

## How-To Guide

(Click to view each step or scroll through the pages)

Step 1: Login to CommunityCore	2
Step 2: Select the Permit	3
Step 3: Request Inspections	4
Step 4: Select Inspections to Request to Schedule	4
Step 5: Request an Inspection Date and Time	5
What's Next?	5

See the Steps in Action

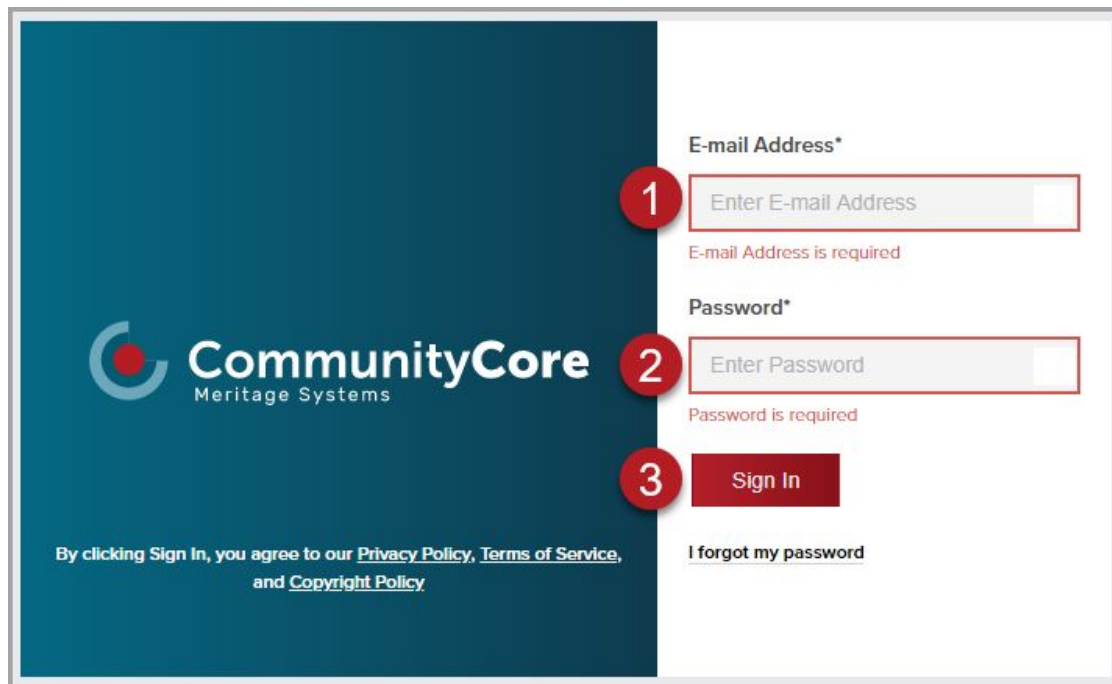
<https://www.screencast.com/t/72RM5QVlqYm9>



Before you begin, please be aware that you must be added to CommunityCore by your jurisdiction - once they have added you to the system you will receive an email to setup your password to access CommunityConnect.

## Step 1: Login to CommunityCore

- Go to: [app.communitycore.com](http://app.communitycore.com)
1. Enter your email address
  2. Enter your password
  3. Click **Sign In**



The screenshot shows the login interface for CommunityCore. On the left is a dark blue sidebar with the CommunityCore logo (a red circle with a white 'C') and the text 'CommunityCore Meritage Systems'. Below the logo, it says 'By clicking Sign In, you agree to our [Privacy Policy](#), [Terms of Service](#), and [Copyright Policy](#)'. On the right is a white login form. It has three main sections: 1. 'E-mail Address\*' with a text input field containing 'Enter E-mail Address' and a red error message 'E-mail Address is required' below it. 2. 'Password\*' with a text input field containing 'Enter Password' and a red error message 'Password is required' below it. 3. A red 'Sign In' button. Below the button is a link that says 'I forgot my password'. Three red circular callouts with white numbers 1, 2, and 3 are overlaid on the form: 1 points to the email input field, 2 points to the password input field, and 3 points to the 'Sign In' button.

### **Quick Tip**

Forget your password?

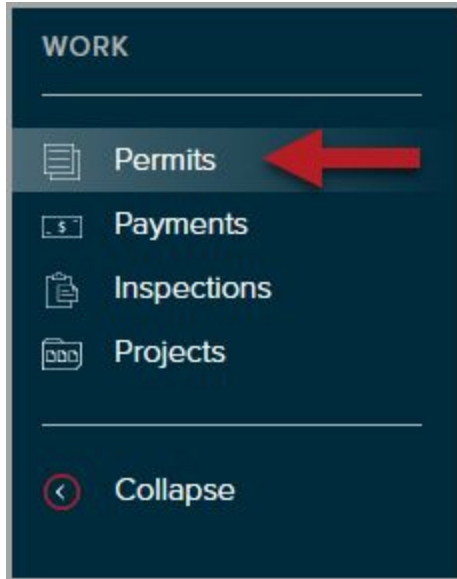
- Click **I forgot my password** to reset your password.

