



NMRLD

**NEW MEXICO
REGULATION &
LICENSING DEPARTMENT**
MANUFACTURED HOUSING DIVISION

PERMITTING PORTAL USER GUIDE

MANUFACTURED HOUSING DIVISION | 5500 SAN ANTONIO DR NE, ALBUQUERQUE, NM 87109
(505) 222-9801 | RLD.NM.GOV/MANUFACTURED-HOUSING-DIVISION

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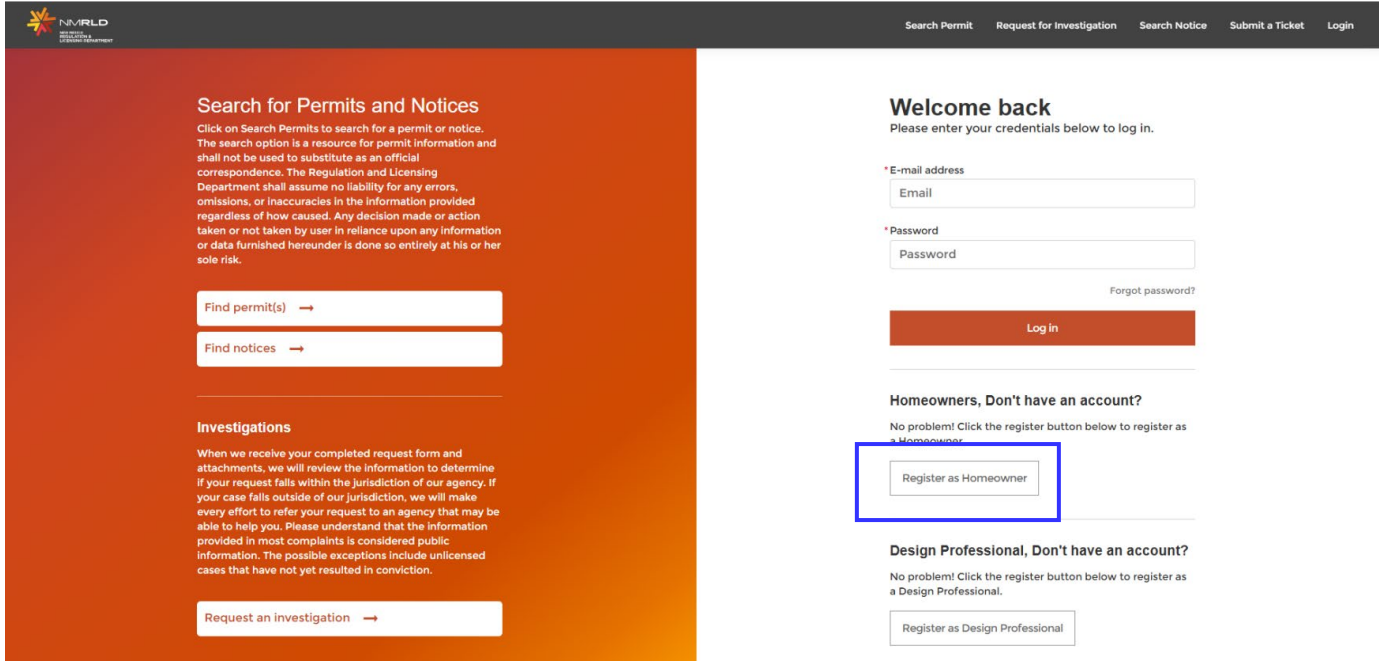
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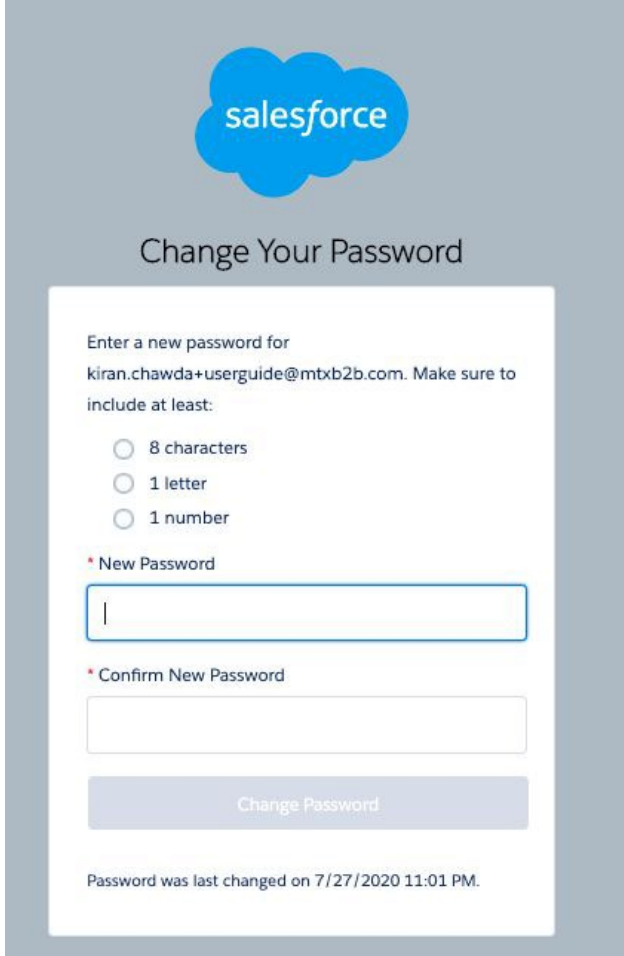
LOGIN PAGE

REGISTER AS A HOMEOWNER

1	<p>To register as the homeowner, users will need to navigate to the following link: https://nmrld.my.site.com/MHD/s/login/. Once they navigate to the link, they will see the screen below and will need to click on the “Register as Homeowner” button.</p> 
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2	<p>After clicking on the button, the user will be prompted to fill in the required information for registration. Please fill in the details and click on submit.</p> <div data-bbox="342 406 1087 1356">  <div> <h2>Homeowner Registration</h2> <p>Manufactured Housing Division Please complete all fields to submit.</p> <p>* First Name <input type="text"/></p> <p>* Last Name <input type="text"/></p> <p>* Email Address <input type="text"/></p> <p>* Phone Number <input type="text"/></p> <p>* Mailing Street <input type="text"/></p> <p>* Mailing City <input type="text"/></p> <p>* Mailing State <input type="text" value="Select an Option"/></p> <p>* Mailing Zip <input type="text"/></p> <p>Submit</p> </div> </div>
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3	<p>After a successful submission, the user will receive the below confirmation on the screen.</p> <h2>Homeowner Registration</h2> <p>Manufactured Housing Division Please complete all fields to submit.</p> <p> Thank you for registration. A welcome email has been sent to your email address. Please activate your account by clicking on confirmation link from welcome email.</p> <p>← Back to Login</p>
4	<p>To activate the account, users should access the welcome email and click on the link to continue with the registration process.</p> <div> <p>Sandbox: Welcome Email Inbox x</p> <p>NM RLD harshit@mtxb2b.com via i754rebafh084n.1f-9zevuai.cs90.bnc.sandbox.salesforce.com 11:31 AM (3 minutes ago)</p> <p>to kiran.chawda+userguide@mtxb2b.com ▾</p> <p>Hello,</p> <p>Welcome to New Mexico Manufacturing Housing Division Permitting portal. Please click on the link to be directed to the login page of the Portal. Thank you!</p> <p>Regards, New Mexico Regulation & Licensing Department</p> <hr/> <div>  <p>New Mexico Regulation and Licensing Department MANUFACTURED HOUSING DIVISION 5500 San Antonio Dr. NE • Albuquerque, NM 87109 • Ph (505)222-9870 Email: MHD.info@state.nm.us Web: NMRLD.GOV/MHD</p> </div> </div>

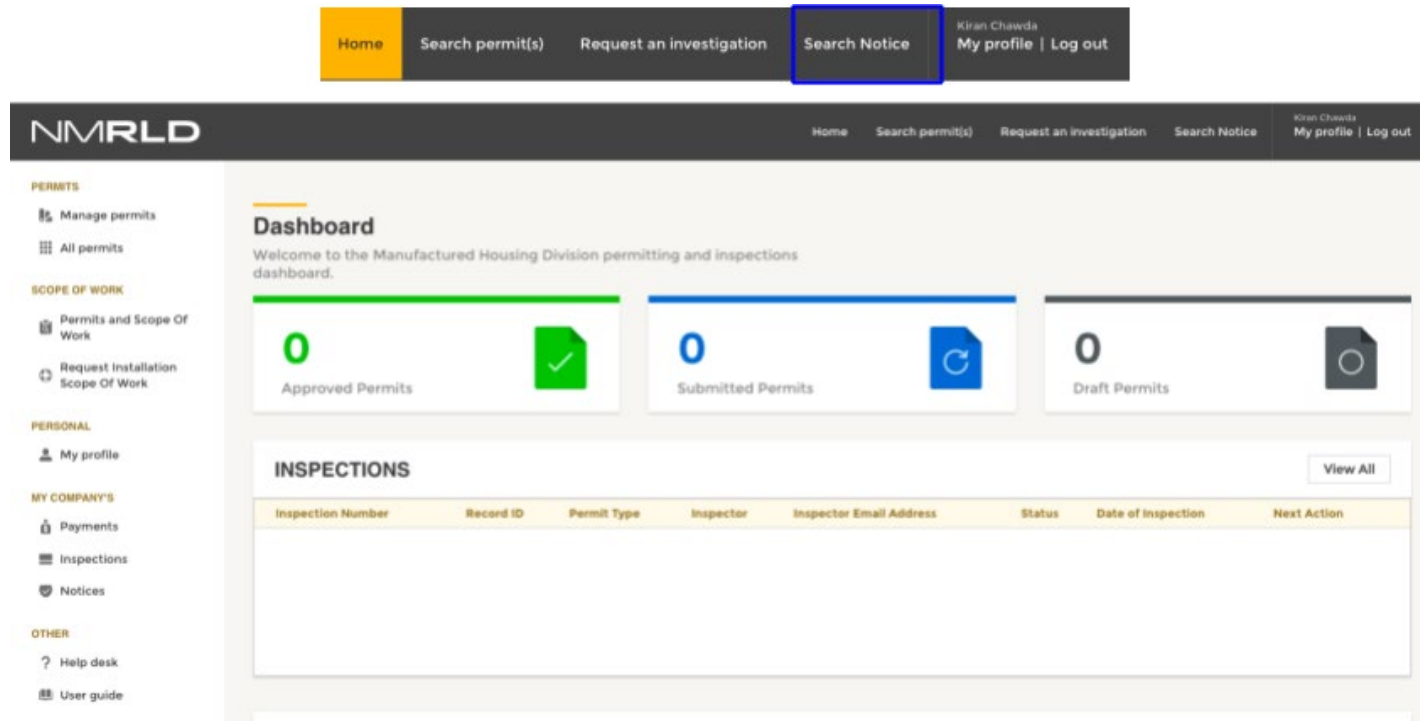
5	<p>The user will be redirected to the page where the password has to be generated. Please follow the instructions for the password and create a password for your account.</p> 
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6	After the user generates the password for their account, they will be redirected to the “My Profile” section where they need to complete the information on the page to continue with the portal. Click on “Edit,” fill in the information and then click on “Save” to update the changes.
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7

SEARCH NOTICES

- The user can search for notices from the home page of the community portal. To search for a notice, click on the “Search for Notice” button at the top right of the page.



The screenshot shows the NMRLD Permitting Portal dashboard. At the top, there is a navigation bar with the following links: Home, Search permit(s), Request an investigation, **Search Notice** (highlighted with a blue box), and a user profile section for Kiran Chawda with links for My profile and Log out. Below the navigation bar, the dashboard is divided into several sections. On the left is a sidebar menu with categories: PERMITS (Manage permits, All permits), SCOPE OF WORK (Permits and Scope Of Work, Request Installation Scope Of Work), PERSONAL (My profile), MY COMPANY'S (Payments, Inspections, Notices), and OTHER (Help desk, User guide). The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome to the Manufactured Housing Division permitting and inspections dashboard.' Below this, there are three summary cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (0). Further down, there is an 'INSPECTIONS' section with a 'View All' button and a table with the following columns: Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. The table is currently empty.

2

Once the user clicks on the button, he or she will be redirected to the page where they can share a notice number. The user can search for the notice from either of the following:

- Notice Number
- Record Id
- Licensee Responsible
- Address

Choose a type to search, fill in the information, and click on “Search.” The user will then see all the notices related to the search mentioned.

Search for a Notice

Notice can be searched by notice number, Record ID, license responsible, or address using the fields below.

Search by

☒ Notice Number

☐ Record ID

☐ Licensee Responsible

☐ Address

* Notice Number

Clear

Search

Notice Number

↓

Record ID

↑

Licensee Responsible

↑

Type

↑

Fees

↑

Date of Notice

↑

Status

↑

Corrected by Date

↑

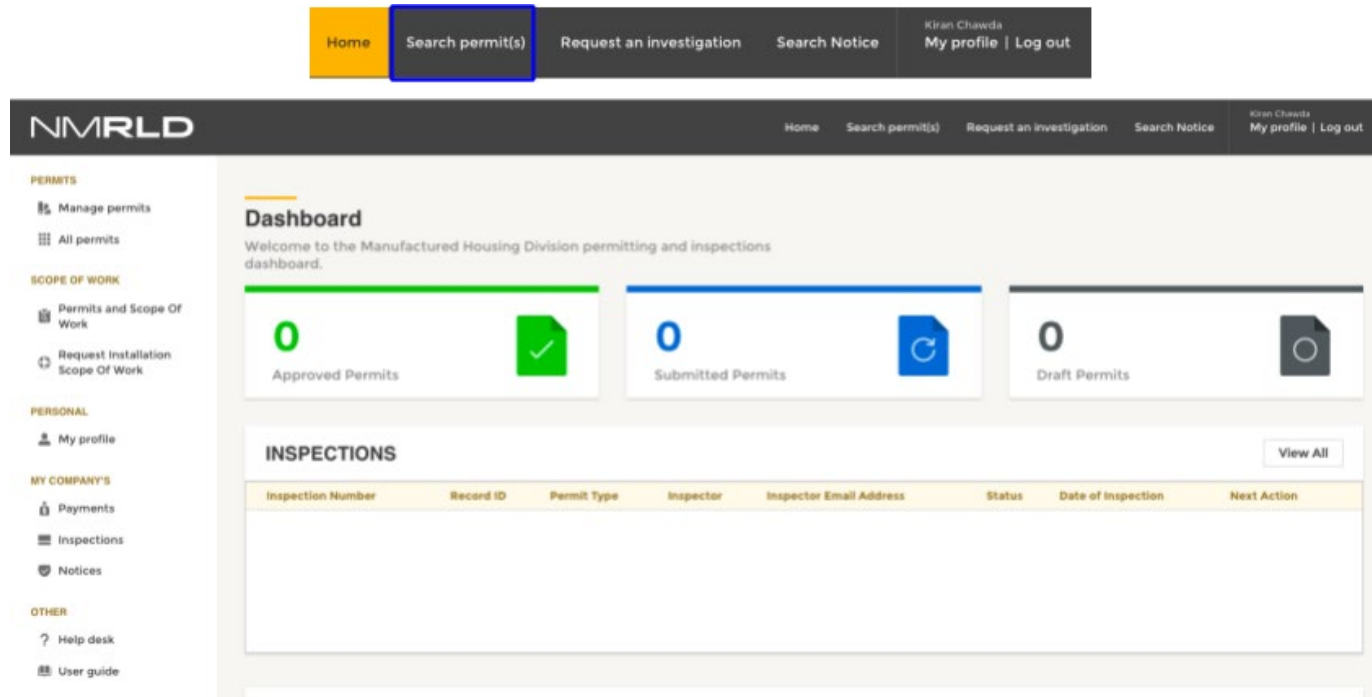
Address

Community

Space Number

SEARCH PERMITS

- The user can search for permits from the home page of the community portal. To search for permits, click on the “Search Permit(s)” button at the top right of the page.



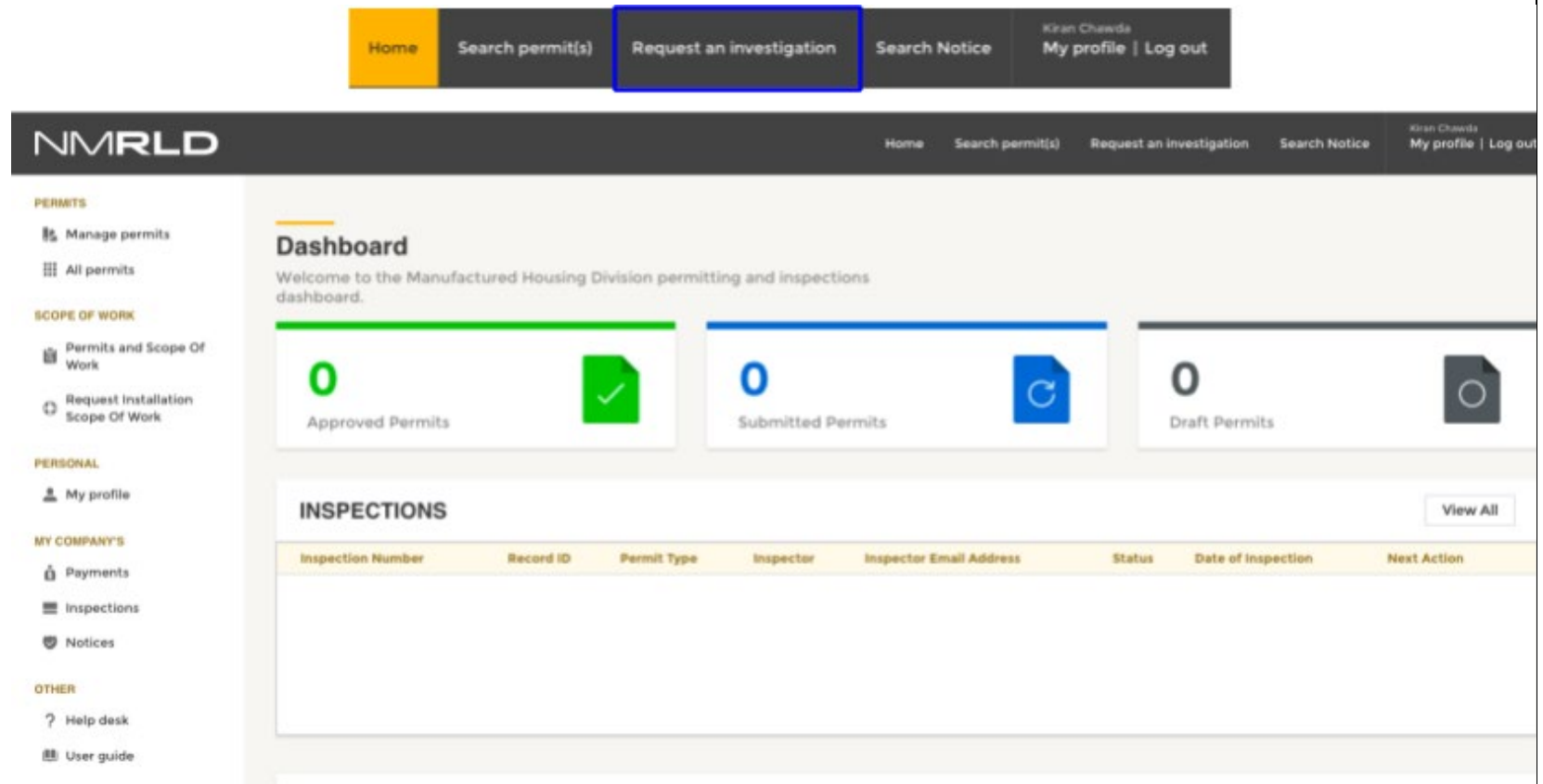
The screenshot displays the NMRLD Permitting Portal dashboard. The top navigation bar includes links for Home, Search permit(s), Request an investigation, Search Notice, and user profile options (Kiran Chawda, My profile, Log out). The 'Search permit(s)' button is highlighted with a blue border. The dashboard content area features a 'Dashboard' section with a welcome message and three summary cards: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (0). Below these is an 'INSPECTIONS' section with a table header and a 'View All' button. The left sidebar contains various navigation links categorized under PERMITS, SCOPE OF WORK, PERSONAL, MY COMPANY'S, and OTHER.

