



HCAI e-Services Portal

Public User Guide

Version Number: 9.2

Section 5 – Applications for New Projects

1 Introduction

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

This section details the step-by-step instructions for creating and submitting an application for a new HCAI construction project using eCA.



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

2 Project Applications

2.1 Page Flow Overview

The predefined steps to create and submit project applications are detailed in this guide. The steps involved in submitting an Application for a New Project, or AFNP, is slightly different from those in submitting for a PADs and Building Permits. Below is an illustration of the page flow steps.

Table 1: eCA Pageflow

Page No.	Page Title	Description
Application for New Project		
1	Record Type	Select Application for New Project on this step;
2	Facility Information	Look up and select the facility from HCAI’s facility database. eCA auto-populates the facility, address, and facility owner information.
3	Project Details	Record the Project Name, Scope, and other project details specific to the project.
4	Emergency Work	If project is for emergency work, additional data fields are displayed in alignment with PIN 72.
5	Table Information	Enter estimated Project Costs, list all Enclosures, identify any Deferred Approval Items and specify the Structural Software used.
6	Professionals and Contacts	Look up and identify each Licensed Professional(s) and Contact(s) specific to the application. eCA auto-populates the LP’s information.
7	Facility Authorization	Enter a valid Facility PIN code. Usually entered by Facility Representative but may be entered by any user with the valid PIN.
8	Payment Options	Selects one of the application fee payment options: “Pay Now” or “Invoice Me”.
9	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
10	Pay Fees	If the “Pay Now” option is selected, you must pay the outstanding fee by credit card.
11	Confirmation	Project application is submitted to HCAI and eCA issues a project ID number. You may print project summary sheet, preliminary invoice or payment receipt as needed.

2.2

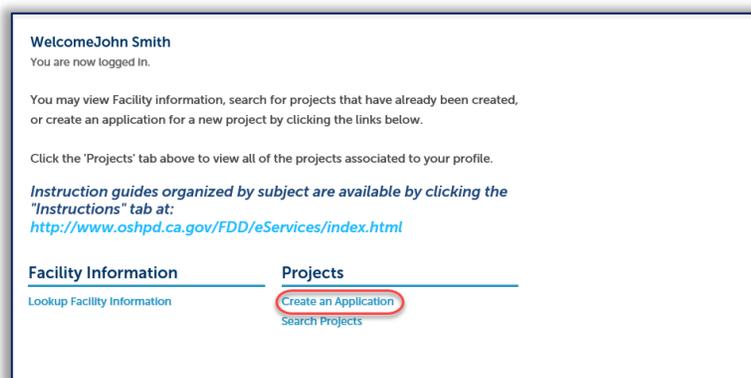
Basic rules of page flow

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

- ✓ When creating an application for a new project, follow the page flow in order to avoid errors or missed data.
- ✓ You can save, at any time and multiple times, an “in progress” application by clicking **Save Pending Submittal** button and then resume the project submission later.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off.
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on **Continue Application** or **Save pending submittal** button to save the data entered on the page.
- ✓ If a page contains a section that allows for multiple records to be added, for example multiple licensed professional or multiple contacts, eCA will automatically Save the selection. If any edits are needed, click the Edit link for the individual (such as setting the Responsible Primary Licensed Professional). To add the next record, click **Look Up** or **Add New** as applicable.
- ✓ It is recommended that you click the **Save pending submittal** button as needed to prevent data loss due to data entry errors.
- ✓ If any required data is missing from the page, when the **Continue Application** button is clicked, an error message is displayed on the top of the page. You must correct any errors before continuing to the next page flow screen.

2.3 Create and Submit an ANFP

The following information will guide you through the steps necessary to create an Application for New Project (or ANFP).



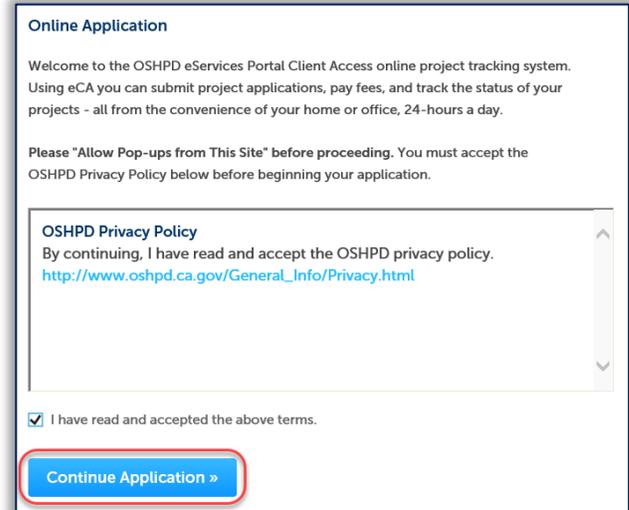
Step 1. Start Create an ANFP

Only registered users may create an Application for a New Project. Navigate to the **Home** or **Projects** tab and begin by clicking on the **Create an Application** link.



Step 2. 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.



Step 3. Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license and have it automatically added to the Professionals section. To do this, click the down arrow and select your license; if you do not want your license listed on this application, select None Applicable. If you are not a Licensed Professional (or if your license has not been associated to your Public User account), this option will not be available.



Step 4. Select Record Type

Select “Application for New Project” then click the **Continue Application** button.

