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

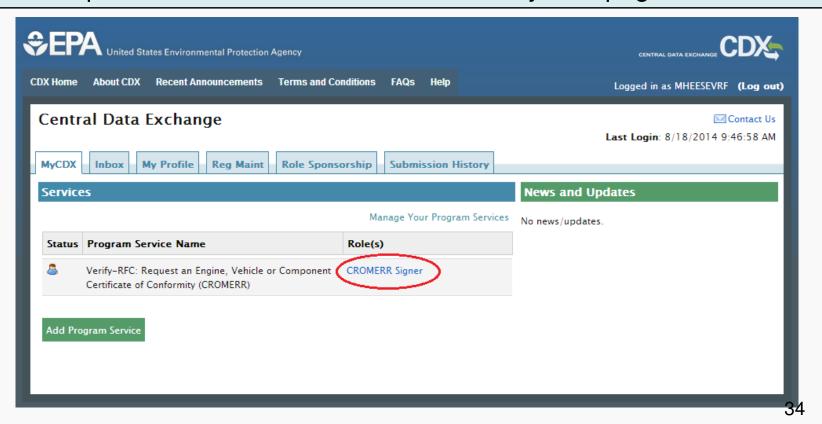
NRCI and Locomotive Manufacturer Webinar June 2016



CROMERR Request for Certificate Screenshots

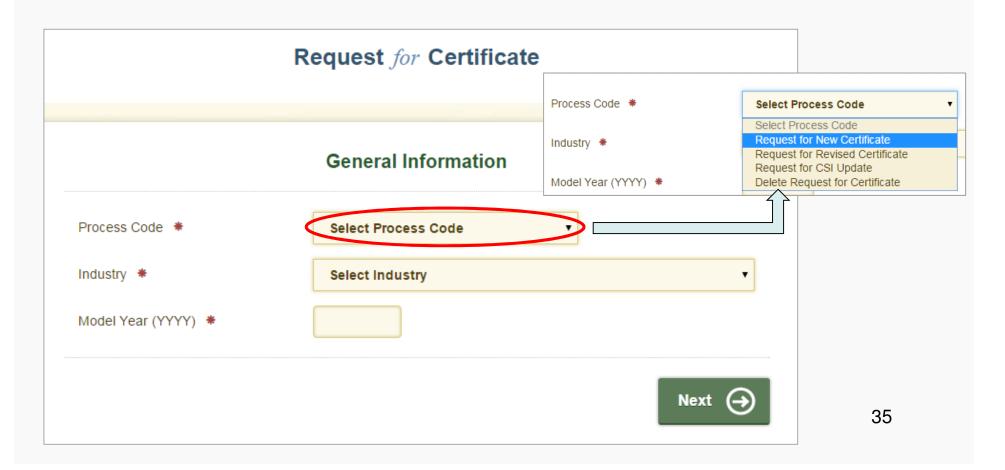


 Only Verify users with the CROMERR Signer role will have the link to the Request for Certificate module on their MyCDX page





Select the applicable Process Code for this submission



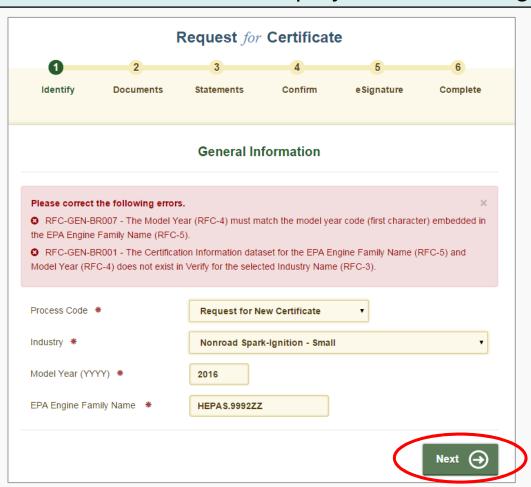


 When Process Code and Industry are selected, the Request for Certificate progress status bar will appear and the fields displayed on the screen will change as applicable

0	2	3	4	5	6
Identify	Documents	Statements	Confirm	eSignature	Complete
		General In	formation		
Process Code *		Request for New Certificate ▼		•	
Industry *		Nonroad Spark-Ignition - Small ▼			
Model Year (YYY	Y) *				
EPA Engine Fam	nily Name *				



Applicable validation errors will be displayed after clicking on "Next"





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

Request for Certificate					
0	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) *		2017			
EPA Engine Far	mily Name *	HEPAS.9992ZZ	1		
					Next 🕣



