For Certifiers: Signing and Submitting an Official Submission
For more information on state roles, please see the Overview of State Roles job aide.

Note: You must be registered as a Certifier in SPeCS for SIPS in order to electronically submit official submissions to EPA.

1. As a Certifier, you or another person in your organization may enter the information related to a submission.
   
   a. If you have entered the information: Once you have responded to all questions on the component pages, click the ‘Review Submission’ button on the ‘Document Upload’ page to proceed to the ‘Review Submission’ page (see Figure 1).
   
   b. If a Preparer has already entered the information: On your State Landing Page, the submission will be marked as ‘Ready for Signature.’
      
      • Click on the associated ‘Plan Name’ in the ‘Plans Pending Submission’ table.
      
      • Once the plan opens, navigate to the ‘Document Upload’ page and then Click on the ‘Review Submission’ button.
2. On the Review Submission page, a summary of the submission is displayed (see Figure 4).
   a. If there are required questions in the submission that have not been answered, a pop-up box will appear on the Review Submission page indicating which questions must be answered prior to submitting your plan or marking the submission as ready for signature (see Figure 2).
   b. Select a page title in the pop-up box to access the page and fill in the information necessary (see Figure 2).
   c. The left navigation bar in the submission will have a number next to each component page, representing the number of required questions that need to be answered on each page. After selecting a page, unanswered required questions will appear in highlighted text (See Figure 3).
   d. To close the pop-up box, select the ‘OK’ button.
3. Click the ‘Sign Electronically’ button on the Review Submission page to begin the signature process (see Figure 4).

   a. If there are required questions in the submission that have not been answered, the ‘Sign Electronically’ button will be disabled. Select the ‘Cancel’ button to return to your submission and provide responses to the required questions.

   b. The left navigation bar in the submission will have a number next to each component page, representing the number of required questions that need to be answered on that page. After selecting a page, unanswered required questions will appear in highlighted text (see Figure 3).
Figure 3: Highlighted Required Questions

Unanswered required questions are highlighted within a submission after accessing the Review Submission page.

The number of unanswered required questions remaining on each page are indicated next to each page title.

For what national ambient air quality standard(s) are you providing Attainment Plan elements in this submission? (check all that apply) *

- 8-Hour Ozone (2008 Standard)
- 8-Hour Ozone (1997 Standard)
- PM-2.5 (2012 Standard)
- PM-2.5 (2006 Standard)
- PM-2.5 (1997 Standard)
- PM-10 (1987 Standard)
- Sulfur Dioxide (2010 Standard)
- Sulfur Dioxide (1971 Standard)
- Lead (2008 Standard)
- Lead (1978 Standard)
- Carbon Monoxide (1971 Standard)
- Nitrogen Oxide (2016 Standard)
- Nitrogen Oxide (1971 Standard)

Are you submitting any of the above SIP revisions for parallel processing? (Ensure this approach has been coordinated with your EPA Regional Office prior to selecting this option) *

- No
- Yes
4. A certification statement appears in a pop-up box. In compliance with CROMERR standards, you are required to agree to the certification statement. Read the statement and select the 'Accept' button to continue (see Figure 5).
5. Once the eSignature Widget appears, enter your CDX user name and password. Note that the password is case-sensitive.

6. As a second security measure, you must either choose to answer a security question associated with your account, or receive a text message from CDX with a PIN code (see Figure 6).

Figure 6: eSignature Widget Secret Question Verification

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.

b. If you prefer to receive a text message from CDX with a PIN code, select the ‘Send Text Message’ radio button (see Figure 7). 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.
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 8).
7. Once you have verified your account, select the ‘Sign’ button that appears on the eSignature Widget (see Figure 9).

8. A submission confirmation box will appear with additional details about your submission. You may select the ‘Print’ button to save a PDF copy of your submission details for your records (see Figure 10).
Support

If you have any questions related to preparing and certifying submission in SPeCS, please contact your EPA Regional 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 or by telephone at 888-890-1995.