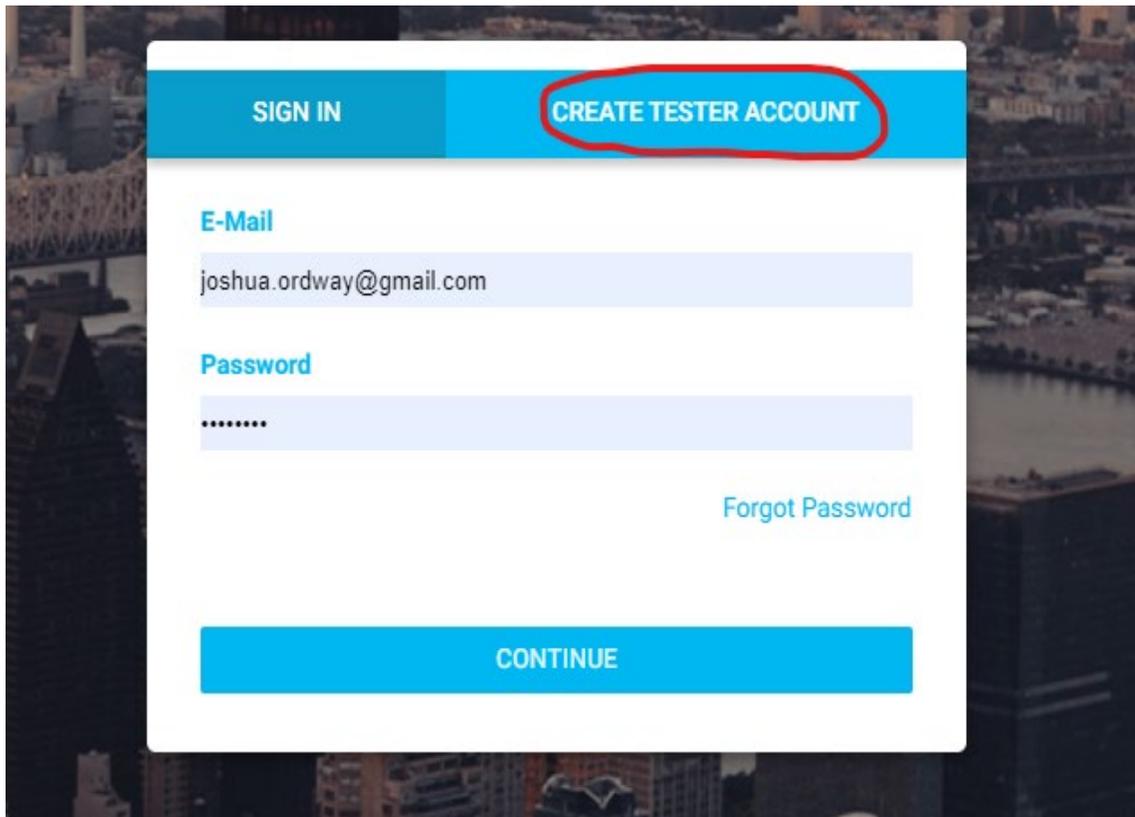


Creating a Tester Team

1. Go to www.vepocc.com and click on CREATE TESTER ACCOUNT



SIGN IN **CREATE TESTER ACCOUNT**

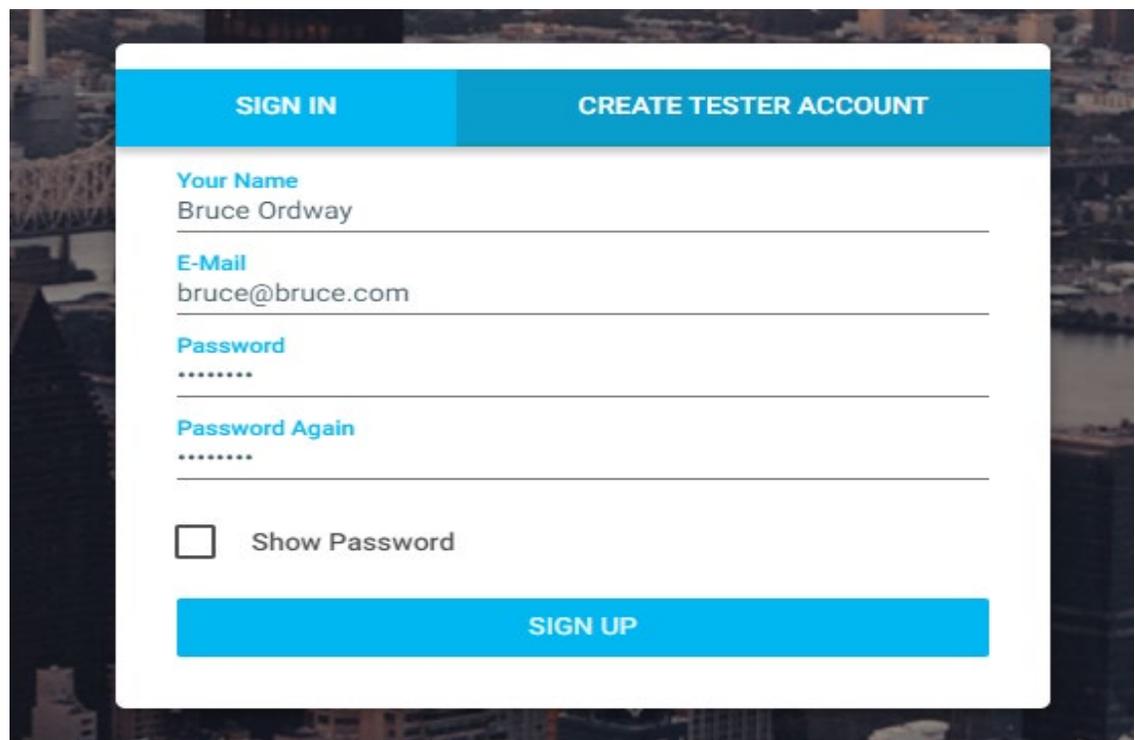
E-Mail
joshua.ordway@gmail.com

Password
.....

[Forgot Password](#)

CONTINUE

2. Fill out your name, email, and create a password as shown below.



SIGN IN **CREATE TESTER ACCOUNT**

Your Name
Bruce Ordway

E-Mail
bruce@bruce.com

Password
.....

Password Again
.....

Show Password

SIGN UP

3. **IF YOU ARE A ADMIN** and will also be submitting tests under your profile, you need to fill out all the tester information below. If you need help on filling out this information, go to <https://www.veposolutions.com/video-tutorials> and watch the video titled "Computer – Tester Account Setup"

Follow the directions on setting up a team in step #4

4. **IF YOU ARE JUST AN ADMIN** that will be entering tests for testers on your team, skip filling out any information and go to Roles as shown below. Select "tester" from the drop down menu.

-



Name
Josh Ordway

E-Mail
demo@example.com

Address _____

City _____

State _____

Zip Code _____

Phone _____

Mobile Phone _____

User Type
Tester

Roles
Tester x

License Number _____

License Issuer _____

License Expiration Date _____

Test Kit Calibration EXPIRATION Date _____

License Expiration Date Picture 

 License Expiration Date Picture (png, _____

5. After selecting role as tester, go all the way to the teams section and click the drop down for "Teams". A box will appear as shown below. Select Create Team

