Law Enforcement Mutual Aid (LEMA) Help Guide

California Governor's Office of Emergency Services

Law Enforcement Mutual Aid

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LEMA App Sign Up

1. [New LEMA Users](#)

2. Enter in your information.
   - First Name, Last name, Email, Phone.
   - Entity Name: This should already be pre-selected to *Law Enforcement Agency*.
   - Law Enforcement Agency: Once you start to type the name of your agency it should auto populate and then you can select. If it does not come up, please contact the LEMA Team (Lemafund@caloes.ca.gov).
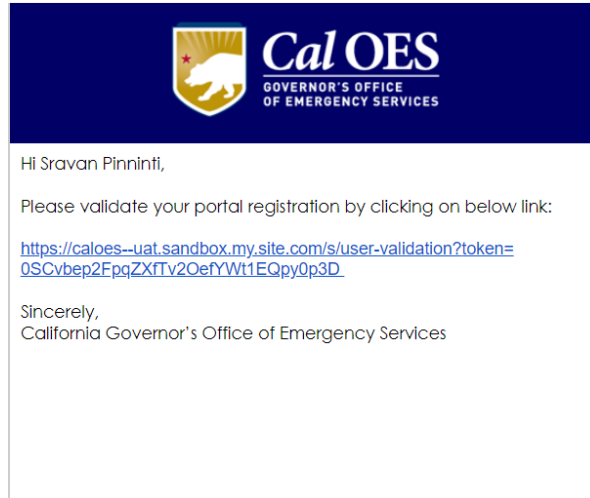   - Click the Sign-Up button.

Creating a Password

3. You will receive an email with a request to validate your registration, please click the link.

Hi Sravan Pinninti,

Please validate your portal registration by clicking on below link:

https://caloes--uat.sandbox.my.site.com/s/user-validation?token=0SCvbep2FpqZXfTv2OefYWt1EQpy0p3D

