

e-GGRT Tutorial: Registering as a Designated Representative (DR), Alternate Designated Representative (ADR), or Agent

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Audience

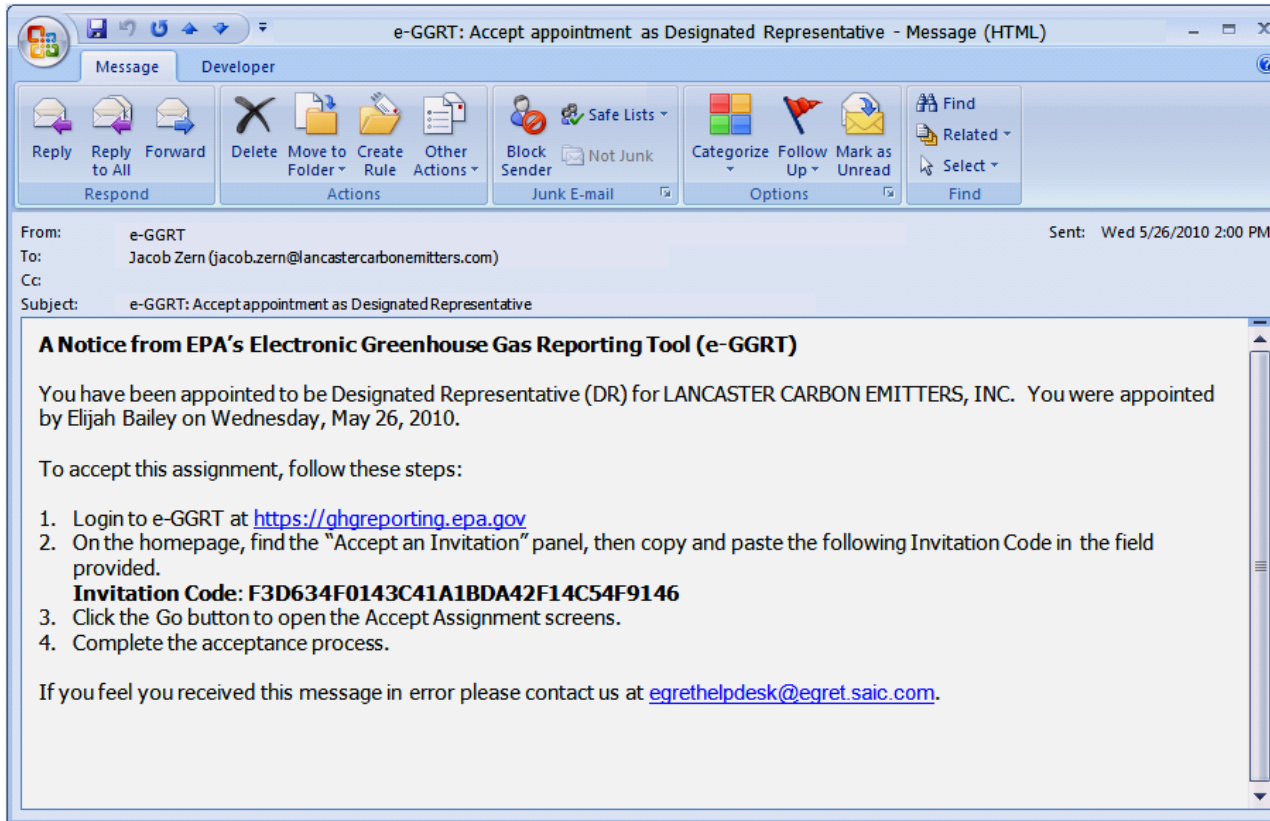
- This tutorial applies to you if you will be a DR, ADR or Agent for a facility or supplier that is subject to the Mandatory Greenhouse Gas Reporting Rule.
- In the Facility Setup tutorial, we showed you how to use e-GGRT to appoint these individuals. In this tutorial, we will demonstrate how these individuals accept these appointments.

Part 1. Accepting a DR/ADR Appointment

Part 2. Accepting an Agent Appointment

Part 3. Approving an Agent Appointment

In Part 1 of this tutorial, we will explain how to accept an appointment to become a DR or an ADR. We will demonstrate the process used by a DR, but the process used by an ADR is essentially the same.



