

**e-Services  
Portal  
User  
Guide**

**APPLICATION FOR  
SEISMIC  
COMPLIANCE PLAN**

**VERSION 1.0**

**Section  
21**

Office of Statewide Hospital Planning and Development  
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## 1 Introduction

### Welcome to HCAI Electronic Services Portal (eSP) User Guides

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

#### Prerequisites:

- You must have an active eSP user account to create and submit a Compliance Plan application. For instruction on creating an eSP user account, refer to user guide [2. Account Registration](#).
- In order to submit the application, you will need the Facility Authorization (PIN) number. For further information refer to user guide [3. Facility Authorization](#).
- After the application is submitted to HCAI, your eSP user account must be associated to the application to interact with it. For further information refer to user guide [4. Account Management, Association and Delegation](#).

For eSP technical support, contact [eserv@hcai.ca.gov](mailto:eserv@hcai.ca.gov) or (916) 440-8400.

For eSP User Registration and Account Management, contact [eCA.AccessManager@hcai.ca.gov](mailto:eCA.AccessManager@hcai.ca.gov) or call (916) 440-8400.

For questions regarding Compliance Plan Applications contact [SeismicComplianceUnit@hcai.ca.gov](mailto:SeismicComplianceUnit@hcai.ca.gov).



**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 Enforcement Applications

### 2.1 Page Flow Overview

The predefined steps to create and submit an application for Seismic Compliance Plan are detailed in this guide. Below is an illustration of the page flow steps.

Table 1: eSP Pageflow

Step No.	Step Title	Description
<b>Seismic Compliance Plan</b>		
1	Record Type	Enforcement → Create an Application → Compliance Enforcement Applications → Compliance Plan
2	Facility Information	Look up and select the facility from HCAI's facility database. eSP auto-populates the facility, address, and facility owner information.
3	Contacts	(Required) Enter the project Applicant and at least one Additional Contact. The applicant is the primary contact. Communication will be sent to all contact(s).

4	Professional	(Optional) Look up and select Licensed Professional(s) from the eSP database. Communication will be sent to all License Professional(s).
5	Property Management Information	Enter information about the facility Property Owner and the Managing Organization/Licensee.
6	Compliance Method and Milestones	Enter a Compliance Method and Building Milestones for each hospital building. A Compliance Method is required for each building, and at least one Milestone is required per building (with a maximum of 10).
7	Supporting Documents	(Optional) Attach the supporting documents.
8	Facility Authorization	Enter a valid Facility PIN code.
9	Payment Options	Select one of the application fee payment options: "Pay Now" or "Invoice Me"
9	Review	Final review of the application; edits can still be made if necessary.
10	Confirmation	Application is submitted to HCAI and eSP issues a project ID number.

## 2.2 Basic rules of page flow

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

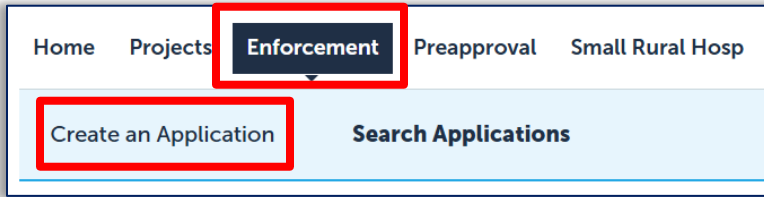
- ✓ When creating an application, follow the page flow in order to avoid errors or missed data.
- ✓ When resuming an existing in-progress application, you will be given the option to start from the beginning or continue where the application was left off. **Always choose "Start from the Beginning"**.
- ✓ You can navigate back and forth within the completed pages.
- ✓ You must click on **Continue Application** or **Save and resume later** button to save the data entered on the page.
- ✓ It is recommended that you click the **Save and resume later** button as needed to prevent data loss due to data entry errors or system time-out.
- ✓ 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.

