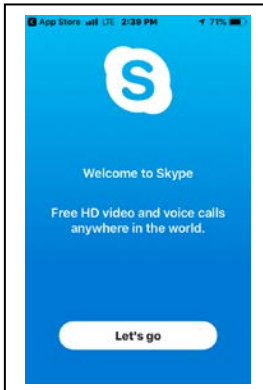
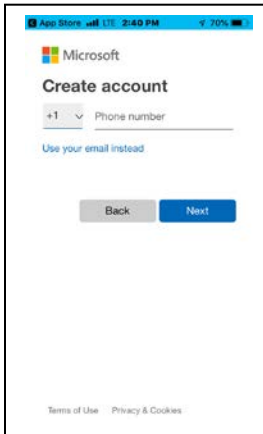


Install Skype from your device's app store



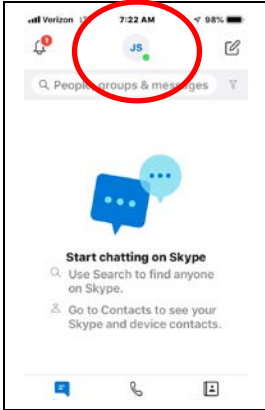
Welcome to Skype



Create a Skype account

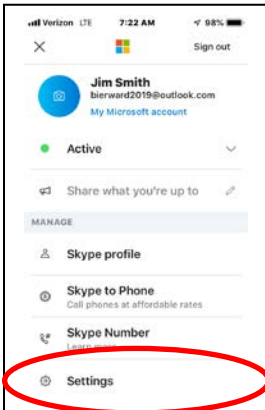


Add your name to the Skype account and then follow all prompts



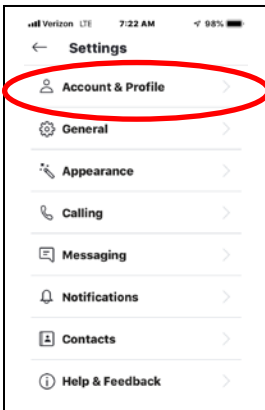
Open the Skype app

Tap on the round icon at the top of the screen (has your initials or photo in the icon)

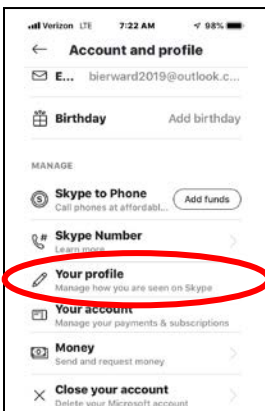


Scroll down to the "Settings" tab

Tap on the "Settings" tab



Tap on the "Account & Profile" tab

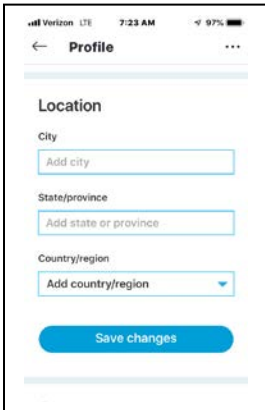


Scroll down to the "Manage" section (Manage how you are seen on Skype)

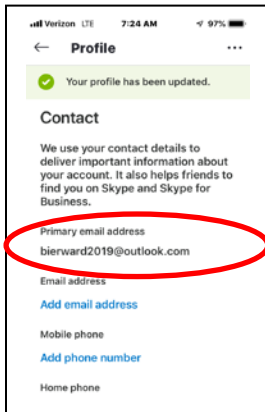
Tap on the "Your Profile" tab



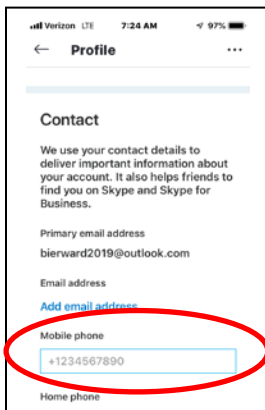
Allow Skype to load your profile (takes a few seconds; shows a wavy blue line rotating in a circle as your profile loads to your device)



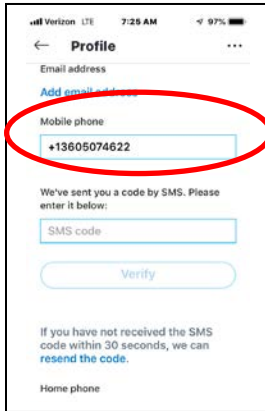
Showing the top page of your "Profile" screen  
Enter the City, State, Country/region and save changes



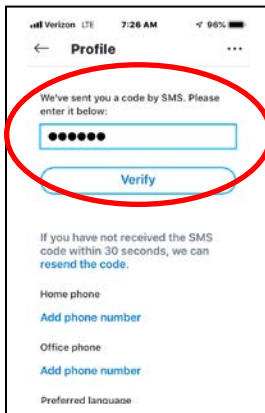
Scroll down to "Contact"  
Confirm that the primary email address shown is the same as the email address you will provide when making an appointment for a virtual electrical inspection on the L&I website – If empty enter primary email address



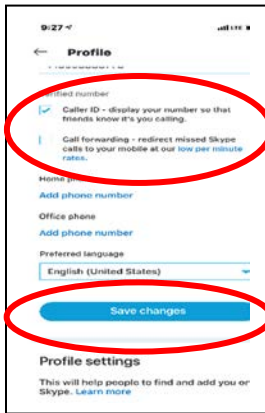
Confirm that the mobile phone number shown is the same as the mobile phone number of the device used to receive a Skype call for a virtual electrical inspection  
It is important to have your device mobile phone number added to your Skype profile in order for the L&I inspector to find your Skype account in the Skype user directory



If there is no phone number, you will need to add your mobile device number. Enter a +1 then your ten digit mobile number

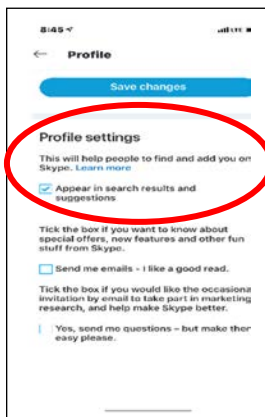


Skype will send an SMS code to your device via text message to verify that you are the user of the device when making changes to your profile. Enter the SMS Code and Tap “Verify”



Under Profile, be sure to check the “Caller ID” box only. Then Tap on “Save changes” to save your profile changes.

Be sure to save your changes



Last step!

Scroll down to “Profile settings” and check the box, “Appear in search results and suggestions”. This allows your profile information to be found in the Skype user directory. Tap on “Save changes” again to save your profile settings change.