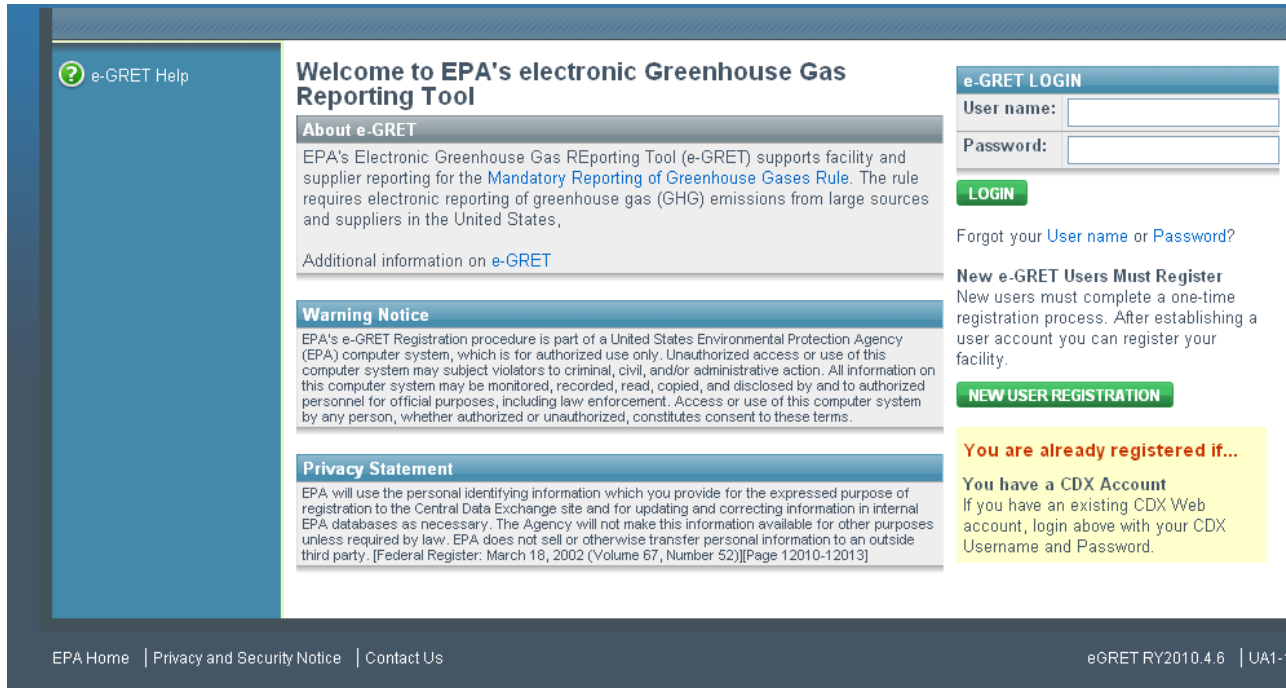
Before e-GGRT sends out an invitation, you or someone else must register your facility or supplier in e-GGRT and identify you as the DR by providing your name, phone number, and email address.

After EPA has reviewed this information, e-GGRT will send you an email invitation containing an invitation code.

e-GGRT Login Page

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

<https://ghgreporting.epa.gov>



The screenshot shows the EPA's electronic Greenhouse Gas Reporting Tool (e-GRET) login page. On the left is a navigation menu with 'e-GRET Help'. The main content area is titled 'Welcome to EPA's electronic Greenhouse Gas Reporting Tool' and contains three sections: 'About e-GRET', 'Warning Notice', and 'Privacy Statement'. The 'About e-GRET' section explains that the tool supports facility and supplier reporting for the Mandatory Reporting of Greenhouse Gases Rule. The 'Warning Notice' section states that the system is for authorized use only and that unauthorized access may be monitored. The 'Privacy Statement' section notes that EPA will use personal identifying information for registration and reporting purposes. On the right side of the page, there is an 'e-GRET LOGIN' section with input fields for 'User name:' and 'Password:', a 'LOGIN' button, and a link for 'Forgot your User name or Password?'. Below the login section is a 'NEW USER REGISTRATION' button. A yellow callout box contains the text: '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.'

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

If you do not have an e-GGRT user id and password, you will need to register with e-GGRT first. Please refer to the e-GGRT User Registration Tutorial for more information.

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](#)

e-GRET Announcements

2010-04-27
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.

2010-04-27
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.

2010-04-04
Test Announcement from Chris
Hello.

2010-05-06
NEWEST ANNOUNCEMENT
This is a test of the SAIC test team. Please be advised that testing is underway and this message should no longer exist after MAY 7th, 2010.

After you log into e-GGRT, copy the Invitation Code from the email invitation you received into the box on the home page titled “ACCEPT AN INVITATION” and click GO.

POTOMAC RIVER GENERATING STN

Confirm Sign COR Approve Agents

ARE YOU THE DESIGNATED REPRESENTATIVE?

