

NMRLD

NM MHD Portal User

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Login Page

Register as Homeowner

1	To register as the homeowner, users will have to navigate to the following link https://uat-nmrlid.cs90.force.com/mhd/s/login/ . Once they navigate to the link, they will see the screen below and would have to click on the “Register as Homeowner” button.
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The screenshot displays the NMRLD portal interface. At the top, there is a navigation bar with links for 'Search Permit', 'Request for Investigation', 'Search Notice', and 'Login'. The main content area is split into two columns. The left column, with a red-to-yellow gradient background, contains sections for 'Search for Permits and Notices' (with a disclaimer and links to 'Find permit(s)' and 'Find notices'), 'Investigations' (with a detailed disclaimer and a 'Request an Investigation' link), and 'Request an Investigation' at the bottom. The right column features a 'Welcome back' message, a login form with fields for 'E-mail address' and 'Password', a 'Log in' button, and a 'Homeowners, Don't have an account?' section. In this section, a blue box highlights a 'Register as Homeowner' button, which is linked by an arrow to a larger 'Register as Homeowner' button.

2	After clicking on the button, the user would be prompted to fill in the required information for registration. Please fill in the details and click on submit.
---	--

Homeowner Registration

Manufactured Housing Division
Please complete all fields to submit.

• First Name

• Last Name

• Email Address

• Phone Number

• Mailing Street

• Mailing City

• Mailing State

• Mailing Zip


Submit

3

After a successful submit, the user will receive the below confirmation on the screen.

Homeowner Registration

Manufactured Housing Division
Please complete all fields to submit.

 Thank you for registration. A welcome email has been sent to your email address. Please activate your account by clicking on confirmation link from welcome email.

[← Back to Login](#)

4

To activate the account, users should access the welcome email and click on the link to continue with the registration process.

Sandbox: Welcome Email Inbox x

NM RLD harshit@mtxb2b.com via i754rebfhh084n.1f-9zevuai.cs90.bnc.sandbox.salesforce.com
to kiran.chawda+userguide@mtxb2b.com ▾

11:31 AM (3 minutes ago)

Hello,

Welcome to New Mexico Manufacturing Housing Division Permitting portal. Please click on the [link](#) to be directed to the login page of the Portal. Thank you!

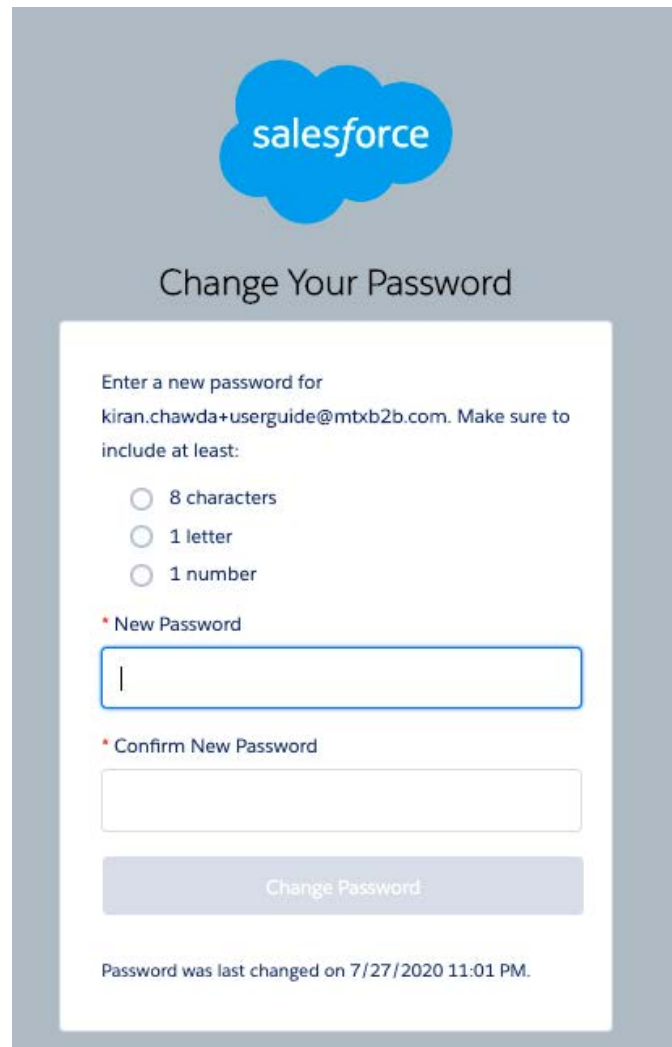
Regards,
New Mexico Regulation & Licensing Department



New Mexico Regulation and Licensing Department
MANUFACTURED HOUSING DIVISION
5500 San Antonio Dr. NE • Albuquerque, NM 87109 • Ph (505)222-9870
Email: MHD.info@state.nm.us
Web: NMRLD.GOV/MHD

5

The user would be redirected to the page where the password has to be generated. Please follow the instructions for the password and create a password for your account.



salesforce

Change Your Password

Enter a new password for
kiran.chawda+userguide@mtxb2b.com. Make sure to
include at least:

- 8 characters
- 1 letter
- 1 number

* New Password



* Confirm New Password

Change Password

Password was last changed on 7/27/2020 11:01 PM.

6

After the user generates the password for their account, they will be redirected to the “My Profile” section where they would have complete the information on the page to continue with the portal. Click on “Edit”, fill in the information and click on “Save” to update the changes.

 **Error**
Please click edit and fill the required personal information to Apply for a Permit 

[Investigation](#) [Search Notice](#) Kiran Chawda
[My profile](#) | [Log out](#)

My profile

[Edit](#)

* First Name <input type="text" value="Kiran"/>	* Last Name <input type="text" value="Chawda"/>
* Email <input type="text" value="kiran.chawda+userguide@mtxb2b.com"/>	Username <input type="text" value="kiran.chawda+userguide@mtxb2b.com"/>
* Phone Number <input type="text" value="(881) 737-0293"/>	* Job Title <input type="text"/>
* Mailing Street <input type="text" value="157 Tyrone Ave NW"/>	* Mailing City <input type="text" value="Albuquerque"/>
* Mailing State <input type="text" value="New Mexico"/>	* Mailing Zipcode <input type="text" value="87107"/>

Search Notices

1 The user can search for notices from the home page of the community portal. To search for a notice, click on the “Search for Notice” button at the top right of the page.

The screenshot displays the NMRLD portal dashboard. At the top, there is a navigation bar with the following items: Home, Search permit(s), Request an investigation, Search Notice (highlighted with a blue border), and a user profile for Kiran Chawda with links for My profile and Log out. Below this is a secondary navigation bar with the NMRLD logo and the same navigation items. The main content area is divided into several sections: PERMITS (Manage permits, All permits), SCOPE OF WORK (Permits and Scope Of Work, Request Installation Scope Of Work), PERSONAL (My profile), MY COMPANY'S (Payments, Inspections, Notices), and OTHER (Help desk, User guide). The central 'Dashboard' section features a welcome message and three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (0). Below the dashboard is an 'INSPECTIONS' table with columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. A 'View All' button is located to the right of the table header.

2 Once the user clicks on the button, he or she will be redirected to the page where they can share a notice number. The user can search for the notice from either of the following

- Notice Number
- Record Id
- Licensee Responsible
- Address

Choose a type to search, fill in the information, and click on “Search.” The user would get all the notices related to the search mentioned.

Search for a Notice

Notice can be searched by notice number, Record ID, license responsible, or address using the fields below.

Search by Notice Number Record ID Licensee Responsible Address

* Notice Number

Notice Number
 ↓ Record ID
 ↑↓ Licensee Responsible
 ↑↓ Type
 ↑↓ Fees
 ↑↓ Date of Notice
 ↑↓ Status
 ↑↓ Corrected by Date
 ↑↓ Address
 Community
 Space Number

Search Permits

1

The user can search for permits from the home page of the community portal. To search for permits, click on the “Search Permit(s)” button at the top right of the page.

2

Once the user clicks on the button, he or she would be redirected to the page where he or she can share the notices. The user can search for the notice from either of the following:

- Record Id
- Permit Holder Name
- License Number
- Licensee Name
- Address

Choose a type to search, fill in the information, and click on “Search.” The user would get all the permits related to the

search mentioned.

Search for a Permit

Permit can be searched by Record ID, holder name, license number, license name, or address using the fields below.

Search by Record ID Permit Holder Name License Number Licensee Name Address

* Record ID

Record ID	↓	Status	↑↓	Status Reason	Permit Holder Name	↑↓	License Number	Licensee Name	Address	Community	Space Number	Action
-----------	---	--------	----	---------------	--------------------	----	----------------	---------------	---------	-----------	--------------	--------

3

Let's try searching for all the permits held by Kiran. For the same, click on Permit Holder Name and write "Kiran" in the text box and click on Search.

Record ID	↓	Status	↑↓	Status Reason	Permit Holder Name	↑↓	License Number
A-000004		Draft			Kiran UAT		12
A-000018		Draft			Kiran UAT		12

Request an Investigation

1

The user can request for investigation from the home page of the community portal. To request an investigation, click on "Request an investigation" button at the top right corner of the page.

Home
Search permit(s)
Request an investigation
Search Notice

Kiran Chawda
[My profile](#) | [Log out](#)

NMRLD

[Home](#)
[Search permit\(s\)](#)
[Request an investigation](#)
[Search Notice](#)

Kiran Chawda
[My profile](#) | [Log out](#)

PERMITS

- Manage permits
- All permits

SCOPE OF WORK

- Permits and Scope Of Work
- Request Installation Scope Of Work

PERSONAL

- My profile

MY COMPANY'S

- Payments
- Inspections
- Notices

OTHER

- Help desk
- User guide

Dashboard

Welcome to the Manufactured Housing Division permitting and inspections dashboard.

