
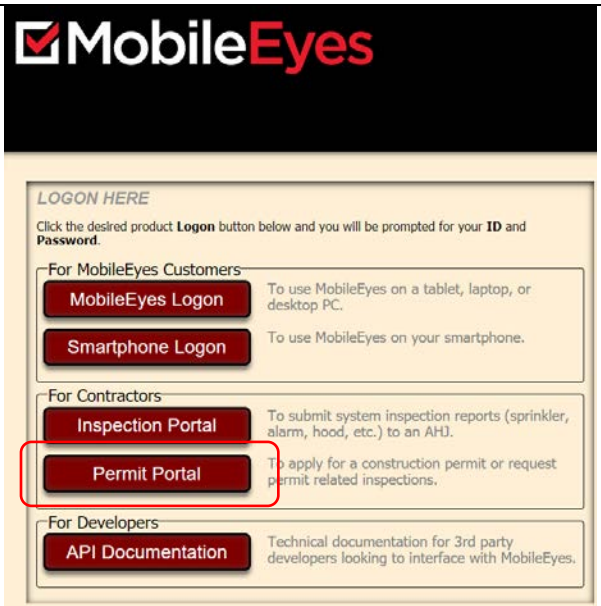



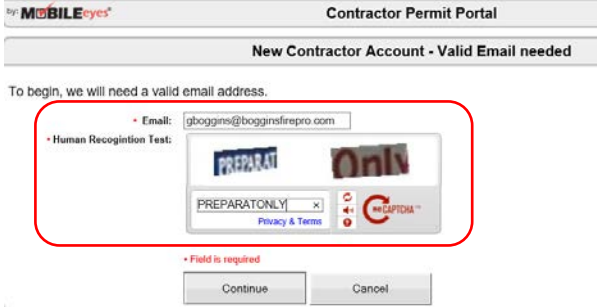
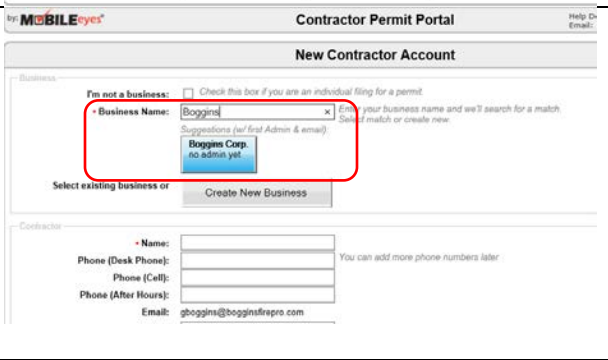
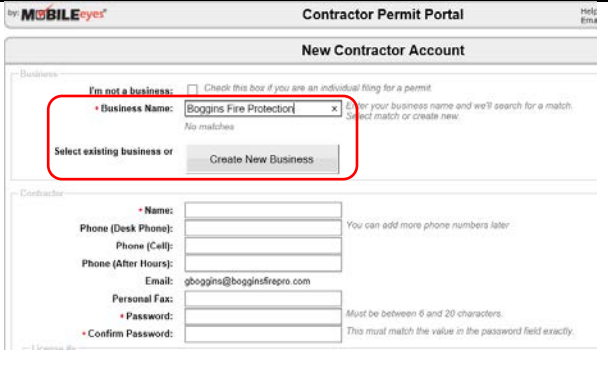
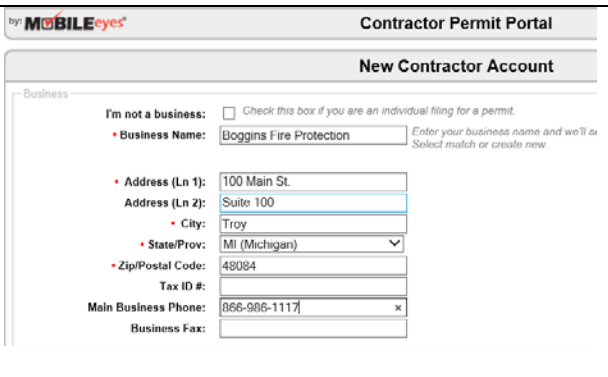
**Beginning March 1, 2019 electronic plan submittal through the Mobile Eyes Permit Portal will be mandatory. Paper plan sets will no longer be accepted. However, plans which were previously submitted on paper cannot be resubmitted electronically. As a result, ONLY this type of resubmittal may be completed with paper plan sets.**

