

e-Services Portal User Guide

APPLICATION FOR SEISMIC COMPLIANCE PLAN

VERSION 1.0

Section 21

> Office of Statewide Hospital Planning and Development March 2025



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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 Seismic Compliance Plan 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 <u>2. Account Registration</u>.
- In order to submit the application, you will need the Facility Authorization (PIN) number. For further information refer to user guide <u>3. Facility Authorization</u>.
- After the application is submitted to HCAI, your eSP user account must be associated to the application in order to interact with it. To learn more, refer to user guide <u>4. Account Management, Association and Delegation</u>.

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

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

For questions regarding Seismic Compliance Plan applications, contact <u>SeismicComplianceUnit@hcai.ca.gov</u>.

2 Application Overview

2.1 Page Flow

The steps to create and submit an application for Seismic Compliance Plan are detailed in this section. The table below lists the page flow steps.

Table 1: eSP Pageflow

Step No.	Step Title	Description				
Seismic Con	Seismic Compliance Plan					
1	Record Type	Enforcement \rightarrow Create an Application \rightarrow Compliance Enforcement Applications \rightarrow Compliance Plan				
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	(Required) Enter the project Applicant and at least one Additional Contact. The applicant is the primary contact. Communication will be sent to all contact(s).				
4	Professional	(Optional) Look up and select Licensed Professional(s) from the eSP database. Communication will be sent to all License Professional(s).				
5	Property Management Information	Enter information about the facility Property Owner and the Managing Organization/Licensee.				





6	Compliance Method and Milestones	Enter a Compliance Method and Building Milestones for each hospital building. A Compliance Method is required for each building, and at least one Milestone is required per building (with a maximum of 10).
7	Supporting Documents	(Optional) Attach the supporting documents.
8	Facility Authorization	Enter a valid Facility PIN code.
9	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 and Tips

Below are some basic rules for using the eServices Portal:

- ✓ When creating an application, follow the page flow to avoid errors or missed data.
- ✓ 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.
- If you must exit the application for any reason, click Save and resume later to save your application.
 A temporary project number will be created, and an email with the project number and creation date will be sent to the email address associated with your eSP User Account.
- ✓ Once a temporary project number is created, you will have 30 days to submit the application or it will be automatically deleted. Once deleted, temporary projects cannot be restored.
- ✓ To resume an application, select the Enforcement tab and find the project in your Records list. Click the temporary project number and 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.
- If any required data is missing from a page, an error message will be displayed at the top of the page when you click the **Continue Application** button. You must correct any errors before continuing to the next page.

3 Creating an Application for Seismic Compliance Plan

3.1 Creating an Application

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

Navigate to the **Enforcement** tab and begin by clicking **Create an Application**.







Accept HCAI Privacy Policy

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

Online Application

Welcome to the OSHPD eServices Portal Client Access online project tracking system. Using eCA you can submit project applications, pay fees, and track the status of your projects - 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 OSHPD Privacy Policy below before beginning your application.

OSHPD Privacy Policy

I have read and accepted the above terms

Continue Application »

http://www.oshpd.ca.gov/General_Info/Privacy.html

Delegation

If you have been delegated permissions, you can select who to create the application as. 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 record.

Select Continue Application to display the next page.

Create this app O Myself	lication as
Another person	*Select 🔻
Continue A	pplication »

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.

Select a License				
Select a license for this record from the list below. Th with your account.				
*Licenses:				
Select				
Continue Application »				







Select a Record Type

Under the **Compliance Enforcement Applications**, select **Compliance Plan**.

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

Facility Enter the HCAI Facility ID for this P facility from the returned list. Both	anaroaco e regaren inco.
Enter the HCAI Facility ID for this P facility from the returned list. Both	
information from our database. Ple facility information is incorrect * Facility ID	roject (or select 'Auto-fill' if available) and then click on the Search button. Select the correct the Address and Owner sections will be automatically completed with the current are verify that this information is correct. Contact HCAI at eserve/hcal.ca.gov if the current of add a new facility. Facility Name
	4
Type of Facility:	
Select 🔻	
County Code:	
Select	
Facility State:	
Select	

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

3.3 Add Contacts & Licensed Professionals

Contacts

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

Primary Project Contact (Required)

The Primary Project Contact is also known as the Applicant.