An alternate project type for single-story Skilled Nursing Facilities or Intermediate Care Facilities that are of wood frame construction is the application for Expedited Building Permit. Refer to User Guide #8; for more information regarding projects eligible for the Expedited Building Permit, see ‘How To Guides’ at: <https://hcai.ca.gov/construction-finance/resources/skilled-nursing-facilities-snfs/>

Select a Record Type

[Seismic Compliance Applications](#)
 The California Health & Safety Code authorizes OSHPD to grant an extension of the seismic compliance deadlines specified in law for certain hospital buildings when requested from the hospital Governing Board or Authority. The hospital must meet specified criteria and milestones based on the extension being requested. This application is used to apply for an extension for Structural Performance Category 1 (SPC-1) and Nonstructural Performance Category 1, 2 and 3 (NPC-1, -2 and -3) deadlines specified in statute and described in the California Administrative Code, Chapter 6. Seismic extensions pursuant to SB 499 and AB 2190 may be requested using this electronic application process.

[Application for New Project](#)
 This application is used to apply for all project types other than Incremental projects; this includes structural and non-structural projects, preliminary reviews, SB 1838 and AB 2632 projects, GeoTech projects and ROCC projects. Applications for Incremental projects must be submitted via the traditional paper application. To submit an application for [Building Permit](#) or [Post Approval Document](#) or [Alternate Method of Compliance](#), click the Search Projects link, locate your existing project and select the Amendment link.

[Expedited Building Permit](#)
 An Expedited Building Permit is a companion process to the OSHPD Field Review, Exempt, and Expedited Review (FREER) Manual intended as general reference guides and/or checklists to facilitate repair, maintenance, minor renovation/remodeling, or installation of certain equipment projects. Expedited Building Permits are intended only for single-story Skilled Nursing Facilities (SNFs) and Intermediate-Care Facilities that are of wood frame construction as prescribed in the California Health & Safety Code §129875. For more information regarding projects eligible for the Expedited Building Permit, see 'How to Guides' at <http://oshpd.ca.gov/FDD/SNF-ICF>. **If there are any questions regarding eligibility or applicability, it is recommended that you contact your OSHPD Compliance Officer.**

- ▶ Seismic Compliance Applications
 - ▼ Application for New Project
 - Application for New Project
- ▶ Expedited Building Permit

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

Step 5. Enter Facility Information

Enter the HCAI Facility ID or Facility Name then click the **Search** button. If the facility is found, the facility information, address, and owner fields will be automatically populated and become read-only. Notify HCAI of any errors. To search for another facility, click the **Clear** button in Facility section. This clears the previous entered facility. To advance to the next page flow step, click **Continue Application**.

The screenshot shows a form titled "Facility Information". At the top, there are two input fields: "Facility ID" (containing "12359" and circled with a red "1") and "Facility Name". Below these are several dropdown menus: "Responsible Region", "Type of Facility", "Geographic Region", and "County Code". There are also several text input fields: "RCO:", "ACO:", "DSE:", "Field FLISO:", "Closure PT:", "Senior Architect:", and "Plan Review PT:". At the bottom of the form, there are two buttons: "Search" (circled with a red "2") and "Clear".

Step 6. Enter Project Details and Additional Details.

- Enter the record/project name and enter a detailed description of the work to be performed. Full

Note: Emergency Work - Full description of the proposed work noting all demolition, architecture, mechanical, electrical, plumbing, and structural work to be performed under the emergency authorization

Complete the addition details specific to the project. For a brief description of each field, see below:

- **Submittal Type:** Indicate the type of project that is being submitted for review:
 - Phased or Collaborative Review Requested – projects over \$20 million
 - Examination – Clinics and other projects reviewed on a T&M fee basis
 - Final – 100% Construction Documents review
 - Geotech Only – Geotechnical Report review by Engineering Geologist
 - Preliminary – Architectural and Fire & Life Safety review of preliminary plans

