
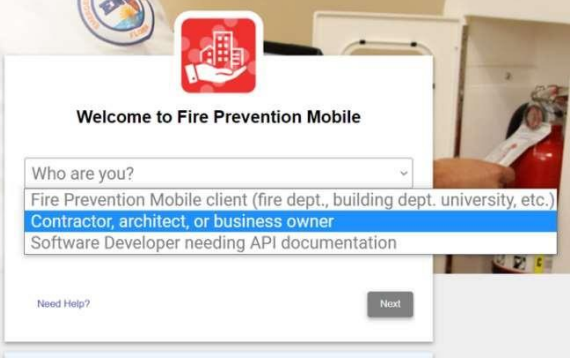
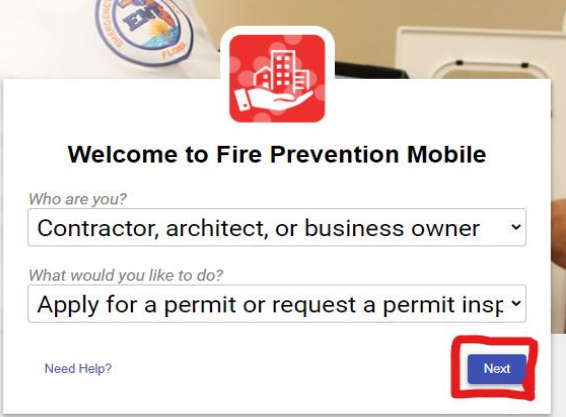

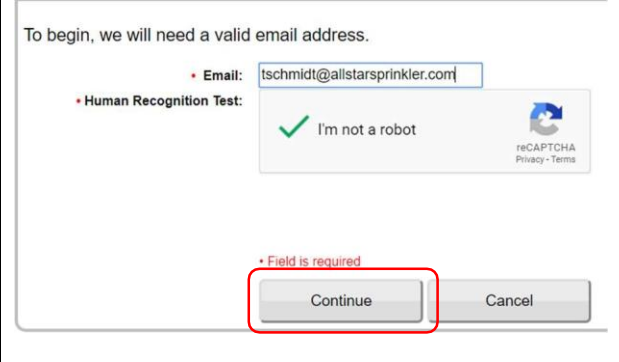
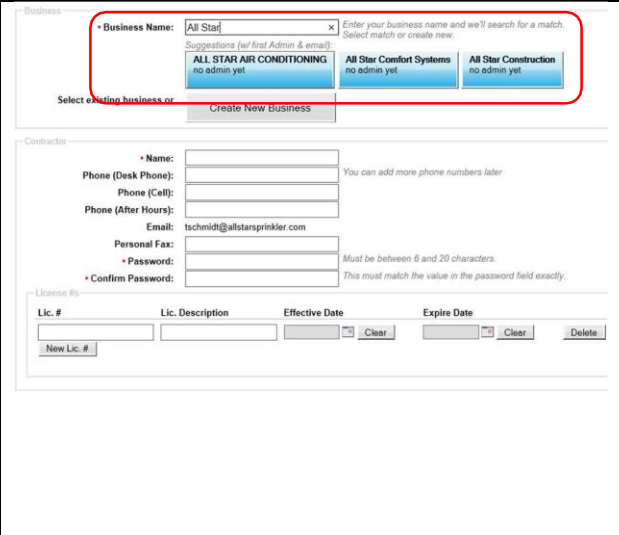
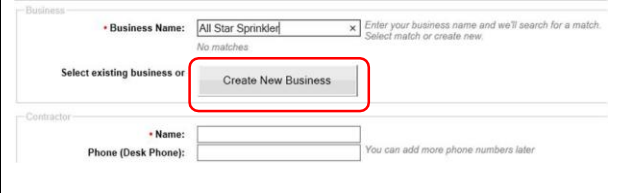
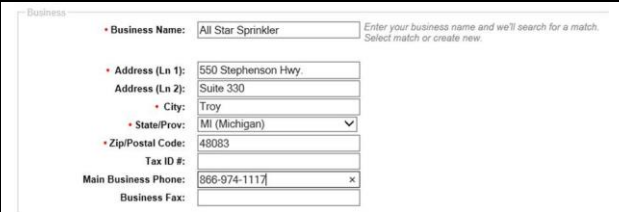
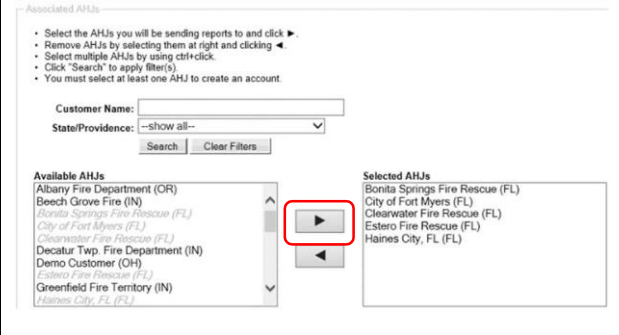


