# Windstorm System User Guide
# for Public Access

## Table of contents

For additional information, contact TDI at 800-248-6032.

TDI created the **Windstorm system** as an easy and convenient option to find a windstorm inspector, apply for a certificate of compliance, find and print your certificate, and engineers can become an inspector.

- **Find an inspector:** You can search a list of all currently appointed engineers, view contact information, sort by inspectors in your area, or type of inspection.
- **Apply for a certificate:** You can complete your WPI-1 application online and submit it immediately. For more information about the information required, see our Certificate of Compliance Application Requirements checklist.
- **Find your certificate:** You can search by your application ID, certificate ID, or address and print your certificate.
- **Become an inspector:** You can complete the necessary forms to apply for appointment. For more information about the information required, see our Inspector Application Requirements checklist.

## Using website features

1. Lists and queues, like the Appointed Qualified Inspector List, have search bars that will generate options as you type. Use this feature to narrow or sort lists.
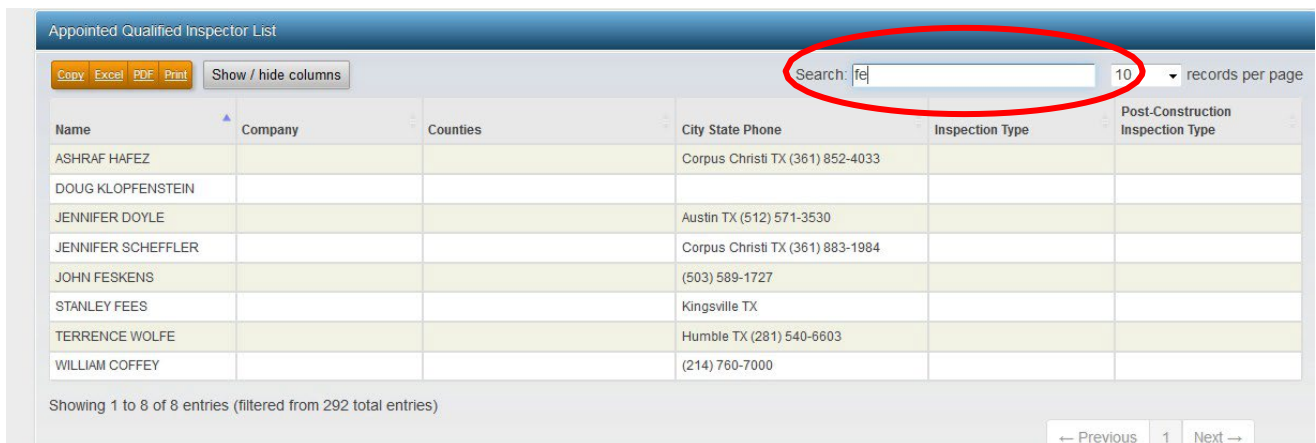


2. When entering a WPI-1 or WPI-2E, you will see "Summary" located in the blue bar on the top, right side of the screen. Click this to view data that you've entered on the previous screens.

Recreating a WPI-1 application for similar entry

If you want to enter multiple certificate applications with similar information (for example: several new houses in a housing development and you only need to change the address), follow these steps:

1. In the "Apply for a Certificate" section, enter the information needed for the first WPI-1.

2. On the final summary page, click "Reload current application as a new application." Then, click the "Submit" button.
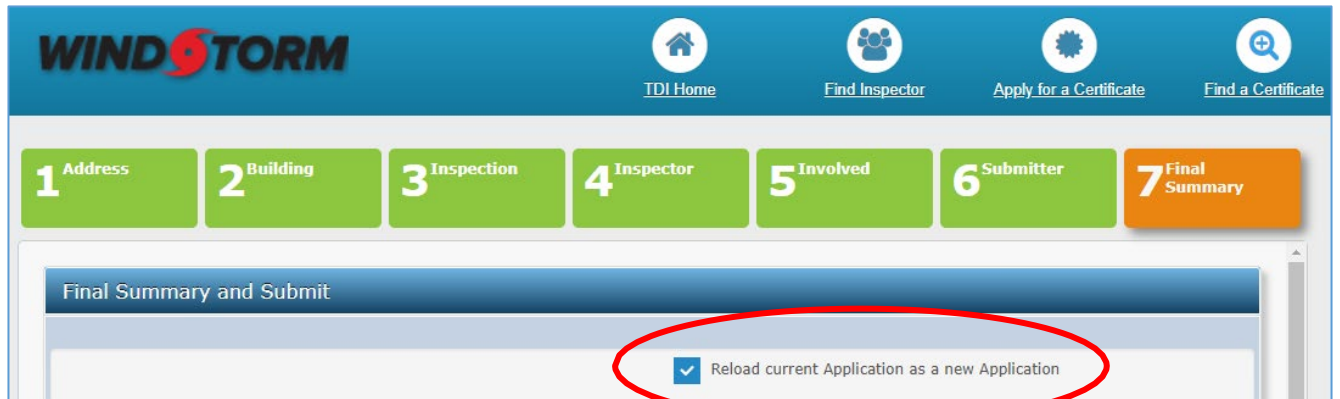


3. On the confirmation page, click "Apply for a Certificate" to start a new WPI-1. The system will bring you back to the final summary page of a new application
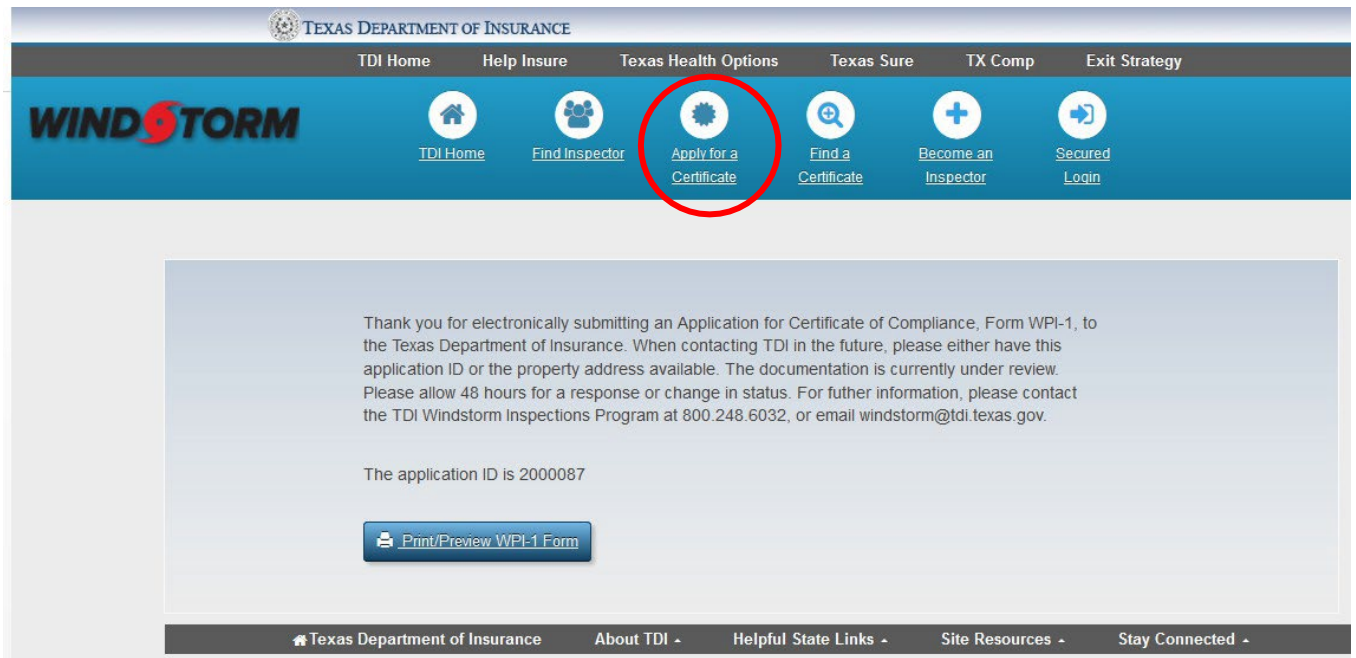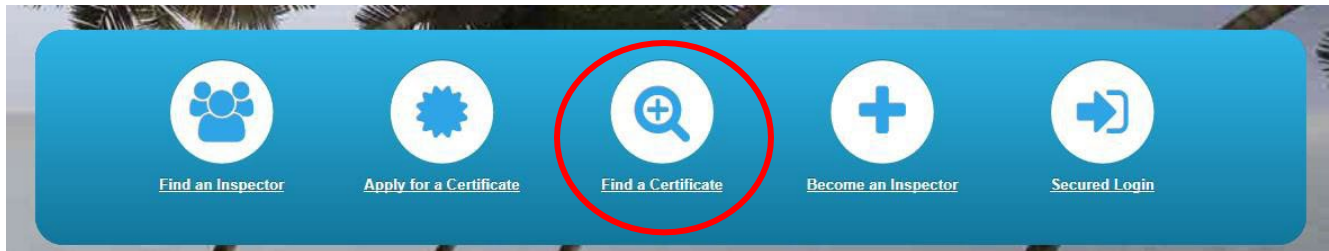


