Navigating the MyCEDRI Dashboard

Explore the dashboard below by clicking the reference tags next to each hyperlink (Exhibit 1) button, or section of the page to learn more about the feature. Alternatively click the links in the index below the table to jump to the job aid topic.

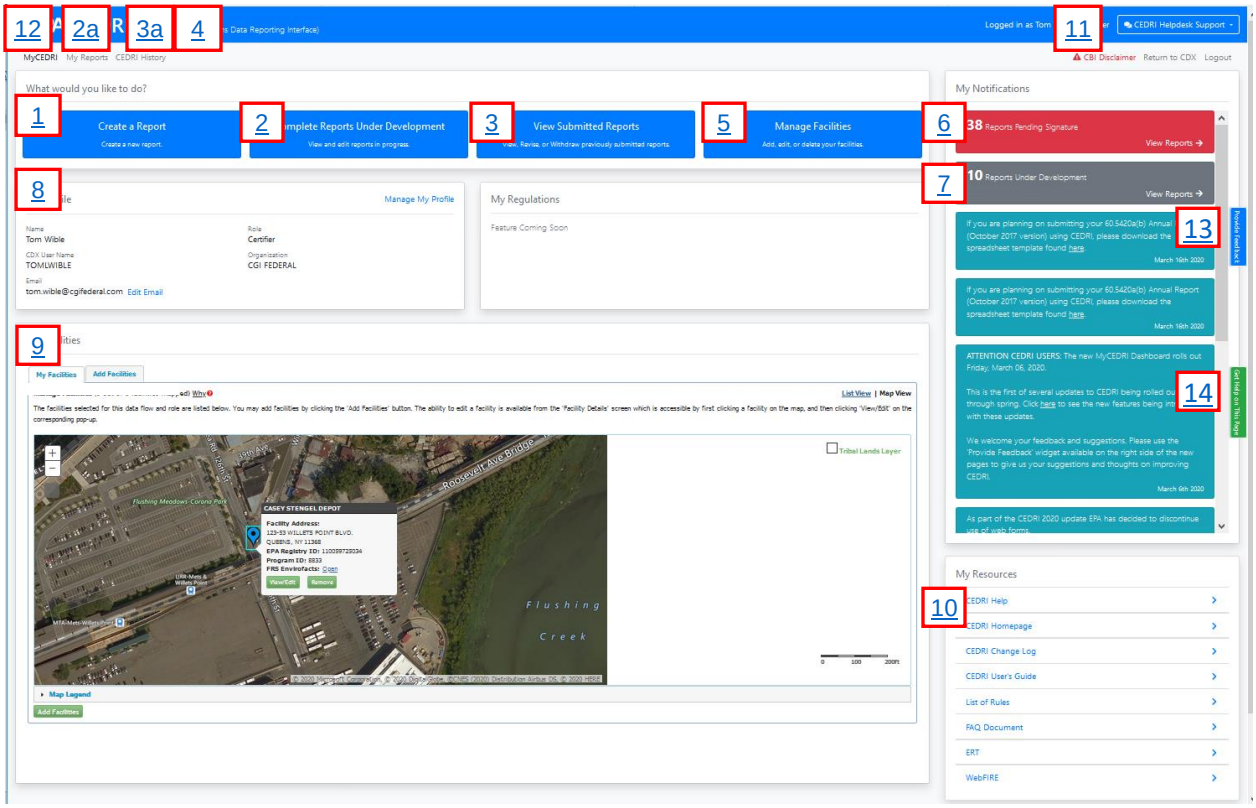


Exhibit 1

Table of Contents

1. Create a Report
2. Complete Reports Under Development
    a. My Reports
3. View Submitted Reports
    a. CEDRI History
4. Submission Search (CEDRI History)
5. Manage Facilities
6. Reports Pending Signature
7. Reports Under Development
8. Manage My Profile
9. My Facilities
10. My Resources
11. CEDRI Support
12. Returning to MyCEDRI Dashboard
13. Provide Feedback
14. Get Help on This Page

Create a Report

Selecting the 'Create a Report' button (1) opens the 'Select Report Type' window where you select the type of report you intend to submit to EPA (Exhibit 2).

