



Web Filing

38 Steps

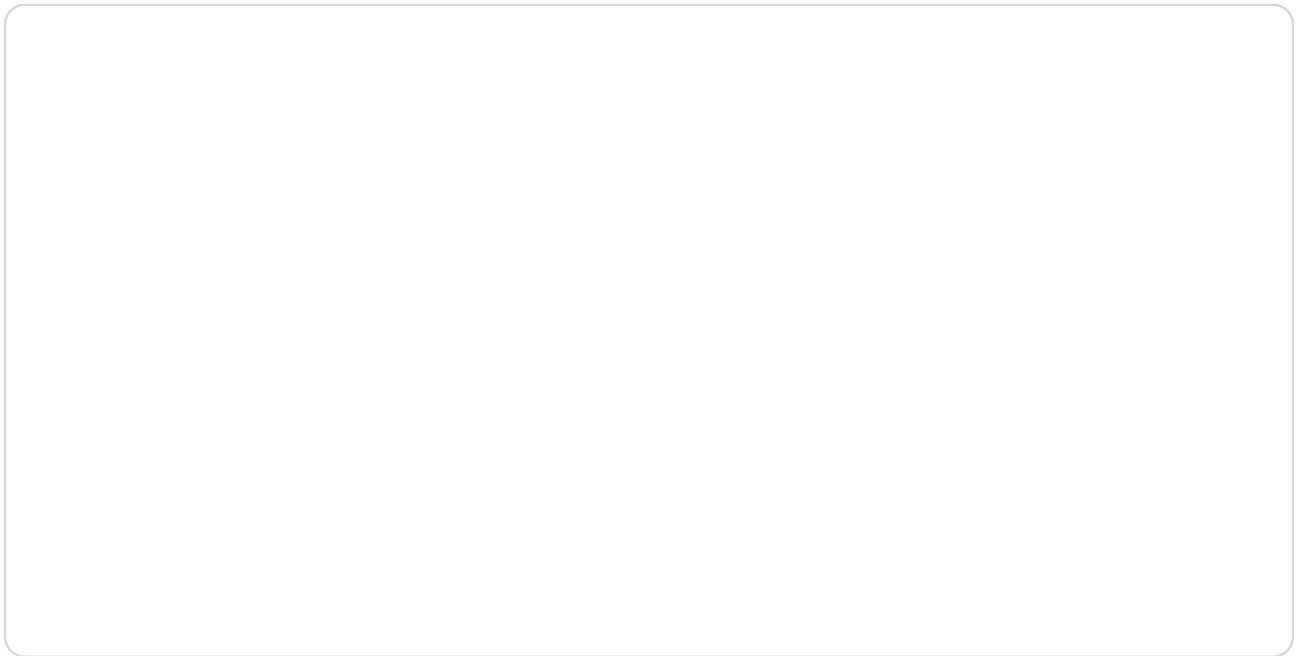
Created by
Shayon Zadeh

Creation Date
May 3, 2022

Last Updated
September 19, 2022

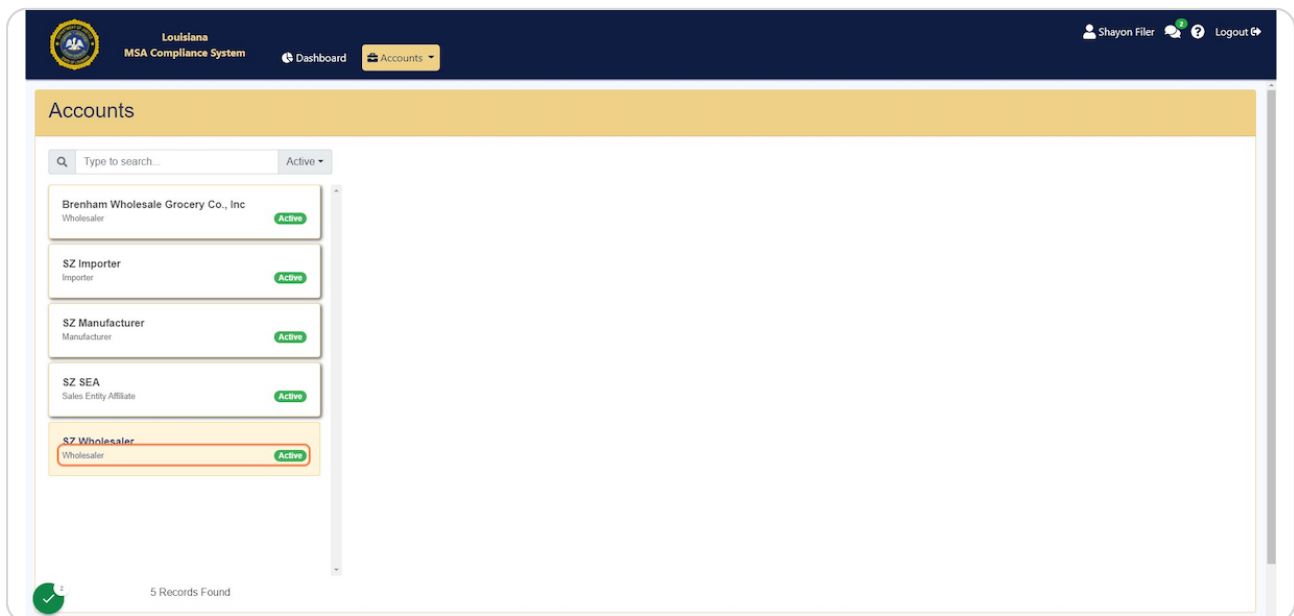
STEP 1

Enter Username and Password and Click on Login



STEP 2

Click on a Wholesaler Account



STEP 3

Click on Add Filing

The screenshot shows the 'Accounts' section of the Louisiana MSA Compliance System. On the left, a list of accounts is shown, including 'Brenham Wholesale Grocery Co., Inc.', 'SZ Importer', 'SZ Manufacturer', 'SZ SEA', and 'SZ Wholesaler'. The 'SZ Wholesaler' account is selected and highlighted in orange. The main area displays the account details for 'SZ Wholesaler', including the contact information for Charles Zand. Below the details, there is a section for 'WHOLESALE FILINGS' with a table of filings. The 'Add Filing' button is highlighted with a red box. The table lists several filings, including 'Wholesaler Filing JAN 2022 - Original (1)' and 'Wholesaler Filing MAR 2021 - Original (1)'. The status of the filings is shown as 'In Process' or 'Pending Review'. The bottom right corner of the page has a blue button labeled 'Add New Document'.