EPA requires each Facility and Supplier to have one, and only one, Designated Representative (DR) to certify submissions. The DR may choose an Alternate Designated Representative (ADR) and may delegate authority to one or more Agents to submit reports.

If you accept the role, you will digitally sign and submit a Certificate of Representation (COR) in the screens that follow.

denotes a required field

You have been identified by John Connors as the Designated Representative (DR) for:

POTOMAC RIVER GENERATING STN
1400 NORTH ROYAL STREET
ALEXANDRIA VA, 22314

Do you accept this appointment? Yes No

If you do not accept, please explain

John Connors suggested the following person as your Alternate Designated Representative for this facility:

Chris French:
7036764701
frenchch@saic.com

Do you confirm the ADR appointment? Yes No — change the ADR appointment
(note, this option only applies when an ADR was appointed) No — do NOT appoint an ADR at this time

ADR APPOINTMENT

First Name *

Last Name *

Middle Initial

Phone *

E-mail *

Use this page to accept your appointment as DR.

On this page e-GGRT will also display the ADR who was identified during facility registration. You can confirm this appointment or identify someone else to serve in this role.

Click NEXT to continue.

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, John Connors | My Profile | Logout

[e-GRET Help](#)

POTOMAC RIVER GENERATING STN

Confirm
 Sign COR
 Approve Agents

YOUR ELECTRONIC SIGNATURE

Your electronic signature is required on the Certificate of Representation (COR). Please enter your password and answer your challenge question. denotes a required field

Certificate of Representation

— FACILITY OR SUPPLIER INFORMATION —

Facility or Supplier Name	POTOMAC RIVER GENERATING STN
Address	1400 NORTH ROYAL STREET ALEXANDRIA VA, 22314
Owners and Operators	Chris French EDIT Facility Information

— REPRESENTATIVE INFORMATION —

Designated Representative	John Connors 8301 Greensboro Drive McLean VA, 22102 7036764701 connorsj@saic.com
Alternate Designated Representative (appointed)	Chris French 7036764701 frenchch@saic.com

— CERTIFICATION STATEMENTS —

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative', as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

— PASSWORD —

Password*

Next, e-GGRT displays the Certificate of Representation for your facility or supplier.

Please review the information on this page to make sure it is accurate.

If you want to change the name of the ADR, click BACK to make the change.

If you would like to edit facility information before signing, click the link that says "Edit Facility Information".

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, Jacob | My Profile | Logout

Lancaster Carbon Emitters, Inc.

Confirm Sign COR Approve Agents

EDIT FACILITY OR SUPPLIER INFORMATION

You can edit the Facility or Supplier information on the Certificate of Representation (COR). Changes made here will update the Facility or Supplier profile. * denotes a required field

FACILITY INFORMATION

Facility or SupplierName * Lancaster Carbon Emitters, Inc.

Street Address * 11005 York County Road

City * Lancaster

State * Pennsylvania

ZIP Code * 19301

OWNERS AND OPERATORS

Owner or Operator * Jacob Zern Fuel, Inc.

Owner or Operator Central Pennsylvania Power Company ✘

+ ADD Another Owner or Operator

CANCEL **SAVE**

e-GRET version 1.0 | FR3-12

Here you can edit the information about your facility or supplier and provide names of owners and operators. You can also change this information later if needed.

When you are finished, click **SAVE** to continue.

[e-GRET Help](#)

POTOMAC RIVER GENERATING STN

Confirm
 Sign COR
 Approve Agents

YOUR ELECTRONIC SIGNATURE

Your electronic signature is required on the Certificate of Representation (COR). Please enter your password and answer your challenge question.

denotes a required field

Certificate of Representation

- FACILITY OR SUPPLIER INFORMATION -

Facility or Supplier Name	POTOMAC RIVER GENERATING STN
Address	1400 NORTH ROYAL STREET ALEXANDRIA VA, 22314
Owners and Operators	Chris French EDIT Facility Information

- REPRESENTATIVE INFORMATION -

Designated Representative	John Connors 8301 Greensboro Drive McLean VA, 22102 7036764701 connorsj@saic.com
Alternate Designated Representative (appointed)	Chris French 7036764701 frenchch@saic.com

- CERTIFICATION STATEMENTS -

I certify that I was selected as the designated representative or alternate designated representative, as applicable, by an agreement binding on the owners and operators of the facility or supplier, as applicable.

I certify that I have all the necessary authority to carry out my duties and responsibilities under 40 CFR part 98 on behalf of the owners and operators of the facility or supplier, as applicable, and that each such owner and operator shall be fully bound by my representations, actions, inactions, or submissions.