Mobile Phone

User Type
Tester

Roles
Tester

License Number

License Issuer

License Expiration Date

Test Kit Calibration EXPIRATION Date

License Expiration Date Picture 

 License Expiration Date Picture (png,

Test Kit Calibration Date EXPIRATION Picture 

 Test Kit Calibration Date EXPIRATION

Gauge ID

Company Name

Utilities to Request Approval

Teams

TESTERS

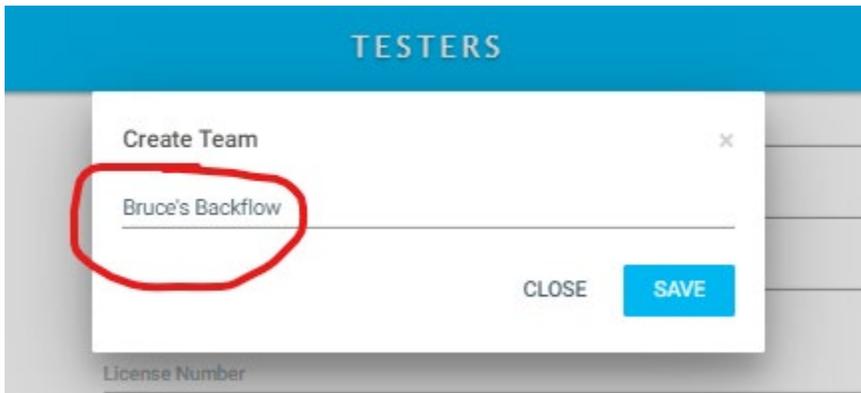
Teams

Team	Member	Manager
------	--------	---------

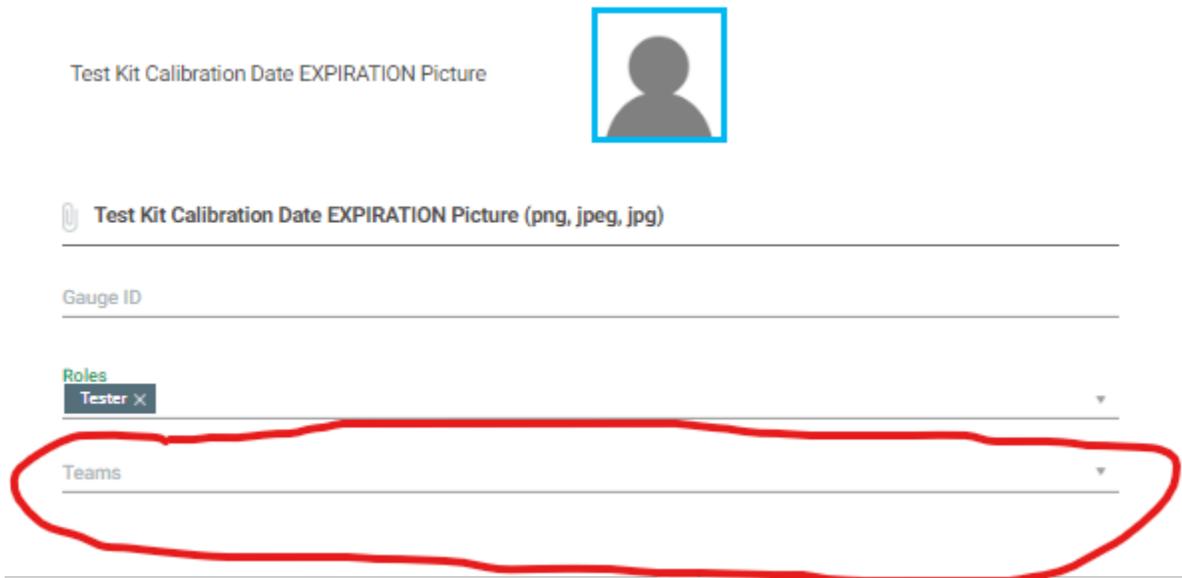
 

License Expiration Date

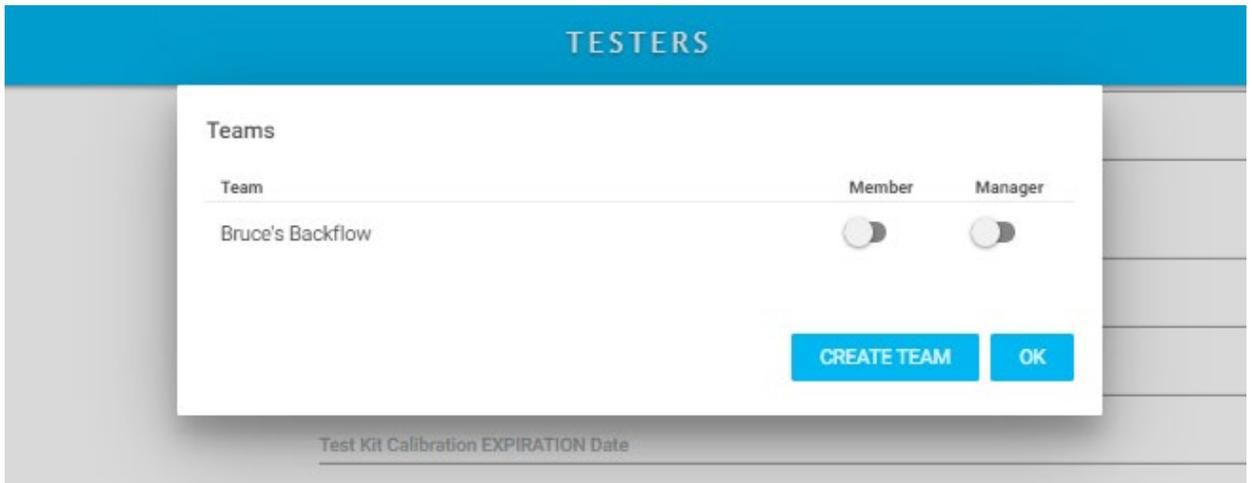
6. Enter your desired team name as shown in the example below. Then Click “SAVE”



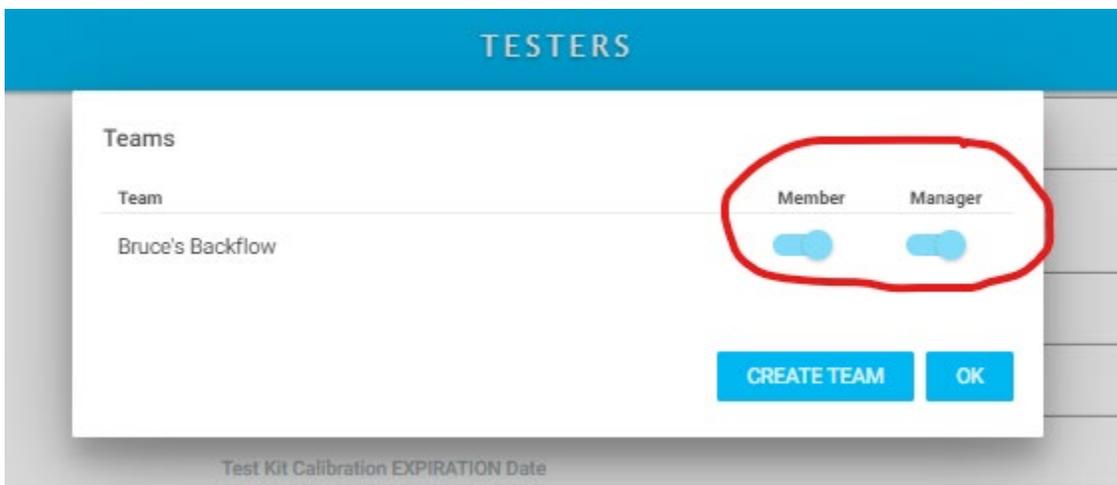
7. You will notice that the “TEAMS” dropdown is still blank like shown below.



