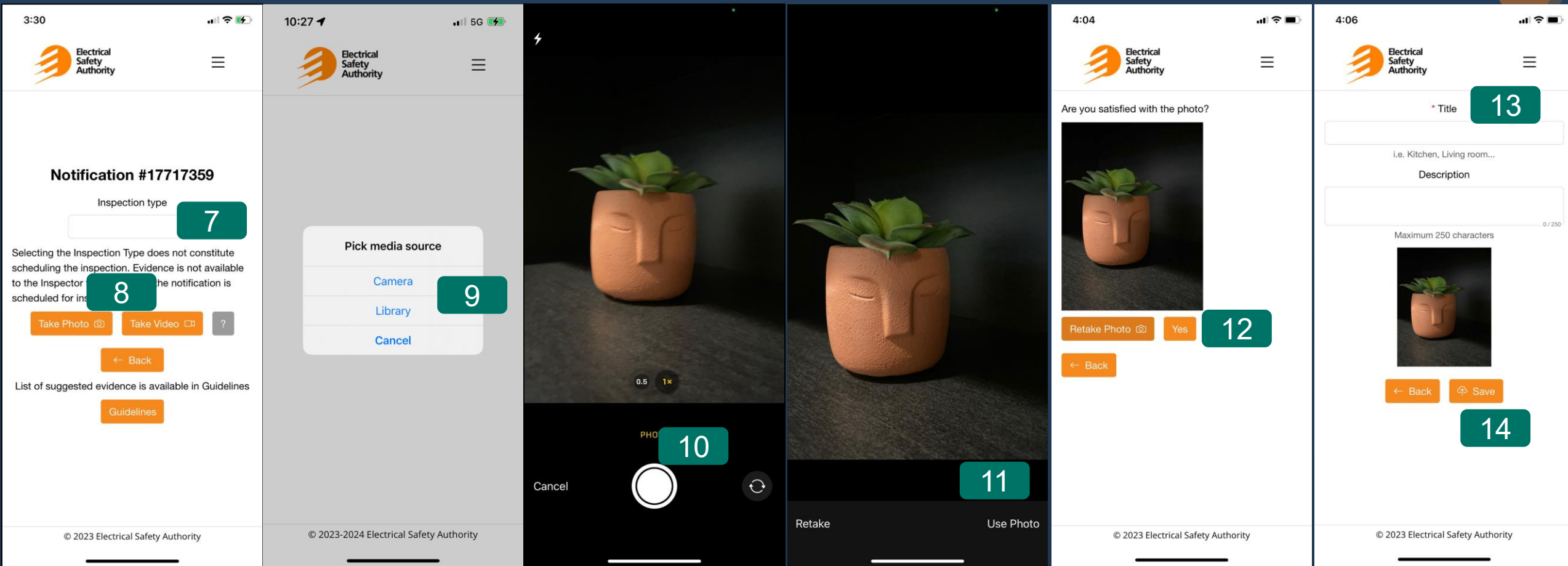
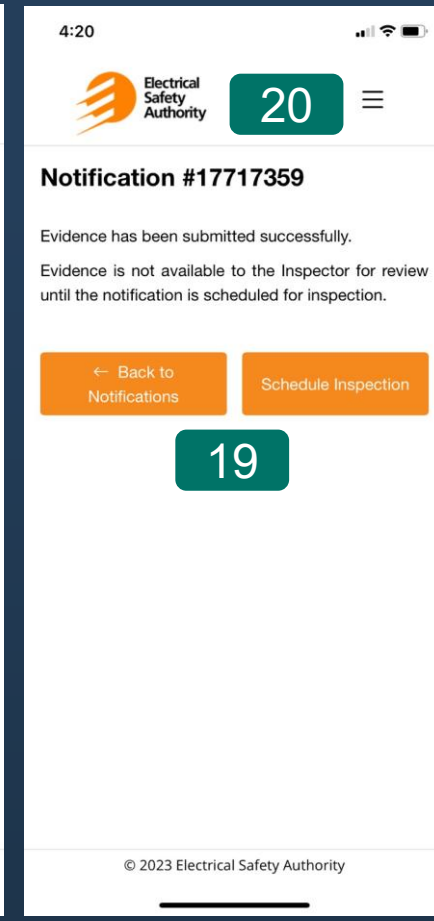
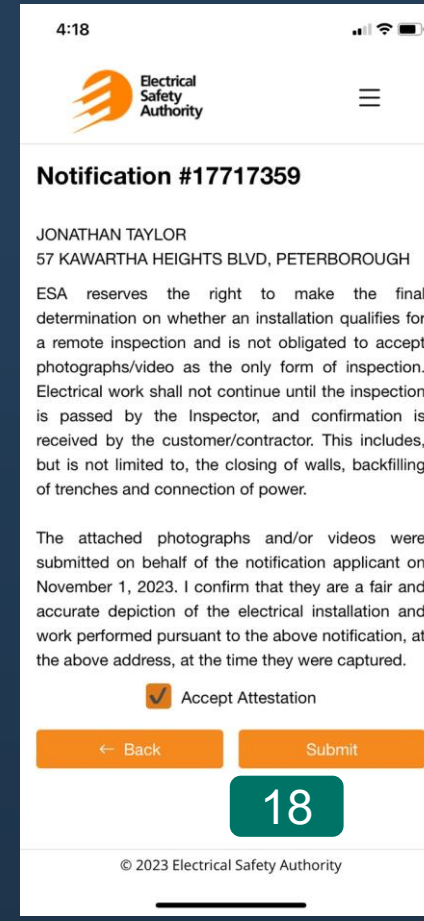
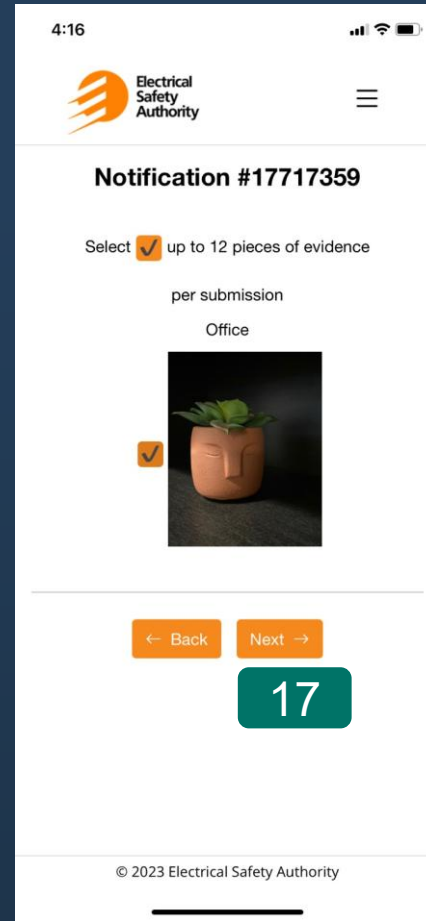
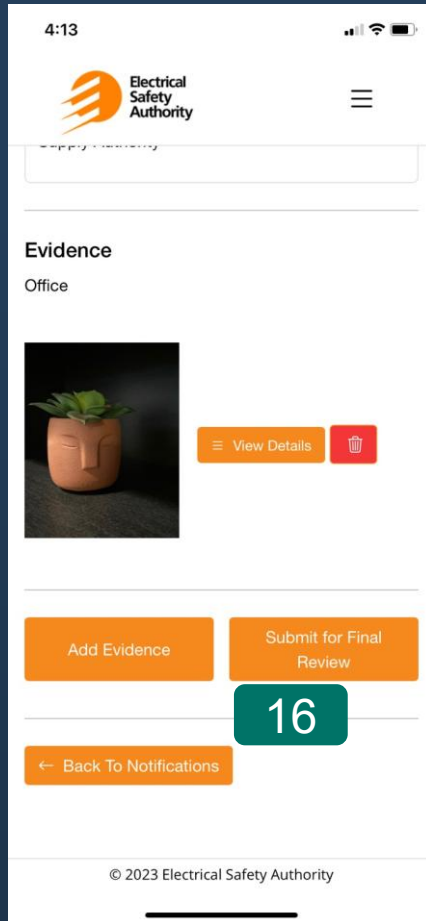
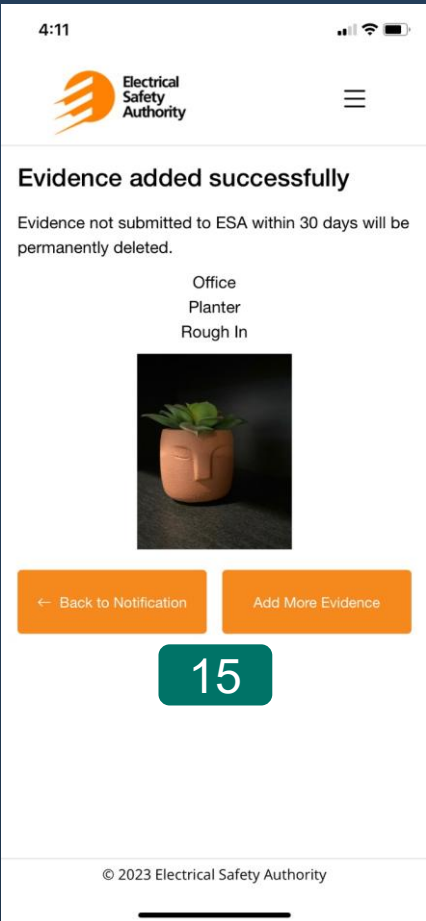


1. From the Home screen, select **Remote Inspection**.
2. Click **Get All Notifications**. Click the tool tip for information about what to do if you will be working in an area with limited cellular service.
3. You will see a progress bar as your notifications are loading. Once loading is complete, select the **OK** button to continue.
4. Use the pagination arrows at the bottom of the screen or the Search button to locate your notification number.
5. Once you have located the notification, click **Select**.
6. Notification details will be displayed. Scroll down and select **Add Evidence** to add photo or video evidence to the notification.