- SB 1838 – Projects of \$50,000 or less – exempt from plan review
- **Kind of Project:** Indicate which kind of project is being submitted for review:
 - NPC Upgrade - Projects with NPC upgrade scope only.
 - Addition – projects which increases the floor or roof area
 - New Building
 - Remodel (Use this for Emergency Work)
 - RACS (Removal of Acute Care Services)
- **Total Beds Before & After Construction:** Enter the total bed count before construction and after construction. If the bed count is not being affected by this project, this information is not required.
- **Square Footage of Project** – enter the area of the project in square feet; this is a required field. See help for additional information
- **Use Annual Building Permit:** Indicate if this project will be under the facility Annual Building Permit. You cannot answer “Yes” to the question “Use Annual Building Permit” unless you have an active Annual Building Permit for the current fiscal year.
- **Managed Project Requested:** Managed projects are projects where schedules and deadlines relating to plan review and construction are negotiated between the Office and the Applicant. These projects will not follow the traditional 60-day or 80-day review goal.
- **Seismic Compliance Construction Project:** Indicate if the project is a Seismic Compliance Construction Project. If yes, the Seismic Compliance section must be completed.
- **Seismic Extension Qualifying Project:** Select 'SB 90 Extension' if this project is a Seismic Extension Qualifying Project. Select 'N/A' if not a qualifying project. Selecting any other values will display an error message and will block continue this application.
- **Project includes primary gravity and/or lateral load elements/systems:** Indicate if the project includes primary gravity and/or lateral load elements/systems. When “Yes” is selected, the project will be created as an “H” project; when “No” is selected, the project will be created as an “S” project.
- **HCAI Building Number:** Enter the HCAI Building Number for each building that this project affects. Building numbers are available for look-up at <https://hcai.ca.gov/construction-finance/facility-detail/>
- **This project is mitigation for:** If applicable, select the appropriate value based on the following. Otherwise, select 'N/A'.
 - **Alternate Power Mitigation** – Select this value if the project is mitigation for Alternate Power Source. In accordance with Assembly Bill 2511, Skilled Nursing Facilities, or OSHPD 2 Buildings, and Health and Safety Code (HSC), Section 1418.22 requirements for alternative source of power to maintain a safe temperature for residents, maintain availability of life-saving equipment, and maintain availability of oxygen-generating devices. Refer to [Advisory Guide 6 – Alternate Source of Power for SNF’s](#).
 - **Unauthorized Construction Investigation** – Select this value if the project is mitigation from the result of an unauthorized construction investigation. Title 24, Part 1, Section 7-128 was chaptered to address construction that was performed without a permit. Section 7-128 specifies that construction or alteration of any health facility performed without the benefit of review, permit, and/or observation by the Office shall be subject to examination by the Office to assess relevant code compliance.
 - **Article 10 Mitigation** – Select this value if the project is mitigation for non-structural walls or partitions as described in California Administrative Code, Title 24, Part 1, Chapter 6, Article 10 - EVALUATION OF ELEMENTS THAT ARE NOT PART OF THE LATERAL-FORCE-RESISTING SYSTEM. SPC-1 buildings that did not meet the January 1, 2015 Seismic Compliance deadline

are prohibited from any new remodel projects except Seismic Compliance projects, maintenance and emergency repairs.

- **Review Type:** Select **Electronic** if you are requesting the project to be reviewed by HCAI in an electronic format. Select **Paper** if you are submitting paper construction documents.
- **Over-The-Counter Review Requested:** Check the box if you are requesting the project to be reviewed at an over-the-counter location. Note: OTC Review will disable Field Review Requested option.
- **Field Review Requested:** Select **Yes** if you are requesting the project to be reviewed by HCAI Field Staff at the project site during their normal visits or remotely using electronic plan review software. **If field review is requested, you must contact the HCAI field staff to schedule review of all documents. You are presented with additional data confirmations to enter.**

“Field Reviewed Projects are projects that are reviewed in the field by HCAI field staff. To be eligible for field review, the project must be simple enough to be reviewed by HCAI staff within the amount of time permitted by the program.” The FREER Manual identifies the kinds of projects that are eligible for field review. If a Field Review is requested, you must contact the HCAI Field Staff to arrange for a review of the construction documents.

Note: Selecting Field Review Request ‘Yes’ will present four more data entry fields for acknowledgement and confirmation that the HCAI Field Staff have been contacted and accepted the field review of the construction documents. For the last three checkboxes, select the checkboxes indicating the field staff that are needed to complete the field review. Options: Compliance Officer, District Structural Engineer, and Fire & Life Safety Officer

If field review is requested, you must contact the HCAI field staff to schedule review of all documents to be completed in the field. If the field staff's schedule cannot accommodate the review, the application must be changed to office review by contacting project support at (916) 440-8404 or (213) 620-2451.

Field Review Requested: Yes No

To be eligible for Field Review Requested, you must acknowledge you understand the requirement to communicate directly with the HCAI field staff to schedule the review of the construction documents to be completed in the field. I will contact the HCAI Field Staff and request acceptance to submit this review to be completed in the field. If HCAI field staff's schedule cannot accommodate the review, I will change the application to office review. *

If the construction documents contain scope for Architectural or Mechanical or Electrical disciplines, the Compliance Officer must be contacted and accept this field review. The construction documents contain scope requiring the Compliance Officer be contacted to accept and schedule a field review.

If the construction documents contain scope for Structural discipline, the District structural engineer must be contacted and accept this field review. The construction documents contain scope requiring the District Structural Engineer be contacted to accept and schedule a field review.

If the construction documents contain scope for Fire and Life Safety discipline, FLSO must be contacted and accept this field review. The construction documents contain scope requiring the Fire and Life Safety Officer be contacted to accept and schedule a field review.

Select all that are applicable.

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

Step 7. Enter Emergency Work (Optional)

- If the project does not have emergency work as detailed in [PIN72](#), select **No** and select Continue Application to view the next page..

Application for New Project

1 Facility Information	2 Project Details	3 Professionals and Contacts	4 Facility Authorization	5 Payment Options	6	7	8
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Step 2: Project Details > Emergency Work

Emergency work may be necessary due to permanent equipment failure, natural disaster, or other occurrences that require immediate repair or replacement to ensure jobsite or building occupant health or safety.

The Department of Health Care Access and Information (HCAI), also known as the Office of Statewide Health Planning and Development (OSHPD) and referred to as "Office", recognizes that emergency temporary construction and installation of temporary equipment is sometimes required to accommodate construction or to provide transitional solutions.

Note that an emergency is not maintenance to prevent something from failing. A true emergency is the actual disaster, event, or failure of equipment.

If you are submitting a project and requesting emergency authorization to proceed (EAP), select 'Yes' to the "Project Includes Emergency Work". Additional fields will be displayed for you to complete. These are the same files as those on the form in Appendix A of PIN 72. When completing these fields within the online application, there is no need to submit the form from PIN72.