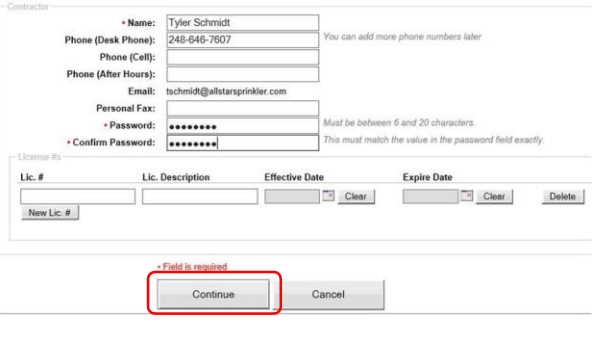
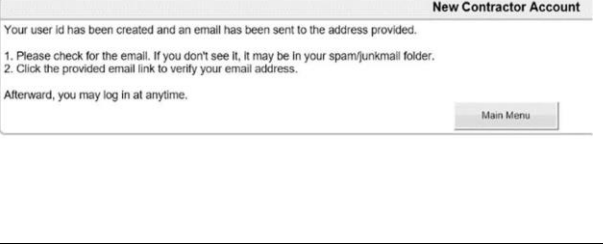
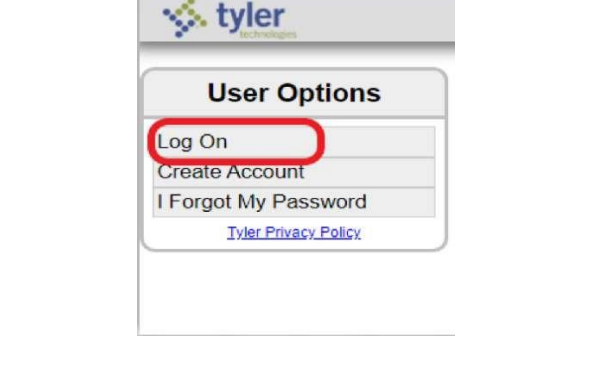
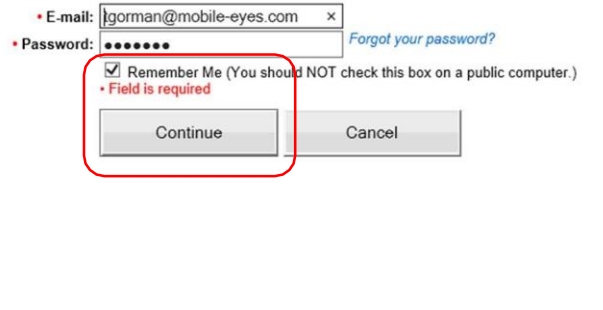
Process: Contractor Access Portal

