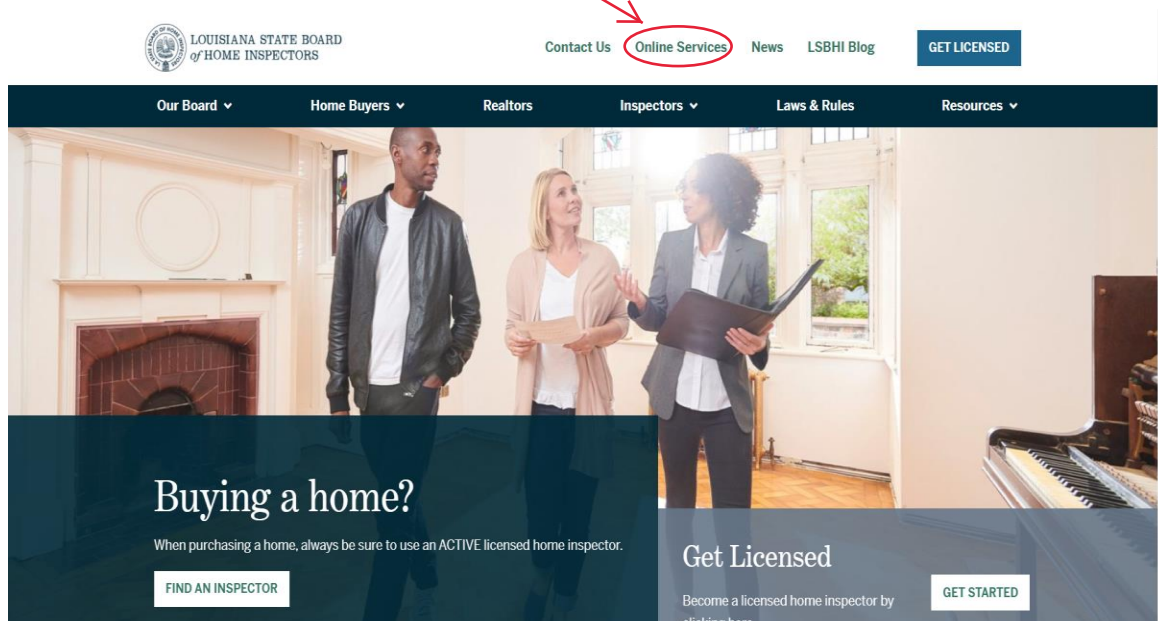
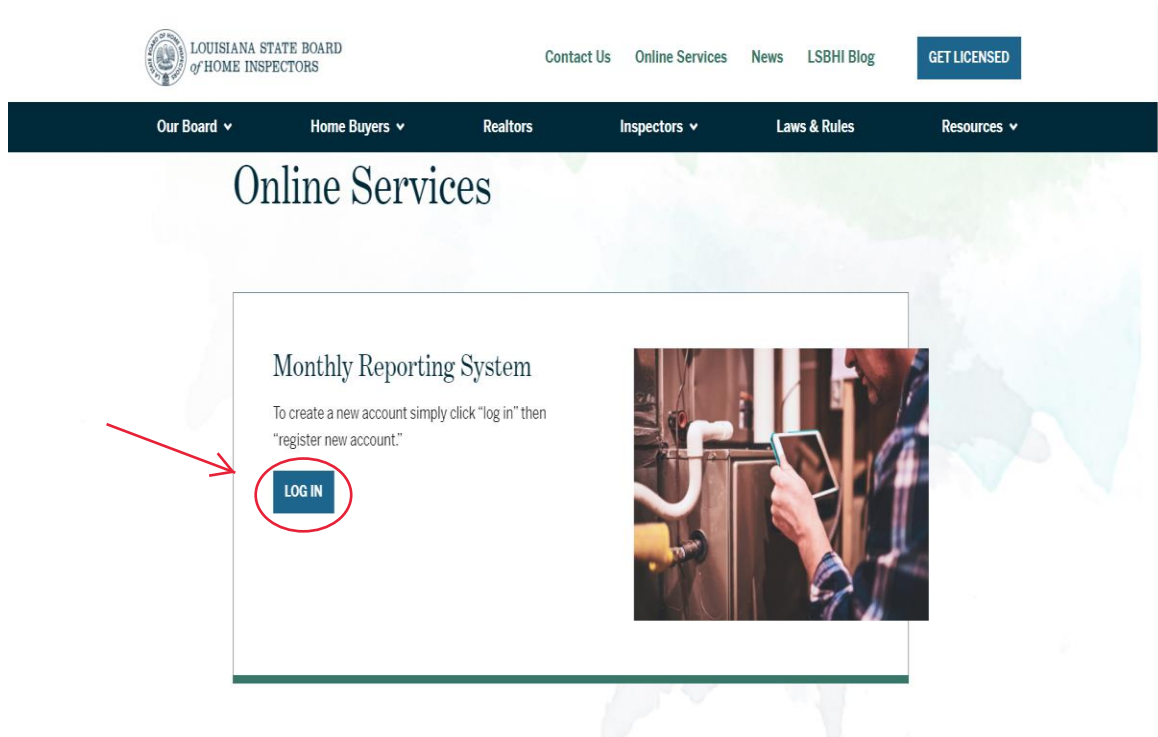