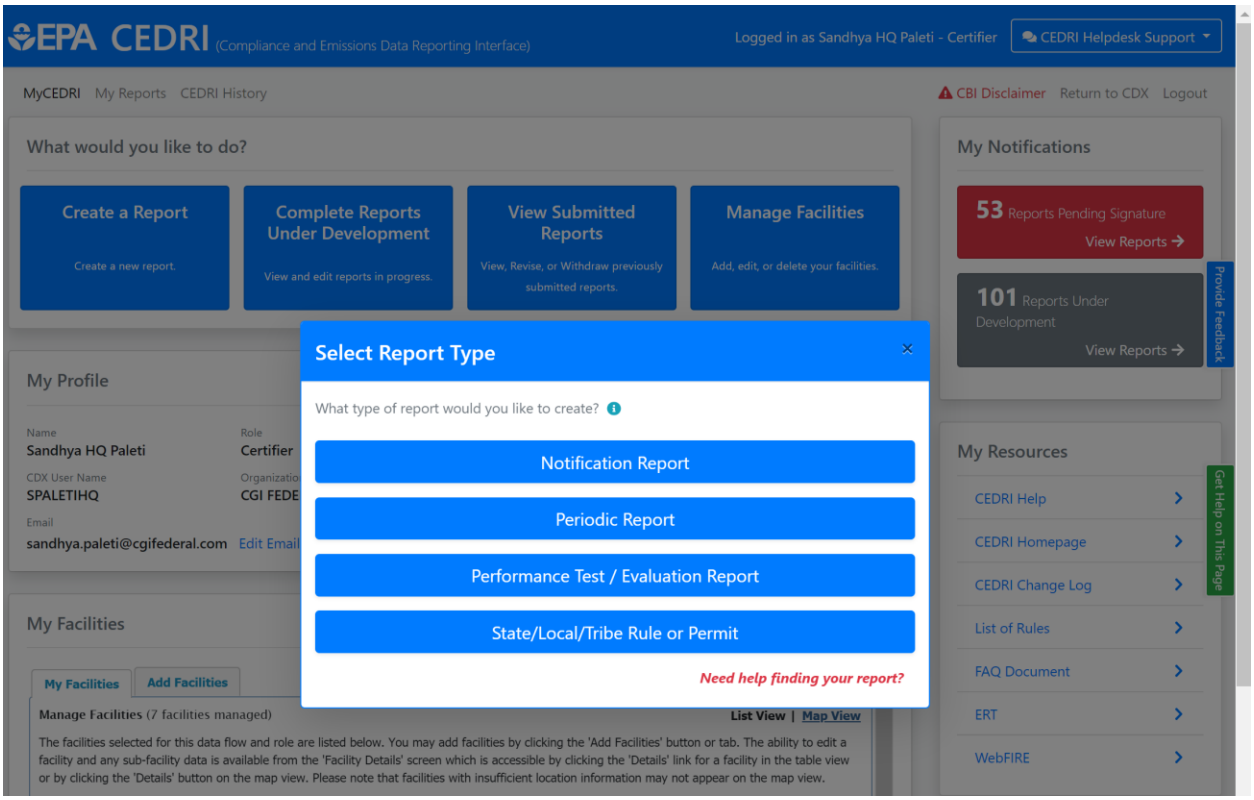


Exhibit 2

Click the Report Type you are submitting to launch the Create Report workflow (Exhibit 3). Two Create Report workflows are used: one for ERT (Performance Test / Evaluation) report submissions and one for Non-ERT report submissions. Both workflows consist of four steps with slightly different sequence of activities.

Workflow Step	Workflow Step Non-ERT Reports*	 ERT Reports **
Step 1	Select Report Type	Select Report Type
Step 2	Select Your Reports	Upload Documents
Step 3	Upload Documents	Select Your Reports
Step 4	Notify Certifier Or Sign & Submit	Notify Certifier Or Sign and Submit

* Non-ERT – all other report types (Notification Reports, Periodic Reports, etc.)

** ERT – Electronic Reporting Tool (Performance Test/Evaluation Reports)

The workflow shown in Exhibit 3 illustrates the non-ERT report workflow. For more information about creating reports, refer to the Create Reports Job Aide.