STEP 4

Click the Calendar to Select a Return Period

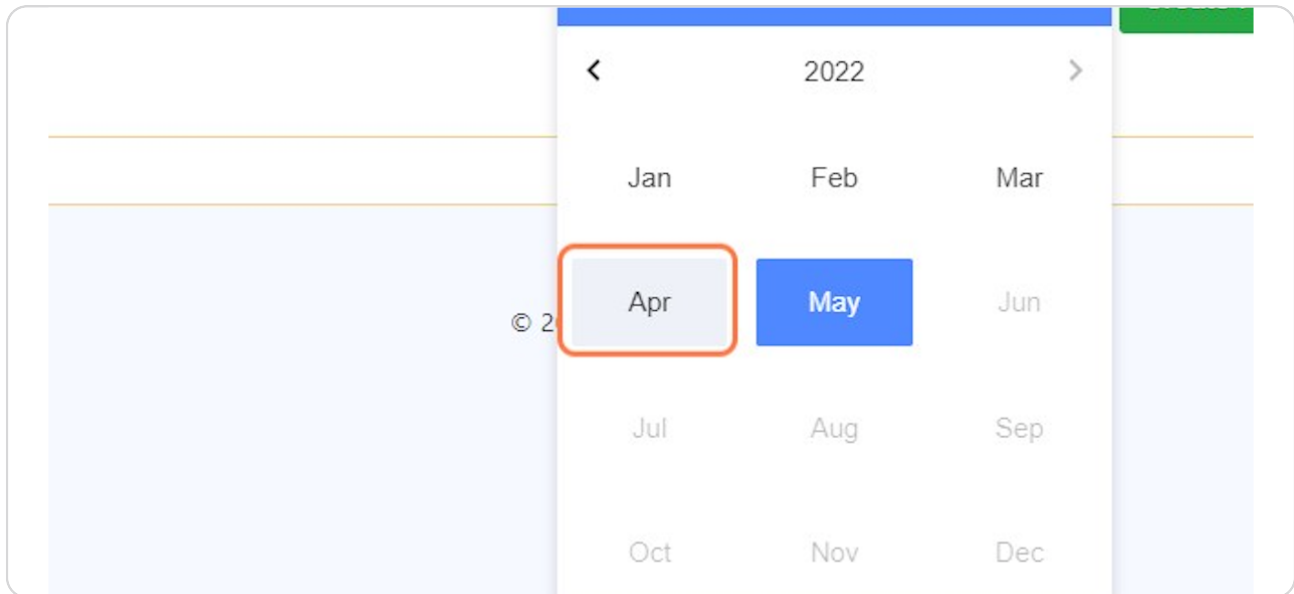
You can also manually enter in the date by typing the date in the following format MM-YYYY.

The screenshot shows the 'CREATE FILING' form in the Louisiana MSA Compliance System. The form is titled 'CREATE FILING' and has a section for 'FILING PERIOD *'. The 'FILING PERIOD' field is set to '05-2022' and is highlighted with a red box. Above the field, there is a label 'Enter the filing month'. Below the field, there is a small calendar icon. The form has two buttons: 'Create Filing' and 'Cancel'. The bottom of the page has a copyright notice: '© 2019 - 2022 SICPA Product Security'.

STEP 5

Click a Month

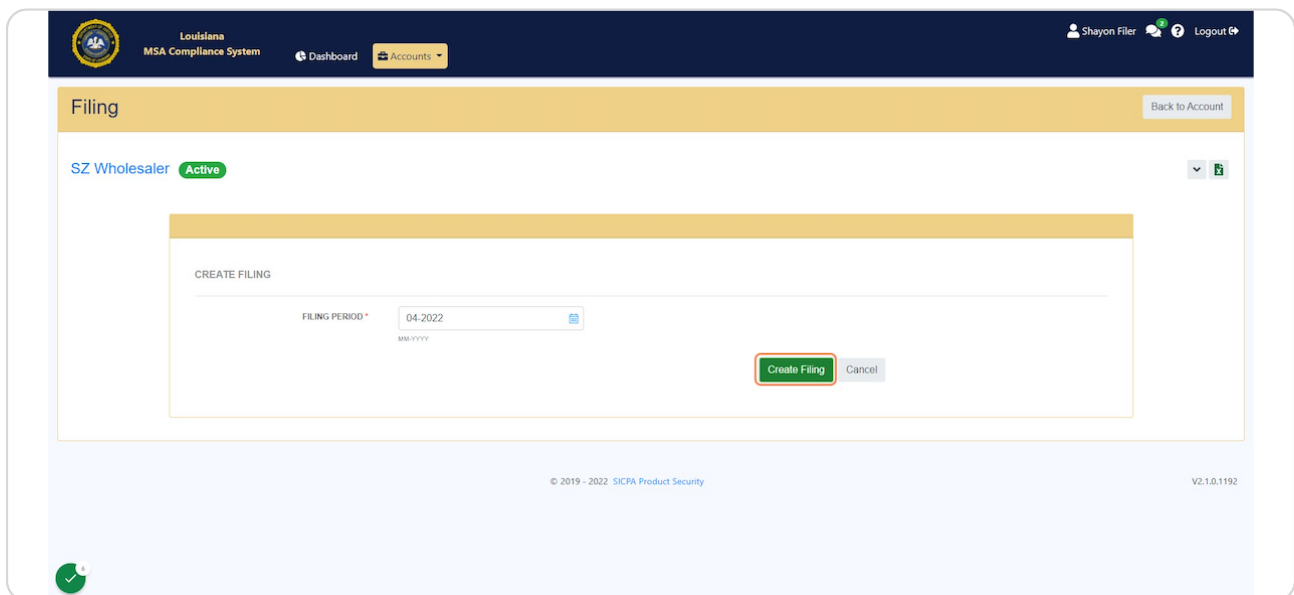
You can click on the arrows or the year (2022 in picture) to navigate to another year.



STEP 6

Click on Create Filing

You can only create using this method for a filing period that does not have a wholesaler packet that already exists.



STEP 7

Click on Add Schedule Detail

You can mark a schedule as no activity or not applicable instead of adding a schedule detail if there are no schedules that need to be added. Click mark schedule for those 2 options. (Note: No Activity means that your company did not have that type of transaction during this filing period. Not Applicable is used when your company does not do that type of transaction. Example: Use Not Applicable If you do not export product out of state. Use No Activity if you do export products, but did not do so during this filing period.

The screenshot displays the 'Filing' section of the Louisiana MSA Compliance System. The user is logged in as 'Shayon Filer'. The interface shows a sidebar with a list of schedules: R-5602 NPM, R-5603 PM, R-5612, R-5604-B(C), R-5604-B(P), R-5611, and R-5613. The 'R-5602 NPM LOUISIANA SALES' schedule is selected. The main area shows a search bar and a message: 'No Transactions have been submitted for this period.' A red box highlights the '+ Add Schedule Detail' button. The right sidebar shows a 'Documents' section with a search bar and a message: 'No Documents found.'

STEP 8

Type in Brand Name

Use the typeahead feature to begin typing in the brand name. As you type, the system will display a list of values that match your entry.

The screenshot shows the 'Add Schedule Detail' modal form. The 'BRAND NAME' field is highlighted with a red border, and a dropdown menu is open showing a single suggestion: '\$'. The background shows the 'Filing' section of the Louisiana MSA Compliance System with a list of entries on the left and a 'Back to Account' button on the right.

STEP 9

Click on a Brand

Manufacturer will autofill based on the brand selected.

