



HCAI eServices Portal

Public User Guide

Version Number: 1.0

Section 13A – Applications for Seismic Extension for AB 869



Contents

1	Introduction	2
2	Project Applications	2
2.1	Page Flow Overview	2
2.2	Basic rules of page flow	3
3	Creating and Submitting an Application for AB 869 Extension.....	3
3.1	Creating the Application.....	3
3.1.1	Accept HCAI Privacy Policy	4
3.1.2	Select person to create application as	4
3.1.3	Select a License	4
3.1.4	Select Record Type	5
3.2	Search for the Facility	5
3.3	Add Contacts	5
3.4	Add Licensed Professionals (Optional)	7
3.5	Seismic Extension Details	9
3.6	Uploading Supporting Documents as Attachments	9
3.7	Facility Authorization – PIN	11
3.8	Select Payment Option	13
3.9	Review	13
3.10	Pay Fees	14
3.11	Submit online payment	14
3.12	Project Submittal Confirmation.....	15



IMPORTANT: When applying for a Seismic Compliance Extension under AB 869, an Application for Seismic Compliance Plan Review is also required. Refer to [User Guide 21 – Application for Seismic Compliance Plan Review](#) for how to submit the application. Extension requests cannot be approved until a Compliance Plan is submitted to the Seismic Compliance Unit and approved.

1 Introduction

Welcome to HCAI Electronic Services Portal (eSP) User Guides

This guide details the step-by-step instructions for creating and submitting an application for AB 869 Extension using the HCAI eServices Portal.

Prerequisites:


- You must have an active eSP user account to create and submit a Compliance Plan application. For instruction on creating an eSP user account, refer to user guide [2. Account Registration](#).
- In order to submit the application, you will need the Facility Authorization (PIN) number. For further information refer to user guide [3. Facility Authorization](#).
- After the application is submitted to HCAI, your eSP user account must be associated to the application to interact with it. For further information refer to user guide [4. Account Management, Association and Delegation](#).

For eSP technical support, contact eserv@hcai.ca.gov or (916) 440-8400.

For eSP User Registration and Account Management, contact eCA.AccessManager@hcai.ca.gov or call (916) 440-8400.

For questions regarding Compliance Plan Applications contact SeismicComplianceUnit@hcai.ca.gov.



Remember: Help is available throughout the application. Wherever you see a help  icon, click on the question mark to open help and instructions for that item in the application.

2 Project Applications

2.1 Page Flow Overview

The predefined steps to create and submit project applications are detailed in this guide. Below is an illustration of the page flow steps.

Table 1: eSP Pageflow

Step No.	Step Title	Description
AB 869 Extension		
1	Record Type	Projects → Create an Application → Seismic Compliance Applications → Application for Seismic Ext – SPC
2	Facility Information	Look up and select the facility from HCAI's facility database. eSP auto-populates the facility, address, and facility owner information.

3	Contacts and Professionals	Enter the project Applicant. Additional contacts are optional. Look up and select Licensed Professional(s) from the eSP database. Communication will be sent to all contact(s) and professional(s).
4	Seismic Extension Details	Add the Project Name (“AB 869 Extension”), Project Scope, Extension Type and Sub-Type, and Requested Extension Deadline.
6	Supporting Documents	(Required) Attach the supporting documents (see PIN 80, section “Seismic Compliance Delay (AB 869) Application”).
7	Facility Authorization	Enter a valid Facility PIN code.
8	Payment Options	Select one of the application fee payment options: “Pay Now” or “Invoice Me”.
9	Review	Final review of the application; edits can still be made if necessary.
10	Confirmation	Application is submitted to HCAI and eSP issues a project ID number.

