Process: Contractor Inspection Portal
Procedure: Create an account and logon.
Date Created/Updated: 12/18/18

1	To submit inspection reports to an AHJ, you first must create an account. Go to www.mobile-eyes.com. Click *Login*.	
2	On the next screen click *Inspection Portal*.	
3	In the upper left corner of the home screen, click *Create Account*.	
4	Enter your email address. Enter the Human Recognition Test. Click *Continue*.	
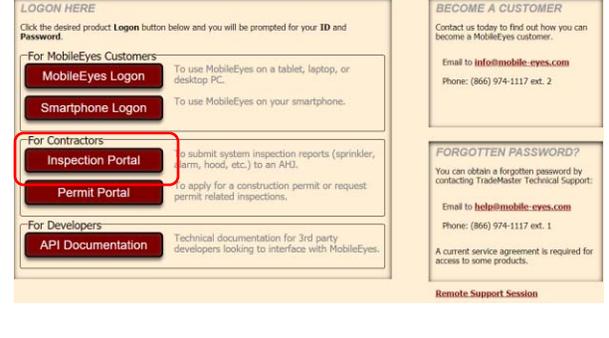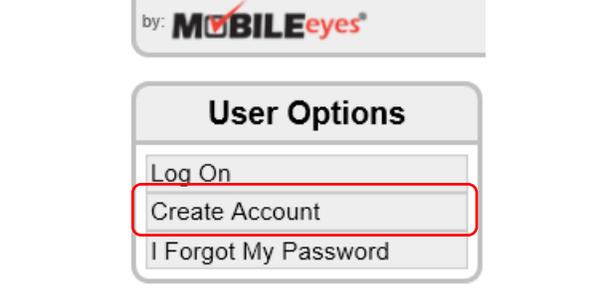
5	Enter the name of your company. As you type, you will see possible matches. If you see a blue button for your company, it means someone else from your company has already set up an account. Click the button to select your company. Your account will be linked to that company. There can be multiple individual accounts linked to the same company. Be careful here! Your company may have multiple offices. You'll want to link your account to the right office.	
6	If you don't see your company, it means you are the first to create an account for your company. Click *Create New Business*.	
7	1. Enter the information for your company.	
8	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.	
9	3. Scroll down farther and enter your personal information. The fields with a red dot are required. Click *Continue* when finished with all three steps.	
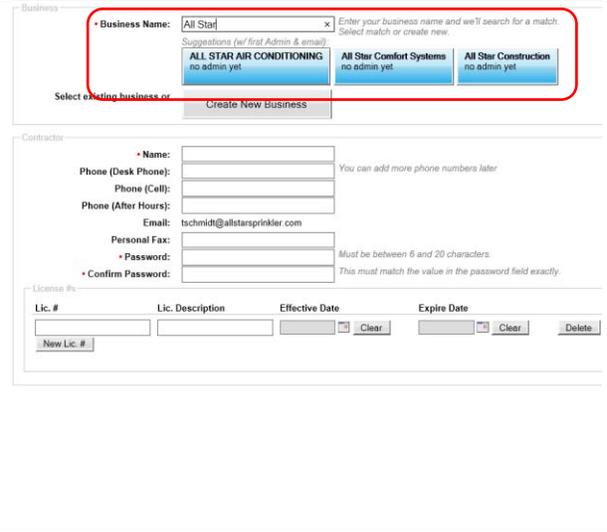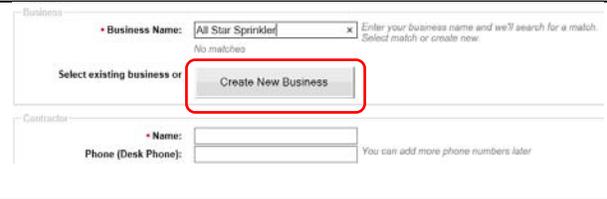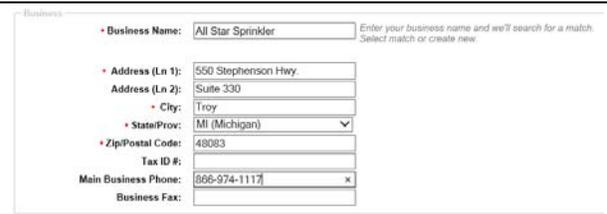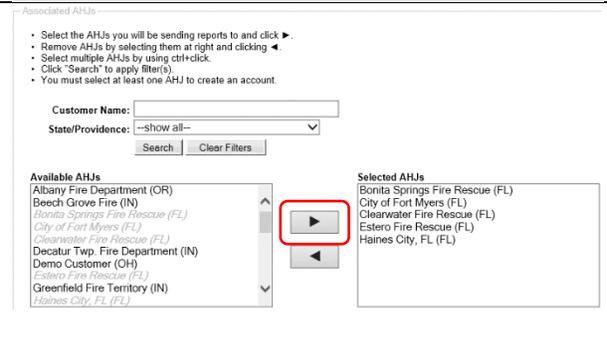
10	You'll get a message telling you to check for the verification email. It will be sent to the email address you provided. When you get the email, click on the link to verify the email address. (No screen shot provided here.)	
