



## Lobby Device Modernization

### Screen Walkthrough

June 2025

DOCUMENT APPROVAL HISTORY

|          |                                  |
|----------|----------------------------------|
| Owner    | Consortium Lobby Management Team |
| Preparer | Sowmya Coppisetty                |
| Reviewer | Rhiannon Chin                    |
| Approver | Danielle Benoit                  |

| APPROVAL DATE | APPROVED VERSION | REVIEWED AND APPROVED BY |
|---------------|------------------|--------------------------|
|               |                  |                          |
|               |                  |                          |
|               |                  |                          |

DRAFT

# Table of Contents

|          |                                     |          |
|----------|-------------------------------------|----------|
| <b>1</b> | <b>KIOSK APPLICATION OVERVIEW</b>   | <b>3</b> |
| 1.1      | Self Service Kiosk Application      | 3        |
| 1.1.1    | Welcome Screen                      | 3        |
| 1.1.2    | How can we help you? Screen         | 4        |
| 1.1.3    | Please identify yourself Screen     | 6        |
| 1.1.3.1  | Please Enter Your Case Number       | 8        |
| 1.1.3.2  | Use EBT/BIC Card                    | 10       |
| 1.1.3.3  | Scan Barcode                        | 12       |
| 1.1.4    | My Case Info Screens                | 17       |
| 1.1.4.1  | My Case Status                      | 19       |
| 1.1.4.2  | My Benefits Info                    | 21       |
| 1.1.4.3  | My EBT Balance                      | 23       |
| 1.1.5    | Self-Service Kiosk Check-In Screens | 25       |
| 1.1.5.1  | Appointment Check in Flow           | 29       |
| 1.1.5.2  | Non-Case Validation Check-in Flow   | 37       |
| 1.1.6    | Upload Document                     | 41       |
| 1.1.7    | Pop-up Message Screens              | 55       |

# CA-213363: Lobby Device Platform Consolidation/Modernization

## 1 KIOSK APPLICATION OVERVIEW

The Self-Service Kiosk is a new web-based lobby application that is device agnostic and consolidates functionality of the two CalSAWS supported kiosk applications; the Self-Service Kiosk (Los Angeles) & Lobby Kiosk (non-LA counties).

The new kiosk application includes self-service features such as:

1. Participant self-check-in
2. Document upload capabilities
3. Reviewing case status, EBT balances and benefit information.

By transitioning to a web-based solution, counties can utilize the application on county-managed devices, no longer requiring procurement as a sole source item.

### 1.1 Self Service Kiosk Application

#### 1.1.1 Welcome Screen

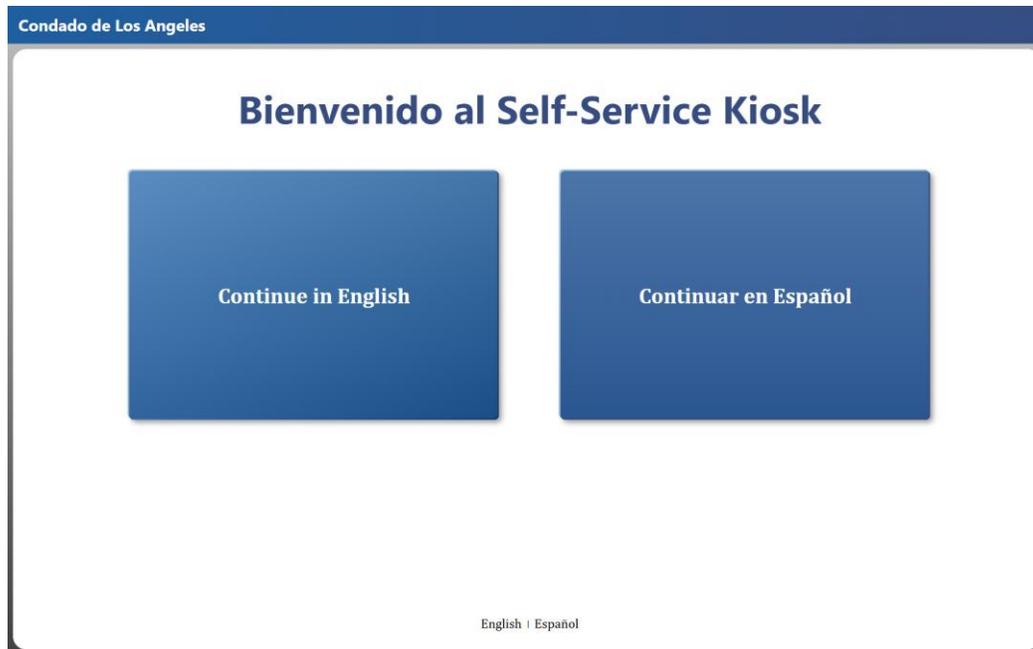
Users are initially greeted with a **Welcome to the Self-Service Kiosk** screen providing the option to continue in one of the supported languages, English or Spanish. The user can toggle between the 2 languages at any time by selecting the **“English | Español”** option at the bottom of the screen.

Selecting **“Continue in English”** will redirect the user to the **How can we help you?** screen in English mode.



Selecting “**Continuar en Español**” redirects the user to the **How can we help you?** screen in Spanish mode.

Please note, the remainder of this guide uses the English selection with Spanish mockups of the same screens included for reference.



### 1.1.2 How can we help you? Screen

After the language has been selected, the user is directed to the **How can we help you?** screen that displays option(s) configured by the county.

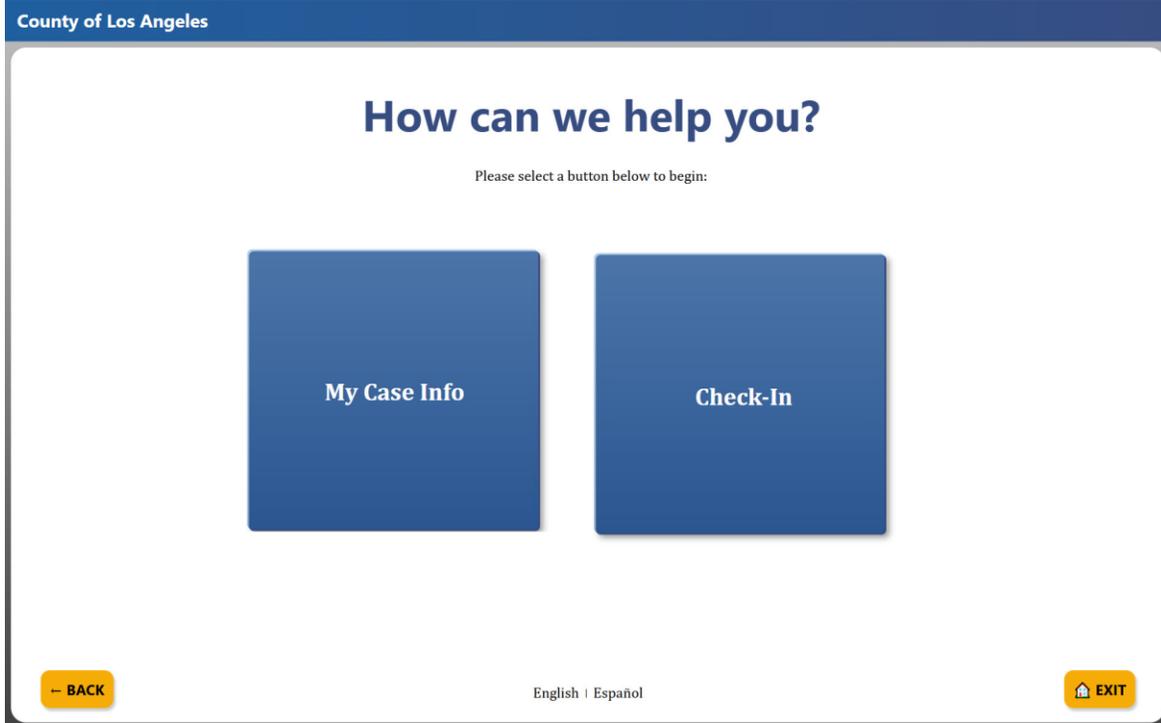
When enabled, the following option(s) display:

1. The “**My Case Info**” option allow users to view case information such as Program status, Benefits information and EBT transactions history.
2. The “**Check-In**” option allows users to check-in for various county-configured reasons.
3. The “**Upload Document**” option allows users to upload documents related to their case.

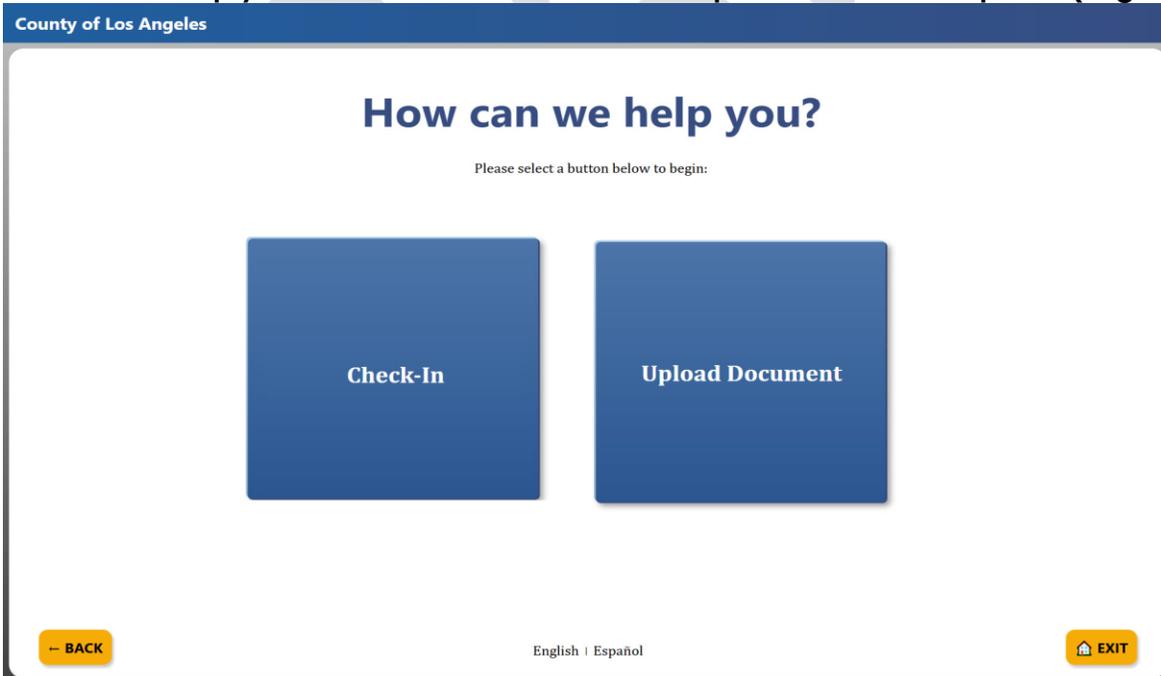
On this screen, and throughout the application, users can select the “**BACK**” button to return to the previous screen and the “**EXIT**” button to return to the kiosk’s welcome screen.



## How can we help you? Screen Mockup with Check-In and My Case Info options only



## How can we help you? Screen with Check-In and Upload Document options (English)

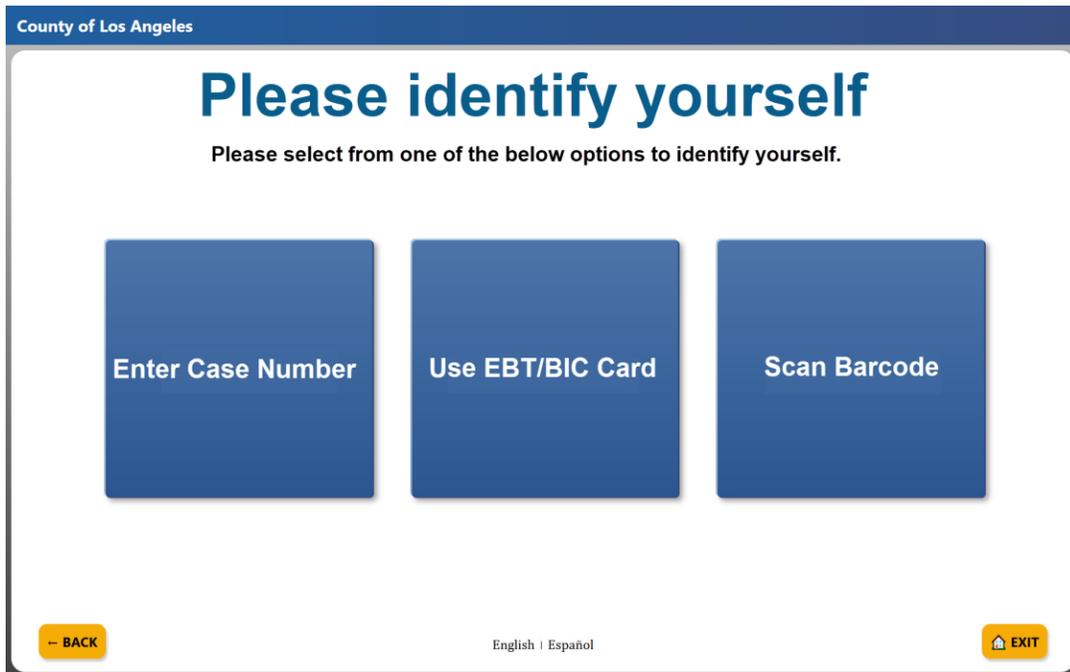


### 1.1.3 Please identify yourself Screen

---

When selecting **“My case info”** or a county-configured **“Check-In”** option that requires case validation, the user must verify their identity using one of the following methods:

1. Entering their Case Number
2. Swiping their EBT/BIC
3. Scanning their CalSAWS correspondence barcode



### 1.1.3.1 Please Enter Your Case Number

When selecting the “**Enter Case Number**” option, the user must verify their identify by providing their case number and date of birth.

