

# Business Improvement District (BID) Division

Office of the City Clerk

## Business Improvement District Portal Resource

The Office of the City Clerk developed a new portal for BID administrators, stakeholders, and the public. Our goal is to improve transparency, accountability, simplicity and consistency. This guide will assist you to navigate the BID Portal. If you need additional support or assistance, please contact us at (213) 978-1133 or you may email us at [Clerk.NBID@lacity.org](mailto:Clerk.NBID@lacity.org).

\*Disclaimer: The data and information used in this resource are for training purposes only.

The screenshot displays the 'BIDs Portal' dashboard. At the top, there is a navigation bar with 'Main' and 'Log In' links. Below the header, a welcome message is followed by three tabs: 'Dashboard', 'Business Improvement Districts', and 'General Information'. The 'Dashboard' tab is active, showing a period of 'January 1, 2019 to December 31, 2019'. Four key metrics are presented in colored boxes: Total Assessment (\$47,504,548.48 for 24381 parcels), Funds Deposited (\$102,857.12 as of November with a \$1,600.00 rollover), Funds Invoiced (\$71,625.51 as of November with \$35,301.50 pending), and Funds Available (\$31,231.61 as of November). Below these metrics is a section titled 'Select a Business Improvement District:' containing a grid of 15 district options, each with a 'Property' link.

Select a Business Improvement District:		
Arts District LA 2019-2023 Property	Greater Lincoln Heights 2019-2023 Property	North Larchmont Property
BLQ-Pico 2019-2028 Property	Highland Park 2010-2019 Alpha	Old Granada Village 2016-2020 Property
Brentwood Village 2013-2022 Property	Highland Park 2020-2024 Property	Pacific Palisades 2016-2020 Property
Canoga Park 2010-2019 Property	Historic Core 2019-2023 Property	San Pedro Historic Waterfront 2018-2027 Property
Central Avenue Historic 2016-20 Property	Historic Old Town Canoga Park 2020-2029 Property	Sherman Oaks 2015-2019 Property

# Portal Homepage

The portal homepage is designed to give you a quick overview of all the BIDS within the City of Los Angeles. Here you will be able to view BID fund balances, assessments, invoiced funds, BID term-lengths, budget expenditures, and more. You can even search for data by individual stakeholders within a BID!

The screenshot displays the BIDs Portal homepage. At the top, there is a navigation bar with the logo and the text "BIDs Portal", along with links for "Main" and "Log In". Below the navigation bar, a welcome message reads "Welcome to the Business Improvement District Portal". The main content area is divided into three tabs: "Dashboard", "Business Improvement Districts", and "General Information". The "Dashboard" tab is active, showing a "Period: January 1, 2019 to December 31, 2019".

The dashboard features four key metrics:

- Total Assessment:** \$47,504,548.48 (Parcels: 24381)
- Funds Deposited:** \$102,857.12 (as of November, Rollover: \$1,600.00)
- Funds Invoiced:** \$71,625.51 (as of November, Pending: \$35,301.50)
- Funds Available:** \$31,231.61 (as of November)

Below the metrics, there is a section titled "Select a Business Improvement District:" with a grid of 12 districts, each with a "Property" link:

Select a Business Improvement District:		
Arts District LA 2019-2023 Property	Greater Lincoln Heights 2019-2023 Property	North Larchmont Property
BLQ-Pico 2019-2028 Property	Highland Park 2010-2019 Alpha	Old Granada Village 2016-2020 Property
Brentwood Village 2013-2022 Property	Highland Park 2020-2024 Property	Pacific Palisades 2016-2020 Property
Canoga Park 2010-2019 Property	Historic Core 2019-2023 Property	San Pedro Historic Waterfront 2018-2027 Property
Central Avenue Historic 2016-20 Property	Historic Old Town Canoga Park 2020-2029 Property	Sherman Oaks 2015-2019 Property

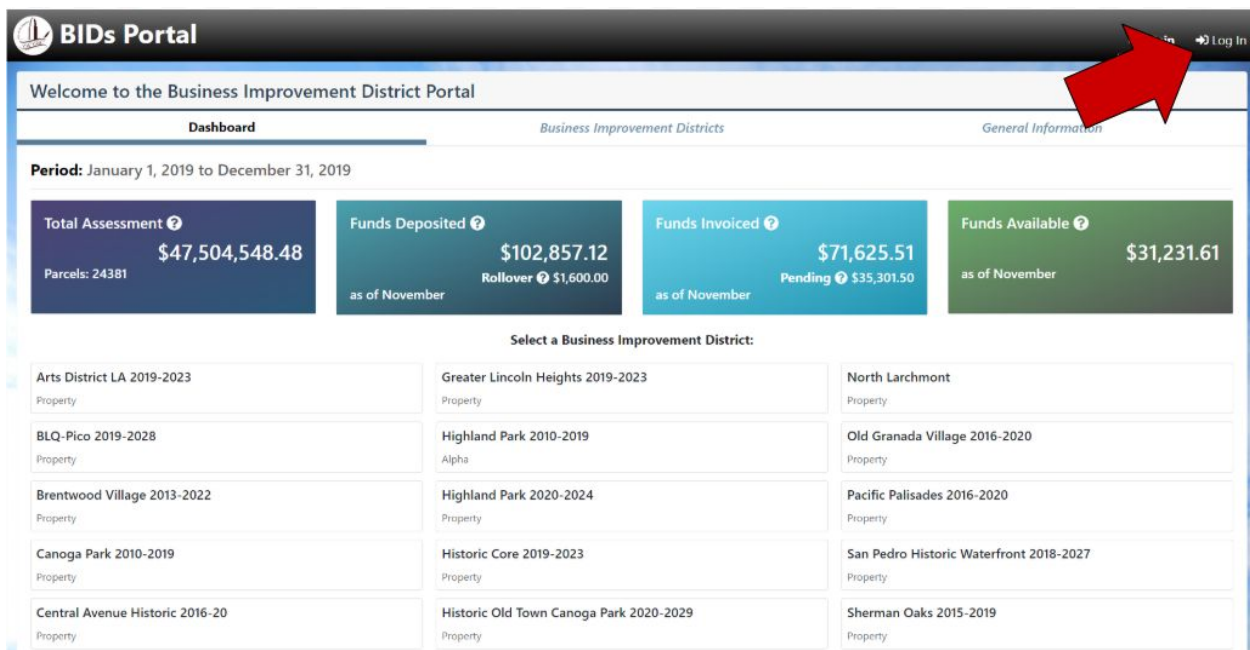
# Registration and Log-In

Before accessing the portal, staff from the BID Division will need to register you. If you have not been registered, please contact your BID Analyst. If you do not know who your BID Analyst is, please call 213-978-1133 or you may email us at [Clerk.NBID@lacity.org](mailto:Clerk.NBID@lacity.org) for assistance.

Once you are registered, you will receive an email prompting you to complete the process.

To log-in:

1. In an internet browser type in: **WWW.BIDSPORTAL.ORG**
2. Click **Log In**



The screenshot displays the BIDs Portal dashboard. At the top left is the logo and "BIDs Portal" text. At the top right, there is a "Log In" link with a red arrow pointing to it. Below the header is a navigation bar with "Dashboard", "Business Improvement Districts", and "General Information". The main content area shows a "Period: January 1, 2019 to December 31, 2019". There are four summary cards: "Total Assessment" (\$47,504,548.48), "Funds Deposited" (\$102,857.12), "Funds Invoiced" (\$71,625.51), and "Funds Available" (\$31,231.61). Below these is a section titled "Select a Business Improvement District:" with a grid of 12 districts, each with a "Property" link.

Period: January 1, 2019 to December 31, 2019			
<b>Total Assessment</b> Parcels: 24381 <b>\$47,504,548.48</b>	<b>Funds Deposited</b> as of November <b>\$102,857.12</b> Rollover \$1,600.00	<b>Funds Invoiced</b> as of November <b>\$71,625.51</b> Pending \$35,301.50	<b>Funds Available</b> as of November <b>\$31,231.61</b>
Select a Business Improvement District:			
Arts District LA 2019-2023 Property	Greater Lincoln Heights 2019-2023 Property	North Larchmont Property	
BLQ-Pico 2019-2028 Property	Highland Park 2010-2019 Alpha	Old Granada Village 2016-2020 Property	
Brentwood Village 2013-2022 Property	Highland Park 2020-2024 Property	Pacific Palisades 2016-2020 Property	
Canoga Park 2010-2019 Property	Historic Core 2019-2023 Property	San Pedro Historic Waterfront 2018-2027 Property	
Central Avenue Historic 2016-20 Property	Historic Old Town Canoga Park 2020-2029 Property	Sherman Oaks 2015-2019 Property	

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3. Enter your **E-mail Address** and **Password**
4. Click **Sign-In**



