Creating a Part 49, Part 70, or Part 71 Report

This job-aide guides you through the report creation process for Part 49, Part 70 and Part 71 submissions from the MyCEDRI Dashboard. From the MyCEDRI dashboard click the 'Create a Report' button to start a new report (Exhibit 1).

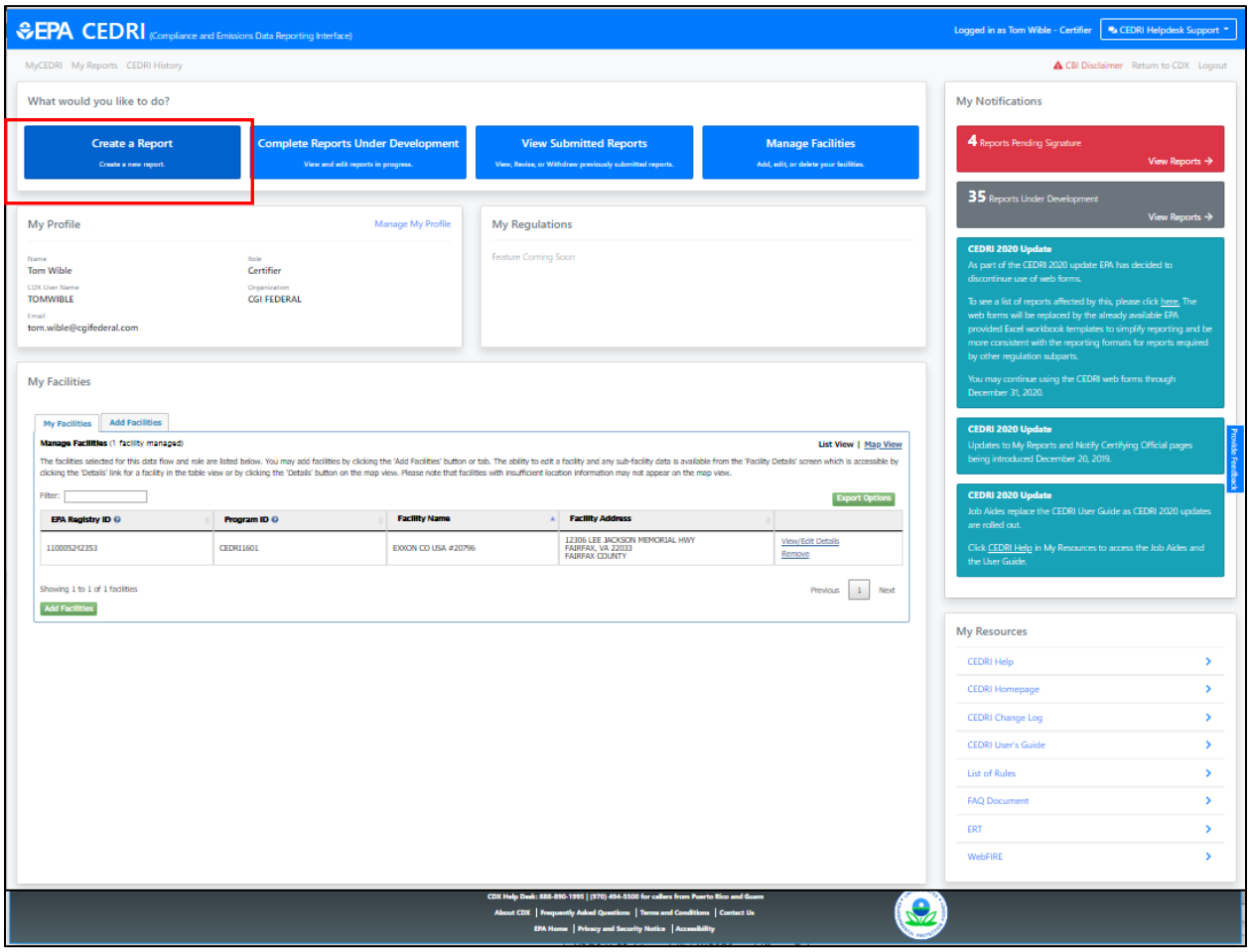

Exhibit 1

The first step is selecting the type of report, 'State/Local/Tribe Rule or Permit' reports, in the 'Select Report Type' window (Exhibit 2).

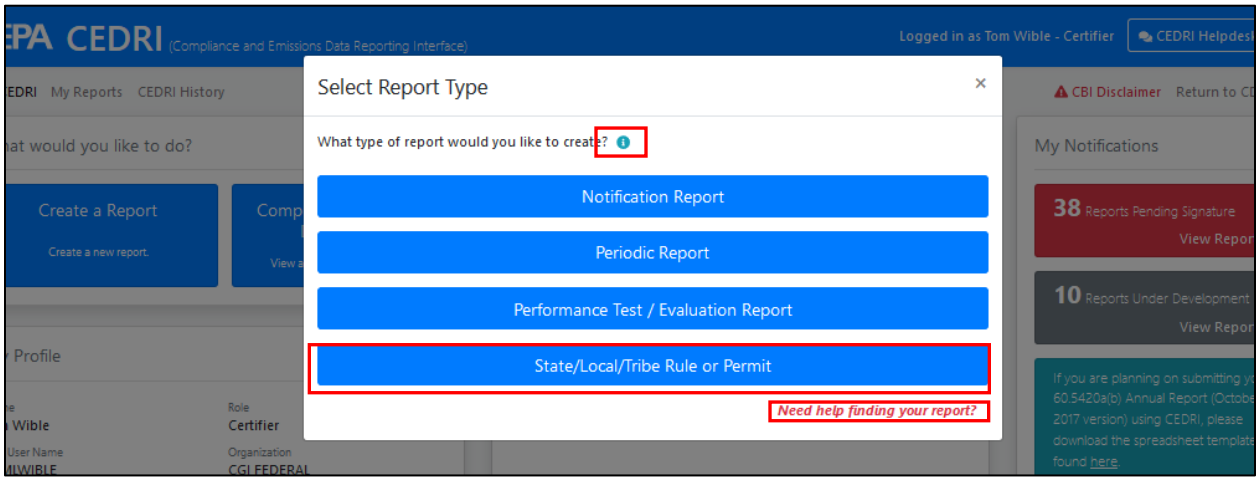

Exhibit 2

If you are unsure of which Report Type to select, click the Help icon (ℹ) to view 'Report Type Examples' or click the "*Need help finding your report?*" to view a downloadable list of reports you may submit using CEDRI. Reports are organized by regulation part, sub-part, sector and source category.

Selecting 'State/Local/Tribe Rule or Permit' (Exhibit 2), takes you to the second step of the Create Report workflow (Exhibit 3) where you may select one or more reports to submit.

Note: There are three sub-steps to selecting reports:

1. Enter search criteria to locate the report(s) to be submitted (Exhibit 3).
2. Search for Reports you wish to submit (Exhibit 4).
3. Add report(s) from the 'Search Results' to your 'Selected Reports' list (Exhibit 5).

