

City of Chicago

# AIC User Guide for Inspection Companies — Web —

Account Management  
Company Management  
Qualifications and License Management

[Ver. 3.0] 05.19.2017

## [Contents](#)

City of Chicago Enterprise Website .....	5
To get to AIC Homepage .....	6
Create Account .....	7
Account Login .....	9
Account – Forget your Password? .....	10
Request Company Creation .....	12
Request Addition to Existing Company .....	14
View Company Details.....	16
Edit Company Details .....	17
Send Invitation to Join Company .....	19
Accept / Reject Request to Join Company .....	21
Accept / Reject Request to Add User to Company .....	22
Manage My Company's Qualifications .....	24
Manage Company Licenses .....	26
Enter Inspection Results .....	28
Decline Inspections.....	32
Make Payment (Add Fees to Cart) .....	35
Generate Invoice .....	39
View Payment History.....	40
View/Print Certificates for One or More Devices .....	41
Request Conditional (Extension) Certificate .....	44
Cancel Inspection Extension Request .....	47

## Annual Inspection Certification ACCOUNT HOLDER OVERVIEW

### General Information -

AIC website <https://ipi.cityofchicago.org/profile>

- ☐ Annual inspections are required by the Chicago Municipal Code Section 13-20-100 for all elevators, escalators and other conveying devices.
- ☐ The Annual Inspection Certification (AIC) program requires properties to maintain an online account and pass an annual inspection of all conveyance devices by an independent inspection company instead of City of Chicago Inspectors.
- ☐ The inspection company certifies compliance through the Department of Buildings (DOB) web portal.
- ☐ AIC reporting must be updated annually as long as the device exists.
- ☐ Participation is required by all buildings in the Central Business District. Program participants include sister agencies, other institutional owners and is expanding.
- ☐ Account Holders can be any owner, tenant, or property manager affiliated with the building.
- ☐ There can be multiple account holders per property to separate ownership and manage individual devices.
- ☐ Devices need to be in compliance by the due date, instead of simply inspected.
- ☐ Inspections will no longer be due by the end of the calendar year. Buildings will be assigned a new quarterly due date for compliance.

## CREATING A NEW USER ACCOUNT

- ☐ To create a new user account, you will need to provide a valid email address, phone number, street address. You will create a unique username and password along with choosing a security question. This account is specific to the account holder and their email address.
- ☐ Please keep track of your username and password as it is what you will use logging into the system.

## BUILDINGS AND DEVICES

- ☐ To add a building, you will need to provide the building PIN and confirm your relationship to the building - either Owner, Tenant, or Property Manager.
- ☐ You may claim (i.e. take responsibility for) devices for which you are responsible in the building.
- ☐ To add a device (if not already listed on your account), you will need to enter the name of the device, its location, and the type of device, and its installation status. Devices may only be deleted from the account by the City if they have been decommissioned.
- ☐ If you are no longer affiliated with a property, you must "abandon" any claimed device before you may "leave the building"

## INSPECTION OF DEVICES

- ☐ You are responsible for contracting with a State Licensed AIC inspection company before assigning them to your inspections. To assign an inspection, navigate to your building page and click "Assign Inspection" next to the device(s) you want inspected.
- ☐ You may un-assign the inspection company only if the inspection has not yet begun on your device.

### **If Device Passes Inspection:**

- ☐ You will receive an email notice that the Inspection Company has completed inspection and that device(s) COMPLIED.
- ☐ You are then responsible for paying the AIC program fees via your account on the website, printing your certificate(s) and posting the certificate(s) at the device(s).

### **If Device Does Not Pass Inspection:**

- ☐ You will be informed that device failed inspection and that repairs are necessary to be completed prior to your deadline date.
- ☐ Your elevator maintenance company acquires any necessary permits and makes repairs.
- ☐ City inspects any permitted repairs.
- ☐ When repairs are complete, the inspection company is contacted to verify all necessary repairs are complete and updates designation to COMPLIED on the AIC website.
- ☐ AIC program fees are paid for via the AIC account website, then you may print your certificate(s) and posting the certificate(s) at the device(s).
- ☐ A 60-day inspection extension may be requested (additional fees apply) for devices that do not pass inspection before the deadline date.

## PAYMENTS AND CERTIFICATES

### **Payment:**

- ☐ AIC program fees are paid via the website. NO in person payments or mailed checks accepted.
- ☐ Fees can be added to the Cart at the top-right side of the website and can be viewed before checkout.

### **Print Certificate:**

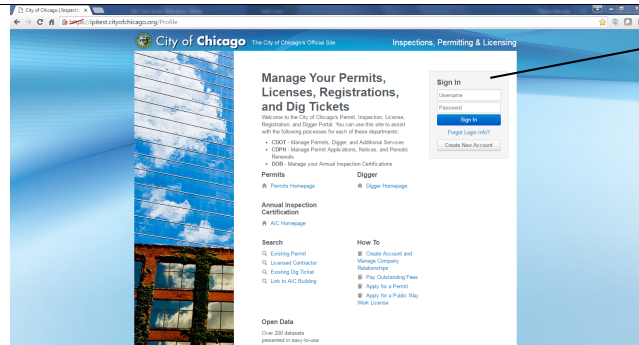
- ☐ Once payment has been completed, certificates can be printed from the AIC account.
- ☐ Certificates must be posted at all devices.

# City of Chicago Enterprise Website

<https://ipi.cityofchicago.org/profile>

For existing City user accounts

**Logon with your username and password**



## Sign In

Sign In

[Forgot Login Info?](#)

[Create New Account](#)

**View your dashboard of all properties associated with your user account – this may include properties with accounts associated with AIC as well as Dept of Health and Dept of Transportation.**

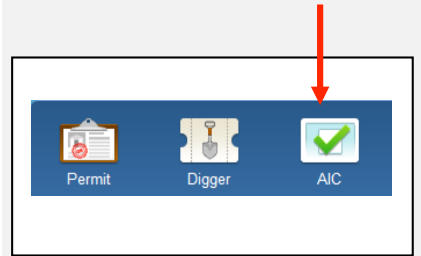


## To get to AIC Homepage

Click the AIC icon to go to AIC Homepage

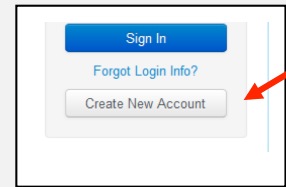


View the AIC Homepage

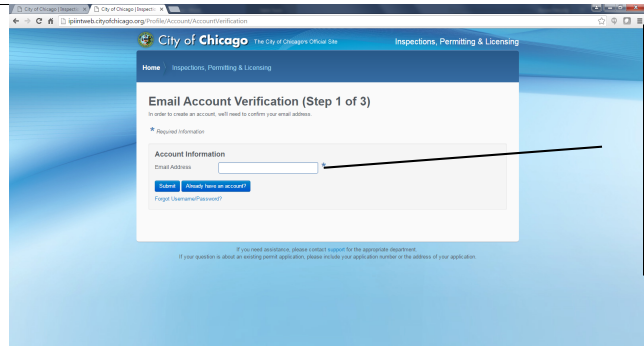


## Create Account

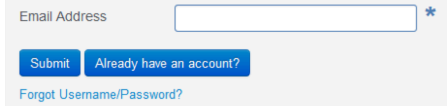
**Select "Create New Account" on AIC Login Page**



**Type in your email address and click submit. Go to your email for confirmation email.**



### Account Information

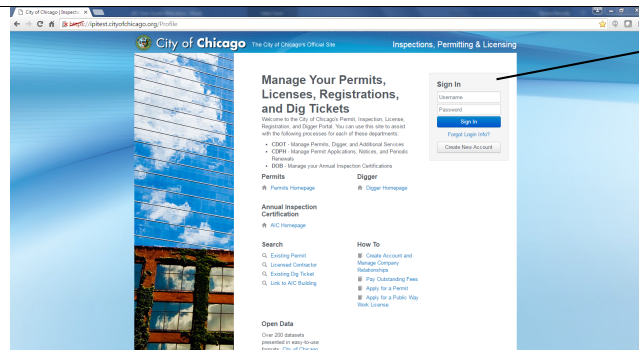


**Click on URL in confirmation email. Fill in information on create new account page. Click Register.**

**Create or join company or click skip this step.**

# Account Login

**Logon with your username  
and password**



## Sign In

Sign In

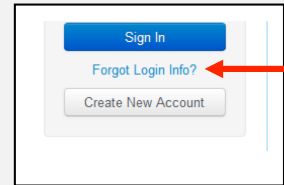
[Forgot Login Info?](#)

[Create New Account](#)

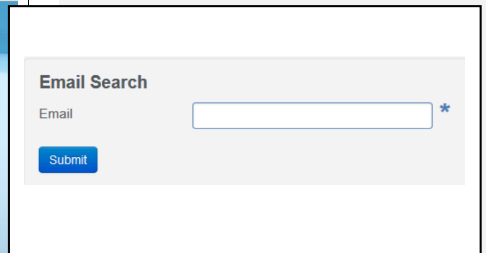
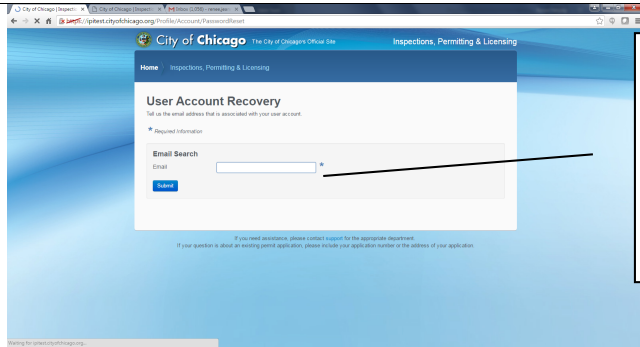
# Account – Forget your Password?

