

## For Preparers and Certifiers: Preparing and Submitting a Supplemental Submission

**Note:** Supplemental submissions can be made to provide additional information or clarification related to an official submission and should be coordinated with your EPA Regional Office. Preparers can create a supplemental submission and enter necessary information, but only Certifiers can submit supplemental submissions to EPA. An official submission must be submitted to EPA prior to creating an associated supplemental submissions.

1. On the SPeCS for SIPs state landing page, click on the ‘Supplement’ button associated with the submission you would like to supplement in the Plans Submitted table (see Figure 1).

**Figure 1: State Landing Page**

The screenshot shows the SPeCS for SIPs state landing page for New York. At the top, there are navigation links: "SPeCS Home", "Create OFFICIAL Submission", "Create DRAFT Submission", "Return to CDX", "EPA Regional Contacts", and "Contact Us". Below this is a "Home" header. The main content area features the New York state seal and the text "New York" and "Welcome to the Electronic State Implementation Plan Submission (eSIPS) under Section 110 of the Clean Air Act". There are two buttons: "Create OFFICIAL Submission" and "Create DRAFT Submission".

Below the buttons are two sections: "Plans Pending Submission" and "Plans Submitted". The "Plans Pending Submission" section shows a table with columns: ACTION, PLAN NAME, STATUS, LAST MODIFIED, and SUBMISSION TYPE. The message "You do not have any plans." is displayed below the table.

The "Plans Submitted" section has a search bar and a dropdown menu set to "10 entries". Below this is a table with columns: ACTION, PLAN NAME, STATUS, SUBMITTED ON, and SUBMISSION TYPE. The table contains one entry: "NY Infrastructure SIP, Maintenance Plan, and OTR" with status "Submitted to EPA" and date "01/18/2018". The "ACTION" dropdown for this entry is open, showing options: "Partial/Full Withdrawal" and "Supplement". The "Supplement" option is highlighted with a red box.

On the right side of the page, there is a "Recent Activity" section with a list of actions: "Rose Rivas deleted New york" (01/18/18), "Rose Rivas submitted NY Infrastructure SIP, Maintenance Plan, and OTR" (01/18/18), and "Rose Rivas created NY Infrastructure SIP, Maintenance Plan, and OTR" (01/18/18). Below this is the "EPA Regional Contact(s)" section, which lists "Kenneth Fradkin" with contact information: "212-637-3702" and "fradkin.kenneth@epa.gov".

2. The Supplemental Submission page will then appear. By default, the title of the official submission for which you are submitting supplemental information will appear at the top of the page (in the gray bar) and cannot be modified.

3. In the first text box on the page, enter a reason for the supplemental submission (see Figure 2). This is a required field.
4. Upload an official letter from your organization notifying EPA of the supplemental submission, and upload any other supporting documentation. You are required to upload at least one file related to the supplemental submission (see Figure 2). See the “Uploading Documents” job aide for more information on uploading documents.
5. Verify that you have coordinated with your EPA Regional Office prior to submitting the supplemental submission by selecting the checkbox below the file upload section (see Figure 2). This is a required field.

**Note: Steps 6-10 apply only to Certifiers.**

6. If you are registered as a Certifier, select the ‘Submit’ button to electronically sign and submit the supplemental submission (see Figure 2).
  - a. If you are registered as a Preparer, a ‘Ready for Certification’ button appears instead of the ‘Submit’ button. Select the ‘Ready for Certification’ button to complete the preparation of the submission and notify certifiers in your state that the submission is ready for review and official submission.

**Figure 2: Supplemental Submission Page**

SPeCS Home   Create OFFICIAL Submission   Create DRAFT Submission   Return to CDX   EPA Regional Contacts   Contact Us

NY Infrastructure SIP, Maintenance Plan, and OTR

Please provide the reason for this supplemental submission and any other specific comments for EPA (e.g. which plan elements you would like to supplement). \*

Please upload an official letter requesting a supplemental submission and any other supporting documentation. \*

Choose File   No file chosen

Upload

Files must be less than 100 MB.  
Allowed file types: gif jpg jpeg png bmp eps tif pict psd txt rtf html odf pdf doc docx ppt pptx xls xlsx xml avi mov mp3 ogg wav zip.

I have coordinated with my EPA Regional Office regarding this supplemental submission. \*

Cancel   **Submit**   Preview Submission   Save and Exit

7. A certification statement appears in a pop-up box. You are required to agree to the certification statement, in compliance with CROMERR standards. Read the statement and select the ‘Accept’ button to continue (see Figure 3).