Additional Contacts (Required)

At least one Additional Contact is required, but several additional contacts may be added.

Additional Contacts					
At least one additional Contact is required, but several can be added. These contacts are supplemental to the Primary conta correspondence regarding this project.					
Select from Account	Look Up				

Title

Project Manage

State: *Zip:

CA 🔻

E-mail:

90000

Jane.Doe@PMInc.com

Contact Information

Middle: *Last Name:

Mobile Phone:

987-654-3210

Discard Chang

Clear

Step 2: Contacts and Professionals > Contact

Doe

* City:

Los Angeles

Fax

First Name:

Name of Business: Project Management, In * Address Line 1:

123 Main Street

Work Phone:

123-456-7890

Jane

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.

	contact and click continue to save.				Applicant
					The applicant is the primary contact for this application.
Se	Select Contact from Account				Select from Account Add New
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			In select which to use in the next step.		Other Contact(s)
	Category	Туре	Name		
۲	Associated Contact	Individual	Robert D Fisher		
0	Associated Own	er	00000 - NO FACILITY - SYSTEM USE ONLY		Select from Account Add New Showing 0-0 of 0
С	ontinue Disc	card Changes			Name Business Name Contact Type Work Phone E-mail Action
				_	No records found.



* indicates a required field.





For each contact added to the Additional Contacts table you must select a **Contact Type**, such as Administrator, Authorized Agent, Billing, or 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.

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 completing only one or two fields. Click "Look Up" again and the Licensed Professional will be added. If the search professional is not currently in our database. Contact HCAI at (916) 440-8400 or email eserv@hcai.ca.gov to add a Licensed Professional's name, address, and other information will be automatically populated with the current infor erfly that the information is correct by clicking the Edit link and reviewing the Licensed Professional Information corrected. Add additional Licensed Professionals for this project by clicking "Look Up" and repeat these steps until all Licensed even added to the application. When the list is complete, click "Continue Application".	results, limit the search criteria by returns no results, the Licensed new Licensed Professional. rmation from our database. Please contact HCAI at the phone number I Professionals for this project have	
Select from Account Look Up	Look Up Licer License Type: Select-	ISE State License Number: Enter a valid State License
	Select Architect Electrical Engineering Geologist Geotechnical Mechanical	1 e: Last Name:





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 <u>eserv@hcai.ca.gov</u> to add a new Licensed Professional to our database.

-Select	State Lice s1234	ense Number:		
	First:	Middle:	Last:	
Name of Business:				

Look Up License							
Revise Search Search results: Showing 1-10 of 22							
License Number	License Type	Licensed Professional Name Busines					
S1182	Structural	Donald R Strand					
S1191	Structural	Manuel Morden					
S1193	Structural	Earl E Mason					
S12345	Structural	Robert Fisher					
51284	Structural	Joseph L Kurily					
S1335	Structural	William R Dawson					
S1395	Structural	Frank Bole					
S1399	Structural	Gerald d Lehmer					
51439	Structural	Richard B Gould					
S1487	Structural	Joseph P Mako					
		< Prov 1 2 3 Next >					
Continue Discard	Changes						

When searching by Last Name or License Type, locate the correct 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 <u>eserv@hcai.ca.gov</u> to update the Licensed Professional's information in our database.

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

Select from Acco	ount Look U	p			Yes No Delegate/Alternate:	NE
Showing 1-2 of 2		soracy.			Alternate	
License Number	License Type	Contact Name	Business Name	Action		
C31183	Architect	Hunvey Chen	НОК	Edit Delete	Responsibility:	
S3566	Structural	Joseph L La Brie	MAKE IT RIGHT, INC.	Edit Delete		



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.