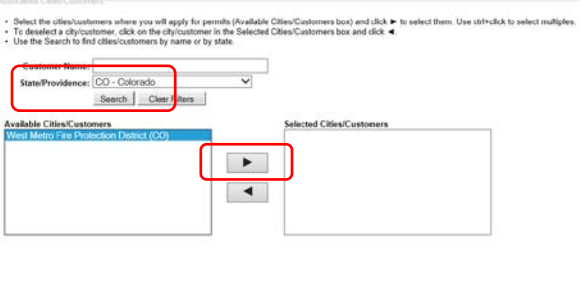
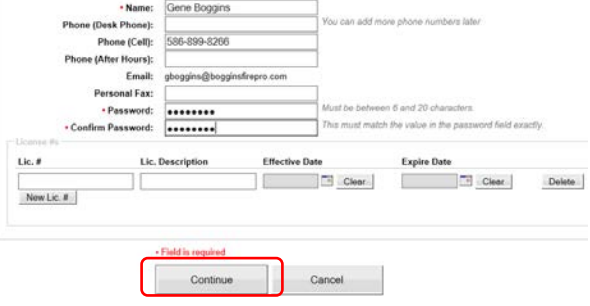
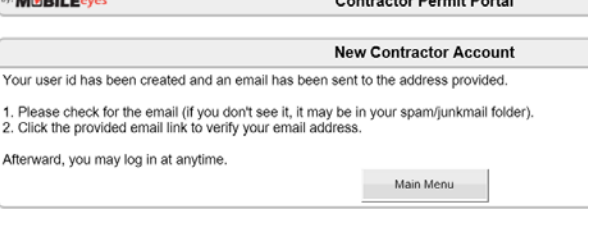
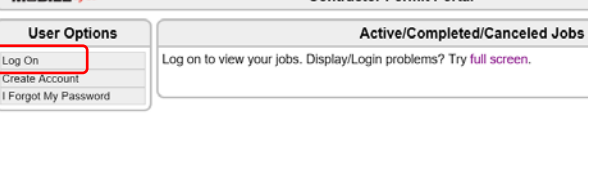
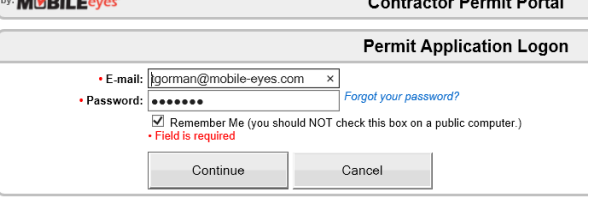
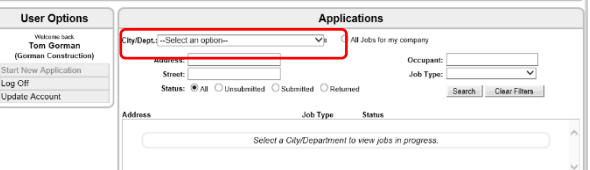
Process: Using the MobileEyes Permit Portal

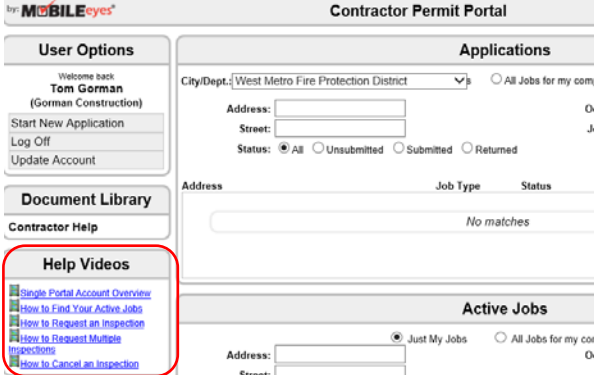
Procedure: Creating a portal account.

Date Created/Updated: 10/11/18

1	Go to <a href="http://www.mobile-eyes.com">www.mobile-eyes.com</a> .  Click <i>Login</i> .	 The screenshot shows the MobileEyes homepage. The header includes the MobileEyes logo, a phone number (1 800 976-1197), and navigation links for PRODUCTS, SOLUTIONS, CUSTOMERS, and LOGIN. The main content area features the tagline 'ENABLING A SAFER WORLD' and a description of their software products.
2	Click <i>Permit Portal</i> .	 The screenshot shows the MobileEyes login page. It has a 'LOGON HERE' section with instructions to click a product Logon button. There are three main categories: 'For MobileEyes Customers' (with MobileEyes Logon and Smartphone Logon buttons), 'For Contractors' (with Inspection Portal and Permit Portal buttons), and 'For Developers' (with API Documentation button). The 'Permit Portal' button is highlighted with a red box.
3	Click <i>Create Account</i> .	 The screenshot shows the 'Contractor Permit Portal' page. It has a 'User Options' section with links for Log On, Create Account, and I Forgot my Password. The 'Create Account' link is highlighted with a red box. To the right, there is a section for 'Active/Completed/Canceled Jobs' with a link to 'Log on to view your jobs. Display/Login problems? Try full screen.'

<p>4</p>	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</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>	

8	<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>	
9	<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>	
10	<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>	
11	<p>Once you have verified your email address, return to the permit portal and click <i>Log On</i>.</p>	
12	<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>	
13	<p>On the permit portal home screen, select the community / AHJ that you will be working with.</p>	

14	Then watch the short help videos.	
	<p><b>Please note:</b> All additional directions for plan submittal requirements and how to submit a permit application can be found in the document library in the permit portal.</p>	