

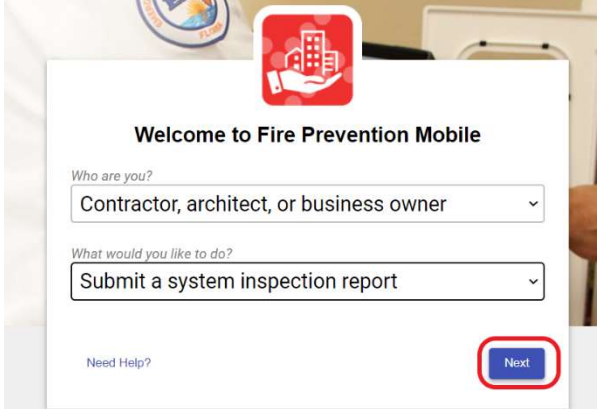

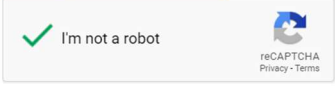


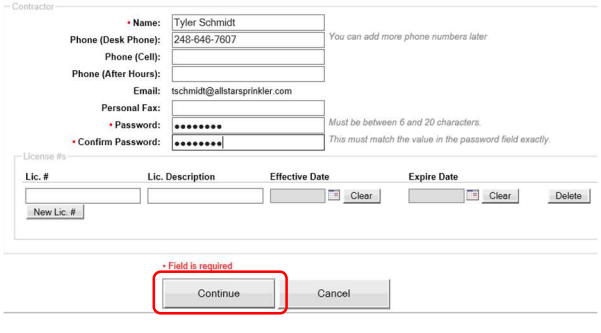
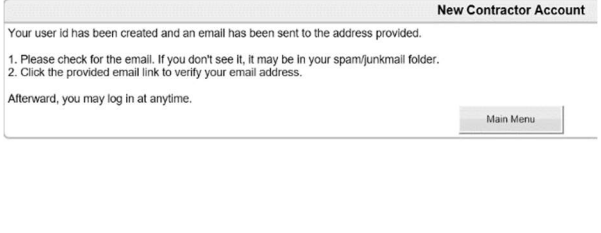
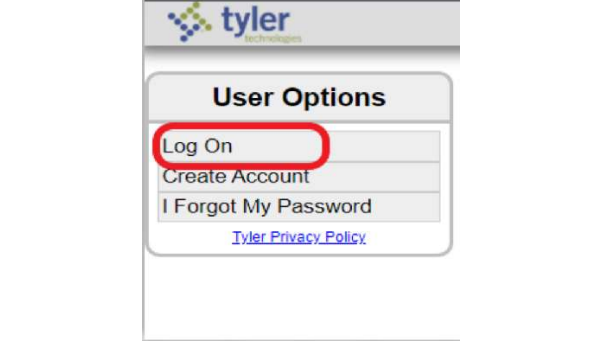
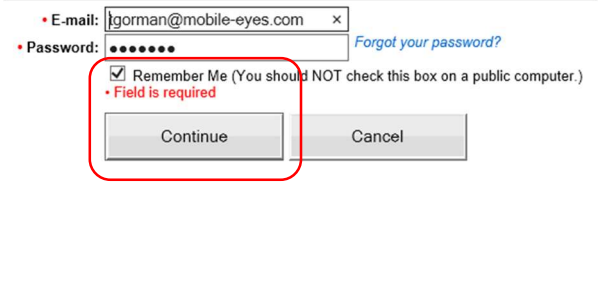
Process: Contractor Access Portal

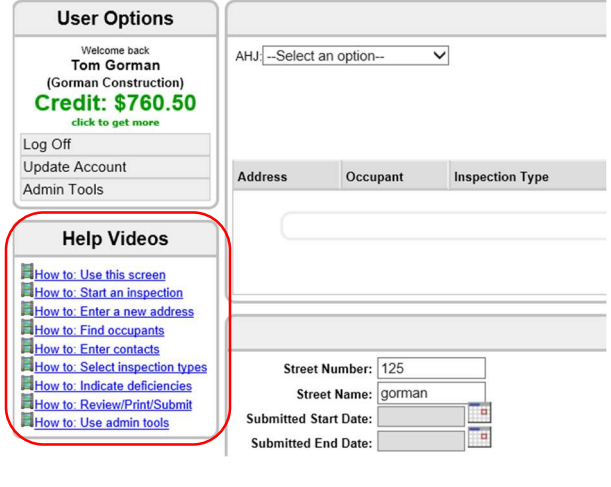
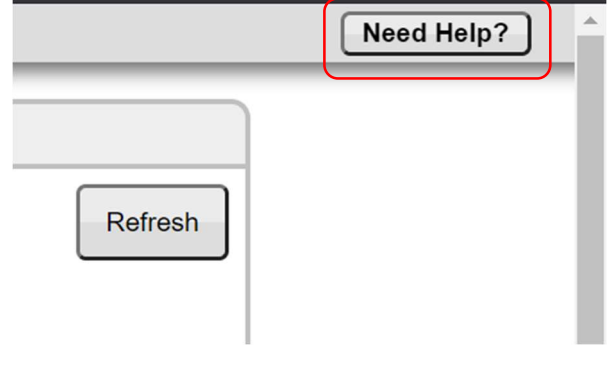
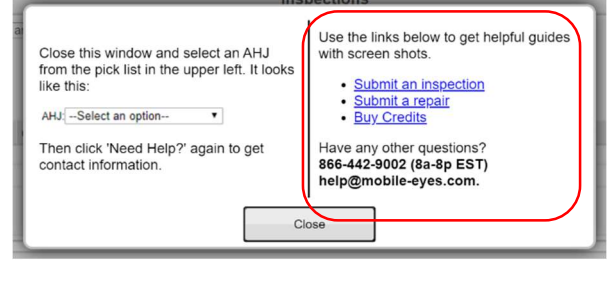
Procedure: Create an account and login.