2.2 Basic rules of page flow

Below are some basic rules of submitting an application using the eServices Portal:

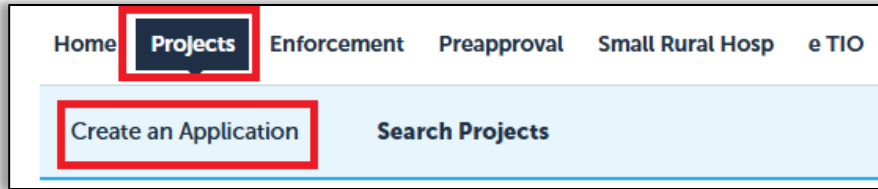
- ✓ When creating an application, follow the page flow in order to avoid errors or missed data.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off. **Always choose “Start from the Beginning”.**
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on **Continue Application** or **Save pending submittal** button to save the data entered on the page.
- ✓ It is recommended that you click the **Save pending submittal** button as needed to prevent data loss due to data entry errors or system time-out.
- ✓ If any required data is missing from the page, when the **Continue Application** button is clicked, an error message is displayed on the top of the page. You must correct any errors before continuing to the next page flow screen.

3 Creating and Submitting an Application for AB 869 Extension

3.1 Creating the Application

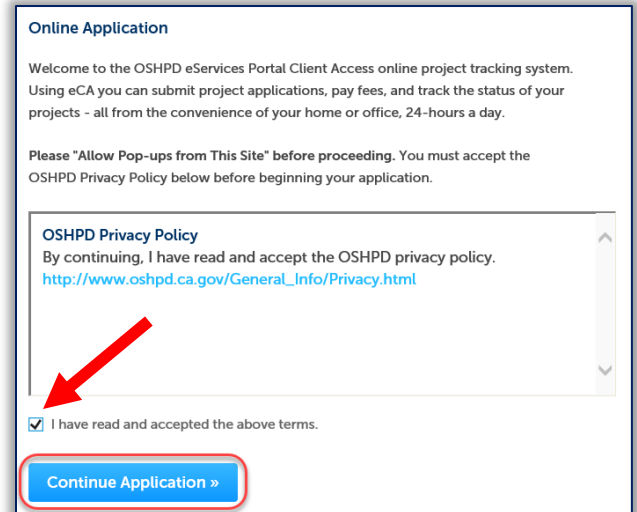
The following information will guide you through the steps necessary to create an application.

Navigate to the [Projects](#) tab and begin by clicking **Create an Application**.



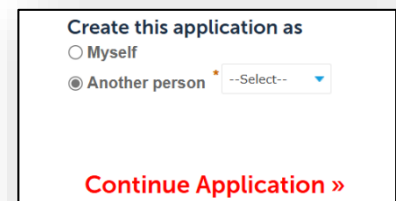
3.1.1 Accept HCAI Privacy Policy

Click on the link in the window to review the privacy policy. Check *“I have read and accept the above terms”* then click the **Continue Application** button.



3.1.2 Select person to create application as

If you have been delegated permissions, you can select who to create the application as. Selecting yourself does not grant the person delegating permission access. Selecting the person delegating to you will give access to him/her and yourself.

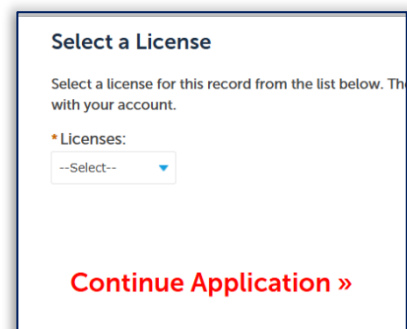


Select **Continue Application** to display the next page.

3.1.3 Select a License

If you are a Licensed Professional, you will be given the opportunity to select a license associated with your eSP user account. If you are not a Licensed Professional (or if your license has not been associated to your user account), this option will not be available.

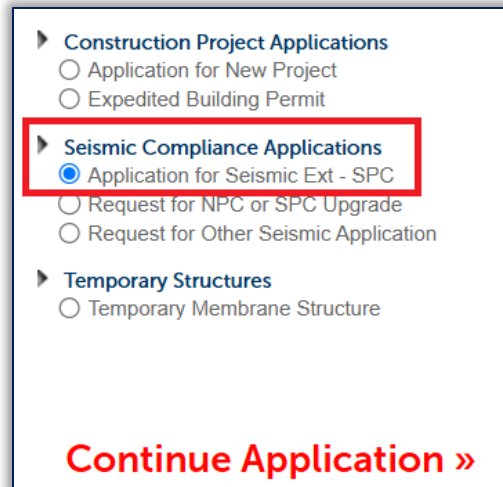
Select **Continue Application** to display the next page.