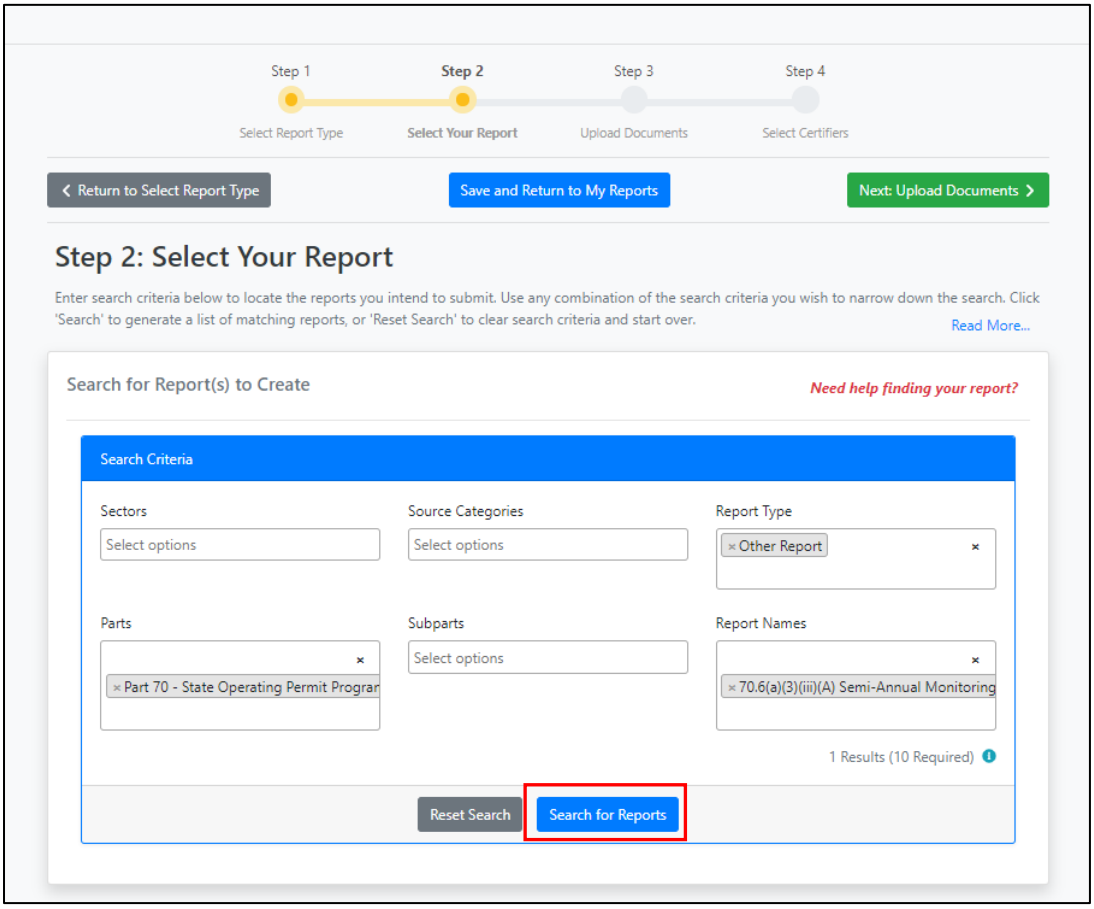

Exhibit 3

The following search criteria are available to locate the reports you intend to submit to EPA, but for the purposes of locating the Part 49, Part 70, or Part 71 reports, you would want to use the **Parts** criteria:

Criteria	Description
Sectors	Industry sector in which your facility operates
Source Categories	Industry group classification for facilities emitting toxic air pollutants
Report Type	Automatically populated based on Report Type selection.
Parts	**40 CFR Regulation Part**
Subparts	40 CFR Regulation Subparts

Report Names	Citation reference from applicable 40 CFR Part/Subpart

After entering your search criteria, click 'Search for Reports' (Exhibit 3) to display selected reports in the 'Search Results' table (Exhibit 4).

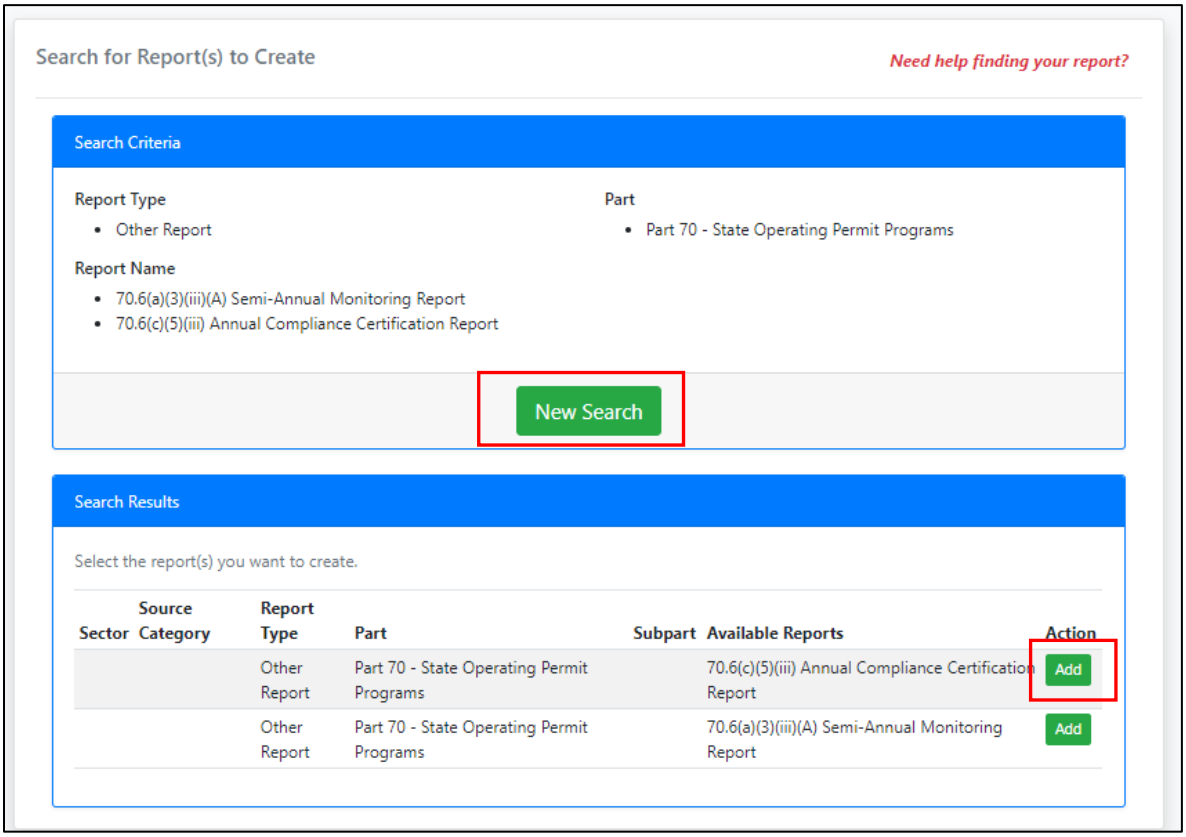

Exhibit 4

If your report is not listed in the search results, click 'New Search' (Exhibit 4) to clear the search criteria so you may enter new criteria. If the report(s) you intend to submit are found in the list click the 'Add' button next to the report to add the selected report to the 'Selected Reports Table' (Exhibit 5).