2	<p>Once the user clicks on the button, he or she will be redirected to the page where he or she can share the notices. The user can search for the notice from either of the following:</p> <ul style="list-style-type: none">Record IdPermit Holder NameLicense NumberLicensee NameAddress <p>Choose a type to search, fill in the information, and click on “Search.” The user would get all the permits related to the search mentioned.</p> <div><div>Search for a Permit</div><div>Permit can be searched by Record ID, holder name, license number, license name, or address using the fields below.</div><div><div>Search by</div><div><div><input checked="" type="radio"/> Record ID</div><div><input type="radio"/> Permit Holder Name</div><div><input type="radio"/> License Number</div><div><input type="radio"/> Licensee Name</div><div><input type="radio"/> Address</div></div><div><div>*Record ID</div><div><input type="text"/></div><div><div>Clear</div><div>Search</div></div></div><div><div>Record ID</div><div>↓</div><div>Status</div><div>↑↓</div><div>Status Reason</div><div>Permit Holder Name</div><div>↑↓</div><div>License Number</div><div>Licensee Name</div><div>Address</div><div>Community</div><div>Space Number</div><div>Action</div></div></div></div>																								
3	<p>Let’s try searching for all the permits held by Kiran. For the same, click on Permit Holder Name and write “Kiran” in the text box and click on Search.</p> <table><tr><th>Record ID</th><th>↓</th><th>Status</th><th>↑↓</th><th>Status Reason</th><th>Permit Holder Name</th><th>↑↓</th><th>License Number</th></tr><tr><td>A-000004</td><td></td><td>Draft</td><td></td><td></td><td>Kiran UAT</td><td></td><td>12</td></tr><tr><td>A-000018</td><td></td><td>Draft</td><td></td><td></td><td>Kiran UAT</td><td></td><td>12</td></tr></table>	Record ID	↓	Status	↑↓	Status Reason	Permit Holder Name	↑↓	License Number	A-000004		Draft			Kiran UAT		12	A-000018		Draft			Kiran UAT		12
Record ID	↓	Status	↑↓	Status Reason	Permit Holder Name	↑↓	License Number																		
A-000004		Draft			Kiran UAT		12																		
A-000018		Draft			Kiran UAT		12																		

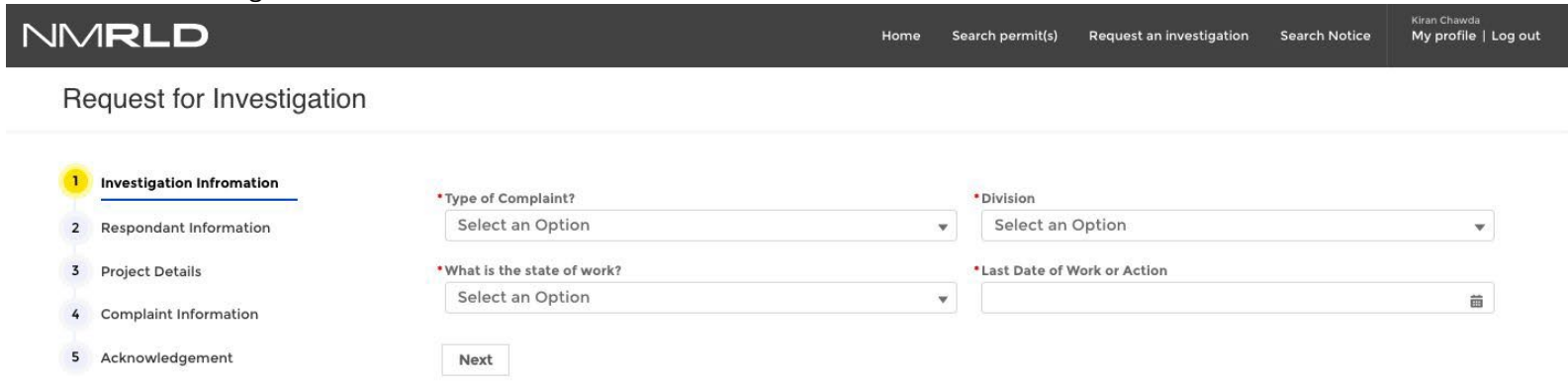

REQUEST AN INVESTIGATION

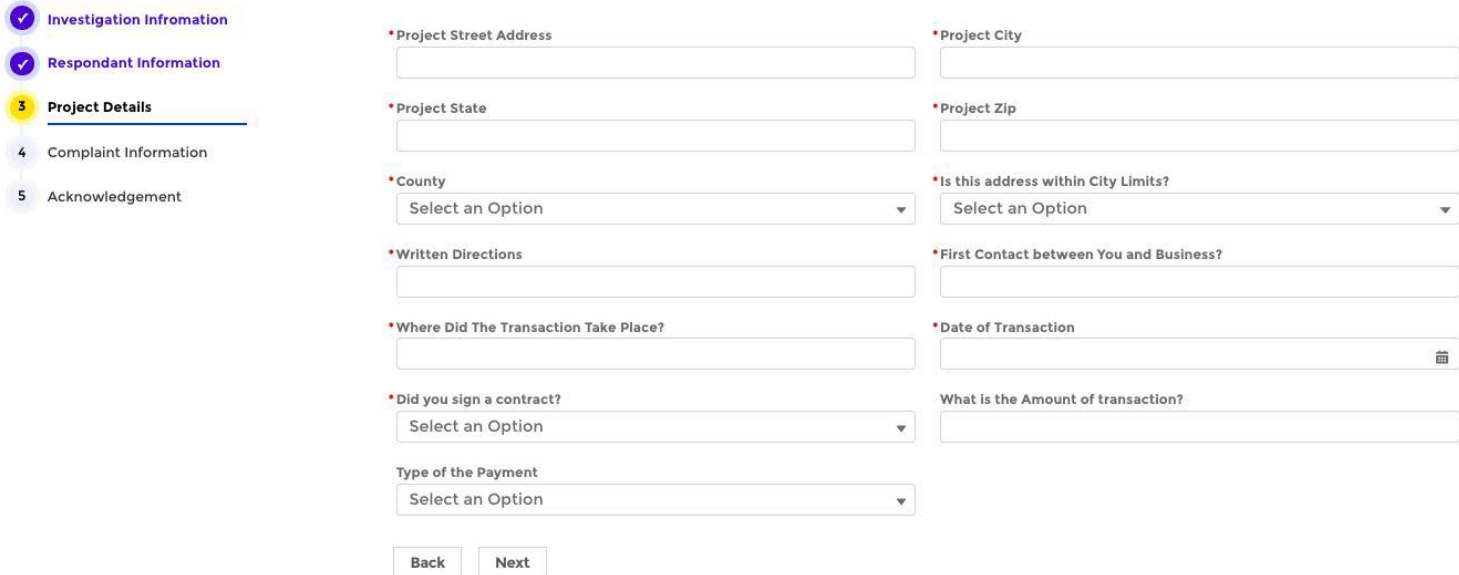

1

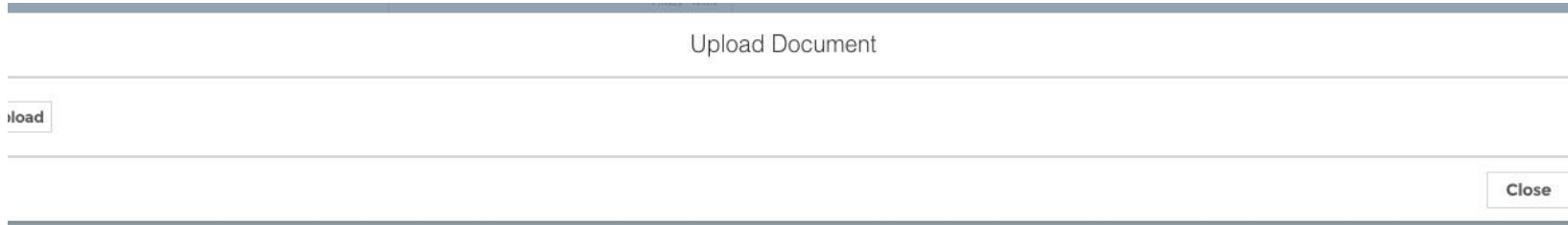
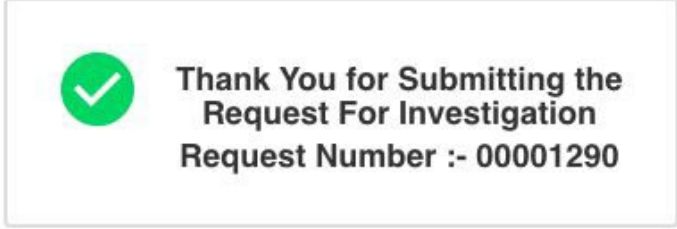
The user can request for investigation from the home page of the community portal. To request an investigation, click on “Request an investigation” button at the top right corner of the page.



The screenshot displays the NMRLD Permitting Portal dashboard. The top navigation bar features the following links: Home, Search permit(s), Request an investigation (highlighted with a blue box), Search Notice, and a user profile section for Kiran Chawla with links for My profile and Log out. The main content area is divided into two sections. The top section, titled 'Dashboard', includes a welcome message and three cards showing the number of permits: Approved Permits (0), Submitted Permits (0), and Draft Permits (0). The bottom section, titled 'INSPECTIONS', contains a table with the following columns: Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. A 'View All' button is located to the right of the table header.


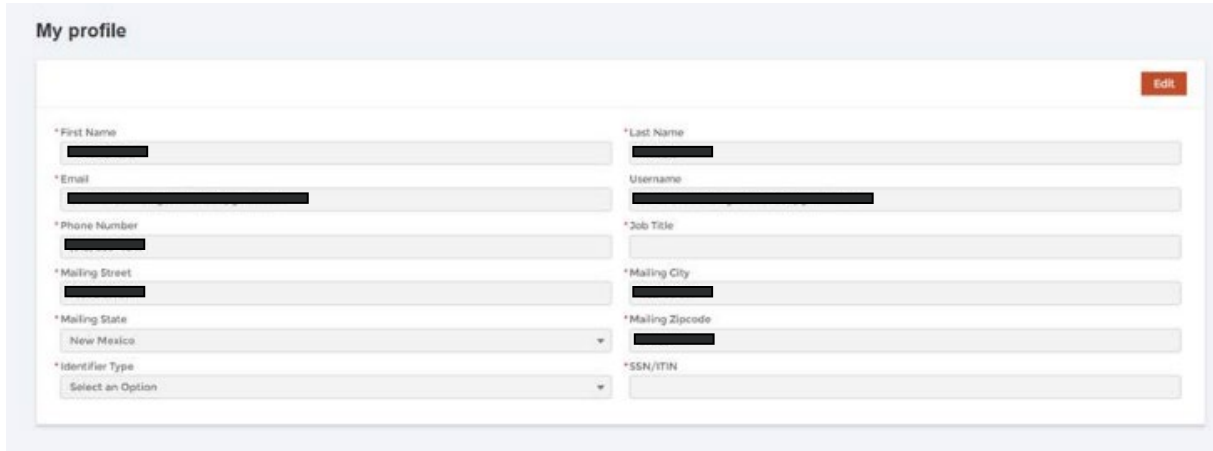
2	<p>Once the user clicks on the button, they will automatically navigate to the page where they can submit the information related to the investigation.</p> 
3	<p>Step 1, fill the information including:</p> <ul style="list-style-type: none"> • Type of Complaint • Division • What is the state of the work • Last Date of Work or Action <p>Once you fill in the information click on Next to continue.</p> 

4	<p>On Step 2, fill in the information on the respondent. Please note that the fields with the red asterisk mark (*) are the required field and the others are optional to fill in. Fill all the requisite information and click on “Next” to continue.</p> 
5	<p>Fill in the project details on Step 3 and click on Next to move to the complaint information. On complaint information, the user will need to fill in the details of the complaint and click on Next to move further. Acknowledge the investigation request and click on either:</p> <ul style="list-style-type: none"> • Submit • Submit with document 

6	<p>When the user clicks on “Submit with Document,” they will be redirected to the “upload document” screen. They can upload the document and click on “Close” to submit the request for an investigation.</p> 
7	<p>After the process is completed, the user will receive the message on the screen with the request number for the investigation.</p> 

PORTAL

COMPLETE PROFILE REGISTRATION

1	<p>To complete the profile information, the user should click on “My Profile” at the top right corner of the page below the name of the user.</p> 
2	<p>Once the user clicks on My profile, they will be redirected to the My Profile page where they can edit the profile details. To edit the details, click on “Edit.” Then fill in the information and click on save to update the changes. Please note: to be compliant with the Parental Responsibilities Act, licensees must submit their social security number.</p> 

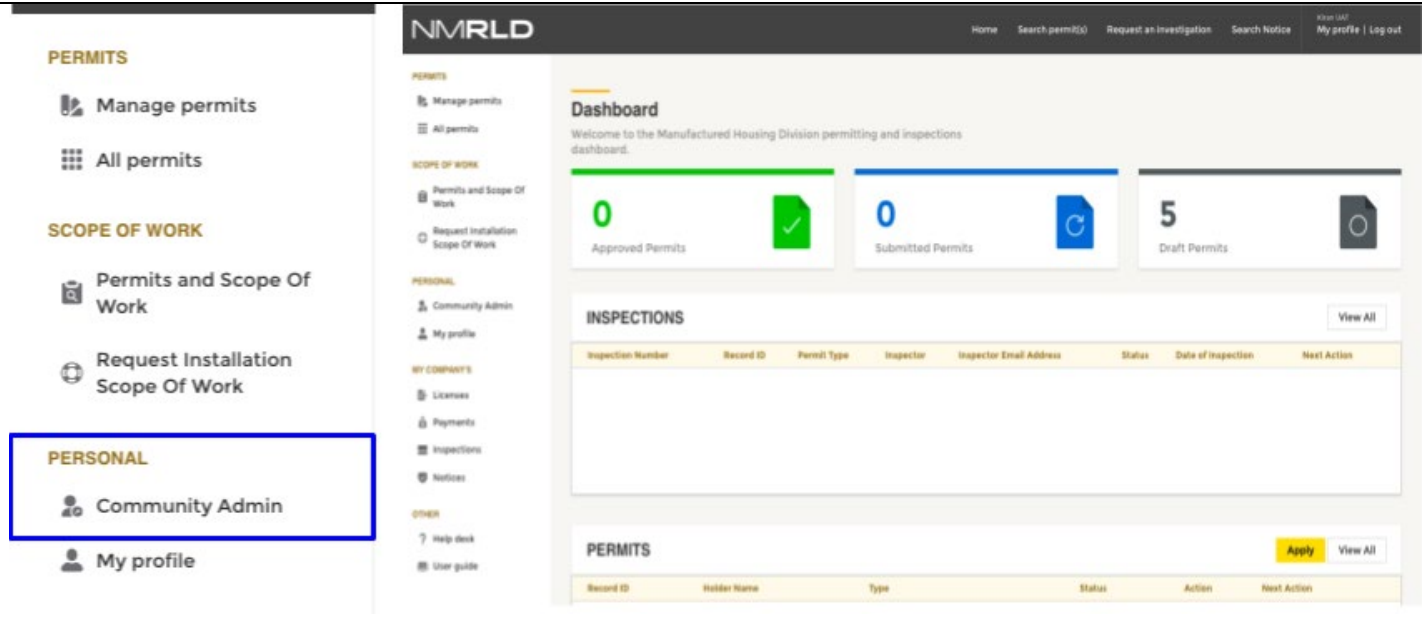
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LICENSED PROFESSIONALS

Community Admin Actions

ADDING A USER

1	Login to the community portal with the help of the credentials. Navigate to the community admin tab from the panel available on the left side of the page and click on it.
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2	<p>Once the user clicks on “Community Admin,” they will be redirected to the page for community admin. From there, click on the “Add New User” button to add a new user to the community.</p>

NMRLD

Home

Search permit(s)

Request an investigation

Search Notice

Kiran UAT
My profile | Log out

PERMITS

Manage permits

All permits

SCOPE OF WORK

Permits and Scope Of Work

Request Installation Scope Of Work

PERSONAL

Community Admin

My profile

MY COMPANY'S

Licenses

Community Admin

Add, and manage access for individuals you authorise to pull permits and request inspections on behalf of your organisation.

Manufactured Housing Division

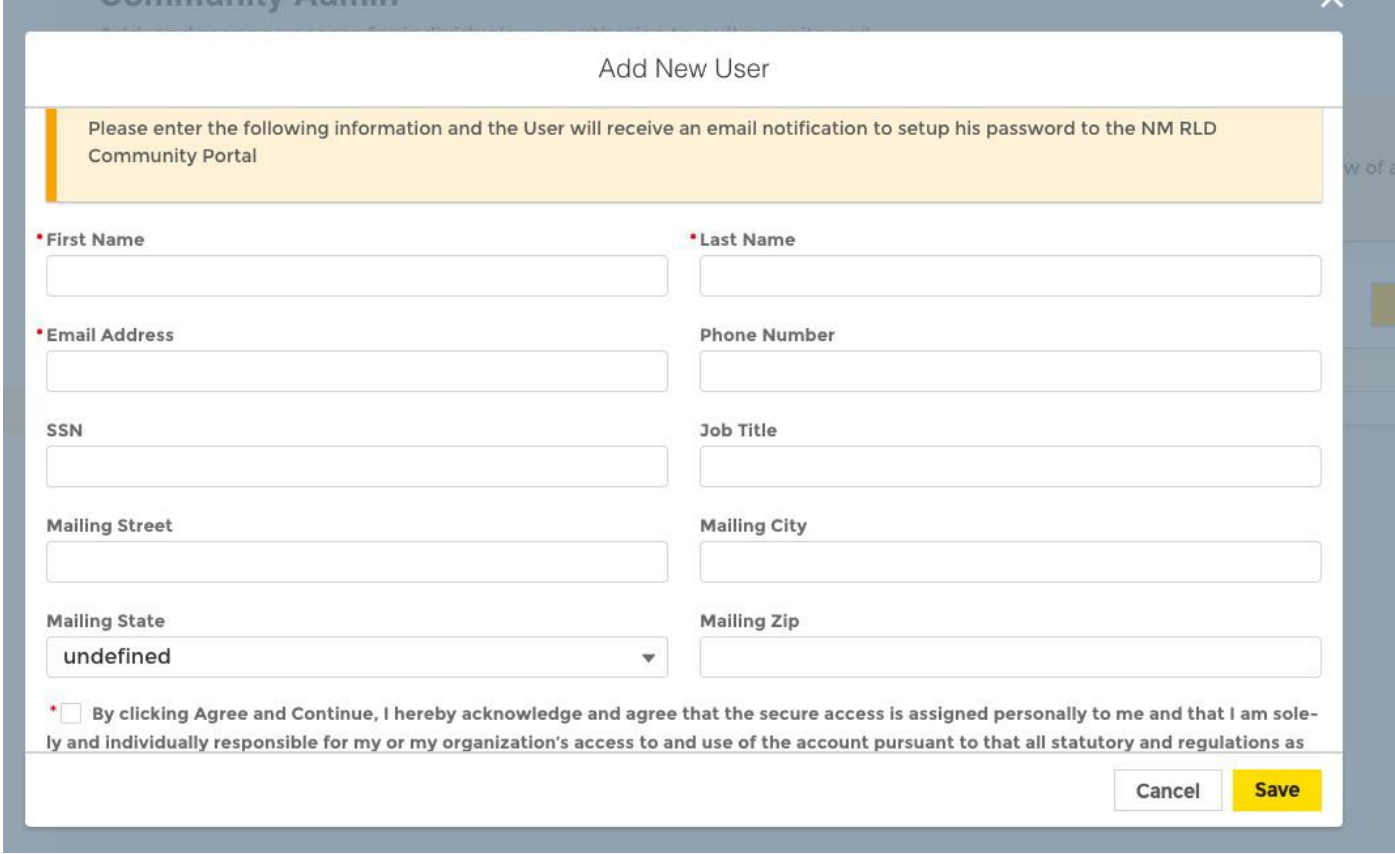
This feature will allow authorized employees to pull permits and request inspections on behalf of community admin. Below is a view of all employees within your company.

Add New User

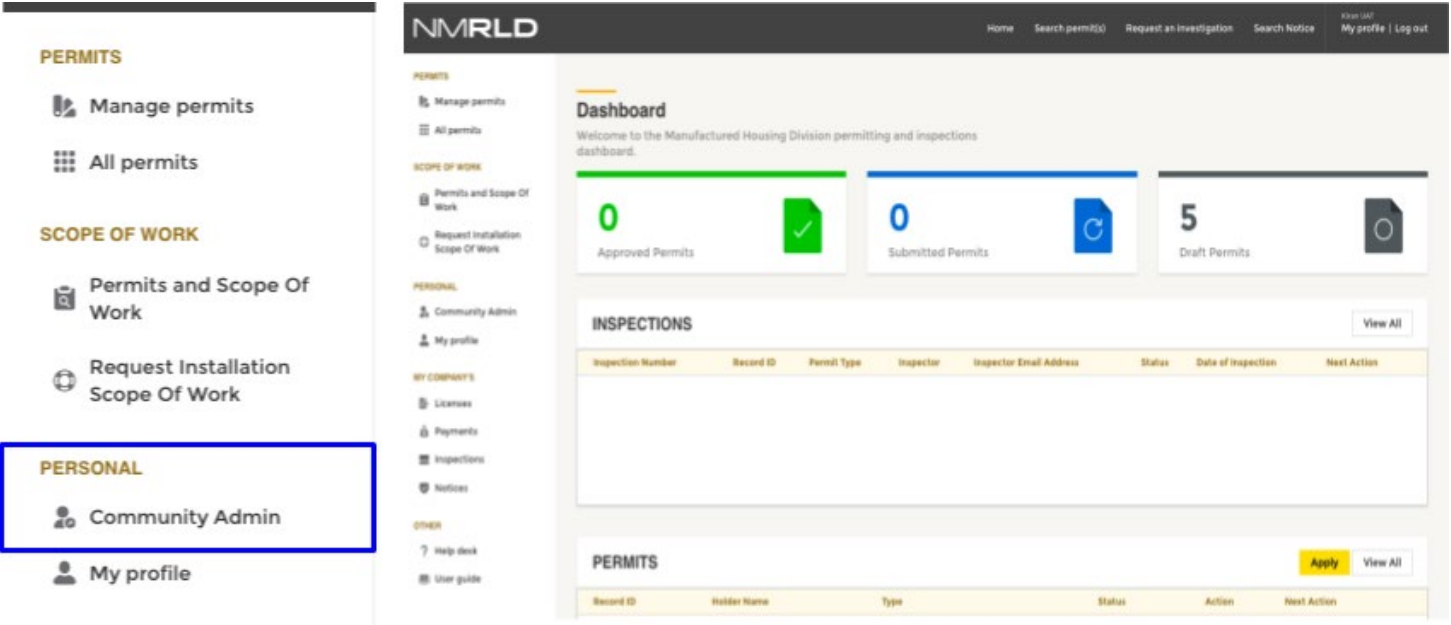
Name	Email	Phone	SSN	Active	Action
Kiran Chawda UAT	kiran.chawda20@gmail.com			<input type="checkbox"/>	<div>Enable Access</div>

3

Fill in the requisite information and click on Save to create a new user in the community.

