Inspection Portal

- The FIRST person to create an account linked to your company will be the Portal Administrator.
- That person controls the privileges that the rest of the people have. As people create portal accounts linked to your company, they won't be able to do or see anything until the Administrator grants them privileges.
- The Administrator can also grant administrative rights to other users <u>(If your administrator is to leave the department they will need to grant administrative rights to another user)</u>
- Additional information on Admin rights can be found in the Help Video "How to Use Admin Tools"

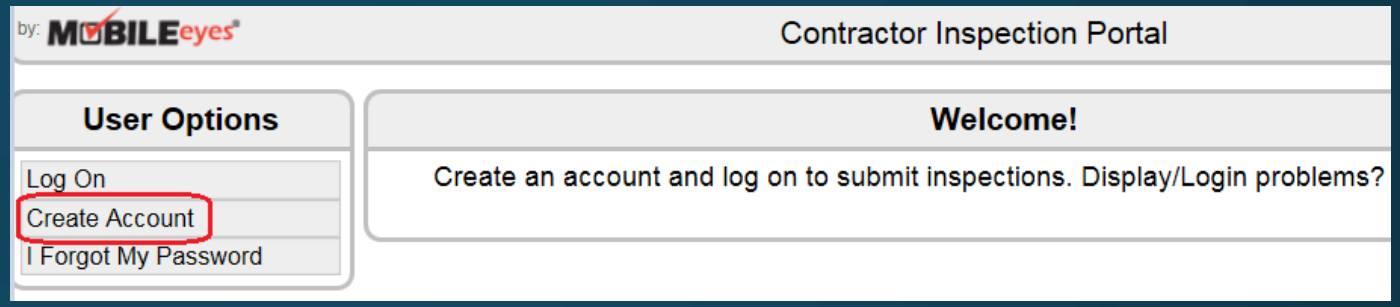
Inspection Portal Procedures

Creating an account and logging in

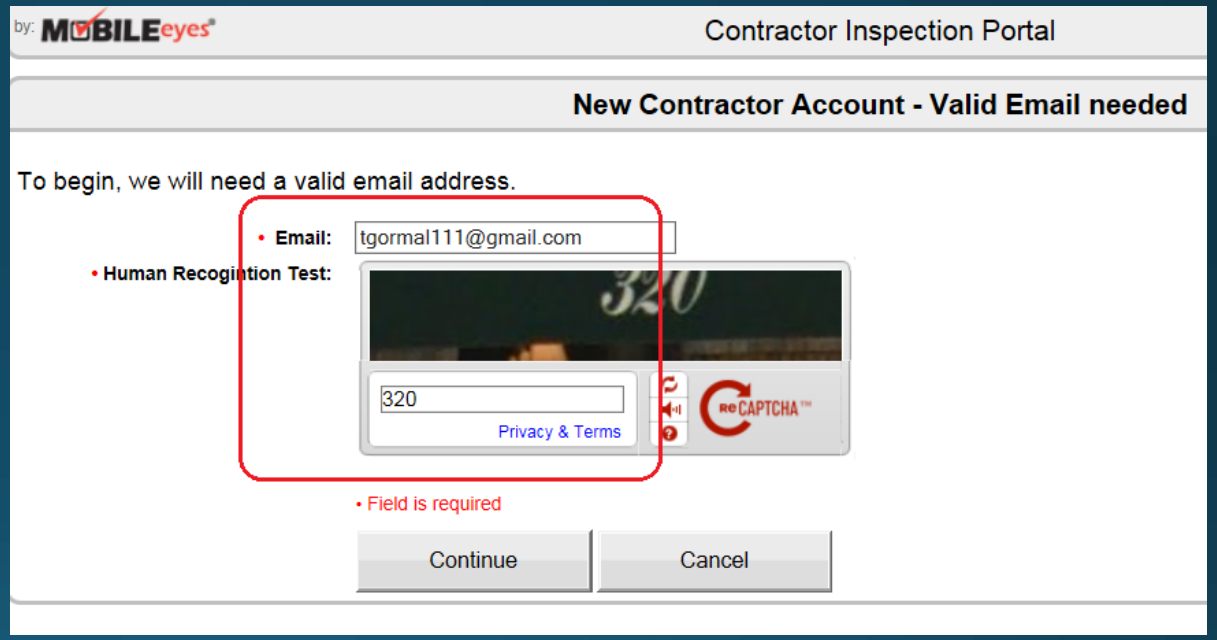
- Open a browser (Internet Explorer, Chrome, Safari, etc.) and go to www.mobile-eyes.com.
- Click *Login Here*
- **NOTE:** Steps 6 thru 8 are only required for the Portal Administrator.

- Click *Inspection Portal*.

