



# How to Register in the City of Boulder's Backflow Portal

8 Steps [View on Tango](#)

---

Created by

Meghan Wilson

Creation Date

June 1, 2022

Last Updated

June 2, 2022

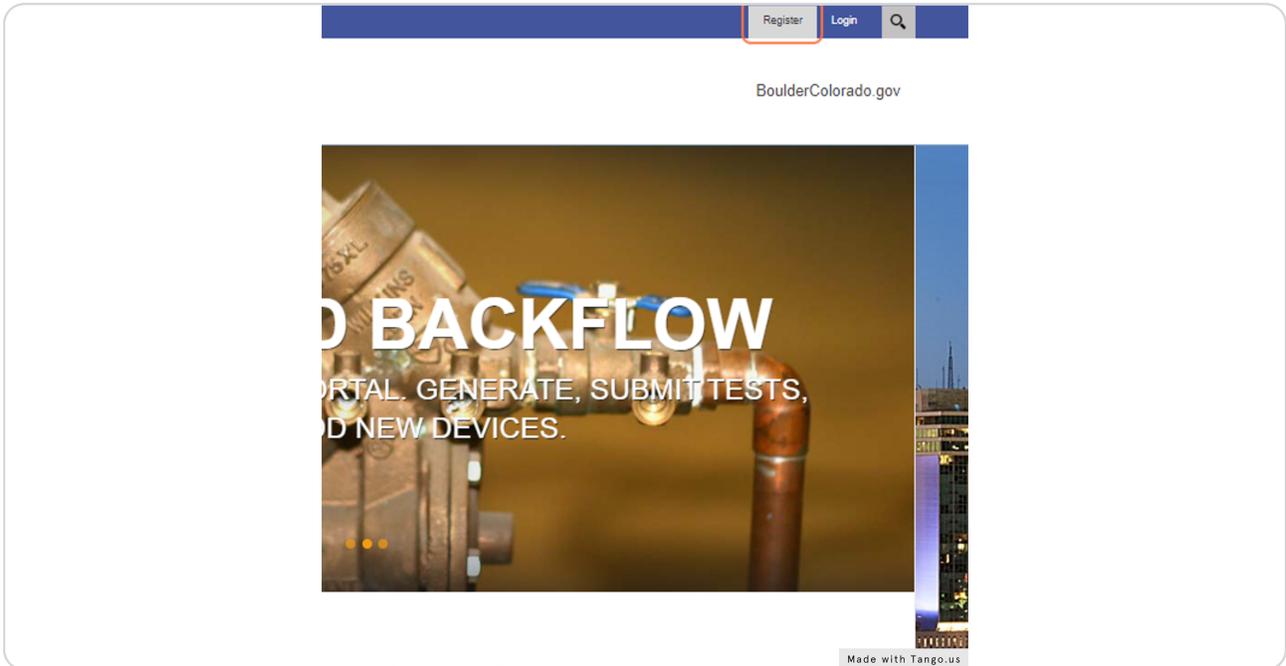
STEP 1

Go to <https://backflow.bouldercolorado.gov>

The page may take a few moments to respond. If you get an error message, ensure that you entered <https://>

