OSHPD e-Services Portal

Public User Guide

Version Number: 6.2

Section 8 – Printing Invoices

Office of Statewide Health Planning & Development

1 Introduction

Welcome to OSHPD Electronic Services Portal Client Access (eCA) User Guide

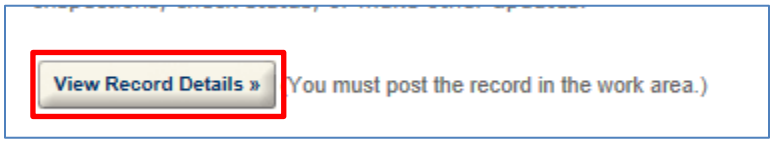
This section provides users with step-by-step instructions for printing invoices after creating and submitting an Application for New Project, PAD, AMC or Building Permit.

Remember: Help is available throughout the application. Wherever you see a help icon, click on the question mark to open help and instructions for that item in the application.

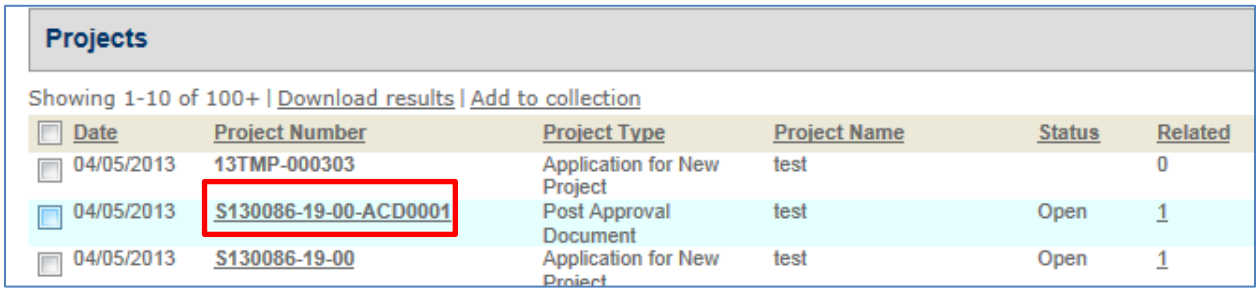
2 Print a Preliminary Invoice after Submitting the Project

To print the preliminary invoice after the project is submitted, follow the steps below.

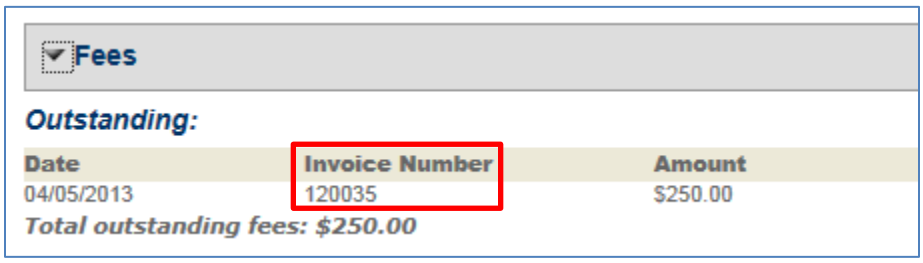
Step 1. **If user is on the application confirmation page, click "View Record Details" button.**



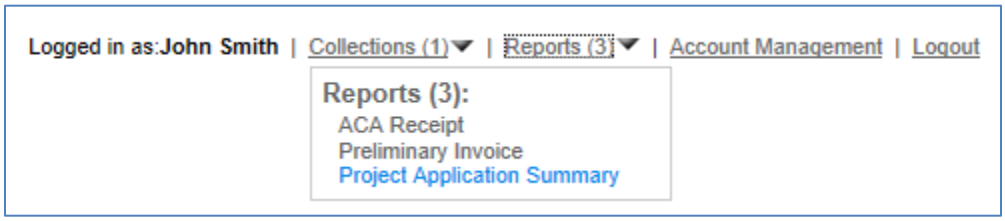
Step 2. **Alternatively, user can click the Project Number link in Projects list to navigate to the project details page.**



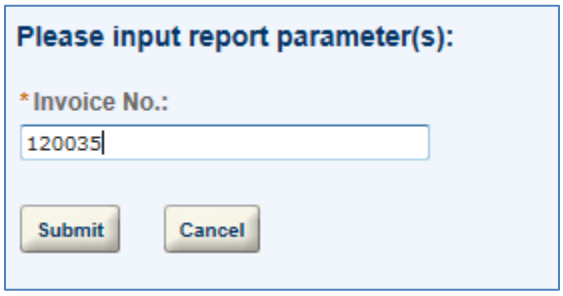
Step 3. **Open the "Fees" section on the record details page. Write down or highlight and copy the Invoice Number.**



