



Applying for a Backflow Technician Certification

Table of Contents

[Logging into the IC Customer Portal](#)

[Applying for a Certification](#)

[Paying Invoice](#)

[Option 1: Pay Invoice](#)

[Option 2: My Bills](#)

[Option 3: Certificate Details](#)

[Downloading Documents](#)

[Reserving a Seat for the Exam](#)

[Viewing Application Status](#)

[Viewing Attachments](#)

Logging into the IC Customer Portal

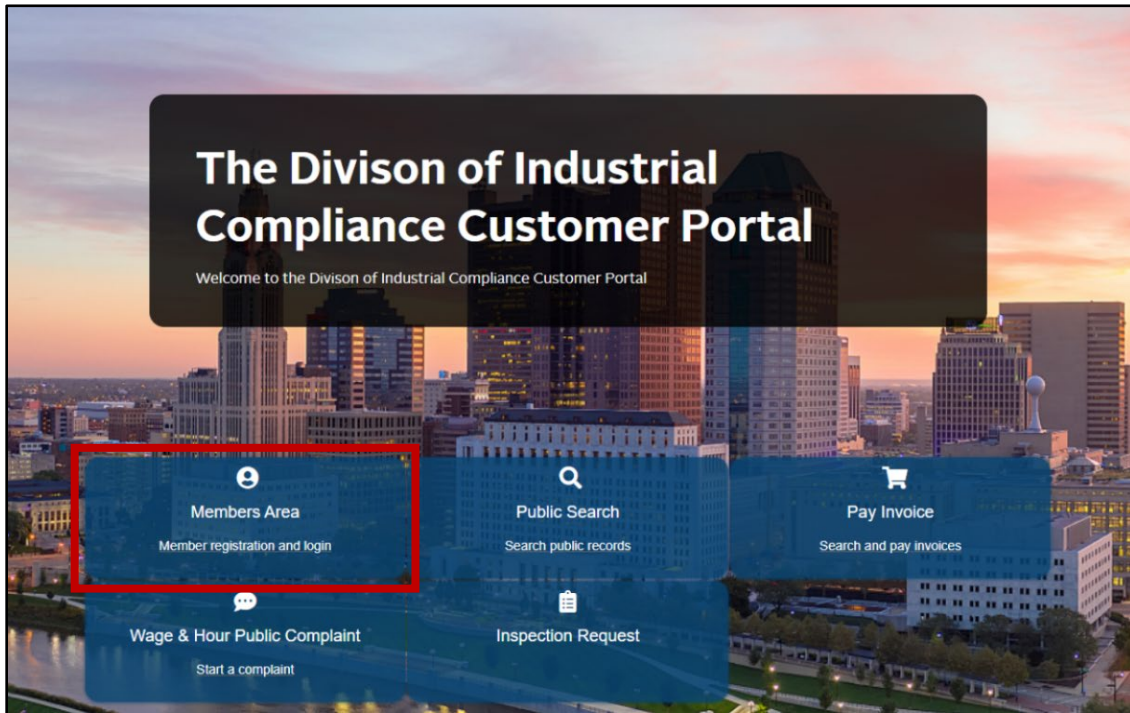
To access the new IC Customer Portal, you must have both an OHID and an IC Customer Portal ("Portal") account, which uses your OHID login information (OHID number and password).

-  1. If you **do not** already have an OHID, you will first need to create one. For detailed instructions, please refer to the [How to Create an OHID](#) guide.
-  2. If you already have an account in the previous Portal but are logging into the new Portal for the first time, please ensure the email address linked to your OHID matches the email address the Division has on file for you.
-  3. If you **do not** already have a Portal account, you will be prompted to register for one before beginning the application process.
-  4. If you are unsure whether you have an account in the previous Portal or which email address the Division has on file for you, please contact our office at bcctrade@com.ohio.gov to verify.

Using different email addresses for your OHID and Portal accounts may cause login issues or prevent access to your application or certification details.

To log into the Portal:

1. Open an internet browser window on your device (the State of Ohio recommends using Google Chrome, Microsoft Edge or Mozilla Firefox when visiting the Portal).
2. Go to the Portal (<https://icportal.com.ohio.gov/>) and click on "Members Area."



