

OCM has updated the online application interface. This document is a brief explanation of what has changed and how it works. Please contact our office if you need assistance with the new format.

Log In

The login portal has visually changed with the addition of the ability to recall forgotten usernames.

Dashboard

Login brings the user to the CUPs Dashboard. The dashboard replaces the application access portals. This is a visual change with relocated and added functionality. All items created by the user are listed in table format. Highlighted items indicate that the item has not been submitted. Applications without P#s are new, unsubmitted applications. Highlighted items with P#s are unsubmitted changes to existing applications. To return to the dashboard click the

[CUPs Dashboard](#)

CUPS Dashboard link in the upper left corner of the window



CUPs Dashboard													Manage ROWE	Log Out
My CUPs Applications														
Filter unsubmitted changes														
<input type="text"/> <input type="button" value="Go"/> <input type="button" value="Actions"/> <input type="button" value="Create application"/>														
edit	CUP Num	Applicant	Agent	Permit Type	Project Title	Project Description	Create Date	Print Application	Project Tracking	View Comments	Project Comments	Upload Comment	Review	
<input type="checkbox"/>		Jessica Stowe		CUP			08-MAR-23							
<input type="checkbox"/>		Jessica Stowe		CUP			08-MAR-23							
<input type="checkbox"/>	#20231001	Jessica Stowe		CUP	extensions and revisions	extensions and revisions	13-DEC-22							
<input type="checkbox"/>	#2023104E	Meredith Gray		CUP	local		06-OCT-22							
<input type="checkbox"/>	#20231031	Jessica Stowe		CUP	test	test	08-MAR-23							
<input type="checkbox"/>	#20231028	Jessica Stowe		CUP	I have in my notes to submit an external extension, though I've done this, but it's not marked off.	I have in my notes to submit an external extension, though I've done this, but it's not marked off.	08-MAR-23							
<input type="checkbox"/>	#20231010	Jessica Stowe		CUP	External - Local - What happens in 13 and 14?	External - Local - What happens in 13 and 14? 02-MAR-23 See what happens in 13 for the reason and then changing to	02-MAR-23							

The functions for managing user account **Manage JSTOWE**, submitting new applications,

Create application

, editing existing applications



, tracking applications



, uploading

comments



, providing commencement date



and removing unsubmitted items



remain the same but in a visually modified format. Added functions include the ability to sort dashboard items by column heading, search all items using specific key words/numbers

Q

Go

, print an application



and view comments



Manage User Account


All existing account features remain. Opting in or out of receiving automated notifications, if an