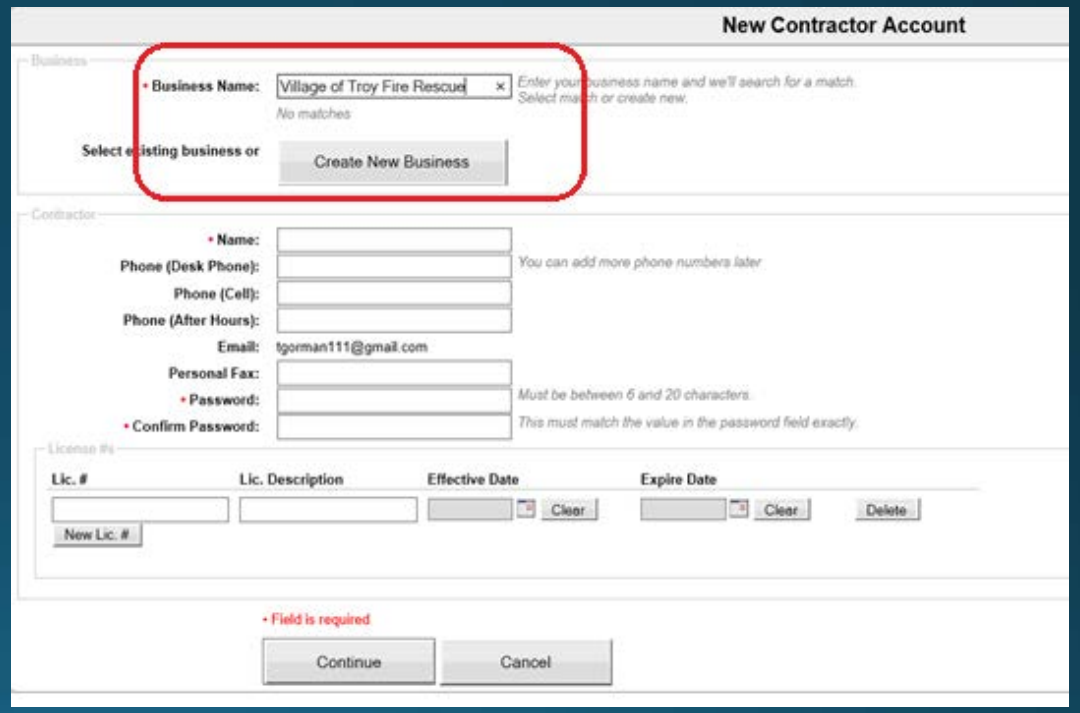
- Click *Create Account*.



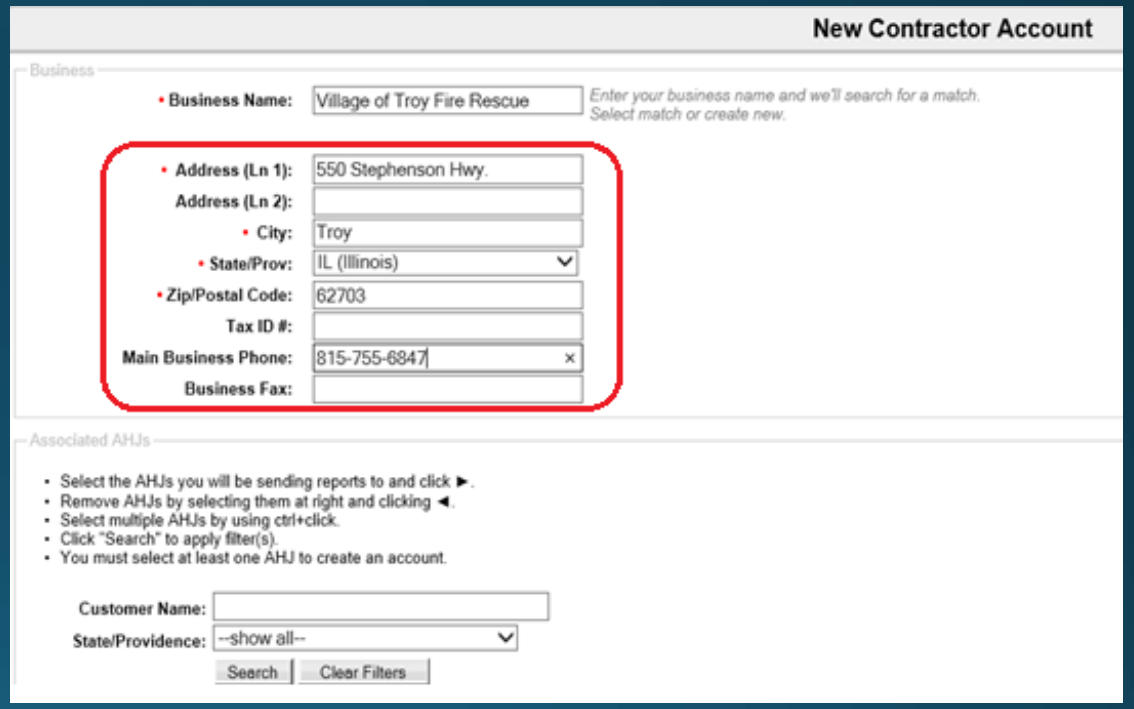
- Enter your email address and the Human Recognition Test. Then click *Continue*.



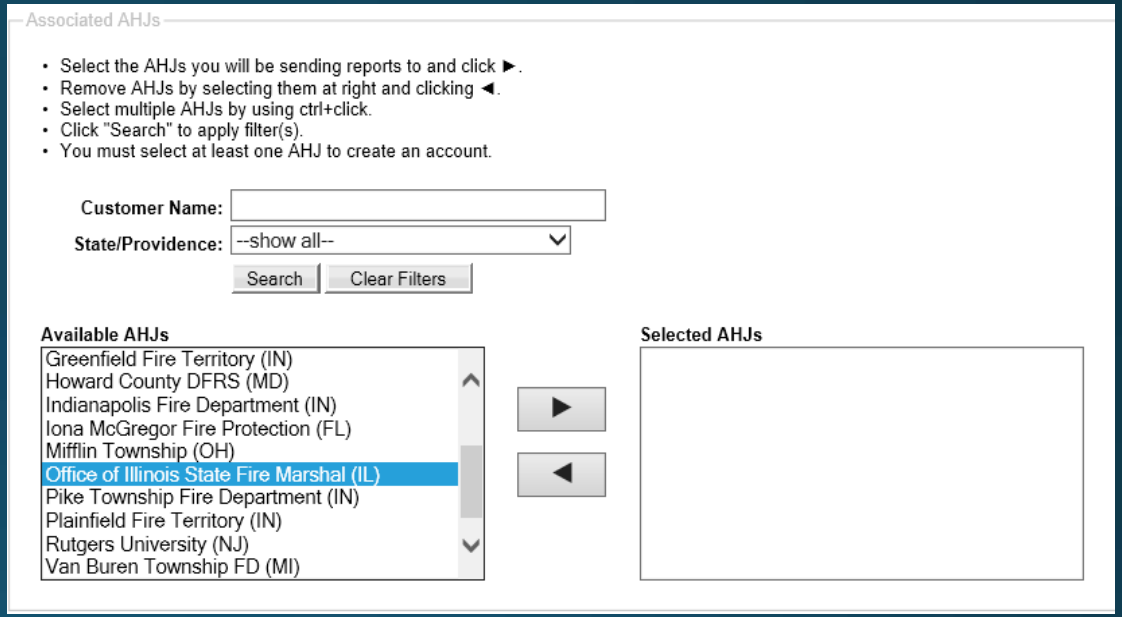
- Enter your department name in the *Business Name* box. As you type, it will look for matches to existing departments. This is in case a department has multiple people setting up accounts. If you see your department pop up in the suggestions, click on it. If not, click *Create New Business.*



- Enter the address and phone information for your department.

