

e-GGRT Tutorial: Facility Registration

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Audience

- This tutorial applies to you if you will be registering a facility or supplier that is required to prepare an annual greenhouse gas report under EPA's Mandatory Greenhouse Gas Reporting Rule.
- If you are registering a CAMD Business System facility, please view the e-GGRT Tutorial on User Registration for CAMD Facility Representatives.

e-GGRT Login Page

To access the e-GGRT login page,
use your web browser to go to:

<https://ghgreporting.epa.gov>

[e-GRET Help](#)

Welcome to EPA's electronic Greenhouse Gas Reporting Tool

About e-GRET
EPA's Electronic Greenhouse Gas REporting Tool (e-GRET) supports facility and supplier reporting for the [Mandatory Reporting of Greenhouse Gases Rule](#). The rule requires electronic reporting of greenhouse gas (GHG) emissions from large sources and suppliers in the United States,
Additional information on [e-GRET](#)

Warning Notice
EPA's e-GRET Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement
EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)]Page 12010-12013]

e-GRET LOGIN
User name:
Password:
LOGIN

Forgot your [User name](#) or [Password](#)?

New e-GRET Users Must Register
New users must complete a one-time registration process. After establishing a user account you can register your facility.

NEW USER REGISTRATION


You are already registered if...

You have a CDX Account
If you have an existing CDX Web account, login above with your CDX Username and Password.

EPA Home | [Privacy and Security Notice](#) | [Contact Us](#) eGRET RY2010.4.6 | UA1-1

Please enter your e-GGRT user name and password and click LOGIN.

Hello, Mark Palmer | My Profile | Logout

 e-GRET Help

REGISTER A FACILITY

YOUR FACILITIES:

Facility or Supplier	Your Role
No Registered Facility	

ACCEPT AN INVITATION:

Responding to a Facility Invitation?
Paste the Invitation Code into the field below, then click 'GO'

GO

Management Task
[e-GRET HELP DESK](#)

After you log in, the e-GRRT home page will be displayed.

From here, click REGISTER A FACILITY.

7 e-GRET Help

[Printable Version of Registration Process \(PDF\)](#)
[General Provisions Infosheet](#)
[Applicability Tool](#)

About the One-time Facility/Supplier Registration Process

MUST YOUR FACILITY OR SUPPLIER REGISTER?

A Facility or Supplier must register if it is affected by EPA's Mandatory Greenhouse Gas Reporting Rule.

Applicability depends on the greenhouse gas (GHG) source categories located at the facility, the emission level and production capacity. See the **General Provisions Infosheet** for more information.

If you are uncertain, the **Applicability Tool** may help you assess whether your facility is required to report GHG emissions in e-GRET. Note that information tailored to Suppliers and other affected entities can also be found there.

Facility Setup, Steps 1 - 5
 Facility Setup should take 5 to 10 minutes and should be completed in one session, or you may lose the information entered.

Facility Registration Process

FACILITY or SUPPLIER SETUP

1	Search and Select	Search for your facility or supplier in e-GRET. What you'll need: Facility or supplier's name and address information.
2	Enter Facility Information	Complete a short company profile. What you'll need: Facility or supplier's name, street address, owners and/or operators.
3	Appoint the Designated Representative and Alternate Designated Representative	Appoint the facility or supplier's Designated Representative (DR), and optionally, an alternate (ADR). You can appoint people who are not yet e-GRET users but they'll need to complete e-GRET user registration. What you'll need: Representatives' Name, Phone Number, and E-mail
4	Setup Agents	Optionally, set up Agents for the DR and ADR. Each DR and ADR may delegate their authority within e-GRET to one or more Agents. What you'll need: Agents' name, phone number and e-mail
5	Confirm & Submit	Review the information entered and submit to EPA for registration review.

REGISTRATION VERIFICATION

EPA reviews each submitted registration to ensure that the claim to the facility or supplier is legitimate. After review is complete e-GRET will send an e-mail invitation to the DR appointed in step 3.

ACCEPT ROLES

6	Accept Appointment	After receiving the e-mail invitation from e-GRET, accept the appointment.
7	Sign the Certificate of Representation (COR)	Review and sign the COR, the agreement establishing the DR's authority to sign and submit annual GHG emissions reports to EPA.
8	Approve or Add Agents	Approve Agents set up in step 4 or add new Agents. E-GRET will send e-mail invitations to Agents.

