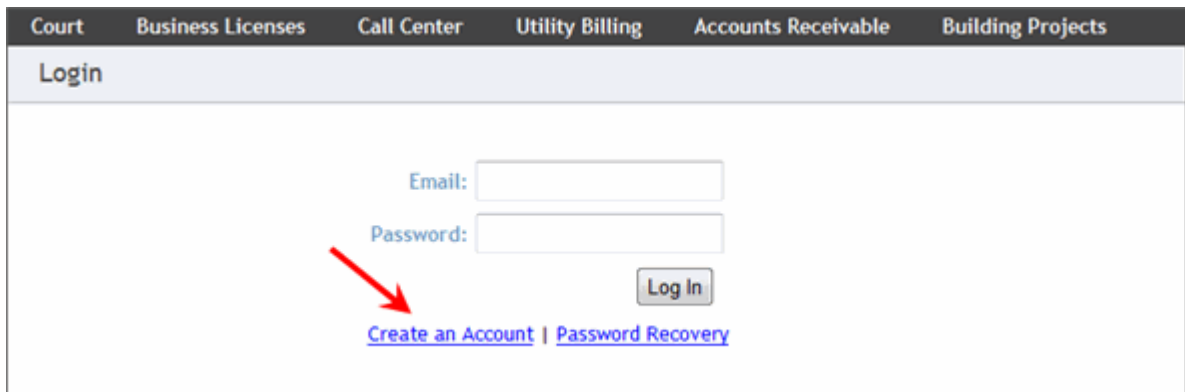


\rx#huh#khu#-#P hp eh#K hcs A#Fuhdw#P hp eh#Dffrxqw

Member help

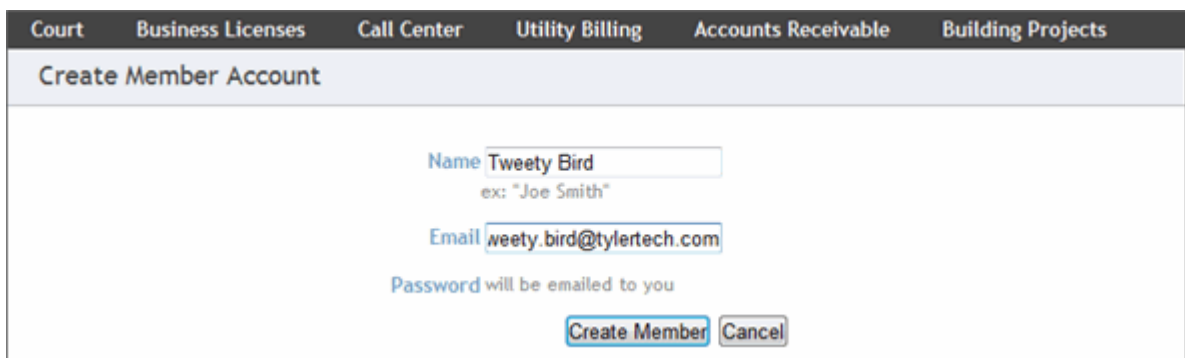
Create Member Account

1. Select an application link from the InSite homepage. For most applications, the Login page loads. If not, click the **Login** link.



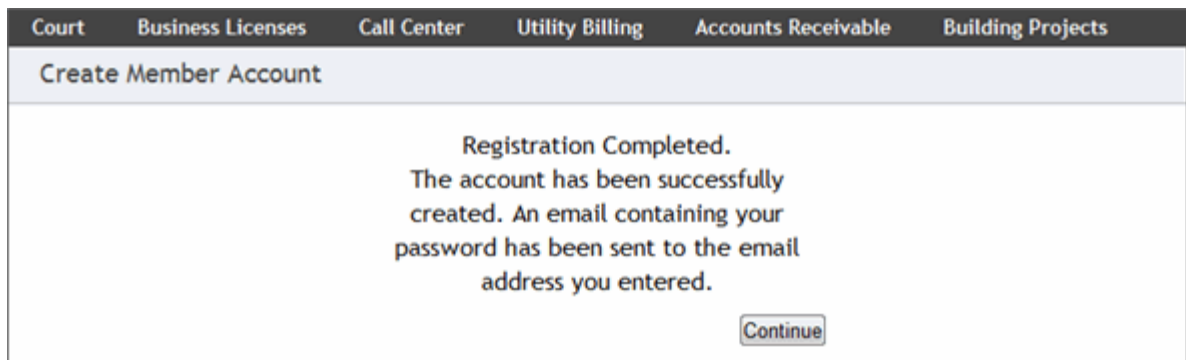
The screenshot shows the top navigation bar with links: Court, Business Licenses, Call Center, Utility Billing, Accounts Receivable, and Building Projects. Below the navigation bar is a header labeled "Login". The main content area contains an "Email:" input field, a "Password:" input field, and a "Log In" button. A red arrow points to the text "[Create an Account](#) | [Password Recovery](#)" located below the password field.

2. From the Login page, click the **Create an Account** link. The Create Member Account page loads.

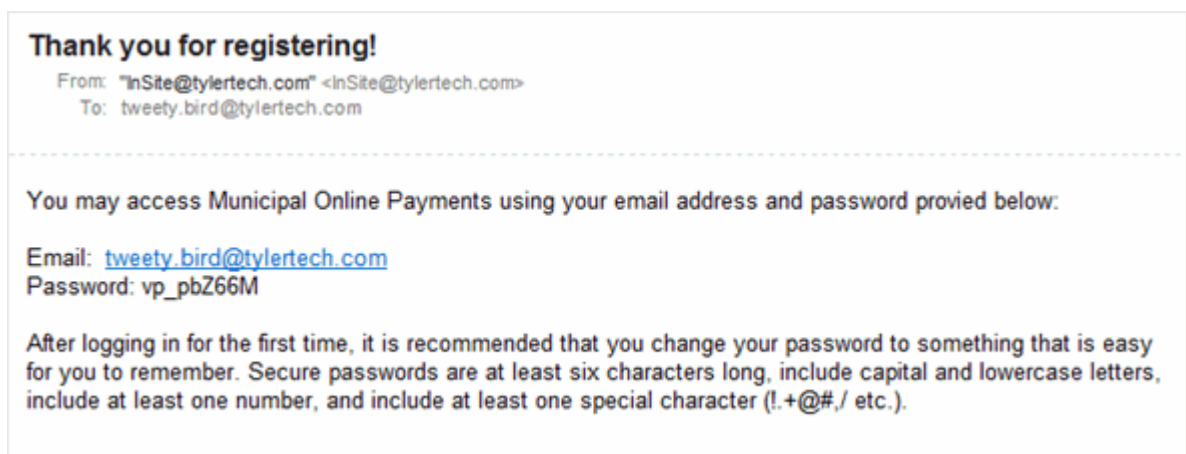


The screenshot shows the top navigation bar with links: Court, Business Licenses, Call Center, Utility Billing, Accounts Receivable, and Building Projects. Below the navigation bar is a header labeled "Create Member Account". The main content area contains a "Name" input field with the text "Tweety Bird" and a subtext "ex: 'Joe Smith'". Below the name field is an "Email" input field with the text "weety.bird@tylertech.com". Below the email field is the text "Password will be emailed to you". At the bottom of the form are two buttons: "Create Member" and "Cancel".

3. Type your information in the **Name** and **Email** fields. Your email address is your login ID and is used for password recovery or for confirmation of any activity on the site.
4. Click **Create Member**. The following message displays:



5. Click **Continue** to return to the InSite homepage.
6. Check your email to find the confirmation message that contains your password.



7. Once again, select an application and return to the Login page. Log in using your email address and the password found in the confirmation email. After logging in, you can change your password. (See [Edit your member information](#) for instructions.)

\rx#huh#huh#Exlorlgj#SumhfwA#hp ehuh#hs A#hjlwhu#ru#exlorlgj#sumhfw

Building Projects: Member Help

Note: Your permitting authority may not use all the features shown here.

Register for Building Projects

1. Click the **Building Projects** link.
2. Log in using your email address and password. (For information on creating an account see "[Create Member Account](#)".)
3. Enter your information in the registration form. Click **Submit**.

Building Projects

After you register, using the form below, you will be able to view your projects online.

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Register to View Building Projects Online

* are required fields

Are you a contractor? yes no

Name

First Bugs * Last Bunny *

Business

Mailing Address

Attention

Address 1 40 Rabbit Hole *

Address 2

City Forest *

State TX *

Zip 01940 *

Contact Information

Phone Number 866-163-1940 *

Online Services

- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

4. The confirmation page loads with your confirmation code. The registration information is sent to your permitting authority for approval. Approval times vary. If a week passes and your registration has not been approved, contact your permitting authority for more information.

The screenshot shows the 'Building Projects' section of a website. At the top, there is a navigation bar with links for Business Licenses, Call Center, Utility Billing, Accounts Receivable, Court, and Building Projects. Below this, the 'Building Projects' header is displayed. A prominent green box contains the following text: 'Confirmation Code: 000650. Your registration form has been submitted. Registration requires approval and will not show up immediately on the Building Project home page.' To the right of this box, there is a user profile for 'Bugs Bunny' with the email 'bugs.bunny@tylertech.com' and links for 'Member Profile' and 'Logout'. Below the profile, there are sections for 'Online Services' (with links for 'Apply for a Permit', 'View All Inspections', 'Pay Fees', and 'Completed Projects'), 'Need Help?' (with links for 'Contact Us' and '(806)-BUS-PROJ'), and 'Announcements' (with a reminder for a Contractor Association meeting on December 18th at 4:30).

5. Once your registration is approved, your Building Projects home page looks similar to the image below. You can now apply for a permit.

Note: If you have applied for permits in person, these permits are associated with your account and display on your home page automatically.

