

Department of Resources Recycling and Recovery (CalRecycle)

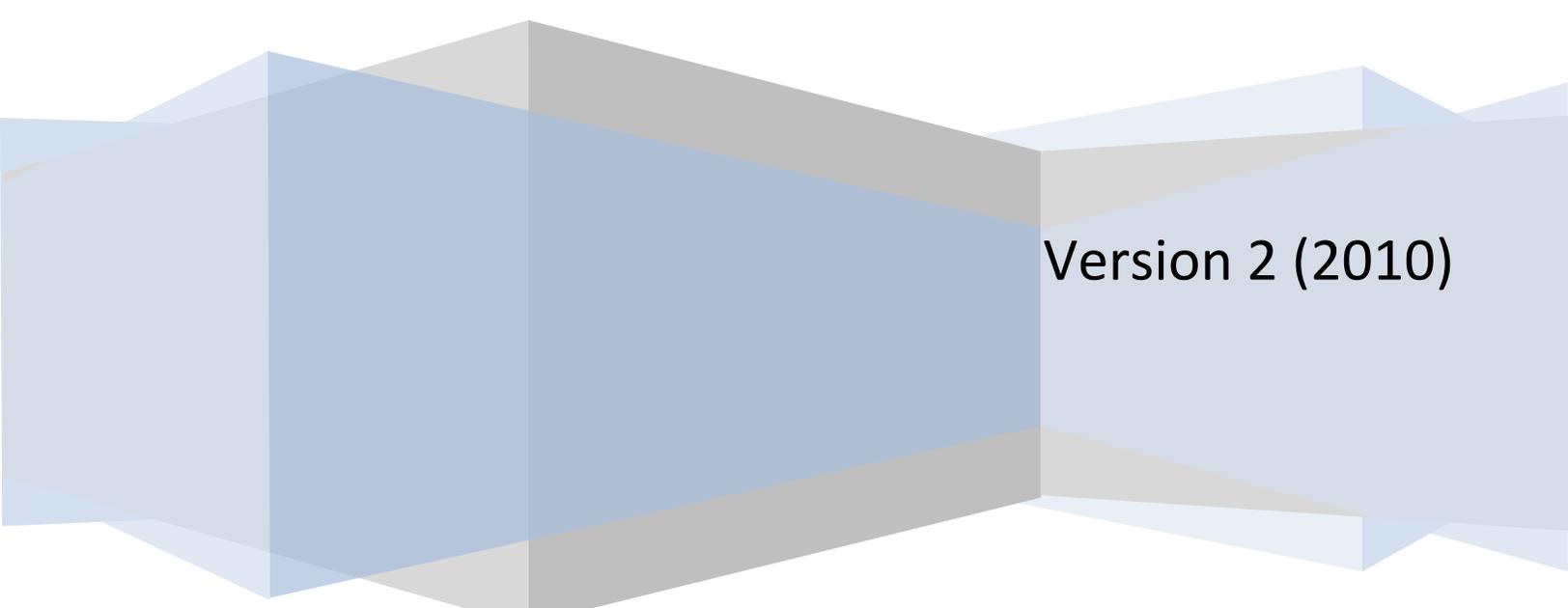
LoGIC External Security

Electronic Annual Report (EAR)

Security Administration by Jurisdictions

WebPass and Access Instructions

Prepared for LAMD



Version 2 (2010)

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Welcome

Welcome to the Local Government Information Center (LoGIC). You are identified as the primary and/or official contact for your Jurisdiction. As the primary and/or official contact you have been assigned as the Electronic Annual Report (EAR) Security Administrator. Starting with the 2007 EAR the application has been redesigned to accommodate changes in regulations as well as incorporating the application into the LoGIC system which will become a centralized place for jurisdiction and county level reported information.

LoGIC is a secured web site. Only users with access may view or edit your jurisdiction's information. The new security model allows the Department of Resources Recycling and Recovery (CalRecycle) to track access at the individual level. Starting with the 2007 EAR there is no longer a single login and password issued to each jurisdiction. Individuals who will work on the EAR cycle will need to request access individually. As the Security Administrator for your jurisdiction you are responsible for either completing the EAR yourself or assigning staff and granting access to complete the EAR. As much of the information and data collected in LoGIC is the basis for determining compliance with the requirements of the California Integrated Waste Management Act (AB939, Sher, Chapter 1095, Statutes of 1989 as amended [IWMA]), we highly recommend you do not share your login or password with others.