## 3 Creating and Submitting an Application for Seismic Compliance Plan

### 3.1 Creating the Application

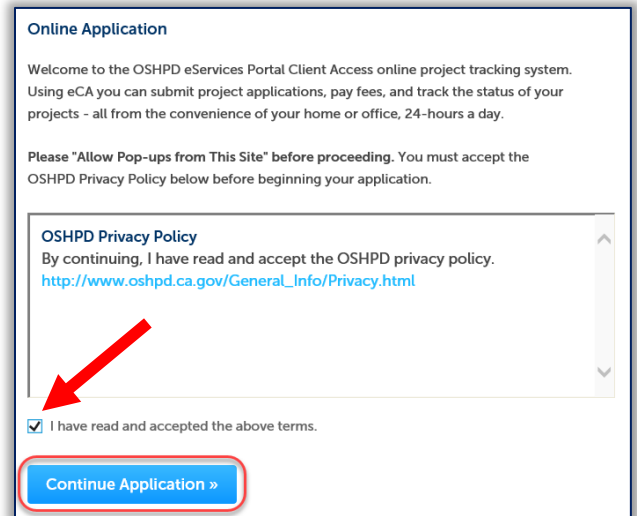
The following information will guide you through the steps necessary to create the application.

Navigate to the **Enforcement** tab and begin by clicking **Create an Application**.



### 3.1.1 Accept HCAI Privacy Policy

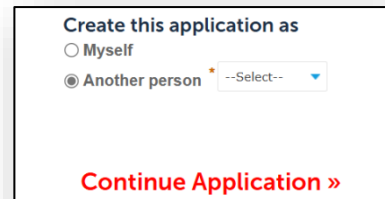
Click on the link in the window to review the privacy policy. Check *“I have read and accepted the above terms”* then click the **Continue Application** button.



### 3.1.2 Select person to create application as

If you have been delegated permissions, you can select who to create the application as. Selecting yourself does not grant the person delegating permission access. Selecting the person delegating to you will give access to him/her and yourself.

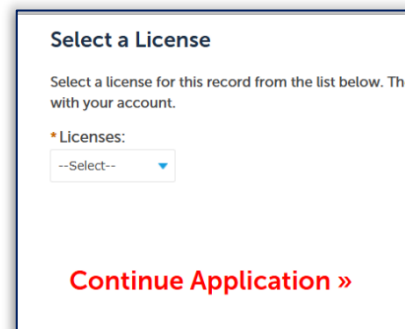
Select **Continue Application** to display the next page.



### 3.1.3 Select a License

If you are a Licensed Professional, you will be given the opportunity to select a license associated with your eSP user account. If you are not a Licensed Professional (or if your license has not been associated to your user account), this option will not be available.

Select **Continue Application** to display the next page.



### 3.1.4 Select Record Type

Under the **Compliance Enforcement Applications**, select **Compliance Plan**.

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

### 3.2 Search for the Facility

Enter the five-digit HCAI Facility ID or Facility Name, then click the **Search** button. If the facility ID is found, the facility information, address, and owner fields will be automatically populated. Notify HCAI of any errors. To re-start the search, click the **Clear** button in the Facility, Address, and Owner sections. This clears all previously entered data and allows you to start over.

To advance to the next page, click **Continue Application**.

### 3.3 Add Contacts & Licensed Professionals

#### 3.3.1 Contacts

A contact is the individual(s) representing the facility to whom HCAI communications will be delivered.

#### Primary Project Contact (Required)

The Primary Project Contact is also known as the Applicant.

### Additional Contacts (Required)

At least one Additional Contact is required, but several additional contacts may be added.

#### Additional Contacts

At least one additional Contact is required, but several can be added. These contacts are supplemental to the Primary contact correspondence regarding this project.

Select from Account
Look Up

There are two options for adding contacts, **Add New** or **Select from Account**.

If choosing **Add New** you will be prompted to enter new contact information. When all required fields are entered, click **Continue** to save the contact.

#### Contact Information

\* First Name:

Middle:

\* Last Name:

Title:

Name of Business:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Work Phone:

Mobile Phone:

Fax:

E-mail:

Continue
Clear
Discard Changes

Contact added successfully!

If choosing **Select from Account**, you will be able to choose a contact associated with your eSP user account. Select the contact and click **Continue** to save.

#### Select Contact from Account

Select a contact to attach to this application. If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-2 of 2

Category	Type	Name
<input checked="" type="radio"/> Associated Contact	Individual	Robert D Fisher
<input type="radio"/> Associated Owner		00000 - NO FACILITY - SYSTEM USE ONLY

Continue
Discard Changes

#### Step 2: Contacts and Professionals > Contact

Enter the person that will be the facility representative for this application. \* indicates a required field.

---

#### Applicant

The applicant is the primary contact for this application.

