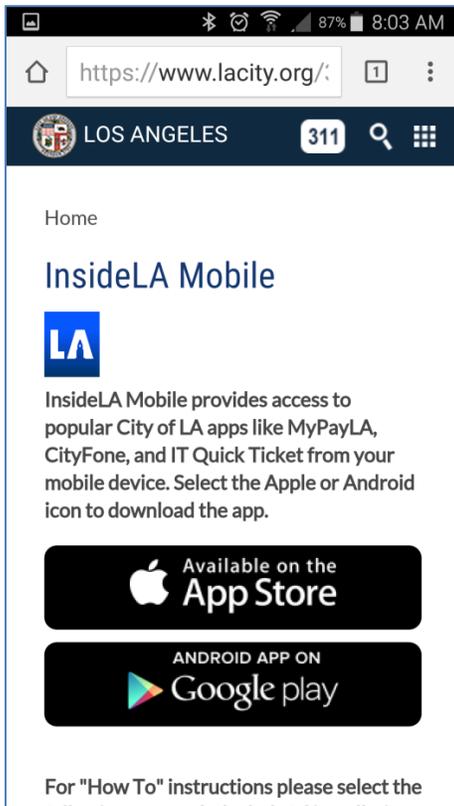


How to Install and Login to the InsideLA Mobile App

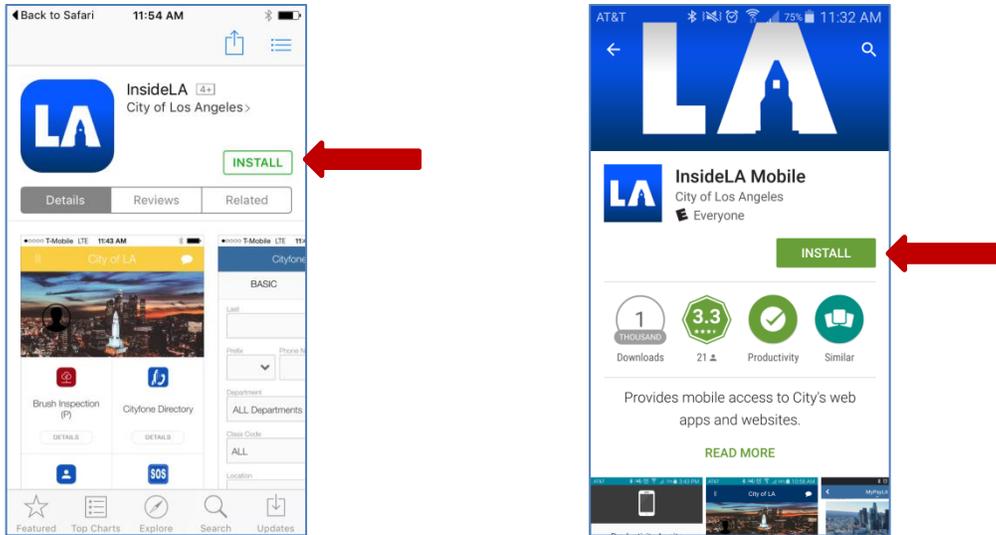
Install the InsideLA Mobile App

1. From your Apple iOS or Google Android device go to <http://lacity.org/insidela>

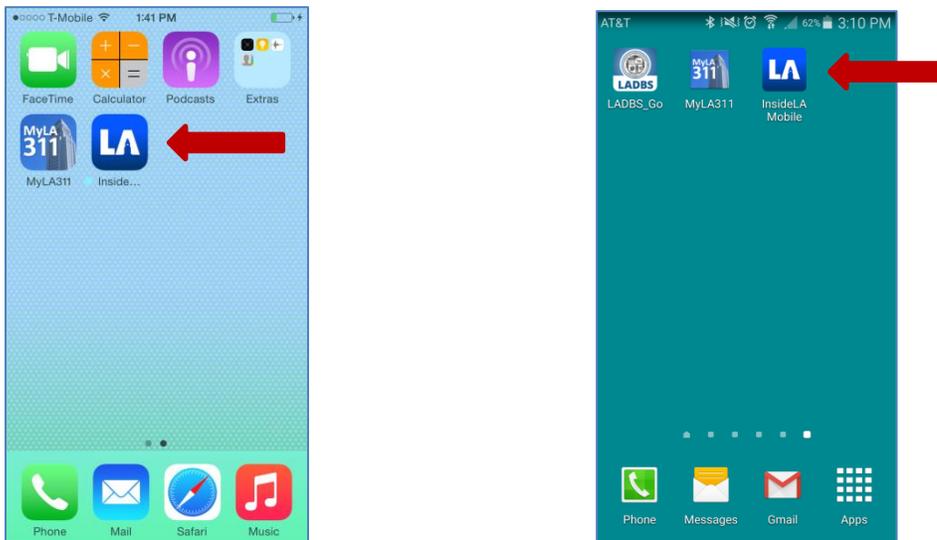
You should see the App Store and Google Play buttons. If you're using an Apple device select the App Store button. If you're using an Android device select the Google play button.



2. To download and install the InsideLA Mobile app select the INSTALL button. You may be prompted to login to your Apple or Google account in order to proceed with installation of the app. Follow the prompts to install to your preferred device.

