



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

NRCI and Locomotive Manufacturer Webinar
June 2016



CROMERR Request for Certificate Screenshots



Request for Certificate Process

- Only Verify users with the CROMERR Signer role will have the link to the Request for Certificate module on their MyCDX page

United States Environmental Protection Agency

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Services

Manage Your Program Services

Status	Program Service Name	Role(s)
	Verify-RFC: Request an Engine, Vehicle or Component Certificate of Conformity (CROMERR)	CROMERR Signer

[Add Program Service](#)

News and Updates

No news/updates.



Request for Certificate Process

- Select the applicable Process Code for this submission

Request for Certificate

General Information

Process Code * **Select Process Code**

Industry * **Select Industry**

Model Year (YYYY) *

Select Process Code

- Select Process Code
- Request for New Certificate**
- Request for Revised Certificate
- Request for CSI Update
- Delete Request for Certificate

Next →



Request for Certificate Process

- When Process Code and Industry are selected, the Request for Certificate progress status bar will appear and the fields displayed on the screen will change as applicable

Request for Certificate

1 2 3 4 5 6
Identify Documents Statements Confirm eSignature Complete

General Information

Process Code * Request for New Certificate ▼

Industry * Nonroad Spark-Ignition - Small ▼

Model Year (YYYY) *

EPA Engine Family Name *

Next →



Request for Certificate Process

- Applicable validation errors will be displayed after clicking on “Next”

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Please correct the following errors. ✕

- ✕ RFC-GEN-BR007 - The Model Year (RFC-4) must match the model year code (first character) embedded in the EPA Engine Family Name (RFC-5).
- ✕ RFC-GEN-BR001 - The Certification Information dataset for the EPA Engine Family Name (RFC-5) and Model Year (RFC-4) does not exist in Verify for the selected Industry Name (RFC-3).

Process Code * Request for New Certificate ▼

Industry * Nonroad Spark-Ignition - Small ▼

Model Year (YYYY) * 2016

EPA Engine Family Name * HEPAS.9992ZZ

Next ➔



Request for Certificate Process

- Click "Next" again after addressing any errors on the screen

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

General Information

Process Code * Request for New Certificate ▼

Industry * Nonroad Spark-Ignition - Small ▼

Model Year (YYYY) * 2017

EPA Engine Family Name * HEPAS.9992ZZ

Next →



Request for Certificate Process- Documents

- Click the minus sign (“-”) to hide the fields from previous screens. Click the plus sign (“+”) to display the information again

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

- Review Industry Information **Hide -**

Process Code Request for New Certificate	Industry Nonroad Spark-Ignition - Small
Model Year 2017	EPA Engine Family Name HEPAS.9992ZZ

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter **Select Document Type**

File Name ▲	Document Title ▲	Document Type ▲	Date ▲
<input type="checkbox"/> NRSI Bond-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016



Request for Certificate Process- Documents

- All certification documents submitted for the family name entered on the previous screen as well as “General Applicability” documents for the same industry and model year will be displayed on this screen. Select all applicable documents for this family and click “Next”.

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter Select Document Type ▼

File Name ▲	Document Title ▲	Document Type ▲	Date ▲
<input type="checkbox"/> NRSI Bond-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
<input type="checkbox"/> NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
<input type="checkbox"/> NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
<input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

← Re-start Next →



Request for Certificate Process- Documents

- Any document errors will be displayed on the Certification Statements screen after clicking on “Review”.

Request for Certificate

✓

✓

3

4

5

6

IdentifyDocumentsStatementsConfirmeSignatureComplete

Please correct the following errors.

- ❗ RFC-D0C-NRSI-BR007 - If DF - Determination Method (NRSI-EF-53) in the Certification Information dataset for this engine family equals 'D' (Manufacturer Determined), then a document with Document Type Name (RFC-11) equal to 'Durability/Deterioration Factor (DF) Report' must be selected.
- ❗ RFC-D0C-NRSI-BR003 - If Engine Family Industry Category (NRSI-EF-11) in the Certification Information dataset for this engine family equals 'SSI' (Small SI), then a document with Document Type Name (RFC-11) equal to 'Bond Worksheet' must be selected.
- ❗ RFC-D0C-NRSI-BR002 - A document with Document Type Name (RFC-11) equal to 'Warranty Statement' must be selected.
- ❗ RFC-D0C-NRSI-BR001 - A document with Document Type Name (RFC-11) equal to 'Sample Label Language' must be selected.
- ❗ RFC-COMP-BR003 - Warning: There is an issue regarding the payment of the certification fee for the EPA Engine Family Name (RFC-5/RFC-6) and Model Year (RFC-4) which may delay your certificate request. Please contact your EPA certification representative for more information.

