

# Law Enforcement Mutual Aid (LEMA) Help Guide

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**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](mailto:Lemafund@caloes.ca.gov)).
- Click the Sign-Up button.

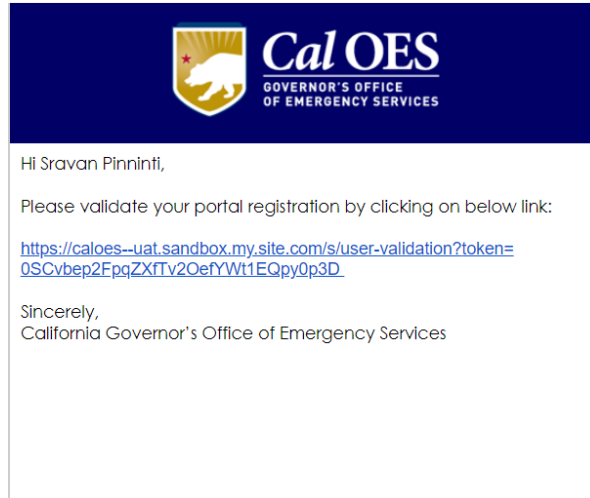
The screenshot shows a web browser window with the URL `caloes-uat.sandbox.my.site.com/s/cal-sign-up`. The form contains the following fields and values:

- First Name: Sravan Reddy
- Last Name: Pinninti
- Title: (empty)
- Email: pinninti@caloes.ca.gov
- Phone: (551) 482-7229
- Entity Type: Law Enforcement Agency
- Law Enforcement Agency: Sacramento PD

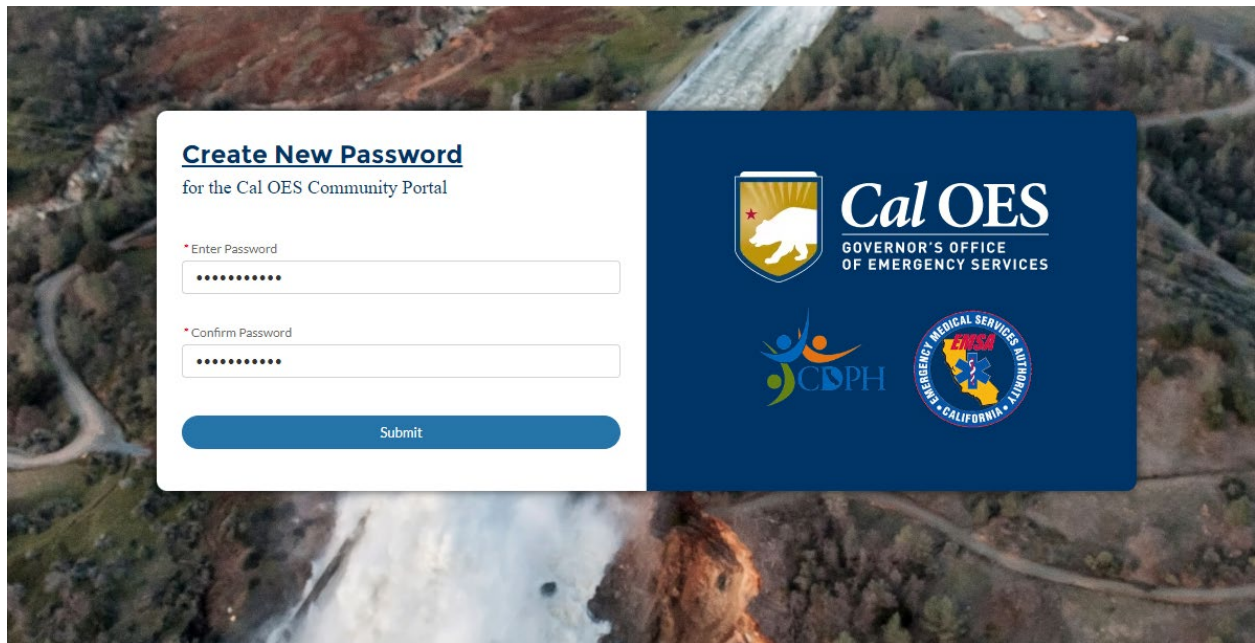
At the bottom of the form is a blue "Sign Up" button and a link "Already have an account? Sign In". To the right of the form is a dark blue sidebar with the Cal OES logo and the CDPH logo.