I certify that the owners and operators of the facility or supplier, as applicable, shall be bound by any order issued to me by the Administrator or a court regarding the facility or supplier.

If there are multiple owners and operators of the facility or supplier, as applicable, I certify that I have given a written notice of my selection as the 'designated representative' or 'alternate designated representative', as applicable, and of the agreement by which I was selected to each owner and operator of the facility or supplier.

- PASSWORD -

Password*

- CHALLENGE QUESTION -

What is the first and middle* name of your oldest sibling? [Submit Question](#)

[← BACK](#)

Please read carefully each statement in the Certificate of Representation before signing.

To sign, please enter your e-GGRT password and click Submit.

Next, e-GGRT will display one of the five challenge questions associated with your user account. To complete the signature you must correctly answer the challenge question and click "Submit" .

If you have completed and submitted the Certificate of Representation in this step as the ADR and not the DR, please note that the Certificate of Representation will not be considered complete until it has been signed and submitted by the Designated Representative. A complete, signed and submitted Certificate of Representation must be electronically submitted to EPA at least 60 days before the reporting deadline.

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, Jacob | My Profile | Logout

Lancaster Carbon Emitters, Inc.

Confirm Sign COR **Approve Agents**

WHAT IS AN AGENT?

You can delegate your authority to submit reports to EPA to one or more individuals known as Agents. The persons below were suggested for this Facility or Supplier during registration.

e-GRET will send e-mail invitations to the Agents that you select.

Note: You may add, edit, or delete Agents at a later date using e-GRET Facility Management tools. * denotes a required field

SUGGESTED AGENTS

Approve	Name	Phone	Email
<input type="checkbox"/>	Christine Schrode	(610) 888-9900	schrodec@work.com
<input type="checkbox"/>	Gary Williams	(610) 888-9911	williamsg@work.com
<input type="checkbox"/>	Angela Forgione	(571) 222-4420	forgione@zernfuel.com

[+ Add an Agent](#)

NEXT ▶

e-GRET version 1.0 | FR3-10

Next, e-GGRT will provide a list of potential Agents that were identified during facility registration.

To select an Agent for approval, click the checkbox next to the Agent's name and click NEXT.

If no Agents have been identified yet, you can add an Agent now. You may also add agents later.

If you wish to add an Agent, click the link labeled "Add an Agent".

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, John Connors | My Profile | Logout

POTOMAC RIVER GENERATING STN

Confirm Sign COR Approve Agents

WHAT IS AN AGENT?

You can delegate your authority to submit reports to EPA to one or more individuals known as Agents. The persons below were suggested for this Facility or Supplier during registration.

e-GRET will send e-mail invitations to the Agents that you select.

Note: You may add, edit, or delete Agents at a later date using e-GRET Facility Management tools.

denotes a required field

	Name	Phone	Email	Status
<input type="checkbox"/>	Tony Valinote	7036764701	valinotea@saic.com	Suggested

- AGENT APPOINTEE

First Name*

Last Name*

Phone*

E-mail*

eGRET RY2010.5.10 | FR3-10

Enter the Agent's name, phone number and email address, and then click SAVE.

E-GGRT will send this information to EPA for approval, then notify each Agent. After the Agent accepts, the DR signs a Notice of Delegation to complete the process.

Once you are finished adding Agents, click NEXT.

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, Jacob | My Profile | Logout


e-GRET Help
What's Next?
QUESTIONS?
GHGMRR@epa.gov
Tracking Report

Lancaster Carbon Emitters, Inc.
Confirm Sign COR Approve Agents

FACILITY OR SUPPLIER REGISTRATION
You may want to print this screen for your records.

You have submitted a Certificate of Representation (COR) to become the Designated Representative (DR) of **Lancaster Carbon Emitters, Inc.**, 123 1st Avenue North, Wilmington, DE 55555. If you have appointed an Alternate Designated Representative (ADR) that person must sign the COR to make it complete.

e-GRET will send e-mail invitations to any ADR or Agent you have appointed.

 [Your Certificate of Representation](#)

OK

e-GRET version 1.0 | FR3-11

Now that you have signed and submitted a Certificate of Representation to become the DR for your facility, e-GGRT will allow you to prepare and submit greenhouse gas reports for the facility.

