
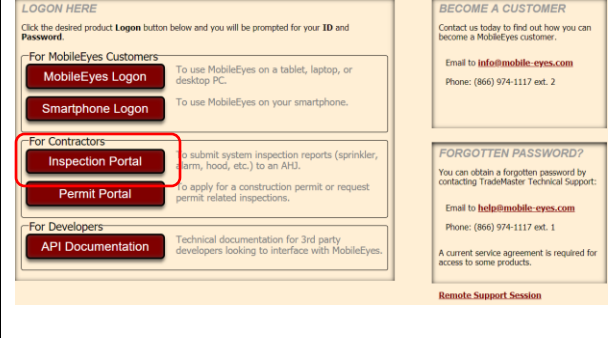
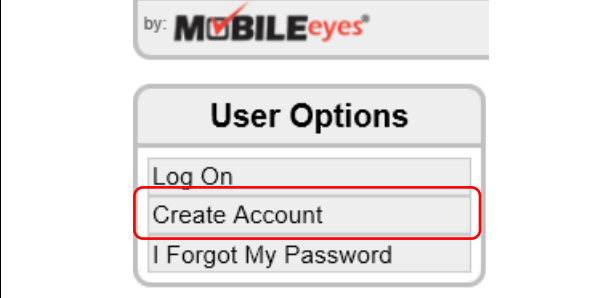
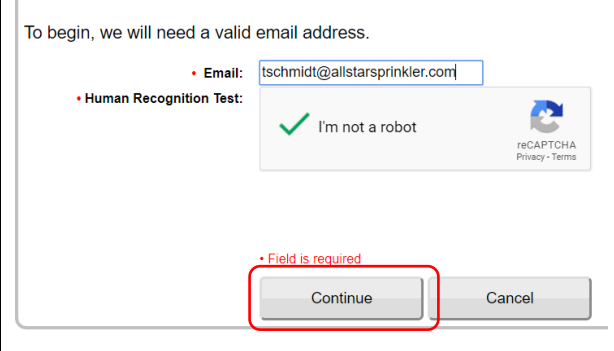
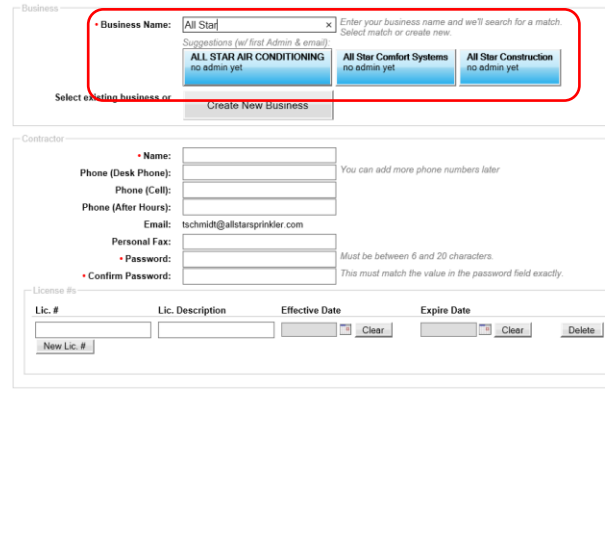
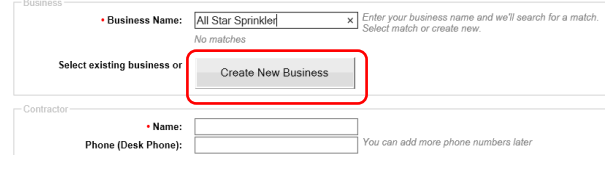
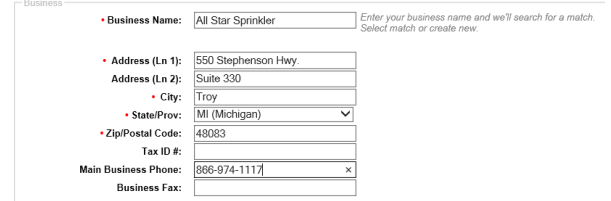
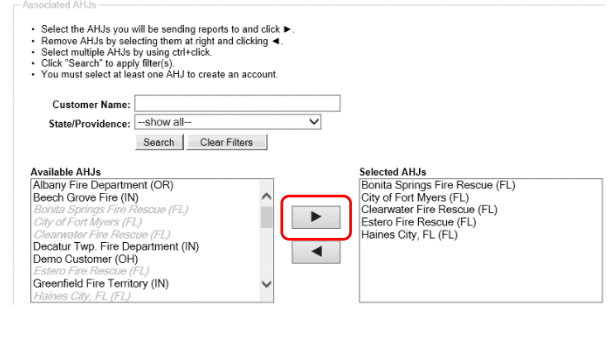
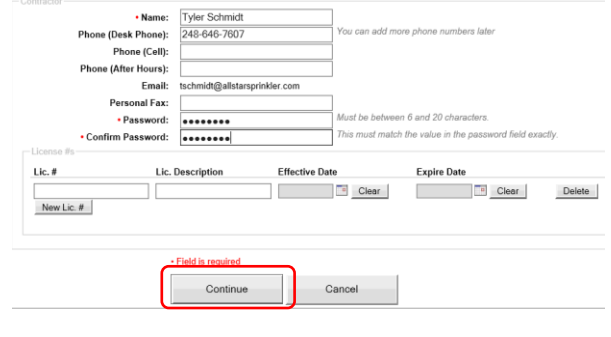