0
 Approved Permits

0
 Submitted Permits

0
 Draft Permits

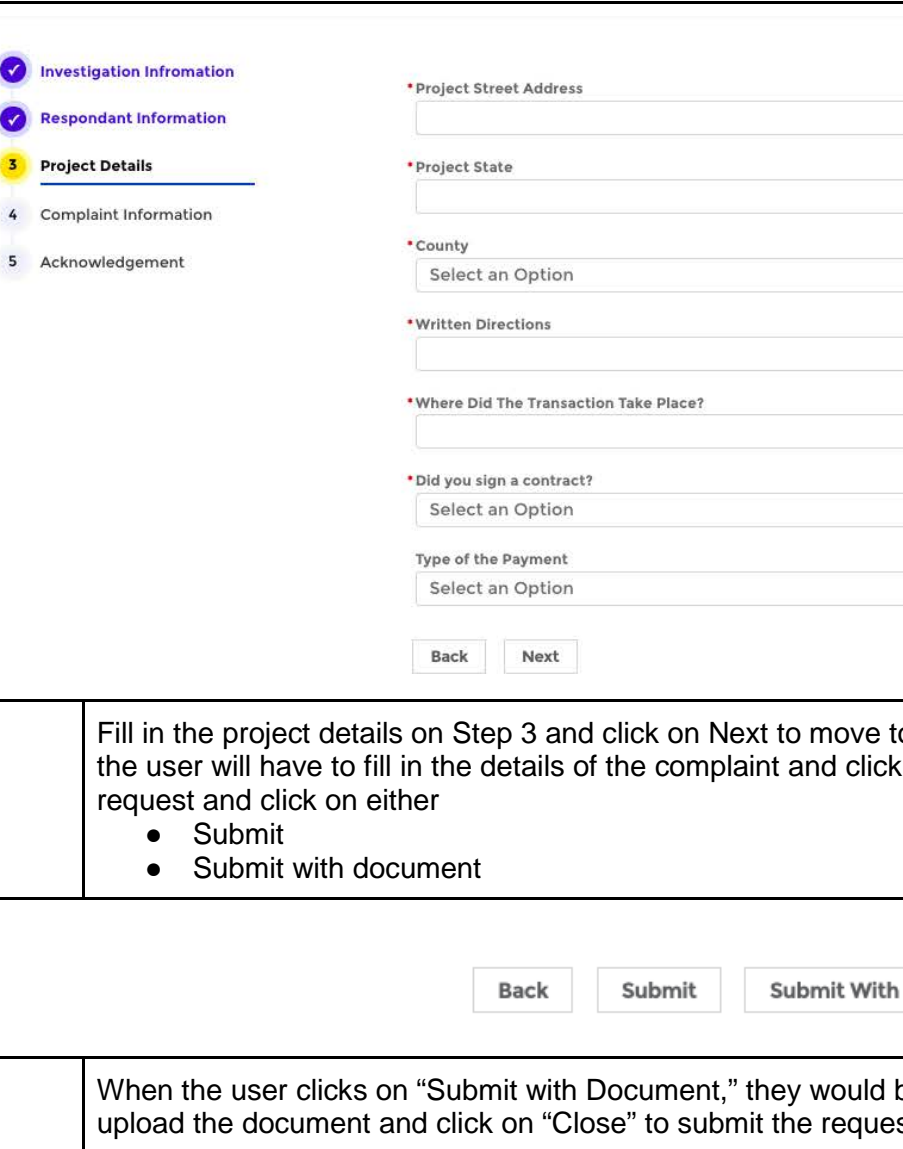

INSPECTIONS

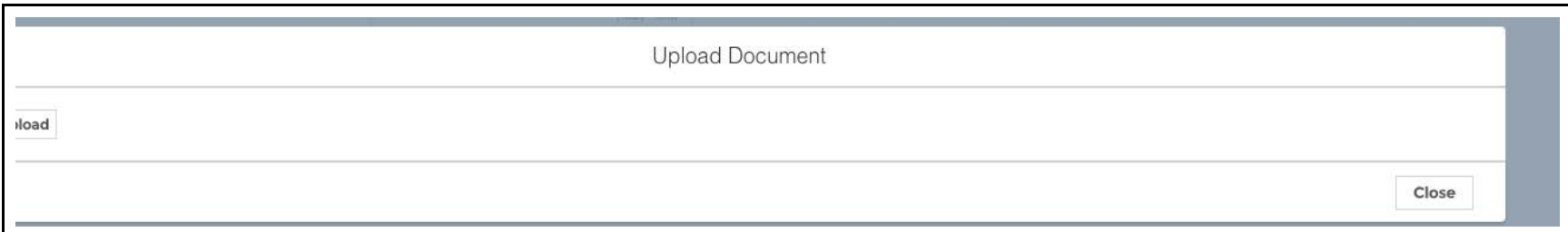
[View All](#)

Inspection Number	Record ID	Permit Type	Inspector	Inspector Email Address	Status	Date of Inspection	Next Action

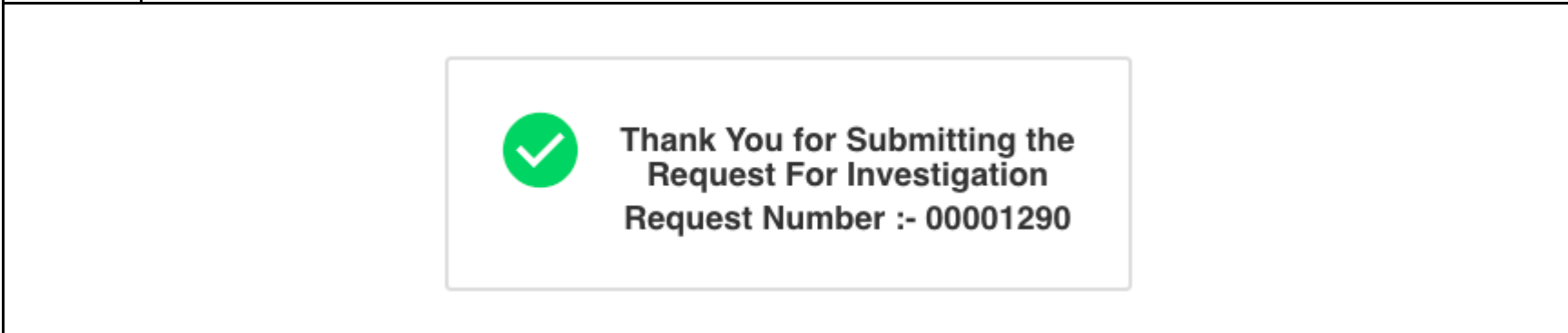
2	Once the user clicks on the button, they will automatically navigate to the page where they can submit the information related to the investigation.
---	--

<div style="background-color: #333; color: white; padding: 5px;"> NMRLD Home Search permit(s) Request an investigation Search Notice Kiran Chawda My profile Log out </div>	
<h3>Request for Investigation</h3>	
<ol style="list-style-type: none"> <li style="margin-bottom: 5px;">1 Investigation Information <li style="margin-bottom: 5px;">2 Respondant Information <li style="margin-bottom: 5px;">3 Project Details <li style="margin-bottom: 5px;">4 Complaint Information <li style="margin-bottom: 5px;">5 Acknowledgement 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Type of Complaint?</p> <input type="text" value="Select an Option"/> </div> <div style="width: 45%;"> <p>Division</p> <input type="text" value="Select an Option"/> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>What is the state of work?</p> <input type="text" value="Select an Option"/> </div> <div style="width: 45%;"> <p>Last Date of Work or Action</p> <input type="text"/> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Next"/> </div>
<p>3</p>	<p>Step 1, fill the information on</p> <ul style="list-style-type: none"> Type of Complaint Division What is the state of work Last Date of Work or Action <p>Once you fill in the information click on Next to continue.</p>
<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 20px;"> ✓ Investigation Information </div> <div> 2 Respondant Information </div> </div>	
<p>4</p>	<p>On Step 2, fill in the information on the respondent. Please note that the fields with the red asterisk mark (*) are the required field and the others are optional to fill in. Fill all the requisite information and click on "Next" to continue.</p>

	
<p>5</p>	<p>Fill in the project details on Step 3 and click on Next to move to the complaint information. On complaint information, the user will have to fill in the details of the complaint and click on Next to move further. Acknowledge the investigation request and click on either</p> <ul style="list-style-type: none"> • Submit • Submit with document
	
<p>6</p>	<p>When the user clicks on “Submit with Document,” they would be redirected to the “upload document” screen. They can upload the document and click on “Close” to submit the request for an investigation.</p>

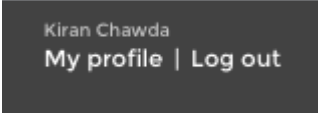
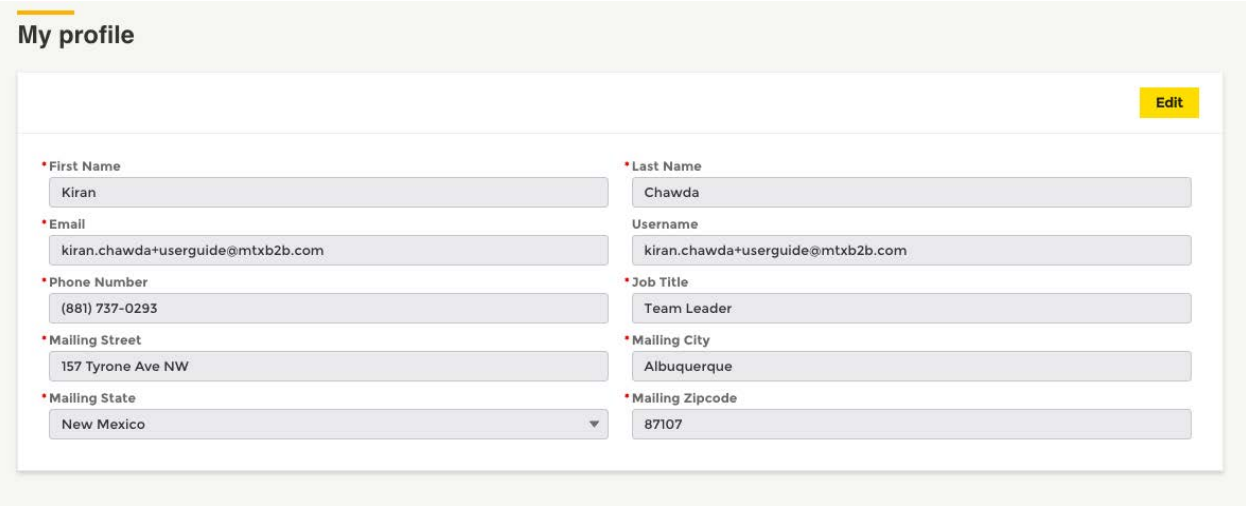


7 After the process is completed, the user would receive the message on the screen with the request number for the investigation.



Portal

Complete Profile Information

1	To complete the profile information, the user should click on “My Profile” at the top right corner of the page below the name of the user.
 <p>A dark grey dropdown menu is shown with the text "Kiran Chawda" at the top. Below it are two options: "My profile" and "Log out".</p>	
2	Once the user clicks on My profile, they would be redirected to the My Profile page wherein they can edit the profile details. To edit the details, click on “Edit”. Fill in the information and click on save to update the changes.
 <p>The screenshot shows the "My profile" page. At the top right is a yellow "Edit" button. The form contains the following fields:</p> <ul style="list-style-type: none"> First Name: Kiran Last Name: Chawda Email: kiran.chawda+userguide@mtxb2b.com Username: kiran.chawda+userguide@mtxb2b.com Phone Number: (881) 737-0293 Job Title: Team Leader Mailing Street: 157 Tyrone Ave NW Mailing City: Albuquerque Mailing State: New Mexico Mailing Zipcode: 87107 	

Licensed Professionals

Community Admin Actions

Adding a User

1	Login to the community portal with the help of the credentials. Navigate to the community admin tab from the panel available on the left side of the page and click on it.
---	--

The screenshot displays the NMRLD community portal interface. On the left, a navigation sidebar is visible with three main sections: **PERMITS**, **SCOPE OF WORK**, and **PERSONAL**. The **PERSONAL** section is highlighted with a blue border, and the **Community Admin** option is selected. The main content area features a top navigation bar with links for Home, Search permit(s), Request an investigation, Search Notice, and user profile options (Kiran UAT, My profile, Log out). The dashboard includes a 'Dashboard' section with three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (5). Below the dashboard are two table sections: 'INSPECTIONS' and 'PERMITS', both with empty tables and 'View All' buttons.

2

Once the user clicks on “Community Admin,” they will be redirected to the page for community admin. From there, click on the “Add New User” button to add a new user to the community.

The screenshot displays the 'Community Admin' interface. On the left, a sidebar menu includes sections for 'PERMITS', 'SCOPE OF WORK', 'PERSONAL', and 'MY COMPANY'S'. The 'PERSONAL' section is active, with 'Community Admin' selected. The main content area features a title 'Community Admin' and a subtitle 'Add, and manage access for individuals you authorise to pull permits and request inspections on behalf of your organisation.' Below this is a yellow callout box for the 'Manufactured Housing Division'. At the bottom, a table lists existing users, and a yellow 'Add New User' button is highlighted with a blue border.

Name	Email	Phone	SSN	Active	Action
Kiran Chawda UAT	kiran.chawda20@gmail.com			<input type="checkbox"/>	Enable Access

3

Fill in the requisite information and click on Save to create a new user in the community.