The screenshot shows the 'Building Projects' section of a website, similar to the previous one. The 'Projects' section is highlighted with a dark header and contains the text: 'There are no projects associated with your Membership.' Below this, the 'Pending Applications' section is also highlighted with a dark header and contains the text: 'There are no pending applications at this time.' The right-hand side of the page remains the same, featuring the user profile for 'Bugs Bunny', the 'Online Services' list, 'Need Help?' links, and the 'Announcements' section.

\rx#huh#huh#Exlorqj\$urnhfwA#p hp ehufK hcs A#Dssq#hru#hshup lw

Apply for a permit

1. Click the **Apply for a Permit** link from any Building Projects page.
2. From the **Permit Type** dropdown, select the type of permit you want to apply for.

Building Projects

Apply for a Permit

Permit Type Select a Template

—

Single Family Residential Bldg

New Residential Building

New Commercial Building

Residential Remodel

Commercial Remodel

Moving Permit

Fence Permit

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements
 Reminder: Contractor Association meeting on December 18th at 4:30.

3. Fill out the permit application. Required fields are marked with an asterisk (*). Required segments are indicated with a disabled checkbox. Optional segments can be added by marking the corresponding checkbox to reveal the pertinent fields.

Building Projects

Apply for a Permit

Permit Type Select a Template

New Residential Building

Project Information
 Required fields are indicated by an asterisk (*).

Property Address *

Issued To BUGS BUNNY ▼

General Contractor BUGS BUNNY ▼

Square Footage sq. ft.

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Segment

New Residential Building2

This section is required when applying for this type of permit.

Contractor: BUGS BUNNY ▼

Estimated Value: *

Segment Details

JBT-Flat (Input) *

Fire Sprinkler

This section is required when applying for this type of permit.

Contractor: BUGS BUNNY ▼

Estimated Value:

Electrical Permit

Mechanical Permit

Contractor: BUGS BUNNY ▼

Estimated Value:

Segment Details

of A/C Units *

M-DUCT OUTLETS

M-REFRIGERATION UNITS COMMERCIAL

Additional Information

BLOCK NUMBER TEST *

Notes:

Reminder: Contractor Association meeting on December 18th at 4:30.

4. Click **Calculate** to estimate the permit cost. If necessary, you can make changes and recalculate the permit cost.

Building Projects

Apply for a Permit

Permit Type Select a Template

New Residential Building ▼

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)

Project Information

Required fields are indicated by an asterisk (*).

Property Address *

Issued To

General Contractor

Square Footage sq. ft.

Segment

New Residential Building2

This section is required when applying for this type of permit.

Contractor

Estimated Value *

Segment Details

JBT-Flat (Construction Value)	\$0.00
JBT-Flat (Estimated Value)	\$0.00
JBT-Flat (Input) <input type="text" value="1"/> *	\$0.00
JBT-Flat (Square Footage)	\$0.00

Fire Sprinkler

This section is required when applying for this type of permit.

Contractor

Estimated Value

Electrical Permit

Mechanical Permit

Contractor

Estimated Value

Segment Details

M-HEATING UNITS	\$56.00
# of A/C Units <input type="text" value="1"/> *	\$175.00
M-DUCT OUTLETS <input type="text" value="6"/>	\$6.00
M-REFRIGERATION UNITS COMMERCIAL <input type="text" value="1"/>	\$29.00
M-ANY OTHER	\$8,510.00

Estimated Total \$24,290.56

Estimated total may not be the exact amount you will owe after your application is approved. Not all fees are able to be calculated online. Also, there is a minimum \$25.00 fee for all permits in the state of Texas.

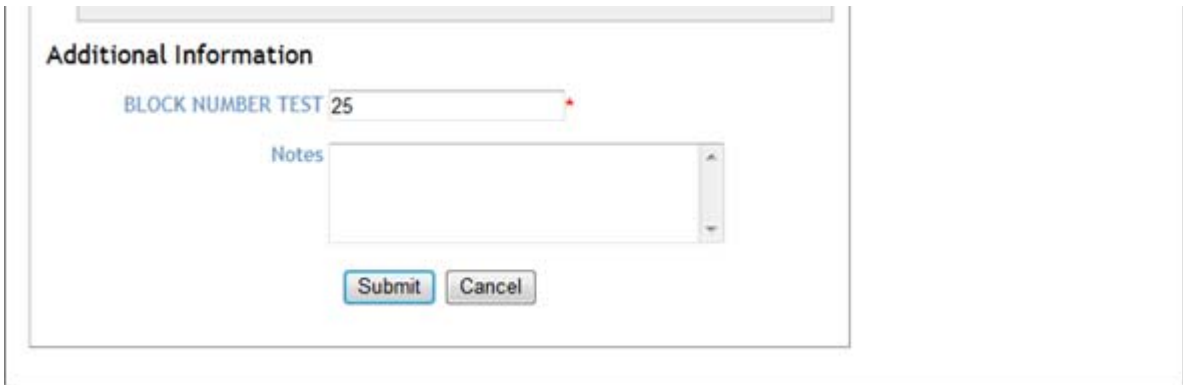
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

