



Office of the Illinois State Fire Marshal

AHJ Inspection Portal
Creating an account and logging in

- 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 (If your administrator is to leave the department they will need to grant administrative rights to another user)
- Additional information on Admin rights can be found in the Help Video "How to Use Admin Tools"

<p>1</p>	<p>Open a browser (Internet Explorer, Chrome, Safari, etc.) and go to www.mobile-eyes.com.</p> <p>Click <i>Login Here</i>.</p> <p>NOTE: Steps 6 thru 8 are only required for the Portal Administrator</p>	
<p>2</p>	<p>Click <i>Inspection Portal</i>.</p>	
<p>3</p>	<p>Click <i>Create Account</i>.</p>	
<p>4</p>	<p>Enter your email address and the Human Recognition Test. Then click <i>Continue</i>.</p>	



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<p>5</p>	<p>Enter your department name in the <i>Business Name</i> 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 <i>Create New Business</i>.</p>	
<p>6</p>	<p>Enter the address and phone information for your department.</p>	
<p>7</p>	<p>Find the Office of the Illinois State Fire Marshal (OSFM) in the <i>Available AHJs</i> list and click to select it.</p>	
<p>8</p>	<p>Click the arrow to move it to the <i>Selected AHJs</i> list.</p> <p>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.</p>	



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<p>9</p>	<p>Enter your personal information. Ignore the License section. This pertains to contractors using the portal, not to you.</p> <p>Click <i>Continue</i>.</p>	
<p>10</p>	<p>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.</p> <p>Once you have verified your email address, click <i>Main Menu</i>.</p>	<p>New Contractor Account</p> <p>Your user id has been created and an email has been sent to the address provided.</p> <ol style="list-style-type: none"> Please check for the email. If you don't see it, it may be in your spam/junkmail folder. Click the provided email link to verify your email address. <p>Afterward, you may log in at anytime.</p>
<p>11</p>	<p>Click <i>Log On</i>.</p>	<p>Contractor Inspection Portal</p> <p>Welcome!</p> <p>Create an account and log on to submit inspections. Display/Login problems?</p>
<p>12</p>	<p>Enter your email and the password you created. Check the <i>Remember Me</i> check box. Then click <i>Continue</i>.</p>	<p>Contractor Portal Logon</p> <p>E-mail: <input type="text" value="lgorman111@gmail.com"/> Forgot your password?</p> <p>Password: <input type="password" value="*****"/> Forgot your password?</p> <p><input checked="" type="checkbox"/> Remember Me (You should NOT check this box on a public computer)</p>
<p>13</p>	<p>For further help and instructions on how to use the portal, please watch the <i>Help Videos</i> available on the main menu.</p> <p>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.</p>	<p>Contractor Inspection Portal</p> <p>Help Desk: (1-800-888-3333) ext. 3333 Email: helpdesk@mobileeyes.com</p> <p>MobileEyes Inspect on</p> <p>Inspections Made Easy! MobileEyes Inspect on is a powerful, award-winning, cloud-based mobile inspection tool. Easy to use, powerful. Fast. Complete. Professional!</p>
<p>14</p>	<p>Even though this screen shot shows credits, the OSFM is paying for the portal. There is no cost to you.</p>	<p>Contractor Inspection Portal</p> <p>Help Desk: (1-800-888-3333) ext. 3333 Email: helpdesk@mobileeyes.com</p> <p>MobileEyes Inspect on</p> <p>Inspections Made Easy! MobileEyes Inspect on is a powerful, award-winning, cloud-based mobile inspection tool. Easy to use, powerful. Fast. Complete. Professional!</p>