Responsible Primary (e) Yes) No	CA):
Delegate/Alternate:	
Delegate	-
Responsibility:	
Anchorage and Bracing	×
Save and Close	Discard Changes

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

3.4 Property Management Information

In this section you will submit information regarding the **Facility Property Owner** and the **Managing Organization/Licensee** (also known as the Operator). For some facilities the owner and operator will be the same, for others they will be separate organizations. If the owner/operator are separate organizations, you will be asked to designate which one is financially responsible for the seismic compliance infrastructure improvements.

Responsible Parties			
Please refer to eSP User Guide 21. Application for Seismic C	compliance Plan Review here for	detailed descriptions	of the Responsible Parties designations.
Facility Property Owner Name: * 1			
Facility Property Owner Type: * 2	Select		•
Is the Facility Property Owner also the managing 3 organization/licensee?: *	○ Yes ○ No		
Who is financially obligated for infrastructure	Select	•	

Facility Property Owner Name

Type the name of the Facility Property Owner.

2 Facility Property Owner Type

Select the option that best describes the facility property owner from the drop-down list.

3 Is the Facility Property Owner also the managing organization/licensee?

If Yes, proceed to 4





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

3.5 Compliance Method and Building Milestones

Compliance Method

The compliance method table displays a list of general acute care (GAC) buildings located at the facility, and their current SPC/NPC ratings. Here the user will detail the desired method of compliance for each building.

Showi	ing 1-	4 of 4								
		Building No.	Building Name	Current SPC Rating	Current NPC Rating	Compliance Type	Narrative	Seismic Compliance Related Project Numbers	HCAI Note	
	Â	BLD- 00090	Main Hospital Building & Additions	2	2					Actions •
	⚠	BLD- 00094	Boiler Building	2	2					Actions •
	⚠	BLD- 02933	Bulk Oxygen Yard	-1	4					Actions •
	⚠	BLD- 00100	ICU Addition	4	2					Actions •
Edit	Seleo	cted								

If there are any discrepancies in the building name, number, or SPC/NPC ratings, please contact <u>SeismicComplianceUnit@hcai.ca.gov</u>.





To edit buildings, check the box(es) next to the desired building and click **Edit Selected**, or click the **Action** drop-down and select **Edit**.

Sh	ing 1·	-4 of 4								
┥		Building No.	Building Name	Current SPC Rating	Current NPC Rating	Compliance Type	Narrative	Seismic Compliance Related Project Numbers	HCAI Note	
	Â	BLD- 00090	Main Hospital Building & Additions	2	2					Actions 🗸 Edit
~	⚠	BLD- 00094	Boiler Building	2	2					Actions 🗸
	Â	BLD- 02933	Bulk Oxygen Yard	-1	4					Actions v
~	Â	BLD- 00100	ICU Addition	4	2					Actions v
Edit	Sele	cted								

A separate window will pop up. The Building Number, Building Name, and Current SPC and NPC ratings will auto-populate.

Required fields:



- 2 Narrative
- Seismic Compliance Related Project Numbers (if known).

BLD-00090	Main Hospital Building & A	2		
Current NPC Rating: 1	*Compliance Type:	2 *	larrative:	
2	Select			
3			/	
eismic Compliance Related	HCAI Note:			
Project Numbers:				
Separate multiple project numbers with a semicolon i.e.				
S240023-23-00;S240045-23- 00:S240234-23-00				
Submit Cancel				

The table below shows a list of the GAC Buildings located at the facility and their current SPC/NPC ratings. Click

Building Name:

the Action drop-down and select Edit to add the compliance type, brief narrative, related OSHPD project number(s) (if applicable), and/or view the OSHPD note. If there are any discrepancies in the buildings listed, please contact

The **HCAI Note** is a read-only text box where HCAI can make comments, as needed.

If editing multiple buildings, continue to scroll down to enter the Compliance Method for each building. Click **Submit** to save your changes to the table.

COMPLIANCE METHOD

Building No.:

cai.ca.go

Building Milestones

The Building Milestones table displays a list of 10 possible milestones for each general acute care (GAC) building located at the facility. At least one milestone is required per building, with a maximum of 10 milestones allowed.