SIGN the NOTICE of DELEGATION

9	Sign the Notice of Delegation (NOD)	After the Agent accepts the e-mail invitation sign the NOD, the agreement between the Representative and Agent establishing the delegation of authority.
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BEGIN REGISTRATION

e-GRET version 1.0 | FR1-2

This tutorial will guide you through Steps one through five of the facility setup process.

Next, click **BEGIN REGISTRATION**.

ABOUT REGISTRATION | **FACILITY SETUP** | VERIFICATION | ACCEPT ASSIGNMENTS | Hello, Elijah | My Profile | Logout

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

SEARCH FOR YOUR FACILITY

First, determine if your facility or supplier is already known to e-GRET.

- **IF you find your facility:** select it to begin registration. If it is "Claimed" you will be directed to the Help Desk.
- **IF you do not find your facility:** try different search terms, or Add a New Facility.

* denotes a required field

SEARCH BY NAME AND LOCATION

Facility or Supplier Name

Street Address

City

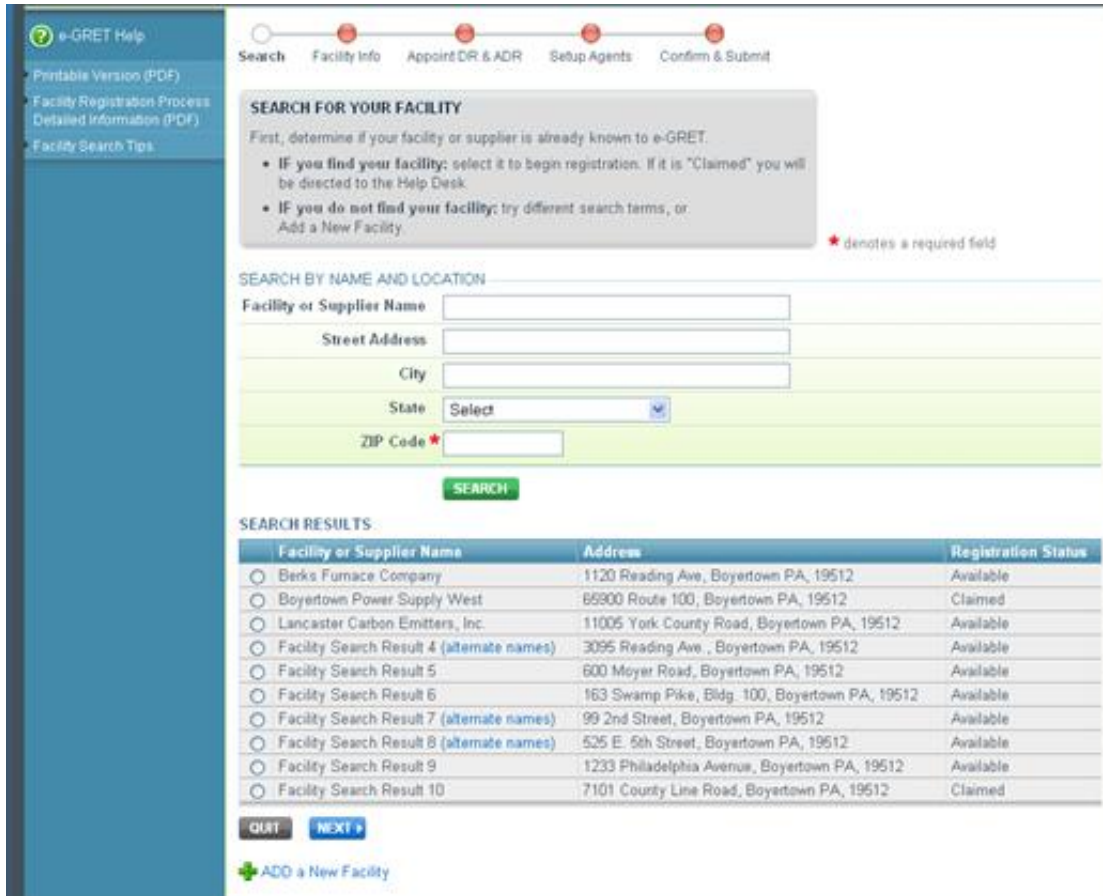
State

ZIP Code *

SEARCH

This page lets you search for your facility in the EPA registry.

To begin, enter the ZIP Code and click **SEARCH**.



SEARCH FOR YOUR FACILITY

First, determine if your facility or supplier is already known to e-GGRT.