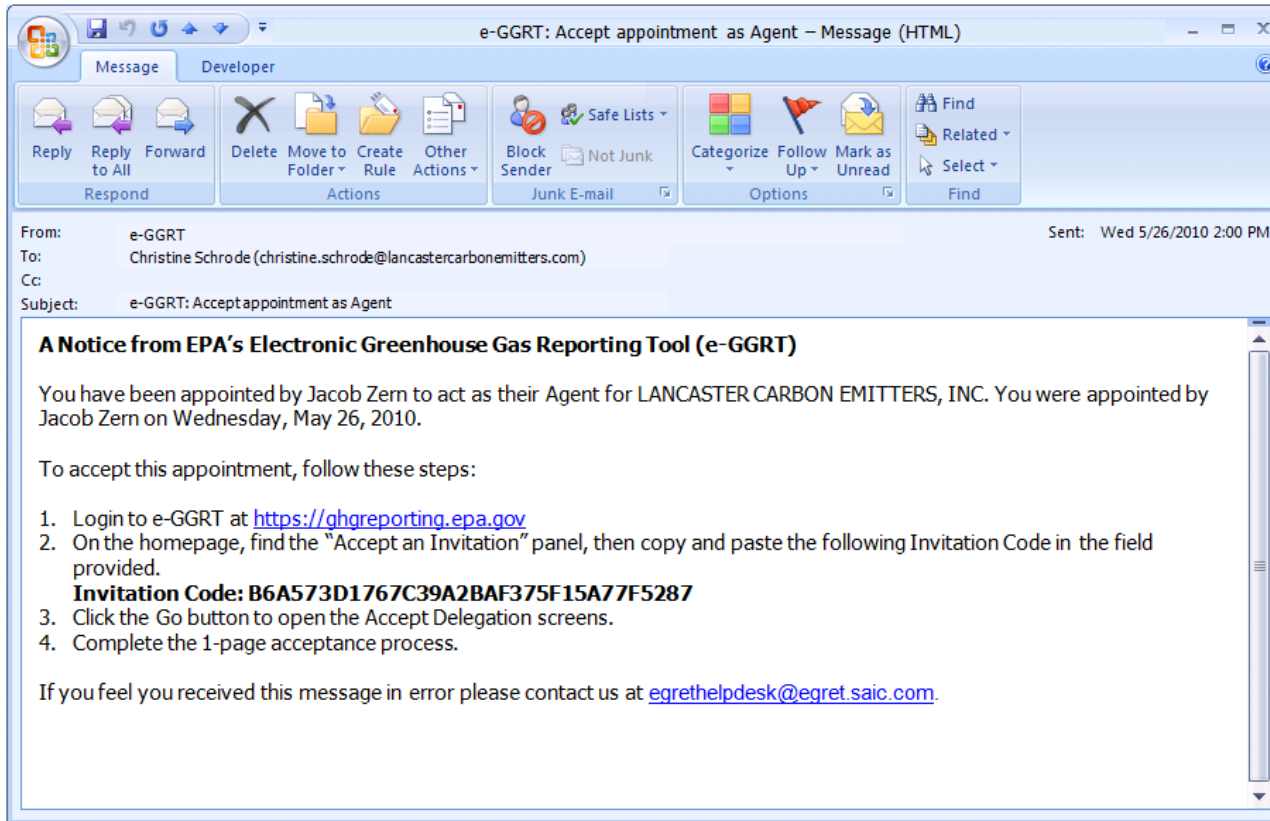
If you wish, you may print a copy of this page for your records.

Part 1. Accepting a DR/ADR Appointment

Part 2. Accepting an Agent Appointment

Part 3. Approving an Agent Appointment

In Part 2 of this tutorial, we will show you how to accept the appointment to become an Agent for a facility.



After a DR or ADR appoints you as an Agent for a facility, EPA will review the appointment. After EPA approves the appointment, e-GGRT will send you an email invitation containing an invitation code.

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'

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

e-GRET Announcements

2010-04-27
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.

2010-04-27
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.

2010-04-04
Test Announcement from Chris
Hello.

2010-05-06
NEWEST ANNOUNCEMENT
This is a test of the SAIC test team. Please be advised that testing is underway and this message should no longer exist after MAY 7th, 2010.

You will need a valid e-GGRT user id and password to accept the invitation. If you do not have one you must register with e-GGRT first.

After you log into e-GGRT, copy the Invitation Code into the box on the home page titled "ACCEPT AN INVITATION" and click GO.

FACILITY OR SUPPLIER INFO **REPS AND AGENTS** UNITS OTHER Hello, Tina | My Profile | Logout

[e-GRET Help](#)
[Overview of Agent duties and responsibilities \(PDF\)](#)
[40 CRR part 98 \(PDF\)](#)

Lancaster Carbon Emitters, Inc.

