



Using the Ventura County Cross-Connection Portal

Step 1: Enter the following internet address into your browser:

<https://vcca.ventura.org/vcca.aspx>

Step 2: Log on using your user name and password. (NOTE: if you do not have a user name and password, follow the on-screen instructions to create one). Under the “What would you like to do today?” heading, find Env Health and click on ‘Search Applications’

Step 3: Under the “General Search” heading:

- ***If you know the device number:*** Enter the device number in the box labeled ‘Record Number’ beginning with “BD” then seven digits. Click on the Search button at the bottom.
- ***If you do not know the device number:*** Enter ‘BD’ in the box labeled ‘Record Number’. Enter all or any part of the location address in the boxes. (**NOTE:** The “Name of Business” field cannot be used for device searching.) Click on the Search button at the bottom.

BONUS FOR TESTERS: If you are a registered tester with Ventura County, you can view devices you have tested in the previous year. Enter your tester number in the “Certified Professional #” box, then choose *Certified Professional* in the “License Type” box. (**NOTE:** In the new database system, your tester number now starts with the letters “CI” instead of “PI” in the old system. However, your tester number has not otherwise been changed.)

Step 4: Find the device on the list of matching records at the bottom of the screen. Click on the BD number to view the details for the device.

Step 5: On the device detail screen, you can click on the ➤ symbol next to “More Details” and then the + symbol next to “Application Information” to view device data and last test information. If desired, click on the “Print/View Test Report” box to print the test form for this device. (**NOTE:** Be sure that your browser is not blocking pop-ups or the form will not be displayed.)