



HCAI e-Services Portal

Public User Guide

Version Number: 1.0

17A. Application for Preapproval of Manufacturer's Certification (OPM)



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1 Introduction

HCAI's **Preapproval of Manufacturer's Certification (OPM)** is a voluntary program for review and approval of seismic design of supports and attachments for nonstructural components to be used in health facilities construction in California. The OPM program is limited to seismic design of supports and attachments for nonstructural components, seismic bracing of distribution systems, and seismic bracing of interior partition walls and suspended ceilings, equivalent to those approved through HCAI Preapproved Details (OPD).

See [PIN 62: OSHPD Preapproval of Manufacturers Certification \(OPM\)](#) for more information.

2 eServices Portal (eSP) Guide

Welcome to HCAI Electronic Services Portal (eSP) User Guide

Prerequisites:

- [Account Registration](#): You must have an active eSP user account to create and submit an application.
- [Facility Authorization](#): In order to submit the application, you will need the Facility Authorization (PIN) number.
- [Account Management, Association and Delegation](#): After the application is submitted to HCAI, your eSP user account must be associated with the application to interact with it.

Who to Contact:

- For eSP technical support, contact eserv@hcai.ca.gov or call (916) 440-8400.
- For eSP User Registration and Account Management, contact eCA.AccessManager@hcai.ca.gov or call (916) 440-8400.
- For questions about the OPM program, contact OPM@oshpd.ca.gov.

2.1 Page Flow

The steps to create an application for OPM are detailed in this section. The table below lists the page flow steps.

Table 1: eSP Pageflow

Page No.	Page Title	Description
Application for Preapproval		
1	Product Information	Select the CBC Code Year and Product Information. If there is an OSP related to this OPM, provide the OSP details.
2	Contact Information	Add Contacts and Licensed Professionals.
3	Certification Method	Select the applicable Certification Method(s).
4	Supporting Attachments	Attach supporting documents.
5	Review	Review data and make edits as necessary.
6	Pay Fees	The application fee is due at submission. You will not be able to submit the application without payment.
7	Record Issuance	The OPM application is submitted to HCAI and eSP issues a record ID number.

2.2 Rules and Tips

Below are some rules and tips for using the eServices Portal:

- ✓ You must click the **Continue Application** button at the bottom of each page to save your entries and move to the next page.
- ✓ You can navigate back and forth between saved pages using the tabs at the top of each page.
- ✓ If any required data is missing, an error message will be displayed at the top of the page when you click **Continue Application**. You must correct any errors before continuing to the next page.
- ✓ If you must exit the application for any reason, click **Save and resume later**. A temporary record number will be created, and a confirmation email will be sent to the email address associated with your eSP user account.
- ✓ Once a temporary record is created, you will have 30 days to submit the application. After 30 days the record will be deleted and cannot be restored.
- ✓ To resume a saved application, log into your eSP account and select the **Preapproval** tab. Find the record number in your **Records** list and click on it, then **choose "Start from the Beginning"**.
- ✓ It is recommended that you click the **Save and resume later** button as needed to prevent data loss due to system time-out.

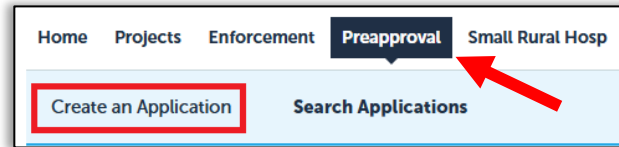
3 Logging into eServices Portal (eSP)

Go to <https://esp.hcai.ca.gov/citizenaccess>. On the **Home** tab, enter your username or email and your password and click **Sign In**.

The screenshot shows the HCAI eServices Portal (eSP) Home page. The navigation bar at the top includes tabs for Home, Projects, Enforcement, Preapproval, and Small Rural Hosp. The main content area features the HCAI logo, the text "Department of Health Care Access and Information", and "Project Status Search". There are links for "Project Search" and "Facility Look-Up". On the right side, there is a "Sign In" box with input fields for "USERNAME OR EMAIL" and "PASSWORD", a "Forgot Password?" link, and a "SIGN IN" button. The "Home" tab and the "Sign In" box are highlighted with red rectangles.

4 NEW Application for OPM

Select the **Preapproval** tab and click **Create an Application**.



Online Application

Welcome to the HCAI eServices Portal Client Access online preapproval tracking system. Using eCA you can submit preapproval applications, pay fees, and track the status of your application - all from the convenience of your home or office, 24-hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the HCAI Privacy Policy below before beginning your application.

HCAI Privacy Policy
By continuing, I have read and accept the HCAI privacy policy.

<https://hcai.ca.gov/home/privacy-policy/>

The Agency is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of the site or with respect to the material contained on the site, including:

☒ I have read and accepted the above terms.

Continue Application »

Accept HCAI Privacy Policy

Click on the link to review the [HCAI Privacy Policy](https://hcai.ca.gov/home/privacy-policy/).

Check the box ☒ "I have read and accepted the above terms".

Click the **Continue Application** button.

Delegation

If you have [delegate permissions](#), you can select which eSP user account to create the application under. Selecting **Myself** creates the application under your eSP user account. Selecting **Another Person** creates the application under their eSP user account, and allows both you and the other person access to the application.

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

Create this application as

☐ Myself

☒ Another person * --Select--

Continue Application »

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.

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

Select a License

Select a license for this record from the list below. The license must be associated with your account.

* Licenses:

--Select--

Continue Application »

Select a Record Type

Select the desired Preapproval Program Application type;

☒ **New Preapproved Manufacturer Certification (OPM)**

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



4.1 Product Information

A red asterisk * indicates a required field.

