Windstorm System User Guide for Public Access

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

TDI created the <u>Windstorm system</u> 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 <u>Certificate of Compliance Application Requirements</u> 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 <u>Inspector Application Requirements</u> 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.

Copy Excel PDF Print	Sho	w / hide columns		Search: fe		10 • records per pa
Name		Company	Counties	City State Phone	Inspection Type	Post-Construction Inspection Type
ASHRAF HAFEZ				Corpus Christi TX (361) 852-4033		
DOUG KLOPFENSTEIN						
JENNIFER DOYLE				Austin TX (512) 571-3530		
JENNIFER SCHEFFLER				Corpus Christi TX (361) 883-1984		
JOHN FESKENS				(503) 589-1727		
STANLEY FEES				Kingsville TX		
TERRENCE WOLFE				Humble TX (281) 540-6603		
WILLIAM COFFEY				(214) 760-7000		

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.

uilding Information		≣ <u>.Summary</u>
1 _Type of Building*	Select One 🔹	
Building Name or Number		
Number of Units		
Dimensions of Building		
Occupancy Type*	Select One	

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.

WIND	TORM		TDI Home	Find Inspector	Apply for a Certifica	E Find a Certificat
1 ^{Address}	2 ^{Building}	3 ^{Inspection}	4 ^{Inspector}	5 ^{Involved}	6 ^{Submitter}	7 ^{Final} Summary
Final Summ	nary and Submit	_				Î
			Relo	ad current Application as a	a new Application	

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

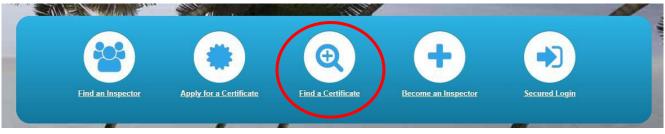
	TEXAS DEPARTMENT	OF INSURANCE					
	TDI Home	Help Insure	Texas Health Options	Texas Sur	e TX Comp	Exit Strategy	
WINDSTORM		ome Find Inspe		Eind a Certificate	Become an Inspector	Secured Login	
	the Texas De application IE Please allow	partment of Insura) or the property ac 48 hours for a resp	pmitting an Application for nce. When contacting TD ddress available. The doo ponse or change in status Program at 800.248.6032	in the future, pl umentation is cu For futher infor	ease either have t rrently under revie mation, please co	his ew. ntact	
	The applicati	on ID is 2000087					
	A Print/Pre	eview WPI-1 Form					
	♣Texas Department o	f Insurance	About TDI 🔺 🛛 Helpful	State Links 🔺	Site Resource	es - Stay Connecte	i •

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

1 ^{Address}	2 ^{Building}	3 ^{Inspection}	4 ^{Inspector}	5 ^{Involved}	6 ^{Submitter}	7 ^{Final} Summary
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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.
 - \circ $\;$ 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.

TDI W	indst	orm	Search	Results								
Address Match	<u>es</u>											
Copy CSV Ex	<u>cel PDF Print</u>	Search:	Search:				10 • records per page					
Street					City			\$	Zip		¢	County 🔶
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Chowing 1 to 1	Lof 1 optrion											
Address Matche		_	_	_	_		_		_	_		_
2213 AVENUE		ON 77550 G Show / hide			Search:					10	•	records per page
Application* ID	Certificate Number	¢ Status	¢ Building Type	Inspection Types	Application Date	Φ	Commencement of Construction Date	Ado	lress			φ.
184391	137680	Certified	House	Roof - Entire Re-Roof	07-15-1998		null	221	3 AVENU	JE K GA	LVE	STON 77550
Showing 1 to 1	of 1 entries											

Windstorm System User Guide – Public Pages

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 <u>Windstorm system</u> 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 <u>Windstorm system</u>. Select "New WPI-2E" from your dashboard. Complete the inspection form, print, sign, and submit the form with all necessary supporting documentation.

WIND TORM O'Home A New WPI-2E Q Search - B My Stuff-								
Post Construction Ins								

3. To manage your applications, log into the <u>Windstorm system</u>. 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.



New Features in the Windstorm System

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.

	~	
Sealed Design Drawings Sealed Inspection Report Photographs Inspection Reports Product Information Drawings or Sketches		
Other Second Constant Second S		
able shows list of selected documents to be s	submitted.	
able shows list of selected documents to be s	submitted. Description	File size Actio
		File size Acti

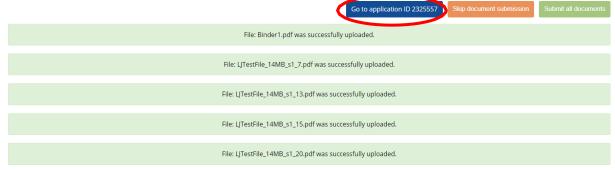
2. If you select a document description of "Other," include a comment to describe the document.

	Document comment (re	quired if you selecte	ed "Other")		
. Clic	ck on "Select file.	11			
	Document description				
	Sealed Inspection Report			~	
	Document comment (required if you selec	ted "Other")			
	Document file				
(Select file				
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. Jun				прек орен.	
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	testPostConstruction.pdf	12/13/2023 3:04 PM	Adobe Acrobat D		
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- 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
	٩	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.



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."

Decument description

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

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."

Sealed Inspection Report	
ocument comment (required if you selected "Other")	

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

File nam	ne: PhotoPage.pdf	~	Adobe Acrobat Document	(*.pt ~
sva 🗸 <				>
	😣 wpi2ewizard.pdf	5/15/2020 1:44 PM	Adobe Acrobat D	
sf	🔊 wpi2ewizard - Copy.pdf	5/15/2020 1:44 PM	Adobe Acrobat D	
sfi	🔊 Windstorm.pdf	12/13/2023 3:25 PM	Adobe Acrobat D	
	testPostConstruction.pdf	12/13/2023 3:04 PM	Adobe Acrobat D	1
	🛃 PhotoPage.pdf	12/13/2023 3:04 PM	Adobe Acrobat D	1
	Inspection Report - 205 Bus Hwy 35 S Off	12/13/2023 3:25 PM	Adobe Acrobat U	4,1

- **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

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.

Post Construction Insp	pection Review		
Request Message is from TDI.			
please verify wind spe	eed		
Request resolution			
Select an option		*	
			Submit resoluti
able shows your history	y of submitted resolutions for the appli	cation.	
Show 10 - entries			Search:
able shows your history Show 10 v entries	y of submitted resolutions for the appli	cation.	
able shows your history Show 10 v entries			Search:
able shows your histor	♦ Activity name	¢ Request	Search: