Tyler Technologies, Inc. • 840 W. Long Lake Rd. • Troy, MI 48098

Process: Contractor Access Portal
Procedure: Create an account and login.
Date Created/Updated: 03/29/23

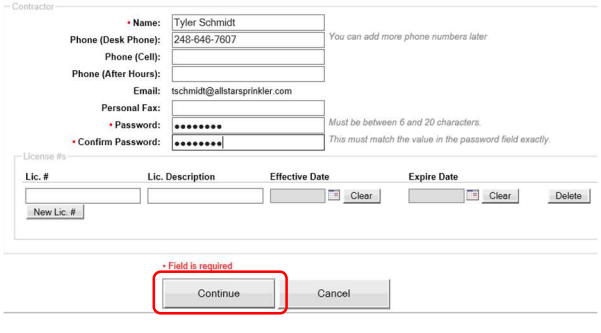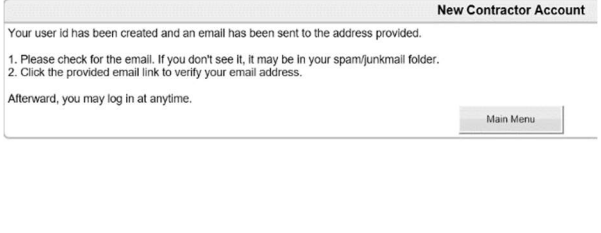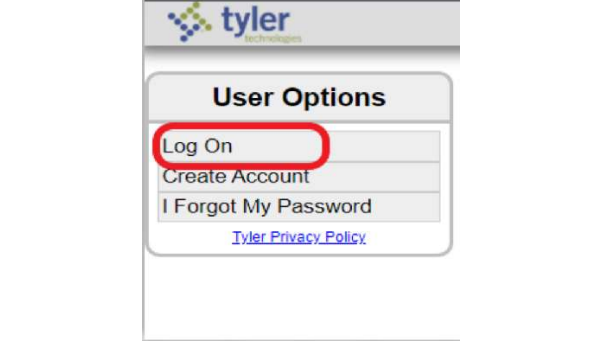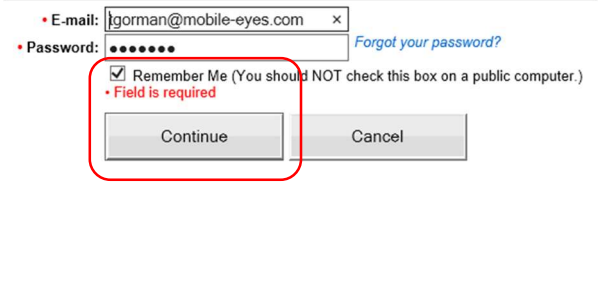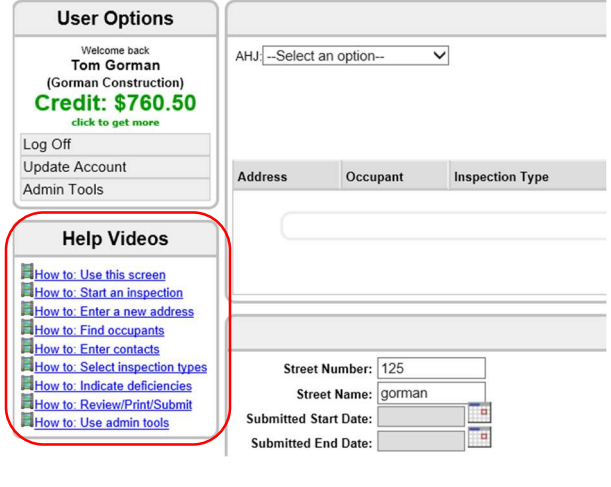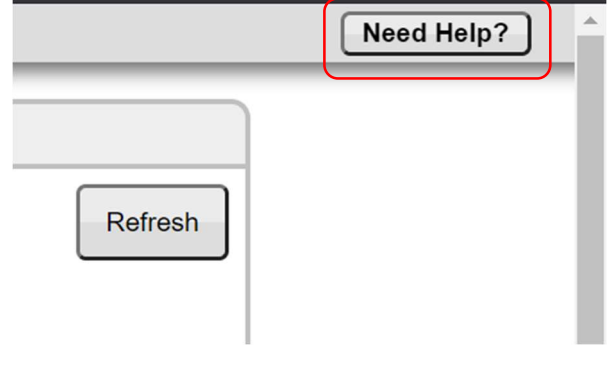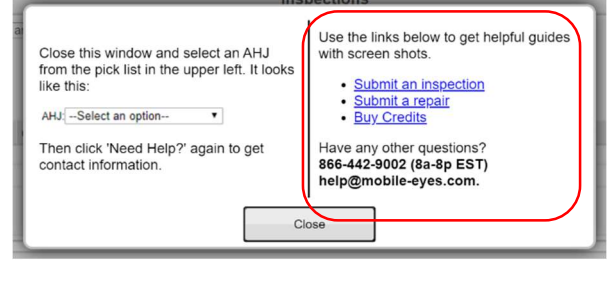|		
1	To submit inspection reports to an AHJ, you first must create an account. Go to www.mobile-eyes.com. Click *Login*.	
2	Click the drop down for *Who are you?* and select *Contractor, architect, or business owner*.	
3	Click the drop down for *What would you like to do?* and select *Submit a system inspection report*. Click *Next*.	
4	In the upper left corner of the home screen, click *Create Account*.	

