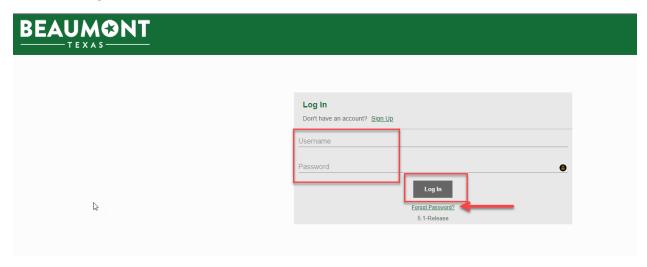
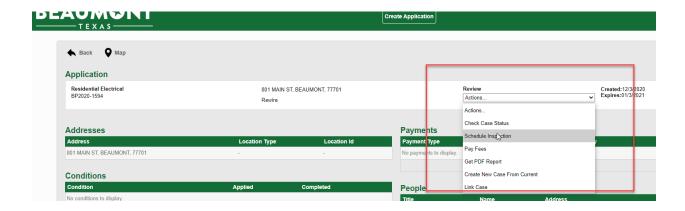
## City of Beaumont Inspection Scheduling Guide

- 1. Open a compatible web browser and navigate to
  - https://cityworks.beaumonttexas.gov/OnlineApplications/
    - a. Microsoft Edge
    - b. Google Chrome
    - c. Mozilla Firefox
- 2. Log in with your credentials that you created during the registration process.
  - a. If you have forgotten your password, select the link for **Forgot Password?** Under the login button.

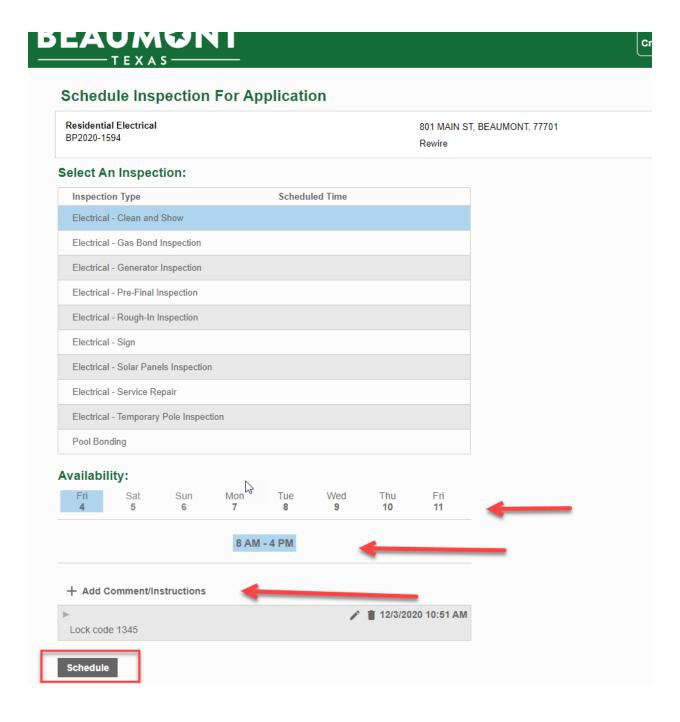


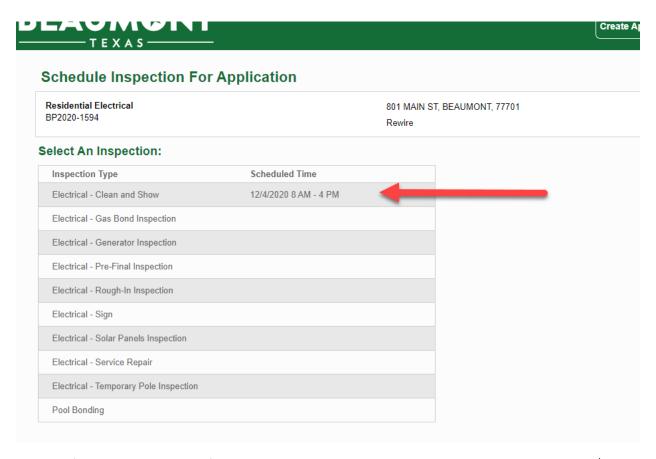
3. Click on the drop down for Review and select Schedule Inspections



- 4. Select the inspection you want to schedule.
- 5. Select the date you want the inspection scheduled.

- 6. Add any comments or instructions for the inspector.
  - a. For example: Gate and lock codes.
- 7. Select **Schedule**.
- 8. It will then take you to a screen with your scheduled inspections.





9. If you are to happen to fail an inspection, you will need to go into the portal and pay the \$25 reinspection fee before you can schedule the reinspection.