7. An **Inspection Type** must be selected from the drop-down list. This indicates what inspection type the photo/video evidence relates to and is visible by the inspector.
8. Select **Take Photo** or **Take Video**.
9. Select the media source. “Library” will access photos and videos stored on your phone. “Camera” will open the camera on your mobile device.
Steps 10 through 14 follow the process when “Camera” is selected as the media source.
10. Take the photo/video.
11. Select **Use Photo** (if you are using an apple device), or the send icon (if you are using an Android device). If you are not satisfied with your evidence, select **Retake**.
12. Select **Yes** to confirm you are satisfied with the photo/video.
13. Provide a **Title** and **Description** of the evidence. This information is visible to the inspector.
14. Select **Save**.



15. Select **Add More Evidence** or **Back to Notification** to return to the notification to view the saved evidence. *Note: Evidence will remain in the 'waiting room' for up to 30 days unless it is submitted for final review. After 30 days, evidence not submitted for final review will be automatically deleted.*
16. When you are ready to submit your evidence, select **Submit for Final Review**.
17. Select up to 12 pieces of evidence at a time to submit. Once you have selected the evidence you wish to submit, select **Next**.
18. You will be presented with a disclaimer and attestation, you must **Accept Attestation** before selecting **Submit**.
19. Evidence is not available to the inspector for review until the notification is scheduled for inspection. Select **Schedule Inspection** to schedule the notification or **Back to Notifications** to return to your list of notifications.
20. To return to the home page, select the menu icon in the top right-hand corner of the screen.