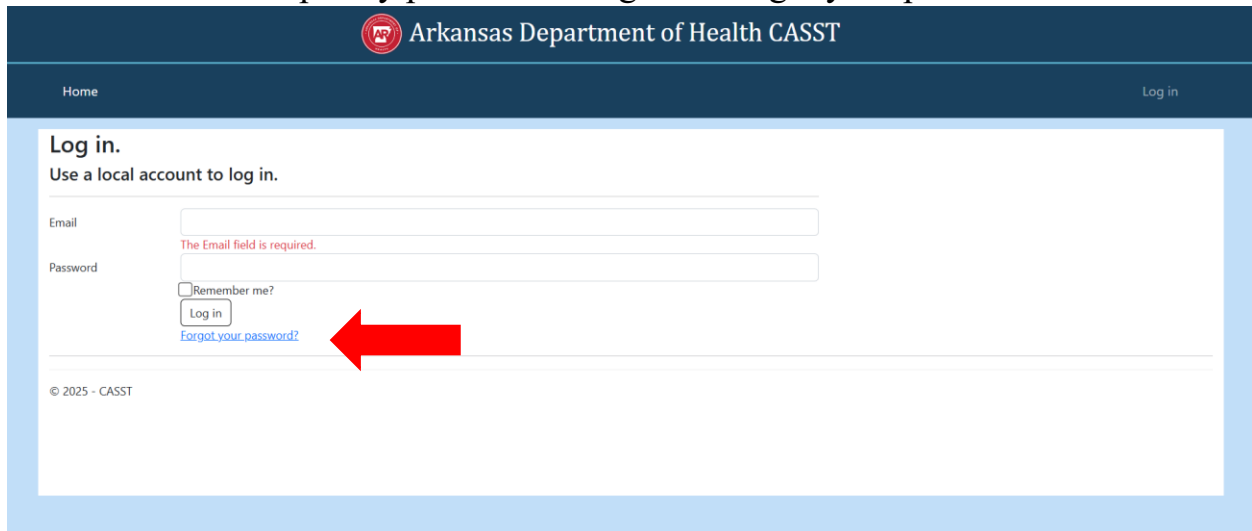


Updating or Adding New System Contracts into CASST

1. Go to <https://casst.adh.arkansas.gov/> and log on using option A. If you do not have an account, use option B.

1A. For those that already have a CASST login

You can reset your password using the “Forgot your password” link at the bottom of page. The emailed link is only active for 24 hours. After that you must request another temporary password using the “Forgot your password” link.



Arkansas Department of Health CASST

Home Log in

Log in.
Use a local account to log in.

Email
The Email field is required.

Password

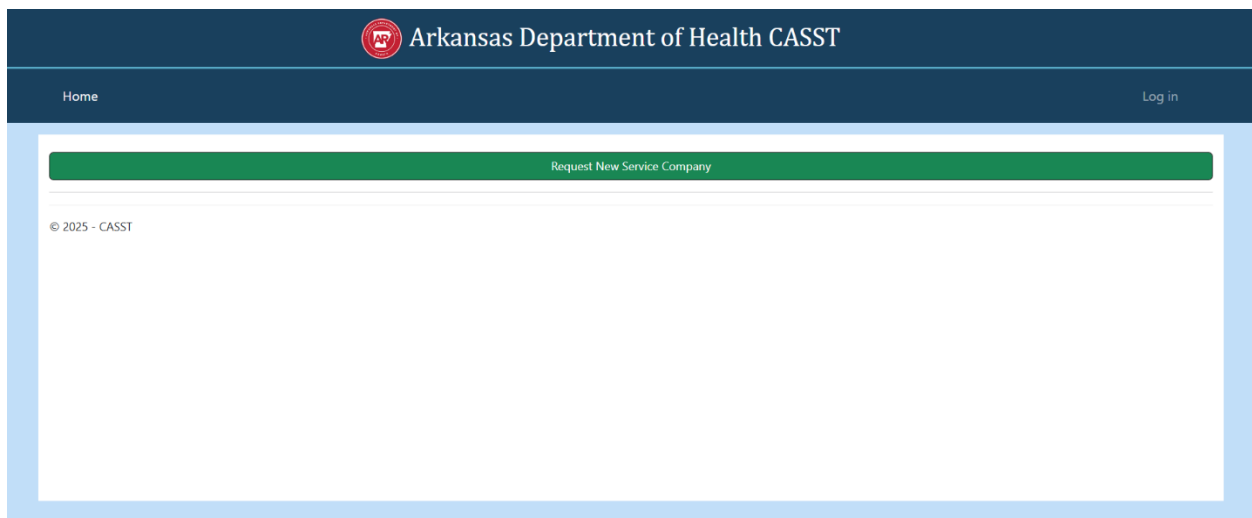
Remember me?

