

# Low Impact Development (LID) Plan Check Portal User Registration Guide

Effective October 19, 2020, all project submittals will only be accepted via the new LID Plan Check Submittal Portal

## **STEP 1:**

**Visit:** <http://lid.lacitysan.org/>


The screenshot shows the homepage of the LID Plan Check Submittal portal. At the top is a blue banner with the LASANITATION logo on the left and a navigation menu with 'Applications' and 'Register' (circled in red) on the right. Below the banner, the heading 'Welcome to the Low Impact Development (LID) Plan Check Submittal portal' is followed by a paragraph explaining LID. Further down, there are instructions on how to use the portal, including a link to 'lacitysan.org/LID' for general information. A red arrow points from a 'Note' box to this link. At the bottom left of the page is the copyright notice '©2020 - LASAN LID - Privacy'.

**STEP 2:**  
**Select**  
**"Register"**

**Note:**  
**For general questions contact:**  
**[san.swplanchek@lacity.org](mailto:san.swplanchek@lacity.org)**

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Applications ▾

Register Login

## Register

Company Name

First Name \*

Last Name \*

Phone Number \*

Email \*

Password \*

Confirm password \*

Register

**STEP 3:**  
Complete all  
required  
registration  
boxes below with  
red asterisk (\*)

**STEP 4:**  
Select "Register"

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Applications ▾

[Register](#) [Login](#)

## Register confirmation

An email has been sent out to you at **"your email address"**

Please check your email for an email with subject line "LID Registration: Confirm your email" and click on the link to confirm your email address to finalize your registration process.

**STEP 5:**  
**Check your email in-box for an email from**  
**LID\_DoNotReply@lacity.org, with the subject "LID**  
**Registration: Confirm your email"**

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• LID Registration: Confirm your email



• donotreply@lacity.org  
To:

Dear user name

Thank you for registering with LA Sanitation.  
In order to login to LID website, you must confirm your email within the next 23 hours.

Please confirm your account by [clicking here](#) or button below.

Confirm Email

LA Sanitation

## STEP 6:

Select "Confirm Email" within 23 hours of receiving this email

Note: If 23 hours have passed the link will no longer be valid, continue to page 6 for instructions on how to re-obtain a confirmation email





Applications ▾

[Register](#) [Login](#)

## Confirm email

Thank you for confirming your email. You may now [Login](#) to submit your applications.

### STEP 7:

**You will be redirected to this page upon clicking the email link.**

**Your email has been confirmed.**

**You may use the portal using your email and password to submit documents for LID review**

**See LID Plan Check Portal Document Submittal Step By Step Guide for information on how to submit documents to the portal**

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**Questions? Contact:  
[san.swplanchek@lacity.org](mailto:san.swplanchek@lacity.org)**

Low Impact Development (LID) Plan Check Portal User Re-Obtaining Confirmation Email Guide  
If more than 23 hours has passed since receiving an email to confirm your email and log in to the LID Plan Check Submittal Portal you will need to obtain a new confirmation email to confirm your email.

The screenshot shows the LID Plan Check Portal login page. The header is blue with the LASANITATION logo on the left and 'Applications' and 'Register Login' on the right. The 'Register' link is circled in red. A red arrow points from this circle to a red box labeled 'STEP 2: Select "Register"'. Below the header, the page has a 'Log in' section with the text 'Use a local account to log in.' and two input fields for email and password. Below these fields are links for 'Remember me?', 'Log in', 'Forgot your password?', 'Register as a new user', and 'Resend email confirmation'. The 'Resend email confirmation' link is circled in red. A red arrow points from this circle to a red box labeled 'STEP 3: Select "Resend email confirmation"'. A red box labeled 'STEP 1: Visit: [www.lid.lacitysan.org/](http://www.lid.lacitysan.org/)' is positioned to the left of the login fields. The footer contains the copyright notice '©2020 - LASAN LID - Privacy'.

