ESD Measure B Resource Document City of San Diego Customers

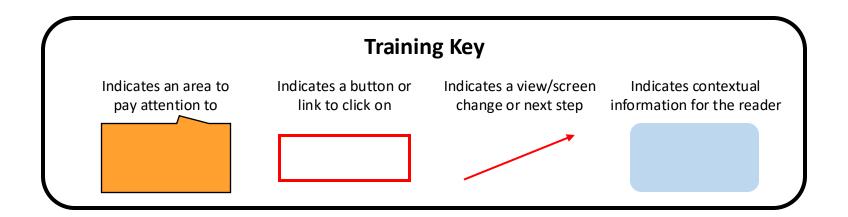
September 2025



What should I expect out of this resource?

In this document, you may...

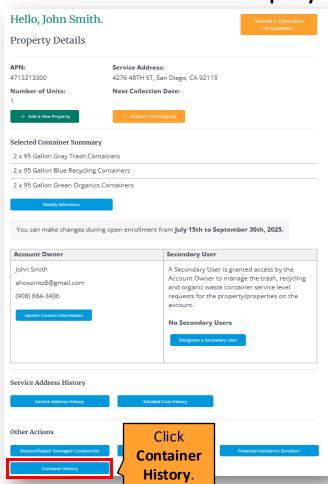
 Review 4 frontend training modules that will be available to City of San Diego customers



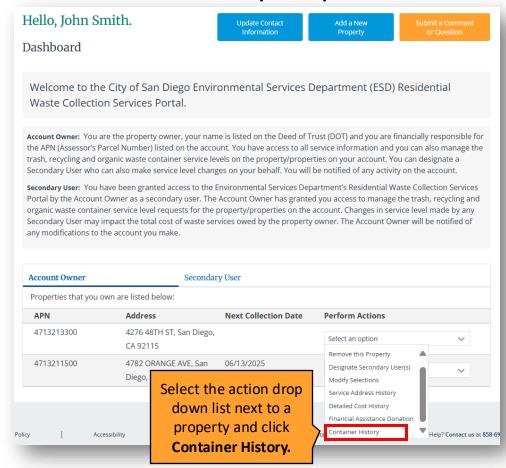
Module 16: Access Your Container History (1 of 2)

When you log into the Portal, you should have the option to review the Container History for one or more of your properties. Please note that the **Container History** button may be in a different location on your screen as the screen changes depending on if you have *one property* (view 1), or *multiple properties* (view 2), already added to your account.

