HCAI e-Services Portal

Public User Guide

Version Number: 1.0

18. Application for HCAI Preapproved Agency (OPAA)

Contents

1   Introduction

2016 California Building Code (CBC) Sections 1704.2 and 1704A.2 require the owner of the healthcare facilities to employ one or more approved agencies to provide special inspections and tests during construction. CBC Sections 1703.4 and 1703A.4 state that a testing agency/laboratory having accreditation to International Standards Organization (ISO) Accreditation Standard 17025 (ISO 17025) shall be considered as an approved testing agency. CBC Section 1704.2 and 1704A.2 state that inspection agency having accreditation to ISO 17020 shall be considered as an approved inspection agency. HCAI Preapproved Agency (OPAA) for structural tests and special inspections is a voluntary program established to streamline and simplify healthcare facility construction for owners, testing/inspection agencies, consultants, and contractors by providing a means for review and pre-approval of testing and special inspection agencies.

This document details the step-by-step instructions for creating and submitting an application for HCAI Preapproved Agency (OPAA) 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 OPAA 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 Preapproved Agency, contact OPAA@hcai.ca.gov.

IMPORTANT: The "Applicant" will receive all invoices for plan review fees. To designate a different user to receive invoices, contact OPAA@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.

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.

Continued on next page.

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**

Home	Projects	Enforcement	**Preapproval**				**A**
Create an Application		**Search Applications**					

Records   **B**

Showing 0-0 of 0

Record Number	Record Type	Product Name	Product Type	Product Model(s)	Status	Action
No records found.						

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. OPAA-0014
- ▪ **Product Name**: Ex. %Seismic Bracing%

    PRO TIP   Use the Percent sign "%" as a wildcard.

- • **Preapproval Type**: OPAA

Step 3.   Click Search.

General Search   General Search ▾

☐ Search my records only

Preapproval Number: Product Name: Preapproval Type:
[   ]   [   ]   --Select-- ▾

▶ Search Additional Criteria

[Search]   [Clear]

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

Step 5.   To access any uploaded documents, click on the Record Info dropdown menu and select **Attachments**.
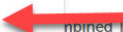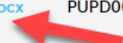
Step 6.   To download the available file(s), click the Name link.

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

4   Creating a new Preapproval application

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

Step 2.   Click **Create an Application**.
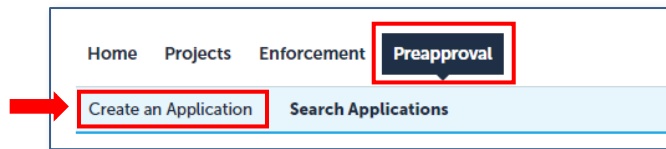
Step 3.   Accept the HCAI Privacy Policy by checking the box and clicking
         Continue Application.

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
         (OPAA, OSP or OPM) and click **Continue Application**.

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

5   Application Page Flow

5.1   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 list the process steps.

Table 1: eCA Page Flow for Preapproval

No.	Page Title	Description
		Application for Preapproval
1	Agency Information	Enter Application Type, OPAA Agency, OPAA Facility, OPAA Engineering Manager, OPAA Alter. Eng. Mgr., etc. to complete this page.
2	Accreditation Information	Select the Current applicable Accreditation, Basis for Accreditation, Basis for Qualification, etc. to complete this page.
3	Test Standards	Add (rows) to include standards and test procedures.
4	Test Technicians	Enter all information that is required.
5	Special Inspections	Add (rows) and select all applicable Certification/Licensing agency, Types that apply.
6	Special Inspections Summary	Add (rows) and to include/view Summary of Agency's Special Inspections Services that apply.
7	Supporting Attachments	Attach all supporting documents necessary for the application.
8	Review	Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.
9	Pay Fees	Application fee is due at submission. You cannot complete the application submittal without paying the application fee.
10	Record Issuance	Preapproval application is submitted to HCAI and eCA issues a record ID number.

5.2   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 ⑦ to open help and instructions for that item in the application.

6   OPAA Submittal in eCA

6.1   Create an Application

The follow steps cover a new submittal of an application for HCAI Preapproval of Agency (OPAA) as it will be performed by the customer in the eCA portal. It is assumed that the user has a registered eCA account and that account is enabled and active for use.

1. Once your eCA user account has been activated by HCAI, go to https://esp.hcai.ca.gov.
2. Enter your username or email address and your password and click **Login**.