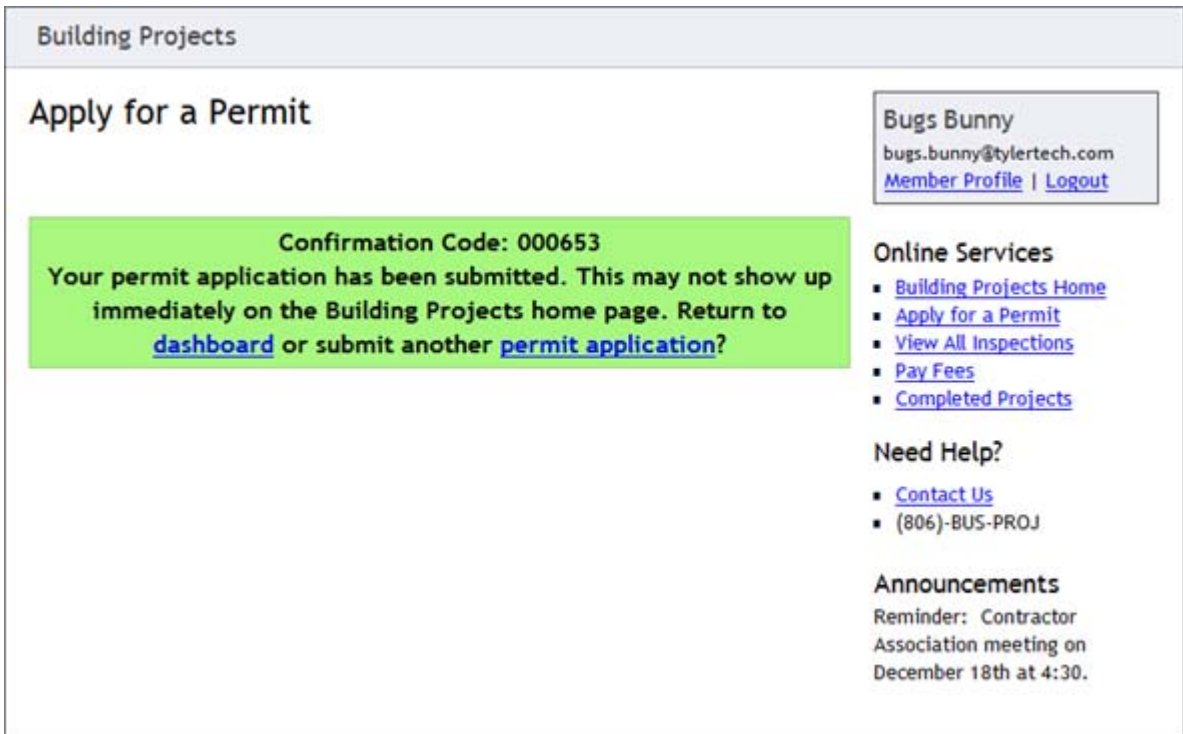
Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.



The screenshot shows a web form titled "Additional Information". It contains a text input field labeled "BLOCK NUMBER TEST" with the value "25" and a red asterisk indicating a required field. Below it is a "Notes" text area. At the bottom of the form are two buttons: "Submit" and "Cancel".

5. When you are satisfied with the application, click **Submit**. You receive a confirmation number for your permit.



The screenshot shows the "Building Projects" website. The main heading is "Apply for a Permit". A green box contains the following text: "Confirmation Code: 000653. Your permit application has been submitted. This may not show up immediately on the Building Projects home page. Return to [dashboard](#) or submit another [permit application](#)?"

On the right side, there is a user profile for "Bugs Bunny" with email "bugs.bunny@tylertech.com" and links for "Member Profile" and "Logout". Below this are sections for "Online Services" (Building Projects Home, Apply for a Permit, View All Inspections, Pay Fees, Completed Projects), "Need Help?" (Contact Us, (806)-BUS-PROJ), and "Announcements" (Reminder: Contractor Association meeting on December 18th at 4:30).

The application now displays in the Pending Applications table of your Building Projects Home page.

Building Projects

Projects

There are no projects associated with your Membership.

Pending Applications

Address	Type	Submitted
4860 5TH STREET	New Residential Building	02/18/2010

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements
 Reminder: Contractor Association meeting on December 18th at 4:30.

When your application is approved, the project displays in the **Projects** table.

Building Projects

Projects

Project #	Address/Owner	Next Inspection	Current Balance
2004001399	4860 5TH ST BUGS BUNNY		\$32,365.56

Pending Applications

Address	Type	Submitted
260 W. 4TH STREET	Fence Permit	02/18/2010

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements
 Reminder: Contractor Association meeting on December 18th at 4:30.

\rx#huh#huh-#Exlorlqj#sumfwA# hp ehuk hcs A# lhz #sumfw#girup dwlrg

View project information

From the Building Projects homepage, click a project number link in the **Projects** table.

- **Project Detail** tab - Displays details about the selected project number based on the type of permit and optional segments.

