

Tier II Online Filing System Instructions:

Register Now

Registration

1. **Register as a new Facility** : if you have never submitted a hard copy Facility Inventory Form (FIF) to the DEP Right to Know Program.
2. **Register as an Existing Facility**: you must use your Facility ID# and the owner phone # from your previous hard copy submission.
3. Both New and Existing facilities must include a **Username** and a completed Registration Form including any additional facility information you have and answer the Security Question; then Click Register.
4. After you have registered, you will receive the **Password Certification Letter** in the mail in approximately 3 – 5 business days. You must **sign the Password Certification Letter and return it to DEP**. You will then receive an Email notification indicating that your **user account has been activated**.
5. **Sign in** with your registered Username and the Password from your Password Certification Letter in order to complete your Annual Tier II Submission.
6. **Registration is a onetime process**, if you have registered previously and your user account has been activated, you can sign onto the Tier II Online System every year with the same Username and Password to complete your Tier II Annual submission.
7. **If You Forgot the Password**, type the username or the Owner phone number, Answer the security Question; then the Username and password will be display on the screen.

Sign in

1. Main Menu screen

1. To Add a new facility to your user account, Click on **Add a new facility**
2. To update the Facility owner information, Click on **Update User Profile**
3. To submit for a Multiple Facility with one Invoice , Click on **Consolidated Invoice**
4. Click on the **Facility Name** to go to next screen.

2. Submission Listing screen

Click on the **Current Year Edit** to start Submission.

3. Facility Home Page screen

1. To Edit Facility information, Click on **Edit Facility**
2. To Add Chemical , Click on **Add Chemical**

- a. Type Substance name
 - b. To Enter Mixture Components, Click on **Add Mixture Components**
 - c. To Select Material Safety Data Sheet (MSDS), Click on **Search for MSDS Online**, select, save and upload, or Click on **Select MSDS from DEP Library (if available)** or Click on **Upload MSDS**
 - d. Complete the Chemical description page, then Click Save
3. To Edit Chemical, Click on **Edit** for the selected Chemical
 4. To Delete Chemical, Click on **Delete** for the selected Chemical
 5. To View Current Data, Click on **Current Data**
 6. Click on [Click here](#) to start/change Tier II Submission for this year

4. Tier II Submission Instructions screen

Click [Continue with Tier II Submission](#) to go to next step.

5. Select Submission Class screen

1. Select **Annual Submission** to complete Annual Submission
2. Click [Start](#) to go to next step.

6. Exemption Questionnaire screen

Complete the Fee Exemption Questionnaire, then Click **Submit**

7. Requirements for Tier II Submission screen

1. Click on **Change, if** you completed the Fee Exemption Questionnaire incorrectly.
2. Click on **Proceed with Submission** to go to next step

8. View Fee Summary screen

Click **Pay Now**

9. Make a Payment screen

Select the Payment Method:

- a. **By Check:** Enter the check #, Bank Name and the date you cut the check, then click on **Submit**
- b. **By Credit Card:** : Enter the Credit Card #, Expiration date and the Billing information , Click Continue , Facility will view Payment Confirmation , click on Process Payment, Print Receipt; then Click on **Proceed**
- c. **By E-Check:** Enter the Routing Number , Account Number, Click Continue , Facility will view Payment Confirmation , click on Process Payment, Print Receipt; then Click on **Proceed**

10. View Fee Summary screen

Click on **Proceed with Tier II Submission**

11. Certify Tier II Submission

TIER II SUBMISSION for Facility XXXX screen

1. Preview the Tier II Report before Certifying Submission
2. Check the Box to officially submit the Tier II Report
3. Confirm the information, then Click on **Submit**

12. Print Invoice screen

If you select the Payment Method by check, Print invoice, check the Box, then Click **Proceed**

13. Tier II Submission screen

TIER II SUBMISSION for Facility XXXX screen

4. Print/Preview the Tier II Form
5. View Billing Summary
6. Submission Listing

Note: Once you check the box and Certify the Tier II submission the information becomes an official archive.

