

#1 Registration Submission Flow (Auth0)

THIS GUIDE SHOWS THE USER HOW TO REGISTER FOR A TESTER PORTAL ACCOUNT, AND UPDATE INFORMATION AND RESUBMIT FOR ACCOUNT APPROVAL.

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1 Register and Confirm Email (Tester)

1. Navigate to Tester Portal Login screen and click on “Sign up” link.



The City of
SAN DIEGO

Log In

Email Address

Password

[Need help signing in?](#)
[Forgot your password?](#)

Don't have an account yet? [Sign up](#)

2. Provide registration information and click ‘Sign Up’ button.



Register

Already have an account? [Log In](#)

Email Address
 ✓

First Name
 ✓

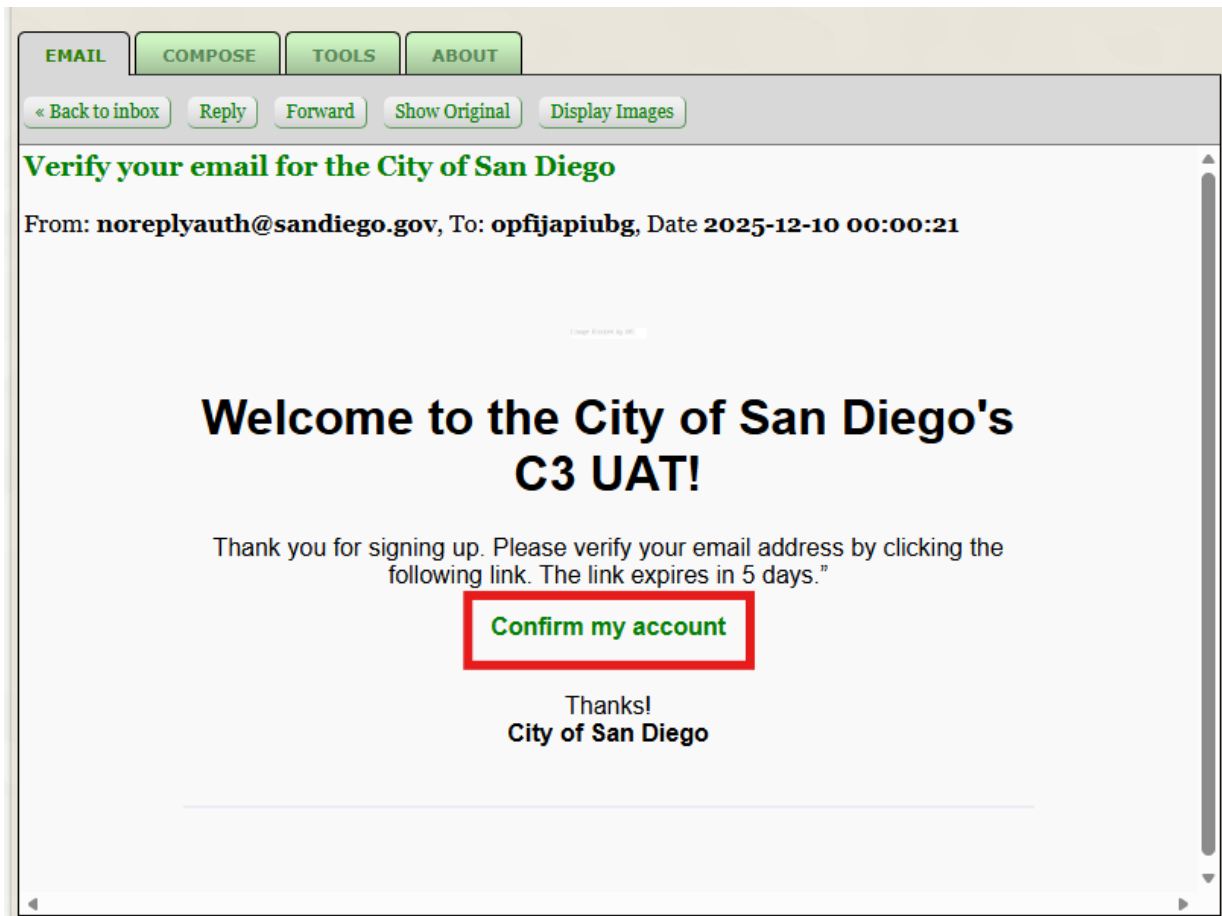
Last Name
 ✓

Password ⓘ
 ✓

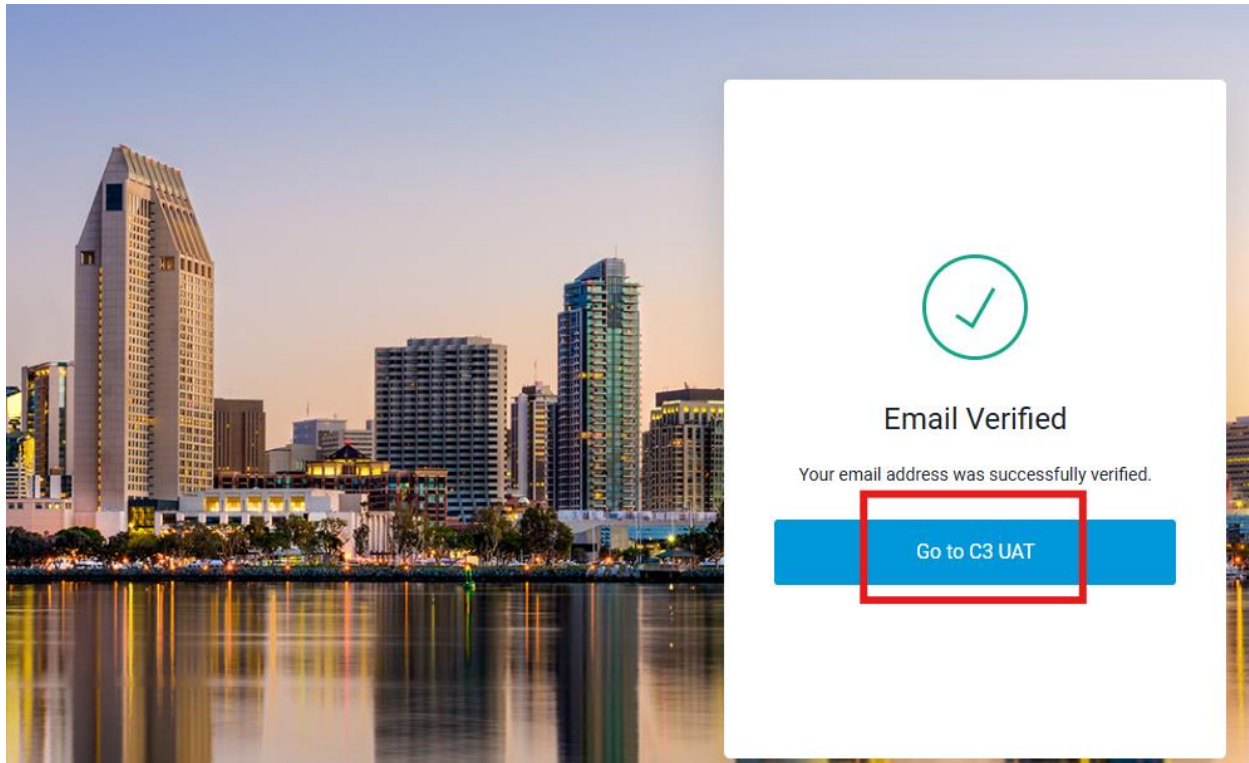
Repeat Password
 ✓

Show Password

3. Navigate to the email used to register and click on "Confirm my account" verification link in the email received.



4. After being navigated back to the Tester Portal, click on the 'Go to C3' button.



2 Provide Tester Information (Tester)

1. Provide login code and click the 'Verify' button. This is applicable to new Testers only.
Note: Existing Testers will not be required to provide a login code. They will be redirected to their Tester Portal home screen upon login (refer to step #2 in section 4 Modify Existing Tester Information (Tester)).



Login

Enter Login Code *

2. Verify the prepopulated personal information and provide additional information, then click 'Next' button.



Personal Information

Please provide your basic information in the fields below.

First Name *

Last Name *

Email

Phone *

Tester Type * ⓘ

3. Add up to two (2) companies to profile.
 - a. Check if company already exists by typing in Company search.

The City of
SAN DIEGO

Company Information

Please include up to two (2) companies that are you associated with.

