



HCAI e-Services Portal

Public User Guide

Version Number: 1.1

17. Application for HCAI Preapproval (OPM and OSP)



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1 Introduction

California Health & Safety Code 129895 authorizes HCAI to adopt regulations for hospital equipment anchorage of architectural, mechanical, and electrical components, supports, and attachments including criteria for the testing of equipment anchorages. HCAI’s **Preapproval of Manufacturer’s Certification (OPM)** is a voluntary program for review and preapproval of seismic design of supports and attachments for nonstructural components to be used in health facilities construction in California and is limited to seismic design of supports and attachments for nonstructural components, seismic bracing of distribution systems and interior partition walls and suspended ceilings seismic bracing equivalent to those approved through HCAI Preapproved Details (OPD).

HCAI’s **Special Seismic Certification Preapproval (OSP)** is a voluntary program for review and preapproval of Special Seismic Certifications to be used in health facilities construction in California. The Special Seismic Certification Preapproval (OSP) program is limited to components that require special seismic certification in accordance with the CBC 2016 Section 1705A.13.3 OR components that require special seismic certification in accordance with the ASCE 7-10 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).

This document details the step-by-step instructions for creating and submitting an application for preapproval (OPM and OSP) using eCA.

Prerequisites: You must have an active eCA user account to create and submit an application for Preapproval. After the application is submitted to HCAI, you will need an active eCA User Account that is properly associated to the project to interact with a submitted application. For additional information refer to [Section 4 – Account Management, Association and Delegation](#).

Anonymous users can search for OSP and OPM application and download approved documents, however, anonymous users cannot create nor interact with applications.

For instruction on creating an eCA user account, refer to user guide [2. Account Registration](#).

For user access and general questions about eCA, contact eserv@hcai.ca.gov or (916) 440-8400.

For question specific to Preapprovals, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov.

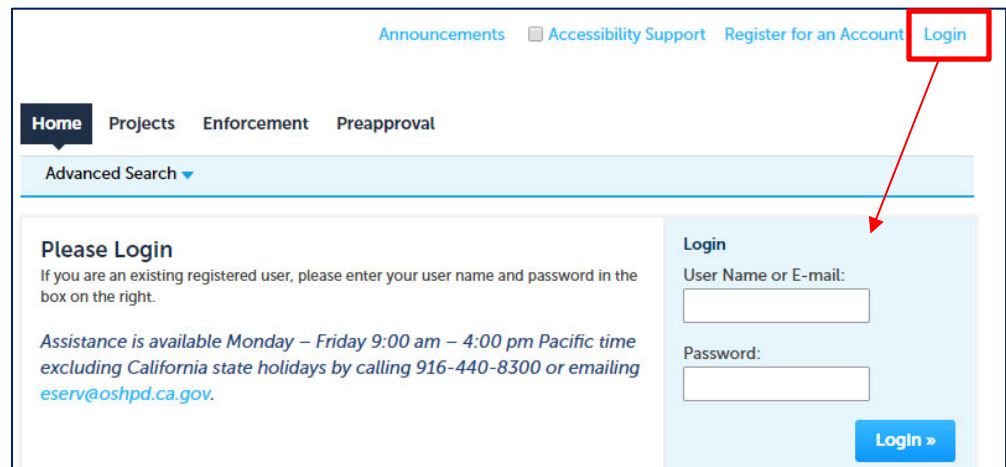


IMPORTANT: The “Applicant” will receive all invoices for plan review fees. To designate a different user to receive invoices, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov to request a separate billing contact.

2 Logging into eClient Access

Step 1. Once your eCA user account has been activated by HCAI, go to <https://esp.hcai.ca.gov/citizenaccess>.

Step 2. Enter your username or email address and your password and click **Login**.

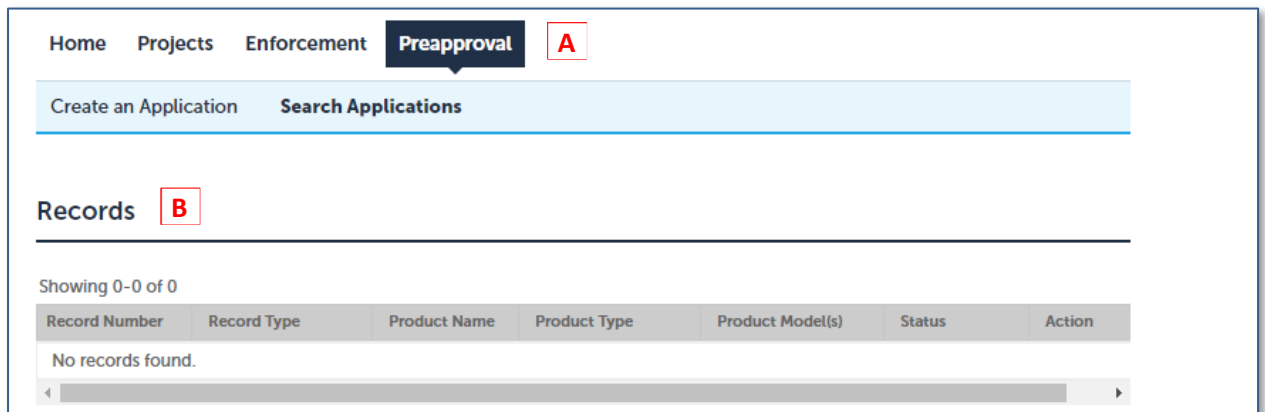


Remember: As noted previously, logging into eClient Access is not required to search for approved Preapproval applications.

3 Accessing and Searching the Preapproval Module

Step 1. To access the Preapproval module in eCA, click the "Preapproval" tab. A
 On this page you will be able to create new applications and search for existing applications for Preapprovals.

All records associated to your Public User account will be listed in the Records list. B



Step 2. To search for an existing Preapproval record, click Search Applications and enter one or more of the following search criteria:

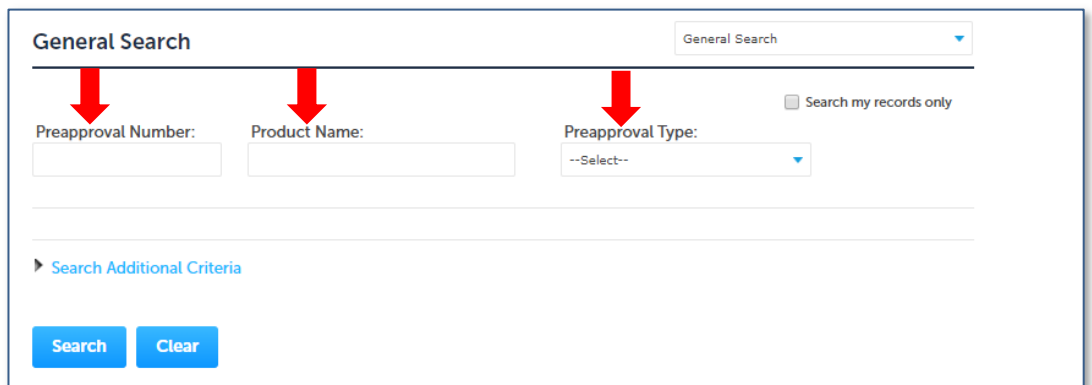
- **Preapproval Number:** Ex. OPM-0214
- **Product Name:** Ex. %Seismic Bracing%



Use the Percent sign "%" as a wildcard.

- **Preapproval Type:** OPM or OSP

Step 3. Click Search.



Step 4. The results of your search will be displayed. Clicking a record link will display the details for that Preapproval record.

2 Record results matching your search results

Click any of the results below to view more details.

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Record Number	Record Type	Product Name	Product Type	Product Model(s)	Status	Action
<input checked="" type="checkbox"/>	OPM-0544	Preapproval of Manufacturer Certification (OPM)	SEISMIC BRACING CONNECTORS FOR RIGID BRACE SYSTEM OF HEAVY DUTY SUSPENDED CEILING GRID SYSTEMS			Active	
<input type="checkbox"/>	OPM-0052	Preapproval of Manufacturer Certification (OPM)	SEISMIC BRACING AND SUPPORT SYSTEMS			Active	

Step 5. To access any uploaded documents, click on the Record Info dropdown menu and select **Attachments**.

Record OPM-0544:
Preapproval of Manufacturer Certification (OPM)
Record Status: Active

Record Info ▼	Payments ▼
Record Details	
Processing Status	
Related Records	
Attachments	<p>gesp@oshpd.ca.gov</p> <p>Project Description: SEISMIC BRACING CONNECTORS FOR HEAVY DUTY SUSPENDED CEILING GR</p>

Step 6. To download the available file(s), click the Name link.

Attachments

The maximum file size allowed is 300 MB.
 html;htm;mht;mhtml;exe;com;pif;scr;vbs;shs;chm;bat;cmd;hta;reg are disallowed file types to upload.

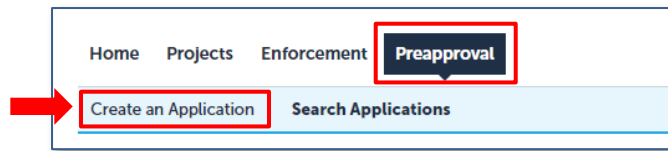
Name	Record ID	Record Type	Entity Type	Type	Size
OPM-0544-16.pdf	OPM-0544	Preapproval of Manufacturer Certification (OPM)	Record	OPM Final	354.21 KB

Note: See ‘Section 9 – Upload/Download Documents’ for instructions on uploading documents after submission.

4 Creating a NEW Preapproval Application (no prior record exist)

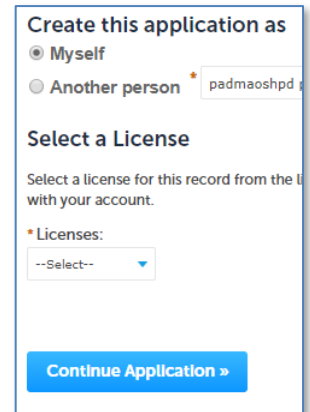
Step 1. Click the **Preapproval** tab to make sure you are in the correct module.

Step 2. Click **Create an Application**.

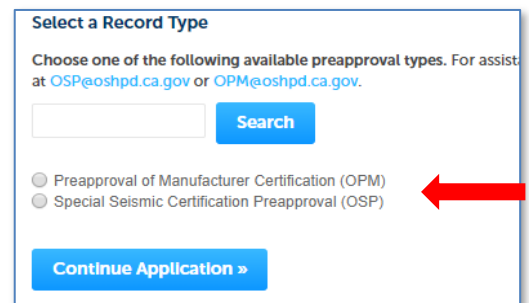


Step 3. Accept the HCAI Privacy Policy by checking the box and clicking **Continue Application**.

Step 4. If your eCA account is associated to OR delegate by a Licensed Professional(s), you will be provided with the option to create the application as yourself or as another person. This selection will be identified as the “Record Creator” and confirmation correspondence will be sent to that person via email. Select the appropriate values and click **Continue Application**.
If you are not associated or delegated, this page will not be displayed.



Step 5. Select the desired record Preapproval type (OSP or OPM) and click **Continue Application**.



Step 6. See section 6 “Application Page Flow” to complete the application.

5 Updating/Renewing an Existing Preapproval Application

Although the process for updating or renewing an existing Application for Preapproval is the similar to creating a new application, the terminology is different. “Updating” signifies altering an application for approval under the current code cycle while “Renewing” signifies a request to renew an existing Application for Preapproval for use in subsequent Building Code cycles. Do not attempt to “Renew” an application prior to the publishing date of the subsequent Building Code.

The “Update/Renew” link is used to submit an Application for Preapproval update or renewal of an existing preapproval. For the **Update/Renew** link to be visible:

- The original Application for Preapproval must be approved and have a status of “Active”, and

- Your eCA User Account must be associated to the original Preapproval record directly or by delegation. If you are unsure, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov to confirm account association.