Continue searching as described above to add additional reports to the 'Selected Report(s)' table. Once all reports are in the 'Selected Reports' table you may proceed to the next step of the Create Report workflow.

Note: All reports in the 'Selected Reports' table are included in the Create Report workflow. Use the 'Delete' button to remove any reports you do not intend to submit to EPA (Exhibit 5).

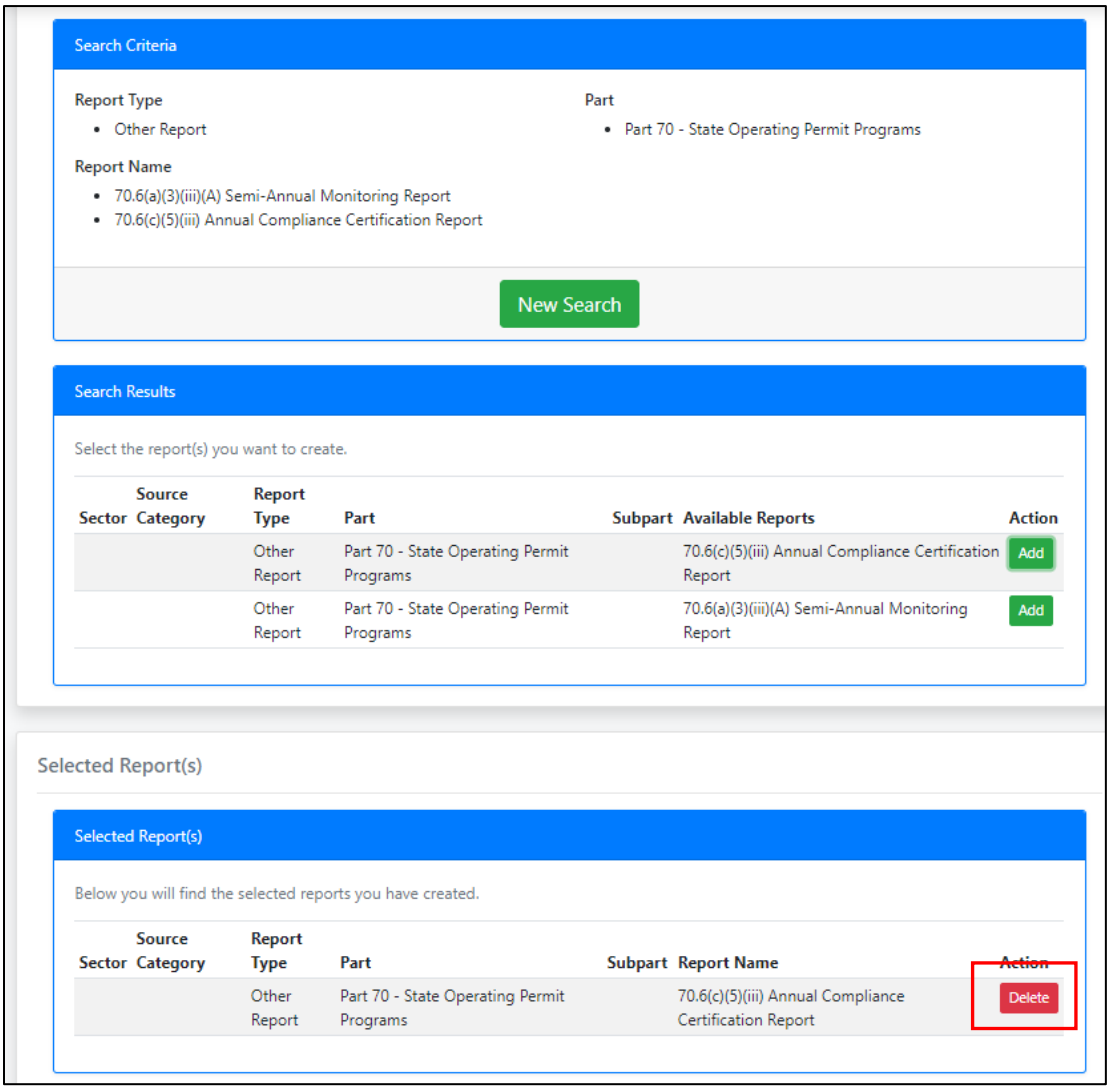

Exhibit 5

To continue the Create Report workflow, scroll back to the top of the page and click the 'Next: Upload Documents' button to proceed to the next step (Exhibit 6).

The 'Save and Return to My Reports' button (Exhibit 6) takes you back to the My Reports page. The report(s) are saved in the 'My Reports' dashboard. To find more information about this process, refer to the My Reports Job Aide.

You may also return to My Reports by clicking the 'Return to My Reports' button on the menu bar (Exhibit 6).

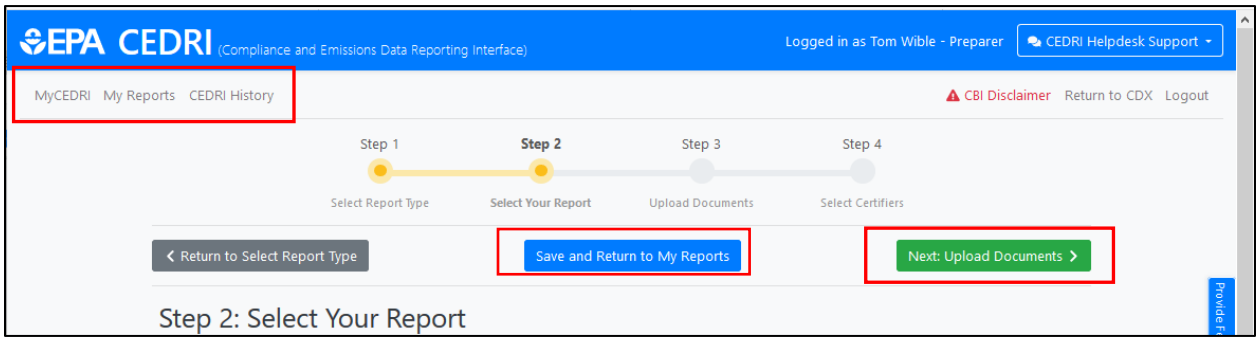

Exhibit 6

In Step 3, you may view the report information and upload your file (Exhibit 7).

- In order to upload your file, click the 'Browse' button in the Uploads section of the page to locate your file (Exhibit 7). Once you have located the appropriate file, click the 'Upload' button to add your file to the report.
- If you need to save the report, select 'Save and Return to My Reports', so that the report saves in 'My Reports'
- For a listing of potential error messages related to uploading reports, please refer to Section 2 of the CEDRI Error Messages Job Aide.