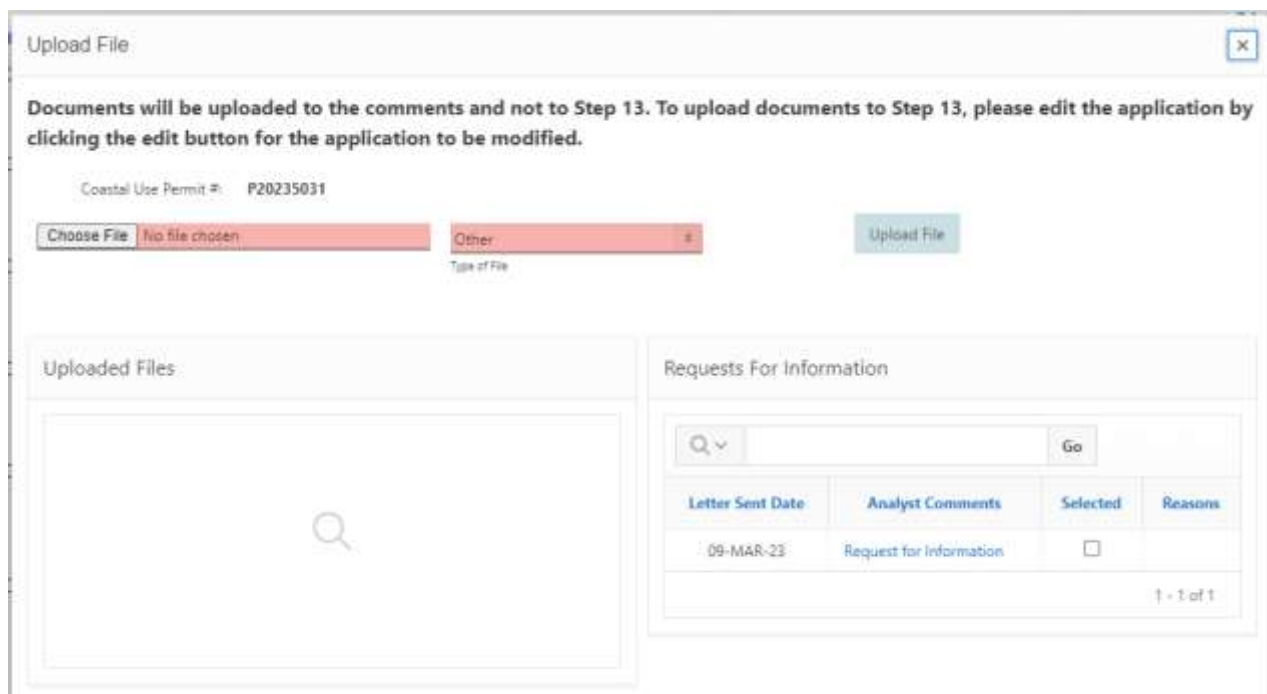
Email Opt-in/Opt-out

applicant is using an agent,

moved to Manage User account.

Uploading Comments

To upload comments to an application click the upload comments icon  on the dashboard. A popup window appears with fields for entering comments and selecting documents. Request for Information letters sent by OCM are listed here and users have the option to select the letter to which they are responding.



Letter Sent Date	Analyst Comments	Selected	Reasons
09-MAR-23	Request for Information	<input type="checkbox"/>	

Printing Applications

The print application icon



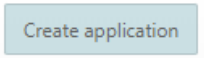
opens a new page listing all versions of the application. Click the date link to open that version.

The screenshot shows the 'Coastal Use Permits (CUPs) Application History' page. At the top left is a circular logo with a landscape scene. The title 'Coastal Use Permits (CUPs) Application History' is centered. Below the title, the 'CUP Number' is 'P20235010'. There is a search bar with a magnifying glass icon, a 'Go' button, and an 'Actions' dropdown menu. A table lists the application revisions:

Revision Number	Revision Date
Current	03/02/2023 10:56:12 am
Original	03/02/2023 10:46:06 am

At the bottom right of the table area, it says '1 - 2 of 2'.

Online Application



Click the Create Application button to begin a new application. The online JPA format visually changed from isolated steps to a scroll format. Navigation between steps is not restricted by entering required information, however the application cannot be submitted until all required fields are completed.

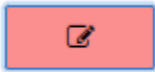
The screenshot shows 'Step 1. Complete the following information about the applicant:'. A red warning triangle icon is on the left. A help icon (?) is in the top right. A red 'Save' icon is on the right side. The form fields are:

- Applicant Name: (Individual, Person or Corporation/Company)
- Applicant Type:
- Mailing Address: (Street address or PO BOX)
- Unit/Apt #:
- City: State: Zip Code:
- Contact Information: Contact first name (not the agent): Contact last name: Contact email address:
- Daytime Phone:
- Fax Number:

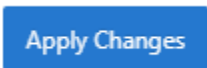


Click the help icon for step related assistance.

Click the edit button



to open a popup window where information for that step is input. Click the Apply Changes button



to save the entered information.

The information requested in each step remains the same with one addition to step 8.

Step 1. Complete the following information about the applicant:

Applicant Name: Jessica Stowe [Select] [X]

Mailing Address: 817 N. 3rd Street [?]

City: Baton Rouge State: LOUISIANA Zip Code: 70785

Contact Information: Jessica Stowe [?]

Daytime Phone: [?] [?] [?]

Fax Number: [?] [?] [?]

Apply Changes

Step 8

Step 8 includes a new Jurisdiction field for indicating if a use is a Local Concern. The Help icon includes a link to the definition of local concern. Please note that this determination is verified by OCM prior to distribution of the application.

c. **Jurisdiction** (see "?" for assistance)

- Local Concern
- State Concern

Step 10

Added to Step 10 is validation to ensure that excavation and fill volumes are recorded correctly. If the amounts entered into steps 10a and 10b do not equal the total of volumes entered in step 10c, an error message appears with suggestions on how to fix the error.

Modifying an existing application



Use the edit button on the dashboard to modify an existing application. Please note that if the edit button is disabled, the application is blocked from editing. Hover over the edit icon to find out the reason for the block. Some reasons for blocking editing include blocking the submission of an extension request when the application already is in the process of being amended/revised or if the application is not eligible for extension because of expiration or previous extension.