About Security

WebPass

CalRecycle has implemented a centralized system for requesting access to LoGIC. The WebPass system is used to provide security to several CalRecycle applications including State Organization and Agency Recycling Database, Calmax, Waste Tires and SWIS Inspection reporting. Having a WebPass alone does not grant the security needed to access the LoGIC system, but it is the first step. Having a WebPass account allows the external users to manage their password and account information for multiple CalRecycle applications in one location.

EAR Access

Once a user has obtained a WebPass they will then request access to your Jurisdiction's EAR (see New LoGIC Access for more information on adding staff). Once a request has been submitted, an email will be sent to you and you will have 5 days to complete the request and approve or deny access. Once approved, the user will be notified and can begin using LoGIC.

Levels of Access

As the Security Administrator you will have the option to grant the following levels of access:

- **View:** The user will have the option to view the EAR data, but cannot edit.
- **Edit:** The user will have full edit rights and can complete the EAR including the submit process.
- **Security Admin:** The user will be notified of requests for access and will have the ability to approve or deny access.

Help for the EAR Jurisdiction Security Management for LoGIC

Requesting EAR Access

Security for users to any application provided by CalRecycle is controlled by the WebPass system. Jurisdictions using the Local Government Information System (LoGIC) will be granted access or can request access one of three ways:

- Requesting new access using an internet web form.
- Requesting additional access to more program information or another Jurisdiction's program information.
- CalRecycle's Contact Administrator places a request for access on behalf of a user.

But access cannot be completed without the user first obtaining a WebPass.

WebPass

Anyone can request a WebPass. Having a WebPass account allows the user to manage their password and account information for all CalRecycle applications in one location.

The screenshot shows the CalRecycle WebPass Sign-In page. At the top, there is a navigation bar with the CalRecycle logo and a search box. Below the navigation bar, there are several menu items: Home, Reduce Waste, Recycle, Buy Recycled, Beverage Containers, Enforcement, Local Partners, and About Us. The main content area is titled "CalRecycle WebPass Sign-In: Sign-In" and contains a sign-in form with an "Email Address:" field and a "Next" button. A sidebar on the left lists various links: Home, Forgot Password?, Change Password, Resend Activation Email, Create an Account, Manage Account, and Services/Systems Directory. At the bottom, there is a footer with links for "Back to Top", "Help", "Contact Us", and "Site Index", along with a copyright notice for 1995-2010.

New WebPass

1. Direct the user to <https://secure.calrecycle.ca.gov/WebPass/>.



2. Select the "Create Account" link on the form.
3. Follow the form instructions, complete the information.
4. Select "Create My Account" button.
5. The user will be directed to a "WebPass Account Activation Pending" window.
6. An email will be sent to the user requesting that they complete the activation process by verifying the information in the email. The user will have 5 days to complete this process or the request will be dropped from the WebPass system. Samples of the screens are shown below.
7. After the user confirms the email they will get the "WebPass Account Activation Completed" window.