Company

49

\$49 Pass 2 Pay Backflow

< Previous

Next >

- b. If company does not exist, click the 'New Account' button, provide company information, then click 'Add' button.

The City of
SAN DIEGO

Company Information

Please include up to two (2) companies that are you associated with.

Company

New Account

< Previous

Next >

The City of SAN DIEGO Logout

Company Information

Please

Comp

Q. S

R

Na

\$49

Company Name *

Tranquilo Testers

Street *

1 Robbins St

City *

San Diego

State *

CA

Zip *

92122

Phone *

(858) 019-9231

Email *

tranquilotesters@gmail.com

Website

www.tranquilotesters.com

Business License

BL-09384634

Plumber's License

PL-1230951345

Liability Insurance Company

MetLife

Insurance Policy Number

59-1423589-7234

Liability Insurance Limits

\$500,000.00

Insurance Expiration Date

12/3/2030

Cancel

Add

4. Click 'Add New Kit' button, provide test kit information, then click 'Next' button.

The City of SAN DIEGO

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

Add New Kit

< Previous

Next >

Test Kit Information

Edit Test Kit Information

Serial Number *	Expiration Date *
4567894187635	12/6/2028
Device *	Make *
Modeker	TESTER MAX
Model *	Calibration *
902834	Upload Files Or drop files
	Screenshot 2025-12-09 161435.png

Cancel Save

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

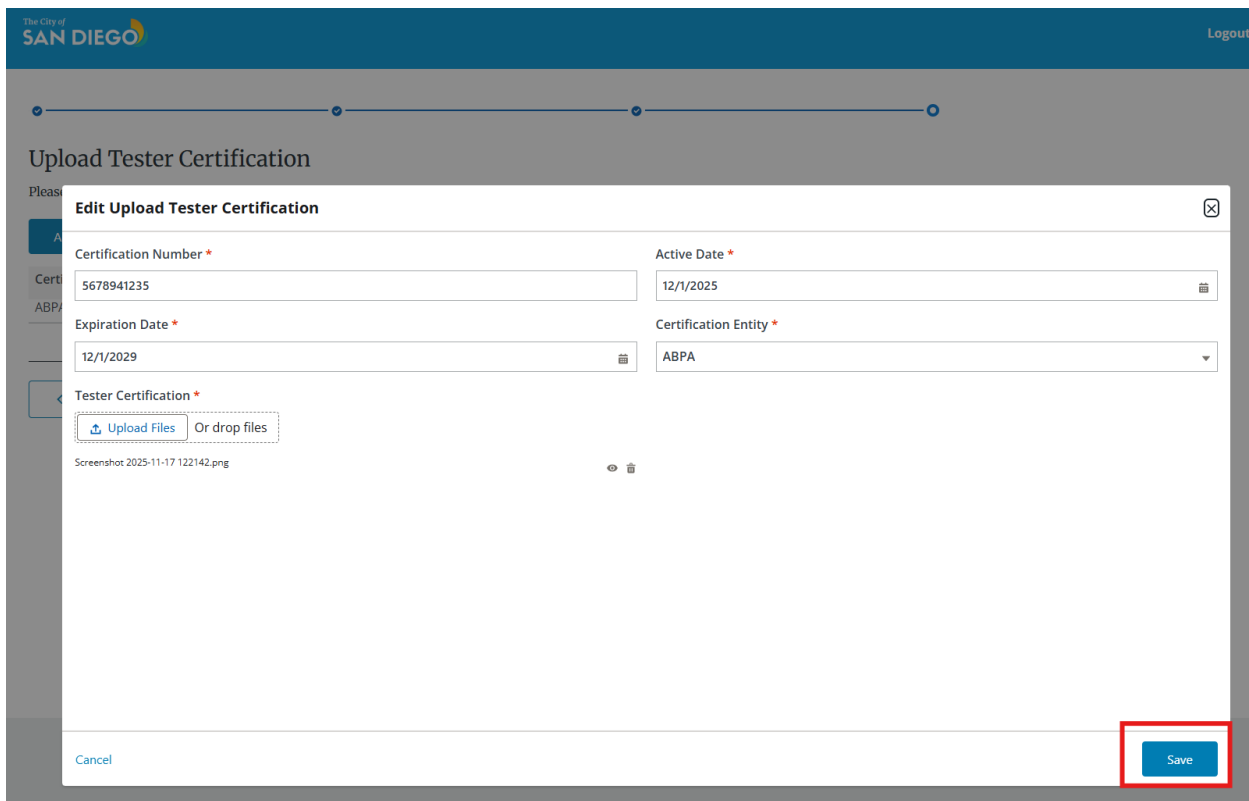
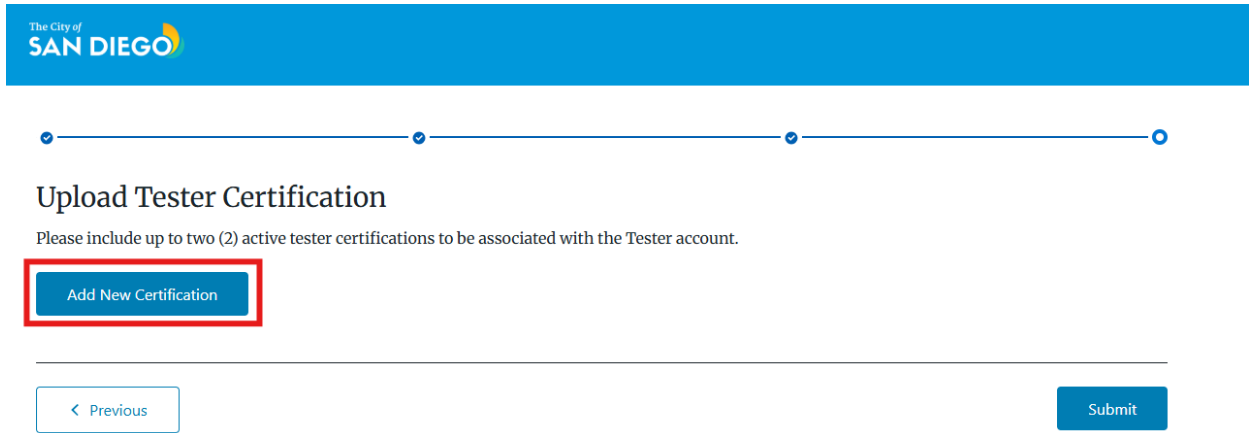
Add New Kit

Serial Number	Device	Model	Make	Review Status	Actions
4567894187635	Modeker	902834	TESTER MAX		

< Previous

Next >

5. Click 'Add New Certification' button, provide tester certification information, then click 'Submit' button.





Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

Add New Certification

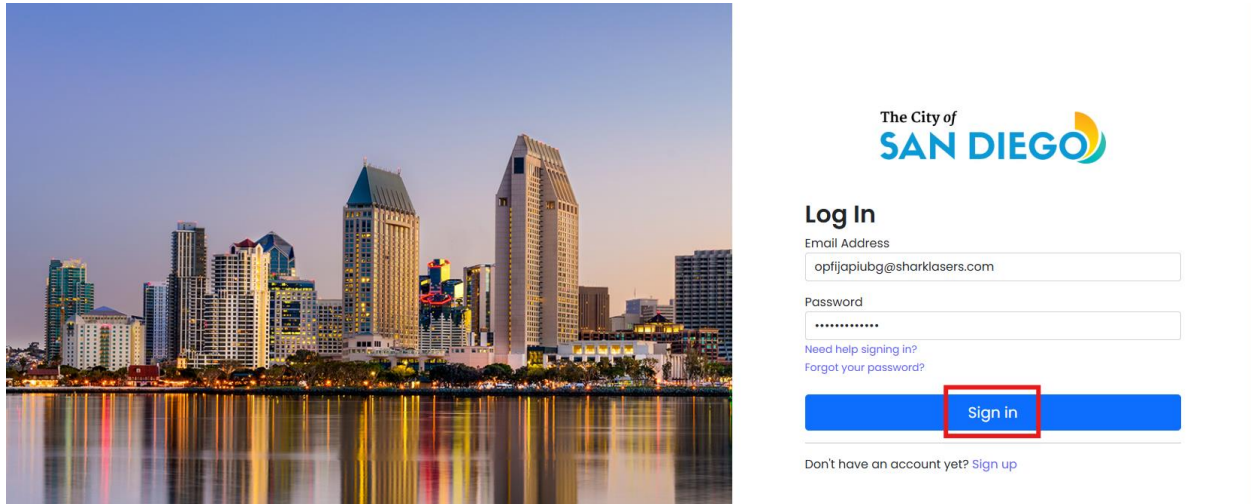
Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01		<input type="checkbox"/>

