

# LAWCX RENEWAL SURVEY Quick Start Guide



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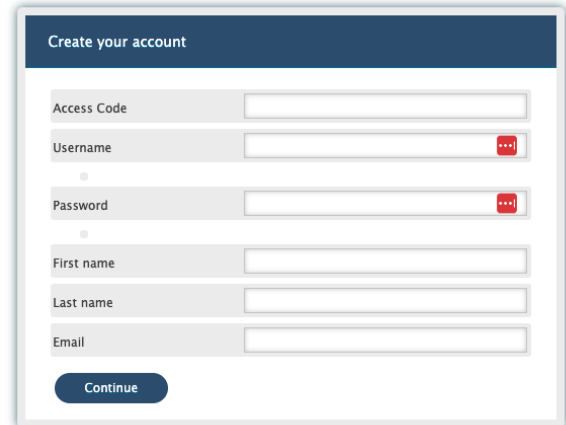
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## Welcome to the LAWCX Survey tool

LAWCX is pleased to partner with iLearningEngines to provide you the LAWCX renewal application for the 2024/25 coverage year. This guide will walk you through how to access the system and the assessments needed.

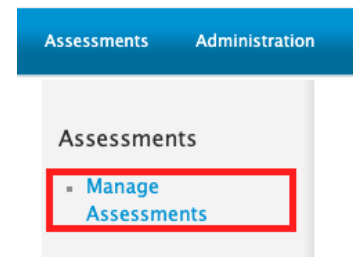
## How to Register for an Account

- Go to [ins.ilearningengines.com/LAWCX](https://ins.ilearningengines.com/LAWCX)
- Click on “Register Here”
- Enter the required information and click “Continue”
- The “Access Code” will be provided by a member of LAWCX



## Accessing an Assessment




- Click on the “Assessments” tab
- Click on “Manage Assessments” in the left-hand side menu
- You should see a list of assessments assigned to your account to be completed, for example:




### Manage Assessments

All

Excel PDF Print Show 10 entries Search

Assessment	Parent	Child	Site	Started	Last Updated	Launched By	Updated By	Status	Actions
Annual Renewal Survey (V1)	DIRECT/INDEPENDENT (LAWCX)	Test Platform (LAWCX)		08/07/2023 11:30 AM (CST)	08/07/2023 11:30 AM (CST)	SuperAdmin, LAWCX	SuperAdmin, LAWCX	Incomplete	  

- On this table you can view the Assessment’s name, under which organization it is designated to, when the survey was launched, as well as the Status.
- In the “Actions” column, you can select the “Continue Assessment” button:  to enter the assessment that has been assigned to your organization and complete it.
- The lock symbol indicates someone is currently accessing this specific survey. This must be unlocked for you to access.

## Completing an Assessment

Following the steps above, you are ready to complete any Assessment(s) assigned to your organization. Questions listed next to a red asterisk \* are mandatory. In these assessments all questions are mandatory – if questions do not apply, select the N/A option.

Some questions will require you to [upload a file](#) 📎, you can do so by following these steps:

- Click on “Show/Hide Upload Tool” to display the upload tool
- Click “Add Files” to browse and find the file you would like to upload

\* 12. Does your entity Own/Lease/Charter any aircraft?

If applicable, select the correct option and upload an *Aircraft Form* listing required details for each aircraft to which it applies.?

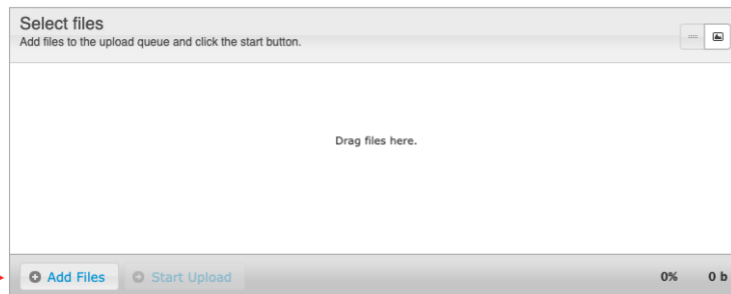
- Own
- Lease
- Charter
- N/A

Add File(s):

Show/Hide Upload Tool

Files to attach to this assessment:

**Warning:** Please remove special characters from file names prior to upload (i.e., commas, apostrophes, slashes, quotes) and ensure that all files have a valid extension (i.e., .doc, .pdf, .xls).



