Instructions for Entering CSPLA Activity on LAWA Portal

Rev. 12/2022

Contents

Overview

LAWA has recently implemented an online portal for activity entries. Going forward, all CSPLA Monthly Accounting Reports should be submitted via the online portal. Instead of filling out the electronic form and submitting it via email, the entries will be made in the Portal itself. This document serves as a reference as to how to enter CSPLA activities into the LAWA Portal.

Please note that your account access is configured from the information that was provided at the time of your account request and is based on the types of activity your company has submitted in the past. If you do not see an option to enter a type of activity, a customer name, or a company that you need access for, or if you encounter any issues or have questions about using the Portal that are not covered by this document, please contact the RAMS Team for guidance at airstatistics@lawa.org.

Logging in to the LAWA Portal

Go to LAWA's Portal website: https://propworks.lawa.org/pwportal/login.xhtml

In the center of the page, enter your username and password and click the **Login** button. If you do not have an account, please request one by following the instructions in this document in the section titled ***How to Sign Up for a LAWA Portal Account.***
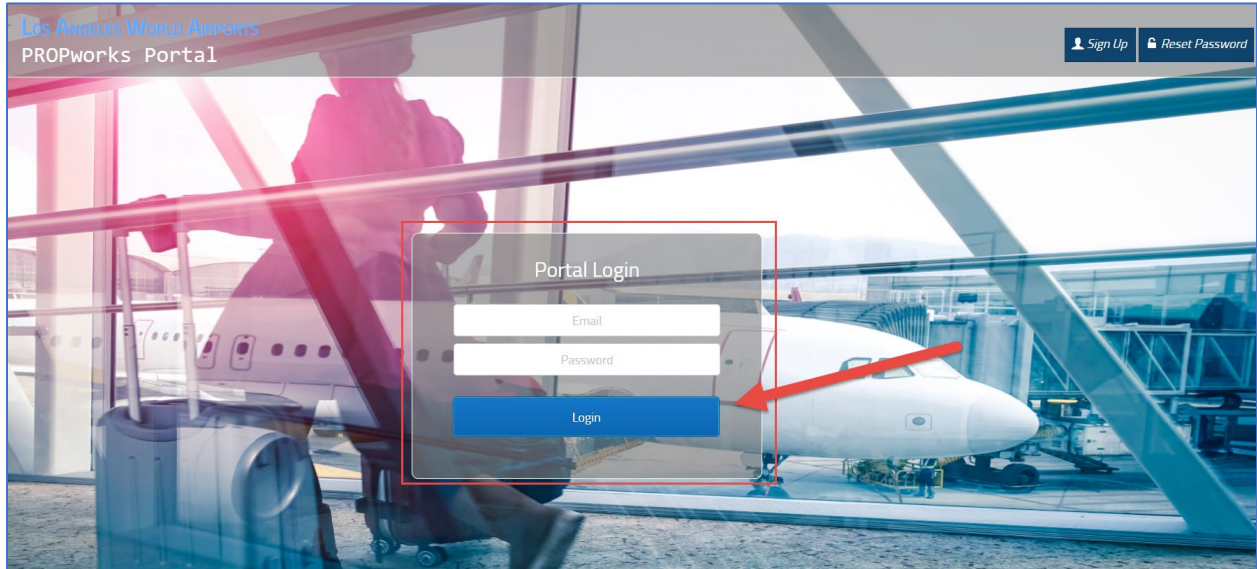
Basic Navigation

Once you have logged in, the **Home** screen will appear similar to the image below:
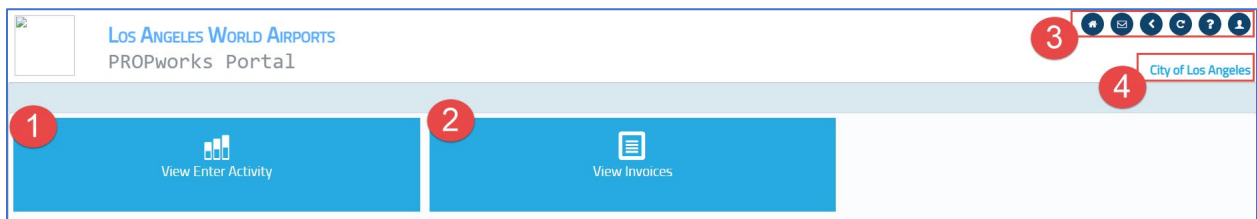
The primary items of interest on the home screen are labeled as follows:

1. **View/Enter Activity** button – this button takes you to the screens where you will view previously entered activity or add new activity entries. You will only see this button if you have access to this area
2. **View Invoices** button – this button takes you to the screen here you can view previously generated invoices for your company. You will only see this button if you have access to this area
3. **User Menu** buttons – there are the primary navigation buttons for the site and will be present on each screen

4. **Company Name** – this area displays the company name for the company you are currently accessing. If you are assigned to enter activities for multiple companies, you can switch between them using the user menu buttons

User Menu Icon Information

| Icon	Name	Description
	Home	Takes you to the home of the Portal Application
	Messages	Loads the Message Dialog with all rejected reports
	Back Arrow	Takes you to the previous page
	Refresh	Refreshes the page
	Help	Loads help files for the current active page
	Silhouette / User Icon	Contains user account features to Switch Company, Edit Information, Change Password, and Logout

Switching companies

If you are entering activity for multiple companies, you will need to select each company individually to enter their activity. To switch companies, click on the **User** icon on the top right and select **Switch Company**. If you are assigned to two companies, the system will automatically switch you to your non-active company. If you have more than two companies, the system will make you choose which company. The name of your currently active company will appear on the top right of the screen. Please note that you will not see activity rejection messages for companies that are not currently selected as your active company.

Entering Activity

Standard Entries

To access the **Enter Activity** screen, click on the **View/Enter Activity** button on the **Home** screen.
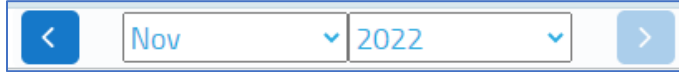
The time period panel will appear in the middle of the screen. Use the left arrow, right arrow, or month and year drop-down panels to choose the time period you wish to enter activity for.

Below the time period panel, buttons will appear for each type of activity your account is configured to enter. Click on the button of the activity type you want to enter to open the entry screen.

The primary items of interest on the activity entry screen are labeled as follows:

1. **Activity Menu** buttons
   a. **Export/Import** – allows you to export the data on the screen as a template for offline entry, export a PDF for recordkeeping, or import an edited export document
   b. **Actions** – allows you to reset your screen, view comments added to your activity by LAWA staff, upload supporting files, and preview your invoice charges (if applicable for your entry type)
   c. **Submit** – submits the entered activity for review by LAWA staff who will either approve or reject the submitted activity
2. **Time Period Panel –** allows you to navigate to a different time period for entry and/or review
3. **Activity Type Panel –** allows you to navigate to a different type of activity for entry
4. **Comments Field** – where you will enter comments on the submitted activity line (if applicable)
5. **Gross Receipts Field** – where you will enter your activity values. To enter a value, simply click on the row you wish to enter information for and the field will allow you to type in it similar to a spreadsheet

You can see a grand total of all of your entries by scrolling to the bottom of the screen. Once you have finished entering your activities, click on the **Submit** them to send them to LAWA staff for review (or click on the **Submit All** button on the primary **Activity** screen). Once the activity has been approved or rejected, you will receive an email. If your activity is rejected, you will receive a rejection email and will

need to log in and review your previously submitted activity to make corrections. If your activity is approved, no further action is needed.

Revising Rejected Activity

If there is a problem with the activity you have submitted, LAWA staff will reject it in the Portal. You will receive a notification email that you need to log in and correct your activity. When you log in, you will see a red number on your Messages icon indicating the number of rejected reports you need to correct that looks like this:

Reminder – if you are entering activity for multiple companies, you will need to switch your active company before you can see the rejected activity notification.