4. Click on the numbered tabs at the top of the form to go back and change any information.

## Finding a certificate of compliance (WPI-8 or WPI-8E)

1. Click on "Find a Certificate."



2. You can search by application ID or certificate number, or address.

   - If you search by application number or certificate:
     - o Certificates applied for in July 2015 and after will have the same number for the certificate number and application ID.
     - o Certificates applied for in June 2015 and before will have different numbers for certificate numbers and application IDs.
   - If you search by address, you must enter:
     - o At least two numbers in the street number field.
     - o At least three characters in the street name field.
     - o Either the city, ZIP code, or county.

3. When the results appear, click the address or application ID to view the certificate of compliance, form WPI-8 or WPI-8E.

Only appointed qualified inspectors and post construction inspectors can apply for and manage WPI-2E applications.

1. Log into the [Windstorm system](#).

   - **If you are an appointed qualified inspector,** TDI sent you a username and password when you were appointed. Go to "Secured Login" to sign in. If you don't have your login details, contact the TDI Engineering Services program at 1-512-676-6750.

   - **If you are a post construction inspector**, go to the [Windstorm system](#) and click "Completed Construction Login Request." After you fill out the request, you will be sent a username and password.



2. To submit a WPI-2E, log into the [Windstorm system](#). Select "New WPI-2E" from your dashboard. Complete the inspection form, print, sign, and submit the form with all necessary supporting documentation.



3. To manage your applications, log into the [Windstorm system](#). Click on "My Stuff" and then select "My Applications." After you enter a date range, you will see a list of your pending and certified applications.

**You can now upload documents to applications and better track comments from TDI staff.**

# Uploading documents for a WPI2E application

For TDI to process a WPI2E application, you must give us certain documents.

You can attach your documents to a new or existing application.

If you don't attach the documents with the initial application, TDI won't review the application. Your application will be placed in the "needs correction" queue until you upload the documents.

Note:

- Once you submit a document, it can't be removed or updated.
- You can only see the documents you submitted. If you sent documents to TDI to upload or if a past AQI uploaded them, you won't see them.
- Group all pages into one PDF file.  You can't upload any other file type.
    - Don't submit entire product evaluation reports. Only list the report numbers or give links to the reports.
- Name the file using letters, numbers, and an underscore instead of spaces.
    - Don't use special characters (! @ # $ % ^ & *).
    - Example file name: *Inspection_Report_1234567_Pecan Lane*

         Post_ Inspection_ Report_ 2325401.pdf

- The ability to upload documents directly to the windstorm system is only available on completed construction inspections. If you have supporting documentation for an application for ongoing construction, send it to windstorm@tdi.texas.gov.

# Submission

Uploading documents when you first make the application is the fastest way for your application to be processed.