Accept

ARE YOU AN AGENT?
A Facility Designated Representative (DR), or Alternate Designated Representative (ADR) may choose may delegate authority to one or more Agents to submit reports. * denotes a required field

You have been appointed by Jacob Zern to be his or her **Agent** for:

Lancaster Carbon Emitters, Inc.
11005 York County Road
Lancaster PA 19301

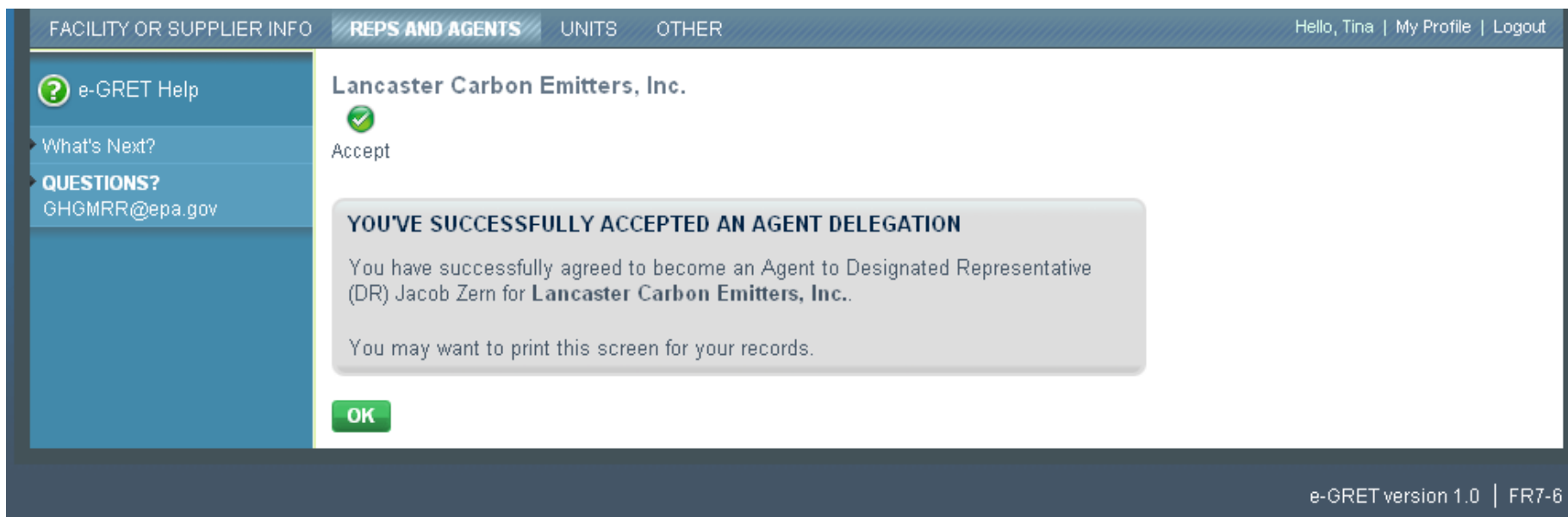
Do you accept this *
delegation? Yes
 No

If you do not accept,
please explain

NEXT >

e-GRET version 1.0 | FR7-4

Here you can accept the invitation, then click NEXT to continue.



The screenshot shows the e-GGRT interface with a navigation bar at the top containing 'FACILITY OR SUPPLIER INFO', 'REPS AND AGENTS', 'UNITS', and 'OTHER'. The user is logged in as 'Hello, Tina' with links for 'My Profile' and 'Logout'. A left sidebar contains 'e-GRET Help', 'What's Next?', and 'QUESTIONS? GHGMRR@epa.gov'. The main content area displays 'Lancaster Carbon Emitters, Inc.' with a green checkmark and the text 'Accept'. A grey message box states: 'YOU'VE SUCCESSFULLY ACCEPTED AN AGENT DELEGATION. You have successfully agreed to become an Agent to Designated Representative (DR) Jacob Zern for Lancaster Carbon Emitters, Inc.. You may want to print this screen for your records.' A green 'OK' button is at the bottom of the message box. The footer indicates 'e-GRET version 1.0 | FR7-6'.

Now that you have accepted your invitation to be an Agent, you can access facility data stored in e-GGRT. However, you will not be able to submit and sign on behalf of the DR until he or she signs a Notice of Delegation

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

Part 1. Accepting a DR/ADR Appointment

Part 2. Accepting an Agent Appointment


Part 3. Approving an Agent Appointment

In Part 3 of this tutorial, we will explain how to approve an Agent appointment.

