

City of Chicago

AIC User Guide – Web – AIC Inspectors

Account Management
Building Management

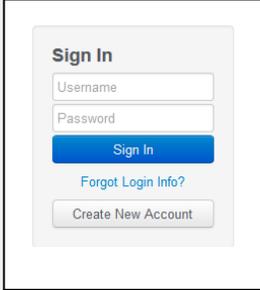
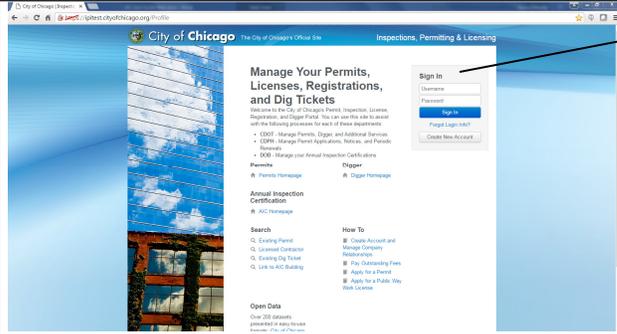
[Ver. 1.0], 07.23.2016

Contents

| | |
|---|--------------------|
| AIC Dashboard | 3 |
| AIC Homepage | 4 |
| Account Management - Create Account | 5 |
| Account Management - Account Login | 7 |
| Account Management - Recover My Credentials | 8 |
| Account Management - Request Company Creation | 10 |
| Account Management - Request Addition to Existing Company | 12 |
| Account Management - View Company Details | 14 |
| Account Management - Edit Company Details | 15 |
| Account Management - Send Invitation to Join Company | 17 |
| Account Management - Accept / Reject Request to Join Company | 19 |
| Account Management - Accept / Reject Request to Add User to Company | 20 |
| Account Management - Manage My Company's Qualifications | 22 |
| Account Management - Manage Individual Licenses | 24 |
| Building Management - View List of AIC Buildings Associated to My Account | 22 |
| Building Management - Linking Your Building To Your Account | 23 |
| Building Management - View Building Details | 25 |
| Building Management - View List of AIC Participants at a Building | 26 |
| Building Management - Send AIC Participant Invitation | 28 |
| Building Management - Accept AIC Participant Invitation | 30 |
| Building Management - Remove AIC Building from My Account | 31 |
| Building Management - Manage My Role at AIC Building | 33 |

AIC Dashboard

Logon with your username and password

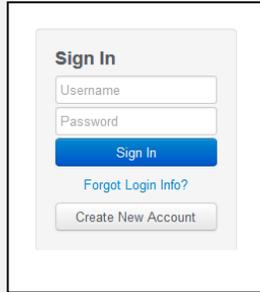
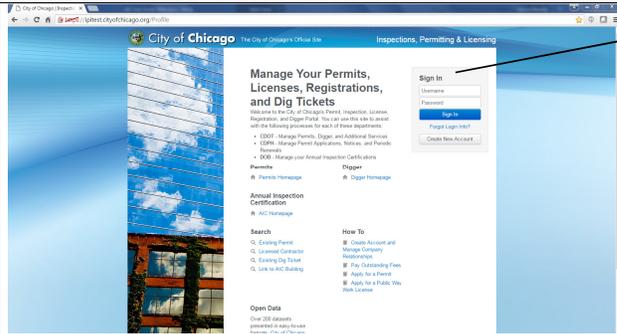


View your dashboard



AIC Homepage

Logon with your username and password



Click AIC on your AIC Dashboard

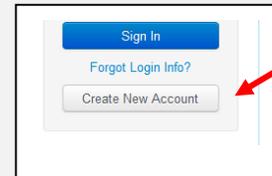


View the AIC Homepage

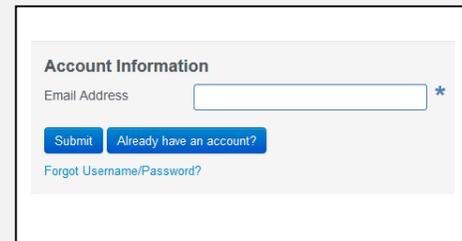
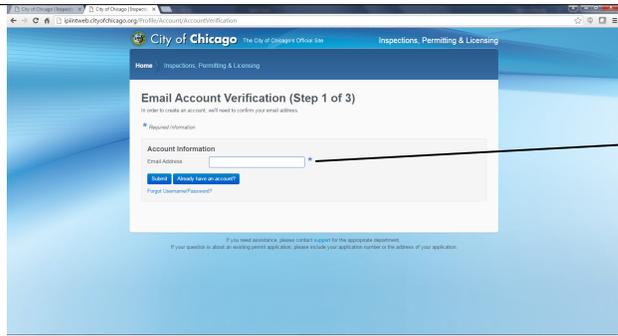


Create Account

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



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



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

Zip/Postal Code

Register

Forgot Username/Password?

Create or join company or click skip this step.

Individual/Personal Account

If you are creating a personal account, or if you do not want to provide your company's information, you can skip this step and continue into the site. (You will be able to join/create a company later.)

