Electronic Monthly Reporting

- 1. Visit the Louisiana State Board of Home Inspectors website www.lsbhi.state.la.us
- 2. Click on Online Services



3. Click on Monthly Reporting



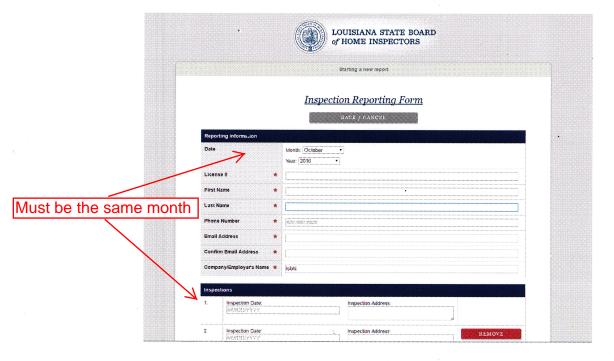
- 4. Create an account.
 - a. Multi inspector companies must create an account for each inspector.



5. Create New Report

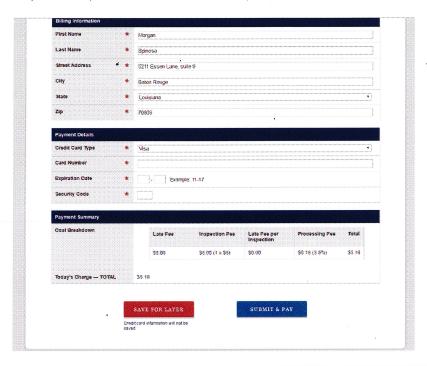


- 6. When entering the Date, please note that this is for the <u>Month</u> inspections were <u>completed</u> not the month they are submitted. Report Date and Inspection Date should have the same month.
 - **Example: ALL inspections performed October $1-31^{st}$ will be submitted by November 15th. WE DO NOT REPORT the $15^{th}-15^{th}$.
- 7. Complete the fields correctly to avoid delays.
- 8. When entering the Address, you must include Street Address and City.

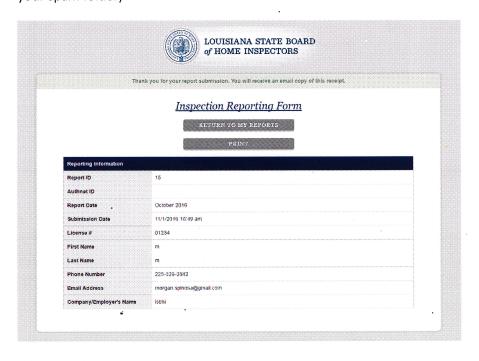


9. If one or more inspections were performed you will be required to complete the billing section. If ZERO inspections were performed, you will not be asked to complete the billing section and

you will simply click the submit button. Reports must be filed even if you did not complete any inspections. (ACTIVE INSPECTORS ONLY)



- 10. Submitting more than one month at a time YOU MUST SUBMIT EACH MONTH SEPARATELY!! If you submit reports on time and stay in compliance you should NEVER have to file more than one month at a time.
- 11. Once you have submitted your report, you will automatically receive a receipt. (please check your spam folder)



12. You can enter your inspections daily and then submit with payment at the end of the month. Once you have submitted your report you will be able to export the file and save for your records.

For questions or concerns please email me at morgan@lsbhi.la.gov