

HCAI Department of Health Care Access and Information

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OPAA QUICK START GUIDE

Follow the instructions below to apply for a new OPAA, or to renew an existing OPAA.

1. If you have not already, register for an eSP user account;
 - a. Go to <https://esp.oshpd.ca.gov/citizenaccess>.
 - b. Under **New Users** click the "Register Now" button. Alternatively, under **Login**, click "New Users: Register for an Account".
 - c. Follow the step-by-step instructions in the [eSP User Guide - Account Registration](#).
2. Creating a New OPAA:
 - a. Download the [eSP User Guide - Application for HCAI Preapproved Agency \(OPAA\)](#).
 - b. Follow the step-by-step instructions in **Section 4 – Creating a NEW OSHPD Preapproved Agency (OPAA) Application**.
3. Renewing an existing OPAA:
 - a. Download the [eSP User Guide - Application for HCAI Preapproved Agency \(OPAA\)](#).
 - b. Review the step-by-step instructions in **Section 7 – Renewing an Existing OSHPD Preapproved Agency (OPAA) Application**.

HELP! If you **do not** see the OPAA record that you wish to renew in your Records, send an email to OPAA@hcai.ca.gov, to request that the OPAA be associated with your eSP Account;

1. Provide your First and Last Name, and the email address under which your eSP account was registered.
 2. Provide the OPAA number that you wish to renew.
4. If the Renew option is not available email OPAA@hcai.ca.gov.

If you have any questions, please email OPAA@hcai.ca.gov