Hello, John Connors | My Profile | Logout

 e-GRET Help

- ▶ Science
- ▶ Google
- ▶ Laws
- ▶ Help Home Page
- ▶ MRR RSS Feed

 **ACTION REQUIRED:**

Action	Facility or Supplier
Sign Notice of Delegation	POTOMAC RIVER GENERATING STN

[REGISTER A FACILITY](#)

YOUR FACILITIES:

Facility or Supplier	Your Role
POTOMAC RIVER GENERATING STN	DR

 **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](#)

e-GRET Announcements

2010-07-17

e-GRET is now e-GGRT!
Its the announcement we've all been waiting for! The Electronic Greenhouse Gas Reporting Tool will now be known as e-GGRT.

2010-04-27

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.

eGGRET RY2010.5.10 | UA1-2

After the Agent accepts the invitation, e-GGRT sends the DR or ADR an email notification that the Notice of Delegation is ready for signature.

To sign the Notice of Delegation, log into e-GGRT and click the link labeled "Sign Notice of Delegation" that appears on your home page.

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, John Connors | My Profile | Logout

POTOMAC RIVER GENERATING STN

Sign NOD

Notice of Delegation

Applicable Facility or Supplier	POTOMAC RIVER GENERATING STN
Designated Representative (DR)	John Connors 8301 Greensboro Drive McLean VA, 22102 7036764701 connorsj@saic.com
Agent	John Connors 8301 Greensboro Drive McLean VA, 22102 7036764701 connorsj@saic.com
DR Signature Date	2010-07-28

- CERTIFICATION STATEMENTS -

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation and of a type listed, and for a facility or supplier designated, for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as applicable, and before this notice of delegation is superseded by another notice of delegation under Å§ 98.4(m)(3) shall be deemed to be an electronic submission certified, signed, and submitted by me.

Until this notice of delegation is superseded by a later signed notice of delegation under Å§ 98.4(m)(3), I agree to maintain an e-mail account and to notify the Administrator immediately of any change in my e-mail address unless all delegation of authority by me under Å§ 98.4(m) is terminated.

- PASSWORD -

Password*

eGGRET RY2010.5.10 | UA1-2

Review this information to make sure it is correct.

Before signing, please be aware that once you give an Agent access to your facility data in e-GGRT, the Agent can see all data for that facility including Confidential Business Information or CBI.

To sign the Notice of Delegation, you must enter your password and click Submit.

Please insert WARNING language here (before “To sign” about Agent having the same power to see CBI as other representatives.

ABOUT REGISTRATION | FACILITY SETUP | VERIFICATION | **ACCEPT ASSIGNMENT** | Hello, John Connors | My Profile | Logout

e-GRET Help

- Science
- Google
- Laws
- Help Home Page
- MRR RSS Feed

POTOMAC RIVER GENERATING STN

Sign NOD

Notice of Delegation

Applicable Facility or Supplier	POTOMAC RIVER GENERATING STN
Designated Representative (DR)	John Connors 8301 Greensboro Drive McLean VA, 22102 7036764701 connorsj@saic.com
Agent	John Connors 8301 Greensboro Drive McLeean VA, 22102 7036764701 connorsj@saic.com
DR Signature Date	2010-07-28

- CERTIFICATION STATEMENTS -

I agree that any electronic submission to the Administrator that is by an agent identified in this notice of delegation and of a type listed, and for a facility or supplier designated, for such agent in this notice of delegation and that is made when I am a designated representative or alternate designated representative, as applicable, and before this notice of delegation is superseded by another notice of delegation under 40 CFR 98.4(m)(3) shall be deemed to be an electronic submission certified, signed, and submitted by me.

Until this notice of delegation is superseded by a later signed notice of delegation under 40 CFR 98.4(m)(3), I agree to maintain an e-mail account and to notify the Administrator immediately of any change in my e-mail address unless all delegation of authority by me under 40 CFR 98.4(m) is terminated.