The screenshot shows the 'Add Schedule Detail' modal form. The 'BRAND NAME' field is highlighted with a red border, and a dropdown menu is open showing multiple suggestions. The suggestion '#117 (RYO) (SEE NATIONAL TOBACCO LISTING) RBJ SALES (NPM)' is highlighted with a red border. The background shows the 'Filing' section of the Louisiana MSA Compliance System with a list of entries on the left and a 'Back to Account' button on the right.

STEP 10

Enter in a Value

The brand that is selected will determine the quantity field that is displayed. If the brand selected is cigarettes, this will require a stick count. If the brand is RYO, then this field will require that you enter in the ounces. Stick count is a whole number. Ounces may be entered with up to two decimals. If RYO is selected, the dollar amount field will display and is an optional field for entry.

The screenshot shows the 'Add Schedule Detail' form in the Louisiana MSA Compliance System. The form is divided into several sections:

- BRAND:** Includes a dropdown for 'BRAND NAME' (selected: #117 (RYO) (SEE NATIONAL TOBACCO LISTING)) and a dropdown for 'PRODUCT COUNTRY OF ORIGIN' (selected: United States of America).
- NPM/PM DESIGNATION:** Includes a dropdown for 'NPM/PM DESIGNATION' (selected: NPM) and a dropdown for 'STATE' (selected: Louisiana).
- ROLL YOUR OWN:** This section is highlighted with a red box. It contains a text input field for 'VALUE IN OUNCES' with the value '4000.00' entered. Below the input field is a label 'VALUE IN OUNCES'.
- DOLLAR AMOUNT:** Includes a text input field for 'DOLLAR AMOUNT'.
- MANUFACTURER OR FIRST IMPORTER:** Includes a dropdown for 'ORGANIZATION NAME' (selected: RBJ SALES (NPM)), a text input for 'CITY' (selected: Grove), a dropdown for 'STATE' (selected: Oklahoma), and a dropdown for 'COUNTRY' (selected: United States of America).
- VENDOR:** Includes a dropdown for 'ORGANIZATION NAME', a text input for 'CITY', a dropdown for 'STATE', and a dropdown for 'COUNTRY' (selected: United States of America).

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Next Form'.

STEP 11

Click on Vendor Organization Name

The screenshot shows the 'Add Schedule Detail' form in the MSA Compliance System. The form is divided into several sections:

- BRAND**: Includes fields for BRAND NAME (with a dropdown for #117 (RYO) (SEE NATIONAL TOBACCO LISTING)), PRODUCT COUNTRY OF ORIGIN (United States of America), NPM/PM DESIGNATION (NPM), and STATE (Louisiana).
- ROLL YOUR OWN**: Includes a field for ROLL YOUR OWN (4000.00) and a field for DOLLAR AMOUNT.
- MANUFACTURER OR FIRST IMPORTER**: Includes fields for ORGANIZATION NAME (RBJ SALES (NPM)), CITY (Grove), STATE (Oklahoma), and COUNTRY (United States of America).
- VENDOR**: Includes a field for ORGANIZATION NAME, which is highlighted with a red box. Below it are fields for CITY, STATE, and COUNTRY.

At the bottom of the form, there are buttons for 'Save', 'Save / Add New', and 'Cancel'.

STEP 12

Type in Organization Name

Use the typeahead feature to begin typing in the vendor organization name. As you type, the system will display a list of values that match your entry.

The screenshot shows the 'Add Schedule Detail' form in the MSA Compliance System. The form is divided into several sections:

- BRAND**: Includes fields for BRAND NAME (with a dropdown for #117 (RYO) (SEE NATIONAL TOBACCO LISTING)), PRODUCT COUNTRY OF ORIGIN (United States of America), NPM/PM DESIGNATION (NPM), and STATE (Louisiana).
- ROLL YOUR OWN**: Includes a field for ROLL YOUR OWN (4000.00) and a field for DOLLAR AMOUNT.
- MANUFACTURER OR FIRST IMPORTER**: Includes fields for ORGANIZATION NAME (RBJ SALES (NPM)), CITY (Grove), STATE (Oklahoma), and COUNTRY (United States of America).
- VENDOR**: Includes a field for ORGANIZATION NAME, which is highlighted with a red box. Below it are fields for CITY, STATE, and COUNTRY.

A dropdown menu is visible below the VENDOR ORGANIZATION NAME field, showing a list of values that match the entry. At the bottom of the form, there are buttons for 'Save', 'Save / Add New', and 'Cancel'.

STEP 13

Click on a Vendor

Vendor information will autofill based on the organization selected.

The screenshot shows the 'Add Schedule Detail' popup in the Louisiana MSA Compliance System. The popup is titled 'Add Schedule Detail' and contains the following fields:

- BRAND:** BRAND NAME (dropdown: #117 (RYO) (SEE NATIONAL TOBACCO LISTING)), PRODUCT COUNTRY OF ORIGIN (dropdown: United States of America).
- NPM/PM DESIGNATION:** NPM, STATE (dropdown: Louisiana).
- ROLL YOUR OWN:** ROLL YOUR OWN (input: 4,000.00), DOLLAR AMOUNT (input: 4,000.00).
- MANUFACTURER OR FIRST IMPORTER:** ORGANIZATION NAME (dropdown: RBJ SALES (NPM)), CITY (input: Grove), STATE (dropdown: Oklahoma), COUNTRY (dropdown: United States of America).
- VENDOR:** ORGANIZATION NAME (dropdown: LEONIDAS-TRADING COMPANY), CITY (input: Grove), STATE (dropdown: Oklahoma), COUNTRY (dropdown: United States of America).

The background page shows the 'Filing' section with a list of entries for 'R-5602 NPM LOUISIANA SALES'. The entry 'R-5602 NPM' is selected, and the 'Add Schedule Detail' button is visible.

STEP 14

Click on Save

This will add a schedule detail and close the popup. Save / Add New will create a schedule detail and clear the popup so another detail can be added.

The screenshot shows the 'Add Schedule Detail' popup in the Louisiana MSA Compliance System. The popup is titled 'Add Schedule Detail' and contains the following fields:

- BRAND:** BRAND NAME (dropdown: #117 (RYO) (SEE NATIONAL TOBACCO LISTING)), PRODUCT COUNTRY OF ORIGIN (dropdown: United States of America).
- NPM/PM DESIGNATION:** NPM, STATE (dropdown: Louisiana).
- ROLL YOUR OWN:** ROLL YOUR OWN (input: 4,000.00), DOLLAR AMOUNT (input: 4,000.00).
- MANUFACTURER OR FIRST IMPORTER:** ORGANIZATION NAME (dropdown: RBJ SALES (NPM)), CITY (input: Grove), STATE (dropdown: Oklahoma), COUNTRY (dropdown: United States of America).
- VENDOR:** ORGANIZATION NAME (dropdown: KAJAL ENTERPRISES, LLC), CITY (input: Laurel), STATE (dropdown: Mississippi), COUNTRY (dropdown: United States of America).

The background page shows the 'Filing' section with a list of entries for 'R-5602 NPM LOUISIANA SALES'. The entry 'R-5602 NPM' is selected, and the 'Add Schedule Detail' button is visible. The 'Save' button in the popup is highlighted with a red box.

STEP 15

Click on a Schedules

Click on the different schedules to navigate to each one. Under action there is the option to either edit or remove a schedule detail.