3. Enter your OHID and password.



Ohio's digital identity. One state. One account.

Register once, use across many State of Ohio websites.

OHID username (required)

Password (required)



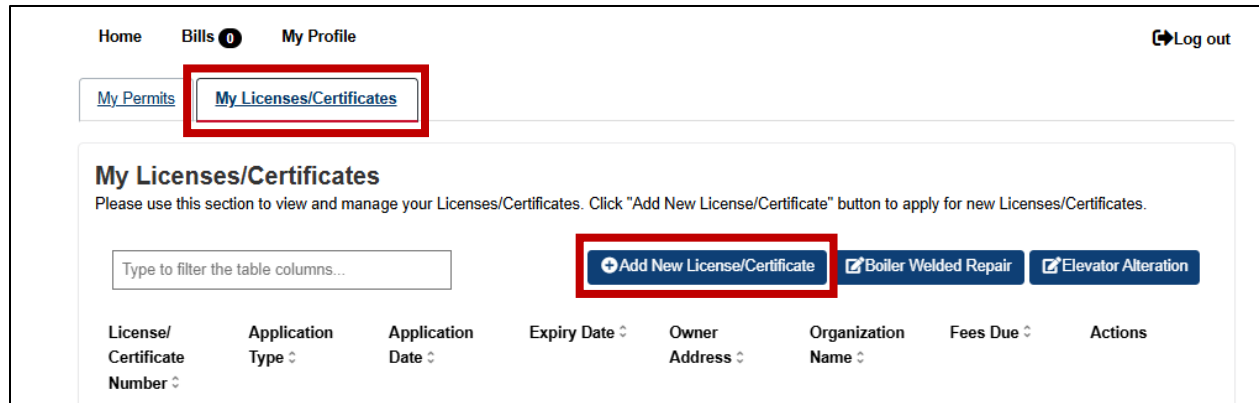
[Forgot your OHID username or password?](#)

[Log in](#)

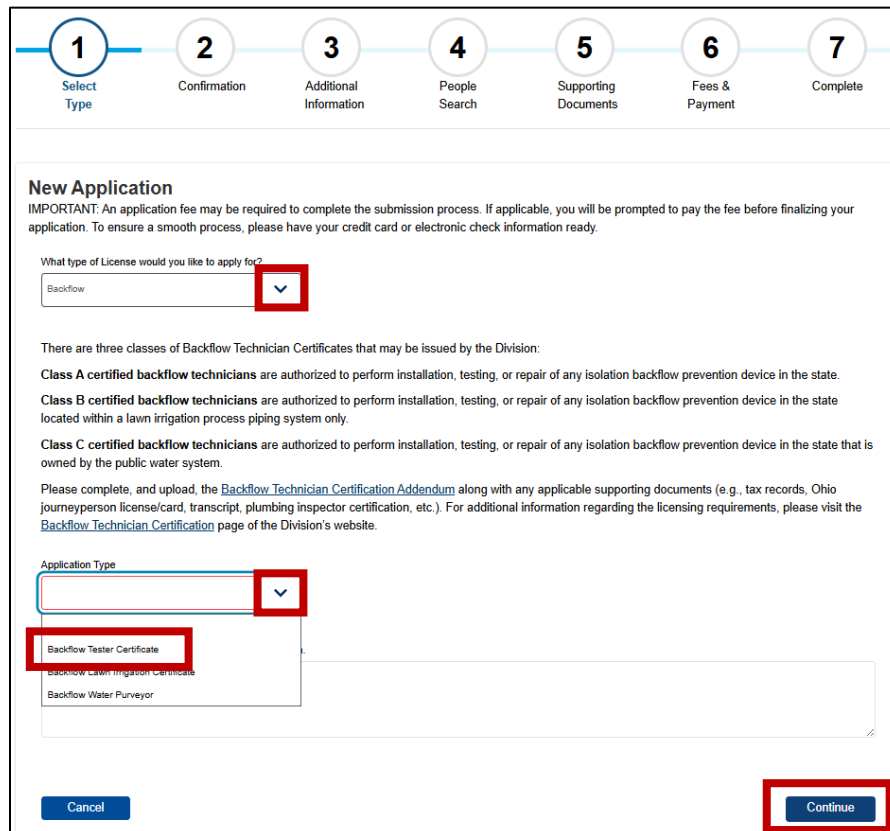
Applying for a Certification

Before applying for a certification, please have the completed [Backflow Technician Application Addendum](#) and supporting experience verification documents available to upload with your online application.