* indicates a required field.

Project Includes Emergency Work

EMERGENCY WORK

If the project includes emergency work, select "Yes" on the "Project Includes Emergency Work" field to make visible the emergency work information and justification fields. Refer to Policy Intent Notice 72 for details on what constitutes an emergency project. [PIN 72](#)

* Project Includes Emergency Work: ?

Yes No

Continue Application » **Save pending submittal**

- If the project does include emergency work, select **Yes** to display the justification fields for emergency work. These are the same fields as describe in PIN 72 and can be replacement for submitting the form to the RCO for approval. Enter all pertinent data related to the emergency work so the RCO can review the details. Even though you submit the project, you must still contact the RCO to inform the RCO of the emergency work.

* Project Includes Emergency Work: [?](#)
 Yes No

Permanent Equipment or Building Components to be Replaced: [?](#) ←

Temporary Equipment or Building Components to be Replaced: ←

Duration of Work (Days): *
75 ←

Equipment or Building Components 1: *
Emergency replacement of failed nurse call on 4 south. Interim wireless equipment will be deployed until permanent equipment is received. ←

Equipment or Building Components 2:
Once permanent components have arrived and are ready for install. The replacement will be like-for-like of equipment in similar locations. New devices to connect to existing nurse call power circuits. ←

Equipment or Building Components 3: ←

Equipment or Building Components 4: ←

Justification for Emergency Project: *
We are unable to make any repairs to support the failed equipment on 4 south and are requesting an emergency authorization from HCAI for deployment of interim wireless equipment while we actively work towards design approval, and procurement of the permanent solution. ←

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

Note: When project includes emergency work, an IOR is required to the application.

- **Permanent Equipment and/or Building Components** - State if the construction work/equipment is permanent.
- **Temporary Equipment and/or Building Components** - State if the construction work/equipment is temporary
- **Time Duration** – Enter the time duration, if work is temporary.
- **Equipment and/or Building Component Details** - Enter the equipment and/or building components to be replaced. Enter permanent and temporary equipment. i.e., temporary emergency generator with size and capacity and location, boiler replace size and capacity and location, HVAC unit size and capacity and location, etc. If multiple items are to be replaced, (i.e. multiple HVAC units) indicate the most critical unit to be replaced.
- **Justification** - Justification for the need of an Emergency Authorization and reason this service is critical to patient care and/or operation of the facility.

Step 8. Enter Project Tabular Information.

Costs

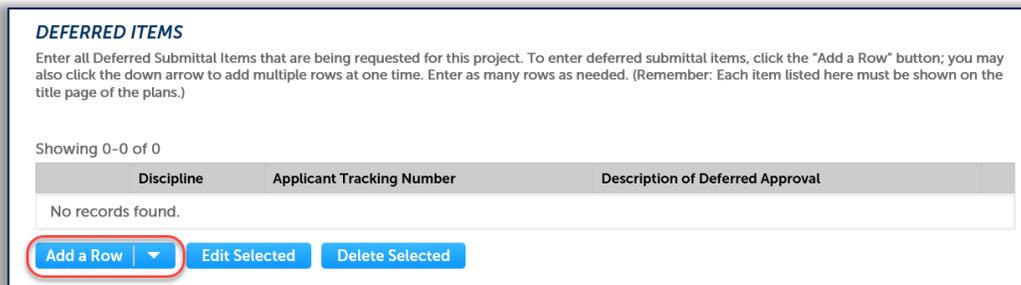
The project estimated construction costs are entered on this step and you must enter one Costs row. To add one Costs row, click the **Add a Row** button in the COSTS section.

On the pop-up window, enter the estimated Construction Costs, Fixed Equipment Costs and Imaging Equipment Costs, then click the **Submit** button to copy form to Costs Table. For more info, click

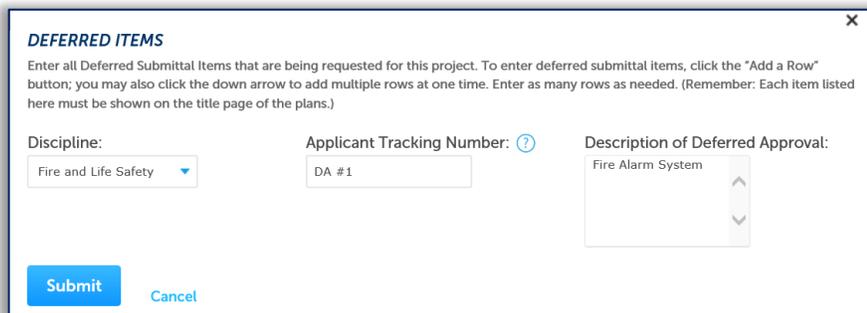
Deferred Items

Where a portion of the design cannot be fully detailed on the approved construction documents because of variations in product design and manufacture, the approval of the construction documents for such portion may be deferred until the material suppliers are selected. HCAI has sole discretion as to the portions of the design that may be deferred. All deferred items allowed by HCAI must be clearly described on the construction documents. Deferred submittals must comply with Title 24, California Administrative Code Section 7-126.

For each type of Deferred Submittal Item, click Add a Row to create a new entry in the Deferred Items Table or click the down arrow to add up to 10 rows simultaneously.



