

# Envirotrax® FOG Inspection Management System

## Quick Start Guide



Open a web browser and go to <https://www.vepollc.com>. We recommend Windows Edge or Google Chrome.

### Create an Account:

1. In the **FOG Management** menu, click on **Inspector Login**.
2. Create a “Master” account using your normal business email address for your User ID and a Password of your choice. The account should be created in the name of the owner/manager. Additional employees should be entered as “sub-accounts” to the Master account in the **My Account > Sub Account Management** menu.

### Login to Your Account:

1. In the **FOG Management** menu, click on **Inspector Login**.
2. Enter your User ID and Password and click on the **Login** button.

### Select One of More Participating Water Suppliers:

1. Within your account, click on the **Water Supplier Management** button on the **Account Overview** page or click on **Water Supplier Management** in the menu system.
2. Click on the **Unselected** button to work in a participating water purveyor. You may select as many water purveyors as necessary. Click on the **Selected** button to remove your company from a water purveyor.

### Submit a FOG Inspection:

1. Within your account, click on **Submit a FOG Inspection** in the **FOG Management** menu.
2. Search to see if an address already exists within the system.
3. If a property already exists within the system, click on the **Submit Inspection** button to the right of the address to submit a new FOG Inspection for the existing address.
4. If a property is not found within the system, click on the **Submit a FOG Inspection for a Property with no Previous History** button to begin a FOG Inspection for a new property location.
5. Enter the inspection information and click on the **Complete Submission** button to submit the completed FOG Inspection into the system.

### Checkout:

1. The inspection will not appear in the system until you complete the payment process, even if the charge for the inspection is \$0.00. Within your account, click on the **Checkout** button on the **Account Overview** page or click on **Checkout** in the menu system.
2. Check off the FOG Inspections you wish to submit and click on the **Update** button.
3. Enter your payment information if necessary and click on the **Complete Submission** button.