# Tier II Online Filing System Instructions:

**Registration**

Register

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 number and the facility phone number from your previous hard copy submission.
3. Both New and Existing facilities must create a **Username** and complete the Registration Form; then click Register.
4. After you have registered, you will receive an email notification with the facility ID#, link to create the password and validate the User Account.
5. Please print the User Account Certification before certifying the user account.
6. **Sign in** with your registered Username and the Password in order to complete your annual Tier II Submission.
7. **Registration is a one- time process**, if you have registered previously and your User Account has been activated, you can sign onto the Tier II Filing Online System every year with the same Username and Password to complete your annual Tier II Submission.
8. **If You forgot the Password,** type the Username or the User Account Telephone (the number that was entered during registration), answer the security question then reset the Password.

## 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 pay for a multiple facility with one invoice , Click on **Consolidated Invoice**
4. Click on **Start Report** to go to next screen.

### 2. Facility Submission Home Page screen

1. To edit facility information, click on **Edit Facility**
2. To Add or Edit chemicals select Step # 2 Chemical inventory
3. To add chemical , click on **Add Chemical**
   a. Type substance name
   b. To enter mixture components, Click on Add **Mixture Components.**

      c.    To select the Safety Data Sheet (SDS/MSDS), click on **Search Google for SDS/MSDS Online**, select, save and upload, or click on **Select SDS/MSDS from DEP Library** (if available) or click on **Upload SDS/MSDS** if you have it electronic.

      d.    Complete the chemical description page, then click Save and Continue.

**4.** To edit chemical,  click on  **Edit** for the selected chemical

**5.** To delete chemical, click on **Delete  f**or the selected chemical

**6.** Select Step  #4 Submit

**7.** Click on **<u>Click here</u>**  to finalize your Tier II/FIF- Submission for this year


  **3.**    **<u>Tier II Repot  Instructions screen</u>**       Click **<u>Yes</u>** to go to next step.


  **4.**    **<u>Tier II Report Class</u>**

     Select **Annua**l then Click **Submit** to go to next step.


  **5.**    **<u>Exemption Questionnaire screen</u>**

      Complete the Fee Exemption Questionnaire, and then click **Submit**


**6. <u>Report Requirements screen</u>**

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


**7. <u>View  Payment  Summary screen</u>**

     Click **Pay Now**


**8.**   **<u>Make a Payment screen</u>** Select the Payment Method:

   a. **By check:**   enter the check number, Bank Name and the date you cut the check, then click on **Submit**

   b. **By Online then click Confirm**

        **1. Select Credit card**: enter the billing information, the credit card number, expiration date and click Continue, Facility will view payment confirmation then click on Process Payment.

        **2. Select E-Check**: enter the billing information, the routing number, account number and click Continue, Facility will view payment confirmation then click on Process Payment.


**9.**   **<u>View Online Payment Receipt screen</u>**

     Print receipt then click on **Continue to Certify Report**.

10. **View Payment Summary Screen**

   If payment made by check View Payment Summary screen Click on **Continue to Certify Report.**

11. **Certify  Tier II Report**

    **TIER II Report for DEP Facility XXXX ID# XXXX screen**

    1. Preview the Tier II Report before Certifying  Report

    2. Confirm information then Click on **Acknowledge and Submit** to officially submitting Tier II Report.

12**. Print Invoice screen**

   If you select the payment method by check, print invoice, check the acknowledge box, and then click **Proceed**

13. **Tier II Submission screen TIER II SUBMISSION screen**

    1. Print/View the  Tier II  Form
    2. Print/View the  invoice
    3. View Billing Summary
    4. Exit to Main Menu
    5. Log off.

   <u>Note</u>**: Once you certify the Tier II Annual 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:**

Click on <u>Print/View the Tier II Form</u> to print Tier II  Report

Mail Tier II Report  to:
NYC Fire Department
Toxic Substance Unit
9 Metrotech Centre
Brooklyn, NY 11201

<p style="text-align:center"><mark>**To Submit a Revision to Submission**</mark></p>

**Sign In**

1. <u>**Main Menu screen**</u>

     Click on **Request Previous Year Edit**

**2.** <u>**Request Previous Year Edit screen**</u>

1. Complete the Request Form: Select the reporting year, type the reason for the request, check the acknowledge box to confirm the information is accurate and click Request.
2. Administration will receive your request, evaluate and approve it.
3. Facility will receive an email notification stating that the previous year edit **requested has been Approved,** and this email has the **link to sign in to Tier II report**.
4. Sign in
5. The year requested for edit will be available as Not Started on report year's drop down option on the Main Menu Screen, click on **Start Report** to complete the revision. **Follow step 2 on 1ˢᵗ page**

**3.** <u>**Tier II Report Class**</u>

     Select **Revision then** Click **Submit** to go to next step

**Follow step 6-13 on 2ⁿᵈ page**

<p style="text-align:center"><mark>**To Submit Update**</mark></p>

<u>**Requirements for update Submission:**</u>
1. If facility has unreported hazardous substance during the current year or
2. If an already reported quantity of a hazardous substance increases by 25%

**Sign in**

**1.** <u>**Main Menu screen**</u>
Select Current Report Year then Click **Start Report**

**Follow step 2 on 1ˢᵗ page**

**3. Tier II Report  Class**

　　Select **Update** Class to complete Update Submission

Click **Submit** to go to next step**.**


**4.** C**ertify  Tier II Report**

　**TIER II Report for DEP Facility XXXX ID XXXX screen**

1. Preview the Tier II Report before Certifying   Updated  Submission
2. Confirm information then Click on **Acknowledge and Submit** to officially submitting Tier II Report.

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