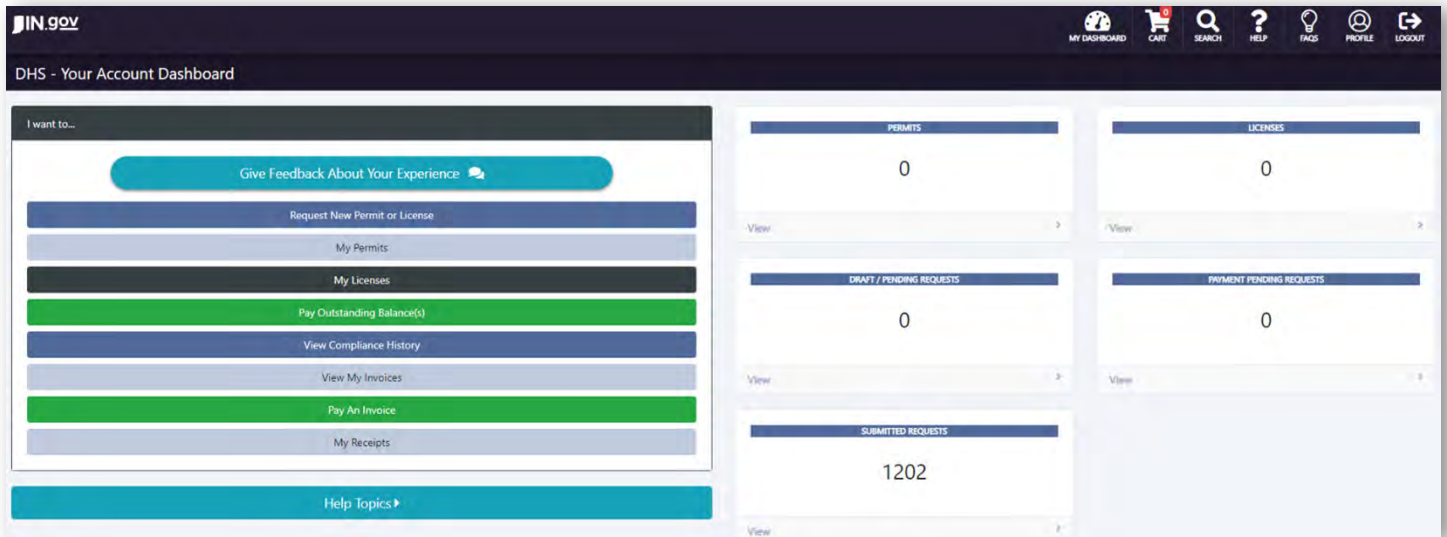
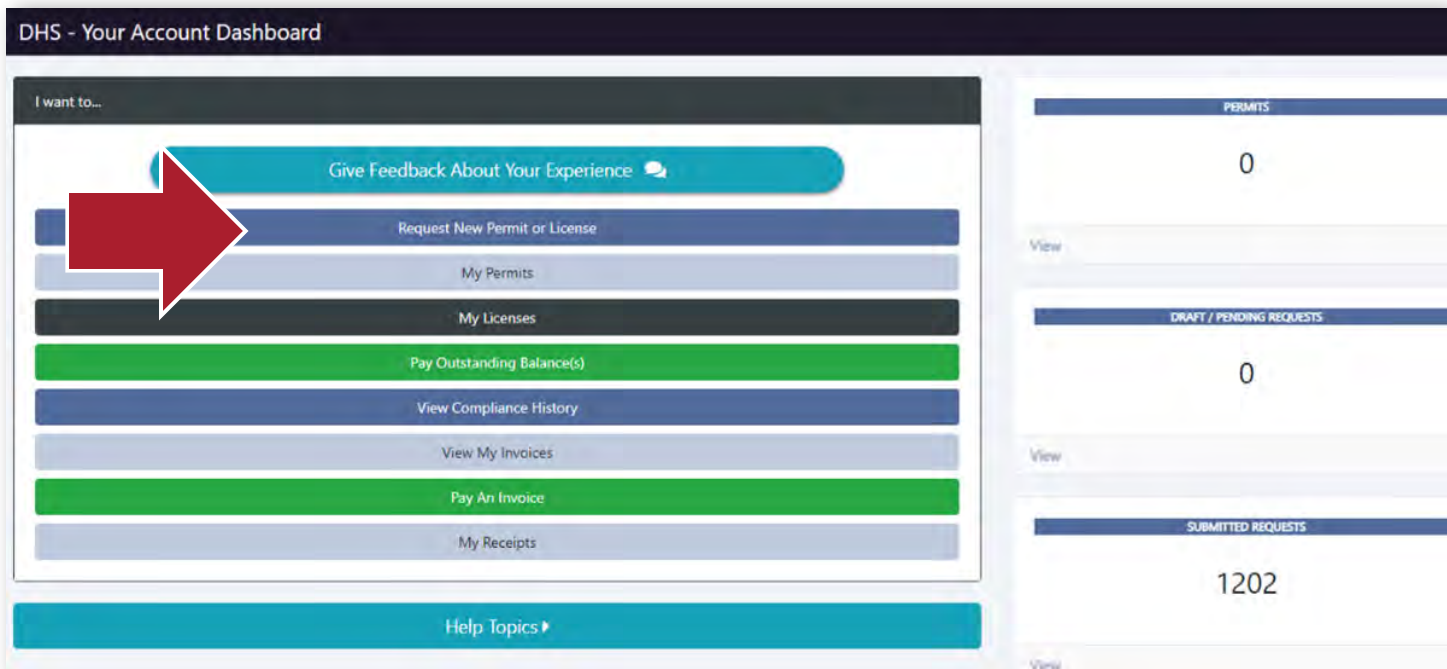


# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

1. First, you will need to be logged into the Public Safety Portal and on My Dashboard.



2. Click on the 'Request a New Permit or License' button.



# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

- The category will be 'Boilers and Pressure Vessels'. Next, to submit a boiler inspection click on 'Select Type' then select the 'New' option.

DHS - New Request

Please select a category below to continue

Category  
Boilers and Pressure Vessels

Authorized Company

Boiler Third Party Inspector

Boiler Tags Request

Operating Permit

Operating Permit Extension

Submit Boiler Inspection

Select Type  
New  
Reinspection

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- Enter the inspection date. For inspection type, pick 'Initial' in the drop down. Is the Boiler/Pressure Vessel Insured? Yes. Click on 'New Boiler' then 'Next'.

Submit Boiler Insp

Inspection

Inspection Date

Inspection Type

Is Boiler Insured?  Yes  No

Find Boiler

Save & Finish Later

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# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

- 5. Fill out the information that has a Red \* by it: Manufacturer, Year Built, National Board Number or Other Number, Boiler Type, Pressure Allowed This Inspection, and Safety Relief Valves Set As.

**\*\*Note\*\*** For the State Number put in only the 6-digit Jurisdiction Number in and BP in front of it.  
Example: BP123456

The screenshot shows a web form titled "Final Boiler" with the following fields and sections:

- Boiler** (Section Header)
- State Number \***: Text input field.
- Installation Date \***: Text input field with a calendar icon.
- Boiler Type \***: Dropdown menu.
- Pressure Allowed MAWP**: Text input field.
- Certificate Type \***: Dropdown menu.
- Manufacturer**: Text input field.
- Boiler Use \***: Dropdown menu.
- Unit Of Measure (Pressure Allowed MAWP)**: Text input field.
- Certificate Expiration Date \***: Text input field.
- Year Built**: Text input field.
- Is Hydro Test? \***: Radio buttons for Yes/No. Below it, "Is Hydro Test? is required" and "Hydro Test PSI" (text input).
- Pressure Allowed This Inspection**: Text input field.
- Is Certificate Available? \***: Radio buttons for Yes/No. Below it, "Is Certificate Available? is required" and "May Certificate Be Issued? \*" (radio buttons).
- National Board Number**: Text input field.
- Hydro Test Date \***: Text input field.
- Unit Of Measure (Pressure Allowed This Inspection)**: Text input field.
- May Certificate Be Issued? \***: Radio buttons for Yes/No. Below it, "May Certificate Be Issued? is required".
- Jurisdiction Number**: Text input field.
- Is Pressure Gauge Tested? \***: Radio buttons for Yes/No. Below it, "Is Pressure Gauge Tested? is required" and "Explain if Pressure Changed" (text area).
- Pressure Allowed Previous Inspection**: Text input field.
- Other Number**: Text input field.
- Unit Of Measure (Pressure Allowed Previous Inspection)**: Text input field.
- Safety Relief Valves Set At**: Text input field.
- Unit Of Measure (Safety Relief Valves Set At)**: Text input field.
- Safety Relief Valves Total Capacity**: Text input field.
- Unit Of Measure (Safety Relief Valves Total Capacity)**: Text input field.



# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

- On the same page scroll down to 'Boiler Location'. Fill out: Location Name, Street, Suite (if applicable), City, State, Zip, and County. Then click on 'New Boiler Owner'.

**\*\*Note\*\*** Please do not type information in all caps or all lower case.

Boiler Location

Location Name

Street \*

Suite

City \* State Indiana Zip \*

County \*

Find Boiler Owner New Boiler Owner

Boiler Insurance Company \*

Save & Finish Later Next »

- Type in the Owner Information.

Find Boiler Owner

Boiler Owner

Organization Name \*

Street \*

Suite

City \* State Indiana Zip \*

Boiler Insurance Company \*

Boiler Insurance Company is required

Phone \* Ext Country United States

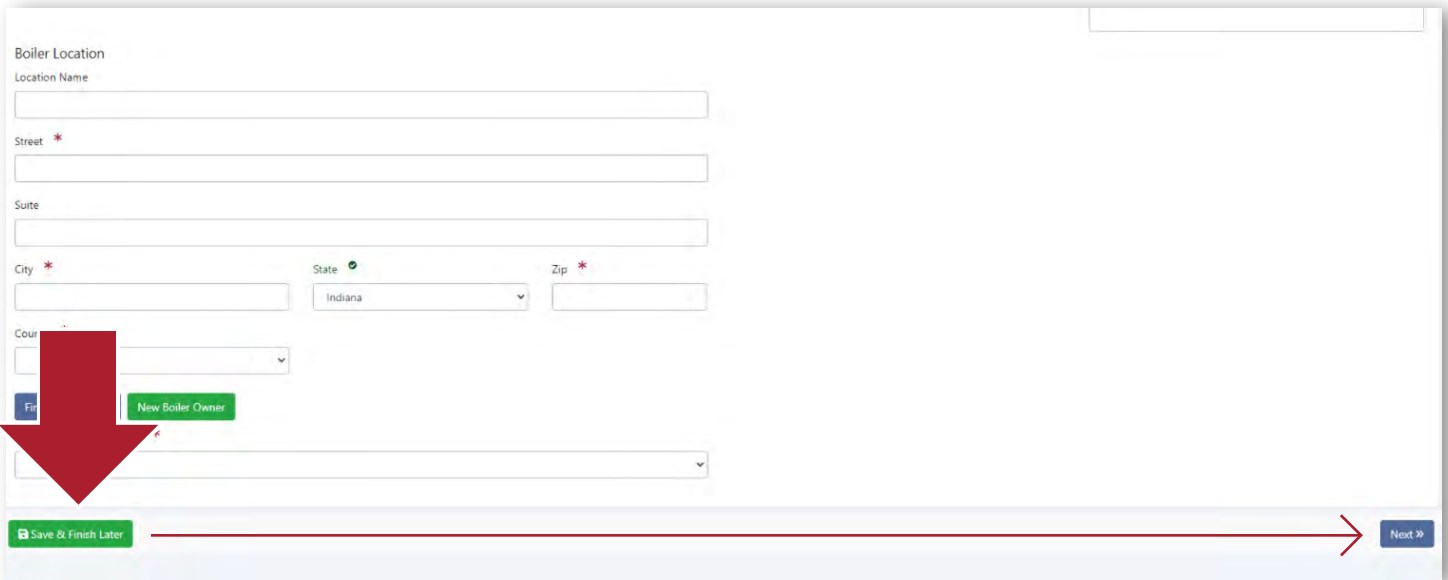
Email \*

Save & Finish Later Next »

# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

- Boiler Insurance Company: Select the 'Boiler Insurance Company' then select 'Next'.