## Creating a Password

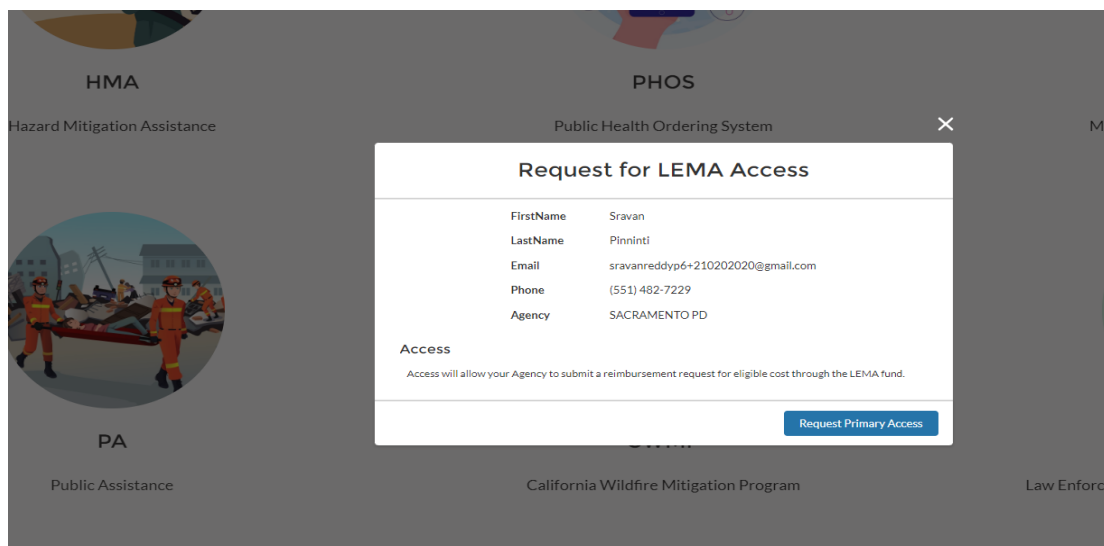
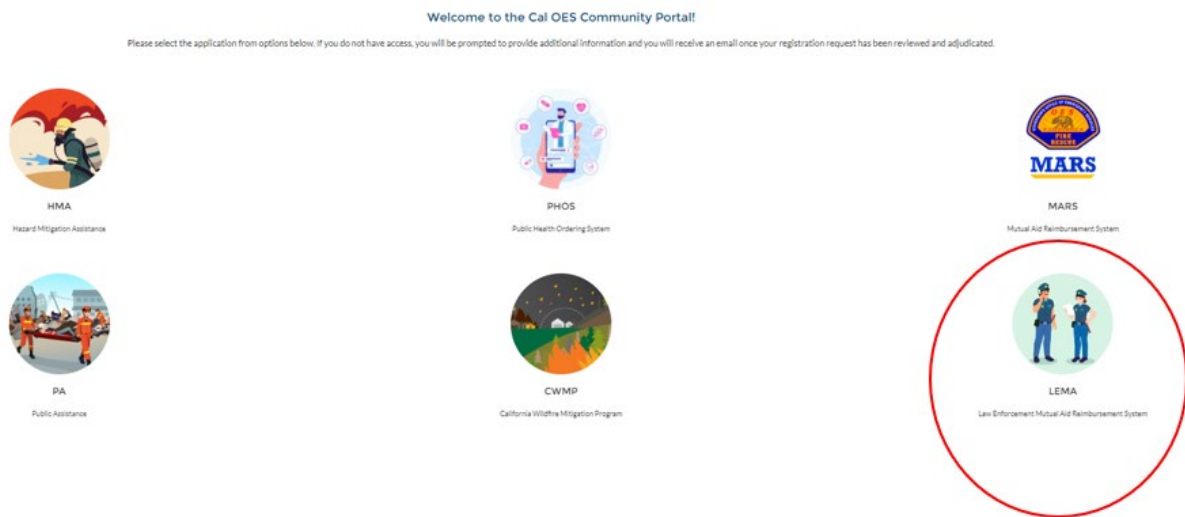
3. You will receive an email with a request to validate your registration, please click the link.