The screenshot shows the Louisiana MSA Compliance System interface. The top navigation bar includes the Louisiana state seal, 'Louisiana MSA Compliance System', 'Dashboard', and 'Accounts' dropdown. The user 'Shayon Filer' is logged in. The main content area displays the 'R-5602 NPM LOUISIANA SALES' schedule. A sidebar on the left lists other schedules: R-5602 NPM, R-5603 PM, R-5612, R-5604-B(C), R-5604-B(P), R-5611, and R-5613. The main table has columns: Action, Product Brand Name, Stamp Affixed, Number of Sticks of Cigarettes, Ounces of Roll-Your-Own, Dollar Amount of Roll-Your-Own, and Vendor Purchased Form (Name, City, State). A single record is shown for '#117 (RYO) (See National Tobacco Listing)' with 1,000.00 ounces and a dollar amount of \$0.00. The vendor is 'Leonidas Trading Company' in Benica, California. Summary statistics show 'Cig Stick Count Total:' and 'RYO Ounces Total: 1,000.00'. Buttons for 'Mark Schedule As', '+ Add Schedule Detail', 'Edit', 'Remove', 'Next Form', and 'Back to Account' are visible.

STEP 16

Edit Schedule

An edit schedule popup will appear. The functionality for edit is the similar to adding schedule details. The next 2 schedules (R-5603 PM and R-5612) have similar looking schedule detail popups.

The screenshot shows the 'Edit Schedule Detail' popup for the R-5602 NPM LOUISIANA SALES schedule. The popup is titled 'Edit Schedule Detail' and contains the following fields: BRAND NAME (dropdown with '#117 (RYO) (SEE NATIONAL TOBACCO LISTING)'), PRODUCT COUNTRY OF ORIGIN (dropdown with 'United States of America'), NPM/PM DESIGNATION (dropdown with 'NPM'), STATE (dropdown with 'Louisiana'), ROLL YOUR OWN (input field with '1,000.00'), DOLLAR AMOUNT (input field), MANUFACTURER OR FIRST IMPORTER (dropdown with 'RBI SALES (NPM)'), VENDOR (dropdown with 'LEONIDAS TRADING COMPANY'), CITY (input field with 'Grove'), STATE (dropdown with 'Oklahoma'), COUNTRY (dropdown with 'United States of America'), and VENDOR PURCHASED FORM (dropdown with 'Leonidas Trading Company', 'Benica', 'California', 'RBI'). The popup also has a 'Show' dropdown set to '10' and a 'Rows' dropdown. Buttons for 'Save', 'Save / Add New', and 'Cancel' are at the bottom.

STEP 17

Schedule Navigation

You can click the different tabs on the left hand menu bar to go to a specific schedule or click next form at the bottom right of the page to go to the next tab.

The screenshot shows the 'Filing' interface for 'SZ Wholesaler' (Active). The top right has a 'Back to Account' link. Below the header, there's a dropdown for 'APR 2022 - Original (1)' and a download icon. The main content area is titled 'R-5603 PM LOUISIANA SALES'. On the left, a sidebar lists various schedules: R-5602 NPM (1 entry), R-5603 PM (0 entries, highlighted), R-5612 (1 entry), R-5604-B(C) (1 entry), R-5604-B(P) (1 entry), R-5611 (1 entry), and R-5613 (1 entry). The main area has a search bar and a message: 'No Transactions have been submitted for this period.' There's a 'Mark Schedule As...' dropdown and a '+ Add Schedule Detail' button. A 'Next Form' button is at the bottom right.

STEP 18

Click Mark Schedule As

If you do not have details to enter for the selected schedule, use the "Mark Schedule As" dropdown and select either No Activity or Not Applicable.

This screenshot is similar to the previous one, but the 'Mark Schedule As...' dropdown menu is open, showing two options: 'NO ACTIVITY' and 'NOT APPLICABLE'. The rest of the interface, including the sidebar and the 'No Transactions' message, remains the same.

STEP 19

No Activity or Not Applicable Selected

When marked as no activity or not applicable the schedule will change to having 1 entry.

The screenshot shows the 'Filing' section of a tax software interface. At the top, there's a 'Back to Account' link. Below it, the user is logged in as 'SZ Wholesaler' with an 'Active' status. The current period is 'APR 2022 - Original (1)'. The main heading is 'R-5612 NON-LOUISIANA SALES' with a dropdown menu set to 'Not Applicable'. The main content area displays the message 'This period has no Transactions.' On the left sidebar, a list of schedules is shown: R-5602 NPM, R-5603 PM, R-5612 (highlighted), R-5604-B(C), R-5604-B(P), R-5611, and R-5613. Each has an 'Entries' button with a '1' icon. A 'Next Form' button is at the bottom right.

STEP 20

Schedule Detail for R-5604 - B(C)

The popup works the same as previous schedules however has different information that is needed.

The screenshot shows a 'Schedule Detail' popup for 'R-5604-B(C) SCHEDULE OF CREDITS'. The popup is overlaid on the same filing interface as in Step 19. The popup contains the following fields: 'BRAND NAME' (dropdown), 'TYPE OF CREDIT' (dropdown), 'NPM/PM DESIGNATION' (radio buttons for NPM and PM), 'MANUFACTURER OR FIRST IMPORTER' (dropdown), 'VENDOR' (dropdown), 'INVOICE' section with 'NUMBER', 'DATE' (with 'Invoice Date' label), and 'DATE RECEIVED' (with 'Invoice Date Received' label), all with input fields. Below this is a section 'ENTER AT LEAST ONE OF THE FOLLOWING' with four columns: 'NUMBER OF STAMPED CIGARETTES', 'NUMBER OF UNSTAMPED CIGARETTES', 'CIGAR MFG'S LIST PRICE (UP TO \$120/M)', and 'CIGAR MFG'S LIST PRICE (OVER \$120/M)'. Each column has an input field. Below these are four more input fields for 'SMOKING TOBACCO MFG'S LIST PRICE', 'SMOKELESS TOBACCO MFG'S LIST PRICE', 'VAPOR PRODUCTS AND E-CIGARETTES (ML)', and 'OTHER TOBACCO MFG'S LIST PRICE'. At the bottom is an input field for 'OUNCES OF ROLL YOUR OWN (ROY)'. The background shows the same filing interface with the 'R-5604-B(C)' schedule selected in the sidebar. A 'Next Form' button is visible at the bottom right of the popup.

STEP 21

Click on Save

Fill in all required fields and then click save. Required fields have a red asterisk next to them. The quantity fields require at least one field to be entered. The next tab (R-5604 - B(P)) has a similar popup.

