

Quick set-up Guide for your Multi-Inspector Account

Your ASHI Multi-Inspector Account

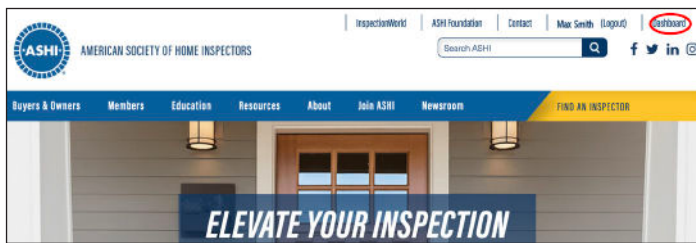
This document is meant to assist you in creating and managing your employee accounts on the ASHI website and within the “Find An Inspector” search. Your ASHI Multi-Inspector membership consists of the primary company name and all of the accounts that live within.

Administrating your ASHI Multi-Inspector Account

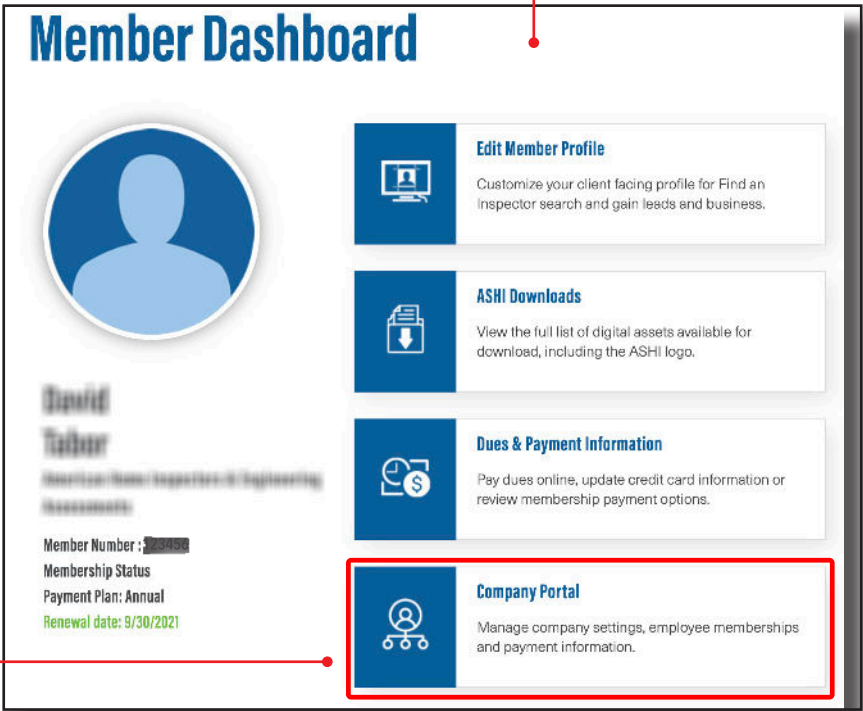
Multi-Inspector owners and or admins have the ability to make changes to the organization’s master account. You can add new individuals, change or update the mailing address, update info, etc. We recommend that you ALWAYS have an Admin in addition to your primary account. This will allow a trusted individual within your organization to administer your account in your absence.

Add an Individual Account

You’ll want to do this anytime you have a new hire. Follow the step-by-step instructions below on how to create an employee account.



1. Log into ashi.org
2. Choose “Dashboard” in the upper right corner.
3. This Member Dashboard page will open.



4. Click on “Company Portal”

A new page will open displaying your company listing along with all of your employees. We ask that if an individual has left your organization, you request us to disable their account.

****If you are not seeing the “Company Portal” button, you are not designated as an admin for your organization. If you believe this is an error, please get in touch with us at 847-759-2820.**

➔ Please continue to the next page for more instructions on adding a new employee.

Company Portal

Welcome to your Company Portal! On this page you will find your company information, settings and employee listing. If you need to update any information or need any assistance please reach out to membership@ashi.org.