< Previous

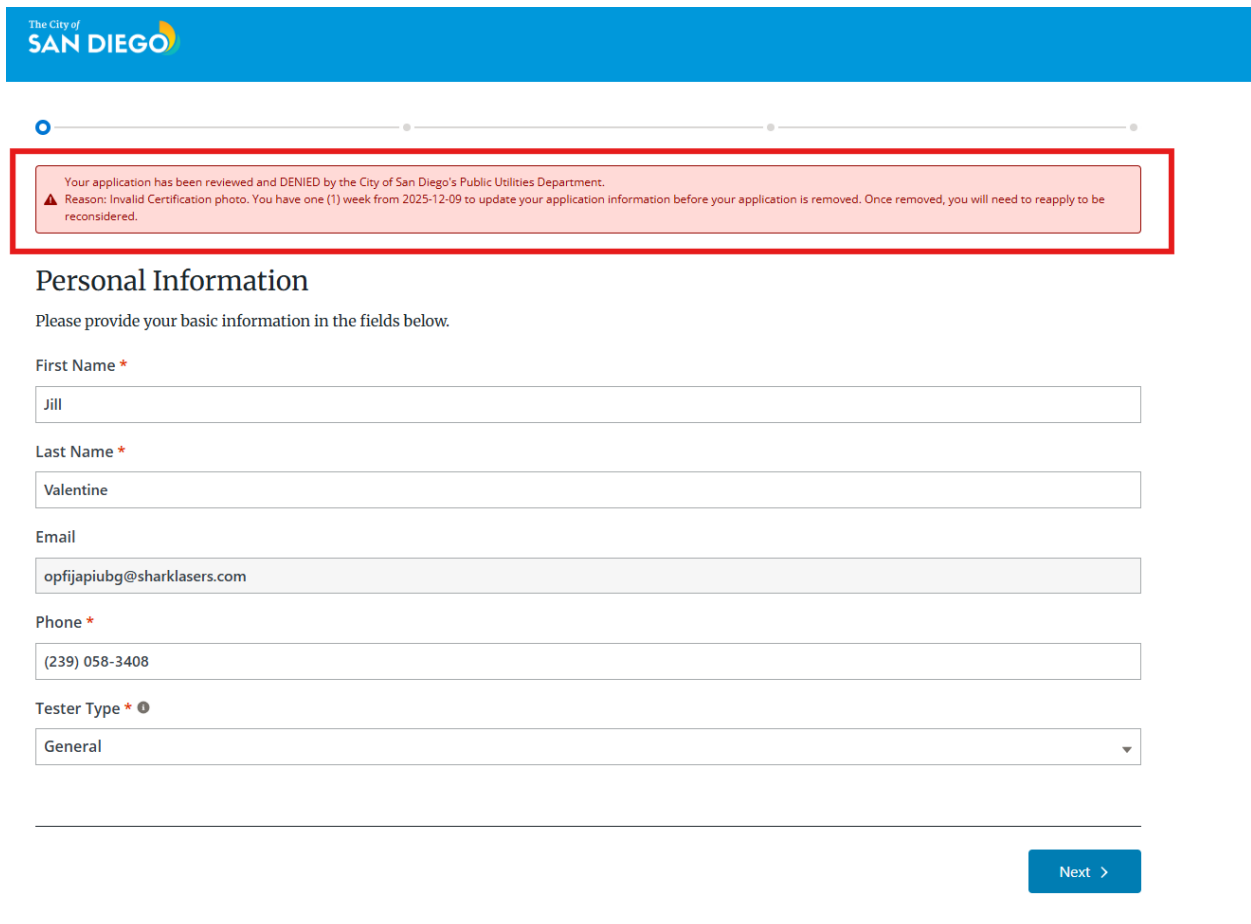
Submit

3 Edit and Resubmit Application (Tester)

1. Navigate to Tester Portal Login screen and enter in email address and password used during registration and click on 'Sign in' button.



2. Review error message at the top of the Tester Portal application screen indicating why the Tester was rejected.



3. Navigate to the necessary screen to resolve issue(s). In this example, click on 'Edit' from Actions drop-down menu to edit previously submitted record.

The City of **SAN DIEGO**

Your application has been reviewed and DENIED by the City of San Diego's Public Utilities Department.
▲ Reason: Invalid Certification photo. You have one (1) week from 2025-12-09 to update your application information before your application is removed. Once removed, you will need to reapply to be reconsidered.

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

[Add New Certification](#)

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Rejected	<input type="button" value="⌵"/>

[< Previous](#) [Submit](#)

The City of **SAN DIEGO**

Your application has been reviewed and DENIED by the City of San Diego's Public Utilities Department.
▲ Reason: Invalid Certification photo. You have one (1) week from 2025-12-09 to update your application information before your application is removed. Once removed, you will need to reapply to be reconsidered.

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

[Add New Certification](#)

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Rejected	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

[< Previous](#) [Submit](#)

- Once finished, navigate to the end of the application by clicking the 'Next' button(s) at the bottom-right of the screen, then click 'Submit' button to resubmit application.

The City of
SAN DIEGO

✓ ————— ✓ ————— ✓ ————— ○

▲ Your application has been reviewed and DENIED by the City of San Diego's Public Utilities Department.
Reason: Invalid Certification photo. You have one (1) week from 2025-12-09 to update your application information before your application is removed. Once removed, you will need to reapply to be reconsidered.

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

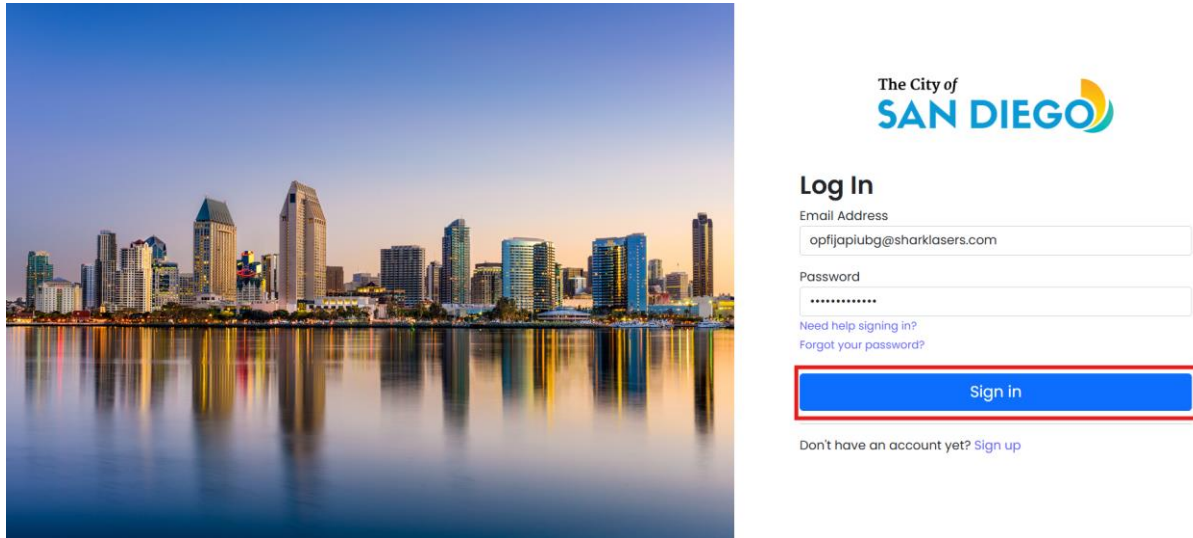
[Add New Certification](#)

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Rejected	<input type="checkbox"/>