Building Projects

Project Detail

Inspection History

Schedule Inspection

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 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Project Detail

Number 2004001399	Status Open
Address 4860 5TH ST	Issued 2/18/2010
Owner Name BUGS BUNNY	Expires 8/21/2010

New Residential Building

Contractor [BUGS BUNNY](#)

Balance Summary	
Segment Balance	\$23,589.56
Pending Payment	\$0.00
Current Balance	\$23,589.56

Scheduled Inspections

You don't have any inspections scheduled or pending at this time.

Fire Sprinkler

Contractor [BUGS BUNNY](#)

Balance Summary	
Segment Balance	\$0.00
Pending Payment	\$0.00
Current Balance	\$0.00

Scheduled Inspections

You don't have any inspections scheduled or pending at this time.

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

- **Inspection History** tab - Displays completed inspection details.

Building Projects

Project Detail

Inspection History

Schedule Inspection

Bugs Bunny
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[Member Profile](#) | [Logout](#)

Inspection History

Number 2004001399
 Address 4860 5TH ST
 Owner Name BUGS BUNNY

Status Open
 Issued 2/18/2010
 Expires 8/21/2010

View Another Project:
 4860 5TH ST

Inspections			
Segment	Phase	Completed	Result
PLANNING	ADJACENT OWNER NOTICE	6/24/2005	CASE ADJOURNED
RESIDENTIAL BUILDING PERMIT	BLD - FRAME	7/6/2005	FAILED
RESIDENTIAL BUILDING PERMIT	BLD - FRAME	8/19/2005	PASSED

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

- **Schedule** tab - Request inspections for the selected project using the form on this tab.

Building Projects

[Project Detail](#) | [Inspection History](#) | **[Schedule Inspection](#)**

Schedule Inspection

When making requests to schedule or reschedule an inspection please allow for 36 hours for your request to be processed.

Number 2004001399 **Status** Open
Address 4860 5TH ST **Issued** 2/18/2010
Owner Name BUGS BUNNY **Expires** 8/21/2010

Request Inspection

Required fields are indicated by an asterisk (*).

Segment/Phase

Date

Time of Day

Phone Number *

Save Phone Number to Profile

Email *

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

View Another Project:
4860 5TH ST

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

\rx#huh#khub#Exlorlqj#SumhfwA#P hp ehufK hos A#7fkhgxdh#qrvshfwlrq

Schedule inspection

1. From the Building Projects homepage, click a project number link in the **Projects** table.
2. Select the **Schedule Inspection** tab.

Building Projects

Project Detail Inspection History **Schedule Inspection**

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Project Detail

Number 2004001399 Status Open
Address 4860 5TH ST Issued 2/18/2010
Owner Name BUGS BUNNY Expires 8/21/2010

View Another Project:
4860 5TH ST

3. Fill in the form with your preferences for the inspection. Click **Submit**.

Building Projects

Project Detail Inspection History **Schedule Inspection**

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

View Another Project:
4860 5TH ST

When making requests to schedule or reschedule an inspection please allow for 36 hours for your request to be processed.

Number 2004001399 Status Open
Address 4860 5TH ST Issued 2/18/2010
Owner Name BUGS BUNNY Expires 8/21/2010

Request Inspection

Required fields are indicated by an asterisk (*).

Segment/Phase New Residential Building/BLD - FOUNDATION

Date 2/18/2010

Time of Day no preference

Phone Number 866-163-1940 *

Save Phone Number to Profile

Email bugs.bunny@tylertech.com *

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

You will be notified by email when the status of your requested inspection changes. You can also view the status of your requested inspection on the **Project Detail** tab of the Project Overview page or on the All Inspections page. If you need to change something on your request, do so by [rescheduling the inspection](#).

Building Projects

[Project Detail](#) [Inspection History](#) **[Schedule Inspection](#)**

Schedule Inspection

When making requests to schedule or reschedule an inspection please allow for 36 hours for your request to be processed.

Number 2004001399	Status Open
Address 4860 5TH ST	Issued 2/18/2010
Owner Name BUGS BUNNY	Expires 8/21/2010

Request Inspection

Confirmation Code: 000667

Your request has been submitted. This may not show up immediately on the project detail page.

Return to [project detail](#) or [schedule an inspection](#).

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

View Another Project:
4860 5TH ST ▾

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

\rx#huh#huh-#xlo#qj#sumfwA# hp eh#K hcs A# lz #D#qvwfwirqv

View all inspections

You can view all inspections for your projects using the **View All Inspections** link. In the top table, pending inspections display in chronological order. In the bottom table, past inspections display arranged by location in reverse chronological order.