CBC Code Year

- Select the CBC Code year

Product Information

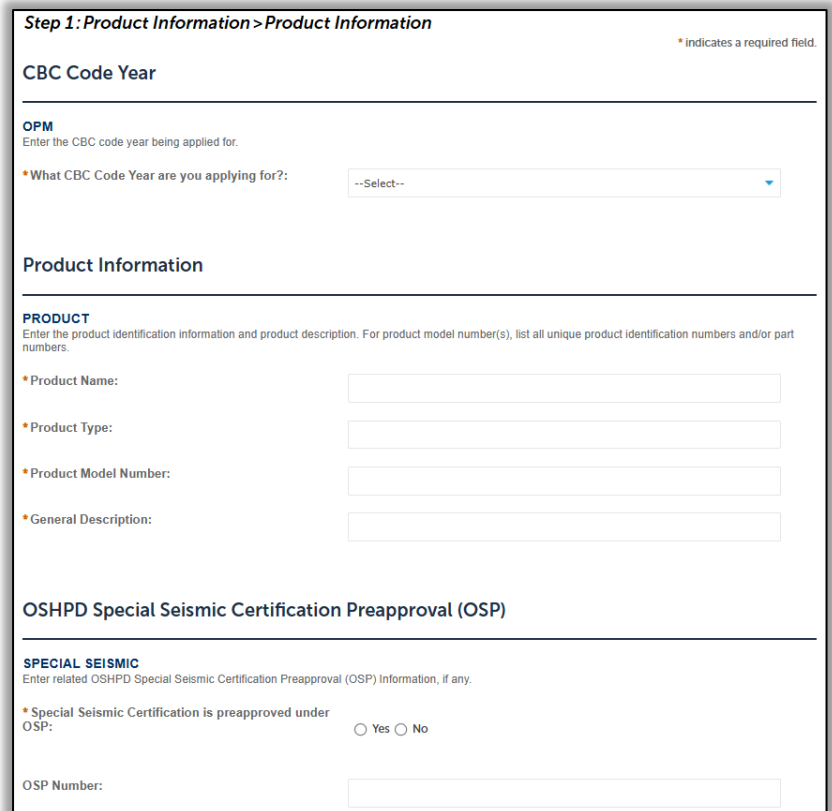
Provide the following;

- Product Name
- Product Type
- Product Model Number
- General Description

OSHPD Special Seismic Certification Preapproval (OSP)

- Enter related OSP information, if applicable

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



4.2 Contact Information

Manufacturer (Required)

The manufacturer produces supports and attachments to be certified.

Applicant (Required)

The applicant is the manufacturer's representative who receives HCAI communications.

Manufacturer

Enter the manufacturer's identification and contact information.

Select from Account

Add New

Applicant

Enter the contact information for the applicant and company legally responsible for review fees.

Select from Account

Add New



Invoices and fees: The Applicant is the default billing contact and will automatically receive any invoices related to the OPM. If you would like to designate someone else as the billing contact, email HCAI at OPM@hcai.ca.gov.

There are two options for adding contacts:

- 1 Select from Account or
- 2 Add New

1

Select from Account

2

Add New

- 1 **Select from Account:** Choose a contact associated with your eSP user account. Select the contact and click **Continue** to save.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Robert D Fisher
<input type="radio"/> Associated Owner		00000 - NO FACILITY - SYSTEM USE ONLY

Continue

Discard Changes

- 2 **Add New:** Enter a new contact by completing the required fields and clicking **Continue** to save.

Contact Information

*First Name:

Middle:

*Last Name:

Title:

Jane

Doe

Project Manager

Name of Business:

Project Management, Inc.

*Address Line 1:

*City:

*State:

*Zip:

123 Main Street

Los Angeles

CA

90000

Work Phone:

Mobile Phone:

Fax:

E-mail:

123-456-7890

987-654-3210

Jane.Doe@PMInc.com

Continue

Clear

Discard Changes

Once contacts have been selected or added, you can edit or remove them by clicking on the **Edit** or **Remove** links.

Registered Design Professional (Required)

The Registered Design Professional is the licensed professional of record for the OPM.

There are two options for adding a licensed professional:

- 1 Look Up or
- 2 Select from Account

- 1 **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, State License Number, or Last Name. Then click **Look Up** to search.

Registered Design Professional

Enter contact information for the Registered Design Professional (RDP) responsible for records, contact OPM@oshpd.ca.gov to have the license added to our database.

1

Look Up



Look Up License

License Type: --Select-- State License Number:

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
<input type="checkbox"/>	S1182	Structural	Donald R Strand	
<input type="checkbox"/>	S1183	Structural	Manuel Morden	
<input type="checkbox"/>	S1184	Structural	Earl E Mason	
<input checked="" type="checkbox"/>	S12345	Structural	Robert Fisher	
<input type="checkbox"/>	S1284	Structural	Joseph L Kurily	
<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 Mako	

< Prev 1 2 3 Next >

Continue [Discard Changes](#)

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.

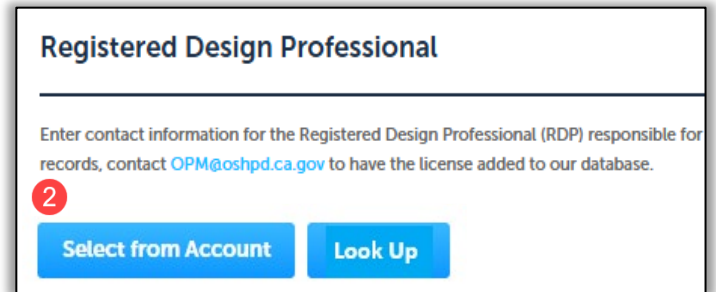
Locate the correct professional and check the box ☒ next to their license number, then click **Continue**.



When using Look Up, please verify that the licensed professional information is correct. If there are errors, contact HCAI at eserv@hcai.ca.gov to update the licensed professional's information in our database.

- 2 **Select from Account:** If your eSP user account is associated with a license, click **Select from Account** and select the appropriate professional. Click **Continue** to save.

Once a licensed professional has been added, you can edit or remove them by clicking on the **Edit** or **Remove** links.



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

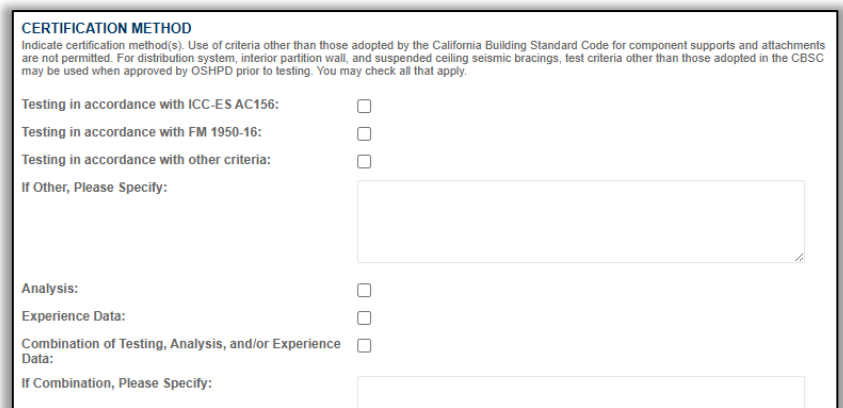
4.3 Certification Method

Certification Method

Indicate the certification method(s). Check all that apply. If **Other**, specify in the text box.