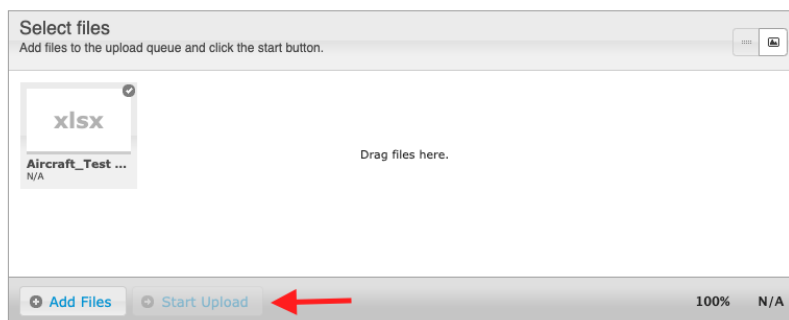
- Select the file you would like to upload
- Click “Start Upload”
- Ensure the file displays under “Files to attach to this assessment”

Add File(s):

Show/Hide Upload Tool

Files to attach to this assessment:

**Warning:** Please remove special characters from file names prior to upload (i.e., commas, apostrophes, slashes, quotes) and ensure that all files have a valid extension (i.e., .doc, .pdf, .xls).



Aircraft\_Test 1.xlsx

- Your file has been successfully uploaded

## Other notes:

You can save your progress by clicking “Save and Exit” at the bottom of the screen. Do not navigate away from the assessment without choosing this option or your survey details will **not be saved to the database**.

At this time proceed to review the data you may need to modify in the data managers (Employee Location Data and Payroll data) as outlined below.

## Renewal Form Resources

On the left-hand side menu you will see a section for “Renewal Form Resources”. This section has three types of files:

- Data Form templates: required for some questions within the assessments
- Employee Location and Payroll Data Manager: collection of data to be reviewed and updated annually.
- Payroll class codes: reference sheet for payroll annual data review

### Renewal Form Resources

- Aircraft Data Form
- Pilot History Form
- Watercraft Data Form
- Events Data Form
- Payroll Class Codes
- Payroll Data
- Employee Location Data

## How to Modify Annual Data



















You may be required to review and update the “Employee Location Data” or “Payroll Data”. Below you can see examples on how to properly fill out this information:

### [Employee Location Data](#)

- Go to “Renewal Form Resources”
- Click on “Employee Location Data”
  - A table like this will load:



Location Data Manager

This tool allows you to view, add, edit, and export historical data.

Member Number	Member Name	Code	Location Name	Physical Address	City	State	Zip Code	Year Built	Construction Type	Floors	Upgraded	Total Empl at Location (23/24)	Total Empl at Location (24/25)	Max # of Empl Per Shift (23/24)	Max # of Empl Per Shift (24/25)	Average Empl Per Floor (23/24)	Average Empl Per Floor (24/25)	Status	Updated	Actions
05-0001	City of Angels Camp	67290	Angels Camp, City of	200 Monte Verde St. Ste B	Angels Camp	CA	95222					50		50				Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - MUSEUM	753 SOUTH MAIN STREET	ANGELS CAMP	CA	95222	1949	MASONRY CONST/WOOD ROOF	2	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - FIRE STATION	1404 VALLECITO ROAD	ANGELS CAMP	CA	95222	1967	ALL COMB (WOOD FRAME)	1	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - CITY HALL	584 SOUTH MAIN STREET	ANGELS CAMP	CA	95222	1970	ALL COMB (WOOD FRAME)	1	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - PUBLIC WORKS	2990 CENTENNIAL LANE	ANGELS CAMP	CA	95222	1980	ALL STEEL	1	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - FIRE/POLICE STATION	200 A MONTE VERDE DRIVE	ANGELS CAMP	CA	95222	1995	ALL STEEL	1	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - MUSEUM	753 SOUTH MAIN STREET	ANGELS CAMP	CA	95222	2006	ALL STEEL		N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - VISITOR CENTER	1102 SOUTH MAIN STREET	ANGELS CAMP	CA	95222	2000	ALL COMB (WOOD FRAME)	1	N							Active	08/09/2023	 
05-0001	City of Angels Camp		City of Angels Camp - POST OFFICE	1216 S. MAIN STREET	ANGELS CAMP	CA	95222	1964	CONCRETE BLOCK / COMB ROOF	1	N							Active	08/09/2023	 