×

Current SPC Rating:



howing 1-	10 of 40		_							
	Building No.	Milestone Type	Description	Critical Milestone	Completion Date	Status	Related Project Numbers	HCAI Note	HCAI Determination	
	BLD- 00090									Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
	BLD- 00090	Additional Milestone								Actions
				< Prev 1	2 3	4 Nex	ct >			
Edit Sele	ted									



Each page displays milestones for a single building, use the page navigation at the bottom of the table to find and edit milestones for other buildings.

To edit milestones, check the box(es) next to the desired milestone and click **Edit Selected**, or click the **Action** drop-down and select **Edit**.

If you do not need all 10 milestones, you can leave them unedited or select **Milestone Type**: *N***/A**.

Sh	ng 1-	10 of 40									
ł		Building No.	Milestone Type	Description	Critical Milestone	Completion Date	Status	Related Project Numbers	HCAI Note	HCAI Determination	
	Â	BLD- 00090									Actions v
✓		BLD- 00090	Additional Milestone								Edit
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		BLD- 00090	Additional Milestone								Actions v
		-			< Prev 1	2 3	4 Nex	ct >			
Edit	Selec	ted									









Critical Milestone: If a milestone has been designated as a "critical milestone", this box should be checked (see <u>PIN 80</u> for more information about critical milestones).

The **HCAI Note** and **HCAI Determination** are read-only fields for HCAI to make comments as needed, and to indicate whether milestones are being "met" or "not met" throughout the life of the project.

If editing multiple milestones, continue to scroll down to enter the milestones for each building. Click **Submit** to save your changes to the table.

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

3.6 Uploading Supporting Documents as Attachments

Attachments are optional and not required. If there are no attachments to upload, click **Continue Application**.

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 <u>SeismicComplianceUnit@hcai.ca.gov</u>.





	Step 4: Att	achments >	Attachments				* indicates a requi	ired field.
	Attachme	nt						
Start by clicking the Add button.	Attachments are	optional and not re	quired. If you have any a	ttachments pl	ease add them	below.		
	The maximum fil ade;adp;bat;chm are disallowed fil	le size allowed is 3 n;cmd;com;cpl;ex le types to upload	:00 MB. e;hta;htm;html;ins;isp;je	ar;js;jse;lib;ln	k;mde;mht;mh	tml;msc;msp;mst;php;pif;re	g;scr;sct;shb;shs;sys;vb;vbe;	vbs;vxd;v Þ
	Name	Туре	Virtual Folders	Action	Size	Description	Upload Date	
	No records for	ound.						
	Add							



- **Type**: Select a file type from the dropdown menu (Financial, Owner, Other)
- 5 **Description:** Add a brief description in the description text box.



Click the **Save** button. eSP will upload the files to the HCAI database. 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 upload to HCAI correctly.

Name	Туре	Virtual Folders	Action	Size	Description	Latest Update	Upload Da
Compliance Plan.pdf	Seismic Compliance Plan	01 - First Submittal	Actions •	271.86 KB	Compliance Plan	06/13/2022	06/13/202
1							+
Add							

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 and resume later" at least once!

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

If you do not have a valid Facility PIN code, click the Save and resume later button to save the record.

Authorization	
SECURITY Please enter your Facility's six not know your Facility's PIN, number (e.g. 15TMP-00014). If you do not know the PIN bu If your facility has not been is	git PIN below. You will not be able to complete this project without a valid PIN. If you do k "Save pending submittal" now. This will save your record and issue a temporary project . PIN has been issued, forward your temporary application number to the PIN holder. ed a PIN, or if you are having any other access issues, please contact eCA's Access Manager
at eCA.Access.Manager@oshj Facility PIN Code:	a.gov or call (916) 440-8400. ②
Continue Application »	Save pending submittal





If you click the **Save and resume later** button you will be redirected to the Records page. eSP issues a temporary record number (25TMP-XXXXX) and displays it in the Records list. You will receive an email message with the temporary record number. You, or another authorized user, can click the **Resume Application** link to finish the application at a later time.