1. Select the document description that best identifies the document type.

**Document description**

Sealed Design Drawings
Sealed Inspection Report
Photographs
Inspection Reports
Product Information
Drawings or Sketches
Calculations
Other

Table shows list of selected documents to be submitted.

| File name | Description | File size | Action |
|---|---|---|---|
| | No documents to submit | | |

Skip document submission    Submit all documents

2. If you select a document description of "Other," include a comment to describe the document.



Document comment (required if you selected "Other")

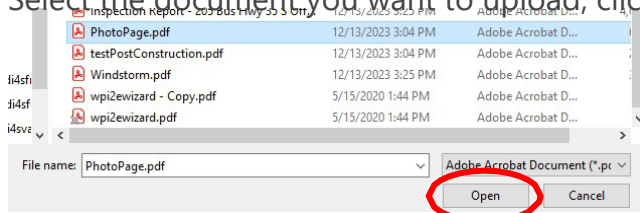3. Click on "Select file."



Document description

Sealed Inspection Report

Document comment (required if you selected "Other")

Document file

Select file

4. Select the document you want to upload, click "Open."



Inspection Report - 205 Bus Hwy 35 S Off... 12/13/2023 3:25 PM Adobe Acrobat D...
PhotoPage.pdf 12/13/2023 3:04 PM Adobe Acrobat D...
testPostConstruction.pdf 12/13/2023 3:04 PM Adobe Acrobat D...
Windstorm.pdf 12/13/2023 3:25 PM Adobe Acrobat D...
wpi2ewizard - Copy.pdf 5/15/2020 1:44 PM Adobe Acrobat D...
wpi2ewizard.pdf 5/15/2020 1:44 PM Adobe Acrobat D...

File name: PhotoPage.pdf    Adobe Acrobat Document (*.p

Open    Cancel

5. Repeat steps 1-4 until you've included all documentation.

6. The table will show the list of the documents you've included. Click "Submit all documents."

| File name | Description | File size | Action |
|---|---|---|---|
| PhotoPage.pdf | Photographs | 605 KB | Remove |

Skip document submission    Submit all documents

7. A message will appear showing the status of each attachment. If there's a problem, the message will identify the document not uploaded successfully.

Go to application ID 2325557    Skip document submission    Submit all documents

File: Binder1.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_7.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_13.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_15.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_20.pdf was successfully uploaded.

8. Click on the application ID to go to the edit page.

# Upload from edit page

1. Find the application in your needs correction queue and open it.
2. Select "Add Document."

**Associated documents**

Table shows associated documents for application.
To add documents to the application, click "Add document" button.

Add document

3. Select the document description to identify the document.

Document description

Sealed Design Drawings
Sealed Inspection Report
Photographs
Inspection Reports
Product Information
Drawings or Sketches
Calculations
Other

Select file

4. If you select a document description of "Other," include a comment to describe the document.

Document comment (required if you selected "Other")
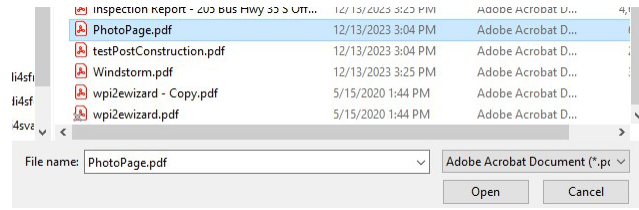
5. Click on "Select file."

Document description

Sealed Inspection Report

Document comment (required if you selected "Other")

Select file

6. Select the document that you want to upload, click "Open."

**7.** Repeat steps 3-6 until you've included all documentation.

**8.** The table will show the list of the documents you've included. Click "Submit all documents."

| File name | Description | File size | Action |
|---|---|---|---|
| PhotoPage.pdf | Photographs | 605 KB | Remove |

Skip document submission    Submit all documents

9. A message will appear showing the status of each attachment. If there's a problem, the message will identify the document not uploaded successfully.

File: Binder1.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_7.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_13.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_15.pdf was successfully uploaded.

File: LJTestFile_14MB_s1_20.pdf was successfully uploaded.

# New history log feature

We've added a history log to the application view for ongoing and completed construction. This shows earlier requests from TDI and your response when clearing the needs correction flag(s).

This history log will appear at the top of the application page. If you have a needs correction flag, the history log will appear directly under the current request.