**STEP 1:**  
Visit: [www.lid.lacitysan.org/](http://www.lid.lacitysan.org/)

**STEP 2:**  
Select "Register"

**STEP 3:**  
Select "Resend email confirmation"

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## Resend email confirmation

Enter your email.

Email

Resend

**STEP 4:**  
Enter email address  
used to complete  
registration

**STEP 5:**  
Select "Resend"

## LID Plan Check Portal Registration: Confirm Your Email Σ Inbox x

LID\_DoNotReply@lacity.org  
to me ▼

**STEP 6:**  
**Check your email in-box for an email from**  
**LID\_DoNotReply@lacity.org, with the subject**  
**"LID Registration: Confirm your email"**

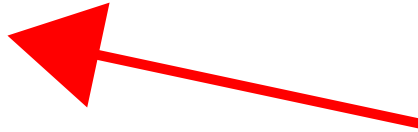
### Confirm Your Email

In order to login to LID website, you must first confirm your email address.

Please confirm your account by [clicking this link here](#).

Thank You,  
LA Sanitation

**STEP 7:**  
**Select "clicking this link**  
**here"**







Applications ▾

[Register](#) [Login](#)

## Confirm email

Thank you for confirming your email. You may now [Login](#) to submit your applications.

### STEP 7:

**You will be redirected to this page upon clicking the email link.**

**Your email has been confirmed.**

**You may use the portal using your email and password to submit documents for LID review**

**See LID Plan Check Portal Document Submittal Step By Step Guide for information on how to submit documents to the portal**

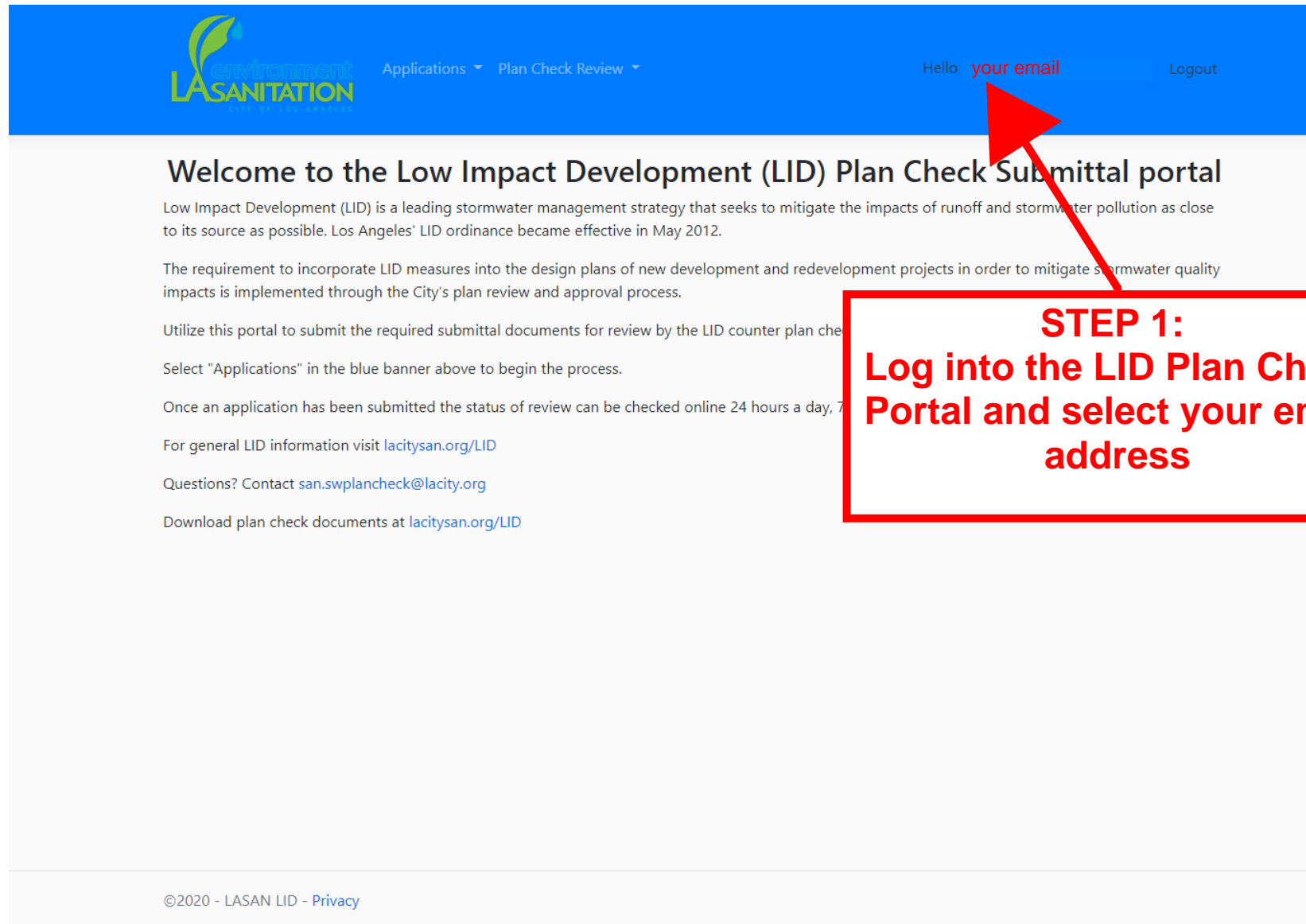
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**Questions? Contact:  
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# Low Impact Development (LID) Plan Check Portal User Registration Guide