Skip This Step

Company Information

Enter the name of your company

Find Company

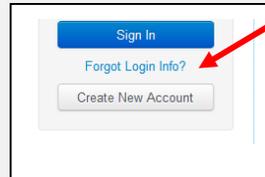
Account Login

Logon with your username and password

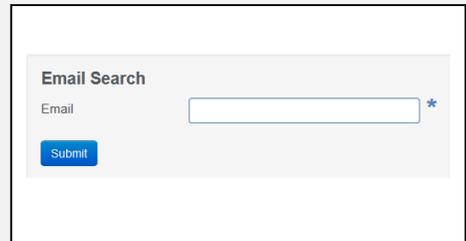
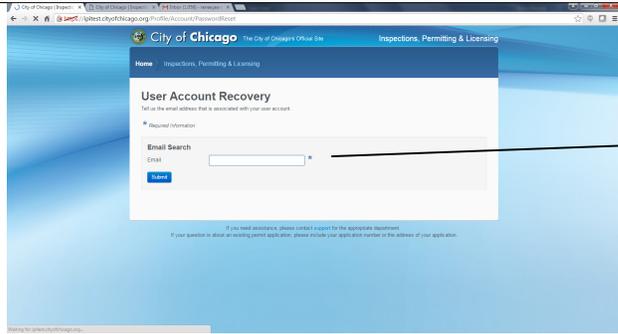
A detailed view of the 'Sign In' form. It consists of a white box with a blue header 'Sign In'. Below the header are two input fields: 'Username' and 'Password'. Below these fields is a blue 'Sign In' button. Underneath the button is a blue link 'Forgot Login Info?'. At the bottom of the form is a white button with a blue border labeled 'Create New Account'.

Account - Recover My Credentials

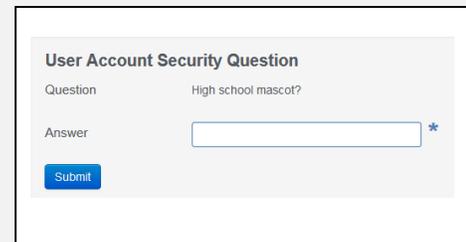
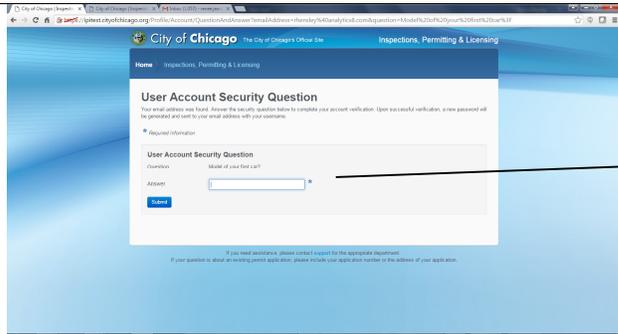
Click Forgot Login Info



Type in the email address associated with your account



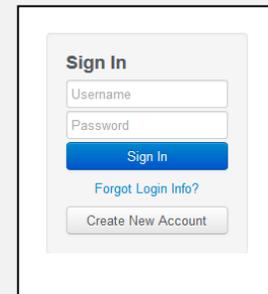
Answer your security question



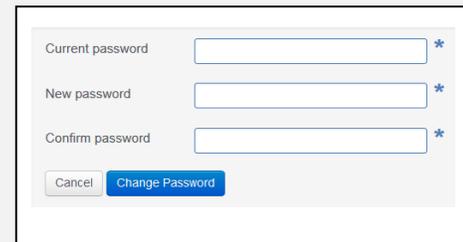
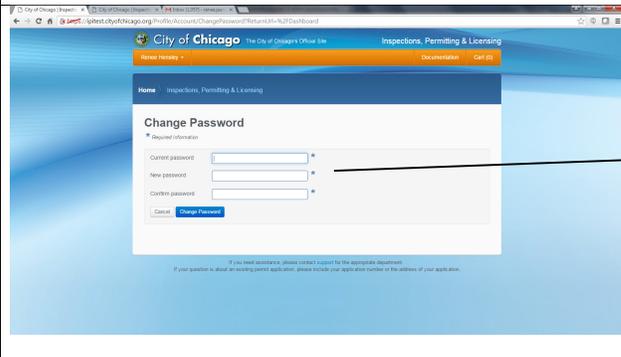
Retrieve temporary password from your email



Logon with your username and password

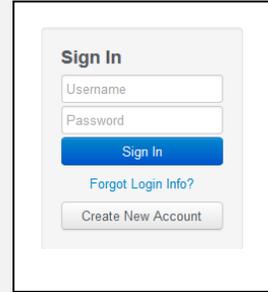


Type in temporary password and new password and click change password.

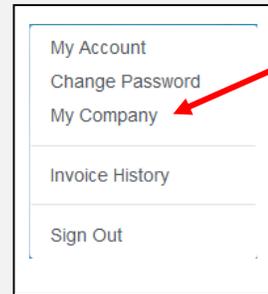


Request Company Creation

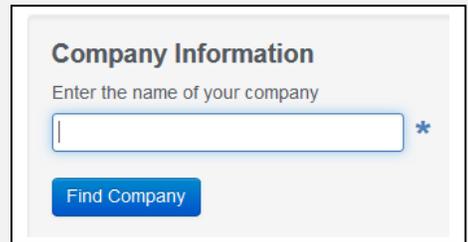
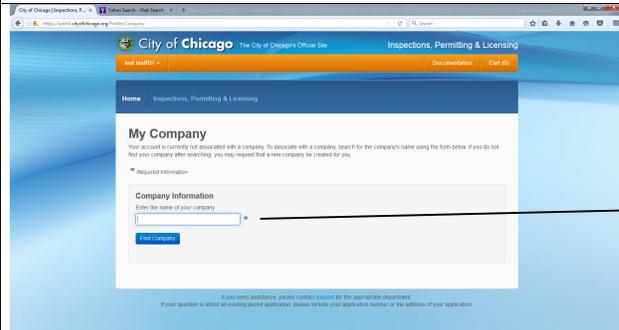
Logon with your username and password



