

## [Preparer] How to Mark a Submission as Ready for Signature in eSIPS

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

- 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 **Error! Reference source not found.**).

**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

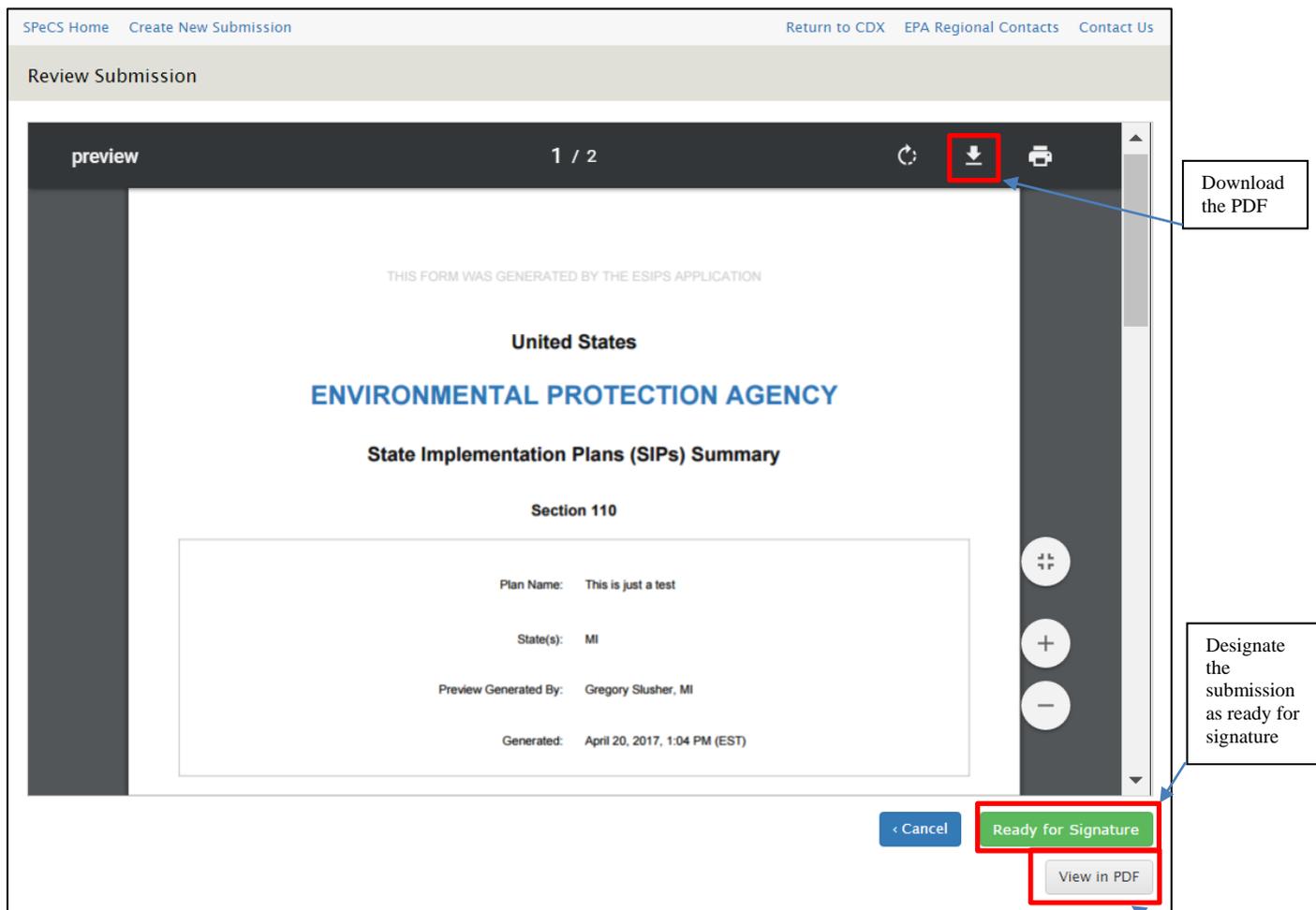
No

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

Click this button to proceed.

- On the Review Submission page, a final version of the submission is displayed (see Figure 2 **Error! Reference source not found.** **Error! Reference source not found.**).
  - 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: .
- Click the 'Ready for Signature' button in the Review Submission page to designate the submission as ready for signature (see Figure 2 **Error! Reference source not found.** **Error! Reference source not found.**).
    - Alternatively, select the 'Cancel' button to return to the submission to make any modifications necessary.
    - Once this button is selected, you will be redirected to the eSIPS homepage, where the submission status will be updated to 'Ready for Signature'.
    - A notification will be sent to all Certifiers registered to your state alerting them that the submission is ready to be electronically signed.

**Figure 2: Review Submission Page**



**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 or by telephone at 888-890-1995.