



CROMERR & Verify's New Request for Certificate (RFC) Module

NRCI and Locomotive Manufacturer Webinar
June 2016



Maintain Manufacturer Information



Maintain Manufacturer Information

- Each company is responsible for keeping all of the information in Verify's "Maintain Manufacturer Information" module complete and up-to-date
 - Add any new or missing industries, addresses, contacts, test labs, notification emails, etc
 - Inactivate any obsolete addresses, contacts, test labs, etc
- EPA certification engineers rely on this information
- A special Verify role is needed for "Maintain Manufacturer Information", otherwise users will only have access to "View Manufacturer Information" for their Manufacturer Code



Maintain Manufacturer Information

- The appropriate industry sector(s) must be selected as industries on this tab in order to submit requests for certificates

U.S. Environmental Protection Agency

MyCDX > Manufacturer Information Logged in as, SARAZAREMSKI, Manufacturer: EPA - EPA (Logout)

Maintain Manufacturer Profile

* = required field
+ = CTRL-click to select multiple values

[Manufacturer](#) | [Addresses](#) | [Contact Information](#) | [Notification Emails](#) | [Test Labs](#) | [Divisions \(Light-Duty Only\)](#) | [Alternate Manufacturers](#) | [EPA Compliance Representatives](#) [Help](#)

Manufacturer Information

Manufacturer Full Company Legal Name	Environmental Protection Agency	Manufacturer Code	EPA
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Industries*

Please include all applicable industries for which you will be requesting a certificate of conformity from EPA. For each selected industry, please include the first model year you expect to request a certificate.

<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Evaporative Component & Equipment/Vessels	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Large	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Marine	First Model Year	2009
<input checked="" type="checkbox"/>	Nonroad Spark-Ignition - Small	First Model Year	2009

Manufacturer Comments (1000 characters available)



Maintain Manufacturer Information

- All company addresses must be entered on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

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Manufacturer | **Addresses** | Contact Information | Notification Emails | Test Labs | Divisions (Light-Duty Only) | Alternate Manufacturers | EPA Compliance Representatives

Company Address Information

Address #6

Address Label * Example: Company Headquarters

Address, First Line *

Address, Second Line

Address, Third Line

Address, Fourth Line

City * Country *

State Zip Code

State/Province * Postal Code *

Active/Inactive Status *

[Delete This New Address](#)

[Add New Address on Address Tab](#)

[Print](#) [< Previous](#) [Next >](#) [Review & Submit](#)



Maintain Manufacturer Information

- All company contacts must be entered (or inactivated) on this tab with the applicable industries selected for each contact.
- An industry will not appear in the RFC pull-down unless the CROMERR Signer is specified as a contact here for that industry.

Maintain Manufacturer Profile

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Manufacturer | **Addresses** | **Contact Information** | **Notification Emails** | **Test Labs** | **Divisions (Light-Duty Only)** | **Alternate Manufacturers** | **EPA Compliance Representatives**

Company Contact Information

Company Contact #6

Prefix:

Title:

First Name *:

Middle Initial:

Last Name *:

Suffix:

Contact Role *:

Contact Role, If Other:

Active/Inactive Status *:

Contact Industry/Compliance Programs

Industry*	Compliance Program(s)*	
Heavy-Duty Highway Tractors & Vocational Vehicles	All	Delete
	Certification	
	Confirmatory Test	

[Add Additional Industry/Compliance Program\(s\)](#)

Contact Address/Phone Information

Address *:

[Add New Address on Address Tab](#)

Primary Email Address *:

Secondary Email Address:

Phone Number*:

Phone Type*:

[Delete](#)

[Add Phone Number](#)

[Delete This New Contact](#)

[Add Another Contact](#)

[Print](#) | [< Previous](#) | [Next >](#) | [Review & Submit](#)



Maintain Manufacturer Information

- All company contacts must be entered (or inactivated) on this tab in order to submit requests for certificates

Maintain Manufacturer Profile

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Help

Manufacturer

Addresses

Contact Information

Notification Emails

Test Labs

Divisions (Light-Duty Only)

Alternate Manufacturers

EPA Compliance Representatives

Broadcast Notification Email Address Information

Use this form to indicate to which email addresses Verify should send broadcast notifications.

Notification Email Address #1

Notification Email Address *

email@csc.com

Email Notification Type *

Certification Notifications

Industry * +

All Industries
Aircraft
All Terrain Vehicle

Active/Inactive

Active

Add Another Notification Email Address

Print

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Review & Submit