See [PIN 62: OSHPD Preapproval of Manufacturers Certification \(OPM\)](#) for more information.

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



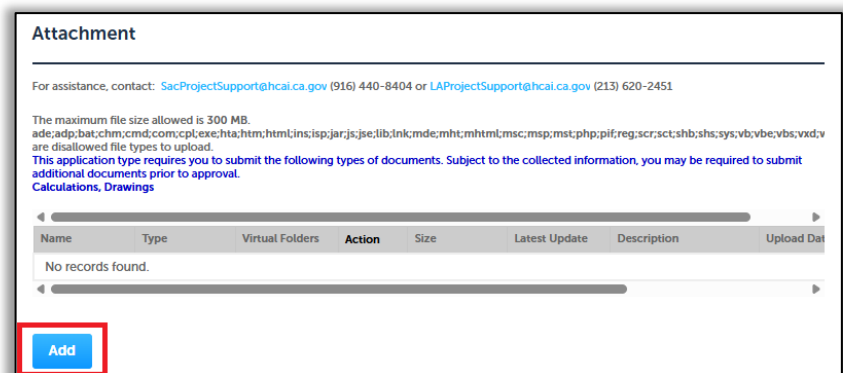
4.4 Supporting Attachments

Attachments

The following documents are **required**:

- Drawings
- Calculations

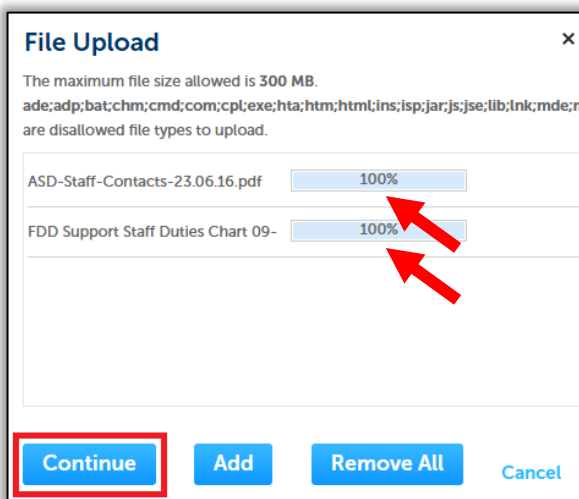
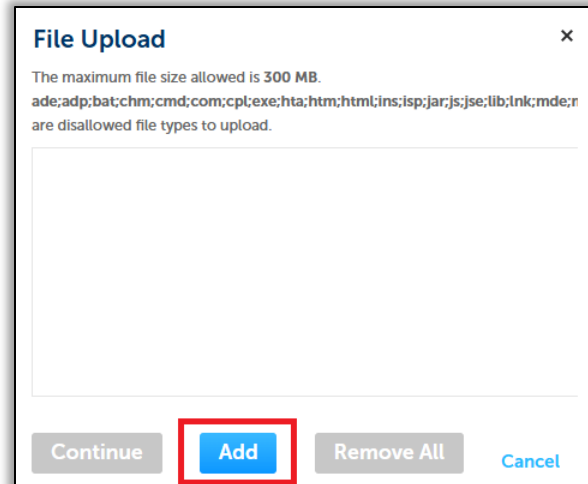
Start by clicking the **Add** button.



The File Upload window will appear.

Click the **Add** button to search for and select documents to upload. Select multiple documents in the same folder by holding the 'Ctrl' key.

When you have selected the documents to upload, click **Open** or hit the **Enter** key.



The documents should appear in the File Upload window. Wait until they reach **100%** before proceeding.

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

Once finished adding documents, click the **Continue** button.

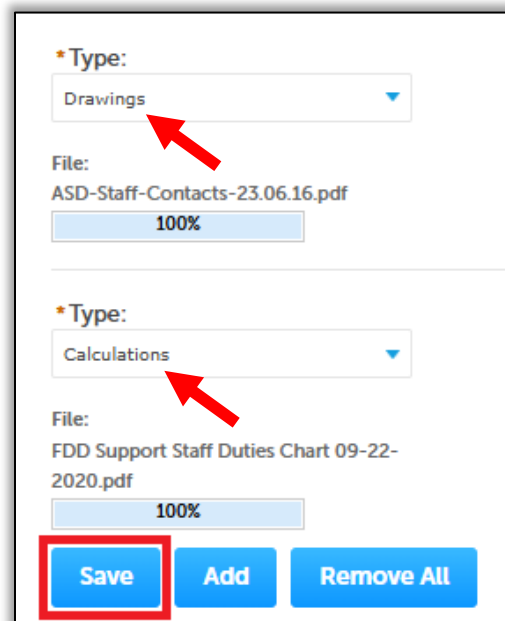
For each document, you will need to select the document **Type** from the drop-down menu.

The following document types are **required**:

- Drawings
- Calculations

Use the **Remove** or **Remove All** buttons to delete any documents uploaded in error.


Click **Save** to upload the documents to eSP.



The documents will appear in the Attachments table.

An acknowledgement of the upload will appear at the top of the page, and you will receive a confirmation email.

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

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

Attachment

For assistance, contact: SacProjectSupport@hcai.ca.gov (916) 440-8404 or LAPProjectSupport@hcai.ca.gov (213) 620-2451

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;reg;scr;scf;shb;shs;sys;vb;vbe;vbs;vxd;v are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
[Calculations, Drawings](#)

Name	Type	Virtual Folders	Action	Size	Latest Update	Description	Upload Date
ASD-Staff-Contacts-23.06.16.pdf	Drawings		Actions	103.25 KB	05/14/2025		05/14/2025
FDD Support Staff Duties Chart 09-22-2020.pdf	Calculations		Actions	101.11 KB	05/14/2025		05/14/2025

4.5 Review

Review the data that was 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.