Select from Account
Add New

---

#### Other Contact(s)

Select from Account
Add New

Showing 0-0 of 0

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

For each contact added to the Additional Contacts table you must select a **Contact Type**, such as Administrator, Authorized Agent, Billing, or Facility Representative, then click **Continue**. When you have finished adding a new contact or selecting one from account, click **Continue** again to copy the information to the Contacts table. Multiple Contacts may be added to the project by repeating these steps.



**Fees and Invoices:** You can designate a billing contact to receive invoices for review fees associated with this project. To designate a billing contact, select **Billing** from the *Contact Type* drop-down option when selecting from account or adding new contacts.

### 3.3.2 Licensed Professionals (Optional)

Search the HCAI database for Licensed Professionals to add to the application. There are two options for entering a licensed professional, **Select from Account** OR **Look Up**.

**Select from Account:** If your public user account is associated with a license, click “Select from Account”, and select the appropriate professional.

**Look Up:** To search for a licensed professional in our database, click “Look Up” and enter at least one search criteria such as License Type, License Number, or Name. Then click **Look Up** again to search.



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. If you do not know the license number, enter the License Type or Last Name only, then click **Look Up**. If the search returns no results, the Licensed Professional may not be in our database. Contact HCAI at [eserv@hcai.ca.gov](mailto:eserv@hcai.ca.gov) to add a new Licensed Professional to our database.

**Look Up License**

Revise Search  
Search results:  
Showing 1-10 of 22

License Number	License Type	Licensed Professional Name	Business Name
<input type="checkbox"/> S1182	Structural	Donald R Strand	
<input type="checkbox"/> S1191	Structural	Manuel Morden	
<input type="checkbox"/> S1193	Structural	Earl E Mason	
<input checked="" type="checkbox"/> S12345	Structural	Robert Fisher	
<input type="checkbox"/> S1284	Structural	Joseph L Kurily	
<input type="checkbox"/> S1335	Structural	William R Dawson	
<input type="checkbox"/> S1395	Structural	Frank Bole	
<input type="checkbox"/> S1399	Structural	Gerald d Lehmer	
<input type="checkbox"/> S1439	Structural	Richard B Gould	
<input type="checkbox"/> S1487	Structural	Joseph P Mako	

< Prev 1 2 3 Next >

[Continue](#) [Discard Changes](#)

When searching by Last Name or License Type, locate the correct professional in the Look Up License list then check the box next to their license number and click **Continue**. The name, address, and other information will be automatically populated with the current information from our database.

**Please verify that the information is correct.** If there are errors, contact HCAI at [eserv@hcai.ca.gov](mailto:eserv@hcai.ca.gov) to update the Licensed Professional's information in our database.

To indicate which licensed professional is the primary, or 'Design Professional in Responsible Charge', click the **Edit** link in the Action column 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	<a href="#">Edit</a> <a href="#">Delete</a>
S3566	Structural	Joseph L La Brie	MAKE IT RIGHT, INC.	<a href="#">Edit</a> <a href="#">Delete</a>

**Responsible Primary (eCA):**  
 Yes  No

**Delegate/Alternate:**  
 Alternate

**Responsibility:**

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

To add additional Licensed Professionals, repeat the steps above. 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.

### 3.4 Property Management Information

In this section you will submit information regarding the **Facility Property Owner** and the **Managing Organization/Licensee** (also known as the Operator). For some facilities the owner and operator will be the same, for others they will be separate organizations. If the owner/operator are separate organizations, you will be asked to designate which one is financially responsible for the seismic compliance infrastructure improvements.

**1** Facility Property Owner Name

Type the name of the Facility Property Owner.

**2** Facility Property Owner Type

Select the option that best describes the facility property owner from the drop-down list.

**3** Is the Facility Property Owner also the managing organization/licensee?

If **Yes**, proceed to **4**

If **No**, you will be prompted to select the Managing organization/licensee type from the drop-down menu, and enter the Managing organization or licensee name in the text field.

Is the Facility Property Owner also the managing organization/licensee?: \*  Yes  No

Managing organization/licensee type: \* --Select--

Managing organization or licensee name: \*

4 Who is financially obligated for infrastructure improvements, including seismic upgrades?

If you select **Other**, you will be prompted to define “Other” in the textbox

Who is financially obligated for infrastructure improvements including seismic upgrade?: \* Other

Other: \*

To advance to the next page, click **Continue Application**.

### 3.5 Compliance Method and Building Milestones

#### 3.5.1 Compliance Method

The compliance method table displays a list of general acute care (GAC) buildings located at the facility, and their current SPC/NPC ratings. Here the user will detail the desired method of compliance for each building.