If you have already created an AIC username and password but have forgotten it

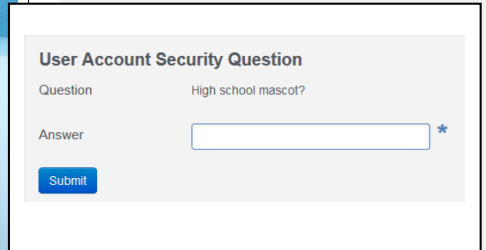
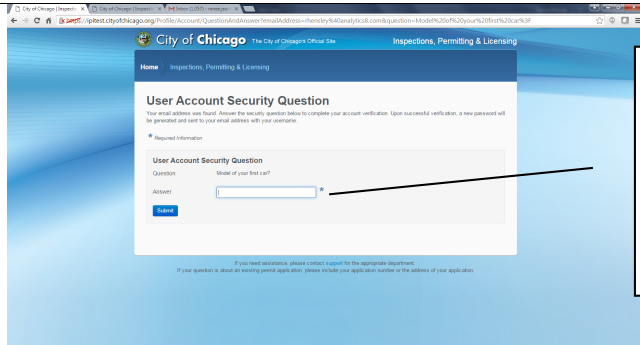
**Click Forgot Login Info**



**Type in the email address associated with your account**



**Answer your security question**



**Retrieve temporary password from your email – if it doesn't appear within 30 minutes to your mailbox, please check your spam folder.**



**Logon with your username and temporary password**



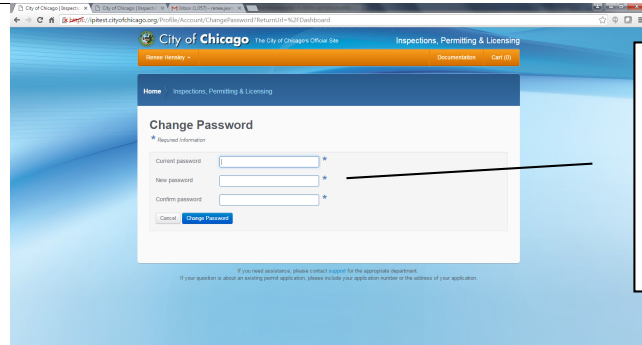
### Sign In

Sign In

[Forgot Login Info?](#)

Create New Account

**Type in temporary password and new password and click change password.**



Current password

New password

Confirm password

Cancel

Change Password

# Request Company Creation

If you will have multiple users who all work for the same company needing access to your accounts, you can create a company account so that everyone can have access

**Lagon with your username and password**

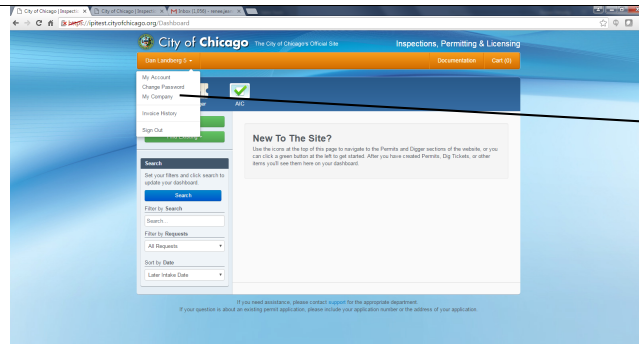


## Sign In



[Forgot Login Info?](#)


**On the dropdown of your user name select my company.**



My Account

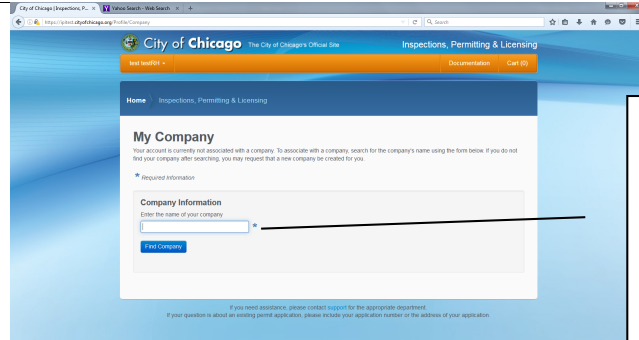
Change Password

My Company

Invoice History

Sign Out

**Enter in the name of your company and click Find Company.**



## Company Information

Enter the name of your company

**Click Request New Company.**

City of Chicago | The City of Chicago's Official Site | Inspections, Permitting & Licensing

Home | Inspections, Permitting & Licensing

### My Company

Your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.

**Required Information**

**Company Information**

Enter the name of your company

We could not find any companies matching the name you entered. Click the Request New Company button, or search again.

If you need assistance, please contact support for the appropriate department.  
If your question is about an existing permit application, please include your application number or the address of your application.

**Enter in the company information on the request new company page. Click request new company.**

City of Chicago | Inspections, Permitting & Licensing | Web Access

Company Contact Information

Please note: the information you provide below for email address and phone number will be used by the City of Chicago when they wish to contact you, please provide an email address and phone number that are monitored regularly.

Company Name

Email Address

Telephone Number

Street Address

Street Address 2

City

State/Province

Zip/Postal Code

FEIN

City Department

Please include your State of Illinois license # and expiration date:

We could not find any compar

**Request New Company**

Cancel

**Request New Company**

# Request Addition to Existing Company

If you want to add yourself to an existing company in the AIC program as an employee

**Logon with your username and password**



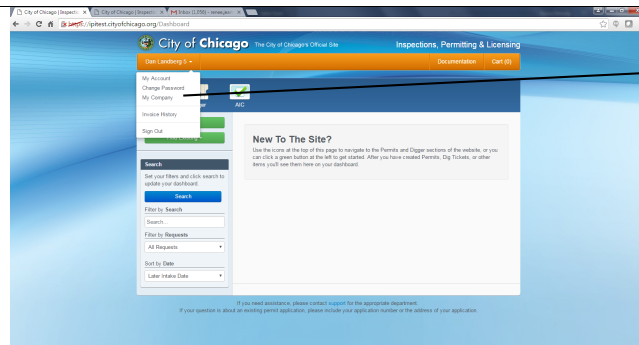
## Sign In

Sign In

[Forgot Login Info?](#)

[Create New Account](#)

**On the dropdown of your user name select my company**

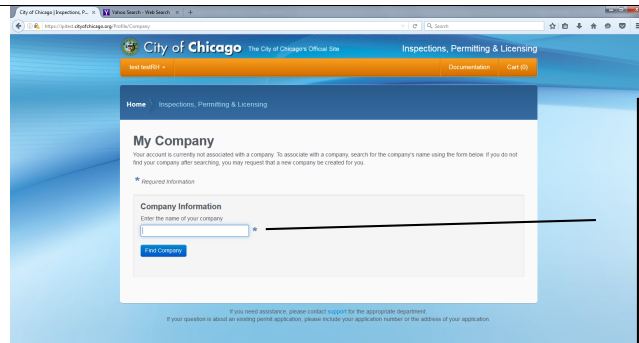


My Account  
Change Password  
My Company

Invoice History

Sign Out

**Enter in the name of your company and click Find Company.**



## Company Information

Enter the name of your company

Find Company

**Next to your company, Click  
Request Enrollment in  
Company.**

City of Chicago - The City of Chicago's Official Site  
Inspections, Permitting & Licensing  
Home Inspections, Permitting & Licensing  
My Company  
Your account is currently not associated with a company. To associate with a company, search for the company's name using the form below. If you do not find your company after searching, you may request that a new company be created for you.  
Required information  
Company Information  
Enter the name of your company  
Hendley's  
Find Company  
Select one of the companies below. If you do not see your company, either click the Request New Company button, or search again.  
Companies Name Address  
Hendley's Inspection Company Request Enrollment in Company  
Request New Company

