
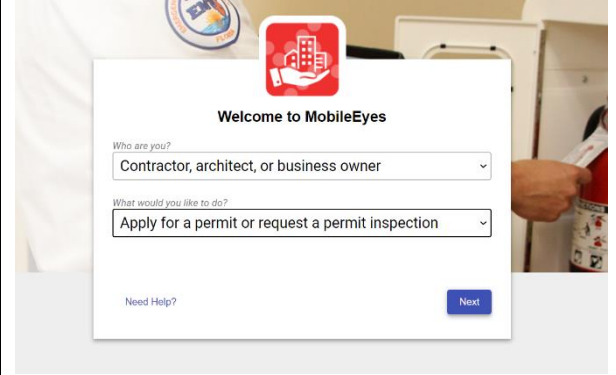

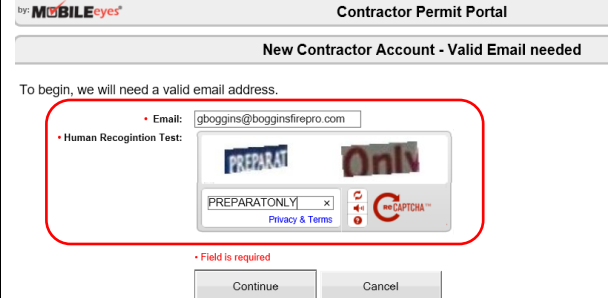
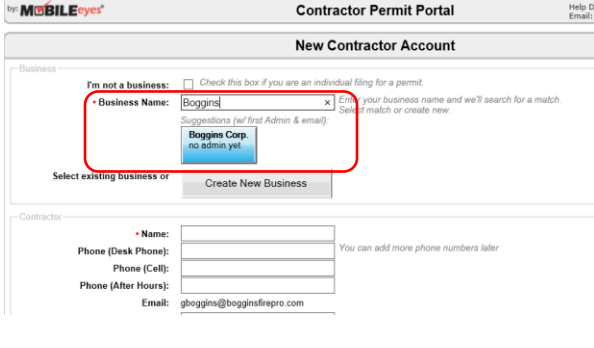
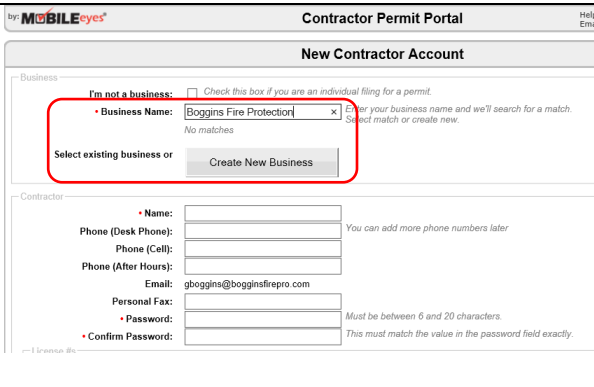
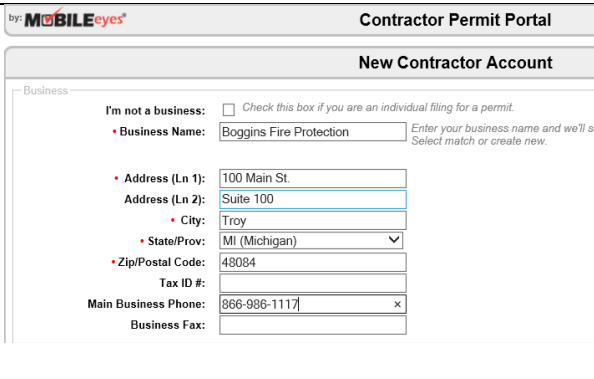
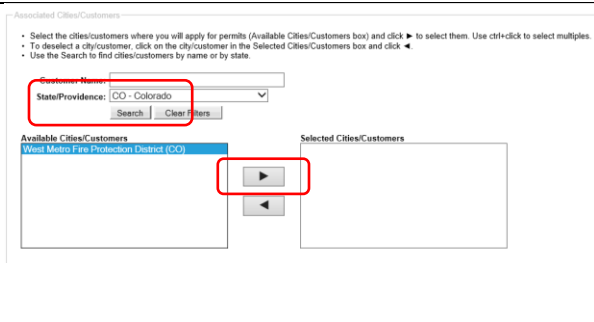


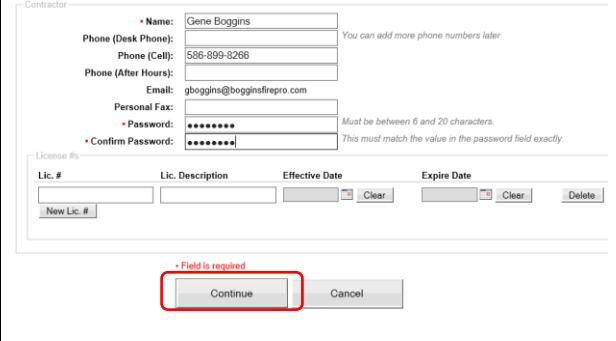
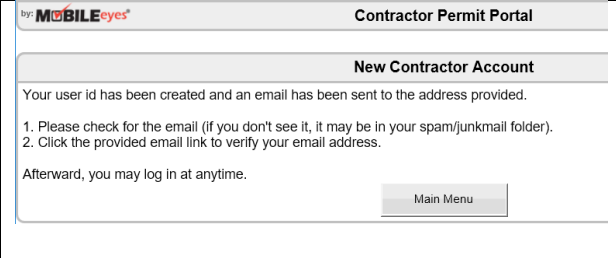

