

# Remote Inspection Quick Tips – Customer Administrator – Register Users for Remote Inspection

Welcome, Johnny! my account | sign out

Electrical Safety Authority | esa online | LEC Portal

notifications | company details | billing | **administration** -

HOME / USERS

**1** Manage Users

add new user

User Name	First Name	Last Name	Email Address	Role Name	Status	Remote Inspection
10081jblack	Joe	Black	jblack@fakeemail.com	Administrator	Active	True
10081tbravo	Tommy	Bravo	tommybravo@fake.com	Administrator	Active	False

Manage Users

add new user

User Name	First Name	Last Name	Email Address	Role Name	Status	Remote Inspection
10081jblack	Joe	Black	jblack@fakeemail.com	Administrator	Active	True
10081tbravo	Tommy	Bravo	tommybravo@fake.com	Administrator	Active	False

**2** Status **3** Remote Inspection

Manage Users

add new user

User Name	First Name	Last Name	Email Address	Role Name	Status	Remote Inspection
10081jblack	Joe	Black	jblack@fakeemail.com	Administrator	Active	True
10081tbravo	Tommy	Bravo	tommybravo@fake.com	Administrator	Active	False

**4**

User Details - Tommy Bravo

**5** edit user deactivate user delete user

This account was created on January 14, 2023 at 11:52:58 AM

User Name	10081tbravo	Last Login Date	January 14, 2023 at 11:53:50 AM
Email Address	tommybravo@fake.com	T.O.S Acceptance Date	January 14, 2023
Phone Number		Password Reset Rqrd	False
Role Name	Administrator	Status	Active
		Remote Inspection	False

Email Address tommybravo@fake.com

Phone # Extension

Check the box below to enable this user access to submit photo/video evidence via ESA's Remote Inspection App.

Allow remote inspections **6**

Save Cancel

User Details - Tommy Bravo

edit user deactivate user delete user

This account was created on January 14, 2023 at 11:52:58 AM

User Name	10081tbravo	Last Login Date	January 14, 2023 at 11:53:50 AM
Email Address	tommybravo@fake.com	T.O.S Acceptance Date	January 14, 2023
Phone Number		Password Reset Rqrd	False
Role Name	Administrator	Status	Active
		Remote Inspection	True

**7**

1. Remote Inspection user permissions are managed through the **Manage Users** option under the **administration** drop down list in the ESA Online Contractor Portal
2. Status:
  - **Pending**: user is registered for ESA Online Services but has not logged in and reset their password.
  - **Active**: user is registered for ESA Online Services and has logged in and reset their password
3. Remote Inspection:
  - **False**: User's Remote Inspection privileges have NOT been turned on
  - **True**: User's Remote Inspection privileges have been turned on
4. Select the user to be granted access to Remote Inspections

5. Select Edit User
6. Toggle **Allow remote inspections** then click **Save**
7. User now has the permissions to access the Remote Inspection app and will receive a **system generated welcome email**

## NOTES:

- The email will provide instructions for downloading the ESA ON Mobile app from Apple App Store or Google Play Store
- Users can log into the ESA ON Mobile app, using the same User ID and Password they use to access the Contractor Portal