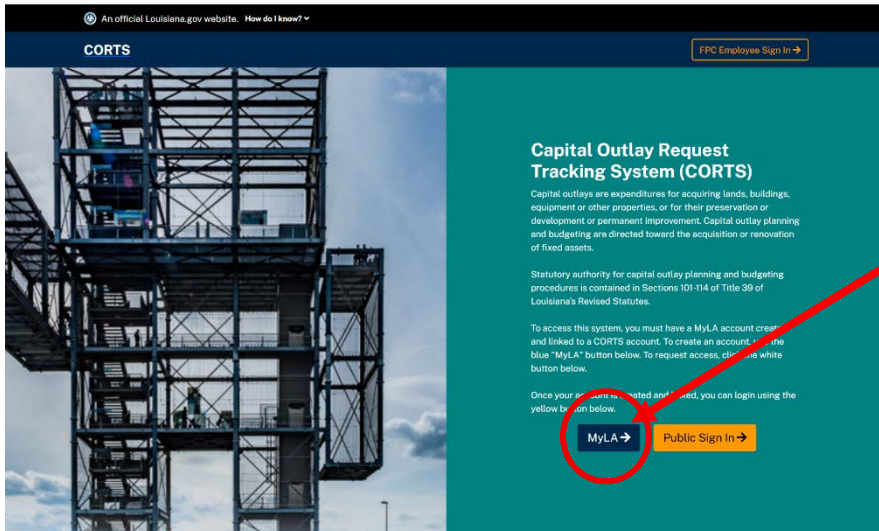


How to setup a new MyLA Account for CORTS access

Go to the CORTS website <https://ofpc-corts.la.gov/> and follow these steps.

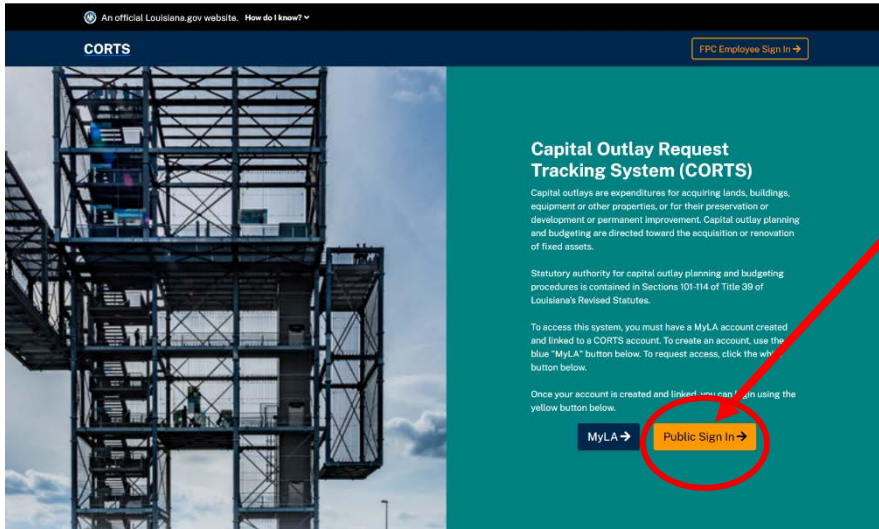


STEP #1 – On the CORTS webpage, Click the MyLA→ button to create a MyLA account.

Note: You will use the MyLA login to access CORTS

STEP #2 – Fill out the information on the MyLA form. When finished, Click the “Create Your Business Account” button.

How to setup a new MyLA Account for CORTS access



STEP #3 – On the CORTS webpage, Click the Public Sign in → button.

STEP #4 –The MyLA Sign In will pop up. Enter your User ID and Password then Click the Sign In button.

If you have difficulty logging in then click the “Click here to get help logging in” link in blue

How to setup a new MyLA Account for CORTS access

CORTS
Access Request

Your account currently cannot access this application. To request access, please fill in the information below then click the green "Submit Your Access Request" button to submit an access request.

1
Review these details.

Does everything look correct?

* First Name

* Last Name

* Email Address

Telephone

Next Section Something isn't right

STEP #5 – Check the information at the top of the page under 1. Review these details.

2
Tell us about yourself.

* Agency you are requesting access to

List any agencies you require access to:

* Agency/Company you directly work for

* Your Job Title

If you are acting as a consultant assisting an agency, we will need a permission letter from the agency granting you access. The permission letter should be on letterhead of the agency, dated after 6/30/2026, and signed by an authorizing officer of the agency simply stating the organization is granting you permission to work on and submit capital outlay request on its behalf.

Choose File No file chosen

Next Section

3
Comments

Comments/Anything else you'd like us to know?

That's it!

Submit Your Access Request

STEP #6 – Enter the Agency you are requesting access to in Question 2., "Tell us about yourself". When completed click the "Submit Your Access Request" button.

After you have clicked the "Submit Your Access Request" button, you will receive an email from CapitalOutlay@LA.GOV letting you know when you have received access. This is a manual process, so please allow the staff time to process the request. If this is your agency's first time applying for capital outlay funds please note this may require additional time to process.