The screenshot shows a web application interface with a modal window titled "Add Schedule Detail". The form contains the following sections:

- Product Selection:** A dropdown menu showing "ROCKET STICKZ" with a clear button (X) and a "Claims against Carrier" button.
- NPM/PM DESIGNATION:** Radio buttons for "NPM" (selected) and "PM".
- MANUFACTURER OR FIRST IMPORTER:** A dropdown menu showing "SZ MANUFACTURER" with a clear button (X).
- VENDOR:** A dropdown menu showing "SZ WHOLESALER" with a clear button (X).
- INVOICE:** Fields for "NUMBER", "DATE" (with a calendar icon and "MM-DD-YYYY" format), and "DATE RECEIVED" (with a calendar icon and "MM-DD-YYYY" format).
- ENTER AT LEAST ONE OF THE FOLLOWING:** A section with four input fields for cigarette quantities and prices:
 - NUMBER OF STAMPED CIGARETTES: 10000
 - NUMBER OF UNSTAMPED CIGARETTES
 - CIGAR MFG'S LIST PRICE (UP TO \$120/M)
 - CIGAR MFG'S LIST PRICE (OVER \$120/M)
- OTHER PRICES:** Fields for "SMOKING TOBACCO MFG'S LIST PRICE", "SMOKELESS TOBACCO MFG'S LIST PRICE", "VAPOR PRODUCTS AND E-CIGARETTES (ML)", and "OTHER TOBACCO MFG'S LIST PRICE".
- OUNCES OF ROLL YOUR OWN (RYO):** An input field.
- Buttons:** "Save" (highlighted with a red box), "Save / Add New", and "Cancel".

STEP 22

Schedule Detail Added

As more details are entered, this list will grow and provide pagination if necessary. All records are able to be edited or removed until the wholesaler packed it submitted.

Louisiana MSA Compliance System | Dashboard | Accounts

Shayon Filer | Logout

R-5604-B(P) SCHEDULE OF PURCHASES

Mark Schedule As: [v] | [+ Add Schedule Detail](#)

Type to search... [Q] [Y]

Unstamped Cig Total: 114,000

Invoice				Vendor or Vendee	Manufacturer	Brand	NPM / PM Product	Number Of Unstamped Cigarettes	Cigar Mfg's List Price (over \$120/M)	Smoking Tobacco M
Action	Date	Number	Date Rec'd	SZ Wholesaler	SZ Manufacturer	Rocket Stickz	NPM	114,000	\$0.00	\$0.00

1 Record Found | Show 10 Rows

[Next Form](#)

[Back to Account](#)

STEP 23

Schedule Details for R-5611 (Exporters)

This schedule has 3 different inventory values that may be entered: beginning, ending and adjusted inventory. You can only have 1 beginning inventory. The schedule R-5613 has the same inventory entry selections.

5611 - (Shall be completed by those Louisiana licensed stamping agents who hold an exporter license to engage in interstate business or affix tax stamps of another state AND are either domiciled in Louisiana or have a warehouse or other place of business located in Louisiana.)

5613 - (Shall be completed by companies that hold a stamping agent designation and are domiciled in Louisiana or have a warehouse or other place of business located in Louisiana.)

The screenshot shows the Louisiana MSA Compliance System interface. The top navigation bar includes the Louisiana state seal, the text "Louisiana MSA Compliance System", and links for "Dashboard" and "Accounts". The user "Shayon Filer" is logged in. The main content area is titled "R-5611 PM/NPM EXPORTER PRODUCT IN INVENTORY". On the left, a sidebar lists various schedules: R-5602 NPM, R-5603 PM, R-5612, R-5604-B(C), R-5604-B(P), R-5611 (highlighted), and R-5613. The main area contains a search bar, a "Mark Schedule As..." dropdown, and an "Add Schedule Detail" button. A red box highlights the "Add Schedule Detail" button and its dropdown menu, which includes "ENDING INVENTORY", "ADJUSTMENT INVENTORY", and "BEGINNING INVENTORY". The main area also displays "No Transactions have been submitted for this period." and buttons for "Next Form" and "Back to Account".

STEP 24

Click on BEGINNING INVENTORY

This screenshot is identical to the previous one, but with the "BEGINNING INVENTORY" option selected in the "Add Schedule Detail" dropdown menu. The "BEGINNING INVENTORY" option is highlighted with a red box.

STEP 25

Enter in Roll Your Own and/or Cigarette Stick Count then Click Save

The screenshot shows a modal window titled "Add Beginning Inventory" with a close button (X) in the top right corner. Inside the modal, there are two main sections: "ROLL YOUR OWN" and "CIGARETTE STICK COUNT". Under "ROLL YOUR OWN", there is a text input field containing "1,000.00" and the label "VALUE IN OUNCES" below it. Under "CIGARETTE STICK COUNT", there is a text input field containing "10000". At the bottom right of the modal, there are two buttons: a green "Save" button and a grey "Cancel" button. The "Save" button is highlighted with a red rectangle. Below the modal, a message states "No Transactions have been submitted for this period."

STEP 26

Adjustment Inventory

Add adjustment inventory using the same functionality seen for previous schedule types. Fill in the required fields and then click save.

The screenshot shows the "Add Adjustment Inventory" modal form overlaid on the main application interface. The modal has a close button (X) in the top right corner. It contains several sections: "BRAND" with "SMOKE STICK" selected; "PRODUCT COUNTRY OF ORIGIN" with "United States of America" selected; "NPM/PM DESIGNATION" with "NPM" selected; "CIGARETTE STICK COUNT" with "5,000" entered; "MANUFACTURER OR FIRST IMPORTER" with "SZ MANUFACTURER" selected; "VENDOR" with "SZ IMPORTER" selected; "LOCATION OF PRODUCT" with "Salt Lake City" entered; "STATE" with "Utah" selected; "COUNTRY" with "United States of America" selected; "ADJUSTMENT TYPE" with "Damaged" selected; and "DATE OF ADJUSTMENT" with a date picker set to "Select the Date". The modal is highlighted with a red rectangle. The background interface shows a sidebar with "SZ Wholesaler" active, a list of products, and a table with columns "Product Brand Name" and "Number of Sticks".

STEP 27

Ending Inventory

Add ending inventory the same way as beginning inventory. Fill in the required fields and then click save.

MSA Compliance System | Dashboard | Accounts

Edit Ending Inventory

BRAND

BRAND NAME * ROCKET STICKZ

PRODUCT COUNTRY OF ORIGIN * United States of America

NPM/PM DESIGNATION *

☒ NPM ☐ PM

CIGARETTE STICK COUNT *

5,900

MANUFACTURER OR FIRST IMPORTER

ORGANIZATION NAME * SZ MANUFACTURER

CITY *

Salt Lake City

STATE *

Utah

COUNTRY *

United States of America

LOCATION OF PRODUCT

VENDOR

ORGANIZATION NAME * SZ WHOLESALER

CITY *

Salt Lake City

STATE *

Utah

COUNTRY *

United States of America

Save **Save / Add New** **Cancel**

STEP 28

Click on Submit Filing

The submit button will only appear when all schedules have at least 1 entry (schedule details, no activity or not applicable).