Building Projects

All Inspections

Scheduled/Pending Inspections

Date	Inspection Details								
None scheduled Pending	<p>4860 5TH ST Project #: 2004001399 Segment/Phase: New Residential Building2/BLD - FOUNDATION</p> <div style="background-color: #333; color: white; padding: 5px; margin-bottom: 5px;">Pending Inspection Requests</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #d9d9d9;"> <th style="width: 15%;">Date</th> <th style="width: 15%;">Time</th> <th style="width: 25%;">Type</th> <th style="width: 45%;">Scheduling</th> </tr> </thead> <tbody> <tr> <td>2/22/2010</td> <td>no preference</td> <td>Reschedule</td> <td> Cancel Request Edit Request </td> </tr> </tbody> </table>	Date	Time	Type	Scheduling	2/22/2010	no preference	Reschedule	Cancel Request Edit Request
Date	Time	Type	Scheduling						
2/22/2010	no preference	Reschedule	Cancel Request Edit Request						
02/23/2010 8:00 AM Reschedule	<p>4860 5TH ST Project #: 2004001399 Segment/Phase: New Residential Building2/BLD - PIER</p>								

Page: [Prev](#) [Next](#) results per page

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

Past Inspections

Address: 6300 FALL RIVER DR
 Owner: B & D CONSTRUCTION
 Project #: [2003001159](#)

Past Inspections		
Segment/Phase	Date	Result
PLANNING / ADJACENT OWNER NOTICE	10/22/2009 8:00:00 AM	CASE ADJOURNED 1
RESIDENTIAL BUILDING PERMIT / BLD - INSULATION	3/17/2009 10:48:00 AM	FAILED
RESIDENTIAL BUILDING PERMIT / BLD - FRAME	1/23/2009 10:00:00 AM	PASSED
PLANNING / APPLICATION RECEIPT	12/15/2008 9:49:00 AM	APPROVED

\rx#huh#huh-#Exlorlqj#SumhfwA#p hp ehuf#hcs A#d|#hvh

Pay fees

1. From any Building Projects page, click the [Pay Fees](#) link.

Building Projects

Fees

Open Projects/Fees

Project	Segments	Current Balance	Pay
4860 5TH ST BUGS BUNNY #2004001399	New Residential Building BUGS BUNNY	\$23589.56	<input type="checkbox"/>
	Mechanical Permit BUGS BUNNY	58776.00	<input type="checkbox"/>

[Select All](#)

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

2. Mark the checkbox next to each fee you want to pay. Mark the **Select All** checkbox to mark all fees to pay. Click **Pay Selected Fees**.

Building Projects

Fees

Open Projects/Fees

[Select All](#)

Project	Segments	Current Balance	Pay
4860 5TH ST BUGS BUNNY #2004001399	New Residential Building BUGS BUNNY	\$23589.56	<input checked="" type="checkbox"/>
	Mechanical Permit BUGS BUNNY	\$8776.00	<input type="checkbox"/>

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

3. Enter the amount you want to pay for each fee in each **Payment** field. Click the circled X button next to a payment field to cancel making a payment for that fee.

In the right column, enter your payment information. If you have a default credit card saved, your default credit card information is automatically loaded in the **Payment Method** column.

Note: Some sites do not allow you to make partial payments. In this situation, the **Payment** field is not editable.

Building Projects

Make Payment

Payment Summary

Project	Segment	Current Balance	Payment
4860 5TH ST BUGS BUNNY # 2004001399	New Residential Building BUGS BUNNY	\$23589.56	\$ 500.00 ✕
Subtotal:			\$500.00
Processing Fee			\$1.50
Total:			\$ 501.50

Bugs Bunny
 bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

- [Building Projects Home](#)

Payment Method [change](#)

Credit Card Information.

Card Type
Please select... ▼

Credit Card Number

Expiration Date
-- ▼ -- ▼

First Name On Card

Last Name On Card

Billing Address 1

Billing Address 2

Zip

[Save Card in Profile](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

4. Click **Process Payment**. The Payment Confirmation page loads, which you can print for your records using the [print this page](#) link. A copy of the payment confirmation is automatically emailed to your membership email address.

Building Projects			
Payment Confirmation			
Confirmation #: nmTj4gKGi0uZ2v8qGrVbLw		Credit Card: **** * 5454	
Paid To: Tyler Tech		Card Expiration: 11/2013	
Paid By: Bugs Bunny		Billing Address: Tweety Bird 48 Mel Blanc Ave. 01942	
The following items were paid on 2/22/2010:			
Project	Segment	Amount Owed	Amount Paid
4860 5TH ST BUGS BUNNY # 2004001399	New Residential Building BUGS BUNNY	\$23589.56	\$500.00
		Subtotal	\$500.00
		Processing Fee	\$1.50
		Total	\$501.50
Your payment has been received. Please print this page or write down your confirmation number.			
An email containing this information was sent to bugs_bunny@tylertech.com . Return to the Building Projects Dashboard .			

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

\rx#huh#huh-#Exlorlgj#sumhfwA#p hp ehuk#hos A#rp sdwhg#sumhfw

Completed projects

The **Completed Projects** link displays all projects on record associated with your login. By default, a limited date range is shown, but you can use the **From** and **To** fields to select another date range. Click a project number link to view details about the project.

