

[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.

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).

SIP Submission Info	SIP Technical Support Document Information – As Applicable 🛛						
SIP Administrative Evidence Completeness Checklist	Are there Technical Support Documents included in this submittal? * Yes No SIP Technical Support – Additional Documentation						
SIP Technical Support Document Information – As Applicable							
* Indicates required question for official submissions	This SIP submission includes additional documentation (e.g., large modeling files) that is not submitted through this electronic system? * Yes No						
Collapse Sidebar <<	Previous Save Review Submission Click this button to proceed. Preview in PDF Save and Exit						

Figure 1: SIP Technical Support Document Information Page

- 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 'Ready for Signature' button in the Review Submission page to designate the submission as ready for signature (see Figure 2).
 - a. Alternatively, select the 'Cancel' button to return to the submission to make any modifications necessary.
 - b. Once this button is selected, you will be redirected to the eSIPS homepage, where the submission status will be updated to 'Ready for Signature'.
 - c. A notification will be sent to all Certifiers registered to your state alerting them that the submission is ready to be electronically signed.



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Support

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

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