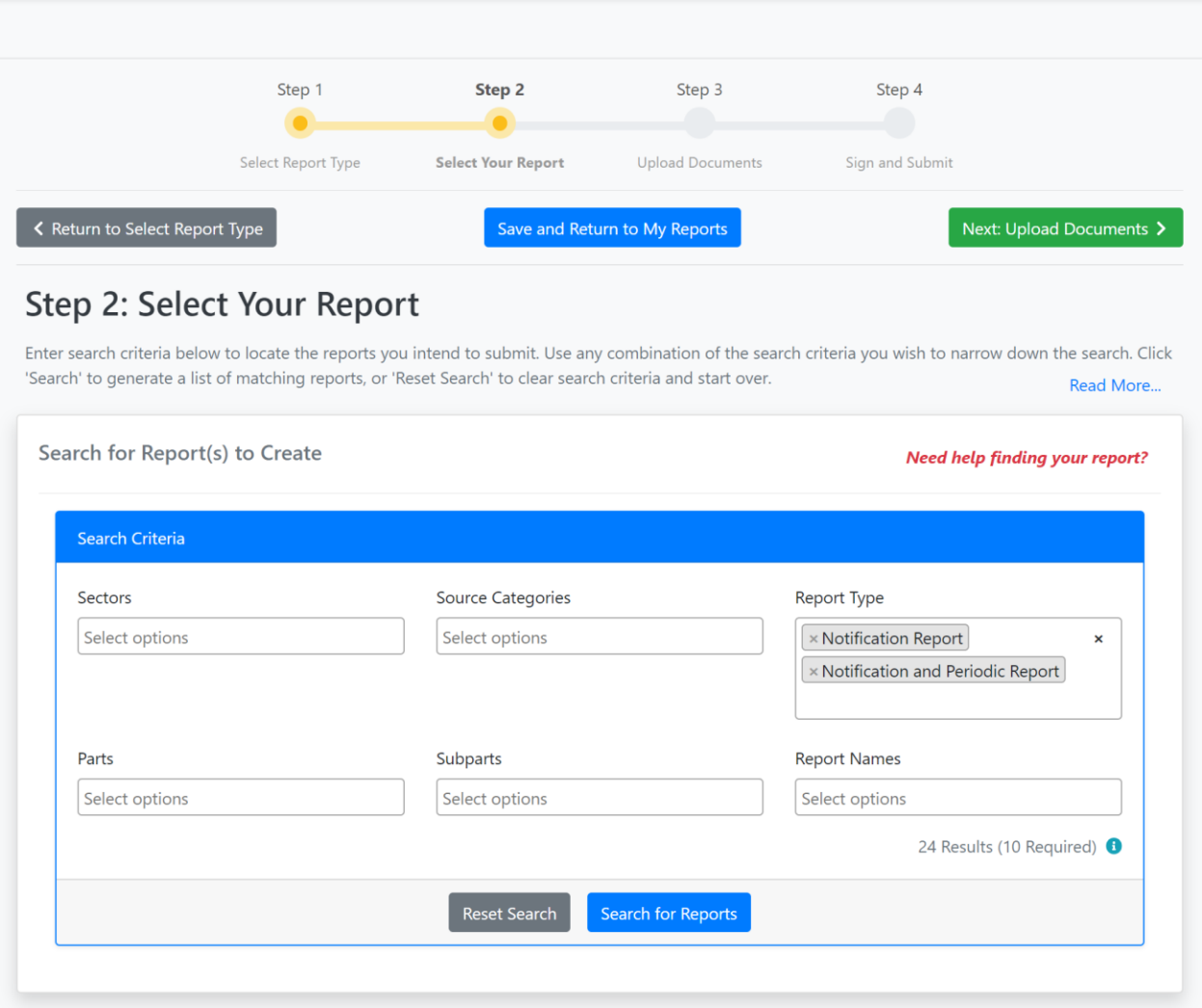


Exhibit 3

Complete Reports Under Development

Selecting 'Complete Reports Under Development' (2) or 'My Reports' (2a) takes you to the 'My Reports' page where you are able to view all reports under development and reports pending signature (Exhibit 4). From this page, clicking the Report Name link opens the report for editing and/or signing.

For more information about viewing submitted reports, refer to the My Reports Dashboard Job Aide.

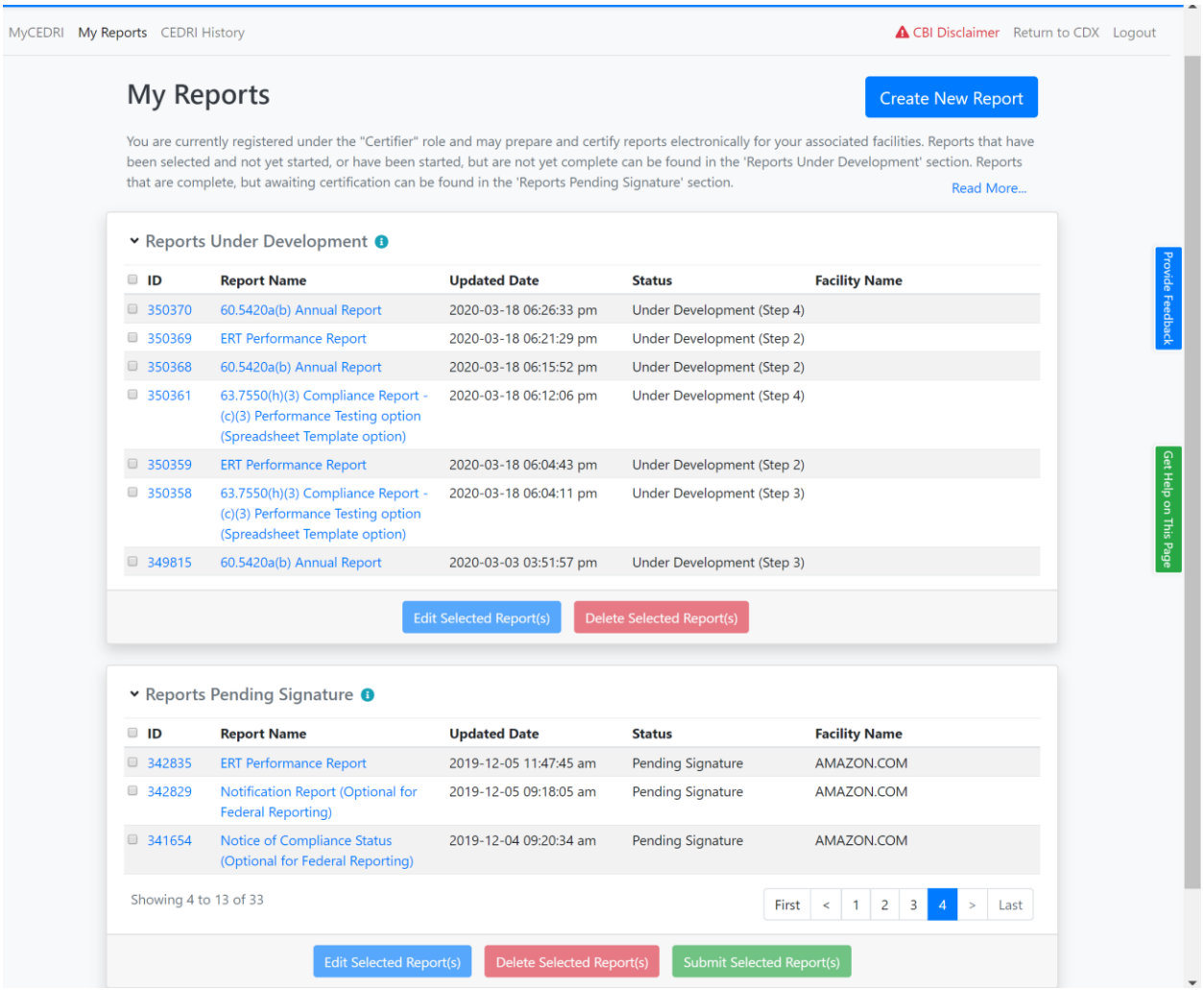
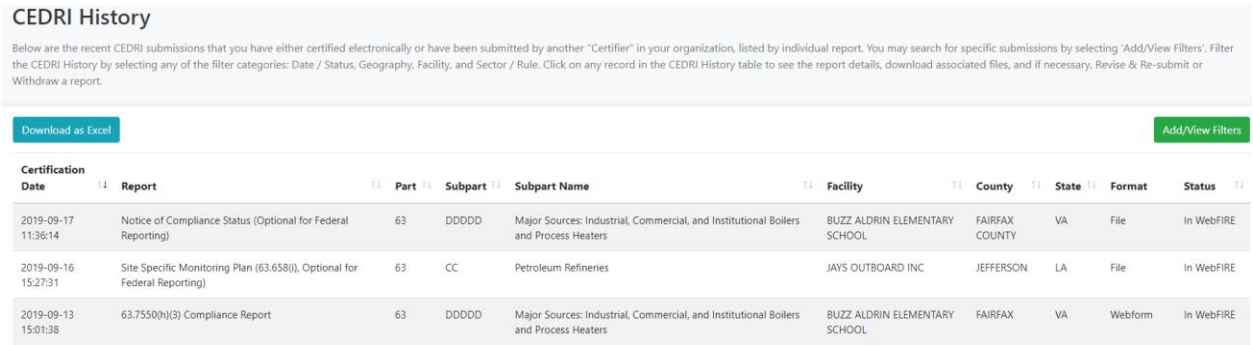