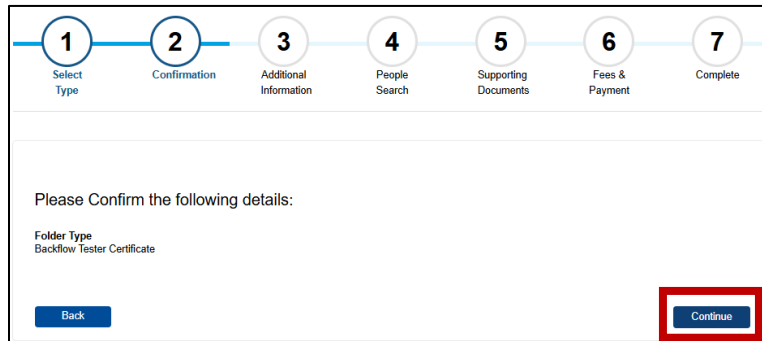
1. Click on the “My Licenses/Certificates” tab, then select “+Add New License/Certificate.”



2. Click the drop-down menu under “What type of License would you like to apply for?” and choose “Backflow.”
3. Then, click the drop-down menu under “Application Type” and choose the appropriate backflow technician classification you are applying for.
4. Click “Continue.”

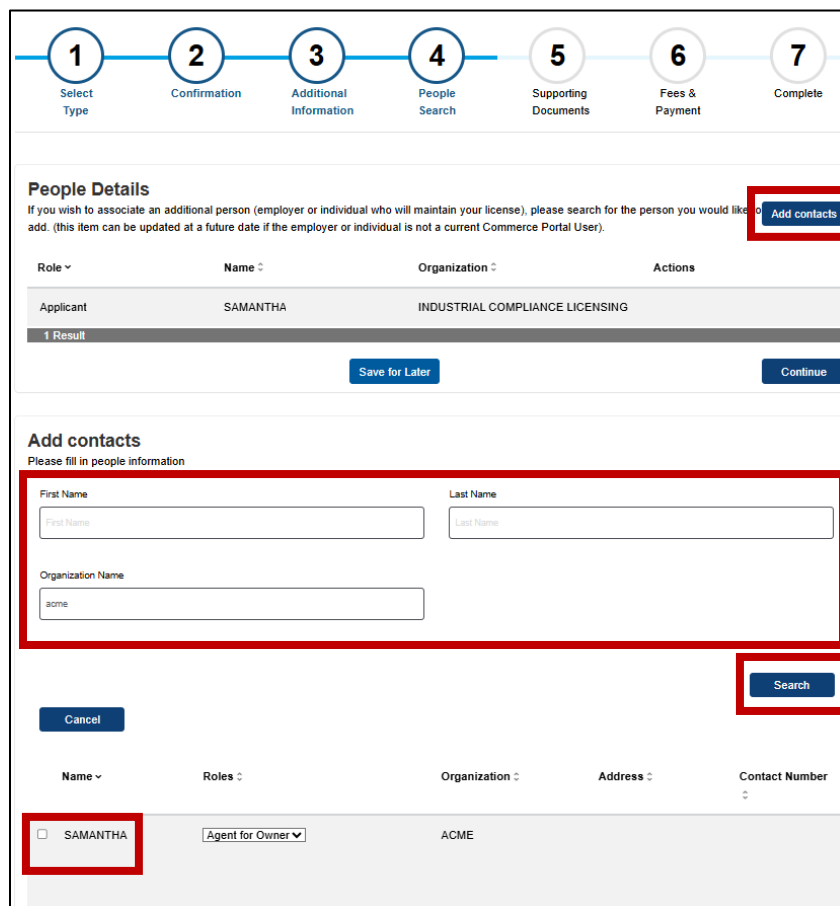


5. If the information you selected is correct, click “Continue” on the confirmation page.



A progress bar at the top shows seven steps: 1. Select Type, 2. Confirmation, 3. Additional Information, 4. People Search, 5. Supporting Documents, 6. Fees & Payment, and 7. Complete. Step 2 is highlighted. Below the progress bar, the text reads: "Please Confirm the following details:" followed by "Folder Type" and "Backflow Tester Certificate". At the bottom left is a "Back" button, and at the bottom right is a "Continue" button, which is highlighted with a red rectangle.