Clicking on the **Messages** icon will open your message panel. The panel will display a list of your rejected activities. Click on the **Review Activity** button to view and edit your rejected activity.
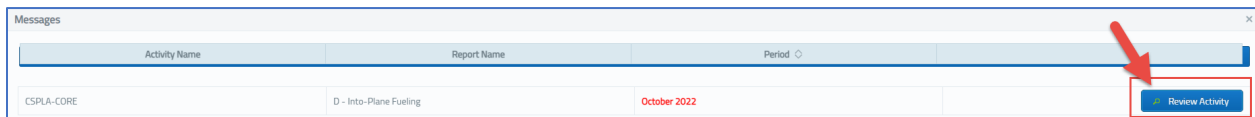
You can view the administrator's comments by navigating to **Actions > View Comments** in the **Activity Menu** on the top left of the screen. Once you have made your corrections, Click the **Submit** button to re-submit your activities.

Viewing Invoices

If you have access to view invoices, you will see the **View Invoices** button on the **Home** screen. Click on the button to success the screen. Once the screen opens, you will see buttons for the last 12 months of billing. Click on the desired month to see your **Invoice List**.

On the **Invoice List** screen, you can click on an individual invoice and then click the **Export PDF** button on the top left to download a PDF copy. You can navigate to a different time period using the **Time Period** panel or review an invoice directly through Portal by clicking on the **View Invoice** button on the right. In the pop-up window, you can use basic editing functions and download your invoice. To close the panel, click on the **X** on the top right of the pop-up window.

How to Sign Up for a LAWA Portal Account

Go to LAWA's Portal website: https://propworks.lawa.org/pwportal/login.xhtml

In the top right corner of the page, click on the **Sign Up** button.
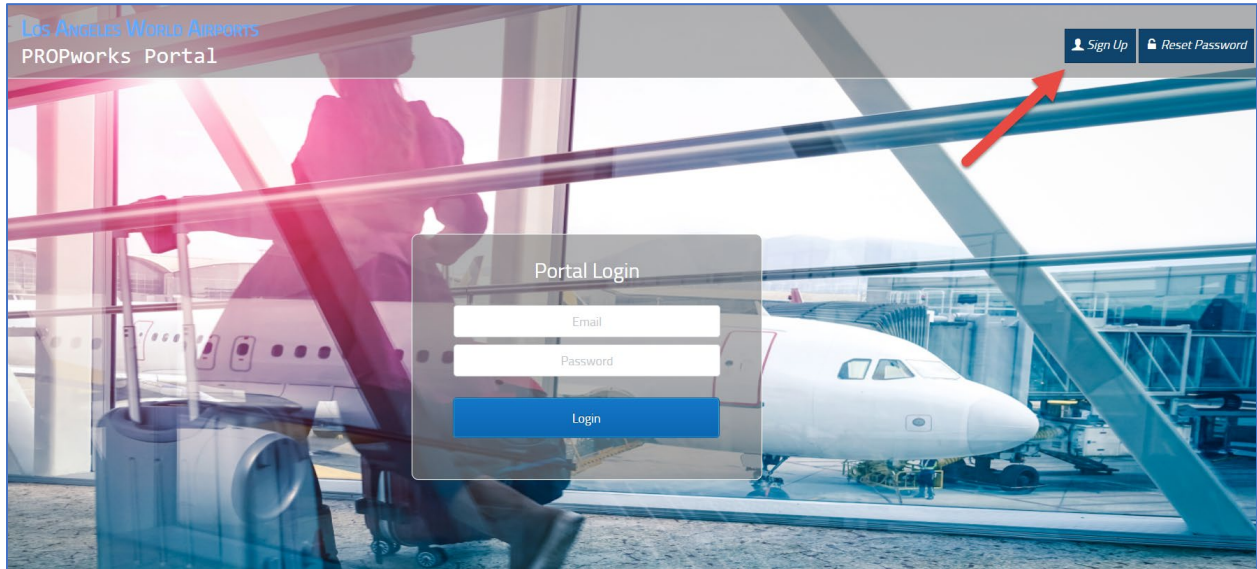
In the pop-up window, enter your personal information. The examples below show sample data – when creating your account, you should use your name, your company name, and your contact details.

When you have finished entering your personal information, click **Next** to enter your address information. This should be the address you would normally receive your business mail at.

When you have finished entering your address information, click **Next** to enter your contact information. In the **Company Name** field, please enter the name of your company and/or the name of the company you will be providing data for. If you are providing data for multiple companies, please add that information in the **Comments** field.

When you have finished entering your contact information, click **Save** to save your account. Once your account has been approved and activated by LAWA, you will receive an approval email.