

## [Certifier] How to Submit a Plan in eSIPS

**Note:** You must be registered as a Certifier in eSIPS in order to electronically submit plans to EPA.

1. Once you have responded to all questions on the component pages, click the 'Review Submission' button on the SIP Technical Support Document Information page to proceed to the Review Submission page (see Figure 1).

**Figure 1: SIP Technical Support Document Information Page**

SIP Submission Info

SIP Administrative Evidence  
Completeness Checklist

SIP Technical Support Document  
Information - As Applicable

\* Indicates required question for official submissions

Collapse Sidebar <<

### SIP Technical Support Document Information - As Applicable

Are there Technical Support Documents included in this submittal? \*

Yes

No

### SIP Technical Support - Additional Documentation

This SIP submission includes additional documentation (e.g., large modeling files) that is not submitted through this electronic system? \*

Yes

No

< Previous Save **Review Submission** Preview in PDF Save and Exit

Click this button to proceed.

- a. On the Review Submission page, a final version of the submission is displayed (see Figure 2).
  - b. You can download a PDF copy of the submission preview by selecting the 'Download' button within the PDF window or by selecting the 'View in PDF' button to view the PDF in a separate window. Note that if you are using Internet Explorer, the save button is displayed as follows: .
2. Click the 'Sign Electronically' button in the Review Submission page to begin the signature process (see Figure 2).

**Figure 2: Review Submission Page**

SPeCS Home Create New Submission Return to CDX EPA Regional Contacts Contact Report Issue

Review Submission

Submission updated.

preview 1 / 2

THIS FORM WAS GENERATED BY THE ESIPS APPLICATION

**United States**

**ENVIRONMENTAL PROTECTION AGENCY**

**State Implementation Plans (SIPs) Summary**

**Section 110**

Plan Name: Attainment Plan Submission

State(s): ID

Preview Generated By: Rose Rivas, ID

Generated: April 20, 2017, 1:04 PM (EST)

[SIP Submission Info](#)

< Cancel Sign Electronically View in PDF

Download the PDF

Open the PDF in a separate tab in your browser

3. In compliance with CROMERR standards, you are required to agree to the certification statement. Read the statement and select the 'Accept' button to continue (see Figure 3).

**Figure 3: Certification Statement**

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.

Signing an electronic document on behalf of another person is subject to criminal, civil, administrative, or other lawful action.

4. Once the eSignature Widget appears, enter your CDX user name and password. Select the 'Login' button when you have completed entering this information.
5. As a second security measure, you may either choose to answer a security question associated with your account or receive a text message from CDX with an Electronic Signature Secret PIN code (see Figure 4).

**Figure 4: eSignature Widget Secret Question Verification**

eSignature Widget

**1. Authentication**  
Log into CDX  
**User:**  
  
**Password:**  
  
Welcome

**2. Verification**  
 Answer Secret Question  
 Send Text Message  
**Question:**  
What is your favorite vacation destination?  
**Answer:**

Enter secret question response here

- a. If you would like to answer the security question, select the 'Answer Secret Question' radio button, enter your answer that was provided during CDX registration and select the 'Answer' button.
- b. If you prefer to receive a text message from CDX with a PIN code, select the 'Send Text Message' radio button. A partially hidden instance of your mobile number will appear on the widget. Once you verify the mobile number, select the 'Send' button. Shortly after, you will receive a text message from CDX with a PIN code. Enter the PIN in the 'Enter PIN below' box on the eSignature Widget and select the 'Verify' button (see Figure 5).

Figure 5: eSignature Widget SMS Verification

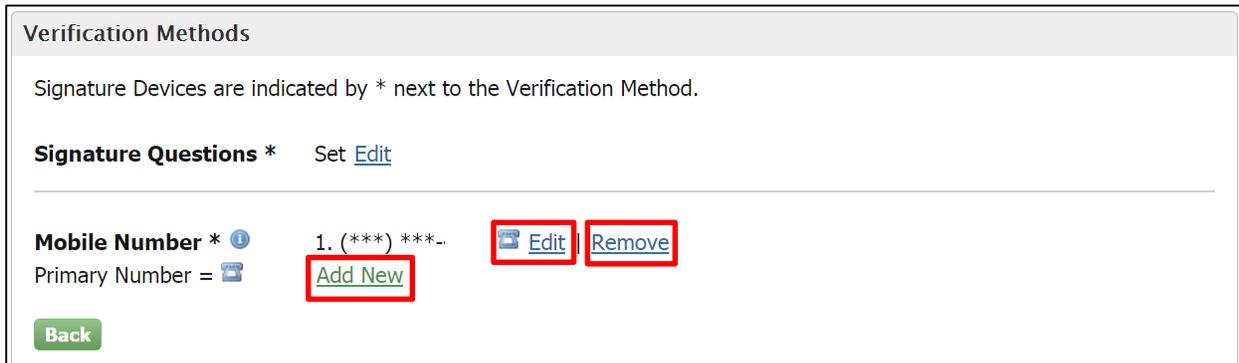
eSignature Widget

**1. Authentication**  
Log into CDX  
**User:**  
testuser  
**Password:**  
.....  
Welcome

**2. Verification**  
 Answer Secret Question  
 Send Text Message  
**Text message will be sent to:**  
(\*\*\*) \*\*\*-  
Message and data rates may apply.  
**Send**  
**Enter PIN below:**  
  
