ALL YOU NEED TO KNOW ABOUT THE NEW

LASEPA ONLINE DIGITAL PLATFORM

2025

FIRST STEP: PROFILE SET UP:

- Sign up on www.lasepaonline.com with a valid company email (An OTP will be sent to the email, check inbox or spam for the code)

- Fill the form on this page to set up your profile. Ensure the information you add is correct, especially your Lagos State Payer ID

SECOND STEP: FACILITY(ES) SET UP.

AFTER FILLING THE PROFILE FORM,

- A default facility is created for you using the details on the profile form.

- If you have more facilities, you can add them on this page by clicking on the Add New button and filling the form on the page.

- There is no restriction to the number of facilities you can add at this point

THIRD STEP: DOCUMENT UPLOAD

- You are required to upload two (2) documents (CAC certificate & up-to-date LIRS Company tax Clearance).
  - These documents will be checked by the registration officer before your registration is approved.

TO UPLOAD A DOCUMENT:

01 — Click on select File which opens your device's file explorer.

02 — Select the file you wish to upload. It must be in PDF format

**03** — Click on Save

04 — The document will then be uploaded.

05 — If you wish to make a change, click on Delete then click on Change file and select the new file

FINAL STEP: SUBMIT REGISTRATION

- After the submission, the LASEPA team will review your submission and then approve your registration if everything checks out.

- Once approved, you will then have full access to your dashboard where you can submit reports for facilities and view your payments.
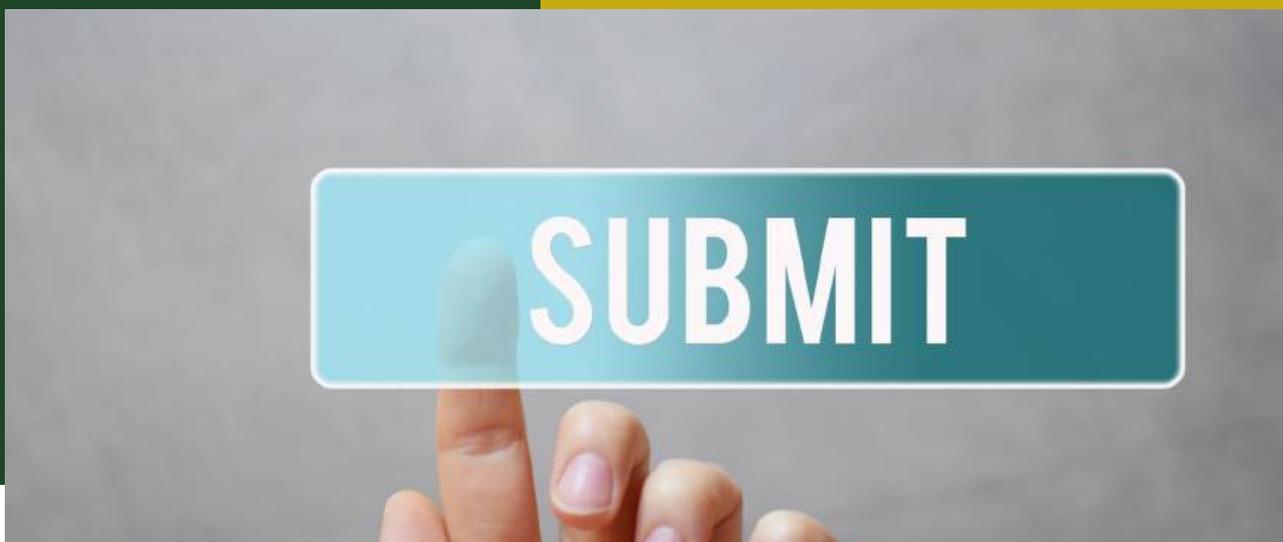
HOW TO ASSIGN A CONSULTANT TO A FACILITY

- On the LASEPA Online portal, you can only submit a report for a facility if a consultant is assigned to the facility.
  - You can only assign one consultant to a facility
  - To start, go to the consultant's page on your dashboard which displays all the consultants registered and approved on the platform.

- Click on the View button for the consultant you want to assign and you will be presented with a screen where you can select the facility you want to assign the consultant to from the list.

- Only facilities without a consultant are displayed in the list.

- After selecting the facility from the dropdown, click on the Assign Consultant button to confirm the action. Once successful, the consultant will receive your request to be assigned to your facility and they can choose to accept or reject.

- You will receive an email if your request is accepted or rejected. If your request is accepted, the consultant will be able to submit reports for the facility from their dashboard.

HOW TO REMOVE A CONSULTANT FROM YOUR FACILITY

- To remove a consultant from your facility;

  - Select the facility from the facilities page on your dashboard
  - Click on the consultant tab, scroll down to the end of the page and click on the Unassign consultant button
  - Finally, confirm this action on the screen that pops up by clicking on the Yes button

- When you unassign a consultant, they cannot submit reports for your facility and your facility will be unable to submit reports either until a consultant is assigned to it.

HOW TO ADD A NEW REPORT ON LASEPA ONLINE

- The reports page on your dashboard shows all the reports that you have submitted on your dashboard. You can filter/search the reports by the report status or the report ID.
  - To add a new report, click the add new button at the top left side of the page.