Add New User

Please enter the following information and the User will receive an email notification to setup his password to the NM RLD Community Portal

*** First Name** *** Last Name**

*** Email Address** **Phone Number**

SSN **Job Title**

Mailing Street **Mailing City**

Mailing State **Mailing Zip**

*** By clicking Agree and Continue, I hereby acknowledge and agree that the secure access is assigned personally to me and that I am solely and individually responsible for my or my organization's access to and use of the account pursuant to that all statutory and regulations as**

4

After clicking on Save, the user record will be created and it will be available in the list of users. The user can manage the list of users who are authorized to pull permits and request inspections on behalf of the organization.

Revoking the access for a User

- 1 Login to the community portal with the help of the credentials. Navigate to the community admin tab from the panel available on the left side of the page and click on it.

The screenshot displays the NMRLD community portal interface. On the left, a navigation sidebar is visible with three main sections: **PERMITS**, **SCOPE OF WORK**, and **PERSONAL**. The **PERSONAL** section is highlighted with a blue border, and the **Community Admin** option is selected. The main content area shows a **Dashboard** with a welcome message and three key metrics: **Approved Permits** (0), **Submitted Permits** (0), and **Draft Permits** (5). Below the dashboard are two tables: **INSPECTIONS** and **PERMITS**, both with 'View All' buttons. The **INSPECTIONS** table has columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. The **PERMITS** table has columns for Record ID, Holder Name, Type, Status, Action, and Next Action.

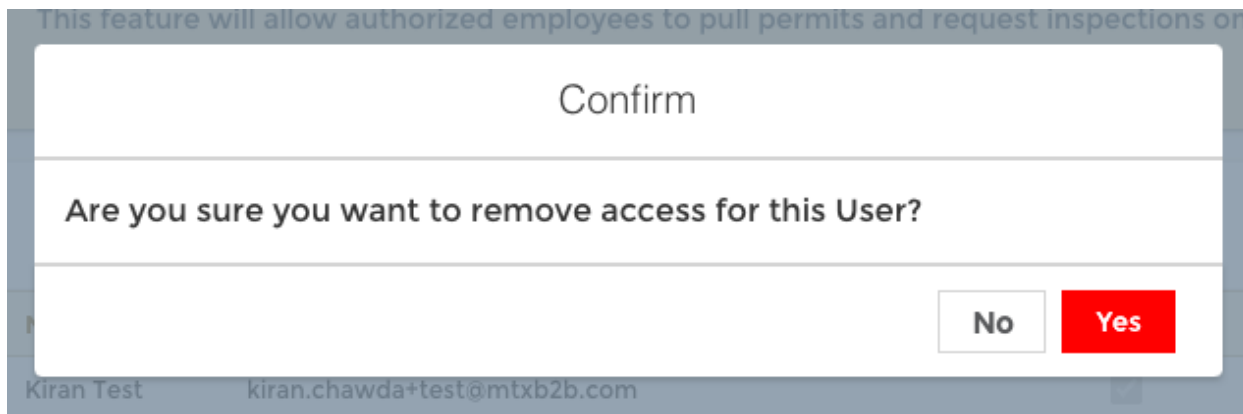
- 2 Click on the community tab and the user would see the list of available users in the system. The user could see the list of available users in the system. From the list, choose the user for which the access has to be revoked and click on the “Remove Access” button.

Name	Email	Phone	SSN	Active	Action
Kiran Chawda UAT	kiran.chawda20@gmail.com			<input checked="" type="checkbox"/>	Remove Access

[Add New User](#)

3

The user will be prompted to confirm the action. Click on Yes to continue and the access would be revoked for the user.



Licensed Professional Permit Application

- 1 Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.

The screenshot displays the NMRLD community portal dashboard. The left sidebar contains a navigation menu with the following sections:

- PERMITS** (highlighted with a blue box):
 - Manage permits
 - All permits
- SCOPE OF WORK**
 - Permits and Scope Of Work
 - Request Installation Scope Of Work
- PERSONAL**
 - Community Admin
 - My profile

The main dashboard area includes:

- Dashboard:** Welcome to the Manufactured Housing Division permitting and inspections dashboard. It features three summary cards:
 - Approved Permits: 0
 - Submitted Permits: 0
 - Draft Permits: 5
- INSPECTIONS:** A table with columns: Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, Next Action. A 'View All' button is present.
- PERMITS:** A table with columns: Record ID, Holder Name, Type, Status, Action, Next Action. An 'Apply' button and a 'View All' button are present.

- 2 When the user clicks on the Manage Permits tab, he would be redirected to the page of managing permits. They can see different options on the page. Now click on “Apply for a new permit.”

NMRLD Home Search permit(s) Request an investigation Search Notice Kiran UAT My profile | Log out

PERMITS

- Manage permits
- All permits

SCOPE OF WORK

- Permits and Scope Of Work
- Request Installation Scope Of Work

PERSONAL

- Community Admin
- My profile

MY COMPANY'S

- Licenses
- Payments
- Inspections
- Notices

OTHER

Manage permits

Use the quick links below to apply for a new, or manage existing permits.

- New Permit(s)**
Complete the permit application form to apply for a permit. Permit must be approved before work can be done on a job site.
Apply for a new permit
- Renew Permit(s)**
Complete the renew permit application form for a permit nearing expiration.
Renew a permit
- Cancel Permit(s)**
Request cancel permit for a permit that has been issued.
Cancel a permit
- Withdraw Permit(s)**
Request withdraw permit for a submitted permit application that has not been issued a permit number.
Withdraw a permit
- Change of Address**
Request a change of address for a submitted permit application or a permit that has been issued.
Change an address
- Request Pre-Inspection**
Request a pre-inspection to evaluation a property's condition or readiness prior to the final inspection.
Request a pre-inspection

3 After clicking on the button, the user would be redirected to the new permit application page. The user can see a list of 7 steps to be completed for a new application. Let's look step by step on how and what to fill in these steps.

New Permit

- 1 Permit Information
- 2 Scope of Work
- 3 Address Information
- 4 Owner Information
- 5 Document Upload
- 6 Instructions
- 7 Payment Information

4

On Step1, choose the permit type and click on Next.

NMRLD Home Search permit(s) Request an Investigation Search Notice Test Contact My profile | Log out

New Permit

- 1 Permit Information
- 2 Scope of Work
- 3 Address Information
- 4 Owner Information
- 5 Document Upload
- 6 Instructions
- 7 Payment Information

Manufactured Housing Division
Please select the permit type from the drop down and click next.

*Permit Type
Select an Option

- MHD Mechanical Permit
- MHD Electrical Permit
- MHD Structural Repair Permit
- MHD Foundation Permit
- MHD Installation Permit
- MHD Installation & Foundation
- MHD Conversion Permit

5

When the user clicks on Next, they will be redirected to the second page for inputs on “ Scope of Work.” Click on New and select the scope of work. Click on save and next to continue the application.

New Scope of Work

*Work Type
Select an Option

Cancel Save

6

Fill in the information for the address and click on Next to move to step 4.

Record ID: A-000062

Delete

- Permit Information
- Scope of Work
- Address Information
- 4 Owner Information**
- 5 Document Upload
- 6 Instructions
- 7 Payment Information

Manufactured Housing Division
Please enter all homeowner information.
Please enter the information on the Manufactured Home

Homeowner Information

* Homeowner Name

* Homeowner Telephone Number

Homeowner Email

Homeowner Address

Home Information

* Project Name

* Manufacturer

7

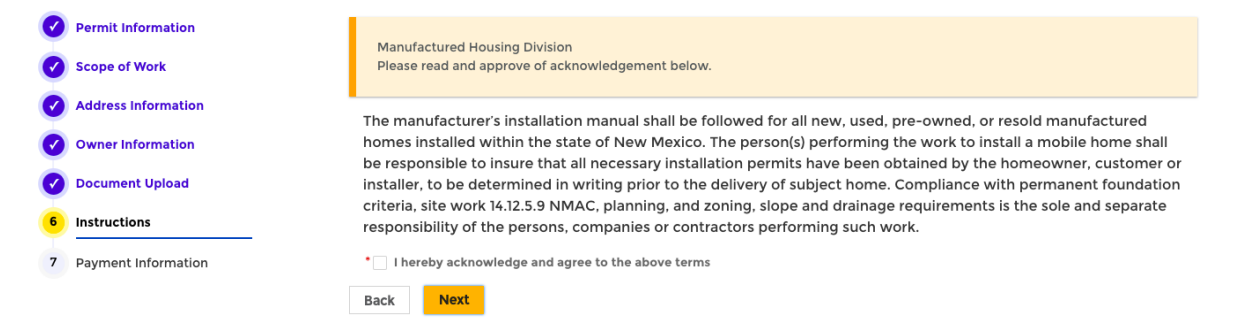
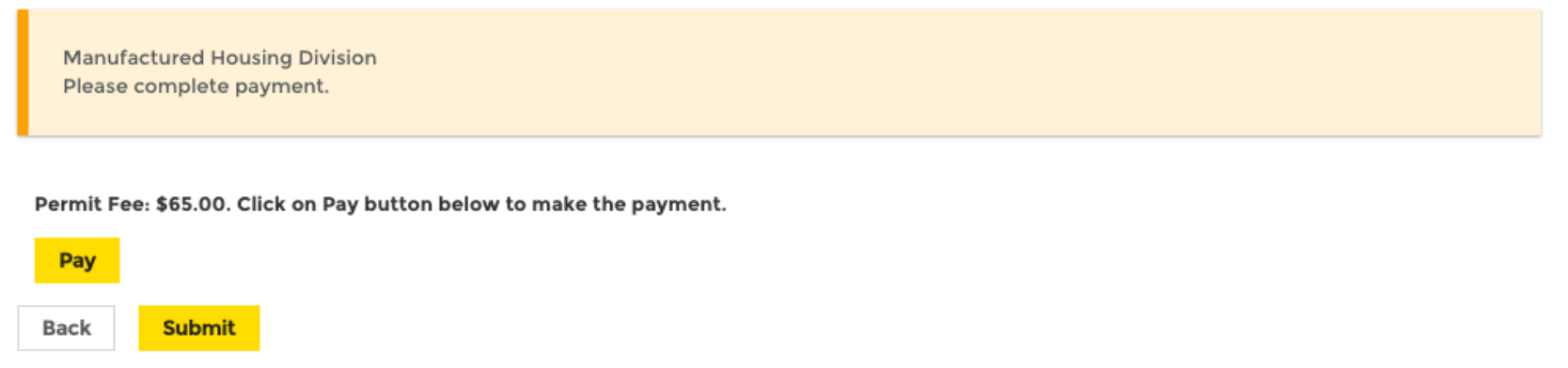
After filling in the details, reach to the next step for uploading the documents for permit. Click on upload, select the document to upload and click on done. Click on Next to continue.