If you select Payment method by **check** Please **Print the invoice and Mail it** with a check or money order for the full amount of any Reporting Fees made payable to: **NYC Commissioner of Finance**

Mail the invoice and the check to:

NYC Department of Environmental Protection

Right - to - Know Program

59-17 Junction Blvd., Low Rise 1ST Floor

Flushing, NY 11373-5108

Mail Tier II Report copy to NYC Fire Department:

1. Click on [Print/Preview the Tier II Form](#) to print Tier II Report
2. Mail Tier II Report to:

NYC Fire Department

Toxic Substance Unit

9 Metrotech Centre

Brooklyn, NY 11201

To Submit a Revision to Submission

Sign In

1. **Main Menu screen** Click on Facility name

2. **Submission Listing screen**

1. Click on **Click here to request an edit for a Previous Year**
2. Complete the Revision Request Form: Select the Year, type the reason for the request, and Check the Box to confirm the information is accurate and authentic.
3. Administration will receive your request, evaluate and approve it.
4. Facility will receive an Email notification stating that the Previous Year Edit **requested has been approved.**
5. Sign in
6. The Year requested for Edit will be available on Submission Listing Screen, Click on **the Year requested to Edit** to complete the Revision.

3. **Facility Home Page screen**

1. To Edit Facility information, Click on **Edit Facility**
2. To Add Chemical, Click on **Add Chemical**
3. To Enter Mixture Components, Click on **Add Mixture Components**
4. To Select Material Safety Data Sheet (MSDS), Click on **Search MSDS Online**, select, save and upload or Click on **Select MSDS from DEP Library (if available)** or Click on **Upload MSDS.**
5. To Edit Chemical, Click on **Edit** for the selected chemical
6. To Delete Chemical, Click on **Delete** for the selected chemical
7. To View Current Data, Click on **Current data**
8. Click on [Click here](#) to start/change Tier II Report for this Year

4. **Select Submission Class**

Select **Revision Class** to complete Revision Submission

Click **Start** to go to next step.

5. **Requirements for Tier II Submission**

Click **Proceed with Submission** to go to next step

6. **View Fee Summary**

Click **Pay Now** to enter the Fee Balance for the Revision Submission, if required

7. **Make a Payment**

Select the Payment Method:

a. **By Check:** Enter the check #, Bank Name and the date you cut the check, then click on **Submit**

b. **By Credit Card:** : Enter the Credit Card #, Expiration date and the Billing information , Click Continue , Facility will view Payment Confirmation , click on Process Payment, Print Receipt; then Click on **Proceed**

c. **By E-Check:** Enter the Routing Number , Account Number, Click Continue , Facility will view Payment Confirmation , click on Process Payment, Print Receipt; then Click on **Proceed**

8. **View Fee Summary screen**

Click on **Proceed with Tier II Submission**

9. **Certify Tier II Submission**

TIER II SUBMISSION for Facility XXXX screen

7. Preview the Tier II Report before Certifying Submission

8. Check the Box to officially submit the Tier II Report

9. Confirm the information , then Click on **Submit**

10. **Print Invoice screen**

If you select the Payment Method by check, Print invoice, check the Box, then Click **Proceed**

11. **Tier II Submission screen**

TIER II SUBMISSION for Facility XXXX screen

1. Print/Preview the Tier II Form

2. View Billing Summary

3. Submission Listing

Note: Once you check the box and Certify the Tier II submission the information becomes an official archive.

If you select Payment method by **check** Please **Print the invoice and Mail it** with a check or money order for the full amount of any Reporting Fees made payable to: **NYC Commissioner of Finance**

Mail the invoice and the check to:

NYC Department of Environmental Protection

Right - to - Know Program

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Flushing, NY 11373-5108

To Submit Update

Sign in

1. Main Menu screen

Click on **Facility name**

2. Submission Listing screen

Click on **Current Year**

3. Facility Home Page:

1. To Edit Facility information, **Click on Edit Facility**
2. To Add Chemical, Click on **Add Chemical**
3. To Enter Mixture Components, Click on **Add Mixture Components**
4. To Select Material Safety Data Sheet (MSDS), Click on **Search for MSDS Online**, select, save and upload, or Click on **Select MSDS from DEP Library (if available)** , or Click on **Upload MSDS**
5. To Edit Chemical, Click on **Edit** for the selected chemical
6. To Delete Chemical, Click on **Delete** for the selected chemical
7. To View Current Data, Click on **Current data**
8. Click on [Click here](#) to start/change Tier II Report for this Year

4. Select Submission Class

Select **Update** Class to complete Update Submission

Click **Start** to go to next step.

5. Requirements for Tier II Update Submission

Click **Proceed with Submission** to go to next step

6. Certify Updated Submission

TIER II Update SUBMISSION for Facility XXXX

1. Preview the Tier II Report before Certifying Updated Submission
2. Check the Box to officially submit the Tier II Updated Report
3. Confirm the information , then Click on **Submit**

Note: Once you check the box and Certify the Tier II Updated Submission the information becomes an official archive.