[Forgot your password?](#)

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1B. For those that do not have a CASST login

New CASST users will have to set up their service company by selecting “Request New Service Company” and completing the information. This will send your request to ADH to confirm.



Arkansas Department of Health CASST

Home Log in

[Request New Service Company](#)

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2. The home page will show you any changes that have occurred in your account in the last 30 days. The top left panel will also show your expired contracts, contracts about to expire, etc.

Arkansas Department of Health CASST

Home System Others Look Ups Admin Hello Test user Log off

System Contract Status Dates

Contracts Expired: 1
Contracts About To Expire: 0
Inspections Passed Due: 0
Inspections Coming Up: 0

Change Log Monitor (30 days)

New Systems

Permit Receipt Number	Registered Entity	Address	County	Active	Contract Date	Contract Exp. Date	Previous Insp. Date	Next Insp. Due	Treatment Type	Disposal Method	Disinfecti
No records found											

5 Item Per Page Page 1 of 0 Items: 0 1 Go To Page

3. If you show any expired contracts on the home page, you can click the number beside “Contracts Expired” and it will take you to that list. In the image below, this account has a system that expired on 10/14/24. The next steps will show how to update this existing contract. Click on “View” in the yellow box to the left of the system contract.

Arkansas Department of Health CASST

Home System Others Look Ups Admin Hello Test user Log off

Contracts Expired

Contracts Expired (1) Contracts About To Expire (0) Inspections Passed Due (0) Inspections Coming Up (0)

SystemContracts

CSV Download

System	Service Company	County	Contract Date	Contract Expiration Date	Previous Inspection Date	Next Inspection Due	Responsible I
View Add Contract	10000300 - 4815 West Markham Little Rock 72205	Cole Kitchens -test	PULASKI	10/15/2023	10/15/2024	04/15/2026	Cole Kitchens

5 Item Per Page Page 1 of 1 Items: 1 1 Go To Page

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4. You will see the contract information (date, duration, inspection frequency, etc.). Note* all boxes are gray in picture. Click on the blue edit button at the top of page.

Arkansas Department of Health CASST

Home System Others Look Ups Admin Hello Test user Log off

View System Contract

Return Edit

System

Permit Receipt Number	Registered Entity	Address	County	Active	Contract Date	Contract Exp. Date	Previous Insp. Date	Next Insp. Due	Treatment Type	Disposi
10000300	Cole Kitchens -test	4815 West Markham	PULASKI	<input checked="" type="checkbox"/>	10/15/2023	10/15/2024		4/15/2026	ATU = Aerobic Treatment Plant	DRP (Di

Service Company: Cole Kitchens -test

Contract Date: 10/15/2023 Contract Period: 12 Contract Duration: Months Contract Expiration Date: 10/15/2024

Responsible Inspector: Cole Kitchens -test - Cole Kitchens Inspection Frequency: 6 Inspection Frequency Units: Months Previous Inspection Date: Next Inspection Due: 04/15/2026

5. Some boxes are still gray and cannot be edited. Some are cream colored. These are the boxes that can be changed. Update the “Contract Date” box with the new start date and the “Contract Period” with the contract length. Note* System uses months and cannot be changed. 1 year = 12 months. Once the “Contract Date and/or Period boxes are changed, the contract expiration date will be autogenerated. This date should be past the current date for the contract to be current and not expired. Update “Responsible Inspector” and “Inspection Frequency in months” then Click “Save” at top when done.

Arkansas Department of Health CASST

Home System Others Look Ups Admin Hello Test user Log off

Edit System Contract

Cancel Save

System Select System

Permit Receipt Number	Registered Entity	Address	County	Active	Contract Date	Contract Exp. Date	Previous Insp. Date	Next Insp. Due	Treatment Type	Disposi
10000300	Cole Kitchens -test	4815 West Markham	PULASKI	<input checked="" type="checkbox"/>	10/15/2023	10/15/2024		4/15/2026	ATU = Aerobic Treatment Plant	DRP (Di

Service Company: Cole Kitchens -test

Contract Date: 10/15/2023 Contract Period: 12 Contract Duration: Months Contract Expiration Date: 10/15/2024

Responsible Inspector: Cole Kitchens -test - Cole Kitchens Inspection Frequency: 6 Inspection Frequency Units: Months Previous Inspection Date: Next Inspection Due: 04/15/2026

6. If you click on home again, your expired contract number should be one less than before. In our case, we started with one expired and now we are at zero.

