


## Certifying the Tier II Report & Making an E-Payment

1. After reviewing the information supplied in Steps 1-3, you are now ready to submit the Tier II Report. To begin the submission process, click the [**CLICK HERE TO START/CHANGE YOUR TIER II SUBMISSION FOR THIS YEAR**] button.

**Step 4: Submit Tier II Report**

You have not made any submissions for the Report Year (2013).

[CLICK HERE TO START/CHANGE YOUR TIER II SUBMISSION FOR THIS YEAR](#) 

**Notes**

2. Click the '[Continue with Tier II Submission](#)' button after reviewing the Tier II Submission Instructions.

**Tier II Submission Instructions**

You have elected to submit the final report.

Once you start this submission process, you will NOT be able to edit this report.

Start the Tier II Submission process only if you have updated all other information in your report.

- Have you updated your facility contact information?
- Have you updated your chemical inventory?
- Have you uploaded all the attachments you want to submit?

Make all data updates from the Facility Home page, and then start the report submission process.

[Facility Home Page](#)    [Continue with Tier II Submission](#)

3. Select the Submission type.
4. Click [Start] button.

Select the class of Tier II SUBMISSION for WEM 1 (ID: 200481)

**Annual Submission**

**Revision Submission**  
You cannot start a Revision Submission for a year that does not have a completed Annual Submission.

[Facility Home Page](#)

5. Click '[Complete the Fee Exemption Questionnaire](#)'.

REQUIREMENTS for Tier II SUBMISSION for WEM 1 (ID: 200481)

[Complete the Fee Exemption Questionnaire](#)

[Add a Chemical to Start Tier II Submission](#)

[Facility Home Page](#)

6. Review the employment information supplied in the Facility Information Section.
7. When finished, click [Submit] button.

### Exemption on Fees Questionnaire

This facility does not have exemption information entered for the year 2013. Please complete each question and click submit.

**1. Please indicate the number of FTE employees**

(All persons employed by this owner in the State of Wisconsin must be included in this calculation, not just those employed at this facility or working with chemicals.)

If the operator of this facility has less than 10 full-time equivalent (FTE) employees (20,080 hours) in the State of Wisconsin, it is exempt from fees.

**2. Is this a Federal or federally recognized Tribal facility?**  Yes  No

Fees are not assessed to Federal or federally recognized tribal facilities.

[Facility Home Page](#)

8. Click '[Proceed with Submission](#)'.

### REQUIREMENTS for Tier II SUBMISSION for WEM 1 (ID: 200481)

PLEASE READ: When you proceed to the next step, a Fee Summary will be created based on your responses for chemical submission and fee exemption. You cannot modify your submission after this point. To continue, click the link below. Otherwise, return to the Submission Listing page to make more changes.

You have marked your facility's reporting fee status as Not Exempt. [Change.](#)

All requirements for Tier II Submission to begin have been met. [Proceed with Submission.](#)

[Facility Home Page](#)

9. Review the Fee Summary.

10. Click the [Proceed to Payment Options] button to continue with the Tier II Report submission.

**View Fee Summary**

The Invoice Amount is calculated based on your report submission. Payment of the complete Invoice Amount is required for your Tier II Submission to be considered complete. Click "Pay Now" to make a payment.

[Facility Home Page](#)

WEM 1 (ID: 200481) Report Year: 2013  
2400 WRIGHT STREET  
MADISON, WI 53703  
Fee Type : **I-Inventory**

Number of Chargeable Chemicals	1
Cumulative Pounds Chargeable Chemicals	121212
Reporting Fee Total Amount Due if received after March 1, 2014	294.00

A convenience fee will be assessed for credit/card or debit card transactions.

[Proceed to Payment Options](#)

[Facility Home Page](#)

11. Select the type of payment method you will use (Online Payment, in this example).

12. Click [Submit] button.

**Make a payment**

<b>Invoice Amount</b>	<b>\$294.00</b>
<b>Total</b>	<b>\$294.00</b>

**Select Payment Method**

Check

Online Payment (Credit/Debit Card or E-Check)

A convenience fee will be assessed for credit/card or debit card transactions.

[Cancel](#) [Submit](#)

- A View Fee Summary page will generate.
13. Click the [Proceed with Tier II Submission] button.

**View Fee Summary**

The Invoice Amount is calculated based on your report submission. Payment of the complete Invoice Amount is required for your Tier II Submission to be considered complete.

