## **Notice of Delegation**

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HOME FACILITY REGIST	RATION FACILITY MANAGEMEN	NT DATA REPORTING EPA REPORTS HELP DESK	Electronic Greenhouse Gas Reporting Tool Hello, Matt Foley   My Profile   Logou
O e-GGRT Help	Foley Corporation		
	Facility Summary » Sign Not	ice of Delegation	
Acceptance of DR and ADR Appointment			
	SIGN YOUR REVISED NOT	TICE OF DELEGATION	
	Your electronic signature is change that was made to th current information is listed	required on the Notice of Delegation because of a e facility, representative, or agent information. The below.	
	Please review this information question to to sign and sub-	on, enter your password, and answer your challenge mit the updated Notice of Delegation.	* denotes a required field
	Notice of Delegatic	n	·
	Applicable Facility or Supplier	Foley Corporation	
	Designated Representative (DR)	Matt Foley 1234 MAIN ST LONG ISLAND NY, 11101 800-555-4444 matt.foley@foley.corp	
	Agent	Dwight Schrute 1234 MAIN STREET SCRANTON PA, 12345 800-555-4567 dwight.schrute@dunder.biz	
	Signature Date	2013-12-17 16:39:48.0	
	CERTIFICATION STATEMEN	rs	
		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representative or alternate designated representative, as applicable, and before this notice of delegation is superseded by another notice of delegation under § 98.4(m)(3) shall be deemed to be an electronic submission certified, signed, and submitted by me.	
		Until this notice of delegation is superseded by a later si 98.4(m)(3), I agree to maintain an email account and to change in my email address unless all delegation of aut terminated	igned notice of delegation under § notify the Administrator immediately of any thority by me under § 98.4(m) is

If you are reporting confidential business information (CBI), please note that the DR, ADR and Agents have equal ability to access, view, enter and submit all e-GGRT data for a facility or supplier.

In e-GGRT, the Designated Representative (DR), Alternate Designated Representative (ADR), and Agents all have equal ability to enter or update reporting data for the facility. They also all have the ability to sign and submit reports. Agents may submit reports as long as the DR and/or ADR specific to the Agent has electronically signed the Notice of Delegation (NOD).

After a user has accepted an appointment to become an Agent, the Designated Representative (DR) or Alternate Designated Representative (ADR) specific to that Agent must sign a NOD in order to allow the Agent to submit reports on the DR's or ADR's behalf. The DR and/or ADR should review the Notice of Delegation and the Certification Statements.

If you agree to the statements, click the ACCEPT button.

Next, you will be prompted to enter your password.

After entering your password and clicking on the LOGIN button, you will prompted to answer one of your Challenge Questions.

Enter the answer to the Challenge Question and click the ANSWER button.

If the answer to the Challenge Question is correct and the status is shown as "Verified", click the SIGN button to proceed.

After the NOD is successfully completed, you will be returned to your e-GGRT home page.

To view whether or not the NOD has been electronically signed, login to e-GGRT and click the Facility Management tab. In the "Agents (for this facility)" table, if "Pending" appears next to the Agent's name, click on the Agent's name to view the reason for the "Pending" status. For more information on viewing a Agent's status, refer to the Pending Appointment Status Information page.

If "pending" does not appear next to the Agent's name, click on the Agent's name to view the completed NOD in PDF format. Here is more information about PDF file viewers.

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