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Introduction

To access the DHCS portal and use the Lanterman Petris Short Act (LPS) Data Reporting application, users must complete the Azure Registration Process for verification and registration. This process is triggered when the user is added to the DHCS system.

Microsoft (MS) Azure Registration Process

Accept Invitation

The user will receive an invitation email. Click the “Accept invitation” button to proceed to the next step.

From: **Microsoft Invitations on behalf of California Department of Health Care Services** <invites@microsoft.com>
Date: [REDACTED] 2025 at 3:13 PM
Subject: [REDACTED] @DHCS invited you to access applications within their organization
To: [REDACTED] [mail.com](mailto:[REDACTED]@mail.com)>

 Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: [REDACTED] @DHCS ([REDACTED] [@dhcs.ca.gov](mailto:[REDACTED]@dhcs.ca.gov))
Organization: California Department of Health Care Services
Domain: cadhcs.onmicrosoft.com

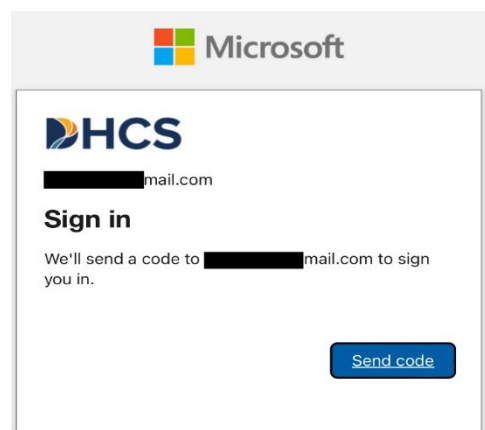
If you accept this invitation, you'll be sent to https://myapps.microsoft.com/?tid=265c2dcd-2a6e-43aa-b2e8-26421a8c8526&login_hint=latalps48@gmail.com.

[Accept invitation](#)

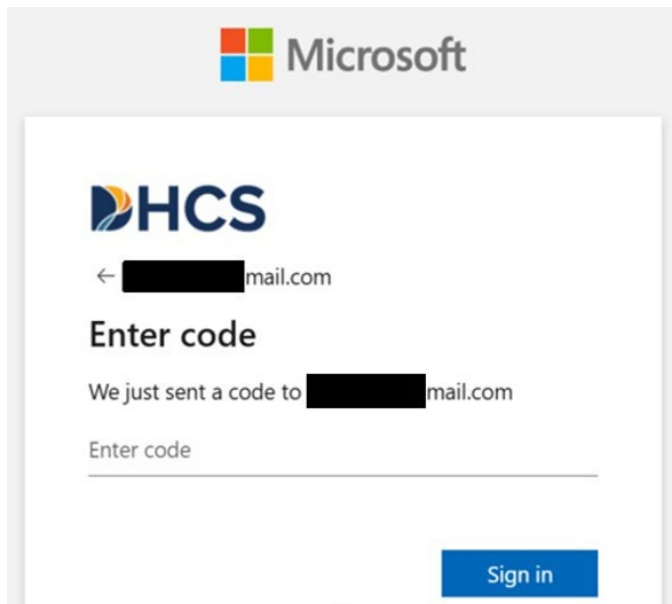
This invitation email is from California Department of Health Care Services (cadhcs.onmicrosoft.com) and may include advertising content. California Department of Health Care Services has not provided a link to their privacy statement for you to review. Microsoft Corporation facilitated sending this email but did not validate the sender or the message.

Verify Email

After accepting the invitation, a verification screen will appear. Click “Send code” to receive a verification code via email.



