BCD Minor Label Program — Contractor User Guide
Electrical & Plumbing

www.minorlabels.info

> Located in the upper right-hand corner of each screen are links for <u>Main Menu</u>, <u>Log Out</u>, and <u>Help</u>. To quickly move from one area of the site to another, click on <u>Main Menu</u>.

Welcome to the Minor Label Program

1. **<u>Search the minor label database.</u>** This search feature displays general information about the installation connected with a specific minor label number. This link also allows a homeowner/business to enter a minor label number and view installation information. Because this link is available to the public, the address and contact information for the homeowner/business are not visible.

2. **<u>Minor label program information</u>.** This links to the information page containing an overview of the program, scope of work allowed, and the Q & A pages.

Main Menu

1. **<u>Purchase minor labels.</u>** This is the online purchasing page. For those companies with multiple license numbers, the drop-down menu makes it easier to decide under which license number to purchase labels. Use the comment box for any special instructions to be relayed regarding the order (for example: hold for pickup at BCD). Once the order is placed, a confirmation will automatically be emailed to anyone who has the "Receive Automated Emails" checkbox marked (manage user account access screen).

   The system checks the CCB number as well as the company's license number to make sure both are active. If the system does not allow a purchase, it could be for one or more of the following reasons:

   - CCB number is not active
   - License number(s) not active
   - Account has been suspended

2. **<u>Enterlabel installation information</u>.** There are two ways to retrieve a label for data entry:

   Find a label – If your organization purchases large amounts of labels, it might be easier to pull up a specific label using this feature. Select either Electrical or Plumbing from the Label Type drop-down menu. Then in the Label ID box, enter the label number with the letter "S" in front of the label number (example: S123456). Click "Continue" to be redirected to the data entry screen.
   Select a label – Label numbers not having any installation information associated with them appear here. Simply click the label number to enter the data entry screen.

<u>Label data entry form</u>

Label information cannot be entered into the system until after the work is finished. If the information is entered before the work is performed, the system will grab that label number and possibly send it out for inspection. It is important that this does not happen!

Job number: This is for your personal use (invoice or job number). It can be left blank if it does not apply.

Install date: The date must be entered using either hyphens or slashes (6/1/07 or 6-1-07). **The system will not accept dates that are in the future or previous to the label purchase date.**

Type: Select either 1 & 2 family or commercial from the drop down menu. If you select commercial, the screen expands to add another field: Label location. **Do not enter the address of the job in this space.** If the exact location of the sticker is not known, enter PANEL.

Work description: Enter the work that was performed. Please be as specific as possible.

Commercial Properties: Please advise installers to note where in the building the work was performed. For example, "Wal-Mart – add ballast" – is not specific enough. "Add ballast above aisle 5" or "add outlet in electronics" is much more helpful to the inspector.

Installer name: Please provide the name of the person **who performed the work,** not your company name.

Installer license: This box is for the **installer's personal license number,** again, not your company's business license number (the number you selected when purchasing minor labels).

Magnifying glass: To the right of the license number box is a magnifying glass. Clicking on it will take you to the BCD Licensing Screen. If you do not know the installer's license number, or if he/she has one, this is the place to check.

Job address: Enter the address **where the work was performed** using the following format as an example of an install with a building and suite number: 123 Main St Bldg 4 #213. The city and zip code associated with this address are required, and are entered in separate boxes underneath (city before and ZIP after the *OR*).

Owner address: If the person who requested the work **is residing at the same address where the work was performed,** simply check the box next to "same as the job address." (Note: checking this box causes the next section to disappear.)

- If the person who ordered the work **does not** live/work at the job address, their mailing information is to be listed in this section. Many jurisdictions mail out inspection requests to the homeowner or business rather than calling them.

- *When dealing with new construction:* If a homebuilder (e.g., DR Horton Custom Homes) hires your company to perform the work, the "same" box cannot be checked. Enter the mailing information for the homebuilder in the space provided.

- *Subcontracting:* If another company hires your company to perform work, **do not** list this company and their phone number as the contact information. You need to get the homeowner or business name and telephone number from the company that hired you.

Businesses: When the work is being performed at a commercial property (e.g., Wal-Mart), please provide the LOCAL telephone number and mailing address, or mark "same" if a jurisdiction can call or mail them to set up an inspection. Try to avoid using corporate office information, if possible.

Contact name: If residential, provide the **first and last name** of the person the jurisdiction will contact for the inspection. If both first and last names are not available, please provide the last name only, rather than first name only. If commercial, provide the **business name and a contact name** (if available) (for example, Willamette View Apts – Carol).

Contact phone: A telephone number is required for all labels. Provide the telephone number that is associated with the contact name. **All telephone numbers must contain 10 digits—**the area code must be provided. Phone numbers can be entered as 10 digits without any hyphens or periods (e.g., 5033782804)—the system will automatically insert the hyphens.

Note or comment: Notes pertaining to the installation. **anything typed in this box will be visible to the inspector.** Please limit comments in this space to additional information pertaining to the install or the job site that was not entered in the work description. (For example: "noticed several code violations at property-advised homeowner" or "2nd floor laundry room".) Any information that could be helpful to the inspector may be typed in this space.