Step 5: Review

[Save and resume later](#)
[Continue Application »](#)

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

Record Type

New Preapproved Manufacturer Certification (OPM)

CBC Code Year

OPM [Edit](#)

What CBC Code Year are you applying for?: 2025

Product Information

PRODUCT [Edit](#)

Product Name:	Product Name
Product Type:	Product Type
Product Model Number:	Model Number
General Description:	Description

When you have finished reviewing/editing the application, check the box ☒ at the bottom of the page to electronically sign and date the application.

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. I hereby agree to reimburse the Office of Statewide Health Planning and Development review fees in accordance with the California Administrative Code.

☒ By checking this box, I agree to the above certification.

Date: 05/14/2025

By checking this box, you:

- Certify that you have read and understand the instructions that accompany this application.
- Certify that the statements made as part of this application are true, complete, and correct and that no material information has been omitted.
- Agree to reimburse OSHPD for any fees that are assessed during the review of the OPM.



The initial filing fee is \$250.00. Additional review fees will be assessed based on the hours spent to complete the review. See [PIN 62: OSHPD Preapproval of Manufacturers Certification \(OPM\)](#) for more information.

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

4.6 Pay Fees

This screen displays the total fees to be paid with a credit card.

Note: The application filing fee is the initial fee to file the application. It does not include additional review fees which may be assessed later.

1	2	3 Certification Method(s)	4 Supporting Attachments	5 Review	6 Pay Fees	7 Record Issuance
Step 6: Pay Fees						
Listed below are the fees assessed by HCAI based on the information you have provided. The application fee is not refundable.						
Application Fees						
Fees					Qty.	Amount
Application Fee					1	\$250.00
TOTAL FEES: \$250.00						
Note: This does not include additional review fees which may be assessed later.						

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

Payment Options

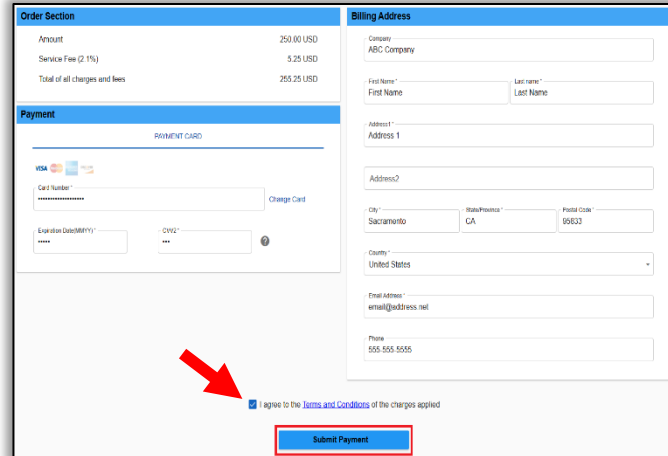
Redirecting to the third party payment page...

On the Order Section screen, click **Checkout**.

Enter the **Payment** details and **Billing Address** information.

Order Section	
This payment will be processed as two separate payments (for Amount and Service Fee)	
Amount	250.00 USD
Service Fee (2.1%)	5.25 USD
Total of all charges and fees	255.25 USD
Service fee is non-refundable.	
<div style="border: 2px solid red; padding: 5px; display: inline-block; background-color: #007bff; color: white; text-decoration: none; font-weight: bold;">Checkout</div>	

Check the box ☒ to agree to the Terms and Conditions and click **Submit Payment**.



Order Section

Amount	250.00 USD
Service Fee (2.1%)	\$ 5.25 USD
Total of all charges and fees	255.25 USD

Payment

REMOVING CARD

VISA

Card Number: *****

Expiration Date (MM/YY): ****/****

CVC: ****

Change Card

Billing Address

Company: ABC Company

First Name: First Name

Last Name: Last Name

Address 1: Address 1

Address 2: Address 2

City: Sacramento

State/Province: CA

Postal Code: 95623

Country: United States

Email Address: email@address.net

Phone: 555-555-5555

☒ I agree to the Terms and Conditions of the charges applied

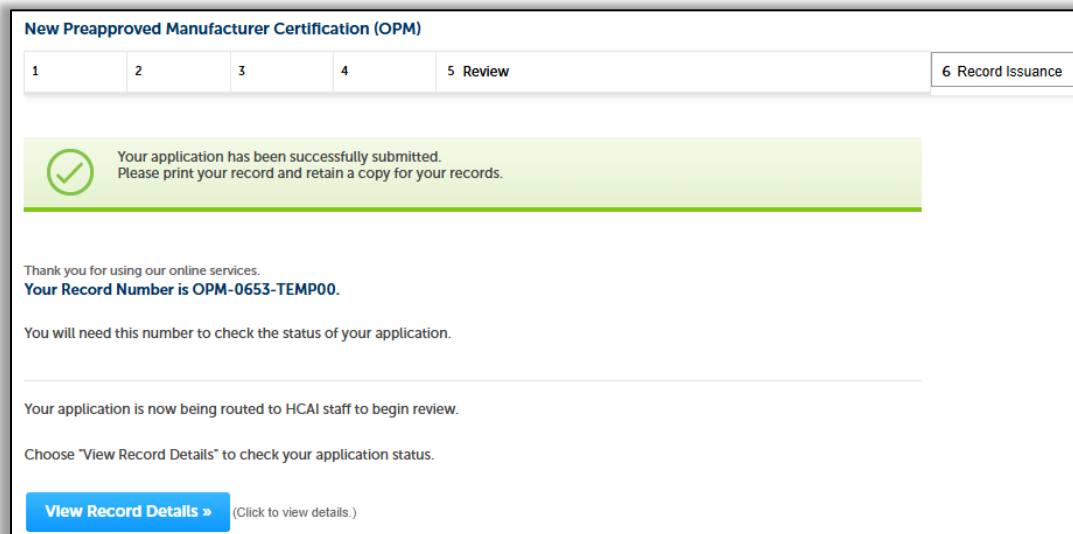
Submit Payment

4.7 Record Issuance

On the final screen, a confirmation message and a temporary record number (OPM-XXXX-TEMP00) will be displayed. An email confirmation will be sent to the email address associated with your eSP user account.

After review, approval, and payment of fees, the final record number (OPM-XXXX) will be issued.

For question regarding your submittal, contact HCAI at OPM@hcai.ca.gov.



New Preapproved Manufacturer Certification (OPM)

1 2 3 4 5 Review 6 Record Issuance

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

Thank you for using our online services.
Your Record Number is OPM-0653-TEMP00.