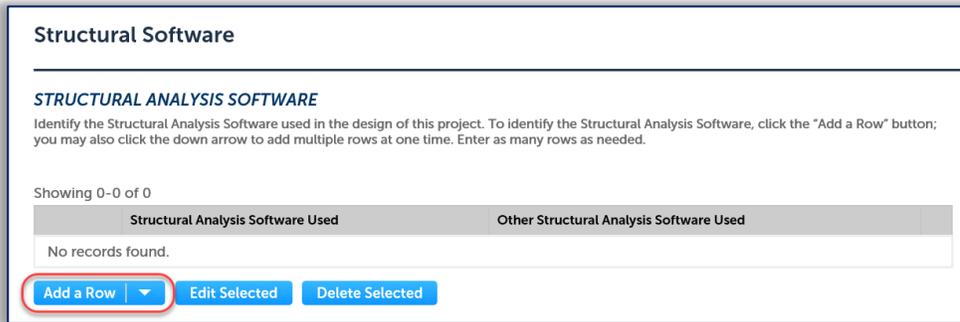
In the pop-up window, enter the discipline specific to the deferred item, i.e. Fire & Life Safety for a fire alarm deferred submittal item, enter the tracking number that will be used by the Applicant and provide a brief description of the deferred submittal item.



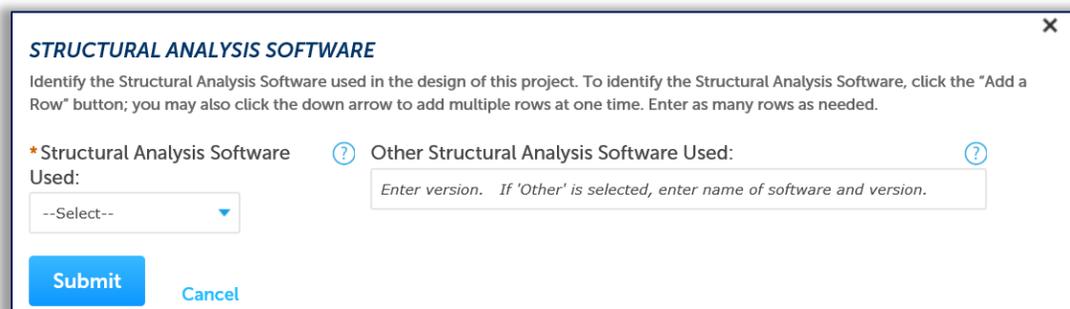
Structural Analysis Software

When applicable, indicate the type of structural design software used in the preparation of the design.

For each type of structural analysis software, click Add a Row to create a new entry in the Structural Analysis Software Table or click the down arrow to add up to 10 rows simultaneously.



In the pop-up window, enter the Structural Analysis Software used.



Note: If your designs were not prepared using software listed in this area, please be advised that plan review may be delayed while HCAI develops a work-around, or purchases the software indicated.

When finished, click **Continue Application** to proceed to the next screen.

Step 9. Add Licensed Professionals (LP) to the project.

Search the HCAI database for active LP records by entering at least one search criteria such as License Type, License Number, or Name. Click on the **Look Up** button to perform the search. If an LP is not found in your search the reason may be:

- License is not in our database
- License is expired or other reason for inactive.

Licensed Professionals (LP) data must be validated against the licensing authority before they can be added to projects so you must contact eserv@hcai.ca.gov or 916-440-8400 if an LP is not in your search results.

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. eCA will automatically find and add the professional to the application. If you do not know the LP’s license number, enter the license type and last name only and then click **Look Up**. The search results will return all licensed professionals with that last name. If the search returns no results, the Licensed Professional is not currently in our database. Contact HCAI at eserv@hcai.ca.gov or 916-440-8400 to add a new Licensed Professional to our database.

When searching by name and license type, locate the correct LP in the returned list then check the box next to their license number and click **Continue**. The LP’s name, address, and other information will be automatically populated with the current information from our database.

<input type="checkbox"/>	License Number	License Type	Licensed Professional Name	Business Name
<input type="checkbox"/>	C12436	Architect	Tom Lee	LDA ARCHITECTS
<input type="checkbox"/>	C14643	Architect	Al Lee	STANTEC
<input checked="" type="checkbox"/>	C16814	Architect	Alvin Lee	UCLA CAPITAL PROGRAMS
<input type="checkbox"/>	C17825	Architect	Chin-Whan Lee	HMC ARCHITECTS
<input type="checkbox"/>	C25642	Architect	Shong Leng Lee	ASPEN STREET ARCHITECTS
<input type="checkbox"/>	C26975	Architect	Michael Lee	THE BOLDT COMPANY
<input type="checkbox"/>	C27636	Architect	Kam Lee	MARSHALL LEE INC
<input type="checkbox"/>	C29310	Architect	Tachen Lee	TAYLOR DESIGN
<input type="checkbox"/>	C29337	Architect	L. Kam Lee	Marshall/Lee Architects

Please verify that the information is correct. Contact HCAI at eserv@hcai.ca.gov or 916-440-8400 to update the existing Licensed Professional's information.

Note: When project includes emergency work, an IOR is required to the application. If Emergency Work = No, IOR cannot be added to submittal.

To indicate which licensed professional is the ‘Design Professional in Responsible Charge’ of the project, click the Edit link to the right of the screen and set the “Responsible Primary (eCA)’ button to **Yes**.