Help for the EAR Jurisdiction Security Management for LoGIC

The screenshot shows the 'CalRecycle WebPass: Create Account' page. At the top, there is a navigation bar with links for Home, Reduce Waste, Recycle, Buy Recycled, Beverage Containers, Enforcement, Local Partners, and About Us. A search bar is located in the top right corner. Below the navigation bar, there is a sidebar with a 'CalRecycle WebPass' logo and a list of links: Home, Forgot Password?, Change Password, Resend Activation Email, Create an Account, Manage Account, and Services/Systems Directory. The main content area is titled 'CalRecycle WebPass: Create Account' and contains the following text: 'To create your CalRecycle WebPass account, complete these two steps: 1. Fill in the form below and then select the Create My Account button. 2. Follow the instructions in the email message you will receive after completing step 1. It is important to follow through and complete step 2 to activate your CalRecycle WebPass account. Your CalRecycle WebPass account must be activated before you can access any web site, service, or feature which is secured by CalRecycle WebPass. Your password must conform to the following rules: Must be 8-16 characters; Must contain at least one uppercase character and one lowercase character; Must contain at least one number; Cannot use more than 2 characters in a row (for example: aa). Below this text is a registration form with fields for First Name, Last Name, Email Address, Confirm Email Address, Password, Confirm Password, Security Question (a dropdown menu), and Answer. There is also a 'Personal Assurance Phrase' field. Below the form is a CAPTCHA image showing the words 'Tobacco' and 'W2S' with a 'Create My Account' button. At the bottom of the page, there is a footer with the text: 'Version: 1.7.0 CalRecycle WebPass https://secure.calrecycle.ca.gov/WebPass/ Contact: CalRecycle.Webmaster' and a 'Back to Top' link.

The screenshot shows the 'CalRecycle WebPass: Account Status' page. The layout is similar to the previous page, with the same navigation bar and sidebar. The main content area is titled 'CalRecycle WebPass: Account Status' and contains the following text: 'Account Activation Pending. An email has been sent from the CalEPA Webmaster to the email address you provided containing instructions you must follow in order to activate your CalRecycle WebPass. You must complete the activation process by Wednesday, June 02, 2010 at 8:24 AM or your account request will expire.' Below this text is a footer with the text: 'Version: 1.7.0 CalRecycle WebPass https://secure.calrecycle.ca.gov/WebPass/ Contact: CalRecycle.Webmaster' and a 'Back to Top' link. At the bottom of the page, there is a footer with the text: 'Conditions of Use | Privacy Policy ©1995, 2010 California Department of Resources Recycling and Recovery (CalRecycle). All rights reserved.'

New LoGIC Access (Adding Staff)

If your staff or another user wishes to initiate a request for access to your Jurisdiction's EAR in LoGIC they may submit a request using <http://www.calrecycle.ca.gov/lqcentral/mylogic/register/>.

The user completes the form below and an email is sent to the Security Administrator assigned to the EAR program for the selected Reporting Entity (jurisdiction or county). The Security Administrator is not a CalRecycle staff person. To ensure the information that is located in the secured portion of LoGIC remains secured, CalRecycle has passed the responsibility of managing account access to the Jurisdiction or County program official, primary contacts.

Search Index Staff Directory Location/Directions Contact Us Help

Home

My LoGIC
LoGIC Registration

Please complete the form below to request access to LoGIC.

Request Access

Contact Information

Company:

Title:

* Email Address:

* First Name: Phone Number:

* Last Name: Fax Number:

Address 1:

Address 2:

City: State:

ZIP Code:

Request Access

* Report Program:

Entity Type:

* Reporting Entity:

Request Access

Requesting Access Instructions

1. Visit <http://www.calrecycle.ca.gov/lqcentral/mylogic/register/>.
2. Complete the Contact Information. Items marked with a red "*" are required but it is strongly recommended that you complete as much information as possible to enable the Security Administrator to evaluate the request.
3. Select the Report Program (for the Annual Report select EAR).

Help for the EAR Jurisdiction Security Management for LoGIC

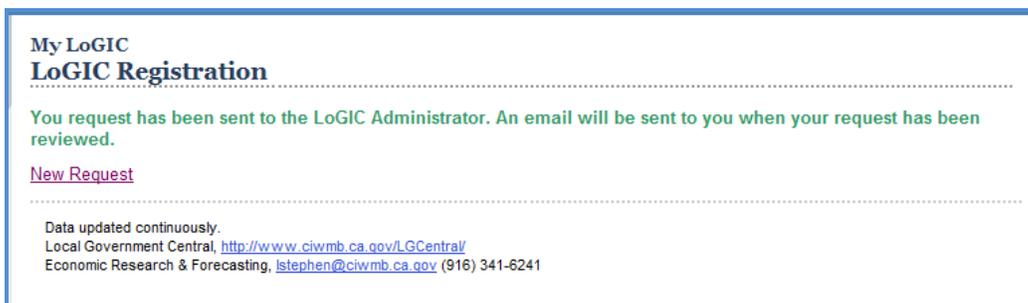
4. Select the Entity Type (County, city, unincorporated area or regional agency). This will filter the list of Reporting Entities.
5. Select the Reporting Entity (specific jurisdiction).