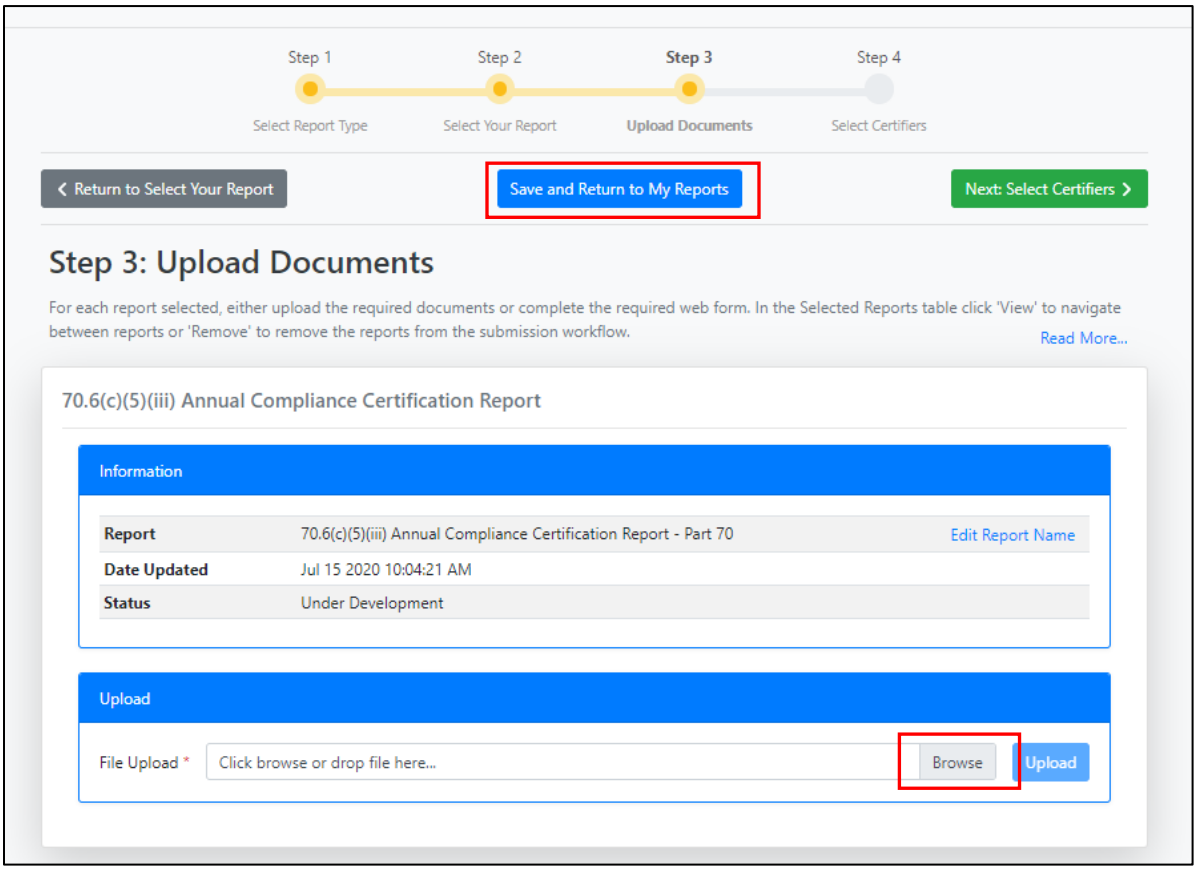

Exhibit 7

After clicking 'Upload,' the system will ask you to input the 'Permit Number,' 'Application Number,' and/or 'Project Number' as applicable to the particular report. Then select 'Save Facility Information.' This information will one day be used to link these reports to the actual permits in the Electronic Permitting System and other EPA systems.

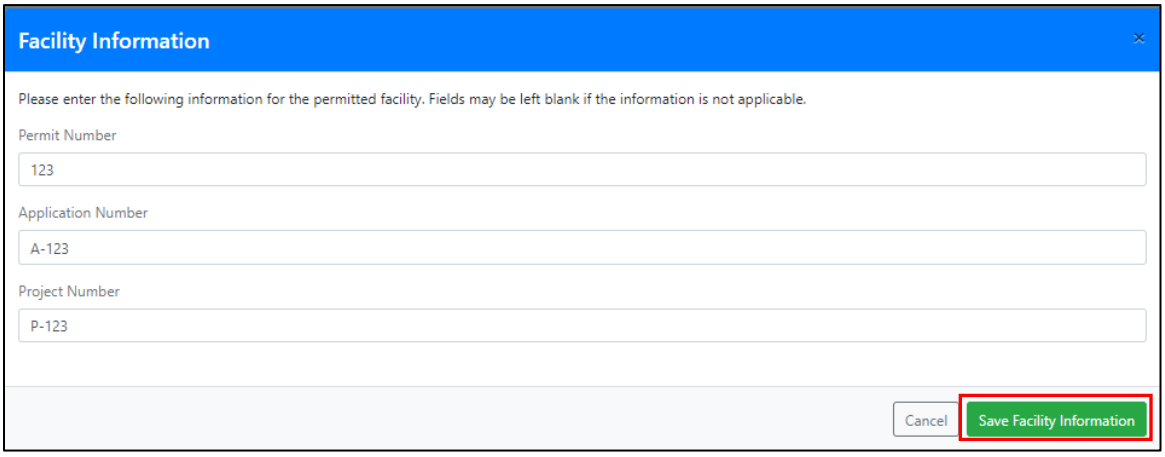

Exhibit 8

After uploading the file, if you are logged in as a Preparer, click the 'Next: Select Certifiers' button (Exhibit 7) or if you logged in as a Certifier click 'Next: Sign and Submit' from step 3 (Exhibit 9).

To view the uploaded file, click the file name (Exhibit 9).