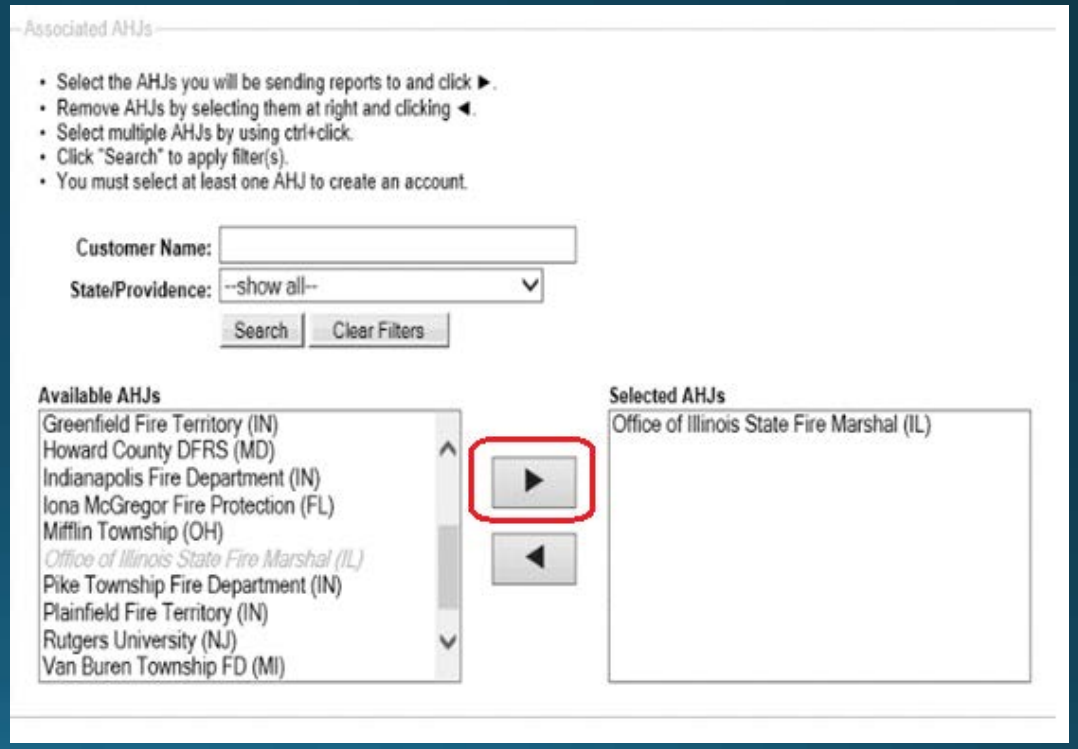


- Find the Office of the Illinois State Fire Marshal (OSFM) in the *Available AHJs* list and click to select it.



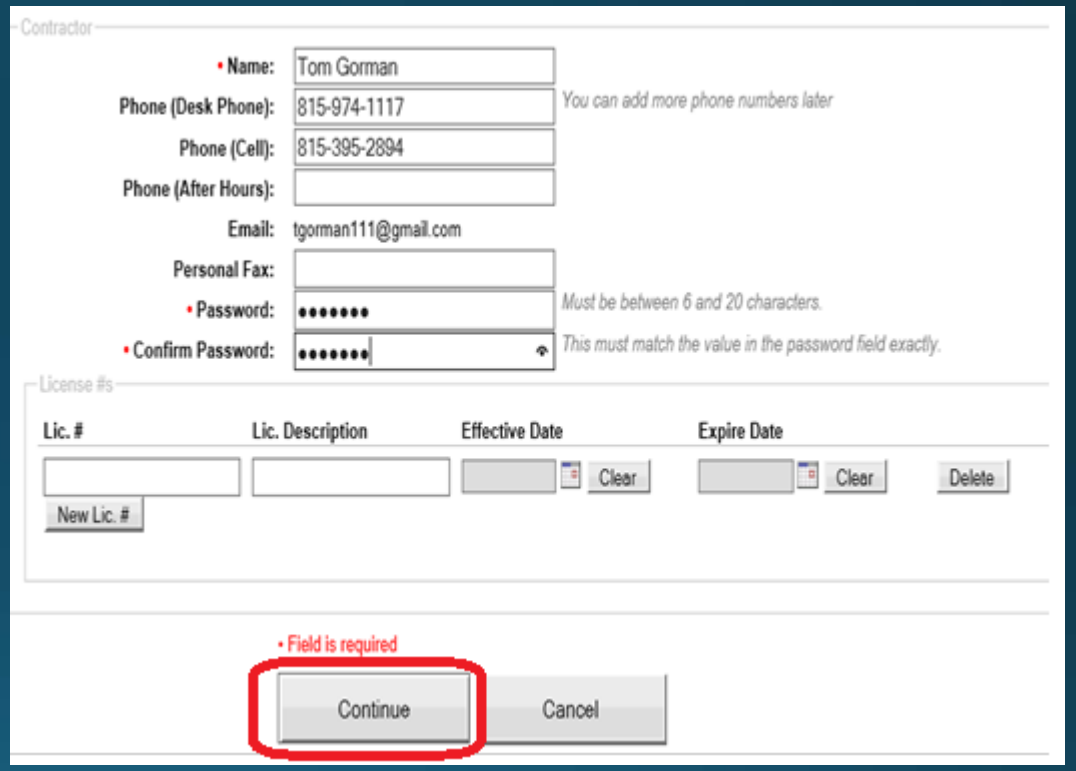
- Click the arrow to move it to the *Selected AHJs* list.