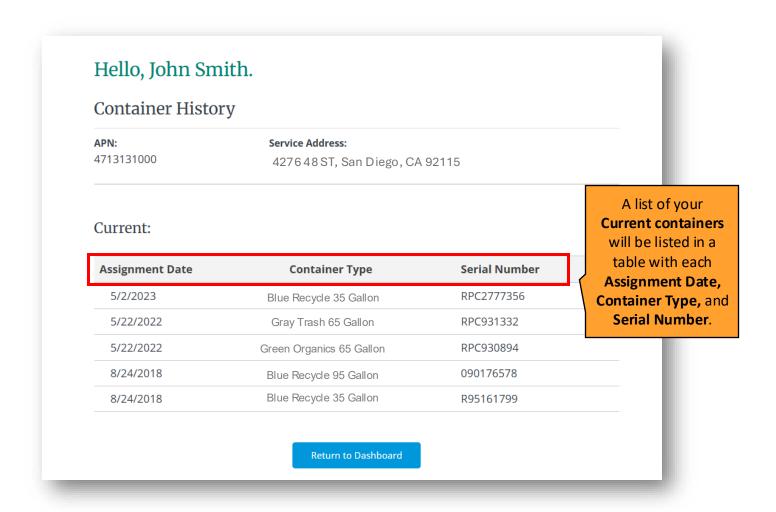
View 1: Account with One Property



View 2: Account with Multiple Properties



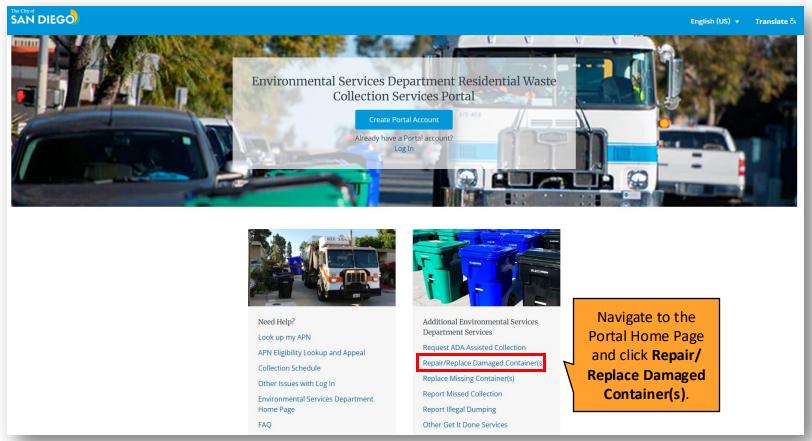
Module 16: Access Your Container History (2 of 2)



Module 17: Repair or Replace Damaged Containers (1 of 10)

Before you log into the Portal, you should have the ability to request a Repair or Replacement for Damaged Container(s) for one or more of your properties via the **Portal Home Page**.

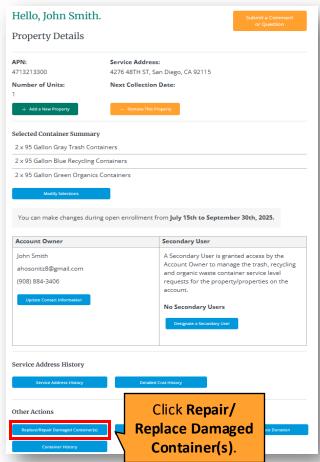
View 1: Portal Home Page Access



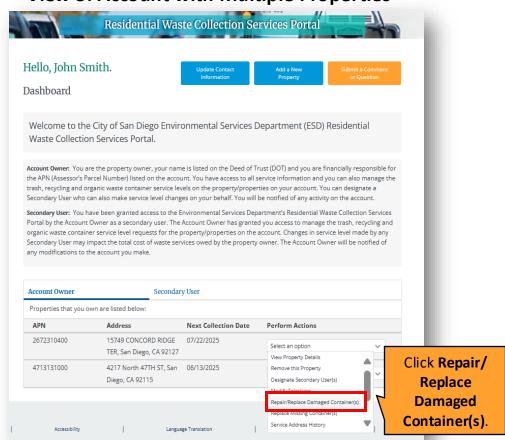
Module 17: Repair or Replace Damaged Containers (2 of 10)

When you log into the Portal, you should have the option to request a Repair or Replacement for Damaged Container(s) for one or more of your properties. Please note that the **Repair/Replace Damaged Container(s)** button may be in a different location on your screen as the screen changes depending on if you have *one property* (view 2), or *multiple properties* (view 3), already added to your account.

