

Guide to the Equitable Sharing Agreement and Certification (ESAC) Portal

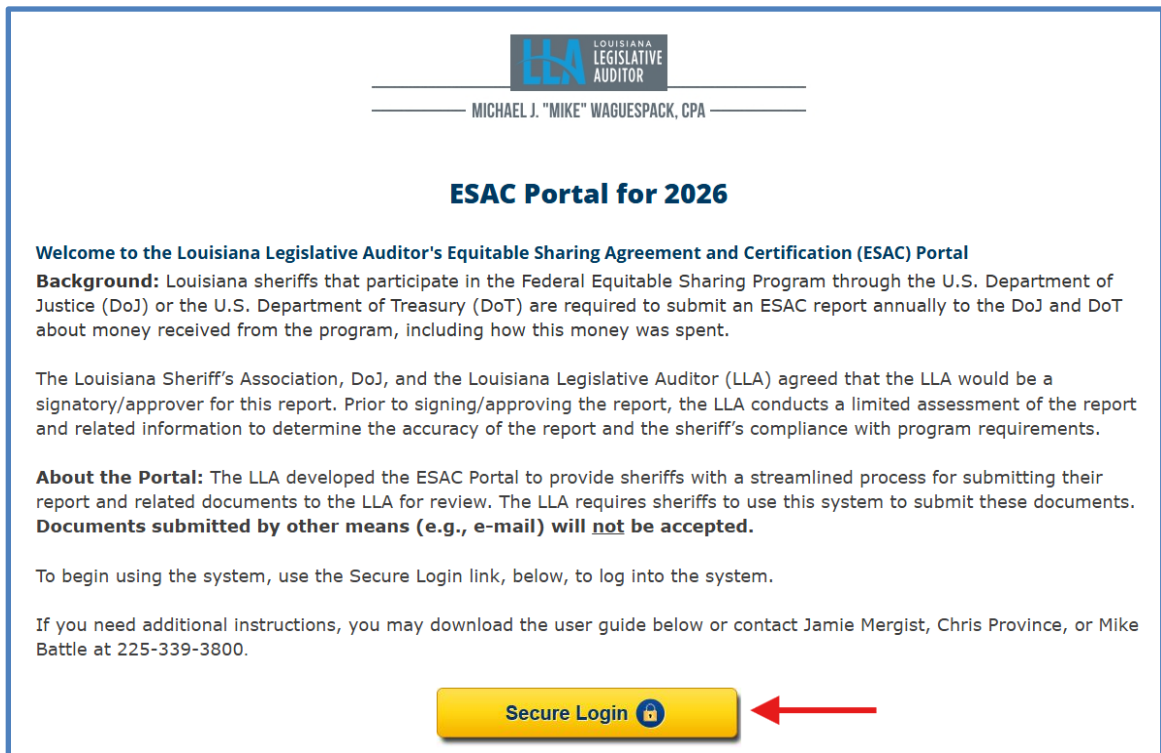
Louisiana Legislative Auditor

The Louisiana Legislative Auditor (LLA) developed the ESAC Portal to provide sheriffs with a streamlined process for submitting their ESAC report and related documentation to the LLA for review. The following directions will explain how to log in and use this system. If you have questions, please call Jamie Mergist, Chris Province, or Mike Battle at 225-339-3800.

Note: The LLA requires sheriffs to use this system to submit these files. **Files submitted by other means (e.g., e-mail) will not be accepted.**

I) Accessing the LLA ESAC Portal

1. Find your username and password in the Engagement Agreement.
2. Open your web browser and go to <http://www.esac.la>, this will direct your browser to the LLA ESAC Portal login page as shown below.
3. Click on the "Secure Login" button.




MICHAEL J. "MIKE" WAGUESPACK, CPA

ESAC Portal for 2026

Welcome to the Louisiana Legislative Auditor's Equitable Sharing Agreement and Certification (ESAC) Portal

Background: Louisiana sheriffs that participate in the Federal Equitable Sharing Program through the U.S. Department of Justice (DoJ) or the U.S. Department of Treasury (DoT) are required to submit an ESAC report annually to the DoJ and DoT about money received from the program, including how this money was spent.

The Louisiana Sheriff's Association, DoJ, and the Louisiana Legislative Auditor (LLA) agreed that the LLA would be a signatory/approver for this report. Prior to signing/approving the report, the LLA conducts a limited assessment of the report and related information to determine the accuracy of the report and the sheriff's compliance with program requirements.

About the Portal: The LLA developed the ESAC Portal to provide sheriffs with a streamlined process for submitting their report and related documents to the LLA for review. The LLA requires sheriffs to use this system to submit these documents. **Documents submitted by other means (e.g., e-mail) will not be accepted.**

To begin using the system, use the Secure Login link, below, to log into the system.