11	Once you click on the link, you will be prompted to logon. Click *Log On*.	
12	Enter your email address and password. (This screen shot shows different logon credentials than in the example above.) Check the *Remember Me* box if you are logging on from your own personal computer. Click *Continue*.	
13	This will take you to the main menu. On the left side of the screen are *User Options* and *Help Videos*. Watch the *Help Videos* to learn about using the portal. Each is 1-3 minutes long.	
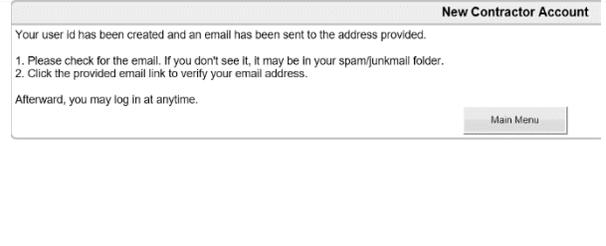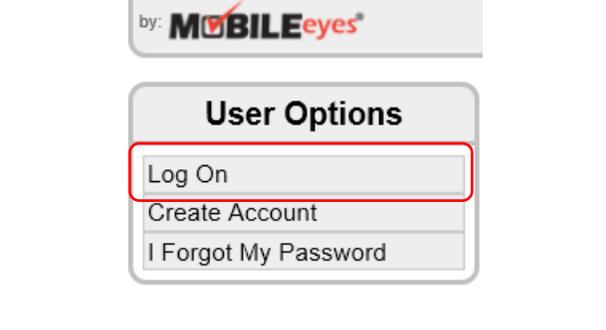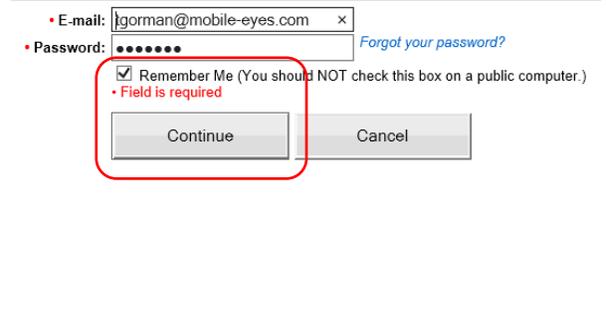
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| 14 | On the right side of the screen is the MobileEyes help desk contact information.

Call or email with any questions or problems. | Help Desk: **866-442-9002** (8a-8p EST)
Email: **help@mobile-eyes.com**
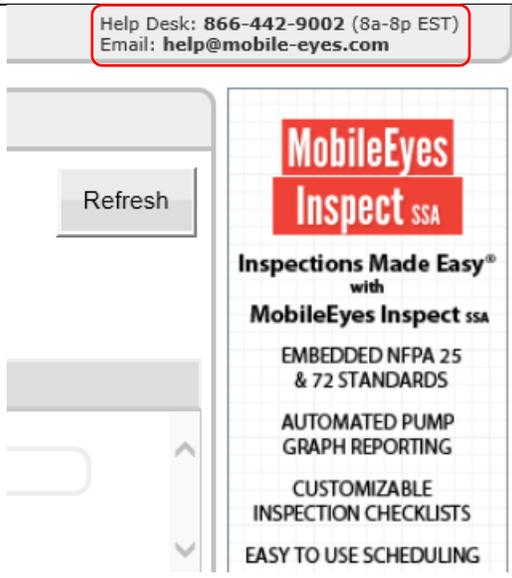
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