- Uploading a report
  - Clicking the add button opens a screen where you can add the report information and upload the report.
    - The requested information on the form:
      - **Facility**: Choose one of your facilities from the dropdown. If your facility is not assigned to a consultant, you cannot submit a report for that facility on the portal.
      - **Report year:** Select the year for the report you are submitting
      - **Report category:** Select the report category from the dropdown
      - **Report category type:** Select the type of report you wish to submit
      - **Price:** This field is updated automatically based on the amount set up by the LASEPA team and can not be updated.
      - **Upload file:** Select the file you wish to upload from your device and click on confirm

- **Making payment**

You can decide to make payment for a report immediately or make the payment later. You can click the make payment button and then you can confirm the details and proceed to payment. This will take you to the payment gateway where you can make payment securely online
  - The LASEPA team can only work on your report once payment is made and confirmed. This confirmation process happens automatically within a minute and when you refresh the report page, you can see the updated report status.

- **Pay Later**

Click on the report you wish to pay for from the reports table to go to the report details page. On the report details page, if a report has not been paid for, you can scroll to the payment section at the bottom of the page to make payments.

REPORT DETAILS, STATUS AND THEIR MEANINGS

- You can access the report details page by clicking on a report on the report table.
- When you open the report details page, you will first see the details of the report that was added at the point of submission.

- **Report Timeline**
  - You can also keep track of the progress of your reports using the reports timeline section.

- **Report Status:** The various report status for reports on the portal are:

- **Submitted:** This means the report has been uploaded and is awaiting payment.
- **Processing:** This means the report has been paid for and is waiting to be assigned to a reviewer.
- **In Review:** This means the report is being reviewed by the LASEPA team.
- **Final Check:** This means the report is being reviewed at the next level.

- **Preapproval:** This means the report is one step away from final approval or rejection.
- **Approved:** This means that the report has been approved and a certificate has been issued.
- **Rejected:** This means the report was rejected by the LASEPA team.
- **Returned:** This means the report was sent back to for correction

THE LASEPA ONLINE PAYMENTS PAGE

- On the payments page, you can see all the payments that have been created on your dashboard
    - 1. Payments are only created when a report is submitted
    - 2. The status of a report can either be paid or not paid depending on if the payment has been made or not.

- **Payment details:** On this page, you can view the details of the payment. If the payment is unpaid, you can click on the make payment button at the top-right of the page to make the payment.

HOW TO UPDATE YOUR PROFILE ON LASEPA ONLINE

To update your profile on the portal, reach out to the LASEPA team via email informing them of the changes you will like to make and after a review of your request, they will make the necessary updates which will reflect on your dashboard.

FACILITY MANAGEMENT ON LASEPA ONLINE

- To manage a facility on your portal, you have to select the facility from the facility page on your portal.

- After selecting a facility, you will be redirected to the facility details page where you can manage the facility. On this page, there are five tabs that you can switch by clicking the tab you want to see.

- **Details page**

Here you can see the details of the facility and the contact person you have added for this facility

- **Consultant page**

On this page, you can view the details of the consultant that is assigned to the facility. You can also unassign the consultant from the facility if you wish to do so

- **Reports page**
    - You can view all the reports that has been submitted for this facility either by you or your consultant.

- **Payments page**
    - You can view all the payments made for this facility either by you or the consultant assigned

- **Certificates page**
    - You can view all the certificates for the reports that have been approved

FREQUENTLY ASKED QUESTIONS

1) How can I become a LASEPA-registered environmental consultant?

- To become a registered consultant, create an account and complete the consultant registration process.
- Submit the required documents for verification. Once approved, you will gain access to consultant-specific tools and resources within the portal.

2) How do I track the status of my Environmental Audit submission?

- You can track your application status by logging into your account and navigating to the "Reports" page.
- You can select the audit you wish to track to view the details of the audit.
- The system provides real-time updates, and you will also receive email notifications at each processing stage.

3) Can I access the portal on mobile devices?

- Yes, the LASEPA Portal is mobile-responsive and can be accessed via any smartphone or tablet.
- This ensures you can manage your compliance tasks and applications on the go.

4) How can I submit an environmental audit through the portal?

- After logging in, navigate to the "Reports" section and click on the "Add New" button.
- Select the facility, appropriate audit type, upload the necessary documents, and submit.
- You will receive a notification to make payment once your submission is successful.

5) How do I register on the LASEPA Portal?

- To register, visit the portal's homepage and click on the "Get Started" button to take you to the Sign-up page.
- Complete the required information, including company details. You will receive a verification email to activate your account. For consultants, additional documentation may be required.

6) What are the responsibilities of a consultant on the portal?

- Consultants can be responsible for submitting accurate environmental audit reports on behalf of companies, ensuring compliance with regulatory standards, and maintaining their profiles.

FREQUENTLY ASKED QUESTIONS

7) What should I do if I encounter technical issues?

- For technical support, you can contact the Help Desk through the portal's support section or via the dedicated support email. Our Help Desk and User support Officers are available to assist with any issues or questions.

8) What types of services are available on the LASEPA Portal?

- The portal offers various services, including: Environmental audit submissions, company registration and onboarding, Consultant registration and onboarding, online payments for permits and fines.

9) Is the payment process secure?

- Yes, the portal integrates with secure payment gateways like E-Tranzact.
- All transactions are encrypted, ensuring your financial information remains protected.
- Users can pay for reports, audits, and other services directly through the portal.

10) What is the LASEPA Portal?

- The LASEPA Portal is an online platform designed to automate key processes such as environmental reports submissions and certifications, company registration, and consultant registration.
- It streamlines regulatory operations, enhances transparency, and provides a
- user-friendly experience for businesses and individuals.

11) I pay my annual tax returns to FIRS, is that an acceptable document on the platform?

- While LASEPA is not against your facility fulfilling your obligations to the Federal Government, Annual tax returns paid to LIRS/Tax clearance certificate issued by LIRS is preferable on the LASEPA ONLINE platform.