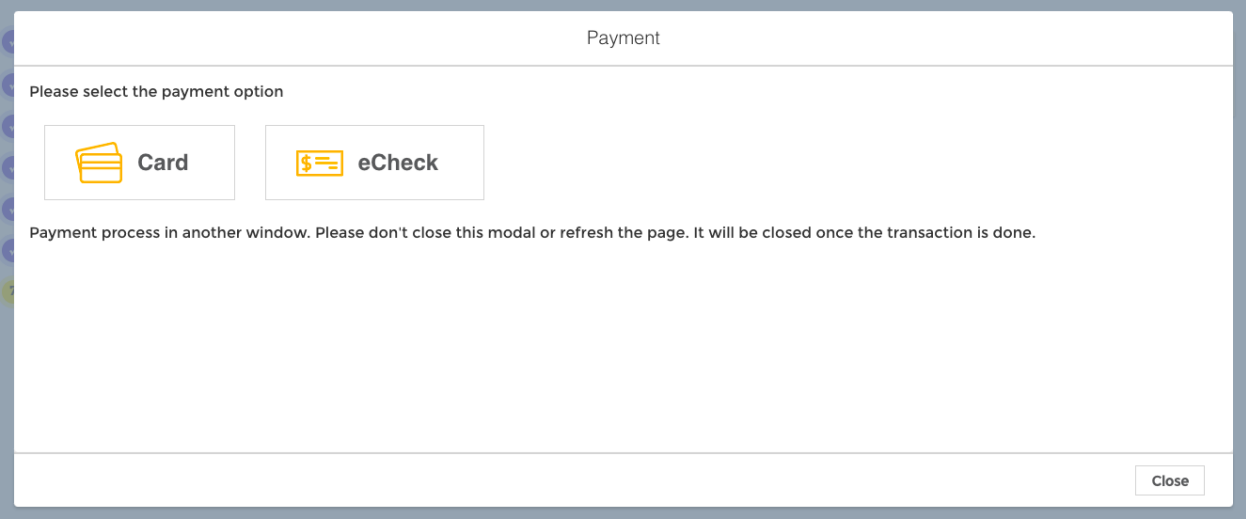
Manufactured Housing Division
Please upload all supporting documents needed for the permit.
Make sure to click Submit to Resubmit the application with revised plans.

Document Category	Status	Upload Document	Uploaded Document	Permit Holder's Comments
* Engineered drawings Engineer Letter Manufacturer Plan	Draft	Upload		<input type="text"/>

Back

Next

8	On Step 6, click on the acknowledgement and move to the next.
	
9	After filling in the required documents and information, the user will now be redirected to the payment page. Click on Pay to process the payment for permit.
	
10	Choose the payment option to proceed.

	
11	After clicking on the option you would be redirected to the payment gateway page. Confirm the billing information and click on Next to continue.

CyberSource®
the power of payment

Billing Payment Review Receipt

Billing Information

* Required field

First Name

Last Name

Company Name

Address Line 1 *

City *

Country/Region *

State/Province *

Zip/Postal Code *

Email *

Your Order

Total amount	\$65.00
---------------------	----------------

12 Complete the payment details and click on the Next button.

The screenshot displays the CyberSource payment interface. At the top, the CyberSource logo is visible with the tagline 'the power of payment'. Below the logo, there are four tabs: 'Billing', 'Payment' (which is highlighted in green), 'Review', and 'Receipt'. The main content area is divided into two columns. The left column is titled 'Payment Details' and contains several required fields: 'Card Type *' with radio buttons for 'VISA' and 'Mastercard'; 'Card Number *' with a text input field; 'Expiration Date *' with two dropdown menus; and 'CVN *' with a text input field and a small icon of a credit card showing the number '123'. Below these fields are 'Back' and 'Next' buttons. At the bottom left of this section is a link for 'Cancel Order'. The right column is titled 'Your Order' and features a green box with the text 'Total amount \$65.00'.

13 Review the order and click on pay to finish the payment. There's a smaller button for "Cancel Order" as well on the page if the user wants to cancel the order at any point of time.

Billing Payment **Review** Receipt

Review your Order

Billing Address

Kiran UAT
kanchilicenseUAT
38, PO Box 249, Albuquerque, NM 87103-0249
Albuquerque
New Mexico
566
United States of America

Payment Details

Card Type	Visa
Card Number	xxxxxxxxxxxx1111
Expiration Date	04-2024

Your Order

Total amount	\$65.00
--------------	---------

[Cancel Order](#)

[Back](#) [Pay](#)

14	Once the payment is complete, the user will be redirected to the portal and can see the payment completion information. Click on the submit button to submit the permit. Upon successful submission the user will receive the confirmation screen saying that the permit has been received.
----	---

Homeowners

Homeowners Permit Application

1	After registering on the portal, the homeowners can apply for permits from the homepage. To create a permit from the portal click on the “Manage Permits” which will navigate the user to the page wherein the user can find quick links to apply for a new permit or manage an existing permit. Click on “Apply for a new permit button” on the card of New permit to proceed further.
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The screenshot displays the NMRLD portal interface. On the left is a navigation sidebar with the following sections:

- PERMITS**
 - Manage permits (highlighted)
 - All permits
- SCOPE OF WORK**
 - Permits and Scope Of Work
 - Request Installation Scope Of Work
- PERSONAL**

The main content area features a card titled "New Permit(s)" with a green plus icon. The card text reads: "Complete the permit application form to apply for a permit. Permit must be approved before work can be done on a job site." Below the text is a button labeled "Apply for a new permit", which is highlighted with a blue border in the image.

2

From there the user would be navigated to the new permit page to fill in the details. Homeowners can apply only for the permits listed below and few of the permits does require the homeowner to go through the homeowner test as well. The permit type applicable are listed below:

- MHD Mechanical Permit
 - Water Connection (Plumbing Water Connection Test)
 - Sewer Connection(Sewer Connection Test)
- MHD Structural Repair Permit
 - Window/Door Replacement or Structural Opening
 - Re-roof
 - Stucco
- MHD Foundation Permit
 - Concrete (Foundation Test)
- MHD Installation Permit
 - Water Connection (Plumbing Water Connection Test)
 - Sewer Connection (Sewer Connection Test)
 - Blocking (Installation Test)
 - Anchoring (Installation Test)
 - Skirting (Installation Test)
- MHD Installation & Foundation
 - Water Connection (Plumbing Water Connection Test)
 - Sewer Connection (Sewer Connection Test)
 - Anchoring (Installation Test)
 - Skirting (Installation Test)
 - Concrete (Foundation Test)
- MHD Conversion Permit

Choose the permit type and click on Next to move forward with the application.

	<div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Manufactured Housing Division Please select the permit type from the drop down and click next.</p> </div> <p>• Permit Type</p> <div style="border: 1px solid #ccc; padding: 5px; width: 100%;"> Select an Option </div> <p style="color: red; font-size: small;">Complete this field.</p> <div style="background-color: #ffeb3b; padding: 5px; display: inline-block; margin-top: 10px;">Next</div>								
2	<p>On Step 2, choose the scope of work by clicking on New. The user would be given the options in the dropdown and they should select the one that applies. Click on “Next” to move forward.</p>								
	<div style="background-color: #fff9c4; padding: 10px; border: 1px solid #ccc;"> <p>Manufactured Housing Division Please select the scope of work for this permit. <i>Note: Installer must identify the subcontractor or the homeowner for each scope of work being performed.</i></p> </div> <div style="border: 2px solid #0070c0; background-color: #ffeb3b; padding: 5px; margin-top: 10px; display: inline-block;">New</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #fff9c4;"> <th style="width: 30%;">Scope of Work</th> <th style="width: 30%;">Scope of Work Sub Type</th> <th style="width: 20%;">Accepted/Rejected Time</th> <th style="width: 20%;">ACTION</th> </tr> </thead> <tbody> <tr> <td colspan="4" style="text-align: center; padding: 10px;">No Records found.</td> </tr> </tbody> </table> <div style="margin-top: 10px;"> <div style="display: inline-block; border: 1px solid #ccc; padding: 5px; margin-right: 10px;">Back</div> <div style="background-color: #ffeb3b; padding: 5px; display: inline-block;">Next</div> </div>	Scope of Work	Scope of Work Sub Type	Accepted/Rejected Time	ACTION	No Records found.			
Scope of Work	Scope of Work Sub Type	Accepted/Rejected Time	ACTION						
No Records found.									
3	<p>Fill in the address and owner information on Step 3 and Step 4. Reach to Step 5 and upload the relevant documents for the permit. The permit holder can also put in their comments on the uploaded documents. Click on “Next” to</p>								

continue.

✔ Permit Information

✔ Scope of Work

✔ Address Information

✔ Owner Information

5 Document Upload

6 Acknowledgement

7 Payment Information

Manufactured Housing Division
Please upload all supporting documents needed for the permit.
Make sure to click Submit to Resubmit the application with revisioned plans.

Document Category	Status	Upload Document	Uploaded Document	Permit Holder's Comments
* Manufacturer Installation Instructions	Draft	<input type="button" value="Upload"/>		<input type="text"/>

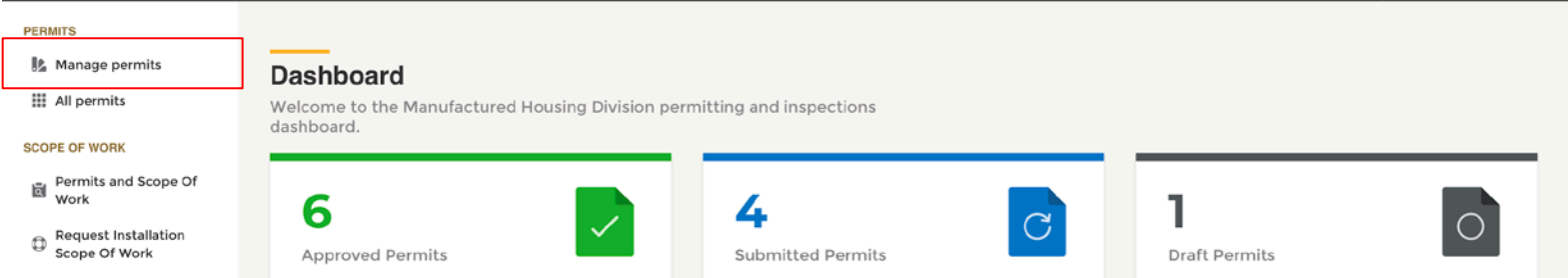
4

On Step 6, the user would be presented with the acknowledgement document page wherein they would have to provide the acknowledgment on various questions. Please go through the questions and carefully provide the acknowledgment for the every question on the screen. Once the user provides acknowledgment for the points he should click on Next to continue.






<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Permit Information <input checked="" type="checkbox"/> Scope of Work <input checked="" type="checkbox"/> Address Information <input checked="" type="checkbox"/> Owner Information <input checked="" type="checkbox"/> Document Upload 6 Acknowledgement <input type="checkbox"/> 7 Payment Information 	<div style="background-color: #fff9c4; padding: 5px; margin-bottom: 10px;"> <p>Manufactured Housing Division Please read and approve of acknowledgement below.</p> </div> <h3 style="text-align: center;">HOMEOWNER'S RESPONSIBILITIES FOR INSTALLATION REQUIREMENTS OF MANUFACTURED HOME TO BE OWNED AND OCCUPIED BY HOMEOWNER</h3> <p>A Homeowner's Permit carries serious responsibilities and is not appropriate for everyone. By submitting this signed, completed form, you agree to personally assume all of the risks and liabilities associated with the Homeowner's Permit. Please read each of the following statements. If you agree with a statement and your answer to it is "yes", then place a check mark in the appropriate box. If you do not answer "yes" to every statement, you should not seek a Homeowner's Permit.</p> <p>After marking each item and signing this form in the presence of a Notary Public, you are required to submit this checklist with your Manufactured Housing Permit application package. This signed checklist will be kept on record with the permit application as proof of your assumption of the risks and liabilities associated with a Homeowner's Permit.</p> <p>• Check the appropriate</p> <ul style="list-style-type: none"> <input type="radio"/> I plan to install a Permanent Foundation which will include footings and site preparation work, and/or a Division approved Alternative Permanent Foundation System for a manufactured home owned by me and to be occupied by me <input type="radio"/> I plan to install or repair the blocking, sewer, and/or water for a manufactured home owned by me and to be occupied by me. <input type="radio"/> I plan to perform Major Repairs for a manufactured home owned by me and to be occupied by me, including the following: <p style="margin-left: 20px;">Please provide more details here</p> <div style="border: 1px solid #ccc; height: 30px; margin-left: 20px;"></div> <ul style="list-style-type: none"> • I understand I must personally apply for my Homeowner's Permit and I may not delegate this task to anyone. <input type="radio"/> Yes <input type="radio"/> No • I certify that I am the legal owner of the home that is the subject of this acknowledgement, and that I will be the occupant of the home following installation. <input type="radio"/> Yes <input type="radio"/> No • I understand that no Manufactured Home shall be installed in New Mexico unless the homeowner, if authorized, has obtained an installation
<p>5</p>	<p>The user would at the end of all the steps would reach to the payment information page from where they can pay for the permit.</p>