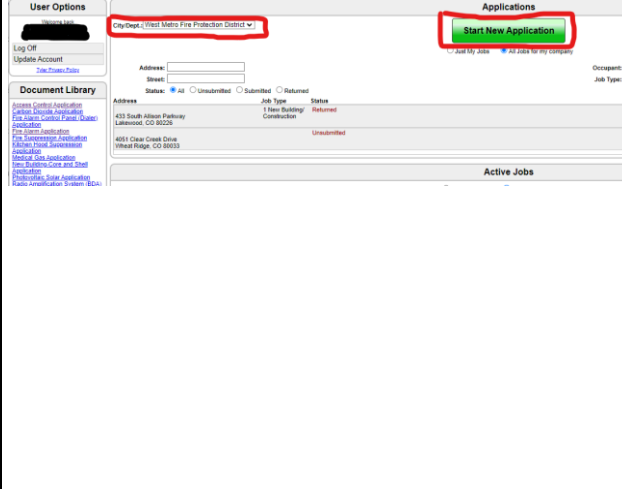
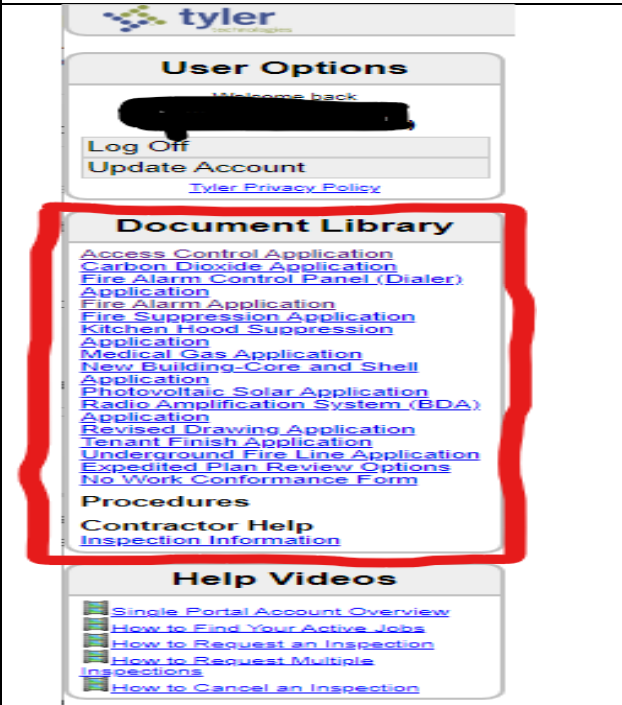
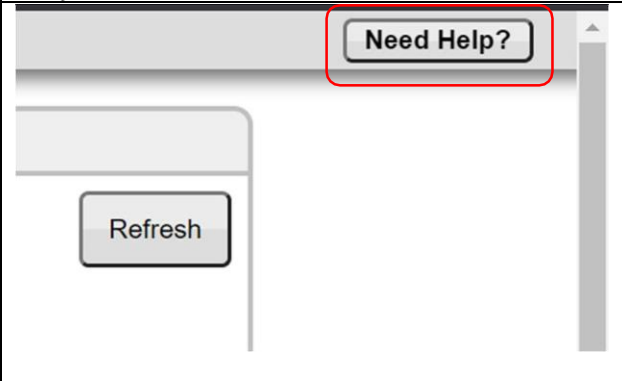
Procedure: Create an account and login.


Date Created/Updated: 03/29/23

<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 Login.</p>	
<p>2</p>	<p>Click the drop down for Who are you? and select Contractor, architect, or business owner.</p>	
<p>3</p>	<p>Click the drop down for What would you like to do? and select Apply for a permit or request a permit inspection</p> <p>Click Next.</p>	
<p>4</p>	<p>In the upper left corner of the home screen, click Create Account.</p>	