**I forgot my password**

- Watch your email to complete the reset of your password

## Step 2: Select the Permit

- Click Permit



- Click the permit number of the permit you would like to request an inspection for

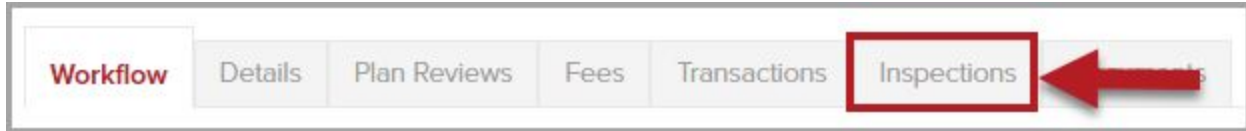
PERMIT NUMBER	ADDRESS	PERMIT TYPE
<a href="#">Application</a>	125 South Howes Street, Fort Collins	Roof
<a href="#">Application</a>	123 Test, Fort Collins	Roof
<a href="#">19GOT-F00007</a>	Hamilton Street, Sterling	Fence

### Quick Tip

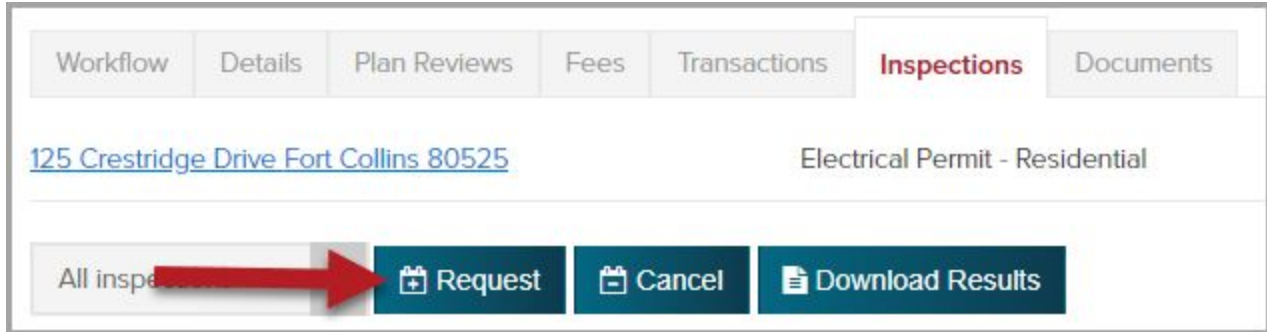
- Click  to filter the list of permits

### Step 3: Request Inspections

- Click **Inspections**

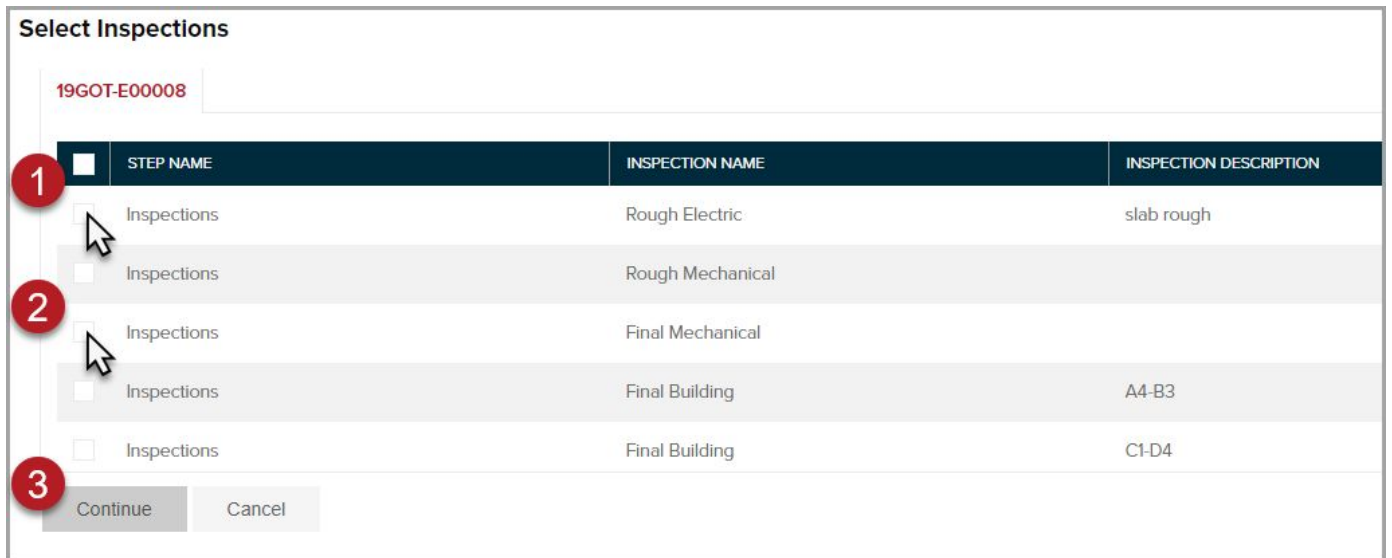


- Click the **Request** button



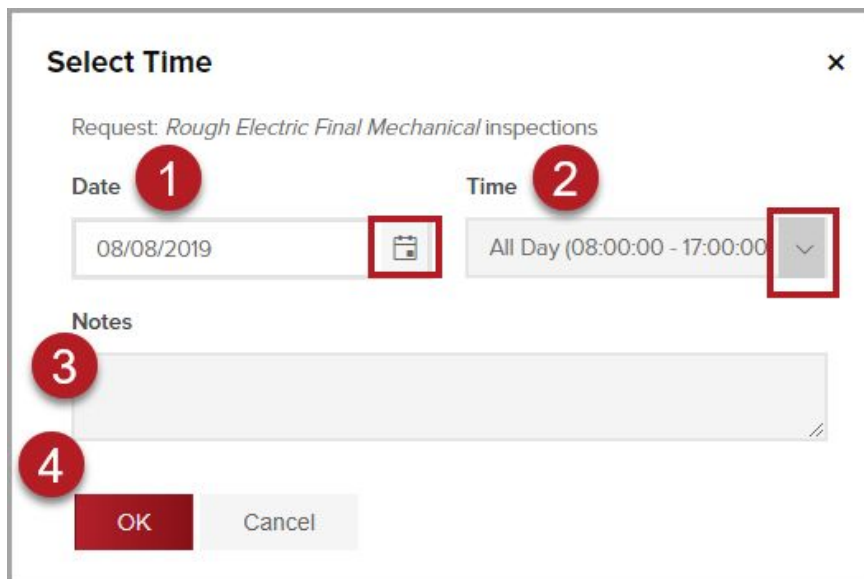
### Step 4: Select Inspections to Request to Schedule

- Select one or more inspections available for scheduling requests



## Step 5: Request an Inspection Date and Time

1. Select date
2. Select time
3. Add notes
  - a. Please add contact phone numbers, information on if and how the inspectors should call-ahead, information on how to gain access to the inspection area, etc.
