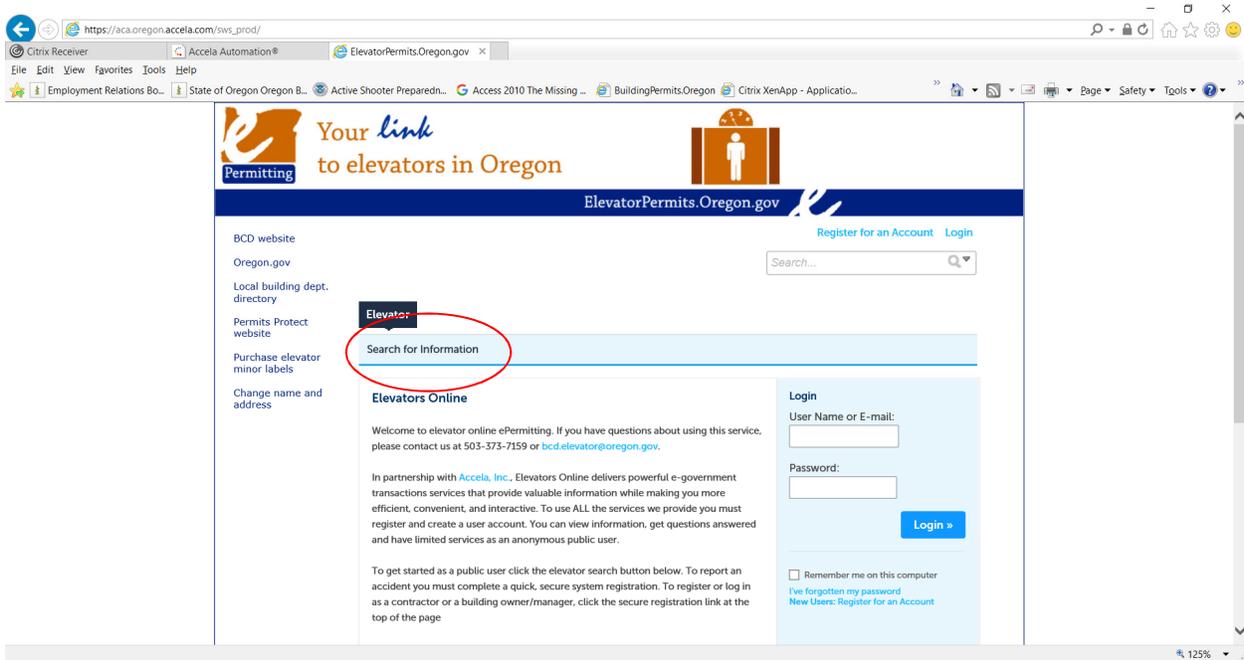


HOW TO PRINT INSPECTION REPORTS

You do not have to create an account to search for, view and print inspection reports. You will need the equipment ID number (or permit number) to find the correct elevator.