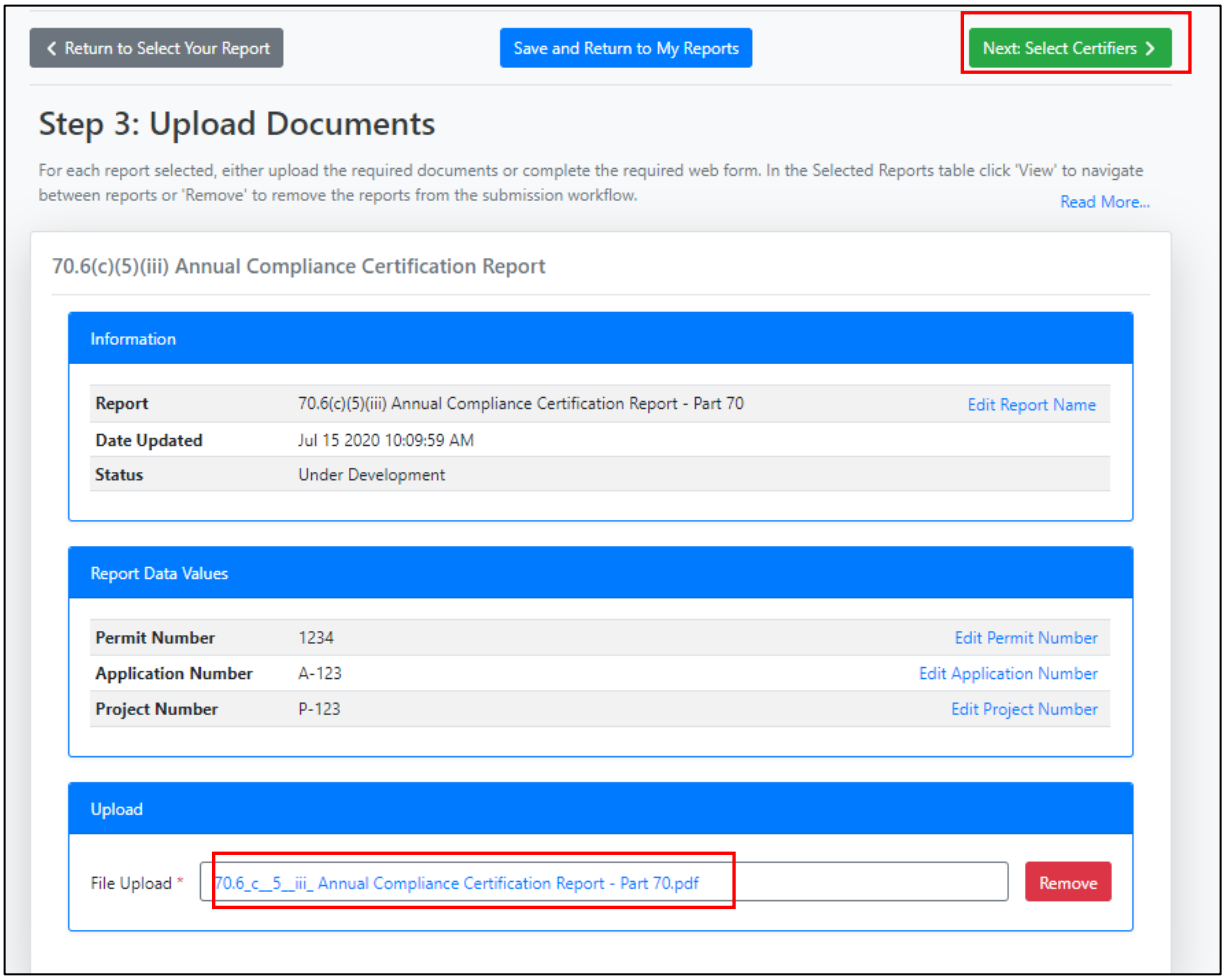

Exhibit 9

Selecting 'Next: Notify Certifier' or 'Next: Sign and Submit' takes you to Step 4 of the workflow where you:

1. Specify the facility submitting the report.
2. Allow access to other Preparers for the facility.
3. Notify Certifiers for the facility the reports are ready to submit.
4. Review the report(s) being submitted.

This step is explained for both workflows in Workflow Step 4 - Reviewing and Submitting Reports.

Workflow Step 4 - Reviewing and Submitting Reports

The final step of the reporting workflow differs slightly by role. Instructions for completing the final step are presented each time this step of the workflow is entered (Exhibit 10). Click OK to proceed with Step 4.

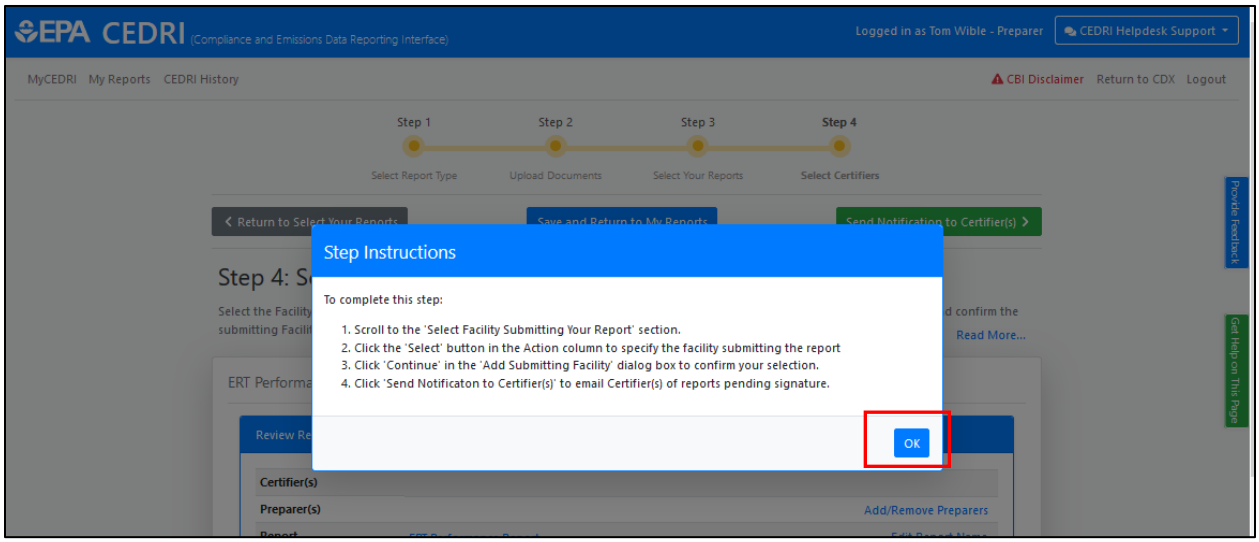

Exhibit 10

Both roles must first specify the facility submitting the report so that Certifiers and if necessary, additional Preparers, may be given access to the report(s).

Once the facility submitting the report(s) is specified the available actions differ by role:

Role	Available Actions
Preparer	Add/Remove Preparers Edit Report Name Download File for Review (or view web form) Send email to Certifiers
Certifier or Delegated Certifier	Add/Remove Preparers Edit Report Name Download File for Review (or view web form) Sign and Submit Report(s)

Select Facility Submitting Your Report

Since multiple reports may be included in a submission, and multiple facilities may be included in each report, the facility submitting the report(s) must be identified. This allows CEDRI and CDX to provide access control to users associated with the specified facility.

To specify the facility, in the 'Select Facility Submitting Your Report' section, click the 'Select' button next to the Facility Address to specify the facility (Exhibit 11). Only one facility may be selected. To change

your selection, click the 'Select' button for a different facility. If only one facility is listed, you may not de-select the facility. If the facility is not in your profile, select the 'Add Facility' button to follow steps to add facility to your profile.

