

**Los Angeles County Sanitation Districts  
Industrial Waste Facility Online Reporting System (IWFORS)  
Electronic Signature Agreement (Responsible Officials Only)**

If you are a Responsible Official (RO) registered with a RO user account in IWFORS, identity verification by the Sanitation Districts of Los Angeles County (Sanitation Districts) is required to grant you RO privileges. The verification is processed through an Electronic Signature Agreement (ESA). Please proceed to Step 3 of these instructions on how to complete an ESA.

**Step 1. Open the IWFORS Public Portal Website**

- Open the Public Portal with the following URL:  
<https://lacsdc-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 Sanitation Districts	Yes	
Prepare data	Yes	Yes

The signatory authority of a company should first create a RO account. A description for the positions of a RO within the company is provided in Section E of the ESA. The signatory authority must be one of the following:

- 1) A responsive corporate officer, if the facility is a corporation;
- 2) A general partner or proprietor, if the facility is a partnership or sole proprietorship, respectively; or
- 3) A duly authorized representative of an individual in 1) or 2), if such representative is responsible for the overall operation of the facility and/or the environment matters of the facility.



Click for  
“Online Help”

In many cases, a signatory authority may wish to designate a person as a RO for signing and submitting permit required documents electronically using the Sanitation Districts’ IWFORS. If the signatory authority wishes to designate a person for this purpose, the RO will need to complete Sections A and F of the ESA. This designation does not release the signatory authority from the responsibility or liability for any violations that may occur at these facilities.


The RO account registered with the IWFORS 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.

## Step 2. Register for a New Account

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

**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)

- 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.

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

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, which is processed through an Electronic Signature Agreement (ESA).

## Identity Verification Required

In order to submit as the Responsible Official (RO), the System needs to verify your identity to grant you the “RO” privileges.

To start the identity proofing process, go to My Account or click the button below.

Do it later
Go to my account

- Click “Go to my account” to continue

The screenshot shows a web interface for E-Verify and Electronic Signature Agreement (ESA). At the top, there are navigation tabs: "basic info", "Account type", "Passwords/PIN", "Security questions", "Consent", and "Verification". Below this is a header that says "Please select either options to verify".

The main content is divided into two columns. The left column is titled "E-Verify" and contains instructions: "Please provide information below to e-verify yourself. Information provided here is for e-verify purpose only, and will not be saved locally. Make sure you are using your personal HOME information. If you have moved in past 6 months, please use your previous HOME address before your last move. If successful, you will be informed promptly and can start using your account to certify/admit documents to the Authority. Due to security reasons, the System will only allow you for E-Verify. If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing." Below the text are input fields for "First Name", "Middle Initial", "Last Name", "Address 1", "Address 2", "City", "State" (with a dropdown menu), "Zip Code", "Phone", "Date of Birth", and "SSN (Last 4)". There is also an "Opportunity List" section with a "Verify" button.

The right column is titled "Electronic Signature Agreement (ESA)" and contains instructions: "Please print and sign an Electronic Signature Agreement below and mail it to the Authority at the address shown on the ESA. The Authority will verify your identity and make a decision on your RO request. You will receive an email notification after the Authority's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries. While you are waiting for the verification process to be complete, you will be able to access the system on a limited basis, but will not be able to submit a report. If you have not received any feedback after 6 weeks after submitting your ESA, please contact the Authority to follow up." Below the text is a "Print and sign on Electronic Signature Agreement." section with a "Print" button.

- Print, complete, and sign the ESA. The Signatory Authority should PRINT name and provide position/job title within the company next to the “Signatory Authority Signature” in Section E. 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.