	 <p>Add New User</p> <p>Please enter the following information and the User will receive an email notification to setup his password to the NM RLD Community Portal</p> <p>• First Name <input type="text"/></p> <p>• Last Name <input type="text"/></p> <p>• Email Address <input type="text"/></p> <p>Phone Number <input type="text"/></p> <p>SSN <input type="text"/></p> <p>Job Title <input type="text"/></p> <p>Mailing Street <input type="text"/></p> <p>Mailing City <input type="text"/></p> <p>Mailing State <input type="text" value="undefined"/></p> <p>Mailing Zip <input type="text"/></p> <p><input type="checkbox"/> By clicking Agree and Continue, I hereby acknowledge and agree that the secure access is assigned personally to me and that I am solely and individually responsible for my or my organization's access to and use of the account pursuant to that all statutory and regulations as</p> <p><input type="button" value="Cancel"/> <input type="button" value="Save"/></p>
4	<p>After clicking on Save, the user record will be created and it will be available in the list of users. The user can manage the list of users who are authorized to pull permits and request inspections on behalf of the organization.</p>

REVOKING ACCESS FOR A USER

1	<p>Login to the community portal with the help of the credentials. Navigate to the community admin tab from the panel available on the left side of the page and click on it.</p>  <p>The screenshot displays the NMRLD Permitting Portal interface. On the left, a sidebar menu is visible with sections: PERMITS (Manage permits, All permits), SCOPE OF WORK (Permits and Scope Of Work, Request Installation Scope Of Work), and PERSONAL (Community Admin, My profile). The 'Community Admin' option under the PERSONAL section is highlighted with a blue rectangular box. The main content area shows a dashboard with a welcome message and three summary cards: 'Approved Permits' with a count of 0, 'Submitted Permits' with a count of 0, and 'Draft Permits' with a count of 5. Below the dashboard are two tables: 'INSPECTIONS' and 'PERMITS'. The 'INSPECTIONS' table has columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. The 'PERMITS' table has columns for Record ID, Holder Name, Type, Status, Action, and Next Action. Both tables are currently empty.</p>
---	--

2

Click on the community tab and the user will see the list of available users in the system. The user could see the list of available users in the system. From the list, choose the user for which the access has to be revoked and click on the “Remove Access” button.

Add New User

Name	Email	Phone	SSN	Active	Action
Kiran Chawda UAT	kiran.chawda20@gmail.com			<input checked="" type="checkbox"/>	Remove Access

3

The user will be prompted to confirm the action. Click on Yes to continue and the access will be revoked for the user.

This feature will allow authorized employees to pull permits and request inspections on

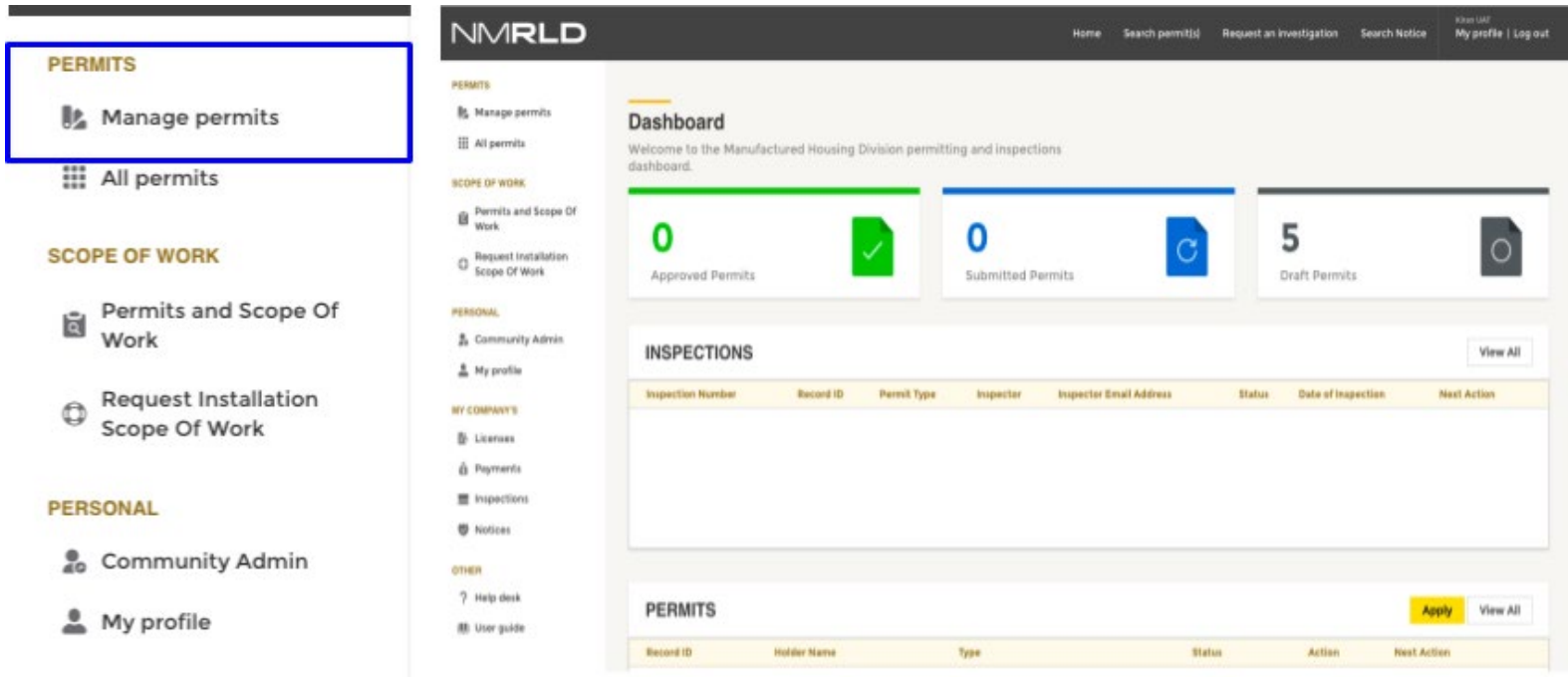
Confirm

Are you sure you want to remove access for this User?

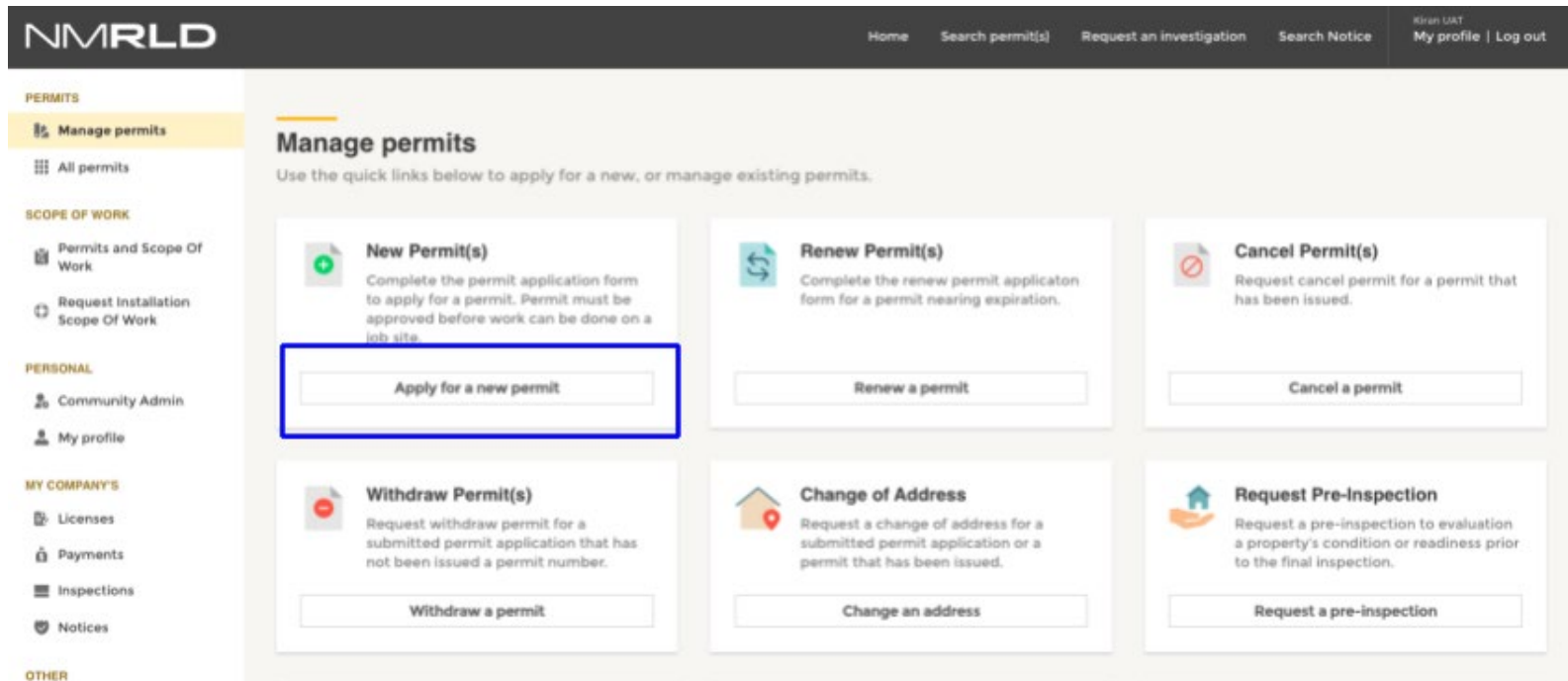
NoYes

Kiran Testkiran.chawda+test@mtxb2b.com

Licensed Professional Permit Application

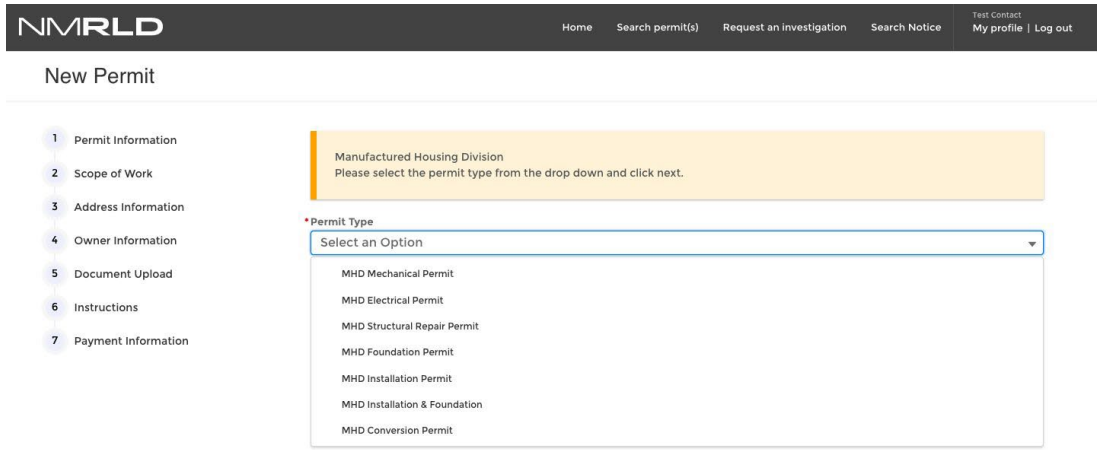
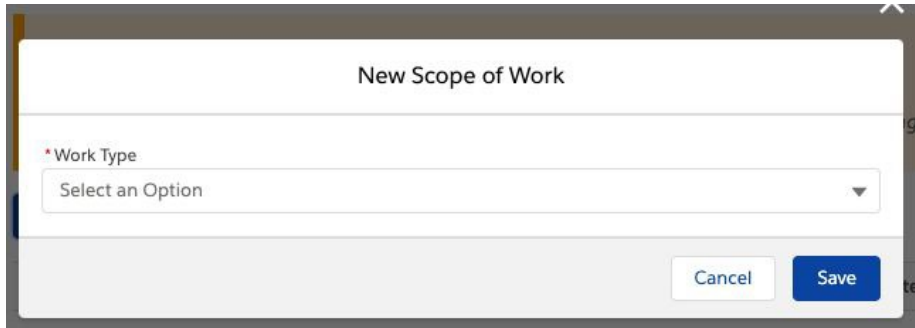
1	<p>Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.</p>  <p>The screenshot displays the NMRLD Permitting Portal dashboard. On the left sidebar, the 'PERMITS' section is expanded, and the 'Manage permits' option is highlighted with a blue rectangular box. The main content area shows a 'Dashboard' with three key metrics: 'Approved Permits' (0), 'Submitted Permits' (0), and 'Draft Permits' (5). Below these metrics is an 'INSPECTIONS' table with columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. At the bottom, there is a 'PERMITS' table with columns for Record ID, Holder Name, Type, Status, Action, and Next Action. The 'Apply' button is visible next to the 'PERMITS' table header.</p>
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- 2 When the user clicks on the Manage Permits tab, he will be redirected to the page of managing permits. They can see different options on the page. Now click on “Apply for a new permit.”



The screenshot displays the NMRLD Permitting Portal interface. The top navigation bar includes links for Home, Search permit(s), Request an investigation, Search Notice, and user options (My profile, Log out). The left sidebar lists various categories: PERMITS (Manage permits, All permits), SCOPE OF WORK (Permits and Scope Of Work, Request Installation Scope Of Work), PERSONAL (Community Admin, My profile), MY COMPANY'S (Licenses, Payments, Inspections, Notices), and OTHER. The main content area is titled 'Manage permits' and provides instructions to use quick links for new or existing permits. Six action cards are presented: 'New Permit(s)' (with a green plus icon), 'Renew Permit(s)' (with a circular arrow icon), 'Cancel Permit(s)' (with a red X icon), 'Withdraw Permit(s)' (with a red minus icon), 'Change of Address' (with a house icon), and 'Request Pre-Inspection' (with a house and checkmark icon). Each card contains a brief description and a corresponding button. The 'Apply for a new permit' button under the 'New Permit(s)' card is highlighted with a blue rectangular box.

3	<p>After clicking on the button, the user will be redirected to the new permit application page. The user can see a list of 7 steps to be completed for a new application. Let's look step by step on how and what to fill in these steps.</p> <div><h3>New Permit</h3><ol style="list-style-type: none">1 Permit Information2 Scope of Work3 Address Information4 Owner Information5 Document Upload6 Instructions7 Payment Information</div>
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4	<p>On Step1, choose the permit type and click on “Next.”</p> 
5	<p>When the user clicks on Next, they will be redirected to the second page for inputs on “Scope of Work.” Click on New and select the scope of work. Click on save and next to continue the application.</p> 

6

Fill in the information for the address and click on Next to move to step 4.

Record ID: A-000062

Delete

✓ Permit Information

✓ Scope of Work

✓ Address Information

4 Owner Information

5 Document Upload

6 Instructions

7 Payment Information

Manufactured Housing Division
Please enter all homeowner information.
Please enter the information on the Manufactured Home

Homeowner Information

* Homeowner Name

Homeowner Telephone Number

Homeowner Email

Homeowner Address

Home Information

* Project Name

* Manufacturer

7

After filling in the details, reach to the next step for uploading the documents for permit. Click on upload, select the document to upload, and click on done. Click on Next to continue.

Manufactured Housing Division
Please upload all supporting documents needed for the permit.
Make sure to click Submit to Resubmit the application with revisioned plans.

Document Category	Status	Upload Document	Uploaded Document	Permit Holder's Comments
* Engineered drawings Engineer Letter Manufacturer Plan	Draft	<div>Upload</div>		

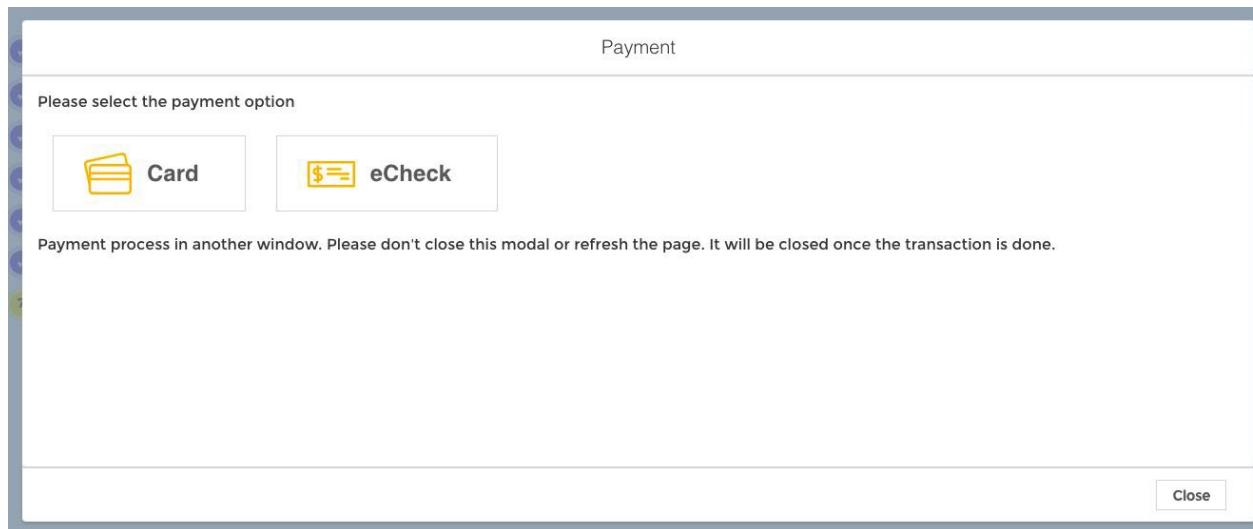
Back

Next

8	<p>On Step 6, click on the acknowledgment and move to the next.</p> <div data-bbox="304 397 1438 755"> <p>Permit: A-000620 Delete</p> <div> <ul style="list-style-type: none"> Permit Information Scope of Work Address Information Owner Information Document Upload 6 Instructions 7 Payment Information </div> <div> <p>Manufactured Housing Division Please read and approve of acknowledgement below.</p> <p>The manufacturer's installation manual shall be followed for all new, used, pre-owned, or resold manufactured homes installed within the state of New Mexico. The person(s) performing the work to install a mobile home shall be responsible to insure that all necessary installation permits have been obtained by the homeowner, customer or installer, to be determined in writing prior to the delivery of subject home. Compliance with permanent foundation criteria, site work 14.12.5.9 NMAC, planning, and zoning, slope and drainage requirements is the sole and separate responsibility of the persons, companies or contractors performing such work.</p> <p><input type="checkbox"/> I hereby acknowledge and agree to the above terms</p> <p>Back Next</p> </div> </div>
9	<p>After filling in the required documents and information, the user will now be redirected to the payment page. Click on Pay to process the payment for the permit.</p> <div data-bbox="304 925 1459 1193"> <p>Manufactured Housing Division Please complete payment.</p> <p>Permit Fee: \$65.00. Click on Pay button below to make the payment.</p> <p>Pay</p> <p>Back Submit</p> </div>

10

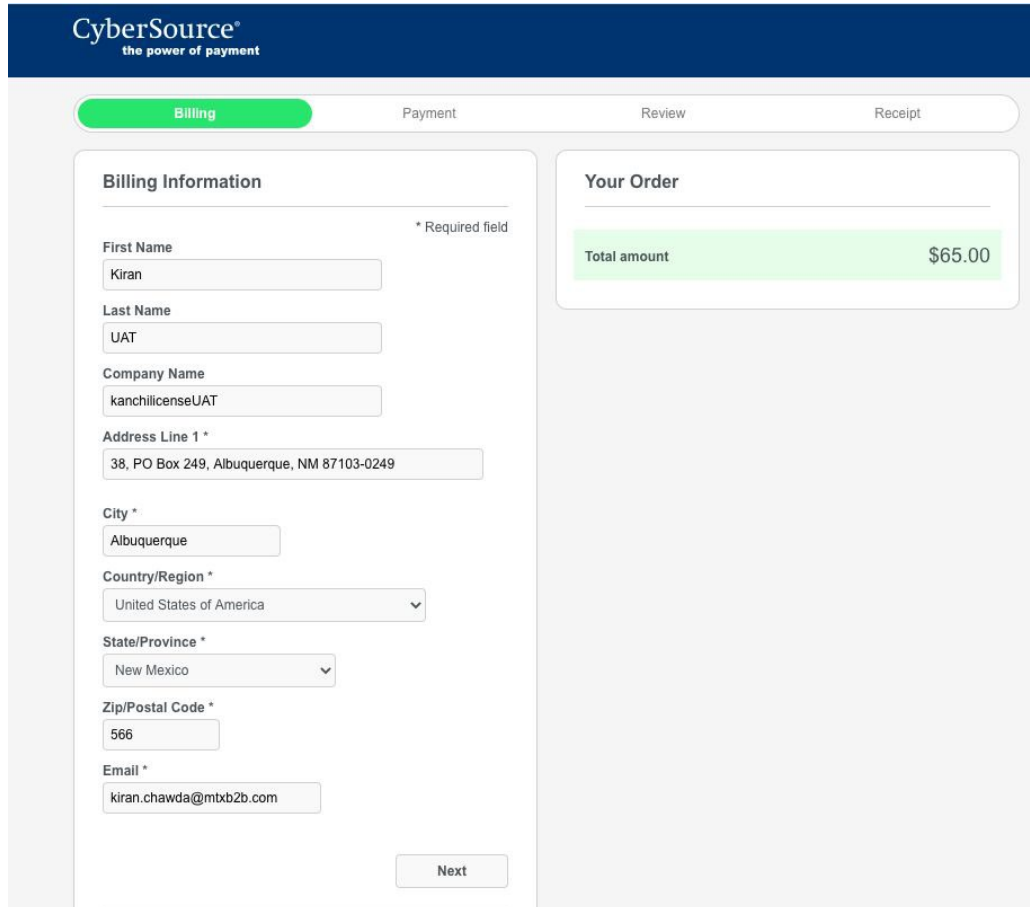
Choose the payment option to proceed.