The screenshot shows a web form titled "Request Access". It contains three dropdown menus:

- * Report Program: EAR
- Entity Type: Jurisdiction
- * Reporting Entity: Adelanto

6. Select the "Request Access" button. A confirmation message will appear.



The screenshot shows a confirmation message with the following text:

My LoGIC
LoGIC Registration

You request has been sent to the LoGIC Administrator. An email will be sent to you when your request has been reviewed.

[New Request](#)

Data updated continuously.
Local Government Central, <http://www.ciwmb.ca.gov/LGCentral/>
Economic Research & Forecasting, lstephen@ciwmb.ca.gov (916) 341-6241

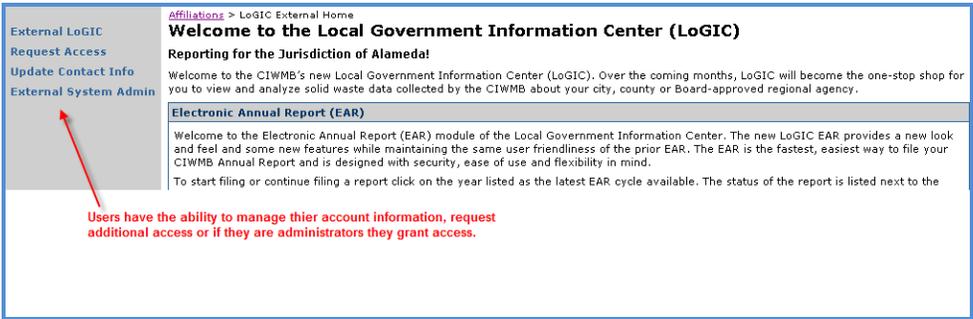
7. The request will be sent to the selected jurisdiction's/reporting entity's Security Administrator and will be listed as "Pending" until the Security Administrator approves or denies access. The Security Administrator should attempt to approve or deny access within 5 business days.
8. Once a decision is made by the Security Administrator to approve or deny the requested access, the requestor will be notified by email.

Help for the EAR Jurisdiction Security Management for LoGIC

Additional LoGIC Access

A user that already has access to one or more Counties or Jurisdictions and one or more programs within LoGIC may find a need to request access to another area of interest.

After logging into LoGIC the user will see the "Request Access" link on the left-hand menu. The user may request access to another jurisdiction or program. A user will only see the "External System Admin" link if they have Security Administration rights for one or more jurisdictions.



To request access to additional areas in LoGIC the user may complete the form below. Please note that each request for access to a specific reporting entity/program must be made individually. A user cannot submit a request for access to EAR for multiple jurisdictions at once. Once submitted the information is forwarded to the Security Administrator for the jurisdiction/reporting entity (not CalRecycle) who will review the request and either approve or deny it. Once submitted, the request will be listed in the "Pending Access" section of the form.

Request Access to Reporting Entity: Merive Davey (meirve@yahoo.com)

Request Access

Report Program: Select a program

Entity Type: Select an Entity Type

Reporting Entity: Select a Reporting Entity

Request Access

Choose where you would like to request access too.

Current Access

You have access to the following Reporting Entities:

REPORTING ENTITY	ENTITY TYPE	REPORT PROGRAM	GROUP
Alameda	County	DRS	eDRS External Set Editors
Adelanto	Jurisdiction	EAR External Set	EAR External Set Editors
Alameda	Jurisdiction	DRS	eDRS External Set Editors eDRS External Set Viewers
Butte County Regional Waste Management Authority	Regional Agency	EAR External Set	EAR External Set Editors

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Pending Access

Your access is pending for the following Reporting Entities:

Current level of access to various programs located in LoGIC.

