Process: Using the MobileEyes Permit Portal Procedure: Requesting an inspection Date Created/Updated: 09/25/19

1	Go to <u>www.mobile-eyes.com</u> .	Construction (Construction) Construction Con	• ×
	Click <i>Login Here</i> .		
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2	Click Permit Portal.	Image: Constraint of the system in the sy	
3	Click Log On.	Contractor Permit Portal	
		User Options Active/Completed/Canceled Jo	bs
		Log on to view your jobs. Display/Login problems? Try full screen.	

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4	Enter your email and password.		Contractor Permit Portal
		Permit Application Logon	
	If you are using your own computer, check the <i>Remember Me</i> box.	• E-mai • Password	II: <u>ligorman@mobile-eyes.com</u> × ±: → Forgol your password? ✓ Remember Me (you should NOT check this box on a public computer.) + Field is required
	Click Continue.		Continue Cancel
5	On the permit portal home screen, select		
	the community / AHJ that you will be	by: MIBILEeyes*	Contractor Permit Portal Help Dask: 865-442-9802 (Sa-8p EST) Email: help@mebile.eyes.com
	working with.	User Options	Applications
		(Gorman Construction)	Address: Occupant:
		Start New Application Log Off Update Account	Strete: Jeb Type: V Status: © All O Unsubmitted O Rehamed Search Clear Filters
		Addr	nee Joh Type Status
			and the owner
			Select a ChylDepartment to wea yobs in progress.
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6	Scroll down the page to the Active Jobs section. Use the filters to find the current project and select Request Inspection.	States: #AI @ Unschended @ Satenbed @ Satenbed Adviews Ab Type States Adviews Ab Type States Adview
	If you're cannot find the job, click clear filters and search again. Change the selection at the top to <i>All Jobs for my</i> <i>company</i> to search projects submitted by others in your company.	Addrag Addrag Addrag Schulding Schulding 121:10:10:10:10:10:10:10:10:10:10:10:10:10
7	Check the box for each inspection you want to request. Add notes on each request as needed. Click <i>New</i> to request multiples of the same inspection. Click <i>Next</i> .	Contactor Prends Prend December 2000 - 200

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8	Click the After drop-down to choose an inspection time for Next Available Business Day. To choose another date and time, select the calendar icon and after drop down for Specific Day or Blackout Time/Day. Click Next.	Calibrative Person Personal According to a second and a s
9	Click Send Request to City/Dept. to finalize your request. You will receive a status email when your request if accepted or returned.	Consideration of the Constant of Cons

Please call or email the MobileEyes Help Desk if you have any questions.

Tel: 866-442-9002 Email: help@mobile-eyes.com