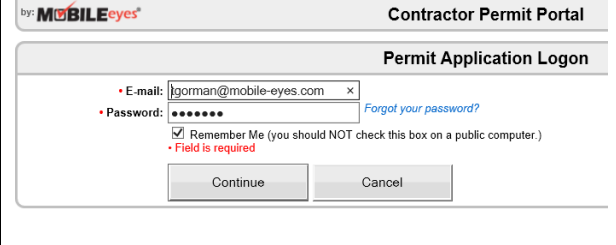
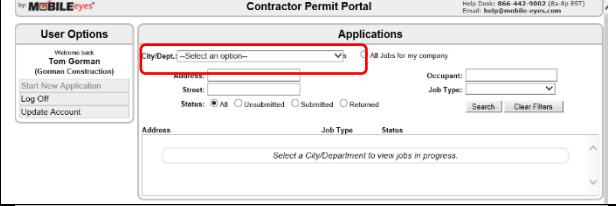
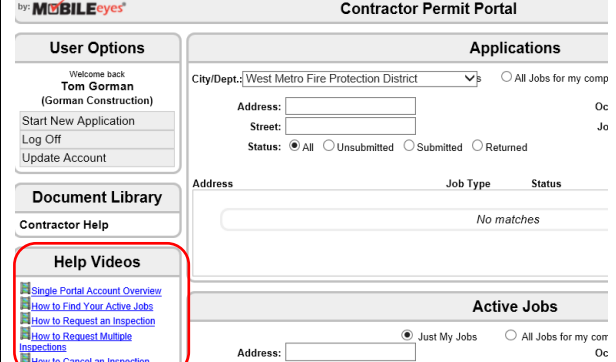
Process: Using the MobileEyes Permit Portal

Procedure: Creating a portal account.

Date Created/Updated: 01/26/21

<p>1</p>	<p>Go to www.mobile-eyes.com.</p> <p>Click <i>Login</i>.</p>	 <p>The image shows the MobileEyes website homepage. At the top right, there is a 'LOGIN' button. The main content area features the text 'ENABLING A SAFER WORLD' and a description of their software products.</p>
<p>2</p>	<p>Select "Contractor, architect, or business owner" in the first box.</p> <p>Select "Apply for a permit or request a permit inspection" in the second box.</p> <p>Then click <i>Next</i>.</p>	 <p>The image shows a registration form titled 'Welcome to MobileEyes'. It has two dropdown menus. The first is labeled 'Who are you?' and is set to 'Contractor, architect, or business owner'. The second is labeled 'What would you like to do?' and is set to 'Apply for a permit or request a permit inspection'. There is a 'Next' button at the bottom right.</p>
<p>3</p>	<p>Click <i>Create Account</i>.</p>	 <p>The image shows the 'Contractor Permit Portal' user options menu. The 'Create Account' option is highlighted with a red box. Other options include 'Log On', 'Forgot my Password', and 'Active/Completed/Canceled Jobs'.</p>
<p>4</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</p>	 <p>The image shows the 'New Contractor Account - Valid Email needed' page. It requires a valid email address and a Human Recognition Test. The email field is filled with 'gboggins@bogginsfirepro.com'. The Human Recognition Test is a CAPTCHA image showing the word 'PREPARATONLY' and 'Only'. A red box highlights the email field and the CAPTCHA test. There are 'Continue' and 'Cancel' buttons at the bottom.</p>

<p>5</p>	<p>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.</p> <p>If you see your company's name, click on it. This will link you to your company.</p>	
<p>6</p>	<p>If not, enter your business name and click <i>Create New Business</i>.</p>	
<p>7</p>	<p>Enter your business information. Fields with red asterisks are required.</p>	
<p>8</p>	<p>Scroll down and find the communities / AHJs that you will be working with.</p> <p>Use the state filter to find all communities / AHJs in your state that use the permit portal.</p> <p>Click on one or more communities / AHJs and click the arrow to select them.</p>	

<p>9</p>	<p>Scroll down further and enter your personal contact information. Create a password.</p> <p>Enter your license information.</p> <p>Click <i>Continue</i>.</p>	 <p>Contractor registration form with fields for Name, Phone, Email, Password, and License information. A red box highlights the 'Continue' button.</p>
<p>10</p>	<p>MobileEyes will send you a verification email.</p> <p>Go to your email and click on the link to verify your email address.</p>	 <p>Confirmation page for a new contractor account, stating that a user ID has been created and an email sent. Includes a 'Main Menu' button.</p>
<p>11</p>	<p>Once you have verified your email address, return to the permit portal and click <i>Log On</i>.</p>	 <p>Contractor Permit Portal 'User Options' section. A red box highlights the 'Log On' button.</p>
<p>12</p>	<p>Enter your email and password.</p> <p>If you are using your own computer, check the <i>Remember Me</i> box.</p> <p>Click <i>Continue</i>.</p>	 <p>Permit Application Logon form with fields for E-mail and Password. A red box highlights the 'Remember Me' checkbox.</p>
<p>13</p>	<p>On the permit portal home screen, select the community / AHJ that you will be working with.</p>	 <p>Contractor Permit Portal 'Applications' section. A red box highlights the 'City/Dept.' dropdown menu.</p>
<p>14</p>	<p>Then watch the short help videos.</p>	 <p>Contractor Permit Portal 'Help Videos' section. A red box highlights the 'Help Videos' link.</p>