Showing 1-4 of 4

<input type="checkbox"/>	Building No.	Building Name	Current SPC Rating	Current NPC Rating	Compliance Type	Narrative	Seismic Compliance Related Project Numbers	HCAI Note
<input type="checkbox"/>	BLD-00090	Main Hospital Building & Additions	2	2				Actions ▼
<input type="checkbox"/>	BLD-00094	Boiler Building	2	2				Actions ▼
<input type="checkbox"/>	BLD-02933	Bulk Oxygen Yard	-1	4				Actions ▼
<input type="checkbox"/>	BLD-00100	ICU Addition	4	2				Actions ▼

Edit Selected



If there are any discrepancies in the building name, number, or SPC/NPC ratings, please contact [SeismicComplianceUnit@hcai.ca.gov](mailto:SeismicComplianceUnit@hcai.ca.gov).

To edit buildings, check the box(es) next to the desired building and click **Edit Selected**, or click the **Action** drop-down and select **Edit**.

Showing 1-4 of 4	Building No.	Building Name	Current SPC Rating	Current NPC Rating	Compliance Type	Narrative	Seismic Compliance Related Project Numbers	HCAI Note
<input checked="" type="checkbox"/>	BLD-00090	Main Hospital Building & Additions	2	2				Actions Edit
<input checked="" type="checkbox"/>	BLD-00094	Boiler Building	2	2				Actions
<input checked="" type="checkbox"/>	BLD-02933	Bulk Oxygen Yard	-1	4				Actions
<input checked="" type="checkbox"/>	BLD-00100	ICU Addition	4	2				Actions

A separate window will pop up. The Building Number, Building Name, and Current SPC and NPC ratings will auto-populate.

Required fields:

- 1 Compliance Type
- 2 Narrative
- 3 Seismic Compliance Related Project Numbers (if known).

**COMPLIANCE METHOD**

The table below shows a list of the GAC Buildings located at the facility and their current SPC/NPC ratings. Click the Action drop-down and select Edit to add the compliance type, brief narrative, related OSHPD project number(s) (if applicable), and/or view the OSHPD note. If there are any discrepancies in the buildings listed, please contact [SeismicComplianceUnit@hcai.ca.gov](mailto:SeismicComplianceUnit@hcai.ca.gov).

Building No.: BLD-00090      Building Name: Main Hospital Building & A      Current SPC Rating: 2

Current NPC Rating: 2      1 \* Compliance Type: --Select--      2 \* Narrative:

3 Seismic Compliance Related Project Numbers:      HCAI Note:

*Separate multiple project numbers with a semicolon i.e. S240023-23-00;S240045-23-00;S240234-23-00*

Submit      Cancel

The **HCAI Note** is a read-only text box where HCAI can make comments, as needed.

If editing multiple buildings, continue to scroll down to enter the Compliance Method for each building. Click **Submit** to save your changes to the table.

### 3.5.2 Building Milestones

The Building Milestones table displays a list of 10 possible milestones for each general acute care (GAC) building located at the facility. At least one milestone is required per building, with a maximum of 10 milestones allowed.

Showing 1-10 of 40

<input type="checkbox"/>	Building No.	Milestone Type	Description	Critical Milestone	Completion Date	Status	Related Project Numbers	HCAI Note	HCAI Determination	
<input type="checkbox"/>	BLD-00090									Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾

< Prev 1 2 3 4 Next >

Edit Selected

< Prev 1 2 3 4 Next >

Each page displays milestones for a single building, use the page navigation at the bottom of the table to find and edit milestones for other buildings.

To edit milestones, check the box(es) next to the desired milestone and click **Edit Selected**, or click the **Action** drop-down and select **Edit**.

If you do not need all 10 milestones, you can leave them unedited or select **Milestone Type: N/A**.

Showing 1-10 of 40

<input type="checkbox"/>	Building No.	Milestone Type	Description	Critical Milestone	Completion Date	Status	Related Project Numbers	HCAI Note	HCAI Determination	
<input checked="" type="checkbox"/>	BLD-00090									Actions ▾ Edit
<input checked="" type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input checked="" type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾
<input type="checkbox"/>	BLD-00090	Additional Milestone								Actions ▾

< Prev 1 2 3 4 Next >

Edit Selected

A separate window will pop up. The Building Number will auto-populate.

