LGRS Online Electronic Signature Process – Annual Street Report

1. Login information will be available via the SCO Alert Letters. If you need a copy of the letter, contact AUDStreetsRoads@sco.ca.gov.

2. From the Main Menu, open form #1 "General Information" and confirm data is accurate regarding the City Official Information. Only the listed individual has the authority to sign the Cover Page.

3. Click on the "Cover Page" (upper right corner of the main menu). Click on Generate E-Signature to open a verification pop-up: the data entered into the pop-up box must match the data in the "General Information" page for the City Official.

    a. Enter first and last name of the individual (middle initial if it's on the General Information Sheet)

    b. Enter the email

    c. Click Verify and a pop-up box will appear informing that a 6 digit security code will be sent to the email listed. If you get an error message, this indicates a mismatch between the data on the "General Information" page and the data entered in the E-Signature pop-up; correct and resubmit.

    d. Click Enter Code and enter the 6 digit security code from your email, press Verify to continue. In the event of not receiving a code after 15 minutes, press Resend to send another code to your email.

    e. Select a digital signature style, and click Create to confirm signature selection.

    f. After signature selection, click on the Sign box to open the Terms and Conditions message. Read the text in the pop-up and click **Agree** to close the pop-up to electronically sign the Cover Page. The form will display the E-Signature and the date section should automatically be filled in. If not, it means you did not click on **Agree** after signing. If the date is not auto-filled, the cover page will not be signed. If that is the case, go back and follow the signing process again. A confirmation will be sent to the email provided earlier indicating completion of the E-Signature process.

4. You have the option of printing the Cover Page for your files. You can also log back into the LGRS Online if you need to print the cover page later.

5. The LGRS Online system will generate an email to the City Official and AUDStreetsRoads@sco.ca.gov to confirm the submission. Please see "3.f." above if you do not receive an email confirmation.

Assistance: Additional assistance can be obtained Monday through Friday from the SCO Division of Audits email: AUDStreetsRoads@sco.ca.gov.