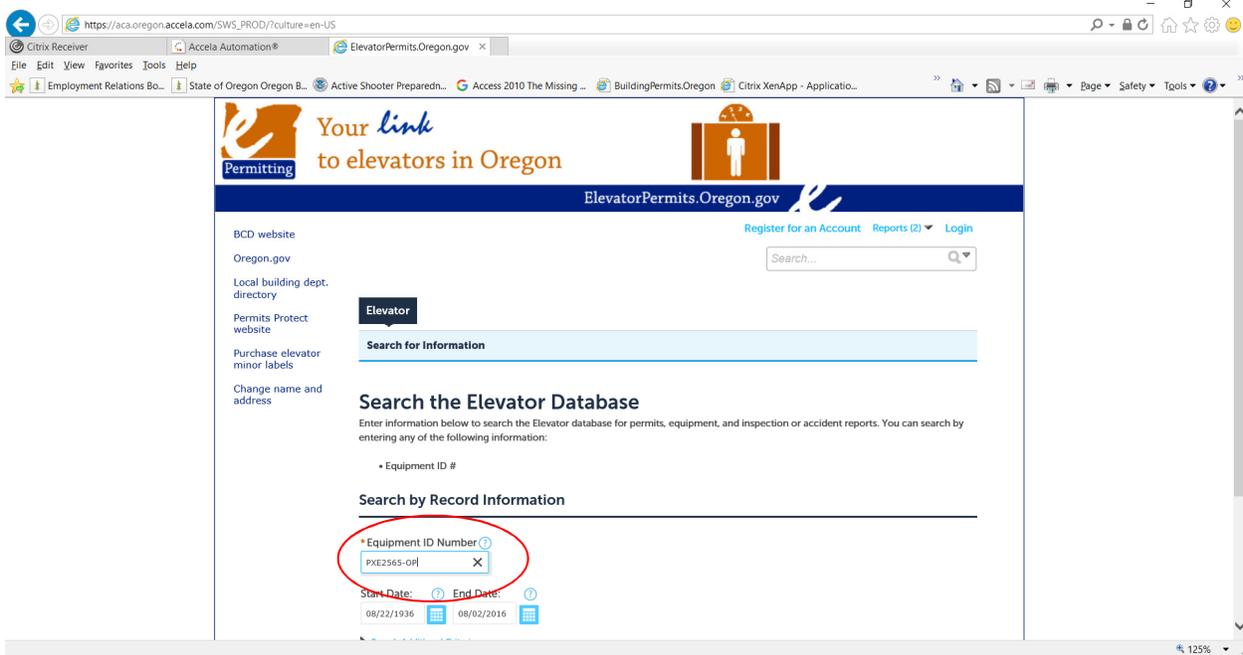
*******NOTE:** It is best to use Internet Explorer when using our website.

Start by clicking on “Search for Information” from the Home Page:

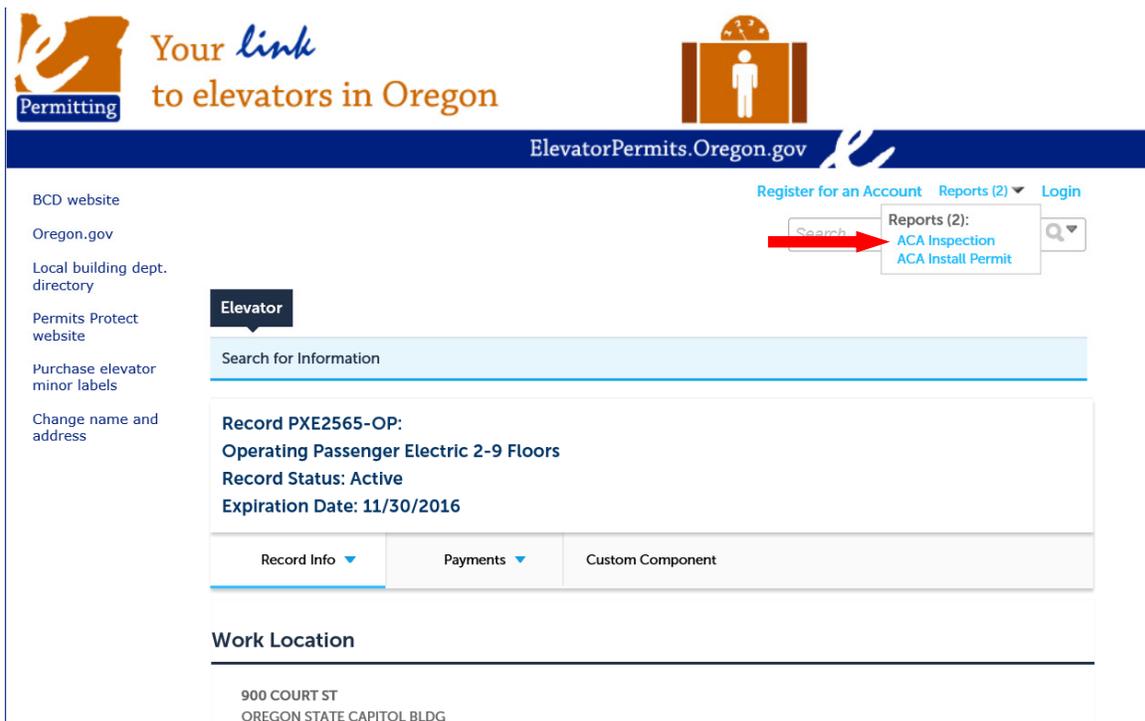


On the next screen, in the “Equipment ID Number” field, enter your equipment ID/permit number followed by –OP:

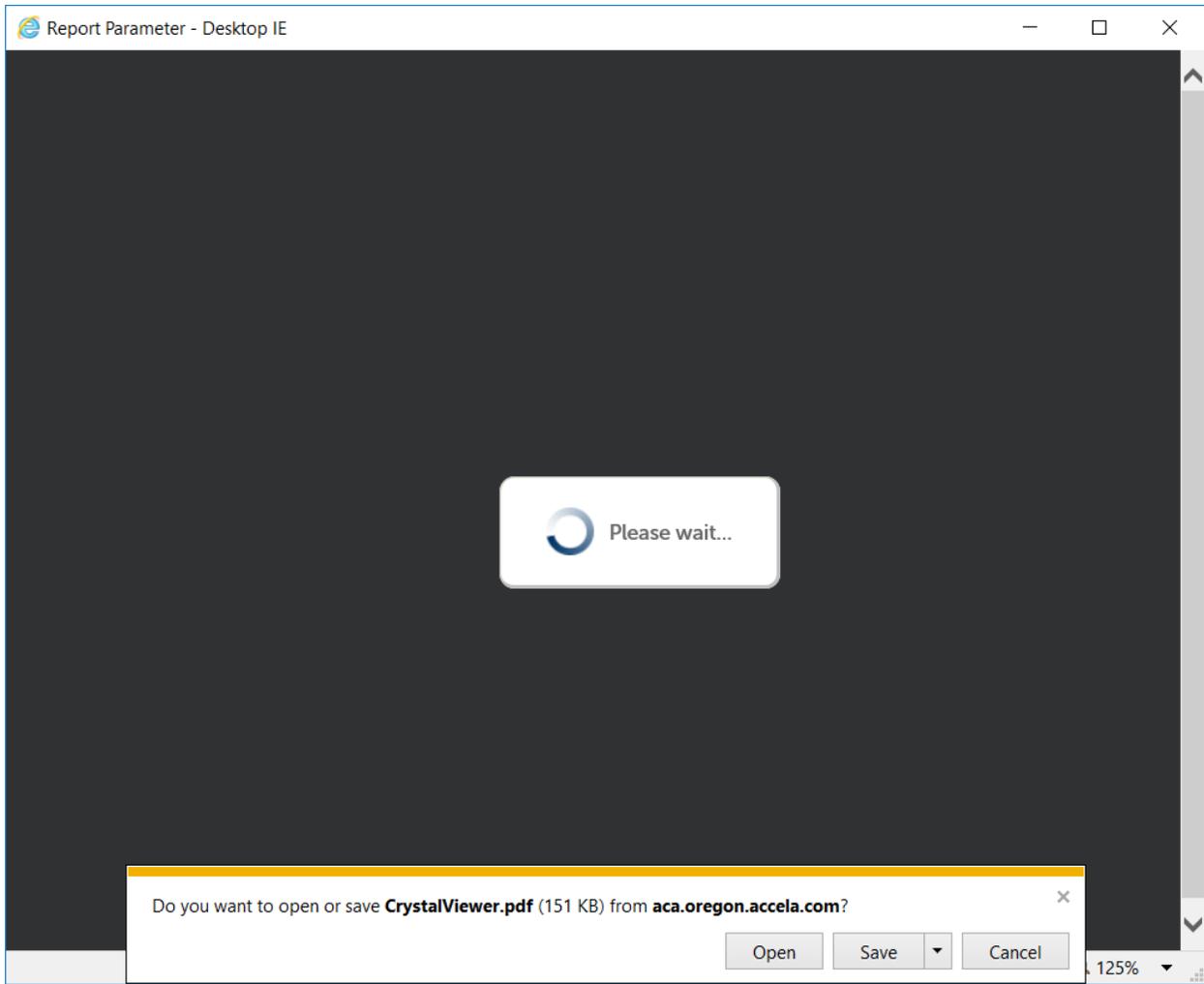
*******NOTE:** Each elevator has two record numbers – one for the equipment installation and one for the operating permit (thus the –OP). If, when you enter the equipment ID, you do not add the –OP, you will not see inspections performed on your elevator during its operation.



On the next screen, at the top, click on the “Reports (2)” link and then on “ACA Inspection”:



You may see this message. If so, click “Open”:



You can then print out the inspection history for this particular elevator.