Sincerely,
California Governor's Office of Emergency Services

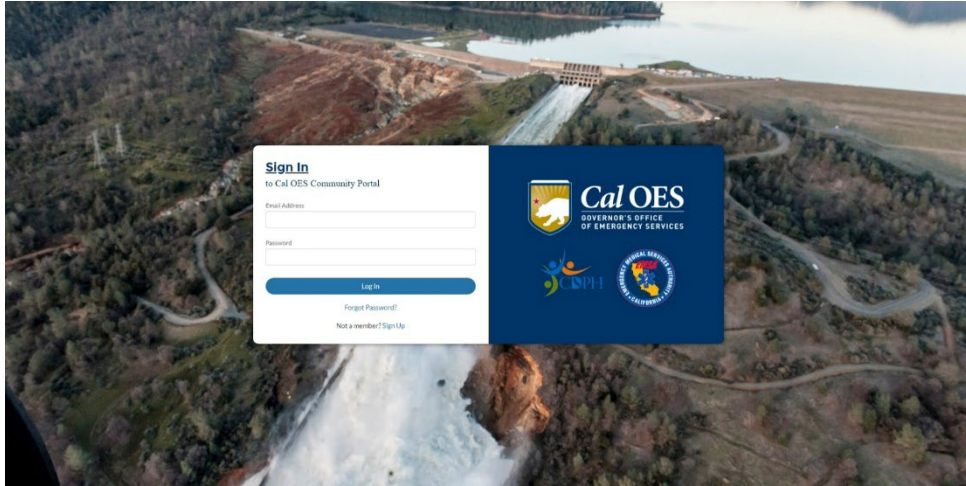4. You will then be asked to create a password. Once complete, please click Submit.
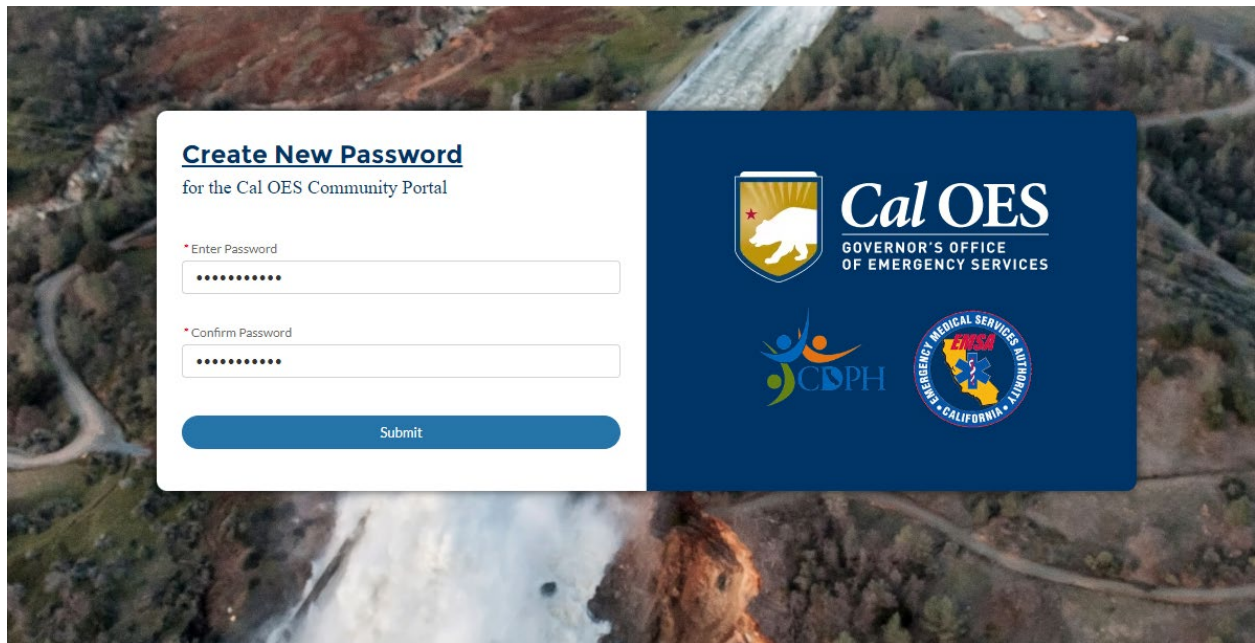
5. You will then be automatically taken to the Community Portal. **Hover over the LEMA box**, then click Register for App and then Request Primary Access (See below). An Approval request will be sent to Cal OES LEMA Fund Staff. Once Cal OES LEMA Fund Staff approves the request, you will be able to access the LEMA App. You will receive an email notification once your request is approved by Cal OES.
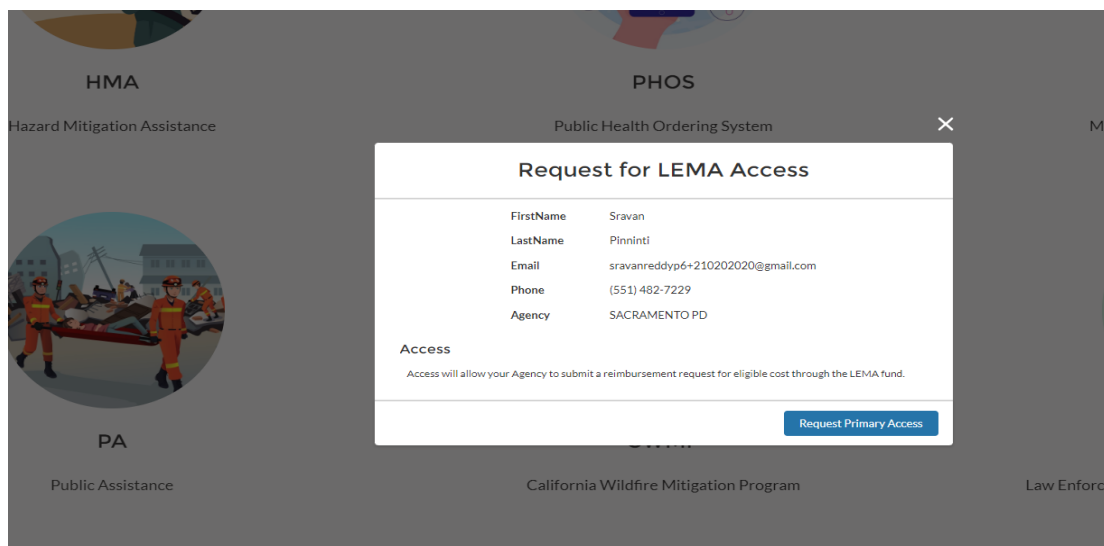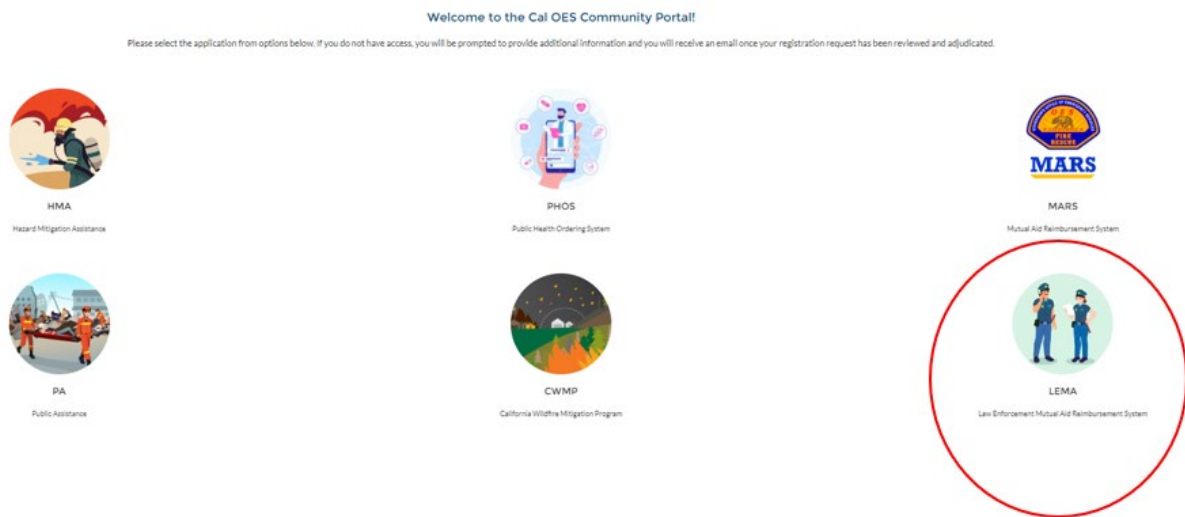
LEMA App Submit A New Reimbursement Request

