



HCAI e-Services Portal

Public User Guide

Version Number: 1.0

17B. Application for Preapproval of Special Seismic Certification (OSP)



Contents

1	Introduction	1
2	eServices Portal (eSP) Guide	2
2.1	Page Flow.....	2
2.2	Rules and Tips.....	3
3	Logging into eServices Portal (eSP).....	3
4	NEW Application for OSP	4
4.1	Product Information	5
4.2	Contact Information	7
4.3	Certification Method	10
4.4	Supporting Attachments	11
4.5	Review	13
4.6	Pay Fees.....	14
4.7	Record Issuance.....	15
5	RENEWING an Existing OSP	16
6	Responding to HCAI Comments.....	17
6.1	Returns	17
6.2	Remarks.....	19
7	Fees and Payment.....	23
8	Uploading Documents.....	24

1 Introduction

HCAI’s **Special Seismic Certification Preapproval (OSP)** is a voluntary program for review and approval of Special Seismic Certifications to be used in health facilities construction in California. The OSP program is limited to components that require special seismic certification in accordance with 2022 CBC Section 1705A.14.3 **OR** components that require special seismic certification in accordance with the ASCE 7-16 Section 13.2.2. Special Seismic Certification is a “Certificate of Compliance” provided by manufacturers to assure that equipment will maintain structural integrity and functionality after a Design Earthquake (DE).

See [PIN 55: OSHPD Special Seismic Certification Preapproval \(OSP\)](#) 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 OSP program, contact OSP@hcai.ca.gov.

2.1 Page Flow

The steps to create an application for OSP 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	Enter the Product Information and Seismic Parameters.
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 OSP application is submitted to HCAI and eSP issues a record ID number.

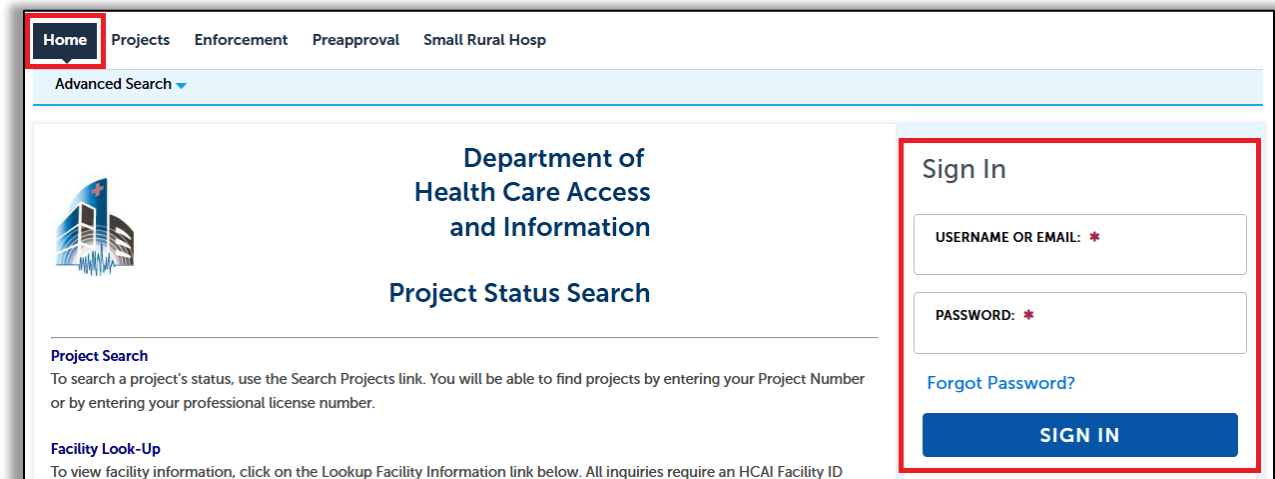
2.2 Rules and Tips

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.

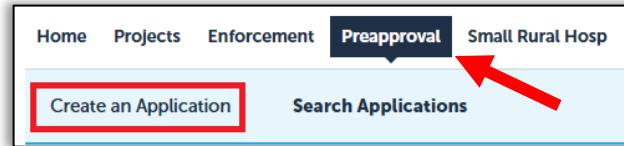
3 Logging into eServices Portal (eSP)

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



4 NEW Application for OSP

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



Accept HCAI Privacy Policy

Click on the link to review the [HCAI 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.

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 Record Type

Select the desired Preapproval Program Application type;

New Special Seismic Certification Preapproval (OSP)

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

4.1 Product Information

A red asterisk * indicates a required field.

Product

Provide the following;

- Product Name
- Product Model Number(s)
- Product Category
- Product Sub-Category
- General Description
- Mounting Description
- **Yes or No:** “Were seismic enhancement made to test units or modifications required to address test anomalies?”

Seismic Parameters

Based on the **CBC Code Year** (2022 or 2025), provide the following Seismic Parameters:

For 2022:

- Fp/Wp (Design basis of component)
- SDS (Design spectral response acceleration at short period, g)
- ap (Amplification factor)
- Rp (Response modification factor)
- Omega (Overstrength factor)
- Ip (Importance factor)
- z/h (Height ratio factor)
- Hz (Natural frequencies)
- Overall dimensions and weight (or range thereof)

SEISMIC PARAMETERS	
* CBC Code Year:	2022
* Fp/Wp (Design basis of component):	<input type="text"/>
* SDS (Design spectral response acceleration at short period, g):	1
* ap (Amplification factor):	<input type="text"/>
* Rp (Response modification factor):	<input type="text"/>
* Omega (Overstrength factor):	1.5
* Ip (Importance factor):	1.5
* z/h (Height ratio factor):	0 and 1
* Hz (Natural frequencies):	Other
* If Other, Please Specify:	<input type="text"/>
* Overall dimensions and weight (or range thereof):	Other
* If Other, Please Specify:	<input type="text"/>

For 2025:

- Fp/Wp (Certified Response Spectral Accelerations)
 - AFLEX-H, g
 - AFLEX-V, g
 - ARIG-H, g
 - ARIG-V, g
- SDS (Design spectral response acceleration at short period, g)
- Hf (Force Amplification height factor)
- Ru (Response modification factor)
- Ip (Importance factor)
- z/h (Height ratio factor)

SEISMIC PARAMETERS	
* CBC Code Year:	2025
Certified Response Spectral Accelerations (Fp/Wp)	
* AFLEX-H, g:	3.20
* AFLEX-V, g :	2.15
* ARIG-H, g :	1.67
* ARIG-V, g :	0.67
* SDS (Design spectral response acceleration at short period, g):	1
* Hf (Force amplification height factor) :	3.5
* Ru (Structure ductility reduction factor) :	1.3
* Ip (Importance factor):	1.5
* z/h (Height ratio factor):	0 and 1

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

4.2 Contact Information

Manufacturer (Required)

The manufacturer produces active and energized components 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 OSP. If you would like to designate someone else as the billing contact, email HCAI at OSP@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.

Licensed Structural Engineer (Required)

The Licensed Structural Engineer is the licensed professional of record for the OSP.

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.

Licensed Structural Engineer

Enter contact information for the California Licensed Structural Engineer for
If license search returns no records, contact OSP@oshpd.ca.gov to have the

Select from Account
Look Up 1



Look Up License

License Type: --Select-- State License Number: s1234

First: Middle: Last:

Name of Business:

Business License #:

Look Up License

Revise Search
Search results:
Showing 1-10 of 22

License Number	License Type	Licensed Professional Name	Business
<input type="checkbox"/> S1182	Structural	Donald R Strand	
<input type="checkbox"/> S1193	Structural	Manuel Morden	
<input type="checkbox"/> S1203	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.

Licensed Structural Engineer

Enter contact information for the California Licensed Structural Engineer for
If license search returns no records, contact OSP@oshpd.ca.gov to have the

2

Select from Account **Look Up**

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

Testing Laboratory (Required)

To search for a Testing Laboratory in our database click **Look Up**.

Under **License Type** select Testing Laboratory and click **Look Up** to search.

Locate the correct Testing Lab and check the box next to the license number, then click **Continue**.

Testing Laboratory

Use the "Look Up" button to search for a Testing Laboratory in our database.
"Look Up". To add multiple Testing Laboratories, select multiple line items wh

If a lookup returns no results, contact OSP@oshpd.ca.gov to have the Test

Look Up

Look Up License

License Type: Testing Laboratory State License Number:

First: Middle: Last:

Name of Business:

Look Up License

Search results:
Showing 1-10 of 42

License Number	License Type	Licensed Professional Name	Business Name
<input type="checkbox"/> TL-ANCO	Testing Laboratory		ANCO ENGINEERS, INC.
<input type="checkbox"/> TL-AREVA-FRAMTOME	Testing Laboratory		FRAMATOME, INC.
<input type="checkbox"/> TL-AREVA-LYNCHBURG	Testing Laboratory		AREVA TECHNICAL CEN
<input type="checkbox"/> TL-ATS	Testing Laboratory		APPLIED TECHNICAL SE
<input type="checkbox"/> TL-CERL	Testing Laboratory		U.S. ARMY ENGINEER RE
<input type="checkbox"/> TL-CLARK	Testing Laboratory		CLARK TESTING LABOR
<input type="checkbox"/> TL-CPRI	Testing Laboratory		CENTRAL POWER RESEA
<input type="checkbox"/> TL-CTTL	Testing Laboratory		EARTHQUAKE ENGINEER
<input type="checkbox"/> TL-DATASYST	Testing Laboratory		DATASYST ENGINEERING

< Prev 1 2 3 4 5 Next >

Continue Discard Changes

Additional Testing Labs may be added by clicking **Look Up** again and repeating these steps. All selected lab(s) will appear in the table.



If you do not see the desired Testing Laboratory in the **Look Up License** database, please contact HCAI at OSP@hcai.ca.gov to add the Testing Laboratory to our database.

Testing Laboratory Contact (Required)

To enter a Testing Laboratory Contact click **Add New**.

Complete the required fields and click **Continue** to save.

Additional testing lab contacts may be added by clicking **Add New** again and repeating these steps. All contact(s) will appear in the table.

Once contacts have been added, you can edit or remove them by clicking on the **Edit** or **Delete** links in the Action column.

4.3 Certification Method

Certification Method

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

See [PIN 55: OSHPD Special Seismic Certification Preapproval \(OSP\)](#) for more information.

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

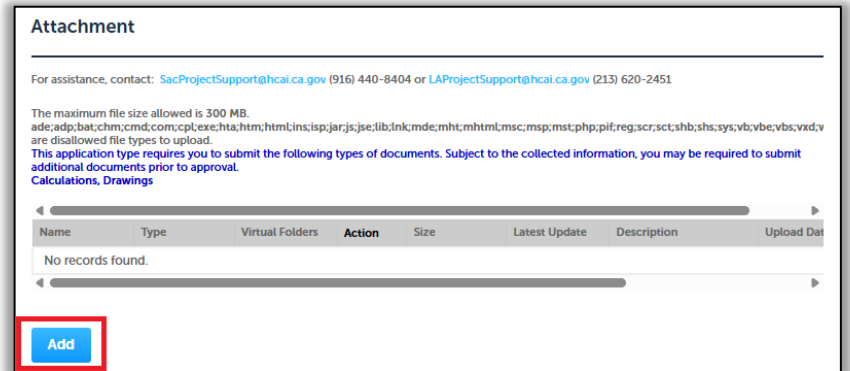
4.4 Supporting Attachments

Attachments

The following documents are **required**:

- Certified Components Table
- Sub-Components Table
or 4-Point Letter
- Equipment Sheets (UUT Sheets)
- Testing Report(s)

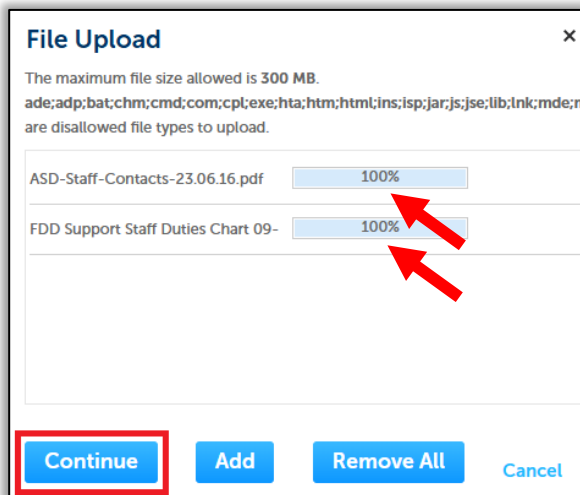
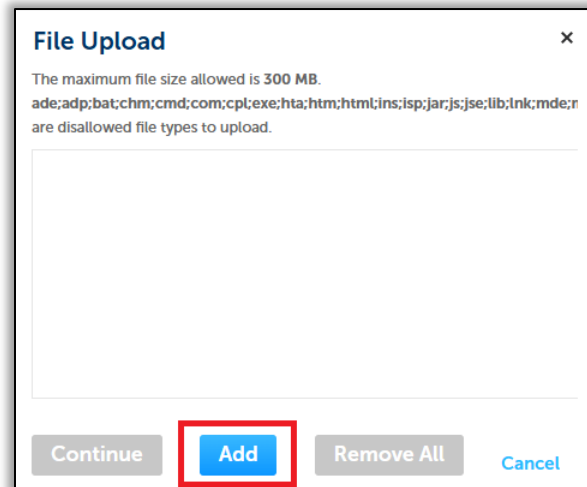
Start by clicking the **Add** button.



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 are uploaded **100%** before proceeding.

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

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

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

[Continue Application >](#)

[Save and resume later](#)

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

Record Type

New Special Seismic Certification Preapproval (OSP)

Product

PRODUCT		Edit
Product Name:	Any Product	
Product Model Number(s):	123456	
Product Category:	Elevator Equipment	
Product Sub-Category:	Elevator Control Panels	
General Description:		
Mounting Description:	Suspended Rigid	
If Other, Please Specify:		
Were seismic enhancements made to test units or modifications required to address test anomalies?:	Yes	

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 OSP.



The initial filing fee is \$250.00. Additional review fees will be assessed based on the hours spent to complete the review. See [PIN 55: OSHPD Special Seismic Certification Preapproval \(OSP\)](#) 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.

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

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.

Checkout

Order Section

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

Payment

PAYMENT CARD

Card Number *

Change Card

Expiration Date(MMYY) *

CVV2 *

Billing Address

Company

First Name *

Last name *

Address1 *

Address2

City *

State/Province *

Postal Code *

Country *

Email Address *

Phone

I agree to the [Terms and Conditions](#) of the charges applied

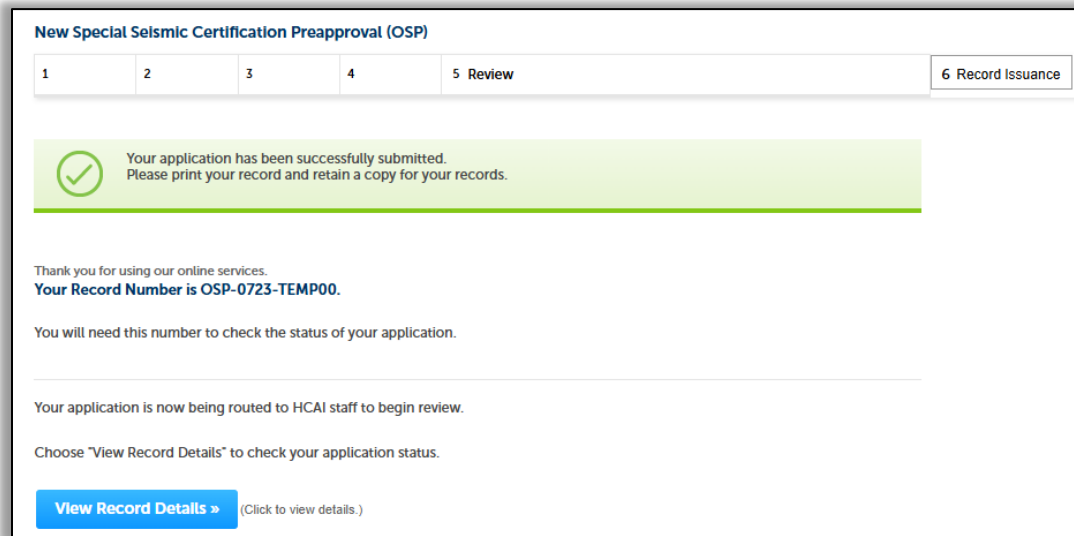
Submit Payment

4.7 Record Issuance

On the final screen a confirmation message and a temporary record number (OSP-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 (OSP-XXXX) will be issued.

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



New Special Seismic Certification Preapproval (OSP)

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 OSP-0723-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 OSP

DO NOT CREATE A NEW APPLICATION.

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

Requesting a Renewal

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

The screenshot shows the eServicesPortal interface. At the top, there are navigation tabs: Home, Projects, Enforcement, **Preapproval** (highlighted with a red box and a '2' in a red circle), and Small Rural Hosp. Below the tabs, there are two buttons: 'Create an Application' and 'Search Applications' (highlighted with a red box and a '2' in a red circle). The main content area is titled 'Records'. Below the title, there is a message: '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.' Below this, there is a red note: 'Renewal: To Renew an existing Preapproval, locate the Preapproval record in the list below and select the Renew link under the Action column.' Below that, there are 'General Instructions' and contact information for OSP, OPM, and OPAA records. Below the instructions, there is a note: 'When emailing, please provide the record number (Ex: OPM-0544), first and last name, and email address of your eCA user account.' Below the note, there is a table with columns: Record Number, Record Type, Product, Product Sub-Category, Product Model(s), Status, and Action. The table shows one record: OSP-0634, New Special Seismic Certification Preapproval (OSP), Fan Filter Unit, Air Conditioning Units - Air Conditioning Units - Inline Fan and Terminal, MAC 10 IQ & LEDC, Active. The 'Action' column for this record has a 'Renew' button (highlighted with a red box and a '4' in a red circle). A red arrow points from the '3' in a red circle to the 'OSP-0634' record number.

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

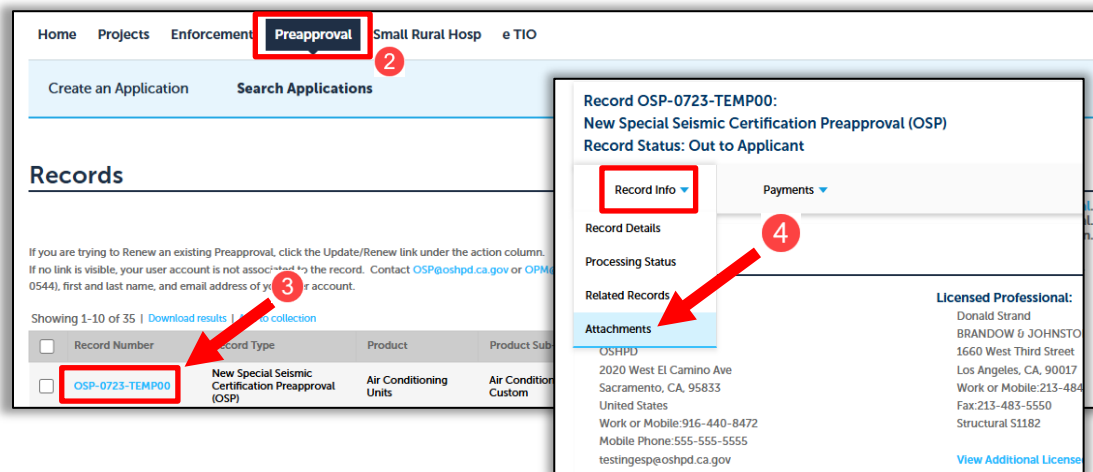
6 Responding to HCAI Comments

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

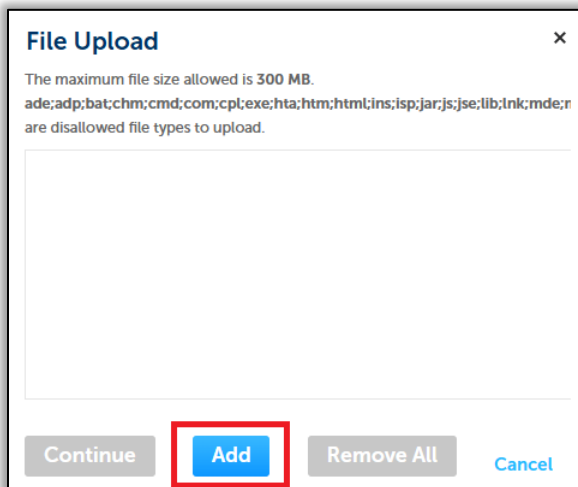
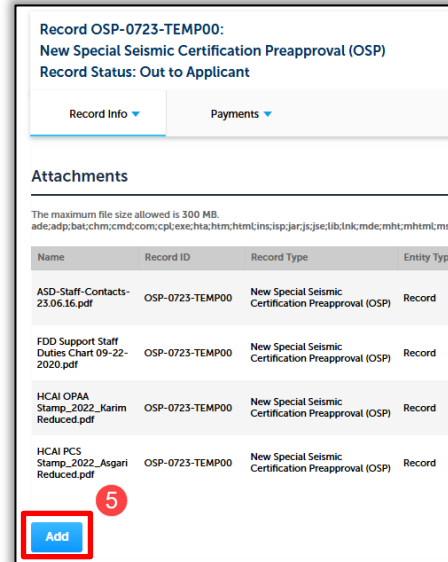
6.1 Returns

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 OSP record in eSP by following these steps:

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



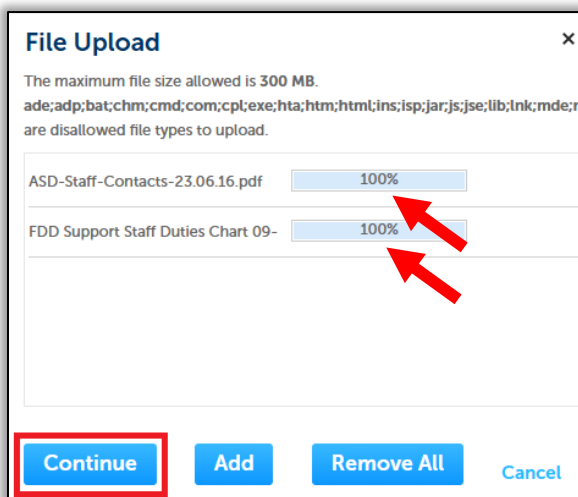
5 On the **Attachments** screen, click **Add**



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.

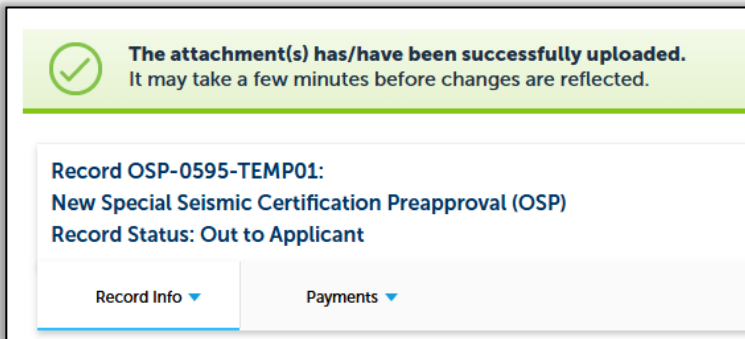
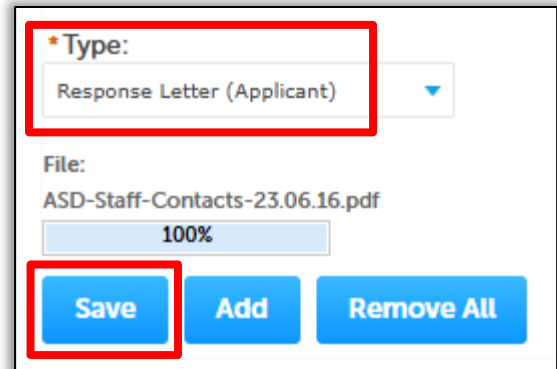
Once finished adding documents, click the **Continue** button.

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

Certified Component Tables, Sub-Component Tables, Equipment Sheets, Test Reports, and Catalog/Cut Sheets 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 OSP record. This can be done in eSP by following these steps:

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

The screenshot shows the HCAi application interface. At the top, the 'Preapproval' menu item is highlighted with a red box and a circled '2'. Below it, a 'Records' table lists several records. The record 'OSP-0723-TEMP00' is highlighted with a red box and a circled '3'. A red arrow points from this record to a detailed view on the right. In this view, the 'Record Info' dropdown is highlighted with a red box and a circled '4'. Below it, the 'Attachments' section is visible, showing a list of documents.

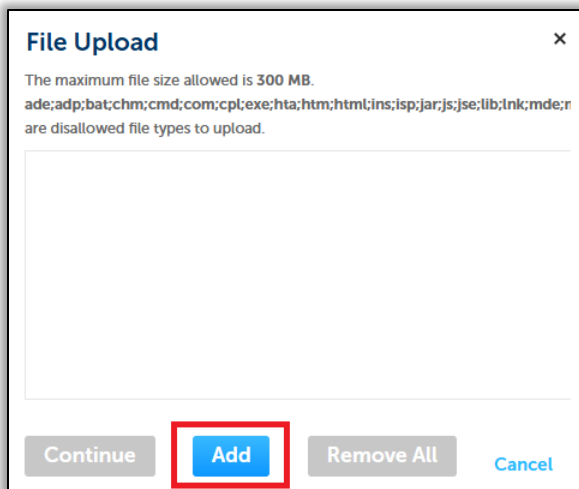
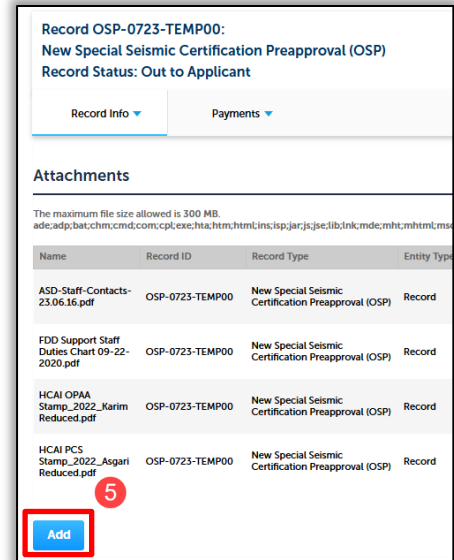
It may take a few moments for the documents to load.

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.

The screenshot shows the 'Attachments' table for record 'Record OSP-0595-TEMP01'. The table has columns for Record Number, Record Type, Product, Product Sub, Attachment Name, File Size, Date, and Actions. Two rows are highlighted with red boxes and red arrows pointing to a 'Remarks Letter (HCAI)' label. The first row is 'UUT_HCAI Comments.pdf' (1.53 MB, 07/07/2025). The second row is '/PreapprovalRemarksLtr_20250707_141403.pdf' (484.09 KB, 07/07/2025).

Record Number	Record Type	Product	Product Sub	Attachment Name	File Size	Date	Actions
OSP-0595-TEMP01	New Special Seismic Certification Preapproval (OSP)	Air Conditioning Units	Air Conditioning Custom	UUT_HCAI Comments.pdf	1.53 MB	07/07/2025	Actions
OSP-0595-TEMP01	New Special Seismic Certification Preapproval (OSP)	Air Conditioning Units	Air Conditioning Custom	/PreapprovalRemarksLtr_20250707_141403.pdf	484.09 KB	07/07/2025	Actions

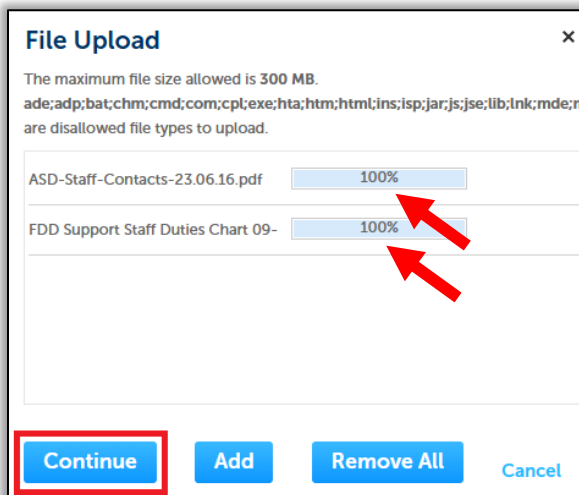
- 5 After reviewing the HCAI remarks and preparing a response, the applicant should upload their responses to the Attachments table by clicking **Add**.



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.

Certified Component Tables, Sub-Component Tables, Equipment Sheets, Test Reports, and Catalog/Cut Sheets 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.

A screenshot of a document upload form. At the top, there is a red-bordered box containing a dropdown menu labeled '* Type:' with 'Response Letter (Applicant)' selected. Below this, the file name 'ASD-Staff-Contacts-23.06.16.pdf' is displayed, followed by a progress bar showing '100%'. At the bottom, there are three blue buttons: 'Save', 'Add', and 'Remove All'. The 'Save' button is highlighted with a red border.

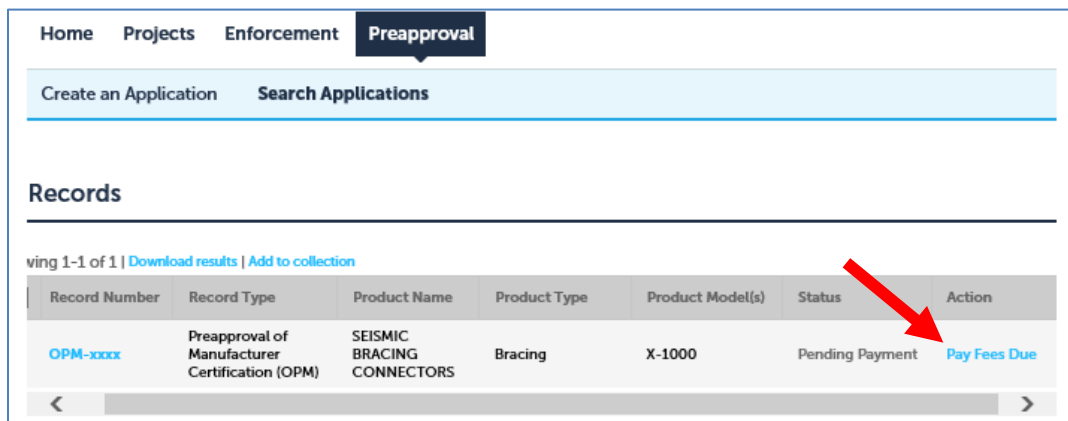
A confirmation message box with a green background and a checkmark icon. The text reads: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." Below the message, there is a record summary for "Record OSP-0595-TEMP01: New Special Seismic Certification Preapproval (OSP) Record Status: Out to Applicant". At the bottom, there are two tabs: "Record Info" and "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.