STEP 2

Click on Register

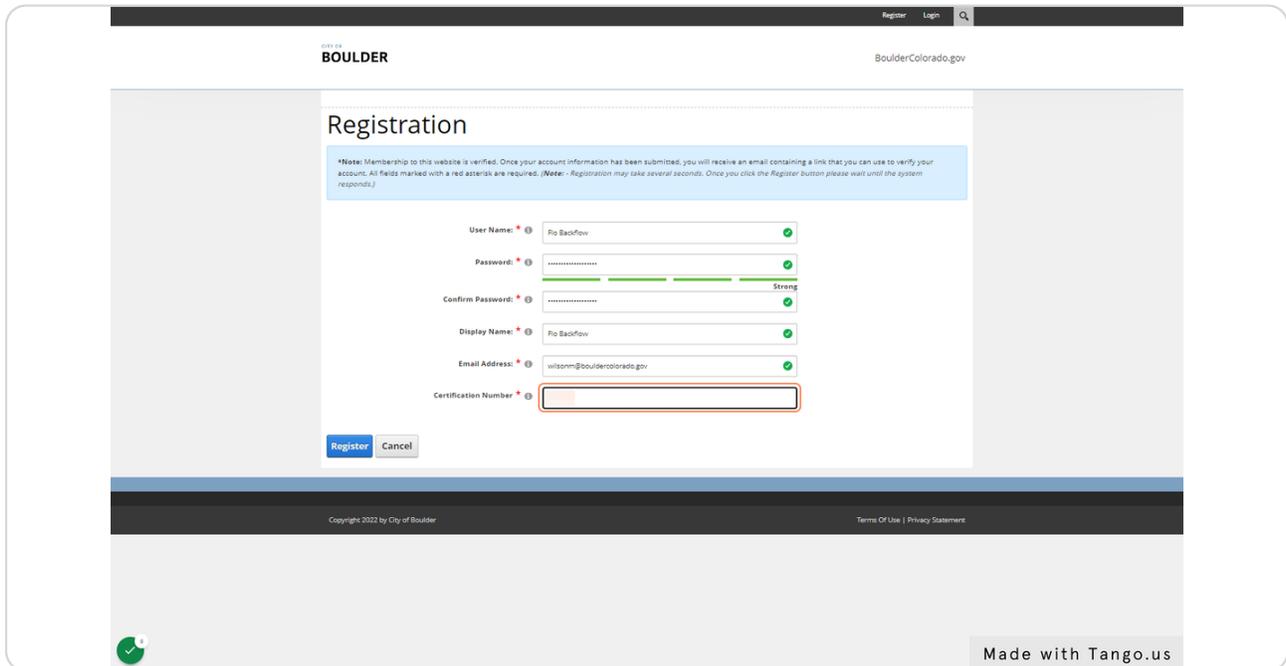


## STEP 3

### Complete the registration fields.

#### Notes:

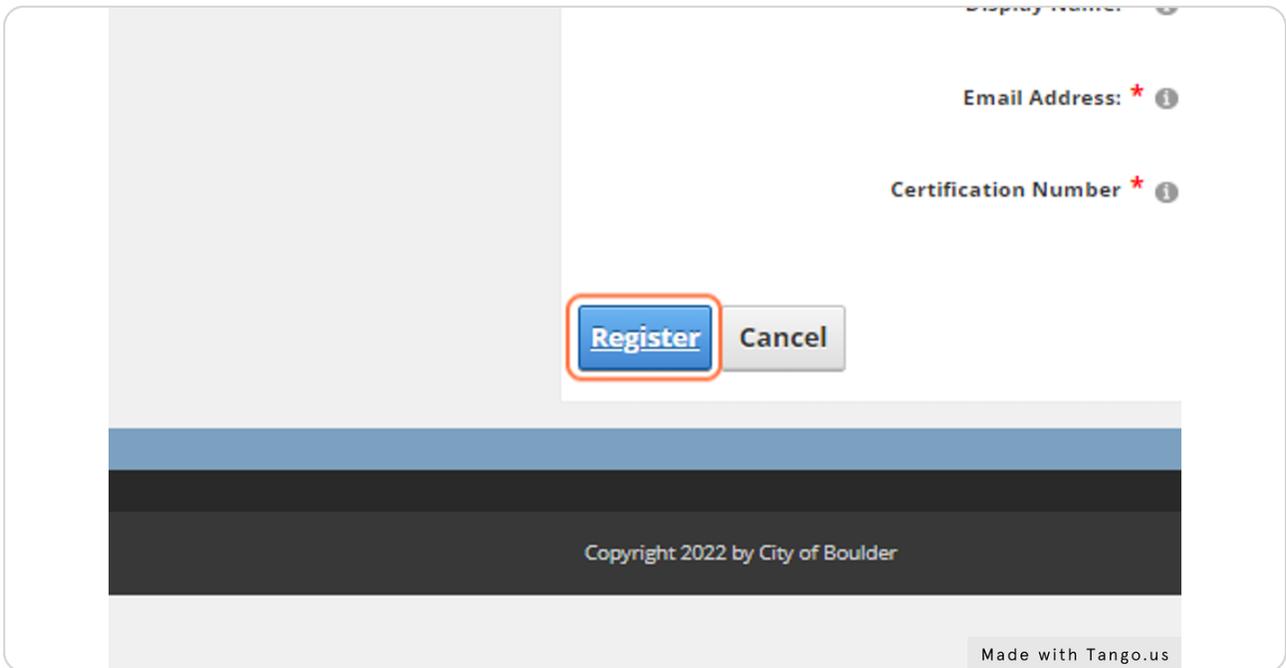
- Every tester must have their own unique registration.
- The User Name can be the tester's name, email address, or whatever you can remember.
- The Display Name should be the tester's name. The Display Name should be the tester's name.
- The Certification Number must be for a current certified tester.



