



Cross Connection Control SAMS How-to Guide: Adding the Tester Portal to Your Home Screen

This guide explains how City of Calgary certified Cross Connection Control Testers can add a Tester Portal shortcut to a phone or tablet for direct access to The City's compliance management software, the Smart Automation Management System (SAMS), with one tap.

Getting Started

1. On your phone or tablet, open your browser — **Safari** on iPhone or iPad, or **Chrome** on Android.
2. Go to the Tester Portal using this [link](#).
3. Follow the City of Calgary authentication process to log in.

Adding the Shortcut on iPhone or iPad (Safari)

1. Tap the **Share** icon (a square with an arrow pointing up). If you do not see it, tap the **More** icon (⋮) first, then tap **Share**.
2. Scroll down and tap **Add to Home Screen**.
3. Change the shortcut name if you wish (for example, **SAMS Tester Portal**).
4. Tap **Add**.
5. The shortcut appears on your home screen. Tap it to open the Tester Portal.

Adding the Shortcut on Android (Chrome)

1. Tap the **More** icon (⋮) at the top right of the screen.
2. Tap **Add to Home screen**.
3. Change the shortcut name if you wish (for example, **SAMS Tester Portal**).
4. Tap **Add**. If asked to confirm, tap **Add** again.
5. The shortcut appears on your home screen. Tap it to open the Tester Portal.

Note: If you are not already logged in, the shortcut opens the sign-in page. Log in using The City of Calgary authentication process to continue.