Building Projects

Completed Projects

Date Range From: To:

Project #	Address	Owner	Completion Date
2004001354	4860 5TH ST	BUGS BUNNY	04/02/2010

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)

Online Services

- [Building Projects Home](#)
- [Apply for a Permit](#)
- [View All Inspections](#)
- [Pay Fees](#)
- [Completed Projects](#)

Need Help?

- [Contact Us](#)
- (806)-BUS-PROJ

Announcements

Reminder: Contractor Association meeting on December 18th at 4:30.

\rx#huh#huh#E x l o l q j # S u m h f w A # h p e h u # K h o s A # x u h q w # U h j l w o d w i r q v = # x l o l q j # S u m h f w

Current registrations: Building Projects

Use the **Current Registrations** tab to view names associated with your username for the Building Projects application. When a building project is created using the name associated with your member name in InSite, the project is automatically added to your membership account.

1. From any page in InSite, click the [Member Profile](#) link.

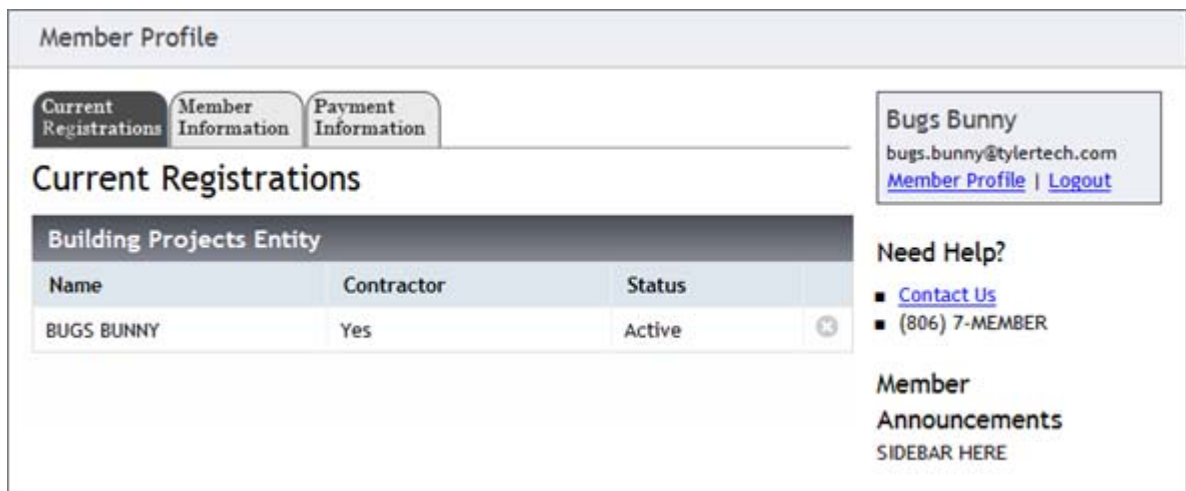


The screenshot shows the 'Member Profile' page with three tabs: 'Current Registrations', 'Member Information' (selected), and 'Payment Information'. The 'Member Information' section displays the following details:

- Name: Bugs Bunny
- Email: bugs.bunny@tylertech.com
- Phone Number: 866-163-1940
- Password: *****

On the right side, there is a box for 'Bugs Bunny' with the email address bugs.bunny@tylertech.com and links for 'Member Profile' and 'Logout'. Below this is a 'Need Help?' section with links for 'Contact Us' and '(806) 7-MEMBER'. At the bottom right, there is a 'Member Announcements' sidebar area labeled 'SIDEBAR HERE'.

2. Select the **Current Registrations** tab.



The screenshot shows the 'Member Profile' page with three tabs: 'Current Registrations' (selected), 'Member Information', and 'Payment Information'. The 'Current Registrations' section displays a table titled 'Building Projects Entity' with the following data:

Name	Contractor	Status	
BUGS BUNNY	Yes	Active	X

On the right side, there is a box for 'Bugs Bunny' with the email address bugs.bunny@tylertech.com and links for 'Member Profile' and 'Logout'. Below this is a 'Need Help?' section with links for 'Contact Us' and '(806) 7-MEMBER'. At the bottom right, there is a 'Member Announcements' sidebar area labeled 'SIDEBAR HERE'.


3. In the **Building Projects Entity** table lists all names associated from your membership. Click the circled X at the end of a row to disassociate the name with your membership.

Member Profile

Current Registrations | Member Information | Payment Information

Bugs Bunny
bugs.bunny@tylertech.com
[Member Profile](#) | [Logout](#)


Current Registrations

Building Projects Entity			
Name	Contractor	Status	
BUGS BUNNY	Yes	Active	

Need Help?