+ Review Industry Information

Show +

Review Certification Documents

Hide -

File Name	Document Title	Type	Date
CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

Certification Statements



Request for Certificate Process- Documents

- To return to the Document Selection screen, either click the “Back” button or the check mark (✓) above “Documents”
- If expected document(s) are not appearing on the Document Selection screen, the missing document(s) must be uploaded from the Upload Certification Document link on the industry’s Certification page.

The screenshot shows the 'Request for Certificate' process flow. At the top, a progress bar has six steps: 1. Identify (green checkmark), 2. Documents (red circle with green checkmark), 3. Statements (green circle), 4. Confirm (yellow circle), 5. eSignature (yellow circle), and 6. Complete (yellow circle). Below the progress bar, the 'Certification Statements' section contains two statements. Statement 1 is 'Introduction to Commerce Date' with a date field set to '01/31/2016'. Statement 2 is 'I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.' with a green checkmark and 'I Agree' text. At the bottom, there are two buttons: 'Back' (green button with a left arrow) and 'Review' (green button with a right arrow). Both buttons are circled in red.



Request for Certificate Process- Documents

- Click “Next” after selecting all applicable documents for this family

Request for Certificate

1 Identify 2 Documents 3 Statements 4 Confirm 5 eSignature 6 Complete

Review Industry Information Hide

Process Code
Request for New Certificate

Industry
Nonroad Spark-Ignition - Small

Model Year
2017

EPA Engine Family Name
HEPAS.9992ZZ

Certification Documents

Select the document(s) below by clicking the checkbox or box area. Sort the document(s) by clicking the ▲ up arrow (ascending) and the ▼ down arrows (descending). You can open the documents by clicking the file name or document title in bold text.

Filter Select Document Type

File Name ▲	Document Title ▲	Document Type ▲	Date ▲
<input checked="" type="checkbox"/> NRSI Bond-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
<input checked="" type="checkbox"/> NRSI DF-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
<input checked="" type="checkbox"/> NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
<input checked="" type="checkbox"/> NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
<input checked="" type="checkbox"/> CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

Re-start Next



Request for Certificate Process

- Answer all required Compliance Statements and click “Review”

Request for Certificate

Identify Documents Statements Confirm eSignature Complete

— Review Industry Information — Hide —

Process Code
Request for New Certificate

Industry
Nonroad Spark-Ignition - Small

Model Year
2017

EPA Engine Family Name
HEPAS.9992ZZ

— Review Certification Documents — Hide —

File Name	Document Title	Type	Date
NRSI Bond-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016
NRSI DF-Small-ZZ.docx	EPA2017 Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016
NRSI Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016
NRSI Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016
CSI-HEPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016

Certification Statements

1. Introduction to Commerce Date * 02/29/2016

2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act. * ☒ I Agree

Back



Request for Certificate Process

- Review the information you provided and click “Sign & Submit” if everything is correct

Request *for* Certificate

Identify Documents Statements **Confirm** eSignature Complete

Confirm & Review

Review Industry Information Hide

Process Code Request for New Certificate	Industry Nonroad Spark-Ignition - Small
Model Year 2017	EPA Engine Family Name HEPAS.9992ZZ

+ Review Certification Documents Show

Review Certification Statements Hide

1. Introduction to Commerce Date	02/29/2016
2. I unconditionally certify that this test group/engine family/vehicle family/evaporative family complies with the requirements of its corresponding part, other referenced parts of the CFR and the Clean Air Act.	I Agree

Back **Sign & Submit**



Request for Certificate Process

- Read the CROMERR Electronic Signature message and click “Accept”

corresponding part, other referenced parts of the CFR and the C...

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Decline Accept



Request for Certificate Process

- Provide your CDX password and answer your secret question to electronically sign your Certification package. Click “Sign”.

eSignature Widget

1. Log in to CDX	2. Answer Secret Question	3. Sign File
User: SOMOZA4704	Question: Who is your favorite author?	
Password: ••••••••	Answer: <input type="text"/>	
Welcome Sandra Somoza	Correct Answer	



Request for Certificate Process

- Your Request for Certificate package has been submitted to EPA when “Complete” is displayed at the top of the confirmation screen.