Request Enrollment in Company

**Confirm your enrollment  
request. The company will  
receive your request and  
confirm if you are accepted.**

Confirm enrollment request  
Are you sure you want to request that your account be added to this company?  
Cancel Request

## View Company Details

**Logon with your username and password**

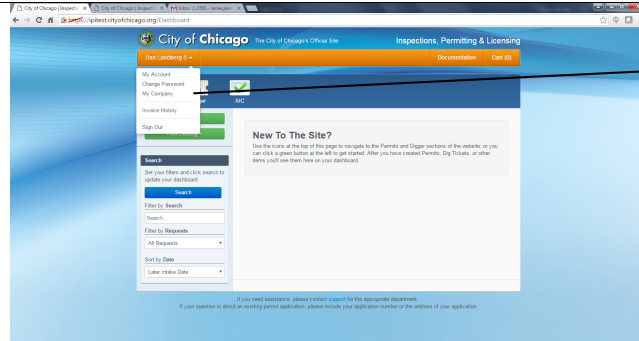


### Sign In



[Forgot Login Info?](#)


**On the dropdown of your user name select my company**



My Account

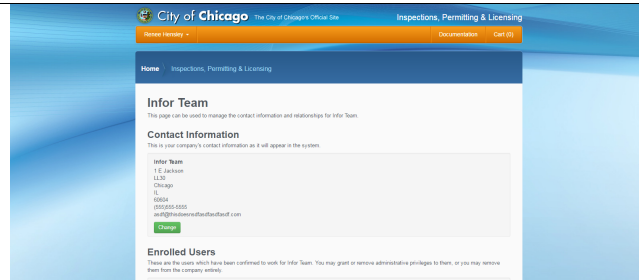
Change Password

My Company

Invoice History

Sign Out

**View your company's information.**



## Edit Company Details

This can only be done by the designated inspection company administrator.

**Logon with your username and password**

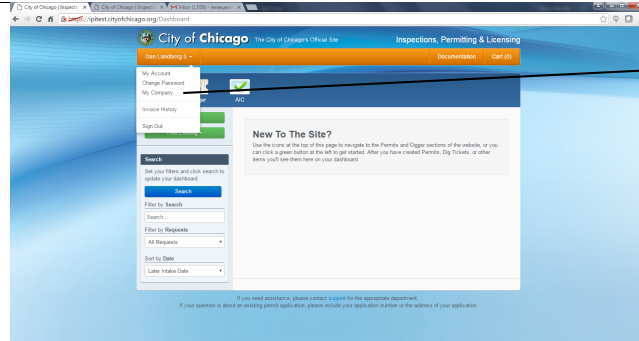


### Sign In



[Forgot Login Info?](#)


**On the dropdown of your user name select my company**

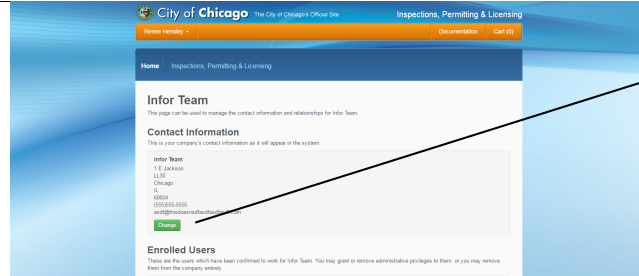


My Account  
Change Password  
My Company

Invoice History

Sign Out

**Click change under your company's information.**



### Infor Team

1 E Jackson  
LL30  
Chicago  
IL  
60604  
(555)555-5555  
asdf@thisdoesnsdfasdfsdfasdfsdf.com

***Edit your company's  
information and click Update.***

City of Chicago (Requesters, P... | Web Search

Company Profile

You may use this form to update your company's name and contact information as it shows up in the system.

Required Information

Contact Information

Company Name

Telephone Number

Street Address

Street Address 2

City

State/Province

Zip/Postal Code

FEIN

# Send Invitation to Join Company

If you want to have new employees join your AIC online company account

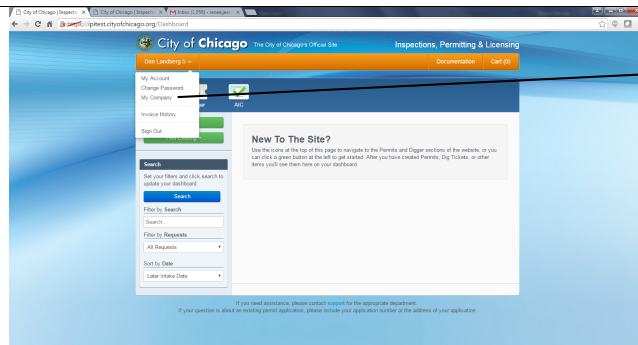
**Logon with your username  
and password**



**Sign In**

[Forgot Login Info?](#)

**On the dropdown of your user  
name select my company**



**My Account**

[Change Password](#)

[My Company](#)

[Invoice History](#)

[Sign Out](#)

**Enter in email of user you would like to invite on the company information page. Click Invite User.**

**City of Chicago** The City of Chicago's Official Site | Inspections, Permitting & Licensing

**Hensley's Inspection Company**  
This page can be used to manage the contact information and relationships for Hensley's Inspection Company.

**Contact Information**  
This is your company's contact information as it will appear in the system.

**Hensley's Inspection Company**  
3000 N. LaSalle Street Dr  
Chicago  
IL 60618  
(773) 299-0000  
[Edit](#)

**Enrolled Users**  
These are the users which have been confirmed to work for Hensley's Inspection Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?
Hensley	Renee	reneehensley	--

**Licenses and Qualifications**

License or Qualification	Expiration Date
Expositor	12/31/2019

**Invite New User**  
Enter the email address of the person you wish to invite to join your company.

New User Email

[Invite User](#)

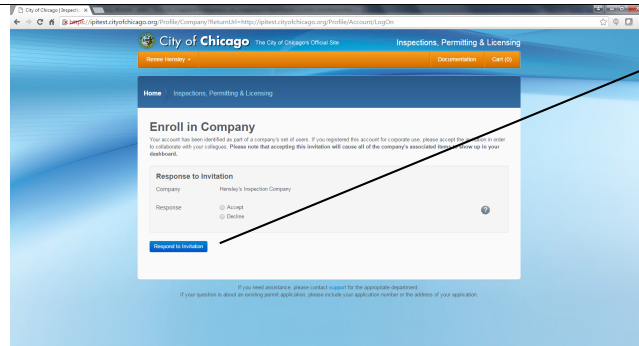
**Invite New User**  
Enter the email address of the person you wish to invite to join your company.

New User Email

[Invite User](#)

## Accept / Reject Request to Join Company

**Click on URL in company invitation email. Accept or decline invitation and click Respond to Invitation.**



### Response to Invitation

Company Hensley's Inspection Company

Response ☐ Accept  
☐ Decline

[Respond to Invitation](#)

# Accept / Reject Request to Add User to Company

This can only be done by the designated inspection company administrator.

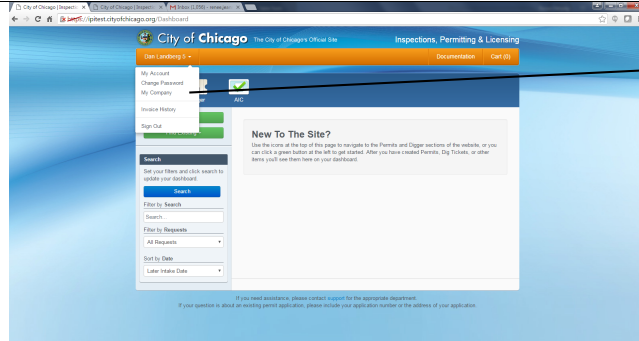
**Logon with your username and password**



**Sign In**

[Forgot Login Info?](#)

**On the dropdown of your user name select my company**



[My Account](#)

[Change Password](#)

[My Company](#)

[Invoice History](#)

[Sign Out](#)

**Accept or reject users  
requesting enrollment on the  
company information page.**

City of Chicago (Inspection, P...)

https://inspect.cityofchicago.gov/Profile/Company

Home Inspections, Permits & Licensing

### Hensley's Inspection Company

This page can be used to manage the contact information and relationships for Hensley's Inspection Company.

#### Contact Information

This is your company's contact information as it will appear in the system.

Hensley's Inspection Company  
3655 N. LaGrange Blvd.  
Chicago, IL 60641  
(773) 555-5555  
[Change](#)

#### Enrolled Users

These are the users which have been confirmed to work for Hensley's Inspection Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?	
Hensley	James	james@hensley.com	<a href="#">Revoke Admin Rights</a>	<a href="#">Remove User</a>
Hensley	James	james	--	--

#### Users Requesting Enrollment

There are users which have requested to join Hensley's Inspection Company. You may accept or reject the requests by clicking the corresponding button next to their username.