# Electronic Monthly Reporting

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.

Please log in

### Login

Email	<input type="text"/>
Password	<input type="password"/>
CAPTCHA	<input type="text" value="Enter code from below"/> 
Remember	<input type="checkbox"/> Remain logged in for 10 days

**LOG IN**

**REGISTER NEW ACCOUNT**

**FORGOT PASSWORD?**

5. Create New Report

### My Reports

**NEW REPORT** **UPDATE ACCOUNT**

1 result found

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

- 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 15th. WE DO NOT REPORT the 15<sup>th</sup>-15<sup>th</sup>.

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

Starting a new report

LOUISIANA STATE BOARD  
of HOME INSPECTORS

*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"/>	<input type="button" value="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	★ <input type="text" value="Morgan"/>
Last Name	★ <input type="text" value="Spinosa"/>
Street Address	★ <input type="text" value="5211 Essen Lane, suite 9"/>
City	★ <input type="text" value="Baton Rouge"/>
State	★ <input type="text" value="Louisiana"/>
Zip	★ <input type="text" value="70809"/>

Payment Details	
Credit Card Type	★ <input type="text" value="Visa"/>
Card Number	★ <input type="text"/>
Expiration Date	★ <input type="text"/> - <input type="text"/> Example: 11-17
Security Code	★ <input type="text"/>

Payment Summary											
Cost Breakdown	<table border="1"> <thead> <tr> <th>Late Fee</th> <th>Inspection Fee</th> <th>Late Fee per Inspection</th> <th>Processing Fee</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>\$0.00</td> <td>\$5.00 (1 x \$5)</td> <td>\$0.00</td> <td>\$0.18 (3.5%)</td> <td>\$5.18</td> </tr> </tbody> </table>	Late Fee	Inspection Fee	Late Fee per Inspection	Processing Fee	Total	\$0.00	\$5.00 (1 x \$5)	\$0.00	\$0.18 (3.5%)	\$5.18
	Late Fee	Inspection Fee	Late Fee per Inspection	Processing Fee	Total						
\$0.00	\$5.00 (1 x \$5)	\$0.00	\$0.18 (3.5%)	\$5.18							
Today's Charge — TOTAL	\$5.18										

SAVE FOR LATER

SUBMIT & PAY

Credit card information will not be saved

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)



The screenshot shows the Louisiana State Board of Home Inspectors' website. At the top left is the board's seal, and to its right is the text "LOUISIANA STATE BOARD of HOME INSPECTORS". Below this is a green banner with the text "Thank you for your report submission. You will receive an email copy of this receipt." The main content area is titled "Inspection Reporting Form" in a blue, italicized font. Below the title are two buttons: "RETURN TO MY REPORTS" and "PRINT". The core of the page is a table with a dark blue header "Reporting Information" and a white body containing the following data:

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	225-328-2882
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)