



If an ITM Needs Assistance Submitting a Report

HOW TO SUBMIT YOUR INSPECTION/SERVICE REPORT TO THE AHJ

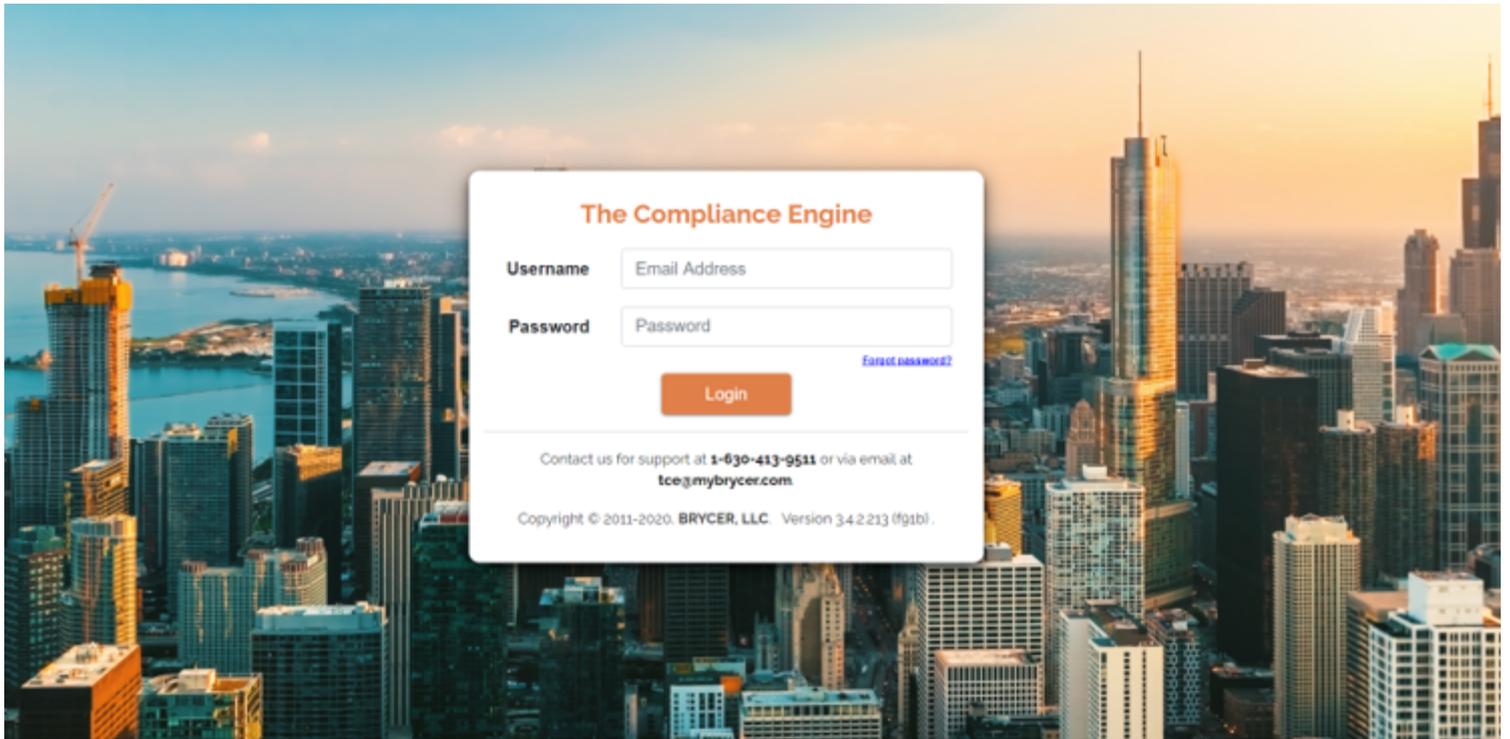
*****ITMs have access to the same article on their help portal.*****

Google Chrome is the browser that best supports TCE.