Announcements   ☐ Accessibility Support   Register for an Account

Home   Projects   Enforcement   Preapproval

Advanced Search ▾

Please Login
If you are an existing registered user, please enter your user name and password in the box on the right.

Assistance is available Monday – Friday 9:00 am – 4:00 pm Pacific time excluding California state holidays by calling 916-440-8300 or emailing eserv@oshpd.ca.gov.

Login
User Name or E-mail:

Password:

Login »

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

3. Once logged in, click on the Preapproval tab as shown in the screenshot below:

eServices Portal

Announcements   Logged in as:Candice Dias   Collections (0)   Account Management   Logout

Home   Projects   Enforcement   Preapproval

Dashboard   My Records   My Account   Advanced Search ▾

4. On the Preapprovals page, click on the 'Create an Application" link to submit a new OPAA application:
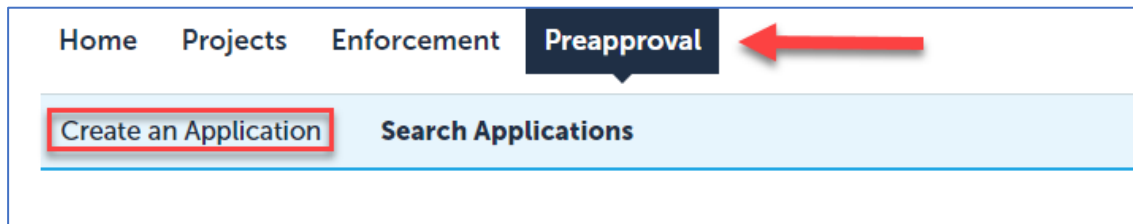
5. A disclaimer page is displayed. Check the "I have read and accepted the above terms" (A) box and click on the Continue Application button (B):

6. Select the HCAI Preapproved Agency (OPAA) option and click Continue Application button as shown in the screenshot below; this will display the Agency information page:

6.2 Agency Information

1. Fill in **Application Type** field. Dropdown list displays values:
   a. Combined Testing AND Special Inspection Agency
   b. Special Inspection Agency ONLY
   c. Testing Agency ONLY
2. Add **OPAA Agency** by clicking **Add New**, filling in all required fields, and clicking Continue. NOTE: A selection for County is required. All options available in dropdown.
   a. Add **OPAA Facility** by clicking **Add New**, filling in all required fields, and clicking Continue. NOTE: **Agency's Local Name** and **County** are required. When marking the **Mailing Address is same as Facility Address** checkbox, the mailing address fields below should auto-fill with the address information above.
       b. Add **OPAA Engineering Manager** by clicking **Add New**, filling in all required fields, and clicking **Continue**. NOTE: **CA Registration Number** and **CA Expiration Date** are required fields.
       c. Add **OPAA Alternate Engineering Manager** by clicking **Add New**, filling in all required fields, and clicking **Continue**. NOTE: **CA Registration Number** and **CA Expiration Date** are required fields.
       d. Once the User clicks on Continue, the application proceeds to the next step(s):
3. If the **Application Type** = "Combined Testing AND Special Inspection Agency" OR the **Application Type** = "Testing Agency ONLY", the User is advanced to the Key Testing Personnel step.
       a. Add **OPAA Testing Supervisor** by clicking **Add New**, filling in all required fields, and clicking **Continue**.

4. Add **OPAA Field Testing Supervisor** by clicking **Add New**, filling in all required fields, and clicking **Continue**.

5. After adding both contacts, click **Continue Application:**
    a. If the **Application Type** = "Combined Testing AND Special Inspection Agency" user is advanced to the Key Spec Insp Personnel step.
    b. If the **Application Type** = "Testing Agency ONLY", the User is advanced to Accreditation Details page.
    c. If **Application Type** = "Special Inspection Agency ONLY", the User is advanced to the Key Spec Insp Personnel step.

6. Add **OPAA Special Inspection Supervisor** by clicking **Add New**, filling in all required fields, and clicking **Continue**.

7. Add **OPAA Field Special Inspection Supervisor** by clicking **Add New**, filling in all required fields, and clicking **Continue**.

6.3   Accreditation Details

1. Complete the **Current Accreditation** section. The User is required to mark all that apply. NOTE: The User is required to select at least one option here.
    a. If no option is selected, the User is blocked from continuing with the application and an error message is displayed.
    b. If user marks **Other**, the **If Other, Please Specify** field becomes editable and required.

Current Accreditation Details

CURRENT ACCREDITATION
Please select the accreditation(s) currently held by the agency (check all that apply). You will be required to attach a copy of the accreditatio
later during this process.