Last Name	First Name	User Name		
Hensley's Inspection Company			<a href="#">Accept</a>	<a href="#">Reject</a>
test1	test	test1	<a href="#">Accept</a>	<a href="#">Reject</a>

#### Licenses and Qualifications

License or Qualification	Expiration Date
Car Lift Inspection License	--
Elevation Device Inspection License	--

#### Invite New User

Enter the email address of the person you wish to invite to join your company.

New User Email

[Invite User](#)

<a href="#">Accept</a>	<a href="#">Reject</a>
<a href="#">Accept</a>	<a href="#">Reject</a>

# Manage My Company's Qualifications

This can only be done by the designated inspection company administrator.

**Logon with your username and password**

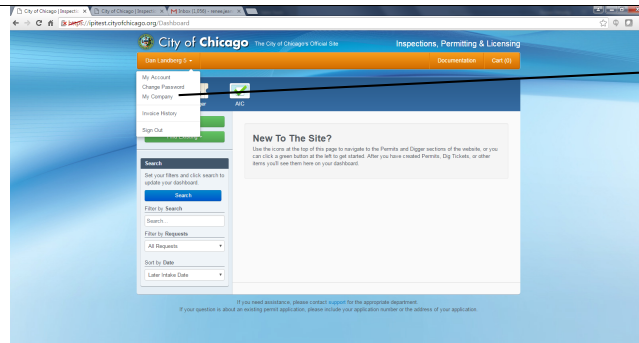


## Sign In



[Forgot Login Info?](#)


**In the dropdown of your user name select my company**



My Account

Change Password

My Company

Invoice History

Sign Out

**View your company's qualifications.**

City of Chicago (Inspections, Per...)

https://inspect.cityofchicago.gov/Profile/Company

Home Inspections, Permitting & Licensing

Hensley's Inspection Company

This page can be used to manage the contact information and relationships for Hensley's Inspection Company.

Contact Information

This is your company's contact information as it will appear in the system.

Hensley's Inspection Company

3655 N. LaGrange Street, 2nd Floor

Chicago, IL 60641

(773) 555-5555

Change

Enrolled Users

These are the users which have been confirmed to work for Hensley's Inspection Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?
Hensley	James	james@hensley.com	<div>Revoke Admin Rights</div> <div>Remove User</div>
Hensley	James	james	--

Users Requesting Enrollment

There are users which have requested to join Hensley's Inspection Company. You may accept or reject the requests by clicking the corresponding button next to their username.

Last Name	First Name	User Name	Accept	Reject
Hensley's Inspection Company			<div>Accept</div>	<div>Reject</div>
test	test	test@t.com	<div>Accept</div>	<div>Reject</div>

Licenses and Qualifications

License or Qualification	Expiration Date
Car Lift Inspection License	--
Elevation Device Inspection License	--

Invite New User

Enter the email address of the person you wish to invite to join your company.

New User Email

Invite User

Licenses and Qualifications	
License or Qualification	Expiration Date
Car Lift Inspection License	--
Elevation Device Inspection License	--

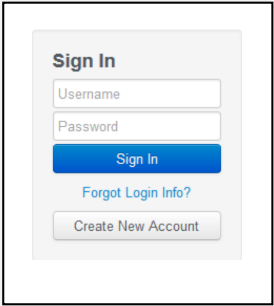
5/25/17

Page 25

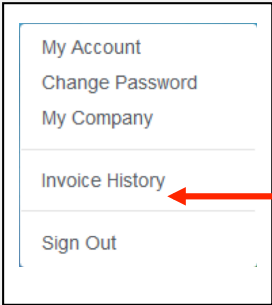
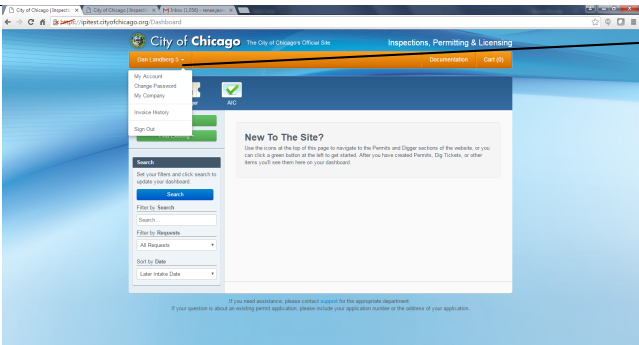
# Manage Company Licenses

This can only be done by the designated inspection company administrator to update license information - i.e. expiry dates.

Lagon with your username and password



On the dropdown of your user name select my company



View your company's licenses.

City of Chicago (Inspections, Per...  
https://open.cityofchicago.org/Profile/Company

Home Inspections, Permitting & Licensing

### Hensley's Inspection Company

This page can be used to manage the contact information and relationships for Hensley's Inspection Company.

#### Contact Information

This is your company's contact information as it will appear in the system.

**Hensley's Inspection Company**  
3655 N. LaGrange Blvd.  
Chicago, IL 60641  
(773) 555-5555  
[Change](#)

#### Enrolled Users

These are the users which have been confirmed to work for Hensley's Inspection Company. You may grant or remove administrative privileges to them, or you may remove them from the company entirely.

Last Name	First Name	User Name	Admin Rights?
Hensley	James	james@hensley.com	<a href="#">Revoke Admin Rights</a> <a href="#">Remove User</a>
Hensley	James	james	--

#### Users Requesting Enrollment

There are users which have been requested to join Hensley's Inspection Company. You may accept or reject the requests by clicking the corresponding button next to their username.

Last Name	First Name	User Name	Accept	Reject
Hensley's Inspection Company			<a href="#">Accept</a>	<a href="#">Reject</a>
test	test	test	<a href="#">Accept</a>	<a href="#">Reject</a>

#### Licenses and Qualifications

License or Qualification	Expiration Date
Car Lift Inspection License	--
Elevation Device Inspection License	--

#### Invite New User

Enter the email address of the person you wish to invite to join your company.

New User Email:

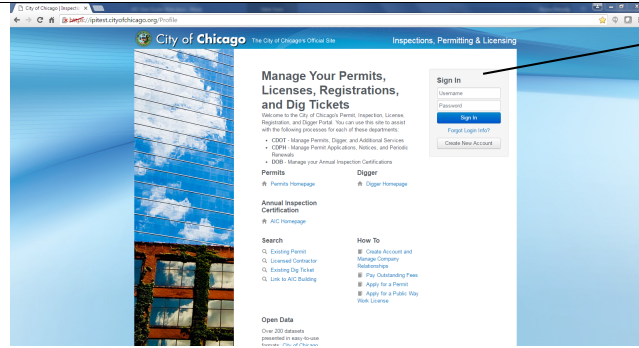
[Invite User](#)

#### Licenses and Qualifications

License or Qualification	Expiration Date
Car Lift Inspection License	--
Elevation Device Inspection License	--

# Enter Inspection Results

Logon with your username and password

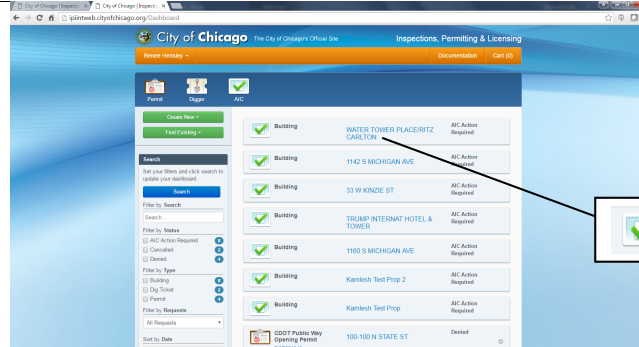


## Sign In



[Forgot Login Info?](#)


Click the building name on your AIC Dashboard

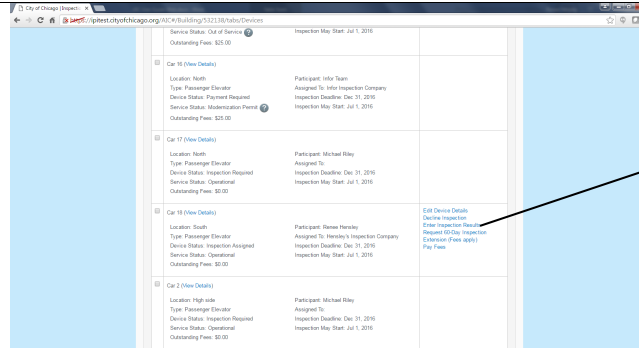


Building

875 N LA SALLE DR

AIC Action Required

Click on Enter Inspection Results on the device you inspected.



