review and submit payment > **Payment receipt**

Thank you for your payment.
An email confirmation will be sent to [redacted]

Confirmation number	Payment date
P6130483762	May 31, 2023, 7:16 AM PDT

Print receipt

Want a faster checkout?
Create a user profile for faster checkouts in the future and to get more personalized features.
 Save my payment information to my new profile. By saving this payment method, I agree to the stored payment method terms.
[Stored Payment Method Terms](#)

Sign Up

Order Summary

Transaction 1

16. If you select **“Return to Homepage”**, **it will not take you back to the My Health Department homepage**. Return to <https://myhealthdepartment.com/sacramento> if you need to utilize more online services.

3. Renewing to be a Certified Backflow Tester

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Apply/Renew to be a Certified Backflow Tester](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

3. Start your renewal application by selecting “Renew” in the Application Type field. Search using your backflow tester number to link your current certified tester record. Click on “Select” once you find the desired certified tester record.

Certified Tester Application

Please fill out the form below and click “Submit” at the bottom of the screen.

- Continue to fill in your contact information. *All required fields are in red.*
- Select the correct certification type from the drop-down menu. After making your selection, fields will appear for you to enter more information (*such as expiration date, certificate number, calibration date*).

Certification Information

Certification Type

Renew/Pay Registration

Select an Option

Renew/Pay Registration

AWWA Certified Backflow Tester

Field Test Kit Calibration

All (Only For New Applicants)

- Click “Submit”, or “Save Draft” if you need to return to your application later.

SAC

Upload File

Upload one or more files above

Submit
Save Draft

NTO
NTY

- To locate any drafts, click on “Saved Drafts” in the top right corner.

[Dashboard](#)
 [Account](#)
 Saved Drafts
 [Make Payment](#)
 [Logout](#)

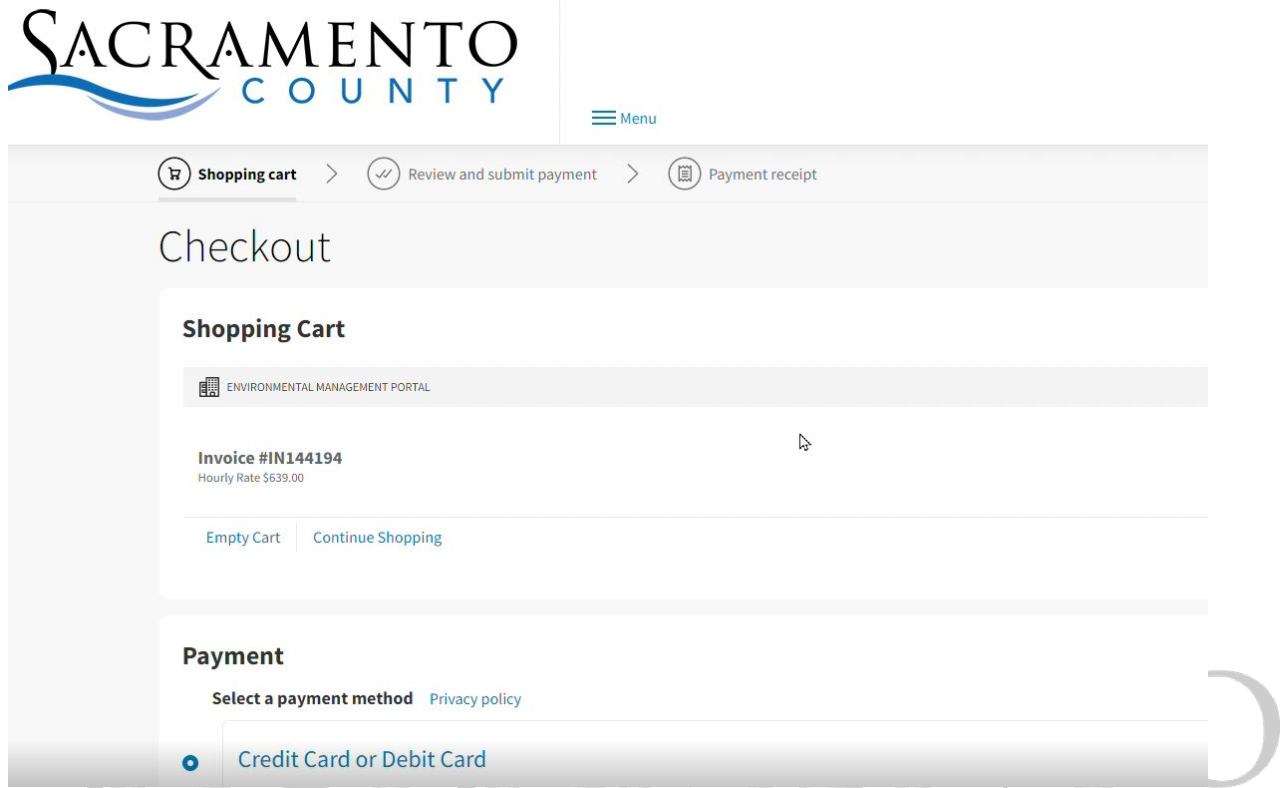
- After clicking submit, you will be brought to an invoice screen. Select “Add to Cart”.

