

Nationwide Virtual Site Inspection User Guide for Inspector Registration

Introduction

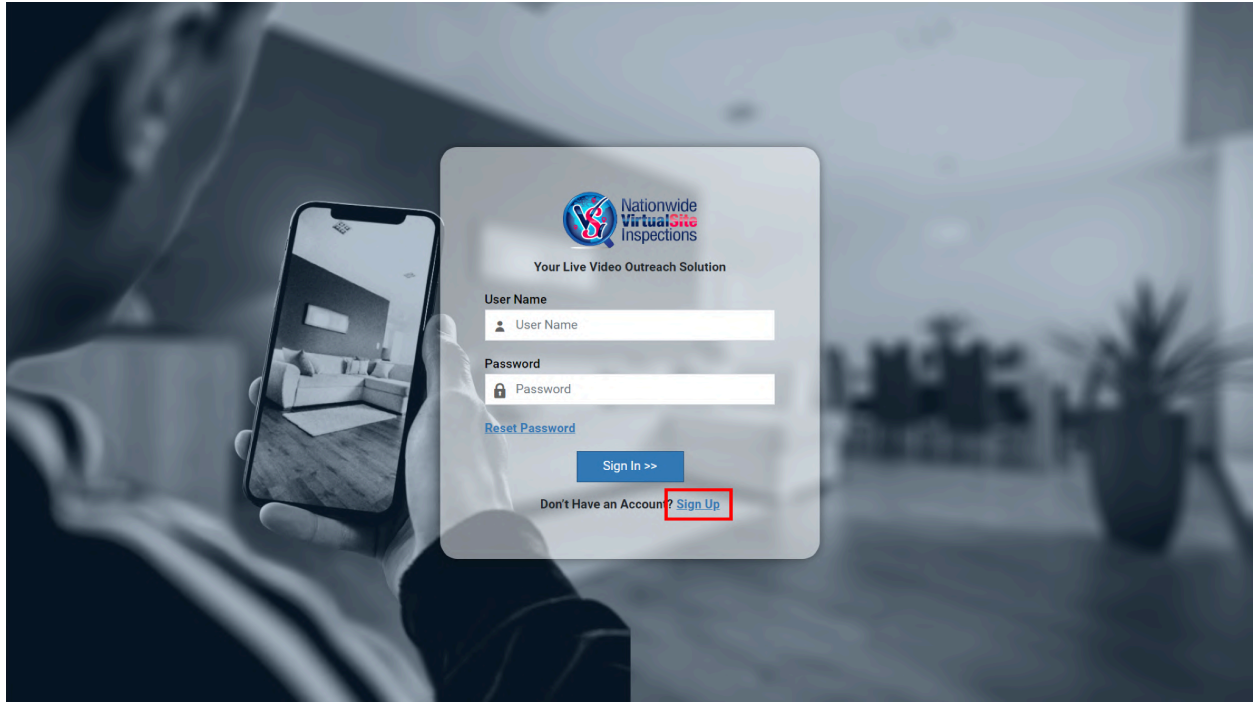
This document is like a helpful manual that explains how to sign up and create an account for Inspector in a simple way. It gives easy-to-follow steps for things like adding authentication credentials, job order types, profile photo, adding personal and invoice related information, compliance related data etc. Whether you're new to this or need a guide, the document is here to make it easy for you to use and understand all the important features for registering an Inspector with the system.

This feature includes the following functionalities:

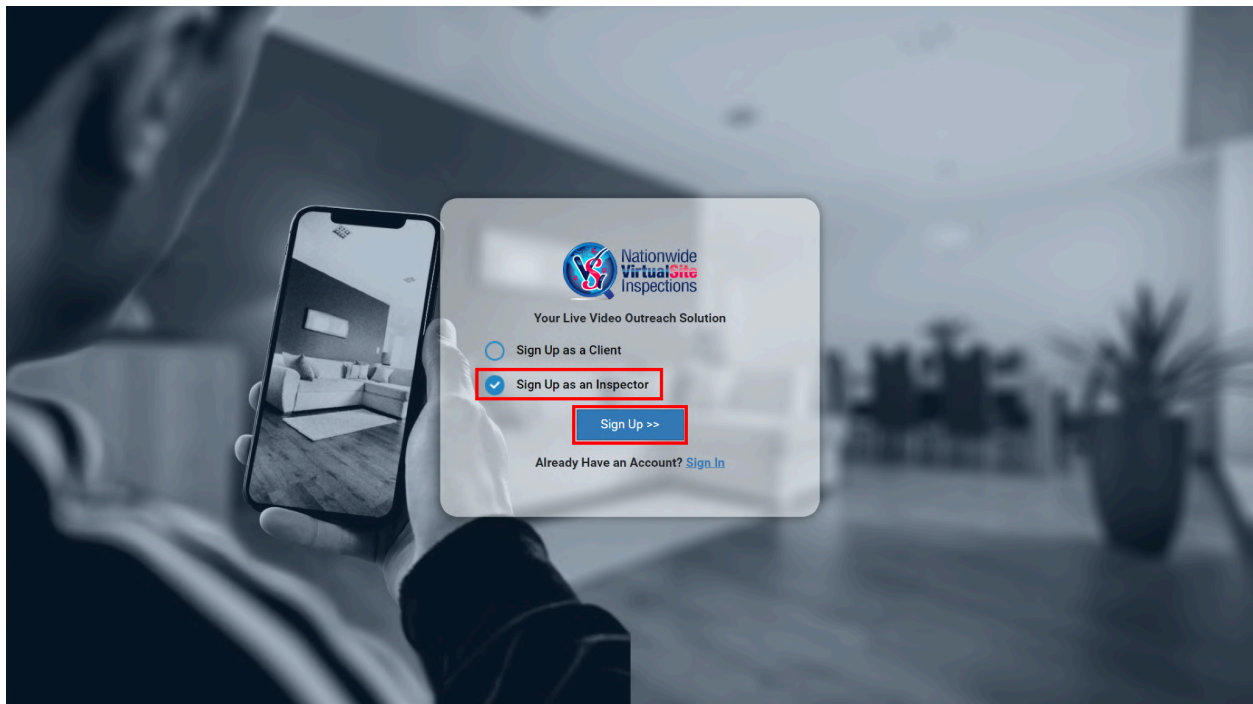
- Inspector Sign Up
- Inspector Profile

Inspector Signup

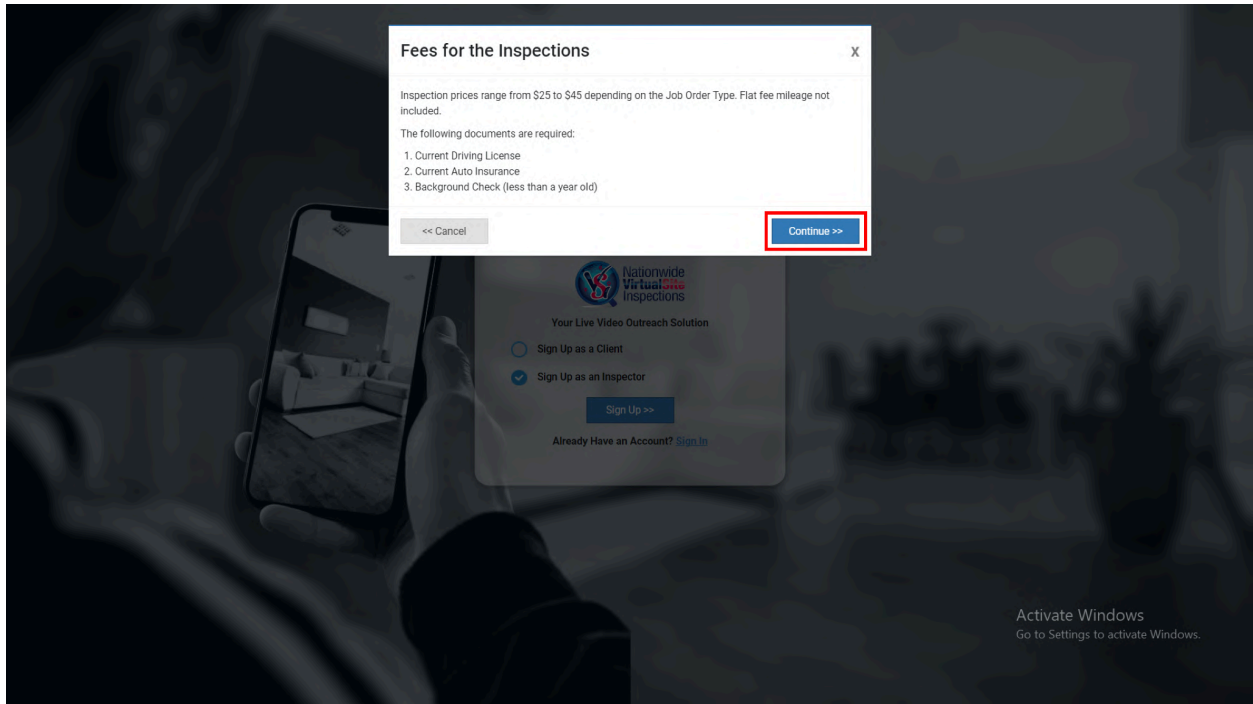
Inspector can manually sign up by clicking on the 'Sign Up' link, as illustrated in the screenshot below.



Clicking on the 'Sign Up' button will redirect you to another page. Select the radio button labeled 'Sign Up as an Inspector' and then click on the 'Sign Up' button.



After clicking on the 'Sign Up>>' button, it will open a dialog box prompting for the inspection fees.



After clicking on the 'Continue >>' button, you will be redirected to the screen where you can find the following sections named as below:

1. User Information
2. Account Information
3. Invoice Information
4. Inspector Photo
5. VSI Inspector Terms
6. Compliance Document

User Information

This section typically refers to details related to an individual(Inspector) using this application or interacting within a system. It has three subsections as demonstrated below.

To utilize the Inspector Registration User Guide, simply click on the "Download User Guide" button. This action will promptly open the document in a new tab, providing you with detailed instructions on registering as an inspector.

The image shows a 'Sign Up as an Inspector' form with a progress bar at the top indicating six steps: 1. User Information, 2. Account Information, 3. Invoice Information, 4. Inspector Photo, 5. VSI Inspector Terms, and 6. Compliance Documents. The 'User Information' section contains fields for 'User Name' (Davidsmith), 'New Password' (masked with dots), 'Confirm New Password' (masked with dots), and 'Email' (davissmith@gmail.com). A 'Password Strength: Strong' indicator is shown below the password fields. Below these fields is a dropdown menu for 'How did you hear about us?' with 'Facebook' selected. To the right is a section for 'Choose your current Cell Phone's Brand and Model' with dropdowns for 'Brand' (Apple) and 'Model' (Iphone 14). At the bottom left, there are two buttons: 'Download User Guide' (highlighted with a red box) and 'FAQ'. At the bottom right are 'Save >>' and 'Continue >>' buttons. An 'Activate Windows' watermark is visible in the bottom right corner of the background image.

