

Cross Connection Control SAMS Quick Reference Guide: Add a Tester and Upload Certifications

City of Calgary certified Cross Connection Control Testers must follow these steps to enter the required information into The City's compliance system, the Smart Automation Management System (SAMS).

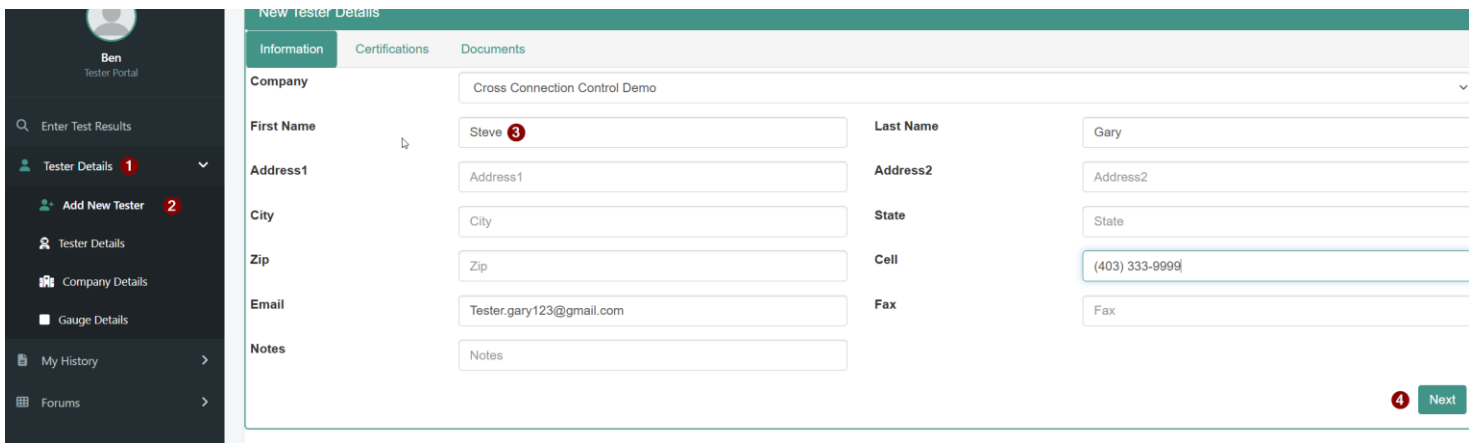
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Getting Started

1. Sign in to the [Tester Portal](#).
2. Complete The City of Calgary authentication process

Add a New Tester

1. Select **Tester Details**.
2. Select **Add New Tester**.
3. Enter the following tester information:
 - a. **First Name**
 - b. **Last Name**
 - c. **Email Address**
 - d. **Mobile phone number**
4. Select **Next**. The tester profile is created, and the **Certifications** tab opens.



The screenshot shows the 'New Tester Details' form in the SAMS system. The form is divided into three tabs: Information, Certifications, and Documents. The Information tab is active, showing fields for Company, First Name, Last Name, Address1, Address2, City, State, Zip, Cell, Email, Fax, and Notes. The form is pre-filled with the following information:

- Company: Cross Connection Control Demo
- First Name: Steve
- Last Name: Gary
- Address1: Address1
- Address2: Address2
- City: City
- State: State
- Zip: Zip
- Cell: (403) 333-9999
- Email: Tester.gary123@gmail.com
- Fax: Fax
- Notes: Notes

A red circle with the number 3 is next to the First Name field. A red circle with the number 4 is next to the Next button at the bottom right of the form.

Uploading an AWWA Certificate or Local Registration

Note: Follow the same process for AWWA certificates and Local Registrations. Upload each document separately because the expiry periods differ.

1. Select **Tester Details > Tester Details**.
2. Select **+ Add Certificate**.

The screenshot shows a web application interface. On the left is a dark sidebar with a search bar and several menu items: 'Enter Test Results', 'Tester Details' (highlighted with a red arrow and a red circle with the number 1), 'Add New Tester', 'Tester Details' (with a red arrow pointing to it), 'Company Details', 'Gauge Details', 'My History', and 'Forums'. The main content area is a form for 'Tester Details'. At the top, there's a text input for 'btcharles@calgary.ca' and a 'Phone' input. Below that is a 'Company' section with a dropdown menu showing 'Cross Connection Control Demo' and a checkbox 'Moved to a new company?'. There are also inputs for 'Address1', 'Address2', 'City', 'State', and 'Zip'. A 'Fax' input is also present. At the bottom of the form is a 'Notes' text area. Below the form is a table titled 'Certification'. The table has columns: 'ID', 'CERTIFICATION NUMBER', 'CERTIFYING AUTHORITY', 'CERTIFICATION ISSUE DATE', 'CERTIFICATION EXP DATE', and 'CERTIFICATION TYPE'. There is one row with the following data: ID: 11728, CERTIFICATION NUMBER: awwa, CERTIFYING AUTHORITY: AWWA, CERTIFICATION ISSUE DATE: 02/12/2026, CERTIFICATION EXP DATE: 02/12/2027. To the right of the table is a green button with a red circle containing the number 2 and the text '+ Add Certificate'.

3. Enter the **Certification Number**:
 - a. **AWWA**: Enter the AWWA certification number.
 - b. **Local Registration**: Enter the AWWA number (administrators must enter "Admin").
4. Select the **Certifying Authority**: **AWWA** or **Local Registration** as applicable
5. Select the **Certifying Type**: 5 years for AWWA or 1 year for Local Registration.
6. Enter the **Certification Issue Date**:
 - a. **AWWA**: the issue date on the certificate.
 - b. **Local Registration**: the date the form was signed.
7. Check the **Certification Exp Date**. It fills in automatically as 1 year after the issue date.
 - a. **AWWA**: change it to 5 years after the issue date.
 - b. **Local Registration**: leave it at 1 year after the date the form was signed.
8. Click **Upload Files**:
 - a. Click **Add**.
 - b. Select your certificate file.