8. Click the “TEAMS” drop down again to see the box below.



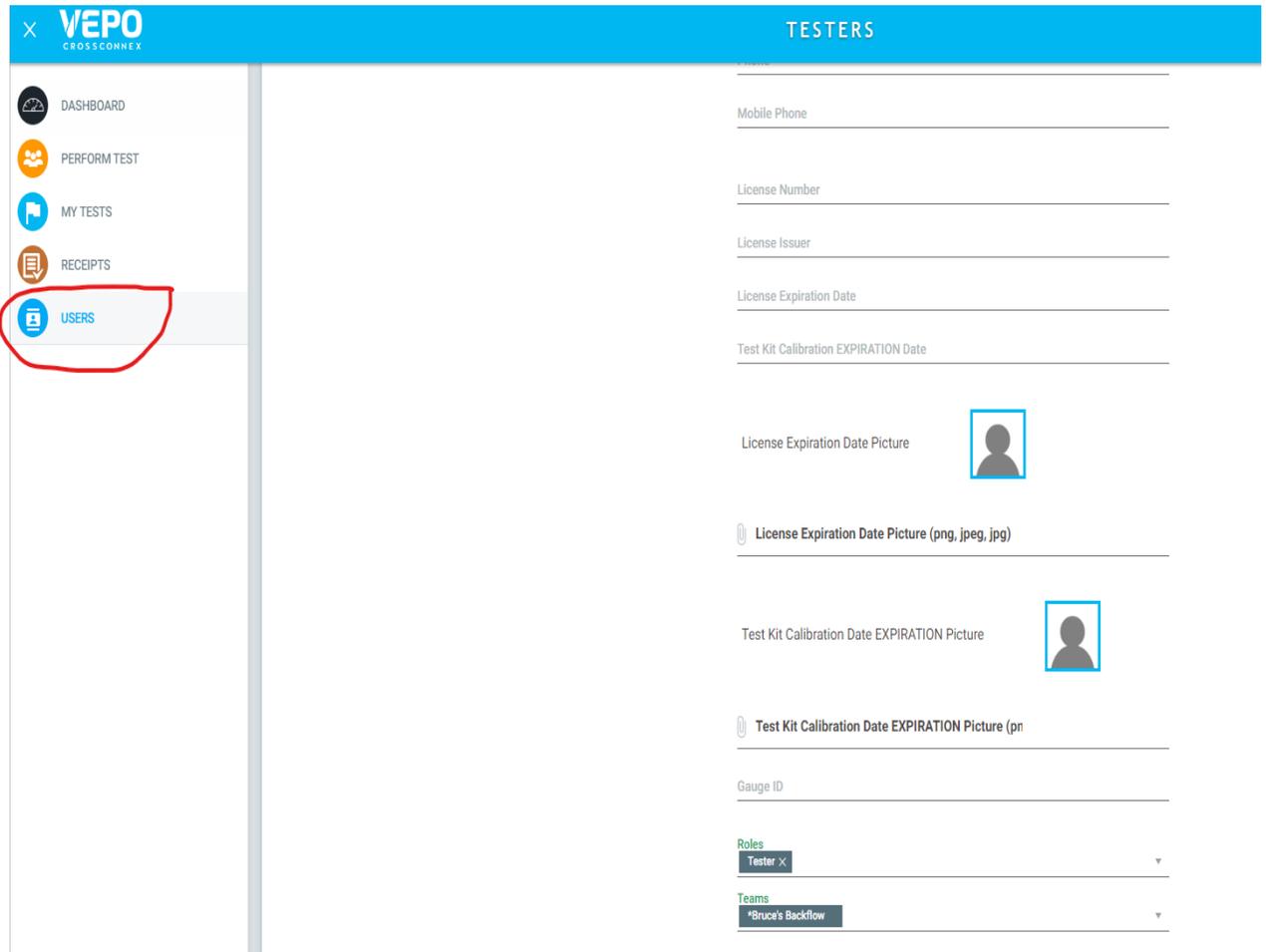
9. Select Member and Manager so the buttons turn blue as shown below. Then Click "OK"



