

Making Changes to an Existing Inspection

1. Click on "Search" icon.



2. Find the inspection you want to change or update.
3. Click the "Open" link to view the inspection.

Year	Started	Completed	Type	Status	Technician	Action
2012	10 Aug 2016		Out of Province	Active	A0001	Open
1994	5 Aug 2016	5 Aug 2016	Out of Province	Passed	A0001	Open

4. Click the "Back" button to navigate to the page you want to update.

VIN: 1234 Make: ezloader

Inspection: **PASSED**

Inspection Completed: 5 Aug 2016

[Back](#)

[Home](#)

[View/Print Certificate](#)

[View](#)

5. Correct or change the desired information.

Inspection Type*

Vehicle Type*

Technician Information

Technician Number*

Vehicle Information

Vehicle Identification Number (VIN)

OR

Vehicle Access Code (VAC) -

Vehicle Status*

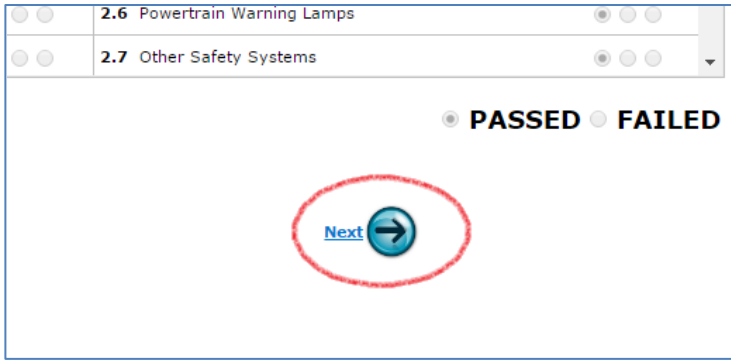
Make*

Model*

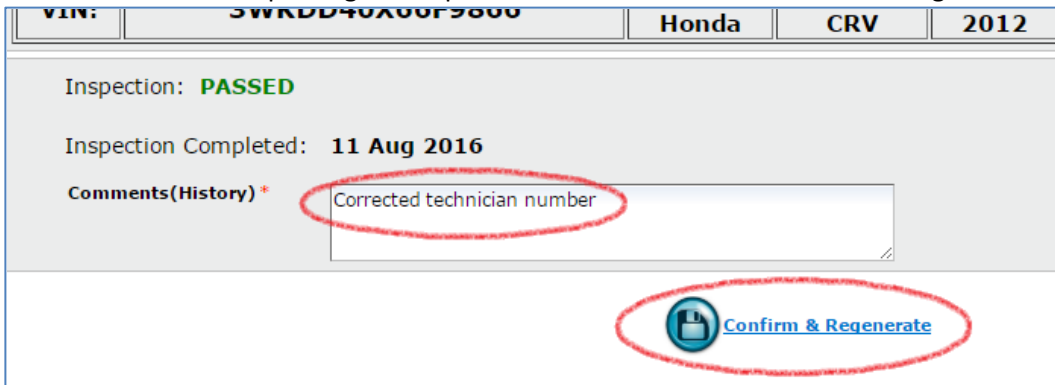
Year*

Plate* No Plate

6. Click the “Next” button until you get back to the final page.



7. Enter in a reason for updating the inspection and then click the “Confirm & Regenerate” icon.



8. A new inspection certificate and record of inspection will be generated. Print these updated copies and have the technician sign them.

