

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

SAMS HJBSAFT

ENTER TEST RESULTS

COMPANY LOGO

TESTER DETAILS

Add New Tester

Tester Details

Company Details

Gauge Details

MY HISTORY

FORUMS

New Tester Details

Information Certifications Documents

Create New

Show 10 entries

Search:

Action	Certification Number	Certifying Authority	Certification Issue Date	Certification Exp Date
	AWWA1212	AWWA	11/1/2025	11/1/2026
	AWWA1212	Local Registration	11/3/2025	11/3/2026

Showing 1 to 2 of 2 entries

Previous 1 Next

Previous 8 Next

Upload Proof of Certification/Documents

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

SAMS HJBSAFT

ENTER TEST RESULTS

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Upload Files 1

Show 10 entries

Upload File

Click to select files... 3

Add 2

4 Upload Cancel

Showing 0 to 0 of 0 entries

Previous Next

Previous Finish 5

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.