3.1.4 Select Record Type

Under **Seismic Compliance Applications**, select **Application for Seismic Ext – SPC**.

Click **Continue Application** to proceed with application.



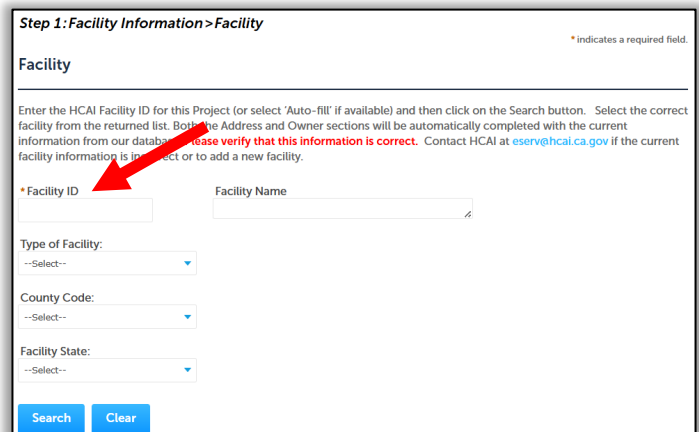
☒ **Seismic Compliance Applications**
☐ Application for New Project
☐ Expedited Building Permit
☐ Request for NPC or SPC Upgrade
☐ Request for Other Seismic Application
☐ Temporary Structures
☐ Temporary Membrane Structure

Continue Application »

3.2 Search for the Facility

Enter the five-digit HCAI Facility ID or Facility Name, then click the **Search** button. If the facility is found, the facility information, address, and owner fields will be automatically populated. Notify HCAI of any errors. To re-start the search, click the **Clear** button in the Facility, Address, and Owner sections. This clears all previously entered data and allows you to start over.

To advance to the next page, click **Continue Application**.



Step 1: Facility Information > Facility

* Indicates a required field.

Facility

Enter the HCAI Facility ID for this Project (or select 'Auto-fill' if available) and then click on the Search button. Select the correct facility from the returned list. Both the Address and Owner sections will be automatically completed with the current information from our database. **Please verify that this information is correct.** Contact HCAI at eserve@hcai.ca.gov if the current facility information is incorrect or to add a new facility.

* Facility ID Facility Name

Type of Facility:

County Code:

Facility State:

Search **Clear**

3.3 Add Contacts

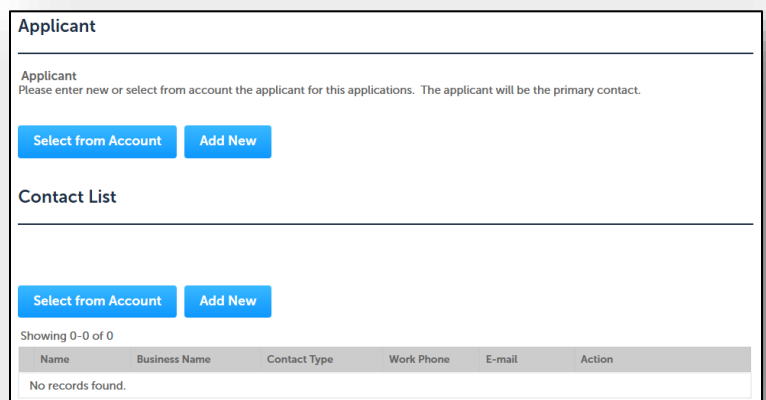
A contact is the individual(s) representing the facility to whom HCAI communications will be delivered.

Applicant (Required)

The Applicant is the primary contact.

Contact List (Optional)

Additional contacts may be added to the Contact List.



Applicant

Applicant
Please enter new or select from account the applicant for this applications. The applicant will be the primary contact.

Select from Account **Add New**

Contact List

Select from Account **Add New**

Showing 0-0 of 0

Name	Business Name	Contact Type	Work Phone	E-mail	Action
No records found.					