6. You have the option to add a contact (i.e., employer, training agency, etc.), at any time during and after the application process. This contact will be able to access your application and certification details. **The contact must have a Portal account to be added.**
- If you **will not** be adding a contact, click “Continue” and skip to **Step 7**.
 - If you wish to add a contact, click “Add contacts,” then type the first and last name of the person or the organization’s name.
 - Click “Search.”
 - If the person or organization has a Portal account, their account record will become available to choose. You must check the box next to the record, click “Select,” then “Continue” to proceed.



The page shows a progress bar with seven steps: 1. Select Type, 2. Confirmation, 3. Additional Information, 4. People Search, 5. Supporting Documents, 6. Fees & Payment, and 7. Complete. Step 4 is highlighted. Below the progress bar, the section is titled "People Details" with a sub-header "Add contacts" highlighted by a red rectangle. The text reads: "If you wish to associate an additional person (employer or individual who will maintain your license), please search for the person you would like to add. (this item can be updated at a future date if the employer or individual is not a current Commerce Portal User)." Below this is a table with columns: Role, Name, Organization, and Actions. The table contains one row: Applicant, SAMANTHA, INDUSTRIAL COMPLIANCE LICENSING. Below the table is a "1 Result" label. At the bottom right of the table is a "Continue" button. Below the table is a "Save for Later" button. Below the "Add contacts" section, there is a form with fields for First Name, Last Name, and Organization Name. The "Organization Name" field contains the text "acme". Below the form is a "Search" button, which is highlighted with a red rectangle. At the bottom left is a "Cancel" button. Below the "Search" button, there is a table with columns: Name, Roles, Organization, Address, and Contact Number. The table contains one row: ☐ SAMANTHA, Agent for Owner, ACME. The checkbox is highlighted with a red rectangle.

7. Upload your completed [Backflow Technician Certification Application Addendum](#) and acceptable experience verification documents. Please add an attachment description (i.e., addendum, tax records, journey person card, etc.). Once you have uploaded your documents, click “Continue.”

The screenshot shows a 7-step process bar at the top: 1. Select Type, 2. Confirmation, 3. Additional Information, 4. People Search, 5. Supporting Documents (current step), 6. Fees & Payment, 7. Complete.

Supporting Documents
Add the following:
• List years of significant experience relevant to backflow technician work.
• Attach copies of acceptable experience verification documentation (i.e., tax documents, current copies of licenses, Ohio journey person card, etc.)

Attachment File	Attachment Description	Attachment Type	Actions
Backflow Technician Certification Application Addendum.pdf		Qualification Document	Download Delete
dico_BFAcceptableDocumentation.pdf		Qualification Document	Download Delete

2 Results

Upload New Document
Add additional information or scroll down and click Continue

Attachment Description:

Attachment Type:

More Information:

File:
* This input field is required.

[Back](#) [Save for Later](#) [Continue](#)

8. After submitting your application, you will be directed to a page confirming everything has been successfully completed and is now pending approval.

The screenshot shows an 8-step process bar at the top: 1. Select Type, 2. Property Details, 3. Confirmation, 4. Additional Information, 5. People Search, 6. Supporting Documents, 7. Fees & Payment, 8. Complete (current step).

Thank you for submitting your application
You can go back to the members area and on the "Home Page" select the details button to see and download any approved documents or item previously submitted.

Application Details

Application #	589548	Name	INDUSTRIAL COMPLIANCE LICENSING(SAMANTHA MCCAULEY)
Type	Backflow Tester Certificate	Status	New
Application Date	Sep 17, 2025		

Click on the button below to return to the Home page.