The FAQ button is designed to help users quickly access answers to common questions or queries. simply click on the "FAQ" button. This action will promptly open the FAQ page in a new tab.

This image is identical to the one above, showing the 'Sign Up as an Inspector' form. In this version, the 'FAQ' button at the bottom left is highlighted with a red box, while the 'Download User Guide' button is not.

The screenshot shows a registration form titled "Sign Up as an Inspector" with a progress bar at the top indicating six steps: 1. User Information, 2. Account Information, 3. Invoice Information, 4. Inspector Photo, 5. VSI Inspector Terms, and 6. Compliance Documents. The first step, "User Information", is active and contains the following fields:

- User Name ***: A text input field containing "DavidSmith".
- New Password ***: A password input field with a strength indicator below it showing "Password Strength: Strong" with a green bar.
- Confirm New Password ***: A password input field.
- Email ***: A text input field containing "davissmith@gmail.com".
- How did you hear about us ? ***: A dropdown menu with "Facebook" selected.
- Choose your current Cell Phone's Brand and Model**: Two dropdown menus, "Brand" (selected "Apple") and "Model" (selected "Iphone 14").

At the bottom of the form, there are three buttons: "Download User Guide", "FAQ", and "Save >>". The "Save >>" button is highlighted with a red rectangle. To its right is a disabled "Continue >>" button. In the bottom right corner of the page, there is a watermark that says "Activate Windows Go to Settings to activate Windows."

- **User Information:** The user information comprises login credentials designed for accessing the system. The inspector is responsible for inputting specific details, including a username, email address, password, and confirmation of the password. These pieces of information are essential for authentication and secure access to the system.
- **How did you hear about us:** This section allows organizations to know how users discovered their product. It's often included in forms or surveys to gather marketing information. Some of the options are email marketing, facebook, referral etc.
- **Choose your current Cell Phone's Brand and Model:** The prompt "Choose your current Cell Phone's Brand and Model" is aimed at gathering information about the specific brand and model of the user's current cell phone. This data serves as valuable feedback for businesses, enabling them to understand the preferences and needs of their audience. By collecting information on cell phone brands and models, businesses can make informed decisions to enhance their products or services to better align with user preferences.

After entering the necessary details on the user information page, proceed by clicking on the 'Save >>' button. If the information is successfully saved, the 'Continue >>' button will be enabled. Click on the 'Continue >>' button to be redirected to the 'Account Information' tab on the subsequent screen. Here, you can provide the essential business-related details, advancing further in the inspector registration process.

Account Information

The Account Information tab has personal/company information related to address and Job Order Type.

In the 'Account Information' section, you are required to provide various details, including Business Type, Name, Zip Code, City, County, State, Cell Phone and Job Order Types. It's essential to input accurate and complete information in these fields to successfully proceed with the Inspector registration process. Then on clicking on the 'Save >>' button, If the information is successfully saved, the 'Continue >>' button will be enabled. Click on the enabled 'Continue >>' button to be redirected to the 'Invoice Information' tab on the subsequent screen.

The screenshot shows a multi-step registration process titled "Sign Up as an Inspector". The progress bar indicates six steps: 1. User Information, 2. Account Information (current step), 3. Invoice Information, 4. Inspector Photo, 5. VSI Inspector Terms, and 6. Compliance Documents. The "Account Information" section contains the following fields:

- Business Type ***: Radio buttons for "Individual" (selected) and "Business".
- Name ***: Text input field containing "David".
- Address ***: Text input field containing "568".
- Country ***: Dropdown menu showing "USA".
- Zip Code ***: Text input field containing "99702".
- City ***: Dropdown menu showing "Eielson AFB".
- County ***: Dropdown menu showing "Fairbanks North Star".
- State ***: Dropdown menu showing "AK".
- Cell Phone ***: Text input field containing "1" and "(568) 715-9895".
- Job Order Types ***: Text input field containing "x Commercial Drive B...".

At the bottom right of the form, there are two buttons: "Save >>" (highlighted with a red box) and "Continue >>" (disabled).

Invoice Information

The Invoice Information tabs has all invoice related information which will be used laterly in invoice generation.

Sign Up as an Inspector

1 User Information 2 Account Information 3 Invoice Information 4 Inspector Photo 5 VSI Inspector Terms 6 Compliance Documents

Invoice Information

☒ Same as Company Information

Name * Address * Country * Zip Code *

David 568 USA 99702

City * County * State *

Eielson AFB Fairbanks North Star AK

<< Back **Save >>** Continue >>

When the 'Same as Company Information' checkbox is unchecked, the fields for Company Name, Contact Name, Address, Country, Zip Code, City, County, and State will be enabled. In this case, you need to provide all the details for these fields.

On the other hand, if you select the 'Same as Company Information' checkbox, these fields will automatically be populated with the corresponding details entered in the company information section, and they will be disabled. This checkbox offers a convenient way to streamline data entry by automatically filling in information from the company details while also allowing users the flexibility to manually input distinct information if needed.