## How to update contact information and password



**environment LASAN**  
CITY OF LOS ANGELES

Applications ▾ Plan Check Review ▾

Hello **your email** Logout

### Welcome to the Low Impact Development (LID) Plan Check Submittal portal

Low Impact Development (LID) is a leading stormwater management strategy that seeks to mitigate the impacts of runoff and stormwater pollution as close to its source as possible. Los Angeles' LID ordinance became effective in May 2012.

The requirement to incorporate LID measures into the design plans of new development and redevelopment projects in order to mitigate stormwater quality impacts is implemented through the City's plan review and approval process.

Utilize this portal to submit the required submittal documents for review by the LID counter plan checker.

Select "Applications" in the blue banner above to begin the process.

Once an application has been submitted the status of review can be checked online 24 hours a day, 7 days a week.

For general LID information visit [lacitysan.org/LID](http://lacitysan.org/LID)

Questions? Contact [san.swplancheck@lacity.org](mailto:san.swplancheck@lacity.org)

Download plan check documents at [lacitysan.org/LID](http://lacitysan.org/LID)

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**STEP 1:**  
**Log into the LID Plan Check Portal and select your email address**



The screenshot shows the 'Manage your account' page for LASANITATION. The page has a blue header with the LASANITATION logo and navigation links for 'Applications' and 'Plan Check Review'. Below the header, the main heading is 'Manage your account' with a sub-heading 'Change your account settings'. There are two tabs: 'Profile' (selected and circled in red) and 'Password'. The 'Profile' section contains input fields for 'Username', 'Company Name', 'First Name \*', 'Last Name \*', and 'Phone number \*'. A red circle highlights these fields, with an arrow pointing to a red box labeled 'STEP 3: Update requested information in this section accordingly'. Below the fields is a blue 'Save' button, with an arrow pointing to a red box labeled 'STEP 4: Select "Save"'. A red arrow points from the 'STEP 2' box to the 'Profile' tab. The footer contains the copyright notice '©2020 - LASAN LID - Privacy'.

**STEP 2:**  
Select either Profile or Password depending on what you would like to update

**STEP 3:**  
Update requested information in this section accordingly

**STEP 4:**  
Select "Save"

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