

Navigating the MyCEDRI Dashboard

Explore the dashboard below by clicking the reference tags next to each hyperlink (Exhibit 1) button, or section of the page to learn more about the feature. Alternatively click the links in the index below the table to jump to the job aid topic.

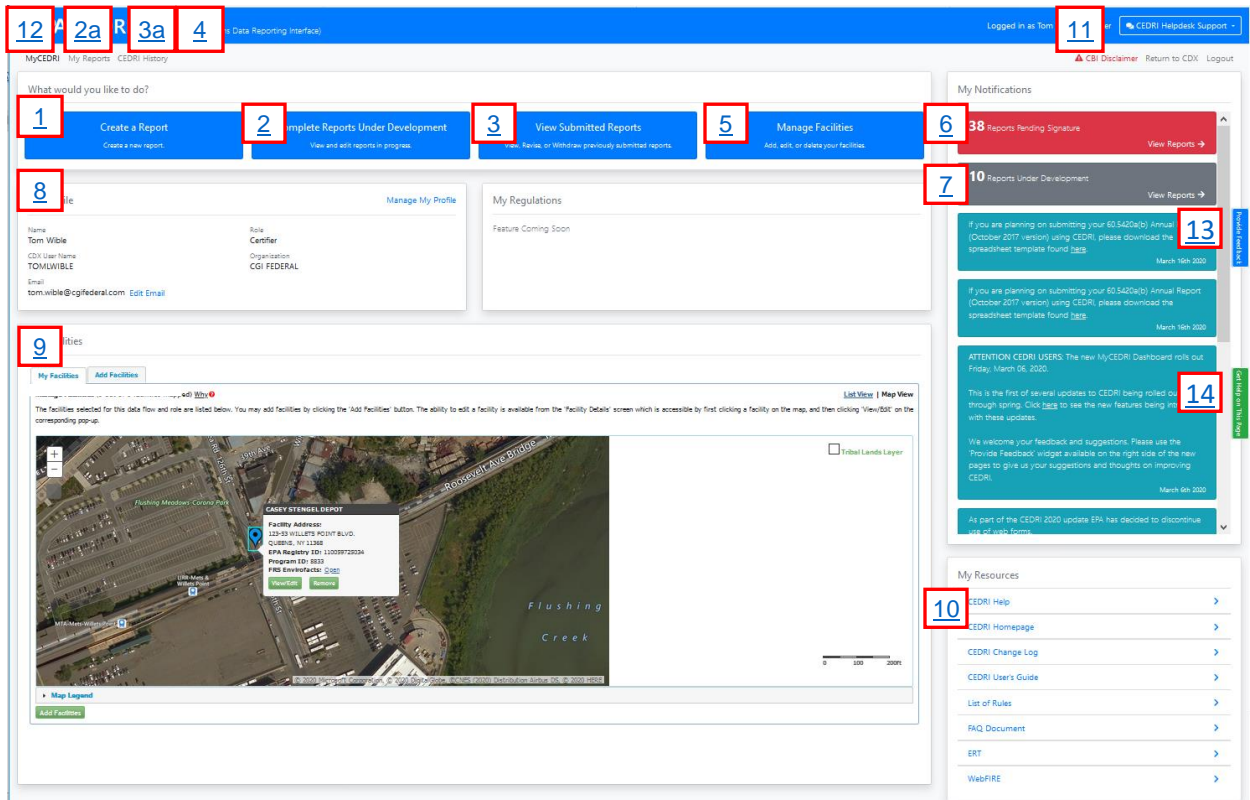


Exhibit 1

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Create a Report

Selecting the 'Create a Report' button (1) opens the 'Select Report Type' window where you select the type of report you intend to submit to EPA (Exhibit 2).