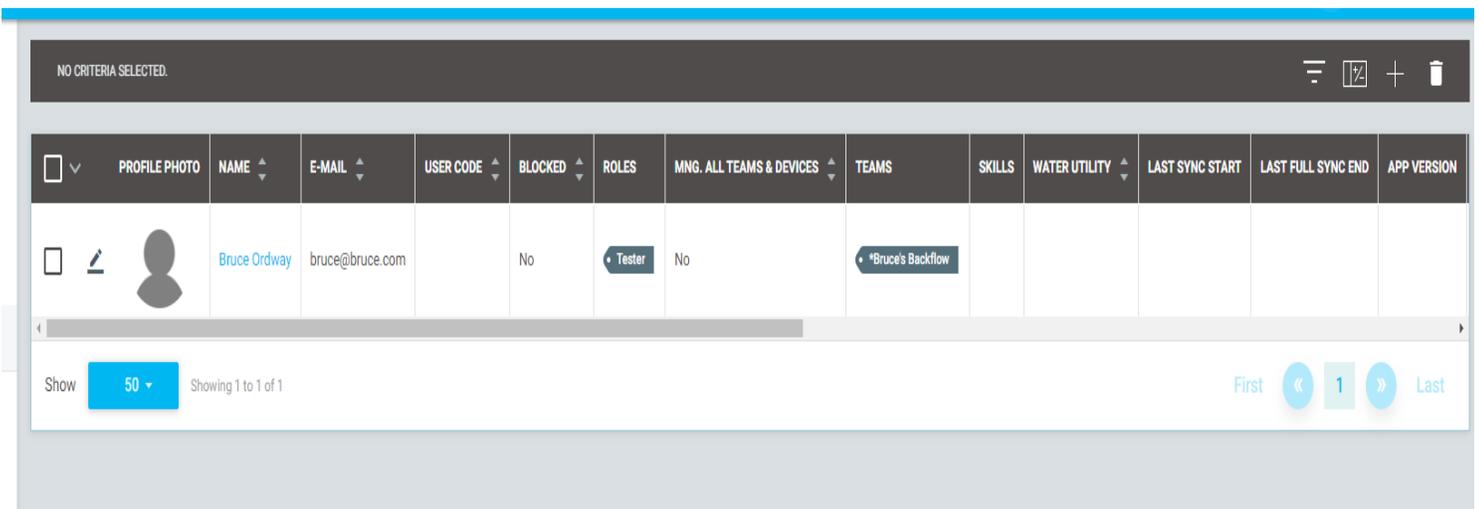
10. You will then see your newly created team name listed in the TEAMS drop down as shown below.



11. Now click USERS on the left side of the screen as shown below.



12. You will now see your name listed as shown below.



13. Now you can add additional users that are on your team by clicking on the “+” sign as shown below.

NO CRITERIA SELECTED.

PROFILE PHOTO	NAME	E-MAIL	USER CODE	BLOCKED	ROLES	MNG. ALL TEAMS & DEVICES	TEAMS	SKILLS	WATER UTILITY	LAST SYNC START	LAST FULL SYNC END	APP VERSION
	Bruce Ordway	bruce@bruce.com		No	Tester	No	Bruce's Backflow					

Show 50 Showing 1 to 1 of 1

First 1 Last

14. You will be brought back to the screen to enter the tester's information that you are adding to your team like shown below.

Name _____

E-Mail _____

Address _____

City _____

State _____

Zip Code _____

Phone _____

Mobile Phone _____

License Number _____

License Issuer _____

License Expiration Date _____

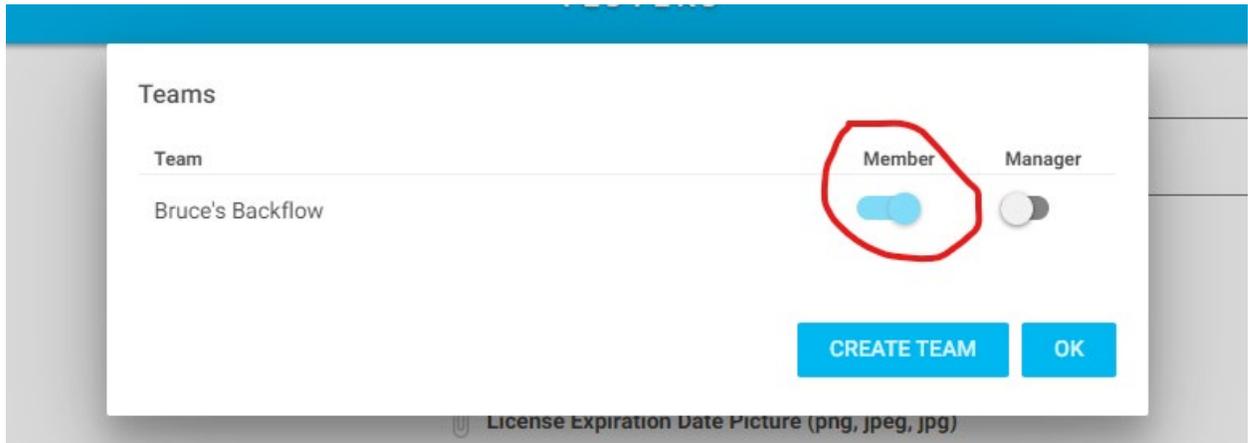
Test Kit Calibration EXPIRATION Date _____