The screenshot shows a web registration form for the City of Boulder. The page header includes "CITY OF BOULDER" and "BoulderColorado.gov". The form title is "Registration". A blue note box states: "\*Note: Membership to this website is verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. (Note: Registration may take several seconds. Once you click the Register button please wait until the system responds.)". The form fields are: "User Name" (filled with "Fo Backflow", marked with a red asterisk and a green checkmark), "Password" (masked with dots, marked with a red asterisk and a green checkmark), "Confirm Password" (masked with dots, marked with a red asterisk and a green checkmark, with a "Strong" indicator), "Display Name" (filled with "Fo Backflow", marked with a red asterisk and a green checkmark), "Email Address" (filled with "willipm@bouldercolorado.gov", marked with a red asterisk and a green checkmark), and "Certification Number" (empty, marked with a red asterisk and a red border). Below the fields are "Register" and "Cancel" buttons. The footer contains "Copyright 2022 by City of Boulder" and "Terms Of Use | Privacy Statement". A "Made with Tango.us" watermark is in the bottom right corner.

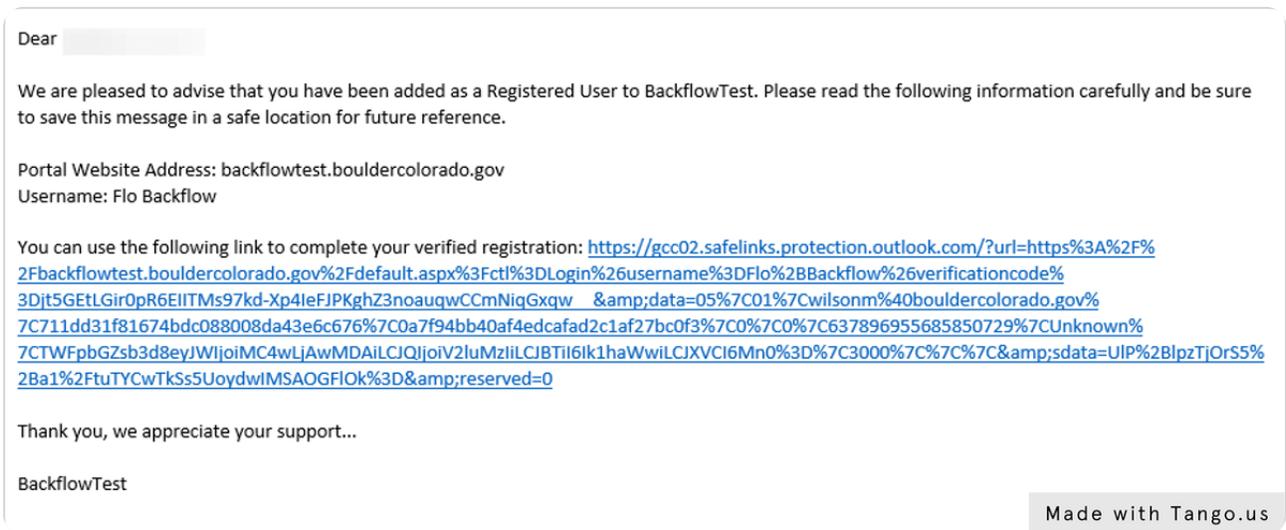
STEP 4

Click on Register



STEP 5

Check your email. The system will send you a confirmation email for you to verify your account.