The screenshot shows a modal window titled "Payment". Inside the modal, the text "Please select the payment option" is displayed. Below this text are two buttons: "Card" with a credit card icon and "eCheck" with a check icon. At the bottom of the modal, there is a "Close" button. A message at the bottom of the modal states: "Payment process in another window. Please don't close this modal or refresh the page. It will be closed once the transaction is done."

11

After clicking on the option you will be redirected to the payment gateway page. Confirm the billing information and click on Next to continue.



CyberSource®
the power of payment

Billing Payment Review Receipt

Billing Information

* Required field

First Name
Kiran

Last Name
UAT

Company Name
kanchilicenseUAT

Address Line 1 *
38, PO Box 249, Albuquerque, NM 87103-0249

City *
Albuquerque

Country/Region *
United States of America

State/Province *
New Mexico

Zip/Postal Code *
566

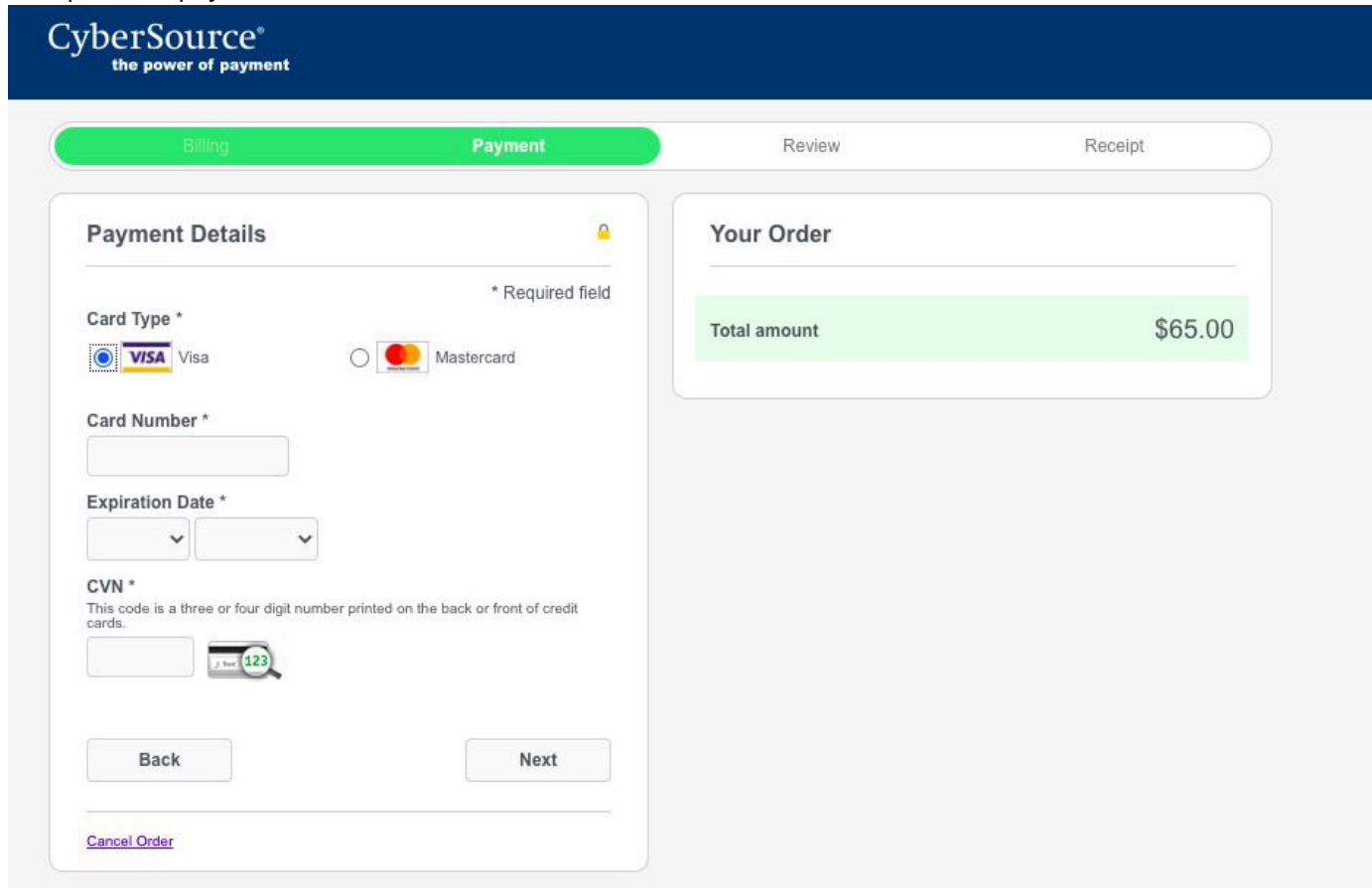
Email *
kiran.chawda@mtxb2b.com

Next

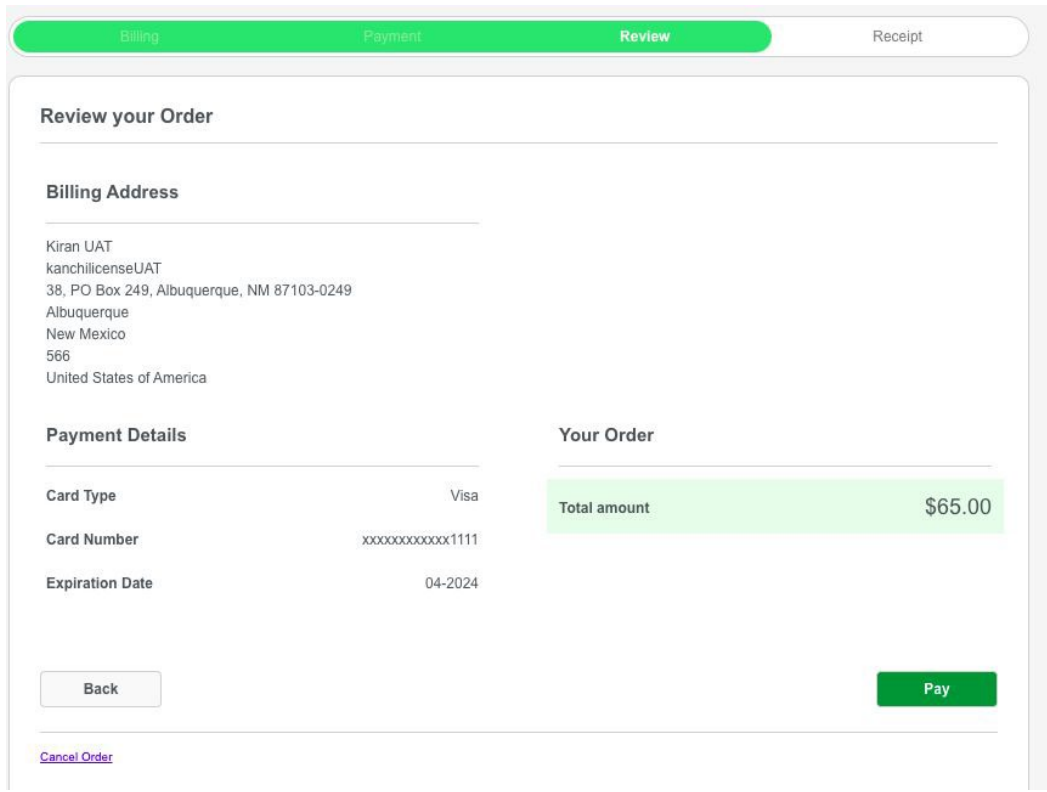
Your Order

Total amount \$65.00

12 Complete the payment details and click on the Next button.



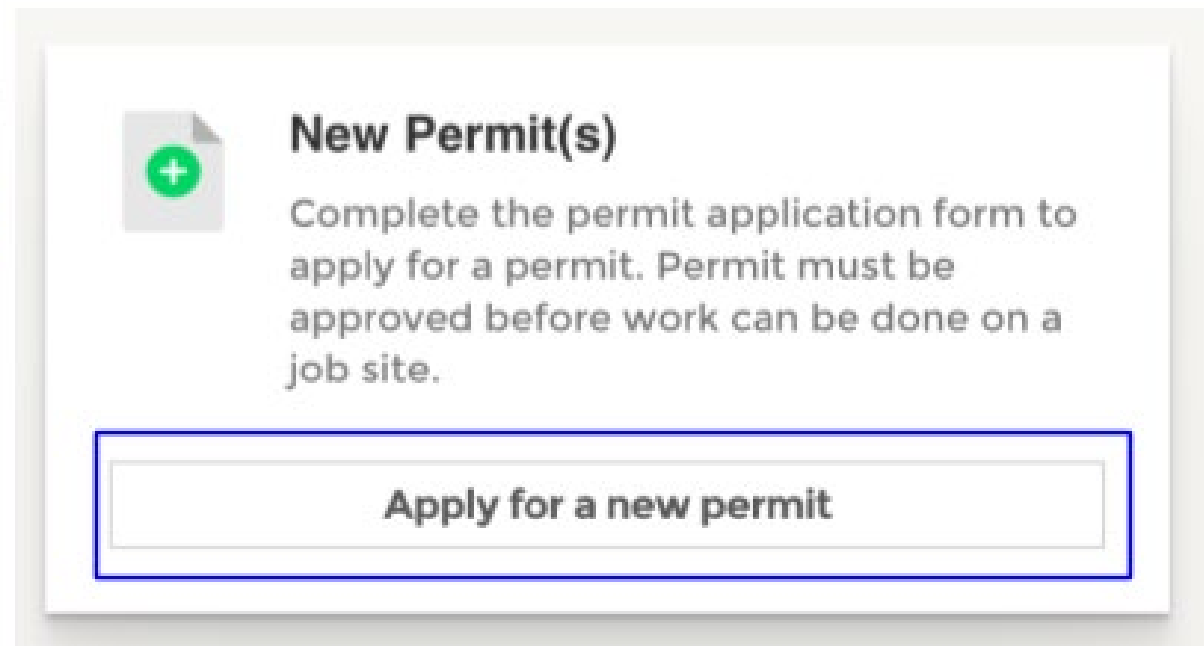
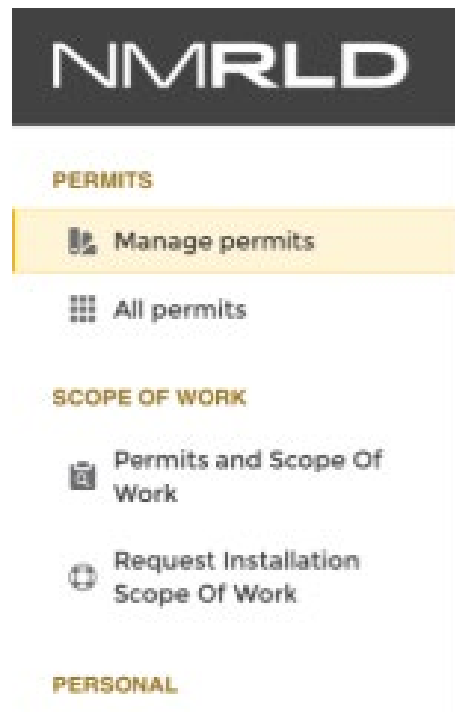
The screenshot shows the CyberSource payment interface. At the top is a dark blue header with the CyberSource logo and tagline "the power of payment". Below this is a navigation bar with four tabs: "Billing", "Payment" (which is highlighted in green), "Review", and "Receipt". The main content area is divided into two columns. The left column, titled "Payment Details", contains several required fields marked with an asterisk: "Card Type *" with radio buttons for Visa and Mastercard; "Card Number *" with a text input field; "Expiration Date *" with two dropdown menus; and "CVN *" with a text input field and a small card icon showing the number 123. A note explains that the CVN is a three or four digit number printed on the back or front of credit cards. At the bottom of this column are "Back" and "Next" buttons, and a "Cancel Order" link. The right column, titled "Your Order", displays a green box with the text "Total amount" and "\$65.00".

13	<p>Review the order and click on pay to finish the payment. There's a smaller button for "Cancel Order" as well on the page if the user wants to cancel the order at any point in time.</p> 
14	<p>Once the payment is complete, the user will be redirected to the portal and can see the payment completion information. Click on the submit button to submit the permit. Upon successful submission, the user will receive the confirmation screen saying that the permit has been received.</p>

HOMEOWNERS

Homeowner Permit Application

- 1 After registering on the portal, the homeowners can apply for permits from the homepage. To create a permit from the portal click on the “Manage Permits” which will navigate the user to the page wherein the user can find quick links to apply for a new permit or manage an existing permit. Click on “Apply for a new permit button” on the card of New permit to proceed further.



- 2 From there the user will be navigated to the new permit page to fill in the details. Homeowners can apply only for the permits listed below and few of the permits do require the homeowner to go through the homeowner test as well. The user will need to contact the Manufactured Housing Division to complete the Homeowner Examination required. Choose the permit type and click Next to move forward with the application.

Manufactured Housing Division
Please select the permit type from the drop down and click next.

* Permit Type
Select an Option ▼

Complete this field.

Next

On Step 2, choose the scope of work by clicking on New. The user will be given the options in the dropdown and they should select the one that applies. Click on “Next” to move forward.

Manufactured Housing Division
Please select the scope of work for this permit.
Note: Installer must identify the subcontractor or the homeowner for each scope of work being performed.

New

Scope of Work	Scope of Work Sub Type	Accepted/Rejected Time	ACTION
No Records found.			

Back Next

- 3 Fill in the address and owner information on Step 3 and Step 4. Reach to Step 5 and upload the relevant documents for the permit. The permit holder can also put in their comments on the uploaded documents. Click on “Next” to continue.

✓ Permit Information

✓ Scope of Work

✓ Address Information

✓ Owner Information

5 Document Upload

6 Acknowledgement

7 Payment Information

Manufactured Housing Division

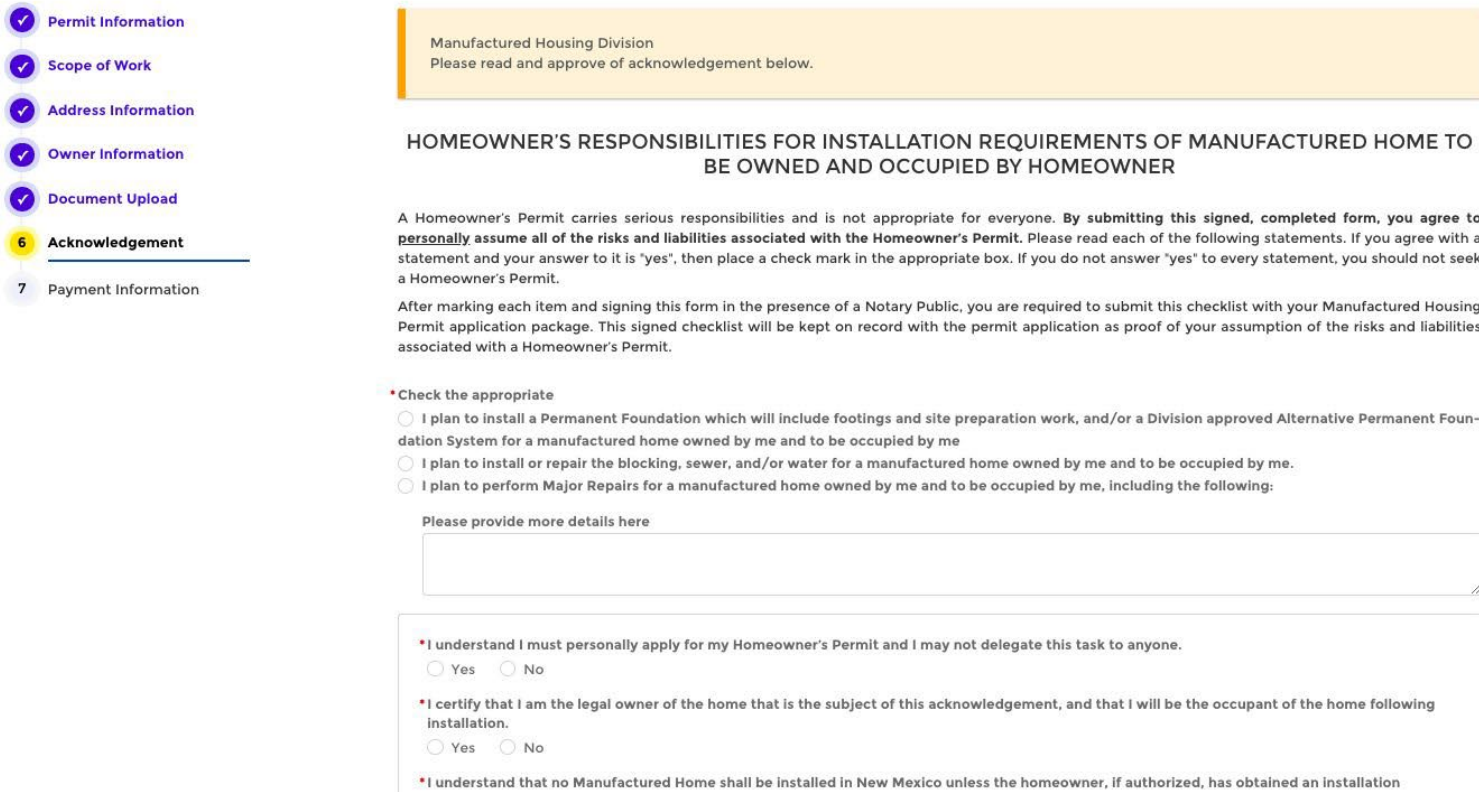
Please upload all supporting documents needed for the permit.

Make sure to click Submit to Resubmit the application with revisioned plans.

Document Category	Status	Upload Document	Uploaded Document	Permit Holder's Comments
* Manufacturer Installation Instructions	Draft	Upload		<input type="text"/>

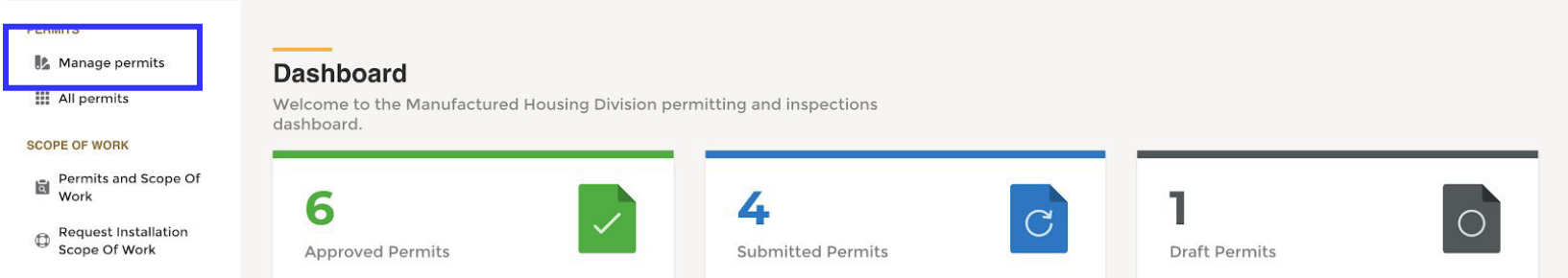
Back

Next

4	<p>On Step 6, the user will be presented with the acknowledgment document page wherein they will have to provide the acknowledgment on various questions. Please go through the questions and carefully provide the acknowledgment for every question on the screen. Once the user provides acknowledgment for the points, he or she should click on Next to continue.</p> 
5	<p>The user will reach the payment information page at the end of all the steps from where they can pay for the permit.</p>

INSTALLATION/INSTALLATION & FOUNDATION PERMITS

Add a Contractor

1	<p>On the New Mexico RLD community portal, navigate to the manage permits tab from the panel available on the left side of the page and then apply for a new permit.</p>  <p>The screenshot shows the NMRLD Permitting Portal Dashboard. On the left, there is a sidebar with a 'PERMITS' section containing 'Manage permits' (highlighted with a blue box) and 'All permits'. Below this is a 'SCOPE OF WORK' section with 'Permits and Scope Of Work' and 'Request Installation Scope Of Work'. The main content area is titled 'Dashboard' and includes a welcome message: 'Welcome to the Manufactured Housing Division permitting and inspections dashboard.' Below the welcome message, there are three cards: '6 Approved Permits' with a green checkmark icon, '4 Submitted Permits' with a blue refresh icon, and '1 Draft Permits' with a dark gray document icon.</p>
---	--

2

On the second step of creating a permit, you can add contractors for the scope of work. Click on the pencil icon under Action to add the contractor name. Do this for all scope of work fields.