- **IF you find your facility:** select it to begin registration. If it is "Claimed" you will be directed to the Help Desk.
- **IF you do not find your facility:** try different search terms, or Add a New Facility.

* denotes a required field

SEARCH BY NAME AND LOCATION

Facility or Supplier Name

Street Address

City

State

ZIP Code *

SEARCH

SEARCH RESULTS

Facility or Supplier Name	Address	Registration Status
<input type="radio"/> Berks Furnace Company	1120 Reading Ave, Boyertown PA, 19512	Available
<input type="radio"/> Boyertown Power Supply West	65900 Route 100, Boyertown PA, 19512	Claimed
<input type="radio"/> Lancaster Carbon Emitters, Inc.	11005 York County Road, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 4 (alternate names)	3095 Reading Ave., Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 5	600 Moyer Road, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 6	163 Swamp Pike, Bldg. 100, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 7 (alternate names)	99 2nd Street, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 8 (alternate names)	525 E. 5th Street, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 9	1233 Philadelphia Avenue, Boyertown PA, 19512	Available
<input type="radio"/> Facility Search Result 10	7101 County Line Road, Boyertown PA, 19512	Claimed

QUIT **NEXT >**

+ ADD a New Facility

The results of your search will be displayed as shown.

If someone else has already registered a facility in e-GGRT, the facility status will be shown as “Claimed”.

If this page shows that your facility is “Available”, click the radio button for your Facility to select it, then click NEXT.

If you do not find your facility within the search results, you may refine your search by updating the criteria and clicking Search.

For example, if two different ZIP Codes are assigned to your facility, you may try searching using the alternate ZIP Code.

If after searching you cannot find your facility, click “ADD a New Facility”.

If you believe your facility has been claimed incorrectly or if you need further assistance, please contact the e-GGRT Help Desk at GHGreporting@epa.gov or 1-877-444-1188 .

Hello, \$user.firstName \$user.lastName | My Profile | Logout

[e-GRET Help](#)

Search **Facility Info** Appoint DR & ADR Setup Agents Confirm & Submit

FACILITY INFORMATION

The information populated below, based upon your selection from the facility search, is from EPA's Facility Registration System (FRS). Note that changing the information here in e-GRET will not change it in any other EPA system.

ADDRESS INFORMATION

Facility Name *

Please enter the physical address of the reporting Facility.

Street Address *

City *

State *

ZIP Code *

OWNERS AND OPERATORS

Owner or Operator *

[+ ADD Another Owner or Operator](#)

[← BACK](#) [NEXT →](#)

Next, please list each owner or operator of your facility.

To add another owner or operator, click “Add Another Owner or Operator” and type in the name.

When you are finished, click NEXT.

ABOUT REGISTRATION | **FACILITY SETUP** | VERIFICATION | ACCEPT ROLES | help, Elijah | My Profile | Logout

Lancaster Carbon Emitters, Inc.

Search [✓] Facility Info [✓] **Appoint DR & ADR** [○] Setup Agents [✗] Confirm & Submit [✗]

WHO ARE THE DR AND ADR?

Each e-GRET facility is required to have 1 Designated Representative (DR). The DR will enter into an agreement called a Certification of Representation (COR) with the facility owners. The DR has the ability to enter and submit emissions data on behalf of the facility. Further, the DR will sign, and is ultimately responsible for the facility's annual emissions submissions to EPA. These responsibilities can be shared with an Alternate Designated Representative (ADR) and/or delegated to one or more Agents.

After your Facility Registration is verified, e-GRET will send an Emailed invitation to the DR and ADR with instructions on how to accept their role for this facility.

* denotes a required field

DESIGNATED REPRESENTATIVE (DR)

Who will be the DR for this Facility? I will be the DR. I want to appoint a DR.

First Name *

Last Name *

Middle Initial

Phone *

E-mail *

ALTERNATE DESIGNATED REPRESENTATIVE (ADR)

Who will be the ADR for this Facility? I will be the ADR. I want to appoint an ADR. There will be no ADR. (Note: ADRs can be appointed after registration)

First Name *

Last Name *

Middle Initial

Phone *

E-mail *

A Designated Representative (DR) is the person who will sign each annual report and certify under penalty of law that the report has been prepared in accordance with the requirements of the reporting rule.