Installation/ Installation&FoundationPermits

Add a Contractor

1	<p>On the New Mexico RLD community portal, Navigate to the manage permits tab from the panel available on the left side of the page and then apply for a new permit.</p>
 <p>The screenshot shows the 'PERMITS' section of the dashboard. The 'Manage permits' option is highlighted with a red box in the left sidebar. The main dashboard area shows a 'Dashboard' title and a welcome message. Below this, there are three cards representing permit status: 'Approved Permits' with a count of 6, 'Submitted Permits' with a count of 4, and 'Draft Permits' with a count of 1. Each card includes a large number, a descriptive label, and a small icon representing the status (checkmark, refresh, and document respectively).</p>	
2	<p>On the second step of creating a permit, you are able to add contractors for the scope of work. Click on the pencil icon under Action, to add the contractor name. Do this for all scope of work fields.</p>
Empty space for the second step's screenshot	

New ⓘ

Scope of Work	Scope of Work Sub Type	Status	Contractor	Accepted/Rejected Time	ACTION
Plumbing		Pending (Awaiting Assignment)			
HVAC ⓘ		Pending (Awaiting Assignment)			
Gas		Pending (Awaiting Assignment)			
Skirting		Pending (Awaiting Assignment)			
Hardwire / Yardline		Pending (Awaiting Assignment)			

Back **Next**

examination and entitles its holder to install manufactured homes for remuneration or consid
s hold
that
scope

Edit Scope of Work

Work Type
Plumbing

***Work Sub Type**
Plumbing System

Contractor
Type to Search

- Adam EZ
Licensed Professional • EZ Construction
- Akshat Jain
Licensed Professional • AJ Constructions
- AL FRANCO
Licensed Professional • BACKHOE SERVICES INC.
- Aldrich L. Kuchera
Licensed Professional • Gray Heating & Air Conditioning, Inc.
- Alfoso De La Torre
Licensed Professional • KGB Plumbing
- Armando Lira
Licensed Professional • LIRA'S PLUMBING
- BETTY WHITE

Back Next

3

You can add another scope of work field with a contractor as well by clicking on new. Choose Work Type, Sub Work type, type of alternative system, and then a contractor.

New Scope of Work

*** Work Type**

Alternative ▼

*** Work Sub Type**

SAC ▼

*** Type of Alternative System**

test

Contractor

Type to Search 🔍

Cancel
Save

4

Finish the rest of the new permit and once it is complete additional contractors will Accept or Reject Scope of Work that was requested.

Accept/Reject Scope of work

- 1 On the New Mexico RLD community portal, Navigate to the Permits and Scope of Work tab from the panel available on the left side of the page and then apply for a new permit.

The screenshot shows the NMRLD dashboard. The top navigation bar includes 'Home', 'Search permit(s)', 'Request an investigation', 'Search Notice', and user information 'Adam EZ My profile | Log out'. The left sidebar has two main sections: 'PERMITS' with 'Manage permits' and 'All permits', and 'SCOPE OF WORK' with 'Permits and Scope Of Work' (highlighted with a red box) and 'Request Installation Scope Of Work'. The main dashboard area is titled 'Dashboard' and contains three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (0).

- 2 Find the record for the permit that you will be a contractor of. Here you will select the arrow on scope of work to open details on the record.


Permits and Scope Of Work

Permits and scope of work can be filtered by number, type, and status using the fields below.

The screenshot shows the 'Permits and Scope Of Work' interface. It features a filter section with three dropdown menus: 'Record ID' (empty), 'Permit Type' (Set to 'Select an Option'), and 'Status' (Set to 'Select an Option'). There are 'Clear' and 'Search' buttons. Below the filters is a table with the following data:

Record ID ↑↓	Permit Type ↑↓	Status ↑↓	Permit Holder ↑↓	Submission Date ↓	Action
A-000644	MHD Installation & Foundation	Closed	Jordan Black		

Below the table is a blue button with a right-pointing arrow and the text 'Scope Of Work'.

3	<p>You will notice the status of each work type you are being assigned, you can click on the accept or reject button from here.</p>																																																	
	 <p>▼ Scope Of Work</p> <table border="1"> <thead> <tr> <th>Work Type</th> <th>Sub Type</th> <th>Assigned To</th> <th>Status</th> <th>Created Date</th> <th>Accepted/Rejected Time</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Skirting</td> <td></td> <td></td> <td>Pending (Awaiting Assignment)</td> <td>Jul 21, 2020</td> <td></td> <td></td> </tr> <tr> <td>Gas</td> <td></td> <td></td> <td>Pending (Awaiting Assignment)</td> <td>Jul 21, 2020</td> <td></td> <td></td> </tr> <tr> <td>Plumbing</td> <td></td> <td></td> <td>Pending (Awaiting Assignment)</td> <td>Jul 21, 2020</td> <td></td> <td></td> </tr> <tr> <td>HVAC</td> <td></td> <td></td> <td>Pending (Awaiting Assignment)</td> <td>Jul 21, 2020</td> <td></td> <td></td> </tr> <tr> <td>Hardwire / Yardline</td> <td></td> <td></td> <td>Pending (Awaiting Assignment)</td> <td>Jul 21, 2020</td> <td></td> <td></td> </tr> <tr> <td>Alternative</td> <td>X12</td> <td>Adam EZ</td> <td>Pending (Contractor Approval Pending)</td> <td>Jul 21, 2020</td> <td></td> <td> <input type="button" value="Accept"/> <input type="button" value="Reject"/> </td> </tr> </tbody> </table>	Work Type	Sub Type	Assigned To	Status	Created Date	Accepted/Rejected Time	Action	Skirting			Pending (Awaiting Assignment)	Jul 21, 2020			Gas			Pending (Awaiting Assignment)	Jul 21, 2020			Plumbing			Pending (Awaiting Assignment)	Jul 21, 2020			HVAC			Pending (Awaiting Assignment)	Jul 21, 2020			Hardwire / Yardline			Pending (Awaiting Assignment)	Jul 21, 2020			Alternative	X12	Adam EZ	Pending (Contractor Approval Pending)	Jul 21, 2020		<input type="button" value="Accept"/> <input type="button" value="Reject"/>
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Hardwire / Yardline			Pending (Awaiting Assignment)	Jul 21, 2020																																														
Alternative	X12	Adam EZ	Pending (Contractor Approval Pending)	Jul 21, 2020		<input type="button" value="Accept"/> <input type="button" value="Reject"/>																																												
4	<p>Lastly once you accept you will agree to the acknowledgement form.</p>																																																	

Acknowledgement

Prior Plan approval on all Permanent Foundations requires a New Mexico Licensed Engineer or Manufacturer Design as required by Manufactured Housing Rules and Regulations 14.12.5.11(A). Any Alternative or "other" types of foundation systems require submittal of installation instructions, calculations and design layouts. All submissions shall be stamped by a New Mexico licensed engineer, and each application shall be region specific 14.12.5.11(I). Please contact The Manufactured Housing Division with any questions regarding the scope of work or documentation required for plan submittal.

* I acknowledge the above.

Yes
No

Pull a Scope of work

1	On the New Mexico RLD community portal, Navigate to the Request Installation Scope of Work tab from the panel available on the left side of the page and then apply for a new permit.
---	---

NMRLD Home Search permit(s) Request an Investigation Search Notice Adam EZ My profile | Log out

PERMITS

- Manage permits
- All permits

SCOPE OF WORK

- Permits and Scope Of Work
- Request Installation Scope Of Work

Dashboard

Welcome to the Manufactured Housing Division permitting and inspections dashboard.

0 Approved Permits

0 Submitted Permits

0 Draft Permits

2 On the Record ID search bar enter the record ID for the scope of work that you have accepted. Then you will click on Pull Scope of Work.

Request Installation Scope Of Work

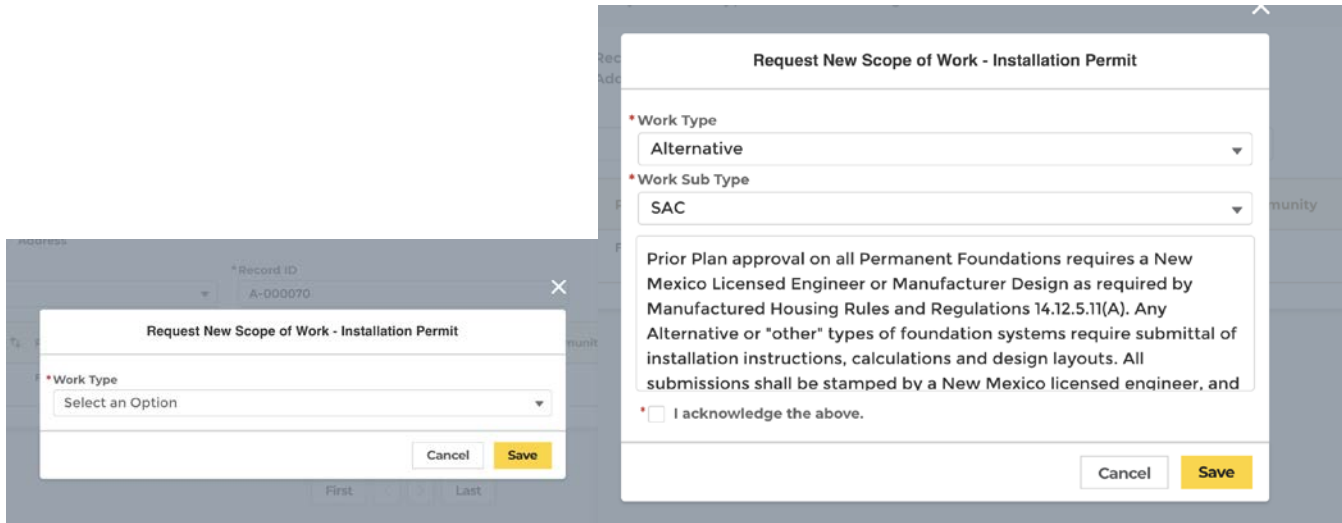
Requests can be filtered by number, type, or address using the fields below.