License Expiration Date Picture

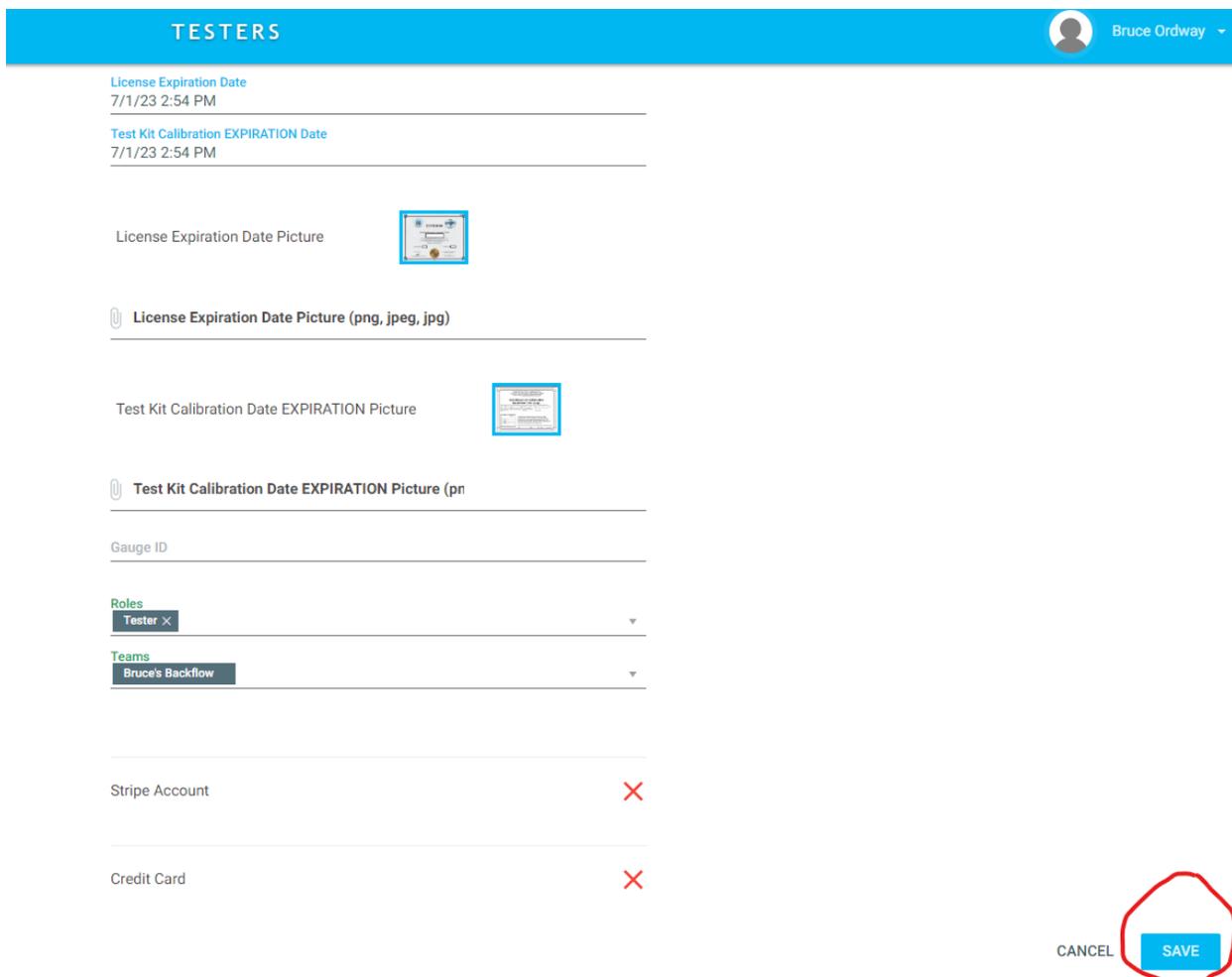
License Expiration Date Picture (png, jpeg, jpg)

15. Enter all of the tester's profile information including appropriate license and test calibration pictures.

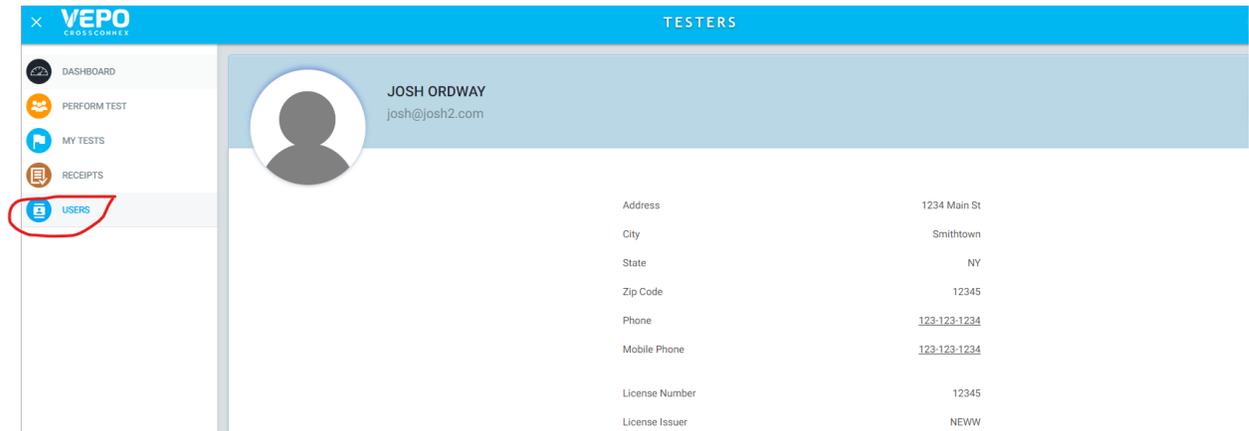
16. When you get to the Teams section, click the drop down and select “member” as shown below, and click OK.