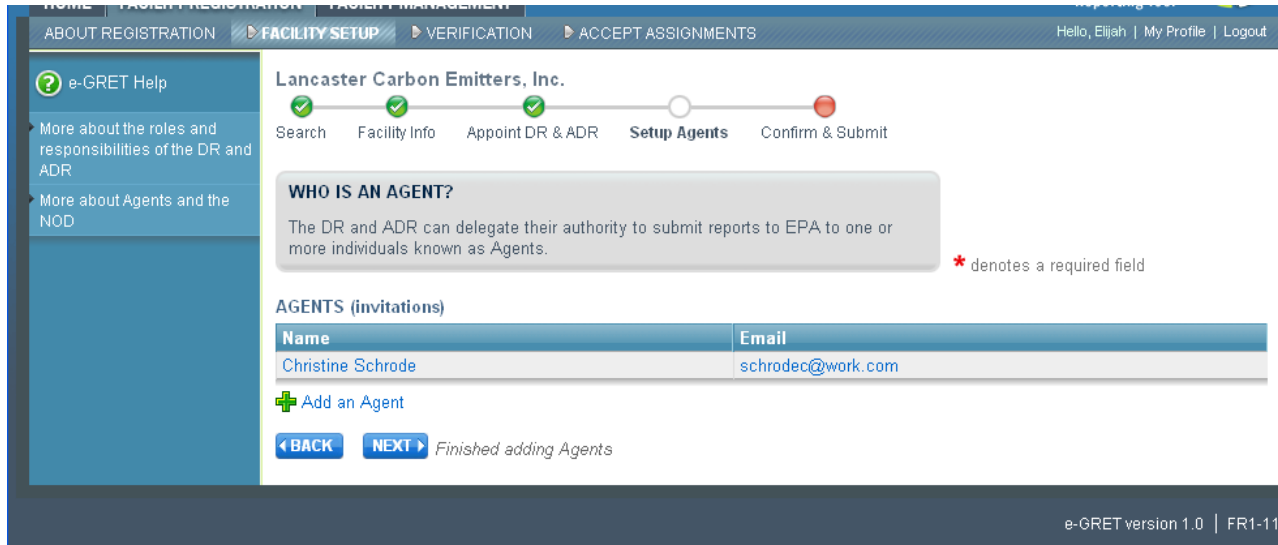
If desired, a DR may identify one Alternate Designated Representative (ADR) who is authorized to act on behalf of the DR.

E-GGRT allows you to identify yourself as the DR or ADR, or to identify other individuals for those roles.

If you are preparing confidential business information, please note that the ADR has the same ability to access, view, certify and submit all e-GGRT data for a facility or supplier as the DR.

On this page, we'll show you how to identify the DR or ADR for your facility or supplier. It is not necessary for those individuals to complete e-GGRT user registration before you appoint them. E-GGRT will use the information you provide to send an email inviting them to register with e-GGRT, and describing the additional steps required of them.

After making your selections and entering the representatives' name and contact information, click NEXT.



The screenshot shows the 'Setup Agents' step in the e-GGRT registration process for 'Lancaster Carbon Emitters, Inc.'. The progress bar indicates that 'Search', 'Facility Info', and 'Appoint DR & ADR' are completed, while 'Setup Agents' is the current step. A 'Confirm & Submit' step is also visible but not yet started. A help box titled 'WHO IS AN AGENT?' explains that DRs and ADRs can delegate authority to Agents. Below this, a table lists one agent: Christine Schrode with email schrodec@work.com. A '+ Add an Agent' button is present, and 'NEXT' is disabled with the text 'Finished adding Agents'. The footer shows 'e-GRET version 1.0 | FR1-11'.

ABOUT REGISTRATION | **FACILITY SETUP** | VERIFICATION | ACCEPT ASSIGNMENTS | Hello, Elijah | My Profile | Logout

Lancaster Carbon Emitters, Inc.

Search Facility Info Appoint DR & ADR **Setup Agents** Confirm & Submit

WHO IS AN AGENT?
The DR and ADR can delegate their authority to submit reports to EPA to one or more individuals known as Agents. * denotes a required field

AGENTS (invitations)

Name	Email
Christine Schrode	schrodec@work.com

+ Add an Agent

Finished adding Agents

e-GRET version 1.0 | FR1-11

The rule allows the use of an Agent, who may prepare and submit annual greenhouse gas reports on behalf of the DR or ADR.

If you are reporting confidential business information, please note that an Agent has the same ability to access, view, enter and submit all e-GGRT data on a facility or supplier as the DR.

You may identify Agents now or later.

To identify an Agent now, click “Add an Agent”.