Search by Record ID Address

Permit Type

*Record ID

Record ID	↑↓ Permit Holder	↑↓ Submission Date ↓	Address	Community	Space Number	Action
A-000070	Franklin Borrego	Jul 29, 2020	New Mexico State Line, Clayton, New Mexico, USA	<input checked="" type="checkbox"/>	123	<input type="button" value="Pull Scope Of Work"/>

3	<p>Choose the Work type that was assigned to you, then you will have to choose the work sub type that was assigned. Lastly agree to the acknowledgement by clicking on the box, then click save. That concludes the Installation/ Installation&FoundationPermits section of the user guide.</p>
	 <p>The image displays two screenshots of the 'Request New Scope of Work - Installation Permit' form. The left screenshot shows the 'Work Type' dropdown menu with 'Select an Option' selected. The right screenshot shows the 'Work Sub Type' dropdown menu with 'SAC' selected, a text box with instructions about plan approval, and an acknowledgment checkbox.</p>

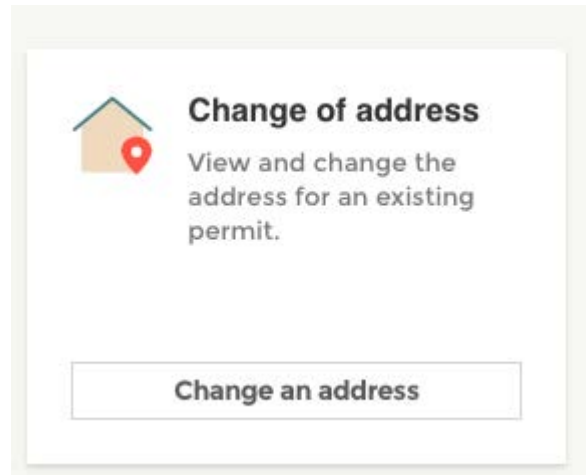
Ticket Management

Request for Address Change

- 1 Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.

The screenshot displays the NMRLD community portal dashboard. On the left sidebar, the 'PERMITS' section is highlighted with a blue box, and the 'Manage permits' option is selected. The main content area features a 'Dashboard' with three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (5). Below the dashboard is an 'INSPECTIONS' table with columns: Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. At the bottom, there is a 'PERMITS' table with columns: Record ID, Holder Name, Type, Status, Action, and Next Action. A yellow 'Apply' button and a 'View All' link are visible next to the 'PERMITS' table header.

- 2 Click on the Change of Address card



3

When the user clicks on “Change an Address”, they would see a list of the permits available, click on the change address adjacent to the permit application on which the address has to be changed.

Address Change
 Address Change can be filtered by number, name, type, or status using the fields below.

Manufactured Housing Division
 Please select the eligible application/permit below to request an address change.

Permit Number Permit Name Permit Type Status

Permit Name	Permit Number	Permit Type	Status	Address	Community	Space Number	Action
A-000620		MHD Foundation Permit	Submitted	2400 Vereda De Encanto, Santa Fe, New Mexico, USA	<input type="checkbox"/>		<input type="button" value="Change Address"/>

Page 1 of 1

4

Fill in the correct address and click on save to update the address. Once the user saves it, a request is automatically generated for the change of address on that application.

The screenshot shows a 'Change Address' form with the following sections:

- Current Address:**
 - Street: 2400 Vereda De Encanto
 - City: Santa Fe
 - State: New Mexico
 - Zip: 87505
 - Community
 - Directions to Location: (Empty text area)
- New Address:**
 - Address or location search: (Search bar with magnifying glass icon)
 - Search by a location name or address to automatically populate the address fields below (optional)
 - Street: (Redacted field)
 - City: (Redacted field)

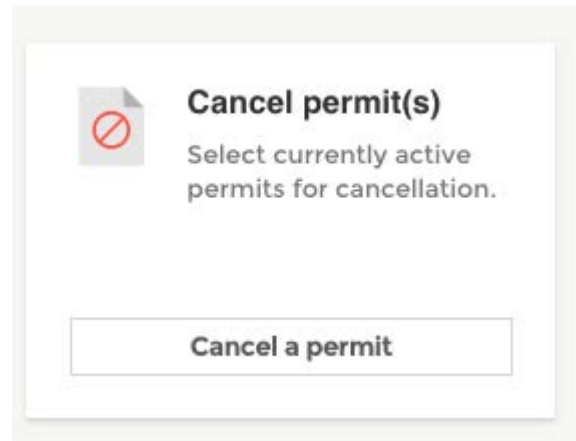
Buttons: Cancel, Save

Withdraw a Permit

1 Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.

The screenshot shows the NMRLD portal dashboard. On the left, there is a navigation sidebar with several sections: **PERMITS** (containing 'Manage permits' which is highlighted with a blue box), 'All permits', **SCOPE OF WORK** (containing 'Permits and Scope Of Work' and 'Request Installation Scope Of Work'), **PERSONAL** (containing 'Community Admin' and 'My profile'), and 'MY COMPANYS' (containing 'Licenses', 'Payments', 'Inspections', and 'Notices'). The main content area features a top navigation bar with links for Home, Search permits(s), Request an investigation, Search Notice, and user profile options. Below this is a 'Dashboard' section with three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (5). There is also an 'INSPECTIONS' table with columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. At the bottom, there is a 'PERMITS' table with columns for Record ID, Holder Name, Type, Status, Action, and Next Action.

2 Click on the Cancel a Permit card.



3

Once the user clicks on the button, he would be redirected to the cancel permit page. The user should fill in the information on the page and click on Confirm.

Cancel Permit

Cancel Permit can be filtered by number, name, or type using the fields below.

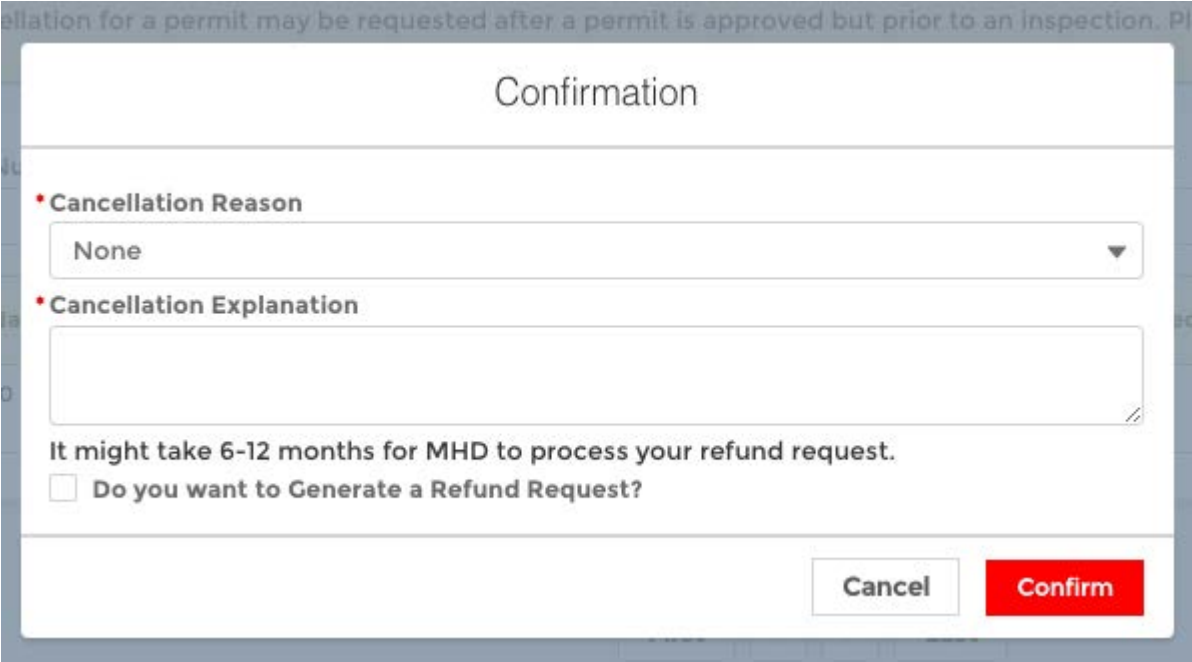
Manufactured Housing Division
A cancellation for a permit may be requested after a permit is approved but prior to an inspection. Please select the permit below.

Permit Number	Permit Name	Permit Type	Clear	Search
<input type="text"/>	<input type="text"/>	Select an Option ▼		

Permit Name	Permit Type	Permit Number	Issue Date	Submitted Date	Action
A-000620	MHD Foundation Permit	PFOU_2020000239			Cancel Permit

Page 1 of 1

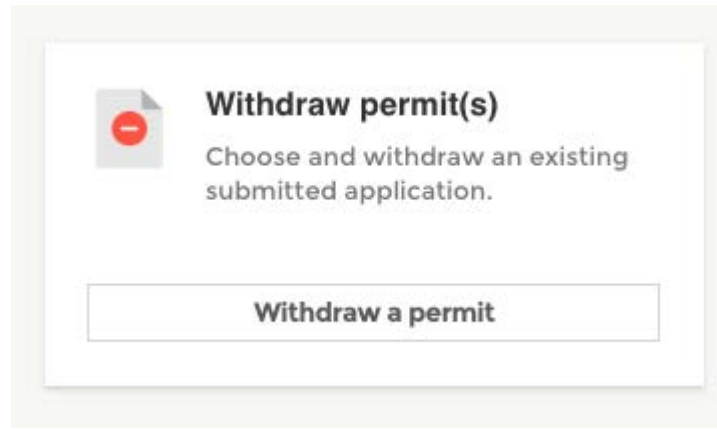
First < > Last

4	The user would be prompted with a screen to confirm the action. They should fill in the cancellation reason, explanation and click on confirm to finalise cancelling the permit application.
	

Cancel a Permit

1	Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.
---	---

The screenshot shows the NMRLD portal dashboard. The left sidebar contains several menu items: PERMITS (Manage permits, All permits), SCOPE OF WORK (Permits and Scope Of Work, Request Installation Scope Of Work), PERSONAL (Community Admin, My profile), and OTHER (Help desk, User guide). The 'Manage permits' option is highlighted with a blue box. The main dashboard area includes a 'Dashboard' section with three cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (5). Below this is an 'INSPECTIONS' table with columns: Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. At the bottom is a 'PERMITS' table with columns: Record ID, Holder Name, Type, Status, Action, and Next Action. A '2' is placed in a box on the left side of the screenshot, and a text box on the right says 'Click on the withdraw permit card.'



- 3 The user would see the list of available permits on the page, click on the withdrawal permit button adjacent to the permit for which the withdrawal is to be requested.

Withdraw Permit Application

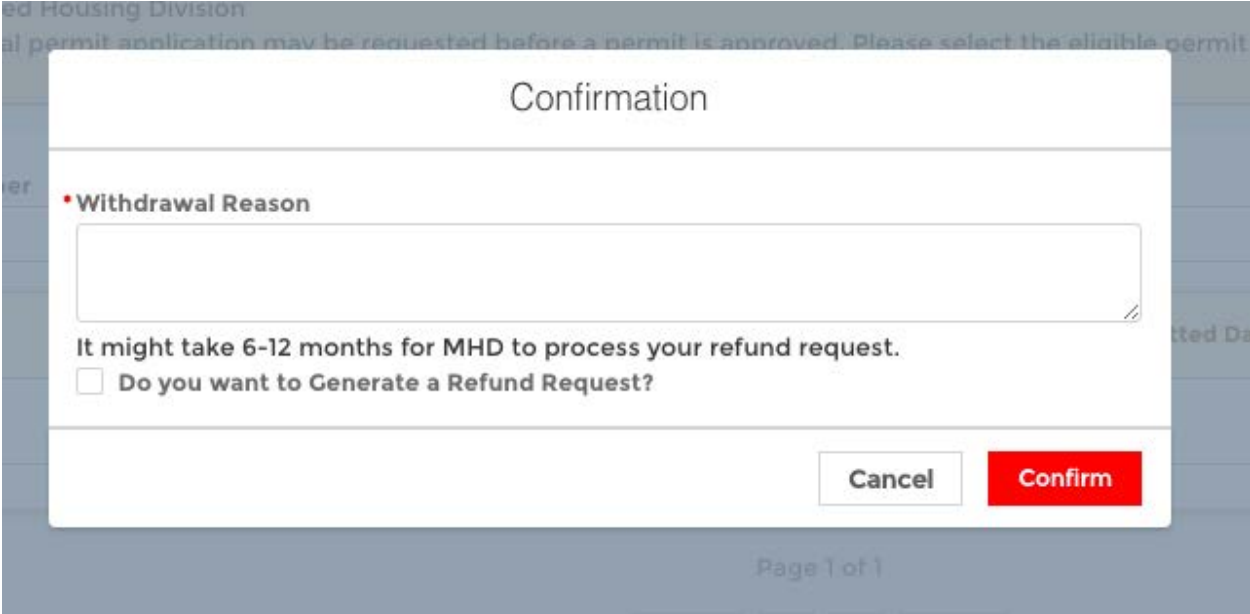
Withdraw Permit Application can be filtered by number, name, or type using the fields below.