Louisiana MSA Compliance System | Dashboard | Accounts

R-5613 PM/NPM PRODUCT IN INVENTORY

No Activity

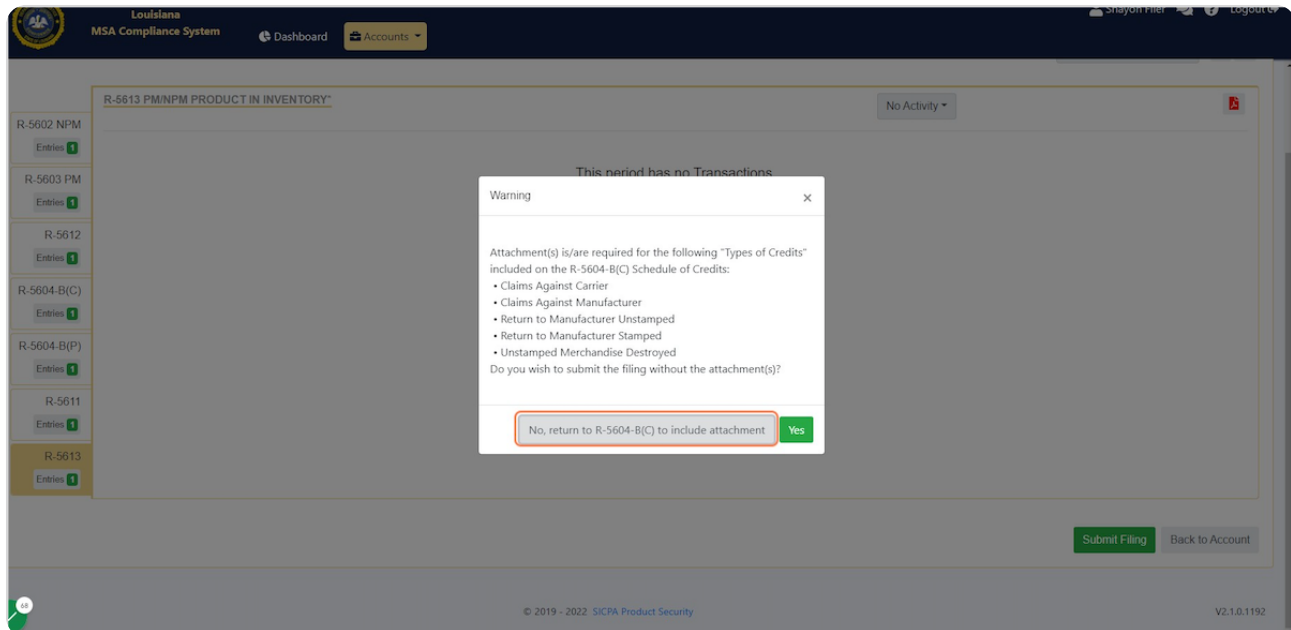
This period has no Transactions.

Submit Filing **Back to Account**

STEP 29

Credit Attachment

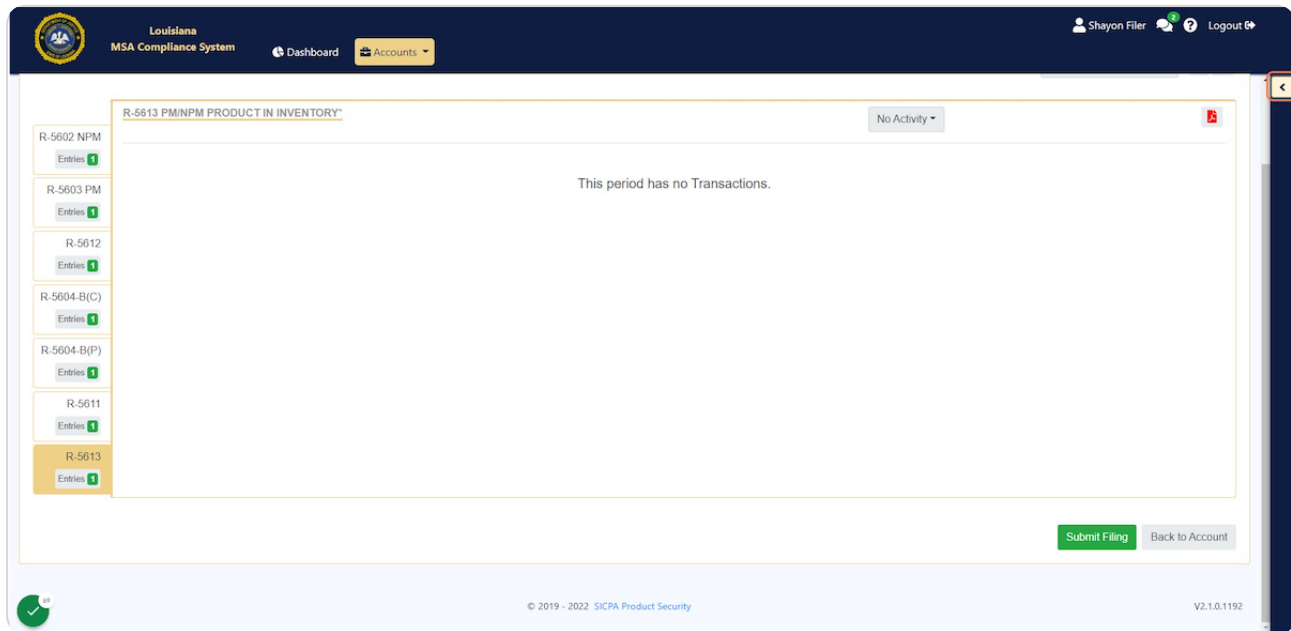
If there is no attachment on the filing and a credit transaction is present in the filing then a validation message will appear. Click no to return to the filing and attach the file or yes to submit without the attachment. If the attachment is required based upon the type of credit entered, an LAAG Staff member may reach out and ask for the missing file to be added.



STEP 30

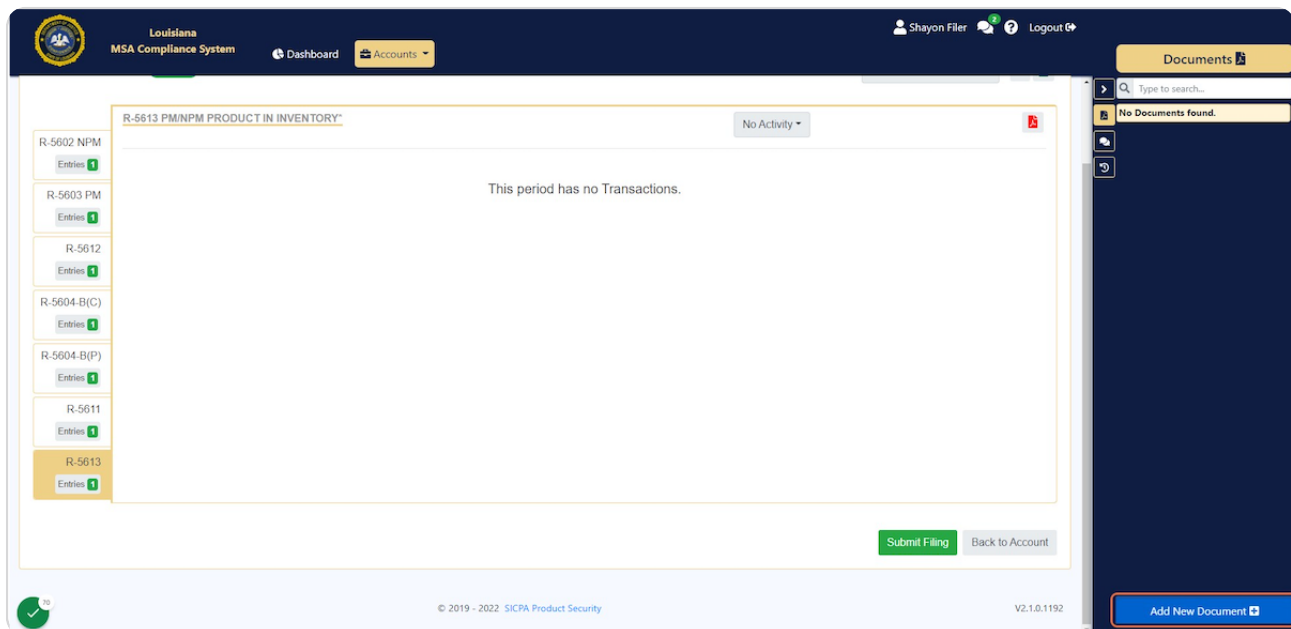
Attaching a File: Click the Arrow Towards the Top Right of Screen