New ⓘ

Scope of Work	Scope of Work Sub Type	Status	Contractor	Accepted/Rejected Time	ACTION
Plumbing		Pending (Awaiting Assignment)			
HVAC ⓘ		Pending (Awaiting Assignment)			
Gas		Pending (Awaiting Assignment)			
Skirting		Pending (Awaiting Assignment)			
Hardwire / Yardline		Pending (Awaiting Assignment)			

Back **Next**

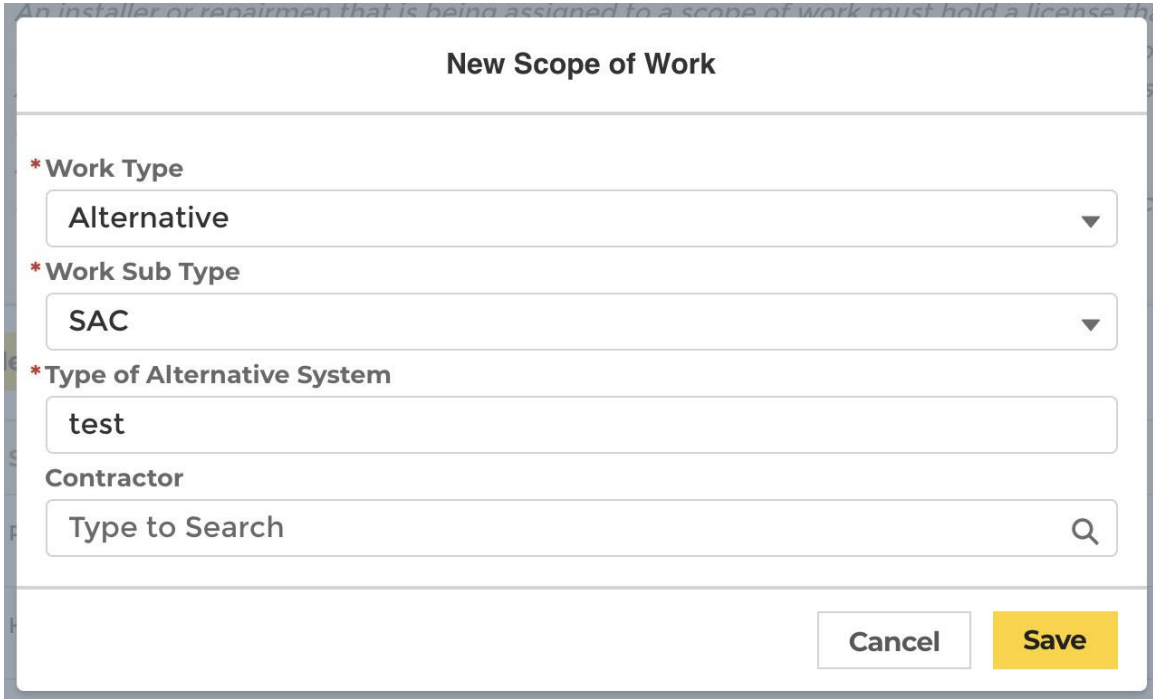
Edit Scope of Work

Work Type
Plumbing

*Work Sub Type
Plumbing System ▼

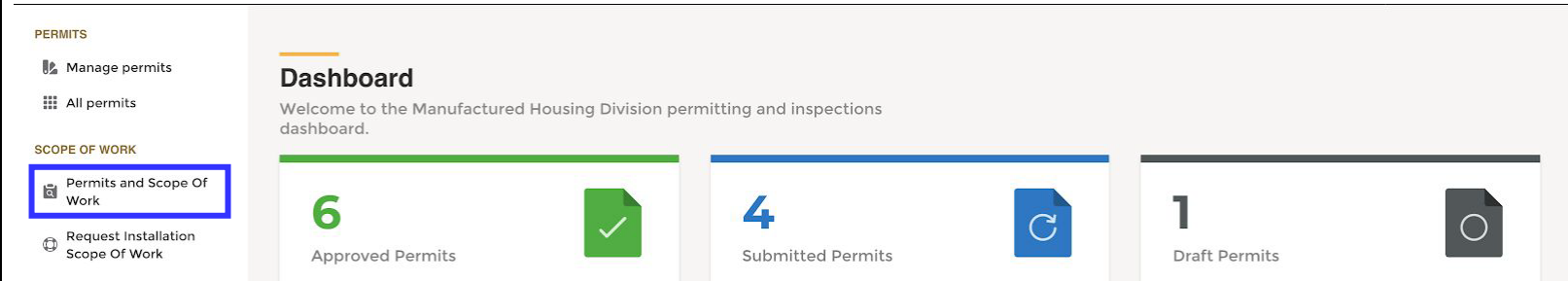
Contractor
Type to Search 🔍

- Adam EZ
Licensed Professional • EZ Construction
- Akshat Jain
Licensed Professional • AJ Constructions
- AL FRANCO
Licensed Professional • BACKHOE SERVICES INC.
- Aldrich L. Kuchera
Licensed Professional • Gray Heating & Air Conditioning, Inc.
- Alfoso De La Torre
Licensed Professional • KGB Plumbing
- Armando Lira
Licensed Professional • LIRA'S PLUMBING
- SETH VUZZO

3	<p>You can add another scope of work field with a contractor as well by clicking on new. Choose Work Type, Sub Work type, type of alternative system, and then a contractor.</p> 
4	<p>Finish the rest of the new permit and once it is complete additional contractors will Approve or Decline the Scope of Work that was requested.</p>

Approve/Decline Scope of Work

Note: This section should be used by the Installer/Permit holder

1	<p>On the New Mexico RLD community portal, Navigate to the Permits and Scope of Work tab from the panel available on the left side of the page.</p> 
---	--



41

- 3 You will notice the status of each work type that are assigned to contractors. To approve the contractor after they have added themselves you can click on the approve/decline button from here. If you added them at the beginning of the permit, they will have to accept or reject in the request installation scope of work area.

Permit Number	Permit Type	Permit Status	Permit Holder	Submission Date	Address	Space Number
INST_2024326530	MHD Installation Permit	Approved	Shawn Fuller	Dec 29, 2024	3837 Hwy 47, Peralta, New Mexico, USA	
<div> <div> </div> <div> </div> </div>						
<div> <div> </div> <div> </div> </div>						
Work Type	Sub Type	Assigned To	Status	Created Date	Accepted/Rejected Time	Action
Blocking			Closed (Accepted)	Dec 29, 2024	12/29/2024, 10:52 PM	
Plumbing	Plumbing System		Pending (Permit Holder Approval Pending)	Dec 29, 2024		<div> <div>Approve</div> <div>Decline</div> </div>
Hardwire			Pending (Awaiting Assignment)	Dec 29, 2024		<div>Assign</div>
Skirting			Closed (Accepted)	Dec 29, 2024	12/29/2024, 10:52 PM	

4 Lastly, once you accept you will agree to the acknowledgment form.

Acknowledgement

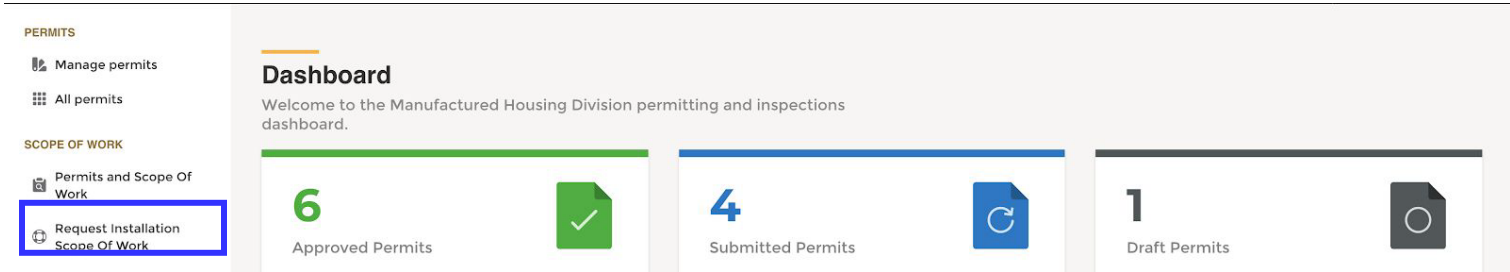
Prior Plan approval on all Permanent Foundations requires a New Mexico Licensed Engineer or Manufacturer Design as required by Manufactured Housing Rules and Regulations 14.12.5.11(A). Any Alternative or "other" types of foundation systems require submittal of installation instructions, calculations and design layouts. All submissions shall be stamped by a New Mexico licensed engineer, and each application shall be region specific 14.12.5.11(I). Please contact The Manufactured Housing Division with any questions regarding the scope of work or documentation required for plan submittal.

* ☐ I acknowledge the above.

Yes
No

Request Installation Scope of Work

Note: This section should be used by contractors approving to be added and to pull scope of work on a permit

1	<p>On the New Mexico RLD community portal, Navigate to the Request Installation Scope of Work tab from the panel on the left side of the page.</p>  <p>The screenshot shows the NMRLD community portal dashboard. On the left sidebar, under the 'SCOPE OF WORK' section, the 'Request Installation Scope Of Work' option is highlighted with a blue box. The main dashboard area shows a welcome message and three summary cards: 'Approved Permits' with a count of 6, 'Submitted Permits' with a count of 4, and 'Draft Permits' with a count of 1.</p>
---	--

2

On the record search bar, enter the permit number, address, or homeowner name to locate the permit. Please make sure to use the full permit ID, adding the first 4 letters and the underscore then the permit number provided. If you don't do this then the permit will not populate, and system will say no records found. Once you get permit to populate, you will see a red box.

Manage Applications

All Applications

SCOPE OF WORK

Permits and Scope Of Work

Request Installation Scope Of Work

PERSONAL

Community Admin

My profile

MY COMPANY'S

Licenses

Payments

Inspections

Notices

Request Installation Scope Of Work

Requests can be filtered by number, type, or address using the fields below.

Search by

☐ Permit Number

☐ Address

☒ Homeowner Name

* Homeowner Name

Gabe Perez

Clear

Search

Homeowner Name	Permit Number	Permit Holder	Submission Date	Address	Community	Space Number	Action
Gabe Perez	INST_2024326530		Dec 29, 2024	3837 Hwy 47, Peralta, New Mexico, USA	<input type="checkbox"/>		<div>Pull Scope Of Work</div>

Page 1 of 1

First

<

>

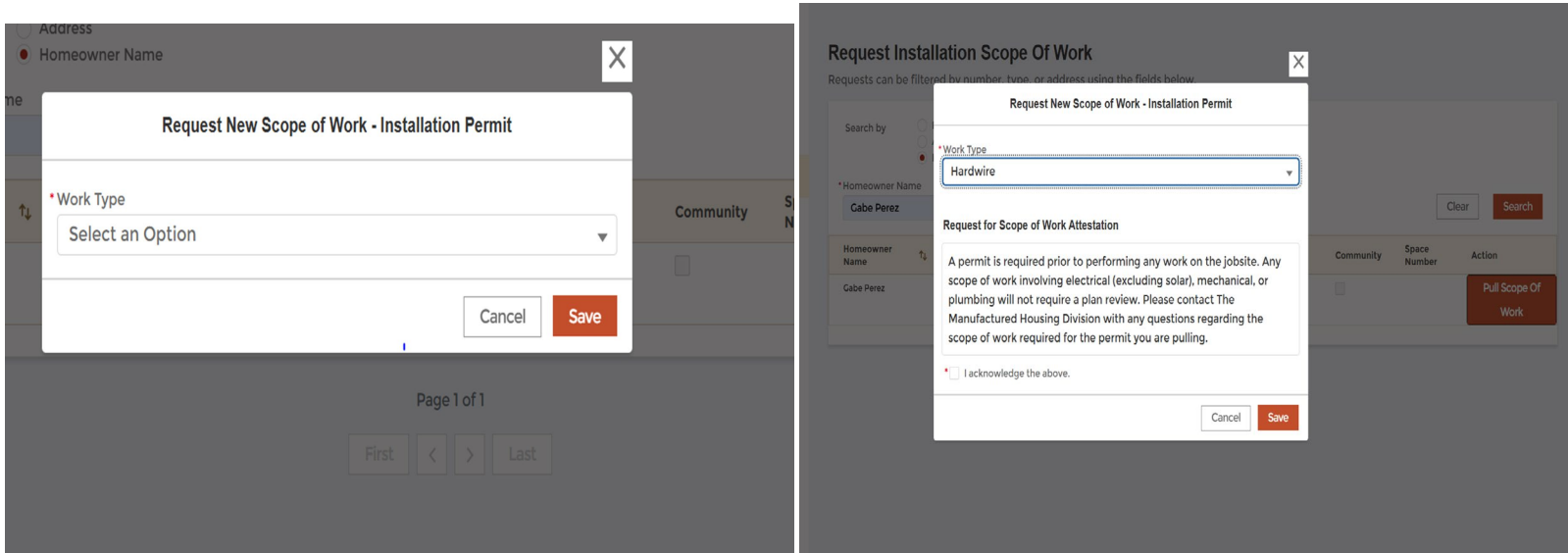
Last

3

Click on that red button that says “Pull Scope of Work.”

4

Choose the Work type specific to your license classification, choose the work subtype when applicable (e.g., alternative foundation type). Lastly, agree to the acknowledgment by clicking on the box, then click save.



Request New Scope of Work - Installation Permit

Address
Homeowner Name

Work Type
Select an Option

Cancel Save

Page 1 of 1
First < > Last

Request Installation Scope Of Work

Requests can be filtered by number, type, or address using the fields below

Search by
Homeowner Name
Cabe Perez

Work Type
Hardwire

Request for Scope of Work Attestation


A permit is required prior to performing any work on the jobsite. Any scope of work involving electrical (excluding solar), mechanical, or plumbing will not require a plan review. Please contact The Manufactured Housing Division with any questions regarding the scope of work required for the permit you are pulling.

☐ I acknowledge the above.

Cancel Save

Community Space Number Action
Pull Scope Of Work

- 5 If you added yourself to the permit and pulled a scope of work, the permit holder, Installer who applied for the permit will be notified via email to approve or decline contractors request for scope of work on Installation permit. Follow the steps under approve/ decline scope of work area.



[Home](#)
[Search permit\(s\)](#)
[Request an investigation](#)
[Search Notice](#)
[Submit a Ticket](#)

Shawn Fuller
[My profile](#) | [Log out](#)

PERMITS

Manage Applications
All Applications

SCOPE OF WORK

Permits and Scope Of Work
Request Installation Scope Of Work

PERSONAL

Community Admin
My profile

MY COMPANY'S

Licenses
Payments
Inspections
Notices

OTHER

Help desk
MHD User guide

Work Type	Sub Type	Assigned To	Status	Created Date	Accepted/Rejected Time	Action
Blocking			Closed (Accepted)	Dec 16, 2024	12/20/2024, 12:08 PM	
Plumbing	Plumbing System		Closed (Accepted)	Dec 16, 2024	12/20/2024, 11:02 AM	
Hardwire			Closed (Accepted)	Dec 16, 2024	12/20/2024, 12:52 PM	
Skirting			Closed (Accepted)	Dec 16, 2024	12/20/2024, 10:55 AM	

Permit Number	Permit Type	Permit Status	Permit Holder	Submission Date	Address	Space Number
INST_2024326530	MHD Installation Permit	Approved	Shawn Fuller	Dec 29, 2024	3837 Hwy 47, Peralta, New Mexico, USA	

Scope Of Work

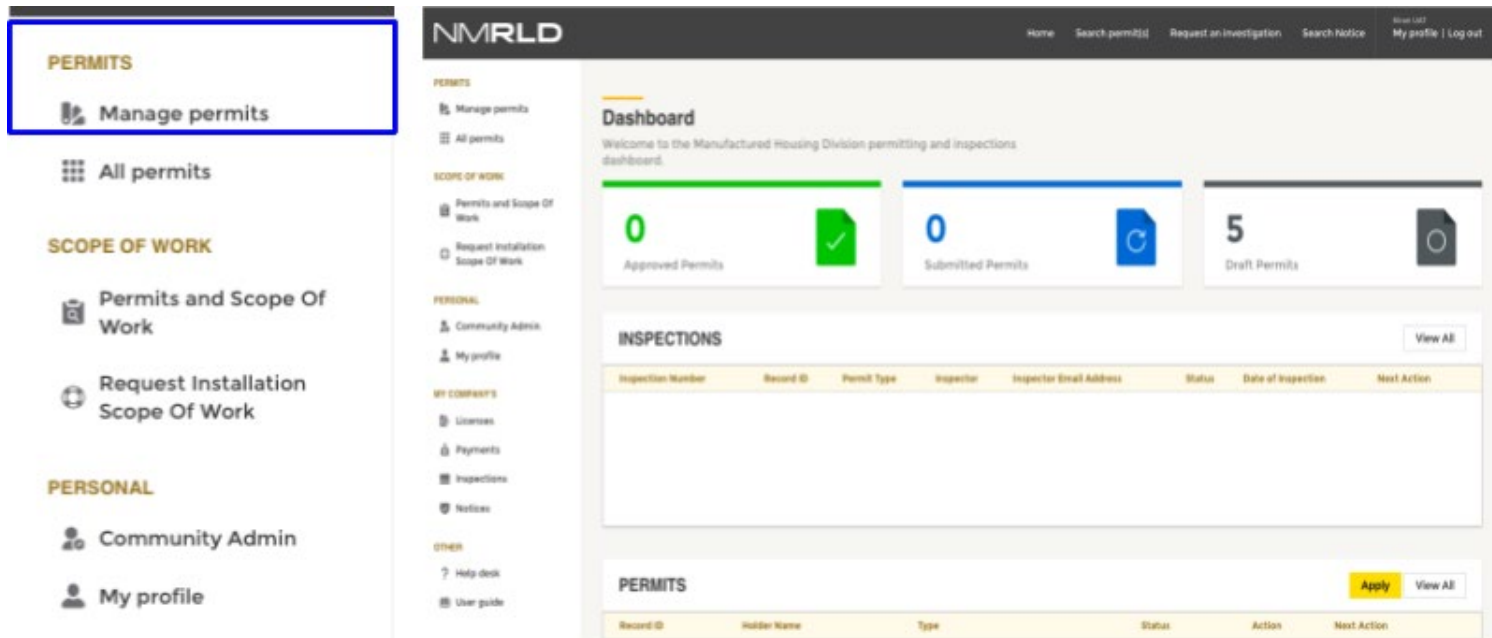
Work Type	Sub Type	Assigned To	Status	Created Date	Accepted/Rejected Time	Action
Blocking			Closed (Accepted)	Dec 29, 2024	12/29/2024, 10:52 PM	
Plumbing	Plumbing System		Pending (Permit Holder Approval Pending)	Dec 29, 2024		<div>Approve</div> <div>Decline</div>
Hardwire			Pending (Permit Holder Approval Pending)	Dec 29, 2024		<div>Approve</div> <div>Decline</div>
Skirting			Closed (Accepted)	Dec 29, 2024	12/29/2024, 10:52 PM	

TICKET MANAGEMENT

Request for Address Change

1

Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.



The screenshot displays the NMRLD Permitting Portal interface. On the left, a sidebar menu is visible with the 'PERMITS' section highlighted. Within this section, the 'Manage permits' option is selected and enclosed in a blue rectangular box. The main content area shows a dashboard with three key metrics: 0 Approved Permits, 0 Submitted Permits, and 5 Draft Permits. Below the dashboard, there is a table for 'INSPECTIONS' and a table for 'PERMITS' at the bottom, both with columns for tracking various permit details.

4

Fill in the correct address and click on save to update the address. Once the user saves it, a request is automatically generated for the change of address on that application.

Change Address

Current Address

Street
2400 Vereda De Encanto

City
Santa Fe

State
New Mexico

Zip
87505

☐ Community

Directions to Location

New Address

Address or location search

☐ Search by a location name or address to automatically populate the address fields below (optional)

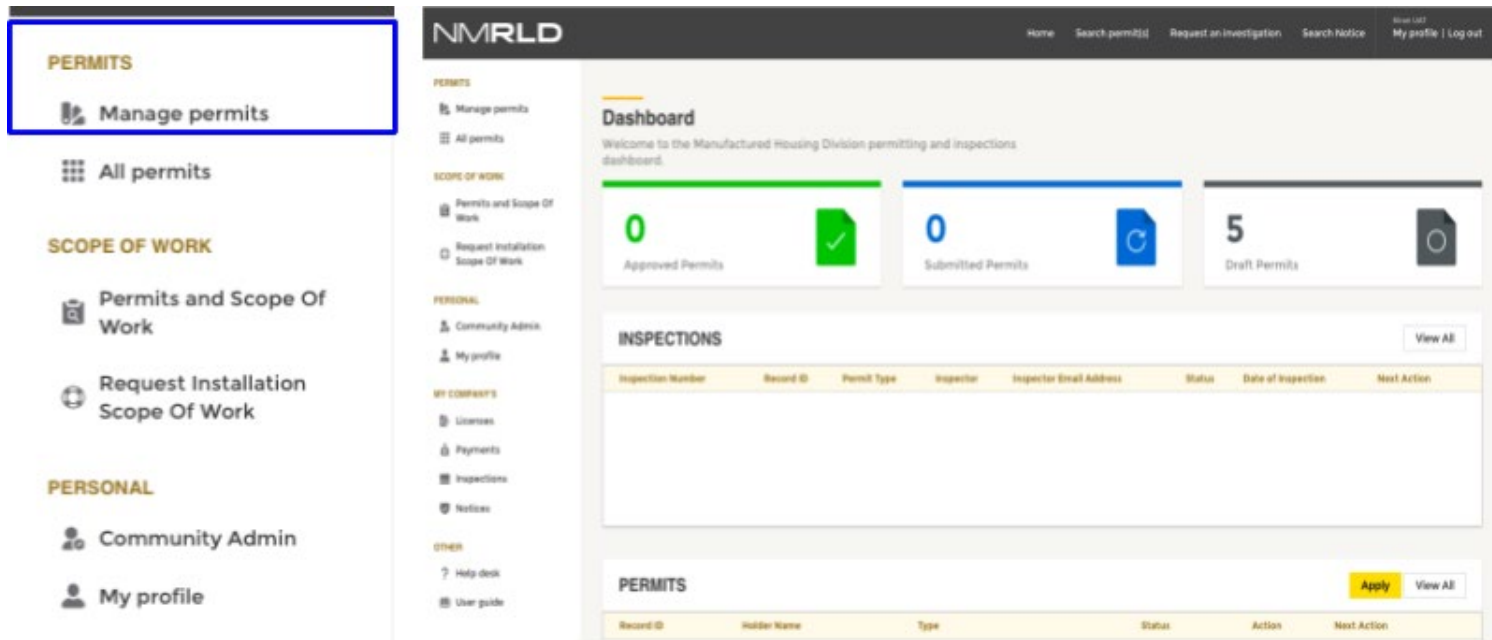
* Street

* City

Cancel Save

Withdraw a Permit

- 1 Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.



