

**Los Angeles County Sanitation Districts
Industrial Waste Facility Online Reporting System (IWFORS)
Account Registration Instructions**

The Los Angeles County Sanitation Districts (Sanitation Districts) now offer eligible industrial users the option to prepare and electronically submit annual surcharge statements through the Industrial Waste Facility Online Reporting System (IWFORS). Please follow the steps below to enroll in IWFORS.

Step 1. Open the IWFORS Public Portal Website

- Open the Public Portal with the following URL:
<https://lacsds-public.govonlinesaas.com/pub/login>
- Click “Register Account” to begin registration

Note: There are two types of user accounts with different access privileges for online submittals:

- Responsible Officer (RO)
- Consultant/Preparer (Prepare-only)

Account Privilege	Responsible Officer	Preparer/ Consultant
Certify/Submit data to the Authority	Yes	
Prepare data	Yes	Yes

The signatory authority of a company should first create a RO account, which will require identity verification by the Los Angeles County Sanitation Districts. After the identity verification process for the RO is complete, the RO account user will be granted submittal permissions or RO privileges for a facility or facilities and can then extend those links to Consultant account user(s) for online submittals.



Click for
“Online Help”

Step 2. Register for a New Account

- Complete the “Basic Information” page
- Click “Next” to continue

① Basic Information ② Account Type ③ Security Questions ④ Final Review

Personal Info

Title: First Name: Middle Initial: Last Name: User Name:

Required.

Employer: Job Position with Employer:

Required.

Office Phone Number: Mobile Phone Number: Fax Number:

Required.

Email:

Email will be used to send out the password. Please make sure it's valid.

Required.

Mailing Address

Address Line 1: Address Line 2:

Required.

City: State: Zip Code:

Required.

Next

A username will be suggested to you when you enter your first and last name.

You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.

Note: A recommended username will be provided to you when you enter your first and last name. You may change this username. Once your user account is created, your username cannot be changed.

- Select an “Account Type”
- Click “Next” to continue (TIP: Click “HELP ME CHOOSE” to learn more about the different account types)

Account Type

Please Note: Account Type cannot be changed once registered.
If you are not sure which account type to choose, please refer to the [HELP](#) document here.

Account Type *

RO Consultant

HELP ME CHOOSE

RO
Responsible Official

Consultant
Consultant/Preparer

Previous Next

- Select five Security Questions and provide a unique answer to each question
- Click on the eye  icon next to each answer to view the answer if needed
- Click “Next” to continue

Note: Answers are case-sensitive. One of the following security questions from this list will appear when completing an online submittal. Please provide a unique response to each question.

Security Questions

1   

2   

3   

4   

5   

Previous Next

- Proceed to “Final Review”
- Check “Not a robot”, then click “Register” to confirm registration

Final Review

Demo First Name Demo Last Name
Demo Employer

✉ Demo Address Line 1, Demo City 12345
@ 123@123.com
☎ 123-456-7890

Not a robot. 

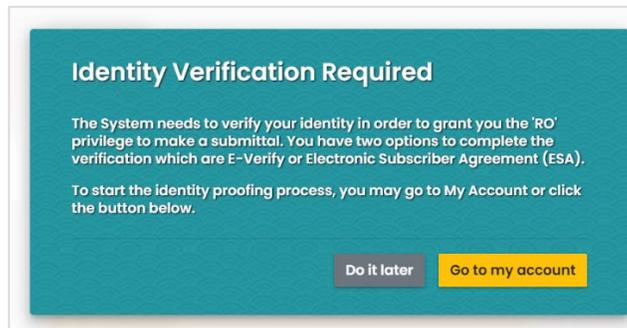
Previous Register

When registration is successfully completed, a temporary login password and PIN will be sent to your registered email address with instructions to log into IWFORS and to reset the password and PIN.

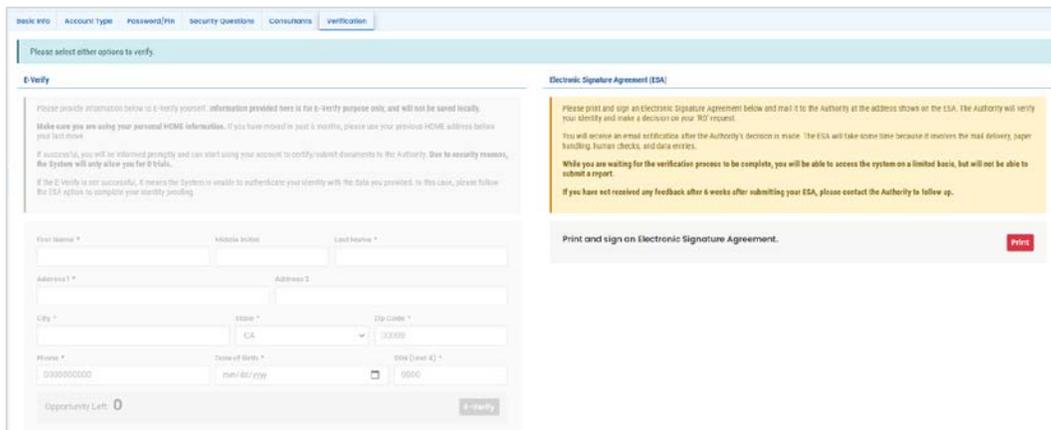


Step 3. Identity Verification for a RO User Account

- Identity verification is required for a new RO user account



- Click "Go to my account" to continue
- Identity verification is processed through an Electronic Signature Agreement (ESA)



- Print, complete, and sign the ESA. A paper copy with a wet-ink signature is required under the EPA CROMMER requirement. Mail the signed ESA to the following address:

Los Angeles County Sanitation Districts
Industrial Waste Section
1955 Workman Mill Road
P.O. Box 4998
Whittier, CA 90607-4998

The Sanitation Districts will verify the ESA and email or notify the RO user by email when the identity verification process is complete.