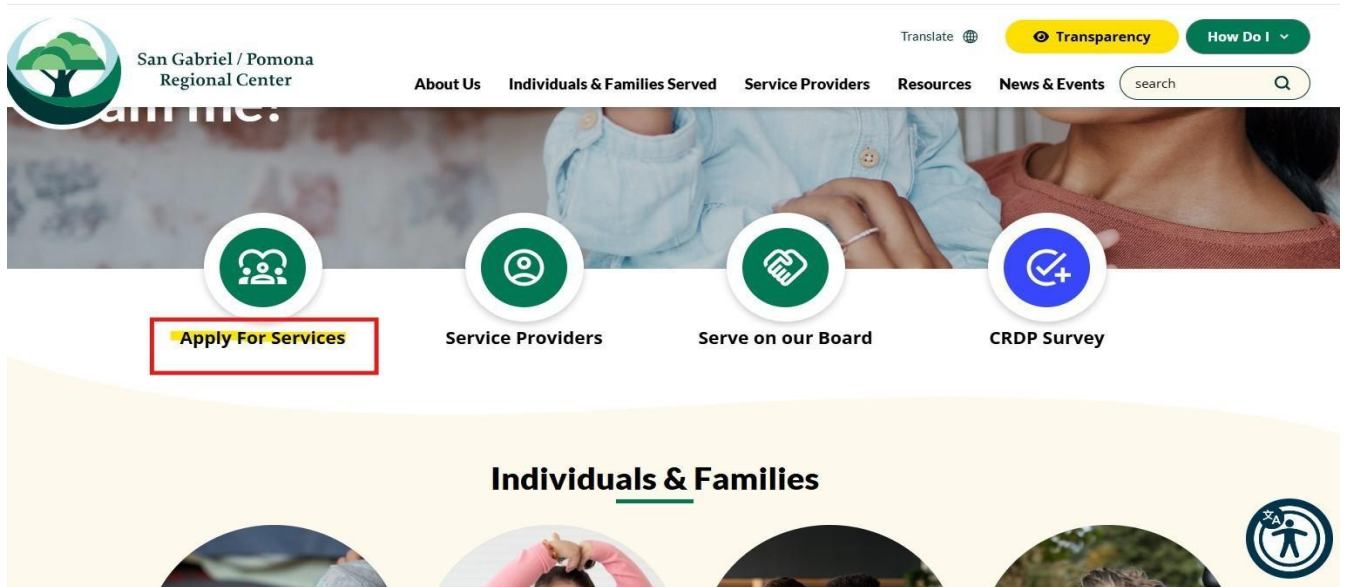
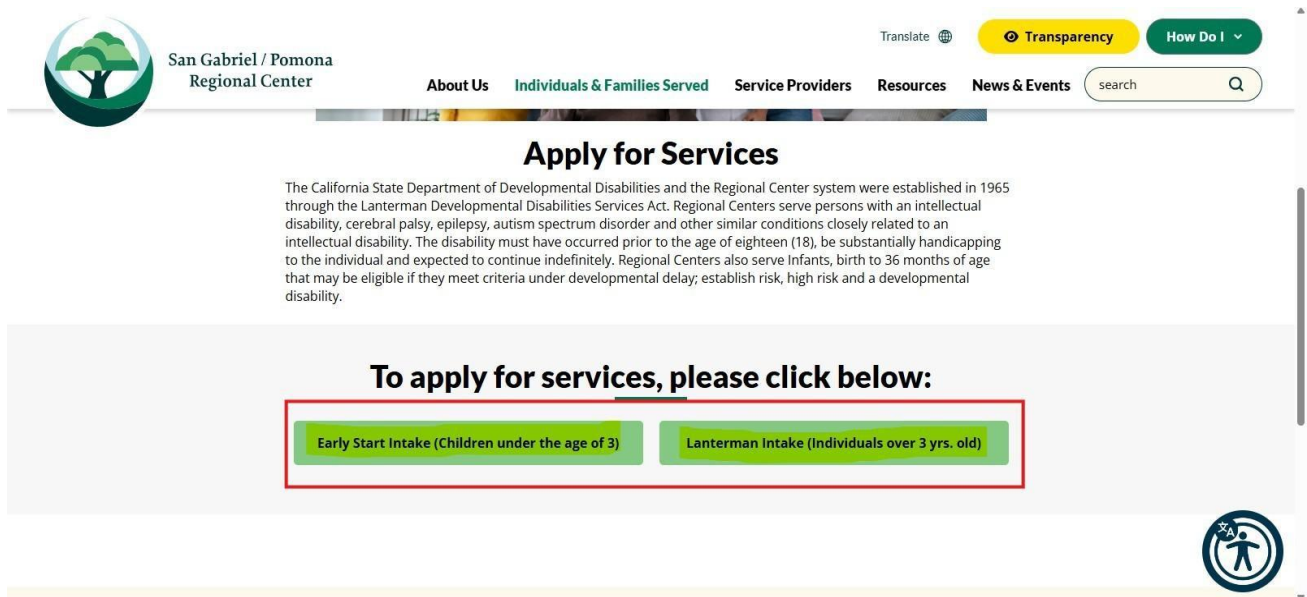


