

# Facility Search

>> [Click this link to expand](#)

The screenshot shows the e-GGRT Facility Search page. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The main content area is titled "SEARCH FOR YOUR FACILITY OR SUPPLIER" and provides instructions on how to search by ZIP/Postal Code. A search box contains the text "ZIP/Postal Code \* 60001". Below the search box, a "SEARCH" button is visible. The search results are displayed in a table with columns for GHGRP ID, Facility or Supplier Name, and Address. The results show a single entry for GHGRP ID 509305, Facility or Supplier Name JIMMYS COUNTRY STATION, and Address 16420 RTE 173 ALDEN, IL 60001. A "QUIT" button and a link to "ADD a New Facility" are also present.

SEARCH FOR YOUR FACILITY OR SUPPLIER

First, determine if your facility or supplier is already registered in e-GGRT by searching on the ZIP/Postal Code of the facility's physical location/address.

- **If you find the facility or supplier you want to register:** it should not be registered again. Click on the facility name to get more information about who registered it and when.
- **If you do not find the facility or supplier you want to register:** you can initiate registration by clicking the +ADD a New Facility link just below the search results.

\* denotes a required field

SEARCH BY ZIP/POSTAL CODE

ZIP/Postal Code \* 60001

SEARCH

SEARCH RESULTS

GHGRP ID	Facility or Supplier Name	Address
509305	JIMMYS COUNTRY STATION	16420 RTE 173 ALDEN, IL 60001

QUIT

+ADD a New Facility

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SEARCH FOR YOUR FACILITY OR SUPPLIER

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\* denotes a required field

SEARCH BY ZIP/POSTAL CODE

ZIP/Postal Code \* 60001

SEARCH

SEARCH RESULTS

GHGRP ID	Facility or Supplier Name	Address
509305	JIMMYS COUNTRY STATION	16420 RTE 173 ALDEN, IL 60001

QUIT

+ADD a New Facility

Before entering a new facility or supplier, search by ZIP Code (required field) to see if your facility or supplier is already registered in e-GGRT. After the search has returned a list of facilities, if you find the facility or supplier you want to register, it should not be registered again. Click on the facility name to get more information about who registered it and when. Please refer to [Accessing an Already Registered Facility](#) for more information and guidance.

>> Click this link to expand

The screenshot shows the e-GGRT Facility Setup screen. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and HELP DESK. The main content area displays a message: "FACILITY OR SUPPLIER IS ALREADY REGISTERED. The Facility or Supplier you selected is already registered or in the process of being registered. BCOOK TEST SUPPLIER #2 LDC, 222 Test Ave. NW, TEST, 20010. Registration was performed and submitted by Brian Cook on 2011-05-26 10:29:48.0. If you believe you received this message in error, or have questions, please contact the e-GGRT Help Desk at ghgreporting@epa.gov, or by calling 1-877-444-1188, Monday through Friday during regular business hours." Below the message are buttons for "BACK TO SEARCH" and "QUIT".

This is a larger screenshot of the e-GGRT Facility Setup screen. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and HELP DESK. The main content area displays a message: "FACILITY OR SUPPLIER IS ALREADY REGISTERED. The Facility or Supplier you selected is already registered or in the process of being registered. BCOOK TEST SUPPLIER #2 LDC, 222 Test Ave. NW, TEST, 20010. Registration was performed and submitted by Brian Cook on 2011-05-26 10:29:48.0. If you believe you received this message in error, or have questions, please contact the e-GGRT Help Desk at ghgreporting@epa.gov, or by calling 1-877-444-1188, Monday through Friday during regular business hours." Below the message are buttons for "BACK TO SEARCH" and "QUIT".

After searching by ZIP code, if you do not find the facility or supplier you want to register, you can initiate registration by clicking the +ADD a New Facility link just below the search results.

If you add a new facility or supplier and e-GGRT detects a potential match already in the system, it will display the potential match. If the facility or supplier displayed is the one you intend to register, select "Yes" for the question "Is the facility above the one you are attempting to register?" If it is not, select "No". Click the NEXT button to continue.

>> Click this link to expand

The screenshot shows the e-GGRT Facility Setup screen. The top navigation bar includes links for HOME, FACILITY REGISTRATION, FACILITY MANAGEMENT, and DATA REPORTING. The main content area displays a message: "POSSIBLE DUPLICATE FACILITY OR SUPPLIER DETECTED. Matt's Cool Facility, 6995 Elm St, Falls Church, VA 22042. \* denotes a required field. Is the facility above the one you are attempting to register? Yes No. Below the message are buttons for "BACK" and "NEXT".



e-GGRT Help

Facility Search



Search



**Facility Info**



Appoint DR & ADR



Setup Agents



Confirm & Submit

**POSSIBLE DUPLICATE FACILITY OR SUPPLIER DETECTED**

**Matt's Cool Facility**

5555 Elm St.  
Falls Church, VA 22042

\* denotes a required field

Is the facility above the \*  
one you are attempting to  
register? ☒ Yes  
☐ No

**←BACK**

**NEXT →**