[Go to Home](#)

9. Once the Division has reviewed, and approved, your application, you will receive an email notifying you of any required actions – such as paying an invoice or downloading a document.

Subject: Action Required

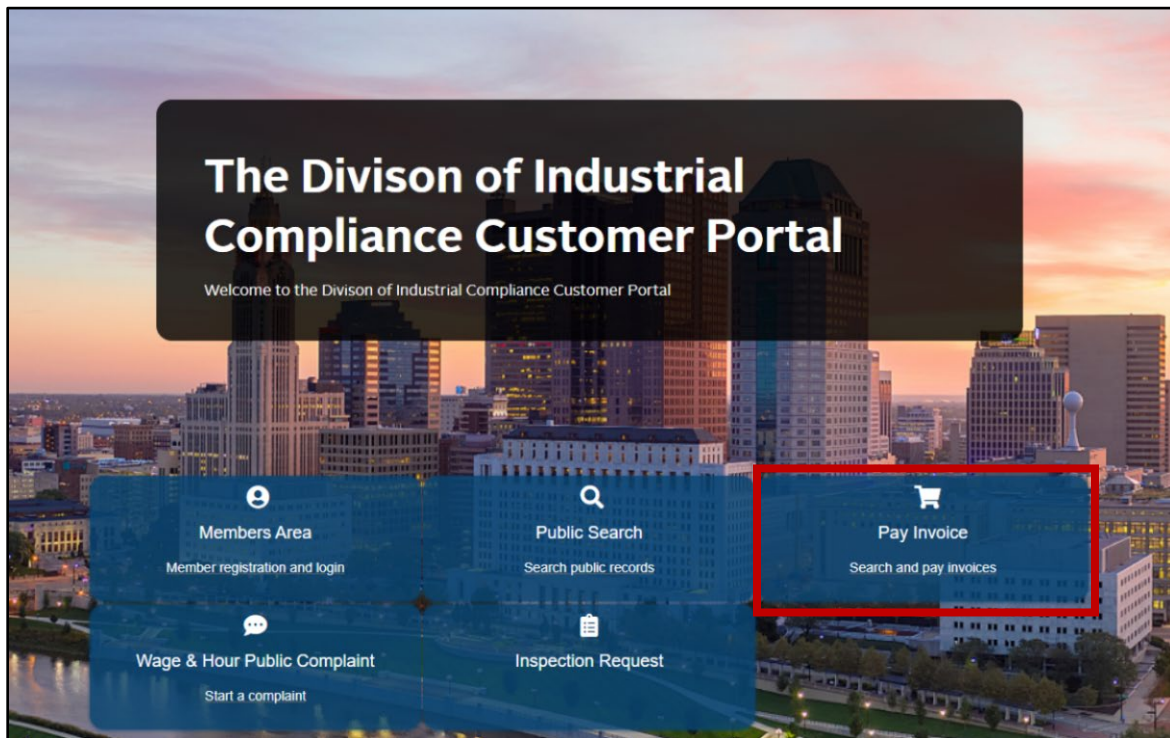
You have one or more actions to be taken.

Please visit your DIC [portal](#) and take appropriate action.

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.

Paying Fees/Invoice(s)

1. There are three available methods to pay the required fee(s):
 - a. Option 1: Pay Invoice
 - b. Option 2: Bills
 - c. Option 3: License/Certificate Details
2. **Option 1: Pay Invoice**
 - a. Go to the Portal (<https://icportal.com.ohio.gov/>) and click “Pay Invoice.”



b. Enter the invoice number(s), then click “Search.”



i. **If paying multiple invoices, enter each invoice number separated by a comma, with no space between them.**

c. Once the results appear, click “Pay Fee(s)” to proceed.

Search By:

Invoice Number License/Permit Number Wage Case Number

Enter only numeric values to pay an invoice. When paying multiple invoices, enter each number separated by a comma. For example 12345,23456,34567...