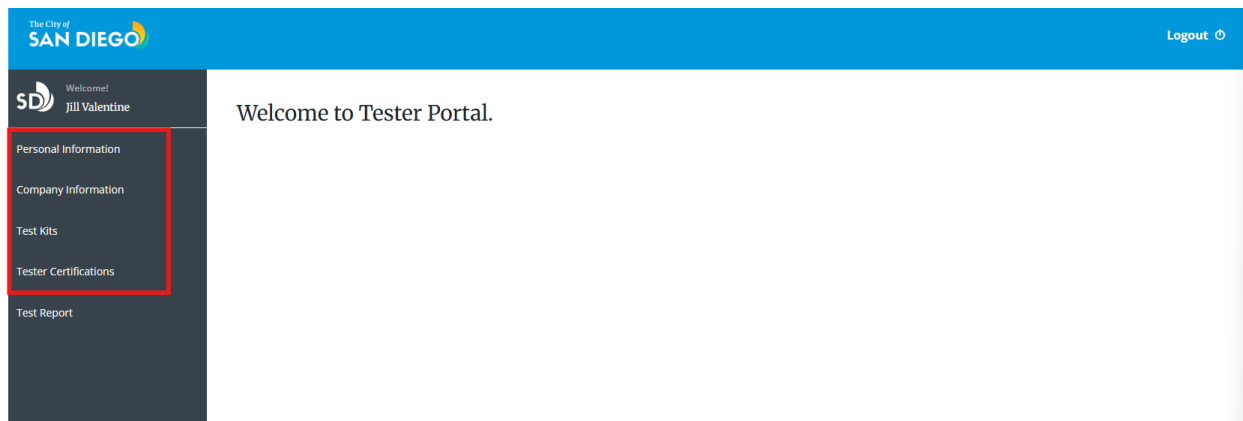
[< Previous](#) [Submit](#)

4 Modify Existing Tester Information (Tester)

1. Navigate to Tester Portal Login screen and enter in email address and password used during registration and click on 'Sign in' button.



2. Navigate to the item which needs to be updated.



- a. To change something in the Personal Information tab, change the text in one or more of the fields, then click the 'Submit' button.

The screenshot shows a web interface for the City of San Diego. At the top left, there is a blue header with the City of San Diego logo and the text "The City of SAN DIEGO". Below this is a dark grey sidebar with the "SD" logo and the text "Welcome! Jill Valentine". The sidebar contains a list of menu items: "Personal Information", "Company Information", "Test Kits", "Tester Certifications", and "Test Report". The main content area is titled "Personal Information" and contains the instruction "Please provide your basic information in the fields below." A red rectangular box highlights the form fields, which include: "First Name *" with the value "Jill"; "Last Name *" with the value "Valentine"; "Email" with the value "opfjapiubg@sharklasers.com"; "Phone *" with the value "(239) 058-3408"; and "Tester Type *" with a dropdown menu showing "General". A blue "Submit" button is located at the bottom right of the form area, also highlighted with a red box.

- b. To add a new Company, search for existing company or click 'New Account' button and provide information in the modal screen, then click 'Add' button.

Company Information
Please include up to two (2) companies that are you associated with.

Company

New Account

Name	Email	Phone	Website	Review Status	Actions
\$49 Pass 2 Pay Backflow		619-484-6198	www.p2pbackflow.com	Approved	
Tranquilo Testers	tranquilotesters@gmail.com	(858) 019-9231	www.tranquilotesters.com	Approved	

Submit

Add New Company Information

Company Name *

Street *

City *

State *

Zip *

Phone *

Email *

Business License

Plumber's License

Add

- c. To remove an existing Company from account, select "Remove" from the Actions drop-down menu.

Company Information
Please include up to two (2) companies that are you associated with.

Company

New Account

Name	Email	Phone	Website	Review Status	Actions
\$49 Pass 2 Pay Backflow		619-484-6198	www.p2pbackflow.com	Approved	
Tranquilo Testers	tranquilotesters@gmail.com	(858) 019-9231	www.tranquilotesters.com	Approved	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Submit

- d. Companies already existing in the system cannot be modified through the Tester Portal.

The City of SAN DIEGO

SD Welcome! Jill Valentine

Personal Information
Company Information
Test Kits
Tester Certifications
Test Report

Company Information

Please include up to two (2) companies that are you associated with.

Company

New Account

Name	Email	Phone	Website	Review Status	Actions
\$49 Pass 2 Pay Backflow		619-484-6198	www.p2pbackflow.com	Approved	⌵
Tranquilo Testers	tranquilotesters@gmail.com	(858) 019-9231	www.tranquilotesters.com	Approved	⌵

Submit

- e. Click the 'Submit' button.

The City of SAN DIEGO

SD Welcome! Jill Valentine

Personal Information
Company Information
Test Kits
Tester Certifications
Test Report

Company Information

Please include up to two (2) companies that are you associated with.

Company

New Account

Name	Email	Phone	Website	Review Status	Actions
1-2-3 Backflow Testing	rraghogaikwad@deloitte.com	619-247-6226		Approved	⌵
Raccoon Backflow Testing	stars@raccoonbackflow.com	(619) 204-0220			⌵

Submit

- f. To add a new Test Kit, click 'Add New Kit' button and provide information on the modal screen, then click 'Add' button.

The City of SAN DIEGO

SD Welcome! Jill Valentine

Personal Information
Company Information
Test Kits
Tester Certifications
Test Report

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

Add New Kit

Serial Number	Device	Model	Make	Review Status	Actions
4567894187635	Modeker	902834	TESTER MAX		⌵

Submit

Add New Test Kit Information

Serial Number * 4567894187635

Expiration Date * 2/6/2026

Device * Modelker

Make * TESTER MAX

Model * 902834

Upload Files Or drop files

Test Kit_FEBCO TK-1.jpg

Cancel Add

g. To edit a Test Kit’s information, select “Edit” from the Actions drop-down menu. Click the ‘Save’ button when done.

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

Add New Kit

Serial Number	Device	Model	Make	Review Status	Actions
4567894187635	Modelker	902834	TESTER MAX		Edit Remove

Submit

Edit Test Kit Information

Serial Number * 4567894187635

Expiration Date * 12/6/2028

Device * Modelker

Make * TESTER MAX

Model * 902834

Upload Files Or drop files

Screenshot 2025-12-09 161435

Cancel Save

h. To remove a Test Kit record, select “Remove” from the Actions drop-down menu.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

Add New Kit

Serial Number	Device	Model	Make	Review Status	Actions
9920402	DEV03029402	MDL39932	MK3929420	Approved	Edit
4567894187635	Modelker	902834	TESTER MAX		Remove

Submit

i. Click the ‘Submit’ button.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Test Kit Information

Please include up to two (2) test kit(s) to be associated with the Tester account.

Add New Kit

Serial Number	Device	Model	Make	Review Status	Actions
4567894187635	Modelker	902834	TESTER MAX		

Submit

j. To add a new Tester Certification, click ‘Add New Certification’ button and provide the information on the modal screen, then click ‘Add’ button.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

Add New Certification

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Approved	

Submit

The City of SAN DIEGO

Logout

Add New Upload Tester Certification

Certification Number * 3940003 Active Date * 12/16/2025

Expiration Date * 12/16/2026 Certification Entity * ASSE

Tester Certification *
 Or drop files
 Backflow Tester Certification.jpg

Cancel

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k. To edit a Tester Certification’s information, select “Edit” from the Actions drop-down menu. Click the ‘Save’ button when done.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Approved	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

The City of SAN DIEGO

Logout

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

Edit Upload Tester Certification

Certification Number * 5678941235 Active Date * 12/1/2025

Expiration Date * 12/1/2029 Certification Entity * ABPA

Tester Certification *
 Or drop files
 Screenshot 2025-11-17 122142

Cancel

- I. To remove a Tester Certification record, select "Remove" from the Actions drop-down menu.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

[Add New Certification](#)

Certification Entity	Active Date	Expiration Date	Review Status	Actions
AWWA	2025-12-01	2027-12-01	Approved	Edit
ASSE	2025-12-16	2026-12-16		Remove

[Submit](#)

- m. Click the 'Submit' button.