You will need this number to check the status of your application.

Your application is now being routed to HCAI staff to begin review.

Choose "View Record Details" to check your application status.

View Record Details » (Click to view details.)

Congratulations! You have successfully submitted an application to HCAI!

5 RENEWING an Existing OPM

DO NOT CREATE A NEW APPLICATION.

To request renewal of an existing OPM, use the [Renew](#) hyperlink.

Requesting a Renewal

- 1 Log into [eServicesPortal](#).
- 2 Click on the **Preapproval** tab.
- 3 Search for the OPM record in your **Records** list.
 - If you do not see the OPM in your **Records** list, your eSP user account may not be associated with the record. Please contact OPM@hcai.ca.gov to associate your user account with the OPM.
- 4 Click the [Renew](#) hyperlink.
 - The [Renew](#) hyperlink will only be visible if the OPM has been approved and has an **Active** status.

Home Projects Enforcement **Preapproval** Small Rural Hosp

Create an Application Search Applications

Records

To pay invoices, click the Pay Fees link, or click [Shopping Cart Payment Portal](#). You must be logged in to eCA to access the payment portal. See eCA Online Payment Instructions for more information.

Renewal: To Renew an existing Preapproval, locate the Preapproval record in the list below and select the Renew link under the Action column.

General Instructions: If no link is visible, your user account is not associated to the record. To get your account associated with the record, contact:
OSP@hcai.ca.gov for OSP records
OPM@hcai.ca.gov for OPM records
OPAA@hcai.ca.gov for OPAA records

When emailing, please provide the record number (Ex: OPM-0544), first and last name, and email address of your eCA user account.

Showing 1-10 of 14 | [Download records to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Product	Product Sub-Category	Product Model(s)	Status	Action
<input type="checkbox"/>	OPM-0110	New Preapproved Manufacturer Certification (OPM)	WIRELESS ROUTER ENCLOSURES	Computer	102x Series, 104x Series, 105x Series, 106x Series, 107x Series, 144x Series & 305x Series	Active	Renew

Clicking the [Renew](#) hyperlink will copy the existing OPM data to a new record (OPM-XXXX-TEMP01). On the new record, update the OPM as needed and submit to HCAI for review. Once the renewal has been reviewed and approved by HCAI, it will become the active OPM and replace the previous version.

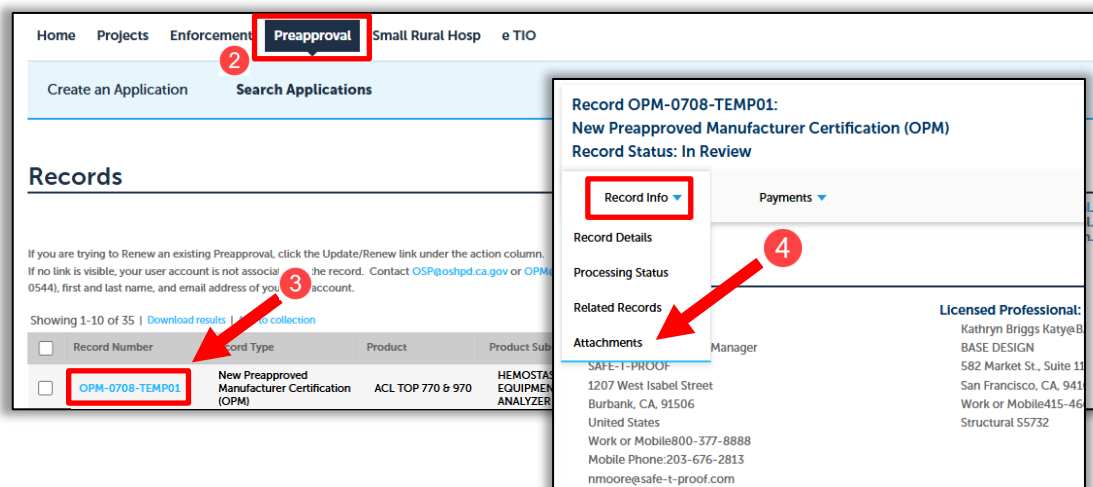
6 Responding to HCAI Comments

During the review process, applicants may receive an email from HCAI notifying them that the submittal has been returned or remarked.

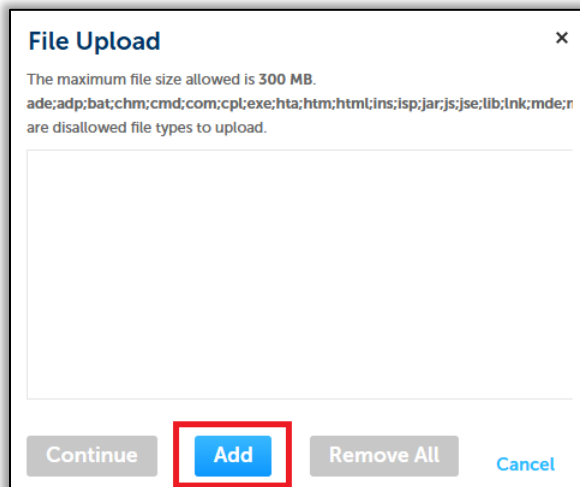
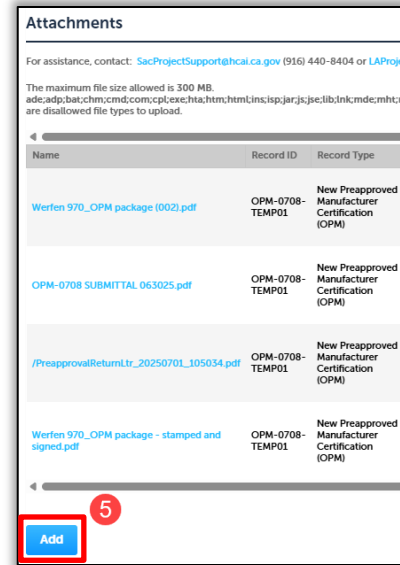
6.1 Returns

During the initial triage, applications may be returned if additional information and/or corrections are required. Applicants will receive an email notifying them of the reasons for the return. Applicants should upload their responses to the OPM record in eSP by following these steps:

- 1 Log into [eServicesPortal](#).
- 2 Click on the **Preapproval** tab.
- 3 Select the OPM record in your **Records** list.
 - If you do not see the OPM in your **Records** list, your eSP user account may not be associated with the record. Please contact OPM@hcai.ca.gov to associate your user account with the OPM.
- 4 Click the **Record Info** drop-down and select **Attachments**



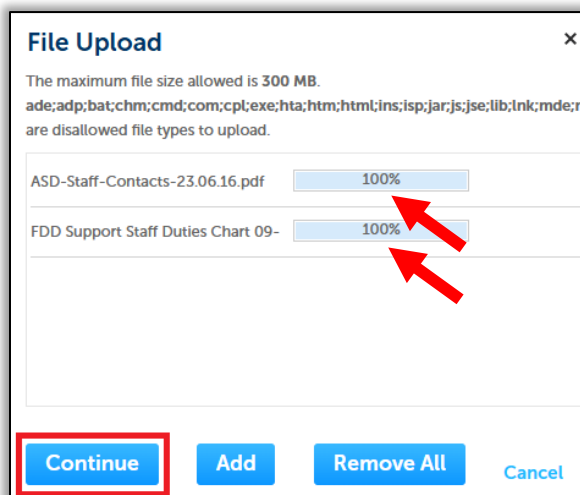
5 On the **Attachments** screen, click **Add**



The File Upload window will appear.

Click the **Add** button to search for and select documents to upload. Select multiple documents in the same folder by holding the 'Ctrl' key.

When you have selected the documents to upload, click **Open** or hit the **Enter** key.



The documents should appear in the File Upload window. Wait until they reach **100%** before proceeding.

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

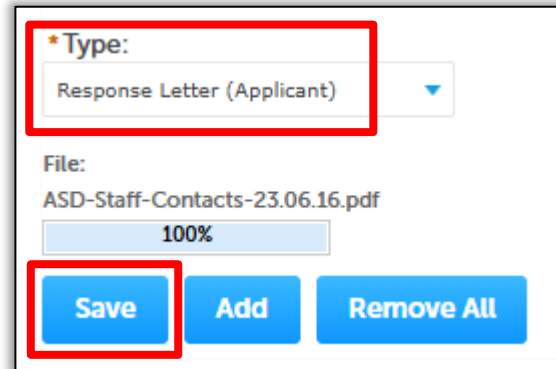
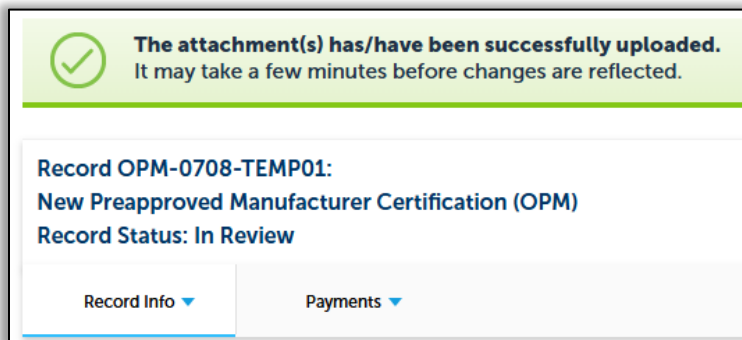
Once finished adding documents, click the **Continue** button.

For each document, you will need to select the document **Type** from the drop-down menu.

Calculations, Drawings, Manufactures Certified Outline Drawings and Test Reports should be categorized as such. All other documents should be **Response Letter (Applicant)**.

Use the **Remove** or **Remove All** buttons to delete any documents uploaded in error.

Click **Save** to upload the documents to eSP.

The documents will be uploaded to eSP and will appear in the Attachments table.

An acknowledgement of the upload will appear at the top of the page, and you will receive a confirmation email.

6.2 Remarks

During the review, applications may be remarked if additional information and/or corrections are required. Applicants will receive an email notifying them that remarks exist. Applicants should first download the HCAI remarks, prepare a response, then upload their response to the OPM record. This can be done in eSP by following these steps:

- 1 Log into [eServicesPortal](#).
- 2 Click on the **Preapproval** tab.
- 3 Select the OPM record in your **Records** list.
 - If you do not see the OPM in your **Records** list, your eSP user account may not be associated with the record. Please contact OPM@hcai.ca.gov to associate your user account with the OPM.
- 4 Click the **Record Info** drop-down and select **Attachments**

Home Projects Enforcement **Preapproval** Small Rural Hosp e TIO

Create an Application Search Applications

Records

If you are trying to Renew an existing Preapproval, click the Update/Renew link under the action column. If no link is visible, your user account is not associated with the record. Contact OSP@oshpd.ca.gov or OPM-0544), first and last name, and email address of your account.

Showing 1-10 of 35 | Download results | No collection

Record Number	Record Type	Product	Product Sub
OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)	ACL TOP 770 & 970	HEMOSTASIS EQUIPMENT ANALYZER

Record OPM-0708-TEMP01:
New Preapproved Manufacturer Certification (OPM)
Record Status: In Review

Record Info Payments

Record Details

Processing Status

Related Records

Attachments Manager

SAFE-T-PROOF
1207 West Isabel Street
Burbank, CA, 91506
United States
Work or Mobile: 800-377-8888
Mobile Phone: 203-676-2813
nmoore@safe-t-proof.com

Licensed Professional:
Kathryn Briggs Katye B
BASE DESIGN
582 Market St., Suite 11
San Francisco, CA, 941
Work or Mobile: 415-46
Structural S5732

It may take a few moments for the documents to load.

Documents in the Attachments table are sorted by upload date, with newer documents appearing at the bottom of the list. The most recent HCAI remarks will be categorized as **Remarks Letter (HCAI)**, and will appear at or near the bottom of the list. Download the HCAI remarks by clicking the document name.

