Windstorm System User Guide
for Public Access

Table of contents

- Overview ...............................................................................................................................................2
- Using system features .........................................................................................................................2
- Recreating a WPI-1 application for similar entry .............................................................................3
- Finding a certificate of compliance (WPI-8 or WPI-8E) .................................................................4
- Applying for and managing completed construction certificates (WPI-2E) ...............................5

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

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:**
     - Certificates applied for in July 2015 and after will have the same number for the certificate number and application ID.
     - 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:**
     - At least two numbers in the street number field.
     - At least three characters in the street name field.
     - 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.
Applying for and managing completed construction certificates (WPI-2E)

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.