

### REGISTRATION AND LOG-IN:

- Access the GOVmotus™ application at <https://calfire.govmotus.org>
- First time users must register for an account using a valid email address. This should be done by the state agency and is recommended to be project specific.
- Fill out the Registration Form and hit **Submit**. (Your email address will serve as the User ID). You will receive a confirmation email of registration and can log-in with your email and password.

### NAVIGATING YOUR DASHBOARD:

- Your Dashboard contains a listing of your Permit Applications and Signature Requests.
- Select a **Permit Application #** to view the **Permit Application**.
- The **My Signatures Required** section will contain links to CAL FIRE Inspection Reports that require your signature.

### APPLYING FOR A PERMIT

- On the main top toolbar under **Permitting**, select **Permit Application**.
- Complete all Required Fields in the Permit Application and select **Submit Application**.
- Upload a Business Card by selecting **Choose File**, selecting the appropriate file, and then **Upload**. Select the **Next** button to go to the Plan Submittal Checklist.
- Select all items that are applicable to the submitted Plans, including the required items. Once completed, select **Submit**.
- You will receive a confirmation email of application submission with your **Permit Application #**.
- To Request Inspections once a Permit has been issued, select the **Permit Application #**, select **Request Inspections** in the Control Panel, select **Request** checkbox and enter a **Request Date**, then select **Request Inspections** button.

### SIGNING INSPECTION REPORTS:

- Select the Inspection Report matching the Permit # from the Dashboard. View the Inspection Report results.
- Select either **Sketch to Sign** or **Upload Signature Image** and complete your signature. Select **Submit Signature** to complete the signing process.

### ADDITIONAL RESOURCES FOR HELP AND SUPPORT

Help & Support is available in the menu at the top-right of your screen, including:

- **Help Videos:** Detailed video instructions, hosted on YouTube.
- **Quick-Start Guides:** Simple reference guides for completing certain tasks.
- **Contact Support:** Email: [OSFMFireLifeSafetyGovMotus@fire.ca.gov](mailto:OSFMFireLifeSafetyGovMotus@fire.ca.gov) or Call: (707) 676-3638.

In addition, definitions for each field can be found by selecting the  symbol at the top of each section of the Permit Application.

