



Bluestone Sign-On Instructions

To assist in the HR services required to comply with [Ordinance 187134](#), the Personnel Department has retained the services of the Bluestone software platform. Bluestone will provide the following services:

- Vaccine status submission by the employee and verification via Bluestone's artificial intelligence (AI) with secondary Bluestone staff review so that department HR no longer have to conduct verifications and attestations
- Vaccine mandate exemption filing and document tracking and review
- Weekly testing via Bluestone's PCR saliva test kit and tracking on the Bluestone platform
- Telehealth services for employees who test positive using Bluestone's test kits
- Optional daily symptom monitoring for employees and for the public entering City facilities

Bluestone's security protocols and information can be found below.

- [Bluestone Security Information](#)
- [Bluestone Exemptions Portal JotForm Enterprise Security Information](#)

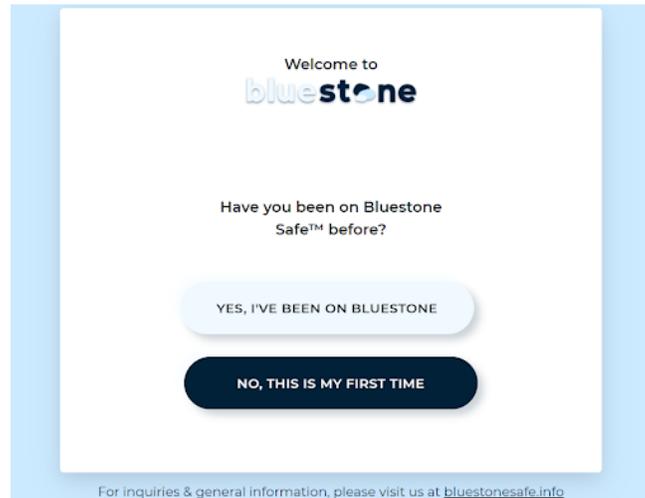
Sign-On Instructions: The instructions for employees on how to log into Bluestone are explained below. Instructions are separated into two categories - employees with @lacity.org email addresses, and employees who do not have @lacity.org email addresses (including LAPL, LAWA, LACERS, etc.) or any City email addresses.

A. For current lacity.org email addresses

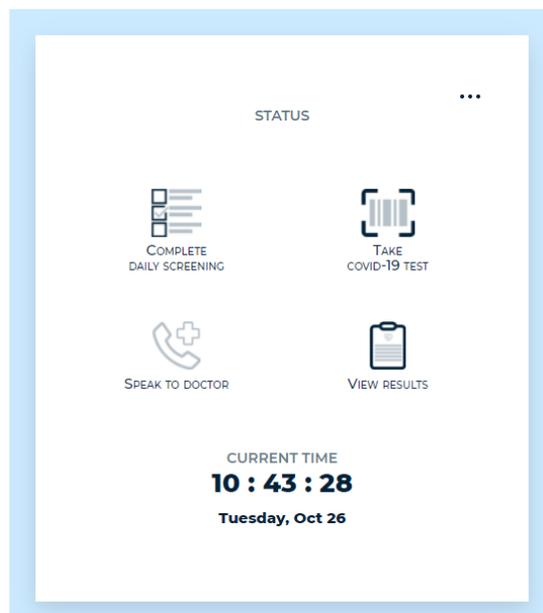
1. Sign into your email inbox first
2. Go to [Bluestonesafe.com/lacity](https://bluestonesafe.com/lacity) you should automatically be logged in.



Do not go to Bluestonesafe.com or you will set up an account outside the LA City team. If you get this screen, please stop and submit a SNow ticket to ITA about not being able to log-in to the LA City Bluestone side of the website. Contact your department's Systems team if you have questions about how to submit a SNow ticket.

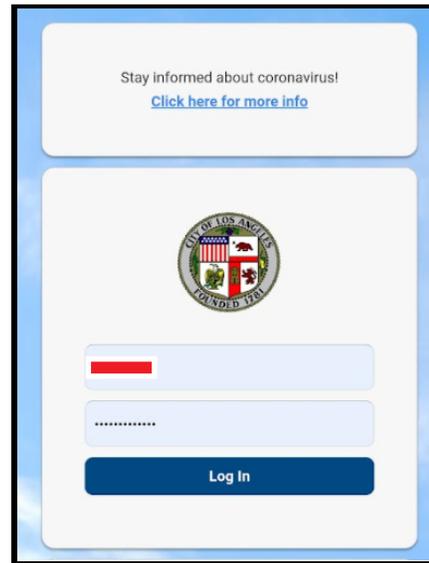
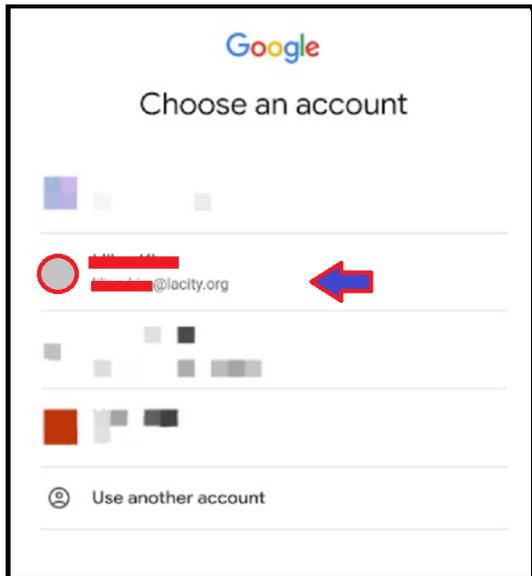


3. If you are automatically logged-in, it will ask whether you want to upload vaccine information. You can at this time, or you can select "Later" if you are not uploading vaccine information. **Only employees who are fully vaccinated should upload their vaccine information. Please do not upload partial vaccination information.**
4. Once you select "Later" or upload your vaccination information, you will be brought to your Bluestone homepage. An image of the homepage can be found below.





5. This will be your regular landing page unless you haven't already signed into your inbox. In that case, Google will ask you to sign into (or select, if you have it saved) your @lacity account first (screenshots below).



B. For all nonlacity.org email addresses or employees with no City email addresses

1. You have to first set up your LA City Google ID account with a new password and a phone number for multifactor identification. Please visit the instructions below for how to verify your One Google Account.

[Video Instructions](#)

[Written Instructions](#)

If you are with LAPL or are an employee with no City email address, please contact your HR liaison if you have not received your LA City Google ID account, which looks like an email address. For more information, see [the Bluestone FAQs](#).

2. After you create your LA City Google ID account, the log-in instructions for Bluestone are the same as above.

For more information on Bluestone services, [click here for Bluestone FAQs](#).