Notify Certifiers

As a Preparer, when your reports are ready for submission to EPA, you can notify Certifiers within your company to let them know the report is ready for signing. Click the 'Send Notification to Certifier(s)' button (Exhibit 1) to send an email notification to the existing Certifiers, or invite a company official to register as a CEDRI Certifier, to sign and submit the report. Existing Certifiers are those users that are currently associated with the facility for which you are submitting the report.

Exhibit 1

Clicking the 'Send Notification to Certifier(s)' button opens the 'Notify Certifiers' pop up screen (Exhibit 2).

Exhibit 2

To select existing Certifier(s), in the 'Select from Existing Certifier(s)' section click the checkbox next to the desired Certifier(s) you would like to notify.

To invite company officials not yet registered as a CEDRI Certifier, enter the company official's email address and click the 'Add Certifier' button. To remove a company official from the notification list click the 'Delete' link next to their email address. After adding the desired certifier(s) and email addresses click the 'Notify Certifiers' button to send the email notification(s).

After clicking the 'Notify Certifiers' button a 'Success' pop up appears confirming the emails were sent (Exhibit 3). Click the 'My Reports' button to return to the 'My Reports' page or click 'My CEDRI Dashboard' button to return to the 'My CEDRI' Dashboard page.
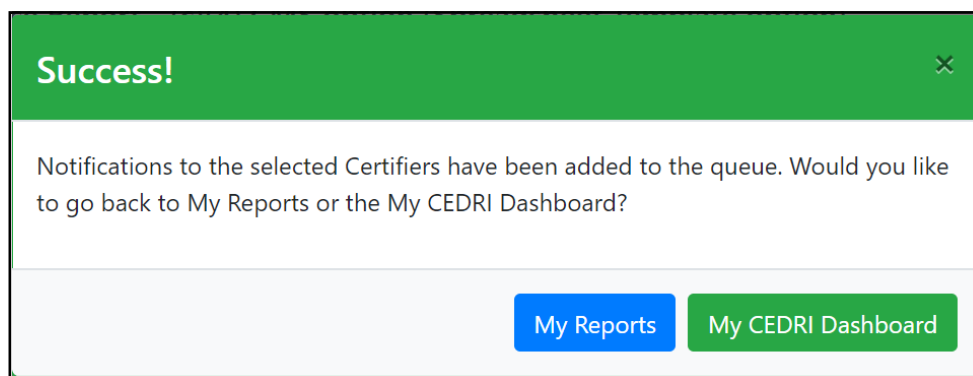

Exhibit 3