This training is provided by EPA solely for informational purposes. It does not provide legal advice, have legally binding effect, or expressly or implicitly create, expand, or limit any legal rights, obligations, responsibilities, expectations, or benefits in regard to any person.

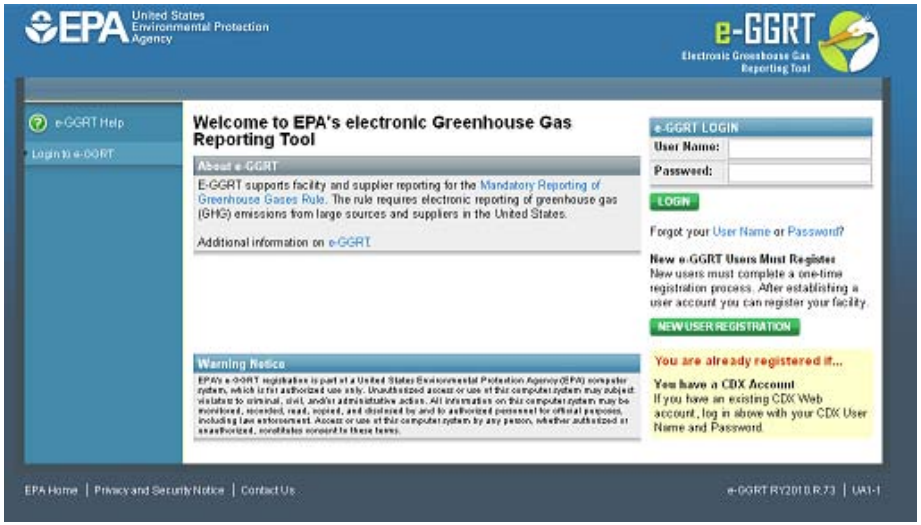
Electronic Greenhouse Gas Reporting Tool (e-GGRT)

Training Webinar on User and Facility Registration
Kong Chiu, US EPA
May, 2012

Webinar Overview

- Overview/Purpose of the webinar
- About e-GGRT
- e-GGRT user registration
- e-GGRT facility/supplier registration
- Registering Designated Representatives (DR), Alternate Designated Representatives (ADR) and Agents
- Questions & Answers

About e-GGRT



https://ghgreporting.epa.gov

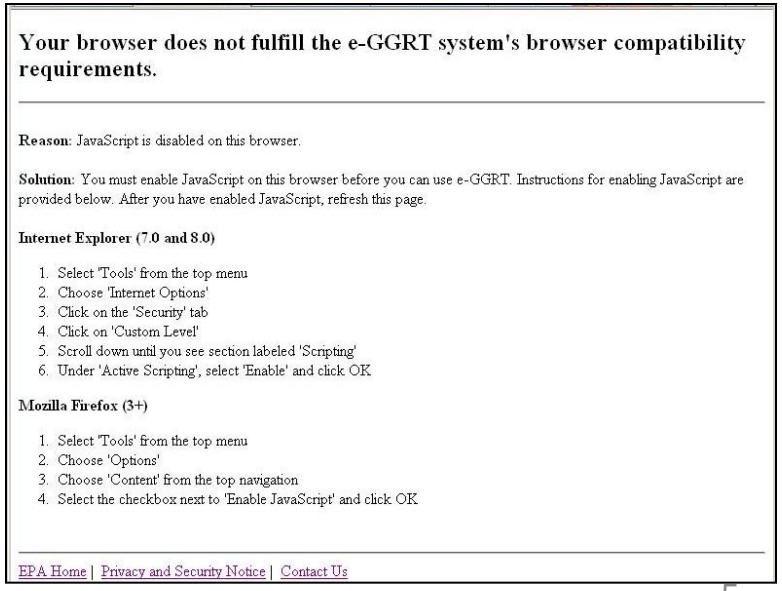
- Web-based system
  - Will guide reporters through data entry and submission
  - Built-in calculations
- Reporters may choose to format their annual GHG report according to the e-GGRT XML schema
  - These reporters must meet the same registration and submission deadlines as all other reporters

About e-GGRT

- System Requirements
  - Internet Explorer 7+ or Firefox 3+
  - Javascript enabled in the browser
  - Transport Layer Security (TLS) enabled in the browser
  - PDF reader (e.g. Adobe Reader)
  - Access to printer (for Electronic Signature Agreement)
  - Access to the Internet
  - Personal (private) email account

- E-GGRT performs a browser test and will redirect to these pages if you fail

- E-GGRT enforces a ten-minute inactivity timeout.



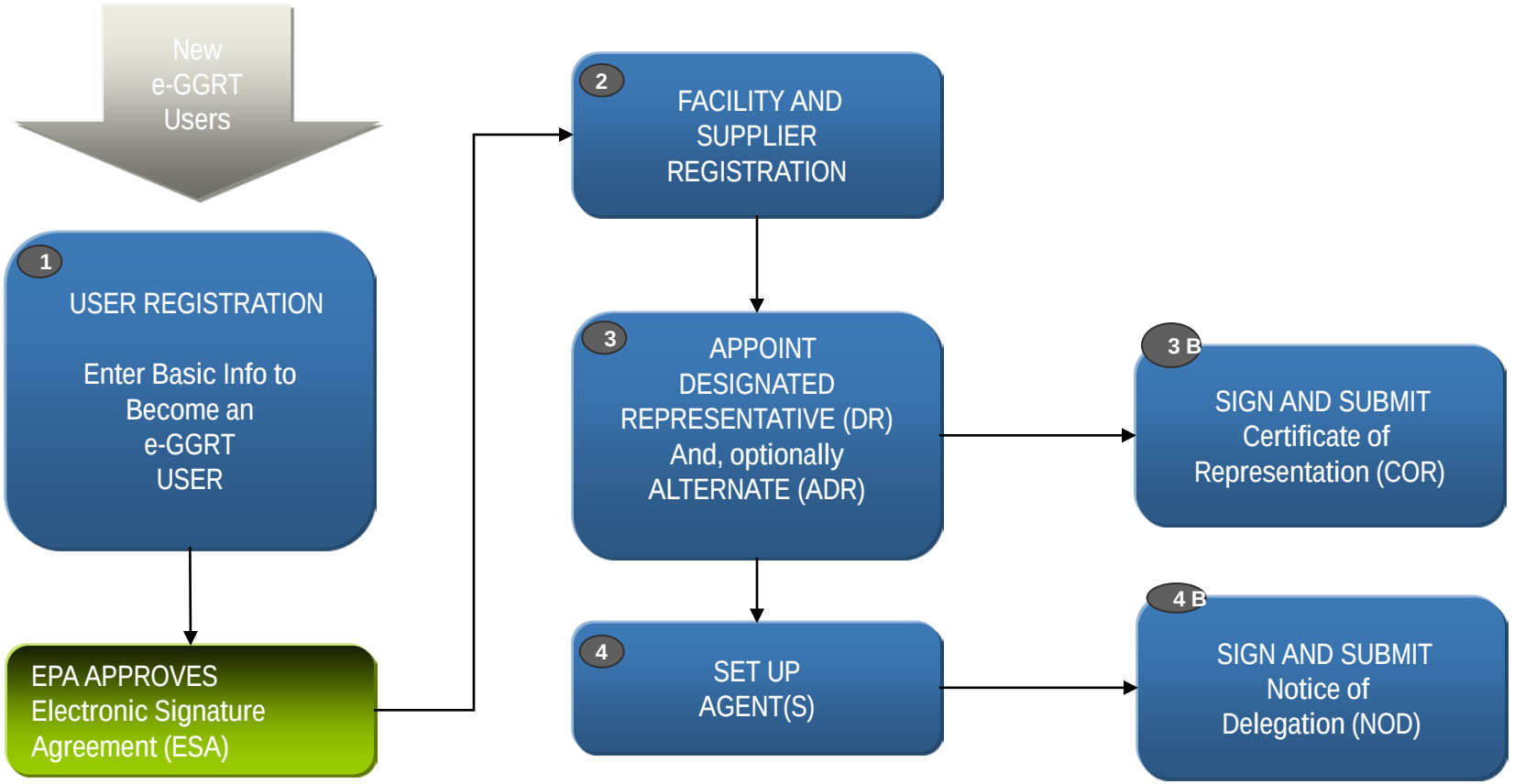
e-GGRT RSS Feed

- RSS web feed/syndication format
- e-GGRT specific updates, may include
  - e-GGRT outages, system status
  - e-GGRT software tips, bugs & work-arounds
  - e-GGRT FAQs
  - Other important announcements
- Subscribe:
  - http://www.ccdsupport.com/confluence/createrssfeed.action?types=blogpost&spaces=eggrtrss&title=e-GGRT&labelString%3D&excludedSpaceKeys%3D&sort=modified&maxResults=10&timeSpan=10&showContent=true&showDiff=true&confirm=Create+RSS+Feed
- Read the Blog:
  - http://www.ccdsupport.com/confluence/display/help/e-GGRT+RSS
- e-GGRT Help:
  - www.ccdsupport.com

User Registration: Getting Started

- Help available at:
  - http://www.ccdsupport.com/confluence/display/help/Registration+Instructions
- Information you will need includes:
  - Name
  - Mailing address
  - Email address
  - If you are an EPA Central Data Exchange (CDX) user: CDX User Name and Password

Registration: Overview

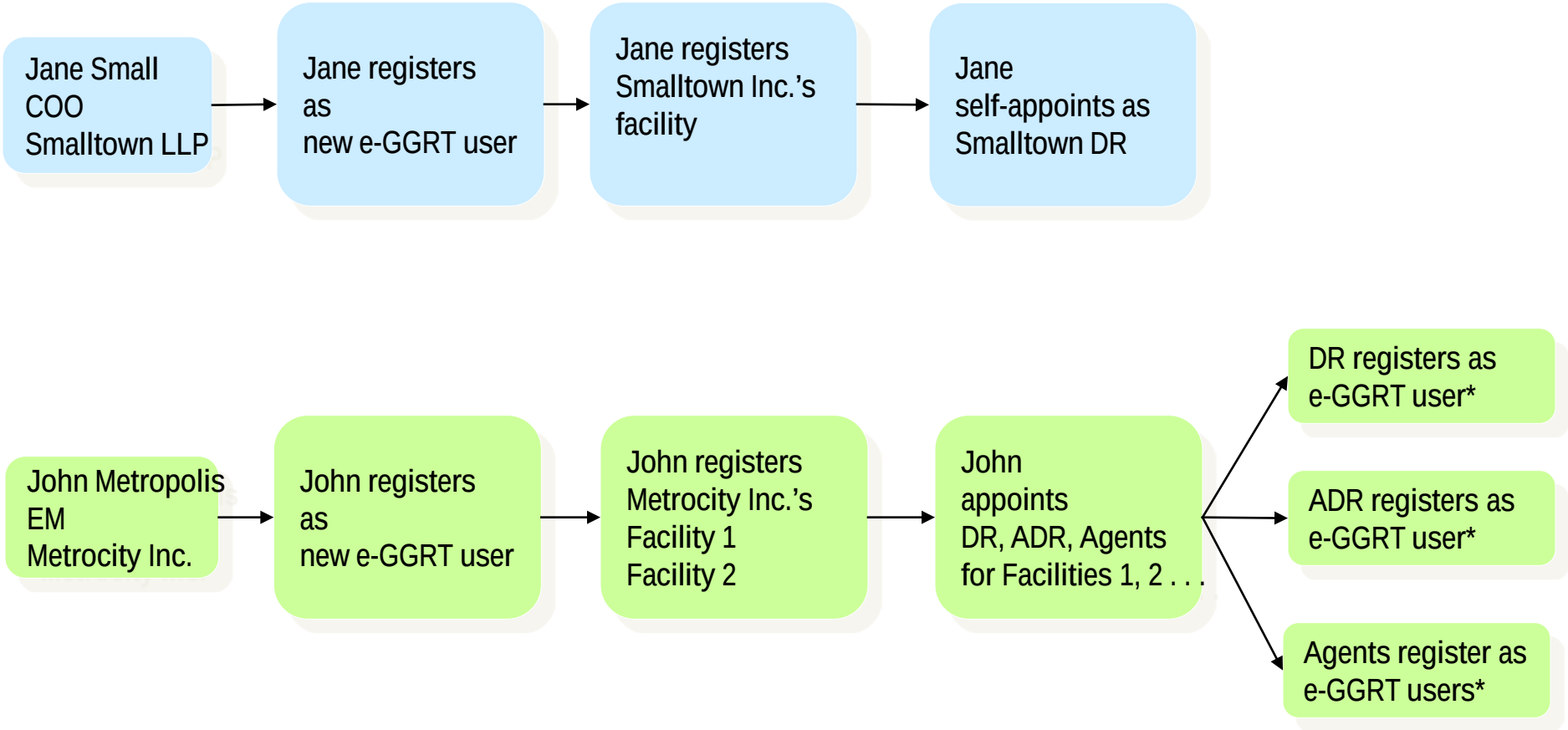


Registration: Two Examples

- **Smalltown Carbon LLP**
  - Small Company
  - Single Facility
  - Designated Representative only
    - No Alternate DR
    - No Agent
  - Designated Representative will self-appoint