Records						
Record Number	Record Type	Product Name	Product Type	Product Model(s)	Status	Action
OPM-0544	Preapproval of Manufacturer Certification (OPM)	SEISMIC BRACING CONNECTORS FOR RIGID BRACE SYSTEM OF HEAVY DUTY SUSPENDED CEILING GRID SYSTEMS			Active	Update/Renew

- Step 1.** To begin Update/Renew, click the [Update/Renew](#) link shown above. This will create a NEW record and copy information from the approved preapproval. After submission, you will interact with the NEW record. And, Update/Renew is turned off.
- Step 2.** See section 6, “Application Page Flow” to complete the application.

6 Application Page Flow

6.1 Page Flow Overview

The predefined steps to create and submit preapproval applications are detailed in this section. Though data entered for OSP versus OPM differs, the overall process is the same. The table below lists the process steps.

Table 1: eCA Page Flow for Preapproval


Page No.	Page Title	Description
Application for Preapproval		
1	Product Information	Enter Product Name, Product Type, Product Model Number, General Description, etc. to complete this page.
2	Contact Information	Look up and identify each Licensed Professional(s) and Contact(s) specific to the application. eCA auto-populates the LP’s information.
3	Certification Method	Enter all that apply.
4	Supporting Attachments	Attach all supporting documents necessary for the application.
5	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
6	Pay Fees	Application fee is due at submission. You cannot complete the application submittal without paying the application fee.
7	Record Issuance	Preapproval application is submitted to HCAI and eCA issues a record ID number.

6.2 Basic Rules of Page Flow

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

- ✓ When creating an application, follow the page flow in order to avoid errors or missed data.
- ✓ You must click on **Continue Application** button to save the data entered on the page.
- ✓ 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.
- ✓ You can navigate back and forth within the completed pages.
- ✓ If you must exit the application for any reason, click **Save and resume later** to save your application.
- ✓ When resuming a saved in-progress application, you will be given the option to start from the beginning or continue where the application was left off.



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.

6.3 Stepping Through Page Flow

The following information will guide you through the steps necessary to create an Application for Preapproval (OPM or OSP).

Step 1. Product Information



1 Product Information	2 Contact Information	3 Certification Method	4 Supporting Attachments	5 Review	6	7
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Enter Product Name, Product Type, Product Model Number(s), General Description, Seismic parameters, etc. to complete the page. A red asterisk * indicates a required field. When you have completed all applicable fields, click **Continue Application**.

Step 2. Contact Information



1 Product Information	2 Contact Information	3 Certification Method	4 Supporting Attachments	5 Review	6	7
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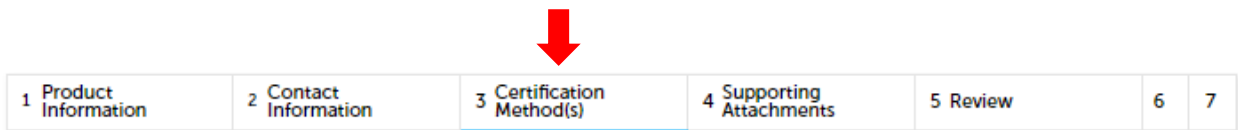
Contacts (Manufacturer and Applicant) and Licensed Professionals (Civil, Structural, or Testing Laboratory) are added on this page. Use one of the following methods to enter a contact or Licensed Professional. When you have completed all parts of this page, click **Continue Application**.

Select from Account Clicking this button will display all users or license(s) to which your eCA account is associated to or delegated by. Select one and click **Continue**.

Look Up Clicking this button will display a Look Up page to select a Licensed Professional currently listed in the HCAI database. Enter the search criteria and click Look Up. From the search results, select the desired individual and click **Continue**. If the search returns no results, the Licensed Professional is not currently in our database. Contact HCAI at eserv@hcai.ca.gov to add a new Licensed Professional to our database.

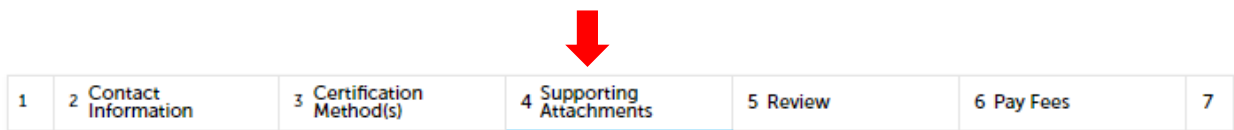
Add New Clicking this button will display a data entry form. A red asterisk * indicates a required field. Enter all appropriate data and click **Continue**.