5	Enter your email address. Enter the Human Recognition Test. Click *Continue*.	To begin, we will need a valid email address. • **Email:** tschmidt@allstarsprinkler.com • **Human Recognition Test:** ✓ I'm not a robot (reCAPTCHA) • Field is required Continue Cancel
6	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.	• **Business Name:** All Star ✕ Enter your business name and we'll search for a match. Select match or create new. Suggestions (w/ first Admin & email): ALL STAR AIR CONDITIONING (no admin yet) / All Star Comfort Systems (no admin yet) / All Star Construction (no admin yet) Select existing business or Create New Business Contractor • **Name:** Phone (Desk Phone): You can add more phone numbers later Phone (Cell): Phone (After Hours): **Email:** tschmidt@allstarsprinkler.com Personal Fax: • **Password:** Must be between 6 and 20 characters. • **Confirm Password:** This must match the value in the password field exactly. License #s Lic. # Lic. Description Effective Date Expire Date Clear / Clear / Delete New Lic. #
7	If you don't see your company, it means you are the first to create an account for your company. Click *Create New Business*.	• **Business Name:** All Star Sprinkler ✕ Enter your business name and we'll search for a match. Select match or create new. No matches Select existing business or Create New Business Contractor • **Name:** Phone (Desk Phone): You can add more phone numbers later
8	Enter the information for your company.	• **Business Name:** All Star Sprinkler Enter your business name and we'll search for a match. Select match or create new. • **Address (Ln 1):** 550 Stephenson Hwy. Address (Ln 2): Suite 330 • **City:** Troy • **State/Prov:** MI (Michigan) • **Zip/Postal Code:** 48083 Tax ID #: **Main Business Phone:** 866-974-1117 ✕ Business Fax:
9	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.	Associated AHJs • 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. Customer Name: State/Providence: --show all-- Search Clear Filters **Available AHJs** / **Selected AHJs** 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) ▶ ◀ Bonita Springs Fire Rescue (FL) / City of Fort Myers (FL) / Clearwater Fire Rescue (FL) / Estero Fire Rescue (FL) / Haines City, FL (FL)

10	Scroll down farther and enter your personal information. The fields with a red dot are required. Click *Continue* when finished with all three steps.	
11	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.)	
12	Once you click on the link, you will be prompted to logon. Click *Log On*.	
13	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*.	

14	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.	
15	On the right side of the screen is the *Need Help?* button.	
16	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. Follow the instructions on the left side of this window to get contact information for the AHJ you want to send reports to.	