**Process: Using the MobileEyes Permit Portal**

**Procedure: Creating a portal account.**

Date Created/Updated: 06/08/17

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| **1** | Go to [www.mobile-eyes.com](http://www.mobile-eyes.com).  
  Click Login Here. |
| **2** | Click Permit Portal. |
| **3** | Click Create Account. |
4. Enter your email address.

Enter the Human Recognition Test.

Click Continue.

5. Enter your business name. As you type, existing businesses will appear as blue buttons. These are businesses linked to accounts that have already been created by others at your company.

If you see your company's name, click on it. This will link you to your company.

6. If not, enter your business name and click Create New Business.

7. Enter your business information. Fields with red asterisks are required.
8. Scroll down and find the communities / AHJs that you will be working with.

Use the state filter to find all communities / AHJs in your state that use the permit portal.

Click on one or more communities / AHJs and click the arrow to select them.

9. Scroll down further and enter your personal contact information. Create a password.

Enter your license information.

Click Continue.

10. MobileEyes will send you a verification email.

Go to your email and click on the link to verify your email address.

11. Once you have verified your email address, return to the permit portal and click Log On.

12. Enter your email and password.

If you are using your own computer, check the Remember Me box.

Click Continue.

13. On the permit portal home screen, select the community / AHJ that you will be working with.
Then watch the short help videos.