



3rd Party Portal

**Registration and User Guide for
Property Managers in Backflow
Prevention Assembly Module**

Table of Contents

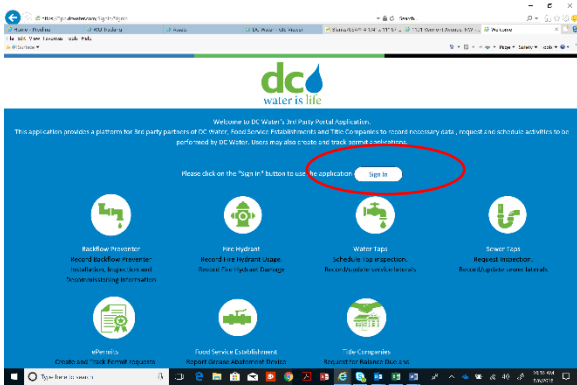
Section I. Intial Registration..... 3

Section II Searching for backflow prevention assemblies 7

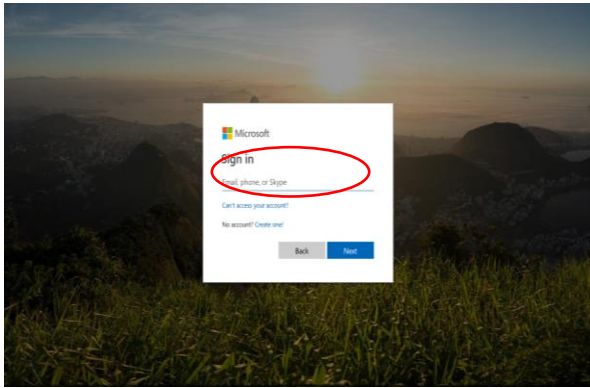
Section I. Intial Registration.

Step 1: Go to <https://3pp.dcwater.com>

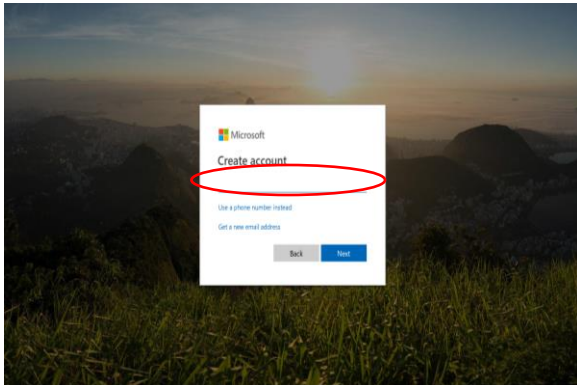
Step 2: Click on Sign In button.



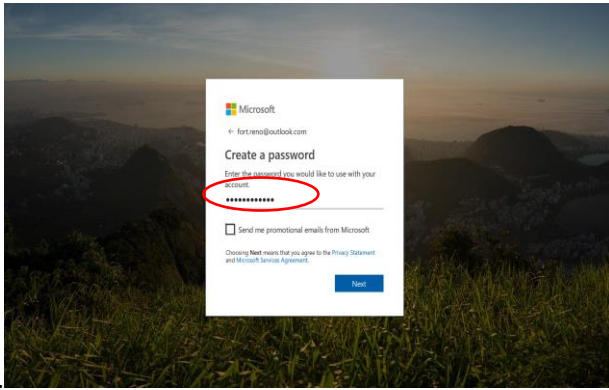
Step 3: Click create one



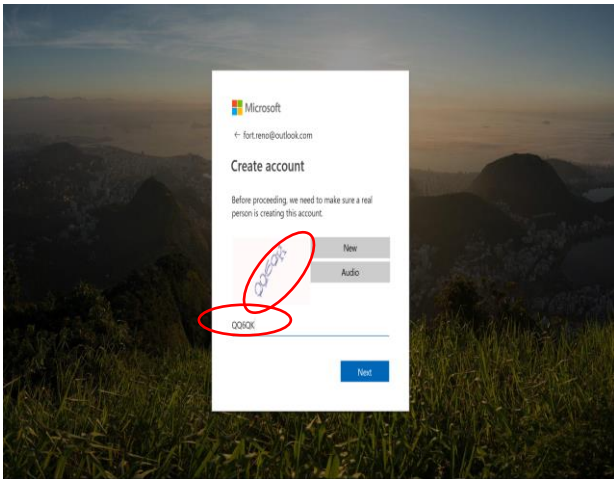
Step 4: Enter email address and click next