- **Metrocity GHGs Inc.**
  - Large Company
  - Multiple Facilities
  - Designated Representative
    - Plus 1 Agent
  - Alternate DR
    - Plus 1 Agent
  - One official will set up all appointments

Smalltown vs Metrocity User Registration

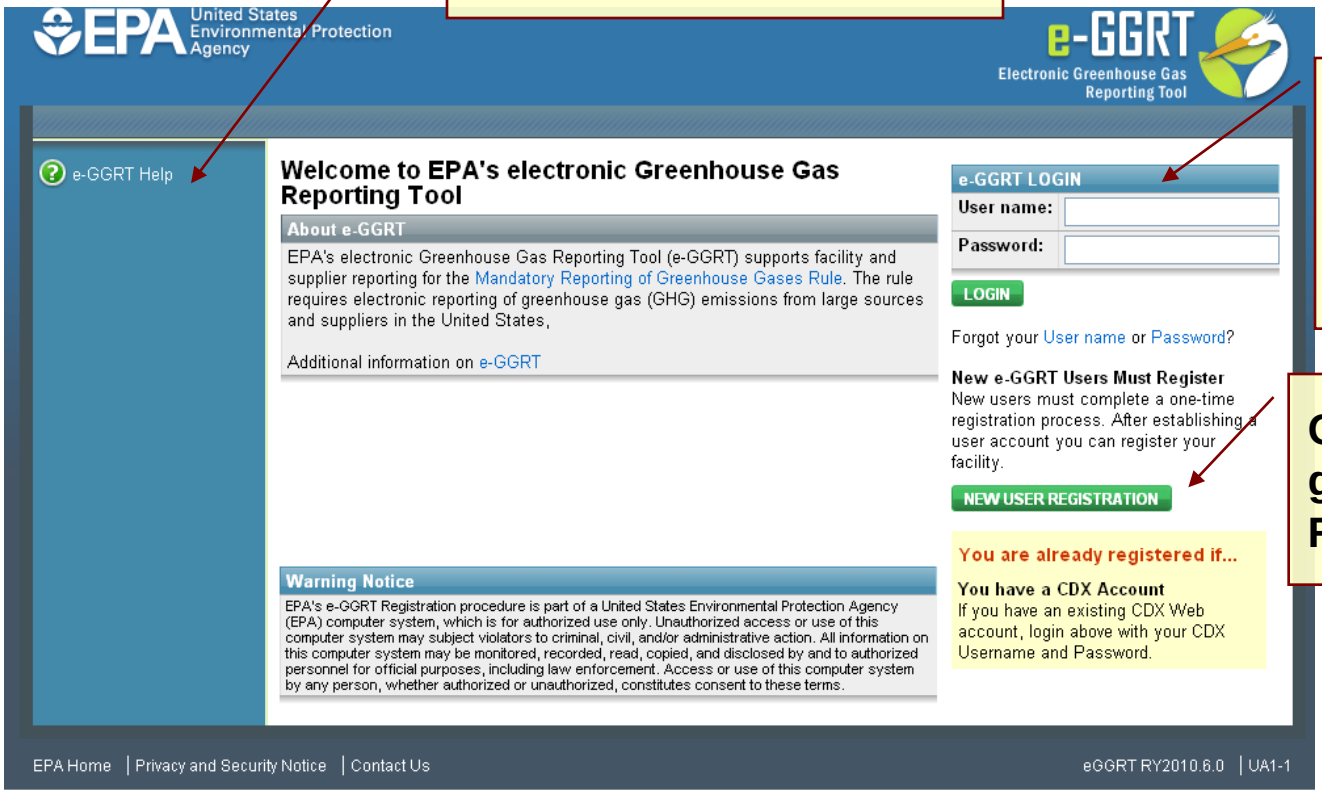


** DR, ADR, Agent(s) could register as users before being appointed*

User Registration: Login Page

Context sensitive help on every page

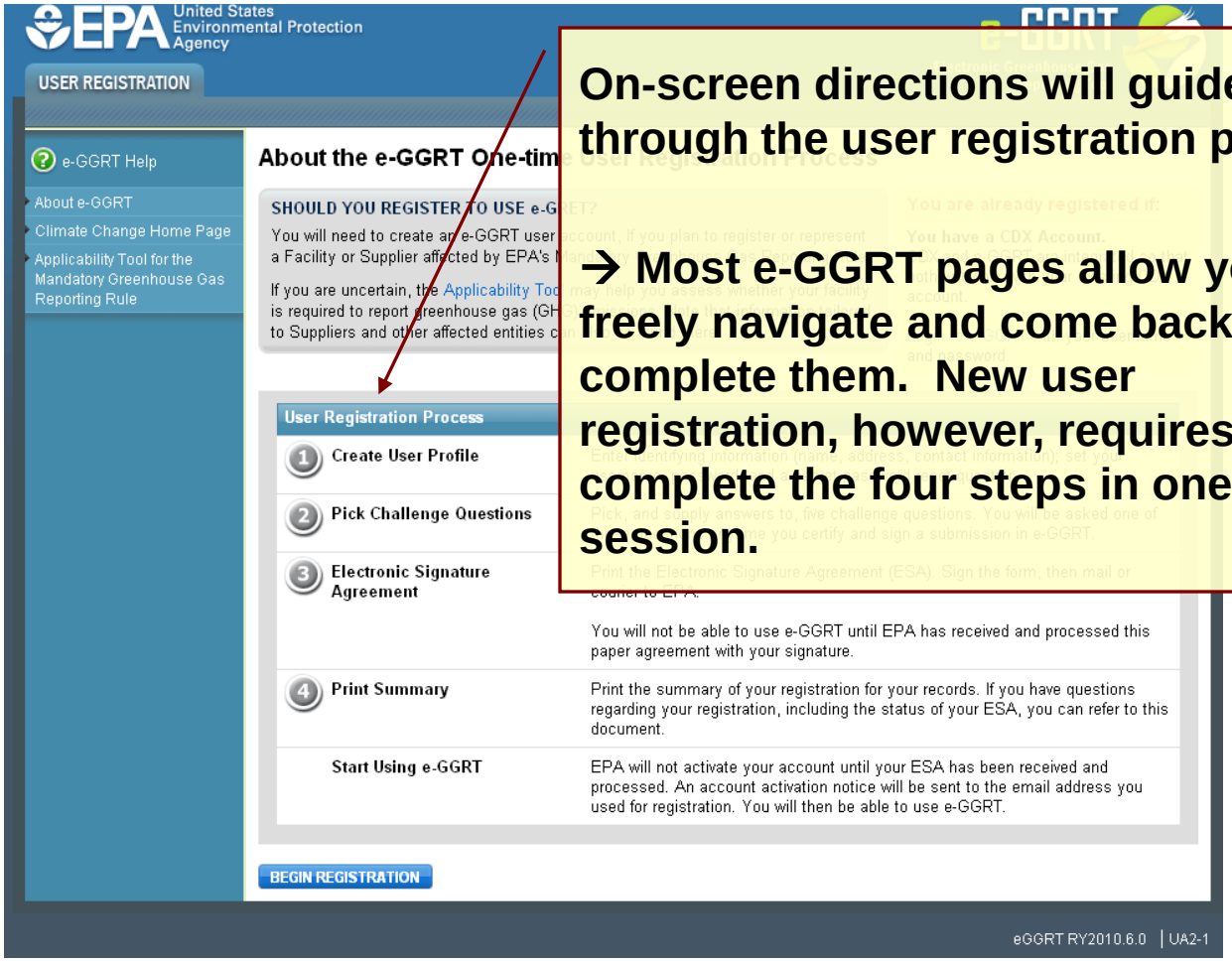
As a new e-GGRT user you will start at the e-GGRT login page:
https://ghgreporting.epa.gov