Step 3. Certification Method(s)



Enter all certification method(s) that apply. A red asterisk * indicates a required field. When you have completed all applicable fields, click **Continue Application**.

Step 4.



On this page, you will attach all supporting documents necessary to complete your application. Each type of Preapproval has certain required documents. If you are missing any required documents, you will be prompted for missing document types when you click **Continue Application**.



Click this button to add documents to the list. You will be prompted to browse and select files from your computer. The document Type must be selected from the dropdown list.



Once all documents have been added and the document Type selected, click the Save button to upload and attach the documents to the application.

Step 5. Review



1	2	3 Certification Method(s)	4 Supporting Attachments	5 Review	6 Pay Fees	7 Record Issuance
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The Review page is your final opportunity to review and edit entered data and documents before submitting the application to HCAI. Once you have reviewed and edited all data, click **Continue Application**.



This button will allow you to edit the data or documents for a particular page/section of the application.

Step 6. Pay Fees



1	2	3 Certification Method(s)	4 Supporting Attachments	5 Review	6 Pay Fees	7 Record Issuance
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The application fee is due at submission. Click **Continue Application** to open the credit card payment window. Enter your credit card information and credit card holder information and click **Submit Payment**.

Step 7. Record Issuance



1	2	3 Certification Method(s)	4 Supporting Attachments	5 Review	6 Pay Fees	7 Record Issuance
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On this final screen, eCA displays the application submission confirmation including the preapproval record number. You can view the detailed information about the application by clicking on **View Record Details** button.

Email confirmation is automatically sent to the Public User that started the application.

Note: The record number displayed (OPM-xxxx-TEMP00) is a temporary number. After review and approval and payment of review fees, the final number will be issued.

Congratulations!

You have successfully submitted an Application for Preapproval to HCAI!

For question regarding your submittal, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov.

IMPORTANT: The “Applicant” will receive all invoices for plan review fees. If invoices need to be delivered to a different party, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov to add a separate billing contact to the application.

7 Editing a Returned or Remarked Submittal

During the review process, HCAI staff may notify the applicant that the submittal requires additional information or documents or review comments exist. The applicant will receive an email notification which includes comments from the review staff.

To access the application and update data or documents, follow these steps.

- Step 1.* Log into eCA.
- Step 2.* Click the **Preapproval** tab.
- Step 3.* Search for the record number. (If you are already associated with the record, it should be visible without searching.)
- Step 4.* Click the **Edit** link in the Action column.

Home Projects Enforcement Preapproval							
Create an Application				Search Applications			
Records							
Showing 1-2 of 2 Download results Add to collection							
<input type="checkbox"/>	Record Number	Record Type	Product Name	Product Type	Product Model(s)	Status	Action
<input type="checkbox"/>	OPM-0564-TEMP00	Preapproval of Manufacturer Certification (OPM)	Control Room Distributor	Medical Imaging	CRD-1200	Out to Applicant	Edit

- Step 5.* Clicking the Edit link above takes you to the Review step within the application



1	2	3 Certification Method(s)	4 Supporting Attachments	5 Review	6 Pay Fees	7 Record Issuance
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From the Review page, you are permitted to edit the information within each section. Click the **Edit** button on a section to open the specific page. Edit the data as appropriate and click **Continue Application** to return to the Review page.

Product Information

PRODUCT **Edit**

Product Name: Control Room Distributor

Product Type: Medical Imaging

Product Model Number: CRD-1200

General Description: Control Room Distributor

When you have corrected all information, check the box at the bottom of the Review page to accept the conditions and click **Submit Updated Information**.