PLEASE ALLOW 24 HOURS FOR THE PAYMENT TO COMPLETE

Invoice Number

5586206

Back Search

Permit/Registration #	Invoice Number	Total Invoice Amount	Actions
	5586206	\$100.00	Pay Fee(s)

1 Result

d. Select the invoice(s) you wish to pay, then click “Pay Selected Fees (Electronic Check)” **OR** “Pay Selected Fees (Credit Card).”

i. You will be directed to the portal payment page, where you can enter in the information associated with your credit card or financial institution, then proceed accordingly.

Fees & Payment

Please check your fee details below for folder.

Please review the fees associated to your application.

Click and select any unpaid fee rows in table to select fees and make a payment.

☐ Pay All Invoices?

Fee Details	Total	Actions
5586206 BF Application Fee \$50.00 BF Exam Fee \$50.00	\$100.00	

1 Result

Fees selected for payment:

- **\$100.00. Invoice Number: 5586206**
BF Application Fee \$50.00
BF Exam Fee \$50.00

Total Amount: **\$100.00**

Pay Selected Fees (Electronic Check) Pay Selected Fees (Credit Card)

secure electronic check. No credit card fees apply. Use this option if you prefer to pay from your checking or savings account.

MasterCard, or American Express. A convenience fee may apply for credit card payments. Ideal for quick payment confirmation and immediate processing.

Print

3. Option 2: Bills

- Go to the Portal (<https://icportal.com.ohio.gov/>), click “Members Area,” and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
- Once you are logged in, click “Bills” located at the top of the page.

Home **Bills** My Profile [Log out](#)

[My Permits](#) [My Licenses/Certificates](#)

My Licenses/Certificates

Please use this section to view and manage your Licenses/Certificates. Click "Add New License/Certificate" button to apply for new Licenses/Certificates.

Type to filter the table columns...

[Add New License/Certificate](#) [Boiler Welded Repair](#) [Elevator Alteration](#)

License/ Certificate Number	Application Type	Application Date	Expiry Date	Owner Address	Organization Name	Fees Due	Actions
	Backflow Tester Certificate	Sep 17, 2025			INDUSTRIAL COMPLIANCE LICENSING	\$100.00	Detail

- You will see a list of fee(s) associated with your account. Select the invoice(s) you wish to pay, then click “Pay Selected Fees (Electronic Check)” **OR** “Pay Selected Fees (Credit Card).”
 - You will be directed to the portal payment page, where you can enter in the information associated with your credit card or financial institution, then proceed accordingly.

Fees & Payment

Please check your fee details below for folder.

Please review the fees associated to your application.
Click and select any unpaid fee rows in table to select fees and make a payment.

☐ Pay All Invoices?

	Fee Details	Total	Actions
☒	5586206 BF Application Fee \$50.00 BF Exam Fee \$50.00	\$100.00	

1 Result

Fees selected for payment:

- \$100.00. Invoice Number: 5586206
BF Application Fee \$50.00
BF Exam Fee \$50.00

Total Amount: \$100.00

[Pay Selected Fees \(Electronic Check\)](#) [Pay Selected Fees \(Credit Card\)](#)

Pay directly from your bank account using a secure electronic check. No credit card fees apply. Use this option if you prefer to pay from your checking or savings account.

Pay instantly using your visa, MasterCard, or American Express. A convenience fee may apply for credit card payments. Ideal for quick payment confirmation and immediate processing.

[Print](#)

- You can also view a copy of your invoice by clicking “Invoice.”

Invoice Number	Fee Details	Payment Status	Total	Actions
5586206	BF Application Fee \$50.00 BF Exam Fee \$50.00	Unpaid	\$100.00	Invoice
1 Result				

4. Option 3: License/Certificate Details

- a. Go to the Portal (<https://icportal.com.ohio.gov/>), click “Members Area,” and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
- b. Click “My Licenses/Certificates” to view your certification, then select the “Detail” button.
- c. Select the “Fees” tab, then click “Pay Selected Fees (Electronic Check)” **OR** “Pay Selected Fees (Credit Card).”
 - i. You will be directed to the portal payment page, where you can enter in the information associated with your credit card or financial institution, then proceed accordingly.

Application Details

Please review details for your application.

[Record Details](#) [Associated Contacts](#) [Additional Information](#) [Attachment](#) [Documents](#) **[Fees](#)** [Processes](#)

Fees & Payment

Please check your fee details below for folder.