You can open and close the right hand panel by clicking on the arrow.



STEP 31

Click on Add New Document



STEP 32

Enter a Document Title

This period has no Transactions.

Upload Document

DOCUMENT TITLE *

Test Doc

FILE *

NO FILE CHOSEN

SELECT FILE

PDF FILES ONLY

Upload

Cancel

STEP 33

Click Select File and Select a PDF from your computer

Please note the file must be a pdf. Examples of attachments are: affidavit from manufacturer, invoices, correspondence, etc.

Louisiana
MSA Compliance System

Shayon Filer Logout

Dashboard Accounts

Documents

R-5602 NPM
Entirety 1

R-5603 PM
Entirety 1

R-5612
Entirety 1

R-5604-B(C)
Entirety 1

R-5604-B(P)
Entirety 1

R-5611
Entirety 1

R-5613
Entirety 1

R-5613 PMNPM PRODUCT IN INVENTORY™

No Activity

This period has no Transactions.

Upload Document

DOCUMENT TITLE *

Test Doc

FILE *

ESCHOWREPORT RPT_112960715141065677.PDF

SELECT FILE

PDF FILES ONLY

Upload

Cancel

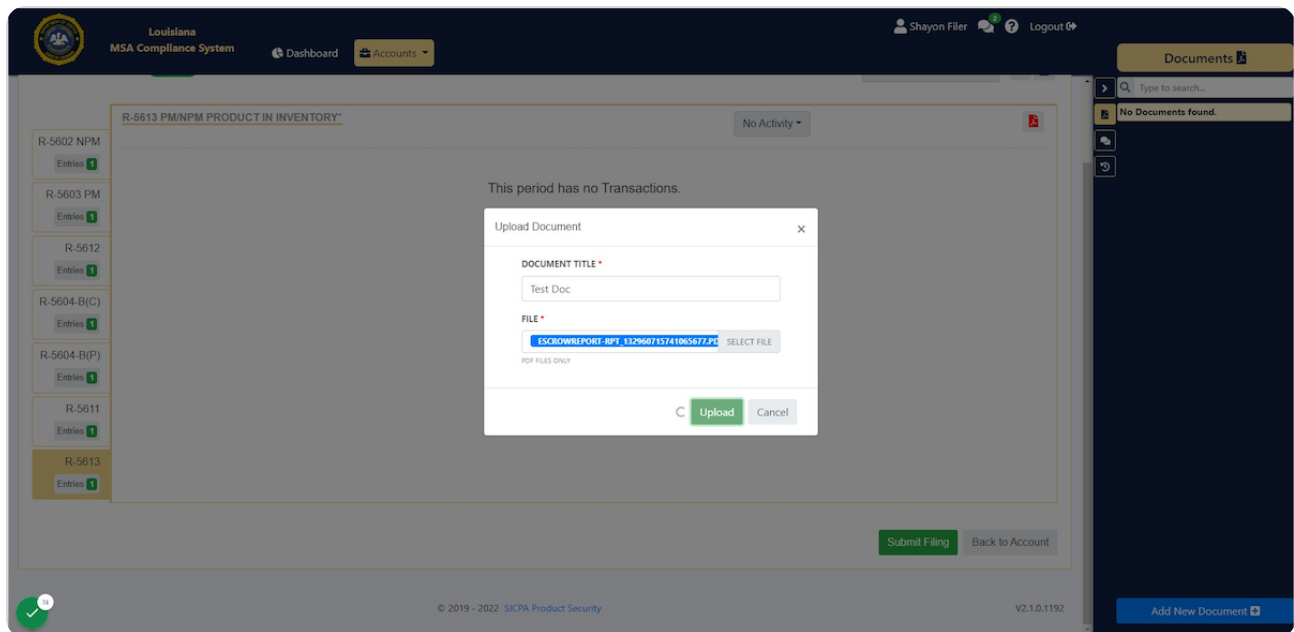
Submit Filing Back to Account

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Add New Document

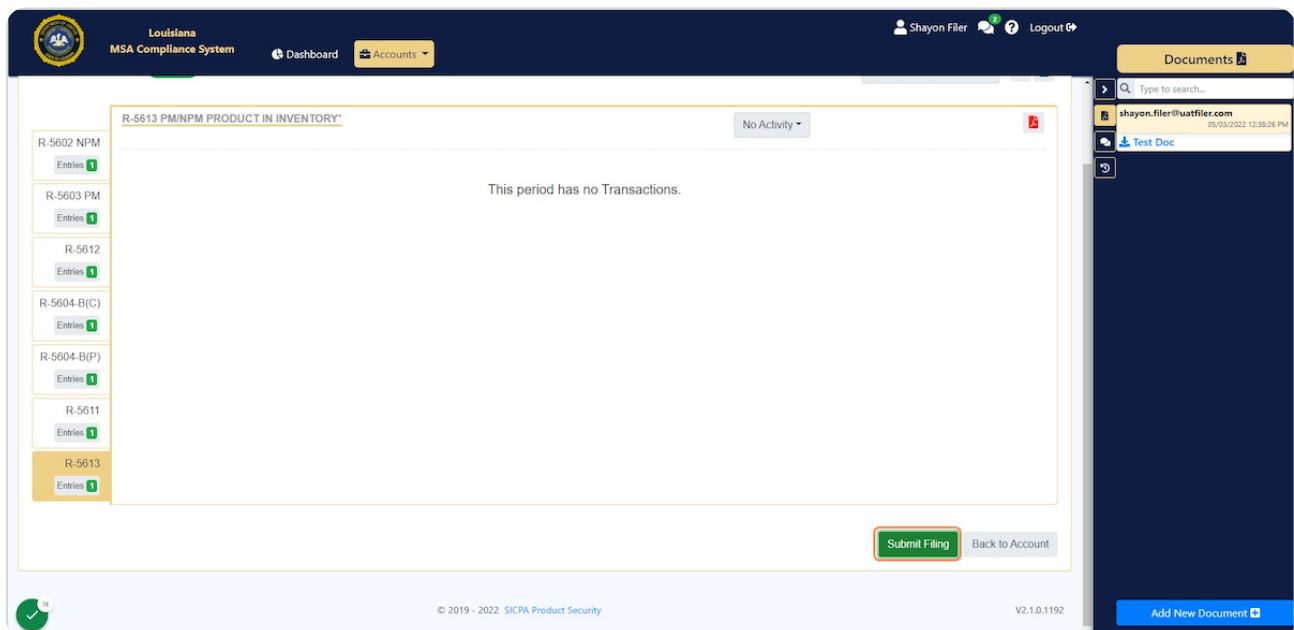
STEP 34

Click on Upload



STEP 35

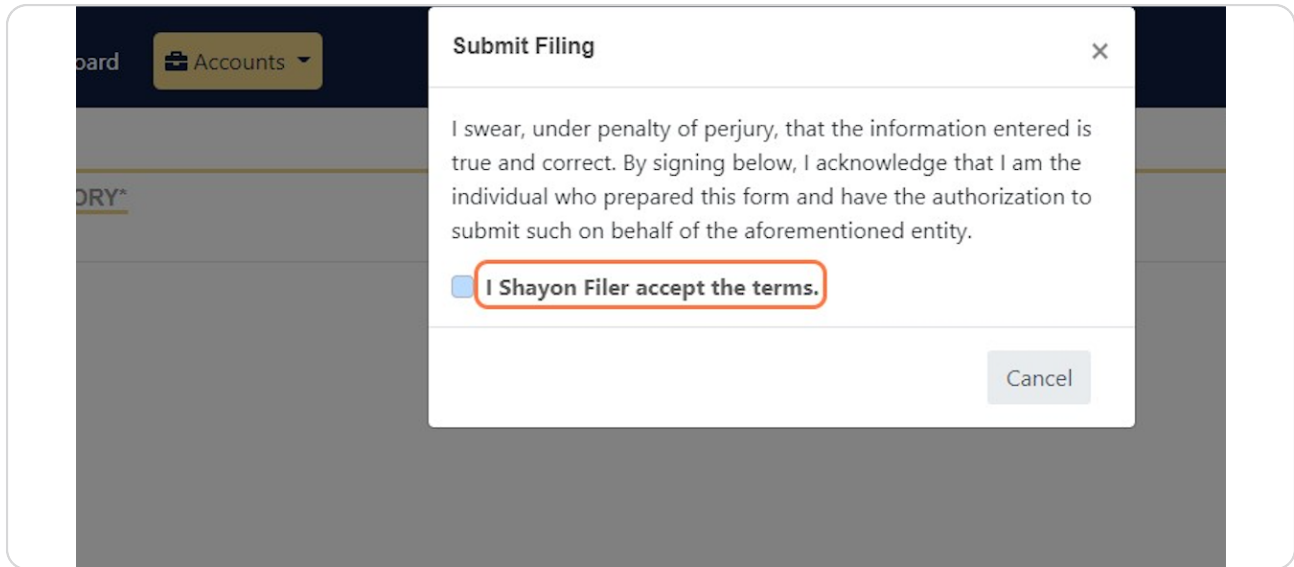
Click on Submit Filing



STEP 36

Click on the Checkbox

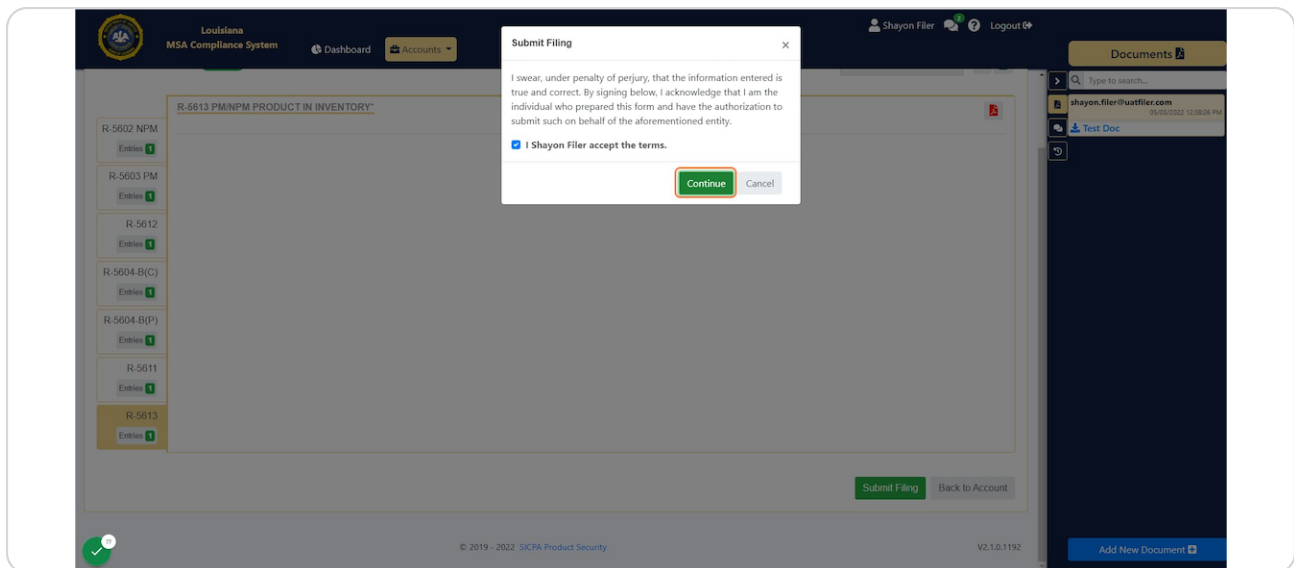
Read the popup and accept the terms.



STEP 37

Click on Continue