To conclude the process, two options, 'Back >>' and 'Save >>' are presented. If you click the 'Back >>' button, you will be redirected to the previous page, offering the opportunity to review or modify the entered information. Conversely, clicking the 'Save >>' button signifies progression in the Inspector creation process, taking you one step forward.

Inspector Photo

This profile photo serves as the equivalent of a photo ID for an Inspector within the system. It will be prominently displayed at various locations, including when assigning a job order to the inspector. This visual identifier ensures quick recognition and verification of the inspector, contributing to a seamless and efficient workflow within the system.

Click on the "Photo Chosen" button to initiate the photo upload process. Subsequently, a system window will open, allowing you to select the desired photo. Once the photo is selected, it will be displayed in the designated image area. Additionally, there is an option to clear the inspector's

profile photo. Simply click on the "Clear Inspector Photo" button to remove the currently selected photo and provide the flexibility to upload a new one if needed. This feature allows for easy management and customization of the inspector's profile image within the system.

Sign Up as an Inspector

1 User Information 2 Account Information 3 Invoice Information 4 Inspector Photo 5 VSI Inspector Terms 6 Compliance Documents

Please upload photo ID to your Inspector Profile. [Click here to see photo sample](#) *

 vsibiglogo 2.png
Photo Chosen Clear Inspector Profile Photo

Inspector Profile Photo Requirements (max limit 5 MB)

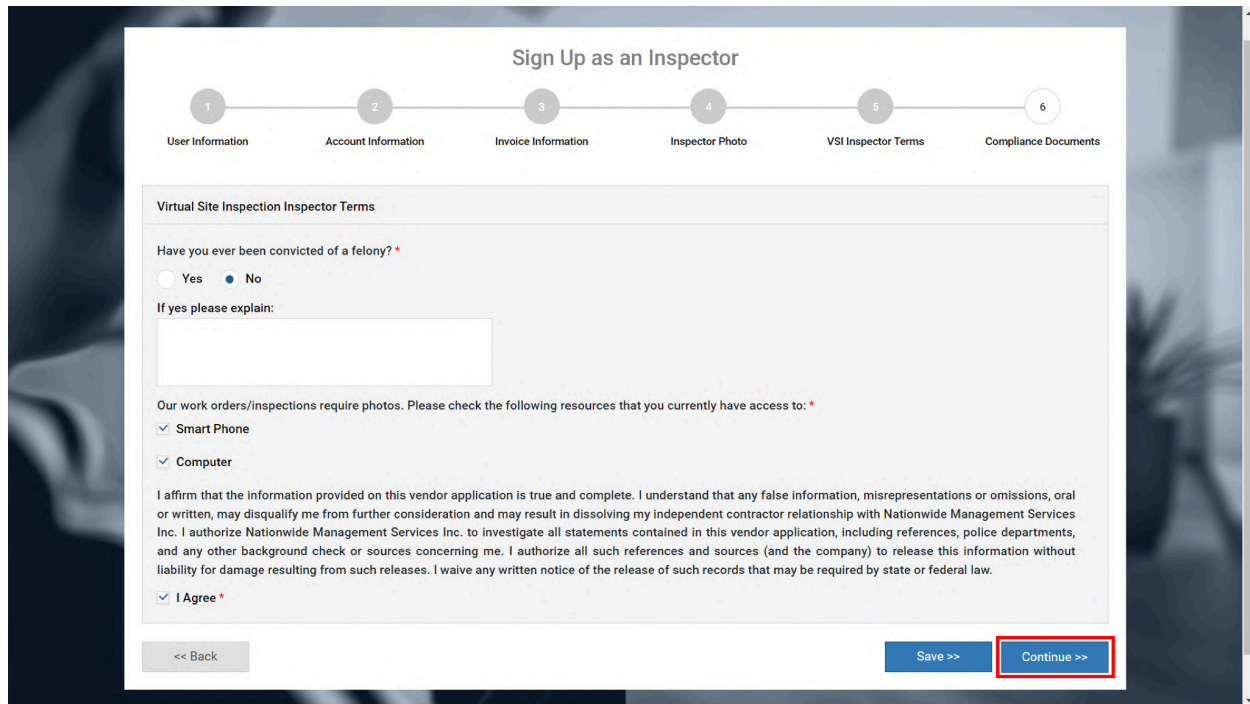
Have Inspectors picture following passport guidelines

- In color.
- Taken within the past 6 months, showing current appearance.
- Full face, front view with a plain white or off-white background.
- Between 1 inch and 1 3/8 inches from the bottom of the chin to the top of the head (shoulders to top of head).
- Taken in normal street attire: Uniforms should not be worn in photographs except religious attire that is worn daily.
- Do not wear a hat or headgear that obscures the hair or hair line.
- If you normally wear a hearing device, wig or similar articles, they should be worn for your picture.
- Do not wear eye glasses in photos, unless you need them for medical reasons (a medical certificate may be required).

<< Back Save >> Continue >>

VSI Inspector Terms

It refers to certain terms which have to be fulfilled in order to work with the Nationwide Virtual Site Inspection. These terms and conditions are usually presented in a document that users must agree to before using the tool or service. They are legally binding and should be reviewed carefully before agreeing. Carefully read each and every term and select appropriate options to move further for the registration process and click the 'Save>>' button followed by 'Continue >>' button.