The user enters their case number in the text box and selects “**SUBMIT**”.

County of Los Angeles

## Please Enter Your Case Number

Enter your case number, then press SUBMIT

**SUBMIT**

← BACK English | Español EXIT

Condado de Los Angeles

## Por favor ingrese su número de casor

Ingrese su número de caso, luego presione ENVIAR

**ENVIAR**

← ATRÁS English | Español SALIDA

The user then enters their date of birth in MM/DD/YYYY format and selects “**SUBMIT**”

County of Los Angeles

## Please Enter Your Date of Birth

Enter your date of birth, then press SUBMIT

SUBMIT

← BACK English | Español EXIT

Condado de Los Angeles

## Por favor ingrese su fecha de nacimiento

Ingrese su fecha de nacimiento, luego presione ENVIAR

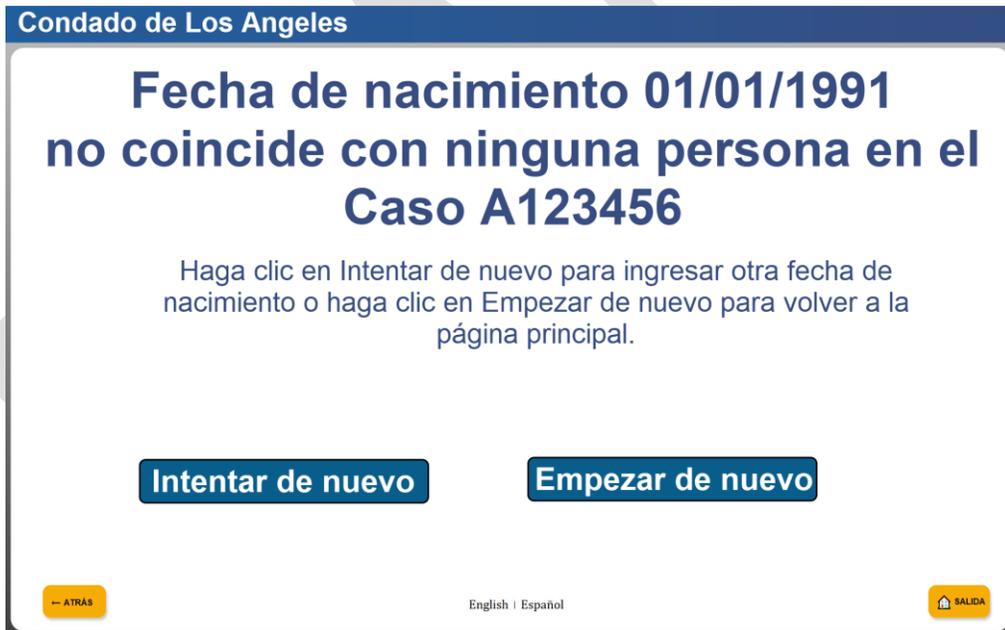
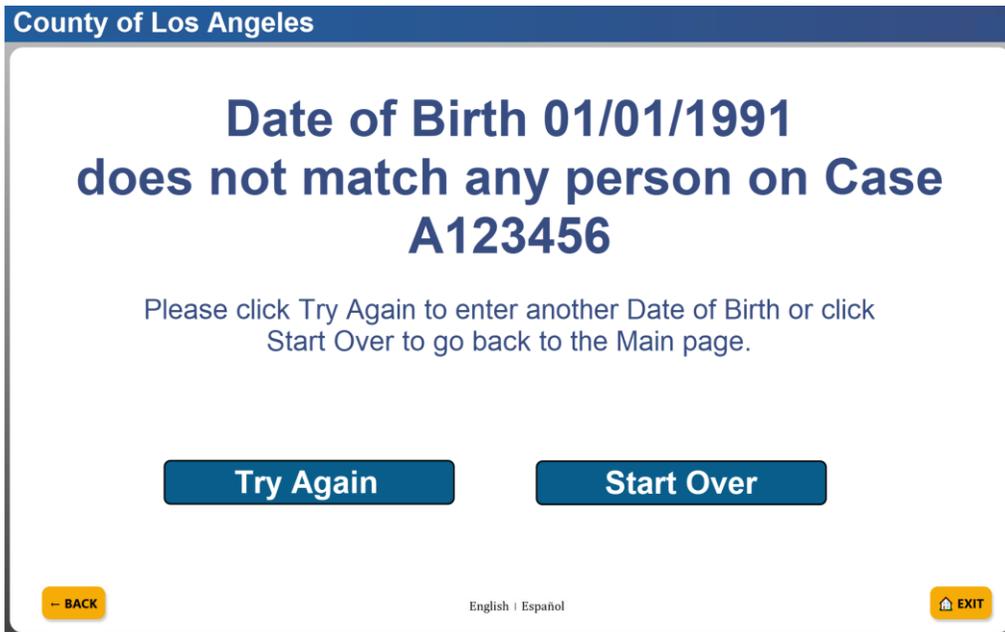
ENVIAR

← ATRAS English | Español SALIDA

If the date of birth entered does not match any person on the case, the user can either “**Try Again**” or “**Start Over**”.

The “**Try Again**” option redirects the user back to the **Enter your case number** screen allowing the user to enter their case number and date of birth again.

The “**Start Over**” option redirects the user to the **Please Identify Yourself** screen.



### 1.1.3.2 Use EBT/BIC Card

When selecting the “**Use EBT/BIC Card**” option, the user is prompted to swipe their EBT/BIC using the card reader device.

**Please swipe your EBT or BIC card**

← BACK

English | Español

🏠 EXIT

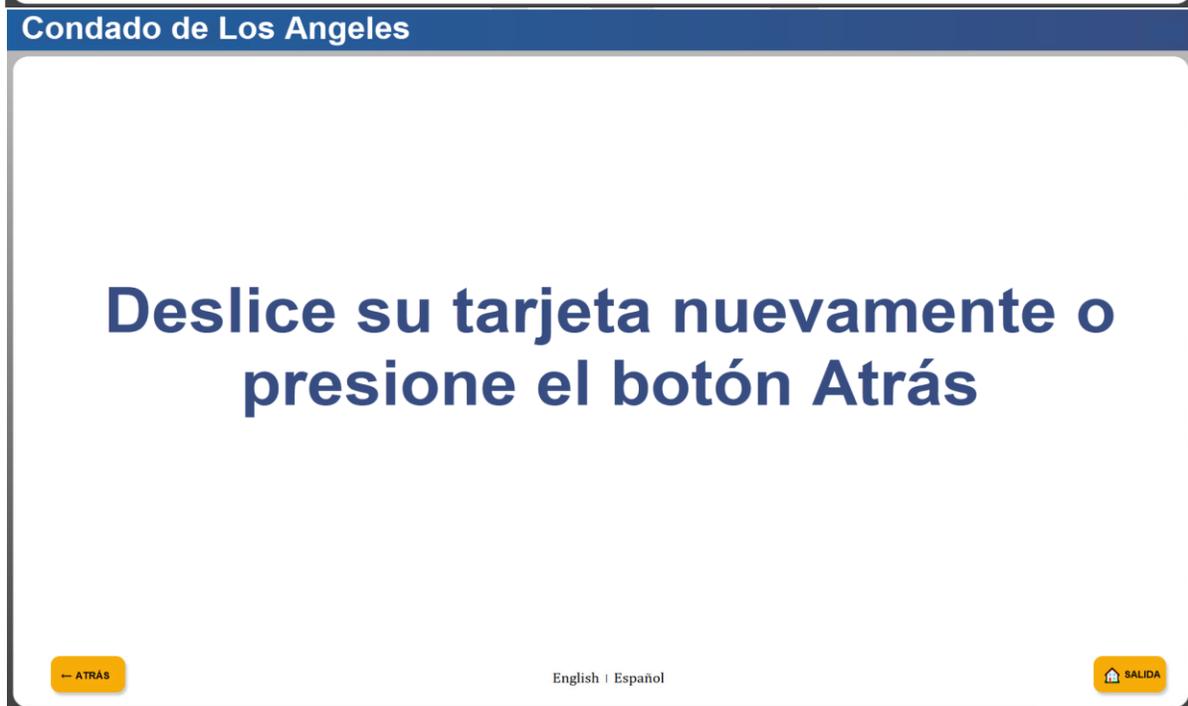
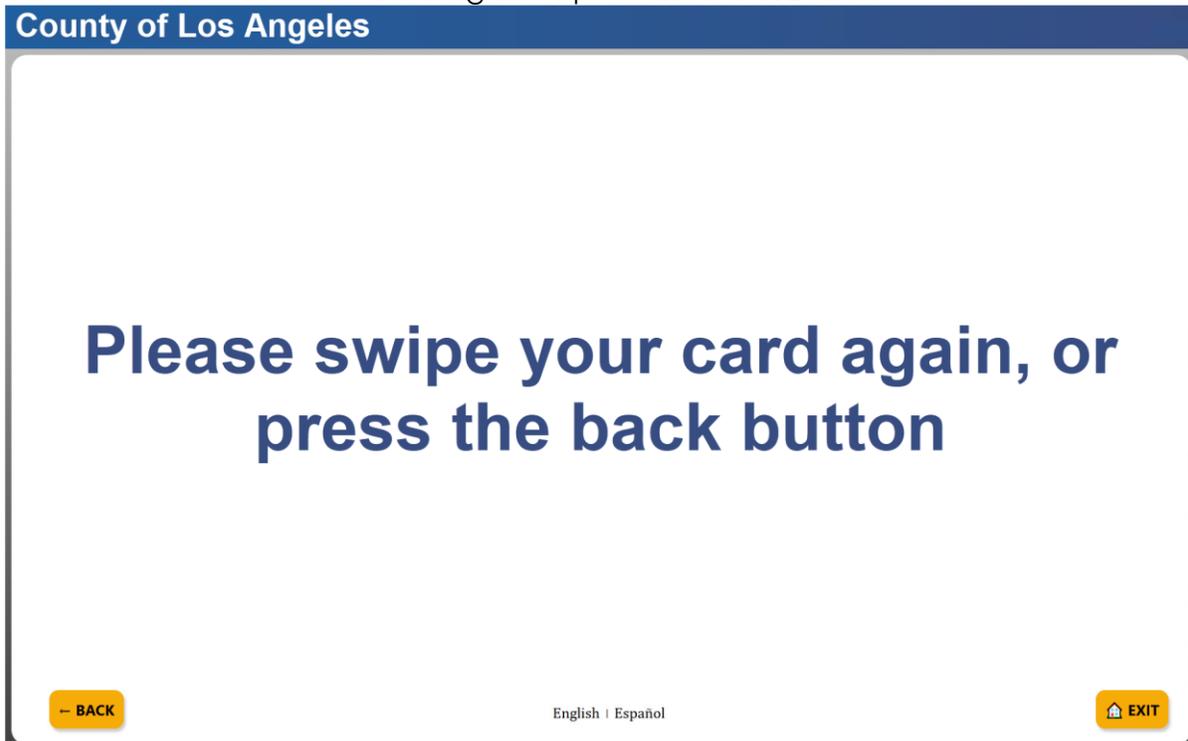
**Deslice su tarjeta EBT o BIC**

← ATRÁS

English | Español

🏠 SALIDA

If the application cannot capture the EBT or BIC information, the user is asked to swipe the card again or press the back Button.



### 1.1.3.3 Scan Barcode

When the “**Scan Barcode**” option is selected using a Kiosk, the user is prompted to scan the QR code on the barcoded document.

**Please scan your barcoded  
document**

← BACK

English | Español

🏠 EXIT

**Escanee su documento con  
código de barras**

← ATRAS

English | Español

🏠 SALIDA

If the barcode scanner is unable to detect the QR Code on the CalSAWS document, the user is prompted to scan the document again or press the back button.

Please scan your barcoded document again, or press the back button

← BACK

English | Español

EXIT

Escanee su documento con código de barras nuevamente o presione el botón Atrás

← ATRÁS

English | Español

SALIDA

When the **“Scan Barcode”** option is selected using a Tablet with a built-in camera, the user is prompted to position the barcoded section of the document in the camera view for scanning.

