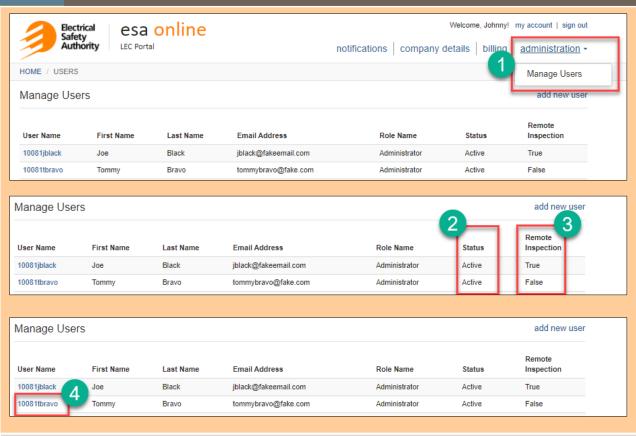
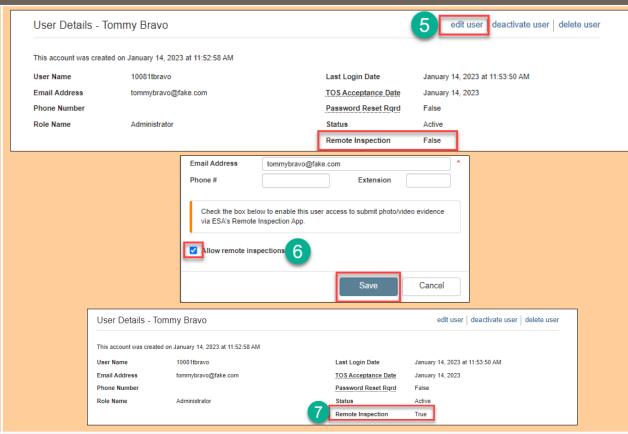
Remote Inspection Quick Tips – Customer Administrator – Register Users for Remote Inspection



- 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