The filing will change to pending review status. An LAAG staff member will review and approve or reject the filing. Once approved the filing will change to complete status, if it is rejected the filing will change back to in process so corrections can be made and the filing can then be resubmitted.



STEP 38

Click Arrow Icon (More Details) or Document Icon (View Details)

The submitted filing is now in pending review status. You can see more details by click on the arrow next to the filing status or click the view details (document icon) to go back to the filing page and see the schedule details.

The screenshot displays the 'SZ Wholesaler' profile page in the SICPA system. The page shows a list of 'WHOLESALE FILINGS' with columns for filing details, dates, and status. A red box highlights the 'More Details' arrow icon next to the 'Pending Review' status of the first filing.

Filing Details	Date Received	Last Modified	Status	Actions
Wholesaler Filing APR 2022 - Original (1)	Not available	05/03/2022	Pending Review	More Details (arrow icon), Document icon, Lock icon
Wholesaler Filing JAN 2022 - Original (1)	02/04/2022	05/03/2022	In Process	Dropdown arrow, Document icon, Lock icon
Wholesaler Filing MAR 2021 - Original (1)	Not available	03/23/2022	Pending Review	Dropdown arrow, Document icon, Lock icon
Wholesaler Filing FEB 2022 - Original (1)	Not available	03/14/2022	In Process	Dropdown arrow, Document icon, X icon
Wholesaler Filing JAN 2020 - Original (1)	Not available	11/12/2021	In Process	Dropdown arrow, Document icon