**Verify**  
Enter SMS pin here

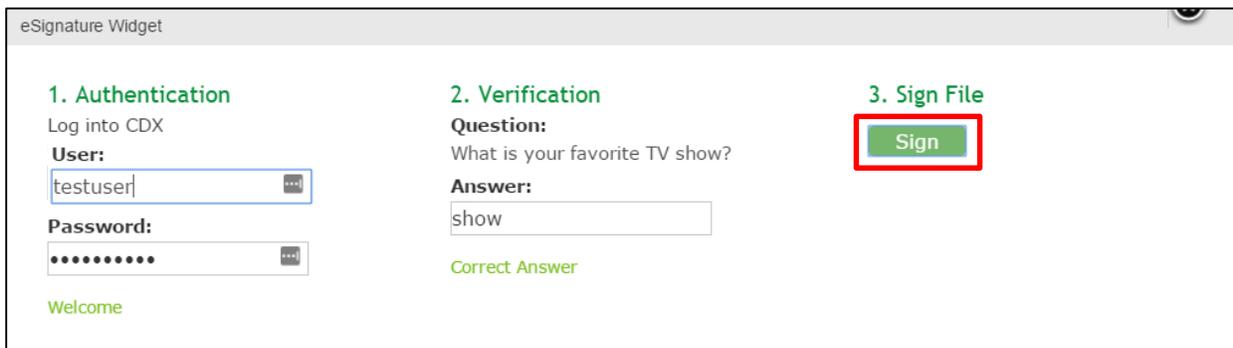
- c. If this radio button option does not appear on your eSignature Widget, you do not have a mobile number added as a verification method on your account. To add a mobile number, navigate to the MyCDX page by selecting the 'Return to CDX' hyperlink from the navigation bar. Select the 'My Profile' tab from the homepage, and navigate to the 'Verification Methods' section. Select the 'Modify Verification Methods' button to edit or add a mobile number to your account (see Figure 6).

**Figure 6: MyCDX Verification Methods**

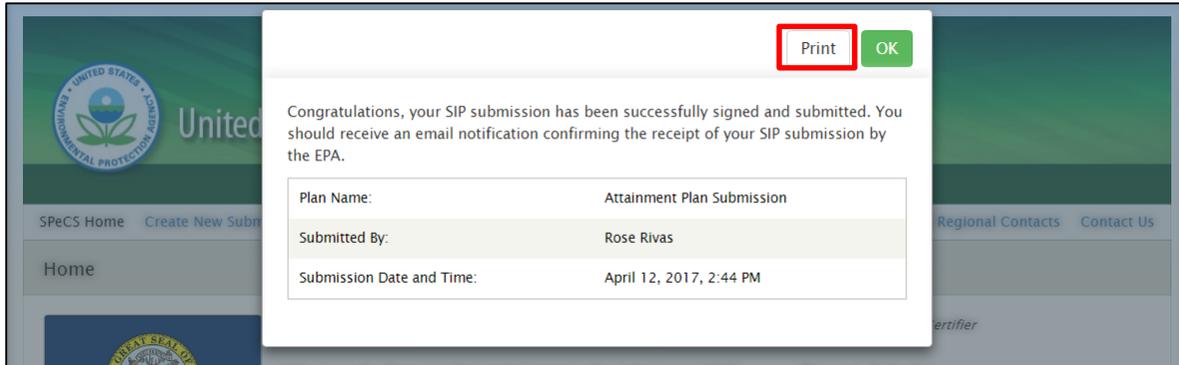


6. Once you have verified your account, select the ‘Sign’ button that appears on the eSignature Widget (see Figure 7).

**Figure 7: eSignature Widget Signature Process**



7. A submission confirmation modal appears with additional details about your submission. You may select the ‘Print’ button to save a PDF copy of your submission details for your records (see Figure 8).

**Figure 8: Submission Confirmation Modal**

## Support

If you have any questions related to submission development, please contact your EPA Regional Contact on your state landing page.

If you have any questions related to CDX or the eSIPS program service, please contact the CDX Help Desk at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) or by telephone at 888-890-1995.