[Edit Device Details](#)  
[Decline Inspection](#)  
[Enter Inspection Results](#)  
[Print Recent Certificate](#)  
[Pay Fees](#)

Enter the inspection results and click I'm Done

\*Means information is mandatory

If device fails because you have no City Code Reference, use placeholder 12/31/1999 until you get good information

**Hall of Justice**  
6457- S Francisco AVE

**Enter Inspection Results [1 of 1]**  
Car Lift - test - test

**Device Details**

Device Type: Automotive Lift \*

Power Type: Electric Gearless \*

Operation Type: Key Switch \*

Capacity (lbs.): 5 \*

Speed (ft./min.): 5 \*

City Code Reference: 1071

**Inspection Results**

Result: \*

Inspected By: \*

Inspected On: \*

Buttons: Cancel, Next Device, I'm Done

Buttons: Cancel, Next Device, I'm Done

Check the checkbox to agree to the terms and conditions and click submit.

**City of Chicago** - The City of Chicago's Official Site

**435 N MICHIGAN AVE**  
431-451 N MICHIGAN AVE 107-160 E SUNDRIS ST 108-160 E HUBBARD LOWER ST

**Submit Inspection Results**  
Review your results and confirm any results which you do not wish to submit.

**Terms & Conditions**  
I, \_\_\_\_\_, as the Authorized Technician responsible for the inspection of this conveying device into and within the jurisdiction hereby certify that the statements in this online inspection report ("report") are true. I have personally inspected the device and against operation, and that, as a State of Illinois Licensed Elevator Inspector of elevators in good standing, I understand the consequences of making any false or misleading statements in this report may violate federal, state and/or local law and may subject any person making such statement to a range of civil and criminal penalties such as a period of incarceration, fines, and an award to the City of up to three times the amount paid by clicking "Agree". I am confirming the above statement with an electronic signature.

I agree to the terms and conditions above ☒

Buttons: Cancel, Submit

I agree to the terms and conditions above ☒

Buttons: Cancel, Submit

To result inspections for multiple devices, click the select all box at the top of the device grid.

**City of Chicago** - The City of Chicago's Official Site

**435 N MICHIGAN AVE**  
431-451 N MICHIGAN AVE 107-160 E SUNDRIS ST 108-160 E HUBBARD LOWER ST

Your device has been updated.

**Devices** | Participants | History

Select an Action: ☒ **Select All**

**Filter**

Device Type	Any Type	Participant	Any Participant	Sort By
Device Status	Any Device	Inspection Company	Any Assigned To	
Service Status	Any Service Status			

**Car 1 (View Details)**

Location: High rise	Participant: Inter Team
Type: Passenger Elevator	Assigned To: Inter Inspection Company
Device Status: Payment Required	Inspection Deadline: Dec 31, 2016
Service Status: Operational	Inspection May Start: Jul 1, 2016

☒ **Select All**

**Car 1 (View Details)**

Location: East Lobby  
Type: Passenger Elevator  
Device Status: Inspection Assigned  
Service Status: Operational  
Outstanding Fees: \$500.00

**In the dropdown, select Enter Inspection Results and click Go.**

The screenshot shows the 'City of Chicago' AIC (Automated Inspection Console) interface. The 'Devices' tab is active, and a dropdown menu is open, showing 'Enter Inspection Results' as the selected option. A red arrow points to this option. Below the dropdown are 'Go' and 'Add Device' buttons.

This close-up shows the dropdown menu with 'Enter Inspection Results' selected. A red arrow points from the text 'Enter Inspection Results' in the instruction to the 'Go' button.

**Enter inspection results and click Next Device.**

The screenshot shows the 'Enter Inspection Results' form. Fields include 'Inspection Type' (Elevator), 'Capacity (lbs.)' (22), 'Speed (ft/min.)' (52), 'Number of Floors Traveled' (1), 'Number of Landings' (2), 'Category 1 Test Date' (07/12/2016), 'Category 5 Test Date' (07/14/2016), 'City Code Reference' (1026), 'Inspection Results' (Modernization Permit), 'Inspected By' (Renee Henley), and 'Inspected On' (07/19/2016). At the bottom are 'Cancel', 'Next Device', and 'I'm Done' buttons. A red arrow points to the 'Next Device' button.

This close-up shows the 'Next Device' button, which is highlighted with a red arrow.

**Enter in results for all following devices and either click next device or I'm done.**

This screenshot is identical to the one above, showing the 'Enter Inspection Results' form with the 'Next Device' button highlighted by a red arrow.

This close-up is identical to the one above, showing the 'Next Device' button highlighted by a red arrow.

Check the checkbox to agree to the terms and conditions and click submit.

City of Chicago Inspections, Permitting & Licensing

Home AIC

435 N MICHIGAN AVE 431-451 N MICHIGAN AVE 137-102 E SUMMIT ST 136-102 E HUBBARD LOVER ST

**Submit Inspection Results**

Review your results and uncheck any results which you do not wish to submit.

**Terms & Conditions**

I, \_\_\_\_\_, as the Authorized Technician responsible for the inspection of the connecting device indicated within this report, hereby certify that the statements in this on-line inspection report ("report") are true; that I have personally inspected the device and accurately represented the condition of the device in this report; that I understood any device determined to be dangerous and hazardous to me, my report cannot be used as a basis for a State of Illinois Licensed Elevator Inspector of elevators in good standing; I understand that any false, fictitious and material fact made on this report may violate federal, state and/or local law, and may subject any person making such a statement to criminal and/or civil penalties, such as a period of incarceration, fines, and an award to the City of up to three times any damages to the City of Chicago. I Agree! I am confirming the above statement with an electronic signature.

I agree to the terms and conditions above ☒

Cancel Submit

Device	Status
Passenger Elevator - South - Car 10	Completed

I agree to the terms and conditions above ☒ \*

Cancel Submit

# Decline Inspections

Logon with your username and password

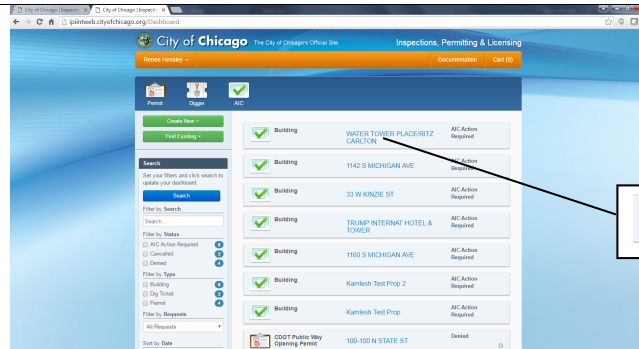


## Sign In

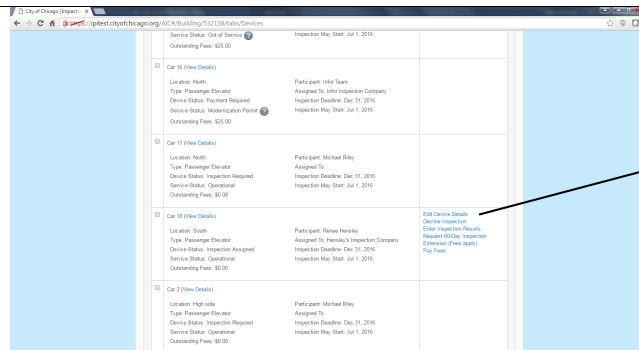


[Forgot Login Info?](#)


Click the building name on your AIC Dashboard



Click on Decline Inspection on the device you want to decline.



[Edit Device Details](#)  
[Decline Inspection](#) ←  
[Enter Inspection Results](#)  
[Print Recent Certificate](#)  
[Pay Fees](#)

Click Yes, Decline Inspections

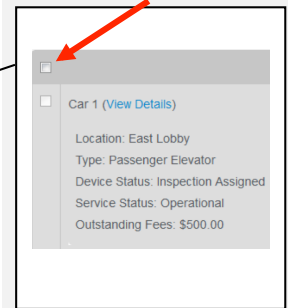
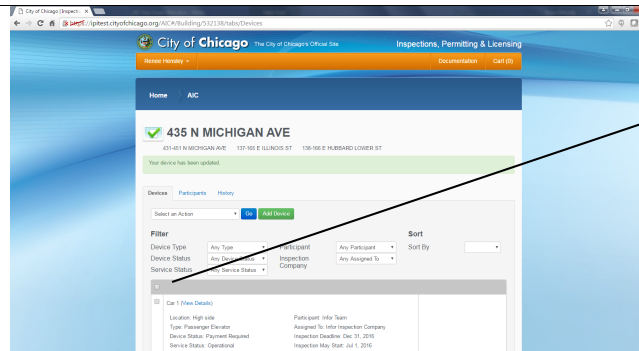
### Decline Inspections

Are you sure you do not wish to perform the inspections for these device(s)?

