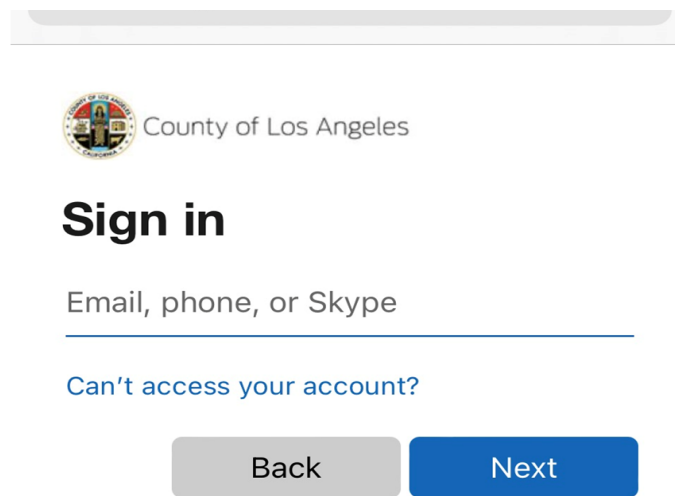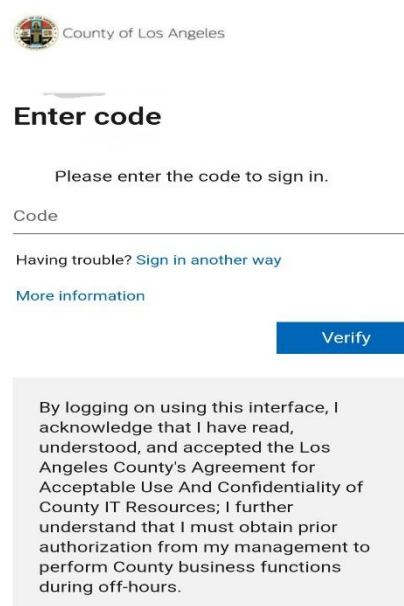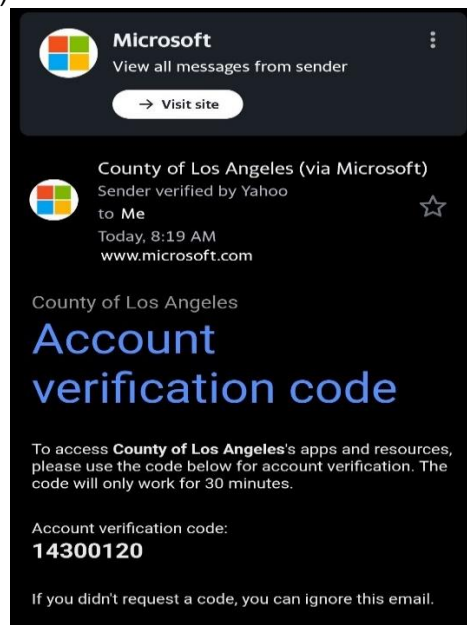# INSTRUCTIONS FOR OUTSIDE USERS OPENING A SHAREPOINT LINK

SharePoint is the main communication tool used by the Environmental Health Division during the electronic plan submittal and review process. Depending on the type of device used (i.e., desktop, laptop, tablet, cellphone), a two-step authentication process may be required for all first-time outside users to access the SharePoint link provided to upload plans and submit a completed plan check application. These instructions are provided to assist you with the SharePoint 2-step verification process to upload plans or to open reviewed plans. The following steps are required during the authentication process:

1. You will be asked to sign in to your One Drive account or set up a One Drive account if you don't already have one.


2. The first part of the authentication process is email verification. After entering your email address, you'll receive a verification code via email. If you don't see the verification code in your inbox, please check your spam folder. To verify your email address, enter the account verification code in the provided space (shown below).