Request for Certificate

✓

✓

✓

✓

✓

6

IdentifyDocumentsStatementsConfirmeSignatureComplete

⊙ Complete

Your Request for Certificate has been submitted to EPA.

If you have any questions, please contact EPA at (888) 890-1995 or email evcishelpdesk@epacdx.net

Please check your MyCDX Inbox for a message indicating that Verify has accepted your submission.

Submission Summary

Date	01/27/2016
Process Code	Request for New Certificate
Industry	Nonroad Spark-Ignition - Small
EPA Engine Family Name	HEPAS.9992ZZ
Model Year	2017
CROMERR Activity ID	_cea6a96a-5e46-4a4b-bd21-57a63255fb14
CROMERR Document ID	c3d4efb1-291b-4438-9446-af36237db816
Transaction ID	_3b702274-5fb6-42f0-86bb-c7981db6e3da

New Request

Go to My CDX →



Request for Certificate Process

- The CROMERR Signer will receive a confirmation message in their CDX In-box for success Request for Certificate submissions. Click on the link to view the CROMERR package.

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#)

Request for Certificate for HEPAS.9992ZZ Received

From Verify Administrator

Date 1/27/2016 2:15:43 PM

The Nonroad Spark-Ignition - Small Request for Certificate for EPA Engine Family Name HEPAS.9992ZZ has been successfully signed and submitted to EPA. You can view the signed Request for Certificate package through the Submission History link on your MyCDX page or by using the link below. Contact your EPA compliance representative for additional information.

https://test.epacdx.net/SilentHandoff?URL=https://testngn.epacdxnode.net/cromerr-review/action/submitter/details/details/_c4469f5a-7fd4-43e1-8899-4c2d10750f19

Transaction Identifier: _877822f6-26d1-4b1a-b852-e988c40136f3

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Request for Certificate Process

- The Request for Certificate CROMERR Package can be viewed by clicking on the .zip file below

MyCDX | **Inbox** | My Profile | **Submission History**

You are here: [Submission History Home](#) » [Custom Submission Search](#) » [Search Results](#) » Submission Details

Submission Details

Submission ID _coa6a96a-5e16-4a1b-bd21-57a63255fb14

Description Test CROMERR submission using widget

Dataflow Verify-RFC

Created Jan 27, 2016 09:42:19 AM

Download [Download Submission as .zip](#)


Creator Details

User ID CHRISTIPOIRIER

Name Christi Poirier

Organization Name EPA

Documents Set

Signature 

Name	Size (kb)	Category	Created
rfc-submission.zip	46.45	Submission	01-27-2016 9:43:41 AM
detached-signature.xml	3.09	Signature	01-27-2016 9:43:41 AM



Request for Certificate Process

- CDX Inbox warning message for any updates/corrections made to certified families that have not been finalized with a Request for Certificate (or Request for CSI Update).

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#)

Pending Dataset for HEPAS.9992AB Requires Action.

From Verify Administrator

Date 1/22/2016 7:00:41 PM

It has been 25 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB, please submit either a Request for Revised Certificate or Request for CSI Update in the Request for Certificate module within the next 5 days otherwise your pending changes will be deleted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

[Back to Inbox](#) [Print](#) [Delete](#)



Request for Certificate Process

- CDX Inbox message for any updates/corrections made to certified families that were not finalized within 30 days with a Request for Certificate (or Request for CSI Update) and were therefore deleted.

MyCDX **Inbox** My Profile Submission History

Pending Dataset for HEPAS.9992AB Deleted.

From Verify Administrator

Date 1/27/2016 7:00:08 PM

It has been 30 days since you have updated your certification dataset for EPA Engine Family Name HEPAS.9992AB. Your pending changes have been deleted since the required Request for Revised Certificate or Request for CSI Update was not submitted.

Transaction Identifier: _452f38ff-57a5-4101-a281-fd4a8358037a

Click [here](#) to view the status history.

Thank you for submitting your request to Verify via CDX.

Back to Inbox Print Delete



Additional Verify Information Sources

- Verify Website: www.epa.gov/otag/verify
- Verify Listserver:
https://lists.epa.gov/read/all_forums/subscribe?name=verify
- Manufacturer Guidance letters: www.epa.gov/dis
- For CROMERR and User Registration questions, please contact verifydpc@epacdx.net
- For Verify Request for Certificate questions, please contact: evcishelpdesk@epacdx.net