

Cross Connection Control SAMS How-to Guide: Add Tester and Upload Certification

This information is for City of Calgary certified Cross Connection Control Testers. Please use the instructions below to assist with entering information into The City's compliance management software system - Smart Automation Management System (SAMS).

Getting Started

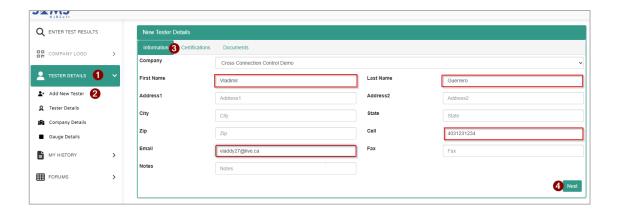
- 1. Log in to the Tester Portal
 - a. If accessing the tester portal from a browser (chrome, edge, safari) use this link.
 - b. If accessing the tester portal from a mobile device, please download the SAMSXConnection App by scanning the QR code below.



2. Follow the City of Calgary Authentication process to login

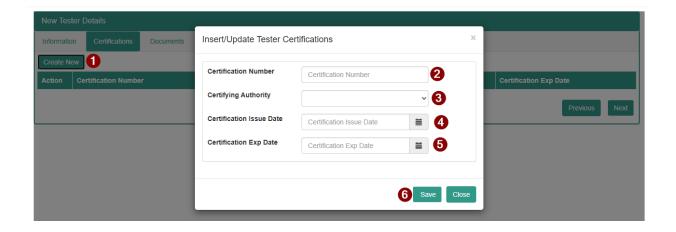
Add Tester

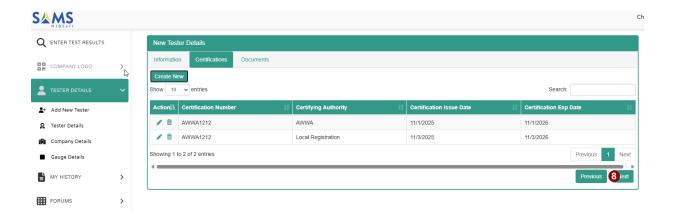
- 1. Click Tester Details
- 2. Then Add New Tester
- 3. Enter the following information. (Image below)
 - a. First Name
 - b. Last Name
 - c. Email
 - d. Cell
- 4. Click Next



Add Certification or Local Registration

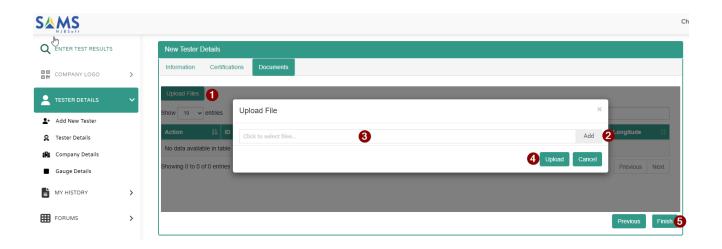
- 1. Click Create New
- 2. Enter AWWA Certification Number
- 3. Certifying Authority AWWA or local registration (depending on what certification you are entering)
- 4. Certification Issue Date
- 5. Certification Exp Date
- 6. Click Save
- 7. Repeat steps 1 through 6 for Local Registration *certification number for local registration is the same as your AWWA certification number*
- 8. Click Next





Upload Proof of Certification/Documents

- 1. Click Upload Files
- 2. Click Add
- 3. Select Attachments
- 4. Click Upload
- 5. Click Finish



New Testers will be reviewed and approved by The City of Calgary. Once they have been approved, you will be able to view the tester details in the list of testers for that company.