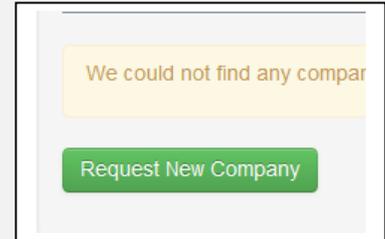
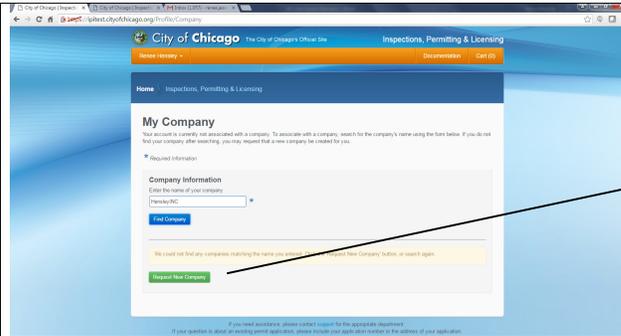
On the dropdown of your user name select my company.



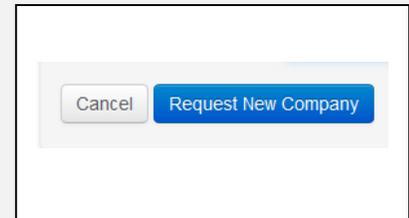
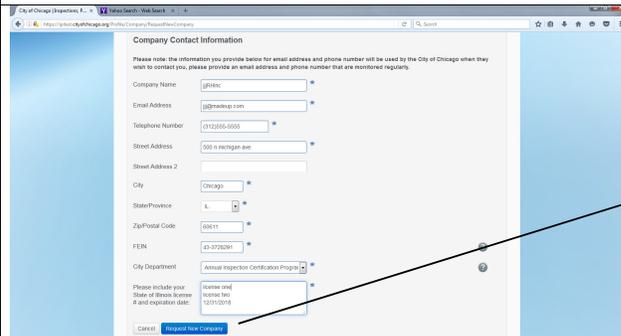
Enter in the name of your company and click Find Company.



Click Request New Company.

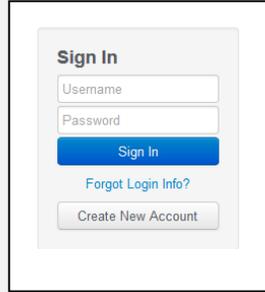
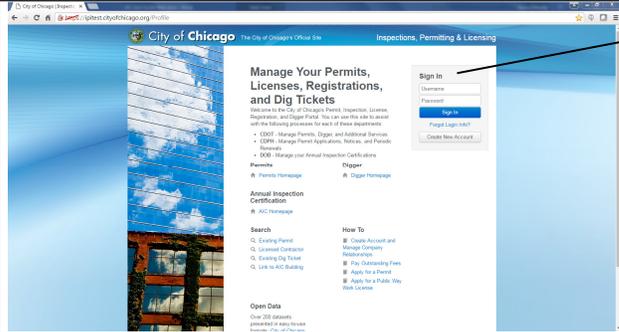


Enter in the company information on the request new company page. Click request new company.

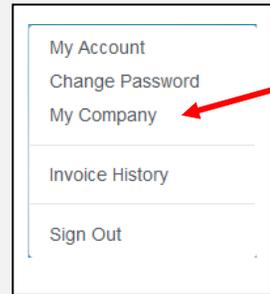


Request Addition To Existing Company

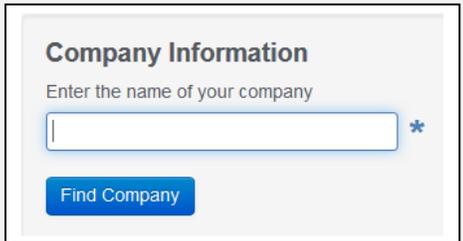
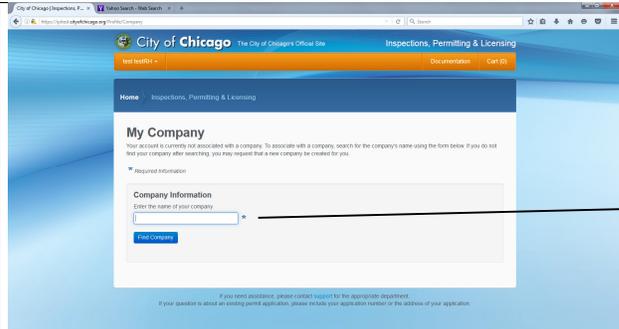
Logon with your username and password