3. The second part of the verification process may involve the option to download the Microsoft Authenticator app **or** provide your phone number to receive the code via text/phone call (recommended option).

    a. To receive the code via text/phone call select "I want to set up a different method" at the bottom of the message.
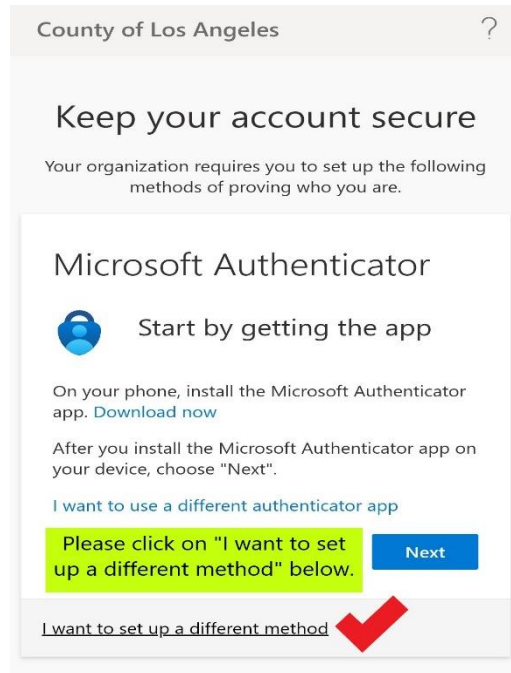
    b. After selecting "I want to set up a different method", it will take you to the next window (shown below). Select "phone" to have the authenticator code sent to your phone.
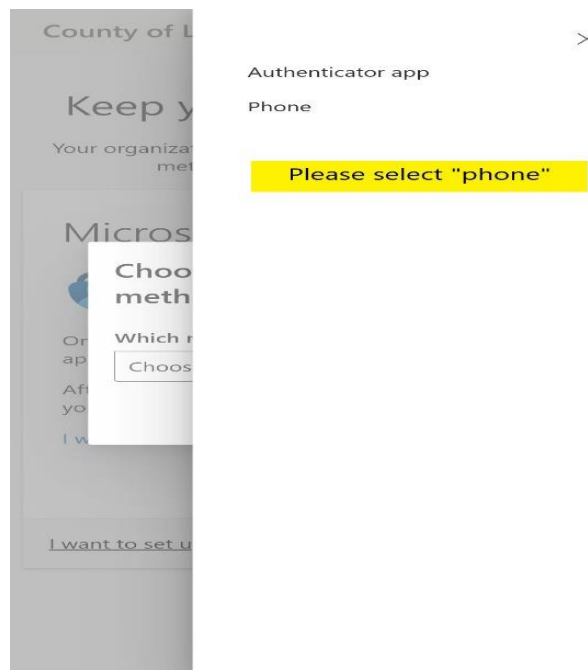
c. After selecting "phone" you will be asked to enter the phone number where you'd like to receive the code. Enter your phone number and select the "Text me a code" option.
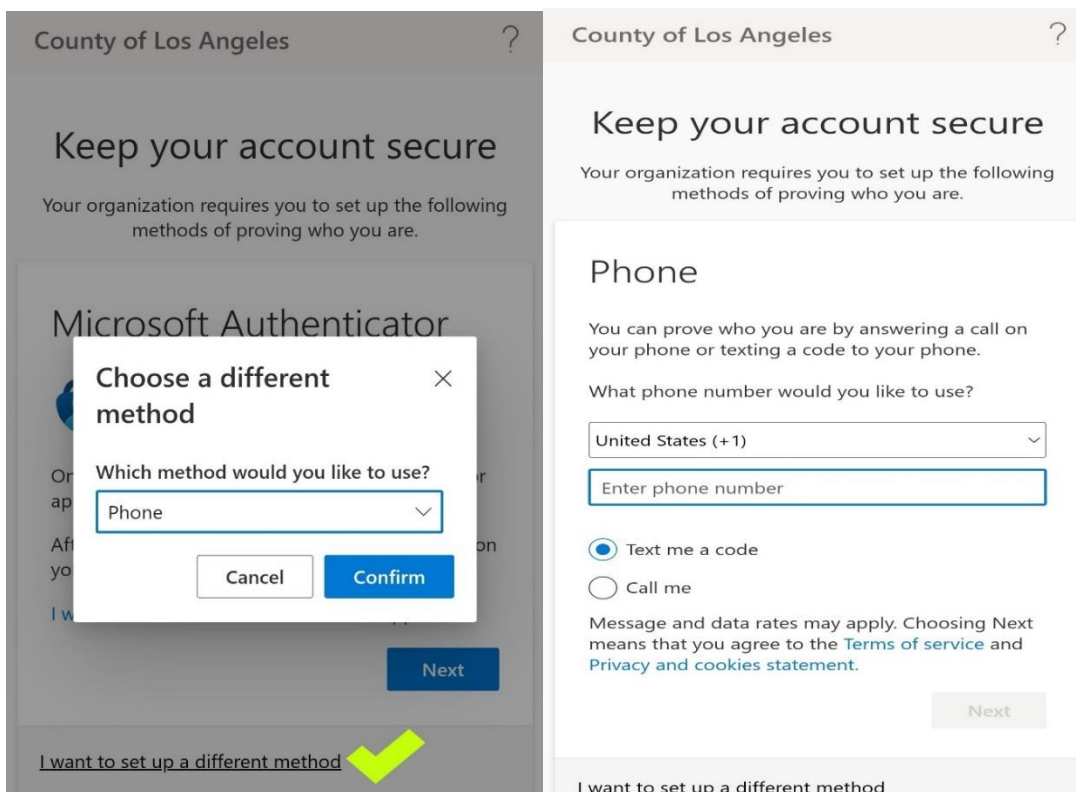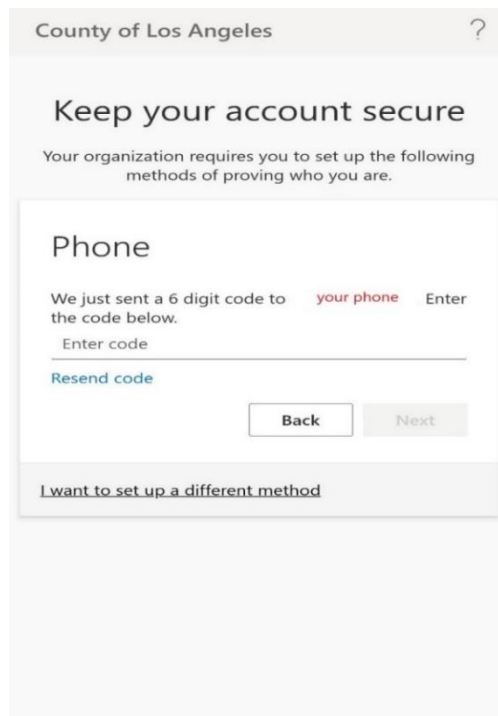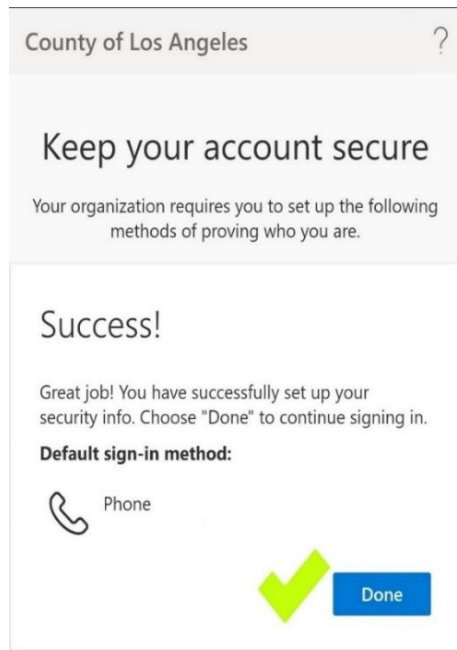