**Figure 3: Certification Statement**

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

8. Once the eSignature Widget appears, enter your CDX user name and password. Note that the password is case-sensitive.
9. As a second security measure, you may either choose to answer a security question associated with your account, or receive a text message from CDX with a PIN code (see Figure 4).

**Figure 4: eSignature Widget Secret Question Verification**

eSignature Widget

**1. Authentication**  
Log into CDX  
**User:**  
  
**Password:**  
  
Welcome

**2. Verification**  
 Answer Secret Question  
 Send Text Message  
**Question:**  
What is your favorite vacation destination?  
**Answer:**

Enter secret question response here

- a. If you would like to answer the security question, select the 'Answer Secret Question' radio button, enter the answer that you provided during CDX registration, and select the 'Answer' button. The answer that you provide is not case-sensitive (see Figure 4).
- b. If you prefer to receive a text message from CDX with a PIN code, select the 'Send Text Message' radio button. A partially hidden instance of your mobile number will appear on the widget. Once you verify the mobile number, select the 'Send' button. Shortly after, you will receive a text message from CDX with a PIN code. Enter the PIN in the 'Enter PIN below' box on the eSignature Widget and select the 'Verify' button (see Figure 5).

Figure 5: eSignature Widget SMS Verification

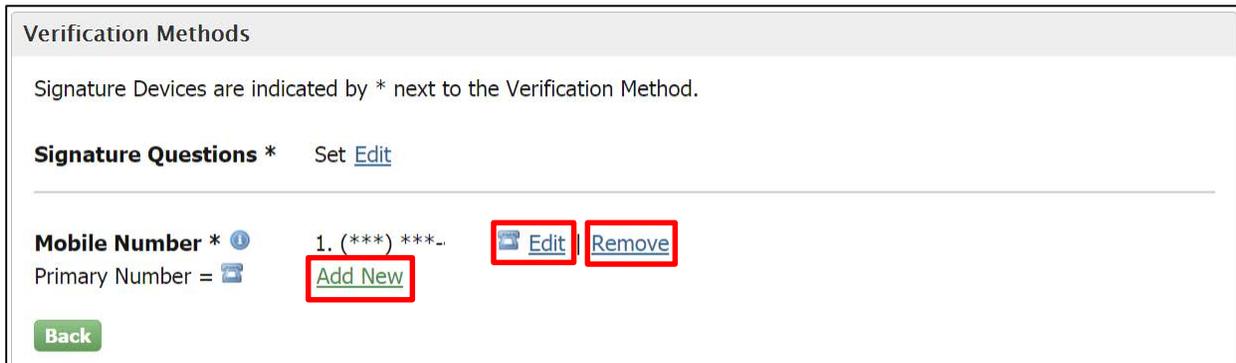
eSignature Widget

**1. Authentication**  
Log into CDX  
**User:**  
testuser|  
**Password:**  
.....  
Welcome

**2. Verification**  
 Answer Secret Question  
 Send Text Message  
**Text message will be sent to:**  
(\*\*\*) \*\*\*-  
Message and data rates may apply.  
**Send**  
**Enter PIN below:**  
  
**Verify**  
Enter SMS pin here

- c. Please note: If this radio button option does not appear on your eSignature Widget, you do not have a mobile number added as a verification method on your account. To add a mobile number, navigate to the MyCDX page by selecting the 'Return to CDX' hyperlink from the navigation bar. Select the 'My Profile' tab from the homepage, and navigate to the 'Verification Methods' section. Select the 'Modify Verification Methods' button to edit or add a mobile number to your account (see Figure 6).

**Figure 6: MyCDX Verification Methods**



10. Once you have verified your account, select the ‘Sign’ button that appears on the eSignature Widget (see Figure 7).

**Figure 7: eSignature Widget Signature Process**



11. A submission confirmation pop-up box appears with additional details about your submission. You may select the ‘Print’ button to save an HTML copy of your submission details for your records (see Figure 8).
12. The submission now will be denoted as a Supplemental submission in the “Plans Submitted” table on the state landing page.

**Figure 8: Submission Confirmation**

Plan Name:	NY Infrastructure SIP, Maintenance Plan, and OTR
Submitted By:	Rose Rivas
Submission Date and Time:	January 18, 2018, 11:01 PM

## Support

If you have any questions related to submission development, please contact your EPA Regional Office contact, as listed on your state landing page.

If you have any questions related to CDX or the SPeCS for SIPs program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.