If you have a CDX account then log in with your CDX credentials here

Otherwise, click the green NEW USER REGISTRATION button

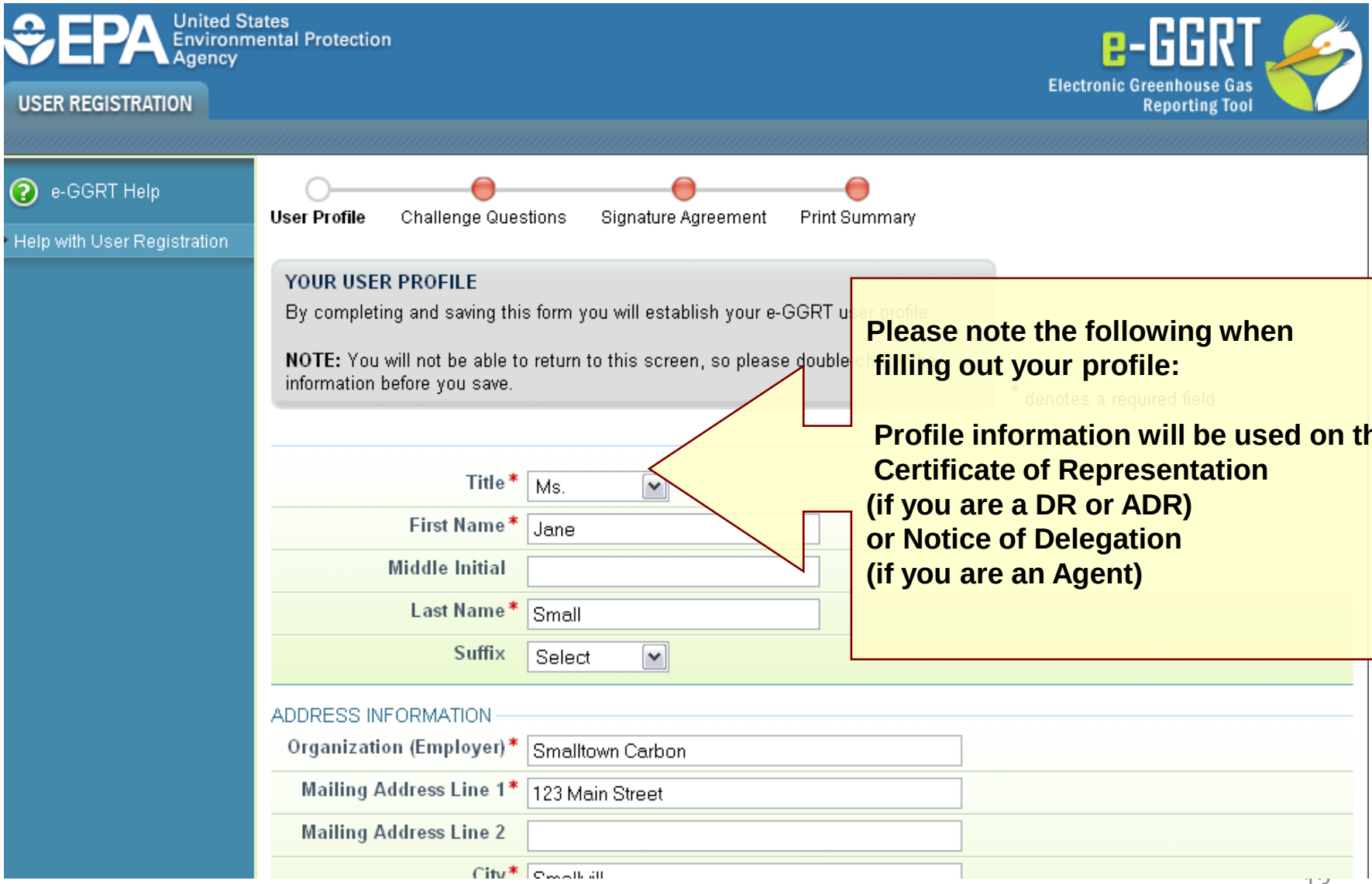
User Registration: On-Screen Directions



On-screen directions will guide you through the user registration process.

→ Most e-GGRT pages allow you to freely navigate and come back later to complete them. New user registration, however, requires you to complete the four steps in one session.

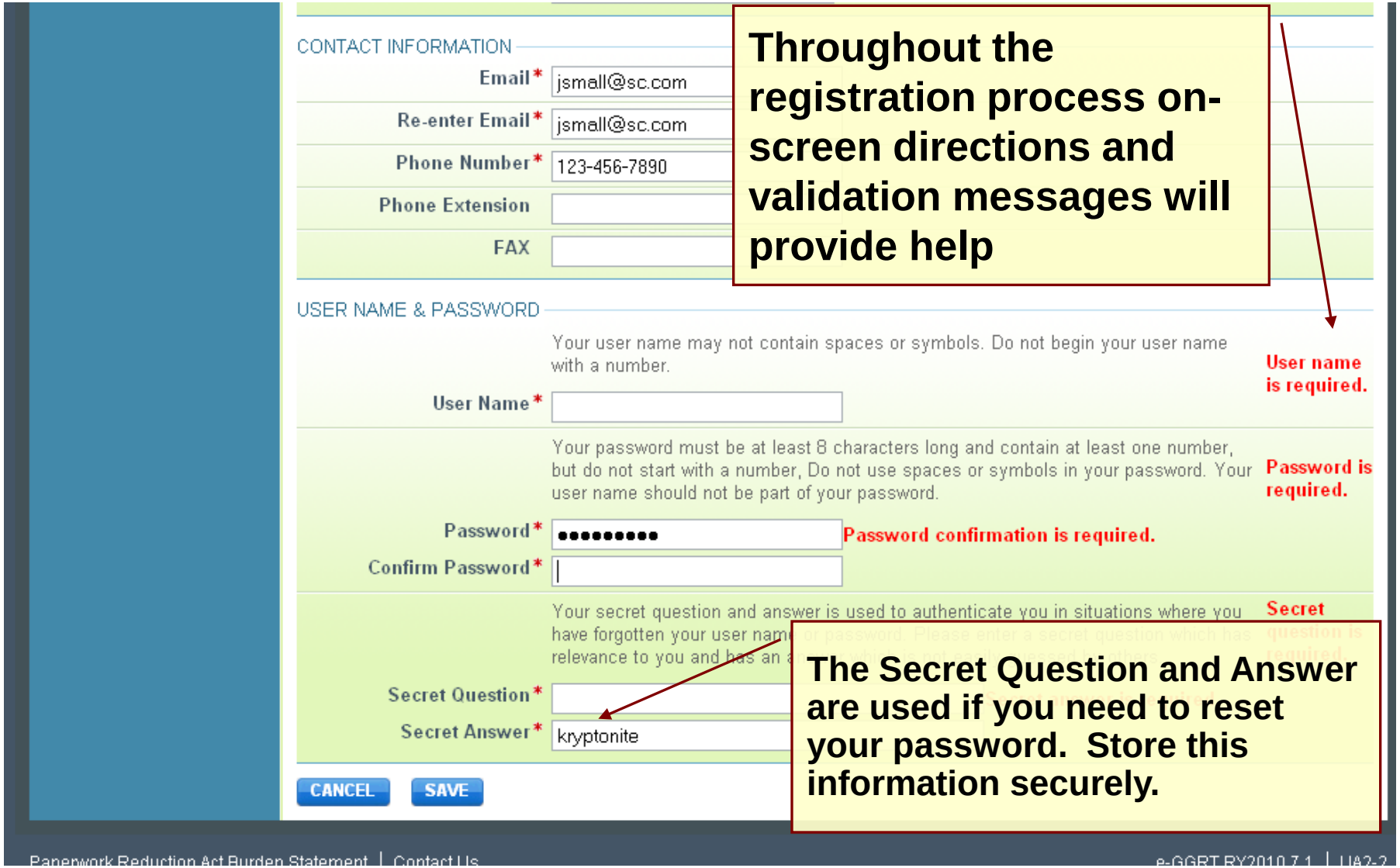
User Registration: Your User Profile



Please note the following when filling out your profile:

Profile information will be used on the Certificate of Representation (if you are a DR or ADR) or Notice of Delegation (if you are an Agent)

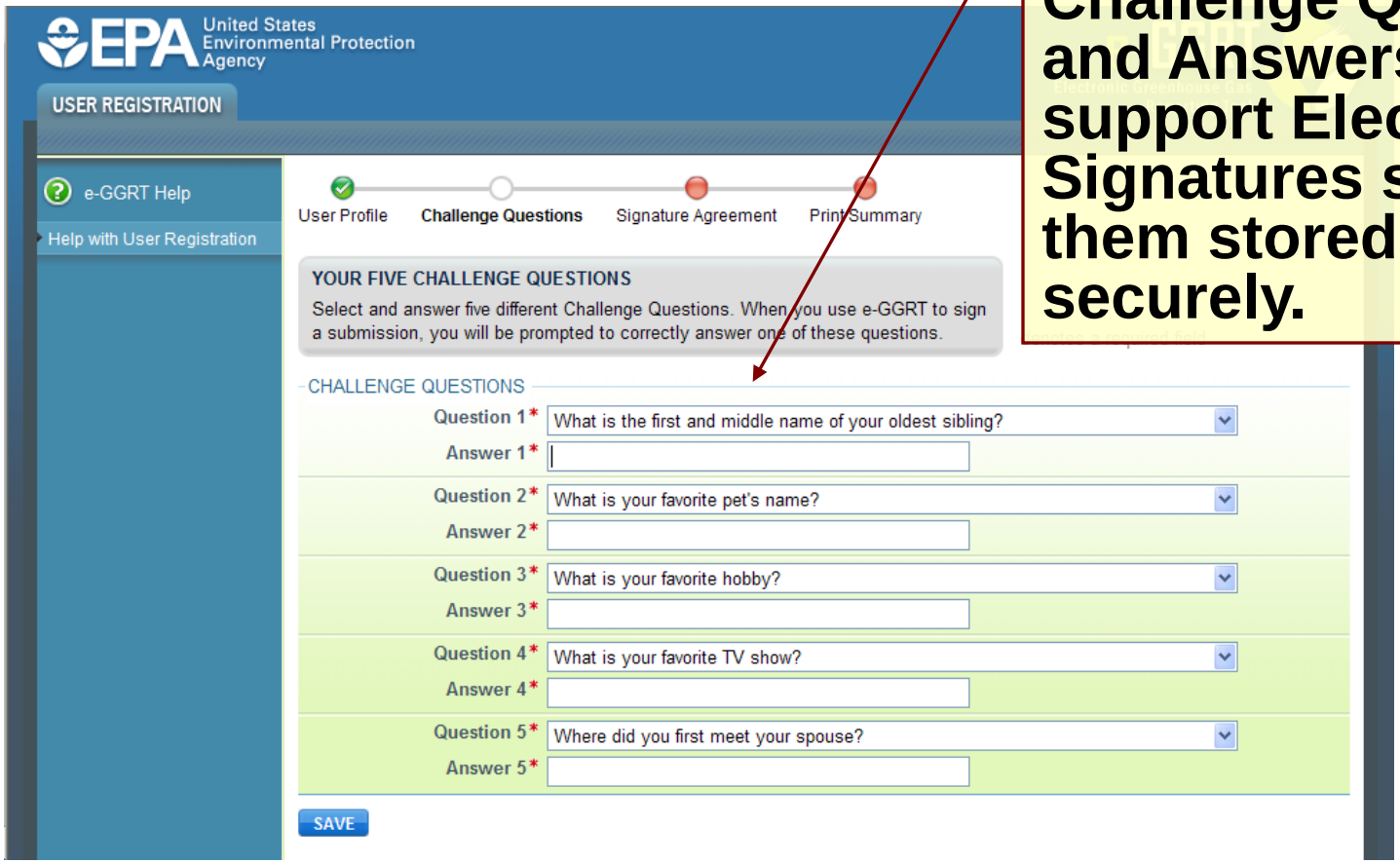
User Registration: On-Screen Directions



Throughout the registration process on-screen directions and validation messages will provide help