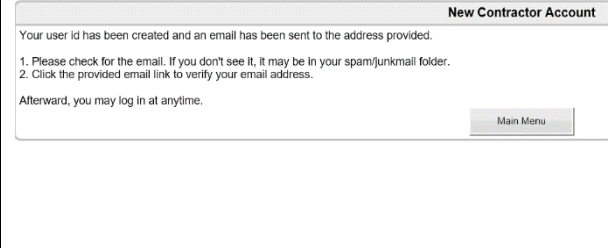
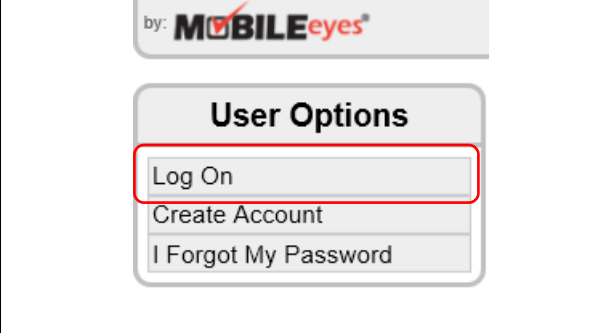
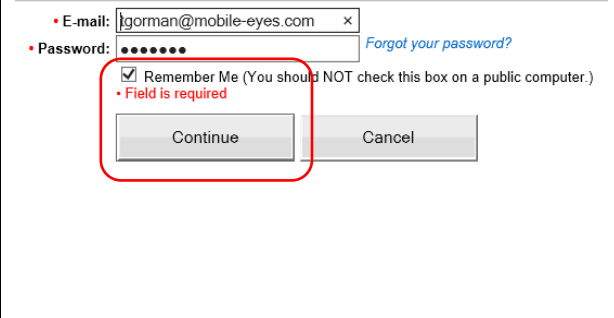
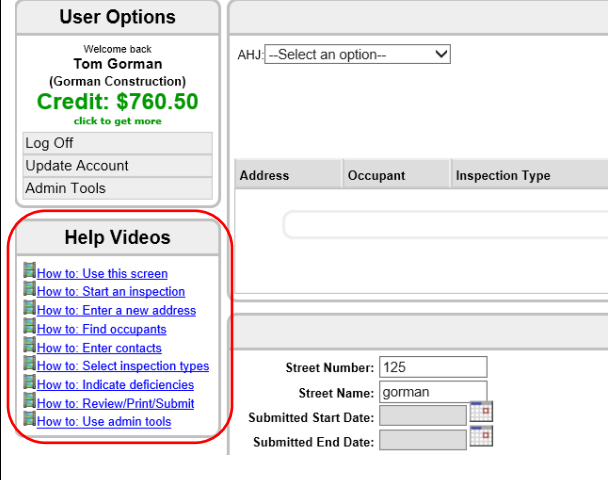
Process: Contractor Inspection Portal

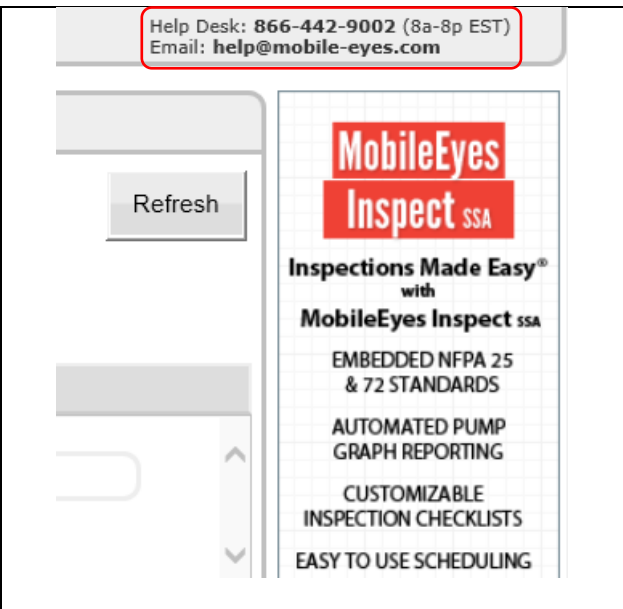
Procedure: Create an account and logon.