<p>5</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click Continue.</p>	 <p>To begin, we will need a valid email address.</p> <p>• Email: <input type="text" value="tschmidt@allstarsprinkler.com"/></p> <p>• Human Recognition Test: <input checked="" type="checkbox"/> I'm not a robot</p> <p>reCAPTCHA Privacy - Terms</p> <p>• Field is required</p> <p><input type="button" value="Continue"/> <input type="button" value="Cancel"/></p>																
<p>6</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>Business</p> <p>• Business Name: <input type="text" value="All Star"/> Enter your business name and we'll search for a match. Select match or create new.</p> <p>Suggestions (w/ first Admin & email):</p> <ul style="list-style-type: none"> <input type="button" value="ALL STAR AIR CONDITIONING no admin yet"/> <input type="button" value="All Star Comfort Systems no admin yet"/> <input type="button" value="All Star Construction no admin yet"/> <p>Select existing business or <input type="button" value="Continue New Business"/></p> <p>Contractor</p> <p>• Name: <input type="text"/></p> <p>Phone (Desk Phone): <input type="text"/> You can add more phone numbers later</p> <p>Phone (Cell): <input type="text"/></p> <p>Phone (After Hours): <input type="text"/></p> <p>Email: <input type="text" value="tschmidt@allstarsprinkler.com"/></p> <p>Personal Fax: <input type="text"/></p> <p>• Password: <input type="password"/> Must be between 6 and 20 characters.</p> <p>• Confirm Password: <input type="password"/> This must match the value in the password field exactly.</p> <p>License #s</p> <table border="1"> <thead> <tr> <th>Lic. #</th> <th>Lic. Description</th> <th>Effective Date</th> <th>Expire Date</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td><input type="button" value="Clear"/></td> <td><input type="button" value="Clear"/></td> <td><input type="button" value="Delete"/></td> <td></td> </tr> <tr> <td><input type="button" value="New Lic. #"/></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Lic. #	Lic. Description	Effective Date	Expire Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Delete"/>		<input type="button" value="New Lic. #"/>			
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<p>7</p>	<p>If you don't see your company, it means you are the first to create an account for your company. Click Create New Business.</p>	 <p>Business</p> <p>• Business Name: <input type="text" value="All Star Sprinkler"/> Enter your business name and we'll search for a match. Select match or create new.</p> <p>No matches</p> <p>Select existing business or <input type="button" value="Create New Business"/></p> <p>Contractor</p> <p>• Name: <input type="text"/></p> <p>Phone (Desk Phone): <input type="text"/> You can add more phone numbers later</p>																
<p>8</p>	<p>Enter the information for your company.</p>	 <p>Business</p> <p>• Business Name: <input type="text" value="All Star Sprinkler"/> Enter your business name and we'll search for a match. Select match or create new.</p> <p>• Address (Ln 1): <input type="text" value="550 Stephenson Hwy"/></p> <p>Address (Ln 2): <input type="text" value="Suite 330"/></p> <p>• City: <input type="text" value="Troy"/></p> <p>• State/Prov: <input type="text" value="MI (Michigan)"/></p> <p>• Zip/Postal Code: <input type="text" value="48083"/></p> <p>Tax ID #: <input type="text"/></p> <p>Main Business Phone: <input type="text" value="866-974-1117"/> x</p> <p>Business Fax: <input type="text"/></p>																
<p>9</p>	<p>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>Associated AHJs</p> <ul style="list-style-type: none"> Select the AHJs you will be sending reports to and click ► Remove AHJs by selecting them at right and clicking ◀ Select multiple AHJs by using ctrl+click Click "Search" to apply filter(s) You must select at least one AHJ to create an account. <p>Customer Name: <input type="text"/></p> <p>State/Providence: <input type="text" value="--show all--"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear Filters"/></p> <p>Available AHJs</p> <ul style="list-style-type: none"> Albany Fire Department (OR) Beech Grove Fire (IN) Bonita Springs Fire Rescue (FL) City of Fort Myers (FL) Clearwater Fire Rescue (FL) Decatur Twp. Fire Department (IN) Demo Customer (OH) Estero Fire Rescue (FL) Greenfield Fire Territory (IN) Haines City, FL (FL) <p>Selected AHJs</p> <ul style="list-style-type: none"> Bonita Springs Fire Rescue (FL) City of Fort Myers (FL) Clearwater Fire Rescue (FL) Estero Fire Rescue (FL) Haines City, FL (FL) 																

<p>10</p>	<p>Scroll down farther and enter your personal information. The fields with a red dot are required.</p> <p>Click Continue when finished with all three steps.</p>	 <p>The screenshot shows a 'Contractor' registration form. Fields for Name, Phone (Desk/Cell/After Hours), Email, and Personal Fax are visible. Password and Confirm Password fields are marked with a red dot and a 'Field is required' message. A 'Continue' button is also circled in red.</p>
<p>11</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>The screenshot shows a 'New Contractor Account' confirmation page. It states that the user ID has been created and an email has been sent. It provides instructions to check the email and verify the address. A 'Main Menu' button is visible at the bottom right.</p>
<p>12</p>	<p>Once you click on the link, you will be prompted to logon.</p> <p>Click Log On.</p>	 <p>The screenshot shows a 'User Options' menu with the 'Log On' button circled in red. Other options include 'Create Account', 'I Forgot My Password', and a link to the 'Tyler Privacy Policy'.</p>
<p>13</p>	<p>Enter your email address and password. (This screen shot shows different logon credentials than in the example above.)</p> <p>Check the Remember Me box if you are logging on from your own personal computer.</p> <p>Click Continue.</p>	 <p>The screenshot shows a logon form with fields for E-mail and Password. The 'Remember Me' checkbox is checked and circled in red. A 'Continue' button is also circled in red. A 'Field is required' message is visible below the Remember Me checkbox.</p>

<p>14</p> <p>This will take you to the main menu.</p> <p>You first need to select the jurisdiction you wish submit a New Application or view Active Jobs to request inspections from the dropdown box.</p> <p>Click the Start New Application for a new project submittal.</p> <p>Watch the Help Videos to learn about using the portal. Each is 1-3 minutes long.</p>	
<p>15</p> <p>You can also find the West Metro Fire specific applications on the Main Page of the Contractor Portal, left side, under the Documents Library heading. A West Metro Fire specific application is required for all project submittals, including revised submittals.</p>	
<p>16</p> <p>On the right side of the screen is the Need Help? button.</p>	

<p>17</p>	<p>There are links in the Help to procedure guides with screen shots. You will also see the MobileEyes Help Desk phone number and email address.</p> <p>Follow the instructions on the left side of this window to get contact information for the AHJ you want to send reports to.</p>	
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