Exhibit 4

View Submitted Reports

Selecting 'View Submitted Reports' (3) or 'CEDRI History' (3a) brings you to the CEDRI History page (Exhibit 5). Clicking the table row of the target report opens the Report Details page where you can view and download submitted reports and report attachments (Exhibit 6).

For more information about viewing an individual submitted report, refer to the Report Details Job Aide.



Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2019-09-17 11:36:14	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-09-16 15:27:31	Site Specific Monitoring Plan (63.658(i), Optional for Federal Reporting)	63	CC	Petroleum Refineries	JAYS OUTBOARD INC	JEFFERSON	LA	File	In WebFIRE
2019-09-13 15:01:38	63.7550(h)(3) Compliance Report	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX	VA	Webform	In WebFIRE

Exhibit 5

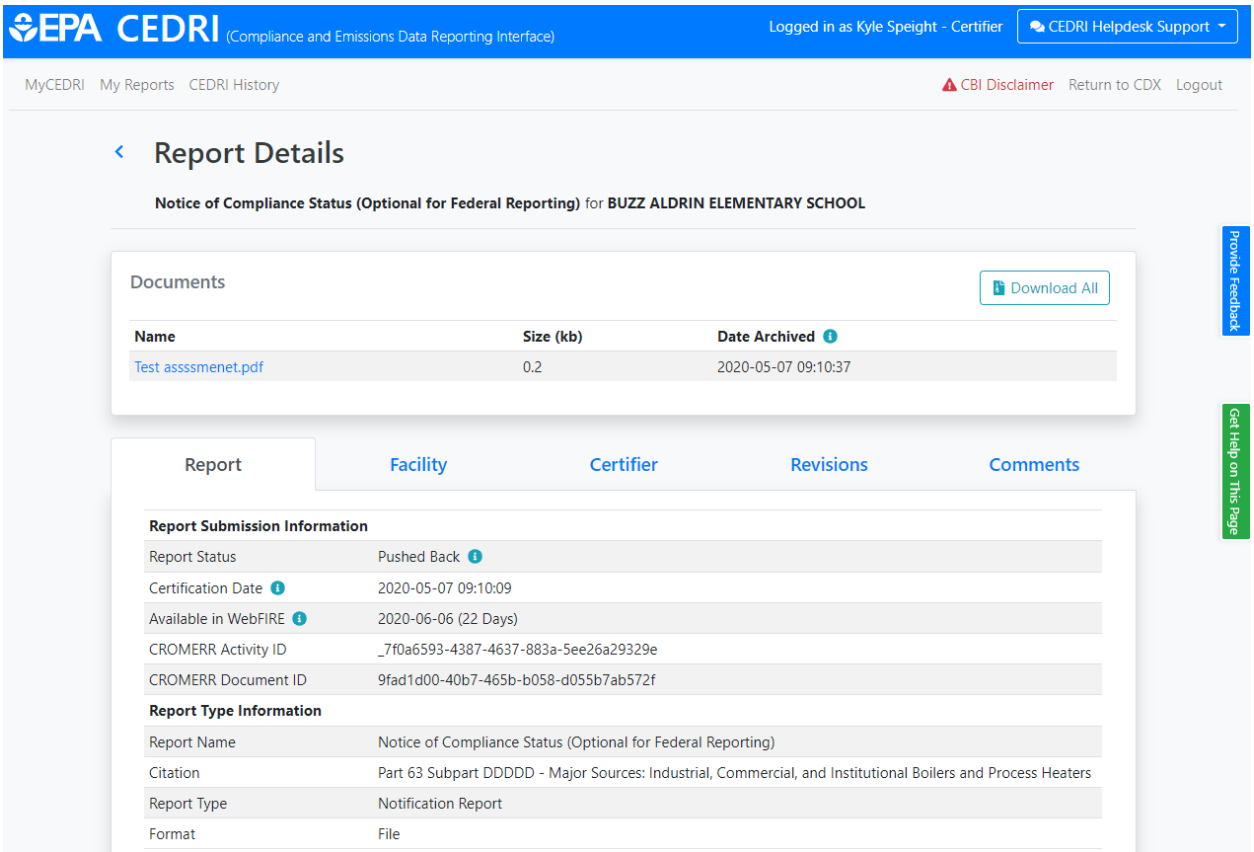
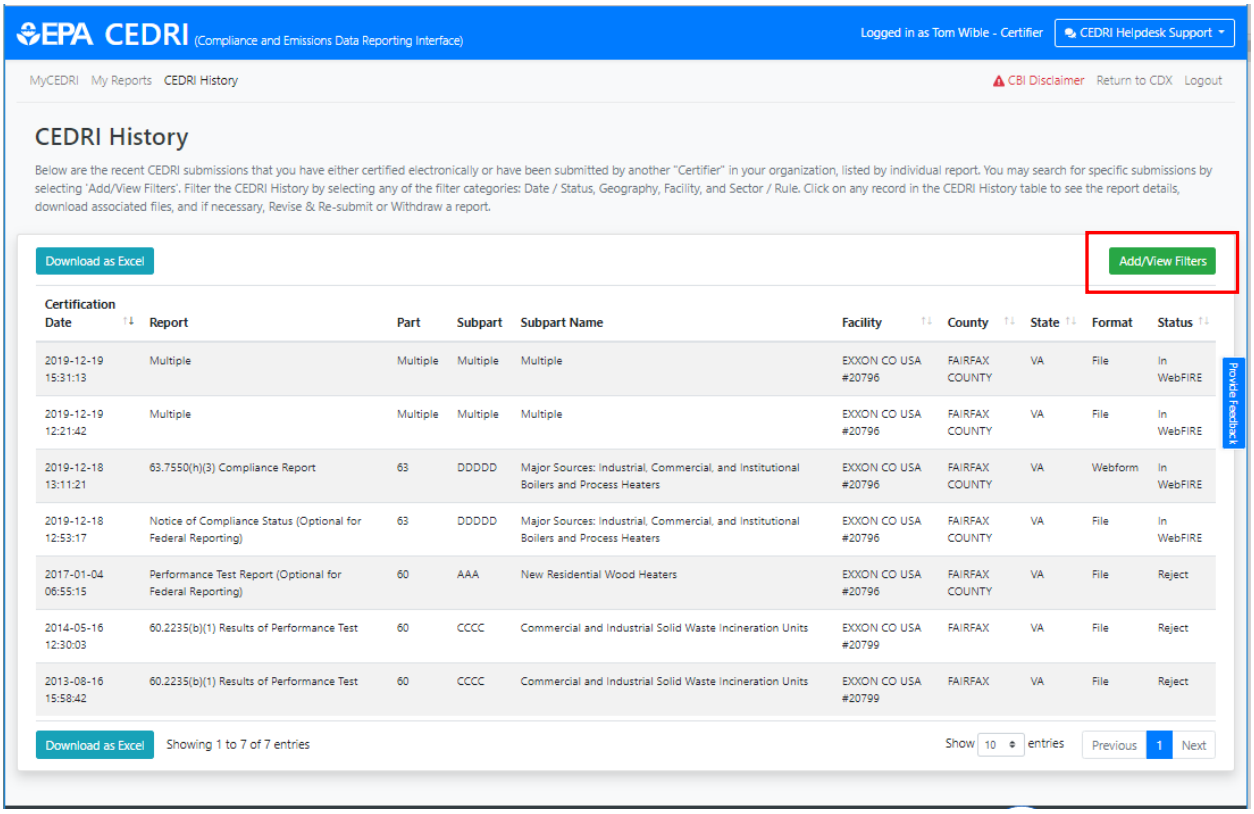