Manufactured Housing Division
A withdrawal permit application may be requested before a permit is approved. Please select the eligible permit application below.

Permit Number Permit Name Permit Type

Permit Name	Permit Type	Permit Number	Issue Date	Submitted Date	Action
A-000620	MHD Foundation Permit	PFOU_2020000239			<input type="button" value="Withdraw Permit"/>

Page 1 of 1

4	Provide the confirmation and click on confirm to save the changes.
	

Help Desk

1	With the help of the help desk button the user can raise their concerns and requests quickly. To raise a help desk request, the user should navigate to the "Help desk" button on the bottom of the left side panel. Click on the button.
---	---

OTHER

? Help desk

📖 User guide

2

Once the user clicks on the button they would be redirected to the help desk page. Here the user can see all the available requests, create a new request and can filter them by number, status, and type using the fields on the page.

Help desk

Requests can be filtered by number, status, and type using the fields below.

New

Request Number	Status	Type	Clear	Search	
<input type="text"/>	Select an Option	Select an Option			
Request Number	↓ Subject	↑↓ Status	↑↓ Type	↑↓ Created Date	↑↓ Action
No Records Found!					

3

To create a new request, click on the “New” button. Once the user clicks on the new button, they would be prompted to fill in the details for the request. Fill in the details and click on Save.

New Request

Permit or inspection issues? Enter the details of your request below.

• Subject

• Request Type

--None--
▼

• Description

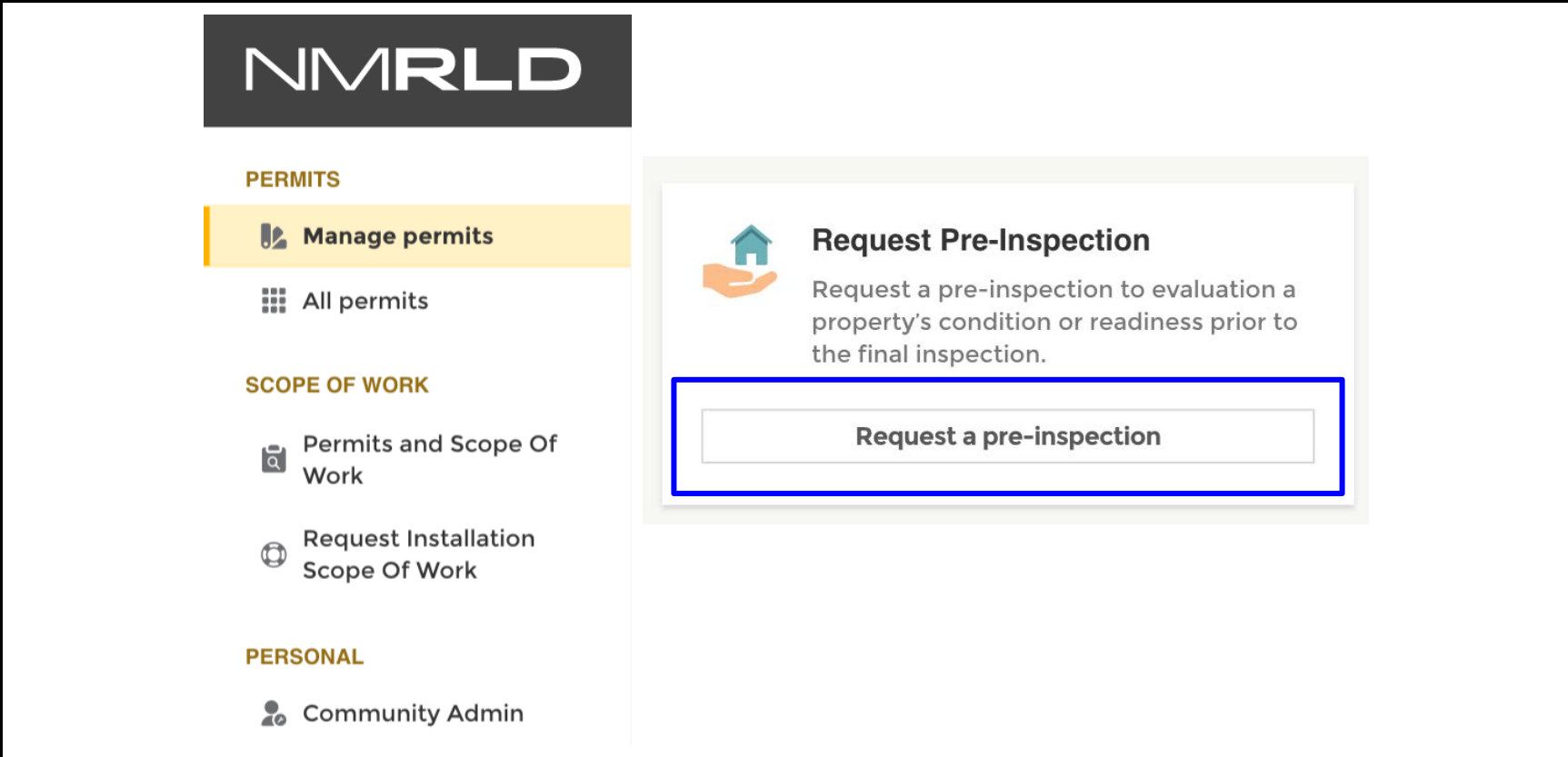
4

After successfully submitting the request, the user can see that the request now appears in the list and there are actions associated with it, which the user can perform.

Request Number	Status	Type	
<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">Select an Option ▼</div>	<div style="border: 1px solid #ccc; padding: 2px;">Select an Option ▼</div>	<input type="button" value="Clear"/> <input style="background-color: #ffeb3b;" type="button" value="Search"/>
Request Number	↓ Subject	↑↓ Status	↑↓ Type
↑↓ Created Date	↑↓ Action		
00001305	Test Help Desk Request	New	Feature Request
Jul 29, 2020	<input type="button" value="View Ticket"/>	<input style="background-color: #f44336;" type="button" value="Close Case"/>	

Request Inspections

Pre-Inspection

1	<p>To request a pre-inspection on the permit application, the user would have to navigate to the manage permits tab on the left side of the page. Here the user would see the quick links to apply for a new permit or manage an existing permit. Click on the “Request a pre-inspection” button on the Request Pre-Inspection card.</p>
 <p>The screenshot displays the NMRLD portal interface. On the left is a sidebar menu with the following sections:</p> <ul style="list-style-type: none"> PERMITS <ul style="list-style-type: none"> Manage permits (highlighted with a yellow bar) All permits SCOPE OF WORK <ul style="list-style-type: none"> Permits and Scope Of Work Request Installation Scope Of Work PERSONAL <ul style="list-style-type: none"> Community Admin <p>The main content area features a 'Request Pre-Inspection' card. The card includes a house icon, the title 'Request Pre-Inspection', and the text: 'Request a pre-inspection to evaluation a property's condition or readiness prior to the final inspection.' A blue-bordered button labeled 'Request a pre-inspection' is highlighted at the bottom of the card.</p>	
2	<p>The user would be redirected to the page for inspections and there they can see the available permits applicable for</p>

pre-inspection. Click on the “Request Inspection” button adjacent to the permit.

Manufactured Housing Division
Please select the eligible permit below to request a pre-inspection.

Record ID

Permit Type

Select an Option
▼

Clear

Search

Record ID	↓ Permit Type	↑↓ Issue Date	↑↓ Submitted Date	↑↓ Action
PFOU_2020000263	MHD Foundation Permit	2020-07-29	2020-07-29	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">Request Inspection</div>

Page 1 of 1

First

<

>

Last

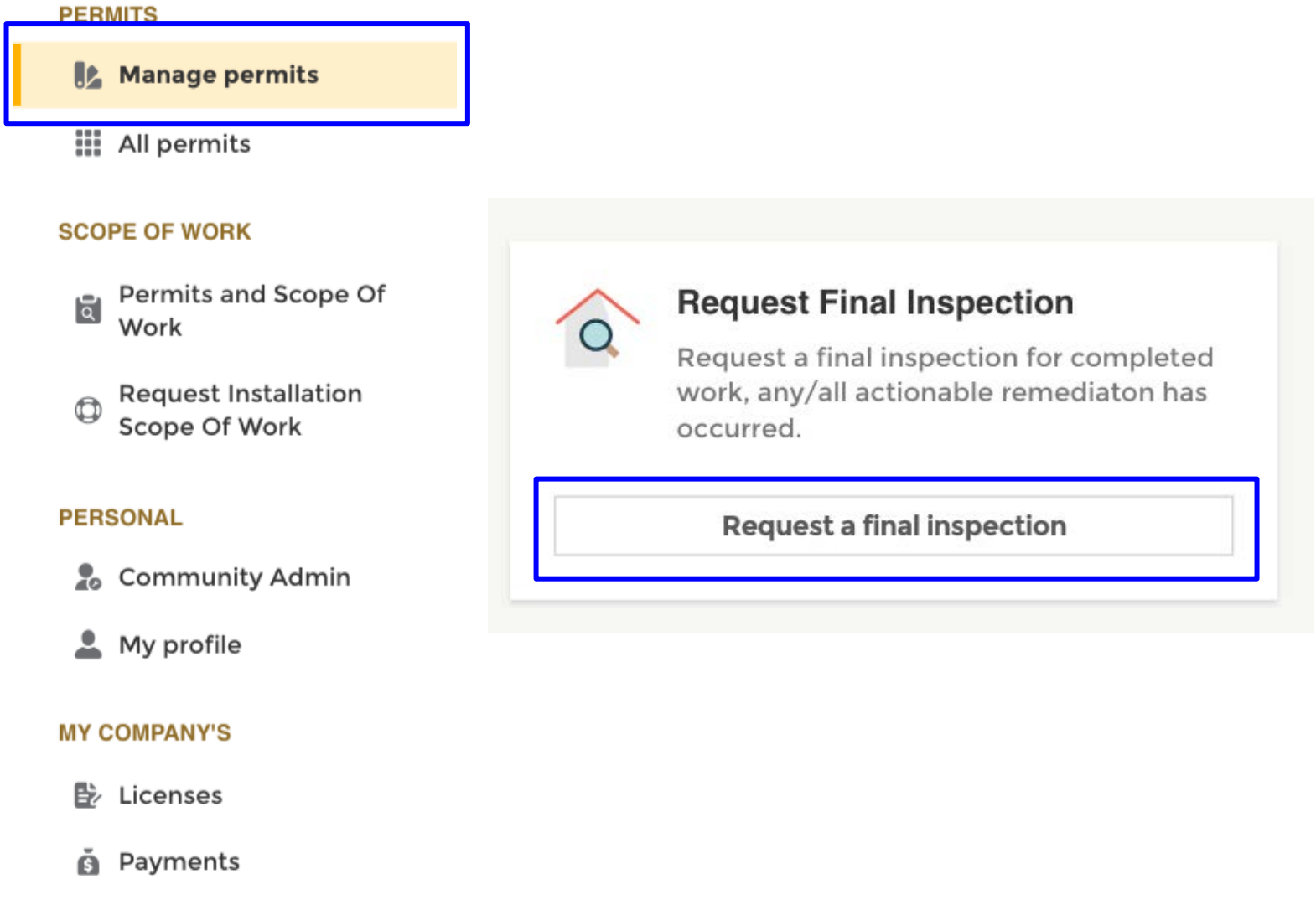
3

Once they click on the button, there would be a confirmation modal which would pop up. The user should click on Confirm to raise the request for inspection.