- Once complete, click on “Pay Cart”.

Subtotal: 178.00

Pay Cart

10. You will be redirected to www.govhub.com/sacramento/checkout where you will enter your payment information.

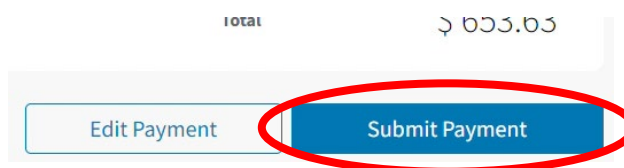


11. Enter in your payment information.

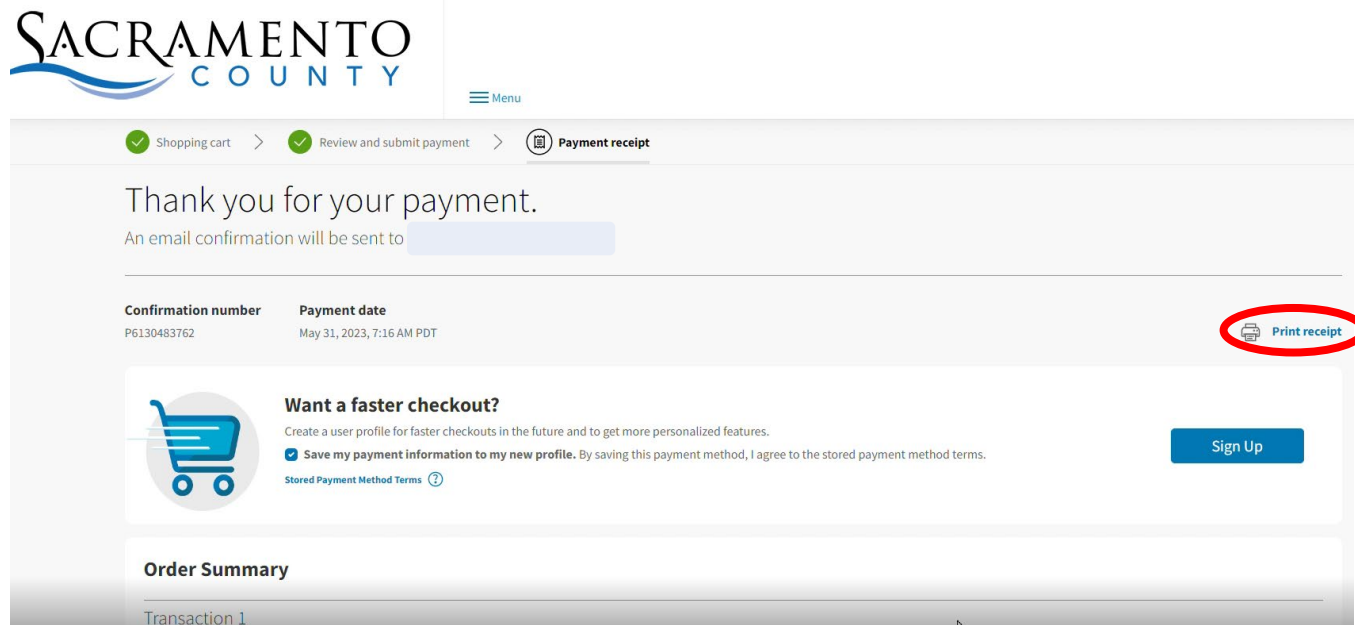
12. Fill in your contact information and select whether you'd like to receive a receipt via email or text message. Then select "Review Payment".



13. Review your transaction and select "Submit Payment". If an error was made, click on "Edit Payment" to adjust as needed.



14. If you'd like to print and/or download the receipt, click on **"Print receipt"**. An email or text confirmation will also be sent.



15. If you select **"Return to Homepage"**, **it will not take you back to the My Health Department homepage**. Return to <https://myhealthdepartment.com/sacramento> if you need to utilize more online services.

16. If you also need to upload a current AWWA Certified Backflow Tester certification and/or Field Test Kit Calibration, refer to **Renewing Certificates** guide.

4. Renewing Certificates

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Apply/Renew to be a Certified Backflow Tester](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

3. Start your renewal application by selecting “Renew” in the Application Type field. Search using your backflow tester number to link your current certified tester record. Click on “Select” once you find the desired certified tester record.

Certified Tester Application

Please fill out the form below and click "Submit" at the bottom of the screen.

