

# Pending Appointment Status Information

To view the status of one or more pending Agents, select the "Pending (Click for details)" link below an Agent's name on the Facility Summary page.

If the Agent's appointment is under review by EPA, the invitation information will be displayed along with an option to revoke the invitation.

>> *Click this link to expand*

The screenshot shows the EPA e-GGRT interface. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, DATA REPORTING, EPA REPORTS, and HELP DESK. The user is logged in as Matt Foley. The main content area is titled 'M. Foley Corporation' and 'Facility Summary » Pending Appointment'. A message box states: 'Pending DR, ADR, or Agent Appointment. This screen contains information on an Appointee.' Below this is the 'INVITATION INFORMATION' section, which includes a table with the following details:

Role	Agent to Designated Representative
Appointee	Dwight Schrute
Appointee Email	dschrute@dunder.com
Appointed By	Matt Foley
Status Details	Pending: EPA is currently reviewing this appointment. After review, the appointee will be emailed an invitation containing a 1-time acceptance code for them to use.


Below the table is the 'PENDING INVITATION OPTIONS' section, which includes a 'Revoke Invitation' link and a description: 'You can revoke the invitation/appointment for this agent.' A 'Revoke Invitation' button is also present.

This screenshot is similar to the one above, but the 'INVITATION INFORMATION' section is expanded to show more details. The table now includes a 'Status Details' row with the following text: 'Pending: EPA is currently reviewing this appointment. After review, the appointee will be emailed an invitation containing a 1-time acceptance code for them to use.' The 'PENDING INVITATION OPTIONS' section remains the same, with the 'Revoke Invitation' link and button.


If the Agent's appointment has been approved by EPA, but the Agent has not yet accepted the invitation, the invitation information will be displayed along with the following options:

- Edit and Resubmit Invitation
- Resend Invitation via e-GGRT
- Copy and Send Acceptance Code
- Revoke Invitation

>> *Click this link to expand*




United States  
Environmental Protection  
Agency



Electronic Government Site  
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[HOME](#)
[FACILITY REGISTRATION](#)
[FACILITY MANAGEMENT](#)
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[FACILITY SUMMARY](#)


[e-GGRT Help](#)

M. Policy Corporation  
Facility Summary

[e-GGRT Help](#)
[My Register](#)
[Facility Summary](#)

[PENDING OR, ACR, or Agent Appointment](#)  
This screen contains information on an Appointment

BUTATION INFORMATION

Role	Agent in Designated Representative
Appointment	Dwight Burdick
Appointment Email	adburdick@burdick.com
Appointed by	Matt Foley
Status Details	Pending. The appointee must use the Y10me acceptance code which was emailed to them on 2010-07-14 11:35:33

PENDING INVITATION OPTIONS

EPA, Resident Invitation

If the Appointee Name and/or email address is incorrect, edit the information and then click the "Resend Invitation" button below. EPA will re-send the revised information and email the invitation with the Y10me acceptance code to the Appointee.

First Name
Last Name

Email

Resend Invitation via e-GGRT

If the Appointee has not click the invitation email containing the Y10me acceptance code, you can click the link below to resend the invitation email.

Resend Invitation

Copy and Send Appointment Code

If you believe the APP/ONTEC has not received the invitation (e.g., because email from e-GGRT is being blocked), you can copy the Y10me acceptance code below and send it yourself to the appointee by e-mail to let him or her use the code as the Appointee's approval. The appointee must log on to e-GGRT, and on their home page paste the code into the ACCEPT AN INVITATION field and click the GO button.

Resend Invitation

Resend Invitation

If you can resend the invitation appointment for this agent.

Resend Invitation

[Facility Summary](#)

## M. Foley Corporation

[Facility Summary](#) » [Pending Appointment](#)

### Pending DR, ADR, or Agent Appointment

This screen contains information on an Appointee.

#### INVITATION INFORMATION

Role	Agent to Designated Representative
Appointee	Dwight Schrute
Appointee Email	dschrute@dunder.com
Appointed By	Matt Foley
Status Details	Pending: The appointee must use the 1-time acceptance code which was emailed to them on 2018-11-14 11:39:35.0

#### PENDING INVITATION OPTIONS

**Edit, Resubmit Invitation** If the Appointee Name and/or email address is incorrect, edit the information and then click the "Resubmit Edited Invitation" link below. EPA will review the revised information and email the invitation with the 1-time acceptance code to the Appointee.

First Name  Last Name   
Email

[Resubmit Edited Invitation](#)

**Resend Invitation via e-GGRT** If the Appointee has lost the invitation email containing the 1-time acceptance code, you can click the link below to resend the invitation email.

[Resend Invitation](#)

**Copy and Send Acceptance Code** If you believe the APPOINTEE has not received the invitation (e.g., because email from e-GGRT is being blocked), you can copy the 1-time acceptance code below and send it yourself to the appointee. Do not try to use the code on the appointee's behalf. The appointee must log into e-GGRT, and on their home page paste the code into the ACCEPT AN INVITATION field and click the GO button.

[Acceptance Code](#): D223C75436534397AB275356F8E6A4FC


**Revoke Invitation** You can revoke the invitation/appointment for this agent.

[Revoke Invitation](#)

[← Facility Summary](#)

If the Agent's appointment has been approved by EPA and the Agent has accepted the appointment, but the Designated Representative (DR) or Alternate Designated Representative (ADR) has not electronically signed the [Notice of Delegation \(NOD\)](#), the invitation information will be displayed.


>> Click this link to expand



United States  
Environmental Protection  
Agency

e-GGRT

Electronic Greenhouse Gas  
Reporting Tool



HOMEFACILITY REGISTRATIONFACILITY MANAGEMENTDATA REPORTINGEPA REPORTSHELP DESK

MY FACILITIESFACILITY SUMMARY

Hello, Matt Foley | My Profile | Logout

e-GGRT Help

M. Foley Corporation

Facility Summary » Pending Appointment


Pending DR, ADR, or Agent Appointment

This screen contains information on an Appointee.

INVITATION INFORMATION

Role	Agent to Designated Representative
Appointee	Jim Halpert
Appointee Email	jhalpert@dunder.com
Appointed By	Matt Foley
Status Details	Pending: The representative listed above has a 'Sign Notice of Delegation' link on their homepage. The agent may enter GHG Data for this facility. However, to submit and certify a GHG Annual Report the agent must have a representative-signed Notice of Delegation with either the DR, ADR or both (assuming that the Certificate of Representation is also signed and complete).


Facility Summary



United States  
Environmental Protection  
Agency

e-GGRT

Electronic Greenhouse Gas  
Reporting Tool



HOMEFACILITY REGISTRATIONFACILITY MANAGEMENTDATA REPORTINGEPA REPORTSHELP DESK

MY FACILITIESFACILITY SUMMARY

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M. Foley Corporation

Facility Summary » Pending Appointment

Pending DR, ADR, or Agent Appointment

This screen contains information on an Appointee.

INVITATION INFORMATION

Role	Agent to Designated Representative
Appointee	Jim Halpert
Appointee Email	jhalpert@dunder.com
Appointed By	Matt Foley
Status Details	Pending: The representative listed above has a 'Sign Notice of Delegation' link on their homepage. The agent may enter GHG Data for this facility. However, to submit and certify a GHG Annual Report the agent must have a representative-signed Notice of Delegation with either the DR, ADR or both (assuming that the Certificate of Representation is also signed and complete).

Facility Summary