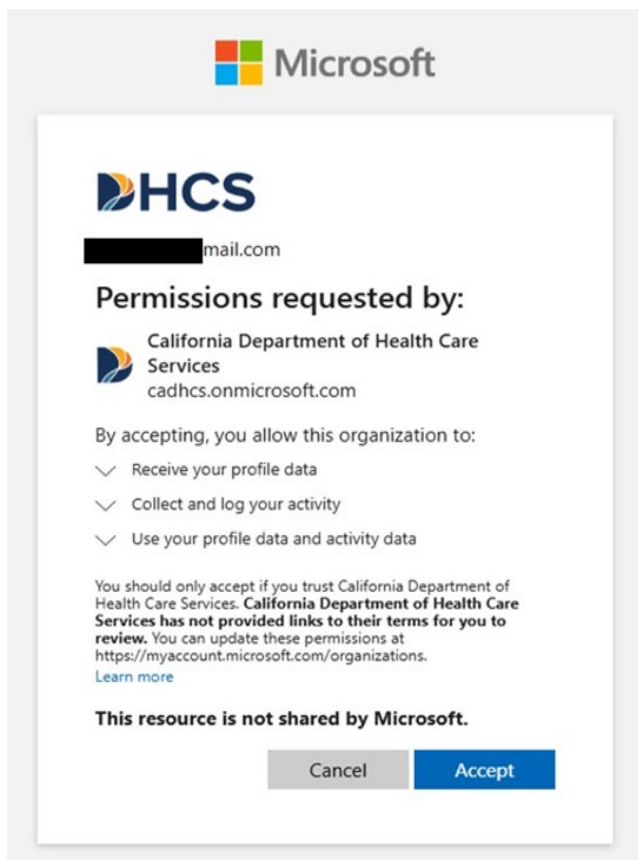
Enter the Account Verification Code received from the California Department of Health Care. Click "Sign In" to continue.



The image shows a Microsoft login interface. At the top is the Microsoft logo. Below it is the DHCS logo. A back arrow and a redacted email address followed by "mail.com" are visible. The text "Enter code" is prominently displayed. Below that, it says "We just sent a code to" followed by the same redacted email address. There is a text input field labeled "Enter code". At the bottom right is a blue "Sign in" button.

Accept Permissions

The user will be redirected to a permissions page. Click "Accept" to proceed.



The image shows a Microsoft permissions screen. At the top is the Microsoft logo. Below it is the DHCS logo. A redacted email address followed by "mail.com" is visible. The text "Permissions requested by:" is followed by the DHCS logo and the text "California Department of Health Care Services" and "cadhcs.onmicrosoft.com". Below this, it says "By accepting, you allow this organization to:" followed by three checked items: "Receive your profile data", "Collect and log your activity", and "Use your profile data and activity data". A warning message states: "You should only accept if you trust California Department of Health Care Services. California Department of Health Care Services has not provided links to their terms for you to review. You can update these permissions at https://myaccount.microsoft.com/organizations." followed by a "Learn more" link. At the bottom, it says "This resource is not shared by Microsoft." and there are "Cancel" and "Accept" buttons.

A pop-up will appear stating "More information is required. Click "Next" to continue.



[Redacted] .com

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

WARNING: This is a State of California system for official use by authorized users; subject to being monitored and/or restricted at any time. Unauthorized or improper use of this system shall be subject to disciplinary action, prosecution or both.

Multi-Factor Authentication (MFA) Setup

There are two methods for setting up multi-factor authentication, depending on the user's preference. Please follow the appropriate steps below.

1. Using Microsoft Authenticator App

Clicking "Next" will open the Microsoft Security page. Follow the on-screen instructions to download and set up the Microsoft Authenticator app for MFA.

California Department of Health Care Services

Keep your account secure

Microsoft Authenticator



Start by getting the app

On your phone, install the Microsoft Authenticator app. [Download now](#)

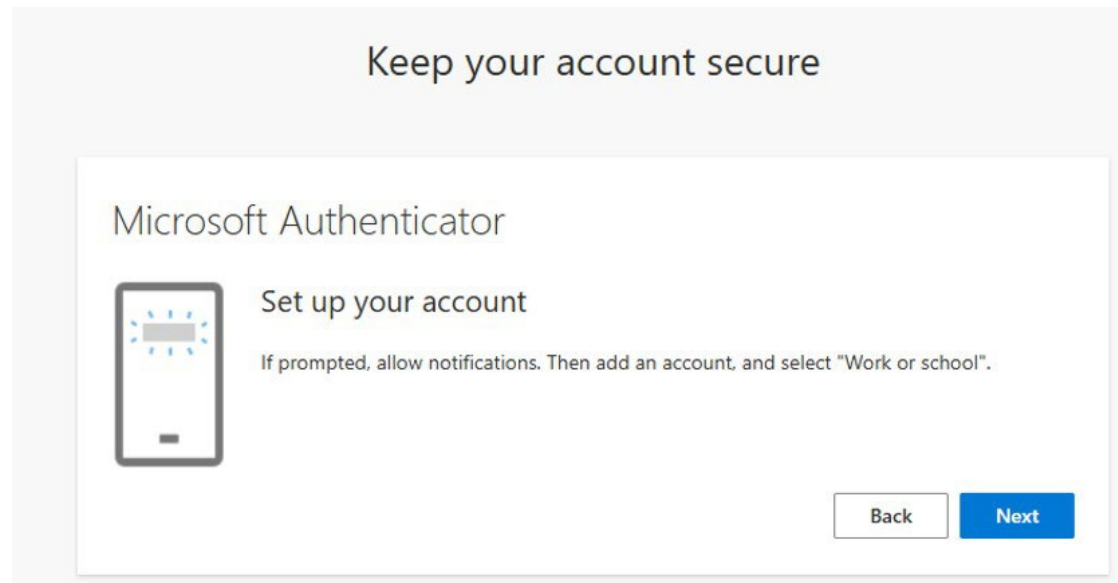
After you install the Microsoft Authenticator app on your device, choose "Next".