- Continue to fill in your contact information. *All required fields are in red.*
- Select the correct certification type from the drop-down menu. After making your selection, fields will appear for you to enter more information (*such as expiration date, certificate number, calibration date*).

Certification Information

Certification Type

Renew/Pay Registration

Select an Option

Renew/Pay Registration

AWWA Certified Backflow Tester

Field Test Kit Calibration

All (Only For New Applicants)

- Upload necessary documents, if applicable, by clicking on “Choose File” to select your documents, enter a description in the box below, and then click on “Upload File”.

File Uploads

File

Choose File No file chosen

What is this document?

Upload File

- Click “Submit”, or “Save Draft” if you need to return to your application later.

Submit Save Draft

- To locate any drafts, click on “Saved Drafts” in the top right corner.

Dashboard Account **Saved Drafts** Make Payment Logout

5. Adding a Test for an Existing Assembly

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

[Apply for a Permit | View Current Applications](#)
[Access Cross Connection/Backflow Prevention Portal](#)
[View Current Applications](#)
[Request Other Services](#)
[Make a Payment | View Payment History](#)

2. Click on “[Backflow Assembly Activities](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

Add a Test
 Replace Assembly and Add Test
 Remove Assembly ONLY (No replacement installed)
 Report Missing/Stolen Assembly
 Update Assembly Info or Mailing Contact

Apply/Renew to be a
Certified Backflow Tester

Add a **New** Assembly (not a
replacement)

Backflow Assembly
Activities

Help

FAQs

Purchase Backflow Tester
Tags

3. Begin by searching for the Backflow Assembly, using the assembly ID number or serial number. Click on “[Verify](#)” once you locate the desired assembly and “Verify Information” after confirming.

Backflow Assembly Activities

Please fill out the form below and click "Submit" at the bottom of the screen.

For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry. **DO NOT USE WHEN ADDING A NEW ASSEMBLY.**

Existing Assembly ID and Serial Number Search

Begin typing to search...

4. Select “Add a Test” from the drop-down menu.

What would you like to do today?

Select an Option
Select an Option
Add a Test
Replace Assembly and Add Test
Remove Assembly ONLY (No replacement installed)
Report Missing/Stolen Assembly
Update Assembly Information or Mailing Contact

5. Select the assembly type from the drop-down menu. *Be sure to select the correct type, it will change what appears under the test information.*

Assembly Type

SVB = Spill-Resistant Vacuum Breaker
Select an Option
DC = Double Check Valve Assembly
DCDA = Double Check Detector Assembly
DCDA-II = Double Check Detector Assembly-Type II
PVB = Pressure Vacuum Breaker
RP = Reduced Pressure Principle Assembly
RPDA = Reduced Pressure Detector Assembly
RPDA-II = Reduced Pressure Principle Detector Assembly-Type II
SVB = Spill-Resistant Vacuum Breaker

6. Continue to fill out the test information. *All required fields are in red.*

Test Information

Test Date

MM/DD/YYYY

Repaired?

No

Test Results

Enter PSID value to the tenths decimal place. For example, enter #.#

7. Leave Assembly Information and Contact Information sections as is. See **Updating Assembly Information or Mailing Contact** guide for more information.

Assembly Information

Update Assembly Information? (Select Yes if Replacing Assembly)

No

Contact Information

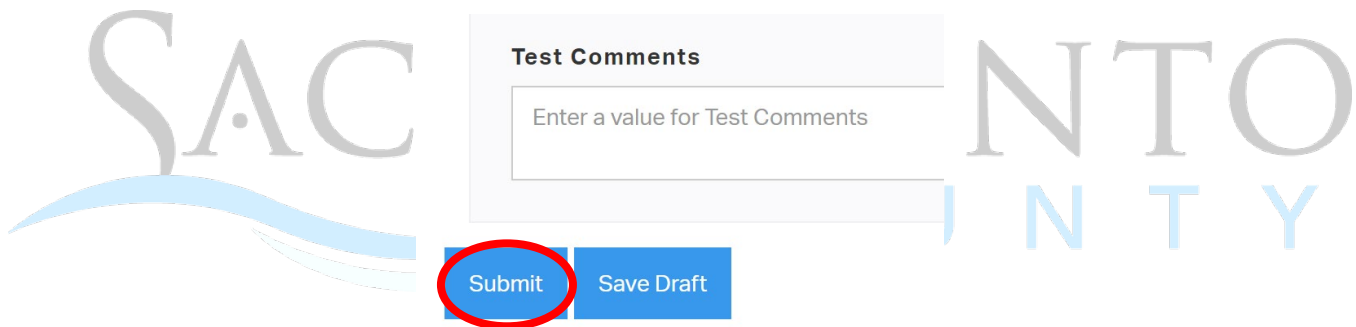
Update Mailing Contact Information

No

Test Comments

Enter a value for Test Comments

8. Click **“Submit”**, or **“Save Draft”** if you need to return to your test submittal later.



The image shows a portion of the web interface. On the left is the SAC logo. In the center is a 'Test Comments' section with a text input field containing the placeholder 'Enter a value for Test Comments'. Below this are two buttons: 'Submit' (circled in red) and 'Save Draft'. On the right is the NTO logo.