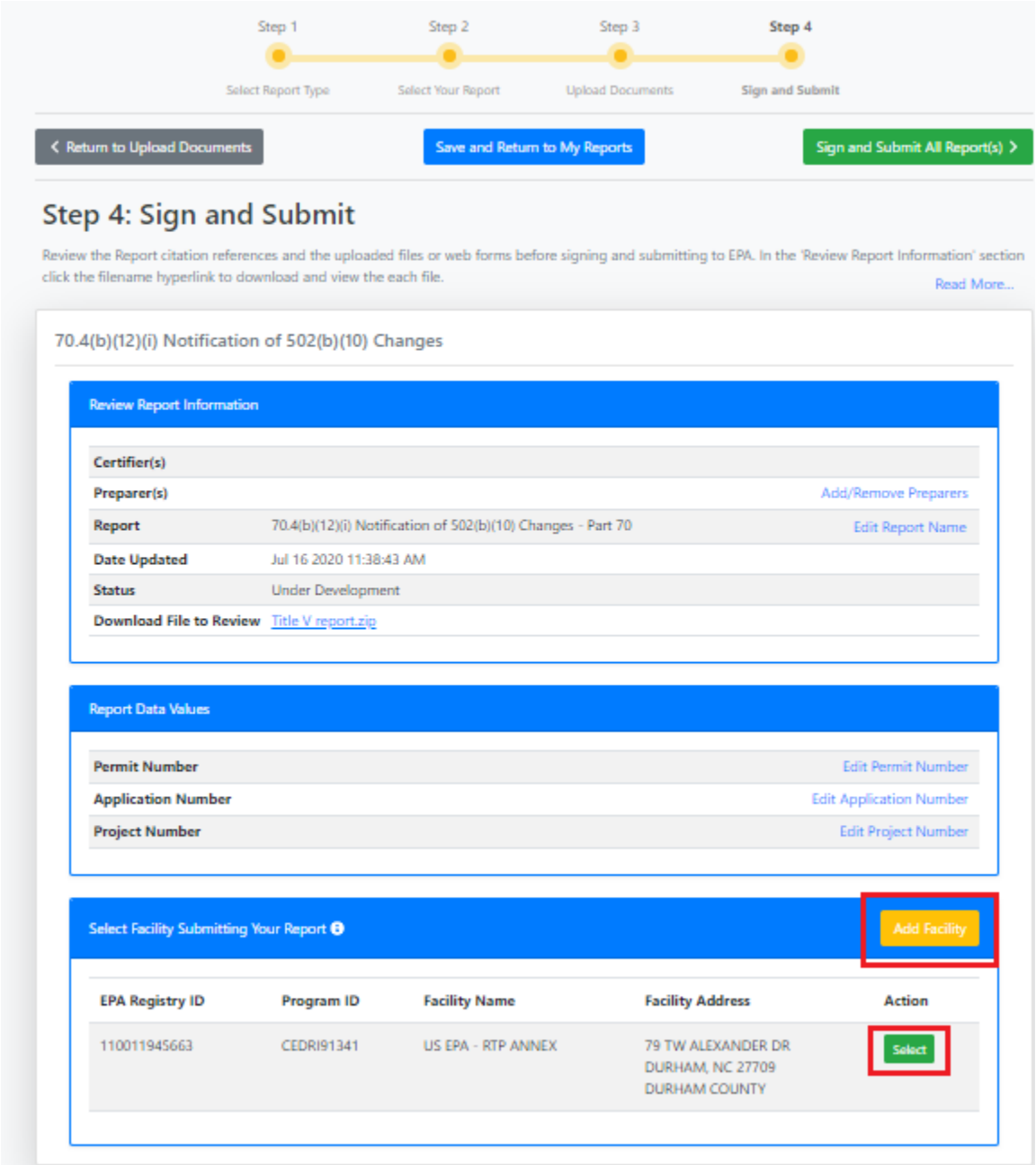

Exhibit 11

The selected facility information displays for your confirmation (Exhibit 12). Click 'Continue' to accept and continue with notifying Certifiers or signing and submitting the report(s).

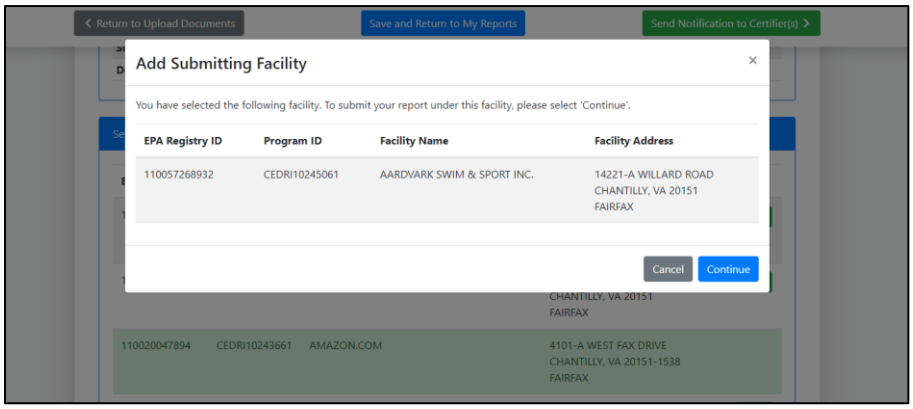

Exhibit 12

All Preparers, Certifiers, and Delegated Certifiers with the selected facility in their CDX user profile are displayed for selection to either grant access to the report (Preparers), or to receive an email indicating a report is ready to be signed and submitted (Certifiers and Delegated Certifiers) (Exhibit 13). See the Manage Facilities Job Aide to associate facilities to your CEDRI account.