Required fields:

- 1 Milestone Type
- 2 Description
- 3 Completion Date
- 4 Status
- 5 Related Project Numbers (if known).

**BUILDING MILESTONES**

The table below will automatically populate project milestones for each GAC Building. At least one milestone is required per building, with a maximum of 10 milestones allowed. Click the Action drop-down and select Edit to add a milestone type, milestone description, critical milestone\*, completion date, status, related OSHPD project number(s) (if applicable), and/or view the OSHPD note. If you do not use all 10 milestones you can leave them unedited or select Milestone Type: N/A.

Building No.:       1 \*Milestone Type:       2 \*Description:

Critical Milestone      3 \*Completion Date:       4 \*Status:

5 Related Project Numbers:       HCAI Note:       HCAI Determination:

*Separate multiple project numbers with a semicolon i.e. S240023-23-00;S240045-23-00;S240234-23-00*

Critical Milestone

**Critical Milestone:** If a milestone has been designated as a “critical milestone”, this box should be checked (see [PIN 80](#) for more information about critical milestones).

The **HCAI Note** and **HCAI Determination** are read-only fields for HCAI to make comments as needed, and to indicate whether milestones are being “met” or “not met” throughout the life of the project.

If editing multiple milestones, continue to scroll down to enter the milestones for each building. Click **Submit** to save your changes to the table.

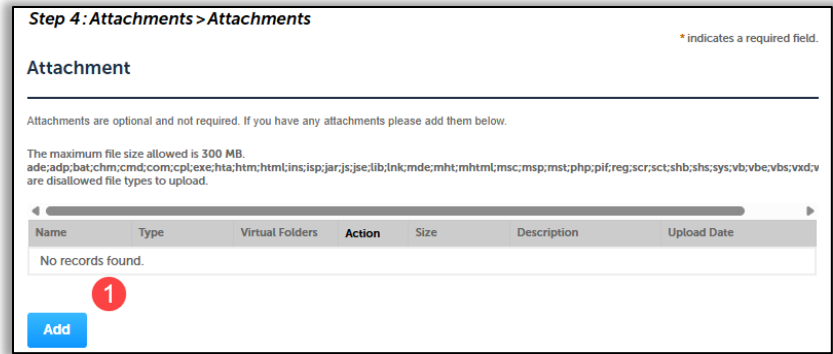
To advance to the next page, click **Continue Application**.

### 3.6 Uploading Supporting Documents as Attachments

Attachments are optional and not required. If there are no attachments to upload, click **Continue Application**.

The maximum file size for a single document is 300 MB. Oversized documents that are too large to be uploaded to eSP may be submitted using our Secure File Transfer (SFT) website. You can request an SFT link by contacting the [SeismicComplianceUnit@hcai.ca.gov](mailto:SeismicComplianceUnit@hcai.ca.gov).

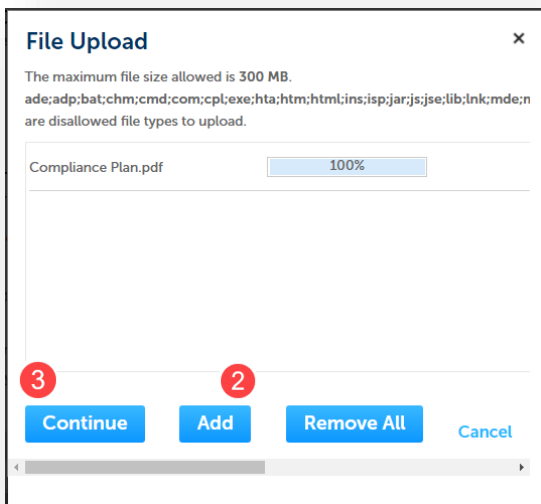
1 Start by clicking the **Add** button.



2 Click the **Add** button again to browse and locate documents on your computer. Select multiple documents in the same folder by holding the 'Ctrl' key.

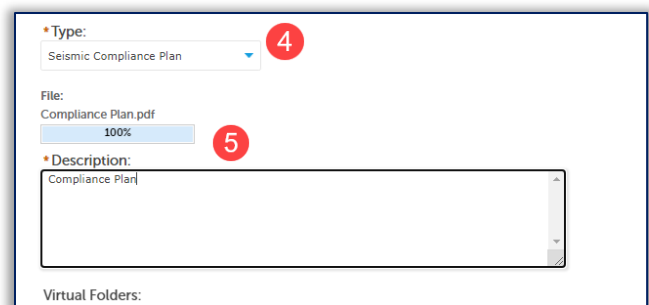
Click **Add** as many times as needed to locate all supporting documents.