Please review the fees associated to your application.
Click “Pay Fees” to pay all unpaid fees.

Invoice Number	Fee Details	Payment Status	Total	Actions
5586206	BF Application Fee \$50.00 BF Exam Fee \$50.00	Unpaid	\$100.00	Invoice

1 Result

Fees selected for payment:

- \$100.00: Invoice Number: 5586206
BF Application Fee \$50.00
BF Exam Fee \$50.00

Total Amount: \$100.00

[Pay Selected Fees \(Electronic Check\)](#) [Pay Selected Fees \(Credit Card\)](#)

apply. Use this option if you prefer to pay from your checking or savings account. convenience fee may apply for credit card payments. Ideal for quick payment confirmation and immediate processing.

[Print](#)

- d. You can also view a copy of your invoice by clicking “Invoice.”

Invoice Number	Fee Details	Payment Status	Total	Actions
5586206	BF Application Fee \$50.00 BF Exam Fee \$50.00	Unpaid	\$100.00	Invoice
1 Result				

Downloading Documents



Note: Documents generally take 24 hours to appear after an action has been taken (e.g., application approval, invoice payment, etc.)

1. When a document is available to download, you will receive an email notifying you of any required actions.

Subject: Action Required

You have one or more actions to be taken.

Please visit your DIC [portal](#) and take appropriate action.

The information transmitted is intended solely for the individual or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or taking action in reliance upon this information by persons or entities other than the intended recipient is prohibited. If you have received this email in error please contact the sender and delete the material from any computer.

2. Go to the Portal (<https://icportal.com.ohio.gov/>), click “Members Area,” and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
3. Click “My Licenses/Certificates” to view your application/certification, then select the “Detail” button.

Home Bills 0 My Profile Log out

My Permits **My Licenses/Certificates**

My Licenses/Certificates

Please use this section to view and manage your Licenses/Certificates. Click "Add New License/Certificate" button to apply for new Licenses/Certificates.

Type to filter the table columns...

+ Add New License/Certificate Boiler Welded Repair Elevator Alteration

License/ Certificate Number	Application Type	Application Date	Expiry Date	Owner Address	Organization Name	Fees Due	Actions
	Backflow Tester Certificate	Sep 17, 2025			INDUSTRIAL COMPLIANCE LICENSING	\$100.00	Detail

4. Click “Download” next to the document you wish to view.

Application Details

Please review details for your application.

Record Details Associated Contacts Additional Information Attachment **Documents** Fees Processes

Merge Documents

Please download documents for your application

Description	Actions
BF - Certification Letter	Download
BF - Approval Letter	Download

2 Results

Back

Reserving a Seat for the Exam

To reserve a seat for the Backflow Technician Examination, please submit a request to bcctrade@com.ohio.gov and include the following information:

1. A copy of your certificate of proficiency or the date(s) you are scheduled to attend an approved training course.
2. The **date and time** of the examination you wish to take.

The full exam schedule can be found on the [Backflow Technician Exam Schedule](#) page of our website.

Adding a Contact

1. You have the option to add, and delete, a contact (i.e., employer, training agency, etc.), at any time. This contact will be able to access your application and certification details. **The contact must have a Portal account to be added.**
 - a. If you wish to add a contact, go to the Portal (<https://icportal.com.ohio.gov/>), click “Members Area,” and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
 - b. Click “My Licenses/Certificates,” then select the “Detail” button.

Home Bills 1 My Profile Log out

My Permits My Licenses/Certificates

My Licenses/Certificates
Please use this section to view and manage your Licenses/Certificates. Click "Add New License/Certificate" button to apply for new Licenses/Certificates.

Type to filter the table columns...

+ Add New License/Certificate Boiler Welded Repair Elevator Alteration

License/ Certificate Number	Application Type	Application Date	Expiry Date	Owner Address	Organization Name	Fees Due	Actions
A13528	Backflow Tester Certificate	Sep 17, 2025	Sep 17, 2028		INDUSTRIAL COMPLIANCE LICENSING	\$0.00	Detail

- c. Select the “Associated Contacts” tab, then click “Add contacts.”

Application Details

Please review details for your application.

