

Los Angeles County Sanitation Districts Industrial Waste Facility Online Reporting System (IWFORS) How to Manage Submittal Permissions (Account Type and Consultants)

If you are a Responsible Official (RO) registered with the IWFORS, please follow the steps below to manage submittal permissions in your RO user account.

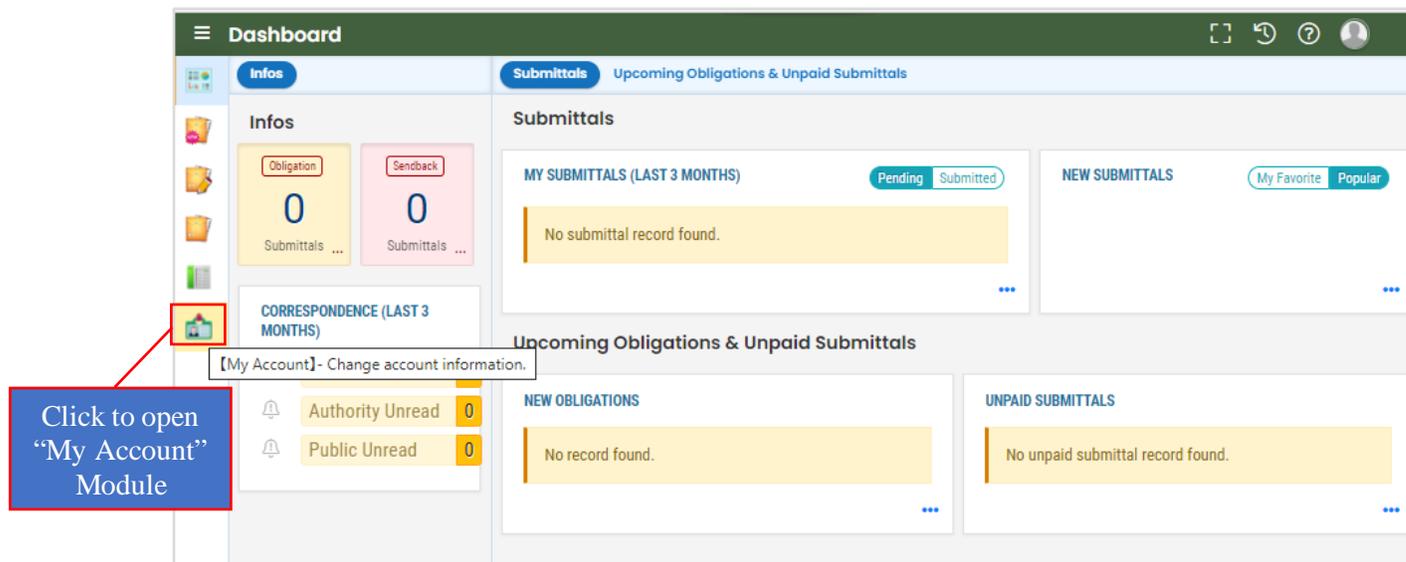
- “Facility-Submittal Group Permissions” in the “Account Type” tab
- “Submittal/Site Permissions” in the “Consultants” tab

Step 1. Open the IWFORS Public Portal Website

- Open the Public Portal with the following URL:
<https://lacsdc-public.govonlinesaas.com/pub/login>
- Log into your IWFORS account with your Username and Password.

Step 2. Open “My Account” from the menu bar

- Navigate to “[My Account] – Change account information” to open the “My Account” module



Step 3. Access “Facility-Submittal Group Permissions” in “Account Type”

NOTE: RO account users do not have auto approved permissions, therefore, “Sites” or facilities associated to your account under “Facility-Submittal Group Permissions” are limited to those you have identified and approved by the Sanitation Districts of Los Angeles County in your Electronic Signature Agreement (ESA).

You have access or permissions to provide submittals to a facility or facilities that have been approved and linked/associated to your RO account. If you delete or remove a facility from your account, you will need to contact Sanitation Districts of Los Angeles County to re-establish access or permissions to that facility

If you have any questions on re-establishing access to a facility you have been approved to provide submittals, please contact the Surcharge Program Representative, the Surcharge Section at (562) 908-4288, ext. 2600, or surchargeinfo@lacsdc.org.

My Account

1025 RO Test IWFORs

Basic Info **Account Type** Password/Pin Security Questions Consultants Verification

RO
Responsible Official
 Consultant
Consultant/Preparer

Submittal Groups

Submittal group will affect your access right of submittals.

6 Connection Application *

Facility-Submittal Group Permissions (5)

You are only allowed to add submittal groups from your selected submittal groups above.

Sites	Submittal Groups
Test Facility for IWPCS Use 1955 Workman Mill ROAD ,Whittier CA 90601 9256577	6 Connection Application
Test Facility #3 for IWPCS Use 1955 Workman Mill ROAD ,Whittier CA 90601 9244627	6 Connection Application
Test Facility #2 for IWPCS Use 1955 Workman Mill ROAD ,Whittier CA 90601 9256779	6 Connection Application
Test Facility #4 for IWPCS Use (Exemption) 1955 Workman Mill ROAD ,Whittier CA 90601 9255471	6 Connection Application
Test Facility #4 for IWPCS Use 1955 Workman Mill ROAD ,Whittier CA 90601 9256780	6 Connection Application

List of facilities you have permissions to provide submittals

Step 4. Add consultants and manage submittal permissions in the “Consultants” tab

NOTE: (1) You can add multiple consultants to your account.

(2) You can assign submittal permissions by facility and/or by submittal type

➤ Click on the “Consultants” tab

My Account

* 1025 RO Test IWFORs

Basic Info Account Type Password/Pin Security Questions **Consultants** Verification

No consultants associated yet.

Add Consultants ↑

Search Consultant by Email:

Email **Find Consultant**

Consultant Account #1
 CA1@lacs.org 123-456-7890 Consultant Account #1
 1955 Workman Mill Road, Whittier 90601

Enter consultant’s email, then click on the “Find Consultant” button

Click to add or associate consultant to your RO account

- Search consultant by email, click on the “Find Consultant” button after you enter the consultant’s email address.
- Click  to associate or add consultant to your RO account (NOTE: Consultants without any permissions assigned will be removed when you click  or the “SAVE” button.
- Click the “Add Permissions” button to add submittal permissions
- Select “Submittal” type (i.e., Long Form, Short Form, Hospital Form, etc.)
- Associate “Site” or facility for the selected “Submittal” type
- Click  to “Add Permission”

My Account

1025 RO Test IWFORs

Basic Info Account Type Password/Pin Security Questions **Consultants** Verification

Name Permissions

Consultant Account #1 Test Facility #4 for IWPCS Use (Exemption) 1 Test Facility for IWPCS Use 1

CA1@lacsds.org
123-456-7890
1955 Workman Mill Road, Whittier 90601

Submittal/Site Permissions

Submittals	Sites
1 Exemption Form	Test Facility #4 for IWPCS Use (Exemption) 🍎
2 Long Form	Test Facility for IWPCS Use 🍎

Add Permissions

Submittal: 1 Long Form Site: Test Facility for IWPCS Use (FIS RID:9256577) 🍎 + Add Permission

Add Consultants Click to add another consultant

Click to collapse or close active consultant before adding a new consultant

Click to delete a record



- Click  to close the active consultant and click on the “Add Consultants” button to add or associate a new consultant to your RO account
- Click  or the floating “Save” button to save your changes