9. To locate any drafts, click on **“Saved Drafts”** in the top right corner.

Dashboard Account **Saved Drafts** Make Payment Logout

10. To access the Test Report, click on **“Dashboard”** in the top right corner.

Dashboard Account Saved Drafts Make Payment Logout

11. Click on "View Current Applications".

How can we help you?

- [Apply for a Permit](#) | [View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#) |
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment](#) | [View Payment History](#)

12. Locate the desired test and print the test report under the Print Form column.

Submitted Applications

Form Name	Application Date	Status	Print Form	My Application
...



6. Adding a New Assembly

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

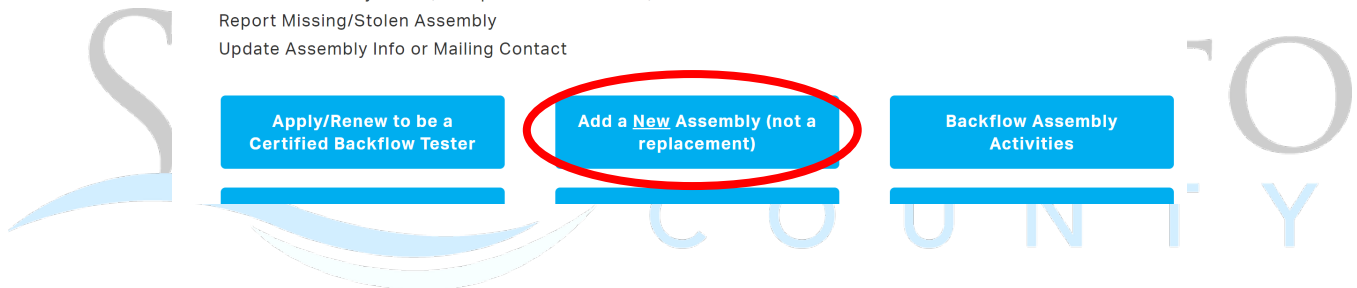
- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Add a New Assembly \(not a replacement\)](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact



3. Select the assembly type from the drop-down menu for the new assembly you are adding.

Backflow Assembly

You are required to enter the assembly test results **directly** after entering a new assembly. Please be prepared with both the new assembly information **and** the corresponding assembly test data.

Not entering the test results will result in the deletion of your new assembly form.

Please fill out the form below and click "Submit" at the bottom of the screen.

Assembly Information

Assembly Type

Select an Option

Select an Option

DC = Double Check Valve Assembly

DCDA = Double Check Detector Assembly

DCDA-II = Double Check Detector Assembly-Type II

PVB = Pressure Vacuum Breaker

RP = Reduced Pressure Principle Assembly

RPDA = Reduced Pressure Detector Assembly

RPDA-II = Reduced Pressure Detector Assembly-Type II

SVB = Spill-Resistant Vacuum Breaker

- Continue to fill in information under the Assembly Information, Site Information, and Owner Information sections. *All required fields are in red.*
- Under the Backflow Assembly Activities, you will enter the test information. **Do not fill in the Existing Assembly ID and Serial Number Search field since this is a brand new assembly.**

Backflow Assembly Activities

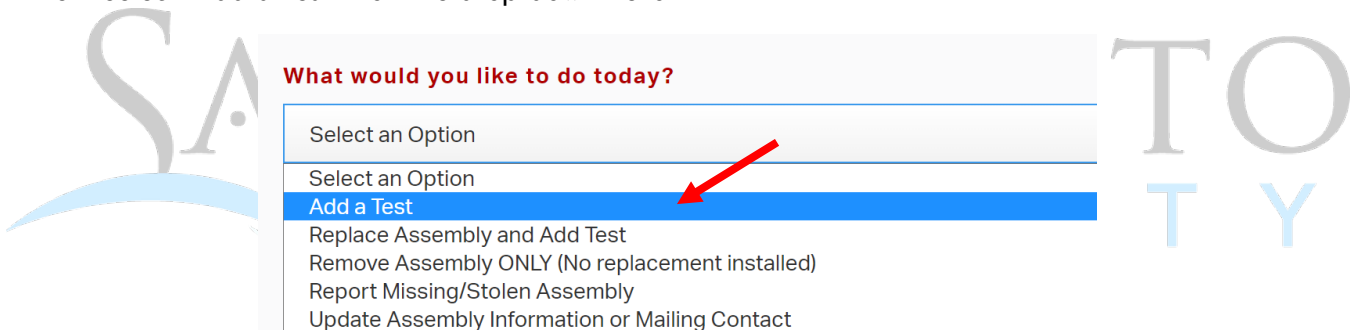
For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry.
DO NOT USE WHEN ADDING A NEW ASSEMBLY.

