



HCAI e-Services Portal

Public User Guide

Version Number: 9.0

Section 3 – Facility Authorization



1 Facility Authorization

Welcome to HCAI Electronic Services Portal Client Access (eCA) User Guide

This section of the public user guide provides step-by-step instructions for obtaining a Facility PIN and establishing a Legal Owner Designee in eCA.

In July 2013, HCAI Facilities Development Division launched a new web-based project application program that significantly simplifies the process for submitting project applications and obtaining a project number. This program, called eServices Portal Client Access, or eCA, may be used to submit applications for new projects, post-approval documents, alternate methods of compliance requests and building permits to the office or field and to instantaneously obtain the project number or ACD number without the need to submit the application to the office. Electronic plans may also be uploaded for ePlansoftReview (ePR) following the instructions in Section 10.

In order to assure the Facility Owner or representative has approved all submittals from the Design Professionals to HCAI, a Facility Personal Identification Number (PIN) must be entered at the time the application is being submitted and the HCAI project number is assigned. Also, by entering the Facility PIN, the facility incurs a \$250 non-refundable application fee in accordance with the California Administrative Code, Section 7-133(a)3 and is liable for other fees based on construction costs; therefore, the PIN needs to be entered by someone duly authorized to encumber the Facility for such fees associated with the application.

Effective March 1, 2014, all projects and/or post-approval documents that are submitted to HCAI field staff for review MUST BE SUBMITTED using the eClient Access program; new projects or amended construction documents whose applications are not submitted electronically will be referred to the Regional Office for a standard office review. This does not apply to emergency projects.

3 Obtaining the Facility PIN

To access Facility's projects, the governing board or authority, administrator or owner must identify to HCAI the 'Legal Owner Designee' by completing the HCAI-310 *Electronic Services Portal Citizen Access (eCA) Letter of Authorization*. This form and instructions are available for download at <https://hcai.ca.gov/construction-finance/resources/forms-applications-reminder-lists/#ProjectForms>

DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION
FACILITIES DEVELOPMENT DIVISION

Electronic Services Portal Citizen Access (eCA) Letter of Authorization
California Health and Safety Code § 129760 states: "The governing board of each hospital or other hospital governing authority, before adopting any plans for the hospital building, shall submit the plans to the office for approval and shall pay the fees prescribed in this chapter".

I, (representative name) (representative title), am authorized to represent (name of governing board or hospital governing authority), the governing authority of the health facilities listed in Attachment A and I hereby designate (designee name) (designee title): "Designee" to act on behalf of these facilities for all (hca) construction projects until this authorization is revoked. This representative may submit project applications, amend construction documents, pay project fees, and obligate any listed facility to additional project fees. Furthermore, I authorize this Designee to authorize other individuals to act on his or her behalf by using eCA to delegate his or her system rights.

Representative Information

Signature: _____ Date: _____

Print Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

Designee Information

Name: _____

Title: _____

Phone: _____

eCA Login Email: _____

This authorization expires three years from date of issuance unless revoked.

"Access to Safe, Quality Healthcare Environments that Meet California's Unique and Special Needs"
STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY
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Next, the ‘Legal Owner Designee’ must create a public user account. The steps for registering for a public user account are detailed in Section 2 of the *eServices Portal User Guide*. Upon receipt of this properly executed authorization, Facility Authorization is granted to the individual identified on the form and the Facility PIN will be sent to him/her via email.

3.1 Delegation

If desired, the Legal Owner Designee can delegate his or her authorities to any other public user. The permissions granted to the delegate are selected and managed by the Legal Owner Designee and can be changed at any time. The delegate(s) can then create or submit project applications, review applications created by design professionals, pay fees, upload plans and approve the submission to HCAI on behalf of the facility. The delegation is managed in public user’s Account Management section.