Showing 1 to 9 of 9 entries

Previous  Next

- Click the “Edit” icon  under the “Actions” column to edit or the “Deactivate” icon  to deactivate a specific record
- If you click “Edit” you will be able to fill out the required fields and then click “Save” to save the new information:

Location Data Manager – Edit Record

*Red asterisk (\*) denotes required fields.*

Member Number:	05-0001
Member Name:	City of Angels Camp
Code:	67290
Location Name:	Angels Camp, City of
Physical Address:	200 Monte Verda St. Ste B
City:	Angels Camp
State:	CA
Zip Code:	95222
Year Built:	
Construction Type:	
Floors:	
Upgraded:*	<input type="text"/>
Total Empl at Location (23/24):	50
Total Empl at Location (24/25):*	<input type="text"/>
Max # of Empl Per Shift (23/24):	50
Max # of Empl Per Shift (24/25):	<input type="text"/>
Average Empl Per Floor (23/24):	
Average Empl Per Floor (24/25):	<input type="text"/>
Status:	Active <input type="button" value="v"/>

- You may also add a new records by clicking on the “Add New Record” button that is located above the chart.

## Payroll Data















- Go to “Renewal Form Resources”
- Click on “Payroll Historical Data”
  - A table like this will load:

### Payroll Data Manager



This tool allows you to view, add, edit, and export historical data. See Payroll Class Code resource for descriptions in the left-hand menu.

Data Type:   
Status:   
Last Updated From Date:   
Last Updated To Date:

Show 10 entries

Member Number	Name	Job Classification	Full-Time Employees (21/22)	Full-Time Employees (22/23)	Audited Annual Payroll (21/22)	Audited Annual Payroll (22/23)	Status	Updated	Actions
05-0001	City of Angels Camp	8810	6		551,896.00		Active	08/09/2023	 
05-0001	City of Angels Camp	7706	6		364,264.00		Active	08/09/2023	 
05-0001	City of Angels Camp	7707	10		200,878.00		Active	08/09/2023	 
05-0001	City of Angels Camp	9410	5		25,098.00		Active	08/09/2023	 
05-0001	City of Angels Camp	7720	8		658,044.00		Active	08/09/2023	 
05-0001	City of Angels Camp	9422	7		338,043.00		Active	08/09/2023	 
05-0001	City of Angels Camp	7580	6		360,229.00		Active	08/09/2023	 

Showing 1 to 7 of 7 entries

- Click the “Edit” icon  under the “Actions” column to editing or “Deactivate” icon  to deactivate a specific record
- If you click “Edit” you will be able to fill out the required fields and then click “Save” to save the new information:

### Payroll Data Manager – Edit Record

Red asterisk (\*) denotes required fields.

Member Number:	05-0001
Name:	City of Angels Camp
Job Classification:	8810
Full-Time Employees (21/22):	6
Full-Time Employees (22/23):*	<input type="text"/>
Audited Annual Payroll (21/22):	551,896.00
Audited Annual Payroll (22/23):*	<input type="text" value="0.00"/>
Status:	<input type="text" value="Active"/>

- You may also add a new records by clicking on the “Add a New Class Code” button that is located above the chart.

## How to Submit a Survey

Prior to submitting the assessment, ensure that all of the documents show as uploaded next to each question and that all the data required in the Employee Location Data manager and Payroll Data manager have been updated.

The best practice is to review all of your questions. If you're unsure on any of the questions, click "Save & Exit" and return later to modify the question as needed.

When you have completed the assessment, click "Save and Submit". Once submitted, the assessment **cannot** be modified.

A summary screen of your survey submission will be displayed upon completion.

### Have Questions?

For technical assistance with the website, please contact iLearningEngines at [Helpdesk@ins.ilearningengines.com](mailto:Helpdesk@ins.ilearningengines.com)