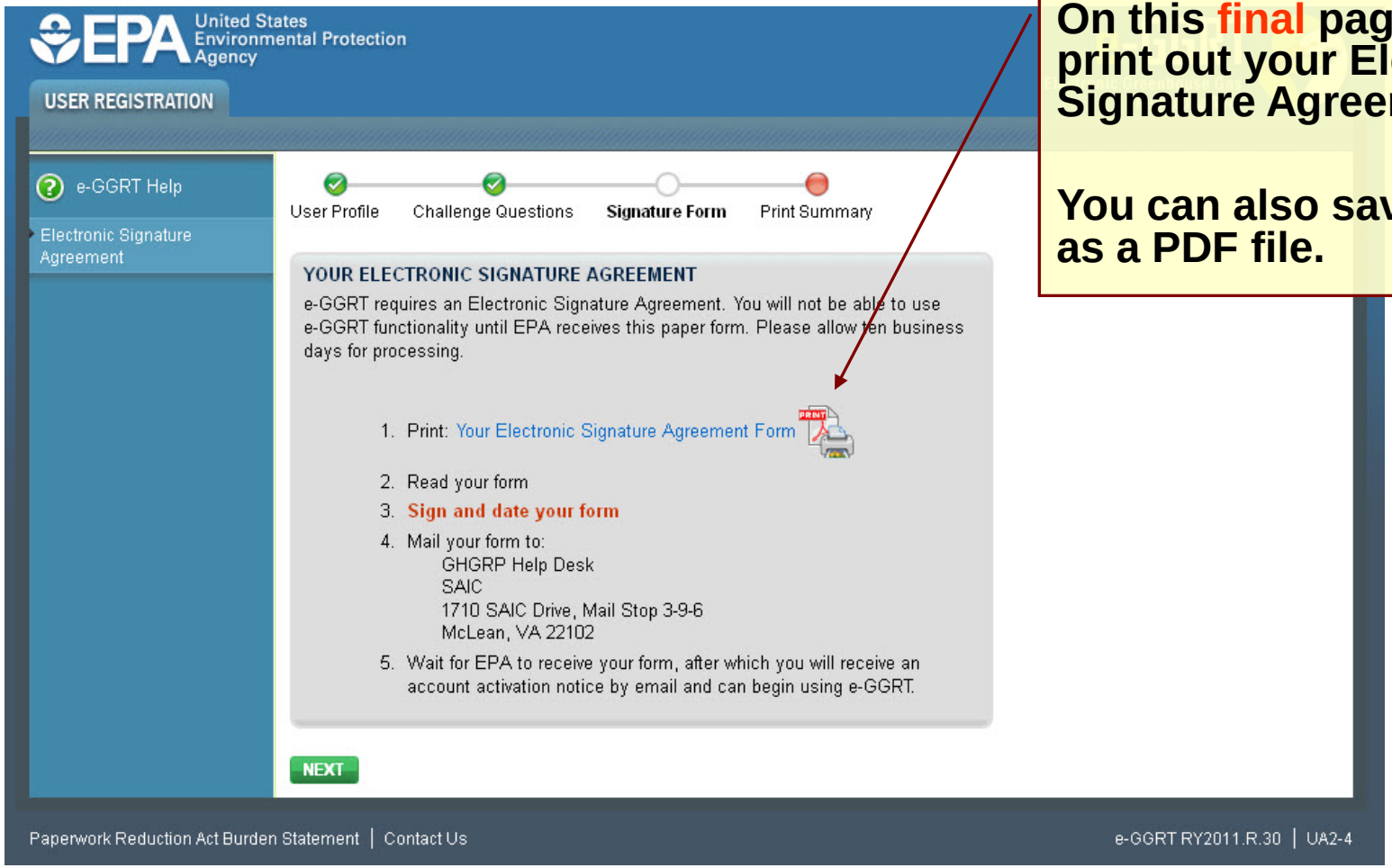
The Secret Question and Answer are used if you need to reset your password. Store this information securely.

User Registration: Challenge Questions



E-GGRT will use Challenge Questions and Answers later to support Electronic Signatures so keep them stored securely.

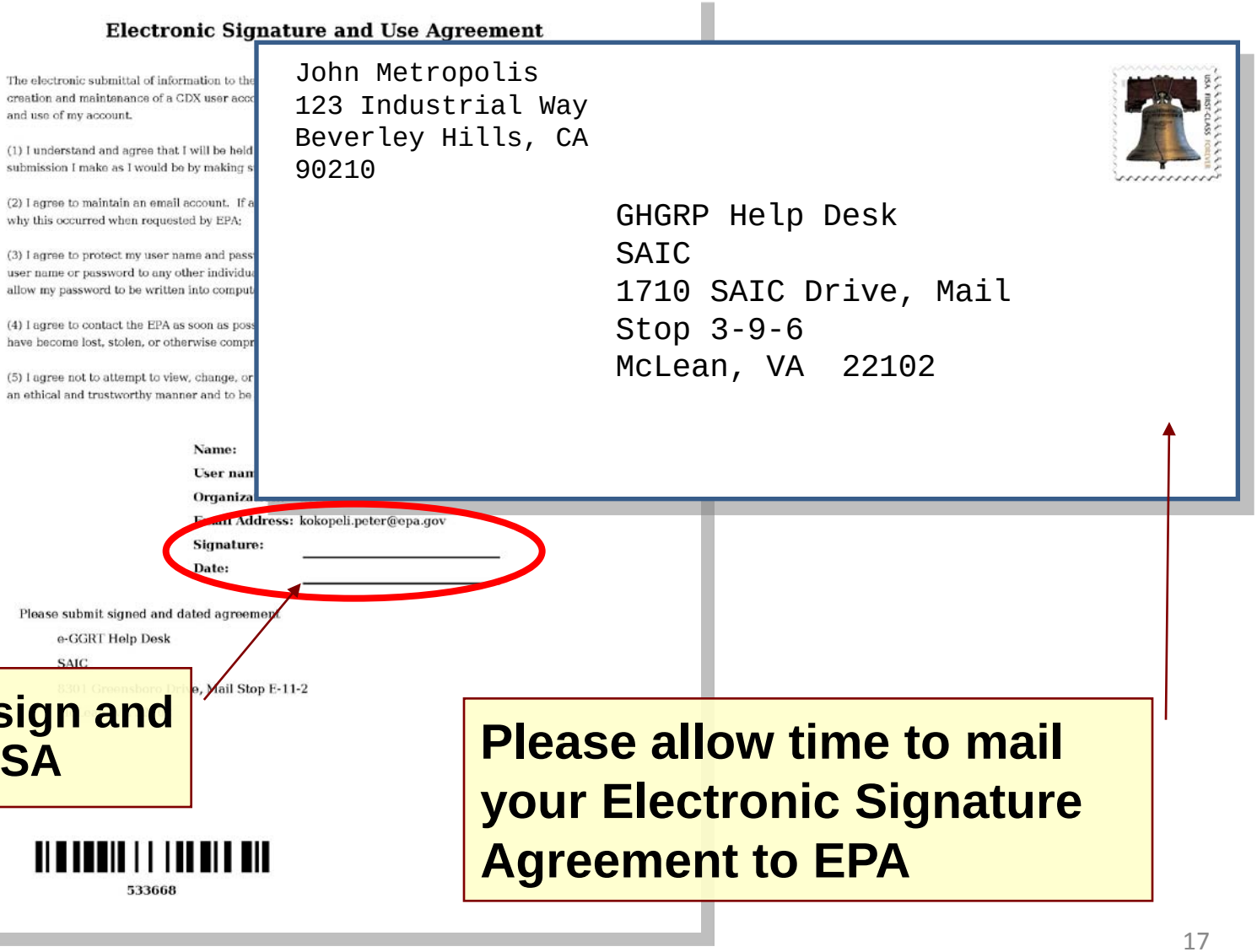
User Registration: Electronic Signature Agreement



On this final page you can print out your Electronic Signature Agreement.

You can also save a copy as a PDF file.

User Registration: Electronic Signature Agreement

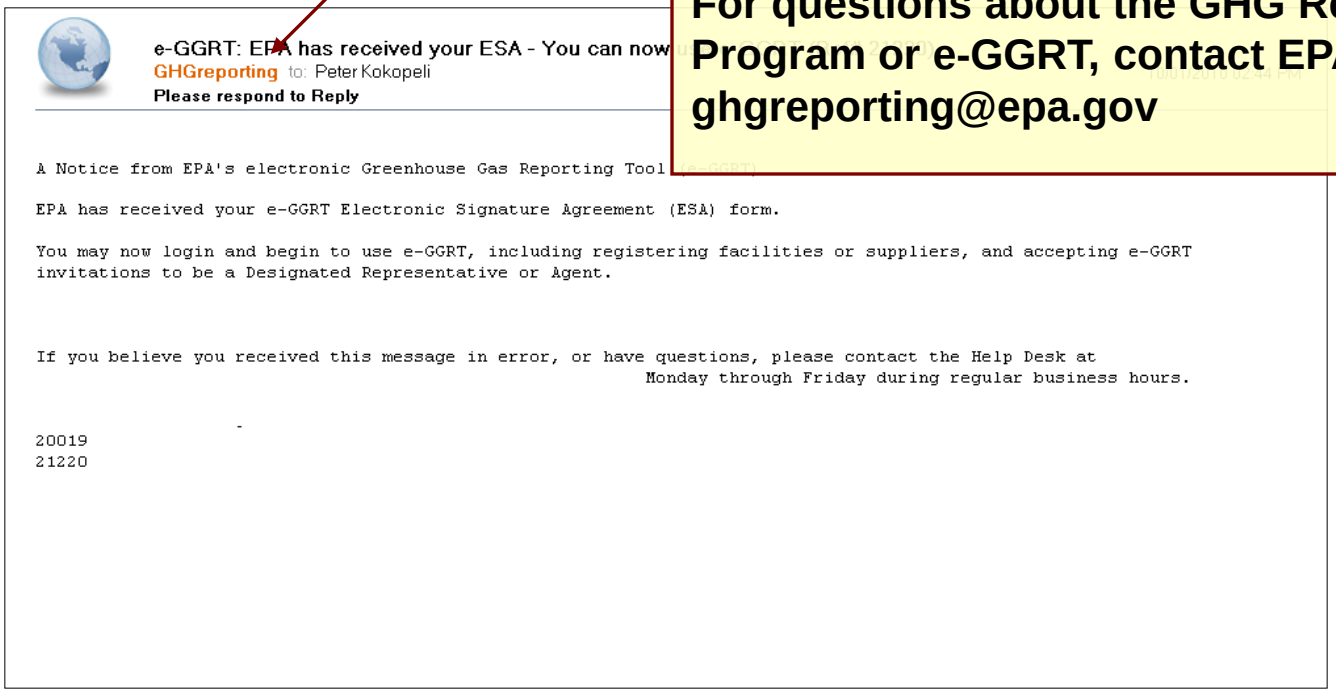


User Registration: Electronic Signature Agreement Approved!

Notifications from e-GGRT will be sent to the email address in your user profile.

Make sure your email accepts mail from eggrt@ccdsupport.com

For questions about the GHG Reporting Program or e-GGRT, contact EPA at ghgreporting@epa.gov



e-GGRT: EPA has received your ESA - You can now
GHGreporting to: Peter Kokopeli
Please respond to Reply

A Notice from EPA's electronic Greenhouse Gas Reporting Tool (e-GGRT)