NOTE: The terminology will be a little off - "Selected AHJs" for example. That is because the portal is primarily used by sprinkler and alarm contractors to submit system inspection reports to their local AHJ. The Office of the Illinois State Fire Marshal (OSFM) is using it to have local AHJs submit public school inspection reports.

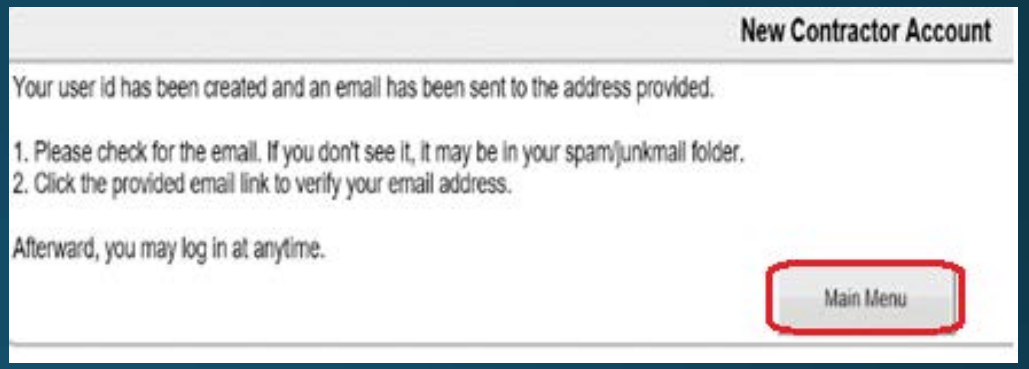


- Enter your personal information. Ignore the License section. This pertains to contractors using the portal, not to you.

- Click *Continue*.

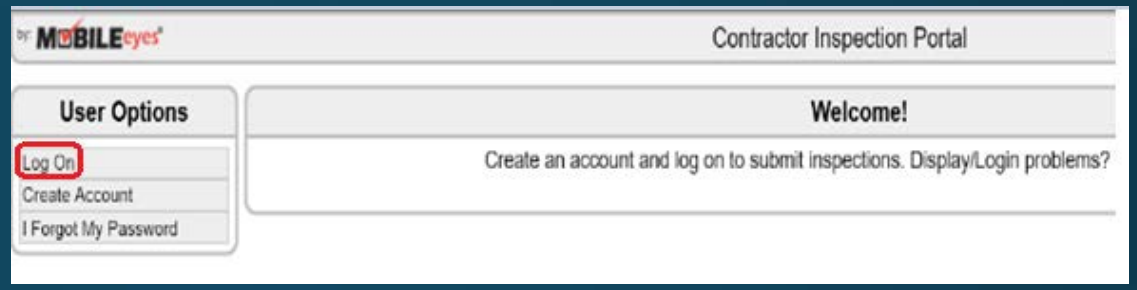


- At this point an email is sent to the email address you provided. Find that email and follow the instructions in it to verify your email address.

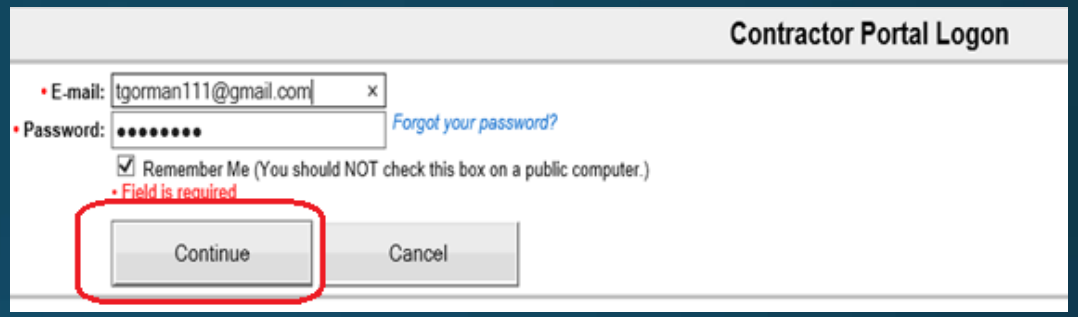


- Once you have verified your email address, click *Main Menu*.

- Click *Log On*.

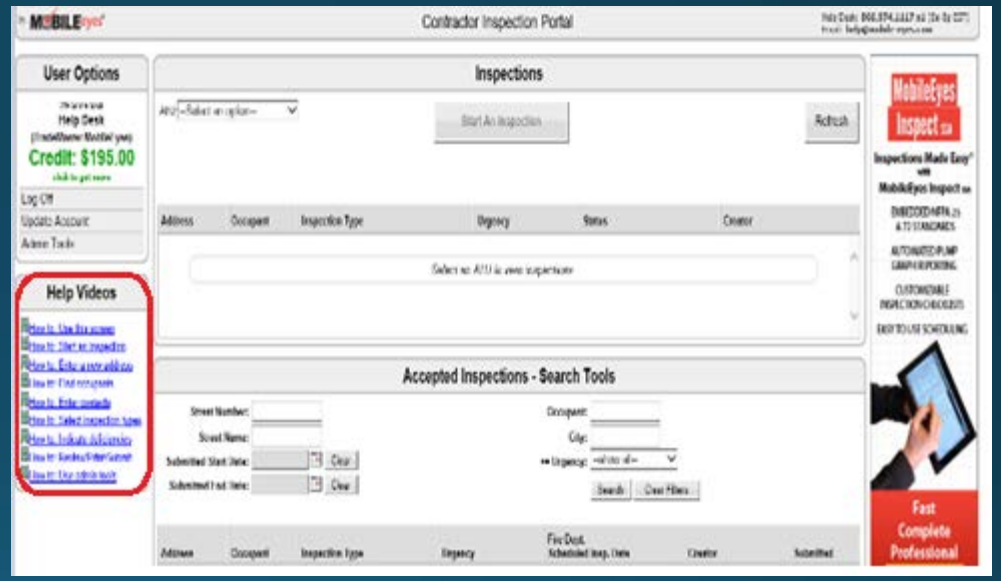

by MOBILEeyes
Contractor Inspection Portal
User Options
Log On
Create Account
I Forgot My Password
Welcome!
Create an account and log on to submit inspections. Display/Login problems?