Select from Account Look Up

✓ Licensed professional removed successfully.

Showing 1-2 of 2

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



Responsible Primary (eCA):
 Yes No

Delegate/Alternate:
 Alternate

Responsibility:

[Save and Close](#) [Discard Changes](#)

Responsible Primary (eCA):
 Yes No

Delegate/Alternate:
 Delegate

Responsibility:
 Anchorage and Bracing

[Save and Close](#) [Discard Changes](#)

To add additional Licensed Professionals, repeat the steps above; continue these steps to add all Licensed Professionals (Delegates and Alternates) to the project. Click the Edit link for each licensed professional to indicate his or her role on the project – Alternate or Delegate. Delegates should include the area of responsibility, such as 'Structural' or 'Anchorage & Bracing', etc.

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

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

Step 10. Adding Contacts.

There are three Contact types that must be included for every project (Primary Project Contact, Authorized Agent, and Facility Representative).

Primary Project Contact will receive all correspondence from HCAI regarding this project in addition to the Design Professional of Record. This includes approval letters, field operations reports and closure notifications such as requests for Final Verified Compliance Reports and Final Cost Affidavit.

Authorized Agent may sign official documents regarding this project such as revised project applications, the Notice of Start of Construction, and the Final Cost Affidavit, etc. The facility PIN holder is an Authorized Agent by default.

Facility Representative is a person employed by the facility or governing body. The Facility Representative is NOT an employee or owner from the design team. This contact will be used when communication with the facility is needed.

The fourth contact type is for additional projects contacts. This can be more Authorized Agents or a plain Contact. You can enter multiple contacts in this contact group.

Step 3: Professionals and Contacts > Contacts

The first three contact types entered on this page represent distinct roles on a project. submission of the project cannot be completed. Specific details for each contact are listed below. At any time during the submission of this application, clicking Save Pending Submittal will save the current information.

Primary Project Contact

A Primary Project Contact will receive all correspondence from HCAI regarding this project in addition to the Design Professional of Record. This includes approval letters, field operations reports and closure notifications such as requests for Final Verified Compliance Reports and Final Cost Affidavit.

Examples: Capitol Project Leaders, Corporate Project Leaders, Facility Engineers, Owners Representatives

[Select from Account](#) [Add New](#)

Authorized Agent

An Authorized Agent may sign official documents regarding this project such as revised project applications, the Notice of Start of Construction, and the Final Cost Affidavit, etc. The facility PIN holder is an Authorized Agent by default.

You may add additional Authorized Agents on the Additional Contacts area below. A Licensed Professional is required if an additional Authorized Agent is added during project creation, but will be required if an additional Authorized Agent is added during project creation.

[Select from Account](#) [Add New](#)

Facility Representative

The Facility Representative is a person employed by the facility or governing body. The Facility Representative is NOT an employee or owner from the design team. This contact will be used when communication with the facility is needed.

Examples: The Administrator, Chief Executive Officer, Director of Facility Management, Design Professional, Director of Engineering/Plant Operations, etc.

[Select from Account](#) [Add New](#)

Contact List

Add any additional project Contacts or Authorized Agents here. These contacts are supplemental to the contacts above and are available to be copied on correspondence from HCAI.

Examples: Capitol Project Leaders, Corporate Project Leaders, Facility Engineer, Owners Representative Project Manager, Design Team Project Managers, etc.

Showing 0-0 of 0

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

Unlike adding Licensed Professionals, a search function is not available for Contacts and they must be added by clicking the **Add New** button and completing each applicable field **OR** by clicking the **Select from Account** button to use information contained in your Public User account. The Contact Type is preselected and click on the **Continue** button to save the selected contact. When complete, click **Continue** to copy the information to the Contacts List. Multiple Contacts may be added to the project.

Contacts

Showing 0-0 of 0

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

Contact Information

Name of Business:

✔ **Contact added successfully.**

Showing 1-1 of 1

Name	Business Name	Contact Type	Work Phone	E-mail	Action
Jane Doe	Project Management, Inc.	Facility Representative	123-456-7890	Jane.Doe@PMInc.com	Edit Delete

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

Step 11. Enter Facility PIN code or Save pending submittal.

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

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

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

Authorization

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

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

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

Facility PIN Code:

Continue Application »
Save pending submittal

If you click the “Save pending submittal” button, the application process stops and you will be redirected to the Project List page. eCA issues a temporary Project ID and displays the application in the Project list. You or other authorized users can “Resume Application” at a later time.

✔ **Your partial application (16TMP-015624) has been successfully saved.**
 To resume the application(s), go to the Projects section and click the Resume Application link.

Projects

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

<input type="checkbox"/>	Date	Project Number	Project Type	Project Name	Status	Related	Action
<input type="checkbox"/>	10/31/2016	16TMP-015624	Application for New Project	Project Name		0	Resume Applica
<input type="checkbox"/>	10/30/2016	S162557-37-00-ACD0001	Post Approval Document	mc16088 Jacobs Sink installation Rm LL-483	Open	3	

If you enter an invalid Facility PIN, eCA displays an error message at the review step and prevents you from completing the application. You may return to the Security page and re-enter the correct PIN; however, after 3 times entering an incorrect PIN, the application will be locked.

✘ **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.

Step 12. Select Payment Option.

After entering a valid Facility PIN code, select one of the payment options. The description of each payment options is as follows:

- **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.

