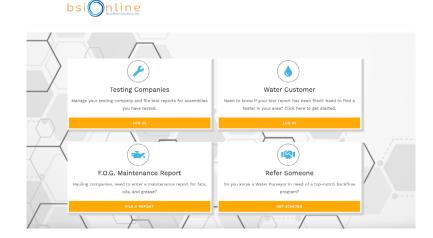




- Enter www.bsionline.com in your web browser.
- If you need to register, please scroll to the middle of the page and click on the orange button **SIGN UP TODAY.** 
  - Once your create a company profile, username and password, click **SIGN UP**.
  - · You will be prompted to proceed to the next step.



- · Click on the orange **LOGIN** button under **TESTING COMPANIES**.
- · Upon your first time logging in, you will need to add and upload copies of your credentials. You can do that directly from the dashboard by clicking on **LICENSES, TESTERS, OR TEST KITS**.

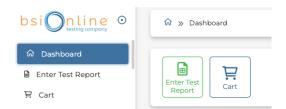




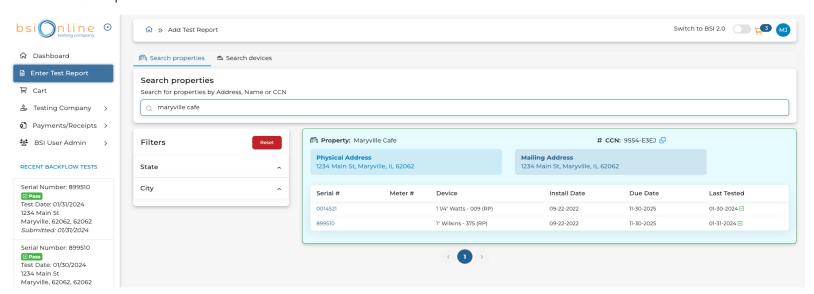




· Click Enter Test Report on Dashboard.

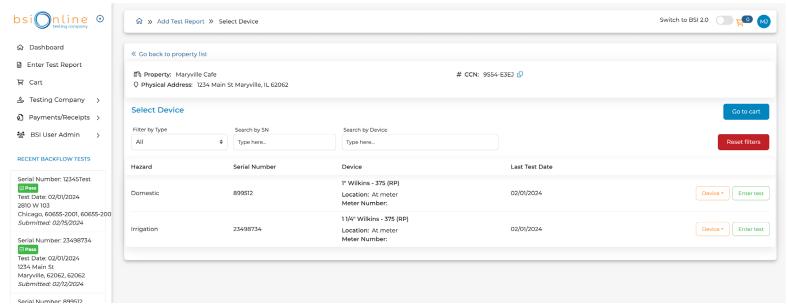


• Search for **any property or device** by entering an address, name, device serial number or by the CCN (customer confirmation number). Hover your mouse over the correct property from the list, click your mouse to proceed.

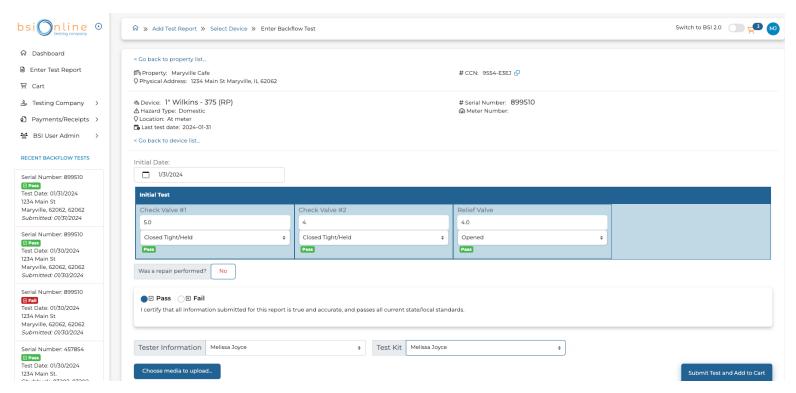




• Find the correct assembly serial number you need to enter a test for, then click the green button **ENTER TEST.** 



• A smart form will pop open, fill in pertinent information. Once finished select **SUBMIT TEST AND ADD TO CART**.



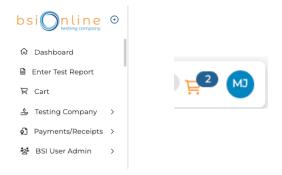
After you enter a test and add it to your cart, you have the option to proceed to your cart, enter a test for another device at the same property, or find another property.



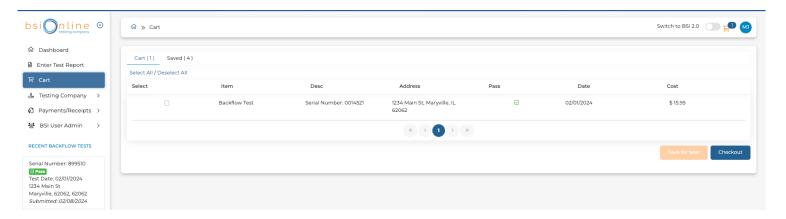


**Cart** A key provision to BSI Online is a filing fee assessed per test report submitted.

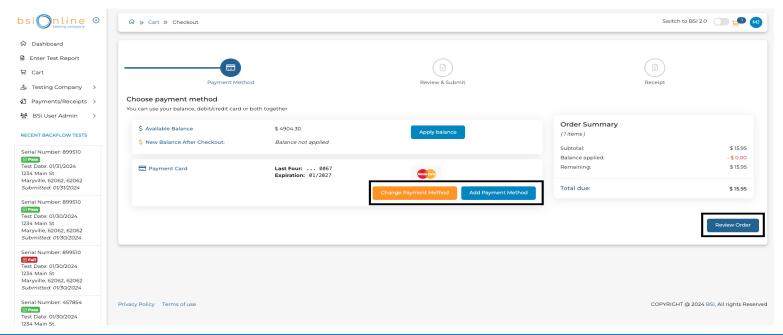
• To pay for tests entered, proceed to the **CART**. This can always be accessed on the top right of the screen in orange or on the left side panel.



· Confirm the items in your cart and select CHECKOUT.

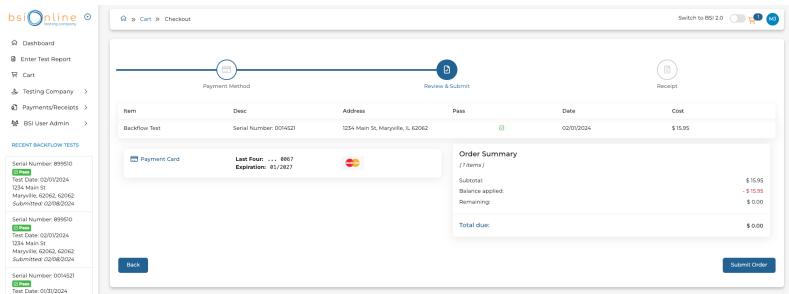


· You will select a payment method. We store and accept any major credit card or you can operate off a balance. Select **REVIEW ORDER**.





· You will review the order one more time and click the blue button **SUBMIT ORDER**.



· Your credit card will be charged or the amount deducted from your balance for the transaction amount. A receipt will be available within a few seconds to download by clicking **DOWNLOAD RECEIPT.** 

