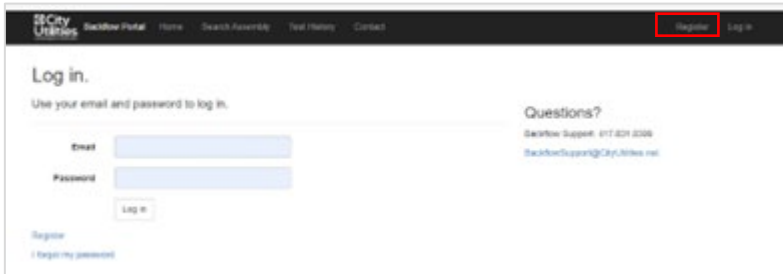


Backflow Website

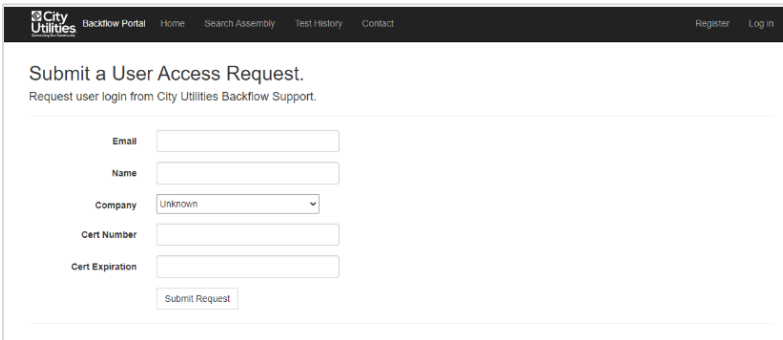
How to Register a New User

1. To open the Backflow website, go to <https://backflow.cityutilities.net/>

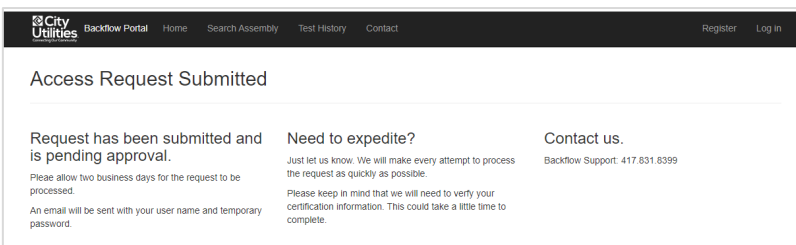
2. First time users will need to register and create a new account. Select the “Register” button at the top right of your screen.



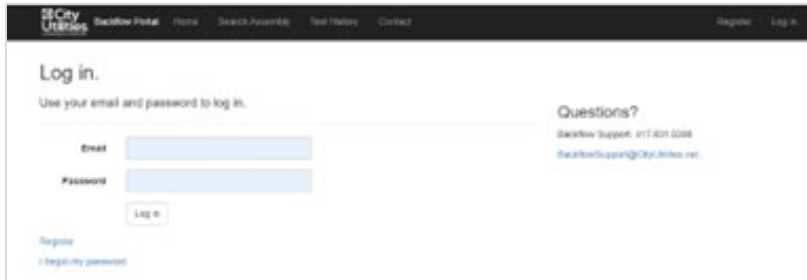
3. The user must enter their email address, name, company name, certification number, and certification expiration and then select the “Submit Request” button.



4. Once the request has been submitted, the following screen will appear. The user’s request will be sent to the City Utilities Backflow administrator(s) for review.



5. If the users request is approved, an email will be sent to the user with the corresponding login information.
6. The user will then go back to the Backflow website and enter their login information.



The image shows a screenshot of the Backflow website's login page. At the top, there is a navigation bar with the following items: "City Utilities", "Backflow Portal", "Home", "Search Account", "Test History", "Contact", "Register", and "Log in". The main heading is "Log in." followed by the instruction "Use your email and password to log in." Below this, there are two input fields: "Email" and "Password". A "Log in" button is positioned below the password field. To the right of the login form, there is a "Questions?" section with the text "Backflow Support: 017.831.0200" and "BackflowSupport@CityUtilities.net". At the bottom left of the page, there are links for "Register" and "I forgot my password".