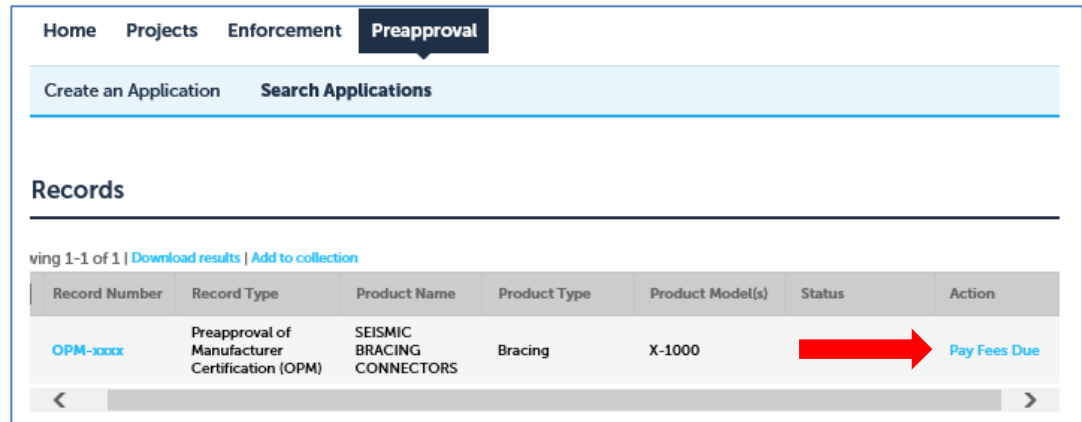
Congratulations!

You have successfully submitted an updated application to HCAI!

8 Fees and Payment

- The application fee (\$250.00) is due at completion of electronic submittal. If you experience issues applying a credit card payment during submittal, contact FDDAccounting@hcai.ca.gov.
- Review fees are assessed as Time and Materials based on the hours spent to complete the review. The “Applicant” on the application will receive an invoice for assessed review fees via standard USPS mail. If you want to receive the invoices by email or send the invoice to go to a different party, contact OPM@hcai.ca.gov or OSP@hcai.ca.gov to add a separate billing contact to the application. Review fee invoices can be paid by check via standard mail or by credit card via the eServices Portal using the instructions on the invoice.
- To make a payment via the eServices Portal, search for the record. In the search results, click the link labeled **Pay Fees Due**, as shown below. On the next screen, click **Continue Application**

to open the credit card payment window. Enter your credit card information and credit card holder information and click **Submit Payment**.

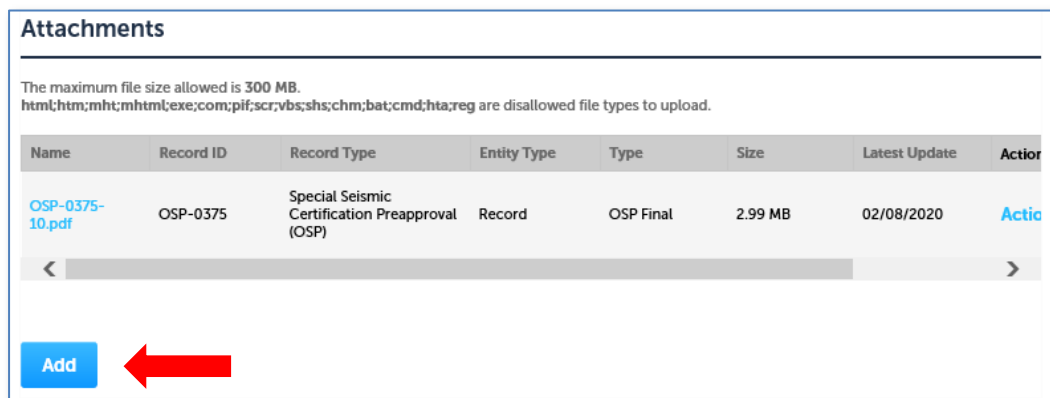


9 Upload/Download Documents After Submittal

Once the application has been submitted, users associated to the record can Upload and Download documents to the record at any time

Follow the instructions in 'Section 3 - Accessing and Searching the Preapproval Module' to find your record that you want to upload or download a document. Once you have found your record, click on the record link to display the record details. Under Record Info, select Attachments.

If you have permission to ADD documents, an Add button will be visible as shown below. Click the ADD button and proceed to add documents. Click SAVE when complete.



Note: Once uploaded, to delete a document, you must contact OPM@hcai.ca.gov or OSP@hcai.ca.gov.