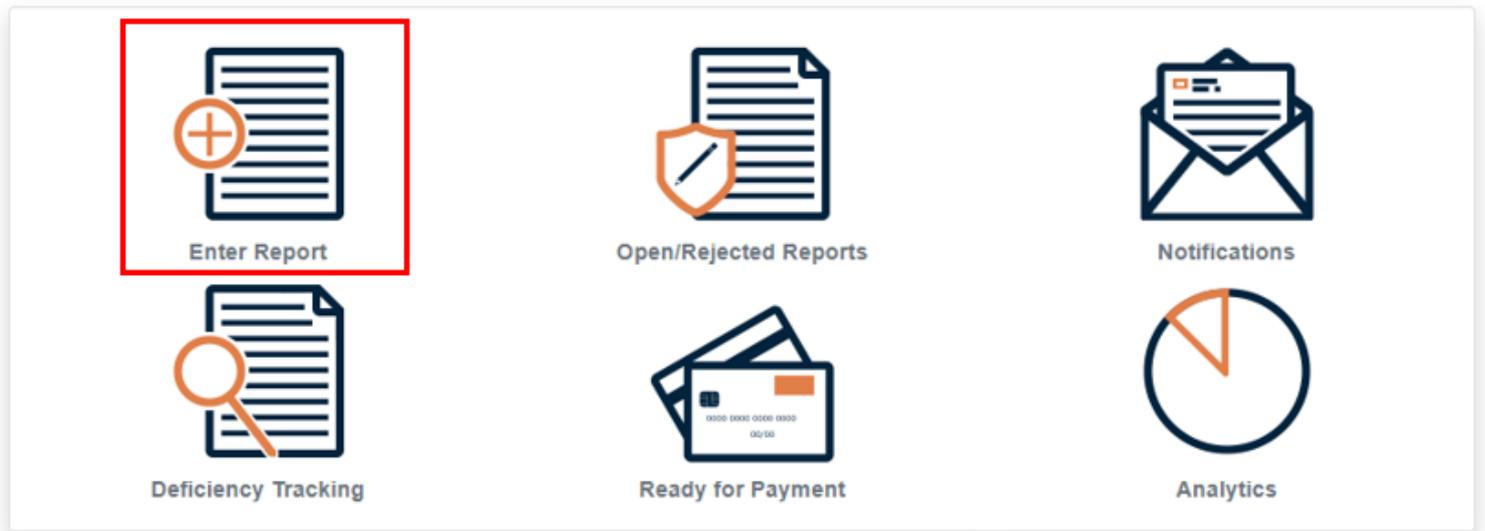
Step 1: Go to www.thecomplianceengine.com and click on “LOGIN.”



Step 2: Login with your username (your email) and password.



Step 3: To enter a new report, click on the “Enter Report” icon on the home screen. It is located in the TOP row on the far left.



Step 4: Choose the appropriate report type that you wish to submit:

Note: For this example, we will do fire protection systems, however it works the same for all report types.

Choose Code Enforcement Type

To begin entering a report, select the appropriate Code Enforcement Type.



Backflows



Elevators



Fire Protection
Systems



Rental Property

Step 5: Enter a minimum of three characters of the address of the premises where the work was performed. Less is more: if need be, enter the name of the premises or the city.

Click the address when it is displayed. If the address doesn't appear after you've searched diligently, click on "Can't find the premises? Navigate here to create one." Located in the grey box above the word "Address."

Please enter at least three characters of the address or name to search for premises. Select the premises' name or address to continue with report submission.

Can't find the premises? Navigate [here](#) to create one. New premises will be submitted to the AHJ for approval.

Address	Name ↑	Company Reference Num1	City	State	Postal Code
<input type="text" value="4355 weaver"/> x	<input type="text" value=""/> x	<input type="text" value=""/> x	<input type="text" value=""/> x	AI ▾ x	<input type="text" value=""/> x
4355 WEAVER PKWY	4355 WEAVER LLC, BUILDING	1D42	WARRENVILLE	IL	60555-4028
4355 WEAVER PKWY, STE 330	TEST		WARRENVILLE	IL	60555-4052
4355 WEAVER PKWY, STE 230	TEST		WARRENVILLE	IL	60555-4052
4355 WEAVER PKWY STE 330	TEST		WARRENVILLE	IL	60555-4052

⚙ Page 1 of 1 15 ▾ View 1 - 4 of 4

Step 6:

A. If you would like to use an internal reference number for your customer, type it here (this number cannot be changed). In the future, you will have the option to search for this premises using the Company Reference Number, rather than the premises address or name.

B. Click on the name of the inspector that performed the work.

C. Click on the downward arrow and click on the

system that was tested.

D. Click on the downward arrow and select the template you would like to use. S = Short,

which requires an attached copy of your inspection/test report. L = Long, which is data entry and does not require an attachment.