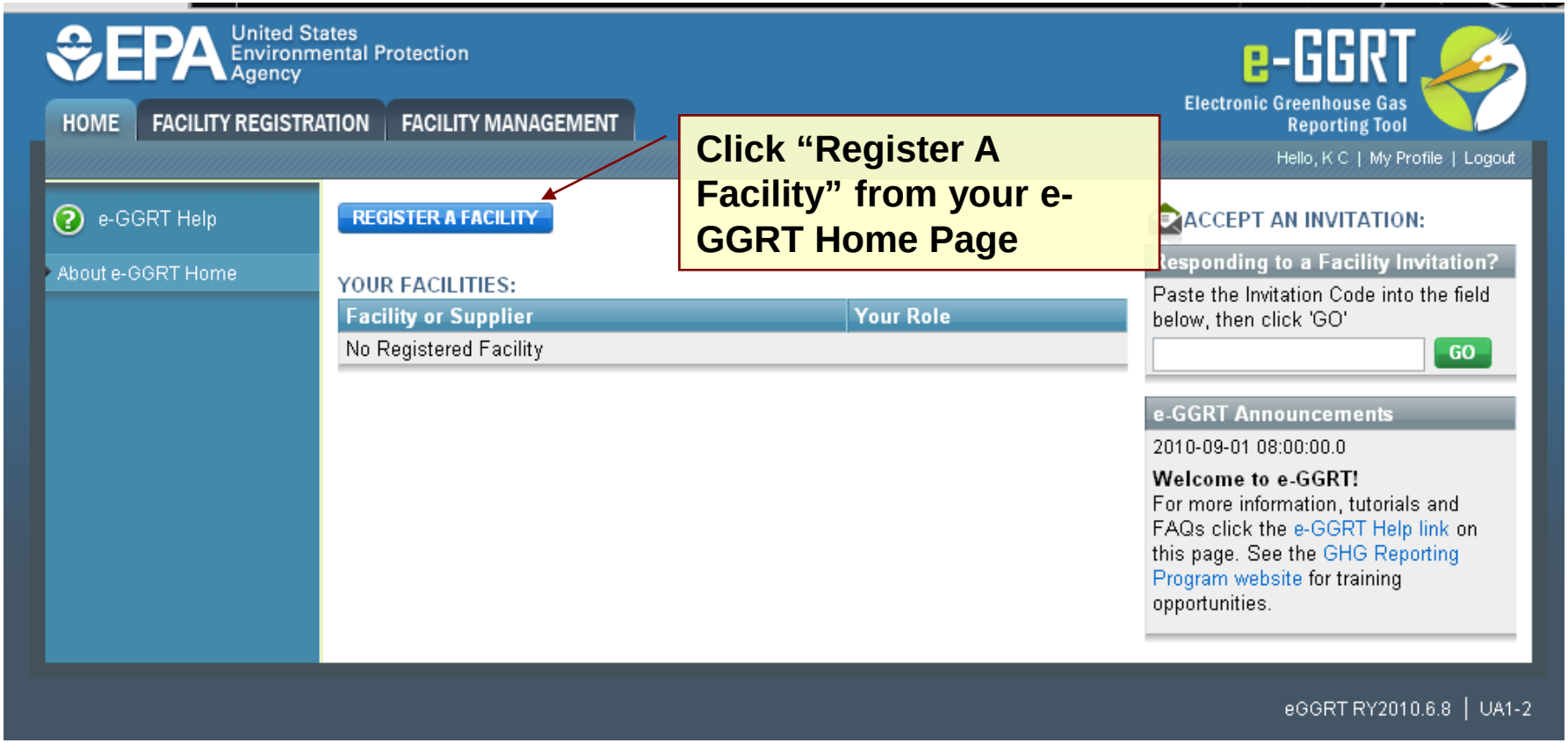
EPA has received your e-GGRT Electronic Signature Agreement (ESA) form.

You may now login and begin to use e-GGRT, including registering facilities or suppliers, and accepting e-GGRT invitations to be a Designated Representative or Agent.

If you believe you received this message in error, or have questions, please contact the Help Desk at
Monday through Friday during regular business hours.