If you do not select a payment type and proceed to complete the application, the Facility PIN will be visible on the review page to any authorized user when the application is resumed later. To prevent the Facility PIN from being displayed, you must complete this step by selecting a payment type and completing the application. When this step is completed, the Facility PIN is hidden from all users.

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

Step 13. Review the data entered and makes edits if needed.

On this screen, click the **Edit** button in each application step to make necessary changes.

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

If you selected the “Invoice Me” option, skip to step 14 below.

Step 14. Pay Application Fees online.

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

Click on “Continue Application” to proceed to the payment screen.

Step 7: Pay Fees

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

Application Fees

Fees	Qty.	Amount
Application Fee	1	\$250.00

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

\$250.00

[Continue Application »](#)

Step 15. Submit online payment.

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

Payment Options

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

Amount to be charged: \$250.00

Pay with Credit Card

Credit Card Information:

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

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

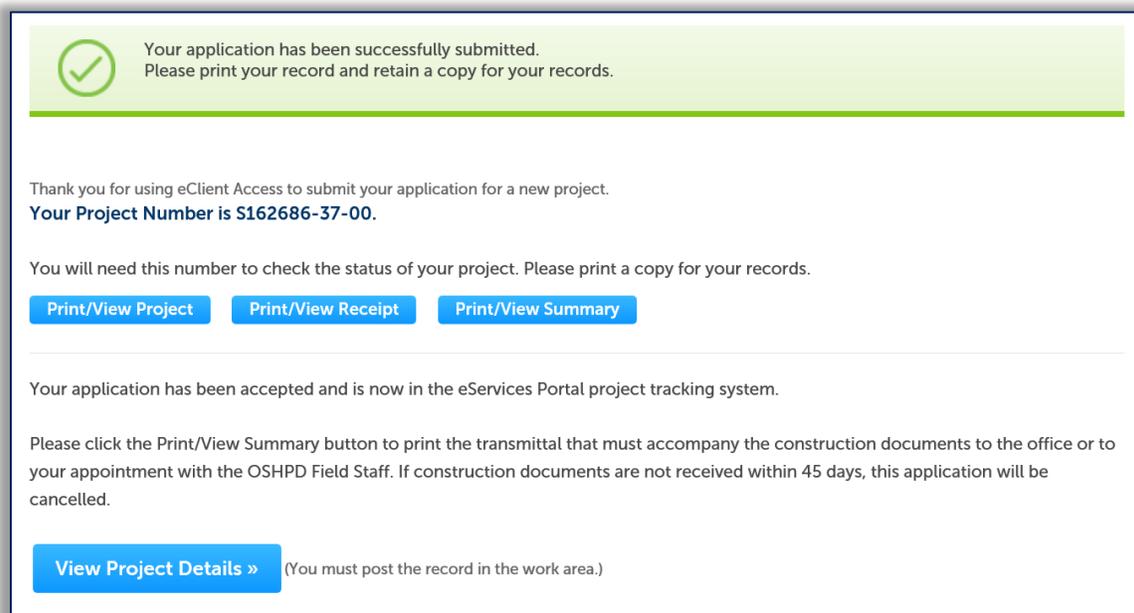
[Submit Payment »](#)

Step 16. Project submission confirmation.

On this final screen, eCA display a project submission confirmation including the project record number. You may print a project record summary from this screen, and if the fees were paid with a credit card, a payment receipt can be printed. These documents open in a PDF format and may be saved or emailed. You can also view the detailed information about the project by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application (Design Professional) and to the Public User that approved the application by entering the PIN (Owner Representative).

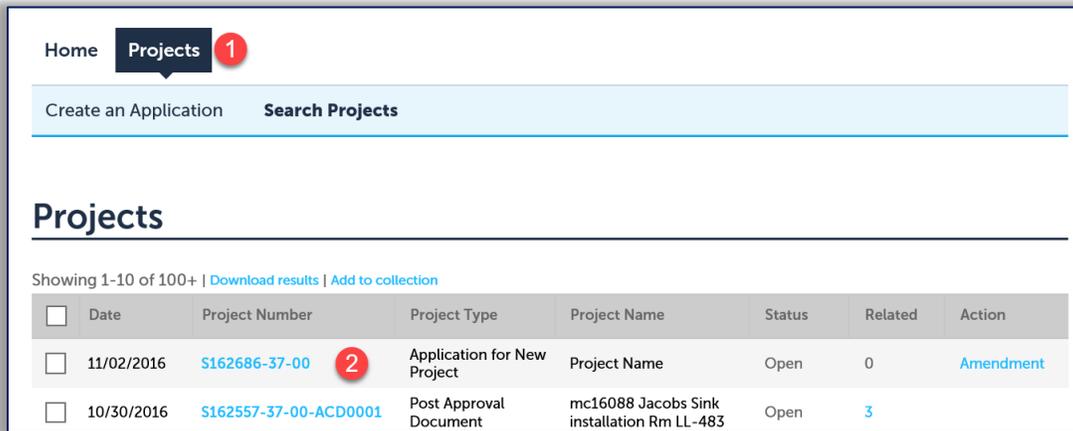
Congratulations! You have successfully submitted an Application for a New Project to HCAI!