Sign Up as an Inspector

1 User Information 2 Account Information 3 Invoice Information 4 Inspector Photo 5 VSI Inspector Terms 6 Compliance Documents

Virtual Site Inspection Inspector Terms

Have you ever been convicted of a felony? *

☐ Yes ☒ No

If yes please explain:

Our work orders/inspections require photos. Please check the following resources that you currently have access to: *

☒ Smart Phone

☒ Computer

I affirm that the information provided on this vendor application is true and complete. I understand that any false information, misrepresentations or omissions, oral or written, may disqualify me from further consideration and may result in dissolving my independent contractor relationship with Nationwide Management Services Inc. I authorize Nationwide Management Services Inc. to investigate all statements contained in this vendor application, including references, police departments, and any other background check or sources concerning me. I authorize all such references and sources (and the company) to release this information without liability for damage resulting from such releases. I waive any written notice of the release of such records that may be required by state or federal law.

☒ I Agree *

<< Back Save >> Continue >>

Compliance Document

Compliance documents are sets of guidelines, standards, or regulations that outline specific rules or requirements that individuals or organizations must adhere to within a particular industry or field. These documents ensure that entities follow laws, regulations, or internal policies to maintain ethical, legal, and operational standards.

Note: Filling out all the compliance documents is not mandatory during the initial registration process. Users have the flexibility to complete these documents while updating their profile through the portal after the registration has been successfully completed.

Sign Up as an Inspector

1 User Information 2 Account Information 3 Invoice Information 4 Inspector Photo 5 VSI Inspector Terms 6 Compliance Documents

Required Compliance Documents

W-9 Field Inspector Agreement Code of Conduct

<< Back Submit >>

Here are a three types of compliance documents:

For all three compliance documents fill up required details and click on save button.

W-9: The W-9 form is an official document used in the United States for tax purposes. It's primarily used to collect information from independent contractors, freelancers, consultants and other self-employed individuals or entities who provide services to a business. The purpose of the form is to gather the taxpayer identification number (TIN) or Social Security Number (SSN) of the individual or business providing the services.

W-9 Form (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.
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Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b) **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c) **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d) **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e) **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2
If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3
Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . . **THEN check the box for . . .**

☐ Corporation ☐ Corporation

<< Back Save >>

Field Inspector Agreement: A field inspector agreement is a contract or formal agreement between a field inspector (an individual or a company) and a client, often a property management firm. This agreement outlines the terms and conditions under which the field inspector will conduct inspections or assessments of properties, assets, or locations on behalf of the client.

	FIELD AGENT AGREEMENT
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23. PARTIAL INVALIDITY
If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way. This Agreement shall not be terminated by the merger or consolidation of the Company into or with any other entity.

24. GOVERNING LAW
This Agreement shall be governed by, and construed under, the laws of the **Arizona**
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Nationwide Management Services, Inc.

Company/Individual *

Authorized Signature * 

Print Name and Title *

Date *

PAYMENT TERMS:

1. Net 30 days ALL payment are issued on the 20th of the following month, and will be direct deposited
2. Late Fees will be assessed at 2% on all late orders. Except when an extension is granted

<< Back Save >>

Code of Conduct: A code of conduct is a set of guidelines and principles that outline expected behaviors and standards for individuals or groups within an organization, community or profession. It serves as a framework for ethical behavior, defining the values, principles, and rules that guide interactions and decision-making.

Codes of conduct are essential in fostering a positive and ethical organizational culture. They provide a framework for decision-making, promote trust among stakeholders, and contribute to a respectful and inclusive environment. Organizations often require employees to acknowledge and adhere to the code of conduct as part of their commitment to upholding the values and standards of the organization.

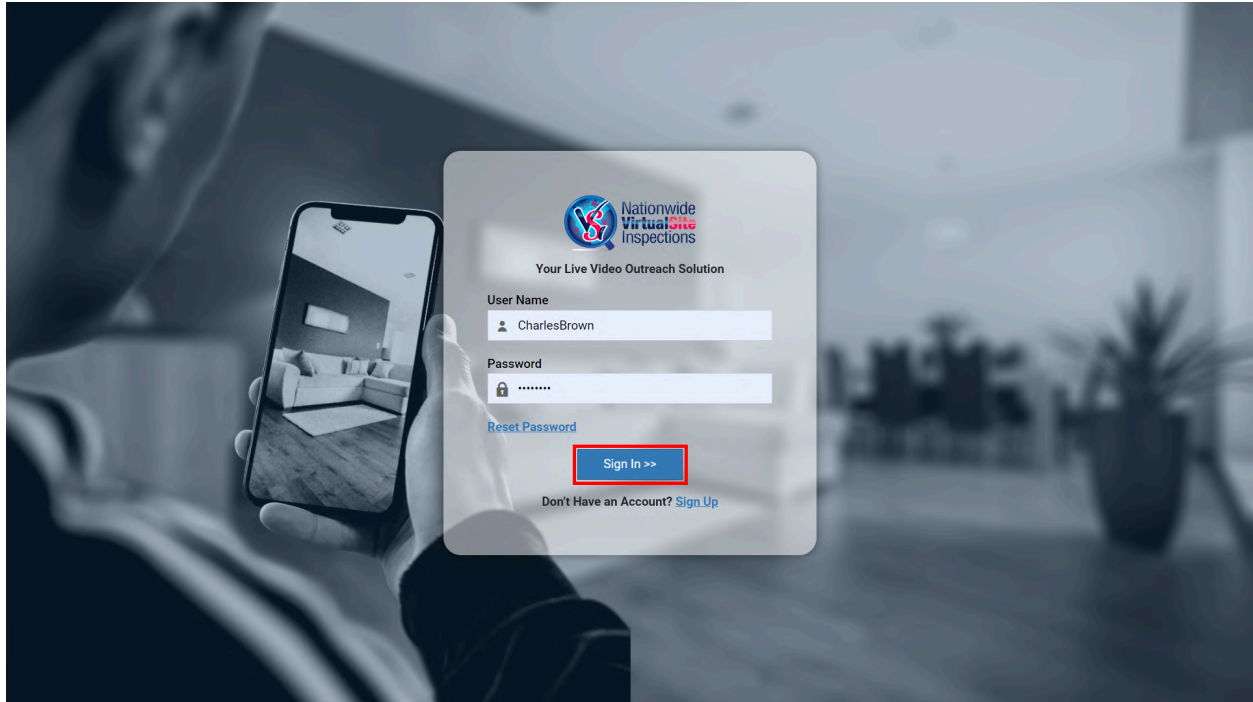
The screenshot displays a multi-step registration process titled "Sign Up as an Inspector". The progress bar at the top shows six steps: 1. User Information, 2. Account Information, 3. Invoice Information, 4. Inspector Photo, 5. VSI Inspector Terms, and 6. Compliance Documents. Step 6 is the current step. Below the progress bar, a section titled "Required Compliance Documents" lists three items: W-9, Field Inspector Agreement, and Code of Conduct. Each item has a blue checkmark icon in the top left corner, indicating it has been successfully uploaded or verified. At the bottom left of the form is a grey button labeled "<< Back", and at the bottom right is a blue button labeled "Submit >>" which is highlighted with a red rectangular border.