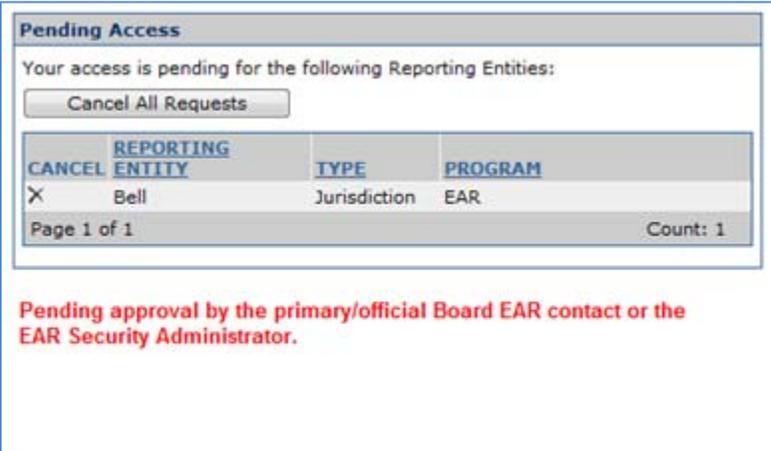
Help for the EAR Jurisdiction Security Management for LoGIC

Steps for Requesting Additional LoGIC Access

1. Log into LoGIC at <https://secure.calrecycle.ca.gov/Logic/>
2. Select "Request Access" link on the left-hand menu.
3. Select the program (EAR for Annual Report)
4. Select the reporting entity type (jurisdiction, county, regional agency). This will shorten the list of available options.
5. Select the Reporting Entity (jurisdiction city, regional agency or county)
6. Select the "Request Access" button.



7. Your request is listed as "Pending" until the Security Administrator approves or denies access.



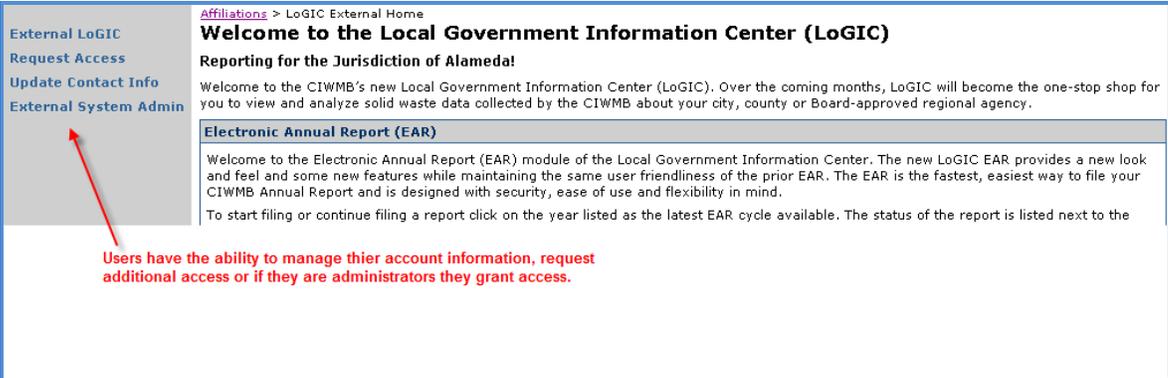
Help for the EAR Jurisdiction Security Management for LoGIC

Security Administration

Each Jurisdiction or County has a Security Administrator assigned to help manage access to their information. All requests for access to a jurisdiction or other reporting entity submitted via the web will be directed to the Security Administrator. The Security Administrator has the ability to add additional administrators, grant access or add a person as a jurisdiction/reporting entity program contact.

Grant Access

1. An email will be sent to the Security Administrator for each access request. In the email will be a link to LoGIC
2. After logging in, the Security Administrator selects the "External System Admin" link.



[Affiliations](#) > LoGIC External Home

Welcome to the Local Government Information Center (LoGIC)
Reporting for the Jurisdiction of Alameda!

Welcome to the CIWMB's new Local Government Information Center (LoGIC). Over the coming months, LoGIC will become the one-stop shop for you to view and analyze solid waste data collected by the CIWMB about your city, county or Board-approved regional agency.