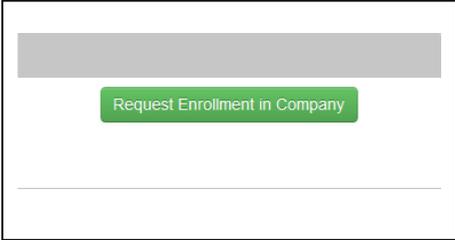
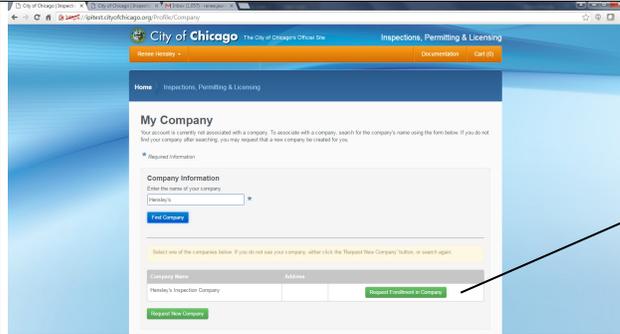
On the dropdown of your user name select my company



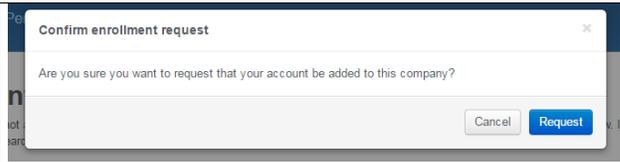
Enter in the name of your company and click Find Company.



Next to your company, Click Request Enrollment in Company.



Confirm your enrollment request.



View Company Details

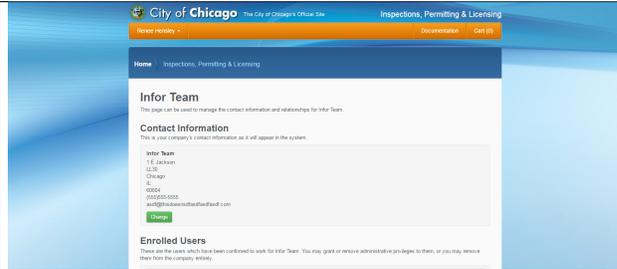
Logon with your username and password



On the dropdown of your user name select my company



View your company's information.



Sign In

Username

Password

[Forgot Login Info?](#)

My Account

Change Password

My Company ←

Invoice History

Sign Out

Edit Company Details

Logon with your username and password



Sign In

Username

Password

[Forgot Login Info?](#)

On the dropdown of your user name select my company



My Account

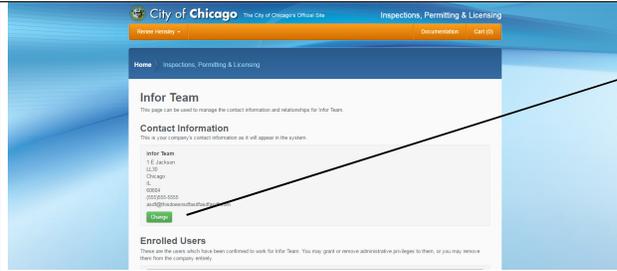
Change Password

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@thisdoesnsdfasdfsdf.com

Edit your company's information and click Update.

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: Enter Team

Telephone Number: (555) 555-5555

Street Address: 1 E Jackson

Street Address 2: 1130

City: Chicago

State/Province: IL

Zip/Postal Code: 60604

FEIN: [Empty]

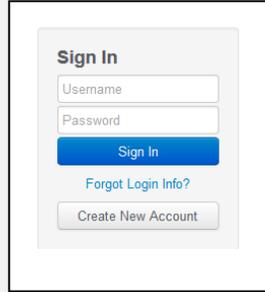
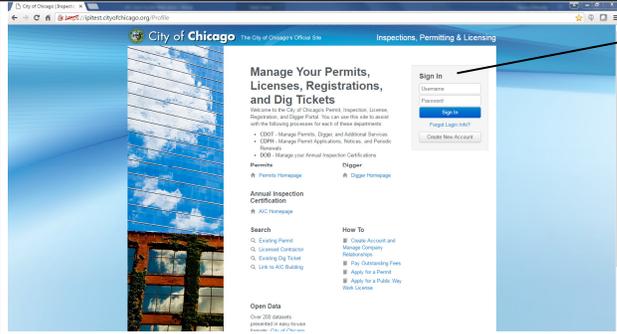
Buttons: Cancel, Update

Buttons: Cancel, Update

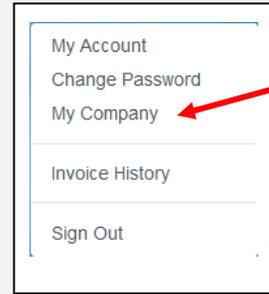


Send Invitation to Join Company

Logon with your username and password



On the dropdown of your user name select my company



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

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
2800 N. Lake Shore Dr
Chicago
60613
(312)999-9000
[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 | Deane | deane@hensley.com | -- |

Licenses and Qualifications

| Licenses or Qualifications | Expiration Date |
|----------------------------|-----------------|
| Inspector | 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

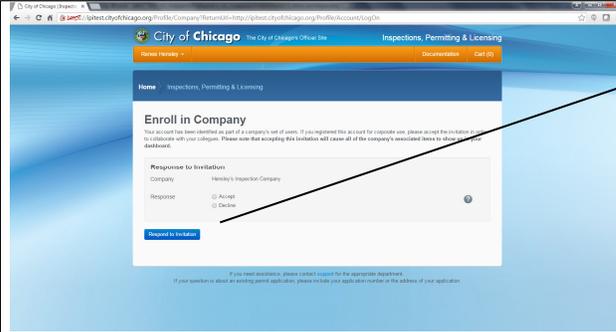
Enter the email address of the person you wish to invite to join your company.