After clicking the "Submit >>" button, the inspector's registration will be successfully processed and recorded in the system. This action confirms the completion of the registration procedure, and the inspector is now officially enrolled and recognized within the system.

After successful registration, the registered inspector will be displayed in the Inactive Inspector List.

Inspector Profile

After successfully completing the registration process, you will be able access the system by entering the correct username and password that you provided during the registration.



After successfully login in Portal, In Profile you will see the sections for User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Document, and Coverage Area.

To complete the profile, fill in all the required fields under User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms, Compliance Document, and Coverage Area Sections.

User Information

Fill all required details in the User Information Section, including User Name, Email, How did you hear about us, and Choose your current cell phone's Brand and Model. Once you have added the necessary information, click on the 'Save >>' button. After saving, proceed by clicking the 'Continue >>' button, which will redirect you to the 'Account Information' tab. On this tab, you can provide additional details related to your account, progressing further in the registration process.

Virtual Site Inspections

Dashboard

Profile Information

Job Orders

Calendar

Invoices

Sub Inspector

Sub Inspector Job Orders

Reports

Feedback

Expired Items

Profile Information

User InformationAccount InformationInvoice InformationInspector PhotoVSI Inspector TermsCompliance DocumentsCoverage Area

User Information

User Name *

demoinspector20

Email *

jaldhi.sculptsoft+98908080@gmail.c

Reset Password

How did you hear about us ? *

Other Social Media

Choose your current Cell Phone's Brand and Model

Brand *

Apple

Model *

iPhone 11

Two Factor Authentication

☐ Enable Two Factor Authentication

Notification Preference

☒ Email

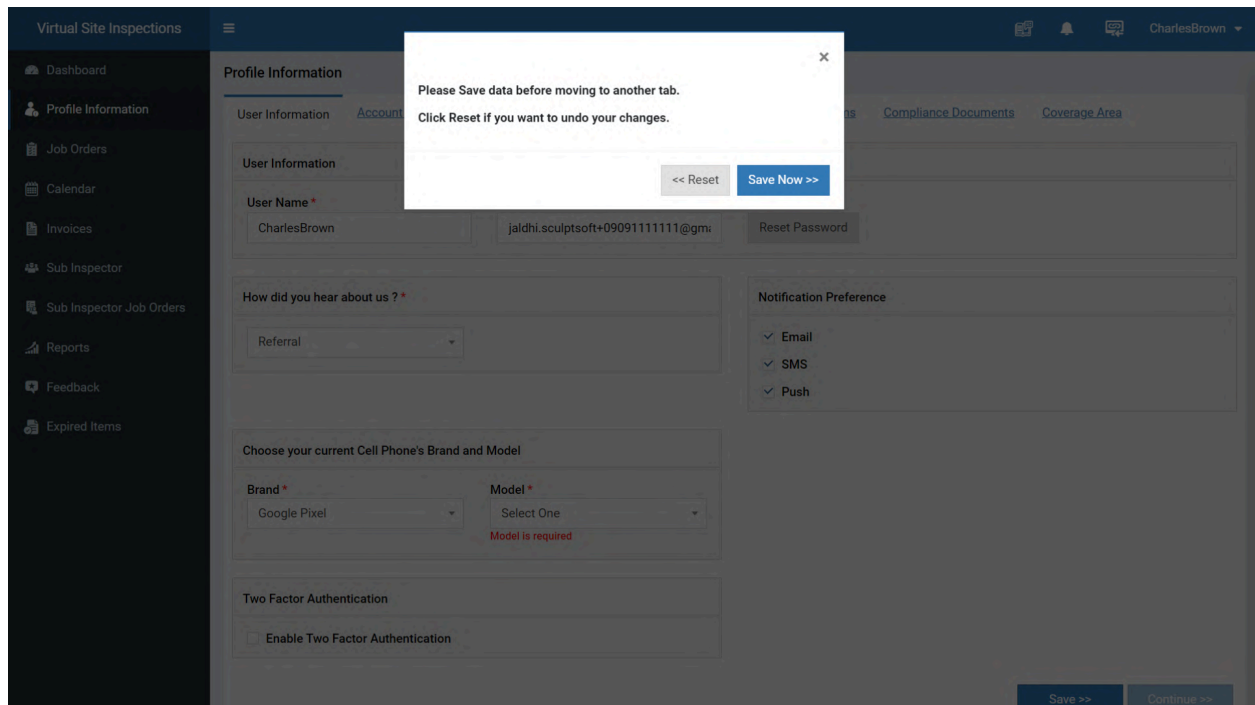
☐ SMS

☐ Push

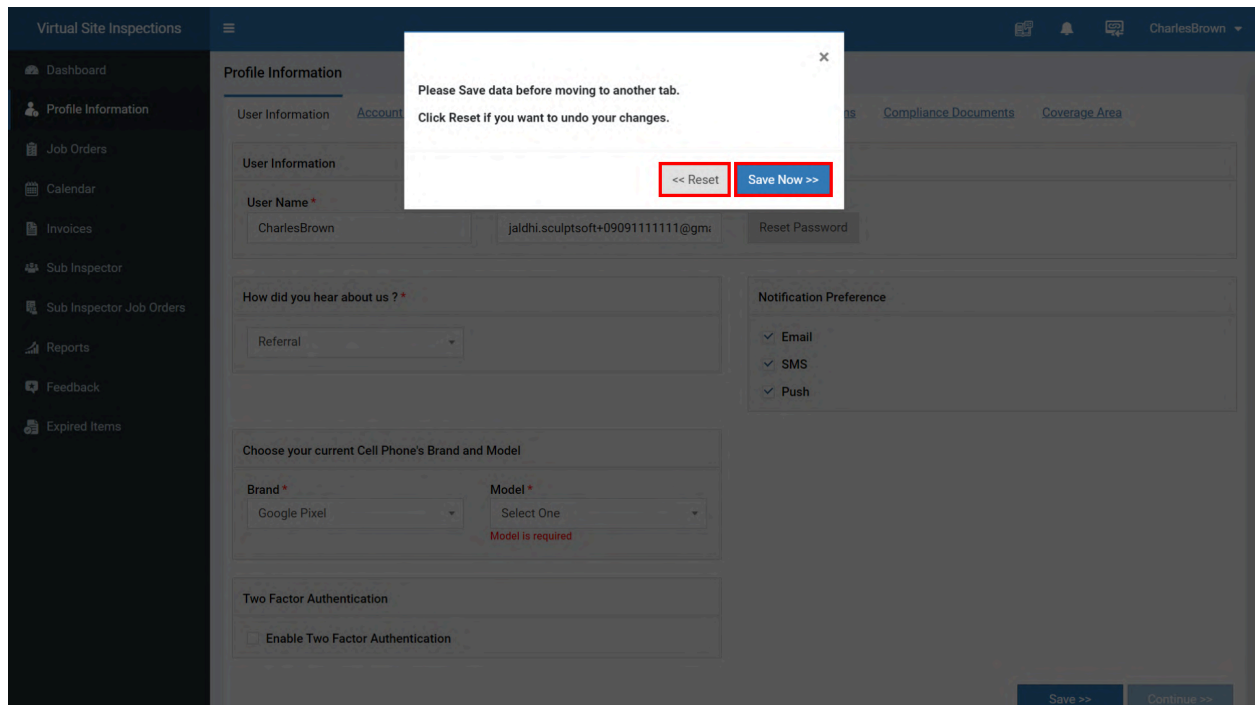
Save >>

Continue >>