Attachments

For assistance, contact: SacProjectSupport@hcai.ca.gov (916) 440-8404 or LAPProjectSupport@hcai.ca.gov (213) 620-2451

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;html;ins;isp;jar;js;js;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;reg;scr;sct;shb;shs;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Calcs For OPM-xxxx.pdf	OPM-0758-TEMP00	New Preapproved Manufacturer Certification (OPM)	Record	Calculations	2.18 MB	04/30/2025	Actions	New Preapproved Manufacturer Certification (OPM) - OPM-0758-TEMP00
OPM-xxxx (PENDING).pdf	OPM-0758-TEMP00	New Preapproved Manufacturer Certification (OPM)	Record	Drawings	2.58 MB	04/30/2025	Actions	New Preapproved Manufacturer Certification (OPM) - OPM-0758-TEMP00
Action Office II COD.pdf	OPM-0758-TEMP00	New Preapproved Manufacturer Certification (OPM)	Record	Manufacturers Certified Outline Drawings	340.62 KB	04/30/2025	Actions	New Preapproved Manufacturer Certification (OPM) - OPM-0758-TEMP00
Calcs For OPM-0758 Comments.pdf	OPM-0758-TEMP00	New Preapproved Manufacturer Certification (OPM)	Record	Remarks Letter (HCAI)	2.51 MB	06/19/2025	Actions	New Preapproved Manufacturer Certification (OPM) - OPM-0758-TEMP00
/PreapprovalRemarksLtr_20250619_101636.pdf	OPM-0758-TEMP00	New Preapproved Manufacturer Certification (OPM)	Record	Remarks Letter (HCAI)	567.12 KB	06/26/2025	Actions	New Preapproved Manufacturer Certification (OPM) - OPM-0758-TEMP00

Remarks Letter (HCAI)

- 5 After reviewing the HCAI remarks and preparing a response, the applicant should upload their responses to the Attachments table by clicking **Add**.

For assistance, contact: SacProjectSupport@hcai.ca.gov (916) 440-8404 or LAProjectSupport@hcai.ca.gov		
The maximum file size allowed is 300 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;r are disallowed file types to upload.		
Name	Record ID	Record Type
Werfen 970_OPM package (002).pdf	OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)
OPM-0708 SUBMITTAL 063025.pdf	OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)
/PreapprovalReturnLtr_20250701_105034.pdf	OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)
Werfen 970_OPM package - stamped and signed.pdf	OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)
<div> <div>Add</div> <div>5</div> </div>		

File Upload

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r are disallowed file types to upload.

Continue

Add

Remove All
Cancel

The File Upload window will appear.

Click the **Add** button to search for and select documents to upload. Select multiple documents in the same folder by holding the 'Ctrl' key.

When you have selected the documents to upload, click **Open** or hit the **Enter** key.

File Upload

The maximum file size allowed is 300 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;r are disallowed file types to upload.

ASD-Staff-Contacts-23.06.16.pdf	100%
FDD Support Staff Duties Chart 09-	100%

Continue

Add

Remove All

Cancel

The documents should appear in the File Upload window. Wait until they reach **100%** before proceeding.

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

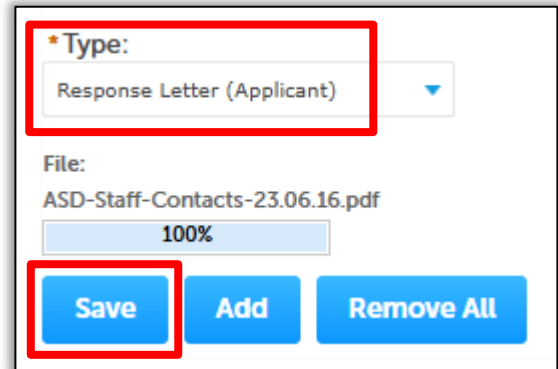
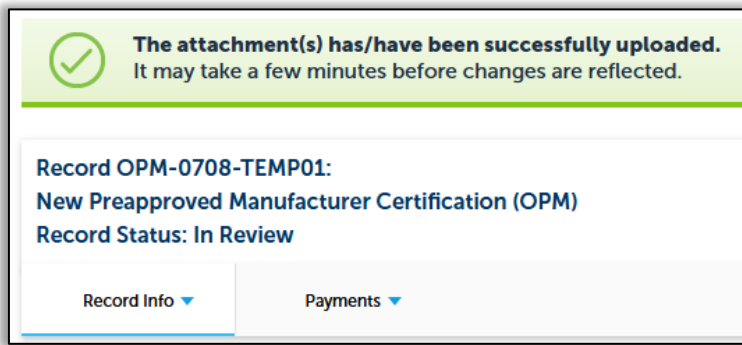
Once finished adding documents, click the **Continue** button.

For each document, you will need to select the document **Type** from the drop-down menu.

Calculations, Drawings, Manufactures Certified Outline Drawings and Test Reports should be categorized as such. All other documents should be **Response Letter (Applicant)**.

Use the **Remove** or **Remove All** buttons to delete any documents uploaded in error.

Click **Save** to upload the documents to eSP.

The documents will be uploaded to eSP and will appear in the Attachment table.

An acknowledgement of the upload will appear at the top of the page, and you will receive a confirmation email.

7 Fees and Payment

- An initial filing fee of \$250.00 is due at the time of submittal. If you experience issues applying a credit card payment during submittal, contact OSHPDaccounting@hcai.ca.gov or call 916-440-8331.
- Additional review fees will be assessed based on the hours spent to complete the review. The Applicant is the default billing contact and will receive any invoices related to the OPM. If you would like to designate someone else as the billing contact, email HCAI at OPM@hcai.ca.gov.
- Invoices may be paid by check via standard mail or by credit card via the eServices Portal (eSP).
 - ✓ To pay by check via standard mail:
 - **Please follow the instructions on the invoice and include a copy of the invoice with your check.** This will ensure that the payment arrives at the appropriate department and is applied to the correct project.
 - ✓ To pay by credit card via eSP:
 - Log into [eServicesPortal](#).
 - Click on the **Preapproval** tab
 - Search for the OPM in your **Records** list and click the **Pay Fees Due** link, as shown below.
 - Enter your Payment and Billing details and click **Submit Payment**.
 - For more information see [eSP User Guide 8 – Paying Invoices](#).
 - If you experience issues applying a credit card payment, contact OSHPDaccounting@hcai.ca.gov or call 916-440-8331.

Home

Projects

Enforcement

Preapproval

Create an Application

Search Applications

Records

Viewing 1-1 of 1 | [Download results](#) | [Add to collection](#)

Record Number	Record Type	Product Name	Product Type	Product Model(s)	Status	Action
OPM-xxxx	Preapproval of Manufacturer Certification (OPM)	SEISMIC BRACING CONNECTORS	Bracing	X-1000	Pending Payment	Pay Fees Due

<

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8 Uploading Documents

Once the application has been submitted, eSP users who are associated with the project can upload additional documents at any time.