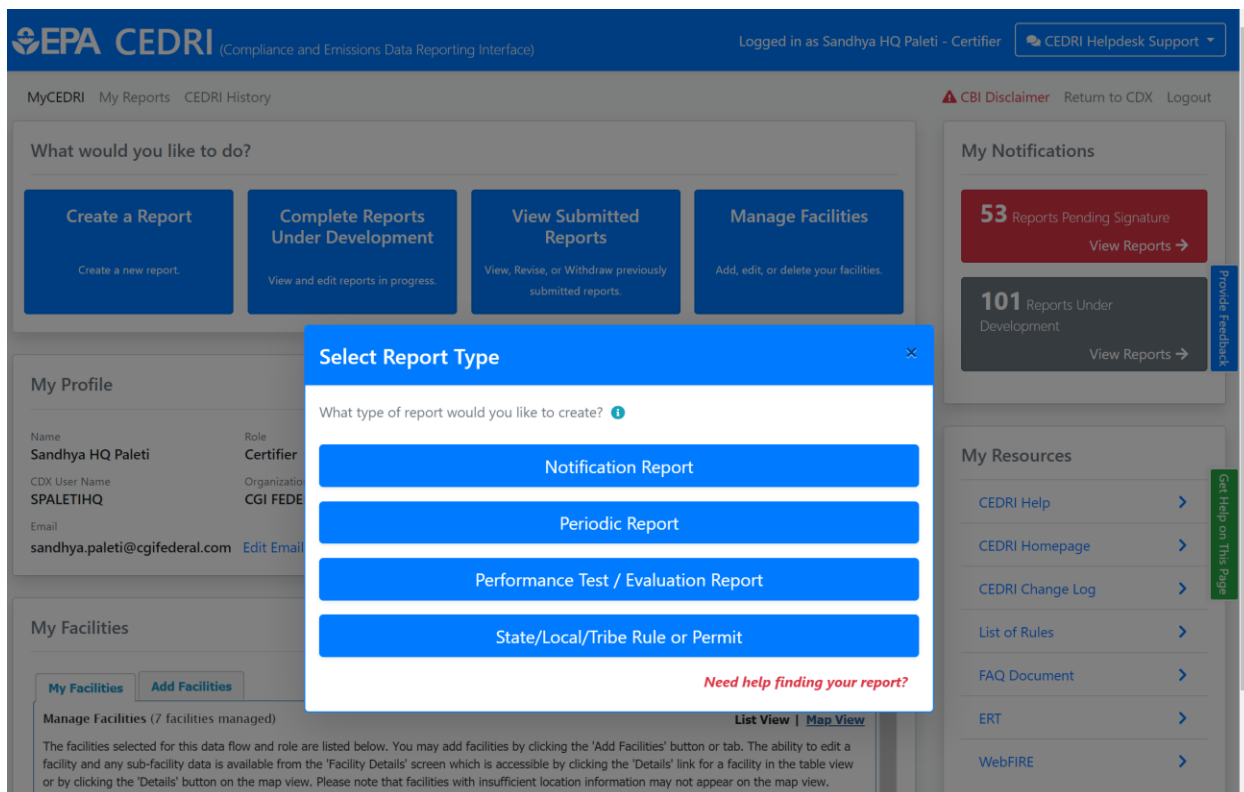


Exhibit 2

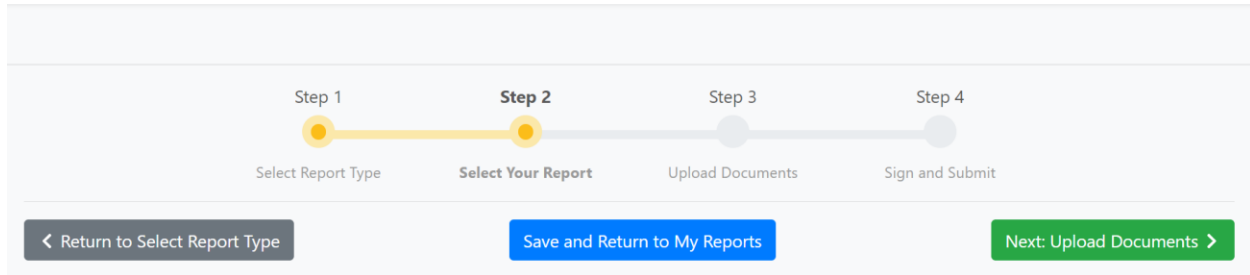
Click the Report Type you are submitting to launch the Create Report workflow (Exhibit 3). Two Create Report workflows are used: one for ERT (Performance Test / Evaluation) report submissions and one for Non-ERT report submissions. Both workflows consist of four steps with slightly different sequence of activities.