Your p To resu	artial application (25TMP-0 ume the application(s), go to	003789) has been successfully sa the Records section and click the	ved. Resume Application link.		
Records		/	To pay invoices, click the You m See eC	Pay Fees link, or clic Ist be logged in to e A Online Payment In	k Shopping Cart Payment Port CA to access the payment port structions for more informatio
Date	Record Number	Record Type	Project Name	Status	Action
03/11/2025	25TMP-003789	Compliance Plan			Resume Application
03/05/2025	25TMP-003410	Compliance Plan			Resume Application

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 on the next screen.	being displayed, user must select	t a payment type and complete the application submittal
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.





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 submit the application.

Step 6: Review	
Save and resume later	Continue Application »
Please review all information below. Click the "Edit" buttons to make cha	inges to sections or "Continue Application" to move on.
Record Type	
Compliance Plan	
Facility	Edit
Facility ID 10006 Facility Name Orchard Hospital Facility State: Opened Type of Facility: General Acute Care County Code: 04 - Butte	
Address	Edit
240 Spruce St Gridley CA 95948	
Owner	Edit
10006 - ORCHARD HOSPITAL PO BOX 97 GRIDLEY CA 95948	

If you enter an invalid Facility PIN an error message will prevent you from submitting the application. If this happens, click **Save and resume later**, 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 pages 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.

3.10 Pay Fees

If you selected **Pay Now**, 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 »





Payment Options

3.11 Submit Payment

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

Amount to be char	rged: \$250.00			
Pay with Credit	Card			
Credit Card	Informati	on:		
Card Type:	Card Numb	er:		Security Code:
Select 🔻				
Name on Card:		Exp.	Date:	
		01-	2016	
Credit Card	Holder In	for	nation:	
Auto-fill with	John Smith			
Country:				
United States			•	
Street Address				
Street Address.				
City:	• State:		Zip:	
	Select			
Phone:				
E-mail:				

3.12 Project Submittal Confirmation

On the final screen, eSP will display an application submission confirmation.

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!

Compliar	nce Plan					
1	2	3	4	5	6 Review	7 Record Issuance
\bigcirc	Your applic	ation has bee	n successfully	submitted.		
\oslash	Please print	t your record	and retain a co	py for your re	ecords.	
Thank you f	for using our onli	ine services.				
Your Reco	ord Number is	СР-16713-Т	EMP00.			
You will ne	eed this number	r to check the	status of your	application.		
Staff will re	eview your appl	lication.				
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4 Editing a Returned or Remarked Seismic Compliance Plan

During the review process, HCAI staff may notify the applicant that the submittal requires additional information or that remarks exist. The applicant will receive an email notification from HCAI which includes reviewer remarks and instructions to log into the eServices Portal to resolve any outstanding issues.

To respond to reviewer remarks, applicants should edit the application by following these steps.

The applicant should log into the eServicesPortal at https://esp.hcai.ca.gov/citizenaccess.



HCA

3 Locate the Compliance Plan (CP) project number in the **Records** table.

• If you <u>do not</u> see the CP project listed in the **Records** table, your account may not be associated with the project. Please contact <u>SeismicComplianceUnit@hcai.ca.gov</u> to associate your eSP user account to the CP project that you are attempting to edit.

Click the **Edit** link in the Action column.

