Steps for Processing the year 2016 Tier 2 report in the E-Plan Online System:

1. Go to: https://erplan.net
2. Under "Online Tier2 eSubmit" click on "Login Page";
3. Near the bottom of the next page, enter your Access ID & Password;
4. Click on "Sign In";
5. At the "Submission Home" screen, under "Enter New Data / Retrieve Old Data" verify that your year 2015 Tier II data is in E-Plan (look for a "2015" button).;

Now you want to copy your year 2015 Tier II data over to year 2016. You should do the following:

1. Under the Copy Data section, click on the Previous Year drop down menu;
2. Click on year 2015;
3. Click on the Select Year drop down menu;
4. Click on year 2016;
5. Click on the "Copy Data" button at the bottom of the screen;
6. At the bottom of the screen, click on the "2016" button.

You should now be able to see your unedited year 2016 Tier 2 data. You can edit, delete and add new data as needed. Make sure that in addition to editing the contacts and chemicals that you click on your facility name so that you can update that information as well. When you have updated the data then you will need to run the validation process:

1. Click on the "Validate"** button at the bottom left of the screen;
2. A screen will appear with possible errors and needed updates;
3. If there are errors, then click on each hyperlink (blue colored wording);
4. You will be directed to the correct location to make the update or addition;
5. When you have added the needed information then click on the "add" button;
6. You can run the validation until all corrections have been made;
7. When all corrections have been done then you will see "Facility has passed all checks.";
8. Click on the "Unload Data to E-Plan" button;
9. Check the box beside each facility to be included with the Tier 2 report;
10. Click on the "Update" button.

You will be directed to the Consolidated Annual Registration Fee form. You will need to complete this form in order to complete your year 2016 Tier II filing. Even governmental agencies that do not owe a fee will still need to complete the form. The steps are:

1. Add your Federal ID number – do not use hyphens;
2. Add the phone number, contact name and title as indicated;
3. Under Registration Fee, answer the first question;
4. Additional questions will appear as needed to determine the rate per employee;
5. Once the filing rate has been determined, then enter the number of employees (state-wide for December of the reporting year);
6. Click on the “Calculate” button.

Now you will need to choose your method of payment. You can either send us a check or you can pay online with a credit card. If you are paying online, then click on that option – you will be directed to the Bank of America payment module where you will be able to enter your credit card information. If you choose to send a check then click on that option. If you are sending in a check then be sure to include a copy of the Consolidated Annual Registration form (can be downloaded from the invoice section in E-Plan).

Finally, you will need to click on the “Submit” button. Your year 2016 Tier 2 report has now been filed in E-Plan. Note that a PDF copy of your Tier 2 report is available after running the validation step.

**Note that you will probably need SIC and/or NAICS codes handy when completing the validation steps. The following is a good lookup link if needed: http://www.naics.com/search.htm