The screenshot shows the Arkansas Department of Health CASST home page. The header includes the AR logo and the text "Arkansas Department of Health CASST". Below the header is a navigation menu with "Home", "System", "Others", "Look Ups", and "Admin". On the right side of the header, it says "Hello Test user" and "Log off". The main content area is titled "System Contract Status Dates" and includes links for "Contracts Expired: 0", "Contracts About To Expire: 0", "Inspections Passed Due: 0", and "Inspections Coming Up: 0". Below this is a section for "Change Log Monitor (30 days)" and "New Systems". A table with the following headers is shown: "Permit Receipt Number", "Registered Entity", "Address", "County", "Active", "Contract Date", "Contract Exp. Date", "Previous Insp. Date", "Next Insp. Due", "Treatment Type", "Disposal Method", and "Disinfecti". The table content shows "No records found". At the bottom of the table area, there is a pagination control showing "5 Item Per Page", "Page 1 of 0", "Items: 0", and a "Go To Page" button.

7. At the top of the home page, if you hover the cursor over “System” and click on “System List”, you can see the entire list of systems associated with your company or “registered entity”.

This screenshot is similar to the previous one, but the "System" menu item in the navigation bar is highlighted, and a dropdown menu is open. The dropdown menu contains the following items: "System List", "System Contract List", "Service Company List", "Service Inspection List", "Service Inspector List", "Property List", "Owner List", "System Tank List", and "Install Company List". The rest of the page content, including the contract status dates, change log monitor, and the empty table, remains the same as in the previous screenshot.

8. Adding new systems.

Under the “System List”, you will see “Pending New Systems”. You can click on “Create New” and follow the instructions to add a new system. It will save your progress as you do, so it does not have to be entered at one time. Once you finish adding new system and submit, it will send to ADH to confirm that it is not already entered.

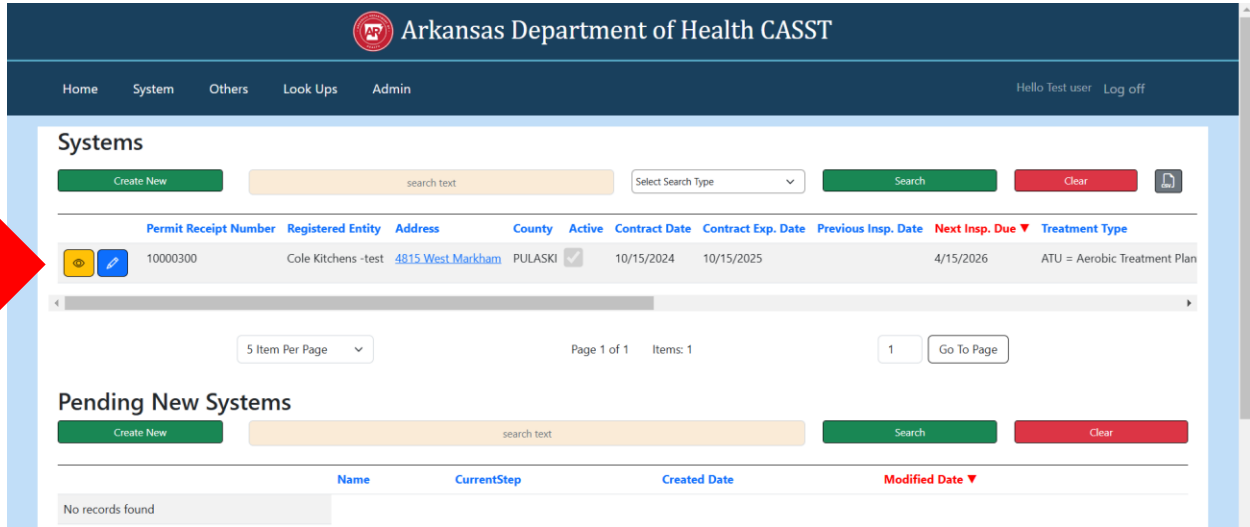
The screenshot shows the 'Pending New Systems' section of a web application. At the top, there is a search bar with a 'Create New' button on the left and 'Search' and 'Clear' buttons on the right. Below the search bar is a table with the following columns: Permit Receipt Number, Registered Entity, Address, County, Active, Contract Date, Contract Exp. Date, Previous Insp. Date, Next Insp. Due, and Treatment Type. A single record is displayed with the following values: Permit Receipt Number: 10000300, Registered Entity: Cole Kitchens -test, Address: 4815 West Markham, County: PULASKI, Active: checked, Contract Date: 10/15/2024, Contract Exp. Date: 10/15/2025, Previous Insp. Date: 4/15/2026, Next Insp. Due: 4/15/2026, Treatment Type: ATU = Aerobic Treatment Plan. Below the table is a pagination control showing '5 Item Per Page', 'Page 1 of 1', and 'Items: 1'. Below the pagination control is a 'Create New' button and a search bar. Below the search bar is a table with the following columns: Name, CurrentStep, Created Date, and Modified Date. The table is empty, with the text 'No records found' displayed. Below the table is a pagination control showing '5 Item Per Page', 'Page 1 of 0', and 'Items: 0'.