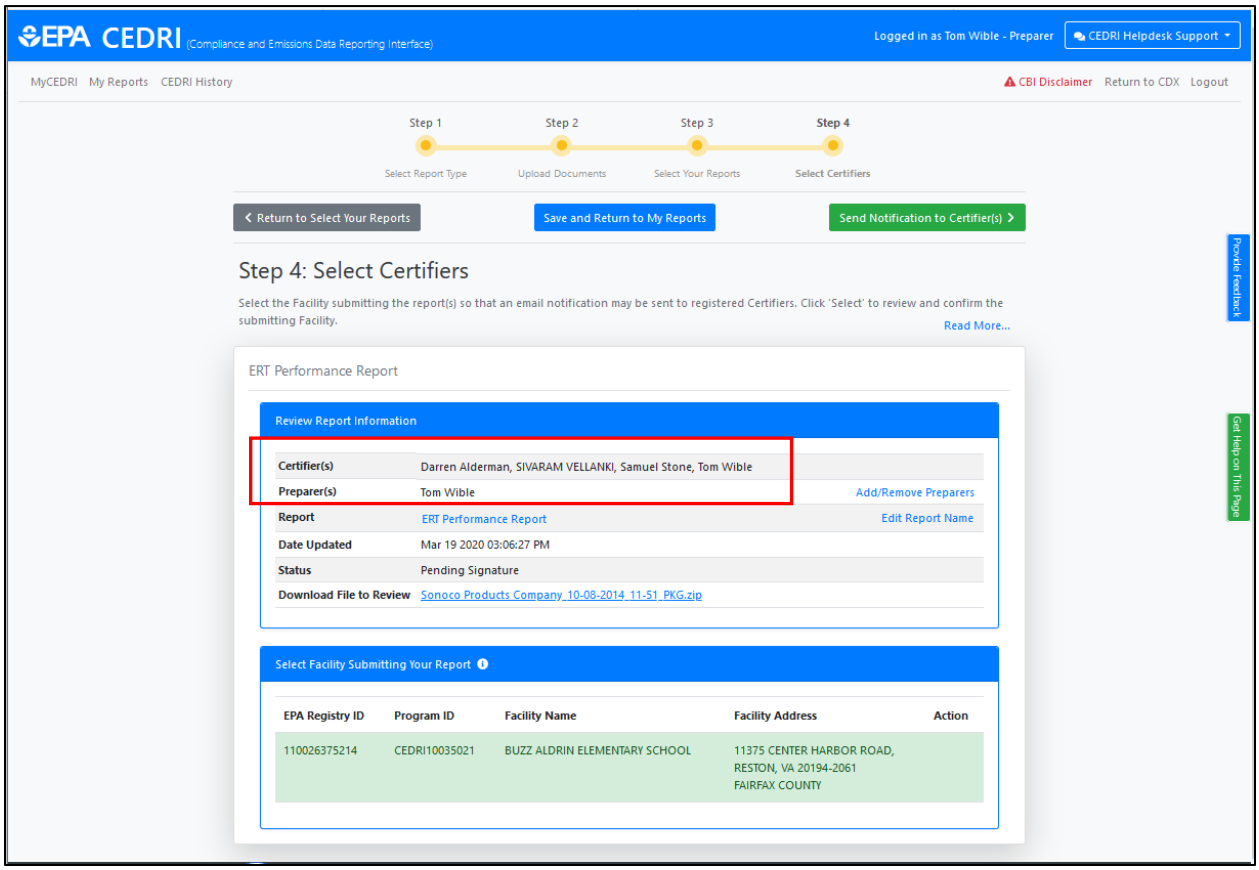

Exhibit 13

Add/Remove Preparers

Other Preparers associated with the selected facility may be granted access to the report by either the Preparer creating the report, or Certifiers associated with the facility. Clicking 'Add/Remove Preparers' opens the Add/Remove Preparers dialog where you may select or deselect Preparers who may view the report (Exhibit 14).

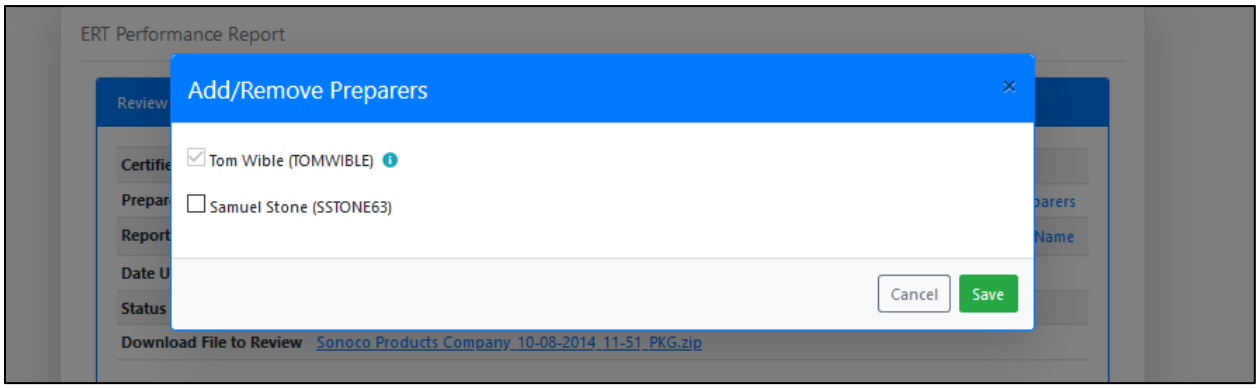

Exhibit 14

Send Notification to Certifiers

With the facility selection confirmed, click the 'Send Notification to Certifiers' button to send an email to Certifiers (and Delegated Certifiers) that need to be informed that report(s) are awaiting their signature (Exhibit 15).

If the Certifier for your facility is not listed you may enter their email address so they receive an email with instructions to create a CDX account, register for CEDRI, and sign and submit the report.

If you are logged in as a Certifier or Delegated Certifier you will not have the option of notifying Certifiers.

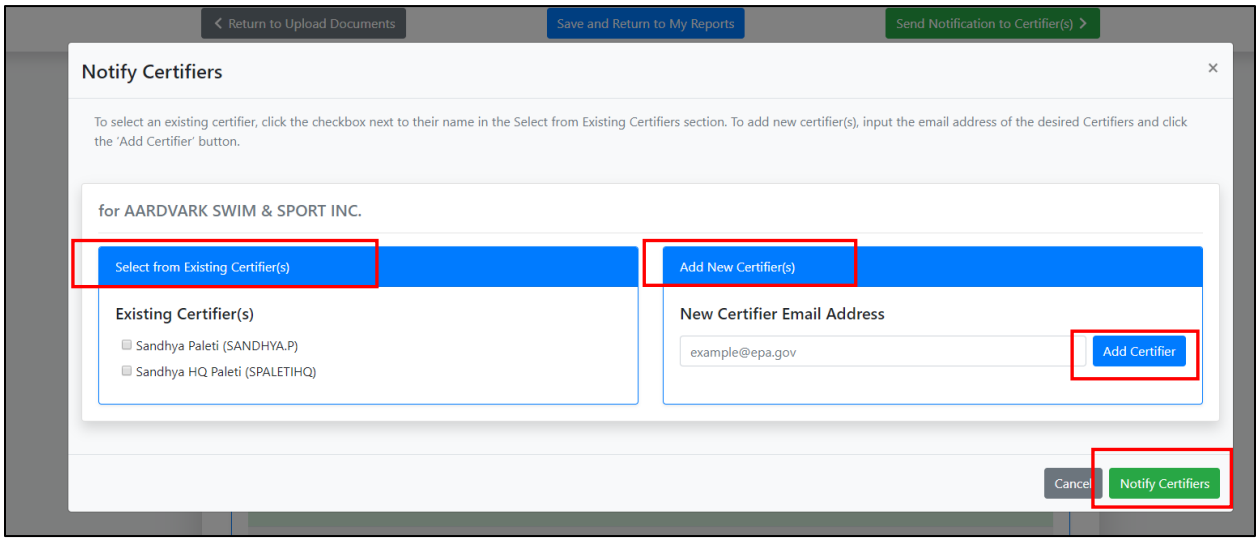

Exhibit 15

After you click 'Notify Certifiers' button (Exhibit 15), a 'Success' message displays notifying you that the selected Certifiers have been added to the report (Exhibit 16).

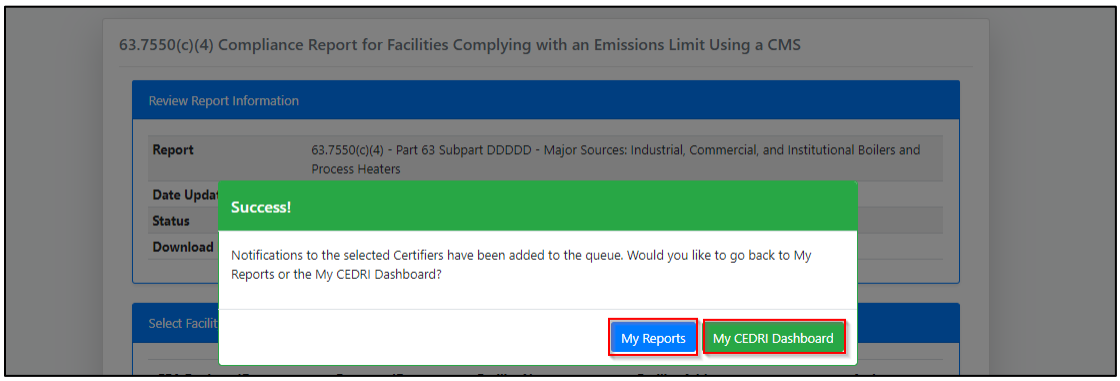

Exhibit 16

Sign and Submit Reports

Once a facility has been specified, a Certifier from the facility may submit the reports to EPA by clicking the 'Sign and Submit All Report(s)' button (Exhibit 17). CEDRI displays a confirmation message, asking you to verify that all information contained in your submission is accurate (Exhibit 18). After reading the message, click 'I confirm' to continue to the eSignature signing process.