d. After receiving the code via text, enter the code and click "Next".

e. The "Success" message will appear upon completion of the two-step authentication process.

NOTE: If you choose to download the Microsoft Authenticator app, please **DO NOT** delete the app until your plan review process is completed and your plans are approved to avoid potential issues with redownloading the app.

If you forget your Microsoft Authenticator app login credentials and cannot log into the app, please contact our Plan Check Program to request a login credential reset. This process may take a few business days to complete. (Please see the contact information of our Plan Check Programs below)

Please note an account verification code is only valid for 15 days. Once the code has expired, a new code must be requested by providing your phone number or signing into your Microsoft Authenticator app.

For questions regarding electronic plan submittals, please contact the corresponding program as follows:

Plan Check Type	Program	Email / Phone Number
Food (Retail, Wholesale, Mobile)	Plan Check	DPH-PlanCheck_Food@ph.lacounty.gov (626) 430-5560 or (213) 351-7325
Pool, Spa	Recreational Waters	rhealth@ph.lacounty.gov (626) 430-5360
Onsite Wastewater Treatment	Land Use	dlanduse@ph.lacounty.gov (626) 430-5380
Wells, Exploration Hole	Drinking Water	swsadmin@ph.lacounty.gov (626) 430-5420
Cross Connection	Cross Connection	ccwpcp@ph.lacounty.gov (626) 430-5290
Radiation Shielding	Radiation Management	DPHradiation@ph.lacounty.gov (213) 351-7897