1. [Existing LEMA Users](#) Enter your E-mail Address and Password and click Log In.
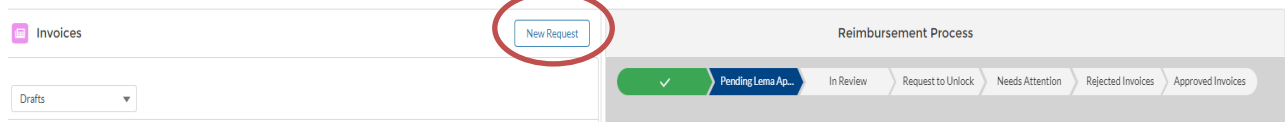

Creating a New Request

1. Click on New Request.

2. A New LEMA Invoice will pop up. Click on the highlighted yellow arrow in the screen shot below to expand the invoice cells.

New LEMA Invoice

Invoice Number	* Incident
	Search Incident 🔍

Total Amount ▶ $0.00

Cancel   Save   Save & Add Files

Uploading your Documents

1. Complete all applicable fields as saved in your completed Workbook LEMA Invoice. Once done, click Save & Add Files. This will allow you to upload the following:

   - Workbook
   - Timecards
   - Payroll Breakdowns
   - ICS-214's for all personnel deployed.
   - Google Map print out from office to incident site
   - Post Event Agreement
   - Any additional receipts or supporting documents

New LEMA Invoice

Invoice Number	* Incident
	Search Incident 🔍

Total Amount ▼ $0.00

Force-Account Labour Straight Time($)	Force-Account Labour Overtime($)
Equipment/Fuel/Mileage($)	Materials/Supplies/Food($)
Rental Equipment($)	Contracts($)

Cancel   Save   Save & Add Files

2. Once the invoice is complete and documents have been uploaded click Save.

Edit LEMA Invoice

Invoice Number

| A001 |

*Local Agency

| WILLITS PD |

Total Amount ▼

Force-Account Labour Straight Time($)

| $5,000.00 |

Equipment/Fuel/Mileage($)

| |

Rental Equipment($)

| |

Incident Name

| Mosquito Fire |

Status

| Draft |

$5,550.00

Force-Account Labour Overtime($)

| |

Materials/Supplies/Food($)

| $550.00 |

Contracts($)

| |

> Add Files

∨ Files List

📄 Test Invoice 1.pdf	🗑
📄 Template Mutual Aid Expense Workbook TEST.xlsx	🗑
📄 Test Invoice 1.docx	🗑

Cancel   Save

3. When you are ready to submit your invoice and supporting documentation to Cal OES for review, click Submit for Approval. Once you confirm you want to submit for approval, your invoice and documentation will be sent to the Cal OES LEMA Team for review.