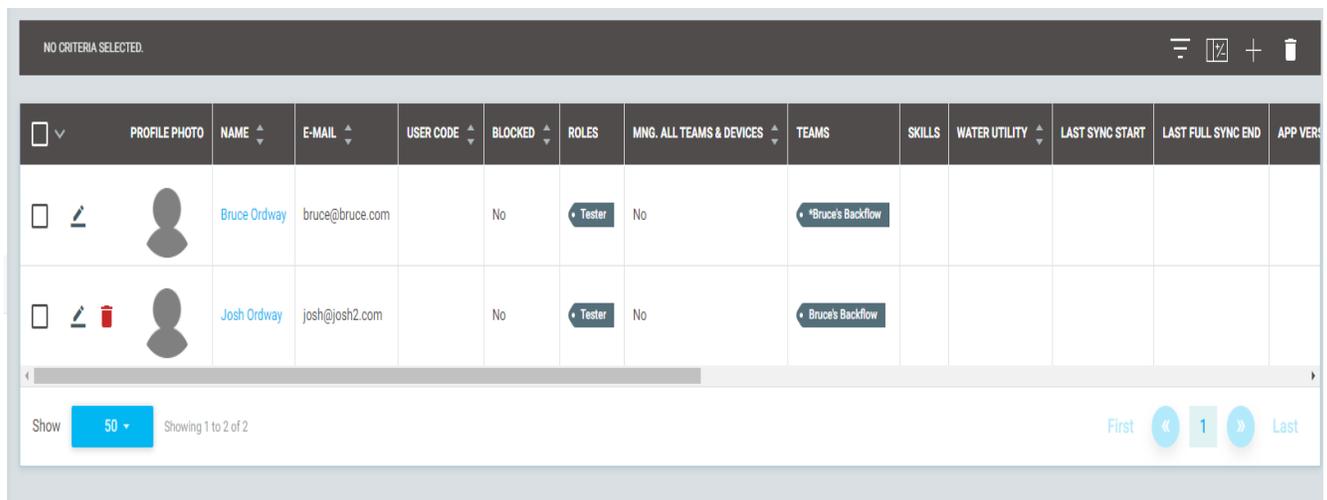
17. Then click save as shown below.



18. After clicking save, you will see the profile information summarized. Then click “USERS” on the left side of the screen as shown below.



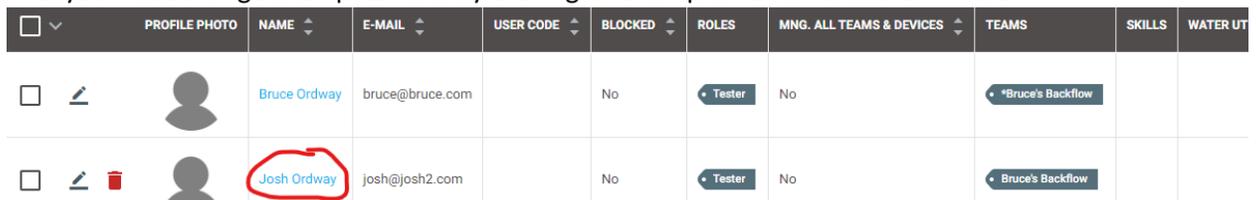
19. Then you will see the new user listed with your profile name as shown below.



20. To add a credit card to the user profile you just added, the new user can log into their account with the generated password that was emailed to them and add the credit card. Or you can do it for them.

TO ADD A CREDIT CARD ON YOUR TEAM MEMBER’S PROFILE

1. First you must change their password by clicking on their profile name as shown below.



2. Click on the 3 dots in the upper right corner as shown below, and select change password.

JOSH ORDWAY
josh@josh2.com

Address	1234 Main St
City	Smithtown
State	NY
Zip Code	12345
Phone	<u>123-123-1234</u>
Mobile Phone	<u>123-123-1234</u>
License Number	12345
License Issuer	NEWW

3. Enter a new password and confirm it as shown below. Then click the change button.

Change Password ×

New Password
.....

New Password Again
.....