Exhibit 6

Submission Search

The 'Search' function (4) is found on the CEDRI History page (Exhibit 7). To expand the filter panes, click the 'Add/View Filters' button to display the filters pane and to hide the filter pane (Exhibit 8), click the 'Hide Filters' button close the filters pane.

For more information about searching submitted reports, refer the CEDRI Search Job Aide.



Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2019-12-19 15:31:13	Multiple	Multiple	Multiple	Multiple	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-12-19 12:21:42	Multiple	Multiple	Multiple	Multiple	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-12-18 13:11:21	63.7550(h)(3) Compliance Report	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	Webform	In WebFIRE
2019-12-18 12:53:17	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2017-01-04 06:55:15	Performance Test Report (Optional for Federal Reporting)	60	AAA	New Residential Wood Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	Reject
2014-05-16 12:30:03	60.2235(b)(1) Results of Performance Test	60	CCCC	Commercial and Industrial Solid Waste Incineration Units	EXXON CO USA #20799	FAIRFAX	VA	File	Reject
2013-08-16 15:58:42	60.2235(b)(1) Results of Performance Test	60	CCCC	Commercial and Industrial Solid Waste Incineration Units	EXXON CO USA #20799	FAIRFAX	VA	File	Reject

Exhibit 7

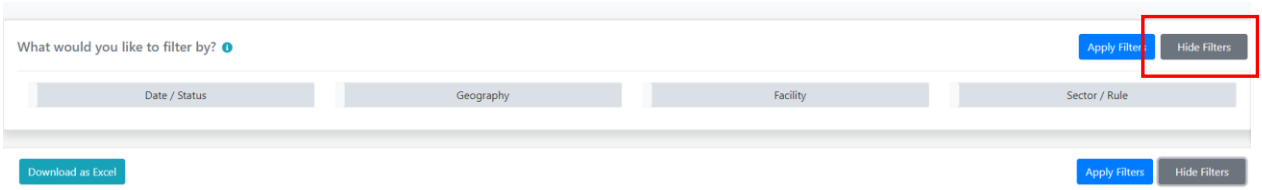


Exhibit 8

Manage Facilities

Selecting 'Manage Facilities' (5) redirects you to the 'Manage Facilities' section (9) of the dashboard, where you can add and remove facilities from your profile, or edit facility and sub-facility information of facilities already in your profile (Exhibit 9).