Existing Assembly ID and Serial Number Search

Begin typing to search...

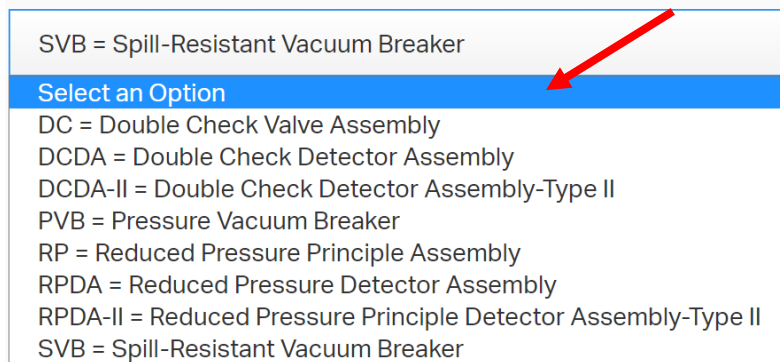
What would you like to do today?

- Select "Add a Test" from the drop-down menu.



- Select the assembly type from the drop-down menu. *Be sure to select the correct type, it will change what appears under the test information.*

Assembly Type



8. Continue to fill out the test information. *All required fields are in red.*

Test Information

Test Date

Repaired?

Test Results

Enter PSID value to the tenths decimal place. For example, enter #.#

9. Leave Assembly Information and Contact Information sections as is. See **Updating Assembly Information or Mailing Contact** guide for more information.

Assembly Information

Update Assembly Information? (Select Yes if Replacing Assembly)

Contact Information

Update Mailing Contact Information

10. Fill in your certified tester information. *Ignore Number for Barcode BAA, this is for Admin ONLY.* Click **“Add”** once you are done entering the test information. **Be sure to click on “Add” on the test information will not save when you complete your submittal.**

Tester ID

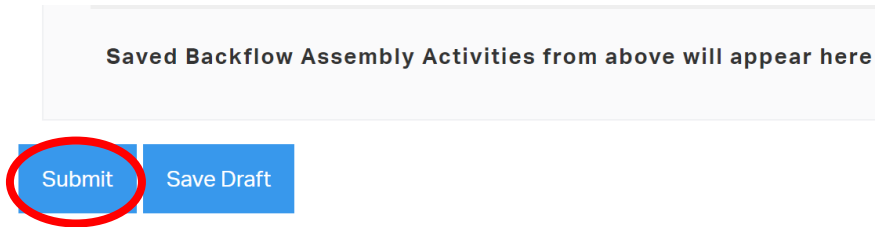
Tester Name

Test Comments

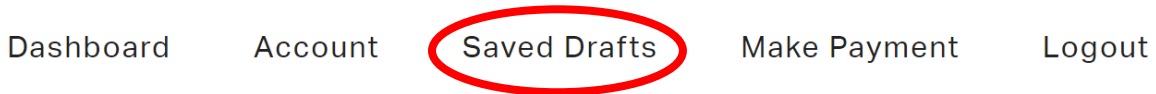
Number for Barcode BAA

Saved Backflow Assembly Activities from above will appear here

11. You will see a table appear for the test you just added. Then click “Submit”, or “Save Draft” if you need to return to your test submittal later.



12. To locate any drafts, click on “Saved Drafts” in the top right corner.



13. To access the Test Report, click on “Dashboard” in the top right corner.



14. Click on “View Current Applications”.

How can we help you?

- [Apply for a Permit](#) | [View Current Applications](#) (circled in red)
- [Access Cross Connection/Backflow Prevention Portal](#) |
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment](#) | [View Payment History](#)

15. Locate the desired test and print the test report under the Print Form column.

Submitted Applications

Form Name	Application Date	Status	Print Form	My Application
...



7. Replacing an Existing Assembly and Adding a Test

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Backflow Assembly Activities](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

The screenshot shows a grid of blue buttons. The button labeled "Backflow Assembly Activities" is circled in red. Other buttons include "Apply/Renew to be a Certified Backflow Tester", "Add a New Assembly (not a replacement)", "Help", "FAQs", and "Purchase Backflow Tester Tags".

3. Begin by searching for the Backflow Assembly, using the assembly ID number or serial number. Click on “[Verify](#)” once you locate the desired assembly and “Verify Information” after confirming.

Backflow Assembly Activities

Please fill out the form below and click "Submit" at the bottom of the screen.

For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry. **DO NOT USE WHEN ADDING A NEW ASSEMBLY.**

Existing Assembly ID and Serial Number Search

Begin typing to search...



