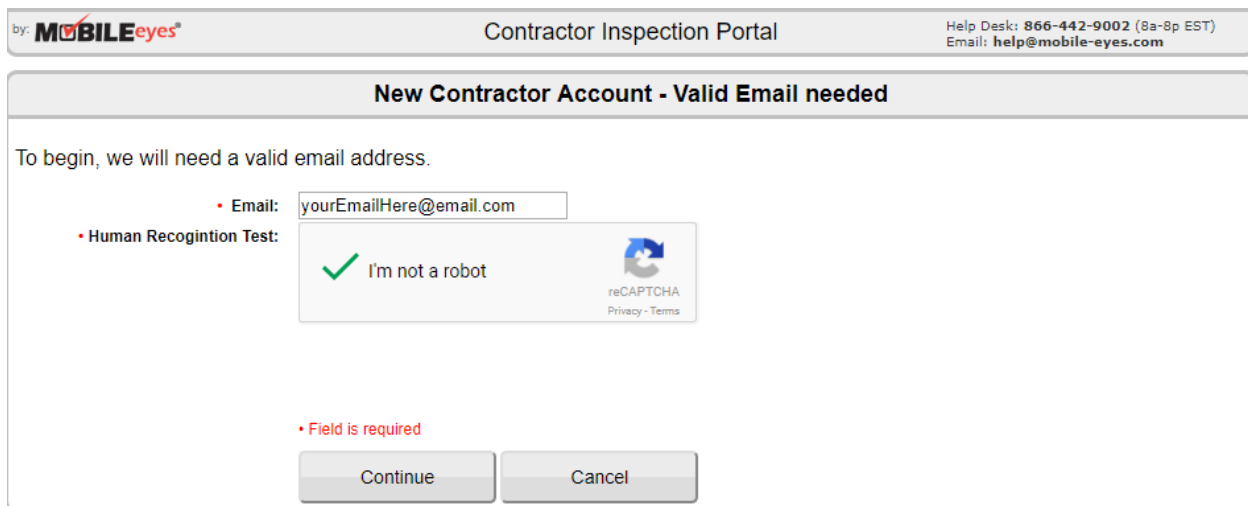


Strathcona County Contractor Portal

1. How to create a Contractor Portal Account

- a. Go to https://www.mobile-eyes.com/SFR_index.asp
- b. Click the 'Create Account' button.
- c. Enter your email address and fill in the information for the reCAPTCHA validation and press continue.



The screenshot shows the 'New Contractor Account - Valid Email needed' page. At the top, it says 'by: MOBILEeyes' and 'Contractor Inspection Portal'. On the right, it provides contact information: 'Help Desk: 866-442-9002 (8a-8p EST)' and 'Email: help@mobile-eyes.com'. The main heading is 'New Contractor Account - Valid Email needed'. Below this, it says 'To begin, we will need a valid email address.' There are two required fields: 'Email:' with the placeholder 'yourEmailHere@email.com' and 'Human Recognition Test:' which includes a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Below the fields, there is a red error message: '• Field is required'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

- d. Use the 'Business Name' field to search for your company's name. Once it pops up, click the blue box to select it as your business.
 - i. NOTE: If no account for your company is found, use the 'Create New Business' button to set one up."

by **MOBILEeyes** Contractor Inspection Portal Help Desk: 866-442-9002 (8a-8p EST)
Email: help@mobile-eyes.com

New Contractor Account

Business

• Business Name: Enter your business name and we'll search for a match.
Select match or create new.

Contractor

• Name:

Phone (Desk Phone): You can add more phone numbers later

Phone (Cell):

Phone (After Hours):

Email:

Personal Fax:

• Password: Must be between 6 and 20 characters.

• Confirm Password: This must match the value in the password field exactly.

License #s

Lic. #	Lic. Description	Effective Date	Expire Date	
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Clear"/>	<input type="text"/> <input type="button" value="Clear"/>	<input type="button" value="Delete"/>
<input type="button" value="New Lic. #"/>				

• Field is required

- e. Fill in the 'Contractor' section with your information and add any license information, then click the Continue button.
- f. Check your email for a message from noreply@mobile-eyes.com. Click the 'Verify Email' link to activate your new portal account.
- g. This will open a link to the portal page where you should get a message saying 'Success! Your email address has been verified. Click here to log into the contractor web portal. You may need your admin to grant additional privileges to make full use of the portal.'

by **MOBILEeyes** Contractor Inspection Portal Help Desk: 866-442-9002 (8a-8p EST)
Email: help@mobile-eyes.com

Contractor Portal Logon

Success! Your email address has been verified. Click [here](#) to log into the contractor web portal.

You may need your admin to grant additional privileges to make full use of the portal.

- h. You can now sign in using the credentials you just created.