The screenshot shows the NMRLD Permitting Portal interface. On the left, a sidebar menu is visible with the following sections:

- PERMITS**
 - Manage permits (highlighted with a blue box)
 - All permits
- SCOPE OF WORK**
 - Permits and Scope Of Work
 - Request Installation Scope Of Work
- PERSONAL**
 - Community Admin
 - My profile

The main content area displays the 'Dashboard' with the following statistics:

- Approved Permits:** 0 (indicated by a green checkmark icon)
- Submitted Permits:** 0 (indicated by a blue document icon)
- Draft Permits:** 5 (indicated by a grey document icon)


Below the dashboard, there are two tables:

INSPECTIONS

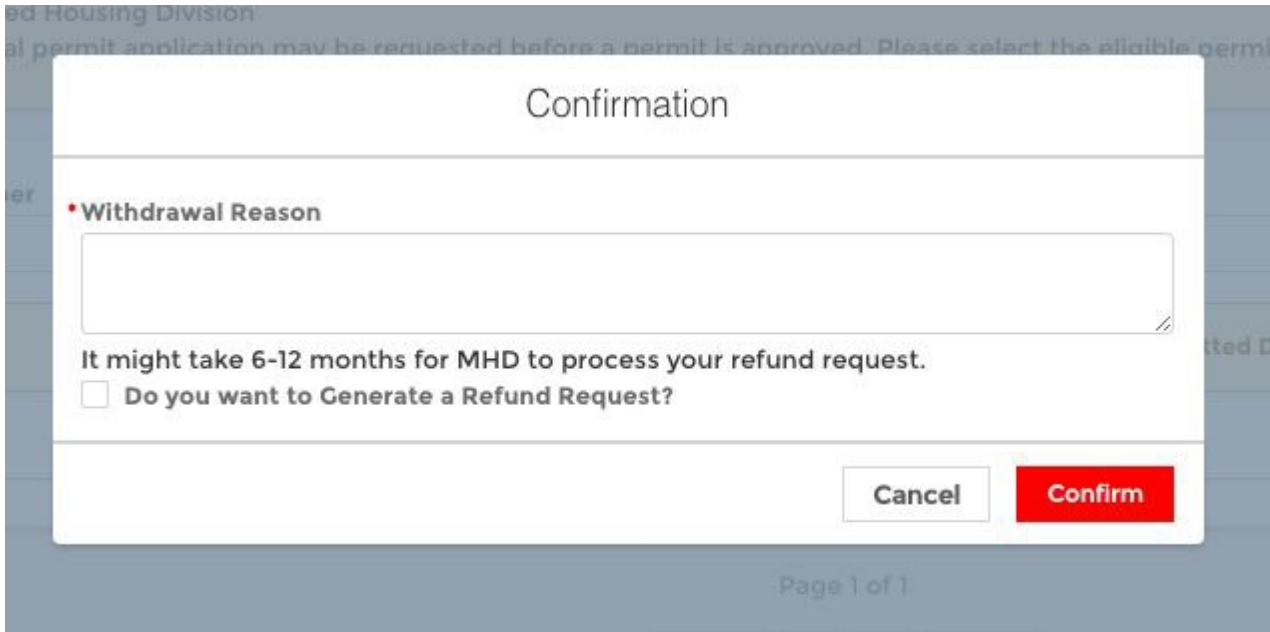
Inspection Number	Record ID	Permit Type	Inspector	Inspector Email Address	Status	Date of Inspection	Next Action
[Empty table body]							

PERMITS

Record ID	Holder Name	Type	Status	Action	Next Action
[Empty table body]					

2	<p>Click on the “Withdraw permit(s)” card.</p> <div><div></div><div><h3>Withdraw permit(s)</h3><p>Choose and withdraw an existing submitted application.</p><div>Withdraw a permit</div></div></div>												
3	<p>The user will see the list of available permits on the page, click on the withdrawal permit button adjacent to the permit for which the withdrawal is to be requested.</p> <div><h3>Withdraw Permit Application</h3><p>Withdraw Permit Application can be filtered by number, name, or type using the fields below.</p><div>Manufactured Housing Division A withdrawal permit application may be requested before a permit is approved. Please select the eligible permit application below.</div><div><div>Permit Number</div><div>Permit Name</div><div>Permit Type Select an Option</div><div>Clear</div><div>Search</div></div><table><thead><tr><th>Permit Name</th><th>Permit Type</th><th>Permit Number</th><th>Issue Date</th><th>Submitted Date</th><th>Action</th></tr></thead><tbody><tr><td>A-000620</td><td>MHD Foundation Permit</td><td>PFOU_2020000239</td><td></td><td></td><td>Withdraw Permit</td></tr></tbody></table><div>Page 1 of 1</div><div>First<>Last</div></div>	Permit Name	Permit Type	Permit Number	Issue Date	Submitted Date	Action	A-000620	MHD Foundation Permit	PFOU_2020000239			Withdraw Permit
Permit Name	Permit Type	Permit Number	Issue Date	Submitted Date	Action								
A-000620	MHD Foundation Permit	PFOU_2020000239			Withdraw Permit								

- 4 Provide the confirmation and click on confirm to save the changes.

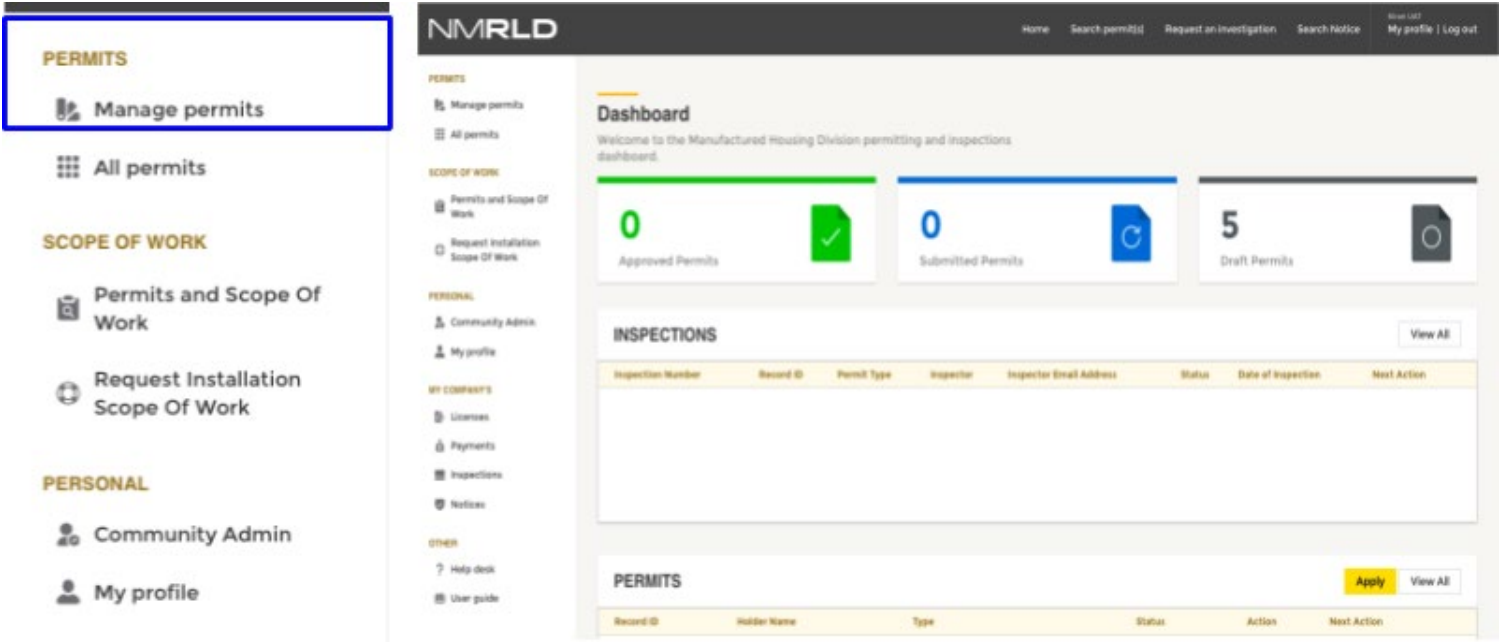


The image shows a 'Confirmation' dialog box overlaid on a blurred background of a web application. The dialog box has a title bar that says 'Confirmation'. Below the title bar, there is a section labeled 'Withdrawal Reason' with a red asterisk. Under this label is a large, empty text input field. Below the input field, there is a line of text: 'It might take 6-12 months for MHD to process your refund request.' Below this text is a checkbox followed by the text 'Do you want to Generate a Refund Request?'. At the bottom right of the dialog box, there are two buttons: 'Cancel' and 'Confirm'. The 'Confirm' button is red with white text, while the 'Cancel' button is white with black text. The background of the web application is a light blue-grey color. Some text from the background is visible, such as 'Manufactured Housing Division', 'al permit application may be requested before a permit is approved. Please select the eligible permit', and 'Page 1 of 1'.

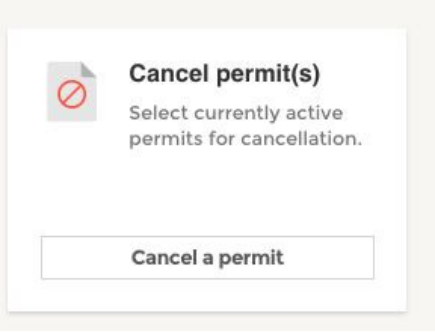
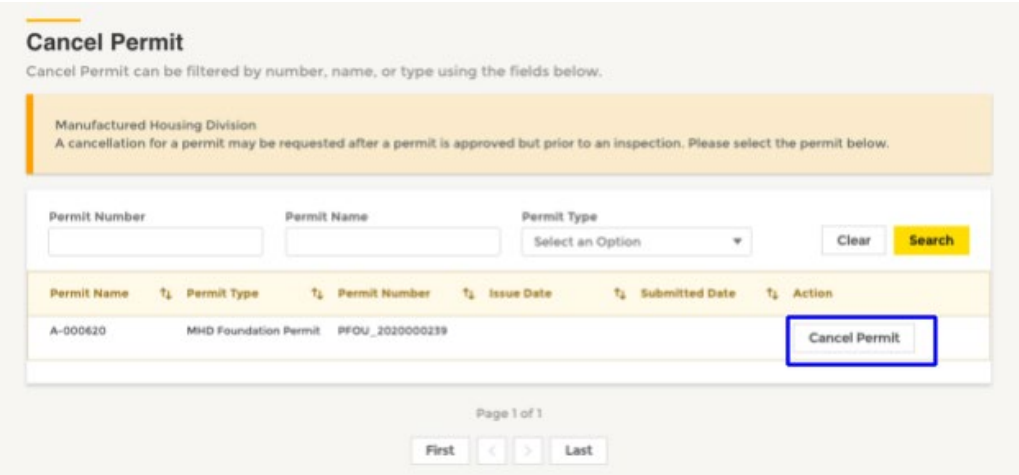
Cancel a Permit

1

Login to the community portal with the help of the credentials. Navigate to the manage permits tab from the panel available on the left side of the page and click on it.



The screenshot displays the NMRLD Permitting Portal interface. On the left, a sidebar menu is visible with the 'PERMITS' section expanded, and 'Manage permits' is the selected option. The main content area features a 'Dashboard' with three key metrics: 0 Approved Permits, 0 Submitted Permits, and 5 Draft Permits. Below the dashboard, there are two tables: 'INSPECTIONS' and 'PERMITS'. The 'INSPECTIONS' table has columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. The 'PERMITS' table has columns for Record ID, Holder Name, Type, Status, Action, and Next Action. Both tables currently show no data rows.

2	<p>Click on the Cancel a Permit card.</p>  <p>The card displays a red circle with a diagonal line through it, the text "Cancel permit(s)", "Select currently active permits for cancellation.", and a button labeled "Cancel a permit".</p>
3	<p>Once the user clicks on the button, they will be redirected to the cancel permit page. The user should fill in the information on the page and click confirm.</p>  <p>The "Cancel Permit" page includes a search section with fields for Permit Number, Permit Name, and Permit Type (a dropdown menu). Below these are "Clear" and "Search" buttons. A table lists permits with columns: Permit Name, Permit Type, Permit Number, Issue Date, Submitted Date, and Action. One permit is listed: A-000620, MHD Foundation Permit, PFOU_2020000239. A "Cancel Permit" button is highlighted in the Action column. The page footer shows "Page 1 of 1" and navigation buttons: First, <, >, Last.</p>

- 4 The user will be prompted with a screen to confirm the action. They should fill in the cancellation reason, explanation, and click on confirm to finalize canceling the permit application.

Cancellation for a permit may be requested after a permit is approved but prior to an inspection. Please

Confirmation

* Cancellation Reason

None ▼


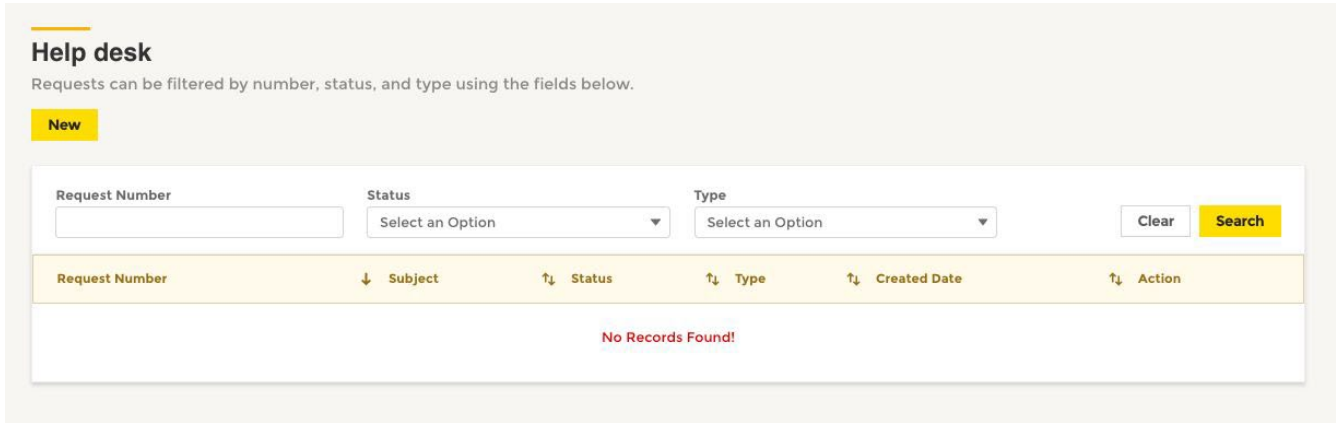
* Cancellation Explanation

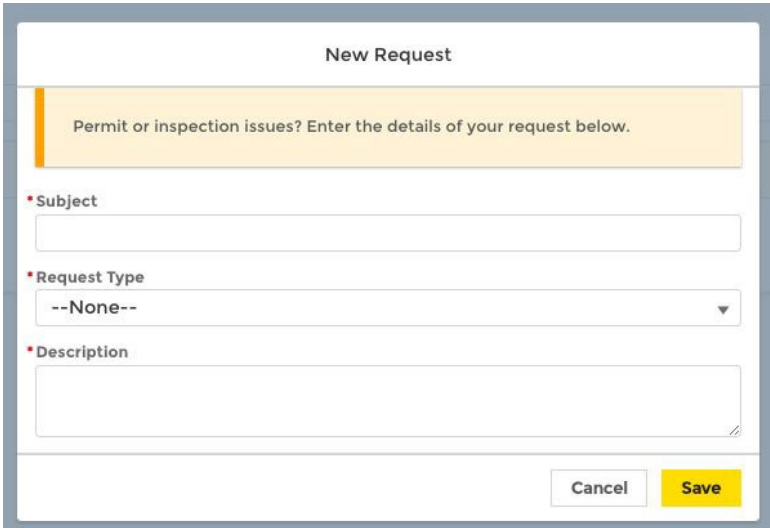
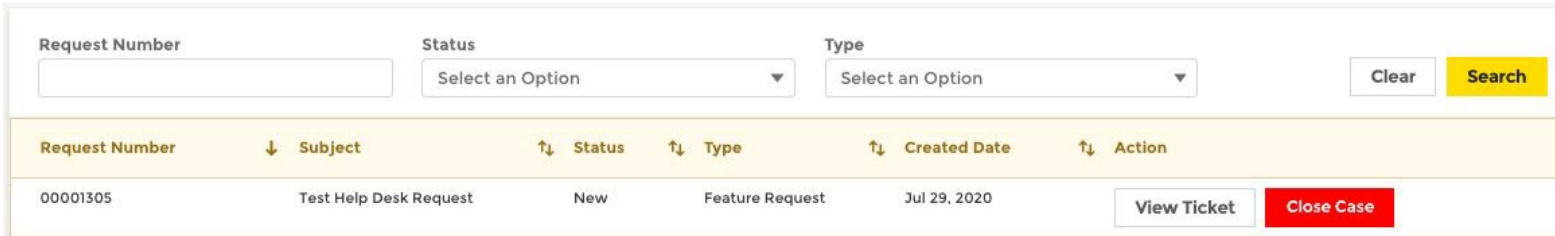
It might take 6-12 months for MHD to process your refund request.

☐ Do you want to Generate a Refund Request?