Please scan your barcoded document



← BACK

English | Español

🏠 EXIT

Escanee su documento con código de barras



← ATRÁS

English | Español

🏠 SALIDA

If there is no case number found using the EBT, BIC, or barcode scanning option the user is prompted to **“Try Again”** or return to the **Please identify yourself** screen.

**There are no Case Number found.  
Please try again.**

**Try Again**

← BACK

English | Español

🏠 EXIT

**No se encontró ningún número de  
caso.  
Por favor inténtalo de nuevo.**

**Intentar de nuevo**

← ATRÁS

English | Español

🏠 SALIDA

## 1.1.4 My Case Info Screens

---

The **My Case Info** screen has three options:

1. The “**My Case Status**” option displays program information for a specific case. The currently supported programs are: CalFresh, CalWORKs, Medi-Cal, Nutrition Benefits and Welfare to Work.
2. The “**My EBT Balance**” option provides EBT balance information and displays the last 50 EBT transactions for the respective case.
3. The “**My Benefits Info**” option displays the past 3 months of benefit information (Benefit Month, Benefit Amount, and Issuance Date) for the CalFresh, CalWORKs and Nutrition Benefits programs.

Note: Users are required to authenticate themselves using the **Please identify yourself** (refer to section 1.1.3) screens to access the three options. Once authenticated, the case status, EBT balance, or benefit information can be displayed.

DRAFT

## My Case Info

Please select a button below to continue:

My Case Status

My EBT Balance

My Benefits Info

← BACK

English | Español

EXIT

## Información de mi caso

Por favor seleccione un botón para continuar:

Estado de mi  
caso

Mi saldo EBT

Información  
de mis  
beneficios

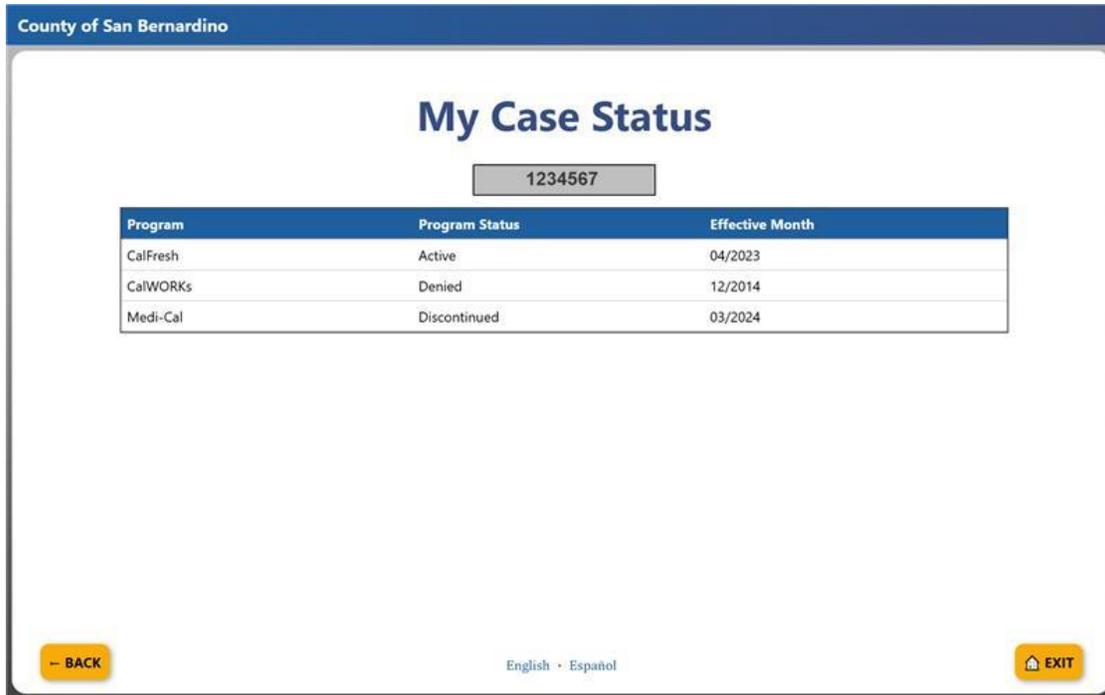
← ATRAS

English | Español

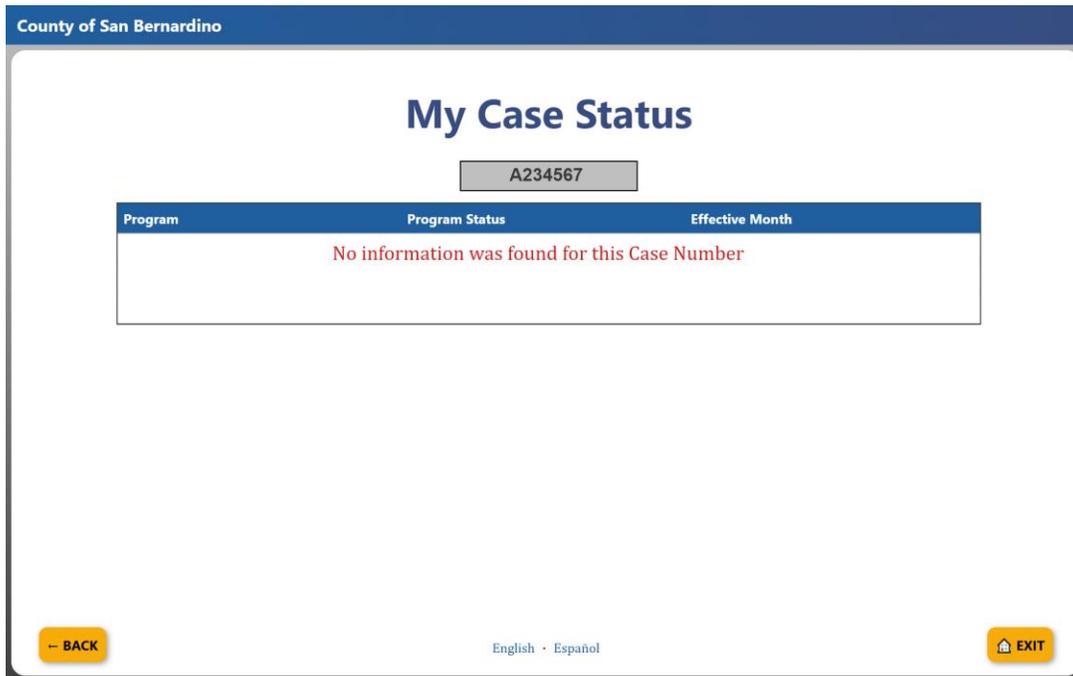
SALIDA

### 1.1.4.1 My Case Status

The **My Case Status** screen displays the Program, program status, and effective month.



When no information is found for the case, a No information found message is displayed on the screen.



### 1.1.4.2 My Benefits Info

The **My Benefits Info** screen displays the past 3 months of benefit information (Benefit Month, Benefit Amount, and Issuance Date) for the CalFresh, CalWORKs and Nutrition Benefits programs.

County of Los Angeles

## My Benefits Info

A123456

| Program           | Benefit Month | Benefit Amount | Issuance Date |
|-------------------|---------------|----------------|---------------|
| CalFresh          | 01/2025       | \$55.00        | 01/01/2025    |
| CalWORKS          | 01/2025       | \$884.00       | 01/01/2025    |
| Nutrition Benefit | 01/2025       | \$302.00       | 01/01/2025    |
| CalFresh          | 12/2024       | \$55.00        | 12/01/2024    |
| CalWORKS          | 12/2024       | \$884.00       | 12/01/2024    |
| Nutrition Benefit | 12/2024       | \$302.00       | 12/01/2024    |

1 2 >

← BACK English | Español EXIT →

Condado de Los Angeles

## Información de mis beneficios

A123456

| Programa          | Mes de beneficios | Monto del beneficio | Fecha de emisión |
|-------------------|-------------------|---------------------|------------------|
| CalFresh          | 11/2024           | \$55.00             | 11/01/2024       |
| CalWORKS          | 11/2024           | \$884.00            | 11/01/2024       |
| Nutrition Benefit | 11/2024           | \$302.00            | 11/01/2024       |

< 1 2

← ATRÁS English | Español SALIDA →

When no benefit information is found, the screen below will be displayed.

# My Benefits Info

A123456

| Program                                       | Benefit Month | Benefit Amount | Issuance Date |
|---|---------------|----------------|---------------|
| No information was found for this Case Number |               |                |               |

← BACK

English | Español

EXIT

# Información de mis beneficios

A123456

| Programa   | Mes de beneficios | Monto del beneficio | Fecha de emisión |
|--|-------------------|---------------------|------------------|
| No se encontró información para este número de caso. |                   |                     |                  |

← ATRÁS

English | Español

SALIDA

### 1.1.4.3 My EBT Balance

The **My EBT Balance** screen displays EBT balance information and the last 50 EBT transactions for the respective account. The transactions are displayed in descending order.

**County of Los Angeles**

## My EBT Balance

The last 50 transactions are displayed below:

A123456

| Account Type | Balance  |
|--------------|----------|
| CalFresh     | \$272.00 |
| CalWORKS     | \$335.50 |

CalFresh EBT Detail

| Date       | Merchant           | Amount  |
|------------|--------------------|---------|
| 01/25/2025 | Vons Grocery       | \$20.05 |
| 01/17/2025 | Walmart Grocery    | \$37.59 |
| 01/07/2025 | Walmart Grocery    | \$14.25 |
| 12/31/2024 | Aldi Supermarket   | \$28.24 |
| 12/23/2024 | Target Supercenter | \$46.58 |
| 12/01/2024 | Grocery Outlet     | \$26.25 |
| 12/01/2024 | Target Supercenter | \$12.58 |

CalWORKS EBT Detail

| Date       | Merchant            | Amount   |
|------------|---------------------|----------|
| 01/22/2025 | Amazon Fresh        | \$50.05  |
| 01/21/2025 | Sprouts Supermarket | \$27.95  |
| 01/01/2025 | Kroger              | \$24.25  |
| 12/29/2024 | Walmart Grocery     | \$50.58  |
| 12/20/2024 | Walmart Grocery     | \$123.58 |
| 12/11/2024 | Vons Grocery        | \$20.58  |
| 12/11/2024 | Kroger              | \$35.25  |

1 2 3 >

English | Español

← BACK
EXIT

**Condado de Los Angeles**

## Mi saldo EBT

Las últimas 50 transacciones se muestran a continuación

A123456

| Tipo de cuenta | Saldo    |
|----------------|----------|
| CalFresh       | \$272.00 |
| CalWORKS       | \$335.50 |

CalFresh EBT Detail

| Fecha      | Comerciante        | Cantidad |
|------------|--------------------|----------|
| 01/25/2025 | Vons Grocery       | \$20.05  |
| 01/17/2025 | Walmart Grocery    | \$37.59  |
| 01/07/2025 | Walmart Grocery    | \$14.25  |
| 12/31/2024 | Aldi Supermarket   | \$28.24  |
| 12/23/2024 | Target Supercenter | \$46.58  |
| 12/01/2024 | Grocery Outlet     | \$26.25  |
| 12/01/2024 | Target Supercenter | \$12.58  |