3 When the document appears in File Upload as 100% complete, click the **Continue** button.



4 **Type:** Select a file type from the drop-down menu (Financial, Owner, Other)

5 **Description:** Add a brief description in the description text box.



Click the **Save** button. eSP will upload 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.

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.



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 upload to HCAI correctly.

Name	Type	Virtual Folders	Action	Size	Description	Latest Update	Upload Date
<a href="#">Compliance Plan.pdf</a>	Seismic Compliance Plan	01 - First Submittal	Actions ▼	271.86 KB	Compliance Plan	06/13/2022	06/13/2022

Add
Continue Application »
Save pending submittal

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

### 3.7 Facility Authorization – PIN



**Before entering the Facility PIN Code, it is recommended that you have clicked on “Save and resume later” at least once!**

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

If you do not have a valid Facility PIN code, click the **Save and resume later** 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](mailto:eCA.Access.Manager@oshpd.ca.gov) or call (916) 440-8400.

Facility PIN Code:

Continue Application »
Save pending submittal



If you click the **Save and resume later** button you will be redirected to the Records page. eSP issues a temporary record number (25TMP-XXXXXX) and displays it in the Records list. You will receive an email message with the temporary record number. You, or other authorized users, can click the **Resume Application** link to finish the application at a later time.

✔ **Your partial application (25TMP-003789) has been successfully saved.**  
 To resume the application(s), go to the Records section and click the Resume Application link.

### Records

To pay invoices, click the Pay Fees link, or click [Shopping Cart Payment Portal](#). You must be logged in to eCA to access the payment portal. See eCA Online Payment Instructions for more information.

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

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Status	Action
<input type="checkbox"/>	03/11/2025	25TMP-003789	Compliance Plan			<a href="#">Resume Application</a>
<input type="checkbox"/>	03/05/2025	25TMP-003410	Compliance Plan			<a href="#">Resume Application</a>



If you enter an invalid Facility PIN on the *Facility Authorization* page, the *Review* page will display an error message which prevents you from submitting the application. If this happens, click **Save and resume later** to save your work, then locate your application in the Records list and click **Resume Application**. In the pop-up window, choose **Start from the beginning**, then navigate through the screens to return to the *Facility Authorization* page and re-enter the correct PIN. The application will be locked after entering an incorrect PIN three (3) times.

✘

**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.

### 3.8 Select Payment Option

Select one of the payment options. The description of each payment options is as follows:

#### Payment Option

---

**PAYMENT OPTION**  
 To prevent the Facility Pin from being displayed, user must select a payment type and complete the application submittal on the next screen.

Payment Option: --Select--  
Pay Now  
Invoice Me

Continue Application »
Save pending submittal

- **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.

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

### 3.9 Review

Review the data entered and make edits as needed.

Click the **Edit** button in any section to make changes, then click **Continue Application** to save your changes and return to the Review page.

Once all data is verified, click **Continue Application** to submit the application.

**Step 6: Review**

[Save and resume later](#)
[Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**

---

Compliance Plan

**Facility** [Edit](#)

---

Facility ID 10006  
Facility Name Orchard Hospital  
Facility State: Opened  
Type of Facility: General Acute Care  
County Code: 04 - Butte

**Address** [Edit](#)

---

240 Spruce St  
Gridley CA 95948

**Owner** [Edit](#)

---

10006 - ORCHARD HOSPITAL  
PO BOX 97  
GRIDLEY CA 95948

**If you selected the "Invoice Me" option, skip to step 3.12 below.**

### 3.10 Pay Fees

If you selected **Pay Now**, 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 »

### 3.11 Submit Online Payment

On this screen, enter the 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

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**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 >](#)

### 3.12 Project Submittal Confirmation

On the final screen, eSP will display an application submission confirmation.

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 to HCAI!**

**Compliance Plan**

1	2	3	4	5	6 Review	7 Record Issuance
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✔

Your application has been successfully submitted.  
Please print your record and retain a copy for your records.

Thank you for using our online services.  
**Your Record Number is CP-16713-TEMP00.**

You will need this number to check the status of your application.

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Staff will review your application.

[View Record Details >](#)

## 4 Amending an Application for Seismic Compliance Plan

Coming soon!