4. Select “Replace Assembly and Add Test” from the drop-down menu.

What would you like to do today?

Replace Assembly and Add Test
Select an Option
Add a Test
Replace Assembly and Add Test
Remove Assembly ONLY (No replacement installed)
Report Missing/Stolen Assembly
Update Assembly Information or Mailing Contact

5. Select the assembly type from the drop-down menu. *Be sure to select the correct type, it will change what appears under the test information.*

Assembly Type

SVB = Spill-Resistant Vacuum Breaker
Select an Option
DC = Double Check Valve Assembly
DCDA = Double Check Detector Assembly
DCDA-II = Double Check Detector Assembly-Type II
PVB = Pressure Vacuum Breaker
RP = Reduced Pressure Principle Assembly
RPDA = Reduced Pressure Detector Assembly
RPDA-II = Reduced Pressure Principle Detector Assembly-Type II
SVB = Spill-Resistant Vacuum Breaker

6. Continue to fill out the test information. *All required fields are in red.*

Test Information

Test Date

MM/DD/YYYY

Repaired?

No

Test Results

Enter PSID value to the tenths decimal place. For example, enter #.#

7. Fill in the replacement assembly information. **Do NOT change the Update Assembly Information? field, leave as “Yes”.** All required fields are in red.

Assembly Information

Installation Date

Update Assembly Information? (Select Yes if Replacing Assembly)

Serial Number

Model Number

Manufacturer

8. Click “Submit”, or “Save Draft” if you need to return to your submittal later.

Test Comments

Submit **Save Draft**

9. To locate any drafts, click on “Saved Drafts” in the top right corner.

[Dashboard](#)[Account](#)[Saved Drafts](#)[Make Payment](#)[Logout](#)

10. To access the Test Report, click on “Dashboard” in the top right corner.

Dashboard

Account

Saved Drafts

Make Payment

Logout

11. Click on “View Current Applications”.

How can we help you?

[Apply for a Permit](#) | [View Current Applications](#)

[Access Cross Connection/Backflow Prevention Portal](#) |

[View Current Applications](#)

[Request Other Services](#)

[Make a Payment](#) | [View Payment History](#)

12. Locate the desired test and print the test report under the Print Form column.

Submitted Applications

Form Name	Application Date	Status	Print Form	My Application
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C O U N T Y

8. Purchasing Backflow Tester Tags

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

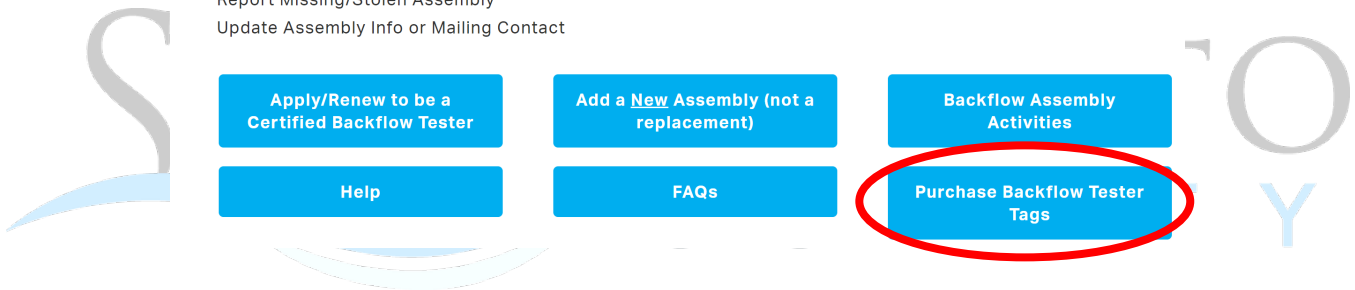
- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal | View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Purchase Backflow Tester Tags](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact



3. Enter the number of tags you wish to purchase and select if you would like them sent via certified mail. **Enter your Tester ID (PI #) and Tester Name.**

Number of Tags

Enter a value for Number of Tags

Mail Blue Tags via certified mail.

Select an Option

There is an additional \$10.00 charge for this service.

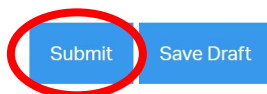
Tester ID

Enter a value for Tester ID

Tester Name

Enter a value for Tester Name

- Click “Submit”, or “Save Draft” if you need to return to your tag purchase submittal later.



- To locate any drafts, click on “Saved Drafts” in the top right corner.

Dashboard Account **Saved Drafts** Make Payment Logout

- After submitting, you will be redirected to a payment screen. Select “Add to Cart”.

- Once complete, click on “Pay Cart”.

Subtotal: 178.00



- You will be redirected to www.govhub.com/sacramento/checkout where you will enter your payment information.