The screenshot shows the 'Add System' wizard interface. The header is 'Arkansas Department of Health CASST'. The navigation menu includes 'Home', 'System', 'Others', 'Look Ups', and 'Admin'. The user is logged in as 'Hello Test user' and can 'Log off'. The wizard has four steps: 1-Owner, 2-Property, 3-System Info, and 4-System Contract. Step 1-Owner is currently active. Below the step indicators is a text input field for 'Wizard Name (Temporary Name for Identifying Partially Complete):'. Below the text input field is a section for 'Owner'. There is a 'Create New Owner' button. Below the 'Create New Owner' button is a section for 'Existing Owner'. There is a 'Select Owner' button and a 'Clear Owner' button. Below the 'Select Owner' and 'Clear Owner' buttons is a table with the following columns: First Name, Last Name, Company Name, Work Email, Home Email, Home Phone, Work Phone, Cell Phone, Mail Address Line 1, Mail City, Mail Zipcode, Physical Address1, and Physical City. The table is empty, with the text 'No records found' displayed.

9. Updating new contract that was previously under another CMP. Since you cannot see other CMP contracts, you will need to either add contract as new system and ADH can check for duplicate or email Ryan Christensen (ryan.christensen@arkansas.gov) to move from one CMP to your name.

10. Adding system inspections to contracts

A. Open systems through “System List” and click on yellow eye button on left



Arkansas Department of Health CASST

Home System Others Look Ups Admin Hello Test user Log off

Systems

Create New search text Select Search Type Search Clear

Permit Receipt Number	Registered Entity	Address	County	Active	Contract Date	Contract Exp. Date	Previous Insp. Date	Next Insp. Due	Treatment Type
10000300	Cole Kitchens -test	4815 West Markham	PULASKI	<input checked="" type="checkbox"/>	10/15/2024	10/15/2025		4/15/2026	ATU = Aerobic Treatment Plan

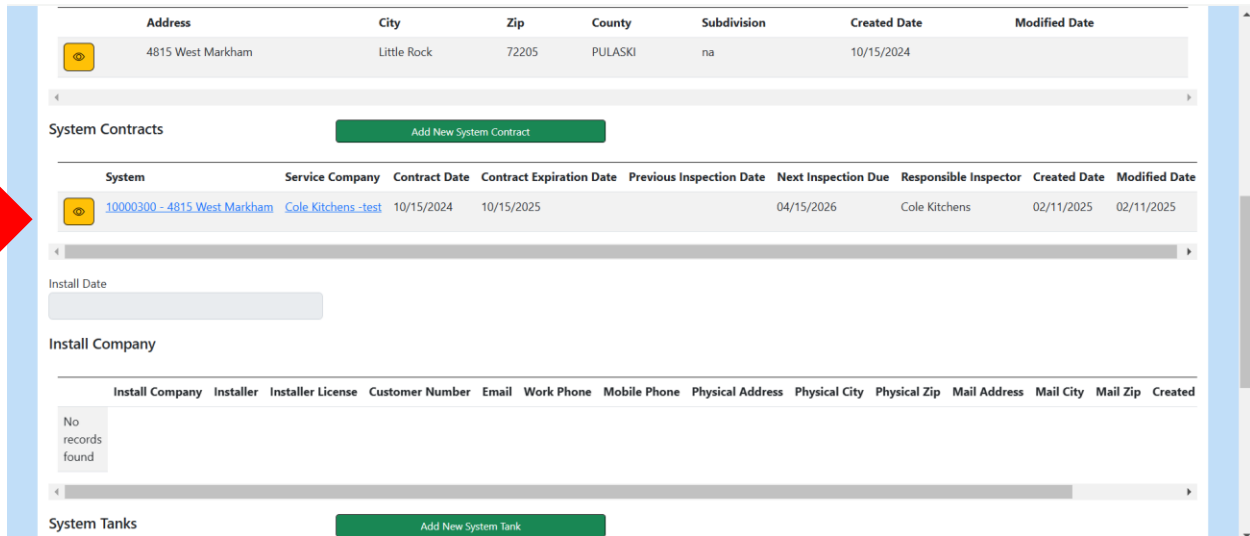
5 Item Per Page Page 1 of 1 Items: 1 1 Go To Page