Once uploaded, you will not be able to delete documents. To delete an uploaded document, contact HCAI at OPM@hcai.ca.gov.

- 1 Log into [eServicesPortal](#).
- 2 Click on the **Preapproval** tab.
- 3 Select the OPM record in your **Records** list.
 - If you do not see the OPM in your **Records** list, your eSP user account may not be associated with the record. Please contact OPM@hcai.ca.gov to associate your user account with the OPM.
- 4 Click the **Record Info** drop-down and select **Attachments**.

The screenshot displays the eSP Preapproval interface. The top navigation bar includes links for Home, Projects, Enforcement, **Preapproval** (highlighted with a red box and number 2), Small Rural Hosp, and e TIO. Below the navigation bar, there are buttons for 'Create an Application' and 'Search Applications'. The main section is titled 'Records' and contains a table of records. The first record in the table is 'OPM-0708-TEMP01' (highlighted with a red box and number 3), which is a 'New Preapproved Manufacturer Certification (OPM)' for 'ACL TOP 770 & 970' and 'HEMOSTASIS EQUIPMENT ANALYZER'. To the right of the table, a dropdown menu for 'Record Info' (highlighted with a red box and number 4) is open, showing options for 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. The 'Attachments' option is selected, and the right sidebar displays the 'Licensed Professional' information for Kathryn Briggs.

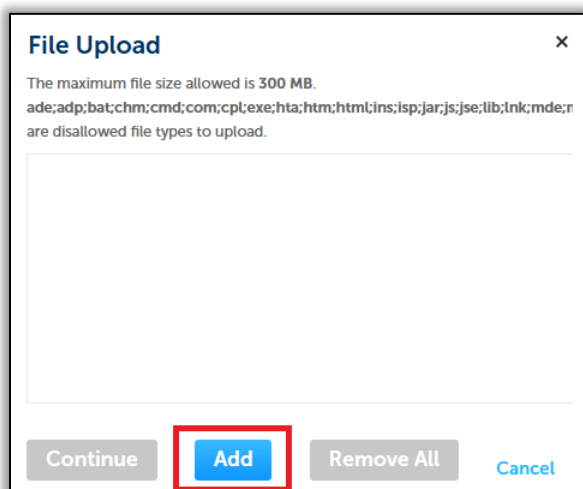
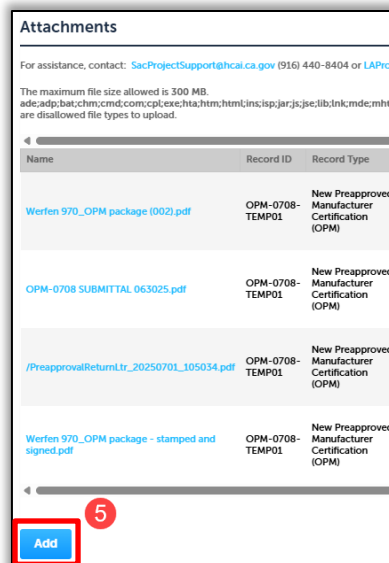
Record Number	Record Type	Product	Product Sub
OPM-0708-TEMP01	New Preapproved Manufacturer Certification (OPM)	ACL TOP 770 & 970	HEMOSTASIS EQUIPMENT ANALYZER

Record OPM-0708-TEMP01:
New Preapproved Manufacturer Certification (OPM)
Record Status: In Review

Record Info (dropdown menu):
 Record Details
 Processing Status
 Related Records
 Attachments (selected)

Licensed Professional:
 Kathryn Briggs Katy@B
 BASE DESIGN
 582 Market St., Suite 11
 San Francisco, CA, 941
 Work or Mobile 415-46
 Structural S5732

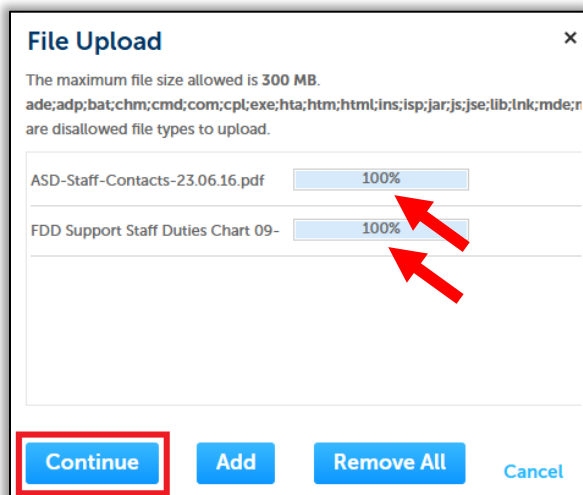
5 On the **Attachments** screen, click **Add**.



The File Upload window will appear.

Click the **Add** button to search for and select documents to upload. Select multiple documents in the same folder by holding the 'Ctrl' key.

When you have selected the documents to upload, click **Open** or hit the **Enter** key.



The documents should appear in the File Upload window. Wait until they reach **100%** before proceeding.

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

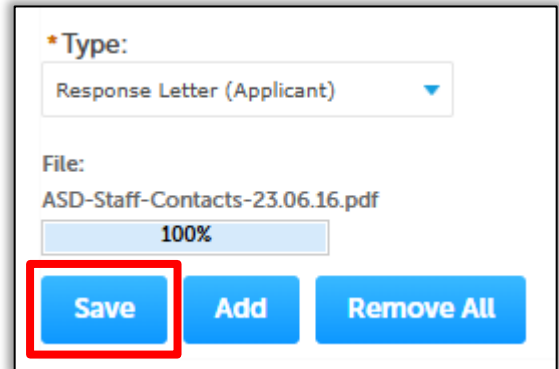
Once finished adding documents, click the **Continue** button.


For each document, you will need to select the document **Type** from the drop-down menu.

Calculations, Drawings, Manufactures Certified Outline Drawings and Test Reports should be categorized as such. All other documents should be **Other**.

Use the **Remove** or **Remove All** buttons to delete any documents uploaded in error.

Click **Save** to upload the documents to eSP.




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

Record OPM-0708-TEMP01:
New Preapproved Manufacturer Certification (OPM)
Record Status: In Review

Record Info ▼
Payments ▼

The documents will be uploaded to eSP and will appear in the Attachment table.

An acknowledgement of the upload will appear at the top of the page, and you will receive a confirmation email.