The City of SAN DIEGO

Welcome! Jill Valentine

Personal Information

Company Information

Test Kits

Tester Certifications

Test Report

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

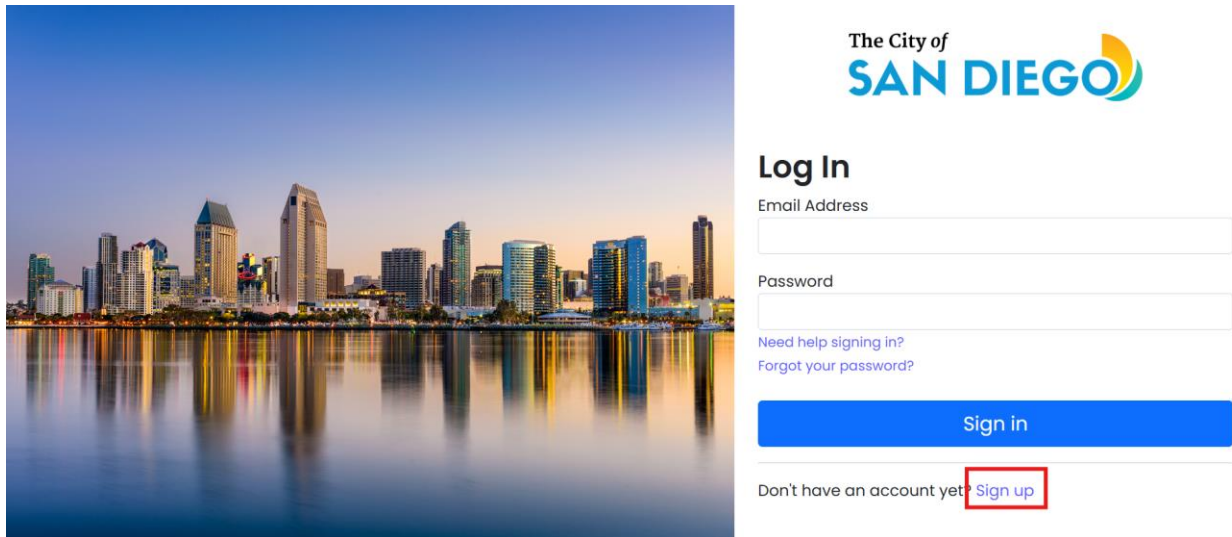
[Add New Certification](#)

Certification Entity	Active Date	Expiration Date	Review Status	Actions
ABPA	2025-12-01	2029-12-01	Approved	▼

[Submit](#)

5 Register and Confirm Email (Tester Assistant)

1. Navigate to Tester Portal Login screen and click on 'Sign up' link.



The City of
SAN DIEGO

Log In

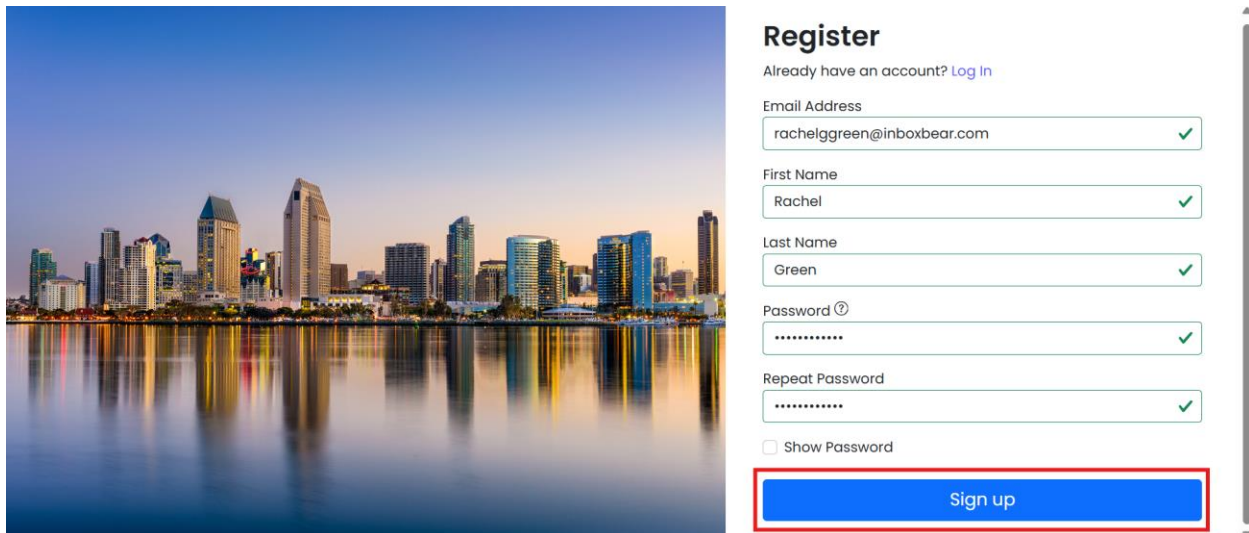
Email Address

Password

[Need help signing in?](#)
[Forgot your password?](#)

Don't have an account yet? [Sign up](#)

2. Provide registration information then click 'Sign up' button.



Register

Already have an account? [Log In](#)

Email Address
 ✓

First Name
 ✓

Last Name
 ✓

Password ⓘ
 ✓

Repeat Password
 ✓

Show Password

3. Navigate to email account used to register and click on "Confirm my account" verification link in the email received.

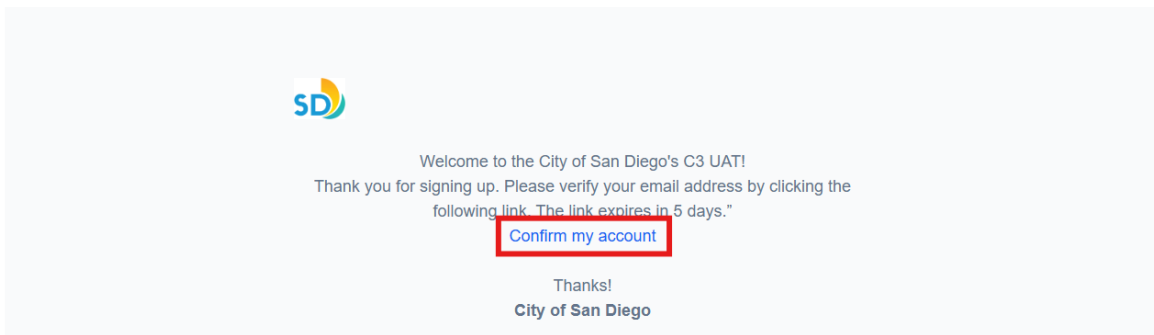
From: noreplyauth@sandiego.gov

Received: 2 mins ago

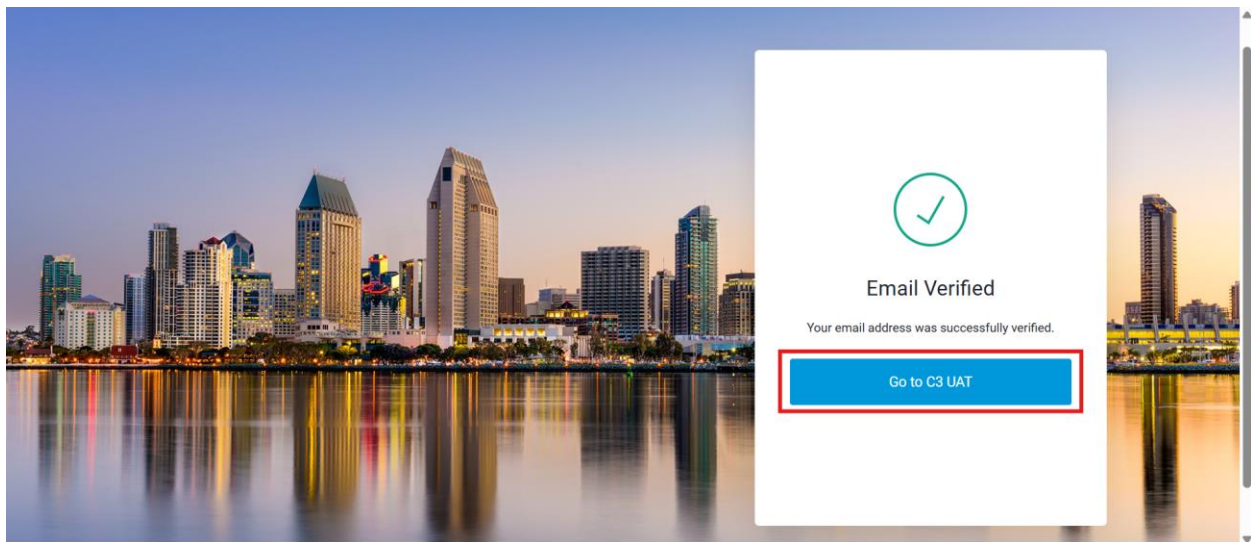
Can't see message content? · Read the full message by

[Clicking here →](#)

×



4. After being navigated back to the to the Tester Portal, click on the 'Go to C3' button.



6 Provide Tester Information (Tester Assistant)

1. Provide login code and click the 'Verify' button.

Note: Existing Tester Assistants will not be required to provide a login code. They will be redirected to their Tester Portal home screen upon login (refer to step #2 in section 8 Modify Existing Tester Information (Tester Assistant)).