[I want to use a different authenticator app](#)

Next

[I want to set up a different method](#)

After downloading the application on your phone, click "Next" to launch the Microsoft Authenticator app.



Clicking "Next" will open the Microsoft Authenticator page, displaying a QR code for scanning.

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



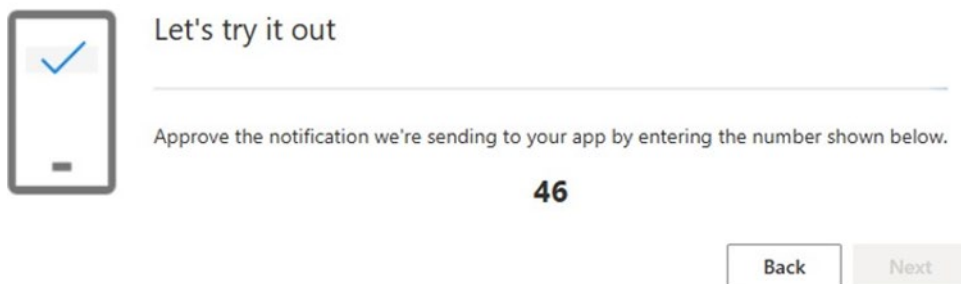
Can't scan image?

Back

Next

Once the QR code is scanned with your phone, click "Next" on the desktop screen. The Microsoft Authenticator app will generate a random number, which you will need to enter on your phone to approve the authentication request.

Microsoft Authenticator

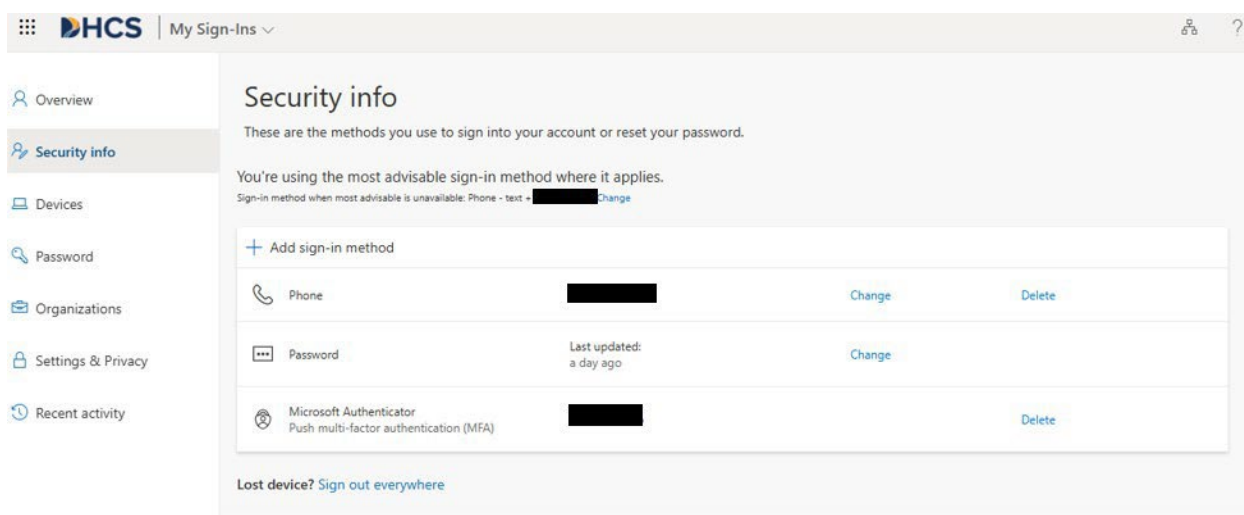


Once the device is approved, the following screen will appear on the desktop. Click "Next" to proceed.