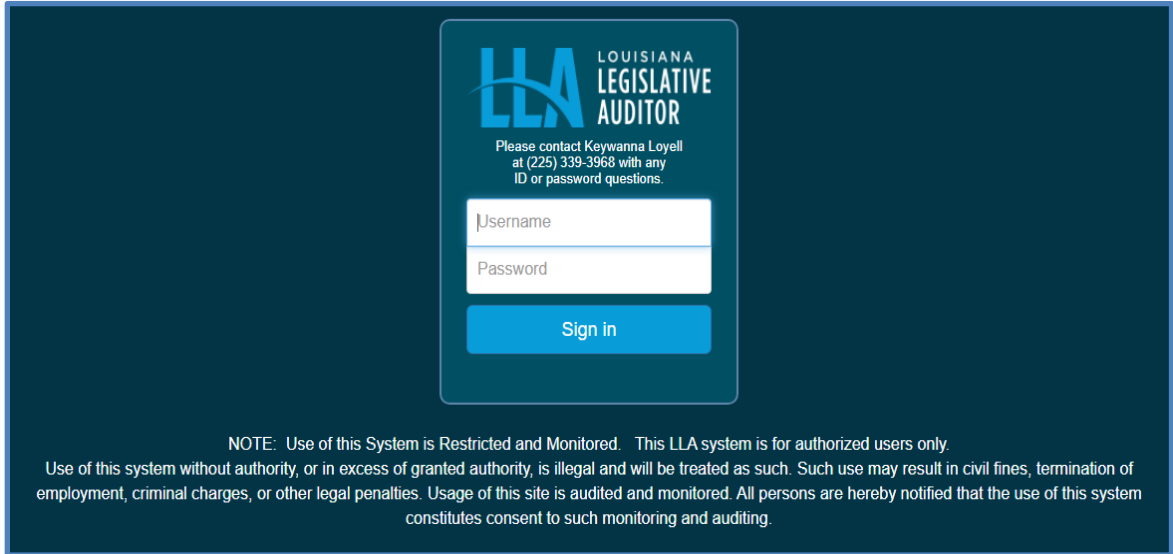
If you need additional instructions, you may download the user guide below or contact Jamie Mergist, Chris Province, or Mike Battle at 225-339-3800.

[Secure Login !\[\]\(8ce3437344f8611754bc1401342d06ad_img.jpg\)](#) ←

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4. Log in using your username and password.



LLA LOUISIANA LEGISLATIVE AUDITOR

Please contact Keywana Loyell at (225) 339-3968 with any ID or password questions.

Username

Password

Sign in

NOTE: Use of this System is Restricted and Monitored. This LLA system is for authorized users only. Use of this system without authority, or in excess of granted authority, is illegal and will be treated as such. Such use may result in civil fines, termination of employment, criminal charges, or other legal penalties. Usage of this site is audited and monitored. All persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing.

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II) Portal Homepage Overview

Once you log in, you will see the homepage for the portal as shown below. Features found on the homepage include:

- A** The **Logout** button logs you out of the system.
- B** The **Folder** list shows the different folders for files that can be uploaded.
- C** The **Advisor Notes** indicate that LLA staff have questions or comments about the files that were uploaded. These questions or comments can be viewed inside the folder (see section IV below for instructions on accessing this information).
- D** **Your LLA Advisor** provides contact information for the LLA staff reviewing your documentation
- E** Indication you have marked the folder as **not applicable**.

The screenshot displays the ESAC Portal interface. At the top right, there is a 'Logout' button (A). Below the header, a table lists folders for upload. The table has columns for 'Folder', 'Submitted', 'NA', and 'Advisor Notes'. The 'Submitted' column includes a 'Yes' status and a timestamp. The 'NA' column has a 'Document is Not Applicable' status (E). The 'Advisor Notes' column shows a 'Y' status (C). Below the table, there is a section for 'Your LLA Advisor is: Sarah Futch' with contact information (D). The footer contains the text '© 2025 Louisiana Legislative Auditor'.

Folder	Submitted	NA	Advisor Notes
1) Signed Engagement Letter	Yes Jun 17, 2025, 3:40:24 PM	Document is Not Applicable	Y
2) Signed Representation Letter	Yes Jun 16, 2025, 12:42:23 PM		Y
3a) ESAC Report			
4) Budget	Yes Jun 16, 2025, 12:43:41 PM		Y
5) Bank Statements			
6) Accounting Reports			
7) Other Income			Y
8) Interest Income Calculations			
9) Expenditure Documentation #1 (Largest Expenditure)			
10) Expenditure Documentation #2 (Second Largest Expenditure)			
11) Expenditure Documentation #3 (Third Largest Expenditure)			
12) Expenditure Documentation #4 (Fourth Largest Expenditure)			
13) Expenditure Documentation #5 (Fifth Largest Expenditure)			
14a) Findings Letter for Signature			
14b) Signed Findings Letter			

Your LLA Advisor is:
Sarah Futch
Phone: (225) 336-8092
Email: SFutch@LLA.La.gov

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III-a) Uploading Files to a Folder