> **Note:** You no longer need to navigate to the MyCDX page to add and remove facilities from your profile. The Facility widget is now part of the MyCEDRI dashboard.

For more information about managing facilities, refer to the Manage Facilities Job Aide.

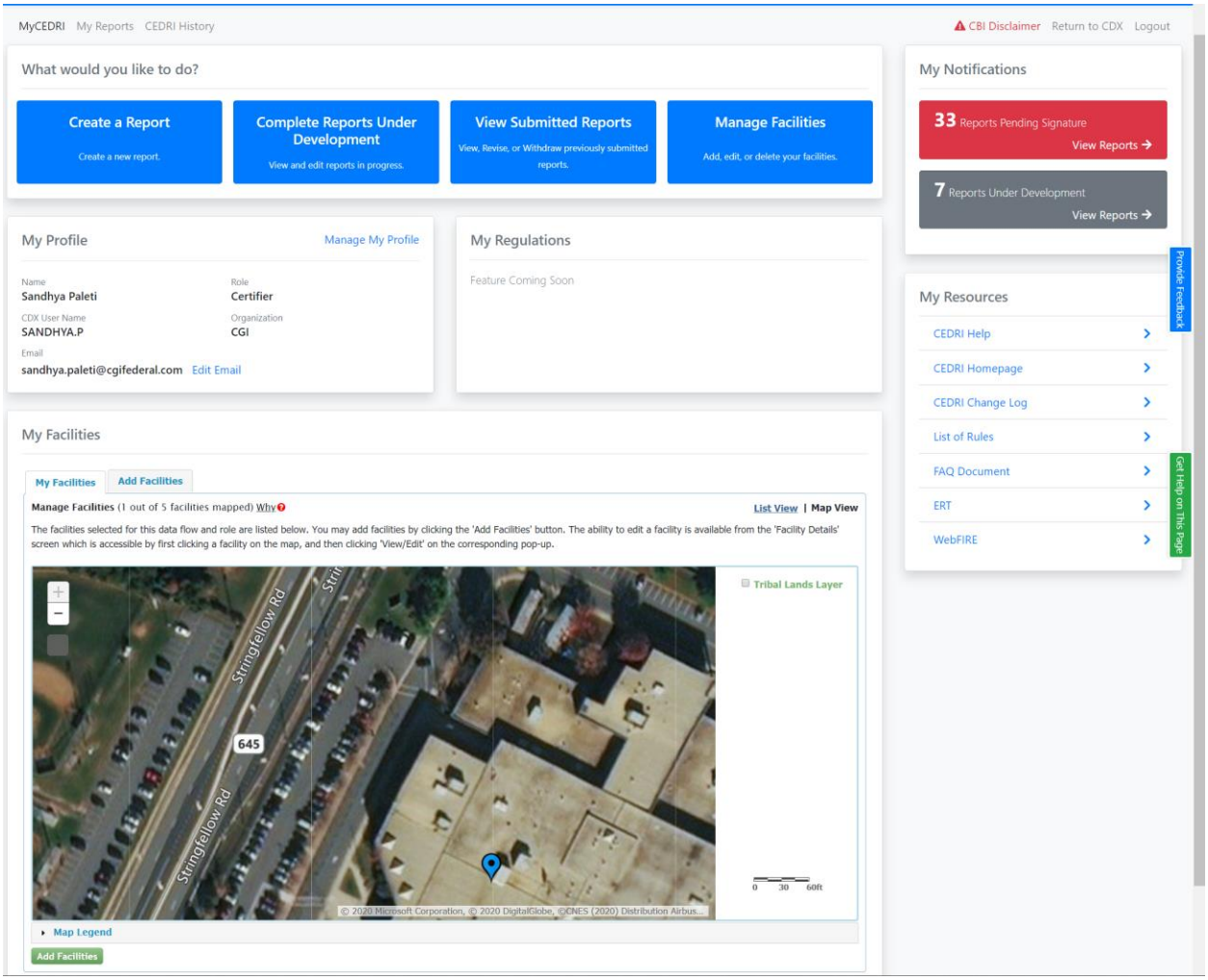


Exhibit 9

Reports Pending Signature & Reports Under Development

The 'Reports Pending Signature' panel (6) displays the number of reports completed but not yet signed and submitted to EPA, while the 'Reports Under Development' panel (7) displays the number of reports prepared but not yet marked as complete (i.e. ready for Certifying Official signature and submission to EPA) (Exhibit 10).

Clicking the View Reports link in either of these panels takes you to the existing 'My Reports' page, where you can view all reports that are under development and awaiting signature by a Certifier and submission to EPA. See the Create Reports Job Aide for details on creating, editing, and signing reports.

