

How-To Guide

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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
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 (Meritage Systems) and a disclaimer: "By clicking Sign In, you agree to our [Privacy Policy](#), [Terms of Service](#), and [Copyright Policy](#)". The main white area contains the login form. Step 1 points to the "E-mail Address*" field with the placeholder "Enter E-mail Address" and a red error message "E-mail Address is required". Step 2 points to the "Password*" field with the placeholder "Enter Password" and a red error message "Password is required". Step 3 points to the red "Sign In" button. Below the button is a link for "I forgot my password".

Quick Tip

Forget your password?

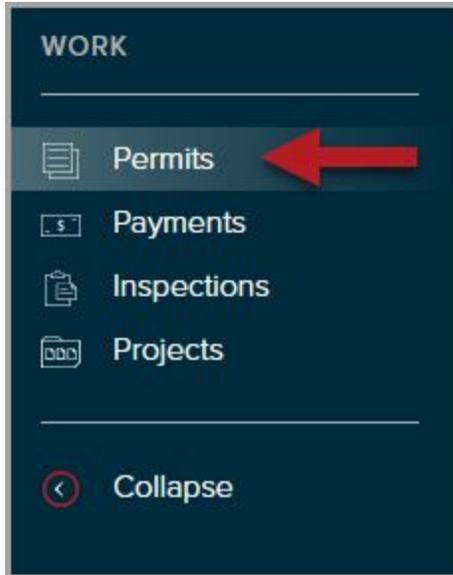
- Click **I forgot my password** to reset your password.

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

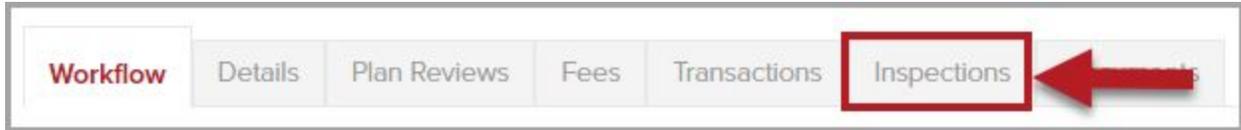
PERMIT NUMBER	ADDRESS	PERMIT TYPE
Application	125 South Howes Street, Fort Collins	Roof
Application	123 Test, Fort Collins	Roof
19GOT-F00007	Hamilton Street, Sterling	Fence

Quick Tip

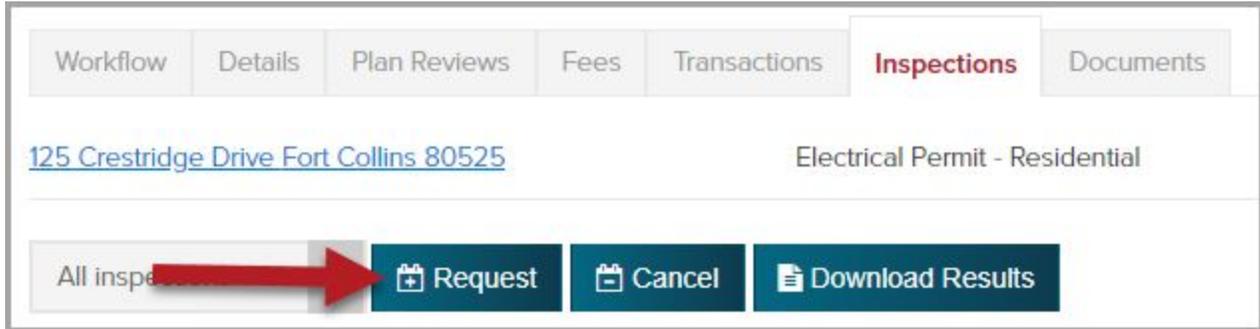
- Click  to filter the list of permits

Step 3: Request Inspections

- Click **Inspections**

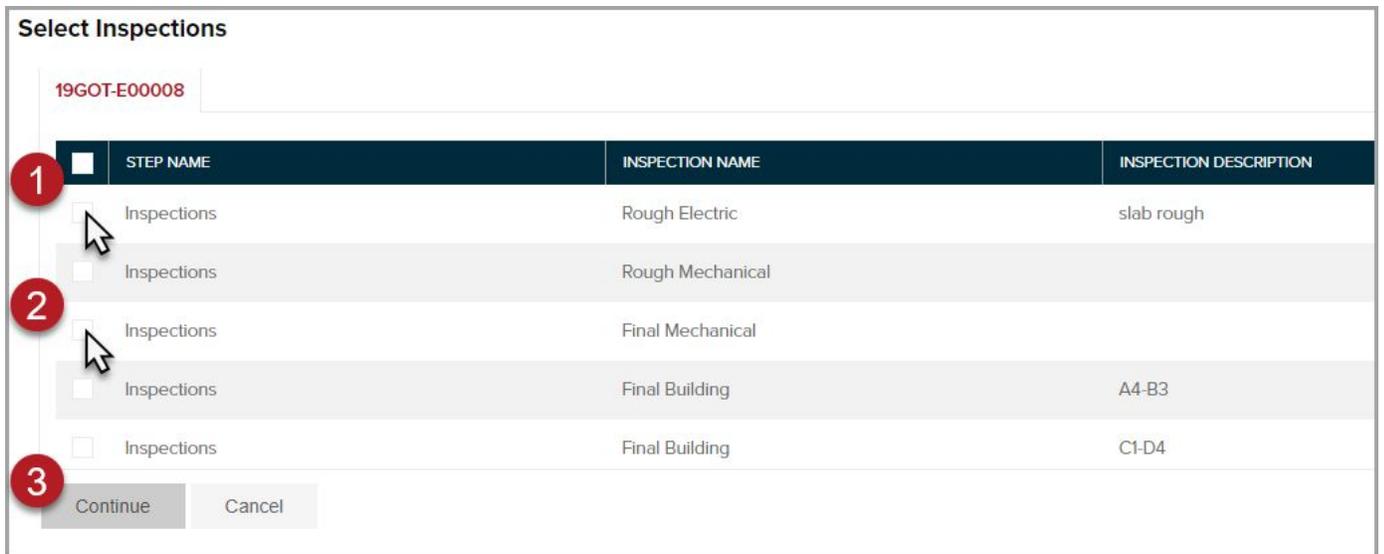


- Click the **Request** button



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.

WORK

- Permits
- Payments
- Inspections** ←
- Projects
- Collapse

Upcoming Inspections

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