4. You will then be asked to create a password. Once complete, please click Submit.

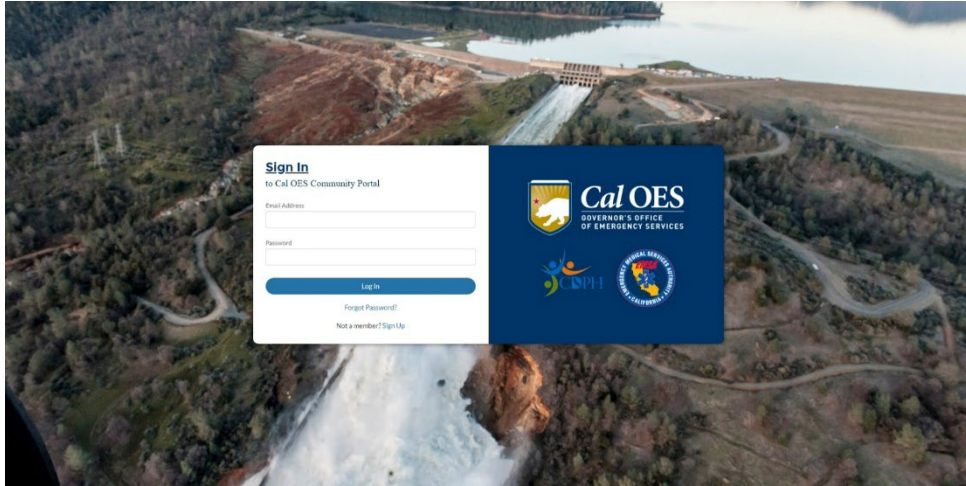


- You will then be automatically taken to the Community Portal. **Hover over the LEMA box**, then click Register for App and then Request Primary Access (See below). An Approval request will be sent to Cal OES LEMA Fund Staff. Once Cal OES LEMA Fund Staff approves the request, you will be able to access 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

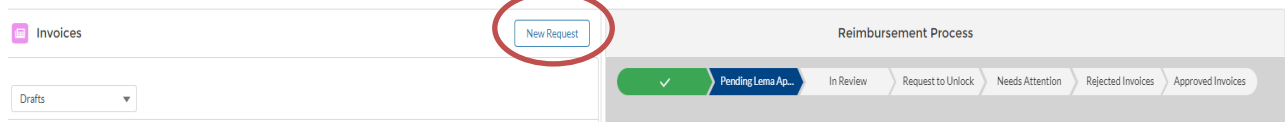
1. Click on New Request.

### LAW ENFORCEMENT MUTUAL AID (LEMA) REIMBURSEMENT SYSTEM

The LEMA Reimbursement System is a web-based application that will be managed by the California Governor's Office of Emergency Services (Cal OES) and utilized by law enforcement agencies that seek reimbursement of eligible costs through the LEMA Fund.

#### STEPS IN THE LEMA REIMBURSEMENT PROCESS

1. Complete Agency Registration
2. Create a New Request
3. Complete Invoice
4. Upload supporting documentation
5. Submit for Cal OES LEMA Team Approval
6. Once Cal OES LEMA Team Approves, the request will be sent to Cal OES Accounting
7. Cal OES Accounting will process request
8. Cal OES Accounting will submit to State Controller's Office for payment



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**

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Invoice Number  \* Incident

Total Amount  \$0.00

## 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**

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Invoice Number  \* Incident

Total Amount  \$0.00

Force-Account Labour Straight Time(\$)	Force-Account Labour Overtime(\$)
<input type="text"/>	<input type="text"/>
Equipment/Fuel/Mileage(\$)	Materials/Supplies/Food(\$)
<input type="text"/>	<input type="text"/>
Rental Equipment(\$)	Contracts(\$)
<input type="text"/>	<input type="text"/>

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

### Edit LEMA Invoice

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Invoice Number

\*Local Agency

Total Amount ▼ \$5,550.00

Force-Account Labour Straight Time(\$)

Equipment/Fuel/Mileage(\$)

Rental Equipment(\$)

Incident Name

Status







Force-Account Labour Overtime(\$)

Materials/Supplies/Food(\$)

Contracts(\$)

> Add Files





▼ Files List

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

- 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.

**Invoices** New Request

Drafts ▼

Invoice Number	Incident	Last Modified By		
A001	Mosquito Fire	Tanner Lopez 2/28/2023, 11:21 AM		
A0001	Mill fire	JillLopez0.4929534031980711 2/27/2023, 04:07 PM		

Draft
Pending Review
In Review
Request to Unlock
Changes Needed
Rejected
Approved





**Invoice Details**

Invoice Number: A001

Incident: Mosquito Fire

Total Amount: \$5,550.00

**Files** Add Files

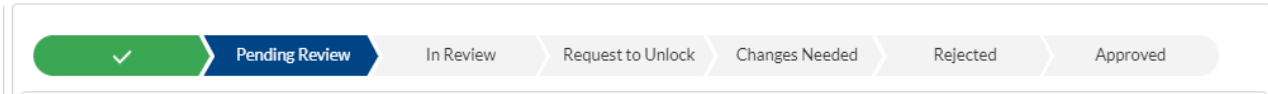
	Test Invoice 1.pdf	
	Template Mutual Aid Expense Workbook TEST.xlsx	