1. Navigate to SGPRC.org

Click on “Apply for Services”



2. Depending on Age select on one of the following down below:



3. Create Account, click on the “Create Account” tab:

San Gabriel Pomona Regional Center

Contact Us | Sign-In/Create Account

Our Community. Our Future.

Welcome to SG/PRC Intake Portal.

→ Sign In **Create Account** Redeem invitation

* User name

* Password

☐ Remember Me

Sign in

Forgot your password?

This portal is intended solely for submitting intake-related information to SGPRC. By continuing, you acknowledge that this portal and the information contained within it is confidential and intended solely for the use of authorized representatives of SGPRC.

4. Create a username and password:

→ Sign In **Create Account** Redeem invitation

Register for a new local account

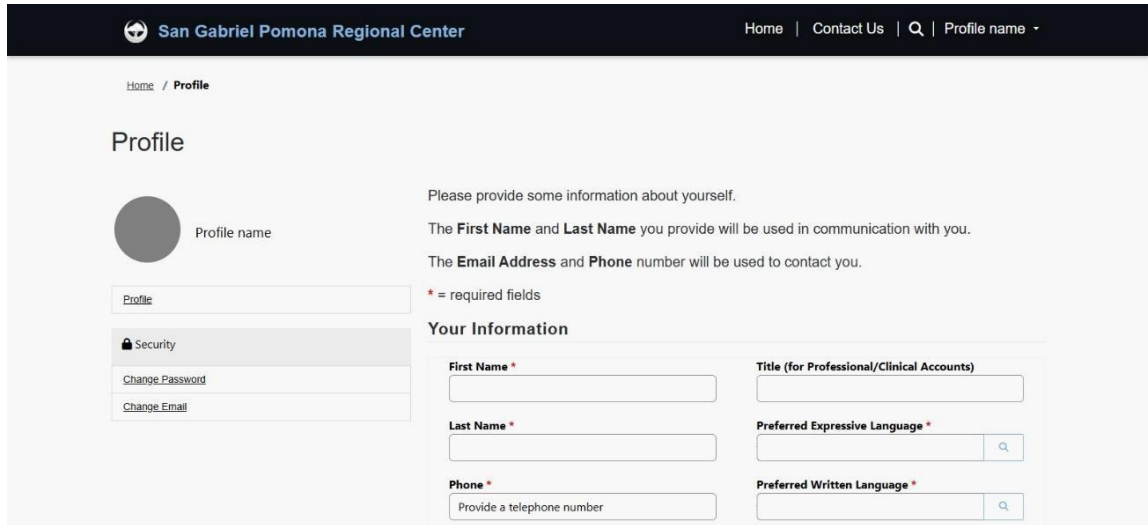
* Username

* Password

* Confirm password

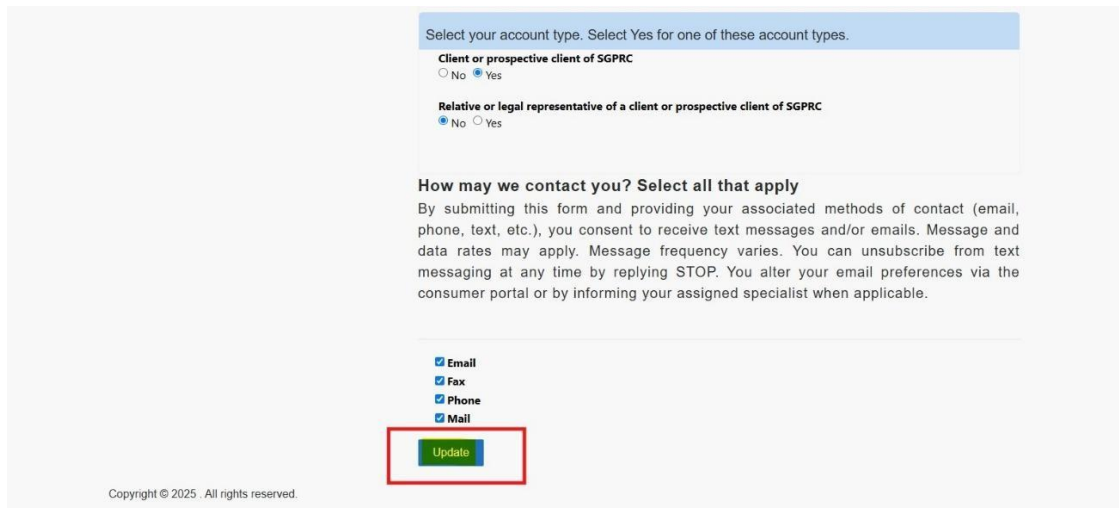
Register

5. Complete all required fields:



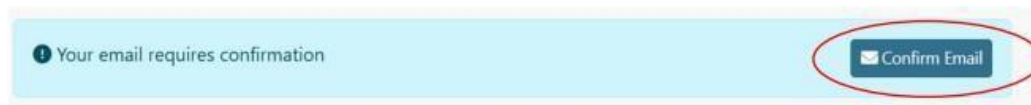
The screenshot shows the 'Profile' page of the San Gabriel Pomona Regional Center. The header includes the center's name and navigation links: Home, Contact Us, a search icon, and a profile name dropdown. The main content area is titled 'Profile' and includes a profile picture placeholder labeled 'Profile name'. Below this is a sidebar with links: Profile, Security, Change Password, and Change Email. The main form area is titled 'Your Information' and contains several fields: First Name (required), Last Name (required), Phone (required), Title (for Professional/Clinical Accounts), Preferred Expressive Language, and Preferred Written Language. A legend indicates that an asterisk (*) denotes required fields. Instructions at the top of the form state: 'Please provide some information about yourself. The First Name and Last Name you provide will be used in communication with you. The Email Address and Phone number will be used to contact you.'

Select “Update”:



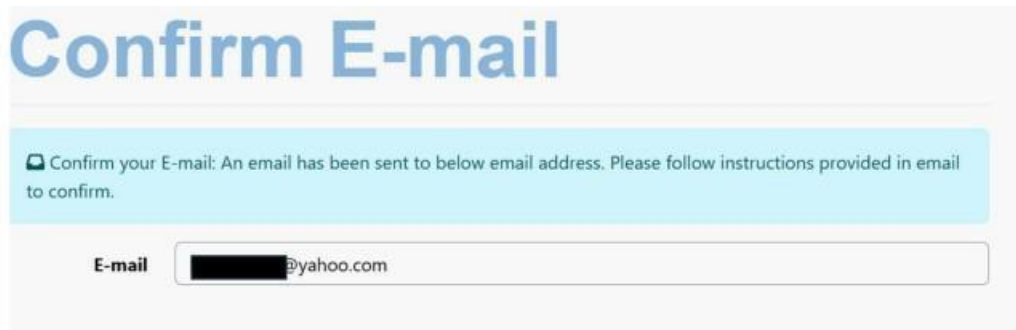
This screenshot shows a form for selecting account type and contact preferences. The first section, titled 'Select your account type. Select Yes for one of these account types.', contains two questions: 'Client or prospective client of SGPRC' (with 'Yes' selected) and 'Relative or legal representative of a client or prospective client of SGPRC' (with 'No' selected). The second section, titled 'How may we contact you? Select all that apply', includes a consent statement and a list of contact methods: Email, Fax, Phone, and Mail, all of which are checked. At the bottom, a green 'Update' button is highlighted with a red rectangle. The footer contains the text 'Copyright © 2025. All rights reserved.'