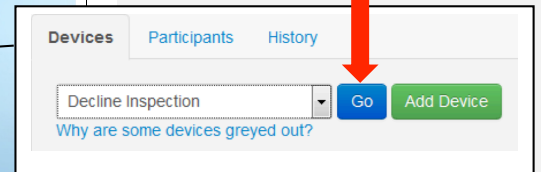
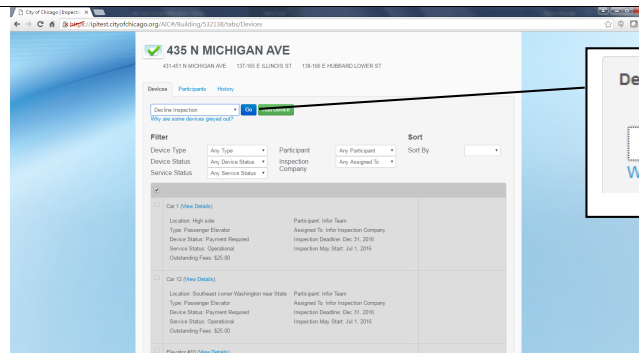
Decline Reason  \*

Device Name	Device Location
Car 18	South

**To decline inspections for multiple devices, click the select all box at the top of the device grid.**



**In the dropdown, select Decline Inspection and click Go.**



**Click Yes, Decline Inspections**

### Decline Inspections

Are you sure you do not wish to perform the inspections for these device(s)?

Decline Reason  \*

Device Name	Device Location
Car 18	South
Renee's Personal Elevator	Renee's Lobby

Cancel

Yes, Decline Inspections

## Make Payment (Add Fees to Cart)

**Lagon with your username  
and password**

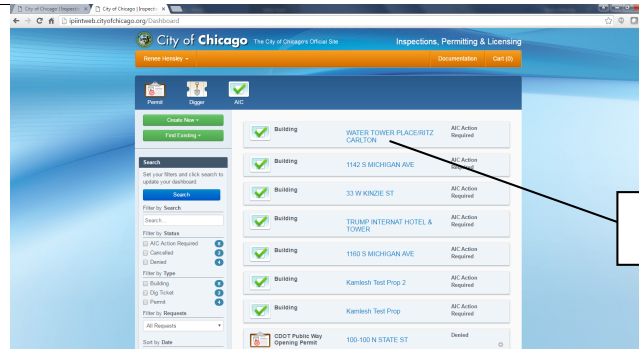


### Sign In

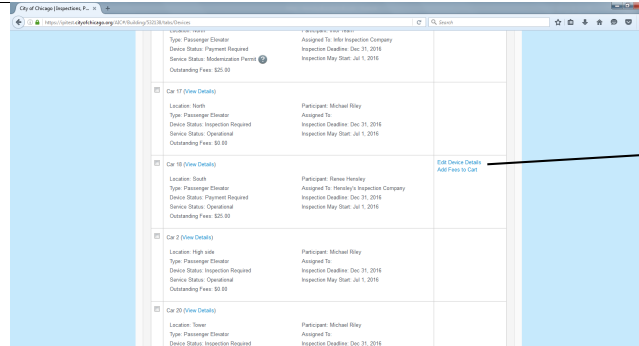


[Forgot Login Info?](#)

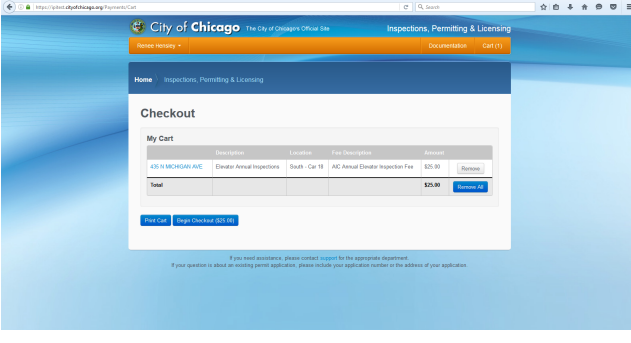
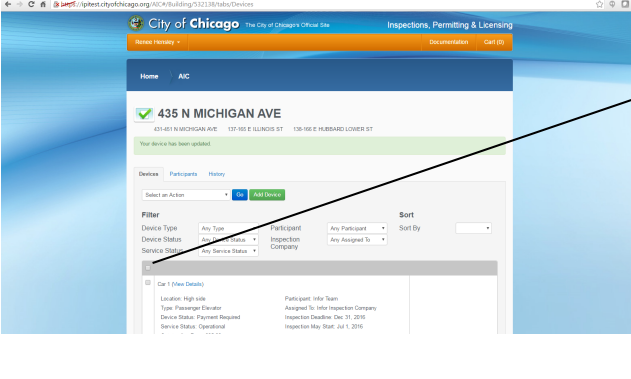

**Click the building name on  
your AIC Dashboard**



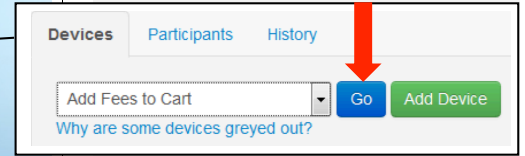
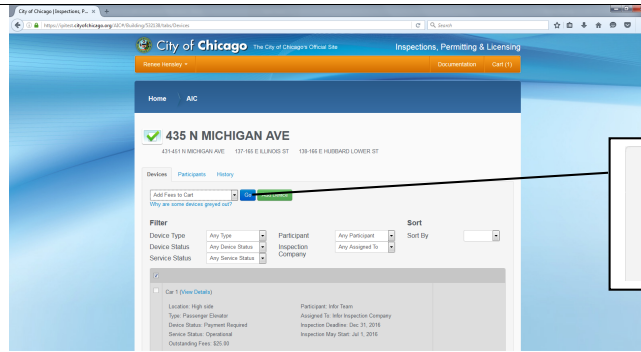
**Click Add Fees to Cart**



[Edit Device Details](#)  
[Add Fees to Cart](#)

<p><b>Click Proceed to Checkout</b></p>	<p><b>Item Added To Cart</b></p> <p>The requested item has been added to your cart. Click the 'Proceed to Checkout' button below if you would like to pay for the item(s) in your cart now. Otherwise, click 'Continue' to stay on this page</p> <div> <div>Continue</div> <div>Proceed to Checkout</div> </div>
<p><b>Click on Begin Checkout. Proceed to checkout to pay for fees.</b></p>	
<p><b>To pay fees for multiple devices, click the select all box at the top of the device grid.</b></p>	 <div data-bbox="1138 772 1409 1073"> <div><input checked="" type="checkbox"/></div> <div>Car 1 (View Details)</div> <div>Location: East Lobby</div> <div>Type: Passenger Elevator</div> <div>Device Status: Inspection Assigned</div> <div>Service Status: Operational</div> <div>Outstanding Fees: \$500.00</div> </div>

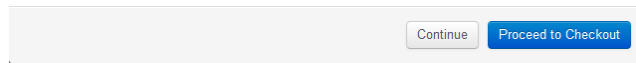
Select Add Fees to Cart from dropdown.



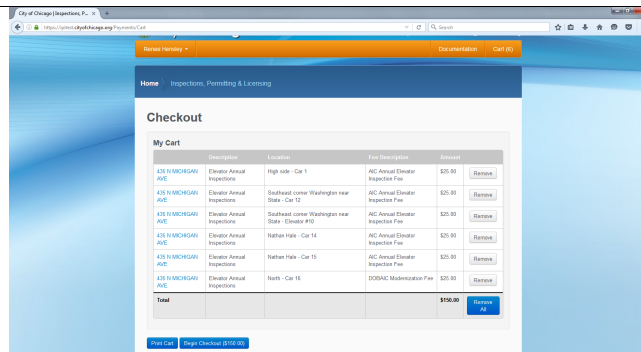
Click Proceed to Checkout

### Item Added To Cart

The requested item has been added to your cart. Click the 'Proceed to Checkout' button below if you would like to pay for the item(s) in your cart now. Otherwise, click 'Continue' to stay on this page



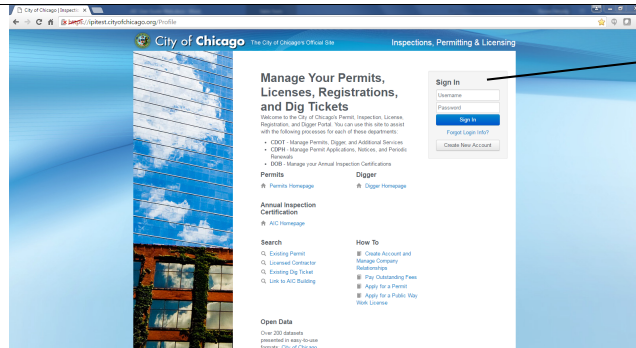
Click on Begin Checkout.  
Proceed to checkout to pay for fees.