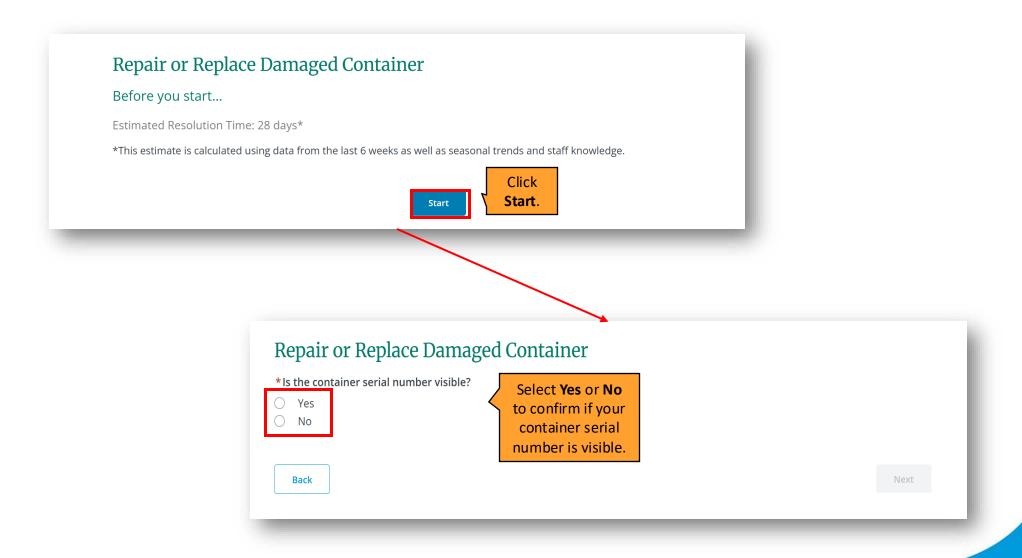
View 2: Account with One Property



View 3: Account with Multiple Properties

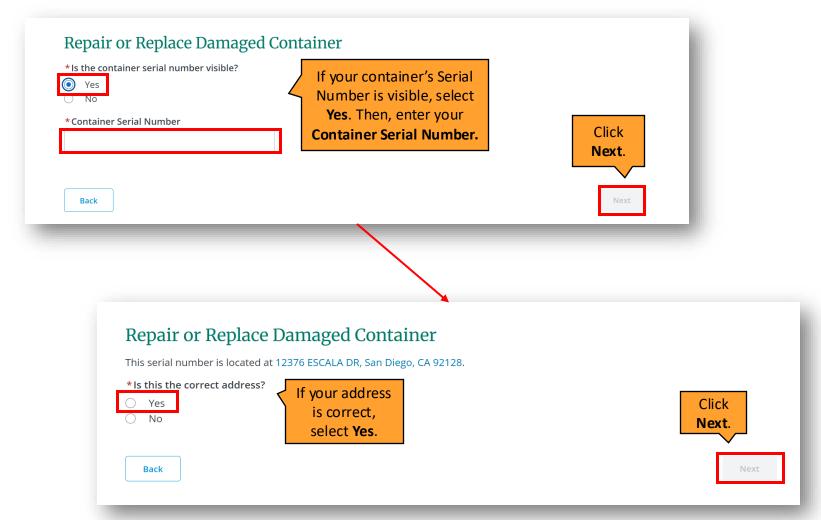


Module 17: Repair or Replace Damaged Containers (3 of 10)



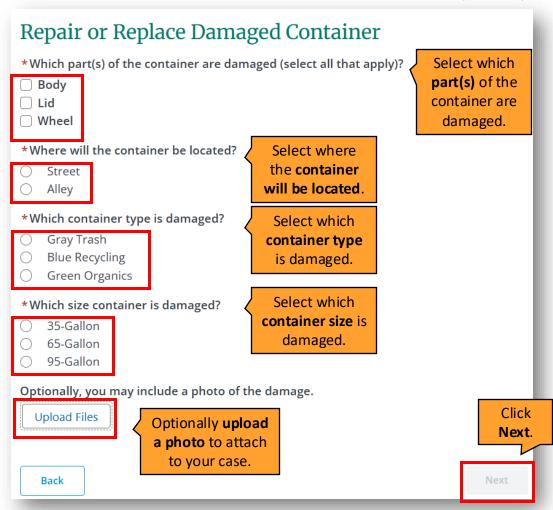
Module 17: Repair or Replace Damaged Containers (4 of 10)

Path 1: Visible Serial Number with Correct Address



Module 17: Repair or Replace Damaged Containers (5 of 10)

Path 1: Visible Serial Number with Correct Address (cont'd)



Module 17: Repair or Replace Damaged Containers (6 of 10)