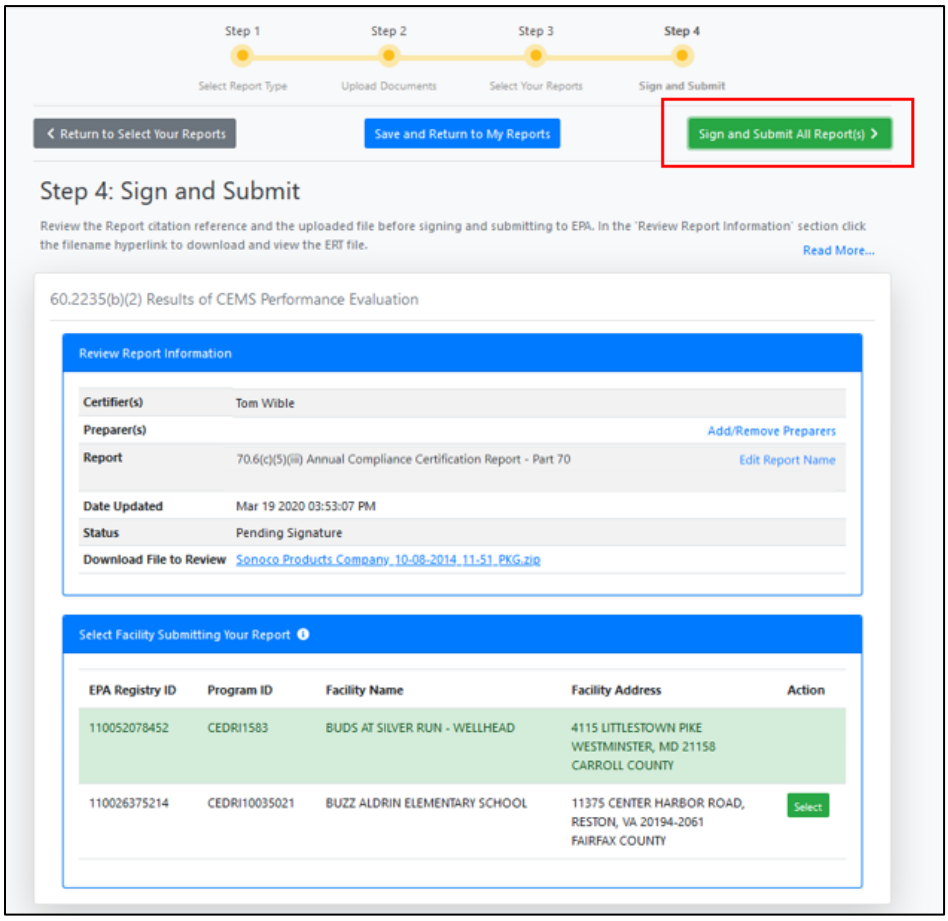

Exhibit 17

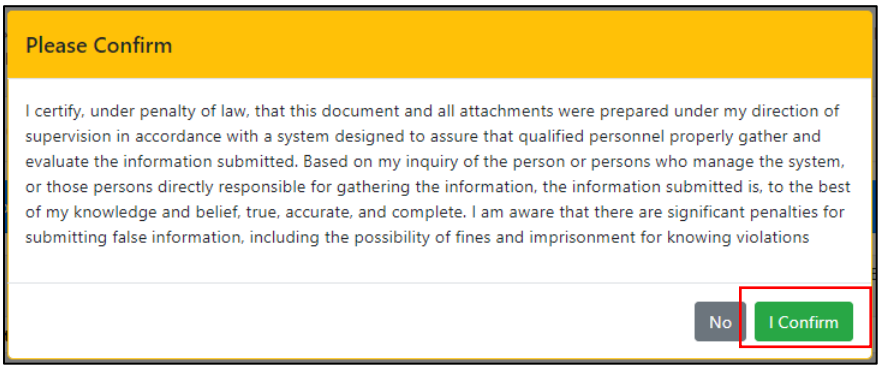

Exhibit 18

Selecting 'I Confirm' on the confirmation message launches the eSignature widget (Exhibit 19). This prompts you to enter your CDX password and answer one of your security questions (or receive a PIN via SMS if that option was selected during CDX registration). Once you have entered this information, select 'Sign' to sign and submit your reports to EPA.

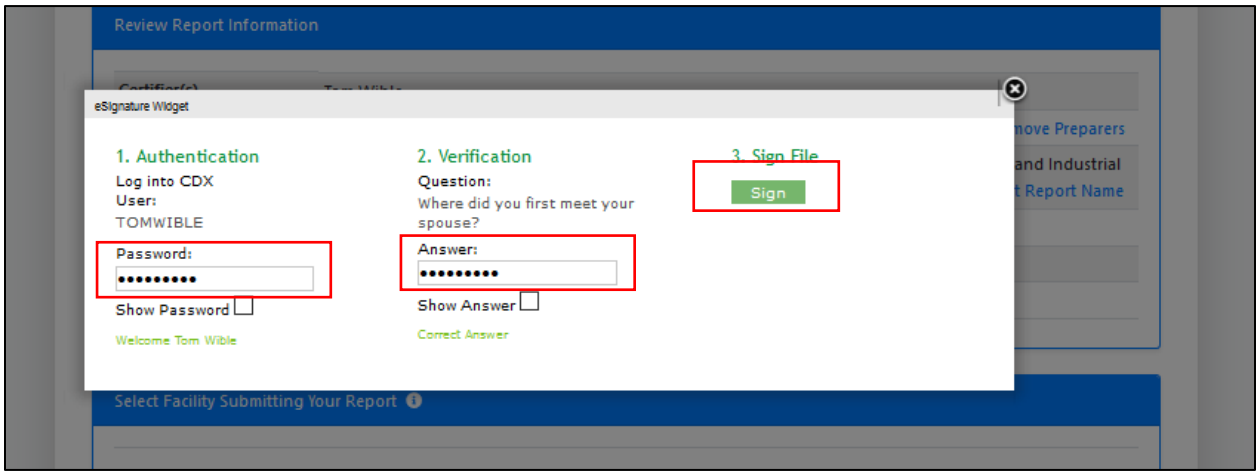
Review Report Information
eSignature Widget
1. Authentication
Log into CDX
User:
TOMWIBLE
Password:
Show Password
Welcome Tom Wible
2. Verification
Question:
Where did you first meet your spouse?
Answer:
Show Answer
Correct Answer
3. Sign File
Sign
Select Facility Submitting Your Report

Exhibit 19