Cancel Confirm

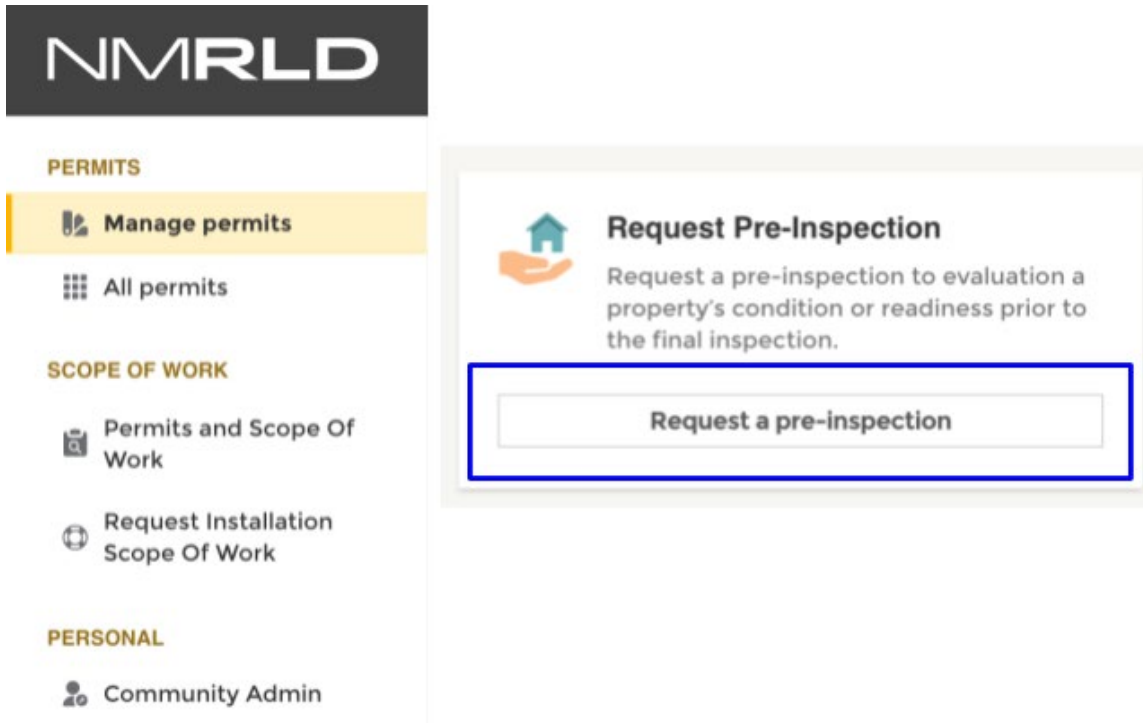
Help Desk

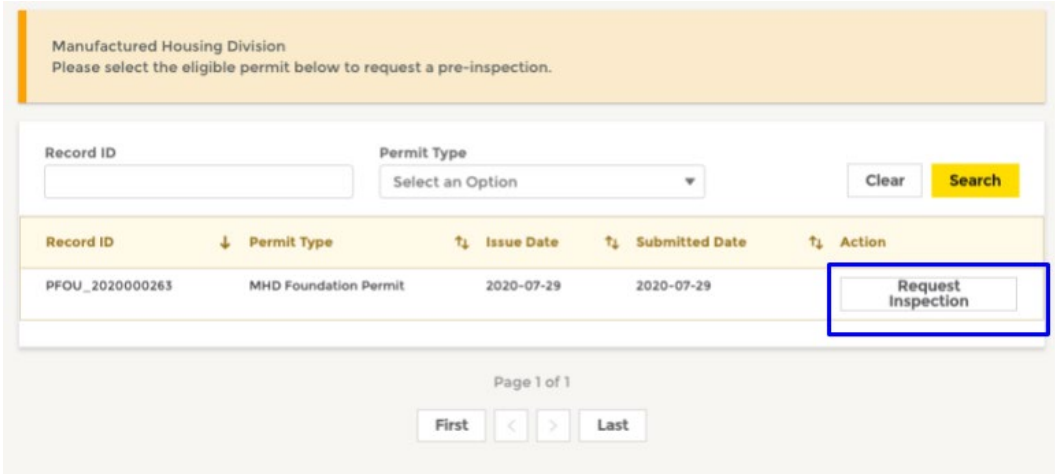

1	<p>Using the help desk button, the user can raise their concerns and requests quickly. To raise a help desk request, the user should navigate to the “Help desk” button on the bottom of the left side panel. Click on the button.</p> 
2	<p>Once the user clicks on the button they will be redirected to the help desk page. Here the user can see all the available requests, create a new request, and can filter them by number, status, and type using the fields on the page.</p> 

3	<p>To create a new request, click on the “New” button. Once the user clicks on the new button, they will be prompted to fill in the details for the request. Fill in the details and click on Save.</p> 
4	<p>After successfully submitting the request, the user can see that the request now appears in the list and there are actions associated with it, which the user can perform.</p> 

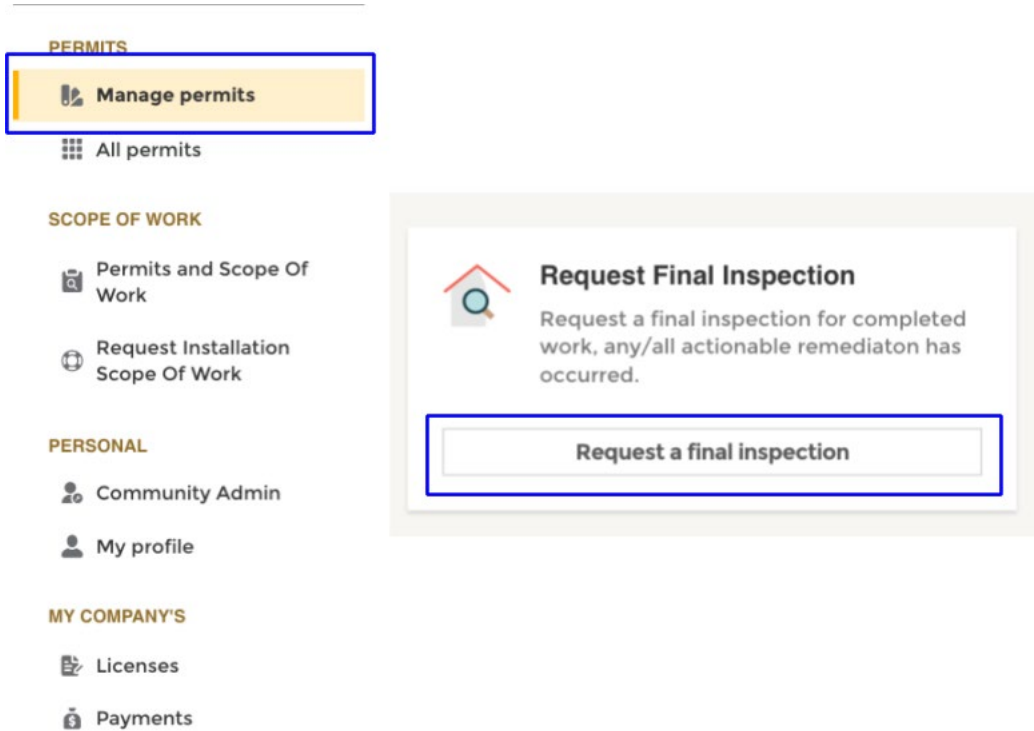
REQUEST INSPECTIONS

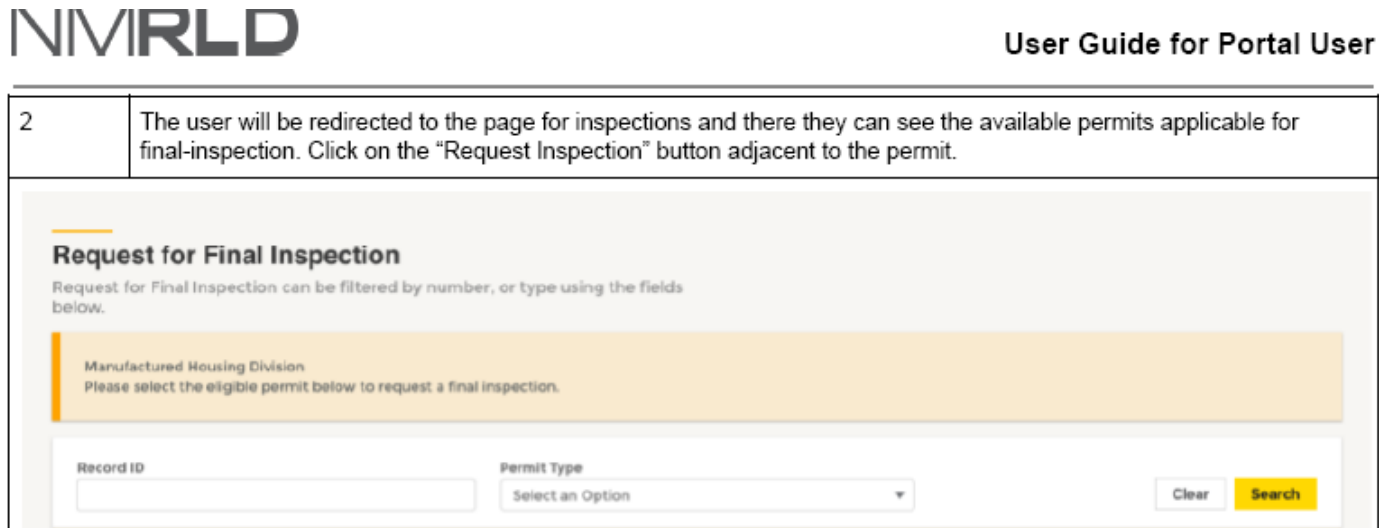

Pre-Inspection

1	<p>To request a pre-inspection on the permit application, the user will have to navigate to the manage permits tab on the left side of the page. Here the user will see the quick links to apply for a new permit or manage an existing permit. Click on the “Request a pre-inspection” button on the Request Pre-Inspection card.</p>  <p>The screenshot displays the NMRLD Permitting Portal interface. On the left is a sidebar with the following sections:</p> <ul style="list-style-type: none"> PERMITS <ul style="list-style-type: none"> Manage permits (highlighted with a yellow bar) All permits SCOPE OF WORK <ul style="list-style-type: none"> Permits and Scope Of Work Request Installation Scope Of Work PERSONAL <ul style="list-style-type: none"> Community Admin <p>The main content area features a card titled Request Pre-Inspection with a house icon. Below the title, it says: "Request a pre-inspection to evaluation a property's condition or readiness prior to the final inspection." At the bottom of the card is a button labeled Request a pre-inspection, which is highlighted with a blue rectangular border.</p>
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2	<p>The user will be redirected to the page for inspections and there they can see the available permits applicable for pre-inspection. Click on the “Request Inspection” button adjacent to the permit.</p>  <p>Manufactured Housing Division Please select the eligible permit below to request a pre-inspection.</p> <p>Record ID <input type="text"/> Permit Type <input type="text" value="Select an Option"/> <input type="button" value="Clear"/> <input type="button" value="Search"/></p> <table><thead><tr><th>Record ID</th><th>Permit Type</th><th>Issue Date</th><th>Submitted Date</th><th>Action</th></tr></thead><tbody><tr><td>PFOU_2020000263</td><td>MHD Foundation Permit</td><td>2020-07-29</td><td>2020-07-29</td><td><input type="button" value="Request Inspection"/></td></tr></tbody></table> <p>Page 1 of 1</p> <p><input type="button" value="First"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Last"/></p>	Record ID	Permit Type	Issue Date	Submitted Date	Action	PFOU_2020000263	MHD Foundation Permit	2020-07-29	2020-07-29	<input type="button" value="Request Inspection"/>
Record ID	Permit Type	Issue Date	Submitted Date	Action							
PFOU_2020000263	MHD Foundation Permit	2020-07-29	2020-07-29	<input type="button" value="Request Inspection"/>							
3	<p>Once they click on the button, there will be a confirmation modal that will pop up. The user should click on Confirm to raise the request for inspection.</p>  <p>Confirmation</p> <p>Are You Sure?</p> <p><input type="button" value="Cancel"/> <input type="button" value="Confirm"/></p>										

Final Inspection

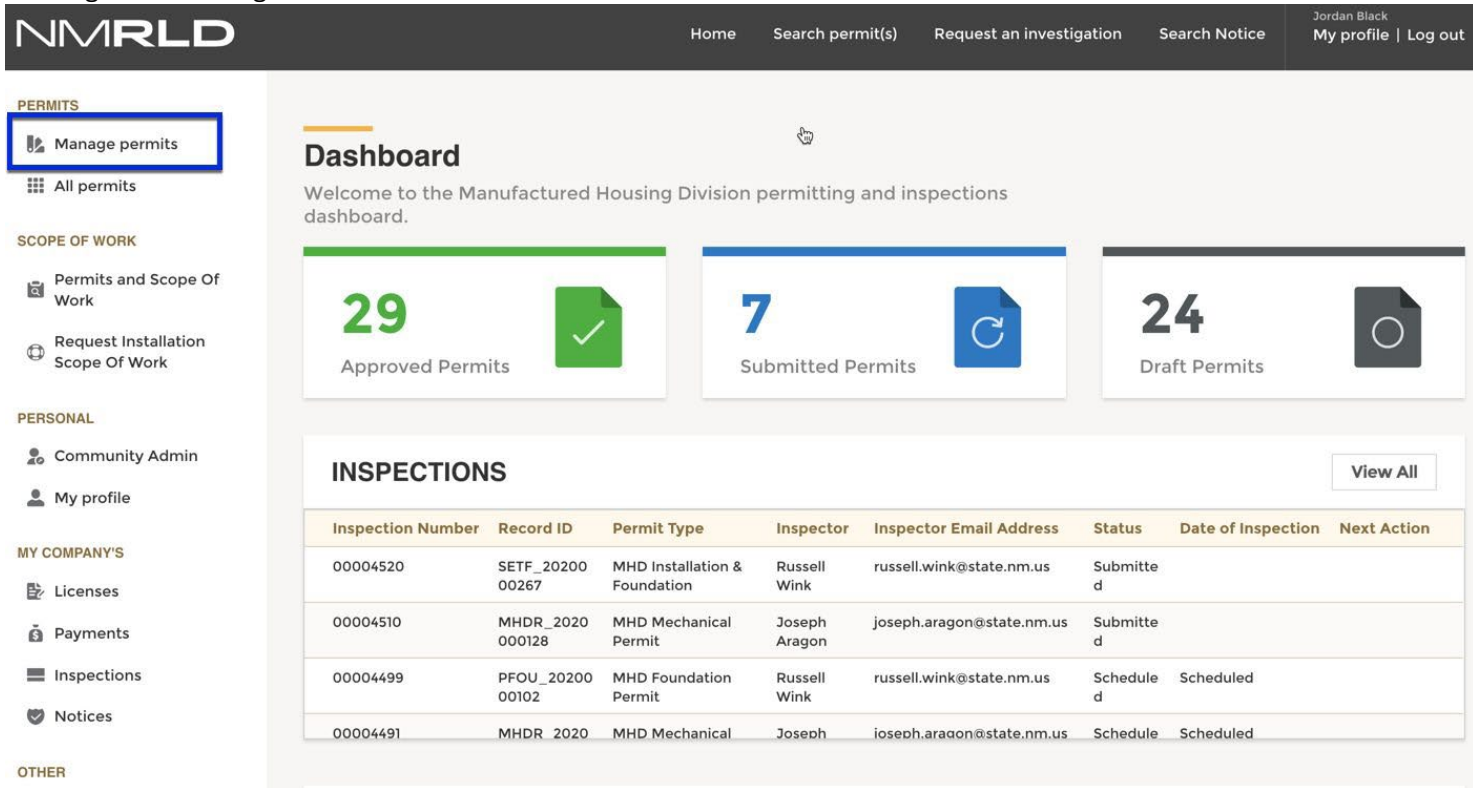
1	<p>To request a final inspection on the permit application, the user will have to navigate to the manage permits tab on the left side of the page. Here the user will see the quick links to apply for a new permit or manage an existing permit. Click on the “Request a final-inspection” button on the Request Final Inspection card.</p>  <p>The screenshot displays the Permitting Portal interface. On the left sidebar, the 'PERMITS' section is expanded, and the 'Manage permits' tab is highlighted with a blue border. Below this, the 'SCOPE OF WORK' section lists 'Permits and Scope Of Work' and 'Request Installation Scope Of Work'. The 'PERSONAL' section includes 'Community Admin' and 'My profile'. The 'MY COMPANY'S' section includes 'Licenses' and 'Payments'. On the main content area, the 'Request Final Inspection' card is visible, featuring a house icon with a magnifying glass. The card contains the text 'Request a final inspection for completed work, any/all actionable remediation has occurred.' and a button labeled 'Request a final inspection' which is highlighted with a blue border.</p>
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2	<p>The user will be redirected to the page for inspections and there they can see the available permits applicable for final inspection. Please be advised all scopes of work will need to be accepted and closed before final can be requested. If all scopes are closed and accepted, click on the “Request Inspection” button adjacent to the permit.</p> <div data-bbox="359 451 1730 976">  </div>
3	<p>Once they click on the button, there will be a confirmation that will pop up. The user should click confirm to raise the request for inspection.</p> <div data-bbox="296 1078 1115 1328">  </div>

Re-Inspection

1

Upon Failure of an Inspection, the user will be eligible to request a Re-Inspection on the Portal. This can be done by clicking on the Manage Permits Tab.

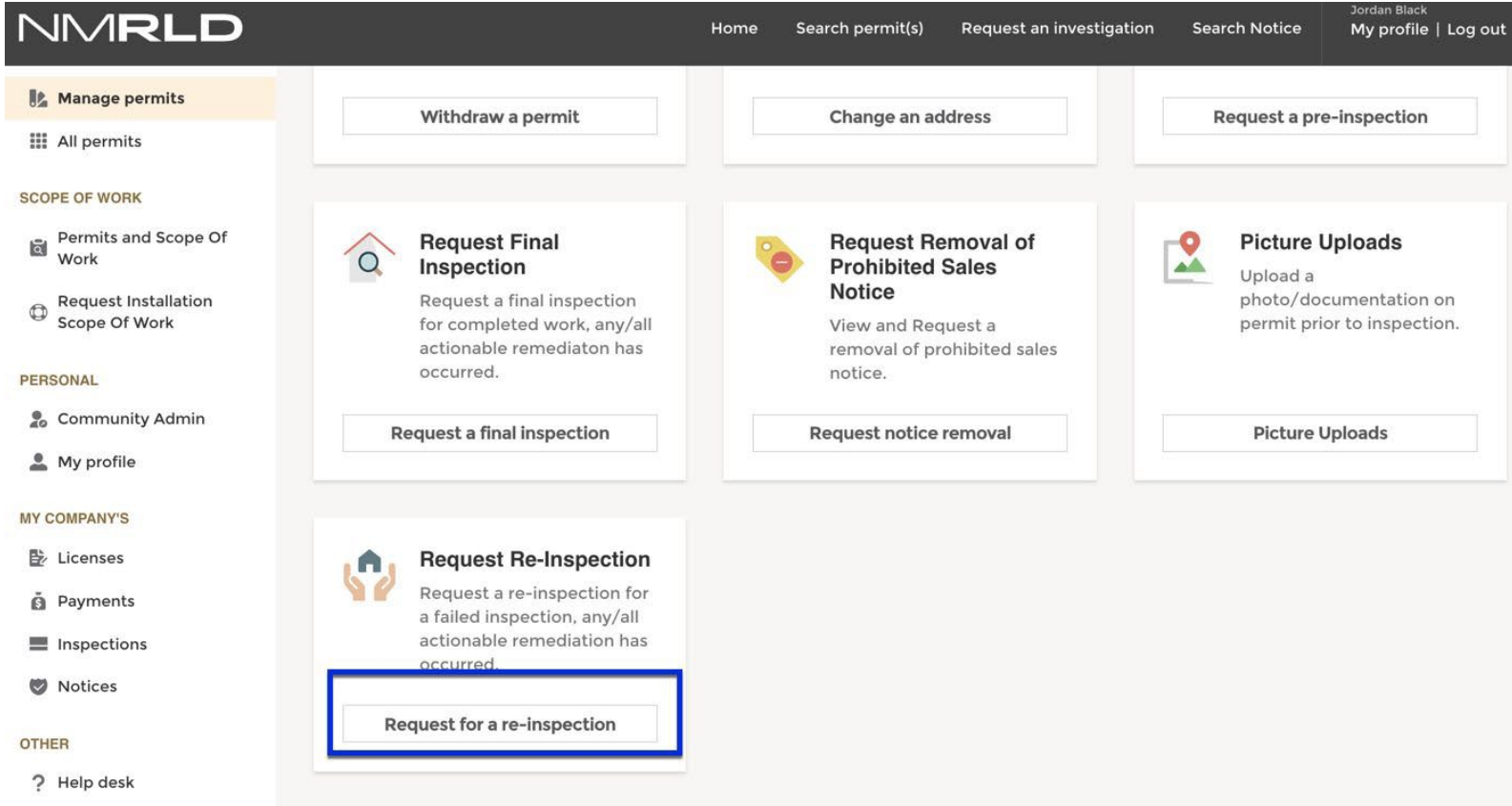


The screenshot shows the NMRLD Permitting Portal Dashboard. The top navigation bar includes links for Home, Search permit(s), Request an investigation, Search Notice, and a user profile for Jordan Black with options for My profile and Log out. The left sidebar contains several menu categories: PERMITS (with 'Manage permits' highlighted), SCOPE OF WORK, PERSONAL, MY COMPANY'S, and OTHER. The main content area displays a 'Dashboard' with three summary cards: '29 Approved Permits' (green checkmark icon), '7 Submitted Permits' (blue refresh icon), and '24 Draft Permits' (grey document icon). Below these is an 'INSPECTIONS' table with columns for Inspection Number, Record ID, Permit Type, Inspector, Inspector Email Address, Status, Date of Inspection, and Next Action. The table lists four inspection records.

Inspection Number	Record ID	Permit Type	Inspector	Inspector Email Address	Status	Date of Inspection	Next Action
00004520	SETF_202000267	MHD Installation & Foundation	Russell Wink	russell.wink@state.nm.us	Submitted		
00004510	MHDR_202000128	MHD Mechanical Permit	Joseph Aragon	joseph.aragon@state.nm.us	Submitted		
00004499	PFOU_202000102	MHD Foundation Permit	Russell Wink	russell.wink@state.nm.us	Scheduled	Scheduled	
00004491	MHDR_2020	MHD Mechanical	Joseph	joseph.aragon@state.nm.us	Scheduled	Scheduled	

2

Access the Request Re-Inspection title.



The screenshot displays the NMRLD Permitting Portal interface. The top navigation bar includes links for Home, Search permit(s), Request an investigation, Search Notice, and a user profile section for Jordan Black with links to My profile and Log out. The left sidebar contains a 'Manage permits' section with a link to 'All permits', followed by 'SCOPE OF WORK' (Permits and Scope Of Work, Request Installation Scope Of Work), 'PERSONAL' (Community Admin, My profile), 'MY COMPANY'S' (Licenses, Payments, Inspections, Notices), and 'OTHER' (Help desk). The main content area features several action cards: 'Withdraw a permit', 'Change an address', 'Request a pre-inspection', 'Request Final Inspection', 'Request Removal of Prohibited Sales Notice', 'Picture Uploads', and 'Request Re-Inspection'. The 'Request Re-Inspection' card is highlighted with a blue border and contains a button labeled 'Request for a re-inspection'.

- 3 Click on Request Inspection Next to the permit. In case of Installation permits, the Permit Holder as well as the Contractors who failed the initial Inspection on Scope of work assigned could request a Re-Inspection.

NMRLD

[Home](#)
[Search permit\(s\)](#)
[Request an investigation](#)
[Search Notice](#)

Jordan Black
My profile | Log out

PERMITS

Manage permits

All permits

SCOPE OF WORK

Permits and Scope Of Work

Request Installation Scope Of Work

PERSONAL

Community Admin

My profile

MY COMPANY'S

Licenses

Payments

Inspections

Notices

OTHER

Request for Re-Inspection

Request for Re-Inspection can be filtered by number, or type using the fields below.

Manufactured Housing Division

Please select the eligible permit below to request a Re inspection.