There are two options for adding contacts, **Add New** or **Select from Account**.

If choosing **Add New** you will be prompted to enter new contact information. When all required fields are entered, click **Continue** to save the contact.

Contact added successfully!

If choosing **Select from Account**, you will be able to choose a contact associated with your eSP user account. Select the contact and click **Continue** to save.

For each contact added to the Additional Contact table you must select a **Contact Type**, such as Administrator, Authorized Agent, Billing, and Facility Representative, then click **Continue**. When you have finished adding a new contact or selecting one from account, click **Continue** again to copy the information to the Contacts table. Multiple Contacts may be added to the project by repeating these steps.



Fees and Invoices: You can designate a billing contact to receive invoices for review fees associated with this project. To designate a billing contact, select **Billing** from the *Contact Type* drop-down option when selecting from account or adding new contacts.

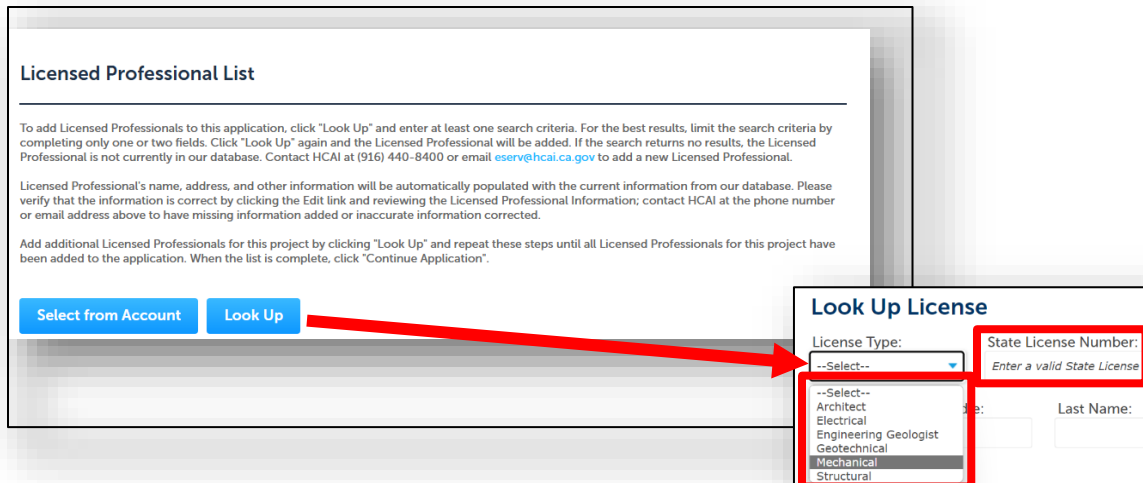
Click **Continue Application** to proceed to the next page flow screen.

3.4 Add Licensed Professionals (Optional)

Search the HCAI database for Licensed Professionals to add to the application. There are two options for entering a licensed professional, **Select from Account** OR **Look Up**.

Select from Account: If your public user account is associated with a license, click "Select from Account", and select the appropriate professional.

Look Up: To search for a licensed professional in our database, click "Look Up" and enter at least one search criteria such as License Type, License Number, or Name. Then click **Look Up** again to search.



Licensed Professional List

To add Licensed Professionals to this application, click "Look Up" and enter at least one search criteria. For the best results, limit the search criteria by completing only one or two fields. Click "Look Up" again and the Licensed Professional will be added. If the search returns no results, the Licensed Professional is not currently in our database. Contact HCAI at (916) 440-8400 or email eserv@hcai.ca.gov to add a new Licensed Professional.

Licensed Professional's name, address, and other information will be automatically populated with the current information from our database. Please verify that the information is correct by clicking the Edit link and reviewing the Licensed Professional Information; contact HCAI at the phone number or email address above to have missing information added or inaccurate information corrected.

Add additional Licensed Professionals for this project by clicking "Look Up" and repeat these steps until all Licensed Professionals for this project have been added to the application. When the list is complete, click "Continue Application".