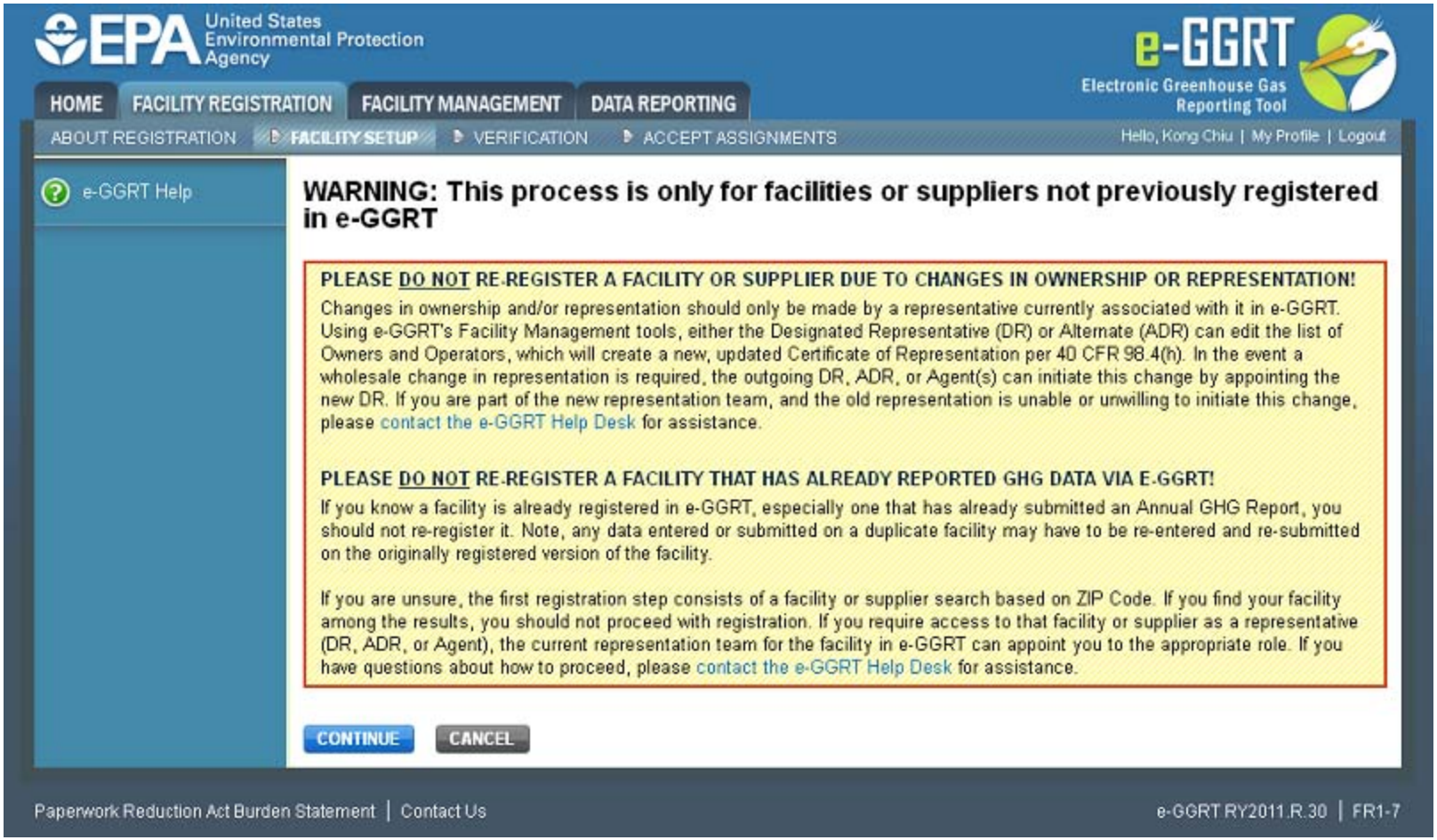
20019
21220

Registering A Facility

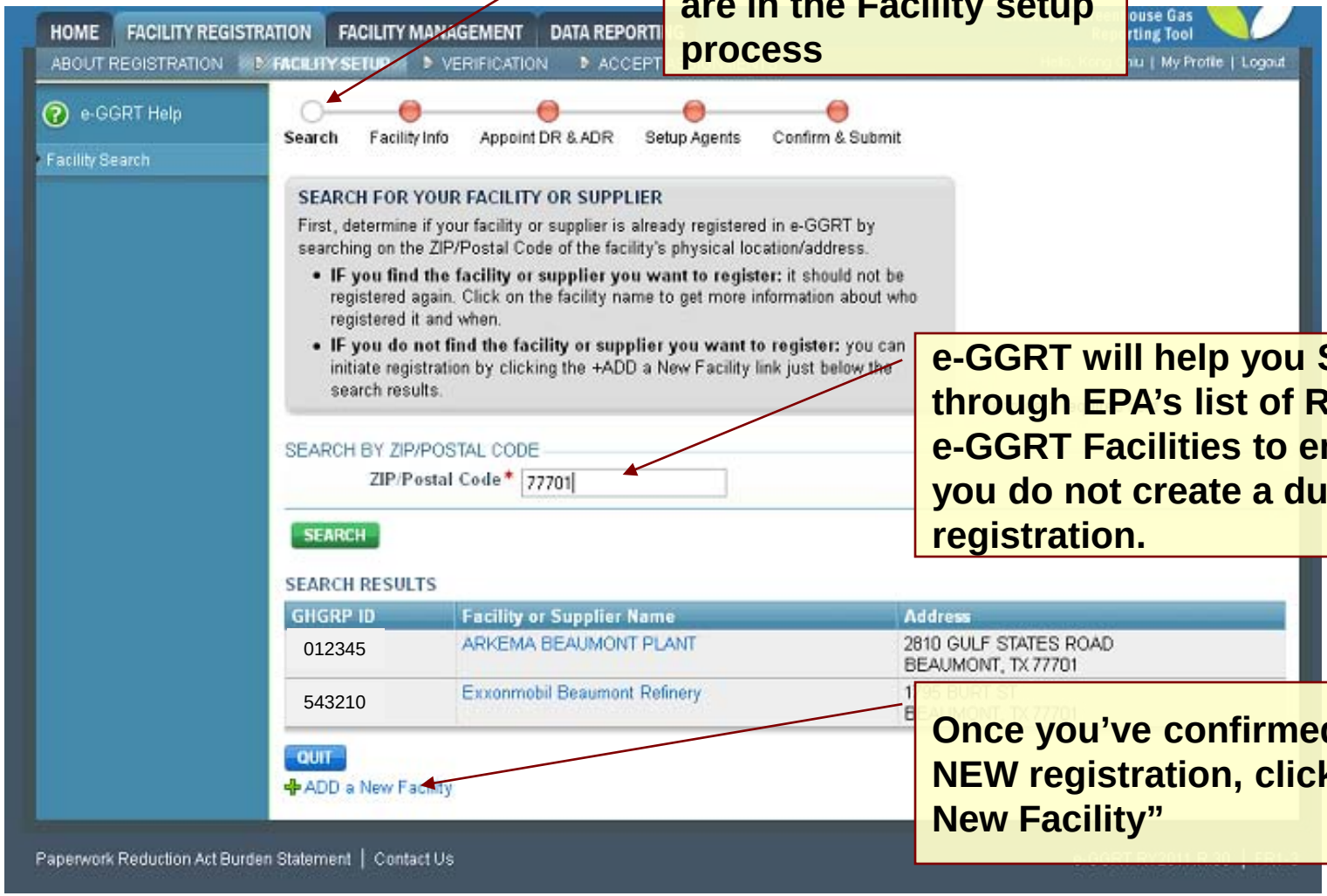


Log-In to e-GGRT at: https://ghgreporting.epa.gov

New Facilities/Suppliers Only



Facility Registration

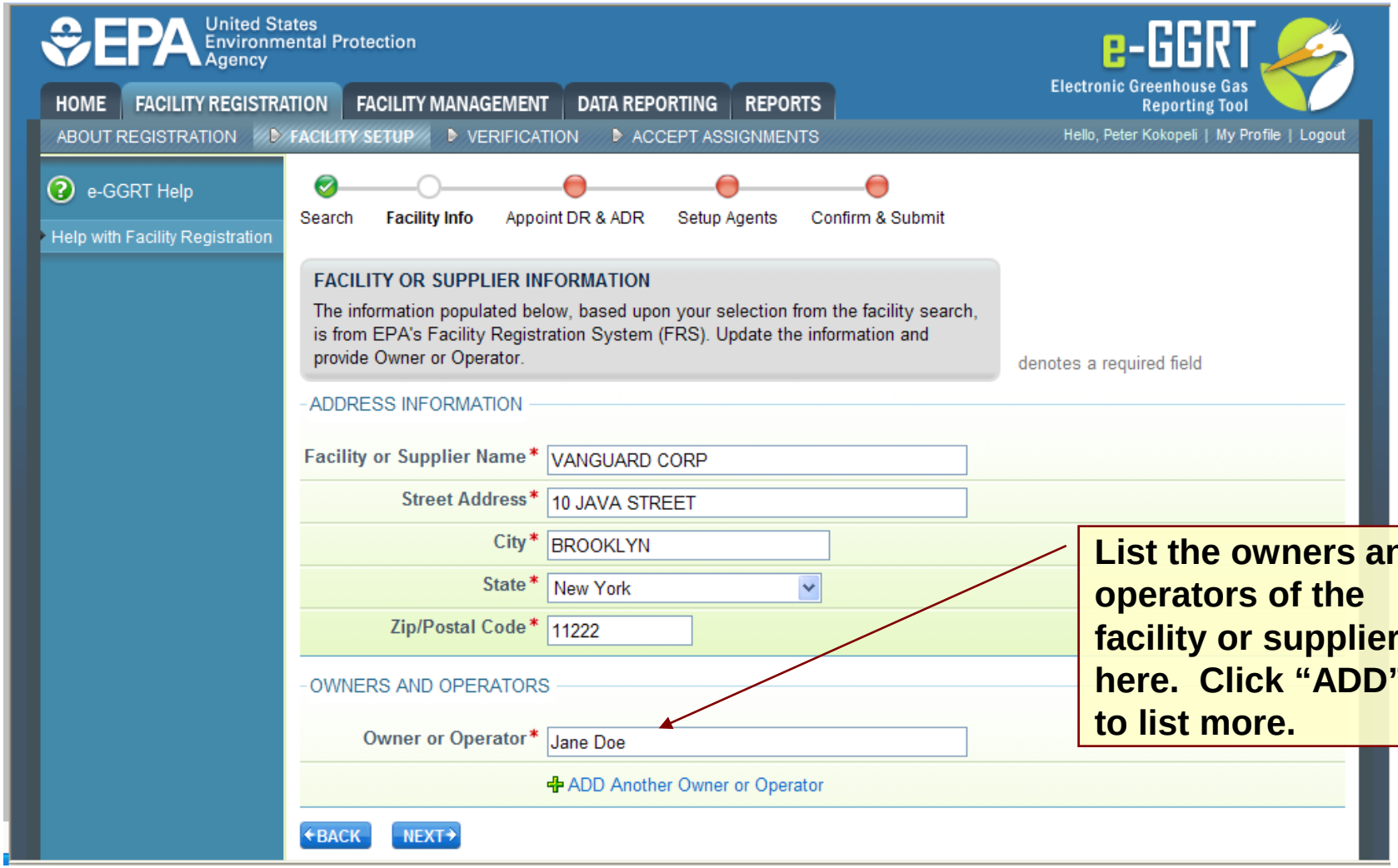


A "subway map" will show you where you are in the Facility setup process

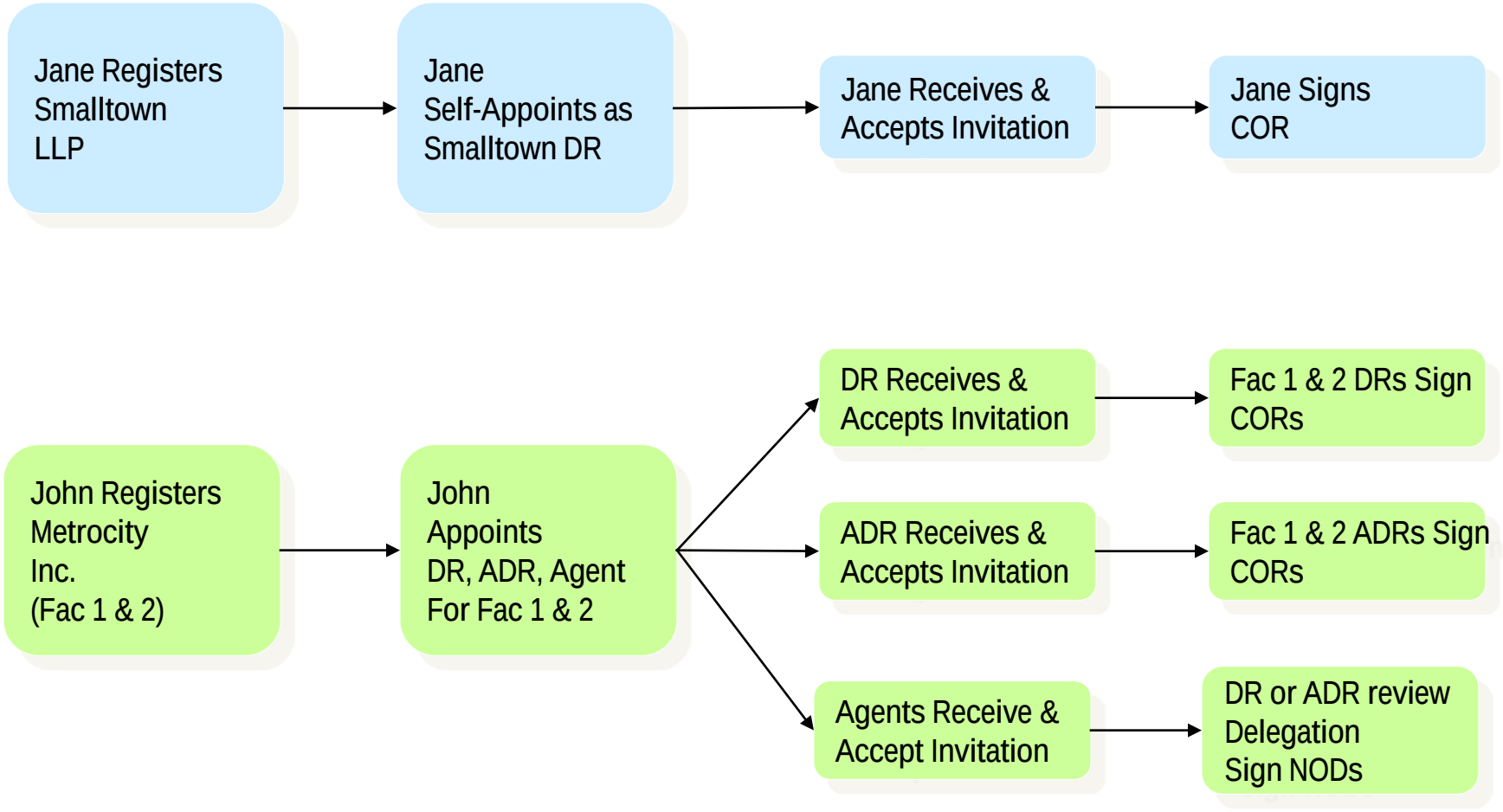
e-GGRT will help you SEARCH through EPA's list of Registered e-GGRT Facilities to ensure that you do not create a duplicate registration.

Once you've confirmed this is a NEW registration, click "ADD a New Facility"