AGENTS (invitations)

Name	Email
Christine Schrode	schrodec@work.com

AGENT APPOINTEE

First Name *

Last Name *

Phone *

E-mail *

SAVE

[← BACK](#) [NEXT →](#) *Finished adding Agents*

Please enter the Agent's name, phone and email address, then click SAVE.

E-GGRT will send this information to the DR or ADR for approval.

Once you are finished adding Agents, click NEXT.

ABOUT REGISTRATION | **FACILITY SETUP** | VERIFICATION | ACCEPT ASSIGNMENTS | Hello, Elijah | My Profile | Logout

Lancaster Carbon Emitters, Inc.

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

FACILITY REGISTRATION SUMMARY

FACILITY ADDRESS INFORMATION Lancaster Carbon Emitters, Inc. 11005 York County Road, Lancaster PA 19301	OWNERS AND OPERATORS Jacob Zern Fuel, Inc. Central Pennsylvania Power Company
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DESIGNATED REPRESENTATIVE
Jacob Zern
(571) 222-4401 | jacob@zernfuel.com

ALTERNATE DESIGNATED REPRESENTATIVE
Elijah Bailey
(571) 222-4403 | elijah@zernfuel.com

AGENTS
Christine Schrode
(610) 888-9900 | schrodec@work.com

Gary Williams
(610) 888-9911 | williams@work.com

Angela Forgione
(571) 222-4420 | forgione@zernfuel.com

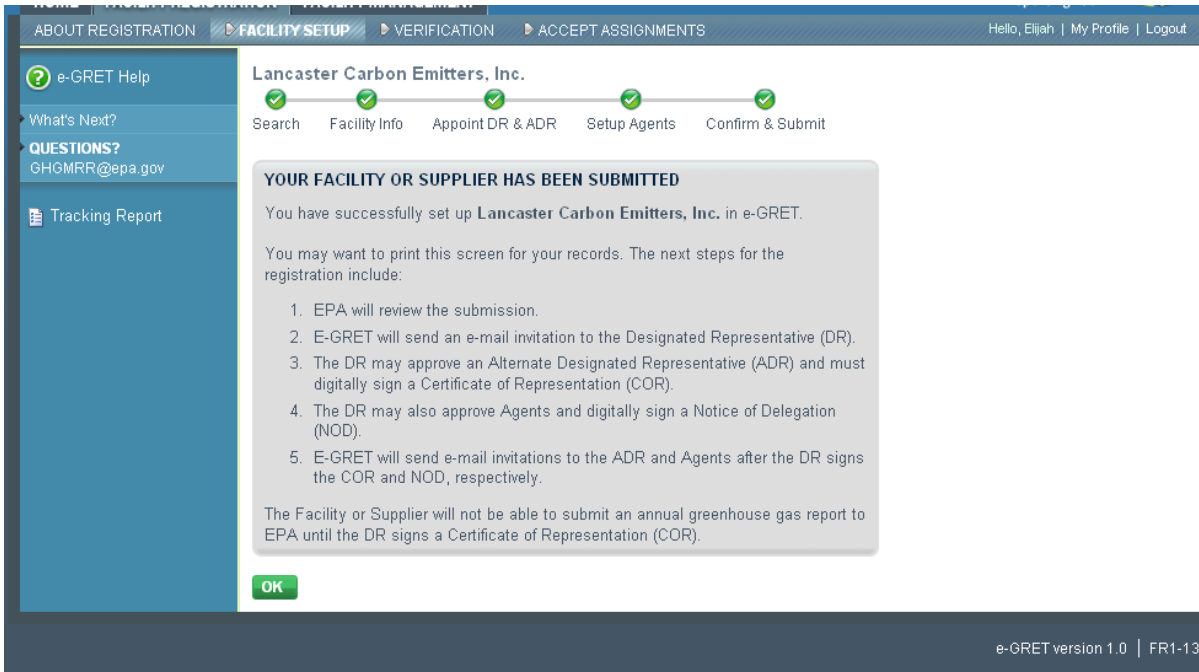
[← BACK](#) [SUBMIT REGISTRATION](#) [CANCEL](#)

e-GRET version 1.0 | FR1-12

This page summarizes the information you have provided so you can review it before submitting. Please review the information on this page for accuracy.

If you need to make changes, click **BACK** to make the changes.

If you are satisfied with the data you have entered, click **SUBMIT REGISTRATION**.



