

# Electronic Monthly Reporting

1. Visit the Louisiana State Board of Home Inspectors website [www.lsbhi.state.la.us](http://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.

LOUISIANA STATE BOARD  
of HOME INSPECTORS

Please log in

Login

Email  
Password  
CAPTCHA  
Remember

LOG IN

REGISTER NEW ACCOUNT  
FORGOT PASSWORD?

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5. Create New Report

LOUISIANA STATE BOARD  
of HOME INSPECTORS

My Reports

NEW REPORT UPDATE ACCOUNT

1 result found

Status	Action	ID	Name	Company	Month	Inspections	Late	Total	Submitted / Last Saved	A
Complete	<a href="#">View</a>	14	Spanosa, Morgan	lsbi	November 2016	0	N	\$0.00	11/1/2016 10:36 am	

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6. When entering the Date, please note that this is for the Month inspections were completed not the month they are submitted. **Report Date and Inspection Date should have the same month.**

\*\*Example: ALL inspections performed October 1-31<sup>st</sup> will be submitted by November 15<sup>th</sup>. WE DO NOT REPORT the 15<sup>th</sup>-15<sup>th</sup>.

7. Complete the fields correctly to avoid delays.
8. When entering the Address, you must include **Street Address and City.**

LOUISIANA STATE BOARD  
of HOME INSPECTORS

Starting a new report

Inspection Reporting Form

BACK / CANCEL

**Reporting Information**

Date: Month:  Year:

License #:

First Name:

Last Name:

Phone Number:

Email Address:

Confirm Email Address:

Company/Employer's Name:

**Inspections**

1.	Inspection Date: <input type="text" value="MM/DD/YYYY"/>	Inspection Address: <input type="text"/>
2.	Inspection Date: <input type="text" value="MM/DD/YYYY"/>	Inspection Address: <input type="text"/>

REMOVE

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)

**Billing Information**

First Name

Morgan

Last Name

Spinosa

Street Address

5211 Essen Lane, suite 9

City

Baton Rouge

State

Louisiana

Zip

70809

**Payment Details**

Credit Card Type

Visa

Card Number

Expiration Date

-

Example: 11-17

Security Code

**Payment Summary**

Cost Breakdown

Late Fee	Inspection Fee	Late Fee per Inspection	Processing Fee	Total
\$0.00	\$5.00 (1 x \$5)	\$0.00	\$0.18 (3.6%)	\$5.18

Today's Charge — TOTAL


\$5.18

SAVE FOR LATER

SUBMIT & PAY

Credit card information will not be saved

- 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.
- Once you have submitted your report, you will automatically receive a receipt. (please check your spam folder)

LOUISIANA STATE BOARD  
of HOME INSPECTORS

Thank you for your report submission. You will receive an email copy of this receipt.

**Inspection Reporting Form**

RETURN TO MY REPORTS

PRINT

**Reporting Information**

Report ID

15

Authnet ID

Report Date

October 2016

Submission Date

11/1/2016 10:49 am

License #

01234

First Name

m

Last Name

m

Phone Number

225-328-2382

Email Address

morgan.spinosa@gmail.com

Company/Employer's Name

lsbhi

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](mailto:morgan@lsbhi.la.gov)