The City of
SAN DIEGO

Logout

Login

Enter Login Code *

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2. Verify the prepopulated personal information and provide additional information, then click 'Next' button.

The City of
SAN DIEGO

Logout

Personal Information

Please provide your basic information in the fields below.

First Name *

Last Name *

Email

Phone *

3. Add up to two (2) companies to profile.
 - a. Check if company already exists by typing in Company search.

The screenshot shows the 'Company Information' page on the City of San Diego website. The page title is 'Company Information' and it includes the instruction: 'Please include up to two (2) companies that are you associated with.' Below this, there is a search bar labeled 'Company' with a magnifying glass icon. The search bar contains the text '1-2-3' and a dropdown menu is open, showing a single result: '1-2-3 Backflow Testing'. A red box highlights the search bar and the dropdown result. At the bottom of the form, there are two buttons: '< Previous' and 'Submit'.

- b. If company does not exist, click the 'New Account' button, provide company information, then click 'Add' button.

This screenshot shows the 'Company Information' page with the search bar empty. A red box highlights the 'New Account' button located below the search bar. Below the search bar is a table with the following data:

Name	Email	Phone	Website	Review Status	Actions
1-2-3 Backflow Testing		619-247-6226		Approved	<input type="checkbox"/>

At the bottom of the form, there are two buttons: '< Previous' and 'Submit'.

The screenshot shows a modal form titled 'Add New Company Information'. The form contains the following fields:

- Company Name * (text input: Central Perk Backflows)
- Street * (text input: 90 BEDFORD ST)
- City * (text input: SAN DIEGO)
- State * (dropdown menu: CA)
- Zip * (text input: 10014)
- Phone * (text input: (212) 741-6895)
- Email * (text input: littleowl@nyc.com)
- Website (text input)
- Business License (text input)
- Plumber's License (text input)
- Liability Insurance Company (text input)
- Insurance Policy Number (text input)
- Liability Insurance Limits (text input)
- Insurance Expiration Date (text input)

At the bottom left of the modal is a 'Cancel' button, and at the bottom right is an 'Add' button, which is highlighted with a red box.

4. Click on 'Submit' button.

The City of **SAN DIEGO** Logout

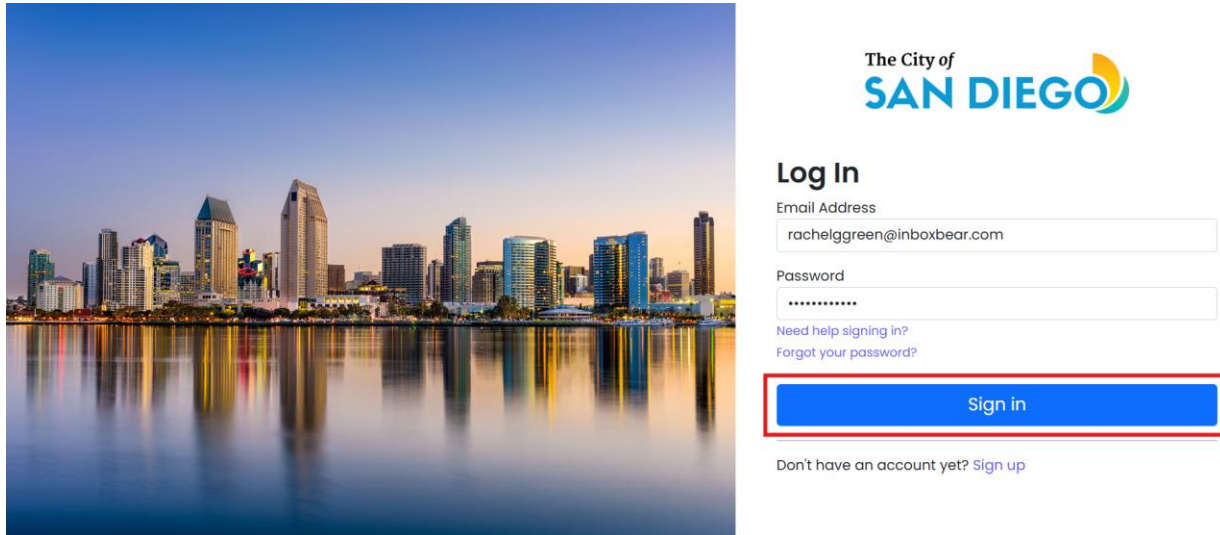
Company Information

Please include up to two (2) companies that are you associated with.

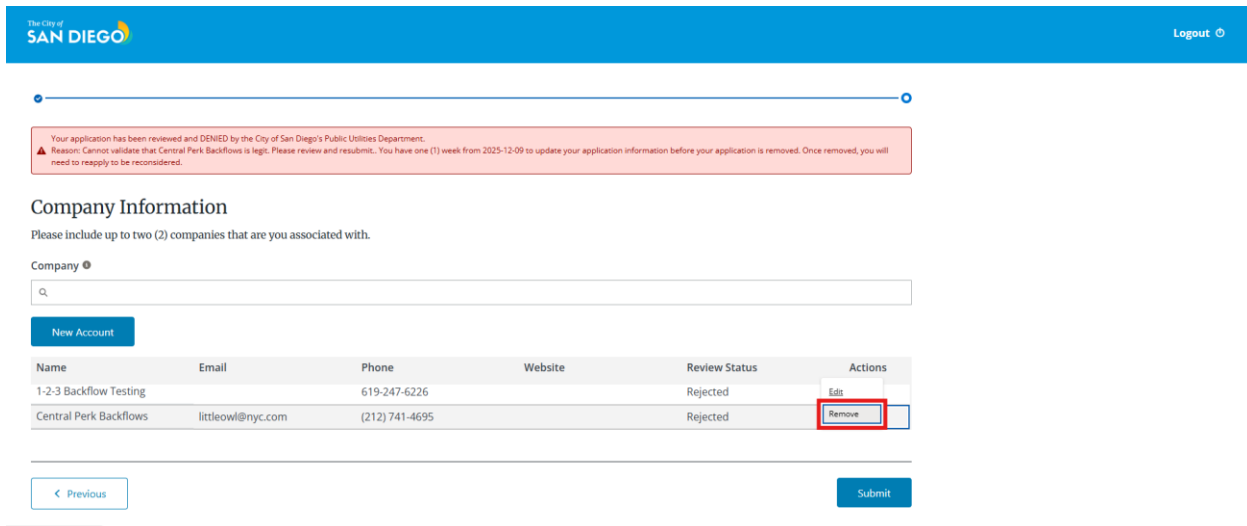
Company

7 Edit and Resubmit Application (Tester Assistant)

1. Navigate to Tester Portal Login screen and enter in email address and password used during registration and click on 'Sign in' button.



2. Review error message at the top of the Tester Portal application screen indicating why the Tester was rejected. Navigate to the necessary screen to resolve issues. In this example, click on 'Remove' from Actions drop-down menu to remove the previously submitted record which was provided in the reason for rejection.



- Once finished, navigate to the end of the application by clicking the 'Next' button(s) at the bottom-right of the screen, then click 'Submit' button to resubmit application.

The City of **SAN DIEGO** Logout

Your application has been reviewed and DENIED by the City of San Diego's Public Utilities Department.
Reason: Cannot validate that Central Perk Backflows is legit. Please review and resubmit. You have one (1) week from 2025-12-09 to update your application information before your application is removed. Once removed, you will need to reapply to be reconsidered.