Checking the Status of your Invoice

1. Your status will now show Pending Review. Note: you can always see the status of your request on this status bar.
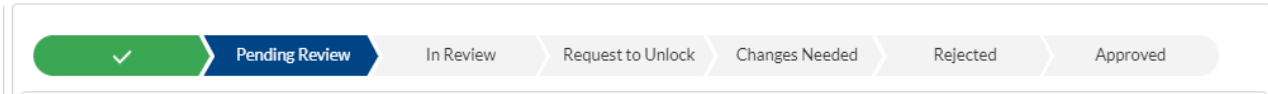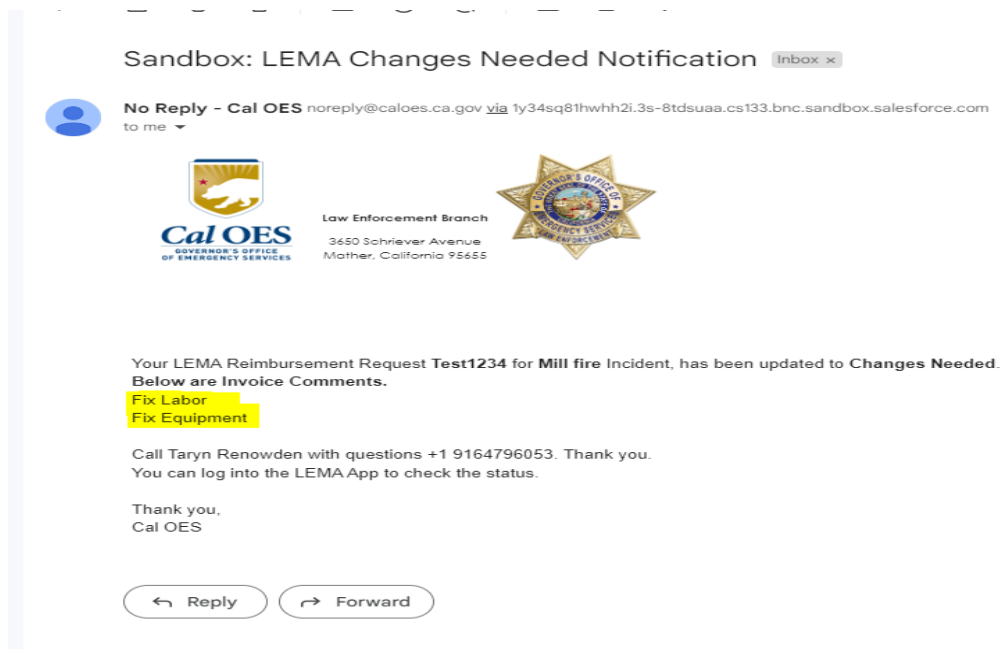

2. When the Cal OES LEMA Team receives and reviews your reimbursement request, you will receive e-mail notifications with status changes such as: Changes Needed, Approved, Rejected. You can also log back into the App and check the status.

    Below is example e-mail you may receive.

Approved Invoice

1. When Cal OES approves your reimbursement request, the following is an example of the e-mail you will receive.
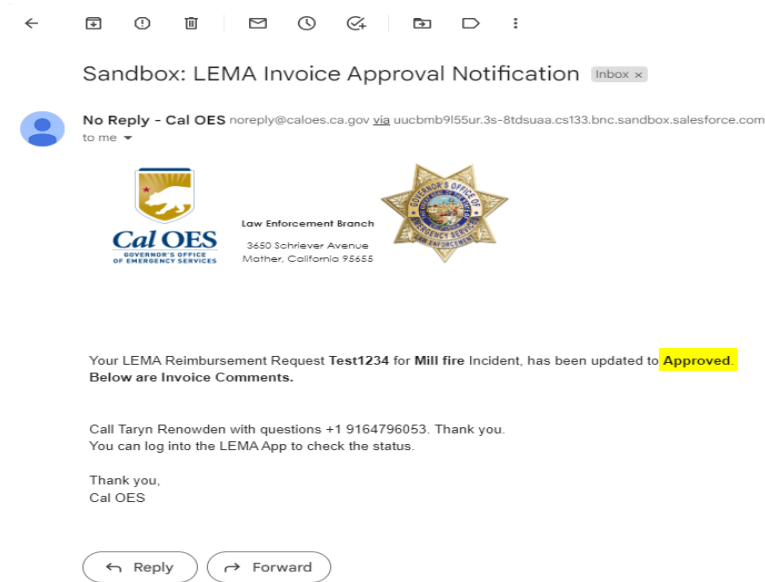
2. Once you receive an approved e-mail, please look for a LEMA Fund reimbursement check from Cal OES within 60 days.

<u>Thank you and your agency for providing mutual aid.</u>
<u>Law enforcement is always stronger when we work together!</u>