Workflow Step	Non-ERT Reports*	ERT Reports **
Step 1	Select Report Type	Select Report Type
Step 2	Select Your Reports	Upload Documents
Step 3	Upload Documents	Select Your Reports
Step 4	Notify Certifier Or Sign & Submit	Notify Certifier Or Sign and Submit

* Non-ERT – all other report types (Notification Reports, Periodic Reports, etc.)

** ERT – Electronic Reporting Tool (Performance Test/Evaluation Reports)

The workflow shown in Exhibit 3 illustrates the non-ERT report workflow. For more information about creating reports, refer to the [Create Reports Job Aide](#).



Step 2: Select Your Report

Enter search criteria below to locate the reports you intend to submit. Use any combination of the search criteria you wish to narrow down the search. Click 'Search' to generate a list of matching reports, or 'Reset Search' to clear search criteria and start over. [Read More...](#)

Search for Report(s) to Create *Need help finding your report?*

Search Criteria

Sectors <input type="text" value="Select options"/>	Source Categories <input type="text" value="Select options"/>	Report Type <input type="text" value="x Notification Report x"/> <input type="text" value="x Notification and Periodic Report"/>
Parts <input type="text" value="Select options"/>	Subparts <input type="text" value="Select options"/>	Report Names <input type="text" value="Select options"/>

24 Results (10 Required) i

Exhibit 3

Complete Reports Under Development

Selecting 'Complete Reports Under Development' (2) or 'My Reports' (2a) takes you to the 'My Reports' page where you are able to view all reports under development and reports pending signature (Exhibit 4). From this page, clicking the Report Name link opens the report for editing and/or signing.

For more information about viewing submitted reports, refer to the [My Reports Dashboard Job Aide](#).

The screenshot shows the 'My Reports' dashboard. At the top, there are navigation links for 'MyCEDRI', 'My Reports', and 'CEDRI History'. On the right, there are links for 'CBI Disclaimer', 'Return to CDX', and 'Logout'. A 'Create New Report' button is located in the top right corner.

The main content area is titled 'My Reports'. Below the title, there is a message: 'You are currently registered under the "Certifier" role and may prepare and certify reports electronically for your associated facilities. Reports that have been selected and not yet started, or have been started, but are not yet complete can be found in the 'Reports Under Development' section. Reports that are complete, but awaiting certification can be found in the 'Reports Pending Signature' section.' A 'Read More...' link is provided.

There are two main sections:

- Reports Under Development:** This section contains a table with 8 rows. Each row has columns for ID, Report Name, Updated Date, Status, and Facility Name. Below the table are buttons for 'Edit Selected Report(s)' and 'Delete Selected Report(s)'.
- Reports Pending Signature:** This section contains a table with 3 rows. Each row has columns for ID, Report Name, Updated Date, Status, and Facility Name. Below the table is a pagination control showing 'Showing 4 to 13 of 33' and buttons for 'First', '<', '1', '2', '3', '4', '>', and 'Last'. At the bottom of this section are buttons for 'Edit Selected Report(s)', 'Delete Selected Report(s)', and 'Submit Selected Report(s)'.

On the right side of the dashboard, there are two vertical buttons: 'Provide Feedback' and 'Get Help on This Page'.

Exhibit 4

View Submitted Reports

Selecting 'View Submitted Reports' (3) or 'CEDRI History' (3a) brings you to the CEDRI History page (Exhibit 5). Clicking the table row of the target report opens the Report Details page where you can view and download submitted reports and report attachments (Exhibit 6).

For more information about viewing an individual submitted report, refer to the [Report Details Job Aide](#).

CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting 'Add/View Filters'. Filter the CEDRI History by selecting any of the filter categories: Date / Status, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.