STEP 6

**After clicking the link in the email, proceed to signing into the system.**

Once logged in, your name will be displayed in the upper right-hand corner of the screen.

The screenshot shows a 'Sign In' page with the following elements:

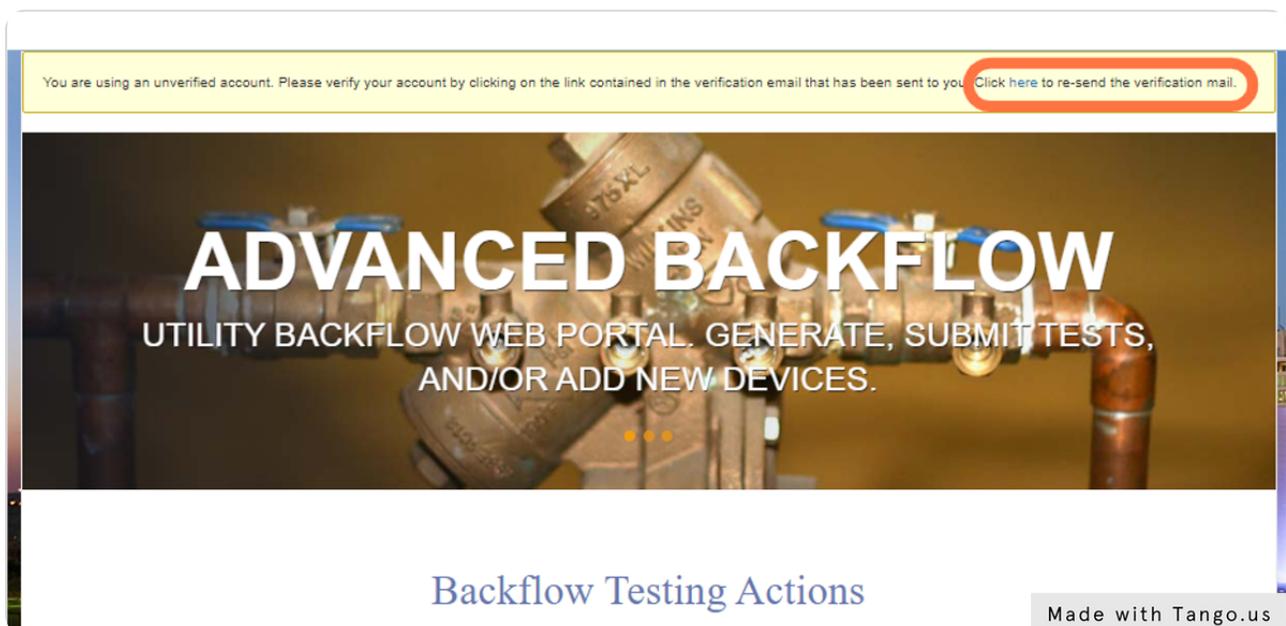
- Sign In** header
- Instructions** box: Enter your username and password followed by a valid Certification number. Your certification needs to be current and on file with the city of Boulder Backflow Prevention Program. For support: Call the Backflow Prevention Program at 303-413-7401 or email us at [nobackflow@bouldercolorado.gov](mailto:nobackflow@bouldercolorado.gov)
- Username:** Input field containing 'Flo Backflow'
- Password:** Input field with masked characters '.....'
- Certification Number:** Input field with a vertical cursor, highlighted with a red border.
- Login** button (highlighted with an orange circle) and **Cancel** button.
- Register**, **Reset Password**, and **Forgot Username** buttons.
- Made with Tango.us** watermark in the bottom right corner.

