

## EV-CIS Registration Package Checklist

Please use this checklist to ensure that your EV-CIS Registration Package is complete before it is sent to EPA for processing. If you have questions, please contact: [verifydpc@epacdx.net](mailto:verifydpc@epacdx.net).

| User Type   | CHECKLIST   |
|---|---|
| <p><input type="checkbox"/> <b>CAO – use these templates to establish CAO(s) for your company</b></p> <ul style="list-style-type: none"> <li>• blank EV-CIS CROMERR Company Approving Official (CAO) Sponsor Letter (Word)</li> <li>• blank EV-CIS CROMERR Company Approving Official (CAO) Electronic Signature Agreement (ESA) (Word)</li> <li>• blank EV-CIS User Registration Information (XLS) **</li> </ul> | <p><b>Sponsor Letter for the EV-CIS CAO</b></p> <p><input type="checkbox"/> Print letter on company letterhead</p> <p><input type="checkbox"/> List name(s) of CAO(s)</p> <p><input type="checkbox"/> Include the Date</p> <p><input type="checkbox"/> Sign the letter in ink (wet ink signature) by Senior Manager</p> <hr/> <p><b>ESA for the CAO</b></p> <p>For each CAO listed in the sponsor letter</p> <p><input type="checkbox"/> Complete ESA</p> <p><input type="checkbox"/> Signed in ink (wet ink signature) by CAO &amp; proper witness</p> <hr/> <p><b>Information Spreadsheet for EV-CIS User Registration</b></p> <p>For each CAO listed in the sponsor letter</p> <p><input type="checkbox"/> Fill in Manufacturer Code and Date</p> <p><input type="checkbox"/> Fill in the contact information</p> <p><input type="checkbox"/> Select CAO</p>   |
| <p><input type="checkbox"/> <b>CROMERR Signer – use these templates to establish CROMERR Signers(s) for your company</b></p> <ul style="list-style-type: none"> <li>• blank EV-CIS CROMERR User Sponsor Letter (Word) *</li> <li>• blank EV-CIS CROMERR Signer Electronic Signature Agreement (ESA) (Word)</li> <li>• blank EV-CIS User Registration Information (XLS) **</li> </ul>                              | <p><b>Sponsor Letter for Submitter and CROMERR Signer</b></p> <p><input type="checkbox"/> Print letter on Company Letterhead</p> <p><input type="checkbox"/> List name(s) of CROMERR Signer(s)</p> <p><input type="checkbox"/> List names(s) of Verify Submitters</p> <p><input type="checkbox"/> Include the Date</p> <p><input type="checkbox"/> Sign the letter in ink (wet ink signature) by a CAO</p> <hr/> <p><b>ESA for the CROMERR Signer</b></p> <p>For each CROMERR Signer listed in the sponsor letter</p> <p><input type="checkbox"/> Complete ESA</p> <p><input type="checkbox"/> Sign the ESA in ink (wet ink signature) by the CROMERR Signer)</p> <hr/> <p><b>Information Spreadsheet for EV-CIS User Registration</b></p> <p>For each CROMERR Signer listed in the sponsor letter</p> <p><input type="checkbox"/> Fill in Manufacturer Code and Date</p> <p><input type="checkbox"/> Fill in the contact information</p> <p><input type="checkbox"/> CROMERR Signer selected</p> |
| <p><input type="checkbox"/> <b>Submitters – use these templates to establish Verify Submitters(s) for your company</b></p> <ul style="list-style-type: none"> <li>• blank EV-CIS CROMERR User Sponsor Letter (Word) *</li> <li>• blank EV-CIS User Registration Information (XLS) **</li> </ul>   | <p><b>Sponsor Letter for Submitter and CROMERR Signer</b></p> <p><input type="checkbox"/> Print letter on Company Letterhead</p> <p><input type="checkbox"/> List name(s) of Submitter (s)</p> <p><input type="checkbox"/> Include the Date</p> <p><input type="checkbox"/> Sign the letter in ink (wet ink signature) by a CAO</p> <hr/> <p><b>Information Spreadsheet for EV-CIS User Registration</b></p> <p>For each Submitter listed in the sponsor letter</p> <p><input type="checkbox"/> Fill in Manufacturer Code and Date</p> <p><input type="checkbox"/> Fill in the contact information</p>  |

\* You need to complete only one EV-CIS CROMERR USER Sponsor Letter when registering both CROMERR Signers and Submitters – list the names of all CROMERR Signers and all Submitters in the same EV-CIS CROMERR USER Sponsor Letter.

\*\* You need to complete only one EV-CIS User Registration Information spreadsheet – include all users listed in the sponsor letters.