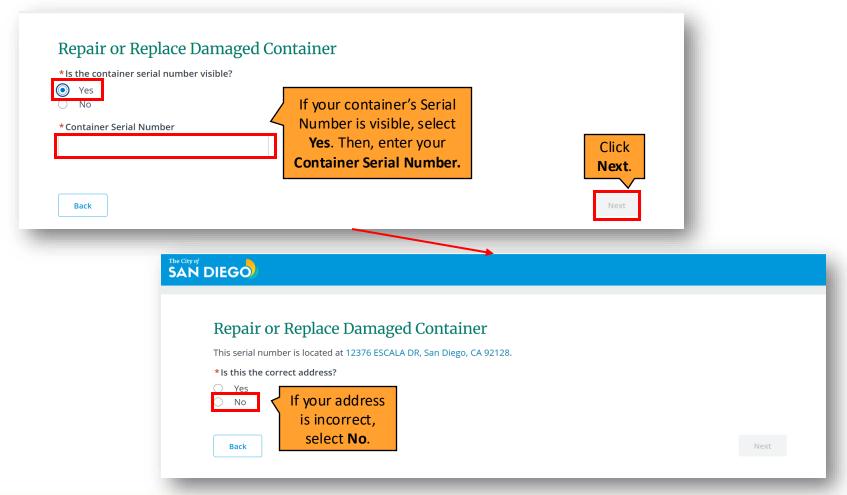
Path 1: Visible Serial Number with Correct Address (cont'd)



Module 17: Repair or Replace Damaged Containers (7 of 10)

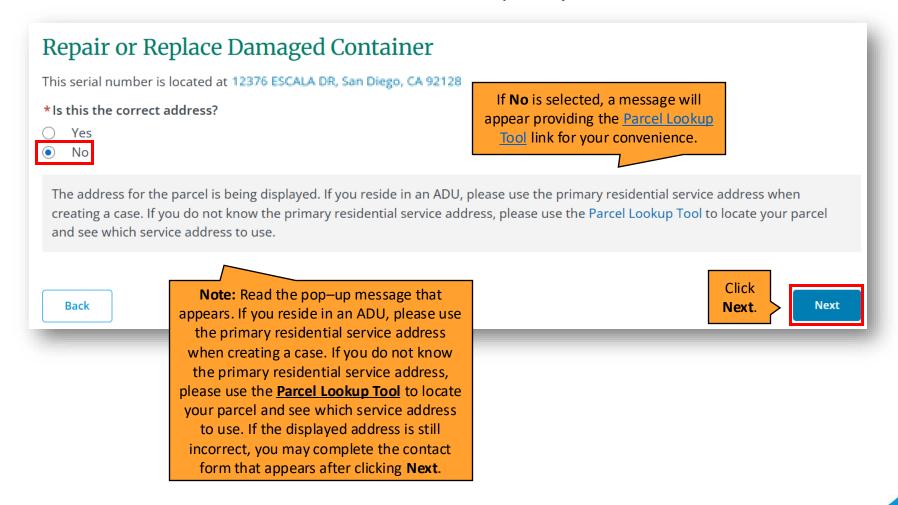
In some instances, you may request a repair or replacement for your container that has a visible serial number but appears to be attached to the **wrong address**. Click through the process to learn how to troubleshoot this problem.

Path 2: Visible Serial Number with Incorrect Address



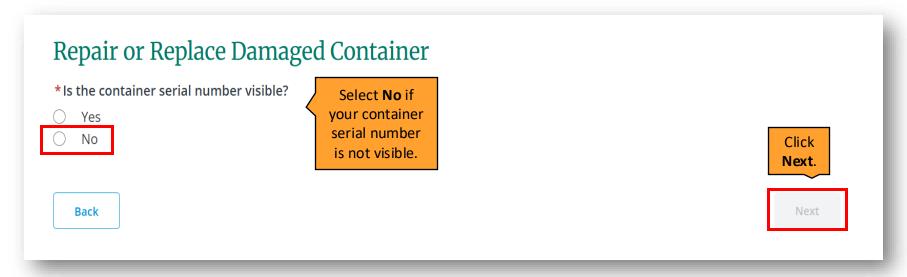
Module 17: Repair or Replace Damaged Containers (8 of 10)

