

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.

The screenshot shows the EPA CEDRI (Compliance and Emissions Data Reporting Interface) dashboard. At the top, it says "Logged in as Kelsey Olivieri - Preparer" and "Get Help On This Page". Below the navigation bar, there's a progress bar with five steps: Step 1 (Select Report Type), Step 2 (Upload Documents), Step 3 (Select Your Reports), Step 4 (Select Facility), and Step 5 (Select Certifiers). Step 5 is currently active. Below the progress bar, there are three buttons: "Return to Select Facility", "Save and Return to My Reports", and "Send Notification to Certifier(s)". The "Send Notification to Certifier(s)" button is highlighted with a red box. Below this, the "Step 5: Select Certifiers" section is visible, showing a "Review Report Information" table with details about the report, including the preparer (Kelsey Olivieri), report type (ERT Performance Report), and status (Pending Signature). At the bottom of the table, there's a "Download File to Review" link and a "Select Facility Submitting Your Report" button.

Exhibit 1

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

The screenshot shows the "Notify Certifiers" pop-up screen. It has a blue header with the title "Notify Certifiers" and a close button. Below the header, there's a text block explaining how to select an existing certifier or add a new one. The screen is divided into two main sections: "Select from Existing Certifier(s)" and "Add New Certifier(s)". The "Select from Existing Certifier(s)" section is highlighted with a red box and contains a list of existing certifiers: Sandhya Paleti (SANDHYA.P), Sandhya HQ Paleti (SPALETIHQ), and Samuel Stone (SSTONE63). The "Add New Certifier(s)" section is also highlighted with a red box and contains a text input field for the "New Certifier Email Address" with the placeholder "example@epa.gov" and an "Add Certifier" button. At the bottom of the screen, there are two buttons: "Cancel" and "Notify Certifiers". The "Notify Certifiers" button is highlighted with a red box.

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.

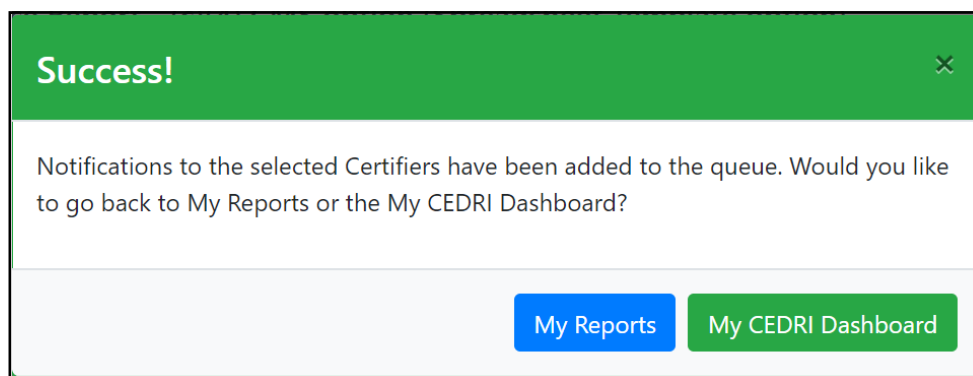


Exhibit 3