

Envirotrax® Online CSI Management System

Quick Start Guide



Open a web browser and go to www.vepollc.com. We recommend Windows Edge, or Google Chrome.

Create an Account:

1. In the **CSI Management** menu, click on **Inspector 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 **CSI Management** menu, click on **Inspector 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 name on the master account.

Submit a CSI Certificate:

1. Within your account, click on **Submit CSI** in the **CSI Management** menu.
2. Search to see if a previous inspection for the address already exists within the system.
3. If an inspection already exists within the system, click on the **Submit CSI** button to the right of the address to submit a new inspection certificate for the existing address.
4. If the inspection is not found within the system, click on the **Start CSI Submission with a New Property Record** button to begin a new inspection for the property location.
5. Enter the inspection results and click on the Continue to the **Cross Connection Details** button.
 - a. If a previous inspection has been performed and the backflow assemblies have been associated with the property, click on the **Import Details** button.
 - b. If no backflow assemblies have been associated, click on the **Add Cross Connection Details** button and follow the prompts to add an assembly to the property location.
6. Click on the **Complete Submission** button at any time to submit the inspection certificate into the system.

Checkout:

1. The inspection certificate will not appear in the system until you complete the payment process, even if the charge for the inspection is \$0.00. 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 inspections you wish to submit and click on the **Update** button.
3. Enter your payment information if necessary and click on the **Complete Submission** button.