Path 2: Visible Serial Number with Incorrect Address (cont'd)



Module 17: Repair or Replace Damaged Containers (9 of 10)

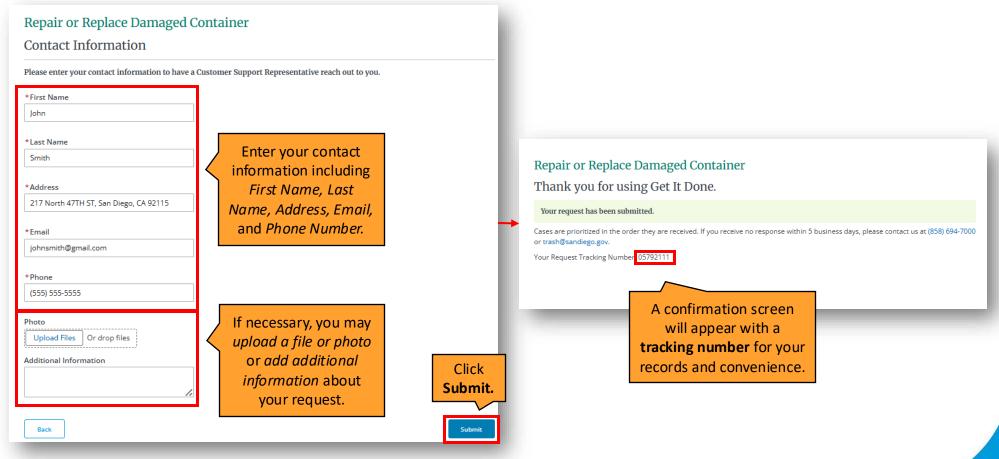
Path 3: No Visible Serial Number



Module 17: Repair or Replace Damaged Containers (10 of 10)

Paths 2 and 3 of the **Repair or Replace Damaged Containers** process will end in a request for your information through a **Contact Information form**. This form will allow an ESD Customer Service Representative to contact you about your case and its progress.

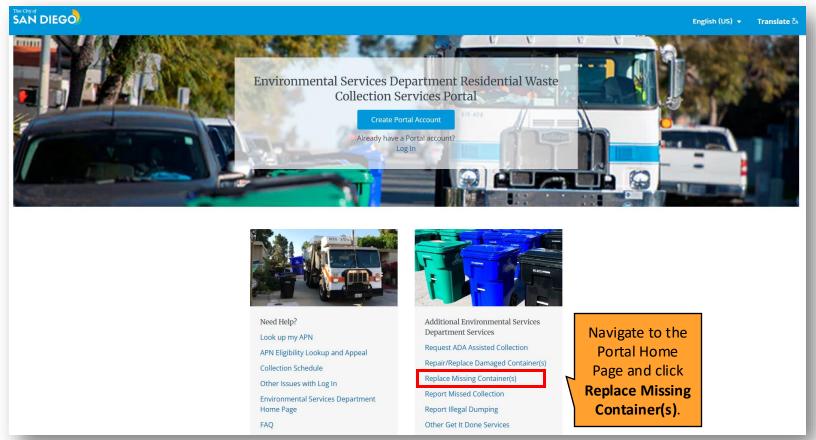
Path 2 & Path 3 (cont'd):



Module 18: Replace Missing Containers (1 of 7)

Before you log into the Portal, you should have the ability to request a Replacement for Missing Container(s) for one or more of your properties via the **Portal Home Page**.