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

			Request for	Certificat	e	
	O		3	4	5	6
	Identify	Documents	Statements	Confirm	eSignature	Complete
Review Inc	dustry Informa	tion				Hide
Process Code				Industry		
Request fo	r New Certificate			Nonroad Spark	-Ignition - Small	
Model Year				EPA Engine Family	/ Name	
2017				HEPAS.9992ZZ		
			Certification	Documents		
elect the doci					y clicking the ▲ up arrow name or document title in	v (ascending) and the ▼ dow bold text.
Filter	Select Docume	nt Type 🔻				
File Name ▲ Do		Document Title ▲		Document Type ▲	Date ▲	
		EPA2017Complia DataHEPAS.9992		Bond Worksheet	01/26/2016	
		EPA2017Compliance Document DataHEPAS.9992ZZ		Durability/Deterioration	01/26/2016	

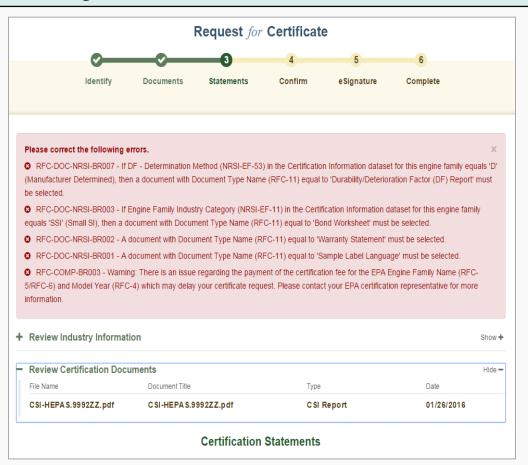


 All certification documents submitted for the family name entered on the previous screen as well as "General Applicability" documents for the same industry and model year will be displayed on this screen. Select all applicable documents for this family and click "Next".

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 v					
File Nar	me 🛦	Document Title ▲	Document Type ▲	Date ▲		
NRSI E	Bond-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Bond Worksheet	01/26/2016		
IRSI [DF-Small-ZZ.docx	EPA2017Compliance Document DataHEPAS.9992ZZ	Durability/Deterioration Factor (DF) Report	01/26/2016		
IRSI \	Warranty.docx	EPA General Applicability Compliance Document Data	Warranty Statement	01/21/2016		
NRSI S	Sample Label-NRSI.docx	Sample Label General Applicability	Sample Label Language	01/25/2016		
♥ CSI-HE	EPAS.9992ZZ.pdf	CSI-HEPAS.9992ZZ.pdf	CSI Report	01/26/2016		
	_					
← Re-	start			Next →		



 Any document errors will be displayed on the Certification Statements screen after clicking on "Review".



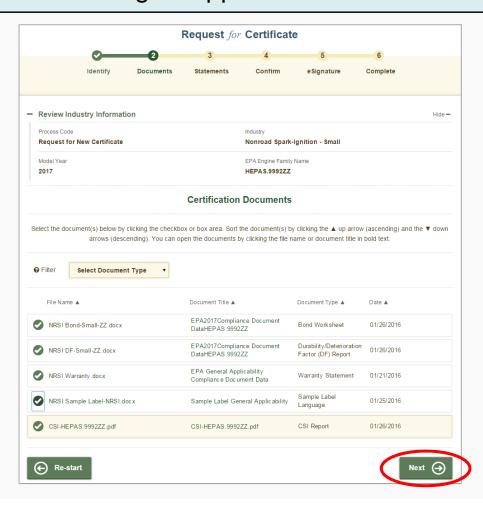


- To return to the Document Selection screen, either click the "Back" button or the check mark (♥) above "Documents"
- If expected document(s) are not appearing on the Document Selection screen, the missing document(s) must be uploaded from the Upload Certification Document link on the industry's Certification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