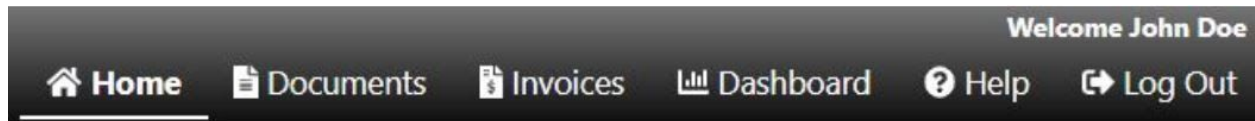
The image shows a sign-in form with the following elements:

- Sign-in** header
- E-mail Address** label and input field (indicated by a red arrow pointing left)
- Password** label and input field (indicated by a red arrow pointing left)
- Sign-In** button (indicated by a red arrow pointing left)
- Forgot your password?** link (indicated by a red arrow pointing right)

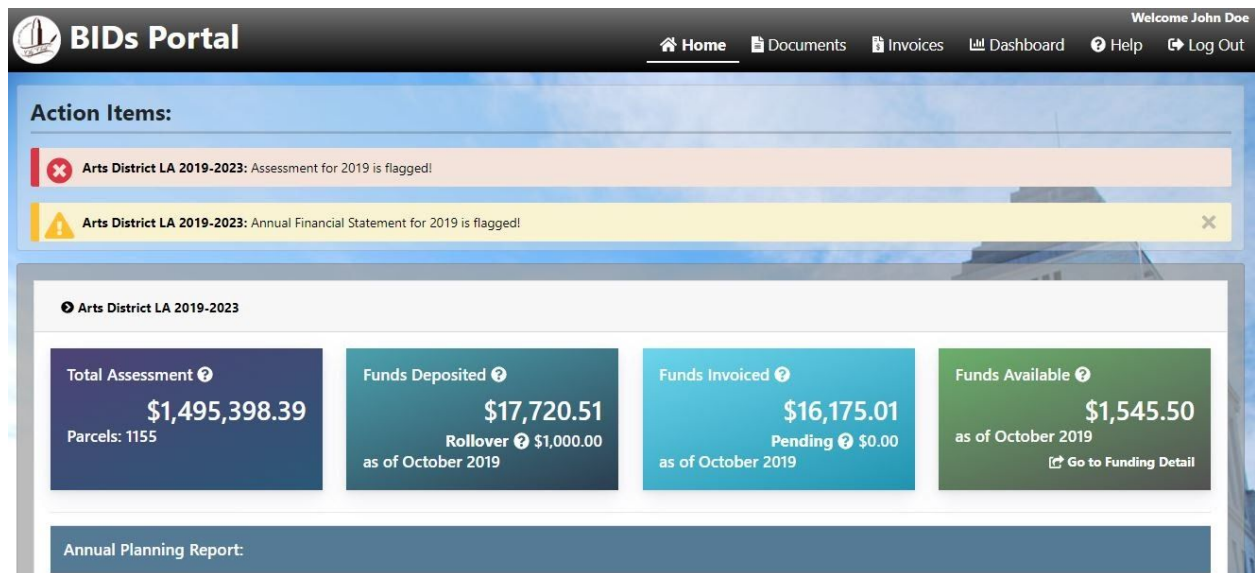
**Tip:** Having trouble signing-in, or forgot your password? Click the **Forgot your password?** button at the bottom right corner of the screen. If you are still having issues, please contact your BID Analyst.

# The Functions

There are four major functions in the portal to assist your Business Improvement District needs.



1. **Home** gives you an **overview of your BID** and notifies you of items that need attention.



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- Documents** is where you will **submit required documents** for the BID (i.e. - Assessment Data, Annual Planning Report, Financial Statement, Insurance Information, and more).

The screenshot shows the 'Documents' page in the 'BIDs Portal'. The header includes the portal logo, navigation links (Home, Documents, Invoices, Dashboard, Help, Log Out), and a user greeting 'Welcome John Doe'. The main content area is titled 'Documents' and shows a filter for 'Assessments' with a dropdown menu set to 'Annual Planning Report' and a date range of '2019 Annual Planning Report: 1/1/19 to 12/31/19'. A table lists documents for 'Arts District LA 2019-2023' with columns for 'Due Date', 'Uploaded', 'Flagged', and 'Verified'. The 'Uploaded' column shows 'Uploaded on 10/23/19' with a green checkmark. The 'Flagged' column shows a red flag icon, and the 'Verified' column shows 'No'. There are also icons for document actions (add, update, delete) and a chat icon.

BID	Due Date	Uploaded	Flagged	Verified
Arts District LA 2019-2023		✓ Uploaded on 10/23/19	🚩	No

- Invoices** is where you will **submit requests for funding**.

The screenshot shows the 'Invoices' page in the 'BIDs Portal'. The header includes the portal logo, navigation links (Home, Documents, Invoices, Dashboard, Help, Log Out), and a user greeting 'Welcome John Doe'. The main content area is titled 'Action Items:' and shows two notifications: a red one for 'Arts District LA 2019-2023: Assessment for 2019 is flagged!' and a yellow one for 'Arts District LA 2019-2023: Annual Financial Statement for 2019 is flagged!'. Below the notifications is a table titled 'Accounts' with columns for 'Bid', 'Pending Invoices', 'Pending Total', and 'Available Balance'. The table shows data for 'Arts District LA 2019-2023' with 11 pending invoices, a pending total of \$19,020.51, and an available balance of \$13,001.00. A 'View' button is present next to the row.

Bid	Pending Invoices	Pending Total	Available Balance
Arts District LA 2019-2023	11	\$19,020.51	\$13,001.00

- Dashboard** is where you will view your assessment/fund information, budget allocations, and stakeholder information.

**BIDs Portal**
Welcome John Doe  
[Home](#) [Documents](#) [Invoices](#) [Dashboard](#) [Help](#) [Log Out](#)

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**Arts District LA 2019-2023**

**Total Assessment** ⓘ

\$1,495,398.39

Parcels: 1155

**Funds Deposited** ⓘ

\$32,021.51

Rollover ⓘ \$1,000.00  
as of November

**Funds Invoiced** ⓘ

\$19,020.51

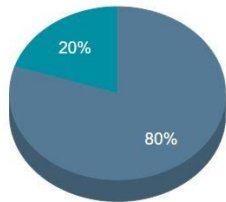
Pending ⓘ \$0.00  
as of November

**Funds Available** ⓘ

\$13,001.00

as of November  
[Go to Funding Detail](#)

### Estimated Expenditures by Service



- Clean & Safe
- Management/Administration/City Fees/Delq Assmnts

APN	Prop. Owner	Site Address	City	Zip Code	Assessment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
5163026007	1240 Palmetto LLC	448 S Alameda St	Los Angeles	90013	\$559.24
5164001007	1245 Factory Place LLC	1245 Factory Pl #100	Los Angeles		\$4,263.51
5164008031	1300 Factory Place LLC	1300 Factory Pl	Los Angeles		\$4,902.61
5164009036	1300 Factory Place LLC	No site address	Los Angeles		\$520.45
5164009037	1900 Factory Place LLC	1282 Factory Pl	Los Angeles		\$1,066.01
5164009040	1300 Factory Place LLC	1246 Factory Pl	Los Angeles		\$1,040.90
5164008032	1308 Factory Place LLC	1308 Factory Pl	Los Angeles		\$13,617.56
5163006088	1334 Partners LP	940 E 2nd St #38	Los Angeles		\$271.26
5164008006	1337 E 6th Street LLC	1337 E 6th St	Los Angeles		\$798.02
5164008011	1337 E 6th Street LLC	No site address	Los Angeles		\$816.14

« 1 2 3 4 5 »

Rows per page:

# BID Administrator Homepage

The BID Administrator **Home** page is designed to give you an overview of your BID. Here you will be able to view the BID's fund balance, items that need attention, and reporting requirements and statuses.

## Action Items

**Action Items:**

- Arts District LA 2019-2023: Assessment for 2019 is flagged!
- Arts District LA 2019-2023: Annual Financial Statement for 2019 is flagged!

This section identifies items that need attention.

- Notifications in **RED** identify items that place the BID **out of compliance**. You will need to take care of each item before the BID is able to invoice the City Clerk's Office for funds.
- Notifications in **YELLOW** identify items that need your attention. You will still be able to invoice the division for funds.

**Tip:** Click on an item to take action on it.

## BID Dropdown

This section displays the BID name, term-length, assessment/fund information, and your reporting requirements and statuses.

### Section I - BID Name & Assessment/Fund Information









Arts District LA 2019-2023

<b>Total Assessment</b> \$1,495,398.39 Parcels: 1155	<b>Funds Deposited</b> \$17,720.51 Rollover \$1,000.00 as of October 2019	<b>Funds Invoiced</b> \$16,175.01 Pending \$0.00 as of October 2019	<b>Funds Available</b> \$1,545.50 as of October 2019 <a href="#">Go to Funding Detail</a>
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**Tip:** Hover your mouse over the  icon for a quick description of the item.