Select from Account **Look Up**

Look Up License

License Type: --Select--
 --Select--
 Architect
 Electrical
 Engineering Geologist
 Geotechnical
 Mechanical
 Structural

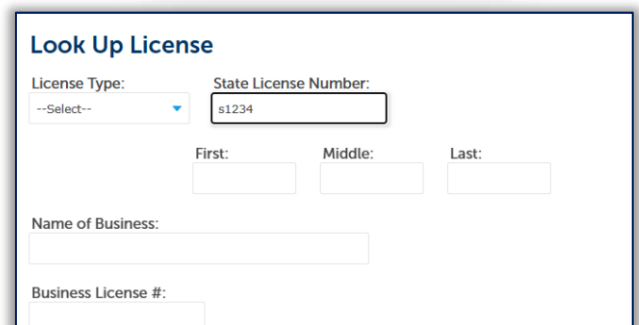
State License Number: Enter a valid State License
 s1234

First: Middle: Last:

Name of Business:

Business License #:

To obtain the best search results, limit the number of fields in the search. For instance, enter only the license number and leave all other fields empty. If you do not know the license number, enter the License Type or Last Name only, then click **Look Up**. If the search returns no results, the Licensed Professional may not be in our database. Contact HCAI at eserv@hcai.ca.gov to add a new Licensed Professional to our database.



Look Up License

License Type: --Select--
 --Select--
 Architect
 Electrical
 Engineering Geologist
 Geotechnical
 Mechanical
 Structural

State License Number: s1234

First: Middle: Last:

Name of Business:

Business License #:

Look Up License

Revise Search
Search results:
Showing 1-10 of 22

<input type="checkbox"/>	License Number	License Type	Licensed Professional Name	Business Name
<input type="checkbox"/>	S1182	Structural	Donald R Strand	
<input type="checkbox"/>	S1191	Structural	Manuel Morden	
<input type="checkbox"/>	S1193	Structural	Earl E Mason	
<input checked="" type="checkbox"/>	S12345	Structural	Robert Fisher	
<input type="checkbox"/>	S1284	Structural	Joseph L Kurlly	
<input type="checkbox"/>	S1335	Structural	William R Dawson	
<input type="checkbox"/>	S1395	Structural	Frank Bole	
<input type="checkbox"/>	S1399	Structural	Gerald d Lehmer	
<input type="checkbox"/>	S1439	Structural	Richard B Gould	
<input type="checkbox"/>	S1487	Structural	Joseph P Malo	

< Prev 1 2 3 Next >

Continue Discard Changes

When searching by Last Name and License Type, locate the correct Licensed Professional in the Look Up License list then check the box next to their license number and click **Continue**. The name, address, and other information will be automatically populated with the current information from our database.

Please verify that the information is correct. If there are errors, contact HCAI at eserv@hcai.ca.gov to update the Licensed Professional's information in our database.

To indicate which licensed professional is the primary, ‘Design Professional in Responsible Charge’, click the **Edit** link in the Action column and set the “Responsible Primary (eCA)” button to **Yes**.

Select from Account **Look Up**

✓ Licensed professional removed successfully.

Showing 1-2 of 2

License Number	License Type	Contact Name	Business Name	Action
C31183	Architect	Hunvey Chen	HOK	Edit Delete
S3566	Structural	Joseph L La Brie	MAKE IT RIGHT, INC.	Edit Delete



Responsible Primary (eCA):
☒ Yes ☐ No

Delegate/Alternate:
Alternate

Responsibility:

Save and Close Discard Changes

To add additional Licensed Professionals, repeat the steps above. Click the **Edit** link for each licensed professional to indicate his or her role on the project – Alternate or Delegate. Delegates should include the area of responsibility, such as ‘Structural’ or ‘Anchorage & Bracing’, etc.

You can always delete the Licensed Professional(s) by clicking on the **Delete** link at the end of the record line.

Click **Continue Application** to proceed to the next page flow screen.