- Enter your email and the password you created. Check the *Remember Me* check box. Then click *Continue*.

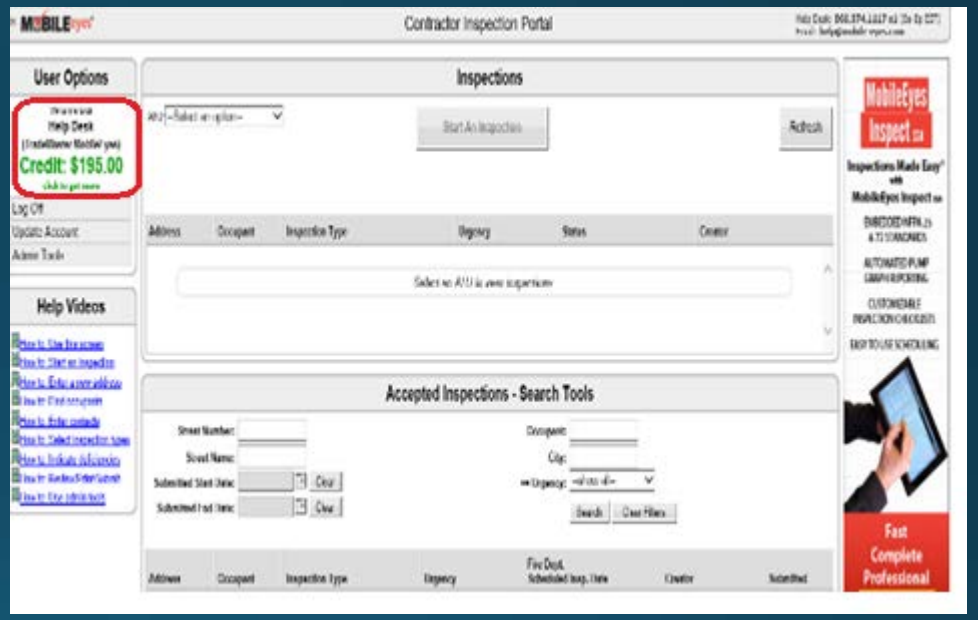


- For further help and instructions on how to use the portal, please watch the *Help Videos* available on the main menu.

- If you have questions or run into a problem, please call or email the MobileEyes Help Desk. The Help Desk information is in the upper right corner.



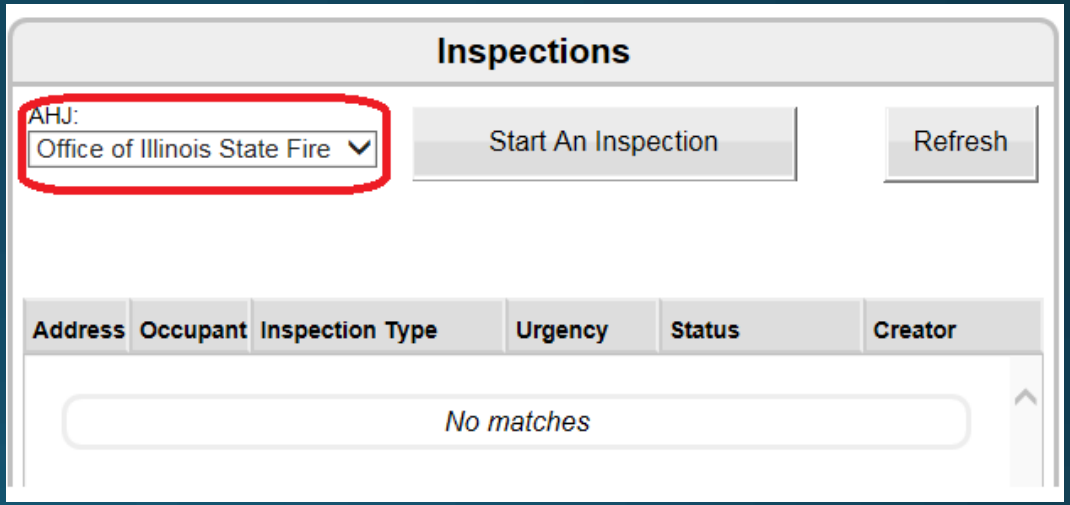
- Even though this screen shot shows credits, the OSFM is paying for the portal. There is no cost to you.



Inspection Portal Procedures

Inspection Submission Process

- Log On
- Select AHJ: Office of the State Fire Marshal
- Click *Start An Inspection*