[Download as Excel](#) [Add/View Filters](#)

Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2019-09-17 11:36:14	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-09-16 15:27:31	Site Specific Monitoring Plan (63.6580), Optional for Federal Reporting)	63	CC	Petroleum Refineries	JAYS OUTBOARD INC	JEFFERSON	LA	File	In WebFIRE
2019-09-13 15:01:38	63.7550(h)(3) Compliance Report	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	BUZZ ALDRIN ELEMENTARY SCHOOL	FAIRFAX	VA	Webform	In WebFIRE

Exhibit 5

EPA CEDRI (Compliance and Emissions Data Reporting Interface) Logged in as Kyle Speight - Certifier [CEDRI Helpdesk Support](#)

MyCEDRI [My Reports](#) [CEDRI History](#) [CBI Disclaimer](#) [Return to CDX](#) [Logout](#)

Report Details

Notice of Compliance Status (Optional for Federal Reporting) for BUZZ ALDRIN ELEMENTARY SCHOOL

Documents [Download All](#)

Name	Size (kb)	Date Archived
Test assssmenet.pdf	0.2	2020-05-07 09:10:37

Report
Facility
Certifier
Revisions
Comments

Report Submission Information

Report Status	Pushed Back
Certification Date	2020-05-07 09:10:09
Available in WebFIRE	2020-06-06 (22 Days)
CROMERR Activity ID	_7f0a6593-4387-4637-883a-5ee26a29329e
CROMERR Document ID	9fad1d00-40b7-465b-b058-d055b7ab572f

Report Type Information

Report Name	Notice of Compliance Status (Optional for Federal Reporting)
Citation	Part 63 Subpart DDDDD - Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters
Report Type	Notification Report
Format	File

[Provide Feedback](#)

[Get Help on This Page](#)

Exhibit 6

Submission Search

The 'Search' function (4) is found on the CEDRI History page (Exhibit 7). To expand the filter panes, click the 'Add/View Filters' button to display the filters pane and to hide the filter pane (Exhibit 8), click the 'Hide Filters' button close the filters pane.

For more information about searching submitted reports, refer the [CEDRI Search Job Aide](#).

EPA CEDRI (Compliance and Emissions Data Reporting Interface) | Logged in as Tom Wible - Certifier | CEDRI Helpdesk Support

MyCEDRI | My Reports | CEDRI History | [CBI Disclaimer](#) | [Return to CDX](#) | [Logout](#)

CEDRI History

Below are the recent CEDRI submissions that you have either certified electronically or have been submitted by another "Certifier" in your organization, listed by individual report. You may search for specific submissions by selecting "Add/View Filters". Filter the CEDRI History by selecting any of the filter categories: Date / Status, Geography, Facility, and Sector / Rule. Click on any record in the CEDRI History table to see the report details, download associated files, and if necessary, Revise & Re-submit or Withdraw a report.

[Download as Excel](#) [Add/View Filters](#)

Certification Date	Report	Part	Subpart	Subpart Name	Facility	County	State	Format	Status
2019-12-19 15:31:13	Multiple	Multiple	Multiple	Multiple	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-12-19 12:21:42	Multiple	Multiple	Multiple	Multiple	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2019-12-18 13:11:21	63.7550(h)(3) Compliance Report	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	Webform	In WebFIRE
2019-12-18 12:53:17	Notice of Compliance Status (Optional for Federal Reporting)	63	DDDDD	Major Sources: Industrial, Commercial, and Institutional Boilers and Process Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	In WebFIRE
2017-01-04 06:55:15	Performance Test Report (Optional for Federal Reporting)	60	AAA	New Residential Wood Heaters	EXXON CO USA #20796	FAIRFAX COUNTY	VA	File	Reject
2014-05-16 12:30:03	60.2235(b)(1) Results of Performance Test	60	CCCC	Commercial and Industrial Solid Waste Incineration Units	EXXON CO USA #20799	FAIRFAX	VA	File	Reject
2013-08-16 15:58:42	60.2235(b)(1) Results of Performance Test	60	CCCC	Commercial and Industrial Solid Waste Incineration Units	EXXON CO USA #20799	FAIRFAX	VA	File	Reject