AASHTO Accreditation Program (AAP): ☐

International Accreditation Service (IAS): ☐

Laboratory Accreditation Program (LAB): ☐

ANSI-ASQ National Accreditation Board: ☐

National Voluntary Laboratory
Accreditation Program (NVLAP): ☐

American Association of Laboratories
Program (A2LA): ☐

Construction Materials Engineering
Council (CMEC): ☐

Other: ☐

If Other, Please Specify:

Latest Expiration Date (if any):

2. Complete **Division of the State Architect Laboratory Evaluation and Acceptance Program** section.
   a. If the User selects **Yes** in **Is this Agency accepted in the Division of the State Architect Laboratory Evaluation and Acceptance Program, DSA-LEA?** field:
      o **LEA #** field becomes editable and required.
      o **Expiration Date** field becomes editable and required.

DSA-LEA
Please provide accurate information.

* Is this Agency accepted in the Division of ○ Yes ○ No
the State Architect Laboratory Evaluation
and Acceptance Program, DSA-LEA?:

LEA #:

LEA Extension Expiration Date:

Expiration Date:

   b. Complete the **Basis for Accreditation** section. Mark all that apply. NOTE: The User is required mark at least one option here. If no option is selected, user is blocked from Continuing Application and a descriptive error message is displayed.
   c. Complete **Basis for Test Technician/Special Inspector Qualification** section. Mark all that apply. NOTE: The User is required to mark at least one option here. If no option is selected, the user is blocked from Continuing Application and a descriptive error message is displayed.
   d. Once the User clicks on Continue, the application proceeds to the next step(s):
      1. If the **Application Type** = "Combined Testing AND Special Inspection Agency" OR if the **Application Type** = "Testing Agency ONLY", the User is advanced to Test Standards step(s).

2. If the **Application Type** = "Special Inspection Agency ONLY" user is advanced to Special Inspections step(s)

6.4 Test Standards

1. Click on arrow next to **Add Row** button for **Applicable Test Standards (Soils and Foundations)** table and add multiple rows.
   a. Window is opened allowing the User to fill in selected number of rows.
   b. Dropdown for **Standard & Test Procedure** column displays all applicable values for **PA OPAA TS Soils and Foundations Standards & Test Procedures** (see solution design document).
   c. Selecting the same value more than once, will result in the value will being flagged as a duplicate value and you will be blocked from submitting.
   d. If **Standard & Test Procedure** = "Other", the **If Other, Please Specify** field will become editable and required.
2. After populating the desired tables, click on **Continue Application**, and the User will be directed to the next step which is adding Test Technicians.

6.5 Test Technicians

1. Click on arrow next to **Add Row** button for **Test Technicians** table and add multiple rows.
   a. Window is opened allowing the User to fill in selected number of rows.
   b. If **Certification/License Type** = "Other", the **If Other, Specify Certification/License Type** field becomes editable and required.
   c. If **Certification/Licensing Agency** = "Other", the **If Other, Specify Certification/Licensing Agency** becomes editable and required.
2. After populating the desired tables, click on **Continue Application**

6.6 Special Inspections:

1. Click on arrow next to **Add Row** button for **Applicable Special Inspections (Soils and Foundations)** table and add multiple rows.
   a. Window is opened allowing the User to fill in selected number of rows.
   b. Dropdown for **Code/Standard & Inspection** Field/Type column displays all applicable values for **PA OPAA SI Soils and Foundation Code & Field/Type** (see solution design document).
   c. If the User selects the same value more than once, the value will be flagged as duplicate value and the user will be blocked from submitting.
   d. If **Code/Standard & Inspection Field/Type** = "Other", the **Please Specify** field will become editable and required.
2. After populating the desired tables, click on **Continue Application**, and the User will be directed to the next step which is adding Special Inspectors.

3. After populating the desired rows, click on **Continue Application**

6.7 Special Inspections Summary

1. Click on arrow next to **Add Row** button for **Summary of Agency's Special Inspections Services** table and add multiple rows.
    a. Window is opened allowing the User to fill in selected number of rows.
    b. Dropdown for **Structural Special Inspection** column displays all applicable values for **PA OPAA Structural Special Inspections** is displayed (see solution design document). See screenshots below to select from the given Special Inspections Summary options.

c. Once a selection is made, click on the SUBMIT button to proceed.