4. Click **OK**



**Select Time** [X]

Request: *Rough Electric Final Mechanical inspections*

Date **1** 08/08/2019 [Calendar Icon]

Time **2** All Day (08:00:00 - 17:00:00) [Dropdown Arrow]

Notes **3**

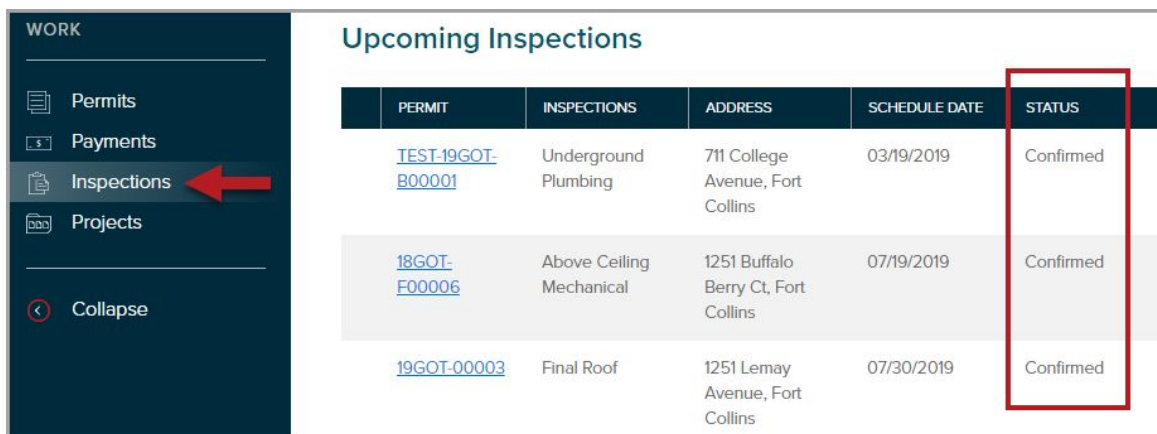
**4** OK Cancel

## What's Next?

Once the Jurisdiction has reviewed the requested inspection, you will receive an email from CommunityCore when your inspection has been scheduled, confirming your request.

If there is any reason the inspection request was denied, you will receive an email stating the reason for the denial of the inspection request.

Additionally, you can check back on CommunityConnect to see the updated status of your inspection request and even your inspection results.



PERMIT	INSPECTIONS	ADDRESS	SCHEDULE DATE	STATUS
<a href="#">18GOT-B00001</a>	Underground Plumbing	711 College Avenue, Fort Collins	03/19/2019	Confirmed
<a href="#">18GOT-F00006</a>	Above Ceiling Mechanical	1251 Buffalo Berry Ct, Fort Collins	07/19/2019	Confirmed
<a href="#">19GOT-00003</a>	Final Roof	1251 Lemay Avenue, Fort Collins	07/30/2019	Confirmed