Record Details Associated Contacts Additional Information Attachment Documents Fees Processes

Associated Contacts

Type	Name	Organization
Applicant	SAMANTHA	INDUSTRIAL COMPLIANCE LICENSING

1 Result

Back

Add contacts

- d. Type the first and last name of the person or the organization's name, then click "Search."
- e. If the person or organization has a Portal account, their account record will become available to choose. You must check the box next to the record, click "Select," then "Continue" to proceed.

Add contacts
Please fill in people information

First Name Last Name

Organization Name

Name	Roles	Organization	Address	Contact Number
☐ SAMANTHA	Agent for Owner	ACME		

1 Select Type 2 Confirmation 3 Additional Information 4 People Search 5 Supporting Documents 6 Fees & Payment 7 Complete

People Details
If you wish to associate an additional person (employer or individual who will maintain your license), please search for the person you would like to add. (this item can be updated at a future date if the employer or individual is not a current Commerce Portal User).

Role	Name	Organization	Actions
Applicant	SAMANTHA	INDUSTRIAL COMPLIANCE LICENSING	
Agent for Owner	SAMANTHA	ACME	Delete

Viewing Application Status

- If at any time you would like to check the status of your application, go to the Portal (<https://icportal.com.ohio.gov/>), click "Members Area," and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
- Click "My Licenses/Certificates," then select the "Detail" button on your application or certification.

Home Bills 0 My Profile

[My Permits](#) [My Licenses/Certificates](#)

My Licenses/Certificates
Please use this section to view and manage your Licenses/Certificates. Click "Add New License/Certificate" button to apply for new Licenses/Certificates.

Type to filter the table columns...

License/ Certificate Number	Application Type	Application Date	Expiry Date	Owner Address	Organization Name	Fees Due	Actions
A13528	Backflow Tester Certificate	Sep 17, 2025	Sep 17, 2028		INDUSTRIAL COMPLIANCE LICENSING	\$0.00	Detail

3. Select the “Processes” tab, then click on the process you wish to view details for.

Application Details

Please review details for your application.

Record Details Associated Contacts Additional Information Attachment Documents Fees **Processes**

Process Details

Process Name	Status	Schedule Date	Complete Date
BF - Application Intake	Approved	Sep 17, 2025	Sep 18, 2025
BF - Exam	Passed	Sep 17, 2025	Sep 18, 2025

2 Results

Process Details

Process Name	BF - Application Intake	Assigned User	BCCTRADES
Start Date	Sep 17, 2025	End Date	
Scheduled Start Date	Sep 17, 2025	Scheduled End Date	
Result	Approved	Status	Approved
Comments			

Viewing Attachments

If you wish to review any of the documents you added to your Portal account (e.g., application, experience verification documents, etc.), or need to upload additional documents:

1. Go to the Portal (<https://icportal.com.ohio.gov/>), click “Members Area,” and log in with your OHID and password – See [Logging into the IC Customer Portal](#).
2. Click “My Licenses/Certificates,” then select the “Detail” button on your certification.

Home Bills 1 My Profile Log out

My Permits **My Licenses/Certificates**

My Licenses/Certificates

Please use this section to view and manage your Licenses/Certificates. Click "Add New License/Certificate" button to apply for new Licenses/Certificates.

Type to filter the table columns...

+ Add New License/Certificate [X] Boiler Welded Repair [X] Elevator Alteration

License/ Certificate Number	Application Type	Application Date	Expiry Date	Owner Address	Organization Name	Fees Due	Actions
A13528	Backflow Tester Certificate	Sep 17, 2025	Sep 17, 2028		INDUSTRIAL COMPLIANCE LICENSING	\$0.00	Detail

3. Select the “Attachment” tab, then click “Download” next to the document you wish to view.

- a. To upload a new document, click “Add.”

Application Details

Please review details for your application.

Record Details

Associated Contacts

Additional Information

Attachment

Documents

Fees

Processes

Supporting Documents

Please attach all supporting documents, drawings, photos, etc. Document Format can only be PDF or images.
Please add these attachments ASAP to proceed with your application.

Description ▾	Detail ▾	Actions
		Download
		Download

2 Results

Add