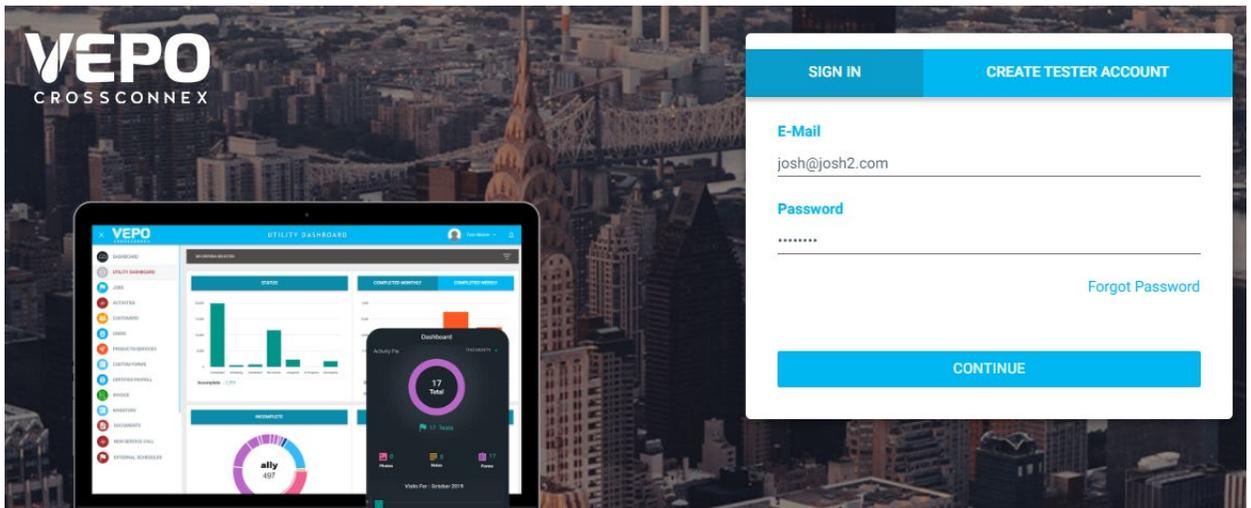
CLOSE **CHANGE**

4. Then click on your name in the upper right corner and select "Logout".

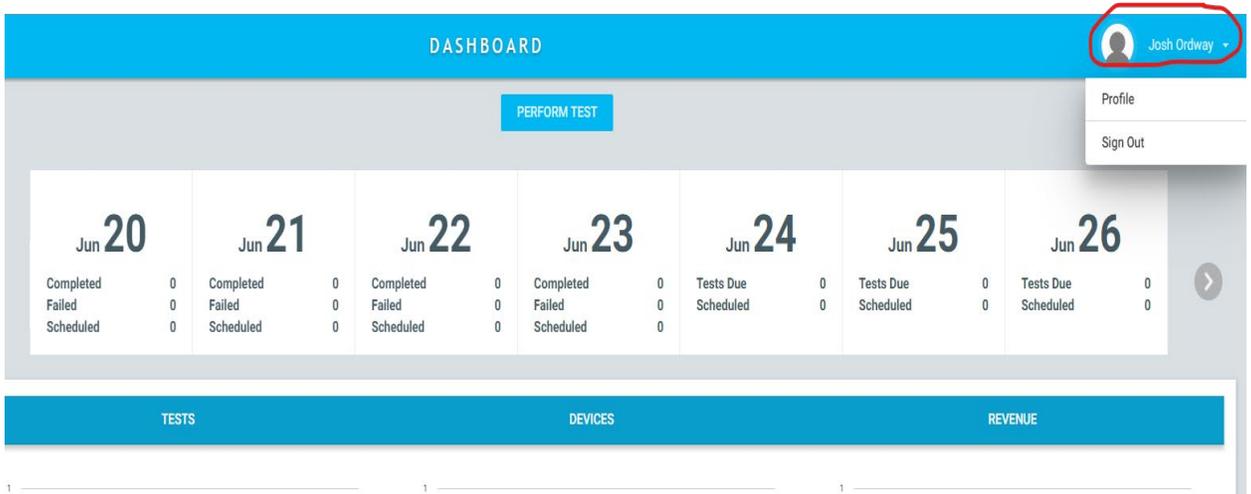
TESTERS Bruce Ordway ▾

Address	1234 Main St
City	Smithtown
State	NY
Zip Code	12345
Phone	<u>123-123-1234</u>
Mobile Phone	<u>123-123-1234</u>

- You will be brought to the login screen. Now you can log in as the new user you added using the password you created for them.



- Once logged in, select their name in the upper right corner and select profile as shown below.



- Scroll to the bottom of the profile page and select "Add Credit Card" as shown below.

TESTERS Josh Ordway

License Expiration Date 7/1/23 12:00 AM

Test Kit Calibration EXPIRATION Date 7/1/23 12:00 AM

License Expiration Date Picture 

 License Expiration Date Picture (png, jpeg, jpg)

Test Kit Calibration Date EXPIRATION Picture 

 Test Kit Calibration Date EXPIRATION Picture (pn

Gauge ID 12345

Roles **Tester**

Teams **Bruce's Backflow**

Water Utility

Stripe Account ✗

Credit Card ✗

ADD CREDIT CARD **ADD STRIPE ACCOUNT**

8. Fill in the credit card information in the box shown below and click save.

Credit Card Integration

Credit or Debit Card

 Card number MM / YY CVC

CLOSE **SAVE**

9. Now your tester can enter tests and you can see them on your team page when you log in with your original profile.