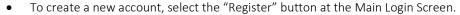
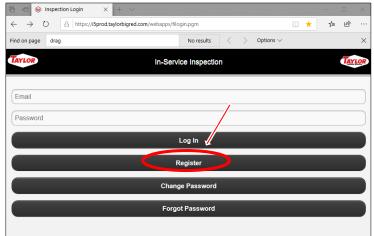
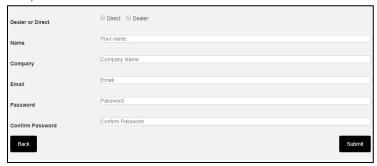
1. Creating A New In-Service Inspection Account

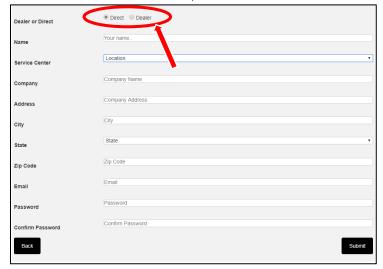




• Next, enter all contact information.

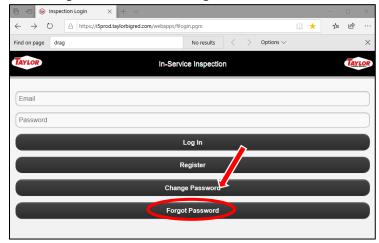


• Select "Direct" or "Dealer" to complete the contact information section



2. To Retrieve a Forgotten Password

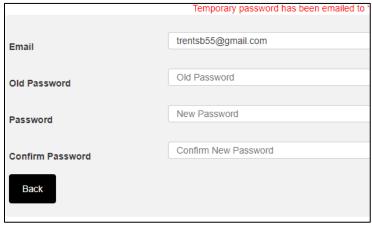
• Select "Forgot Password" at Main Login Screen



• Enter the email address associated with the account.



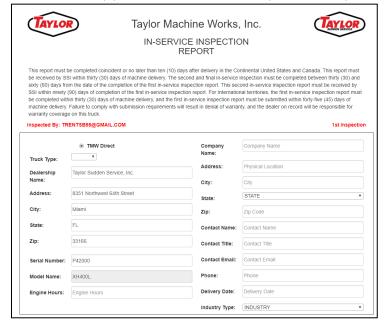
- A temporary password will be delivered to the email address entered, if valid.
- The temporary password will now be the "Old Password" associated with the email address. Enter the temporary password as "Old Password" and create a new password.



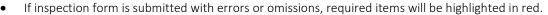
- 3. Creating A New In-Service Inspection Form Entry.
 - Input the last 5 digits of the serial number
 - Click "New Form"
 - Select type of inspection (1st in-service inspection or 2nd in-service inspection).

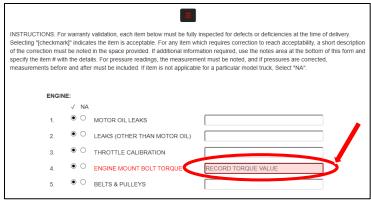


All fields in the top portion of form must be completed before proceeding

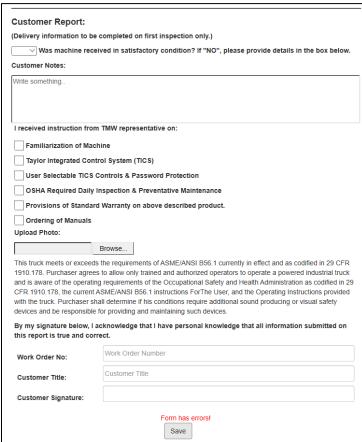


- All inspection items must be marked as (checked and OK) or "NA" (Not Applicable to model).
- Some checklist items require additional information. Include text in field beside inspection item.





- Forms cannot be submitted with errors or omissions.
- In consultation with the authorized end-user, aid end user in completing the **Customer Report** section



• After completion of inspection, completion of form, and completion of **Customer Report** section, the authorized end user can input their title and digital signature.

- After affirming the digital signature by CHECKING the box, the signature box will be locked for editing. Once checked box is checked and you click "Save" NO MORE CHANGES CAN BE MADE.
- Completed form should now be shown on the dashboard. And it should have a "Y" in the "Complete" box