## Section II - Reporting Requirements & Statuses

Annual Planning Report:				
Report:	Due Date:	Received:		
2019 Annual Planning Report	Not set	Not submitted		
Quarter Reports:				
Quarter	Due Date:	Received:	Newsletter:	
2019 1st Quarterly Report	1/1/01	4/18/19		
2019 4th Quarterly Report	1/1/01	10/9/19		
Required Documents:				
Document		Received:	Verified:	
Annual Public Meeting		10/22/19		
Annual Financial Statement		10/22/19		
Assessment Worksheet		10/23/19		
Insurance:				
Insurance Type:	Start:	End:	Amount:	Verified:
General Liability Insurance	1/4/19	1/3/20	\$1,234.00	
D & O Liability Insurance	7/3/19	10/31/19	\$123.00	
Workers' Compensation Insurance	7/3/19	9/3/20	\$50,000.00	

### Status Icon Descriptions:

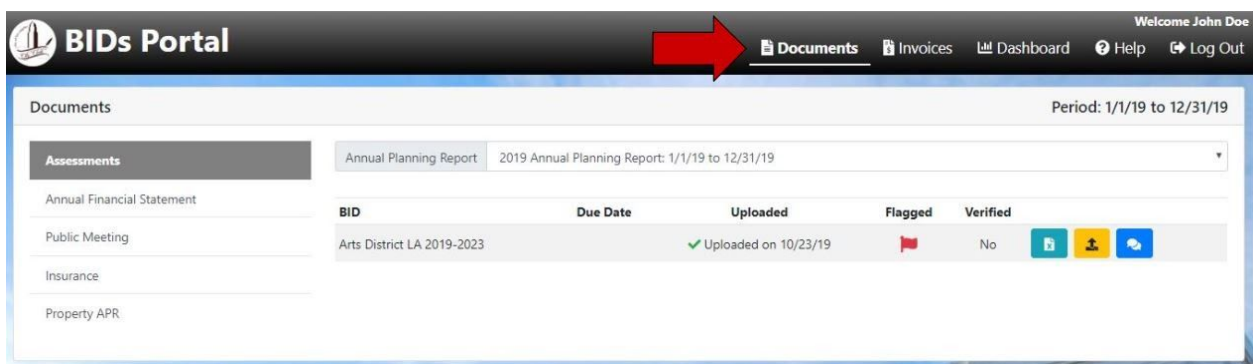
 - Indicate a document has not been uploaded or needs to be verified.

 - Indicate a submitted document has been approved and verified.

# Submitting Documents

Submitting documents is easier than ever. With the **Documents** function, BIDs will now submit Reports, County Data, Insurance Information, Financial Statements, and Public Meeting information to the portal.

1. Click **Documents** in the navigation bar



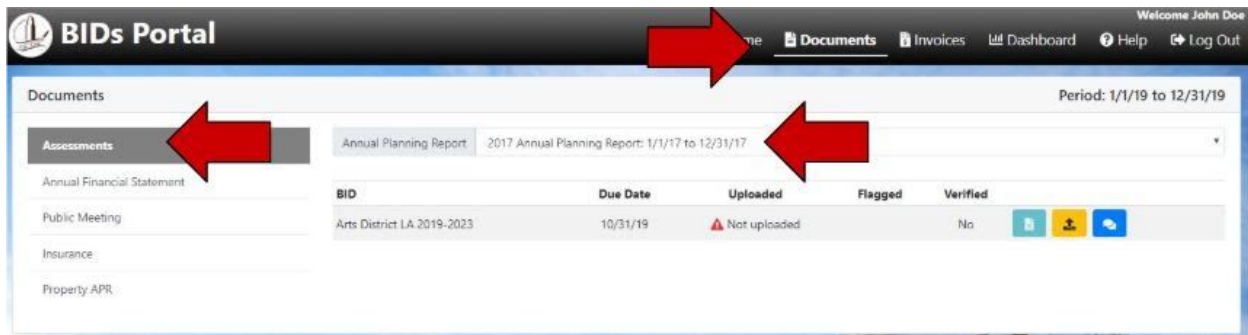
2. Using the column to the left, select the information you would like to submit

How to Submit:

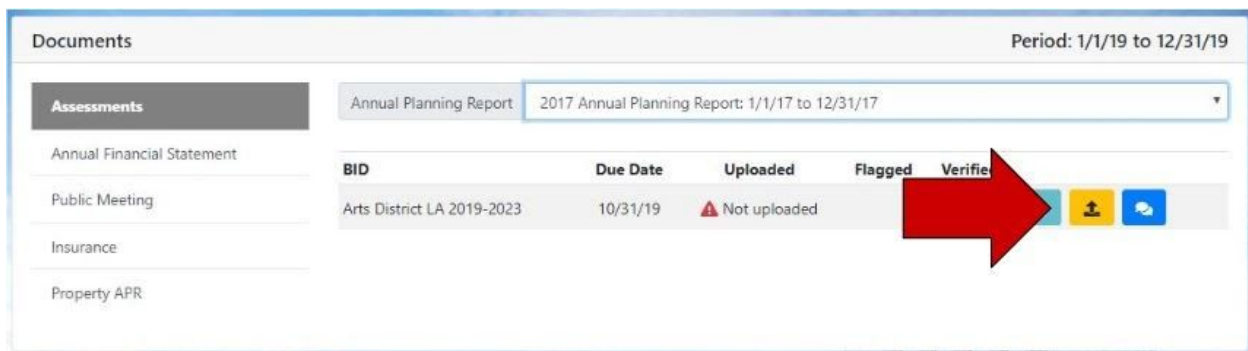
- Assessments (Property-based ONLY)
- Annual Financial Statement
- Public Meeting Information
- Insurance Information
- Annual Planning Report & Quarterly Reports (Property-based)
- Annual Planning Report & Quarterly Reports (Merchant-based)

# Submitting Assessments

1. Click **Documents** from the navigation bar
2. Select **Assessments** from the column to the left of your screen
3. Click on the **Annual Planning Report** drop down to select the year you will be submitting your assessments for



4. Click **Upload Assessment**, your screen will update



5. Click **Browse** and **Select** your file

**Tip:** You can download a blank County Assessment Data Excel template by clicking the “here” in the assessment file upload screen.

\* **We strongly advise that you use the template**, it is provided to make the process easier. If you choose to use your own, keep in mind, that it is your responsibility to make any edits for the BID Portal to accept the upload.

6. **Follow** the upload process by reading the directions provided by the portal


7. **Identify** your sheets and delete any that are irrelevant

- The Column on the left side shows the titles of your sheets
- Use the dropdowns on the right side to standardize the titles of your sheets
- Select the correct titles
- Click Set
- Click Delete Sheet to remove unwanted sheets

**8. Toggle** through each sheet and assign each column a header

	APN	Assessment	Agency Account#
	Sheet header: APN	Sheet header: Assessment	Sheet header: Agency Account#
1	5163009903	\$405.05	
2	5163009904	\$445.51	
3	5163012900	\$5,816.53	
4	5163013900	\$5,156.59	
5	5163017900	\$130,362.18	
6	5163021102	\$8,418.70	

\* The portal is designed to let you edit your Excel spreadsheet before you upload it. Read the directions carefully, as it provides you detailed instructions and a convenient way to edit your data on the fly (edits done through the portal **do not edit your original file**).

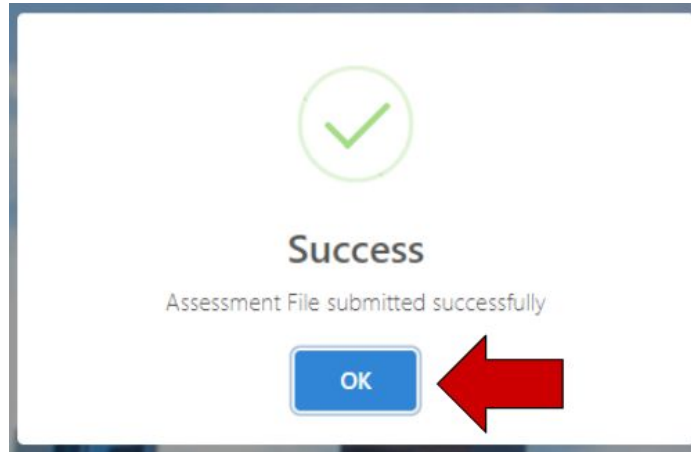
**9. Review** your data and edit if needed by clicking the **Edit**  icon

**10. Click Verify and Upload**




	APN	Assessment	Agency Account#
	Sheet header: APN	Sheet header: Assessment	Sheet header: Agency Account#
1	5163009903	\$405.05	188.47
2	5163009904	\$445.51	
3	5163012900	\$5,816.53	
4	5163013900	\$5,156.59	
5	5163017900	\$130,362.18	
6	5163021102	\$8,418.70	
7	5163023905	\$14,503.82	
8	5164001902	\$17,338.33	
9	5164001904	\$2,662.63	
10	5164002900	\$785.95	
11	5164003012	[\$1,523.87]	
12	5164003017	\$1,523.87	
13	5164005004	\$485.75	