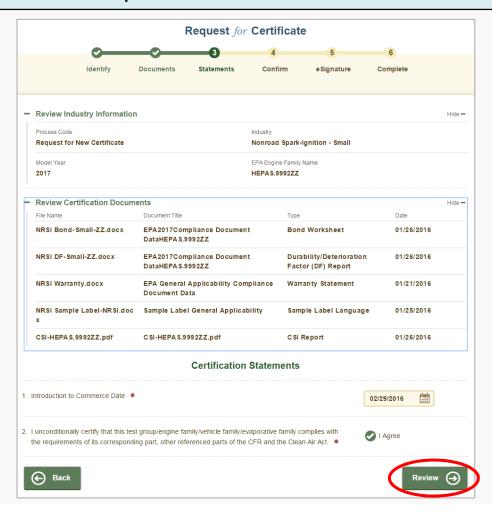


Click "Next" after selecting all applicable documents for this family



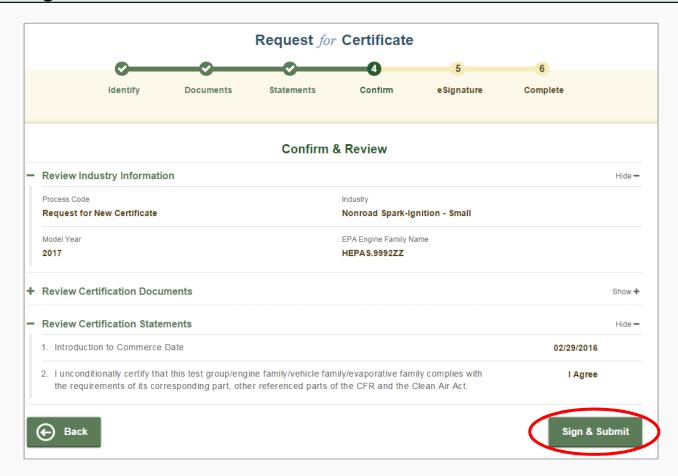


Answer all required Compliance Statements and click "Review"



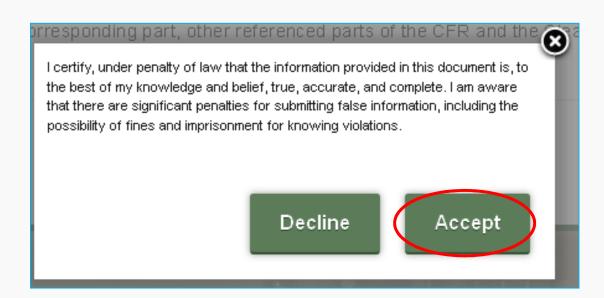


 Review the information you provided and click "Sign & Submit" if everything is correct





Read the CROMERR Electronic Signature message and click "Accept"



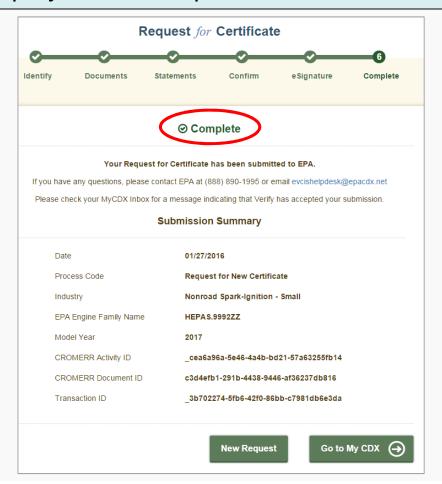


 Provide your CDX password and answer your secret question to electronically sign your Certification package. Click "Sign".





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





 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.

				O
MyCDX	Inbox	My Profile	Submission History	
Reque	st for C	ertificate fo	r HEPAS.9992ZZ Re	eceived

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 <u>here</u> to view the status history.

Thank you for submitting your request to Verify via CDX.

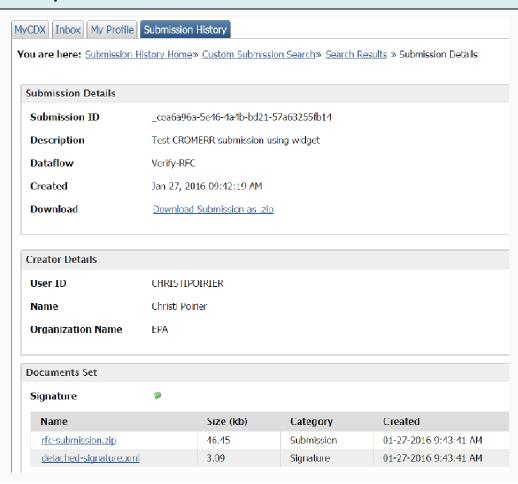
Back to Inbox

Print

Delete

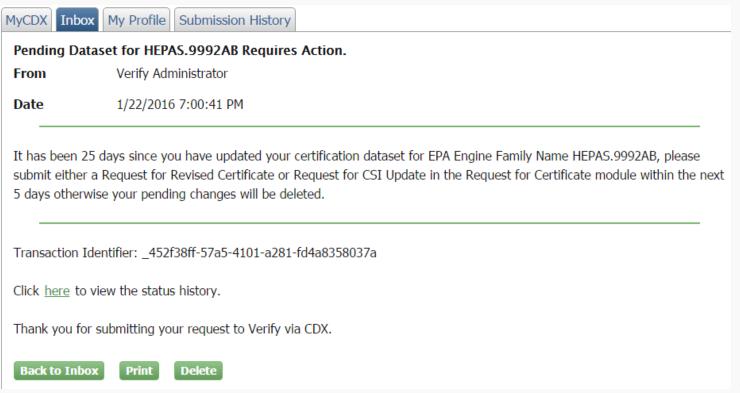


 The Request for Certificate CROMERR Package can be viewed by clicking on the .zip file below





 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).





 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.





Additional Verify Information Sources

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