If you make changes to some information on a particular tab but haven't saved those changes by clicking the 'Save >>' button, and you attempt to navigate away to another tab, a pop-up message will appear, stating: 'Please save data before moving to another tab.' This notification serves as a reminder to ensure that any modifications made are saved to prevent potential data loss before switching to another section of the application.



If you click on the 'Save Now >>' button, the changes will be applied, and you will be redirected to the next tab. This redirection occurs only if all the required details on the current tab have been filled. Conversely, if you click on the '<< Reset' button, the page will refresh, and any changes made will be lost. The 'Reset' button effectively restores the tab to its original state, allowing users to discard any modifications made before saving.



Account Information

The "Account Information" tab is divided into four sections, encompassing key details:

The "Account Information" section encompasses essential fields such as business type, company name, contact name, address, and cell phone number.

In the "Status" section, users can input a vacation date.

The "Automobile Insurance" section requires details like policy number, insurance carrier, and expiration date. Lastly,

The "Driver's License Information" section includes fields for Driver's licenses, Driver's country, Driver's License State, and Driver's License Expiration Date.

Invoice Information

The "Invoice Information" tab is structured into three distinct sections, each serving a specific purpose:

Invoice Information: The "Invoice Information" section mirrors the fields found in the "Account Information" section.

The "Payout Information" section includes fields such as payment method, bank name, routing number, account number, and confirm account number, allowing users to specify their preferred payment method and provide accurate banking details for payouts.

The "Select Job Order Type" section provides a list of job order types, each associated with a mapped price. Inspectors have the option to add a new job order type by clicking on the "Click here to select" hyperlink.

VSI Inspector Terms

Complete all the necessary information in the VSI Terms section. Three mandatory questions are outlined in the VSI Terms, as illustrated in the screenshot below. Ensure that you provide accurate and comprehensive answers to these questions to successfully fulfill the requirements of the VSI Terms section.