E. Enter the date that you did the inspection.

F. “Job Number” is an optional reference number for your company.

G. Click “Continue.”

Authority Having Jurisdiction	BRYCER CUSTOMER SUPPORT
Premises	TEST 4355 WEAVER PKWY STE 330 WARRENVILLE, IL 60555-4052
Inspection Company *	!!BRYCER ADMIN
Company Reference Number	<input type="text"/>
Inspectors *	<div style="border: 1px solid gray; padding: 2px;"><p>ASHLEY GO BERNADETTE FLYNN BIG DOG JOSH HOLSCRAW PATTY SCHREIBER RACHEL PETERSON - ADD NEW INSPECTOR -</p></div>
	<small>Hold CTRL and click to select more than one Inspector for this report. Click "- ADD NEW INSPECTOR -" at the bottom of the list of inspectors to add a new inspector.</small>
System Type *	Special System
Report Template *	- Choose Template -
Inspection Date *	01/11/2022
Job Number	<input type="text"/>
Continue	

Step 7: Now you are on page two of the report. If the premises’ mailing contact information is not populated, you will need to enter the information. Use the mailing information for the person responsible for the building. After you verify or enter the information, click “I Agree.”

Premises Mailing Contact Information			
Premises Mailing Contact Organization Name	BRYCER LLC.	Address Line 1	4355 WEAVER PARKWAY #
First Name	MOLLY	Address Line 2	
Last Name	RICE	City	WARRENVILLE
Phone	(630) 912-9319	State/Province	IL
Email	ricem@mybrycer.com	Postal Code	60555

Disclaimer: The information in this section is for the Property Mailing Contact (NOT for your Inspection Company) and is accurate to the best of my knowledge.

I agree.

Step 8: If there are deficiencies on your report, click “Yes.” You will type the deficiencies in the boxes on the right side:

I agree.

* Are there any deficiencies or issues listed in your FIRE ESCAPE inspection report? Yes No

PLEASE NOTE: All deficiencies must be typed into the section(s) provided below. Only one deficiency is permitted per row. Click the "add row" button to add sections for reporting additional deficiencies. If you have corrected a deficiency during the time of inspection: Click on the corrected button to the right of the noted deficiency in the highlighted section above. An attached copy of the original ITM report is required for submission of this report type (denoted by a red asterisk).

Enter One Deficiency Per Row:	Deficiency Found:
1.	<div style="border: 2px solid black; padding: 5px;">Begin typing deficiencies HERE:</div>
2.	<div style="border: 1px solid gray; height: 30px;"></div>

[add a row](#)

* Attach original copy of your FIRE ESCAPE inspection, testing and maintenance report. [Attach file](#)

List each deficiency in a separate row (if you have one deficiency, you’ll have one row; if you have 32 deficiencies, you’ll have 32 rows).

Click on “Add a row” on the left side of the screen if you need more than two rows. These deficiencies will appear exactly as you type them on the report sent to the Fire Marshal and the notice sent to the premise, so be mindful of grammar and spelling, and be as specific as you can.

Note: **If there are no deficiencies, click “No.”**

Step 9: If you’re using the Short Form, there will be an “Attach file” button to upload a copy of the physical report.

You will now see the attachment on the report.

PDF, RTE, TXT, GIF, JPG, and PNG are the acceptable formats. The box will turn green if the upload is complete and red if the upload failed.

* Attach original copy of your FIRE ESCAPE inspection, testing and maintenance report.

Attach file

TCE implementation cover photo.pdf (remove)

Upload Attachment(s) for Report 2007488



Click "Browse" to select one or more files or "Drag and Drop" one or more files onto the area below to upload attachment(s) for this question. You may upload images (.bmp, .gif, .jpg, .png, .tif), PDF documents (.pdf), Rich Text Format documents (.rtf) or text files (.txt).

Attach original copy of your FIRE ESCAPE inspection, testing and maintenance report.

Drag & Drop your files or [Browse](#)

TCE implementation cover photo.pdf

Upload complete ✓

NOTE: Files up to 50MB may be attached. A file has not been attached until the "Cancel" button is cleared and the file is clickable in the report. Larger files will take longer to upload. Recommended scanner settings: 100 dpi / gray scale for improved user experience.

Step 10: If you're using the Long Form, you will not need to attach a file.

Step 11: If the report is accurate and complete, click "Submit to AHJ." If you've made a mistake and need to start over, click "Delete." If you're interrupted and want to save the report and finish it later, click "Save and Review." You can also print a copy by clicking on "PDF":

[Submit to AHJ](#) [Delete](#) [Save and Review](#) [PDF](#)