How to Pay Toxic Release Inventory (TRI) Fees in E-Plan

Step 1: Go to https://tier2.erplan.net/ and login to your E-Plan account using your 7-digit Access ID and Password. If you do not know your login, click on Forgot Access ID or Forgot Password to retrieve your login information. Note: Your email address must match the email that is reflected as the account owner, or the information will not be provided.

Welcome to E-Plan's Online Tier II Reporting System This easy E-Plan online reporting system will allow you to create a report you can submit to your state to meet their requirement for filing of (SARA Title III) Tier II Emergency and Hazardous Chemical Inventory Reports. This system is for Tier II filing organizations to file their Tier II reports to the State each year. However, filing Tier II report via E-Plan may not fulfill the mandate per your state SERC and/or county LEPC and local fire department. Contact your State and County officials to see if they accept E-Plan as a form of electronic filing. If you have comments or questions, please use the Contact Us button on any E-Plan website page. Sign In **Important Notes** 1. Completed Tier II forms for reporting year 2017 are due by March 1, 2018. If you have already registered for an account, enter your Access ID and 2. For reporting year 2017, UT Dallas institutes an administrative charge password in the boxes below and Sign for organizations that use E-Plan for creating/filing online Tier II reports. In to access or update your account Please look at the list to see if a charge for creating/filing applies to each and data facility. Detailed instructions including how and where to pay online payment are available. Please view this step-by-step guide 3. For the 2017 reporting year, nine States (i.e., Alabama, Florida, Georgia, Mississippi, Montana, New York, North Carolina, South Carolina, and Tennessee) and several Counties (i.e., Warren County (OH), Access ID Chesapeake City (VA), Hopewell City (VA), Patrick County (VA), Pittsylvan unty (VA), Forgot Access ID Virginia E E-Plan as Links to retrieve login an electron 4. If your St mit such information ort data as .t2s or E-Plan, P Forgot Password 5. Please refer to your state's web site and the EPA's State Tier II Reporting Requirements and Procedures for submission details. 6. E-Plan online Tier II training video. Click here to watch. New to E-Plan? Create An Account

How to Pay Toxic Release Inventory (TRI) Fees in E-Plan, cont'd.

Step 2: In the Enter New Data/Retrieve Old Data column, select the appropriate filing year to pay TRI fees for that year and click 'Continue'. **Do not click the gold EPCRA 302 tab.**



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Step 3: Click the invoice link in the gray bar at the top of the next page. Then click on the lavender FL TRI REG button to start TRI payment process.



Step 4: A payment confirmation email will be sent to the email address entered into the payment system. The payment system will also redirect you back to E-Plan after your payment is processed. Click on the invoice link again and download the Florida TRI Annual Registration Form.

