



LAFOURCHE PARISH

EMERGENCY RE-ENTRY PROCEDURE

1. Create a new Log-in
 - a. Go to Emergencyreentry.com. If you had an account in the old system, go to Already have an account and click on Forgot my Password. A link will be sent to you to change your password.
 - b. If your company does not have an account, click to sign your organization up. Once filled out and submitted then go to step (a) and then go to step 2.
 - c. From now on, your email address will be your username and your new password is now set.
2. On the top to the right, click on the down arrow next to manage and click on your company name.
3. View the statements in red. Click here to accept the legal conditions, renew your authority, and validate your users.
4. You will then need to view, edit and validate your entrants.
5. If an entrant is no longer with your company, you can click retire.
6. If you need to add an entrant, click on add user.
 - Add required information.
 - An email address is no longer required, unless that user will be an admin.
 - Make sure to select “desired access level.”
 - Click on register.
7. If you need to change information on any of your entrants, click on update details. When you have made the changes, click on validate at the bottom of the page.
8. If you need to change company administrators, you can call the office and the parish administrator can make that change for you.
9. When all your entrant information is correct, please make sure each entrant has a placard level. If your entrant has none (none) next to his/her name, go to the top of the page and update your quotas. Put the number of the total placards levels you need and click on update. The administrator will approve it and you will then have the choice to assign the placard level.
10. We do not approve ER quotas as they are reserved for parish & City Public Works, Police & Fire.
11. Once all your entrants have been viewed, is correct and a placard level is assigned, click on the box in front of your entrant and click on validate.

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