Responsible Primary (eCA):
☐ Yes ☐ No

Delegate/Alternate:
Delegate

Responsibility:
Anchorage and Bracing

Save and Close Discard Changes

3.5 Seismic Extension Details

Detail Information

Enter the project name and provide a detailed description of the scope of the request.

- 1 **Project Name:** Type "AB 869 Extension"
- 2 **Project Scope:** Provide a description of the scope of the request

Step 3: Seismic Extension Details > Scope and Details

* indicates a required field.

Detail Information

* Project Name 1

* Project Scope 2

Additional Details

Indicate which type of Seismic Compliance Extension is being requested:

- 1 **Extension Type Requested:** AB 869 (H & S Code 130065)
- 2 **Extension Sub-Type:** AB 869 Extension
- 3 **Extension Deadline:** This field is not editable and will default to the initial deadline of "Compliance no later than 1/1/2033".
- 4 **Requested Extension Deadline:** Enter the requested extension date. This date should match the final date that you provided in the approved seismic compliance plan for the facility. Please refer to Seismic Compliance Plan application for further details.

Additional Details

ASI REQUEST FOR SEISMIC EXT

* Extension Type Requested: 1 AB 869 (H & S Code 130065)

Extension SubType: 2 AB 869 Extension

Extension Deadline: * 3 Compliance no later than 1/1/2033

Requested Extension Deadline: * 4 MM/DD/YYYY

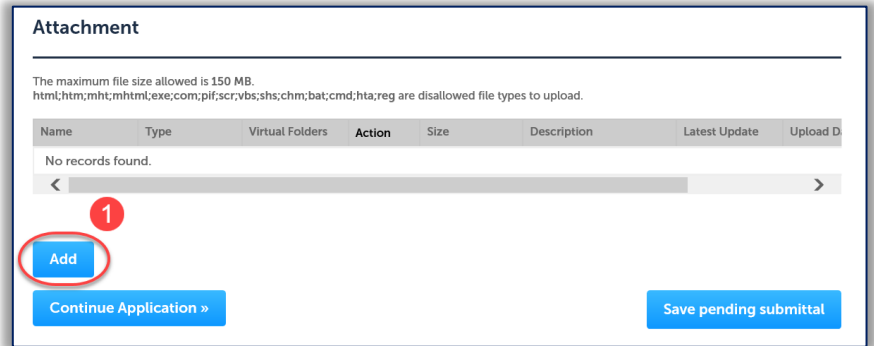
Click **Continue Application** to proceed to the next step.

3.6 Uploading Supporting Documents as Attachments

Please refer to [PIN 80, section "Seismic Compliance Delay \(AB 869\) Application"](#) for a full list of documents that are required.

The maximum file size for a single document is 300 MB. Oversized documents that are too large to be uploaded to eSP may be submitted using our Secure File Transfer (SFT) website. You can request an SFT link by contacting the SeismicComplianceUnit@hcai.ca.gov.

- 1 Start by clicking the **Add** button.



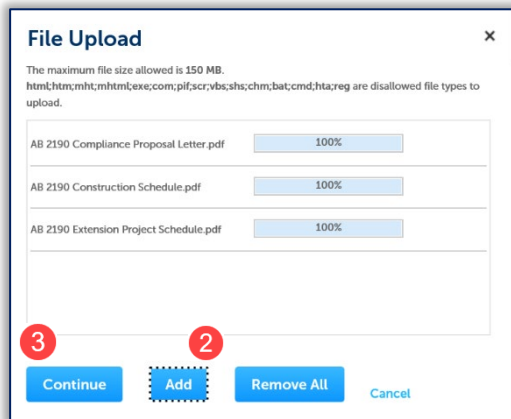
Attachment

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe;com;plf;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload D
No records found.							