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

Logon with your username and password



On the dropdown of your user name select my company



Sign In

Username

Password

Sign In

[Forgot Login Info?](#)

[Create New Account](#)

My Account

Change Password

My Company ←

Invoice History

Sign Out

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

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.

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 | Donor | rhensley@hensley.com | Admin |
| Hensley | Donor | rhensley | Admin |

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 | | | Accept | Reject |
| test01 | test | test01 | Accept | Reject |

Licenses and Qualifications

| License or Qualification | Expiration Date |
|-------------------------------------|-----------------|
| Car Lift Inspector 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

| | |
|--------|--------|
| Accept | Reject |
| Accept | Reject |

Manage My Company's Qualifications

Logon with your username and password



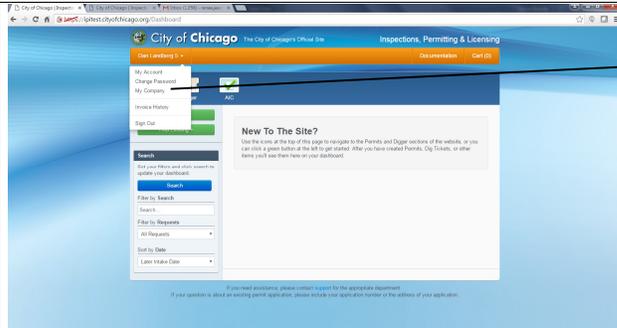
Sign In

Username

Password

[Forgot Login Info?](#)

On the dropdown of your user name select my company



Commented [RH1]:

My Account

Change Password

My Company ←

Invoice History

Sign Out

View your company's qualifications.

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.

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 | Doreen | dhensley | <input type="button" value="Revoke Admin Rights"/> <input type="button" value="Remove User"/> |
| Hensley | Doreen | rdhens | -- |

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 name.

| Last Name | First Name | User Name |
|------------------------------|------------|-----------|
| Hensley's Inspection Company | weid | weid01 |

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:

Licenses and Qualifications

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

Manage Individual Licenses

Logon with your username and password



Sign In

Username

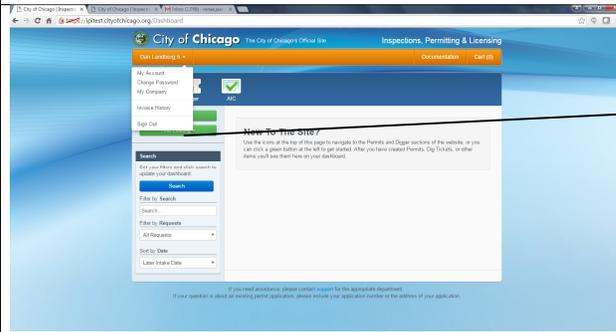
Password

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

View your company's licenses.

The screenshot shows a web application interface for Hensley's Inspection Company. The page is titled "Hensley's Inspection Company" and includes a navigation bar with "Home" and "Inspections, Permitting & Licensing".

Contact Information
 This is your company's contact information as it will appear in the system.
 Hensley's Inspection Company
 3902 N. Lake Shore Dr.
 Chicago, IL 60641
 (773) 299-9599
 [Clear]

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 | Donce | rdhensley | [Revoke Admin Rights] [Remove User] |
| Hensley | Donce | rdhens | -- |

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 name.

| Last Name | First Name | User Name |
|------------------------------|------------|-----------|
| Hensley's Inspection Company | weid | weid |

[Accept] [Reject]

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:

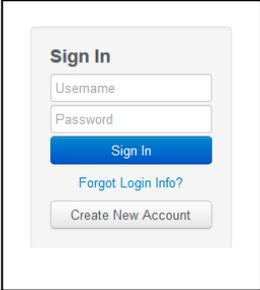
[Invite User]

Licenses and Qualifications

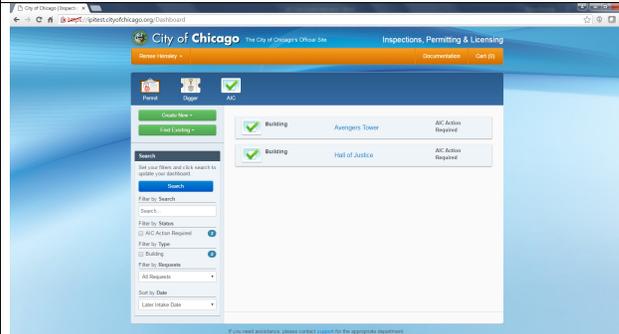
| License or Qualification | Expiration Date |
|-------------------------------------|-----------------|
| Car Lift Inspection License | -- |
| Elevation Device Inspection License | -- |

View List of AIC Buildings Associated to My Account

Logon with your username and password



View the buildings on your dashboard.