Agency Personnel							Action	Action
First Name	Last Name	Email	Phone	Access Level	IsActive		Update Access Level	Deactivate
1				Primary	true		<input type="button" value="Update Access Level"/>	<input type="button" value="Deactivate"/>



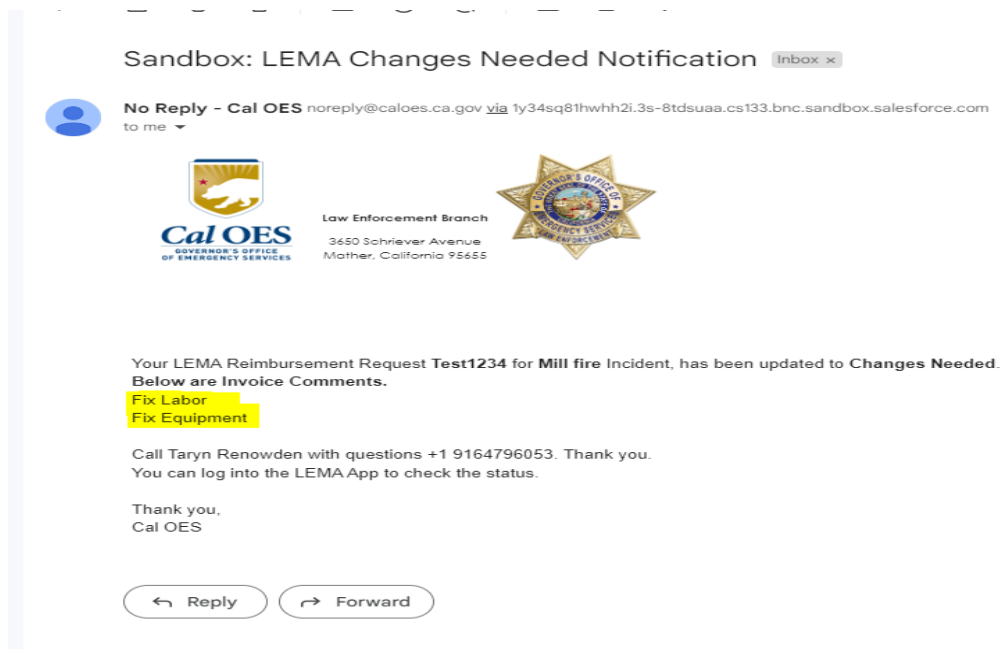
## Checking the Status of your Invoice

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



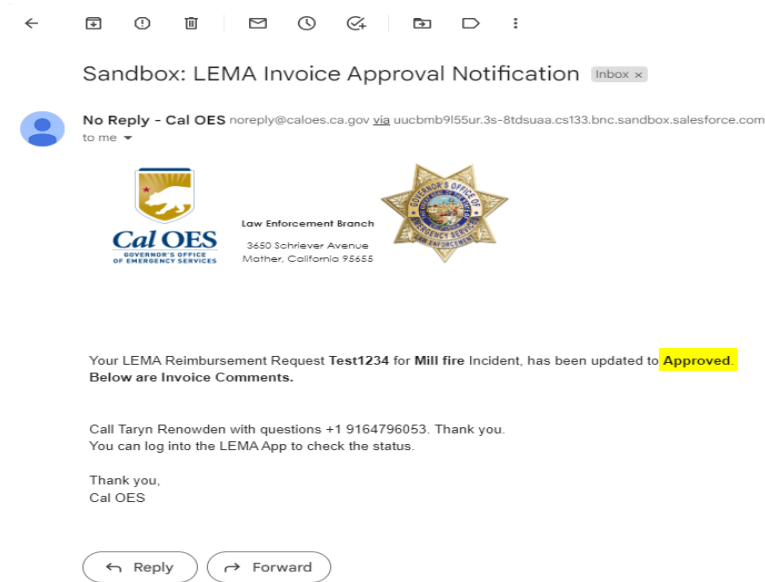
2. When the Cal OES LEMA Team receives and reviews your reimbursement request, you will receive e-mail notifications with status changes such as: Changes Needed, Approved, Rejected. You can also log back into the App and check the status.

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.

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