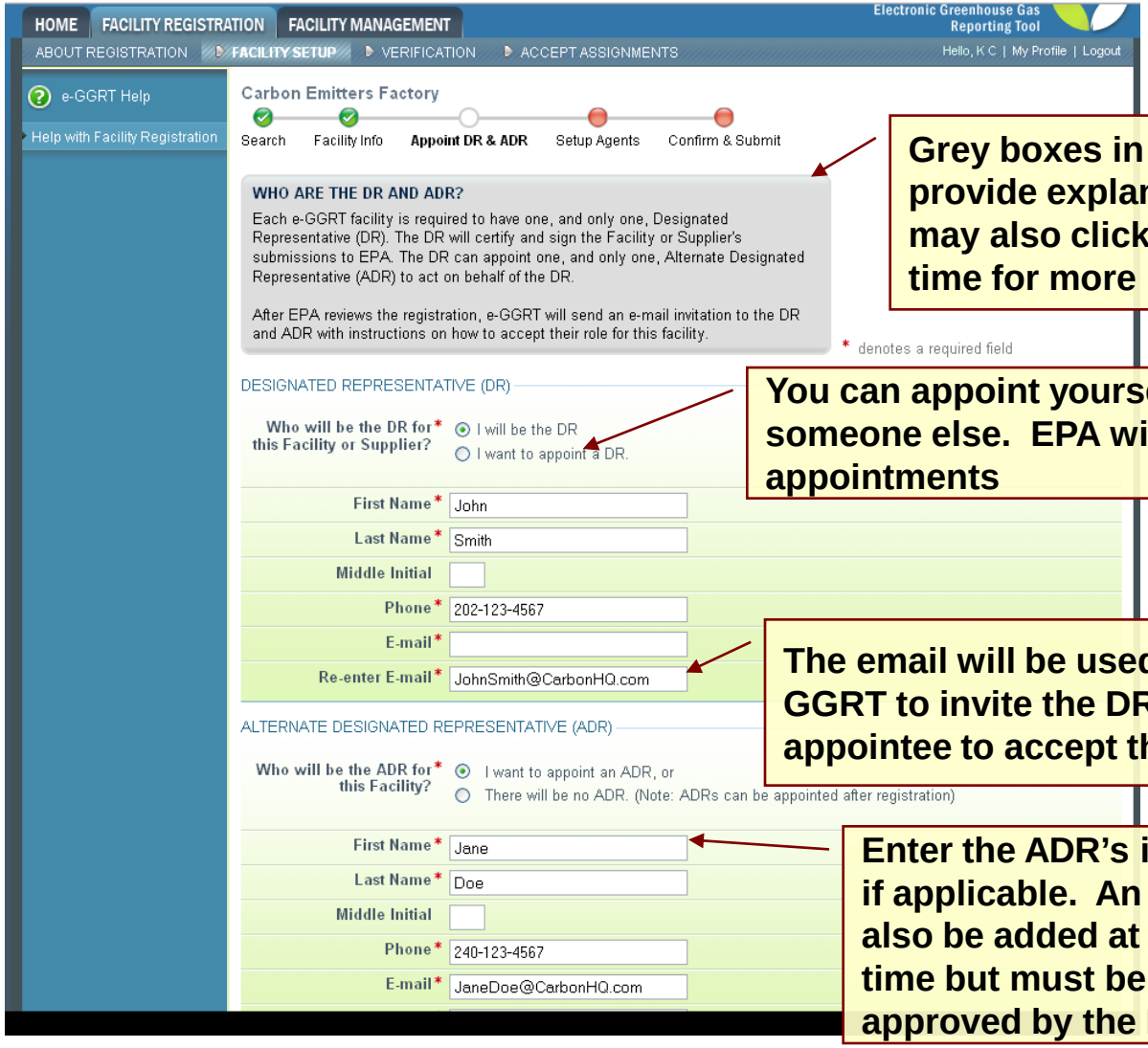
Facility Registration



Smalltown vs Metrocity Facility Registration



Facility Registration: DR & ADR Info



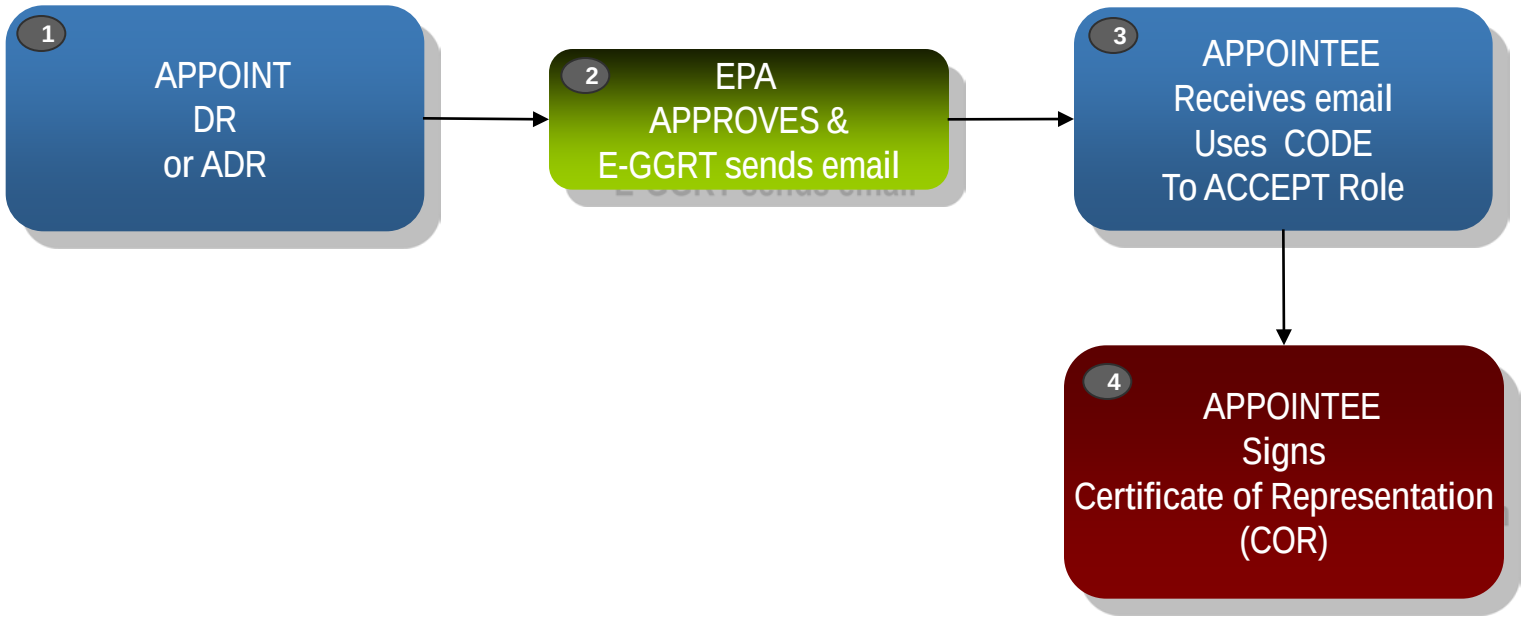
Grey boxes in e-GGRT provide explanatory text. You may also click HELP at any time for more info.

You can appoint yourself as DR or someone else. EPA will review all appointments

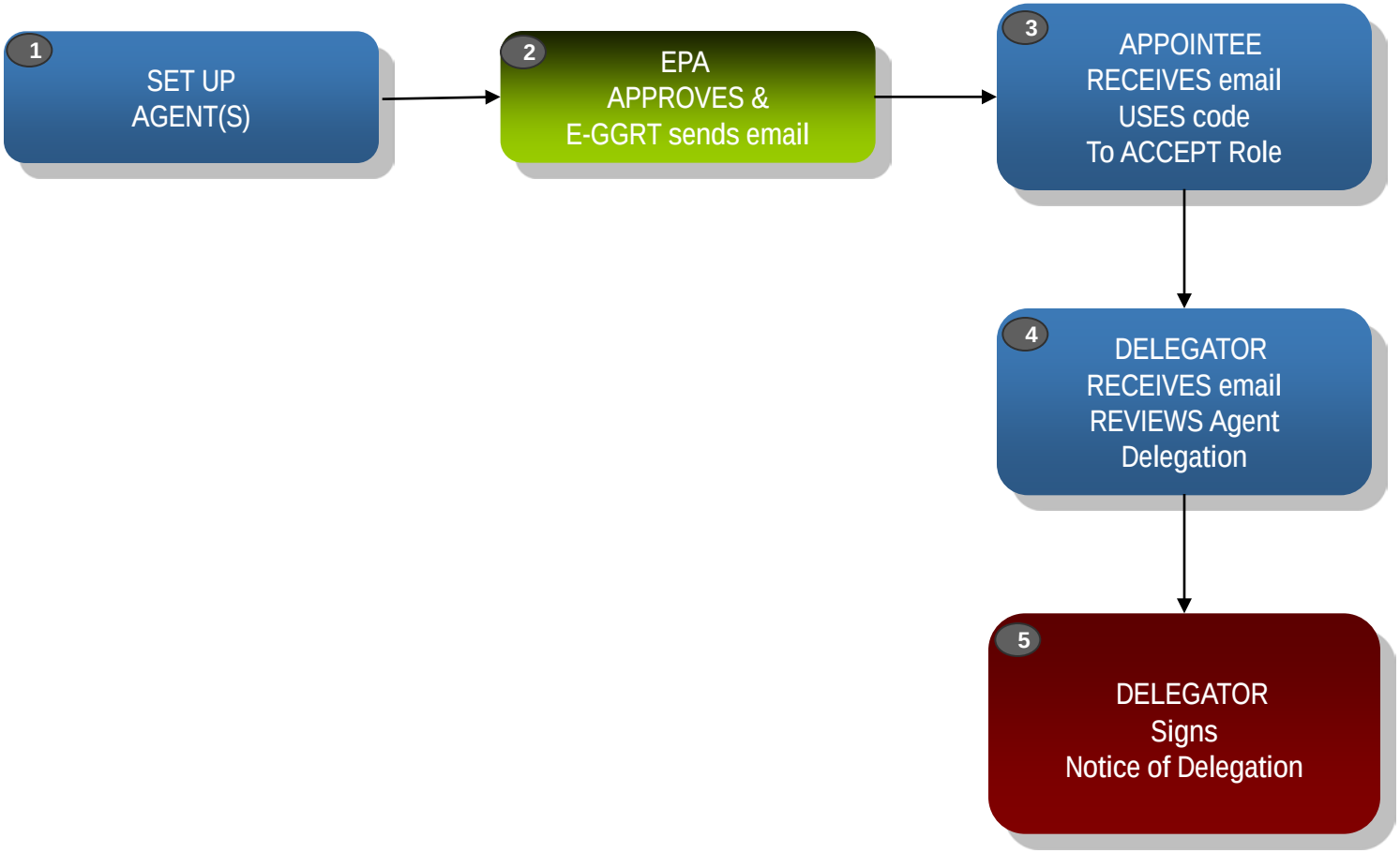
The email will be used by e-GGRT to invite the DR appointee to accept their role.

Enter the ADR's info here, if applicable. An ADR can also be added at a later time but must be approved by the DR

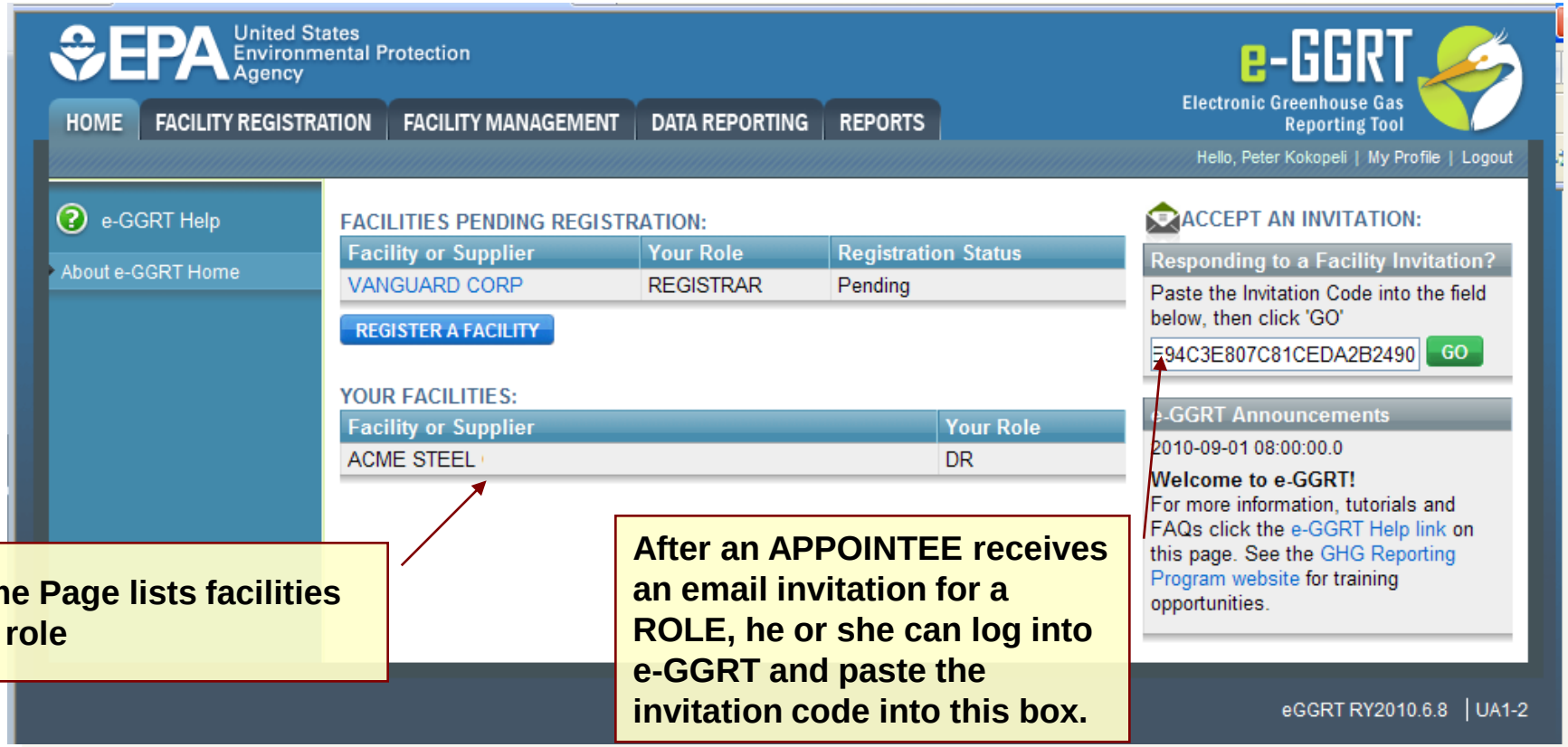
Appointments and Invitations: DR & ADR



Appointments and Invitations: Agent(s)