Linking Your Building To Your Account

Logon with your username and password



Sign In

Username

Password

Sign In

[Forgot Login Info?](#)

[Create New Account](#)

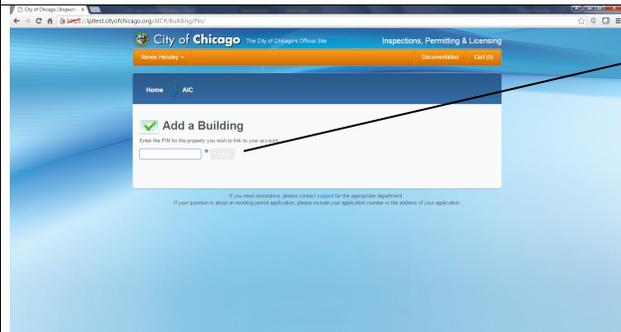
Click AIC on your AIC Dashboard



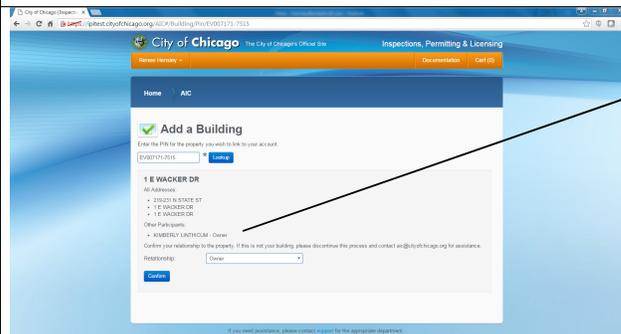
Click on Add My Building.



Enter your properties PIN number and click Lookup.



Select your relationship to the property and click confirm.



Annual Inspection Certification

Owners and Property Managers

If you own or manage elevators and/or other conveyances, you can add your pro to your account below. After you've added the property to your account you'll be able to manage your device inventory and schedule inspections. If you don't know your PIN we can help.

Add My Building

Show My Buildings

Add a Building

Enter the PIN for the property you wish to link to your account.

100334720-1499

Lookup

1 E PEARSON ST

All Addresses:

- 1 E PEARSON ST
- 1 E PEARSON ST

Other Participants:

- William Sherry - Owner

Confirm your relationship to the property. If this is not your building, please do not

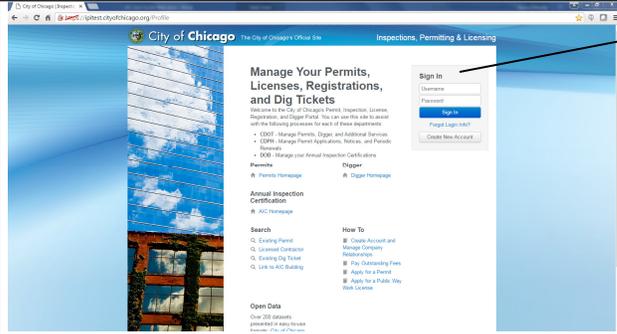
Relationship:

Property Manager

Confirm

View Building Details

Logon with your username and password



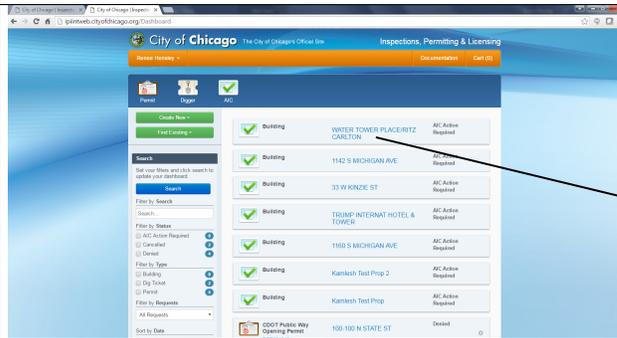
Sign In

Username

Password

[Forgot Login Info?](#)

Click the building name on your AIC Dashboard

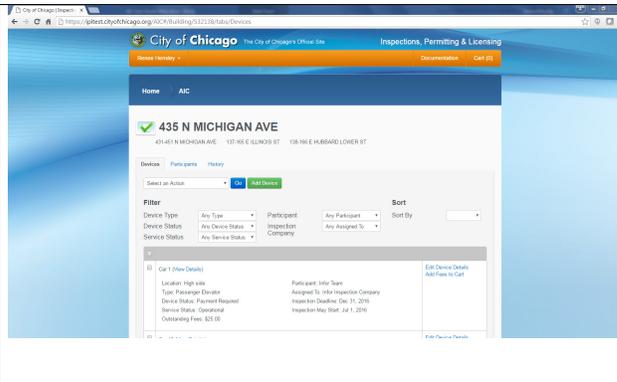


Building

875 N LA SALLE DR

AIC Action Required

View building details.