Company Information

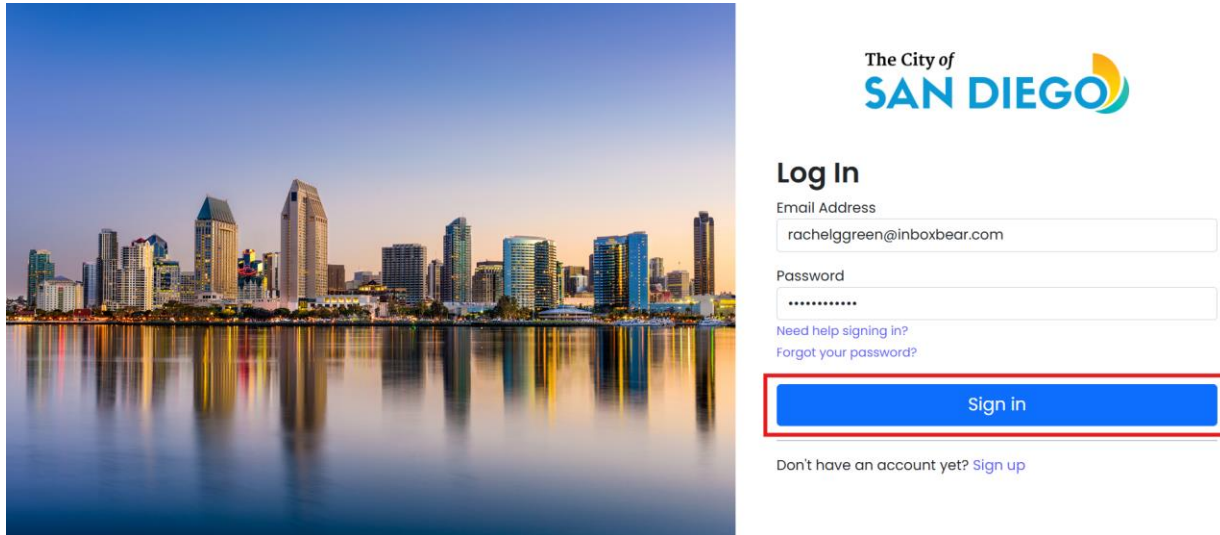
Please include up to two (2) companies that are you associated with.

Company

[New Account](#)[< Previous](#)[Submit](#)

8 Modify Existing Tester Information (Tester Assistant)

1. Navigate to Tester Portal Login screen and enter in email address and password used during registration and click on 'Sign in' button.



The City of
SAN DIEGO

Log In

Email Address
rachelgreen@inboxbear.com

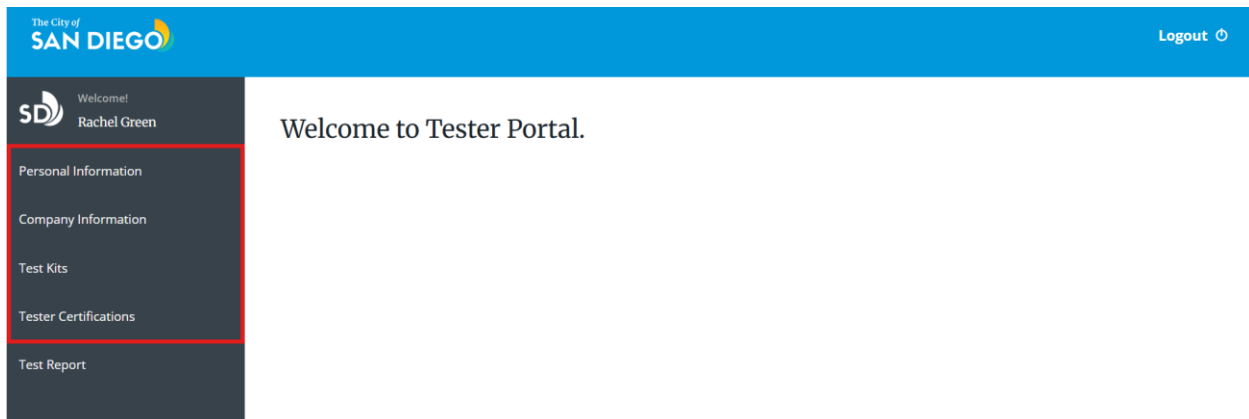
Password

[Need help signing in?](#)
[Forgot your password?](#)

Sign in

Don't have an account yet? [Sign up](#)

2. Navigate to the item which related information needs updating.



The City of
SAN DIEGO Logout

sd Welcome!
Rachel Green

Personal Information
Company Information
Test Kits
Tester Certifications
Test Report

Welcome to Tester Portal.

- a. To change something in the Personal Information tab, change the text in one or more of the fields, then click the 'Submit' button.

The screenshot shows the 'Personal Information' form in the City of San Diego portal. The form is titled 'Personal Information' and includes a sub-header 'Please provide your basic information in the fields below.' The form fields are: First Name (Rachel), Last Name (Green), Email (rachelgreen@inboxbear.com), and Phone ((212) 236-2004). A red box highlights the entire form area, and another red box highlights the 'Submit' button at the bottom right.

- b. To add a new Company, search for existing company or click 'New Account' button and provide information in the modal screen, then click 'Add' button.

The screenshot shows the 'Company Information' form in the City of San Diego portal. The form is titled 'Company Information' and includes a sub-header 'Please include up to two (2) companies that are you associated with.' The form includes a search bar for existing companies and a 'New Account' button. Below the search bar is a table with columns: Name, Email, Phone, Website, Review Status, and Actions. The table contains one entry: '1-2-3 Backflow Testing' with email 'rraghogaikwad@deloitte.com', phone '619-247-6226', and review status 'Approved'. A red box highlights the 'New Account' button. A 'Submit' button is located at the bottom right.

The screenshot shows the 'Add New Company Information' modal form in the City of San Diego portal. The form is titled 'Add New Company Information' and includes a sub-header 'Please provide information for the new company.' The form fields are: Company Name (Central Perk Backflow), Street (90 BEDFORD STREET), City (SAN DIEGO), State (CA), Zip (94121), Phone ((212) 741-4695), Email (backflows@centralpark.com), Business License, and Plumber's License. A red box highlights the 'Add' button at the bottom right.

- c. To remove an existing Company from account, select “Remove” from the Actions drop-down menu.

The screenshot shows the 'Company Information' page for Rachel Green. It includes a search bar, a 'New Account' button, and a table of existing companies. The 'Remove' button in the 'Actions' column for the first company is highlighted with a red box.

Name	Email	Phone	Website	Review Status	Actions
1-2-3 Backflow Testing		619-247-6226		Approved	Remove

- d. Companies already existing in the system cannot be modified through the Tester Portal.

The screenshot shows the 'Company Information' page with an error message at the top: 'Error Selected record cannot be edited.' The error message is highlighted with a red box. The table below shows the same company as in the previous screenshot, but the 'Remove' button is replaced by a dropdown arrow.

Name	Email	Phone	Website	Review Status	Actions
1-2-3 Backflow Testing		619-247-6226		Approved	⌵

- e. Click the ‘Submit’ button.

The screenshot shows the 'Company Information' page with two companies listed in the table. The 'Submit' button at the bottom right is highlighted with a red box.

Name	Email	Phone	Website	Review Status	Actions
1-2-3 Backflow Testing	rraghogaikwad@deloitte.com	619-247-6226		Approved	⌵
Central Perk Backflow	backflows@centralpark.com	(212) 741-4695			⌵

- f. To add a new Test Kit, click 'Add New Kit' button and provide information on the modal screen, then click 'Add' button.

The screenshot shows a modal window titled "Add New Test Kit Information" with a close button (X) in the top right corner. The form contains the following fields:

- Tester ***: A search field containing "Testing CCB".
- Serial Number ***: A text input field containing "300198301".
- Expiration Date ***: A date picker field showing "12/31/2026".
- Device ***: A text input field containing "903290CDL".
- Make ***: A text input field containing "P3910".
- Model ***: A text input field containing "R3910".
- Calibration ***: A section with an "Upload Files" button and "Or drop files" text. Below it, a file named "Test Kit_FEBCO TK-1.jpg" is listed.

At the bottom left is a "Cancel" button, and at the bottom right is a blue "Add" button, which is highlighted with a red box.

- g. To edit a Test Kit's information, select "Edit" from the Actions drop-down menu. Click the 'Save' button when done.

The screenshot shows the "Test Kit Information" page. At the top, there is a blue header with "The City of SAN DIEGO" and a "Logout" link. A sidebar on the left contains navigation links: "Personal Information", "Company Information", "Test Kits", "Tester Certifications", and "Test Report". The main content area has the title "Test Kit Information" and a sub-header "Please include up to two (2) test kit(s) to be associated with the Tester account." Below this is an "Add New Kit" button. A table lists test kits with columns for Serial Number, Device, Model, Make, Review Status, and Actions. The "Review Status" column contains "P3910". The "Actions" column has a dropdown menu with "Edit" and "Remove" options; the "Edit" option is highlighted with a red box. A "Submit" button is located at the bottom right of the table area.