• For the Edit link to be visible, the original CP project must have a status of Out to Applicant. If you <u>do not</u> see the edit link, please contact <u>SeismicComplianceUnit@hcai.ca.gov</u>.

eServices Port	al			
2		Announcer	nents Logged in as:Keli	ie Zimmer Collections (0) Reports (2) 🔻
Home Projects Enforcement Preapproval	Small Rural Hosp e TIO			
Create an Application Search Application	ons			
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Records				
		To pay invoices, click Yc Se	the Pay Fees link, or cl u must be logged in to e eCA Online Payment	ick Shopping Cart Payment Portal. eCA to access the payment portal. Instructions for more information.
Showing 1-10 of 17 Download results Add to collection Date Record Number	Record Type	Project Name	Status	Action
03/11/2025 CP-16713-TEMP00	Compliance Plan	Compliance Plan for Children's Healthcare Organization of Northern California - Pediatric Hospital	Out to Applicant	Edit 4
03/06/2025 CP-18231-TEMP00	Compliance Plan	Compliance Plan for Modoc Medical Center	Open	

This will open the application for editing. You can make revisions as necessary or upload supporting documents as requested. When you are finished, re-submit the application.





5 Amending an Application for Seismic Compliance Plan

After the initial approval of the Seismic Compliance Plan, applicants may submit updates to the original application in order to amend the Contact(s), Property Management, Compliance Method or Building Milestone information.

An amendment is not required to update the building milestone **Status** or **Related Project Numbers**. Updates to those fields ONLY can be made by emailing <u>SeismicComplianceUnit@hcai.ca.gov</u>. Provide the facility name and five-digit ID, building number, which milestone is being updated, and the revised Status and/or Related Project Number(s).

All other updates to an approved Seismic Compliance Plan should be submitted by following these steps.

The applicant should log into the eServicesPortal at https://esp.hcai.ca.gov/citizenaccess.



HCA

- Click the **Enforcement** tab.
- Search for the Compliance Plan (CP) project number in the **Records** table.
 - If you <u>do not</u> see the CP project listed in the Records table, your eSP user account may not be associated with the CP project. Please contact <u>SeismicComplianceUnit@hcai.ca.gov</u> to associate your user account to the CP project that you would like to amend.

Click the **Amendment** link in the Action column.

• For the Amendment link to be visible, the original CP project must have been approved by HCAI and have a status of Active.

eSe	rvices Portal				
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Showing 1-10 of 17 D	ownload results Add to collection				
Date	Record Number	Record Type	Project Name	Status	Action
03/11/2025	СР-16713-ТЕМРОО	Compliance Plan	Compliance Plan for Children's Healthcare Organization of Northern California - Pediatric Hospital	Pending Payment	
3 03/06/2025	CP-18231-TEMP00	Compliance Plan	Compliance Plan for Modoc Medical Center	Out to Applicant	4
03/05/2025	CP-12831	Compliance Plan	Compliance Plan for Lakewood Regional Medical Center	Active	Amendment





5.1 Facility Information

The Facility, Address, and Owner information will pre-populate from the original Seismic Compliance Plan application. **THESE FIELDS SHOULD NOT BE EDITED.** Verify that the information is correct, and click **Continue Application.**

5.2 Contacts and Property Management Information

Contacts

Verify that the information is correct, or edit any field as desired.

3.3 – Add Contacts & Licensed Professionals

Property Management Information

Verify that the information is correct, or edit any field as desired, and click **Continue Application**.

<u>3.4 – Property Management Information</u>

5.3 Methods and Milestones

Verify that the information is correct, or edit any field as desired, and click **Continue Application**.

<u>3.5 – Compliance Method & Building Milestones</u>

5.4 Attachments

Attachments are optional and not required. If there are no attachments to upload, click **Continue Application**.

<u>3.6 – Uploading Supporting Documents as Attachments</u>

5.5 Facility Authorization (PIN), Payment Options, Review, and Pay Fees

Enter the Facility Authorization (PIN), Payment Options, Review, and Pay Fees. Please see the following sections for step-by-step instructions.

3.7 – Facility Authorization (PIN)
3.8 – Payment Option
3.9 – Review
3.10 – Pay Fees
3.11 – Submit Payment





5.6 Project Submittal Confirmation

On the final screen, eSP will display an application submission confirmation.

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.

The amended Seismic Compliance Plan project number, **CP-XXXXX-TEMP01**, will also be displayed here and will be included in the emails.

Congratulations! You have successfully submitted an application to HCAI!

	2	3	4	5	6	7 Review		
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