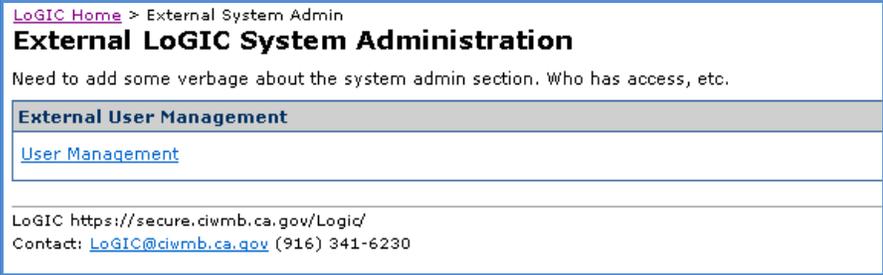
Electronic Annual Report (EAR)

Welcome to the Electronic Annual Report (EAR) module of the Local Government Information Center. The new LoGIC EAR provides a new look and feel and some new features while maintaining the same user friendliness of the prior EAR. The EAR is the fastest, easiest way to file your CIWMB Annual Report and is designed with security, ease of use and flexibility in mind.

To start filing or continue filing a report click on the year listed as the latest EAR cycle available. The status of the report is listed next to the

Users have the ability to manage thier account information, request additional access or if they are administrators they grant access.

3. Then the Security Administrator selects the "User Management" link on the "External LoGIC System Administration" screen.



[LoGIC Home](#) > External System Admin

External LoGIC System Administration

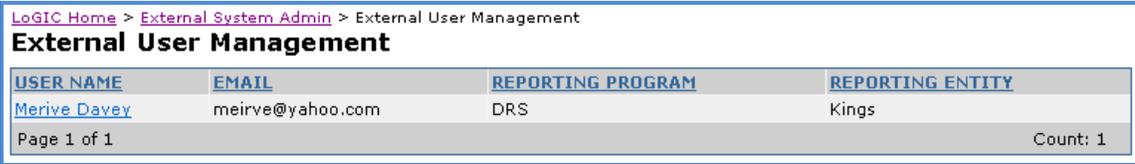
Need to add some verbage about the system admin section. Who has access, etc.

External User Management

[User Management](#)

LoGIC <https://secure.ciwmb.ca.gov/Logic/>
Contact: LoGIC@ciwmb.ca.gov (916) 341-6230

4. A list of requests will be displayed. Select one.



[LoGIC Home](#) > [External System Admin](#) > External User Management

External User Management

USER NAME	EMAIL	REPORTING PROGRAM	REPORTING ENTITY
Merive Davey	meirve@yahoo.com	DRS	Kings

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Help for the EAR Jurisdiction Security Management for LoGIC

5. The requestors' information will be displayed on the "User Management Detail" screen. It is easier for the Security Administrator to follow up on some requests when the contact information is more complete.
6. The Security Administrator will see all of the access and security levels the requestor currently has to LoGIC.

LoGIC Home > External System Admin > External User Management > External User Management Detail

User Management Detail: Merive Davey (meirve@yahoo.com)

User Information

Company:
Title:

E-mail Address: meirve@yahoo.com

First Name: Merive **Phone Number:**
Last Name: Davey **Fax Number:**
Address 1:
Address 2:
City: **State:**
Zip Code: **Account Disabled:**

Current Access

REPORTING ENTITY	ENTITY TYPE	REPORT PROGRAM	GROUP
Alameda	County	DRS	Editor
Kings	County	DRS	Editor
Adelanto	Jurisdiction	EAR	Editor
Alameda	Jurisdiction	DRS	Editor
Butte County Regional Waste Management Authority	Regional Agency	EAR	Editor

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Approve/Deny Access

Reporting Entity: Select a Reporting Entity from the Pending Access grid on the right

Entity Type:
Report Program:
Security Groups:
Add as a Contact:

Pending Access

REPORTING ENTITY	TYPE	PROGRAM
Bell	Jurisdiction	EAR

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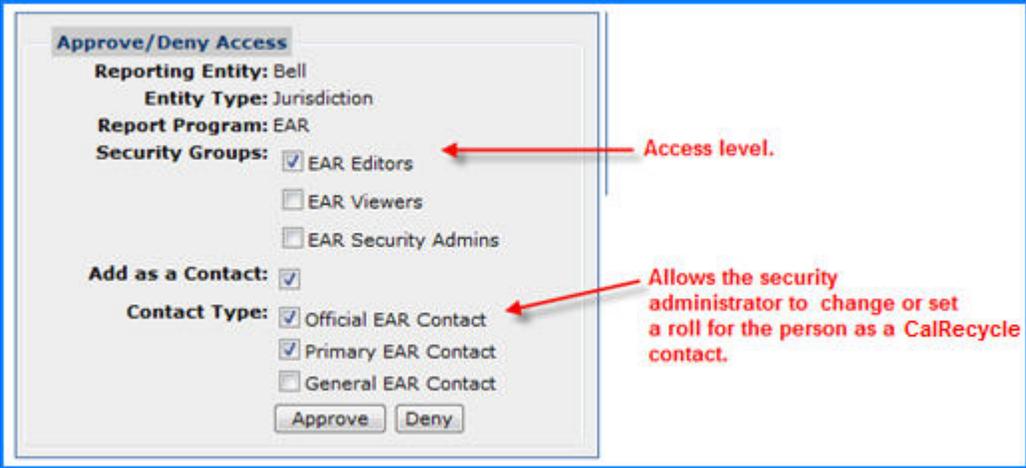
Select to approve or reject

7. Select your Reporting Entity and Program from the Pending Access screen.
8. Security options available to you will be displayed. You may select the appropriate level of access for your program.
9. Select "Add as a Contact" if this person is someone CalRecycle should be in contact with. If you are granting general "view" access this person may not need to be a contact.

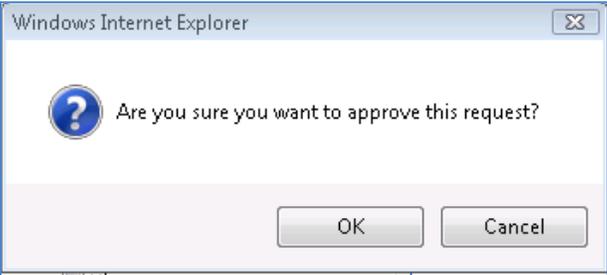
Help for the EAR Jurisdiction Security Management for LoGIC



- 10. If this person has an official role with the annual report program then select the appropriate level. Most programs within CalRecycle require at least one Official and One Primary contact.



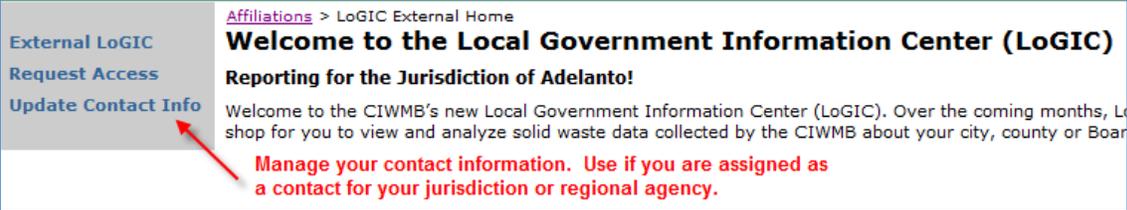
- 11. Select "Approve" to grant access or select "Deny" to cancel the request. An email response will be sent to the requestor with the appropriate message.



Help for the EAR Jurisdiction Security Management for LoGIC

Contact Information

If you have been assigned as a contact for your jurisdiction or regional agency you can update your information at any time.



1. Select "Update Contact Info" from the left navigation panel.
2. Select the "Edit" button.
3. Update your information. The more complete the information the easier it is to assist you if there are any questions.
4. Items identified with a red "*" are required.
5. Select "Save"

Contact Detail
Contact Detail: Merive Davey (meirve@yahoo.com)

Back Edit

Contact Information

Company:

Title:

* Email Address:

* First Name: Phone Number:

* Last Name: Fax Number:

Address 1:

Address 2:

City: State:

Zip Code:

Back Edit