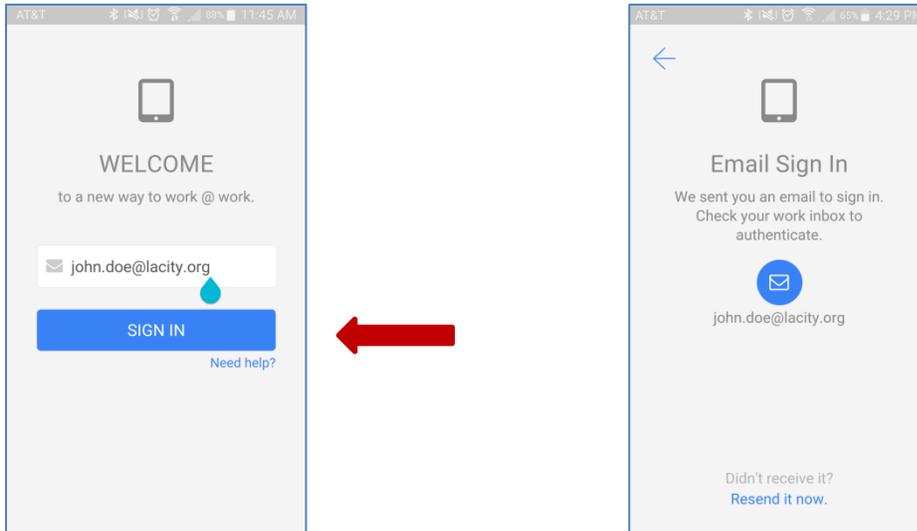


3. Once installed the InsideLA Mobile App icon should be available.

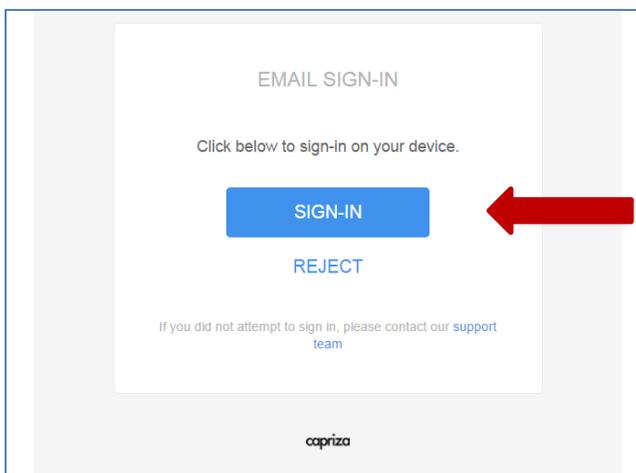


Login to the InsideLA Mobile

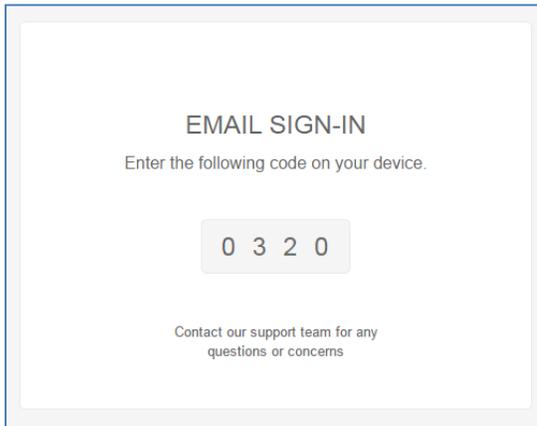
Upon launching the InsideLA Mobile App, you will need to enter your City-issued email address at the login page then select the “SIGN IN” button to submit.



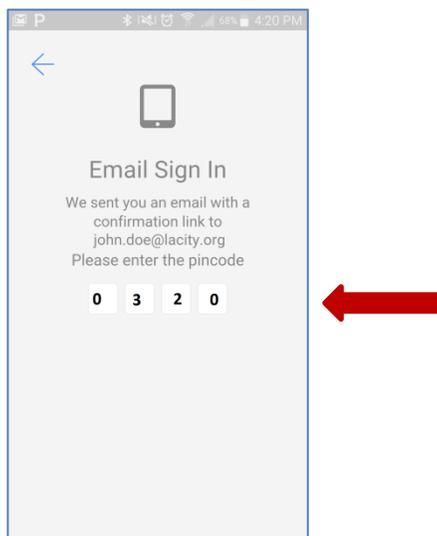
1. An email from “**WorkSimple** noreply@capriza.com” will be sent immediately to your City-issued email address where you will need to complete the login process **within 10 minutes**.
2. Access your work email inbox from your **workstation** and open the “Email Sign-In” email sent from “**WorkSimple** noreply@capriza.com”.
3. From your **workstation**, click the “SIGN-IN” button **within 10 minutes** after receiving the sign-in email. Otherwise, you will need to begin the login process again.



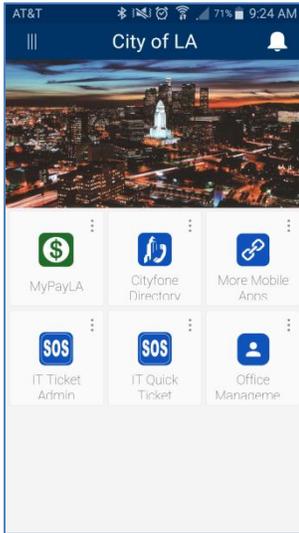
4. A webpage is shown on your **workstation** with a randomly generated pincode.



5. Return to your **mobile device** and enter the pincode into InsideLA Mobile to authenticate.



6. When successfully logged in, the InsideLA Mobile Home screen will appear.



Congratulations!
You have successfully installed and logged into
the InsideLA Mobile App.

IMPORTANT:

- Please note that signing out of InsideLA Mobile will require you to redo the entire login and verification process.
- If you want the InsideLA Mobile App on multiple devices you must complete the installation and login procedures on each device.

If you have any questions and/or issues please contact the ITA Technology Service Center (Help Desk) ITA.TSC@lacity.org or open an SOS Quick Ticket.