## Generate Invoice

Logon with your username  
and password

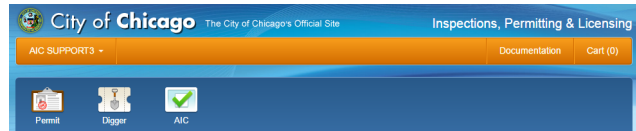


### Sign In



[Forgot Login Info?](#)


After adding fees to cart, go to  
the cart.

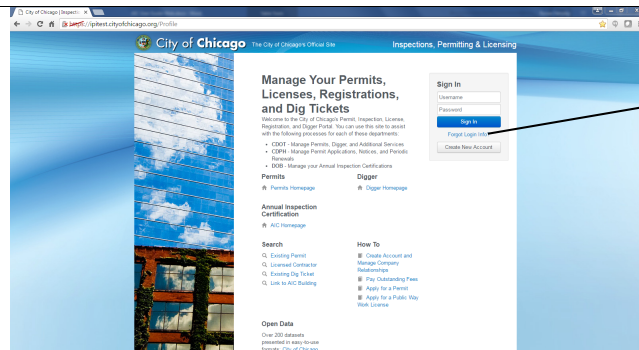


To print the Invoice, click Print  
Cart.



## View Payment History

Logon with your username  
and password



### Sign In

[Forgot Login Info?](#)

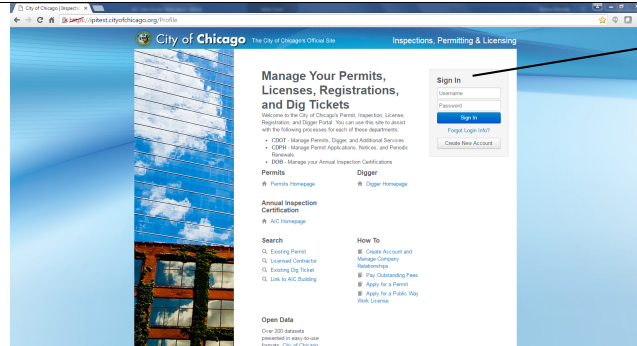
### Checkout

#### My Cart

	Description	Location	Fee Description	Amount	
FRONT	Elevator Annual Inspections	hallway - car1	AIC Extension Certificate Fee	\$500.00	<input type="button" value="Remove"/>
Total				\$500.00	<input type="button" value="Remove All"/>

# View/Print Certificates for One or More Devices

**Logon with your username and password**

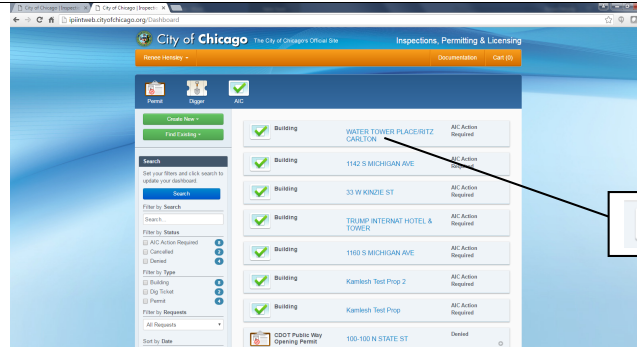


## Sign In



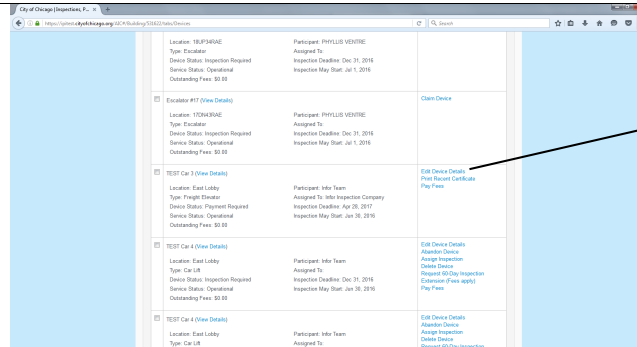
[Forgot Login Info?](#)


**Click the building name on your AIC Dashboard**



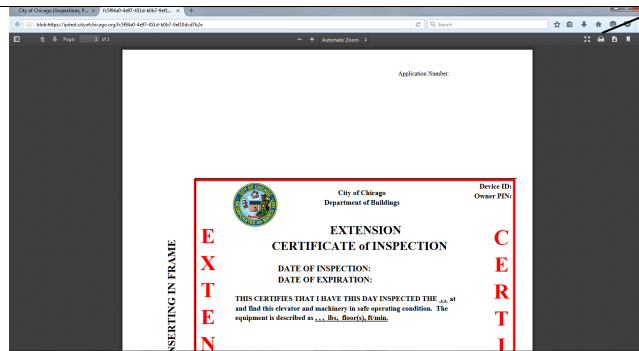
Building	Address	AIC Action Required
Building	875 N LA SALLE DR	AIC Action Required

**Click on Print Recent Certificate**

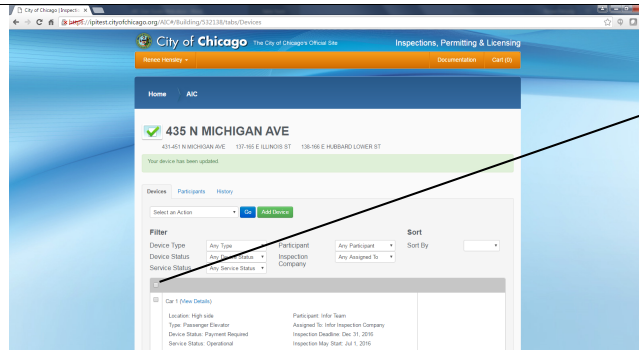


<a href="#">Edit Device Details</a>
<a href="#">Decline Inspection</a>
<a href="#">Enter Inspection Results</a>
<a href="#">Print Recent Certificate</a>
<a href="#">Pay Fees</a>

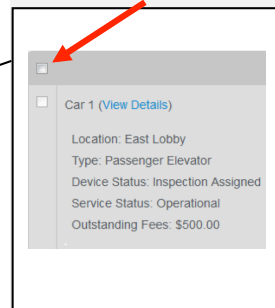
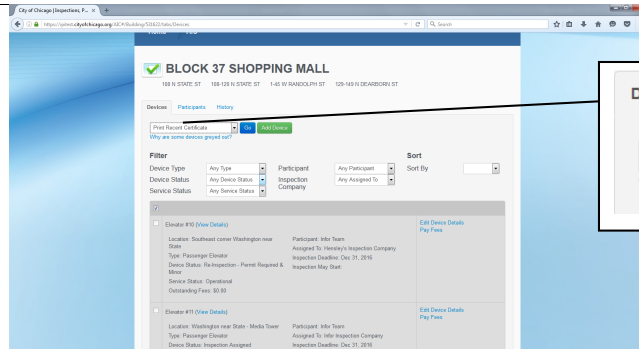
Certificate will open. Click print button.



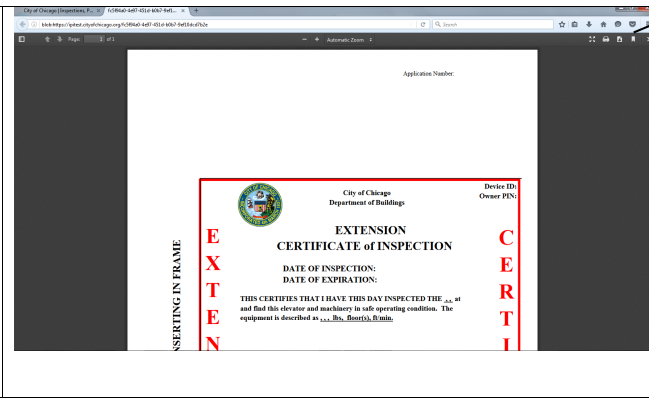
To print certificates for multiple devices, click the select all box at the top of the device grid.



Select Print Recent Certificate from the dropdown and click Go

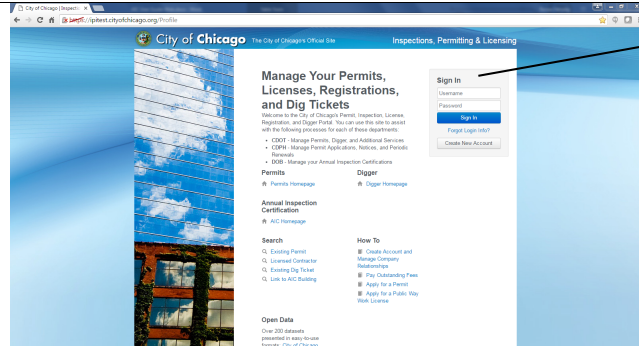


Certificate will open. Click print button.



