

# Backflow Website

## How to Enter Test Results

1. Open and login into the Backflow Website.

<https://backflow.cityutilities.net/>

The screenshot shows the login page of the Backflow Website. At the top, there is a navigation bar with the City Utilities logo and links for Backflow Portal, Home, Search Assembly, Test History, and Contact. A 'Log off' link is also present. The main heading is 'Log in.' followed by the instruction 'Use your email and password to log in.' There are two input fields: 'Email' and 'Password'. Below the password field is a 'Log in' button. To the right, there is a 'Questions?' section with contact information: 'Backflow Support: 417.831.8399' and 'BackflowSupport@CityUtilities.net'. At the bottom left, there are links for 'Register' and 'I forgot my password'.

2. Under the “Enter Test Results” header, select the “Search Assembly” button.

The screenshot shows the dashboard of the Backflow Portal. The navigation bar includes the City Utilities logo, 'Backflow Portal', 'Home', 'Search Assembly', 'Test History', and 'Contact'. A user greeting 'Hello username@gmail.com' and a 'Log off' link are on the right. The main heading is 'Backflow Portal'. Below this, there are three main sections: 'Enter Test Results', 'View History', and 'Contact Information'. The 'Enter Test Results' section has a description and a 'Search Assembly >' button highlighted with a red box. The 'View History' section has a 'View History >' button. The 'Contact Information' section has a 'Learn more >' button.

3. The user can search by either Serial # or Address.

The screenshot shows the 'Search for Assembly' page. The navigation bar is the same as in the previous screenshot. The main heading is 'Search for Assembly'. There is a search input field labeled 'Serial or Address:' with a 'Search >' button next to it, both highlighted with a red box. Below the search field is a table with the following data:

	Serial Number	Due Date	Status	Type	Customer	Address
Enter Test	1234	6/30/2022	Active	DDC		301 E Central St.

4. Select “Enter Test”.

This screenshot is identical to the previous one, but the 'Enter Test' button in the table is highlighted with a red box.

5. Enter test results within the required fields.

City Utilities Backflow Portal Search Assembly Test History Contact Hello username@gmail.com Log off

### Test Entry

Serial Number: 44361  
Next Due Date: 6/1/2022  
Customer Info:

**Enter Results** **Pass**

Test Date: 12/07/2021

Supply Pressure: 2

#1 Check Valve (>= 1.0 PSID) Pass: 2

#2 Check Valve (>= 1.0 PSID) Pass: 2

Comments: TEST

Send test results to customer

By submitting this information to City Utilities of Springfield, Missouri, I certify that I am [ ] certification id [ ], representing [ ]. I also certify that I have tested backflow assembly [ ], and the results are certified to be true, accurate, and complete.

Save »

Back to Search

6. If a copy of the results needs to be sent to the customer, select the “Send test results to customer” checkbox. Confirm customer’s email is correct.

City Utilities Backflow Portal Search Assembly Test History Contact Hello username@gmail.com Log off

### Test Entry

Serial Number: 44361  
Next Due Date: 6/1/2022  
Customer Info:

**Enter Results** **Pass**

Test Date: 12/07/2021

Supply Pressure: 2

#1 Check Valve (>= 1.0 PSID) Pass: 2

#2 Check Valve (>= 1.0 PSID) Pass: 2

Comments: TEST

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By submitting this information to City Utilities of Springfield, Missouri, I certify that I am [ ] certification id [ ], representing [ ]. I also certify that I have tested backflow assembly [ ], and the results are certified to be true, accurate, and complete.

Save »

Back to Search

7. To submit the test results, select the bottom checkbox and press save.

**City Utilities** Backflow Portal Search Assembly Test History Contact Hello username@gmail.com Log off

### Test Entry

**Serial Number: 44361**  
Next Due Date: **6/1/2022**  
Customer Info:

**Enter Results** **Pass**

**Test Date**  
12/07/2021

**Supply Pressure**  
2

**#1 Check Valve (P= 1.0 PSID) Pass**  
2

**#2 Check Valve (P= 1.0 PSID) Pass**  
2

**Comments**  
TEST

Send test results to customer

By submitting this information to City Utilities of Springfield, Missouri, I certify that I am \_\_\_\_\_ certification id \_\_\_\_\_, representing \_\_\_\_\_ . I also certify that I have tested backflow assembly \_\_\_\_\_ , and the results are certified to be true, accurate, and complete.

[Save >](#)

[Back to Search](#)