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://lacsd-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

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

NOTE: RO account users do <u>not</u> 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@lacsd.org.

My Account										
1025 R0 Test IWFORS										
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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

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- Search consultant by email, click on the "Find Consultant" button after you enter the consultant's email address.
- Click O 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"

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- Clock v 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