

FREQUENTLY ASKED QUESTIONS ABOUT THE LOUISIANA DEPARTMENT OF TREASURY COOPERATIVE ENDEAVOR AGREEMENT PORTAL

How do I create a user account in the Louisiana Department of Treasury Cooperative Endeavor Agreement Portal?

- Visit the Louisiana Department of Treasury Cooperative Endeavor Agreement Portal (portal) by using the link provided in the letter and email notifying your entity of your line item appropriation (appropriation notice).
- Click the “Sign Up” button in the upper right-hand corner of the screen.
- Enter your email address, select a password, and click “Sign Up.”
- From there, follow the directions received in the email received asking you to verify your email and password.



After I create a user account, how do I log in to the Louisiana Department of Treasury Cooperative Endeavor Agreement Portal?

- Visit the Louisiana Department of Treasury Cooperative Endeavor Agreement Portal link provided in your appropriation notice.
- Click “Login” in the upper corner of the screen.
- Click on “Login using Secure Portal.”
- Enter your username and password, and click “Login.”



I am the mayor of our town and have received the email notifying us that we are a recipient of a line-item appropriation and the link to begin the CEA process. But our town treasurer handles these types of things. Can I forward the e-mail to the Treasurer to have him handle all this?

- Yes, you may forward the link provided in your appropriation notice to the appropriate person with your entity to create and account and submit information to the Department of Treasury (Treasury).

My entity is the recipient of one line-item appropriation. Can our human resources director create an account and input staffing information, and our chief financial officer create an account and input the budget information?

- Only one account holder can be associated with each line-item appropriation.

My entity is the recipient of one line-item appropriation to repair a city road and another line-item appropriation to replace water system equipment. Two different employees are responsible for these projects. Does one account holder have to submit everything for both line-item appropriations?

- Multiple people with one entity can be account holders, but there can only be one account holder associated with each line-item appropriation.

Why is my entity's line-item appropriation not appearing in the portal? What can I do about this?

- There are various reasons your entity's line-item appropriation may not appear in the portal.
- Please contact Crystal Schmolke, 225-342-0056, or Nicholas Boudreaux, 225-342-3553, or email CEA@treasury.la.gov, should this occur.

What if I have questions about the process before I submit my entity's information and documents through the portal?

- If you have questions about the process before you submit your entity's information, please contact Crystal Schmolke, 225-342-0056, or Nicholas Boudreaux, 225-342-3553, or email your questions to CEA@treasury.la.gov.

I started the process in the portal but need to stop and gather some more information. How can I save my work?

- If you start the process in the online portal and need to stop for any reason, please click "Save Draft and Exit" at the top right-hand corner of whichever step you are on.
- This will ensure your work is saved when you log off or close the window.



How will I know if my submission was received by the Department of Treasury?

- Once you submit your documents and information to Treasury in the portal, you will receive an email from the Department of Treasury confirming receipt of your information and stating your “Submission is Under Review.”
- The Louisiana Department of Treasury will contact you via the portal if there are any questions about your submission.

Once I submit my entity’s information and documents in the online portal, how do I ask questions?

- Once you make your online portal submission, you will be assigned to a member of Treasury’s team to help you navigate the CEA process.
- You may visit with your assigned team member by navigating to the Louisiana Cooperative Endeavor Agreement Portal and clicking on “Your Records” at the bottom of the page.



How will I know if Treasury responded to my question if all communications are in the portal?

- The portal will send you an email notifying you that a response has been provided.
- You may then login to the portal to respond to the message.

Why can't I just send an email directly to my Treasury team member if I have a question?

- All communications will take place on the portal to allow both Treasury and your entity to monitor the progress of your line-item appropriation.
- This allows you to ask questions of your reviewer at any stage in the process and for your entity to maintain a record of all documents and communications with Treasury in one central location for safekeeping and continuity of operations.

I need to input several officers and board of director members, but it appears I can only insert one. How does this work?

- Any step in the process that requires multiple items to be inputted will have a button that reads “Add . . .”. This is the button that will be clicked to add the first item.
- Please see below how to add items when information is requested to be provided this way.
- An example of a step that require multiple items to be inputted is the “Add Officers, Directors, and Responsible Parties.”

- In the online portal, the user will begin inputting this information by clicking on the “Add Officers, Directors, and Responsible Parties.”

Officers, Directors, and Responsible Parties

Add Officers, Directors, and Responsible Parties



- After clicking the “Add Officers, Directors, and Responsible Parties” button, the screen below will appear.

Officers, Directors, and Responsible Parties

Please provide the name, title, and address for each officer, director, and any person responsible for the day to day operations of the entity. Persons responsible for the day to day operations of the entity include, but are not limited to, the entity's executive director, chief executive officer, etc.

Name: *	Title: *
Street Address: *	City: *
State: *	Zip Code: *

[Cancel](#) [Save](#)

- After typing in the requested information, please click “Save”.

Officers, Directors, and Responsible Parties

Please provide the name, title, and address for each officer, director, and any person responsible for the day to day operations of the entity. Persons responsible for the day to day operations of the entity include, but are not limited to, the entity's executive director, chief executive officer, etc.

Name: *	Title: *
Jane Smith	President
Street Address: *	City: *
123 Main Street	Any City
State: *	Zip Code: *
Louisiana	70802

[Cancel](#) [Save](#)



- After “Save” is clicked, the screen below will appear. To add another officer, director or responsible party, click “Add Officer, Director or Responsible Party” again.

Step 7 of 15 ·

[Save Draft and Exit](#)

Officers, Directors, and Responsible Parties

Name:	Title:	Street Address:	+ 4 Additional Fields
Jane Smith	President	123 Main Street	... Edit Remove

[Add Officers, Directors, and Responsible Parties](#)



- After clicking “Add Officer, Director or Responsible Party”, the screen below will appear.

Officers, Directors, and Responsible Parties

Please provide the name, title, and address for each officer, director, and any person responsible for the day to day operations of the entity. Persons responsible for the day to day operations of the entity include, but are not limited to, the entity's executive director, chief executive officer, etc.

Name: *

Title: *

Street Address: *

City: *

State: *

Zip Code: *

[Cancel](#)
[Save](#)

- After typing in the requested information, please click “Save”.

Officers, Directors, and Responsible Parties

Please provide the name, title, and address for each officer, director, and any person responsible for the day to day operations of the entity. Persons responsible for the day to day operations of the entity include, but are not limited to, the entity's executive director, chief executive officer, etc.

Name: *

Title: *

Street Address: *

City: *

State: *

Zip Code: *

[Cancel](#)
[Save](#)



- After clicking “Save”, a screen will appear with the information for the first and second officer, director, or responsible party added.
- The portal also allows users to edit or remove previously added information in this step and other steps that require multiple entries with the “Edit” or “Remove” buttons to the right of entries.

Officers, Directors, and Responsible Parties

Name:	Title:	Street Address:	+ 4 Additional Fields		
Jane Smith	President	123 Main Street	...	Edit	Remove
Joe Smith	Chief Executive Officer	246 Main Street	...	Edit	Remove

Add Officers, Directors, and Responsible Parties