**\*\*Note\*\*** Please do not type information in all caps or all lower case.



Boiler Location

Location Name

Street \*

Suite

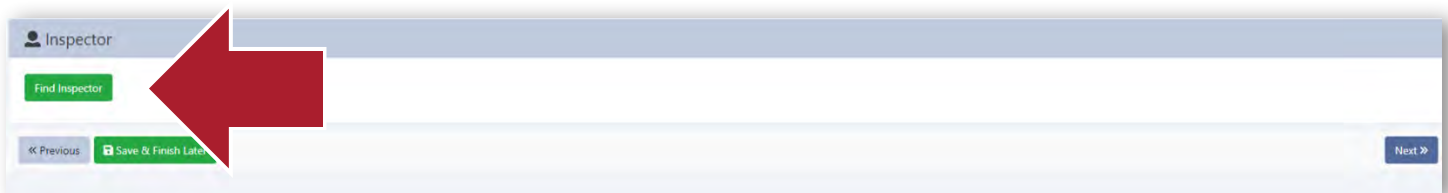
City \* State Indiana Zip \*

Cour

Find New Boiler Owner

Save & Finish Later Next »

- Click on 'Find Inspector'.



Inspector

Find Inspector

« Previous Save & Finish Later Next »

- Type in the inspector's Last Name. Then, select 'Search'.



Inspector

Boiler Inspector Search

Search for Inspector by License Number or Name

Search

Cancel



# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

11. Find the right Inspector and click on 'Select'.

Inspector

Boiler Inspector Search

bradley

License Number	License	Owner	Select
BI2074C	Boiler Third Party Inspector Status: Archived 01/01/2020 to 12/31/2020	Jonathan C Bradley 1518 Birch Street Holiday Hills, Illinois 60051 Map (847) 430-7634 jonathan.bradley@fmglobal.com	Select
BI1728C	Boiler Third Party Inspector Status: Expired 01/01/2020 to 12/31/2020	Bradley Sosbe 2830 W 350 N Camden, Indiana 469179494 Map (765) 577-0142 Bradley_Sosbe@hsb.com	Select

Showing records 1 to 2 of 2

12. Review the Inspector information. If accurate select 'Next'.

Inspector

Find Inspector

Name: Jonathan Bradley

Street: 1518 Birch Street

Suite:

City: Holiday Hills State: Illinois Zip: 60051

Telephone Number: 8474307634

Email: jonathan.bradley@fmglobal.com

License Number: BI2074C

License Type: Boiler Third Party Inspector

License Expiration Date: 12/31/2020

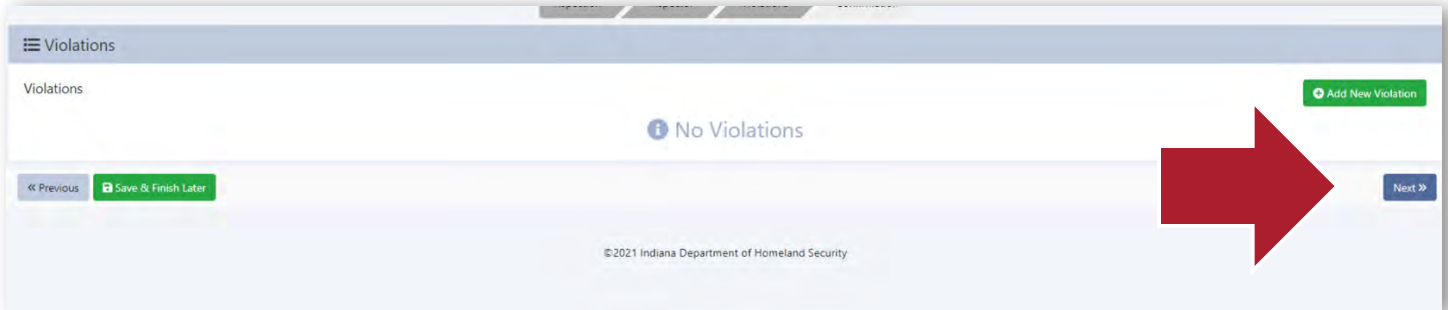
License Status: Expired

Previous Save & Finish Later Next



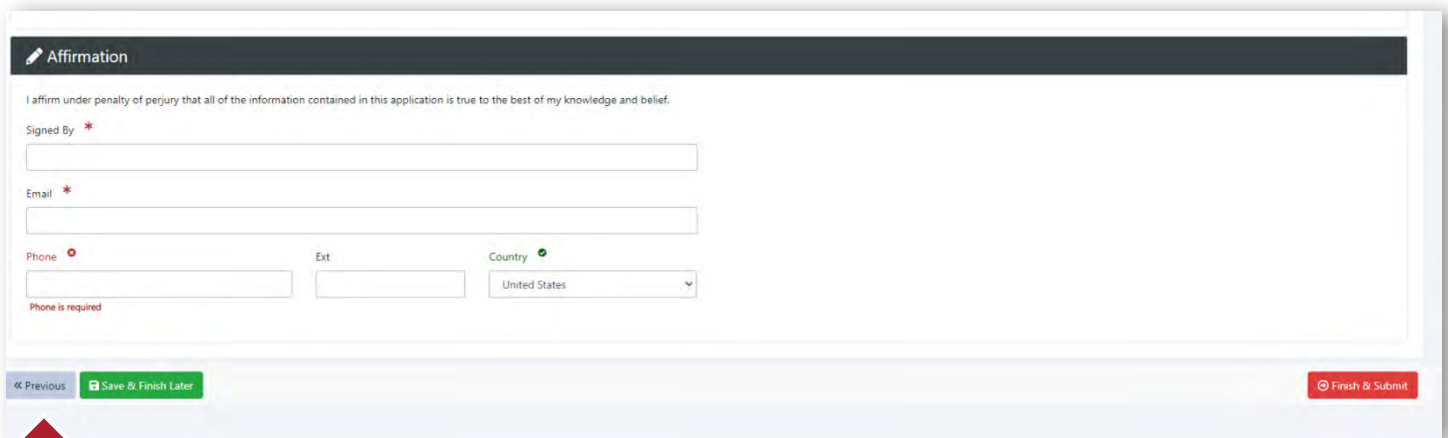
# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

13. Violation information: Click Next.



The screenshot shows the 'Violations' section of the portal. At the top left, there is a menu icon and the text 'Violations'. Below this, the word 'Violations' is repeated. In the center, there is a blue information icon followed by the text 'No Violations'. On the right side, there is a green button labeled 'Add New Violation'. At the bottom left, there are two buttons: '« Previous' and 'Save & Finish Later'. At the bottom right, there is a blue button labeled 'Next >>'. A large red arrow points from the right side of the page towards the 'Next >>' button. At the bottom center, there is a copyright notice: '©2021 Indiana Department of Homeland Security'.

14. Affirmation is confirming that the information entered is true and accurate. Prior to signing the affirmation, confirm all entered information is complete. If errors are discovered, Click the 'Previous' button, and go to the page that needs to be updated. If all information is accurate, continue to step 15.



The screenshot shows the 'Affirmation' page. At the top, there is a dark header with a pencil icon and the text 'Affirmation'. Below the header, there is a text area containing the affirmation: 'I affirm under penalty of perjury that all of the information contained in this application is true to the best of my knowledge and belief.' Below the text area, there are several input fields: 'Signed By \*', 'Email \*', 'Phone \*', 'Ext', and 'Country'. The 'Country' field is a dropdown menu with 'United States' selected. Below the 'Phone' field, there is a red error message: 'Phone is required'. At the bottom left, there are two buttons: '« Previous' and 'Save & Finish Later'. At the bottom right, there is a red button labeled 'Finish & Submit'. A large red arrow points from the bottom left of the page towards the '« Previous' button.

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# ENTERING INSPECTIONS INTO PUBLIC SAFETY PORTAL

15. At the bottom of the page is the Affirmation. The person submitting the report is required to sign, provide an accurate email address, and phone number of the person completing the inspection entry. Once completed, click 'Finish & Submit'.

The screenshot shows a web form titled "Affirmation". At the top, it states: "I affirm under penalty of perjury that all of the information contained in this application is true to the best of my knowledge and belief." Below this are several input fields: "Signed By" (text), "Email" (text), "Phone" (text), "Ext" (text), and "Country" (dropdown menu with "United States" selected). A red error message "Phone is required" is visible below the phone field. At the bottom left, there are buttons for "Previous" and "Save & Finish Later". At the bottom right, there is a red button labeled "Finish & Submit". A large red arrow points from the right side of the form towards the "Finish & Submit" button.

16. The inspection has been successfully entered into the Public Safety Portal!