## STEP 7

### Troubleshooting tips

If you do not receive a verification email, try the following:

- Check your spam or junk folder. The email will come from noreplyutb@bouldercolorado.gov.
- Try logging in to the system anyway. You may have already registered. If not, you will see a message that you have an unverified account. There will be an option to resend the verification email (see screenshot).
- If the above two steps don't work, try registering again. You may have mistyped your email address.
- If none of the above work, email nobackflow@bouldercolorado.gov or call 303-413-7401 for support.



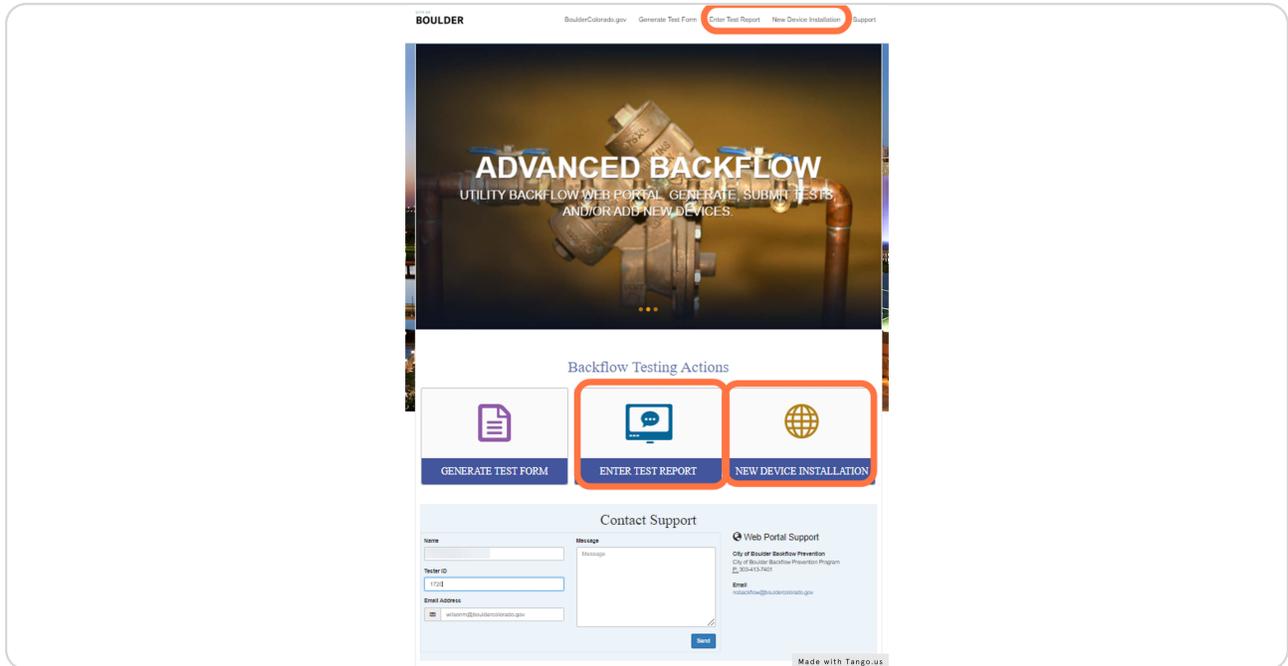
STEP 8

## Proceed to Enter Test Report or New Device Installation

See related instruction guides at <https://bouldercolorado.gov/services/backflow-prevention>.

The Generate Test Form function is only used to create a blank test report form. This form is not required by the City of Boulder and may not be commonly used.

For support, use the Contact Form at the bottom of the screen, or email [nobackflow@bouldercolorado.gov](mailto:nobackflow@bouldercolorado.gov) or call 303-413-7401.



Created in seconds with

*Tango*