CalWORKS EBT Detail

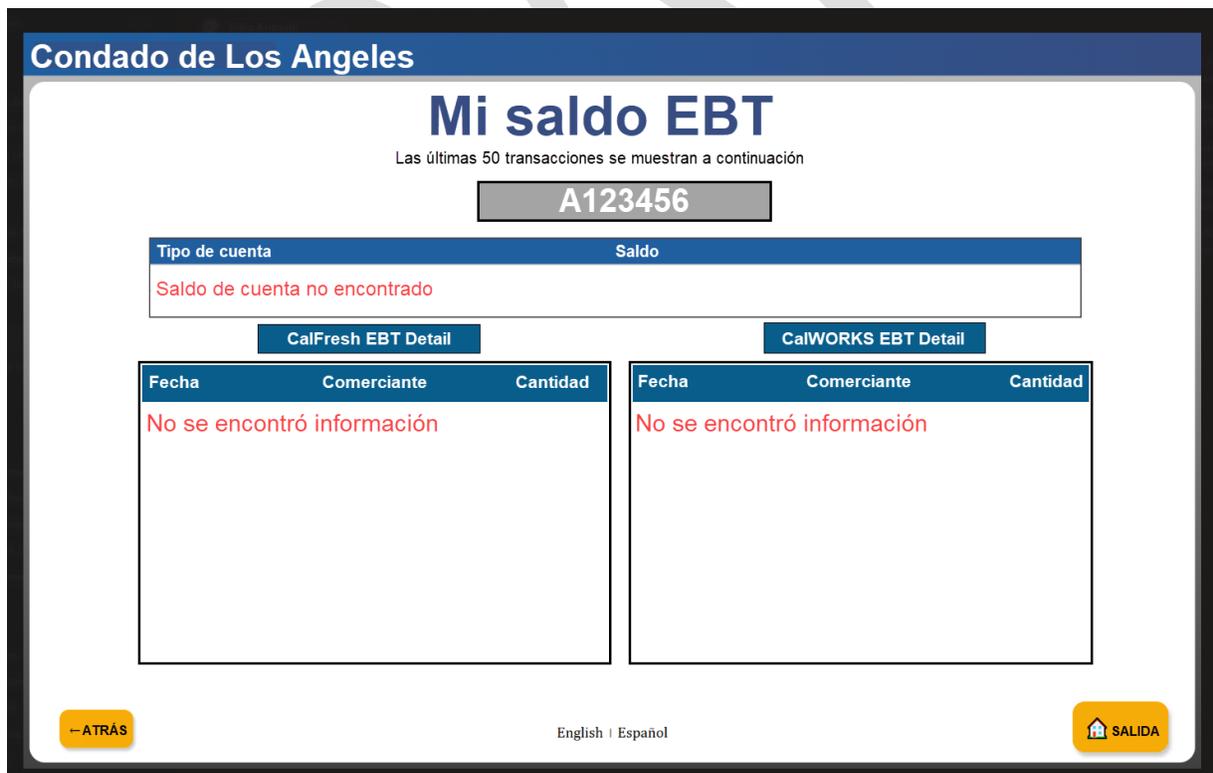
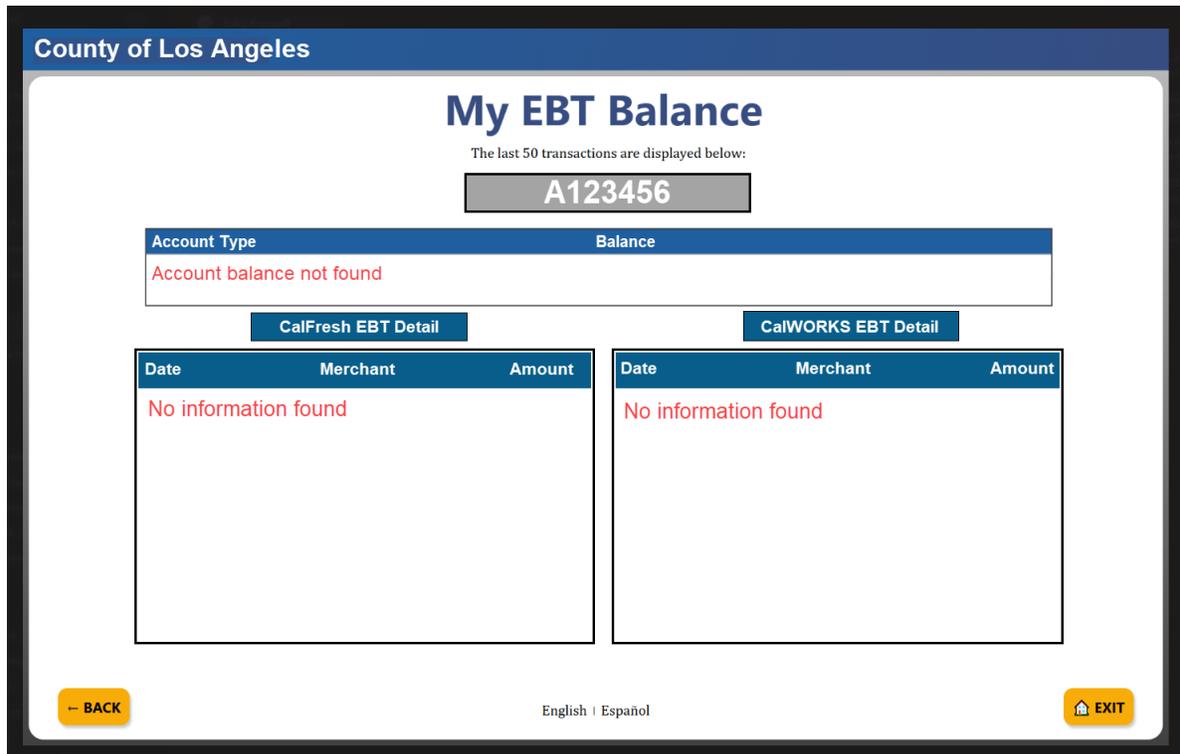
| Fecha      | Comerciante         | Cantidad |
|------------|---------------------|----------|
| 01/22/2025 | Amazon Fresh        | \$50.05  |
| 01/21/2025 | Sprouts Supermarket | \$27.95  |
| 01/01/2025 | Kroger              | \$24.25  |
| 12/29/2024 | Walmart Grocery     | \$50.58  |
| 12/20/2024 | Walmart Grocery     | \$123.58 |
| 12/11/2024 | Vons Grocery        | \$20.58  |
| 12/11/2024 | Kroger              | \$35.25  |

1 2 3 >

English | Español

← ATRÁS
SALIDA

When no EBT balance information is found, the screen below is displayed.

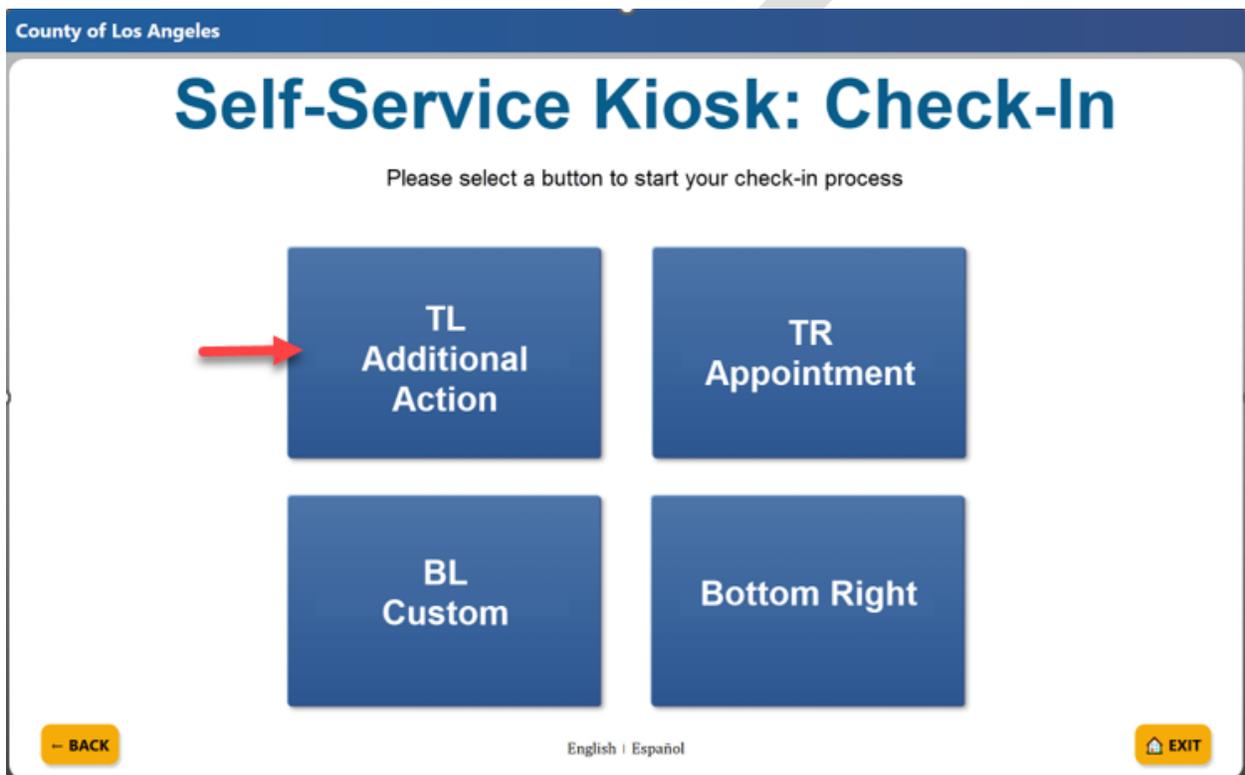


### 1.1.5 Self-Service Kiosk Check-In Screens

The **Self-Service Kiosk: Check-In** screen displays after the user selects the “**Check-In**” option on the **How can I help you** screen (section 1.1.2).

The available options on this screen are dependent on the county's configuration of the kiosk.

When the user selects an action button, they are directed to the **Please identify yourself** screen (section 1.1.3) for authentication.



## Quiosco de autoservicio: Check-In

Seleccione un botón para iniciar su proceso de check-in

TL  
Spanish title

TR  
SP Appointment

BL  
SP Custom

Sp Bottom Right

← ATRAS

English | Español

🏠 SALIDA

After selecting the check-in option, users are provided with a printed receipt with their assigned number. Any additional county-configured instructions are also displayed on the screen.

**Thank You!**  
**Your Number is A1**  
**Please remember to take your receipt!**

**This is where the On-Screen Instructions will display**

**OK**

English | Español

**¡Gracias!**  
**Tu número es A1**  
**¡Recuerda llevar tu recibo!**

**Muestre las instrucciones en pantalla aquí**

**OK**

English | Español

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Check-In Receipt**

**Case Number:** A123456

**Assigned Number:** A30

This is where the custom Receipt Information will display (either in English or Spanish).

Access your case info online at  
[www.benefitscal.com](http://www.benefitscal.com)

Check-In receipt with case number and assigned number (Spanish)

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Recibo de check-in**

**Número de caso:** A123456

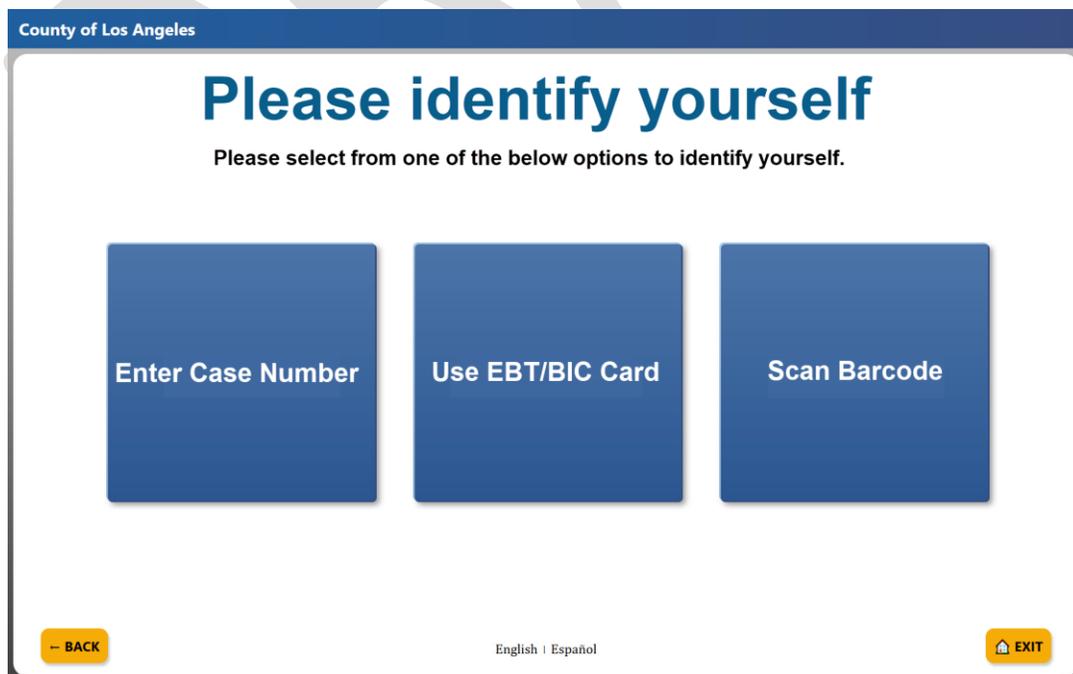
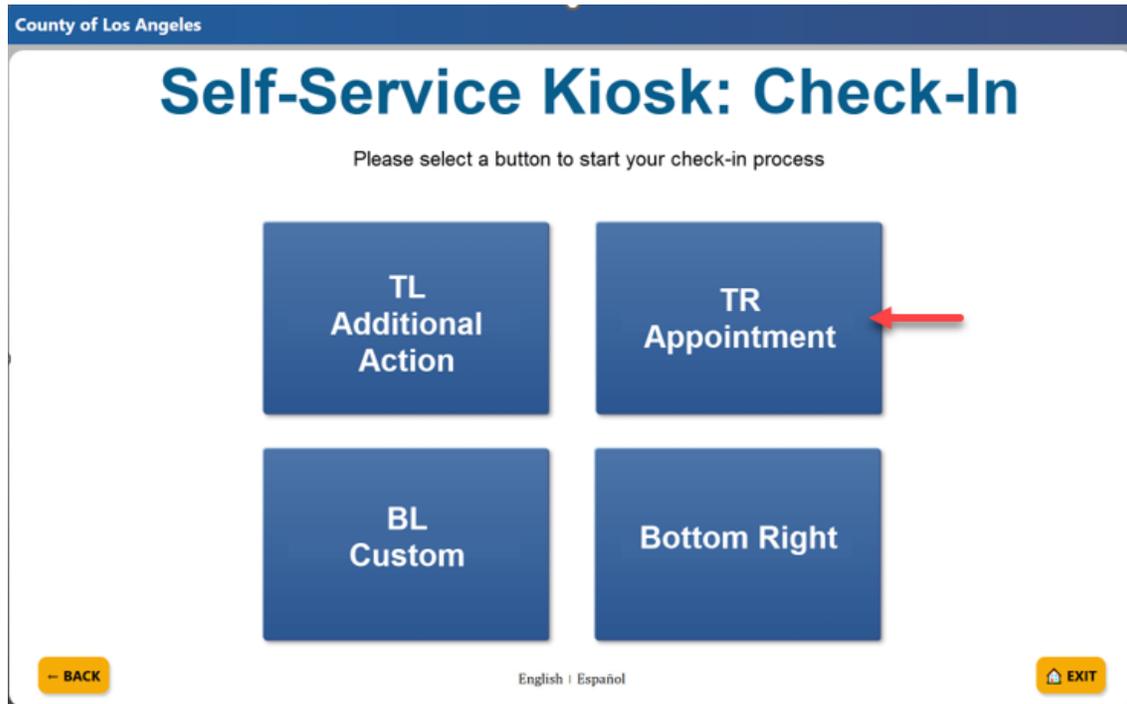
**Número asignado:** A30

This is where the custom Receipt Information will display (either in English or Spanish).