SACRAMENTO
COUNTY

Menu

Shopping cart > Review and submit payment > Payment receipt

Checkout

Shopping Cart

ENVIRONMENTAL MANAGEMENT PORTAL

Invoice #IN144194
Hourly Rate \$639.00

Empty Cart | Continue Shopping

Payment

Select a payment method [Privacy policy](#)

Credit Card or Debit Card

9. Enter in your payment information.

10. Fill in your contact information and select whether you'd like to receive a receipt via email or text message. Then select "Review Payment".

Contact Information

How would you like to receive your receipt? Email Text message

By clicking the "Review Payment" button you are agreeing to the [Terms of Use & Privacy Policy](#) and agreeing to pay the credit/debit card convenience fee of \$14.63. [Learn more about the convenience fee.](#)

Secure Payment  **Review Payment**

11. Review your transaction and select "Submit Payment". If an error was made, click on "Edit Payment" to adjust as needed.

total \$ 000.00

[Edit Payment](#) **Submit Payment**

12. If you'd like to print and/or download the receipt, click on "Print receipt". An email or text confirmation will also be sent.



Shopping cart > Review and submit payment > **Payment receipt**

Thank you for your payment.
An email confirmation will be sent to [redacted]

Confirmation number	Payment date
P6130483762	May 31, 2023, 7:16 AM PDT

Want a faster checkout?
Create a user profile for faster checkouts in the future and to get more personalized features.
 Save my payment information to my new profile. By saving this payment method, I agree to the stored payment method terms.
[Stored Payment Method Terms](#)

Order Summary

Transaction 1

Print receipt

13. If you select "Return to Homepage", it will not take you back to the My Health Department homepage. Return to <https://myhealthdepartment.com/sacramento> if you need to utilize more online services.

9. Removing an Assembly ONLY

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Backflow Assembly Activities](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

The screenshot shows a grid of blue buttons. The button labeled "Backflow Assembly Activities" is circled in red. Other buttons include "Apply/Renew to be a Certified Backflow Tester", "Add a New Assembly (not a replacement)", "Help", "FAQs", and "Purchase Backflow Tester Tags".

3. Begin by searching for the Backflow Assembly, using the assembly ID number or serial number. Click on “[Verify](#)” once you locate the desired assembly and “Verify Information” after confirming.

Backflow Assembly Activities

Please fill out the form below and click "Submit" at the bottom of the screen.

For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry. **DO NOT USE WHEN ADDING A NEW ASSEMBLY.**

Existing Assembly ID and Serial Number Search

Begin typing to search...

4. Select “Remove Assembly ONLY (No replacement installed)” from the drop-down menu.

What would you like to do today?

Select an Option
Select an Option
Add a Test
Replace Assembly and Add Test
Remove Assembly ONLY (No replacement installed)
Report Missing/Stolen Assembly
Update Assembly Information or Mailing Contact

5. Select the assembly type from the drop-down menu.

Assembly Type

SVB = Spill-Resistant Vacuum Breaker
Select an Option
DC = Double Check Valve Assembly
DCDA = Double Check Detector Assembly
DCDA-II = Double Check Detector Assembly-Type II
PVB = Pressure Vacuum Breaker
RP = Reduced Pressure Principle Assembly
RPDA = Reduced Pressure Detector Assembly
RPDA-II = Reduced Pressure Principle Detector Assembly-Type II
SVB = Spill-Resistant Vacuum Breaker

6. Do NOT change the Update Assembly Information? field, leave as “No”.

Assembly Information

Update Assembly Information? (Select Yes if Replacing Assembly)

No

Contact Information

Update Mailing Contact Information

No

7. Click “Submit”, or “Save Draft” if you need to return to your submittal later.

Test Comments

[Submit](#) [Save Draft](#)

8. To locate any drafts, click on “Saved Drafts” in the top right corner.

[Dashboard](#)[Account](#)[Saved Drafts](#)[Make Payment](#)[Logout](#)

10. Updating Assembly Information or Mailing Contact

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

- [Apply for a Permit | View Current Applications](#)
- [Access Cross Connection/Backflow Prevention Portal](#)
- [View Current Applications](#)
- [Request Other Services](#)
- [Make a Payment | View Payment History](#)

2. Click on “[Backflow Assembly Activities](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Info or Mailing Contact

The screenshot shows a grid of blue buttons. The button labeled "Backflow Assembly Activities" is circled in red. Other buttons include "Apply/Renew to be a Certified Backflow Tester", "Add a New Assembly (not a replacement)", "Help", "FAQs", and "Purchase Backflow Tester Tags".

3. Begin by searching for the Backflow Assembly, using the assembly ID number or serial number. Click on “[Verify](#)” once you locate the desired assembly and “Verify Information” after confirming.

Backflow Assembly Activities

Please fill out the form below and click "Submit" at the bottom of the screen.

