Section 21
Applications for Seismic Compliance Plan Review
1 Introduction
Welcome to HCAI Electronic Services Portal (eSP) User Guides

This section details the step-by-step instructions for creating and submitting an application for a Seismic Compliance Plan Review using the HCAI eServices Portal.

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 for submitting an Application for Seismic Compliance Plan Reviews are slightly different from those in submitting for New Projects, PADs or Building Permits. Below is an illustration of the page flow steps.

Table 1: eSP Pageflow

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Facility Information</td>
<td>Look up and select the facility from HCAI’s facility database. eSP auto-populates the facility, address, and facility owner information.</td>
</tr>
<tr>
<td>2</td>
<td>Seismic Compliance Details</td>
<td>Enter an application Name and Description.</td>
</tr>
<tr>
<td>3</td>
<td>Contacts</td>
<td>Identify each Project Contact(s) specific to the application. The applicant must be the facility Administrator. Two other contacts may be added. All communication will be sent to all three contacts if they exist.</td>
</tr>
<tr>
<td>4</td>
<td>Supporting Documents</td>
<td>Attach the supporting documents. A Compliance Plan is required for Seismic Compliance Plan Reviews.</td>
</tr>
<tr>
<td>5</td>
<td>Facility Authorization</td>
<td>Enter a valid Facility PIN code.</td>
</tr>
<tr>
<td>6</td>
<td>Review</td>
<td>Final review opportunity of all the data entered on the application for accuracy; edits can still be made if necessary.</td>
</tr>
<tr>
<td>7</td>
<td>Confirmation</td>
<td>Application is submitted to HCAI and eSP issues a project ID number. You may print project summary sheet.</td>
</tr>
</tbody>
</table>
2.2 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.
- 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.
- 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 Application for Seismic Compliance Plan Review

The following information will guide you through the steps necessary to create an Application for Seismic Compliance Plan Review.

**Start - Create a Seismic Compliance Plan Review application**

![Create an Application link](image-url)
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.

Select a License

If you are a Licensed Professional (Architect, Engineer, Contractor, IOR), you will be given the opportunity to select your license though licensed professionals are not part of this application. The selection should be ‘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.

Select Record Type

Select “Compliance Plan Review”.

Click **Continue Application** to proceed with application.
Step 1. 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. To re-start the search, click the Clear button in Facility section; this clears all previous entered data and allows you to start over. To advance to the next page flow step, click Continue Application.

Step 2. Enter Application Name and Description

Enter an application and description. To advance to the next page flow step, click Continue Application.

Step 3. Add Contacts

The first contact entered is the Administrator of the facility.

The second and third contacts are optional entry. The additional contacts will be sent communications that are sent to the Administrator.
There are two options for entering the Administrator (Select from Account OR Add New).

Clicking Select from Account will prompt for accounts associated to the logged in user. Selecting “Associated Contact” is the preferred option. Click Continue to return to page flow.

Clicking Add New button prompts for each data field for the contact. When all required fields are entered, click Continue button to save the selected contact and return to the page flow.

Contact successfully added to application.

Click Continue Application to proceed to the next page flow screen.
Step 4. Upload Supporting Documents

A Seismic Compliance Plan is required during submittal. You cannot proceed beyond this point with uploading a Seismic Compliance Plan. For questions, contact SeismicComplianceUnit@hcai.ca.gov. You can add any other documents that provide supporting information.

- Start by clicking the Add button.

- Click the Add button again and browse to find and select supporting documents. Click Add as many times needed to locate all supporting documents. Once finished, click Continue to return to the attachments page flow page.

- Complete the Type, File Description and Virtual Folder using the dropdown boxes and filling in the description fields and check First Submittal.
• Click the **Save** button. eSP will copy the files to the HCAI database. An acknowledgement of the upload will appear at the top of the page and you will receive a confirmation email.

It is important that you wait to see the Actions column populate before navigating away from this page; if you continue prior to the upload completing (Actions column is blank), your files may not transfer to HCAI correctly.

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**Step 5.** 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.
If you click the “Save pending submittal” button, the application process stops and you will be redirected to the Project List page. eSP issues a temporary Project ID and displays the application in the Project list. You will receive an email message with the temporary record number. You or other authorized users can “Resume Application” at a later time.

If you enter an invalid Facility PIN, eSP 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.

**Step 6. 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 submit the application.
Step 7. Project submission confirmation.

On this final screen, eSP displays an application submission confirmation including the Seismic Plan Review record number. You may print an application summary from this screen. These documents open in a PDF format and may be saved or emailed. You can also 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 and to the Public User that approved the application by entering the PIN.

Congratulations! You have successfully submitted an Application for Seismic Compliance Plan Review to HCAI!