Acceda a la información de su caso en línea en  
[www.benefitscal.com](http://www.benefitscal.com)

### 1.1.5.1 Appointment Check in Flow

When the user chooses to check-in for an appointment, they are directed to the **Please identify yourself** screen (section 1.1.3). After successful authentication, a list of today's appointments for the respective case person is displayed.



## Which appointment are you checking in for?

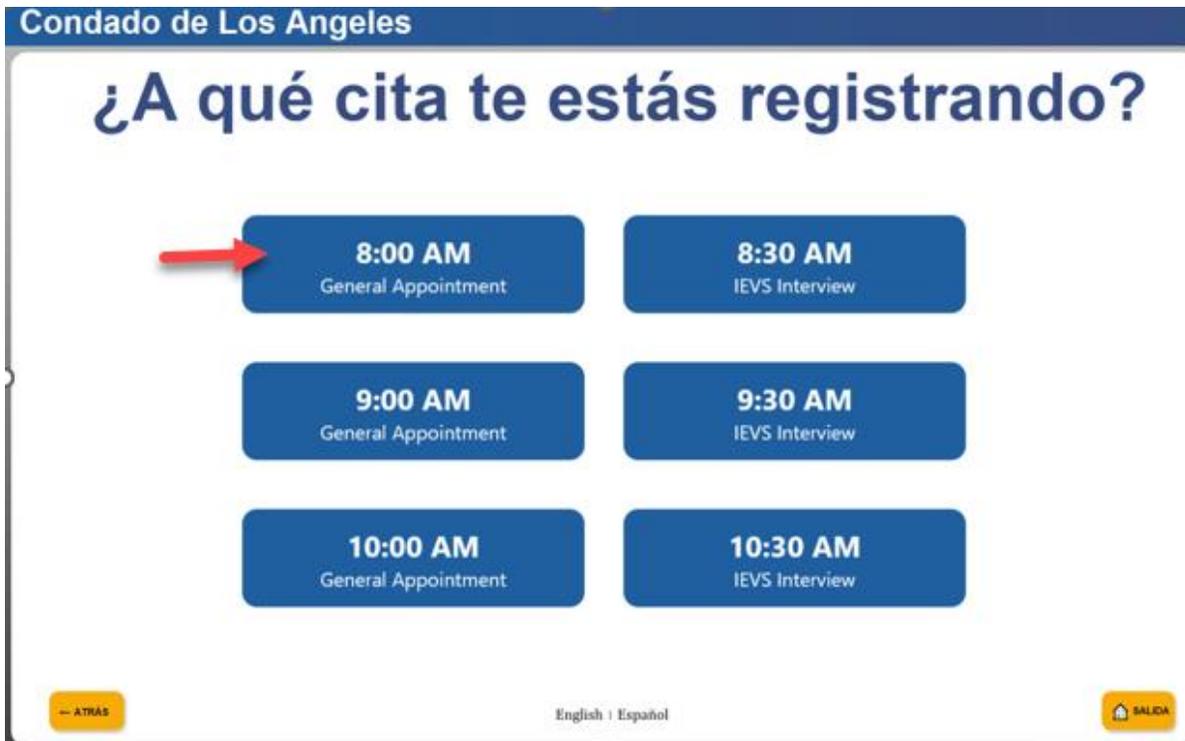
-  **8:00 AM**  
General Appointment
- 8:30 AM**  
IEVS Interview
- 9:00 AM**  
General Appointment
- 9:30 AM**  
IEVS Interview
- 10:00 AM**  
General Appointment
- 10:30 AM**  
IEVS Interview

← BACK

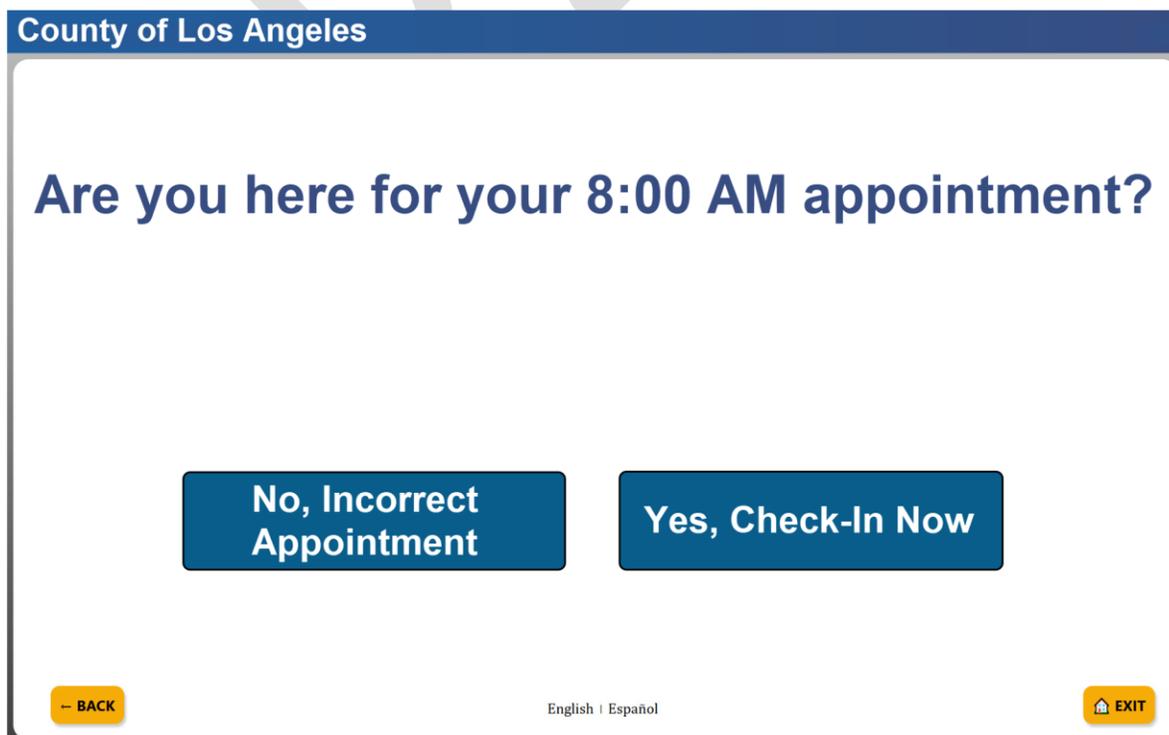
English | Español

EXIT

DRAFT



After the appointment is selected, an appointment confirmation appears to confirm the selection.



**¿Estás aquí para tu cita de las  
8:00 a.m.?**

**No, cita incorrecta**

**Sí, regístrese ahora**

← ATRÁS

English | Español

🏠 SALIDA

Once the appointment time is confirmed, users are provided a printed receipt with their assigned number. Any additional county-configured instructions are also displayed on the screen.

**Thank You!  
Your Number is A1  
Please remember to take your receipt!**

**This is where the On-Screen Instructions will  
display**

**OK**

English | Español

**¡Gracias!**  
**Tu número es A1**  
**¡Recuerda llevar tu recibo!**

**Muestre las instrucciones en pantalla aquí**

**OK**

English | Español

**Los Angeles**

002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Check-In Receipt**

**Case Number:** A123456

**Assigned Number:** B5

**Appointment Time:** 8:00 AM

This is where the custom Receipt  
Information will display (either in  
English or Spanish).

Access your case info online at  
**[www.benefitscal.com](http://www.benefitscal.com)**

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Recibo de check-in**

**Número de caso:** A123456

**Número asignado:** B5

**Hora de la cita:** 8:00 AM

This is where the custom Receipt Information will display (either in English or Spanish).

Acceda a la información de su caso en línea en [www.benefitscal.com](http://www.benefitscal.com)

The screen below is displayed when the respective case person does not have any appointments for today on the case entered.

**There is no appointment for your case today.  
Please select another option or ask for more  
assistance.**

**OK**

← BACK

English | Español

🏠 EXIT

**Hoy no hay cita para su caso.  
Seleccione otra opción o solicite  
más ayuda.**

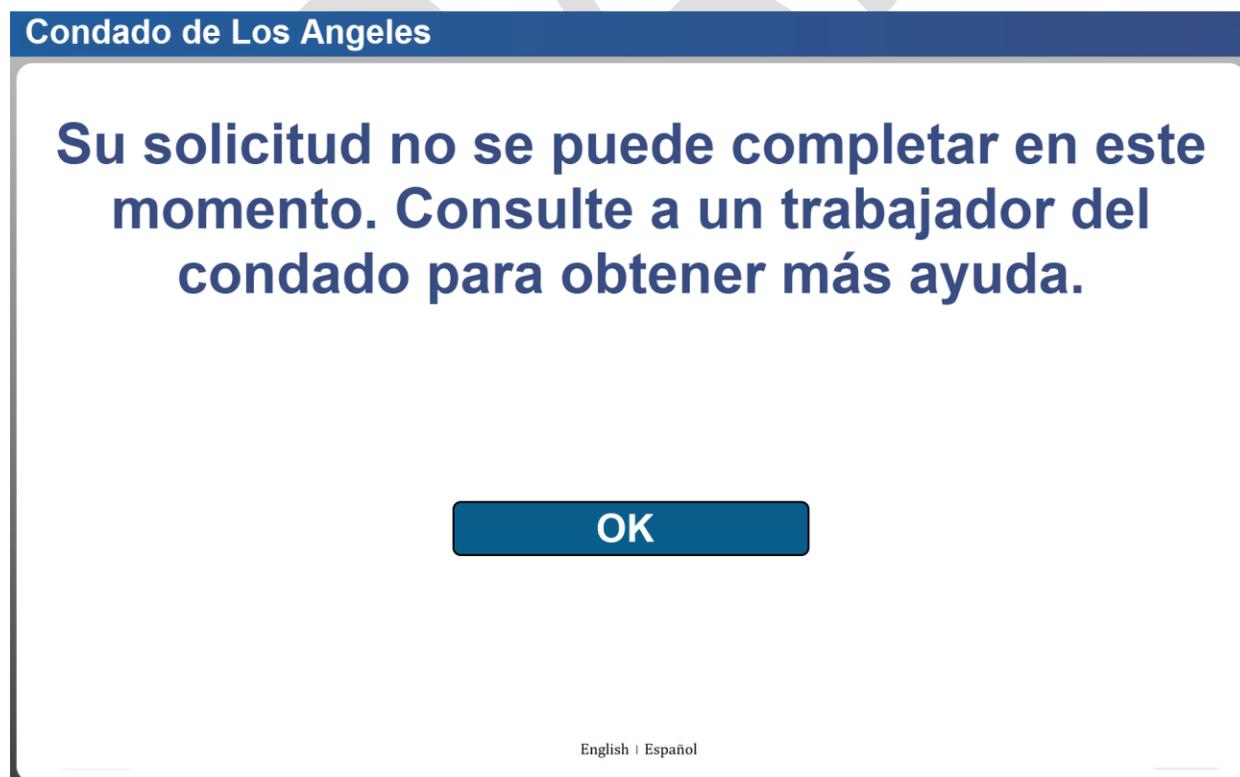
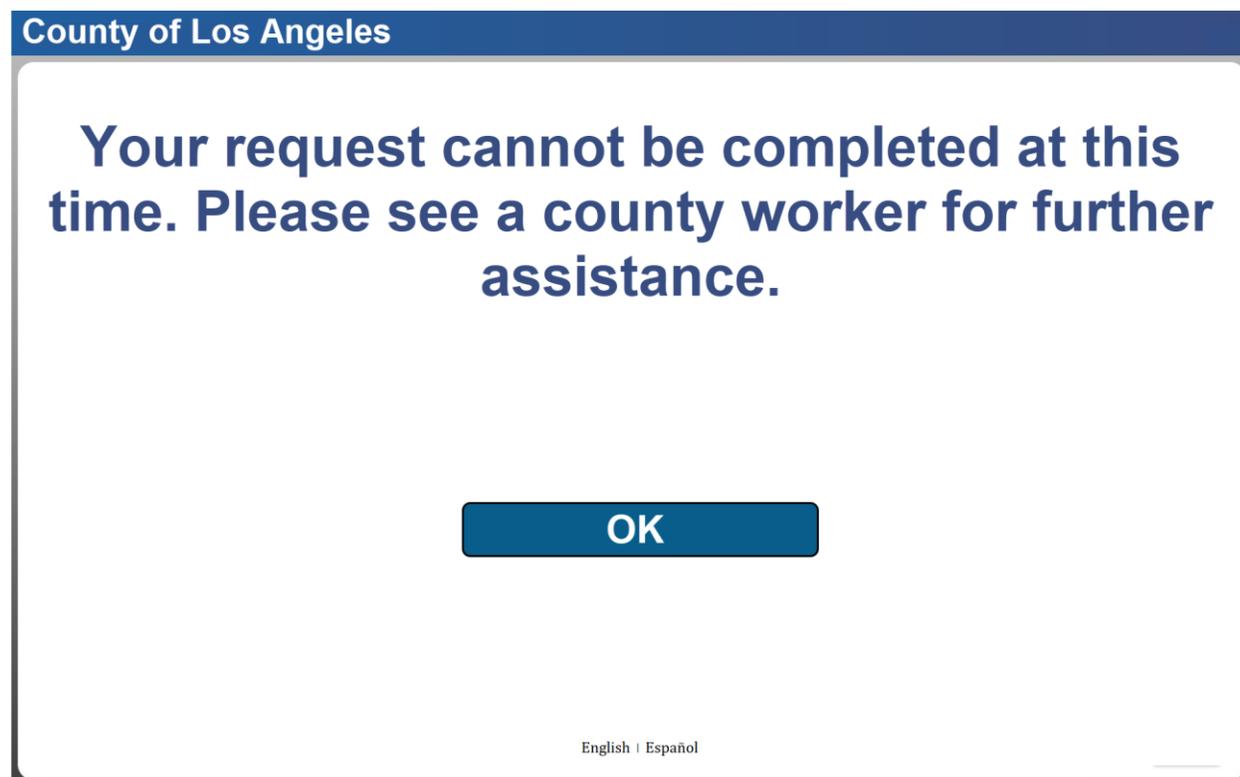
**OK**