Record ID

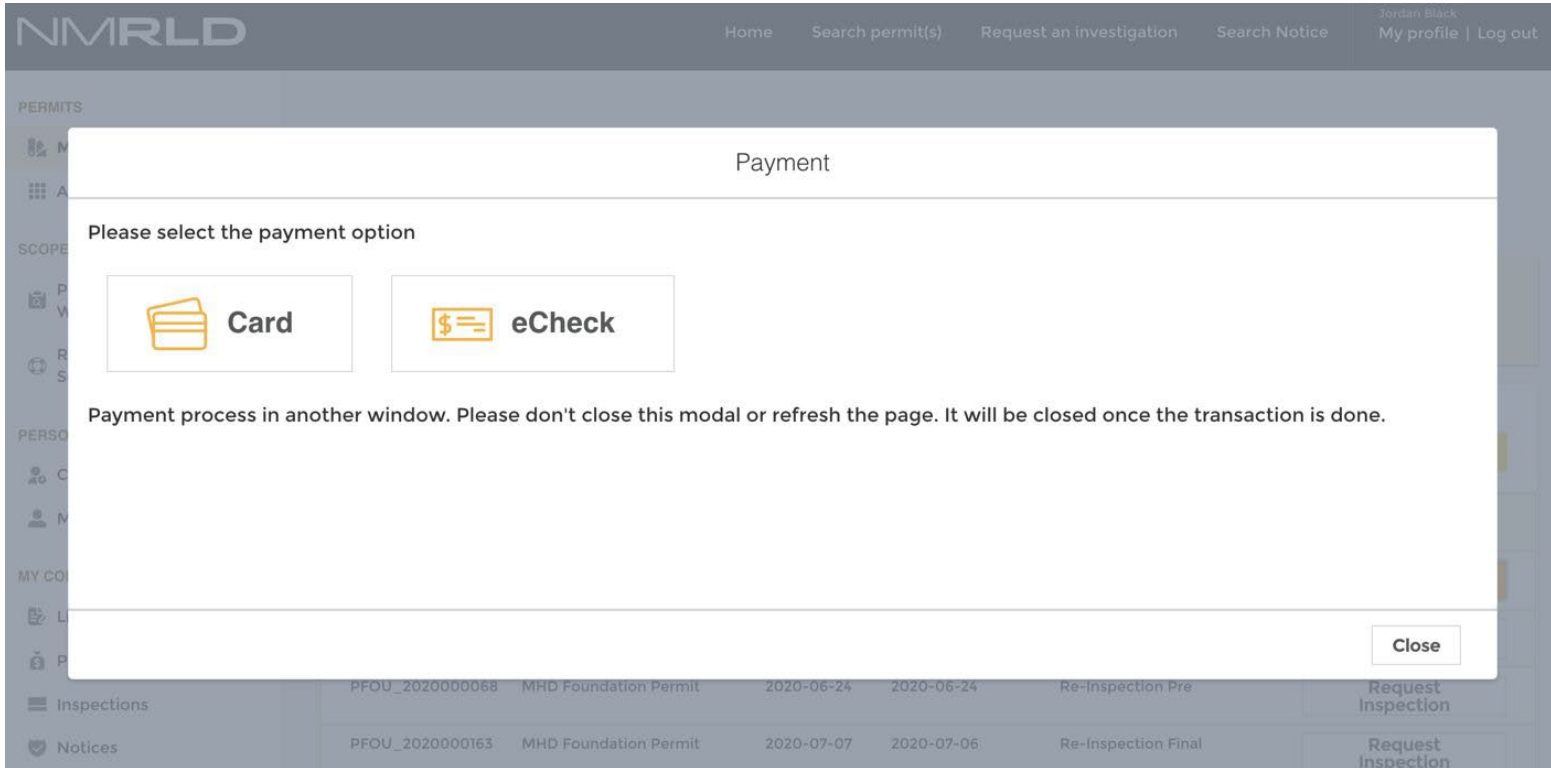
Permit Type

Clear

Search

Record ID	Permit Type	Issue Date	Submitted Date	Re-Inspection Type	Action
MHDR_2020000097	MHD Mechanical Permit	2020-06-25	2020-06-25	Re-Inspection Final	Request Inspection
MHDR_2020000244	MHD Structural Repair Permit	2020-07-21	2020-07-21	Re-Inspection Final	Request Inspection
PFOU_2020000068	MHD Foundation Permit	2020-06-24	2020-06-24	Re-Inspection Pre	Request Inspection
PFOU_2020000163	MHD Foundation Permit	2020-07-07	2020-07-06	Re-Inspection Final	Request Inspection
SETF_2020000245	MHD Installation & Foundation	2020-07-21	2020-07-21	Re-Inspection Final	Request Inspection

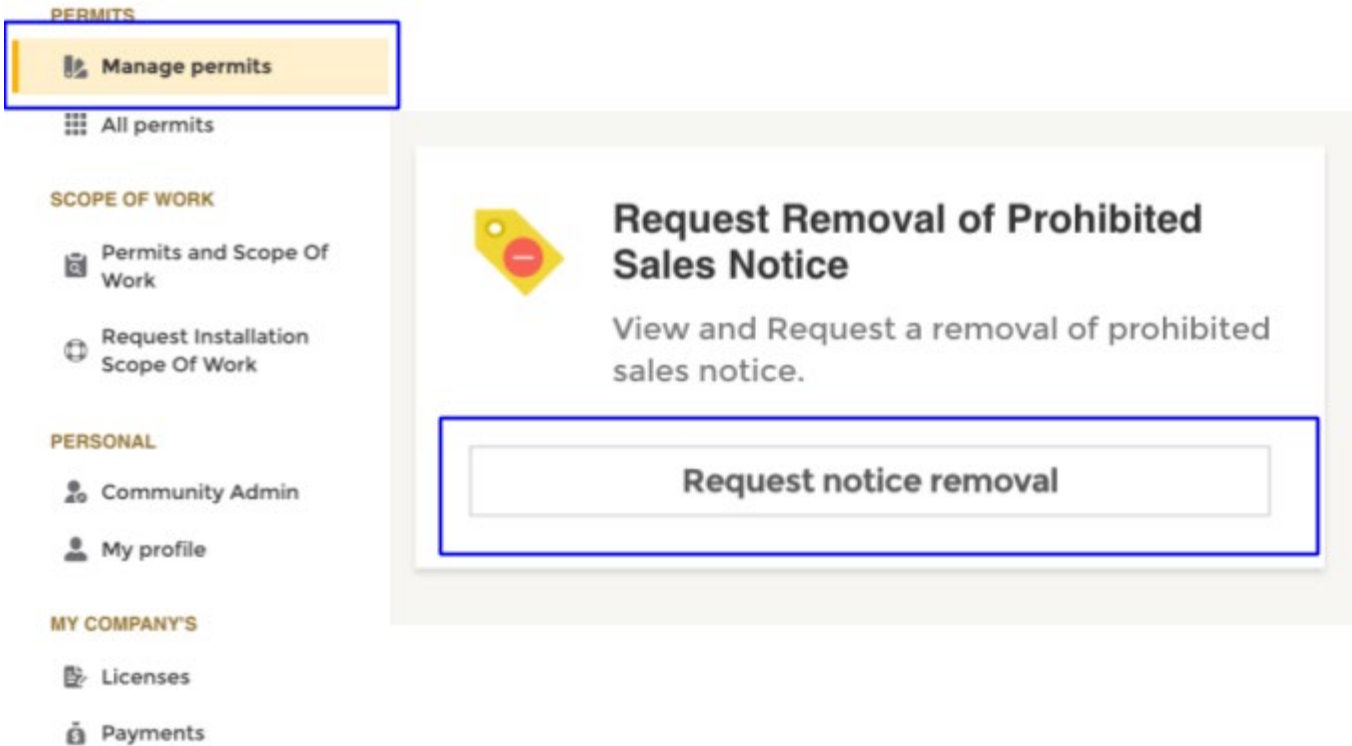
- 4 To request a Re-Inspection, the user will have to pay the re-inspection fee. Upon clicking on Request Re-Inspection the user will be redirected to pay for the Re-Inspection to pay by Credit Card or Echeck.



The screenshot shows a web application interface with a dark header and a light sidebar. The main content area displays a modal titled "Payment". Inside the modal, there is a heading "Please select the payment option" followed by two buttons: "Card" with a credit card icon and "eCheck" with a check icon. Below these buttons, a message states: "Payment process in another window. Please don't close this modal or refresh the page. It will be closed once the transaction is done." A "Close" button is located at the bottom right of the modal. The background shows a table with permit information and a sidebar with navigation links like "PERMITS", "SCOPE", "PERSON", "MY CO", "Inspections", and "Notices".

- 5 The Inspection request will be submitted after the successful completion of the payment.

REQUEST FOR REMOVAL OF PROHIBITED SALES NOTICE

1	<p>To request the removal of Prohibited Sales Notice, the user will have to navigate to the manage permits tab on the left side of the page. Here the user will see the quick links to apply for a new permit or manage an existing permit. Click on the “Request notice removal” button on the Request Removal of Prohibited Sales Notice card.</p>  <p>The screenshot displays the NMRLD Permitting Portal interface. On the left sidebar, the 'PERMITS' section is expanded, and the 'Manage permits' tab is selected and highlighted with a blue border. Below this, the 'SCOPE OF WORK' section includes links for 'Permits and Scope Of Work' and 'Request Installation Scope Of Work'. The 'PERSONAL' section includes 'Community Admin' and 'My profile'. The 'MY COMPANY'S' section includes 'Licenses' and 'Payments'. On the main content area, a card titled 'Request Removal of Prohibited Sales Notice' is visible, featuring a yellow tag icon and the text 'View and Request a removal of prohibited sales notice.' A blue-bordered box highlights the 'Request notice removal' button on this card.</p>
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2

The user will be redirected to the page for requests and there they can see the permits for which they can place the request for the removal of prohibited sales notice. Click on the “Request Inspection” button adjacent to the permit.

Request Removal of Prohibited Sales Notice

Request Removal of Prohibited Sales Notice can be filtered name using the fields below.

Manufactured Housing Division

Please select the permit below to request a removal of prohibited sales notice.

Clear Search

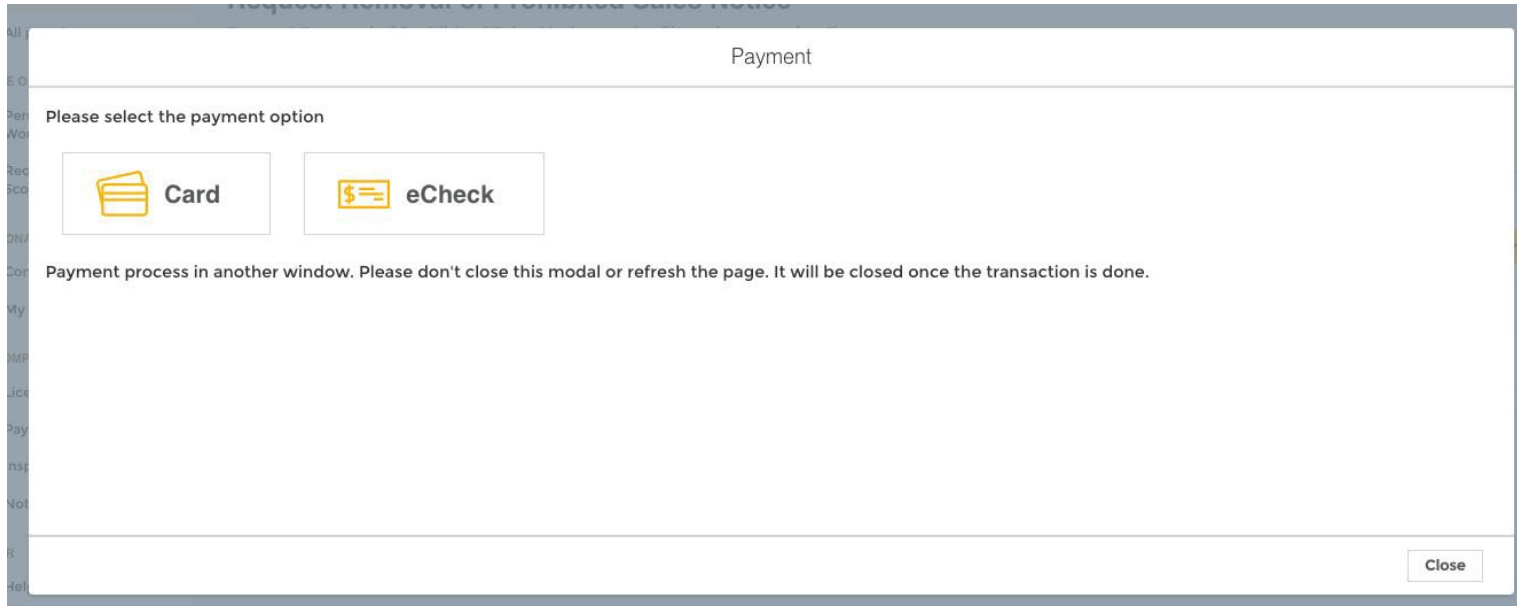
Notice Name	Record ID	Date of Notice	Fees	Action
V-0110	MHDR_2020000265	Jul 30, 2020	\$60.00	Request Inspection

Page 1 of 1

First
<
>
Last

3

Once the user clicks on the button, they will see a module for payment. The user can choose the payment option and then they will be redirected to the Cybersource page to complete the payment. Users can check the billing information and complete the payment.

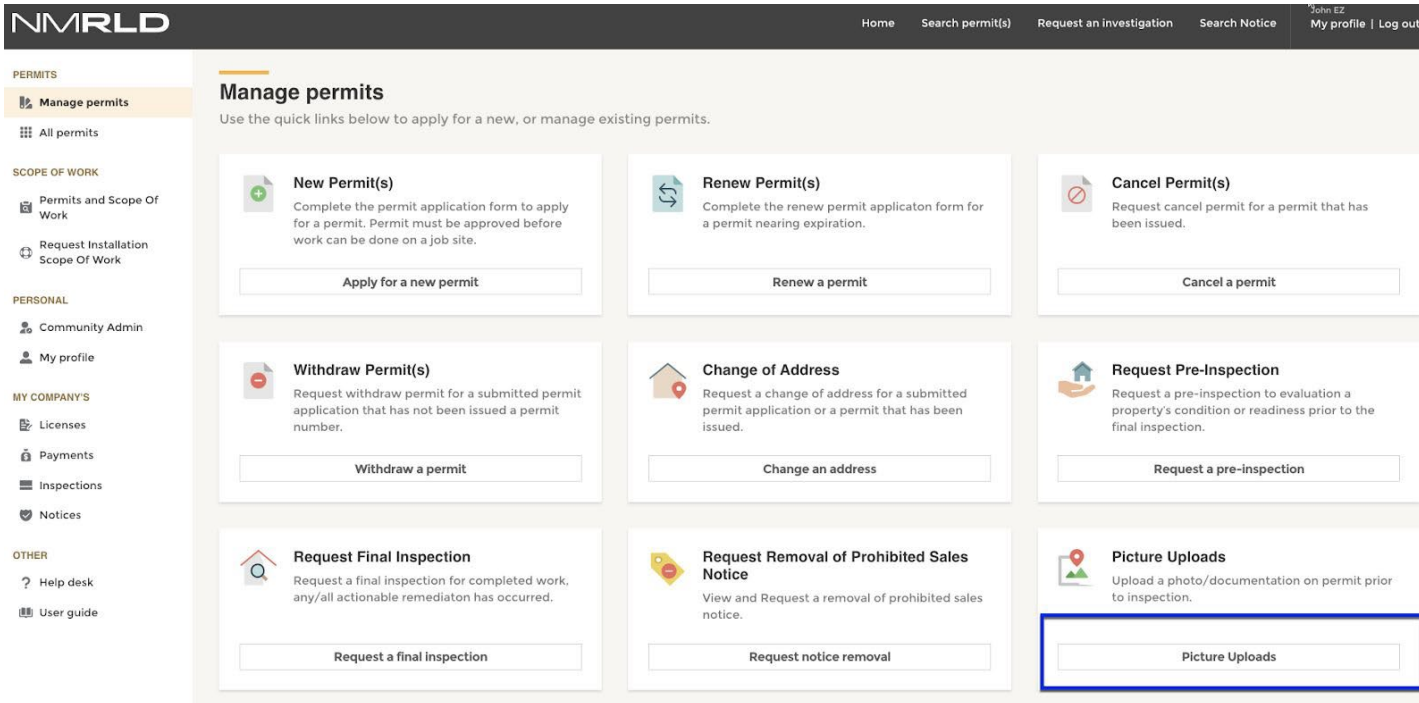


The screenshot shows a modal window titled "Payment". Inside the modal, there is a heading "Please select the payment option". Below this heading are two buttons: "Card" with a credit card icon and "eCheck" with a check icon. Below the buttons, there is a message: "Payment process in another window. Please don't close this modal or refresh the page. It will be closed once the transaction is done." In the bottom right corner of the modal, there is a "Close" button.

PICTURE UPLOADS

1

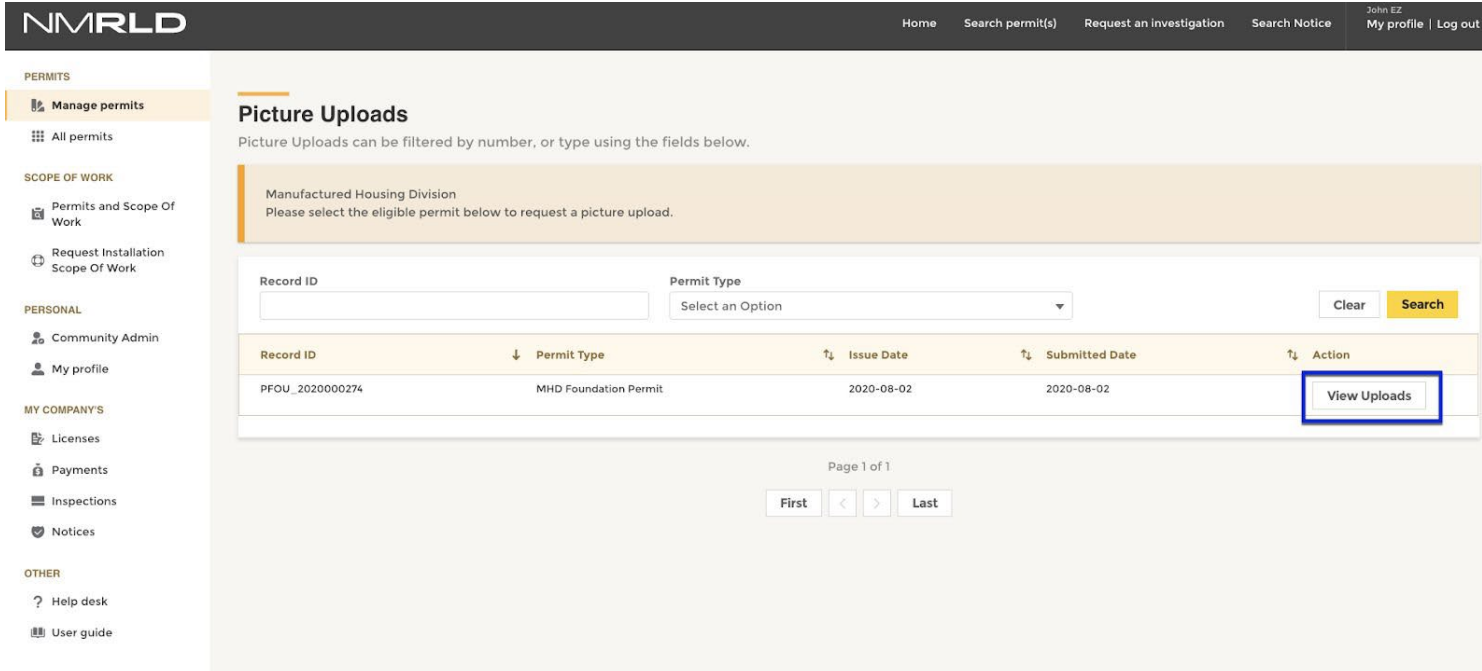
Navigate to the manage permits tab from the panel available on the left side of the page and click on it. Then you will click on Picture Uploads.



The screenshot displays the NMRLD Permitting Portal. The top navigation bar includes links for Home, Search permit(s), Request an investigation, Search Notice, and a user profile section for John EZ with My profile and Log out options. The left sidebar contains a 'PERMITS' section with 'Manage permits' selected, and other categories like SCOPE OF WORK, PERSONAL, MY COMPANY'S, and OTHER. The main content area, titled 'Manage permits', provides quick links for various permit actions: New Permit(s), Renew Permit(s), Cancel Permit(s), Withdraw Permit(s), Change of Address, Request Pre-Inspection, Request Final Inspection, Request Removal of Prohibited Sales Notice, and Picture Uploads. The 'Picture Uploads' button is highlighted with a blue border.

2

To Upload Pictures, click View Uploads. Click on Add Row to upload pictures and submit them for the inspector to review.



NMRLD Home Search permit(s) Request an investigation Search Notice John EZ My profile | Log out

PERMITS

- Manage permits
- All permits

SCOPE OF WORK

- Permits and Scope Of Work
- Request Installation Scope Of Work

PERSONAL

- Community Admin
- My profile

MY COMPANY'S

- Licenses
- Payments
- Inspections
- Notices

OTHER

- Help desk
- User guide

Picture Uploads

Picture Uploads can be filtered by number, or type using the fields below.

Manufactured Housing Division
Please select the eligible permit below to request a picture upload.

Record ID: Permit Type:

Record ID	Permit Type	Issue Date	Submitted Date	Action
PFOU_2020000274	MHD Foundation Permit	2020-08-02	2020-08-02	View Uploads

Page 1 of 1

IF YOU HAVE ANY ADDITIONAL QUESTIONS, PLEASE CONTACT THE MANUFACTURED HOUSING DIVISION BY EMAIL AT MHD.INFO@RLD.NM.GOV.