6.8 Supporting Attachments

1. Click on arrow next to **Add Row** button and upload any files or supporting document for the above Inspections.

   a. The User can add any of the **Document Types** specified for OPAA in the **Document Group** section of the solutions document.

   b. If the User selects **Document Type** of "Other", a **comment** is required.

   Note: Be sure to save the documents then click on **Continue Application**.

6.9 Review

1. To review the application, the System displays the Review screen.

2. The User may choose to edit any section of the information by clicking on the Edit button adjacent to the corresponding sections displayed on this screen.

3. If all of the information is correct, checkmark the certification box located at the bottom of the page and click **Continue Application**.

    a. The User will be directed to the next step which is to Pay Fees.

6.10 Pay Fees:

1. An **Application** fee will be charged based on the following:

    a. If Application Type = **Combined Testing AND Special Inspection Agency**, then $1000.00.

    b. If Application Type = **Testing Agency ONLY**, then $500.00.

c. If Application Type = **Special Inspection Agency ONLY**, then $500.00.
2. Click **Continue Application** and the User is directed to the Payment Options page.

6.11 Payment Options:
1. Be sure that Pay with Credit Card is selected. Fill in Credit Card Payment Information.
2. The User is directed to the next step/screen which is the Record Issuance.

6.12 Record Issuance:
1. On the Record issuance screen, the Record Number is displayed in the format "OPAA-####-TEMP00" where the #### will be a new number assigned to the submission (next available OPAA number).
2. An Order Confirmation email is sent to the email address provided in the Payment Information page.
   a. Thank you for submitting your application email is sent to Record Creator (note that this email is visible on the Communication tab in AA).
3. An email is sent to OPAA@HCAI.ca.gov informing PT's that an application was submitted.
4. The record has now been officially submitted and is saved to the database, where it is accessible by Internal HCAI staff via the AA V360 Interface.

a. To confirm that an OPAA application has been submitted, click on the SEARCH APPLICATION option at the top of the page:
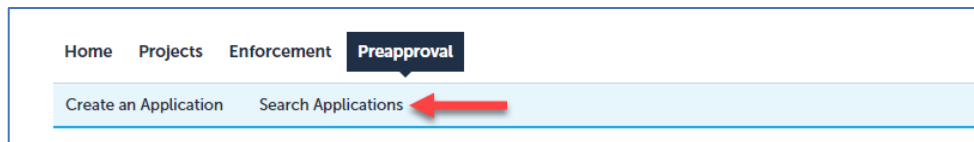
The record that was submitted will appear in the Records list with a status of **APPLICATION RECEIVED**'.

7 OPAA Renewal in eCA

The following steps cover the update or renewal of a preapproval record (OPAA) that has already been approved and is active. It is assumed that the user has a registered eCA account and that account is enabled and active for use. Also, the user must be a contact on the record which they are trying to renew. If the user is attempting to renew a record that they did not originally submit in eCA (e.g., converted records or records added in AA), then the contact associated to the user account will need to be added to the record. If this is not done, the user will not see the Update/Renew hyperlink in the Action column of the record list in eCA.

NOTE: If you do not see the OPAA record in your Preapproval screen, or if you do not have the "Update/Renewal" option, please email OPAA@hcai.ca.gov and request your eSP account be associated with the OPAA that you wish to renew/update.

1. User is logged into eCA.
2. Click on the Preapproval tab header:
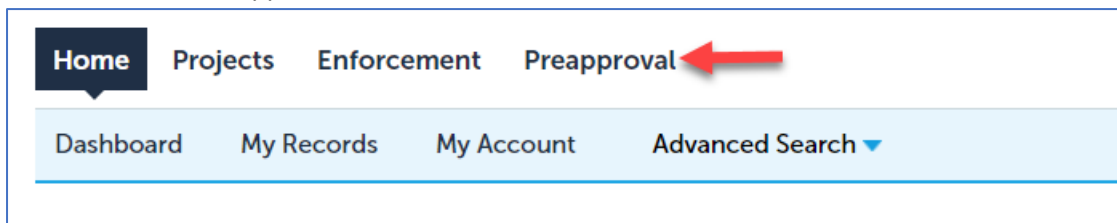
3. Find the record that you would like to update or renew.
   *Note that the record must have a status of Active to see the hyperlink.
4. Click on the **Update/Renewal Requested** link by the desired record.

