

# E-FILING PROCESS

1. Obtain your User ID and Password by doing the following:
  - \*Go to <http://www.dps.louisiana.gov/lcnweb.nsf>
  - \*Click on Tier II button
  - \*Click on Obtain Web ID and follow instructions (prompts).
2. Access site <http://www.dps.louisiana.gov/lcnweb.nsf>, click on Tier II button, log in with your User ID and Password.
  - \*Example: User ID : T2-1111 (**CASE SENSITIVE**)
  - Password: A1B2C3D4 (**CASE SENSITIVE**)
3. Next screen will show the Reporting Year, Facility ID Number (in blue), your Facility Name and Filed Status (yes / no).
  - \*Click on your Facility ID number to open.
4. Facility History page - has Facility Name, Address, Owner/Operator, Emergency Contacts, etc.
  - \*Click on Edit.
  - \*On the left hand side click in square next to "Ready for Filing." This does not file - just sets up the accounting part of program.
  - \*Make any corrections or additions as needed. Then click on Save.
5. Next click on Chemical Inventory
  - \*To add a new chemical click on "New Pure" or "New Mixture" - (If a chemical has its own CAS number, then we consider it a pure.) Example: Gasoline - CAS # 8006619
  - \*To view existing chemicals, click on by chemical name in blue. This will allow you to make changes or deletions to that chemical. After insuring that all chemical info is correct, proceed to next step.
6. Go home and click on Filing Worksheet.

\*There will be Number of Employees, Gross Annual Receipts under 2 million. (Exemptions: State, City, Parish, or Federal government or LP Gas if applicable...etc.)

7. Then click on Calculate.
8. Filing Options Results Page is next. Fee amount is shown (if applicable). You will send a printed copy of following screen along with payment.
  - \*Are you sure you are ready to file your Tier II? Click on yes or no.
  - \* Before you submit, make certain everything is correct. You **CAN NOT** go back and make any changes after you have submitted. **Then Submit.**
9. **YOU MUST PRINT YOUR E-FILING INVOICE FROM YOUR SCREEN 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 ONCE YOU CLEAR THIS SCREEN.**
10. Mail invoice [with payment](#) at the address indicated.
11. The E-Filing process is now completed for that reporting year.