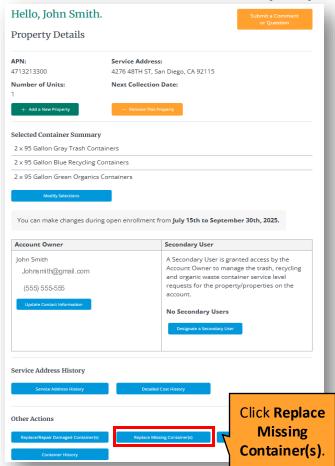
View 1: Portal Home Page Access



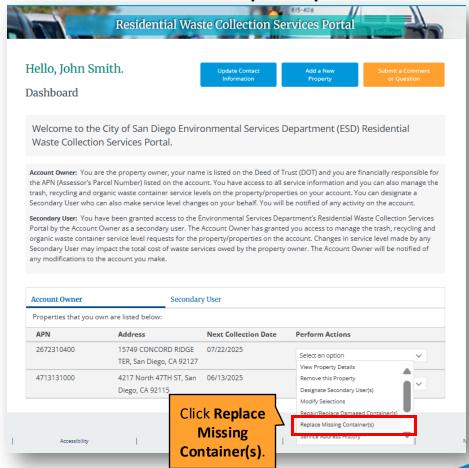
Module 18: Replace Missing Containers (2 of 7)

When you log into the Portal, you should have the option to request a Replacement for Missing Container(s) for one or more of your properties. Please note that the **Replace Missing Container(s)** button may be in a different location on your screen as the screen changes depending on if you have *one property* (view 2), or *multiple properties* (view 3), already added to your account.

View 2: Account with One Property

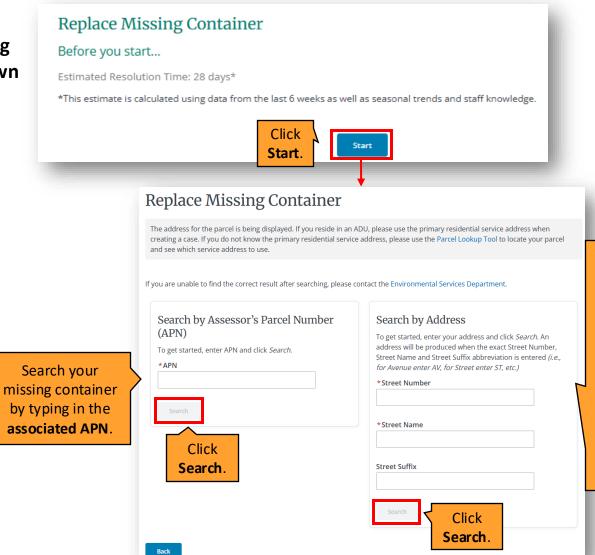


View 3: Account with Multiple Properties



Module 18: Replace Missing Containers (3 of 7)

Path 1: Address
Found and Missing
Container(s) Known



Alternatively, you may search your missing container by typing in the **Property Address**.

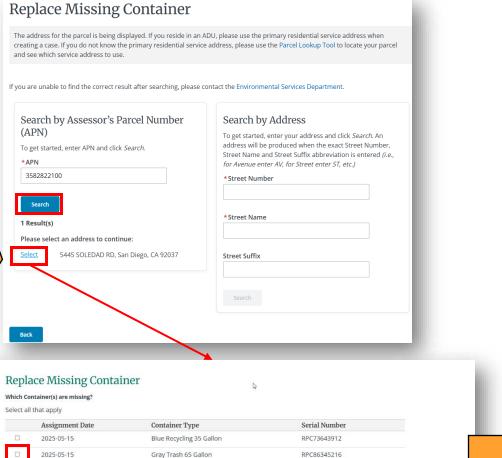
Note: If you reside in an ADU, please use the primary residential service address when creating a case. If you do not know the primary residential service address, please use the Parcel Lookup tool to locate your building and see the service address to use.

Module 18: Replace Missing Containers (4 of 7)

Path 1: Address Found and Missing Container(s) Known (cont'd)

When searching on an associated APN, results will appear below. If the property address is correct, click **Select**.

Note: If you reside in an ADU, please use the primary residential service address when creating a case. If you do not know the primary residential service address, please use the Parcel Lookup tool to locate your building and see the service address to use.