Date Created/Updated: 12/18/18

<p>1</p>	<p>To submit inspection reports to an AHJ, you first must create an account.</p> <p>Go to www.mobile-eyes.com.</p> <p>Click <i>Login</i>.</p>	
<p>2</p>	<p>On the next screen click <i>Inspection Portal</i>.</p>	
<p>3</p>	<p>In the upper left corner of the home screen, click <i>Create Account</i>.</p>	
<p>4</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</p>	

<p>5</p>	<p>Enter the name of your company. As you type, you will see possible matches. If you see a blue button for your company, it means someone else from your company has already set up an account. Click the button to select your company. Your account will be linked to that company.</p> <p>There can be multiple individual accounts linked to the same company.</p> <p>Be careful here! Your company may have multiple offices. You'll want to link your account to the right office.</p>	
<p>6</p>	<p>If you don't see your company, it means you are the first to create an account for your company. Click <i>Create New Business</i>.</p>	
<p>7</p>	<p>1. Enter the information for your company.</p>	
<p>8</p>	<p>2. Scroll down and select the AHJs to whom you will be sending reports. You can filter for your state to reduce the list of Available AHJs.</p>	
<p>9</p>	<p>3. Scroll down farther and enter your personal information. The fields with a red dot are required.</p> <p>Click <i>Continue</i> when finished with all three steps.</p>	

<p>10</p>	<p>You'll get a message telling you to check for the verification email. It will be sent to the email address you provided.</p> <p>When you get the email, click on the link to verify the email address. (No screen shot provided here.)</p>	 <p>New Contractor Account</p> <p>Your user id has been created and an email has been sent to the address provided.</p> <p>1. Please check for the email. If you don't see it, it may be in your spam/junkmail folder. 2. Click the provided email link to verify your email address.</p> <p>Afterward, you may log in at anytime.</p> <p>Main Menu</p>
<p>11</p>	<p>Once you click on the link, you will be prompted to logon.</p> <p>Click <i>Log On</i>.</p>	 <p>by: MOBILEeyes</p> <p>User Options</p> <p>Log On</p> <p>Create Account</p> <p>I Forgot My Password</p>
<p>12</p>	<p>Enter your email address and password. (This screen shot shows different logon credentials than in the example above.)</p> <p>Check the <i>Remember Me</i> box if you are logging on from your own personal computer.</p> <p>Click <i>Continue</i>.</p>	 <p>E-mail: <input type="text" value="lgorman@mobile-eyes.com"/> ✕</p> <p>Password: <input type="password" value="••••••"/> Forgot your password?</p> <p><input checked="" type="checkbox"/> Remember Me (You should NOT check this box on a public computer.) • Field is required</p> <p>Continue Cancel</p>
<p>13</p>	<p>This will take you to the main menu.</p> <p>On the left side of the screen are <i>User Options</i> and <i>Help Videos</i>.</p> <p>Watch the <i>Help Videos</i> to learn about using the portal. Each is 1-3 minutes long.</p>	 <p>User Options</p> <p>Welcome back Tom Gorman (Gorman Construction) Credit: \$760.50 click to get more</p> <p>Log Off Update Account Admin Tools</p> <p>Help Videos</p> <ul style="list-style-type: none"> How to: Use this screen How to: Start an inspection How to: Enter a new address How to: Find occupants How to: Enter contacts How to: Select inspection types How to: Indicate deficiencies How to: Review/Print/Submit How to: Use admin tools <p>AHJ: --Select an option--</p> <p>Address Occupant Inspection Type</p> <p>Street Number: <input type="text" value="125"/></p> <p>Street Name: <input type="text" value="gorman"/></p> <p>Submitted Start Date: <input type="text"/></p> <p>Submitted End Date: <input type="text"/></p>

<p>14</p>	<p>On the right side of the screen is the MobileEyes help desk contact information.</p> <p>Call or email with any questions or problems.</p>	 <p>The screenshot shows a web interface with a grey header bar containing help desk contact information: "Help Desk: 866-442-9002 (8a-8p EST)" and "Email: help@mobile-eyes.com". Below the header is a "Refresh" button. To the right is a white box with a red border containing the "MobileEyes Inspect SSA" logo and a list of features: "Inspections Made Easy® with MobileEyes Inspect ssa", "EMBEDDED NFPA 25 & 72 STANDARDS", "AUTOMATED PUMP GRAPH REPORTING", "CUSTOMIZABLE INSPECTION CHECKLISTS", and "EASY TO USE SCHEDULING".</p>
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