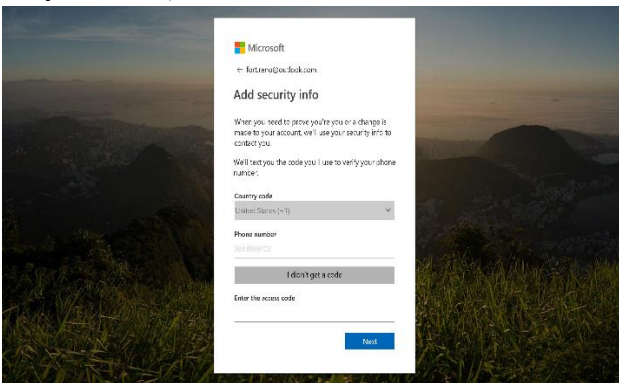
Step 5: Create a password



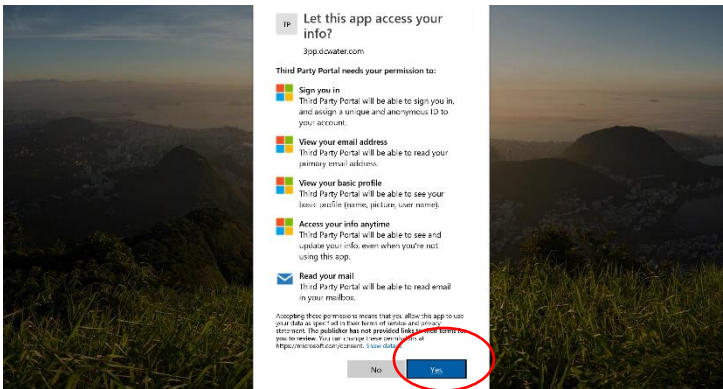
Step 6: Enter verification code



Step 7: Enter phone



Step 8: Accept Microsoft Policy. Note: DC Water does not monitor any emails and this is the standard policy from Microsoft.



Step 9: Fill in all required (*) Personal Information and select Other under Registration Type.

Registration

Personal Information

First Name * Albert Last Name * Boateng
Email ID * bpa-testing@outlook.com Alternate Email ID albertboateng@gmail.com
Send BPA notifications to Alternate EmailID
Phone Number * 202-364-3345 Alternate Phone Number 10 digit numeric characters
House Number * 3900 Street Name * Donaldson Pl
House Number Suffix NW Apt/Suite/Unit Number
City * Washington State * DC- District of Columbia
Quadrant NW Zip * 20037

Registration Type

Food Service Establishment Title Company All Other Services

License Information

© District of Columbia Water and Sewer Authority 5000 Overlook Avenue, S.W., Washington, DC 20032-5212 202-787-2000

Step 10: Click on BPA Propert Manager and Fill in all required (*) Information

License Information

Select Services

Backflow Preventer Installer Backflow Preventer Inspector Backflow Preventer Property Manager
 Fire Hydrant User Water Taps Sewer Taps

Company Information

Check this box if the Company Information is the same as your Personal Information

Name * ABC Property Management
Phone * 202-123-4567 Email * Any e-mail valid format like x@y.
House Number * 123 Street Name * Main Ave
House Number Suffix Se Apt/Suite/Unit Number
City * Washington DC State * DC- District of Columbia
Quadrant SE Zip * 20032

Review

© District of Columbia Water and Sewer Authority 5000 Overlook Avenue, S.W., Washington, DC 20032-5212 202-787-2000

Step 11: Click Review then Confirm. Click edit if you find errors

The screenshot shows a registration form with two main sections: License Information and Company Information. The License Information section has radio buttons for 'Backflow Preventer Installer', 'Backflow Preventer Inspector', and 'Backflow Preventer Property Manager' (which is selected), along with checkboxes for 'Fire Hydrant User', 'Water Taps', and 'Sewer Taps'. The Company Information section has a checkbox for 'Check this box if the Company Information is the same as your Personal Information'. Below this are input fields for Name, Phone, Email, House Number, Street Name, House Number Suffix, Apt/Suite/Unit Number, City, State, Quadrant, and Zip. At the bottom are 'Confirm' and 'Edit' buttons.

Step 12: If succesful, you will see image below. Click Back to Home Page to go to main Page

The screenshot shows a confirmation page titled 'Registration Submitted Successfully' with a green checkmark icon. Below the title is a message: 'Your registration details have been submitted successfully. Your application will be reviewed by DC Water and you will be informed of the decision via email.' There are two tables. The first table shows the service and registration reference number. The second table provides contact information for the compliance enforcement program. A 'Back to Home Page' button is at the bottom.

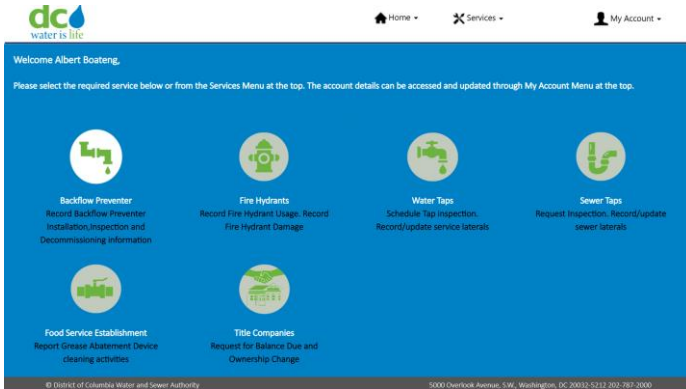
SERVICE	REGISTRATION REFERENCE NUMBER
Backflow Preventer Property Manager	REG3293

If you have questions, please contact the listed representative for the selected service.