# Request Conditional (Extension) Certificate

**Logon with your username and password**

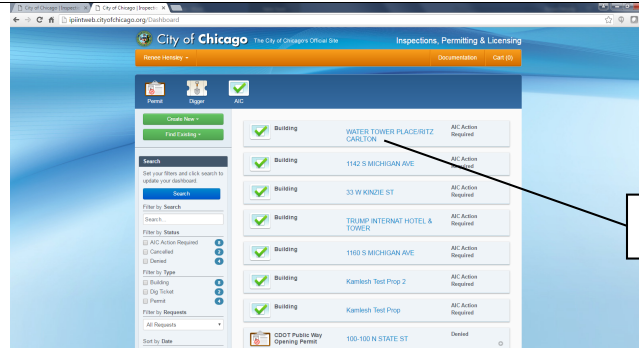


## Sign In



[Forgot Login Info?](#)

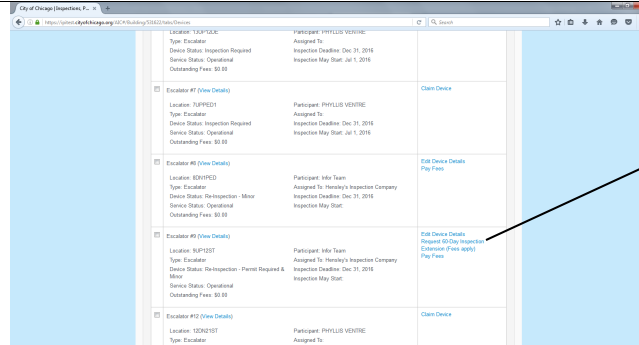

**Click the building name on your AIC Dashboard.**


☒ Building

875 N LA SALLE DR

AIC Action Required

**Click on Request 60-Day Inspection Extension (Fees apply).**



[Edit Device Details](#)

[Abandon Device](#)

[Assign Inspection](#)

[Delete Device](#)

[Request 60-Day Inspection Extension \(Fees apply\)](#)

[Pay Fees](#)

**Click Yes, Purchase Inspection Extension (60 Days).**

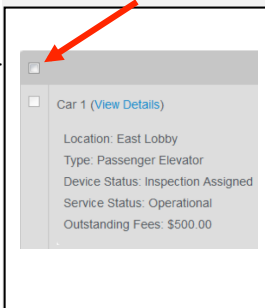
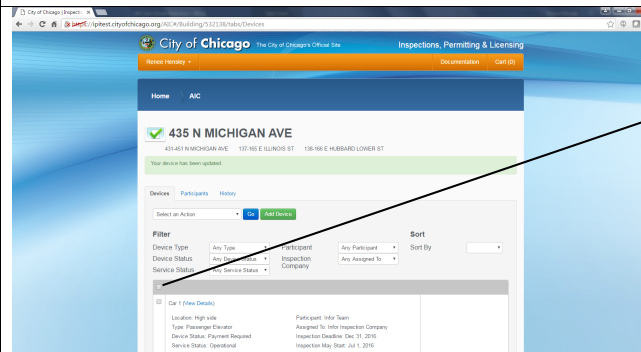
### Purchase Inspection Extension (60 Days)

Would you like to purchase an inspection extension for the below device(s)? By doing so, you will be able to print an Extension Certificate to post on your device(s), keeping your device(s) in compliance for an additional 60 days while you complete your inspection process(es).

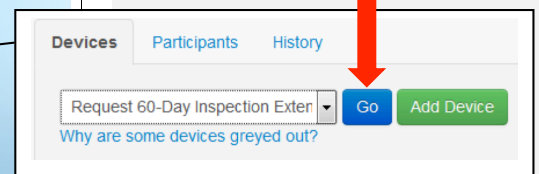
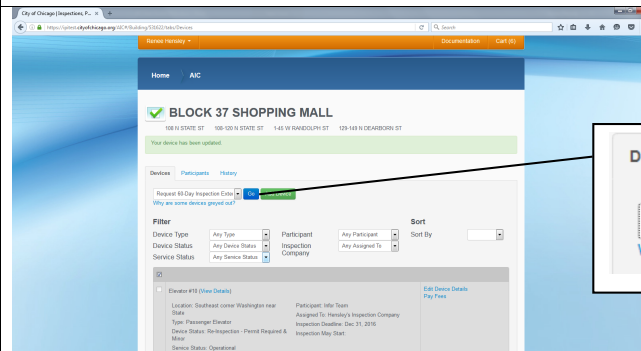
Device Name	Device Location
Escalator #9	9UP12ST

Cancel Yes, Purchase Inspection Extension (60 Days)

**To request extensions for multiple devices, click the select all box at the top of the device grid.**



**Select Request 60-Day Inspection Extension from the dropdown and click Go.**



**Click Yes, Purchase Inspection Extension (60 Days).**

**Note: Extension is not valid until paid for**

#### Purchase Inspection Extension (60 Days)

Would you like to purchase an inspection extension for the below device(s)? By doing so, you will be able to print an Extension Certificate to post on your device(s), keeping your device(s) in compliance for an additional 60 days while you complete your inspection process(es).

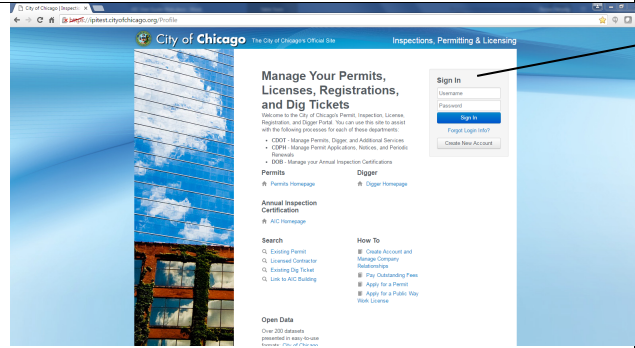
Device Name	Device Location
Escalator #9	9UP12ST
TEST Car 4	East Lobby
TEST Car 4	East Lobby

Cancel

Yes, Purchase Inspection Extension (60 Days)

# Cancel Inspection Extension Request

**Logon with your username and password**



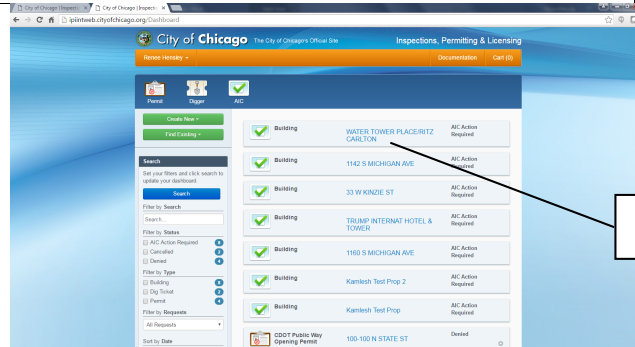
Sign In

Sign In

[Forgot Login Info?](#)

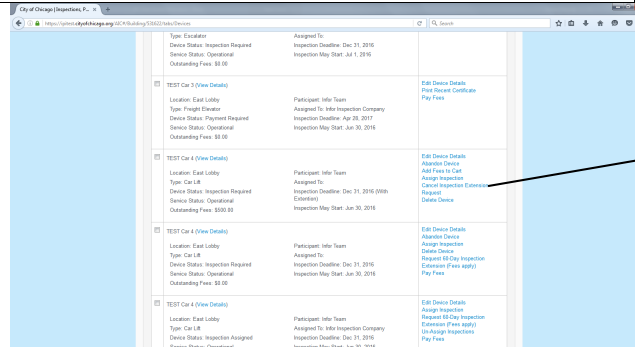
[Create New Account](#)

**Click the building name on your AIC Dashboard.**



	Building	875 N LA SALLE DR	AIC Action Required
--	----------	-------------------	---------------------

**Click Cancel Inspection Extension Request.**



[Edit Device Details](#)
[Abandon Device](#)
[Add Fees to Cart](#)
[Assign Inspection](#)
[Cancel Inspection Extension Request](#)
[Delete Device](#)

**Click Yes, Cancel Inspection Extension Request.**

### Cancel Inspection Extension Request

Are you sure you wish to cancel your inspection extension request(s)?

Device Name	Device Location
TEST Car 4	East Lobby

**To request cancelling extensions for multiple devices, click the select all box at the top of the device grid.**

☒

Car 1 (View Details)

Location: East Lobby  
Type: Passenger Elevator  
Device Status: Inspection Assigned  
Service Status: Operational  
Outstanding Fees: \$500.00

**Select Cancel Inspection Extension Request from the dropdown and click Go.**

Devices
Participants
History

Cancel Inspection Extension Req

Go
Add Device

Why are some devices greyed out?

**Click Yes, Cancel Inspection Extension Request.**

### Cancel Inspection Extension Request

Are you sure you wish to cancel your inspection extension request(s)?

Device Name	Device Location
TEST Car 4	East Lobby

Cancel

Yes, Cancel Inspection Extension Request

Administrator 5/3/17 10:41 AM

**Comment [1]:** AIC Instructions – May 2017