Add (circled with red circle and red number 1)

Continue Application » **Save pending submittal**



File Upload

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe;com;plf;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

AB 2190 Compliance Proposal Letter.pdf	100%
AB 2190 Construction Schedule.pdf	100%
AB 2190 Extension Project Schedule.pdf	100%

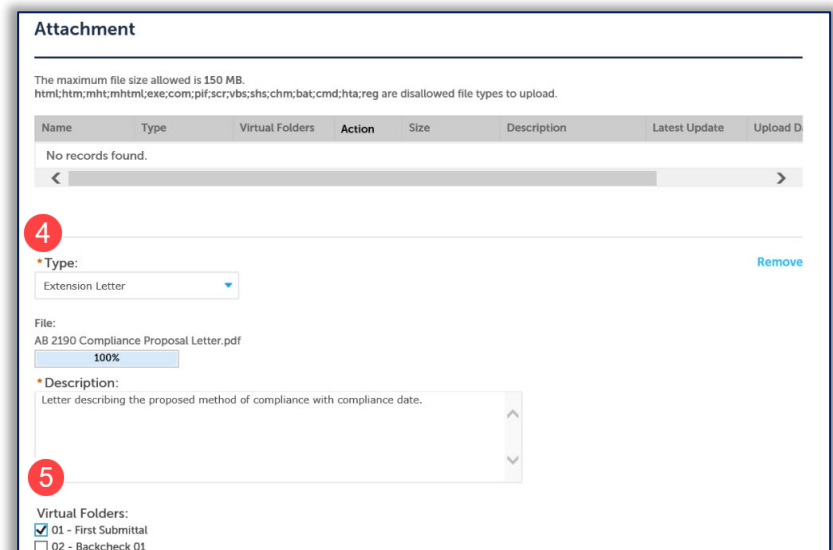
Continue **Add** (circled with red circle and red number 2) **Remove All** **Cancel**

- 2 Click the **Add** button again to browse and locate the documents on your computer. Select multiple documents in the same folder by holding the 'Ctrl' key.

Click **Add** as many times as needed to locate all supporting documents.

- 3 When the document appears in File Upload as 100% complete, click the **Continue** button.

- 4 Complete the file **Type** and **Description** using the dropdown box and filling in the description field.
- 5 For Virtual Folders select "00 – First Submittal".



Attachment

The maximum file size allowed is 150 MB.
html;htm;mht;mhtml;exe;com;plf;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload D
No records found.							

4

* Type: Extension Letter **Remove**

File:
AB 2190 Compliance Proposal Letter.pdf
100%

* Description:
Letter describing the proposed method of compliance with compliance date.

5

Virtual Folders:
☒ 01 - First Submittal
☐ 02 - Backcheck 01

Click the **Save** button. The files will be upload to eSP. An acknowledgement of the upload will appear at the top of the page and you will receive a confirmation email.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.



It is important that you wait to see the Actions column populate before navigating away from this page. If you continue prior to the upload completing (Actions column is blank), your files may not transfer to HCAI correctly.

Name	Type	Virtual Folders	Description	Size	Action
Seismic Extension Application Narrative.docx	Extension Letter	00 - First Submittal	Narrative	12.95 KB	Actions ▼

Click **Continue Application** to proceed with application.

3.7 Facility Authorization – PIN



Before entering the Facility PIN Code, it is recommended that you have clicked on “Save pending submittal” at least once!

If you are authorized by the facility and have obtained a valid Facility PIN, enter it on the screen, then click **Continue Application** button to proceed to the next page flow screen.

If you do not have a valid Facility PIN code, click the **Save pending submittal** button to save the record.

Authorization

SECURITY
Please enter your Facility's six digit PIN below. **You will not be able to complete this project without a valid PIN.** If you do not know your Facility's PIN, click "Save pending submittal" now. This will save your record and issue a temporary project number (e.g. 15TMP-00014).

If you do not know the PIN but a PIN has been issued, forward your temporary application number to the PIN holder.

If your facility has not been issued a PIN, or if you are having any other access issues, please contact eCA's Access Manager at eCA.Access.Manager@oshpd.ca.gov or call (916) 440-8400.

Facility PIN Code:

[Continue Application >](#)
[Save pending submittal](#)

If you click the **Save pending submittal** button you will be redirected to the Projects page. eSP issues a temporary project number (25TMP-XXXXXX) and displays it in the Projects list. You will receive an email message with the temporary record number. You, or other authorized users, can click the **Resume Application** link to finish the application at a later time.