Delete Selected Rows Undo Delete **Verify and Upload**


**11. If the upload is successful a pop up will appear, Click OK**



12. Your **Documents** page will update reflecting the upload

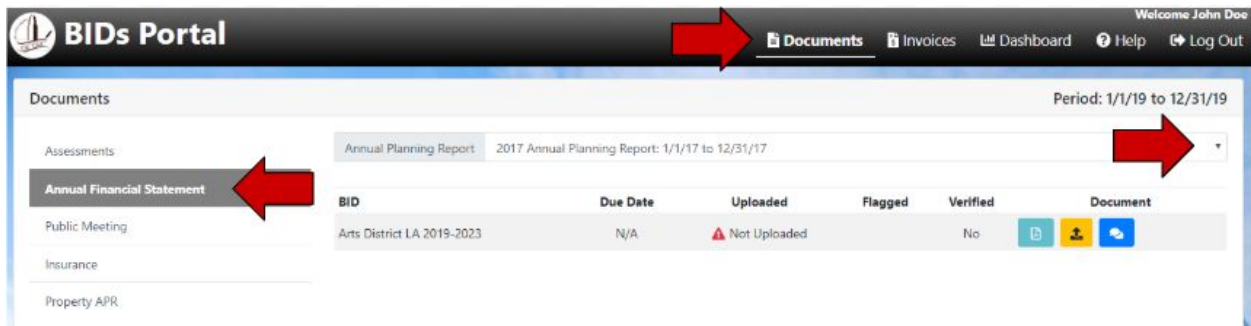
BID	Due Date	Uploaded	Flagged	Verified	
Arts District LA 2019-2023	10/31/19	✓ Uploaded on 11/4/19		No	  

13. Your Analyst will review the uploaded document and either **Verify** it  or **Flag** it  for corrections

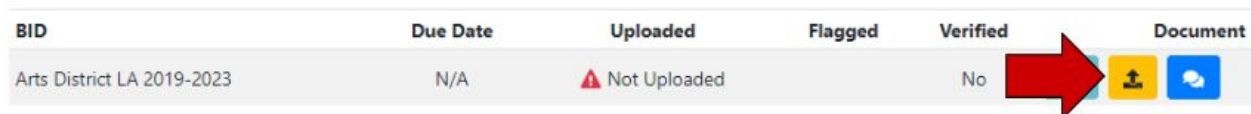
**Tip:** If your item has been flagged, Click the **View Notes**  icon to see why.

# Submitting Annual Financial Statement

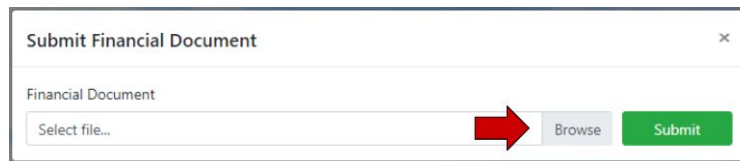
1. Click **Documents** from the navigation bar
2. Select **Annual Financial Statement** from the column to the left of your screen
3. Click on the **Annual Planning Report** drop down to select the year you will be submitting your statement for



4. Click **Upload Financial Statement**, your screen will update



5. Click **Browse** and **Select** your file

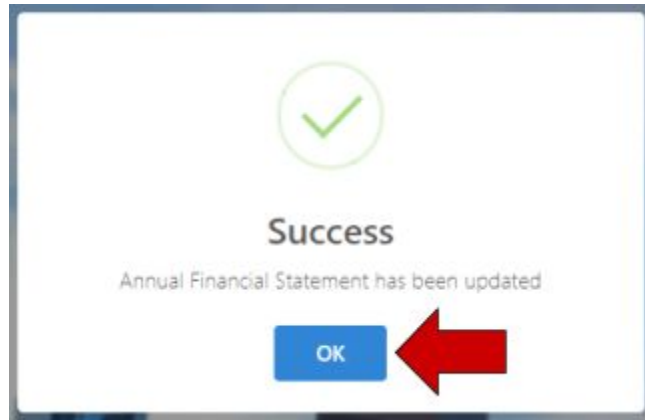


6. Click **Submit**








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7. If the upload is successful a pop up will appear, Click **OK**



8. Your **Documents** page will update reflecting the upload

BID	Due Date	Uploaded	Flagged	Verified	Document
Arts District LA 2019-2023	N/A	✓ Uploaded on 11/4/19		No	  

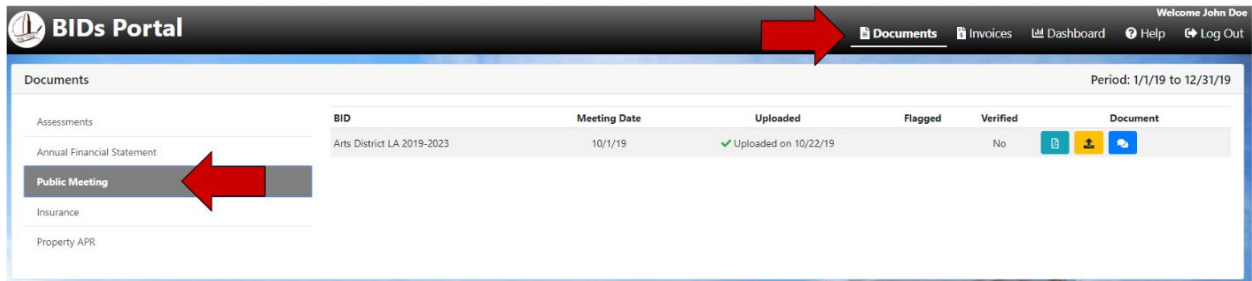
9. Your Analyst will review the uploaded document and either **Verify** it  or **Flag** it  for corrections

**Tip:** If your item has been flagged, Click the **View Notes**  icon to see why.

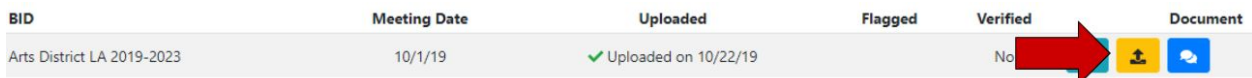


# Submitting Public Meeting Information

1. Click **Documents** from the navigation bar
2. Select **Public Meeting** from the column to the left of your screen



3. Click **Upload Public Meeting Documentation**, your screen will update

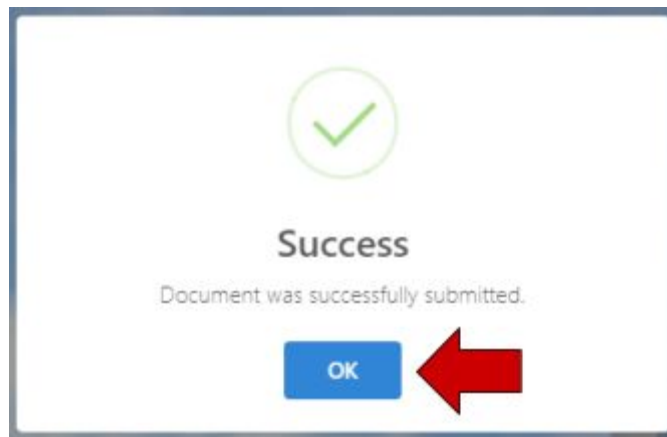


4. Insert **Meeting Date**




The screenshot shows the 'Submit Public Meeting Document' form. The 'Meeting Date' field is highlighted with a red arrow, and the 'Meeting Documentation' field is also visible. The form includes a date input field with a calendar icon, a file selection field with a 'Select file...' button, a 'Browse' button, and a 'Submit' button.



5. Click **Browse** and **Select** your file
6. Click **Submit**


7. If the upload is successful a pop up will appear, Click **OK**



8. Your **Documents** page will update reflecting the upload

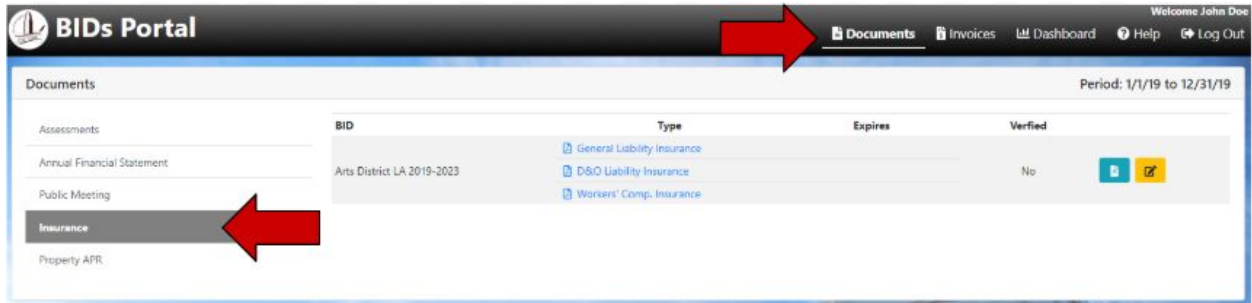
BID	Meeting Date	Uploaded	Flagged	Verified	Document
Arts District LA 2019-2023	10/1/19	✓ Uploaded on 11/4/19		No	  

9. Your Analyst will review the uploaded document and either **Verify** it  or **Flag** it  for corrections

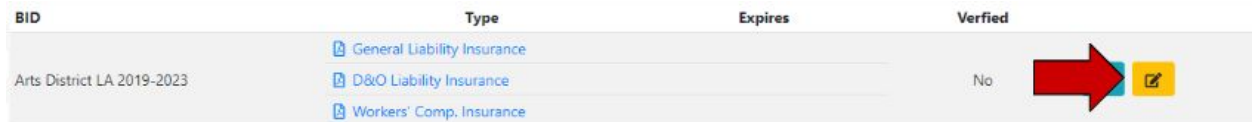
**Tip:** If your item has been flagged, Click the **View Notes**  icon to see why.