Microsoft Authenticator

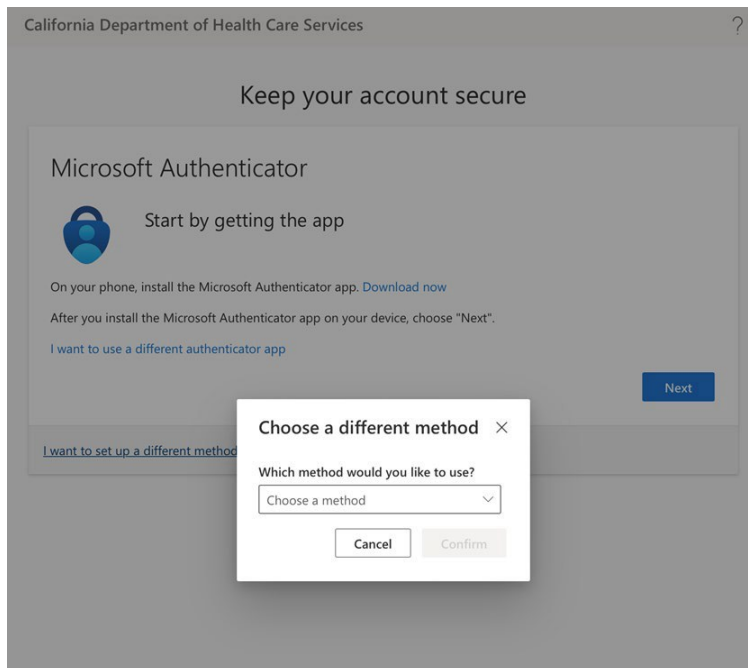


Upon completing the setup, click "Done". The user will be redirected to the confirmation page.

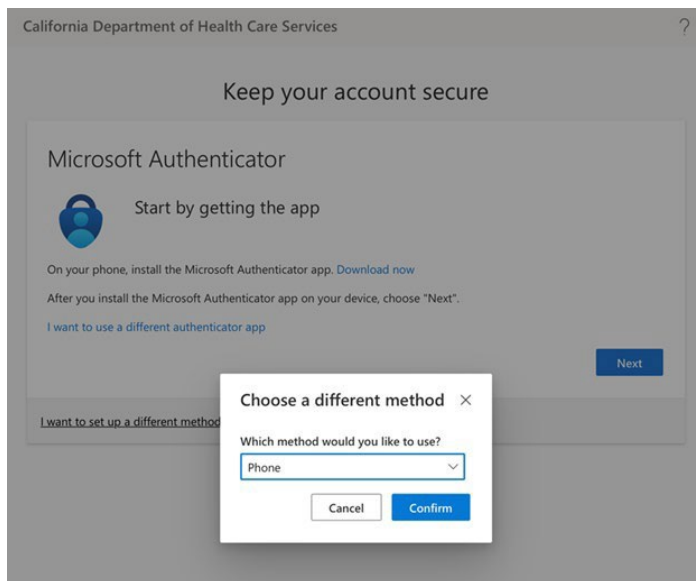


2. Using Phone Authentication

Click "I want to set up a different method" available at the left bottom. A pop-up screen will appear.



From the "Which method would you like to use?" dropdown, select "Phone". Click "Confirm."



Enter your phone number and select either:

- » "Receive a code" (via SMS)
- » "Call me" (voice call)

And click “Next”

California Department of Health Care Services ?

Keep your account secure

Phone

You can prove who you are by answering a call on your phone or receiving a code on your phone.

What phone number would you like to use?

☒ Receive a code
☐ Call me

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[I want to set up a different method](#)

A 6-digit security code will be sent to your phone via the selected method. Enter the received MFA code and submit.

California Department of Health Care Services ?