The screenshot shows a web application interface for 'Virtual Site Inspections'. The left sidebar contains a menu with items: Dashboard, Profile Information (selected), Job Orders, Calendar, Invoices, Sub Inspector, Sub Inspector Job Orders, Reports, Feedback, and Expired Items. The main content area is titled 'Profile Information' and has several tabs: User Information, Account Information, Invoice Information, Inspector Photo, VSI Inspector Terms (active), Compliance Documents, and Coverage Area. The 'VSI Inspector Terms' tab contains the following content:

Virtual Site Inspection Inspector Terms

Have you ever been convicted of a felony? *

☒ Yes ☐ No

If yes please explain:

test

Our work orders/inspections require photos. Please check the following resources that you currently have access to: *

☒ Smart Phone

☐ Computer

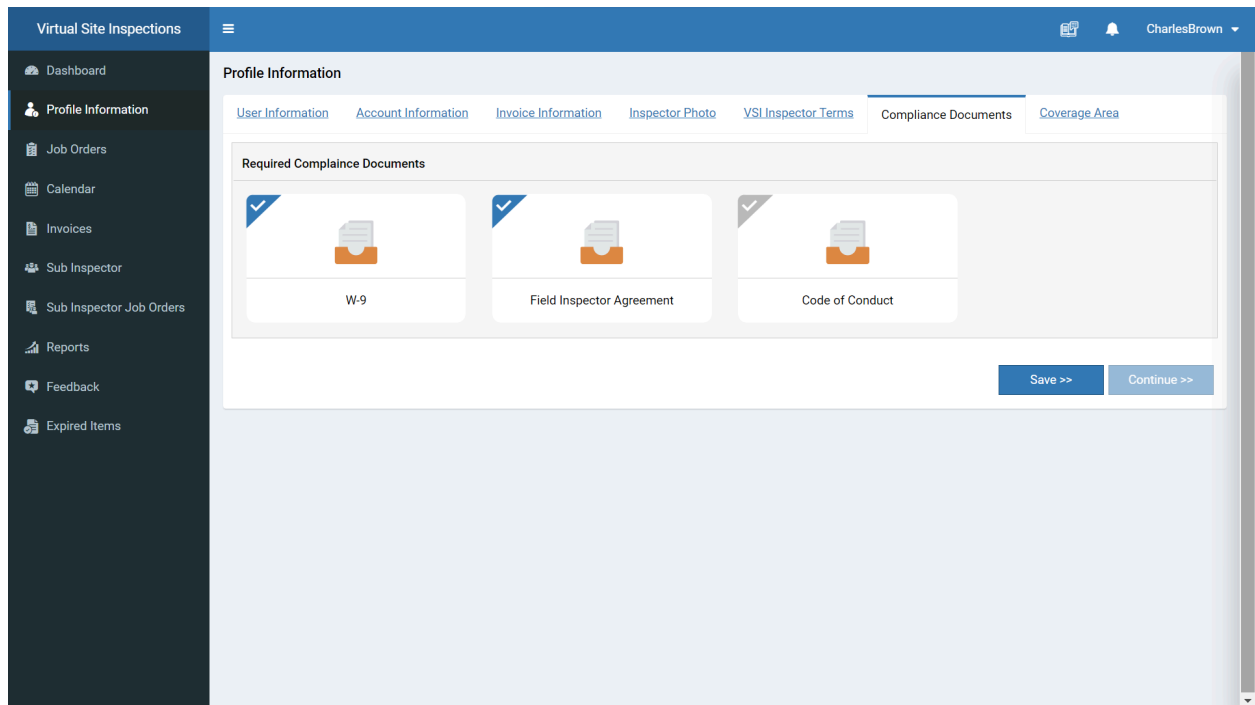
I affirm that the information provided on this vendor application is true and complete. I understand that any false information, misrepresentations or omissions, oral or written, may disqualify me from further consideration and may result in dissolving my independent contractor relationship with Nationwide Management Services Inc. I authorize Nationwide Management Services Inc. to investigate all statements contained in this vendor application, including references, police departments, and any other background check or sources concerning me. I authorize all such references and sources (and the company) to release this information without liability for damage resulting from such releases. I waive any written notice of the release of such records that may be required by state or federal law.

☒ I Agree *

At the bottom right of the form are two buttons: 'Save >>' and 'Continue >>'.

Compliance Document

Fill out the Compliance Document if it was not completed during the registration process or make changes if necessary. Refer to the screenshot below.



Coverage Area

The "Coverage Area" feature is utilized to add zip codes, and it plays a crucial role when assigning job orders to inspectors. It enables the system to display inspectors based on their coverage area relevant to the job order. This ensures that job assignments are made to inspectors whose coverage aligns with the geographical requirements specified by the zip codes associated with the job order's coverage area. In essence, the coverage area functionality facilitates efficient and targeted assignment of job orders to inspectors based on their designated service areas.

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Calendar

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Reports

Feedback

Expired Items

Profile Information

User InformationAccount InformationInvoice InformationInspector PhotoVSI Inspector TermsCompliance DocumentsCoverage Area

Search

		City	State/Province	County	Zip/Postal Code
☐		Bandelier National Monument	NM	Los Alamos	87544

Show

10

Go

entries

Showing 1 to 1 of 1 entries

Page

1

of 1

Save >>