# Submitting Insurance Information

1. Click **Documents** from the navigation bar
2. Select **Insurance** from the column to the left of your screen



3. Click **Edit Insurance**, your screen will update




4. Enter **Insurance Information**

The 'Edit Insurance' form contains the following sections and fields:

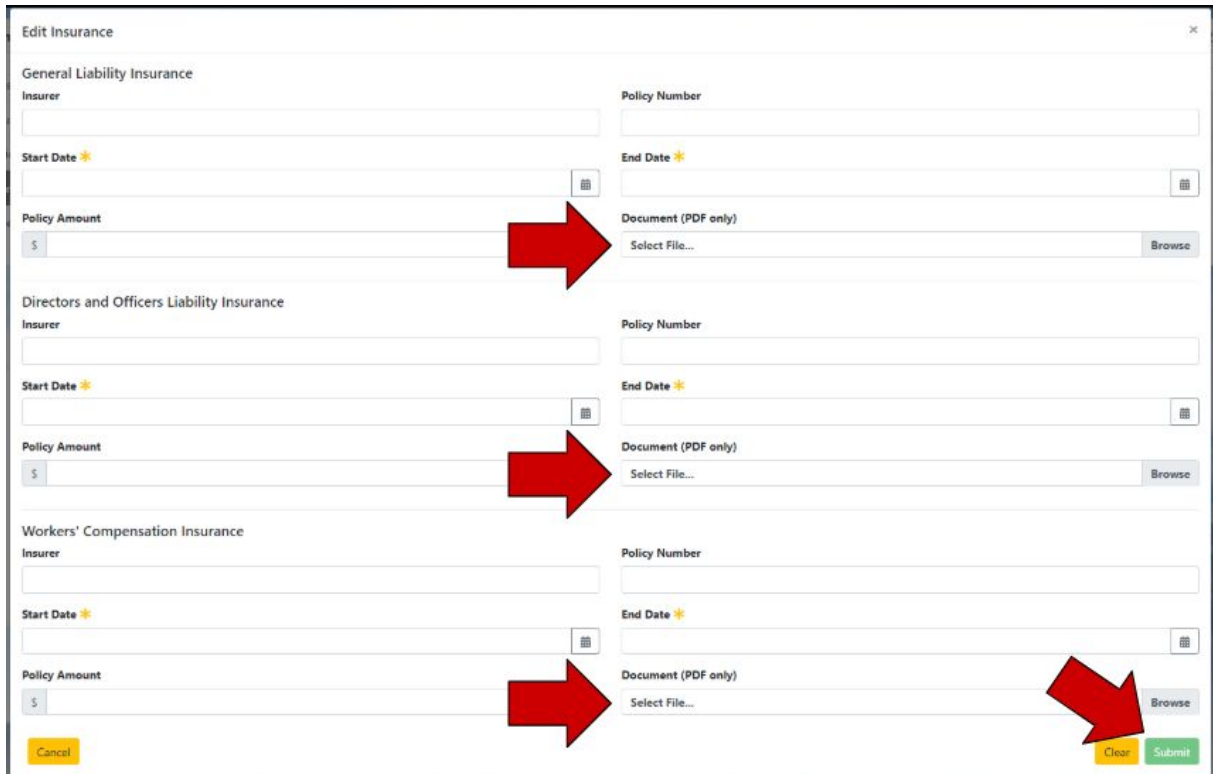
- General Liability Insurance:** Insurer, Policy Number, Start Date, End Date, Policy Amount, Document (PDF only).
- Directors and Officers Liability Insurance:** Insurer, Policy Number, Start Date, End Date, Policy Amount, Document (PDF only).
- Workers' Compensation Insurance:** Insurer, Policy Number, Start Date, End Date, Policy Amount, Document (PDF only).

Red arrows point to the 'General Liability Insurance' section, the 'Directors and Officers Liability Insurance' section, and the 'Workers' Compensation Insurance' section. At the bottom of the form are 'Cancel', 'Clear', and 'Submit' buttons.

**Tip:** The  icon indicates a required field.

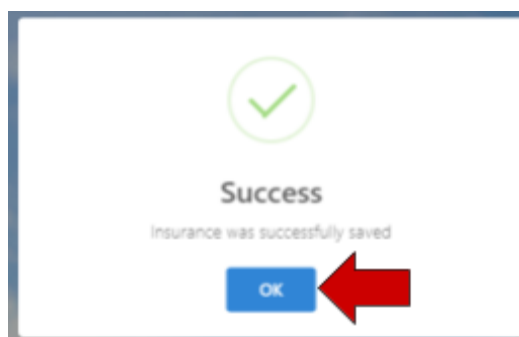
**Tip: If your BID has a waiver for Workers' Compensation Insurance.** Enter the Start and End date of the waiver, and upload the waiver in place of the Certificate of Liability Insurance.

5. Click **Browse** and **Upload** your **Certificate of Liability Insurance**
6. Click **Submit**




The screenshot shows the 'Edit Insurance' form with three sections: General Liability Insurance, Directors and Officers Liability Insurance, and Workers' Compensation Insurance. Each section contains fields for Insurer, Policy Number, Start Date, End Date, and Policy Amount. A red arrow points to the 'Document (PDF only)' field in each section, and another red arrow points to the 'Browse' button. At the bottom right, a red arrow points to the 'Submit' button.

7. If the upload is successful a pop up will appear, Click **OK**



8. Your **Documents** page will update reflecting insurance expiration dates and verification status

BID	Type	Expires	Verified
Arts District LA 2019-2023	<a href="#">General Liability Insurance</a>	5/12/20	No  
	<a href="#">D&amp;O Liability Insurance</a>	4/1/20	
	<a href="#">Workers' Comp. Insurance</a>	5/12/19	

9. Your Analyst will review the uploaded information to **Verify**  it

**Tip:** If your item has not been verified, Click the **View Insurance Details**  icon to see what items needs your attention

# Submitting Annual Planning and Quarterly Reports (Merchant-Based)

## Submitting an Annual Report

1. Click **Documents** from the navigation bar
2. Select **APR** from the column to the left of your screen
3. Click on the **Annual Planning Report** drop down to select the year you will be submitting your report for



4. Click **Upload APR Document**, your screen will update

BID	Requested Date	Due Date	Uploaded	Status
Chatsworth 2020	11/5/19	9/1/20	Not uploaded	

5. Click **Browse** and **Select** your file

**Submit APR Report: Chatsworth 2020** ×

Annual Planning Report

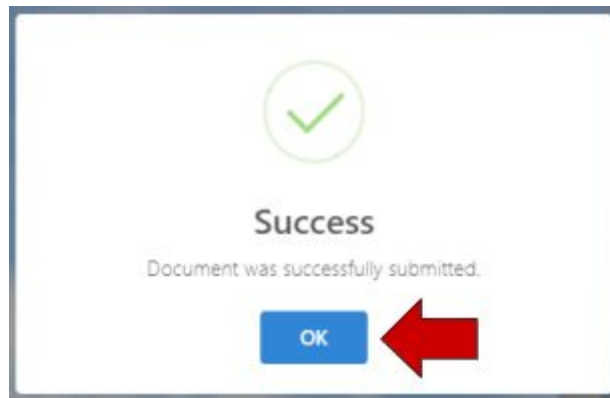
Select file... Browse Submit

PDF files only.