Pending New Systems

Create New search text Search Clear

Name	CurrentStep	Created Date	Modified Date
No records found			

B. Scroll down to see the current contract (maybe others listed but top one should be current). Click on the yellow eye button on left.



Address	City	Zip	County	Subdivision	Created Date	Modified Date
4815 West Markham	Little Rock	72205	PULASKI	na	10/15/2024	

System Contracts

Add New System Contract

System	Service Company	Contract Date	Contract Expiration Date	Previous Inspection Date	Next Inspection Due	Responsible Inspector	Created Date	Modified Date
10000300 - 4815 West Markham	Cole Kitchens -test	10/15/2024	10/15/2025		04/15/2026	Cole Kitchens	02/11/2025	02/11/2025

Install Date

Install Company

Install Company	Installer	Installer License	Customer Number	Email	Work Phone	Mobile Phone	Physical Address	Physical City	Physical Zip	Mail Address	Mail City	Mail Zip	Created
No records found													

System Tanks

Add New System Tank

C. Click on “Add New Inspection” toward bottom of page

The screenshot shows the 'Add New Inspection' form. At the top, there is a 'Service Company' dropdown menu with 'Cole Kitchens -test' selected. Below this are several input fields: 'Contract Date' (10/15/2024), 'Contract Period' (12), 'Contract Duration' (Months), and 'Contract Expiration Date' (10/15/2025). Further down are 'Responsible Inspector' (Cole Kitchens -test - Cole Kitchens), 'Inspection Frequency' (6), 'Inspection Frequency Units' (Months), 'Previous Inspection Date', and 'Next Inspection Due' (04/15/2026). A large text area for 'Contract Notes' is present. At the bottom of the form is a green button labeled 'Add New Inspection'. Below the form is a table header for 'Inspections' with columns: System, System Contract, Service Company, Date Due, Date Done, Inspector, Chlorinator, UV Light, Contact Chamber, Discharge Route, Electrical Connect, Floats Alarms, Pumps Air Efflu. The table currently shows 'No records found'.

D. Enter the boxes relevant to the inspection and select any “repairs made” or “comments”. Click “Save” at top of page when done. If system inspector who did inspection is not listed, you can add people for your company under “Admin” and “User” at the top of page

The screenshot shows the 'Add Service Inspection' form. At the top, there is a 'Cancel' button and a 'Save' button. Below is a 'System' dropdown menu with 'Select System'. A table lists system details:

Permit Receipt Number	Registered Entity	Address	County	Active	Contract Date	Contract Exp. Date	Previous Insp. Date	Next Insp. Due	Treatment Type	Disposal Method	Disinfection Type	Manufacturer - Brand	Model	Serial	Permit for Construction Date	Permi
10000300	Cole Kitchens -test	4813 West Markham	PULASKI	<input checked="" type="checkbox"/>	10/15/2024	10/15/2025		4/15/2026	ATU = Aerobic Treatment Plant	DRP (Drip Irrigation)	N/A				10/15/2024	

Below the table are several dropdown menus: 'System Contract' (10/15/2024 - 10/15/2025), 'Inspector ID' (Select Inspector), and 'Date Due' (04/15/2026). There are also checkboxes for 'Chlorinator', 'UV Light', 'Contact Chamber', 'Discharge Route', 'Electrical Connect', 'Floats Alarms', 'Pumps Air Effluent', 'Distribution System', 'Other Components', and 'Repairs Made'. A large text area for 'Comments' is at the bottom. The footer shows '© 2025 - CASST'.