For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry. **DO NOT USE WHEN ADDING A NEW ASSEMBLY.**

Existing Assembly ID and Serial Number Search

Begin typing to search...



- Select "Update Assembly Information or Mailing Contact" from the drop-down menu.

What would you like to do today?

- Update Assembly Information or Mailing Contact
- Select an Option
- Add a Test
- Replace Assembly and Add Test
- Remove Assembly ONLY (No replacement installed)
- Report Missing/Stolen Assembly
- Update Assembly Information or Mailing Contact**

- Select the assembly type from the drop-down menu. *Be sure to select the correct type, it will change what appears under the test information.*

Assembly Type

- SVB = Spill-Resistant Vacuum Breaker
- Select an Option**
- DC = Double Check Valve Assembly
- DCDA = Double Check Detector Assembly
- DCDA-II = Double Check Detector Assembly-Type II
- PVB = Pressure Vacuum Breaker
- RP = Reduced Pressure Principle Assembly
- RPDA = Reduced Pressure Detector Assembly
- RPDA-II = Reduced Pressure Principle Detector Assembly-Type II
- SVB = Spill-Resistant Vacuum Breaker

- Indicate what change you want to make by switching "No" to "Yes", depending if you want to update assembly information and/or contact information.

Assembly Information

Update Assembly Information? (Select Yes if Replacing Assembly)

No

Contact Information

Update Mailing Contact Information

No

Test Comments

Enter a value for Test Comments

7. Fill out desired fields for changes. *All required fields are in red.*
8. Click “[Submit](#)”, or “[Save Draft](#)” if you need to return to your submittal later.

Test Comments

[Submit](#) [Save Draft](#)

9. To locate any drafts, click on “[Saved Drafts](#)” in the top right corner.

[Dashboard](#)[Account](#)[Saved Drafts](#)[Make Payment](#)[Logout](#)

11. Reporting Missing/Stolen Assembly

1. After logging into MyHD, click on “[Access Cross Connection/Backflow Prevention Portal](#)”.

How can we help you?

[Apply for a Permit | View Current Applications](#)
[Access Cross Connection/Backflow Prevention Portal](#)
[View Current Applications](#)
[Request Other Services](#)
[Make a Payment | View Payment History](#)

2. Click on “[Backflow Assembly Activities](#)”.

Please select which action you would like to take

Click **Backflow Assembly Activities** to:

Add a Test
 Replace Assembly and Add Test
 Remove Assembly ONLY (No replacement installed)
 Report Missing/Stolen Assembly
 Update Assembly Info or Mailing Contact

Apply/Renew to be a
Certified Backflow Tester

Add a **New** Assembly (not a
replacement)

Backflow Assembly
Activities

Help

FAQs

Purchase Backflow Tester
Tags

3. Begin by searching for the Backflow Assembly, using the assembly ID number or serial number. Click on “[Verify](#)” once you locate the desired assembly and “Verify Information” after confirming.

Backflow Assembly Activities

Please fill out the form below and click "Submit" at the bottom of the screen.

For **existing** assemblies, type the Assembly ID or Serial Number in the box below and select the correct entry. **DO NOT USE WHEN ADDING A NEW ASSEMBLY.**

Existing Assembly ID and Serial Number Search


Begin typing to search...

4. Select “Report Missing/Stolen Assembly” from the drop-down menu.

What would you like to do today?

Select an Option

Select an Option
 Add a Test
 Replace Assembly and Add Test
 Remove Assembly ONLY (No replacement installed)
Report Missing/Stolen Assembly
 Update Assembly Information or Mailing Contact




5. Select the assembly type from the drop-down menu.

Assembly Type

SVB = Spill-Resistant Vacuum Breaker

Select an Option

DC = Double Check Valve Assembly
 DCDA = Double Check Detector Assembly
 DCDA-II = Double Check Detector Assembly-Type II
 PVB = Pressure Vacuum Breaker
 RP = Reduced Pressure Principle Assembly
 RPDA = Reduced Pressure Detector Assembly
 RPDA-II = Reduced Pressure Principle Detector Assembly-Type II
 SVB = Spill-Resistant Vacuum Breaker



6. Fill out the Reported Missing/Stolen Date. Leave Assembly Information and Contact Information sections as is. See **Updating Assembly Information or Mailing Contact** guide for more information.

Assembly Information

Update Assembly Information? (Select Yes if Replacing Assembly)

No

Contact Information

Update Mailing Contact Information


No

Reported Missing/Stolen Date

MM/DD/YYYY

Test Comments

Enter a value for Test Comments



7. Click “Submit”, or “Save Draft” if you need to return to your test submittal later.

Test Comments

[Submit](#) [Save Draft](#)

8. To locate any drafts, click on “Saved Drafts” in the top right corner.

[Dashboard](#)[Account](#)[Saved Drafts](#)[Make Payment](#)[Logout](#)