← ATRÁS

English | Español

🏠 SALIDA

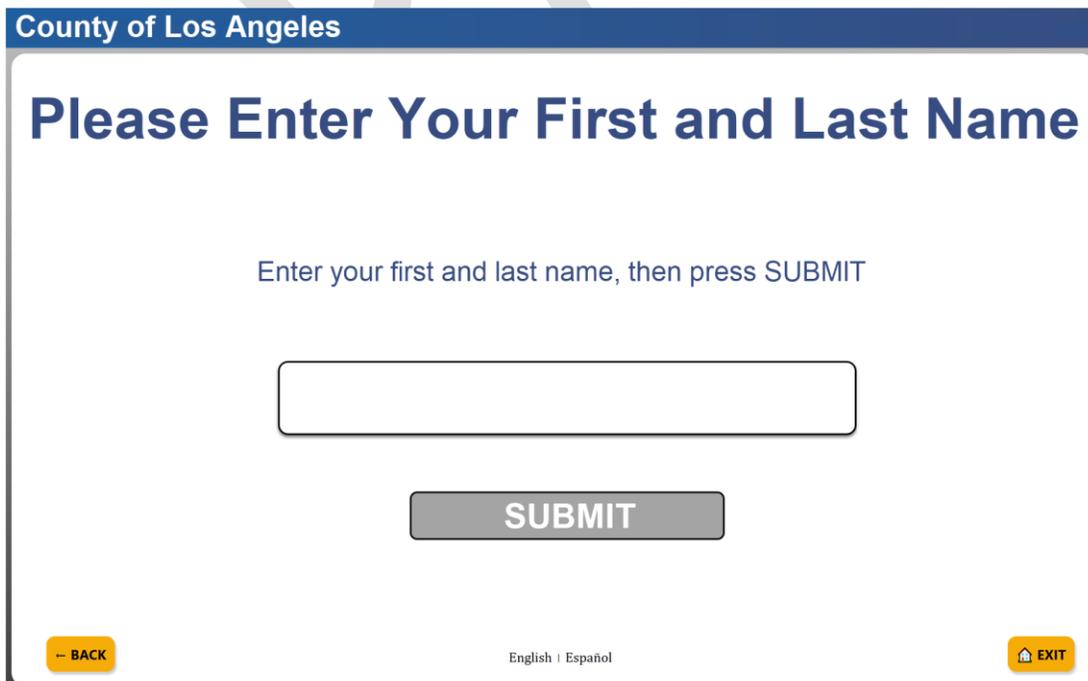
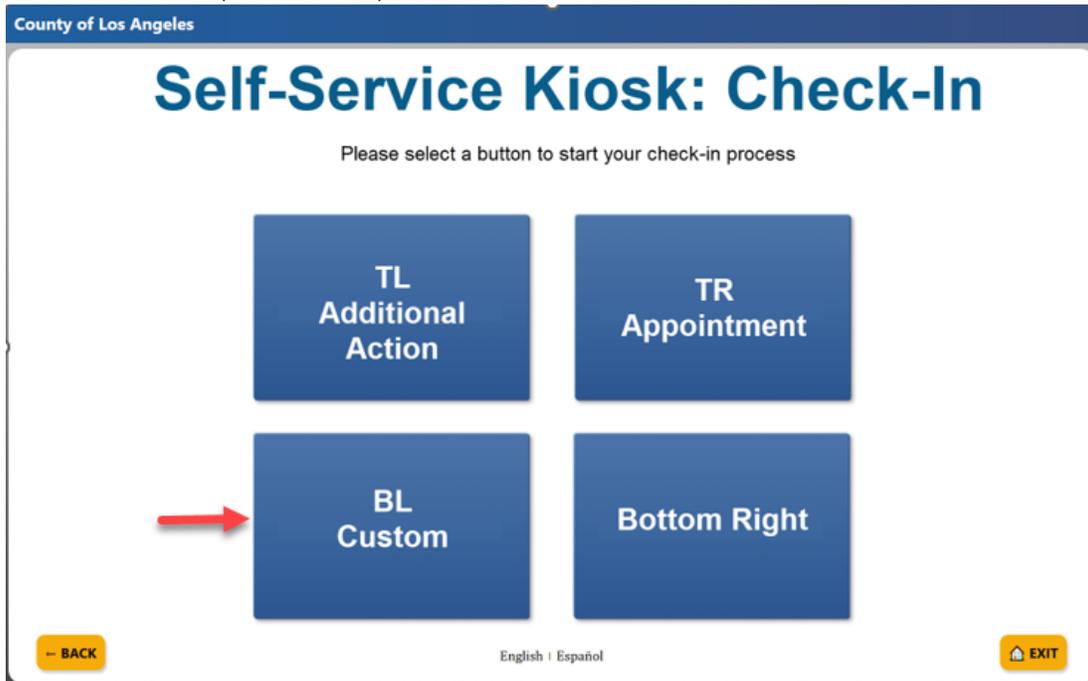
If the request cannot be completed, the screen below is displayed.



### 1.1.5.2 Non-Case Validation Check-in Flow

Counties can disable the authentication process for options that may not require a case number (e.g., a new applicant).

When the user selects an option with authentication disabled they are prompted to enter their first name, last name, and date of birth.



## Por favor ingrese su número nombre y apellido

Ingrese su nombre y apellido, luego presione ENVIAR

Jane Doe

ENVIAR

← ATRAS

English | Español

🏠 SALIDA

## Please Enter Your Date of Birth

Enter your date of birth, then press SUBMIT

MM/DD/YYYY

SUBMIT

← BACK

English | Español

🏠 EXIT

# Por favor ingrese su fecha de nacimiento

Ingrese su fecha de nacimiento, luego presione ENVIAR

01/01/1991

ENVIAR

← ATRAS

English | Español

SALIDA →

After entering the requested information, users are provided with a printed receipt with their assigned number. Any additional county-configured instructions are also displayed on the screen.

**Thank You!**  
**Your Number is A1**  
**Please remember to take your receipt!**

**This is where the On-Screen Instructions will display**

OK

English | Español

**¡Gracias!**  
**Tu número es A1**  
**¡Recuerda llevar tu recibo!**

**Muestre las instrucciones en pantalla aquí**

**OK**

English | Español

Clo

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Check-In Receipt**

**Assigned Number: 50**

This is where the custom Receipt Information will display (either in English or Spanish).

Access your case info online at  
[www.benefitscal.com](http://www.benefitscal.com)

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Recibo de check-in**

**Número asignado: 50**

This is where the custom Receipt Information will display (either in English or Spanish).

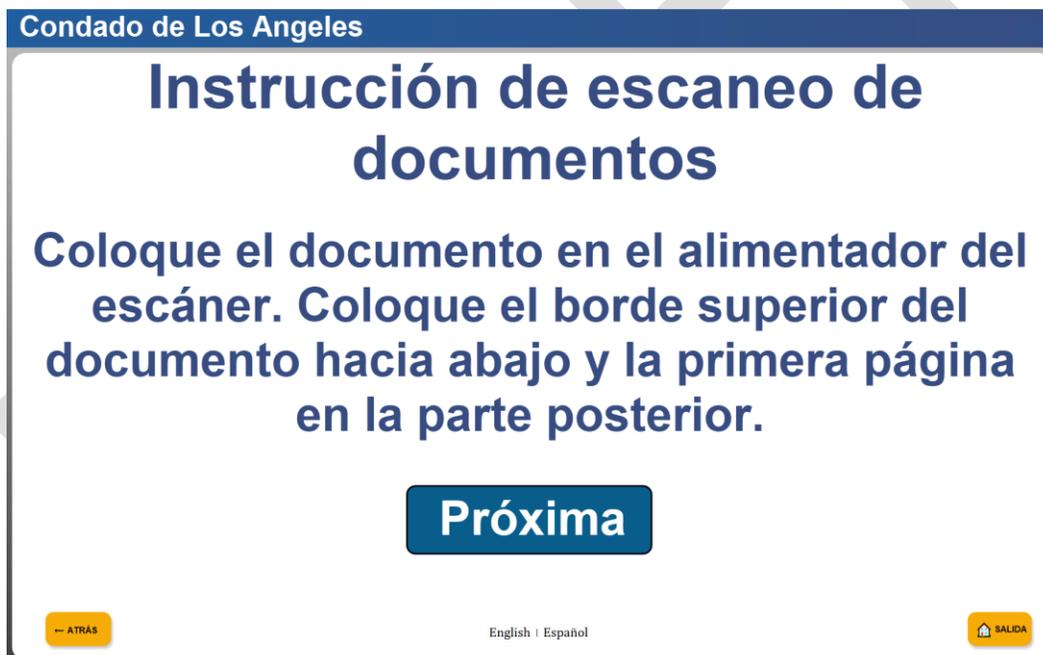
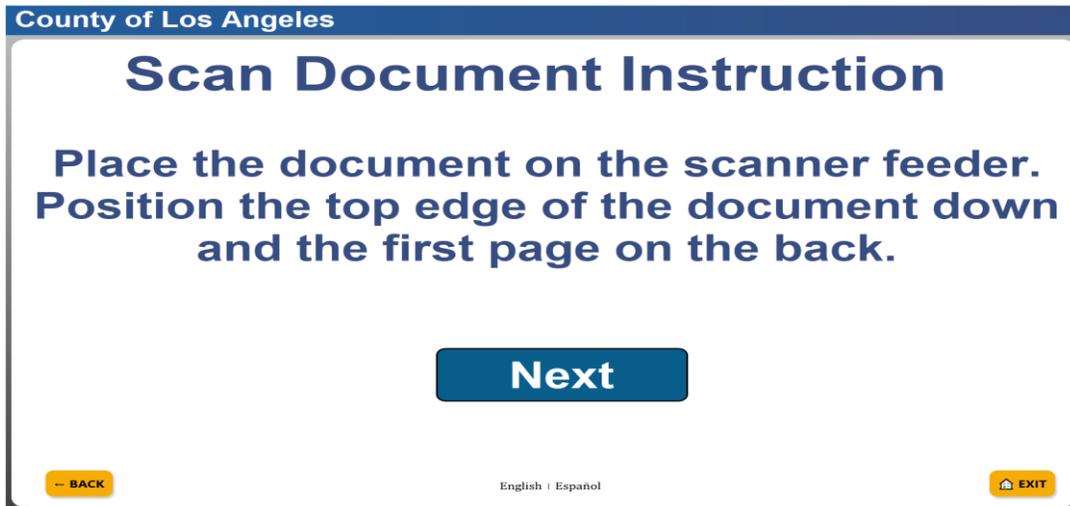
Acceda a la información de su caso en línea en  
[www.benefitscal.com](http://www.benefitscal.com)

### 1.1.6 Upload Document

When the user selects the “**Upload document**” option on the **How can we help you** screen (section 1.1.2), they are directed to the **Please identify yourself** screen (section 1.1.3) for authentication . Once the user is authenticated, instructions for scanning a document are displayed.