[Download as Excel](#) | Showing 1 to 7 of 7 entries | Show 10 entries | Previous 1 Next

Exhibit 7

What would you like to filter by? [Apply filter](#) [Hide Filters](#)

Date / Status
 Geography
 Facility
 Sector / Rule

[Download as Excel](#) [Apply Filters](#) [Hide Filters](#)

Exhibit 8

Manage Facilities

Selecting ‘Manage Facilities’ (5) redirects you to the ‘Manage Facilities’ section (9) of the dashboard, where you can add and remove facilities from your profile, or edit facility and sub-facility information of facilities already in your profile (Exhibit 9).

Note: You no longer need to navigate to the MyCDX page to add and remove facilities from your profile. The Facility widget is now part of the MyCEDRI dashboard.

For more information about managing facilities, refer to the [Manage Facilities Job Aide](#).

The screenshot displays the MyCEDRI dashboard interface. At the top, there are navigation links for 'MyCEDRI', 'My Reports', and 'CEDRI History'. A 'CBI Disclaimer' and 'Return to CDX' link are also present. The main content area is divided into several sections:

- What would you like to do?:** A row of four blue buttons: 'Create a Report' (with subtext 'Create a new report'), 'Complete Reports Under Development' (with subtext 'View and edit reports in progress'), 'View Submitted Reports' (with subtext 'View, Revise, or Withdraw previously submitted reports'), and 'Manage Facilities' (with subtext 'Add, edit, or delete your facilities').
- My Profile:** A section for user information for Sandhya Paleti, including her name, role (Certifier), CDX User Name (SANDHYA.P), organization (CGI), and email (sandhya.paleti@cgifederal.com). A 'Manage My Profile' link is available.
- My Regulations:** A section indicating 'Feature Coming Soon'.
- My Facilities:** A section titled 'Manage Facilities (1 out of 5 facilities mapped) Why'. It includes a 'List View | Map View' toggle and a map showing a facility location on a street labeled 'Stringfellow Rd'. A scale bar (0, 30, 60ft) and a 'Tribal Lands Layer' checkbox are also visible.
- My Notifications:** A section showing '33 Reports Pending Signature' and '7 Reports Under Development', each with a 'View Reports' link.
- My Resources:** A list of links including 'CEDRI Help', 'CEDRI Homepage', 'CEDRI Change Log', 'List of Rules', 'FAQ Document', 'ERT', and 'WebFIRE'.

Exhibit 9

Reports Pending Signature & Reports Under Development

The 'Reports Pending Signature' panel (6) displays the number of reports completed but not yet signed and submitted to EPA, while the 'Reports Under Development' panel (7) displays the number of reports prepared but not yet marked as complete (i.e. ready for Certifying Official signature and submission to EPA) (Exhibit 10).

Clicking the View Reports link in either of these panels takes you to the existing 'My Reports' page, where you can view all reports that are under development and awaiting signature by a Certifier and submission to EPA. See the [Create Reports Job Aide](#) for details on creating, editing, and signing reports.

The screenshot shows the 'My Reports' dashboard. At the top, there is a blue header with the EPA CEDRI logo and the text '(Compliance and Emissions Data Reporting Interface)'. It also indicates the user is logged in as 'Sandhya Paleti - Certifier' and provides a link to 'CEDRI Helpdesk Support'. Below the header, there are navigation links for 'MyCEDRI', 'My Reports', and 'CEDRI History', along with a 'CBI Disclaimer' and 'Return to CDX' link. The main content area is titled 'My Reports' and includes a 'Create New Report' button. A descriptive paragraph explains the user's role and report status. Two main sections are visible: 'Reports Under Development' and 'Reports Pending Signature'. Each section contains a table with columns for ID, Report Name, Updated Date, Status, and Facility Name. The 'Reports Under Development' section has 7 reports, and the 'Reports Pending Signature' section has 3 reports. At the bottom of each section are buttons for 'Edit Selected Report(s)' and 'Delete Selected Report(s)'. A pagination control at the bottom shows 'Showing 4 to 13 of 33' and a page number '4'.