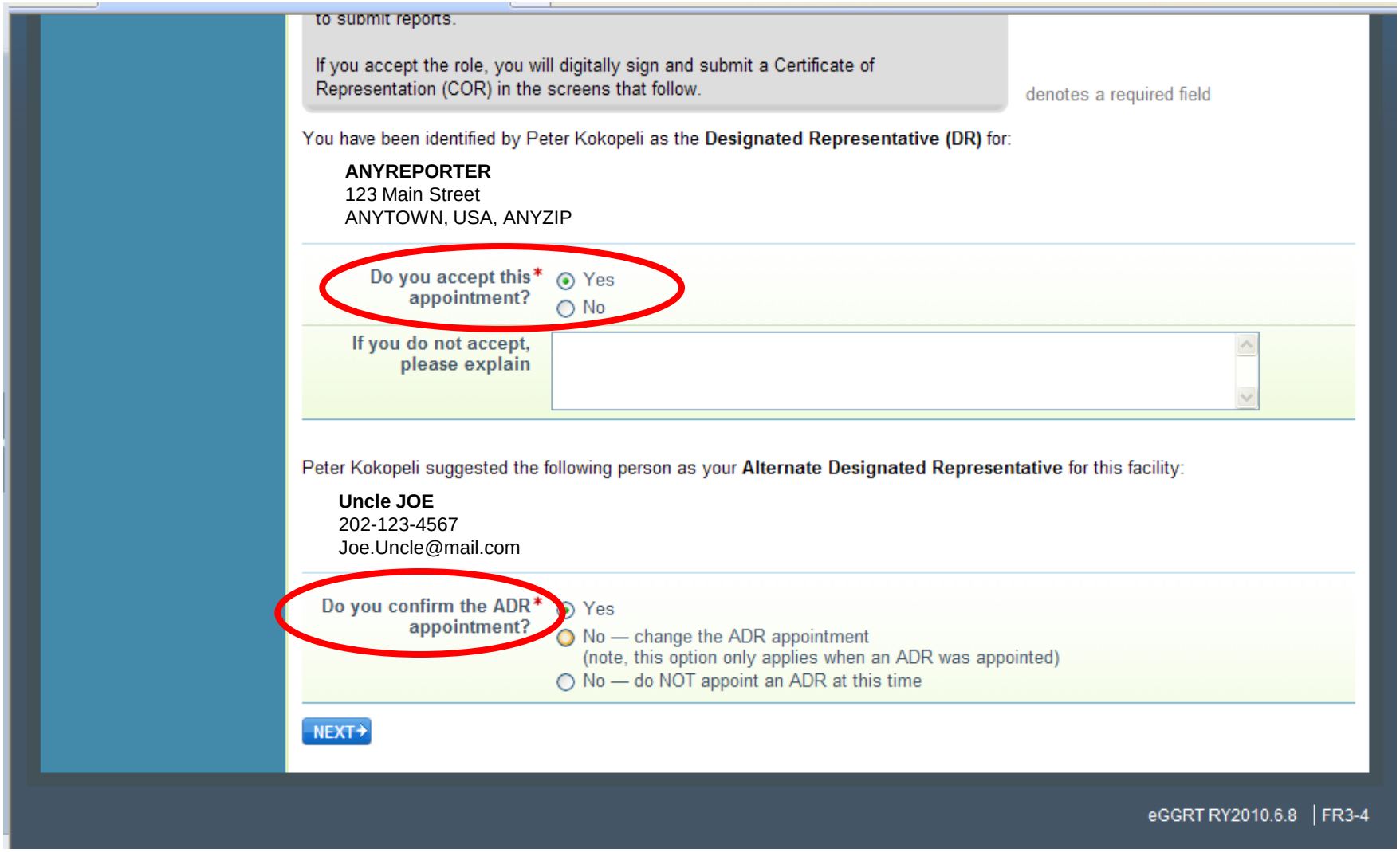
Using an Invitation Code



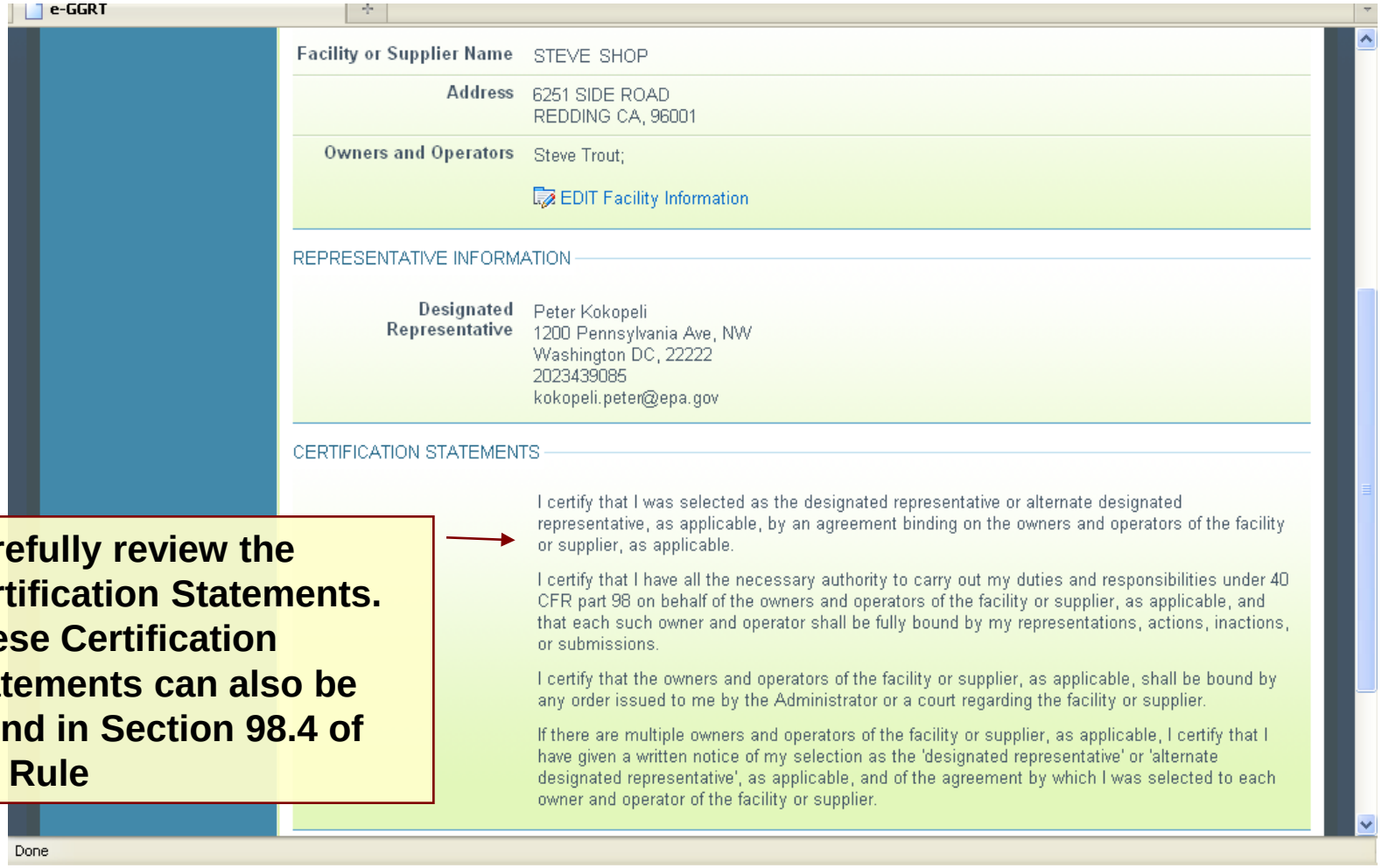
Home Page lists facilities and role

After an APPOINTEE receives an email invitation for a ROLE, he or she can log into e-GGRT and paste the invitation code into this box.

Accepting the Appointment



Certificate of Representation



Carefully review the Certification Statements. These Certification Statements can also be found in Section 98.4 of the Rule

e-GGRT Support

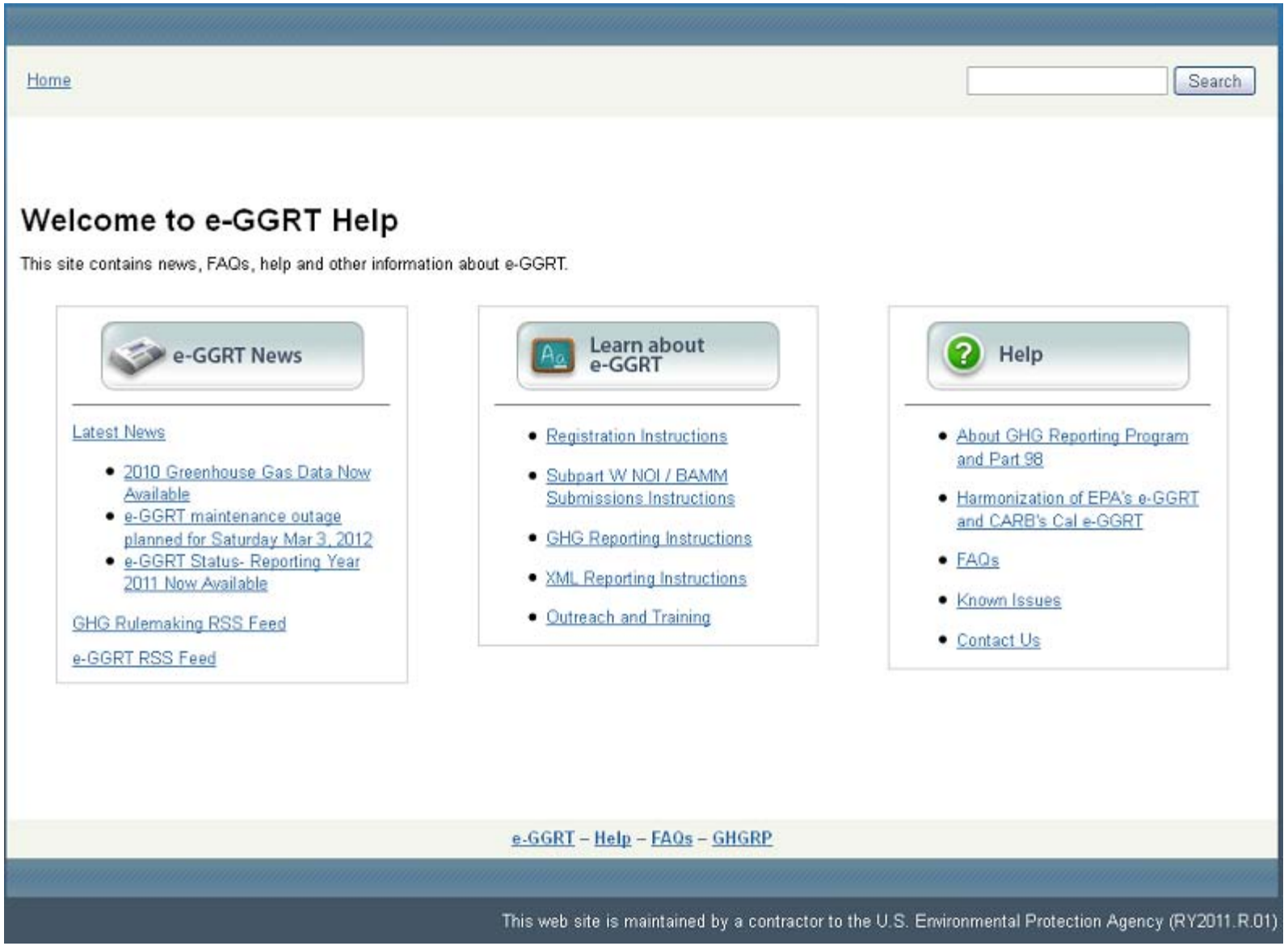
- GHG Reporting Program (GHGRP) Help Desk will be able to answer questions and provide support to e-GGRT users

- Telephone: 1-877-444-1188

- Email: GHGREPORTING@epa.gov

- URLs: www.ccdsupport.com [GHGRP Help]
  https://ghgreporting.epa.gov [e-GGRT]
  www.ghgdata.epa.gov [published data]

e-GGRT Help Site www.ccdsupport.com



For more information

On the GHG Reporting Program:
http://www.epa.gov/ghgreporting/reporters/index.html

On using e-GGRT :
http://www.ccdsupport.com

Contact Us:
http://www.ccdsupport.com/confluence/display/help/e-GGRT+Help+Desk+Contact+Information

Rule Citations, 40 CFR (related to Facility Registration):

98.4- Authorization and responsibilities of the designated representative (DR)

98.4(i) Certificate of Representation (COR)

98.4(m) Delegation by designated representative and alternate designated representative (Agents)

Questions?