RPC34526218

RPC86345216

RPC86345216

Green Organics 65 Gallon

Blue Recycle 95 Gallon

Blue Recycle 95 Gallon

2025-05-15

2025-05-21

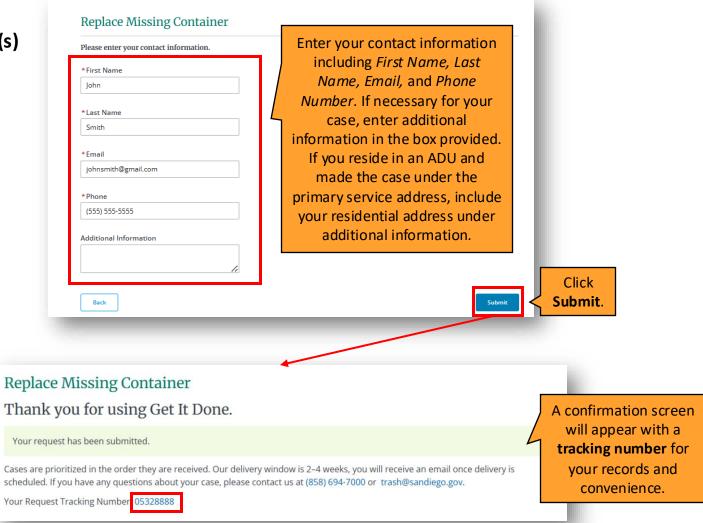
2025-05-21

Back

Select the container(s) that are missing by marking the check box(es) and click Next.

Module 18: Replace Missing Containers (5 of 7)

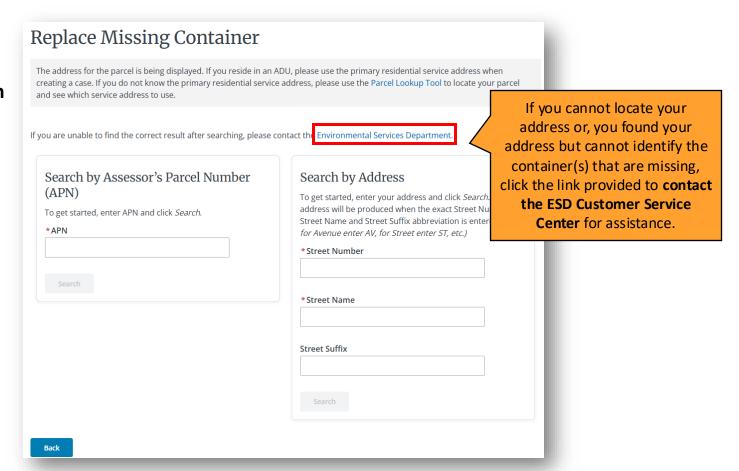
Path 1: Address Found and Missing Container(s) Known (cont'd)



Module 18: Replace Missing Containers (6 of 7)

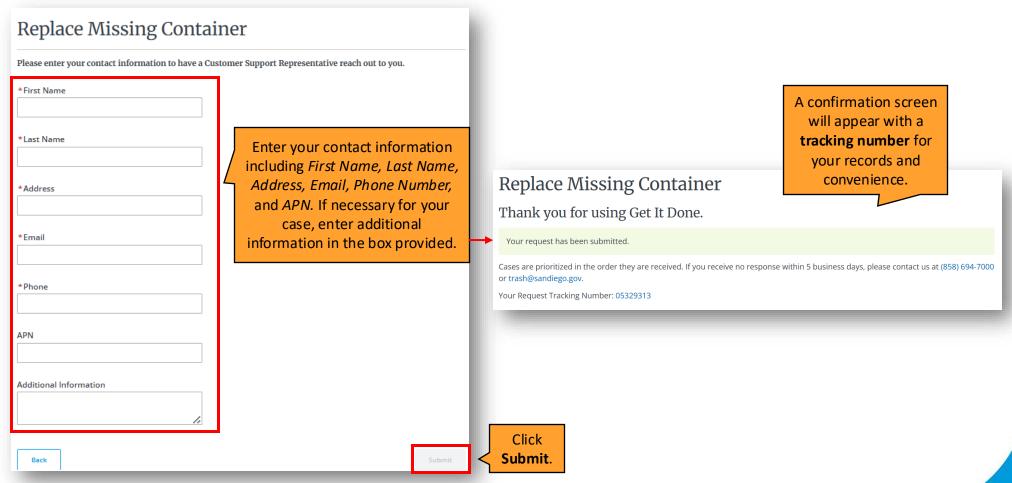
In some instances, you may want to request a replacement but cannot locate your correct address or do not know for certain which container(s) are missing.