View List of AIC Participants at a Building

Logon with your username and password



Sign In

Username

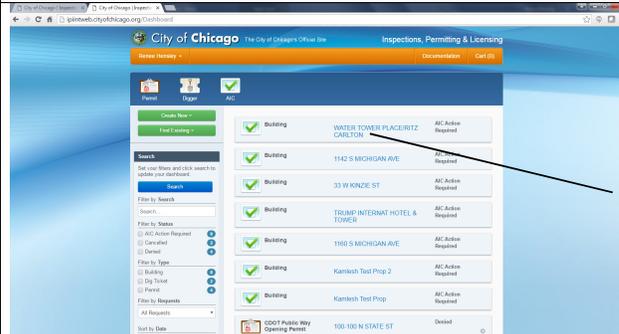
Password

Sign In

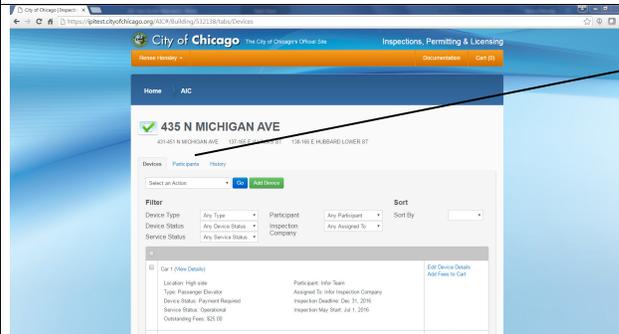
[Forgot Login Info?](#)

[Create New Account](#)

Click the building name on your AIC Dashboard



Click the participants tab.



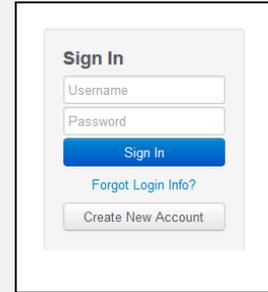
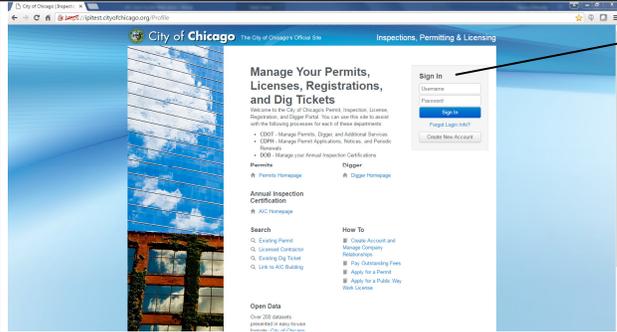
View the participants.

The screenshot shows the City of Chicago AIC (Apartment Inspection and Compliance) website. The page is titled "435 N MICHIGAN AVE" and displays a table of participants. The table has columns for Name, Address, Email, Phone, and Relationship. There are two participants listed: "Inter Team" and "Michael Riley". Below the table, there is a section for "Invite more participants to join:" with an "Email" input field and a "Send Invitation" button. At the bottom, there is a link to "Go to the Company Management page to add company or participants to the company."

| Name | Address | Email | Phone | Relationship |
|---------------|---|--------------------------|---------------|---------------------------|
| Inter Team | 1 E Jackson 1130 Chicago IL 60604 | act@intermediate@aol.com | (855)505-5555 | Property Manager (Change) |
| Michael Riley | 435 N. Michigan Ave Chicago IL 60611 | mhr@bribe.com | (773)222-2077 | Owner |

Send AIC Participant Invitation

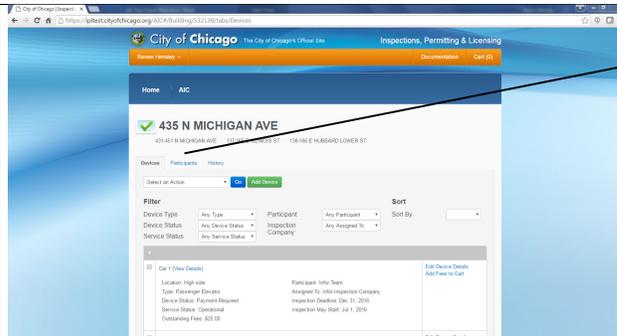
Logon with your username and password



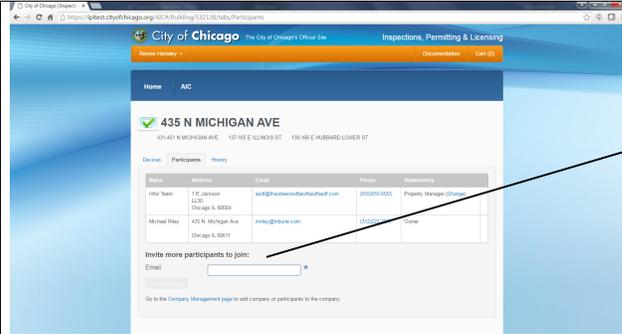
Click the building name on your AIC Dashboard



Click the participants tab.



Enter the email of the participant you would like to invite and click send invitation.



Invite more participants to join:

Email

jjj@madeup.com

Send Invitation

Accept AIC Participant Invitation

Click on URL in AIC building participant invitation email. Enter in your email address and click Submit if you don't have a web account or Already have an account? If you have a web account.

Account Information

Email Address

[Forgot Username/Password?](#)

If you already have an account, enter in your username and password and click Sign In. Otherwise, create a new account using the steps starting on [page 5](#).