Your partial application (19TMP-000002) has been successfully saved.
To resume the application(s), go to the Projects section and click the Resume Application link.

Projects

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action
<input type="checkbox"/>	01/02/2019	19TMP-000002	Application for Seismic Ext - SPC	SPC Extension for HMNMC		0	Resume Appli



If you enter an invalid Facility PIN on the *Facility Authorization* page, the *Review* page will display an error message which prevents you from submitting the application. If this happens, click **Save and resume later** to save your work, then locate your application in the Records list and click **Resume Application**. In the pop-up window, choose **Start from the beginning**, then navigate through the screens to return to the *Facility Authorization* page and re-enter the correct PIN. The application will be locked after entering an incorrect PIN three (3) times.

An error has occurred.
ACA52439-Action Cancelled

You must correctly enter your facility's PIN code to create this project. Please select **Save Pending Submittal** to save your work, then go back into your temp record and proceed to the PIN entry screen.

3.8 Select Payment Option

Select one of the payment options. The description of each payment options is as follows:

Payment Option

PAYMENT OPTION
To prevent the Facility Pin from being displayed, user must select a payment type and complete the application submittal on the next screen.

Payment Option:

--Select--
Pay Now
Invoice Me

[Continue Application »](#) [Save pending submittal](#)

- **Invoice Me:** HCAI will mail an invoice to the facility billing address on file.
- **Pay Now:** facility intends to make an immediate online payment using a credit card on the next screen before the application is submitted.

Click **Continue Application** to proceed to the next page flow screen.

3.9 Review

Review the data entered and make edits as needed.

Click the **Edit** button in any section to make changes, then click **Continue Application** to save your changes and return to the Review page.

Once all data is verified, click **Continue Application** to proceed to the next page flow screen.

Step 7: Review

[Continue Application »](#) [Save pending submittal](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type
Application for Seismic Ext - SPC

Facility [Edit](#)

Facility ID 13333
Facility Name Henry Mayo Newhall Hospital
Responsible Region: North Los Angeles Region
Type of Facility: General Acute Care
Geographic Region: North Los Angeles Region
County Code: 19 - Los Angeles

If you selected the "Invoice Me" option, skip to step 3.12 below.

3.10 Pay Fees

If you selected **Pay Now** option, this screen displays the total fees to be paid with a credit card.

Click on **Continue Application** to proceed to the payment screen.

Step 7: Pay Fees

Listed below are the fees assessed by OSHPD based on the information you have provided. The application fee is not refundable. The Plan Review Fee for the estimated construction costs, 1.64% for hospital buildings or 1.5% for skilled nursing facilities, will be invoiced directly to the facility.

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$250.00

TOTAL FEES
Note: This does not include additional inspection fees which may be assessed later.

\$250.00

Continue Application »

3.11 Submit online payment

On this screen, enter the accurate credit card information then click on **Submit Payment** button.

Payment Options

The \$250 application fee is non-refundable per California Administrative Code, California Code of Regulations, Title 24, Part 1, Section 7-133(a)3.

Amount to be charged: \$250.00

☛ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

--Select--

* Name on Card: * Exp. Date:

01 2016

Credit Card Holder Information:

☐ Auto-fill with John Smith

Country: United States

* Street Address:

* City: * State: * Zip:

--Select--

* Phone:

E-mail:


Submit Payment »

3.12 Project Submittal Confirmation

On this final screen, eSP displays a project submission confirmation including the Seismic Extension record number.

Email confirmation is automatically sent to the Public User that started the application and to the Public User that approved the application by entering the PIN.

Congratulations! You have successfully submitted an Application to HCAI!



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using eClient Access to submit your project.
Your Project Number is SES-2019-00002.

Conditions

Showing 1-1 of 1

Default - 1 Cleared
Facility
Northridge earthquake M6.4 34.21 -118.54
over 0.20g since SMRF modifications were done
Cleared || 01/17/1994

You will need this number to check the status of your project. Please print a copy for your records.

[Print/View Project](#) [Print/View Summary](#)

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

[View Project Details »](#) (You must post the record in the work area.)