Keep your account secure

Phone

We just sent a 6 digit code to [REDACTED]. Enter the code below.

[Resend code](#)

[I want to set up a different method](#)

After entering the MFA code user will see the following screen.

California Department of Health Care Services ?

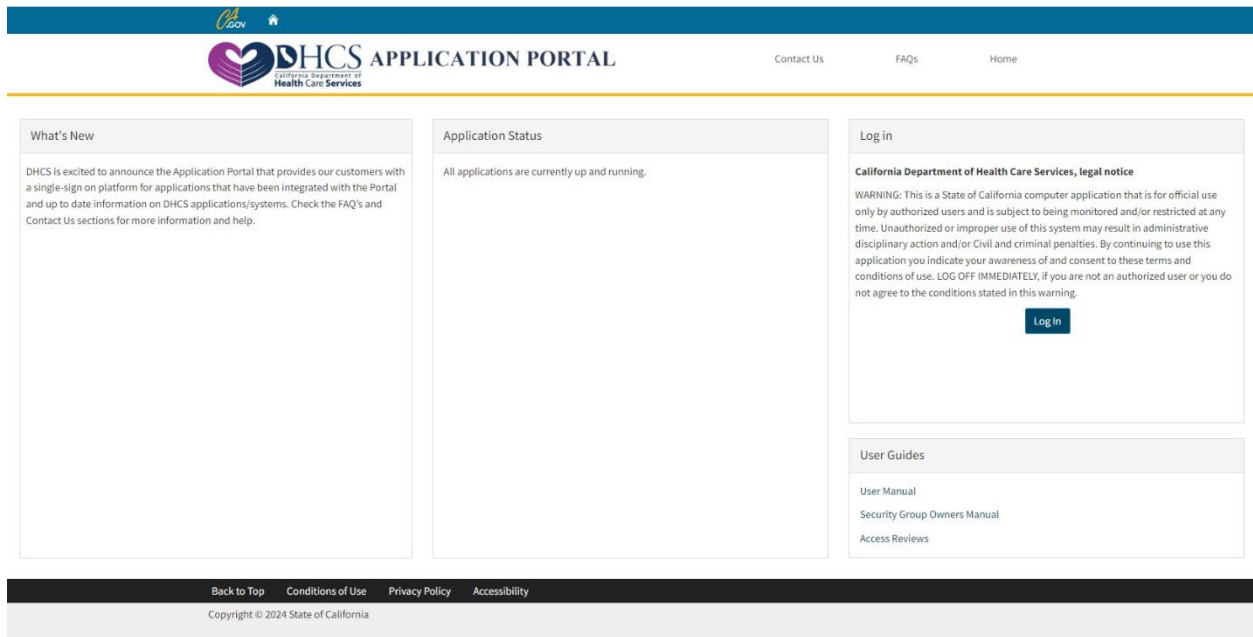
Keep your account secure

Phone

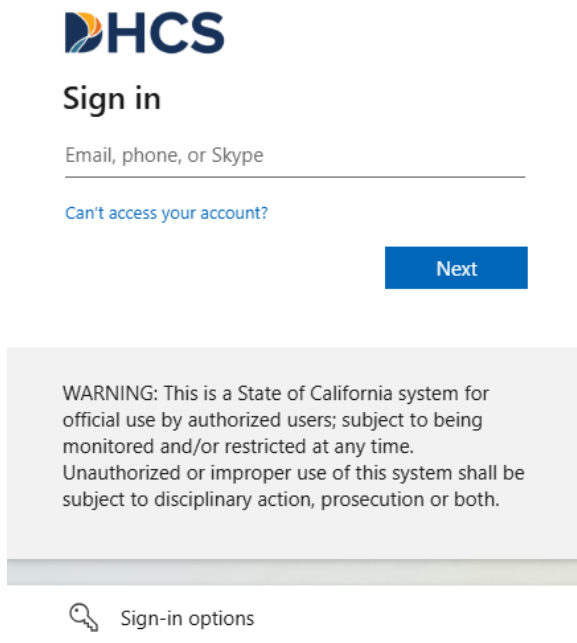
✓ Verification complete. Your phone has been registered.

Application Access via DHCS Portal

After completing the MFA setup, go to the DHCS Application Portal at <https://portal.dhcs.ca.gov> and click the “Login” button to access LPS Data Reporting application.



