

UPLOADING REPORTING OF GRADING ACTIVITY (BUILDING & SAFETY)

The screenshot shows the EPICLA website interface. At the top left is the EPICLA logo with the text "Los Angeles County - Electronic Permitting & Inspections". To the right of the logo is the County of Los Angeles seal. Further right, it says "Good Evening, Guest". Below this is a navigation bar with links: "Apply", "Transportation", "Building Permit Help", "Customer Survey", "Map", "Pay Invoices", "Search", "Help", and "Calendar".

The main content area features a "Log In" form. A green callout box on the left points to the form with the text: "To log in, enter your username and password". The form itself has the following elements:

- Title: "Log In"
- Field: "Username" with a text input box.
- Field: "Password" with a text input box.
- Field: "Remember Me" with a checkbox.
- Button: "Log In" (blue).
- Links: "Forgot your password? [Reset it](#)", "Forgot your username? [Email it](#)", and "Don't have an account yet? [Register Here](#)".

An orange callout box on the right points to the "Reset it", "Email it", and "Register Here" links with the text: "If you forgot your password, username, or have not registered, use the appropriate links here".

My Work – My Permits

You can search for “Grad” in the search bar here to narrow down your list of permits

Click on the link of the permit you would like to upload files to

Permit Number	Project	Address	Permit Type	Status	Attention Reason
UNC-██████████		██████████	Grading Permit - County	Active	
UNC-██████████	██████████	██████████	Grading Permit - County	Active, Attention	Unpaid Fees Failed Reviews
UNC-██████████		██████████	Grading Permit - County	Pending	
UNC-██████████		██████████	mit - County	Recent, Pending	
UNC-██████████		██████████	mit - County	Recent, Pending	
UNC-GRAD-██████████		██████████	Grading Permit - County	Recent, Pending	

After logging in, click on “My Work” and then click on the “My Permits” tab to see permits your account is linked to. Find the appropriate Permit Case number and click the number to open it

Permit Case – Attachments Menu (Upload)

The screenshot shows a web interface for managing permit attachments. At the top, there is a navigation bar with tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments (highlighted), Contacts, Sub-Records, and More Info. Below the navigation bar, there are links for Attachments, Next Tab, Permit Details, and Main Menu. The main heading is "Attachments".

On the left, there is a blue "Add Attachment" panel. At the top of this panel is a dropdown menu currently set to "RGA (Reporting of Grading)". Below the dropdown is a large white plus sign icon. Underneath the icon, a list of supported file formats is provided: .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .dxf, .dwf, .dwfx, .csv, and .pdf.

At the bottom right of the interface is a blue "Submit" button.

Three callout boxes provide instructions:

- An orange callout box points to the dropdown menu with the text: "Select 'RGA (Reporting of Grading Activity)' prior to selecting file".
- A green callout box points to the plus sign icon with the text: "Click to find a file to add from your computer".
- A green callout box points to the Submit button with the text: "Once a file has been selected. Click 'Submit' to upload the file".

Permit Number: UNC- [REDACTED]

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Grading Permit - County	Status:	New	Project Name:	
Applied Date:	05/25/2021	Issue Date:		Expire Date:	
District:	SD-2	Assigned To:	In Box, BSD		
Finalized Date:					
Description:	This field is a link to email the staff member currently assigned to the case				

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

After uploading your files, it is strongly recommended that you contact the grading plan checker that new files have been added to the case.