SERVICE	NAME	CONTACT NUMBER	EMAIL
Backflow Preventer	Compliance Enforcement Program	202-364-3144	compliance@dcwater.com

Section II Searching for backflow prevention assemblies

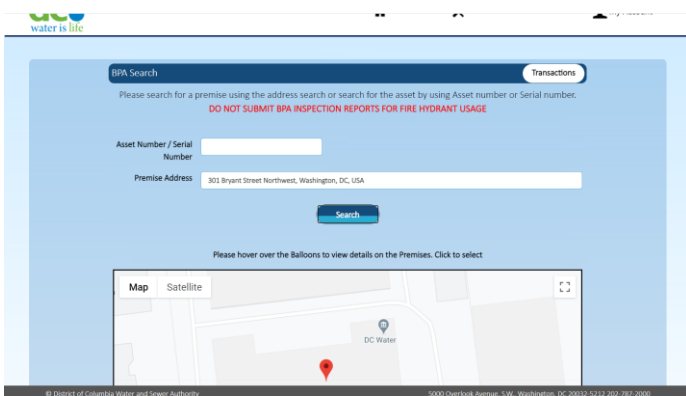
Step 1: After login, lick on Backflow Preventer logo/domain



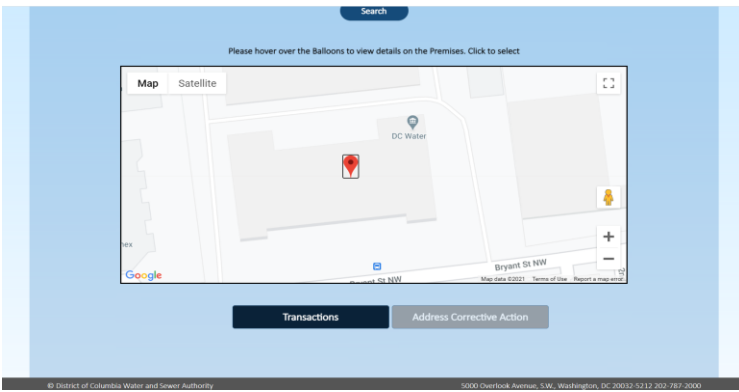
Step 2: Click Service, then Backflow Preventer



Step 3: Enter Premise Address or Serial Number and then Click on Search button.



Step 4: Hover and click the **Red balloon** to confirm the Premise address. Then click Transactions



Note: **Corrective Action** will be colored blue when a corrective action is required. The corrective action can only be addressed by a registered contractor.

Step 5: View list of backflow prevention assemblies. Click on asset number for more detailed information of the asset.

Transactions Address Corrective Action

Please select an Asset from below table to proceed

PREMISE ADDRESS	BPA LOCATION DETAILS	SIZE	BPA TYPE	ASSET NUMBER	SERIAL NUMBER	SYSTEM TYPE	SERVICE TYPE
4200 WISCONSIN AVE NW Washington DC 20016-2143	PENTHOUSE	3"	Reduced Pressure Assembly	306340	134709	Cooling Tower	Auxiliary Service
4200 WISCONSIN AVE NW Washington DC 20016-2143	Greenberg Theater-Room 271	1"	Reduced Pressure Assembly	230638	W352591	Humidifier	Auxiliary Service
4200 WISCONSIN AVE NW Washington DC 20016-2143	MECH RM-LOWER LEVEL	1"	Reduced Pressure Assembly	226907	198284	Irrigation	Auxiliary Service
4200 WISCONSIN AVE NW Washington DC 20016-2143	FIRE DEPT/EMS	2.1/2"	Double Check Assembly	444587	NA	NA	Other

Step 6: Enter search criteria to view asset information.

DC Water water is life

Home Services My Account

Transactions

Service Address

Address: 4200 WISCONSIN AVE NW Washington DC 20016-2143

Search Transactions

Premise ID: Asset Number:

Transaction ID:

Serial Number:

Submitter EmailID:

Transaction Type:

Submitted Date (From): Submitted Date (To):

Search

Notes:

1. Review backflow preventer assembly attributes and report discrepancies to bpa@dcwater.com
2. Where the property has more than 10 Assemblies, you may Click Next Page button at the right foot of the last enumerated asset.

Further questions and comments can be forwarded to BPA@dcwater.com and or **202-364-3144**.