E-Submit Quick Start Guide

BEFORE YOU START: Make sure your pop-up blocker is OFF.
This setting can usually be found under "Tools" on the menu bar.

1
Request a username and password at www.esubmit.ocgov.com

Use the drop-down menu and SELECT YOUR CITY.

2
A blank form should automatically appear in a new window. Fill it out completely, if you are the owner.

If this window does not appear, your pop-up blocker may still be on.

3
If you are NOT the business owner, you MUST submit an Authorization Letter with your request.

A blue hyperlink to the letter can be found on the lower left of the Login Request page. You do NOT need an Authorization Letter if you are the business owner.

4
The completed Authorization Letter can be uploaded on the Login Request page

You can also submit the letter to esubmit@ochca.com or fax it to 714-754-1768

Be sure all of the boxes are filled out and that the Authorization Letter has been included (if applicable)

5
Click "SUBMIT"

Your username and password will be sent to the email address that you provided on the form within 3 to 7 days.

You are now ready to login at

www.esubmit.ocgov.com