
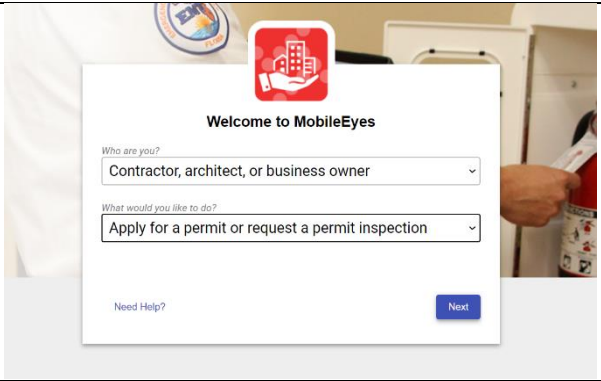

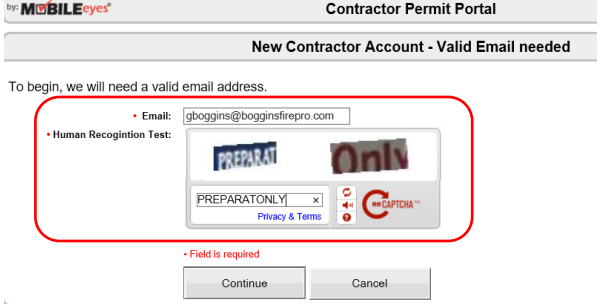
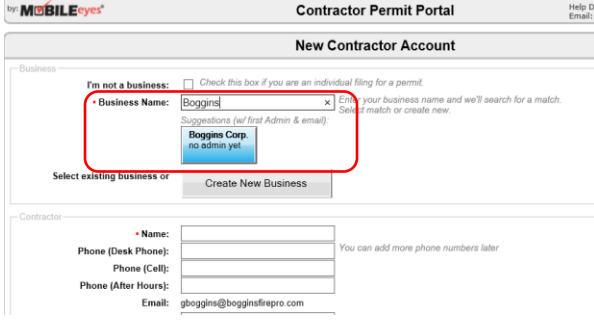
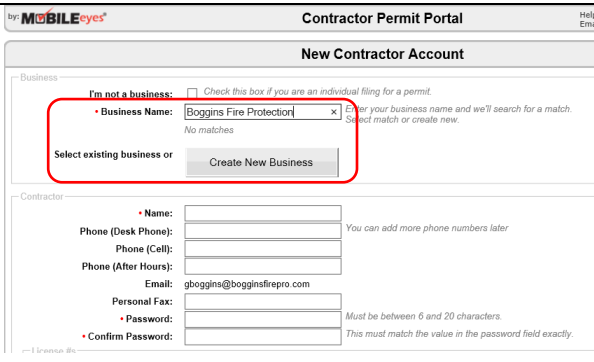
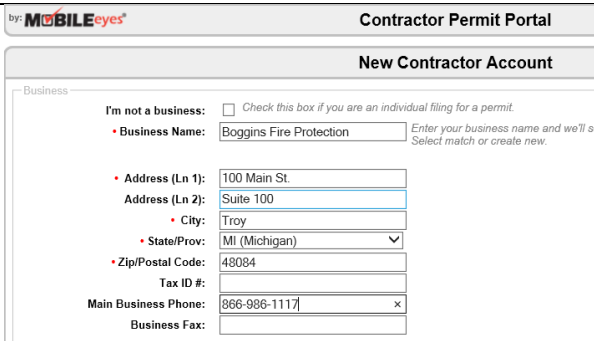
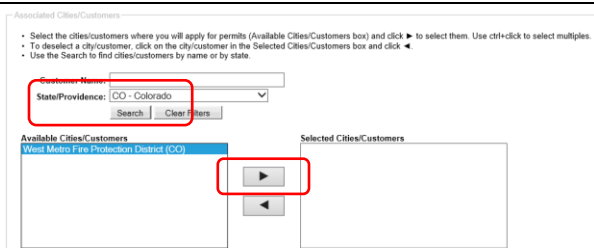