Record Number	Record Type	Product	Product Sub-Category	Product Model(s)	Status	Action
OPAA-0013	OSHPD Preapproved Agency (OPAA)		Special Inspection Agency ONLY	Agency Local Name: null	Active	Update/Renew
OPAA-0012	OSHPD Preapproved Agency (OPAA)	Atlas Technical Consultants, LLC	Combined Testing AND Special Inspection Agency	Agency Local Name: Atlas Technical Consultants, LLC	Active	Update/Renew

5. Select an Update/Renewal Type
6. Select **HCAI Preapproved Agency (OPAA)** then click **Continue Application**.
   i. Agency Information page is displayed.

7.1 Agency Information:

1. The following information should have copied from the parent record:
   o Application Type
   o OPAA Agency
   o OPAA Facility
   o OPAA Engineering Manager
   o OPAA Alternate Engineering Manager.
2. **Application Type** is read only.
   a. If **Application Type** = "Combined Testing AND Special Inspection Agency" or if
      Application Type = "Testing Agency ONLY" user is directed to the Key Testing Personnel
      tab (see section below for Key Testing Personnel)
   b. If **Application Type** = "Special Inspection Agency ONLY" user is directed to the Key Spec
      Insp Personnel tab (see section below for Key Spec Insp Personnel)
3. Review the data and edit as desired. Then click the **Continue Application** button.

7.2 Key Testing Personnel:

1. The following Information should have copied from the parent record:
   o OPAA Testing Supervisor
   o OPAA Field Testing Supervisor
2. Application Type available:

a. If **Application Type** = "Combined Testing AND Special Inspection Agency" user is directed to the Key Spec Insp Personnel tab (see section below for Key Spec Insp Personnel)

b. If **Application Type** = "Testing Agency ONLY" user is directed to the Accreditation Details

3. Review the data and edit as desired. Then click the **Continue Application** button.

7.3 Key Special Inspection Personnel:

1. The following Information should have copied from the parent record:
   o OPAA Special Inspection Supervisor
   o OPAA Field Special Inspection Supervisor.
2. Review the data and edit as desired. Then click the **Continue Application** button.

7.4 Accreditation Details:

1. All information on this page should have copied from the parent record.
2. If **Application Type** = "Combined Testing AND Special Inspection Agency" user is directed to the Test Standards
3. If **Application Type** = "Testing Agency ONLY" user is directed to the Test Standards
4. If **Application Type** = "Special Inspection Agency ONLY" user is directed to Special Inspections
5. Review the data and edit as desired. Then click the Continue Application button.

7.5 Test Standards

All information on this page should have copied from the parent record. Review the data and edit as desired. Then click the **Continue Application** button.

7.5.1 Test Technicians:

1. All information on this page should have copied from the parent record.
2. Review the data and edit as desired. Then click the **Continue Application** button.

7.5.2 Test Standards Summary:
1. All information on this page should have copied from the parent record.
2. If **Application Type** = "Combined Testing AND Special Inspection Agency" user is directed to Special Inspections
3. If **Application Type** = "Testing Agency ONLY" user is directed to Supporting Attachments
4. Review the data and edit as desired. Then click the **Continue Application** button.

7.6 Special Inspections

All information on this page should have copied from the parent record. Review the data and edit as desired. Then click the **Continue Application** button.

7.6.1 Special Inspectors:
1. All information on this page should have copied from the parent record.
2. Review the data and edit as desired. Then click the **Continue Application** button.

7.6.2 Special Inspections Summary
1. All information on this page should have copied from the parent record.
2. Review the data and edit as desired. Then click the **Continue Application** button.

7.7 Supporting Attachments

Click **Add** button and upload any files or supporting documentation. NOTE: Documents are **not** copied from the parent record. User will be required to upload new supporting documentation here.
1. User can add any of the **Document Types** specified for OPAA in the **Document Group** section of the solution design document.
2. If selecting **Document Type** of "Other", **Comment** is required.
   - i. NOTE: *Be sure to save the documents then click **Continue Application**.
   - ii. Selected documents are uploaded to the record and user is directed to Review step.

7.8 Review
1. User may choose to edit any section of information by clicking the edit button adjacent to the corresponding section.
2. If all information is correct, checkmark the certification box located at the bottom of the page and click **Continue Application**.

7.9 Payment Options

An **Application Renewal** fee will be charged based on the following:
   - o If Application Type = **Combined Testing AND Special Inspection Agency**, then $500.00.
   - o If Application Type = **Testing Agency ONLY**, then $250.00.
   - o If Application Type = **Special Inspection Agency ONLY**, then $250.00.
1. Be sure that Pay with Credit Card is selected. Fill in Credit Card Payment Information.
2. Click on **SUBMIT PAYMENT**.
3. User is directed to Record Issuance.