ID	Report Name	Updated Date	Status	Facility Name
350370	60.5420a(b) Annual Report	2020-03-18 06:26:33 pm	Under Development (Step 4)	
350369	ERT Performance Report	2020-03-18 06:21:29 pm	Under Development (Step 2)	
350368	60.5420a(b) Annual Report	2020-03-18 06:15:52 pm	Under Development (Step 2)	
350361	63.7550(h)(3) Compliance Report - (c)(3) Performance Testing option (Spreadsheet Template option)	2020-03-18 06:12:06 pm	Under Development (Step 4)	
350359	ERT Performance Report	2020-03-18 06:04:43 pm	Under Development (Step 2)	
350358	63.7550(h)(3) Compliance Report - (c)(3) Performance Testing option (Spreadsheet Template option)	2020-03-18 06:04:11 pm	Under Development (Step 3)	
349815	60.5420a(b) Annual Report	2020-03-03 03:51:57 pm	Under Development (Step 3)	

ID	Report Name	Updated Date	Status	Facility Name
342835	ERT Performance Report	2019-12-05 11:47:45 am	Pending Signature	AMAZON.COM
342829	Notification Report (Optional for Federal Reporting)	2019-12-05 09:18:05 am	Pending Signature	AMAZON.COM
341654	Notice of Compliance Status (Optional for Federal Reporting)	2019-12-04 09:20:34 am	Pending Signature	AMAZON.COM

Exhibit 10

Manage My Profile

The 'My Profile' panel (8) displays CDX registration information about the logged in user (Exhibit 11). Clicking the 'Manage My Profile' link redirects you to the CDX My Profile page where you may edit profile information such as email address, organization, etc.

My Profile [Manage My Profile](#)

Name	Role
Sandhya Paleti	Certifier
CDX User Name	Organization
SANDHYA.P	CGI
Email	
sandhya.paleti@cgifederal.com Edit Email	

Exhibit 11

My Resources

The 'My Resources' panel (10) provides links to useful resources to assist you in preparing and submitting reports through CEDRI (Exhibit 12). Selecting the links in 'My Resources' panel takes you to either pages within CEDRI or web pages on EPA's website where the tools or information are located. These resources contain helpful information regarding CEDRI procedures and FAQs.

