

HOW TO REGISTER FOR AN EPIC-LA ACCOUNT

On the [EPIC-LA homepage](#), click on the [Login or Register](#) button.

The screenshot shows the EPIC-LA homepage. The header includes the EPIC-LA logo, the text 'Los Angeles County - Electronic Permitting & Inspections', and a navigation menu with items like Home, Apply, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Report, Search, Help, and Calendar. A blue banner below the header contains the text: 'Public Works offices are open to the public. All in-person customers will be served on a first-come, first-served basis. You may also schedule virtual appointments with our plan checkers.' The main content area features a 'Welcome to EPIC-LA' heading and six service tiles: 'Login or Register' (highlighted with a green box), 'Apply', 'Permit/Plan Helper App', 'Pay Invoice', 'Search Public Records', and 'Request Inspection'. An orange callout bubble on the right says 'Notice you are currently a Guest.' The footer contains copyright information for 2020 and links to Help, Terms of Use, and Privacy/Security Policy.

Click [Register Here](#) to begin the registration process.

The screenshot shows the EPIC-LA login page. The header is identical to the previous screenshot. The main content area features a 'Log In' form with fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a blue 'Log In' button. Below the form are links for 'Forgot your password? Reset it', 'Forgot your username? Edit it', and 'Don't have an account yet? Register Here' (highlighted with a green box). The footer is the same as the previous screenshot.

Step 1 of 5

- Provide a valid email address. This will be the primary email for communication regarding status, permit issuance, and inspections.
- Check the box to certify the information you have provided is accurate.
- Click Next.

Registration

Step 1 of 5: Email Address

Please provide the information requested so we can automatically create an account. After the account is created, you can then conduct online planning, permitting, and inspection business with the County.

You certify that the information you have just provided is accurate.

Email

You will be prompted with the following:

Please check your e-mail. The confirm email link in the body of the e-mail must be clicked to move to the next step of the registration process.

Click [Confirm](#).

Citizen Self Service New User Account Confirmation

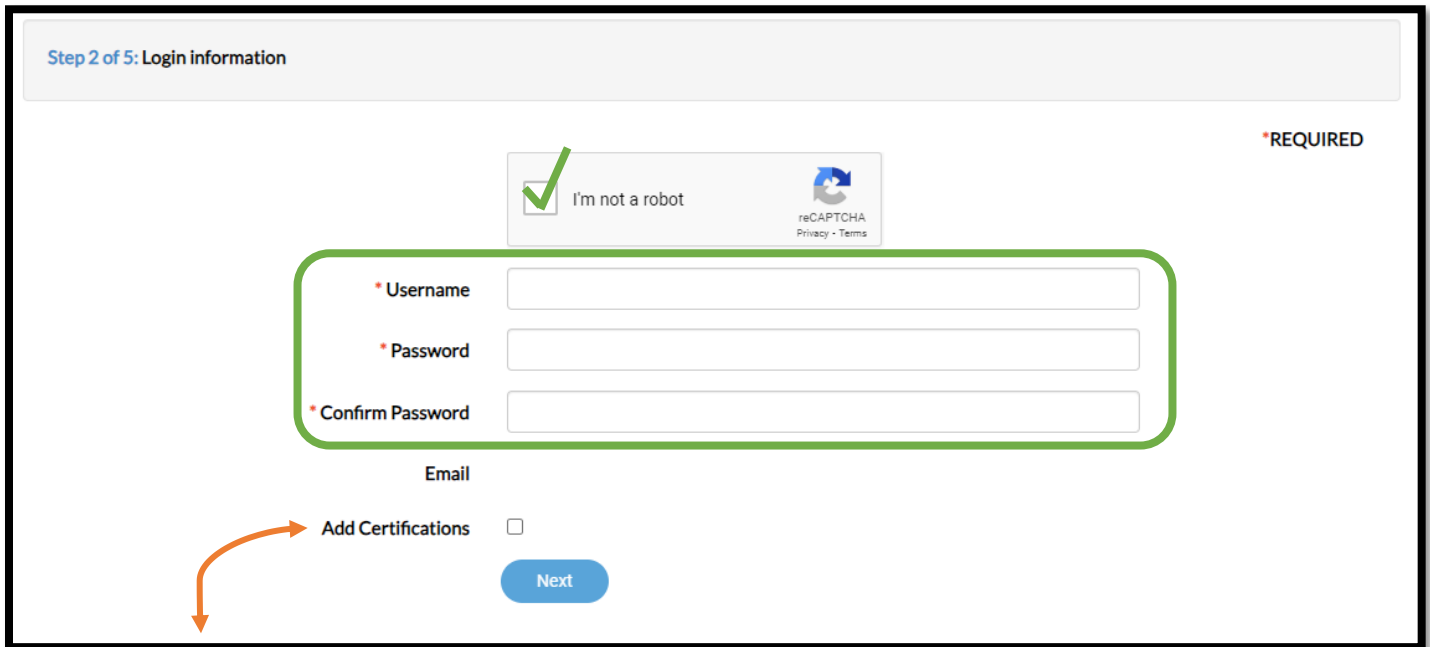
donotreply@lacounty.gov
to me

You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

[Confirm](#)


Step 2 of 5

- Enter a username and password.
- Check the box I'm not a robot to proceed. Complete the CAPTCHA as prompted.