The screenshot shows the 'FACILITY SETUP' step completed for 'Lancaster Carbon Emitters, Inc.'. A progress bar at the top indicates five steps: Search, Facility Info, Appoint DR & ADR, Setup Agents, and Confirm & Submit, all marked with green checkmarks. The main content area displays a confirmation message: 'YOUR FACILITY OR SUPPLIER HAS BEEN SUBMITTED'. Below this, it states 'You have successfully set up Lancaster Carbon Emitters, Inc. in e-GGRT.' and provides a list of next steps for the registration process. An 'OK' button is visible at the bottom left of the confirmation box. The footer of the page reads 'e-GGRT version 1.0 | FR1-13'.

ABOUT REGISTRATION | **FACILITY SETUP** | VERIFICATION | ACCEPT ASSIGNMENTS | Hello, Elijah | My Profile | Logout

e-GRET Help

What's Next?

QUESTIONS?
GHGMRR@epa.gov

Tracking Report

Lancaster Carbon Emitters, Inc.

Search Facility Info Appoint DR & ADR Setup Agents Confirm & Submit

YOUR FACILITY OR SUPPLIER HAS BEEN SUBMITTED

You have successfully set up **Lancaster Carbon Emitters, Inc.** in e-GGRT.

You may want to print this screen for your records. The next steps for the registration include:

1. EPA will review the submission.
2. E-GRET will send an e-mail invitation to the Designated Representative (DR).
3. The DR may approve an Alternate Designated Representative (ADR) and must digitally sign a Certificate of Representation (COR).
4. The DR may also approve Agents and digitally sign a Notice of Delegation (NOD).
5. E-GRET will send e-mail invitations to the ADR and Agents after the DR signs the COR and NOD, respectively.

The Facility or Supplier will not be able to submit an annual greenhouse gas report to EPA until the DR signs a Certificate of Representation (COR).

OK

e-GGRT version 1.0 | FR1-13

If you wish, you may print a copy of this page for your records.

Congratulations. You have registered your facility or supplier in e-GGRT.

EPA reviews all appointments. After EPA approves an appointment, e-GGRT will send the DR or ADR an email invitation to accept this appointment.

Please note that, in addition to registration in e-GGRT, a valid Certificate of Representation must be electronically signed and submitted by the appointed DR (and, if applicable, the ADR) at least 60 days before the annual reporting deadline.

The remaining steps of the process are covered in the e-GGRT Tutorial on Registering as a DR, ADR or Agent

Click OK to continue.

Hello, Elijah | My Profile | Logout

[e-GRET Help](#)

ACTION REQUIRED:

Action	Facility or Supplier
Sign Notice of Delegation	Gilbertsville Electric
Sign Notice of Delegation	Gilbertsville Electric

FACILITIES PENDING REGISTRATION:

Facility or Supplier	Your Role	Registration Status
Lancaster Carbon Emitters, Inc.	Registrar	Pending

[REGISTER A FACILITY](#)

YOUR FACILITIES:

Facility or Supplier	Your Role
Gilbertsville Electric	DR
Montgo Power Supply West	ADR
Mega Methane Producers	Agent

ACCEPT AN INVITATION:

Responding to a Facility Invitation?
Paste the Invitation Code into the field below, then click 'GO'

[GO](#)

e-GRET Announcements

November 10, 2010

Bolded short announcement title
Vestibulum vel aliquam elit. Nulla quis mauris urna, sed tristique diam. Praesent tempor diam id odio adipiscing et porttitor est interdum. Phasellus at dapibus elit. Vestibulum quis risus lectus, sed bibendum nunc. Vestibulum sed orci metus, et laoreet erat. Integer blandit nulla quis diam tincidunt eleifend.

October 19, 2010

Pellentesque sed nisl vitae
Eros malesuada porta sed tincidunt nulla. Quisque eget lacus velit, id elementum dolor. Integer metus libero, eleifend sed imperdiet vel, fringilla a erat.

e-GRET version 1.0 | e-GRET Home

After you complete the setup, the facility or supplier will be displayed on your e-GGRT home page under the section titled “FACILITIES PENDING REGISTRATION” until the DR accepts the appointment.

Conclusion

- Key Points
 - Before you start, be sure you have:
 - Facility name and physical address
 - Names of facility owner or operator
 - You may also want to have:
 - Name, email address, and phone number for each DR, ADR, and Agent
 - DR and ADR will need to complete e-GGRT user registration before accepting the appointment
- Questions? Contact the e-GGRT Help Desk
 - GHGreporting@epa.gov
 - 1-877-444-1188