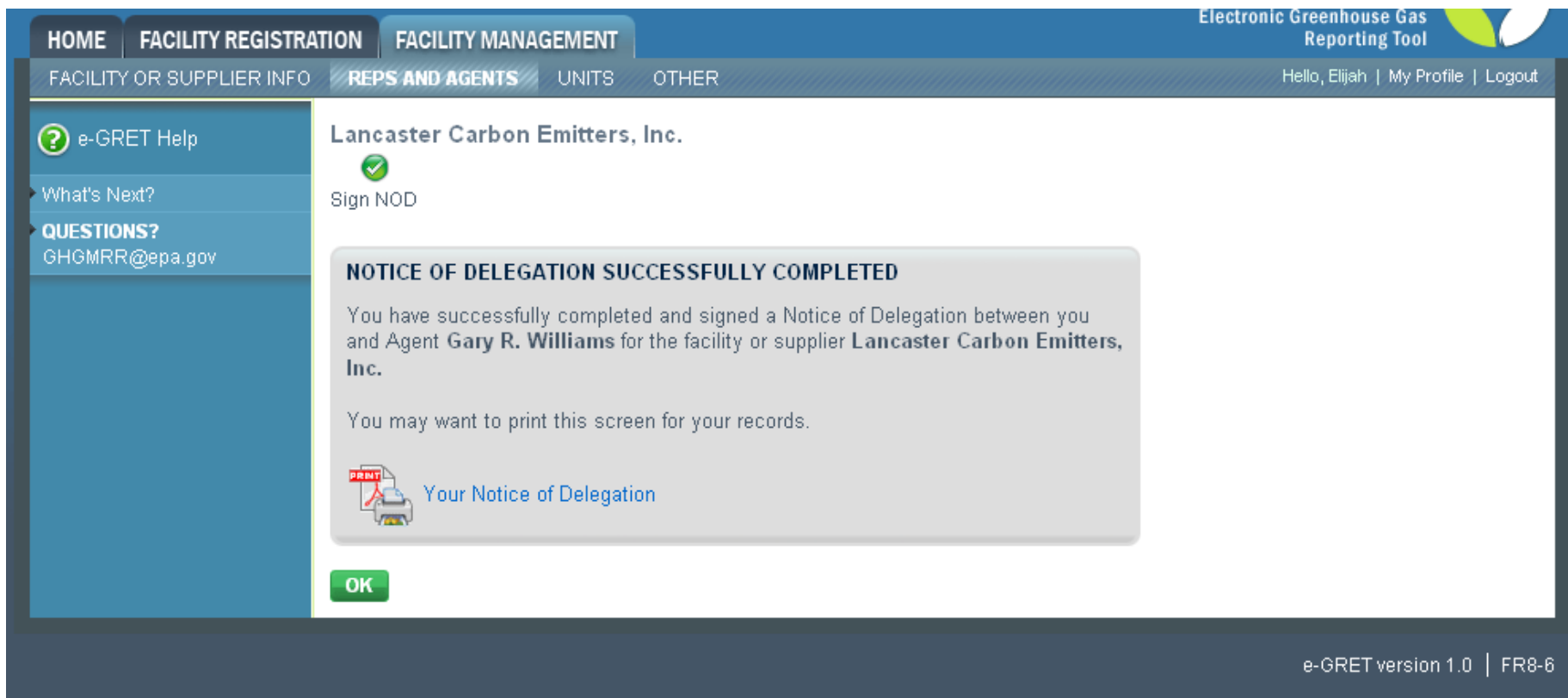
- PASSWORD -

Password*

- CHALLENGE QUESTION -

What is your favorite pet's name?

Next, e-GGRT will display one of the five challenge questions associated with your user account. To complete the signature you must correctly answer the challenge question and click "Submit".



The screenshot shows the e-GGRT interface with the following elements:

- Navigation Bar:** HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT (selected), FACILITY OR SUPPLIER INFO, REPS AND AGENTS (selected), UNITS, OTHER.
- User Info:** Hello, Elijah | My Profile | Logout
- Left Sidebar:** e-GRET Help, What's Next?, QUESTIONS? GHGMRR@epa.gov
- Main Content Area:**
 - Facility Name: Lancaster Carbon Emitters, Inc. (with a green checkmark icon)
 - Action: Sign NOD
 - NOTICE OF DELEGATION SUCCESSFULLY COMPLETED**
 - Text: You have successfully completed and signed a Notice of Delegation between you and Agent **Gary R. Williams** for the facility or supplier **Lancaster Carbon Emitters, Inc.**
 - Text: You may want to print this screen for your records.
 - Print Icon: A printer icon with a red "PRINT" label.
 - Text: [Your Notice of Delegation](#)
 - OK Button: A green button labeled "OK".
- Footer:** e-GRET version 1.0 | FR8-6

Now that you have signed the Notice of Delegation for the Agent, that individual will be able to submit and sign annual emission reports for your facility once those features are implemented in e-GGRT, which is planned in early 2011.

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

Conclusion

- Key Points
 - Before a DR, ADR or Agent can view facility data, he/she must accept his/her invitation.
 - Before a DR or ADR can submit an emissions report, he or she must sign a Certificate of Representation for the facility.
 - Before an Agent to submit a facility report, the DR or ADR must sign a Notice of Delegation.
- Questions? Contact the e-GGRT Help Desk
 - GHGreporting@epa.gov
 - 1-877-444-1188