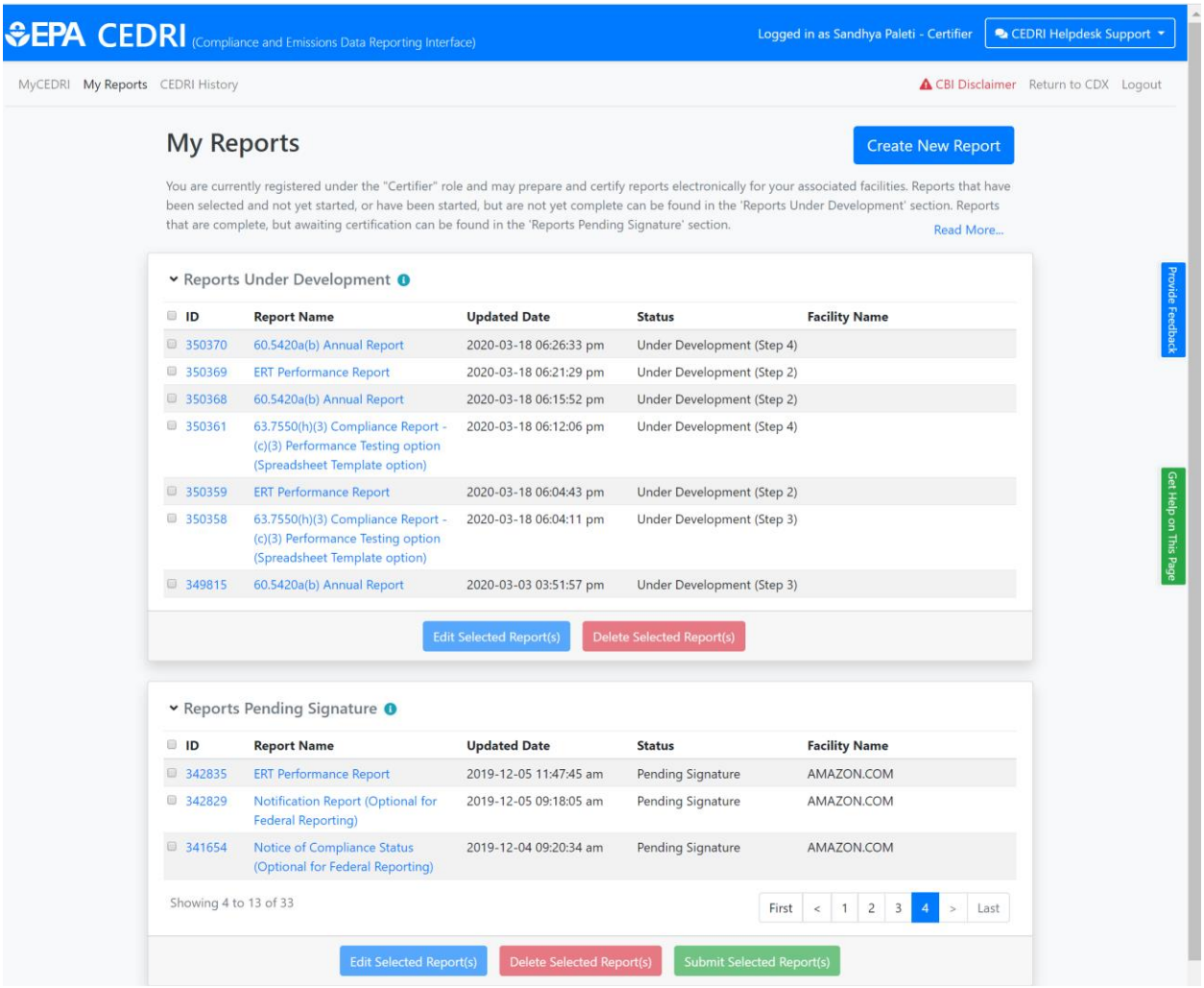


Exhibit 10

Manage My Profile

The 'My Profile' panel (8) displays CDX registration information about the logged in user (Exhibit 11). Clicking the 'Manage My Profile' link redirects you to the CDX My Profile page where you may edit profile information such as email address, organization, etc.

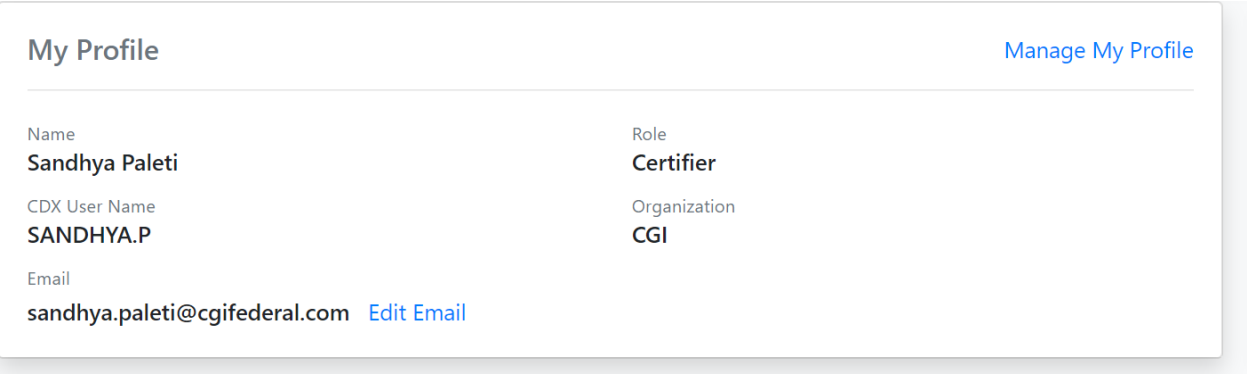


Exhibit 11

My Resources

The 'My Resources' panel (10) provides links to useful resources to assist you in preparing and submitting reports through CEDRI (Exhibit 12). Selecting the links in 'My Resources' panel takes you to either pages within CEDRI or web pages on EPA's website where the tools or information are located. These resources contain helpful information regarding CEDRI procedures and FAQs.