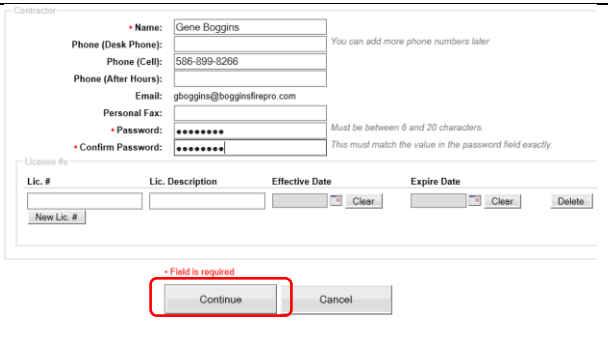
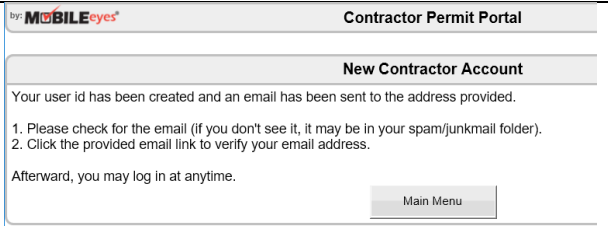
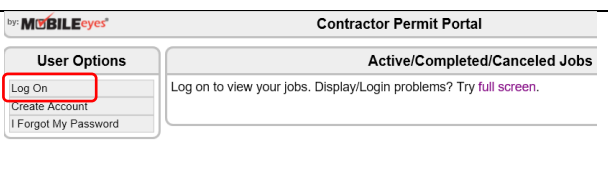
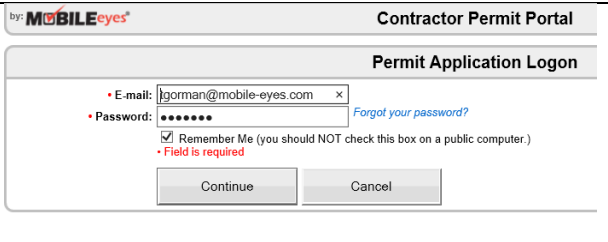
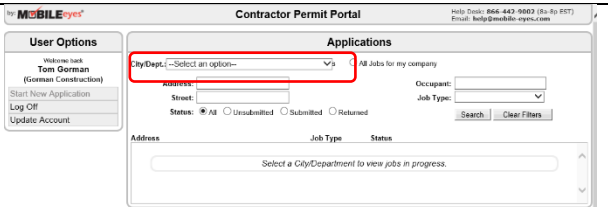
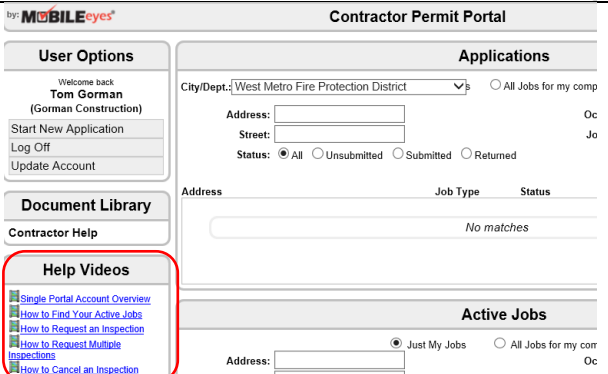
Process: Using the MobileEyes Permit Portal

Procedure: Creating a portal account.

Date Created/Updated: 01/26/21

1	<p>Go to</p> <p>https://www.mobile-eyes.com/PA_Index.asp</p> <p>Click <i>Login</i>.</p>	
2	<p>Select "Contractor, architect, or business owner" in the first box.</p> <p>Select "Apply for a permit or request a permit inspection" in the second box.</p> <p>Then click <i>Next</i>.</p>	
3	<p>Click <i>Create Account</i>.</p>	
4	<p>Enter your email address.</p> <p>Enter the Human Recognition Test.</p> <p>Click <i>Continue</i>.</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>If not, enter your business name and click <i>Create New Business</i>.</p>	
	<p>Enter your business information. Fields with red asterisks are required.</p>	
	<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>	 <p>Contractor registration form with fields for Name, Phone (Desk, Cell, After Hours), Email, Personal Fax, Password, and Confirm Password. A license table is also present with columns for Lic. #, Lic. Description, Effective Date, and Expire Date. The 'Continue' button is highlighted with a red box.</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>	 <p>Contractor Permit Portal - New Contractor Account. Confirmation message: "Your user id has been created and an email has been sent to the address provided." Instructions to check email and click the link to verify. A 'Main Menu' button is at the bottom.</p>
11	<p>Once you have verified your email address, return to the permit portal and click <i>Log On</i>.</p>	 <p>Contractor Permit Portal - User Options. The 'Log On' button is highlighted with a red box. Other options include 'Create Account' and 'I Forgot My Password'.</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>	 <p>Contractor Permit Portal - Permit Application Logon. Fields for E-mail and Password. A 'Remember Me' checkbox is checked. The 'Continue' button is highlighted with a red box.</p>
13	<p>On the permit portal home screen, select the community / AHJ that you will be working with.</p>	 <p>Contractor Permit Portal - Applications. The 'City/Dept.' dropdown menu is highlighted with a red box. Below it are fields for Address, Street, and Status.</p>
14	<p>Then watch the short help videos.</p>	 <p>Contractor Permit Portal - Help Videos. The 'Help Videos' section is highlighted with a red box, listing links like 'Single Portal Account Overview', 'How to Find Your Active Jobs', etc.</p>