Note: The scanning instructions will vary depending on if the device leverages an attached scanner, or a built-in camera. Individual county setups may vary.

The example below demonstrates a document upload using a kiosk with a physical document scanner attached (e.g., fi-7000 or fi-8000 series).



Once documents are placed in the scanner and the user selects "Next", they are prompted to select the size of the document.

## What size paper is your document screen (English)

County of Los Angeles

# What size paper is your document?

Please make sure that the document(s) are placed on the scanner feeder prior to clicking the button.

Letter

8.5x11

Legal

8.5x14

← BACK

English | Español

EXIT →

DRAFT

# ¿Qué tamaño de papel es su documento?

Asegúrese de que los documentos estén colocados en el alimentador del escáner antes de hacer clic en el botón.



**8.5x11**



**8.5x14**

← ATRAS

English | Español

SALIDA →

Once the document size is selected, the scanning process is initiated.

## Scanning document. Please wait.

English | Español

**Escaneando el documento. Por favor espere.**

English | Español

Once the document is scanned, the user can review the images and if the images look good the user can select **"I'm Done"** or select **"Scan again"**.

**Please review the images. If the images look good, please select I'm Done. If not, select Scan Again.**

Image 1

Image 2

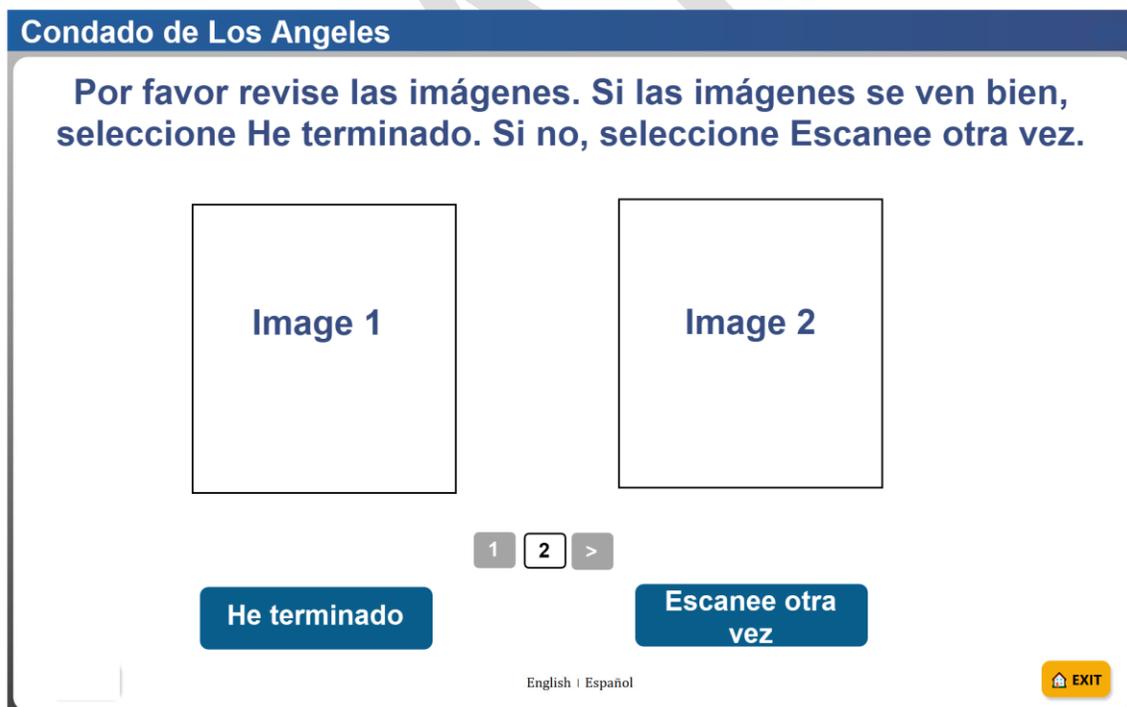
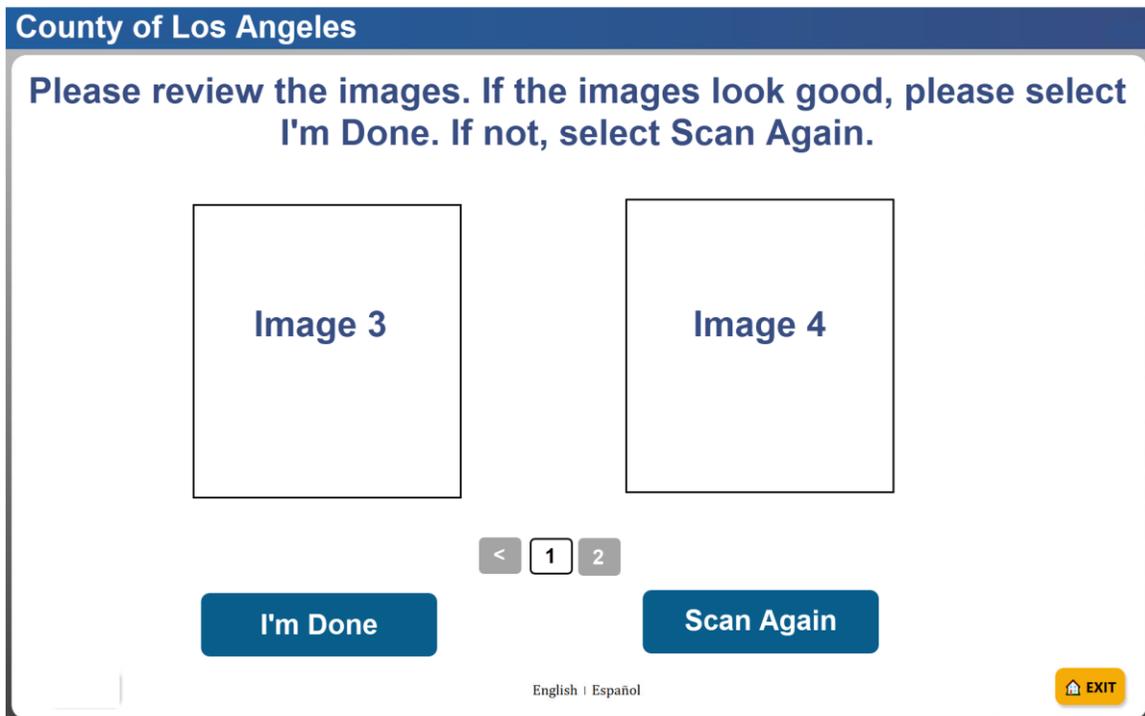
1 2 >

I'm Done

Scan Again

English | Español

EXIT



Once the user selects “**I’m Done**”, the document is prepared to be uploaded and saved.

If the document contains a system barcode, the application will utilize the barcode information to identify the type of document submitted.

**Preparing document. Please wait.**

English | Español

**Preparando el documento. Por favor espere.**

English | Español

If the scanned document does not contain a system barcode, the user is prompted to choose the type of document being uploaded.

**County of Los Angeles**

## What type of document is this?

Choose which type of document. If it isn't one of these, please select Other.

|                                 |  |                     |                                     |
|---------------------------------|--|---------------------|-------------------------------------|
| Bank Statement                  | Citizenship Verification / Birth Certificate | Child Care          | Disability / Unemployment           |
| Earnings                        | Immunization                                 | Other               | Other county document without clock |
| Photo ID / Social Security Card | Rent / Lease / Mortgage                      | School Verification | Utilities / Household Expenses      |
| Vehicle Registration            | Welfare to Work / Travel Claims              |                     |                                     |

English | Español EXIT

**Condado de Los Angeles**

## ¿Qué tipo de documento es este?

Elija qué tipo de documento. Si no es uno de estos, seleccione Otro.

|  |  |                      |   |
|--|--|----------------------|---|
| Declaración de banco                               | Verificación de ciudadanía / Acta de nacimiento                          | Cuidado de niños     | Incapacidad / Desempleo                             |
| Ingresos   | Inmunización   | Otro                 | Otro documento del Condado sin un reloj             |
| Identificación con foto / Tarjeta de seguro social | Renta / Arriendo / Hipoteca  | Verificación escolar | Servicios públicos y municipales / Gastos del hogar |
| Registro de vehículos                              | Transición de la Asistencia Pública al Trabajo / Reclamaciones de viajes |                      |   |

English | Español SALIDA

After a document type is selected, the confirmation screen displays the case number, document type, and number of pages scanned. The user can select “**Save**” to upload the documents and get a receipt, or “**Cancel**” to return to the scanning instruction screen(s).

**Case Number: A123456**

**Document Type: SAR 7**

**Number of pages: 4**

**Save**

**Cancel**

English | Español

 EXIT

**Número de caso: A123456**

**Tipo de documento: Ingresos**

**Número de páginas: 4**

**Ahorrar**

**Cancelar**

English | Español

 SALIDA

**Thank You!**

**Please remember to take your receipt!**

**OK**

English | Español

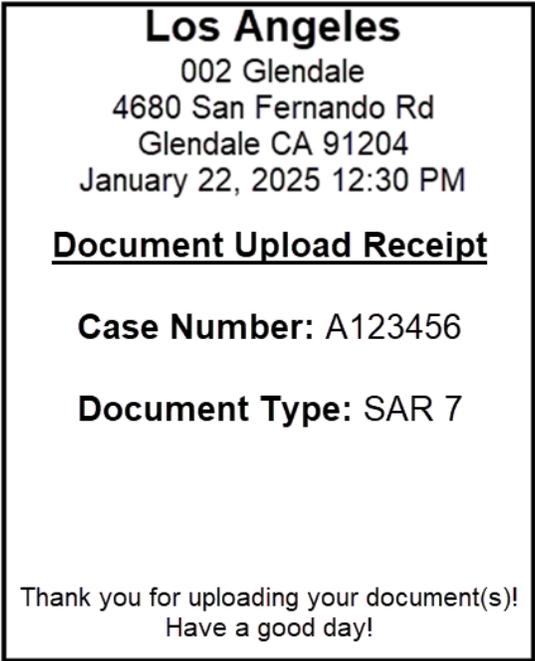
**¡Gracias!**

**¡Recuerda llevar tu recibo!**

**OK**

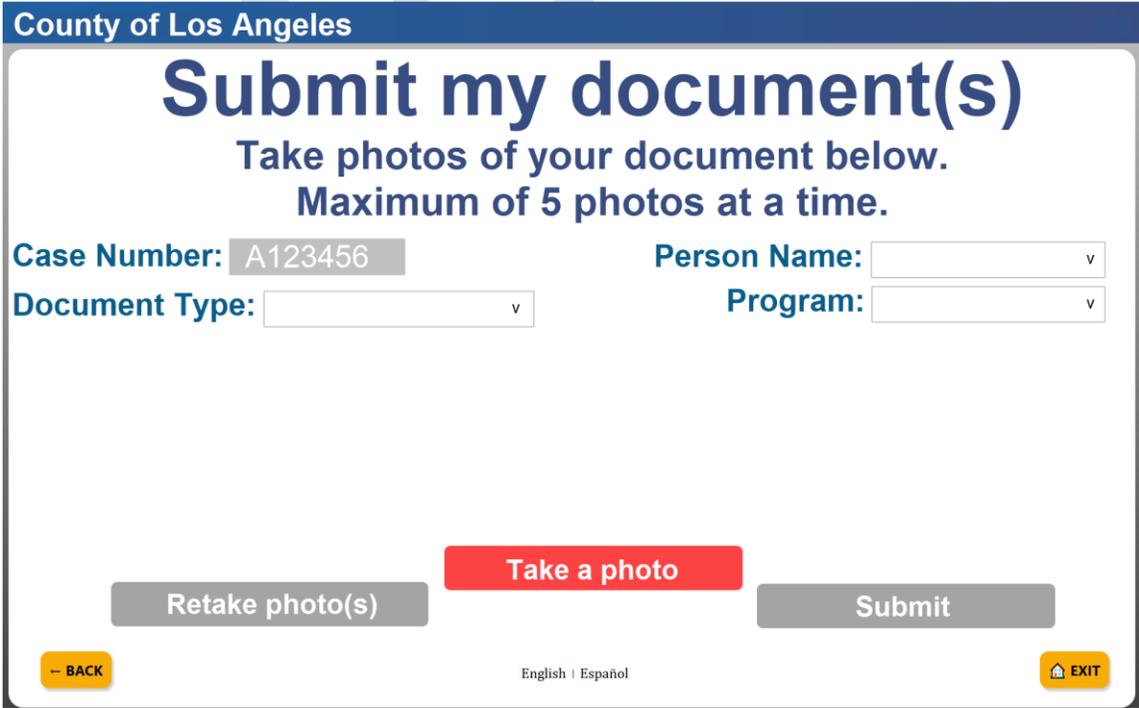
English | Español

After selecting **“Save”**, a receipt is generated and printed for the user containing the county location, case number, and type of document submitted.