SAVE: When all required fields have been completed, click SAVE to finish. If any of the required fields have not been filled in, the system will prompt you with a red error message at the top of the screen. You will not be able to save the installation information if these fields are not complete. If you try to exit without saving, the system will prompt you to save your work before exiting or the information will be lost.

Once the information has been saved, the finished product will be displayed with the following options:

- **Make corrections to this information.** If you see that you have made an error, you can select this option and make the necessary corrections. Click SAVE when finished or the information may be lost.
- **Confirm and go to another label.** This directs you to the Find a label screen where another label number can be selected for data entry.
- **Confirm and go to purchase details.** This will take you to the Payment and purchase history screen.
- **Cancel and go to another label.** If you did not want to enter this information after all, you can cancel what you have already entered and select a different label number.

You can also confirm or cancel and go to the Main Menu.

If you enter installation information, save your entry, and leave the data entry area without editing when prompted to do so, you **will not** be able to go back and change what you have entered. You will need to contact the minor label administrator to have it changed.

3. **View label details.** This page is similar to the Search the minor label database on the Welcome page, but is only available to users who have logged in to the system. Additional information such as job address, business/homeowner contact information, and inspection information (if

applicable) is displayed for your company's labels. These specific items are not available on the "Search the minor label database" located on the Welcome page because of public access.

At the top right-hand corner of the screen the purchase details associated with this label can be reviewed or you can return to the previous screen to search another label number.

4. **View purchase history.** This screen displays all minor label purchases—the order date, label numbers purchased, date shipped, and account balance. The label numbers are hyperlinks. Clicking on the label number links direct you to the page displaying the purchase information, as well as information about that set of labels. Clicking Add Now will direct you to the label data entry form for that particular label number.

   This is yet another way to see the information connected with a specific minor label and those labels still needing data entry.

5. **View inspection history.** This screen displays the results of inspections performed on your installations. Only Pass and Fail results are displayed. This screen shows the date the installation was passed/failed, the label number (hyperlink with detail), inspecting jurisdiction (hyperlink with jurisdiction contact information), the inspection status, and any comments from the inspector.

   If a label should fail, the details of why the label failed will be displayed here (this information will also be relayed in an automated notification email). Contact the jurisdiction to resolve the situation.

6. **Manage user account accesses.** There can be only one "primary" user on the account. This user will have the ability to set up account access for others in the organization. There is no limit as to how many users can be on an account, but each user must have a unique email address. Before beginning, the primary user will need to know the email address of additional users, as well as what the user would like to use as their User ID. Clicking on Manage user account access will display the active user list. To add additional users:

   - Click Add a new proxy user
   - Type in the User ID the additional user has provided
   - Fill in the rest of the blanks with the user's information
   - Click on the access level checkboxes relevant for the new user. (Access levels can be changed at any time by clicking on the green and blue icon to the right of the user's email address. This procedure is discussed in more detail below.)
   - Click Save

   An email will be generated to the new user providing their temporary password.

   Clicking on Edit icon displays the user's:

   - user ID
   - contact information
   - access settings (the primary user can check/uncheck access levels for other users)

   If an employee should leave your organization, click on the green and blue Edit button to the right of their email address and uncheck their access level boxes. Click Save. This user will now appear at the bottom of the list under "Inactive Users." To reactivate a user, click on the Edit button next to their name and mark the access level checkboxes. This user will now reappear in the active user list.

Access levels:

- Enter Inspection Information is for jurisdiction use only. Whether or not this box is checked will not have an effect on your account.
- Receive Automated Emails: Users with this level checked will automatically receive the following emails:
  - Pass/fail inspection results
  - Labels that are soon to expire or have expired
  - Order confirmation

Building Codes Division Licensing Information

Business: In reference to the Minor Label Program only—this license number is assigned to the company and is **only used when purchasing minor labels.**

Installer: License number assigned to an individual installer.

CCB: Construction Contractors Board

The following are **Business License Numbers** and **should not** be entered next to an installer's name on the installation log:

Electrical:

C	Electrical Contractor
CRE	Restricted Energy Contractor
CLE	Limited Energy Contractor
CLR	Limited Renewable Energy Contractor
CPI	Limited Pump Installation Specialty Contractor
LMS	Limited Maintenance Specialty Contractor
LHR	Limited Maintenance Special Contractor HVAC/R
PM	Plumbing Business and Limited Maintenance Specialty Contractor

Plumbing:

PB	Plumbing Business

The following are **Installer License Numbers.** *Note:* Not all of the above-listed numbers require that an installer be licensed. This usually applies for lighting maintenance and HVAC work. Security Alarm installers must be licensed, as is also the case with anyone using Plumbing Minor Labels. Apprentices are allowed under Electrical Minor Labels, **not** for Plumbing.

Electrical:

S	General Supervising Electrician
J	General Journeyman Electrician
LEA	Limited Energy Technician – Class A

LEB Limited Energy Technician – Class B
LME Limited Maintenance Electrician
LR Limited Residential Electrician

<u>Plumbing:</u>

JP Journeyman Plumber
WHI Water Heater Installer – can only replace existing water heaters in one- and two-family dwellings – no commercial work

If an installer <u>does not</u> have a license, leave the space next to their name blank—do not enter your company license number. All Plumbing Installers must be licensed.