6. Click **Submit**






7. If the upload is successful a pop up will appear, Click **OK**



8. Your **Documents** page will update reflecting the upload

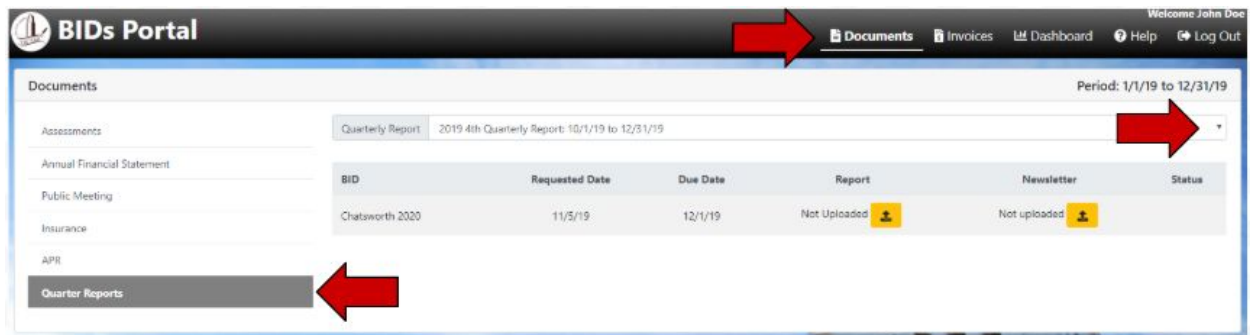
BID	Requested Date	Due Date	Uploaded	Status
Chatsworth 2020	11/5/19	9/1/20	11/5/19	 

9. Your Analyst will review the uploaded document and either **Verify** it  or **Flag** it  for corrections



**Tip:** Click the **View Document**  icon to view your uploaded document.

## Submitting a Quarterly Report and Newsletter

1. Click **Documents** from the navigation bar
2. Select **Quarter Reports** from the column to the left of your screen
3. Click on the **Quarterly Report** drop down to select the quarter you will be submitting your report for



4. Click **Upload Quarter Report**, your screen will update

BID	Requested Date	Due Date	Report	Newsletter	Status
Chatsworth 2020	11/5/19	12/1/19	Not Uploaded 	Not uploaded 	

5. Click **Browse** and **Select** your file

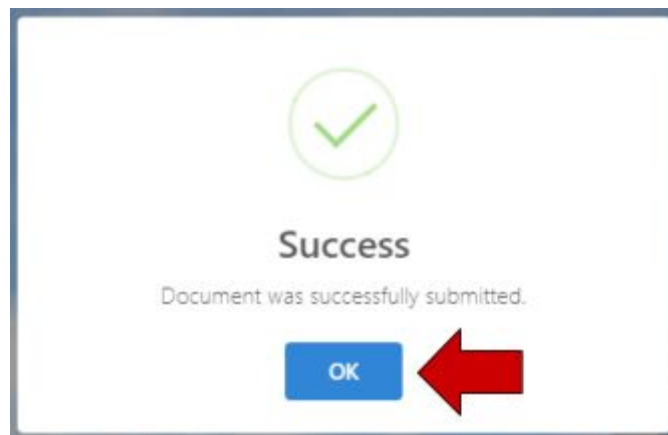


6. Click **Submit**










7. If the upload is successful a pop up will appear, Click **OK**



8. Upload your Newsletter, Select the **Newsletter Upload** icon and refer back to Step Five (5).  
 9. Your **Documents** page will update reflecting the uploads

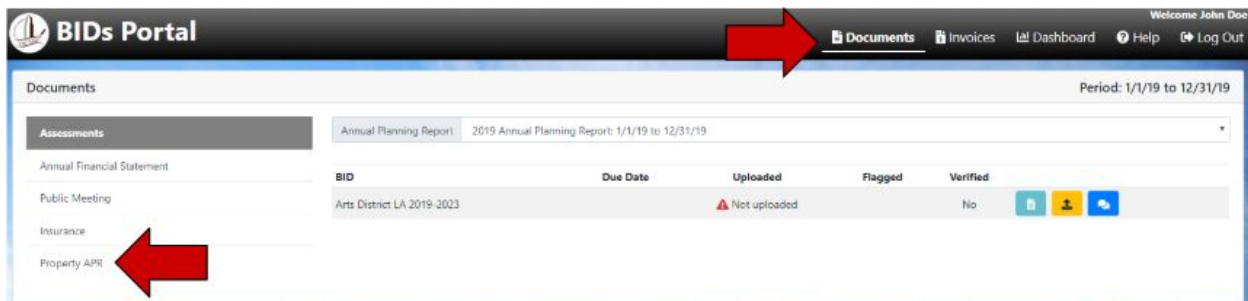
BID	Requested Date	Due Date	Report	Newsletter	Status
Chatsworth 2020	11/5/19	12/1/19			

10. Your Analyst will review the uploaded document and either **Verify** it  or **Flag** it  for corrections

**Tip:** Click the **View Document**  icon to view your uploaded document.

## Submitting Annual Planning and Quarterly Reports (Property-Based)

1. Click **Documents** from the navigation bar
2. Select **Property APR** from the column to the left of your screen

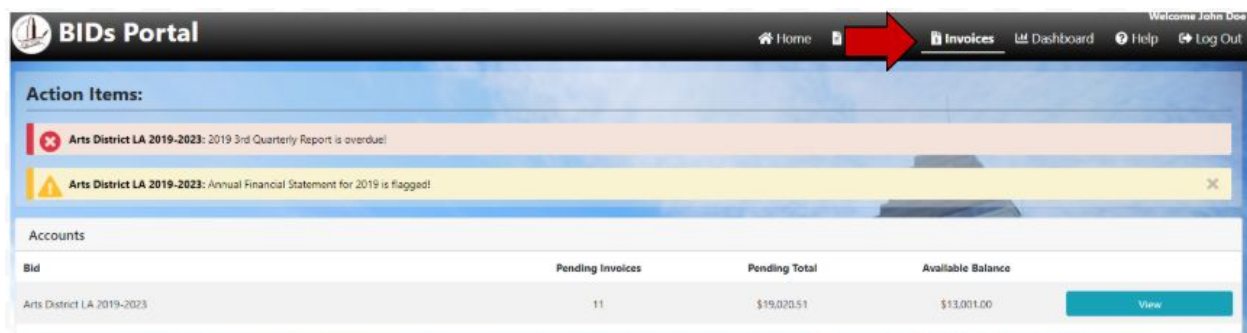


(SAME AS CURRENT PROCEDURE)

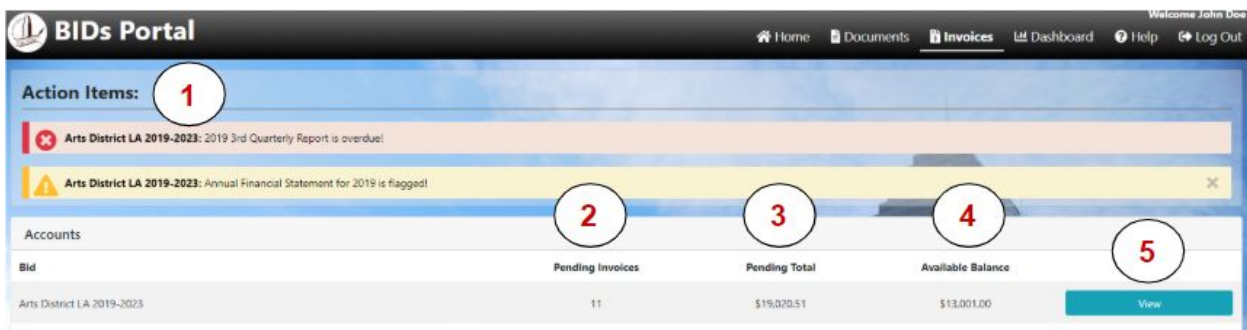
# Invoices

The **Invoices** function is designed to give you an overview of your funding. You will be able to see when your funds have been deposited or withdrawn, invoice history, and current fund balance.

1. Click **Invoices** in the navigation bar



## 2. Invoices Dashboard Description



### I. Action Items:


- A. Notifications in **RED** identify items that place the BID **out of compliance**. You will need to take care of each item before the BID is able to invoice the City Clerk's Office for funds.
- B. Notifications in **YELLOW** identify items that need your attention. You will still be able to invoice the division for funds.

**Tip:** Click on an item to take action on it.

- II. **Pending Invoices:** Number of invoices being processed
- III. **Pending Total:** Total funds being processed for transfer
- IV. **Available Balance:** Funds available for invoicing
- V. **View:** Opens a detailed breakdown of funding and invoice history

3. Click **View**

Accounts			
Bid	Pending Invoices	Pending Total	Available Balance
Arts District LA 2019-2023	11	\$19,020.51	\$13,001.00
























[View](#)

4. **Funding & Invoice History Page Description**

Arts District LA 2019-2023 Balance: \$13,001.00

[Funding Summary](#)
[Invoices](#)
1
2

Type	Description	Date	Amount	Remittance Summary	Invoice
County Remittance	County Remittance - 10/31/19	10/31/19	\$15,000.00		
County Remittance	County Remittance	10/30/19	-\$1,999.00		
City Parcel Payment	City Parcel Payment - 10-30-2019	10/30/19	\$1,000.00		
Community Redevelopment Agency	Community Redevelopment Agency	10/30/19	\$300.00		
General Benefit	General Benefit - 10/2019	10/15/19	\$45.50		
Rollover	Rollover : Test - 2019-10-15	10/15/19	\$1,000.00		
City Parcel Payment	City Parcel Payment - 2019-10-09	10/9/19	\$300.00		
County Remittance	County Remittance - 2019-10-09	10/9/19	\$200.00		
General Benefit	General Benefit - 2019	10/9/19	\$555.30		
County Remittance	County Remittance - 2019-10-09	10/9/19	\$1,000.00		
County Remittance	County Remittance	9/30/19	\$321.00		
General Benefit	General Benefit 8/2019	9/26/19	\$1,502.25		
Interest Accrued	Interest Accrued 8/2019	9/26/19	\$10.25		
County Remittance	County Remittance	9/26/19	\$500.00		
Private Direct Billing	Private Direct Billing 7/2019	9/26/19	\$2,386.21		
County Remittance	County Remittance - Testing File Upload with file	9/26/19	\$200.00		