6. Click “Confirm Email”

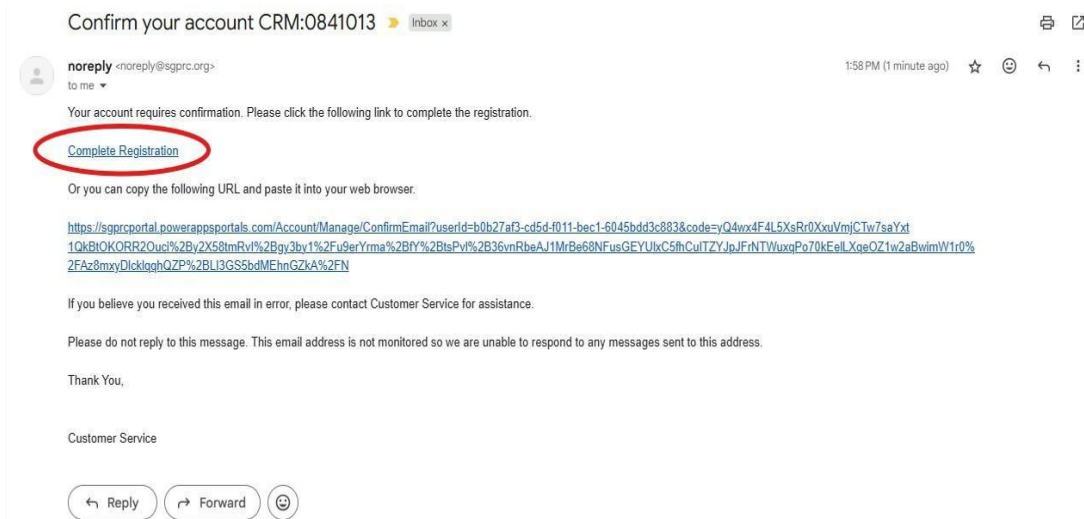


The screenshot shows a light blue banner with the text 'Your email requires confirmation' on the left. On the right side of the banner, there is a button labeled 'Confirm Email' with an envelope icon, which is circled in red.

7. You will see the notification that an email has been sent to your listed email address:



8. Check your email for the confirmation email from noreply@sgprc.org
Click on “Complete Registration” to confirm your email address



9. The message in your profile will show that your email has been successfully confirmed.

San Gabriel Pomona Regional Center

Home | Contact Us | Q

Home / Profile

Profile

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be used in communication with you.

The **Email Address** and **Phone** number will be used to contact you.

* = required fields

✔ Your email has been confirmed successfully. ✕

Your profile has been updated successfully. ✕

Your Information

10. You will now see your profile page:

San Gabriel Pomona Regional Center

Home | Contact Us | Q | Lloyd Christmas

Account Details

Account Profile

Choose File No file selected

Birth date

Unique Client Identified (UCI#)

Address
75 Rancho Camino Dr Pomona Ca

Preferences

General Mail Delivery Preference
Email

Legal Mail Delivery Preference
Email

Account Records

My Person Centered Plan and Program Planning

My PCP

IESPs/PPs Current IESPs/PPs In Progress IESPs/PPs Completed

Service End	IPP Date	Name	Next IPP
There are no records to display.			

My Services

POS Requests Current FY Authorized POS Requests Current FY In Progress

Authorization #	Vendor	Service	Service Start	Service End
There are no records to display.				

11. Scroll down and select “New Intake Request”

The screenshot displays a user portal interface. On the left is a sidebar with sections: 'Preferences' (containing 'General Mail Delivery Preference' and 'Legal Mail Delivery Preference', both set to 'Email'), 'Case Details' (containing 'Case Status', 'Review Frequency', and 'Next IPP Date'), and 'Case Worker' (containing 'Details' and 'Name' with the value '# Portals-SGPRC Portal'). The main content area has three sections: 'My Services' with tabs for 'POS Requests Current F/Y Authorized' and 'POS Requests Current F/Y In Progress', a table with headers 'Authorization #', 'Vendor', 'Service', 'Service Start', and 'Service End', and a message 'There are no records to display.'; 'My Documents to Review and Sign' with tabs for 'Documents for Signature' and 'Documents Signed', a table with headers 'Name', 'Created On', 'Signature Status', and 'Modified On', and a message 'There are no records to display.'; and 'My Intake Requests' with a blue button labeled 'New Intake Request' highlighted by a red rectangle.

My Services

POS Requests Current F/Y Authorized | POS Requests Current F/Y In Progress

Authorization #	Vendor	Service	Service Start	Service End
There are no records to display.				

My Documents to Review and Sign


Documents for Signature | Documents Signed


Name	Created On	Signature Status	Modified On
There are no records to display.			