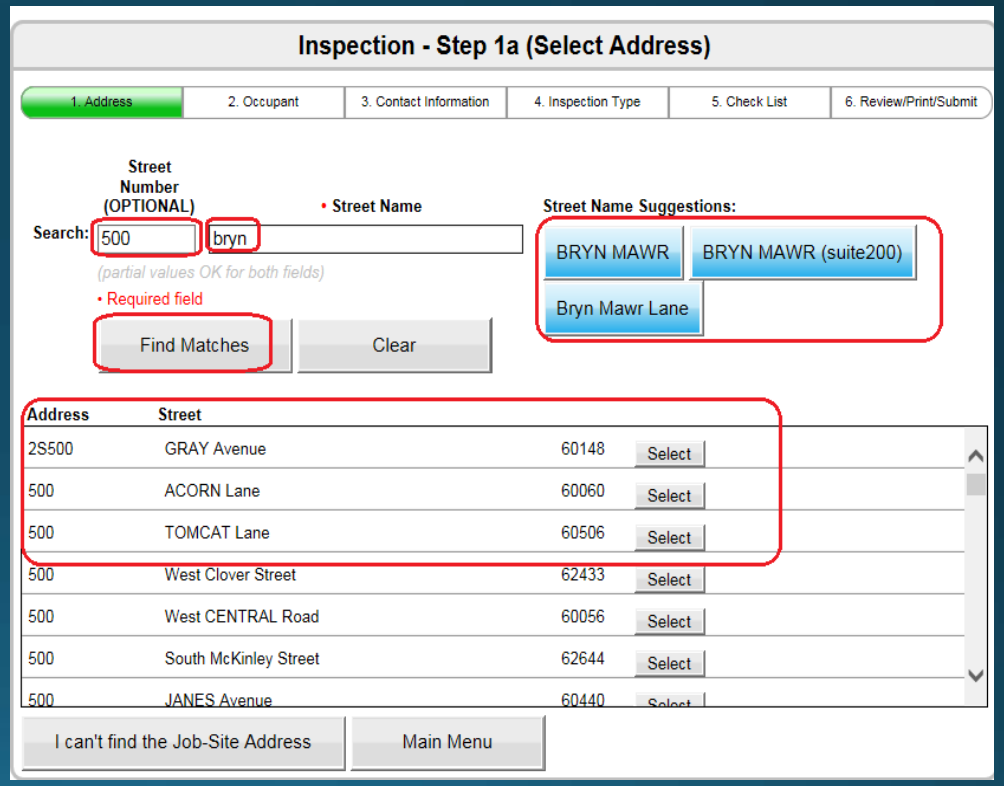


Step 1a (Select Address)

- Enter the Street Number first and click on *Find Matches*. This will populate a list of addresses in our system that have a variation of the Street Number you entered i.e. 500 will get you **1500, 5001, 25003** etc. If you need to narrow the search down further enter the Street Name and click *Find Matches* again. i.e. if full address is 500 West Bryn Mawr Avenue just enter Bryn in the Street Name box. This will populate a shorter list of addresses in our system with both 500 and Bryn in the address making it easier for you to select the address you need. You can also click on the Street Name Suggestions if found. Click *Select* to the right of the address field.

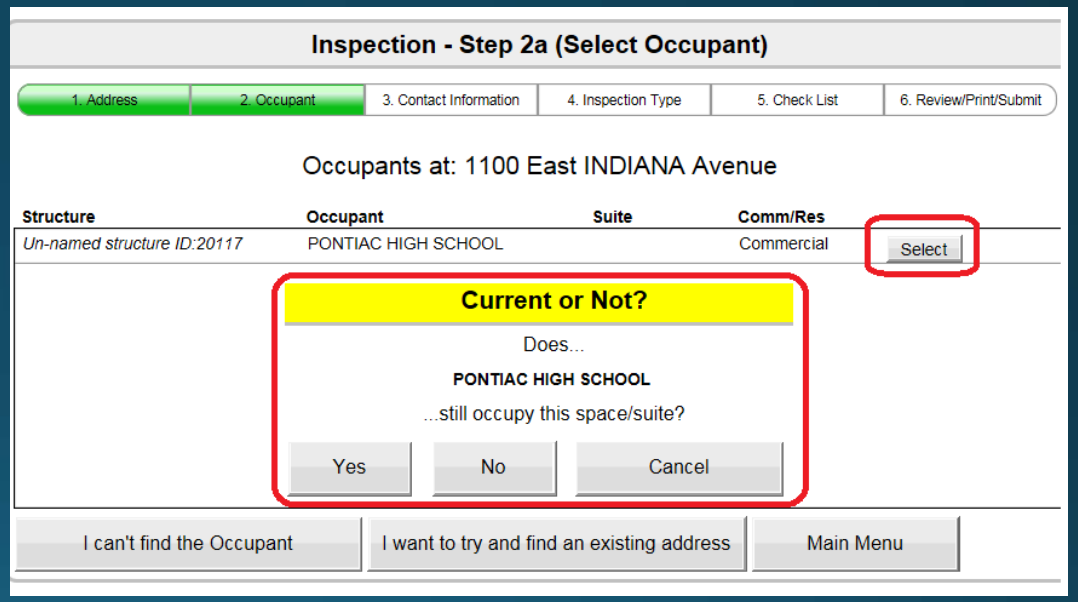
- **NOTE:** The majority of schools should already have addresses in the database. If you come across an address with an incorrect Zip Code please make a note of this in the comments section on Step 6 rather than create a new address.

- If the address is not there, Click *I can't find the Job Site Address and enter address accordingly* (please make a note of this new addition in the Comments Section)



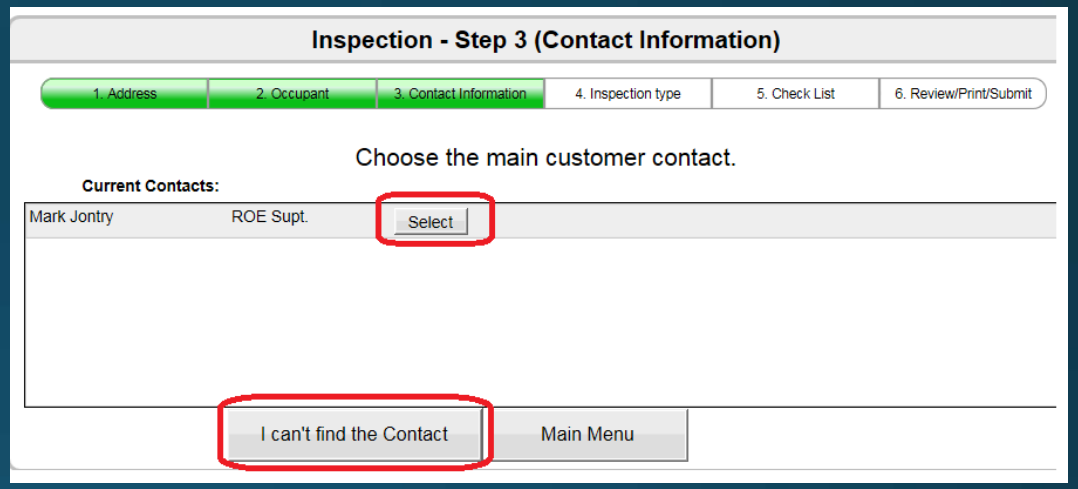
Step 2a (Select Occupant)