Step 2 of 5: Login information

*REQUIRED

I'm not a robot  reCAPTCHA
Privacy · Terms

* Username

* Password

* Confirm Password

Email

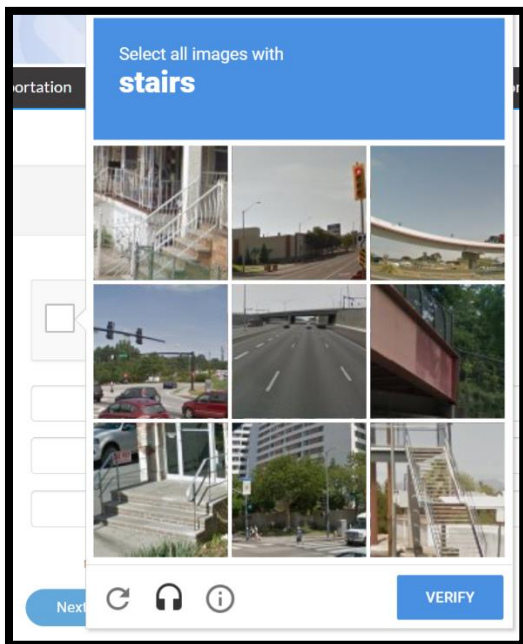
Add Certifications

Next

An orange arrow points from the 'Add Certifications' checkbox to the 'Next' button.

Add Certifications - Only check this box if you have a certificate and you are ready to add it right now. Certificates can be added later. **


CAPTCHA image below



- Click Next to proceed to next step.

Step 2 of 5: Login information

*REQUIRED

I'm not a robot  reCAPTCHA
Privacy · Terms

* Username

* Password

OK

* Confirm Password

Email

Add Certifications

[Next](#)

Step 3 of 5

- Enter your name in the fields.
- Select a contact preference.
- Click [Additional Contact Information](#) to provide additional information.
- Click Next.

Step 3 of 5: Personal Info

*REQUIRED

First Name

Middle Name

Last Name

Company

* Contact Preference

* Email Address

[Additional Contact Information](#)

[Back](#) [Next](#)

Step 4 of 5

- Enter your home or company address information.
- Click Next.

Step 4 of 5: Address

*REQUIRED

* Address

City

State

Zip Code

Back Next

Step 5 of 5

- Type your name in the first box.
- Click Enable Type Signature to type your name or draw your signature in the box.
- Click Submit.

Step 5 of 5: Signature

* Please type your name as consent to electronically sign this registration.

Enable Type Signature

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X Draw Signature Here

Clear

Back Submit

EPIC-LA Home page

The screenshot shows the EPIC-LA Home page. At the top left is the EPIC-LA logo with the text "Los Angeles County - Electronic Permitting & Inspections". The top right shows the user's name "Good Afternoon," and navigation icons. A dark navigation bar contains links: Home, Dashboard, Apply, My Work, Request Inspection, Transportation, Building Permit Help, Customer Survey, Map, Pay Invoices, Report, Search, Help, and a user profile icon. Below this is a blue banner with the text: "Public Works offices are open to the public. All in-person customers will be served on a first-come, first-served basis. You may also schedule virtual appointments with our plan checkers." The main content area features a "Welcome to EPIC-LA" heading and six service tiles: "My Account", "Apply", "Permit/Plan Helper App", "Pay Invoice", "Search Public Records", and "Request Inspection". Each tile includes a brief description of the service. Three orange callout boxes are present: one on the left pointing to the "My Account" tile with the text "My Account will appear when signed in.", one on the right pointing to the user name with the text "Your name will appear here when signed in.", and a small one on the right side of the page pointing to the "Request Inspection" tile.

EPIC-LA My Account

Under **MY CERTIFICATES, you will be able to add a copy of your certificate.

The screenshot shows the "My Account" page. At the top, there are tabs for "PERSONAL INFO", "ADDRESSES", "MY INVOICES", "MY BUSINESSES", and "MY CERTIFICATES". The "MY CERTIFICATES" tab is highlighted with an orange box. Below the tabs is a "Certificates" section with an "Add Certificate" button, also highlighted with an orange box. To the right of the button is a "Sort" dropdown menu set to "Number". Below this is a table with the following headers: "Number", "Type", "Issue Date", "Expire Date", and "Classifications". The table content is empty, with the text "No records to display." below it.