H
4
1
2
3
▶
H

[◀ Back to Accounts](#)
4
5 [+ New Invoice](#)

- I. **Funding & Invoice Tabs:** Use to toggle between Funding Summary & Invoice Summary
- II. **Balance:** Funds available for invoicing
- III. **PDF. Icon:** Click to view supporting documents or the invoice used to request the funds
- IV. **Back to Accounts:** Takes you back to the **Invoices** dashboard
- V. **+ New Invoice:** Create/Submit an invoice for funds

5. Click **+ New Invoice** to create a new invoice

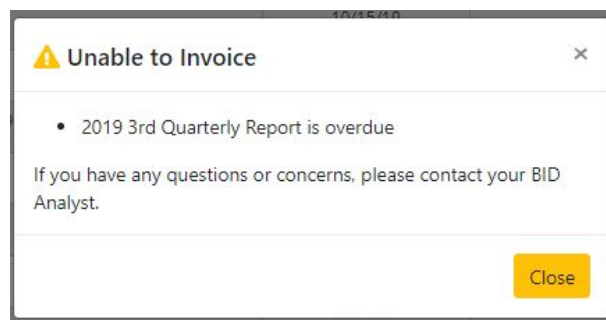
Arts District LA 2019-2023 Balance: \$13,001.00

Funding Summary Invoices

Type	Description	Date	Amount	Remittance Summary	Invoice
County Remittance	County Remittance - 10/31/19	10/31/19	\$13,000.00		
County Remittance	County Remittance	10/30/19	-\$1,999.00		
City Parcel Payment	City Parcel Payment - 10-30-2019	10/30/19	\$1,000.00		
Community Redevelopment Agency	Community Redevelopment Agency	10/30/19	\$300.00		
General Benefits	General Benefits - 10/2019	10/15/19	\$45.30		
Rollover	Rollover - Test - 2019-10-15	10/15/19	\$1,000.00		
City Parcel Payment	City Parcel Payment - 2019-10-09	10/9/19	\$300.00		
County Remittance	County Remittance - 2019-10-09	10/9/19	\$200.00		
General Benefits	General Benefits - 2019	10/9/19	\$553.30		
County Remittance	County Remittance - 2019-10-09	10/9/19	\$1,000.00		
County Remittance	County Remittance	9/30/19	\$321.00		
General Benefits	General Benefits 9/2019	9/25/19	\$1,500.25		
Interest Accrued	Interest Accrued 9/2019	9/25/19	\$10.25		
County Remittance	County Remittance	9/25/19	\$300.00		
Private Direct Billing	Private Direct Billing 7/2019	9/25/19	\$2,386.21		
County Remittance	County Remittance - Testing File Upload with file	9/25/19	\$200.00		

[Back to Accounts](#) [+ New Invoice](#)

\*If your BID is out of compliance, you will not be able to create an invoice. A text box will appear notifying you why. You will need to take action on the item(s) before you will be able to invoice the department for funds.



**\*SKIP TO STEP 15 FOR MERCHANT-BASED BID INVOICING**

**6. Review the Invoice**

\*The requested balance is broken down into the categories identified in your MDP/Annual Report. You can adjust these balances at your discretion to reflect the BIDs spending.

New Invoice ×

Fund Request Invoice

Funds	Amount
County Remittance - 11/18/19	\$12,500.00
<b>Available Funds: \$12,500.00</b>	

Services	Percentage	Amount	
Clean & Safe	80 %	\$ 10000	Remove
Management/Administration/City Fees/Delq Assmts	16 %	\$ 2000	Remove
Fix	4 %	\$ 500	Remove

**Request Total: \$12,500.00**

Electronic Fund Transfer (EFT) information is on file with the City.

Enter new Remit Address: (Information entered is subject to review)

Remit Name

Address

City

State

Zip

**7. Select Electronic Fund Transfer (ETF) or Enter Updated Remittance Address**

New Invoice ×

Fund Request Invoice

Funds	Amount
County Remittance - 11/18/19	\$12,500.00
Available Funds: \$12,500.00	

Services	Percentage	Amount	
Clean & Safe	80 %	\$ 10000	Remove
Management/Administration/City Fees/Delq Assmts	16 %	\$ 2000	Remove
Fix	4 %	\$ 500	Remove

Request Total: \$12,500.00

Electronic Fund Transfer (EFT) information is on file with the City.

Enter new Remit Address: (Information entered is subject to review)

Remit Name  
Arts District Remittance LLC.

Address  
100 Main Street, 22nd Floor

City: Los Angeles      State: CA      Zip: 90012

Cancel Submit

**8. Click Submit**

New Invoice ×

Fund Request Invoice

Funds	Amount
County Remittance - 11/18/19	\$12,500.00
Available Funds: \$12,500.00	

Services	Percentage	Amount	
Clean & Safe	80 %	\$ 10000	Remove
Management/Administration/City Fees/Delq Assmts	16 %	\$ 2000	Remove
Fix	4 %	\$ 500	Remove

Request Total: \$12,500.00

Electronic Fund Transfer (EFT) information is on file with the City.

Cancel Submit

## 9. Review and Click **Sign Request**

New Invoice
×

**Arts District Los Angeles Company**  
 627 S. Central Ave  
 Los Angeles CA. 90021  
<https://artsdistrictla.org/>

---

Monday, November 18, 2019

Holly L. Wolcott, Chief  
 Administrative Services Division  
 Office of the City Clerk  
 Room 224, City Hall  
 200 North Spring Street  
 Los Angeles, CA 90012

RE: Monthly Disbursement Request Invoice

As outlined in the agreement between the City of Los Angeles and the Arts District LA 2019-2023, we are requesting payment of the assessment funds in the amount of \$12,500.00 for November 18, 2019

Available Funds	Amount
County Remittance - 11/18/19	\$12,500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that payment requested will be expended in accordance with the provisions of the contract agreement , and as outlined in the District's Management Plan.  
 Expenditure Categories include:


Services	Amount
Clean & Safe	\$10,000.00
Management/Administration/City Fees/Delq Assmts	\$2,000.00
Fix	\$500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that I represent the 501(c)(3) and I am authorized to make this request on behalf of the organization.

John Doe  
 Test Title

We are requesting an electronic transfer of the funds. The City has our account information.

**Accounts Payable**  
 Special Assessments Section  
 Administrative Services Division  
 Office of the City Clerk  
 Room 224, City Hall  
 200 North Spring Street  
 Los Angeles, CA. 90012



[Sign Request](#)

[Return to form](#)



### 10. Sign and Click **Finalize Signature** and **Sign Request**

New Invoice ×

---

**Arts District Los Angeles Company**  
627 S. Central Ave  
Los Angeles CA, 90021  
<https://artsdistrictla.org/>

---

Monday, November 18, 2019

Holly L. Wolcott, Chief  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

RE: Monthly Disbursement Request Invoice

As outlined in the agreement between the City of Los Angeles and the Arts District LA 2019-2023, we are requesting payment of the assessment funds in the amount of \$12,500.00 for November 18, 2019.

Available Funds	Amount
County Remittance - 11/18/19	\$12,500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that payment requested will be expended in accordance with the provisions of the contract agreement , and as outlined in the District's Management Plan.  
Expenditure Categories include:

Services	Amount
Clean & Safe	\$10,000.00
Management/Administration/City Fees/Delq Assmts	\$2,000.00
Fix	\$500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that I represent the 501(c)(3) and I am authorized to make this request on behalf of the organization.


John Doe  
Test Title

We are requesting an electronic transfer of the funds information.



[Return to form](#)

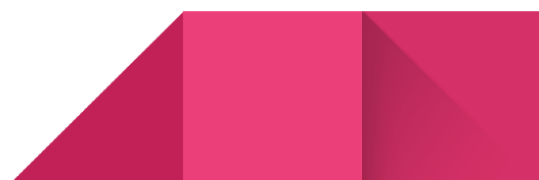
Set Signature

[Sign](#) [Upload](#) [Type](#)

  
[Clear Signature](#) [Finalize Signature](#)

If viewing the website on a mobile device, try putting the device in landscape mode if the input does not fit the screen.

  
  
[Sign Request](#)



### 11. Click **Submit**

New Invoice ×

**Arts District Los Angeles Company**  
627 S. Central Ave  
Los Angeles CA, 90021  
<http://artsdistrictla.org/>

Monday, November 18, 2019

Holly L. Wolcott, Chief  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

RE: Monthly Disbursement Request Invoice

As outlined in the agreement between the City of Los Angeles and the Arts District LA 2019-2023, we are requesting payment of the assessment funds in the amount of \$12,500.00 for November 18, 2019

Available Funds	Amount
County Remittance - 11/18/19	\$12,500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that payment requested will be expended in accordance with the provisions of the contract agreement , and as outlined in the District's Management Plan.