Click *Select* to the right of the Occupant you are inspecting (there may be multiple occupants in your structure). You will be asked "Does (occupant) still occupy this space? Click *Yes*



Step 3 (Contact Information)

Click *Select* beside your current contact or Click *I can't find the Contact* and enter the Contact information on the next screen

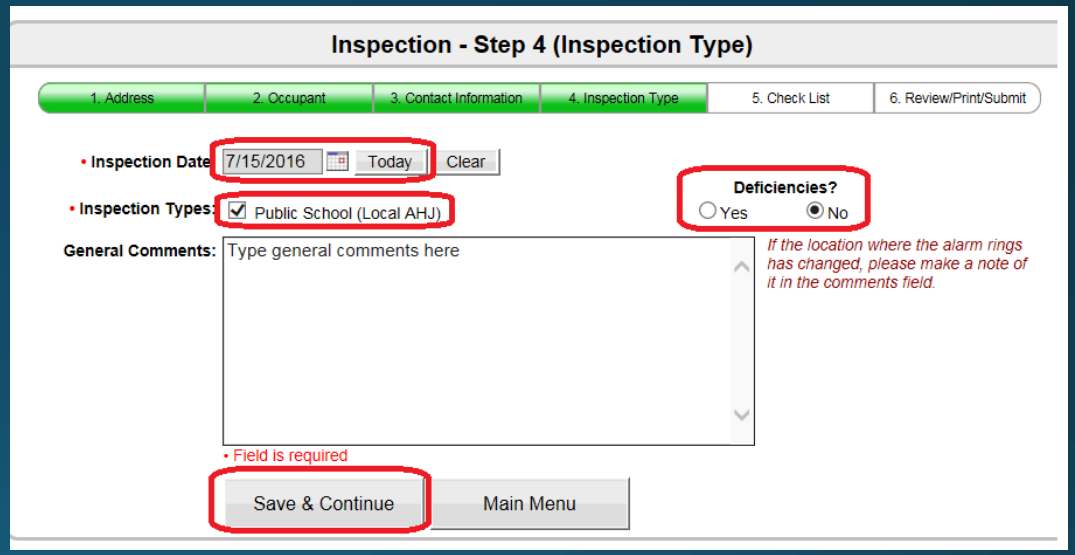


Step 4 (Inspection Type)

Click the *calendar* to enter Inspection date or Click *Today* if you upload inspection same day. Click □ beside Public School.

Click *Yes* or *No* for deficiencies. Comments may be added in the General Comments box.

Click *Save & Continue*

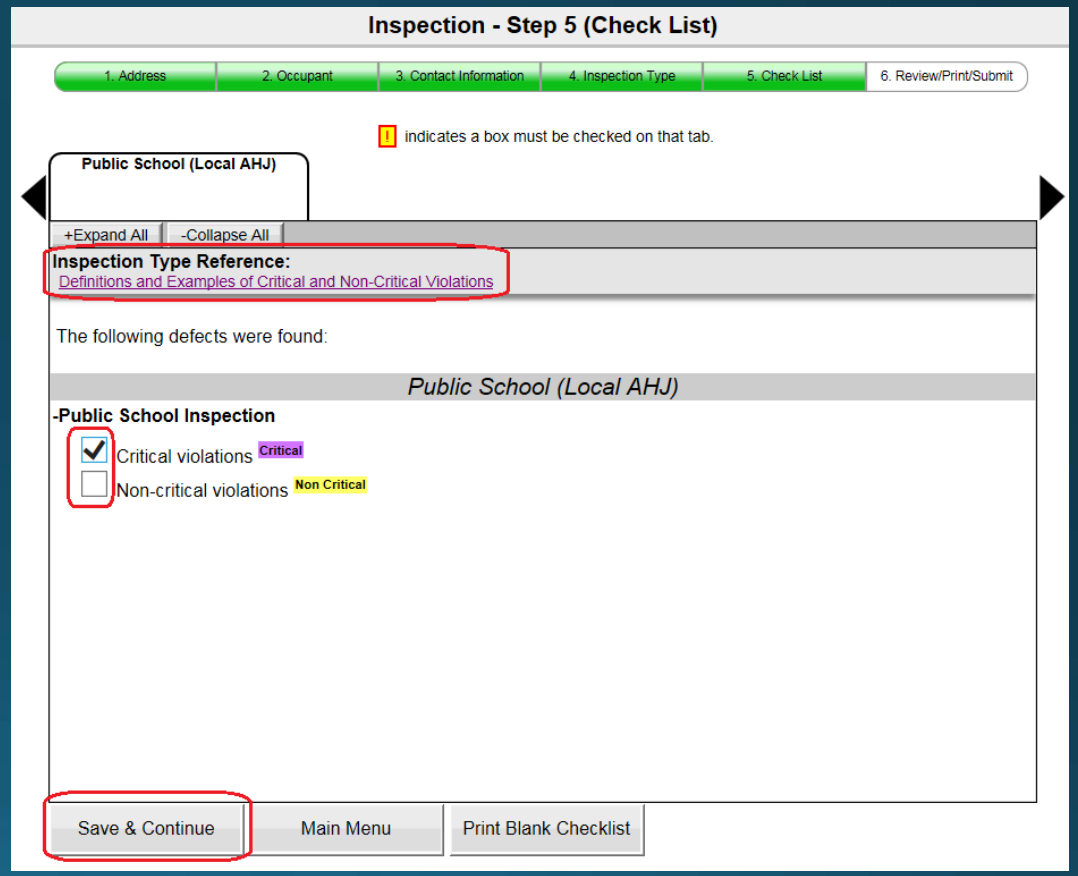


Step 5 (Check List)

You will only be directed to this screen if you selected *Yes* to deficiencies above. Select *Critical Violations* or *Non-critical violations* based on the criteria defined by the Office of the State Fire Marshal.