The example below demonstrates a document upload using a Tablet with a built-in camera.

After the user has been authenticated, they can choose the “**Document Type**”, “**Person Name**”, and “**Program**” from the drop-down menus and take photo(s) of the document by selecting the “**Take a photo**” button.



# Submit my document(s)

Take photos of your document below.  
Maximum of 5 photos at a time

Case Number: A123456

Person Name: John Doe v

Document Type: School Verification v

Program: CalFresh v



Take another photo

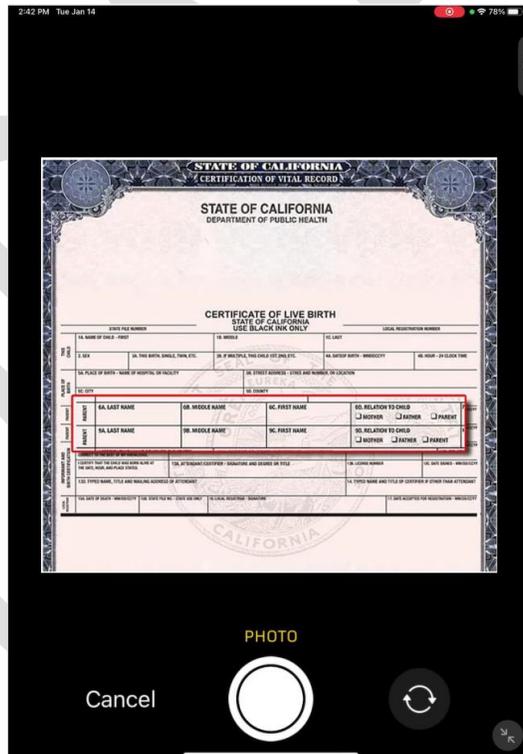
Retake photo(s)

Submit

← BACK

English | Español

EXIT



Condado de Los Angeles

## Enviar mi documento(s)

Tome fotos de su documento a continuación.  
Máximo de 5 fotos a la vez.

Número de caso:  Nombre de la persona:

Tipo de documento:  Programa:

English | Español

Condado de Los Angeles

## Enviar mi documento(s)

Tome fotos de su documento a continuación.  
Máximo de 5 fotos a la vez

Número de caso:  Nombre de la persona:

Tipo de documento:  Programa:

English | Español

After the user selects **“Submit”**, the confirmation screen displays the case number, document type, and number of pages scanned. The user can select **“Save”** to upload the documents and get a receipt, or **“Cancel”** to return to the scanning instruction screen(s).

**Case Number: A123456**

**Document Type: School Verification**

**Number of photo(s): 2**

**Save**

**Cancel**

English | Español



**Número de caso: A123456**

**Tipo de documento: Verificación escolar**

**Número de foto(s): 2**

**Ahorrar**

**Cancelar**

English | Español



After selecting “**Save**”, a receipt is generated and printed for the user containing the county location, case number, and type of document submitted.

**Document upload receipt**

**Los Angeles**  
002 Glendale  
4680 San Fernando Rd  
Glendale CA 91204  
January 22, 2025 12:30 PM

**Document Upload Receipt**

**Case Number:** A123456

**Document Type:** SAR 7

Thank you for uploading your document(s)!  
Have a good day!

When there is no document scanner or built in camera found on the device, the message below is displayed.

**ERROR**

**Hardware to support this functionality is not found. Please reach out to a County Worker for assistance.**

**Close**

**ERROR**

**No se encuentra hardware compatible con esta funcionalidad. Comuníquese con un trabajador del condado para obtener ayuda.**

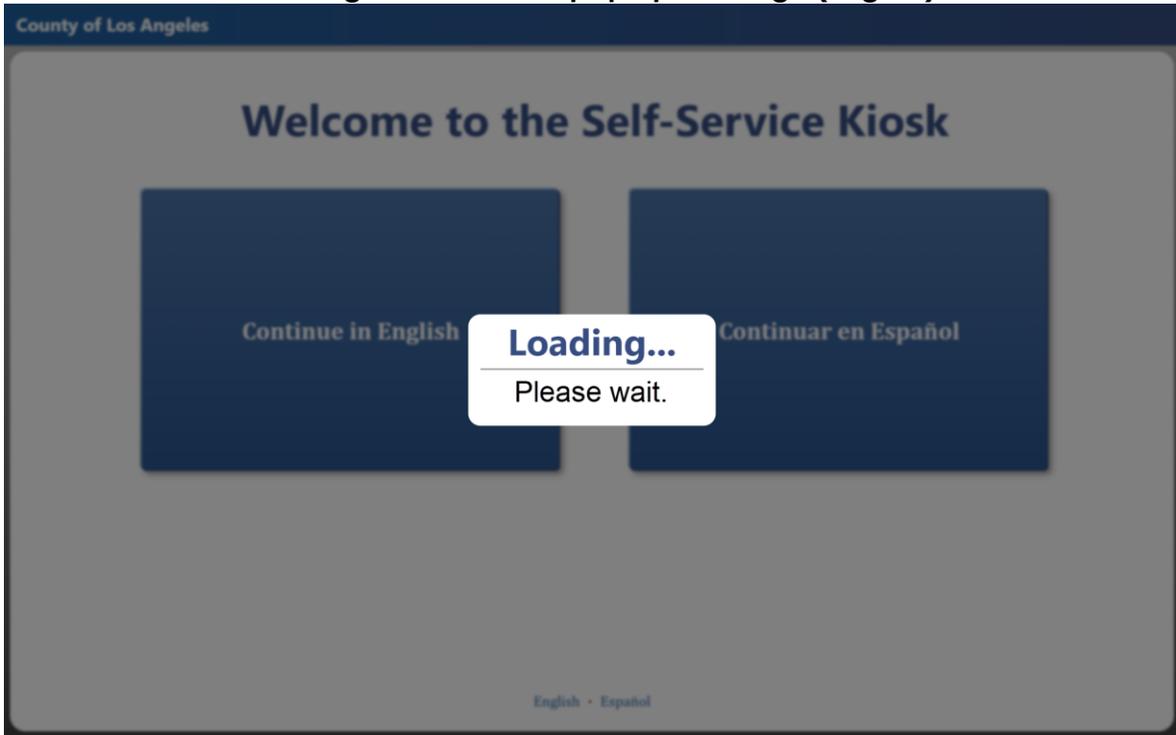
**Cerrar**

### 1.1.7 Pop-up Message Screens

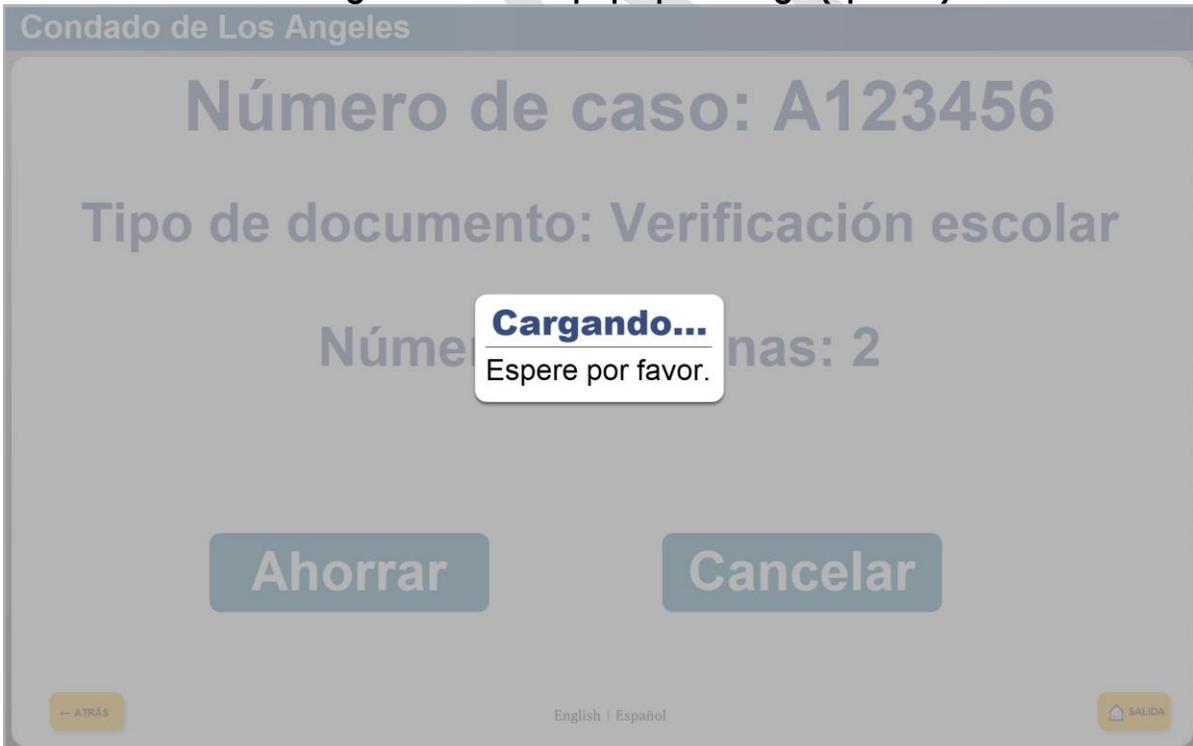
---

The “**Loading... Please Wait.**” pop-up message is displayed when users are transitioning between screens, or the application is processing a request.

Loading... Please Wait pop up message (English)



Loading... Please Wait pop up message (Spanish)



The exit confirmation pop-up message is displayed when the user selects the “EXIT” button located on the bottom right side of the screen, prior to completing a transaction. Selecting “Yes” directs the user back to the welcome screen, selecting “No” closes the message and continues the session.

### Exit confirmation Self-Service Check-In (English)

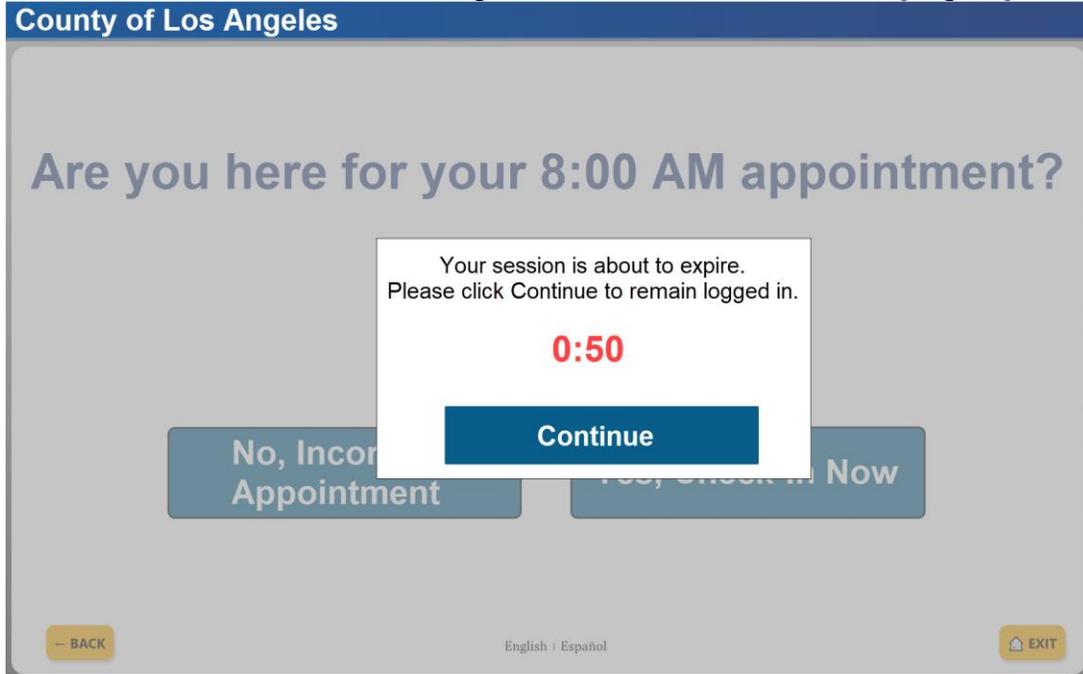


### Exit confirmation Self-Service Check-In flow (Spanish)



The session time out pop-up message will display throughout the application when the page remains idle for more than 2 minutes. Once the time out message appears, a 2-minute countdown begins.

### Idle/session time out message Self-Service Check-In flow (English)



### Idle/session time out message Self-Service Check-In flow (Spanish)