Expenditure Categories include:

Services	Amount
Clean & Safe	\$10,000.00
Management/Administration/City Fees/Delq Assmts	\$2,000.00
Fix	\$500.00
<b>Grand Total:</b>	<b>\$12,500.00</b>

I certify that I represent the 501(c)(3) and I am authorized to make this request on behalf of the organization.



John Doe  
Test Title

We are requesting an electronic transfer of the funds. The City has our account information.

**Accounts Payable**  
Special Assessments Section  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA, 90012

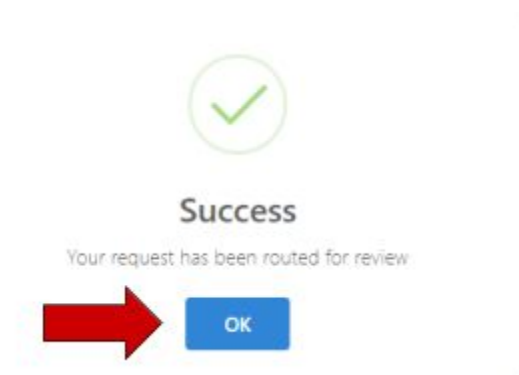


[Return to form](#)

[Re-sign](#) [Submit](#)

35

12. Click **OK**



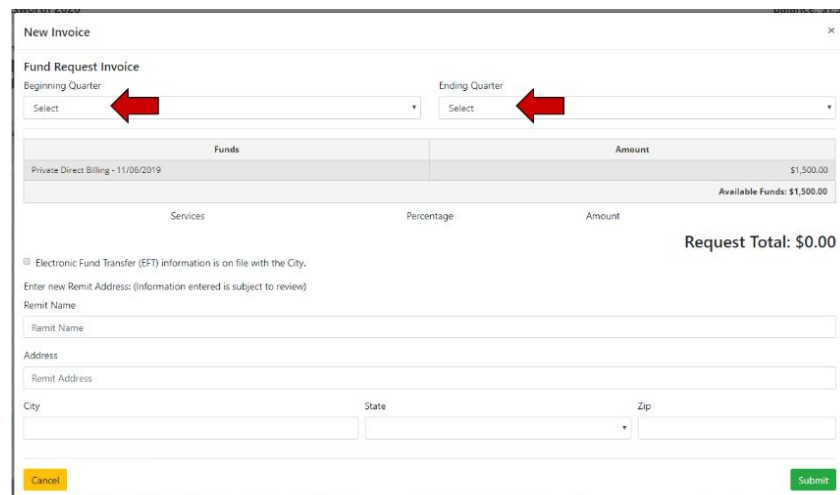
13. Your **Invoice** has been routed for **Review** and **Approval**

14. The **Invoices** Dashboard will update and reflect your pending Invoice

Accounts				
Bid	Pending Invoices	Pending Total	Available Balance	
Arts District LA 2019-2023	3	\$25,651.50	\$0.00	<a href="#">View</a>

## MERCHANT-BASED BID INVOICING

15. Select the **Quarter Start and End Dates** you will be invoicing for

A screenshot of a "New Invoice" form. The form is titled "New Invoice" and has a close button (X) in the top right corner. Below the title is the section "Fund Request Invoice". It contains two dropdown menus: "Beginning Quarter" and "Ending Quarter", both with "Select" as the current value. Red arrows point to these dropdowns. Below the dropdowns is a table with two columns: "Funds" and "Amount". The "Funds" column contains "Private Direct Billing - 11/05/2019" and the "Amount" column contains "\$1,500.00". Below the table is a section for "Request Total: \$0.00". There is a checkbox for "Electronic Fund Transfer (EFT) information is on file with the City." Below this is a section for "Enter new Remit Address: (Information entered is subject to review)". It contains fields for "Remit Name", "Address", "Remit Address", "City", "State", and "Zip". At the bottom left is a yellow "Cancel" button and at the bottom right is a green "Submit" button.

- 16. Select **Electronic Fund Transfer** or Enter **Payment Remittance Address Information**
- 17. Review and Click **Submit**

**New Invoice**

**Fund Request Invoice**

Beginning Quarter: 2019 4th Quarter: 10/1/19 to 12/31/19 | Ending Quarter: 2019 4th Quarter: 10/1/19 to 12/31/19

Funds	Amount
Private Direct Billing - 11/06/2019	\$1,500.00
<b>Available Funds: \$1,500.00</b>	

Request Total: \$0.00

Electronic Fund Transfer (EFT) information is on file with the City.

Enter new Remit Address: (Information entered is subject to review)

Remit Name:

Address:

City:  State:  Zip:

- 18. Review and Click **Sign Request**

**New Invoice**

**Chatsworth BID**  
2391 Tapo Street  
Simi Valley CA, 93063  
http://www.chatsworthbid.com

Wednesday, November 13, 2019

Holly L. Welcott, Chief  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA 90012

RE: Monthly Disbursement Request Invoice

As outlined in the agreement between the City of Los Angeles and the Chatsworth 2020, we are requesting payment of the assessment funds in the amount of \$2,500.00 for the period of October 1, 2019 (2019 4th Quarter) to December 31, 2019 (2019 4th Quarter).

Available Funds	Amount
Private Direct Billing - 11/13/2019	\$2,500.00
<b>Grand Total:</b>	<b>\$2,500.00</b>

I certify that payment requested will be expended in accordance with the provisions of the contract agreement, and as outlined in the District's Management Plan.

Expenditure Categories include:

Services	Amount
Ambassador / Security Services	\$1,250.00
Marketing and Promotions	\$1,250.00
<b>Grand Total:</b>	<b>\$2,500.00</b>

I certify that I represent the 501(c)(3) and I am authorized to make this request on behalf of the organization.

John Doe  
Text Title

We are requesting an electronic transfer of the funds. The City has our account information.

**Accounts Payable**  
Special Assessments Section  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA, 90012

19. Sign and Click **Finalize Signature**



Set Signature

Sign Upload **Type**

*John Doe*

**Finalize Typed Signature**

If viewing the website on a mobile device, try putting the device in landscape mode if the input does not fit the screen.

20. Click **Submit**

I certify that I represent the 501(c)(3) and I am authorized to make this request on behalf of the organization.


*John Doe*

John Doe  
Test Title

We are requesting an electronic transfer of the funds. The City has our account information.

**Accounts Payable**  
Special Assessments Section  
Administrative Services Division  
Office of the City Clerk  
Room 224, City Hall  
200 North Spring Street  
Los Angeles, CA. 90012

**Return to form** **Re-sign** **Submit**



38

21. Click **OK**



22. Your **Invoice** has been routed for **Review** and **Approval**

23. The **Invoices** Dashboard will update and reflect your pending Invoice

Accounts				
Bid	Pending Invoices	Pending Total	Available Balance	
Arts District LA 2019-2023	0	\$0.00	\$13,001.00	<a href="#">View</a>
Chatsworth 2020	2	\$4,250.00	\$0.00	<a href="#">View</a>

# Dashboard

The **Dashboard** function gives you an overview of your BID. The overview includes assessment and fund information, invoice history, a budget breakdown, and a list of stakeholder information.

1. Click **Dashboard** in the navigation bar

**BIDs Portal** | Home | Docum | **Dashboard** | Help | Log Out | Welcome John Doe

**Arts District LA 2019-2023**

<b>Total Assessment</b> \$1,495,398.39 Parcels: 1155	<b>Funds Deposited</b> \$32,021.51 Rollover \$1,000.00 as of November	<b>Funds Invoiced</b> \$19,020.51 Pending \$0.00 as of November	<b>Funds Available</b> \$13,001.00 as of November <a href="#">Go to Funding Detail</a>
--	--	--	---

**Estimated Expenditures by Service**

- Clean & Safe (20%)
- Management/Administration/City Fees/Daily Assmts (80%)

APN	Prop. Owner	Site Address	City	Zip Code	Assessment
5163026007	1240 Palmetto LLC	448 S Alameda St	Los Angeles	90013	\$559.24
5164001007	1245 Factory Place LLC	1245 Factory Pl #100	Los Angeles		\$4,203.51
5164008031	1300 Factory Place LLC	1300 Factory Pl	Los Angeles		\$4,902.61
5164009036	1300 Factory Place LLC	No site address	Los Angeles		\$520.45
5164009037	1300 Factory Place LLC	1282 Factory Pl	Los Angeles		\$1,056.01
5164009040	1300 Factory Place LLC	1246 Factory Pl	Los Angeles		\$1,040.90
5164008032	1308 Factory Place LLC	1308 Factory Pl	Los Angeles		\$13,617.56
5163006088	1334 Partners LP	940 E 2nd St #38	Los Angeles		\$271.26
5164008006	1337 E 6th Street LLC	1337 E 6th St	Los Angeles		\$798.02
5164008011	1337 E 6th Street LLC	No site address	Los Angeles		\$816.14

Rows per page: 10

I. BID Name / Term Length / Assessment & Fund Information

**Tip:** Hover your mouse over the  icon for a quick description of the item.

II. Budget Categories & Expenditures YTD

III. Stakeholder Information

**Tip:** You can use the search box at the top of a column to find specific information, or, Click on a category and sort the information alphabetically.