The screenshot shows a confirmation screen with a green header bar containing a checkmark icon and the text: "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this, the text reads: "Thank you for using eClient Access to submit your application for a new project. Your Project Number is S162686-37-00." It then states: "You will need this number to check the status of your project. Please print a copy for your records." There are three blue buttons: "Print/View Project", "Print/View Receipt", and "Print/View Summary". Below these, it says: "Your application has been accepted and is now in the eServices Portal project tracking system." A final instruction reads: "Please click the Print/View Summary button to print the transmittal that must accompany the construction documents to the office or to your appointment with the OSHPD Field Staff. If construction documents are not received within 45 days, this application will be cancelled." At the bottom, there is a blue button labeled "View Project Details »" with the text "(You must post the record in the work area.)" next to it.

3 Submit Construction Documents to HCAI

When the Design Professional receives the confirmation email, they must log in to eCA and click the Projects tab. The most recent project will be at the top of the list.



Click on the project number to open the Project Detail view. Below the 'More Details' section, click the **Print/View Summary** button – this will open the Project Summary report that must be printed and included when **paper construction documents** are submitted to HCAI, regardless of whether the project will be submitted to the office or to field staff for a FREER review.



**OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT
FACILITIES DEVELOPMENT DIVISION**

Project Number: S162686-37-00
Project Type: Application for New Project
Parent Project Number:
Facility: 12859 - University of California, San Diego Medical Center

Project Description: Project Name
Project Scope

Submittal Type: Final
Kind of Project: Remodel
OSHPD Building Number: BLD-12345

Primary Professional: Huiyuei Chen, (310) 838-9555, testingesp@oshpd.ca.gov
Primary Contact: Jane Doe

Cost Type	Cost Date	Construction Cost	Fixed Equipment Costs	Total Cost	Cost of Imaging	Reason
Estimated	11/03/2016	\$10,000.00	\$5,000.00	\$15,000.00	\$0.00	

Enclosures:

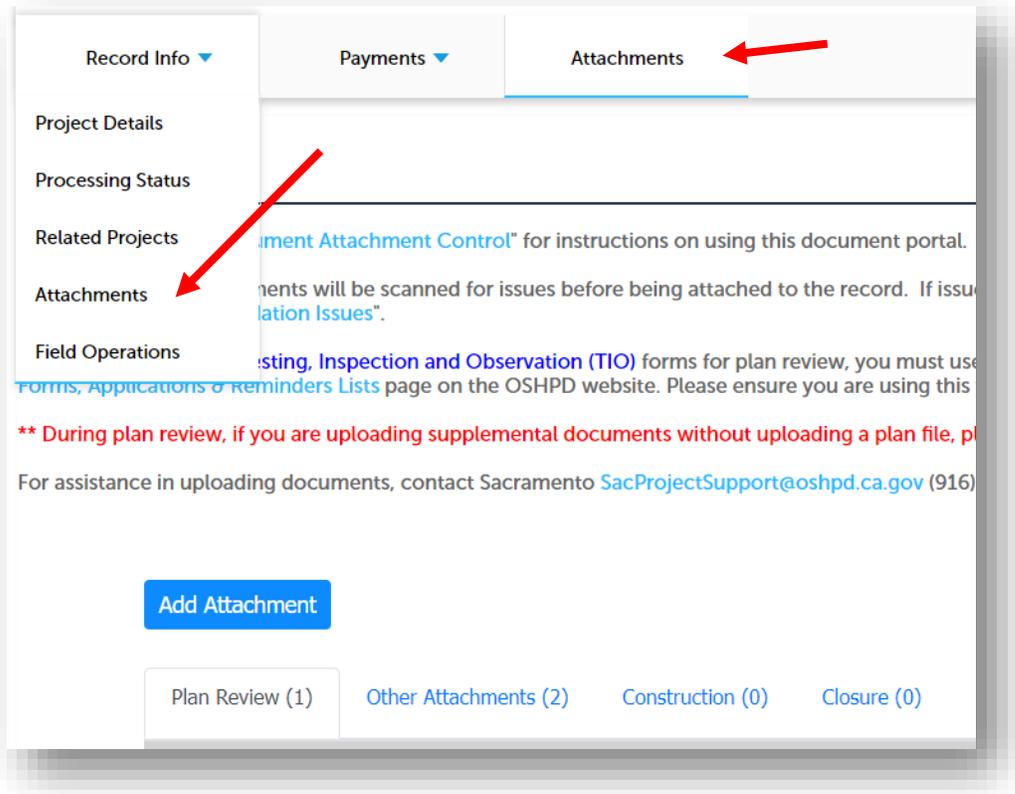
# of Copies	Enclosure Type	Description	Date Sent	Method of Transmittal	Courier Name	Backcheck	Attached

Please include this Project Application Summary form with your construction documents when submitting to OSHPD. This Project Application Summary form replaces the paper application; it is not necessary to include the paper application when project applications are created using eClient Access.

S162686-37-00

This form is the transmittal letter and is the only document that is required for a paper plans and documents; it is not necessary to include a paper application when project applications are created using eClient Access.

For electronic plan submittal and electronic plan review, there are two methods to View or Add documents, click the Dropdown menu Record Info and select **Attachments**. Or select the **Attachment** link shown below.



Follow the instructions in User Guide #10 to attach plans and construction documents to this record for instantaneous submittal to HCAI. Also see User Guide #11 for specific information on how to format the electronic documents prior to uploading.

Congratulations!
Your Application for a New Project is ready to be reviewed by HCAI!