

## Tier II Online Filing System Instructions:

### 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 number and the owner 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 owner phone number, 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 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 and Continue.

4. To edit chemical, click on **Edit** for the selected chemical
5. To delete chemical, click on **Delete** for the selected chemical
6. Select Step #4 Submit
7. Click on [Click here](#) to finalize your Tier II/FIF- Submission for this year

**3. Tier II Repot Instructions screen**

Click **Yes** to go to next step.

**4. Tier II Report Class**

Select **Annual** then Click **Submit** to go to next step.

**5. Exemption Questionnaire screen**

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

**6. Report Requirements screen**

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

**7. View Payment Summary screen**

Click **Pay Now**

**8. Make a Payment screen**

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 credit card:** enter the credit card number, 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**

**9. View Payment Summary screen**

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

**10. Online Payment Receipt**

If payment made by credit card or E check View Online Payment Receipt 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. Click on Acknowledge then facility will officially submitting 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 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.

**Note: 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 1<sup>ST</sup> Floor  
Flushing, NY 11373-5108**

**Mail Tier II Report copy to NYC Fire Department:**

1. Click on [Print/View 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 **Request Previous Year Edit**

#### **2. Request Previous Year Edit screen**

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 on report years drop down option on the Main Menu screen, click on **Start Report** to complete the revision.

#### **3. 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**
4. To enter mixture components, click on **Add Mixture Components**
5. 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**.
6. To edit chemical, click on **Edit** for the selected chemical
7. To delete chemical, click on **Delete** for the selected chemical
8. Select Step #4 Submit
9. Click on [Click here](#) to finalize your Tier II/FIF- Submission for this year.

#### **4. Tier II Repot Instructions screen**

Click **Yes** to go to next step.

#### **5. Tier II Report Class**

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

#### **6. Report Requirements**

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

#### **7. View Payment Summary**

Click **Pay Now** to enter the fee balance for the revision Submission, if required

**8. Make a Payment Screen**

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 credit card:** : enter the credit card number, 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 on Continue , Facility will view Payment Confirmation , click on Process Payment, Print Receipt; then click on **Proceed**

**9. View Payment Summary screen**

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

**10 Online Payment Receipt**

If payment made by credit card or E check View Online Payment Receipt Click on **Continue to Certify Report**.

**11 Certify Tier II Report**

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

4. Preview the Tier II Report before certifying Submission
5. Click on Acknowledge then facility will officially submitting Tier II Revision Report
6. Confirm the information , then click on **Submit**

**12 Print Invoice screen**

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

**13 Tier II Submission screen**

**TIER II SUBMISSION for Facility XXXX screen**

1. Print/View the Tier II Form
2. Print/View the invoice
3. View Billing Summary
4. Exit to Submission Listing
5. Log Off

**Note: Once you Certify the Tier II Revision 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 1<sup>ST</sup> Floor**

**Flushing, NY 11373-5108**

**To Submit Update**

**Sign in**

**1. Main Menu screen**

Select Current Report Year then Click **Start Report**

**2. Facility Submission 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 finalize your Tier II/FIF Update Submission for current year

**3. Tier II Report Class**

Select **Update** Class to complete Update Submission

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

**4. Certify Tier II Report**

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

1. Preview the Tier II Report before Certifying Updated Submission
2. Click on Acknowledge then facility will officially submitting Tier II Update Report
3. Confirm the information , then click on **Submit**

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