Envirotrax® Online Backflow Management System
Quick Start Guide

Open a web browser and go to https://www.vepollc.com. We recommend Windows Edge or Google Chrome. Click on the **Help** icon for additional information.

Create an Account:

1. In the **Backflow Management** menu, click on **BPAT Login**.
2. Create a "Master" account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional licensed employees should be entered as "sub-accounts" to the Master account in the **My Account** > **Sub Account Management** menu.

Login to Your Account:

1. In the **Backflow Management** menu, click on **BPAT Login**.
2. Enter your User ID and Password and click on the **Login** button.

Select One of More Participating Water Suppliers:

1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

Register your License(s):

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Submit one or more license numbers and the Vepo staff will verify the license and validate the account. The name on the license must match the name on the account.

Submit your Insurance if Required:

1. Within your account, click on the **License & Insurance Management** button on the **Account Overview** page, or click on **License & Insurance Policies** in the **My Account** menu.
2. Enter the insurance policy number and upload a Certificate of Insurance. The name on the insurance policy must match the company name on the master account.

Register your Test Gauge(s):

1. Within your account, click on the **Gauge Management** button on the **Account Overview** page, or click on **Gauge Management** in the **My Account** menu.
2. Register a gauge and upload the Test for Accuracy Certification.

Submit a Backflow Test:

1. Within your account, click on **Submit Backflow Test** in the **Backflow Management** menu.
2. Search to see if a previous test for the assembly already exists within the system.
3. If an assembly already exists within the system, click on the **Submit Test for This Assembly** button to the right of the assembly information to submit a new test report for the existing assembly.
4. If the assembly is not found within the system, click on the **Submit a Test for an Assembly with No Previous History** button to begin a new test for the assembly.
5. Enter the test results and submit the report to the system.

Checkout:

1. The test report will not appear in the system until you complete the payment process. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. Check off which reports you wish to pay for and click on the **Update** button.
3. Enter your payment information and click on the **Complete Submission** button.