

Please use Edge, Chrome, or Firefox as site may not load properly on Internet Explorer.

Reports are due January 22<sup>nd</sup>.

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## STEP 1: EIL and VIL Reporting Form

<https://www.lawa.org/-/media/lawa-web/environment/files/gse-emissions-reduction-program/eil-and-vil-reporting-form.ashx>

Download and complete EXCEL file with GSE and Vehicle Inventories. Once completed, proceed to “Using the Portal”.

## STEP 2: USING THE PORTAL

1. Login with your Email and Passcode.

LAX GSE and Vehicle Portal (<https://bit.ly/3geN9Z0>)

2. Upload the Equipment Inventory (EIL) or Vehicle Inventory (VIL) separately.

3. Verify Contact Email, LAX Company Code, and DBA.

Fields marked “\*” are required.

- Select “YES” and click the “Attachment” icon to browse for your upload file, select it, then click “Submit”.
- If your company does not have any GSEs or Vehicles, click “NO” then “Submit”.

4. Submission is successful when the refresher arrow changes

from  to .

Once an inventory is submitted, you will receive an automated confirmation email.

The system verifies submitted inventories daily. The result of the verification will be sent to you via email:

- 1) Auto check has passed, and submission will begin internal review by LAWA staff, or
- 2) The reason for the failure(s). (You will need to correct all errors and resubmit.)

LAWA staff will conduct the final review of the inventory that has passed Auto Check. The result of the LAWA review will be sent to you via email:

- 1) If the Equipment or Vehicle file is rejected, you will need to correct and resubmit the inventory file.
- 2) If the Equipment or Vehicle file is approved by LAWA staff, a confirmation email will be sent.