[Facility Home Page](#)

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[Facility Home Page](#)

- The Make a Payment Page will generate:

14. Fill in the appropriate fields.

15. Select the Payment Method – electronic check or credit/debit (examples on following page).

- Please note that paying by credit/debit includes a convenience-processing fee (2.5% of the total fee). Paying by electronic check does not have a convenience-processing fee.

### Make a Payment

[My Payment](#)

**EPCRA - Inventory Fee for Chemicals on-site**

**Amount Due** \$294.00

**WEM Facility ID** 200481

**WEM Invoice No.** 184761

**WEM Report Year** 2013

**WEM Report Type** Tier II

**Online Transaction ID** 1401

[Payment Information](#)

**Frequency** One Time

**Payment Amount** \$294.00

**Payment Date** Pay now

[Contact Information](#)

**First Name**

**Last Name**

**Company**  (Optional)

**Address 1**

**Address 2**  (Optional)


**City**

**State**

**Zip Code**  (Optional)

**Phone Number**

**Email Address**

[Become a Registered User](#) 

[Payment Method](#)

**Payment Method**

A convenience fee will be charged for a credit/debit card transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

[Cancel](#)

- To make an **Electronic Check Payment**, you will need to provide the routing number and accounting number from either a checking or savings account.

Payment Method

Payment Method **Checking or Savings** ▼

Sample Check 1215

123 Main St  
Anytown, MO 12345

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_

DOLLARS

MEMO \_\_\_\_\_

⑆123456789⑆ ⑆055 11111111⑆ ⑆001215⑆

Bank Routing Number    Bank Account Number    Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number


Bank Account Type  Checking  Savings  
 This is a business account

A convenience fee will be charged for a credit/debit card transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.


- To make a **Credit/Debit Payment**, you will need to provide the card number, expiration date, card security code and billing address.

Payment Method

Payment Method **Credit/Debit Card** ▼

Card Number  

Expiration Date Month ▼ Year ▼

Card Security Code  

Card Billing Address  Use my contact information address  
 Use a different address

A convenience fee will be charged for a credit/debit card transaction. This fee amount will display on the next page where you will be able to cancel or confirm your payment.

16. Click the **[Continue]** button when you are ready to make your payment.

- Once the payment is processed, you will receive a Confirmation of Payment Email.
- In order to Complete the Tier II Submission for WEM, you must continue to the Certification Page:

- 17.To complete the Tier II Report, click the checkbox to verify that you are officially submitting the Tier II Report.  
18.Fill in the required **Red** highlighted fields.

**TIER II SUBMISSION for WEM 1 (ID: 200481)**

**I certify under penalty of law that I have personally examined and am familiar with the information submitted and, to the best of my knowledge, I believe that the submitted information is true, accurate, and complete.**

**I understand that I am officially submitting this Report and associated information to authorities. I also understand that once this submission is completed I cannot edit the information and it will become an official archive for authorities.**

[Please Preview the Tier II Report before Submission](#)

<b>Name of Owner/Operator or Authorized Representative:</b>	<input type="text" value="JOHN SMITH"/>
<b>Official Title:</b>	<input type="text" value="PROGRAM MANAGER"/>
<b>Telephone Number:</b>	<input type="text" value="608-123-4567"/>
<b>Date:</b>	<input type="text" value="7/28/2014"/>

- 19.Click the [Submit] button when you are ready to submit the report.
- Once the report has been successfully submitted, the following page will generate:



### Tier II Submission

Thank you for submitting the online report. However, you will need to complete some additional steps for your submission to be considered complete.

**Your submission is not complete until your payment is received.**

**If you have added or made changes to a previous year, please make sure that you update the information in the current year to help Emergency Responders access the most accurate inventory information. View the most current year information from the Submission Listing page.**

For questions, please reference the Help Guide for the appropriate contact.

**Select an option below to proceed.**

[View/Print Consolidated Invoice Statement](#)

[View/Print Invoice](#)

[View/Print Report](#)

[Return to Submission Listing Page.](#)

- Click the '[View/Print Report](#)' button to print a hardcopy version of the submitted Tier II Report.
- Please note that you may view your report at anytime by signing into WHOPRS at <https://whoprs.wisconsin.gov>.

For further assistance, please contact the WHOPRS Help Desk at <https://whoprs.wisconsin.gov/HelpDesk.asp>.