My Intake Requests

[New Intake Request](#)

12. You will now start your New Intake Request. Please complete all required information as well as all optional information that applies to your Intake Request. Once you have completed the Intake Request, you may log back into your portal to review status of application.

 **San Gabriel Pomona Regional Center**

Home | Contact Us |  Lloyd Christmas -

 **My Request**

What Is An Intake Request?

Referrals for Intake are made by parents or legal guardians of applicants under age 18. An applicant age 18 and older should refer themselves. If the applicant would like to have a family member or friend assist them during the process, they must first give consent using the Legal Representative section below.

The Application Process

The intake application helps RC establish eligibility, so it is important that it is filled out completely. Medical and school records are very important in establishing eligibility. Medical Records, Psychoeducational Assessments, and/or Individual Education Plans (IEPs) will be required during Intake.

Is SGPRC the right agency to help?

San Gabriel Pomona Regional Center (SGPRC) is an agency dedicated to supporting persons that may be at risk or have a developmental disability. We service the eastern San Gabriel Valley of Los Angeles County. We service eligible children that are at risk or have a developmental disability from birth to age three under the Early Start Program and any eligible person over the age of three under the Lanterman Disabilities Services Act. The eligibility criteria is found below. If you are interested in receiving regional center services, we ask that you please complete the application based on the age of the applicant. This application is to assist SGPRC's with the Intake process. Upon review of the application a member of our Intake team will be following up with you to inform you of the next steps.

Reason for Application and Concerns

Reason for Application/Diagnostic Concern *

Select or search options

Source of Concern *

Select

Reason for Application Additional Comments

Who has expressed concern/recommended referral

Representative Info.

Are you applying on behalf of another person?

☐ No

Recipient Details

This section applies to the person that SGPRC will be evaluating for eligibility: ie, the potential client.

Recipient Details

This section applies to the person that SGPRC will be evaluating for eligibility; ie, the potential client.

First Name *

Middle Initial

Last Name *

Date of Birth *

Place of Birth City

Place of Birth State

Place of Birth Country

Gender Assigned at Birth *

Select

Specify Gender Other

Pronouns

Select

Ethnicity *

Preferred Spoken Language *

Preferred Written Language *

Have you ever applied to/received services from the following regional centers?

- Alta California Regional Center (ACRC)
- Central Valley Regional Center (CVRC)
- East Bay Regional Center (EBRC)
- East Los Angeles Regional Center (ELARC)
- Frank D Lanterman Regional Center (FRLC)
- Golden Gate Regional Center (GGRC)
- Harbor Regional Center (HRC)
- Inland Counties Regional Center (IRC)
- Kern County Regional Center (KCRQ)
- North Bay Regional Center (NBRQ)
- North Los Angeles Regional Center (NLARC)
- Orange County Regional Center (OCRC)
- Redwood Coast Regional Center (RCRC)
- San Andreas Regional Center (SARC)
- San Diego Regional Center (SDRC)
- South Central Regional Center (SCRC)
- Tri Counties Regional Center (TCRC)
- Valley Mountain Regional Center (VMRC)
- Westside Regional Center (WRC)

Have you ever applied to/received services from the following regional centers?

- Alta California Regional Center (ACRC)
- Central Valley Regional Center (CVRC)
- East Bay Regional Center (EBRC)
- East Los Angeles Regional Center (ELARC)
- Frank D Lanterman Regional Center (FRLC)
- Golden Gate Regional Center (GGRC)
- Harbor Regional Center (HRC)
- Inland Counties Regional Center (IRC)
- Kern County Regional Center (KCRQ)
- North Bay Regional Center (NBRQ)
- North Los Angeles Regional Center (NLARC)
- Orange County Regional Center (OCRC)
- Redwood Coast Regional Center (RCRC)
- San Andreas Regional Center (SARC)
- San Diego Regional Center (SDRC)
- South Central Regional Center (SCRC)
- Tri Counties Regional Center (TCRC)
- Valley Mountain Regional Center (VMRC)
- Westside Regional Center (WRC)

Previous Assessment or Services from RC

☐ No

Recipient Contact Details

Phone Number *

Provide a telephone number

Email Address *

Alternate Phone

Provide a telephone number

Recipient Addresses

Mailing Address same as Physical Address:?

☒ No

Physical Address *

Mailing Address

Suite/Apartment/Unit/Number (Physical)

Suite/Apartment/Number (Mailing)