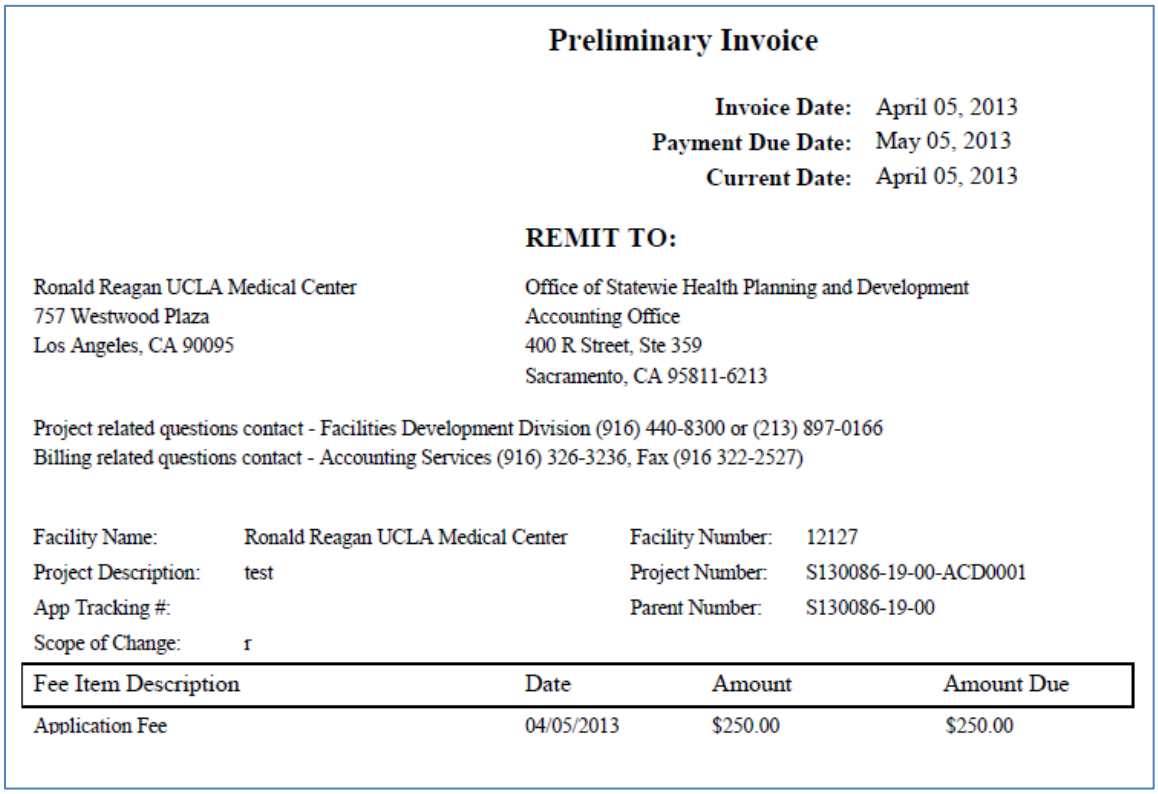
Step 4. **At the top of the page, click the "Reports" link then select "Preliminary Invoice" menu.**



Step 5. In the popup window, enter or paste the invoice number noted in step 3 above, then click "Submit".



Step 6. **The preliminary invoice is displayed in the popup window**. You may print or save this document.



Preliminary Invoice

Invoice Date: April 05, 2013
Payment Due Date: May 05, 2013
Current Date: April 05, 2013

REMIT TO:

Ronald Reagan UCLA Medical Center
757 Westwood Plaza
Los Angeles, CA 90095

Office of Statewie Health Planning and Development
Accounting Office
400 R Street, Ste 359
Sacramento, CA 95811-6213

Project related questions contact - Facilities Development Division (916) 440-8300 or (213) 897-0166
Billing related questions contact - Accounting Services (916) 326-3236, Fax (916 322-2527)

Facility Name:	Ronald Reagan UCLA Medical Center	Facility Number:	12127
Project Description:	test	Project Number:	S130086-19-00-ACD0001
App Tracking #:		Parent Number:	S130086-19-00
Scope of Change:	r		

Fee Item Description	Date	Amount	Amount Due
Application Fee	04/05/2013	$250.00	$250.00