Username

Password

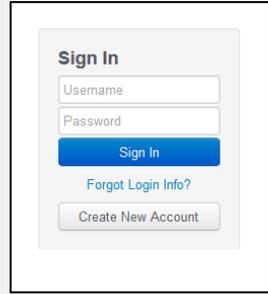
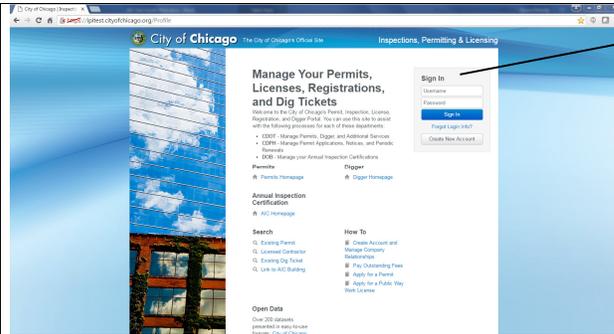
[Forgot Username/Password?](#)

Choose your role for the building and click confirm.

Role

Remove AIC Building from My Account

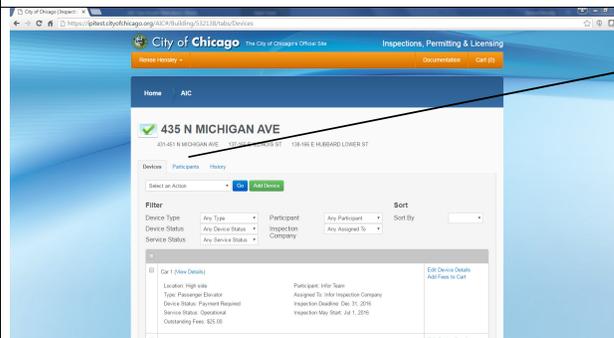
Logon with your username and password



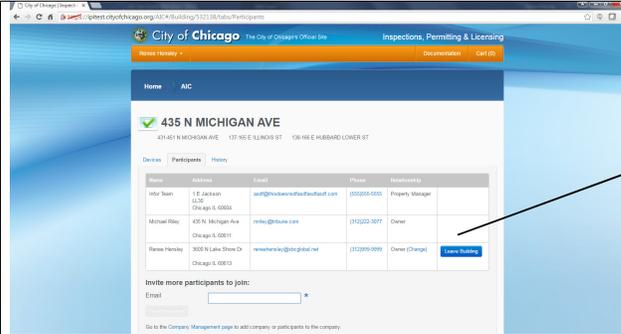
Click the building name on your AIC Dashboard



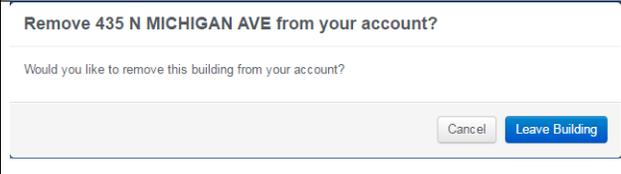
Click the participants tab.



Click leave building by your user information.

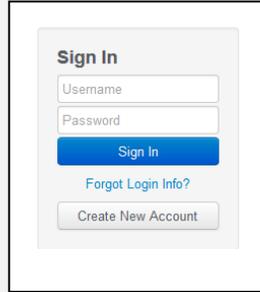


Confirm that you want to leave the building.

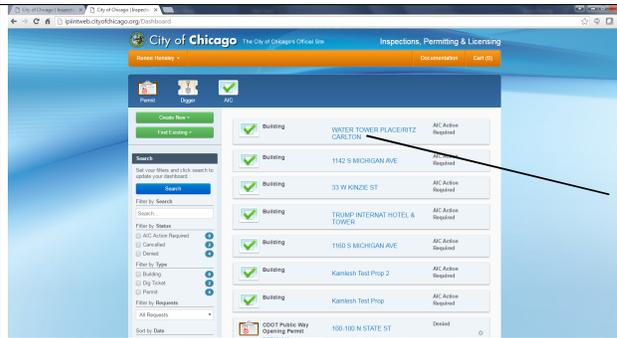


Manage My Role at AIC Building

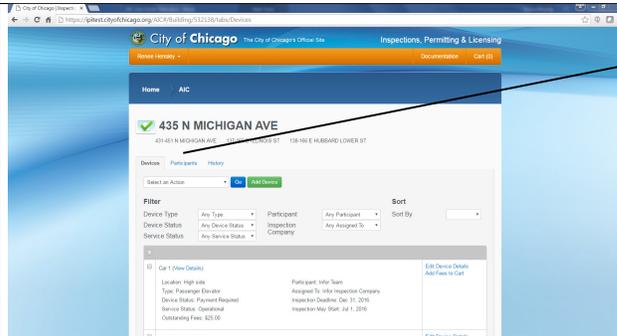
Logon with your username and password



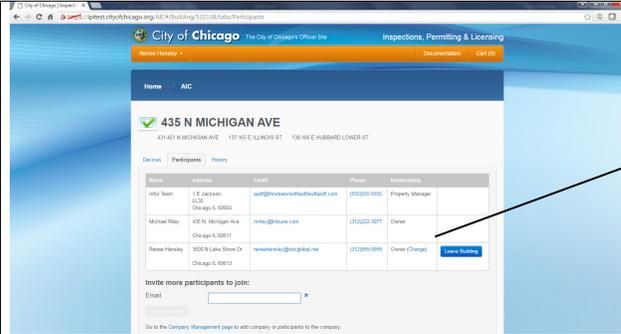
Click the building name on your AIC Dashboard



Click the participants tab.



Click change under relationship by your user information.



Select your new role and click Change My Role.