NOTE: *Please review the definitions for Critical and Non-critical on the link above*

Click *Save & continue*



Step 6 (Review)

Check the address, occupant and contact information fields are correct.

Click *Browse* to upload your inspection. (Only the most up to date and current Public School Inspection ROE Checklist or the Fire Service Checklist can be used as part of this inspection program as these forms are updated annually).

- Each file must be less than 10 MB. Click *compress.smallpdf.com* to reduce the size of larger documents

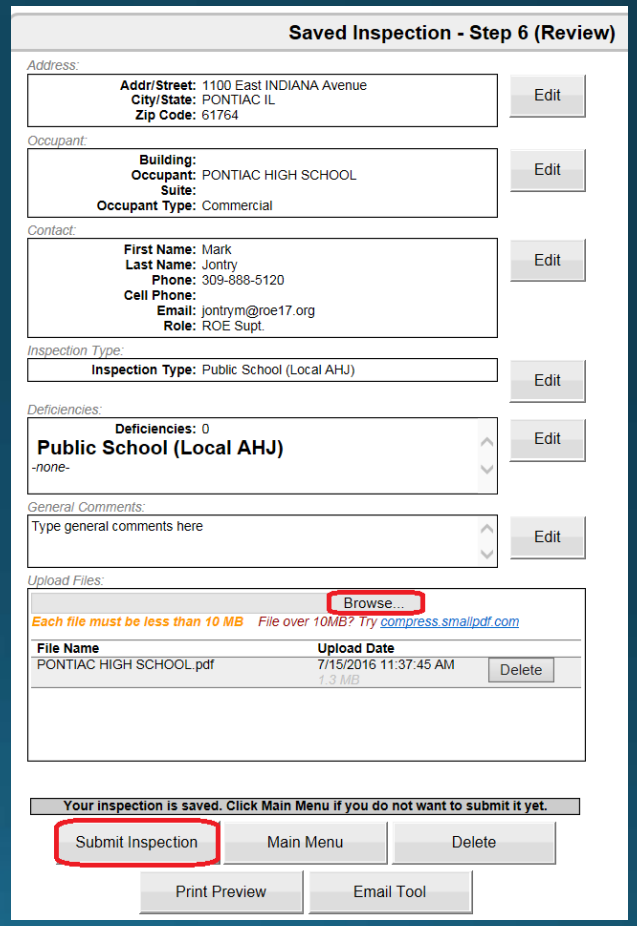
Click *Submit Inspection*

You will be asked "Submit this inspection? Click *OK*

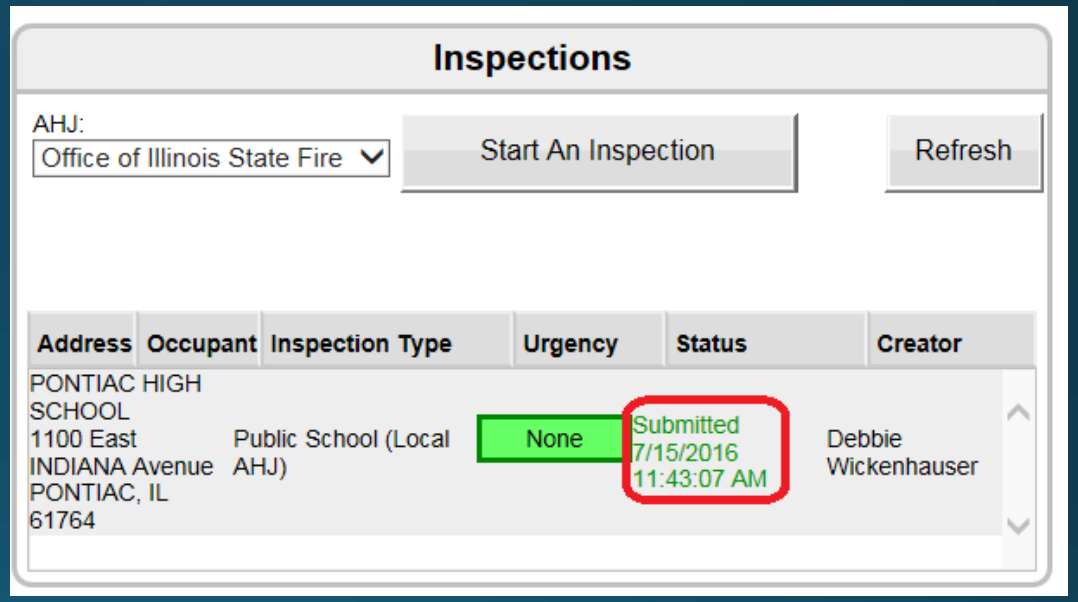
A confirmation email will be sent to you once your inspection has been accepted and approved.

NOTE:

You can also Click *Print Preview* if you would like to print a copy of what you are about to submit or Click *Email Tool* if you would like to email it to yourself or someone else.



- At this point you are taken back to the Main Menu where you will find a complete listing of the reports submitted or that you are in the process of.



- If you have questions or run into a problem, please call or email the MobileEyes Help Desk.
- The Help Desk information is available in the upper right corner of the Contractor Inspector Portal site.
- Our Office Specialist is also available for any problems or issues that you may encounter during the Registration, Search or Submission processes.

Help Desk: 866-442-9002 (8a – 8p EST)
Email: help@mobile-eyes.com

Office Specialist:
Debbie Wickenhauser
217-785-4714
Debbie.Wickenhauser@Illinois.gov