Acme Home Inspectors

Renewal Date: 9/30/2021

To make changes to the Company Owner/Admin settings please contact (847) 759-2820.

Employee Listing

Click on "Add New Employee" and complete the application form..

 Add New Employee

 0
Associate Member

 0
Inspector Member


 2
ASHI Certified Inspector

Managing Your Organization's Profile




In the example provided below, you'll notice the employee roster has several "Action Required" prompts next to the employee, along with an X over the eye in the profile's visibility column. Here are the top reasons for an "Action Required"

- Incomplete Criminal History Statement: This disclosure must be completed annually by your employee.
- Missing or Expired State License Information or Renewal: This can be entered by you or the individual.
- Missing or Expired Background Verification Inspector (BVI): You can start the application process on behalf of your employee using Sterling Solutions, our third-party verifier, by viewing their employee summary, or the individual can access the BVI application on their member dashboard.

Employee Listing

 Add New Employee


Active Employees: 3 Actions Required: 3

Name	Membership Level	CE	BVI Status	Profile Visibility	
John Smith	Certified Inspector	0	False		Action Required
Max Smith	Retired Member	0	False		Action Required
David Smith	Certified Inspector	0	False		Action Required


Clicking on the "Action Required" to land on the employee summary to display the missing information.

➔ Please continue to the next page to view an individual listing.

Employee Summary sample with explanations for "Action Required."




ASHI Certified Inspector
Member Since 2009
Member Number:



John Smith
Acme Home Inspectors

Contact Information

 555-555-5555

View this inspector's Find An Inspector profile ▶

Edit this inspector's Find An Inspector profile ▶

State Licensing Action Required *Please update or add the state licensing information.*

This membership profile on the ASHI Website has been temporarily deactivated and is not showing up on the Find an Inspector Search tool. Please visit the [Profile Editor](#) to update the home inspector licensing information in order for this listing to be activated on the ASHI Website. If you have any questions or need any assistance, contact the membership department at membership@ashi.org or call at 847-759-2820.

Criminal History Action Required

This section is required to be completed by the employee to maintain membership status. Please refer your employee to their Member Dashboard to complete this required step.

Sample of a full page view of the Company Portal.

Company Portal

Welcome to your Company Portal! On this page you will find your company information, settings and employee listing. If you need to update any information or need any assistance please reach out to membership@ashi.org.

Acme Home Inspectors

Renewal Date: 9/30/2021

To make changes to the Company Owner/Admin settings please contact (847) 759-2820.

Employee Listing

[+ Add New Employee](#)

 0
Associate Member

 0
Inspector Member

 2
ASHI Certified Inspector

Displays the number of home inspector types in each category.

Active Employees: 3 Actions Required: 3

Name	Membership Level	CE	BVI Status	Profile Visibility	
John Smith	Certified Inspector	0	False		Action Required
Max Smith	Retired Member	0	False		Action Required
David Smith	Certified Inspector	0	False		Action Required

Public Profile Global Settings

Global Settings may be applied to ALL employee public Find an Inspector Profiles. By enabling this feature on the sections below you have the ability to create a streamlined look for all of your employee's profiles under your company. You can choose to enable each section or pick and choose the areas that make sense for your business.

Contact Form Notifications

Select additional options to view your contact requests from employee profiles on Find an Inspector.

Employee Edits are **ENABLED**

Receive text messages CC's messages

All areas with the radio button can be on or off, allowing you to control what areas of your employee's listings are editable by them.

Company Description

Briefly explain what makes your business unique.

Employee Edits are **ENABLED**

Max 1,500 characters.

Cover Photo

Upload a photo that aligns with your brand.

Employee Edits are **ENABLED**



Upload New Photo

Cancel

Save Changes

Dues Renewal & Invoices

Payment Total: \$688.00

[Pay Invoice](#)

[View Invoice](#)

Easy way to check your dues status.