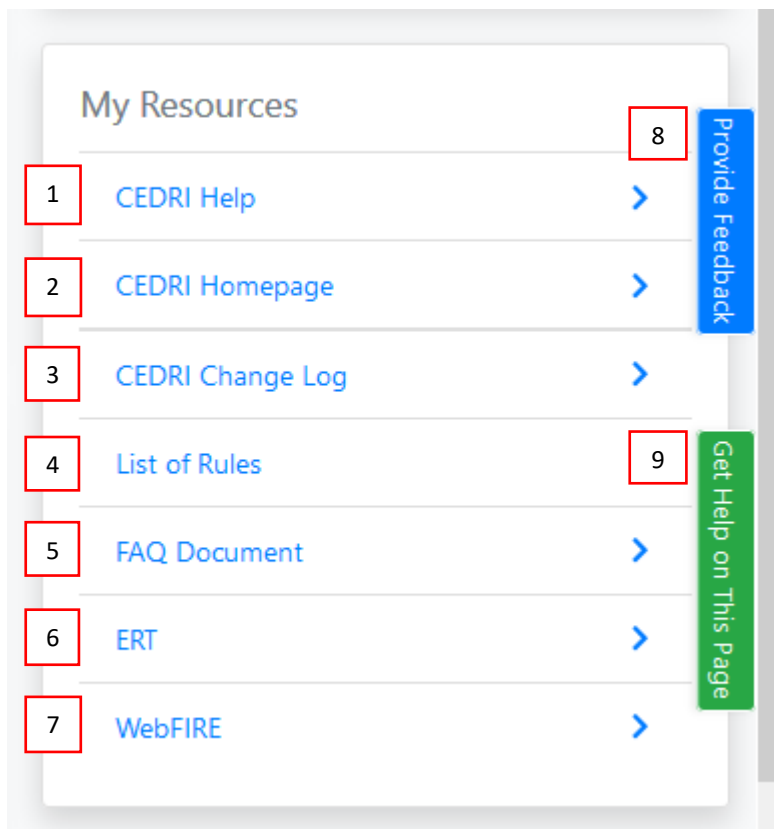


Exhibit 12

1. CEDRI Help	Links you to help pages, report templates, term glossary, and other web links available under 'My Resources'.
2. CEDRI Homepage	Links you to EPA's CEDRI Homepage , which contains CEDRI announcements, guidance, and submission statistics.
3. CEDRI Change Log	Links you to the CEDRI Change Log , which contains information about the latest CEDRI application releases.
4. List of Rules	Links you to the page, EPA Rules and Reports , which contains a comprehensive list of all rules and required reports available in CEDRI.
5. FAQ Document	Links you to a FAQ download containing the most frequently asked questions in CEDRI.
6. ERT	Links you to the page, EPA Electronic Reporting Tool , which contains guidance for using the tool and submitting reports.

7. WebFIRE	Links you to the page, EPA WebFIRE , which contains information about WebFIRE, which is EPA’s online emissions factor repository, retrieval, and development.
8. Provide Feedback	Opens a comment window where you may rate your experience and provide feedback for improving CEDRI.
9. Get Help on This Page	Links you to the Job Aides relevant to the page you are on and your role.

CEDRI Support

Selecting the ‘CEDRI Helpdesk Support’ (11) dropdown (Exhibit 13) exposes links to CEDRI helpdesk contact information (Exhibit 13).

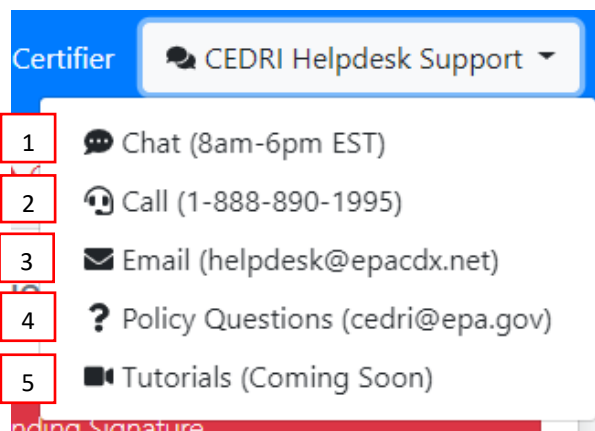


Exhibit 13

1. Chat	Once selected will start an active chat session with the CDX Helpdesk agent. Available 8am-6pm EST.
2. Call	CDX Helpdesk hotline for direct interaction with a Helpdesk agent. Available 8am-6pm EST.
3. Email	Prompts your email client to open a new email message to the CDX Helpdesk (helpdesk@epacdx.net). CDX Helpdesk will respond during normal business hours (8am-6pm EST).
4. Policy Questions	Prompts your email client to open a new email message to EPA’s CEDRI team where you will be able to address policy-related questions.
5. Tutorials	Links to an EPA web page containing tutorial videos relating to different CEDRI processes and procedures. Feature not yet implemented.

Returning to MyCEDRI Dashboard

A 'MyCEDRI' link (12) is included on each page of the application. The MyCEDRI link returns you to the MyCEDRI dashboard.

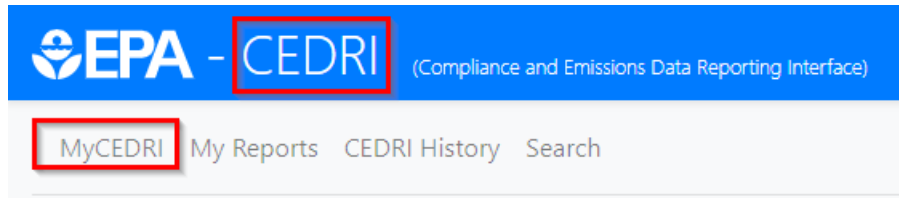


Exhibit 14