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

<p>5</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</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:</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="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>Phone (Cell): <input type="text"/></p> <p>Phone (After Hours): <input type="text"/></p> <p>Email: 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> </tbody> </table> <p><input type="button" value="New Lic. #"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/></p>	Lic. #	Lic. Description	Effective Date	Expire Date	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<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 <i>Create New Business</i>.</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"/></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> <table border="1"> <thead> <tr> <th>Available AHJs</th> <th>Selected AHJs</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> <input type="checkbox"/> Albany Fire Department (OR) <input type="checkbox"/> Beech Grove Fire (IN) <input type="checkbox"/> Bonita Springs Fire Rescue (FL) <input type="checkbox"/> City of Fort Myers (FL) <input type="checkbox"/> Clearwater Fire Rescue (FL) <input type="checkbox"/> Decatur Twp. Fire Department (IN) <input type="checkbox"/> Demo Customer (OH) <input type="checkbox"/> Estero Fire Rescue (FL) <input type="checkbox"/> Greenfield Fire Territory (IN) <input type="checkbox"/> Haines City, FL (FL) </td> <td> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bonita Springs Fire Rescue (FL) <input checked="" type="checkbox"/> City of Fort Myers (FL) <input checked="" type="checkbox"/> Clearwater Fire Rescue (FL) <input checked="" type="checkbox"/> Estero Fire Rescue (FL) <input checked="" type="checkbox"/> Haines City, FL (FL) </td> </tr> </tbody> </table>	Available AHJs	Selected AHJs	<ul style="list-style-type: none"> <input type="checkbox"/> Albany Fire Department (OR) <input type="checkbox"/> Beech Grove Fire (IN) <input type="checkbox"/> Bonita Springs Fire Rescue (FL) <input type="checkbox"/> City of Fort Myers (FL) <input type="checkbox"/> Clearwater Fire Rescue (FL) <input type="checkbox"/> Decatur Twp. Fire Department (IN) <input type="checkbox"/> Demo Customer (OH) <input type="checkbox"/> Estero Fire Rescue (FL) <input type="checkbox"/> Greenfield Fire Territory (IN) <input type="checkbox"/> Haines City, FL (FL) 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Bonita Springs Fire Rescue (FL) <input checked="" type="checkbox"/> City of Fort Myers (FL) <input checked="" type="checkbox"/> Clearwater Fire Rescue (FL) <input checked="" type="checkbox"/> Estero Fire Rescue (FL) <input checked="" type="checkbox"/> Haines City, FL (FL) 				
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<p>10</p>	<p>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>The screenshot shows a 'Contractor' registration form. Fields for Name, Phone (Desk, Cell, After Hours), Email, Personal Fax, Password, and Confirm Password are visible. The Password and Confirm Password fields have a red dot and a red asterisk indicating they are required. A 'Continue' button is highlighted with a red box.</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 message. It states that the user ID has been created and an email has been sent. It provides instructions to check the email and click the provided link to verify the email 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 <i>Log On</i>.</p>	 <p>The screenshot shows a 'User Options' menu with the following options: Log On, Create Account, I Forgot My Password, and a link to Tyler Privacy Policy. The 'Log On' option is highlighted with a red box.</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 <i>Remember Me</i> box if you are logging on from your own personal computer.</p> <p>Click <i>Continue</i>.</p>	 <p>The screenshot shows a logon form with fields for E-mail and Password. The Password field has a red dot and a red asterisk indicating it is required. A 'Remember Me' checkbox is checked and highlighted with a red box. A 'Continue' button is highlighted with a red box.</p>

<p>14</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 <small>click to get more</small></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>15</p>	<p>On the right side of the screen is the <i>Need Help?</i> button.</p>	 <p>Need Help?</p> <p>Refresh</p>
<p>16</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>	 <p>Inspections</p> <p>Close this window and select an AHJ from the pick list in the upper left. It looks like this:</p> <p>AHJ: --Select an option--</p> <p>Then click 'Need Help?' again to get contact information.</p> <p>Use the links below to get helpful guides with screen shots.</p> <ul style="list-style-type: none"> Submit an inspection Submit a repair Buy Credits <p>Have any other questions? 866-442-9002 (8a-8p EST) help@mobile-eyes.com.</p> <p>Close</p>