Final Inspection

1	To request a final-inspection on the permit application, the user would have to navigate to the manage permits tab on the left side of the page. Here the user would see the quick links to apply for a new permit or manage an existing permit. Click on the “Request a final-inspection” button on the Request Final Inspection card.
---	---

	 <p>PERMITS</p> <ul style="list-style-type: none">Manage permitsAll permits <p>SCOPE OF WORK</p> <ul style="list-style-type: none">Permits and Scope Of WorkRequest Installation Scope Of Work <p>PERSONAL</p> <ul style="list-style-type: none">Community AdminMy profile <p>MY COMPANY'S</p> <ul style="list-style-type: none">LicensesPayments <p>Request Final Inspection</p> <p>Request a final inspection for completed work, any/all actionable remediation has occurred.</p> <p>Request a final inspection</p>
2	The user would be redirected to the page for inspections and there they can see the available permits applicable for

final-inspection. Click on the “Request Inspection” button adjacent to the permit.

Request for Final Inspection

Request for Final Inspection can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a final inspection.

Record ID <input type="text"/>	Permit Type Select an Option ▼	<input type="button" value="Clear"/>	<input type="button" value="Search"/>
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Record ID	↓ Permit Type	↑↓ Issue Date	↑↓ Submitted Date	↑↓ Action
MHDR_2020000265	MHD Structural Repair Permit	2020-07-29	2020-07-29	<input type="button" value="Request Inspection"/>

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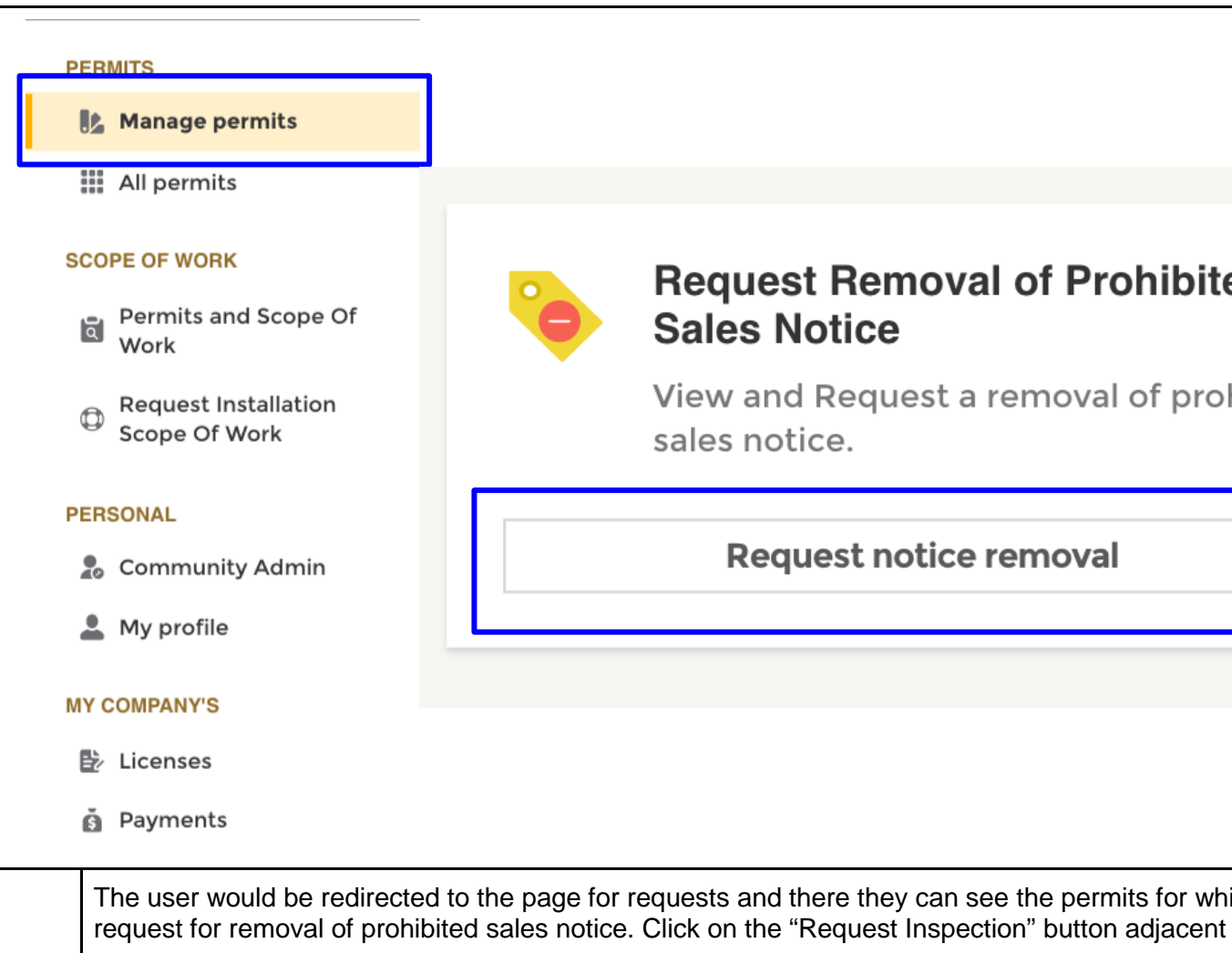
3

Once they click on the button, there would be a confirmation modal which would pop up. The user should click on Confirm to raise the request for inspection.



Request for Removal of Prohibited Sales Notice

1	To request for removal of Prohibited Sales Notice, the user would have to navigate to the manage permits tab on the left side of the page. Here the user would see the quick links to apply for a new permit or manage an existing permit. Click on the "Request notice removal" button on the Request Removal of Prohibited Sales Notice card.
---	---



The screenshot displays the NMRLD portal user interface. On the left, a navigation menu is visible with several categories: **PERMITS** (containing 'Manage permits' and 'All permits'), **SCOPE OF WORK** (containing 'Permits and Scope Of Work' and 'Request Installation Scope Of Work'), **PERSONAL** (containing 'Community Admin' and 'My profile'), and **MY COMPANY'S** (containing 'Licenses' and 'Payments'). The 'Manage permits' option is highlighted with a blue border. On the right, a modal dialog box is shown with the title 'Request Removal of Prohibited Sales Notice' and a yellow tag icon with a red minus sign. The dialog text reads: 'View and Request a removal of prohibited sales notice.' Below the text is a large button labeled 'Request notice removal', which is also highlighted with a blue border.

2	The user would be redirected to the page for requests and there they can see the permits for which they can place the request for removal of prohibited sales notice. Click on the "Request Inspection" button adjacent to the permit.
---	--

Request Removal of Prohibited Sales Notice

Request Removal of Prohibited Sales Notice can be filtered name using the fields below.

Manufactured Housing Division
Please select the permit below to request a removal of prohibited sales notice.

Notice Name

Clear

Search

Notice Name	Record ID	Date of Notice	Fees	Action
V-0110	MHDR_2020000265	Jul 30, 2020	\$60.00	Request Inspection

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First

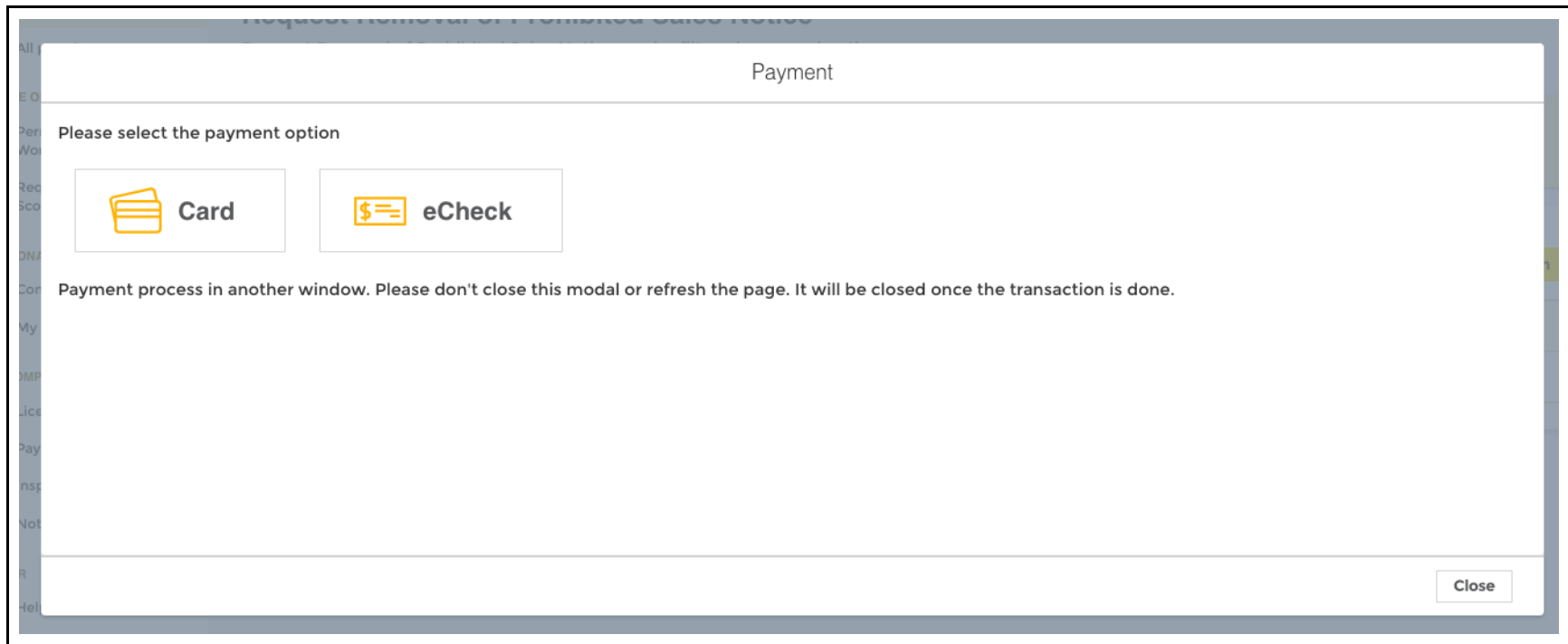
<

>

Last

3

Once the user clicks on the button, they would be seeing a modal for payment. The user can choose the payment option and then they would be redirected to the cybersource page for completing the payment. The user can check the billing information over there and complete the payment.



Picture Uploads:

1	Navigate to the manage permits tab from the panel available on the left side of the page and click on it. Then you will click on Picture Uploads.
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2	<p>To Upload Pictures, click on View Uploads. Click on Add Row to upload pictures and submit for the inspector to review the picture uploaded.</p>

NMRLD Home Search permit(s) Request an investigation Search Notice John BZ My profile | Log out

PERMITS

- Manage permits
- All permits

SCOPE OF WORK

- Permits and Scope Of Work
- Request Installation Scope Of Work

PERSONAL

- Community Admin
- My profile

MY COMPANY'S

- Licenses
- Payments
- Inspections
- Notices

OTHER

- Help desk
- User guide

Picture Uploads

Picture Uploads can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a picture upload.

Record ID: Permit Type:

Record ID	Permit Type	Issue Date	Submitted Date	Action
PFOU_2020000274	MHD Foundation Permit	2020-06-02	2020-06-02	View Uploads

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