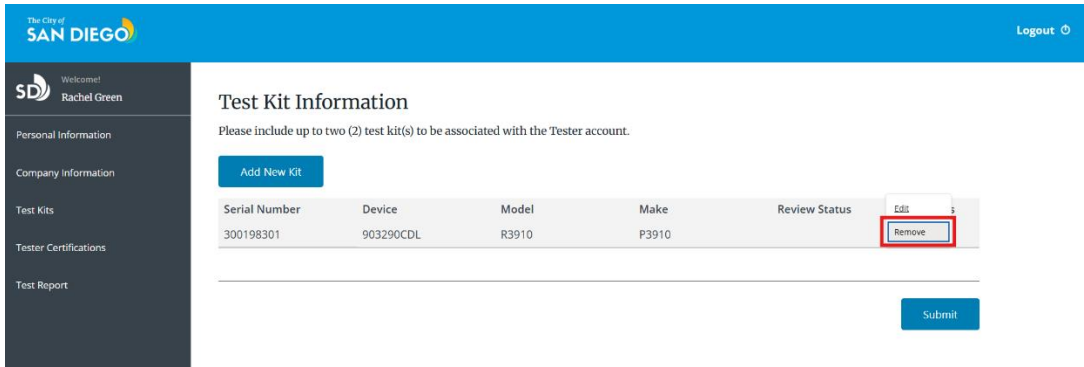
Serial Number	Device	Model	Make	Review Status	Actions
300198301	903290CDL	R3910	P3910	P3910	Edit Remove

The screenshot shows a modal window titled "Edit Test Kit Information" with a close button (X) in the top right corner. The form contains the following fields:

- Tester ***: A search field containing "Monica Geller Bing".
- Serial Number ***: A text input field containing "300198301".
- Expiration Date ***: A date picker field showing "12/17/2026".
- Device ***: A text input field containing "90329-CDL".
- Make ***: A text input field containing "P3910".
- Model ***: A text input field containing "R3910".
- Calibration ***: A section with an "Upload Files" button and "Or drop files" text. Below it, a file named "Test Kit_TK-99E.jpg" is listed.

At the bottom left is a "Cancel" button, and at the bottom right is a blue "Save" button, which is highlighted with a red box.

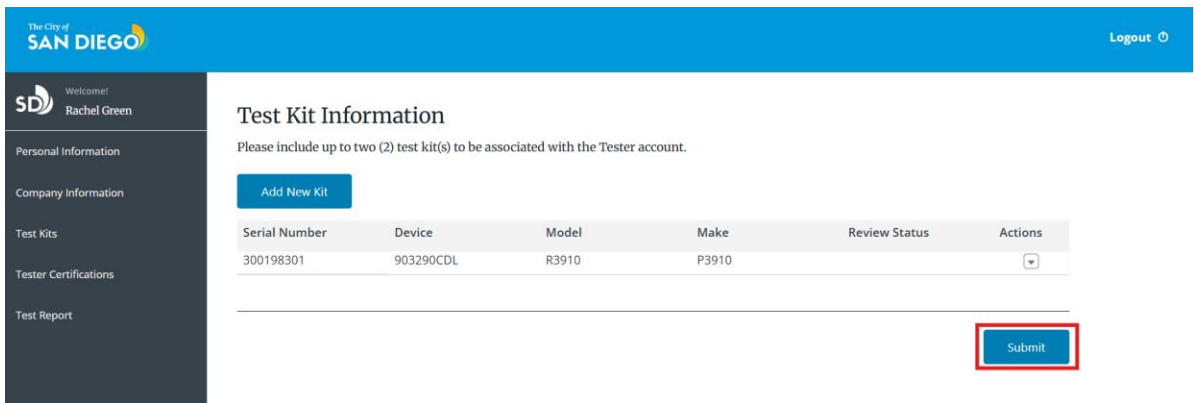
h. To remove a Test Kit record, select “Remove” from the Actions drop-down menu.



The screenshot shows the 'Test Kit Information' page. The header includes 'The City of SAN DIEGO' and a 'Logout' link. The user is identified as 'Rachel Green'. The page title is 'Test Kit Information' with a sub-instruction: 'Please include up to two (2) test kit(s) to be associated with the Tester account.' There is an 'Add New Kit' button. Below is a table with columns: Serial Number, Device, Model, Make, Review Status, and Actions. The first row contains: 300198301, 903290CDL, R3910, P3910. The 'Actions' column has a dropdown menu with 'Remove' selected and highlighted with a red box. A 'Submit' button is at the bottom right.

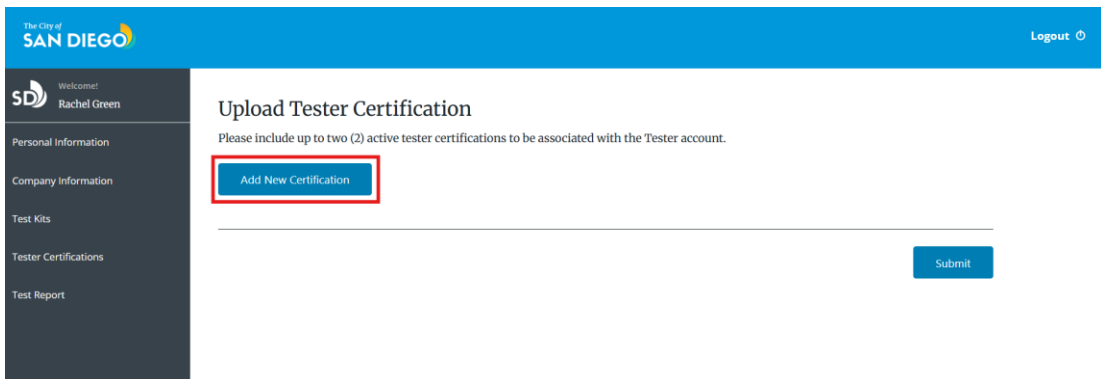
Serial Number	Device	Model	Make	Review Status	Actions
300198301	903290CDL	R3910	P3910		Remove

i. Click the ‘Submit’ button.



This screenshot is identical to the previous one, but the 'Submit' button at the bottom right is highlighted with a red box.

j. To add a new Tester Certification, click ‘Add New Certification’ button and provide the information on the modal screen, then click ‘Add’ button.



The screenshot shows the 'Upload Tester Certification' page. The header includes 'The City of SAN DIEGO' and a 'Logout' link. The user is identified as 'Rachel Green'. The page title is 'Upload Tester Certification' with a sub-instruction: 'Please include up to two (2) active tester certifications to be associated with the Tester account.' There is an 'Add New Certification' button highlighted with a red box. A 'Submit' button is at the bottom right.

Add New Upload Tester Certification

Certification Number *
C20202

Tester *
Testing CCB

Active Date *
12/8/2025

Expiration Date *
12/8/2026

Certification Entity *
AWWA

Tester Certification *
Upload Files Or drop files
AWWA tester certification.jpg

Cancel Add

k. To edit a Test Certification’s information, select “Edit” from the Actions drop-down menu. Click the ‘Save’ button when done.

Upload Tester Certification

Please include up to two (2) active tester certifications to be associated with the Tester account.

Add New Certification

Certification Entity	Active Date	Expiration Date	Review Status
AWWA	2025-12-17	2026-12-17	Edit Remove

Submit

Edit Upload Tester Certification

Certification Number *
4829049942034

Tester *
Monica Geller Bing

Active Date *
12/17/2025

Expiration Date *
12/17/2026

Certification Entity *
AWWA

Tester Certification *
Upload Files Or drop files
AWWA tester certification.jpg

Cancel Save

- I. To remove a Tester Certification record, select "Remove" from the Actions drop-down menu.

The screenshot shows the 'Upload Tester Certification' page. At the top, there is a blue header with 'The City of SAN DIEGO' logo and a 'Logout' link. Below the header is a dark sidebar with the user's name 'Rachel Green' and a list of menu items: 'Personal Information', 'Company Information', 'Test Kits', 'Tester Certifications', and 'Test Report'. The main content area has the title 'Upload Tester Certification' and a sub-header 'Please include up to two (2) active tester certifications to be associated with the Tester account.' Below this is a blue 'Add New Certification' button. A table lists the certification details:

Certification Entity	Active Date	Expiration Date	Review Status	Actions
AWWA	2025-12-17	2026-12-17		Edit Remove

At the bottom right of the table, there is a blue 'Submit' button.

- m. Click the 'Submit' button.

This screenshot is identical to the previous one, showing the 'Upload Tester Certification' page. The 'Submit' button at the bottom right is now highlighted with a red box, indicating the next step in the process.