Click on a folder in the Folder list to access the Document Upload form as shown below. This form will allow you to upload files to the portal. Features found on this form include:

- A Folder:** This line shows the name of the folder.
- B Select Files:** This button allows you to select files to upload. These files will appear in the Files to Upload section (**E**) after you click on the Upload Files button.
- C Upload Files:** This button uploads all files appearing in the Files to Upload section (**E**). You must click this button to upload the files. Once the files are uploaded, only LLA staff can remove them.
- D Reset Selection:** This button removes all files in the Files to Upload section (**E**).
- E Files to Upload:** This section lists all the files you have selected for upload.
- F Files in this folder:** This section shows all files previously uploaded.
- G Comments:** This box allows you to enter information about the files you have uploaded.
- H Save & Submit:** This button saves the files and comments you have added to the folder and returns you to the portal homepage. You must click this button to save and submit your files and comments.
- I Close:** This button clears the files and comments you added to the folder and returns you to the portal homepage. Selecting this button will not save any of the files or comments you have added.
- J Document is Not Applicable:** This checkbox marks the folder as not applicable.

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LLA ESAC Portal : Document Upload (ID: CWIN-DGTUAM)

Sheriff NCIC: LA0999999

Submitted Date:

Folder: 3a) ESAC Report **A**

Document is Not Applicable

Files: **B** **C** **D**

1. Select Files 2. Upload Files Reset Selection

Size	Files to Upload (NB: Upload before submitting!)
48 KB	pdf.pdf E

Files in this folder:

Size	File Name
47 KB	pdf.pdf F

Comments:

Font Size [Rich Text Editor Icons]

G

Press ALT 0 for help

Advisor Notes:

H **I**

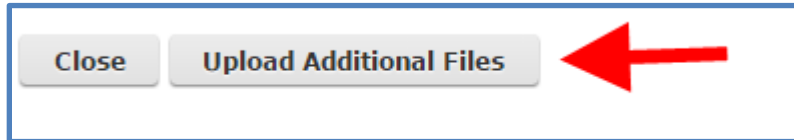
Save & Submit Close

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III-b) Uploading Additional Files to a Folder

Click on a folder in the Folder list to access the Document Upload form as shown in section III-a above. You must then click on the **Upload Additional Files** button as shown below.



After clicking the button, a new Document Upload form will be created for you to complete (see section III-a above for instructions on completing this form).

IV) Viewing Uploaded Files and Advisor Notes

To view a file or advisor notes, click on a folder in the Folder list on the portal homepage as shown below. Folders containing Advisor Notes will have a "Y" next to them as seen below.

Folder	Submitted	Advisor Notes
1) Signed Engagement Letter	Yes Jun 1, 2020 3:19:24 PM	Y
2) Signed Representation Letter	Yes Jun 2, 2020 2:22:26 PM	Y


Advisor Notes Indicator (red text with arrow pointing to the 'Y' in the second row)

Folder (red text with arrow pointing to the folder name in the second row)

This will allow you to view all files and related Advisor Notes for the folder as shown below.

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LLA ESAC Portal : Document Upload (ID: CWIN-CRYN2V)
Sheriff NCIC: LA0010000
Submitted Date:
Folder: 2) Signed Representation Letter

Files:

Files in this folder:

Size	File Name
206 KB	PDF.pdf

Uploaded Files

Comments:
Here are my comments. **Your Comments**


Advisor Notes: Here are the advisor notes. **Advisor Notes**

[Close](#) [Upload Additional Files](#)

V) Email Notifications

You will receive automated emails at various points during the uploading and review processes. Examples of these e-mails can be seen below.

Document Upload Confirmation



FYI: A New ESAC Upload has been submitted by Attakapas Parish Sheriff - Signed Representation Letter | LA0999999
NoReply to: ESACtest, CraigWiseman, CraigWiseman 06/02/2020 02:28 PM
[Show Details](#)

History: This message has been replied to.

A new ESAC Upload has been submitted in the ESAC Portal - Signed Representation Letter.

Thanks!!!!

Note: This is an automatic agent, set to execute every five minutes and send you an email if it detects a new ESAC upload. This message is from ESAC Portal on CN=App2/O=LLA.

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Advisor comment on Uploaded Document



PLEASE REVIEW: A New ESAC Advisor Note has been added to the item: Signed Representation Letter For Attakapas Parish Sheriff | LA0999999

NoReply to: ESACtest, CraigWiseman, CraigWiseman

06/02/2020 03:19 PM

[Show Details](#)

PLEASE REVIEW: A New ESAC Advisor Note has been added to the item: Signed Representation Letter For Attakapas Parish Sheriff | LA0999999.

Please login to the LLA ESAC Portal (<http://www.ESAC.La>) to review the Advisor Note.

Thanks!!!!

Note: This is an automatic agent, set to execute every five minutes and send you an email if it detects a new ESAC Advisor Note. This message is from ESAC Portal on CN=App2/O=LLA.