Enter your registered email or phone number and click “Next”.



Primarily: Password and Phone Authenticator App

Enter Password and click on "Sign In"



The screenshot shows the DHCS login interface. At the top is the DHCS logo. Below it is the email address "amrit.mahal@dhcs.ca.gov" with a back arrow. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the field is a link that says "Forgot my password". A blue "Sign in" button is positioned to the right of the password field. At the bottom of the page, there is a grey box containing a warning message.

DHCS

← amrit.mahal@dhcs.ca.gov

Enter password

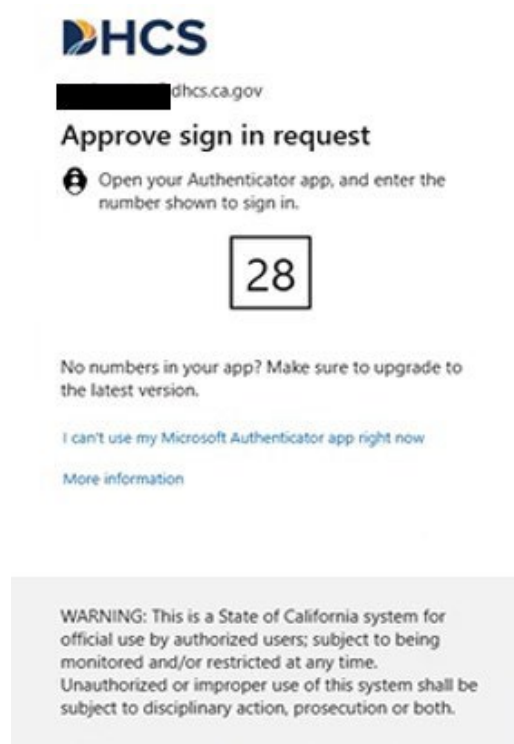
Password

[Forgot my password](#)

Sign in

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User will be prompted with a number. Open your Authenticator App, and enter the displayed number to complete the Sign-In process.



The screenshot shows the DHCS login interface for the second step. At the top is the DHCS logo. Below it is a redacted email address followed by "dhcs.ca.gov". The main heading is "Approve sign in request". There is an icon of a phone with a checkmark and the text "Open your Authenticator app, and enter the number shown to sign in." Below this is a box displaying the number "28". At the bottom of the page, there is a grey box containing a warning message.

DHCS

[Redacted] dhcs.ca.gov

Approve sign in request

📞 Open your Authenticator app, and enter the number shown to sign in.

28

No numbers in your app? Make sure to upgrade to the latest version.

[I can't use my Microsoft Authenticator app right now](#)

[More information](#)

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Alternatively: Authentication Code through Email

Enter the authentication code received via email and click “Sign In”.



← [redacted]mail.com

Enter code

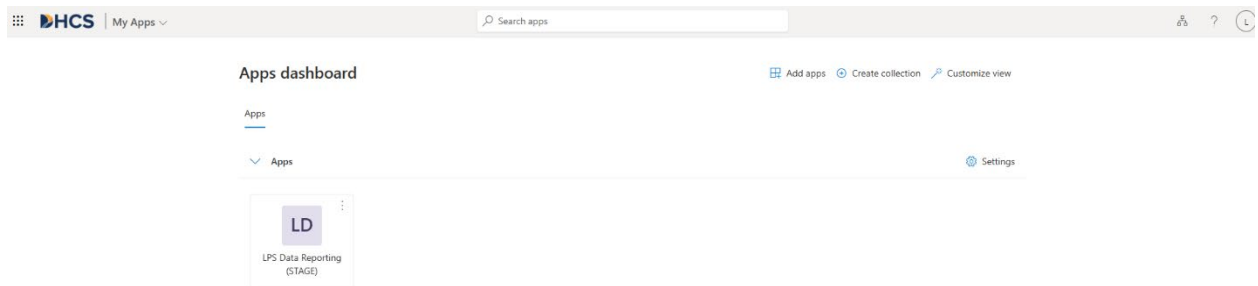
We just sent a code to [redacted]mail.com

Enter code

Didn't receive it? Please wait for a few minutes and [try again](#).

Sign in

Upon successful authentication, the user will be redirected to the My Apps page.



Click on “LPS Data Reporting (Prod)” app, to access the application.