

THE E-FILING PROCESS

1. If your facility has never had a Facility Number or User ID and Password, obtain your User ID and Password by doing the following:
 - *Go to <http://www.lsp.org/esu.html#rtk>
 - *Click on Tier II Inventory Filing Web Site link.
 - *On the Tier II Welcome page, click on Obtain Web ID on the green toolbar.
 - *Answer the questions and follow the instructions to set up your User ID.
 - *Only request **ONE** User ID and Password - you can create as many facilities as necessary once you receive your User ID and Password via e-mail.
2. If you currently have a valid and functioning User ID and Password:
 - *Go to <http://www.lsp.org/esu.html#rtk>
 - *Click on Tier II Inventory Filing Web Site link.
 - *On the Tier II Welcome page, click on Login on the green toolbar.
 - *Log in with your User ID and Password.
 - *Example: User ID: T2-1111
Password: A1B2C3D4 (**CASE SENSITIVE**)
3. After you log in, the next screen will show the Reporting Year, Facility ID Number(s), Facility Name and Filed Status (Yes / No).
 - *Click on the Facility ID number to open the Facility Information Page.
4. The Facility Information Page contains the Facility Name, Physical Address, Mailing Address, Owner/Operator, and Emergency Contacts.
 - *Click on the gray Edit button at the top of the page.
 - *On the left hand side at the top, click the square next to "Ready for Filing."
 - *Review the information and make any corrections or additions as needed.
 - *Click on the gray Save button.
5. On the Facility Information toolbar, click on the Chemical Inventory button.
 - *To add a new chemical click on "New Pure" or "New Mixture." This pulls up a form where you will be able to enter in your chemical information and storage locations.
 - *To view existing chemicals, under "Views of All Existing Chemicals" click on By Chemical Name link for a list of chemicals.
 - *Click on each chemical name and review the information. If changes are needed, select the Edit button, make the changes, and then select the Save button. If the chemical needs to be removed, select the Remove Chemical button on the purple toolbar.
 - *After ensuring that all chemical information is correct, proceed to the next step.
6. **IMPORTANT!** Please review your facility information and chemical inventory before proceeding to the final steps to file! **YOU WILL NOT BE ABLE TO EDIT YOUR ENTRY AFTER YOU HAVE FILED FOR THE FACILITY!**
7. To file your Tier II inventory for the facility:
 - *Click on Home in the red tool bar.
 - *Click on Filing Worksheet in the red tool bar.

***If you have more than one facility to file, you will have to edit and review each facility before completing the filing process!**

*Here you will answer three questions:

Are the number of your employees less than or equal to 9?

Are the annual gross receipts under 2 million dollars?

Does your facility fall under any of the following exemptions: City, Parish, State, Federal, or LP Gas Distributor?

*Click on Calculate to go to the next page and receive your fee amount.

8. Enter in your company contact information as the Tier II Filer. The system requires that all fields be completed. If you do not have a fax number or cell phone, just re-enter your office telephone number.
9. Select your payment type from the drop down box: Check/Money Order or Credit Card. If your fee amount is \$0.00, select Check/Money Order. After choosing your preferred method of payment, click on the Next button. If you are paying by check or money order, you will proceed to the Invoice page. If you are paying with a credit card, you will go to a secure site to enter in your credit card information, and after that you will go to the Invoice page.
10. On the Invoice page, print at least two hard copies. Keep one copy for your records as proof that you have filed your Tier II inventory. Mail the second copy to the address for the Office of Management and Finance that is listed on the Invoice page. If you are paying with a check or money order, please make your payment out to Louisiana State Police Right-to-Know Unit and attach it to the Invoice. Facilities paying by credit card and facilities exempt from filing fees are still required to mail a copy of the Invoice to the Office of Management and Finance.
- 11. WARNING: THIS IS YOUR ONLY OPPORTUNITY TO PRINT THE INVOICE PAGE. YOU MUST PRINT YOUR INVOICE AT THIS TIME OR YOU WILL NOT HAVE A RECORD OF YOUR TRANSACTION. THERE IS NO WAY FOR YOU OR THE RTK UNIT TO RECREATE THIS INVOICE PAGE ONCE YOU CLEAR THIS SCREEN!**
12. To print out a copy of the inventory report to give to the parish LEPC and local fire department, go to the Facility Identification page and click on the Printable Report button on the toolbar. Then, print your report using your computer's printing menu.
13. The E-Filing portion of Tier II is completed. Finish the filing process by sending in your payment and by providing copies of your inventory report to the parish LEPC and local fire department.

For any questions regarding Tier II, or if you have any issues while filing online, please email us at rtk.tier2@dps.la.gov