7.10 Record Issuance

        o   The Record Number is displayed and formatted as follows:
            OPAA-####-TEMP01

        o   Where #### will be a new number (next available OPAA number).

Order Confirmation is email is sent to the email address provided in the Payment Information page. The record creator will receive a confirmation email.

7.10.1 Viewing Submitted OPAA Record

1. Click on Search Applications option at the top of the page.
2. Your submitted record will appear in the records list with a status of Application Received.

8 OPAA Personnel Update in eCA

This section covers the online submittal of an application to update Testing or Special Inspection personnel on an OPAA record that has already been approved and is active. It is assumed that the user has a registered eCA account and that account is enabled and active for use. Also, the user must be a contact on the record which they are trying to update/renew. If the user is attempting to update a record that they did not originally submit in eCA (e.g., converted records or records added in AA), then the contact associated to the user account will need to be added to the record. If this is not done, the user will not see the Update/Renew hyperlink in the Action column of the record list in eCA.

NOTE: If you do not see the OPAA record in your Preapproval screen, or if you do not have the "Update/Renewal" option, please email OPAA@hcai.ca.gov and request your eSP account be associated with the OPAA that you wish to renew/update.

1. User is logged into eCA.
2. Click on the Preapproval tab header:
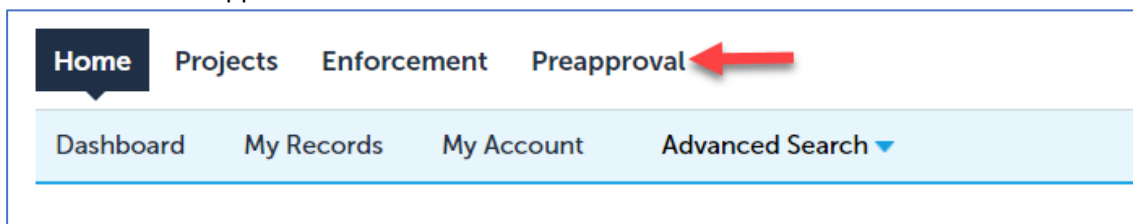
   Find the record that you would like to update or renew. NOTE: The record must have a status of Active to see the hyperlink.
3. Click on the Update/Renew link that appears next to the desired record.
   i. The User is directed to the Select an Update/Renewal Type.

8.1 Update Personnel List

Click on **Update Testing Technicians and/or Special Inspector List** then click **Continue Application.**

a. If **Application Type** = "Combined Testing AND Special Inspection Agency", the User is directed to the Update Personnel List > Test Technicians tab

    i. If **Application Type** = "Combined Testing AND Special Inspection Agency", the User is directed to the Update Personnel List > Special Inspectors (see Step C below).

    ii. If **Application Type** = "Testing Agency ONLY", the User is directed to the 'Supporting Attachments' tab.

b. If **Application Type** = "Testing Agency ONLY", the User is directed to the Update Personnel List > Test Technicians tab

c. If **Application Type** = "Special Inspection Agency ONLY", the User is directed to the Update Personnel List > Special Inspectors tab

Note: All information on this page should have copied from the parent record. Review the data and edit as desired. Then click the **Continue Application** button.

    d.   The User is directed to the 'Supporting Attachments' tab.

8.2   Supporting Attachments

Click on the **Add** button and upload any files or supporting documents. Note: Documents are **NOT** copied from the parent record. User will be required to upload new supporting documentation here.

4.   The User can add any of the **Document Types** specified for OPAA in the **Document Group** section of the solution design document.

5.   If selecting **Document Type** of "Other", **Comment** is required.

NOTE: Be sure to save the documents then click **Continue Application**.

8.3 Review

1. The User may choose to edit any section of information by clicking the **EDIT** button adjacent to the corresponding section.
2. If all information is correct, checkmark the certification box located at the bottom of the page and click **Continue Application**.
3. The User is directed to the Pay Fee tab.

8.4 Payment Options

A Testing and/or Special Inspection Personnel Update fee is assessed on a Time & Material basis.

1. Be sure that Pay with Credit Card is selected. Fill in Credit Card Payment Information.
2. Click on SUBMIT PAYMENT.
3. User is directed to Record Issuance.

8.5 Record Issuance

- o The Record Number is displayed and formatted as follows:
  OPAA-####-TEMP01
- o Where #### will be a new number (next available OPAA number).

Order Confirmation is email is sent to the email address provided in the Payment Information page. The record creator will receive a confirmation email.