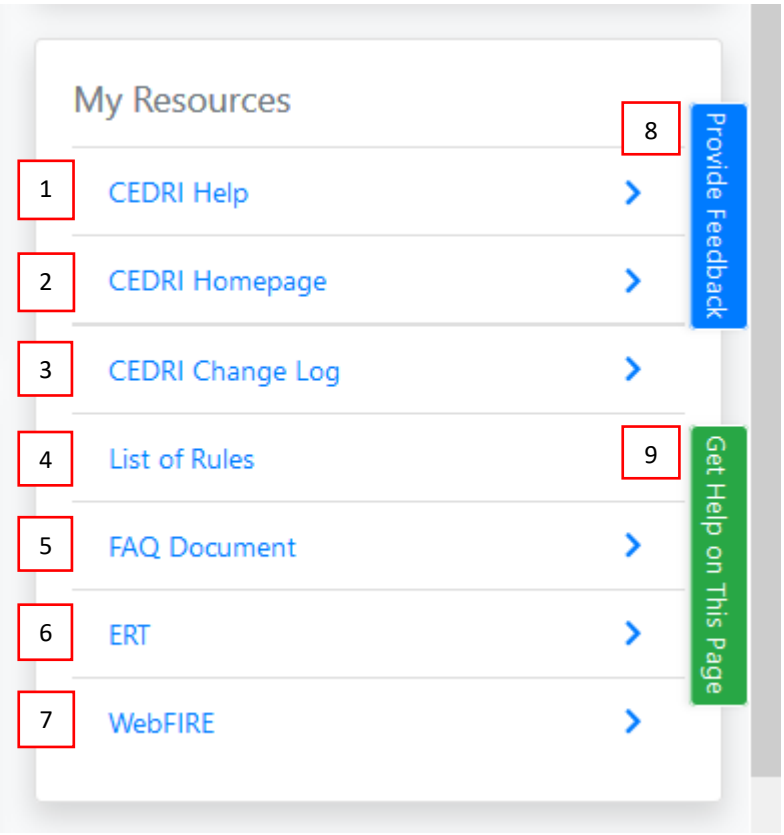


Exhibit 12

1. CEDRI Help	Links you to help pages, report templates, term glossary, and other web links available under 'My Resources'.
2. CEDRI Homepage	Links you to EPA's CEDRI Homepage, which contains CEDRI announcements, guidance, and submission statistics.
3. CEDRI Change Log	Links you to the CEDRI Change Log, which contains information about the latest CEDRI application releases.
4. List of Rules	Links you to the page, EPA Rules and Reports, which contains a comprehensive list of all rules and required reports available in CEDRI.
5. FAQ Document	Links you to a FAQ download containing the most frequently asked questions in CEDRI.
6. ERT	Links you to the page, EPA Electronic Reporting Tool, which contains guidance for using the tool and submitting reports.

7. WebFIRE	Links you to the page, EPA WebFIRE, which contains information about WebFIRE, which is EPA's online emissions factor repository, retrieval, and development.
8. Provide Feedback	Opens a comment window where you may rate your experience and provide feedback for improving CEDRI.
9. Get Help on This Page	Links you to the Job Aides relevant to the page you are on and your role.

CEDRI Support

Selecting the 'CEDRI Helpdesk Support' (11) dropdown (Exhibit 13) exposes links to CEDRI helpdesk contact information (Exhibit 13).

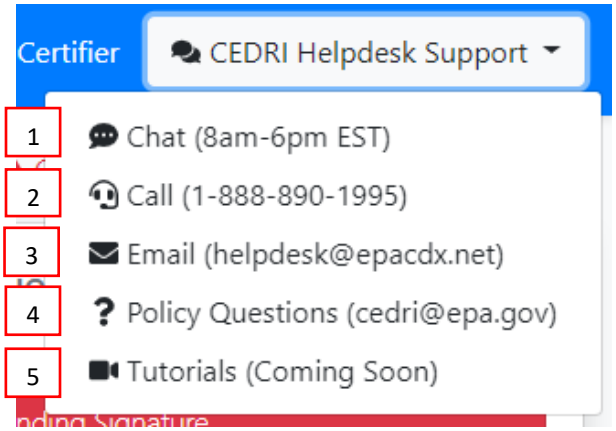


Exhibit 13

1. Chat	Once selected will start an active chat session with the CDX Helpdesk agent. Available 8am-6pm EST.
2. Call	CDX Helpdesk hotline for direct interaction with a Helpdesk agent Available 8am-6pm EST.
3. Email	Prompts your email client to open a new email message to the CDX Helpdesk (helpdesk@epacdx.net). CDX Helpdesk will respond during normal business hours (8am-6pm EST).
4. Policy Questions	Prompts your email client to open a new email message to EPA's CEDRI team where you will be able to address policy-related questions.
5. Tutorials	Links to an EPA web page containing tutorial videos relating to different CEDRI processes and procedures. Feature not yet implemented.

Returning to MyCEDRI Dashboard

A 'MyCEDRI' link (12) is included on each page of the application. The MyCEDRI link returns you to the MyCEDRI dashboard.

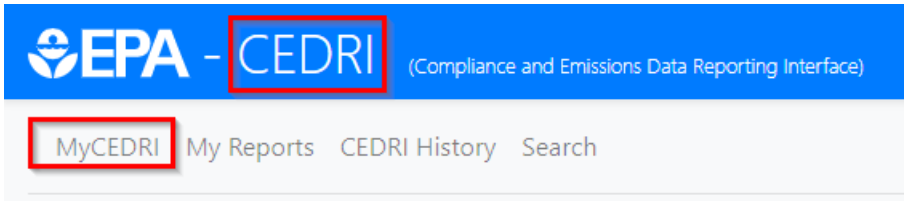


Exhibit 14