- [Contact Us](#)
- (806) 7-MEMBER

Member Announcements
SIDEBAR HERE

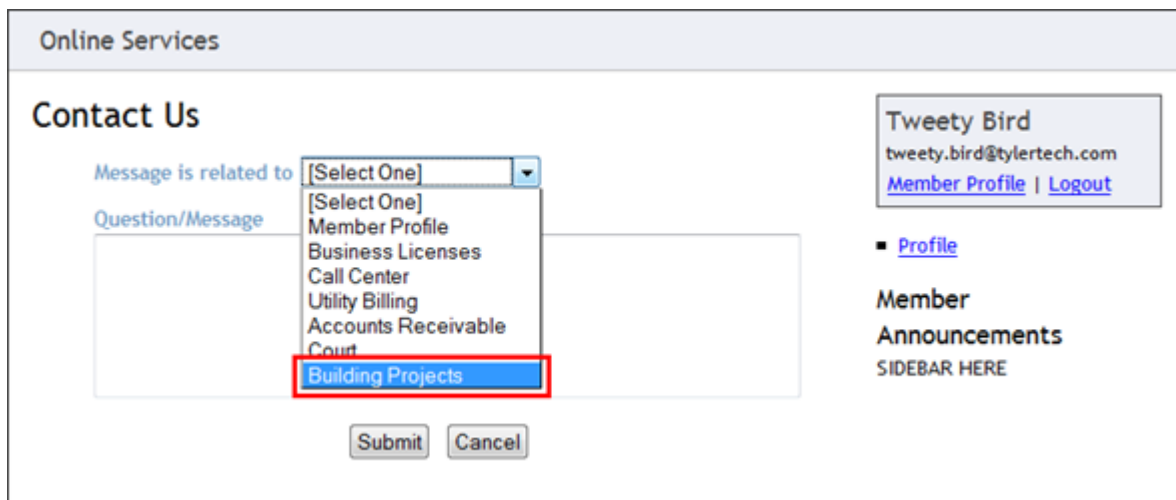


\rx#huh#khub=#Exlorlqj\$umhfwA#p hp ehuh#K hcs A#Frqwdfw#kh#qwdw|#Frqwdfw#K v,

Contact the entity (Contact Us)

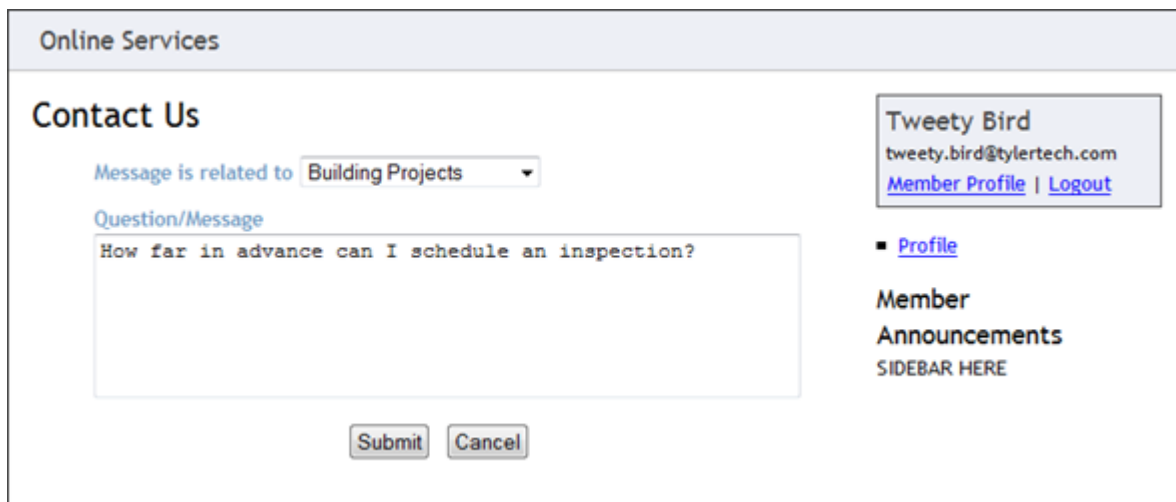
From time-to-time you may want to contact your permitting authority regarding a question you have about your membership or account.

1. Click the **Contact Us** link located in the **Need Help?** section of the right sidebar.
2. Select *Building Projects* from the **Message is related to** dropdown.



The screenshot shows the 'Contact Us' form under the 'Online Services' header. The 'Message is related to' dropdown menu is open, displaying a list of categories: [Select One], Member Profile, Business Licenses, Call Center, Utility Billing, Accounts Receivable, Court, and Building Projects. The 'Building Projects' option is highlighted with a red border. Below the dropdown is a large text area for the 'Question/Message'. At the bottom of the form are 'Submit' and 'Cancel' buttons. On the right sidebar, the user's name 'Tweety Bird' and email 'tweety.bird@tylertech.com' are displayed, along with links for 'Member Profile' and 'Logout'. Below this, there are links for 'Profile', 'Member Announcements', and 'SIDEBAR HERE'.

3. Type your message in the **Question/Message** box and click **Submit**.



The screenshot shows the 'Contact Us' form with the 'Message is related to' dropdown menu set to 'Building Projects'. The 'Question/Message' text area now contains the text: 'How far in advance can I schedule an inspection?'. The 'Submit' and 'Cancel' buttons are visible at the bottom of the form. The right sidebar remains the same as in the previous screenshot.