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 OSP. If you would like to designate someone else as the billing contact, email HCAI at OSP@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 OSP 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.



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 OSP@hcai.ca.gov.

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

The screenshot shows the eServicesPortal interface. At the top, the 'Preapproval' tab is selected. Below the navigation bar, there are links for 'Create an Application' and 'Search Applications'. The 'Records' section displays a table with columns for Record Number, Record Type, Product, and Product Sub. The record 'OSP-0723-TEMP00' is highlighted. A red box around the 'Record Info' dropdown menu in the details view shows the 'Attachments' option selected.

Record Number	Record Type	Product	Product Sub
OSP-0723-TEMP00	New Special Seismic Certification Preapproval (OSP)	Air Conditioning Units	Air Condition Custom

Record OSP-0723-TEMP00:
New Special Seismic Certification Preapproval (OSP)
Record Status: Out to Applicant

Record Info | Payments

Record Details

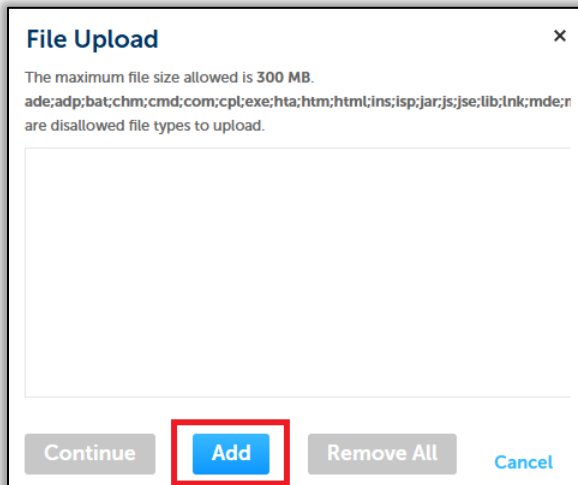
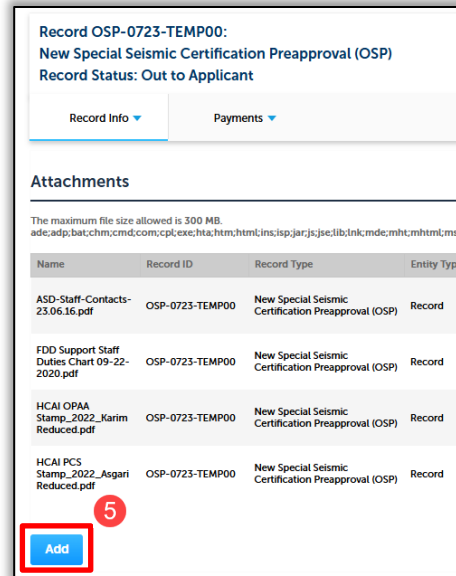
Processing Status

Related Records

Attachments

Licensed Professional:
 Donald Strand
 BRANDOW & JOHNSTON
 1660 West Third Street
 Los Angeles, CA, 90017
 Work or Mobile: 213-484-1111
 Fax: 213-483-5550
 Structural S1182
[View Additional License](#)

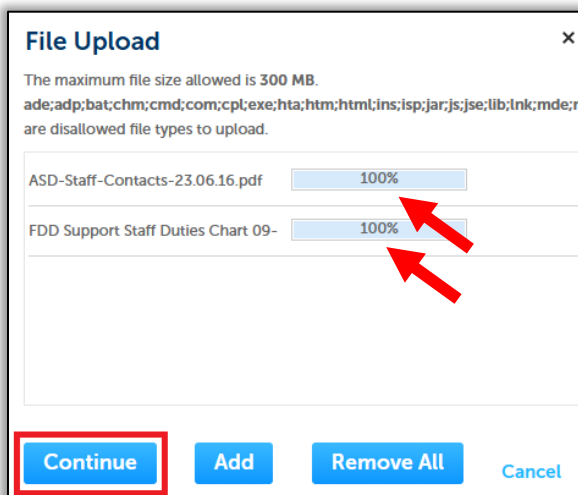
5 On the **Attachments** screen, click **Add**.



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.

Certified Component Tables, Sub-Component Tables, Equipment Sheets, Test Reports, and Catalog/Cut Sheets should be categorized as such. All other documents should be one of the **Reference** document types.

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

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

*Type:
Response Letter (Applicant) ▼

File:
ASD-Staff-Contacts-23.06.16.pdf
100%

Save Add Remove All

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

Record OSP-0595-TEMP01:
New Special Seismic Certification Preapproval (OSP)
Record Status: Out to Applicant

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.