Path 2: Address Not Found or Missing Container(s) Unknown



Module 18: Replace Missing Containers (7 of 7)

Path 2: Address Not Found or Missing Container(s) Unknown (cont'd)



Module 19: Change or Maintain Your Financial Assistance Donations (1 of 3)

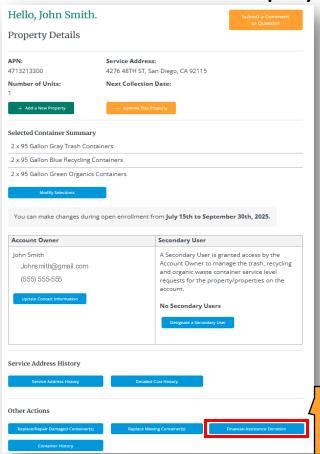
When you log into the Portal, you should have the option to change or maintain your Financial Assistance Donation(s) for one or more of your properties. Please note that the **Financial Assistance Donation** button may be in a different location on your screen as the screen changes depending on if you have *one property* (view 1), or *multiple properties* (view 2), already added to your account.

Click Financial

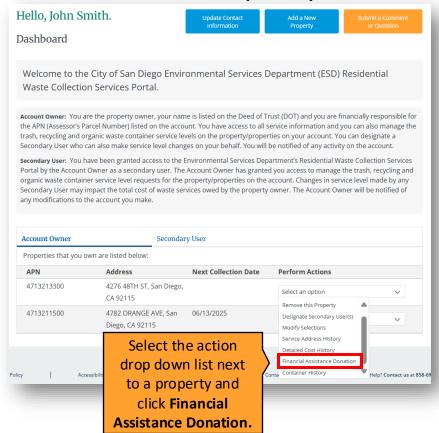
Assistance

Donation.

View 1: Account with One Property

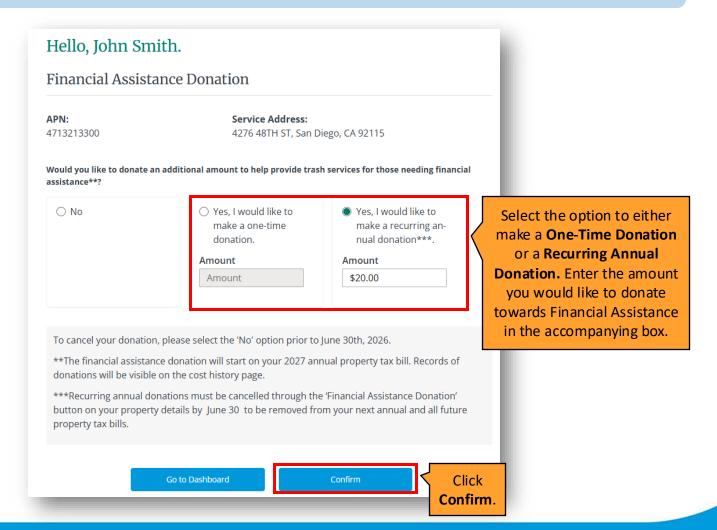


View 2: Account with Multiple Properties



Module 19: Change or Maintain Your Financial Assistance Donations (2 of 3)

Note: For each property you previously made a Financial Assistance Donation for, you will receive an email reminder to update your donation, the following fiscal year.



Module 19: Change or Maintain Your Financial Assistance Donations (3 of 3)

